

**KANAWHA COUNTY PARKS & RECREATION COMMISSION  
COMMISSION MEETING  
March 20, 2024  
MINUTES**

**CALL TO ORDER**

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, March 20, 2024, 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, John Robertson, Karen Haddad, Steve Koepsel, Dave Pope, Andrew Jordon (phone), Chris Hamilton, Tyler Ohrn, Pat Donahoe,

**ABSENT:** Stuart Smith, Janet Drumheller,

**OTHERS**

Jeff Hutchinson, Director

Commissioner Wheeler and Leslie Koepsel

Brad Maschari, Eddie Amburgey, Cliff Wheeler, Sarah Menefee

Harrison Cyrus (Lawyer)

Greg Stram, Donna Carney, Jeanne Chandler

**APPROVAL OF MINUTES**

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

**PERSONNEL COMMITTEE**

Commissioner Koepsel reported that last Thursday we got two seasonal employees drug tested which were Adam Findley and Danny Smith, and they will start back to work on Monday. We are reaching out to get at least one more person to start because shelters are going to open up soon and we will need the help. Sarah added that she did get a third employee.

**LONG RANGE PLANNING**

President Tackett notified the board that Commissioner Smith will be leaving our board, and we will need to appoint someone for the Long-Range Committee. President Tackett asked Commissioner Haddad to be the chair of the Committee since she has been working on projects at Coonskin. She accepted and added that we need to do something special to honor Commissioner Smith for serving 36 years on the board. She has been the longest serving member on this board's history. Jeff said that the County Commission is going to do something to honor her at a County Commission Meeting. Commissioner Haddad made a motion that the board get her something for her retirement from the board. Commissioner Pope seconded the motion, and all were in favor.

## **FINANCIAL REPORT**

Sarah reported that from July-February all facilities had a total income of \$1,770,631 with a gross profit of \$1,735,050. The total expenses were \$1,641,259 with a net income of \$93,791. Add back the non-reoccurring contributions and that leaves us with \$140,764. Coonskin Golf had a total income of \$98,602 with a gross profit of \$94,748. The total expenses were \$238,141 with a net loss of \$(143,393). Big Bend had a total income of \$381,854 with a gross profit of \$355,450. The total expenses were \$317,072 with a net income of \$38,378. The total income was \$125,000 better than last year with green fees and motor carts. February alone for KCPRC had a total income of \$201,029 with a gross profit of \$198,987. The total expenses were \$147,309 with a net income of \$51,678. Coonskin Golf had a total income of \$4,643 with a gross profit of \$4,090. The total expenses were \$15,360 with a net loss of \$(11,270). Big Bend had a total income of \$21,693 with a gross profit of \$20,366. The total expenses were \$26,591 with a net loss of \$(6,225). March is a three-payroll month and those numbers will be reflected on March's report. Commissioner Donahoe made a motion to accept the financial report and Commissioner Robertson seconded the motion. All were in favor.

## **GOLF COMMITTEE**

Commissioner Robertson reported that the minutes from last meeting is relative to the Golf Committee, with the recommendation with regards to Middle School and High School golf has been covered. Since that time Jeff had met with the Middle School coaches and athletic directors from at least three schools and they came up with an agreement. Essentially it works out the same, but the collection of money and invoicing is different. He expressed appreciation to the Commissioner Wheeler and Jeff for getting out in front of the issues at Big Bend, and we had some positive articles in the newspaper and on the news. Jeff reported on the bid opening engineered by New River Engineers, and they worked with the county. The bids ranged from \$685,000-\$928,000 at Big Bend and at Coonskin because it's a pile wall and engineered different, and the low was \$1.392 million, and the high bid of \$1.735 million. With these two projects FEMA has paid for the last one he read to you, and the other the Commission has done everything possible to get FEMA to do it, but they didn't fund it. Commissioner Wheeler will talk about it at the next meeting and then ratify it at the meeting after that so that we can get started. Questions arose to why we are doing this at Big Bend, and if you look at where the lake is and where the slip is, the next high water will take that bank and the lake will go with it. The lake is where the irrigation comes from. They will start at Big Bend on #3 and then move to #8. We met last Monday with the bidders, and they are aware of the specs of the work and the accesses, so they know where they need to be. As with everything the project will be weather contingent.

## **PUBLIC SAFETY**

Chief Amburgey reported that he sent an email to the insurance about the front gate, and they advised us that they got the information, and they are processing it. The radar sign is going to be moved because it is getting interference where it's at, and if the new spot continues to get interference, then we will need a new radar sign and can use this one elsewhere.

## **DIRECTORS REPORT**

Jeff reported that he has the pools MOU agreement with the YMCA, and its basically the same as last year, but giving some leeway on hours. Commissioner Donahoe made a motion to accept the MOU's with the YMCA for the operation of Coonskin and Pioneer Park Pools. Commissioner Hamilton seconded the motion, and all were in favor. Jeff said the irrigation was supposed to be installed yesterday and due to the temperatures, it was too cold to get in the lake. They got us on the list when the weather gets better. The shelters will be open on April 1<sup>st</sup>, and we are bringing in seasonal maintenance to get them ready.

At Meadowood they are taking that bridge down to one lane, and there is no place for them to store their materials, and we are going to allow them to store their stuff at the park on the parking lot. They will create a parking lot on the other side so they will have parking while they are working on the bridge. There will be more parking down there. The Town of East Bank wants to utilize the shelter area and park for community days, movie nights and events. (Letter Read) Commissioner Hamilton suggested to keep the police vehicle there when they use the park and have our name co-insured on their policy. Commissioner Robertson said to make sure there is no access to the pool. Commissioner Robertson made a motion to approve the MOU with the Town of East Bank for use of the facility with the matters we just discussed. Commissioner Ohrn seconded the motion, and all were in favor.

## **LEGAL REPORT**

### **PUBLIC COMMENT**

Written notes available upon request.

## **ADJOURNMENT**

Commissioner Pope made a motion to adjourn.

President Tackett called the meeting adjourned at 2:36 p.m.

The next meeting will be Wednesday, April 17, 2023, at 2:00 p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director