

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

Conference Room
Beaufort Industrial Park, Building 102
Thursday, June 3, 2010
2:30 PM

Board Members Present: Arthur Middleton, Chairman
Allan Stern, Vice Chairman
William Brown
Terry Dingle
Tom Ertter
Michael Manesiotis

Board Members Absent: Robert Anderson
William Brown
Ronald Campbell
Al Stern

Staff Present: Morris Campbell, Community Services Director
Cris Roberson, PALS Director
Joseph Penale, PALS Deputy Director
Denise Hamrick, Administrative Assistant to Directors
Jeremy Way, PALS Water Safety Instructor

Guest Present: Billie Lindsay, Beaufort County Planning Department
David Hughes, Beaufort County Engineering Department
Jenny Horne, SGA Architects

CALL TO ORDER

The meeting was called to order by Arthur Middleton at 2:30 PM.

APPROVAL OF MARCH 4, 2010 AND APRIL 1, 2010 MINUTES

It was motioned by Arthur Middleton to approve the March 4, 2010 and April 1, 2010 minutes as information. The motion was seconded by Terry Dingle and passed unanimously.

PUBLIC COMMENT

There were no public comments.

LADY'S ISLAND PARK UPDATE AND REVISED MASTER PLAN

Judy Nash Timmer, Beaufort County Planning Department, could not be present.

BURTON WELLS PHASE II OPEN SPACE RFQ UPDATE

Jenny Horne, SGA Architects, presented an update on the Open Space RFQ for the Parks and Recreation Open Space, Phase II for Burton Wells. We are currently in design development phase which means we are tweaking and adjusting the ponds, walking paths, parking, and developing lake pavilion/picnic shelters. Enhancing existing lake from 2.7 acres to 6 acres lake with island. We are locating the lake pavilion within this area. We plan to have some boardwalks crossing the wetlands. The picnic shelters are both about 405 square feet as far as mass of buildings with the remaining square footage open space for picnic shelters or tables. We have paths and trails that lead completely around the lake, up and around the amphitheater and then back to the lake pavilion. We have the dog park on the western side of the picnic shelter, lawn terrace, and amphitheater. We are retaining and maintaining the existing basketball court. The Lakeside Pavilion is on the south portion of the property overlooking the lake. The building will have large open space for storage, some concessions, and rentals for any of the canoes/kayaks that might be programmed for this portion of Burton Wells. This area will be the "hub" or heart of the park. There were pictures of the different signage to be used within the park. None of these have been approved yet. We are trying to move forward with some of the submittals to DRT to review for permitting. We are trying to do an early permit package on the lake to get it dug and we are still waiting on our wetlands certification letter. We're hoping to bid this out in the Fall to get a contractor on site in December/January. The question was brought up about the parking. Jenny mentioned that the parking was 85 spaces for southern portion parking lot and 35 for northern portion parking lot for the first phase of construction. Also there is a possibility of tying in the existing parking at the old Burton Wells (near the athletic fields). There will be a sidewalk connection from that side across to the new phase of construction. The very bottom of the pond exists currently at 8 feet, top of water will be 15 feet with top of bank 18 foot. We do have perimeter fence around the 69 acres along Burton Wells Road but are not fencing the actual pond. The idea for rehabbing the pond is to make those slopes an easier transition to make it safer so if anyone falls it will be easier to get up and out without any safety issues.

PARKS & RECREATION OPEN SPACE RFQ UPDATE

Billie Lindsay, Beaufort County Planning Department, presented an overview of the Beaufort County Parks, Open Space, and Master Recreation Plan and mentioned that they are in the initial stages. They plan on taking a critical look at our existing parks and recreational programs, doing a future needs assessment and make recommendations for improvement. This is a combined effort between the PALS Department and the Planning Department and then later on in the process bringing on a consultant. It is a work in progress and they will be looking for our help and input as they proceed. We also have a number of Rural and Critical Land Purchases that have been designated to be passive parks as well as a railroad right of way that could be developed into a linear park. The goal of the program is to provide clear direction in relation to three items: 1) recreation facility infrastructure and associated programming, 2) green infrastructure (parks, greenways), and 3) operation and maintenance of park lands and facilities.

There are nine tasks involved:

- Task 1 is to review and assess existing plans and conditions (4 months time frame).
- Task 2 is to solicit and compile public input (3 month time frame).
- Task 3 is to assess needs for open space and recreation facilities countywide and planning area (includes Port Royal Island, Sheldon Township, Lady's Island, St. Helena Island, Bluffton Township, and Hilton Head Island) and should take anticipate about 3 months time frame).
- Task 4 is to review and assess best practices (example: parks and land management; grounds, facilities and maintenance; organizations structure to manage and maintain parks; partnerships, etc).
- Task 5 is to prepare recommendations at the Countywide and planning area scale.
- Task 6 is cost/benefit analysis.
- Task 7 is to prioritize recommendations.
- Task 8 is to create timeline and capital budget for implementing plan recommendations.

- Task 9 will be to create policy document to include information on tasks 1-9, maps, graphics, supporting document and data as needed. This task will be completed in-house.

The first three tasks will be done in-house by PALS staff and the Planning Department ; however, a consultant with nationwide experience will be brought in to guide us through the additional tasks. We will ask the consultant to make the presentation to the committee and the County Council for possible adoption.

Director’s Report

Cris Roberson, PALS Director, gave the following updates:

A. Pals Program Updates:

- 1) Aquatics Program Update – Battery Creek pool had 872 participates. Beaufort Indoor Pool had 1,652 participants. Lind Brown outdoor pool was unable to open Memorial Day weekend as planned due to mechanical failure.
- 2) Athletics Program Update – Participation numbers are as follows for North of the Broad: Youth baseball - 736; Adult Softball - 700; Girls Softball - 145; and Soccer - 498.
- 3) Recreation Centers Program Update – Participation numbers are as follows: Booker T Washington/Dale – 251; Burton Wells – 2,298; Lind Brown – 2,065; Port Royal – 618; Scott – 1,349.
- 4) Summer Camps (North of Broad River) – Burton Wells – 90; Dale 25; Lind Brown – 82, Port Royal – 32; St. Helena – 33; Total enrollment for North of Broad is 262.

B. PALS Personnel Updates: There currently is a county-wide hiring freeze. We have been able to hire 50 summer camp personnel. We have 54 nutrition sites with 112 nutritional employees for the summer camp program.

C. Expenditure/Revenue Report:

EXPENDITURES FY2010 AS OF 5/24/10		
Accounts	YTD Expended	Available
63310 – Central Admin	342,999	18,932
63312 – Summer Program	97,009	115,163
63314 – Aquatics	983,985	104,287
63313 – HHI	77,916	2,084
63314 – Bluffton	774,960	98,582
63316 – Athletics	407,624	256,747
63317 – Rec Ctrs	740,270	316,294
TOTAL	2,649,803	912,089
TOTAL BUDGET	3,561,892	

APRIL 30, 2010 YTD REVENUES					
		Final	Actual	Budget	2011
		2009	2010	2010	Budget
44400	SPECIAL EV	(34,706.73)	(208.00)	(1,000.00)	-
44401	AEROBICS	(4,984.50)	(435.00)	(6,000.00)	-
44402	ARTS	(1,446.00)	(751.00)	(2,000.00)	-
44403	AFTER SCHO	(42,229.00)	(35,008.00)	(30,000.00)	(30,000.00)
44404	SENIORS	(240.00)	(550.00)	(500.00)	-
44405	YOUTH	-	(5,495.00)	(3,700.00)	-
44406	ADULT CLAS	-	-	-	-
44407	CHEERLEADG	(165.00)	(4,088.75)	(5,900.00)	(5,900.00)
44408	RECR FEES	(1,740.00)	(3,785.00)	(3,000.00)	-
44420	SPECIAL EV	(29,030.00)	(29,004.66)	(23,500.00)	(20,000.00)
44421	YTH SOCCER	-	(34,067.50)	(30,000.00)	-
44422	YTH BASEBA	(33,006.50)	(32,279.47)	(30,000.00)	(25,000.00)
44423	YTH SOCCER	(119,717.74)	(84,820.50)	(85,000.00)	(130,000.00)
44424	YTH FOOTBA	(33,421.10)	(34,399.42)	(32,500.00)	(35,000.00)
44425	YTH BASKET	(31,770.55)	(42,191.05)	(36,000.00)	(45,000.00)
44426	YTH SOFTBA	(5,350.00)	(6,930.00)	(5,000.00)	(5,000.00)
44427	ATHL FEES-	(127.81)	-	-	-
44428	YTH FOOT F	-	-	-	-
44440	SPECIAL EV	(313.00)	(950.00)	-	-
44443	ADULT SOCC	-	(4,900.00)	(4,500.00)	(5,000.00)
44445	ADT BASKET	-	-	-	-
44446	ADT SOFTBA	(36,128.00)	(20,475.00)	(23,500.00)	(43,500.00)
44447	ADT VOLLEY	-	-	-	-
44448	ADT FLAG F	-	-	-	-
44450	SUMMER CAM	(82,796.43)	(6,528.50)	(51,200.00)	(65,000.00)
44460	GREEN ST P	(42,096.55)	(30,611.28)	(29,000.00)	(45,000.00)
44461	AQUATIC AE	(1,180.00)	(2,691.00)	(2,500.00)	(2,000.00)
44462	AQUATIC RE	(5,880.50)	(7,634.00)	(7,200.00)	(5,000.00)
44463	AQUATIC CO	(1,673.00)	(5,645.00)	(4,500.00)	(4,000.00)
44470	SWIMMING L	(14,341.00)	(7,508.50)	(11,000.00)	(11,000.00)
44499	PALS DISCO	-	1,342.50	2,000.00	-
	Totals	(522,343.41)	(399,614.13)	(425,500.00)	(476,400.00)

- D. Website Presentation: Jeremy Way, a PALS Water Safety Instructor, showed some of the highlights/updates that have been made to the PALS website. The current website now merges the North and South PALS into one website. Cris reported that she recently attended a presentation where the County is moving forward into making the County website more user friendly, informal, have an excellent search engine, and links.

PROJECT UPDATES

As Joe Penale was absent, Cris Roberson, PALS Director, gave the following updates:

1. Buckwalter Regional Master Plan – There are currently six (6) soccer fields on the master plan; we have two (2) and we are looking to develop a third one. We are getting estimates/costs to put in an astro turf soccer field that will be maintenance free and guaranteed for ten (10) years. Tom Ertter said he would get Cris the number of Wayne Quinlan, who got a field for 30 cents on the dollars, to contact about who he used. We are also looking at taking the dirt road and paving it so the public has access from the soccer field to the recreation center. Right now there are two separate exits that go in—one to the soccer field and one to the Buckwalter recreation center. We're hoping to include a road that will access the rec center.
2. MC Riley We are looking at trying to reconfigure MC Riley. We're trying to split the outfield and backstops to squeeze in one or two more baseball fields to use our space more effectively.
3. Bob Jones Ball Field – About a month ago we had a focus group of parents who were concerned about this facility. Through the joint efforts of PALS staff, Facilities, and the County we were able to make significant upgrades—a new roof for concession building and replaced all the bleachers with new ones. We (along with Facilities) are looking at gutting the concession building, upgrading the bathrooms, painting and replacing the doors on the concession building.

PROGRAM COMMITTEE MEETING:

The Program Committee met on May 25, 201 for further discussion on fees and changes. Another meeting is planned for later this summer.

STANDING COMMITTEE REPORTS

A list of the current Advisory Board Standing Committees as of April 2010 was passed out (see page 6 of 7). This list gave a brief description of the duties of each committee and the members on the committee.

1. Program Standing Committee – It was noted that a Chairman needs to be appointed for the Program Standing Committee and that Michael Manesiotis requested to be removed from this committee. Norman asked about how you became a member of a particular committee. Arthur answered that you volunteered. He also asked that if anyone had a specific committee they wanted to work on, to please volunteer
2. Facilities Standing Committee – Cris thanked Norman for working with Jenny on the Burton Wells project. It's great to have someone from the full Board sitting in on those presentations. It would be wonderful to have someone from the Board to sit in on the Lady's Island project which is in the preliminary stages. Billie Lindsay asked if the Facilities Standing Committee could have a volunteer to help with the facilities assessments inventory. Terry would be outstanding in that area with his background. Cris said that the Athletics staff would be working on the assessments. The members could work hand in hand with the Long Range Planning Committee.

Arthur mentioned that nothing is etched in stone as far as these committees are concerned; we are still tweaking everything so there won't be any questions as to what needs to be done or recommendations.. It's more accountability than anything else in a larger respect. For example there has been some concern with the constant changing of fees. We came up with the recommendations before I found that we created more problems than we were solving. That is one reason for the across board reduction because we want to involve as many people as possible without eliminating anyone because they can't afford to do this, that or the other.

PALS Advisory Board Standing Committees - As of April 2010

FACILITIES	FINANCE	LONG RANGE	PROGRAM
Arthur Middleton, Chairman	Allan Stern, Chairman	Arthur Middleton, Chairman	Chairman Needs to be Appointed
Robert Anderson	Michael Manesiotis	Ronald Campbell	Robert Anderson
Terry Dingle		Allan Stern	William Brown
Norman Varnes			Michael Manesiotis
			Tom Ertter

FACILITIES STANDING COMMITTEE:

- Provide input to planning and design team on capital improvement projects for park and facility development

Members: Arthur Middleton (Chairman), Robert Anderson, Terry Dingle, Norman Varnes

FINANCE STANDING COMMITTEE:

- In cooperation with Parks & Leisure Services staff monitor accounting procedures via reports, documents, and communication
- Review annual budget for recommendation to full Board

Members: Allan Stern (Chairman); Michael Manesiotis

LONG RANGE PLANNING STANDING COMMITTEE:

- Ensure development of a countywide Needs Assessment Survey to be conducted on a regular basis (i.e. biannually)
- Ensure development and implementation of five- and ten-year capital improvement plans based on the results of the Needs Assessment Survey, completed in cooperation with Parks & Leisure Services staff, the Joint Planning Commission, Hilton Head Island Recreation Association, Beaufort 2010 Committee, Beaufort County Intergovernmental Relations Committee, and Town of Hilton Head Parks and Recreation Commission

Members: Arthur Middleton (Chairman); Ronald Campbell, Allan Stern

PROGRAM STANDING COMMITTEE:

- To pursue and plan improvements in County recreation facilities and programs in order to make them readily available to each and every citizen of Beaufort County
- Through enhanced recreation facilities and programs create an environment where healthy competition takes place and good sportsmanship is learned and practiced
- Review annual fees and changes for recommendation to full Board

Members: Robert Anderson, William Brown, Tom Ertter

- Chairman needs to be appointed
- Michael Manesiotis (requests to be removed from this committee)

QUESTIONS ASKED AT END OF MEETING

Morris asked Cris for clarification regarding summer camp and some of the challenges our Board members might be able to assist us with. He also mentioned the baseball tournament we will be hosting next year. There was a question about the summer camp numbers. Cris explained that the figures given here today do not reflect the 160 kids we have registered for Bluffton as we did not have those totals when the slides were being done. We have divided the kids into two groups—KinderCare (ages 5-8) and Pre-Teen (ages 9-12). We currently have about 450 total registered. One problem we are having is with transportation. We are trying to lease two buses but have a backup plan. Another challenge we have is that the Bluffton Recreation Center where we are going to have 160 kids has actually been closed due to pipes breaking and contamination. We are hoping that the facility will be turned back over to us on Friday. They have been meeting in the gym for all our Bluffton activities and after school. All the facilities we have available for camp have been maxed out.

We've had a meeting with Facilities to discuss the budget for next year making sure we have the funding available for a national Dixie baseball tournament next year at Burton Wells. We've talked about what we need to do to prepare for that. Beaufort Youth Sports has offered to donate (\$11,000.00), maybe putting awnings over the bleachers.

MEETING/ADJOURNMENT

Chairman Middleton thanked everyone for attending the meeting. The next meeting will be held on September 2, 2010 at 2:30 PM at the Beaufort Industrial Village, Bldg 2 in Beaufort, SC.

The meeting was adjourned at 3:42 PM.

ADDENDUM TO MINUTES

There was a called Advisory Board meeting on July 19, 2010 at 2:30 by Arthur Middleton. Those present were: Arthur Middleton, Norman Varnes, Terry Dingle, Mike Manesiotis, Tom Ertter, Morris Campbell, Cris Roberson, Joe Penale, and Denise Hamrick. The purpose of this meeting was to discuss and vote on the Hilton Head Island Recreation Scheduling of Fees.

BACKGROUND INFO:

Town/County officials and PALS staff met since April to discuss the turning over of the scheduling of HHI Town fields as a transitional step towards possibly turning over maintenance in the future. Fields include Bristol Sports Arena, Chaplin Community Park, Crossings and Barker Expansion. The Hilton Head Annex, Green Shell Park and Old Barker Field will continue to be scheduled through PALS. Issues regarding equitable use of the Town fields will be dealt with the HHI Town Parks and Recreation Commission and town officials. PALS forwarded all past user groups who have been contacted by Island Recreation for input regarding this change including HHI Baseball Association one of the larger users. Feedback has been positive. The public will be informed via both websites and PSA.

PROCESS:

Island Recreation will schedule all HHI Town Ball Fields via an online software program. Joe Penale will remain the POC and liaison for County Facilities maintenance. Island Recreation will use the County's fees vetted through Council and seasonally will reimburse PALS 75% collected.

There was an e-mail/phone vote which resulted in 5 YES and 4 NO. However there was still some concern which resulted in the called Advisory Board meeting of July 19, 2010. At this meeting the vote results by Advisory Board members were 4 YES and 1 NO vote.