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**MINUTES**

Jefferson County Parks & Recreation Commission

November17, 2021

7:00 p.m.

JCCC, Gym

1. Call to Order: 7:00 p.m.
2. Roll Call: Allen, Commissioner Ath, Baker, Benzinger, Marshall. McIntyre, and Thompson
3. Public Comment: none
4. Approval of Minutes: Benzinger made motion. Approved
5. Treasurer’s Report: none
6. Director’s Report: Director Myers gave the director’s report. All seasonal maintenance staff have been laid off until March with two maintenance staff working on projects. Fall programming is currently underway. Session II began the week of October 25th. The JCCC will be closed to the public when there are no rentals or programs scheduled. Winter/Spring program registration opened on 11/8.
7. Standing Committee Reports
	* + 1. Executive: no
			2. Finance: capital improvement
			3. Infrastructure: park with Shepherdstown Elementary
			4. Operations: discussed giving the staff time off between Christmas and New Year. Benzinger made motion-approved
			5. Audit: review draft
8. Unfinished Business
	1. Discussion and possible action on updates to the employee handbook to include defined part-time positions.
		1. No discussion
9. Old Business
10. New Business
	1. Discussion and possible action on approval of 2023 Capital Improvement Plan.
		1. Discussed. Marshall made a motion to approve the CIP plan as presented and submit it to the county. Approved.
	2. Discussion and possible action on resolution to apply for Land and Water Conservation Fund grant to expand James Hite Park to include tennis/pickle ball courts, basketball parking, and small tot lot.
		1. Discussed. Decided not to apply for the grant at this time.
	3. Discussion and possible action on resolution to apply for Land and Water Conservation Fund grant to expand and build an additional playground at Sam Michaels Park.
		1. Discussed. Allen made motion to approve the resolution. Approved
11. Adjourn: Benzinger made motion to adjourn at 8:05 pm. Motion passed.