Irmo Chapin Recreation Commission

**Work Session Meeting**

May 27, 2020

Seven Oaks Park

6:30 PM

Members Attending: Bill Harmon, Bruce Loveless, Tim Stewart, Gary Boyd, Akil Ross

Non-Members Attending: Mark Smyers, Eve Mittendorf

Mark Smyers presented an overview of the agenda items as follows:

Mr. Smyers shared that the recommendation of the municipal association regarding public meetings is to limit meetings to action items only. As a result, public presentations such as EAGLE Scout project and Community Star recognitions were eliminated. Mark Smyers communicated John Cantey, Superintendent of Recreation, will give a staff presentation on the major milestones since March 19, 2020. In addition, the FY 19/20 budget amendment and FY 20/21 budget adoption are on the agenda. Commissioner Stewart inquired if ICRC is partnering with Trevett’s to pay for signage. Mr. Smyers replied that there are two signs; ICRC will pay for one sign and Trevett’s will pay for the other sign.

Mr. Smyers shared that the agency is required to have a budget adopted prior to Lexington County’s budget adoption in early June. Additionally, ICRC is required to hold a public hearing, which was held on May 20, 2020. Discussion occurred regarding monitoring cash flow as well as the budget/plan. Mr. Smyers communicated that the budget is built from the ground up every year; all totals have background information and are built from an operational level. Commissioner Ross inquired about adjustments in the special revenue fund; fitness fees are showing no impact; are there any markers in place to ensure the program is meeting milestones by particular dates. Mark Smyers replied on a larger scale within the agency staff are tracking fees/passes for instance; staff have added additional months to cover during COVID19 vs. refunding the customers. Discussion occurred regarding revenue losses due to shutting all services down and the loss of tax revenue. Mr. Smyers communicated that there are two grants applications on the agenda for approval. Commissioner Boyd inquired if the grants require a match. Mark Smyers replied no.

Mr. Smyers shared the agenda includes an Executive Session; the board will move into Executive Session to discuss personnel matters; the motion should include the reason and an anticipated timeframe the board will return to General Session.

Mr. Smyers stated the Meech House is progressing; remaining is asphalt and the Fire Marshall and Lexington County approval. Discussion occurred regarding procurement requirements for projects over $5000, capital projects, and operational funds. Chairman Boyd inquired on the mechanism to credit the public who were unable to actively participate in an activity they paid for. Mr. Smyers stated staff can either put a credit on the household account or refund the money.

Mr. Smyers communicated that the dam at Mungo Park breached; the property owner was notified and DHEC is aware; no other issues or concerns have been brought to staff’s attention. Mark Smyers updated the Commission on the two creek parcels at Mungo Park; the parcels have been appraised; currently the appraisal is at the attorney’s office and a letter will be drafted to purse seeking the property for public good.

Mark Smyers shared that the Incode10 financial software is still under configuration; staff are very excited about new system. Mr. Smyers thanked Jessica Johnson and Eve Mittendorf for continuing to move this project forward successfully.

Mark Smyers also shared an update on the Lower Saluda Greenway; the feasibility study has slowed due to COVID19; the public information forum has been delayed; the State monies are still good and COG is still on board. Mr. Smyers stated that he had the opportunity to walk the anticipated greenway trail with the land developer, civil engineer and the wetland delineation person; this was extremely beneficial.

Mr. Smyers communicated that the agency changed banks from TD bank to First Community bank; moving the operational accounts to First Community offers a savings and the opportunity to support a local bank.

There being no further discussion, the Commission moved to the General Session.

Respectfully submitted,

Eve Mittendorf

Recording Secretary

IRMO CHAPIN RECREATION COMMISSION

Irmo Chapin Recreation Commission

**GENERAL SESSION**

May 27, 2020

Seven Oaks Park

7:00 PM

Members Attending

Bill Harmon, Bruce Loveless, Tim Stewart, Gary Boyd, Akil Ross

Non-Members Attending

Mark Smyers, Eve Mittendorf, Jay Downs, John Cantey, Jessica Johnson, Andrea Harris, Giuliana Bastedo

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

1. **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.
2. **APPROVAL OF THE MINUTES**Vice Chairman Loveless submitted for approval the January 22, 2020 minutes as presented, Commissioner Stewart seconded; there being no objections the minutes were approved.
3. **STAFF REPORTS**

John Cantey, Recreation Superintendent, provided an update of the agency. Mr. Cantey stated that due to COVID19 facilities closed and activities ended in March; in May staff began to re-open, focusing on the safety of staff and patrons; meals on wheels never stopped as an essential service. The staff at the community parks have been delivering; serving 80 seniors Monday – Friday; on Friday’s additional meals are delivered for the weekend. Mr. Cantey stated that on April 28th the agency partnered with Lexington Medical Center to distribute to Lexington County residents 5 meals; this service was provided as a drive-up service at Crooked Creek Park and Seven Oaks Park. On May 12th, volunteers returned to deliver meals to seniors; May 1st greenspace was opened in the parks; approximately 2400 day passes, 12 dog park passes, 245 annual passes and 29 fisherman passes were sold since May 1st. John Cantey stated that May 11th staff began to sell tubes and boats; May 12th restrooms opened on the west side of Saluda Shoals Park; May 14th registration for summer camps began. John Cantey shared that due to social distancing requirements ICRC facilities could not meet all the needs of students; staff requested from the school district use of the schools; they were very responsive and supportive. Mr. Cantey shared that on May 21st the fitness rooms were opened with social distancing guidelines in place; May 29th playgrounds will open; athletic practices will begin on May 31st; tournament/game play will begin June 15th. John Cantey stated that facility usage under the State guidelines allows for 50 individuals per room; private groups can have up to 100 people. ICRC’s first rental is scheduled at the River Center on June 8th; programming and summer camp will also start on June 8th.

1. **NEW BUSINESS**

A. FY 19/20 Budget Amendments

Mark Smyers stated that staff are wrapping up the current fiscal year financials; based on the environment staff is anticipating a loss of $495,000 and requesting a budget amendment for FY19/20 budget year.

A MOTION WAS MADE BY TIM STEWART TO APPROVE THE FY19/20 BUDGET AMENDMENTS FOR THE GENERAL FUND AND SPECIAL REVENUE FUND AS PRESENTED. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

1. FY 20/21 Budget Adoption

Mark Smyers stated that the annual budget is a requirement and also an important tool for the new fiscal year; staff built the budget presented and is requesting approval.

Commissioner Stewart stated for the record that these are unprecedented times and also shared appreciation to staff for all the work put into building the budget.

A MOTION WAS MADE BY TIM STEWART TO ADOPT THE FY 20/21 BUDGET AS PRESENTED. SECONDED BY BRUCE LOVELESS.

Vice Chairman Loveless communicated that if there are no revenues as a result of the external environment, staff will need to re-visit the budget. Mr. Smyers stated that the budget presented is on anticipation of operating in a typical environment; however, staff will scale the budget on revenue and expenditures in order to meet a positive cash flow. Commissioner Ross inquired if changes would require Commission approval. Mr. Smyers stated possibly, which would be presented at time of budget amendment requests; typically in May each fiscal year. Commissioner Boyd inquired if staff have established benchmarks or what programs and services take priority. Mark Smyers stated currently staff are focused on understanding the Governor’s Executive Order and the restrictions and guidelines that need to be put in place due to COVID. The opportunity to generate profit will need to be the priority in order to continue to operate; staff have not fully evaluated and made any final decisions regarding ongoing programs and activities. Commissioner Ross stated for the record that in regards to expenditures there is a bond capacity, which is outside of the general operational expenditures, and cannot be used for operations. Mark Smyers stated that it is State Law as well as stated in the language of the bond ordinances; there is a clear line between capital and operational budgets. Vice Chairman Loveless communicated it is difficult under the current conditions to operate; particularly for an agency that depends on 68% of its revenues from user fees and other activities.

VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

1. Target Youth Soccer Grant

A MOTION WAS MADE BY BRUCE LOVELESS TO APPROVE STAFF’S RECOMMENDATION TO APPLY FOR A TARGET YOUTH SOCCER GRANT. SECONDED BY GARY BOYD. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

1. USA Football Grant

A MOTION WAS MADE BY AKIL ROSS TO APPROVE STAFF’S RECOMMENDATION TO APPLY FOR A USA FOOTBALL GRANT. SECONDED BY GARY BOYD. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

1. **EXECUTIVE DIRECTOR’S REPORT**

Mr. Smyers stated that the executive director’s report will be shorter than normal; it is actually very challenging to summarize the past several months; COVID-19 has forced our agency, our community, our state, our nation, and the world into submission. Mr. Smyers shared that during this time, staff have scaled from an agency that provided services for over 2 million visitors last year down to only being able to offer just a few special services. Mark Smyers communicated that staff are figuring out daily how to meet the needs of customers and community and operate within these unique times.

Mr. Smyers stated that this has been one of the most significant challenges for the agency and commended team on how they have reacted; overall, staff’s love for the community has shown through and staff’s resiliency during these hard times and has been seemingly never ceasing.

Mark Smyers communicated that moving forward, staff will continue to adjust through this period, to the betterment of the community; this agency is built to serve this community and provide excellent quality of life for the people that live within the Irmo Chapin Recreation Commission district. Mr. Smyers shared that while the immediate future is still a little foggy, I believe staff will get through this and staff will be better for it.

1. **COMMISSION RESPONSE**

Chairman Harmon shared that exceptional times requires exceptional leadership and thanked the management team and staff for their continued hard work; the ability to quickly pivot to meet demand, and the dedication to the community. Vice Chairman Loveless shared appreciation for leadership, quickly reacting to change and rising to the community’s needs. Commissioner Stewart thanked staff for their personal sacrifices and asked the leadership to share with staff the Commission’s appreciation for all their hard work. Commissioner Boyd communicated that in a crisis it is important to be aware of the danger, but also recognize the opportunity to make the organization and community better; the Commission recognizes and supports staff during these difficult times. Commissioner Ross thanked staff for their sacrifice and it is clear the power of this team and the investment into the community.

Chairman Harmon communicated the Commission will conduct an Executive Session for approximately 30 minutes to discuss a personnel matter.

A MOTION WAS MADE BY TIM STEWART TO MOVE INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS FOR AN ANTICIPATED PERIOD OF 30 MINUTES. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

There being no further business, the Commission adjourned the General Session at 8:57p.m.

Respectfully submitted,

Eve Mittendorf, Recording Secretary  
IRMO CHAPIN RECREATION COMMISSION

**IRMO CHAPIN RECREATION COMMISSION**

**EXECUTIVE SESSION MEETING**

Seven Oaks Park

May 27, 2020

Members Attending

Bill Harmon, Bruce Loveless, Tim Stewart, Gary Boyd, Akil Ross

Non-members Attending

Mark Smyers, Eve Mittendorf

Chairman Harmon called the Executive Session to order at 7:40 p.m. to discuss items related to personnel matters; no action was taken during Executive Session.

The Commission returned to General Session at 8:54 p.m.; there being no further business the General Session meeting adjourned at 8:57p.m.

Respectfully submitted,

Tim Stewart

IRMO CHAPIN RECREATION COMMISSION