

**KANAWHA COUNTY PARKS & RECREATION COMMISSION  
COMMISSION MEETING  
November 15, 2023  
MINUTES**

**CALL TO ORDER**

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, November 15, 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, Steve Koepsel, Andrew Jordon (phone), Dave Pope, Pat Donahoe

**ABSENT:** John Huddleston (phone), Chris Hamilton, Stuart Smith

**OTHERS**

Jeff Hutchinson, Director

Leslie Koepsel

Brad Maschari, Eddie Amburgy, Cliff Wheeler

Jordon Herrick (lawyer)

Donna Carney, Beth Campbell, Steve Roadcap, Judy Spradling,

**APPROVAL OF MINUTES**

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

**PERSONNEL COMMITTEE**

Commissioner Drumheller reported that we had met recently and came up with some salary adjustments for all classes within the park. The information will be presented to the County Commission to see if they have the money to support the salary increases. President Tackett said that we all decided to look at different agencies and compare them to where we stand. Other counties do not have what we have, so we looked at the city departments across the state and made recommendations about our salaries. President Tackett is hopeful that the county commission can come on board with these adjustments to make us more competitive, so when it comes to hiring people, we can hire the right kind of people for the job.

**LONG RANGE PLANNING**

Jeff reported that the biggest thing is, he went to the Kanawha County Commission meeting two weeks ago about the issue with FEMA at Big Bend, and FEMA is balking on it. The County Commission voted to go forward on that, and it will be approximately \$1 million. We are working with county personnel and agencies to work on a plan to put a bid out, so we can get the work done at Big Bend within the next two to three months. Commissioner Jordon looked at it as well and he has a couple of ideas that may work and save money. Commissioner Robertson asked if they will be dredging the existing lake

and Jeff said that we won't rule that out, and once we see the report and what's in the ground then we can look at it.

### **FINANCIAL REPORT**

Cliff deferred the financials to next month.

### **AUDIT REPORT**

Tim Loafer with BMCH CPA Group, gave the exit audit interview to go over the results of the audit for the 2022-2023 fiscal year. This was a single audit and we spent more than \$750,000 in federal funds, and those funds for the most part, were passed through from the Kanawha County Commission. Because of that we are required to test the controls and the compliance, and over the course of the testing we didn't find any issues with spending those federal dollars. Being a single audit there is an additional piece of information on page 38, that is a schedule of findings and goes through the requirements of a single audit. The very bottom asks if this is a low-risk audit, and the answer is no, because in order to be a low-risk audit you have to have a single audit each of the past two years, and not have any material weakness in those reports. Since the commission wasn't a single audit the last two years, it automatically makes you a high-risk auditee. There was an unmodified opinion given over the financial statement and over the major program that was tested. There were no internal control issues. There were no material weaknesses or significant deficiencies at the single audit level or financial statement level. The corona virus program funds were tested and no findings on the GAGUS level or federal level. There were a few minor adjustments posted to QuickBooks and he worked with Sarah, and yearly you have to calculate the GASPY 6875 which is the pension liability, and we assisted making those journal entries. It is a matter of getting it from the state and doing a minor calculation. No misstatements or errors outside of her needing us to help her with the GASPY 6875. All the books appear to be in good standing and controls appear to be in place. It was a good report, and the staff was very helpful through the course of the audit. Commissioner Donahoe made a motion to accept the audit and Commissioner Haddad seconded the audit. All were in favor.

### **GOLF COMMITTEE**

Commissioner Robertson reported that in October Coonskin had 592 rounds, compared to nothing last year, since we were closed. That's about \$10,000 in revenue. Big Bend had 1718 rounds this year compared to 1057 last year which is an increase of 667 rounds, and that is an increase in revenue. He commented that he was at Big Bend yesterday and the course is in great shape for November. Jeff said the course is in better shape than he has seen it in 20 years, and had no major events happen like in the past. We got on a good chemical program this year, it was slow to start due to low temps, but they stayed to the program. Jeff said he couldn't be happier about the conditions at Big Bend, and the revenue and comments have shown.

### **COONSKIN FOUNDATION**

No report

### **PUBLIC SAFETY**

Chief Amburgy reported that he spoke with Mr. Curry with the Coal River Group, and he expressed how great the park looks at Meadowood and complimented the guys cutting the grass. Chief said like the golf course, it's the best the park has looked this year. The CRG has a guy cleaning up trails and small areas in the park almost full time. All the trails are open and ready to go, and Mr. Curry wanted to express his thanks for all the help. The Children's Therapy Clinic thanked us for the Run Through the Lights this Friday, and they have 300 pre-registered people plus what they have not registered. They start at the Columbia Shelter and walk/run to the end of the park and back. Our guys worked hard to get ready for this day and they used it as a test run for the lights.

### **DIRECTORS REPORT**

Jeff reported that in addition to the Meadowood Park, the scouts built two benches from natural materials and installed them on the trails. That scout troop will do more projects at the park. Our guys have been working really hard with the Holiday Lights and they wrapped as many trees as they could get to. It is still difficult to find the small lights that are on a majority of our fixtures. We have to go to Lowes and buy strands of lights to get the bulbs out of them, because you can't buy the bulbs separately anymore. They got everything working that they can and will continue working on them throughout the season. Jeff said that he's been approached by Ken Kerr about a fitness deck in Coonskin Park. He said it's a national health foundation thing that they put in communities, and they help fund part of it and the government funds part of it. They put it in a public place and one side has stations that you use your body weight for, and they have an app that runs you through the programs. The other side is set up for Yoga, Zumba, Kickboxing, and all those activities. It's a pretty neat design and they called me due to the size of the park and the traffic we bring in. He has another phone call into the County Commission and Jeff said that he has an idea of where it could go. Now it's a matter of funding and sponsors. This could be a real boon for healthy activities, and we will learn more in the next couple of months. Jeff reported that our employee luncheon will be next month and we always move the meeting to 1:00 p.m., because we have the luncheon about 11:30 a.m. that day, and that will carry us through to the meeting, and he hopes everyone can attend the luncheon. Commissioner Haddad made a motion to have our meeting an hour early at 1:00 p.m. on December 20<sup>th</sup>, 2023, so that we can have lunch with the employees. Commissioner Robertson seconded the motion, and all were in favor. Jordan Herrick reported that there is a board approval on a potential settlement regarding the Department of Labor investigation, and there will probably need to be discussion regarding personnel issues. Commissioner Robertson made a motion to go into an executive session for the purpose of personnel issues at 2:25 p.m. and Commissioner Haddad seconded the motion. All were in favor. The Executive Session was over at 2:45 p.m. and Commissioner Koepsel made a motion that during our executive session, we agreed to authorize Jeff to execute a settlement agreement in-lieu of litigation, in regard to the wage and hour finding of violations of the Fair Labor Standards Act. Commissioner Haddad seconded the motion, and all were in favor.

### **LEGAL REPORT**

### **PUBLIC COMMENT**

Written notes available upon request.

**ADJOURNMENT**

Commissioner Haddad made a motion to adjourn.

President Tackett called the meeting adjourned at 3:04 p.m.

The next meeting will be Wednesday, December 20, 2023, at 1:00 p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director