

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

Seven Oaks Park

January 27, 2016

6:00 p.m.

Members Attending: John Sowards, Scott Wilhide, Emily Shuman, Bruce Loveless, Bill Harmon

Non-members Attending: Elizabeth Taylor, Eve Mittendorf

Elizabeth Taylor presented an overview of the agenda. Ms. Taylor communicated that the dog park patrons may attend the board meeting to share improvement ideas and requests. Elizabeth Taylor shared that it is the intention of the agency and staff to make improvements to the dog park as funds become available, which includes donations and fundraising. Discussion occurred regarding the steps members of the public should take to share information or communicate concerns; the public should meet with staff first to resolve concerns or issues and then the public has the option to request to be included on the regularly scheduled Commission meeting agenda to share information or concerns with the Board.

Elizabeth Taylor reminded the Commission that Dolly Patton, Director, Saluda Shoals Park Foundation will present the Saluda Shoals Park Foundation Strategic Plan in General Session. Discussion occurred regarding the role of the Foundation, Board Member Development and setting direction for the SSP Foundation and ensuring the strategic plan is aligned with the mission of ICRC. Ms. Taylor communicated that Kathryn Barton with the Juvenile Arbitration Program is on the agenda to share appreciation for the Commission and the partnership between ICRC and the Juvenile Arbitration Program.

Discussion occurred regarding election of officers for 2016, preliminary budget for Lexington County, grant application approvals and Jay Downs' update on capital development. Ms. Taylor shared the change order request for landscaping at Saluda Shoals Park East; the amount is within budget, but over \$100,000 which requires Commission approval.

Discussion occurred regarding the groundbreaking at Saluda Shoals Park East in spring 2016. Chairman Sowards asked Commissioner Shuman to speak/emcee the ceremony; additionally, Chairman Sowards asked Commissioner Loveless and Commissioner Harmon to perform the welcome/emcee the ribbon cutting at the New Chapin Park in the fall.

Commissioner Shuman reminded the Board of the upcoming Foundation Oyster Roast event and fund raiser.

The Commission moved to 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 27, 2016
7:00 p.m.

Members Attending: John Sowards, Scott Wilhide, Emily Shuman, Bruce Loveless, Bill Harmon

Non-members Attending:

Elizabeth Taylor	Eve Mittendorf	Jack Terrell	John Cantey
Jay Downs	Dolly Patton	Mark Smyers	Kathryn Barton
Linda Windham	Debbie Dunn	Bill Salter	Mike Autry
Cheryl Landis			

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 the January 27, 2016 agenda as presented; there being no objections the agenda was approved.

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 11, 2015 minutes as presented with one correction under Item VII, Paragraph I.

IV. ELECTION OF OFFICERS

A MOTION WAS MADE BY BRUCE LOVELESS TO REAPPOINT THE CURRENT 2015 IRMO CHAPIN RECREATION COMMISSION OFFICERS FOR THE 2016 CALENDAR YEAR. SECONDED BY BILL HARMON. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

Chairman Sowards requested, for the record, Eve Mittendorf state the 2016 ICRC elected officers. Eve Mittendorf stated John Sowards is Chairman, Scott Wilhide is Vice Chairman and Emily Shuman is Secretary.

V. PUBLIC PRESENTATION

A. Children's Theater – Shrek

Tiffany Dinsmore and Sumner Bender, Directors of the Children's Theater, introduced cast members who performed scenes from the plays, Shrek, Jr. and Annie. Tiffany Dinsmore shared with the Commission need for storage for theater equipment and scenes; Ms. Dinsmore provided Elizabeth Taylor pictures of the current accommodations. Chairman Sowards thanked the Directors and cast members for the programming support of the Children's Theater initiative.

B. Saluda Shoals Park Foundation Strategic Plan – Dolly Patton

Chairman Sowards introduced Dolly Patton, Saluda Shoals Park Foundation Director. Dolly Patton shared the history of the strategic planning and board development process as well as the importance

of the public/private partnership. Ms. Patton also shared the vision of the Foundation and the importance of the experiences Saluda Shoals Park offers; Board members raise money to secure financial funds for Saluda Shoals Park and Irmo Chapin Recreation Commission through special events, projects, programs, donations and grants. Ms. Patton stated the importance of an investment in the park's foundation directly impacts the quality of life in our community along with increasing the prospect of future economic development. Dolly Patton shared the short term focus of the strategic plan is to secure funding to build Nature's Theater; the next twelve months is to raise funds, develop a focused strategic marketing plan and continue to build board development skills and training for the SSP Foundation. Ms. Patton shared that the strategic objectives for the following 13-18 month period is to raise funds for a universally inclusive playground. Chairman Sowards asked Dolly to share the marketing plan for the next twelve months and how it includes the new ballfields and new facilities. Ms. Patton communicated that the marketing plan being developed by the Foundation and in partnership with ICRC is more for the board members to be able to present the picture of everything Saluda Shoals Park has to offer when requesting donations. Chairman Sowards thanked Ms. Patton for sharing the Saluda Shoals Park strategic plan.

C. Juvenile Arbitration Program – Kathryn Barton

Kathryn Barton shared that the Juvenile Arbitration Program is an arm of the Solicitor's office which started 33 years ago as an intervention to work with first time juvenile offenders. The program trains community volunteers to work with the victim, the juvenile offender, the parents and the police to create sanctions or punishment for the juvenile; the arbitrator follows the juvenile through completion of the program. Ms. Barton shared appreciation for the ropes program offered at Saluda Shoals Park and how this program positively impacts the lives of so many juveniles. Chairman Sowards inquired on the statistics of the success of the arbitration program. Ms. Barton shared that 25 years ago there were over 1000 juveniles in the Juvenile Detention Center on Broad River Road; since the arbitration program started along with other community programs there are currently less than 250 children in the juvenile detention system. Chairman Sowards thanked Kathryn Barton for the presentation and for the Juvenile Arbitration Program. Commissioner Loveless shared his appreciation.

Chairman Sowards recognized the dog park members in the audience and asked they continue to share ideas or concerns with staff; if they feel their concerns aren't addressed to please contact staff to be added to the agenda. Chairman Sowards shared the importance of the dog park to the agency and community. Elizabeth Taylor also communicated that she would be happy to meet with any of the members to discuss ideas, concerns or issues.

V. STAFF REPORTS

Staff reports were submitted as presented.

Jay Downs presented an update on capital projects; there have been some challenges due to the flood. Mr. Downs shared that the landscaping at Saluda Shoals East is starting; the roadways and buildings are substantially complete; the largest delay is at the boat ramp due to the rising river; the fencing vendors are almost complete. Mr. Downs also shared that the tennis court bid is scheduled for the New Chapin Park; the phase II work continues. Mr. Downs presented an update on the flood damage and status; currently it is estimated that the flood caused approximately \$150,000 in damage; the majority of the damage was at Saluda Shoals Park and in some areas the park was under 12 feet of water. The electrical infrastructure continues to be replaced, approximately \$10,000 has been spent in soil and debris removal and an engineer was brought in to ensure the bridges were safe. Jay Downs complimented staff on documenting, outlining, prioritizing and mapping damages in the park; as a result, staff was able to provide the FEMA agents the information needed to create project worksheets for reimbursement. Mr. Downs also complimented staff on the success of Holiday Lights. Chairman Sowards thanked Mr. Downs and staff for the amount of work done to get the park operational and the success of Holiday Lights. Commissioner Loveless thanked Mr. Downs for all his efforts. Elizabeth Taylor shared an update on the clean-up of Kinley Creek; the maintenance staff examined and cleaned up the creek along the banks of the park; the River Keeper volunteered to mobilize a group of

volunteers to clean-up the creek. Mr. Downs also shared some delay of the clean-up was due to the saturation of the soil and safety consideration of staff.

VI. NEW BUSINESS

A. Preliminary FY 16/17 Budget for Lexington County Council

A MOTION WAS BY MADE SCOTT WILHIDE TO APPROVE THE PRELIMINARY FY 16/17 BUDGET FOR LEXINGTON COUNTY COUNCIL. SECONDED BY EMILY SHUMAN. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

B. FY 16/17 Budget Timetable

A MOTION WAS MADE BY SCOTT WILHIDE TO ACCEPT THE FY 16/17 BUDGET TIMETABLE AS PRESENTED. SECONDED BY BILL HARMON. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

C. Contractor Change Order – SSP East Landscaping

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE STAFF RECOMMENDATION ON THE CONTRACTOR CHANGE ORDER FOR THE SSP EAST LANDSCAPING. SECONDED BY EMILY SHUMAN. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

D. Grant Application – Baseball Tomorrow

Elizabeth Taylor communicated the Baseball Tomorrow grant offers opportunity to expand community baseball facilities. The grant does require a 1 to 1 match; the \$100,000 match is in the budget for current development. The application has been submitted and ICRC has been selected for a site visit. If granted, the additional monies would be used for additional baseball/softball fields.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE STAFF RECOMMENDATION ON THE GRANT APPLICATION FOR BASEBALL TOMORROW. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

E. Grant Application – Recreation, Trails and Parks (RTP)

Chairman Sowards communicated the RTP grant does require a \$25,000 match. Elizabeth Taylor shared the match monies are already budgeted.

A MOTION WAS MADE BY BILL HARMON TO APPROVE THE RECREATION, TRAILS AND PARKS APPLICATION REQUEST. SECONDED BY SCOTT WILHIDE. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

F. Grant Application – SC Sports Tourism Advertising and Recruitment (STAR)

Elizabeth Taylor communicated the STAR LWCF program is a grant program established by SCPRT to support the economic development of communities through Sports Tourism. The grant is for \$15,000 with a \$15,000 matching fund requirement which is already budgeted.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE SC SPORTS TOURISM ADVERTISING AND RECRUITMENT GRANT APPLICATION. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

VII. EXECUTIVE DIRECTOR'S REPORT

Elizabeth Taylor shared a mid-year financial and programmatic status of the Commission. Ms. Taylor stated at the end of FY 14/15 the Commission had a fund balance total of \$2.1M, which put the agency in a strong place for development, grant matches and unforeseen expenses. In April staff submit budget amendments for Commission approval that materially impact the budget; this budget year there will be three grant match amendments for approval: LWCF, PARD and SCDOT. The LWCF and PARD grants were carry overs for projects in the prior year; the projects did not get completed within that budget year and as a result require amending to include in this year's budget. The SCDOT grant was unbudgeted because staff was unaware of the grant opportunity at the time the budget was approved; the net budgetary impact is \$40,000, which will be presented in April. Elizabeth Taylor stated there will be an additional amendment presented to the Commission in April for \$25,000 for playground equipment installed at Crooked Creek Park; the \$25,000 will be reimbursed by the Saluda Shoals Park Foundation. Ms. Taylor shared the additional expense amendment of \$150,000 is due to the flood; as Mr. Downs shared, the agency may receive from FEMA up to 75% reimbursement for flood related expenses.

Ms. Taylor shared that income increased at mid-year by \$163,000; however, expenses are up by \$495,000; resulting in a negative cash flow of \$332,000. Elizabeth Taylor stated the increased revenue can be attributed to the River Center, Holiday Lights, athletics, ANS and facility sponsorships. The expense side includes capital expenditures for new facilities, equipment, flood related expenses and change in programming schedules. Discussion occurred regarding flood related expenses for repairs, debris removal and staffing. Chairman Sowards inquired if the \$150,000 flood related expenditures included the cost of operating the shelter at Seven Oaks Park. Elizabeth Taylor stated no, the shelter expenditures are not included in the \$150,000. Chairman Sowards inquired on the cost to operate the shelter. Ms. Taylor stated hours were tracked, but most of the operations were run by exempt employees who were not paid overtime or by non-exempt employees whose schedules were adjusted. Discussion occurred regarding the operating budget, the purchase of equipment, sponsorship payments, and funding for capital items. The tax collections through November 2015 were \$64,000 which was less than last year; however, the December payment made up the deficient.

Elizabeth Taylor shared that programmatically Children's Theater is still thriving; 95 children are involved in that program and selling out performances. The success is partly due to a great relationship with Midlands Tech. Commissioner Loveless shared his appreciation for the program. Ms. Taylor shared the success of the football league that was started this year and in partnership with District V; this program offers 7th and 8th grade students the opportunity to play football; more than 90 players participated. Elizabeth Taylor communicated that John Cantey met with coaches to develop a partnership and feeder program into the School District V teams. Ms. Taylor communicated there were 78 participants in the Splash and Dash event; the participants included soldiers from Ft. Jackson. Ft. Jackson linked the Splash and Dash race to their suicide prevention program. Holiday Lights had 20,000 vehicles, 76,000 visitors; NOW were offered every night. Elizabeth Taylor communicated Sports Tourism is going well; 7 baseball tournaments and 220 games have been played with a net revenue \$15,700; the SC Soccer Association Fall Festival had 65 teams and 150 games; net revenue was \$5000; the economic impact for the community was nearly \$1M.

Elizabeth Taylor shared the administrative services department contributions, which included recruiting and hiring of 3 full time staff and 76 part-time staff; with a 1.5% turnover rate. Additionally, during the first half of the year, ICRC paid over \$640,000 in gross earnings to part-time staff; this resulted in a 16% increase in part-time payroll over the previous year. The majority of the increase in hires was due to Holiday Lights and the Afternoon and Summer Safari programs.

Ms. Taylor reported on the 2015 flood and emergency relief for the community; over 2377 staff hours and 398 volunteers were dedicated to assisting those in need. Additionally, capital projects completed in the first half of the year include construction of the retaining wall at the River Center, the deck at the Environmental Center, and installation of a new piece of inclusive playground equipment at Crooked

Creek Park. Elizabeth Taylor shared appreciation of staff, the dedication of the community and the confidence of the Commission.

VIII. COMMISSION RESPONSE

The Commission shared appreciation to staff for their day-to-day contributions, support and dedication to the community during the flood and their hard work ensuring Holiday Lights was open for the public to enjoy.

There being no further business the General Session meeting adjourned at 8:30 p.m.

Respectfully submitted,
Eve Mittendorf
IRMO CHAPIN RECREATION COMMISSION