



**Minutes of the regular meeting of the Jefferson
County Parks and Recreation Commission**

April 20, 2016

I. Call to order 7:11 pm. By An Mountz

II. Roll Call

Commissioners: Gene Taylor, Ann Mountz, Heather McIntyre, Dan McVicar, Ranale Jones, Jim Lee,

Staff: Jennifer Myers

Guests: Kathy Skinner

Commissioners Absent: Sarah Smith, Toni Milbourne, Dave Hill, Jimmy Pierson, Paul Marshall

III. Public comment

None.

IV Approval of Minutes

**Motion to approve minutes from March 15, 2016 by McIntyre. Passed by
Unanimous consent**

V Treasurer's Report

None

VI Director's Report

Jefferson County Parks & Recreation Commission
Monthly Director's Report
April 20, 2016
Jennifer Myers, Director

Below is a snapshot of activities, parks, and projects currently underway in the parks.

- d. JCLL and Jefferson Cubs practices and games through June.
 - e. Cross country course is being rented for races throughout the spring.
 - I. South Jefferson Park
 - a. Babe Ruth baseball games and practices through June.
- 2. **Damage Report:**
 - A. Listed above
- 3. **Equipment Report:**
 - A. Request to include in Sheriff's Sale on June 10th items no longer used/needed by JCPRC. Items to include:
 - a. Uneven bars
 - b. Inflatable bounce house
 - c. Stiner mower
 - d. Gym Lighting
 - e. Mower decks
- 4. **Personnel Update/New Hires:**

A. Taylor Perkins	Camp Counselor for day camps
B. Sarah Soto	Camp Director at Blue Ridge Primary
C. Mickey Anderson	Camp Counselor at Sam Michael's Day Camp
D. Mabel Kaudy	Camp Counselor at Sam Michael's Day Camp
E. Cameron Barker	Paid intern for summer

Joyce Moler has submitted a request and will be taking partial retirement and working 3 days a week as of July 1st. Staff will be hiring additional part-time staff and/or filling the full-time position as needed.

- 5. **Leave Request:**
 - A. Jennifer Myers: May 27th
- 6. **Report on Grant Projects:**
 - A. Awarded
 - a. 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.
 - b. 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.

10. Communications

A. Master Plan Underway

- a. Next Committee Meeting will be May 9th
- b. Staff retreat is scheduled for May 9th from 9:30-4. Office will be covered by part-time staff
- c. Public hearings are anticipated in June

11. Trainings/Meetings

- A. Jefferson County Homeland Security and Emergency Management Annual Partnership Meeting (March)
- B. WVCORP Safety Trainings (March)
- C. Understanding, Analyzing and Using Financial Statements
- D. Leadership Conference

12. Future Needs from Board

- A. Policy Development

**Motion to approve new hires as noted in the Director's report by McVicar.
Approved by unanimous consent.**

Discussion of the MOU between Trail and Town Alliance of Harpers Ferry and Bolivar and JCPRC regarding the use of the Bolivar Park for camping by hikers on the AT. The MOU has been reviewed by the county attorney and Myers will work with him to fix small issues with them. It runs just till August 1st. Then TTA will have to go back to Bolivar and we will have the option to renew it. Myers will make arrangements to have the MOU approved by the board at a future date.

VII Standing Committee Reports

Executive

No meeting.

Finance. They did meet. There was discussion of the schools MOU and the financial impact of the programs on the Parks and Recreation budget (see below).

No meeting.

Facilities/Land Acquisition

McVicar reports they met and discussed several components of the master plan report. The major concern was regarding the need for good detailed

committee felt that these numbers were good and that the department could operate these programs. There was discussion of the School Board covering cost of some of the Adult and Community Education Programs coordinator that would be needed by JCPRC to run these programs, but this is not yet clear. We expect to hear more from the Superintendent of Schools. Mountz suggested it would be difficult to give formal approval without this information. Several agree.

Motion to postpone till next meeting when we would have an answer regarding funding of the coordinator position. My McVicar. Approved by unanimous consent.

2. Discussion and possible action on future capital projects and funding sources (PM)

McVicar reported that there was interest in continued efforts to get the county commission to change the impact fee spending equation. He asked that the commission consider formally revisiting that fight and/or directing the director to continue that fight. He is concerned that we are missing out

Motion by McVicar to postpone this until next meeting. Approved by unanimous consent.

3. Discussion and possible action on increasing the set aside for Hotel/Motel Tax for future FY budgets.

Myers reports that there is consideration of requesting an adjustment in the set aside we have for the Hotel/Motel Tax. She expects that next month they could bring a specific recommendation forward.

Motion by McIntyre to postpone till next month when a specific recommendation will be brought forward. Approved by unanimous consent.

XI Adjourn

Motion to adjourn by Jones. Adjourn 8:28.



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Motion by McIntyre to postpone till next month when a specific recommendation will be brought forward. Approved by unanimous consent.

XI Adjourn

Motion to adjourn by Jones. Adjourn 8:28.

**Minutes of the special meeting of the Jefferson County Parks and Recreation
Commission**

April 28, 2016

I. Call to order 6:07 pm. By Ann Mountz

II. Roll Call

Commissioners: Ann Mountz, Dan McVicar, Jim Lee, Dave Hill (Phone), Toni Milbourne (Phone), Paul Marshall, Sarah Smith (at 6:13).

Staff: Jennifer Myers

Guests: none

Commissioners Absent: Ranale Jones, Heather McIntyre, Jimmy Pierson, Gene Taylor,

III. New Business

Discussion and possible action on approval of MOU for use of Bolivar Nature Park for long distance hikers on the Appalachian Trail.

Marshall summarized the MOU.

Motion to approve with the noted correction to the effective date to be only to August 1, 2016, the addition of a no smoking provision, and elimination of the provision for a trash can by Mountz. Second by Lee. Approved unanimously.

XI Adjourn

Motion to adjourn by Mountz . Adjourn 6:18.