

BEAUFORT COUNTY PARKS & LEISURE SERVICES
ADVISORY BOARD MINUTES

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

Board Members Present: Arthur Middleton, Chairman
Robert Anderson
Ronald Campbell
Chuck Culpepper
Terry Dingle
Tom Ertter
Michael Manesiotis
Norman Varnes

Board Members Absent: Al Stern, Vice Chairman

Staff Present: Morris Campbell, Community Services Director
Cris Roberson, PALS Director
Joseph Penale, PALS Deputy Director
Denise Hamrick, Administrative Assistant to PALS Directors
Amy Matthews, PALS Office Manager

Guest Present: Tony Criscitiello, Beaufort County Planning Department
Billie Lindsay, Beaufort County Planning Department
David Coleman, Beaufort County CIP Engineering
William McBride, Beaufort County Council
Worth Liipfert, Festival of Trees
Janie Lackman, Festival of Trees

CALL TO ORDER

The meeting was called to order by Arthur Middleton at 2:30 PM. The Chairman had everyone go around the room and introduce him or herself.

APPROVAL OF SEPTEMBER 2, 2010 MINUTES

Mike Manesiotis mentioned that Item #3 on page 4 of the minutes had a wrong total for 2010 athletics. The total should be 3,937, which are about 255 more participants than in 2009. It was motioned by Arthur Middleton to approve the September 2, 2010 minutes. The motion was seconded and passed unanimously.

PUBLIC COMMENT

Mr. Middleton explained the procedure to Mr. Liipfert in that he would give his presentation today and the Board would discuss it at a later time and give their resolution or an answer to their concerns. Mr. Worth Liipfert, on behalf of the Friends of Caroline/Festival of Trees, requested that the PALS Advisory Board approve a five-year agreement for the continued usage of the Charles Lind Brown Activity Center for the Festival of Trees with a set cost not to exceed \$1,000. As part of this agreement, they would also like to have the ability to continue to serve wine at the Opening Reception assuming that the Festival meets all state requirements and certifications for this activity. Wine is

only served at the Opening Reception, which is a black tie optional event that would not be able to be held at a location other than where the Festival occurs. This Gala event is a large part of the fundraising for the festival because tickets that are sold in advance as well as the Silent Action at the Gala (copy of Festival of Trees official request letter is attached a part of the minutes for December 2, 2010).

PALS REORGANIZATION

Morris Campbell gave an update on the reorganization PALS to better meet the needs of the public. Cris Roberson is the Director of Centers, Programs, and Special Events. Joe Penale is the Director of Aquatics and Athletics. Amy Matthews is the Director of Administrative Support and Marketing. The fiscal portion will be shared with the Beaufort County Finance Department doing the bulk of the work. We have been working for the past 30 days under this structure and have made some good strides. We still have some kinks to work out, but the folks in those positions are willing to work together to try and provide a seamless transition as well as improve the quality and level of service provided to the citizens. Cris' goal is to improve the programs at the center. We hope that she will be able to tie in more programs for children after school, seniors, and the summer camp programs. Joe will be responsible for all aquatics and athletics which is quite a challenge considering the number of leagues, teams, and children participating in athletics. He has been successful in coming up with some quality facilities that will lend to an opportunity to grow in that area. We feel that by spreading these functions among the three of them, we will get more bang for the buck. Tom Ertter asked what marketing plans PALS had for the future. Morris commented that marketing is a very vital component of PALS and feels that Amy with another person helping her will be able to come up with a program of what PALS would like to do and coordinate our efforts with the PIO office and channel that the County has available to expand and bring forth a good product. Terry Dingle asked if there was any one problem/challenge that has kept cropping up. He supports the new changes as it gives individuals with the proper skills the opportunity to focus on specific areas. Morris indicated that there was nothing out of the ordinary but felt that our biggest challenge was going to be able to convince the rest of the team that this can work and expect it to work. He feels that if these leaders do their job then the other team players will figure out their role and become a very productive member of the team. Terry said that he could only see increasing the quality of service that we provide and with the few changes that we plan to implement over time, it will be the most cost effective and a win-win situation. Amy said that she is very excited about the reshaping of PALS. As a parent and employee of the department, she has a lot of passion for the department. She mentioned that marketing our programs and athletics is a vital key to bridging the communication gap. She wants to make certain that the community and staff members realize that PALS plays a very positive role in the development of the youth of our community. She plans to develop key contacts, maintain positive relationships with schools, PTOs, and other groups. You can e-mail her at any time with questions, suggestions, etc. as she is open to many things. She has a lot of ideas of where she wants to start going but it will take time. She foresees many great partnerships and positivity in the future.

PARKS & RECREATION OPEN SPACE UPDATE

Beaufort County Parks, Open Space, and Recreation Master Plan. Tony Criscitiello, Beaufort County Planning Department, presented the update. One of the Planning Department's main responsibilities is to develop a comprehensive master plan for community facility development. The last time a master parks plan was done for the County was in 1995. So far we have inventoried over 60 facilities that have been evaluated and entered into a database. We've developed a draft map that includes municipal parks, RCLP properties, PALS facilities and boat landings. We've summarized existing shared use agreements. We also summarized similar programs offered by other agencies. We are going out and ask the public what kind of facilities do you want. We need to identify the needs for open space and recreation facilities countywide and by planning area. The RCLP that has been authorized \$90million in funds for acquisition of open space through fee simple purchase, through purchase development rights, and possibly transfer development rights program. We will review all the parks and land management, grounds and facilities maintenance, and organizational structures. We will prepare prioritized recommendations. We will create a timeline and capital and operational budget for recommendations and implementation.

Burton Wells Phase II – David Coleman, Beaufort County CIP Engineering, said he has been working with SGA and the plans are about 95% completion stage. They are taking the pond that has been a big issue and to turn it into an asset. Phase II is the improvements on the pond—put slopes in the banks where they are safe, put a walking trail around it, put an emergency access into it, offer a floating dock, amphitheater in the bank (carved into the back wall of the pond), small island in the middle, and the boathouse with the dock. Some alternate items, depending on real world price once we take it to bids, include pavilions with restrooms, storage shed for the equipment used to maintain the place, lighting, sidewalks to connect this part of the park to another portion to add more parking. We are scheduled to go out to bid in mid January. David did mention that we have slid somewhat on the tentative completion date of April 2011 due to permitting.

Fort Fremont - Tony Criscitiello, Beaufort County Planning Department, gave an update on the Fort Fremont Historic Park, which is now owned by the County. The following improvements have been made to the 17 acres of Fort Fremont: an entrance way, a parking area, fenced perimeter, fort structures have been cleaned up, and there is a portable restroom on site. We've aligned ourselves with the Friends of Fort Fremont group who has researched the history and visited other similar sites and educated themselves in terms of what a fort such as this could conceivably be in the future. We are also looking at ways we can improve Fort Fremont: restroom building with pavilion, improve beach access, put up interpretive signage, improve with gravel paths, tables and benches for picnicking, railing/fence/pylon system for gun pits, clean out and close off the fort interior rooms, move utility lines, and establish flag pole/memorial area. The Planning Department recently put in a CIP request for these proposed improvements. Our Project Team will consist of capital improvement staff, a historian, a natural resource planner, a landscape architect, and special projects. We will also have three members from the Friends of Fort Fremont who will be working with us on these improvements. We have identified through funds that have been allocated to the program itself through dedicated funds for specific sites to be improved and undesignated gift funds of \$477,000 available. We proposed through our CIP request to use a percentage of those funds for the improvement of Fort Fremont. A boundary and topographical survey has been completed. The team will meet in December to work out cost estimated for improvements. A prioritization list will be developed. A RFP will be prepared with the targeted posting date in February. Mike Manesiotis asked about the future if consideration will be given to water access to the fort. Tony replied that the issue of ferry service in Beaufort County was being looked into to see how feasible it would be.

Crystal Lake Nature Park Development - Tony Criscitiello, Beaufort County Planning Department, presented the update. These 18 acres are located on Lady's Island, were purchased through the Rural and Critical Lands Program (RCLP) and are now under County ownership. The contractor who is building the 802 road and bridge currently is using the former Butler Marine building under a fee to the County until the completion of the 802 project. The Lady's Island fire district has requested that a fire station be built on a portion of the property. The RCLP board was approached with this concept and they asked for more information on the proposal. A survey has been completed and the feasibility of this combined use for the property is being explored. Right now based on what we were able to determine, it is feasible for a co-location, however, we are still in the "homework" stage. One advantage that could be derived from this joint venture is that we would have a presence on a passive park by an institution such as the fire service/district could be beneficial in regard to upkeep, maintenance and supervision. Another advantage is that if we can locate a fire station in that Cat Island area then their fire rates could drop significantly. The Planning Department's vision is for an interpretive/community center (educational), trails with exercise stations, fishing and boating, picnic shelters, attendant, specific park hours, and possible revenue generation. Arthur asked if there were any plans or blueprints in place as a group presented blueprints years back and he was wondering what happened to them. Tony said that the plans were being used but were also being elaborated on. There were still issues associated with the plans—for example the lake itself, is it going to be a part of the storm water utility and the effect that could have, is there a way we could co-locate some different functions of the county government from the revenue standpoint? Mike asked about a piece of land that the church owned and if it had been purchased and what was the final tally on that. Tony said that it had been purchased but didn't remember the cost. The quality of the water in the lake was asked about. Tony said he thought it was high quality at this time and the lake could be used for boating, fishing, events, weddings, etc. The question was asked about the time frame for these decision/projections. Tony said they were working on it now and would be reporting back to the RCLP who is open to the possibilities of co-location. They need to make their feelings known to the appropriate body of the County

Council (Natural Resources Committee) where it would then go up to Council where the funding and other things would be scored, and the program would be judged whether it was feasible or not. Tony said he told his staff that this park was to be presented as the most high quality park that we can think of. Tony said that when the bridge project was completed that Butler Marine would go away and that is where the fire station is proposed to be located. There are a lot of questions still to be answered—access to 802, highway department, the County's regulations for access egress, traffic/engineering issues, etc. that has to be answered. We are vetting all that right now.

Buckwalter Regional Park Soccer Field – David Coleman, Beaufort County CIP Engineering, indicated that they have a meeting coming up this Friday with a team of consultants. They hope to have a set of plans that can go out to bid early spring. They are going to try to utilize the permits that the project received five years ago and fast track the project. The new soccer field will connect to the rec center and skate park and incorporate the parking areas. The field surface will have regular grass. The question was asked if we had funding available to do all three fields. Joe said we would do one field at a time (full size soccer field).

Oscar Frazier Project Update – Joe Penale, Beaufort County PALS Co-Director, reported that we are proposing to put two additional baseball fields in the soccer field area. We have 240 feet, fence to fence, and would be able to fit the 11-12 year old youth groups in that area. However, we can't do that until we get the Buckwalter project and a time frame finalized because we can't lose the soccer field without replacing it. We are ready to go with this, the funding is in place, and it just depends on the Buckwalter soccer field. David commented that Joe had explained the need for the new baseball field but it depended on the Buckwalter soccer field. Once David gets a definitive schedule from his design people is to start a parallel track between the soccer field and baseball field so they both could be implemented quickly.

Lady's Island Park Update – David Coleman, Beaufort County CIP Engineering, reported that the Council awarded on November 8th the contract to JOCO Construction. It is a design build and we are in the process of exchanging contracts with them. Once we get the contracts signed, we will sit down with them and understand what it is they are proposing. As we refine it we will get our permits, which we anticipate to take 3-4 months. Mike asked what was the proposed time on construction. David said it was 270 days.

PALS CENTERS, PROGRAMS & SPECIAL EVENTS DIVISION REPORT

Cris Roberson, Co-Director, gave an update on the participation numbers and events for the centers.

	AFTER SCHOOL	WAITING LIST	INTERSESSION (10/4-8)
Burton Wells	41	17	23
Bluffton	58	30	20
Port Royal	29	5	10
Lind Brown	12	0	5
Scott	9	0	0
TOTALS	149	52	58

The Lind Brown center started their After School Program this year with 16 students. We anticipate increases in January when we introduce a partnership with a school district funded tutorial provider. Students will be coming from Beaufort Elementary School. The Scott center will be increasing by 2 students in January and throughout the school year thanks to a private scholarship donor. Cris is focusing on reaching out into the community to provide scholarships for other young people to attend our after school programs in the future.

One of the questions Cris asked the Board members was how they would like to see the different programs and participation numbers presented to them. We have attached a copy of four months (July – October)

activities/participation/facility usage for each center. The consensus was to see all the centers on a quarterly basis. This helps identify where the problem areas are, how we can deal with them, and how we can allocate our resources. We are showing not only our programs but also the usage of our facilities. For example Burton Wells may have more programs going on; however, Lind Brown has an enormous amount of community involvement. We are going to try to consolidate it so you don't see so much detail and identify what the programs are, what the usage is, how many people are walking into that facility, what organizations are using our facilities, and what our rentals are.

Cris congratulated marketing for their work. Cris mentioned that all our flyers are available on line and can be downloaded. We've recently had a Zumba clinic with 20 women in attendance. We started Zumba classes at Burton Wells and the Gloria Potts community center. The Zumba flyer created by our marketing team was shown.

Since we have gone into our reorganization we have made some changes in our centers. We are always looking at opportunities to provide our citizens a facility that has programs and staff. We've moved around staff to different locations, doing a lot of cross training so if someone is absent we can pull from another center to work where they are needed. We are essentially trying to make the most out of services and resources. Cris has been going out into the community to meet with providers in the community who provide youth and after school programs to understand how they operate and what they are doing to see if we can possibly partner with them to share functions. She has also been doing the same with the Senior Services to see if we can have joint opportunities and possibly consolidate some of our programs to more effectively serve the needs of our seniors. We have changed the hours of our recreation centers. Our new hours of operation are: (1) Burton Wells Recreation Center - Monday thru Thursday - 8:00 am - 8:00 pm, Friday - 8:00 am - 6:00 pm, and Saturday - 10:00 am - 3:00 pm (2) Charles "Lind Brown" Activity Center - Monday thru Thursday - 8:00 am - 7:00 pm and Friday - 8:00 am - 6:00 pm (3) Bluffton Recreation Center Monday, Tuesday & Thursday - 2:30 pm - 8:00 pm and Wednesday & Friday - 2:30 pm - 6:00 pm.

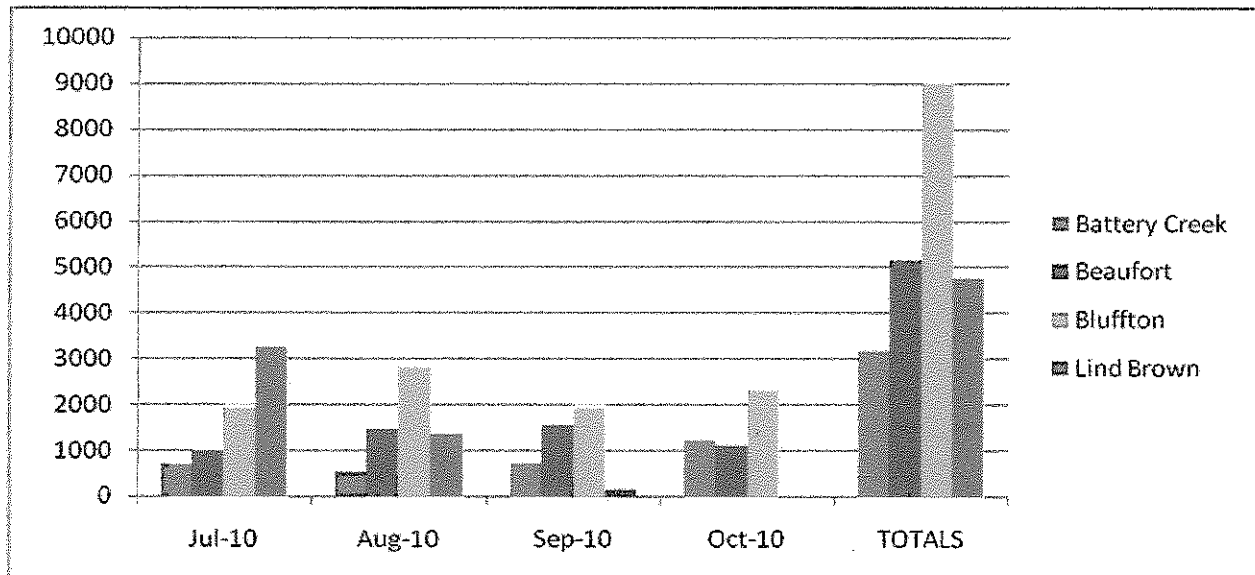
Mike mentioned that the Bluffton Center does not open until 2:30 whereas the other two centers open at 8:00 a.m. Cris said that the only thing PALS is currently doing at the Bluffton center is running two classes in the evening during the week and the after school program. There is a seniors program that is offered by the nonprofit Senior Services in the morning and until 2:00. The center also serves as a polling and registration center. Mike then asked what kind of programs was offered at Burton Wells at 8:00. Cris said there were fitness center, racquetball court, gymnasium, and meeting rooms which people can rent/utilize. At Bluffton we were sharing the building with senior services and are now sharing the building with the Registration Office.

Bob said he understood why they were cutting back on hours but was wondering if there were any negative consequences or concerns about going forward. Cris said she hadn't seen any negative consequences at this point in time although it has only been a month since the changes. Bob was concerned about the basketball courts not being accessible when school was out during the holidays, etc. Cris said that before we did the hour change we looked at participation levels and they were low. She also mentioned that with basketball season in full swing the Athletics Department has staff at the gyms until sometimes 9:00 at night even on Fridays. The centers are being utilized, especially those with gyms during basketball season.

PALS AQUATICS & ATHLETICS DIVISION REPORT

Joe Penale, Co-Director, gave the following report for Aquatics - The Lind Brown pool was way up in July as it is an outdoor pool; however, it closed after Labor Day. The other three pools are averaging about 4,600 visits per month combined. We've put new lane lines at Battery Creek and Beaufort. We've repaired all the starting blocks at all three pools. We held a high school district meet at the Battery Creek pool in October. We are constantly replacing heaters, pumps, and motors. We have a lifeguard class being held next week at Beaufort pool. Aerobic classes are ongoing at Beaufort and Battery Creek pools. Swim lessons are ongoing at all three pools. We are offering a Stroke Clinic at the beginning of January in Beaufort for our triathlon people. We have our Fins competitive swim team housed at Bluffton. Tom asked if an effort has been made to reach out to some of the competitive teams here in Beaufort who has been going over to the Bluffton pool for competitive swimming. Joe said he had been in contact with the swim coach for the Beaufort team. The coach said he had tried to branch out to Battery Creek last year but

had a problem with paying another coach or two at a different facility given his current payroll. Bob asked what PALS envisions five years from now, given the upkeep, etc. and shift in population, regarding building another pool. Joe replied that the master plan has provisions for a 50-meter pool at Buckwalter Regional Park complex. It could be utilized by the swim teams on Hilton Head and Bluffton, the high schools, and college. The swim meets alone bring in over 700 kids a weekend, along with all their families.



Athletics - Basketball had 796 participants in 2010 and 904 participants in 2011. This is a 13.5% increase or 108 more participants. We can still use coaches if anyone is interested. There are a total of 111 teams for the 2011 Basketball Season as follows: 4-6 years old have 28 teams, 7-8 year old boys have 19 teams, 7-9 year old girls have 11 teams, 9-10 year old boys have 21 teams, 10-12 years old girls have 10 teams, 11-12 year old boys have 18 teams, and the 13-15 year old boys have 4 teams.

We still have some teams going to state competitions for football and soccer. We're doing some work on the fields getting them ready for the baseball season. We're working with Grounds/Maintenance to take out the lips in some of the infields. This is the area right around the dirt where the grass meets and over time it builds up. We've done that at Bob Jones and Basil Green fields. We are extending the infields at Burton Wells #1 and #3 to accommodate the World Series. At diamond #2 at Burton Wells we're working on moving home plate which is about 60 feet away from the back stop. We're moving everything back about 30 feet and sodding the edge of the infield. We're going to utilize all three fields for the World Series.

Tom asked if we are incorporating any of the ideas that were given at some of the parent meetings regarding comments/ways to improve the programs. Joe said that yes we were implementing some of those ideas.

STANDING COMMITTEE REPORTS

Program Committee – Chairman Tom Ertter reported on behalf of the Program Committee. There have been a lot of meetings and discussions around the issue of fees. How do we reach out and price things in a way that will be financially sound and yet grow a program? Recognizing the economic climate that this County is in, recognizing the financial hardships this brings on families especially if you have multiple participants within a given sport, along with the effort of trying to build some consistency in setting our fees from not just Athletics but to After School so we have some level of standardization in how we look at the second, third, and fourth child. Tom said that he thinks the main thing here is that we try to make some adjustments both in the Athletics and After School fees. If you look at them at face value as far as the number of people within a given population obviously more families may have one child. We

took in the sports fee the proposed change down from \$55.00 to \$50.00 with \$5.00 off for the 2nd and 3rd child, and 4th child or more are free. The After School fee would be kept at \$50.00 with \$5.00 off for the 2nd and 3rd child, and 4th child or more are free. The Summer Camp fee would be \$285.00 for regular camp rates and \$165.00 for reduced camp rates. The Summer Camp sliding fee for multiple siblings is regular rate of \$285.00 and reduced rate of \$165.00 for the 1st child, \$5.00 off for 2nd and 3rd child, and 4th child or more will be free. We would also allow multiple children to make payments (must pay for one child in full each time and all must be paid for within three weeks of camp starting. A lot of discussion was around renting out facilities. We had a lot of discussions specific to organizations that are strictly non-profit, maybe a family reunion, a charitable organization as we talked about earlier today, to look at those a little differently than we do something that is for the most part coming in to raise money. We try to give a little bit more sensitivity as far as fees to a non-profit versus strictly for profit. We've had several in this room that have sat in on these meetings and for the most part, this is kind of where we ended up. There is always more work to be done; this isn't the beginning and the end. I think it is something we need to look at on a regular basis. We all discussed that the proposal here would go to Council and if approved, would become effective July 1, 2011. So in essence, it will be the Fall season, not the Spring season. Tom then asked if there were any specific questions. Arthur suggested that everyone look over the proposed fee schedule a little bit more so we can digest it and make a decision at our next meeting as it needs to go to Council before we can move forward with it. Morris suggested that instead of waiting until the next Board meeting that any comments or questions be funneled to the Program Committee so it can be finalized before the March Board meeting. Arthur agreed and asked that all questions/comments be directed to the Program Committee.

Finance Committee – Mike Manesiostis presented the proposed resolution from Al Stern, Chairman of Finance Committee. "PALS staff will provide the Advisory Board in advance of a vote, an assessment of the monetary impact of any annual fee schedule changes related to the revenue stream." According to Mike, Al wants detailed information well in advance so we can have a clear understanding of how fee changes or anything else will affect the bottom line, especially in an environment that we are in as far as cutting staff positions, cutting services, hours, and such. Arthur reiterated that the main concern was that the Finance Committee wants to be involved with the other Committees activities. Mike also wanted to add that in addition to the impact on revenue we need to consider the impact of cost as it is a part of the equation. Mike said Al apologized for not being at the meeting but that he was out of the country. Arthur mentioned that we do need to act on the resolution. The motion was made by Mike Manesiostis to accept the Finance Committee recommendation with the additional verbiage reflecting "to expense the cost " as well as revenue. Bob Anderson and Terry Dingle seconded it. This was accepted unanimously.

Mike indicated that inside each Board member's packet was a summary of the last three month's budget. Discounts are listed as Line Item 44499 and so far this year we have given out \$9,682.00. Mike mentioned that it was getting much better and nice to have this current format rather the 16-page reports previously used.

QUESTIONS /CONCERNS

Bryan Hill asked if the Fee Committee was a sub-committee of the Finance Committee or was it a sub-committee of another committee as he was confused. He said that Finance normally deals with fees so was this a sub-committee of the Finance Committee that was just presenting. They told him it was the Program Committee. Bryan asked if it was the Program Committee who needed to send everything to the Finance Committee to go with the resolution. Arthur explained that the Finance Chairperson should have been in on that meeting but Al couldn't make it.

MEETING/ADJOURNMENT

Chairman Middleton thanked everyone for attending the meeting. We accomplished quite a bit. After Arthur mentioned that the next meeting would be March 3rd Bryan Hill asked if the Board could meet more frequently while we go through the budget process. Arthur indicated that the various Committees needed to meet sometime in January to make sure they have time to get things in order. The next Board meeting would be February 3, 2011 at 2:30 PM at the Beaufort Industrial Village, Bldg 2 in Beaufort, SC.

The meeting was adjourned at 4:05 PM.