

JEFFERSON COUNTY PARKS & RECREATION

Minutes of March 21, 2012 Meeting

- I. Call to Order: Meeting called to order at 7:44 p.m. by President Paul Marshall.
- II. Roll Call: Present: Dan McVicar, Adam Shively, Jimmy Pierson, Paul Marshall, Gene Taylor, Toni Milbourne

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

- III. Public Comment:

None

- IV. Approval of Minutes of January regular meeting and February regular meeting.

MOTION by Taylor, second by Pierson to approve both January and February minutes with correction of spelling of “logo” in the February minutes. Approved.

Approval of Minutes of February 28, 2012 special meeting.

MOTION by McVicar, second by Taylor to approve minutes of February 28, 2012 special meeting. Approved.

- V. Treasurer’s Report: Actuals vs. Budget reports were distributed. Treasurer not in attendance.

- 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. Possible grant via Petco. Director will follow up.
- c. Discussion of boy scout use of Sam Michaels Park.
- d. Discussion of soccer tournament and potential later start on Sunday morning as a result of concerns by neighboring homes.
- e. Parks opened early for early spring.
- f. Parks and Recreation added to JC COOP (Continuity of Operations Plan).

- g. Moon bounce must be certified/permitted as amusement ride.
- h. Country Day School offering use of athletic fields.
- i. Myers provided list of future action items and items which may need board assistance.

VII. Standing Committee Reports:

Executive:

- a. Business discussed at committee level is on this agenda for action.

Finance:

- a. No action items came out of committee meeting.

Audit:

- a. Coming back in April or May for exit interview.

Facilities:

- a. Contracts are being completed with leagues.
- b. Hite Road discussed.
- c. Discussion of possibly taking over Peter Burr Farm.
- d. Intern with Planning and Zoning will work on community parks issue.
- e. Discussion of lease with Chamber of Commerce continues.
- f. Dog park modifications.
- g. Shively working on legalities of a Friends of Parks organization.
- h. Next meeting scheduled for April 5 at 6 p.m. at JCCC.
- 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. This will remain in Facilities with invitation for chamber representatives to come to that committee.
- Discussion and possible action on recommendation to Jefferson County Commission to recharter Jefferson County Parks and Recreation as a multi-governmental agency under WV CODE Chapter 10 Article 2. Done at last meeting.
- Discussion and possible action on selection of Jennifer Myers as Director of Jefferson County Parks and Recreation.

MOTION by Pierson, second by Shively to name Myers as Director of Parks and Recreation. Approved.

- Discussion and possible action on document shredding of old financial records. Myers will confirm with Stephanie Grove the time frame by which documents can be destroyed.
- Discussion and possible action on JCPRC response to early spring impact. Staff has opened parks early and will bring seasonal staff on board.

I. Adjournment

- a. MOTION by McVicar to adjourn at 8:40 p.m..

Respectfully Submitted by

Toni Milbourne, Secretary

MOTIONS IN ORDER FROM MARCH 21 MEETING OF JCPRC

1. MOTION by Taylor, second by Pierson to approve both January and February minutes with correction of spelling of "logo" in the February minutes. Approved.
2. MOTION by McVicar, second by Taylor to approve minutes of February 28, 2012 special meeting. Approved.

3. MOTION by Pierson, second by Shively to name Myers as Director of Parks and Recreation. Approved.
4. MOTION by McVicar to adjourn at 8:40 p.m..