

**CITY OF CONWAY  
CITY COUNCIL RECREATION & ADMINISTRATION  
COMMITTEE MEETING MINUTES  
WEDNESDAY, JUNE 5, 2019  
CITY HALL CONFERENCE ROOM – 3:30 P.M.**

**PRESENT:** Mayor Barbara Jo Blain-Bellamy and Council Committee Members Ashley Smith and Shane Hubbard

**STAFF:** Adam Emrick, City Administrator; Taylor Newell, Public Information Officer; David Williams, Assistant Recreation Director; June Wood, Aquatic Coordinator; Lynn Smith, Human Resources Director; Allison William, Finance Director; Robert Cooper, Building Official; Timmy Williams, Beautification Director, and Barbara Tessier, City Clerk

**OTHERS:** Chris Spiker

**CALL TO ORDER:** Mayor Blain-Bellamy called the meeting to order.

**APPROVAL OF AGENDA:** Motion: Smith made a motion, seconded by Hubbard, to approve the agenda as presented: Vote: Unanimous. Motion carried.

**ITEMS FOR DISCUSSION**

- A. Consideration for an employee discount rate and security deposit waved on City property rentals.** L. Smith requested consideration to approve an employee discount rate and security deposit to be waived on the rental of City properties. Smith informed the committee that staff recommended a 50% discount on City Recreation Department rentals and a \$50.00 discount on 5<sup>th</sup> and Main rentals for employees. The security deposit waiver would be for rentals at City facilities as well as for 5<sup>th</sup> and Main. The employee must request the discount and identify themselves as an employee when renting a City facility. This would be a great benefit for Conway employees to rent facilities for weddings, receptions, anniversary parties, birthday parties, and other events.

Discussion followed about whether or not a City employee could rent the facilities for someone else. Smith responded that an employee could rent City facilities for those individuals defined as immediate family, but the employee would have to be present at the event.

**Motion:** A. Smith made a motion, seconded by Hubbard, to move this request forward to City Council. **Vote:** Unanimous. Motion carried.

- B. Consider a subcontractor for concession stand operations at Recreation Center.** D. Williams informed the committee that two part-time Recreation employees are paid to purchase the items, operate the concession stand, and handle the monies involved from the sales. The Recreation Center is currently in a break even situation for the concession stand. The Recreation Department is also limited in what can be sold because of the prep time needed. A subcontractor would allow the City employees to perform other duties, and allow for better food options for the customers. The City would receive a percentage of the revenue taken in by the subcontractor.

**Motion:** Smith made a motion, seconded by Hubbard, to authorize staff to advertise an RFP and bring the results back to the committee. **Vote:** Unanimous. Motion carried.

- C. Consideration of banner sponsorships for athletics and program.** D. Williams informed the committee that staff wanted to increase sponsorships for athletics and programs. In the past, sponsorship banners were sold to be hung on outfield fencing. The program as faded over the years; however, recently staff has been approached by several companies interested in sponsorships for fees and/or trade.

Staff requests the authorization to approach businesses in the Conway area about sponsorship signage for the Recreation complex or sponsorship leagues. This would allow for the participation rates affordable. Staff suggests a rate of \$300 for the first banner annually with each subsequent banner rate of \$250.

Opportunities to trade out sponsorships for equipment that is routinely purchased is another option. One company would like to trade out signage fees by providing softballs for the adult leagues.

Discussion followed concerning the trade items being relevant to the City's needs at the time.

**Motion:** Hubbard made a motion, seconded by Smith, to move this request forward to City Council. **Vote:** Unanimous. Motion carried.

- D. Discussion on updating the City's Professional and Business License ordinance to reflect the approved change in the due date.** A. Williams informed the committee that this was a housekeeping issue resulting from the approved FY2019-2020 Budget. The dates of renewal of Business Licenses was changed in the budget to be valid from May 1st each year to April 30<sup>th</sup> of each year, thus the need to update the City's Professional and Business License Ordinance. No fees were changed.

**Motion:** Mayor Blain-Bellamy made a motion, seconded by Hubbard, to move this request forward to Council. **Vote:** Unanimous. Motion carried.

- E. Consider naming of the Inclusive Playground and use of contributions.** Wood informed the Committee that there had been a lot of interest in the naming of the playground. Conway Cares, a local non-profit organization provides assistance to those who need it to make Conway a better community has begun raising funds to be used by the City for additional equipment for the playground. The Kiwanis Club also intends to donate a sizeable contribution for the playground. An application for sponsorship is currently being submitted to Waccamaw Sertoma Club by the City of Conway Recreation Department. Rotary Club expressed an interest in contributing funds when the playground was first announced.

Wood commented that Conway Cares could take the money, and at a tax-exempt rate, purchase pieces of equipment and the City could name those pieces after the organizations that contributed funds. Another idea would be to use the funds for a second phase, but purchases would not be at a tax-exempt rate and less could be purchased. The other option would be to name the overall playground for a contributor.

Smith noted that he had spoken to Emrick about a donation of \$100,000 and that the donor wanted to be at the table when the naming was discussed. Smith suggested that the Playground Committee be involved in the naming of the park and/or equipment. Discussion followed about how naming could become competitive, and perhaps it should be named for the City and find other ways to honor the big contributors, such as plaques.

**Motion:** Smith made a motion, seconded by Hubbard, to send the request to the Inclusive Playground Committee for their input and then back to this committee. **Vote:** Unanimous. Motion carried.

- F. Discussion of fees for Conway Christian School to use football field #2 for 2019 season.** D. Williams informed the Committee that Conway Christian School had requested to use the Recreation Department's football field #2 for their 2019 season for 4 varsity games and 1 or 2 JV games. Based on City rental fees, the total fee would be \$2,250 for five games. Williams was asked what the cost to the City was per game. Williams responded there would be light fee of \$30/hr. and a staff fee of \$20/hr. Williams noted that Conway Christian did their own concession stand.

Williams informed the committee that the AAU football league has also requested use of footballs fields for games and 13 practices. Staff has a concern about the additional wear and tear on the field. Consensus was that there were facilities at the beach that could be used for this purpose.

Discussion followed and consensus was Conway Christian, although not a public school, was within the City limits.

**Motion:** Smith made a motion, seconded by Hubbard, to move this forward to Council with Conway Christian School being able to use football field #2 at no cost, provided there was a reciprocal agreement with Conway Christian to allow the City use of their facilities, and that concessions would be the City's to operate and receive all funds.. **Vote:** Unanimous. Motion carried.

- G. Discussion of Celebration of Lights.** Wood provided the committee with revenue information from 2016 and 2017. There will have to be electrical upgrades completed prior to the Celebration of Lights opening. Cooper commented that the electrical upgrades would be in the range of \$9,700 and would be handled by staff. The electrical panels will now be removable in case of flooding.

Wood noted that the 2019 days of operation needed to be decided upon. Her suggestion was Friday-Sunday each week and the Monday and Tuesday prior to Christmas.

Wood said she had gotten good feedback on the lights being in the parks, but this year the light display would be back at Marina Drive. Emrick noted that if the Tennis Center was open and elevated, it there would be an issue having it in that location.

Discussion followed and consensus was that more lights should be added, but not the two-dimensional type. Emrick informed the committee that he had talked to R.J. Corman about having a train on the tracks to decorate. He also suggested the buildings could be decorated.

D. Williams commented that there were complaints that the show did not change from year to year. Emrick suggested lighting up the Riverwalk as well. Smith asked about advertising out of town. D. Williams responded that was already being done.

Smith suggested the days open should be Thursday through Sunday and to promote Thursday by giving away tickets or a reduced price if you donated a canned good. It was suggested that the downtown shops decorate as well.

**Motion:** Smith made a motion, seconded by Hubbard, to move this request forward to Council with the days of operation being Thursday through Sunday and the Monday and Tuesday before Christmas. **Vote:** Unanimous. Motion carried.

- H. Discussion on rebuilding Riverfront and Sherwood Parks I & II.** Emrick informed the committee that the public has the impression that the City is not doing anything to repair the damage from the flood. The deck board replacement is moving along. Problems were found when the old decking was removed that had to be fixed prior to the new boards being installed. Every crew available has been working on this project. During the last two weeks, the park's irrigation system has been worked on. The entire system is being rebuilt from scratch. The new landscaping cannot be planted until the irrigation system is working. The City is changing its policy on rental of the park. There can no longer be tent

spikes because a lot of the irrigation problems have been because of tent spikes driven into the pipes. The electrical pedestals are now removable and can be taken up prior to any potential flooding.

Emrick had a presentation showing the damage to the rip rap at Riverfront Park, the rocks have washed away and there is nothing stabilizing the banks. The repair costs would be approximately \$210,000. He suggested instead that a seawall be installed because it would give a more defined edge and be lesser upkeep.

Staff has learned from our interest in an amphitheater, that the current stage is not large enough. It should be 60 x 40. The current stage is close in size and it could be revamped. There is no covering or appropriate sound or electrical. As it stands, it is not a good set up for any concert. Hubbard suggested the walkway in front of the stage, be removed as it is taking up prime space for seating.

Emrick showed a photograph of the fountain at the park, which is unimpressive and can be updated inexpensively and made more attractive. The playground equipment must all be removed and replaced, but cannot be done until the City has approval from FEMA and the insurance company. Emrick showed a rendering of a pirate ship for the playground noting that something along those lines would have a big price tag, but it was not out of the realm of possibility. All of the landscaping, bushes and mulch, need to be replaced with much nicer landscaping. Emrick showed renderings of the original plans for the bathroom facilities, noting that all that needed to be improved was the façade. Mitigation money may be coming to upgrade and elevate the lift station.

Emrick informed the committee that the Tennis Center, if rebuilt in its existing location would need to be elevated by approximately 4', with the building 2.5' above the Florence flood level. A wall and landscaping between the wall and the road could be installed to make the site look natural. The site would also have to be ADA compliant. The design for the new building could be that of the original plans.

Emrick then showed a rendering of an arch across the road similar to those already at park entrances, but signifying the entrance to the Conway Marina. He also showed original rendering of an extension of the Riverwalk.

To replace the slides at Sherwood Park may cost as much as all new equipment. A rendering of a similar play structure as shown for Riverfront Park was reviewed. Discussion followed and consensus was that Riverfront Park should be the destination park in the City.

This was informational and did not need a motion.

**ADJOURN: Motion:** Smith made a motion, seconded by Hubbard, to adjourn. **Vote:**  
Unanimous. Motion carried.

**APPROVAL OF MINUTES:** this 15<sup>th</sup> day of July, 2019.



Barbara A. Tessier, City Clark