



**Town of Hilton Head Island
Venue Committee Meeting
Thursday, November 17, 2016 – 9:00a.m.
Hilton Head Island Library
Large Meeting Room
AGENDA**

As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting.

- 1. Call to Order**
- 2. Freedom of Information Act 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. Approval of Agenda**
- 4. Approval of Meeting Minutes – September 22, 2016**
- 5. New Business**
 - a) Update on Committee Business & Path Forward
- 6. Appearance by Citizens**
- 7. Adjournment**

Please note that a quorum of Town Council may result if a majority of their members attend this meeting.

TOWN OF HILTON HEAD ISLAND
Venue Committee Meeting
September 22, 2016
4:00p.m. – Benjamin M. Racusin Council Chambers

Committee Members Present: Chairman Cindy Creamer, Vice Chairman Jane Joseph, Karen Attaway, Gil Campbell, Juliann Foster, Rex Garniewicz, Florry Gibbes, Tim Ridge, Gregg Russell, Suzanne Thompson

Committee Members Absent: Dan Castro, Charlie Clark, Lili Coleman, Terry Herron, Bob Lee

Town Council Present: Kim Likins, Tom Lennox

Town Staff Present: Jayme Lopko, Senior Planner; Tom Fultz, Director of Administrative Services; Jennifer Ray, Planning & Special Projects Manager; Teresa Haley, Administrative Assistant

1. Call to Order

2. Freedom of Information Act 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. Approval of Agenda

Chairman Creamer requested to amend the agenda to add item 5c) Discussion of September 20 Town Council Meeting. Vice Chairman Joseph moved to approve. Ms. Attaway seconded. The motion to approve the amended agenda passed unanimously.

4. Approval of Meeting Minutes – September 9, 2016

The Venue Committee approved the minutes of the September 9, 2016 meeting as presented by general consent.

5. New Business

- a) Recommendation to Community Services Committee to begin contract negotiations for RFQ 2016-0016.

The Venue Committee Selection Team discussed the recent interviews of the top three consultant firms. Each interview lasted approximately ninety minutes and provided supplemental information and support to the written proposals. At the end of the interview process the selection team continued their discussion and evaluation of the proposals and firms against the project requirements and expectations. At the end of the discussion the selection team reached consensus on Webb Management Services as the firm whose proposal most closely met the needs of the project and Town expectations. There were several areas where their presentation highlighted features of their process that were both unique and exceeded those of the other two firms.

- Their methodology, which is highly focused on a scientific approach, was compelling. It provides a structured, integrated, data-driven decision making system.
- Their clearly defined process provides for full transparency, open and inclusive input

options and also provides flexibility in the outreach effort.

- This process facilitates a policy framework for a venue recommendation that is much easier to understand, and ultimate actions and decisions are more easily defined, supported and defensible.

Vice Chairman Joseph asked for a motion that the Venue Committee recommends to the Community Services Committee that Town Council authorize the Town Manager to enter into contract negotiations with Webb Management Services to fulfill the Scope of Services outlined in RFQ 2016-0016 Venue Consultant, Exhibit 1. Ms. Gibbes moved to approve. Mr. Ridge seconded. The motion passed unanimously.

b) Approval of 2017 Venue Committee Schedule

The Committee reviewed the proposed 2017 Venue Committee Schedule. Vice Chairman Joseph made a motion to approve the 2017 Venue Committee Schedule. Mr. Garniewicz seconded the motion. The motion passed unanimously.

c) Discussion of September 20 Town Council Meeting

At the September 20th Town Council meeting, Councilman Lennox made a motion that Council place the following item of new business on the agenda for the October 4, 2016 regular meeting of Town Council: Consideration of approval of Town funding to assist the Arts Center of Coastal Carolina (ACCC) with the replacement of the Main Theatre Stage Lighting System. Approval, if granted, shall be conditioned on the following: the Town funding shall not exceed 90% of the total cost or \$525,000, whichever is less; and shall constitute a down payment or credit toward the purchase of the ACCC land and buildings, if and after additional analysis by the Venue Committee and Council, such a purchase ever occurs. By this motion Council directed the Town Manager to prepare the necessary memos, develop recommended sources of funds, and draft or outline, whatever other agreements or documents are necessary to enable Council to take action on this matter, under the conditions to be outlined, at the October 4th regular meeting of Town Council. The motion passed with a vote of 5-2 (Councilwoman Likins and Mayor Bennett were opposed). The Committee and Mrs. Likins made inquiries as to this consideration of funding and expressed their concerns regarding the current and future impact it has on the Committee's scope of work and mission. Mr. Lennox explained the purpose of his motion and answered questions from the Committee.

6. Unfinished Business

a) Review any updated information from Task Teams

Vice Chairman Joseph asked each Task Team to review their work products in Dropbox and to send any additional work items to her and town staff to include in Dropbox for the Consultant.

7. Administrative Details

a) Schedule Review:

i) December meeting date

Chairman Creamer asked the Committee to inform her of their availability for a meeting in December. Staff will notify the Committee and publish required notice once the meeting date is finalized.

ii) Possible cancellation of October 5 meeting

Chairman Creamer announced that the Committee’s meeting on October 5 is cancelled due to a lack of agenda items.

8. Appearance by Citizens

One member of the public thanked the Committee for their work. He presented statements regarding the importance of focusing on the Island’s future economic development and return on investments. The Committee asked for suggestions on how to accomplish this. He believes the consultant shall have the experience to provide such guidance on these issues. One member of the public presented statements regarding the lighting for the Arts Center and the previous Town Council meeting; and the importance of communication and public participation. The Committee thanked the public for their input.

9. Adjournment

The meeting was adjourned at 5:16p.m.

Submitted By:

Approved By:

Teresa Haley
Administrative Assistant

Cindy Creamer
Chairman