

Jefferson County Parks and Recreation
Minutes Meeting
October 20, 2010

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

II. Roll Call: Present at meeting were: Bill Hoak, Toni Milbourne, Paul Marshall, George Nichols, Heather Morgan, Jimmy Pierson, Lou Tiano, Bobby Shirley, Gene Taylor, Mike Jacobs, Dan McVicar and County Commissioner Dale Manuel, Acting Director Lauren Thurston and Asst. Director Jennifer Myers

III. Public Comment:

- Anna Stead from Job Corps introduced her organization and offered possible partnership with members from the Job Corps. She asked to have a liaison at the Job Corps. Vicki Eckert commented on her experiences with the Job Corps.

- Peter Chakmakian was present and presented information on the Miracle of Lights possible joint effort with M.J. Firestone. J. Myers and T. Milbourne will continue to work with Mr. Chakmakian on details of the partnership.

- Elise Baach spoke on working toward a cooperative grant with "Jefferson Game Plan."

MOTION by McVicar to have Baach write the grant and submit in the name of P&R with oversight by the Facilities Committee. Second by Pierson. Unanimous vote.

- Vicki Eckert spoke about a soccer partnership and grant application to seek up to \$100,000 from the Land/Water Conservation. Soccer league would provide 50/50 match on asking for \$75K.

MOTION by McVicar to have Eckert move forward with the grant application with the blessing of P&R. Create an MOU that P&R is not financially obligated. Funds will be used to work to develop soccer appropriate facility at Hite Road. Second by Pierson. Unanimous vote

IV: Motion to Approve September 15, 2010 Meeting Minutes with revisions made by Morgan; second by Marshall. McVicar abstained from the vote.

Corrections to minutes: Manuel requests to add to minutes that he was in favor of a motion to suspend Director Barr so that Barr could address commission. Manuel had no vote in the matter, but gave his opinion as liaison to Commission. Jacobs and Taylor also request to add they believed Barr should have been present to speak.

V. Treasurer's Report: Written report provided. Tiano indicated that Hotel/Motel is above the expected amount; programs and facility usage are down. Need to reconfigure budget in January/February.

VI. Director's Report

A report was presented by Jennifer Myers.

- Approval was held on new hires until background checks could be completed.

- Grants were outlined for Hite Road; Moulton Park and an AHA grant to possibly be used for a kiln.

- Vacation leave requests were outlined. Individuals requested one to two days per (Thurston, Kite, Moler). Myers requested leave Dec. 9, 10 and 20-31. Milbourne questioned whether Myers had that leave available. The response was yes.

- Recycling program announced.
- Kite offering a tour of parks for board members. Myers will arrange.

VII. Standing Committee Reports

Executive: Employee guidelines draft was presented. Will be emailed to all with request for comments due by Nov. 4.

• Director position closing date for advertising. Executive Committee will evaluate resumes and make selections for interviews.

Finance: Tiano provided minutes from finance committee meeting.

1. Discussion of switching to WV Risk Pool for insurance.

MOTION by Pierson, second by Shirley to switch to the WV Risk Pool.

Unanimous vote.

MOTION by Tiano; second by McVicar to approve budget/format change outlined by finance committee.

- Pierson will look into getting quotes for lights at Leetown fields.
- Tiano outlined other cost-saving measures and initiatives instituted.

Audit: WV State Auditor's office will conduct audit. A project manager has been assigned but no timeline given.

Land Acquisition: No activity

Facilities: Hite Road Update: Engineering/Planning will meet to discuss next step.

- Staff is to evaluate disabilities features of facilities.
- Still waiting for county attorney approval on agricultural lease for Hite Road property.
- Grant partnerships discussed in public comment section of minutes.
- Modification of bylaws: Second reading to change the dates of appointment and executive committee elections. Change can come before the board for a vote in November.
- Modification of bylaws: First reading to modify bylaws to include exit interviews as a commission authority under item III5a. Can be voted on in February.
- McVicar will email Long Term Facilities Use agreement draft and seeks comments by Nov. 4.

Grants & Fundraising:

- Land & Water Conservation Fund Grant: Discussed in public comment.
 - Moulton Park LWCF Grant: Contingent on archeological dig.]
- MOTION by Tiano; second by Shirley to have Myers solicit bids for camping pads, etc., archeological dig needed by SHPO. Unanimous vote.

• USDA Rural Comm. Dev. Initiative Grant:

MOTION: Marshall moves to pursue this grant; second by Hoak.

Unanimous vote that Marshall will follow up.

VIII. Old Business

25 • County-wide P&R Summit: Milbourne and Pierson reported on county- wide summit held Sept.

• Barr issue: Mr. Barr was not present to address the board.

MOTION by Jacobs to set aside all motions made at the August emergency meeting. Second by Taylor.

Marshall explained that the prevailing side of the motion has to offer the motion to set aside; therefore, this motion is not valid.

IX. New Business

- Discussion of recording system.

MOTION by Marshall to have staff purchase Marantz PMD660 Recorder or something comparable up to \$600. Second by Milbourne. McVicar voted against motion; Shirley was not in room to participate in vote. All other in favor of motion.

- Election of Officers

MOTION by McVicar to nominate current slate of officers for reelection in total. Second by Taylor.

MOTION by Hoak to close nominations.

Unanimous vote: Officers for the next year are: President: Paul Marshall; Vice President Jimmy Pierson; Secretary Toni Milbourne; Treasurer Lou Tiano.

- Marshall called for interest in committee assignments.
- Committee formed of Facilities, Finance and Executive Chairs to complete and submit CIP budget request.

- Myers spoke on merger of JCPRC and Ranson Youth Basketball.

MOTION by Hoak, second by Morgan to have Myers and Pierson work together to merge and create the program. Unanimous vote.

- Complaint filed by Barr:

MOTION by Marshall, second by Taylor to select Bowles, Rice, McDavid Graf and Love to represent the Parks and Recreation Commission in lawsuit filed by former Director Tim Barr. Unanimous vote.

X. Adjournment

MOTION to adjourn by Taylor; second by Marshall. Adjourn at 9:55 p.m.

Respectfully submitted:

Toni Milbourne

Secretary=