

Jefferson County Parks and Recreation
Minutes
February 18, 2009

I. Call to Order: President Marshall called the meeting to order at 7:05 p.m.

II. Roll Call: Present at meeting were: Lou Tiano, Dan McVicar, Mike Jacobs, Bill Hoak, Cheryl Roberts, Toni Milbourne, Paul Marshall, Shawna Molina, Bobby Shirley, George Nichols and Matt Knott and County Commissioners Dale Manuel and Lyn Widmyer.

III. Public Comment: Marie Walker and Mike Grove were present to speak about the CCC programs which could offer possible park and trail crews in the future.

IV. Approval of Minutes:

- Motion by Roberts; second by Shirley to approve January 21, 2009 minutes. One correction made by Molina to correct spelling of Allegheny Power.
- Unanimous consent was given to approve the January 21 meeting minutes.

V. Treasurer's Report:

Mr. Knott presented balance sheet and profit/loss statements and explained some particulars. Motion by Molina, second by Hoak to accept treasurer's report. Unanimous vote.

VI. Director's Report: Director Barr provided a detailed written report on the department.

- Present to speak under the Director's report was Chuck Taylor. He and Director Barr made a presentation on the evaluation of playground equipment at Leetown Park, showing that the equipment is unsafe.

Director Barr recommended replacing the equipment.

- Director Barr discussed vandalism issues at parks.
- Director Barr requested approval of two new hires: Brian Moler and Tom Stollings.
- Assistant Director Myers gave program update.

Unanimous consent was given to approve the director's report and to approve the two new hires.

VII. Committee Reports

A. Executive: The Director's evaluation will take place Monday, Feb. 23 at 6 p.m. Director Barr has requested it be in executive session.

B. Finance

- No report.

C. Audit

- Marshall reported that the audit bid has been sent out to a broader group.

D. Land Acquisition

- No report

E. Facilities:

- McVicar provided notes and minutes from the facilities meeting on Nov. 5.
- McVicar reported on the stakeholders meetings set for Hite Road Park.
- McVicar reported that CTR/LL will pay their own utilities.
- McVicar reported that the committee has asked Director Barr to expand on the outline of inventory of equipment to financially plan for the future.

VIII. Old Business

- Fireworks Update; Milbourne reported that funds for the event have not been acquired. Suggested a possible event without fireworks. No action was taken.
- No motion was called for on Charles Town Ranson Little League paying their own utilities.
- Milbourne gave notice, per Roberts Rules of Order, of the intent to make a motion to rescind the vote of designating \$300,000 of land acquisition and improvement fund for park improvements. The motion will be made at March 18 meeting.

IX. New Business

- Dates set for public meetings on Hite Road Park are March 10, 7 p.m.; March 21 at 9 a.m. and March 24 at 7 p.m. Two evening meetings will be at Community Center; Saturday gathering meets at Leetown Park to travel to Hite Road.
- First notice given of the intention to modify the bylaws to add a reference to WV Code Chapter 7, Article 11.
- First notice of proposal to amend bylaws Section III.12. Agendas and Section V.4 Committee Reports to clarify that the President is responsible for the preparation of the agenda.
- Marshall made the following committee assignments:
 - Finance: Knott (C); Tiano, Shirley, Robert, Milbourne
 - Facilities: McVicar (C); Nichols, Hoak, Jacobs, Tiano, Molina
 - Land: Hoak (C); McVicar, Nichols, Knott
 - Pool: Molina (C); McVicar, Roberts, Shirley
 - Grants/Fundraising: Milbourne (C); Nichols
- Marshall, as president, is ex officio member of all committees.
- Possible future committees are amphitheater and community relations.
- Discussion of setting a percentage of Hotel/Motel funds aside for capital projects. Director Barr informed commission that money has always been used for operational expenses. Forward discussion to finance committee.
- Motion by Knott, second by Jacobs to decommission old equipment at Leetown and solicit bids for new playground equipment. Marshall moves to amend motion to split into two parts; second by Tiano. Knott accepts friendly amendment.
- Motion to decommission old equipment: Unanimous affirmative vote.
- Motion to solicit bids, which Director Barr will do: Unanimous affirmative vote.
- Preliminary description of the Wonderful Trails for Every Child grant proposal. JCPRC is signed on as an interested party.
- Widmyer offered suggestion of including 100 miles in 100 days challenge. She will confer with Assistant Director Myers.

- Knott provides first notice of proposed change to bylaws which would allow the Director to add actionable items to the Commission's agenda.
- Discussion of hiring part time financial person; creating new position for payroll.

Date of Next Regular Meeting: March 18, 2009.

X. Motion to adjourn by Roberts, second by Molina.

Respectfully submitted:
Toni Milbourne
Secretary