

**IRMO CHAPIN RECREATION COMMISSION
WORK SESSION MEETING**

Saluda Shoals Park
River Center
October 24, 2018
6:30pm

Attending: Mark Smyers, Eve Mittendorf, Bill Harmon, Bruce Loveless, Tim Stewart, John Sowards, Gary Boyd

Mark Smyers communicated an update on the FY 17/18 audit; the auditors are unable to present at this Commission meeting. Discussion occurred regarding distribution of the audit to Commissioners as soon as staff receive and then schedule a Call Meeting to seek a motion to approve; the auditors will present the audit at the January 2019 regularly scheduled Commission meeting. Commissioner Sowards inquired on the reason the audit should be adopted before the January meeting. Mr. Smyers stated the delay in adoption results in a delay to distribute to the public. Commissioner Stewart asked who the audit firm is; Mark Smyers replied Brittingham. Discussion occurred regarding the auditor's history and institutional knowledge; direction was given to the Executive Director to share with the auditors the expectation of a timely audit and to possibly include a performance clause in the contract. Mark Smyers shared with the Commission that Jim Wellman, Finance Director, will present a year-end financial update.

Mark Smyers invited the Commissioners to the Crooked Creek Park senior luncheon on November 8th at 11:00am, Chairman's Lighting on November 18th and the holiday staff event on December 6th. Mr. Smyers shared an update on the inclusive playground funding breakdown, which included actual cost, potential partners, actual funding, and pledges for a total amount of \$1,048,603. Additionally, the Saluda Shoals Foundation will have \$886,553 in cash and \$162,050 in donor pledges during the performance period of the contract. Commissioner Stewart requested confirmation that the definition of a pledge is that a donor has already committed to the agency a dollar amount over a period of time. Mark Smyers stated yes, some donors also pledge in-kind donations. Discussion occurred regarding donors, amounts pledged, timing of donations and naming rights. Discussion also occurred regarding ongoing Saluda Shoal Foundation fundraising, additional equipment and costs, and infrastructure for future features. Mark Smyers shared that staff is recommending Commission approval to award the low bid (\$1,070,500) to Contract Construction.

There being no further business the Commission moved to General Session.

Respectfully submitted,
Eve Mittendorf
Recording Secretary
IRMO CHAPIN RECREATION COMMISSION

**IRMO CHAPIN RECREATION COMMISSION
GENERAL SESSION MINUTES**

Saluda Shoals Park
River Center
October 24, 2018

7:00pm

Members Attending

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

Non-Members Attending

Mark Smyers, Eve Mittendorf, Jay Downs, John Cantey, Jim Wellman, Marshall Taylor, Dolly Patton, Mark Baker, John Farley, Meredith Bungenski

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

I. 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 Harmon submitted the September 19, 2018 minutes as presented; there being no objections the minutes were approved.

III. PUBLIC PRESENTATION

A. Saluda Shoals Park Foundation – Marshal Taylor

Marshall Taylor shared appreciation for the support of the Irmo Chapin Recreation Commission. The Foundation is currently raising money for an inclusive playground at Saluda Shoals Park. The Foundation is excited about this very special project and has raised \$1.4M, which is more than 92% of the goal. The Foundation continues to solicit monetary and in-kind donations.

IV. STAFF REPORTS

Jim Wellman shared a presentation of the current FY 17/18 finance summary; the general and special revenue funds started the year at \$1,632,305; the actual income for the year was \$10,714,569; the expenses for the year was \$11,031,157. ICRC ended the year at \$1,441,180. Mr. Wellman shared that for many years ICRC's policy was to maintain a \$1.2M fund balance; due to activity and growth it is recommended to maintain a \$1.5M fund balance. Mr. Wellman shared that the agency receives approximately \$4.4M from the County; however, the payments are not in twelve equal payments. As a result, staff must ensure that sufficient funds are in hand at the end of June every year to carry the agency through December when the Holiday Lights event revenues are received. Jim Wellman shared that the beginning fund 40 balance was \$904,727 and took in a total of \$611,723. This consisted of interest, FEMA reimbursement, land sale, short term bond proceeds and fund 40 reimbursement of \$559,500. The expenses were \$387,063, which was for short term bond expenditures, remaining Natures Theatre and final costs at Melvin Park. The ending fund balance for fund 40 was \$1,129,387. Commissioner Sowards inquired on the target end balance. Mr. Wellman replied \$1.4M. Commissioner Sowards also shared that the Finance Director's recommendation of a targeted fund balance of \$1.5M does not require a motion for Commission approval.

V. NEW BUSINESS

A. Inclusive Playground Bid

A MOTION WAS MADE BY JOHN SOWARDS TO APPROVE NOT THE STAFF RECOMMENDATION THAT IS INCLUDED IN THE PACKAGE PER SE, BUT THE RECOMMENDATION THAT THE COMMISSION APPROVE THE CONTRACT AND AWARD THE CONTRACT IN THE AMOUNT STIPULATED IN THE RECOMMENDATION. SECONDED BY BRUCE LOVELESS.

Commissioner Sowards echoed Mr. Marshall Taylor regarding the importance of the inclusive playground project; thanked the Foundation for their hard work and thanked the donors who donated so generously.

VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

B. 2019 Regular Commission Meeting Schedule

A MOTION WAS MADE BY JOHN SOWARDS TO APPROVE STAFF'S RECOMMENDATION ON THE 2019 REGULAR COMMISSION MEETING SCHEDULE. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

C. FY 19/20 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION

A MOTION WAS MADE BY JOHN SOWARDS TO APPROVE STAFF'S RECOMMENDATION TO APPLY FOR THREE CDBG GRANTS: A THERAPEUTIC RECREATION GRANT IN THE AMOUNT OF \$69,600, YOUTH ATHLETIC SCHOLARSHIP GRANT IN THE AMOUNT OF \$24,000 AND A 12 PASSENGER VAN GRANT IN THE AMOUNT OF \$34,000. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

D. LEXINGTON COUNTY ACCOMMODATION TAX APPLICATION

A MOTION WAS MADE BY JOHN SOWARDS TO APPROVE STAFF'S RECOMMENDATION TO APPLY FOR LEXINGTON COUNTY ACCOMMODATIONS TAX GRANT IN THE AMOUNT OF \$30,000 FOR MARKETING AND TOURNAMENT EXPENSES. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

VI. EXECUTIVE DIRECTOR'S REPORT

Mr. Smyers shared that ICRC staff partnered with the Lexington County Recreation and Aging Commission to conduct the Lexington County Senior Games at the end of September. A total of 115 athletes competed throughout a week-long competition in a multitude of events. This was the 4th year in a row that ICRC has partnered on this event and with the success staff do not see it stopping anytime soon.

Therapeutic Recreation Athletics had a great season; there were a total of 40 athletes district wide. The league at Seven Oaks Park played baseball and welcomed a host of volunteer organizations that came out to support their games each night. Crooked Creek Park ran a pilot athletic program for the second season, which actually played three different sports: basketball, baseball and tennis. This format has proved to be very successful. Staff will likely run the spring season district wide under this same new model. Mr. Smyers also shared kudos to the Therapeutic staff for thinking outside of the box.

Saluda Shoals Park has become the home of a semi-pro soccer team, called the Soda City Football Club. This is their first year and they are currently undefeated. They have had three home matches and are averaging around 500 spectators at each match. In addition, the soccer

team allow ICRC's youth athletic participants to get in for free if they wear their ICRC jersey. Staff are excited to see where this goes and proud to host a higher level of competition on our fields and in our community.

Mr. Smyers shared that staff have reached out and established a great partnership with the Center for Advanced Technical Studies with School District 5 to fabricate and light a display for the Holiday Lights on the River event at Saluda Shoals Park. Students are collaborating across the different classes to design, construct, and light the animated display, with the support and guidance from our maintenance staff. We are very excited about this partnership and for these students to be able to create something that they can be proud of and the community can enjoy for years to come.

Mark Smyers recognized the great effort of the maintenance team and Holiday Lights committee on the upcoming Holiday Lights on the River event. These teams take great pride in their efforts and are currently working very hard to make sure this year is the best one yet. This season has thrown us some curveballs already with hurricanes and an unusually warm fall that has required so much more mowing than normal. Staff have done well to manage the situations.

Mr. Smyers thanked Marshall Taylor for his report on fundraising status of the All-Inclusive Playground project. Mark Smyers also shared he was happy to see the progress that has been made on the project and extremely encouraged that the playground will be an amazing contribution to the community. Mr. Smyers thanked the Foundation for all their time, effort, and passion for this great cause.

VII. COMMISSION RESPONSE

Commissioners Sowards thanked Foundation for the fundraising efforts for the inclusive playground; thanked Mark Smyers for informing the Commission on the funding for the project and shared the importance of the Commission and staff's role in continuing to be good stewards of public money. Commissioner Sowards inquired if staff asked for DHEC approval to dig on Saluda Shoals Park East as required under the restrictive covenant. Mr. Smyers stated staff is working with DHEC; currently DHEC is recommending a soil management plan. Commissioner Sowards thanked Vice Chairman Loveless for sharing his knowledge and understanding of pledges, in-kind donations and contracts for the inclusive playground project. Commissioner Stewart thanked everyone involved in the inclusive playground project and expressed how much this project will be an asset to the community. Commissioner Boyd shared appreciation of Commission support. Commissioner Boyd also shared appreciation to John Cantey and staff for their support in assisting the Optimist Club in transportation for community youth to the Ray Tanner fun run. Commissioner Boyd shared appreciation to Alex James for assisting him with a PowerPoint. Chairman Harmon recognized a Scout and his family. Chairman Harmon also invited the Scout to consider Irmo Chapin Recreation Commission when selecting an EAGLE Scout project site. Chairman Harmon thanked Meredith Bunjenski, the staff and fellow Commissioners.

There being no further business, the Commission adjourned the General Session at 8:15 p.m.

Respectfully submitted,
Eve Mittendorf
Recording Secretary
IRMO CHAPIN RECREATION COMMISSION