

**IRMO CHAPIN RECREATION COMMISSION  
COMMISSION MEETING  
Seven Oaks Park  
April 28, 2010**

**5:30 p.m. Budget Work Session  
7:00 p.m. General Session**

**AGENDA**

Call to Order and Invocation  
Welcome

- I. \*APPROVAL OF THE AGENDA**
- II. REQUIREMENTS OF THE FREEDOM OF INFORMATION ACT**
- III. \*APPROVAL OF THE MINUTES—March 24, 2010** Pages 1-4
- IV. COMMUNICATIONS FROM THE PUBLIC**
- V. PUBLIC PRESENTATION**
  - Lower Saluda Greenway -
  - Norman Whittaker, Executive Director, Regional Planning Council
  - Mike Dawson, Executive Director, River Alliance
- VI. STAFF REPORTS** Pages 5-18
- VII. NEW BUSINESS**
  - \*A. Saluda Shoals Foundation Bylaws Pages 19-29
  - \*B. Goodworks Fundraising Event Pages 30-31
  - \*C. Justin Pepper Foundation Fundraising Event Page 32
  - \*D. OP4 – Public Use Policy Pages 33-35
- VIII. EXECUTIVE DIRECTOR’S REPORT—Elizabeth Taylor**
  - A. Upcoming Events Page 36
- IX. COMMISSION RESPONSE**
- X. EXECUTIVE SESSION**
- XI. ADJOURNMENT**

**\* Denotes Commission Action Needed**

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

Seven Oaks Park  
April 28, 2010  
5:30pm

Members Attending: Scott Wilhide, Emily Shuman, Tom McLean, Bruce Loveless. Members Absent: John Sowards Non-members Attending: Elizabeth Taylor, Eve Mittendorf, Jay Downs, Jack Terrell, Jim Wellman, John Cantey, Lori Shaffer, Belinda Rhodes, Jeanette Wells, Ashley Smith.

Elizabeth Taylor presented the budget presentation for the FY10/11 fiscal year. Ms. Taylor communicated the budget process, which starts in January with expanded staff communicating the next year's capital needs. The items that primarily impact the budget are salaries, benefits and capital needs. The operations are funded through the general fund and special revenue fund. Ms. Taylor presented the current year's budget, the proposed budget and the differences. The proposed revenue budget in the general fund is \$5,322,987 and the special revenue fund is \$2,591,265 with like expense for a total budget of \$7,914,252. Staff is maintaining a similar ratio for user fees and property taxes: 46% property tax revenue and 54% user fees, grants and donations. Elizabeth Taylor communicated the points of interest include: 4.7% decrease from FY09/10, holding cost on salaries, reflects 1% increase cost in employee health benefits, provides a \$50,000 contingency fund, provides for \$735,467 in capital investment focusing on facility repair, maintenance and park development. In addition, the FY10/11 budget allows for development of a district-wide conceptual master plan. Also, the agency anticipates an increase of \$150,000 in grant related revenue in FY10/11. Commissioner McLean inquired about the anticipated signage expense. Ms. Taylor communicated that the budget line item for signage is to replace and enhance the current park signage, which is inadequate and in poor condition. Commissioner Loveless inquired on the lights that were removed from Boundary Field. Jay Downs replied that the lights are currently in storage. Scott Wilhide inquired on the increase in the professional services line item. Elizabeth Taylor stated the increase is due to the conceptual master plan. Commissioner Wilhide inquired on the decrease in the activity fee line in the special revenue fund. Elizabeth Taylor stated that the reason for the decrease is due to eliminating the longer senior service trips. Commissioner Wilhide also inquired on the grant line item that shows a reduction. Ms. Taylor communicated that the DAODAS grant has been discontinued for the FY10/11 budget year. Commissioner Wilhide communicated his appreciation to staff on the budget. Bruce Loveless concurred and communicated that he liked the format of the budget and that it was easy to read. Commissioner Loveless asked what pressing capital items have been excluded from next year's budget. Jay Downs stated that the next large capital item that needs to be planned for is the HVAC units. Commissioner Loveless asked what athletic fields are being used in place of Boundary Field. Ashley Smith stated field one at Crooked Creek Park is being used. Emily Shuman commented that Irmo Elementary fields will be lost next year. Elizabeth Taylor stated correct. Bruce Loveless stated that it sounds like Irmo is hurting the most for gym and ball field space. Elizabeth Taylor replied yes – there are needs in soccer, baseball and tennis courts. Elizabeth Taylor also communicated that Irmo Chapin Recreation Commission is working closely with LATA and the Lake Murray Tennis Association regarding tennis tournaments and clinics at Crooked Creek Park; there are currently 18 leagues.

Eve Mittendorf  
Recording Secretary  
IRMO CHAPIN RECREATION COMMISSION

**IRMO CHAPIN RECREATION COMMISSION**  
**COMMISSION MEETING**  
**WORK SESSION MINUTES**  
Seven Oaks Park  
April 28, 2010  
6:30pm

Members Attending: Scott Wilhide, Emily Shuman, Tom McLean, Bruce Loveless. Members Absent: John Sowards. Non-members Attending: Elizabeth Taylor, Eve Mittendorf

Elizabeth Taylor communicated information on property options in Chapin for an outdoor facility as stated in the strategic master plan; discussion occurred regarding location, topography of the land, ingress and egress. Ms. Taylor communicated she would continue to investigate property options in Chapin. Ms. Taylor reviewed the agenda. Vice Chairman Wilhide asked Emily Shuman to make a motion in the general session to amend the agenda to remove the Executive Session. Discussion occurred regarding the BC Components property. A meeting is scheduled next week with DHEC; discussion continues regarding Philips as the responsible party, Chartis the insurance company and ICRC's attorney Marshall Taylor. Ms. Taylor also communicated that a fence has been installed around the ditch fall area on the BC Components property; the Hallmark neighbors are happy with the fence.

Elizabeth Taylor shared with the Commission that a presentation is scheduled during the general session regarding the Greenway Trail. In addition, the agenda includes the Saluda Shoals Foundation bylaws, which now include term limits. Scott Wilhide stated that bylaws provide no exit option for the Commission. Scott Wilhide requested a motion be made in general session to table under New Business, Item A. – Saluda Shoals Foundation Bylaws until the May Commission meeting.

Ms. Taylor also communicated that OP4-Public Use Policy is on the agenda for discussion. The change for approval includes no teen parties. Discussion occurred regarding other similar facilities and their policies. Ms. Taylor stated the details will be included in the procedures and the customers will be required to sign an agreement that they understand and will be responsible.

Eve Mittendorf  
Recording Secretary  
IRMO CHAPIN RECREATION COMMISSION

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

Seven Oaks Park  
April 28, 2010  
7:00 p.m.

Non-members Attending

Elizabeth Taylor	Eve Mittendorf
Jeanette Wells	Jim Wellman
Jay Downs	Ashley Smith
Jay Downs	Jim Wellman
Don Sylvestre	John Cantey
Mike Dawson	Norman Whittaker
Ozzie Nagler	

Members Attending

Scott Wilhide  
Emily Shuman  
Tom McLean  
Bruce Loveless

Members Absent

John Sowards

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

**I. APPROVAL OF THE AGENDA**

A MOTION WAS MADE BY EMILY SHUMAN TO APPROVE THE AGENDA WITH ONE AMENDMENT TO REMOVE THE EXECUTIVE SESSION. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION 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 park sites one week prior to the meeting.

**III. APPROVAL OF THE MINUTES**

A MOTION WAS MADE BY BRUCE LOVELESS TO APPROVE THE MARCH 24, 2010 MINUTES AS PRESENTED. SECONDED BY TOM MCLEAN. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

**IV. COMMUNICATIONS FROM THE PUBLIC**

Don Sylvestre – 12 Isley Lane, Columbia, SC 29210  
Thanked staff for all they do and Commission support of the special needs program.

**V. PUBLIC PRESENTATION**

Mike Dawson with the River Alliance, Norman Whittaker, Executive Director of the Regional Planning Council and Ozzie Nagler presented the Lower Saluda Greenway plans. The plan includes a River Alliance project, which proposes a pathway from the Lake Murray Dam along the Saluda River to I-26 interchange; conceptual maps were shared and broken down into four sections including connectivity to other pathways in the community. Discussion occurred regarding public use, transportation needs and federal funding. Elizabeth Taylor thanked Mr. Dawson, Mr. Whittaker and Mr. Nagler for taking time to present the current plan and also shared her appreciation for their continued efforts. Tom McLean asked if a request has already been submitted. Mr. Whittaker

stated that a request has been made for Federal appropriations through Lindsay Graham's office; grants are anticipated and will be applied for. Mr. Whittaker also stated that DHEC and EPA like the idea of the Greenway trail and the plan may come under an air quality non-attainment. In addition, the project provides alternative connectivity options.

## **VI. STAFF REPORTS**

Staff reports accepted as presented.

## **VII. NEW BUSINESS**

### **A. SSP Foundation Bylaws**

A MOTION WAS MADE BY EMILY SHUMAN TO TABLE ITEM A. SSP FOUNDATION BYLAWS. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

### **B. Goodworks Fundraising Event**

Elizabeth Taylor communicated that the Mother's Association of Chapin has requested the use of the trails at CCP for a fund raising event for Goodworks.

A MOTION WAS MADE BY BRUCE LOVELESS TO ACCEPT STAFF RECOMMENDATION ON THE GOODWORKS FUNDRAISING EVENT. SECONDED BY EMILY SHUMAN. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

### **C. Justin Pepper Foundation Fundraising Event**

Elizabeth Taylor communicated staff recommendation on the Justin Pepper Foundation fundraising event. All proceeds will be donated to ICRC with team sponsorship and donations.

A MOTION WAS MADE BY BRUCE LOVELESS TO APPROVE THE JUSTIN PEPPER FOUNDATION FUNDRAISING EVENT. SECONDED BY EMILY SHUMAN. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

### **D. OP4 – Public Use Policy**

Elizabeth Taylor communicated a request to revise OP4-Public Use Policy and to provide clarification of item 6.C. and 7 regarding distribution or use of tobacco products and item 13 security requirements.

A MOTION WAS MADE BY EMILY SHUMAN TO APPROVE THE REVISED OP4 – PUBLIC USE POLICY ITEMS 6.C., 7 AND 13. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

## **VIII. EXECUTIVE DIRECTOR'S REPORT**

Elizabeth Taylor communicated that the Saluda Shoals Wetlands was featured on the cover of the spring issue of Parks and Recreation and in the green issue of the Free Times. The wetlands preserve is already being used by school groups and is getting a lot of positive attention. Crooked Creek Park was recognized by School District V as Business Partner of

the Year by Chapin Elementary and Middle School. Elizabeth Taylor thanked staff for their work towards a highly successful Pickin & Pigin barbeque event. The upcoming events include Earthfair on May 2 and Mud Mania on May 22 at Seven Oaks Park. In addition, staff is very excited about The Midsummer Night's Dream performance at Saluda Shoals Park, May 28-30, 2010. The tickets will be limited to 200 hundred per night and are available for purchase online. The sponsors for the event are the Saluda Shoals Foundation and Lexington Medical Center. Elizabeth Taylor communicated that Saluda Shoals Park is a perfect venue for this kind of event. Bruce Loveless inquired where the performance is being held in the park. Elizabeth Taylor stated that the seating is going to be on the deck behind the Environmental Center and the performance is going to be on the edge of the woods.

#### **IX. COMMISSION RESPONSE**

Tom McLean thanked everyone for their continued efforts. Emily Shuman concurred with Commissioner McLean and also thanked staff for the decrease of the budget over last year, particularly with the economic times. Scott Wilhide also agreed and stated that it was very responsible of staff and the agency to recognize the financial picture and respond appropriately.

#### **X. ADJOURNMENT**

There being no further business the meeting adjourned at 7:55pm.

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