

JEFFERSON COUNTY PARKS & RECREATION

Minutes of June 20, 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, Heather McIntyre, Toni Milbourne, George Nichols, Paul Marshall

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

III. Public Comment:

1. Presentation given by intern (Leslie) regarding a possible in-house survey to determine services desired by the county.
2. Lyn Widmyer presented an update on US 340 Gateway Corridor Plan and gave information from Eastern Panhandle Trailblazers so that P&R can have adequate information for potential input on county planning issues.

IV. Approval of Minutes of May regular meeting

MOTION by Taylor, second by Nawaz to approve May minutes with correction made to spelling of Commissioner Nawaz's name. Approved.

V. Treasurer's Report: Actuals vs. Budget reports and Balance Sheets were distributed. Impact fee funds status was also distributed. McKinney was absent but Director Myers reported on facility use and programs coming in over budget. Attributes that in part at least to use of social media.

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

- a. Report on Ameriworks volunteer who cleaned up Bolivar Park Intend to make further use of her time if possible..
- b. Discussion on fence for dog park.
- c. Report on theft and vandalism at Morgan's Grove Park. Copper wiring taken. Replacement cost \$700.
- d. Listing of interns and EPIC staffing provided

e. Grant updates including Inclusion Grant “Let's all Play” for \$7,000; EWVCF grant for \$1,200 “Growing Healthy Kids”; work on CommuniTree Grant for shade trees at dog park.

VII. Standing Committee Reports:

Executive:

a. Committee met to discuss updated to employee handbook, facility manager position and logo designs.

Finance:

a. None

Facilities:

a. None

I. Old Business

- Update on Hite Road Park—LWCF Grant Approved—Discussion and possible action to authorize acceptance of contract from Land and Water Conservation Fund (U.S. National Park Service funds) for \$99,000 grant.

MOTION by Nichols to accept the resolution accepting the grant which will be matched by funds from the soccer league to total \$198,000. Second by Taylor. Approved

* Note that Commissioner Widmyer suggested JCPRC come to County Commission to seek funding for operations manager for construction of Hite Road Park.

- Discussion and possible action on Chamber of Commerce lease of Sam Michaels Park. Note that Commissioner McIntyre recused herself from any discussion. Contract not available for review at this meeting. Director Myers will request that Attorney Grove be present with comments at July meeting.

- Discussion and possible action on previously approved motion to use WVCORP for worker's compensation insurance.

* Note that no change was made at this time and no action take on the agenda item.

VIII. New Business

- Update on Route 340—Given in public comment by Commissioner Widmyer.

- Discussion and possible action on adoption of JCPRC Executive Committee recommended changes to JCPRC employee handbook.

MOTION by Marshall, second by Taylor to approve changes to handbook previously distributed via email correspondence. Approved.

- Discussion and possible action on revising front desk staff position classification.

Recommendation by Director Myers to make the front desk position full time and offer it to Joyce Moler who currently holds that position part time.

MOTION by Pierson, second by Taylor to offer the full time position of secretary/ registrar to Joyce Moler effective July 1 at already budgeted amount. Approved.

- Discussion and possible action on position description for Facility Manager.

Director Myers recommends revised job description distributed at meeting.

MOTION by Nichols, second by Taylor to approve the job description for the facility manager position and move forward in the hiring process. Approved.

- Discussion and possible action on request by Mayor of Bolivar to allow bow hunting at Bolivar Park as part of an urban hunting program within the town limits that they are considering.

MOTION by Marshall, second by Milbourne to signify a general agreement with the concept of a bow hunt while having Director Myers seed additional details prior to final approval. Approved.

*Note discussion on ensuring that all board members receive information via whatever means established by them. Not all board members have access to email.

I. Adjournment

- a. MOTION by McIntyre, second by Taylor to adjourn at 8:35 p.m.

Respectfully Submitted by

Toni Milbourne, Secretary

MOTIONS IN ORDER FROM JUNE 20 MEETING OF JCPRC

1. MOTION by Taylor, second by Nawaz to approve May minutes with correction made to spelling of Commissioner Nawaz's name. Approved..
2. MOTION by Nichols to accept the resolution accepting the grant which will be matched by funds from the soccer league to total \$198,000. Second by Taylor. Approved.
3. MOTION by Marshall, second by Taylor to approve changes to handbook previously distributed via email correspondence. Approved.
4. MOTION by Pierson, second by Taylor to offer the full time position of secretary/ registrar to Joyce Moler effective July 1 at already budgeted amount. Approved.
5. MOTION by Nichols, second by Taylor to approve the job description for the facility manager position and move forward in the hiring process. Approved.
6. MOTION by Marshall, second by Milbourne to signify a general agreement with the concept of a bow hunt while having Director Myers seed additional details prior to final approval. Approved.
7. MOTION by McIntyre, second by Taylor to adjourn at 8:35 p.m.