

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

Conference Room  
Beaufort Industrial Park, Building 102  
Thursday, February 2, 2012  
2:30 PM

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**Board Members Present:** Arthur Middleton, Chairman  
Ronald Campbell  
Chuck Culpepper  
Terry Dingle  
Tom Ertter  
Al Stern, Vice Chairman  
Norman Varnes

**Board Members Absent:** Mike Manesiotis

**Staff Present:** Joseph Penale, PALS Interim Director  
Denise Hamrick, PALS Administrative Assistant

**Guest Present:** Morris Campbell, Community Services Director  
Alan Eisenman, Finance Department  
Shannon Loper, Finance Department  
Alfred Given, Community of Hope  
Larry Holman, Beaufort County Black Chamber of Commerce  
William Kinsey, Parent/PALS Coach  
Libby Anderson, City of Beaufort Planning Director  
Isiah Smalls, Beaufort County Public Works Director

**CALL TO ORDER**

Arthur Middleton, Chairman of the Advisory Board, mentioned that this was a called meeting and called the meeting to order at 2:30 PM. The pledge of allegiance was said by all.

**APPROVAL OF NOVEMBER 3, 2011 MINUTES**

The minutes from the November 3, 2011 Advisory Board meeting were unanimously approved.

**PUBLIC COMMENT**

Mr. William Kinsey addressed his concern regarding the hiring of a PALS Director. He asked why it was taking so long to find someone for this position. Mr. Middleton told him that we are in the process of trying to identify a permanent person. We want to make sure that we have the person who we feel can provide the services we are looking for and it will take time. The process has begun and we are trying to find the best person for the position, however, it does take time.

**DIRECTOR'S REPORT**

Joe Penale gave the following reports for the 2011 and 2012 PARD projects:

<b>JURISDICTION</b>	<b>FY2011 PARD ALLOCATION</b>	<b>FY2012 PARD ALLOCATION</b>	<b>COMMENTS</b>
City of Beaufort <b>and</b> Beaufort County	\$3,048.09  \$21,772.10	\$1,926.88	Create a total of 68 additional on street parking spaces (on Rogers Avenue, Lafayette Street, and Nairine Street) at Basil Green Complex.  \$21,772.10 Beaufort County 2011 PARD funds \$ 4,974.97 City of Beaufort 2011 & 2012 PARD funds \$16,000.00 Additional funds by Beaufort County/City of Beaufort \$ 5,349.41 20% matching on all PARD money <u>\$48,096.49</u> TOTAL COST
Beaufort County		\$13,763.46	Scoreboard and bleachers for the Bluffton Recreation Center . (Use FY2012 PARD funds)
Town of Hilton Head	\$9,065.11	\$5,730.60	Installation of children's play structure with related landscaping and hardscaping at Jarvis Creek Park. (Total Cost - \$14,795.71)
Town of Bluffton	\$3,087.68	\$1,951.91	DuBois Park Phase I construction work targeted for February - April 2012. Adding 4 arbors with bench swings and installing a fence to separate the playground area from the road. (Total Cost - \$5,039.59)
Town of Port Royal	\$2,612.65	\$1,651.61	Replace the existing, outdated, non ADA compliant playground equipment with new playground apparatus.  \$ 4,624.26 Town of Port Royal 2011 & 2012 PARD funds \$ 5,375.74 Additional funds by Town of Port Royal <u>\$10,000.00</u> TOTAL COST

**Beaufort County (FY11) and City of Beaufort (FY11 and FY12) PARD Project – Basil Green Park:** Joe Penale said we wanted to try something different this year. We propose a partnership between the City of Beaufort, Beaufort County, and PALS for the Basil Green parking area. Joe asked Libby Anderson and Isiah Smalls to present the proposal. We would propose adding 64-68 new parking spaces—9 spaces on Rogers Avenue, 32 spaces on Lafayette Street and 23 spaces on Nairine Street. The parking would be pervious (gravel). The City would agree to take ownership of these streets which are currently owned by DOT. The City would be responsible for the maintenance of those streets. Since this project would benefit the city and county residents, we are asking for the financial support through the County's FY2011 PARD funds in the amount of \$22,000. In return for the use of the County PARD funds, the City would pay the County's match for this fund (\$5,400). The City would then apply their FY2011 and 2012 PARD funds and the required matching funds. The City would also pay an additional \$10,000 the project so that the City's share of the project would total the County's PARD investment for FY11.

Al asked if this was all off street parking. Libby said it would be on street—parallel and and head on parking. Terry asked about additional lighting when the new parking is added. Libby and Joe said at this time there was some lighting already there and didn't feel any additional lighting would be needed.

**Beaufort County FY2012 PARD – Bluffton Recreation Center:** Purchase of a scoreboard and bleachers for the Bluffton Recreation Center field.

**Town of Hilton Head (FY11 and FY12) – Jarvis Park Upgrades:** Installation of children's play structure with related landscaping and hardscaping at Jarvis Creek Park.

**Town of Bluffton (FY11 and FY12) – DuBois Playground:** DuBois Park Phase I construction work targeted for February - April 2012. Adding 4 arbors with bench swings and installing a fence to separate the playground area from the road.

**Town of Port Royal (FY11 and FY12):** Replace the existing, outdated, non ADA compliant playground equipment with new playground apparatus.

Al Stern made the motion for the FY2011 and FY2012 PARD projects be approved. It was seconded by Terry Dingle. It was approved unanimously.

## **PARTNERSHIP BETWEEN CIRCLE OF HOPE COALITION AND BEAUFORT COUNTY:**

### **CIRCLE OF HOPE COALITION RESPONSIBILITIES:**

1. Provide community program administration and activities.
2. Provide an administrator to coordinate activities with a PALS representative.
3. The Circle of Hope Coalition will be given exclusive use of two offices identified by PALS.
4. Will conduct and provide PALS background checks on all program providers.
5. The Circle of Hope Coalition will provide PALS information on proposed programs for PALS approval.
6. The Circle of Hope Coalition will operate programs at Center from 6:00 pm to 11:00 pm Monday through Friday and on Saturday from 9:00 am to 10:00 pm except for when rental is necessary during these time periods.
7. Insurance: Circle of Hope Coalition will provide evidence of general liability insurance coverage only as long as their programs are administered by volunteers. However, if anyone is compensated for a service rendered, Circle of Hope Coalition will be required to provide Worker's Compensation insurance.

**BEAUFORT COUNTY RESPONSIBILITIES:**

1. Provide required space at Lind Brown Center during agreed upon hours.
2. Provide janitorial services.
3. Provide utilities and building maintenance.
4. Assist administratively when feasible.
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6. Provide janitorial services.
7. Provide utilities and building maintenance.
8. Assist administratively when feasible.

Comments/Questions: Norman asked about utilities and Joe said that would be the County's responsibility. There was discussion regarding the time frame for the lease. Pastor Al Givens asked that the Circle of Hope Coalition be allowed to have a three year agreement in order to give them time to activate all the programs they want to do. The lease is to be for one year with the option for two additional years. Beaufort County's legal department will review the proposed agreement and make their recommendations.

Tom made the motion to accept the proposal as outlined and it was seconded by Al Stern. The motion was approved unanimously by the Board members.

**Lighting for MC Rielly Multipurpose Field -**

Estimated cost is \$175,000 with funding coming from the Bluffton Impact fees. Tom made the motion to move forward with this project. It was seconded and approved unanimously.

**Bluffton Recreation Center Running Track –**

Joe asked that this be tabled until the next meeting because we did not have all the necessary information.

**MEETING/ADJOURNMENT**

Arthur thanked everyone for attending the meeting. The next Board meeting will be held on March 1, 2012 at 2:30 PM at the Beaufort Industrial Village, Bldg 2 in Beaufort, SC unless there is a called meeting.

The meeting was adjourned at 3:10 PM.