

St. Andrew's Parish Parks and Playground Commission

September 20, 2018 Meeting Minutes

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Present:

Commission: Mike Eykyn, John Johnston and David Glover

Staff: Joddi Collins-Gray, Brian Burke, Susan Klugman, Rachel Ebaugh, Donna Crafton and Susannah Myers

Public: Lee Myers

Call to Order: Mr. Eykyn called the meeting to order at 7:05 pm

Invocation and Pledge of Allegiance to the Flag: Mr. Johnston led the Commission in the invocation and Pledge of Allegiance.

Public Comments: None

Chairman's Report: The Commission wants to make sure we are taking care of Kevin and his family. Staff reported that they are doing everything they can to support Kevin and Nancy Walsh during this difficult time.

New Business:

A. Acting Executive Director - Mr. Eykyn noted that during Mr. Walsh's absence, there is a need to assign someone to role to acting executive director. Mr. Johnson made a motion to appoint Susan Klugman as acting Executive Director in Mr. Walsh's absence. Mr. Glover seconded the motion. The motion passed unanimously.

B. CWS Request for Deed: The Staff received a request from Charleston Water System to purchase of a portion of the Commission's property near the basketball gymnasium on Playground Road. This purchase will allow the City of Charleston to move forward with the Forest Acres Drainage Improvement project. The parcel (known as Pump Station O) is 1,960SF. It has been appraised at approximately \$5 per square foot. Ms. Klugman said that she does not believe there should be an easement allowance on the purchase price and she recommends hiring a real estate attorney to review the documents before signing any purchase agreements.

C. 2018 Hall of Fame: Ms. Collins-Gray has put out some information but has not received any additional nominations. We have one nomination for a current coach. Mr. Eykyn recommends looking into the first commissioner of St. Andrew's Parks & Playground Commission

D. FY19 Revenue Bond: Mr. Glover made a motion to authorize Susan Klugman to begin the process of obtaining a revenue bond for \$500,000. Mr. Johnston seconded the motion. The motion passed unanimously.

E. FY19 Millage/Property Base: Ms. Klugman noted that the Charleston County Budget Office sent the FY19 milage sign off sheet earlier this week. Mr. Mack Gile noted that our FY18/19 budget may have overstated the projected revenue. Ms. Klugman and Mr. Gile will continue to work through the issue.

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Approval of the August 2018 Minutes: Mr. Johnston made a motion to approve the August 2018 minutes. Mr. Glover seconded the motion. The motion passed unanimously.

Approval of the August Financial Statements: Mr. Glover made a motion to approve the August 2018 Financial Statements. Mr. Johnston seconded the motion. The motion passed unanimously.

Acting Executive Director's Report: Ms. Klugman advised the Commission that we received notification from the Insurance Reserved Fund that the case in the matter of J. Griffin v. St. Andrew's Parks and Playground is now closed.

Parks and Playground Report: Ms. Collins-Gray noted that baseball and softball games have started. The vendor, Silbo, Inc. is on board as our new umpire recruiter but it has been a very bumpy start. We are working towards getting all of our former employees set up through Silbo and unfortunately Ms. Collins-Gray has to contact Silbo to insure the games covered on several occasions. Fall programming is starting. Youth dance has been pushed back to October in the hopes of getting more participants. Sparks Dance Team has 25 participants. Ms. Lynch and Ms. Collins-Gray are working with the After School team on getting our processes in a good format. Fall tennis started at the beginning of September. CUSC will have nine games this weekend at Drayton Field. The maintenance team over seeded the Drayton fields and they are looking very good.

eTrak-plus Report: Ms. Klugman noted that we are experiencing difficulty in recruiting for the vacant web developer position. She said that we might be more successful if we hire a short term contractor for some of the work and requested that the Commission consider a transfer of budgeted funds from personnel to expense. Mr. Glover made a motion for a one time \$10,000 line item transfer from Personnel to Expense to cover the cost of a 1099 Contractor. Mr. Johnston seconded the motion. The motion passed unanimously.

General Manager's Report: Ms. Myers noted that fall youth programs have begun. We have 32 participants for the first session including six that are non-member families. The goal is to get those six families converted to members. The mermaid program is moving along and Ms. Myers hopes to begin in October. Mr. Burke noted that the team did a great job closing the fitness center for the hurricane. The fitness center reopened on Sunday, September 16 after the Governor lifted the evacuation order. Mr. Burke noted that a window was broken in the pool area while the facility was closed but it has since been replaced.

Department Proposals - New:

A. FFP Membership Proposals: Mr. Burke proposed the following:

1. Membership Promotion: If a prospective member brings in a bag of unopened candy, they will get the promotional record. Mr. Johnston made a motion to approve the all of the proposals as presented. Mr. Glover seconded the motion. The motion passed unanimously.

2. Promo Day: - There would be designated times that non-members could use the facility for free for Saturdays Oct 16 -Nov 10. Mr. Glover made a motion to approve the proposal. Mr. Johnston seconded the motion. The motion passed unanimously.

Unfinished Business:

A. Annexations: None at this time.

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B. Capital Improvements Plan: The work on the fitness center roof will begin soon. We will not have to remove the roof off so it will not be as disruptive to the members. We anticipate the pool being closed for approximately two weeks.

C. City of Drainage Land Acquisition: The project is on hold until the sale of the pump station property is finalized with CWS.

D. Workers Compensation Claim Update: Ms. Klugman received communication from the adjustor this week who stated that the workers compensation attorney is having difficulty getting a response from the claimant's attorney. The workers compensation adjustor noted that our attorney will more than likely have to file a motion to compel the claimant's attorney to move forward with the claim.

E. NRPA Congress Attendance: The hotel and conference registrations have been completed and the staff is looking forward to Indianapolis the week of September 25, 2018

F. SC Human Affairs Commission Complaint: No update at this time.

Mr. Johnston made a motion to recess the meeting for 15 minutes. Mr. Glover seconded the motion. The motion passed unanimously.

Mr. Eykyn has reconvened the meeting at 8:12pm.

Adjournment: Mr. Eykyn adjourned the meeting at 8:24pm.