



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

Thursday, June 13, 2013

at 6:00 p.m. at the

**Island Recreation Center** located at  
20 Wilborn Road, Hilton Head Island, SC

**NOTE:**  
*Special Time  
& Location*

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## 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. **Approval of Minutes**
  - a. Regular Parks & Recreation Commission Meeting of April 11, 2013
5. **Appearance by Citizens on Items Unrelated to Today's Agenda**
6. **Reports**
  - a. Update from Island Recreation Association – Mr. Frank Soule
7. **Unfinished Business**
  - a. Status of signage for the Xeriscape Garden
8. **New Business**
9. **Park Updates**
10. **Park Commissioner Comments**
11. **Adjournment**

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

**NOTE:** The Island Recreation Center will provide free babysitting.

**The Town of Hilton Head Island  
Parks & Recreation Commission  
Thursday, April 11, 2013  
3:30 p.m.**

**Members Present:** Theresa Bennett, Peter Keber, Fred Lowery, Janet Noonan, Heather Rath

**Members Absent:** Marc Stuckart

**Town Staff:** Charles Cousins, Scott Liggett, Anne Cyran, Julian Walls, Susan Simmons

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

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**I. Call to Order**

Vice Chairman Rath 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 minutes of the regular Parks & Recreation Commission Meeting of March 14, 2013 were approved as presented.

**V. Appearance by Citizens - none**

**VI. Reports**

- **Update from Island Recreation Association.** Mr. Frank Soule reported on the following:
  - Soccer and Lacrosse programs are underway.
  - The dome has been taken down.
  - Getting ready for summer programs.
  - SHARE Center to move to 58 Shelter Cove Lane by mid-Summer.
  - Wingfest was rained out.
  - Seafood Festival was excellent.
  - Looking forward to the RBC Heritage – concession stand will be on #15.
  - Farmer’s Market begins May 1 at 9am at Shelter Cove Community Park.

Per the Commission’s request, Mr. Soule distributed to the Commissioners two documents that expand upon the Island Recreation Center’s evaluation process. One document is feedback that is received from the public regarding the athletic component and the other is for the after school component. The public feedback includes basic information on coaches, hours of operation/programs, part-time staff, how people register and receive information.

**VII. Unfinished Business:** none

**VIII. New Business**

- **Park Usage Survey:** Ms. Sarah Calvert, Marketing and Development Director for the Island Recreation Association presented a draft of the park usage survey that she has worked on with Commissioners Rath and Bennett. The survey covers all parks plus tennis courts and the tennis center. The survey would mainly be distributed to the community through e-mail, it would be placed on the Island Recreation Center website, some hard copies would be available at various locations and events.

The Commissioners discussed:

- Distributing the survey via e-mail but also placing hardcopies at the SHARE Center and the Island Recreation Center for folks who may not have e-mail.
- Having hardcopies available at special events; perhaps using a tablet at events to type in information from speaking with those attending the events.
- Signage at parks “rate our parks” go online.
- Put an insert into brochure.
- Timeframe to implement the survey.

Mr. Scott Liggett, Director of Public Projects and Facilities stated that the draft survey will need to be reviewed by Town staff to determine the potential financial impact and demand on staff time – Mr. Liggett will talk to the Town Manager and get direction. Vice Chairman Rath asked Mr. Scott Liggett to work with Mr. Frank Soule and then to provide feedback or guidance at the next Parks & Recreation Commission meeting.

- **Meeting time change and location:** Vice Chairman Rath asked the Commissioners if they were in agreement to change two of the regularly scheduled Parks & Recreation Commission meetings to take place at 6:00 p.m. at the Island Recreation Center for Thursday, June 13 and Thursday, August 8, 2013 to allow people who use the parks to attend an evening meeting.

Mr. Charles Cousins, Director of Community Development asked the Commissioners to keep in mind for the future that the Town is required by law to pay the Secretary of this Commission overtime; the Town has little resources in the budget to pay overtime to Town staff to assist with the late meetings.

Commissioner Noonan made a motion to approve changing the June 13 and the August 8 Parks & Recreation Commission meeting to 6:00 p.m. at the Island Recreation Center. The motion passed unanimously.

**IX. Park Updates**

- **Xeriscape Garden Signage:** Mr. Scott Liggett stated that per the Commission’s request, Town staff has identified a single location for a sign to direct the public to the xeriscape garden and to Town Hall. Town staff will be making a recommendation to the Town Manager for action and implementation.

**X. Park Commissioner Comments**

- Commissioner Noonan stated she read a Letter to the Editor in the Island Packet that was submitted by Mr. Frank Babel, bicycle advocate, encouraging the public to ride their bicycles to the RBC Heritage. Commissioner Noonan congratulated Mr. Babel (who was not present) for continually promoting the use of bicycles.
- Vice Chairman Rath stated that Compass Rose Park looks beautiful. Jarvis Park and Chaplin Park are getting a lot of use and are in great shape as well as the fields and thanked all who are involved with the upkeep of those parks and fields.

**XI. Adjournment**

There being no further business, the meeting adjourned at 4:50 p.m.

Respectfully submitted by Eileen Wilson

Approved by: \_\_\_\_\_  
Heather Rath, Vice Chairperson

DRAFT