

RECREATION COMMITTEE
9:00 a.m., Tuesday, October 9, 2018
Council Chambers
1207 Palm Boulevard

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 – August 7, 2018
3. **Citizens' Comments**
4. **Departmental Report for September 2018** – Director Page
5. **Old Business**
Update on Sunday gym opening
6. **New Business**
 - A. Results of RFP 2018-03 – Removal and Replacement of two (2) Tennis Courts at the IOP Recreation Center and discussion (MUNI ATAX, pg 26, ln 124, Rec Dept. Capital Outlay – \$34,000; State ATAX, pg 29, ln 285, Rec Dept. Capital Outlay - \$34,000; Both funds contributing 50%)
 - B. Results of RFB 2018-04 – Removal and Replacement of Gymnasium Floor and consideration of award of a contract in the amount of \$62,000, with offsetting PARD grant of \$13,000, to Southeast Sports & Play (Capital Projects Fund, pg 23, ln 62 – Recreation Department Maintenance - \$62,000 with \$13,000 offset of PARD grant)
 - C. Discussion of surfing franchise
 - D. Discussion of fall field use and scheduling
 - E. Consideration of providing free WI-FI in the Recreation Center and grounds
 - F. Consideration of adding sun shade to Rec Center grounds
7. **Miscellaneous Business** – None

Farmers Market – Thursday, September 1 through October 31, 3:00 p.m. to 7:00 p.m.

Sunday Opening of the Rec Center – 1:00 p.m. until 5:00 p.m.
 1:00 p.m. – 3:00 p.m. Adult, full-court basketball
 3:00 p.m. – 4:00 p.m. Family Gym

Next Meeting Date: 5:00 p.m., Tuesday, November 6, 2018 in the Conference Room
8. **Adjourn**

RECREATION COMMITTEE

9:00 a.m., Tuesday, August 7, 2018

The regular meeting of the Recreation Committee was held at 9:00 a.m., Tuesday, August 7, 2018 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Present for the meeting were Councilmembers Moyer and Smith, Chair Buckhannon, Interim Administrator Fragoso, Recreation Director Page and Clerk Copeland; a quorum was present to conduct business.

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: Councilmember Smith moved to approve the minutes of the regular meeting of May 7, 2018 as submitted; Councilmember Moyer seconded and the motion PASSED UNANIMOUSLY.

3. Citizens' Comments

Jim Raih, 3904 Cameron Boulevard, stated that the Recreation Center has set the bar high in the appearance category; the grounds at the Rec Center always look good. He thought that the Front Beach parking lots could look better with getting a couple of loads of gravel to fill in the potholes, and he suggested that the grass at the bumpers needed to be cut so that people can see that there are parking spaces there for more organized parking. He thought that the planned Sunday afternoon opening of the Rec Center would be well-received and that many island residents would take advantage of the new hours.

4. Departmental Report for June and July 2018 – Director Page

Director Page reported that the Recreation Department was transitioning into the fall programs that will begin in September; the Director anticipates that the Activity Guide will be available next week. On the first page of the report was a list of the programs that will begin in September; the program named *I am an Artist* has been given a new name *Giggling Artist*; she added that the instructor for this class is very creative. Registration for adult fall athletics has been ongoing through the summer, and games will begin at the end of August or the first of September. Youth soccer registration began July 23rd with games to begin in early September. The announcement of the Rec Center being open on Sunday afternoon will be in the Activity Guide, on the City's website, on new signs and social media; the Sunday opening will be from 1:00 p.m. until 5:00 p.m. and begin September 9th. From 1:00 p.m. to 3:00 p.m., the gym will be open for adults, 18 and older, for full court basketball and, from 3:00 p.m. to 5:00 p.m., the gym will be open for families participating in half court play. Summer camps ended on Friday, August 3rd, and had sixty-five (65) children participating in either Camp Summershine or Wee Camp, and, to keep things interesting, athletic camps were going on at the same time, as well as the normal classes. Recent events were the Sand Sculpting contest that was always a success with approximately thirty (30) teams, and the IOP Beach Run attracted more participants than ever, over four hundred (400). Events happening before the end of the year include the 20th Annual Half Rubber Tournament on August 18th, the Community Wellness Fair on September 21st, the IOP Connector Run on October

6th, Ghostly Tide Tails on October 19th, the Halloween Carnival on October 31st and concluding with the Holiday Street Festival on December 1st.

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Councilmember Moye asked if any of the judges for the sand sculpting contest were island residents, and Director Page told him that the judges were architects. Councilmember Moye expressed that he thought one (1) of the judges should be from the island, and the Director said she would do that in the future.

Councilmember Smith asked who the judges were for the Halloween costumes, and Director Page replied that they often pull people from the audience and the Exchange Club has done it; the judges were routinely members of the community.

In addition to daily tasks, the Recreation staff maintain the 28th Avenue beach access since it is the one (1) used by summer campers; they removed rusty benches from Front Beach; dug out a trash can that was buried on the beach; and they continue to mark the fifteen feet (15 ft.) clearance around fire hydrants on Palm Boulevard.

Interim Administrator Fragoso reported that Charleston County would issue the Notice to Proceed for the 28th Avenue sidewalk before Labor Day; she reminded the Committee that this project was being paid via Transportation Sales Taxes (TST) funds awarded to the City. Construction will begin in the fall.

Interim Administrator Fragoso congratulated the Recreation Department and the Livability Officer and the Animal Control Officer for the work they did at the Municipal Parking lot; their team efforts opened twelve (12) parking spaces.

Councilmember Moye asked if the same people were coming to use the equipment in the cardio room; Director Page responded that they get many guests because the rental companies tell 2 people as they check-in that the facility is available. From a suggestion made by the Community _____ Specialist Holly Norton, the Rec now has two (2) sign-in sheets, one for residents and a second one for non-residents. Getting back to Councilmember Moye's question, the Director said that the Rec Center welcomes the same four (4) island residents every morning and two or three (2 – 3) other residents every afternoon; the Rec Center does have its regular groups that are there every other day.

She informed Chair Buckhannon that the residents who use the cardio room are grateful it is available to them at no cost. She indicated that many of the younger generation might leave because the Rec does not have other equipment, such as resistance and fitness.

Councilmember Smith said she was interested in seeing the participation numbers for the new Sunday afternoon openings.

Chair Buckhannon was also interested in how the Rec Department was going to handle camp registration to eliminate parents camping there the night before or getting in line at 6:00 a.m.; he suggested that the registration be held on a Saturday so that some parents would not have to miss a day's work to get children registered. He asked that the Rec staff begin to work on an alternate strategy for 2019.

Councilmember Moye and the Interim Administrator had suggestions about on-line registration programs that would not require the City to buy another module for the RecTrak system.

One (1) drawback to on-line registration was that the registration data gathered would have to be entered into the RecTrak system.

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Director Page stated that the Saturday registration was something the Rec staff could and would do.

When the subject of grandparents registering their grandchildren who would be visiting, Director Page said that the island has only about six (6) grandparents who use the Rec's summer camps.

Director Page noted that for the purposes of summer camps, Sullivan's Island residents are considered non-residents and cannot register until the registration is open for them; on the other hand, Sullivan's Island children can register for athletics with IOP residents.

To eliminate parents camping out at the Rec for registration, Interim Administrator Fragoso suggested starting the registration process at noon.

5. Old Business

A. Update on the 2018 Farmers' Market

Interim Administrator Fragoso commented that the Farmers' Market would again be held on Thursdays in September and October. The managing team have reported to the Interim Administrator that they have received approximately forty (40) vendor applications. The team has identified nine (9) vendors who will participate every week, but they are having problems getting sponsors for the beer and wine and, as instructed, have only approached island businesses. If they are unable to get more sponsors, they will be allowed to approach Sullivan's Island businesses. The City has signed the agreement to Charleston County PRC and has paid them the agreed upon amount for free parking in September and October. The managers are also working on posters and a logo to distribute to businesses on the island.

B. Sunday Rec Center opportunities

Director Page said that the only activity offered now will be basketball; currently no instructors are interested in a offering programs on Sunday afternoons.

6. New Business – none

7. Miscellaneous Business

Next Meeting Date: 9:00 a.m., October 9, 2019 in the Conference Room.

8. Adjournment

MOTION: Councilmember Moya moved to adjourn the meeting at 9:40 a.m.; Councilmember Buckhannon seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk

DRAFT

OFFICIAL SEALED PROPOSAL OPENING
RFP 2018-03 – Removal and Replacement of Two (2) Tennis
Courts at the Isle of Palms Recreation Center

10:00 a.m., Thursday, August 9, 2018
Council Chambers of City Hall
1207 Palm Boulevard, Isle of Palms, South Carolina

Present: Interim City Administrator Fragoso
Norma Jean Page, Recreation Director
Marie Copeland, City Clerk

Interim Administrator Fragoso announced the sealed proposal opening of RFP 2018-03 – Removal and Replacement of Two (2) Tennis Courts at the Isle of Palms Recreation Center; she noted that the Request for Proposal was properly noticed in accordance with the Procurement Code on the City's website and advertised in *The Post and Courier*. The deadline for questions was 5:00 p.m. on July 30, 2018 and the subsequent addendum was posted on the City's website.

<u>Bidder</u>	<u>Bid Amount</u>
Talbot Tennis 4225 JVL Park Dr., Suite 504 Marietta, Georgia 30066	\$ 99,988
Carolina Sports Surfaces 2102 Atlantic Avenue Sullivan's Island, South Carolina 29482	\$ 118,500

The proposals will be reviewed for compliance with the Request for Proposal specifications; the results will be presented at the City Council on August 28, 2018.

Respectfully submitted:

Marie Copeland
City Clerk

OFFICIAL SEALED BID OPENING
RFB 2018-04 – REMOVAL and REPLACEMENT OF
GYMNASIUM FLOOR

10:30 a.m., Thursday, August 16, 2018
City Hall Conference Room
1207 Palm Boulevard, Isle of Palms, South Carolina

Present: Interim City Administrator Fragoso
Norma Jean Page, Recreation Director
Marie Copeland, City Clerk

Interim Administrator Fragoso announced the sealed proposal opening of RFB 2018-04 – Removal and Replacement of Gymnasium Floor; she noted that the Request for Bid was properly noticed in accordance with the Procurement Code on the City's website and advertised in *The Post and Courier*. The deadline for questions was 5:00 p.m. on August 6, 2018, and the subsequent addendum was posted on the City's website.

<u>BIDDER</u>	<u>PRICE</u>	
Preferred Sports Flooring Post Office Box 312 Mooresville, North Carolina 28115	\$ 54,453	
Medallion Athletic Products, Inc. 150 River Park Road Mooresville, North Carolina 28117	\$104,000	
SouthEast Sports & Play 555 Outlet Mall Boulevard St. Augustine, Florida 32084	\$ 44,700 48,000 57,000 58,750 61,100 62,000	Snap Sports ReVolution Snap Sports ReVolution Shocktower Snap Sports Maple Tuffshield Snap Sports Maple Tuffshield Shocktower Snap Sports ReVolution Maple Snap Sports ReVolution Maple Shocktower
Sport Court Carolina, Inc. 418 Crompton Charlotte, North Carolina 28273	\$ 66,500	

The proposals will be reviewed for compliance with the Request for Proposal specifications; a recommendation for the contract award will be provided to the Recreation Committee at a Special Meeting on an unspecified date. If the Committee makes a recommendation, it will go to the Ways and Means Committee and then to City Council for the award of the contract.

Respectfully submitted:

Marie Copeland
City Clerk



ISLE OF PALMS
RECREATION DEPARTMENT

Memo

To: Interim City Administrator Desirée Fragoso
From: Norma Jean Page, Recreation Director
Date: October 2, 2018
Re: Awarding Contract to Southeast Sports & Play – Replacement of Gymnasium Floor

I am requesting that City Council authorize a contract in the amount of \$62,000 to Southeast Sports & Play for the replacement of the Gymnasium floor. In compliance with the City's Procurement Ordinance a RFB was issued and sealed bids were accepted on Thursday, August 16, 2018. The bids were reviewed for compliance with the Request for Bid specifications.

Southeast Sports & Play is the only bidder that came within the budgeted amount and included removal and disposal of existing flooring, repairs to underlying concrete seams, cover plates for volleyball poles and painting lines for basketball and volleyball.

I recommend that City Council approve the contract for the replacement of the gym floor to Southeast Sports & Play in the amount of \$62,000.