



**Town of Sullivan's Island, South Carolina
Recreation Committee Meeting
Meeting Minutes
Monday, May 4, 2026**

A. Call to Order & Freedom of Information Act Requirements:

The Recreation Committee of Council met at 10:02 a.m. on Monday, May 4, 2026 at Town Hall, all requirements of the Freedom of Information Act having been satisfied. Present were Council Committee members Melanie Burkhold (Chair), Ned Higgins, and Justin Novak. Staff members present were Jason Blanton, Charles Drayton, Rebecca Fanning, Town Administrator Joe Henderson, Amanda Hawver, Fire Chief Anthony Stith, and Bridget Welch. There was (1) member of the public and no (0) members of the media present.

B. Chair Melanie Burkhold called the meeting to order at 10:02 a.m., and stated the press and public were duly notified pursuant to State Law.

C. New Business (Discussion and Action Items)

1. Approval of March 19, 2026, Recreation Committee meeting minutes

Motion was made by Ned Higgins, seconded by Justin Novak, to approve the March 19, 2026 Recreation Committee meeting minutes, passed unanimously.

2. Discussion and possible action to remove the large NO parking Town Hall employee sign and allow public parking after hours and on weekends to the Town Hall parking lot

Chair Burkhold stated there are 54 spaces and 4 ADA spaces in the lot, all of which she wants open, except for the 14 along the side of storage building, closest to the Fire Department. Reserved signs can be changed out as needed. She would also like to have eight golf-cart spaces installed in front of the public restrooms.

Motion was made by Melanie Burkhold, seconded by Ned Higgins, to strike the previous motion to reach out to Thomas & Hutton and just allow staff to assume that responsibility for now; a matter of eight-wheel stops, a couple of signs up on the signs to just allow golfcart parking only in front of the bathrooms, passed unanimously.

Town Administrator Joe Henderson showed photos of the current parking situation and the signage. He showed a proposed new sign to establish that the parking is reserved for those using or visiting the Town Hall complex (Town Hall, Fire, Police, and Water & Sewer Departments, and Stith Park), not just employees. Chair Burkhold would like more specific signs indicating the lots are open to the public, regardless of where they are going after parking. She suggested adding more verbiage that indicates it is only available after 6:00 p.m. and weekends and other various rules like no overnight parking. Other verbiage options were suggested by Justin Novak and Fire Chief Anthony Stith.

Public Comment:

- Barbara Spell, Town Resident – suggested using removable signs that staff would put up and take down for every meeting.

3. Discussion about the appropriate number of reserved spaces at all times for the SIPD and Fleet Maintenance Department

Mr. Henderson will speak with Police Chief Glenn Meadows regarding police parking needs.

4. Discussion and possible action on the wording of the signs

Mr. Henderson clarified the signs requested, so all are matching in color and style. Chair Burkhold suggested another sign at Battery Thompson indicating there was more after-hours parking available.

5. SCDOT encroachment permit to have Public Parking sign with bidirectional arrow on Middle Street to replace the unidirectional one in front of the Fire Department

6. Discussions to make the parking on Middle Street from Station 22 to 21, 2-hour parking

Justin Novak stated speaking with the businesses and restaurants in the area would be needed before moving forward, as well as the Fire and Police Chiefs. The Town would need to get encroachment permits from South Carolina Department of Transportation (SCDOT) to install two-hour parking signs.

Public Comment:

- Barbara Spell, Town Resident – does not want to allow employees of the businesses to be allowed to park along Middle Street, the spaces should be for the people who live here and pay the bills. Also feels two-hour parking will not be enforceable.

7. Discussion and possible action to add additional golf cart parking in front of the Town Hall restrooms, complete with signs and possible wheel stops
8. Council member Higgins would like to explore having a “Wish list” for our parks where people can donate an approved play structure, bench, picnic tables, etc.

The Committee feels it would be a good way to get items needed for the park while honoring loved ones. They would like Town Staff to create a list of needed, approved items. Chair Burkhold will also ask Marcus Blanchard for suggestions.

9. Consideration of Stith Park drainage/berm plan construction contractor selection process (Thomas & Hutton)

D. Old Business (Staff update available)

1. Palmetto Log fort will be under the purview of Town staff per April 6, 2026 Workshop
2. “Old Dump” has been graded and crushed stone mix added, the ruts were recontoured at the kayak launch
3. The Osprey nests located at the “Old Dump,” at our entrance, and the boat landing have been moved to LUNR

Mr. Higgins stated the osprey nest stands have been repaired; Chair Burkhold thanked Director of Resilience and Natural Resource Management Rebecca Fanning.

4. The landscape berm will be planted as per plan. Adding additional trees to the berm may be considered after the berm installed

E. Public Comment:

F. Executive Session – Contractual: Review of Stith Park drainage/berm plans construction bids

Mark Yodice from Thomas & Hutton stated they have received 13 bids. He then reviewed the “Drainage Improvement Project,” going over what they should be looking for when discussing bids with a slideshow. He also reviewed the timeline, stating the bids were opened on April 14, 2026 at 2:00 p.m. and are valid for 120 days, until August 12, 2026. Work on the contract should be completed 180 days after that. He showed the total bid results and their proposals. He then took questions from the Committee and public.

Motion was made by Chair Burkhold, seconded by Ned Higgins, to go into Executive Session at 10:48 a.m. with Mark Yodice of Thomas & Hutton to discuss the bids for the Stith Park Drainage Plan, passed unanimously.

Motion was made by Chair Burkhold, seconded by Ned Higgins, to return from Executive Session at 11:13 a.m., passed unanimously.

There were no votes taken or motions made during Executive Session.

G. Upon returning to open session, the Committee may take action on items discussed during Executive Session.

Justin Novak stated the Committee would like to continue discussing the bids and have staff do some research before making a decision.

H. Adjournment

Motion was made by Chair Burkhold, seconded by Ned Higgins, to adjourn at 11:14 a.m., passed unanimously.

Respectfully submitted,

A handwritten signature in black ink that reads "Bridget Welch". The signature is written in a cursive, flowing style.

Bridget Welch