



Recreation Committee

8:00 a.m., Monday, January 4, 2021
1207 Palm Boulevard, Isle of Palms,
South Carolina

Virtual Meeting Due to COVID-19 Pandemic:

The public may join the virtual meeting by clicking here: <https://www.youtube.com/user/cityofisleofpalms>

Public Comment:

All citizens who wish to speak during the meeting must email their first and last name, address and topic to rhanna@iop.net no later than **3:00 p.m. the business day before the meeting**. Citizens who sign up to speak will receive an email with instructions to join the meeting via Zoom. All verbal comments will have a time limit of three (3) minutes. Speakers must turn on their video and make sure that their actual name shows up as their Zoom identifier, and mute themselves after their comments.

Citizens may also provide written public comment here:

<https://www.iop.net/public-comment-form>

Agenda

1. **Call to order** and acknowledgment that the press and the public have been duly notified of the meeting in accordance with the Freedom of Information Act.
2. **Election of Chair and Vice Chair**
3. **Approval of previous meeting's minutes** – November 2, 2020
4. **Citizens' Comments**
5. **Departmental Report** – Director Page
6. **Old Business**
 - a. Discussion of outlook for classes and activities in the Spring
 - b. Discussion of surfing instruction
7. **New Business**
8. **Miscellaneous Business**

Next meeting date: 8:00 a.m., Monday, February 1, 2020
9. **Adjournment**



Recreation Committee Meeting
5:00pm, Monday, November 2, 2020
Virtual Meeting via Zoom call due to COVID-19 Pandemic
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>

MINUTES

1. **Call to order**

Present: Council members Moye, Popson, and Smith

Staff Present: Asst. Administrator Hanna, Director Page, Director Kerr

2. **Approval of the previous meeting's minutes – October 5, 2020**

MOTION: Council Member Popson made a motion to approve and Council Member Moye seconded the motion. The motion passed unanimously.

3. **Citizens' Comments – none**

4. **Departmental Reports – Director Page**

Director Page shared that Ghostly Tales was well attended on October 23 with 200-300 people in attendance. She noted that the location at the Front Beach worked out well with regards to bathroom access, better parking, and proximity to the Front Beach businesses. Staff is considering keeping the location for next year's event.

Committee members and Director Page agreed that the Halloween Carnival and Golf Cart Parade was a "smashing success." Over 80 golf carts participated in the parade. Staff has already begun to discuss plans for next year.

Director Page reviewed upcoming holiday offerings including the Holiday Street Festival, which will include less vendors to promote social distancing.

She reported there were not many changes to the activities happening at the Recreation Center from last month. Registration begins soon for the basketball league. She stated that practice and games will take up some gym time to allow for social distancing. Open Gym time is still not available and may require a reservation system.

5. **Old Business -- covered in the Departmental Report**

6. **New Business**

A. **Discussion and consideration of options moving forward with surfing instruction**

Asst. Administrator Hanna said that staff has taken a new direction on providing surfing instruction to island residents. Staff proposes altering the commercial activities permitted on the beach as a pilot program to allow for surfing lessons. Proposed restrictions for such a program include the times and locations of lessons, limitation of group size to 4 students to 1 teacher, the length of lesson time, and a prohibition for any signage or solicitation on the beach. The intent is for the operation of such classes to be as invisible as possible.

Council Member Popson expressed concern that permitting this change in commercial activity on the beach will act as a Pandora's Box, inviting more commercial activity. He also expressed concern about how these instructors will be policed to be sure they are adhering to the restrictions placed on them. Asst. Administrator Hanna and Director Kerr said they believed the business owners would be self-policing, believing that free market competition will keep all instructors in line with the restrictions. Director Page agreed, adding that the surf instructors are looking forward to teaching on the Isle of Palms. Director Kerr said that repeat violators of the rules face fines and the possibility of losing their business license.

Council Member Moye said request for any change to commercial activity on the beach should be determined by citizen interest, and there has been significant interest in providing surfing lessons on the island.

Director Page noted there was significant cost to the City and possible conflicts of interest on the part of the instructors had the City decided to hire someone as part of staff. She believes the program will be successful but is glad the sunset provision is included in the proposed change just in case something doesn't work out.

MOTION: Council Member Moye made a motion to approve the draft ordinance amending commercial activities on the beach to include surfing instruction. Council Member Smith seconded the motion.

Director Kerr clarified that each business would only be permitted to teach for a total of two hours per day. Director Page added that surfing is something that can only be taught in the ocean.

VOTE: A vote was taken as follows:

Ayes: Moye, Smith

Nays: Popson

The motion passed 2-1.

B. **Discussion of landscaping maintenance and pest control**

Director Page reported that Cecil Hernandez of the Clemson University Department of Pesticide Regulation visited the Recreation Center. He reviewed their records and said the City is in compliance with the products they use. She said that a member of Recreation Center staff is working on his "certification to spray."

She also reported that they spray insecticide “maybe once a year if we get mole crickets or something of that nature.” Typically, only fertilizers, pre-emergents, and herbicides are put down on the Recreation Center grounds.

She reported that a parent expressed concern last month about a child getting blue dye on them following some time on a soccer field. Director Page explained this non-toxic blue dye is used to indicate where spraying had occurred to prevent overuse. However, spraying was done later in that day than normal and had not dissipated as it does through the course of a typical day. Council Member Smith encouraged staff to use products that are safe for the public health.

7. Miscellaneous Business

The next meeting of the Recreation Committee will be on Monday, January 4, 2021 at 5pm.

8. Adjournment

Council Member Moye made a motion to adjourn, and Council Member Smith seconded the motion. The meeting was adjourned at 6:01pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



RECREATION DEPARTMENT MONTHLY REPORT November - December 2020

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

PROGRAMS AND CLASSES **November & December 2020**

The Recreation Department Activity Guide for the fall is located on the City's webpage. Current classes, athletics and special events can be found in the update guide.

All class instructors, recreation employees and volunteer coaches are very cautious and have been following COVID protocols and implementing safety procedures while teaching and coaching at the Recreation Center.

Cheernastics

The next session is scheduled to start Tuesday, January 5 at 5:00 p.m. Currently seven (7) students are enrolled in the class. Instructor Kaylie Penninger

Chair Fitness: Senior Exercise Class

A senior exercise class was added to the schedule in December. Participants meet in the gymnasium for class and utilize chairs, resistance bands and light weights. The participants are able to social distance in the space and have plenty of room for walking type fitness for cardio. Class was designed for beginners, as the previous class for this age group ended in March 2020. Class is \$5 per participant or monthly class pass of \$35. Instructor, Marie Keller.

Dog Obedience

The next session of Kinderpuppy is scheduled to start on Monday, January 4 at 6:30 p.m. and 7:30 p.m. The small dog breed class at 6:30 p.m. is full with six (6) students and the 7:30 p.m. large breed class is full with six (6) students. Instructor, Susan Marett

Fitness Classes

Suspension Training: Class is full with eight (8) participants. Class is held on Mondays, Wednesdays & Fridays at 8:00 a.m. under the picnic shelter. Participants need to make reservations before attending classes. Class has utilized the gymnasium on colder days. Instructor, Pat Boyd

Core Strength: Eight (8) participants have been attending class inside the facility in the High Tide/Low Tide Room. Six (6) participants have been attending the class through the zoom option. All participants need to reserve their space for classes in advance. The Zoom link is mailed out in a monthly calendar format. Classes are held Mondays, Tuesdays & Thursdays at 8:30 a.m. Monday class is live, in person class only. The Tuesday and Thursday classes have the zoom option for participants. Angela Reinhardt

Barre: Four (4) people have been attending class live in person. Four (4) people have been attending the Zoom class from home. Class is held on Fridays at 8:30 a.m. Barre is a \$10 per class, \$32 for the month. Instructor, Angela Reinhardt

Cardio and Core: Three (3) people have been attending the evening cardio class. Class is held on Mondays at 5:30 p.m. Reservations are required. Instructor, Elizabeth Hudson

Full Body Sculpt: Five (5) people have been participating in the weights and strength class. Class is held on Tuesdays at 5:30 p.m. Reservations are required. Instructor, Elizabeth Hudson

Gather and Knit

Gather and Knit is scheduled for Mondays from 10:00 a.m. – 11:30 a.m. in the Magnolia Room.

Gymnastics

The Gymnastics class was split into two age groups, class size is limited to ten (10) participants. The next session is scheduled for Tuesday, January 5th at 3:30 p.m. Currently there are four (4) participants enrolled. The 5 & up class is held at 4:15 p.m. Currently there are seven (7) participants enrolled in the January session. Instructor Kaylie Penninger

IOP Kids

The IOP Kids program is for children 3 & 4 years old by September 1, 2020. The IOP Kids program is full with eight (8) students enrolled on Mondays/Wednesday/Fridays and Tuesday/Thursdays. The program runs through the school year and follows the city of Isle of Palms Holiday Calendar. Instructor: Cathy Adams.

Line Dancing

Line Dancing participation has increased and a beginner class was added. The beginner class meets at 10:30 a.m. with seven (7) participants. The Intermediate class meets at 9:30 a.m. with six (6) participants. Classes are held on Thursday morning with a \$5 per person drop in fee. Instructor, Trisha Leonard.

Over 50 Fitness

Class is held on Tuesdays & Thursdays from 2:30 p.m. – 3:30 p.m. Class is full with eight (8) participants. Instructor Judy Fischer.

Saturday Yoga

Seven (7) people have been attending, five (5) in studio and two (2) via zoom. The class drop in fee is \$12, no packages will be offered at this time. Participants will need to call and reserve their space, class is limited to 9 people. All participants must bring their yoga mat to class. Instructor Jen DeGoyler.

Tae Kwon Do

Tae Kwon Do classes have been running smoothly. Due to the restrictions and awareness of COVID-19 in the community and surrounding areas the TKD Instructors and current participants agreed to cancel classes the last two weeks of December, knowing participants would have holiday plans with family and travel. Classes will resume on Wednesday, January 6. Adult classes will be held on Wednesdays and Saturdays, the youth and family class has been moved to Monday evenings. Instructor, Jack Emmel

Tai Chi

Four (4) ladies have been attending the class. Instructor, Connie Cossetti

Tennis Lessons, Youth

Tennis lessons continue to be popular and all levels and age groups continue to be full with a waiting list. The next session of tennis is schedule to start Tuesday, January 5. Lessons include Tiny Tennis (4 & 5 year olds), Red Ball (6&7 year olds), Orange Ball (9 & 10 year olds) and Green ball (11years & up) Class placement is based on skill level. Instructor, Corinne Enright.

Tennis Lessons, Adult

Adult lessons are held on Tuesdays at 8:30 a.m. and 9:30 a.m. Instructor Corinne Enright

Wood Carvers

The wood carver group meets at 10:00 a.m. on Wednesdays in the Tadpole Room.

New Classes for 2021:

These classes were available before COVID-19 closure in March 2020.

Those that participated in these classes prior to March 2020 have been contacted.

Little Lotus Yoga

Yoga for kids is scheduled to start on Tuesday, January 5 at 12:00 p.m. currently three (3) participants are enrolled in the class. Participants will grow into their own practice with games, music and age appropriate journaling. Instructor, Jen Rogers.

PickleBall Lessons

Pickle Ball lessons will resume on Monday, January 4 at 11:00 a.m. Currently two (2) people are signed up. Instructor, Geri D'Italia

FitBody in 50

FitBody class is back, 50 minute workout to help participants reach their optimal level of fitness. Class is scheduled to start Wednesday, January 6 at 10:30 a.m. Class is held Wednesdays and Fridays, class space is limited and reservations are required. Instructor, Geri D'Italia

Miscellaneous

- January – May Activity Guide, classes posted on website
- Updated RecTrac with new classes
- Developed COVID procedures for classes
- Employee Schedules
- Weekly Deposits and reconciliation participants and Rectrac revenues
- Zoom schedule & Calendar Link created for paid participants
- Assisted with Keenagers on Wednesday, November 4 and December 2
- Assisted with Santa's Lane on Saturday, December 5
- Assisted with Santa's Cookie Workshop on December 9 and December 10

SPECIAL EVENTS

Keenagers

The Keenager senior social group meet the first Wednesday of every month from September – May. Next meeting is Wednesday, January 6 at 12:00 p.m. Meals are pre-packaged and tables are arranged for social distancing.

Holiday Craft Workshop

On Tuesday November 24 at 10:00 a.m., children ages 14 and under participated in the workshop to decorate holiday ornaments. All materials were provided by the Recreation Department.

Holiday Street Festival - Cancelled

Even though the Street Festival was cancelled the Recreation Staff created “Santa Lane” on Front beach. Santa Claus was present along with *The Grinch*, *Santa’s Elves* and the *Snow Man*. Over 200 vehicles drove through front beach to see the decorations and lights. Bags of candy were handed out by Santa’s Elves and Santa Claus waved and greeted the children from a distance as the cars drove by.

Santa’s Cookie Workshop

Santa’s Cookie Workshop was held on Wednesday, December 9 and again on Thursday, December 10 at 3:30p.m. Children ages 12 and under social distanced while participating.

Doggie Day at the Rec

The traditional Doggie Day will not be held in 2021 but Recreation Staff is planning a social distance opportunity on Saturday, February 6 where Dr. Jose will be on site for a vaccination clinic and microchipping. IOP Police Department will be available to issue IOP Dog License Tags. There will be a limited amount of Adoptable dogs available. Charleston Photo Booth will be present to provide free pet photos.

Front Beach Fest

Front Beach Fest will be substituted this year with a drive in movie at the Municipal parking lot at Front Beach on Saturday, March 6. Time and movie to be determined.

Easter Egg Hunt

Staff is brain storming alternate ideas for an Easter Event.

IOP Community Yard Sale

The annual IOP Community Yard Sale is tentatively planned for Saturday, April 17 from 8:00 a.m.- 12:00 p.m. at the Recreation Center.

Community Specialist

Daily Responsibilities

Assisted with set up for zoom exercise classes.
Regularly sanitized lobby after classes and/or building visitors.
Provided face masks for those entering the facility without mask.
Completed opening and closing procedures and reported damages to supervisor.
Set up classrooms for programs when supervisors unavailable.
Updated media center as needed.
Registered class participants, answered phones and welcomed visitors.
Updated front desk information folders.
Monitored security cameras.
Managed sign-in sheets for classes and cardio room.
Assisted the Director and other staff members on a regular basis.
Participated in staff meetings.
Continued to post and update events and activities onto community calendars.
Developed monthly class and room schedule calendars.
Reviewed City's website for Recreation updates.
Completed housekeeping duties when supervisor was unavailable.

Other Duties

Cleaned and sanitized cardio room equipment after every use.
Took temperature of youth basketball participants before entering the facility.
Continue to provide temperature sign in sheets for Recreation Staff.
Maintained lost-and-found folder and bins.
Updated payments and sent out payment reminders
Displayed and updated signage for the Recreation programs and building hours.
Called (Seniors) Keenagers regarding monthly luncheon.
Notified coaches and players of cancelled or postponed games
Helped out with cleaning and organizing storage areas.
Assisted with special events and holiday decorating.

Parks & Facilities

Housekeeping

Performed routine housekeeping duties.
Completed monthly safety inspections.
Cleaned and serviced housekeeping maintenance equipment.
Replaced and refilled air fresheners and other sanitary devices.
Disinfected gymnastics equipment.
Cleaned the toys.
Disinfected exercise equipment and rooms.
Disinfect whole facility upon opening every morning.
Bathrooms are disinfected at least twice daily (around 7:20 AM and 10:45 AM) and deep cleaned and mopped every afternoon (2:30-3:30 PM).
Classrooms are disinfected first thing in the morning (7:00-7:30 AM) and at least once when not in use throughout the day. The rooms are mopped or auto-scrubbed at least twice a week.
High/Low Tide room is disinfected every day before and after class and the floors are dust mopped after every class and auto-scrubbed or mopped twice weekly.
The playground is disinfected daily around 8:00 AM and/or when not in use.
The cardio room is disinfected at least twice daily, typically after every use. The machines are wiped down, the floor is swept daily and mopped twice a week.
Disposable paper towels are used to clean and wipe surfaces down, and disposable mops are used to clean the floors.

Facility Preparations

Assisted with the set-up of gymnasium and classrooms for daily scheduled programs, athletics, activities, meetings and special events.
11/02 - Reset clocks for daylight savings time.
11/02 – Provide equipment for elections set up in gym.
11/04 - Cleaned up after election.
11/04 – Assisted with setup and clean up for Keenagers.
11/16 - Picked up Christmas tree from storage.
11/18 - Installed Christmas tree at front beach.
11/23 - Attached Christmas bows onto city street signs.
11/24 - Assisted with setup for Holiday Craft Workshop.
12/02 - Setup and cleaned up for Keenagers.
12/05 - Assisted with setup for and worked Santa Lane event at front beach.
12/10- Cleaned up after Cookie workshop.
12/15- Assisted with Christmas decorations at Recreation building.
12/17- Assisted with setup for Police obstacle course training

Interior Maintenance

- Serviced, lubricated and cleaned Cardio room equipment.
- Unclogged toilets and drains as needed.
- Replaced light bulbs and ballasts as needed.
- Machine-scrubbed the facility halls, class rooms and gym floor.
- Scrubbed tile and grout lines in the bathrooms and kitchen.
- 11/05-** Replaced blind in Norma Jean's office.
- 11/12- Charleston Heating & Air-** requested estimate to replace gym HVAC unit.
- 11/13-** Cleaned and removed marks on gym floor.
- 11/13-** Replaced lightbulb in breakroom.
- 11/20-** Donated leftover t-shirts to Department of Social Services.
- 11/20-** Cleaned and organized upstairs storage rooms.
- 11/24-** Brought down Christmas tree and decorations from upstairs storage
- 12/03-** Cleaned and descaled ice machine.
- 12/10-** Replaced lightbulb above men's far shower stall.
- 12/14-** Replaced vacuum bag, filters, bottom plate and screws.
- 12/15-** Repaired wheels and installed nuts on table tennis table.
- 12/15-** Used needle to remove bubbles in Hi/Low Tide room.
- 12/15-12/23- Berkeley Heating and Air-** Replaced gymnasium HVAC unit
- 12/16-** Replaced water filter in the breakroom refrigerator.
- 12/17-** Cleaned and disinfected Christmas costumes.
- 12/22-** Tightened door stoppers.
- 12/22-** Installed lock washers and nuts on table tennis tables
- 12/23- East Coast Pest Management-** Sprayed facility for insects
- 12/28-** Replaced lightbulbs in hallway.

Exterior Maintenance

- Inspected equipment, collected lost & found items and removed debris around the playground.
- Removed trash and debris from around the building.
- Sanitized the playground equipment daily.
- Sprayed for wasps.
- 11/20-** Power-washed picnic shelter
- 11/20-** Power washed and cleaned the front of rec building.
- 12/17-** Assisted with installed of regulation signage at cul-de-sac.

Service Projects

- 11/16- Mount Pleasant Mini Storage-** Repairs to storage door.

PARKS & GROUNDS MAINTENANCE

Recreation Building and Activities

Completed monthly reports
Attended staff meetings

Recreation Grounds

Cleaned trash and debris from grounds
Pulled/sprayed weeds from beds around building, as needed
Treated fire ants on fields, walkways and picnic area
Edged and groomed walkways weekly
Installed pine straw around trees along Hartnett Blvd
Groomed and pruned shrubs as needed
Pressure washed picnic shelter floor and front entrance area.
Removed dead tree on Hartnett between 27th and 28th Avenues
Seeking estimates to eliminate tripping hazards on sidewalks
Painted curb and handicap parking on 28th Avenue
Cleaned Propane gas tank
Winterized irrigation pumps and water lines

Playground

Removed trash and raked mulch daily
Performed monthly safety inspections
Re-set border spikes, as needed

Basketball and Tennis Courts

Cleaned courts daily
Emptied trash cans
Re-installed regulation sign to fence
Replaced timer boxes and tested lights

Baseball (Scalise) Field

Groomed and edged infield
Mowed field weekly

Softball (Clarkin) Field

Reinstalled regulation sign to fence
Groomed and edged infields
Mowed as needed

Soccer Field

Mowed as needed
Lined for scheduled games
Disassembled soccer goals after season

Bark Park

Filled holes as needed
Filled scoopers as needed
Adjusted dog park fence and gate
Repaired water facet

Multi-purpose Field

Mowed and groomed as needed
Place smaller soccer goal on field
Spot sprayed broadleaf weed control

Equipment

Cleaned Toro Workman and golf cart
Cleaned and performed maintenance on mowers
Replaced blades on all mowers
Repaired lights on golf cart
Replaced trailer jack on utility trailer

Other

Received Pesticide Applicator Certification from South Carolina Department of Pesticide Regulation
Installed Christmas tree at front beach and bows at street signs along Palm Blvd