

**KANAWHA COUNTY PARKS & RECREATION COMMISSION
COMMISSION MEETING
March 16, 2022
MINUTES**

CALL TO ORDER

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, March 16, 2022 at Coonskin Park in the Family Center. 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, Stuart Smith, Andrew Jordon, Pat Donahoe (Phone), Steve Koepsel, Janet Drumheller, Chris Hamilton (phone), Karen Haddad,

ABSENT: John Huddleston,

OTHERS

Leslie Koepsel and Commissioner Wheeler
Jeff Hutchinson, Director
Brad Maschari, Sarah Menefee, Chief Amburgey
Jordan Herrick (Phone)
Susie Zaleski

APPROVAL OF MINUTES

Commissioner Robertson made a motion to approve minutes from February with a correction. On page 2 of the minutes, we are replacing the two outside units and air handler and keeping the duct work. Commissioner Jordon seconded the motion. All were in favor.

PERSONNEL COMMITTEE

Commissioner Drumheller reported that we hired a permanent person at Big Bend and we are starting on summertime help. Jeff said that we have two young kids coming back and Big Bend has a bus driver coming back part time. He said he had talked to two other people but transportation is an issue. Jeff said that we need to hire four people in maintenance, four on grounds at Coonskin, and three at Big Bend. You have to be 18 years old to run equipment and most of the DOC are paroled except for the violent offenders and we don't want them.

LONG RANGE PLANNING

Commissioner Smith reported that we are continuing to work with schools on the Holiday Lights and we are starting earlier this year to get a jump on things. An idea was brought up about having a competition with the light displays involving area schools. Each school would have a designated area and maybe we can offer assistance for the best display. This would help the community and help with the light display. Jeff said that we did that with the trade schools and commissioner Wheeler said to try it with the high schools and maybe we will have an increased turnout. We need to start the conversation with the school board

to get of feel of the idea. There isn't much update on the Clubhouse improvements, but the air conditioning unit is an issue and working on the top priority, which is being ADA compliant. Commissioner Wheeler said that Kim Mallory looked at grants for compliance with ADA and found a grant with the WV Economic Development that can be used towards ADA compliant and can be up to \$500,000 each.

FINANCIAL REPORT

Sarah reported that from July-February the total income was \$1,496,777 with a gross profit of \$1,468,869. The total expenses were \$1,296,319 with a net income of \$172,549. All facilities at Coonskin had a total income of \$127,146 with a gross profit of \$120,241. The total expenses were \$318,425 with a net loss of \$(198,183). Coonskin Golf had total income of \$28,663 with a gross profit of \$26,213. The total expenses were \$168,961 with a net loss of \$(142,747). Coonskin Golf had a \$17,000 increase from last year but we were closed then. Big Bend had a total income of \$289,440 with a gross profit of \$268,954. The total expenses were \$271,577 with a net loss of \$(2,622). Big Bend had a \$31,000 increase in motor carts mostly due to the price increase. Commissioner Wheeler asked about the increase in golf chemicals. Jeff answered that we hired an agronomist as a consultant and bought more chemicals to correct the problems he found. Plus, we sprayed the fairways that we didn't do last year. February alone had a total income of \$167,831 with a gross profit of \$167,257. The total expenses were \$115,381 with a net income of \$51,875. Coonskin Golf had a total income of \$1,673 with a gross profit of \$1,1615. The total expenses were \$15,676 with a net loss of \$(14,061). Big Bend had a total income of \$9,878 with a gross profit of \$9,362. The total expenses were \$20,367 with a net loss of \$(11,004). Sarah noted that April is a three-payroll month. Commissioner Donahoe made a motion to accept the financials and Commissioner Drumheller seconded the motion. All were in favor.

GOLF COMMITTEE

Commissioner Pope reported that you noticed some trees missing and the trees we had were scrub and they will get the stumps grinded out. He is doing this for no charge. The final bid is March 25th and we had three groups of bidders and we hope to get three bids. He said that there is going to be a sticker shock from last year because everything is going up. Big Bend is up 212 rounds and Coonskin is up 152 rounds. Commissioner Pope said that Sara and Jeff are waiting on the specs for the irrigation pump, then that will have to be put to bid the first of April. There is a 3-4 month waiting period with the supply chain being down so we are getting ready early to be ready for August 1st. Commissioner Pope said we will sod the greens and tee boxes for the fall and spring growing seasons and if all goes accordingly, we could be open before June. They probably won't sod until October and need irrigation before sod goes down. The maintenance is doing pre-emergence right now for crab grass and when it warms up, we will do the greens. FEMA surveyed at Coonskin on the slip on the River Road and last week they went to Big Bend to look at the slip there. We won't do anything at Big Bend until after Labor Day.

COONSKIN FOUNDATION

Commissioner Haddad reported that last month we took a donation for the foundation for Commissioner Shores in lieu of flowers and we are pleased with the contributions. Tax letters have been sent out to each person that contributed and at last count we were at \$4,700.

PUBLIC SAFTEY

Chief Amburgey reported that we are getting busy and getting crowded in the park with the nicer weather. He said that we are selling a few old vehicles on GovDeals and still looking for vehicles. He said the County Commission is trying to get us some and South Charleston is giving us one vehicle. He said he talked with the city and they are looking and he talked with the Mayor's assistant and they said they put them on GovDeals as well.

DIRECTORS REPORT

Jeff read a card from Bronson Shores thanking us for Hoppy's Express. Jeff said that we need ratification on the emergency purchase of the air conditioning units at the Clubhouse. He said that they found what they needed, then it was gone, and when it got back there were some units we were looking at. Commissioner Smith made a motion to ratify the purchase of the air conditioning units. Commissioner Robertson seconded the motion and all were in favor. The project is approximately \$49,000. Jeff reported that we need to have an emergency purchase on a farm tractor that we can purchase from the State's DOH and DNR contract. It took 10 months to get and we called State Equipment and it can handle aerification. It is \$43,000 on the State bid and \$36,000 on Kubota. We will have to buy turf tires for it which they can't get, but we found some at Appalachian Tire. Jeff said that we still have \$30,000 left from the County Commission. Commissioner Jordon made a motion to purchase the Kubota tractor and tires. Commissioner Drumheller seconded the motion and all were in favor.

Commissioner Pope reported that the WV Golf Association started a small office at Coonskin then out grew the offices and moved to the mall. They worked out a deal to buy a prefab modular for their offices and when we built the range there were plans for the WV Golf Hall of Fame there. He said that would work out perfectly and the WVGA wants to get this approved ASAP so they can get started. Commissioner Pope said that golf has grown in the state and with the WVGA and we can display the plaques for the WVGA hall of Fame there and we will have everything associated with golf for the state of West Virginia as well and this will run out of Coonskin Park. Jeff said that he talked with our lawyers and to County Commission and Jordan Herrick is doing work on the lease and will send it to Mr. Gunnoe. They will then send it back to us to get it finalized. They are paying the utilities, insurance, and WI-FI, which the range needs. The lease is \$1 per year for 99 years. Commissioner Robertson made a motion to approve the lease with the WVGA appending action of legal advisors. Commissioner Pope seconded the motion and all were in favor.

PUBLIC HEARINGS

LEGAL REPORT

PUBLIC COMMENT

Commissioner Drumheller asked President Tackett to look at the website and Sarah said that we are getting it done. She said we had an old company that is no longer able to use that brand because they charged a fee on it. We found a company, ASP, and they are in the process of redoing the website and it would be brand new. Commissioner Drumheller asked if she could have someone come in and look at the website and was told that she could. She has a person that helped redesign the site for St. Albans. Sarah said the new company's fees are \$8,000 and they are hosting it and we provide pictures and content. Commissioner Wheeler asked if any contracts or agreements have been signed and approved by the board and Sarah said no. Commissioner Wheeler said that is the concern of his and that is a big expense and the board should have some input. Sarah said she can get with them and halt the process and Commissioner Wheeler said if we signed the contract and personally speaking has concerns that the Board has not been presented with the information, because this is a lot of money. Commissioner Robertson asked if we own the domain and Sarah answered yes. He added that with something like this we need to have several vendors and see other sites they have done to see if they have the capacity to do what we want them to do. President Tackett asked if we should stop things or go through with this. Sarah said she can have them stop. Commissioner Wheeler asked if a payment has been made and yes, a payment was made. Jeff said part of the problem is the current website is gone, if something doesn't happen with it then we can't get any content off of it. Commissioner Jordon asked what the duration of the contract is. Sarah said that it was \$8,000 for them to redesign then we pay \$120 or \$125 a month for them to maintain and host it. The other one we paid \$600 and paid \$10,000 to build the site. Commissioner Wheeler asked when they redesign do we own that content. We pay them \$8,000 to create a new foundation and support and we own that and if we use a different service down the road, we still have that and can transfer the code over. Sarah said we can tell them to put a pause on it. President Tackett said that we are wanting a person to redesign our web page and get better information out to the public. Commissioner Drumheller was wanting us to look at this person to see what he does. Sarah said she knew nothing about that and Commissioner Drumheller asked, isn't the Board supposed to approve over a certain amount anyway and this is \$8,000. Jeff said this is less than what we were doing before, so nobody thought it would be a big thing and it's cheaper than what we were paying before. Commissioner Haddad said it's not that and most Boards she serves on, management can purchase up to "x" amount, and if it goes over that, then needs Board approval. She doesn't know that we have that in place and President Tackett didn't know either. Jeff said if he were to go out on the open market and buy a product then he can spend \$4,999.99 to buy chemicals or anything like that, and he has the ability to do that. That's what it was before. The state purchasing laws may have changed and he doesn't know what that is, but that what it's always been for buying goods and services. Commissioner Wheeler said yes, its \$5,000. Commissioner Jordon said they are charging \$125 a month to maintain and update the website, but for how long? Sarah doesn't think there is a term for how long and they took it off Omni's Website and put it on theirs because Omni was terminating service at the end of the month. Commissioner Wheeler asked if it

was going to be the same web design and Sarah said they were changing some things on the tabs on the home page to make it look better. Commissioner Wheeler suggested for the next meeting to have some type of presentation to see what we got with that new website and see if there are any changes or ideas that we may have. Commissioner Jordon said we don't have much of an option for them to stop working if the site is going to crash March 31st. Commissioner Wheeler said that it has already been done and is up to the Board. His suggestion would be to continue with it because payment has already been made and if we stop it then we could accrue more expense. He said to just have a presentation for the board next month. A motion was made by Commissioner Smith to accept what has been done with an explanation at our next meeting as to what we got. Commissioner Jordon seconded the motion. Commissioner Haddad asked why we don't do it all next month, to see what we got because its hard to vote on something when we don't know what we got. The motion has been tabled to the next meeting. Commissioner Robertson made a suggestion to appoint a couple members from the Board to have a committee to work with Sarah to do some of the advanced leg work before the meeting and before the presentation. It may eliminate a lot questions. President Tackett asked Commissioner Drumheller to head that committee and asked for a couple others volunteers. Commissioner Donahoe will add to the committee with Commissioner Drumheller and Sarah to see what we got and report and vote on it at next meeting.

Mrs. Zaleski had a couple suggestions for the website and number one being posting the meeting on the website and number two to post the minutes of the meeting. She asked who received the money on the sale of the timber from the trees on the front 9. Jeff said that no money has changed hands and the individual didn't get anything from it. Mrs. Zaleski asked if he will get a tax write off from it. Jeff said he has not asked for a tax write off and Commissioner Donahoe said he won't get a tax write off because he got the trees and was compensated with the trees. Mrs. Zaleski asked if he is going to clean up the mess on the golf course and Jeff answered yes. Commissioner Jordon said he can attest to his work and when he is done it will be immaculate.

Commissioner Wheeler let the board know that on Thursday's agenda, that he added the ARP discussion to pave the road at Meadowood. We have been getting a lot of complaints and it is on the agenda to approve to get it done before June 15th. Commissioner Wheeler said he had a secret operation he had been working on for months and that he would like to bring back the Kanawha County Festival. The last time we held it was in 2016 at Shawnee. He said the time is now to help local businesses and bringing attractions not only from this county but outside the county and state. Having a county fair and festival that we need to look outside of agriculture and rename it a festival. In previous County Fairs we always used the assistance from Parks and Rec and will be asking for that again if this moves forward. We will rename it the Hoppy C Shores County Festival. He said they have a list of five board members to be on the festival committee to start this year to work in doing it for next year. Places we looked at included Coonskin Park, Shawnee, and Camp Virgil Tate.

ADJOURNMENT

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

President Tackett called the meeting adjourned at 3:09 p.m.

The next meeting will be Wednesday, April 20, 2022 at 2:00 p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director