

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

Seven Oaks Park
January 25, 2017
6:30p.m.

Members Attending: John Sowards, Bill Harmon, Tim Stewart, Emily Shuman, Bruce Loveless
Non-members Attending: Elizabeth Taylor, Eve Mittendorf

Elizabeth Taylor presented an overview of the agenda items. Elizabeth Taylor communicated the Lexington County Night was a success; approximately 500 attended. Ms. Taylor distributed the Chase Loveless Memorial Scholarship brochure to the Commissioners; the scholarship raised over \$40,000 last year, which included golf tournament and other donations. Commissioner Shuman asked if the scholarships covered any sport. Elizabeth Taylor stated yes; the scholarship program provides opportunity to children in our community to play any youth sports.

Discussion occurred regarding the agenda and the public's process to request to be on the agenda. Chairman Sowards communicated that under current law the agency cannot amend the agenda after it has been published. Elizabeth Taylor communicated there are two action items on the agenda, which include a preliminary budget for Lexington County and a budget timetable. Discussion occurred regarding the officers for 2017; a motion will be made in General Session to elect John Sowards as Chairman, Bill Harmon as Vice Chairman and Tim Stewart as Secretary. Discussion occurred regarding the position of liaison between the Saluda Shoals Foundation and Irmo Chapin Recreation Commission; this historically has been Commissioner Shuman; however, Commissioner Shuman's term ends September 2017.

Elizabeth Taylor shared with the Commission the Grand Opening date for the new Chapin Park, Saturday, March 11, 2017. Chairman Sowards communicated Commissioner Loveless will emcee the grand opening and the Executive Director will welcome guests and handle the opening remarks.

The Commission moved to the General Session at 7:00 p.m.

Respectfully submitted,
Eve Mittendorf
IRMO CHAPIN RECREATION COMMISSION

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

Seven Oaks Park
January 25, 2017
7:00 p.m.

Members Attending:

Members Attending: John Sowards, Emily Shuman, Bruce Loveless, Bill Harmon, Tim Stewart

Non-members Attending

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|------------------|----------------|--------------|---------------|
| Elizabeth Taylor | Eve Mittendorf | Jack Terrell | John Cantey |
| Jay Downs | Mark Smyers | Dolly Patton | Sidney Rohrig |

Chairman John Sowards called the meeting to order at 7:00 p.m. and delivered the invocation. Guests were welcomed.

I. APPROVAL OF THE AGENDA

Chairman Sowards submitted for the record the January 25, 2017 agenda as published; under South Carolina law agendas must be posted 24 hours prior to a public meeting and cannot be changed after it is published. As a result, approval of the agenda no longer requires Commission action.

II. REQUIREMENTS OF THE FREEDOM OF INFORMATION ACT

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

III. APPROVAL OF THE MINUTES

Chairman Sowards submitted the November 9, 2016 minutes as presented; there being no objections the minutes were approved.

IV. ELECTION OF OFFICERS

A MOTION WAS MADE BY BRUCE LOVELESS TO ELECT JOHN SOWARDS AS CHAIRMAN, BILL HARMON AS VICE CHAIRMAN AND TIM STEWART AS SECRETARY FOR 2017. SECONDED BY EMILY SHUMAN. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

V. STAFF REPORTS

Staff reports were submitted as presented.

Jay Downs presented an update on capital projects; Epting Camp phase I is completed; phase II is substantially completed; the final grading and grassing continues; splash pad surfacing work continues; deed documents from City of Columbia have been received. Mr. Downs communicated design work for Nature's Theater has begun, site selection is underway and cost estimates will be provided by the Boudreaux Group. The Seven Oaks tennis courts will be removed; as part of the Seven Oaks expansion ICRC is required by the storm water management to remove some of the pervious surfaces; staff has notified the public. Chairman Sowards inquired if the surface will be used for overflow parking. Mr. Downs stated yes; it will be a grassy area that can be used for additional parking. Jay Downs provided an update on the wetland restoration due to the 2015 flood; staff is working with the core of engineers to ensure all compliance requirements are met. Commissioner Loveless inquired if all builders have hooked up the water at the Eptings Camp Park. Jay Downs replied the last of the hook-ups should occur this week; connections are made;

contractors and staff are waiting on City of Columbia to set meters and complete chlorine testing. Discussion occurred regarding recycling the water from the splash pad to the ball fields. Mr. Downs shared the lighting throughout the park is installed and landscaping continues.

Mark Smyers shared an update and video of the 2016 Holiday Lights event at Saluda Shoals Park. Mr. Smyers complimented the team that puts the event together; there were a lot of changes including the internal routing of traffic, new displays, traffic control on St. Andrews and new activities. Mark Smyers shared a Holiday Lights report; there was a 20% increase in cars from the previous year and the tube slide revenue increased. Sponsorship increased to \$53,500 and Holiday Lights reached over \$500,000 in total revenue. Mr. Smyers shared that the overall revenue was \$528,000 with a net of \$339,000. Chairman Sowards communicated that it appeared in the report that approximately 1/3 of the expenses are part-time salaries, which have an important economic impact on the community. Chairman Sowards asked Jim Wellman where the Holiday Lights' net profits go in the financial reporting; additionally, are monies segregated for future Holiday Lights expenses. Jim Wellman stated the monies for capital expenses come from the general fund and net profits from Holiday Lights are put in the Saluda Shoals Park budget in order to ensure the park is operationally self-sufficient. Chairman Sowards inquired how the new traffic routing off of St. Andrews worked. Mark Smyers replied the traffic flow worked very well; staff continued to work with DOT and Lexington Sheriff's Department. Chairman Sowards offered a recommendation for the Chairman's Lighting; the River Center is a preferred venue, but the Environmental Center is a more preferred location and experience. Commissioner Loveless asked why the location was moved from the Environmental Center to the River Center. Mark Smyers replied it was due to facility capacity and an indoor option in the event of inclement weather. Chairman Sowards asked who is invited to the Chairman's Lighting event. Elizabeth Taylor replied donors, sponsors, elected officials and staff. Chairman Sowards recommended if the number of people and their guests are getting too large, staff should consider cutting the invitees back to a reasonable number. Discussion occurred regarding possibly offering two nights or erecting a tent to accommodate the number of guests. Commissioner Loveless complimented staff on the Holiday Party.

Eve Mittendorf introduced Sidney Rohrig to the Commission. Sidney has taken the position of Sr. Administrative and HR Assistant and is part of the Administrative Services Department; she comes to ICRC with seven years of administrative and human resources experience and is a graduate of University of South Carolina. Chairman Sowards welcomed Sidney Rohrig to the agency.

VI. NEW BUSINESS

A. Preliminary FY 17/18 Budget for Lexington County Council

A MOTION WAS MADE BY BILL HARMON TO ACCEPT THE FY 17/18 PRELIMINARY BUDGET FOR LEXINGTON COUNTY AS PRESENTED. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

B. FY 17/18 Budget Timetable

A MOTION WAS MADE BY BILL HARMON TO ACCEPT THE FY 17/18 BUDGET TIMETABLE AS PRESENTED. SECONDED BY TIM STEWART.

Chairman Sowards inquired if the timetable is consistent with previous year budget timetables and with Lexington County Council approval timetable. Elizabeth Taylor replied yes. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

VII. EXECUTIVE DIRECTOR'S REPORT

Elizabeth Taylor distributed a mid-year status report on the agency. Ms. Taylor shared programmatic, financial, operational, and administrative highlights from the report. The financial section of the report includes a year-end combined fund balance of \$1.9M. Ms. Taylor communicated this is a decrease from prior year primarily due to flood damage expenses, an

increase in operational costs for expansion and a decrease in tax revenue. The fund balance remains \$1.3M. Elizabeth Taylor stated that assuming the revenues meet projections and expenses are held, the fund balance should be \$1.65M by year end. Elizabeth Taylor also shared anticipated budget amendments in April 2017: one is the addition of the DOT grant for \$40,000 plus a \$10,000 match, the second is the removal of a Recreational Trails grant match of \$25,000 that was not awarded to the agency; the net of the amendments would result in a budgetary savings of \$15,000. Ms. Taylor shared the mid-year preliminary results; the income results were above from last year and expenses are also ahead, resulting in a positive cash flow of \$124,208 over the same period last year. The income side can be attributed to an increase in the November tax check as well as an increase in program revenue. The increase in expenses are attributed to a third payroll in December. Chairman Sowards inquired on the increase in the tax check and program revenues. Elizabeth Taylor shared the increase in program revenue was \$121,000 and the tax check increase was \$222,517. The program increase was due to an increase in general programming, sports tourism, athletics and Afternoon Safari. The ANS net revenue increased as a result of closing the Chapin Intermediate afternoon safari program; the children participating in that program came over to the park and staff was able to reduce the costs of operating in the intermediate school. In senior services, there was a slight decline from previous year; staff is investigating. Ms. Taylor shared that there was a private family donation made to the senior services program; a gentleman visited Seven Oaks Park during the 2015 flood and saw all the work that was being done by staff and gave a \$5,000 donation; this year the gentleman wrote a check for \$15,000.

Elizabeth Taylor shared the operations mid-year report, which showed that 25% of the operations manpower has been dedicated to special events; the majority to Holiday Lights, but also includes 16 new tourism events. The maintenance crew constructed a shelter at Seven Oaks Park and three portable electrical panels as well as the expansion of the dog park. The Administrative Services mid-year report included an 8% turnover: 2 retirees, 2 resignations and 1 termination. Additionally, ICRC paid over \$640,000 in gross earnings in part-time staff. The employee relations committee continues to do a great job; more participation from staff occurs at the employee fun committee events than ever before. The community relations efforts from the Human Resources department in developing a relationship with Allen University has been very positive. Vice Chairman Harmon shared compliments from Dr. Eldemire from Allen University on how helpful and receptive the staff have been. The IT/IS department has played a huge role in the design and installation of hardware infrastructure in the expansion. The marketing department has been extremely busy in branding and designing signage for the new parks as well as designing marketing materials for new programs, sponsorship materials, and press releases.

Commissioner Stewart inquired on the additional new programs such as the Boomerang event and is that a result of the outreach in marketing. Elizabeth Taylor stated it is a result of the sports tourism development director, Ashley Smith, who works very closely with the Columbia Visitors Bureau. Elizabeth Taylor shared that Mr. Smith attends trade shows, submits bids and invites organizations to consider ICRC as a venue. Elizabeth Taylor shared that the owner of the Quidditch organization also owns a lot of other sports organizations; he was very impressed with ICRC and has been a great reference for other opportunities.

VIII. COMMISSION RESPONSE

Vice Chairman Harmon thanked Mark Smyers for his presentation and shared appreciation to staff for their hard work. Chairman Sowards communicated the Commission will conduct an Executive Session to discuss a personnel matter.

**A MOTION WAS MADE BY BRUCE LOVELESS TO MOVE INTO EXECUTIVE SESSION.
SECONDED BY BILL HARMON. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.**

There being no further business the Commission moved into Executive Session at 8:10 p.m.
Respectfully submitted,
Eve Mittendorf
IRMO CHAPIN RECREATION COMMISSION

**IRMO CHAPIN RECREATION COMMISSION
EXECUTIVE SESSION MEETING**

Seven Oaks Park
January 25, 2017
8:10 p.m.

Members Attending

John Sowards, Bill Harmon, Tim Stewart, Emily Shuman, Bruce Loveless

Non-members Attending

Elizabeth Taylor

Chairman Sowards called the Executive Session to order at 8:10 p.m. to discuss items related to personnel matters; no action was taken during Executive Session.

A MOTION WAS MADE EMILY SHUMAN TO RETURN TO GENERAL SESSION AT 9:20 P.M.
SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

The Commission returned to General Session at 9:20 p.m.; there being no further business the General Session meeting adjourned at 9:22 p.m.

Respectfully submitted,

Tim Stewart

IRMO CHAPIN RECREATION COMMISSION