

**THE TOWN OF HILTON HEAD ISLAND
REGULAR TOWN COUNCIL MEETING**

Date: Tuesday, June 2, 2015

Time: 4:00 P.M.

Present from Town Council: David Bennett, *Mayor*; Bill Harkins, *Mayor Pro Tem*, Marc Grant, Tom Lennox, Kim Likins, John McCann, *Council Members*

Absent from Town Council: Lee Edwards, *Council Member*

Present from Town Staff: Steve Riley, *Town Manager*; Greg DeLoach, *Assistant Town Manager*; Charles Cousins, *Director of Community Development*; Brad Tadlock, *Fire Chief*; Nancy Gasen, *Director of Human Resources*; Susan Simmons, *Director of Finance*; Scott Liggett, *Director of Public Projects and Facilities/Chief Engineer*; Tom Fultz, *Director of Administrative Services*; Brian Hulbert, *Staff Attorney*; Ed Boring, *Deputy Fire Chief*; Victoria Shanahan, *Accounting Manager*; John Valvo, *Systems Analyst*; Members of Fire Rescue Crews and Administration; Vicki Pfannenschmidt, *Executive Assistant/Town Clerk*

Present from Media: None

1) CALL TO ORDER

Mayor Bennett called the meeting to order at 4:00 p.m.

2) PLEDGE TO THE FLAG

3) INVOCATION

4) 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.

5) Proclamations and Commendations

None.

6) Approval of Minutes

a. Town Council Special Meeting/Budget Workshop, May 12, 2015

Mr. Harkins moved to approve. Mr. McCann seconded. The motion was approved by a vote of 6-0.

b. Town Council Sewer Summit Workshop, May 14, 2015

Mayor Bennett proposed an amendment to **Item 10. Direction on Next Steps – Council and Commission** striking the existing sentence and replace it with the following:

It was the unanimous position of Town Council and the Commission that a mutual goal be set to provide sanitary sewer service to every citizen of Hilton Head Island within 5 years. In order to achieve this goal, Town and PSD staff would meet in the coming weeks to develop a proposed build-out plan as well as suggest a means of financing the effort and report back to Town Council within 30 days. Town staff is to suggest policy recommendations that reflect this goal to Town Council.

Mr. Harkins moved to approve the minutes as amended. Mr. McCann seconded. The motion was approved by a vote of 6-0.

c. Town Council Meeting, May 19, 2015

Mr. Harkins moved to approve. Mr. McCann seconded. The motion was approved by a vote of 5-0-1. Mr. Lennox abstained as he was not present at the May 19 meeting.

d. Town Council Meeting, May 27, 2015

Mr. Harkins moved to approve. Mr. McCann seconded. The motion was approved by a vote of 6-0.

7) Report of the Town Manager

a. Presentation of the Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year ending June 30, 2014

Mayor Bennett presented the award to Susan Simmons, Director of Finance.

b. American Heart Association 2015 Mission Lifeline Award, Brad Tadlock, Fire Chief

Chief Tadlock reviewed the requirements and process for the award and presented it to Mayor Bennett.

c. Town Manager's Items of Interest

Mr. Riley reported on the items of interest listed below.

(1) Town News

(2) Noteworthy Events

8) Reports from Members of Council

a. General Reports from Council

Mr. Harkins expressed his appreciation to Fire Rescue for their promptness in removing a downed tree that was blocking his street.

Mr. Harkins stated he has communicated with DHEC representatives that handle the federal funds for grants regarding sewers. The representatives indicated they are willing to come to Hilton Head Island and meet with Town staff and PSD staff the week of June 22 to work on details concerning the process to apply for federal assistance with the proposed sewer projects. Federal assistance would consist of funds for the main artery, connections to homes and maintenance. He said the DHEC representatives are prepared to spend two days to map out the process. Mr. Harkins said he spoke with the Town Manager to work on scheduling.

Mr. Harkins suggested the September 1, 2015 Regular Town Council meeting be cancelled due to a number of Council members that will be out of town. After discussion, it was the consensus of Council to cancel the meeting.

Mrs. Likins reported a constituent had concerns regarding placement of trash receptacles on the pathways. Mr. McCann noted the Rotary assisted with the kiosks and may be willing to assist with trash receptacles. Mayor Bennett asked Mr. Harkins, who is a member of Rotary, to please check into the matter with them.

Mayor Bennett referenced a memo he sent to Town Council and others regarding the Heritage Tourism effort. He said they are at the stage where each of the participants is developing a prospective and proposed list of historical events and sites in their respective communities. The Mayor stated he utilized the help of Dr. Emory Campbell as well as Stu Rodman, Carlton Dallas and Council Member Grant in developing the list he submitted to all. He asked Council for their consensus that all sites and events are included on the list so he can submit them to the Mayor's group at the next meeting. Mr. Harkins and Mr. McCann stated the list was very comprehensive. Mrs. Likins asked if the Native American Shell Rings included the sites in Sea Pines. Mayor Bennett stated it was the intent to include them. He added that the next step would be to meet with all participants to work on a complete list for the entire County.

b. Report of the Intergovernmental Relations Committee – Bill Harkins, Chairman

No report.

c. Report of the Community Services Committee – Kim Likins, Chairman

Mrs. Likins stated the Arts and Cultural Strategic Planning Committee held their inaugural meeting on Monday, June 1. She thanked the committee members for their commitment.

d. Report of the Public Planning Committee – Tom Lennox, Chairman

Mr. Lennox stated the next meeting of the Committee would be July 23.

e. Report of the Public Safety Committee - Marc Grant, Chairman

No report.

f. Report of the Finance and Administrative Committee - John McCann, Chairman

Mr. Lennox stated the Committee has been working for the past 45-60 days with Nancy Gasen and Mr. Riley formatting and structuring a new Town Manager performance and evaluation. He stated it is complete and the template, definitions and process will be emailed to Town Council for their review to be completed by June 26 with the compilation process to take place during the month of July and the review and evaluation will be discussed with Mr. Riley the first week of August. Mr. McCann encouraged all to complete the form as soon as possible.

Mr. McCann reported that the Committee met earlier in the day and Dr. Salazar conducted a presentation on economic analysis tools for the future. He stated the Committee would be bringing forward a recommendation to Town Council endorsing the service from Dr. Salazar.

g. Report of the Circle to Circle Committee - Tom Lennox, Town Council Liaison

Mr. Lennox reported the Committee has held five open forums attracting over 150 citizens. He stated the input has been good and wide ranging and they are in the process of compiling the information to find common elements and a report will be forthcoming in the month of July.

9) Appearance by Citizens

None.

10) Unfinished Business

None.

11) New Business

a. First Reading of Proposed Ordinance 2015-14

First Reading of Proposed Ordinance 2015-14 to amend Title 1, Title 8, Title 15 and Title 17 of the Municipal Code of the Town of Hilton Head Island, South Carolina, making general amendments to reflect new Land Management Ordinance sections and references and providing for severability and an effective date.

Mr. Harkins moved to approve. Mr. McCann seconded. The motion was approved by a vote of 6-0.

Mrs. Likins informed the Mayor she was going to recuse herself before Item 11.b. was addressed and she left the dais. The required Potential Conflict of Interest form will be attached to the approved, signed minutes.

b. First Reading of Proposed Ordinance 2015-15

First Reading of Proposed Ordinance 2015-15 of the Town of Hilton Head Island, South Carolina, authorizing the execution of a lease with Boys and Girls Clubs of the Lowcountry, Inc. pursuant to the authority of S.C. Code Ann. § 5-7-40, and § 2-7-20 of the *Code of the Town of Hilton Head Island, South Carolina*; and providing for severability and an effective date.

Mr. Harkins moved to approve. Mr. McCann seconded. Mr. Lennox asked if the liability policy had been reviewed. Mr. Riley stated he would confirm that it had been reviewed prior to the signing of the lease. The motion was approved by a vote of 5-0. (Mrs. Likins was not at the dais and did not participate in the vote due to her recusal as noted above.)

Mrs. Likins returned to the dais at this time.

c. Budget Wrap-Up

Ms. Simmons distributed a budget update and reviewed the proposed changes and additions to the budget. She stated that there was discussion regarding designating funds for pathway safety. Ms. Simmons explained a possible funding source that would be available for this Sunday Liquor Fees which could be changed from Future Park Developments to Pathway Safety. After discussion, members of Council agreed to fund \$50,000 toward Pathway Safety utilizing the Sunday Liquor Fees or other Capital Projects Funding that may be available. Mr. Riley explained that the portion of the Shelter Cove Pathway identified by the Bicycle Advisory Committee is privately-owned by Shelter Cove Harbor Company and the Town cannot use the funds to address that pathway. Mrs. Likins volunteered to speak with Shelter Cove Harbor Company which owns the pathways regarding their repair.

Ms. Simmons asked Council for direction regarding placing the \$200,000 for FY15 in a Dredging Reserve Fund and asked if it was their intention to continue funding the Dredging Reserve in FY16 with \$200,000. It was the consensus of Council to place the funds in the Dredging Reserve Fund at the end of the year for FY15 and to continue the funding for FY16.

Mayor Bennett stated that at the December Strategic Planning Workshop there was discussion regarding public communication. He proposed a line item in the FY16 budget earmarked for public communication. He explained he did not envision hiring additional staff but would like to pursue the efforts in an outsource manner. Mr. Harkins and Mrs. Likins spoke in support of the line item. Mr. Lennox stated he supported the line item but felt it should be coordinated through the Town Manager's office or his designee. Mayor Bennett suggested placing the funds in the budget and having a discussion concerning how it would be handled best in Town Hall at a later date. After discussion, Council was in agreement to place and additional \$100,000 in the Town Council Initiatives under the title of Public Communication.

Mrs. Simmons reviewed the upcoming calendar for the Public Hearing, Revised First Reading at 6:00 p.m. on June 9 and Second and Final Hearing scheduled for June 16 at 4:00 p.m.

12) Executive Session

Mr. Riley stated he needed an Executive Session for contractual matters pertaining to the Shelter cove Towne Centre Development Agreement. At 4:51 p.m. Mr. Harkins moved to go into Executive Session for the reasons stated by the Town Manager. Mr. McCann seconded. The motion was approved by a vote of 6-0.

Mayor Bennett called the meeting back to order at 5:25 p.m. stating no action was taken during Executive Session and stated there was no business to address.

13) Adjournment

Mr. Harkins moved to adjourn. Mr. McCann seconded. The meeting was adjourned at 5:26 p.m.

Vicki L. Pfannenschmidt,
Executive Assistant/Town Clerk

Approved: 06/16/2015

David Bennett, Mayor