

**IRMO CHAPIN RECREATION COMMISSION
COMMISSION MEETING
Seven Oaks Park
January 28, 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 – November 18, 2008**
- IV. COMMUNICATIONS FROM THE PUBLIC**
- V. PUBLIC PRESENTATION**
 - A. EAGLE Scout – Jacob Stacy
- VI. STAFF REPORTS**
- VII. NEW BUSINESS**
 - *A. FY 09-10 Budget Timetable
 - *B. Preliminary FY 09-10 Budget for Lexington County Council
 - *C. 2009 Commission Meeting Schedule
 - *D. Fee Changes – ANS
 - *E. DDC Grant – Afterschool Program
 - *F. Saluda Shoals Foundation Grant
- VIII. EXECUTIVE DIRECTOR’S REPORT—Elizabeth Taylor**
 - A. Upcoming Events
- IX. COMMISSION RESPONSE**
- X. ADJOURNMENT**

*** Denotes Commission Action Needed**

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

Seven Oaks Park
January 28, 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. Ms. Taylor reviewed the budget timetable and the preliminary FY 09/10 budget, which includes a 2% increase for population growth. Discussion occurred regarding CPI, growth percent and no COL or merit increases for staff. Elizabeth Taylor communicated that staff contacted other agencies and county administrators regarding percent of increase for CPI; no information was available by the agencies/departments at this time. Ms. Taylor asked advisement on requesting from Lexington County a CPI percent if there is positive CPI. Discussion occurred regarding current state of economy, current CPI and anticipated expenditures for FY09/10. John Sowards advised on approving the preliminary budget and requested staff continue exploring what other agencies are requesting for CPI. Scott Wilhide inquired on the difference in the projected fund balance on the proposed budget for Lexington County Council. Elizabeth Taylor replied, the fund balance goal is at least \$1.2M, but may be more.

Mr. Sowards advised that Eagle Scout certificate read Eagle Scout Project instead of Eagle Scout Recognition.

Tom McLean inquired on the status of the environmental clean-up at BC Components. Elizabeth Taylor communicated the third work plan has been approved and the assessment will begin within two weeks. Staff is anticipating that all the assessments will be done in approximately six weeks. A final report is anticipated to be presented to the Commission at the March 2009 Commission meeting.

Discussion occurred regarding what Richland County District V residents pay for recreation services. Elizabeth Taylor communicated Richland County residents in School District V pay \$1.4M to Richland County Recreation Commission. Discussion continued regarding Richland County recreation facilities in School District V, out-of-district users and out-of-district fees.

John Sowards communicated Elizabeth Taylor's annual review is March 1, 2009. Mr. Sowards had requested that Ms. Taylor prepare a draft evaluation form and process for Commission consideration. Elizabeth Taylor presented a draft executive level evaluation process and goal setting document. Ms. Taylor communicated that an electronic copy would be sent for their review and comments; if accepted in concept she would prepare a self-evaluation prior to the February 2009 meeting. John Sowards requested Commission take the document under advisement, reply to Mr. Sowards with comments and use the document for a basis for evaluation and also establish goals for the coming year. The current year goals for the Executive Director included a strategic planning process, re-organization, stabilization of staff environment and building relationships with key stakeholders. Mr. Sowards proposed the evaluation be presented in Executive Session at the February 2009 Commission meeting.

Elizabeth Taylor presented a thank you letter directed to the Irmo Chapin Recreation Commission, senior services and the SOP loan closet program for services and assistance of a patron's elderly parent. Elizabeth Taylor also distributed invitations to the sweetheart luncheon.

Eve Mittendorf
Recording Secretary
IRMO CHAPIN RECREATION COMMISSION

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

Seven Oaks Park
January 28, 2009
7:00 p.m.

Non-members Attending

Elizabeth Taylor	Eve Mittendorf
Jeanette Wells	Jim Wellman
Belinda Rhodes	Jack Terrell
John Cantey	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 BRUCE LOVELESS. 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 NOVEMBER 19, 2008 MINUTES AS PRESENTED. SECONDED BY EMILY SHUMAN. VOTE TAKEN. MOTION APPROVED.

IV. COMMUNICATIONS FROM THE PUBLIC

None

V. PUBLIC PRESENTATION

- A. EAGLE Scout – Jacob Stacy
Jacob Stacy was unable to attend. Chairman Sowards requested staff extend invitation to Mr. Stacy for February meeting or mail certificate directly to him.

VI. STAFF REPORTS

Staff reports accepted as presented.

VII. NEW BUSINESS

A. FY09/10 Budget Timetable

A MOTION WAS MADE BY SCOTT WILHIDE TO ACCEPT THE FY09/10 BUDGET TIMETABLE AS PRESENTED. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION APPROVED.

B. Preliminary FY 09/10 Budget for Lexington County Council

Elizabeth Taylor communicated each year the Commission is asked to present a preliminary budget to Lexington County by the end of February. The preliminary budget presented for Commission approval includes a 2% increase for population growth. John Sowards communicated the preliminary budget presented includes a \$69,343 increase from last year, which is an increase of approximately 2%; no recommendation is being made for a CPI percent although Ms. Taylor has been advised to investigate what other agencies are doing. In addition, staff will be forgoing raises for the FY09/10. Chairman Sowards expressed appreciation of staff forgoing raises this budget year.

A MOTION WAS MADE BY BRUCE LOVELESS TO APPROVE THE FY 09/10 BUDGET. SECONDED BY EMILY SHUMAN. VOTE TAKEN. MOTION APPROVED.

C. 2009 Commission Meeting Schedule

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE 2009 COMMISSION MEETING SCHEDULE AS PRESENTED. SECONDED BY EMILY SHUMAN. VOTE TAKEN. MOTION APPROVED.

D. Fee Changes – Afternoon Safari

Elizabeth Taylor communicated fee changes are ordinarily brought to the Commission in May and November. However, staff is presenting a fee change for afternoon safari at the schools due to the bid document, which requires approval from the Principals and is needed before the May 2009 Commission meeting. This request aligns the school programs and park programs in regards to part-time fees.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE FEES CHANGES FOR AFTERNOON SAFARI. SECONDED BY BRUCE LOVELESS.

John Sowards asked the effective date. Ms. Taylor replied, next school year.

VOTE TAKEN. MOTION APPROVED

E. DDC Grant – Afternoon Safari

Elizabeth Taylor communicated staff is requesting approval for a Developmental Disability Council grant for a program at Oak Pointe Elementary afterschool safari. The total grant is

\$38,182. The grant amount is \$26,100 and the agency would match \$9545, which is 25% of the grant.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE STAFF RECOMMENDATION OF THE DDC GRANT FOR AFTERNOON SAFARI. SECONDED BY EMILY SHUMAN.

John Sowards inquired if fees would be charged. Elizabeth Taylor replied, yes. Chairman Sowards asked if the match is included in the budget. Ms. Taylor replied, the match would be included in the FY09/10 budget.

Tom McLean communicated he heard that funds are being provided by the State for autism support. Ms. Taylor communicated she was not aware of State funded support for autism; however, staff can research the opportunity. Chairman Sowards requested staff explore additional resources of grant monies to subsidize the program.

VOTE TAKEN. MOTION APPROVED.

F. Saluda Shoals Foundation Grant

Elizabeth Taylor communicated there is a need for \$1300 to complete the garden in front of Environmental Center. The Saluda Shoals Foundation is willing to grant the monies to complete; however, for record keeping the Commission must formally make a grant request to the Foundation for the monies.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE SALUDA SHOALS FOUNDATION GRANT AS PRESENTED. SECONDED BY TOM MCLEAN. VOTE TAKEN. MOTION APPROVED.

VIII. EXECUTIVE DIRECTOR'S REPORT

Elizabeth Taylor communicated an update on the ICRC strategic planning process. The focus groups have completed the meetings and the leaders are preparing their final reports. The stakeholder meetings continue to go well; there have been 22 meetings giving Ms. Taylor the opportunity to clarify what ICRC does and to identify partners in the community. The survey will be finalized January 31, 2009. Currently Dr. Brookover from Clemson has received 1125 surveys, which far exceeds the expectation. Chairman Sowards inquired if the surveys were completed online. Elizabeth Taylor communicated, most of the surveys were completed online; however, staff have done an excellent job soliciting participants with hard copies, particularly the senior population. Dr. Brookover will present to the task force on February 23, 2009 the final results. Ms. Taylor also distributed the ICRC Strategic Planning schedule, which includes goals, status of assigned tasks and comments. Bruce Loveless commented that the presentation on the demographics at the February 9, 2009 task force meeting was very informative. Elizabeth Taylor communicated the presentation will be copied and distributed to the Commission. Discussion occurred regarding remaining task force meetings and up-coming public meetings. John Sowards inquired on the date of the public meetings. Ms. Taylor replied a definitive date has not been scheduled. Staff is anticipating the public meetings to occur in April 2009. Ms. Taylor thanked staff for the most successful holiday lights the agency has had; it was seamless from start to finish. There were 51,000 visitors to the Holiday Lights this year. Discussion occurred regarding traffic, highway signage, Lexington County

Sheriff's Department and local home owners. Ms. Taylor communicated that staff met with Lt. Crawford with the Lexington County Sheriff's Department. Lt. Crawford communicated that Lexington County Sheriff's Department is responsible for traffic control on Bush River Road. Ms. Taylor stated staff continues to communicate with the Sheriff's department and is willing to work with them to resolve traffic issues.

IX. COMMISSION RESPONSE

Bruce Loveless communicated his thoughts and prayers are with Belinda Rhodes and her family for the loss of their home due to a fire. Commissioner Loveless also stated that he received positive comments at the task force meeting regarding the management team. Scott Wilhide concurred with Commissioner Loveless; thanked the staff in regards to the strategic planning process and is looking forward to the results. Emily Shuman commented positively on the task force meeting and thanked staff for their hard work. Tom McLean communicated that it is a privilege to be a part of the Commission and community and thanked staff for all they do. John Sowards commended staff on their effort in making Holiday Lights and the Sleighbell Trot a success and the opportunity and impact such events have on the community. In addition, the task force meeting had wonderful symmetry; very positive comments were made. Chairman Sowards thanked the Commissioners for attending the task force meeting on February 9 and suggested coordinating activities and time between the meetings. Mr. Sowards thanked Commissioners and staff for everything they do and shared his thoughts and prayers to Belinda Rhodes and her family.

X. ADJOURNMENT

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

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