



AGENDA
Jefferson County Parks & Recreation Commission
April 20, 2011
7:00 p.m.
Jefferson County Community Center

- I. Call to Order
- II. Roll Call
- III. Public Comment
- IV. Approval of Minutes
 - March Regular Meeting
- V. Treasurer's Report
- VI. Director's Report
- VII. Standing Committee Reports
 - Executive
 - Finance
 - Audit
 - Land Acquisition
 - Facilities
 - Grants & Fundraising
- VIII. Old Business
 - Status of Barr Complaint
 - Review of Leetown Park lights and facilities requirements
 - JCPR Employee Guidelines
 - Discussion of Mission and Goals Statement Update Process
 - Status of Community Impact Grant requests for Hite Road Improvements
 - Final reading of proposed bylaw change which strikes the section allowing the

Director to make purchases of up to \$15,000. Proposed revised language:

ARTICLE VII. Contracts (10/07).

~~The Director may enter into any contract or execute and deliver any instrument in the name and behalf of the Commission not to exceed fifteen thousand dollars. In addition,~~ The Commission may authorize the Director, officer or officers to enter into any contract, or execute and deliver any instrument, in the name and behalf of the Commission as necessary

IX. New Business

- Discussion of JCPR Director's participation in Community Relations Council for Harpers Ferry Job Corps.
- Motion (Marshall) to have staff transcribe regular/special meeting minutes the following day, or as soon as possible thereafter.
- Motion (Marshall) to have staff maintain files for commission records.
- Shepherdstown Men's Club request for relief from payment due to JCPRC on Morgan's Grove maintenance agreement.
- Adoption of salary scale for hourly part time employees.
- Approval of Secretarial position to handle registrations, bookkeeping and accounting functions.
- Proposed JCP&R Organizational Chart approval.
- Approval of request by church league softball to utilize Chick-Fil-A for concession at Leetown Park.
- Approval of memorial tree installation at Morgan's Grove Park.

X. Adjournment