

**IRMO CHAPIN RECREATION COMMISSION  
COMMISSION MEETING  
Crooked Creek Park  
February 25, 2009**

**6:30 p.m. 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 – January 28, 2009** Pages 1-5
- IV. COMMUNICATIONS FROM THE PUBLIC**
- V. PUBLIC PRESENTATION**
  - A. EAGLE Scout – Andrew Barton Page 6
- VI. STAFF REPORTS** Pages 7-22
- VII. NEW BUSINESS**
  - \*A. Sayde Memorial Disc Golf Tournament Page 23
  - \*B. Saluda Shoals Park Hours Page 24
  - \*C. 5 Star Nature Restoration Grant Application Page 25
- VIII. EXECUTIVE DIRECTOR’S REPORT—Elizabeth Taylor**
  - A. Upcoming Events Page 26
- IX. COMMISSION RESPONSE**
- X. EXECUTIVE SESSION**
- XI. ADJOURNMENT**

**\* Denotes Commission Action Needed**

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

Crooked Creek Park  
February 25, 2009  
6:30pm

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

Elizabeth Taylor presented an overview of agenda items. Discussion occurred regarding funding opportunities through PRT, Council on Aging and Federal funding committees.

Discussion occurred regarding the wetlands bid. Bruce Loveless inquired on revenue opportunities for the agency as a result of the wetlands project. Elizabeth Taylor stated revenue opportunities would come from additional visitation into the park, school field trips and rental of the additional shelter. Tom McLean inquired on the location of the wetlands project. Elizabeth Taylor described the area in the power right-of-way by the maintenance buildings at Saluda Shoals Park. Tom McLean asked if permission has been received from SCE&G to build in the right-of-way. Ms. Taylor stated yes. Bruce Loveless asked the Executive Director to review the procurement process to ensure staff is following the State procurement policy. Ms. Taylor communicated that because ICRC is not a state agency the Commission has put procurement policies and guidelines in place. Ms. Taylor stated she would review the current guidelines. Chairman Sowards requested Elizabeth Taylor re-evaluate the wetlands project and include rational, attractions, cost, and revenue opportunities and provide a recommendation to the Commission. Elizabeth Taylor said she would provide the Commission a recommendation by the next Commission meeting. Discussion occurred regarding timeline of project, current bidders, and additional funding opportunities for the wetlands project.

Eve Mittendorf  
Recording Secretary  
IRMO CHAPIN RECREATION COMMISSION

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

Crooked Creek Park  
February 25, 2009  
7:00 p.m.

Non-members Attending

Elizabeth Taylor	Eve Mittendorf
Jeanette Wells	Jim Wellman
Belinda Rhodes	Jack Terrell
John Cantey	Jay Downs
Andrew Barton	Dan Wells
Don Sylvestre	

Members Attending

John Sowards  
Scott Wilhide  
Emily Shuman  
Tom McLean  
Bruce Loveless

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

**I. APPROVAL OF THE AGENDA**

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE AGENDA. SECONDED BY TOM MCLEAN. VOTE TAKEN. MOTION APPROVED.

**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 SCOTT WILHIDE TO APPROVE THE JANUARY 28, 2009 MINUTES AS PRESENTED. SECONDED BY TOM MCLEAN. VOTE TAKEN. MOTION APPROVED.

**IV. COMMUNICATIONS FROM THE PUBLIC**

None

**V. PUBLIC PRESENTATION**

A. EAGLE Scout – Andrew Barton

Chairman Sowards presented a certificate to Andrew Barton in recognition of his EAGLE Scout project. Andrew Barton designed and constructed a thirty (30) foot walk bridge at Crooked Creek Park.

**VI. STAFF REPORTS**

Staff reports accepted as presented.

## **VII. NEW BUSINESS**

### **A. Sayde Memorial Disc Golf Tournament**

A MOTION WAS MADE BY BRUCE LOVELESS TO ACCEPT STAFF RECOMMENDATION ON THE SAYDE MEMORIAL DISC GOLF TOURNAMENT. SECONDED BY SCOTT WILHIDE.

John Sowards asked if this was the third year for this tournament. Elizabeth Taylor replied, yes.

VOTE TAKEN. MOTION APPROVED.

### **B. Saluda Shoals Park Hours**

Elizabeth Taylor requested Commission approval to change Policy OP-6 Park Hours to coincide with the beginning and ending of daylight savings time.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE SALUDA SHOALS PARK HOURS. SECONDED BY TOM MCLEAN. VOTE TAKEN. MOTION APPROVED.

### **C. 5 Star Nature Restoration Grant Application**

Elizabeth Taylor communicated the 5 Star Nature Restoration Grant application is for the Saluda Shoals Park wetlands preserve. John Sowards inquired if there was a match. Elizabeth Taylor stated, no.

A MOTION WAS MADE BY BRUCE LOVELESS TO APPROVE THE 5 STAR NATURE RESTORATION GRANT. SECONDED BY SCOTT WILHIDE. VOTE TAKEN. MOTION APPROVED.

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

Elizabeth Taylor distributed the planning process schedule and communicated the task force received information on the needs assessment results, stakeholder reports and focus group reports. The task force will meet again on March 9, 2009. John Sowards inquired if there has been good turn-out. Elizabeth Taylor stated yes there has been very good attendance.

Ms. Taylor also communicated staff is working on the FY09/10 budget process; worksheets have been given to management staff; the capital items list has been submitted and staff is on schedule with the budget calendar.

Elizabeth Taylor reminded the Commissioners that opening day is March 14, 2009. The parks will have 4000-5000 visitors on opening day.

## **IX. COMMISSION RESPONSE**

Chairman Sowards inquired if there were any comments. Tom McLean communicated his appreciation to the Executive Director and staff for their hard work. Chairman Sowards echoed Commissioner McLean's comments.

There being no further business, the Chairman requested the Commission move into Executive Session at 7:20pm for approximately one hour to discuss personnel matters.

## **X. ADJOURNMENT**

There being no further business the meeting adjourned at 7:20p.m.

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

IRMO CHAPIN RECREATION COMMISSION  
**COMMISSION MEETING**  
**EXECUTIVE SESSION**  
**SALUDA SHOALS PARK**  
**Administration Building**  
March 13, 2009  
4:00pm

**NON-MEMBERS PRESENT**

Elizabeth Taylor  
Eve Mittendorf  
Jim Wellman

**MEMBERS PRESENT**

John Sowards  
Scott Wilhde  
Emily Shuman  
Tom McLean  
Bruce Loveless

**I. CALL TO ORDER**

The meeting was called to order by the Chairman, John Sowards, at 4:05 p.m.

**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 24 hours prior to the meeting.

**III. EXECUTIVE SESSION**

A MOTION WAS MADE BY BRUCE LOVELESS TO MOVE INTO EXECUTIVE SESSION TO DISCUSS CONTRACTUAL MATTERS. SECONDED BY EMILY SHUMAN. MOTION APPROVED BY GENERAL CONSENT.

Items related to contractual matters were discussed; no action was taken during the meeting. The Commission returned to General Session.

A MOTION WAS MADE BY SCOTT WILHDE TO ADJOURN GENERAL SESSION. SECONDED BY TOM MCLEAN. MOTION APPROVED BY GENERAL CONSENT.

There being no further business the meeting adjourned at 5:30p.m.

Eve Mittendorf  
Recording Secretary  
IRMO CHAPIN RECREATION COMMISSION