

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

Seven Oaks Park
September 24, 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 and distributed an update on the current construction projects; Jay Downs will give an update on the site work at Saluda Shoals Park and the new Chapin Park. Elizabeth Taylor shared that Seven Oaks Park gymnasium/building project is scheduled to be complete by December 18, 2014. Discussion occurred regarding percent of completion on each project; Saluda Shoals and the new Chapin Park are scheduled for use in 2015. Discussion occurred regarding budget; Elizabeth Taylor shared there is a schedule of costs for each building, fields, tennis courts, etc. and staff continues to review to ensure development continues within budget.

Elizabeth Taylor shared that the high ropes/adventure course vendor communicated to staff they will not be able to partner with Irmo Chapin Recreation Commission as this time; currently the demographics and population of the community do not meet the feasibility requirements for the business plan. Chairman Sowards inquired if the agency had the money to develop and operate an adventure course. Elizabeth Taylor stated at this time there is no monies allocated to develop the adventure course without a partner. Ms. Taylor shared that the adventure course will continue to be part of the master plan and will be re-visited as funding becomes available.

Elizabeth Taylor also shared with the Commission that Ken Prince will be presenting the FY13/14 financial audit. Ken Simmons will share two site drawings of the new Chapin Park development for Commission review and input. Ms. Taylor also reviewed an agreement with the Central Soccer League for use of the soccer fields and a \$200,000 donation to light two additional soccer fields.

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
September 24, 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	Jay Downs
John Cantey	Jeanette Wells		

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 September 24, 2014 agenda as presented; there being no objections the agenda was approved. Chairman Sowards noted a recent Supreme Court decision stating public agencies in the State of South Carolina are not required to have an agenda; however, Irmo Chapin Recreation Commission will continue to publish an agenda.

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 June 4, 2014 minutes as presented; there being no objections the minutes were approved.

IV. PUBLIC PRESENTATION

A. FY 13/14 – Ken Prince, Brittingham Group

Mr. Prince thanked the Irmo Chapin Recreation Commission for the opportunity to conduct the FY 12/13 audit. Mr. Prince introduced Ray Williamson with Brittingham Group. Mr. Prince expressed appreciation to the Finance Director, Jim Wellman, and staff for their cooperation and assistance during the audit. The management discussion and analysis contains important information; the letter of transmittal highlights major accomplishments. Last year the assets of the Commission exceeded its liabilities by \$16M. Of that amount \$923,302 (unrestricted net position) may be used to meet the Commission's ongoing obligations to citizens and creditors. The Commission's total net assets increased for this fiscal year by \$173,851.

The Commission's governmental funds reported a combined ending fund balance of \$16.8M, a decrease of \$4M in comparison with the prior year. At the end of the fiscal year, the undesignated fund balance for the general fund was \$1.65M or 33.3% of total general fund expenditures. The general fund revenues exceeded budget by \$101,253; expenditures were \$342,366 under budget; which shows the Commission is fiscally responsible and budget conscious. Special Revenue Fund revenues were over budget by \$48,638 and expenditures were over budget by \$142,389. The capital projects fund had a fund balance of \$13.8M due to unspent bond proceeds from the prior year issuance. Ken Prince stated the auditors issued an opinion with no qualifications, no findings and no instances of non-compliance; the financial statements are materially correct as presented.

Chairman Sowards shared appreciation to Jim Wellman and staff for a smooth audit. Chairman Sowards, on behalf of the Commission, welcomed Ray Williamson with the Brittingham Group and expressed appreciation to Ken Prince for his long term service to the agency and the institutional knowledge he brings when he reviews the financial statements.

B. Ken Simmons, KBS

Ken Simmons with KBS shared a re-master plan of the new Chapin Park based on the additional 15 acres purchased by the agency after the original master plan drawings were developed. Mr. Simmons shared the original plan that included four baseball fields, tennis, splash pad and two soccer fields; staff provided direction on including two smaller baseball fields for the younger children. Ken Simmons shared with the Commission that the additional property allows for additional baseball fields, 100' set back required by the county and room to separate the different recreational elements. Discussion occurred regarding a pedestrian spine and a concept of a pedestrian bridge in the future. Mr. Simmons shared that the current site work contract includes a baseball complex, splashpad, parking, control building and future parking. Chairman Sowards inquired on the number of parking spaces. Ken Simmons stated the masterplan includes approximately 500 spaces. Discussion occurred regarding an additional acre which would help with the masterplan layout and the 100' setback. Commissioner Loveless inquired on trails. Ken Simmons shared that trails are included; however, under the current Lexington County zoning requirements, trails cannot be placed within the 100' setback around the property. Chairman Sowards asked if the Commission objects to directing Elizabeth Taylor to proceed with negotiations on an additional one acre parcel contiguous with the New Chapin Park; there were no objections.

C. Central League SC Amateur Soccer Associations – Facility Use Agreement

Charlie Krawczck, President of the Central League, presented to the Commission a facilities use agreement; there are two purposes, one to show the support and importance of the partnership with ICRC, the second purpose is to ensure the Central League has access to the fields through the term of the agreement. Mr. Krawczck stated that the agreement includes a donation to ICRC in the amount of \$200,000, which will allow for lighting two additional soccer fields. Mr. Krawczck communicated that the Central League will continue to pay use fees and maintenance fees to ensure access to quality fields. Chairman Sowards shared appreciation for the partnership and the support of the Central League. Chairman Sowards also noted that the agreement has a right of termination, which includes refunding any amortized portion of the \$200,000. Charlie Krawczck also noted that the agreement includes opportunity for an annual review. Commissioner Harmon shared appreciation of the agreement. Commissioner Loveless inquired how many fields the Central League will use and does this agreement preclude the agency from using the fields for soccer tournaments. Charlie Krawczck stated the agreement reflects six weeks per year for tournament use as well as the personal agreement to work together to meet each other's needs. Elizabeth Taylor thanked Mr. Krawczck.

V. STAFF REPORTS

Staff reports were submitted as presented.

Jay Downs presented an update on the capital projects. The Seven Oaks Park gymnasium expansion scheduled completion date is December 18, 2014; outstanding issues regarding the project include a retaining wall at the end of the parking lot that failed; the engineers are involved in assessing and the contractor is responsible to correct the issues. Commissioner Loveless inquired on the correction plan. Jay Downs communicated that the original piping that was put in place was not compacted well around the pipe. As a result, the wall will be rebuilt and pushed further out and a water catch drain will be put in place. Chairman Sowards communicated that the ribbon cutting ceremony will be held in January and Vice Chairman Scott Wilhide will preside over that ceremony. Chairman Sowards inquired on completion of the parking lot. Jay Downs communicated that the wall has to be corrected first and then the parking lot will be addressed and site work is scheduled to be completed in the next two to three weeks.

Jay Downs shared an update on the new Chapin Park; clearing has been completed, grading has started and the infrastructure will begin soon. The design build process has been started with the New Chapin Park as well as Saluda Shoals Park. Staff is working with the contractor and engineers on the costs of the buildings to ensure the design and budgetary goals are met. Chairman Sowards inquired on the location of the buildings. Jay Downs shared the new Chapin Park design includes a concession restroom building as well as a control building by the splash pad and a maintenance facility; at Saluda Shoals Park there is a restroom/concession building near the soccer fields, a tennis park building and an entrance/kiosk building. Chairman Sowards inquired on the budget implication of adding 15 acres, two soccer fields and two baseball fields. Jay Downs shared that the soccer fields were already included in the budget and the additional baseball fields are conceptual only. Commissioner Shuman inquired if the tennis courts at the new Chapin Park will be built. Jay Downs stated no, the tennis courts were not included in the original funding. Jay Downs shared an anticipated completion date for the new Chapin Park in April 2015.

Jay Downs shared that the new Saluda Shoals Park complex is going well; staff continues to work with engineers and utility companies in the development of the new road. The corps of engineers provided the permitting for the boat ramp. Jay Downs shared that the irrigation system should be complete shortly and sprigging will begin in order to stabilize the soccer fields. Discussion occurred regarding sodding, sprigging, seeding and the timing of each choice. Commissioner Harmon inquired when the soccer fields will be available. Jay Downs stated fall of 2015.

VI. NEW BUSINESS

A. FY 13/14 Audit: Ken Prince – Brittingham Group

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE FY 13/14 AUDIT AS PRESENTED. EMILY SHUMAN SECONDED. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

B. FY 13/14 Annual Report

A MOTION WAS MADE BY EMILY SHUMAN TO APPROVE THE FY 13/14 ANNUAL REPORT. SCOTT WILHIDE SECONDED. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

Elizabeth Taylor shared the annual report; staff decided to change the format and cut the cost of the previous year annual report. The annual report was distributed to the Lexington County Delegation.

C. Use Agreement – Central League

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE FACILITY USE AGREEMENT FROM THE CENTRAL LEAUGE AS PRESENTED. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

D. Chase Loveless Memorial Fund

Chairman Sowards noted a correction to the memorial fund name as follows: The Chase Loveless Memorial Scholarship Fund. Elizabeth Taylor shared the importance of establishing a scholarship fund that will give all children access to youth sports. Additionally, the Chase Loveless Memorial Scholarship Fund represents the importance of youth sports and how it played an important role in the life of Chase Loveless and his family. Staff would like to present this in memory of Chase's life and in remembrance of the happy times he and his father spent on the baseball fields.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE CHASE LOVELESS MEMORIAL SCHOLARSHIP FUND AS PRESENTED. SECONDED BY EMILY SHUMAN. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

Bruce Loveless thanked the Commission and staff for all they do.

- E. Amendment to the Agenda to include Item E. Authorization of Staff to Pursue a Contract for One Acre.

Chairman Sowards suggested a motion authorizing the Executive Director to pursue a contract for an additional acre contiguous to the New Chapin Park at the same terms and conditions as the current property in the amount of \$20,000.

A MOTION WAS MADE BY SCOTT WILHIDE TO AUTHORIZE STAFF TO NEGOTIATE A CONTRACT FOR ONE ACRE FOR \$20,000 WITH THE SAME TERMS AND CONDITIONS AS APPLICABLE TO THE REST OF THE PROPERTY. SECONDED BY BILL HARMON. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

VII. EXECUTIVE DIRECTOR'S REPORT

Elizabeth Taylor was pleased to share the FY 13/14 annual report and stated it reflects a great year; the agency ended the year strong programmatically, developmentally and financially; there were seven million visits to the parks. There was significant growth in the afterschool, fitness and children's theater programs. There were 19,000 meals served to seniors, 4400 children played youth sports, and 7440 school children participated in environmental education programs. The mile stone events included the completion of Seven Oaks Park baseball complex, there was a ground breaking for the Saluda Shoals Park expansion and the New Chapin Park and \$15,000 was raised in a first time golf tournament to support youth athletic scholarships. Ms. Taylor stated financially the agency exceeded expected revenues and kept expenses within budget. The Saluda Shoals Foundation raised over \$75,000 and sponsorships were at an all-time high at \$52,000. Elizabeth Taylor stated the achievements were accomplished by a group of dedicated individuals and outstanding staff; with each achievement there are thousands of stories of children, families, seniors and children with special needs who live richer lives because of what staff and volunteers contribute every day.

Elizabeth Taylor communicated that fall marks the beginning of a new season. The Farm to Table event was very successful and is one of several events that bring awareness to Nature's Theater. The first Chapin Middle School dance will be held at Crooked Creek Park and a first Halloween run will be held at Saluda Shoals Park. The Chairman's Lighting Event will be held on Sunday, November 23, 2014.

Chairman Sowards thanked Elizabeth Taylor and complimented staff on the annual report. Commissioner Shuman thanked staff for the job they do every day and in particular the amazing job done to make the Farm to Table event remarkable. Commissioner Shuman requested continued support of the Foundation annual campaign.

VIII. COMMISSION RESPONSE

Commissioner Harmon shared appreciation of the stewardship of staff, a great audit report and the capital projects update. Commissioner Loveless announced a Chapin Town Hall meeting is scheduled to learn more about the Penny for Pavement projects. Elizabeth Taylor shared with the Commission that a call meeting may need to occur in November to approve the 2015 benefits. Chairman Sowards recommended moving the October meeting to November.

Respectfully submitted,
Eve Mittendorf
IRMO CHAPIN RECREATION COMMISSION