

**IRMO CHAPIN RECREATION COMMISSION
COMMISSION MEETING
Saluda Shoals Park
September 23, 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—August 26, 2009 | Pages 1-4 |
| IV. | COMMUNICATIONS FROM THE PUBLIC | |
| V. | PUBLIC PRESENTATION | |
| | A. EAGLE Scout – Gregory Harmon | Page 5 |
| VI. | FY 08/09 Audit: Ken Prince – Brittingham, Brown, Prince & Hancock | |
| VII. | STAFF REPORTS | Pages 6-21 |
| VIII. | NEW BUSINESS | |
| | *A. FY 08/09 Audit | Page 22 |
| | *B. Adoption of ICRC Strategic Master Plan | Pages 23-27 |
| | *C. 2009 Bond Resolution | Pages 28-30 |
| | *D. Public Use and Alcohol Service Request Policies | Pages 31-33 |
| IX. | EXECUTIVE DIRECTOR’S REPORT—Elizabeth Taylor | |
| X. | COMMISSION RESPONSE | |
| XI. | ADJOURNMENT | |

*** Denotes Commission Action Needed**

IRMO CHAPIN RECREATION COMMISSION
COMMISSION MEETING
WORK SESSION MINUTES
Saluda Shoals Park-River Center
September 23, 2009
6:30pm

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

Elizabeth Taylor distributed copies of the minutes from the October 12, 2007 Commission meeting where the Commission voted and passed the resolution to sell a parcel of the BC Components property to the county under certain conditions. Chairman Sowards has been contacted by the County attorney stating they are ready to execute a contract; the County attorney stated that an agreement had been signed between the developer and the County. The agreement requires that the developer close on the purchase of this property by November 30, 2009. The County is requesting Irmo Chapin Recreation Commission (ICRC) to sign the contract selling the land to Lexington County. Mr. Sowards stated as a reminder, ICRC is selling a parcel of the BC Components property to Lexington County for \$635,000.00. In addition, there is an agreement that the developer will purchase commercial parcels around the arena for \$365,000.00 for a total net to Irmo Chapin Recreation Commission of \$1M. Chairman Sowards stated that the resolution and the forms of contracts have already been approved. Elizabeth Taylor stated that there is no action from the Commission at this time; unless, the Commission wants to pursue differently.

Discussion occurred regarding clean-up of the capacitor dump at the BC Components property; including Lexington County assistance, a proposal from ARM, and an additional environmental firm that is working on a proposal for cost saving measures. John Sowards communicated, if the new environmental firm is less than the ARM proposal, the Executive Director should formally bid the services.

Elizabeth Taylor introduced Ray Jones with Parker Poe Adams & Bernstein, LLP. Discussion occurred regarding the bond resolution statement; Mr. Jones stated he would amend the resolution and the petition to state "for capital projects, which includes capital improvements and repairs." Chairman Sowards stated, the Resolution is asking Lexington County Council to issue a GO bond for \$1,030,000.00; the monies from the sinking fund will retire the GO bond. Tom McLean asked if there would be a tax increase. Elizabeth Taylor stated, no. Ray Jones communicated the process, which includes: Lexington County will approve the bonds by ordinance, a public hearing, a public of notice for three weeks after the final action and an incontestability period. John Sowards inquired if the Commission or Executive Director spoke with Johnny Jeffcoat. Bruce Loveless stated he spoke to Johnny Jeffcoat and Elizabeth Taylor stated she spoke to John Carrigg regarding the resolution. Chairman Sowards requested that once the resolution is adopted a letter should go to the Lexington County Delegation; advising them of the Commission's request for a GO bond.

Elizabeth Taylor asked the Commission to select a date for the citizen task force meeting to present the final approved strategic plan and thank them for their participation in the process. Discussion occurred regarding recognizing the citizens that materially contributed to the success of the Commission and agency.

Elizabeth Taylor requested the Commission to make an amendment to the agenda in public session to add a tournament request in Chapin by the United Football Club. The tournament date is October 3rd and 4th, 2009.

Emily Shuman communicated her understanding of the field changes at Irmo Elementary. The school district plans include removal of the old ballfields at Irmo Elementary and build new ball fields; one ballfield will be available at all times, while two are out of commission.

Eve Mittendorf, Recording Secretary, IRMO CHAPIN RECREATION COMMISSION

**IRMO CHAPIN RECREATION COMMISSION
COMMISSION MEETING
GENERAL SESSION MINUTES
Saluda Shoals Park-River Center
September 23, 2009
6:30pm**

Non-members Attending

Elizabeth Taylor	Eve Mittendorf
Jack Terrell	Belinda Rhodes
Jay Downs	Jim Wellman
John Cantey	Bill Harmon
Greg Harmon	Dolly Patton

Members Attending

John Sowards
Scott Wilhide
Emily Shuman
Bruce Loveless
Tom McLean

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 AMEND THE AGENDA TO INCLUDE UNDER NEW BUSINESS, ITEM E. FACILITY RENTAL FOR A TOURNAMENT FOR UNITED FOOTBALL CLUB. 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 SCOTT WILHIDE TO APPROVE THE MINUTES AS PRESENTED. SECONDED BY TOM MCLEAN. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

IV. COMMUNICATIONS FROM THE PUBLIC

None

V. PUBLIC PRESENTATIONS

A. EAGLE Scout – Gregory Harmon

Scott Wilhide presented a certificate to Gregory Harmon in recognition as an EAGLE Scout candidate for his project at Seven Oaks Park. Gregory Harmon designed and installed three new benches and refurbished two existing benches at Seven Oaks Park.

Chairman Sowards recognized and complimented Gregory Harmon for his EAGLE Scout project and thanked Mr. Bill Harmon for his support as a parent.

B. FY 08/09 Audit – Ken Prince

Ken Prince communicated that the audit was presented to the Commission in their October package. Mr. Prince asked if there were any questions. Commissioner Loveless inquired on the increase in the administrative line item. Elizabeth Taylor

communicated that the capital budget moved into that line item for FY 08/09, which changed from the previous year. Historically, capital items were budgeted in various line items and difficult to track. As a result, it was decided to move all capital items into the administrative budget so that Jay Downs, Superintendent of Operations, could track the capital budget more effectively. Mr. Loveless also inquired if the deficiencies from the previous year improved. Mr. Prince stated that any deficiencies from the previous year were all addressed in FY08/09. Mr. Prince communicated that the management analysis in the front of the document is the bottom line document for the agency. Also, the notes of the financial statement provide detail. In addition, the last report on consideration of the internal controls states that there were no material weaknesses. Mr. Prince offered to review the process of how the statements are put together at Commission request. Commissioner Wilhide stated he thought the audit looked good. Chairman Sowards stated he was pleased at the results of the audit and shared his appreciation for getting the audit report prior to the Commission meeting. Commissioner McLean asked if there was anything that stood out this year during the audit. Mr. Prince stated that he felt the transparency improved a lot and that staff was very forth coming; as a result, it gave him a lot more confidence in the organization. Elizabeth Taylor thanked Mr. Prince for his 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. FY 08/09 Audit – Ken Prince

A MOTION WAS MADE BY SCOTT WILHIDE TO ACCEPT THE AUDIT AS PRESENTED. SECONDED BY EMILY SHUMAN. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

John Sowards thanked Ken Prince and Jim Wellman.

B. Adoption of the Irmo Chapin Recreation Commission Strategic Master Plan

Elizabeth Taylor presented a draft proposed strategic plan document. Ms. Taylor communicated that the intention of the document was to capture the actions of the Commission as a result of the recommendation from the Task Force. Elizabeth Taylor stated for the record read portions of the document. The 2010-2020 Strategic Plan of the Irmo Chapin Recreation Commission is based on an open process of collaborative thinking, decision-making and input from staff, commissioners, stakeholders and the public. This process, which began in June 2008 and has continued through September 2009, involved over 1600 participants who provided input through focus groups, surveys, stakeholder interviews and Commission's operations and capital improvement for the next ten (10) years. Annual evaluations will offer plan updates and timelines will be adjusted as resources become available. Approval of the plan does not commit the Irmo Chapin Recreation Commission or future Commissions financially. Its purpose is to identify community parks and recreation goals and outline specific objectives aimed toward accomplishing these goals.

Specifically identified are program and facility priorities that will accommodate projected changes in the growth, demographics and economic conditions during the next ten years.

Elizabeth Taylor stated the goal in this plan included to clearly define the vision, mission, and values defined in this document. The vision and mission remain the same. What is new is the defining of ICRC values. The values identified through this process are: safe and accessible recreation facilities and services, health and wellness for all residents with a focus on youth development and senior programs and services, preservation of green space and the development and celebration of the arts. All the goals in this strategic plan should reflect those values. There are three primary goals: programs, facilities and the financial strategy to accomplish these goals. Goal 1 – Programs: ICRC will provide safe, accessible, quality programs that support a healthy, vital, and creative community. The strategic program objectives with the program priorities are listed as follows: team sports, senior programs, youth activities, the arts, special events and aquatics. Each one of those priorities include a statement of how to accomplish the program priority, i.e., team sports states, The Commission will offer safe, accessible team sports that mentor and develop youth and encourage health and wellness for all ages. Second Goal – Facilities: ICRC will obtain and allocate necessary facility resources to provide for program priorities for a growing and changing population. The strategic facility objectives and the facility priorities are listed as follows: Saluda River Greenway trail, multi-use outdoor facility in the Chapin area, indoor/outdoor facilities in the Irmo area, Nature’s Theater at Saluda Shoals Park, District wide trails, and an aquatics center. Goal 3 – Financial: This goal addresses how ICRC will provide for the programs and services. The Irmo Chapin Recreation Commission will be good stewards of all resources in providing for public parks and recreation in the community. The financial objectives are to operate within a balanced budget annually, maintain a sufficient balance of revenue sources for operations through tax dollars, user fees and grants so as to insure stability, maintain sufficient reserve resources to support agency operations throughout the budget year and minimize property tax impact of future facility development and expansion. Most importantly to the community, the financial priorities are as follows: A market-based business approach – The Commission will continue to pursue a market-based business model that is more dependent on user fees than tax dollars to support operational costs. This priority will guide future development as it relates to operational sustainability. Incremental capital investment – The Commission will seek to fund capital investment through incremental budgetary spending where feasible. Grant funding will be aggressively pursued so as to expand available resources. The Funding identified needs for major facility development – The Commission will seek to fund major facility development within the District’s 8% bond capacity. Partnerships – The Commission will actively seek to strengthen and build community partnerships that support the vision, mission and values of the recreation district to accomplish its goals. The Commission acknowledges and expresses appreciation for the commitment of staff, focus group and task force members, community members and stakeholders who have contributed to this plan. Elizabeth Taylor stated that she and staff believe that it reflects the process that was taken over the last 18 months. Ms. Taylor requested the Commission adopt the plan formally so staff can begin to build timelines to accomplish the goals. In addition, the plan was to produce a document that could be easily communicated internally and externally in the effort to make the plan clear to the public and staff.

A MOTION WAS MADE SCOTT WILHIDE TO ADOPT THE IRMO CHAPIN RECREATION COMMISSION 2010-2020 STRATEGIC PLAN DOCUMENT. SECONDED BY EMILY SHUMAN.

John Sowards asked Emily Shuman for comments regarding the document. Emily Shuman communicated her appreciation for the work that went into the strategic plan process. Tom

McLean echoed Ms. Shuman's comments and also commended staff and everyone involved including the 1600 participants. Scott Wilhide stated he felt the plan truly captures the direction that the Commission wants to go; Mr. Wilhide commended everyone who worked on the strategic plan. Chairman Sowards asked the three Commissioners who commented, if they felt the strategic plan addressed the needs of the Irmo area. Emily Shuman, Tom McLean and Scott Wilhide stated yes. Bruce Loveless concurred with the previous statements. Commissioner Loveless also stated that once the document passes, the public will want to see action and the importance of accomplishing the goals. John Sowards asked Bruce Loveless if he felt the strategic plan addressed the needs of the Chapin area. Bruce Loveless stated yes. Chapin is a growing area and the Commission will need to address either expanding Crooked Creek Park or purchasing land near in the future. John Sowards concurred fully with the process and communicated a debt of gratitude to the folks who participated in the process and share his appreciation to the Executive Director for her leadership, reaching out to the stakeholders and citizens. Chairman Sowards asked Belinda Rhodes, Crooked Creek Park Director, if she felt the strategic plan addressed the needs of the Chapin community. Ms. Rhodes stated absolutely. Chairman Sowards also addressed Dolly Patton, Foundation Director, if the strategic plan addressed the needs of the Saluda Shoals Foundation. Ms. Patton stated the Foundation is thrilled to see the portions that affect Saluda Shoals. Chairman Sowards asked Jim Wellman, Finance Director, if he was comfortable with the financial direction. Jim Wellman stated yes. Chairman Sowards addressed Jay Downs and Jack Terrell if they were comfortable with the plan and if it addressed strategically the community needs. Jack Terrell stated yes, the beauty of the plan is that it came from the community. John Sowards stated that the document should indicate "draft" and the facilities should probably be listed in order or numbered. Elizabeth Taylor commented that during the retreat the Commission agreed that number two and number three have equal priority. Chairman Sowards suggested that the document state, "listed in order or priority." Elizabeth Taylor stated that she would ensure the document reflects clearly the facilities in priority. Chairman Sowards requested the document be posted on the ICRC website.

VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

C. 2009 Bond Resolution

Elizabeth Taylor presented a bond resolution to petition Lexington County Council to issue a \$1,030,000.00 general obligation bond for the purpose of land acquisition and capital improvements. Staff recommends the resolution be approved.

John Sowards inquired if capital improvement includes capital repairs and to ensure the petition states capital improvements and capital repairs.

A MOTION WAS MADE BY SCOTT WILHIDE TO ADOPT THE RESOLUTION SEEKING APPROVAL OF THE ISSUANCE OF THE GENERAL OBLIGATION BOND AS REQUESTED AND PRESENTED. SECONDED BY EMILY SHUMAN.

John Sowards stated for the record, contact has been made with both Councilman in the Irmo Chapin district seeking concurrence and approval of this process; both Council members have indicated they are supporting and a letter will be addressed to the Chairman of the Delegation seeking their concurrence of this resolution. In addition, this process does not contemplate a tax increase.

VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

D. Public Use and Alcohol Service Request Policies

Elizabeth Taylor communicated that recently an article appeared in the newspaper where a reservation was made at the PLEX for a party and the public was invited for the purpose that was outside the mission of that organization. Staff has a concern that ICRC may have similar experiences and as a result have presented a policy change to protect the facilities from improper use. If the facilities are rented and then advertised as a ticketed event with no controls, staff feel the policy should allow for a requirement of safety and security measures at the lessees' expense. The changes are reflected in operational policy OP4 under public use and OP18 under alcohol services requested.

A MOTION WAS MADE BY EMILY SHUMAN TO APPROVE STAFF RECOMMENDATION ON PUBLIC USE AND ALCOHOL SERVICE REQUEST POLICIES. SECONDED BY SCOTT WILHIDE.

Commissioner Loveless requested an example of an ICRC experience with regard to staff concerns. Elizabeth Taylor stated that a rental occurred at Seven Oaks Park as a birthday party and the lessee sold tickets and advertised to both high schools. There were safety and security issues, the police had to be called and a part-time staff person was assaulted. Chairman Sowards inquired if facilities are rented to people who issue tickets. Elizabeth Taylor stated no; not at Seven Oaks and Crooked Creek Park. Discussion occurred regarding Saluda Shoals Park, communication of the criteria required on the rental agreement, requirement of liquor license, and host liquor liability insurance policies. Elizabeth Taylor stated she would review the ICRC contract to see if it includes a host liquor liability insurance clause. Chairman Sowards stated he would also review the alcohol agreement. Chairman Sowards also stated that it is prudent of staff to understand the number of attendees, security needs, and to be ahead of potential problems.

VOTE TAKE. MOTION APPROVED UNANIMOUSLY.

E. CUFC – Tournament Rental Request

Elizabeth Taylor communicated the Columbia Football Club would like to hold a tournament in Chapin October 3 and 4, 2009.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE STAFF RECOMMENDATION ON THE FACILITY RENTAL FOR A TOURNAMENT. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

VIII. EXECUTIVE DIRECTOR'S REPORT

Elizabeth Taylor communicated a very successful opening day for Fall youth sports; there were approximately 5000 visitors at Crooked Creek Park and Seven Oaks Park. Staff is looking forward to unearthing; this event is in its third year. Elizabeth Taylor asked Dolly Patton to share some of the upcoming events. Dolly Patton invited the Commissioners to attend the unearthing event. The event starts with a photography contest and currently has over 117 entries and a song writing workshop with a local musician. In partnership with the Irmo Chamber there will be approximately 30 restaurants and businesses at the River Center. On Friday there is Shaggin on the Shoals at the Environmental Center; Saturday night is the Master Singers and Sunday is the big day, which will include trolley stops throughout the park, information booths and two performance stages. John Sowards commended Dolly Patton on a great job. Ms. Patton stated that there is a committee of approximately 20 staff and foundation members working on the success of this event. In addition, a 24 x 10 banner will be staged in front of the Environmental Center as a back drop for two middle schools

(Pelion and Carolina Springs) to perform. The trail of artists will go from the environmental center all the way down to the waterfront. Elizabeth Taylor stated that Dolly was challenged to put together an art event that was experiential rather than a festival. Dolly Patton thanked the maintenance staff for all their hard work. Tom McLean asked where the name “unearth” originated from. Dolly Patton stated that ICRC was the recipient of a free marketing campaign for the art event. The thought was how visitors are invited into the park to see how nature inspires art or how nature “unearths” art. John Sowards thanked Dolly Patton for her presentation. Elizabeth Taylor communicated for the 12th time ICRC has been designated as the SCRPA outstanding agency of the year and will be recognized in Winston Salem, NC. In addition, ICRC will be recognized at the National Congress in Salt Lake City, UT for the Dorothy Mullins award in arts and humanity.

IX. COMMISSION RESPONSE

Bruce Loveless stated he appreciated the input from staff. Emily Shuman thanked Ken Prince for his comments on the transparency of the agency. John Sowards thanked everyone for their hard work on the strategic plan. Chairman Sowards shared positive comments received from the Lexington Delegation in regards to the agency, the Executive Director and the staff. In addition, Chairman Sowards communicated appreciation for the transparency and way staff relates to the outside auditor. John Sowards communicated that there was unfortunately an unhappy parent that expressed concern to staff. Chairman Sowards stated that he wants to reaffirm to staff that this Commission has great confidence in staff ability. Though the Commission likes to be informed in the event the public calls the Commission will direct the public to the Executive Director. Chairman Sowards thanked staff for their patience, their great work and for the safety of the children.

X. ADJOURNMENT

There being no further business the meeting adjourned at 8:30pm.

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