

St. Andrew's Parish Parks and Playground Commission

June 28, 2018, 2018 Meeting Minutes

Page 1 of 3

Present:

Commission: Mike Eykyn, Ron Bailey, Carol Etheridge and David Glover. Mr. Johnston was excused for a previously planned vacation.

Staff: Kevin Walsh, Joddi Collins-Gray, Brian Burke, Rachel Ebaugh, Susannah Myers, Donna Crafton, David Campbell, and Josh Singleton

Public: Lee Meyers

Call to Order: Mr. Eykyn called the meeting to order at 7:03pm

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

Public Comments: New teammates Donna Crafton, Josh Singleton and David Campbell were introduced to the Commission.

New Business:

A. Election of Officers: Mr. Glover made a motion to keep officers the same as current year. Mr. Bailey seconded the motion. The motion passed unanimously. Commission Chair is Mike Eykyn, Vice Chair is John Johnston, Secretary is Ron Bailey.

B. NRPA Congress: Mr. Johnston and Mr. Bailey have expressed interest in attending.

C. Commission Policy Review:

- a. *Employee Corrective Action (FKA Disciplinary) Policy:* Not ready at this time.
- b. *Employee Code of Conduct (FKA Personal Conduct and Appearance):* This policy was updated to include the language of "teammates" to replace "staff". We removed the negative statements and put positive expectations into the code of conduct policy. Mr. Bailey made a motion to approve the updated policy. Ms. Etheridge seconded the motion. The motion passed unanimously.

Approval of the May 24, 2018 Minutes: Mr. Bailey made the motion to approve the minutes. Mr. Glover seconded the motion. The motion passed unanimously.

Approval of the May Financial Statements: Mr. Glover made the motion to approve the financial statements as presented. Ms. Etheridge seconded and the motion passed unanimously.

Executive Director's Report: Mr. Walsh recently learned that there will be a new round of Greenbelt funding based on the tax that was approved in 2016. County Council proposed a change the distribution percentage to 50-50 (urban space vs rural allocation) but it was sent back to committee for further study. SAPP is eligible to compete for urban funds. Mr. Walsh had a Realtor set up notifications for any property that is for sale in the PSD. Mr. Walsh would like to draft a letter asking these property owners if they would consider selling, or donating part or all of their land for a park with Commission approval. Commission approves this concept and will review it once drafted.

Mr. Walsh is reviewing how we do officials assigning specific to youth sports officials (contract vs. regular employees.) SAPP has done both in the past. There is a company called SILBO that manages officials assigning through a mobile app. You pay SILBO and they schedule and pay the officials. We will continue to explore this option for St. Andrews and also for eTrak. This would integrate as an

St. Andrew's Parish Parks and Playground Commission

June 28, 2018, 2018 Meeting Minutes

Page 2 of 3

official assigning application for eTrak users. There has been a shortage of umpires statewide and we believe this will be beneficial.

Parks and Playground Report: Summer camp has started and our camps are full. Counselors are doing well (we have 70-80 counselors). Regular baseball is over and All-Stars have begun. We are hosting the 13-14 tournament beginning tonight. We are getting ready for Fall sports by checking inventory and organizing the cage. Tennis camp has high enrollment for regular tennis and tournament tennis camp.

eTrak-plus Report:

Many changes for eTrak. We have successfully set up an instance in the cloud with Amazon Web Services (AWS). We have 3 interns from 3 different SC colleges for 8 weeks. The interns are working on removing Flash from the application.

General Manager's Report:

The fitness director, Lynley, is no longer working with FFP. The new fitness director will be here for one day in July and then will return full time mid-August. FFP is trying to find Tai Chi and some HIIT instructors. The pool organizer is out because 4 of the 6 motors died. FFP has ordered those and we are waiting for delivery. Summer camp is going on at FFP.

Department Proposals - New:

A. FFP Membership Proposals: Mr. Burke would like to extend the current promotion to include a donation of \$35 for music equipment. The current promotion is \$29.99 per month per adult with a 1 year agreement, which will then roll month to month. Mr. Bailey made a motion to approve the promotions as presented. Mr. Glover seconded the motion. The motion passed unanimously.

Unfinished Business:

A. Annexations:

- a. TMS 4180500201 – 5th Ave and Diana (.115 acres)
- b. TMS 3491300017 - 1357 S Edgewater Dr (.58 acres)
- c. TMS 3520900035 – 1791 Wilshire Dr (.35 acres)
- d. TMS 3581000065 – 2947 Foxhall Rd (.31 acres)

B. Capital Improvements Plan:

- a. Bid for Hot water heater. No responses to BID. We would like Commission approval to solicit businesses to fix the problem for up to \$10,000. Mr. Glover made a motion to allow SAPP to seek bids directly with vendors and spend up to \$10,000 to purchase a new hot water heater. Mr. Bailey seconded the motion. Passed unanimously.
- b. The Pick up truck ordered from the state bid has been delayed until October and we will be getting a 2019 truck at the 2018 price.
- c. Ms. Etheridge made a motion to go into executive session to discuss a contract. Mr. Bailey seconded the motion. Passed unanimously.
- d. Mr. Eykyn called the Commission back into regular session at 8:01 pm.
- e. Mr. Bailey made a motion to award the fitness center roof bid to Feltmann Roofing and authorized staff to negotiate a solution for the interior pool ceiling. Ms. Etheridge seconded the motion and it passed unanimously.

St. Andrew's Parish Parks and Playground Commission

June 28, 2018, 2018 Meeting Minutes

Page 3 of 3

- C. *City of Charleston Drainage Improvement Project:* No update at this time.
- D. *FY 18/19 Revised Budget:* Approved by County Council at the third and final reading.
- E. *Workers Compensation Claim Update:* No update on the outstanding claim at this time.
- F. *Julianne Griffin v. St. Andrew's Mediation:* Mr. Walsh sat in on the mediation on June 25, 2018. The plaintiffs settled with the Insurance Reserve Fund for \$320,000.

Adjournment Mr. Bailey made a motion to adjourn the meeting at 8:05 pm. Mr. Glover seconded the motion and it passed unanimously.