

**KANAWHA COUNTY PARKS & RECREATION COMMISSION**  
**COMMISSION MEETING**  
**September 16, 2020**  
**MINUTES**

**CALL TO ORDER**

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, September 16, 2020 at the Coonskin Park's Oak Room. This is the monthly meeting of the Kanawha County Parks and Recreation Commission and President Tackett called the meeting to order at 2:02pm.

**ROLL CALL**

**PRESENT:**

Janet Drumheller, Stuart Smith (phone), Dave Pope, Allen Tackett, Pat Donahoe, Doug Tench (phone), Chris Hamilton, Andrew Jordon, John Huddleston (phone),

**ABSENT:** Don Stamper, Karen Haddad

**OTHERS**

Commissioner Hoppy Shores and Leslie Koepsel

Jeff Hutchinson, Director

Brad Maschari, Chief Amburgey, Sarah Menefee

Jordan Herrick (Phone)

**APPROVAL OF MINUTES**

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

**PERSONNEL COMMITTEE**

No report

**LONG RANGE PLANNING**

Jeff said that we haven't put out the Holiday Lights yet because we can't put out displays and run cords with the grass still growing. He said that they will be up by Thanksgiving and we are going to have to scale it back this year. Jeff added that there are a few projects that maintenance is working on this fall at Coonskin and Big Bend.

**FINANCIAL REPORT**

Sarah reported that July-August the total income was \$390,999 with a gross profit of \$380,828. The total expenses were \$348,116 with a net income of \$32,711. She said below the line was CCHS \$10,000 contribution for using Schoenbaum and this is the last year on the 5-year contract. We got \$19,443.65 from the CARES Act from March-July. Coonskin All Facilities had a total income of \$34,567 with a gross profit of 32,628. The total expenses were \$101,105 with a net loss of \$(68,476). Coonskin golf had a total income of \$10,217 with a gross profit of \$9,153. The total expenses were \$38,080 with a net loss of \$(28,927). Big Bend had a total income of \$119,525 with a gross profit of \$113,003. The total expenses were \$90,680 with a net income of \$22,322. The difference in golf is the chemicals and there have been no food sales this year due to the pandemic. August alone had a total income of \$190,913 with a gross profit of \$186,104. The total expenses were \$160,579 with a net income of \$25,525. Pioneer Park didn't open this year so it did not show income. Coonskin golf had a total income of \$3,875 with a gross profit of \$3,348. The total expenses were \$22,811 with a net loss of \$(19,463). Sarah submitted information for the CARES Act for August for payroll of park police during the parks shut down and PPE and we have

not yet received that. She said that we get approval letters but no funds. She noted that October is a three-payroll month. Commissioner Donahoe made a motion to accept the financial statement and Commissioner Drumheller seconded the motion. All were in favor.

### **GOLF COMMITTEE**

Jeff reported that it is still steady at Big Bend and they have spent time spraying, deep tinning, and reseeding the greens on Monday. He said that the golfers won't know it even happened when they are done. They are going to pull cores, top dress, reseed and fertilize the greens at Coonskin on Tuesday. He said back in November they pulled cores on the fairways and tee boxes and they are working on a maintenance and fertilizing plan. The range tee box was also done.

### **COONSKIN FOUNDATION**

Commissioner Pope said he didn't have a video yet showing off what short courses are like. He said that the range is doing well and has been busy all year.

### **PUBLIC SAFETY**

Chief Amburgey reported that from Memorial Day-Labor Day the vehicle count was 64,731 and he said that was about normal even considering the shutdown and lack of pool traffic. He said that we sold 4 vehicles through the government. One was running and three were not and they all were just sitting there.

### **DIRECTORS REPORT**

Jeff reported that pool season is over and the YMCA did a good job. There were no outbreaks and the attendance was about normal. They haven't sent the final report and we pay the YMCA back \$18,000 a year to run the pool. Jeff said that we been approached by an outside Credit Card vendor. They will need to switch out the credit card terminal and now the consumer will pay the percentage fee instead of us. The percentage charged is 3% of the total sales and the customer pays that. Sarah said we were paying 3-3.5% in bank fees per transaction. There is a fee for the actual credit card machine. Jordan needs to sign the credit card lease. Jeff said that everyone has been working hard to keep us afloat and operating.

Commissioner Donahoe asked about the footpath around the tennis courts and the bathrooms being closed when pickle ballers come out to play. Jeff said the sidewalk needs repaired and the bathrooms are closed due to COVID. Commissioner Hamilton asked about the area assigned for horseshoes and if there is anything else, we can do with that area. Jeff said it used to be for volleyball and then we had horseshoe tournaments and nothing seems to catch on. Commissioner Hamilton asked about basketball courts there and Jeff responded that it was determined a long time ago not to have basketball courts. Jeff said there is an equipment demo on Friday and they are bringing a Ventrac to see what it will do.

### **PUBLIC HEARINGS**

### **LEGAL REPORT**

### **PUBLIC COMMENT**

### **ADJOURNMENT**

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

President Tackett called the meeting adjourned at 2:25pm.

The next meeting will be Wednesday, October 21, 2020 at 2:00pm.

Respectfully Submitted: Jeffrey K. Hutchinson, Director