

St. Andrew's Parish Parks and Playground Commission

October 25, 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, Patrick Jonas and Susannah Myers

Public: Lee Myers, Cindy Floyd, Lorna Espenshade and Marlene Onlor

Call to Order: Mr. Eykyn called the meeting to order at 7:00pm

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

Public Comments:

Mr. Johnston presented an pin to teammates Susannah Meyers and Ken Tustin in honor of their successful completion of the exam and receipt of their Certified Parks and Professional Certification.

Public Attendee Comments: Each person was given two minutes to speak.

Ms. Cindy Floyd, of Copperhead Trail, Johns Island, SC, spoke in favor of Mr. Craig Howard maintaining his employment and presented a letter in support of such action which was signed by members.

Ms. Lorna Espenshade, of Treebank Drive, Charleston, SC, spoke in favor of Mr. Craig Howard maintaining his employment.

Ms. Marlene Onlor, of Downing Street, Charleston, SC, spoke in favor of Mr. Craig Howard maintaining his employment.

Chairman's Report: The Commission encouraged the staff to provide support and encouragement to Kevin Walsh 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. Employee Appeal: Mr. Johnston made a motion to move into executive session. Mr. Glover seconded the motion. The motion passed unanimously and the meeting entered executive session at 7:08pm.

The meeting reconvened at 7:57pm.

Mr. Johnston made a motion to adjourn the meeting briefly. Mr. Glover seconded the motion. The motion passed unanimously and the meeting adjourned at 7:57pm.

The meeting reconvened at 8:03pm.

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

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

Acting Executive Director's Report: Ms. Klugman asked the Commission to consider moving the January Commission meeting to January 31, 2019 to coincide with the annual teammate retreat. Mr. Johnston made a motion to move to the January meeting from Thursday, January 24, 2019 to Thursday, January 31, 2019. Mr. Glover seconded the motion. The motion passed unanimously.

Ms. Klugman reminded the Commission that that the November and December have been combined into one meeting on December 6th. Ms. Klugman also noted that the staff has begun working on the FYE June 30, 2020 annual budget.

Parks and Playground Report: Ms. Collins-Gray noted that fall athletics are wrapping up. The girls softball team did not make it to post-season tournament play. We are currently registering for both basketball and volleyball and we anticipate that we will meet or exceed last years numbers of 200 participants. The annual Halloween carnival is Friday, October 26 and we are hoping for no rain so we can have the hayride. Ms. Collins-Gray is working on Holiday programs including the holiday card contest, the annual tree lighting (December 6 at 6pm), Breakfast with the Grinch (December 1) and Letters to Santa (due December 5.) We will hold an all day camp on Friday, October 26 to coincide with a CCSD teacher work day. The after school program continues to grow. Ms. Collins-Gray reported that we will be offering two partial weeks for winter break camp will be at the end of December.

Ms. Collins-Gray noted that athletics is having some issues with Silbo, Inc regarding umpire scheduling. We are currently working with their representative to determine what we can do to make the process work more efficiently. Ms. Collins-Gray noted that it is difficult to find umpires across the country. Mr. Johnston recommended contacting SC High School Umpire Association and SCYSA to find out their fee structure. Our HR department is working on a salary compensation surveys so that we can remain competitive in all areas including athletic positions such as umpires and scorekeepers.

Ms. Collins-Gray concluded her report by reminding the Commission that the annual teammate holiday party is on Saturday, December 15 at the Hampton Inn. We are changing the food vendor and some of the formatting.

Mr. Jonas noted that the maintenance team has focused a lot of time and effort on the fields at Drayton Elementary. He also spent a lot of time on weed control at the facility. Currently, the fields at Volunteer Park are having issues with weeds and bugs due to the strange weather. Mr. Jonas noted that he has a great crew and they have been working very well together. John Brooks handles a lot of the detailed mechanical and plumbing work and has been working hard to get all the lights working properly. Mr. Jonas also noted that maintaining the vehicles has been challenging this year because we are using them more. We are awaiting the arrival of a new 2019 Dodge 1500 pickup truck. The 2010 Ford F250 truck will go over to the Fitness Center as a dedicated maintenance vehicle.

Mr. Jonas noted that we have new stickers for our Raving Fans Committee. We hope to engage with customers and hear their story about their experiences at the both the Parks and FFP. He is using the hash tag #StAravingfan.

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eTrak-plus Report: Mr. Spinn went to the Tennessee Parks and Recreation Show and the North Carolina Parks and Recreation Show. Ms. Ebaugh noted that progress is being made with a final contract and scope of work with the association management company and their first residential integration.

General Manager's Report: Ms. Myers reported that Family Fitness Plus just finished the first session of recreational classes. They had 32 participants for the different programs. We did a "promo day" for the classes and had a lot of new faces at each mini-class. *Mermaids* launched October 15 and we currently have five participants. Family Fitness Plus is going to have a booth at the Halloween Carnival on Friday, October 26 so children can take a picture with a mermaid.

Mr. Burke noted that the pool had to close a few times because we didn't have enough guards but we have made schedule changes to alleviate this issue. The Chemtrol display unit had to be sent out for repair. We had some pipe leaks in the back area of the pool pump room. The Morganizer needed repairs to replace filters and fix leaks. Mr. Dixon has been doing a great job keeping up with the maintenance of the pool area.

Mr. Burke noted that we are struggling to find personnel at the fitness center to fill all positions.

Department Proposals - New:

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

1. November Membership Promotion: In November a new member gets the \$29.99 promotion rate with the donation of canned goods. In December a new member gets the \$29.99 promotion rate with the donation of a new unwrapped toy.

Mr. Johnston made a motion to approve November and December membership promotions. Mr. Glover seconded the motion. The motion passed unanimously.

2. Promo Day: On November 10, St. Andrew's Family Fitness Plus will hold a "promotion day" with free admission to encourage participation in FFP programs.

Mr. Glover made a motion to approve the free admission associated with the November promotional day. Mr. Johnston seconded the motion. The motion passed unanimously.

Unfinished Business:

A. Annexations: 1904 Woodland Rd TMS 355100004; 6 Tovey Rd TMS 418100020

B. Capital Improvements Plan: Staff ordered the Dodge truck in mid-April but due to high demand it has not yet been delivered. We expect to place it in service in the next few weeks. Funding for the purchase of the truck came from the 2018 \$80,000 capital lease. The roof replacement at Family Fitness Plus is 95% done. Ms. EmmaMarie Clark and Mr. Burke are working on a proposal for new fitness equipment. Ms. Klugman initiated the process to secure a revenue bond in the amount of \$500,000. The staff has a list of capital improvement priorities that we will be reevaluating over the coming weeks.

C. City of Charleston Drainage Land Acquisition: The easement plan has been put in front of City of Charleston mayor but we have not heard anything since that update. We still do not have a proposal for the City for a sale price.

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D. 2018 Hall of Fame: The staff has a list of potential nominees that we will compile for official nomination.

E. FY 19 Millage / Property Base / Annexation: The staff is working with both the County auditors office and treasurers office on this issue but we have not been able to get any reconciliation regarding tax district 99 from the County.

F. Workers Compensation Claim Update: Ms. Klugman reported that a hearing has been scheduled for December 6, 2018. Ms. Klugman will attend the hearing on behalf of the Commission.

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

Adjournment: Mr. Eykyn adjourned the meeting at 8:53pm.