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**MINUTES**

Jefferson County Parks & Recreation Commission

September 18, 2024

7:00 p.m.

JCCC

Sam Michaels Park or Virtual Link:

<https://us02web.zoom.us/j/87842521381?pwd=MW5IcHNqWjNnTEt1Y3lLb1BzQUJSZz09>

1. Call to Order 7:10pm
2. Roll Call-Introductions of board members. Allen, Beaulieu, Derrickson, Dougherty, Fields, Holland, Jacot, McIntyre, and Wilson. Joy representing the JC School Board, and Upson representing the JC Commission.
3. Public Comment-Director Myers was presented with a plaque for 25 years of service
4. Approval of Minutes-No minutes
5. Treasurer’s Report-Treasurer Derrickson gave report
6. Director’s Report -Director Myers reported on all the current projects in the parks. Over 2800 registrations were accepted for summer programing. Upcoming events-Middle School Glow Dance and Candy Drop. Motion by Allen to approve the new hires. Approved

 VII. Standing Committee Reports

 1. Executive-no

 2. Finance- yes

 3. Infrastructure-yes

 4. Operations-no

 5. Human Resources-yes

 6. Audit-no

 IX. Old Business



1. Discussion. Dougherty made the motion to approve the 2025

Fireworks Contract. Approved

 X. New Business

 1. Election of Officers: President.

 A. McIntyre nominated Allen to be interim president until

 February 2025 when elections are held. Allen accepted and motion

 Carried. Allen will be our interim president until February 2025.

2. Discussion and possible action on approval of WV Wild Lacrosse initiating a capital campaign to build a lacrosse field at Leetown Park. Presentation by Sandy Knoerlein.

 A. A presentation was made by Sandy Knoerlein to start a capitol

 Campaign to build a lacrosse field at Leeetown Park.

2. Discussion and possible action on approval of resolution to apply for a Land & Water Conservation Fund Grant in an amount up to $60,000 to build a small dog park at Sam Michaels Park.

 A. The board agreed for Director Myers to move forward with the

 Grant.

3. Discussion and possible action regarding charging customers convenience fees for credit card purchases.

 A. Discussed. A motion by Dougherty was made to charge the customers up to a 4% surcharge on credit cards starting January 1, 2025. Approved.

4. Discussion and possible action on FY 2024/2025 budget adjustments.

 A. Due to the County Commission giving back some of the funds

Initially asked for in the budget Director Myers needs to add those funds back into the budget. Dougherty made a motion to approve the budget adjustments. Approved.

5. Discussion and possible action on re-classification of the mobile recreation coordinator position from a part-time to full-time position.

 A. Discussion. Dougherty made a motion to re-classify the mobile coordinator to full time position. Approved.

6. Discussion and possible action on reviewing a lease agreement and hiring a management company to manage the rental of the Riverside House, at Moulton Park. (Possible Executive Session)

 Allen made a motion to go into Executive Session and made a motion to come out of Executive Session. Fields made a motion to hire a Property Management Company to find and manage the Riverside House at Moulton Park. Beaulieu made a motion to get quotes from several Property Management Companies and allow the Executive Committee to recommend. Approved.

7. Discussion and possible action regarding review of a land lease with Jefferson County Schools to build a park near Shepherdstown. (Possible Executive Session)

 A. Discussed the land lease agreement. Allen was to review the document, and the Executive Committee would negotiate. Motion made by Beaulieu and approved.

8. Discussion and possible action regarding the opportunity to purchase a parcel of land near Shepherdstown with Potomac River access. (Possible Executive Session)

 A. Discussed. Wilson made a motion that the Jefferson County Parks and Recreation are not interested at this time in or the land.

9. Discussion and possible action on board orientation/park tour.

 A. Dates and times were discussed to have a board orientation, but none were decided.

 XI. Adjournment- 10:17pm