Irmo Chapin Recreation Commission

**Work Session Meeting**

January 22, 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:

Discussion occurred regarding Election of Officers. Chairman Harmon stated he will present. Mark Smyers shared that the 2019 Community Spirit of Excellence award will be presented to Marty Bridges; a plaque will hang at Seven Oaks Park. Mark Smyers shared that the remaining community spirit award participants will carry over into the next year’s pool for the 2020 spirit of excellence award selection. Mr. Smyers shared that there will be two staff reports: Mark Baker, Saluda Shoals Park Director will present on Holiday Lights; Jay Downs, Superintendent of Operations will present an update on Meech House. Discussion occurred regarding a $75K donation for additional features for Leo’s Landing Inclusive Playground.

Mr. Smyers shared a preliminary budget is included for Commission approval and adoption to send to Lexington County; a budget timetable is also included for approval. Discussion occurred regarding ICRC policy on the sale of alcohol during an event. The current OP18 policy provides direction on how customers are to handle the sale of alcohol for individual events; staff have expanded the OP18 policy to include how to approach, train and serve alcohol during designated and approved ICRC events. Commissioner Ross inquired if the policy was agency wide. Mark Smyers stated yes. Commissioner Boyd inquired on the number of licenses per location. Mr. Smyers stated that every event requires a permit. Discussion occurred regarding the requirement of customers to use agency alcohol services.

Mr. Smyers shared staff submitted requests to apply for a LWCF grant, for an Accommodations Tax grant and for the Women’s Club of Chapin grant for Commission approval. Discussion occurred regarding Crooked Creek Park tennis courts; the surfacing is in need of repair. There are eight new courts built at Melvin Park as a revenue generating opportunity. Discussion occurred regarding parking needs at Crooked Creek Park and converting the old courts into parking spaces.

Commissioner Stewart communicated that a motion will be made to move into Executive Session; after Executive Session the Commission will move back into General Session to adjourn.

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**

January 22, 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, Mark Baker, Andrea Harris, Marty Bridges

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**Commissioner Stewart submitted for approval the October 23, 2019 and December 10, 2019 minutes as presented, Vice Chairman Loveless seconded; there being no objections the minutes were approved.
3. **ELECTION OF OFFICERS**

A MOTION WAS MADE BY AKIL ROSS TO ELECT BILL HARMON AS CHAIRMAN, BRUCE LOVELESS AS VICE CHAIRMAN AND TIM STEWART AS SECRETARY FOR 2020. SECONDED BY GARY BOYD. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

1. **PUBLIC PRESENTATION**
2. Community Spirit of Excellence Award

Chairman Harmon presented to Marty Bridges the Community Spirit of Excellence Award. Chairman Harmon shared Marty Bridges has served ICRC and all the people who live and play within the community for more than 40 years, filling various volunteer roles including youth football coach, Advisory Council member, Seven Oak Park Improvement committee member, Saluda Shoals Foundation board member, and Strategic Plan Task Force member.

Marty became a volunteer youth football coach in 1978 at Seven Oaks Park, coaching the same 11-12 age group for more than 36 years. His passion for the sport and his natural leadership style made him a favorite coach among children and parents. In addition to coaching, Marty also served six years on the Saluda Shoals Park Foundation board of directors and as a task force member for ICRC’s 2020-2030 Strategic Master Plan.

Marty also obtained financial support for the agency by helping secure a naming rights sponsorship from Palmetto Health for ICRC’s athletic complex at Saluda Shoals Park as well as sponsorship for 12 athletic field scoreboards throughout the district.

Marty is an outstanding, positive role model who sets a wonderful example by his actions both on and off the field.

Mr. Bridges stated that it has been an honor and privilege to be a part of Irmo Chapin Recreation Commission, a privilege to work with the staff and volunteers, and a privilege to be a part of a great community.

1. **STAFF REPORTS**

**Mark Baker, Saluda Shoals Park Director**

Mark Baker presented an update on the 2019 Holiday Lights event; Holiday Lights is the show case event for Saluda Shoals Park. Mr. Baker shared that it is a long process and every staff member participates in making it better each year; in 2019 approximately 86,904 visitors came through Holiday Lights; average vehicle per night was 621; total revenue generated $605,274; the operating expense equaled $149,163. Mark Baker also shared that 16,267 visitors participated in activities. In addition, the maintenance team shifted the whole show to LED lights; which resulted in a huge cost savings as well as environmental savings.

Mark Baker communicated that there were 826 participants in the Sleighbell Trot; the Stroll included 2,297 participants; revenue generated for both events equaled $32,245. Mr. Baker communicated that this is an event that has become incredibly popular. Mr. Baker also shared highlights of the event: expenses reduced by $31,000 due to changes of the LED lights and reduction in police coverage, improvements were made on the flow of traffic entering park, staff worked with CATE center for the second year in a row on two separate projects, and the agency received $64,000 in in-kind sponsorship.

Mark Baker shared additions and changes to the Holiday Lights event to include enhancement of the aesthetics at the EEC, staff added two new laser shows, moved tube slide to back deck, Olaf and the Grinch made appearances, a new RGB light show was installed in front of the EEC, a new RGB tree was installed in the Wetland, and a new volcano display from the CATE Center students was installed.

Mr. Baker also shared that staff hosted 175 Fort Jackson soldiers for Holiday lights; the soldiers were feed, came through the lights and enjoyed the activities. Commissioner Stewart commended staff for hosting the soldiers and providing them opportunity to enjoy the event. Chairman Harmon echoed Tim’s comments. Commissioner Ross inquired on the CATE Center students and project selection process. Mark Baker stated the students can pick from several pieces to build. Commissioner Ross communicated this was positive media attention for both the park and the school.

**Jay Downs, Superintendent of Operations and Facilities**

Jay Downs shared that over the last six months 30% of task allocations of the operations team is spent on refurbishing, installing, repairing and dismantling Holiday Lights. Mr. Downs also shared that he organizes quarterly audit teams, which evaluate five different park facilities; there are 21 team members from all over the agency.

Mr. Downs communicated that repairs to Seven Oaks Park were recently made due to a patron driving into the fitness center; no one was hurt; there was $23,930 in damage. Jay Downs shared that the design process for the bridges at Mungo Park are complete; the permitting and bidding continue; bids are out for siding repairs and replacement at Saluda Shoals Park. Jay Downs shared that he is currently preparing bids for floor repairs at EEC as well as bids for a large storage unit for maintenance as well as building improvements at Seven Oaks Park fields 5 and 6. Jay Downs communicated that flooring replacement has been completed for the walking track, the fitness area and two meeting rooms at Crooked Creek Park. Landscaping continues at the Inclusive playground; the landscaping was donated by Windham Services.

Jay Downs shared that Santee Cooper is replacing power lines; staff is working with Santee Cooper to complete the project. The HVAC controlling system was recently replaced with a new Pelican system in the River Center and Environmental Education Center.

Mr. Downs shared an update on the Meech House; on September 5th Mr. Downs worked with Delisa Clark an engineer with Contract Construction regarding code compliance; after Ms. Clark’s evaluation staff was advised that the Meech House would be an A2 or an A3 classification; this resulted in the need to get an architect and work with County officials to establish a life safety plan. Staff obtained an architect who worked closely with County officials to create a compliance report, which identified the building as an A3 occupancy with no more than 200 occupants.

The architect is currently developing a life safety plan drawing; and developing a request for proposal for a design build contractor; the project timeline for the life safety plan is approximately 120-190 days. Mr. Downs’ asked if there were any questions. Chairman Harmon shared appreciation for Mr. Downs report.

1. **NEW BUSINESS**

A. Preliminary FY 20/21 Budget for Lexington County Council

A MOTION WAS MADE BY BRUCE LOVELESS TO APPROVE THE FY 20/21 PRELIMINARY BUDGET FOR LEXINGTON COUNTY COUNCIL. SECONDED BY AKIL ROSS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

B. FY 20/21 Budget Timetable

A MOTION WAS MADE BY TIM STEWART TO APPROVE STAFF’S RECOMMENDATION OF THE FY 20/21 BUDGET TIMETABLE. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

1. Operational Policy (OP18) – Alcohol Service Request

Mark Smyers communicated that staff is requesting approval to amend the current Operational Policy OP18; allowing ICRC staff to be trained and permitted to serve beer and wine at approved ICRC special events.

A MOTION WAS MADE BY TIM STEWART TO APPROVE STAFF’S RECOMMENDATION TO AMEND THE OPERATIONAL POLICY (OP18) – ALCOHOL SERVICE REQUEST. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

1. Land Water Conservation Fund (LWCF) Grant

Mr. Smyers communicated that staff is requesting approval to apply for a LWCF grant; if awarded the grant would provide $125,000 to refurbish the splash pad at Saluda Shoals Park.

A MOTION WAS MADE BY TIM STEWART TO APPROVE STAFF’S RECOMMENDATION TO APPLY FOR A LWCF GRANT. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

1. Tax Accommodation Grant

A MOTION WAS MADE BY BRUCE LOVELESS TO APPROVE STAFF’S RECOMMENDATION TO APPLY FOR A TAX ACCOMMODATION GRANT. SECONDED BY AKIL ROSS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

1. Chapin Women’s Club Funding Grant

A MOTION WAS MADE BY TIM STEWART TO APPROVE STAFF’S RECOMMENDATION TO APPLY FOR THE CHAPIN WOMEN’S CLUB FUNDING GRANT. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

1. **EXECUTIVE DIRECTOR’S REPORT**

Mr. Smyers thanked Marty Bridges for his contributions to the community and for being a great leader; Mr. Bridges touched the lives of a lot of people. Mr. Smyers shared that Mr. Bridges’ role on the Saluda Shoals Foundation has been very beneficial; Marty has been a steady hand of solid advice; his confident voice in key situations has been very beneficial and has aided to the success the Foundation has seen in recent years. Mr. Smyers thanked Mr. Bridges for all he has done.

Mark Smyers communicated that staff and Commission are half way through the fiscal year. Mr. Smyers shared the following successes over the last 6 months: the opening of the Inclusive Playground, the completion of the 10-year Strategic Planning process, Holiday Lights on the River. Holiday Lights on the River is the largest event the agency operates and is critical to the operational ability of Saluda Shoals Park. Mark Smyers thanked Mark Baker for his presentation and also thanked the Holiday Lights Planning Committee, the maintenance team, and all of the staff that contribute to that event; staff is committed to putting the best possible show together for the community to enjoy; it was well organized, looked great, and ran smoothly.

Mr. Smyers shared that the programming team has been able to expand services this year due to the new Park-School Agreement with Lexington Richland School District 5. Mark Smyers stated that in the Chapin end of the district, staff have been able to offer indoor soccer to 78 participants for the first time since 2015; the basketball program has grown to consistently need 3 additional school gymnasiums, and 5 different schools at times because of scheduling conflicts. This flexibility has been very beneficial for the agency and the community as staff continue to partner with the School District; staff is very thankful and will continue to foster that relationship.

Mr. Smyers shared that in the Administrative Services side of the house, one of the biggest focuses has been on the upgrade to the PerfectMind software. The team has worked diligently with staff since July 1 and throughout this transition. There has already been a noticeable burden lifted off of our front desk staff because of its capabilities to handle online athletic registration. Staff are excited to continue to grow and maximize the ability of the software to its fullest potential. It is staff’s hope that this software will continue to make the agency more accessible to the community and therefore drive further participation growth.

The Operations team has performed very well over the last 6 months. Unlike the past several years that had hurricanes and flooding, the parks were relatively catastrophe free, outside of the Seven Oaks Park building getting hit by a vehicle. This allowed for a smooth roll out of several large Halloween events and Holiday Lights on the River. Mr. Smyers shared that the team was able to focus on a lot of smaller projects that the parks have needed. Mark Smyers shared his appreciation of all the hard work.

The Financial Department is preparing for a conversion to the Incode10 software system. This system will allow for seamless integration between PerfectMind and the financial software; staff are excited to get it off the ground and running.

Mr. Smyers shared the following upcoming events: March 7th, the Saluda Shoals Foundation will be conducting the Shuckin on the Shoals Festival; it will be held at Leo’s Landing and will include a run. Also coming up on March 20th is the Chase Loveless Memorial Scholarship Golf Tournament at LinRick Golf Course.

Mark Smyers shared that Crooked Creek Park was nominated and won the Large Business of the Year Award from the Chapin Chamber of Commerce. Staff is honored to receive this award and are thrilled to be recognized.

1. **COMMISSION RESPONSE**

Vice Chairman Loveless thanked staff for how well the agency runs and the jobs they do. Commissioner Stewart shared appreciation of staff and thanked Mark Baker and Jay Downs for their presentations and report. Commissioner Boyd thanked everyone for a job well done. Commissioner Ross echoed the board members. Chairman Harmon thanked staff for a fantastic job and the commitment to the community, the care for facilities, the vital health of community services and for the leadership in making it successful.

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. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

There being no further business, the Commission adjourned the General Session at 8:27p.m.

Respectfully submitted,

Eve Mittendorf, Recording Secretary  
IRMO CHAPIN RECREATION COMMISSION

**IRMO CHAPIN RECREATION COMMISSION**

**EXECUTIVE SESSION MEETING**

Seven Oaks Park

January 22, 2020

8:00 p.m.

Members Attending

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

Non-members Attending

Mark Smyers

Chairman Harmon called the Executive Session to order at 7:52 p.m. to discuss items related to personnel matters; no action was taken during Executive Session.

The Commission returned to General Session at 8:25 p.m.; there being no further business the General Session meeting adjourned at 8:27 p.m.

Respectfully submitted,

Tim Stewart

IRMO CHAPIN RECREATION COMMISSION