

**KANAWHA COUNTY PARKS & RECREATION COMMISSION
COMMISSION MEETING
August 21, 2024
MINUTES**

CALL TO ORDER

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, August 21, 2024, 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, Steve Koepsel, Dave Pope, Janet Drumheller, Andrew Jordon, Karen Haddad, Tyler Ohrn, Pat Donahoe,

ABSENT: Chris Hamilton, Crescent Gallagher, John Robertson,

OTHERS

Jeff Hutchinson, Director

Brad Maschari, Eddie Amburgey, Cliff Wheeler,

Jeanne Chandler, Beth Campbell, Connie Roadcap, Margret Zaliski

Jordan Herrick (phone)

APPROVAL OF MINUTES

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

PERSONNEL COMMITTEE

Commissioner Koepsel reported that since the last meeting, all the students went back to school. He said that Tyler Parsons passed his test and has started working, and we lost David Wilson. Commissioner Koepsel asked Sarah to run a salary report, and we are staying compliant in our budget.

LONG RANGE PLANNING

Commissioner Haddad reported that we will be starting up our usual Holiday Lights here in August. She added that the long-range committee members will have a meeting coming up and will be notified. If there is anything that is wanted to be put on our wish list, then let her know and we can look over it.

FINANCIAL REPORT

Sarah reported that the State Auditor's office put out an RFP, and for this year we will have a two-year audit for 2024 and 2025 that we will have to bid out. She has the RFP proposal letter ready and got five CPA firms from the State's Auditors list. She will send those out and ask for response back on Thursday, September 5th, and she would like the Finance Committee of Commissioner Donahoe, Pope, Koepsel, Jordon, and President Tackett to come early to the next pre-meeting and score the auditors. Sarah wants to get these scored and to be approved on September 18th. Sarah attached a rough draft of last

year's ending of June 2024 balance sheet. She did some adjustments, and the only thing not adjusted are the differed inflows and outflows that the auditors normally do those adjustments. The next page is the check register on what was due by June 30th and any following payments for the next month and our accounts payable as of June 30th was \$328,522. There is a draft of the P&L statement for the entire last year and total income was \$2,762,550 with a gross profit of \$2,690,465. The total expenses for the year were \$2,986,952. The depreciation is included in that amount of \$413,074. The in-house statement shows total expenses with depreciation and balance sheet items and the second column is without depreciation so you can see where we are at without depreciation. She added in the balance sheet items that we pay monthly and fixed items that do not show up on the P&L statement. Those totaled \$3,126,851. The total expenses without depreciation were \$2,713,777. That left us with a net loss of \$(23,311) before depreciation.

Also, attached is the July 31st balance sheet and cash in back was \$303,757. We didn't get July's Commission check until the end of July and still haven't got August's check yet and hope to get it by Friday because a three-payroll month. July alone had a total income of \$298,813 with a gross profit of \$290,987. The total expenses were \$184,380 with a net income of \$106,606. The in-house statement added back any assets like the cart lease. The full-time & part-time payroll shows \$45,497.51 on the P&L statement and we have \$49,645 in accrued payroll as of 6/30/24. When you added those expenses on balance sheet, then we have total expenses of \$239,644 with a net income of \$51,342. Commissioner Donahoe made a motion to accept the final report and Commissioner Koepsel seconded the motion. All were in favor.

GOLF COMMITTEE

Jeff reported that a couple weekends ago it cooled down and got dry with no humidity in the air, and it caused some of the greens at Big Bend to turn brown. We had our consultant look at it and he prescribed a chemical and a plan of action. Jeff went back down on Monday, and it was green again. We should be good for now if nothing bad happens through the end of the season. He stated that we really need natural rain which makes a huge difference. Coonskin has seen a drop off in play in the mornings with kids going back to school and stuff. He said that we are going to do a little promotion to get some people out and some more seniors. The evenings have been picking up but the mornings are slow and always have been when school starts. He added that we are doing a military and first responder discount right now of 10% off. This discount is for green fees only, and not cart fees because we pay a lease on them. This is for both courses.

Commissioner Koepsel asked about the kids and high school kids playing golf. Jeff said they are back in full season, and he talked to BJ Calabrese about the golf season and the golf committee met as well. He said since we charge the middle schools for playing, we are also going to charge the high schools for using the course. They play at Big Bend three days a week, and this is the most use of any course for allowing them to play. He said the fairest thing we can do is come up with half of the 9-hole green fee, which is \$7.00. That way those who play can use the golf course. Jeff reported that we are working on the aerification schedule for the fall. He said that the tees at Coonskin held up well for as dry as it's been, and as hard as they have been hit off of this year. We will be

aerating tees, greens and surroundings at Coonskin, and solid tine Big Bend the first chance we get. Then the first week of October we will pull cores at Big Bend and top dress and things. Jeff said that this is the first summer since 1997 that we have had drought like conditions, and it has been rough on everybody.

PUBLIC SAFETY

Chief Amburgey reported that in the packet there is a MOU for the Coonskin Trail Coalition. It will be a coalition of a small group that hopefully will grow, and they will do minor work on the trails to keep them open, and they can give us the information we need on the larger things. We are waiting for the insurance to get back with us on how much a rider is on a million-dollar policy for injuries and stuff like that. There is also a waiver that each individual will sign when they work. This will be mandatory for joining the coalition and their events. Commissioner Drumheller made a motion to sign the MOU with the Coonskin Trail Coalition. Commissioner Ohrn seconded the motion, and all were in favor. Commissioner Jordon asked about a termination clause and would like to have that in there. Jeff said there is a term limit and read that it can be terminated at any time.

DIRECTORS REPORT

Jeff reported that Big Bend had a fire in the starter shed building that we have not used since we have owned the property. They were burning bees out and the fire didn't get extinguished and burned the building to the brick foundation. Since then, everything has been demolished and cleaned up, and we will talk with the insurance about that.

Both pools are now closed, and they have been drained. They are working on East Bank now and put neutralizer down and are painting the bottom. They should be down by the end of the week and move to Coonskin. We will have to put an etching on Coonskin and paint the sides as well because of the aluminum pool. When that's done next spring all we will have to do is add water and chemicals. Pool attendance for May – July at Coonskin was 11,877 and Pioneer Park had 3,206. We are up 283 from last year at Pioneer Park and up 3,604 at Coonskin.

The pump house building at Coonskin has been enclosed and we are putting the roof on. When that is done, we will be ready for the metal roofing from LifeTite Metal, and they will put it on for a donation. Jeff reported that the insurance for the storm damage to the entrance gate, etc. has been turned in and we haven't had this many claims since 2012, when we had the hailstorm. He said we got our check from Erie Insurance for the gate. We got the maximum of \$25,000 and turned the rest into our insurance company. The gate is in production, and it was hand made and the total price was \$49,000. He said we turned in all the stuff from the storm damage. He added that we had a vehicle accident that we turned in. He will turn the starter shed into insurance. They got everything in and posted and will pay to replace the fence at East Bank.

Jeff talked a little about the tennis courts and what's going on with them. The major thing is the fence and the insurance, and we will have to decide what to do with them. Cliff has been working on getting some pricing and stuff we can do for pickleball courts at Coonskin. The slip repair at Coonskin is finished and they improved the road leading to the trail from

the back 9. The last thing they are waiting on is the handrail that is on back order. Thaxton Construction was very easy to work with and he would recommend them again, they finished both projects ahead of schedule.

Jeff reported that we are working on the Holiday Lights and the dates and stuff for the event. Our guys have been taking advantage of the weather to get the pools done and the pump house building done. Then they will move to the Holiday Lights. Carver got new administration and no longer can fit it into the curriculum, so we had to go get all of our stuff. For right now the schools are not in the mix. We can look at other trade schools to see if they can help. Jeff said the Tennis Centers drainage catches all the drainage from the hollow and it runs under the Tennis Center. They have given way in places and caused sink holes on the courts. He said that the area is rough and is 70 years old. There are only a few courts that are playable. We need to put one in some place on high ground to get away from the drainage issues. We need to discuss what we are going to do with the courts and if we're going to do tennis, pickleball or both, and how many courts, or do away with the tennis facility, if it's not feasible. The tennis courts need a total replacement and relocation and it's up to the board what they want to do and if we can get the money to do the project. Jeff said that we painted, resurfaced, and lined the courts three years ago for \$80,000 and that price won't even come close to rebuilding the courts. Commissioner Ohrn said it seems like we are throwing money away if we repaint them and stuff again when it's only lasting two to three years. New courts will cost anywhere from \$500,000-\$1,000,000 to build. Nitro put in new courts and we will look into that and we will see how much it cost and the details of the project. President Tackett said if we can't get the money for new courts then we have to look at the \$80,000 to redo the courts. We have to fix them up for tennis, pickleball, and the schools to use.

Jeff reported that we are still waiting on the door for the driving range. He said that he talked to the company twice since we talked about it last week and they are having a supply issue. He said he talked to them yesterday and she said they will call on Friday to let us know where we stand with them. He said like everyone else they don't make them in-house. The good news is it still takes credit cards but takes a little time to run them, and we still are getting cash sales. Jeff said it's funny how it works and sometimes it will run a card and other times it does not. Commissioner Jordon stressed his frustration and that he experienced it himself, and it should take three to four minutes to dispense balls, and the inconsistency. He said there are a ton of people that like to use the facility, and it was designed for the people in the community to use, and we need to do whatever it takes to get that running properly. Jeff said that we are not turning away anybody and our policy is that if you put in money and don't get balls, then we will give you balls. Jeff said that he will stay on them and get it done.

Jeff discussed the playground plans for replacement, and we are still waiting to get back together with the commissioner's office on what we're doing and picking out. When that happens, he will update the board. This winter will be a prime time to replace the playgrounds. Jeff said that Cliff has done his part in heading that up and he sent an email every week to find out where they are at. Next Tuesday at 10 a.m., will be the grand opening of the Hatfield McCoy Single Track Trails in Tornado. The excitement for this is huge and

we have gotten calls from all over, from people interested in it, and they are also looking for lodging and camping when they come into town.

LEGAL REPORT

PUBLIC COMMENT

Written notes available upon request.

ADJOURNMENT

Commissioner Pope made a motion to adjourn.

President Tackett called the meeting adjourned 2:57 p.m.

The next meeting will be Wednesday, September 18, 2024, at 2:00 p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director