

St. Andrew's Parish Parks & Playground Commission

Commission Meeting Minutes

September 25th, 2008

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Present: Mike Eykyn, Ron Bailey, John Johnston, Kevin Walsh, Ron Koch, Frank Stefan

Call to Order: Mr. Eykyn called the meeting to order at 7:11pm.

Invocation and Pledge of Allegiance to the Flag: Mr. Bailey led the Commission in prayer and the Pledge of Allegiance to the Flag.

Approval of the August 28th, 2008 meeting minutes: Mr. Johnston made a motion to approve which was seconded by Mr. Bailey. Motion carried unanimously.

Approval of the August 2008 Financial Reports and Summary Balance Sheets: Mr. Bailey made a motion to approve which was seconded by Mr. Johnston. Mr. Johnston was concerned with the revenue budget of St. Andrew's Family Fitness being down almost \$42,000 for the fiscal year, the budget line for Community Playgrounds at Parks & Playground, and the Parks and Playground utility budget line. Community Playgrounds were cancelled and the associated expenses were also down. The utility budget line was a double payment (paid early). Mr. Johnston also mentioned that the assets at Parks & Playground were down 77% compared to last year at this time. The BB&T statement is not correct and another TAN had been issued since August 31st. The assets are still off by \$75,000 compared to last year, but Mr. Walsh stated it was due to the fluctuation of cash flow. Motion carried unanimously.

Executive Director's Report: Mr. Walsh stated that on October 7th, Charleston County Council will have a public hearing to update the comprehensive plan. The deadline for Commission applications has been extended to October 15th. Ms. Etheridge has submitted her application. Mr. Walsh was thinking about adding a link from the St. Andrew's website to the application information of the county's website. Mr. Johnston recommended waiting a week to see who applies.

Deputy Director's Report: St. Andrew's Parks & Playground did not win the SCRPA Agency of the Year Award. The award went to Myrtle Beach. Information on the two Plymouth vans went to state surplus. The Crown Victoria and the dump truck are to be sold. Mr. Koch has not had many NSF check lately. Jamie Yohn, a senior at Academic Magnet and a lifeguard at FFP, was featured on the front page of the Post & Courier for her work on the H.L. Hunley submarine.

General Manager's Report: Mr. Stefan had nothing to add to his report.

Department Proposals

Get Fit with a Friend – In October and November, FFP will offer free enrollment to new members who join together. One year members will also receive a free month and two year members will receive three free months.

Department Proposals, cont.

12 Days of Fitness – New members who join in December will be able to enroll for \$12 and any new member who works out 12 times in the first 30 days will receive a free month. Mr. Bailey made a motion to approve the two promotions which was seconded by Mr. Johnston. Motion carried unanimously.

Mr. Eykyn suggested for the Member Services Department to look at the 40% of members who do not renew to find out how many of them were actually using their memberships within the last month or two of their expiration dates.

Unfinished Business

Annexations: None. Mr. Walsh stated that it has been almost a year since St. Andrew's has received a check for annexed properties. He has been in contact with Joleen Deems in regards to this matter.

St. Andrew's Park at Hunt Club: The plat is finished and has been submitted to the Charleston County Planning Department.

Capital Improvements Plan: Mr. Stefan stated that he has been working on the racquetball court replacement plan and the annual equipment replacement plan at the same time and after crunching some numbers found that it would be financially possible to finally bring Spinning classes to FFP. Last month the Commission made approval for a loan of \$60,000 to replace all six of the racquetball court floors due to a water leak and warping of floor boards. \$50,000 has been budgeted for the annual equipment replacement in the fitness area. Mr. Stefan proposed to replace five of the court floors, convert court 4 into a Spinning / Wii Fit & Sports room, and purchase \$50,000 in new fitness equipment which would include two treadmills, four ellipticals, two NuStep machines, sixteen spin bikes, an LCD projector and a Nintendo Wii gaming system. The court floors would only cost \$8,000 each if the staff does the demolition work, totaling \$40,000. \$10,765 would be used to convert the room (risers, paint, electric, flooring, drop ceiling, and fans). \$9,235 would be left for contingency. Mr. Johnston made a motion to approve the proposal which was seconded by Mr. Bailey. Motion carried unanimously.

Dogwood Park: Mr. Koch presented the Commission with the current survey results from the questionnaire that was given to residents of the Dogwood Park area. Surveys are still coming in and being tallied. He also presented a preliminary layout plan for the park which would include Bocci, volleyball, a walking trail, gazebo, raised flower beds, a playground, horseshoe pits, a banquet hall added to the back of the existing house, and a parking area. Mr. Koch said that he received good feedback from the community. There are some concerns about security and people hanging out in the back of the property. Lights, fencing, and landscaping were discussed to help with security. The staff will continue to look into this concern.

Racquetball Court Floors: Mr. Koch stated that he has secured a ten year, \$60,000 loan at 3.89% fixed for five years. A current market adjustment will be made at the end of the first five years of the loan. Lindsey Cooper sent a Letter of Opinion to First Citizens Bank regarding the loan. Lindsey Cooper was working on the racquetball insurance claim that was denied, but he has not yet heard anything official yet from the insurance company.

Mr. Johnston made a motion for Mr. Cooper to work on the claim on a 40% contingency basis. Mr. Bailey seconded the motion. Motion carried unanimously.

Cal Ripken SE Regional Baseball Tournament: The net profit of the tournament was \$681. Not the best tournament financially that St. Andrew's has hosted. Mr. Walsh would prefer to host a state tournament with more teams, located closer, which would bring in more spectators.

New Business

Policy Manual Review:

Section 4, Policy 8 – Family Medical Leave Act: Mr. Johnston made a motion to approve which was seconded by Mr. Bailey. Motion carried unanimously.

Vehicle Replacement Plan: Mr. Walsh presented a change of the plan to the Commission. Instead of selling the 2003 Crown Victoria, he proposed to sell the 1998 & 99 Plymouth vans that are not in very good condition, along with the 1991 GMC Utility dump truck and the 1994 Crown Victoria. Mr. Bailey made a motion to approve the proposed changes to the vehicle replacement plan which was seconded by Mr. Johnston. Motion carried unanimously.

Agency Accreditation: Mr. Johnston asked if St. Andrew's could set a projected completion date. Mr. Koch stated that he and Ms. McCann have finished 75% of the accounting procedure manual which is a big part of one of the sections. Mr. Walsh stated that he would prefer to not set a completion date; dates and goals have been set in the past and have not worked. He has also presented incentives to staff to get it completed. To be able to set an actual date of completion, St. Andrew's would have to dedicate one of its high level staff people to work on the project until its done, or hire a consultant. Mr. Walsh prefers not to deal with the consulting process.

Executive Session: Mr. Johnston made a motion to go into executive session to discuss a personnel issue which was seconded by Mr. Bailey. Motion carried unanimously at 8:31pm. The Commission came out of executive session at 8:39pm.

The Commission adjourned unanimously at 8:41pm.