

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

Saluda Shoals Park  
River Center  
April 23, 2014  
5:30 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 FY14/15 budget. Ms. Taylor shared the budget process beginning in January with all full-time staff participating in identifying capital needs; in February/March managers evaluate current budgets, project future budget needs, present to the public and make final recommendation to the Commission in May. The budget is made up of two funds the general fund (tax budget) and the special revenue fund. The general fund revenues increased by 3.8% due to increase in anticipated tax revenue and grants. Discussion occurred regarding CPI and growth in Lexington County. Commissioner Loveless inquired the last time a CPI increase was given to staff. Elizabeth Taylor and Eve Mittendorf communicated 2008. Elizabeth Taylor communicated the FY14/15 budget includes a 2% cost of living increase for staff and up to 2% merit increase based on performance. Chairman Sowards inquired if Ms. Taylor is eligible for a cost of living and merit increase. Elizabeth Taylor stated no. Commissioner Loveless inquired if the executive director is the only one ineligible for an increase. Elizabeth Taylor stated yes.

Ms. Taylor stated the budget includes a fairly large increase in part-time hours; this is how staff is addressing operational coverage due to the anticipated facility expansion in the last quarter of the FY 14/15 budget year. Chairman Sowards inquired if the part-time wage line item is based on anticipated programming due to the new facilities. Elizabeth Taylor stated yes; new facilities and programming are anticipated for February 2015 at Epting Camp and May 2015 for Saluda Shoals East. The business plan includes part-time staffing needs for anticipated tournament business of which revenues correlate with the staffing expense. Chairman Sowards asked what was included in the fringe line item. Jim Wellman stated fringe is 21% of full-time and 11% of part-time salaries; this includes social security, Medicaid/Medicare, unemployment, workers compensation and SC retirement contributions. Discussion occurred regarding health insurance allocation and budgeting. Jim Wellman stated the health insurance is reflected in the general fund total. Discussion occurred regarding an increase in part-time staff in the special revenue fund; management anticipated loss of the afterschool program at Leaphart Elementary as reflected in the FY13/14 budget; however, the program increased and the FY14/15 budget includes additional staffing to meet the demand. Elizabeth Taylor stated that the increase in the budget is driven by an aggressive special revenue fund. Commissioner Loveless inquired if the agency had enough equipment to maintain the additional new facilities. Jay Downs stated yes for this year; however, the FY15/16 budget may include new equipment. Discussion occurred regarding anticipated tournaments, holiday light's revenue, scholarship fund and the afterschool program. Elizabeth Taylor shared that special revenue will subsidize the general fund by \$436,000. Jim Wellman shared that the wetland revenue bond will be paid off this fiscal year.

Elizabeth Taylor shared that the budget is supported by the majority of user fees and grants versus tax dollars; the ratio increased this year to 54% user fee revenue source and only 46% tax dollars. Ms. Taylor also shared the budget on the bond fund balance; the FY13/14 bond fund balance was \$17,730,757 plus \$50,000 in interest with a projection of approximately

\$3,000,000 in expenses with an ending total of \$14,780,757. FY 14/15 will begin with a \$14M balance plus anticipated revenues of \$696,000 due to grants, transfers from general fund, donations and interest. The anticipated FY14/15 build-out expenditures is \$13M with a balance of approximately \$2M for remaining projects. Discussion occurred regarding the completion of Seven Oaks Park in August 2014, Epting Camp phase I in February 2015 and Saluda Shoals Park East in May 2015. Ms. Taylor shared the anticipated FY 14/15 grant related revenue projections of \$272,350; the FY 14/15 recommended capital projects include a therapeutic recreation and senior bus, replacement of a district wide truck and a new IT server for a total of \$81,900. The capital projects recommendation also includes repair of the CCP tennis courts, the River Center foundation stabilization, the Environment Center deck construction and power to the nature theater site for a total of \$133,000. Elizabeth Taylor stated the FY14/15 budget reflects a 6.8% increase from FY13/14, it allows for a 2% COL and up to 2% merit increase, reflects a capital investment of \$214,000, projects a 10% increase in health insurance cost, shifts the tax dollar/special revenue ratio from 48/52 to 46/54 and continues to provide a \$100,000 contingency fund for emergencies.

Respectfully submitted,  
Eve Mittendorf  
IRMO CHAPIN RECREATION COMMISSION

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

Saluda Shoals Park  
River Center  
April 23, 2014  
6:30 p.m.

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

Elizabeth Taylor asked Jay Downs to share an overview of the capital project status. Mr. Downs shared pictures of the baseball complex at Seven Oaks Park. Mr. Downs stated a punch list is being completed and the project was successful. Additionally, the trail system has opened up around the complex and the public is glad to be able to utilize. Jay Downs shared that the concrete for the gymnasium will be poured on Friday, April 25 with the steel installation following shortly. Mr. Downs shared that the contractor is probably 30-45 days away from installing the last steel beam. Commissioner Harmon inquired about the ditch area behind the fields at Seven Oaks Park. Jay Downs stated that the ditch area will not be covered up in order to catch water drainage; but, there will be crossings installed. Discussion occurred regarding lockers for the umpires.

Mr. Downs updated the Commissioners on Saluda Shoals Park East; the bid came in 30+ days ago. Jay Downs thanked the Commission for support with DHEC and the reduction of required fill on the soccer fields; the changes along with additional value engineering resulted in the contract amount coming in at budget; which includes the connector road between the current Saluda Shoals Park and Saluda Shoals East. Mr. Downs shared with the Commission that Coogler was awarded the contract; once permits are received the contractor is ready to begin.

Commissioner Loveless commended Chairman Sowards for his time and effort towards this project. Commissioner Loveless commended Elizabeth Taylor and Jay Downs on the bidding process. Discussion occurred regarding a ground breaking date in June. Elizabeth Taylor shared a change in a staff action memo regarding Dick DeMasi's years of service; Mr. DeMasi served as a volunteer for over 25 years. Elizabeth Taylor shared an update on re-defining the LWCF project; the project to be submitted includes re-lighting of the football field at Seven Oaks Park, replacing the tot lot playground and adding a shelter. Commissioner Harmon inquired on the location of the tot lot playground. Elizabeth Taylor stated that the tot lot will likely go near the existing playground.

Respectfully submitted,  
Eve Mittendorf  
IRMO CHAPIN RECREATION COMMISSION

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

Saluda Shoals Park  
River Center  
April 23, 2014  
7:00 p.m.

Non-members Attending

Elizabeth Taylor	Eve Mittendorf
Jack Terrell	Jay Downs
Jim Wellman	John Cantey
Ashley Smith	Jason White
Jennifer Cantey	Jeanette Wells
Hank Alford	Elizabeth Alford

Members Attending

John Sowards  
Scott Wilhide  
Emily Shuman  
Bruce Loveless  
Bill Harmon

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

**I. APPROVAL OF THE AGENDA**

Chairman Sowards submitted the April 23, 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 March 26, 2014 minutes as presented; there being no objections the minutes were approved.

**IV. PUBLIC PRESENTATION**

- A. EAGLE Scout Project – Samuel Alford  
Chairman Sowards presented a certificate of appreciation to Samuel Alford for completion of an EAGLE Scout project at Saluda Shoals Park. Samuel's Eagle Scout project was building and installing a wetland storage shed, which provides a secure place to store programs and materials.

**V. STAFF REPORTS**

Staff reports accepted as submitted.

## **VI. NEW BUSINESS**

### **A. FY13/14 Budget Amendment**

Elizabeth Taylor communicated that the primary adjustments to the budget are due to the senior center expansion development that ran over from last fiscal year to this fiscal year; resulting in an increase to the FY13/14 budget by \$194,000. Ms. Taylor shared staff anticipated a grant from the Department of Transportation to purchase two mini-buses; the grant was not awarded. As a result, the grant revenue line item should be reduced by \$80,000 and the capital budget reduced by \$100,000. Ms. Taylor stated that a budget amendment is needed for \$10,000 due to actual cost of carpet replacement at the River Center. At Seven Oaks Park, fitness equipment had to be replaced at a cost of \$16,000, which came out of the contingency account and replacement of an HVAC system at a cost of \$12,000. A mower was also replaced at Crooked Creek Park as well as a roof repair at the cost of \$15,000. Staff is requesting the changes occur by increasing a transfer from previous year fund balance by \$174,000 and reducing the contingency by \$68,000.

**A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE FY 13/14 GENERAL FUND BUDGET AMENDMENT. SECONDED BY EMILY SHUMAN.**

Commissioner Loveless asked about the Crooked Creek Park metal roof. Jay Downs communicated that the roof is a standing seam metal roof; the repairs include caps, flashings, and caulking.

**VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.**

### **B. Naming of Seven Oaks Park Football Field**

Elizabeth Taylor shared staff's recommendation to recognize Coach Dick DeMasi for over 25 years of volunteer service to the community by naming the football field at Seven Oaks Park, DeMasi Field, and recognize the naming with a plaque. This recognition will be paid for by private donations.

**A MOTION WAS MADE BY BRUCE LOVELESS TO APPROVE STAFF RECOMMENDATION ON NAMING THE SEVEN OAKS PARK FOOTBALL FIELD, DEMASI FIELD. SECONDED BY BILL HARMON. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.**

### **C. Naming Rights – Chapin Park**

Elizabeth Taylor shared that a resident within the Chapin community has offered a significant gift of \$250,000 for the right to name the new park and the connector road between Epting Camp and Bush River in memory of his deceased father. Irmo Chapin Recreation Commission's policy allows for the naming of new parks and/or facilities in memory of a person whose contribution or significant gift is of a most extraordinary nature. Ms. Taylor communicated that staff's recommendation is to name the new park Melvin Park and the connector road named Melvin Park Way.

**A MOTION WAS MADE BY BRUCE LOVELESS TO APPROVE STAFF RECOMMENDATION ON NAMING THE NEW CHAPIN PARK, MELVIN PARK, AND THE CONNECTOR ROAD, MELVIN PARK WAY. SECONDED BY BILL HARMON.**

Commissioner Loveless commended Ms. Taylor for discussing the opportunity with Mr. Melvin. Chairman Sowards asked Elizabeth Taylor to include in the development of the park a memorial or plaque for Mr. Melvin.

VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

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

Elizabeth Taylor publically thanked staff for the hard work on the budget process and for supporting the operational plan for the upcoming year; staff have demonstrated continued enthusiasm for the facility expansion and the commitment to bring the facilities on line and to be self-supporting. Ms. Taylor thanked Mr. and Mrs. Melvin for a meaningful and generous legacy gift to the park systems and community. Elizabeth Taylor stated that the community and staff are very grateful for the life of Dick DeMasi. DeMasi Field will publically memorialize the community's appreciation for his significant contribution throughout his life. Ms. Taylor shared the upcoming special events: Pickin and Piggin at Saluda Shoals Park, Mud Mania is at Crooked Creek Park, Love, Loss and What I Wore is a Trustus Theater performance at Saluda Shoals Park from May 22 – 24. Ms. Taylor thanked the Commission for the hard work and support in helping to meet the mission of Irmo Chapin Recreation Commission.

## **VIII. COMMISSION RESPONSE**

Commissioner Shuman commended staff for doing an amazing job and for being good stewards of public money. Commissioner Harmon shared appreciation to staff for judicious use of funds and special thanks to Jim Wellman and Elizabeth Taylor on the budget process. Vice Chairman Wilhide shared appreciation of the hard work put into the budget process; the budget was well presented and thought out. Commissioner Loveless concurred that staff and Commission are a good team and also thanked staff for the continued enthusiasm and positive morale throughout the agency. Chairman Sowards thanked staff for the grand opening of the baseball complex at Seven Oaks Park. Chairman Sowards also thanked staff for bearing the additional burden during this period of construction and growth.

## **IX. ADJOURNMENT**

Chairman Sowards adjourned the meeting at 7:35pm.

Respectfully submitted,  
Eve Mittendorf  
IRMO CHAPIN RECREATION COMMISSION

**IRMO CHAPIN RECREATION COMMISSION  
BUDGET PUBLIC HEARING**

Saluda Shoals Park  
Administration Building  
May 21, 2014  
6:30 p.m.

Non-members Attending

Elizabeth Taylor, Eve Mittendorf, Jim Wellman, Jack Terrell

Elizabeth Taylor called the meeting to order at 6:30 p.m. No public attended. Meeting adjourned at 6:45pm.

Respectfully submitted,  
Eve Mittendorf  
IRMO CHAPIN RECREATION COMMISSION