

JEFFERSON COUNTY PARKS & RECREATION

Minutes of July 18, 2012 Meeting

- I. Call to Order: Meeting called to order at 7 p.m. by President Paul Marshall.
- II. Roll Call: Present: Jimmy Pierson, Gene Taylor, Ann Nawaz, Paul Marshall, Adam Shively, Dan McVicar, Todd McKinney (arrived late)

Also present Director Jennifer Myers, County Commissioner Dale Manuel and Assistant Prosecutor Stephanie Grove

III. Public Comment:

1. Presentation given by Laura Goddard, Mountain View Polo regarding a possible "Polo in the Park" event.

MOTION by McVicar, second by Shively to rearrange order of agenda to accommodate legal issues. Approved.

IV. Approval of Minutes of May regular meeting

Minutes approved by unanimous consent.

- V. Treasurer's Report: Actuals vs. Budget reports and Balance Sheets were distributed. Impact fee funds status was also distributed. Director Myers. Myers notified Commission of unencumbered balance from last fiscal year of approximately \$60,000. She will come back to the commission at next meeting with proposed list of uses for the funds.

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

- a. Report on usage of Moulton Park since renovations.
- b. Myers reported on damage to roof during storm. Discussion ensued on maintenance and condition of Community Center.
- c. Advertisement out for Recreation Center Manager.
- d. Myers reported gymnastics instructor Kate Didden will be leaving so we will need an instructor.
- e. Grant updates included in written report.

VII. Standing Committee Reports:

Executive:

a. None

Finance:

a. None

Facilities:

a. No meeting but McVicar reported from May meeting that baseball group is moving ahead with batting cages.

I. Old Business

- Update on Hite Road Park—Submittals have been made to Planning Commission. Need to schedule meeting to finalize before moving ahead with bid for Phase I.

- Discussion and possible action on Chamber of Commerce lease of Sam Michaels Park. MOTION by McVicar, second by Pierson to approve lease with removal of Section 2, Subsections 5 and 6 barring any disagreement with the Chamber officials. Approved.

- Discussion and possible action on adoption of new logo.

MOTION by McVicar, second by _____. to approve proposed logo. Approved.

- Discussion and possible action on Agreement of Services Contract for program instructors. Discussion held on insurance; contracts or payroll employees. Myers will obtain clarifications from insurance representative on all possibilities.

- Discussion and possible action on funding the installation of a dog park fence at Sam Michael's Park.

MOTION by McVicar, second by Pierson to approve up to \$12,000 for materials and labor on dog park fence. Approved.

- Discussion and possible action on document shredding.

MOTION by Marshall to grant Myers/Staff permission to shred documents older than seven years.

MOTION to AMEND by Shievely, second by McVicar to exclude personnel materials. Approved.

VIII. New Business

- Discussion and possible action on spending authorization for CIP budgeted items.

MOTION by McVicar, second by Pierson to approve purchase of two mowers at cost of \$9,500 each from unencumbered fund balance.

- Discussion and possible action on request from polo group to conduct an event at Sam Michael's with an alcoholic beverage tasting component. Discussed during public comment.
- Discussion and possible action regarding letter received by the US Dept. of Interior regarding resource and boundary study for the Shepherdstown Battlefield.

MOTION by McVicar, second by Marshall to have Myers draft a letter of response citing past meetings of this board that we have no interest or capacity to assume management of this property. Approved.

Commission Manuel commented on County Commission meeting where he will propose use of Shepherdstown Battlefield funds for pavilion at Sam Michaels Park.

I. Adjournment

- a. MOTION by Perison to adjourn.

Respectfully Submitted by

Toni Milbourne, Secretary

MOTIONS IN ORDER FROM JUNE 20 MEETING OF JCPRC

1. MOTION by McVicar, second by Shively to rearrange order of agenda to accommodate legal issues. Approved.
2. MOTION by McVicar, second by Pierson to approve lease with removal of Section 2, Subsections 5 and 6 barring any disagreement with the Chamber officials. Approved.
3. MINUTES approved by unanimous consent.
4. MOTION by McVicar, second by _____. to approve proposed logo. Approved.
5. MOTION by McVicar, second by Pierson to approve up to \$12,000 for materials and labor on dog park fence. Approved.
6. MOTION by Marshall to grant Myers/Staff permission to shred documents older than seven years.
7. MOTION to AMEND by Shievely, second by McVicar to exclude personnel materials. Approved.
8. MOTION by McVicar, second by Pierson to approve purchase of two mowers at cost of \$9,500 each from unencumbered fund balance.
9. MOTION by McVicar, second by Marshall to have Myers draft a letter of response citing past meetings of this board that we have no interest or capacity to assume management of this property. Approved.
10. MOTION by Perison to adjourn.