

# St. Andrew's Parish Parks and Playground Commission

April 25, 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, Donna Crafton, Susannah Myers and Patrick Madden

**Public:** Lee Myers

**Call to Order:** Mr. Eykyn called the meeting to order at 7:06 PM

- I. **INVOCATION AND PLEDGE OF ALLEGIANCE TO THE FLAG:** Mr. Walsh led the Commission in the invocation and Pledge of Allegiance.
- II. **PUBLIC COMMENTS:** Mr. Burke introduced Mr. Patrick Madden, the new Aquatics Coordinator. Mr. Madden is a triathlete and has worked with BSA as well as local recreation agencies. He is excited to be at St. Andrew's Parks and Playground.
- III. **NEW BUSINESS:**
  - A. **SCHAC/EEOC:** A new claim was submitted to SCHAC by a former employee who also filed a similar complaint in 2018. St. Andrew's has agreed to mediation and we are in the beginning stages of preparing our position statement and response.
  - B. **CHARLESTON COUNTY HAZARD MITIGATION PLAN RESOLUTION:** Ms. Klugman presented a resolution to the Commission for the adoption of the 2019 Revised Charleston Regional Hazard Mitigation Plan. Mr. Johnston made a motion to adopt the plan as presented. Mr. Glover seconded the motion. The motion passed unanimously.
  - C. **COMMISSION POLICY REVIEW:** Mr. Walsh presented to the Commission a proposed revision of the Child Protection Policy which was last reviewed in 2008. Mr. Glover made a motion to approve the policy as presented. Mr. Johnston seconded the motion. During discussion, Mr. Johnston asked for staff recommendation and Mr. Walsh recommended that the Commission approve the policy as presented. The motion passed unanimously.
- IV. **APPROVAL OF THE MARCH 21, 2019 MINUTES:** Mr. Johnston made a motion to approve the March 21, 2019 minutes. Mr. Glover seconded the motion. The motion passed unanimously.
- V. **APPROVAL OF THE MARCH 2019 FINANCIAL STATEMENTS:** Mr. Glover made a motion to approve the February 28, 2019 minutes. Mr. Johnston seconded the motion. The motion passed unanimously.
- VI. **EXECUTIVE DIRECTOR'S REPORT:** Mr. Walsh noted that an agreement was reached last month between eTrak and the National Alliance for Youth Sports (NAYS) whereby eTrak will be presented as a preferred provider of recreation management software to all NAYS participating organizations. The agreement included special pricing specific to this partnership. Mr. Walsh also noted that in July 2018 he sent a letter to area landowners with properties in the PSD. Mr. Walsh would like to send a follow up letter. Mr. Walsh also notified the Commission that one of the three parcels for sale on Wappoo Road sold. (Two of the three properties were part of the Greenbelt Fund Grant application that the Commission attempted to submit. However, the landowners rejected our offer and therefore we could not submit the application.) Mr. Walsh also noted that he has started working on the strategic plan update and hopes to have it completed by January 2020. He also

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reminded the Commission that St. Andrew's 75th Anniversary is May 7, 2020 and we will be celebrating our Diamond Anniversary with a new logo and special events.

### VII. DEPARTMENT REPORTS

- A. ADMINISTRATION/FINANCE:** Mr. Jonas is very excited about his new verticutter.
- B. PARKS AND PLAYGROUND REPORT:** Stephen Wakeham, director of CUSC Soccer Club, nominated two coaches of the year and parents of the year and all three won. There is an article in West Of in May. CUSC Men's 17U won state and is going to regional in Texas. Nathaniel Mercer and Orr Deckel have resigned from the Tennis Department so we are looking for a part time and full time tennis pro. Registration for camp is slowing down as there is not much space left. Our new Athletic Coordinator Katie Denton is doing a great job, especially tidying up inventory in concessions. We received an excellent email of support from a parent in CUSC. Silbo is still having issues filling games. We sent a notice of intent to terminate our agreement. Field Supervisors and other teammates have been filling in to umpire the games.
- C. ETRAK REPORT:** eTrak has two contracts in progress. Clients in CT, FL and OH all go live in the next few weeks. We are conducting interviews for the developer position. We made an offer for the support position and hope to hear back soon.
- D. FFP MANAGER'S REPORT:** Susannah Myers reported that swim lessons are going well and participation has doubled. Private Lessons have also increased. We anticipate more enrollments for summer swim lessons. The golf tournament went well. Home Team BBQ did dinner and Paisanos Pizza did lunch. Thanks to West Ashley Optimist Club, Coastal Burglar Alarm and Sirisky Heating and Air as gold sponsors. The Law Firm of Lindsey Cooper was a silver sponsor. Patrick Madden reported that lifeguard training is scheduled in May. All lifeguard certifications are up to date. He will be revising our Emergency Action Plan in May. Brian Burke reported that we had to shut the pool down for period of time last week. Our Fitness Director Emma Clark is really pushing personal training packages. The front desk is experiencing turnover and they are getting ready for summer. Channel 2 featured a story about a gentleman who was shot last year at his restaurant. He has been coming to St. Andrew's Family Fitness Plus for therapy with Thomas Spigner as his trainer. It was a great story that highlighted the benefits of our center. The income statement for FFP is in the hole (\$20,000) for the fiscal year. May is a three payroll month, but Mr. Burke has hopes that they may be able to break even this year.

### VIII. DEPARTMENT PROPOSALS - NEW:

- A. FFP MEMBERSHIP PROMOTION:** \$29 per month which requires a donation of sunscreen for the special. Also extend the feature that members may bring in a guest for free. Mr. Johnston made a motion to approve. Mr. Glover seconded the motion. The motion passed unanimously.
- B. City of Charleston Intramural Swim League.** We plan to enter a team in this league and we would like to schedule one meet at FFP and allow spectators to enter with no fee. Mr. Glover made a motion to approve. Mr. Johnston seconded and discussion followed. We would also like to offer our facility as a backup in case of inclement weather. The meets will use three or four lanes with minimal impact to the members. Mr. Glover made a motion to amend the motion to include free spectator admission with the possible additional meets. Mr. Johnston seconded the amendment and the amended motion passed unanimously.

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### IX. UNFINISHED BUSINESS:

- A. ANNEXATIONS UPDATE:** None this month. The person the Mr. Walsh was working with regarding annexation reimbursement at the City has retired. Mr. Walsh called her replacement but there has been no word back on the progress. He also sent an email to the Manager of PSD to see if they are experiencing similar problems but he has had no response.
- B. CAPITAL IMPROVEMENTS PLAN:** We received the new van and new bleachers for the gym. Maintenance is cleaning up the area behind the bleachers and has replaced the old tile floor with new tile. We are still hoping to get the field lighting project done after the Spring Baseball season. Ms. Klugman is still working on obtaining financing. We got a quote back on the pool ceiling for \$110,000. We hope to come up with a plan to fund this project in the next fiscal year. Mr. Walsh requested a motion to fund: replacement of the main water heater at FFP for \$12,000; the Dogwood air conditioner for \$4,200; and install a shade structure on the playground near the tennis courts not to exceed \$20,000. The state PARD grant will reimburse \$10,000 of the tennis shade. Mr. Glover made a motion to approve. Mr. Johnston seconded and the motion passed unanimously.
- C. CITY OF CHARLESTON DRAINAGE LAND AQUISITION:** Our closing date is set for next week.
- D. GREENBELT APPLICATION - LOWCOUNTY LANDTRUST:** Mr. Walsh and Ms. Klugman had a phone meeting in hopes of securing funds for the Wappoo Road project, but the land trust had just spent \$2 million on a project in Mt. Pleasant and was not interested.
- E. St. Andrew's Parks Foundation:** The Commission received a letter from vice chair of the Foundation Kevin Walsh requesting several items from the Commission:
- i. The Commission asks registrants to donate for \$1 to the Foundation for each transaction.
  - ii. The Commission allows major sponsorships and donations be made out to the Foundation to take advantage of tax benefits.
  - iii. The Commission allows products be sold through shop.com where all proceeds go to foundation.
  - iv. The Commission allows the Foundation Marketing Department limited access to our eTrak software to send email blasts to our customer base, after asking permission. Mr. Johnston made a motion to approve. Mr. Glover seconded and the motion passed unanimously.
- Mr. Johnson made a motion to appoint the following members to the Parks Foundation effective April 25, 2019:
- Mike Eykyn and John Johnston for a term of 3 years
  - Kevin Walsh and Susan Klugman for a term of 2 years
  - Joddi Collins-Gray for a term of 1 year
- Mr. Glover seconded the motion and it passed unanimously.
- F. FY 2019-2020 Budget:** Our budget was submitted to the County Budget office. The Finance Committee meeting and First Reading will be held on May 30<sup>th</sup>. The Public Hearing, Second and Third readings are scheduled for June.
- G. eTrak Financing Options:** No update at this time.

**Adjournment:** Mr. Johnston made a motion to adjourn. Mr. Glover seconded and the meeting adjourned at 7:58 PM.