

Irmo Chapin Recreation Commission

BUDGET WORK SESSION MINUTES

April 27, 2022
Saluda Shoals Park
6:00pm

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

Non-Members Attending: Mark Smyers, Eve Mittendorf, Jay Downs, John Cantey, Alfred Comfort, Ashley Smith, Christina Bickley, Lori Shaffer, Mark Baker, Jason White, Andrea Harris, Mike Hudson, Patrick Shealy

Mr. Smyers welcomed the Commission and management to the budget work session. Mark Smyers presented the FY 22/23 budget including both the general fund and special revenue fund; the fiscal year runs from July 1, 2022 – June 30, 2023; the operating budget is made up of both the general and special revenue budgets and is a zero balanced budget. The capital budget is made up mostly of grant dollars; the remaining capital is in the short-term bond budget. Mr. Smyers shared the agency received authorization for an annual short-term bond monies over the next eight years for a total amount of \$6M; this all depends on the capacity of the sinking fund, which is dependant on tax collections. Mark Smyers noted that monies transfer from the special revenue fund to general fund each year.

Mr. Smyers presented the grant related revenues to include accommodations tax for \$20K, Community Development Block Grant (CDBG); the CDBG includes one \$20K grant opportunity for athletics, allocated to the scholarship fund, and an additional \$5000 for athletic equipment; the therapeutic recreation (TR) grant helps to fund the operations of the TR program. Mark Smyers shared that the CDBG grants are federal dollars that come into Lexington County, which appoints a board that issues the grant dollars related to the priorities of the CDBG. Mark Smyers shared that the Older Americans Act and Community Long Term Care grants help to fund the Council on Aging for ICRC's district area. Mr. Smyers communicated that the afterschool alliance is funded through the Department of Education; this grant provides new opportunities; the Saluda Shoals Park Foundation grant will help to refurbish the fountain in the front of the River Center to include an art piece as well as support educational programming. Mr. Smyers shared that the PARD and LWCF grant for \$199,466 is for the renovation of the splash pad at Saluda Shoals Park; the agency will match the grant resulting in a \$250,000 renovation; the South Carolina DOT grant will replace the goshen at Crooked Creek Park. Mark Smyers communicated that the total grant related revenues is \$714,278. Mr. Smyers asked if there were any questions. Chairman Harmon inquired where the grants are included within the line item budget. Mark Smyers replied that the grant revenues are built within the department e.g., the DOT grant is built within the senior services revenue budget.

Mr. Smyers shared that the tax collections make up 35.3% of the budget; the remaining 64.7% of revenues are made up by user fees and other miscellaneous revenues such as grants. Mark Smyers presented on the bond related dollars starting with FY21/22 at \$1.8M and anticipated expenditures at \$683K, which will result in total \$1.1M. Mr. Smyers also communicated the projection of bond related dollars for FY 22/23 include total revenues at \$1.8M and related expenditures at \$1.4M for a total anticipated year end balance of \$410K. Mark Smyers shared the anticipated capital related match funds for the Land Water Conservation Fund (LWCF) grant

for the splash pad, SC DOT grant for the goshen, the Saluda Shoals Foundation grant for the River Center fountain/artwork, CDBG for athletic equipment and scholarship as well as the therapeutic recreation grant for a total capital related grant dollars at \$385,000. Mr. Smyers presented the short-term bond related capital expenses and projects for a total of \$745K; the projects include Crooked Creek Park parking lot critical loop area, replacement of the fencing along the soccer fields, replacement of a reel mower, replacement of interior garage door at Seven Oaks Park, replacement of the deck at the back of the Environmental Education Center, replacement of the phone system; the current system was purchased in 2007 and the hardware and software is no longer supported. Mr. Smyers also shared the capital expenses include a gator replacement at Seven Oaks Park, replacement of 36 trash cans at Seven Oaks Park, replacement of the IT server in Chapin, two deck mowers at Saluda Shoals Park, re-decking of the front bridge at Saluda Shoals Park, lights for the soft parking at Crooked Creek Park, and landscaping embankment at Seven Oaks Park. Mark Smyers stated that staff are requesting a GPS operated robot that paints the lines on the soccer fields; currently it takes approximately two employees two hours to line a soccer field; the robot can line the field in 22 minutes. Mr. Smyers also communicated that the capital project list includes fire and security panel replacement, a work order maintenance software module, replacement of two agency trucks, master planning of the front entrance at Mungo Park and the purchase of a mower for Mungo Park; the total issuance of the short-term bond is \$750K, which includes a \$20K cost of bond issuance.

Mark Smyers also shared the highlights of the FY 22/23 budget request to include a COL/merit pool, three additional full-time staff to support the increase in demand for programs and visitation to the parks, as well as the maintenance needs at Mungo Park. Mr. Smyers also shared that the budget includes an approximate \$100K contingency fund. Mark Smyers communicated that the FY 22/23 budget reflects zero funds forwarded from previous year's fund balance.

Commissioner Huggins inquired if the parking lot in front the tennis courts will remain pervious. Mr. Downs stated yes, for right now. Commissioner Ross inquired if the EEC deck replacement will be with wood or composite. Mr. Downs stated that both will be evaluated as well as design improvement. Vice Chairman Boyd inquired if the GPS machine will line all athletic fields. Mr. Downs stated initially only the soccer fields on the Irmo side of the district. Vice Chairman Boyd inquired on the life cycle of the machine. Mr. Smyers shared that this piece of equipment is a lease, which will include a support agreement. Discussion occurred regarding programming, paint supplies, training, and lease terms. Commissioner Ross inquired on where staff purchase vehicles. Mark Smyers communicated State bid.

With no further discussion, the Commission moved into General Session.

Respectfully submitted,
Eve Mittendorf
Recording Secretary
IRMO CHAPIN RECREATION COMMISSION

Irmo Chapin Recreation Commission

GENERAL SESSION

April 27, 2022

7:00pm

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

Non-Members Attending: Mark Smyers, Eve Mittendorf, Jay Downs, John Cantey, Ashley Smith, Alfred Comfort, Mark Baker, Jason White

Bill Harmon called the meeting to order at 7:00pm. 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 was 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 MARCH 23, 2022, MINUTES AS PRESENTED. SECONDED BY LAURA HUGGINS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

III. PUBLIC PRESENTATIONS

A. Community Spirit Award – Glenn and Linda Amick

Chairman Harmon presented a Community Spirit Award to Glenn and Linda Amick. Chairman Harmon shared that Glenn and Linda began their service with the Irmo Chapin Recreation Commission (ICRC) in 1972 and were actively involved with the agency until 2017. They began their volunteer career at the original Chapin Park located on Boundary Street. Glenn Amick served the youth of our community in various capacities, mostly through officiating and clock management. He was also actively involved in ICRC's Adult Basketball Program at Crooked Creek Park for more than 10 years. Glenn's demeanor with the youth and adult participants in our program was second to none. There was not a participant in our leagues that did not respect him and enjoy having him on the field or the court. Linda Amick began her service as a concessions stand coordinator and girls' softball coach. She also served as an official for ICRC's youth baseball and softball programs. Linda was ICRC's go to leader in female sports, and even filled in as a camp instructor when needed. Her passion for the Irmo Chapin community also led her to more than 30 years of service on ICRC's Athletic Advisory Committee. In 2004, ICRC awarded her the Genorma "Nomie" Johnson Volunteer Award "For Exemplary Contributions and Services that Enrich and Enhance the Lives of the Citizens in our Community." Both Glenn and Linda also volunteered at numerous baseball tournaments throughout the District, handling the scorebook and PA Announcements, and all they asked for was a coke-a-cola and a frozen snicker bar. The Amick's are a true inspiration for our community, and I am honored to nominate them for the ICRC Community Spirit Award. Chairman Harmon introduced Mr. and Ms. Amick's children and grandchildren and thanked the Amick's for all they have done for the

community. Commissioner Huggins thanked the Amick's for their service. Glenn and Linda Amick shared stories of their volunteer experiences at ICRC and their appreciation for the recognition for their years of service.

IV. STAFF REPORTS

Staff reports accepted as presented.

V. NEW BUSINESS

A. Emergency Reserve Fund

Chairman Harmon communicated that the Emergency Reserve Fund has been discussed in the past to designate funds in the event of an emergency; the reserve fund would not be easily accessible, but accessible if needed; the current recommendation is not to fund it, but to only establish the fund along with protocols and procedures.

Mark Smyers stated the purpose of an emergency reserve fund is to build the infrastructure in the event of a financial crisis. Mr. Smyers shared that staff quickly found themselves in April 2020 in a crisis moment during COVID, which resulted in severe changes and had to quickly scale down in staffing and services in order to sustain basic operations. Mark Smyers communicated that the focus is to build a fund (fund 15) for emergency situations; historically, the fund balance started each year with \$1.2M with the idea that the agency would have enough to operate until the major cash reserves came back online. Mr. Smyers communicated that this worked under normal operations, but in a financial crisis moment, staff found themselves recognizing that cash had to be guarded and watched closely. Mark Smyers shared that staff would like to shift the focus away from ensuring that \$1.2M are in reserve July 1 of each year, to forecasting across the year to ensure that the agency does not dip below \$500M at any point; that is approximately one month of operating time. Mark Smyers communicated that the intent of the emergency reserve fund is to have access to those resources within 30 days in the event of a financial emergency. Mr. Smyers stated that the best time to make the projection is in May in which staff will do an analysis and project where the agency anticipates to be financially. Mark Smyers also communicated that staff want to put the emergency reserves into an interest-bearing account that conforms to the requirements of the funds held by local government entities; this is a very specific statement; staff are researching fiduciarily responsible resources to place the monies that meet the compliance of local government entities. Mr. Smyers shared that in order for staff to access the funds a notice will be made to the Chair of the Irmo Chapin Recreation Commission and then staff will have to seek a ratification from the Board in order to fix the budget for the incoming resource.

A MOTION WAS MADE BY LAURA HUGGINS TO ACCEPT STAFF'S RECOMMENDATION ON THE CREATION OF AN EMERGENCY RESERVE FUND. SECONDED BY MICHAEL CROMER.

Commissioner Ross requested confirmation that \$500K is approximately a month worth of operating dollars. Mark Smyers stated yes, approximately one month. Discussion occurred regarding a reserve of two months or more and forecasting of cash position. Commissioner Ross stated that the recommendation of an emergency fund is a good idea. Chairman Harmon inquired how liquid are the investing instruments that staff are researching. Alfred

Comfort communicated that staff are just beginning to research options; the State government is one vehicle that can be used; staff would like to explore that option more.

VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

B. New Policy Format and Process

Mark Smyers communicated appreciation for the opportunity to rebuild the policies and procedures and to include in writing the known truths or norms throughout the agency and Commission. Commissioner Harmon inquired on HR policies and getting legal review. Mark Smyers stated yes; a large portion of policies are HR policies; these policies are closest to being up to date; however, staff did forward to an employment attorney for review first. Eve Mittendorf shared that all personnel policies have been forwarded to ICRC's employment attorney, Mike Malone, for review. Mark Smyers shared that staff would like to present policies to the Commission for review and then the Commission would vote to approve at the next regularly scheduled meeting.

A MOTION WAS MADE BY AKIL ROSS TO ACCEPT STAFF'S RECOMMENDATION TO REBUILD ICRC POLICIES AND PRODECURES. SECONDED BY GARY BOYD.

Vice Chairman Boyd inquired if there is an estimated time of turnaround from the employment attorneys. Eve Mittendorf stated that staff have not heard back from the attorney; the goal is to receive feedback from the employment attorney by the next Commission meeting.

VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

VI. EXECUTIVE DIRECTOR'S REPORT

Mr. Smyers thanked Glenn and Linda Amick for their years of commitment and service to the community. Mark Smyers shared that the team has been extremely busy hosting events across the district to include 4 Easter egg hunts, 2 Indoor markets, a craft beer festival, The Oyster Roast, and a golf tournament; all well done and well attended; additionally, the two fundraiser events were very successful. Mr. Smyers shared The Chase Loveless Athletic Scholarship Golf Tournament was able to generate over \$10,000 to go toward helping the youth in our district to participate in athletics; the Saluda Shoals Foundation Shuckin on the Saluda Shoals oyster roast had one of its best years to date; it raised over \$26,000 in revenues and went through 44 boxes of oysters. Mr. Smyers also shared that the craft beer festival at Saluda Shoals Park was a first-time event and was received very well by the community; over 400 people attended and offered a lot of praise and positive feedback. Mr. Smyers shared that hosting this many events throughout the district requires a lot of effort from the maintenance team, the marketing team, the event team, and the management team. Mr. Smyers thanked everyone for all their hard work and congratulated them on a job well done.

Mark Smyers shared that it was one year ago that Leo's Pride presented the opportunity to pursue the expansion of Leo's Landing. Mr. Smyers also shared that there is a ribbon cutting coming up on May 5th. Mark Smyers communicated that it will be an amazing and a truly special experience.

Mr. Smyers thanked the Commission and staff for the budget process; staff spend an extensive amount of time building every number in the budget from the ground up; this is such an important practice, and one of the keys to the agency's success. Mark Smyers shared that once approved, the budget becomes the plan of execution, which then empowers staff to walk it out as a cohesive group; the budget process is not a small project, and requires a lot of focus, but the agency is a stronger organization because of this healthy practice. Mr. Smyers thanked the staff that have taken the time to contribute to this vital process.

VII. COMMISSION RESPONSE

Commissioner Cromer shared that it was a pleasure to participate in The Chase Loveless Memorial golf tournament. Commissioner Cromer shared that he is looking forward to the Leo's Landing grand opening on May 5th and also shared appreciation to staff for all they do. Vice Chairman Boyd thanked staff for all they have done in the budget process and commended staff for rebuilding the policy and procedures. Commissioner Ross echoed the Commissioners and commended staff on the creativity and budget process; creating an emergency reserve is important and for keeping the mission going; the service that staff provide goes way beyond childcare and is truly educational. Commissioner Ross thanked staff for all they do and if there is anything the Commissioners can do to help, please reach out. Chairman Harmon commended staff on the foresight of an emergency fund and for looking at new technology to address needs within the agency. Commission Harmon requested that the Commission's appreciation is extended to the staff; they are the brand and face to the customers and serving others is the work they do.

A MOTION WAS MADE BY AKIL ROSS TO ADJOURN GENERAL SESSION.
SECONDED BY MICHAEL CROMER. VOTE TAKEN. MOTION APPROVED
UNANIMOUSLY.

There being no further business the General Session meeting adjourned at 7:57 PM.

Respectfully submitted,
Eve Mittendorf
Recording Secretary
IRMO CHAPIN RECREATION COMMISSION