

Jefferson County Parks and Recreation  
Minutes  
March 18, 2009

I. Call to Order: President Marshall called the meeting to order at 7:00 p.m.

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

III. Public Comment:

- Dave Dinges and Billy Beans with Jefferson County Little League were present and commented on their proposed development of a Little League complex at Jackson Woods Park, encompassing 20.4 acres.

- Jack Huyett was present to address the condition of the boat ramp at Moulton Park. Commissioner Manuel suggested contacting DNR and the legislative delegation.

IV. Approval of Minutes:

- Motion by Jacobs; second by Hoak to approve the February regular meeting minutes. Unanimous consent to approve.

V. Treasurer's Report:

Mr. Knott presented balance sheet and profit/loss statements. Unanimous consent was given to accept the treasurer's report.

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

- Director Barr reported the new brochure is on line and training is progressing to begin on-line registration.

- Director Barr reported the lighting project is now complete on the entry roads.

- Director Barr reported that the 13 acres on the mountain that is for sale is now out of probate.

- Director Barr reported on bids received for playground equipment for Leetown Park.

- Director Barr commended Charles Town/Ranson Little League volunteers for their work on the fields.

VII. Committee Reports

A. Executive: President Marshall briefly discussed the director's personnel evaluation indicating that some kinks need to be worked out. He presented each commissioner with a statistical compilation of ratings.

B. Finance—No finance committee meeting was held; no report.

C. Audit—Commissioner Marshall has not gotten audit bid out. Needs to be resent. Defer to director to help get bid out.

#### D. Land Acquisition-

- President Marshall acknowledged the desire of Commissioner Hoak to resign as chair of Land Acquisition committee and replaced the chair with Matt Knott. Hoak will continue to serve on the committee.

E. Facilities: McVicar reported on bids for playground equipment. Discussion to follow under Old Business.

- Farming lease for Hite Road property has been tabled until the next Facilities Meeting.
- Public input meetings on the new park was held with 15-20 people attending. Next meeting March 21 at 9 a.m. to tour park and another March 24 at 7 p.m. at Community Center.

#### VIII. Old Business

- Notification of proposal to amend bylaws to add reference to WV Code Chapter 7, Article 11 (Marshall). This was second notice; matter will come to vote at April meeting.

- Notification 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. This change is recommended to eliminate ambiguity over who should receive and post agenda items for meetings. Second notice; matter will come to vote at April meeting.

- Notification to amend bylaws Section III.12. Agendas to allow Director to submit meeting agenda items. Second notice; matter will come to vote at April meeting.

- Knott moved to follow recommendation of Director and request funds from land acquisition and development fund to purchase play equipment for Leetown Park from Virginia Playground Services in the amount of \$66,488. Jacobs seconds motion.

Marshall amends motion to seek funding from impact fee funds. McVicar seconds amendment. Vote on amendment: All in favor with one opposed (Jacobs).

- Amended motion is to request funds from impact fee account to purchase play equipment for Leetown Park. Vote is unanimous.

- Milbourne moves to rescind previously adopted motion to designate \$300,000 of the land acquisition and improvement fund for park improvements. McVicar seconds. Vote: Tiano, McVicar, Nichols, Marshall, Hoak and Milbourne vote for the motion; Knott and Jacobs vote against. Motion carries.

- Motion by Tiano to approve Missions and Goals Statement. Second by McVicar. Motion to table until next meeting made by Jacobs; second by Knott. Motion carried with Tiano and McVicar opposed.

#### IX. New Business

- Knott moved to change evaluation process from 4-tier rating to 5-tier rating. Jacobs second. Vote unanimous.

- Tiano moved to request to solicit bids for site plan of Jackson Woods. Milbourne second. Knott moves to refer to facilities; Jacob seconds. Vote is unanimous. Unanimous consent to move to finance and facilities.

- Jacobs moves to charge executive committee to develop SOP for Director's evaluation with clarification. Tiano seconds. This becomes the first notice of change to bylaws on the director's evaluation. Unanimous consent.

- Milbourne reported that she had been in contact with United Way to determine why JCPRC is not a UW agency. This could be a potential funding mechanism.

X. Motion to adjourn by Jacobs; second by Hoak.

Respectfully submitted:  
Toni Milbourne  
Secretary