

**KANAWHA COUNTY PARKS & RECREATION COMMISSION  
COMMISSION MEETING  
September 18, 2024  
MINUTES**

**CALL TO ORDER**

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, September 18, 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, Crescent Gallagher, John Robertson,

**ABSENT:** Chris Hamilton, Karen Haddad

**OTHERS**

Jeff Hutchinson, Director

Leslie Koepsel, Megan Estep

Brad Maschari, Eddie Amburgey, Cliff Wheeler, Sarah Menefee

Greg Stram, Margret Zaliski

Jordan Herrick (phone)

**APPROVAL OF MINUTES**

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

**PERSONNEL COMMITTEE**

Commissioner Koepsel reported that there have been no changes since the last meeting.

**LONG RANGE PLANNING**

President Tackett reported that we had a Long-Range Committee meeting and Commissioner Haddad is going to prioritize our projects by importance and cost, and try to put a spread sheet together to enable us to look at which ones we can afford to fix, and which ones we need help to fix, and the priority of those projects.

**FINANCIAL REPORT**

Commissioner Donahoe reported that last week before the pre-meeting we evaluated three CPA Auditing Firms to do our audit. The same CPA group that has been doing it the last two years scored the best and will be doing the audit for the next two years. The name of the firm is BHM CPA Group. Sarah reported that the auditor's office sends you a packet with a list of auditors that you can choose, and you must send it to three CPA Firms. The firms send you a proposal and there is a score sheet from the state auditor's office that needs to be filled out. The Finance Committee met and scored each firm that submitted proposals. You can give five preference points to a firm if it's a close race. The proposal with the highest points receives the contract. Suttle and Stalnaker, PLLC

submitted a total contract for two years of \$57,000, Brown Edwards & Company submitted a contract of \$83,650, and BHM Group submitted \$23,500. When everything was scored BHM CPA Group won with 93 points, Suttle was 83 points, and Brown Edwards & Company had 80 points. Sarah said she has the contract form ready to send to BHM CPA Group so they can get started. Sarah also will send out a regret letter to the other firms.

Sarah reported on the financials and attached is an August 31st balance sheet for the parks and the next page is the ending check register, and it was \$355,471.32. If you back out Pioneer Park, the front gate, differed revenue, retirement, sales tax, Pcard, the cart lease, and PEI payments it left us with \$84,066. Accounts payable were \$224,099. The principal year to date is for the cart lease is \$11,252. July – August had a total income of \$598,863 with a gross profit of \$18,644. The total expenses were \$482,154 with a net income of \$98,064. \$25,000 of that is from Geico Insurance for the front gate reimbursement and that left us with \$123,064. In-house statement, if you take add back the cart lease from the balance sheet, that will give us \$493,406 in expenses for a net income of \$86,812. August alone had a total income of \$300,049 with a gross profit of \$289,958. The total expenses were \$295,537 with a net loss of \$(5,578), add back the \$25,000 and that left a \$19,421 net income. August was a three-payroll month. The front gate is now working and operational. Commissioner Donahoe made a motion to accept the audit report and Commissioner Koepsel seconded the motion. All were in favor. Commissioner Donahoe made a motion to approve the financial report and Commissioner Koepsel seconded the motion. All were in favor.

### **GOLF COMMITTEE**

Commissioner Robertson reported that in July at Big Bend we did 1,094 rounds and in August we did 1,187 for a total of 2,281 rounds. At Coonskin year to date, we did 1,187 rounds and last year we did 1,489. The Short Course @ Coonskin is being aeriaded today and Big Bend will be aeriaded the first week of October. Big Bend is in pretty good shape.

### **PUBLIC SAFTEY**

Chief Amburgey reported that with the Coonskin Trail Coalition, we were looking into insurance and how much it would be. Chief spoke to Brent Burton and he checked with the adjustor, and they will insure them with a million-dollar policy at no cost to us. They will add it to our insurance, based on the fact that it is very limited liability. We also were able to get two cars from the Nitro PD and Chief Amburgey spoke with the chief and went to the council meeting and got approved for that. They are 2017 Ford Explorers with about 87,000 miles on them. One has a little damage, but it's brand new for the park. They also gave us radios and flashlights, so hats off to Nitro for helping the parks out. The Chief spoke to the mayor and each council person individually and thanked them. This is a win, win for the police and the park. Commissioner Pope made a motion to send a thank you letter to the City of Nitro for the police vehicles and Commissioner Jordon seconded the motion. All were in favor.

## **DIRECTORS REPORT**

Jeff reported that Big Bend is in good shape even with the weather that we have had. They finished painting the pool at East Bank and they were scheduled to start at Coonskin, but with the rain we can't put anything down, it must be dry for 24 hours. So, we are watching the weather at Coonskin to paint the pool. The pump house is completed and enclosed. Jeff said that he turned the last thing from the Family Center incident from the fire suppression system into the insurance and they have got everything we have right now.

Last week we closed out the slip repair projects at Coonskin and Big Bend and signed off on them. The Tennis Center fence issues, we have a way to accommodate that. Jeff said we are looking at pickleball courts and it is something that the board will have to decide if we go back to tennis courts or straight into pickleball courts. Once we get the final cost in it will be something that we will have to discuss.

The driving range has been busy all summer long, and the door is in and working. After the meeting Cliff, Megan, Leslie, and Jeff will talk about the playgrounds at Coonskin, Meadowood, and Pioneer Park, and what would be the best fit for those parks. Commissioner Jordon asked if we were watering the driving range because the grass is brown and Jeff said no that we got low with the water in the pond and we have transferred water from the big pond to the little pond. He said we have taken care of the tee, but once we get some rain the greens will come back. Commissioner Jordon said we need to paint the bunkers too. Jeff said they sprayed roundup on them yesterday and will paint them when the weeds and stuff die off. Commissioner Pope asked about the benches that were ordered in green metal and they get very warm with the heat we had the summer. He added that they have not been moved from the back of the range from where the benches were that we took out. Commissioner Pope said the whole purpose of the benches was to move them to the hitting area where people are hitting from, to have somewhere to sit and place their drinks or sandwiches. He said that they have been at the back of the range, and no one sits in them. He said whoever sets the range up has to move at least four benches to the hitting area. Commissioner Jordon is in agreement with Commissioner Pope, and the reason we bought the benches was to be moved around the range to the hitting areas. Commissioner Pope also asked about a shelter with shade that was discussed in the past for people to get out of the sun, and this stuff should've been done 10 years ago. Commissioner Robertson said we will have a meeting before our next meeting to hash this stuff out.

Jeff reported that we have screws that are deteriorating on the roof at Coonskin. He said the metal still is in good shape, but the screws need to be replaced, and we are calling contractors now. We need silicon caulking screws, and we are telling them that's what we need to have. Commissioner Robertson asked what our anniversary date is for our insurance renewal and Sarah said July 1st. He anticipates that we will have an increase in our insurance due to the number of claims we had this year, and next time we put that out we should ask for various deductible limits. He said it may be advantageous to raise our deductible to offset some expenses. Commissioner Pope said he saw in the minutes that we are going to turn the starter shack into insurance and asked why. He said we are not

going to rebuild it and what do we have in it, and like Commissioner Robertson said if we keep making claims, they pay them and increase our insurance. He said tear it down and move on from it. Commissioner Robertson said that it was already gone. President Tackett said we already have many claims, and the insurance is going to go up anyways so why not turn it in.

Commissioner Pope asked what will you do with the money because you're not going to replace the building. President Tackett said we would have money to in turn pay for the screws for the metal roof or whatever we need. Commissioner Pope said we could use that money to pay interest and insurance as well. Commissioner Jordon asked what kind of value was in that building and Jeff said that it couldn't been valued at much. Commissioner Pope asked if it was under the deductible and where we are at on our deductible. Commissioner Robertson said that we set it on fire so it's our fault. Jeff said that's what he is worried about, and Commissioner Pope said it could be accidental arson.

### **LEGAL REPORT**

### **PUBLIC COMMENT**

Written notes available upon request.

### **ADJOURNMENT**

Commissioner Pope made a motion to adjourn.

President Tackett called the meeting adjourned 2:23 p.m.

The next meeting will be Wednesday, October 16, 2024, at 2:00 p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director