

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

Seven Oaks Park
March 26, 2014
6:30 p.m.

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

Elizabeth Taylor reviewed the agenda. Chairman Sowards reminded Commissioners of an Executive Session on the agenda to discuss personnel matters.

Elizabeth Taylor shared, at the recommendation of Chairman Sowards and Commissioner Loveless, the idea of scheduling a meeting with the elected officials regarding an update on the current master plan development. Discussion occurred regarding dates, times and format.

Elizabeth Taylor shared an update on contracts regarding the new development at Saluda Shoals Park East. Discussion occurred regarding design and site work. Ms. Taylor reminded the Commission that this is a design build project. Elizabeth Taylor also shared that Jay Downs will give an update on the Seven Oaks Park ball fields; the inclement weather and completion of the ball fields has delayed development on the Seven Oaks Park gymnasium.

Ms. Taylor communicated the April Commission meeting includes the budget workshop starting at 5:30 p.m. at Saluda Shoals Park. Commissioner Loveless inquired on the date of the grand opening for the Seven Oaks baseball complex. Elizabeth Taylor replied, April 3, 2014 at 5:30 p.m. Ms. Taylor also shared that the potters of Chapin submitted a proposal for new equipment; after reviewing the budget, staff is able to purchase new equipment and kiln for the pottery studio in Chapin.

Discussion occurred regarding memorializing Dick DeMasi for over 30 years of contributions to the youth athletics' program. Chairman Sowards requested staff make a recommendation and include on the April 2014 agenda for Commission vote.

Elizabeth Taylor shared with the Commission that the Land Water Conservation Fund (LWCF) letter of intent was submitted to PRT for the Seven Oaks Park tennis courts moving to the new Saluda Shoals Park property; however, relocation of the tennis courts disqualifies the project and as a result, staff will need to re-submit a letter of intent for a project on an existing LWCF site.

Ms. Taylor requested Commission approval in General Session for the site work contract to Coogler Construction; as well as direct staff to begin negotiations to meet the scope of work and budget for Saluda Shoals Park East. Discussion occurred regarding site work, contractors, DHEC requirements and ICRC's commitment to a Voluntary Clean-up Contract. Discussion occurred regarding the cost breakdown and comparison of city water usage versus well/river water usage for irrigation.

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
March 26, 2014
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	Jeanette Wells
Jay Downs	John Cantey	Jennifer Riddle	Edward Izett
Don Sylvestre	Lyndsey Brown	Jackson Brownfield	Isabella Morote
Elizabeth Hanners	Ella Bishop	Kayleigh Riser	

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 March 26, 2014 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 January 22, 2014 and February 11, 2014 minutes as presented; there being no objections the minutes were approved.

IV. PUBLIC PRESENTATION

A. Children's Theater Production

Elizabeth Taylor introduced Jennifer Riddle, recreation coordinator for the Children's Theater program; six actors and actresses performed highlights of three current season shows.

B. EAGLE Scout Project – Edward Izett

Commissioner Harmon presented a certificate of appreciation to Edward Izett for completion of an EAGLE Scout project at Saluda Shoals Park. Edward's Eagle Scout project was building and installing posts with trail open and trail closed flip signs throughout the park.

V. STAFF REPORTS

Staff reports were submitted as presented.

Jay Downs presented PowerPoint slides with construction photos of Seven Oaks Park baseball complex; including lighting, concrete, building construction, and ball field development. Chairman Sowards thanked Jay Downs for the pictures and report on the development status of Seven Oaks Park baseball complex. Elizabeth Taylor thanked Don Sylvestre for hours spent on site ensuring facility safety.

VI. NEW BUSINESS

A. Grant Application – LWCF

Chairman Sowards directed staff to submit the LWCF grant application on an appropriate project yet to be identified; there being no objections staff was authorized to apply for the LWCF grant. Chairman Sowards directed staff to share with the Commission the final identified projects submitted for the Land Water Conservation Fund (LWCF) grant.

B. Grant Application - USTA

Elizabeth Taylor shared that the US Tennis Association (USTA) offers grants to support public tennis facilities; staff would like to submit a grant application for the maximum amount of \$20,000.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE USTA GRANT AS PRESENTED. BILL HARMON SECONDED.

Scott Wilhide asked if the grant required a match from the agency. Elizabeth Taylor stated that no match is required.

VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

C. Bid Award – Saluda Shoals Park Athletic Fields Site Work

Chairman Sowards requested a letter dated March 25, 2014 from Kenneth B. Simmons Associates, LLC (KBS) be submitted for the record. The letter is regarding review of the process for the Saluda Shoals Athletic Complex, Phase I – Site Work. Elizabeth Taylor shared that bids were received March 11, 2014 for the site work for the athletic fields at Saluda Shoals Park; Coogler Construction was low bidder and all documents were evaluated by KBS and the bid committee. Ms. Taylor stated that KBS and the bid committee submitted a recommendation to award the bid to Coogler Construction, Inc.

A MOTION WAS MADE BY BILL HARMON TO APPROVE THE BID AWARD RECOMMENDATION TO COOGLER CONSTRUCTION, INC. AS PRESENTED. SECONDED BY BRUCE LOVELESS.

Commissioner Loveless stated that the committee's process was exhaustive; the school district, other developers and customers had positive remarks about Coogler Construction. Commissioner Loveless thanked staff for checking and double checking business references on the lowest bidder before awarding.

Commissioner Wilhide stated the only concern is the \$1.5M difference between the highest and lowest bid. Elizabeth Taylor shared that the bidder had the same concern and went back to verify the numbers, called staff, and confirmed that the bid amount submitted was accurate. Chairman Sowards also shared that a performance bond is required as part of the bid package.

Commissioner Harmon stated it appears the process was thoroughly vetted with appropriate accreditations, licensing and recommendations; good work by staff.

Chairman Sowards shared background to the process including public question regarding an initial RFQ advertisement. Due to the concern raised, it was decided to stop the process and re-advertise with more specifications; Jay Downs, Joey Privette with American Engineering and Ken Simmons independently scored the qualifications, which determined which companies qualified to bid on the recreational improvements. Chairman Sowards directed staff to ensure budgeted development costs on the front end are held

closely to the total estimates to ensure appropriate monies are available for the remaining district wide projects.

VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

D. Land Acquisition – Chapin

Elizabeth Taylor shared background to the adoption of the strategic plan in 2009; at that time Commission and staff identified a tract of land in Chapin to build a new park. The configuration of several tracts of land that would work well as a park proved to be a challenge; there were two tracts of land contiguous to the current property that were not available. The property owners of those two tracts of land recently contacted staff to see if the Commission would be interested in purchasing the sixteen acres of property at the same price that was offered in 2009. Staff is requesting Commission approval on the prepared contracts for purchase of sixteen acres, contiguous to current property (known as Epting Camp property) for \$20,000 per acre.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE STAFF RECOMMENDATION ON THE PURCHASE OF SIXTEEN ADDITIONAL ACRES IN CHAPIN. SECONDED BY BRUCE LOVELESS.

Chairman Sowards asked if the purchase price is the same as offered in 2009. Elizabeth Taylor stated yes. Chairman Sowards asked if the purchase price is the same as the per acre price paid for the 51 acre property in Chapin. Elizabeth Taylor stated yes. Chairman Sowards asked if the purchase price is related to the recent fair market value. Elizabeth Taylor stated yes.

Commissioner Loveless expressed the advantage the additional property gives in design, site work and variances. Commissioner Loveless thanked Elizabeth Taylor for working directly with neighbors and public to share information on the park development.

Chairman Sowards asked what the acreage is at Crooked Creek Park. Elizabeth Taylor stated approximately 57 acres. Chairman Sowards commented that the new property will be approximately 10 acres larger than Crooked Creek Park.

VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

VII. EXECUTIVE DIRECTOR'S REPORT

Elizabeth Taylor communicated that three quarters into the year the agency remains on target to meet budgetary revenue projections and well under budgeted expense amounts. Currently budget meetings are underway preparing for the next fiscal year. Ms. Taylor reminded the Commission that the annual budget workshop is scheduled in April at 5:30 p.m.; anticipated discussion includes projected revenue and expense for the new and expanded facilities.

Elizabeth Taylor announced the award of two community development block grants from Lexington County: the first is \$17,000 for a new therapeutic recreation afterschool project in Chapin, the second in the amount of \$53,000 will purchase a handicap accessible bus that will be used to transport children in the therapeutic recreation program as well as seniors. Ms. Taylor also shared that ICRC was awarded a \$200,000 grant from the Department of Natural Resources to be applied toward river access at Saluda Shoals Park East expansion. The boat ramp is being funded by a recreation trail grant awarded by South Carolina Parks Recreation and Tourism in the amount of \$100,000. Elizabeth Taylor thanked staff for communicating on behalf of the underserved populations and finding where the agency could access CDBG funding; additionally, Ms. Taylor thanked Johnny Jeffcoat and Brad Matthews for supporting the grant requests.

Elizabeth Taylor shared two successful fundraising events: Foundation Oyster Roast attended by 300 guests and netted \$13,200. Ms. Taylor recognized Commissioner Shuman for

managing a large part of this event. Elizabeth Taylor also shared that on March 14, 2014, 104 golfers supported ICRC's youth athletic scholarship golf fundraiser. Ms. Taylor thanked Jack Terrell and staff for a successful event; the golf tournament netted \$12,500 for the scholarship fund.

Elizabeth Taylor invited the Commission to see the new art gallery lighting installation at Crooked Creek Park; this project was made possible by the volunteer and financial contributions of the art league. Ms. Taylor shared that the Palmetto Pride landscaping project has been completed at the gazebo area at the River Center; the project was made possible by an \$8000 Palmetto Pride grant and staff very much appreciates the support of Representative Huggins and Senators Courson and Cromer.

Ms. Taylor shared an important environmental science partnership with Dutch Fork Elementary Magnet school; a press conference was held on March 5, 2014 of which the Irmo Chapin Recreation Commission was recognized as the school's outdoor classroom partner. Jeanette Wells presented environmental science materials valued at \$15,000; the materials were donated to ICRC by Carolina Biological Supply out of North Carolina. Elizabeth Taylor shared an increase in participation; the daddy daughter dance at Seven Oaks Park had 432 participants; the 6th grade dance had 198 students and the Children's Theater has 104 cast members. In addition, there are 1830 children registered for spring sports.

VIII. COMMISSION RESPONSE

Commissioner Shuman shared appreciation for Ms. Taylor and staff. Commissioner Harmon commended staff for effectively researching and obtaining the number of grants received. Commissioner Wilhide concurred. Commissioner Loveless shared his appreciation to the Commission and staff for all their support. Chairman Sowards thanked Commissioner Loveless for the continued support and involvement in the success of the agency.

Chairman Sowards adjourned the meeting to move into Executive Session at 8:20 p.m. to discuss personnel matters.

The Commission returned to General Session; there being no further business the General Session meeting adjourned at 9:51 p.m.

Respectfully submitted,
Eve Mittendorf
IRMO CHAPIN RECREATION COMMISSION

**IRMO CHAPIN RECREATION COMMISSION
EXECUTIVE SESSION MEETING**

Seven Oaks Park

March 26, 2014

8:20 p.m.

Members Attending

John Sowards, Scott Wilhide, Emily Shuman, Bruce Loveless, Bill Harmon

Non-members Attending

Elizabeth Taylor

Chairman Sowards called the Executive Session to order at 8:20 p.m. to discuss items related to personnel matters; no action was taken during Executive Session.

The Commission returned to General Session at 9:50 p.m.; there being no further business the General Session meeting adjourned at 9:51 p.m.

Respectfully submitted,

Emily Shuman

IRMO CHAPIN RECREATION COMMISSION