



**Town of Hilton Head Island
PARKS AND RECREATION COMMISSION
MEETING
Thursday, September 12, 2024, 3:30 PM
Minutes**

1. Call to Order

Chair Zurilla called the meeting to order at 3:30PM. Present were: Chair William Zurilla, Vice Chair John Parsons, Ruthie Kucharewski, Michael Manesiotis, Butch Kisiah, and Charlie Quigg attending remotely.

2. Pledge to the Flag

3. Adoption of the Agenda

Chair Zurilla called for approval of the agenda. The agenda was unanimously approved.

4. Approval of the Minutes

a. Regular Meeting Minutes of July 11, 2024

Chair Zurilla called for approval of the minutes. The Commission unanimously approved the July 11th Meeting Minutes.

5. Presentations

6. Unfinished Business

7. New Business

a. Staff Support Update - Richard Loudin, Public Projects Program Manager

Richard Loudin introduced himself as Projects Program Manager, and will be taking the place of Bryan McIlwee after his departure from the Town.

**b. Capital Improvement Projects: Fiscal Year 2025 Project Updates - Richard Loudin, Public Projects Program Manager
- CIP Dashboard**

Mr. Loudin opened the Capital Improvements Projects (CIP) Dashboard on the Town website. Shawn Colin, Assistant Town Manager, introduced Mr. Loudin and Lydia Lewis as Staff Support for the Parks and Recreation Commission. Chair Zurilla reintroduced Butch Kisiah to the Commission and welcomed Mr. Loudin to the Town.

Mr. Loudin navigated the CIP Dashboard and demonstrated how to maneuver through the website. He pulled up the Islander's Beach Project and provided an overview of the

updates.

Chair Zurilla inquired about the budget schedule for 2025. Mr. Loudin showed where the schedule was listed on the website. Vice Chair Parsons asked about the drawing for the new parking, and Mr. Loudin clarified that the new parking was scheduled to begin in FY25, starting in July 2024. Chair Zurilla asked about the second pathway, and Mr. Loudin clarified that the secondary pathway was not included in the scope of work for fiscal year 2025. Commissioner Kisiah asked if there was an increase in the operating budget to help maintain the parks. Mr. Loudin confirmed that the addition of the parks was noted under facilities, but he was not aware of any specific increase to the operating budget. Vice Chair Parsons asked whether there would be a structure on the site; both Mr. Colin and Mr. Loudin confirmed that a structure for facilities storage would be included.

Mr. Colin confirmed that the Dashboard served as an effective tool for accessing information on all ongoing CIP projects, particularly those related to Parks and Recreation. He stated that the plans displayed on the website had been approved by Town Council and noted that the Town was actively working to update the platform on a continual basis.

Mr. Colin explained that the CIP Dashboard highlighted projects approved by Town Council and illustrated how the Parks and Recreation Commission played an integral role in the approval and prioritization of Parks and Recreation projects across the island. Mr. Loudin continued sharing updates on the parks projects included in the FY25 budget. Mr. Colin provided further details based on design updates. Chair Zurilla invited any additional questions from the Commission.

Commissioners Kisiah and Manesiotis asked questions regarding the mid-island project, and Vice Chair Parsons inquired about the wetland implant. Mr. Colin and Mr. Loudin responded to their questions. Vice Chair Parsons also asked about sponsorship opportunities for the fields, and Mr. Colin explained that the plan included an option to seek private support. He also mentioned an upcoming meeting with the Rotary Club to discuss a community center.

Commissioner Kisiah expressed his appreciation for how the Town was addressing the mid-island project, particularly by prioritizing stormwater concerns. Commissioner Quigg asked for clarification regarding the reference to the mid-island track. Mr. Colin explained that it was a general concept included in the Town Council's master plan and noted that the Town would need to provide an update on the scope for phase one of that project.

c. Assistance from Commission Members Discussion - Richard Loudin, Public Projects Program Manager

Chair Zurilla opened the topic of assistance from Commission members. Mr. Loudin explained that it had been suggested to include a Commission member in the kickoff staff meetings for upcoming projects. Commissioner Manesiotis expressed interest and stated

that he would like to volunteer for more involvement. Mr. Colin asked that the Chair and Vice Chair discuss this with the members and inform staff on how they wished to proceed with member involvement. Vice Chair Parsons asked whether members would also participate in follow-up meetings. Mr. Loudin confirmed that participation would depend on the specific topics and what needed to be addressed. The Town would provide a list of projects they would like Commission members to attend, should they be interested. Chair Zurilla confirmed that he would coordinate with the Commission members to determine who wished to attend which meetings.

d. Calendar Year 2025 Meeting Schedule Discussion - Richard Loudin, Public Projects Program Manager

Chair Zurilla brought up the topic of the meeting schedule for the upcoming year and expressed the intention to move to bimonthly meetings. Commissioner Manesiotis commented that he supported the change, provided that the Commission continued to receive updates from internal Town staff meetings. Commissioner Kisiah also supported the shift to bimonthly meetings and noted that special meetings could be scheduled as needed. Mr. Colin explained that the Commission would still be required to provide recommendations for the CIP and implementation efforts. Commissioner Kisiah made a motion to adopt a bimonthly meeting calendar. Vice Chair Parsons seconded. The motion was approved unanimously.

e. Election of Officers for Fiscal Year 2025

Commissioner Manesiotis nominated William Zurilla for Chair and John Parsons for Vice Chair. Commissioner Kisiah seconded the motion, The motion was approved unanimously.

8. Public Comment - Non Agenda Items

Frank Babel introduced himself and reflected on how, years ago, the budgets were limited and the CIP did not exist. He noted that the Town now had funding to support these projects, calling it a significant improvement. He then presented his first suggestion: there was not enough space for car parking at public beaches. He shared that in Sea Pines, the Facilities team had installed bike parking, which was now consistently filled with bikes. He encouraged the Town to consider adding more bike parking at public beach access points.

Secondly, Mr. Babel expressed concern over insufficient funding for maintenance. While he appreciated the quality of the design projects, he felt the maintenance budget had not kept pace. He asked that both Town staff and Commission members raise this concern with Town Council.

Thirdly, he commended the Commission for its productivity and urged them to consider how to better connect people—particularly children—to the parks.

Commissioner Kisiah agreed that Mr. Babel raised a valid point about beach transportation and asked whether public transportation could be explored. He suggested that an update from

the Breeze transit service might help determine if additional stops could be added along pathways to improve access to parks.

Mr. Colin responded that an update on the Breeze system could be provided, explaining that it was primarily designed around workforce commuting routes. However, he acknowledged that the trolleys had potential for broader involvement.

Chair Zurilla thanked Mr. Babel for his comments. Mr. Babel concluded by encouraging the Commission to develop ideas for increasing public use of the existing transportation systems. Commissioner Kisiah added that Island Rec might have relevant data or insights to support this effort.

9. Commission Business

10. Chairman's Report

11. Staff Report

- a. Update on Town Partnership with Best Buddies and Miracle Recreation for Construction of an Inclusive Playground at Shelter Cove Community Park - Shawn Colin, Assistant Town Manager

Mr. Colin provided updates on Best Buddies Park. He presented the Shelter Cove plan and reviewed the proposed expansions for both the park and the parking lot. The expansion would incorporate the Best Buddies concept along with Miracle Recreation equipment. He noted that the Town had executed contracts for landscaping design and the implementation of the program. Mr. Colin announced that the Town Council had unanimously supported the Commission's recommendation for the park.

12. Adjournment

Chair Zurilla adjourned the meeting at 5:17PM.

The recording of this Meeting can be found on the Town's website at www.hiltonheadislandsc.gov