

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

**Date:** Tuesday, December 6, 2016

**Time:** 4:00 P.M.

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

**Present from Town Staff:** Steve Riley, *Town Manager*; Greg DeLoach, *Assistant Town Manager*; Charles Cousins, *Director of Community Development*; Scott Liggett, *Director of Public Projects and Facilities*; Brad Tadlock, *Fire Chief*; Brian Hulbert, *Staff Attorney*; John Troyer, *Deputy Director of Finance*; Marcy Benson, *Senior Grants Administrator*; Alice Derian, *Contracts & Services Administrator*; Erica Madhere, *Finance Administrator*; Cindaia Erwin, *Finance Assistant*; Melissa Cope, *Systems Analyst*; Vicki Pfannenschmidt, *Executive Assistant*

**Present from Media:** Teresa Moss, *Island Packet*; Georgiaree Godfrey, *WTOC-TV*

---

**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 distributed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

**5) Swearing in of Ward 1 Council Member – Marc A. Grant**  
**-The Honorable Maureen Coffey**

**Swearing in of Ward 3 Council Member – David Ames**  
**-The Honorable Maureen Coffey**

**Swearing in of Ward 6 Council Member – John J. McCann**  
**-The Honorable Maureen Coffey**

Judge Coffey administered the Oaths of Office.

**6) Election of Mayor Pro Tempore**

Mr. Ames nominated Kim Likins. Mr. Grant seconded. Mr. McCann nominated Bill Harkins. Mr. Lennox seconded. After discussion Mr. Harkins requested his name be withdrawn from the nominations. The motion to elect Mrs. Likins as Mayor Pro Tempore was unanimously approved by a vote of 7-0.

**7) Proclamations and Commendations**

None.

**8) Approval of Minutes**

**a. November 15, 2016**

Mr. Ames moved to approve. Mr. McCann seconded. The minutes of the November 15, 2016 regular Town Council meeting were unanimously approved by a vote of 7-0.

## 9) Report of the Town Manager

### a. Introduction/Photos of Student Government Day Participants

Mayor Bennett welcomed the participants and asked each of them to come forward and introduce themselves and state the name of the school they attend. He stated that after introductions the students, Town Council members and the Town Manager would go into the lobby for photos.

### b. Zika Presentations

Symatha Drains, RN, BSN - SC DHEC Low Country Public Health Region  
Gregg Hunt, Director of Beaufort County Mosquito Control

Ms. Drains and Mr. Hunt gave detailed presentations concerning the Zika virus and the plans in place within Beaufort County, along with instructions for control and resources for assistance.

### c. Hurricane Matthew Update

Mr. Liggett played a video prepared by Crowder Gulf detailing the collection site for debris and how it is processed. He updated Council on the current numbers regarding debris removal and the volume of debris on the Island as compared to other areas.

### d. Town Manager's Items of Interest

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

- (1) Town News
- (2) Noteworthy Events

## 8) Reports from Members of Council

### a. General Reports from Council

Mr. McCann inquired about the progress of the Heritage Tourism Advisory Committee. Mayor Bennett detailed the progress of the Committee and stated they have asked Dr. Andy Bell to lead the Advisory Committee. He stated that Dr. Bell and John Salazar recently gave a presentation highlighting the interests of the Millennials and Generation X individuals that compose those populations groups and their interests in heritage tourism and other unique cultural experiences. Mayor Bennett explained the intent is to meet to talk about the story lines that can be told here in Beaufort County and begin the process of getting the stories out. He added that they may need to hire someone to help with craft the stories and developing the marketing.

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

No report.

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

Mrs. Likins announced that the Venue Committee would be meeting on December 16 at 9:00 a.m. and stated the contract has been signed with the consultant and they are working on dates to have the on-site visits in early January. She said the Personnel Committee met and interviewed candidates for the Beaufort-Jasper Water & Sewer Authority and a recommendation for the position will be forthcoming.

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

Mr. Lennox informed Council that at the recently completed workshop, Council directed the Committee to work with the consultant over the next 30 days to come up with a revised timeline for scheduling of the Vision project during 2017. He said the report would be completed by the end of January.

**e. Report of the Public Facilities Committee – David Ames, Chairman**

No report.

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

No report.

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

No report.

**9) Unfinished Business**

**None**

**10) New Business**

**a. Consideration of Recommendations of the Accommodations Tax Advisory (ATAX) Committee**

Mr. McCann moved to accept the report from the ATAX Committee in its entirety and to recognize the immediate and ongoing impact of Hurricane Mathew on many of the ATAX recipients for the upcoming year and to authorize these funds for early in the calendar year to those that have been awarded \$35,000 or more. Mr. Harkins seconded.

John Troyer introduced Stu Brown, ATAX Chairman to make remarks. Mr. Brown expressed his appreciation to the Committee members and explained that due to the hurricane, at times 2 or more members were absent from the presentations. He further explained that those that were absent acquired the audio tapes of the presentations and reviewed the recordings so they could make informed decisions regarding their votes. He then answered questions from Council members regarding the recommendation.

After lengthy discussion regarding the motion and review of the recommendations, Mr. McCann amended his original motion to move to accept the report from the ATAX Committee in its entirety. Mr. Harkins seconded. The amended motion was unanimously approved by a vote of 7-0.

Mr. McCann moved the due to circumstances this year, Council permit an advance of 25% of the granted requests be given to the organizations in accordance with the current requirements of providing all bills and receipts by the end of the year. Mr. Harkins added the words legally compliant. Mr. McCann agreed. The motion was unanimously approved by a vote of 7-0.

**b. First Reading of Proposed Ordinance 2016-32**

First Reading of Proposed Ordinance 2016-32 of the Town Of Hilton Head Island, South Carolina, to amend Title 2 General Government and Administration of the Municipal Code of the Town of Hilton Head Island, South Carolina by amending Chapter 5 (Meetings of Council and Rules of Procedure) Section 2-5-50, Agenda and Order of Business; and providing for severability and an effective date.

Mrs. Likins moved to approve. Mr. McCann seconded. The motion was unanimously approved by a vote of 7-0.

**c. First Reading of Proposed Ordinance 2016-33**

First Reading of Proposed Ordinance 2016-33 of the Town of Hilton Head Island, South Carolina, to amend Title 2 General Government and Administration of the Municipal Code of the Town of Hilton Head Island, South Carolina by amending Chapter 5 (Meetings of Council and Rules of Procedure) Section 2-5-60, Committees of Council; and providing for severability and an effective date.

Mrs. Likins moved to approve. Mr. Ames seconded. Mr. Lennox stated he had reconsidered the changes and he was not in agreement with combining the Public Planning Committee and the Public Facilities Committee. He explained that he felt the Visioning process will take up quite a bit of time and he would like that to be the focus of the Public Planning Committee. Mr. Ames and Mrs. Likins stated they felt the Public Planning Committee and Public Facilities Committee would be a good combination as planning always entails facilities. After lengthy discussion, the motion was defeated by a vote of 3-4. (McCann, Grant, Harkins and Lennox were opposed.)

Mr. Lennox moved to reconsider Proposed Ordinance 2016-33. Mr. Harkins seconded. The motion was unanimously approved by a vote of 7-0.

Mr. Ames moved to amend the ordinance to exclude the combination of the Public Planning Committee and the Public Facilities Committee and restrict it to the others that were identified. Mr. Harkins seconded.

For clarity the changes are below:

*The Town Council shall have standing committees to assist in the efficient operation of the Town Council, namely the Finance and Administrative Committee, Intergovernmental ~~Relations~~ and Public Safety Committee, Community Services Committee, Public Planning Committee, and Public Facilities Committee. ~~and Public Safety Committee.~~*

Mr. Grant stated he would agree to the change if the same people were not on Public Facilities Committee and Public Planning Committee. He explained he felt having different people on each Committee would create more input and different views. Mayor Bennett stated there is crossover on the committees and the idea is to place people where they are best capable of serving the Town. He said he would not support that. The motion was approved by a vote of 6-1. (Mr. Grant was opposed.)

**11) Appearance by Citizens**

Skip Hoagland addressed Council regarding the Town of Hilton Head Island and the Hilton Head Island-Bluffton Chamber of Commerce.

**12) Executive Session**

None.

**13) Possible actions by Town Council concerning matters discussed in Executive Session**

**14) Adjournment**

Mr. Harkins moved to adjourn. Mr. McCann seconded. The motion was unanimously approved by a vote of 7-0. The meeting was adjourned at 6:35 p.m.

---

Vicki L. Pfannenschmidt  
Executive Assistant/Town Clerk

Approved: 12/20/2016

---

David Bennett, Mayor