

RECREATION COMMITTEE

Isle of Palms, South Carolina

February 6, 2007

The regular meeting of the Recreation Committee was held at 5:30 p.m. on Tuesday, February 6, 2007 in the Recreation Center, #24 Twenty-eighth Avenue, Isle of Palms, South Carolina. Present were Chairwoman Rice, Committee members Councilman Buckhannon and Councilwoman Hanbury, City Administrator Tucker and Recreation Director Page.

1. **Call to Order.** Councilwoman Rice called the meeting to order and stated that members of the press and the public had been duly notified in accordance with State Law. Councilwoman Rice noted that all Committee members were present.

2. **Approval of Previous Month's Minutes.**

Councilwoman Hanbury corrected the January 9, 2007 minutes as follows (provided the Committee with a handout):

Page 2, Item 4 (Citizens' Comments), first full paragraph, line seven (7): addition to the sentence in italics: "Discussion continued about song selection. *Councilwoman Hanbury suggested that it might be useful to have a committee representing the dance attendees who could share suggestions and concerns with the Recreation staff on a regular basis.*"

MOTION: Councilwoman Hanbury made a motion to approve the January 9, 2007 minutes with the correction attached; seconded by Councilman Buckhannon; MOTION UNANIMOUSLY PASSED.

3. **Citizens' Comments.**

Chairwoman Rice suggested the Committee consider Item 6 (C) (iii), New Business – Special Events Request.

6. **New Business**

C. Special Event Request:

ii. ALS BEACH RACE – Saturday, June 2, 2007:

Emily Devine, MUSC student, and Eisa Gemeinhardt, MUSC student, both co-chairs for the ALS race request. Ms. Devine indicated she was present to request City approval for the annual ALS race to be held on June 2, 2007, race registration 5:00 p.m. and race start at 6:00 p.m. She provided a brief background on ALS, a progressive neuro-degenerative disease for which there is no cure at this time. Ms. Devine noted that the 2006 ALS race raised over \$40,000 and expressed hope that the 2007 race would raise greater funds. She noted that the race route would run on the beach from 1004 Ocean Boulevard to 34th Avenue and back. Ms. Devine noted MUSC could provide a Certificate of Insurance to the City of Isle of Palms and asked for direction on insurance requirements. Administrator Tucker questioned whether the MUSC insurance provider could list the City as an additional insured on the Certificate of Insurance.

She noted that the Certificate of Insurance only informs the City that MUSC has insurance; however, being listed as an additional insured means that, if there was a claim, the City would be protected under MUSC's insurance instead of filing a claim under the City's insurance, affecting the City's insurance rates. Administrator Tucker submitted that the correct question was not asked of MUSC's insurance provider. Ms. Devine noted that she would follow up with the MUSC risk provider to pursue the insurance issue and/or obtain a separate insurance certificate. The Committee discussed the event further, reviewing the parking arrangements, race route, approvals, the Piccolo Spoleto Goes to the Beach event at the Recreation Center the same date and other items. Chairwoman Rice reminded Ms. Devine that she also needed to attend the Public Safety Committee meeting this month. Ms. Devine noted her organization had not selected its honorary race participants and encouraged anyone who knew of a local Charleston person with this disease to contact her at (843) 437-7760.

MOTION: Councilman Buckhannon made a motion to approve the MUSC ALS Run for June 2, 2007 contingent upon the organization providing a Certificate of Insurance to the City naming the City of Isle of Palms as an additional insured; seconded by Councilwoman Hanbury; MOTION UNANIMOUSLY PASSED.

The Committee returned to the published order of business.

4. Recreation Department Report. Recreation Director Page reviewed the January 2007 monthly report (**Exhibit A**) and answered Committee member questions. Highlights included: review of current and upcoming activities and classes, such as the Blues Bash on February 10-11, 2007, Doggie Days at the Rec event on March 10, 2007, the Easter Egg on Saturday, April 7, 2007, the Bicycle Rodeo (new date to be determined), Spoleto Sand Sculpting Contest, May 26, 2007 and ongoing Tiny Tots registration

Regarding the budget review process, Recreation Director Page noted that the department intends to group all programs on one line item and allocated special events, conducted by Recreation Supervisor Perrine, on another line item. She noted this re-adjustment would aid in the department's accounting practices.

As for special events for next year, Recreation Director Page noted that the City's incorporation anniversary date is in January, a month too cold for activities. She noted the City's 50th Anniversary was held in March. She noted her department suggested an annual anniversary party of the City's incorporation and to kick-off the summer season, similar to the City's 50th Anniversary celebration, with a street dance and local restaurants as vendors. Director Page noted that the department also considered an end-of-summer party in September on Front Beach. Councilwoman Hanbury noted that the department would have to be careful of date selections in fall (September) because of competing events and weather considerations during hurricane season. Director Page noted she has received many compliments on the Front Beach Tree Lighting event, and submitted that such events provide opportunities for good camaraderie by bringing neighbors together. The Committee discussed the busy fall season. Chairwoman

Rice asked when the department considered incorporating such events and Director Page clarified that she was looking to the FY07-08 season to incorporate such events. The Committee discussed the Sullivan's Island Taste of the Island event in May 2007. Councilman Buckhannon noted that the Taste of the Island event in May 2007 and the Holiday Tree Lighting event in December will both be on Front Beach and suggested a return of an event at the Recreation Center, such as a Chili Cook-Off contest and/or Outdoor Movie Nights, with Councilwoman Hanbury suggesting a possible combination of the two items. Councilman Buckhannon noted that the Outdoor Movie Nights could be held throughout the summer. Councilman Buckhannon suggested the City wait to see the level of response for the Sullivan's Island PTA Taste of the Island event before planning additional street parties.

In response to Chairwoman Rice's solicitation of her opinion, City Administrator Tucker observed that, if the Sullivan's Island PTA Taste of the Island were to become an annual event, it would be difficult for the City to have a similar event during the spring timeframe. Chairwoman Rice opined that the City should focus on the Outdoor Movie Nights in the summer, with at least two (2) during that time. Councilman Buckhannon recalled various food-oriented events gathering neighbors together and/or fundraising: fire department pancake breakfasts, chili cook-off contests, barbeque contests, etc.

Committee questions:

Councilwoman Hanbury asked for a breakdown of residents and non-residents use the cardio room at the gym. Director Page indicated that, to her knowledge, the department has removed the resident/non-resident checklist for the cardio room. Councilwoman Hanbury indicated an interest in knowing the resident/non-resident breakdown. Thereafter, Councilwoman Hanbury asked for clarification whether the building and/or rooms are not rented out for parties and gatherings and Director Page clarified that the department does not rent the facility.

Chairwoman Rice noticed the yard sale was not referenced in the monthly report, usually held in May 2007. Director Page clarified that the yard sale will be held April 21, 2007. Chairwoman Rice asked for the department to ensure an organization accepting donations would be present at this year's yard sale.

5. Old Business.

A. Status of Recreation Center flooring.

Director Page reported that Consolidated Floors would be at the Recreation Center on Monday, February 12, 2007 to conduct a flooring patch test, using a different adhesive product on the floor patch. Councilman Buckhannon questioned whether the City had reviewed the construction documents to make any determination on timeframe of work. Administrator Tucker clarified that the City sent the City Attorney was all the construction documents and correspondence related to this issue, at the Committee's direction.

B. Analysis regarding reconfiguration of ballfields.

Recreation Director Page reported she met with ADC representatives to discuss design considerations for the ballfields, although the design has not been finalized. She reported she expects to receive projected cost estimates next week. The Committee discussed the need to review the costs and design before it was presented to Ways & Means. Thereafter, the Committee discussed the department capital plan vis-à-vis budget requests, with Councilman Buckhannon noting that funding was not requested on last year's budget. Councilman Buckhannon noted that the capital plan called for ball field reconfiguration in the FY07-08 year. The Committee suggested reporting to Ways & Means Committee that the costs should be forthcoming during this budget cycle.

C. Discussion regarding special event permit process

Committee members remarked that they reviewed the special event permit drafts provided by Director Page last month and had feedback. Councilwoman Hanbury suggested the Committee could discuss some basic questions and reach consensus on some matters.

DISCUSSION REGARDING FORM:

Councilwoman Rice suggested a cover sheet of some nature. Councilwoman Hanbury suggested incorporation of guidelines, noting that it would be beneficial for the City to have a separate application for different types of events. Director Page respectfully disagreed with Councilwoman Hanbury's suggestion, submitting that the City needed only one special event form that should be versatile. Director Page suggested that the form should be comprehensive. Councilwoman Hanbury suggested, and the Committee concurred, that the City needed one special event permit application form with established guidelines that would apply to any form, providing some general information included in the various sample forms Director Page gave the Committee.

Thereafter the Committee discussed the various forms further, with Councilwoman Hanbury questioning whether the City was attempting to avoid the need for an event to go through various departments to obtain approval. Director Page submitted that every department would not need to approve each request. She suggested that the ideal situation would be for the City to have one (1) individual delegated to accept the special event request permit and this individual should volley the permit to the appropriate department, with the department head bringing forward the request to respective Council sub-committees. Councilwoman Hanbury suggested this would reduce the burden on the applicant from having to attend different meetings to obtain event approval. Thereafter, she noted that some events might go to the Accommodations Tax Committee to obtain funding and asked how such a situation would be integrated into the process. Councilwoman Hanbury then asked if all the special events in the City had to go through this process. Director Page noted that she does not have to go through this special event process for Recreation Department run events.

Councilwoman Hanbury submitted that the special event process should be simplified, to reduce the burden on everyone: the applicant and staff. Councilman Buckhannon noted that an event, such as the ALS race request, was definitely an event that should be reviewed by the Recreation Committee and the Public Safety Committee before Council renders a decision on it. He submitted it is appropriate for an applicant to have to attend two (2) or even three (3) meetings

to obtain event approval. Councilwoman Hanbury questioned why a beach event had to go through the Recreation Committee for approval and Councilman Buckhannon responded that the City has stated policy that any event on the beach must go through the Committee. Administrator Tucker noted that there is a zoning issue related to this process, which is how the whole approval process started. She noted that the issue of business on the beach was the impetus for this approval requirement. Administrator Tucker noted that the only way an event such as a beach run could be conducted, with hired timekeepers, event sponsors and event signs, would be if the event was sponsored by the City of Isle of Palms. Otherwise, Administrator Tucker submitted the event would be a business on the beach and violate the zoning code. Councilwoman Hanbury asked why the event would become a Recreation Department responsibility. Administrator Tucker responded that a beach run would be a recreational event. Councilwoman Hanbury noted that an outside organization would handle all aspects of the run. Administrator Tucker noted that the Recreation Department might be having their own beach event, either a similar type event or competing event, during the same weekend or near the requested event date. She submitted that the Recreation Department would not want the Police Department, for example, approving a beach run at the same time that the Recreation Department planned to hold a similar event. Councilwoman Hanbury suggested that an individual have the responsibility to review incoming applications to determine where an application should go, noting this individual would have to know City happenings, as part of that individual's job.

Administrator Tucker noted that a unified permit might aid an applicant in understanding their requirements; however, she suggested the City might never get to a point where the applicants would be saved the effort associated with approval of a special event. She noted that one component that is important for a community this size, is that the nine (9) elected officials should know the events are occurring and who would be responsible for each event. Administrator Tucker submitted it is beneficial for applicants to go through some type of process with policy setting officials to communicate and clarify City requirements and expectations. Councilwoman Hanbury submitted that event guidelines needed to be clear and concise for applicants.

DISCUSSION REGARDING FEE:

Thereafter, Chairwoman Rice noted that there is currently no special event permit application fee. Also, she submitted there should be a different category for races and runs. Councilwoman Hanbury suggested there should be a nominal application fee. Councilman Buckhannon suggested the City establish an impact fee. He asked what it cost the City to have an employee dedicated to handling the applications, conducting the research on the event, determining if there would be any conflicting program dates, moving the permit through department heads, etc. Councilwoman Hanbury asked the Committee to consider whether it would be appropriate to exclude charitable or smaller organizations from a fee requirement. Chairwoman Rice suggested Committee members separately meet with Director Page to discuss their concerns and suggestions on this issue. Director Page noted she would research fee policies for other municipalities.

PERMIT GOAL:

Councilwoman Hanbury asked if the goal for establishing a permit process would be to

encourage or discourage special event requests. Recreation Director Page submitted the goal is to establish a standardized, published process for special event requests that is clear to all applicants and staff.

6. New Business

A. Review of Capital Budget for FY2007-2008

Chairwoman Rice walked the Committee through the proposed budget, discussing items line by line. Administrator Tucker suggested that General Government do a comparison between the FY06-07 capital budget and the proposed FY07-08 budget before the Ways & Means Committee meeting, to verify there are no discrepancies or dropped items.

TOW-BEHIND AERATOR \$5,200:

ADJUSTMENTS: The Committee decided to move the tow behind aeration device to FY08-09, but no motion was made.

NEW COMPUTER & REC TRAC SOFTWARE \$5,000:

The Committee discussed budgeting funds for expansion of the Rec Trac software, with Director Page clarifying that the computer would be \$2,000 and software approximately \$3,000. Chairwoman Rice suggested Recreation Director Togami should purchase a laptop computer, for mobility. Councilman Buckhannon submitted that the department should focus some funds on investing into a computer server. Director Page noted that the computers would be networked in two (2) weeks, after Rec Trac software was uploaded. She noted that the City should consider the future purchase of an external hard drive for backing up data. Councilman Buckhannon reiterated the need for a central departmental server unit, large hard drive, to serve as the operating system. Staff would then have computer programs on their computer systems, but the information would be file shared from the central server. Administrator Tucker clarified that perhaps the Recreation Department should be budgeting for a server. Councilman Buckhannon asked if the video surveillance system could be used as the department's network server. Director Page noted she would follow up on this suggestion and advise the Committee.

The Committee decided to consider the addition of another line item to budget for a stand-alone computer server, if necessary, but no motion was made.

15 PASSENGER BUS FOR SENIORS AND YOUTHS \$42,000:

Councilwoman Hanbury noted that this item was removed from the budget last year. Thereafter, she asked how much the City was currently spending for transporting these groups, noting she had concerns about liability issues. Recreation Director Page noted this item was put on the budget because seniors have expressed interest for a bus, due to the ease with which seniors could ingress/egress a bus as opposed to a van. She pointed out to her that Jacob's Law does not allow Recreation Departments to transport school-age children in vans because vans are an unsafe vehicle. She questioned whether the City would expose itself to added liability issues if there were an accident in the van, with senior citizens. Councilman Buckhannon asked how many times the department took trips and Director Page clarified that there were trips

every month except the summer months, approximately nine (9) months. Director Page noted that a van rental costs approximately \$125 per use. Councilman Buckhannon asked why the department rented a van instead of a bus and Director Page clarified buses could not be rented. Chairwoman Rice suggested chartering a bus. Director Page noted she researched charter bus rentals and, although she could not recall the exact cost, she recalled the expense was prohibitive and required a CDL driver.

Councilwoman Hanbury noted that a very small number of people are going to be served by this large expense and suggested that the Committee consider various options. She submitted that the City would also assume additional liability with this purchase, a big consideration for her. Councilman Buckhannon noted that additional considerations would be storage of the vehicle. Chairwoman Rice suggested the City look for more comfortable vehicles to transport senior citizens.

ADJUSTMENT: The Committee decided to remove this purchase off of the Recreation Department Capital budget, but no motion was made.

REPLACE BASKETBALL SCOREBOARD IN GYMNASIUM \$6,000:

Director Page advised the Committee that staff members pointed out the age on the scoreboard system and noted that the scoreboard's life expectancy is getting close to the end within the next year or two.

ADJUSTMENT: The Committee decided to move the replacement of the basketball scoreboard in the Gymnasium to the FY08-09 budget, but no motion was made.

TOP DRESS PLAYGROUND SURFACE \$3,000:

Director Page reported that she increased the budget item for this expense, noting that the department placed mats under the swing set this year and would place mats under the zip line soon. These mats would not require as much mulch.

REMOVAL OF DEAD OAK TREE \$3,300:

Director Page reported there was a dead oak tree in the rear of the Recreation Center, noting an arborist has examined the tree. Administrator Tucker suggested the City should remove the dead tree now, using money from the Tree Fund.

MOTION: Councilman Buckhannon made a motion to recommend to Ways & Means Committee the expenditure of \$3,300 from the Tree Fund for the removal of an arborist certified dead oak tree in the rear of the Recreation Center; seconded by Councilwoman Hanbury; MOTION UNANIMOUSLY PASSED.

B. Review of Capital Plan

The Committee briefly continued discussion about the need for a separate, stand-alone server for department computer backup and file sharing requirements.

C. Special Event Requests:

i. National Kite Flying Month Event, Air Company – April 28, 2007

Chairwoman Rice noted the Air Company representative did not come to this meeting, but noted that the proposed event date would not conflict with the Recreation Center yard sale.

D. Upcoming Events – Accommodations Tax Fund Requests:

i. Piccolo Spoleto Sand Sculpting Contest (Saturday, May 26, 2007)

ii. Piccolo Spoleto Goes to the Beach (Saturday, June 2, 2007)

iii. Isle of Palms Beach Run (Saturday, July 21, 2007)

Chairwoman Rice clarified that Director Page would go before the Accommodations Tax Committee this month to request funds for the three (3) events. There being no discussion, the Committee reached consensus to support the events, but no motions were made.

7. Miscellaneous.

Next meeting: 5:30 p.m., Tuesday, March 6, 2007 at the Recreation Center

There being no further business, the meeting was unanimously adjourned at 7:10 p.m.

Respectfully submitted,
Carol Rice, Chairwoman