

**KANAWHA COUNTY PARKS & RECREATION COMMISSION
COMMISSION MEETING
March 15, 2023
MINUTES**

CALL TO ORDER

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, March 15, 2023, at Coonskin Park in the Oak Room. This is the monthly meeting of the Kanawha County Parks and Recreation Commission and President Tackett called the meeting to order at 2:00 p.m.

ROLL CALL

PRESENT:

Allen Tackett, Dave Pope, John Robertson, Steve Koepsel, Janet Drumheller, Karen Haddad, Andrew Jordon, Stuart Smith,

ABSENT: John Huddleston, Chris Hamilton, Pat Donahoe,

OTHERS

Jeff Hutchinson, Director

Commissioner Wheeler, Leslie Koepsel, Megan Estep

Brad Maschari, Sarah Menefee, Eddie Amburgey

Jordan Herrick

Jeanie Chandler, Betsey Dotson

APPROVAL OF MINUTES

Commissioner Robertson made a motion with an addition of at the last meeting he made an inquiry about asking the staff about bank collateralization of deposits and we had an affirmative answer.

Commissioner Smith seconded the motion with the addition and all were in favor.

PERSONNEL COMMITTEE

Jeff reported that there has been no action with personnel, and we will start to hire part time employees next month. Commissioner Koepsel asked if the starting rate will be \$12.00 per hour and Jeff answered yes.

LONG RANGE PLANNING

Commissioner Smith reported that we are still waiting on funding for the Clubhouse improvements.

Commissioner Haddad said ZMM had some updated numbers in line with today's costs and we provided them to the county to look at. Also, we needed to get them to Senator Manchin and Capito with earmarks, and those were due this week, and the county sent them in. Hopefully this will be another source for renovations to the Clubhouse especially for ADA upgrades.

FINANCIAL REPORT

Sarah reported that from July – February all facilities had a total income of \$1,423,141 with a gross profit of \$1,391,677. The total expenses were \$1,358,120 with a net income of \$33,557. February alone had a total income of \$153,415 with a gross profit of \$150,693. The total expenses were \$125,448 with a net income of \$25,245. Big Bend from July – February had a total income of \$257,365 with a gross profit of \$25,470. The total expenses were \$272,507 with a loss of \$(40,613). Big Bend in

February alone had a total income of \$14,780 with a gross profit of \$13,578. The total expenses were \$24,714 with a net loss of \$(11,136). Commissioner Koepsel asked about utilities being up at Big Bend and Sarah answered that it's the price hike and we are not doing anything different. Sarah reported that we ended our contract with Central Business Systems (CBS), our IT people. She said they pushed us back another month and we had IT Solution's wanting to put in a proposal. They only gave us a price list for the proposal and not much detail. CBS gave us proposal for another three years and Jordan looked at the contract. We currently pay \$1,302 a month and they put in another \$200 fee for protection. We would like to stay with CBS because they have been great with all our issues the past three years. They submitted the best proposal for what we want. Commissioner Koepsel agreed with Sarah and from a business standpoint, if you go down, that can crush your business and lose money. He said that the public doesn't understand when you're down and can't take money, so the quicker we get it fixed the better. They also have a good help desk and had good experiences with them. Sarah asked about the additional upgrade, and it has something to do with our firewall. Commissioner Koepsel made a motion to sign a three-year contract with Central Business Systems and Commissioner Smith seconded the motion. All were in favor.

GOLF COMMITTEE

Commissioner Pope reported that the four-man subcommittee has met a couple times and will meet again after this meeting. He wants to make sure that we have everything for the golf course ordered and ready to go a month before we open, because there are always problems. He said that there is a whole bunch that goes into the golf course and we want to be ready and the earlier we are, the better we will be. He said we are 10 weeks out and it will go fast. Commissioner Pope talked about fencing and said that we need a bid. Jeff said that we don't need a bid, but we got three quotes depending on the price that comes back. He said that we wanted to put up at stack fence that they used in the 1800's and it would look nice. Jeff said that it is very labor intensive to take care of and with everything else going on, we don't have staff to do that. The lowest person we found was in Elkview and they priced us for putting the fencing in and material along the parking lot and road to the netting, and a separate price for a privacy fence between the golf course and pool. He said that we got three quotes and they were lower than anybody. This will be a split rail fence instead of the stack fence, but still will look good and serve its purpose. Jeff said that the company is ready to go and they are just waiting on us to give them the ok to start.

Jeff said one of the big things with the fence is from the ABCA and they need clear and defined boundaries in order to serve alcohol and this would establish that. He said they are working on the pump station. The pad is being worked on and when we are ready to pour cement, then we need to call the company to install the intake in the lake and the pump. KN Contracting cut the trees out that need to be out so that AEP can run the power to the pump. After that, we will start digging to run the pipe. Jeff said that this should be done by next month. He said that JP talked to the guy about mowers and he thinks we are pretty close, because they are talking about money and how we are paying them and we are good on that. Commissioner Pope said that last month we talked about a logo and decided to wait and vote on it. He said that the logo is important and it takes time to get proofs and merchandise made. President Tackett said he hasn't heard from the commission and what the name will be. Commissioner Pope said that we need to get started and Commissioner Robertson suggested to get the information to Carver for suggestions on design work. Jeff is concerned about selling logoed merchandise if we don't have a good name or logo. Commissioner Pope asked about a vote on the logo and President Tackett

said that we sent it down to the county commission with three names and we will wait until they vote and they will do that next Thursday. By next Friday we should have a name and proceed with the logo.

Rounds of golf at Big Bend in February 2022 had 280 rounds, and 2023 we have had 403 rounds with 6,100 year-to-date. Commissioner Koepsel suggested that we get a banner out front with the opening date because he gets that question a lot. Jeff said the problem with that is we don't know how the grass will grow in. There still is a lot of uncovered areas that need grass before we open. The greens are playable and that's what the board needs to decide, whether we want people to walk through mud when we open. Again, we are dependent on weather and we are shooting to open at the end of May. But the weather may change its mind, so we don't know when it will be for all the grass to grow in. Jeff said last week we fertilized and spent 2-3 days seeding with a specialized seeder.

COONSKIN FOUNDATION

Commissioner Haddad reported that they are trying to work with the WVGA as they are transitioning management, and talked with Commissioner Jordan, and they want to do some landscaping up there. The foundation wants to partner with them so that we can make the driving range a little nicer with landscaping. There is enough money to do what we think is necessary in the foundation funds. She said hopefully by next month we have an idea of what they are doing.

PUBLIC SAFTEY

Chief Amburgey reported that KC, that does our cameras, was here and gave us a quote on our cameras to cover the golf course and it was \$4,700. That would be 4 or 5 cameras around the course with enough coverage to cover everything. Chief said the staff did a CPR course and Stop the Bleed class at the park, and everyone got refreshed on that. He added that he is working with Bill Curry at Meadowood to come up with a new sign.

DIRECTORS REPORT

Jeff reported that we are still talking with FEMA every two weeks and we are getting closer to finalizing a plan. We are working with KN Contracting, Kenny Newhouse, to remove troubled trees around the clubhouse and playgrounds, and then we will grind the stumps. At Pioneer Park, we dropped the pool level and the way the pool is constructed we have to keep water in the deep end to keep it from cracking. We drained it and had underwater services come in and use cameras in the pipes and they found a couple leaks in the pool, and water was shooting back from underneath the pool. So, that could be a lot of the water that we lost that came from behind the pool. We talked to the company and they are going to back to drill some holes around the pool to see what they can find.

PUBLIC HEARINGS

LEGAL REPORT

Jordan reported about the woman who fell near the Columbia Shelter and is filing a lawsuit. It has been assigned to Flaherty Sensabaugh and Bonasso to handle the case and he will provide updates.

PUBLIC COMMENT

Jeannie Chandler asked about the trail along the Elk River and blocking access because of the golf course. Jeff said that we need to keep it blocked off so that people cannot access the golf course and it is a matter of security.

Commissioner Robertson said we met with WQBE about a movie night in the park. They have done them at Magic Island and have done them on the lots on Patrick Street. They offer an opportunity for us to buy the rights and we can sell advertising to do it or if we give them permission to do it, they get all the advertising and licensing rights and everything else that goes into it. It wouldn't cost us anything and all we would be responsible for is port-a-john, assistance with parking, security and also trash cans. They clean up and they won't leave anywhere unless the area is clean. (Attach handout)

Commissioner Robertson said they have had several 100 people at Magic Island and as many as 1,000 people in places like Madison. They think that it would be good to do here to get the Elk River community to come to the park. Commissioner Haddad said from speaking from personal experience that we never had issues and all she did was provide the space and the city and WQBE did most of the work. Clean up was always good and they moved in an orderly fashion. She highly recommends doing this for the community and it provides families something to do. Commissioner Robertson said that it would give exposure to the park and also build a relationship with WQBE and Bristol Broadcasting, which could be helpful in the future. He said they talked about doing this on August 2nd which is a weekday because there are too many other things going on during the weekends. This year we will do just one night as a trial run. Commissioner Robertson made a motion to approve for management to reach an agreement with Bristol Broadcasting to offer a free movie night this summer. Commissioner Haddad seconded the motion. Commissioner Koepsel added to make sure it is on their dime and we are just doing the port-a-john's and security and to get it in writing. They also have a rain date if it's available. Commissioner Drumheller said that they do these in St. Albans Parks and they work out well with a good turnout. All were in favor of the motion. Commissioner Wheeler added that this is a win/win with no cost or major expense to the park and this is exactly what he wants to see the parks do.

Commissioner Wheeler said regarding Pioneer Park Pool that this will be an urgent case with opening in June and he wants a pool technician to look at the pool so that we can move forward quickly and do it right. President Tackett thanked Commissioner Wheeler with all his help with the parks and especially with the budget to get our employees up to \$12 an hour. Commissioner Wheeler thanked the board as well, and for coming up with challenging ideas to improve the park, and he thinks everyone has worked well with him.

ADJOURNMENT

Commissioner Pope made a motion to adjourn.

President Tackett called the meeting adjourned at 2:53 p.m.

The next meeting will be Wednesday, April 19, 2023 at 2:00 p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director