

JEFFERSON COUNTY PARKS & RECREATION

Minutes of January 16, 2013 Meeting

- I. Call to Order: Meeting called to order at 7:06 p.m. by President Paul Marshall.
- II. Roll Call: Present: Todd McKinney, Dan McVicar, Ann Mountz, Heather McIntyre, Ann Nawaz, Gene Taylor, Toni Milbourne, Paul Marshall

Also present Director Jennifer Myers, County Commissioner Dale Manuel, Staff Member Brenda Whittington

- III. Public Comment:

None

- IV. Approval of Minutes of December special meeting: Minutes not available. Will be approved at February regular meeting.

- V. Treasurer's Report:

Actuals vs. Budget reports and Balance Sheets were distributed. Impact fee funds status was also distributed.

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

- a. Overview of County Lunch & Learn presentation.
- b. Report on gym lighting bids.
- c. Mulch being ordered for various playground locations.
- d. Damage to soccer field, fence and gates reported from incident of Jan. 5 involving drunk driver.
- e. Freezer not working; to be determined if it is fixable or if we will need a new one.
- f. Approval of new hires; discussion on project manager position for Hite Road Project.
- g. Various grant status reports given.
- h. Discussion of tree grant/planting.
- i. Nonprofit discussion on free rental space (i.e. girl scouts). Space can be used if there is nothing scheduled for pay.

VII. Standing Committee Reports:

Executive:

- a. Updated tabulation of Director's evaluation given.

Finance:

- a. No report

Facilities:

- a. No report.

I. Old Business

- Update on Hite Road Park—McVicar and Marshall worked on prequalification packet. Will go before County Commission for approval of program manager position out of land fund. Hope to move dirt in April.
- Update on Morgan's Grove Lease: Dealing with insurance issues in finalizing contract with Shepherdstown Community Club. McVicar will continue with negotiations.

VIII. New Business

- 2013-2014 Fiscal Year Budget

Myers presented recommended budget to go to County Commission. Includes two increases, one for staff allocation and one for step and cost of living increases. Also increases scholarship request to \$5,000; continues fireworks request of \$8,000 and asks for \$5,000 for audit.

MOTION by Taylor, second by Nawaz to enter executive session to discuss personnel/salary.

MOTION by Marshall, second by Mountz to exit executive session.

MOTION by McVicar, second by Mountz to move Director to Grade 6, Step A, contingent upon County Commission approval of budget. Approved.

MOTION by Milbourne, second by McIntyre to approve budget as presented with appropriate adjustment to Director salary line to move Director to Grade 6, Step A. Approved.

I. Adjournment

- a. MOTION to adjourn by McVicar, second by Taylor. Approved.

Respectfully Submitted by

Toni Milbourne, Secretary

MOTIONS IN ORDER FROM JANUARY 16, 2013 MEETING OF JCPRC

1. MOTION by Taylor, second by Nawaz to enter executive session to discuss personnel/salary.
2. MOTION by Marshall, second by Mountz to exit executive session.
3. MOTION by McVicar, second by Mountz to move Director to Grade 6, Step A, contingent upon County Commission approval of budget. Approved.
4. MOTION by Milbourne, second by McIntyre to approve budget as presented with appropriate adjustment to Director salary line to move Director to Grade 6, Step A. Approved.
5. MOTION by McVicar, second by Taylor to adjourn.