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**Minutes of the Regular Meeting of the**

Jefferson County Parks & Recreation Commission

February 17, 2016

Jefferson County Community Center

1. Call to Order 7:06pm
2. Roll Call

Commissioners: Jim Lee, Sarah Smith, Ann Mountz, Heather McIntyre, Dan McVicar, Dave Hill, Jimmy Pierson, Ranale Jones (till 8:15pm).

Staff: David Kling

Guests: Dale Manuel

Commissioners Absent: Gene Taylor, Toni Milbourne, Paul Marshall

1. Public Comment

None

1. Approval of Minutes

April 20, 2016- Motion to approve McIntyre. Approved Unanimous consent.

Special Meeting April 28, 2016. **Motion to approve McIntyre -Approved Unanimous consent.**

1. Treasurer’s Report

Will come on the quarter.

1. Director’s Report

Dave Kling reports:

Below is a snapshot of activities, parks, and projects currently underway in the parks. Maintenance staff works diligently to ensure the parks are safe and well-maintained. May and June tend to be some of the busiest months for seasonal maintenance staff. A weekly snapshot from the past week is below.

* 17 rentals to prepare for and clean up. 21 softball games to prepare for and clean up. 36 baseball games to prepare for and clean up. 3 locations of checking and reporting the status of the water daily. 6 soccer games to prepare for and clean up. Numerous soccer practices to clean up. Approximately 350 acres to mow Daily task of maintaining and repairing equipment. Special projects

1. **Parks/Facilities Report**:
2. Bolivar Nature Park
   1. Camping for AT hikers began in mid-May. Staff has been made aware of some complaints made by Bolivar residents. The JCPRC and Bolivar BZA will revisit allowing campers at the park in August.
   2. New park sign has been ordered and will be installed.
3. James Hite Park
   1. Fields are filling in nicely-gates are closed to vehicular traffic due to damage being done by vehicles on the fields.
   2. JCYSL plans to play exclusively at the park this fall.
4. Jefferson County Community Center
   1. Construction has begun on the offices.
5. Leetown Park
   1. Field Maintenance
   2. JCCL and JCML practices and games are underway through June.
   3. Screening is being installed on the Slow-Pitch Field for extra protection on the fence.
6. Morgan’s Grove Park
   1. General maintenance
   2. JCYSL practices are underway through mid-June.
   3. Pavilion rentals
   4. Shepherdstown Community Club contracted to have the roof on the pavilion painted.
7. Mount Mission Park
   1. New steel doors have been installed on the pavilion
   2. Future spring Project-Removal of chain link fence and installation of split rail
8. Moulton Park
   1. Heavy use by boaters
9. Sam Michael’s Park
   1. Mason Pavilion has been painted
   2. ADA accessible sidewalks will be installed this fall at the Mason Pavilion
   3. New steel picnic tables have been ordered for mason pavilion
   4. Balloon launches have been built at the mason pavilion
10. South Jefferson Park
    1. Babe Ruth baseball games and practices through June.
    2. Maintenance building has been painted

1. **Damage Report:**
2. Listed above
3. **Equipment Report**:
4. None
5. **Personnel Update/New Hires:** 
   1. Joyce Moler transitioned to part-time June 6
   2. Mary Reek-part-time office assistant
6. **Leave Request:**
7. David Kling: July 18-22
8. Jennifer Myers: July 25-29
9. **Report on Grant Projects:**
10. Awarded
    1. Eastern Area Health and Education Grant-James Hite Park trail. $40,000. We have been reimbursed $20,000. The remainder of the grant will be paid out in May. A reminder has been sent.
    2. LWCF in the amount of $99,000 was awarded for soccer fields at James Hite Park. Requested an extension until December 2016 that was approved by the National Park Service. The $10,000 balance left on the grant will be held until I file for completion. Leaving the grant open allows for potential funding.
    3. Jefferson County Youth Board-$1000 for program supplies. $500 for youth scholarships.
11. Pending
    1. Application for LWCF in the amount of $62092 was submitted December 1, 2015. Project has been waitlisted. Received a call from the state asking for updated numbers and any additions to the grant as more funding is available
    2. Elks Run Watershed Rain Garden Rebate Program- JCCC/Sam Michael’s Park-Postponed until Fall due to lack of funding.
12. Upcoming
    1. Chesapeake Bay-$10,000 for James Hite Park
13. **Program Updates:**
14. Summer Camps begin June 13th.
    * Sam Michael’s Camp is full at 40 kids for the first week.
15. Summer Movie Nights
    * Finding Nemo was a huge success with approximately 300 participants
    * Avengers will be shown June 17 at Sam Michael’s Park
    * Minion will be shown July 1st at Jefferson Memorial Park
16. Youth Fishing derby was held June 4th at Izaak Walton. We had a record turnout of 144 kids with 317 fish caught. The event was co-sponsored by JSB with a $500 donation. There were over 100 prizes given out.
17. Fireworks
    * Staff is looking for performers for the event to be held on July 2nd
    * To date, close to $22,500 has been raised for the event-the show was upgraded due to the financial support by the community.
18. **Donations:**
    1. Fireworks donations continue to come in.

1. **Other**

A. Jefferson County Schools MOU Update

a. Continue to meet with Ms. Bondy Gibson, superintendent of JC Schools. At our last meeting, it was discussed how to move forward with a MOU going into FY 16/17.

* JCPRC asked JCS for assistance in funding a position for one year to make the transition into adult and community education programming.
* JCS will provide JCPRC with key access on Fridays for school usage.
* JCPRC will be assisting JCS in signage for playground usage.
* JCS will support JCPRC with some financial assistance to hire a part-time position (TBD)
* Next meeting is scheduled for June 21st to finalize details

1. There has been some discussion about a possible “Quality of Life” levy for parks, arts, and libraries. To qualify for November’s election, a decision would need to be made and it would need to be placed on the ballot by August 10th.

**10. Communications**

A. Master Plan Underway

a. A draft was sent to board members for review.

b. A meeting will be scheduled to determine next steps and expectations for SGA.

d. Timeline is being pushed to September for a public hearing.

**11. Trainings/Meetings**

**12. Future Needs from Board**

**Motion to approve the hire of Mary Reck by Hill. Approved by unanimous consent.**

1. Standing Committee Reports
   * + 1. Executive
       2. Finance
       3. Facilities/Land Acquisition

McVicar reported a facilities meeting that discussed the turf management policy

* + - 1. Fundraising
      2. Audit

1. Unfinished Business
2. Old Business
3. New Business
   1. Discussion and possible action on personnel decisions (executive session)

**Motion to go to executive session by Hill. Unanimously approved at 8:51pm.**

**Motion to come out of executive session by McVicar at 9:31pm. No objections.**

**Motion by Hill extend Mr. Corbin’s insurance through September 2016. Second by McVicar. Mountz proposed an amendment stipulating that Myer’s include notification of this action with her letter to Mr. Corbin regarding the position. Hill accepts this amendment. Motion carries 5 yes, 1 no.**

* 1. Discussion and possible action on Participant Discipline Policy

Kling presented the draft discipline policy. Several examples and suggestions were discussed.

There was particular discussion of issues for picking up kids etc. It was discussed as to whether you could do the approvals via the web, so that it was filled out during registration.

* 1. Discussion and possible action on a Parks and Recreation Levy

Mountz discussed the issues with the possibility of a levy this fall. Manuel clarified that little activity has occurred on the level of the CC. Pierson expressed concern that the political environment would be bad for a levy.

**Motion by Pierson for JCPRC to not pursue a parks and recreation levy for the current electoral cycle while maintaining the option of a levy in the future. Second Lee. Passed unanimously.**

* 1. Discussion and possible action on a Social Media Policy

Kling presented the draft social media policy. There was discussion of how this would be structured. McIntyre suggested that other policies regarding board member activities and responsibilities should also be included.

* 1. Discussion and possible action on a field maintenance policy

**Motion to table by McIntyre.**

* 1. Discussion and possible action on FY16/17 budget

A draft budget was presented. Marshall discussed some of the issues by phone. There were some questions that needed to be addressed that Marshall could not immediately address.

**Motion to table by McIntyre. Passed by unanimous consent.**

**Motion by McVicar to direct the director to continue spending at the level needed to maintain standard operation without capital purchases or expenses through to July 31, 2016 or until the 16’-17’ budget is approved, whichever is sooner. Approved unanimously.**

Motion to Adjourn by McIntyre at 9:35.