

**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: 7/12/2018  
Michael Ray, Chairman