

**IRMO CHAPIN RECREATION COMMISSION  
COMMISSION MEETING  
Crooked Creek Park  
August 22, 2007**

**6:15 p.m. Work Session  
7:00 p.m. General Session**

**AGENDA**

Call to Order and Invocation  
Welcome

- |              |  |       |       |
|--------------|--|-------|-------|
| <b>I.</b>    | <b>*APPROVAL OF THE AGENDA</b>                                       |       |       |
| <b>II.</b>   | <b>REQUIREMENTS OF THE FREEDOM OF INFORMATION ACT</b>                |       |       |
| <b>III.</b>  | <b>*APPROVAL OF THE MINUTES—June 27, 2007</b>                        | Pages | 1-7   |
| <b>IV.</b>   | <b>COMMUNICATIONS FROM THE PUBLIC</b>                                |       |       |
| <b>V.</b>    | <b>PUBLIC PRESENTATION</b>   |       |       |
|              | A. Matt Whisonant & Zach Long  | Pages | 8-10  |
|              | B. FY 06-07 Audit: Ken Prince - Brittingham, Brown, Prince & Hancock | Page  | 11    |
| <b>VI.</b>   | <b>STAFF REPORTS</b>   | Pages | 12-37 |
| <b>VII.</b>  | <b>NEW BUSINESS</b>  |       |       |
|              | *A. Demolition Bid Award   | Pages | 38-39 |
|              | *B. FY 07-08 Park/School Agreement                                   | Pages | 40-42 |
|              | *C. FY 06-07 Audit Report  | Page  | 43    |
|              | *D. FY 06-07 Annual Report   | Page  | 44    |
|              | *E. Budget Amendment   | Pages | 45-46 |
|              | *F. USA Football Equipment Grant                                     | Page  | 47    |
|              | *G. American Academy of Dermatology Grant                            | Page  | 48    |
|              | *H. Palmetto Pride Beautification Grant                              | Page  | 49    |
|              | *I. Adult Central League Soccer Tournament                           | Page  | 50    |
|              | *J. Columbia United Football Club Tournament                         | Pages | 51-52 |
|              | *K. Transportation Policy  | Pages | 53-77 |
|              | *L. Amendment to Policy – OP10 Background Screening                  | Pages | 78-80 |
|              | *M. Art Planning Committee   | Page  | 81    |
| <b>VIII.</b> | <b>EXECUTIVE DIRECTOR’S REPORT—Dan Wells</b>                         |       |       |
|              | A. New Hires, Promotions & Upcoming Events                           | Page  | 82    |
| <b>IX.</b>   | <b>COMMISSION RESPONSE</b>   |       |       |
| <b>X.</b>    | <b>ADJOURNMENT</b>   |       |       |

**\* Denotes Commission Action Needed**

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

Crooked Creek Park  
August 22, 2007  
6:15 pm

Members Attending: Scott Wilhide, John Sowards, Carl Hust, Bruce Loveless. Members Absent: Tom McLean. Non-Members Attending: Dan Wells, Eve Mittendorf, Joey Holleman, Ray Jones.

The following items were discussed:

Scott Wilhide will Chair due to Mr. McLean's absence. Ray Jones with Parker, Poe, Adams & Bernstein, LLP was present for Commission signatures of the general obligation bond closing documents. The signers were Mr. Sowards – Secretary, Mr. Wilhide - Vice Chairman and Dan Wells – Executive Director. Ray Jones recapped the bond closing, the bond rating and refinancing of the existing bonds. BB&T was awarded the bond bid due to their low rate. The scheduled closing date is Friday, August 24, 2007.

Mr. Wells reviewed the agenda. Scott Wilhide asked if there was a match required for the American Academy of Dermatology Shade Structure grant. Dan Wells replied, no. Mr. Wells distributed the FY 06/07 audit; the audit will not be available to post on the agency website due to the size of the document. However, copies will be available at no cost to the public and a copy has been provided to the Irmo and Chapin libraries.

Mr. Wells requested an amendment to the agenda to include an Executive Session to discuss personnel. Mr. Sowards requested waiving staff reports and Commission response due to a full agenda. Mr. Sowards congratulated staff on the article in The State Newspaper and the success of Saluda Shoals Park.

Discussion occurred regarding the budget amendment. Dan Wells communicated the budget includes taking some of the fund balance to construct two shelters, a restroom and a wetlands project for a total of \$600,000; \$100,000 is a donation from Waste Management. John Sowards inquired how much is requested from the budget surplus. Mr. Wells replied \$332,000. Mr. Wells also communicated that the shelters are also a revenue producer. Mr. Loveless stated that there is some savings by building two shelters at the same time. Mr. Loveless inquired how long before the shelters pay for themselves in rental fees. Mr. Wells communicated the shelters generate approximately \$25,000 per year in revenue. Mr. Sowards stated the shelters will likely pay for themselves in approximately five years.

The Vice Chairman requested to adjourn the work session and move to the regular monthly general session.

Eve E. Mittendorf  
Recording Secretary  
IRMO CHAPIN RECREATION COMMISSION

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

Crooked Creek Park  
August 22, 2007  
7:00 pm

Non-members Attending

Dan Wells	Elizabeth Taylor
Eve Mittendorf	Jack Terrell
Jim Wellman	Belinda Rhodes
Jeanette Wells	Jay Downs
Don Sylvestre	Joey Holleman
Matt Whisonant	Zack Long
Ken Prince	

Members Attending

Scott Wilhide  
John Sowards  
Carl Hust  
Bruce Loveless

Members Absent

Tom McLean

The meeting was called to order by the Vice Chairman, Scott Wilhide. Carl Hust delivered the invocation. Guests were welcomed.

**I. APPROVAL OF THE AGENDA**

A MOTION WAS MADE BY BRUCE LOVELESS TO AMEND THE AGENDA TO INCLUDE AN EXECUTIVE SESSION FOR A PERSONNEL MATTER. SECONDED BY CARL HUST. VOTE TAKEN. MOTION APPROVED.

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

The news media was notified and a notice and agenda posted at the park sites one week prior to the meeting.

**III. APPROVAL OF THE MINUTES**

A MOTION WAS MADE BY JOHN SOWARDS TO ACCEPT THE MINUTES AS PRESENTED. SECONDED BY CARL HUST. VOTE TAKEN. MOTION APPROVED.

**IV. COMMUNICATIONS FROM THE PUBLIC**

Don Sylvestre, 5 Islay Lane, Irmo, SC 29210

Mr. Sylvestre thanked staff for their support during his illness.

**V. PUBLIC PRESENTATION**

Mr. Dan Wells communicated his appreciation to Matt Whisonant and Zack Long for their heroic efforts in ensuring that children were safe during a river incident and rescue.

A. Resolution – Matt Whisonant and Zachary Long

A MOTION WAS MADE BY JOHN SOWARDS TO ACCEPT THE RESOLUTIONS AS PRESENTED FOR MATT WHISONANT AND ZACHARY LONG. SECONDED BY CARL HUST. VOTE TAKEN. MOTION APPROVED.

Scott Wilhide presented a plaque and a resolution to Mr. Whisonant and to Mr. Long from the Irmo Chapin Recreation Commission in recognition of their heroic and unselfish act of ensuring that children were safe during a Saluda River incident and rescue.

**B. FY 06-07 Audit – Ken Prince**

Mr. Ken Prince thanked the Commission for the opportunity to serve as the financial auditor and also expressed his appreciation to staff for their assistance and cooperation during the audit. Mr. Prince communicated that he provides two letters in the audit report and the remaining documentation is a representation of the agency financials. The fund statements are made up of two elements: full accrual statements and modified accrual statements. The Commission assets exceeded liabilities by approximately \$12.7M; of this amount \$1.6M is unrestricted net assets. The Commission's total net assets increased by \$1.1M. The governmental funds ending balance is \$3.1M; an increase of \$598K. The general fund balance increased \$81K and the special revenue fund increased by \$10K. Mr. Prince stated that the Irmo Chapin Recreation Commission was fiscally responsible and budgetarily conscientious. The reason why the Commission has seen an increase in revenues compared to previous years is due to an increase in property tax revenue, an increase in investments in capital assets and qualified personnel and an increase in grant revenues. There are recommendations in the audit to strengthen a few internal controls.

Mr. Hust expressed his appreciation to Mr. Prince for his report and was glad to hear the Commission is in compliance.

**VI. STAFF REPORTS**

At the request of the Commission, no staff reports were presented.

**VII. NEW BUSINESS**

**A. Demolition Bid Award**

Dan Wells communicated that staff publicly bid the demolition of the buildings at the old BC Components' property. There was a mandatory pre-bid in which six contractors attended and received bid packages. At the bid opening, three qualified bidders submitted their proposals. Staff is recommending the low bid to Carolina Wrecking from Columbia, South Carolina. The bid amount, using alternate one, is \$609,000.

A MOTION WAS MADE BY BRUCE LOVELESS TO APPROVE STAFF RECOMMENDATION TO AWARD THE DEMOLITION BID TO THE LOWEST BIDDER, CAROLINA WRECKING. SECONDED BY JOHN SOWARDS. VOTE TAKEN. MOTION APPROVED.

**B. FY 07-08 Park/School Agreement**

Mr. Wells reviewed the park/school agreement for Commission approval. This agreement was created after a joint meeting with the Commission and School Board as well as a meeting with the school superintendent and Mr. Wells. Staff recommends approval of the agreement. Mr. Wells communicated that he believed

the School Board will approve the agreement at their next regularly scheduled meeting.

A MOTION WAS MADE BY CARL HUST TO ACCEPT THE FY 07-08 PARK SCHOOL AGREEMENT AS PRESENTED. SECONDED BY JOHN SOWARDS. VOTE TAKEN. MOTION APPROVED.

C. FY 06-07 Audit Report

Mr. Wells communicated that the audit report is available to the public at no cost. It is not available on the agency website because the website is unable to host a file that size. There are also copies at the Irmo and Chapin libraries.

A MOTION WAS MADE BY BRUCE LOVELESS TO ACCEPT THE FY 06-07 AUDIT REPORT AS PRESENTED. SECONDED BY JOHN SOWARDS.

John Sowards inquired if a summary of the audit was available to put on the website. Dan Wells communicated that there is an executive summary in the front of the audit. He also communicated concern that the management letters do not include the supporting reports and would make it difficult to analyze the comments. Bruce Loveless requested that a statement be included on the website communicating that the audit is available at the public libraries or by requesting a free copy from the Irmo Chapin Recreation Commission.

A MOTION WAS MADE BY JOHN SOWARDS TO AMEND THE ACCEPTANCE OF THE FY 06-07 AUDIT REPORT TO INCLUDE A STATEMENT ON THE WEBSITE COMMUNICATING PUBLIC AVAILABILITY OF THE AUDIT AT THE IRMO AND CHAPIN LIBRARIES OR A NO COST COPY FROM THE IRMO CHAPIN RECREATION COMMISSION. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION APPROVED.

D. FY 06-07 Annual Report

Mr. Wells reviewed the annual report and also communicated that a copy is provided to the Lexington Delegation and Lexington County Council. The report is also available on the Irmo Chapin Recreation Commission website.

A MOTION WAS MADE BY JOHN SOWARDS TO APPROVE THE FY06-07 ANNUAL REPORT. SECONDED BY CARL HUST. VOTE TAKEN. MOTION APPROVED.

E. Budget Amendment

Mr. Wells communicated that staff anticipated receiving LWCF and RTP grant monies; \$100K contribution was made for the wetlands area and some use of the fund balance monies to build two shelters, a restroom, a wetlands area and a storage building. After completing these projects there would still be an excess in the fund balance of approximately \$185,000 - \$200,000.

A MOTION WAS MADE BY JOHN SOWARDS TO ACCEPT STAFF RECOMMENDATION AND TO INCLUDE A COPY OF THE BUDGET AMENDMENT ON THE AGENCY WEBSITE. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION APPROVED.

F. USA Football Equipment Grant

Mr. Wells communicated that the USA Football Equipment Grant is a \$1500 grant for the purchase of youth equipment; no match is required.

A MOTION WAS MADE BY JOHN SOWARDS TO ACCEPT STAFF RECOMMENDATION OF THE USA FOOTBALL EQUIPMENT GRANT. SECONDED BY CARL HUST. VOTE TAKEN. MOTION APPROVED.

G. American Academy of Dermatology Grant

Mr. Wells communicated that the American Academy of Dermatology Grant is an \$8000 grant to purchase shade equipment at facilities or playgrounds; no match is required.

A MOTION WAS MADE BY JOHN SOWARDS TO APPROVE THE AMERICAN ACADEMY OF DERMATOLOGY GRANT. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION APPROVED.

H. Palmetto Pride Beautification Grant

Mr. Wells requested approval to apply for an \$8000 Palmetto Pride Beautification Grant for landscaping at the Environmental Center. Staff has a verbal commitment from Ms. Pat Jeffcoat to be the designer. This grant is due to the support of our local Legislative Delegation members such as Chip Huggins and Ronnie Cromer. There is no match required.

A MOTION WAS MADE BY JOHN SOWARDS TO APPROVE THE PALMETTO PRIDE BEAUTIFICATION GRANT. SECONDED BY CARL HUST. VOTE TAKEN. MOTION APPROVED.

I. Adult Central League Soccer Tournament

A MOTION WAS MADE BY JOHN SOWARDS TO ACCEPT STAFF RECOMMENDATION ON THE ADULT CENTRAL LEAGUE SOCCER TOURNAMENT. SECONDED BY CARL HUST. VOTE TAKEN. MOTION APPROVED.

J. Columbia United Football Club Tournament

Dan Wells communicated that staff received a request from the Columbia United Football Club regarding a tournament; with slight modifications, staff is requesting Commission approval of the tournament at regular field rental fees.

A MOTION WAS MADE BY JOHN SOWARDS TO APPROVE THE COLUMBIA UNITED FOOTBALL CLUB TOURNAMENT REQUEST. SECONDED BY BRUCE LOVELESS.

Commissioner Loveless asked if the tournament impacted recreational league teams. Dan Wells replied, no.

VOTE TAKEN. MOTION APPROVED.

K. Transportation Policy

Dan Wells communicated that staff reviewed the need for a transportation policy to cover agency van drivers and bus drivers. The policy presented would be a new policy and is intended to help ensure the safety of the public

A MOTION WAS MADE BY JOHN SOWARDS TO ADOPT THE TRANSPORTATION POLICY AS PRESENTED. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION APPROVED.

L. Amendment to Policy – OP10 Background Screening

Dan Wells communicated that staff would like to amend the background screening policy to include part-time staff that may be alone with children, seniors or special needs patrons.

A MOTION WAS MADE BY JOHN SOWARDS TO ADOPT THE AMENDED BACKGROUND SCREENING POLICY AS PRESENTED. SECONDED BY BRUCE LOVELESS.

John Sowards asked the anticipated cost. Eve Mittendorf stated approximately \$38.00 per person for full screening; staff is anticipating including four bus drivers due to the new transportation policy.

VOTE TAKEN. MOTION APPROVED.

M. Art Planning Committee

Dan Wells presented a staff recommendation of an ad-hoc art planning committee with one modification; to remove Donna Gore who will be unable to participate and add Gail Cunningham. This group will meet once a week for approximately six weeks.

A MOTION WAS MADE BY JOHN SOWARDS TO APPROVE THE ART PLANNING COMMITTEE WITH THE STAFF RECOMMENDATION ON THE COMMITTEE MEMBER CHANGE. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION APPROVED.

**VIII. EXECUTIVE DIRECTOR'S REPORT**

Dan Wells announced new hires and recent staff promotions or staff transfers. New hires include: Kyle Burgess – Maintenance, Kelli Stoddard – Accounting Clerk and Kelly McLaren – SSP Receptionist. Staff recently promoted or transferred include: Cathy Scott – Corporate Sales, Laurie Clark – Front Desk, Andrew Shealy – Facilities Supervisor, Denise Godwin – RC Office Mgr., Karen Deaton – EEC Office Mgr., Linda Emmerling – Front Desk, Carol Carnabuci – Accounting Clerk, Sara Hightower – Front Desk, Ashley Shah – Front Desk.

Mr. Wells invited the Commissioners to attend the senior picnic on September 20, 2007. Mr. Wells also announced that Waste Management, in addition to the \$100,000 contribution, is sponsoring Holiday Lights in the amount of \$5000. Todd Cullum was selected as the Local Official of the Year through SCRPA and will be recognized next week at the state conference. The CAST program received the state

Dorothy Mullins art and humanities award and the “Nights of Wonder” was also recognized at the state level and will receive an award for innovative programming. Irmo Chapin Recreation Commission received three of the four awards submitted for recognition.

**IX. COMMISSION RESPONSE**

No Commission response

**X. EXECUTIVE SESSION**

Vice Chairman Wilhide communicated at 7:30 p.m. the Commission will move into Executive Session for approximately 15 minutes to discuss personnel matters.

**XI. ADJOURNMENT**

There being no further business, the Chairman adjourned the meeting at 7:50 p.m.

Respectfully submitted,  
Eve E. Mittendorf, Recording Secretary  
IRMO CHAPIN RECREATION COMMISSION

IRMO CHAPIN RECREATION COMMISSION  
**COMMISSION MEETING**  
**EXECUTIVE SESSION**  
Crooked Creek Park  
August 22, 2007

**NON-MEMBERS PRESENT**

Dan Wells

**MEMBERS PRESENT**

Scott Wilhide  
John Sowards  
Carl Hust  
Bruce Loveless

**MEMBERS ABSENT**

Tom McLean

**I. CALL TO ORDER**

The meeting was called to order by the Vice Chairman, Scott Wilhide, at 7:30 p.m.

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

The news media was notified of the regularly scheduled meeting and a notice and agenda posted at the park sites one week prior.

**III. EXECUTIVE SESSION**

Items related to personnel were discussed; no action was taken during the meeting.

A MOTION WAS MADE BY COMMON CONSENT TO RETURN TO GENERAL SESSION.

A MOTION WAS MADE BY COMMON CONSENT TO ADJOURN THE GENERAL SESSION MEETING. THE MOTION CARRIED AND THE MEETING WAS ADJOURNED.

John Sowards  
Recording Secretary  
IRMO CHAPIN RECREATION COMMISSION