

**The Town of Hilton Head Island  
Parks & Recreation Commission  
Thursday, January 14, 2010  
3:30 p.m.**

**Members Present:** Daniel Gafgen, Jack Hamrick, John McCann, Robert Moore, P. Jeffrey North, Marc Stuckart

**Members Absent:** Timothy Singleton

**Town Staff:** Scott Liggett, Jill Foster, Nicole Dixon, Marcy Benson, Shawn Colin

**Town Council:** none

**Other:** Frank Soule, *Island Recreation Association*

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**I. CALL TO ORDER**

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

**II. 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.

**III. APPROVAL OF MINUTES**

The minutes of December 10, 2009 were approved as presented.

**IV. APPEARANCE BY CITIZENS**

None

**V. REPORTS**

**A. Update from Island Recreation Association.** Mr. Frank Soule distributed the most current brochure that came out at the beginning of this month about activities from the Island Recreation Center. Mr. Soule stated that this new format is a two-sided brochure with youth programs on one side and adult programs on the other side. We have received great feedback on this layout. The brochures are distributed at schools and key information locations including Town Hall. A flyer is inserted in the Island Packet and it helps to reduce printing costs. Mr. Soule stated that there are two events in January: Snow Day on Saturday, 1/23/10 at Shelter Cove Community Park and Casino Night on Saturday, 1/30/10 at the Westin Resort. The Island Recreation Center is preparing for Spring activities, registration for lacrosse, soccer, in the midst of basketball and roller hockey. The Commissioners complimented Mr. Soule on the material presented.

**B. Update from Beaufort County Parks & Leisure Services/Public Works.** No report

## **VI. UNFINISHED BUSINESS**

None

## **VII. NEW BUSINESS**

**A. Role of Parks & Recreation Commission** – Mrs. Nicole Dixon stated that she and Ms. Foster are making minor procedural changes to the Parks & Recreation Commission Rules of Procedures and will have the proposed changes ready for their review at the February meeting. Mrs. Dixon reminded the Commission to consider moving the monthly meetings to quarterly meetings. Mrs. Dixon stated that the Parks & Recreation Commission is a recommending body of Town Council. Anything coming before this Commission that should go to Town Council – needs a recommendation (positive or negative) to Town Council. Mrs. Dixon read through the list of Powers and Duties of this Commission as listed in the Municipal Code (copy on file with the minutes).

**B. 2010 Comprehensive Plan Recreation Element** – Mr. Shawn Colin gave a brief update on the Town of Hilton Head Island Comprehensive Plan Recreation Element. Mr. Colin stated that the Recreation Element was adopted by Town Council in November of 2005. Some minor changes to the Recreation Element are being made to include current data and statistics to reflect accurate information on parks and facilities and reformatting the document to match the format of the proposed 2010 Comprehensive Plan. Some of the sections that are added or contain changes are: Role of Private Development, Role of Schools, Role of the Public Sector – Beaches, Pathways. The Maintenance Section is also updated.

Commissioner Moore asked how recreation facility items are prioritized. Mr. Colin replied that all of the recommendations included in the Comprehensive Plan are put on a critical needs assessment list. Then it goes to the Capital Improvement Program (CIP) which is a ten year program with a one year funding cycle. Recommendations for projects come from various sources such as the Planning Commission, the CIP committee, there is a chain of command and ultimately Town Council makes the decision. For some Town-owned property there is a designated use.

Commissioner Moore asked about neighborhood parks in the gated communities they are not available to visitors or residents that live outside of the gates. Mr. Colin stated that the parks in the gated communities serve a function and make up a portion of the recreation need for the island.

Commissioner Hamrick asked about the amount of recreation facilities on Hilton Head Island compared to Bluffton. Mr. Colin referred to a table in the Recreation Element. The assessment was done based on projected population growth, there was a significant need for recreation facilities.

Commissioner Hamrick asked what is being considered for Hilton Head Island and does it include what is behind gated communities. Mr. Colin responded that he will check on that and provide the answer to the Commissioners.

Chairman McCann complimented Mr. Colin on a well-written document.

Mr. Moore made a motion to recommend forwarding the Recreation element to the Comprehensive Plan Committee. Mr. Gafgen seconded. The motion passed unanimously.

## **VIII. UPDATES**

- A. Recreation Center Enhancement Update** – Mrs. Dixon stated that the Request for Qualifications was advertised and mailed to various organizations. The RFQ is for a feasibility study and business plan to find out the financial implications that would be involved with expanding the existing Island Recreation Center. Next week there will be a Pre-Bid meeting for any firm interested in going out to bid. Town staff is trying to get Beaufort County to help as regional effort.

Chairman McCann made a recommendation to Town Council that in addition to working with the Island Recreation Center to build a new facility, Town Council should also consider pushing forward for a regional swim complex. A regional swim complex could handle all of Southern Beaufort County including the college, Bluffton and Hilton Head Island. Mr. Hamrick seconded.

- B. 2009 Grant Summary** – Ms. Benson presented the annual summary of grant and award activity for the 2009 calendar year. The total amount of grants awarded in 2009 \$818,507. The total amount of grants applied for in 2009 and are pending award notification \$3,085,042.

- C. Status of Draft Parks Agreement between Beaufort County & Town of Hilton Head Island** – Mr. Scott Liggett stated that there is no update at this time regarding the agreement between Beaufort County and the Town of Hilton Head Island. A draft document is actively being discussed between Beaufort County and the Hilton Head Baseball Association. Neither of these parties has the delegated authority to enact what activity takes place on Town-owned property. There is a truncated list of deficiencies that Town staff has previously reported to the County on a variety of Town parks on the island. There is also a more significant list containing approximately 167 specific line item deficiencies that Town staff also previously notified the County of regarding a variety of facilities on the island that remain outstanding or the County has not responded to. Town staff will provide the Commissioners with a copy of this list. The Town Manager will contact the County Administrator in an attempt to compel a response or initiate dialogue. Mr. Liggett stated that Christina Roberson, Director of PALS has accepted his invitation to attend the Parks & Recreation Commission meeting on February 11, 2010.

Mr. Liggett stated that in the packet the Commissioners received, the Memorandum of Agreement was a draft that was provided by the Director of PALS and also provided to the Hilton Head Baseball Association. The document titled Community

Parks Agreement was the document both the Town and County have been working from and agreed to abide by it until a formal document is signed.

Commissioners brought up the following concerns:

- What is the next step?
- At what point in time do we get a command decision?
- In reference to budget documents, what recourse does the Town have to get maintenance back up to the level it should be?
- What about the Town taking over maintenance of all the parks on the island?

Mr. Liggett replied that the Town Manager will contact Mr. Kubic to stress the urgency of moving forward. The next step perhaps is for the Mayor to contact the Chairman of County Council if we do not get any response.

Mr. Liggett stated that it would be in the best interest to resolve this agreement prior to budget meetings. Mr. Liggett also stated that spring sports are about to start and there is an urgency for field/park maintenance. The end users who we serve are the ones who suffer when we don't make progress.

Mr. Frank Soule stated that the County does all scheduling of fields even for Hilton Head Island fields. The Island Recreation Center has to go through someone in Bluffton to schedule Hilton Head Island fields. Mr. Soule said he would like the Island Recreation to take over the scheduling of Hilton Head Island fields. It was brought up by several that Beaufort County never lines the fields. There is little to no support from the County on the weekends – the coaches empty the trash, line and drag the fields.

Chairman McCann stated that the topic: Status of Draft Parks Agreement between Beaufort County & Town of Hilton Head Island should be placed on the February agenda. Chairman McCann asked Mr. Liggett if Mr. Steve Riley, Town Manager could attend the February meeting to give an update.

#### **IX. PARK COMMISSIONER COMMENTS**

Chairman McCann suggested that between now and the February meeting, the Commissioners should visit the various parks so we could have more information as to how they are being maintained.

Chairman McCann thanked the Commissioners for making the trip to Beaufort to observe the PALS monthly meeting - it was enlightening

#### **X. ADJOURNMENT**

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

Respectfully submitted by Eileen Wilson

Approved by: \_\_\_\_\_  
John McCann, Chairman