**III.**

**IRMO CHAPIN RECREATION COMMISSION**

**COMMISSION MEETING**

**WORK SESSION MINUTES**

Seven Oaks Park

February 27, 2013

6:30 p.m.

Members Attending: John Sowards, Scott Wilhide, Emily Shuman, Tom McLean and Bruce

Loveless

Non-members Attending: Eve Mittendorf and Julie Strauss

Chairman Sowards began the meeting by discussing ICRC construction projects. After the SOP Senior Center Expansion and gymnasium, the next project will be the SSP road extension. The bonds were sold, John will sign the documents and Bond Counselor Ray Jones will get them tomorrow (2/28).

The agenda tonight will need to be amended, to delete the Executive Session. There will be no Executive Session. Staff reports will be submitted as presented. Eve has requested a bond status report from Finance Director Jim Wellman and a construction update from Facilities Superintendent Jay Downs. Both updates will be brief.

The DOT grant application is the only action item on the agenda.

Chairman Sowards has been working on Executive Director Elizabeth Taylor’s evaluation. Everyone he has spoken with has been very complimentary about Elizabeth. In addition to the Commissioners, he has spoken with County Council and members of the public. Elizabeth played a huge role in garnering community support for the bond issue. At the Lexington Delegation meeting last week, Kenny Bingham and Chip Huggins had very good things to say about Elizabeth. Tom McLean agreed with them and is very pleased with Elizabeth’s performance.

The Work Session adjourned at 6:55 p.m.

Julie Strauss

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COMMISSION MEETING

GENERAL SESSION MINUTES

Seven Oaks Park

February 27, 2013

7:00pm

Non-members Attending Members Attending

Eve Mittendorf Jim Wellman John Sowards

Jeanette Wells John Cantey Scott Wilhide

Julie Strauss Jay Downs Emily Shuman

Tom McLean

Bruce Loveless

Chairman John Sowards called the meeting to order. John Sowards delivered the invocation. He noted there were no guests from the public in attendance.

**l. APPROVAL OF THE AGENDA**

A MOTION WAS MADE BY BRUCE LOVELESS TO AMEND THE AGENDA, NOTING THERE WAS NO EXECUTIVE SESSION. SECONDED BY TOM MCLEAN. VOTE TAKEN. MOTION APPROVED.

**ll. 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.

**lll. APPROVAL OF THE MINUTES**

Chairman Sowards asked for any objections on approval of the January minutes; there being no objections, Chairman Sowards submitted the January 23, 2013 minutes for the record.

**IV. COMMUNICATIONS FROM THE PUBLIC**

No public communications

**V. STAFF REPORTS**

Staff reports accepted as submitted. Eve Mittendorf requested that Jim Wellman give a brief status on the bonds issue and Jay Downs to give a brief status on the current and upcoming construction projects.

Finance Director Jim Wellman noted the deadline for receiving bids for the bonds was Thursday, February 21. The bids came back considerably lower, at 2.93% which was better than anticipated. The premium went up to $375,000 which is deposited in the debt service fund which will essentially pay the first year’s payment on the bond. That will allow ICRC to keep the millage rate at 5.2. ICRC received the funds on February 28 in the amount of $17,901,238. The funds were wired to the County and then to First Community Bank. Jim had also spoken with BBT but they don’t have a branch in Chapin. Bond Counselor Ray Jones said the bonds could not have been sold at a better time; the lower the interest rates the more attractive to buyers. ICRC has two accounts: a money market account and an operating account for check writing. All ICRC funds are 100% collateralized which means they are insured. Chairman Sowards thanked Jim for his work.

Facilities Superintendent Jay Downs anticipates the SOP Senior Center Expansion to be completed by late May or early June. The renovations are going well despite the weather. It is still on track and the slab was poured yesterday. The new road extension through Saluda Shoals Park is the next project, which will begin in June. It will require encroachment rights from three utilities. RFP’s and RFQ’s for a design build for the new SOP gym are going out. The design build allows us to use current architects involved in the project and bring a contractor on board who will work with us to value engineer the project on the front end in order to make cost effective decisions and have a better project in the end. Staff has looked at the procurement procedures for the state of South Carolina that must be followed. The requests for 13,000 square foot SOP addition will be advertised in SCBO and staff will put together a group to pre-qualify the contractors. The ball field lighting in Chapin is complete and employees have been trained to operate the system, which can be done remotely with cell phones or computers. Energy savings will be approximately $2000 annually and another $1500 saved in maintenance. The system has a 25 year warranty. Over that period of time the energy savings will be $80,000-$90,000. The EEC garden expansion is being funded by a park donor and tied in to the Palmetto Pride project. It should be completed by the end of March. Chairman Sowards thanked Jay for his work on multiple projects.

**Vl. NEW BUSINESS**

A. SC Department of Transportation Application Chairman Sowards stated that it is recommended the Commission support the DOT grant. ICRC has received support for the application from the Department of Transportation. The Staff is requesting approval for two vehicles that are wheel chair accessible. ICRC will match the grant with $20,000.

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

**VII. EXECUTIVE DIRECTOR’S REPORT**

Eve Mittendorf stated all reports and updates have been given at this time.

**VIII. COMMISSION RESPONSE**

Chairman Sowards asked for Commission response. Emily Shuman shared for the record, the Saluda Shoals Foundation’s appreciation for the help and support of ICRC Staff at the Oyster Roast. Chairman Sowards thanked staff for their hard work.

**ADJOURNMENT**

There being no further business the meeting adjourned at 7:25 p.m.

Respectfully submitted,

Julie Strauss, Recording Secretary

IRMO CHAPIN RECREATION COMMISSION