



Town of Hilton Head Island

Parks and Recreation Commission Meeting

Thursday, February 8, 2024, 3:30 PM

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

The Parks & Recreation Commission meeting will be held in person at Town Hall in the Benjamin M. Racusin Council Chambers.

- 1. Call to Order**
- 2. Pledge of Allegiance to the Flag**
- 3. Approval of the Minutes**
 - a. Regular Meeting Minutes of January 11, 2024.
- 4. Appearance by Citizens**
- 5. Reports**
 - a. Island Recreation Association Update - Frank Soule, Parks and Rec Executive Director, Island Recreation Association
- 6. Unfinished Business**
- 7. New Business**
- 8. Updates**
 - a. Staff Report - Bryan McIlwee, Director of Public Projects & Facilities
- 9. Park Commissioner Comments**
- 10. 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
PARKS AND RECREATION COMMISSION
MEETING
Thursday, January 11, 2024, 3:30 PM
Minutes

1. Call to Order

Chairman Zurilla called the meeting to order at 3:30 PM.

2. Pledge of Allegiance to the Flag

3. Roll Call

Present were: William A. Zurilla, Chairman; John G. Parsons, Vice-Chairman; Thomas Dowling; Christina Kristian; and Michael Manesiotis. Absent were: Jack Daly and Charlie Quigg.

4. Approval of the Minutes

a. Regular Meeting Minutes of December 14, 2023

A motion was made by Mr. Manesiotis to approve the minutes of the December 14, 2023 meeting. A second was made by Mr. Parsons, and the motion was unanimously passed.

5. Appearance by Citizens

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall Portal. No comments were received. No public comments were offered during the meeting at this time.

6. Reports

None.

7. Unfinished Business

None.

8. New Business

a. Parks & Recreation Commission 2024 Work Plan - Bryan McIlwee

Bryan McIlwee, Director of Public Projects & Facilities, presented the Parks and Recreation Commission 2024 Work Plan, which provides an overall guide to items to be worked on by the Commission in the year 2024.

A discussion followed concerning improvements in communications and the need for

more community involvement.

A motion to approve the 2024 Work Plan was made by Ms. Kristian. Mr. Manesiotis seconded the motion, and the motion was unanimously passed.

b. Fiscal Year 2024 CIP Projects Update - Bryan McIlwee

Mr. McIlwee presented a quick update on the Fiscal Year 2024 CIP projects, including the proposed use of budgeted funds for the park, fleet, facilities and equipment, roadway, pathway, and beach programs, along with land acquisition administration. He briefly updated the parks and projects previously presented to the Commission at the December meeting by Erik Ladd, Project Manager. Ben Brown, Senior Advisor to the Town Manager and Interim Public Projects Manager, provided more detailed status information on certain projects.

A detailed list of all FY24 CIP projects was presented showing the individual beach, pathway and park programs, and the funding sources, FY24 total approved funding, FY24 actual/encumbered funding to date, and FY24 project scope for each. General comments and questions from the Commission members were addressed by Mr. McIlwee and Mr. Brown. An invitation was extended to the Commission to attend the Town Council Workshop on Park Master Plans scheduled for January 23, 2024 at 1:00 PM in Council Chambers.

c. Fiscal Year 2025 CIP Projects Planning - Bryan McIlwee

Mr. McIlwee presented an overview of the steps and process to be used for future park planning purposes. He reviewed the timeline for the FY25 CIP process starting with recommendations from the Parks & Recreation Commission sent to the Planning Commission for prioritization, and then Planning Commission presentation to the Town Council for approval of the FY25 CIP budget.

9. Updates

Frank Soule reported on the work at the Rec Center that he and Mr. McIlwee are in the process of completing for the rock wall, which will be a part of the CIP budget for the coming year. He also noted delays in plans for the pickleball courts, expansion of the beach volleyball courts, senior programs expansion, and the status of other recreational events and programs.

10. Park Commissioner Comments

Comments including improving communications with Town Staff and Town Council and visits by the Commissioners to a few of the parks every year to include participation by the public, possibly as an open meeting of the Commission.

11. Adjournment

The meeting was declared adjourned at 4:38 PM.

Submitted by: Lynn Buchman, Administrative Assistant

Approved:

Town of Hilton Head Island Parks and Recreation Commission
Meeting Minutes
1/11/2024

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