

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

Saluda Shoals Park
River Center
April 29, 2015
5:00 p.m.

Members Attending: John Sowards, Scott Wilhide, Emily Shuman, Bill Harmon, Bruce Loveless.
Non-members Attending: Elizabeth Taylor, Eve Mittendorf, Jay Downs, Jack Terrell, Ashley Smith, Lori Shaffer, John Cantey, Jim Wellman, Jennifer Cantey, Jason White, Jeanette Wells

Elizabeth Taylor presented the FY15/16 budget work session presentation for Commission consideration; the general and special revenue funds total \$9,571,547; this represents a 2% increase in the general fund (tax budget); \$81,000 is projected new tax revenue. Ms. Taylor shared the special revenue fund increase comes from the expansion of the new facilities; the increase in revenues is due to anticipated increase in concessions, rentals, sponsor fees, special events, summer safari and the afterschool program; discussion occurred regarding possibly providing an afterschool program for an additional elementary school. The total budget is 8% higher than previous year, which is driven by the special revenue budget; this has driven the agency further from a tax support budget with 56% user fees, grants and donations and 44% property tax revenue.

Elizabeth Taylor communicated that although the bond fund is not part of the operational fund, it is important to share the status of the fund. In FY 14/15 the bond fund started at \$14,228,748 and projected to end the fiscal year at \$7,803,868. The year-end projection for FY 15/16 is \$723,868; SOP expansion \$2M, SSP East, \$4M, and Epting Camp (New Chapin Park) \$3.5M. Elizabeth Taylor thanked Jay Downs on successfully managing the Seven Oaks Park expansion and coming in under budget. Chairman Sowards inquired on development projects at Crooked Creek Park. Elizabeth Taylor stated the emergency access road and parking project is included in the bond fund budget. Ms. Taylor shared the timeline for new development, which includes SSP East development through May 2016, Epting Camp (New Chapin Park) development through September 2016 and Crooked Creek Park parking and access road development timeline TBD. Chairman Sowards inquired on the Saluda Shoals Park East development timeline. Elizabeth Taylor shared the tennis center, connector road and boat launch is scheduled to be completed in September 2015.

Ms. Taylor shared the anticipated grant related revenue projects; including the Palmetto Pride Grant (\$8000), Accommodations Tax Grant – Marketing (\$20,000), CDBG (\$59,000), Older Americans Act Grant (\$135,000), SSP Foundation Grants (\$38,000) and PARD grant (\$18,996). The FY 15/16 capital projects for current facilities and operations include a sensory room at Seven Oaks Park, River Center furniture replacement, two file servers, and wetland signage; the capital projects for new facilities include athletic field equipment and maintenance equipment for Saluda Shoals Park East and the new Epting Camp Park (New Chapin Park). Discussion occurred regarding the tennis hydro-courts and the interactive wetland signage.

Elizabeth Taylor shared the FY 15/16 highlights; a 17.4% increase in special revenue and 1.9% increase in general fund, 3% merit pool, 2 additional full-time staff due to expansion at Saluda Shoals Park East (recreation coordinator and a custodian), 30% increase in part-time staff, 8% increase in health care benefits, and continued \$100K contingency fund. Discussion occurred regarding custodial services; Eve Mittendorf was directed to investigate outside services and costs. Chairman Sowards asked for clarification on the 8% health care cost increase. Elizabeth Taylor stated staff is not projecting the agency absorb all the health insurance increase costs in

2016. Chairman Sowards inquired if staff review monthly claim reports. Eve Mittendorf stated management does not receive monthly reports; Gibson and Associates provide a summary at the end of the benefit year to help project premium costs. Discussion occurred regarding health care costs, claim reviews, forecasts, health and wellness programs and mid-year renewals. Chairman Sowards advised requesting and reviewing monthly claims reports in order to project anticipated premium increases; additionally, management should notify staff mid-year of anticipated health insurance premium increases for 2016. Commissioner Harmon requested a copy of the presentation. Chairman Sowards inquired on the locations of the afterschool and summer safari programs. Elizabeth Taylor stated Seven Oaks Park, Crooked Creek Park, Ballentine and Oak Pointe Elementary; the growth will be found in the current programs due to expansion; staff also bus children from Seven Oaks Elementary to Seven Oaks Park.

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 6:30 p.m.

Respectfully submitted,
Eve Mittendorf
IRMO CHAPIN RECREATION COMMISSION

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

Saluda Shoals Park
River Center
April 29, 2015
6:30 p.m.

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

Elizabeth Taylor provided an update on the Epting Camp Park site work. Discussion occurred to request the approval by Lexington County Council for a \$3.1 million bond issuance and to allow the bonds to be issued in two separate pieces. The first issuance will be in the amount of \$1.6 million, of which, \$1.5 million will be used to complete Epting Camp Park in Chapin, to include all elements designed in the master plan. The remainder will be made available to cover the cost of issuance. The proceeds from the second issuance will be used to build Nature's Theater, understanding that this project will require re-siting and some re-design. This \$1.5 million represents the limit of public funding that will be invested in this project. The remainder of the cost will come from private donations raised by the Saluda Shoals Foundation. The Commission stated that the cost for re-siting and re-design will be at the expense of ICRC and is expected to range between \$75,000-\$100,000.

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 29, 2015
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	Ray Jones	

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 29, 2015 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 25, 2015 minutes as presented; there being no objections the minutes were approved.

IV. PUBLIC PRESENTATION

A. Ray Jones, Parker Poe LLC

Chairman Sowards communicated to Mr. Jones and public the Commission is comfortable with the information provided in the petition; no presentation is needed at this time.

V. STAFF REPORTS

Staff reports were submitted as presented.

VI. NEW BUSINESS

A. Bond Resolution Petition

A MOTION WAS MADE BY SCOTT WILHIDE TO REQUEST THE APPROVAL BY LEXINGTON COUNTY COUNCIL FOR A \$3.1 MILLION BOND ISSUANCE AND TO ALLOW THE BONDS TO BE ISSUED IN TWO SEPARATE PIECES. THE FIRST ISSUANCE WILL BE IN THE AMOUNT OF \$1.6 MILLION, OF WHICH, \$1.5 MILLION WILL BE USED TO COMPLETE EPTING CAMP PARK IN CHAPIN, TO INCLUDE ALL ELEMENTS DESIGNED IN THE MASTER PLAN. THE REMAINDER WILL BE MADE AVAILABLE TO COVER THE COST OF ISSUANCE. THE PROCEEDS FROM THE SECOND ISSUANCE WILL BE USED TO BUILD NATURE'S THEATER, UNDERSTANDING THAT THIS PROJECT WILL REQUIRE RE-SITING AND SOME RE-

DESIGN. THIS \$1.5 REPRESENTS THE LIMIT OF PUBLIC FUNDING THAT WILL BE INVESTED IN THIS PROJECT. THE REMAINDER OF THE COST WILL COME FROM PRIVATE DONATIONS RAISED BY THE SALUDA SHOALS FOUNDATION. THE COMMISSION STATED THAT THE COST FOR RE-SITING AND RE-DESIGN WILL BE AT THE EXPENSE OF ICRC AND IS EXPECTED TO RANGE BETWEEN \$75,000-\$100,000. BILL HARMON SECONDED. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

B. Change order for Flatwork at Saluda Shoals Park East

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE STAFF'S RECOMMENDATION FOR A CHANGE ORDER TO THE CONTRACT WITH LOVELESS CONSTRUCTION IN THE AMOUNT OF \$174,733.00 FOR FLATWORK AT SALUDA SHOALS PARK EAST; THIS DOES NOT EXCEED AMOUNT BUDGETED FOR THE PROJECT. BILL HARMON SECONDED.

Commissioner Loveless recused himself from discussion and vote due to affiliation with the contractor, Ken Loveless.

VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

VII. EXECUTIVE DIRECTOR'S REPORT

Elizabeth Taylor shared Saturday, May 16, 2015 is Saluda Shoals Park first music festival in the park; the event is a production of the Jam Room starting at 1:00pm. The grand opening at Seven Oaks Park is scheduled for May 19th at 4:00 p.m; invitations were distributed to the Commission. Lexington County senior Olympics had 150 seniors participate in the track field event at Irmo High School. Staff is expecting record attendance for Pickin Piggins on May 4th. Elizabeth Taylor shared that Central Carolina Community Foundation will host an annual Midlands Gives campaign on May 5th to raise money for non-profits in the community; if a donation is made to Saluda Shoals Foundation there are additional incentives and benefits from Central Carolina Community Foundation.

VIII. COMMISSION RESPONSE

Commissioner Shuman shared appreciation of staff's hard work. Commissioner Harmon also thanked staff for their hard work and for a good budget presentation. Chairman Sowards and Commissioner Loveless echoed Commission response. Chairman Sowards shared that the Chase Loveless Memorial Golf Tournament raised \$20,000 in scholarships.

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

Respectfully submitted,
Eve Mittendorf

IRMO CHAPIN RECREATION COMMISSION