

JEFFERSON COUNTY PARKS & RECREATION

Minutes of February 15, 2012 Meeting

- I. Call to Order: Meeting called to order at 7 p.m. by President Paul Marshall.
- II. Roll Call: Present: George Nichols, Dan McVicar, Adam Shively, Jimmy Pierson, Todd McKinney, Heather Morgan, Paul Marshall, Gene Taylor, Ann Nuaz.

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

III. Public Comment:

1. Suzanne Offutt, principal Shepherdstown Elementary School and Debra Corbett, principal Ranson Elementary School appeared to speak about potential gymnasium construction at their schools and the partnership possibilities between the schools and parks and rec.

IV. Minutes of January meeting not available.

V. Treasurer's Report: Actuals vs. Budget reports were distributed. Impact fee status report provided. Program/project sheet distributed which will be used to determine what programs cost vs. what they bring in. Discussion of audit report and costs.

MOTION by Pierson, second by McVicar to approve payment of \$21,000 invoice to state auditor. Approved.

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

- a. Bolivar Nature Park status between Catholic Church.
- b. Discussion on dog park with possible fence. Possible grant via Petco. Director will follow up..
- c. Vandalism issues discussed.
- d. Discussion of cameras and the possibility of purchasing them.

VII. Standing Committee Reports:

Executive:

- a. Did not meet.

Finance:

- a. Audit discussed. Official first meeting will be early on a Monday morning. Todd will set..

Audit: Discussed earlier.

Facilities:

- a. Contracts are being completed with leagues.
- b. McVicar will attend an EPOHOA meeting to determine possible partnership regarding community parks.
- c. Discussion of possibly taking over Peter Burr Farm.
- d. Discussion of county wide needs assessment.

I. Old Business

- Update on Hite Road Park; Under facilities report. McVicar and Marshall, along with Manuel, will travel to Charleston to discuss road improvements with state DOH.
- Update on Moulton Park Improvement Project.

VIII. New Business

- Discussion and possible action to approve expenditure of \$45,000 from capital account for Moulton Park improvements which will be reimbursed by funding from the LWCF grant.

MOTION by McVicar, second by Taylor to approve moving \$45,000 from capital account. Approved.

- Pierson questioned why SES charges \$20 fee for P-Card payment.
- Discussion and possible action to approve expenditure of \$200 for a new JCPRC logo design.

MOTION by McVicar to spend up to \$250 for log design. Second by Shively. Approved.

- Discussion and possible action on request by Jefferson County Fireworks Fund for loan of \$,8000 for downpayment of fireworks due March 1.

MOTION by McVicar to transfer \$8,000 from basketball program to fireworks line item in budget with the understanding that JCPRC will not pay \$4,000 to Ranson for the share of basketball program. Second by Nichols. Pierson, Milbourne recuse. Approved.

- Jefferson County Human Resource recommendations regarding JCPRC staff compensation. Myers will continue to work with her.
- Discussion and possible action on Jefferson County Chamber of Commerce lease at Sam Michael's Park. Proposed to reduce contract from \$15,000 to \$10,000 in exchange for tractor usage; building usage. Will be discussed and brought back by Executive Committee.
- Discussion and possible action on recommendation to Jefferson County Commission to re-charter Jefferson County Parks and Recreation as a multi-governmental agency under WV Code Chapter 10 Article 2.

MOTION by Pierson, second by McVicar to have Marshall continue to work on this process. Approved.

I. Adjournment

- a. MOTION by Pierson to adjourn at 9 p.m..

Respectfully Submitted by

Toni Milbourne, Secretary

MOTIONS IN ORDER FROM FEBRUARY 15 MEETING OF JCPRC

1. MOTION by Pierson, second by McVicar to approve payment of \$21,000 invoice to State Auditor. Approved.
2. MOTION by McVicar, second by Taylor to approve moving \$45,000 from capital account for Moulton Park improvements. Approved.
3. MOTION by McVicar to spend up to \$250 for new logo design. Second by Shively. Approved.
4. MOTION by McVicar to transfer \$8,000 from basketball to fireworks line item in budget with understanding that JCPRC will not pay \$4,000 to Ranson for the share of basketball program. Second by Nichols. Approved. Milbourne and Pierson recuse.

5. MOTION by Pierson to have Marshall continue to work on process of re-chartering JC Parks and Rec. Second by McVicar. Approved.
6. MOTION by Pierson to adjourn at 9 p.m