**Irmo Chapin Recreation Commission**

**Work Session Meeting**

January 27, 2021

Seven Oaks Park

6:30 PM

Members Attending: Bill Harmon, Tim Stewart, Gary Boyd, Akil Ross

Non-Members Attending: Mark Smyers, Eve Mittendorf, Laura Huggins

Mark Smyers shared agenda items to include election of officers; discussion occurred regarding the 2021 Irmo Chapin Recreation Commission Chair, Vice Chair and Secretary. Mr. Smyers communicated that Bill Hancock with Brittingham Group will present remotely the FY19/20 audit; discussion occurred regarding OPEB liability. Mark Smyers communicated that the agenda includes the preliminary FY21/22 budget for Lexington County Council; the preliminary budget is provided to Lexington County to assist them in building their budget; staff considered the last six months of operations under COVID19 conditions and anticipated the next six months to be the same. Mark Smyers shared the budget timeline to include a budget meeting in April with adoption of the budget in the May meeting. Commissioner Ross asked if the public hearing is on May 19th. Mr. Smyers stated yes.

Mr. Smyers reminded the Commissioners that the short-term bond projects approved last year was not executed due to COVID19. In November senior management re-evaluated the list and a new modified list was established. The re-evaluation includes removing the following: a garage door at SOP, fencing at SOP, fencing at the splash pad at Melvin Park and removal of the purchase of the train. The new recommended capital projects include replacement of the SSP west entrance electronic sign, refurbishment of the SSP bird garden, installation of an electronic gate at the Melvin Park tennis courts, and fencing improvements at SOP ballfields. Commissioner Boyd inquired if the fencing at SOP is at field 4. Mr. Smyers replied he would get clarification from the superintendent of operations. Mr. Smyers shared additional bond projects to include asphalt work, fencing, security cameras, acoustic panels and art pieces at the Meech House. Mark Smyers communicated that the pedestrian bridges at Mungo Park have come in higher than the original cost estimates due to the increase in material costs; as a result, additional funds are required out of Fund 40.

Mark Smyers communicated to the Commissioners that the apparent low bidder for the bridges has been disqualified due to not meeting the appropriate licensing requirements; the second lowest bidder is AOS; staff recommend awarding the bid to AOS. Discussion occurred regarding estimates, the true value of the project, deliverables, and licensing requirement at time of award. Mr. Smyers shared that staff had an engineer draft the project, which should be close to the anticipated cost; staff recommends the lowest qualified bidder. Commissioner Stewart shared that the amount of monies spent on improvements at Mungo Park to date are a lot lower than the value of the property and the building donated to the agency by the Mungo family. Commissioner Boyd inquired if Jimmy Chow, Chow Associates, was the engineer. Mr. Smyers stated yes. Commissioner Stewart inquired if the contract is bonded. Mark Smyers stated yes.

Mr. Smyers shared an update on the greenway feasibility study. Mr. Smyers will invite the contractor to present to the Commission at the March 2021 meeting; the COG and public will be notified prior to the March meeting. Mark Smyers communicated that ICRC funded 20% of the study the COG funded 80% of the study.

Respectfully submitted,

Eve Mittendorf

Recording Secretary

IRMO CHAPIN RECREATION COMMISSION

**Irmo Chapin Recreation Commission**

**GENERAL SESSION**

January 27, 2021

Seven Oaks Park

7:00 PM

Members Attending

Bill Harmon, Tim Stewart, Gary Boyd, Akil Ross

Non-Members Attending

Mark Smyers, Eve Mittendorf, Jay Downs, John Cantey, Jessica Johnson, Laura Huggins, Mark Baker, Bill Hancock

Bill Harmon called the meeting to order at 7:00pm. Chairman Harmon delivered the invocation. Guests were welcomed.

1. **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.
2. **APPROVAL OF THE MINUTES**Commissioner Ross submitted for approval the October 28, 2020 minutes as presented, Commissioner Boyd seconded; there being no objections the minutes were approved.
3. **ELECTION OF OFFICERS**

A MOTION WAS MADE BY TIM STEWART TO ELECT BILL HARMON AS CHAIRMAN, GARY BOYD AS VICE CHAIRMAN AND DR. AKIL ROSS AS SECRETARY FOR 2021. SECONDED BY GARY BOYD. VOTE TAKEN. MOTION PASSED.

1. **PUBLIC PRESENTION**
2. FY 19/20 Audit – Bill Hancock, Brittingham Group

Bill Hancock presented the FY 19/20 audit. Mr. Hancock stated the financial statements were presented correctly and in accordance with accounting principles; no internal weaknesses or non-compliance issues were found according to government auditing standards.

Mr. Hancock shared the independent auditors’ report included in the year end June 30, 2020 audit; the report expresses the overall opinion of the auditors and is a fair presentation of financial statements, the respective changes in financial position, and the respective budgetary comparison of the General Fund and Special Revenue Fund for the year. Mr. Hancock stated the information presented can be relied upon in making financial decisions.

Mr. Hancock presented on page 46 an independent auditors’ report on internal control over financial reporting and compliance; procedures are adequate, Commission’s financial statements are free from material misstatement and no instances of noncompliance or other matters were disclosed. Areas of compliance reviewed include payroll taxes, retirement funding, accuracy and timeliness; no places or instances of non-compliance in the internal controls were found and no errors or time lapses were discovered.

Mr. Hancock discussed the agencies two budgets: general fund and special revenue fund. This year was a very tumultuous year; note page 17, the general fund reflects a surplus of $330,000; amongst uncertainty management was able to come within 1/2% of deficient/surplus for the year and clearly paying close attention to the financial health of the agency.

Mr. Hancock shared the special revenue fund on page 18; charges for services and programs were way down; likely due to the programs not being offered. The result was staff spent less; a $276,000 deficient in special revenue combined with a $330,000 surplus in the general fund resulted in staff coming within $50,000 of a $10M budget. Staff were obviously watching the budget closely.

Mr. Hancock shared on page 27 three general obligation (GO) bonds the Commission has issued: 2013, 2015 and 2020. Mr. Hancock noted the interest rates on the debt and also noted the agencies debt position is shrinking every year.

Mr. Hancock asked if there were any questions. Chairman Harmon stated there are no questions and thanked Mr. Hancock for his presentation.

1. **STAFF REPORTS**

Staff reports were submitted as presented.

1. **NEW BUSINESS**

A. FY 19/20 Audit

A MOTION WAS MADE BY TIM STEWART TO ACCEPT THE FY 19/20 AUDIT

AS PRESENTED. SECONDED BY AKIL ROSS. VOTE TAKEN. MOTION PASSED.

1. 2021 Commission Meeting Schedule

A MOTION WAS MADE BY GARY BOYD TO ACCEPT THE 2021 COMMISSION MEETING SCHEDULE AS PRESENTED. SECONDED BY AKIL ROSS. VOTE TAKEN. MOTION PASSED.

1. Preliminary FY 21/22 Budget for Lexington County Council

Chairman Hancock shared that the FY 21/22 budget for Lexington County Council is a proposal.

A MOTION WAS MADE BY TIM STEWART TO ACCEPT STAFF’S RECOMMENDATION ON THE PRELIMINARY FY 21/22 BUDGET FOR LEXINGTON COUNTY COUNCIL AS PRESENTED. SECONDED BY AKIL ROSS. VOTE TAKEN. MOTION PASSED.

1. FY 21/22 Budget Timetable

A MOTION WAS MADE BY GARY BOYD TO ACCEPT STAFF’S RECOMMENDATION ON THE FY 21/22 BUDGET TIMETABLE AS PRESENTED. SECONDED BY TIM STEWART. VOTE TAKEN. MOTION PASSED.

1. FY 19/20 Short Term Bond Budget Amendment

Chairman Harmon communicated that short term bond projects were identified over a year ago; the priorities have shifted, and staff have made a budget amendment recommendation.

A MOTION WAS MADE BY TIM STEWART TO ACCEPT STAFF’S RECOMMENDATION ON A REVISED FY 19/20 SHORT TERM BOND BUDGET. SECONDED BY GARY BOYD. VOTE TAKEN. MOTION PASSED.

1. BID AWARD – BRIDGES AT MUNGO PARK

Chairman Harmon shared that bridges at Mungo will give better access to the park for the public and the maintenance team. Chairman Harmon communicated that the lowest bidder did not meet the licensing requirement at the time of the bid and award; the next bidder, AOS, met the requirements and staff is recommending awarding to AOS.

A MOTION WAS MADE BY TIM STEWART TO ACCEPT THE LOWEST QUALIFIED BID AT $385,215, AOS SPECILITY CONTRACTING. SECONDED BY AKIL ROSS. VOTE TAKEN. MOTION PASSED.

1. GRANT APPLICATION – RTP

Chairman Harmon communicated that staff is recommending applying for a Recreational Trails Program grant; the grant amount is $100,000 and requires a $25,000 match.

A MOTION WAS MADE BY TIM STEWART TO ACCEPT STAFF’S RECOMMENDATION TO APPLY FOR THE RTP GRANT. SECONDED BY AKIL ROSS. VOTE TAKEN. MOTION PASSED.

1. GRANT APPLICATION – CHAPIN WOMEN’S CLUB FUNDING GRANT

Chairman Harmon communicated that staff is recommending applying for the Chapin Woman’s Club Funding Grant; no match is required.

A MOTION WAS MADE BY TIM STEWART TO ACCEPT STAFF’S RECOMMENDATION TO APPLY FOR THE CHAPIN WOMAN’S CLUB GRANT. SECONDED BY AKIL ROSS. VOTE TAKEN. MOTION PASSED.

1. **EXECUTIVE DIRECTOR’S REPORT**

Mr. Smyers congratulated the Holiday Lights on the River committee and the entire staff on putting together and running a fantastic show this year; there were 31,150 vehicles, which equates to an estimated number of 124,600 people. This number shattered any previous single season record. Staff also broke the single night record with 1,685 vehicles. Mark Smyers communicated that COVID-19 resulted in Holiday Lights looking very different this year, but staff were still able to capture the same wonderful experience for the community to enjoy. Staff did an amazing job and deserve a lot of praise.

Mr. Smyers shared that staff are working to put all the Holiday Lights displays away, the agency currently finds itself in and amongst the second wave of COVID-19. The community’s cases continue to stay high coming off the Holiday Season, and several families in the community are dealing with tremendous tragedy and loss; this is very concerning, and staff have taken tremendous measures to keep staff and public safe. Mr. Smyers communicated that with any shift in a level of service, so goes the financial sustainability of the agency as well; for 10 months staff have changed business operations and dealt with COVID and not knowing to what extent it would impact the agency. Mr. Smyers shared he was thankful and optimistic that the agency is operating at some capacity. If the agency can continue to operate and offer modified experiences for the community, there is hope in the agency’s fiscal future and long-term sustainability; we are not out of the woods by no means, but a workable path forward is starting to take shape.

Mr. Smyers thanked staff for all they have done and endured; from shifting schedules, modifying pay, cleaning/sanitizing; staff have been fantastic. Mark Smyers also thanked the Commission for all their support.

1. **COMMISSION RESPONSE**

Commissioner Ross shared appreciation of staff for all they have done; from 30,000 feet the Commission does not see everything, but the Commission recognizes the dedication. Commissioner Stewart shared appreciation of staff and to a great team Jay, John, Jessica, Eve and Mark; it was impressive to watch how this team navigated through difficult times and how close they remained within budget; this a testament of the team’s performance, the insight and foresight of the agency, and how fortunate the board is to have such good stewards of public resources. Commissioner Boyd thanked staff for everything they do daily; the community is fortunate to have such a strong team who is innovative and creative; particularly on the budget and how staff adjusted to meet budgetary and financial needs of the agency. Laura Huggins shared that it is a privilege to serve on the Commission and is looking forward to being part of the team. Chairman Harmon recognized Jessica Johnson for a successful audit. Chairman Harmon thanked staff for navigating through difficult times and making tough decisions to sustain; the senior team nailed it and worked together adjusting as needed. Chairman Harmon thanked staff and Jay Downs and his team for a successful Holiday Lights; it is a testament to the agency; thank you from the community and Commission. Chairman Harmon thanked John Cantey and his team for all the safe programming and events. Chairman Harmon thanked Eve Mittendorf and Mark Smyers for their leadership.

**IRMO CHAPIN RECREATION COMMISSION**

**EXECUTIVE SESSION MEETING**

Seven Oaks Park

January 27, 2021

7:27 p.m.

Members Attending

Bill Harmon, Tim Stewart, Gary Boyd, Akil Ross, Laura Huggins

Non-members Attending

Mark Smyers

A MOTION WAS MADE BY AKIL ROSS TO MOVE INTO EXECUTIVE SESSION FOR APPROXIMATELY 60 MINUTES PURSUANT TO SECTION 30-4-70(A)(1) OF THE CODE OF LAWS FOR THE SPECIFIC PURPOSE OF DISCUSSING PERSONNEL MATTERS. SECONDED BY GARY BOYD. VOTE TAKEN. MOTION APPROVED.

The Commission returned to General Session at 8:27pm; no action was taken in Executive Session; there being no further business the General Session meeting adjourned at 8:29pm.

Respectfully submitted,

Akil Ross

IRMO CHAPIN RECREATION COMMISSION