

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

Saluda Shoals Park - River Center
April 25, 2018
5:30p.m.

Members Attending: Bill Harmon, Bruce Loveless, Gary Boyd

Members Absent: John Sowards, Tim Stewart

Non-members Attending: Mark Smyers, Eve Mittendorf, Jay Downs, John Cantey, Jason White, Ashley Smith, Jim Wellman, Lori Shaffer, John Cantey, Jason White, Andrea Harris, Mark Baker

Mark Smyers shared appreciation to staff for their hard work on the FY 18/19 budget for Irmo Chapin Recreation Commission. Mark Smyers presented the FY18/19 budget for Commission consideration; the agency operates two funds: the general fund and special revenue fund. The general fund includes tax revenues, grants, salaries, contracts, program revenues, health insurance, maintenance operations, utilities, capital expense and marketing. The special revenue fund includes registration fees, rentals, donations, special event revenue and operations of Saluda Shoals Park. Mark Smyers shared that the fund balance moving forward will be \$1.5M. The bond fund includes general obligation bonds used to complete the strategic plan build out; additionally there are short term obligation bonds to be paid over a four year period.

Mark Smyers communicated the anticipated revenue and expenses for the general fund for FY18/19 is \$6,539,759; the anticipated revenue and expenses for the special revenue fund is \$6,151,862 for a total budget of \$12,691,621; grant related revenues are \$1,556,960. The grant related revenues include the Accommodations Tax grant for \$20,000, CDBG grant for \$66,460, the Older Americans Act grant for \$170,000, the Saluda Shoals Park Foundation grant for the inclusive playground at \$1,166,500, the PARD grants equal \$100,000 and the Department of Transportation (DOT) grant is for \$34,000. The substantial growth in the budget is due to the inclusive playground revenues as well as the expense to build. Vice Chairman Loveless asked how much of the anticipated \$1.5M for the inclusive playground will be donated by the Foundation next year. Mark Smyers stated \$1,150,000. Vice Chairman Loveless asked how much does the agency currently have of the \$1.5M. Mark Smyers stated \$1,061,000. Vice Chairman Loveless asked if that amount includes the \$300,000 CDBG grant. Mr. Smyers replied yes. Vice Chairman Loveless inquired if staff is requesting the Commission to contribute in this budget year. Mark Smyers stated no.

Mark Smyers shared that the PARD funds are for an existing project; this is for the emergency access at Crooked Creek Park; anticipated cost is \$68,000; the agency also typically receives \$32,000 for a total PARD grant amount of \$100,000. The DOT grant is for a medical transport vehicle and the CDBG grant is for the therapeutic recreation program. Mr. Smyers also shared that the Older Americans Act grant funds the senior services program.

Mr. Smyers shared that the FY 18/19 projected revenue sources include 34.3% tax revenue and 65.7% supported by other sources such as user fees, grants, donations, sponsorships, interest and miscellaneous. This is an increase in non-tax supported dollars; this is primarily due to the inclusive playground monies. Vice Chairman Loveless complimented staff on having only a 34% tax supported budget and the remaining budget supported by other sources.

Mark Smyers presented the bond fund revenues and expenditures; the current year will end at \$1,647,044, which includes anticipated amendments to be presented in May. The expenditures total \$1,083,294 include completion of Melvin Park and payment towards the short term bond. Mr. Smyers communicated the projected FY18/19 bond fund revenues begin at \$1,083,294 plus the anticipated short term bond income of \$390,000 and a \$100,000 transfer from the general fund for a total of \$1,573,294. The bond fund expenditures include \$390,000 capital purchases for a total year-end balance of \$1,183,294. Discussion occurred regarding interest rates, no increase to the milage rate and paying off bonds within the next couple of years.

Mark Smyers shared that the available FY18/19 capital dollars, after all expenditures are met, equaled \$31,767; these dollars are recommended to be used toward the new park property at Rawls Creek. Discussion occurred regarding the Rawls Creek property building evaluation, electrical needs and code requirements. Chairman Harmon inquired on the status of the electrical needs of the building at Rawls Creek. Jay Downs, Superintendent of Operations, stated an electrician evaluated the building and provided a cost estimate of \$70,000.

Mr. Smyers shared that the anticipated grant projects for FY 18/19 include a PARD grant for a bridge at the Rawls Creek property for \$38,400, DOT mini-van for \$40,800, road connector and parking at Crooked Creek Park for \$81,600 and the inclusive playground at Saluda Shoals Park for \$1,150,000. The grant project total is \$1,310,800.

Mr. Smyers also shared the short term general obligation bond projects include \$25,500 for investment into holiday lights, replacement of a back hoe, pick-up truck, concrete repair at Seven Oaks Park, asphalt for critical parking and loop repair at Crooked Creek Park, replacement of a 15 passenger van at Saluda Shoals Park, maintenance equipment storage shed at Saluda Shoals Park, and electronic signage for Chapin. The current signage in Chapin is a critical billboard used for marketing of Crooked Creek Park. The Town of Chapin has approached staff to partner with them in upgrading the signage to include an electronic display as well as landscaping. Discussion occurred regarding selling time on the billboard, meeting the advertisement needs of the agency, and staff time to maintain the billboard. Mr. Smyers also shared additional capital projects include automated handicap doors at Saluda Shoals Park buildings, soft parking at Seven Oaks Park, irrigation at Melvin Park entrances, a gym curtain at Crooked Creek Park and IT equipment and software conversion; the new software will offer a better experience for patrons and more efficiency for staff.

Mark Smyers presented the FY18/19 points of interest; a 22.52% increase in the special revenue fund and 3.3% increase in the general fund; \$0 increase from previous year's fund balance, 2.5% merit pool, \$100,000 repayment to Fund 40 for park development, 0% budget increase in health care benefit costs to the agency, provides for a \$100,000 contingency fund, and provides \$1,732,567 for capital projects and assets – funded through the bond program, operations, and grants.

Mr. Smyers reviewed the agenda for General Session to include the sale of a parcel of Saluda Shoals Park East property to JPE Holdings in the amount of \$80,000; the agenda also includes a staff recommendation on a bid award for resurfacing Saluda Shoals Park and Seven Oaks Park parking lots. Mark Smyers reminded the Commission of the grand opening for the new park property at Rawls Creek on Tuesday, May 1, 2018 at 11:00a.m.

There being no further business the Commission adjourned the Budget Work Session at 7:00 p.m.

Respectfully submitted,

Eve Mittendorf

IRMO CHAPIN RECREATION COMMISSION

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

Saluda Shoals Park - River Center

April 25, 2018

7:00 p.m.

Members Attending: Bill Harmon, Bruce Loveless, Gary Boyd

Members Absent: Tim Stewart, John Sowards

Non-members Attending: Mark Smyers, Eve Mittendorf, Jay Downs, Jason White, John Cantey, Ashley Smith, Jim Wellman, Andrea Harris, Mark Baker

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

I. AGENDA

Agenda submitted as presented.

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 Harmon submitted the March 28, 2018 minutes as presented; there being no objections the minutes were approved.

IV. STAFF REPORTS

Staff reports were submitted as presented. Jay Downs presented an update on capital projects. Mr. Downs shared that a tornado impacted Saluda Shoals Park; construction of a shelter will begin at Melvin Park near the splash pad and the resurfacing project will begin at Saluda Shoals Park in May. Mr. Downs shared that the playground equipment bid opening is on May 3; May 3-15 staff will review the bids and on May 23rd a staff recommendation will be brought to the Commission for approval. In addition, the construction drawings will be completed and on May 25th the construction bid will be advertised; bids will be due on June 14th and then brought before the Commission for approval. Jay Downs shared that some of the contractors may be interested in donating parts of the bid to the project. Mr. Downs communicated that the bridge at the Rawls Creek property has been removed and staff continue to mow pathways, spray for weeds, make drainage improvements and patch small areas of the trails. Jay Downs also shared that five audit teams have been created; each park audit team consist of five staff members; the audit teams meet quarterly, evaluate inside and outside facilities, document and present findings. The process offers opportunity for staff to see different areas of the agency, to gain knowledge and history of the facilities and the opportunity to interact with different employees. Chairman Harmon inquired if the audit team is made up of maintenance staff. Jay Downs replied that the audit teams are made up of staff from various parks and positions. Commissioner Boyd asked if the audits are announced or unannounced. Mr. Downs stated they are unannounced; however, it has been emphasized to staff that the audits are not meant to be a "gotcha" moment; it is also encouraged to note things that are being done well. Chairman Harmon commended staff on being a part of the audit team.

V. NEW BUSINESS

A. Contract for Sale of Property – SSP East Frontage (Bush River Road)

Mark Smyers shared that staff was approached by JPE Holdings regarding ICRC's additional parcels along Bush River Road; which is part of Saluda Shoals Park property. JPE Holdings is interested in 1.97 acres in the amount of \$80,000; staff is requesting Commission approval to sell.

A MOTION WAS MADE BY BRUCE LOVELESS TO AUTHORIZE STAFF TO SELL 1.97 ACRES OF SALUDA SHOALS PARK EAST PROPERTY (ADJACENT TO CBE) TO JPE HOLDINGS, LLC IN THE AMOUNT OF \$80,000. SECONDED BY GARY BOYD. VOTE TAKEN. MOTION PASSED.

B. Bid Award for Resurfacing SSP & SOP Parking Lot

A MOTION WAS MADE BY GARY BOYD TO ACCEPT STAFF'S RECOMMENDATION TO AWARD THE SSP AND SOP PARKING LOT RE-SURFACING BID TO COOGLER CONSTRUCTION FOR THE AMOUNT OF \$256,000. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED.

Chairman Harmon acknowledged and congratulated Andrea Harris on her new park director position at Seven Oaks Park.

VI. EXECUTIVE DIRECTOR'S REPORT

Mark Smyers shared that there were two flash-light egg hunts; one at Melvin Park and one at Saluda Shoals Park; just under a 1000 kids participated in the Easter events this year. At Saluda Shoals Park staff initiated back yard Saturday events; one Saturday a month a creature is highlighted and the public has opportunity to appreciate the creatures; the rangers have had 1600 students in the month of March participate in environmental education programs; Spring athletics is going well district wide and the Therapeutic Recreation program continues to partner with organizations like USC's soccer and beach volleyball teams, Springhill High School, Price Waterhouse Cooper and St. Andrews Presbyterian. Mr. Smyers commended the maintenance team for doing a fantastic job on meeting the needs for athletic space, as well as clean-up of debris from the tornado at Saluda Shoals Park and surrounding community; there were well over 100 trees lost. Lastly, staff have been working hard on the upcoming grand opening of the new property at Rawls Creek; this new property will help the agency expand trails and greenspace which are identified needs in the strategic plan. Mark Smyers also shared staff have been working hard to improve the digital experience; ICRC's new website will go live in May and can be viewed from any device. Mr. Smyers congratulated Andrea Harris as the new park director at Seven Oaks Park and thanked Jay Downs for organizing the park audit teams.

VII. COMMISSION RESPONSE

Vice Chairman Loveless commended staff on the budget and Mark Smyers on an excellent presentation. Vice Chairman Loveless also congratulated Andrea Harris on her new position as the Seven Oaks Park Director. Commissioner Boyd commended Mr. Downs on an outstanding job. Commissioner Boyd communicated that he plans to meet with managers and staff members in various locations to better understand what they do and become more informed about the agency. Chairman Harmon thanked staff on a well thought-out budget and presentation and shared appreciation for all that staff do every day.

There being no further business the Commission adjourned the General Session at 7:23 p.m.

Respectfully submitted,
Eve Mittendorf
IRMO CHAPIN RECREATION COMMISSION