



AGENDA
PARKS & LEISURE SERVICES BOARD
Thursday, September 1, 2016
2:30 p.m.
100 Ribaut Road, Beaufort 29901
843.255.6680

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. INTRODUCTIONS
4. PUBLIC COMMENT
5. REVIEW AND APPROVAL OF JUNE 2, 2016 ([backup](#))
6. PALS FISCAL REPORT
7. NEW BUSINESS
 - A. CITY OF BEAUFORT FIRE DEPARTMENT FUND RAISER
 - B. FEE CHANGES
 - a. PLAYGROUNDS
 - b. MONTHLY BATTING CAGE FEE
 - c. PARENT FEE
 - C. WORLD SERIES
 - D. GRACE SULAK MEMORIAL FIELD OR GYM
 - E. AQUATICS HOURS
 - F. PALS ADVISORY BOARD MEETING DATES
 - G. PROPOSED DATES TO VIEW PALS LOCATIONS
8. DIRECTOR'S REPORT
 - A. ISLAND RECREATION ASSOCIATION
 - B. ATHLETICS
 - C. AQUATICS
 - a. LIND BROWN POOL
 - b. BEAUFORT POOL
 - c. BATTERY CREEK POOL
 - d. BLUFFTON POOL
 - D. SUMMER NUTRITION
 - E. CONSTRUCTION PROJECT UPDATES
9. ANNOUNCEMENTS
 - a. NEXT MEETING – DECEMBER 1, 2016
10. EXECUTIVE SESSION
11. ADJOURN



BEAUFORT COUNTY PARKS & LEISURE SERVICES

ADVISORY BOARD MINUTES

Conference Room
Beaufort Industrial Park, Building 102
Thursday, June 2, 2016
2:30 PM

Board Members Present: Arthur Middleton (Chairman), Tom Ertter (Vice Chairman), Ronald Campbell, Christian Kata, Mike Manesiotis, Dr. Gregory McCord, Erac Priester, Bruce Yeager

Board Members Absent: Chuck Culpepper

Staff Present: Shannon Loper (PALS Interim Director), Phil Foot (Assistant County Administrator - Public Safety), Joshua Gruber (Beaufort County Deputy Administrator), Gary Kubic (Beaufort County Administrator), John Williamson (PALS Athletic Director)

Guest Present: Frank Soule (Island Recreation Association), Jerry Josey, Renee Levin, Hetty Nijman, several Beaufort County residents supporting the Beaufort Art Association and racquetball players

CALL TO ORDER

Arthur Middleton called the meeting to order at 2:30 PM. The pledge of allegiance was said by all present. Everyone else introduced themselves.

APPROVAL OF DECEMBER 10, 2015 MINUTES

A motion was made by Mr. Manesiotis and seconded by Mr. Ertter to approve the minutes from December 10, 2015 ([backup](#)). The minutes were approved unanimously. The minutes were not approved at the March 3, 2016 meeting because there was not a quorum at that meeting.

PUBLIC COMMENT

Renee Levin, Thursday Painters (an unofficial group of Beaufort Art Association) spoke about the new fee schedule that will go into effect July 1, 2016 and how it would impact them and the young people of the county. They would like to see if there is some way PALS could waiver the fee for the Thursday Painters. Ellen Long, The Beaufort Art Association also spoke about the fees and how it would affect them. She mentioned they would not be able to afford the new fees and still make enough to cover their costs. They have had to cancel some of the classes they hold at the Burton Wells facility. Hetty Nijman, Beaufort Art Association, spoke about the Burton Wells location. She said we need to look into promoting the facility as many people do not even know about the facility, what all is offered, and where it is located. Jerry Josey spoke on behalf of the racquetball players at Burton Wells. Mr. Josey thanked the Board for extending the hours to 8pm as this would allow more of the working people to use the facilities. He said they felt the new fees were fair. They also offered to work with PALS in getting some racquetball classes or tournaments. Shannon clarified the \$70 to \$500. She said the Special Events fee was set up for those making a profit off of county tax dollar. PALS Board reinstated the 70/30 program. For example if you offered a program in conjunction with PALS then we would advertise the program, you would set the rate for your classes so you would know how much to charge based on the 70% we charge you and then 30% would be placed in an enterprise funds which PALS would use to reinvest to that organization's use. Arthur told everyone that the Board

would consider their requests and get back to them at a later time. One of the racquetball players asked when the signage on Joe Frazier Road was going to be replaced. Shannon mentioned that it had been reported to the DOT. We are also working on obtaining additional reflective signage for Burton Wells.

PALS INTERIM FINANCIAL STATEMENT

The December financial report was provided to board members. Impact fees are Bluffton - \$677k, Burton Wells - \$4k, Lady's Island - \$42k, and Saint Helena \$31k. PARD funds are \$26k. PARD funds are not finished and we are getting an addition \$500k of state Bingo taxes.

NEW BUSINESS

- A. YMCA** - They have been using our pools to teach classes with Robert Smalls School and the migrant kids free of charge. They will now be charged \$2.00 per child. The YMCA receives grant money for the migrant kids. Shannon has offered to meet with them to discuss this matter and possibly take over the school lessons since we have a contract with the schools.
- B. FEE CHANGES**
- 1. Pool Age for Free Entry** – There was a typo since the fee schedules went out. There is no entry fee for those 5 and under for the pools. It was previously listed as 12 and under; this is incorrect.
 - 2. Security Deposits** – There is not a security deposit charge for fields. We currently do not have security cameras located at the fields. We are recommending a \$50.00 refundable security deposit for center room usage and a \$200 refundable security deposit for community center usage. MOTION: was made by Bruce Yeager and seconded by Ron Campbell that there not be a security deposit for the fields, a one-time \$50.00 for center rooms and \$200.00 for center usage rooms. The vote was approved unanimously.
 - 3. Weekly Family Fee For Center** – This weekly family fee for center admission was inadvertently left off the fee schedule. MOTION: was made by Bruce Yeager and seconded by Tom Ertter to approve a \$15.00 fee for a weekly family fee for center admission. The vote was approved unanimously.
 - 4. Dale Tigers Fee** - This team is a part of the adult baseball league. They use the Dale Center field to practice on the weekends. They were grandfathered in before but then left the league for a year. They are back and requesting to be grandfathered in again. MOTION: was made by Bruce Yeager and seconded Tom Ertter to grandfather and waiver the fee usage for the Dale Tigers. The vote was approved unanimously.
 - 5. Card Replacement Fee** – If someone loses their membership card they will need to get a replacement card. MOTION: was made by Ron Campbell and seconded by Erac Priester to charge a \$2.00 fee for the card replacement. The vote was voted approved unanimously.
 - 6. Private/Charter School Admission Swim Team** – Currently we have school fees for use of the baseball and softball fields. Beaufort Academy is requesting the use of the pools for practice since they do not have a pool. Using the same formula as what we do for the playgrounds we came up with \$5 hour/\$10 day/\$50 week/\$200 month. We are recommending \$100 per lane/per month/2 hours per day with one lane to remain open to the public unless approved in advance. MOTION: was made by Erac Priester and seconded by Tom Ertter to accept the proposal as presented. The vote was approved by all except Mike Manesiotis.
 - 7. Camps to Support PALS** - We currently have camps such as the British Soccer, Doyle Baseball, and Lowcountry Lacrosse that partner with us to teach our kids in the programs that we currently offer. They come in and run everything from top to bottom. They provide the brochures, do the advertising, etc. they

provide everything and we end up with \$10 per kid. MOTION: was made by Mike Manesiotis and seconded by Tom Ertter to accept the policy as written. The vote was approved unanimously.

C. POLICIES

Pool Closing & Daily Pool Admission Refund for Weather - MOTION: was made by Ron Campbell and seconded by Bruce Yeager that is the pool closes for weather within 2 hours of scheduled closing, pool will be closed for the day. If pool closes 5 hours before scheduled closing, a rain check will be issued to use within 90 days at any pool. Existing wristband must be turned in to receive raincheck wristband. The vote was approved unanimously.

D. HOURS

1. CENTER HOURS

A. Buckwalter – Currently Buckwalter hours are Monday – Friday from 11am to 6pm. We are proposing Monday – Friday from 8am to 8pm, Saturday 8am to 6pm, and closed on Sunday. When the facility is completed we would look at the hours again to see if we need to adjust them based on usage. We also need more part time staff to cover the additional hours we are opened. MOTION: was made by Tom Ertter and seconded by Ron Campbell to accept the proposal as submitted. The vote was approved unanimously.

B. Burton Wells – Currently Burton Wells hours are Monday – Friday from 8am to 6pm, Saturday from 10am to 3pm, and closed on Sunday. We are proposing Monday – Friday from 8am to 8pm, Saturday 8am to 6pm, and closed on Sunday. We also need more part time staff to cover the additional hours we are opened. MOTION: was made by Tom Ertter and seconded by Ron Campbell to accept the proposal as submitted. The vote was approved unanimously.

2. POOL HOURS

A. Lind Brown Pool – The Summer of 2015 Lind Brown pool hours were Monday – Friday from 11am to 5pm and Saturday from 11am to 5pm. We are proposing new hours for the Summer of 2016 Lind Brown pool - Mondays – Closed, Tuesday – Thursday 10am to 6pm, Friday - Saturday from 10am to 8pm, and Sunday from 1pm to 8pm. The Summer 2016 season will run from May 28th to September 5th. MOTION: was made by Tom Ertter and seconded by Ron Campbell to accept the proposal as submitted. The vote was approved unanimously.

B. Bluffton Pool – Currently the Bluffton pool hours are Monday, Wednesday and Fridays from 6am to 8pm, Tuesday and Thursday from 8am to 8pm, Saturday from 7am to 2pm, closed Sundays. We are proposing the new hours be Monday – Friday 6am – 8pm with August and September only for high schools (all lanes). Then from October through May we will have the Finns Swim Team using four lanes Monday through Friday from 6am to 8am and 5pm to 7pm. MOTION: was made by Erac Priester and seconded by Tom Ertter to accept the proposal as submitted. The vote was approved unanimously.

E. TROPHIES

Staff is suggesting we taper back on the trophies. Currently we give trophies to those 12 and under. They are requesting we change it to 10 and under. MOTION: was made by Bruce Yeager and seconded by Erac Priester to give participation trophies to those 8 and under. We would give 1st and 2nd place trophies to those 9 and up in leagues where we keep stats. The vote was approved unanimously.

F. 2016-2017 PALS ADVISORY BOARD MEETING DATES AND LOCATION

Suggestion was made to alternate meetings locations between North and South of Broad River. MOTION: was made by Mike Manesiotis and seconded by Ron Campbell that once the Buckwalter facility is completed that the meeting start alternating the meeting locations to the Buckwalter Recreation Center and Beaufort County Robert Smalls Administrative Complex. The vote was approved unanimously.

INTERIM DIRECTOR'S REPORTS

- A. Island Recreation Association** – Frank Soule gave an update on programs. He passed out some brochures and flyers about the Island Rec Center. Some of the programs they have are with the RBC heritage, lacrosse, Beer, Bacon & Music event, adult sports, aquatics, a Seaside and Shore Adventures (dive in movies), senior programs, SOAR, preschool & youth programs, summer camp, week of champions, and the community market/park.
- B. Athletics** – Shannon introduced the new Athletics Program Manager, John Williamson. Beaufort had 860 participants in our Spring programs (baseball, softball, soccer, flag football). Bluffton had 969 participants their Spring programs (soccer, flag football and lacrosse). We will be hosting the District tournaments for the Dixie Softball Ponytails at Burton Wells on June 20th and the Dixie Boys sub-district tournament at Burton Wells on July 5th.
- C. Aquatics** – Currently we do not have an Aquatics Supervisor and we are not sure if we will be replacing someone in that position. We are currently interviewing for a Pool Manager and a Seasonal Pool Manager. We had a bunch of applicants with certifications but not the college degree so we may have to re-advertise it. The new dual slide for the Lind Brown pool should be here in about 2 weeks.
- D. Summer Nutrition** – We hired a new Summer Nutrition Coordinator, Joanne Cheung, this year. In 2015 we had 56 sites and served an estimated 2000 daily meals. For 2016 we anticipate having 39 sites and serving an estimated 1890 meals. We've added several new sites – Greens Shell Park, Barker Field, Pearl's Cafe', St. John's Lutheran Church, Vista View apartments, and Scottsville Baptist Church. We are moving toward having the Boys & Girls Club, YMCA, and other non-profit organizations doing their own sites.
- E. Construction Project Updates** - 1) Wesley Felix Ball Park – reopened on April 23rd. There were several pictures showing the upgrades—new concession stand, new covered batting cage with lights, new fields with fencing, dugouts, and benches, and the new playground. Mr. Wesley Felix and his family attended the grand re-opening. 2) Buckwalter Expansion – Still under construction. Pictures were shown indicating the progress. 3) Burton Wells Football Field – Pictures were shown indicating the progress.

EXECUTIVE SESSION

The motion was made by Arthur Middleton and seconded by Tom Ertter that the Board go into an executive session to discuss requests made by the Beaufort Art Association and the Thursday Painters, and racquetball players. The Board reconvened at 4:55pm. Arthur Middleton said the individuals will be notified of the Board's decisions.

MEETING/ADJOURNMENT

There were no further concerns that needed to be addressed at this time. Arthur thanked everyone for attending. The next Board meeting will be held on September 1, 2016 at the Executive Conference Room #170. The meeting was adjourned at 4:56pm.

DRAFT

BEAUFORT COUNTY PARKS & LEISURE SERVICES ADVISORY BOARD MINUTES

Conference Room
Beaufort Industrial Park, Building 102
Thursday, December 10, 2015
2:30 PM

Board Members Present: Arthur Middleton (Chairman), Tom Ertter (Vice Chairman), Ronald Campbell, Christian Kata, Mike Manesiotis, Dr. Gregory McCord, Erac Priester, Bruce Yeager

Board Members Absent: Chuck Culpepper

Staff Present: Scott Marshall (PALS Director), Viki Hill (Aquatics Supervisor), Phil Foot (Assistant County Administrator - Public Safety), Joshua Gruber (Beaufort County Deputy Administrator), Gary Kubic (Beaufort County Administrator)

Guest Present: Frank Soule (Island Recreation Association), Reuben Oder (Sun City Citizen), Rick Wright (Sun City Citizen), Judy Smith (Hilton Head Citizen)

CALL TO ORDER

Arthur Middleton called the meeting to order at 2:30 PM. The pledge of allegiance was said by all present. Everyone else introduced themselves.

APPROVAL OF SEPTEMBER 3, 2015 MINUTES

A motion was made by Mr. Manesiotis and seconded by Mr. Ertter to approve the minutes from September 3, 2015 ([backup](#)). The minutes were approved unanimously.

PUBLIC COMMENT

No request to speak during public comment.

EXECUTIVE SESSION

The motion was made by Mr. Middleton, and seconded by Mr. Manesiotis, that the Board go into an executive session to discuss employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or a person regulated by a public body or the appointment of a person to a public body. The Board reconvened at 3:20pm.

PALS INTERIM FINANCIAL STATEMENT

Alan Eisenman, was not available to give the report for the October financials, but the financial report was provided to board members. Mr. Ertter asked about \$500.00 spent for Special Events under the Revenues year-to-date Variance Positive or Negative. Mr. Marshall believes it was for the tournaments that were held in the summer months but said he would check into it. The October reports are unaudited and can be located at the following website:

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

COMMITTEE REPORT – ORDINANCE COMMITTEE

Mr. Marshall said the ad-hoc committee had met and made several recommendations. Suggested changes included clarification of alcohol use, adding depth to facilities use, fees, and volunteer procedures. Also the Public Beaches section was expanded to include specific language for Alljoy Beach, and the separate section devoted solely to Alljoy Beach was eliminated. Phil Foote said that in lieu of Scott leaving that he would now be spearheading this committee. He asked the Board to review it thoroughly before we make the final version to be submitted to legal services for their review. Mr. Ertter made the motion that Mr. Foote take the draft revision to legal for their review and get back with the Board should there be any changes. The motion was seconded by Mr. Campbell. Mr. Foote said the Board would be able to review the final version before it is present to Council.

UNFINISHED BUSINESS

- A. **Hilton Head Island Recreation Transfer of Assets** - There has been no response from Hilton Head Island Recreation regarding the transfer of assets. Mr. Marshall will follow up with a letter giving a deadline for response.
- B. **Fee Schedule Revision** – This has not been over looked. Shannon Loper will schedule a meeting to discuss this matter.
- C. **PARD Funds Allocations – Town of Bluffton** – A draft resolution was sent to the municipalities regarding the PARD grants. The response from the municipalities was that they need more time to consider. PALS will not present a formal resolution until the municipalities respond with their answer.

NEW BUSINESS

- A. **Sun City Pickleball** - Ruben Odor, Sun City representative, made a presentation about pickleball. They estimated that players would play at Buckwalter 3-5 times per week. Mr. Marshall stated that the gyms are usually available between 8-1 daily; he recommended that Sun City and PALS ease into this transition. It was recommended that the cost be researched beforehand. Sun City may follow up with interim director, Shannon Loper.
- B. **2016 PALS Board Meeting Schedule** – The board approved 3/3/16, 6/2/16, 9/1/16, and 12/1/16 as the meeting dates for 2016. Mr. Middleton pointed out that the meeting location has changed to Beaufort County Government Robert Smalls Complex – Administration Building, Executive Conference Room #170 – 100 Ribaut Road, Beaufort, SC.

PROGRAM REPORTS

- A. **Island Recreation Association** – Frank Soule gave an update on Island Rec Center programs during the fall. He stated that their busiest times are between January and March.
- B. **Athletics** - Basketball registration has closed and teams have been drafted. We have 613 for Bluffton and Beaufort has 219. Spring sports (soccer, baseball, softball, and flag football) registration will start in January. PALS hosted state soccer tournaments. The County had 2 state championships. Phil Foot stated that the champions will be recognized in the next County Council meeting.

- C. **Aquatics** – Pool heater replacement was discussed. Water Zumba was currently taking place. The YMCA is using the Battery Creek pool for swim lessons for middle school kids. The slide at Lind Brown is deteriorating and needs to be replaced or refurbished. It will cost \$90,000 for slide replacement. There will be a water instructor class in January.
- D. **Construction Project Updates** - 1) Burton Wells Vestibule – about 90% complete. The access controls need to be corrected and the cameras need to be installed. 2) Wesley Felix Ball Park - Construction is done, just waiting on the score board to be installed. 3) Buckwalter Expansion – Under construction. The walls are to be completed during the month of December.

MEETING/ADJOURNMENT

There were no further concerns that needed to be addressed at this time. Scott Marshall said his farewells; Arthur Middleton thanked him again for his service and wished him well. Arthur thanked everyone for attending. The next Board meeting will be held on March 3, 2016 at the Executive Conference Room #170. The meeting was adjourned at 4:16pm.