

Jefferson County Parks and Recreation  
Minutes  
November 19, 2008

I. Call to Order: President Marshall called the meeting to order at 7:09 p.m.

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

III. Public Comment: Don Jacobs, consultant to Jefferson County on wage and salary equity, gave a detailed presentation on the Parks and Recreation staff in conjunction with the county's study.

IV. Approval of Minutes:

- October Minutes: Motion to approve minutes with change to arrival time of Shawna Molina at last meeting from 8:30 to 7:30 p.m.

Motion to approve minutes with changes made by Molina; second by Shirley. Unanimous approval.

- May Minutes have never been approved. Marshall will listen to tape to obtain correct verbage to Charles Town/Ranson Little League motion. Carry over to next regular meeting.

V. Treasurer's Report:

Mr. Knott presented balance sheet and profit/loss statements. President Marshall stressed that numbers are unaudited.

VI. Director's Report: Director Barr provided a detailed written report encompassing all parks and projects; programs; conference attendance; grant projects, vandalism at Sam Michaels, etc., all following new Director's Report format.

McVicar noted that Director Barr provided sample contract as was previously requested.

Reminder to Director that report should be made available to board members on Monday prior to Wednesday meeting.

- Personnel: Motion by Molina to authorize Barr to offer recreation specialist to one of three qualified applicants. Second by Jacobs.

Board agreed by unanimous consent.

- Assistant Director Myers reported on Activenet Software. Motion by Jacobs, second by Tiano to purchase software/hardware with budgetary limitation of the acquired grant. Board agreed by unanimous consent.

VII. Committee Reports

A. Executive: Marshall reported on Executive Committee meeting.

- Agenda items must come from commissioners only and be received Monday prior to Wednesday's meeting.

- Minutes will be provided within one week after meeting.

- Committee requests that motions be well structured in advance of meeting.

- Motion by Roberts, second by Jacobs to enter agreement with Jefferson County Council on Aging. Text included below. Motion passed with 9 ayes; 1 nay (McVicar) and 1 abstention (Molina).

The Jefferson County Council on Aging (JCCOA) and Jefferson County Parks and Recreation Commission (JCPRC) wish to coordinate their efforts to better provide community programs and activities for older adults in Jefferson County. This Agreement is designed to provide expanded coverage of service to their respective clientele in Jefferson County and improved efficiencies and cost-savings to both entities.

This letter of agreement between JCCOA and JCPRC, stipulates the terms and conditions for this agreement between both parties and their Board of Directors.

The parties hereby agree that this agreement will be administered as follows:

- JCCOA will have all privileges to the name Lov's-50's before the LOA and after the expiration of the LOA in the event the partnership is not continued.

- JCCOA will have all first privileges to the programs/activities taken from the Lov's 50's focus group and will inform JCPRC of those programs which cannot be supported by JCCOA.

- Both parties agree all collaborated events and activity revenues and expenses will be equally distributed between both organizations regardless.

- Both parties agree that the reviewing and signing of contracts will be dual responsibility before a contract is submitted on behalf of the partnership.

- Both parties agree to share equal responsibility of marketing and advertising within the guidelines of JCCOA and JCPRC including but not limited to press releases, program guide visibility, emails, fliers and postcards.

PERIOD OF AGREEMENT: The period of this contract shall be from \_\_\_\_\_, 2008 through the completion date of June 30, 2009 as agreed

TERMINATION OF AGREEMENT FOR CONVENIENCE: This AGREEMENT may be terminated by either party, with or without cause at any time prior to the expiration date specified in the preceding paragraph of this agreement by giving thirty days notice in writing to the other parties.

AGREEMENT REVIEW: This AGREEMENT will require quarterly review (every three months) from the date it is entered, in January 2009, April 2009, July 2009 and October 2009.

AUDITS: Both parties named in this agreement shall maintain adequate records in such a manner that they may be audited in progress and upon completion of the AGREEMENT. These may include:

- All paid vouchers including those for out-of-pocket expenses, and other reimbursements supported by invoices.

- \* Time sheets for hours worked.

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Jefferson County Council on Aging  
Shawna Molina, Executive Director

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Jefferson County Parks and Recreation  
Tim Barr, Director

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Jefferson County Council on Aging  
Locke Wysong, Board President

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Jefferson County Parks and Recreation  
Paul Marshall, Board President

- First Notice to Amend Bylaws to include the WV Code Charter Reference to Chapter 7, Article 11. Exact wording as follows:

WHEREAS, the Jefferson County Commission established the Jefferson County Parks and Recreation Commission under Chapter 7, Article 11 of the WV Code AND there exists other regulatory frameworks with the WV Code for establishing a Parks and Recreation Commission (e.g. Chapter 10, Article 2)

BE IT RESOLVED, that the By-Laws of the Jefferson County Parks and Recreation Commission be amended to include a reference to WV Code Chapter 7, Article 11.

- Committee discussion. Marshall noted that Finance Committee consists of Knott, Tiano, Shirley, Milbourne and Roberts. Audit Committee consists of Marshall, Dale Manuel, Charles Cheezum, Jennifer Myers and Tom Diehl.

Commissioner Molina leaves meeting at 9:40 p.m.

#### B. Finance

- Knott reported that budget that was sent to the county will be revised. Audit is progressing; Charles Town/Ranson LL is asking about utilities-Knott referred them to Facilities Committee for clarification.

- CIP presented. Motion by Jacobs to accept CIP form as presented. Second by Hoak. Board agreed by unanimous consent.

- Question on the use of land acquisition and development funds. Will acquire exact wording of County Commission motion and place on next agenda.

- Finance Committee will meet 2nd Monday of each month with next meeting being December 8 at 6 p.m.

Motion by Knott to provide salary increases to Director, Assistant Director, Preschool Coordinator and Maintenance Supervisor for total cost including benefits, of \$13,800. Second by Shirley.

Move to table by Milbourne. Died to lack of second.

Motion passes with 7 ayes; 1 nay (Milbourne); 2 abstentions (Marshall and Tiano) and 1 absent (Molina).

C. Facilities: McVicar reports on Facilities meeting where all park priorities were received from Director Barr. Group will work on finalizing costs and ranking projects. Also reports that he is still awaiting formal letter of offer for 119 acres from Assistant Prosecutor Stephanie Grove. Request from owner of property that JCPRC pay property transfer tax. Question arose whether JCPRC is exempt from transfer tax.

#### VIII. Unfinished Business

a. Background check clarification: Initial checks are done by Jefferson County Clerk's office. Checks are only local. Director Barr will look into cost of NCIC (outside the area checks).

b. Bylaw Change: McVicar requests specific language so it can be brought to the next meeting in January.

c. Fireworks: Motion by Jacobs to discontinue fireworks celebration per Director's recommendation. Second by Roberts.

Motion to table by Marshall, second by Milbourne. Motion carried.

Executive Committee will discuss issue at December 15 meeting and Decision will be placed on Special Meeting agenda for December 17.

#### IX. New Business

a. Milbourne informed Board that Country music artist John Berry would like to play concert in Jefferson County. Further discussion will be put on hold until fireworks decision is made.

Special Meeting set for December 17 at 7 p.m. to discuss Mission and Goals and Fireworks Decision.

X. Motion to adjourn by Shirley, second by Nichols. Meeting adjourned at 10:35 p.m.

Respectfully submitted:  
Toni Milbourne  
Secretary