

JEFFERSON COUNTY PARKS & RECREATION

Minutes of April 18, 2012 Meeting

I. Call to Order: Meeting called to order at 7:10 p.m. by Vice President Jimmy Pierson.

II. Roll Call: Present: Dan McVicar, Adam Shively, Jimmy Pierson, Gene Taylor, Ann Nuaz, Todd McKinney, Bobby Shirley, Heather McIntyre, Toni Milbourne (arrived at 8:10 p.m.)

Also present Director Jennifer Myers, County Commission liaison Lyn Widmyer and Commissioner Dale Manuel.

III. Public Comment:

Lyn Widmyer commented on her positive experience at the dog park facility.

IV. Approval of Minutes of March regular meeting

MOTION by McVicar, second by Taylor to approve March minutes. Approved.

V. Treasurer's Report: Actuals vs. Budget reports and Balance Sheets were distributed. Myers indicated that no impact fee information has been received from the county.

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

a. Bolivar Nature Park status between Catholic Church: church will pay \$5,000 toward needed repairs.

b. Discussion on dog park with possible fence. Public meeting to be held Apr. 26 to gain input.

c. Discussion and update on Moulton Park grand opening.

d. Discussion of proposed batting cage project at Sam Michael's Park..

e. Discussion of new hires including interns.

MOTION by McVicar to approve new hires of Chelsey Flincham, Leslie Deffinbaugh, Melissa Reid and Kara Rudnick. Second by Shively. Approved.

f. Discussion of complaint about ball field lights at Sam Michael's fields.

g. Discussion of logo draft designs.

h. Discussion on scholarship funds and broadening the scope of who can qualify.

MOTION: McVicar moved to give Myers discretion on authorizing scholarships until a policy can be further established. Second by Taylor. Approved.

i. Highlight of some programs especially summer basketball league.

j. Discussion on concerns of dance instructors on the slipperiness of the floor. Myers will search out options including a possible roll out mat.

MOTION: McVicar moved to approve

VII. Standing Committee Reports:

Executive:

a. .None

Finance:

a. Discussion of potential hiring of facility manager. Potential job description provided for comment from the board.

MOTION: McVicar moves to send the description to Executive Committee for polishing. Second by Shively. Approved.

Discussion on Joyce's current part time position and the intent to offer her full time employment.

Audit:

a. Audit findings were presented..

Facilities:

a. Discussion on Chamber Lease Agreement

MOTION by McVicar to accept general terms as outlined in the draft lease and move forward to the next phase of approval via return to Chamber. Second by Shively. Approved.

b. MOU being developed to work with Burr Farm.

c. Dog Park modifications discussion. Public meeting to provide additional input.

d. Update on Hite Road given.

I. Old Business

- Update on Hite Road Park; Under facilities report.
- Update on Moulton Park Improvement Project under Director's Report.

VIII. New Business

- Discussion and possible action on Jefferson County Chamber of Commerce lease at Sam Michael's Park. Discussed under Facilities Report.
- Discussion and possible action on document shredding of old financial records. Move forward. Still awaiting opinion from county attorney.
- Discussion and possible action regarding use of time clock for full time exempt employees. After extensive discussion, it was determined that Director Myers will work with county Human Resources director to create a policy to eliminate the time clock.
- Discussion and possible action on Peter Burr Farm. Discussed under facilities report.
- Discussion and possible action on Town Run Commons. Director Myers will attend BZA hearing and make statement on behalf of Parks and Recreation. Milbourne and McVicar will assist with authoring the statement indicating P&R is not opposed to or in support of the project..
- Discussion and possible action on Concert program. Tabled
- Discussion and possible action on new capitalization project. Tabled.
- Discussion and possible action on new park and facility security policy.

MOTION by McVicar to approve Moulton Park rules as presented by Director Myers. Second by Shirley. Approved.

I. Adjournment

- a. MOTION by Shively to adjourn.

Respectfully Submitted by

Toni Milbourne, Secretary

MOTIONS IN ORDER FROM APRIL 18 MEETING OF JCPRC

1. MOTION by McVicar, second by Taylor to approve March minutes. Approved.
2. MOTION by McVicar to approve new hires of Chelsey Flincham, Leslie Deffinbaugh, Melissa Reid and Kara Rudnick. Second by Shively. Approved.
3. MOTION: McVicar moved to give Myers discretion on authorizing scholarships until a policy can be further established. Second by Taylor. Approved.
4. MOTION: McVicar moves to send the description to Executive Committee for polishing. Second by Shively. Approved.
5. MOTION by McVicar to accept general terms as outlined in the draft lease and move forward to the next phase of approval via return to Chamber. Second by Shively. Approved.
6. MOTION by McVicar to approve Moulton Park rules as presented by Director Myers. Second by Shirley. Approved.
7. MOTION by Shively to adjourn.