

## JEFFERSON COUNTY PARKS & RECREATION

### Minutes of May 16, 2012 Meeting

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

None.

- IV. Approval of Minutes of April regular meeting

MOTION by Taylor, second by Nichols to approve April minutes. Approved.

- V. Treasurer's Report: Actuals vs. Budget reports and Balance Sheets were distributed. Impact fee funds status presented.

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

- a. Leetown bathrooms now open..
- b. Improvements requested by LWCF have been completed.
- c. Maintenance staff fully operational with busy schedule..
- d. Hite Road Grant approved. Awaiting final notification of amount of grant. Requested \$100,000 which would be matched by soccer league.
- e. Other grant updates given.
- f. Spring/summer basketball league report. Looks to be successful program.
- g. Report on donations sought from various local businesses. Myers continues to reach out to community in variety of ways.
- h. Discussion of Moulton Park permitting issues. Myers will work with Planning & Zoning to ensure compliance is met in all areas including signage.

- VII. Standing Committee Reports:

Executive:

a. .None

Finance:

a. None

Audit:

a. None.

Facilities:

a. None

I. Old Business

- Update on Hite Road Park; Under director's report: grant award.
- Update on Moulton Park Improvement Project under Director's Report. Myers shared video on improvements.
- Discussion & Possible action on Facility Manager Job Description: Move forward to June meeting; executive committee has not yet discussed.

VIII. New Business

- Discussion and possible action on a newly developed JCPRC Discount Policy.

MOTION by Pierson, second by Nuaz to accept policy as presented for a 12-month period.

MOTION to amend main motion by Shively, second by Taylor, to offer discount to JCPRC commissioners.

MOTION by Pierson, second by McKinney to postpone amendment to June meeting. Milbourne will contact WV Ethics Commission on legality of discount for commissioners. Approved.

Vote on main motion unanimous.

- Discussion and possible action on Chamber of Commerce lease of Sam Michael's Park. Concerns raised over McIntyre's involvement in contract negotiation as a member of JCPRC Commission and director of Chamber. Milbourne will contact Ethics Commission regarding this concern. Suggestion that clause be added to the contract to

say that both parties will meet to renegotiate the contract at the end of the second year. No action taken on the matter.

- Discussion and possible action on newly developed JCPRC Dissemination Policy.

MOTION by Taylor, second by McKinney to approve Dissemination Policy as written. Change made to read “Information will be placed on a designated table or other approved location for dissemination.” Unanimous approval with change.

- Discussion and possible action on new Program Contract.

MOTION to approve contract with changes provided by County Attorney Stephanie Grove.

MOTION to postpone vote by Pierson, second by Shively, until Director Myers gets clarification on liability issues from insurance carrier. Unanimous approval to hold over to June meeting.

- Discussion and possible action on Circus event. No action taken as dates conflict with Chamber usage of the park.

- Discussion and possible action on Community Participation grant request for Leetown Park Road improvements.

MOTION by Pierson, second by Taylor to designate \$4,000 from Del. Tiffany Lawrence for road improvements at Leetown Park. Approved.

- Discussion and possible action on Community Participation grant request for Hite Road Park and/or Park Improvements.

MOTION by Pierson, second by Nichols to use \$20,000 grant from Sen. Herb Snyder for improvements to Jefferson County Community Center by adding programming space. Unanimous approval.

I. Adjournment

- a. MOTION by Pierson, second by Taylor to adjourn at 8:45 p.m.

Respectfully Submitted by

Toni Milbourne, Secretary

## MOTIONS IN ORDER FROM MAY 16 MEETING OF JCPRC

1. MOTION by Taylor, second by Nichols to approve April minutes. Approved..
2. MOTION by Pierson, second by Nuaz to accept policy as presented for a 12-month period.

MOTION to amend main motion by Shively, second by Taylor, to offer discount to JCPRC commissioners.

MOTION by Pierson, second by McKinney to postpone amendment to June meeting. Milbourne will contact WV Ethics Commission on legality of discount for commissioners. Approved.

Vote on main motion unanimous.

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3. MOTION by Pierson, second by Taylor to designate \$4,000 from Del. Tiffany Lawrence for road improvements at Leetown Park. Approved..
4. MOTION by Pierson, second by Nichols to use \$20,000 grant from Sen. Herb Snyder for improvements to Jefferson County Community Center by adding programming space. Unanimous approval.
5. MOTION by Pierson, second by Taylor to adjourn at 8:45 p.m.