

**KANAWHA COUNTY PARKS & RECREATION COMMISSION  
COMMISSION MEETING  
February 17, 2021  
MINUTES**

**CALL TO ORDER**

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday; February 17, 2021 at Coonskin Park in the Oak Room. This is the monthly meeting of the Kanawha County Parks and Recreation Commission. President Tackett called the meeting to order at 2:00pm.

**ROLL CALL**

**PRESENT:**

Stuart Smith, Allen Tackett, Pat Donahoe, Andrew Jordon (phone), Karen Haddad, Dave Pope, Doug Tench (phone), Janet Drumheller,

**ABSENT:** Don Stamper, Chris Hamilton, John Huddleston,

**OTHERS**

Commissioner Lance Wheeler and Leslie Kopsel (phone)

Jeff Hutchinson, Director

Brad Maschari, Chief Amburgey, Sarah Menefee

Jordan Herrick (phone)

**APPROVAL OF MINUTES**

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

**PERSONNEL COMMITTEE**

Commissioner Drumheller reported that there were policy updates regarding County cell phone and computer usage and new language on the vacation and sick leave policy. Jeff said the changes included employees who are off on sick leave during COVID-19. Jordan added that the policy of accruing sick leave and vacation when an employee is on long term disability had been updated. \*\* (Policy updated attached) \*\* Jordan said the new policy closes the loophole where if an employee is out for long term disability, that is not a worker's comp injury, and still is on payroll, that they cannot earn sick leave or vacation if they already used all their sick and vacation time. Sarah said that a situation happened where an employee who was injured outside of work and not on worker's comp ran out of leave time and while off the employee earned holiday and sick days. Commissioner Drumheller didn't understand how they can accrue leave while being off on non-work-related injury. Jordan said that this is why we are cleaning up the policy so it doesn't happen in the future. Commissioner Drumheller and Commissioner Haddad said the employee should be off payroll and President Tackett said that they are still employed and going off the handbook. Commissioner Drumheller said when you work for a government you get a certain amount of time off per month and we shouldn't be paying for someone that is off on a non-work-related injury, who has used all of their leave time up from the injury. President Tackett asked what other state agencies do and Commissioner Jordan

answered that there is no law regarding it. Commissioner Drumheller commented that once your leave time is gone, it's gone and we shouldn't pay for the employee's insurance. She said it should come from his disability. Jeff said that the employee has not been paid yet and would have to pay us their part of the insurance. The total premium is around \$1000 per month and whatever holidays we pay the employee. Commissioner Jordan said the employee would have to pay their portion of their insurance. Jeff said that when they are still employed and on long term disability then they can get COBRA and the employee can decide what to do. Commissioner Haddad asked why they are still employed with no vacation or sick leave. President Tackett said they are still employed by the park and they are disabled and the long-term disability would be through us and they are entitled to that. Jeff said if we ever to encounter this again, we know how to tie it off. Commissioner Donahoe made a motion to the policy that if an employee uses all their sick and vacation time, they cannot accrue time when they are off while still being employed. Sick leave and vacation time will be cut off until the employee returns to work. Commissioner Drumheller seconded the motion and all were in favor. Jordan discussed the cell phone and computer policy changes. If you have or use a county issued cell phone or computer and you can't use it for various reasons or if you break the phone or computer, above normal wear and tear or lose the phone then it will be your responsible for replacement. The phones and computers are park property as well as the contents on that device. Commissioner Smith made a motion that cell phones and computers are park property along with the content on them and if you break or lose park property you are responsible for cost associated with that. Commissioner Drumheller seconded the motion and all were in favor.

### **LONG RANGE PLANNING**

Commissioner Smith reported that we became aware of the need for new holiday lights at the park. She said we did the best we could with what we had working last year and now is the time to decided what to do moving forward. Commissioner Smith mentioned schools getting involved and Jeff added that we need bigger displays with LED C-7 bulbs. The trade schools can build these out of metal and the C-7 lights are bigger, brighter, easier to change, and less expensive on electric. The staff can come up with the displays we want and we can go to the schools to see if they can recreate it only bigger to fit the C-7 bulbs. We do not have anyone internally that can do that. President Tackett said to come up with a plan and what we want before going to the schools. Commissioner Smith said that she and Commissioner Haddad continue to gather information to updating the clubhouse and hopefully by next month we will have an update.

### **FINANCIAL REPORT**

Commissioner Donahoe reported that we submitted the proposed budget to the Kanawha County Commission and it shows our yearly \$1.4 million contribution from the commission. We are projecting \$1.6 million and submitting that with a ¼ million deficit. It was about the same amount we submitted as last year. We increased cart rental fees and if the weather turns good, golf will take off. Our budget is based on actual numbers from previous years. Sarah reported that from July – January the total income was \$1,179,797 with a gross profit of \$1,161,897. The total expenses were \$1,159,175 with a net income of \$2,721. The big difference is in shelter rentals and January is normally when we collect money for shelters and this year, we didn't do it because we don't know what was going

to happen with COVID-19. Coonskin All Facilities had a total income of \$53,874 with a gross profit of \$50,252. The total expenses were \$285,622 with a net loss of \$(235,370). Coonskin golf had a total income of \$11,793 with a gross profit of \$10,333. The total expenses were \$139,917 with a net loss of \$(129,584). Big Bend had a total income of 256,335 with a gross profit of \$243,767. The total expenses were \$290,726 with a net loss of \$(46,958). January alone had a total income of \$124,370 with a gross profit of \$124,283. The total expenses were \$130,879 with a net loss of \$(6,595). Again, the big difference is in shelter rentals and we did receive the December CARES Act money. Coonskin Golf had a total income of \$374 with a gross profit of \$358. The total expenses were \$18,251 with a net loss of \$(17,892). Big Bend had a total income of \$4,062 with a gross profit of \$3,991. The total expenses were \$25,342 with a net loss of \$(21,351). Commissioner Donahoe commented that we are better off than last year at this time. Sarah added that there were probably less than 50 shelter reservations in January, which is way down, and people are still scared to rent anything with COVID-19 going on and were waiting to see what happens. Commissioner Donahoe made a motion to accept the finances and Commissioner Drumheller seconded the motion. All were in favor.

### **GOLF COMMITTEE**

Commissioner Pope is anticipating a big year for golf and it is one of the only things that you can do during COVID-19. He said we got new golf carts at Big Bend and they are better than any other course around. Commissioner Pope said that we can always get Kelly Shumate to come and look at improvements for the courses. He reiterated that golf is an outdoor sport and weather related. Jeff reported that all the equipment is almost ready to go and once the weather breaks, we will be ready. He said that all the equipment is purchased and is out there and set up. Adam Kaminski is writing a chemical plan and will do the spraying and fertilizing and we were waiting on the weather to break.

### **COONSKIN FOUNDATION**

Commissioner Pope said that the Federal minimum wage increases to \$15 will be gradual if approved and it will increase in increments each year. He doesn't think it will be as hard to handle if it's not all at once, but spread out over five years. Commissioner Pope is planning on an event on Masters Saturday at the range to celebrate its 10th<sup>-year</sup> anniversary. He is looking into club fitting and demos which is free and fun for people to test new equipment.

### **PUBLIC SAFETY**

Chief Amburgey didn't have a lot to report and he is redoing the camera systems and installing new ones at certain hot spots. The system will be able to be monitored from the Police Department Office and they will be able to view all of the cameras in one place. Chief Amburgey said he went to Columbus and got a new snow plow and all the attachments from the governmental site he is on. He said it saved us about \$6000.

## **DIRECTORS REPORT**

Jeff reported that we are waiting on the YMCA about the pools this year and if they don't run the pools, we already have plans for Coonskin. He reported that all employees who wanted vaccinated got their second shot last week. He said we've been in good shape and had only had two employees out with COVID-19 and they are back doing fine. Jeff stated that we are monitoring the budget and checking the numbers and we are comfortable with it. The Kanawha County Commission has been good to us and the CARES Act has been offsetting some costs. He said we managed to get by even with major disasters. Jeff said that the new guys, in the grounds department are doing good as well as the new superintendent at Coonskin. He said that we are waiting on the weather to get better to put the sewer pump in at the shelter at Big Bend and once that is in the shelter is complete.

## **PUBLIC HEARINGS**

### **LEGAL REPORT**

Jordan stated that it already has been covered.

## **PUBLIC COMMENT**

### **ADJOURNMENT**

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

President Tackett called the meeting adjourned at 2:55pm.

The next meeting will be Wednesday, March 17, 2021 at 2:00p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director