

**The Town of Hilton Head Island
Parks & Recreation Commission
Thursday, March 11, 2010
3:30 p.m.**

Members Present: Daniel Gafgen, Jack Hamrick, John McCann, Robert Moore, P. Jeffrey North, Timothy Singleton

Members Absent: Marc Stuckart

Town Staff: Scott Liggett, Jill Foster, Julian Walls, Nicole Dixon, Brian Hulbert

Town Council: Bill Ferguson

Other: Frank Soule, *Island Recreation Association*; Cristina Roberson, *Director of PALS*; Joe Penale, *Parks & Leisure Services*

I. CALL TO ORDER

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

II. PLEDGE TO THE FLAG

III. 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.

IV. USE OF THE CELLULAR TELEPHONE

V. APPROVAL OF MINUTES

The minutes of January 14, 2010 were approved as presented.

VI. APPEARANCE BY CITIZENS

Mr. Frank Babel discussed the following topics:

- Mr. Frank Babel thanked the Facilities Management staff for keeping the pathways clear of debris.
- New pathways being developed: New Orleans pathway and a pathway for Honey Horn.
- Kiosk maps: tourists use these maps but some pathways listed on the maps are planned for the future - this can be confusing.
- Coligny Park has enough bike parking; there needs to be bike stands where the Smokehouse Restaurant used to be located.
- Bike safety project: people who work at night and travel by bicycle without any reflectors and wearing dark clothing are at risk. There is an ad hoc committee with Cinda Seamon and we are speaking to the Hilton Head Hospitality Association and we are providing information in both Spanish and

English and distributing blinking lights. Lights for Life for people who use bikes for transportation.

- Troops Foundation Bike Ride will take place on Tuesday, April 13, 2010. 100 riders are expected for this 20 mile ride.
- Bike friendly program: working towards having a workshop in September to receive input from the community.

VII. REPORTS

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

- Soccer program has over 600 children participating; ages: 3 years to 14 years.
- Lacrosse programs for girls and boys.
- The dome comes down next week and will mark the end of the Winter swim season.
- Last Friday SHARE celebrated 20 years - had a picnic at Jarvis – honored volunteer of the year.
- A member of the community donated new sinks and counters for the Island Recreation Center bathrooms.
- The Island Recreation Center brochure will be out in April.
- Hockey day this Saturday at Bristol Sports Arena - end of our hockey season.
- The Island Recreation Center will have a concession stand at the SHARE Center during the St. Patrick's parade.
- Wingfest is our largest fundraiser and is coming up on Saturday, March 20 at Shelter Cove Community Park.
- David M. Carmines tennis tournament will be at Chaplin Park March 26-28
- Easter Eggstravaganza at Shelter Cove Community Park on Saturday, 4/3/10.
- Seafood Fest will be April 24, 2010.

B. Update from Beaufort County Parks & Leisure Services/Public Works. Mrs. Cristina Roberson stated that she would like for Parks & Recreation Commission and PALS to exchange board minutes in an effort to become more transparent and to be aware of what the County and the Town is doing. PALS is pursuing the suggestion that Mr. Frank Soule/Island Recreation Center takes on the responsibility of scheduling Hilton Head Island fields. The Buckwalter Skate Park will have a ribbon cutting ceremony on Saturday at 8:30 a.m. The skate park is 11,000 square feet and has beginner, intermediate and professional slopes and is located right across from the high school. Mrs. Roberson reported that PALS is getting ready to develop an RFQ for a study and analysis of parks and open space. The last one was in 1998. Mrs. Roberson stated that she expects to be involved with all municipalities, all non profits who serve Beaufort County in regards to recreation. A steering committee of citizens would be formed and also include members of this Parks & Recreation Commission and the Island Recreation Association in order to get a good group of citizens across the board.

Chairman McCann said he would like Parks & Recreation Commissioners to be on that committee. Chairman McCann suggested that as PALS moves forward with the parks and open space plan to keep in mind that any pools, fields, facilities etc. that may be proposed, coordinate with Hilton Head Island and Bluffton for joint use so we can coordinate efforts.

Commissioner North inquired about the status of the Agreement between the Town and the County. Mrs. Roberson stated that progress is being made and we are in the process of negotiating and addressing those issues.

VIII. UNFINISHED BUSINESS

None

IX. NEW BUSINESS

A. Role of Parks & Recreation Commission – Mrs. Nicole Dixon stated that the proposed new rules and procedures were in the packet and if there are no other revisions, staff will make the updates and e-mail the revised document to the members. Mrs. Dixon reported that the Island Recreation Center expansion project received 10 submittals. Town staff has narrowed those down to three and conducted three interviews yesterday and hopefully by next week will be able to select a firm and start contract negotiations.

B. Island Recreation Association Proposed FY 10-11 budget – Mr. Frank Soule presented the proposed budget explaining where costs were reduced and where any increases took place. Mr. Soule stated that the Island Recreation Association is requesting \$616,940 in general fund support of the Association's operation for FY 10-11. The Capital Improvement Project portion of the budget is proposed at \$136,550. Mr. Soule stated that the resources requested from the Town will allow the Association to continue effective management of recreational facilities, as well as the coordination of recreational programs and community events. Mr. Soule also stated that in the last few years the Island Recreation Association was able to provide the Town back money from the Capital Improvement Projects due to keeping some costs down. Chairman McCann asked Mr. Soule to let the Commission know if he is able to return any of the money again.

Mr. Gafgen made a motion to recommend to Town Council the approval of the Island Recreation Association proposed budget in the amount of \$616,940 for general fund support of the Association's operation for FY10-11 and Capital Improvement Project funds in the amount of \$136,550. Mr. North seconded. The motion passed unanimously.

C. Capital Improvement Program (CIP) Proposal – Mr. Scott Liggett presented the proposed Capital Improvements Program for FY 2011. The focus for this Commission will be mainly on Pathways and Park Development. In the Pathway section staff is recommending the following three projects: Pathway Rehabilitation, US 278 (Gardner Drive to Mathews Drive), and Dunnagan's Alley.

The Archer Road pathway project and the Jonesville pathway project staff recommends being sent back to the Comprehensive Needs Assessment Plan (CNAP) since these projects are less important.

Commissioner North asked Mr. Liggett about government accounting/non profit accounting – you are showing pathway rehabilitation and upgrade - these are items that generally would be covered by depreciation reserves. These are really maintenance activities that are finding their way onto the CIP budget. Why is that?

Mr. Liggett replied that in part it is the way it is done but we have asked ourselves the question from a maintenance perspective: Would it be more appropriate to carry expenditures like this in our operating budget as opposed to what is represented as the capital budget? In this particular case that maintenance line is funded 100% with tax revenues and wouldn't necessarily be a hard accounting practice but at the same time if we do that, we lose a little bit of the visibility by folks like yourself as to where those maintenance dollars are. There are some strategic advantages as well as it relates to the ability for the Town to raise the millage if it comes to that and of having these sort of expenditures listed here in our capital plan as opposed to on the operations side so to speak. We are working to improve it.

Commissioner North stated that those citizens who have particular capital improvement projects in mind, wouldn't they rightfully argue that those operational maintenance activities should go over on the operations side and have a discussion about those projects that are true capital improvement projects? Mr. Liggett: I can tell you we follow the lead of Town Council and how to prepare the CIP document. We are dealing with tax monies and frankly the CIP is limited in the total amount of tax revenues that can be directed to the program or capped at .85 mills = \$700,000 that can be directed to the program. Still it has to be done. Chairman McCann asked Mr. Liggett to relay Commissioner North's comments to Town Council about the accounting methods. I would like for them to review the accounting methods from an accounting perspective and from a visibility view of people who live here.

Parks Development category

Park Upgrades includes the Town's needs for all our facilities and maintenance needs that we want to pursue, and the \$136,550 for the Island Recreation Association needs are in this line item.

The Town does not have the money to do all of the items in this category.

Rock's/Remy's Tract Park: staff recommends that no new money be identified for that park. \$20,000 is proposed for next year for landscaping that area.

Yacht Cove Community Park: staff is prepared to delay this project given other more pressing needs. Parks & Recreation Commission suggested pushing this back until next year.

Island Recreation Center Enhancements: staff suggests this project move up to item # 2 due to the amenities it provides to residents and to visitors. Mr. Liggett stated that maintenance needs should always outcompete expansion. We need to maintain what we

have before we start building new. Mr. Liggett suggested that the enhancement project become the first tangible project to be funded with money that might be available.

Commissioner North stated that as the process goes forward I encourage staff to work closely with Beaufort County School District and with PALS to find creative ways to fund a larger construction of this facility.

Rowing/Sailing Center

In 2005 a private citizens group proposed a sailing and rowing center be located on Town owned property. This proposal was endorsed by the Town's Parks and Recreation Commission and forwarded to the Town Council. The private citizen group committed to a donation of \$1 million towards the proposed center. The anticipated private funding has been significantly reduced, and the associated construction costs and projected operating cost has drastically increased.

Mr. Liggett stated that the Town has discussed the potential downsizing and how to take this on in incremental steps and to provide minimal access to water. As it stands now I don't see how at this point we can recommend funding in the upcoming year.

Commissioner Singleton stated that it is disappointing the condition this site is in. This site needs to be cleaned up as soon as possible. I am disappointed in reading reports in the paper that this project keeps getting pushed back and back; a plan needs to be in place.

Chairman McCann: I agree that it is imperative that this site be cleaned up now and have access opened up for the community and that money is non parks money. Chairman McCann stated that to shrink down the proposed facility from the original rowing center which would include a lot of community and Gullah facilities is a mistake. If we are not ready to go ahead with something that is befitting of this Island, then we should put it off for year, reexamine it and re-fund it rather than do something that is half way done. My suggestion is we push it back a year until the Town and everyone involved determines what they want to do and how to fund it and what private money is coming in. If the recommendation is to move it out a year but spend money now to clean it up would that also open it up for access? Mr. Liggett replied that would be the goal, create some level of access.

Chaplin Linear Park. The recommendation is that this be pushed out a year as well.

In Summary:

- We have funding for the Island Recreation Center Enhancements.
- We move forward with the clean up of the Rowing/Sailing Center.
- The other initiatives will be moved out a year.
- Examine revenue sources and opportunities and discussion.
- Town Council has fiduciary reasonability to deal with the totality of the CIP program.

Mr. Gafgen made a motion to accept the proposed Capital Improvements Program for FY 2011 and to forward it on to the Planning Commission CIP Committee. Mr. Singleton seconded. The motion passed unanimously.

X. UPDATES

- A. Review of Outstanding Park Facilities Discrepancies** – Mr. Penale stated that the County has a grounds maintenance division that takes care of all playing fields. The County contracts out to Johnson Controls all the buildings. The contract with Johnson Controls will be coming to a close soon and negotiations are being conducted. Commissioner North stated that he is interested in the responsibility and recourse by the County and the Town and having these 167 discrepancy line items managed properly. Commissioner North asked if these outstanding discrepancies are being addressed while the County and the Town are trying to finalize the Agreement. Mr. Penale stated that they are being addressed. The breakdown is between the County and Johnson Controls and a lack of oversight. The County Administrator and the PALS Board are all aware of these 167 outstanding discrepancies.

Chairman McCann asked Mrs. Nicole Dixon to draft a letter inviting Mr. Mark Roseneau, Director of Facilities Maintenance for Beaufort County to come the April 8, 2010 Parks & Recreation Commission meeting.

- B. Discussion of PALS Budget dated 1/7/2010** – Chairman McCann asked Mr. Penale to explain the PALS budget line items. Mr. Penale responded that this document contains the PALS summer camp program, 4 pools we operate plus Island Recreation Center, athletic programs and recreation centers north of the Broad, Admin contains north and south of the Broad. The Bluffton line was combined last year to include both Bluffton and Hilton Head Island. Chairman McCann asked if it was safe to say that PALS Hilton Head budget for 2009 was \$350,311 and the actual was \$164,649 and this year's budget is \$80,000 because Hilton Head Island is included in the Bluffton budget? Mr. Penale replied yes all utilities for parks, everything for Hilton Head Island is now in the Bluffton budget. There shouldn't be a separate line for Hilton Head Island and Bluffton since PALS is now one department, in the future it will read as one department.

XI. PARK COMMISSIONER COMMENTS

Commissioner Hamrick asked Mr. Soule if he was in favor of the Island Recreation Center taking over the scheduling of fields. Mr. Soule replied yes, the meeting he had with the County went very well. Mr. Soule stated that there were still things to discuss but the goal is to have this completed by July 2010. .

XII. ADJOURNMENT

There being no further business, the meeting adjourned at 5:00 p.m.

Respectfully submitted by Eileen Wilson

Approved by: _____
John McCann, Chairman