



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

Thursday, July 12, 2018

3:30 p.m.

Benjamin M. Racusin Council Chambers

## AGENDA

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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. **Presentation of the Town's Crystal Award to Commissioner Fred Lowery**
5. **Swearing in Ceremony for New and Reappointed Commissioners**
6. **Election of Chairman and Vice Chairman**
7. **Approval of Minutes**
  - a. Parks & Recreation Commission Meeting of June 14, 2018
8. **Appearance by Citizens on Items Unrelated to Today's Agenda**
9. **Reports**
  - a. Island Recreation Association Update – Mr. Frank Soule
10. **Unfinished Business**
11. **New Business**
  - a. Discussion of workshop sessions
  - b. Mission of Parks & Recreation Commission
  - c. Review of existing Recreation and Open Space Plan
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**  
**Regular Parks & Recreation Commission Meeting**  
**Thursday, June 14, 2018**  
**3:30 p.m.**

**Members Present:** Paul Boes, Ray Kisiah, Fred Lowery, Mike Ray, Caroline Rinehart

**Members Absent:** Jerry Okarma, Mario Caballero (UE)

**Town Staff:** Marcy Benson, *Sr. Grants Administrator*; Charles Cousins, *Director Community Development*; Scott Liggett, *Director Public Projects & Facilities*; Julian Walls, *Facilities Manager*; Brian Hulbert, *Staff Attorney*; Jennifer Ray, *Planning & Special Projects Manager*; John Troyer, *Director of Finance*

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

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**1. Call to Order**

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

**2. Pledge of Allegiance to the Flag**

**3. 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 Parks & Recreation Commission meeting minutes of May 10, 2018 were approved as presented.

**5. Appearance by Citizens on Items Unrelated to Today's Agenda - none**

**6. Reports**

- **Island Recreation Association Update.** Mr. Frank Soule presented a brief video displaying a variety of the successful programs and festivals. Mr. Soule briefly reported that the Island Recreation Center has a great relationship with the high school coaches and all the summer camp programs are doing very well. Mr. Soule announced that there will be several "Grand Reopening" events as the Island Recreation Center Expansion comes to completion. The events will consist of a tour of the building and to recognize all the donors.

**7. Unfinished Business** – Commissioner Kisiah asked if there had been any response from Town Council from the April 25, 2018 memo requesting funding for a new Parks & Recreation Master Plan. There has been no response from Town Council.

**8. New Business**

- a. Proposed Memorandum of Understanding – Island Recreation Association.**  
*(Commissioner Fred Lowery recused himself)*

Mr. Brian Hulbert presented the proposed Memorandum of Understanding between the Town of Hilton Head Island and the Island Recreation Association, Inc. stating that Exhibit A is the Agreement between the Town and the Association which relates to the Association managing the Town's parks and tennis courts. Mr. Hulbert pointed out two changes which is the addition of the Low Country Celebration Park that is expected to be completed in the coming year and the Association shall provide the Finance and Administration Committee a report at its first meeting in February which covers the previous calendar year with certain metrics and reports.

Commissioner Kisiah made a motion to approve the proposed Memorandum of Understanding between the Town of Hilton Head Island and the Island Recreation Association, Inc. as presented for renewal and forwarded to the Public Facilities Committee. Commissioner Rinehart seconded the motion. The motion passed by a vote of 4-0.

**b. Discussion of planning for future park upgrades.** Commissioner Kisiah suggested this Commission continue with monthly meetings but recommends every other month be a work session. The work sessions would allow us to do the following:

- Look at the parks we have and do a thorough review of each park.
- Learn the history of what was planned and what was built.
- Take a tour of the parks and see what condition they are in.
- Discuss upgrades and improvements.
- Are there areas in parks that are undeveloped or is it time to change the use of certain parks/facilities.
- Learn about parks and what the needs are; make sure we have a good park system.
- Talk about park and recreation issues and develop a list for each park and work together with Town staff to upgrade the parks we have.

All the Commissioners were in agreement with the suggestion of a work session and a less formal setting. Commissioner Kisiah made motion recommending this Commission conduct a work session every other month beginning with the August meeting to discuss park needs and future improvements. Commissioner Boes seconded the motion. The motion passed 5-0.

**9. Parks Updates**

**10. Park Commissioner Comments**

**11. Adjournment**

There being no further business, the meeting adjourned at 4:30 p.m.

Respectfully submitted by Eileen Wilson

Approved by: \_\_\_\_\_  
Michael Ray, Chairman



# TOWN OF HILTON HEAD ISLAND

## *Community Development Department*

**TO:** Parks & Recreation Commission  
**VIA:** Charles Cousins, AICP, *Director of Community Development*  
**FROM:** Jennifer Ray, ASLA, *Planning and Special Projects Manager*  
**CC:** Shawn Colin, AICP, *Deputy Director of Community Development*  
Scott Liggett, PE, *Director of Public Projects & Facilities/Chief Engineer*  
Marcy Benson, *Senior Grants Administrator*  
**DATE:** July 9, 2018  
**SUBJECT:** Proposed Parks & Rec Commission work session schedule

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At the June 14, 2018 Parks & Recreation Commission Meeting, the Commission voted 5-0 to conduct a work session every other month beginning with the August meeting to discuss park needs and future improvements. In order to include consideration of the proposed park upgrades in the FY2020 budget discussions, the list needs to be completed by December 2018. Therefore an aggressive schedule is proposed. Site visits will need to be conducted at alternate times, either as a group in a special meeting, or on one's own in advance of the work session. Additionally, the schedule necessitates a work session other month, either requiring a special meeting or allowing for a brief regular meeting and transitioning to a work session.

The following general schedule is proposed:

- July – Regular Meeting:
  - Mission of Parks and Recreation Commission
  - Review of existing Recreation and Open Space Plan
- August – Work Session:
  - Review of Town-owned property inventory including history of purchase, purpose, restrictions, etc. as well as parcels purchased for parks
  - CIP process
  - Process for project prioritization
  - Maintenance
  - Special Events
  - Review of Town-owned recreational facilities (master plans)
    - Planned Coligny Park and Chaplin Linear Park
- September – brief Regular Meeting, transition to Work Session:
  - Municipal budget process
  - Review of Town-owned recreational facilities (master plans and as-built conditions)

- Chaplin Community Park, Crossings Park & Bristol Sports Arena, and Jarvis Creek Park
- October – Work Session:
  - Review of Town-owned recreational facilities (master plans and as-built conditions)
    - Compass Rose Park, Greens Shell Park, Rowing & Sailing Center at Squire Pope Community Park, Shelter Cove Community Park, Barker Field, Hilton Head Park (Old Schoolhouse Park), and Beach Parks
- November – Work Session:
  - Prepare list of proposed park upgrades; open discussion by Parks & Rec Commission
- December – Regular Meeting:
  - Review and vote on proposed Park Upgrade list for FY2020