**III.**

**IRMO CHAPIN RECREATION COMMISSION**

**COMMISSION MEETING**

**WORK SESSION MINUTES**

Seven Oaks Park

February 22, 2012

6:30 p.m.

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

Elizabeth Taylor reviewed the agenda; Ken Simmons will be presenting in the general session an update to the master plan. Ms. Taylor also requested the March regularly scheduled Commission meeting move up one week early and include a planning session at 4:30pm to discuss projects, bond planning and priorities; the work session would begin at 6:30pm and the general session at 7:00pm.

Ms. Taylor continued to review the Commission action items, including the following amendments to the agenda: delete under New Business, Item A. Recreational Trails Program (RTP) Grant Application, add under New Business, Item E. Commission Meeting Date Change and Item F. Senior Center Expansion (SOP) Permanent Improvement Program (PIP) grant. Discussion occurred regarding grant funding, special populations, capital projects, safety and prioritizing facility needs. John Sowards requested confirmation that the senior center expansion cost estimate is $1M with the anticipation of receiving $350,000 from the PIP grant. Elizabeth Taylor stated yes. John Sowards inquired if there were any other capital items that needed to be addressed. Ms. Taylor stated yes, the Chapin Elementary ball field lights should be replaced, which is included in the master planning cost estimates. Discussion occurred regarding safety, timing and planning the replacement of the Chapin Elementary ball field lights. Chairman Sowards directed staff to replace the ball field lights sooner than later if needed.

The Work Session adjourned at 6:58 p.m.

Eve Mittendorf

IRMO CHAPIN RECREATION COMMISSION

**IRMO CHAPIN RECREATION COMMISSION**

**COMMISSION MEETING**

**GENERAL SESSION MINUTES**

Seven Oaks Park

February 22, 2012

7:00 p.m.

Non-members Attending Members Attending

Elizabeth Taylor Eve Mittendorf John Sowards

Jack Terrell Jay Downs Scott Wilhide

John Cantey Jim Wellman Emily Shuman

Jeanette Wells Belinda Rhodes Tom McLean

Don Sylvestre Kenneth Simmons Bruce Loveless

Chairman John Sowards called the meeting to order. John Sowards delivered the invocation. Guests were welcomed.

**I. APPROVAL OF THE AGENDA**

A MOTION WAS MADE BY SCOTT WILHIDE TO AMEND THE AGENDA AS FOLLOWS: delete under New Business, Item A. Recreational Trails Program Grant Application; add under New Business, Item E. Change March Commission Date AND add Item F. Senior Center Expansion (SOP) Permanent Improvement Program (PIP) Grant. SECONDED BY TOM MCLEAN. VOTE TAKEN. MOTION 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 asked for objections on approval of the January 25, 2012 minutes; there being no objections, Chairman Sowards submitted the minutes as presented.

1. **COMMUNICATIONS FROM THE PUBLIC**

Don Sylvestre, 79 Islay Lane, Columbia, SC 29210

Mr. Sylvestre shared his appreciation of the Executive Director, Elizabeth Taylor, for presenting an agency mid-year report; her professionalism, ability to connect with the community and relaxed presentation style was appreciated by all members.

1. **PUBLIC PRESENTATION**
2. **MASTER PLAN UPDATE – Kenneth Simmons**

Ken Simmons with KBS Associates presented an update on the Irmo Chapin Recreation Commission master plan. Mr. Simmons stated, for the record, that the master plan program was developed through a strategic plan. The master plan program equals facilities desired along with the current sites and the development of facilities that fit the site. Next, a cost benefit analysis was developed and compared to budget numbers. Mr. Simmons stated the presentation tonight is a culmination of those efforts; however, the one challenge was deciding whether to use current pricing or pricing during a viable construction market such as three years ago; it was decided to use the latter. During the master planning process other elements were considered, such as a wetlands delineation. Ken Simmons also informed the Commission that the Eptings Camp site has a very shallow level of rock, which will affect the construction cost. In addition, the BC Components’ site requires additional dirt, which results in an increase in cost. Commissioner Loveless stated that the additional dirt is only needed on the front soccer fields. Mr. Simmons stated that the estimate includes additional dirt for all grassy areas; if not needed, that would be a cost savings. In addition, the estimate includes a contractor completing all the work; there may be opportunity for cost savings by having staff do some of the work.

Ken Simmons presented each current site with development phases with consideration that the ideal plan may change in order to meet realistic plans. Mr. Simmons stated, for the record, the BC Components plan includes the following: 235 additional parking spaces, one mile of paved road, three lighted soccer fields, a zipline, a tennis building, ten lighted tennis courts, a restroom facility, landscaping, irrigation, and site amenities. Commissioner Loveless stated if the tennis courts and the parking lot are developed over the soil that requires covering it may be less costly. Mr. Simmons stated that is an option; the initial goal was to try to get as many soccer fields for tournament use as possible. Elizabeth Taylor added that the tennis courts were designed in that location due to the terrain. Chairman Sowards asked where the 235 parking spots would be located. Mr. Simmons replied, where the existing parking lot is located. Chairman Sowards asked the estimated cost of the tennis building and the ten lighted tennis courts. Ken Simmons stated approximately $800,000 not counting the parking. Chairman Sowards asked if the one mile road would go from the front of the BC Components site to the existing Saluda Shoals Park. Ken Simmons stated yes. Mr. Simmons also stated for the record, Phase II includes an additional 388 paved parking spaces, one mile paved interior road, a soccer building, three lighted additional soccer fields, two lighted tournament soccer fields with artificial turf, two playgrounds, landscaping, and an additional trail.

Mr. Simmons presented the master plan for Seven Oaks Park, which included 40 paved parking spaces, approximately 160 grass parking spaces, expanding lighting and re-fencing, renovating a baseball field, and a lighted soccer field. In addition, the Core of Engineers declared a small creek on the Seven Oaks Park property a wetland, which limits some development. Discussion occurred regarding the lighting and handicap accessibility challenges of one of the fields and the possibility of the current practice field left as open space. Chairman Sowards requested that the practice field be left as green space with no lighting installed. Ken Simmons also presented the plan to include moving the maintenance facility to the BC Components property; providing opportunity to expand parking at Seven Oaks Park. Chairman Sowards inquired if this phase includes the renovations to the Seven Oaks Park senior services center. Elizabeth Taylor stated yes the cost presented includes the cost of the senior services center. Chairman Sowards stated, as a starting point, the Seven Oaks Park renovation and development plan is more likely $8.2M vs. $9.2M due to the agenda action item to fund the senior service center expansion through grant opportunities and budgetary allowance.

Next, Ken Simmons presented the Crooked Creek Park master plan, which included two elements: Chapin Elementary and Crooked Creek Park. Ken Simmons emphasized the importance of a second entrance into the park for emergency purposes. After examining the development requirements, the road presented in the plan is expensive. Mr. Simmons recommended the possibility of working with the neighboring church to put in a gravel road (for emergency only access) from the current church parking lot into the park. Discussion also occurred regarding the possibility of scaling down the seating and concession/restroom facility at Chapin Elementary. Mr. Simmons stated, for the record, Phase I of Crooked Creek Park includes complete renovation of the Chapin Elementary baseball facility, lighting and re-fencing of baseball fields, paved trails, landscaping, irrigation, site amenities and signage. Phase II of the Crooked Creek Park plan includes 175 additional paved parking spaces, ¼ mile of paved road, all weather access road, splash pad, landscaping, irrigation, site amenities, and signage.

Last, Mr. Simmons presented the Eptings Camp master plan, which included two phases. Phase I includes a tennis complex with ten lighted tennis courts, two lighted soccer fields, a picnic shelter with restroom, a playground, 550 parking spaces, a paved road, a maintenance complex with a couple of office spaces, landscaping, irrigation, paved trails and unpaved trails. Phase II includes 350 paved parking spaces, park office, meetings space, lighted baseball fields, baseball complex, two picnic shelters with restrooms, a playground, paved trails and unpaved trails.

Chairman Sowards thanked Mr. Simmons for his presentation. The Commission is planning a work session on March 21, 2012 for further discussion.

**VI. STAFF REPORTS**

 Staff reports accepted as submitted.

**VII. NEW BUSINESS**

1. Recreational Trails Program (RTP)Grant Application

Item was removed from the agenda.

1. Developmental Disabilities Council (DDC) Grant Application

Elizabeth Taylor requested Commission approval of an application for the DDC grant to fund the adult special needs PALMETTO program. The grant is for $31,445 with a match of $10,459.

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

1. Jakes Field Day – National Turkey Federation & DNR

 Elizabeth Taylor requested Commission approval for use of Crooked Creek Park (CCP) soccer fields for the Jakes Field Day Event; this event was held at CCP last year and is designed to expose young people to the joy of outdoor activities.

A MOTION WAS MADE BY SCOTT WILHIDE TO ACCEPT STAFF RECOMMENDATION. ON THE JAKES FIELD DAY EVENT. SECONDED BY EMILY SHUMAN. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

1. Rhode Cup Fundraising Soccer Tournament

 Elizabeth Taylor requested Commission approval of a request to rent the soccer fields at Crooked Creek Park (CCP) for the Rhode Cup Fundraising event that supports Muscular Dystrophy.

A MOTION WAS MADE BY SCOTT WILHIDE TO ACCEPT STAFF RECOMMENDATION. ON THE RHODE CUP FUNDRAISING RENTAL RQUEST. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

1. Commission Meeting Date Change

 Elizabeth Taylor requested Commission approval to include a planning session as part of the March Commission meeting. In addition, Ms. Taylor requested moving the regularly scheduled March meeting from March 28th to March 21st.

A MOTION WAS MADE BY TOM MCLEAN TO ACCEPT STAFF RECOMMENDATION ON THE MARCH COMMISSION MEETING DATE AND TIME CHANGE. SECONDED BY SCOTT WILHIDE. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

1. Senior Center Expansion (SOP) Permanent Improvement Program (PIP) Grant

 Elizabeth Taylor requested Commission approval on the expenditure of $650,000 for the expansion of Seven Oaks Park Senior Center; this commitment is a requirement of the PIP in order to receive the $350,000 grant.

A MOTION WAS MADE BY SCOTT WILHIDE TO ACCEPT STAFF RECOMMENDATION ON THE SENIOR CENTER EXPANSION EXPENDITURE AS A REQUIREMENT OF THE PIP GRANT APPLICATION. SECONDED BY EMILY SHUMAN. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

**VIII. EXECUTIVE DIRECTOR’S REPORT**

Elizabeth Taylor communicated that a joint park improvement committee meeting was held and staff shared the mid-year update report. The marketing department will not be mailing a full activity guide this quarter; a smaller eight (8) page version will be mailed with full guides available in the parks. Elizabeth Taylor shared that USC’s geography department participated in the Saluda Shoals Park map development and provided mile markings of the trails. John Sowards asked if the new map would be on the ICRC website. Elizabeth Taylor stated yes. Ms. Taylor communicated that spring registration concluded in athletics; the food co-op expanded to 98 bags sold this week and staff is preparing for summer activities, events and programs. Elizabeth Taylor also invited the Commissioners to the upcoming Oyster Roast at Saluda Shoals Park.

**IX. COMMISSION RESPONSE**

Chairman Sowards shared his appreciation to staff for the good fiscal condition of the agency; there is now opportunity to start the Seven Oaks Park senior activity center and to fix the lights at Chapin Elementary.

1. **ADJOURNMENT**

Chairman Sowards asked if there were any objections to moving into Executive Session to discuss personnel matters; there being none, the Commission adjourned at 7:57pm. Chairman Sowards informed the public that the Commission will reconvene at approximately 8:30pm.

The Commission returned from Executive Session; there being no further business the meeting adjourned at 8:28pm.

 Respectfully submitted,

 Eve Mittendorf

 IRMO CHAPIN RECREATION COMMISSION

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EXECUTIVE SESSION

Seven Oaks Park

February 22, 2012

Non-members Attending Members Attending

Elizabeth Taylor John Sowards

 Scott Wilhide

 Emily Shuman

 Tom McLean

 Bruce Loveless

1. **CALL TO ORDER**

The meeting was called to order by the Chairman, John Sowards, at 7:57 p.m.

# 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. **EXECUTIVE SESSION**

Items related to personnel matters were discussed. The Commission returned to General Session. There being no further business; the Commission adjourned at 8:28pm

Emily Shuman

Recording Secretary

IRMO CHAPIN RECREATION COMMISSION