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**AGENDA**

Jefferson County Parks & Recreation Commission

**Minutes**

January 17, 2024

7:00 p.m.

1. Call to Order -7:00PM
2. Roll Call-Allen, Baker, Benzinger, Derrickson, Fields, Gregoryk, Holland, McIntyre, Milbourne, and Thompson

1. Public Comment: no
2. Approval of Minutes-Benzinger made the motion to approve. Approved.
3. Treasurer’s Report-Treasurer Derrickson gave the report.
4. Director’s Report-Director Myers gave the report. Pickle Ball court at Hite Park will go in the spring. The playground equipment for Sam Michaels Park will be installed soon. Motion by Allen to approve the new hires in including the new Park Superintendent. Approved.

 VII. Standing Committee Reports

 1. Executive: met and discussed the Park Superintendent

 2. Finance: met and discussed the ACH payment through BCT and

 FY25 budget

 3. Infrastructure: no

 4. Operations: no

 5. Human Resources: met and discussed the handbook

 6. Audit will be coming up soon.

 IX. Old Business

 X. New Business

1. Training by Kimberly Weber; WV Ethics Commission.
	1. Kimberly Weber gave a Ethics course
2. Discussion & possible action on letter of intent to apply for a grant through WV Culture & History for Edison lighting at the AMP.
	1. Discussed. Agreed
3. Updates, discussion & possible action on Phase II construction of the AMP at Sam Michaels Park.
	1. Discussion. Building permit to start moving dirt for phase II by March 1st. Allen made a motion to accept the estimate of phase II cost of 1.8 million and to include the add on. Approved.
4. Discussion & possible action on 2024/2025 FY budget request to the Jefferson County Commission.
	1. Discussion. Allen made a motion to request a total of $785,551 to the County Commission which include three positions to the budget: 765,551; 10,000 to fireworks; and 10,000 to scholarship. Permission for the finance committee to adjust amounts if necessary. Approved.
5. Discussion & possible action on first reading of bylaw changes to remove old business from the agenda.
	1. Benzinger made a motion to table. approved
6. Discussion and possible action on grant requirements and deed restrictions for Land & Water Conservation Funding.
	1. Discussion. Allen made a motion for the County Administrator to review the deeds of restrictions. Approved.
7. Discussion and possible action on conveyance of land, within Charles Town City Limits; Parcel # 03 1013700000000 to the City of Charles Town.
	1. Discussion. Baker made a motion to convey the property to the City of Charles Town as part of Evetts Run, .097 acres. Approved.

 XI. Adjournment-Benzinger made a motion to adjourn at 9:25pm. Approved.