



**AGENDA  
PARKS & LEISURE SERVICES BOARD  
Thursday, September 3, 2015  
2:30 p.m.**

**Conference Room, Building 3, Beaufort Industrial Village  
104 Industrial Village Road, Beaufort  
843.255.6680**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. INTRODUCTIONS
4. REVIEW AND APPROVAL OF MARCH 5, 2015 & JUNE 4, 2015 MINUTES ([backup](#))
5. PUBLIC COMMENT
6. PALS FISCAL REPORT – ALAN EISENMAN
7. UNFINISHED BUSINESS
  - A. HILTON HEAD ISLAND RECREATION TRANSFER
8. NEW BUSINESS
  - A. MEMORIALIZATION OF OSCAR FRAZIER FIELD #3
  - B. FIRE DEPARTMENT USE OF FIELD AND/OR JOINT SPONSORSHIP OF CHARITY TOURNAMENT
  - C. TRAVEL SOCCER
  - D. CONSIDERATION OF BLUFFTON REQUEST FOR USE OF PARD FUNDS
  - E. OSCAR FRAZIER MEMORIAL TOURNAMENT REQUEST FROM THE FRAZIER FAMILY
  - F. JOHN PAUL II CATHOLIC SCHOOL USE OF GYM
  - G. FEE SCHEDULE REVISION
9. PROGRAM REPORTS
  - A. ISLAND RECREATION ASSOCIATION – FRANK SOULE
  - B. ATHLETICS – MATT WHITMORE
  - C. AQUATICS – VIKI HILL
  - D. SPECIAL EVENTS
  - E. CONSTRUCTION PROJECT UPDATES
  - F. SUMMER FOOD SERVICE PROGRAM
  - G. PALS VISION
10. ANNOUNCEMENTS
  - A. NEXT MEETING – DECEMBER 10, 2015
11. ADJOURN



# BEAUFORT COUNTY PARKS & LEISURE SERVICES ADVISORY BOARD MINUTES

Conference Room  
Beaufort Industrial Park, Building 102  
Thursday, March 5, 2015  
2:30 PM

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**Board Members Present :** Tom Ertter, Vice Chairman  
Ronald Campbell  
Chuck Culpepper  
Christian Kata  
Mike Manesiotis  
Gregory McCord  
Erac Priester  
Bruce Yeager

**Board Members Absent:** Arthur Middleton, Chairman

**Staff Present:** Scott Marshall, PALS Director  
Shannon Loper, PALS Deputy Director  
Viki Hill, PALS Aquatics Supervisor  
Melanie Ott, PALS Recreation Supervisor  
Matthew Whitmore, PALS Athletics Program Manager

**Guest Present:** Phil Foot, Assistant County Administrator, Public Safety  
Alice G. Howard, County Council District 4  
Alan Eisenman, Finance Department  
Frank Soule, Island Recreation Association  
David Coleman, Beaufort County Engineering

## **CALL TO ORDER**

Tom Ertter, Vice Chairman of the Advisory Board, called the meeting to order at 2:31 PM. The pledge of allegiance was said by all present. Scott introduced Phil Foot, Assistant County Administrator for Public Safety Division, and Alice Howard, our new liaison for District 4 on County Council. He also introduced Melanie Ott, PALS Recreation Supervisor for the Enrichment Programs (After School, Summer Camp, and Seniors). Everyone else introduced themselves.

## **APPROVAL OF DECEMBER 4, 2014 MINUTES**

The double sentence of "The pledge of allegiance was said by all" needs to be removed. Pending that change the minutes were unanimously approved.

## **PUBLIC COMMENT**

There were no public comments.

## **PALS INTERIM FINANCIAL STATEMENT**

Alan Eisenman, Finance Department, gave the report for the January financials. He included a one page narrative that puts the financials in layman's terms. The General Fund Revenues were \$287k while the Expenditures were at \$1.91M. When we compare that to this time last year our revenues were \$294M and our expenditures were \$1.77M. The Special Revenue Funds (which have restrictions as to how they can be spent) are as follows: PALS Capital Program, PALS Impact Fees,

Summer Nutrition Program, Special Events The Special Revenue Funds Impact Fees are as follows: Daufuskie, Bluffton, Port Royal, Lady's Island, and St. Helena. These reports are unaudited and can be located at the following website: <http://www.bcgov.net/departments/Finance/finance/documents/2013/Jan%202015%20Financials%20and%20Signed%20Letter.pdf>

## UNFINISHED BUSINESS

A) **Strategic Planning** – Scott presented a suggested presentation for PALS Board to take to County Council entitled “It’s time for a change with Beaufort PALS.” According to the Ballard King assessment study done two years ago “any recommendations being made are with the understanding that it may be difficult to implement all of the findings of the study with the current operational funding for the Department.” Basically it says 1) Beaufort County will need to determine their long term commitment to parks and recreation. 2) Counties usually focus on larger regional parks, open spaces and greenways, and county wide indoor spaces. 3) Counties are rarely major program and service providers. We (being the county) should determine level of commitment – what services will/should the County provide, how much subsidy is expected, complete a community needs assessment. Our options are: Do Nothing – continue on current path, quality of products become diluted, and enter into liability phase. Do Something – determine commitment to public recreation, reconfigure existing resources, and then implement whatever it is we come up with. As the PALS Director my vision based on our current operational constraints of resources (not enough personnel to efficiently function in the day to day activities and our facilities and their conditions), our employment practices (part time employees limited to 29 hours and no recruiting/retention – employees making the same no matter how many years of service/experience), no corporate commitment to recreation (continue to do what we’ve been doing for years and no vision) is to 1) Transition enrichment programs to more capable delivery agents. PALS doesn’t have the expertise or the resources to run quality programs. Shift programs (with subsidy) to some of the struggling nonprofits with expertise benefits to all. Transitions must equal no service gaps. 2) Implement new service delivery model for recreation south of Broad River. A) County demographics are too wide ranging to combine service delivery with a county-centric delivery model. B) Complete process for transfer of recreational property and responsibility to Town of Hilton Head Island. C) Complete process for transfer of recreational property and responsibility to Town of Bluffton for greater Bluffton area. 3) Refocus centralized recreational activities in northern Beaufort county by designating new organization to include sports, passive parks, and boat landings. The agents of change are County Council (being the center) / County Administration-PALS Management -PALS Advisory Board / Town of Hilton Head-Town of Bluffton-City of Beaufort-Town of Port Royal.

Scott said he would contact Sue Rainey, Clerk of Council, to establish a date and format for presentation to the Board.

B) **Community Center Transfers** –We have scheduled another meeting with Scott Young Men’s Social Club and Beaufort County Administration to discuss the results of the recent survey. We will be conducting a survey for the Coosaw center similar to the one we used for the Scott center. Scott will get with Sue Rainey to find out our next step and when we can meet with Council. We are moving forward with transferring the Hilton Head recreation over to the Town of Hilton Head.

## NEW BUSINESS

A) **Budget Process** – The budget is being done in incremental process. Pool hours have been decreased. We have two full time positions open at this time (Pool Manager and Water Safety Instructor). We have requested to fill the Pool Manager position and give up the WSI position. We have also requested for a full time Business Operations Manager. After all of these changes we will have a net loss of \$68,000.00. We have requested some additional money for the warranties on Muscogee lighting. First draft of budget process is March 16<sup>th</sup>.

B) **Boys and Girls Club Partnership** - We are negotiating a partnership between PALS and the Boys and Girls Club to run the Lind Brown (Green Street) summer camp. PALS will provide a subsidy.

## **PROGRAM REPORTS**

- A) **Island Recreation Update** - Frank Soule gave an update on the Island Recreation Center. Their winter activities include hockey, ballet, youth and adult basketball, pickle ball, golf, pool activities, and tennis for the seniors. They are partnering with the Special Olympics and SOAR. Community events include a snow day, seafood fest, and wing fest. Shelter Cover ribbon cutting is set for April 1<sup>st</sup> however, there will not be any community events held there until June. Our challenges for 2015 include 1) working with the town to design/develop construction documents to enhance center and expansion of Island Rec Center. 2) Develop programs for the rowing-sailing center at Squire Pope Community Park. 3) Develop operations plan for Shelter Cover. 4) Work with County to reinstate \$75,000 funding for pool operations.
- B) **Athletics** - Matt Whitmore gave an update the athletics programs. He thanked the administrative staff for all their assistance with the Athletics Department. This weekend South Carolina Association of Parks and Recreation (SCAP) will be hosting the Basketball All Stars. We are hosting Districts at Buckwalter for 9-10 Boys, 9-10 Girls, 11-12 Boys, 11-12 girls, and 13-14 boys. We will be holding state tournament next week. Spring sports registration closed February 23<sup>rd</sup>. So far we have Lacrosse – 49, Baseball – 348, Softball – 80, Soccer – Bluffton 899 and Beaufort 342, Flag Football - Bluffton 77 and Beaufort 45. We have a total of 1,841 -1,900 with the waiting list added. All staff and head coaches will be required to take NFHS Concussion Training. Matt said that he and one Recreation Specialist from Beaufort and Bluffton will be attending a Player Safety Coach training in June. Also looking to partner with the schools at the Coaches Convention at the high schools.
- C) **Aquatics** – Viki Hill reported that there is Water Safety Instructor certification classes set for March 7 and 8 and again on March 14 and 15. Bluffton recently completed a lifeguard certification class and there is one pending for Beaufort in April. The pool heaters continue to be a problem. The manufacturers from China have been in to see if they can find out the cause. Due to the heater problems we are encountering we have to cancel classes, move the Masters to the YMCA, along with it hurting our numbers.
- D) **After School** - Shannon Loper reported that the late policy has been accepted by the parents. We decided after the incident at Lind Brown Center we now lock the front door during the day, have the parents go to the side door and then one of the staff members let them into the building to pick up their child.
- E) **Special Events** - We have three State tournaments for 2015: 1) Division 1 & 2 basketball for 13-14 boys and girls and Division 1 & 2 basketball for 15-17 boys to be held March 13-14 at Buckwalter, 2) State Ponytail Softball Tournament to be held July 10-16 at Oscar Frazier Park, and 3) State Soccer Tournament to be held December 5-6.
- F) **Summer Camp** – Melanie Ott reported that summer camp is set for June 15<sup>th</sup> through August 14<sup>th</sup> at the following locations: Bluffton, Burton Wells, Port Royal, Broomfield, Gloria Potts. We are trying to set up at Dale also. Online registration will start in late March. We are having more in-house staff training, and CPR/First Aid certified. We are planning on more local field trips. We have started the hiring process.
- G) **Project Updates** – We have three capital improvement projects: 1) Burton Wells Vestibule construction has been delayed for parts. 2) Wesley Felix Ball Park expected completion is June 2015. 3) Buckwalter Center Phase Two Expansion - groundbreaking is to be determined and should take about 15 months.

## **MEETING/ADJOURNMENT**

There were no further concerns that needed to be addressed at this time. Tom thanked everyone for attending. The next Board meeting will be held on June 4, 2015 at 2:30 PM at the Beaufort Industrial Village, Bldg. 3 in Beaufort, SC. The meeting was adjourned at 3:45 PM.

**BEAUFORT COUNTY PARKS & LEISURE SERVICES  
ADVISORY BOARD MINUTES**

Conference Room  
Beaufort Industrial Park, Building 102  
Thursday, June 4, 2015  
2:30 PM

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**Board Members Present :** Ronald Campbell  
Eric Priester

**Board Members Absent:** Arthur Middleton, Chairman  
Tom Ertter, Vice Chairman  
Chuck Culpepper  
Christian Kata  
Mike Manesiotis  
Gregory McCord  
Bruce Yeager

**Staff Present:** Scott Marshall, PALS Director  
Shannon Loper, PALS Deputy Director  
Melanie Ott, PALS Recreation Supervisor  
Matthew Whitmore, PALS Athletics Program Manager

**Guest Present:** Phil Foot, Assistant County Administrator, Public Safety  
Alice G. Howard, County Council District 4  
Alan Eisenman, Finance Department  
Frank Soule, Island Recreation Association  
William Kinsey, Citizen  
Robbie Kinsey, Citizen

**CALL TO ORDER**

Ronald Campbell called the meeting to order at 2:46 PM. The pledge of allegiance was said by all present. Everyone else introduced themselves.

**APPROVAL OF MARCH 5, 2015 MINUTES**

The minutes from March 5, 2015 were not approved at this time because there were not enough Board members present to vote.

**PUBLIC COMMENT**

Robbie Kinsey talked about an alleged incident that took place after a baseball game at Burton Wells on May 11, 2015. He was dissatisfied with the way it was handled by PALS. He said he was dissatisfied with PALS and would no longer be coaching or assisting with PALS programs.

William Kinsey spoke about how dissatisfied he is with PALS and that he would no longer be coaching or assisting with PALS programs.

## PALS INTERIM FINANCIAL STATEMENT

Alan Eisenman, Finance Department, gave the report for the April financials. The General Fund Revenues were \$563k while the Expenditures were at \$2.84M. When we compare that to this time last year our revenues were \$578M and our expenditures were \$2.90M. The Special Revenue Funds balances (which have restrictions as to how they can be spent) are as follows: PALS Capital Program were \$89k, PALS Impact Fees were \$3.09M, Summer Nutrition Program were \$2k, Special Events were \$123k. The Special Revenue Funds Impact Fees fund balances are as follows: Daufuskie \$(346), Bluffton \$2.49M, Port Royal \$8k, Lady's Island \$59k, and St. Helena \$535k. These reports are unaudited and can be located at the following website:

<http://www.bcgov.net/departments/Finance/finance/documents/2013/April%202015%20PALS%20Financials%20and%20Signed%20Narrative.pdf>.

## UNFINISHED BUSINESS

- A) **Strategic Planning** – Scott reported that we met with County Council Community Services Committee on April 27<sup>th</sup> to share with them the PALS vision that the Board agreed to at their March 5<sup>th</sup> meeting. The general agreement was that this was the proper direction to go in at this time. He indicated he would speak later on in the meeting about PALS vision.
- B) **Hilton Head Island Recreation Transfer** - On May 7<sup>th</sup> Beaufort County Administrator, Gary Kubic, sent an offer letter to the Town of Hilton Head Island Manager, Steve Riley. This offer includes the transfer of \$1.2 million in real property, an additional \$2,500 in maintenance equipment, and offers nearly \$1million in subsidies for current utility and labor costs over the next five years. The total value of the plan is a little over \$2.2 million dollars. We have not had a formal response to date.
- C) **Scott and Coosaw Community Center Transfers** – The status of those centers has not changed and we are still supporting them. We continue to work with the communities to gather information about their programming.

## NEW BUSINESS

- A) **POD Exercise** – There is a POD exercise on June 10<sup>th</sup> at Sun City. When we have natural disasters and the area is evacuated whenever people start coming back into the area, it is PALS responsibility, along with library staff, to man the PODS or Points of Distribution. Our job is to distribute basic supplies and needs that the returning citizens would need to sustain themselves until power is restored and things get back to normal. This exercise will give us an opportunity to set up a traffic flow pattern and get hands on experience as to how the PODS would work.

## PROGRAM REPORTS

- A) **Island Recreation Update** - Frank Soule gave an update on the Island Recreation Center. Their spring activities include boys and girls lacrosse, softball, soccer, cross-fit, challenge mud run. They are partnering with the Special Olympics and SOAR (golf and tennis). Community events include wing fest, laser light show, easter egg hunt, and zip line. Summer preview includes summer day camp, weekly sports camp, aquatics, adults/senior programs. Shelter Cover community park set to open July 16<sup>th</sup>.
- B) **Athletics** - Matt Whitmore said we were able to hire two new Recreation Specialists—DeLeon Johnson and Tyler Carson. We just finished up our Spring seasons--soccer and flag football on both sides, along with baseball and softball in Bluffton. We will be hosting the Dixie Baseball and Softball All Stars coming up. Registration has just started this past week for our fall sports (flag football, tackle football, cheerleading, soccer, and fall baseball (Beaufort only)).

Shannon Loper said we are hosting the District Ozone Tournaments at Burton Wells on June 22 – 25. This will be for the Dixie Softball “Angels X Play” ages 9-10 years old, Dixie Youth Baseball “Ozones” ages 11-12 years old, and the 13 years old Dixie Junior Boys. We will also be hosting the Dixie Softball State Tournament at Oscar Frazier Park from July 10 – 15 which is for the “Ponytails” ages 11-12 years old. In November we will be hosting a two day State soccer tournament.

We have been approached about PALS becoming involved and sponsoring travel ball tournaments. Shannon feels that if PALS could do this it would generate more tournaments and revenue for PALS and the community. It would also give the

kids the ability to do both travel ball and PALS recreational ball. They have come up with a fee which would cover the uniforms, fees, and have PALS handling the registration process, five guaranteed tournaments, and offering them practice facility. The fee comes to about \$250.00 per child and would cover the entire season.

There is a lot of tennis activity going on at the Beaufort tennis courts; however, not much of it is organized. Larry Scheper, who lives across from the Beaufort tennis courts, would like to offer some tennis programs: 1) After School - from 4-5:30pm, 2) Adults – from 8-9am, 10-11am, and 6-7pm, 3) Saturdays small groups of kids from 12 Noon – 1:00pm, and 4) weekly summer camps when it starts up. We could do all these based on the 70/30 splits which PALS currently uses.

We are moving along with our TPAR registration. We are ready to start our next season of registration. We had some challenges last season working some things out such as trying to get the late people registered and into the system. It delayed our soccer, baseball, and softball seasons; however, we think we've got things figured out.

- C) **Aquatics** – In the summertime the instructors have taken a hiatus and so there are no water aerobics at the Beaufort and Bluffton pools. All four pools are offering group swim lessons for the public and the registrations are being done at the individual pools. Our outdoor pool at Green Street is opened on a modified schedule until school is completely out. It is currently opened Monday thru Friday from 3pm – 5pm. Beginning Monday, June 8<sup>th</sup>, the outdoor pool's normal schedule will be Monday – Saturday, 12pm to 5pm.
- D) **Programming** – Melanie Ott reported that we partnered with Anytime Fitness to do some “Saturdays In The Park” for four Saturdays in May. We held this at the Burton Wells Center and there were about 20 participants each week. Zumba will start at the Bluffton Center on June 8<sup>th</sup>. We have the following pending programs for Burton Wells: Boot Camp, Zumba, and Insanity.
- E) **Project Updates** - We have three capital improvement projects: 1) Wesley Felix Ball Park - lights have been installed, concession/bathrooms are under construction. 2) Burton Wells Vestibule –limping along with the contractor working in starts and stops. We have the frame for “store front” windows erected, the customer service desk and cabinets have also been installed, and the carpet is preparing to be laid. 3) Buckwalter Center Phase Two Expansion -Will consist of a gym with two full sized basketball courts and a skywalk, two racquetball courts, weight room, classrooms, and batting cages. Scott passed out a diagram that contains the ground level view and mezzanine view. Everything outside of the red outline is new construction. Everything should take about 15 months once we break construction. There is also a common area between the existing facility and the new gym which will serve us well for several functions. We did a walk thru with the entire project crew to identify any potential problems. Groundbreaking should start sometime in July.

## **DIRECTOR'S REPORT**

- A) **PALS Vision/Progress** - Scott reiterated that we met with County Council on April 27<sup>th</sup> to share with them the vision of PALS. Basically there are three phases to our vision: 1) Transition Enrichment Programs - We are making progress in that we have MOUs in place with Love House Ministries and the Boys and Girls Club to handle the 2015 Summer Camp. Our next step is to seek similar partnerships for our After School and Seniors programs. 2) Establish New Service Delivery Model South of Broad River – We sent a proposal to the Town of Hilton Head Island on May 2, 2015. Our next step is to assist Administration when a response is received from the Town of Hilton Head Island. We also need to reevaluate our recreational resources in Bluffton and surrounding areas for re-designation and/or transfer of ownership and responsibility to Town of Bluffton. If we can't transfer those resources then it's possible we can redistribute them to other departments within the county which will provide some added benefit especially with regard to our athletics needs and level of completion for our children. It also gives us the added benefit of already having packaged the information for ease of transfer or negotiations with the Town of Bluffton. 3) Refocus Centralized Services North of Broad River – We have not made any progress in this area because we really need to get the first two flowing well before we get a vision for the third. Our next step is to conceptualize what that service delivery model will look like and we need to take into

account the diverse geographic and socioeconomic needs of the communities North of the Broad River. We need charter an organization that will take care of those needs.

**MEETING/ADJOURNMENT**

There were no further concerns that needed to be addressed at this time. Ron thanked everyone for attending. The next Board meeting will be held on September 3, 2015 at 2:30 PM at the Beaufort Industrial Village, Bldg. 3 in Beaufort, SC. (The wrong date of December 10, 2015 is listed on the agenda.) The meeting was adjourned at 3:32 PM.

DRAFT