

**KANAWHA COUNTY PARKS & RECREATION COMMISSION**  
**COMMISSION MEETING**  
**May 21, 2025**  
**MINUTES**

**CALL TO ORDER**

The meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, May 21, 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, Janet Drumheller, Tyler Ohrn, John Robertson, Karen Haddad,

**ABSENT:** Dave Pope, Carrie Smith, Crescent Gallagher, Pat Donahoe,

**OTHERS**

Jeff Hutchinson, Director

Leslie Koepsel

Brad Maschari, Cliff Wheeler, Sarah Menefee, Chief Amburgey

Channel 3 News

Jordan Herrick (phone)

**APPROVAL OF MINUTES**

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

**PERSONNEL COMMITTEE**

Commissioner Koepsel reported that we hired Calvin Grimm for Coonskin Grounds and Terrance Steffen for Coonskin Maintenance. Carter Messinger for Coonskin Grounds will start next week and William James will be returning to Big Bend Grounds. He said we have made up some ground from last week with hiring employees and is happy that is happening because this is a big place to take care of. Commissioner Koepsel said we still have room if anyone knows of anyone else wanting to work. Jeff said he is checking with Day Reporting and Home Confinement, but he said that is not a steady thing. Jeff said that Commissioner Jordon gave him a contact from a Men's Home and most of the guys there have jobs, but he has new ones coming in.

**LONG RANGE PLANNING**

Commissioner Haddad reported that the County Commissioner's applied for the Congressional Directable Spending Funds to renovate the Clubhouse and Senator Capito is very supportive of this project, and she is the one who encouraged us to apply again.

**FINANCIAL REPORT**

Sarah reported that as of April 30<sup>th</sup> we had \$269,013 in our checking account. The retirement, sales tax, P-Cards, Cart Leases, PEIA, and monthly insurance left us with a balance of \$201,688. The year-to-date principal on our cart lease was \$56,874. From July

– April all facilities had a total income of \$2,222,946 with a gross profit of \$2,177,306. The total expenses were \$1,963,488 with a net income of \$213,818. Adding back insurance and vehicles leaves us with a net income of \$338,502. Our in-house statement is all the same. The cart lease and equipment we purchased totals \$157,090 and adds that to the current expenses and that gives us \$2,120,578 and that leaves us with a net income of \$56,727 adding back the other income leaves us with net income of \$181,411. April alone the parks had total income of \$238,985 with a gross profit of \$232,771. The total expenses were \$174,161 with a net income of \$58,610. The net reoccurring insurance is the money for the insurance from the starter shed at Big Bend. Commissioner Robertson made a motion to accept the financial statement and Commissioner Jordon seconded the motion. All were in favor.

### **GOLF COMMITTEE**

Commissioner Robertson reported that we have had lots of rain and at Big Bend they reported 1,793 rounds of golf and that is 389 more than we did last year in April. Year to date 15,170 rounds of golf at Big Bend. At Coonskin we had 835 rounds of golf in April and that is down 70 rounds from last April. Jeff reported that they will start paving the road to Big Bend on May 31<sup>st</sup> and it is desperately needed. Jeff talked with the deputies about people parking in the road out there and they are going to investigate it. Commissioner Koepsel made a suggestion about the driving range gate that gets opened and closed. He suggested designing a sign that the people can see and Commissioner Koepsel will take care of it.

### **MARKETING COMMITTEE**

Jeff reported the little girl from UC got us a contract and he talked to Commissioner Gallagher about it and to her teacher, and it seemed a little high because she has never done it before. He said we all came up with an idea and she will be here at 2:00pm tomorrow. She will take care of doing all the stuff on Facebook and all the promotions, and that is in the agreement. Commissioner Robertson asked if it would be on an hourly basis and Jeff said that it would be monthly. He said she had certain things she has to do and she will give us reports on the analytics and what is hitting, and on what posts. Commissioner Jordon asked if she is promoting activities for the 75<sup>th</sup> Anniversary on the Web Page. Jeff said that she will start pushing that even harder.

### **NOMINATING COMMITTEE**

President Tackett asked Commissioner Jordon and Commissioner Koepsel to oversee that committee and they agreed to do that for the next meeting.

### **PUBLIC SAFETY**

Chief Amburgey reported that the Coonskin Trail Coalition had their first work party, and they worked on the Harry Wise Trail, over past Gorman hill. He said that they cleared out a quarter mile stretch, and it had steps that go up to it that they unearthed and made that look better. The Kanawha Valley Trail Alliance gave us a Bike Repair Station. We had placed that by the Riverside shelter, and it is up and running. He added that it was a busy weekend for our officers with more routine style visits.

### **DIRECTORS REPORT**

Jeff reported that the weather has caused a slow down in the playground installation. He said as soon as the company is done with the project they are on now, they will start at Meadowood. It will be the first we install because its on flat ground. Jeff said that Kenny Newhouse was out at Coonskin with his surveyor last week and we may have to do a little modification, and we have a plan for that. The last playground will be installed at East Bank. Coonskin Pool is up and ready to go. Jeff said at East Bank the company finally moved to begin work this week and they are through the gate about 30 feet and ready to make their turn. Our guys will go up next week with the plans for the sanitary sewer line and keep them in our files. They will do a dye test to find out what is running into the sewer. He said we have selected the fencing company and as soon as the company is out of our way we can begin our work and open the pool at East Bank.

### **LEGAL REPORT**

### **PUBLIC COMMENT**

Written notes available upon request.

### **ADJOURNMENT**

Commissioner Jordon made a motion to adjourn.

President Tackett called the meeting adjourned 2:17 p.m.

The next meeting will be Wednesday, June 18, 2025, at 2:00 p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director