

**KANAWHA COUNTY PARKS & RECREATION COMMISSION  
COMMISSION MEETING  
September 15, 2021  
MINUTES**

**CALL TO ORDER**

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday; September 15, 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 (phone)

**ABSENT:** Doug Tench, Chris Hamilton,

**OTHERS**

Commissioner Wheeler, Leslie Koepsel

Jeff Hutchinson, Director

Brad Maschari, Chief Amburgey, Sarah Menefee,

Jordan Herrick

Lori (Charleston Gazette Mail), John (WCHS), Max (WSAZ)

**APPROVAL OF MINUTES**

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

**PERSONNEL COMMITTEE**

Commissioner Drumheller reported that we still need employees for grounds and that we were able to get four females, from the Department of Corrections (DOC). They been cleaning the bleachers and will work on Holiday Lights when that's done. Commissioner Drumheller reported on the new COVID 19 policy regarding sick leave. She stated that we need to follow the County Commissions policy and adapt to our new policy, that the employees need to read. Commissioner Wheeler explained the policy, as if an employee is exposed or diagnosed with COVID and are vaccinated, then their sick leave is paid and will not need to use sick leave. If the employee is not vaccinated, then they will need to use their leave time. He said that this will save the tax payers money and help those employees who have been vaccinated. Commissioner Drumheller made a motion to accept the COVID 19 Policy and Commissioner Smith seconded the motion. All were in favor. Chief Amburgy reported that we hired a new officer, Bill Moss. He is taking over for Stan Miller, who took another job. Bill was the former Police Chief in Dunbar and will be starting soon.

## **LONG RANGE PLANNING**

Commissioner Smith reported that we are still waiting on the bulbs for the Holiday Lights, that were ordered months ago. She said that we are trying to refurbish and repair the old displays. She stated that we will have something but doesn't know how good it will be compared to the past. Commissioner Smith reported that American Water wants to give us the opportunity to have filling stations at Coonskin Park. She then reported that we been having meetings about improvements at the Coonskin Clubhouse and has been meeting with Commissioners Haddad and Robertson. She read that the Long-Range Planning Committee recommends that we employ ZMM, Planning and Design Professionals, to assist in determining improvements that may be required by code, for life safety, ADA compliance, and improvements that may be considered to improve the utilization and marketability of the Clubhouse. This assistance will also be the basis of a realistic cost and need for funds to accomplish the project. ZMM is charging \$18,500 for the design and we met with the CVB and they are willing to pay for the project. Commissioner Robertson made a motion to approve ZMM to do the planning and design and Commissioner Huddleston seconded the motion. All were in favor.

## **FINANCIAL REPORT**

Sarah reported that the audit starts in two weeks. She read the financials and from July-August the total income was \$457,012 with a gross profit of \$443,031. The total expenses were \$349,206 with a net income of \$93,824. Coonskin All Facilities had a total income of \$43,838 with a gross profit of \$41,812. The total expenses were \$100,360 with a net loss of \$(58,547). Coonskin golf had a total income of \$13,214 with a gross profit of \$11,962. The total expenses were \$47,632 with a net loss of \$(35,669). Big Bend had a total income of \$144,590 with a gross profit of \$133,140. The total expenses were \$66,020 with a net income of \$67,119. August alone we had a total income of \$221,507 with a gross profit of \$214,217. The total expenses were \$172,457 with a net income of \$41,760. Coonskin golf had a total income of \$6,046 with a gross profit of \$5,368. The total expenses were \$17,321 with a net loss of \$(11,953). Big Bend had a total income of \$68,450 with a gross profit of \$62,339. The total expenses were \$34,761 with a net income of \$27,578. Sarah said that we had two payrolls in September and we will have three on October so expenses will be tight in October. Jeff stated that we need to replace our office network and it has been in and out and using outdated equipment. Commissioner Jordon made a motion to accept the finances and Commissioner Smith seconded the motion. All were in favor.

## **GOLF COMMITTEE**

Commissioner Pope reported that he had a long conversation with Kelly Shumate about the golf course at Coonskin. Commissioner Pope agreed that this project should be put out to bid at the start of the first quarter. At that point we can contact the suppliers about the sod and getting that working. We are working on getting information about the pump station and this could be covered by FEMA. After the bidding is over, then we can get the payment in by April and a locked in price then start in September. Irrigation could take 4-8 weeks and the sod won't be in until the irrigation is complete. Commissioner Pope said that being postponed, enables us to get our ducks in a row and make this project run smoother. He said that when he talked to Mr. Shumate, he said he went to Pinehurst and

played the short course there and it was unbelievable. April 1<sup>st</sup> will be a great time to award the bids and he said with a year delay, in the end, the project will be better. Jeff reported that Big Bend had been busy with 20,000 rounds in July and August. Beer sales are up and the greens were aerified and top-dressed last week. Coonskin will be aerified next week and it takes two weeks to grow grass. He stated that golf has been good.

### **COONSKIN FOUNDATION**

President Tackett reported that we met after the last meeting to discuss the status of the Coonskin Foundation and restructure the officers. Commissioner Haddad will be the President, Commissioner Robertson, Vice President, Sarah Menefee, Secretary, and Jeff Hutchinson, Treasure. President Tackett stated that we need to get together and have a meeting to get the foundation back where it belongs.

### **PUBLIC SAFTEY**

Chief Amburgey reported that we have had 59,070 vehicles come through the park since Memorial Day. He said that it was a little low due to school going back early and the pool being shut down. He said that he and Brad met with a group in Clendenin, Affiliated Financial Group, about a drive trough Trick or Treat at Coonskin Park. They came to us because the place they did it last year was not big enough and caused a lot of traffic problems. The route will start at the old entrance and have 75-100 vendors passing out candy to the people driving through the park. Everyone will follow COVID guidelines and that this started last year to have a socially distanced Trick or Treat. The date for this will be October 27<sup>th</sup> and this will be good exposure for the park.

### **DIRECTORS REPORT**

Jeff reported that we haven't got the light bulbs in for the new light displays and we have the DOC working on the old displays. He said this is a tedious and thankless process. Commissioner Wheeler asked how many lights were ordered from China and Jeff answered 25,000 individual bulbs. Then asked if this will be a yearly thing we run into. Jeff said no because these lights last longer because they are LED and better than the regular lights. We use different colored bulbs and the department stores do not carry what we need. The light bulbs were expected to be here in September and now they are saying they won't be here until October 1<sup>st</sup>. We are buying them from an American distributor but they are coming from China. Jeff said that the school has 30-40 displays they are working on and if we can get the lights and work fast, we can have 40-80 displays ready. Carver's electrical class is helping and welding the displays and then they will light them. They are just waiting on the bulbs. Commissioner Wheeler said if you need volunteers let the County Commission know and they could try to help and he wants us to stay on the company until the lights arrive.

Jeff read a letter from Bill Hines about the FEMA resolutions with the two slips. It reads whereas the damages that occurred to both Big Bend and Coonskin Parks are extraordinary in scope, and whereas the Kanawha County Commission has committed to assisting the Kanawha County Parks and Recreation Commission in the rehabilitation of the disaster damages. The KCPRC now resolves to work with its Director and Technical Representatives to accomplish the goal of restoring and rehabilitating the damaged

elements at both parks. Furthermore, the KCPRC is aware that a reconfiguration of the Big Bend golf course may be necessary in consideration of a least disruptive and least costly method of repair. Final plans of action will be informed and jointly-determined by both Commissions using the best technical information. Jeff said what its best to do, is have a double green on two par 3's at Big Bend to get away from the bank. The pump is from money that is left from the 2016 disaster and we sent it back to the Kanawha County Commission and Bill Hines said to take money from that and do the pump station. Commissioner Drumheller made a motion to follow these recommendations and Commissioner Haddad seconded the motion. All were in favor.

Jeff said that we have the opportunity to purchase a deep tine aerifier from Edgewood County Club for \$10,000 which normally would be about \$50,000. We can use this at Big Bend and Coonskin and will save \$4,000-\$5,000 per time if we hired an outside company to do it. Commissioner Donahoe made a motion to purchase a Wheaterman Aerifier for \$10,000 and Commissioner Robertson seconded the motion. The vote was unanimous with Commissioner Pope and Jordon abstaining do to being members at Edgewood.

**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, October 20, 2021 at 2:00 p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director