

**TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA**  
**RECREATION COMMITTEE OF COUNCIL**  
**MEETING MINUTES**  
Wednesday, June 11, 2014

A meeting of the Recreation Committee of Council was held at 4:00 p.m., Wednesday, June 11, 2014 at Town Hall, 2050-B Middle Street all requirements of the Freedom of Information Act having been satisfied. Present were Committee members, Council members Mary Jane Watson (Chair) and Susan Middaugh (Hartley Cooper absent). Staff included Administrator Benke, Asst. to Administrator Darrow and Comptroller Blanton.

**I. Call to Order.** Chair Watson called the meeting to order, stated the press and public were duly notified pursuant to state law, and the Committee had a quorum. Three members of the public were present, to include Councilman Kaynard (present as resident).

**II. Independence Day 2014**

Chair Watson Report:

Bicycle & Golf Cart Parade – Fire Station & Fish Fry Shack

- Participants gather at 8:30AM in front of the Fire Station with a 9AM start
- Parade Middle/T'On Avenue to Fish Fry Shack (Hennessy Street)
- Family Celebration at parade's end
- Participating vendors (Fish Fry Shack): Carvel Ice Cream (2 trucks); Co-Op (watermelon); Harris Teeter (2 big cookie trays); Park Foundation (mimosa's); Maintenance Department (decorate)
- Noted she will have a detailed checklist by June 17, 2014 Council meeting
- SIES auctioned off "Grand Marshall" for event – will be Cole family (2662 Middle)
- RAIN DATE: Saturday, July 5, 2014

**III. Island Club Lease**

Chair Watson Report:

- She received verbal indication that the Island Club group wishes to terminate its lease for the rental of the Island Club, a Town owned facility, adjacent to the Fish Fry Shack (Hennessy Street). Turnover to Town would occur September 1, 2014.
- Considerations:
  - Future obligations made by Island Club for rental beyond September 1<sup>st</sup> (possible deposits taken, contracts signed, etc.)
  - Payment of utility expenses through the summer (estimate cost \$1000.00)
  - Methodical discussion by Committee regarding future use and/or rental of Island Club (scope, policies and procedures).

**MOTION: Councilwoman Middaugh made a motion to recommend to Council that the Town terminate its lease with the Island Club group for use of the facility commonly known as the Island Club (Hennessy Street) effective September 1, 2014 and, further, that Council allocate \$1000.00 for the payment of facility utility expenses through August 31, 2014; seconded by Chair Watson. MOTION UNANIMOUSLY PASSED.**

Chair Watson will request a letter from the Island Club group indicating its intention to terminate its lease as of September 1, 2014, and, she will solicit information on rentals and deposit funds taken by the Island Club group through the remainder of 2014.

#### **IV. Recreation Position**

Administrator Benke distributed a draft job description (**Exhibit A**) for the position entitled Administrative Assistant and reviewed the proposed duties for this new full-time Town Hall position as they relate to Town recreational activities.

- The Committee acknowledged to residents present that references in previous Council meetings to a Recreation Director were inaccurate. They clarified that the Town does not seek to establish a Recreation “Department” with a Recreation Director, as commonly understood in the municipal field.
- Committee members stressed the Town does not intend to create a position to facilitate additional large events on the Island for off Island groups. Administrator Benke noted that the Island could host foot races every weekend, if it desired. Council, years ago, gave Staff guidance to deny requests for additional events/races other than those already being held on the Island (approximately 8/year).
- Some of the proposed recreation related duties for the administrative assistant would include: fire and/or special event permits, oversee lease and use of all Town property and provide assistance with the Town’s recreation activities (i.e. Golf Cart parade on July 4<sup>th</sup>).

Residents Barbara Spell and Karen Coste requested background on the genesis of this position, how the Committee determined that the public needs/wants this additional position and what assurances it could give to residents that new events (i.e. big wedding receptions at the Island Club and/or celebrations drawing tourists to the Island) will not increase on the Island, negatively impacting their quality of life.

The Committee responded that the events for which this administrative assistant would assist the Recreation Committee would be resident-centric. Current examples include the Saint Patrick’s Day celebration in Stith Park, Independence Day Golf Cart/Bicycle Parade and Holiday Tree Lighting. The Committee reiterated that any future use of the Island Club would be researched and discussed for months. Administrator Benke noted that the preponderance of duties for the proposed Administrative Assistant would be Town Hall front desk customer service and general administrative work.

**MOTION: Councilwoman Middaugh made a motion to recommend to Town Council a new administrative assistant position for Town Hall whose duties would include assisting with Town recreation activities as articulated in the proposed job description; seconded by Chair Watson. MOTION UNANIMOUSLY PASSED.**

There being no further business, the meeting was adjourned at approximately 4:45p.m. (Councilwoman Middaugh motioned; Chair Watson seconded; unanimously passed).

Respectfully submitted,  
Mary Jane Watson, Chairwoman  
Recreation Committee

Approved at the June 17, 2014 Regular Council Meeting

## **Recreation Committee Minutes (June 11, 2014)**

### **EXHIBIT A**

#### **ADMINISTRATIVE ASSISTANT**

This position performs a variety of complex and specialized administrative duties to ensure efficient office operations. Assistance is provided to the Administrator, Deputy Administrator, Department Heads and the general public as required. Reports to Deputy Administrator.

Duties include but are not limited to:

Provides effective and courteous customer service at front desk of Town Hall.

Answers Town Hall telephone.

Performs duties of Clerk of Council in his/her absence.

Attends department and Committee meetings as required.

Research and compile data.

Performs routine office functions.

Prepares minutes for various Committee meetings.

Digitizes Town records and files.

Assists Town Administrator with various special projects and grants.

Assists Town Administrator and Town Council with preparation of presentations for meetings.

Oversees Fire Permit process and Special Event Permit process.

Oversees the lease and use of all Town property.

Oversees and plans all Recreation Town events.

Oversees and maintains office supplies.

The Administrative Assistant must be proficient in word processing, data collection and entry, and have ability to perform accurate mathematical calculations. Flexibility, capability of learning new functions, and dedication are necessary elements of this position.

This position requires two years experience in general office functions, preferably government. High school diploma is required and an open mind and eagerness to learn is essential.