**Minutes of the Regular Meeting of the**

Jefferson County Parks & Recreation Commission

February 17, 2016

Jefferson County Community Center

1. Call to Order
2. Roll Call

Commissioners: Ann Mountz, Heather McIntyre, Toni Milbourne, Paul Marshall, Dan McVicar, Ranale Jones, Gene Taylor,

Staff: Jennifer Myers

Guests: Dale Manual, Kathy Skinner

Commissioners Absent: Byron Royal, Jimmy Pierson, Sarah Smith, Jim Lee

1. Public Comment
2. Approval of Minutes

Pushed to Next meeting. McVicar will prepare

1. Treasurer’s Report
2. Director’s Report

Jefferson County Parks & Recreation Commission

Monthly Director’s Report

February 17, 2016

Jennifer Myers, Director

Below is a snapshot of activities, parks, and projects currently underway in the parks. Parks are closed to vehicular traffic.

1. **Parks/Facilities Report**:

Parks are closed.

1. **Damage Report:**
* Blizzard 2016
	+ Damage to gate posts, fence, and eves on the concession stand at Sam Michael’s Park.
	+ Light pole at the JCCC fell. Allegheny Power has been contacted.
1. **Equipment Report**:
* Blizzard 2016
	+ Snow blower, Truck plow, and gator plow all were damaged due to heavy snow. Equipment has been repaired. We ended up contracting out snow removal to gain access to the facility. We have submitted a reimbursement request for federal aid in the amount of $3800.00.
1. **Personnel Update/New Hires:**
* Nicole Cooper – 20-25 hr./week, PT admin
1. **Leave Request:**

Jennifer Myers requests to use some vacation days the week of March 28th. Dates TBD.

1. **Report on Grant Projects:**
2. 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.
	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. Pending
	1. Application for LWCF in the amount of $62092 was submitted December 1, 2015.
4. Upcoming
	1. Easter Panhandle Conservation District-Pet Waste Campaign
	2. Chesapeake Bay Community Grant-James Hite Park-$10,000
	3. Green Streets, Green Jobs, Green Towns Grant Program-Potential for James Hite Park
	4. Elks Run Watershed Rain Garden Rebate Program- JCCC/Sam Michael’s Park
5. **Program Updates:**
* Working on 2016 Summer Program Guide
	+ Addition of 2 summer camps
	+ Working with Senator Unger to provide free lunch to summer camps

**8. Donations:**

* + Charles Town Plumbing-$375 (Banner Sponsorship)
1. **Other**

 A. Jefferson County Schools MOU Update

a. Over the past few months I have met 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.

* Draft has been received and reviewed–Goal is to have a signed MOU with a beginning date of July 1, 2016.
* Staff will be meeting with the superintendent, athletic directors, and current adult and community education coordinator to work on the details-hope to present an updated draft to the board in March.
1. FY 16/17 Budget Summary
	1. Budget hearing was held on Friday, February 12th.
	2. Presentation was well received. They will begin deliberating later this week into next.
	3. Commissioners suggested finding more donors and large sponsors.
	4. Community Budget Forum will be held on Thursday, February 17, 2016.
2. Active Threat/Intruder
	1. Developing an Active Threat/Intruder protocol with the JC Sheriff’s Department. Lt. Colbert has been with me on several occasions and we are moving forward with developing a plan. The plan is modeled from the JC School Policy. I am continuing to work on developing this protocol-spoke with WVCORP and they are going to review the document as well.
3. Fireworks
	1. Staff advertised the RFP for July 2, 2016. To date, two fundraisers have been held and staff has sent out letters to assist in soliciting donations for the event. A preliminary email went out vendors as well as agencies involved with the event notifying them of the date, time, and tentative plans; which reflect previous years.

**10. Communications**

A. Master Plan Underway

* + 1. February 9th meeting was postponed due to snow-March 7th will be the rescheduled meeting.
		2. Staff Retreat was cancelled due to snow. A new date has not been established.
		3. Draft plan has been received and currently being reviewed by the committee.

**11. Trainings**

A. Maintenance Staff Trainings have been scheduled for March 15th through WVCORP. Office staff will also be participating in some of the seminars. Trainings scheduled are for trips, slips, and falls, blood borne pathogens, and defensive driving. Additional courses are being developed.

B. Playground inspections will be done (weather permitting) February 25th.

C. Working with WVCORP to develop some volunteer trainings

**12. Future Needs from Board**

* 1. None at this time

**Motion to approve the new hire by Mountz. Approved by unanimous consent.**

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

They are doing a glow run on July 16, 2016. Working with other groups as well. In addition, planning for fundraising design is going on. How it will generally operate and how to target larger donors. In 2017 they are planning a wine and beer fest here at SMP. There are also a few more Bingo Bash things scheduled May 22, and August 21. Fireworks subcommittee will get money from the Bingo, a bit from raffle tickets, and outreach is ongoing.

1. Unfinished Business
2. Old Business
3. New Business
	1. Discussion and possible action on alcohol permit for Morgan’s Grove Park

Myers discussed the use of alcohol at MGP. We require the groups to get an alcohol permit for this. In the past this was done via the Men’s Club (aka the Community Club). The US Coast Guard has asked for permission to apply to the state for a license for their event. After discussion.

Motion to approve the US Coast Guard’s request to apply for an alcohol use permit by Mountz. Passed by unanimous consent.

Byron Royal has left the area and has resigned his position on the board.

Jim Lee was injured by a fall and is recovering from significant injuries.

Adjourned 7:40