

# Irmo Chapin Recreation Commission

## WORK SESSION MINUTES

March 22, 2023  
Crooked Creek Park  
6:30pm

Members Attending: Bill Harmon, Akil Ross, Laura Huggins, Michael Cromer  
Non-Members Attending: Mark Smyers, Eve Mittendorf

Mark Smyers presented an overview of the agenda items; there are three presentations: John Holladay is a recipient of the Community Spirit Award and an original Commissioner of ICRC serving on the board from 1969 – 1973; Rick Howell requested to be on the agenda to share the importance of deepening the athletic partnership between ICRC and Lexington Richland School District V as well as share an athletic model he would like to see the district follow; similar to Fort Mill/Rock Hill area. Discussion occurred regarding the similarities in Mr. Howell's mission, ICRC's mission, and the School District's mission. Discussion also occurred regarding the differences in schools and student ages, the facility gaps, and the current School District restructuring goals. Mr. Smyers also shared that Mr. Hancock with Brittingham Group will not be presenting the audit in this month's General Session meeting. Chairman Harmon stated that the Commission will make a motion to table the presentation and the approval of the FY 21/22 audit until the April 2023 Commission meeting.

Mark Smyers shared that the 2023 Short Term Bond Resolution is on the agenda for approval; the resolution authorizes the issuance of general obligation bonds in an amount not to exceed \$1M. Commissioner Cromer stated that he will abstain from the vote in the General Session. Mr. Smyers communicated that a grant from the Chapin Women's Club is on the agenda for Commission approval.

Mr. Smyers stated that the policies on the agenda, for approval, were presented in the March 2023 Commission meeting; the recommended changes were mainly formatting and punctuation updates; policies BF1.1 and BF1.2 were updated to include Executive Director approval. Commissioner Cromer inquired on the procurement policy regarding vetting vendors and requirements for purchases up to \$2500. Mark Smyers communicated that on the lower-level purchasing tiers there is no bidding or vetting requirement; this is aligned with the State and County procurement policies. Commissioner Ross shared that the State procurement office is a good resource for selecting vendors; they are already vetted. Mr. Smyers agreed and shared that staff use the State procurement site for vendor selection; it makes the process go much smoother.

Mark Smyers shared that the final payment for the Rawls Creek Swim Club at Mungo Park was in January 2023; Rawls Creek Swim Club is currently leased to another party and has one year remaining on the lease. Mr. Smyers shared that the members have approached staff and proposed a members' run club; they would lease the space from ICRC and they would operate the club; staff recommendation is to entertain the proposal. Mark Smyers stated that there has been no commitment for capital improvements, facility maintenance or facility operations and that any proposal would be sent to the agency's attorney for review.

Mark Smyers shared the City of Columbia sewer utility project is getting closer to completion; anticipated completion is end of May; the City of Columbia has agreed to widening the previous 8' path to 12', include some additional paths, and fix some of the park's drainage issues. Mr. Smyers shared that staff have been working on next year's budgets and are evaluating costs, performing breakeven analysis, and talking with contractors regarding anticipated price increases; as a result, staff are recommending fee increases for programs throughout the agency. Mark Smyers shared an update on the Lower Saluda Greenway and communicated that phase I and II are progressing. Discussion also occurred regarding the Palmetto Trail.

Eve Mittendorf  
Recording Secretary  
IRMO CHAPIN RECREATION COMMISSION

# Irmo Chapin Recreation Commission

## GENERAL SESSION

March 22, 2023  
Crooked Creek Park  
7:00pm

Members Attending: Bill Harmon, Akil Ross, Laura Huggins, Michael Cromer

Non-Members Attending: Mark Smyers, Eve Mittendorf, Jay Downs, John Cantey, Alfred Comfort, Jason White, John Holladay, Jennifer Yates, Kevin Yates, JT Hydrick, Holly Hayes, Elijah Hayes, Rick Howell, Ryan Romano

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

### **I. 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 were posted at the park sites one week prior to the meeting.

### **II. APPROVAL OF THE MINUTES**

A MOTION WAS MADE BY AKIL ROSS TO ACCEPT THE JANUARY 25, 2023 MINUTES AS PRESENTED. SECONDED BY MICHAEL CROMER. VOTE TAKEN. MOTION PASSED.

### **III. PUBLIC PRESENTATIONS**

#### **A. COMMUNITY SPIRIT AWARD – John Holladay**

Chairman Harmon presented to John Holladay the Community Spirit Award including a framed photo of the Saluda River and a Community Spirit Award lapel pin. Chairman Harmon shared that John Holladay began his service with the Irmo Chapin Recreation Commission (ICRC) in 1969 as one of the original ICRC board members and has actively supported the agency, this community and this country through volunteerism and patronage.

#### **B. YOUTH ATHLETICS – Rick Howell**

Mr. Howell shared the importance of deepening the athletic partnership between Irmo Chapin Recreation Commission and Lexington Richland School District V. Rick Howell also shared an athletic model he would like to see the district follow; similar to the Fort Mill/Rock Hill area; he requested the Commission and staff consider developing a team to evaluate a common athletic program in the community.

#### **C. FY 21/22 AUDIT – Bill Hancock, Brittingham Group**

Chairman Harmon communicated that Mr. Hancock is not available to present the audit; as a result, the FY 21/22 audit presentation will be moved to the April 26, 2023 regularly scheduled Commission meeting.

A MOTION WAS MADE BY MICHAEL CROMER TO TABLE THE PRESENTATION TO THE APRIL 26, 2023 REGULARLY SCHEDULED COMMISSION MEETING. SECONDED BY LAURA HUGGINS. VOTE TAKEN. MOTION PASSED.

#### **IV. STAFF REPORT**

Staff reports accepted as presented.

#### **V. NEW BUSINESS**

##### **A. FY 21/22 AUDIT**

A MOTION WAS MADE BY AKIL ROSS TO TABLE THE APPROVAL OF THE FY 21/22 AUDIT UNTIL THE APRIL 26, 2023 REGULARLY SCHEDULED COMMISSION MEETING. SECONDED BY LAURA HUGGINS. VOTE TAKEN. MOTION PASSED.

##### **B. 2023 SHORT-TERM BOND RESOLUTION**

Ryan Romano with Parker Poe Adams & Bernstein shared that a resolution is being presented for the issuance of a short-term general obligation bond in the amount not to exceed \$1M for the funding of capital projects. Mr. Romano asked if there were any questions. Commissioner Ross inquired if other governmental entities have the opportunity to issue bonds similar to school district bonds. Mr. Romano stated that he was aware of the school district bonds, but Ray Jones and Mike Gallagher would know more about those opportunities.

A MOTION WAS MADE BY AKIL ROSS TO APPROVE THE SHORT-TERM BOND ISSUANCE AS PRESENTED. SECONDED BY LAURA HUGGINS. VOTE TAKEN. MOTION APPROVED BY AKIL ROSS, LAURA HUGGINS AND BILL HARMON. MICHAEL CROMER OBSTAINED. MOTION PASSED.

##### **C. CHAPIN WOMEN'S CLUB FUNDING GRANT**

Chairman Harmon communicated that staff is requesting approval to apply for the Chapin Woman's Club Funding Grant; grants are awarded from \$1000 - \$5000.

A MOTION WAS MADE BY LAURA HUGGINS TO APPROVE STAFF'S RECOMMENDATION TO APPLY FOR THE CHAPIN WOMEN'S CLUB GRANT. SECONDED BY AKIL ROSS. VOTE TAKEN. MOTION PASSED.

##### **D. POLICY APPROVAL: BF1.1-1.3, BF4.1-4.3, BF13.1-13.3**

Chairman Harmon communicated that staff presented in the January 2023 Commission meeting the enclosed policies for review and are requesting Commission approval of those policies as presented.

A MOTION WAS MADE BY LAURA HUGGINS TO APPROVE STAFF'S RECOMMENDATION OF POLICY BF1.1 – REFUNDS AND CANCELLATIONS, BF1.2 – PAYMENT DEFAULT / RETURNED ITEM, BF1.3 – INVOICING, BF4.1 – CASH RECEIPTS, BF4.2 – CASH TILLS / PETTY CASH FUNDS, BF4.3 – CASH RESERVE, BF11.1 – PAYROLL, BF13.1 – PURCHASING, BF13.2 – PROCUREMENT, BF13.3 – PAYMENT AUTHORIZATION. SECONDED BY MICHAEL CROMER. VOTE TAKEN. MOTION PASSED.

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

Mr. Smyers shared that staff are building budgets and capital project planning for FY23/24; athletics are in full swing, and participation is going well; staff are seeing a similar level of participation to last year and even pre-covid. Mark Smyers

communicated that ICRC hosted another Quidditch event, which is actually called Quad ball now; there were 16 teams ranging from as far west as Chicago, North as New York City, and South as Miami. Mr. Smyers thanked Irmo High School for allowing staff to use the turf field; due to the amount of rain that occurred that weekend the event would have been cancelled if Irmo High School had not offered to assist; staff also conducted two Children's Theatre productions and a CAST performance since January. Mark Smyers stated there were nine performances with a total of 57 performers and 1,452 people attended; staff also hosted two Daddy Daughter dances for a total of 530 participants at Crooked Creek Park. Mr. Smyers shared that Saluda Shoals Foundation hosted their Annual Shuckin on the Shoals event with a record attendance; the Foundation successfully generated approximately \$19,000.

Mr. Smyers thanked Commissioner Holladay for celebrating with staff and Commission on his tremendous milestone and shared appreciation for him being one of the cornerstones that the agency was built on; he and several others imagined something different and better and decided to go after it; I am humbled by their foresight, willingness to take a risk, and their fortitude to continue to make it happen. Mr. Smyers stated that since then, many others continued to carry it forward to where the agency is today. Mark Smyers wished a happy birthday to Commissioner Holladay and thanked him for all he had done.

## **VII. COMMISSION RESPONSE**

Commissioner Huggins shared appreciation to Mr. Howell and Mr. Holladay for their leadership and care for the people in the community. Commissioner Ross thanked the staff for all their hard work; thanked Mr. Howell for his presentation and the duality of one vision with the school district, ICRC, and the community. Commissioner Ross stated that he was impressed with a \$4000 investment hosting Quidditch/Quad ball, which had an \$82,000 economic impact. Commissioner Ross stated he was touched by Mr. Holladay's legacy with the community and agency and his personal history. Commissioner Cromer stated he was impressed by Mr. Holladay's life story and his contribution to the agency; he also thanked Rick Howell for his presentation. Commissioner Cromer shared that the Saluda Shoals Foundation Oyster Roast was a success; the guests had a great time. Commissioner Cromer also thanked staff and the volunteers from Irmo High School that helped with the event. Chairman Harmon stated that it was an honor to share Mr. Holladay's history and that John Holladay's leadership and service inspired him. Chairman Harmon thanked the staff and shared appreciation for everyone's hard work.

**A MOTION WAS MADE BY AKIL ROSS TO ADJOURN. SECONDED BY LAURA HUGGINS. VOTE TAKEN. MOTION PASSED.**

There being no further business, the meeting was adjourned at 8:10pm.

Respectfully submitted,  
Eve Mittendorf  
Recording Secretary  
IRMO CHAPIN RECREATION COMMISSION