



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

**Thursday, December 13, 2012
3:30 p.m. – Benjamin M. Racusin Council Chambers**

AGENDA

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. Approval of Minutes**
 - a. Regular Parks & Recreation Commission Meeting of November 8, 2012
- 5. Swearing in Ceremony for New P&R Commissioner Mr. Fred Lowery**
- 6. Appearance by Citizens on Items Unrelated to Today's Agenda**
- 7. Reports**
 - a. Update from Island Recreation Association
- 8. Unfinished Business**
- 9. New Business**
 - a. Board Training
- 10. Park Updates**
- 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.

**The Town of Hilton Head Island
Parks & Recreation Commission
Thursday, November 8, 2012
3:30 p.m.**

Members Present: Theresa Bennett, Daniel Gafgen, Janet Noonan, Heather Rath, Marc Stuckart

Members Absent: Peter Keber

Town Staff: Scott Liggett, Anne Cyran, Julian Walls

Other: Frank Soule, *Island Recreation Association*

I. Call to Order

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

II. Pledge of Allegiance to the Flag

III. 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.

IV. Approval of Minutes

The regular Parks & Recreation Commission Meeting Minutes of October 11, 2012 were approved as presented.

V. Appearance by Citizens

VI. Reports

a. Update from Island Recreation Association. Mr. Frank Soule reported on the following:

- Fall sports are coming to an end; registering for water sports.
- SHARE Senior Center programs are picking up. We are working with the Town to move our SHARE programs to the where the Sheriff's department is located sometime in May.
- The dome is up, we have a few finishing touches to complete.
- The Burgers & Brew festival was very successful with over 2,500 in attendance. The partnership with USCB hospitality went very well and we look forward to next year.

VII. Unfinished Business: Mr. Scott Liggett stated that at the last Parks & Recreation Commission meeting, a citizen reported concerns regarding hazardous conditions on a portion of Chaplin Park where the soccer tournament was to be held. Mr. Liggett met on site with his Facilities Management staff to make an assessment. Mr. Liggett stated that he did not find anything that was hazardous or of a safety concern or as a parent that would suggest his child not play on that field. Town staff also met with Island Recreation staff

and identified undesirable conditions on the eve of the soccer tournament. Those undesirable conditions consisted of grade differences in and around sprinkler heads recently purchased by the Town and installed by Beaufort County. Beaufort County stated they would be taking the field out of play for several months to rework the fields. The Town, the Island Recreation Association and Beaufort County are working together to improve the maintenance and the scheduling of fields.

Commissioner Bennett referenced the Town's 2010 Comprehensive Plan specifically page 159, Section 10.5 regarding maintenance of recreational facilities. Commissioner Bennett also inquired about daily inspections of some facilities and monthly inspections at others. Commissioner Bennett asked if there were written policies and procedures as to how itemized agreements are completed by whom and when. Mr. Liggett responded that inspections are coordinated by his staff and the Island Recreation Center and Beaufort County. Mr. Liggett stated that they rely on people informing them if something is broken in between inspections. If a more formalized report is requested, I could put one together for a later meeting date.

Commissioner Bennett stated that there needs to be a progressive and assertive methodology for maintaining parks in a way that is consistent with efforts of Comprehensive Plan. Suggest standards should be standards of excellence as everybody expects from a community of our sort.

Chairman Stuckart stated that there is an issue with Beaufort County responsibility and responsibility the Town has that has not been clarified over time but Beaufort County has the majority responsibility of maintaining of fields. As Commissioners we have a responsibility to go out and about and call Facilities Management if there is a problem and it will be fixed immediately.

VIII. New Business

a. Proposed FY 2014 Capital Improvements Program Discussion.

Mr. Liggett stated that this proposed FY 2014 Capital Improvements Program will be presented to Town Council at their annual workshop in early December. Mr. Liggett reviewed the CIP spreadsheets and documents that the Commissioners were provided with to review. Mr. Liggett focused mainly on Fiscal Year 2014 Proposed Priority Projects and Park Upgrades.

Mr. Liggett described the two pathways Pembroke Drive and Gardner Drive that will be under construction and expand and provide connections to existing facilities.

Commissioner Bennett: The Comprehensive Plan speaks to the CIP process as well and it says the goal for the CIP is grounded in the Comprehensive Plan as it speaks to pathways. I am in support of the Pembroke and Gardner pathways – that is very necessary to give access and connection. There is another goal of the pathways and that is identified in the Comprehensive Plan and that is to link the Island with the mainland. Is any of this toward that end? What sort of progress have we made? The Comprehensive Plan states that we should be coordinating with the SCDOT and with Beaufort County regarding the pathway link to the mainland.

Mr. Liggett: The link connecting the Island to the mainland is in the out years. Mr. Liggett stated that the Town could build a link to get us across the bridge and to points beyond but how appropriate would that be when we do not have connections to that point? The Town has outlined in the most orderly way to expand the existing system to connect to points of interest such as parks, businesses and residential areas to eventually bring us to the bridge.

Commissioner Bennett: That raises the question as to why is this itemized in the Comprehensive Plan? If we look at the CIP grounded in the Comprehensive Plan it doesn't reconcile.

Mr. Liggett stated that he may need to seek assistance from the Community Development Department as to what the Comprehensive Plan recommends.

Commissioner Noonan stated that when one looks at connecting to the mainland, a key component is to get all the arteries in place and then to connect to that final link so yes, we are following the plan.

Commissioner Bennett: The wording in the Comprehensive Plan is that we should be coordinating with SCDOT & Beaufort County and we need to start talking to them now. It is identified in the goals and implementation.

Commissioner Rath inquired about a fiscal year 2014 pathway on the Cross Island side from Jarvis Creek to Honey Horn. Mr. Liggett replied that it is funded right now.

Mr. Liggett stated that the Island Recreation Association CIP request will be funded in its entirety. Upgrades for Town facilities involve picnic shelters, racquetball court, Chaplin Park boardwalk and proposed funding for foundation of public art for the next fiscal year.

Commissioner Bennett: It seems to me that it is important not just to discuss initial development of projects but it is important to understand what the long term operating and maintenance requirements will be and how they will be handled and by whom. These are significant items as you get to park development, my question is: How do we propose to maintain and operate these facilities?

Mr. Liggett replied that the maintenance budget will increase.

Commissioner Bennett asked who will assume the responsibilities for the upkeep and maintenance.

Mr. Liggett stated that it depends on the facility. For example, with the aquatics and the recreation enhancement project the financial analysis and the business plan that was developed took that into full consideration. There will a revenue stream from the various programs and I would expect to have in place an operating agreement with the Island Recreation Association. For pathway rehabilitation, Chaplin Park, etc. the Town would be entirely responsible for the operating increases.

Chairman Stuckart: In summary anytime something is proposed an integral part of that proposal is the funding and maintenance. That is a critical portion to all these projects that we need to keep and maintain them.

Commissioner Bennett: Given the discussion that began this meeting, I suggest we need to work in that area. We might have the money set aside to actually accomplish the maintenance but we need maintenance providers. For example, the aquatics center is a very different animal, a very unique business that takes quite a bit of specialization to market and create an appropriate atmosphere for memberships and attracting certain types of tourists. It is an enormous undertaking.

Mr. Liggett asked for any other questions.

Commissioner Bennett stated that she did not understand the racquetball court item. She was not here for the history of that.

Mr. Liggett stated that the racquetball court was a request that has a history of requests that came before this Commission many times. This is our year to pursue that request.

Commissioner Bennett: I disagree with that. I think moreover with our Commission duties and responsibilities we need to make our decisions based on the needs of users. Without more than a suggestion I am not certain that we have demand for it.

Chairman Stuckart stated that there is a demand for it. Numerous citizens have come before this Commission requesting a racquetball court for the past three years and now this is the opportunity to fill that request.

Commissioner Bennett: My point is do we have some sort of survey or information from the public stating what they want to see in their parks and recreation system. That is what we are mandated by. If we are going to go by what used to be the master parks and recreation plan and now is an element of the Comprehensive Plan, do we have some survey or assessment from people in the community showing what their priorities and desires are. There needs to be an emphasis on maintaining high quality and character.

I would ask that about all of these things. For instance, under the Priority List Chaplin Park is listed as a High Priority. It would be helpful if we had endorsed some public forum to capture and verify that the community is asking for it. Picnic shelters - I am not sure where they are going. Chaplin Park has too many items. Chaplin Park project does not have one complete and comprehensive plan just bits - some very large and very expensive bits. These are thoughtful and encouraging pieces to a puzzle including the tree house which is lovely idea but I don't think taking those pieces and funding items without them being firmly ascertained and going forward doesn't seem like a prudent way to make the Chaplin Park a high priority.

Commissioner Bennett: Under Medium Priority the picnic shelters at Crossings Park near meadow might be a good idea. I would suggest again that without a community survey to determine what the community might desire, it would be difficult to prioritize. Under Low priority I see Chaplin Park office and tennis storage - that facility needs to be looked at very carefully right now it is not in excellent standard.

Chairman Stuckart asked if there were any other comments.

Commissioner Rath made a motion to approve the Fiscal Year 2014 Capital Improvements Program and Proposed Priority Projects be approved as presented. Commissioner Noonan seconded. The motion passed as follows: Four (4) Commissioners in favor; Commissioner Bennett opposed. Commissioner Keber was absent.

IX. Park Updates: none

X. Park Commissioner Comments: Commissioner Bennett stated that she and Commissioner Noonan visited the Xeriscape Garden at Town Hall and suggests that signage or a directional path be put in place so the public is aware that this garden is there. Mr. Liggett stated he will take a look at it and see about enhancing whatever may or may not be there.

Commissioner Rath is going to move forward with coordinating community forum workshops for citizens to provide input. These forums will take place in the early evening to allow those that work to attend.

XI. Adjournment

There being no further business, the meeting adjourned at 4:25 p.m.

Respectfully submitted by Eileen Wilson

Approved by: _____
Marc Stuckart, Chairman