

**KANAWHA COUNTY PARKS & RECREATION COMMISSION
COMMISSION MEETING
January 20, 2021
MINUTES**

CALL TO ORDER

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday; January 20, 2021 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 2:00pm.

ROLL CALL

PRESENT:

Stuart Smith, Allen Tackett, Pat Donahoe (Zoom), Andrew Jordon, John Huddleston (phone), Chris Hamilton (phone), Karen Haddad, Dave Pope,

ABSENT: Don Stamper, Doug Tench, Janet Drumheller,

OTHERS

Commissioner Lance Wheeler and Leslie Kopsel

Jeff Hutchinson, Director

Brad Maschari, Chief Amburgey, Sarah Menefee, Stan Miller

Jordan Herrick

Rob Adams and Anthony Carpenter (Brown and Edwards) (Phone)

APPROVAL OF MINUTES

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

PERSONNEL COMMITTEE

Chief Amburgey introduced our new Park Police Corporal, Stan Miller to the board. Corporal Miller has been in South Charleston for 30 years. He is a fire arms instructor, and was a school resource officer, so he is good with kids and can deal with parents.

LONG RANGE PLANNING

Commissioner Smith reported that she had met with Commissioner Haddad, Mary Stewart, and Brad Maschari, to get ideas and figures to refurbish the Clubhouse at Coonskin. She said we looked at both sides to make them more useful and attractive in appearance. She stated that, we are welcome to suggestions and hope by next month there will be a better understanding of what needs to be done and with that, what help we may receive from the Kanawha County Commission.

FINANCIAL REPORT

Sarah introduced Rob Adams and Anthony Carpenter with Brown and Edwards to give the audit report to the board. They began by thanking the board for having them here and do the audit. They also thanked Sarah for her patience and it was more challenging due to the pandemic. Mr. Adams started with the Communications within the Government,

significant audit matter and there were no new policies. The estimate of depreciation was determined reasonable and there were no encounters of managerial problems. There were no communication problems with the audit procedures. He said on the next page that it states any disagreements with management and there were none. The manager representation was signed on the back of the letter and they did not need to consult with another accountant. The independent audit report in this letter has some comments and the internal control was not significant, but shows the best practice that was valued, that could be benefited from. The comment was about employee's access to the ledger and needed management controls in place and issues surrounding that. They recommend the director gets a monthly statement that is unopened. The internal policy recommended by the IT, is a formal use policy in case any computer is accessible.

In the Independent Auditor's Report, our opinion, the financial statements were presented fairly. The second page is the limited procedures, required supplements, management discussion analysis and applying procedures. The Management's Discussion and Analysis is management's responsibility which highlights a financial overview for the year and is unaudited. They didn't express an opinion on this and no significant changes to the financial statement. There were no impacts or activity to impact disclosures. The Covid-19 disclosure states that there is a pandemic and doesn't know the future effects. The last note was about the lease agreements with the golf carts and the disclosure there. They didn't identify any deficiencies and have a clean report. There were no incidents of non-compliances with the audit report. There were no questions asked from the board. Commissioner Jordon made a motion to accept the audit report and Commissioner Haddad seconded the motion. All were in favor.

Sarah gave the financial report and from July – December all facilities had an income of \$1,055,426 with a gross profit of \$1,037,613. The total expenses were \$1,021,745 with a net income of \$15,858. Coonskin All Facilities had a total income of \$51,389 with a gross profit of \$47,783. The total expenses were \$255,540 with a net loss of \$(207,757). Coonskin golf had a total income of \$11,419 with a gross profit of \$9,974. The total expenses were \$121,277 with a net loss of \$(111,302). Big Bend had a total income of \$252,272 with a gross profit of \$239,776. The total expenses were \$263,816 with a net loss of \$(24,040). Income was down due to pro shop sales with drinks and food and expenses were up due to purchasing of golf chemicals. December alone had a total income of \$175,199 with a gross profit of \$174,974. The total expenses were \$172,402 with a net income of \$2,572. The Holiday Lights donation was the major difference. Coonskin Golf had a total income of \$15 with a gross profit of \$3.00. The total expenses were \$17,102 with a net loss of \$(17,098). Big Bend had a total income of \$9,152 with a gross profit of \$8,940. The total expenses were \$36,165 with a net loss of \$(27,225). There was good income for December at Big bend. Sarah noted that the money on the full-time payroll was the one-time payment from the Kanawha County Commission. Commissioner Donahoe asked about the CARES Act and Sarah said that the number includes PPE's, police payroll, and sanitation. No news for January 2021 guidelines yet if CARES Act will continue. We are doing this with federal money given by the state and we are keeping all that data in one area. Commissioner Jordon made a motion to accept the finances and Commissioner Haddad seconded the motion. All were in favor.

GOLF COMMITTEE

Jeff reported that we needed to add another person at Big Bend, then we will be at full strength. He said people are playing golf when the weather is good and any money this time of year is a bonus. The guys are working on some projects, working on equipment, and fixing broken down equipment. Jeff said Coonskin has gone through all their equipment and finding irrigation heads. They are now cleaning a ditch line and working on the overflow at the pond. They also ground some stumps to make it easier to mow and there is a project at the tennis courts. Jeff said that you will see a big difference in the greens at Coonskin this spring and the seeding and everything is going well. The irrigation people are coming on Friday to look to see what alternatives we can use with irrigation at Coonskin. Jeff said that we've used the excavator and skid steer already and it will be something that we can use a lot of here and at Big Bend.

COONSKIN FOUNDATION

Commissioner Pope reported that the foundation is buying and restocking the range balls this year. He said the idea of a roof over the hitting bays is on the back burner for now. He said that it will cost a fortune to get a high-grade roofing that can withstand the elements on the range.

PUBLIC SAFTEY

Chief Amburgey reported that the public safety grant that we get every year, got us new computers and they are looking into cameras so that we can view all the cameras from the department. He said we got vests and uniforms for the full-time officers.

DIRECTORS REPORT

Jeff reported that this time of year, is when we do a lot of maintenance that can be done indoors. He said he needs to get with some trade schools to do something with the Holiday Lights. Jeff stated that we all are hoping for a better year and every year we seem to face something new. He said we are ready and we have handled what comes our way. He added that we need to find good help at Big Bend especially with no DOC. He said that he is in process of getting all the equipment quotes and hopes to have those orders in by March. Jeff said that we need a solid quote on a tractor for Big Bend.

PUBLIC HEARINGS

LEGAL REPORT

Jordan reported that in August 2020, a golfer had been hit in the head with a golf ball on #13 at Big Bend. A report was filled out and a few days later he sent a letter to Jeff about claims. Jeff sent it to the insurance carriers and they denied it and the guy is still in contact with me about a settlement for \$1,600. Jordan thinks that this is a very defensible case and as of now he doesn't have an attorney or a case. There is the risk of litigation but he can't see what we did wrong. Jordan said that he will tell him that we are not going to pay him. Jeff added that the way it works is your property owner's insurance covers that under liability and he should have a problem with the golfer that hit the ball. He said that you

take that risk when you sign in and pay the green fees. Commissioner Jordon asked if there is signage at the golf course and Jeff answered that when you sign the cart sheet it says you take that risk.

The new Commissioner, Lance Wheeler, was introduced and he is taking Commissioner Shores place as a new member on the park board. He thanked us for being here and his door is always open if we ever have anything.

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 2:43pm.

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

Respectfully Submitted: Jeffrey K. Hutchinson, Director