

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

Crooked Creek Park
September 21, 2016
6:30p.m.

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

Elizabeth Taylor presented an overview of the agenda items. Ms. Taylor reviewed the park school agreement; the changes include approximately a \$5000 budgetary impact to ICRC due to the fees that are included. There are two agreements with reciprocal use: the lease agreement provides for the development and maintenance use of Seven Oaks Elementary, Chapin Intermediate, Irmo Elementary and the Alternative Academy; the school facilities are treated as ICRC facilities in terms of capital investments and maintenance. The only change in this year's lease agreement is the district softball field has been removed because it no longer exists. The lease agreement is for five years. The request for changes came with the reciprocal use agreement for indoor facilities; primarily gym facilities. The agreement is ICRC will pay half of the rental lease fees for indoor school facilities and the school district will pay half of ICRC indoor facility fees as well as a \$30 per hour custodial fee. Staff did a schedule analysis and moved as many programs into ICRC facilities in order to reduce the potential financial impact. The outdoor spaces will be used at no cost. Chairman Sowards communicated that the park school agreement is mutually beneficially for the school district, ICRC and tax payers.

Elizabeth Taylor shared a recommendation to enter into a contract negotiation with the Boudreaux Group for re-design of Nature's Theater. The process included an advertisement for qualifications; there were six committee members who reviewed the RFQs, the committee interviewed five of the teams and narrowed it down to two teams. One of the teams was West Lake out of Ohio and the other team was the Boudreaux Group; discussion occurred regarding the strengths of both teams; it was decided by the committee that the Boudreaux Group better understood the scope of the project and was a better fit. Elizabeth Taylor stated the Saluda Shoals Park Foundation has \$2.4M. Discussion occurred regarding a \$500K legacy gift and naming opportunity for the stage and donation opportunities for naming of the theater. Ms. Taylor communicated that \$3M is the goal for a re-design and construction for the first phase. Ms. Taylor communicated that a design concept of the theater is needed in order to continue fundraising efforts; staff is requesting to enter into negotiation with the Boudreaux Group for architectural and design services for phase I and phase II.

Ms. Taylor communicated that Marshall Taylor will present the Saluda Shoals Foundation Bylaws. Chairman Sowards stated the Bylaws connect Irmo Chapin Recreation Commission to the Foundation; however, the Foundation is an independent organization with their own 501c3 status. The Saluda Shoals Foundation is sharing the Bylaws with the Commission; however the Commission is not required to vote or approve the Bylaws.

Elizabeth Taylor also shared the PARD Grant application and matching funds for Commission approval; the funds would be used for construction of an emergency access road and additional parking at Crooked Creek Park.

The Commission moved to the Work 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 21, 2016
7:00 p.m.

Members Attending:

John Sowards, Scott Wilhide, Bruce Loveless, Bill Harmon

Members Absent:

Emily Shuman

Non-members Attending

Elizabeth Taylor	Eve Mittendorf	Jack Terrell	Jason White
Jay Downs	Dolly Patton	Jim Wellman	Marshall Taylor

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 21, 2016 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 25, 2016 minutes as presented; there being no objections the minutes were approved.

IV. PUBLIC PRESENTATION

A. Saluda Shoals Foundation – Marshall Taylor, Chair
Marshall Taylor shared appreciation for the opportunity to serve on the Foundation and for the opportunity to continue to support, develop and promote Saluda Shoals Park as well as the continued relationship with the Commission. Chairman Sowards echoed Marshall Taylor's sentiments and also shared appreciation for the work of the Foundation to enhance Saluda Shoals Park.

V. STAFF REPORTS

Staff reports were submitted as presented. Elizabeth Taylor communicated one correction to the preliminary financial report; under the prior year expenditure line item it currently reads \$4M; the actual number is \$1,032,546.

Jay Downs, presented an update on capital projects; the expansion to the dog park is completed. Chairman Sowards inquired if staff received any feedback from the public. Park Director Mark Smyers shared the public's appreciation for the tree canopy and shade; the public seem very happy and staff received no negative comments. Jay Downs shared staff

is completing the electrical infrastructural along the new connector road and new expansion for Holiday Lights. Mr. Downs also shared that the support facilities, roadways and grassing for phase I at Epting Camp are substantially completed. The splash pad contractors have done the infrastructural work. Commissioner Loveless inquired if the water at Epting Camp is complete. Mr. Downs communicated yes, the construction water is tied into facilities; the contractors continue to work on aas-builts to submit to City of Columbia. Chairman Sowards inquired if the opening for the Epting Camp Park is scheduled for the spring. Jay Downs replied yes. Elizabeth Taylor shared that the baseball complex is scheduled to be open on Opening Day in March 2017.

VI. NEW BUSINESS

A. Saluda Shoals Foundation Bylaw Amendments

Chairman Sowards communicated that the Saluda Shoals Foundation is a 501c3 and does not require approval from the Irmo Chapin Recreation Commission regarding changes to the Foundation Bylaws. Chairman Sowards thanked Marshall Taylor for keeping the Commission involved and informed. Marshall Taylor thanked the Commission and thanked Adam Landy for working with the Foundation to ensure the Bylaws are more in line with other non-profits; the Foundation approved the Bylaws on May 3, 2016. Marshall Taylor communicated there were three primary changes to the Bylaws: the nominating committee is now a board development committee to include developing board members in understanding a board member's role and how to fund raise. The second change included a formal attendance policy and the last change was to allow the Executive Committee to allow community members to serve on sub-committees of the Foundation.

A MOTION WAS MADE BY BILL HARMON TO ACCEPT THE SALUDA SHOALS FOUNDATION BYLAW AMENDMENTS AS PRESENTED. SECONDED BY SCOTT WILHIDE. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

B. PARD Grant Application

Elizabeth Taylor presented staff's recommendation for PARD. The additional funding approved for PARD includes an increase of \$53,000. Ms. Taylor thanked Chip Huggins and Nathan Ballentine for their support of parks and recreation; the Lexington Delegation has already approved the use of the funds for the purpose of construction of a new emergency access road and additional parking at Crooked Creek Park. Chairman Sowards communicated that the PARD Grant application includes PARD funds in the amount of \$68,288.30 plus an ICRC match of \$13,657.68 for a total of \$81,945.98.

A MOTION WAS MADE BY BILL HARMON TO APPROVE THE PARD GRANT APPLICATION. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

C. 2016/2017 Park School Agreement

Elizabeth Taylor summarized the staff recommendation of 2016/2017 Park School Agreement and shared the importance of a long standing relationship between the Lexington Richland School District V and Irmo Chapin Recreation Commission. Ms. Taylor communicated there are two separate agreements: the first agreement includes a property lease agreement which provides for the development and management of recreation facilities that ICRC operates on school property. The only change to that agreement is the removal of the softball field at the District because it no longer exists. The second agreement is a joint use agreement that defines the reciprocal use of park and school facilities for programs and activities; the changes to the agreement include

fees for the use of indoor facilities; previously there was no charge. The new agreement includes paying for and charging half of the facility rental usage fee for school facilities and park facilities as well as a \$30 per hour custodial fee. The bottom line additional cost to Irmo Chapin Recreation Commission budget is approximately \$5000 - \$6000. Chairman Sowards inquired how long staff have been working on negotiating this agreement. Elizabeth Taylor stated approximately nine months. Elizabeth Taylor thanked Jack Terrell for working diligently on this agreement.

A MOTION WAS MADE BY BILL HARMON TO ACCEPT THE 2016/2017 PARK SCHOOL AGREEMENT AS PRESENTED. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

D. Nature's Theater Design Team Recommendation

Elizabeth Taylor communicated after advertising for Qualifications for Design teams for the re-design of Nature's Theater 13 submissions were received. A committee reviewed the submissions and selected five teams to interview and narrowed it down two teams. The committee interviewed the principal of the local team and a decision was made that the Boudreaux Group was the best fit for the project due to understanding the scope, the vision and the history of the project as well as a team of very qualified contractors. The Committee unanimously agreed to submit a recommendation to the Commission for approval to enter into contract negotiations with the Boudreaux Group for a conceptual re-design of the Nature's Theater project, which will include two phases. The first phase is budgeted for \$3M; the re-design concepts would help staff's fund raising efforts. The estimated cost for the concept drawings will be approximately \$65,000 based on a \$4M fund raising goal.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE STAFF'S RECOMMENDATION TO ENTER INTO CONTRACT WITH THE BOUDREAUX GROUP ON THE RE-DESIGN OF NATURE'S THEATER. SECONDED BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

VII. EXECUTIVE DIRECTOR'S REPORT

Elizabeth Taylor shared that over the summer there were 146 camps that included 1456 participants as well as 10 weeks of summer safari, which included a weekly average of 340 participants. At Saluda Shoals Park there were 1043 students that experienced environmental education programs; 905 individuals learned better communication and team building through the challenge course and team building programs. In addition, there were 863 Poki Man hunters chasing imaginary creatures through the park; 8800 daily parking passes were sold and over 15,000 splash bands were sold during the summer. Ms. Taylor shared that there are currently 642 participants in the afterschool program, which is approximately a 3% increase from last year's enrollment. Fall sports registration experienced an increase in Irmo with 11 more new teams; staff is encouraged that the new renovations have revitalized Seven Oaks Park. Saluda Shoals Park grand opening was on August 4th and very well attended. The tennis facility is experiencing good participation; the Lexington Tennis Association has registered five new teams for fall play. Ms. Taylor shared that staff received confirmation from Zorba's that they will be the first sponsor for one of the new tennis courts. The Columbia Visitors Bureau reports that the economic impact to the St. Andrews corridor, since opening Saluda Shoals Park East, is approximately \$2.3M. U.S. Quidditch has announced selection of Saluda Shoals Park for the 2017 regional cup. Holiday Lights is being installed along the new roadway and communication is going out to the public regarding the new entrance. New 2016 features for Holiday Lights will include a new slide and a skating rink on synthetic ice. Elizabeth Taylor reminded the Commissioners that Chairman's Lighting is on November 20, 2016.

VIII. COMMISSION RESPONSE

Commissioner Loveless shared appreciation to Chairman Sowards for guidance and assistance with the company who released sewage into the Saluda River at the beginning of the summer. Discussion occurred regarding continued monitoring, revenue losses, training and certification of staff to assist in testing and monitoring the river and the overall community awareness of the importance of natural resources. Chairman Sowards stated for the record, staff, Commission and elected official Chip Huggins responded immediately and responsibly to the incident. The company involved in the sewage release also responded quickly and ensured the Commission they would take corrective action and reimburse for lost revenues. Chairman Sowards stated the company did what they committed to doing and shared the company's appreciation to staff for submitting a reasonable request.

Chairman Sowards thanked staff for the grand opening; it was magnificent. Chairman Sowards acknowledged and shared appreciation to former Commission Carl Hust and current Vice Chairman Scott Wilhide for approving the purchase of the property at Saluda Shoals Park East. Chairman Sowards shared appreciation to staff and Commission for the foresight to plan for additional facilities to accommodate the amount of new community members and children in the district. Chairman Sowards stated he is looking forward to the grand opening of the new Epting Camp Park in the spring of 2017; Commissioner Harmon will emcee the grand opening. Chairman Sowards also shared that the November meeting will include recognizing Scott Wilhide for his 15 year tenure on the Commission and thanked Commissioner Wilhide for his public service.

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

Respectfully submitted,
Eve Mittendorf
IRMO CHAPIN RECREATION COMMISSION