

**IRMO CHAPIN RECREATION COMMISSION  
GENERAL SESSION MINUTES**

Saluda Shoals Park  
River Center  
November 8, 2017  
7:00pm

**II.**

Members Attending

John Sowards, Bill Harmon, Tim Stewart, Bruce Loveless

Non-Members Attending

Mark Smyers	Eve Mittendorf	Jay Downs	Jack Terrell
Jim Wellman	Gary Boyd	Bill Hancock	

Chairman Sowards called the meeting to order at 7:00pm and delivered the invocation. Guests were welcomed.

**I. REQUIREMENTS OF THE FREEDOM OF INFORMATION ACT**

In accordance with the 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.

**II. APPROVAL OF THE MINUTES**

Chairman Sowards submitted the September 27, 2017 minutes as presented; there being no objections the minutes were approved.

**III. PUBLIC PRESENTATION**

**A. FY16/17 Audit – Bill Hancock, Brittingham Group**

Bill Hancock presented the FY16/17 audit. Mr. Hancock stated the financial statements were presented correctly and in accordance with accounting principles; no internal weaknesses or non-compliance issues were found according to government auditing standards. Mr. Hancock shared the income statement and noted the net change of \$3M; this is due the significant funds at the beginning of the year and the amount spent on anticipated capital projects. Mr. Hancock reminded the Commission that the agency is required to report the net pension liability for the South Carolina State Retirement; this is equal to \$7.3M; the proper amount was withheld, matched and delivered to the retirement system; the agency is in compliance. Discussion occurred regarding GASB requirements, employee and retiree medical costs and budget. Jim Wellman shared that the net assets are still strong, bond rating is in a good standing; the overall agency is financial in a good place. Discussion occurred regarding raising the fund balance from \$1.2M to \$1.5M to ensure cash flow meets financial obligations; Jim Wellman will make a recommendation.

**IV. STAFF REPORTS**

Staff reports were submitted as presented.

Jay Downs communicated the trees at Melvin Park were being replaced by the contractor; the ground did not allow for proper drainage; the contractor is resolving the problem. The signage at Melvin Park is underway; the stone masons have started, and the landscaping process will begin shortly. Staff continues to work with the church next to Crooked Creek Park as a possible alternate for emergency access. Chairman Sowards inquired about an alternate option besides

the church access. Jay Downs replied the original conceptual design would require going through a wetland. Commissioner Loveless inquired on a time frame to install the access road. Jay Downs stated the PARD grant does not require a specific timeline; as a result, there is time to resolve. Commissioner Loveless requested contact information on the church leaders. Commissioner Stewart requested information on the Board of Trustees. Jay Downs stated he would provide that information to the Commissioners.

Jay Downs shared an update on Seven Oaks Park. The old front desk area has been remodeled to include a new activity room; the amount budgeted was \$12K; the final cost to complete the project was approximately \$8K. Mr. Downs also shared that Holiday Lights installation is underway; there are over 60 scenes. The inclusive playground continues to gain enthusiasm; Morgan Grimball is the designer; Shane's Inspiration came to Columbia and led two charrettes and one meeting with children for design ideas.

## **V. NEW BUSINESS**

### **A. 2018 Regular Commission Meeting Schedule**

Mr. Smyers noted one modification to last year's meeting schedule; the September meeting was moved to week three in order for staff to attend training opportunities at the National Recreation Parks Association (NRPA) conference; the November meeting was moved back to the regularly scheduled date in October; the Board does not meet in February, June, July, August or November and December.

A MOTION WAS MADE BY BILL HARMON TO ACCEPT STAFF'S RECOMMENDATION ON THE 2018 REGULAR COMMISSION MEETING SCHEDULE. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

### **B. FY 18/19 Community Development Block Grant (CDBG) Application**

Mr. Smyers shared that the CDBG is very generous; staff is asking for three grants: one for afternoon adventures for the therapeutic recreation department (TR) in the amount of \$66,460 with an \$8,721 match; the athletic scholarship fund for \$21,870 with a \$29,185 match generated from public donations, the Chase Loveless Golf Tournament, and equipment rental fees; a 12 passenger Jacob's Law compliant extended van for TR and the senior services population, which is \$36,000 with a \$5,325 match.

A MOTION WAS MADE BY BRUCE LOVELESS TO ACCEPT STAFF'S REQUEST TO APPLY FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG). SECONDED BY BILL HARMON. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

### **C. NRPA Grant Application**

Mark Smyers requested Commission approval to apply for an NRPA \$1000 mini-grant for inclusive health and wellness program opportunities for those with physical and cognitive disabilities; no match is required.

A MOTION WAS MADE BY TIM STEWART TO ACCEPT THE NRPA MINI GRANT APPLICATION REQUEST. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

Discussion occurred regarding the application date of November 1, 2017. Chairman Sowards advised the Executive Director if application opportunities come available in between

Commission meetings staff should go ahead and apply for the grant and seek board ratification for the request.

A MOTION TO AMEND WAS MADE BY BRUCE LOVELESS TO RATIFY THE NRPA GRANT APPLICATION. SECONDED BY BILL HARMON. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

D. FY 16/17 Audit

A MOTION WAS MADE BY BRUCE LOVELESS TO APPROVE THE FY 16/17 AUDIT. SECONDED BY BILL HARMON. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

**VI. EXECUTIVE DIRECTOR'S REPORT**

Mark Smyers thanked everyone for attending Emily Shuman's retirement celebration. Mr. Smyers shared that Irmo Chapin Recreation Commission partnered with Lexington Recreation and Aging to conduct the senior games in which 116 athletes participated; the Cardinal TR baseball team completed a successful 8 week season at Seven Oaks Park with 37 athletes; this included participation from the University of South Carolina softball team. Saluda Shoals Park conducted a Splash and Dash adventure race with 55 racers; staff assisted with 449 team building challengers in the month of September; Crooked Creek Park conducted an annual Halloween event which hosted 2750 visitors; Will-o-Wisp at Saluda Shoals Park hosted 1379 participants. Staff partnered with Carolina Wildlife Care to share with the kids a snake, opossum and an owl. Mr. Smyers shared that staff is completing the finishing touches for the Holiday Lights on the River event. Additionally, the Senior Thanksgiving Luncheon is scheduled for November 9<sup>th</sup> at Crooked Creek Park and a showing of Robin Hood by the Children's Theater is November 10-12, 2017 at Saluda Shoals Park. Mark Smyers also thanked Keep the Midlands Beautiful and the Michael J. Mungo foundation for the tree planting project at the west entrance of the park; this project included 30 crepe myrtles and a donation of 150 small trees to be planted at Saluda Shoals Park East.

**VII. COMMISSION RESPONSE**

Commissioner Harmon thanked Jim Wellman for a positive audit. Commissioner Loveless shared appreciation of the SSP bench donated by Chairman Sowards. Chairman Sowards thanked staff and wished everyone a blessed holiday.

There being no further business, the Commission adjourned the General Session at 8:10 p.m.

Respectfully submitted,  
Eve E. Mittendorf  
IRMO CHAPIN RECREATION COMMISSION