

**KANAWHA COUNTY PARKS & RECREATION COMMISSION
COMMISSION MEETING
May 18, 2022
MINUTES**

CALL TO ORDER

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, May 18, 2022, at Coonskin Park in the Oak Room. This is the monthly meeting of the Kanawha County Parks and Recreation Commission. President Tackett called the meeting to order at 2:00 p.m.

ROLL CALL

PRESENT:

Allen Tackett, Dave Pope, John Robertson, Stuart Smith, Andrew Jordon (phone), Pat Donahoe (Phone), John Huddleston, Steve Koepsel, Janet Drumheller, Chris Hamilton, Karen Haddad

ABSENT:

OTHERS

Commissioner Wheeler, Leslie Koepsel
Jeff Hutchinson, Director
Brad Maschari, Sarah Menefee, Chief Amburgey
Jordan Herrick
Susie Zaleski, Blake (Channel 3 News)

APPROVAL OF MINUTES

Commissioner Huddleston made a motion to approve the minutes from April and Commissioner Haddad seconded the motion. All were in favor.

PERSONNEL COMMITTEE

Commissioner Drumheller reported that we hadn't hired anybody new, nor had we fired anyone so it's the same as what we were.

LONG RANGE PLANNING

Commissioner Smith reported that we have heard positive comments on the golf course redesign. Commissioner Haddad and committee, continue do to work with ZMM, developing the design plan for the ADA upgrades to the clubhouse. Floor plans have been developed and we are working on selection of the design elements in order to ensure the materials will be available when funding is approved. The HVAC work has been completed and we are happy with the timeline and installation. Commissioner Smith also said we are continuing to work on the Holiday Lights and when school starts back up, we plan to get with the schools to have a competition with the displays. But for now, Carver is helping out.

FINANCIAL REPORT

Commissioner Donahoe followed up on the last meeting when he would review transactions on the books. He said he and his assistant came out a week ago and looked

at every transaction that was \$5,000 and up from July 2021 – March 2022. He said he pulled everything and examined it and the ones we didn't get an explanation on we submitted to Sarah. He said that we are going back and looking at the prior year with everything spent over \$5,000 and will give a report on the findings. Then going forward we will look over the transactions once a month for the next few months, then go quarterly. Commissioner Donahoe said he uses a random selection process for equal examination, and he doesn't think there is any intent. He suggests that we have a written policy along the lines with the Kanawha County Commission and we look at documents and examine them closely. We also need to make sure everything is handled correctly when it comes to bids and spending.

Sarah reported from July – April we had a total income of \$1,87,540 with a gross profit of \$1,837,466. The total expenses were \$1,659,393 with a net income of \$178,072. Add in the other income and expenses and leaves an income of \$567,186. Kanawha County Parks for April had a total income of \$205,308 with a gross profit of \$198,761. The total expenses were \$182,202 with a net income of \$16,559. Sarah said attached is a detailed report from everything that goes through the checking account through April and includes the P-card. She said we pay a lot of bills with the P-card because we get a kick back for using it. Also, attached is a document from Andrew Gunnoe, which is the county's purchasing manual. Commissioner Wheeler said that they had an auditor in and Kanawha County Parks is doing a good job with the P-card and there is more opportunity using the card. Sarah stated that she likes using it as opposed to writing checks when she can and uses it to pay bills when she can. Commissioner Wheeler said that when we use it, it's free money due to incentives and we should use it to buy chemicals. Jeff said that we use it a lot and if there is anything on there that raises a flag then we are notified immediately. He said we have a ghost account with three cards that only Jeff, Sarah, and Chief Amburgey can use.

Commissioner Koepsel asked why the clubhouse rentals are up \$13,000 from last year. Some of it was because we are booking more because covid, but a majority of that is from The Department of Homeland Security. They did a three-week training with Qatar's National Military using the clubhouse facilities and parking lot. They are preparing for the 2022 World Cup of Soccer. They paid use \$7,500 for those three weeks and we made a good connection with Homeland Security, to get more meetings and trainings at the clubhouse. Commissioner Smith made a motion to accept the finances and Commissioner Robertson seconded the motion. All were favor.

GOLF COMMITTEE

Commissioner Pope reported that the contractor between Todd Godwin Construction and Kanawha County Parks & Recreation has been signed by all parties and the next move is transferring money for the sod and the irrigation down payment. He said we need the down payment now and we will let the contractor handle the equipment. He said that the project has been approved and he put out a press release last week and would like to have a rendering with more detail and information to be posted at the clubhouse.

Commissioner Pope reported the rounds of golf and at Coonskin we had 3,825 rounds and in April this year we had 523 and last April had 526. Big Bend had 9,170 rounds to

date and in April had 1,208 this year and last April had 1,552. Commissioner Pope continued to say that the WVGA had the contract signed and sealed and they are pouring footers on Monday for the building at Coonskin Park. They hope that by the end of June it can be there, it is a prefab building and they hope to upgrade it to not look prefab. Commissioner Wheeler asked what the total down payment is for the sod and material. He said he wasn't given a figure, but we have the money for it. The grass deposit is \$28,000, irrigation is \$24,000, greens mix is \$80,500, the bond is \$35,000 and then the lodging when they come up the interstate. Commissioner Wheeler wants exact numbers and when invoices come in to pay them. We have that information and wants them to submit weekly the progress. Commissioner Pope said Todd Godwin is the contractor and we have some renderings and we can get pictures of similar greens and post them to see what its going to look like. Commissioner Hamilton asked if there was a timeline. Commissioner Pope said no we just have a start and finish date. He said it's hard to come up with a timeline because of the weather. But the process will start with killing everything, but the greens and August 1st close the golf course. Then we will start stripping the sod in sections of the greens. They will then sculpt the greens, move dirt, and run irrigation. Commissioner Hamilton asked why this wasn't in writing and Commissioner Pope said that he will get that done. Commissioner Hamilton asked if there is any supply chain issues and Commissioner Pope said that is all on the contactor. He added that these are the same people that did the Greenbriers short course. The course will close the last day of July and the public will be informed and we will post it everywhere.

NOMINATING COMMITTEE

The Nominating Committee consists of Commissioner's Smith, Drumheller, and Jordon with Commissioner Smith being the chair. They nominated General Tackett as President, Janet Drumheller as Vice President, Dave Pope as Second Vice President, and Jeff Hutchinson as secretary/treasurer. The nominations moved to the floor for any other nominations and they were asked three times. No nominations were made and Commissioner Huddleston motioned to close the nominations. Commissioner Robertson seconded the motion and all were in favor.

COONSKIN FOUNDATION

Commissioner Haddad's report was presented in Long Range Planning.

PUBLIC SAFTEY

Chief Amburgey reported that he spoke with Sherriff Crawford last week, he found two vehicles and we need to look at the other. He said we will start the traffic count Memorial Day weekend.

DIRECTORS REPORT

Commissioner Pope made a motion on the golf course redesign and the contract to be signed. Commissioner Drumheller seconded the motion and all were in favor.

Jeff read a resolution from FEMA to relocate the pump house out the 100-year flood plain. (See Attached Copy) Jeff said this will remove our old irrigation on the golf

course and out of the river away from major flooding. The majority of this project, if funded by FEMA and with the revision we get a percentage of funds of 90% - 95%. Bill Hines said that we would have some money into it and he said that the money is there. This pump is a supply chain issue due to the specific type of pump for golf courses and we need it very soon. We need it installed by the first or second week of August. FEMA has a bidding process, but the way the supply chain is and location, this needs to be done now. Commissioner Haddad made a motion to spend FEMA funds from 2016 flood for the irrigation for Coonskin Golf Course. Commissioner Pope seconded the motion and all were in favor.

Jeff pointed out that our new tractor was sitting out front and we will use it to deep tine greens and use it at Coonskin Park. He said in the long run it will pay for itself because we don't have to pay anyone for the work we can now do. Jeff said the Meadowood paving has been worked out with the logistics and they got two drainage ditches in and they will start paving next week. We also have a sink hole at Meadowood caused by animals burrowing in and cutting a hole in the overflow pipe. We are working on it and will monitor it, as well as do work on the shelters, restrooms and get the playgrounds cleaned up.

PUBLIC HEARINGS **LEGAL REPORT**

PUBLIC COMMENT

Mrs. Zaleski asked if we contacted the DEP with the runoff of chemicals used to kill the grass. Jeff said that he called the DEP about that and earth work. He said they will do a sediment plan at no cost and once we get the labels off the chemicals, we will submit that to the DEP and they will report it. Mrs. Zaleski asked if that is what we use to spray the roadways and Jeff said that the Department of Agriculture comes out and looks at what we use. Commissioner Pope added that if we don't kill all the grass then diseases will pop back up and we want this to be as invasive as possible. The DEP assessment's will tell about the runoff and the Department of Agriculture can come out and look as well.

Commissioner Drumheller wanted to make aware that no employees or board members can sign a contract without the board's permission per our bylaws.

ADJOURNMENT

Commissioner Smith made a motion to adjourn the meeting and Commissioner Haddad seconded the motion. All were in favor.

President Tackett called the meeting adjourned at 3:00 p.m.

The next meeting will be Wednesday, June 15, 2022, at 2:00 p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director