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**MINUTES**

Jefferson County Parks & Recreation Commission

January 19, 2022

7:00 p.m.

zoom

1. Call to Order: 7:16 p.m.
2. Roll Call: Allen, Benzinger, Commissioner Ath, Baker, Manuel, Marshall, McIntyre, Milbourne, and Thompson
3. Public Comment: none
4. Approval of Minutes: Marshall made motion. Approved
5. Treasurer’s Report: Treasurer Marshall gave treasurer’s report
6. Director’s Report: Director Myers gave the director’s report. Hite Park had some damage done. Programs are ongoing. Motion by Manuel to approve staff hires. Having some problems with equipment.
7. Standing Committee Reports
   * + 1. Executive: Discussed Moulton Park
       2. Finance: No
       3. Infrastructure: No
       4. Operations: discussed part time salary
       5. Audit: review no
8. Unfinished Business
9. Old Business
10. New Business
    1. Discussion and possible action on approval Part-Time Salary Scale
       1. Operations Committee proposed to raise the rate to $12 per hr. Marshall made motion to accept the proposed rate by the Operations Committee. Approved
    2. Discussion and possible action on County Commission Budget Request for FY 22/23
       1. Discussed. Marshall made motion to approve the budget request to the County Commission and add more to maintenance in the salary line. Approved
    3. Discussion and possible action on Memorandum of Understanding with the City of Charles Town regarding programming and facilities.
       1. Discussed. Operations Committee recommends approval of MOU with the City of Charles Town, Benzinger made motion to approve the MOU with the City of Charles Town and if no major changes Director Myers can sign it. Approved.
    4. Discussion and possible action on Easement with West Virginia Land Trust concerning Moulton Riverside Park.
       1. Motion made by Marshall to empower the Executive Committee to negotiate the easement language on behalf of the board of directors. Approved
    5. Marshall approved a letter of support to Chesapeake Economic Development Administration Grant
11. Adjourn: Marshall made motion to adjourn at 9:00 pm. Motion passed.