

TOWN OF HILTON HEAD ISLAND PUBLIC FACILITIES COMMITTEE

Date: July 18, 2016

Time: 1:30 P.M.

Members Present: David Ames, Kim Likins, Bill Harkins

Members Absent: Tom Lennox

Staff Present: Scott Liggett, Charles Cousins, Jeff Buckalew, Shawn Colin, Jennifer Ray, Shea Farrar

Others Present:

Media Present: Teresa Moss, *Island Packet*

1. Call to Order:

The meeting was called to order at 1:30 p.m.

2. FOIA 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.

3. Committee Business:

Approval of Minutes: Mrs. Likins moved to approve the Minutes of June 27, 2016. Chairman Ames seconded. The Minutes of June 27, 2016 were unanimously approved.

4. Unfinished Business:

None

5. New Business

• **Coligny Redevelopment Project – Sandbox Lease Agreement**

Staff recommends the Public Facilities Committee recommend Town Council enter into a Lease Agreement with the Sandbox Children's Museum regarding the operation of a children's museum in the Town of Hilton Head Island.

The Town desires to include a building for use by the Sandbox Children's Museum in the public park/open space improvements on the Town owned land in the Coligny area for the purpose of operating a children's museum to serve residents and visitors. The Town is building a shell building as part of upcoming park construction. A Lease Agreement has been drafted that outlines the ownership, operations, and maintenance of that building.

Mrs. Likins asked for clarification on the permitted use as it states the use is to include all normal daily operations of the Sandbox Children's Museum. My only concern is does that put any type of constraint on them being able to use the facility in any one off type of situation, e.g., if they might want to have a fundraiser. Would that still be allowed? Jennifer Ray, Urban Designer stated it was not the intent to preclude those type of events so before this comes to full Town Council in August, I will work with Mitch Thoreson,

Esquire who drafted the Lease Agreement and make sure that language does not need to be changed to allow for those special events.

Mr. Harkins asked if there is a requirement the Sandbox maintain a certain level of insurance. Jennifer Ray said there was not in the document that came to you, but we have talked with Mitch Thoreson and have added that. It will be in your Town Council Agenda Package. It talks about required property insurance as well as required liability insurance and includes limits, the form of policy and indemnification and holding the Town harmless.

Mr. Harkins asked in terms of the requirement to maintain the facility in good order, on an administrative level what is the tie in for accountability with the Town. Who in the Town or what department will have that responsibility? Jennifer Ray answered typically that falls to Facilities Management, but ultimately the Town Manager would have the authority over that. If something is identified as needing attention and not getting it I believe they would be the first line of defense.

Mr. Harkins moved the Public Facilities Committee recommend Town Council enter into a Lease Agreement with the Sandbox Children's Museum regarding the operation of a children's museum in the Town of Hilton Head Island. Mrs. Likins seconded. The motion unanimously passed.

- **Coligny Redevelopment Project – Sandbox MOU**

Staff recommends the Public Facilities Committee recommend Town Council enter into a Memorandum of Understanding (MOU) with the Sandbox children's Museum regarding the operation of a children's museum in the Town of Hilton Head Island.

The Town desires to include a building for use by the Sandbox Children's Museum in the public park/open space improvements on the Town owned land in the Coligny area for the purpose of operating a children's museum to serve residents and visitors. An MOU has been drafted that outlines the responsibilities of the Town as well as those of the Sandbox as design moves into construction.

Mr. Harkins moved the Public Facilities Committee recommend Town Council enter into a Memorandum of Understanding (MOU) with the Sandbox children's Museum regarding the operation of a children's museum in the Town of Hilton Head Island. Mrs. Likins seconded. The motion unanimously passed.

- **Dillon Road Sewer Project Easement Request**

Staff recommends the Public Facilities Committee make a recommendation to Town Council to authorize the conveyance of permanent easement rights to Hilton Head Island Public Service District (HHPSD) for a linear easement across Town property associated with the Dillon Road Sewer Project as shown on Attachments "A" and "B" in the Agenda Packet.

The Dillon Road Sewer Project will expand the availability of sewer service in an unserved area. There is the need to cross a Town owned property along Dillon Road to connect this new infrastructure to an existing sewer pump station off of Summit Drive. HHPSD has

requested that the Town grant the conveyance of permanent easement rights for access to the property and for the installation and maintenance of sewer infrastructure.

Mr. Harkins moved the Public Facilities Committee recommend Town Council authorize the conveyance of permanent easement rights to Hilton Head Island Public Service District (HHPSD) for a linear easement across Town property associated with the Dillon Road Sewer Project as shown on Attachments "A" and "B" in the Agenda Packet. Mrs. Likins seconded. The motion unanimously passed.

6. **Adjournment**

Mr. Harkins moved to adjourn. Mrs. Likins seconded. The meeting was adjourned at 1:40 p.m.

Respectfully Submitted,

Karen D. Knox
Senior Administrative Assistant