



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

Thursday, July 10, 2014

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. **Swearing In Ceremony for Reappointed Members:** Heather Rath, Peter Keber and Mike Weaver
5. **Election of Chairman and Vice Chairman**
6. **Approval of Minutes**
 - a. Parks & Recreation Commission Meeting of April 10, 2014
7. **Appearance by Citizens on Items Unrelated to Today's Agenda**
8. **Reports**
 - a. Update from Island Recreation Association – Mr. Frank Soule
 - b. Update from Bicycle Advisory Committee -Frank Babel, Co-Chair
9. **Unfinished Business**
10. **New Business**
 - a. Rowing and Sailing Center Operation Plan – Nicole Dixon
 - b. Mid-year Grant Summary – Marcy Benson
11. **Park Updates**
12. **Park Commissioner Comments**
13. **Board Training – Marcy Benson / Jennifer Ray**
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
Parks & Recreation Commission
Thursday, April 10, 2014
3:30 p.m.**

Members Present: Theresa Bennett, Peter Keber, Heather Rath, Michael Weaver
Members Absent: Fred Lowery, Janet Noonan, Andrew Schumacher
Town Staff: Charles Cousins, Marcy Benson, Shawn Colin, Brian Hulbert
Town Council: Kim Likins
Other: Frank Soule, *Executive Director for Island Recreation Association;*
Frank Babel, *Cycling Advocate*

I. Call to Order

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 Parks & Recreation Commission Meeting of February 13, 2014 were approved as presented.

V. Appearance by Citizens – Mr. Frank Babel complimented the Town’s Facilities Management staff on the maintenance of the pathways. Mr. Babel stated that in the last six months Town staff has rebuilt a good part of the pathways that were in disrepair; great work. Mr. Babel reported on the HHI Bicycling Advisory Committee 2014 Goals and Projects. Mr. Babel briefly covered the following topics:

- **Safety & Education:** traffic safety classes and BCSO bike law and safety classes.
- **Policy & Evaluation:** crash data; perform an economic impact study of HHI biking.
- **Infrastructure & Project Input:** provide input on bikeway projects; add QR codes to kiosks.
- **Initiatives & Events:** help organize and promote HHI events.
- **Publicity & Raising Public Awareness:** work with media to raise awareness of bike safety.
- **Marketing, Administration, Organization & Planning:** renew BAC membership.

Ms. Marcy Benson reported on the upcoming bicycling events for April and May 2014.

Commissioner Bennett stated that at Gardner Drive by the Hilton Head Christian Academy the cars waiting to pick up students block the bike path. Mr. Babel suggested that the school send a notice out to warn parents to watch for bicycles. Commissioner Bennett also

noted that some pathways need landscape trimming. Mr. Babel replied that the Biking Ambassadors phone in any report of obstacles on pathways.

VI. Reports - none

VII. Unfinished Business - none

VIII. New Business

a. **Island Recreation Association Overview of Funding Request.** Mr. Frank Soule stated that the Island Recreation Association has a Memorandum of Understanding with the Town of Hilton Head Island regarding the management and operation of the Island Recreation Center and Senior Center, the scheduling of Town-owned parks, recreation services and community events. Mr. Soule proceeded to give a full presentation of the Island Recreation Association's responsibilities and commitment to the community. The presentation also included budgeted revenues, budgeted expenses, CIP budget for FY14-15, the FY14-15 Request to Beaufort County, and Island Recreation Association Projects and Plans.

Commissioner Bennett requested a breakdown of line items for each of the programs in order to assess how each program is performing financially. Mr. Soule replied that he provides that information to the Town and will provide last year's statement to the Parks & Recreation Commission.

Commissioner Keber made a motion to approve the Island Recreation Association funding request as presented. Commissioner Weaver seconded. The motion passed unanimously.

IX. Park Updates –

Ms. Benson stated that on April 2, 2014 a public workshop was held to gather input on the Coligny Area Improvements Project. On April 23, 2014 at 4:00 p.m. the Planning Commission will meet to summarize the themes and results of that workshop. The Planning Commission will then formulate a set of recommendations to submit to the consultant. There will be the opportunity for public comment at the April 23 Planning Commission meeting.

Ms. Benson reported that the Leadership Class has submitted their Expedited Development Plan Review last week to Town staff for review of their project at Jarvis Creek Park.

Ms. Benson stated that at this time there is no new information on the Cordillo tennis courts.

X. Park Commissioner Comments

Commissioner Bennett requested a snapshot assessment of the physical condition of the parks. It would be helpful if the Town could provide a once a year look at the condition of our parks. Chairman Rath suggested meeting with Marcy Benson to find a way to get that information.

Chairman Rath asked that the Commissioners attend the ribbon cutting on Saturday, May 3, 2014 at 9:00 a.m. at Coligny and to participate in the Second Annual Community Beach

Bike Ride at Coligny Beach Park that same day. Chairman Rath also asked the Commissioners to participate in bike and dine week April 28 – May 4.

Chairman Rath suggested that the Commissioners attend the April 23 Planning Commission meeting.

Chairman Rath told Mr. Soule that the children's soccer coach is doing a great job.

XI. Adjournment

There being no further business, the meeting adjourned at 4:26 p.m.

Respectfully submitted by Eileen Wilson

Approved by: _____
Heather Rath, Chairman

DRAFT



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Parks & Recreation Commission
VIA: Scott Liggett, *Director of Public Projects & Facilities*
FROM: Nicole Dixon, CFM, *Senior Planner*
CC: Charles Cousins, AICP, *Director of Community Development*
DATE: June 16, 2014
SUBJECT: Rowing and Sailing Center at Squire Pope Community Park - Operation Plan

As requested in the agreement between the Town of Hilton Head Island and the Island Recreation Association for the management of the Town's Parks facilities, below you will find the Association's Operation Plan for the Rowing and Sailing Center at Squire Pope Community Park.

a) Hours of Operation: 7:00 am until sunset

b) Method for Scheduling Programs:

The Association's scheduling process is to create balance between the use of the general public and scheduled programs and events. A schedule will be posted at the park and on the Association's website to inform the public. The Association shall schedule all lessons, programs, events and shelter usage. When rowing and sailing events and other activities are scheduled at the park, the Association shall ensure proper signage is installed in advance so the general public will have sufficient notice. For all regattas, races or community events, the organizer shall provide an on-site supervisor to coordinate the event and assist the public.

c) Fees:

The Association will recommend a fee schedule that will be reviewed and approved by Town Council. The Association will handle collection of all fees associated with the usage of the park.

d) Permitted Activities:

All rowing and sailing related programs and events shall be permitted only upon prior approval by the Association's Executive Director. These programs may include rowing or sailing lessons for children and adults, rowing or sailing team practices, regattas and other related events.

The public may use the park for water activities such as rowing, sailing, non-motorized boats, kayaking, paddle boarding, fishing, and other non-water related activities such as birthday parties and other gatherings. The public may use the park on a daily basis without reservations, but cannot interfere with programmed uses or scheduled events. Use of the pavilion for parties, events, etc. shall be scheduled through the Association. Public access to the park will be provided continuously and any one user group, program or event shall not preclude the use of the facility by the general public unless expressly authorized by the Town.

Commercial business ventures are prohibited at the park unless otherwise permitted by the Association's Executive Director.

No moorage of motorized vessels is permitted. The dock is restricted to paddle craft and sail boats only. The park is closed from sunset until 7 am. The Town shall approve the overnight storage of any vehicles, trailers or boats, upon recommendation of the Association, except for the boats to be used by the Association for the programs or otherwise permitted by the Association's Executive Director.

The following requirements must be met in order to be considered for approval of programs or events at the park:

- 1) Must provide certificate of liability insurance naming both the Town of Hilton Head Island and the Hilton Head Island Recreation Association as additionally insured 30 days before usage. Must provide proof of a workers' compensation insurance policy covering all employees 30 days before usage.
- 2) Must provide proof of a Town business license, if required, and all other permits must be in good standing with the Town of Hilton Head Island.
- 3) Must provide a job description outlining the details of the duties for an on-site supervisor during any programs or events. Description will be approved by the Association. Must provide an on-site supervisor to be at the park 30 minutes before each scheduled usage and remain during the programs or events.
- 4) Must be able to demonstrate the ability to work with all users of the facilities to create a balance between public use and program/event activities.
- 5) Must demonstrate the ability to pay for the use of the facilities within 10 business days of the conclusion of use.

e) Daily Maintenance:

The maintenance shall be provided by the Town of Hilton Head Island's Facilities Management Division.

f) Safety inspections:

The Town of Hilton Head shall perform daily inspections of the facilities for safety issues.

g) Security and safety protocols:

The Association shall work with the Beaufort County Sheriff's Office, the Town's Facilities Management Division and the public users in order to provide a level of vigilance and security for these facilities. If an issue arises, depending on the level of concern, people shall be encouraged and advised to call either 911 for assistance by BCSO or to contact the Island Recreation Association main office number for assistance with their concern.

h) Staffing:

The Association shall employ an individual who shall be responsible for the day-to-day management and implementation of programs at the sailing and rowing center/park. This employee shall be responsible for the coordination of the daily schedule, programs and events as

well as community volunteers. The Association's staff shall work with the Town of Hilton Head Island to coordinate daily maintenance.

i) Funding for the operation of the rowing and sailing center/park:

The Association shall provide an annual budget to the Town of Hilton Head Island, which shall outline the program and event operations. The budget shall be approved by the Association's Board of Directors before being submitted to the Town.



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Parks and Recreation Commission
FROM: Marcy Benson, *Senior Grants Administrator*
DATE June 26, 2014
SUBJECT: 2014 Mid-year Grant Summary

Attached please find the annual mid-year summary of grant and award activity for the 2014 calendar year

Quarterly Grant Update Calendar Year
June 2014

Grants Awarded (Pending Reimbursement)

Funding Source	Project	Application Submittal Date	Amount Awarded	Notification Date
SCDHEC/Section 319-Nonpoint Source Program	Creating a Watershed Based Plan for Headwaters of Broad Creek	7/15/2013	\$71,592	10/23/2013
2014 ATAX	Municipal Town Operations	9/16/2013	\$999,776 (Original Request: \$1,175,559)	12/10/2013
Total			\$1,071,368	

Grants Reimbursed

Funding Source	Project	Amount Awarded	Date Reimbursed
SCMIT	Fire Service Equipment-Purchase 145 new safety vests	\$1,998.10	02/28/2014
Total		\$1,998.10	

Grants Applied For (Pending Award Notification)

Funding Source	Project	Amount Applied For	Date Application submitted
DHS/FEMA Assistance to Firefighters Grant	Replace all SCBA Equipment	\$729,338	11/27/2013
Total		\$729,338	

Grant Applications Denied or Declined

Funding Source	Project	Amount Applied For	Application Submittal Date	Notification Date
State Farm/Good Neighbor Citizenship Company Grant	Smoke Detector and Fire Extinguisher Installation Program	\$6,300	10/10/2013	02/04/2014
Total		\$6,300		