# C:\Documents and Settings\Jennifer Myers\Desktop\Logo 2012\JCPRlogo_PMS3435and282.jpg

**AGENDA**

Jefferson County Parks & Recreation Commission

November 16, 2022

**MINUTES**

7:00 p.m.

JCCC

1. Call to Order - 7:00pm- President Milbourne called the meeting to order
2. Roll Cal- Allen, Baker, Benzinger, Bratton (School Board), Marshall, McIntyre, Milbourne, and Thompson
3. Public Comment: None
4. Approval of Minutes-Motion to approve November minutes by Allen. Approved

Motion to approve by Marshall Special Meeting minutes from November 7. Approved

1. Treasurer’s Report-none
2. Director’s Report-Director Myers gave director’s report. All parks are winterized. New Activity guide was handed out. Allen made motion to approve the new hires. Approved
3. Standing Committee Reports
	* + 1. Executive - No
			2. Finance - no
			3. Infrastructure - no
			4. Operations- yes-Fleet safety
			5. Audit- no-signed contract
4. Unfinished Business
	1. Discussion and possible action on the maintenance, upkeep and amenity offerings at Leetown Park.
		1. Discussion.
	2. Discussion and possible action on a Fleet Safety Program.
		1. Director Myers will bring it back to the next meeting
	3. Discussion and possible action on contracting a Human Resources Firm for assistance with HR related matters and updating the employee handbook.
		1. Director Myers will ask an employee to work with the county HR person.
5. Old Business
	1. Discussion and possible action on Riverside easement with West Virginia Land Trust.
		1. It is moving forward
6. New Business
	1. Discussion and possible action on Capital Improvement Plan submitted for 2023/2024.
		1. Discussed and reviewed. Marshall made the motion to approve CIP Plan as presented. Approved
	2. Discussion and possible action on approval of resolution to apply for a Land & Water Conservation Fund grant to construct tennis and pickleball courts at James Hite Park.
		1. Allen made motion to approve the resolution to apply for Land and Conservation grant.
7. Adjournment -Marshall moved to adjourn at 8:12pm. Approved