



## **AGENDA**

Jefferson County Parks & Recreation Commission

February 18, 2009

7:00 p.m.

Jefferson County Community Center

- I. Call to Order
- II. Roll Call
- III. Public Comment
  - Presentation by Civilian Conservation Corps of West Virginia.
- IV. Approval of Minutes
  - January Regular Meeting
- V. Treasurer's Report
- VI. Director's Report
- VII. Standing Committee Reports
  - Executive
  - Finance
  - Audit
  - Land Acquisition
  - Facilities
- VIII. Old Business
  - Fireworks update
  - Motion (McVicar) regarding Charles Town Ranson Little League payment for utilities
  - Motion (Milborne) to Rescind previously adopted motion to designate \$300,000 of the land acquisition and improvement fund for park improvements
- IX. New Business

- Proposed dates for public meetings hosted by JCPRC to introduce the Jackson Woods residue (aka Hite Road) and solicit input on park development (McVicar).
- Notification of proposal to amend bylaws to add a reference to WV Code Chapter 7, Article 11 (Marshall)
- 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 (see attached). This change is recommended to eliminate ambiguity over who should receive and post agenda items for meetings (Marshall).
- Standing Committee assignments (Marshall)
- Discussion of designating Hotel-Motel Tax Revenue for particular uses such as parkland and facilities maintenance (Tiano)
- Discussion of funding mechanisms for parkland and facilities maintenance (Marshall)
- Motion (Knott) to remove play ground equipment at Leetown Park and construct a new play-system with fund from the Land Acquisition and Development Fund.
- Wild and Wonderful Trails for Every Child grant proposal (see attached) (McVicar/Marshall)

## X. Adjournment

**III.12. Meeting Agendas (10/07).** The preparation of the agenda for a regular meeting of the Board shall be the ~~joint~~-responsibility of the President ~~and the Secretary~~, provided, however, that there shall be included in the agenda any matter which the Board has at a prior meeting voted to include in such agenda. Further, any item requested by any member of the Board in writing delivered to the ~~Secretary or~~ President not less than four (4) days prior to the date of a meeting shall be placed upon the agenda of such meeting and the agenda will be updated and mailed or emailed to each responsible seat.

The agenda for each regular meeting of the Commission shall be prepared, available for review by Commissioners and the public, and posted on the Commission website by the close of business on the Monday prior to the regularly scheduled meeting. Should that date fall on a government holiday, the agenda shall be prepared, available and posted by the close of business on the Friday prior to the regularly scheduled meeting date. Commission members, Commission Officers, Committee Chairs, and the Parks Director shall, whenever possible and appropriate, provide for inclusion in the meeting agenda, detailed information regarding significant developments, discussion points, correspondence and/or proposals to be discussed.

**V.4. Committee Reports.** The chairperson of each committee shall report the activities of the committee to the full commission at each regular commission meeting. Consistent with section 12 of Article III of these By-laws, each committee chairperson shall declare the topics to be addressed in their reports to the ~~Secretary~~ President for inclusion in the next regular meeting agenda. In addition, all committee chairmen shall make, at the annual commission meeting, an annual report detailing progress made in the previous year and goals for the upcoming year.