



The Town of Hilton Head Island  
**Parks & Recreation Commission Meeting**  
Thursday, December 9, 2021, at 3:30 p.m.

## **AGENDA**

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This meeting is being conducted virtually and can be watched via the [Town of Hilton Head Island Public Meetings Facebook Page](#)

1. **Call to Order**
2. **Pledge of Allegiance to the Flag**
3. **FOIA Compliance** - Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.
4. **Roll Call**
5. **Approval of Minutes**
  - November 18, 2021
6. **Appearance by Citizens**

Citizens who wish to address the Commission during the meeting must contact the Board Secretary (341-4770) no later than 2:30 p.m. the day of the meeting. Citizens may also submit their comments in writing via the Town's Open Town Hall Portal (<https://hiltonheadislandsc.gov/opentownhall/>.) The Portal will close at 2:30 p.m. the day of the meeting. Comments submitted through the Portal will be shared with the Commission and made part of the official record.
7. **Reports**
8. **Unfinished Business**
9. **New Business**
  - a) **FY2023 CIP Discussion - Jennifer Ray**
  - b) **Parks & Recreation Commission 2022 Work Plan – Taylor Ladd**
10. **Park Updates – Taylor Ladd**
11. **Park Commissioner Comments**
12. **Adjournment**

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



Town of Hilton Head Island  
**Parks & Recreation Commission**  
**Regular Meeting**  
**Thursday, November 18, 2021 – 10:00 a.m.**  
**MINUTES**

**Present from the Commission:** Ray Kisiah, *Chairman*; Jack Daly, *Vice-Chairman*; Thomas Dowling; Jerry Okarma; William Zurilla; Mike Manesiotis

**Absent from the Commission:** Christina Kristian, *Excused*

**Present from Town Council:** Tom Lennox; David Ames

**Present from Town Staff:** Jennifer Ray, *Capital Program Manager*; Taylor Ladd, *Project Planner*; Diane Busch, *Staff Attorney*; Aaron Black, *Facilities Manager*; Marc Robson, *Beach Operations Manager*; Karen Knox, *Senior Administrative Assistant*

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**1. Call to Order**

Chairman Kisiah called the meeting to order at 10:00 a.m.

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

**3. FOIA Compliance** – Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

**4. Roll Call** – All Commissioners were present except for Commissioner Kristian who was excused.

**5. Swearing in Ceremony for New Commissioner**

Diane Busch, Staff Attorney, performed the swearing in of new Commissioner Mike Manesiotis.

**6. Approval of Minutes**

- August 19, 2021
- August 24, 2021
- September 9, 2021

Commissioner Daly moved to approve all the Minutes. Commissioner Zurilla seconded. The Minutes were unanimously approved.

## 7. Appearance by Citizens - None

## 8. Reports

- a. **Island Recreation Association Update** – Mr. Frank Soule reported on the following:
- The youth and teen after school programs have been averaging between 80-100 kids a day.
  - Fitness programs and our memberships are maintaining.
  - The Senior Center has received a makeover.
  - It has been decided not to put a dome over the pool this year. The decision was made when Covid numbers were rising.
  - We are struggling a little with staffing and particularly finding lifeguards.
  - Currently wrapping up our youth sports season, and are in the middle of registration for basketball, flag football and roller hockey.
  - E-gaming program has been successful.
  - The Oyster Festival held at Low Country Celebration Park was extremely successful with approximately 3500-4000 passing through, with over 50% of the people coming from out of state.
  - The Turkey Trot Race is now sold out with 1,500 participants.
  - Taylor Ladd is now the liaison with the Island Recreation Association and will be participating in Board Meetings.
- b. **Capital Improvements Program (CIP) Update** – Taylor Ladd reviewed various CIP platforms the Town has recently launched. Ms. Ladd also noted that there is a new newsletter out and that we will be transitioning this newsletter to a CIP Newsletter. The newsletter will continue to highlight park projects but will include a broader scope to include information about more town projects.

## 9. Unfinished Business - None

## 10. New Business

a. **Proposed Parks & Recreation Commission 2022 Meeting Schedule**

Ms. Ladd reported staff met with Chairman Kisiah regarding next year's calendar. A summer recess has been built into the calendar. Commissioner Daly moved to approve the proposed 2022 Meeting Schedule. Commissioner Manesiotis seconded. The 2022 Meeting Schedule was unanimously approved.

## 11. Park Updates – Taylor Ladd reported on the following:

- Ms. Ladd noted that Jeff Buckalew, Interim Director of Infrastructure Services gave a presentation to the Town Council Meeting on November 16, 2021, regarding our beach parks and beach maintenance program. Mr. Buckalew spoke specifically about Islanders Beach Park and future considerations for items related to policy, capital improvements, programming, and maintenance.

- Ms. Ladd reported staff is anticipating the initial concepts being available to the public starting in the new year for the three park projects.

## **12. Park Commissioner Comments**

Commissioners discussed the need to focus on existing deficiencies and how parks as a system affect each other; the desire to balance the needs identified in Our Plan and the Parks & Recreation Master Plan with the use of the Mid-Island Tract; and the recommendation to continue talks with Beaufort County regarding Barker Field.

## **13. Adjournment**

The meeting was adjourned at 11:07 a.m.

Submitted by: Karen D. Knox, Secretary

Approved: \_\_\_\_\_

The recording of this meeting can be found on the Town's website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)



# TOWN OF HILTON HEAD ISLAND

## *Infrastructure Services Department*

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**TO:** Parks and Recreation Commission  
**VIA:** Jeff Buckalew, *Interim Infrastructure Services Director*  
**FROM:** Jennifer B. Ray, *Capital Program Manager*  
**DATE:** December 1, 2021  
**SUBJECT:** FY23 CIP Discussion

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The State's enabling legislation assigns the Planning Commission the duty to prepare "an annual listing of priority projects for consideration by the Town Council prior to their preparation of the capital budget." Staff facilitates meetings with the Planning Commission's Capital Improvements Program Committee which makes recommendations to the Planning Commission. The Planning Commission CIP Recommendations are provided to Town Council prior to their budget deliberations which are tentatively scheduled to occur in May 2022.

The Parks and Recreation Commission's mission is to "make recommendations for the establishment of an effective parks and recreation system for the citizens and residents of the Town." Therefore, the Parks and Recreation Commission may make recommendations to the Planning Commission for consideration of parks and recreation facilities for inclusion on the list of FY23 priority projects.



# TOWN OF HILTON HEAD ISLAND

## *Infrastructure Services Department*

**TO:** Parks and Recreation Commission  
**VIA:** Jeff Buckalew, *Interim Infrastructure Services Director*  
**VIA:** Jennifer B. Ray, *Capital Program Manager*  
**FROM:** Taylor Ladd, *Project Planner*  
**DATE:** November 29, 2021  
**SUBJECT:** Proposed Parks and Recreation Commission 2022 Work Plan

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**Summary:** The attached Proposed Parks and Recreation Commission 2022 Work Plan outlines tentative business for the Commission to conduct during their regularly scheduled meetings in 2022.

**Background:** The Parks and Recreation Commission mission is to “make recommendations for the establishment of an effective parks and recreation system for the citizens and residents of the Town.” To enhance the Commission’s work towards this mission, staff has collaborated with the Chairman and Commissioners to develop a Work Plan for the 2022 calendar year. The purpose of this Work Plan is to focus the Commission on key topics and training, with annual review of the 2019 Parks and Recreation Master Plan, pertaining to and/or in support of their duties outlined in the Town’s Municipal Code Section 8-7-20.1.a.

### **Attachment**

A.) Proposed Parks and Recreation Commission 2022 Work Plan



## **Town of Hilton Head Island Parks and Recreation Commission 2022 Work Plan**

Tentative, subject to change based on pressing business.

### **JANUARY**

#### **Capital Improvements Program, FY23 Planning**

- Continued from December
- Budget
- Maintenance
- Potential Projects

### **FEBRUARY**

#### **Rules of Procedure**

- Review proposed revisions, first reading

#### **Commission Role and Mission**

- Review and discussion

### **MARCH**

#### **Rules of Procedure**

- Review proposed revisions, proposed second reading

#### **Training: Board and Commission Ethics and FOIA**

- Presentation by Town Attorney

### **APRIL**

#### **Rules of Procedure**

- Proposed adoption

#### **Town Parks Review, Part 1**

- Review Regional, Community and Mini parks

### **MAY**

#### **Town Parks Review, Part 2**

- Review Neighborhood, Sports and Special Use parks

#### **Parks and Recreation Master Plan**

- Introduce Workbook and Scorecard

## **JUNE**

### **Parks and Recreation Master Plan**

- Review existing recommendations and scorecards

### **Annual Parks and Recreation Community Survey**

- Discuss topics for survey questions

## **JULY-AUGUST**

### **Summer Recess: no Commission meetings**

- Staff to conduct Annual Parks and Recreation Community Survey

## **SEPTEMBER**

### **Swearing In New/Reappointed Commissioners**

### **FY22 Summary**

- Review of FY22 CIP park projects progress

### **FY23 Preview**

- Review of FY23 CIP park projects as adopted

## **OCTOBER**

### **Annual Parks and Recreation Community Survey**

- Review and discuss results

## **NOVEMBER**

### **Adopt 2023 Meeting Calendar**

### **2023 Work Plan Input**

## **DECEMBER**

### **2023 Work Plan**

- Overview

### **Capital Improvements Program, FY24 Planning**

- Budget
- Maintenance
- Potential Projects