

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

Saluda Shoals Park  
River Center  
August 28, 2013  
6:30 p.m.

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

Elizabeth Taylor reviewed the agenda. Discussion occurred regarding removal of Item IV, Communications from the Public. Chairman Sowards recommended that public requests to address the Board be added to the agenda under Public Presentations.

Chairman Sowards requested Commissioner Shuman recognize and present a certificate to Robb Alford for completion of an EAGLE Scout project at Saluda Shoals Park. Commissioner Wilhide will present a certificate to Nicholas Leonhardt for also completing an EAGLE Scout project at Saluda Shoals Park.

Elizabeth Taylor presented a grant authorization process for discussion; it has been the procedure of the Irmo Chapin Recreation Commission Board to approve all grant applications prior to staff applying for possible funding. Discussion occurred regarding streamlining the process to allow the Executive Director and Board Chairman to approve grants with a match requirement up to \$25,000; grants over \$25,000 would require Board approval. Chairman Sowards directed Elizabeth Taylor to include on the September agenda a grant authorization action item. The grant authorization policy should include: under \$5000 match requires Executive Director approval, \$5000 - \$10,000 requires Chairman approval and over \$10,000 requires Board approval.

Elizabeth Taylor reviewed the public presentation items: Community Star for the Lexington County Sheriff's Department; they have been an integral part of the park and community and staff feels it is important to recognize their contribution. In addition, Jacquelyn Buck with Keep the Midlands Beautiful applied and received a grant on behalf of Irmo Chapin Recreation Commission for recycle bins. Dr. Jim Mensch will present the partnership program between the University of South Carolina and Irmo Chapin Recreation Commission. Ashley Smith will present on the 'Heads-up Football' program; this program is aligned with the agency goal of having the safest football program in the State.

Ms. Taylor shared that RFPs for Epting Camp were reviewed; there were seven submissions. Staff has narrowed the submissions down to three to interview; Commissioner Loveless will participate as a member of the selection committee.

Elizabeth Taylor stated that Gibson and Associates will present the 2014 benefits recommendation in October; there will be no November or December Commission meetings. In addition, the October meeting will include a retirement drop-in from 6:00pm – 7:00pm on October 23, 2013 at Seven Oaks Park in recognition of Commissioner McLean's years of service.

Respectfully submitted,  
Eve Mittendorf  
IRMO CHAPIN RECREATION COMMISSION

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

Saluda Shoals Park  
River Center  
August 28, 2013  
7:00 p.m.

Members Attending

John Sowards, Scott Wilhide, Emily Shuman, Tom McLean, Bruce Loveless

Non-members Attending

Elizabeth Taylor	Eve Mittendorf	Jim Wellman	Jack Terrell
Jay Downs	John Cantey	Ashley Smith	Jeanette Wells
Dr. Mensch	Captain Jones	Robb Alford	Nicholas Leonhardt
Dan Rusinyak	Tony Ayers	Lt. B. Aiken	Jacqueline Buck
Tim Alford	Peggy Alford		

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 agenda with one amendment to remove Communications from the Public.

A MOTION WAS MADE BY SCOTT WILHIDE TO ACCEPT THE AGENDA WITH ONE AMENDMENT TO REMOVE COMMUNICATIONS FROM THE PUBLIC. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLEY.

**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 August 28, 2013 minutes as presented; there being no objections the minutes were approved.

**IV. COMMUNICATIONS FROM THE PUBLIC**

None

**V. PUBLIC PRESENTATION**

A. Community Star – Lexington County Sheriff's Department

Chairman Sowards shared Commission and staff appreciation to the Lexington County Sheriff's Department for their community partnership, for their interaction and relationship building with patrons and staff and for the common goal of improving the quality of life for all citizens of the district.

- B. EAGLE Scout Project – Robb Alford  
Commissioner Shuman presented a certificate of appreciation to Robb Alford for completion of an EAGLE Scout project at Saluda Shoals Park. Robb built a six foot high privacy fence around the back of the restroom area at Saluda Splash.
- C. EAGLE Scout Project – Nicholas Leonhardt  
Commissioner Wilhide presented a certificate of appreciation to Nicholas Leonhardt for completion of an EAGLE Scout project at Saluda Shoals Park. Nicholas built bluebird boxes built with Plexiglas to allow for monitoring.
- D. Keep the Midlands Beautiful – Jacqueline Buck  
Jacqueline Buck presented Irmo Chapin Recreation Commission with a grant of 20 recycle bins to use throughout the three parks. Chairman Sowards and Elizabeth Taylor shared appreciation for the recycle bins and gratitude for the relationship with Keep the Midlands Beautiful.
- E. Heads-up Football – Ashley Smith  
Ashley Smith shared with the Commission the goal of staff is to ensure ICRC has the safest football program in the State; all coaches receive a two hour online training as well as a two hour course on head and neck safety.
- F. University of South Carolina Partnership – Dr. Jim Mensch  
Dr. Mensch thanked Ashley Smith for his leadership in securing the partnership with USA football and the University of South Carolina (USC). USA football selected USC to receive a \$60,000 grant for youth sport safety programs. As part of this program, ICRC will have access to a graduate assistant athletic trainer for practices and games; a research team will be designated to the Seven Oaks Park site. There are four components to the research: a certified athletic trainer assigned to SOP, a research team will provide for youth participants the same monitoring that is done for USC football players, an accelerometer patch is placed on players behind the ear to monitor impacts and a heat safety study will be completed. Dr. Mensch also shared that this program is the only study being completed on youth football players in the country and both USC and ICRC staff are fully committed and excited. Chairman Sowards inquired if there was any cost to the families participating; Dr. Mensch replied no. Commissioner Loveless asked who provided the grant; Dr. Mensch replied, USA Football. Chairman Sowards thanked Dr. Mensch and Ashley Smith for their efforts in making youth safety a priority.

## **VI. STAFF REPORTS**

Jay Downs shared an update on agency capital projects. Currently, staff is in the design selection phase for the athletic facilities for Epting Camp and Saluda Shoals Park; staff received good responses to the RFP.

In addition, engineering is underway for the connector road that will be designed and built to connect the new Saluda Shoals property to the existing Saluda Shoals Park. Florence and Hutcheson (ICA), a vendor for Lexington County, will be doing the design of the connector road; this is a good company for the agency to work with due to the number of right-of-way encroachment considerations. There are three companies that staff will have to work with regarding the right-of-ways: Santee Cooper, Mid-Carolina and SCE&G. Estimated time frame to bid the project is October, 2013.

Mr. Downs also shared that the children's garden at Saluda Shoals Park has been completed. Chairman Sowards inquired how the rail was constructed. Jay Downs shared that staff designed and built the rail. In addition, Mr. Downs stated that the senior center expansion has been completed on budget and on time. Jay Downs shared the rendering of the site work around the gymnasium and senior center. The gymnasium and senior center expansion at Seven Oaks Park will expand the building by 23,000 sq ft.; the new design allows for an additional seven parking spaces. The fill dirt cut from the existing parking lot will be used at the new athletic areas at Saluda Shoals Park (formerly BC Components). Jay Downs shared the interior design plan for the new gymnasium expansion at Seven Oaks Park as well as the site work for the new trail system to the ballfields. Chairman Sowards inquired if the trail was going to be concrete or asphalt. Mr. Downs replied the trail will be concrete and stairs are included in the design.

In addition, Mr. Downs shared that the existing SOP concession building will be removed; the new building is designed to be elevated and to include a large storage area, expanded concessions, picnic tables under a covered roof as well as step down seating all the way around the building. Mr. Downs also noted that the building is designed to circulate with a natural convection air flow; providing a cooler facility. In addition, the design includes sun shades over the step down seating around the building. Elizabeth Taylor and Commission thanked Jay Downs for his presentation.

All other staff reports submitted as presented.

## **VII. NEW BUSINESS**

### **A. Basketball Tournament Fundraising Request**

Elizabeth Taylor presented to the Commission staff's recommendation to approve Inner Courts Church fundraising request to rent Seven Oaks Park gym to host a man-up 3 on 3 basketball tournament.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE BASKETBALL TOURNAMENT FUNDRAISING REQUEST AS PRESENTED. EMILY SHUMAN SECONDED. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

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

Elizabeth Taylor reported that DHEC's soil removal begins at BC Components this week and should be complete by next week. In addition, the assessment on the rubble piles have been completed and cleared to use as road bed material.

Ms. Taylor communicated that a joint team meeting was held on August 20th with the Girl Scouts to further develop and plan a proposed partnership for a tree top village and support facilities; staff will be meeting regularly with the Girls Scout team to define the partnership before submitting to Commission for consideration.

The audit for the FY 12/13 is nearly complete; staff is projecting the audit will be ready to present at the September Commission meeting. The Saluda Shoals Foundation has elected new officers: Barb Willm, Chairman, Marshall Taylor, Vice Chairman. Brent Mackie has resigned from the Foundation due to his recent promotion at South Carolina Bank and Trust in Horry County. Marty Bridges and Michael Cromer were elected as new board members to the Foundation.

Elizabeth Taylor also shared that participation for FY 12/13 increased to 1.6 million visits. This is an increase of 53,000 visits over the prior year; the parks are used, valued and loved by the public. Special events participation increased 22%, senior programming at Seven Oaks Park increased by 19%. The Splash and Dash adventure race has been postponed until October 19<sup>th</sup>. Saluda Shoals Park outdoor activities declined in canoe, kayak and tube rentals due to the heavy rains throughout the summer and as well as SCE&G's release of water from the dam.

In addition, Ms. Taylor shared that ICRC will be participating in the Chapin Labor Day festivities including the Crooked 5K run for meals on wheels; and staff and patrons will be participating in the parade.

## **IX. COMMISSION RESPONSE**

Chairman Sowards thanked Elizabeth Taylor for a great report and staff for their hard work. Scott Wilhide shared excitement on the increase in participation numbers. Tom McLean and Emily Shuman echoed Commission response.

## **X. ADJOURNMENT**

There being no further business the General Session meeting adjourned at 7:55 p.m.

Respectfully submitted,  
Eve Mittendorf  
IRMO CHAPIN RECREATION COMMISSION