

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

Saluda Shoals Park  
River Center  
April 27, 2016  
5:30 p.m.

Members Attending: John Sowards, Scott Wilhide, Emily Shuman, Bruce Loveless, Bill Harmon.  
Non-members Attending: Elizabeth Taylor, Eve Mittendorf, Jay Downs, Jack Terrell, Ashley Smith, Lori Shaffer, Jordan O'Keefe, Jim Wellman, Jason White, Mark Smyers

Elizabeth Taylor presented the FY16/17 budget for Commission consideration; the agency operates in two funds: the general fund and special revenue fund. The general fund includes tax revenues, grants, salaries, contracts, program revenues, health insurance, maintenance operations, utilities, capital expense and marketing. The special revenue fund includes registration fees, rentals, donations, special event revenue and operations of Saluda Shoals Park. The revenue generators that exceed program and expenses of Saluda Shoals Park, supplements the general fund and builds fund balance for future capital expenses.

Elizabeth Taylor communicated that the anticipated revenue and expenses for the general fund for FY 16/17 is \$6,207,304; the anticipated revenue and expenses for the special revenue fund is \$4,233,217 for a total budget of \$10,440,521. The FY16/17 budget reflects a 10% increase in the general fund and 7% increase in the special revenue fund.

Ms. Taylor shared that the projected revenue sources include a reduction in property tax revenues; the FY16/17 budget reflects 41% supported by taxes and 59% supported by other sources, which include user fees, grants, donations, sponsorships, interest and miscellaneous. Chairman Sowards stated that is a reduction from last year, FY15/16 was 44% tax support vs FY16/17 at 41% tax support. Ms. Taylor replied most of the reduction in tax support comes from an increase in the special revenue fund and an increase in employee contributions to health insurance.

Elizabeth Taylor communicated that although the bond fund is not part of the operational fund, it is important to share the status of the bond fund. The anticipated bond fund balance is \$4,923,000, which includes donations, interest income, grants and FEMA reimbursements from the October 2015 flood. Ms. Taylor shared that the grants include \$8000 from Palmetto Pride and a \$100,000 baseball tomorrow grant from major league baseball. Transfers from the general fund include \$122,000 for final payment of the land in Chapin and \$300,000 to finish the remaining development projects including a new road and parking spaces at Crooked Creek Park. Elizabeth Taylor stated that of a \$21,000,000 budget for new development there will be an approximate overage of only 1.5% or \$300,000. Chairman Sowards and Commissioner Loveless commented this was due to changes in the scope of the development such as additional ballfields. Elizabeth Taylor stated yes. Elizabeth Taylor shared by year end the projected bond fund balance will be \$1.5M; the new facility timeline will be completed by summer of 2017. The new park in Chapin will be completed by fall of 2016.

Ms. Taylor shared the anticipated grant related revenue projects; including the Accommodations Tax Grant – Marketing (\$10,000), CDBG (\$67,000), Older Americans Act Grant (\$150,000), SSP Foundation Grants (\$41,000), RTP Grant (\$100,000), STAR Grant (\$10,000) and the PARD grant (\$18,000). The FY 16/17 capital projects for current facilities and operations include dog park improvements, new Chapin park trail, Holiday Lights infrastructure, wetland signage, Z-trac mower, field mower, gator, golf car, computers and HVAC software. Discussion occurred regarding IT/IS network infrastructure, current system recovery and future needs.

Elizabeth Taylor shared the FY 16/17 points of interest; a 7.3% increase in special revenue and 10.3% increase in general fund, 3% merit pool, 1 additional full-time maintenance staff to begin January 2017, 5% increase in health care benefits, continued \$100K contingency fund, capital

expenditures of \$497,969 for immediate capital needs and equipping new facilities and \$122,449 for final reimbursement to the bond fund for land purchase at the new Chapin park.

Chairman Sowards asked what the fringe benefit budget includes. Jim Wellman replied social security, workers compensation and unemployment. Chairman Sowards inquired if the budget includes anticipated increase costs for retirement. Jim Wellman stated yes, the fringe benefit line item is calculated at 21% for full-time staff and 11% for part-time staff. Discussion occurred regarding outside vendors managing concessions and anticipated revenue. John Sowards inquired on why outdoor rentals decreased. Ashley Smith stated the rental for tournaments shifted from the tournament rental line item to the individual parks.

Ms. Taylor thanked staff for the work put into building the budget from the ground up; including the capital and operational needs of the new facilities.

The Commission moved to the Work Session at 6:32 p.m.

Respectfully submitted,  
Eve Mittendorf  
IRMO CHAPIN RECREATION COMMISSION

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

Saluda Shoals Park  
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6:30p.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. Commissioner Loveless inquired on the status of Nature's Theater. Elizabeth Taylor shared that to date the re-design of Nature's Theater had been postponed until lead donors were able to commit to the project. Discussion occurred regarding the projected budget of \$5.3M. Ms. Taylor recommended moving forward and advertising for a RFQ and interviewing architectural firms for redesign concepts of Nature's Theater.

Discussion occurred regarding the waterline at Saluda Shoals Park East. Elizabeth Taylor shared that staff have received DHEC approval and the contractor anticipates installation will begin in approximately two weeks. Ms. Taylor stated that a grand opening date has not be set; it will likely be mid-summer; the new Chapin park should be ready in September 2016.

The Commission moved to the General Session at 7:00 p.m.

Respectfully submitted,  
Eve Mittendorf  
IRMO CHAPIN RECREATION COMMISSION

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

Saluda Shoals Park  
River Center  
April 27, 2016  
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	Jay Downs
Ashley Smith	Jim Wellman	Jason White	Mark Smyers

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 April 27, 2016 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 March 23, 2016 minutes as presented; there being no objections the minutes were approved.

**IV. PUBLIC PRESENTATION**

**A. Quidditch Tournament – Ashley Smith**

Ashley Smith shared a slide show/video of the 2016 Quidditch event at Saluda Shoals Park. Commissioner Loveless inquired on who won the event. Ashley Smith stated team Boston. Mr. Smith shared there were 60 teams, two from Canada, 1200 room nights blocked; 328 rooms in Lexington County; social media had 7M impressions; 16,000 viewers on Facebook and 7000 people opened the Peachjar advertisement. Ashley Smith stated that ICRC netted \$12,000 over the weekend. Chairman Sowards and Commissioners shared congratulations on a successful event and shared appreciation to Ashley Smith and staff for a great job.

**V. STAFF REPORTS - Staff reports were submitted as presented.**

Jay Downs shared an update on development of new facilities. Mr. Downs stated that Saluda Shoals Park East is at the punch list stage; the additional waterline has gone through the City of Columbia and DHEC for approval and should be installed within two weeks. The new Chapin park water line should be complete by middle of May; some blasting of rock may be needed to complete the sewer. A pre-bid meeting is scheduled for the dog park fencing. Discussion occurred regarding type of fencing, timing of fencing and facilities within the dog park. Jay Downs stated some of the new features for the dog park are in next year's budget.

## **VI. NEW BUSINESS**

- A. Central Midlands Council of Governments DOT Grant  
A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE CMCOG DOT GRANT APPLICATION FOR THE PURCHASE OF A REPLACEMENT VEHICLE AT SEVEN OAKS PARK. EMILY SHUMAN SECONDED. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.
- B. Allstate Foundation Helping Hands in the Community Grant  
A MOTION WAS MADE BY BILL HARMON TO APPROVE THE ALLSTATE HELPING HANDS COMMUNITY GRANT APPLICATION FOR \$1000 TO BE APPLIED TO THE CHASE LOVELESS MEMORIAL YOUTH ATHLETIC SCHOLARSHIP FUND. BRUCE LOVELESS SECONDED. COMMISSIONER WILHIDE RECUSED HIMSELF DUE TO EMPLOYMENT WITH ALLSTATE. VOTE TAKEN. MOTION PASSED.

## **VII. EXECUTIVE DIRECTOR'S REPORT**

Elizabeth Taylor shared the first national event at Saluda Shoals Park was the Quidditch World Cup held on April 16-17; athletes, organizations, fans and families traveled from all over the country filling 1161 hotel rooms, generating over \$1.4M in sales and having over an \$858,000 economic impact for the area. Ms. Taylor stated a letter of appreciation was sent to Mayor Benjamin, to the City Manager, to the Lexington County Manager and Lexington County Council. On May 11<sup>th</sup> at 4:30 p.m. a Quidditch Stick and photo of the Saluda River will be presented to Lexington County Council. Elizabeth Taylor stated the new facility has proven to be well designed for large events.

Ms. Taylor communicated that a draft of the newly compiled parent/student handbook for the afternoon safari program will be distributed to parents, Lexington Richland School District V and Law Enforcement for review; comments will be received until May 5, 2016. The staff will submit a recommended version of the parent/student handbook for Commission consideration at the May 25, 2016 meeting.

Elizabeth Taylor shared that Irmo Chapin Recreation Commission has been selected as the 2016 recipient of the \$100,000 baseball tomorrow grant, which will be used for the development of two baseball fields at the new Chapin park. Elizabeth Taylor stated that nine grants were identified as potential grant resources; to-date the agency has been awarded eight of the nine grants. The ninth grant was determined not be a good match and as a result staff did not apply; the additional effort by staff brought in \$1.2M to the agency. Ms. Taylor requested for the record staff recognition and appreciation for their extraordinary efforts. Elizabeth Taylor stated that May 3<sup>rd</sup> marks the Central Midlands community online giving opportunity; this encourages the public to select a charity of choice; Saluda Shoals Park Foundation is one of the options and has selected the dog park as a worthy cause. Ms. Taylor shared that the FEMA reimbursement for flood damages should be received by June 30<sup>th</sup>. Pickin and Piggins is scheduled on May 7<sup>th</sup> and Mr. Wellman is expecting 20 teams.

## **VIII. COMMISSION RESPONSE**

Commissioner Harmon shared appreciation for the crash course on the game of Quidditch; the event was outstanding and the compliments received included the conditions of the fields, the facilities and the southern hospitality. Commissioner Harmon also shared appreciation from the public regarding the dog park and the community realizes it is going to get better. Commissioner Shuman concurred with Commissioner Harmon; the visitors complimented the facilities and staff. Commissioner Wilhide shared he was impressed with everything going on in the agency. Commissioner Loveless concurred. Chairman Sowards thanked staff for being fabulous stewards and for all they do.

There being no further business the General Session meeting adjourned at 7:35 p.m.

Respectfully submitted,  
Eve Mittendorf  
IRMO CHAPIN RECREATION COMMISSION