

**KANAWHA COUNTY PARKS & RECREATION COMMISSION  
COMMISSION MEETING  
December 16, 2020  
MINUTES**

**CALL TO ORDER**

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday; December 16, 2020 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 1:32pm.

**ROLL CALL**

**PRESENT:**

Janet Drumheller, Stuart Smith, Allen Tackett, Pat Donahoe, Andrew Jordon, John Huddleston (phone), Chris Hamilton (phone), Karen Haddad

**ABSENT:** Don Stamper, Doug Tench, Dave Pope

**OTHERS**

Jeff Hutchinson, Director

Brad Maschari, Chief Amburgey, Sarah Menefee

Jordan Herrick (Phone)

**APPROVAL OF MINUTES**

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

**PERSONNEL COMMITTEE**

Jeff reported that you're about to thank the Kanawha County Commission, whom thanked the full-time employees with a one-time check of \$1,000 and the police received \$1,500. This was not expected and some employees were speechless and everyone was very appreciative. Jeff again, stated to thank the Commission for the bonus, approved raises, and \$200,000 for new equipment. We are to pay \$24,000 for the new equipment and money from the CARES Act will help pay that off as well as new Park Police equipment. Jeff reported that at the end of the month two employees will retire. Mike Humphrey will retire with 39 years of service as a Police Officer and Debbie Fontalbert the Receptionist will retire.

**LONG RANGE PLANNING**

Commissioner Smith thanked us for getting the lights together and for the tree lighting as it will be Commissioner Shores last one. She said it was a wonderful evening and was very appreciative. We will re-address the plans for the lights for next year. President Tackett said there had been complaints about us not having the lights this year and we explained that it's not a money thing, but a personnel issue, with no DOC available due to COVID-19 and we couldn't get the man power. He talked with Nick Keller at the airport and we can hire ZMM to look at the back nine holes of the golf course at Coonskin to see what we can do and obtain a cost estimate. The CVB will pay for the study and will know what it

takes, so when the airport comes in, we will be ready. He said that we will also get mitigation money to help with the construction.

### **FINANCIAL REPORT**

Commissioner Donahoe reported that the audit is not complete but we got a primary report and again we got a clean opinion. He complimented Sarah and all the audits have been clean since she's been here. Sarah Reported that July – November the total income was \$883,630 with a gross profit of \$866,042. The total expenses were \$846,478 with a net income of \$19,563. We are down in income \$60,469 from last year mostly due to COVID-19 issues, with Pioneer Park being closed, no beer and soft drink sales at Big Bend, and no rentals at Coonskin. All facilities at Coonskin has a total income of \$47,901 with a gross profit of \$44,307. The total expenses were \$224,513, which we saved \$4,891 from last year leaving a net loss of \$(180,206). Coonskin golf had a total income of 11,404 with a gross profit of \$9,970. The total expenses were \$104,154 with a net loss of \$(94,183). Most the expense were on chemicals. Big Bend had a total income of \$243,119 with a gross profit of \$230,835. The total expenses were \$227,391 with a net income of \$3,444. Income was good this year due to great weather and that always plays the difference year to year. A few of the part time employees will be laid off at the end of the year and will save on payroll. From March – November we received \$53,781 from the CARES Act for police payroll, milage, and PPE's. Commissioner Smith made a motion at accept the finances and Commissioner Jordon seconded the motion. All were in favor.

### **GOLF COMMITTEE**

Jeff reported that we have had some play here and there when the weather breaks and we had begun to do winter maintenance on the equipment. We are in the process of ordering equipment and doing the bids and any golf we have right now is bonus. Jeff said that we are putting some new irrigation heads at Coonskin and working on upgrades with the irrigation software at Big Bend. President Tackett talked with Commissioner Salango and Carper about the new equipment and Salango is all for it and when we have big events and tournaments at Shawnee, we can use that equipment there if needed. They Commission assured their support.

### **COONSKIN FOUNDATION**

#### **PUBLIC SAFTEY**

Chief Amburgey reported that he had four units to attend Patrolmen Johnson's funeral procession route and it was very nice to be able to show our support. Chief also said that he participated in the South Charleston parade with police vehicles and it's a great way to represent our department. Crime has been down in the park in 2020.

### **DIRECTORS REPORT**

Jeff reported that yesterday marked his 18<sup>th</sup> year as Director and thanked the board for all the support especially this year. He said it's been hard on him and the employees and he is very appreciative with what everyone has done. He said this winter we will be going through a learning curve without Debbie, she booked the shelters and had other job duties. Depending on what happens we may have to fill that position. He said when he started

there were nine people in the office and now, we are down to three and we may have to see what we can do with that position. January 11<sup>th</sup> starts shelter reservations and for now we will take the reservation and wait a month or two to get the money from them, as we don't know what is going to happen with COVID-19 for the new year. Riverside shelter is back in rotation as they are finished with the trail work. This winter or early this spring, the DNR will come in and work on the boat launch and we should see a lot of river activity this summer.

President Tackett wanted to take a minute to stroll back how the park used to look when he was the TAG and would run through the park. He wanted to thank everyone from how it looked then, to how it looks now and he couldn't have done it without the help from the board. Since then, we built a bridge, got new pavement on the road, painted everything, built a grounds department, got a new turf surface on the soccer field, etc. He said as a board, we did this together and wanted to thank everyone. Commissioner Donahoe in turned thanked President Tackett for all the work he has put in and for going to the County Commission to get things done.

**PUBLIC HEARINGS**

**LEGAL REPORT**

**PUBLIC COMMENT**

**ADJOURNMENT**

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

President Tackett called the meeting adjourned at 2:00pm.

The next meeting will be Wednesday, January 20, 2021 at 2:00p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director