

RECREATION COMMITTEE

5:00 p.m., Tuesday, January 8, 2019
City Hall Conference Room
1207 Palm Boulevard, Isle of Palms, South Carolina

AGENDA

1. **Call to Order** and acknowledgement that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act
2. **Approval of Previous Meeting's Minutes**
Regular Meeting – November 13, 2018
3. **Citizens' Comments**
4. **Departmental Report for November and December 2018** – Director Page
5. **Old Business**
 - A. Consideration of an award to Talbot Tennis/ McGraft Industries in the amount of \$29,437 for the repair of the tennis courts (RFB 2018-06)
 - B. Update on surfing franchise RFP and possible required amendments to the Code
6. **New Business**
 - A. Discussion of FY20 Budget and Capital Plan
 - B. Discussion of Recreation Facilities use, rental and access options
7. **Miscellaneous Business** – None

Next Meeting Date: 5:00 p.m., Tuesday, February 5, 2019 in the Conference Room
8. **Adjourn**

Recreation Committee
5:00 p.m., Tuesday, November 13, 2018

The regular meeting of the Recreation Committee was held at 5:00 p.m., Tuesday, November 13, 2018 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Moye and Smith, Chair Buckhannon, Recreation Director Page and Clerk Copeland; a quorum was present to conduct the meeting.

1. Chair Buckhannon called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

2. Approval of Previous Meeting's Minutes

MOTION: Chair Buckhannon moved to approve the minutes of the regular meeting of October 9, 2018 as submitted; Councilmember Smith seconded and the motion **PASSED UNANIMOUSLY**.

3. **Citizens' Comments** – None

4. Departmental Report for October 2018 – Director Page

Adult athletics are in full swing with softball, basketball, soccer and table tennis; registration for youth basketball ended on November 2nd. The Acting Performance Workshop will end on Thursday, November 29th with a performance beginning at 5:30 p.m. The Director reported that a great crowd gathered on the beach for Ghostly Tide Tales on October 19th, and the Halloween Carnival was a big success as usual. The City Departmental Pumpkin Carving contest was won by City Hall – again. Upcoming events include the Holiday Craft Workshop on November 20th, a “Movie and Dodgeball” will be on November 28th and the Annual Holiday Street Festival will be on Saturday, December 1st from 2:00 p.m. til 7:00 p.m. with entertainment for all ages. The Director added the Sunday open gym attendance records for the Committee to view.

Councilmember Smith opined that not everyone who goes to the gym on Sunday registers, so she thought the number of attendees might be higher. Director Page stated that she bases her numbers on the videos, and she thought they were relatively accurate.

Councilmember Smith said that she would like to see “more hoopla” about the Sunday hours to make sure that residents know about it because she thought the attendance would be higher if everyone was aware of them. She asked if special flyers could be made up for distribution throughout the island to encourage more participation.

Director Page said that her experience has shown that Sunday was not a good day for adults; it is generally thought of as family time.

5. Old Business

A. Status of RFP for the repair of the tennis courts

Director Page stated that the RFP had not gone out as quickly as she had hoped, but the bids were opened Thursday, November 15th; she will present her recommendation to the Committee at the January meeting.

B. Update on providing free Wi-Fi at the rec Center and on the grounds

Director Page obtained a quote from Technology Solutions, the company that provides IT assistance to the City, about making WiFi available outside the Rec Center and learned that this was something that would have to wait until the new budget year because the cost would be approximately eight thousand dollars (\$8,000). The systems would have several components and would need a way to be turned on-and-off. This would be a one-time expense; no monthly charge would apply.

6. New Business – none

7. Miscellaneous Business – none

Since Marshall DePass was in the audience, Chair Buckhannon agreed to let him speak, and he was inquiring about surfing being allowed on the beach which was a topic for discussion at the previous meeting.

Director Page commented that it was on the Agenda in October when Interim Administrator Frago stated that she was working with Folly Beach to obtain a copy of their franchise agreement to serve as a guide for the City.

Chair Buckhannon stated that the Interim Administrator was working with the Assistant City Attorney on an agreement.

The Recreation Committee agreed to continue to hold their meetings at 5:00 p.m. on the first Tuesday of the month.

Next Meeting Date: 5:00 p.m., Tuesday, January 7, 2019 in the Conference Room

Councilmember Smith asked when the gym floor would be installed and was told it would be before the end of the year.

Director Page reported that the contract had been executed and that the materials have been ordered.

8. Adjourn

MOTION: Councilmember Moye moved to adjourn the meeting at 5:19 p.m.; Chair Buckhannon seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk



RECREATION DEPARTMENT

MONTHLY REPORT

November - December

2018

STAFF: Norma Jean Page, Recreation Director
Karrie Ferrell, Assistant Director (programs)
Aaron Sweet, Recreation Supervisor (athletics)
Robert Asero, Parks & Grounds Supervisor
Weston Smith, Recreation Supervisor (special events)
Holly Norton, Community Specialist
Joshua Key, Parks & Facilities Specialist

Adult Athletics

Adult Softball

The tournament will end in January 2019. The Seaworthy team won the regular season title; a total of 6 teams (120 total players) played in the fall league. The next league will begin in March 2019.

Adult 3 on 3 Basketball

The league ended on December 11th. The Windjammer team won the regular season and tournament title; a total of 5 teams (30 total players) played in the fall league. The next league will begin in March 2019.

Adult 6 vs. 6 Soccer

The league ended on November 22nd. The Revelry team won the regular season title, and the Harbor Contracting team won the tournament title. A total of 9 teams (108 total players) played in the fall league, and the next league will begin in March 2019.

Adult Table Tennis Singles League

The league ended on November 13th with a total of 13 players in the fall league. All players received a moisture wicking t-shirt for participating in the league. The next league will begin in March 2019.

Adult Co-ed Volleyball League

Registration has ended for this league with a total of 3 teams registered (36 players). League fees were \$250 per team. The games will be held on Tuesday evenings starting in January 2019 and will be officiated by Charleston Officials SC.

Youth Athletics

Youth Basketball

Youth basketball practices are currently being held for ages 5-14. There are a total of 165 children registered for the youth basketball program, enough for 19 teams. All age groups are co-ed; games will begin in January 2019. Pictures will be taken on Tuesday, January 8th for all age groups by Event Fotos.

Youth Basketball Registration:

| | | | | |
|---------|-----------|------------------|------------------|------------------|
| 5/6yr | Total: 33 | IOP resident: 22 | M.P. resident: 6 | S.I. resident: 5 |
| 7/8yr | Total: 45 | IOP resident: 28 | M.P. resident: 9 | S.I. resident: 8 |
| 9/10yr | Total: 43 | IOP resident: 30 | M.P. resident: 4 | S.I. resident: 9 |
| 11-14yr | Total: 44 | IOP resident: 31 | M.P. resident: 6 | S.I. resident: 7 |

SPECIAL EVENTS

Keenagers

The Keenager senior social group held their potluck lunch meeting on December 5th. Thirty-five (35) people enjoyed turkey, ham, multiple side items and a lot of desserts. *The Charleston Caroling Co.* provided entertainment. The next luncheon will be on Wednesday, January 2nd.

Holiday Craft Workshop

On Thursday November 20th at 4:00 p.m., ten (10) children, ages 14 and under, participated in the workshop to decorate holiday ornaments. All materials were provided by the Recreation Department.

Holiday Street Festival

The annual Isle of Palms Holiday Street Festival was held on Saturday, December 1st from 2:00 p.m.-7:00 p.m. on Front Beach. Entertainment was provided by *The Shem Creek Boogie Band*, *Blackwater Rhythm and Blues Band*, *SIES Chorus*, *Charleston Caroling Company*, *carnival rides*, *jump castles*, *a balloon artist*, and *a face painter*. Mayor Jimmy Carroll along with Sullivan's Island Elementary student Zoe Newman started the countdown to light up all the palm trees and the 24 foot Christmas tree on Front Beach.

Santa's Cookie Workshop

December 13th at 4:00 p.m., Seventy-five (75) children, ages 14 and under, decorated cookies in the Magnolia and Palmetto rooms of the Recreation Center.

UPCOMING EVENTS

Doggie Day at the IOP Rec

The annual IOP Doggie Day at the Rec will be held on Saturday, February 9th from 9:00 a.m.-12:00 p.m.; Dr. Jose Biascochea will be onsite to administer rabies vaccinations for \$10.00 and microchipping for \$30.00, IOP Animal Control Officer will be selling IOP dog licenses, and dog photos will be available at no charge. The dog show competition will begin at 10:00 a.m. The categories for the dog show include *Cutest Puppy (under 1 yr)*, *Most Attractive (over 1 yr)*, *Best Male Rescue*, and *Best Female Rescue*; the winners from each category will compete for *Best in Show*. Veterinarians, doggy day care services, pet supplies and dog rescue groups will participate.

Front Beach Fest

Front Beach Fest will be held on Saturday, March 9th from 12:00 p.m. – 4:00 p.m. Musical entertain will feature *The Shem Creek Boogie Band* and *Blackwater Rhythm and Blues Band*. Other entertainment will include a bungee trampoline, jump castles, balloon artist, face painter, and more. Local restaurants, businesses, and craft vendors will be on the street selling and promoting their goods and services.

IOP Community Yard Sale

The annual IOP Community Yard Sale will be held on Saturday, March 30th from 8:00 a.m.-12:00 p.m. at the Recreation Department. Participants can purchase a 10' x 10' space for five (\$5) dollars and purchase a maximum of two (2) spaces. Vendors may only sell used or "like new" items. Goodwill will be on hand to collect items that were not sold during the event.

PROGRAMS AND CLASSES

The following classes are offered September – December

| | | |
|------------------|---------------------------|----------------------------|
| Ballet | Barre & More | Boot Camp |
| Core & More | Dog Obedience | Gather Knit & Stitch |
| Gymnastics | I am an Artist | Kinderpuppy |
| Line Dancing | Little Lotus Yoga | Mah Jongg |
| Mini Minnows | Mommy /Daddy & Me | FitBody in 50. |
| Science with Sam | Senior Aerobics – Over 50 | Tae Kwon Do |
| Tai Chi/Qigong | Tennis (children) | Tennis (youth) |
| Tennis (adults) | Tiny Tots: IOP Kids | Total Body Challenge (TBC) |
| Wellness Walkers | Writer's Gathering | Yoga – Evening |
| Yoga – Morning | Yoga – Saturday | Zumba |

Acting Performance Workshop

A performance of *Frankenstein* was held Thursday, November 29th at 5:30 p.m., and approximately thirty (30) family members and friends attended. The next acting workshop will begin January 30th; the class will perform *Hamlet* at the end of the session. Classes will be held on Thursdays at 4:00 p.m. Jean Schubert, Instructor.

Ballet

The next session of Ballet is scheduled for Monday, February 25th at noon. Kim Chesley-Breland, Instructor.

Dog Obedience

Kinderpuppy – Large Breed: Classes are scheduled to start Monday, January 7th at 6:30 p.m., and it is currently full with ten (10) participants.

Kinderpuppy – Small Breed: Classes are scheduled to start Monday, January 7th at 7:30 p.m., and four (4) people have enrolled in the class.

Just the Basics: Classes are scheduled to start Tuesday, January 8th at 6:30 p.m. it is full with ten (10) participants.

Canine Good Citizenship: Classes are scheduled to start Tuesday, January 8th at 7:30 p.m., six (6) participants have enrolled in the class, and a few spaces remain available. Susan Marett and Jane Hirsch, Instructors.

Giggling Artist

Classes are scheduled to start Wednesday, January 30th at 4:00 p.m. Dianna Connors, Instructor

Gymnastics

Nine (9) participants have preregistered for class; the session is scheduled to begin Tuesday, January 8th at 3:30 p.m. Tricha Tapio, Instructor.

Little Lotus Yoga

The next session of Little Lotus Yoga is scheduled to begin Thursday, January 10th at 8:00 a.m. Jennifer Rogers, Instructor

Mini Minnows

Six (6) participants are enrolled in the Mini Minnows program. Cathy Adams, Instructor.

Mommy /Daddy & Me

A Parent/Tot play-group meets and socializes on Friday mornings from 9:30 a.m. – 11:00 a.m. The program is free and meets in the Tadpole Room.

Science with Sam

The next session of Science with SAM is scheduled to start Tuesday, January 8th at 12:00 p.m. Samantha Barrineau, Instructor.

Tai Chi/Qigong

Seven (7) people have been participating in the Tai Chi classes held on Tuesdays at 10:45 a.m. in the Palmetto Room. Connie Cossetti, Instructor.

Tennis

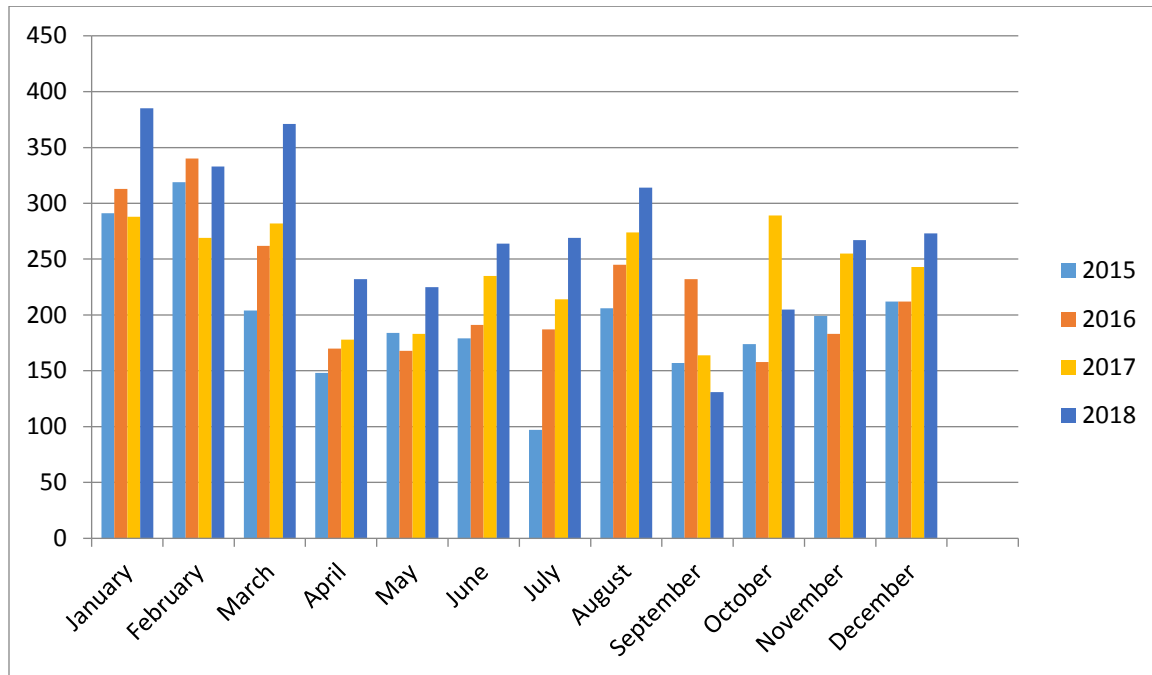
Tiny Tennis: Tennis class for 3 – 7 year olds. Participants use a smaller court size, a smaller net and different tennis balls. All Tiny Tennis classes are full with six (6) participants; classes are held on Tuesdays and Thursdays from 3:30 p.m. – 5:00 p.m.

Beginner Tennis: Class is for 7 and older. Both Tuesday and Thursday classes are full with eight (8) participants; the youth tennis program is scheduled to start January 8th. Corinne Enright, Instructor.

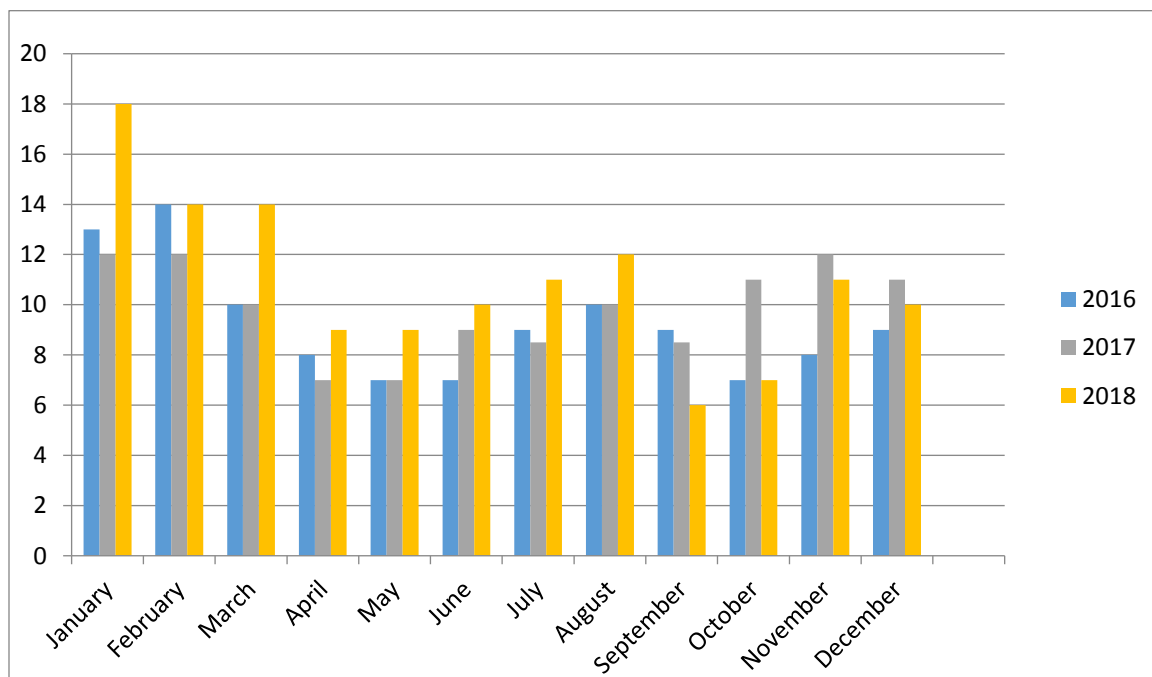
IOP Kids: 3-year old Pre-K Program

The IOP Kids program is full with ten (10) participants enrolled Monday – Friday. Classes follows the Charleston County School Calendar and the City of Isle of Palms Holiday schedule. Cathy Adams, Instructor.

TOTAL NUMBER OF VISITS IN CARDIO ROOM



CARDIO ROOM AVERAGE DAILY ATTENDANCE



SUNDAY ADULT AND FAMILY GYM PARTICIPATION

| SEPTEMBER | ADULT | RESIDENT | | FAMILY | RESIDENT |
|-----------|-------|----------|--|--------|----------|
| 9 | 15 | 12 | | 7 | 3 |
| 16 | STORM | | | | |
| 23 | 6 | 4 | | 9 | 2 |
| 30 | 10 | 8 | | 9 | 5 |

| OCTOBER | ADULT | RESIDENT | | FAMILY | RESIDENT |
|----------|--------|----------|--|--------|----------|
| 7 | 2 | 2 | | 26 | 14 |
| 14 | 0 | 0 | | 3 | 2 |
| 21 | 1 | 1 | | 12 | 8 |
| 28 | 0 | 0 | | 0 | 0 |
| | | | | | |
| NOVEMBER | ADULT | RESIDENT | | FAMILY | RESIDENT |
| 4 | 1 | | | 11 | 8 |
| 11 | 0 | 0 | | 16 | 6 |
| 18 | 0 | 0 | | 0 | 0 |
| 25 | CLOSED | | | | |
| | | | | | |
| DECEMBER | ADULT | RESIDENT | | FAMILY | RESIDENT |
| 2 | 7 | 7 | | 41 | 22 |
| 9 | 10 | 8 | | 38 | 29 |
| 16 | 5 | 0 | | 19 | 7 |
| 30 | 1 | 0 | | 14 | 12 |

Memo

To: Interim City Administrator Desirée Fragoso

From: Norma Jean Page, Recreation Director

Date: November 19, 2018

Re: Awarding Contract to Talbot Tennis/McGraft Industries for RFB 2018-06 Repair and Resurfacing of two (2) Tennis Courts

I am requesting that City Council authorize a contract in the amount of \$29,437 to Talbot Tennis/McGraft Industries LLC.

In compliance with the City's Procurement Ordinance RFB 2018-06 was issued and sealed bids were opened on Thursday, November 15, 2018. The bids were reviewed for compliance with the Request for Bid specifications. Talbot Tennis/McGraft Industries LLC has been certified with *Riteway* products for over eleven (11) years and the bid includes treating all existing structural cracks, even those less than three (3) feet long. Talbot tennis offers an additional one-year warranty for a total warranty period of three years.

Background: In August, the City requested proposals for the removal and replacement of the two tennis courts at the Recreation Center. The City opened proposals on Thursday, August 9, 2018 at 10:00 a.m. The two proposals received exceeded the budgeted amount of sixty-eight thousand dollars (\$68,000) that was approved in the FY 19 budget. Since the proposals significantly exceed the budgeted amount, staff contacted both vendors and asked if there were any viable alternatives the City could consider for immediate repairs to both tennis courts. Both vendors recommended *Riteway*, a product guaranteed to repair the cracks and add another five (5) to the useful life of the tennis courts. After discussing this option with the Recreation Committee at their October 9, 2018 meeting, the Committee unanimously approved a recommendation to direct staff to competitively procure bids for the replacement of the tennis courts.

I recommend that City Council approve the contract for the repair and resurfacing of two (2) tennis courts to Talbot Tennis/McGraft Industries LLC in the amount of \$29,437.

Approved in FY 19 budget for \$68,000; funded by Municipal Accommodation Tax Fund \$34,000 and State Accommodations Tax Fund \$34,000.

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|-----|---|--|------------|----------------------------|--------|---------|--------|--------|--------|--------|--------|--------|--------|
| 1 | City of Isle of Palms 10-Year Capital Plan | | | | | | | | | | | | |
| 2 | Expenditures for assets or special projects > \$5000 **Expenditures less than \$5,000 are included in operating budgets** | | | | | | | | | | | | |
| 3 | | | | Total Needs from All Funds | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | Total | | FY 20 | | FY21 | FY22 | FY23 | FY24 | FY25 | FY26 | FY27 | FY28 | FY29 |
| 6 | Fleet | | DEPARTMENT | | | | | | | | | | |
| 7 | | | REQUESTS | | | | | | | | | | |
| 8 | | | | | | | | | | | | | |
| 177 | | Recreation Department | | | | | | | | | | | |
| 179 | | Add/Repl playground or outside scoreboard equip (only with failure) | 10,000 | | 10,000 | 15,000 | 40,000 | 15,000 | 15,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| 180 | | Replace basketball scoreboard in gymnasium | | | | | | | 7,000 | | | | |
| 181 | | Rec Trac software upgrade for online registration module | | | 5,400 | | | 5,400 | 5,400 | | | 5,600 | |
| 182 | | Rec Trac software to enable online registration, incl req'd 2nd server | | | 26,000 | | | | | | | | |
| 183 | | Acoustical Panels for Gymnasium | | | | 30,000 | | | | | | | |
| 184 | 1 | Replace Rec-1 SUV | | | 27,500 | | | | | | | | |
| 185 | | Replace Toro Groomer | | | 14,000 | | | | | | | | |
| 186 | 1 | Replace golf cart | 6,000 | | | | 7,000 | | 8,000 | | | | |
| 187 | | Replace computer server for RecTrak or security cameras | 6,000 | | | | 7,000 | 7,000 | | 8,000 | | | |
| 188 | 1 | Repl FY18 2018 Ford F-150 | | | | | | 36,000 | | | | | |
| 189 | | Replace Bi-Parting walk-draw curtain | | | | 10,000 | | | | | | | |
| 190 | | Replace outdoor water fountains (we have 4) only with failure | | | | 5,000 | | | 5,000 | | | 5,000 | |
| 191 | | Soccer Goals | | | 6,000 | | | 6,000 | | | 6,000 | | |
| 192 | | Replace HVAC as needed (approx 15 total units) | 50,000 | | 25,000 | 25,000 | 25,000 | 50,000 | 25,000 | 25,000 | 25,000 | 50,000 | 25,000 |
| 193 | | Replace phone system | | | | | | | | | 12,000 | | |
| 194 | | Construct sand volley ball court | | | | | | | 27,000 | | | | |
| 195 | | Replace Lift | | | | 6,000 | | | | | | | 6,000 |
| 196 | | Replace Floor Scrubber | | | 6,000 | | | | | | | 8,000 | |
| 197 | | Replace lights on soccer field (installed FY17 w/ 25yr warranty) | | | | | | | | | | | |
| 198 | | Replace interior basketball goals with retractable system (FY40) | | | | | | | | | | | |
| 199 | | John Deere Z-TRAK mower | | | | 14,000 | | | 15,000 | | | 16,000 | |
| 200 | | Replace Tennis Fencing | | | | | | 17,000 | | | | | |
| 201 | | Covered walkway to front entrance | | | | 250,000 | | | | | | | |
| 202 | | Replace Christmas Tree for Front Beach area | | | | | | 20,000 | | | | | |
| 203 | | Replace sound system speakers | | | | 10,000 | | | | | | | |
| 204 | | Replace fencing on Softball Field | | | | | | | | 50,000 | | | |
| 205 | | Replace Fencing on Baseball Field | | | | | | | | | 25,000 | | |

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|-----|---|--|------------|----------------------------|---------|---------|---------|---------|---------|---------|---------|---------|-----------|
| 1 | City of Isle of Palms 10-Year Capital Plan | | | | | | | | | | | | |
| 2 | Expenditures for assets or special projects > \$5000 **Expenditures less than \$5,000 are included in operating budgets** | | | | | | | | | | | | |
| 3 | | | | Total Needs from All Funds | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | Total | | FY 20 | | FY21 | FY22 | FY23 | FY24 | FY25 | FY26 | FY27 | FY28 | FY29 |
| 6 | Fleet | | DEPARTMENT | | | | | | | | | | |
| 7 | | | REQUESTS | | | | | | | | | | |
| 8 | | | | | | | | | | | | | |
| 206 | | Recreation Department Capital, continued | | | | | | | | | | | |
| 207 | | | | | | | | | | | | | |
| 208 | | Replace John Deere Tractor | | | 20,000 | | | | | | | | |
| 209 | | Purchase generator | | | | | | | 150,000 | | | | |
| 210 | | Replace 4 outdoor basketball goals and posts | | | | | | | | 20,000 | | | |
| 211 | | Radio Replacements (FY29) | | | | | | | | | | | 20,000 |
| 212 | | Replace Picnic Shelter | | | | | 40,000 | | | | | | |
| 213 | | Replace baseball, softball, tennis & bball lights (FY37) | | | | | | | | | | | |
| 214 | | Create public WiFi for Rec building and grounds | 8,600 | | | | | | | | | | |
| | | Building maintenance contingency to address items as needed - refine this approach as budget progresses. | | | | | | | | | | | |
| 215 | | | 25,000 | | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| 216 | 3 | Total Recreation Department Capital Expenditures | 105,600 | | 164,900 | 390,000 | 144,000 | 181,400 | 262,000 | 160,400 | 121,000 | 129,600 | 96,000 |
| 217 | | | | | | | | | | | | | |
| 218 | | Special Projects | | | | | | | | | | | |
| 219 | | Fitness room expansion - design only | | | | | | | | | | | |
| 220 | | Construct fitness room expansion | | | | | 675,000 | | | | | | |
| 221 | | Equipment for fitness room expansion | | | | | 120,000 | | | | | | |
| 222 | | Reconstruct 2 Tennis Courts | | | | | | 120,000 | | | | | |
| 223 | | Rehabilitate softball, baseball and multipurpose fields (FY30+) | | | | | | | | | | | |
| 224 | | Construct gymnasium in accordance with Master Plan | | | | | | | | | | | 3,750,000 |
| 225 | | | | | | | | | | | | | |
| 226 | | Subtotal Special Projects | - | | - | - | 795,000 | 120,000 | - | - | - | - | 3,750,000 |
| 227 | | | | | | | | | | | | | |
| 228 | | Grand Total Recreation Department | 105,600 | | 164,900 | 390,000 | 939,000 | 301,400 | 262,000 | 160,400 | 121,000 | 129,600 | 3,846,000 |