# 

Jefferson County Parks & Recreation Commission

MINUTES

April 16, 2025

7:00 p.m.

JCCC

Sam Michaels Park, JCCC or Virtual Link:

1. Call to Order- 7:01
2. Roll Call- Allen, Derrickson, Dougherty, Fields, Holland, McIntyre, Thompson, and Wilson
3. Public Comment-No
4. Approval of Minutes-Thompson approved minutes
5. Treasurer’s Report-Treasurer gave treasurer’s report. Motion by Holland to approve checks in the amount of $83,02.48. Approved. Motion by Wilson to approve checks in the amount of $35,974.34 Approved
6. Director’s Report -General maintenance on parks, AMP phase II, tree planting, bands at AMP have been selected.

VII. Standing Committee Reports

1. Executive-no

2. Finance-yes

3. Infrastructure-no

4. Operations-yes

5. Human Resources-yes-handbook

6. Audit-submitted to the state

1. Old Business
2. New Business
   1. Presentation from staff regarding summer programming opportunities.
      1. Tommy gave an update on the summer programming so far
   2. Discussion and possible action on approval of RFP for development of a concept plan and construction documents for new 30-acre park, beside Shepherdstown Elementary School, near Route 230 and Flowing Springs Road.
      1. Discussed; Wilson made a motion to approve the RFP for the development of a concept plan and construction documents for the new 30-acre park beside Shepherdstown Elementary School. Approved.
   3. Discussion on future open Commission positions and request to appoint a voting member from the Jefferson County Commission.
      1. Discussed and tabled

XI. Adjournment- 8:14pm. Motion by Wilson.