

**IRMO CHAPIN RECREATION COMMISSION
COMMISSION MEETING
Seven Oaks Park
October 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—September 23, 2009 | Pages 1-7 |
| IV. | COMMUNICATIONS FROM THE PUBLIC | |
| V. | PUBLIC PRESENTATION | |
| | A. Uneath – Dolly Patton | Page 8 |
| VI. | STAFF REPORTS | Pages 9-21 |
| VII. | NEW BUSINESS | |
| | *A. Boundary Field Contract | Pages 22-26 |
| | *B. FY 09/10 Budget Amendment | Pages 27-30 |
| | *C. Holiday Lights' Fees | Page 31 |
| | *D. FY 08/09 Annual Report | Page 32 |
| | *E. Palmetto Pride Grant | Page 33 |
| | *F. NRPA / US Paralympics Grant | Page 34 |
| VIII. | EXECUTIVE DIRECTOR'S REPORT—Elizabeth Taylor | |
| IX. | COMMISSION RESPONSE | |
| X. | ADJOURNMENT | |

*** Denotes Commission Action Needed**

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

Seven Oaks Park
October 28, 2009
6:30pm

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

Discussion occurred regarding the bond presentation to the Lexington County Council. In addition, Irmo Chapin Recreation Commission received a letter from Lexington Delegation stating they voted unanimously in support of the bond resolution, which will have no tax implication to the citizens. The first reading is scheduled at the November 10, 2009 County Council meeting. John Sowards requested Elizabeth Taylor forward Johnny Jeffcoat, John Carrigg and Chip Huggins' emails to the Commissioners.

Discussion also occurred regarding the BC Components property and remaining DHEC requirements. John Sowards communicated the status of the arena contracts. Discussion occurred regarding the sale of the property and how it reduces the debt of ICRC.

John Sowards stated, if approved, the contract for Boundary Field will be signed and sent to the attorneys. Discussion occurred regarding field loss and replacement of the field in Chapin in order to meet athletic needs. Elizabeth Taylor recommended continuing to refer to the strategic plan as the guideline. In addition, the facilities at Crooked Creek Park are being evaluated for modification to accommodate the athletic needs from Boundary Field. Discussion occurred regarding investigation of available land in the Chapin area.

Elizabeth Taylor reviewed the agenda and asked if there were any questions.

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

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

Seven Oaks Park
October 28, 2009
6:30pm

Non-members Attending

Elizabeth Taylor	Eve Mittendorf
Jack Terrell	Belinda Rhodes
Jay Downs	Jim Wellman
John Cantey	Jeanette Wells
Dolly Patton	

Members Attending

John Sowards
Scott Wilhide
Bruce Loveless
Tom McLean

Members Absent

Emily Shuman

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 AS PRESENTED. SECONDED BY TOM MCLEAN. 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 SCOTT WILHIDE TO APPROVE THE MINUTES AS PRESENTED. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

IV. COMMUNICATIONS FROM THE PUBLIC

None

V. PUBLIC PRESENTATIONS

A. Unearth – Dolly Patton

Dolly Patton presented a video of the unearth event held at Saluda Shoals Park. Ms. Patton communicated in 2007 there were 400 visitors to the unearth event; in 2009 there were over 3200 visitors. This event is rapidly becoming a signature event and has won awards at both the State and National level at SCRPA and NRPA.

Bruce Loveless was complimentary of the Saluda Shoals song. Scott Wilhide stated it was a privilege to be a part of the awards ceremony. Tom McLean stated he appreciated staff's hard work.

VI. STAFF REPORTS

Staff reports were accepted as submitted.

A MOTION WAS MADE BY SCOTT WILHIDE TO ACCEPT THE STAFF REPORTS AS PRESENTED. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION PASS UNANIMOUSLY.

VII. NEW BUSINESS

A. Boundary Field Contract

Elizabeth Taylor shared a recommendation from staff for consideration of a contract to sell the Boundary Field property to Lexington County for the purpose of building a fire station. Staff recommends that the Commission accept the contract to sell 4.18 acres to Lexington County in the amount of \$225,000.00.

A MOTION WAS MADE BY BRUCE LOVELESS TO ACCEPT THE RECOMMENDATION TO SELL BOUNDARY FIELD. SECONDED BY SCOTT WILHIDE.

Bruce Loveless asked what are the interim and long term plans for field usage needs if Boundary Field is sold. Jay Downs communicated that for the long term goal the multi-use complex in the strategic plan would address field needs; short term options include adjusting some of the current field sizes or adjusting schedules to meet the demands.

VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

B. FY 09/10 Budget Amendment

Elizabeth Taylor stated that each October and April staff asks the Commission to formally approve budget adjustments in the general and special revenue funds. The current budget adjustments are due to anticipated grants that ICRC did not receive full or partial funding. This year there were no PARD funds due to State budget cuts; there was an adjustment in the DAODOS grant with a difference of \$1700 and ICRC did not receive the PRT grant for marketing. In addition, the revenue bond monies fell into July of this year's budget vs. last year's budget.

A MOTION WAS MADE BY SCOTT WILHIDE TO ADOPT THE FY 09/10 BUDGET AMENDMENT AS SUBMITTED. SECONDED BY BRUCE LOVELESS.

Scott Wilhide inquired where the \$250,000 revenue bond monies were reflected on the budget sheet. Elizabeth Taylor stated it is under the general fund statement in the category, Transfer from Previous Year.

VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

C. Holiday Light Fees

Elizabeth Taylor communicated that staff normally present fee changes in November and May; however, due to the upcoming Holiday Lights' event staff is recommending establishing a fee for groups (renting the River Center) who want rent the train for their party members to

see the Holiday Lights. In addition, a new feature is being added to Holiday Lights, which is a tube ride down a slope and staff recommends \$2.00 per ride.

A MOTION WAS MADE BY SCOTT WILHIDE TO ACCEPT THE FEE RECOMMENDATIONS. SECONDED BY BRUCE LOVELESS.

Bruce Loveless asked how steep the slope for the tube ride is. Jay Downs replied 12-15 degree slope and 125 feet. John Sowards inquired how staff determined \$2.00 for the fee. Elizabeth Taylor replied that \$2.00 is consistent with fees for current features offered during Nights of Wonder. Discussion occurred regarding the recommended price of the new feature. Jay Downs communicated that the committee evaluated the anticipated revenue and expense of the feature and the \$2.00 fee is consistent with all other attractions during Nights of Wonder.

VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

D. FY 08/09 Annual Report

Elizabeth Taylor presented the annual report for Commission review prior to sending to the printers and distributing to the public. Ms. Taylor requested Commission feedback by Wednesday, November 4, 2009.

John Sowards stated that the annual report is a draft for Commission information and feedback. The item will be deleted from the agenda as an action item. Any Commission comments regarding the annual report should be directed to the Executive Director by next Wednesday.

E. Palmetto Pride Grant

Elizabeth Taylor communicated each year the Palmetto Pride program makes available an \$8000 grant for community beautification projects. This year, staff will apply to continue the beautification to the entrance of Saluda Shoals Park. There is no match required.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE STAFF RECOMMENDATION ON THE PALMETTO PRIDE GRANT APPLICATION. SECONDED BY BRUCE LOVELESS.

Tom McLean complimented on the way the front entrance looks at Saluda Shoals Park.

VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

F. NRPA/US Paralympics Grant

Elizabeth Taylor presented staff's recommendation to apply for a NRPA and US Paralympics grant. Both of these organizations are supporting local communities who are working to expand opportunities to returning disabled veterans. Staff would like to apply for the grant to purchase six hand bikes for the use of injured service men.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE NRPA/US PARALYMPICS GRANT APPLICATION. SECONDED BY BRUCE LOVELESS.

John Sowards inquired which parks will have the hand bikes available. Jack Terrell stated all three parks.

VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

VIII. EXECUTIVE DIRECTOR'S REPORT

Elizabeth Taylor provided an update on the strategic planning process. Staff and Commission met with the Task Force Monday night. The meeting went well; the focus groups, remaining task force members and stakeholders will receive a copy of the strategic planning document and a letter expressing appreciation for their participation in the process. An application has been submitted on Ashley Smith and Jason White to be considered for the SCRPA leadership development program. The program is designed to cultivate the next generation of leadership in the industry and ICRC is recommending two strong candidates. Staff is preparing for Holiday Lights, invitations to Chairman Lighting, and Sleighbell Trot. Invitations will be going out for the Holiday luncheons: November 19 at Seven Oaks Park and December 10 at Crooked Creek Park. The November Commission meeting is early due to Thanksgiving and is schedule November 18. The agenda will include the employee health benefits package and the post employment benefits liability. This is the first year that the GASB45 reporting is required of the agency. In addition, program and facility fee adjustments will be presented for approval.

Bruce Loveless inquired how long it has been since fees were adjusted. Elizabeth Taylor stated it has been longer than two years for facility fees. Bruce Loveless inquired if there was buyer resistance when fees were raised at Crooked Creek Park. Belinda Rhodes stated no. John Sowards communicated that in regards to fees his recommendation is to hold the line on fee increases.

IX. COMMISSION RESPONSE

John Sowards thanked staff for coming out Monday night for helping to celebrate the conclusion of the strategic plan. Chairman Sowards also communicated that the Commission is receiving a fairly significant amount of support and rapport from the elected officials. The local Lexington County Councilmen has supported ICRC and the Lexington Delegation unanimously supported the bond request. The reason for sharing this information is so staff can thank the elected officials and spread the word that our elected officials are supporting us. Chairman Sowards thanked the staff and also the Executive Director for building rapport with the stakeholders. Chairman Sowards inquired on the status of the wetlands project. Elizabeth Taylor stated the project is still on schedule, which is mid-November.

X. ADJOURNMENT

There being no further business the meeting adjourned at 7:45pm.

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

IRMO CHAPIN RECREATION COMMISSION

STRATEGIC PLAN PRESENTATION

Saluda Shoals Park

October 26, 2009

6:30 P.M.

NON-MEMBERS PRESENT

John Taylor	John Holladay
Danny Brabham	George Duke
Carl Hust	Cynthia Robinson
Eddie Robinson	Stan Shealy
Irene Tyson	Lynn Willis
J.B. Brown	Elizabeth Taylor
Eve Mittendorf	Jay Downs
Jack Terrell	

MEMBERS PRESENT

John Sowards
Scott Wilhide
Bruce Loveless
Emily Shuman

I. MEETING OPENED

The meeting was opened by Chairman, John Sowards, at 7:00 p.m. Invocation was given by Danny Brabham.

II. PRESENTATION OF THE STRATEGIC MASTER PLAN SUMMARY

Elizabeth Taylor presented the final strategic master plan summary and thanked the citizen task force for their commitment and recommendations to the final document, which will be used to communicate the long term goals of the agency over the next ten years internally as well as externally.

No action was taken by the Commission.

III. ADJOURNMENT

Chairman John Sowards thanked the citizen task force for coming; meeting adjourned at 8:30 p.m.

Respectfully submitted,
Eve Mittendorf
Recording Secretary