

**KANAWHA COUNTY PARKS & RECREATION COMMISSION  
COMMISSION MEETING  
November 20, 2019  
MINUTES**

**CALL TO ORDER**

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, November 20, 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 2:00 p.m.

**ROLL CALL**

**PRESENT:**

Janet Drumheller, Dave Pope, Stuart Smith, Andrew Jordon (phone), Pat Donahoe, John Huddleston, Karen Haddad

**ABSENT:** Doug Tench, Allen Tackett, Chris Hamilton, Don Stamper

**OTHERS**

Jeff Hutchinson, Director

Commissioner Shores and Leslie Koepsel

Brad Maschari, Chief Eddie Amburgey, Sarah Menefee

Jordan Herrick

Margaret Zaleski, News Ch. 8, Rick Steelhammer

**APPROVAL OF MINUTES**

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

**PERSONNEL COMMITTEE**

Commissioner Drumheller had no report.

**LONG RANGE PLANNING**

Commissioner Smith reported the Big Bend picnic shelter is almost complete and they still need to add the restroom facility. Commissioner Smith said that the Holiday Lights are ready to be lit and that after this year we will have to discuss what we are going to do with the lights in the future. Many of the displays are old, broken and hard to repair. She said they are in a bad state right now.

**FINANCIAL REPORT**

Commissioner Donahoe reported that the audit is not ready and should be ready soon. Sarah reported that from July – October had a total income of \$808,324 with a gross profit of \$776,835. The total expenses were \$666,920 with a net income of \$109,915. Coonskin all facilities had a total income of \$69,279 with a gross profit of \$62,409. The total expenses were \$177,622 with a net loss of (\$115,212). This is a \$10,640 gain from last year. Coonskin golf had a total income of \$14,294 with a gross profit of \$11,724. The total expenses were \$72,403 with a net loss of \$(60,679). The extra expenses were in golf chemicals, fertilizer, and seed for the front 9 holes. Big Bend had a total income of \$236,784 with a gross profit of \$213,148. The total expenses were \$165,744 with a net income of \$47,403. Income was

up \$36,509 from last year and the expenses increased by \$7,468 from last year. October alone the total income was \$172,259 with a gross profit of \$167,568. The total expenses were \$160,781 with a net income of \$6,787. The expenses were down \$13,834 from last year and the income was up \$4,535. Coonskin golf had a total income of \$526 with a gross profit of \$224. The total expenses were \$21,345 with a net loss of \$(21,120). The front 9 holes had been shut down and we haven't been charging for golf. Big Bend had a total income of \$41,694 with a gross profit of \$38,565. The total expenses were \$45,496 with a net loss of \$(6,931). Sarah added that November is a three payroll month and it will show in next month finances. Commissioner Donahoe made a motion to accept the financials and Commissioner Pope seconded the motion. All were in favor.

### **GOLF COMMITTEE**

Commissioner Pope reported that Kelly Shumate, the superintendent for all the grounds at the Greenbrier, came by to look at the facilities. He has designed and built a short course at the Greenbrier and all the holes are between 90-140 yards. The greens have different features that you would see in Scotland or Ireland with dips and challenges. He built the course at the Greenbrier on 6 acres and at Coonskin we have 20 acres. He used Google Earth to get a layout and will be using that to get a drawing. Mr. Shumate also toured Big Bend and the Driving Range with looks to improve them. They spent the whole day going from hole to hole taking notes on what could be done.

Commissioner Pope said in February we should have rendering of Coonskin and the approximate cost. He said it is important to have a certain sand composition and it could save us money. He said that this needs to be a first-class course with several different features. Mr. Shumate is willing to help here and at Big Bend and he said the range was good. The front 9 holes would have to be torn out while the back is still in play and we can start in August for the spring/fall growing season. He said that this could be good if we do it right and we can attract even accomplished golfers. You can play within 45 minutes to an hour and you wouldn't need a full set of clubs. It would be perfect training for kids and great for seniors.

He would like to see the greens copied from famous greens from around the country and name the holes after them. Commissioner Pope added the importance of this and needs to be a good product and well maintained. If this happens than we can get more play. We could do the work in house to save money and right now the course loses \$125,000 per year. There was no charge for Mr. Shumate's services yesterday.

### **COONSKIN FOUNDATION**

No business

### **PUBLIC SAFETY**

Chief Amburgey reported that a line was taken down by a tree near the Tennis Center and they located it today and it is an AEP line. They stole the copper from the line and found out about it today. He reported that there has been some auto tampering last Friday and a purse was stolen near the Family Center. He commended the employees and other officers with helping the lady out by cleaning up the glass and cancelling her credit cards and made sure she got home safely. Commissioner Haddad said that they should be recognized for going above and beyond to help this lady out.

## **DIRECTORS REPORT**

Jeff reported that the FEMA work has been approved and signed off on. He said he is meeting with them about the start-up and this includes fixing the sink hole near the Riverside shelter. He said that it has been three years in the works and they started with one price than came to another and that pushed it back. Jeff said that they will start at the Riverside Shelter slip first then move their way down the Elk River Trail. They will move their equipment as they go so it will open up the Riverside Shelter parking and we can rent it out this summer.

Jeff said that the lights are almost out and we started this back in August. He said that there is a different route this year and it is shorter but all the lights are in a closer area. We are working with AEP to get additional power and Gary is running power to the golf course side. Jeff said he spoke with Tommy Clay with Clay Music Co. about ATM'S being installed at the Coonskin Clubhouse and Big Bend. He has a contract with the county and has ATM'S at the Courthouse. There is no cost to use and he charges a \$3.00 fee per transaction. We will get .75 cents per transaction. We just need internet and the machine bolted to the floor. He will take care of the cost to put the machines in and fill them. Commissioner Pope made a motion to install ATM machines at Coonskin and Big Bend and Commissioner Smith seconded the motion. All were in favor.

Santa dates at the amphitheater are December 12<sup>th</sup> -14<sup>th</sup> from 6:00pm-8:00pm and the train will run from 5:30-8:30. The tree lighting is on Thursday, December 12<sup>th</sup> at 5:30. The employee luncheon will be on December 18<sup>th</sup> at noon. Commissioner Pope made a motion to move the December meeting to 1:00 p.m. immediately following the employee luncheon. Commissioner Smith seconded the motion and all were in favor.

## **PUBLIC HEARINGS**

### **LEGAL REPORT**

### **PUBLIC COMMENT**

Mrs. Zaleski noticed Virgil's crew working on cutting a tree in the upper park and she was concerned about the magnitude of the job and that it should be done by a professional crew because of the way the tree fell. The tree is laid up on another tree and looks dangerous and he needs help with it. She added that they have been doing a fabulous job up there and they deserve a raise.

Jeff said that Paul Fallon with the Land and Water Fund sent an email out asking for a response to Senator Capito and Manchin about not cutting this funding out. They are asking several people to send them an email. Jeff will forward an email to the Board to send the Senators. All the money to build this park came from that funding and since 9/11 the money has been redirected into Homeland Security.

## **ADJOURNMENT**

Commissioner Pope made a motion to adjourn the meeting and Commissioner Smith seconded the motion and all were in favor.

Vice President Drumheller called the meeting adjourned at 2:38 p.m.

The next meeting will be Wednesday, December 18, 2019 at 1:00 p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director