

# St. Andrew's Parish Parks & Playground Commission

## Monthly Meeting Minutes - July 26, 2007

Page 1 of 2

**Present:** Jeff Gladwell, John Johnston, Mike Eykyn, Ron Bailey, Kevin Walsh, Ron Koch, Frank Stefan.

**Call to Order:** Mr. Gladwell call the meeting to order at 7:25pm.

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

Mr. Gladwell welcomed Sophia Rodriguez from the Post & Courier to the meeting.

**Approval of the May 24, 2007 meeting minutes:** Mr. Johnston made a motion to approve the minutes from the May 24<sup>th</sup> Commission meeting, which was seconded by Mr. Bailey. Motion carried unanimously.

**Approval of the June financial reports and summary balance sheet:** Mr. Bailey made a motion to approve which was seconded by Mr. Eykyn. Motion carried unanimously.

**Executive Director's Report:** Mr. Walsh stated that he was going to change the format of the financial reports so that is less confusing. St. Andrew's FFP spent \$100,000 in capital for the fiscal year and will come close to breaking even for the year. He will know for sure once the audit is finished. Mr. Walsh distributed a tax collection sheet for the fiscal year and the taxes came in above projections. Mr. Walsh proposed to continue using Wilson & Quirk for the annual audits, even though there was a slight increase in fees. Mr. Johnston made a motion to approve which was seconded by Mr. Bailey. Motion carried unanimously. Mr. Walsh met with the developers who are purchasing St. Andrew's Gardens Apartments. The developers want to know if St. Andrew's was willing to work with them in regards to moving the maintenance yard. Mr. Walsh also reported that the Aquatics Director at FFP resigned and she suggested not hiring another Aquatics Director, but hire a full time Head Lifeguard and a Learn to Swim Coordinator. Mr. Walsh proposed to the Commission to not hire a new Aquatics Director, but to hire a full time Head Lifeguard that would do the lifeguard scheduling and payroll, and a part time Learn to Swim Coordinator that would deal with the Learn to Swim program. The Head Lifeguard would report to the Assistant General Manager and the LTS Coordinator would report to the Deputy Director. If the budget figures are met in the LTS program, this will save \$26,000 for the new fiscal year. Mr. Bailey made a motion to approve the proposal which was seconded by Mr. Eykyn. Motion carried unanimously. A new Building Foreman has been hired at FFP. He will be moving from Park Maintenance to FFP and would like to also work part time at the parks cleaning the facilities. This has been discussed with Mr. Jonas and Mr. Stefan, and both feel it can be done. So, Mr. Walsh proposed to transfer the temporary services budget to personnel. Mr. Eykyn made a motion to approve the proposal which was seconded by Mr. Johnston. Motion carried unanimously.

**Deputy Director's Report:** Mr. Koch reported that the SCRPA/NCRPS Joint Conference will be held in Charleston in August. Any Commissioner interested in attending should see him for a registration form. The NRPA National Congress will be held on Indianapolis, IN. in October. Mr. Koch, Ms. Heath, Mr. Bailey, Mr. Johnston, and Ms. Etheridge will be attending this year.

Mr. Johnston gave his condolences to Mr. Koch for the loss of his mother, and congratulated him on his success in the National Senior Games. Mr. Koch placed first in one event and placed in four others. The Commission took note of Mr. Koch's accomplishments at these games.

**General Manager's Report:** Mr. Stefan stated that many applications/resumes were received for the Assistant General Manager position. They were narrowed down to five candidates and called for phone screening before doing face to face interviews. Only two people responded to the phone interviews and one of those interviews was conducted earlier in the day. The other interview will be conducted tomorrow at 1:30 pm.

Mr. Walsh stated that Rachel Ebaugh has been hired as the new Assistant Athletic Director and will begin on August 9<sup>th</sup>.

### **Unfinished Business**

*Annexations:* 1707 Jessamine Road (.23 acres), 108 Magnolia Road (.21 acres).

*501(c)-3 Status:* No update at this time.

*FFP Pool Renovations:* Mr. Koch distributed a timeline for this project along with projected additional costs of \$18,664. The completion date on the time line is set for September 24<sup>th</sup>. The Commission is holding the staff to this completion date.

*Hall of Fame:* Mr. Walsh has not had a response from Darius Rucker, but he is supposed to be in town in August. Mr. Spinn will continue trying to set a date.

*Hunt Club:* Mr. Koch spoke to Cathy Ruff with Charleston County. They are working with Charleston County attorneys to write up a contract for the \$276,000 grant.

*Soccer Club Agreement:* The School District's Director of Facilities was supposed to present the proposal on Monday night, but no update on that proposal has been received.

*10 Year Plan to Eliminate Taxes:* This plan is still being worked on.

*Fiscal Year 2007-07 Budget:* The budget was approved by County Council as submitted.

*PSD Agreement:* Mr. Eykyn reported that nothing has been heard from the PSD Commission since the marketing materials were given to them.

*Capital Improvement Plan:* Mr. Walsh distributed a timeline and projected cost for each project.

### **New Business:**

*Policy Manual Revisions:* Section 4 Policy 3, Vacation Time: Mr. Eykyn made a motion to approve the updated policy which was seconded by Mr. Bailey. Motion carried unanimously.

*West Ashley Optimist Tree Lot:* The property that was being used for the West Ashley Optimist tree sales is now a parking lot, so Mr. Walsh would like to propose to the West Ashley Optimist Club to move the tree lot to St. Andrew's Parks & Playground. Mr. Bailey proposed to allow Mr. Walsh to make a proposal to the West Ashley Optimist Club to move the tree lot to St. Andrew's Parks & Playground. Seconded by Mr. Eykyn. Motion carried unanimously.

*Greenbelt Funds:* Mr. Walsh and Mr. Koch met with Colleen Condon to discuss the idea of purchasing two parcels of land on Highway 61 in the Pierpont area that are for sale. Mr. Walsh asked the Commission to pursue this and move forward with the application by getting the property appraised and Mr. Johnston made a motion to allow Mr. Walsh to move ahead with the application and get the property appraised. Mr. Bailey seconded the motion. Motion carried unanimously.

*Election of Commission Officers:* Mr. Gladwell was nominated and elected unanimously for Chair, Mr. Johnston was nominated and elected unanimously for Vice Chair, and Mr. Eykyn was nominated and elected unanimously for Secretary.

The Commission adjourned unanimously at 8:22pm.