

**KANAWHA COUNTY PARKS & RECREATION COMMISSION
COMMISSION MEETING
February 12, 2025
MINUTES**

CALL TO ORDER

The meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, February 12, 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, Megan Estep
Brad Maschari, Cliff Wheeler, Sarah Menefee
Beth Campbell, Jeanne Chandler
Jordan Herrick (phone)

APPROVAL OF MINUTES

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

PERSONNEL COMMITTEE

Commissioner Koepsel reported that there are no changes in personnel.

LONG RANGE PLANNING

Commissioner Haddad reported that due to the bad weather, we have had scheduling conflicts with meeting this month, and they will meet before next months meeting.

FINANCIAL REPORT

Commissioner Donahoe reported that the audit is not ready due to bad weather conditions and travel and will have it ready by March. Sarah reported that attached is the December 31st Balance Sheet and the check register at the end of December was \$291,456 and all the expenses that needed to be paid comes to a balance of \$103,478. Accounts payable was \$208,641. From July – December the total income was \$1,451,577 with a gross profit of \$1,416,508. The total expenses were \$1,283,296 with a net income of \$133,212. The next page shows the same profit & loss but with the cart leases being taken out and any equipment that we had through December, which we hadn't purchased anything. The total balance sheet items were \$130,112 and add that back in and the total expenses were \$1,408,314 and that left us with a net income of \$21,122 and adding back \$54,369 in additional income leaves a total net income of \$75,491. The month of December we

had a total income of \$171,148 with a gross profit of \$169,580. The total expenses were \$159,047 with a net income of \$10,533.

January's balance sheets show the ending balance of \$116,540. July – January had a total income of \$1,604,148 with a gross profit of \$1,570,650. The total expenses were \$1,474,180 with a net income of \$96,469. January was a three-payroll month. The in-house statement shows the cart lease added back as well as equipment purchases which includes radios of total balance sheet items of \$145,592 and total expenses of \$1,619,772 that left us with a net loss of \$(49,122). Add back the two incomes and the leaves us with a net income of \$34,500. For the month of January, we had a total income of \$152,570 with a gross profit of \$154,141. The total expenses were \$190,883 with a net loss of \$(36,742). Commissioner Gallagher made a motion to approve the finances and Commissioner Donahoe seconded the motion. All were in favor.

INSURANCE

Sarah reported that we had gone to the Kanawha County Commissioner meeting in January, and they were talking about budgets, and that we would have a flat budget due to all the increasing cost. So, it was determined that what you currently receive is what you will get. We worked on the budget several times and had a finance committee meeting to go over everything. Then last Thursday, they were talking about PEIA offering several different plans and the County subsidies right now PBB Plan A and Plan C. Plan C is a Health Care Saving Account that is a high-deductible health care plan. The County Commission unanimously voted to change the county to be nothing but PBB Plan C and offering Plan A, but not subsidized. The county is only subsidizing Plan C. Jeff said that we had spent a lot of time on this and talked with other employees with the commission that use Plan C and they all really like it.

What the county does is put the deductible amount for the individuals plan on a card. So, an employee with this projection would get \$2,500 and an employee's child and family would get \$4,190 put on their card in July and goes on their health care saving account. The way the card works is, if you need to pay for a co-pay or prescriptions, then you use the card like it is a debit card. We will put the money on it twice a year, once in July and again in January. This makes it easier because we can ask for the money upfront from the county commission and then our checks in August, September, October, and November would be a little less. Or we could offer the full amount up front and that is what the county does. Currently all our employees is on PBB Plan A and with the 16% increase that will happen July 1st our portion from Kanawha County Parks would be \$20,780 a month and yearly would be \$249,365, that the park would have to pay. On PBB Plan C the monthly premium is only going to be \$13,120 and then add in everyone's deductible which would be \$64,600 because we have 7 families, 12 single, and 1 employee/child. That will give us an annual of \$222,040, so we will save \$27,325 for the whole year. We will have a person come to educate our employees on Plan C so everyone will know what that indicates. Each employee going to Plan C will save \$91.49 for a family, it saves a single person \$44.42 a month, and the employee/child will save \$94.40 a month. What they can do is, since they are already paying that amount and it's coming out of their paycheck, and they wouldn't miss it and the good thing about this plan is they can take

that savings and add to their HSA account per month pre-tax. There is an amount a single person and family can add to the plan, and they can keep adding to it. If you only use half of what is in your HRA, then it rolls over to the next year and you don't lose that money, and you can keep adding money. The money will always stay there and if someone retires or leaves then whatever money is on that account can be used until the money is gone. If you run out of money during the year on the plan, then you are responsible for the out of pocket costs. We will talk about the dental that is on this plan when we speak with the representative at the meeting with employees and will show what all you can use the card on for healthcare.

Sarah said that we had to turn our budget into the county last Friday and the reason we moved the meeting up is because the county is having their budget meeting on the 20th. Leslie said that that meeting is pending and on hold for now, because we needed to check some things with Assured Partners before we vote on it. We submitted our budget with the Plan C on it saving us \$27,325 in health care. We will still offer Plan A, but the employees will have to pay for it out of pocket. Sarah recommends, with the budget and everything and being in compliance with what the county is doing, to change over to Plan C and subsidize that. This will be affective July 1st. Commissioner Donahoe made a motion to accept Plan C and follow what the County does and only subsidizing Plan C. Commissioner Koepsel seconded the motion an all were in favor.

GOLF COMMITTEE

Commissioner Robertson reported that the weather has been bad and we have not had many golfers. The month of January we had zero rounds at Big Bend and 8 rounds at Coonskin.

MARKETING COMMITTEE

Commissioner Gallagher reported on our new Marketing Committee, and he said that we met with six University of Charleston students for their Capstone Communication Project. He said these students are from all over the world and came in hot and heavy with ideas, and we asked them to put together a proposal for the next meeting to present to the board. We have not heard back from them and Jeff said he will touch base to see where they stand. Jeff said they are an enthusiastic group of people. Commissioner Gallagher would like to have them come to the next meeting to make their pitch to the board. He said we gave them some guidance on what to think about and we set up a \$10,000 budget to work with that will cover things from social media, events, promotions, fundraisers, ongoing engagements, and merchandise. Some possible events they talked about were the 75th Anniversary, fishing tournaments, hiking trails, food trucks, disc golf tournaments, and golf events. We were supposed to set them up with photos, access to social media, logos, and a clear objective from the committee. He said that we will follow up with them to see where we are at and given that the students, he thinks it's important for them to present at our next meeting. Commissioner Koepsel asked if you could push the 75th Anniversary forward and Disc Golf will be 1st out of the gates. He wants to push that onto all the social media sites and reach other states and that it could draw 200 people if we get it out there. Commissioner Gallagher asked when the

75th Anniversary is and Jeff said anywhere between May-July. Commissioner Gallagher said a date would be helpful with designs, logos, promotions, and events.

PUBLIC SAFTEY

Jeff reported that we figured out how to get the traffic count and the numbers off it, and next month's meeting he will give you a traffic count on the Holiday Lights. Jeff said not a lot is going on in the park right now and we are doing some work on the cruisers, and the two Nitro donated to us are being stripped and they also left radios and lights in them which saves us money.

DIRECTORS REPORT

Jeff reported that the playgrounds have been delivered, and they came in last week. We are storing them in the maintenance area. We haven't been able to do anything due to the weather. When the weather breaks, we will begin prep work on that project. We will do East Bank first, because the old structure will have to come out and the new one put in its place. Then we do Coonskin then Meadowood. Jeff said that we are waiting for the weather. Some of the Holiday Lights are still up because we haven't had weather to get them down. The budget for 2025-2026 has been turned into the Commission and our budget is basically a flat budget. Sarah said contributions from the county is \$1,638,231. The total income we must make is \$1,560,827 between all of our activities that we offer, and we are at a zero balance.

LEGAL REPORT

PUBLIC COMMENT

Written notes available upon request.

ADJOURNMENT

Commissioner Pope made a motion to adjourn.

President Tackett called the meeting adjourned 2:52 p. m.

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

Respectfully Submitted: Jeffrey K. Hutchinson, Director