**III.**

**IRMO CHAPIN RECREATION COMMISSION**

COMMISSION MEETING

WORK SESSION MINUTES

Saluda Shoals Park

January 23, 2013

6:30pm

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

Elizabeth Taylor shared a timeline of development, construction completion, and programming dates in regards to the recent passage of the $18M bond for expansion and development of facilities in the Irmo Chapin Recreation district. The strategy is to begin the first phase to include the development of the senior center expansion at Seven Oaks Park and move directly into development of the gymnasium. The next phase will include the road to connect both areas of Saluda Shoals Park and development of the adventure course and zipline; this feature has the greatest potential for producing revenue immediately. The next phase is Epting Camp and the soccer complex at Saluda Shoals; the goal is to complete the park expansions and then begin park improvements. John Sowards inquired if the splash pad in Chapin is included. Elizabeth Taylor replied yes the splash pad is included in the development of the Epting Camp site.

Ms. Taylor also distributed a project management team organizational chart; the team meets weekly to share updates on construction (Jay Downs), information and communications (Eve Mittendorf), programming (Jack Terrell) and financial status (Jim Wellman). In addition, a monthly report will be given to the Commission on project status. Discussion occurred regarding additional work load and the distribution and delegation of duties. Ms. Taylor shared upcoming budget recommendations for additional staffing to include an increase in part-time at Saluda Shoals Park and another full-time ranger position.

Elizabeth Taylor updated the Commission on the upcoming ground breaking for the senior center expansion on January 31, 2013 at 11:00a.m.; lunch will be served at noon with the seniors. Chairman Sowards will be unable to attend.

Elizabeth Taylor reviewed the agenda to include the upcoming budget timetable, preliminary budget to County Council, Lexington County Accommodations Tax Grant application, a paddle nation’s grant, and a facility usage agreement with Cornerstone Church for maintenance and usage of their softball field.

Discussion occurred regarding the process for election of officers. John Sowards communicated that Elizabeth Taylor’s performance evaluation is due March 1, 2013.

Eve Mittendorf

Recording Secretary

IRMO CHAPIN RECREATION COMMISSION

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COMMISSION MEETING

GENERAL SESSION MINUTES

Saluda Shoals Park

River Center

January 23, 2013

7:00pm

Non-members Attending Members Attending

Elizabeth Taylor Eve Mittendorf John Sowards

Jack Terrell Jeanette Wells Scott Wilhide

Jay Downs Jim Wellman Bruce Loveless

John Cantey Ashley Smith Members Absent

Dolly Patton Auden Childress Emily Shuman

Tom McLean

The meeting was called to order by Chairman, John Sowards. John Sowards delivered the invocation. Guests were welcomed.

I. APPROVAL OF THE AGENDA

CHAIRMAN SOWARDS SUBMITTED THE AGENDA FOR APPROVAL AS PRESENTED; NO OBJECTIONS. AGENDA 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 park sites one week prior to the meeting.

1. APPROVAL OF THE MINUTES

A MOTION WAS MADE BY SCOTT WILHIDE TO ACCEPT THE NOVEMBER 28, 2012 MINUTES AS PRESENTED. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

1. ELECTION OF OFFICERS

THE IRMO CHPAIN RECREATION COMMISSION 2013 OFFICERS WERE ELECTED BY ACCLAMATION: JOHN SOWARDS - CHAIRMAN, SCOTT WILHIDE - VICE CHAIRMAN, EMILY SHUMAN - SECRETARY.

1. COMMUNICATIONS FROM THE PUBLIC

None

1. PUBLIC PRESENTATIONS
2. EAGLE Scout Candidate – Auden Childress

Chairman Sowards recognized Auden Childress for his Eagle Scout project at Saluda Shoals Park. Auden’s Eagle Scout project was to mile mark the blue trail at Saluda Shoals Park.

Ms. Childress thanked the Commission and Jeanette Wells for their support of Auden during this project.

1. STAFF REPORTS

Staff reports were accepted as submitted.

1. NEW BUSINESS
   * 1. Proposed FY 2013/2014 Budget Timetable

Elizabeth Taylor communicated that each year staff request Commission to review and approve a proposed timetable for budget development and approval process.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE PROPOSED BUDGET TIMETABLE AS PRESENTED. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

* + 1. FY 2013/2014 PRELIMINARY BUDGET TO LEXINGTON COUNTY

Elizabeth Taylor communicated that at the beginning of each calendar year Lexington County requests a preliminary budget to determine if there will be any millage requests. The preliminary budget shows a 3% increase from last year’s budget based on anticipated receipts and growth projections.

A MOTION WAS MADE BY SCOTT WILHIDE TO ACCEPT THE FY 13/14 PRELIMINARY BUDGET AS PRESENTED. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

1. Lexington County Accommodation Tax Grant Application

Elizabeth Taylor communicated that the presentation of the grant has been made to the Lexington County Accommodations Tax board. It is required the Commission approve grant applications; staff is requesting ratification of the application and acceptance of the grant if awarded.

A MOTION WAS MADE BY SCOTT WILHIDE TO ACCEPT STAFF RECOMMENDATION ON THE LEXINGTON COUNTY ACCOMMODATION TAX GRANT APPLICATION. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

* 1. Paddle Nation Grant Application

Elizabeth Taylor requested approval of the Paddle Nation Grant application for $2500 for the purchase of tubes and tubing equipment; no match is required.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE STAFF RECOMMENDATION ON THE PADDLE NATION GRANT APPLICATION. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

* 1. Facility Usage Agreement – Cornerstone

Chairman Sowards communicated that Cornerstone, in exchange for providing maintenance of their softball field, has agreed to allow Irmo Chapin Recreation Commission to program softball team usage on the field. Elizabeth Taylor added that the facility usage agreement is included in the Commission package and is in line with the park school agreement, which has been very successful.

A MOTION WAS MADE BY BRUCE LOVELESS TO ACCEPT STAFF RECOMMENDATION OF THE FACILITY USAGE AGREEMENT WITH CORNERSTONE. SECONDED BY SCOTT WILHIDE.

Chairman Sowards inquired on the length of the agreement. Ms. Taylor replied staff evaluates usage agreements annually. Chairman Sowards confirmed the agreement will be evaluated annually, but either party could terminate with 90 days notice. Elizabeth Taylor stated, yes.

VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

* + 1. EXECUTIVE DIRECTOR’S REPORT

Elizabeth Taylor presented a mid-year status report on the agency’s progress on reaching goals and objectives. Ms. Taylor stated she was pleased that the status for mid-year 12/13 is strong financially, expanding programmatically, and sound operationally. Staff finished the fiscal year 2012 with the combined fund balance of $2,456,928; with the required reserve of $1.2M; after subtracting the required reserve the balance of $1,256,928 remains available for use to supplement the operations in 2013. Staff anticipates using $929,513 to fund the senior center expansion at Seven Oaks Park and the lights at Chapin Elementary. Budget amendments in April will be presented to accommodate for the pedestrian bridge at Saluda Shoals Park; this project was budgeted in the prior year, but the construction project has continued into this year. Chairman Sowards inquired if money is available. Elizabeth Taylor stated yes the money is available; staff is requesting a budget amendment to ensure the budget documentation is complete. Ms. Taylor communicated a projected increase of $150,000 in the capital expenditure budget will be required as well as grant revenue for reimbursement. Chairman Sowards inquired if the $1.2M reserve stays intact. Ms. Taylor replied, yes; the amendments will leave the available fund balance at approximately $277,000. The mid-year preliminary results show that income exceeds last year by $156,000; expenses increased by $83,700; the net increase over last year is approximately $72,000. Chairman Sowards inquired where the $156,000 increase came from; Ms. Taylor replied special events, programming, shelter rentals and an increase in use at the River Center. In addition, the special revenue funds should have no problem meeting the budgeted expectations; there are no known items expected to negatively affect anticipated expenses.

Ms. Taylor shared the goals and objectives of the programming division to implement and complete program evaluations, online surveys and to analyze, review and report the results. In addition, the goal to evaluate Saluda Shoals Park operations staffing and procedures has been completed; growth continues at Saluda Shoals Park, which puts added pressure on staff and a recommendation for the upcoming budget will be to expand the seasonal part-time budget to accommodate growth. The point-of-sale process at Saluda Shoals Park has been streamlined to accommodate the added bike and tube rental; resulting in more communication, staff training and customer friendly processes.

Regarding athletics, Ms. Taylor shared the goal and objective is to be the best athletic program in the midlands; this includes an increase in the quality of instruction for coaches, increase the accessibility to programs by building a strong scholarship program as well as increase in participation, build sponsorship and be responsive to ongoing trends. The athletic department has met some of these goals, which include a formal scholarship program to roll out next week. The coaches training, support, and evaluation continues to be developed. Elizabeth Taylor communicated that the athletic participation has increased and as importantly the athletic staff identified new trends and responded to lacrosse, travel sports and girls softball. In addition, sponsorship has increased by $4000.

Other program highlights include the senior appeal letter with a net result of $17,000. The children’s theater has exceeded expectations due to a great director, beautiful venue, and combining Irmo and Chapin community participants. The challenge course at Saluda Shoals Park has taken in $14,000; Alex Beck has done a great job. Chairman Sowards inquired if it was due to participation from local businesses. Ms. Taylor replied businesses, church groups, and team building activities. Elizabeth Taylor stated that the prior focus of the park operations has been the completion of the master plan; notable park improvements include the pedestrian bridge project. Ms. Taylor shared photos of the bridge construction and replacement of the Chapin Elementary ballfield lights. Elizabeth Taylor stated that 2012 was a banner year for Holiday Lights; the net profit was $193,271. Holiday Lights is a big part of the operational budget for Saluda Shoals Park. The Seven Oaks Park senior renovation construction drawings have been completed and bid awarded; the ground breaking is next week.

Elizabeth Taylor shared that the administrative services goals and objectives including the development of a succession plan; this objective is to help prepare the agency for planned and unplanned absences in leadership roles and to help prepare staff for future leadership positions. Chairman Sowards inquired on retirement benefits. Eve Mittendorf replied retirement benefits are offered based on required minimum years of service, a percentage of premiums based on years of service and supplemental coverage based on Medicare eligibility. Ms. Taylor communicated that staff has been working on a business development plan for anticipated park expansions and to ensure the agency is in a position to support new development and programs. The personnel policies have been reviewed and updated with electronic and hard copy access. Chairman Sowards inquired if legal counsel reviews the employee handbook. Eve Mittendorf replied, yes. Ward Bradley with Moore, Taylor and Thomas reviewed the current employee handbook and is scheduled to review updates by June 30, 2013. Elizabeth Taylor communicated the success of the employee committee, health awareness programs and administrative support during the strategic master planning process. The information technology and information systems department falls under Eve Mittendorf, which completed the park improvement reporting, electronic and data formatting of the master plan budget, Sharepoint implementation and training continues, security cameras are scheduled to be installed. Ms. Taylor also shared that the dancing forest and will-o-wisp songs and lights require up to 30 hours per song to program. Ms. Taylor also shared that the marketing department has launched a new branding campaign for Saluda Shoals Park and continuing to build the social media activities.

Elizabeth Taylor distributed the Saluda Shoals Foundation oyster roast materials to the Commission; the goal of the Foundation is to raise $50,000 for the annual campaign. Nature’s Theater campaign is currently at $539,573 in gifts and pledges. Board development has also been a goal of the Foundation; three board members have been added.

Ms. Taylor shared the agency objectives that have been met including receipt of $350,000 permanent improvement project grant from the Lt. Governor’s office for the purpose of expanding and improving the Seven Oaks Park senior center; the afternoon safari staff has been selected as a partner with the University of South Carolina school of public health in an effort to fight obesity. That partnership provides a financial incentive of $22,000 over the next three years, as well as staff training, and educational materials. On January 8, 2013, Lexington County Council gave third and final reading to the Commission’s petition to issue $18M in general obligation bonds for the purpose of park improvements and expansion based on the needs identified in the 2009 strategic plan and 2011 master plan. Elizabeth Taylor, shared for the record, appreciation to the Commission, staff and community members for positioning the Irmo Chapin Recreation Commission for success; it is the biggest milestone the agency has ever experienced.

* + 1. COMMISSION RESPONSE

Commissioner Loveless thanked Chairman Sowards for his support in helping ICRC get the grant from the Lt. Governor’s office for the senior center expansion. Commissioner Loveless also thanked the Commissioners for their efforts in working with the public and elected officials on the $18M general obligation bond. Commissioner Loveless commended Elizabeth Taylor on a fantastic job; all the elected officials provided very positive feedback regarding her efforts in repairing and developing the relationships in the community and have absolute confidence in her leadership. Commissioner Wilhide concurred. Chairman Sowards thanked Commissioner Loveless for his comments. Chairman Sowards recognized staff for their management, good fiscal responsibility, and the leadership and staff which has brought the agency to a place of success.

* + 1. ADJOURNMENT

There being no further business the meeting adjourned at 8:00p.m.

Respectfully submitted,

Eve Mittendorf, Recording Secretary

IRMO CHAPIN RECREATION COMMISSION