



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

Thursday, January 8, 2015

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. Parks & Recreation Commission Meeting of October 9, 2014
5. **Appearance by Citizens on Items Unrelated to Today's Agenda**
6. **Reports**
 - a. Update from Island Recreation Association – Frank Soule
 - b. Update from Bicycle Advisory Committee - Frank Babel, Co-Chair
 - c. Summary from Town Council Workshop – Charles Cousins
7. **Unfinished Business**
8. **New Business**
 - a. 2014 Mid-year Grant Summary – Marcy Benson
 - b. Park Upgrades Recommendations – Scott Liggett
9. **Park Updates**
 - a. Coligny Plan Update – Jennifer Ray
 - b. Shelter Cove Community Park Project Update – Jennifer Ray
 - c. Update on management & maintenance of Island parks – Scott Liggett
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.

**The Town of Hilton Head Island
Parks & Recreation Commission
Thursday, October 9, 2014
3:30 p.m.**

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

Members Absent: Michael Weaver

Town Staff: Charles Cousins, Scott Liggett, Marcy Benson, Nicole Dixon, Jennifer Ray, Shawn Colin, Heather Colin, Derrick Coaxum, Jeff Buckalew

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 July 10, 2014 were approved as presented.

V. Appearance by Citizens - none

VI. Reports

- a. **Update from Island Recreation Association.** Mr. Frank Soule reported on the successes of summer camp programs. On average there were approximately 220 participants each day. The camp programs were specifically designed to have each age group go into one segment and then rotate to other segments throughout the day. The response from parents was very positive. Mr. Soule reported that the Challenge Camp for children with special needs had 20 participants including some in wheelchairs which allowed for more hands on interaction. Mr. Soule stated the Sports Camps did very well and the number one program is the Surf Camp that was held at Burke's Beach for 175 participants. Mr. Soule stated that thanks to the Parks & Recreation Commission's help with improving the CIP, the pool's heating and cooling system – referred to as “the great big bopper” has allowed the Island Recreation Center to keep the pool at a regular temperature throughout the summer as well as save on their water bill. The Senior Center participant numbers were up - people like the location and they like the facility. The Wheelchair Tennis Championship produced by PTR was a success. The Shelter Cove Community Park is scheduled to be completed early in 2015.

b. **Update from Bicycle Advisory Committee.** Mr. Frank Babel reported that the pathways are in great shape.

- Visibility issues: the bicycle ambassador teams provide input when there is a need for vegetation to be trimmed back on the pathways.
- On South Forest Beach Drive there are some unsightly weeds and vines but they are on private property.
- In some areas there is a utility box located next to the pathway; this interferes with the flow of the bicycles and should be moved. The Bicycle Advocacy Committee will write a letter to the Town identifying problem areas and ask that these issues be mitigated.
- Safety issues: in the past several years bicycle traffic has increased but bike/car collisions have decreased.
- Pathway funding for 2016 – 2019 has been removed from the CIP. Mr. Babel stated that CIP should fund a certain level for safety and spot access improvements.
- All Town parks now have bike parking. Most restaurants have added bike parking and installed bike racks as art in the shape of an alligator or a dog or a fish as bike racks.
- The Pedal 4 Kids event went very well.

VII. Unfinished Business - none

VIII. New Business

a. **Proposed 2015 Parks & Recreation Meeting Dates.** Vice Chairman Keber made a motion to approve the 2015 meeting dates as presented. Commissioner Bennett seconded. Motion passed unanimously. Chairman Rath stated that she will not be here for the July 9, 2015 meeting.

b. **Rowing and Sailing Center Operation Plan.** Ms. Nicole Dixon stated that Town staff recommends that the Master Plan for the Rowing and Sailing Center at Squire Pope Community Park be amended to include a covered boat storage shed within the fenced storage yard. The park is currently under construction, with an estimated completion date of November 2014. The Hilton Head Island Crew, which operates under the Palmetto Rowing Club, is proposing to fund and construct a covered boat storage shed within the fenced storage yard to provide shelter for rowing shells, oars, small sailing vessels and other equipment. Once constructed, the Town will take over ownership and maintenance of the structure. It is anticipated that the Palmetto Rowing Club will pay an annual fee towards the maintenance of the proposed structure.

Mr. Dave Erdman, President of Hilton Head Island Crew, stated that the intention is to bring the high school program that has six boats plus two additional boats for public use. At this point, 25% of the shed will be for public use and 50% of the facility will be used by Hilton Head Island Crew.

Mr. Erdman stated that the purpose of this effort is to benefit middle and high school students on the Island it is not a private club. We want to expand rowing on a general

community basis out of this site. Dr. Lu Strayer stated that they want a diverse program. They have reached out to the Boys and Girls Club as well as various community leaders. The goal would be to emulate Richard Butler's diversity in rowing initiative with America Rows which provides opportunities in rowing for underrepresented youth, people with disabilities and people of all ages, circumstances and fitness levels.

Commissioner Bennett made a motion to approve the Master Plan for the Rowing and Sailing Center at Squire Pope Community Park be amended to include a covered boat storage shed within the fenced storage yard. Vice Chairman Keber seconded the motion. The motion passed unanimously.

XI. Park Updates.

Mr. Scott Liggett distributed a copy of the capital outlay plan which is an internal working document to attempt to match forecasted revenue streams. The properties and buildings listed are managed and maintained by the Facilities Management Division. Mr. Liggett stated that this document is a reference as the Town develops its operating budget. Mr. Liggett suggested the Commissioners review the capital outlay plan at their leisure and contact him with any questions.

XII. Park Commissioner Comments

Chairman Rath reported that the Hilton Head Island-Bluffton Chamber of Commerce's Visitor & Convention Bureau has received \$100,000 from the Town of Hilton Head Island for the chamber to develop a way finder application that will promote locating Town parks, recreation, as well as other sites. The Bicycle Advocacy Committee is in the process of doing an economic impact study for biking on Hilton Head Island. The Town has a Park Improvement line item in the amount of \$200,000 a year that is reserved for small projects. The Parks & Recreation Commissioners have the opportunity to funnel their ideas of what might be needed in the community to Scott Liggett. Mr. Keber and Mr. Lowery will provide the Commissioners suggestions to Mr. Liggett and work with Mr. Liggett to finalize a list and present this list at the January 8, 2015 Parks & Recreation Commission meeting.

XIII. Board Training. Ms. Jennifer Ray, Urban Designer provided a brief overview on how to interpret site plans.

XIV. Adjournment

There being no further business, the meeting adjourned at 4:45 p.m.

Respectfully submitted by Eileen Wilson

Approved by: _____
Heather Rath, Chairman



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Parks and Recreation Commission
FROM: Marcy Benson, *Senior Grants Administrator*
DATE: December 10, 2014
SUBJECT: 2014 Mid-year Grant Summary

Attached please find the summary of grant activity for the 2014 calendar year.

Quarterly Grant Update Calendar Year
December 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
Total			\$71,592	

Grants Reimbursed

Funding Source	Project	Amount Awarded	Date Reimbursed
SCMIT	Fire Service Equipment-Purchase 145 new safety vests	\$1998.10	02/28/2014
2014 ATAX	Municipal Town Operations	\$999,776	01/02/2014
SC-RDA/Hargray	Off-site infrastructure improvements at USC-B site	\$275,000	10/01/2014
SC-RDA/Palmetto Electric	Off-site infrastructure improvements at USC-B site	\$100,000	11/07/2014
Total		\$1,376,774.10	

Grants Applied For (Pending Award Notification)

Funding Source	Project	Amount Applied For	Date Application submitted
2015 ATAX	Municipal Town Operations	1,211,485	09/26/2014
2014 AFG (Assistance to Firefighters Grant – DHS/FEMA)	Rescue Boat (Skiff)	\$31,500	12/02/2014
2014 AFG (Assistance to Firefighters Grant – DHS/FEMA)	Monitors/Defibrillators	\$471,306	12/02/2014
Total		\$1,714,291	

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
DHS/FEMA Assistance to Firefighters Grant	Replace all SCBA Equipment	\$729,338	11/27/2013	10/09/2014
Total		\$735,638		