

**KANAWHA COUNTY PARKS & RECREATION COMMISSION
COMMISSION MEETING
October 18, 2023
MINUTES**

CALL TO ORDER

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, October 18, 2023, 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, John Robertson, Janet Drumheller, Karen Haddad, Stuart Smith (phone)
Steve Koepsel, Andrew Jordon, Chris Hamilton, Dave Pope, John Huddleston (phone)

ABSENT: Pat Donahoe,

OTHERS

Jeff Hutchinson, Director

Leslie Koepsel

Brad Maschari, Eddie Amburgy, Cliff Wheeler

Jordon Herrick (lawyer) (phone)

Donna Carney, Louis Kuhl, Beth Campbell, Jeanne Chandler, Steve Roadcap

APPROVAL OF MINUTES

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

PERSONNEL COMMITTEE

Commissioner Drumheller reported that we had met recently to go over different salary classifications and we will report back at our next meeting.

LONG RANGE PLANNING

Commissioner Smith reported we are continuing to work with Carver on our Holiday Light repairs and additional displays. She added that they will be ready for the official opening, and we will make that announcement next month with times and dates. Holiday reservations are up at the Clubhouse, and we have a lot of repeat guests from past Christmas parties. Commissioner Smith said that we are still waiting on FEMA to finish, so that we can get the repairs done at Big Bend, and Coonskin is moving at a steady flow.

FINANCIAL REPORT

Jeff reported that for July – September the total income was \$822,467, last year was \$624,610 and that's a change of \$190,877. There was an increase from the Kanawha County Commission of \$44,000. There was an increase in green fees of \$115,000 and that increased cart fees about \$20,000. The expenses were \$715,127, and last year was \$579,867, and that is a difference of \$135,000. That is tabulated by \$36,000 more in part-time wages, increase on the health premium by \$9,000, and utilities up \$12,000, and that

was the water. Maintenance and Repair is up because we had to service a dump truck that we couldn't do in house. Materials and Supply was up \$35,438 and \$20,000 of that was spent on playground equipment, we had cameras installed, there was a plaque that was \$2,500 commemorating the golf course, electrical boxes cost \$5,400, and \$3,500 for an irrigation contract. Big Bend year to date was up in revenue about \$83,000 and up in expenses by \$24,319. That is mostly due to the cost of chemicals and that is one of the reasons the course has been in good shape because we were on a good chemical program. Coonskin has slowed down since this summer and since school started. The monthly comparison for September 2023 was an income of \$261,000 and last year we took in \$201,000, a difference of about \$60,000. The expenses this year was \$272,000 and last year we spent \$233,000, which is an increase of about \$35,000. Last year we had a negative balance of \$43,567 in September and this year was \$17,200. Big Bend is \$25,000 ahead of what we were last year in revenue and were \$7,000 over in expenses. Coonskin shows everything being up because we were closed this time last year. Commissioner Koepsel asked about cart fees being up, and if that is so, are we using the carts more, and are we on a maintenance program. Jeff said that the carts are leased, and the company is responsible for all maintenance, and that is factored into our contract. They come in bi-monthly unless we need them earlier. Commissioner Haddad made a motion to approve the finances and Commissioner Koepsel seconded the motion, and all in favor.

GOLF COMMITTEE

Commissioner Robertson reported that he will have a report at the next meeting. Jeff reported that we have been doing fall maintenance at Coonskin. Both golf courses have been aerified and top-dressed. He said that we punched the greens on Wednesday at Coonskin and by Sunday it was hard to tell that anything had happened. Big Bends fairways have been sprayed and we're good there. Jeff said that he talked to Kenny Newhouse, and he is coming to Big Bend with a dozer and mulcher, and it's time to mulch those areas between fairways and out going places. They are starting to get a lot of brush in them, and he will clean that up. Then in spring, it will start back as grass instead of briars, and give us a better look. Commissioner Roberson said that he played Big Bend last week and it was in good shape and play at both Big Bend and Coonskin has increased significantly the last fiscal year.

COONSKIN FOUNDATION

No report

PUBLIC SAFETY

Chief Amburgy reported that he spoke with the DOH about the washout at the Railroad Club. He said that they will try to finish it and its going to be an ongoing problem. They hope to be in by next week and hopefully have it finished by the start of the Christmas season. Chief Amburgy submitted stuff to the state about the sign at Meadowood, and that is being processed, and we will do a 20-year renewable lease at the area that we will put the new sign in at. As soon as we get that he will get with Mr. Currey about installing it.

DIRECTORS REPORT

Jeff reported that we converted to Lightspeed Retail Operating System. Cliff said that as far as associates, using the point-of-sale system has been great. We had a couple of glitches with the credit card machine which ended up being internet issues. He said that it has gone really well, and the only other thing is converting payments over to the QuickBooks System from Lightspeed, and it takes longer than what it did when we used the QuickBooks POS. He has been emailing the guy to see if we can speed that process up. Brad said it's been a smooth transition, and we haven't had any problems, and it's coded the same as what we had before. Everything is web based. The power company has been in to run power to the pump at Coonskin. They have all the poles in now, and Jeff called the pump people to tell them where we are at, and he is waiting on a call back. When he comes in, then we can hook power to the pump, and test it, and be ready to go by spring. Commissioner Koepsel reported on the Disc Golf layout which he redesigned and has been working diligently on. He said the course is about a week away from being done and we will have a tournament at the end of October. He said that this course is one of the prettiest courses that he's seen mostly because it's flat. They are putting a pole in right now to throw around, and each hole will have signage, and he anticipates this course to be good use of the old back nine at Coonskin. You will see a lot more disc golfers and the purpose of this tournament is to get people exposed. There are a ton of people that play from out of town, and we are on an app that they can get on their phones. It is a welcome addition to the park and will bring in more visitors. Commissioner Koepsel said that this tournament will have about 72 people, but the big tournament in June will have about 210 people. The last big tournament had 80 people from out of state, that is more money into the economy. Commissioner Koepsel appreciated the help from the staff, and it could have taken us 4 months to do it, and we got it done in 1 month with their help. The tee pads are the best around, and Lifetite donated doors, and we have turf glued down, and bordered it with gravel to keep it secure, and a lawnmower will not hit the turf with the gravel around. The guys are working on the Holiday Lights, and they have also been working on arches and wrapping trees. The lights will go the same distance and we have not bought any new fixtures. Commissioner Haddad suggested wrapping all the trees as it looks really good. Brad told the guys to wrap every tree that they can get power too. Winter Hours will take affect November 5th, when Daylight Savings Time ends, and then we will close the park at 6:00 p.m. We have been closing early due to it getting dark earlier each day, and by the time change we will get a set closing time. The bathrooms in the Upper Park have been closed for the winter due to excessive vandalism. They normally close November 1st but with vandalism we had to close early.

LEGAL REPORT

PUBLIC COMMENT

Written notes available upon request.

ADJOURNMENT

Commissioner Haddad made a motion to adjourn.

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

The next meeting will be Wednesday, November 15, 2023, at 2:00 p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director