

KANAWHA COUNTY PARKS & RECREATION COMMISSION
COMMISSION MEETING
January 15, 2025
MINUTES

CALL TO ORDER

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, January 15, 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, Dave Pope, Andrew Jordon, Pat Donahoe, John Robertson, Crescent Gallagher, Karen Haddad, Janet Drumheller, Tyler Ohrn, Carrie Smith

ABSENT:

OTHERS

Jeff Hutchinson, Director

Leslie Koepsel

Brad Maschari, Eddie Amburgey, Cliff Wheeler, Sarah Menefee

Jordan Herick

APPROVAL OF MINUTES

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

PERSONNEL COMMITTEE

Commissioner Koepsel reported that there are no changes to anybody working. Commissioner Koepsel brought up the HRA discussion for approval. Jeff read a document from Jordan Herick, parks attorney, about the HRA arrangement. (**add copy**). Jeff said that we will need a motion to adopt the HRA Plan, then a second, then a vote. Commissioner Haddad asked if this is the same plan the county has for their employees. Jeff said that nothing will change what we are doing, but this document will be in place to satisfy the tax commissioner and will reflect in our budget. Commissioner Robertson asked if there was a line item in our budget to fund this. Jeff said there is already a line-item for dental reimbursement. Commissioner Robertson asked how many dependents qualify. Commissioner Jordon asked how many employees there are on this. Jeff said that we spent \$6,800 last year and added that a lot of employees never used it. Commissioner Robertson said we could increase this later down the line if needed, but we have budgeted around \$6,800 a year. Commissioner Robertson said that we are under the gun and have no choice right now, but something to look forward to next year is finding a group policy for our employees. Jeff said that we looked at health and dental before under a group policy and it would cost us between \$10,000-\$15,000.

Commissioner Robertson said he is on a group family plan with the City of Charleston, and he pays \$192 per year for dental and optical, and was hoping to find out what the county's plan cost the employee, but was not able to obtain the information to do a

comparison. He said looking into this may be beneficial to the employees because we don't have optical and it would limit responsibility for bookkeeping, and it would fall on the insurance company. Jeff said that he will talk to our insurance agent and see if they can come up with anything. Commissioner Drumheller made a motion to adapt the HRA agreement and Commissioner Koepsel seconded the motion. All were in favor.

LONG RANGE PLANNING

Commissioner Haddad reported that she had a survey and was having a time because some things have changed. For example, in the original survey she had playground equipment, and that has been taken care of and can be taken that off the list. She said in order of priorities of what we wanted and under Maintenance she had, 1. Roof repairs to Clubhouse 2. Upgrades and repairs to the Family Center 3. Was revamping the entrance to the Clubhouse to make it ADA compliant, (which was #1 for her). Under Grounds 1. Establishing funding for the turf replacement at the soccer field. 2. The Holiday Lights and the future of the light display 3. Installing shades in the current Clubhouse windows. Then under Capitol Improvements she had 1. Upgrading internet speed, so we have the best service to offer 2. Pickleball courts and the location of them in the park. These are the things for consideration, and we need to look at how to fund this and how long it's going to take. She said she has always been in favor of moving the Wedding Garden closer to the Clubhouse, adjacent to the Oak Room to hold a reception. 3. On the list was a generator at the Clubhouse for power outages. She said these are all ideas and things we would like to work on. Hopefully, she can get the long-range committee together before the next meeting and list some of these items as listed in our budget as annual maintenance. She said we need to make a Maintenance category in long range and put a priority in them in order of years. There are many items here that should have been in our Maintenance budget, such as the roof. Commissioner Haddad did not have long range needs for Big Bend and said that Jeff is working on that and will provide her with what he feels they need there and the estimated cost. Commissioner Haddad on her original survey had marketing and now we have a new committee that can work on marketing and work together with all the committees to promote the park and activities.

FINANCIAL REPORT

Sarah reported that she differed December's financials because we have not gotten the bank statements due to snowstorms and with internal controls she does not go online and print our statement off. She contacted the employee at the bank so she can forward it to our accountant to get the bank rec done. Sarah said that she has gotten a rough draft of the audit and she has been going through that and working with them. Hopefully it will be done by next week and she can have it turned in by February's meeting.

GOLF COMMITTEE

Commissioner Robertson reported that the Short Course for the first 6 months had 4,152 rounds of golf. Golf rounds in December this year were down 44 from the previous year and this is due to all the rain we had in December. At Big Bend for December, we had 362 rounds and last December we had 618, all weather related. Year to date we have done 11,458 rounds of golf and that is more than we had last year at this point. He added that everything is going well but we're at that time of year where we don't get much

business. Commissioner Robertson said that the golf committee had met and discussed a variety of items that range from food service at Big Bend, and looked at the rates and greens fees. He said that we look at Big Bend compared to other courses in this area. After a lengthy discussion we were all agreeable to increase greens fees at Big Bend by \$2.00 across the board and still stay competitive. He said we also discussed some other areas with regards to increasing revenue such as having hole sponsorship and signage on each hole, a night flight golf tournament, and other activities like that. He added that we will be discussing this again in February. Commissioner Robertson said that the Golf Committee would like to recommend that we increase green fees \$2.00 across the board at Big Bend. Commissioner Pope made a motion to accept that, and Commissioner Jordan seconded the motion. All were in favor. Commissioner Ohrn questioned that he was informed in December that he would be appointed to the Golf Committee by Jeff. He said that the Golf Committee met, and he was not informed and wanted clarification. President Tackett said Yes, you are on the committee and asked Commissioner Robertson to inform him on future meetings.

PUBLIC SAFTEY

Chief Amburgey reported that not much has been going on due to the weather in the park and slowdown when it starts snowing. He said with the Public Safety Grant he was able to put new radios in the cruisers yesterday and last year we got new hand units. He added that the camera is malfunctioning and that he is working on the numbers for the Holiday Lights.

DIRECTORS REPORT

Jeff reported that in the past we have tried to work with the credit card companies so that we can pass the 3% surcharge on to the customer. Jeff said that we set it up to do it one time and the people we set it up with never followed through. With Lightspeed, our POS provider, they can do it after we pay \$50 a month per terminal fee. We are paying out fees that the customer can pay. We talked about it and Commissioner Wheeler wants everyone on board to know about it and make sure the customers are aware of what we are doing. Jeff said that with debit cards there is no percentage, and it gives you the option to run as credit. If they run as credit, then they would be charged. This is strictly on credit card transactions only. He added usually about once a week we use our P-card to pay bills because we get rebate money from it and we got a letter from Coke saying they are going to charge us 3% if we use a Purchasing Card, and this is becoming a retail and business wide thing. Jeff said that we will notice it at all our POS in the pro shops and going forward you will be charged a transaction fee for using a credit card. Commissioner Koepsel said that Lightspeed provides signage to place at the business & that is needed by law.

Jeff said that we have not had an increase in room rates at the Clubhouse or Family Center in a long time and he said he talked to the staff, and they seem to think a \$100 increase in room rates wouldn't be a problem. We will also increase the Family Center \$100 on rentals since its one of the more popular rentals that we have. Anybody that has already booked will keep the same quoted rate and all new rentals will be charged the new rate. Commissioner Haddad asked if this would reflect in the budget. Jeff said that he and Sarah will start working on the budget next week. He said we do not set our

budget, and it is established by the County Commission. There will be no increases and will be some cut backs in others and our goal is to not get cut. Commissioner Pope made a motion to increase the rates \$100 for a room rental at the Clubhouse and a \$100 rate increase for rental of the Family Center. Commissioner Donahoe seconded the motion. All were in favor.

Commissioner Drumheller informed the board about the passing of Jim Butler who was part of the Flying Club at Meadowood, former St. Albans Police officer, and one of our retired Kanawha County Parks Police Officer.

LEGAL REPORT

Jordan updated the board on an ongoing lawsuit and requested to go into executive session. Commissioner Donahoe made a motion to go into executive session at 2:32 p.m. and Commissioner Ohrn seconded the motion. All were in favor.

Regular session was back in place at 2:49 p.m. and no action was taken, and no votes were had.

PUBLIC COMMENT

Written notes available upon request.

ADJOURNMENT

Commissioner Pope made a motion to adjourn, and Commissioner Jordon seconded the motion. All were in favor.

President Tackett called the meeting adjourned 2:50 p.m.

The next meeting will be Wednesday, February 19, 2025, at 2:00 p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director