

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

Crooked Creek Park
September 23, 2015
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 presented an overview of the agenda. Ms. Taylor congratulated Bruce Loveless on his re-appointment to the Commission. Elizabeth Taylor shared with the Commission an update on an inclusive playground project; the project includes a committee working with a non-profit called Shane's Inspiration. Shane's Inspiration designs and assists with fundraising projects to build inclusive playgrounds. There are four potential sites within Saluda Shoals Park (SSP), the cost is approximately \$1M and ideally one acre. Elizabeth Taylor communicated that the playground will not be just for children with disabilities; but, a playground for all children. Commissioner Loveless asked what the agency can do to assist. Elizabeth Taylor stated, at this time staff wanted to ensure the Commission is on board with the project. Discussion occurred regarding design, money, construction, and a broad base of support for the project. Elizabeth Taylor shared that The Lexington County Development Block Grant committee was excited about the project and would likely support. Discussion occurred to ensure the Commission and staff are not overloaded; Commissioner Harmon asked what the ongoing maintenance costs would be to the agency. Elizabeth Taylor stated it would be taken in as part of the agency's inventory and would incur costs in the future to maintain. Discussion occurred regarding location, timing, building support, and fund raising for the next phase of agency development.

Commissioner Shuman shared the Saluda Shoals Park (SSP) Foundation strategic planning included setting goals and finishing current theater project. Chairman Sowards offered to speak to the Foundation; Elizabeth Taylor and Commissioner Shuman will work together to arrange a time for Chairman Sowards to share with the SSP Foundation information on public funds for natures theater, ICRC strategic plan, re-location of the project, resources, redesign and building amenities.

Elizabeth Taylor requested Chairman Sowards and Commissioner Shuman's signatures for Bond documents. Ms. Taylor shared that an interview was held with Moody's; the sale is scheduled for Monday, September 28, 2015.

Discussion occurred regarding customer credit card fees for online services; Chairman Sowards directed the Executive Director to monitor use.

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**

Crooked Creek Park
September 23, 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	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 September 23, 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 May 27, 2015 minutes as presented; there being no objections the minutes were approved.

IV. PUBLIC PRESENTATION

A. Saluda Shoals Park Director – Mark Smyers

Chairman Sowards welcomed Mark Smyers. Mr. Smyers thanked the Commission for the opportunity and expressed excitement to be a part of Irmo Chapin Recreation Commission; the agency is set-up for success; staff and leadership are great. Elizabeth Taylor shared with the Commission the selection process. Ms. Taylor stated she was delighted to find the person with the type of leadership characteristics Mr. Smyers exhibits as well as ties to community and Saluda Shoals Park. Mark Smyers attended Clemson, settled in Columbia, and completed an internship at Ft. Jackson and performed recreation and strategic planning at Ft. Jackson. Mr. Smyers completed his masters' degree and was assistant director in Spartanburg parks and recreation and then became director of parks and recreation in Spartanburg. Mark Smyers was responsible for all outdoor recreation, park plans, equipment, swimming, cabins, cottages, and 60 unit hotel at Ft. Jackson. Commissioner Harmon welcomed Mr. Smyers to ICRC.

V. STAFF REPORTS

Staff reports were submitted as presented.

Jay Downs presented an update on capital projects; there has been a lot of progress at SSP East and Seven Oaks Park expansion is complete. Mr. Downs communicated that the majority of the soccer complex will be completed in October with tennis complex completed in November; it is anticipated that the connector road will be completed soon and support buildings are 90% complete. Jay Downs

shared that the development of the new boat ramp has started. The New Chapin Park, phase I, is well under way, including lighting structures, fields, fencing and infrastructure. Chairman Sowards inquired on the status of the fencing at the New Chapin Park. Jay Downs communicated the contractor is onsite and mobilized. Commissioner Harmon shared compliments to staff regarding the development and provided positive feedback from the community.

VI. NEW BUSINESS

A. 2016 PARD Grant Approval

Elizabeth Taylor communicated that Jay Downs attended the Lexington Delegation meeting for the approval of the 2016 PARD allocation. The PARD grant monies, in the amount of \$32,550.66, will be used for playground equipment at the New Chapin Park.

A MOTION WAS BY MADE SCOTT WILHIDE TO APPROVE THE 2016 PARD GRANT APPLICATION. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

B. Central Midlands DOT Grant (CCP Handicap Mini-Van)

Elizabeth Taylor communicated that the Central Midlands DOT Grant will be used to replace an older handicap mini-van; these vehicles are used to transport seniors. Commissioner Wilhide inquired if there was a match requirement. Ms. Taylor stated yes, \$6,000.

A MOTION WAS MADE BY SCOTT WILHIDE TO ACCEPT STAFFS RECOMMENDATION TO SUBMIT A CENTRAL MIDLANDS DOT GRANT APPLICATION FOR A HANDICAP MINI-VAN AT CROOKED CREEK PARK. SECONDED BY EMILY SHUMAN. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

C. Contract Phase II – New Chapin Park

Elizabeth Taylor shared that staff negotiated with Coogler Construction site work on the additional 16 acres at the New Chapin Park; which includes two new baseballs fields, two soccer fields, and additional infrastructure for \$1,350,000.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE STAFF RECOMMENDATION ON CHANGE ORDERS RELATING TO DESIGN BUILD CONTRACTUAL WORK AT THE NEW CHAPIN PARK WITH COOGLER CONSTRUCTION. SECONDED BY EMILY SHUMAN.

Commissioner Loveless inquired on the number of tennis courts at the New Chapin Park. Jay Downs replied 8-10 tennis courts would be put out for bid.

VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

D. Ratification of Change Orders for SSP East

Elizabeth Taylor stated staff is requesting approval of change order for development of the connector roadway at Saluda Shoals Park East. Ms. Taylor requested a correction to the memo submitted to the Commission; the total change order amount is \$164,000.

A MOTION WAS MADE BY EMILY SHUMAN TO ACCEPT THE CHANGE ORDER REQUEST FOR SALUDA SHOALS PARK EAST IN THE AMOUNT OF \$164,000. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

E. FY 14/15 Annual Report

Elizabeth Taylor shared with the Commission copies of the new FY 14/15 Annual Report.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE FY 14/15 ANNUAL REPORT AS PRESENTED.

Chairman Sowards shared appreciation for the design and information in the annual report.

SECONDED BY EMILY SHUMAN. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

F. Regularly Scheduled Commission Meeting Date Change

Elizabeth Taylor communicated a request to move the October 28, 2015 Commission meeting to November 11, 2015 in order to have benefit advisors available to present the 2016 health benefit recommendation.

A MOTION WAS MADE BY BRUCE LOVELESS TO APPROVE STAFF RECOMMENDATION TO MOVE THE REGULARLY SCHEDULED OCTOBER MEETING TO NOVEMBER 11, 2015. SECONDED BY SCOTT WILHIDE. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

VII. EXECUTIVE DIRECTOR'S REPORT

Elizabeth Taylor shared with the public and the Commission that the community lost a good friend, Mike Moore. Ms. Taylor stated, for the record, how much staff appreciated Mike's contribution to the community, for a being a friend and partner to ICRC, and for being a coach, mentor and friend to hundreds of children for over 40 years. Chairman Sowards requested Elizabeth Taylor write a letter of appreciation to Mr. Moore's family. Commission Loveless inquired if a Community Star could be given to Mr. Moore's family. Elizabeth Taylor said yes.

Elizabeth Taylor reviewed the 2014/2015 annual report; revenues were up 7%, the parks had 1.8M visitors, the programs were up in all areas, significant buildout continues, and construction of the newly renovated Seven Oaks Park is complete. Additionally, the agency had a record year in community support through sponsorships: 3 year sponsorship agreements have been signed for all six fields at Saluda Shoals Park East, grant requests were awarded by the Central Community Development, by Michael J. Mungo Foundation and by Lexington County Community Block Development. Holiday Lights' sponsorships reached \$51K, \$30K was raised for the Chase Loveless Scholarship program, SSP Foundation met the annual campaign goal of \$65K, plus \$25K for the oyster roast. Ms. Taylor also shared Holiday Lights activities will run all 31 nights of the show and Santa arrives December 11 – 23. Additional events include Halloween at the Park and Will-O-The-Wisp is October 24. There will be a soft opening at SSP East in November 2015 with a formal grand opening scheduled for March of 2016. An event committee is working together to plan for the 2016 World Quidditch Cup scheduled in April of 2016. The Chapin Woman's club presented the installation of a beautiful butterfly garden to commemorate mental health awareness. Elizabeth Taylor shared that Irmo Chapin Recreation Commission will be recognized at the South Carolina Park and Recreation Association joint conference and receive the Park Excellence Award. Ms. Taylor thanked the support of the Commission and community; and to the staff for the dedicated service shown each day.

VIII. COMMISSION RESPONSE

Commissioner Shuman communicated appreciation and amazement of all the accomplishments in the FY14/15. Vice Chairman Wilhide expressed that he was thrilled with the new facility at Seven Oaks Park. Chairman Sowards expressed appreciation to staff for the contributions to the programs, facilities and activities that led to a very successful annual report.

There being no further business the General Session meeting adjourned at 7:45 p.m.

Respectfully submitted,
Eve Mittendorf
IRMO CHAPIN RECREATION COMMISSION