

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

**CALL TO ORDER**

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, September 18, 2019 at the Coonskin Clubhouse Hearth Room Charleston, West Virginia. This is the monthly meeting of the Kanawha County Parks and Recreation Commission and President MG (Ret.) Tackett called the meeting to order at 2:00 pm

**ROLL CALL**

**PRESENT:**

Janet Drumheller, Allen Tackett, Karen Haddad, Dave Pope, Stuart Smith, Andrew Jordon, Don Stamper, Pat Donahoe, Chris Hamilton, Doug Tench

**ABSENT:** John Huddleston

**OTHERS**

Jeff Hutchinson, Director

Brad Maschari, Chief Eddie Amburgey, Sarah Menefee

Jordan Herrick

Margaret Zaleski

**APPROVAL OF MINUTES**

Commissioner Pope made a motion to approve the minutes from August and Commissioner Jordon seconded the motion. All were in favor.

**PERSONNEL COMMITTEE**

Commissioner Drumheller had no report.

**LONG RANGE PLANNING**

Commissioner Smith reported that the shelter at Big Bend is totally finished except for the restrooms and kitchen and they will be doing that this fall with help from the trade union. Jeff added that people really like the shelter when it is being used for tournaments and scrambles. President Tackett reported that the second Friends of Coal Cup at Shawnee was a success and had a big turnout. He said there is traffic there every weekend and we are getting positive vibes except for the traffic. He added that there are more kids at Shawnee in one week than there were golfers in one year. President Tackett said that a restaurant wants to move into the Clubhouse at Shawnee and Spriggs Distributing is a major sponsor. They are a beer distributor. He said that it probably won't be a brewery.

## **FINANCIAL REPORT**

Commissioner Donahoe reported that last Wednesday the audit committee met and they had three CPA Firms submit their bids. They were Perry and Associates, Suttle and Stalnaker and Brown and Edwards. There is a formal process and paperwork to evaluate these firms and score them. Suttle and Stalnaker had the highest score of 83. He said that we have a request in for April 2020 to do a two-year audit. This year is only a one year audit and then we have to rescore again next year. The bid came in at \$14,000 which is a mid-range price and there were cheaper bidders but they didn't have the qualifications that Suttle and Stalnaker had. Commissioner Donahoe made a motion to approve the one-year audit by Suttle and Stalnaker PLLC. Commissioner Drumheller seconded the motion. All were in favor.

Sarah reported the financials and from July – August the total income was \$438,275 with a gross profit of \$419,574. The total expenses were \$375,191 with a net income of \$44,383. The expenses were \$11,450 more than last year and the income was also \$7,079 more than last year. The miscellaneous revenue in from Kanawha County Commissions contribution and the Water Company had a picnic. Commissioner Stamper asked about Pioneer Park and Sarah reported that they had pool income of \$17,291 and pool expenses 27,357 from June-August 2019 then we owe \$10,000 to the YMCA and \$5,000 for a managing fee for operating Pioneer Park Pool. She added there was more business than last year. Coonskin All Facilities had a total income of \$41,879 with a gross profit of \$38,706. The total expenses were \$101,361 with a net loss of \$(62,655). Coonskin golf had a total income of \$12,512 with a gross profit of \$10,829. The total expenses were \$38,072 with a net loss of \$(27,243). Golf had \$7,797 less than last year in green fees mostly due to the greens being in bad shape. Big Bend had a total income of \$132,403 with a gross profit of \$117,685. The total expenses were \$87,792 with a net income of \$29,892. They had a \$8,171 increase in income from last year and the expenses also increased \$9,013 due to more part time wages because they lost a full-time employee. August alone had a total income of \$224,372 with a gross profit of \$215,707. The total expenses were \$189,524 with a net income of \$26,183. Coonskin Golf had a total income of \$4,831 with a gross profit of \$3,974. The total expenses were \$20,112 with a net loss of \$(16,138). Sarah added that Coonskins financials stay consistent. Big Bend had a total income of \$70,604 with a gross profit of \$64,401. The total expenses were \$42,615 with a total income of \$21,786. They had an increase of income of \$6,102 and expenses of \$3,807 from last year. Commissioner Jordon made a motion at accept the financial statement and Commissioner Donahoe seconded the motion. All were in favor.

## **GOLF COMMITTEE**

Commissioner Pope reported that the heat is keeping up and people are still using the driving range. We are picking up balls three times a day. He said that he ran into Kelly Shumate at the Greenbrier and we still want him to look at Coonskin Golf Course. Unfortunately, we do not have the funding to do what we want now. The greens at Coonskin have been stripped of the old material and been sprayed on the front 9 then we will seed. We wanted to seed now but we need cooler temperatures and moist conditions. Big Bend has been busy and the greens are rolling good and the course and staff are in good shape. Jeff said that we need cooler weather and play should pick up even more.

## **COONSKIN FOUNDATION**

### **PUBLIC SAFETY**

Chief Amburgey reported that the traffic count was close to 64,000 vehicles since Memorial Day and that was about average. He said there were 355 vehicles at Meadowood. Chief reported that a park vehicle had been stolen but we recovered it and there are warrants out for the girl who stole it. They did a lot of damage and probably will have to total the vehicle.

### **DIRECTORS REPORT**

Jeff reported that we are working on Holiday Lights and on November 22<sup>nd</sup> the Children's Therapy Clinic will do their run through the lights. Santa will be in the park on December 12<sup>th</sup>, 13<sup>th</sup> and 14<sup>th</sup> and the park will be open for viewing of the lights on November 29<sup>th</sup>. The day after Christmas through December 31<sup>st</sup> we do not get much traffic and it is not worth a volunteer group to collect money. There are not enough people coming through the gate and the volunteer groups don't make money. Jeff said that we are still looking into a new IT proposal. He said that the Water Company had an appreciation day at the park and they used the pool and golf course and had a picnic. He said they put this together at the last minute and the shelters and banquet rooms were already booked for that day and they need to get together earlier if they are doing this again next year. The YMCA staffed the pool and we paid them. Commissioner Pope asked about a traffic count during the Holiday Lights and would it be possible to shut the lights off after Christmas. St. Albans last day is December 26<sup>th</sup>.

### **PUBLIC HEARINGS**

### **LEGAL REPORT**

### **PUBLIC COMMENT**

Mrs. Zaleski asked what the deal was with the EMAS at the airport. President Tackett said it will be fixed and the people responsible for the slip will be paying for it. She asked what the latest was on the FEMA work with the Elk River Trail and Jeff said that they tentatively agreed on the scope of the work and waiting on a letter of approval. President Tackett said that he met with the Homeland Security Director and he is supposed to meet with Jeff and get the work sped up and expedite the progress.

### **ADJOURNMENT**

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

President MG (Ret.) Tackett called the meeting adjourned at 2:25pm

The next meeting will be Wednesday, October 16, 2019 at 2:00 pm

Respectfully Submitted: Jeffrey K. Hutchinson, Director