

**The Town of Hilton Head Island**  
**Special Parks & Recreation Commission Workshop**  
**Thursday, September 10, 2015**  
**3:30 p.m.**

**Members Present:** Paul Boes, Mario Caballero, Peter Keber, Heather Rath, Andrew Schumacher, Michael Weaver

**Members Absent:** Fred Lowery

**Town Staff:** Marcy Benson, Julian Walls, Shawn Colin, Jayme Lopko, Brian Hulbert

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

---

**1. Call to Order**

Chairman Rath called the meeting to order at 3:30 p.m. Chairman Rath asked the Commission if they would be in favor of amending today's agenda by moving New Business item f. *Review and Discussion of Beaufort County Park Management Proposal* to be the first item of discussion. Commissioner Keber made a motion to move Item f to be the first item of discussion. Commissioner Weaver seconded. The motion was approved unanimously.

**2. 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.

**4. Approval of Minutes**

The minutes of the Parks & Recreation Commission meeting of July 9, 2015 were approved as presented.

**5. Appearance by Citizens - none**

**6. New Business**

Chairman Rath stated the goal of today's workshop is to make sure the Commission understands all elements we are working with and understand what expectations from Town Council and understand what our goals and objectives are for 2016.

- **Review and Discussion of Beaufort County Park Management Proposal.** On May 7, 2015 the Town Manager received a proposal from the Beaufort County Administrator. The proposal included the transfer of "over \$1.2 million in real property, an additional \$25,000 in maintenance equipment and offers nearly one million dollars in subsidies for recurring utility and labor costs over the next five years. The total value of the plan is in excess of \$2.2 million." Mr. Julian Walls drafted an estimate on what it would cost the Town to maintain the parks that Beaufort County wants to give us at the level of quality maintenance and staff the Town expects and requires for our parks. This maintenance would be bid out. Mr. Walls stated that the equipment from the County has no value to us and the Town owns half the property that is in the proposal. Chairman Rath stated that at the October 8, 2015 Parks & Recreation Commission meeting two Commissioners will be assigned to work with Mr. Walls and Mr. Liggett to work through Mr. Wall's estimate and the County proposal and then report back to the Parks & Recreation Commission. Mr. Frank Soule

will be involved in this as well. Mr. Soule stated that he is concerned that this proposal from the County may result in the Island Recreation Association losing their funding from the County. The Island Recreation currently receives \$140,000 in funding from the County. Mr. Soule stated that there should be some funding/program support for the Island Recreation Association. The Commission stated that they will include funding for the Island Recreation Association in the Town's counter proposal to the County.

- **Review and Discussion of the Recreation Element of the Comprehensive Plan.** In 2005, the Recreation Element replaced the Recreation and Open Space Plan and was adopted as part of the Comprehensive Plan. Ms. Benson stated that the Comprehensive Plan is a guiding document for the Town. Per state requirement a full update to the Comprehensive Plan takes place every ten years. A Planning Commission subcommittee reviews various Elements of the Comprehensive Plan every five years with minor updates. The Recreation Element will soon be coming before the Parks & Recreation Commission for review.
- **Review and Discussion of Parks & Recreation Commission Rules of Procedure / Powers & Duties.** Ms. Benson presented a comparison of the language in the Parks & Recreation Commission 1992 Establishment Ordinance, the current Municipal Code and the Rules of Procedures. All the documents have the same intent. One main difference is at the end of the Rules of Procedures, there is a paragraph that outlines a process to follow when a request comes in from a recreation group or individual. The Commission will work with Town staff to streamline all the documents and give the process paragraph a new heading. Town staff will also place the Parks & Recreation Commission Powers & Duties from the Municipal Code on the Town's website.
- **Review and Discussion of Individual Commissioners Park Visits.** Chairman Rath stressed the importance of all Commissioners to read the Comprehensive plan and to become familiar with all Town parks. Mr. Soule stated that if a Commissioner notices anything at the parks or at the island recreation center that is in need of repair or maintenance, to please contact Julian Walls directly don't wait until a meeting.
- **Review and Discussion of Recreation Association Contract with Town.** Mr. Soule gave a brief overview of the contract and partnership between the Island Recreation Association and the Town of Hilton Head Island. Mr. Soule stated that the Town handles our books, payroll, etc. – it is a great working relationship. The Memorandum of Understanding (MOU) is reviewed every five years.
- **Discussion of Goals and Objectives for 2015/2016.** Chairman Rath stated that the powers and duties in the Municipal Code are very specific about what the Parks & Recreation Commission is tasked to do. The Commission will work with Ms. Benson to review the powers and duties and the rules of procedures.
- **Review and Discussion of Parks & Recreation Committees (Public & Private) in the Region.** Chairman Rath stated that there are several different organizations that have their own private parks and recreation committees. The Greater Island Council is made up of individuals that are interested in promoting and implementing the

advancement of recreation. Hilton Head Baseball Association and H2A are just two of many groups that have a partnership with the Island Recreation Association.

7. **Park Commissioner Comments.** none

8. **Adjournment**

There being no further business, the meeting adjourned at 5:00 p.m.

Respectfully submitted by Eileen Wilson

Approved by: October 8, 2015  
Heather Rath, Chairman