

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

Crooked Creek Park

March 23, 2011

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 reviewed the agenda. A recommendation was made to consolidate all three items under new business as one action item; the three agenda items are all related to fundraising requests.

Discussion occurred regarding the status of the BC Components property; DHEC has received the work plans from the responsible parties; once the capacitors have been removed DHEC will sign off on the voluntary clean-up contract with Irmo Chapin Recreation Commission.

Elizabeth Taylor reported that she is scheduled to meet with the Hallmark Homeowners Association to brief them on the status of the BC Components property and to discuss with them their thoughts on the BC Components property as a potential site for the Okra Strut. Discussion occurred regarding the status of the Okra Strut committee's request for use of the BC Components property; no decisions can be made regarding the Okra Strut's use of the property until more detailed information is provided to the Commission.

Elizabeth Taylor shared information regarding the Childhood Obesity Initiative and how the initiative fits into the objective of the agency to create programming that encourages more active and healthy lifestyles; currently the agency is partnering with the school district and other organizations in the Eat Smart, Move More movement. Discussion occurred regarding exploring possibilities, partnerships and funding opportunities to support the program. Elizabeth Taylor shared the possibility of a partnership with Steve Fooshe who has created State wide models for Childhood Obesity Initiative programs; Mr. Fooshe provides potential funding opportunities to support the Childhood Obesity Initiative. Chairman Sowards directed Ms. Taylor to consider a memorandum of understanding with Mr. Fooshe; with the agreement that any pre-existing ICRC relationships/partnerships/sponsorships would not be recognized as new contacts; with the exception of Lexington Medical Center.

Emily Shuman reported on the status of the Arbor Day committee; a meeting was held with CSX regarding clean-up along St. Andrews Road. CSX has agreed to clean-up the area along the railroad tracks from Ol' Timey Meat Market to Shaw Industries on St. Andrews Road. In addition, Elizabeth Taylor began discussion with the CSX representative on an agreement for reimbursement for mowing along the Leisure Lane side of the railroad tracks.

Elizabeth Taylor reported on the status of the RFP Master Plan project; a mandatory meeting is scheduled for March 31, 2011; after receipt of the RFPs the Commission will evaluate and narrow the proposals to a short list. At that point, a committee will make the final selection. Ms. Taylor asked if any Commissioner would like to serve on the committee with staff. Bruce Loveless volunteered to participate on the selection committee.

Chairman Sowards requested the Commission submit an evaluation form on Elizabeth Taylor. Ms. Taylor's performance review will be discussed in April. Chairman Sowards requested written input from Ms. Taylor regarding her performance initiatives. Chairman Sowards requested Eve Mittendorf circulate a blank evaluation form to all Commissioners.

The Work Session adjourned at 7:00 p.m.

Eve Mittendorf

IRMO CHAPIN RECREATION COMMISSION

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

Crooked Creek Park
March 23, 2011
7:00 p.m.

Non-members Attending

Elizabeth Taylor Eve Mittendorf
Jack Terrell Jeanette Wells
Belinda Rhodes Jim Wellman

Members Attending

John Sowards
Scott Wilhide
Emily Shuman
Tom McLean
Bruce Loveless

Chairman John Sowards called the meeting to order. John Sowards delivered the invocation. Guests were welcomed.

I. APPROVAL OF THE AGENDA

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE AGENDA AS PRESENTED. EMILY SHUMAN SECONDED. VOTE TAKEN. THE MOTION WAS APPROVED 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 asked for any objections on approval of the February minutes; there being no objections, Chairman Sowards submitted the February 23, 2011 minutes for the record.

IV. COMMUNICATIONS FROM THE PUBLIC

No public communications

V. STAFF REPORTS

Staff reports accepted as submitted.

VI. NEW BUSINESS

Chairman Sowards recommended consolidating all three fundraising agenda items into one action under New Business; hearing no objections, Chairman Sowards directed Ms. Taylor to review all three new business items.

Elizabeth Taylor communicated that all three action items are requests to hold fundraisers; staff recommends approval of the fundraisers for the good of the community.

- A. Lexington County Sheriff's Fundraising Request
- B. Alex's Lemonade Stand Fundraising Request
- C. Chapin American Legion Fundraising Request

A MOTION WAS MADE BY SCOTT WILHIDE TO ACCEPT ALL THREE FUNDRAISING REQUESTS AS PRESENTED. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

VII. EXECUTIVE DIRECTOR'S REPORT

Elizabeth Taylor shared with the Commission a thank you award presented at the March Lexington Richland School District board meeting for Irmo Chapin Recreation Commission's participation in the Dam Walk. The performance of the High School Musical is scheduled April 29, 30 and May 1 at the new Harbison Theater; this program has record participation with 20 cast members. Spring sports have over 1800 children participating. This season Irmo Chapin Recreation Commission is partnering with the Sheriff's Department. Elizabeth Taylor reported that the fields at the Chapin Complex are safe for play; the problem was with the main grounding system, which has been remedied. Ms. Taylor reported that discussion occurred with the school district regarding their plans for future investment into the Chapin Complex; currently the school district has no plans of investing money into the complex. Elizabeth Taylor also reported that staff anticipates receiving DHEC sign-off on the voluntary clean-up contract by mid May. Notification has been received by the Lexington County Accommodation Tax that funding for Holiday Lights for 2011 will be cut from \$15,000 to \$10,000; the reason is due to reduction in their revenues.

VIII. COMMISSION RESPONSE

Chairman Sowards asked for Commission response; no response was given.

ADJOURNMENT

CHAIRMAN SOWARDS ADJOURNED THE MEETING AT 7:17PM.

Respectfully submitted,
Eve Mittendorf
IRMO CHAPIN RECREATION COMMISSION

IRMO CHAPIN RECREATION COMMISSION

SPECIAL CALLED MEETING

Saluda Shoals Park
Administrative Building

April 6, 2011

5:00 PM

Non-members Attending

Elizabeth Taylor
Eve Mittendorf

Members Attending

John Sowards
Scott Wilhide
Emily Shuman
Tom McLean
Bruce Loveless

I. CALL TO ORDER

The meeting was called to order by Chairman, John Sowards.

II. REQUIREMENTS OF THE FREEDOM OF INFORMATION ACT

The news media was notified and a notice and agenda posted at the park sites as required by the FOIA.

III. NEW BUSINESS

- A. Request for Proposals (RFP) – Selection of an Architect for the 2020 Master Plan
Elizabeth Taylor distributed the request for proposals received by six architectural firms and requested each member of the Commission review, evaluate and score each of the RFPs on the enclosed evaluation matrix. Ms. Taylor also requested the scoring sheets returned to her by Wednesday, April 13, 2011.

Chairman Sowards inquired on the number of respondents to the RFP. Elizabeth Taylor stated 13 attended the mandatory pre-proposal meeting; six responded.

IV. ADJOURNMENT

A MOTION WAS MADE BY SCOTT WILHIDE TO ADJOURN THE SPECIAL CALLED MEETING AT 5:15 P.M. SECONDED BY BRUCE LOVELESS. MEETING WAS ADJOURNED.

Eve E. Mittendorf
Recording Secretary
IRMO CHAPIN RECREATION COMMISSION