

RECREATION COMMITTEE

9:00 a.m., Tuesday, November 4, 2014

The regular meeting of the Recreation Committee was held at 9:00 a.m., Tuesday, November 4, 2014 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Buckhannon and Harrington, Chair Carroll, City Administrator Tucker, Director Page, Assistant Administrator Dziuban and City Clerk Copeland; a quorum was present to conduct business.

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

2. Approval of Previous Meeting's Minutes

MOTION: Councilmember Harrington moved to approve the minutes of the regular meeting of October 7, 2014 as submitted; Councilmember Buckhannon seconded and the motion PASSED UNANIMOUSLY.

3. Citizens' Comments – None

4. Departmental Report for October 2014 – Director Page

Director Page noted that all classes are going well; twenty-five (25) people attended the Hunter Education class put on by the DNR. The tennis classes continue to be popular for children, especially the three and four (3-4) year olds. Forty-nine (49) seniors enjoyed the October meeting, and the Wellness Walkers have twenty (20) members walking laps around the gym. The Wellness Committee has come up with some new ideas for the employee wellness program. Ghostly Tide Tails broke all previous records with about three hundred (300) attendees of all ages; the Director stated that the Police Department did an "awesome job" stopping traffic and getting everyone across the street. The pumpkin painting attracted seventeen (17) children. As always, the Halloween Carnival was a huge success with more than eight hundred (800) children and young people attending. The pumpkin carving contest was won by City Hall with the Fire Department coming in second followed by the Recreation Department and the Building Department. A holiday craft workshop is scheduled for Thursday, November 13th where children will decorate holiday ornaments. The 3rd Annual Holiday Street Festival will be on Saturday, December 6th between the hours of 2:00 p.m. and 7:00 p.m.; headlining the entertainment will be singer Elise Testone. In athletics, 3-on-3 basketball, soccer and volleyball are going strong; the adult softball league had its first game of the season on the new field, under new lights and with new fencing. The Director reported that the grass on the renovated fields looks great; the multi-purpose field was not ready for play. Youth basketball registration will run through November 7th, and participation looks to be good. Since all of the schools have had volleyball tryouts, the numbers of participants for Spike Nights will go up with the involvement of those who were not selected for school teams. Director Page continued to have words of praise for her staff. The gym floor will be re-lined the week of November 24th, Thanksgiving week. "White line fever" has ended for 2014 and will pick up as beach visitors return to the island in 2015. The Director is working to secure sponsors for the additional holiday light displays.

5. Old Business - None

6. New Business

A. Contracts in Excess of \$10,000

Consideration of a Contract Award to Paint the Columns and Porch Ceilings on the Rec Center Expansion

Director Page distributed a new bid tabulation for the expansion painting contract because the lowest bidder did not respond to her to email or phone call to ensure that he was in-line with the other bidders. The Director pointed out that Windows Plus was only going to spot prime and put on one (1) coat of paint which the Director did not think was sufficient. Charleston Painting submitted a list of references with their bid, and the Director contacted three (3) of them and was told by each that they were very satisfied with Charleston Painting's work. Director Page recommended that the Committee support awarding a contract to CPC Charleston Painting.

MOTION: Chair Carroll moved to recommend to the Ways and Means Committee a contract award to CPC Charleston Painting in the amount of \$10,245 for painting the columns and ceiling of the Rec Expansion; Councilmember Buckhannon seconded.

Chair Carroll asked if this price was within budget and he was told that it was.

Director Page stated that the original bid was for twelve thousand dollars (\$12,000) and the bidder gave the City a fifteen percent (15%) discount. The painting is budgeted at twenty thousand dollars (\$20,000) in the Capital Projects budget under Maintenance.

Administrator Tucker reported that she and Director Page had several discussions about the low bidder Windows Plus because he was proposing to do less work than specified by the other bidders. At the Administrator's request, Director Page asked the low bidder to submit another bid with the same parameters as the other bidders, but he chose not to respond.

VOTE: The motion PASSED UNANIMOUSLY.

B. Discussion of Controller for RecTrac

Director Page informed the Committee that the RecTrac server went down October 14th leaving the Rec staff to record transactions manually; the staff relies on RecTrac for registrations, for making deposits and tracking who has paid for what classes. Technology Solutions got a replacement controller at a cost of seventeen hundred forty-nine dollars (\$1,749) and got RecTrac operational on October 24th. The Director spoke with the representative of Technology Solutions to get his trained opinion about the server lasting until next year; it is scheduled for replacement then.

Responding to Chair Carroll's question about the cost of a new controller, Director Page stated that the existing server had been approximately five thousand dollars (\$5,000); therefore, she anticipated the cost of a new one to be five to six thousand dollars (\$5,000-6,000).

Councilmember Carroll suggested that Director should start getting quotes for a replacement.

Administrator Tucker noted that, if the server goes down completely today, the Recreation staff would be totally frozen to do any type of electronic registration and would have to do everything manually. She recalled that the Recreation Capital budget includes several items to be replaced "only with failure" and suggested that the Committee consider substituting this item for one (1) of them. The Administrator reminded the Committee that no additional meetings are scheduled for 2014.

Director Page also pointed out that the painting has come in considerably lower than the twenty-thousand dollars (\$20,000) budgeted and that those remaining funds could be redirected to replacing the server.

MOTION: Councilmember Buckhannon approved funding of a new RecTrac server; Councilmember Harrington seconded and the motion PASSED UNANIMOUSLY.

Councilmember Buckhannon reiterated his suggestion that the Director not wait until it failed to get quotes, but to be proactive.

Councilmember Buckhannon then asked when the Rec Department has scheduled its backups, and the Director replied that their system is not automated and requires a person. Backups are currently done on Fridays.

Councilmember Harrington recommended that the Director investigate an automatic backup system when she is looking at servers.

Councilmember Buckhannon suggested that backups be done daily once a new server is acquired.

C. Consideration of New Ice Machine

The ice machine in the gym was purchased in 2002; a vendor tried to get it operational with a new controller but was unsuccessful. The ice machine is not time a sensitive item, but it must be replaced before the summer activities begin. Once the camps start, staff routinely goes through a bin a day; for the time-being they can purchase ice.

When Chair Carroll asked for the estimated cost, Director Page said that this item was on a state contract and can be replaced for thirty-one hundred dollars (\$3,100).

MOTION: Councilmember Buckhannon moved to use money remaining in the Capital Projects maintenance line for the replacement of the ice machine; Councilmember Harrington seconded and the motion PASSED UNANIMOUSLY.

D. Discussion of Replacement of the Message Boards

Director Page reported that she has contacted one (1) vendor to get designs and cost estimates for replacing the information boards in the manner of the wayfinding signs. Before contacting other vendors, the Director wanted to get input from the Committee and Council on the design;

the sign as shown runs about three thousand dollars (\$3,000). (See attached photo.) The section at the top would be enamel and laser cut; this vendor has a similar sign at Long Point Road for Boone Hall.

Councilmember Harrington asked if she had thought of using magnetic letters.

Director Page questioned that magnetic letters would save any time for her personnel, but Councilmember Harrington was confident that they would.

An estimate for the same lettering that the City now has was fifteen hundred dollars (\$1,500).

Administrator Tucker stated that magnetic or metal letters would not mesh with the letters the City already has, therefore, appear not to be cost effective. The Administrator added that she was uncomfortable with a metal sign in this beach environment.

Director Page reported that the vendor said the metal board would need no maintenance for ten (10) years.

The Director then asked the Committee if they liked the design on the top portion of the sign shown on the handout, and the consensus of the Committee favored the design.

Chair Carroll indicated that he wanted to check out the sign for Boone Hall and to get a cost estimate for the sign Stantec designed; Director Page commented that the City had not gotten any pricing from Stantec. She offered to get a cost estimate for the same compressed wood material that Stantec recommends.

With the knowledge that the Committee liked the design, Director Page said that she would contact other vendors for quotes.

7. Miscellaneous Business

Next Meeting Date: 9:00 a.m., Tuesday, January 6, 2015

8. Adjourn

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

Respectfully submitted:

Marie Copeland
City Clerk