

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

CALL TO ORDER

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, October 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 2:00 p.m.

ROLL CALL

PRESENT:

Allen Tackett, Andrew Jordon, Dave Pope, Janet Drumheller, John Huddleston, John Robertson, Karen Haddad, Stuart Smith, Pat Donahoe, Chris Hamilton

ABSENT: Doug Tench

OTHERS

Leslie Koepsel

Jeff Hutchinson, Director

Brad Maschari, Chief Amburgey, Sarah Menefee, Bill Moss

Jordan Herrick

Lori (Charleston Gazette Mail)

APPROVAL OF MINUTES

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

PERSONNEL COMMITTEE

Commissioner Drumheller reported that we hired a full-time officer, Bill Moss, from Dunbar and he should fit in well. We also lost a full-time mechanic at Big Bend and still need people on the grounds as long as the grass is growing and people are playing golf.

LONG RANGE PLANNING

Commissioner Smith reported that we are still waiting on the light bulbs for the Holiday Lights displays. She said we are working with what we have and refurbishing those displays with the lights we have. They have started putting out displays and we will have a light show even though it may not be what we are accustomed too. Commissioner Smith said last month we recommended to employee ZMM to assist in improvements at the Clubhouse and this was approved and they have been out here assessing the building. Once the study is done then it will take 8-10 weeks to finalize. There have been ideas of adding an additional wedding garden closer to the clubhouse, where the back 9 holes used to be. ZMM won't have a report by November but should have a full report in December. They are updating the report monthly and they will answer any questions. There is no design yet.

FINANCIAL REPORT

Sarah reported that from July-September all facilities had a total income of \$643,535 with a gross profit of \$623,895. The total expenses were \$512,608 with a net income of \$111,287. Sarah noted the bottom number is from Kanawha County Commission for the loss of revenue due to COVID (ARP Funds). All Facilities of Coonskin had a total income of \$61,841 with a gross profit of \$57,863. The total expense was \$135,281 with a net loss of \$(77,418). This is \$15,000 better than last year. Coonskin Golf had a total income of \$18,578 with a gross profit of \$16,764. The total expenses were \$68,325 with a net loss of \$(51,561). Big Bend had a total income of \$191,676 with a gross profit of \$176,532. The total expenses were \$110,387 with a net income of \$66,144. The top increase at Big Bend were motor carts as we increased the fee and beer sales increased by \$6,900 from last year. KCPRC for September had a total income of \$186,523 with a gross profit of \$180,864. The total expenses were \$154,941 with a net income of \$25,922. Add in the ARP Funding and the income comes to \$311,320. Coonskin Golf had a total income of \$5,438 with a gross profit of \$4,876. The total expenses were \$19,273 with a net loss of \$(14,397). The income had an increase of \$4,700 from last year. Big Bend had a total income of \$47,085 with a gross profit of \$43,391. The total expenses were \$44,013 with a net loss of \$(621.00). Commissioner Smith made a motion to approve the financials and Commissioner Drumheller seconded the motion. All were in favor.

GOLF COMMITTEE

Commissioner Pope reported that the golf courses look great and they paved some roads leading into Big Bend that look good. He said rounds are down and we are having irrigation issues. Commissioner Pope believes that football games this time of year leads to lower rounds played. He said that the signage at Big Bend is helping with the increase of beer sales as there is no outside beer allowed to be brought in. Commissioner Pope noted that he spoke with Kelly Shumate and sent him an email about getting down payments when were ready to go on the new course at Coonskin, but we haven't bid it yet. He said most companies want 20% down payment and materials will go up after time. There is a 14% increase on sod starting in November. We need to start the process the first of the year and by April 1st were ready to go. He said that Kelly is looking at trees and ready to prepare the property. Commissioner Pope said that the weather has been perfect for golf and courses have been busy everywhere this fall.

COONSKIN FOUNDATION

Commissioner Haddad reported that they met earlier today with elected officers and she said that they can not serve more than six years in a row. Commissioner Haddad is president of the Foundation and Commissioner Robertson is Vice President. Sarah Menefee is Treasurer. Commissioner Haddad is working on co-op events with the park, within the park to make more awareness of the foundation. She said there is a drive through trick or treat event in the park and this would be a good event to co-sponsor. She said with these events we could get more donations and wants to get Coonskin Parks name out there. We could do annual and seasonal events in the park.

PUBLIC SAFTEY

Chief Amburgey introduced, Bill Moss, our new full time police officer. He said he has 33 years of experience at Dunbar and retired as their police chief. When he left the police, he worked for Dunbar's parks and will be a good asset for our park. He likes to be involved with the parks and activities. The drive through trick or treat is set for October 27th and we are setting up cones and working with the DOH

to make it safe. They are starting on the other end of the park to try to keep traffic off the main road. We have light towers placed in the darker areas to keep people safe.

DIRECTORS REPORT

Jeff reported that we are starting to put up light fixtures in the park for the Holiday Lights. We are checking stuff and working with what we have. Only part of the light bulb order has come in and we are using whatever they sent to us. Jeff said that we had a meeting with FEMA to interview engineering firms for the two slips we have at Big Bend and Coonskin. The Kanawha County Commission has the information for review. Three firms interviewed, they were, S and S, Podesta, and Thrasher.

Jeff asked what direction the board wanted to take on Hoppy' s Little Express Train when it comes to people wanting to use it. Jeff said there is no way we can socially distance on the train and what we did when we ran it in Dunbar, was separate the cars by families. There is no way we can control this and we could have a mandate on masks. Commissioner Haddad said if they are requesting the train then they should be responsible for the riders. Jeff said that nobody wants to make this call and it has to come from the top and do you think it's a good idea to have people in these small carts. We have two people that need to go with the train when it's out no matter what and they could determine the rules. The train has been all redone thanks with the money from the Commission. It is considered an amusement ride and is registered through the DOL. We have upcoming Christmas Parades and we only have four employees that can operate it. Worse thing would be contract tracing and coming back to use because of people on the train. Jeff said regardless what happens, I will take care of it. If a group wants to run the train, then they will be responsible and we need to have some type of agreement that holds us not liable. Plus, we don't have enough people to run it in at every parade. It was stated that the person or group requesting the train will be responsible for the people on the train and our people will operate the train. In the agreement there has to be a controlled number of people and the cities that want to use the train are responsible for those people on the train and it is on the cities who request it. Commissioner Smith made a motion that we will furnish the train and the people requesting the train are responsible for the people on the train. Commissioner Hamilton seconded the motion and all were in favor.

PUBLIC HEARINGS

LEGAL REPORT

PUBLIC COMMENT

ADJOURNMENT

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

President Tackett called the meeting adjourned at 2:33 p.m.

The next meeting will be Wednesday, November17, 2021 at 2:00 p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director