

# St. Andrew's Parish Parks and Playground Commission

February 28, 2019 Meeting Minutes

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## **Present:**

**Commission:** Mike Eykyn, John Johnston and David Glover

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

**Public:** Lee Myers

**Call to Order:** Mr. Eykyn called the meeting to order at 6:56 PM

**I. INVOCATION AND PLEDGE OF ALLEGIANCE TO THE FLAG:** Ms. Etheridge led the Commission in the invocation and Pledge of Allegiance.

**II. PUBLIC COMMENTS:** None

**III. NEW BUSINESS:**

**A. ETRAK FINANCING OPTIONS:**

Mr. Johnston made a motion to enter into executive session. Mr. Bailey seconded the motion. The motion passed unanimously. The Commission entered executive session at 7:01 PM

The Commission left executive session at 7:53 PM.

**B. COMMISSION POLICY REVIEW:**

**i. Employee Corrective Action:** Not ready to be presented at this time.

Mr. Johnston made a motion to amend the posted agenda to add the following item. Mr. Bailey seconded the motion. The motion passed unanimously. The item "FY19/20 Budget" was added to the Agenda.

**C. FY19/20 BUDGET:**

Mr. Walsh noted that the FY20 budget includes two new full time positions in customer service and programming. He also noted that the budget proposes shifting non-membership based offerings to the General Fund. Mr. Walsh and Ms. Klugman met with the Budget Office which Mr. Walsh will report on in the Executive Director's Report.

**IV. APPROVAL OF THE JANUARY 31, 2019 MINUTES:** Mr. Bailey made a motion to approve the minutes of the January 31, 2019 meeting. Mr. Johnston seconded the motion. The motion passed unanimously.

**V. APPROVAL OF THE JANUARY 2019 FINANCIAL STATEMENTS:** Mr. Glover made a motion to approve the January 2019 financial statements. Mr. Bailey seconded the motion. The motion passed unanimously

**VI. EXECUTIVE DIRECTOR'S REPORT:** Mr. Walsh informed the Commission of recent vandalism to the Brinker Concession stand bathrooms. The needed repairs have already

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been completed by the maintenance team. Mr. Walsh also informed the Commission that negotiations for the purchase of property in West Ashley with Greenbelt Funds have concluded. The property owners declined to sell the property at the appraised value therefore, the property will not be eligible for Greenbelt Funds. Mr. Walsh noted that he learned a lot as he worked through the Greenbelt Application process and will continue to look for properties in the PSD on behalf of the Commission. Finally, Mr. Walsh noted that he and Ms. Klugman met with the Charleston County Budget Director, Mack Gile, this week. It was a productive meeting and Mr. Walsh noted that Budget Office recommended that the Commission go out to RFP for the annual audit.

### **VII. DEPARTMENT REPORTS**

- A. PARKS AND PLAYGROUND REPORT:** Ms. Collins-Gray noted that it is March which means that it is the end of basketball and the beginning of baseball. We will have one basketball All Star team. Summer camp registrations are going very well and many camps are already full. We had a very busy first week registration; Spring Break Camp is full. Ms. Myers talked about our three upcoming special events: the St. Patrick's Day Parent/Child dance will be held March 16; the Flashlight Easter Egg Hunt will be April 5; and the 2019 Scholarship Golf Tournament will be April 18. Ms. Collins-Gray noted that we have made a contingent offer for the athletic coordinator position. The offer has been accepted, pre-employment screenings have been conducted and orientation is to be held next week. Ms. Collins-Gray also noted that the Annual Lucky Shot Tennis Tournament will be the weekend of March 15-17. This event is very well attended.
- B. ETRAK-PLUS REPORT:** Ms. Ebaugh noted that Ken Tustin's last day will be March 11. That position will be posted very soon. Ms. Ebaugh also noted that a contingent offer has been extended for the developer position and orientation is tentatively scheduled for April 1, pending successful completion of the pre-employment checks. We have recently signed contracts for Ridgefield, Connecticut and Anderson Park District, Ohio.
- C. GENERAL MANAGER'S REPORT:** Susannah noted that swim is off to a great start. Red Cross to Star Fish is going well. We offered free swim assessments to launch the program. Has been very well received. Some swim lesson classes are sold out for March. More swim lesson options in April. Mermaid U is holding steady. Mr. Burke noted that we have an interior designer who is working with us to develop community groups. Susannah has been filling in as lifeguard. Still missing some day time lifeguard but hired a new guard who is taking some day shift hours. Mr. Burke has had two Aquatics Coordinators come through. Cost for the painting for the restroom will be done by the maintenance crew. Fitness side Emma is doing a great job. Overcoming some of the cultural issues in the past and we are happy with their growth. Emma understands business and has a growth mindset. Randy has been doing a great job filling in and we have some new hires.

### **VIII. DEPARTMENT PROPOSALS - NEW:**

- A. FFP MEMBERSHIP PROMOTION:** Mr. Burke proposed the following for February 2019:
- i. Promotion: \$29.99 same as last month bailey, Etheridge

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### **IX. UNFINISHED BUSINESS:**

- A. ANNEXATIONS UPDATE:** TMS 3510700070 1430 Agatha Street .3 Acres
- B. CAPITAL IMPROVEMENTS PLAN:** Ms. Klugman exploring other financing options including large dollar value capital equipment leasing. Ms. Klugman met with Strock Enterprises of North Charleston to obtain a quote on the repair of the ceiling in the Fitness Center Pool area and a quote should be ready in 2-3 weeks.
- C. CITY OF CHARLESTON DRAINAGE LAND AQUISITION:** Ms. Klugman informed the Commission that the City of Charleston as accepted the counter offer of \$600 for the proposed easement. Mr. Johnston made a motion to authorize Ms. Klugman to move forward with the closing on the easement. Mr. Bailey seconded the motion. The motion passed unanimously.
- D. SC HUMAN AFFAIRS / EEOC COMMISSION COMPLAINT:** Both SHAC and EEOC have concluded their investigation of the complaint and have issued the complainant an Notice of Right to Sue.
- E. GREENBELT APPLICATION - WAPOO ROAD RESOLUTION:** The owners rejected the offer for the appraised value and thus the application process will not move forward.
- F. St Andrew's Parks Foundation:** Ms. Clark, Ms. Klugman and Mr. Burke will be holding a fundraising meeting next week to discuss a potential opportunity to raise money via the St. Andrew's Parks Foundation. The Foundation is seeking Commission approval to share participant and member email addresses with Foundation Board for the purpose of raising money that will directly benefit the Commission. Mr. Johnston made a motion to provide the Foundation with access to potential donors. Mr. Bailey seconded the motion. During the discussion, Mr. Johnston noted that he would like to give participants the opportunity to opt out of any emails pertaining to Foundation fundraising efforts. Ms. Etheridge noted that Belk Department store host fundraising opportunity twice each year and recommended that the Foundation Board inquire about the details of the charity sale event. Mr. Johnston then made a motion to amend the prior motion to include language that the Foundation must provide notice and opportunity to "opt out" prior to any fundraising efforts via email. Mr. Bailey seconded the amended motion. The amendment passed unanimously. Mr. Bailey then made a motion to allow the Foundation to use potential donor list provided said donors are given the opportunity to opt out. Mr. Johnston seconded the motion. The motion passed unanimously.

**Adjournment:** Mr. Eykyn adjourned the meeting at 8:39 pm.