

## **St. Andrew's Parish Parks and Playground Commission**

August 30, 2018 Meeting Minutes

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### **Present:**

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

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

**Public:** Lee Myers

**Call to Order:** Mr. Eykyn called the meeting to order at 6:57 pm

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

**Public Comments:** None

### **New Business:**

#### A. C. Howard Appeal of Performance Appraisal Appeal:

Mr. Howard requested that the Commission go into Executive Session. He also requested that Ms. Donna Crafton and Ms. Susan Klugman remain with the Commission.

Mr. Bailey made a motion to enter executive session. Mr. Johnston seconded the motion. The Commission entered into executive session at 7:04 pm to discuss Mr. Howard's appeal.

The Commission reconvened at 7:39 pm.

B. CWS Request for Deed: The Staff received a request from Charleston Water System to purchase of a portion of the Commission's property near the basketball gymnasium on Playground Road. This purchase will allow the City of Charleston to move forward with the Forest Acres Drainage Improvement project. Mr. Bailey made a motion to authorize the Executive Director to negotiate the sale of the property on the Agency's behalf. Ms. Etheridge seconded the motion. The motion passed unanimously.

C. 2018 Holiday Meeting Schedule: Mr. Walsh noted that the 4th Thursday in November is Thanksgiving. He recommended that the Commission consider moving the November meeting to November 29, 2018, skipping the December 2018 meeting and moving the January 2019 meeting to January 17, 2019. Mr. Johnston made a motion to adjust the 2018/2019 meetings as noted. Mr. Glover seconded the motion. The motion passed unanimously.

#### D. Commission Policy Review:

1. Employee Corrective Action (FKA Disciplinary) Policy: No action at this time.

2. Holiday Section 4, Policy: Mr. Walsh presented the Commission with a proposed change to the Holiday schedule. Staff would like to replace December 26 with December 24 as a Regular Holiday and add December 26 as an Optional Holiday. Staff also proposed closing the Administrative Building at 3pm on New Years Eve to

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coincide with the closing of the Fitness Center. Mr. Johnston made a motion to adopt the policy as presented. Ms. Etheridge seconded the motion. During discussion it was noted that closing the Administrative Building at 3pm would add two hours of holiday per calendar year for a total of 90 hours per calendar year. The motion passed unanimously.

**Approval of the July 2018 Minutes:** Mr. Bailey made a motion to approve the July 2018 minutes. Mr. Glover seconded the motion. The motion passed unanimously.

**Approval of the July Financial Statements:** Mr. Bailey made a motion to approve the July 2018 Financial Statements. Mr. Glover seconded the motion. The motion passed unanimously.

**Executive Director's Report:** Mr. Walsh noted that he sent the Commission an email regarding the after school program incident. When the child entered the building, our staff should have stopped the child and notified the parent. Ms. Etheridge suggested additional staff training in the child care program. Staff assured the Commission that a review of procedures was in progress. Mr. Walsh noted that he had a conversation with Ms. Hanahan regarding the sale of her property which is located in the PSD off of Highway 61. Staff will keep the Commission updated regarding this and other potential property in the PSD.

**Parks and Playground Report:** The After School Program started on August 20. We have 95 participants. The Charleston Sparks Dance Team will resume this month. Pickleball is on going. Tennis is also on going with fall tennis leagues and after school programs. Baseball practices have started and games will begin the week of September 10. The Annual Halloween Carnival will be October 30. Mr. Campbell currently recruiting volunteers for the carnival. CUSC registration closed with a total of approximately \$20,000 in revenue.

**eTrak-plus Report:** Ms. Ebaugh noted that Mr. Spinn recently returned from FRPA (Florida) which typically marks the beginning of "trade show season." Mr. Hazelbaker left employment to pursue other opportunities and we wish him well. It was noted that training is ongoing with organizations in Kansas and South Carolina. Ms. Ebaugh has been doing quite a few demos recently.

**General Manager's Report:** Mr. Burke asked Ms. Myers to give her report since she was present. Ms. Myers noted that 10 fall programs will begin September 17 including the much awaited Mermaid Program. Mr. Burke noted that we have a new janitorial service starting in September. We are currently recruiting for the open fitness director position. We hope to make a job offer in September. Mr. Burke noted that the pool was shut down due to low chlorine levels at the end of the summer. This temporary, short term closure affected four people. Mr. Johnston noted that Mr. Burke's commission report was incomplete with a missing report from the Aquatics Department.

### **Department Proposals - New:**

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

#### 1. Membership Fee Proposal

- 1st month 50% discount when redeemed with coupon codes
- \$29.99 per month for each adult membership with one year commitment
- Rate will continue to roll month to month after commitment ends
- Our regular child membership rate will apply

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- A family would pay no more than \$78.00

2. Back to School Party. Mr. Walsh proposed a Back-to-School Pool Party on September 15 from 1:00 pm until 4:00 pm. The pool party would be open to the community at no charge. We would advertise to the schools, social media, flyers and word of mouth. We believe it would be a great community event that would expose new people to St. Andrew's Family Fitness Plus.

3. Program Trials. We are encouraging our teammates to help us create a bundle package that we can give away to the community. These packages would include coupons for free samples of our programs. Citizens would be able to participate in programs that they normally would not be exposed to.

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

B. CUSC use of FFP. Mr. Burke presented a proposal on behalf of Mr. Wakeham which would allow the Charleston United Soccer Club program director to have one time seasonal events at the Family Fitness Pool for program participants free of charge. The event will be scheduled and managed by the CUSC Director in coordination with the Family Fitness Plus GM and Aquatics Director. The pool party will be a two hour event in the evening during non peak usage times. In addition, the CUSC Director will work with FFP Directors to promote their programs during the event to all families attending.

We are hoping to enhance our program and its uniqueness with this event as well as cross promote Family Fitness Plus and its programs.

Event Date: During the season (Spring and Fall)

Time: Evening from 6:30 pm. to 8:30 pm.

Participants: Children and Parents Registered with CUSC/ Coaches Contracted with CUSC.

Ages: 6 – 12 years old and child must be accompanied by parent.

Ms. Etheridge made a motion to approve the proposal as presented. Mr. Bailey seconded the motion. The motion passed unanimously.

C. Swim Meet. Mr. Burke requested approval to host the Region 8 AAAAA swim championship on September 29. It was noted that participants will be tracked using wristbands. The proposed rate will be \$16/lane/hour, \$140 to cover staff costs and \$5/spectator.

Mr. Bailey made a motion to approve the rates as proposed. Mr. Johnston seconded the motion. The motion passed unanimously.

### **Unfinished Business:**

A. Annexations: 1144 Crull Drive (TMS 351-16-00-086) .28 acres; 347 Swift Ave (TMS 350-13-00047) .34 acres

Mr. Walsh spoke with the City of Charleston and it was noted that Mr. Russ Campbell (Charleston County Auditors Office) will be giving us more information Friday, August 31, 2018.

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B. Capital Improvements Plan: The staff has issued a notice to proceed for the exterior of the FFP roof. The materials have been ordered and a deposit has been paid.

Mr. Walsh reiterated that the repair to the interior ceiling is important and will cost approximately \$69,000. Mr. Walsh and Ms. Klugman presented a funding proposal to the Commission as follows:

1. \$36,000 from balance of insurance claim payment
2. \$15,500 from FY18/19 capital budget
3. \$15,400 from FY 2014 revenue bond
4. \$1,700 from operating cash

Mr. Johnston made a motion to approve the funding proposal as presented. Mr. Bailey seconded the motion. The motion passed unanimously.

C. Forest Acres Drainage Improvement Project: The project is on hold until the sale the pump station property is finalized with CWS.

D. Workers Compensation Claim Update: No information to report.

E. NRPA Congress Attendance: Hotel and Conference registrations have been completed and the staff is looking forward to Indianapolis the week of September 25, 2018

F. SC Human Affairs Commission Complaint:

Mr. Johnston made a motion to enter into executive session. Mr. Bailey seconded the motion. The Commission entered into executive session at 8:21 pm.

The Commission reconvened at 9:42 pm.

Mr. Johnston made a motion to deny Mr. Howard's appeal and to direct the staff to execute the Performance Improvement Plan. Mr. Bailey seconded the motion. The motion passed unanimously.

**Adjournment:** Mr. Eykyn adjourned the meeting at 9:44 pm.