

**Richland County Recreation Commission  
Regular Board Meeting Minutes  
February 26, 2018  
6:00PM**

**Commissioners in Attendance:**

Thomas Clark  
Lisa Cotten  
Robert Lapin  
Cynthia Shepard  
Jermaine Johnson, Sr.  
Donzetta Lindsay  
Stephen Venugopal

**RCRC Staff in Attendance:**

Tara Dickerson  
David Stringer  
Bob Hickman  
Marta Cleary  
Connie Reaves  
Kasey Wilson  
Lisa Lewis-Hutcherson  
Mike Marshall  
Tiyana Henley  
Josh Fulmer  
Randolph Anderson  
Cornelia Watts  
Brandolyn Blanding

**Others in Attendance:**

Mayor Bob Coble, Interim Parliamentarian

**1. Call to Order:**

Commissioner Clark called the meeting to order at 6:00pm.

## **2. Adoption of Agenda:**

**Motion to adopt the agenda made by Commissioner Johnson and second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Johnson, Lapin, Shepard, Venugopal and Lindsay.**

## **3. Minutes:**

**Motion to approve minutes from the January 22, 2018 Regular Board Meeting made by Commissioner Shepard and second by Commissioner Johnson. Motion approved unanimously by all members present; Clark, Johnson, Lapin, Shepard, Venugopal and Lindsay.**

## **4. Public Input:**

**Ms. Brenda Green** stated she and her husband founded the nonprofit organization, Be Strong Group, in honor of their son, Braden who has cycle cell disease. Ms. Green requested waiver of fees for use of Caughman Road Park on March 31, 2018 for a birthday bash, kickball tournament and blood drive, she added that Braden's life was saved in 2015 by a blood donation. Ms. Green stated that the event is free, food will be donated and The Red Cross will be there for blood donations. Ms. Green also stated that since her first request for waiver, they have received recognition from IRS as a 501 c 3 organization.

Commissioner Johnson requested that the RCRC Foundation work with her on the event and Ms. Green expressed her appreciation.

Ms. Dickerson, Chief of Staff, stated that with the 501 C 3 attached, Ms. Green qualifies for a fee waiver and explained that if it is a fundraiser and funds are received that we require a financial statement.

Ms. Green stated that items will be donated.

**Motion made by Commissioner Venugopal for Ms. Brenda Green to work with the RCRC Foundation on this event and waiver of fees for use of the facility, second by Commissioner Johnson. Motion approved unanimously by all members present; Clark, Johnson, Venugopal, Lindsay, Shepard and Lapin.**

**Mr. Hainsley Lewis**, Lincolnshire Community, expressed his disappointment of Commissioner attendance at the Saturday event for girls only, called Just Us Girls. Mr. Lewis wanted to thank Commissioner Cotten for her attendance. Mr. Lewis inquired if there had been any discussion about the removal of the buildings at Crane Creek and the need for a community center.

Commissioner Johnson stated that there has been discussion but the Board's main objective at this time is to hire an Executive Director.

**Ms. Barbara Roach**, Meadowlake Homeowner's Association, questioned if there has been any analysis of the driveway and lighting at the park which was presented at the last meeting as a safety issue.

Commissioner Johnson explained that they were checking with SCE&G to see if the work could be done free.

Ms. Roach requested 5 more tables and Ms. Reaves reported that tables have already been ordered.

**Ms. Gloria J. Brown**, requested help with temperature control in classrooms and refunds for cancelled senior trip.

Ms. Reaves stated that refunds are being processed now for distribution.

#### **5. Financial Report:**

Kasey Wilson, Financial Operations, reviewed financial reports included in Board's packet.

Commissioner Johnson questioned budget cuts. Kasey and Tara responded, that there have been no budget cuts; we are following the budget that was adopted.

#### **6. New Business:**

None

#### **7. Other Business:**

A. Tara Dickerson, Chief of Staff presented updates as follows:

1. Staff is currently putting together the 2018-19 budget.
2. Diversity training for employees was held on February 21<sup>st</sup>.
3. The 49<sup>th</sup> Annual Cottontail Festival is scheduled for March 24<sup>th</sup> at North Springs Park from 10am to 2pm.
4. RCRC has added 8 additional pickle ball courts, 6 courts are currently available Wednesday nights at Bluff Road Park and 2 courts available at Hopkins Park.
5. We received complaints from neighborhood members at Dutch Fork Tennis Center, brought to my attention by Commissioner Shepard, and we have since placed three dummy cameras at the site to deter unwanted behavior and we have also notified the individual responsible for dumping asphalt and parking dump trucks in the parking lot and those items have been removed. Also a new rule sign has been placed at the facility and cinder blocks have been removed and trash cans have been placed back on site.
6. The Youth Baseball League will be starting at Kelly Mill Complex this week until completion of Polo Road project.
7. Per Policy No. 8015 Public Use of Facilities, the following organization request Waiver of fees:

The Richland Democratic Women's Council is requesting a waiver of fees 100% for community meetings at the Parklane AAC Board room for a year, totaling \$1800. Ms. Dickerson stated that the organization does not qualify under the current policy and staff is recommending no waiver.

**Motion made by Commissioner Lapin to uphold Staff's decision for no waiver of fees, second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Shepard, Lapin, Venugopal, Johnson and Lindsay.**

Commissioner Lapin stated that the nets on the soccer fields at Ballentine Park are in bad shape and asked if we have nets.

Marty Cleary, Property Management, stated that she placed a large order for soccer nets which should arrive in about two weeks and the majority of them are going to Ballentine.

Commissioner Lapin inquired about the soccer fields at Polo Road Park and the times the fields are open for play because he has noticed a lot of unauthorized play at night and suggested that we put up signs.

Bob Hickman stated that no one should be on the fields unless they have a signed contract and we have asked the leagues to lock the gates behind them when they are finished.

Commissioner Johnson stated that he talked with David last week about a letter that was supposed to go out to employees about the Board's open door policy and he wants to know if it went out.

Tara and David did not recall the conversation about the letter and Commissioner Johnson stated that it was discussed in closed session, but David did recall the conversation last week with Commissioner Johnson.

**Motion made by Commissioner Johnson for a letter to go out to all employees throughout Richland County Recreation Commission allowing them to come to the meetings to talk with us, second by Commissioner Venugopal. Motion approved unanimously by all members present; Clark, Johnson, Lindsay, Lapin, Venugopal and Shepard.**

Ms. Tara Dickerson, inquired for clarification, stating that they can sign up for Public Input and Commissioner Johnson responded with a yes.

Commissioner Johnson questioned the summer camp presentation and Ms. Dickerson stated that it would not be presented tonight because the employee responsible for preparing the presentation was out last week and also we have reorganized that area and Mike Marshall is now over Community Centers and Summer Camps and he would like to be filled in, review the presentation and then present.

Commissioner Johnson questioned if there is a policy for patrons/children to be inside the parks by themselves and Ms. Dickerson stated that we do not have a policy. Ms. Dickerson added that the new system with the scan in cards,

presented by Kasey in a previous meeting, which we will have guidelines with the required age of 13 and we are planning a positive marketing campaign to present to our patrons regarding new guidelines to enter the facility.

Commissioner Johnson questioned why so late with the summer camp presentation and Tara explained that we have to put together the numbers for the 2018/19 budget; summer camp cuts in the middle of the fiscal year and the 2017/18 summer camp budget is already approved.

Commissioner Johnson questioned if we have money for this year's summer camp based on last year's budget and Tara answered yes and explained that we still have to advertise and we only have a certain amount allocated for June; the majority of summer camps are in July and August which that money will have to be approved in the 2018/19 budget.

Commissioner Shepard stated that last year we decided to keep it as is so that the kids would be covered; this year if we are not able to cover their scholarships, we need to have our Foundation finding ways to help us raise the money so that people don't have to pay who can't afford it. Commissioner Shepard added that this is a good time now to be looking for partnerships with different entities, USC, other Foundations, etc.

Ms. Dickerson stated that there has been no advertisement for summer camps, once the summer camp department makes their presentation, with the four free camps in each district, it will be the Board's call to decide budget wise, the amount to allocate to summer camps.

Commissioner Johnson stated that he is asking that we make the camps the way they were the year before last.

Mr. Mike Marshall, stated that the summer camp department wants to maintain social equity, so if one free program is offered in one District then we will offer one in each District. Mr. Marshall reported that the approximate cost for one free program in man hours, salaries, not including supplies is close to \$17,000 for a five-hour program times four is over \$60,000. Mr. Marshall stated that they are

still working on how to offset some of the cost and have reached out to some past partners for help.

Commissioner Shepard inquired about Wi-Fi in RCRC facilities. Tara stated that we do have Wi-Fi but it is a wireless card and it only supports 15 users. Tara added that it is very costly and she could provide a report that she prepared two years ago about offering extended range.

Commissioner Shepard inquired about hours of operation for Community Centers. Tara stated that staff has a recommendation that will be presented to the Board.

Chair Clark questioned the status of open positions on the organizational chart. Tara recognized open positions and advised of personnel issues for a few that could be discussed in Executive Session.

Commissioner Shepard inquired about the use of the Crane Creek School. Tara stated that she sent a copy of the lease agreement to the Board and has reached out to the principal and awaiting callback.

Chair Clark recognized Mrs. Rogers and the team at Trenholm Park on the presentation of a car to a young man, Mr. Bernard Green, who has benefited from the familial environment at the Park over the years.

Mrs. Rogers remarked on behalf of she and her husband thanking the Trenholm Park team for their help and the great influence they provide to the young people that visit the Park.

Chair Clark congratulated Commissioner Shepard on her reappointment to the Board ending in 2023.

**Motion to go into Executive Session to discuss personnel and contractual matters made by Commissioner Johnson, second by Commissioner Lapin. Motion approved unanimously by all members present; Clark, Lapin, Lindsay, Johnson, Shepard, and Venugopal.**

Executive Session began at 7:02p.m.

**8. EXECUTIVE SESSION:**

Commissioner Cotten entered meeting/Executive Session at 7:16p.m.

**Moved out of Executive Session to Open Session for a vote.**

Chair Clark called for a motion to amend the Agenda to add Policy No. 050 Dress Code and Personal Appearance.

**Motion made by Commissioner Johnson to amend the agenda to add Policy No. 050 Dress Code, second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Cotten, Lindsay, Shepard, Venugopal, Lapin and Johnson.**

**Motion made by Commissioner Shepard to reconsider Policy No. 050 Dress Code, second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Lindsay, Shepard, Venugopal, Johnson, Lapin and Cotten.**

David Stringer, Human Resources, reviewed the change to the policy presented at the last meeting.

**Motion made by Commissioner Venugopal to exclude the Administrative Staff at the Parklane Headquarters from the new shirt Dress Code Policy provided that they are dressing professionally, second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Cotten, Lindsay, Shepard, Venugopal, Lapin and Johnson.**

**Motion made by Commissioner Shepard to move back into Executive Session to discuss the remaining items for Executive Session previously voted on, second by Commissioner Lapin. Motion approved unanimously by all members present; Clark, Cotten, Shepard, Lapin, Lindsay, Venugopal and Johnson.**

**Executive Session ended at 9pm.**

Chair Clark stated no action was taken in Executive Session.

**Motion made by Commissioner Lapin to make the lease purchase for two (2) children's' buses, one ADA and one regular and if they cannot be in our possession by June 1st, I suggest that we do not make the order, second by Commissioner Shepard.**

After discussion on time frame of delivery of buses, Commissioner Lapin amended his motion as follows:

**Commissioner Lapin made motion to make the lease purchase for two (2) buses, one ADA and one regular and if they cannot be here by June 15<sup>th</sup>, I suggest that we do not make the order, second by Commissioner Johnson. Motion approved unanimously by all members present; Clark, Cotten, Lapin, Lindsay, Johnson, Venugopal and Shepard.**

**Motion to adjourn meeting made by Commissioner Johnson, second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Cotten, Johnson, Venugopal, Lapin, Shepard, and Lindsay.**

#### **9. Adjournment**

Meeting adjourned at 9:10 p.m.



Thomas Clark, Chair

Minutes approved on this 19<sup>th</sup> day of March 2018.