

Irmo Chapin Recreation Commission WORK SESSION MINUTES

March 27, 2024
Crooked Creek Park
6:00pm

Members Attending: Bill Harmon, Michael Cromer, Dr. Akil Ross, Laura Huggins
Members Absent: Dr. Gerrick Hampton

Non-Members Attending: Mark Smyers, Eve Mittendorf

Mr. Smyers shared an overview of the agenda; the auditor is unable to present the audit in the March 27, 2024 regularly scheduled meeting; as a result, the audit on the agenda will need to move to the April 2024 Commission meeting. Mark Smyers shared Lori Shaffer, Marketing Director, will present the new ICRC website renovation. Mr. Smyers stated that the website is a digital park for the agency. Mark Smyers shared that Lori Shaffer is the only full-time staff in the marketing department along with a part-time digital marketing staff member; she is tremendous and this is an opportunity to celebrate Ms. Shaffer's efforts to the agency and the community.

Mark Smyers communicated that under Old Business, policies BF6.18-6.22 were tabled from January 2024 Commission; under New business, policies BF6.31 – BF6.35 are the agenda for approval as well as grant approvals, and the Saluda Shoals Foundation updated by-laws for Commission adoption.

Mr. Smyers shared an update regarding Gardendale property; presentations were made to local neighbors and the feedback was relatively positive; the Lexington County administrator and the Chair of the Lexington County Council agreed that ICRC met the due diligence requests and can now move forward in filing for re-zoning. Mark Smyers stated that staff met with the property owners to see if they are still interested in selling; the owners communicated that they are interested in selling the property. Mr. Smyers communicated that discussion occurred with owners regarding evaluations, assessment, price, appraisals and donations.

Mark Smyers provided an update on the Walker property; no movement on negotiating at this time. Discussion occurred regarding properties, appraisals, donation values, and assessments. Mr. Smyers communicated an update on the Greenway Trail and the Palmetto Trail. Mark Smyers communicated that The Creek club is making renovations; discussion occurred regarding additional racquet courts, the pool, and swim season.

Discussion occurred regarding BF6.18 – BF6.22 under Old Business. Discussion occurred regarding the Commission's recommended amendments which included grammatical corrections and minor content changes. Chairman Harmon requested a motion be made in General Session to defer policies BF6.18 and BF6.19 for further discussion. Chairman Harmon requested a motion be made in General Session to approve policies BF6.20 – BF6.22 under Old Business and a motion in General Session to approve policies BF6.31 – BF6.35 under New Business.

There being no further discussion, the Commission moved into General Session.

Respectfully submitted,
Eve Mittendorf
Recording Secretary
IRMO CHAPIN RECREATION COMMISSION

Irmo Chapin Recreation Commission GENERAL SESSION

March 24, 2024
Crooked Creek Park
7:00PM

Members Attending: Bill Harmon, Michael Cromer, Dr. Akil Ross, Laura Huggins
Members Absent: Dr. Gerrick Hampton

Non-Members Attending: Mark Smyers, Eve Mittendorf, John Cantey, Jay Downs, Jason White, Lori Shaffer

Bill Harmon called the meeting to order at 7:30pm. Chairman Harmon delivered the invocation. Guests were welcomed.

I. 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 the park sites one week prior to the meeting.

II. APPROVAL OF THE MINUTES

A MOTION WAS MADE BY LAURA HUGGINS TO ACCEPT THE JANUARY 24, 2024 AND FEBRUARY 2, 2024 MINUTES AS PRESENTED. SECONDED BY DR. AKIL ROSS. VOTE TAKEN. MOTION PASSED.

III. PUBLIC PRESENTATION

A. FY 22/23 Audit – Bill Hancock, Brittingham Group

A MOTION WAS MADE BY MICHAEL CROMER TO DEFER THE PRESENTATION OF THE AUDIT TO THE APRIL 2024 REGULAR COMMISSION MEETING. SECONDED BY DR. AKIL ROSS. VOTE TAKEN. MOTION APPROVED.

IV. STAFF REPORTS – Lori Shaffer, Marketing Director

Lori Shaffer, Marketing Director, presented an overview of the new Irmo Chapin Recreation Commission website which included an improvement in the navigation, a more modern look and feel to the website, a new ticketing software for special events and new employment pages which included a staff video and highlighted navigation for positions throughout the agency. The Commission thanked Ms. Shaffer for presenting the new website and commended her on a job well done. Eve Mittendorf thanked Lori Shaffer for her professional expertise and creative skills in leading, coordinating, and implementing the website refresh.

V. OLD BUSINESS

A. Policy Approval: BF6.18 – BF6.22

A MOTION WAS MADE BY DR. AKIL ROSS TO DEFER POLCIES BF6.18 AND BF6.19 FOR ADMINISTRATION'S RECOMMENDED CHANGES. SECONDED BY MICHAEL CROMER. VOTE TAKEN. MOTION APPROVED.

A MOTION WAS MADE BY DR. AKIL ROSS TO APPROVE BF6.20-BF6.22 AS EDITED. SECONDED BY MICHAEL CROMER. VOTE TAKEN. MOTION APPROVED.

VI. NEW BUSINESS

A. FY 22/23 Audit

CHAIRMAN HARMON STATED HE WOULD ENTERTAIN A MOTION TO MOVE THE FY 22/23 AUDIT APPROVAL TO THE APRIL 2024 REGULAR SCHEDULED COMMISSION MEETING. SO MOVED BY DR. AKIL ROSS. SECONDED BY MICHAEL CROMER. VOTE TAKEN. MOTION APPROVED.

B. Chapin Women's Club Funding Grant

A MOTION WAS MADE BY DR. AKIL ROSS TO APPROVE STAFF'S RECOMMENDATION TO APPLY FOR THE WOMEN'S CLUB FUNDING GRANT. SECONDED BY LAURA HUGGINS. VOTE TALKEN. MOTION PASSED.

C. Policy Approval: BF6.31 – BF6.35

A MOTION WAS MADE BY LAURA HUGGINS TO APPROVE POLICIES BF6.31 – BF6.35 WITH EDITS. SECONDED BY DR. AKIL ROSS. VOTE TAKEN. MOTION PASSED.

D. Saluda Shoals Foundation Amendments to Bylaws

Chairman Harmon communicated that the Commission, by practice, approves Saluda Shoals Foundation by-law amendments; the by-laws presented include the creation of an art committee.

A MOTION WAS MADE BY MICHAEL CROMER TO APPROVE THE SALUDA SHOALS FOUNDATION AMENDMENTS TO THE BY-LAWS. SECONDED BY LAURA HUGGINS. VOTE TAKEN. MOTION PASSED.

VII. EXECUTIVE DIRECTOR'S REPORT

Mark Smyers shared that staff are heavy into the budget season and managers have presented capital item requests to the team. Mr. Smyers also stated that he is meeting individually with the managers to discuss the FY 24/25 operational budgets; the next step is to combine the budgets, review and prepare for the presentation of the final budget to the Commission in the April 2024 regularly scheduled meeting. Mark Smyers communicated that registration has started for spring sports and staff have been busy preparing for events, games, and practices. Mr. Smyers shared appreciation to the maintenance teams, athletic teams, and event teams for their efforts and dedication to helping the community to get outdoors and enjoy the spring season. Mark Smyers communicated that the Saluda Shoals Foundation had a very successful Oyster Roast event; over 250 people attended and the Saluda Shoals Foundation raised over \$30K; Crooked Creek Park hosted their annual daddy daughter date night with over 800 participants; Saluda Shoals Park hosted the Touch a Truck event with over 3000 participants and over 35 specialty vehicles; this event has grown to be one of the favorites in the community. Mr. Smyers stated that staff continue to work with the Midlands Business Leadership Group to help foster the idea of an umbrella brand to unify the Riverfront Greenway network; the vision is seeing significant collaboration, and he is encouraged to see the warm reception; staff will keep you informed as that initiative progresses. Mark Smyers encouraged the Commission to see the artwork displayed around Crooked Creek Park. Mr. Smyers also shared that the agency lost a team member, Joey Monts. Mark Smyers communicated that Mr. Monts had been with the agency for 11 years; this was a huge loss for the agency and staff are still grieving; additionally, staff have worked with the family to navigate the insurance side of the process.

VIII. COMMISSION RESPONSE

Commissioner Huggins thanked Lori Shaffer for her long commitment to the agency and community and shared appreciation for the new digital park/website. Commissioner Huggins also shared excitement about the public art committee. Commissioner Ross commended the entire team and commended Lori Shaffer on the presentation of the website. Vice Chairman Cromer thanked Ms. Shaffer on the website refresh; the new aesthetics and navigation are pleasing and user friendly. Vice Chairman Cromer commended the Saluda Shoals Foundation on a great Oyster Roast event. Chairman Harmon shared appreciation to the team on the website refresh and the continued good work on policy updates. Chairman Harmon also shared his condolences to Joey Monts' family for their loss.

CHAIRMAN HARMON ASKED FOR A MOTION TO ADJOURN. SO MOVED BY VICE CHAIRMAN CROMER. SECONDED BY DR. AKIL ROSS. VOTE TAKEN. MOTION PASSED.

There being no further business, the meeting was adjourned AT 7:45 P.M.

Respectfully submitted,
Eve Mittendorf
Recording Secretary
IRMO CHAPIN RECREATION COMMISSION