

St. Andrew's Parish Parks and Playground Commission

January 31, 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, Donna Crafton, Sue Seay, Patrick Jonas, Stephen Wakeham, John Brooks, Michael Gladney, Chris Pote, Joe Carter, Josh Singleton, Kristyn Lynch, Phil Burke, Nathaniel Mercer, Randy Hibbard, Elwood Dixon, Susannah Myers, EmmaMarie Clark, Gerald Norman, Mike LaMagra, Ken Tustin, Frank Stefan, Mark Spinn and Rachel Ebaugh

Public: None

Call to Order: Mr. Eykyn called the meeting to order at 6:59pm

- I. INVOCATION AND PLEDGE OF ALLEGIANCE TO THE FLAG:** Mr. Johnston led the Commission in the invocation and Pledge of Allegiance.
- II. PUBLIC COMMENTS:** None
- III. NEW BUSINESS:**
 - A. REINSTATE KEVIN WASH AS EXECUTIVE DIRECTOR:** Mr. Johnston made a motion to reinstate Kevin Walsh as Executive Director. Mr. Glover seconded the motion. The motion passed unanimously.
 - B. ST. ANDREW'S PARKS FOUNDATION:** Mr. Walsh informed the Commission that the St. Andrew's Parks Foundation was active again and the Foundation members were looking forward to initiating fundraising efforts in support of the Commission.
 - C. GREENBELT APPLICATION:** Mr. Walsh informed the Commission that the 2019 Greenbelt application was now open. Mr. Walsh has identified a seven acre (+/-) parcel in West Ashley in the Public Service District that would potentially meet the application criteria. The parcel is currently on the market for \$399,000. Mr. Walsh asked the Commission to appropriate funds of approximately \$450 to be used for a real estate appraisal. Mr. Glover made a motion to authorize Mr. Walsh to secure a real estate appraisal for the property in question. Mr. Johnston seconded the motion. The motion passed unanimously.
 - D. 2019 PARD GRANT APPLICATION:** Mr. Walsh informed the Commission that staff had submitted a grant application for the purchase of a shade structure to be installed on the playground near the tennis courts on Playground Road. The grant will be approximately \$5,000 and will cover the cost of the structure.
 - E. COMMISSION POLICY REVIEW:** None at this time.
- IV. APPROVAL OF THE DECEMBER 6, 2018 MINUTES:** Mr. Johnston made a motion to approve the minutes of the December 6, 2018 meeting. Mr. Glover seconded the motion. The motion passed unanimously .
- V. APPROVAL OF THE OCTOBER/NOVEMBER 2018 FINANCIAL STATEMENTS:** Mr. Johnston made a motion to amend the Agenda to show that the financial statements presented are for October 2018 and November 2018, not August 2018 as posted. Mr. Glover seconded the motion. The motion passed unanimously. Having amended the Agenda, Mr. Glover made a motion to approve the October 2018 and November 2018 financial statements. Mr. Johnston seconded the motion. The motion passed unanimously.

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VI. EXECUTIVE DIRECTOR'S REPORT: Mr. Walsh thanked the Commission for their support during his recovery. He noted that there were reports on Facebook that the fields at Ponderosa had sustained damage recently due to unauthorized vehicles driving on wet grass. The vandalism was primarily cosmetic and Mr. Jonas has already made the needed repairs to the turf grass.

VII. PARKS AND PLAYGROUND REPORT:

- A. Ms. Joddi-Collins Gray (Recreation Superintendent):** Ms. Collins-Gray noted that Ms. Susannah Myers has transitioned to Parks and will be responsible for Special Events and Adult and Youth Programming. She also noted that interviews are ongoing for the Athletic Coordinator full time position.
- B. Josh Singleton (Athletic Director):** Mr. Singleton reported that winter sports are in progress with volleyball and basketball. Volleyball is a new program for St. Andrew's and has had a successful introductory season. He noted that as of January 31, 2019, spring baseball and softball numbers are slightly lower than last year but registration is still ongoing.
- C. Kristyn Lynch (Camp & After School Program Director):** Ms. Lynch informed the Commission that summer camp registration for 2019 will begin on Monday, February 4. She will be attending the annual Kids Fair in February.
- D. Susannah Myers (Adult and Youth Program Director):** Ms. Myers is excited about her new role and noted that she will also be overseeing the swim less program at FFP in addition to her other duties such as the Golf Tournament.
- E. Nathaniel Mercer (Asst Tennis Director):** Mr. Mercer currently has six teams in the junior tennis program and he will be working with two new school on preparation for the upcoming school tennis season.
- F. Phil Burke (Tennis Director):** Mr. Burke noted that adult tennis leagues are starting soon and the tennis department has started gearing up for their annual Lucky Shot Tennis Tournament to be held in March around St. Patrick's Day.
- G. Patrick Jonas (Parks Maintenance Director):** Mr. Jonas commended his team for their excellent work throughout the year. Congratulations to Mr. Michael Gladney on the birth of his daughter last week.
- H. Sue Seay (Collections Manager):** Ms. Seay thanked the Commission for their support and noted that the number of accounts in collections is the lowest it has been in several years.
- I. Donna Crafton (Human Resource Director):** Ms. Crafton and Ms. Klugman noted that it has been a busy month for the HR and Finance departments. Ms. Crafton and the team has processed all of the new benefits for 2019 and has also completed all of the year-end requirement for 2018.

VIII. ETRAK-PLUS REPORT:

- A. Rachel Ebaugh (VP - Client Support):** Ms. Ebaugh noted that the new client in Hilton Head is live with eTrak. She also noted that eTrak has not experienced crashes or restarts recently and noted that the platform is much more stable than it was 12 months ago. She also noted that work on moved to HTML5 is in progress and should be completed in the first quarter of 2019.
- B. Gerald Norman (Chief Developer):** Mr. Norman noted that most of the infrastructure is in place for the move to AWS which will provide excellent scalability and access to new technologies.
- C. Mark Spinn (VP - Marketing and Sales):** Mr. Spinn noted that he has recently returned from the Illinois tradeshow. The buzzword at tradeshow is "dashboard"

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and noted that our move from Flash to HTML5 puts eTrak an excellent position to move in that direction in the near future.

- D. Frank Stefan (VP - Client Training):** Mr. Stefan has enjoyed getting to work with new training partners, Ms. Ebaugh and Mr. Tustin, during Mr. Walsh's absence.

IX. GENERAL MANAGER'S REPORT:

- A. EmmaMarie Clark (Fitness Director):** Ms. Clark noted that January saw the launch of new massage therapy and massage therapy packages which have been very well received by members and trainers/therapist. She also noted that she has scheduled over 70 fitness orientations since January 1. The members, both old and new, are responding very well to their introduction (or reintroduction) the fitness center.
- B. Randy Hibbard (Customer Service Director):** Mr. Hibbard noted that the Customer Service team had a very busy month with over 600 new members since January 1. Mr. Hibbard commended new teammates Ms. Rhonda Youngblood and Ms. Amy Drolet on their excellent work.
- C. Elwood Dixon (Facility Maintenance Director):** Mr. Dixon (our 2018 Employee of the Year) noted that he performs routine preventative maintenance which gives him the ability to stay on top of issues and avoid major problems. He also appreciates the assistance he receives on a regular basis from the parks maintenance team.
- D. Brian Burke (General Manager):** Mr. Burke noted that recruitment efforts are ongoing for lifeguards and the aquatics coordinator. January 2019 membership numbers are the highest Mr. Burke has seen during his tenure as General Manager. He attributes some of this to the direct mailing that went to West Ashley residents in December.

X. DEPARTMENT PROPOSALS - NEW:

- A. FFP MEMBERSHIP PROMOTION:** Mr. Burke proposed the following for February 2019:
- i. February Promotional Membership:
 1. \$29.99 per month for each adult membership with 12 month commitment
 2. Membership will roll at same rate will roll month to month after commitment ends
 3. Regular child membership rate will apply
 4. Family would pay no more than \$78.00 per month
 - ii. Members bring a guest:
 1. Members can bring unlimited number of guests in February. Guests will need to sign in and be accompanied by a current member.

Mr. Glover made a motion to approve the proposals as presented. Mr. Johnston seconded the motion. The motion passed unanimously.

XI. UNFINISHED BUSINESS:

- A. ANNEXATIONS UPDATE:** 1310 North Edgewater Drive (.062 acres) TMS: 349140009
- B. CAPITAL IMPROVEMENTS PLAN:** Ms. Klugman presented a resolution for the approval of financing related to a \$40,000 equipment lease through Branch Banking and Trust at 3.410% for a term of 36 months. Mr. Johnston made a motion to approve. Mr. Glover seconded and the motion passed unanimously.
- C. CITY OF CHARLESTON DRAINAGE LAND AQUISITION:** Mr. Walsh presented an offer from the City of Charleston for 86 square feet of land in permanent easement

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related to Phase 2A of the Forest Acres Drainage Improvement project. The offer, based on current appraisal, is \$325.00. Mr. Johnston made a motion to reject the offer and authorize Ms. Klugman to negotiate with the Project Manager for a higher price up to \$600.00. Mr. Glover seconded the motion. The motion passed unanimously.

- D. WORKERS COMPENSATION UPDATE:** Mr. Walsh informed the Commission that the case has settled for \$6,000 and is now closed.
- E. SC HUMAN AFFAIRS COMMISSION COMPLAINT:** Mr. Walsh informed the Commission that we received notice that the Complainant formally requested a Right to sue and thus the investigation ceased and the case closed.
- F. Adjournment:** Mr. Johnston made a motion to adjourn. Mr. Glover seconded and the motion passed unanimously. The meeting adjourned at 8:02 pm.