

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

CALL TO ORDER

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, December 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 1:00pm.

ROLL CALL

PRESENT:

Allen Tackett, Steve Koepsel, Dave Pope, Andrew Jordon, Pat Donahoe, John Robertson (phone), Crescent Gallagher

ABSENT: Karen Haddad, Janet Drumheller, Tyler Ohrn,

OTHERS

Jeff Hutchinson, Director

Leslie Koepsel

Brad Maschari, Eddie Amburgey, Cliff Wheeler, Sarah Menefee

Greg Stamm

Jordan Herick (phone)

APPROVAL OF MINUTES

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

PERSONNEL COMMITTEE

Commissioner Koepsel reported that in the next couple weeks the normal Christmas layoff will happen. That brings us in line where we should be budgetarily for the year.

LONG RANGE PLANNING

Commissioner Haddad no report.

FINANCIAL REPORT

Commissioner Donahoe reported that our audit is underway and hope to get some information from the county soon so they can wrap up the audit. He added that next month we will vote to adopt a "HRA" health reimbursement account for dental reimbursement for our full-time employees and family. Sarah reported that at the end of November had a total of cash in the bank of \$164,752. The list of cart lease, retirement, P-Card, and PEIA leaves us with \$111,289.53. Accounts payable at the end of November was \$226,274. The monthly insurance is \$9,696 and the principal paid year to date was \$33,939.85 on cart lease. July – November the total income was \$1,280,279 with a gross profit of \$1,246,812. The total expenses were \$1,119,656 with a net income of \$127,155. Add back the additional income at the bottom leaves \$181,524. The in-house statement is the exact same thing and shows these items on the balance sheet which were cart lease payment and equipment purchases and those totaled \$124,401. Add that to the existing

expenses and we have \$1,244,058. That leaves us with a net income of \$57,122. November 2024 alone had an income of \$194,477 with a gross profit of \$190,890. The total expenses were \$156,699 with a net income of \$34,191. Sarah mentioned that January is a three-payroll month. Commissioner Gallagher made a motion to approve the finances and Commissioner Donahoe seconded the motion. All were in favor.

GOLF COMMITTEE

Commissioner Robertson reported that we are doing good at Big Bend with good weather which the first 5 months of the year we played more than 11,000 rounds. He added that he will have a more formal report at next meeting as he was working remotely.

PUBLIC SAFETY

Chief Amburgey reported that the state provided us with a lease at Meadowood Park for the sign for that area. He also thanked the county commission for the Public Safety Grant which will provide 5 new car radios, uniforms, and vehicle wrap for one of the new cruisers.

DIRECTORS REPORT

Jeff reported that the Holiday Lights are kicking right along and thanked the County Commission and Leslie for all the hard work going above and beyond for the Christmas Celebration. All the quotes and invoices for the playgrounds are turned in and ordered. As soon as they get in it, they will warehouse it until they are ready to install them. The first one to be replaced will be at East Bank because we have to tear that out. Then at Coonskin and Meadowood we will keep the existing playgrounds while they install the new ones. So, there will be no down time. Then we will remove the old structures. This spring we will do a ribbon cutting event to celebrate the opening of the new playgrounds.

Jeff said that he contacted Hannah at the University of Charleston who is over their PR Program, and they came in and met with them and talked about what the parks needed. He said its exciting stuff as they will send three of their senior students and doing their cap stone project at Coonskin. He added that this year is the Coonskin Parks 75th Anniversary and they can help create an event for a celebration and generating ideas that can bring money into the foundation, such as tee shirt sales for a fundraiser. Plus, they will work on digital marketing on social media.

Jeff said that after the last committee meeting President Tackett created a Marketing Committee and create a digital marketing and Commissioner Gallagher has experience in that and he will head that committee. Jeff said the cap stone project they did last year won an award for public advertising for schools in the state. Commissioner Robertson made a motion to move into executive session to discuss a personnel matter at 1:25pm and Commissioner Jordon seconded the motion. All were in favor. President Tackett reported that regular session resumed at 2:25pm and nothing was voted on in executive session. Commissioner Koepsel stated that we are all in agreement that we will definitely do something for the 75th Anniversary of Coonskin Park in June.

LEGAL REPORT

PUBLIC COMMENT

Written notes available upon request.

ADJOURNMENT

Commissioner Pope made a motion to adjourn.

President Tackett called the meeting adjourned 2:26pm.

The next meeting will be Wednesday, January 15, 2025 at 2:00p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director