

**The Town of Hilton Head Island
Parks & Recreation Commission
Monday, February 27, 2012
3:30 p.m.**

Members Present: Marc Stuckart, Jack Hamrick, Daniel Gafgen, Heather Rath, Timothy Singleton,

Members Absent: Peter Keber

Town Staff: Scott Liggett, Brian Hulbert, Julian Walls

Other: Frank Soule, *Island Recreation Association*

1. Call to Order

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

2. Pledge of Allegiance to the Flag

3. 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.

4. New Business

a. Proposed Island Recreation Association Memorandum of Understanding

Scott Liggett presented the proposed Memorandum of Understanding and reviewed a few specific items.

This Memorandum of Understanding (MOU) is between the Town and the Island Recreation Association regarding the management and operation of the Hilton Head Island Recreation Center, Jarvis Creek Park, Shelter Cove Community Park, and the Chaplin Community Park Tennis Courts and Cordillo Parkway Tennis Courts. The Town currently has an MOU with the Association that will expire on March 31, 2012. This proposed MOU would renew the relationship with the Association for another five year period.

Within Exhibit A, Section 2.05 Operational Plan is an added requirement intended to more equitably address demands made upon our public tennis facilities during the month of March. Staff recommends that a formal solicitation process (Request for Proposals – RFP) consistent with our procurement code be conducted in order to schedule play during this time of high demand. “Blocks” of time are envisioned to be competed for by sponsors desiring to hold multi-day tournaments. The RFP shall at a minimum require a fee for court usage, an on-site representative during all tournament play, insurance, demonstrated ability to manage similar events, ability to provide for the health, safety, and welfare of players and spectators, and the provision of temporary restroom facilities for tournament play at the Cordillo Tennis Courts.

The MOU and Agreements are now in a consolidated format by which the three separate Agreements become one exhibit to the MOU. This will continue to make it convenient for maintenance and supervision of the MOU and Agreements.

Exhibit E Van der Meer Agreement Cordillo Tennis Courts is a property that must be maintained as a tennis facility at all times and one court must be available for open use.

Mr. Frank Soule stated that the Operation Plan addresses the high demand for court time in the month of March. The Association will solicit proposals from organizations which may be considering hosting a multi-day tournament at Chaplin and/or Cordillo Tennis Courts. The Request for Proposals process will be conducted in a manner consistent with the Town Code. Mr. Soule stated that there will be a minor increase in the Jarvis Creek rental fee.

Commissioner Hamrick made a motion to accept the Proposed Island Recreation Association Memorandum of Understanding as presented and recommend that it be forwarded to Town Council for approval. Commissioner Gafgen seconded the motion. The motion passed unanimously.

Recognition

Mr. Scott Liggett stated for the record that Mr. Robert Moore has established a residence outside the jurisdictional limits of the Town which now prohibits him from continuing his term on the Parks & Recreation Commission. Mr. Liggett, on behalf of the Town Manager, thanked Mr. Moore for his service to the Town. Mr. Moore's dedication and commitment to this Commission and the courtesy and decorum that he treated folks with is much appreciated. Mr. Moore replied that it was his honor and privilege and has enjoyed his time on the Parks & Recreation Commission.

5. Adjournment

There being no further business, the meeting adjourned at 4:10 p.m.

Respectfully submitted by Eileen Wilson

Approved by: approved 4/12/12
Marc Stuckart, Chairman