

**KANAWHA COUNTY PARKS & RECREATION COMMISSION
COMMISSION MEETING
December 18, 2019
MINUTES**

CALL TO ORDER

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, December 18, 2019 at the Coonskin Clubhouse Oak Room Charleston, West Virginia. This is the monthly meeting of the Kanawha County Parks and Recreation Commission and Vice President Drumheller called the meeting to order at 1:08 p.m.

ROLL CALL

PRESENT:

Janet Drumheller, Karen Haddad, John Huddleston, Andrew Jordon (phone) Don Stamper, Chris Hamilton, Pat Donahoe

ABSENT: Doug Tench, Allen Tackett, Dave Pope, Stuart Smith

OTHERS

Jeff Hutchinson, Director

Brad Maschari, Chief Eddie Amburgey, Sarah Menefee

Jordan Herrick

Kristen Moody, Suttle and Stalnaker

APPROVAL OF MINUTES

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

AUDIT REPORT

Kristen Moody with Suttle and Stalnaker reported on the audit and she handed out packets to the board. The report to the board starts on page 3 and it has an unmodified opinion which is the best report that you can get. There were no issues with the statement and outlines the responsibility of the finances and our responsibility with management standards. There is an analysis written by Sarah. Page 8 is the assets and liability and the big swing was cash flow was down because Big Bend was closed. It also has unearned revenue and the in and out flow through PERS and PEIA. Page 9 is the income statement and the big changes were in fees and rentals being down. Contract services are down and it shows a significant loss because in the past we had Shawnee Park. Page 11 has cash flow notes and there is required information on those notes with the financial statement and third party reports. Page 30 required supplementary share of the liability and payroll related to liability. Page 36 is the report required by the government if any deficiencies were noted it would be here and there were none. The report to the board is required communication and their responsibilities of accounting practices. Judgements and estimates are a part of the financial statements and there were no problems or disagreements. There was an audit adjustment with pension and liability between the firm and management and the comments are listed. Commissioner Donahoe made a

motion to approve the audit report and Commissioner Haddad seconded the motion. All were in favor.

PERSONNEL COMMITTEE

Commissioner Drumheller had no report. Jeff added that we have had the best DOC crew. The workers get the work done on their own with minimal complaints. They were a good working group of people. Sarah said that all part time employees will be laid off Friday until March or April and the DOC workers will be laid off until January. Then they will bring some back to help with taking the lights down then bring them back around March or April again.

LONG RANGE PLANNING

Jeff reported that we need to get with Ben Franklin and other career centers to get them to make larger displays that we can string with larger LED bulbs. This would save money on electric, last longer and look better. He said that we could make progress with their help building the fixtures and we can light them up.

FINANCIAL REPORT

Sarah reported on the financials and from July through November all facilities had a total income of \$944,231 with a gross profit of \$911,038. The total expenses were \$854,612 with a net income of \$56,425. Coonskin All Facilities had a total income of \$75,616 with a gross profit of \$68,302. The total expenses were \$221,548 with a net loss of \$(153,246). Coonskin golf had a total income of \$15,056 with a gross profit of \$12,435. The total expenses were \$92,762 with a net loss of \$(80,326). The front nine holes had been closed and we haven't been charging for the back nine. Expenses were up because we had to buy seed and fertilizer to redo the greens in the front nine. Big Bend had a total income of \$249,652 with a gross profit of \$224,839. The total expenses were \$203,188 with a net income of \$21,650. This was \$46,720 more than last year for net income. November alone for KCPRC had a total income of \$135,907 with a gross profit of \$134,202. The total expenses were \$183,535 with a net loss of \$(49,332). Coonskin golf had a total income of \$762 with a gross profit of \$711. The total expenses were \$19,350 with a net loss of \$(18,638). Big Bend had a total income of \$12,868 with a gross profit of \$11,690. The total expenses were \$36,135 with a net loss of \$(24,444). Sarah did the computations for January, February and March which is why everyone is laid off because we only have a few thousand dollars left. Commissioner Donahoe complimented Sarah on a good audit and made a motion to accept the financial statement. Commissioner Hamilton seconded the motion and all were in favor.

GOLF COMMITTEE

Jeff reported as golf goes so do the finances and the park as you can see in the reports. He said that nice days right now are bonus and the guys are working on equipment and parts.

COONSKIN FOUNDATION

There were questions asked about the structure and future of the foundation and the officers and what kind of support that the board can offer.

PUBLIC SAFETY

Chief Amburgey reported that the lights had been busy and the biggest problem was cars going into the ditch line which has been corrected. The traffic count week one of the Holiday lights was around 1,000 vehicles, week two had around 2,300 and week three had around 3,000. He said that this was standard from years past and seems pretty consistent. He added that the Charleston Parade Thursday night cut into attendance for Santa visits. On Thursday we did \$500 in donations, \$800 Friday and \$3,000 Saturday which was close to average as well. He said that we received notification from the State Police Lab and they are processing evidence from the Big Bend break in. Commissioner Stamper asked about East Bank and Chief said we hadn't had any calls about Pioneer Park in a while.

DIRECTORS REPORT

Jeff thanked the board for another year of service and this will be year 17. He said that the last 10 years had been better than the first 7 thanks to Sarah and the best staff since he's been here. He said that everyone works together and the last big hire was Chief Amburgey. Which is turning out to be the best chief the park has had. Jeff wanted to let everyone know to keep Sally Pat Tackett, General Tackett's wife and other board members, Commissioner Stamper and Huddleston in their thoughts as they are going through health problems. Jeff reported that the FAA needed to renew the runway light path that is in the park for 20 years and it is something that we have to do so that the airport can continue to operate. Commissioner Jordon made a motion to sign the runway lease with the airport for the next 20 years. Commissioner Haddad seconded the motion and all were in favor. The park is closed on Christmas Day and will open at 4:00 p.m. for the Holiday lights. He said he had news of the Kanawha County Commission giving a cost of living raise but we have not gotten notice. Sarah has already done the math and is ready to submit to the Commission.

PUBLIC HEARINGS

LEGAL REPORT

PUBLIC COMMENT

ADJOURNMENT

Commissioner Haddad made a motion to adjourn the meeting and Commissioner Huddleston seconded the motion and all were in favor.

Vice President Drumheller called the meeting adjourned at 2:00 p.m.

The next meeting will be Wednesday, January 15, 2020 at 2:00 p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director