



The Town of Hilton Head Island Regular Parks & Recreation Commission Meeting

Thursday, July 9, 2015

3:30 p.m. – Benjamin M. Racusin Council Chambers

AGENDA

As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting

1. **Call to Order**
2. **Pledge of Allegiance to the Flag**
3. **Freedom of Information Act Compliance**
Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
4. **Swearing in of Reappointed and New Members Fred Lowery, Paul Boes and Mario Caballero by Mayor Pro Tem Bill Harkins**
5. **Presentation of crystal award to outgoing member Terri Bennett**
6. **Election of Officers**
7. **Approval of Minutes**
 - a. Parks & Recreation Commission Meeting of April 9, 2015
8. **Appearance by Citizens on Items Unrelated to Today's Agenda**
9. **Reports**
 - a. Update from Island Recreation Association – Frank Soule
 - b. Update from Bicycle Advisory Committee - Frank Babel, Co-Chair
10. **Unfinished Business**
11. **New Business**
 - a. Update to the Parks & Recreation Commission Rules of Procedures
12. **Park Updates**
13. **Park Commissioner Comments**
14. **Adjournment**

Please note that a quorum of Town Council may result if four (4) or more Town Council members attend this meeting.

**The Town of Hilton Head Island
Parks & Recreation Commission
Thursday, April 9, 2015
3:30 p.m.**

Members Present: Theresa Bennett, Peter Keber, Fred Lowery, Heather Rath, Andrew Schumacher, Michael Weaver

Members Absent: none

Town Council: Mayor Bennett

Town Staff: Charles Cousins, Scott Liggett, Marcy Benson, Jennifer Ray, Shawn Colin, Susan Simmons, Brian Hulbert

Other: Frank Soule, *Executive Director for Island Recreation Association*;
Frank Babel, *Cycling Advocate*

I. Call to Order

Chairman Rath called the meeting to order at 3:30 p.m.

II. Pledge of Allegiance to the Flag

III. Freedom of Information Compliance

Public notification of this meeting has been published, posted and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

IV. Approval of Minutes

The minutes of the Parks & Recreation Commission meeting of January 8, 2015 were approved with corrections.

V. Appearance by Citizens - none

VI. Reports

a. **Update from Island Recreation Association.** Mr. Frank Soule reported on the following:

- Winter programs were busy; roller hockey had approximately 85 players; basketball programs had a lot of participation; basketball league (high school) had 8 teams; kids Crossfit program going well
- The pool dome came down and we are now swimming outside. Working with local swim teams; hosted a few swim meets.
- The Leaders Club is growing, there are approximately 40 kids involved. The Leaders Club is for middle school teens to receive leadership training and learn the importance of social responsibility and service to others. They recently helped at events selling t-shirts.
- Pickle ball is a big morning program.
- Senior programs: there are 580 members and continues to grow. Socials are big, card playing etc.

- SOAR Special Olympics - several athletes will go to the world games in Los Angeles.
- Community events: Snow Day was great; Easter Egg-stravaganza had approximately 800 kids – was a very busy 30 minutes; Seafood Fest in March had a record attendance; WingFest was a two-day event with approximately 4,200 people. Beer, Bacon & Music will be held on May 2 at Shelter Cove Community Park.

b. **Update from Bicycle Advisory Committee (BAC).** Mr. Frank Babel reported that the pathways are looking great. Mr. Andy Clarke, President of The League of American Bicyclists has provided positive feedback on our application for the bicycle friendly community award. The BAC will be recruiting bike ambassadors for Sea Pines as well as for Palmetto Dunes. Volunteers are prepared to park approximately 6,000 bicycles at the Heritage Golf Tournament. The BAC created a Bike Safety Improvements Committee; it is a subcommittee to the Safety Education Committee. The Committee will focus on identifying locations where we think people may be at risk and the second is issues or problems that need to be addressed and then we work on mitigation. Mr. Babel announced that there have not been any bike/car crashes this year. The Infrastructure Committee is concerned that the Town does not have any funding set aside for bike paths for the next five years. We will focus on areas that have safety and access needs. There are three projects we have identified: 1. Finish the pathway at Arrow Road and Wexford (in front of Panera); 2. The leisure trail owned by Shelter Cove POA is terrible, it needs to be rebuilt; 3. Marshland has two crosswalks that are on a blind corner, it is dangerous and needs a better line of site or be relocated.

Commissioner Bennett asked Mr. Babel what it takes to get from a silver award to a gold award? Mr. Babel stated that there are essential elements across five categories – known as the Five E's – that are consistent in making great places for bicycling.

The Five E's are:

Engineering: creating safe and convenient places to ride and park.

Education: giving people of all ages and abilities the skills and confidence to ride.

Encouragement: creating a strong bike culture that welcomes and celebrates bicycling.

Enforcement: ensuring safe roads for all users.

Evaluation & Planning: planning for bicycling as a safe and viable transportation option.

Mr. Babel stated that we are doing a good job in a lot of these areas. We are working with schools to create a local Safe Routes to School program.

Commissioner Bennett asked Mr. Babel if there is a place on Hilton Head Island for people to do off road biking? Mr. Babel stated that we need a facility here. The only place we have is off of Arrow Road near Crossings Park and part of the trail runs on a wetland area. Mr. Babel stated that the BAC would like to investigate creating a bike park. Commissioner Bennett asked Mr. Babel if he is able to measure economic impact to businesses. Mr. Babel stated that the BAC is creating an in-depth survey and will also request assistance from Dr. John Salazar of USCB.

- c. **Report from Sand Volleyball Organization:** Mr. Jeremy Modzelewski, a Hilton Head Island resident stated how necessary it is to have public sand volleyball courts on Hilton Head Island. Mr. Modzelewski introduced Genia Edelman, volleyball coach on Hilton Head Island. Ms. Edelman stated that volleyball is the third largest sport and the fastest growing sport in the United States and worldwide. It is important to create strong, confident young leaders who work together as a team. Ms. Edelman stated that their program is donation based so it can become more diverse.

The best location for sand volleyball courts would be at the Bristol Complex at the Meadow site at Crossings Park. It is an underutilized space.

The club relies on the generosity of the community and has seen support from businesses such as the Beach House's Tiki Hut and Providence Presbyterian.

The EVP, which consists of a select group of volleyball professionals from across the country, will hold professional, amateur, co-ed and juniors events at the Beach House's Tiki Hut. The Tiki Hut will be hosting six volleyball tournaments throughout the summer, including East End Volleyball (EEVB) and the EVP; some of these tournaments will be nationally televised.

- d. **Report from Pickleball Organization**

Mr. BC Huselton, spokesman for Hilton Head Island Pickleball Club stated that over the last five years, the Hilton Head Island Pickleball Community has grown from approximately 15 to 150. We started on two chalk lined courts at the Adrianna Courts owned by Beaufort County. In 2012 we were welcomed by the Island Recreation Center and we now have six permanently lined courts with temporary nets. In 2015 Beaufort County gave us permission to permanently line pickleball courts on two courts at Adrianna. These courts will be multi-use with permanent tennis nets and portable pickleball nets.

For the short term we would like to identify facilities that can be made into multi-use pickleball facilities with minimal expense and maximum return on usage. For the long term we would like to partner with the Parks & Recreation Commission and make a solid strategic investment and support all of it.

- e. **Shelter Cove Community Park transition process/remaining park elements:** Ms. Jennifer Ray, Urban Designer, stated that the ribbon cutting was held on April 1, 2015 and it was a great day. This park is already being heavily used. Blanchard & Calhoun are trying to accommodate a "wish list" of items if the budget allows otherwise this list will have to be completed at a later date. The Development Agreement documentation needs to be completed and then the Town will be able to close, transfer and have ownership of the park and maintain it. Remaining park elements: Potential pier – over the past year, we have identified a channel to meet the requirement of a shorter length pier; we are checking on the cost and potential add on. Commissioner Bennett asked about the surface of the playground and who came up with original ingredients of the playground? Ms. Ray replied that it was a Blanchard & Calhoun design to mimic the Hilton Head Island beach area. The playground contains material that is picked up by children and scattered all over creating a very messy look. Commissioner Bennett asked if the Town signed off on that application. Ms. Ray replied that the application went through the DRB and Town staff. Commissioner Bennett suggested it be fixed

sooner than later. Ms. Ray responded that would be ideal but budget constraints would decide that. Facilities Management will blow the surface daily – it is an ongoing issue.

VII. Unfinished Business - none

a. **Action on park user survey:** Chairman Rath suggested setting up a meeting to talk about a park survey. The purpose of the survey would be to better understand the satisfaction of park users.

- Use online portal
- Committee members and volunteers to gather info
- ipads will be supplied by USCB
- Survey 5 locations: Jarvis, baseball fields, soccer fields, sailing & rowing park, the new Shelter Cove Towne Center Park. Visit these sites on Saturdays and mid-week.
- Would like to see this survey conducted on an annual basis
- Survey should be in English and Spanish
- Survey can also be sent out in an e-mail blast

Commissioner Lowery stated that doing this survey at parks may isolate parks that people don't know about. How do we include those? Chairman Rath stated that there are over 20 parks. Commissioner Lowery suggested a rotating schedule of five parks each week to cover them all. Commissioner Bennett agreed that there should be a format that works and can be applied to different parks at different times. At some point catch all parks and who is using the parks and potential future uses.

b. **Update on Beaufort County plan to turnover maintenance to Town of Hilton Head Island:** Mr. Scott Liggett stated that since January he has extended an invitation to have a County representative come here but Beaufort County intends to submit a proposal through PALS and up to County Council before coming to Hilton Head Island. They have the same budget timeline as us.

c. **Update on tennis court sale to HOA:** Mr. Charles Cousins stated that last year (February 13, 2014) the Parks & Recreation Commission made a recommendation to Town Council to sell the Cordillo Tennis Courts to the Cordillo Courts II Property Owner's Association and The Hedges Property Owners Association. This potential sale was due to the lack of use of the tennis courts by the public and the desire of the property owner associations to purchase this facility. There have been second thoughts on that decision. The Neighborhood Outreach Connection that provides after-school tutoring for children among other programs, would like to have those tennis courts remain and be improved. Town Council has asked the Town Manager to meet with those involved to come up with a plan to improve that facility and once a plan is agreeable to everyone, then we can decide how to fund. Mayor Bennett stated that over the last several months, the potential sale of the Cordillo Courts has become a lightning rod in the community. Those facilities have been that way for a very long time. I feel we have wronged the users in that community and the families that live in that area by maintaining that facility at that level. We have new parks; what are we saying to those people and it is not a good message. That is why there is a reversal in the direction of Town Council selling those courts.

VIII. New Business

- a. **Island Rec funding request.** *Commissioner Lowery recused himself from discussion and vote.*

Mr. Soule stated that the resources requested from the Town will allow the Island Recreation Association to continue the effective management of recreational facilities, as well as the coordination of recreational programs and community events. The Association's Board approved an operating budget of \$2,079,928 for FY2016 which is an increase of 4.87% over FY2015. The general fund support request to the Town is \$657,748, which is an increase of \$28,470 from FY2015. This is the first request for an increase in three years.

The CIP funding request is \$179,500 which is down from \$231,650. Projects in the CIP request take into account the enhancement and expansion of the Recreation Center.

Chairman Rath asked for a motion. Commissioner Keber made a motion to recommend to Town Council approval of the Hilton Head Island Recreation Association funding request as presented. The motion passed unanimously.

IX. Park Updates. None

- X. Park Commissioner Comments** Commissioner Lowery stated that a sports council should be created to attract sporting events to Hilton Head Island. Sporting events would have a major economic impact on the island. It is a shame that there is not a sign at Hilton Head park.

Commissioner Keber stated that we can grow economically through sports and that Hilton Head Island should embrace hosting sporting events. A subcommittee supported by staff would be fantastic.

Commissioner Bennett stated that she agrees and a centralized function would be helpful to communicate with the community. Mr. Soule stated that this is an opportunity to embrace and promote activities through a clearing house.

Chairman Rath stated that she and Commissioner Lowery would explore this more.

Commissioner Bennett reported that she was at Old School Park and was glad someone was using that park but it is in total disrepair. A starting point would be to better utilize facilities that are clearly underutilized.

Chairman Rath stated that at the next Parks & Recreation Commission meeting we need to take a look at our goals and objectives to be sure they are being met. We need a meeting prior to July.

Listed below are activities for Chamber Bike and Dine week:

- Saturday, May 2 – Island-wide Chamber Bike and Dine kickoff!
- Sunday, May 3 – Chamber Bike & Dine History Tour
- Monday, May 4 – coffee - meet at Skillet's Café, Coligny Plaza
- Tuesday, May 5 – lunch meet at Coligny Plaza
- Wednesday, May 6 – Safe Ride to School Day & Chamber After-Work Networking Ride
- Thursday, May 7 – Hilton Head Island Bike to Work Day

- Friday, May 8 – Bikes, Brews & Bites – start and leave from Captain Woody’s on Target Road
- Saturday, May 9 – Community Beach Bike Ride at Coligny Plaza

XI. Adjournment

There being no further business, the meeting adjourned at 5:37p.m.

Respectfully submitted by Eileen Wilson

Approved by: _____
Heather Rath, Chairman

DRAFT

**TOWN OF HILTON HEAD
PARKS AND RECREATION COMMISSION**

Rules of Procedure

I. Officers and Duties

The Commission shall consist of seven (7) members appointed by the Town Council. The Council shall seek members with experience in local organized recreation or who have experience in such programs elsewhere, or with experience in child care provision or in leisure service to senior citizens. The commission members shall be appointed for a term of three (3) years; provided, however, that no member may serve more than two (2) successive terms except for extraordinary circumstances where town council believes it to be in the best interest of the community to have a continuation, for a specified period, of a particular member of the commission.

A. Election of Officers

The Parks and Recreation Commission shall have two officers, a Chairman and a Vice-Chairman. At the first regular meeting following June 30 of any year and after all appointments to the Parks and Recreation Commission have been made by the Town Council for the Town of Hilton Head Island, South Carolina, the Parks and Recreation Commission shall elect a Chairman and a Vice-Chairman.

B. Duties of Officers

1. Chairman

A Chairman shall be elected by the voting members of the Parks and Recreation Commission and shall serve for a period of one year or until the first regular meeting following June 30. The Chairman may be re-elected for additional terms as Chairman subject to his/hers appointed term.

The Chairman shall preside at all meetings of the Parks and Recreation Commission and decide all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Parks and Recreation Commission members in session at the time.

2. Vice-Chairman

The voting members of the Parks and Recreation Commission shall elect a Vice-Chairman in the same manner and for the same term as the Chairman. The Vice-Chairman shall serve as acting Chairman in the absence of the Chairman and at such time the Vice-Chairman shall have the same powers and duties as the Chairman.

The Vice-Chairman shall succeed the Chairman; if the office is vacated before the term has expired, to serve the remainder of the term of the Chairman. A new Vice-Chairman shall be elected at the next regular meeting to complete the term.

3. Secretary

At the discretion of the Town Manager, a Town employee may act as the Secretary of the Parks and Recreation Commission and shall be responsible for the taking, transcribing and

maintaining the minutes of each regular or special meeting of the Parks and Recreation Commission.

4. *Staff Coordinator*

The Town's Community Development Director shall appoint a member of Staff to assist the Chairperson and the Secretary in Commission coordination, including discussing agenda items and any other item that needs attention for the efficient running of the Commission's meetings.

5. *Duties of the Commission*

The Parks & Recreation Commission shall have the powers and duties that are outlined in the Town of Hilton Head Island Municipal Code, Title 8, Chapter 7, PARKS AND RECREATION COMMISSION, which are summarized below.

When requested by Town Council, the Parks & Recreation Commission, as a recommending body to Town Council, shall make studies of the existing facilities for parks and recreation; assess the future recreational needs of the citizens and visitors of the Town; assess requests by recreation groups or citizens for changes to use or for additional facilities in existing or future parks; and make recommendations to the Town Council on such findings.

The Parks & Recreation Commission, in making such studies and recommendations to Town Council, shall:

- Analyze long and short term goals for development and management of facilities
- Analyze the operations, program delivery systems and financial commitment of the County
- Review existing and proposed recreation management services and programs and recommend providers of such services
- Recommend standards for development, preservation and maintenance of facilities
- Analyze budgets and financial statements submitted by existing management providers to the Town
- Analyze existing plans and proposals of the various boards, commissions or agencies of the Town (such as Planning Commission or Island Recreation Association) for development of parks, open space and recreation
- Conduct periodic surveys to determine whether the recreation Plan is meeting the wishes of the citizens
- Make recommendations for periodic updates to the Recreation Plan

Requests by recreation groups or citizens for changes to use or for additional facilities in existing or future parks shall be submitted in writing to the Mayor, who will forward the request to the Parks & Recreation Commission. The Parks & Recreation Commission will assess the feasibility of the request by using the following criteria: 1) how the request fits into Town Council's priorities and goals and 2) how the request fits into the adopted CIP and budget. Any new project request that is not in the current CIP and that the Parks & Recreation Commission would like to recommend to Town Council, needs to be held until the CIP is being reviewed for a new budget. Any recommendations from the Parks and Recreation Commission to the County regarding park operations or maintenance shall be directed to Town Council for communication to the County.

II. Meetings

A. *Regular Meetings*

Regular meetings of the Parks and Recreation Commission shall be held on the second Thursday of each month or such other date that may be determined by the Chairman or Town Staff.

B. *Special Meetings*

Special Meetings of the Parks and Recreation Commission or an appointed committee may be called at any time by the Chairman. At least twenty-four (24) hours public notice, including the time, place and agenda for the Special Meeting shall be given.

C. *Cancellation of Meetings*

The Chairman may cancel a Regular Meeting, if there is no business to conduct, by giving notice to all Parks and Recreation Commission members and the public not less than twenty four (24) hours prior to the scheduled Regular Meeting.

D. *Notification of Absence*

All members of the Parks and Recreation Commission shall notify the Secretary to the Parks and Recreation Commission, as soon as possible, of any anticipated absences from a scheduled Regular Meeting.

The Secretary shall notify the Chairman in the event the projected absence(s) will produce a lack of a quorum. The Chairman, in the event of excessive absences of a member, may make a recommendation to the Town Council to reconsider the appointment of that member. Town Council shall remove any board member who fails to attend three (3) meetings without being excused in advance by the Chairman. Excessive absences, even though excused, may constitute cause for removal. (Reference The Town of Hilton Head Island Municipal Code 2-13-50 (Ord. No. 83-5, 9-26-83; Ord. No. 89-5, § 3, 3-6-89)

E. *Quorum*

A quorum shall consist of four (4) members of the Parks and Recreation Commission.

F. *Conduct of Regular and Special Meetings*

1. *Freedom of Information Act Compliance*

All meetings shall be open to the public and all requirements of the South Carolina Freedom of Information Act [S.C. Code Ann. 30-4-10. *et seq.* (Supp. 1994)] shall be complied with in the conduct of meetings of the Parks and Recreation Commission.

2. *Applicability of Roberts Rules of Order*

Roberts Rules of Order are hereby adopted for the conduct of Regular and Special Meetings of the Parks and Recreation Commission, unless otherwise provided herein. In the case of a conflict between these Rules and Roberts Rules of Order, these Rules shall govern.

3. *Order of Business*

The order of business at Regular and Special Meetings shall be as follows: (I) Call to Order, (II) Pledge of Allegiance to the Flag, (III) Freedom of Information Act Compliance, (IV) Use of Cellular Telephone Prohibited, (V) Approval of Minutes of Previous Meeting, (VI) Appearance by Citizens for Items Not on the Agenda (*public comment is limited to five minutes*)

- *this limit may be extended at the discretion of the Commissioners*), (VII) Reports, (VIII) Unfinished Business, (IX) New Business, (X) Updates, (XI) Park Commissioner Comments, and (XII) Adjournment.

G. Vote

All members of the Parks and Recreation Commission shall be voting members and shall be entitled to vote on any issue before the Parks and Recreation Commission, unless they are in a conflict of interest on the matter being determined.

A vote of a simple majority of a quorum shall be required to pass a motion.

H. Conflict of Interest

It is the obligation of all members of the Parks and Recreation Commission, to disclose a conflict of interest. At a minimum, the South Carolina law regarding conflicts of interest shall control the Parks and Recreation Commission member's actions.

Any member of the Parks and Recreation Commission who believes that he or she has or may have a conflict of interest of any nature on any matter before the Parks and Recreation Commission, shall notify the Chairman of such conflict, abstain from any discussion or vote on the matter and complete any necessary and required Town potential conflict of interest forms at the meeting.

I. Executive Sessions

The Parks and Recreation Commission may go into executive sessions: (1) on matters permitted under the South Carolina Freedom of Information Act; (2) after disclosure of the nature of the subject matter and (3) the understanding that no vote on any issue may take place while in executive session.

III. Amendments to the Rules

These rules may be amended at any time by an affirmative vote of not less than four (4) members of the Parks and Recreation Commission, provided however that such amendment shall have first been presented to the entire Parks and Recreation Commission in writing at a Regular or Special Meeting preceding the Regular or Special Meeting at which the vote is taken.

Date of Approval: March 11, 2010