

**KANAWHA COUNTY PARKS & RECREATION COMMISSION
COMMISSION MEETING
January 19, 2022
MINUTES**

CALL TO ORDER

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, January 19, 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 (phone), Stuart Smith, Chris Hamilton, Karen Haddad, Andrew Jordon, Pat Donahoe (phone)

ABSENT: Doug Tench, John Huddleston, Janet Drumheller,

OTHERS

Commissioner Wheeler, Leslie Koepsel

Jeff Hutchinson, Director

Brad Maschari, Sarah Menefee

Jordan Herrick

APPROVAL OF MINUTES

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

PERSONNEL COMMITTEE

Jeff reported that we need to vote on an amended COVID-19 Policy that is in line with the Kanawha County Commission. Jeff recommends adapting the policy and following the lead of the Kanawha County Commission. It states that all employees need to be fully vaccinated and have their booster to be able to use time off without using sick or vacation time. Unvaccinated employees will have to use their sick or vacation time if they contract COVID-19. Jeff said that this is the Commissions policy and they added that they need to have the booster in order not use leave time and we should adapt to the county's policies when eligible. Commissioner Wheeler added that this offers an extra benefit to the employees that most companies don't do, in giving their employees time off if they are fully vaccinated. He said it's not a mandate but a benefit and the county is following CDC guidelines which now is five days of quarantine. This policy will also adjust according to CDC guidelines and will go into effect in 30 days. The motion was made by Commissioner Jordon to follow the Kanawha County Commissions policy and adapt it to ours. Commissioner Haddad seconded the motion and all were in favor.

LONG RANGE PLANNING

Commissioner Smith reported about the positive comments on the Holiday Lights and that we still need to do some major thinking for next year. She thanked the students and

teachers at Carver and they got some good publicity from it. They seem interested in helping again next year and don't want to let that ball drop. President Tackett added that we need to thank Mrs. Jordon for getting us in contact with these schools. He said maybe add more schools next year and make it into a competition. Commissioner Haddad reported that the main thing we need to look at the Clubhouse for improvements is the HVAC system in the Oak Room. She said due to supply issues, it will be 20 weeks just to get the equipment. Now we need to try to get temporary repairs this summer before we can get an immediate fix for the Oak Room. She is working on numbers for a major overhaul.

FINANCIAL REPORT

Sarah reported that from July-December all facilities had a total income of \$1,176,914 with a gross profit of \$1,150,021. The total expenses were \$1,038,547 with a net income of \$111,474. Sarah said there are nonrecurring numbers from the repayment to the Kanawha County Commission for purchasing grass cutting equipment and ARP Funds. Also, Capital Improvements includes ZMM invoices for the study of the clubhouse remodel and we paid and then turned around and invoiced the CVB to get that back. Coonskin All Facilities had a total income of \$99,236 with a gross profit of \$92,806. The total expenses were \$259,848 with a net loss of \$(167,042). Coonskin Golf had a total income of \$26,604 with a gross profit of \$24,263. The total expenses were \$138,116 with a net loss of \$(113,902). Big Bend had a total income of \$278,501 with a gross profit of \$258,557. The total expenses were \$215,602 with a net income of \$42,955. The biggest difference is in golf chemicals. KCPRC December alone we had a total income of \$184,628 with a gross profit of \$183,033 the total expenses were \$168,217 with a net income of \$103,716. Coonskin Golf for December had a total income of \$1,439 with a gross profit of \$1,352. The total expenses were \$23,182 with a net loss of \$(21,830). Big Bend had a total income of \$17,332 with a gross profit of \$16,149. The total expenses were \$31,285 with a net loss of \$(15,135). Commissioner Jordon made a motion at accept the financials and Commissioner Smith seconded the motion. All were in favor.

GOLF COMMITTEE

Commissioner Pope reported that golf is an outdoor sport and the weather has been bad, but when it breaks, we will be busy again. He asked about the time frame on the bidding process for the new course at Coonskin. Jeff said that we got the language from the County Commission to make sure all bidders are on site for the bid without confusion. He said that it will go out this month and will have to run for three consecutive weeks, then to be open in March. Commissioner Pope asked how we pay Adam Kaminski and Jeff said we pay him per visit of about \$40 per hour. He said if we need him, we pay him, if we don't need him, we don't pay him. Jeff added that all equipment at Coonskin is ready for the spring and Big Bend is waiting on parts and are a little behind. He said that we need to look at the pond at Big Bend when the weather breaks as its getting undermined and has been having some slippage. Jeff stated that when we do the bid, we will see what we can do in-house and the biggest thing is to remove trees and grind the stumps.

COONSKIN FOUNDATION

Commissioner Haddad reported that the first meeting for the 1st quarter was cancelled due to lack of available members and financials not being ready.

PUBLIC SAFTEY

Jeff reported that that traffic count during the Holiday Lights was 42,750. He said that paperwork has been filed for indictment on the break-ins at Big Bend. The suspect has 6-7 felonies pending right now. Jeff reported that we had a death of a part time police officer, Tom Strickland. Jeff read a letter about him and his service was written by the airport. Tom was our weekend officer that opened for us.

DIRECTORS REPORT

Jeff reported that he had a staff meeting this morning to discuss various projects at Coonskin, Big Bend, and Pioneer Park. He said that we are having issues with the play structures at all the parks and these are older equipment, that they don't make parts for anymore. The playground equipment is big money when comes to new equipment or replacements. He said that a tree fell on one damaging the slide and the monkey bar, plus the general wear and tear from years of use. Jeff said someone cut the roof off one of the slides at Pioneer Park. All the play equipment is older and we don't want to replace it until the airport does their thing and that we could build a new playground with all the work the airport is doing. Jeff said he will assess the playground equipment at Hoppy's Playground as it has issues and mediate it for short term use. We have no public complaints but it's just what our guys found when working in the park. Commissioner Wheeler asked to share this information with the county commissioner and himself and document the whole thing. Jeff said that the shelter rentals were steady, but we were not bombarded with calls like we normally are before COVID hit.

PUBLIC HEARINGS

LEGAL REPORT

PUBLIC COMMENT

ADJOURNMENT

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

President Tackett called the meeting adjourned at 2:36 p.m.

The next meeting will be Wednesday, February 16, 2022 at 2:00 p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director