

**Present:** Mike Eykyn, John Johnston, Ron Bailey, Chris Burgess, Anthony Gibbs

- I. **Call to Order:** Mr. Eykyn called the meeting to order at 7:00 pm.
- II. **Invocation and Pledge of Allegiance to the Flag:**
- III. **Public Comment: Mike Eykyn** We welcomed our soon-to-be Commission Member Anthony Gibbs who will be observing as a member of the public tonight.
- IV. **New Business:** None
- V. **Approval of the Minutes:** Mr. Bailey made a motion to approve the minutes of July 22, 2021. Mr. Johnston seconded the motion. The motion passed unanimously.
- VI. **Financial Report:** Mr. Johnston made a motion to approve the financial statements and documents as presented. Mr. Burgess seconded the motion. The motion passed unanimously.
- VII. **Executive Director's Report:** I. Amanda Kapuscinski is transitioning into the HR/Accounting position. The full time Front Desk position has been offered to an outstanding applicant who accepted and we are waiting on the pre-employment screenings. II. Parker's Kitchen wants to put in a gas station on the corner of Playground Road and Ashley River Road. We have many teammates and commission members concerned about the kids getting hurt trying to access that store with no real safety measures in place. III. Concealed carry law has gone into effect. We could potentially have people open carry on our fields and outdoor facilities. We have been asked to do research regarding size, locations and color of signs and move forward with purchasing signs. The Commission asked the signs to state no concealed or open carry in our parks. IV. Our accounting software is working great and we are very excited about the product. V. The income statement for the month of July shows our agency making our profit.
- VIII. **Department Reports:**
  - A. HR / Finance: An outstanding workers compensation case will be discussed in the Executive Session. Mr. Stefan noted that an offer has been made for the Full Time Administrative Assistant position and the new person should be able to start September 7, 2021. He also noted that new hires are coming in for the customer service / front desk and after school positions. Six people applied for the Sponsorship/Fundraising position.

- B. Recreation Report: Ms. Collins-Gray noted that fall sports registration is over and we have a total of 312 participants which is 60 more than last year and our highest amount since tracking started in 2014. Our After School Program has 56 participants. We are keeping them in pods currently because the Covid numbers are so high. This will make it easier to notify a close contact if needed. After school clubs are starting up again in September which brings in extra revenue without increasing staffing levels. Fall programs are all starting up soon with the Tennis and Charleston Sparks Dance Team starting in September.
- C. Operations Report: Mr. Stefan noted that HMP (Hazard Mitigation Plan) updates have been submitted to the Commission for review. No action is needed. Regarding the recreation Registration Software RFPs, two have been submitted and two vendors have respectfully declined due to the time table. Staff will schedule demos and then move forward with a decision.
- D. Family Fitness Plus Report: Mr. Burke noted that the pool equipment is struggling. These are big dollar machines and repairs and replacements are pricey. The filter is pushing sand into the pool due to a broken lateral and has a very high replacement cost. Even with the issues, our water quality is still on point with DHEC. Stephen Wakeham now reports to Mr. Buke and they are working on creating partnerships in the community.

#### **IX. Department Proposals:**

- A. Member Retention Proposal: Mr. Johnston made a motion to approve the “Strive for Five” membership drive. Mr. Burgess seconded the motion. The motion passed unanimously.
- B. Fitness Center Membership Proposal: Mr. Bailey made a motion to approve the \$29 per month membership continuation. Mr. Burgess seconded the motion. The motion passed unanimously.

#### **X. Unfinished Business:**

- A. **COVID Response:** Ms. Klugman, Mr. Stefan, and Ms. Collins-Gray participated in the tri-County COVID-19 EMD conference call.
- B. **Annexations Update:**
  - i. 3919 Savannah Hwy TMS 285-00-00-205; 1.83 acres
  - ii. 1453 S. Edgewater Drive TMS 349-13-00-008; .47 acres
  - iii. 420 Arlington Road TMS 310-12-00-083; .25 acres
- C. **Capital Improvement Plans:** We have money allocated for HVAC equipment repair and replacements in the FY 21/22 budget. Mr. Jonas is working on quotes; the gymnasium HVAC will be \$12,000 - \$15,000 to repair.
- D. **Forest Lakes Greenbelt Project:** We have met with HLA, the firm selected to prepare the master site plan for the property, and they have come up with a flyer to solicit community input to start moving forward with a plan.
- E. **Forest Acres Drainage Easement:** The sale has been completed and the rest of the project is on their timeline. Ms. Klugman was notified that the

original notarized copy for the sale has been lost and they need us to reprint and re-sign one for their records.

- F. **St. Andrew's Parks Foundation:** We need to go back and reprint some financial reports and pay some fines in the amount of \$250 for the delay.
- G. **Executive Session:** Mr. Johnston made a motion to enter into Executive Session to discuss a legal matter and a contractual matter. Mr. Burgess seconded the motion. The motion passed unanimously.

The Commission entered into Executive Session at 8:20 PM. The Commission left executive session at 9:05PM. No motions were made and no vote was taken during the Executive Session.

Mr. Johnston made a motion to direct senior staff to negotiate contractual matters with an existing software vendor. Mr. Johnston also directed the Executive Director to settle an outstanding workers compensation claim in an amount not to exceed \$11,742.99. Mr. Burgess seconded both motions. The motions passed unanimously.

- XI. **Adjournment:** The Commission voted unanimously to adjourn the meeting at 9:09 PM.