



Town of Hilton Head Island

Community Services and Public Safety Committee Meeting

Monday, January 8, 2024, 10:00 AM

**1 Town Center Court, Hilton Head Island, SC
Benjamin M. Racusin Council Chambers**

The meeting can be viewed on the [Town's YouTube Channel](#), the [Beaufort County Channel](#), and Spectrum Channel 1304.

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Approval of the Minutes**
 - a. Regular Meeting Minutes of December 18, 2023
- 4. Appearance by Citizens:** Citizens who wish to speak on the matters being discussed during the meeting may do so by submitting the [Request to Speak form](#) no later than 4:30 PM the day prior to the meeting.
- 5. Unfinished Business**
 - a. Presentation of the SWOT Findings for Solid Waste and Recycling on Hilton Head Island - Bryan McIlwee, Director of Public Projects and Facilities
 - b. Consideration of a Resolution Adopting Environmentally Friendly Landscaping and Grounds Maintenance Practices - Bryan McIlwee, Director of Public Projects and Facilities
- 6. Adjournment**

FOIA Compliance: Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Hilton Head Island will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Auditory accommodations are available. Any person requiring further

accommodation should contact the Town of Hilton Head Island ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

Municipal Association of South Carolina (MASC) Civility Pledge:

“I pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of my city or town.”



Town of Hilton Head Island COMMUNITY SERVICES AND PUBLIC SAFETY COMMITTEE MEETING Monday, December 18, 2023, 10:00 AM Minutes

Chair Becker called the meeting to order at 10 a.m. All committee members were present, with Ms. Patsy Brison attending remotely. The pledge to the flag was given.

Adoption of the Agenda

It was the consensus of the Committee to approve the agenda as presented.

Approval of the Minutes

Mr. Steve Alfred made a motion to approve the Regular Meeting Minutes of November 13, 2023. Mr. Alex Brown seconded the motion. The motion carried unanimously.

Appearance by Citizens

There were none.

New Business

Consideration of a Resolution Adopting the Town of Hilton Head Island Beach Parking Fee Schedule - Josh Gruber, Deputy Town Manager

Mr. Josh Gruber, Deputy Town Manager, presented. Mr. Gruber stated that the Community Services and Public Safety Committee has been discussing the establishment of paid parking for many of the Town's publicly accessible beach parks. At this time, staff is recommending that the Committee review the various policy questions that will need to be addressed in a Resolution setting forth a rate schedule to be implemented as part of its beach parking master plan Mr. Gruber stated as a reminder that the following steps have been taken thus far:

- October 27, 2020 - Walker Consultants unveiled their proposed Beach Parking Master Plan at a Town Council Workshop.
- November 4, 2020 - Town Council unanimously approved Walker Consultant's Master Plan.
- November 15, 2021 – The Town facilitated multiple public engagement sessions to discuss the Beach Parking Master Plan.
- November 19, 2020, and February 25, 2021 – The Public Planning Committee

Town of Hilton Head Island Community Services and Public Safety
Committee Meeting
Minutes
12/18/2023

convened to dissect the Beach Parking Master Plan from Walker Consultants. These discussions were pivotal in determining the subsequent steps in the plans' implementation.

- August 4, 2022 – PCI presented their proposed parking management services to the Public Planning Committee. The Committee recommended that Town Council authorize a contractual partnership with PCI for Beach Parking Management Service.
- September 20, 2022 – Town Council ratified a Resolution delineating the Scope of Work concerning the contract with PCI for Beach Parking Management Services.
- February 21, 2023 – Town Council approved a budget amendment to fund the contract with PCI, enveloping both operational and capital expenditure dimensions for the 2023 fiscal year.
- March 20, 2023 – Staff introduced policy and operational facets for an initial discourse on the Beach Parking Management Program to the Community Services and Public Safety Committee.
- April 17, 2023 – Staff and the Committee continued discussions regarding the Beach Parking Management Ordinance.
- September 18, 2023 – The Community Services and Public Safety Committee voted to move forward a draft Ordinance Amending the Municipal Code to the Town of Hilton Head Island to implement a Beach Parking Management Ordinance. Additionally, the Committee requested that staff develop a Resolution setting forth proposed beach parking rates. Address questions of employee access/availability and address potential conflicts with recreational programming that occurs at Chaplin Park.

Mr. Gruber went on to state that the following were items for the Committee to consider:

- Adopt an hourly rate for paid beach parking at select Town beach facilities.
- Establish corresponding maximum daily rates for these facilities.
- Discuss various ways to address/provide for employee parking at Coligny Beach Park.
- Discuss various ways to address recreational sports/beach parking at Chaplin Park.

Beach Parking Rates:

The Community Services and Public Safety Committee requested that staff develop a beach parking rate that would be reflective of generating only revenue that would be needed to pay for the costs associated with providing this public service. In order to fully recoup these expenses, a projected break-even rate of \$1.30 per hour would need to be adopted. Mr. Gruber proceeded to review anticipated monthly revenues with the

break-even rate. He also reviewed a potential parking rate schedule developed by Walker Consultants based upon a survey of other similarly situated peer communities. It was clarified that if recreational sports parking was implemented at Chaplin Park, it would have an impact on the break-even rate.

Mr. Gruber stated staff initiated a survey of all businesses that are believed to be located within a radius of 300 feet (100 yards) of the Coligny Beach Parking lot based upon information contained in the Town's emergency address database. A copy of this information has been enclosed as attachment 5. Based upon this information, 146 separate businesses were identified as having active business licenses and being located within this area. It is difficult to utilize this information to develop an understanding of exactly how many employees may be employed in total by these businesses. However, we are aware that these numbers could vary significantly as some of these businesses may only have one or two employees while others may have substantially more than that. He proceeded to review how other beachfront communities approached this type of issue. Based upon this information, staff would recommend that the Town Council implement one of two possible options to provide employee-specific parking.

The first option would entail identifying a specific number of parking spaces that would be strictly reserved for qualified employee parking and would be offered on a daily first-come, first-served, basis. The location and number of spaces to be provided as well as the costs of such parking would need to be determined.

The second option would be to allow a fixed number of individuals to purchase a qualified employee parking pass for use within the Coligny Beach Park. If this option were to be considered, the number of passes to be issued and the associated cost of such passes, if any, would need to be determined by the Town Council.

Recreational Sports/Beach Parking Considerations:

Based on conversations with staff from Island Recreation Association and PCI Municipal Services, staff has developed the following options to address potential conflicts arising from the recreational sports programming that is offered at Chaplin Park.

The first option would be for all paid beach parking at Chaplin Park be suspended until the conclusion of the recreational sports program season. This would essentially mean that parking at Chaplin Park would require payment from Memorial Day until Labor Day but would be free of charge at any other time due to recreational sports leagues utilizing the property.

A second option would be to incorporate the registration of all household vehicle license plates as part of the recreational sports league registration process. This would allow those with registered vehicles free parking access at Chaplin anytime during the course

of the sports league season but would still require payment from anyone using the park for beach access purposes.

Proposed Next Steps:

The draft Beach Parking Management Ordinance has previously been considered by the Committee and was forwarded to the Town Council with a recommendation that it be adopted. However, in order to make sure that all issues associated with this program have been addressed at the time of its adoption, the Resolution setting forth the adopted beach parking rates and addressing other related issues should ultimately be recommended for adoption. This would allow for contemporaneous adoption of both the Ordinance setting for the framework for the beach parking program and the details necessary to commence its operation. Staff is therefore anticipating facilitating several rounds of discussions with the Community Services and Public Safety Committee to review each of the proposed policy considerations that will be recommended to Town Council.

Members of the Committee had questions, comments and discussion regarding: the need to define the purpose of developing a rate; a recognition the rate can be adjusted as needed; the need to define a maximum daily rate; the need to anticipate future expenses; should there be different rates for the various locations and for different times of the year; the need to recover all expenses with the rates which would include depreciation and non-cash flow items; acknowledgement that day-trippers should contribute financially for the costs; clarification requested concerning anticipated depreciation; inquiry as to what additional funds would be needed for public safety in the upcoming budget; the need to alleviate an expense for Island residents by establishing a beach parking pass rate; clarification regarding access to the beach parking during hours of operation; the need to develop hours of operation for all beach parking; clarification of no overnight parking and enforcement regarding such; a suggestion that employers pay for customers parking; inquiry as to the input from employers in the area; confirmation that employers would prefer no charge for parking in the area; concern regarding cost incurred for utilizing the Wild Wings property for parking; inquiry as to where spaces would be reserved for employee parking; concern over first come-first serve employee parking; the need to protect the neighborhood; the need to welcome visitors; and the need to value local businesses; the need for a shuttle from the USCB parking lot; opposition to the use of Wild Wings parking lot for employees of local businesses; a suggestion residents have parking passes with no costs; the need to develop a budget including all projected costs regarding the rate that will be implemented; acknowledgement that if all residents have to be registered for parking passes, it will increase costs; and the need to consider the costs regarding a shuttle to the Coligny area.

Concluding discussion, it was the consensus of the Committee that all paid beach

parking at Chaplin Park be suspended until the conclusion of the recreational sports program season. This would essentially mean, that parking at Chaplin Park would require payment from Memorial Day through Labor Day, but would be free of charge at any other time, due to recreational sports leagues utilizing the property, and the need for staff to review costs and adjust the numbers and rates due to the suspension of paid beach parking at Chaplin Park during that time and then provide the information to the Committee for review.

The consensus of the Committee was that staff provide the revenue for resident passes for the past two years to the Committee for review.

Ms. Brison suggested a limited number of parking places be provided at the existing parking lot at Coligny Beach Park with the businesses operating an annual lottery to see which employees receive a parking place.

Chair Becker inquired about the timeline for the project. Mr. Gruber stated that with the Committee agreeing on not charging at Chaplin Park during the recreational sports season and the information staff will gather regarding costs and the projected budget for rate consideration, staff can come back to the Committee with updated information for review, which will result in the full Council consideration of adoption of the ordinance and the resolution in March. He stated the timeframe would permit preparation for implementation prior to the start of the busy season. He emphasized the need for the Committee to move the policy questions out at the January meeting.

Chair Becker noted there may be a need for a special meeting during that time. All members of the Committee were in agreement to schedule the special meeting if needed.

Adjournment

The meeting adjourned at 11:07 a.m.

Approved:

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



TOWN OF HILTON HEAD ISLAND

Community Services & Public Safety Committee

TO: Community Services and Public Safety Committee
FROM: Bryan McIlwee, PE, Director of Public Projects & Facilities
VIA: Shawn Colin, AICP, Assistant Town Manager – Community Development
CC: Marc Orlando, Town Manager
DATE: January 8, 2024
SUBJECT: Presentation of the SWOT Findings for Solid Waste and Recycling on Hilton Head Island

RECOMMENDATION:

Community Services and Public Safety Committee recommend presentation of findings of the Strengths, Weaknesses, Opportunities & Threats (SWOT) for Solid Waste & Recycling on Hilton Head Island to Town Council.

Following presentation and input from Committee on the findings, Staff will bring forward a draft plan and Resolution to the Committee. We would then request the Committee recommend to Town Council adoption of a Resolution approving the final plan.

BACKGROUND:

There is an initiative in the Town of Hilton Head Island 2023-25 Strategic Action Plan to identify Strengths, Weaknesses, Opportunities & Threats (SWOT) of Hilton Head Island Solid Waste and Recycling (Attachment 1).

Staff procured A. Goldsmith Resources, LLC (AGR), an expert consultant in the field of solid waste and recycling, and the preparer of the recently updated Beaufort County Solid Waste Management Plan (2022-2041), to conduct this assessment.

SUMMARY:

On May 2, 2023, Town Council unanimously approved a Resolution (Attachment 2) supporting the proposed approach and scope of services outline to complete the SWOT assessment.

ATTACHMENTS:

1. 2023-25 Strategic Action Plan – Excerpt on Solid Waste and Recycling
2. Resolution 2023-11



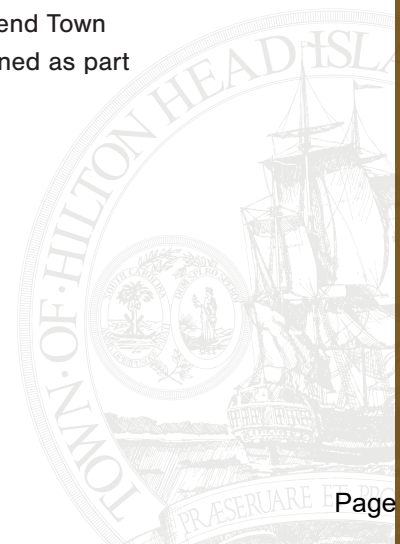
STRATEGY #9

Conduct a Strengths, Weaknesses, Opportunities and Threats (SWOT) of Hilton Head Island Solid Waste and Recycling

FOCUS AREA: ENVIRONMENTAL SUSTAINABILITY

The Town's Our Plan document lays out several goals related to increasing capacity for processing recyclable materials and ensuring the long-term viability of solid waste disposal for the Island. To achieve these objectives, the Town will need to work in coordination with Beaufort County as the agency responsible for household waste streams disposal for the entire county and jointly pursue opportunities that improve recycling and composting rates.

- ❑ 9.1 Engage experts in the field of solid waste to assist the Town in performing a SWOT analysis.
- ❑ 9.2 Pursue promotional and educational efforts to foster recycling, composting, and litter control.
- ❑ 9.3 Engage in dialogue with Beaufort County regarding their long-range solid waste disposal and recycle programs. If they undertake revisions or updates to their long-range plans, actively participate in such discussions in order to represent the goals of the Island in these plans.
- ❑ 9.4 Propose discussions with Beaufort County regarding the potential creation of an off-Island materials processing center that would facilitate increased recycling rates from within the Town and the greater region.
- ❑ 9.5 Examine the creation of composting models at highly visible sites around the Town.
- ❑ 9.6 Evaluate the need to amend Town Code utilizing data obtained as part of the SWOT analysis.



RESOLUTION 2023-_____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, TO ENDORSE THE PROPOSED APPROACH TO COMPLETE A STRENGTHS, WEAKNESSES, OPPORTUNITIES, AND THREATS (OR SWOT) ANALYSIS FOR SOLID WASTE AND RECYCLING ON HILTON HEAD ISLAND.

WHEREAS, the Hilton Head Island Town Council and Beaufort County Council have endorsed two recent resolutions from the Greater Island Council to work together in the development of a new long-term agreement that will secure the landfill and recycling needs of Hilton Head Island and Beaufort County, as described in Exhibit A; and

WHEREAS, the Town's Strategic Action Plan includes an environmental initiative to Identify the Strengths, Weaknesses, Opportunities, and Threats (SWOT) of Hilton Head Island Solid Waste and Recycling, as described in Exhibit B; and

WHEREAS, the proposed outline for the general scope of services to conduct the SWOT Analysis is described in Exhibit C.

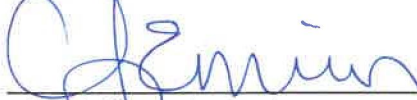
NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Councilmembers of the Town of Hilton Head Island, in Council assembled, that the Town endorses the proposed approach to complete a Strengths, Weaknesses, Opportunities, and Threats Analysis for Solid Waste and Recycling on Hilton Head Island.

THIS RESOLUTION SHALL BE EFFECTIVE IMMEDIATELY UPON ITS ADOPTION.

MOVED, APPROVED, AND ADOPTED ON THIS 2ND **DAY OF**
MAY, 2023.


Alan R. Perry, Mayor

ATTEST:


Cindaia L. Ervin, Assistant Town Clerk

APPROVED AS TO FORM


Curtis L. Coltrane, Town Attorney

Introduced by Council Member: DAVID AMES

EXHIBIT A

Greater Island Council Of Hilton Head Island and Bluffton

RESOLUTION RECOMMENDING HILTON HEAD ISLAND TOWN COUNCIL AND BEAUFORT COUNTY COUNCIL WORK TOGETHER IN THE DEVELOPMENT OF A NEW LONG-TERM AGREEMENT THAT WILL SECURE THE LANDFILL AND RECYCLING NEEDS OF HILTON HEAD ISLAND AND BEAUFORT COUNTY.

WHEREAS, Beaufort County Landfill is nearing the end of its lifespan and the current landfill operating agreement with Waste Management disincentivizes recycling; and

WHEREAS, the landfill operating contract is terming in 2025. A renegotiation, with an emphasis on recycling, is an opportunity that could promote landfill diversion (recycling) and extend the life of the landfill; and

WHEREAS, the 25-year landfill contract between Waste Management and Beaufort County comes up for renewal in 3 years (2025), and these contracts take years to renegotiate, and the closer to the end of the contract the more leverage the landfill operator has due to imminent expiration of the landfill services agreement. By taking a leadership position and acting now, the Town and the County will benefit both economically and environmentally; and

WHEREAS, any new contract should meet the following requirements:

- Be open during peak times to meet the needs of the local community.
- Include additional investment into recycling processing, which would increase the ability for recycling operations that may lead to financial advantages.
- Include development of a solid waste transfer station (this would enable Hilton Head to make reasonable, sustainable decisions about the waste and recycling hauling for HHI)
- Beaufort County should take greater control of the landfill and recycling operations to limit exposure to the whims of a corporation, and specifically, seek to develop a more long-term sustainable solution for recycling.

WHEREAS, Beaufort County is paying for Landfill disposal fees, but not paying for recycling processing fees, meaning that any robust recycling initiatives needed to reduce the waste, and extending the landfill life cycle, are not being explored. Commercial solid waste producers are required to pay disposal and recycling costs themselves. Exploring new recycling alternatives could be financially advantageous for the Town and Beaufort County.

NOW, THEREFORE, The Greater Island Council of Hilton Head Island and Bluffton strongly encourages the Hilton Head Town Council and Beaufort County Council to take a leadership position and work together to begin negotiations with the current landfill operator and any other potential landfill or recycling facility operators, and be proactive in the development of a new long-term agreement that will secure the landfill and recycling needs of Hilton Head Island and Beaufort County.

Ratified by the membership of the Greater Island Council of Hilton Head Island and Bluffton May 6, 2021.

A handwritten signature in blue ink that reads "Jennie Johnson". The signature is written in a cursive style and is positioned above a horizontal line.

Jennie Johnson, Chair

EXHIBIT A

RESOLUTION 2023 / 13

A RESOLUTION RECOMMENDING BEAUFORT COUNTY WORK WITH THE TOWN OF HILTON HEAD ISLAND TO DEVELOP SUSTAINABLE AND VIABLE LONG-TERM RESIDENTIAL SOLID WASTE MANAGEMENT, RECYCLING, AND ORGANIC WASTE SOLUTIONS

WHEREAS, Beaufort County (“County”) and Waste Management (“WM”) currently contract to use WM’s residential solid waste landfill and recycling processing, the contract expires in 2025; the agreement is collectively hereinafter referred to as the “Contract”; and

WHEREAS, WM’s landfill is nearing capacity and endangers the County’s ability to have a viable long-term solid waste, recycling, and organic waste disposal strategy; and

WHEREAS, the Contract includes additional costs to recycle material hauler and these additional costs cause a reduction in recycling material being properly processed; and

WHEREAS, the County desires to construct a Materials Recovery Facility (“MRF”) to gain a greater control of solid waste and recycling, and optimize efficient solid waste disposal, increase recycling tonnage, and collect organic composting materials, all of which have financial advantages to the County; and

WHEREAS, the Town of Hilton Head Island (“Town”) supports the County’s desires and intends to have its recycling materials sent to the County’s MRF once constructed and operational; and

WHEREAS, following construction of the MRF, the Town agrees to work with the County to procure contracts with single haulers in geographical areas of the Town, instead of multiple haulers, which would support the County’s goals to “optimize efficient solid waste disposal, increase recycling tonnage, and collect organic composting”; and

WHEREAS, the Town’s Convenience Center should be expanded to allow for the greater collection of residential single-stream recycled materials and to include organic materials, and allowing residential haulers serving the Town a place to off-load their trucks, further saving money by eliminating daily trips from the Town to the MRF; and

WHEREAS, a MRF and/or an improved and expanded Town Convenience Center would allow for more favorable terms in negotiating with single-stream recycling and organic waste haulers who would no longer have to make long, expensive and fuel consuming trips to the WM landfill or the MRF; and

WHEREAS, the County and Town believe by working cooperatively and with the same goals, the County and Town can successfully develop a viable long-term solid waste, recycling, and organic waste management strategy.

NOW, THEREFORE, BE IT RESOLVED, by Beaufort County Council, duly assembled, the County recommends working with the Town to achieve a viable, long-term solid waste, recycling, and organic waste solutions and as previously described herein.

Adopted this 13th day of March 2023.

COUNTY COUNCIL OF BEAUFORT COUNTY

BY: 
Joseph Passiment, Chairman

ATTEST:


Sarah W. Brock, Clerk to Council

EXHIBIT B

Identify Strengths, Weaknesses, Opportunities & Threats (SWOT) of Hilton Head Island Solid Waste & Recycling

Start Date: FY 2023

Project Manager: Jeff Buckalew, *Interim Infrastructure Services Director*

Department: Infrastructure Services

Description

Purpose:

The Town's **Our Plan** document lays out several goals related to increasing capacity with regards to processing recyclable materials and ensuring the long-term viability of solid waste disposal for the Island. To achieve these objective, the Town will need to work in coordination with Beaufort County as the agency responsible for household waste streams disposal for the entire county and jointly pursue opportunities that improve recycling and composting rates.

Phase 1: 3rd Quarter 2022 - 3rd Quarter 2023

- Pursue promotional and educational efforts to foster recycling, composting, and litter control.
- Engage in dialogue with Beaufort County regarding their long-range solid waste disposal and recycle programs. If they undertake revisions or update to their long-range plans, actively participate in such discussions in order to represent the goals of the Island in these plans.
- Propose discussions with Beaufort County regarding the potential creation of an off-Island materials processing center that would facilitate increases recycling rates from within the Town and the greater region.
- Examine the creation of composting models at highly visible sites around the Town.

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Exhibit C

Hilton Head Island Solid Waste and Recycling Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis Scope of Service

Proposed Table of Contents

1. Introduction
2. Goals and Objectives of the Analysis
3. Executive Summary
4. Applicable Town, County and State Regulations
 - a. Recommended modifications to Town Code
5. Stakeholder Involvement (assistance by Town and County staff)
 - a. Steering Committee (Town of HHI, Beaufort County, Greater Island Council)
 - b. Stakeholder Identification
 - c. Public Outreach (Town web site, Surveys, POA's)
 - d. Documentation of stakeholders needs and desires
 - e. Develop Web Page on Town's efforts and other links
6. Gather and Review Relevant Data and Information
7. Assess Current Practices
 - a. Residential
 - b. Commercial
8. SWOT Analysis
 - a. Strengths
 - b. Weaknesses
 - c. Opportunities
 - d. Threats
 - e. Summary

Analysis shall consider, but not be limited to the following items:

Strengths

- Committed team of professionals, at County and Town of Hilton of Hilton Head Island and Greater Island Council, strong public interest and desire for improvements

Weaknesses

- Lack of a southern County Materials Recovery Facility (MRF)

- Restraints of Weekend landfill operations
- Consistent Ordinances
- Long-Term agreement for Convenience Center operations
- Public education on recycling

Opportunities

- Southern Beaufort County Materials Recovery Facility (MRF)
- Improved commercial recycling and public facilities recycling
- Curbside Public contracted recycling and solid waste collection
- Public education and information campaigns
- Diversion credits to haulers for recycling loads

Threats

- Landfill Constraints
- Delays in MRF Implementation
- Misinformation and Lack of Education regarding Recycling
- Short term guests – ease of recycling
- Commercial recycling

9. Prioritized Recommendations for implementation of Key Strategies and Projects

- a. Roles and Responsibilities
- b. Prioritization Scheme
- c. Funding Options
- d. Schedule

10. Recommendations for Future Studies and Analysis

11. References

12. List of Figures and Tables

13. Appendices



TOWN OF HILTON HEAD ISLAND

Town Council

TO: Town Council
FROM: Jeff Buckalew, PE, Town Engineer
VIA: Bryan McIlwee, PE, Assistant Community Development Director
Shawn Colin, AICP, Assistant Town Manager – Community Development
CC: Marc Orlando, Town Manager
DATE: May 2, 2023
SUBJECT: Consideration of a Resolution supporting the proposed approach to complete a Strengths, Weaknesses, Opportunities, and Threats (SWOT) Assessment for Solid Waste and Recycling for Hilton Head Island

RECOMMENDATION:

Consideration of a Resolution (Attachment 1) supporting the proposed approach to complete a Strengths, Weaknesses, Opportunities, and Threats (SWOT) Assessment for Solid Waste and Recycling for Hilton Head Island.

BACKGROUND:

The Greater Island Council (Sustainability Advisory Committee) has offered to work with Town and County staff to advance the initiatives laid out in two resolutions to improve solid waste and recycling. On April 19, 2022, Town Council endorsed the first resolution of the Greater Island Council on solid waste, landfill, and recycling needs. On January 17, 2023, Town Council endorsed the second resolution of the Greater Island Council recommending Hilton Head Island Town Council and Beaufort County Council work together in the development of sustainable and viable long-term residential solid waste management and recycling agreement(s) to improve the efficiency of solid waste disposal, recycling, and composting on Hilton Head Island and in Beaufort County. Both Greater Island Council resolutions are provided for reference as Exhibit A.

There is an initiative in the Town of Hilton Head Island FY2021-22 Strategic Action Plan to identify Strengths, Weaknesses, Opportunities & Threats (SWOT) of Hilton Head Island Solid Waste and Recycling (Exhibit B).

On April 17, 2023, staff presented the proposed Resolution and scope of services outline (Exhibit C) for the SWOT assessment to the Community Services & Public Safety Committee. A motion for Town Council to consider approval of this Resolution passed unanimously.

SUMMARY:

Staff has procured the ability to contract with A. Goldsmith Resources, LLC (AGR), an expert consultant in the field of sustainable solid waste and materials management, and the preparer of the recently updated Beaufort County Solid Waste Management Plan (2022-2041), via a single source procurement.

Staff has prepared a general scope of services outline to be included in the pending SWOT analysis. If the Resolution and SWOT outline is approved by Town Council, staff will negotiate a contract with A. Goldsmith Resources, LLC to complete the analysis.

ATTACHMENTS:

1. Resolution
2. Exhibit A - Greater Island Council Resolutions on Solid Waste and Recycling
3. Exhibit B - Strategic Action Plan – Excerpt on Solid Waste and Recycling
4. Exhibit C - Scope of Service Outline for SWOT Analysis



TOWN OF HILTON HEAD ISLAND

Community Services and Public Safety Committee

TO: Community Services and Public Safety Committee
FROM: Bryan McIlwee, Director of Public Projects and Facilities
VIA: Shawn Colin, Assistant Town Manager – Community Development
CC: Marc Orlando, Town Manager
Josh Gruber, Deputy Town Manager
DATE: January 8, 2024
SUBJECT: Consideration of a Resolution Adopting Environmentally Friendly Landscaping and Grounds Maintenance Practices

RECOMMENDATION:

Staff requests Committee input on high-level draft Integrated Pest Management (IPM) policy (Attachment 1) and trial study (Attachment 2).

Following Committee input, Staff will bring forward a Resolution adopting the IPM policy for Environmentally Friendly Landscaping and Grounds Maintenance Practices and trial study to the Committee for recommendation to Town Council

BACKGROUND:

Environmental Sustainability is identified in the 2023-2025 Strategic Action Plan and includes Assessment and Implementation of an Environmentally Friendly Landscape and Grounds Maintenance Best Practices Program.

Town Staff has assessed current Town practices along with other environmentally conscious landscaping practices relating to pest and weed control management practices and products. By partnering with certified professionals, other municipalities, local, state and national leaders in this field, as well as our landscaping business partners to determine how to implement these strategies and best practices, the Town will continue to be an industry leader and add to the eco-friendly image and programs at the core of Hilton Head Island.

Policy

The need for an IPM program has been identified as a necessary component of the Town's Environmental Best Practices that will allow Staff and Town contractors to focus on long-term prevention or suppression of pest problems with minimum impact on human health, the environment, and non-target organisms with the reduced use of pesticides in accordance with direction provided by Town Council. IPM is a system of managing pests using careful consideration and integration of all available pest control tools and

techniques. The IPM will present a balanced approach between proper biological, cultural, physical and chemical practices. The goal is to identify the appropriate method of pest management and minimize the use of chemicals on Town maintained grounds. All chemicals applied to Town properties will follow the principles of this Integrated Pest Management policy.

Program

Town Staff manages its grounds and properties through the management of contracted landscape contractors. Currently, there are nine (9) landscape contracts in place for various properties and service areas throughout the town. Staff will continue to work closely with these contractors to better inform the public of when and where landscape management practices are being performed, specifically the use of pesticides. The IPM program will establish clear guidelines for where using organic or low-level pesticides are prioritized.

Project

Working with Clemson University, Town Staff has developed an outline, scope and schedule (Attachment 3) for a trial study located at one or more Town facilities to test and compare the efficacy of synthetic and organic pesticides. The trial study will seek to demonstrate the efficacy of synthetic and organic pesticides as well as establish a clear understanding of the costs and schedules involved with maintaining grounds to a level appropriate of Hilton Head Island. Staff proposes trial studies at Chaplin Park, Crossings Park and other location(s) recommended by the Committee.

SUMMARY:

At the November 13, 2023 meeting, the Community Services and Public Safety Committee provided direction to Staff to move forward with development of an IPM policy as well as develop a trial study to assess the efficacy and cost of various herbicidal treatments.

The current draft policy sets the framework for immediate and future adjustments to the Town's landscape practices. The trial study will allow us to determine efficacy and costs associated with alternative treatments. The results of the test project will be shared upon completion of the study and will not delay initial recommendations. Results of the study will help guide Staff and Town contractors in future implementation of the IPM policy.

Next Steps are as follows:

- Receive Committee feedback on presented materials
- February CSPSC meeting – Present final policy to Committee. Request Committee recommend Town Council adoption of a resolution to approve the policy.
- February Town Council meeting – Brief from Committee chair to Town Council on this item.

- March Town Council meeting – Consideration of a resolution to adopt IPM policy and trial study.

ATTACHMENTS:

1. Draft Integrated Pest Management policy
2. Trial Study Proposal

Town of Hilton Head Island

INTEGRATED PEST MANAGEMENT POLICY

PURPOSE: The purpose of this Integrated Pest Management (IPM) policy is to outline a sustainable, effective, and environmentally responsible approach to managing pests and maintaining facilities in the Town of Hilton Head Island while minimizing the risks associated with pest control measures to human health, the environment, and non-target organisms.

POLICY: The Town of Hilton Head Island will implement a least toxic IPM strategy to manage pests on its properties and facilities in a manner that is environmentally responsible, protective of human health, economically viable, and accepted aesthetically.

This policy applies to all properties, road right of ways, facilities owned, operated, or managed by the Town of Hilton Head Island.

Town-wide Pest Management Guiding Principles

- A. Pest management decisions will be based on monitoring data, pest population thresholds, and the potential risks and benefits of available control methods.
- B. Pest management actions will be based on a least toxic approach by using cultural, physical, and/or biological controls before chemical controls are employed.
 - a. Prevention of pests is an essential part of reducing the need for pesticides. Preventative measures include utilizing Best Maintenance Practices (BMPs) by Town Staff and contracted parties to reduce the need for pesticide control in public parks and facilities. This includes but is not limited to, proper watering schedules, proper maintenance heights of plants, proper solid waste removal and control, and following a Preventative Maintenance schedule for buildings.
- C. The use of least-toxic chemical control methods will be considered as a last resort, only when other control methods have been deemed ineffective or impractical.
 - a. Least toxic chemicals may include organic pesticides
 - b. Use EPA Level pesticides in a targeted manner, and only if deemed necessary to protect public health and economic loss by a licensed pesticide applicator when pests cannot be managed by other controls.
- D. Limit use of pesticides where children and the general public congregate, i.e. at Town playgrounds and dog parks and in environmentally sensitive areas such as water/marsh edges, including buffers, on Town property.
 - a. Glyphosate (i.e. Roundup TM) is not to be used at Town playgrounds, dog parks, or along water/marsh edges, including buffers, on Town property.
- E. The Town will partner with all landscape and pest control contractors that work with the Town of Hilton Head Island to maintain its properties. The Town will ensure contractors are educated and capable of compliance with the Town's policy.
- F. The Town of Hilton Head Island will prioritize preventative measures and education efforts to reduce the occurrence of pest problems.

- G. Pesticide applicators will be required to notify Town Staff of work in the areas where pesticides are scheduled to be applied prior to the application of any pesticides.

PROCEDURES:

Prevention

1. Town Staff shall review all new development and rehabilitation Town project plans to verify compatibility with the site's environment.

Monitoring

1. Town Staff and Town contractors will provide regular monitoring services for all the Town's properties.
2. Town Staff and Town contractors shall determine if pest populations are increasing, decreasing, or staying the same and determine when to use a control tactic.
3. Upon request, Town contractors shall provide application records as defined in the Rules and Regulations for the Enforcement of the South Carolina Pesticide Control Act ("Rules and Regs"), Section 27-1083. Records include information such as the quantity of each pesticide used, the common chemical name of the active ingredient(s) (not the product name), the pest or purpose for which the pesticide was applied, and the date and place of application.

Non-Chemical Control Measures

1. The Landscape contractors shall utilize cultural controls which are modifications of normal plant care activities that reduce or prevent pests. In addition to those methods used in pest prevention, other cultural control methods include adjusting the frequency and amount of irrigation, fertilization, and mowing height.
2. The Landscape or maintenance contractors shall utilize mechanical control tactics involving the use of manual labor and machinery to reduce or eliminate pest problems using methods such as handpicking, physical barriers, or machinery to reduce pest abundance indirectly.
3. The Landscape or maintenance contractors may consider a biological control practice which uses living organisms to reduce pest populations. These organisms are often also referred to as beneficials, natural enemies or bio-controls. They act to keep pest populations low enough to prevent significant economic damage. Bio-controls include pathogens, parasites, predators, competitive species, and antagonistic organisms. Beneficial organisms can occur naturally or can be purchased and released. The most common organisms used for biological control in landscapes are predators, parasites, pathogens and herbivores.

Pesticide Controls

Pesticides are to be utilized after other control methods have been determined to be ineffective in the acceptable control of the pest problem. Organic pesticides will be considered before synthetic pesticides that will have the least toxic impact and effective control of the pest problem. Pesticides are to be utilized in a prioritized approach on Town properties as follows:

Parks and Fields:

When pesticides are needed, use the following approach: (1) organic pesticides may be considered based on safety to applicators and efficacy of the product.; (2) EPA Level III "caution" labeled pesticides only when deemed necessary to protect public health and economic impact by a licensed pest control applicator.

Playgrounds and Dog Parks

When pesticides are needed, consider the following approach: (1) organic pesticides may be considered based on safety to applicators and efficacy of the product.; (2) EPA Level III “caution” labeled pesticides only when deemed necessary to protect public health and economic impact by a licensed pest control applicator.

Rights of Way (Street medians/parkways):

- a. Consider organic pesticides first (based on safety to applicators and the efficacy of the product), when pesticides are needed.
- b. EPA Level III “caution” label pesticide only if deemed necessary to protect public health and economic impact by a licensed pest control applicator.
- c. EPA Level II “warning” label pesticides, only if deemed necessary to protect public health and economic loss by a licensed pest control applicator, when other methods do not adequately control the pest.
- d. EPA Level I “danger” label pesticides, only if deemed necessary to protect public health and economic loss by a licensed pest control applicator, when other methods do not adequately control the pest.

Facilities/Buildings:

- a. Use organic pesticides first (based on safety to applicators and the efficacy of the product), when pesticides are needed.
- b. Bait formulations of insecticides will be used where appropriate.
- c. EPA Level III “caution” label pesticide only if deemed necessary to protect public health and economic impact by a licensed pest control applicator.
- d. EPA Level II “warning” label pesticides, only if deemed necessary to protect public health and economic loss by a licensed pest control applicator, when other methods do not adequately control the pest.
- e. EPA Level I “danger” label pesticides, only if deemed necessary to protect public health and economic loss by a licensed pest control applicator, when other methods do not adequately control the pest.

Other Town Properties:

- a. Use organic pesticides first (based on safety to applicators and the efficacy of the product), when pesticides are needed.
- b. EPA Level III “caution” label pesticide only if deemed necessary to protect public health and economic impact by a licensed pest control applicator.
- c. EPA Level II “warning” label pesticides, only if deemed necessary to protect public health and economic loss by a licensed pest control applicator, when other methods do not adequately control the pest.
- d. EPA Level I “danger” label pesticides, only if deemed necessary to protect public health and economic loss by a licensed pest control applicator, when other methods do not adequately control the pest. Pesticides should only be used when other methods fail to provide adequate control of pests and just before pest populations cause an unacceptable damage,

since the overuse of pesticides can cause beneficial organisms to be killed and pest resistance to develop.

Approvals and Application of Chemical Pesticides

1. A written recommendation of proposed pesticide, including commercial name, concentrations, allocation rates, usage and reentry time shall be prepared by a licensed South Carolina Commercial Pest Control Applicator and site-specific schedule submitted for approval by Town Staff. Copies of Safety Data Sheets and specimen labels shall be given to the Town prior to pesticide use on Town property.
2. For Facilities and Building Maintenance, the referenced responsibilities of a licensed pest control applicator presented throughout this policy are to be performed by a Licensed South Carolina Commercial Applicator.
3. Chemicals shall only be applied by those persons possessing a valid South Carolina Commercial Applicator license; or supervised by a person possessing a valid South Carolina Commercial Applicator license as required by SC regulation. Application shall be in strict accordance with all governing regulations. Records of all operations shall be kept per South Carolina Department of Pesticide Regulation (DPR), Rules and Regulations for the Enforcement of the South Carolina Pesticide Control Act ("Rules and Regs"), Section 27-1083.
4. Pesticides shall be applied in a manner to avoid contamination of non-target areas.
5. Precautionary measures shall be employed to keep the public from entering the spray zone following the application of pesticides. Posting of signs shall be required at all park facilities when application of pesticides is performed.

Specific requirements for posting are as follows:

- Post signs at areas of application, all park entrances, and at park kiosks prior to spraying applications. A link to the IPM Program and the list of all approved pesticides posted on the Town's website (link directs to IPM Program and a list of all approved pesticides) and application date will be posted.
- Spray notices must utilize weatherproof signage.
- Signs shall be posted for a minimum of 24-hours after the applications are completed.
- Emergency pesticide application may be required for a pest control emergency. In this rare event, there may not be adequate time to post signage within 24-hours of application. Notification of application of pesticides shall be posted as soon as possible after the pesticide application.

Records and Reporting

Records of all pesticides used by the Contractor on Town property shall be retained and accessible in accordance with the SC Department of Pesticide Regulations, as defined in the Rules and Regulations for the Enforcement of the South Carolina Pesticide Control Act ("Rules and Regs"), Section 27-1083.

Public Education and Outreach

- A. The Town of Hilton Head Island will develop and implement public education and outreach programs to inform residents and businesses about IPM principles, practices, and benefits.
- B. Collaboration with community organizations, schools, and other stakeholders will be encouraged to promote IPM adoption and awareness within the community.

Review and Evaluation

- A. This policy will be reviewed and evaluated periodically to assess its effectiveness in achieving the desired pest management outcomes and to identify opportunities for improvement.
- B. Updates or revisions to the policy may be made as necessary to address changing conditions, new information, or advancements in pest management technologies.

Definitions:

- A. **Pest:** Any organism that causes damage, poses a threat to human health, or negatively impacts the aesthetic, functional, or economic value of a property or facility.
- B. **Integrated Pest Management (IPM):** A comprehensive, science-based approach to managing pests by integrating biological, cultural, physical, and chemical control methods to reduce pest populations to acceptable levels while minimizing risks to human health, the environment, and non-target organisms.
- C. **Biological control:** The use of active manipulation of living natural enemies to control pest population densities.
- D. **Cultural control:** Practices that reduce pest establishment, reproduction, and dispersal. Practices can include but not limited to, the use of selecting pest resistant variety of plants, selecting native plant species, or optimizing irrigation practices.
- E. **Physical control:** Also referred to as mechanical control can include methods such as sanitation, use of physical barriers or traps, hand destruction, or spraying water to remove pests.
- F. **Chemical control:** The use of pesticides to control pest populations. Pesticides include synthetic or organic formulations of the chemical.
- G. **Pesticides:** Any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest. Any substance or mixture of substances intended for use as a plant regulator, defoliant, or desiccant, and any nitrogen stabilizer (U.S.C. Title § 7)
- H. **Herbicides:** Chemicals used to manipulate or control undesirable vegetation.
- I. **Insecticides:** Chemicals used to control insects by killing them or preventing them from engaging in undesirable or destructive behaviors. They are classified based on their structure and mode of action. Many insecticides act upon the insect's nervous system (e.g., cholinesterase inhibition), while others act as growth regulators or endotoxins.
- J. **Rodenticides:** Chemicals that target rodents. Rodents include rats, mice, and squirrels. Rodenticides can affect other mammals as well.

January 1st 2024,

Dear Mr. McIlwee,

Below is a proposal for evaluating different herbicides for use in landscapes.

Comparison of Roundup to Organic Herbicide for Weed Control in Hilton Head Landscapes

Objective: Determine the impact of herbicide treatment on weed control.

Field Experimental Design

The experiment will be designed as a randomized complete block with 3-4 replications. Each plot will be 6 feet wide and 10 feet long. The trial will be conducted at two locations on Hilton Head Island. The treatments will consist of a non-treated check, a glyphosate product applied at 1X labeled rate, Suppress or Homeplate applied 18% v/v and FiNALSAN applied at 1X labeled rate. The treatments will be applied using a CO₂ powered backpack sprayer calibrated to deliver 20 gallons per acre. 8002 TeeJet nozzles will be fitted to the spray boom, which will be pressurized to 40 PSI. We can also conduct supporting greenhouse studies free of charge for more detailed herbicide rate response

Data Collection

Percent weed control relative to the untreated check will be recorded 7, 14 and 21 days after treatment. Weed species counts will be conducted at application and 71 days after treatment. GoPro camera will be mounted to each corner of the trial.

Budget Table

Expense Type	Cost
Mileage (0.625 cents per mile Clemson Rate) 90 miles one way from Charleston Research Station 4 Round Trips.	\$450
Trial Costs: Three treatments at \$700 per treatment. Three treatments 2 locations.	\$4200
One GoPro cost per treatment including nontreated check in first rep for two locations (\$200)- 8 GoPros.	\$1600
Power Source Electronics for GoPro's	\$500
Total Cost	\$6,150

Best Regards,

Matthew Cutulle, PhD