

JEFFERSON COUNTY PARKS & RECREATION

Minutes of Special Meeting December 20, 2012

- I. Call to Order: Meeting called to order at 7:00 p.m. by President Paul Marshall.
- II. Roll Call: Present: Dan McVicar, Paul Marshall, Ann Mountz, Jimmy Pierson, Heather McIntyre, Todd McKinney and Adam Shively.

Also present Director Jennifer Myers.

III. Special Meeting Topics

1. Discussion and possible action on Director Evaluation.

MOTION to approve Director's Evaluation by Mountz. Second by Shively. Approved.

2. Discussion/possible action on revision to retirement section of handbook.

Myers presented information on possible issue of state retirement with regard to wording in current handbook.

MOTION by Pierson, second by McVicar to change the wording in the handbook (page 58) to read that part time employees who work in excess of 1,040 hours per year may be enrolled in the WV Public Retirement plan. Approved.

3. Discussion/possible action on retrofit of gym lighting.

Myers provided quotes obtained by county maintenance department on replacing lighting system.

MOTION by McVicar to set aside \$30,000 for project and to work with the county maintenance department to secure scope of work and bidding. Approved.

4. Discussion/possible action on abandonment of hand dug well at Sam Michael's Park.

Myers presented information about a well on the property that needs to be either filled in completely or capped with cement slab to avoid potential injury.

MOTION by Shively, second by Pierson, to have well capped with concrete slab at a cost of approximately \$1,500. Approved.

5. Discussion/possible action on purchase of safety gear.

Myers discussed need to purchase safety gear for maintenance building and other locations within the park system including but not limited to eye wash stations, head gear,

gloves, visors, support belts, harnesses, vests, ear and eye protection. Current list at cost of approximately \$1,700.

MOTION by Shively, second by Mountz to put aside \$2,000 for purchases.

Amendment to motion offered by Pierson to insert Safety as a line item in the current maintenance portion of the budget and allocate \$5,000 to that line. Amendment was accepted. Revised motion approved.

6. Update/discussion/possible action on Leeds Corbin and his benefits through JCPRC.

MOTION by Shively, second by McIntyre to enter into executive session. Approved.

Unanimous consent to come out of executive session.

MOTION by Shively, second by Pierson to extend benefits as is for Leeds Corbin until the June regular meeting where the issue will be revisited at end of fiscal year.

MOTION to adjourn by Mountz.

Motions presented at the December 20, 2012 Special Meeting of JCPRC.

1. MOTION to approve Director's Evaluation by Mountz. Second by Shively. Approved.
2. MOTION by Pierson, second by McVicar to change the wording in the handbook (page 58) to read that part time employees who work in excess of 1,040 hours per year may be enrolled in the WV Public Retirement plan. Approved.
3. MOTION by McVicar to set aside \$30,000 for project and to work with the county maintenance department to secure scope of work and bidding. Approved.
4. MOTION by Shively, second by Pierson, to have well capped with concrete slab at a cost of approximately \$1,500. Approved.
5. MOTION by Shively, second by Mountz to put aside \$2,000 for purchases.

Amendment to motion offered by Pierson to insert Safety as a line item in the current maintenance portion of the budget and allocate \$5,000 to that line. Amendment was accepted. Revised motion approved.

6. MOTION by Shively, second by McIntyre to enter into executive session. Approved.
7. MOTION by Shively, second by Pierson to extend benefits as is for Leeds Corbin until the June regular meeting where the issue will be revisited at end of fiscal year.
8. MOTION to adjourn by Mountz.

