

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

Seven Oaks Park  
January 24, 2018  
6:30p.m.

Members Attending

John Sowards, Bill Harmon, Tim Stewart, Bruce Loveless, Gary Boyd

Non-members Attending

Mark Smyers, Eve Mittendorf

Mark Smyers presented an overview of the agenda items. Mark Smyers shared the 2017 Holiday Lights report; the total car count did not exceed the previous year, but the net was still good. Mark Smyers communicated that Mark Baker, Saluda Shoals Park Director, will present the entire Holiday Lights report in General Session.

Mr. Smyers reminded the Commissioners that Election of Officers is on the agenda for January as well as approval for the preliminary FY 18/19 budget for Lexington County Council; Jim Wellman prepares a preliminary budget for the General Fund; Commissioner Harmon noted a correction on page 28; the sentence should read FY 18/19 and dated February 5, 2018. Mark Smyers stated he would note the correction in General Session. Mr. Smyers shared that the budget timetable begins in February; managers present capital project needs and submit department budgets in March; the full budget will be presented to the Commission in April.

Mark Smyers also shared that the last agenda item is to ratify a January 5, 2018 application for the Lexington County Accommodations Tax grant in the amount of \$30,000. Chairman Sowards stated there is an Executive Session on the agenda to discuss personnel matters; the Commission will need make a motion to move into Executive Session; no vote will be taken in the Executive Session.

Chairman Sowards shared discussion regarding a donation in support of three projects: the greenway trail, inclusive playground and Nature's Theater. Discussion occurred regarding future donors, fund raising, private donations as well as legal requirements of the current GO bond issuance. Chairman Sowards reminded the Board that Nature's Theater and the inclusive playground are Saluda Shoals Park Foundation projects. Discussion also occurred regarding the greenway trail and easements. Chairman Sowards shared that CBE is interested in purchasing additional frontage property; discussion occurred regarding DOT requirements for business entrances.

Mark Smyers shared that staff is developing a program to recognize community members to include expansion of the current Community Spirit/Star program. Commissioner Loveless requested that the program include parameters with different levels of recognition. Discussion occurred regarding volunteers from each park and a structure to recognize those individuals that give significantly to the community.

The Commission moved to General Session at 7:09 p.m.

Respectfully submitted,  
Eve Mittendorf

IRMO CHAPIN RECREATION COMMISSION

**IRMO CHAPIN RECREATION COMMISSION  
GENERAL SESSION MINUTES**

Seven Oaks Park  
January 24, 2018  
7:00pm

Members Attending

John Sowards, Bill Harmon, Tim Stewart, Bruce Loveless, Gary Boyd

Non-Members Attending

Mark Smyers	Eve Mittendorf	Jay Downs	John Cantey
Jim Wellman	Mark Baker	Dolly Patton	

Chairman Sowards called the meeting to order at 7:10pm and delivered the invocation. Guests were welcomed.

**I. REQUIREMENTS OF THE FREEDOM OF INFORMATION ACT**

In accordance with the 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**

Chairman Sowards submitted the November 8, 2017 and December 19, 2017 minutes as presented; there being no objections the minutes were approved.

**III. ELECTION OF OFFICERS**

A MOTION WAS MADE BY JOHN SOWARDS TO ELECT BILL HARMON AS THE 2018 CHAIRMAN FOR THE IRMO CHAPIN RECREATION COMMISSION. SECONDED BY BRUCE LOVELESS. THE MOTION WAS ACCEPTED BY ACCLAMATION.

A MOTION WAS MADE BY BILL HARMON TO ELECT BRUCE LOVELESS AS THE 2018 VICE CHAIRMAN FOR THE IRMO CHAPIN RECREATION COMMISSION. SECONDED BY TIM STEWART. THE MOTION WAS ACCEPTED BY ACCLAMATION.

A MOTION WAS MADE BY JOHN SOWARDS TO ELECT TIM STEWART AS THE 2018 SECRETARY FOR THE IRMO CHAPIN RECREATION COMMISSION. SECONDED BY BRUCE LOVELESS. THE MOTION WAS ACCEPTED BY ACCLAMATION.

**IV. STAFF REPORTS**

Staff reports were submitted as presented.

Jay Downs, Superintendent of Facilities and Operations, provided a development update on Melvin Park; work has been completed to have the retention / irrigation pond meet specifications and irrigation system is now completed, all the trees have been replaced by the contractor, entrance signage work has been completed, bids were received for the 20 x 30 shelter next to splash pad and play area; the apparent low bid is \$34,475, which is within grant budget.

Mr. Downs also shared that the Crooked Creek Park emergency access continues to be evaluated; staff is looking for alternative options including access through Park West; staff is optimistic, but still early on in the discussion. An application has been made for tap and meter for future irrigation to support additional landscaping as part of the beautification project on Kiawah Road.

Saluda Shoals Park road repair and resurfacing project is being prepared for bid at the first of February. Work is underway for the inclusive playground; staff has been working with a primary stake holder group to identify needs alongside the consultants as well as with the architect to design a restroom facility that not just meets but exceeds typical ADA usage.

Mr. Downs shared an update on the Rawls Creek property; an arborist was contracted and report was prepared. There is one tree (oak) in severe decline and potentially a threat to adjacent property owner. Staff is meeting with arborist to discuss the best way to safely remove. Assessment of the property is underway to assess following: infrastructure: power/water/sewer/storm drainage, structural: buildings / pathways/signage, best uses: pathway locations / degree of maintenance / program potential, budgetary impact. Jay Downs stated that staff have met with different entities connected with the property and are gaining additional information and useful insight to the property as well as met and evaluated potential partnerships regarding the property.

Mark Baker, Saluda Shoals Park Director, presented a 2017 Holiday Lights event overview. Mr. Baker communicated that Holiday Lights is a very special event and staff across the agency do a great job in making this event successful. In 2017, there were approximately 23,000 cars; this is down by approximately 900 cars from the previous year; this was largely due to inclement weather. Mark Baker shared that the total revenue was \$522,000 and operating expenses were \$168,932.

Commissioner Sowards inquired where the \$360,000 in profit is reflected in the budget. Jim Wellman, Finance Director, communicated that the profits are reflected in the SSP special revenue fund. Mr. Baker also shared that the revenue from activities were closely aligned to the previous year's revenue. Additionally, the displays were converted to LED lights and staff switched over to a 3 phase system, which saved approximately \$2000. Chairman's Lighting was held at the Environmental Center; the location worked well and was positively received by guests and staff. Sleighbell Stroll had 1,417 participants, which was a 24% increase from the previous year. Staff met with DOT and two officers and additional signage was added for 2017; changes were also made in staging vehicles and pre-selling tickets, which helped in moving traffic more efficiently.

Mark Baker shared that \$60,250 was generated in sponsorship, a rock wall was added as a new activity option, Holiday Lights generated over \$500,000 in revenue, 1 large display and 30 small displays were added, lighting on the trail to the wetland was improved and hand bells and a choir enhanced the holiday light's experience. Last, ICRC and the SSP Foundation partnered again with Fort Jackson and invited soldiers who were unable to go home for the holidays to enjoy the lights, the activities and a meal in appreciation for their service. Commissioner Sowards asked how many soldiers participated. Mark Baker replied approximately 200. Commissioner Sowards thanked staff. Mark Baker asked if there were any questions. Chairman Harmon thanked Mr. Baker for his presentation.

## **V. NEW BUSINESS**

### **A. FY 18/19 Preliminary Budget for Lexington County Council**

Mr. Smyers noted two corrections to the recommendation: the fiscal year should read FY 18/19 and the date should read February 5, 2018; the expected increase in revenues and expenses is approximately 9%.

A MOTION WAS MADE BY JOHN SOWARDS TO ACCEPT STAFF'S RECOMMENDATION ON THE FY 18/19 PRELIMINARY BUDGET FOR LEXINGTON COUNTY COUNCIL. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

#### B. FY 18/19 Budget Timetable

A MOTION WAS MADE BY BRUCE LOVELESS TO ACCEPT STAFF'S RECOMMENDATION ON THE FY 18/19 BUDGET TIMETABLE. SECONDED BY JOHN SOWARDS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

#### C. FY 18/19 Lexington County Accommodations Tax Application

Mark Smyers requested ratification of the FY 18/19 Lexington County Accommodations Tax application; staff is requesting \$30K for marketing efforts in sports tourism.

A MOTION WAS MADE BY TIM STEWART TO RATIFY THE FY 18/19 LEXINGTON COUNTY ACCOMMODATIONS TAX APPLICATION. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

### VI. EXECUTIVE DIRECTOR'S REPORT

Mark Smyers shared appreciation of staff for their passion and commitment to Holiday Lights; this is the agencies largest event. Mr. Smyers also thanked Mark Baker for his presentation on Holiday Lights. Additionally, there were two holiday markets, which attracted over 1000 participants; Crooked Creek Park held its 7<sup>th</sup> annual Candy Cane hunt; and 30 children received telephone calls from Santa. Mark Smyers shared there were two successful Children's Theater productions: Robin Hood and Legally Blond. The administrative services department successfully rolled out a new health, dental and vision program through the SC Public Employee Benefit Authority (PEBA). Upcoming events include Shuckin' on the Shoals February 25<sup>th</sup> and the Chase Loveless Memorial Golf Tournament on March 16, 2018. Mr. Smyers thanked the Mungo Family for the substantial and generous donation of approximately 117 acres; this will be a great amenity and an important part of the strategic master plan for additional greenspace and trails. Mark Smyers also thanked the Commission for their support and assistance through the acquisition of this new property.

### VII. COMMISSION RESPONSE

Commissioner Loveless thanked Mark Baker for the presentation on Holiday Lights and thanked Mark Smyers and John Sowards for work on acquisition of the new property. Commissioner Stewart echoed Commissioner Loveless and thanked staff for all their hard work on making Holiday Lights a special event. Commissioner Boyd thanked the Commission for their warm welcome to the board and thanked staff for their work on the Holiday Lights event. Chairman Harmon communicated that staff continues to do a tremendous job and looking forward to the New Year. Commission Sowards thanked the board for the privilege of serving as Chairman over the years; thanked Mark Baker for his presentation on Holiday Lights; thanked Commissioner Boyd for his participation

on the land donation, thanked the Mungo Family for their generous donation and is looking forward to the new property dedication.

A MOTION WAS MADE BY JOHN SOWARDS TO MOVE INTO EXECUTIVE SESSION PURSUANT TO SECTION 30-4-70(A)(1) OF THE CODE OF LAWS FOR THE SPECIFIC PURPOSE OF DISCUSSING A PERSONNEL MATTER. BRUCE LOVELESS SECONDED. VOTE TAKEN. MOTION APPROVED.

A MOTION WAS MADE BY JOHN SOWARDS TO MOVE INTO GENERAL SESSION AND ANNOUNCED THAT NO ACTION WAS TAKEN DURING EXECUTIVE SESSION. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION APPROVED.

There being no further business, the Commission adjourned the General Session at 8:10 p.m.

Respectfully submitted,  
Eve E. Mittendorf  
IRMO CHAPIN RECREATION COMMISSION