

**KANAWHA COUNTY PARKS & RECREATION COMMISSION
COMMISSION MEETING
April 20, 2022
MINUTES**

CALL TO ORDER

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, April 20, 2022, 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, Stuart Smith, Andrew Jordon, Pat Donahoe, John Huddleston (Phone), Steve Koepsel, Janet Drumheller, Chris Hamilton, Karen Haddad,

ABSENT:

OTHERS

Commissioner Wheeler, Leslie Koepsel

Jeff Hutchinson, Director

Brad Maschari, Sarah Menefee, Chief Amburgy

Jordan Herrick

Susie Zaleski, Susan Peterson, Andrew Gunnoe, Erin Dydland (YMCA), Sarah Bolgord (YMCA), Tina Cobb (ASP), Lori (WV Gazette Mail)

APPROVAL OF MINUTES

Commissioner Drumheller made corrections to the minutes from March. She said to change the words completion to competition in the discussion on the lights. And in the public comment section, Commissioner Drumheller stated as the opening statement that she asked President Tackett to look at someone to give a presentation about the website. Commissioner Haddad made a motion to approve the minutes with the correction. Commissioner Jordon seconded the motion, and all were in favor.

PERSONNEL COMMITTEE

Commissioner Drumheller reported that we hired two employees through the federal prison for maintenance and hired two others for grounds at \$10.00 per hour. We are also hiring the parks first female police officer from Wayne County, and she will be helping with opening the park on weekends.

LONG RANGE PLANNING

Commissioner Smith reported that we are starting very early on the Holiday Lights. She said that we got help from trade schools, but suggested to increase turnout by adding public high schools and making it a competition. We will need to talk to the school board first to get their approval in the next couple months. Commissioner Smith updated us about the clubhouse improvements at Coonskin and she said we received a plan for the ADA

improvements and what needs to be done. As soon as we get the funding we can proceed. Commissioner Wheeler said they found a grant for the parks, but it's not available until the fall. It is up to \$500,000 and they are working on a grant for that. The contractor for the HVAC is waiting on coils and when they come in, they will be ready to install.

FINANCIAL REPORT

Commissioner Donahoe reported as a Chairman of the Finance Committee and effective immediately he will come out quarterly to look over the financial statement regarding the budgeting process. Sarah reported that July-March all facilities had a total income of \$1,669,232 with a gross profit of \$1,638,114. The total expenses were \$1,470,905 with a net income of \$167,209. Add in other income and expenses and we have \$556,324. Coonskin all facilities had a total income of \$162,127 with a gross profit of \$154,567. The total expenses were \$358,085 with and net loss of \$(203,518). Coonskin golf had a total income of \$31,677 with a gross profit of \$28,821. The total expenses were \$188,356 with a net loss of \$(159,534). Big Bend had a total income of 321,661 with a gross profit of \$298,622. The total expenses were \$316,765 with a net loss of \$(18,143). March alone we had a total income of \$190,238 with a gross profit of \$187,343. The total expenses were \$138,645 with a net income of \$48,698. Coonskin golf had a total income of \$3,013 with a gross profit of \$2,762. The total expenses were \$19,409 with a net loss of \$(16,646). Big Bend had a total income of \$32,221 with a gross profit of \$29,827. The total expenses were \$24,764 with a net income of \$5,063. Commissioner Drumheller made a motion to accept the financials and Commissioner Jordon seconded the motion. All were in favor.

GOLF COMMITTEE

Commissioner Pope reported that the contractor for the new course, Todd Godwin, has been in the business for 35 years and has done extensive work at the Greenbrier and he is coming for a site visit in May. We need a down payment made on the sod this month and for the irrigation in June. Commissioner Pope said we have money in hand for that. They are also building a 7,000 square foot putting green and he talked with Kelly Shumate and he has also done extensive work on golf courses and has been helpful with this project. Coonskin Rounds of golf were at 322 vs 381 last year and Big Bend had 906 rounds vs 803 last year in March. Jeff added that when the course is complete, we will require tee times and as of now you will be able to play golf until the 1st of August. Commissioner Koepsel asked what we have done to let the public know about what's happening with the golf course. Jeff said that we will put it out there. Commissioner Wheeler said that we need a press release to the media with very fine detail. Jeff said that we were waiting on approval before we put signage up. Commissioner Pope added that the WVGA is still waiting on a building for their offices at Coonskin and are also waiting on a survey, contract, and loan which should be ready next month.

COONSKIN FOUNDATION

Commissioner Haddad had no report.

PUBLIC SAFTEY

Chief Amburgy reported that we conducted a Law Enforcement Training at Coonskin by the Fusion Center and that's how we found our new officer. He said that our guys were

able to attend as well. He reported that we had some minor vandalism and sold some vehicles on Gov Deals.

DIRECTORS REPORT

Tina Cobb with ASP, Associated System Professionals, gave a presentation about the website. They are the company we are using and our former website from Omni was built in Kentico and they sent a letter out that they are shutting down operations by November 2021. Tina said that we got it extended to March 2022 and they are working with all clients. She said the major problem is that we were grandfathered in and need a new license. Some sites cost no money and our current website is with Kentico and their annual subscription fee was \$10,500 per year for the license. She got that price down to \$5,000 for customers for the rest of the year while we rebuild and she added that Kentico will be shut down by 2023. Sarah contacted me for help and they said they could move the site for \$500 so then we don't have a license and Kentico said that if we got the site rebuilt by the end of the May, then we won't have to buy that license. So, they started that process and are getting it rebuilt in word press and will have zero licensing fee but a monthly fee with us and a onetime fee to rebuild the site. The site is in Word Press and is set up to explore the parks and its set up to plan events. Tina said we are setting up the functionality and pictures will be added later. Half of the site is set up and waiting on content and images. We stopped three weeks ago.

Commissioner Donahoe said that our spending limit is \$5,000 with the exemption of goods and services. Commissioner Wheeler asked if they accrued all sites from Omni and Tina said not all of them but most of them that deal with Kentico since they are the only dealer in WV that works with Kentico. Omni came to Tina and said that they are shutting down all websites. She said that Kentico was \$10,500 per year for licensing and Word Press has zero licensing fee. If we can get the site rebuilt by the end of the year, there will be no lisnceing fee. She said you can buy the licensing for \$5,000 but it gets you nothing. ASP is charging \$500 to move the site then \$8,000 lump sum to build the site and \$125 a month to host the site. With \$125 to host the site we get all the updates twice a year since the web is constantly changing and updating and they will update the site and make sure everything is working. We are also covered from cyber hacking and our updates will give you the latest security. We are protected because word press has set up fire walls and you pay a little extra, but we are protected, and we are local. Commissioner Wheeler said that \$125 a month is comparable, and they will look at site statistics and won't increase from the \$125. She said yes, unless you exceed the space limit. And we will offer classes and continued education with the \$125 a month. We train you and in the contract is 4 hours of training and you can have as many people as you want. Additional training is available at \$100 per hour and \$85 an hour for content changes if they need to change something on the site if someone is out. Sarah and Brad will be in the training. Commissioner Wheeler said that \$8,000 to build a website is very comparable and this is one time and with the updates we will never have to rebuild the websites. Just update it. Commissioner Wheeler suggests having a committee to work with the staff to make sure content is up to the boards liking. Commissioners Robertson, Drumheller, and Koepsel will be the committee to help with the content on the website. Commissioner Wheeler said that time was of the essence, and we need to move forward on this asap. The motion was tabled last month and it can

be voted on under old business without being on the agenda. Commissioner Drumheller made a recommendation to move forward with this web design with ASP. Commissioner Smith seconded and all were in favor.

Sarah Bolgord and Erin Dydland with the YMCA talked about pool operations. She handed out a copy of the budget. The YMCA has managed East Banks pool for 20 years and Coonskin since 2015 and it's been a great working relationship to provide service to families and communities. There is a budget request increase and a budget change with everything going up. Guards are paid \$12 per hour and they currently aren't having staffing issues. There hope is to operate through the end of July and will try to stay open if they have the staff through the 1st of August, which is in their budget. The proposed budget is from June 4th – July 31st from Wednesday – Sunday at East Bank and they dropped the management fee from \$15,000 to \$10,000. If the pool is understaffed Jeff and Sarah make the decision to open. Coonskin Pool is proposed to open Memorial Day Weekend and go through August 7th. Sarah said that due to the size of Coonskin Pool, it needs 8 guards and if we have the staff then will try to open weekends only after the 7th. Coonskin will be open 6 days a week and close on Monday. The cost is \$15,000 for the managing fee. Commissioner Robertson asked they pay for the chemicals and Jeff said we pay for all that and they based the increase on labor. Commissioner Robertson suggested to have a clause if the pool is closed due to labor only then we are not accountable for the cost of the labor. Coonskin pool hours will be 11-5:30. Commissioner Haddad asked why we didn't stay open later and Sarah Bolgord said that only 1% of the attendance came after 5:00 and staying open until 7:00 adds \$6,000 per year for staffing. Commissioner Smith made a motion for the YMCA to operate the pools at Coonskin and East Bank with the addition that we do not pay anything if they cannot provide the labor and the pool is closed. Commissioner Donahoe seconded the motion and all were in favor.

Jeff reported that we opened the bid for the paving at Meadowood Park on Monday and we had three bids. Massive Concrete was \$347,621, WV Paving was \$319,850 and the third Roy Young and Sons was \$288,420 and they offered some alternatives. The bid that serves everything we need is the bid alternative and Chef Amburgy's concern is cars passing each other in and out of the park. They will pave the entrance road and widen it and pave all the way to the athletic fields and parking lot at the fishing pond. Alternate 1 is what we need by Roy Young and Sons was recommended. They can start quick and the County Commission already approved to spend \$175,000 and have to wait to see if we can get the money with the increase. Commissioner Wheeler said that it's hard-to-get kayaks through the gravel road and the park has a lot of opportunities and we can widen the use of the park. Meadowood Park also brings a lot of economic development money with the Tour de Coal. The biggest complaint is getting in and out of the park and preventing any type of opportunity to expand the Tour de Coal which is combined with the Yak Fest in St. Albans. He said that this is our park and our road and suggest to approve the bid recommended by Jeff with the contingent on the funding from the Kanawha County Commission. It is over our budget, and we will look to get money to do that before the Tour de Coal. Commissioner Robertson would like to add a liquidated damage clause that if they are not done by June 7th. Commissioner Drumheller made a motion to accept the bid from Roy Young and Sons for \$279,000 and the liquidated damage clause if they are not done by

June 7th. Commissioner Donahoe seconded the motion and all were in favor. A motion was made to approve the golf course redesign at Coonskin by Commissioner Pope. Commissioner Jordon seconded the motion and all were in favor.

PUBLIC HEARINGS

LEGAL REPORT

Jordan reported that we are waiting on the WVGA on moving their offices back to Coonskin Park.

PUBLIC COMMENT

Commissioner Wheeler said there was a conversation for this board to adapt their buying procedures to be in line with the Kanawha County Commission and asked Andrew Gunnoe to come here to answer any questions and provided a printed packet. This will be put on the agenda for next meeting. Mrs. Zaleski asked if there is a plan for the golf course redesign. Jeff said it is a conceptual design and the green construction will be modeled after iconic courses. He said that it's one dimensional and it will not have a true look. He said we will put the progress on the website and social media. Commissioner Wheeler said that it would be good to have the conceptual art on the website and Facebook to let the public know what to expect. Mrs. Zaleski asked how many more trees are planned to be taken out. Jeff said that the stuff that's dead along the roadway and the trees that are marked are coming out.

Commissioner Drumheller made a motion to move into executive session to discuss employment and finances. Commissioner Smith seconded the motion and all were in favor. Commissioner Drumheller made a motion to come out of executive session and no actions were taken. Commissioner Robertson seconded the motion and all were in favor.

ADJOURNMENT

Commissioner Robertson made a motion to adjourn the meeting and Commissioner Jordon seconded the motion. All were in favor.

President Tackett called the meeting adjourned at 3:42 p.m.

The next meeting will be Wednesday, May 18, 2022 at 2:00 p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director