

**KANAWHA COUNTY PARKS & RECREATION COMMISSION  
COMMISSION MEETING  
November 20, 2024  
MINUTES**

**CALL TO ORDER**

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, November 20, 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, Tyler Ohrn, Pat Donahoe, John Robertson, Karen Haddad, Crescent Gallagher,

**ABSENT:**

**OTHERS**

Jeff Hutchinson, Director

Leslie Koepsel

Brad Maschari, Chief Amburgey, Cliff Wheeler, Sarah Menefee

Greg Stram

Jordan Herick (phone)

**APPROVAL OF MINUTES**

Commissioner Robertson made a motion to approve the minutes from October with changes. He said in the first paragraph the wording should be monthly meeting and not annual meeting of the board. Chris Hamilton is no longer on the board, and his name should be taken off. Commissioner Koepsel also wanted to specify that the City of Nitro provided us with two police cruisers, and the Sheriff's Department provided a cruiser that we will use for parts. Commissioner Drumheller seconded the motion, and all were in favor.

**PERSONNEL COMMITTEE**

Commissioner Koepsel reported that there are three part time employees that are no longer with us mostly due to time. Those employees are Mark LaFlamme, Hannah LaFlamme, and Melinda Cowgar.

**LONG RANGE PLANNING**

Commissioner Haddad reminded the board to turn in the survey sheets that she passed out so that she can compile all the information, and right now she said we are concentrating on Coonskin.

**FINANCIAL REPORT**

Commissioner Donahoe reported that our audit is underway. He said after last month's meeting, he had a discussion about reimbursing our employees on their dental expenses and that it should be taxable and on W-2. He said he called Sarah, and she informed him that we are reimbursing for dental, and we do not have an established system. Sarah said

that she talked with someone with Brown and Edwards about it, and Commissioner Donahoe also called, and they confirmed that it is taxable. Sarah said that it is limited to \$500 per employee plus \$500 family member. He said what we need to do is to get a list of everyone who got reimbursed and get that to payroll services and they need to take that number and due a payroll gross top, so you will see this data on payroll and is taxable and the gross pay. He said it has to do with payroll taxes, and we can make that adjustment in December and go back for the rest of the year. He said moving forward he would like to suggest setting up an HRA and Jeff said that we already have one, but it doesn't include the dental. Jeff said he is the only employee that uses the HRA. He asked if we should set up an HRA for the employees in January and would it be nontaxable to them and not be taken out of their pay. He said we should set up an HRA for the employees and keep the same limits and guidelines.

Commissioner Drumheller said that we can vote on this next month when we get it on the agenda. We will continue doing this the way we have been, but this adjustment covers employees and the park for tax purposes, and just classifying it differently. Commissioner Roberston asked if this has any repercussions on us with the IRS or government if we haven't been doing it correctly. Commissioner Donahoe said we had been doing it this way since 1993 and can't go back that far and he suggests cleaning it up going forward. Commissioner Robertson said that the organization doing our audit now needs to be informed of this for the audit with the corrected actions that will be taken, and the same thing with the overtime situation last fall and the corrected action that took place. He said the auditors should know this. Sarah asked the auditors to do an extension because next week is Thanksgiving, and there is some stuff they are trying to figure out which would push it to the end of December. Sarah will call the lead auditor with the firm and let them know how they would like us to handle this.

Sarah reported that the balance sheet as of the 31<sup>st</sup> and we had \$303,445 in our checking at the end of October 31<sup>st</sup>. The deferred revenue, retirement, sales tax, p-card, cart lease & PEIA for the month of November left us with \$109,802. Accounts payable at the end of October was \$152,219. From July – October we had a total income of \$1,086,051 with a gross profit of \$1,056,171. The total expenses were \$874,517 with a net income of \$181,654. Adding back the contributions that left \$236,023. The in-house statement is the exact same except for the cart leases we paid year to date and the two pieces of equipment that we purchased for Big Bend. Add those back and we have \$986,212 leaving a net income of \$124,328. Commissioner Donahoe made a motion to approve the finances and Commissioner Koepsel seconded the motion.

### **GOLF COMMITTEE**

Commissioner Robertson reported that as of our October meeting, there was discussion whether we should be hitting off the Bermuda or would it be better going to the mats. He said there seemed to be a difference of opinions on it and he said that Jeff received a report from our agronomist, and he recommended that given the conditions of this area it would be wise to move to the mats. He said that we also had discussions of the treatment of the bunkers of the driving range and after last month's meeting, we had some conversations and talked with Kelly Shumate from The Greenbrier. He gave us

recommendations regarding the bunkers with a reasonably priced solution like they are using at Edgewood. We plan to take that course in March or April when the season begins.

The Short Course from July - October we did 3,760 rounds of golf and in October there were 594 rounds. Big Bend in October, did 2,014 rounds of golf, and in October last year we did 1,718 rounds and the year before that in October we did 1051 rounds. In July – October this year, we have done 10,045 rounds of golf and up 13,042 rounds from last year. Conditions were good this October. Commissioner Ohrn asked with the agronomist's report on the mat's verses turf at the driving range if that is also a factor in the Short Course. Jeff said yes and we put concrete pads in beside the tee boxes, and they are the same mats as the range. He said when you get to a certain point with the weather the Bermuda won't generate as fast. The tee boxes on the Short Course are bent grass and will grow back in cool weather once the ground freezes it won't grow and there would be divots everywhere. Commissioner Ohrn said the grass on the tees, and he said we don't use mats on the Par 3's at Big Bend. He questioned then why we use mats at the Short Course. Jeff said that most shots at Big Bend, they use drivers and don't take divots, and the Par 3 holes at Big Bend, two of them are long enough that they won't take divots. They don't take the divot patterns they do at the Short Course. Jeff said when hitting wedges at the Short Course they carve it up with thirty people a day. Commissioner Ohrn would like to make the observation that one, less people play during the winter so you won't get as much wear and tear and two, the biggest complaint he gets in not being able to hit off the grass, and he mentioned this before and said if were going to have a real golf course we need to treat it as such and disagrees with hitting off the mats. Jeff said that in all fairness he plays golf at a high level and can't tell the difference between hitting off the grass and mats. He said it's not his decision to make, but the biggest complaint he gets is hitting off the mats.

### **PUBLIC SAFTEY**

Chief Amburgey reported that we had an individual that we had problems within May and had a for a second time in November for driving recklessly in the park. He said we banned him for a year, and we served him papers and that went as well as can be expected. We have a new camera system that will also help with monitoring traffic in the park.

### **DIRECTORS REPORT**

Jeff reported that he met with a representative from The University of Charleston and had a great meeting. The lady he met is from the eastern end of the county and had some good ideas. She was talking about a program with their communications program, and they are talking about using us. He said we will meet again next month and look to put something together. Then there is a possibility of giving kids internship hours at the park and providing us with some help.

The Holidays Lights and the Tree Lighting will be on December 3<sup>rd</sup>, and Leslie has it all together. Sarah passed out a handout that is also run on social media and the press. Jeff said that they met with Tom Nelson about the playgrounds, and he sent us the information that we needed, and we finalized the colors for playgrounds. He said that we

will do a natural looking color at Meadowood and more colorful ones at Coonskin and East Bank. He thinks this will be delivered to us late January or early February, and depending on the weather and installer, determines when they will get to work. He sent us over some dimensions and layouts to determine the best place to put them. The county commissioner had a unanimous decision to approve the playgrounds and came to \$556,000 turn-key for the installation and the servicing of the structures.

The employee Christmas Luncheon will be on December 18<sup>th</sup> and the meeting time will change. The lunch is from 11:30-12:30, and he thought on having the meeting at 1:00pm that day. We can have lunch then meet, unless the board would rather have the meeting first and then lunch. We have always done the meeting after the lunch, and we will plan on that again for this year. The Parks Commission Meeting will be at 1:00 p.m. on December 18<sup>th</sup>.

### **LEGAL REPORT**

### **PUBLIC COMMENT**

Written notes available upon request.

### **ADJOURNMENT**

Commissioner Pope made a motion to adjourn.

President Tackett called the meeting adjourned 2:36 p.m.

The next meeting will be Wednesday, December 18, 2024, at 1:00 p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director