

**KANAWHA COUNTY PARKS & RECREATION COMMISSION
COMMISSION MEETING
August 17, 2022
MINUTES**

CALL TO ORDER

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, August 17, 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, Andrew Jordon, Steve Koepsel, Janet Drumheller, Chris Hamilton, Karen Haddad, Stuart Smith,

ABSENT: Pat Donahoe, John Huddleston,

OTHERS

Jeff Hutchinson, Director

Brad Maschari, Sarah Menefee, Eddie Amburgy

Jordan Herrick

Margert Zaleski

APPROVAL OF MINUTES

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

PERSONNEL COMMITTEE

Commissioner Drumheller reported that as of a few days ago we had 8 of 19 employees with covid and everyone is back to work now.

LONG RANGE PLANNING

Commissioner Smith reported that now school is back in, it is time to start concentrating on the Holiday Lights. She said that we have Carver and Ben Franklin Career Centers helping us and she hopes to add other schools to that. Commissioner Smith reported that we had the groundbreaking for the golf course July 29, 2022, and there were amazing comments, and everyone was impressed on how fast they are moving. The Clubhouse improvements has a drawing, and we are waiting on funding to be put together.

FINANCIAL REPORT

Sarah reported that all entries are in the system on her part and the auditors can do more advanced inputs. From July-June all facilities had a total income of \$2,330,455 with a gross profit of \$2,268,976. The total expenses were \$2,505,991 with a net loss of \$(237,015). The expenses include a depreciation of \$361,5520 and add back the depreciation and take out expenses that leaves a net ordinary income of \$124,536. Total income for June was \$243,306 with a gross profit of \$231,670. Expenses in June were \$662,117 with a net loss of \$(430,447). Sarah stated that depreciations always take place

in June with journal entries. Attached to the packet is June's check register and P-Card report.

July had a total income of \$88,698 with a gross profit of \$82,189. The total expenses were \$132,669 with a net loss of \$(50,479). Sarah reported that we did not receive a check from the Kanawha County Commission in July. Coonskin golf course for July had a total income of \$6,546 with a gross profit of \$6,089. The total expenses were \$14,863 with a net loss of \$(8,774). This is the last month of the golf course before it shuts down for improvements. Big Bend Golf Course for July had a total income of \$60,743 with a gross profit of \$54,984. The total expenses were \$28,186 with a net income of \$26,798. This was good considering how wet the month of July was. Sarah reported that all July's check register and P-Cards are attached. Commissioner Drumheller made a motion to accept the financial statement and Commissioner Smith seconded the motion. All were in favor.

Sarah reported that we need to appoint an audit committee and we are waiting on the State Auditors site to be put together the audit bid for FYE 2022 & 2023, but still would like a committee in place. The bid will be for two years and hopefully it will be ready by September's meeting. The Audit Committee consists of Commissioner Donahoe, Chair, Commissioner Koepsel, President Tackett, Jeff, and Sarah.

Sarah handed out a packet from Tina about our website. She said it has some content and would like the board to go through it and make additions and corrections. The developers are creating landing pages for the parks and then have activities. Each activity will have links, details, and images. Once they have all the content then she said it is a couple of weeks from being done. Commissioner Drumheller commented that we need this website completed. Sarah said we have not paid for the second portion of it, and it got pushed back. She said, Tina called yesterday and apologized, and they are trying to finish things and get it done ASAP. Commissioner Drumheller said she looked at the site the other day and it says the shelters are closed and that if someone sees this, then they will not call to book a shelter. She said this needs to be changed. Sarah will talk to Tina with any changes and will call or email the board. Commissioner Robertson says the prices are different for admission to the swimming pools and Sarah stated that there are different prices for Pioneer Park and Coonskin swimming pools. Commissioner Drumheller asked if we have taken pictures and Sarah said that we have taken them and sent them to Tina two days before Memorial Day and that Tina been out to take pictures as well.

Commissioner Hamilton asked why the driving range closes at 7:00 when the park closes at 8:00. Chief Amburgy said that it takes some people longer to hit a bucket of balls and that's why it shuts down at 7:00, so were not telling someone who is paying for balls they have to leave. Jeff commented that every course in the country closes the clubhouse before they close the range and has a set closing time. The hours are posted on the machine. President Tackett said you can't hit a bucket of balls 15 minutes before the park closes so we shut the ball machine down at 7:00 and the park closes at 8:00. We also do a last call before we shut the machine down. Jeff added that the range has been shut down quite a bit in July because we had 12 inches of rain in 5 weeks. We had to buy

used balls just to keep open because it is so wet. Commissioner Robertson asked if the WVGA has access in and out. Jeff said they have clickers for the gate and keys like they did in the past.

GOLF COMMITTEE

Commissioner Pope reported that the construction on the course is going well, and it rained all last week, and they didn't do much and that on nice days they are working hard. As always with outdoor business, weather is an issue. He said that everyone met the designer, and it is all top notch. They are moving slower because of the weather. Commissioner Pope stated that Big Bend is in need of more love on their course. Commissioner Haddad asked if they were behind schedule. Commissioner Pope responded that they are on schedule but if it keeps raining, they cannot push mud. He said he met with the contactor and in his mind, they are behind, but everything is on schedule even with all the rain. They would like to be done sooner and the rest of the staff is coming in on Friday to start working. Rounds of golf at Coonskin for July was 529 compared to 764 last year. Rounds at Big bend were 1,386 compared to 2,006 last year. Weather hit us bad in July.

COONSKIN FOUNDATION

PUBLIC SAFTEY

Chief Amburgy reported that as of the 15th that we've had approximately 43,000 vehicles in the park since Memorial Day. This is close the same as last year. Chief said that he spoke last winter about walkers and the upper park being open. He would like to pull the chain near Shelter 15 to keep traffic off and as of November 1st there are no shelter rentals. Closing this area in the winter gives people a free spot to walk without worrying about traffic.

DIRECTORS REPORT

Jeff reported that all the stuff had been submitted to FEMA and there was no damage from the flooding we had last week. Jeff had request for the train to be ran on the Boulevard for the City of Charleston and for St. Albans 150th Anniversary. Jeff said they would pay for it. Sarah said she called places on Monday about Christmas Parades. The event for Charleston is this weekend and Brad said all paperwork had to be submitted by Tuesday for it to run in weekend events. The St. Albans Anniversary is in September.

PUBLIC HEARINGS

LEGAL REPORT

PUBLIC COMMENT

Mrs. Zaleski wanted to know the cost of the new course. Jeff said \$1.2 million. Mrs. Zaleski asked if there was anything in the contract about repairing the road. Jeff responded that there is not anything in the contract and the company building the course did not do that damage and they are not responsible. The company that did that is not connected with the company building the course. Jeff said that we can't burn trees and stumps in the park and there is only one spot that we can dump and that's in the upper park. Mrs. Zaleski said that the road was repaired after the logging trucks did damage

and now it happened again. President Tackett said we had a person volunteer for free to help the park remove the trees on the golf course and it probably saved us \$250,000. He said we had no choice, and we will try to get the road repaved. He said a contractor is coming this week to look at it. Mrs. Zaleski asked about the piles of lumber on the back nine and Jeff said he will take care of that when the time comes, and they had to bring in bigger trucks because our dump truck could not handle the root balls.

ADJOURNMENT

Commissioner Smith made a motion to adjourn the meeting and Commissioner Drumheller seconded the motion. All were in favor.

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

The next meeting will be Wednesday, September 21, 2022, at 2:00 p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director