

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

Conference Room
Beaufort Industrial Park, Building 102
Thursday, June 4, 2009
2:30 PM

Board Members Present: Arthur Middleton, Chairman
Allan Stern, Vice Chairman
Robert Anderson
Ronald Campbell
Bill Evans
William Grayson
Michael Manesiotis
Norman Varnes

Board Members Absent: William Brown

Staff Present: Bryan Hill, Deputy County Administrator
Morris Campbell, Director of Community Services
John Miller, Director of Northern Beaufort PALS
Joseph Penale, Director of Southern Beaufort PALS
Sherry Jones, Assistant to PALS Directors
Shannon Loper, Recreation Coordinator

Guest Present: Cullen Chambers, Executive Director of Tybee Island Historical Society

CALL TO ORDER

The meeting was called to order by Arthur Middleton at 2:32 pm.

APPROVAL OF JUNE 4, 2009 AGENDA

It was motioned by Michael Manesiotis and seconded by Allan Stern to approve the June 4, 2009 agenda. The motion was moved and passed unanimously.

APPROVAL OF MAY 7, 2009 MINUTES

It was motioned by Allan Stern and seconded by Robert Anderson to approve the May 7, 2009 minutes. The motion was moved and passed unanimously.

PUBLIC COMMENT

There was no public comment.

FORT FREMONT PRESERVATION PLAN PRESENTATION

Mr. Miller introduced Cullen Chambers, Executive Director of Tybee Island Historical Society. Mr. Chambers thanked Mr. Miller for coming to Tybee Island and showing an interest in preserving Fort Fremont and commended Beaufort County for having the vision to fund preserving Fort Fremont. Mr. Chambers distributed copies of his PowerPoint presentation for Board Members to review. Fort Fremont represents a spiritual and tranquil area. The fortifications are

in tact. Cullen sited vegetation and the atmospheric moisture as culprits of the modifications to the historic structure. Mr. Chambers recommended the following:

1. Isolate specific areas to both batteries to allow public to access safe areas.
2. Purchase of bars for windows and some door openings to prevent any public injury.
3. Filling open gun pits with sand or clean dirt for safety measures.
4. Battery Jesup's hoist systems have lifted up and collected water which has caused the beams to become unsafe. Purchase of 6x6 beams to assist with structure support until proper restoration can be funded and done.
5. Selective cutting of vegetation around batteries.

Mr. Manesiotis asked how much it would cost to provide the recommended improvements to the Fort Fremont properly. Mr. Chambers explained that he is unsure but he would guess around \$100,000. Mr. Grayson asked if there is any funding available for the project. Mr. Chambers explained that there are funding opportunities on a federal and state level that the county could venture into. He would be happy to assist Mr. Miller in those ventures as the opportunity permits. Mr. Chambers thanked the Board for the opportunity to speak.

Mr. Middleton asked if there were any other questions from the Board. Mr. Miller explained that the County had to have the Preservation Plan completed to send to South Carolina Archives because of the purchase of the property. Mr. Chambers and his group completed the Preservation Plan pro-bono. PALS is currently researching many venues both financial and in-kind to assist in preserving the Fort. Currently, PALS is partnering with a naturalist group whom are assisting with seeking funding to assist in some improvements. Mr. Campbell asked Mr. Miller if there is anything being done to keep the vegetation down. Mr. Miller explained that Public Works is working with PALS to monitor the vegetation to keep it from growing as it did in the past. As updates become available, Mr. Miller will update the Board.

COMMITTEE REPORTS

William Grayson, Program Committee Chairman, reported the Program Committee's April 30th and June 3rd meetings. Mr. Grayson distributed the minutes and recommendations from the committee's meetings and asked if there were any questions. Mr. Middleton asked Mr. Grayson if there were any issues in the recommendations that needed immediate attention otherwise he recommended tabling the changes until the next Board meeting. This would allow Board members more time to review the recommendations. Mr. Stern asked what the difference between the current fee structure and new proposed fee structure. Mr. Grayson pinpointed rental fees changed as well as day camps. Mr. Grayson asked Ms. Loper to explain the day camps. Mr. Middleton asked if the Program Committee and Staff agreed on the changes. Mr. Grayson explained that all were in agreement expect with Item I on the June 3rd minutes in referencing changing the rate for tackle football. Mr. Grayson explained that the Board's approval was needed for the recommendation of fee increases for athletic programs to help offset expenses incurred from equipment purchases for tackle football. Mr. Grayson asked the Board's recommendations for fee increases. After discussion, the Board decided to increase the registration fee of tackle football only.

Mr. Evans asked Ms. Loper if she could clarify the extended day camp fees. Ms. Loper explained that regular afterschool fees will be \$50.00 across the County. She clarified that if your child attends the regular PALS after school program, and school is out for a week, then the parent would pay an addition \$35 for the week in addition to the \$50 for the month. The duration of the extended days would be 7:30 AM to 6:00 PM

Mr. Stern asked if the sliding fee scales, employee discount, and coach discounts would still be in effect. Mr. Grayson clarified that the scales would still be in effect.

Mr. Grayson motioned to approve the tackle football registration fees from \$55 to \$65 for 2009 Season and \$75 for 2010 Season and seconded by Allan Stern. It was motioned and moved unanimously.

Mr. Stern asked if there will be any changes to non-profit (501c3) facility usage fees. Mr. Miller explained that non-profits are charged at the same rate as everyone else. After further discussion, Mr. Grayson agreed to schedule a Program Committee meeting to discuss fees for non-profits and report to the Board at the next meeting.

DEPARTMENTAL UPDATE

Southern Beaufort – Joe Penale reporting

- A. 2008 Accomplishments – Completed remodeling Bluffton Gym, Recreation Center and Outlining Buildings; Resurfaced Tennis Courts located at Bluffton Center; Completed Open Altamaha Town Heritage Preserve (100 Acre Passive Park on Okatie River); Organized and Participated in 1st Annual Bluff Fest in Bluffton; Co-sponsored another successful Senior Games with over 600 participants; completed a successful Spring Season of Soccer with 636 participants; along with the Town of Bluffton started the first phase of the Oyster Factory Master Plan; and accepted a basketball covering for the basketball court at MC Riley from the Town of Bluffton.
- B. Future Goals and Objectives – Open Buckwalter Community Center and continue development of the park with a project completion date of Spring 2010; Bid out lights for Buckwalter Park's two Soccer Fields with an anticipated completion date in time for 2010 Fall Soccer League; Construction of the Buckwalter Skate Park with an anticipated completion date of early Summer 2010; Will send staff to bid another World Series to be held at Burton Wells County Park in 2011; and working on a field scheduling plan that will incorporate recreational and travel team schedules for the county.
- C. 2009 Bluff Fest – Mr. Penale asked Ms. Loper to come and explain Bluff Fest to Board. Ms. Loper distributed flyers and ground plans of Bluff Fest to the Board. Ms. Loper explained that the venue has changed from the football stadium to the practice facility located behind the football stadium in hopes of consolidating and keeping the children around the adults. There are plans of a band to be located on the football stadium and around 9:00 PM, fireworks will be ignited. Last year over 6000 people attended the event and the committee is anticipating more for this year. The Bluffton Today is one of the co-sponsors for the event and provides a lot of the advertisements which was provided in handouts to Board. This year sponsorship ads are being promoted in hopes of maximizing revenues to help offset costs of PALS programs. This year, the committee is trying a new approach to the sponsorships that are offered and so far, have received sponsorship from three blue sponsors. Last year, there were five participants registered in the wings contest, this year there are five registrants but the hope is the increase the number for more competition. As an incentive for the wings contest, Bluffton Today is discussing the possibility of giving the winner of the wings contest thirteen weeks of free advertising in hopes of attracting more wing vendors. Future plans will include moving the Bluff Fest to Buckwalter Community Center which will allow space to offer more activities. The event has been successful and it is hoped that it will be successful in the future.

Mr. Manesiotis asked Ms. Loper if a Bluff Fest revenue report will be provided at the next Board meeting. Mr. Penale explained that the next Board meeting will be the week after the event and to give more time for accurate reporting, a finance report will be given at the August Board meeting. Mr. Grayson asked if the revenues generated from the Bluff Fest is placed in the general fund. Mr. Hill explained that he and the County's Chief Financial Officer are discussing setting up a special account to allow the carry-over of the funds from year to year.

Northern Beaufort – John Miller, Jr. reporting

- A. Agnes Major Center Lease Agreement – The lease has been completed and executed.
- B. Burton Wells Phase II – Will be meeting on June 9th at 10:00 AM in which a list of approved activities will be compiled. Staff is working on a list of invitees for the public input meetings to be held.

- C. Internal Financial Procedures Update – A written update was distributed to the Board by Ms. Jones. Mr. Miller explained in detail the updated procedures. Mr. Stern asked if PALS will take funds at both Bluffton Center and Burton Wells as part of the consolidation of collection sites. Mr. Miller clarified that athletic and summer camp program fees will only be accepted at both Bluffton Recreation Center and Burton Wells. Individual centers will continue to collect afterschool and other funds at their perspective sites. PALS will continue work with Mr. Starkey, CFO to improve financial procedures. The Board asked why PALS changed banks for accounts. Mr. Hill explained that after reviewing financial statements, it was recommended that PALS accounts be moved from Bank of America to Palmetto State Bank, as of June 1st, for reduction of incurred fees and closer branch locations. Mr. Evans asked if PALS is considering allowing sites in or an individual to go to outer areas such as St. Helena Island to process fees. He felt that only having one fee site at Burton Wells will have a negative impact on outlying areas where transportation can be an issue. Mr. Hill explained that various options are being considered to make the new procedures successful. Currently, the Deputy CFO and Financial Analyst go to all centers to collect receipt books and deliver new ones. Other processes are being considered but the County is attempting to restructure the financial accounting to a point which is advantageous to the organization and as the process proceeds, the Board will be updated.
- D. Program Updates – Pools are all open for public admission of \$3.00. Patrons can call individual pools for programs and times such as water aerobics and private lessons. Lind Brown Outdoor Pool, formerly Greene Street Outdoor Pool, opened for the season on Memorial Day. Recreation Centers continue to have ongoing senior and afterschool programs. Summer Camp will begin June 22 – July 31, 2009.
- E. June 22 County Council Meeting – Mr. Miller reminded Mr. Middleton and the Board of the June 22nd County Council Meeting in which Mr. Middleton will be presented with the annual Recreation Month Proclamation to commemorate July as National Parks and Recreation Month.
- F. Future Goals and Objectives – Begin plans for Burton Wells Phase II; increase programming at pools and recreation centers; bring in more tournaments for Athletic programs as well as planning specialty camps; and begin conceptual plan for 24 acres of Lady's Island Park on Springfield Road.
- G. Athletics – PALS has one more week left for the baseball and softball season. Once the season is over, All Star selections will take place with games beginning the end of June and beginning of July. If PALS is fortunate to have an All Star team win, then the team(s) will play in World Series which is in August. The registration for the fall sports (football, cheerleading, and soccer) will be held in July at Burton Wells and Bluffton Recreation Centers.
- H. Recreation Celebration – Will be held at Burton Wells County Park on July 25, 2009 to commemorate Parks and Recreation Month. As staff completes the planning process, the Board will be updated.

Mr. Grayson asked Mr. Middleton if the Board could back track to committee reports. Mr. Grayson explained that the Board voted on the tackle football fee increases but did not vote on approving the changes recommended for all fees. **Mr. Grayson motioned to approve all fee changes as outline in the Program Committee's April 30 and June 3rd minutes and seconded by Mr. Stern. It was motioned and moved unanimously.**

Mr. Stern asked Mr. Middleton if the Finance Committee Could report on their June 2nd meeting. Mr. Stern explained that in the past Mr. Miller and Mr. Penale usually presented the changes to the Board, but the Committee would update the Board with recent changes. Mr. Hill distributed copies of the updated budget to the Board for review. Mr. Stern presented the budget but asked that Board members direct their questions to Mr. Hill. The budget portrays a 4% decrease in which funds in some line items were disbursed to make up for changes. Mr. Grayson asked if some of the financial discrepancies in Hilton Head were worked out. Mr. Manesiotis clarified that funds have been shifted to correct line items to clear up those discrepancies. Mr. Stern explained that all capital has been taken out except for improvements to Lind Brown Outdoor Pool. Mr. Grayson asked Mr. Miller to clarify the line items. Mr. Miller explained that admin, summer, and aquatics are for county-wide PALS program. HH Line items refers to Hilton Head athletics, Bluffton refers to Bluffton Athletics and Centers. Athletic Programs and Rec. Centers line items are for the athletic and

recreation programs in northern Beaufort County. Mr. Manesiotis asked Mr. Miller if the department over or under spends allocated funds where does the money go. Mr. Miller explained that any unused funds return to the general fund. Mr. Manesiotis asked if unused monies allocated for PALS can be used to fund capital projects requested in 2009 budget. Mr. Manesiotis continued to ask if there is any advantage to saving monies in the budget if none is being returned to the upcoming budget. Mr. Hill clarified to Mr. Manesiotis that unused funds return to the general fund balance and it is advantageous to the taxpayer because the rollover money goes back to helping Beaufort County departments as a whole. In the case of an unforeseen event, Beaufort County has the residual funds to assist in a relief effort. Mr. Hill explained that PALS budget decreased by 1% in which is minimal compared to some County departments who have decreases of up to 10% and other departments are facing relocation of staff due to budget decreases. Mr. Hill placed the budget projections on the screen for an overview. PALS revenue projections have increased by \$60,000 more than 2008 budget year. Mr. Hill commended PALS staff for thinking outside the box to collaborate PALS activities better. Mr. Grayson asked why there is an increase in the northern PALS budget and not southern. Mr. Hill clarified that many items that are seen are not portrayed completely in the upcoming budget because half of 2010 budget comes out of the 2009 budget. The budgets are not final and the numbers may change by the end of the budget process. The numbers also stagger due to phasing of projects over the next three years as budgeted.

Mr. Manesiotis motioned to accept the Finance Committee's budget presentation. It was motioned and moved unanimously.

OLD BUSINESS

- A. Participation Numbers Report – Mr. Miller asked the Board to allow staff some time to break down the reports accurately for reporting purposes. Mr. Evans asked that staff link the revenues to the participation numbers provided. Mr. Hill asked the Board to keep the previous Finance Committee's handout to refer to when the numbers because they will be able to directly correlate the revenue with participation numbers provided.

Mr. Manesiotis asked Mr. Penale if there are renovation plans for the Skate Park in Hilton Head. Mr. Penale explained that the skate light has been ordered and will be delivered on June 8th to begin working on the park.

NEW BUSINESS

There was no new business.

NEXT MEETING/ADJOURNMENT

Mr. Stern asked if the PALS July Board meeting be reschedule to July 9 since the regular July meeting around the 4th of July Holiday. After discussion, the Board agreed to meet as scheduled on July 2nd at 10:00 AM.

Chairman Middleton thanked everyone for attending the meeting.

Next regularly scheduled meeting will be on Thursday, July 2, 2009 at 10:00 am at the Beaufort Industrial Village, Bldg. 2 in Beaufort, South Carolina.

The meeting was adjourned at 3:44 PM.