

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

Seven Oaks Park

May 25, 2016

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. Discussion occurred regarding development of an inclusive playground and potential property sites. Chairman Sowards shared an update on a South Carolina Supreme Court ruling that public bodies may not amend a published agenda under the bylaws of the Freedom of Information without an additional 24 hour notice to the public.

Elizabeth Taylor reviewed the FY15/16 budget amendments. The amendments are in three categories: grant and FEMA monies; emergency repairs such as HVAC equipment, fitness equipment, dog park fencing, repair of the basketball goal at Crooked Creek Park and donations received by the Saluda Shoals Foundation.

Discussion occurred regarding the Parent Child Handbook for the Afterschool Program. Commissioner Shuman inquired if there were any major changes. Elizabeth Taylor stated no; the handbook provided an opportunity to consolidate policies and procedures into one concise document. Commissioner Shuman inquired if there was an acknowledgement page for parents to sign that they received and understood the handbook. Ms. Taylor stated yes; additionally the handbook was sent to 77 parents, the Lexington Richland School District and Sheriff's Department for review. Staff received comments from two parents.

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**

Seven Oaks Park
May 25, 2016
7:00 p.m.

Members Attending

John Sowards, Scott Wilhide, Emily Shuman, Bruce Loveless, Bill Harmon

Non-members Attending

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|------------------|----------------|----------------|-----------|
| Elizabeth Taylor | Eve Mittendorf | Jack Terrell | Jay Downs |
| Jim Wellman | John Cantey | Chris McKinney | |

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 May 25, 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. Chairman Sowards submitted for the record notice of a South Carolina Supreme Court ruling amending the Freedom of Information Act, Section 30-4-80, requiring all public bodies post meeting agendas to the public no later than 24 hours prior to the meeting and no items may be added to the agenda without an additional 24 hour notice to the public or in the manner as required by law under emergency or an exigent circumstance.

III. APPROVAL OF THE MINUTES

Chairman Sowards submitted the April 27, 2016 minutes as presented; there being no objections the minutes were approved.

IV. PUBLIC PRESENTATION

A. EAGLE Scout Project – Rob Lee

Chris McKinney communicated that Rob Lee was unable to attend the meeting and presentation.

V. STAFF REPORTS - Staff reports were submitted as presented.

Jay Downs shared an update on development of new facilities; permitting for utilities on the connector road at CCP continue; punch list items are being completed at SSP East. The Epting Camp Park is well under way; June 1st – 30th sewage, power and water are being installed and staff is working on grass for the growing season; renovations for the dog park at Saluda Shoals Park continue and the PARD grant shelter at Seven Oaks Park is

completed. Mr. Downs communicated there were approximately 900 runners who participated in the Xtreme Air 5K event at Saluda Shoals Park East; it was a successful event. John Sowards inquired on date of the grand opening for Saluda Shoals Park East. Jay Downs and Elizabeth Taylor stated middle of June depending on completion of the punch list. Chairman Sowards inquired on the grand opening for the Epting Camp Park. Jay Downs replied October 2016.

VI. NEW BUSINESS

A. FY15/16 Budget Amendments

Elizabeth Taylor shared that the amendments fell in three categories: grant and FEMA monies; emergency repairs such as HVAC equipment, fitness equipment, dog park fencing, repair of the basketball goal at Crooked Creek Park and donations received by the Saluda Shoals Foundation.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE FY15/16 BUDGET AMENDMENTS AS PRESENTED. BILL HARMON SECONDED. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

B. FY 16/17 Budget Adoption

Elizabeth Taylor shared that the budget process has been developed according to the guidelines, processes and schedules approved by the Commission and required by County Council. The total General Fund Budget is \$6,207,304; the Special Revenue Fund Budget is \$4,233,217. The combined total is \$10,440,521. Chairman Sowards inquired if this is the identical budget presented in April to the Commission. Elizabeth Taylor replied yes.

A MOTION WAS MADE BY BILL HARMON TO APPROVE THE FY16/17 BUDGET AS PRESENTED. BRUCE LOVELESS SECONDED. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

VII. EXECUTIVE DIRECTOR'S REPORT

Elizabeth Taylor updated the Commission on the status of the computer information systems and network; all systems are operational, documents and databases recovered and the insurance company substantially reimbursed the agency for expenses incurred in the recovery process. Ms. Taylor shared several recent successful events including Pickin' & Piggin; Xtreme Air 5K, and Mud Mania. Additionally, there has been an increase in bike, tube and boat rentals at Saluda Shoals Park. Staff also completed a Parent Child Handbook for the Afterschool Program; the handbook was distributed to 77 parents, Lexington Richland School District V and the Sheriff's Department for review and comment; staff received comments from two parents. Ms. Taylor stated this was a valuable exercise and shared her appreciation to staff to the attention to detail on the handbook.

Elizabeth Taylor communicated that the Saluda Shoals Foundation was in the top 25 organizations to receive donations through Midlands Gives and also shared that a donation of \$100,000 was made by the Love Foundation for the development of Nature's Theater. Elizabeth Taylor thanked the Commission for their support.

VIII. COMMISSION RESPONSE

Commissioner Harmon thanked the staff for all they do and shared appreciation for their hard work on the Parent Child Handbook. Chairman Sowards communicated his excitement in completing the parks and for staff to have a great summer.

There being no further business the General Session meeting adjourned at 7:30 p.m.

Respectfully submitted,
Eve Mittendorf
IRMO CHAPIN RECREATION COMMISSION