

St. Andrew's Parish Parks and Playground Commission

April 26, 2018 Meeting Minutes

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Present:

Commission: Mike Eykyn, Ron Bailey, David Glover and Carol Etheridge

Staff: Kevin Walsh, Joddi Collins-Gray, Rachel Ebaugh, Brian Burke, Susan Klugman, Susannah Myers and Craig Howard (arrived late).

Public: Lee Myers

Call to Order: Mr. Eykyn called the meeting to order at 7:08 pm

Invocation and Pledge of Allegiance to the Flag: Ms. Etheridge led the Commission in the Pledge of Allegiance to the American Flag.

Public Comments: None

New Business:

A. PARD Grant Application: This year's application is due May 31, 2018. It is for the playground at Dogwood Park. Next year's application is for ballfield lights on Playground Rd.

B. Commission Policy Review:

1. *Employee Corrective Action (FKA Disciplinary) Policy:* No update at this time. Mr. Walsh plans to have this policy ready in the near future.

2. *Facility Reservation Policy:* Mr. Walsh presented a revision to the Reservation Policy. It was noted Forest Lakes Club house fees are now determined by contractual agreement with the Forest Lakes Civic Club. The security deposit is being replaced by a 50 down payment. The renter must also agree to reimburse St. Andrew's Parks and Playground for any damages, cost of repairs or additional fees incurred. Ms. Etheridge made a motion to approve the Policy as presented. Mr. Glover seconded the motion. The motion passed unanimously.

Approval of the Minutes: Mr. Glover made a motion to approve the minutes. Ms. Etheridge seconded the motion. The motion passed unanimously.

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

Executive Director's Report: Mr. Walsh noted that the West Ashley Optimist Club approached St. Andrew's Parks and Playground asking the agency to consider taking over the Optimist Club if needed. Membership is dwindling. The monthly meetings are currently held at Playground Road. There is sponsorship potential involved. No action was taken at this time.

Parks and Playground Report: Mr. Brandon Silver's (Recreation Coordinator) last day was March 30 and Robert Veronee's (Athletic Director) last day was April 6. We are currently recruiting for both positions. Ms. Collins-Gray noted that a change was made to the rules for 5/6 year old T-ball allowing coaches to pitch to the kids rather than hitting off the tee. The prior athletic director made changes to the rules that were not communicated to or approved by the Recreation Superintendent or the Executive Director. We intend to reverse the rule back to tee ball. The Athletic Department will host both the local and regional Pitch, Hit and Run event on April 11 and April 19 respectively. Ms. Collins-Gray noted that 2018 Summer Camp is almost full, but tennis camp still has some space. Mr.

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Burke and Mr. Mercer hosted a tennis tournament last weekend that had good numbers. Facility rental numbers are trending upwards as we head into spring. Mr. Eykyn noted that he played in the golf tournament and he said it was a great event as usual.

eTrak Report: Ms. Ebaugh noted that the Southeast Users Conference was well attended and was a successful training opportunity for the clients who attended. Mr. Walsh did a great job putting it all together and the eTrak team received positive feedback from the attendees. Ms. Ebaugh had three product demos this week and will have two next week. The training team is going to Hobbs, NM in May for their final training and Go Live. The next training trip is scheduled for August 2018 to Garden City, KS. Mr. Norman is doing a good job leading the development team and is currently working on project that will allow us to move our data to the cloud. Our client in Aiken, SC is live; we are finalizing their financial export process.

General Manager's Report: Mr. Burke noted that we are hiring for both the Fitness Director as well as the Customer Service Director. The team is currently troubleshooting some issues with our VOIP phone system. The sauna remodel is complete. Mr. Dixon and Mr. Brooks completed the work in-house to tremendous cost savings to the Fitness Center. Mr. Burke noted that the sauna timer is inoperable but will be replaced soon. The water cooler in the back fitness area is has been ordered and the pool sump pump has been recently replaced. The jump castle purchased as part of the 2018 capital project has been ordered and we expect to place it in service in mid-to-late June.

Department Proposals - New:

- A. *FFP Membership Proposals:* Mr. Burke would like to extend the current promotion of \$29.99 per month per adult with a one year agreement with the donation of bug spray and sun screen. Ms. Etheridge made a motion to approve the promotion as presented. Mr. Bailey seconded the motion. The motion passed unanimously.

Unfinished Business:

- A. *Annexations:* 209 Hickory St; 1430 Agatha St, Properties located west of the Ashley River on or near Highway 61 including TMS 361-00-00-006, 361-00-00-007, 364-00-00-001, 364-00-00-002, 301-00-00-002, 301-00-00-003, 301-00-00-005 and a portion of 301-00-00-023 and 359-00-00-006.
- B. *Capital Improvements Plan:* As noted previously in the meeting, the jump castle for the Fitness Center has been ordered. The Parks Maintenance Department has also ordered both the mower and the new maintenance truck. The remaining items from the 2018 capital replacement plan will be ordered in the coming weeks. In addition to the capital replacement plan, the staff recently published a RFP for the replacement of the metal roof at the Fitness Center that was damaged in October 2017 during Hurricane Irma. The staffed asked the Commission to consider a motion to allow staff to negotiate with both the Insurance Reserve Fund and the apparent low bidder to move the project forward. Ms. Etheridge made a motion to allow staff to negotiate on behalf of the Commission regarding the roof replacement. Mr. Glover seconded the motion. The motion passed unanimously.
- C. *Forest Acres Drainage Improvement Project:* The Commission was presented with an offer from the City of Charleston of \$15,160.00 on Phase I of the project for 3,997 square feet. After some discussion Ms. Etheridge made a motion to accept the offer of \$15,160 and Mr. Glover seconded the motion. The motion passed unanimously.

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D. *FY 1/19 Budget:* Mr. Walsh noted that the County Council Finance Committee meeting would be held on Tuesday, May 22, 2018 at 6:00pm.

Ms. Etheridge made a motion to enter into Executive Session to discuss a Workers Compensation claim. Mr. Glover seconded the motion. The motion passed and the Commission entered into Executive Session at 8:07pm.

The Commission left Executive Session at 8:27pm. At that time, Ms. Etheridge made a motion to allow staff to negotiate a Workers Compensation claim on behalf of the Agency up to \$5,614.80. Mr. Glover seconded the motion. The motion passed unanimously.

Adjournment: Mr. Eykyn adjourned the meeting at 8:35pm.