

KANAWHA COUNTY PARKS & RECREATION COMMISSION
COMMISSION MEETING
April 16, 2025
MINUTES

CALL TO ORDER

The meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, April 16, 2025, 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, Andrew Jordon, Pat Donahoe, Crescent Gallagher, Janet Drumheller, Tyler Ohrn, Carrie Smith, John Robertson,

ABSENT: Dave Pope, Karen Haddad

OTHERS

Jeff Hutchinson, Director

Leslie Koepsel

Brad Maschari, Cliff Wheeler, Sarah Menefee, Chief Amburgey

Greg Stramm

Jordan Herrick (phone)

APPROVAL OF MINUTES

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

PERSONNEL COMMITTEE

Commissioner Koepsel reported that all the part timers that have come back are back, but we are in need of four people at Big Bend, three people on grounds at Coonskin, three people on Coonskin Maintenance, and we need 10-12 people to work. He said the budget can finance that, but we are just short on people. Jeff reported that he got with the county manager, and they got with Day Reporting and Drug Court Supervisors, and they are bringing two of the guy's out Monday, Wednesday, and Friday afternoon to weed eat from 1p.m.- 4p.m. When they get more people in the program we will get more help for special projects.

LONG RANGE PLANNING

Commissioner Robertson reported for Commissioner Haddad and the committee has continued working on a five-year plan. For fiscal year one we have taken care of upgrading the internet in the Clubhouse. We are also looking into blinds for the windows, new chairs in the clubhouse, and minor upgrades to the Family Center. Looking forward we need to address lighting on the soccer field and a replacement fund for the turf. Commissioner Robertson said that management suggested working with the County Commission to establish this fund for all the fields the county has. He said we are looking at adding fees to the customer invoice and considering naming rates for the Clubhouse to generate income. President Tackett reported that he talked with Commissioner Salango

about the soccer fields and the turf replacement funds. He asked him to try to get the County Commission to put together a turf account and add our field to the entire county turf fields. He said they will try to do that and to include our field with the fields at Shawnee and all be funded together.

FINANCIAL REPORT

Commissioner Donahoe said we had nothing to report other than the financials. Sarah reported that the balance sheet as of March 31st had \$347,431 in our checking account. On the check register and taking out April's deferred revenue left us with a balance of 131,091. Our accounts payable were \$228,825. April was the last month we have for workers comp premium and May is the last payment for the insurance, and we are paid through the full year. The consolidated comparison July – March shows a total income of \$1,983,961 with a gross profit of \$1,944,535. The total expenses were \$1,787,348 with a net ordinary income of \$157,187. Adding back the other income leaves us with a net income of \$264,525. Our in-house statement is the same thing and highlighted is the balance sheet items that we paid year to date. Adding the total balance sheet items with the total expenses left us with a net ordinary income of \$5,853. Add back the other income and we have a total net income of \$113,192. For the month of March our total income was \$223,423 with a gross profit of \$218,487. The total expenses were \$155,217 with a net income of \$63,270. Commissioner Donahoe made a motion to approve the finances and Commissioner Koepsel seconded the motion. All were in favor.

GOLF COMMITTEE

Commissioner Jordon reported from July 2024 – March 2025, Big Bend had 13,377 rounds of golf and Short Course had 5,042. In March of 2025 they had 1,665 rounds compared to 1,263 last year. Coonskin in March, had 735 rounds in 2025 and 725 rounds in 2024. Commissioner Robertson had given out information on hole sponsorships at Big Bend and Coonskin. He said that the Golf Committee had spent about a year discussing this concept and has now come to full throttle to sell sponsorships. He said that it has never been done here before and we have a plan for Big Bend and Coonskin to find some value for our property. The hole sponsorship will be priced at \$2,000 each and the most important thing is the exposure on each tee box. He said at Big Bend we are doing approximately 20,000 rounds a year, which is very busy for a public course. The company or people involved with the sponsorship would get some pay back that would not cost us much of anything. He said they would get rounds of golf, credit at the driving range, identification on our website, as well as signage on the course. This will be for Big Bend and Coonskin. Commissioner Robertson said that Cliff did research on signage and each hole currently has signage for yardage at various locations. He said this would be mounted on the same post as the yardage and would be a 14x16 sign that we would produce so we would have control of all the signs being similar. This sponsorship is for 12 months from when they signed up. Commissioner Robertson said that it has the potential of producing \$20,000 for the Short Course at Coonskin annually and \$36,000 annually at Big Bend, if we sell every hole. He said there are a lot of possibilities even if we don't sell them all and the committee brainstormed a list of possible sponsors, for area organizations and companies. He asked the board to let us know of anyone who could be

added to that list. He thanked Commissioner Gallagher and Commissioner Ohrn for putting this together.

MARKETING COMMITTEE

Commissioner Gallagher reported that the UC Students are working on our social media with Facebook and Instagram, and they are posting stuff almost every day. He is working with the staff on promotions for the 75th anniversary and will get with the County Commission on a press release. He said we will reach out to the media sometime in June to let them know all the events that are happening for the 75th Anniversary. Sarah said the UC Kids are coming tomorrow, and we can give them a copy of the events, and they can post it. Jeff said that the UC students have been sending posts to him and their professor at the same time for him to approve. Jeff said that their schooling is about over, and they have about 14 days left, and then they are done. He said he talked with Alise, and she is going to help us throughout the summer while waiting on her citizenship with our social media stuff and make sure we understand what we are doing. She does all the social media for the WVNG and is a very smart person.

PUBLIC SAFETY

Chief Amburgy reported that the Kanawha Valley Trail Alliance assisted us on the Alice Knight Trail, which led them to create the Coonskin Trail Coalition. He said they came to him about a bike repair station in the park that they would get a grant from WVU. They did not get that grant from WVU but got one from CAMC for project Healthy Events. They are providing us with one bike station, and they recommend getting with the trail group for placement of the station, right now they are leaning towards putting it on the Elk River Trail. The bike station has repair kits with all the necessary tools, as well as an air pump. It's a great start for the park and it's free to us.

DIRECTORS REPORT

Jeff reported that the playgrounds are slow getting started because of the weather and they got backed up a little bit. We are on his list to get done and they would start at Meadowood first. Jeff said that we have a MOU with the YMCA and it's our standard year operation agreement with East Bank and Coonskin pools. The only changes that were made is that we looked at the numbers of how many days we were open from May-August last year and came up with a daily rate. We will pay them \$10,000 or \$200 per day for 7 days, so that will be about \$11,400 instead of \$15,000 like we paid in the past. Everything at East Bank stayed the same. Commissioner Robertson made a motion to approve the MOU with the YMCA operating the pools with a management fee for 2025. Commissioner Ohrn seconded the motion and all were in favor. Jeff said that the second part of the pool is that we are working with the YMCA on handicap pool lifts. They do not make the parts to replace the bad parts on the ones at our pools and are battery operated. We have a call into them now and are waiting for a response. They are still working on the sewer at East Bank, and they haven't got to the park yet, which they would need to do in the month to get out of the way.

Jeff said that we have a request from the State about the archeology around the bridge. When they were doing the construction of it, they dug up some items and they are asking

for permission to keep those historic items in the archives. Commissioner Gallagher made a motion to add the artifacts that were unearthed during the construction of the bridge to be allowed to be added to the State archives. Commissioner Donahoe seconded the motion and all were in favor.

Jeff said that we talked a little bit about the 75th Anniversary and Cliff has tee shirts that Commissioner Koepsel reached out to his people for that he uses for these tee shirts. The logo on the shirt is what the UC students came up with and it is a one-color scheme to save a bunch of money instead of doing two or three colors. Commissioner Koepsel said it's \$3 more for the three colors on a shirt and single color is more economical. Jeff said that Commissioner Koepsel is working on the cups and stuff for giveaways with the tee shirts for "x" however many people in the park on June 28th. Brad held the Fishing Rodeo on Saturday last week and had about 45 kids in bad weather conditions. The shop class from HHHS made plaques for the kids as prizes. Spring Hill Rod and Gun did some donations, and the park also provided some things as well for prizes. Mountains of Hope Outreach provided volunteers and gave out free hot dogs and water. This year with the smaller turn out due to the weather, every kid was able to get a gift bag that we made with the prizes that were donated. Jeff said that he touched base with the Shrine, and they are running a kayak float on the day of the Anniversary, June 28th. They will put in at Queen Shoals and take out at the ramp at Coonskin, and we will co-brand with them. He said that we will put their flier on our website, and they will also talk about our 75th Anniversary.

Jeff said that when it gets into June, Commissioner Gallagher has some contacts with the media, and we will talk about the 75th and how he wants to do that. Jeff said that the UC kids have already started posting on Facebook and Instagram and tagging that stuff. St. Albans requested use of the train for their Train Days, and we will charge them the same as we did last year. We will have to pick and choose where the train goes this year due the conditions of the engine and only three guys that can run it. The hardest thing for us is that when we run the train then we have to give those employees time off during that week which puts other projects behind.

LEGAL REPORT

PUBLIC COMMENT

Written notes available upon request.

ADJOURNMENT

Commissioner Donahoe made a motion to adjourn.

President Tackett called the meeting adjourned 2:29 p.m.

The next meeting will be Wednesday, May 21, 2025, at 2:00 p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director