

**The Town of Hilton Head Island
Parks & Recreation Commission
Thursday, August 13, 2009
3:30 p.m.**

Members Present: Daniel Gafgen, Jack Hamrick, John McCann, Robert Moore, P. Jeffrey North, Marc Stuckart

Members Absent: Timothy Singleton

Town Staff: Charles Cousins, Scott Liggett, Derrick Coaxum, Nicole Dixon

Other: Frank Soule, *Island Recreation Association*

Media: Daniel Brownstein, *Island Packet/Beaufort Gazette*

I. CALL TO ORDER

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

II. 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.

III. SWEARING IN OF NEW BOARD MEMBERS

Mr. Heitzke, Mayor Pro Tem, performed the swearing in ceremony for new Parks & Recreation Commissioners Mr. Jack Hamrick and Mr. Robert Moore. Mr. Heitzke thanked all the Commissioners for volunteering their time and talents to serve on this Commission.

IV. APPROVAL OF MINUTES

The minutes of June 11, 2009 were approved as presented.

V. APPEARANCE BY CITIZENS

Mr. Frank Babel, Squeaky Wheels, Cycling Advocacy Group, gave an update on the following topics:

- Bike safety
- Pathways
- Charity bike rides
- Bicycle Friendly Community Awards Program
- Mr. Babel was elected to the Palmetto Cycling Coalition (PCC)
- Skateboarding on Arrow Road – need a sign by Bristol Sports Arena directing bicyclists and skateboarders

VI. REPORTS

A. Update from Island Recreation Association. Mr. Frank Soule distributed the latest Island Recreation brochure – this brochure contains a section for youth programs and a section for adult programs. A flyer was inserted into the Island Packet to direct people to

visit the Island Recreation Center website to view the brochure. Mr. Soule also reported that:

- The Island Recreation Center is preparing for Fall activities.
- The Summer programs went very well.
 - The day camps had over 125 participants a day.
 - The sport camps were well attended.
 - The Adventure programs which are a higher cost program did not get as much participation as in the past.
 - Tuesday night fireworks continue to be successful, the Island Recreation Center worked with the orchestra for three events.
 - The Island Recreation Center will be taking over the Cajun Festival.

Mr. Soule then gave a presentation to the Commissioners that gave a brief history on the Island Recreation Association, the programs available to the community and plans for the future of the Island Recreation Center.

B. Update from Beaufort County Parks & Leisure Services/Public Works. No report

VII. UNFINISHED BUSINESS

None

VIII. NEW BUSINESS

A. Review of the Parks & Recreation Commission Rules of Procedures. Mrs. Nicole Dixon reviewed the Rules of Procedures with the Commissioners and the Commissioners made the following amendments:

Mr. Moore made a motion to limit public comment to five minutes under Appearance by Citizens (this limit may be extended at the discretion of the Commissioners). Mr. Stuckart seconded the motion. The motion passed unanimously.

Mr. Moore made a motion to remove the section in the rules of procedures that states subcommittees may be formed. (subcommittees may only be created with authorization by Town Council) Mr. North seconded. The motion passed unanimously.

Chairman McCann tabled the issue of changing the Parks & Recreation Commission monthly meetings to quarterly meetings - this topic will be discussed at a future meeting.

B. Orientation. Mrs. Dixon introduced Town staff to the Commissioners and the role that staff has with the Parks & Recreation Commission. Mr. Charles Cousins, Director of Community Development explained the type of projects that come before the Parks & Recreation Commission and the responsibility of the Community Development staff.

Mr. Scott Liggett, Public Projects & Facilities Director introduced himself and stated that the two principal functions of his position and department is to develop and administer the implementation of the Town's Capital Improvement Program (CIP) and to administer maintenance, management and operation of all Town-owned facilities and properties.

Mr. Stuckart inquired about the quality of maintenance of Hilton Head Island parks compared to other Beaufort County parks and asked if the Commissioners could view what Beaufort County budgets for maintenance of parks and what is actually spent.

Mr. Liggett replied that budget documents are public information and he would find out how much of a budget is provided for the Hilton Head Island facilities and compare it with what is being budgeted for at other Beaufort County locations. Additionally, Mr. Liggett stated that he would find out if there are other documents that would describe the level of effort and frequency of the park maintenance. Once Mr. Liggett obtains this information, he will provide it to the Parks & Recreation Commissioners.

Mrs. Dixon also reviewed various documents that serve as guidelines for the Commissioners. Mrs. Dixon stated that she is coordinating with Mr. Joe Penale of the Beaufort County Parks & Leisure Services (PALS) to do a tour of the parks in the next few months. Mrs. Dixon will be sending the Commissioners a list of all parks on Hilton Head Island so that prior to each Parks & Recreation Commission meeting, a Commissioner can “adopt” a park to visit and report at the meeting any concerns about the park - such as repairs or maintenance needed or compliments.

IX. UPDATES

A. 2009 Mid-year Grant Summary. Ms. Marcy Benson reviewed the mid-year summary of grants and award activity for 2009. Ms. Benson stated that she will be bringing a proposal of the sailing/rowing center to the September Parks & Recreation Commission meeting – asking for a recommendation to Town Council so that Town Council can review this proposal prior to their November workshop.

B. Coligny Update: Mr. Mike Roan stated that the Coligny redesign is completed. It has been a big success bringing folks to the south end of the Island. The lights and fountain are turned off at 9:30 p.m. each night.

X. PARK COMMISSIONER COMMENTS

None

XI. ADJOURNMENT

There being no further business, the meeting adjourned at 4:40 p.m.

Respectfully submitted by Eileen O’Brien

Approved by: _____
John McCann, Chairman