

JEFFERSON COUNTY PARKS & RECREATION

Minutes of March 20, 2013 Meeting

- I. Call to Order: Meeting called to order at 7:00 p.m. by Secretary Toni Milbourne
- II. Roll Call: Present: Ann Mountz, Heather McIntyre, Ann Nawaz, Gene Taylor, Toni Milbourne, Pat Schneble, Dan McVicar, Todd McKinney, Adam Shively

Also present Director Jennifer Myers and County Commissioner Dale Manuel

III. Public Comment:

Dan Anderson, VP of Friends of Music spoke on a potential band shell project at Morgan's Grove Park. Myers will continue to be involved in discussions between Shepherdstown Community Club, FOM and others.

IV. Approval of Minutes of February 20 meeting:

MOTION by McIntyre to approve minutes of Feb. 20, 2013. Second by McKinney. APPROVED.

V. Treasurer's Report:

Actuals vs. Budget reports and Balance Sheets were distributed. Impact fee funds status was also distributed. Myers explained Hotel/Motel revenues down slightly; facility usage is up.

VI. Director's Report: Myers distributed written reported. Highlighted a variety of components.

- a. New gym lighting to be installed March 26-April 5.
- b. Parks have opened for spring.
- c. Playground inspections completed.
- d. Work on concession stand begun at Leetown Park in efforts to open it this year.
- e. RFP for structural engineers to get design for JCCC addition being sent out.
- f. Interviews held for Hite Road project manager. Job offered; awaiting confirmation.
- g. Grant updates given including submission for Growing Healthy Kids grant.

VII. Standing Committee Reports:

Executive:

- a. No report

Finance:

- a. Discussion of coding issues on budget. Myers looking into additional Quickbooks training courses.
- b. Myers explained that JCPRC is not required to pay benefits to part time employees unless they work for 12-months AND exceed 1,040 hours. Handbook will be updated to reflect this information obtained from the State.

Facilities:

- a. An in-house needs assessment survey will be done via a direct mail approach. Supplemental to surveys handed out at JCCC.
- b. A proposal received from LPDA for design of a pavilion at Sam Michael's Park presented.
- c. Committee is working on updated alcohol policy.
- d. Next meeting is Thursday, March 29 at 6 p.m. at JCCC.

I. Old Business

- Update on Hite Road Park—Supervisor job offered; awaiting confirmation. Manuel reported that DOH has authorized \$225,000 for road updates with April 28 as potential starting date on work. Manuel will also check on schedule of Gov. Tomblin for potential ground-breaking ceremony.

VIII. New Business

- Approval of website re-design

Myers bid re-design job and received two bids. She indicated she has asked for additional information from both and may still re-bid the job.

MOTION by Shievely, second by McIntyre to approve Myers spend up to \$6,000 on re-design of website. APPROVED.

- Approval of contract for design of Playground Pavilion at Sam Michael's Park.

MOTION by McVicar, second by Shively to approve \$4,500 contract with LPDA for design of pavilion at Sam Michael's Park.

I. Adjournment

- a. MOTION to adjourn by Taylor at 8:20 p.m., second by McKinney. APPROVED.

Respectfully Submitted by

Toni Milbourne, Secretary

MOTIONS IN ORDER FROM MARCH 20, 2013 MEETING OF JCPRC

1. MOTION by McIntyre to approve minutes of Feb. 20, 2013. Second by McKinney. APPROVED.
2. MOTION by Shievely, second by McIntyre to approve Myers spend up to \$6,000 on re-design of website. APPROVED.
3. MOTION by McVicar, second by Shively to approve \$4,500 contract with LPDA for design of pavilion at Sam Michael's Park..
4. MOTION to adjourn by Taylor at 8:20 p.m., second by McKinney. APPROVED.