

**KANAWHA COUNTY PARKS & RECREATION COMMISSION
COMMISSION MEETING
March 19, 2025
MINUTES**

CALL TO ORDER

The meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, March 19, 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, Cresent Gallagher, Karen Haddad, Janet Drumheller, Tyler Ohrn, Carrie Smith

ABSENT: John Robertson,

OTHERS

Jeff Hutchinson, Director

Leslie Koepsel

Brad Maschari, Cliff Wheeler, Sarah Menefee, Chief Amburgey

Beth Campbell, Jeanne Chandler, Margret Zaleski, David Micheal (BHM CPA Group)

Jordan Herrick (phone)

APPROVAL OF MINUTES

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

PERSONNEL COMMITTEE

Commissioner Koepsel reported that Justin Counts has been hired for Coonskin Maintenance, David Fleck for Big Bend Grounds, and Adam Finley for Coonskin Grounds. Police Officer Stan Miller will also be coming back part time due to having two officers out right now.

LONG RANGE PLANNING

Commissioner Haddad reported that the committee met had put together some things for projects that can be done this year within our maintenance budget. There are some simple things that should not be long-term projects, like upgrading the internet for the Clubhouse. She said we should get a price and do it. She is hopeful and has some ideas to get to the County Commission to structure the way that we receive funds for Capital Improvements. President Tackett asked how much money the county puts into capital improvements. He added that we need to have a budget for capital improvements with help from the County Commission. He said we run into all these projects that need to be done and never have the money to do them unless they have money left over for us to do it. He thinks we need to add a line-item for capital improvements. He said that he would talk with the County Commission. Commissioner Haddad said that the playground equipment has not been installed yet. The equipment is here, and they are installing equipment at Shawnee and then another job after that, and hopefully we will be ready to

install ours in 30 days. Commissioner Haddad added that hopefully the Christmas Lights will be taken down soon. She said between the weather and not having a full maintenance staff is what is leading to the delay in getting them down.

FINANCIAL REPORT

Commissioner Donahoe reported that we have an audit report to go over. David Micheal with BHM CPA Group gave the report to the board on the audit. He started with the opinion letter, and it states that there was an unmodified opinion which is what you want in an audit. Following the opinion letter is the Management's Discussion and Analysis, audited financial statements and notes to the financial statements. The statement of net position and it lays out your assets, liabilities, and net positions. We had total assets of \$6,074,391 with deferred outflows of resources. The liabilities were \$688,054 which includes the payables, expenses, compensated absences, the leases, and long term. They also take care of our inflows and outflows with OPEB and Pension adjustments of \$40,995. The total net position of \$5,461,311 and total of \$6,190,360.

Next is the statement of revenue, expenses, and changes in net positions. It lays out your operating revenue and we have just under \$1 million in operating revenue and over \$3 million in operating expenses leaving an operating loss of \$(2,013,224). This does include depreciation of \$413,074. The Non-Operating Revenue/Expenses were \$2,420,727 and a net position ending of \$5,461,311. Past years auditors re-classified the County's contribution to show a true picture of the financial position of the parks. It shows that we do need the County's contribution to operate.

Next is the statement of cash flows, which is a financial statement that summarizes all the cash inflows and outflows. That takes out expenses like depreciation and expenses associated with GASB 68 and 75 entries. No specific footnotes we need to go over and all straight forward. We contribute to PERS at 9% and will continue at 9% into next year. The RSI schedule is on pages 28-31 and it gives you a ten year look on how GASB 68 and 75 information has changed. GASB 75 doesn't have 10 years and just came about in 2018. David Micheal said that there are no audit findings this year during the audit and no findings which is an unmodified opinion, which is the best you can get. We have BHM CPA Group for one more year and then we will have to go to bid again.

Sarah gave the financial report and the balance sheet at the end of February the checking account had \$261,469. The in-house check register shows an ending balance of \$69,421. The accounts payable were \$207,683. The principal paid on the cart lease y-t-d was \$51,117. July-February had a total income of \$1,765,909 with a gross profit of \$1,731,978. The total expenses were \$1,630,241 with a net income of \$101,737. Add back below income and left us with a net income of \$203,575. The non-recurring contribution of the two cars and safety grant was \$38,947. Other non-recurring is the insurance of \$38,999 from the GEICO and our insurance for the front gate incident. We got a partial payout from the April 2024 storm in the amount of \$18,216. The issue from the Family Center fire suppression system, we received \$5,676. That is all the money we got from insurance this year. The in-house statement is the same but add back in the items of \$151,333 on the balance sheet and that leaves a net loss of \$(49,596). By adding

back the additional income and that leaves us with a net income of \$52,424. February alone had a total income of 161,727 with a gross profit of \$161,294. The total expenses were \$138,614 with a net income of \$22,680 and with \$18,216 from the storm damage left us with \$40,896.

Commissioner Donahoe made a motion to accept the finances and Commissioner Koepsel seconded the motion. All were in favor. Commissioner Ohrn made a motion to accept the audit and Commissioner Donahoe seconded the motion. All were in favor.

GOLF COMMITTEE

Commissioner Jordon reported the weather has not been conducive for golf. There was high water at Big Bend which is now taken care of. The weather is getting better. Rounds in February at Big Bend were 254 compared to 719 last year. Coonskin had 147 compared to 267 last year. We will aerate Big Bend next Monday and Tuesday and are doing it three weeks earlier than normal. The ground crew has been maintaining equipment so we should be ok there. Middle school kicked off at Coonskin and there have been rate increases at Big Bend.

MARKETING COMMITTEE

Commissioner Gallagher reported that last month we met with the students from UC and they gave us a presentation, and we gave them some feedback. We are waiting on the events that the staff wants to do for the 75th Anniversary. Cliff has the Calendar of Events and what we have done is the Shriners will have a float trip that they do as a fundraiser on the Saturday of the Anniversary, which is June 28th. He said we will co-brand with the Shriners on their kayak event on the Elk. We will try to do food trucks that day and a family golf event at Coonskin for a discounted price. We will use our Fishing Rodeo to co-brand the 75th Anniversary and this will be the first event we will have. We will do something with Commissioner Koepsel and co-brand his disc golf tournament. There is a road race that month as well. Jeff said with the size of our staff we can't pull off a large production, so we are trying to co-brand as much stuff as we can. Cliff has the Calendar of Events put together and he will email that out. Cliff said that there will be live music on the stage for June 28th. He said that he talked to someone with WSAZ about partnering with them and their Anniversary.

Commissioner Koepsel came up with the idea of giving out Coonskin Park 75th Anniversary cups. Jeff added that we need some help from the board's perspective of what they really want. Jeff said if it were up to him, he would sell the cups and put the money from sales into the foundation. He would do it as a fundraiser. The cups cost \$10 and Commissioner Koepsel is willing to donate money because he wants to tie it in with his disc golf tournament. He said if he got 200 cups and only 100 disc golfers played, the first 100 got a free cup. They won't all show up and we will have leftover cups to sell, and he is willing to donate money to get that off the ground. Commissioner Jordon added with that, say the first 300 people in the park get a free cup and we find sponsors to cover the cost. Commissioner Koepsel said if you do that and we did something with a shirt, that would go over really well. He said people will buy a shirt. Commissioner Jordon said on that day, part of your advertisement should be the first so many people in the park get

a free shirt. Commissioner Gallagher said that people love a free shirt and your gaining money as well for the foundation selling cups. He said if you send me a list of events, he will come up with some press releases and strategies about how to get promotions out. President Tackett said we need a committee to chair the 75th Anniversary and asked Commissioner Koepsel to do that, and work with Jeff and Cliff and one other board member to see these things through. Commissioner Koepsel said that he will work with Cliff, and he is heading this up on Jeff's end. Commissioner Gallagher will be the other board member on this committee. President Tackett said the two board members will work with Jeff and Cliff to put everything together, so nothing falls through the cracks. Commissioner Gallagher said he can work on some side projects that they can market and let him know and he can get it together pretty quickly. Leslie plans to volunteer with whatever is going on and would also like to see the board members pitch in if they are available. She said since we are short staffed, she probably could get other volunteers as well.

PUBLIC SAFETY

Chief Amburgey reported that if Cliff could add that the Coonskin Trails Coalition is going to do an event on the trails where they place bar codes, and the first so many who scans them gets a prize and that could be apart of the Anniversary Celebration. He added that we will do a scavenger hunt as well in the park on the 28th. The best average vehicle count for the Holiday Lights was 2,667 vehicles and came through the park from November 22nd-December 26th. The tree lighting accounted for 616 vehicles for that day. Looking at the number of vehicles throughout the week, Friday, Saturday, and early Sundays are the bigger days. Monday through Thursday the average is very low and some days only 30 vehicles.

DIRECTORS REPORT

Jeff reported that all the playground equipment has been delivered and is housed at Coonskin. He met Kenny Newhouse with KN Construction, and he will do the prep work at Coonskin and Meadowood and will donate that to us. He has done a lot of work in the park already. The weather has the playground installers behind this year, and they were finishing up in Fayetteville and moving to Shawnee. Then we will fall in the que sometime after they complete Shawnee.

East Bank is doing a sewer project for the town that they were supposed to start last fall. We have a fence out there, due to a storm and we are supposed to replace a playground. He talked with the mayor about that and doing that work first so that we can put our fence and playground back in when they are done this summer. They started last week on the opposite end of town from the park. Jeff said he talked to the mayor and said without a fence the legality of the pool opening wouldn't be happening. Jeff will meet with them and a supervisor of the project tomorrow so they can discuss when they can do this.

Jeff said that we will not aerate Coonskin this spring and that the greens are amazing, and we don't get the traffic we do at Coonskin as we do at Big Bend. We had a hard summer last year. We will aerate Big Bend Monday and Tuesday, and the course will be closed due to safety those two days. Jeff said that he has a MOU for Bammy's to run the

concession stand at Big Bend. He has some different ideas, and this is what he does as he has a restaurant in St. Albans and is familiar with the people. This will expand our food service at Big Bend, and we will operate from the 29th of March – the 2nd of November. On rain days or slower days we will sell candy and prepackage stuff and soft drinks. We retain the beer sales as well. The MOU is for one year, then we will see how they do and how we like it, then reevaluate it. Commissioner Drumheller made a motion to allow President Tackett and Jeff to enter into that agreement. Commissioner Pope seconded the motion and all were in favor.

LEGAL REPORT

PUBLIC COMMENT

Written notes available upon request.

ADJOURNMENT

Commissioner Pope made a motion to adjourn.

President Tackett called the meeting adjourned 2:46 p.m.

The next meeting will be Wednesday, April 16, 2025, at 2:00.p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director