

**Jefferson County Parks and Recreation Commission  
Monthly Meeting Minutes  
April 16, 2008**

**Commissioner Jacobs called the meeting to order at 7:05 p.m. and declares a quorum.**

**Roll:**

**Present:** Commissioners Cheryl Roberts, George Nichols, Paul Marshall, Mike Jacobs, Lou Tiano, and Bobby Shirley, Bill Hoak, Charles Cheezum, Dan McVicar,

**Absent:** Commissioners Toni Milbourne and Shawna Molina

**Public Comment:**

Ms. Patsy Nolan, Jefferson County Clerk and candidate for Jefferson County Commission appeared before the JCPRC to address her goals

**Approval of Special Meeting held April 6, 2008 to develop a strategic plan for possible budget cuts.**

**Motion carried** with 8 votes

**1 Abstained** – Commissioner McVicar

**Approval of March 2008 Minutes:**

Commissioner Cheezum motioned approval of the Special Meeting and the March regular JCPRC minutes

Commissioner Marshall seconded.

Paul Marshall motioned an amendment to the original motion for a correction to the minutes --- to strike the sentence under C.T. Ranson Little League with his name and to replace with Dale Manual's name.

Commissioner McVicar seconded the amendment

**Motion, for the amendment, carried - Unanimous**

Commissioner Cheezum motioned to accept meeting w/ amendment; Commissioner Nichols seconded.

**Motion carried - Unanimous**

**Treasurer's Report:**

Commissioner Marshall issue two handouts – directly from our accounting system.

Total assets last month were approximately \$80,000

Month, the Quarter, and the Year ---Profit & Loss reports --- (we are not a profit/loss agency –but it’s the language that the software uses.)  
Commissioner Marshall plans to use this reporting format during future meetings.

Finance Committee meeting is scheduled April 28 @ 7 pm @ JCPRC ---Agenda includes getting our accounting codes aligned with the Jefferson County Commission code system and to determine the benefits, if any, of this method.

Commissioner Marshall motioned to accept Treasurer’s Report for March 2008

Commissioner Shirley seconded

**Motion carried - Unanimous**

**Director’s Report:**

Director Barr reported the following:

Fireworks Event:

Handed out a list of potential sponsors in which letters and emails have been sent to sponsor the Fireworks event. JCPRC has received \$4,250 in donations, thus far.

It will cost \$18,000 for the fireworks display, but we plan to charge a parking fee of \$5/car and anticipating over 5,000 cars.

Director Barr noted that on the back of the current JCPRC catalog, there is an advertisement for the Fireworks, highlighting a parking fee of \$5.00 per vehicle.

Commissioner McVicar stated that the projected amount of the event is \$25,000 and if someone makes a donation, they may want their name/business on the parking sticker/receipt.

Commissioner Jacobs recommended that if we know anyone personally who can help contact the people on the list, Tim wants an email if we are going to someone directly asking for donations. Coordinate w/ Tim to prevent having more than one person contacting the same person/business for donations.

Commissioner Tiano asks, “What happens when someone donates?” Director Barr replied that they may handout their brochures and their names will be included in the advertisements. Several commissioners requested the menu/list of what donors receive in return for their donation.

Commissioner Nichols stated that he has contacted Palmer Construction and Brauguner Masonry, directly, and has relayed the info to Director Barr.

Since the Finance Meeting scheduled last week was not held, Commissioner Barr discussed 2008-09 operating budget proposal. He is proposing that we cut the advertising budget and to consolidate the Fall/Winter/Spring brochures. The summer brochure may be issued separately. Plus \$1,000 out the office operation budget. All salary increase cuts have been removed from the information presented at the Special Meeting.

Commissioner Hoak motioned to discuss the budget proposal distributed by Director Barr; the motion was seconded by Commissioner Cheezum.

During discussion, Director Barr stated that he is concerned about waiting another four weeks for a final decision and may have to find an additional \$20,000 for a finance position. The options, which are not included in the proposed budget allot for possible salary of financial officer.

It was noted that money from the Hotel-Motel tax may be available; the amount has been increased from 3 percent to 6 percent.

Commissioner Marshall motioned to table this discussion of approving the Operational Budget Proposal from Director Barr, until next meeting

Seconded by Tiano.

**5 in favor** (Commissioners Marshall, Tiano, Shirley, Roberts, Nichols); **3 against** (Commissioners Hoak, Jacobs, McVicar); and 1 Abstained (Cheezum)

### **Standing Committee Reports:**

#### **Executive:**

**No Report**

#### **Finance Committee:**

The Finance Committee did not meet due to conflicting schedules.

Commissioner Marshall recommended moving the next Finance Committee meeting from April 21<sup>st</sup> to April 28<sup>th</sup>. He noted that since it involves an iterative process, there is unfinished business proposed during the Special Meeting.

#### **Facilities Report:**

Commissioner McVicar reported that there has not been a meeting and proposes a Facilities meeting at 7:30 p.m. on April 23<sup>rd</sup>. He has tried to reach the Mt. Mission Fire Department group and will address the information presented by the CT/Ranson Little League.

#### **Pool Committee:**

Commissioner McVicar reported that we have not had a meeting and proposes a Pool Committee meeting at 7:30 p.m. on April 30th.

The only information that we have is the last report from the Pool Committee.

#### **Land Committee:**

Commissioner McVicar mentioned that the Land Committee has not met and had agreed last month to obtain an appraisal. The current piece of property (119 acres on Hite Rd) is leased to a farmer. If it has farm-income it is appraised by another type of appraiser. There's not many available and not many around to perform the appraisal ----one is

\$15,000; the other is \$8,000; or “a couple of thousand and may take up to 60 days. Bottom line ---we may be able to get it done, but may be in the hole \$1,000. Propose a Land Committee meeting and begin to structure something to bring back to the P&R Commission.

Commissioner McVicar motioned to spend an amount not to exceed \$2,000 to secure an appraisal for the property/land on Hite Rd. Commissioner Hoak seconded. Money will come out of the Land Acquisition fund.

Discussion: Commissioner McVicar –if we use that fund, take advantage of our public relations and present to the Jefferson County Commission, showing that we are moving forward in the purchase of more than one piece of property.

**Motion carried - Unanimous**

Commissioner Hoak motioned to give approval to Commissioner McVicar to present to the Jefferson County Commission on all of the land that we are hoping to purchase. The motion was seconded by Commissioner Marshall.

**Motion carried - Unanimous**

Commissioner Jacobs noted condition of the Morgan’s Grove Park in Shepherdstown. Tiano has talked with the Board of Directors about selling Morgan’s Grove Park to us. Commissioner Jacobs recommended that either the Land or Facilities committees discuss this and bring back to us at the next meeting.

Tiano recommended that someone from this commission attend their next Board of Director’s meeting to open up the discussion, formerly.

Men’s Club is currently re-doing the War Memorial Bldg and their hands are full. They want to sell it to us, rather than to give it up.

Jacobs stated that he and Tim will discuss and bring back information to us at the next meeting.

**Unfinished Business:**

Commissioner Jacobs appointed Commissioner Tiano as Ad Hoc Committee chairperson for a Mission Statement. Commissioner Tiano was asked to select other commissioners on the committee and to bring a motion regarding adoption of a Mission Statement to the next meeting.

**New Business:**

Resignation of Commissioner Cheezum was submitted. Commissioner Cheezum stated that se is unable to continue due to health problems. Commissioner Cheezum says that we need a financial person. Therefore if we could find someone with that type of expertise, it would be great. He recommended to some of the Jefferson County Commissioners, and asked to them to consider Tom Diehl. Commissioner Cheezum

motioned that we write a letter, signed by the President to endorse Tom Diehl's appointment. Commissioner Hoak seconded.

**Motion carried.**

6 in favor (Commissioners Jacobs, Roberts, Nichols, Hoak, Shirley, and Cheezum);  
3 against (Commissioners Marshall, McVicar, and Tiano)

Commissioner Hoak motioned for the meeting to adjourn; Commissioner Shirley seconded

Meeting adjourned at 8:49 p.m.

Respectfully Submitted (on behalf of Commission Secretary, Shawna Molina),

Cheryl D.L. Roberts