**IRMO CHAPIN RECREATION COMMISSION**

**COMMISSION MEETING**

**WORK SESSION MINUTES**

Saluda Shoals Park

August 22, 2012

6:30 p.m.

Members Attending: John Sowards, Scott Wilhide, Emily Shuman, Tom McLean, Bruce Loveless. Non-members Attending: Elizabeth Taylor, Eve MIttendorf

Elizabeth Taylor presented an overview of the agenda items. Elizabeth Taylor requested the Commission amend the agenda in the General Session to include under Public Presentation, Item A. Capital Projects Update – Jay Downs.

Ms. Taylor informed the Commission that staff is working on revenue and expense projections for new potential facilities as part of a business development plan; it has been the practice of this Commission to have an operational plan when a new facility opens. Ms. Taylor also shared an update on the BC Components property; there are three obligations to complete for DHEC under the voluntary clean-up contract: the restrictive covenant -completed, the grading plan – completed, and the soil management plan is anticipated to be completed shortly.

In addition, Elizabeth Taylor updated the Commission on the Saluda Shoals Foundation capital campaign. The Foundation re-committed their effort to a three month period to raise $1M; if the Foundation does not meet the $1M goal the board will re-evaluate and determine other options such as phasing the project. Bruce Loveless asked how much money has been raised. Elizabeth Taylor stated $540,000. Commissioner Loveless asked if that amount was cash or pledges. Ms. Taylor stated $300,000 is in the bank; the remaining are pledges. Commissioner Shuman agreed that it is important to make a decision. Elizabeth Taylor communicated the Foundation is doing great things; the annual campaign of $80,000 goes back into Saluda Shoals Park for programming.

Respectfully submitted,

Eve Mittendorf

IRMO CHAPIN RECREATION COMMISSION

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**COMMISSION MEETING**

**GENERAL SESSION MINUTES**

Saluda Shoals Park

August 22, 2012

7:00 p.m.

Members Attending

John Sowards, Scott Wilhide, Emily Shuman, Tom McLean, Bruce Loveless

Non-members Attending

Elizabeth Taylor Eve Mittendorf Jim Wellman Jack Terrell

Jay Downs John Cantey Jeanette Wells Belinda Rhodes

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 agenda as presented.

A MOTION WAS MADE BY EMILY SHUMAN TO AMEND THE AGENDA TO INCLUDE UNDER PUBLIC PRESENTATION, ITEM V.A. – CAPITAL PROJECTS UPDATE. SCOTT WILHIDE SECONDED. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

**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 Sowards submitted the June 27, 2012 minutes as presented; there being no objections the minutes were approved.

1. **COMMUNICATIONS FROM THE PUBLIC**

None

1. **PUBLIC PRESENTATION**
2. Capital Projects Update – Jay Downs

Jay Downs, Superintendent of Operations, presented to the Commission an update on three current capital projects:

* Senior center expansion at Seven Oaks Park – Meredith Drakeford is the architect for an approximate 4000 sq ft expansion, including 60 parking spaces; funding included a $350,000 PIP grant. The timeline includes a bid advertisement by October 2012, bid award by November 2012 and completion date by May 2013.
* Pedestrian bridge at Saluda Shoals Park, Environmental Education Center – construction of a walkway from the Environmental Center to the wetlands will include an 80ft bridge and an 800ft sidewalk; funding included a $100,000 trails grant. The time of completion is October 2012.
* Ballfield lights at Chapin Elementary School – the request for proposal will be mailed in September 2012 with an estimated date of completion in December 2012; the cost is not to exceed $300,000.

Chairman Sowards commended staff and asked that the Lt. Governor be invited to the ribbon cutting for the senior center.

1. **STAFF REPORTS**

Staff reports accepted as presented.

1. **NEW BUSINESS**

1. OP10 Background Screening Policy

Elizabeth Taylor presented to the Commission a staff recommendation to include background checks on contractors that work directly with children, therapeutic recreation participants and seniors in the policy – OP10 Background Screening.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE POLICY CHANGE TO OP-10 BACKGROUND SCREENING AS PRESENTED. BRUCE LOVELESS SECONDED. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

1. USTA Marketing Grant Application

Elizabeth Taylor presented to the Commission a staff recommendation to approve a $745 local marketing grant application for ICRC tennis programs.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE GRANT APPLICATION AS PRESENTED. BRUCE LOVELESS SECONDED. VOTE TAKEN. MOTION PASSED UNANIMOUSLEY.

1. Cultural Council of Richland & Lexington Counties Grant Application

Elizabeth Taylor presented a staff recommendation to approve a $1500 grant through the Cultural Council of Richland and Lexington Counties quarterly grant application to fund the Shakespeare performance at the 2012 unearth event. The Saluda Shoals Foundation has committed to the $1500 match requirement.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE GRANT APPLICATION AS PRESENTED. BRUCE LOVELESS SECONDED. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

1. **EXECUTIVE DIRECTOR’S REPORT**

Elizabeth Taylor informed the Commission that Native American tribal representatives performed a ceremonial blessing of the children’s totem pole art project at Saluda Shoals Park. In addition, there are approximately 489 children throughout the district participating in the afternoon safari program.

Elizabeth Taylor also shared with the Commission that Irmo Chapin Recreation Commission staff is working closely with the Chapin Baptist Church in an outreach program to get children involved in athletic programs. In addition, Ms. Taylor communicated that staff continue to work on the master plan by developing an operational business plan for the proposed expansion projects.

Elizabeth Taylor informed the Commission the auditors have completed the field work for the FY 2011/2012 audit. Ken Prince will present the results at the September 2012 Commission meeting; the process is going very smoothly.

The annual Splash and Dash Adventure Race is scheduled for August 24, 2012; approximately 27 teams are registered. The Crooked Creek 5K run is scheduled as part of the Chapin Day Labor Day festival; this race is part of fundraising efforts for the senior meal program. Elizabeth Taylor informed the Commission that displayed around the park are frogs as part of an environmental awareness project; this project is sponsored by Keep the Midlands Beautiful, Sonoco and Saluda Shoals Park. According to Jeanette Wells, the health of frogs are key indicators of environmental changes; artists are being asked to create sculptures to display throughout the midlands to tell the story of the impact environmental changes have on the environment. Elizabeth Taylor thanked Jeanette Wells and staff for their effort

1. **COMMISSION RESPONSE**

Commissioner Shuman thanked staff. Commissioner McLean shared his appreciation of staff. Chairman Sowards also shared his appreciation of staff.

1. **ADJOURNMENT**

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

Respectfully submitted,

Eve Mittendorf

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