

Jefferson County Parks and Recreation
Minutes
September 16, 2009

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

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

III. Public Comment: None

IV. Approval of Minutes:

- Unanimous consent was given to approve the July 15 meeting minutes.

V. Treasurer's Report:

Mr. Knott presented balance sheet and profit/loss statements.

Motion by Knott to approve and submit budget. McVicar second.

Unanimous vote.

VI. Director's Report: Brendan Fitzgerald with Charles Town Ranson/ Little League appeared before Commission to discuss Challenger Field.

Motion by Jacobs, Second by Hoak to move forward with plans for field.

Unanimous.

Barr reported on playground improvements; requests to solicit bids for revision of master plan for Sam Michaels; Harvest Hills and Heather Marriott Parks.

Motion by Milbourne; Second by Roberts to approve personnel hiring list.

Unanimous approval.

Myers reported on possible concert by Recording Artist John Berry.

Commission agreed December was not doable but will continue to look into event.

Director's Report accepted by unanimous consent.

VII. Committee Reports

A. Executive: Met but did not center on mission and goals. Passed out director evaluation forms and blank forms with instructions to return.

B. Finance: Provided proposed changes to budget. Motion by Jacobs to accept budget changes; second by Knott. Unanimous.

Discussion on ads for programs and sponsors for programs to cover costs.

C. Audit: Marshall indicated bid packet is ready to go out.

D. Land Acquisition: Mission Road: No update.

Shepherdstown Riverfront: 13 acres. Will tour Monday at 5 p.m. with Mr. Blunt.

E. Facilities: Committee has not met. Reschedule for October 8 at 7 p.m.

F. Grants & Fundraising: Milbourne commented on seeking 501(c)3 status to become a United Way agency. Milbourne also commented on broadband grant completed with the APUS and Jefferson County BOE.

VIII. Old Business

- Milbourne reported on 501(c)(3) status. Working with Jan Callen at United Way on process.

IX. New Business

- Marshall called for special meeting Monday, Sept. 21 to tour Shepherdstown property.

- Widmyer commented on dog parks and lack of security, nearness to playground.

- Decision made that Molina will organize plans for Heather Marriott park plan; McVicar will organize for Harvest Hills. Barr will continue to focus on Sam Michaels plan.

- Molina will contact BRVFD regarding land on the mountain.

- Executive committee will hold Director Evaluation October 7. Barr has chose a closed session.

- Date of Next Regular Meeting: October 21, 2009.

X. Motion to adjourn by Molina.

Respectfully submitted:

Toni Milbourne

Secretary