

**IRMO CHAPIN RECREATION COMMISSION
COMMISSION MEETING
Saluda Shoals Park
River Center
March 26, 2008**

**6:15 p.m. Work Session
7:00 p.m. General Session**

AGENDA

Call to Order and Invocation
Welcome

- | | | |
|--------------|---|-------------|
| I. | *APPROVAL OF THE AGENDA | |
| II. | REQUIREMENTS OF THE FREEDOM OF INFORMATION ACT | |
| III. | *APPROVAL OF THE MINUTES – February 27, 2008 | Pages 1-9 |
| IV. | COMMUNICATIONS FROM THE PUBLIC | |
| V. | PUBLIC PRESENTATION | |
| | A. EAGLE Scout – John Clamp | Page 10 |
| VI. | STAFF REPORTS | Pages 11-25 |
| VII. | NEW BUSINESS | |
| | *A. Saluda Shoals Foundation Donor Giving Levels | Page 26 |
| VIII. | EXECUTIVE DIRECTOR’S REPORT | |
| | A. Upcoming Events | Page 27 |
| IX. | COMMISSION RESPONSE | |
| X. | EXECUTIVE SESSION | |
| XI. | ADJOURNMENT | |

*** Denotes Commission Action Needed**

**IRMO CHAPIN RECREATION COMMISSION
COMMISSION MEETING
WORK SESSION MINUTES**

Saluda Shoals Park
River Center
March 26, 2008
6:15pm

Members Attending: Tom McLean, Scott Wilhide, John Sowards, Emily Shuman.
Members Absent: Bruce Loveless. Non-Members Attending: Elizabeth Taylor, Eve Mittendorf.

Elizabeth Taylor presented an overview of the agenda items and discussion occurred as follows:

- a. Elizabeth Taylor distributed the Saluda Shoals Foundation strategic plan for review. Scott Wilhide recommended allowing the Commission to review and postpone any action until the April Commission meeting. Elizabeth Taylor communicated that the strategic plan is the result of the recent Foundation meeting; since the meeting the members of the Foundation and agency staff have met for final editing and the Foundation approved at their February meeting. The Saluda Shoals Foundation is enthusiastic and excited about the plan, but do not want to move ahead without Commission review and approval. Tom McLean and Emily Shuman requested the strategic plan be added to the April 2008 Commission meeting agenda.
- b. Emily Shuman distributed a Saluda Shoals Foundation committee list. Ms. Shuman asked if the Commissioners had an interest in participating; two items on the list pertain to the Commission: communication between the Foundation and the Commission and a formal sanction to support completing the original master plan.
- c. Discussion occurred regarding review of staff reports in the General Session. Scott Wilhide suggested the Executive Director open it up for questions from the Commissioners and not read the reports.
- d. Elizabeth Taylor communicated the only action item on the agenda is the Saluda Shoals Foundation donor levels. Ms. Taylor distributed a copy of the donor levels and stated historically the Foundation sought donations of \$1000 or more and gave donor benefits at those levels; the Foundation feels perhaps they would be more successful in the cultivation of new donors if levels lower than \$1000 were offered.
- e. Discussion occurred regarding staff salary increases. Elizabeth Taylor noted the letter sent to Lexington County in February indicated the Commission would be requesting CPI plus growth. Ms. Taylor requested Commission feedback on salary increases; historically staff has recommended CPI for cost of living and a pool of money set aside for merit increases; CPI this year is currently 4.1%. Scott Wilhide was in agreement with CPI and merit; however, staff not performing at an adequate level should not receive CPI. Elizabeth Taylor communicated that the agency should not have any low level performing staff with the performance review system currently in place. Mr. Sowards asked what Ms. Taylor recommends for staff. Ms. Taylor recommended that the Commission have a cost of living (COL) consistent with Lexington County - 3%, which is below the current CPI. In addition, have an opportunity for staff to receive up to 2% for merit. Discussion occurred regarding the budgetary expense for a COL and merit. Ms. Taylor stated the impact to the tax budget/general fund is approximately \$100,000.00; the special revenue fund is approximately \$120,000.00. Discussion occurred regarding reallocation of Associate Executive Director responsibilities to staff. Elizabeth Taylor requested additional time to put together a recommendation. Mr. Sowards recommended

budgeting for the Associate Executive Director position with the understanding that the position would not be immediately filled, but rather at some appropriate time Ms. Taylor present to the Commission a recommendation about reallocating responsibilities and/or filling the position. Tom McLean and Elizabeth Taylor agreed with Commissioner Sowards recommendation. Elizabeth Taylor asked if the Commission was in agreement for staff to include a 3% COL and 2% merit recommendation in the budget. Mr. Sowards and Emily Shuman stated they were willing to support the recommendation.

- f. Ms. Taylor communicated that staff would come to the Commission at the April meeting with a recommendation on changing the current policy on accrued annual leave. Ms. Taylor stated the recommendation would be more conservative than the current policy. The State caps their accrued unused annual leave at time of termination at 45 days. Mr. Sowards noted that the severance package given to Mr. Wells was tied to a six months salary and the Commission paid the additional days because the policy allowed. Mr. Sowards also communicated that he does not want anyone to think that the Commission has set a precedent that individuals are paid for a certain number days and accrued unused annual leave; severance pay is fairly rare.
- g. Discussion occurred regarding District V requesting Commission facilities. Ms. Taylor assured the Commission that no commitment was made to rent out space to the School District; information was shared with the School District in a cooperative effort. Ms. Taylor stated she felt that the request was an indication that the school district wants to have a good relationship with the Commission. In addition, the school district booked their employee appreciation day at Saluda Shoals Park, which is approximately 1500 employees.
- h. Elizabeth Taylor distributed BBQ tickets to the Commission to sale. Emily Shuman communicated the BBQ is scheduled for April 12th; Scott Wilhide will be a greeter, Elizabeth Sowards and Tom McLean will be there to assist. BC/BS and Budweiser have donated to the event. Ms. Shuman noted that Commissioner Sowards' name is on the Saluda Shoals Foundation committee list.

Chairman McLean requested to adjourn the work session and move to the general session.

Eve E. Mittendorf
Recording Secretary
IRMO CHAPIN RECREATION COMMISSION

**IRMO CHAPIN RECREATION COMMISSION
COMMISSION MEETING
GENERAL SESSION MINUTES**

Saluda Shoals Park
River Center
March 26, 2008
7:00pm

Non-members Attending

Elizabeth Taylor	Eve Mittendorf
Belinda Rhodes	Jim Wellman
Jack Terrell	Jeanette Wells
Jay Downs	John Clamp
Mr. John Clamp	Mrs. John Clamp
Don Sylvestre	

Members Attending

Tom McLean
Scott Wilhide
John Sowards
Emily Shuman
Members Absent
Bruce Loveless

The meeting was called to order by Chairman, Tom McLean. Mr. McLean delivered the invocation. Guests were welcomed.

I. APPROVAL OF THE AGENDA

A MOTION WAS MADE BY JOHN SOWARDS TO APPROVE THE AGENDA AS PRESENTED. SECONDED BY SCOTT WILHIDE. MOTION APPROVED BY ACCLAMATION.

II. REQUIREMENTS OF THE FREEDOM OF INFORMATION ACT

The news media was notified and a notice and agenda posted at the park sites one week prior to the meeting.

III. APPROVAL OF THE MINUTES

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE MINUTES AS PRESENTED. SECONDED BY JOHN SOWARDS TO INCLUDE AN AMENDMENT UNDER THE WORK SESSION MINUTES, SUB-PARAGRAPH, G. TO CORRECT THE SPELLING OF DR. EZRA RIBER'S NAME. MOTION APPROVED BY ACCLAMATION.

IV. COMMUNICATIONS FROM THE PUBLIC

Don Sylvestre, 79 Islay Lane, Apt F, Columbia, SC 29212
Congratulated the new Executive Director and thanked the Commission for the special needs programs.

V. PUBLIC PRESENTATION

A. EAGLE Scout – John Clamp

Tom McLean presented a certificate to John Clamp in recognition of his EAGLE Scout project. John Clamp painted the exterior of the control tower/concession building and installed shelving at the youth athletic complex at Seven Oaks Park.

VI. STAFF REPORTS

Chairman McLean requested on behalf of the Commission for the Executive Director not to review staff reports.

VII. NEW BUSINESS

A. Saluda Shoals Foundation Donor Giving Levels

A MOTION WAS MADE BY JOHN SOWARDS TO APPROVE THE SALUDA SHOALS FOUNDATION RECOMMENDATION ON THE DONOR GIVING LEVELS AS PRESENTED.

Commissioner Shuman communicated that the Saluda Shoals Foundation requested additional donor levels beyond the \$1000 and \$5000 to encourage and provide people opportunity to give at lower levels. The Foundation would like the Commission to approve the new donor giving levels.

SECONDED BY SCOTT WILHIDE. MOTION APPROVED BY ACCLAMATION.

A MOTION WAS MADE BY JOHN SOWARDS TO CORRECT MINUTES FOR THE SEVERANCE AMOUNTS READ INTO THE RECORD LAST MONTH REGARDING THE SEVERANCE PACKAGE FOR DAN WELLS. THERE WERE TWO ADMINISTRATIVE MATHEMATICAL ERRORS IN THE AMOUNTS FOR THE PERSONAL LEAVE, WHICH SHOULD READ \$19,040.18 AND THE CAR ALLOWANCE AMOUNT SHOULD READ \$4212.00. SECONDED BY SCOTT WILHIDE. APPROVED BY ACCLAMATION.

A MOTION WAS MADE BY JOHN SOWARDS, ON RECOMMENDATION BY THE EXECUTIVE DIRECTOR, TO REDUCE THE EXECUTIVE DIRECTOR AUTO ALLOWANCE TO \$500.00 PER MONTH EFFECTIVE APRIL 1, 2008. SECONDED BY SCOTT WILHIDE. APPROVED BY ACCLAMATION.

VIII. EXECUTIVE DIRECTOR'S REPORT

Elizabeth Taylor communicated that there were significant events in March including opening day at Seven Oaks Park and Crooked Creek Park with approximately 4000 participants. The BC Components project is ongoing; however, there is good progress with two of the three work plans submitted to DHEC, which are required to complete the Voluntary Cleanup Contract (VCC.) Ms. Taylor communicated that she and Jay Downs visited the site with the representatives from DHEC and identified the areas requiring sub-soil sampling. In addition, the Irmo Chapin Recreation Commission (ICRC) consultants communicated that DHEC had been very fair in identifying what testing needed to be done. After the building demolition, ICRC will be required to GPS the sites marked on the slab and then the work plan can be completed. At that point, all three work plans will be submitted to DHEC for approval.

Elizabeth Taylor communicated that the contract for the design and bid documents related to the wetland boardwalk are complete. Ms. Taylor also noted that ICRC has received \$69,000 in donations and accommodations tax in the month of March: \$30,000 for a sign in front of Saluda Shoals Park, \$4000 in sponsorships for the senior games and BBQ event and \$35,000 recommended by County Council in supporting an accommodations tax. Elizabeth Taylor also noted that staff continues to work hard on the budget for

Commission review in April; the upcoming budget work session is April 23 prior to the general session.

Upcoming projects include Chapin Community Day with approximately 70 projects and senior games.

Tom McLean inquired on the status of a Commission board planning/training day; discussion occurred. Chairman McLean directed Elizabeth Taylor to move forward with scheduling a Commission board planning/training day.

IX. COMMISSION RESPONSE

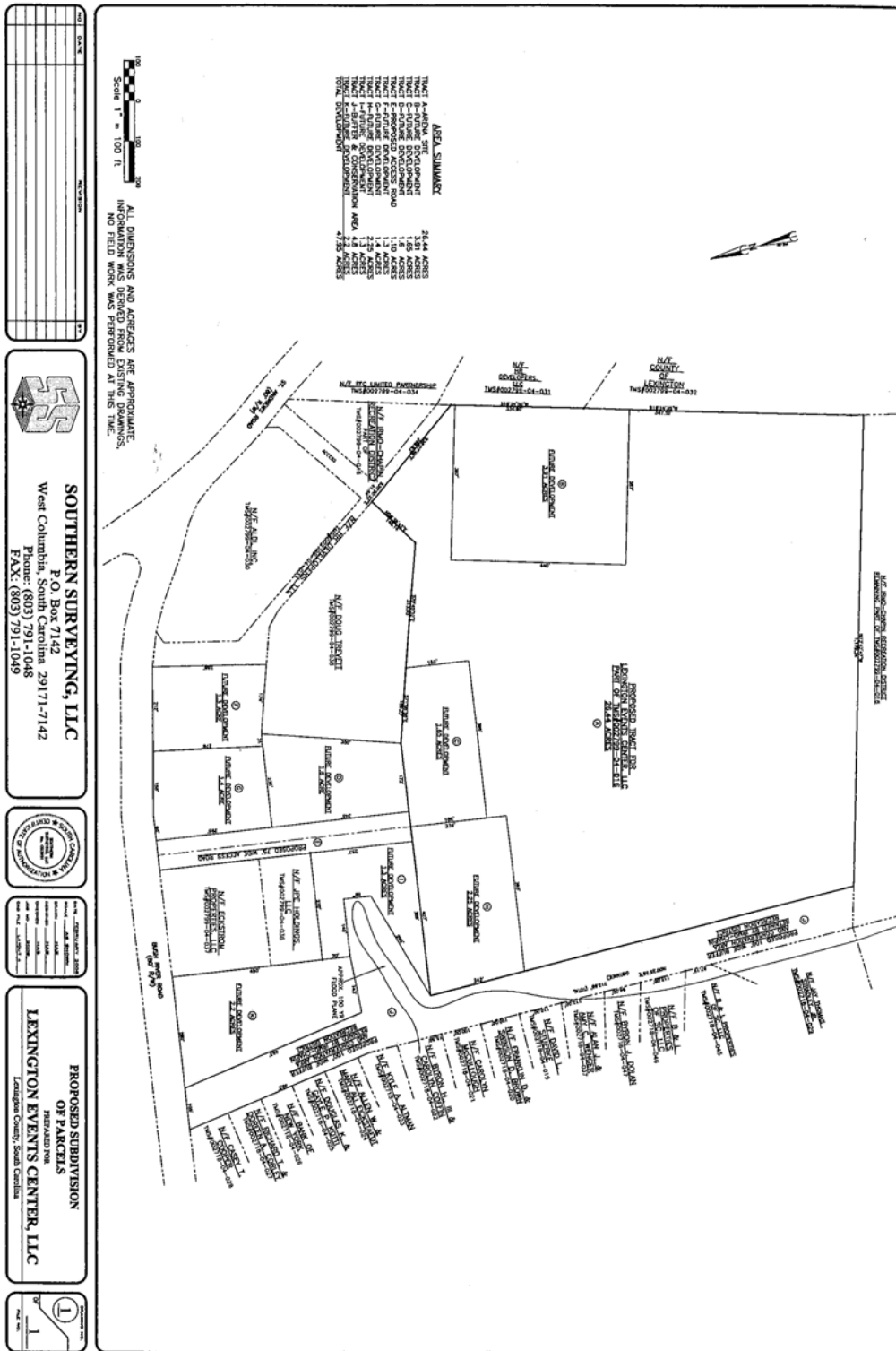
Emily Shuman thanked staff for their hard work. John Sowards communicated his appreciation and understanding of the value the Scouts bring to the agency. Commissioner Sowards requested a list of the Scout projects performed in the parks and requested posting of the list on the Irmo Chapin Recreation Commission website. Mr. Sowards commended the Executive Director on the format of the weekly report, the interaction with key staff during the Commission meeting, the act of generosity in reducing the Executive Director car allowance, accepting the job offer and agreeing to serve as Executive Director. Elizabeth Taylor expressed appreciation for the opportunity. Scott Wilhide concurred with Commissioner Sowards, commended staff and volunteers for their contributions and communicated his excitement on strategic planning. Tom McLean communicated that Commissioner Loveless is unable to attend the Commission meeting due to personal commitments. Chairman McLean concurred with the Commissioners; thanked Jay Downs and department for their work at Seven Oaks Park concession and field tower; thanked Jim Wellman for his work on the BBQ event and communicated his appreciation to staff for all they do.

X. EXECUTIVE SESSION

Chairman Tom McLean communicated at 7:30p.m. the Commission will move into Executive Session for approximately 30 minutes to discuss contractual matters.

The Commission returned to General Session at 8:00p.m.

A MOTION WAS MADE BY JOHN SOWARDS THAT THE COMMISSION APPROVE THE SALE OF 7.8 ACRES OF PROPERTY OWNED BY THE IRMO CHAPIN RECREATION COMMISSION (TRACT K, G, F, D & I AS REFLECTED ON THE ATTACHED SCHEMATIC) AT \$122,222.22 PER ACRE TO THE LEXINGTON EVENTS CENTER (LEC) WITH THE FOLLOWING CONDITION THAT THE SALE OF THE PROPERTY MUST BE CONSUMMATED AT THE SAME TIME AS THE PURCHASE OF THE ARENA SITE AND THE REMAINING ADDITIONAL ACREAGE PREVIOUSLY APPROVED BY THE COMMISSION SUBJECT FURTHER TO THE FACT THAT THE PROPERTY MUST BE RESTRICTED AND PERPETUITY FROM USE AS A MULTI-FAMILY HOUSING SITE. SECONDED BY EMILY SHUMAN. VOTE TAKEN: JOHN SOWARDS, EMILY SHUMAN, TOM MCLEAN APPROVED. SCOTT WILHIDE OPPOSED. MOTION PASSED.



XI. ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 8:05p.m.

Respectfully submitted,
 Eve E. Mittendorf, Recording Secretary
 IRMO CHAPIN RECREATION COMMISSION

IRMO CHAPIN RECREATION COMMISSION
EXECUTIVE SESSION
Saluda Shoals Park
River Center
March 26, 2008
7:30 p.m.

NON-MEMBERS PRESENT

MEMBERS PRESENT

Tom McLean
Scott Wilhide
John Sowards
Emily Shuman

MEMBERS ABSENT

Bruce Loveless

I. CALL TO ORDER

The meeting was called to order by the Chairman, Tom McLean, at 7:30 p.m.

II. REQUIREMENTS OF THE FREEDOM OF INFORMATION ACT

The news media was notified and a notice and agenda posted at the park sites one week prior to the regularly scheduled monthly meeting.

III. EXECUTIVE SESSION

Items related to contractual matters were discussed; no action was taken during the meeting.

A MOTION WAS MADE BY COMMON CONSENT TO RETURN TO PUBLIC SESSION.

Recording Secretary
IRMO CHAPIN RECREATION COMMISSION