

DUE TO A SCRIVENER'S ERROR - THE MINUTES LISTED ON THE AGENDA HAVE BEEN UPDATED TO REFLECT THE CORRECT DATE OF OCTOBER 19TH NOT OCTOBER 16TH



Town of Hilton Head Island
TOWN COUNCIL MEETING
Tuesday, November 16, 2021, 3:00 PM
AGENDA

The Town Council meeting will be conducted virtually and can be viewed on the [Town of Hilton Head Island Public Meetings Facebook Page](#), the [Town of Hilton Head Island website](#), [Beaufort County Channel](#) and Spectrum Channel 1304.

1. **Call to Order**
2. **FOIA Compliance** Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.
3. **Invocation - Pastor Cornelius Kamei - Hilton Head Seventh Day Adventist Church**
4. **Pledge to the Flag**
5. **Roll Call**
6. **Approval of the Agenda**
7. **Approval of the Minutes**
 - a. Special Town Council Meeting - October 12, 2021
 - b. Town Council Regular Meeting – ~~October 16, 2021~~ **October 19, 2021**
 - c. Town Council Strategic Plan Workshop – October 21, 2021
 - d. Town Council Redistricting Workshop – November 2, 2021
8. **Report of the Town Manager**
 - a. Items of Interest
 - b. Status Update on COVID-19 – Dr. Jane Kelly, Assist. State Epidemiologist
 - c. Status Update on COVID-19 at Hilton Head Hospital – Joel Taylor, CEO Hilton Head Regional Hospital
 - d. Presentation of the Crystal Award from the South Carolina Chapter of the American Planning Association for the 2020 to 2040 Comprehensive Plan – Our Plan
 - e. Planning Commission Semi-Annual Update – Mike Scanlon, Chairman
 - f. Status Update Town Hall Technology and Security Enhancement

9. Reports of the Members of the Council

- a. General Reports of the Town Council
- b. Report of the Lowcountry Area Transportation Study – Councilman Stanford
- c. Report of the Lowcountry Council of Governments – Councilwoman Becker
- d. Report of the South Carolina Floodwater Commission – Councilman Brown
- e. Report of the Southern Lowcountry Regional Board – Councilman Lennox
- f. Report of the Beaufort County Airports Board – Councilman Ames
- g. Report of the Community Services & Public Safety Committee –Councilman Harkins
- h. Report of the Public Planning Committee – Councilman Ames
- i. Report of the Finance & Administrative Committee – Councilman Lennox

10. Appearance by Citizens Appearance by Citizens: Citizens who wish to address Town Council on the item discussed during the Special Meeting must contact the Town Clerk at 843.341.4701 no later than 2:00 p.m. the day of the meeting. Citizens may also submit written comments via the [Town's Open Town Hall Portal](#) . The portal will also close at 2:00 p.m. the day of the meeting. Comments submitted through the portal will be shared with Town Council and made part of the official record.

11. New Business

- a. Consideration of a Resolution – Authorizing the Town Manager to Enter into a Contract Securing Fire Rescue Fleet Updates
- b. Discussion of Beach Master Planning and Facility Update

12. Executive Session

- a. Discussion of negotiations pertaining to proposed contractual arrangements and proposed sale or purchase of property in the Newport Villas area [pursuant to SC Freedom of Information Act Sec. 30-4-70(a)(2)].
- b. Receipt of legal advice related to pending, threatened, or potential claim or other matters covered by the attorney-client privilege – Beaufort County Law Enforcement Fee [pursuant to SC Freedom of Information Act Sec. 30-4-70(a)(2)].
- c. Receipt of legal advice related to pending, threatened, or potential claim or other matters covered by the attorney-client privilege – Road Maintenance Fee [pursuant to SC Freedom of Information Act Sec. 30-4-70(a)(2)].
- d. Receipt of legal advice related to pending, threatened, or potential claim or other matters covered by the attorney-client privilege – Opioid Class Action [pursuant to SC Freedom of Information Act Sec. 30-4-70(a)(2)].
- e. Discussion of the annual performance review and evaluation of the Town Manager [pursuant to SC Freedom of Information Act Sec. 30-4-70-(a)(1)].

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

14. Adjournment



**Town of Hilton Head Island
TOWN COUNCIL
Tuesday, October 12, 2021, 2:00 p.m.
SPECIAL MEETING MINUTES**

Present from Town Council: John J. McCann, *Mayor*; Bill Harkins, *Mayor Pro-Tempore*; David Ames, Tamara Becker, Alex Brown, Tom Lennox, Glenn Stanford, *Town Council Members*

Present from Town Staff: Marc Orlando, *Town Manager*; Josh Gruber, *Deputy Town Manager*; Shawn Colin, *Advisor to the Town Manager*; Krista Wiedmeyer, *Town Clerk*

1. Call to Order

Mayor McCann called the meeting to order at 2:00 p.m.

2. FOIA Compliance

Ms. Wiedmeyer confirmed compliance with the South Carolina Freedom of Information Act.

3. Roll Call

Attendance was confirmed by way of roll call.

4. Pledge to the Flag

5. Approval of the Agenda

Mr. Harkins moved to approve. Mr. Stanford seconded. The motion carried 7-0.

6. Consideration of Refined Local Concepts and Project Enhancements for the William Hilton Parkway Gateway Corridor

Brian Kinzelman with MKSK reviewed the proposed recommendations for the preferred local position. The recommendations included some traffic calming measures, eliminating raised curbs in the medians, varying the median widths, utilizing Town-owned property for parkway improvements, utilizing smart signal technology, provide trails on both sides of the parkway, creating a safe parkway for bikes and pedestrians, encourage views of the water when possible, integration of Hilton Head Island specific signage, reduce the posted speed throughout, and evaluate the island-wide transportation system. Upon conclusion of his presentation, Mr. Kinzelman answered questions posed to him by the Mayor and Town Council.

7. Appearance by Citizens

Tom Sharp, Patsy Brison and Jessie White address the Mayor and Town Council about their concerns with the US 278 Gateway Corridor project.

8. Possible actions by Town Council concerning matters discussed in Executive Session

9. Adjournment

By unanimous vote, the meeting adjourned at 4:26 p.m.

Approved: November 16, 2021

Krista M. Wiedmeyer, Town Clerk

John J. McCann, Mayor



Town of Hilton Head Island TOWN COUNCIL Tuesday, October 19, 2021, 3:00 p.m. MEETING MINUTES

Present from Town Council: John J. McCann, *Mayor*; Bill Harkins, *Mayor Pro-Tempore*; David Ames, Tamara Becker, Alex Brown, Tom Lennox, Glenn Stanford, *Town Council Members*

Present from Town Staff: Marc Orlando, *Town Manager*; Josh Gruber, *Deputy Town Manager*; Shawn Colin, *Advisor to the Town Manager*; Angie Stone, *Assistant Town Manager*; Chris Yates, *Interim-Director of Community Development*; Jeff Beckalew, *Interim-Director of Infrastructure Services*; Jayme Lopko, *Senior Planner*; Krista Wiedmeyer, *Town Clerk*

1. Call to Order

Mayor McCann called the meeting to order at 3:00 p.m.

2. FOIA Compliance

Ms. Wiedmeyer confirmed compliance with the South Carolina Freedom of Information Act.

3. Roll Call

Attendance was confirmed by way of roll call.

4. Pledge to the Flag

5. Invocation – Father Chris Gardner – Anglican Church of the Redeemer

Father Gardner delivered the invocation.

6. Approval of the Agenda

Mr. Harkins moved to approve. Mr. Stanford seconded. The motion carried 7-0.

7. Approval of the Minutes

a. October 5, 2021

Mr. Harkins moved to approve. Mr. Stanford Seconded. The motion carried 7-0.

8. Report of the Town Manager

a. Items of Interest

Mr. Orlando reviewed the information for the upcoming Town Council Strategic Plan Workshop.

b. Quarterly Update on the Capital Improvement Program - Jennifer Ray, Capital Projects Manager

Ms. Ray reviewed high level information concerning the Capital Improvement Program. She noted that these updates will be given to Town Council on a quarterly basis. She said this is to provide transparency as the projects are pulled together. Ms. Ray reviewed the proposed schedule and also reviewed how to find the dashboard on the website and gave an example of how to use it. She reviewed the status report and scope options on the dashboard. Showing how to drill down and how to submit the information. Mr. Orlando noted and echoed that this is a well-planned and transparent program. Noting that the projects will be updated along the way.

- c. Quarterly Update of the Gullah-Geechee Land & Cultural Preservation Project Workplan - Chris Yates, Interim Director of Community Development

Mr. Yates made a presentation to the Mayor and Town Council, giving an update and status on the top 16 priorities on the Workplan. He gave a high-level update on each of the items, noting proposed completion dates as necessary. Mr. Yates stated that the projects are being advanced, and staff is working diligently to move ahead as quickly as possible.

- d. Status Update on the Relocation of Manufactured Homes from the Rollers Trailer Park - Jayme Lopko, Senior Planner

Ms. Lopko provided an overview to the Mayor and Town Council on the neighborhood on Marshland Road, known as Rollers Trailer Park. She confirmed that the rezoning application has been withdrawn and that the property owner does not want to continue to lease the land for the manufactured homes. Ms. Lopko reviewed a meeting that was had with the neighborhood to explain what the financial implications would be to have to relocate the homes. She said that staff is working to do the research and make recommendations for this situation. A brief discussion was had by the members of Town Council.

- e. Presentation on the Regional Housing Trust Fund - Eric Greenway, Beaufort County Administrator

Mr. Greenway made a presentation to the Mayor and Town Council on the Regional Housing Trust Fund Implementation. He said that he is currently making presentations to all the regional jurisdictions. Mr. Greenway reviewed the purpose of the study and what the recommendations are from the study. He reviewed the action plan timeline and discussed what will happen during this scheduled time. Mr. Greenway reviewed the funding matrix starting with year 1 funding all the way to year 10. Mr. Greenway answered the various questions posed to him by the Mayor and Town Council.

9. Reports of the Members of the Council

- a. General Reports from Town Council

Mayor McCann noted that each member of Town Council, per the Town's Code has 10 minutes to address their fellow members on any one item.

Mrs. Becker said that he had the opportunity to present the Latin Heritage Month proclamation at the Latin Music Festival.

Mr. Brown asked when he could expect to see some information on diversity training for Town Council.

- b. Report of the Lowcountry Area Transportation Study – Councilman Stanford

Mr. Stanford did not have a report.

- c. Report of the Lowcountry Council of Governments – Councilwoman Becker

Mrs. Becker did not have a report.

- d. Report of the South Carolina Floodwater Commission – Councilman Brown

Mr. Brown did not have a report.

- e. Report of the Southern Lowcountry Regional Board – Councilman Lennox

Mr. Lennox did not have a report.

- f. Report of the Beaufort County Airports Board – Councilman Ames

Mr. Ames did not have a report.

g. Report of the Community Services & Public Safety Committee – Councilman Harkins

Mr. Harkins reported that the Committee would be discussing the Islanders Beach Park as well as discussing the acquisition of Main Street.

h. Report of the Public Planning Committee – Councilman Ames

Mr. Ames reported that the Committee recently received an update from the Consultant for the Short-Term Rental Ordinance. He said at the next meeting the Committee will discuss the Beach Parking Master Plan.

i. Report of the Finance & Administrative Committee – Councilman Lennox

Mr. Lennox reported that the Committee heard an update on the Master Plan for the Mitchelville Project from Ahmad Ward. He said the Committee also received the monthly financial update from Mr. Troyer.

10. Appearance by Citizens - NONE

11. New Business

a. Consideration of a Resolution – Main Street Right of Way Acquisition

Consideration of a Resolution of the Town of Hilton Head Island, South Carolina Authorizing the Dedication and Acquisition of Main Street from Whooping Crane Way to Wilborn Road, Central Avenue, Museum Street, Merchant Street and a Portion of Meeting Street by the Town.

Mr. Buckalew made a presentation to the Mayor and Town Council on the acquisition of the Main Street Right of Way. Prior to taking questions from Town Council, Mayor McCann allowed citizens to comment on this matter.

Peter Kristian, Joel Greene, Judy Bluestone, Pamela June, and Heather Rath: addressed the Mayor and Town Council on the acquisition of Main Street.

Mayor McCann opened the discussion up to the members of Town Council.

Mr. Harkins moved to amend the resolution to remove the words “a portion of” before the words “Meeting Street” in the second “Whereas” clause and in Paragraph “B” of the body of the resolution, to include the clearing of any title issues. Mr. Lennox seconded. With a brief discussion, the motion carried 7-0.

12. Executive Session

- a.** Discussion of appointments to Boards & Commissions [pursuant to S.C. Freedom of Information Act § 30-4-70(a)(1)].
- b.** Discussion of negotiations to the proposed sale or purchase of property in the areas of (i) William Hilton Parkway and Plaza Drive; (ii) Mitchelville Road; (iii) Bradley Circle; (iv) The Shoppes the Parkway; and (v) Marshland Road [pursuant to S.C. Freedom of Information Act § 30-4-70(a)(2)].

At 5:01 p.m. Mr. Harkins moved to enter Executive Session. Mr. Stanford seconded. The motion carried 7-0.

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

At 6:15 p.m., Town Council returned from Executive Session.

Mr. Harkins moved to appoint Michael Manesiotis to fill the vacant seat on the Parks and Recreation Commission to complete the term ending June 30, 2024. Mr. Stanford seconded. The motion carried 7-0.

14. Adjournment

By unanimous vote, the meeting adjourned at 6:17 p.m.

Approved: November 16, 2021

Krista M. Wiedmeyer, Town Clerk

John J. McCann, Mayor

DRAFT



Town of Hilton Head Island
TOWN COUNCIL
Thursday, October 21, 2021, 9:00 a.m.
STRATEGIC PLAN WORKSHOP

Present from Town Council: John J. McCann, *Mayor*; Bill Harkins, *Mayor Pro-Tempore*; David Ames, Tamara Becker, Alex Brown, Tom Lennox, Glenn Stanford, *Town Council Members*

Present from Town Staff: Marc Orlando, *Town Manager*; Josh Gruber, *Deputy Town Manager*; Shawn Colin, *Advisor to the Town Manager*; Angie Stone, *Assistant Town Manager*; Jeff Buckalew, *Interim-Director of Infrastructure Services*; Carolyn Grant, *Communications Director*; Jenn McEwen, *Director of the Office of Cultural Affairs*; Jennifer Ray, *Capital Projects Manager*; Lisa Stauffer, *HR Director*; Brad Tadlock, *Fire Chief*; John Troyer, *Finance Director*; John Tuttle, *IT Director*; Chris Yates, *Interim-Director of Community Development*; Krista Wiedmeyer, *Town Clerk*

The Mayor and Town Council met with the members of the Senior Staff team to discuss and review the proposed Town of Hilton Head Island Fiscal Year 2021-2022 Strategic Plan. The finalized plan will be brought back to an upcoming Town Council meeting for final consideration and action to approve the implementation of the plan.

Approved: November 16, 2021

Krista M. Wiedmeyer, Town Clerk

John J. McCann, Mayor



**Town of Hilton Head Island
TOWN COUNCIL
Tuesday, November 2, 2021, 1:00 p.m.
MEETING MINUTES**

Present from Town Council: John J. McCann, *Mayor*; Bill Harkins, *Mayor Pro-Tempore*; David Ames, Tamara Becker, Alex Brown, Tom Lennox, Glenn Stanford, *Town Council Members*

Present from Town Staff: Marc Orlando, *Town Manager*; Josh Gruber, *Deputy Town Manager*; Shawn Colin, *Advisor to the Town Manager*; Angie Stone, *Assistant Town Manager*; Krista Wiedmeyer, *Town Clerk*

1. Call to Order

Mayor McCann called the meeting to order at 3:00 p.m.

2. FOIA Compliance

Ms. Wiedmeyer confirmed compliance with the South Carolina Freedom of Information Act.

3. Roll Call

Attendance was confirmed by way of roll call.

4. Pledge to the Flag

5. Approval of the Agenda

Mr. Harkins moved to approve. Mr. Stanford seconded. The motion carried 7-0.

6. New Business

a. Consideration of a Resolution – Main Street Right of Way Acquisition

Presentation and Discussion of the Hilton Head Island Redistricting Process from Frank Rainwater, Executive Director of the South Carolina Revenue and Fiscal Affairs Office

Mr. Rainwater with the South Carolina Revenue and Fiscal Affairs Office reviewed the process for the 2020 Census redistricting on Hilton Head Island. He along with members of Town staff answered questions posed by the Mayor and members of Town Council. Mr. Gruber reviewed the next steps the Town will need to take, to include working on some public engagement meetings, working with GIS to begin drafting new maps, and continued conversations with the Mayor and Town Council.

Patsy Brison and Risa Prince addressed the Mayor and Town Council on behalf of the Coalition of Island Neighborhoods about the redistricting process.

7. Adjournment

By unanimous vote, the meeting adjourned at 2:24 p.m.

Approved: November 16, 2021

Krista M. Wiedmeyer, Town Clerk

John J. McCann, Mayor



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Town Council
FROM: Michael Scanlon, *Chairman of the Planning Commission*
DATE: October 19, 2021
SUBJECT: Planning Commission Semi-Annual Report: April 2021 – October 2021

The following regular meetings were cancelled: July 7, July 21, August 18, and September 1, 2021.

Land Management Ordinance Amendments

Family Compounds and Family Subdivisions

A request from the Town of Hilton Head Island to amend the LMO to allow Family Compounds and Family Subdivisions.

On June 2, 2021, the Planning Commission voted 8-0-0 to recommend Town Council adopt the revised Family Compound and Family Subdivision amendments to the LMO.

Our Plan Updates

2020 Lowcountry Hazard Mitigation Plan

A resolution to recommend that Town Council adopt the 2020 Lowcountry Natural Hazard Mitigation Plan as an appendix to Our Plan.

On May 19, 2021, the Planning Commission voted 8-0-0 to approve a Resolution recommending that Town Council adopt the 2020 Lowcountry Natural Hazard Mitigation Plan as an appendix to Our Plan.

Public Project Review Applications

PPR-000344-2021, Ford Shell Ring Passive Park

An application from Beaufort County to build a passive park at the Ford Shell Ring Preserve.

On April 7, 2021, the Planning Commission voted 8-0-0 to approve the application.

Street Name Applications

STDV-000815-2021, Racerunner Common

A request from Hilton Head Island Fire Rescue to name an access easement off Dillon Road as Racerunner Common to reduce confusion and ensure prompt emergency response.

On May 5, 2021, the Planning Commission voted 9-0-0 to approve the application.

Zoning Map Amendment Applications

ZA-000744-2021, Sea Pines Country Club

A request from E. Richardson LaBruce, on behalf of the Sea Pines Country Club, to amend the Sea Pines Master Plan to change the allowed use of a parcel (61 Club Course Drive) from Residential to Golf Course.

On April 21, 2021, the Planning Commission voted 5-0-0 to recommend approval of the application to Town Council.

ZA-001918-2021, Marshland Road Rezoning

A request from Trey Griffin, of Wood & Partners, Inc., and DPJ Residential LLC, on behalf of the property owners, to rezone ten properties totaling 13.74 acres from the Low to Moderate Density Residential (RM-4) Zoning District to the Planned Development Mixed-Use (PD-1) Zoning District, into the Indigo Run Master Plan, with an allowed use of multi-family residential and a density of 12 dwelling units per acre (total 164 units) with conditions.

On September 15, 2021, the Planning Commission voted 8-0-0 to recommend denial of the application to Town Council.

On September 28, 2021, the applicant withdrew the application.

Correspondence to Town Council

Greater Island Council Beaufort County Landfill Resolution

Tony Wartko, on behalf of the Sustainability Advisory Committee of the Greater Island Council, presented a resolution regarding solid waste management and recycling for Hilton Head Island and Beaufort County.

On October 6, 2021, the Planning Commission voted 8-0-0 to forward the resolution to Town Council for their consideration.

The resolution was forwarded to Town Council that day.



TOWN OF HILTON HEAD ISLAND

Finance Department

TO: Finance and Administrative Committee
VIA: Marc Orlando, *Town Manager*
VIA: Josh Gruber, *Deputy Town Manager*
FROM: John M. Troyer, *Director of Finance*
DATE: November 5, 2021
SUBJECT: Purchase of Fire Rescue Apparatus – for FY 2022

Recommendation:

Staff recommends that Finance and Administrative Committee recommend to Town Council to approve authorization to the Town Manager to enter into a contract for the purchase of the Fire Rescue apparatus as detailed in the Town's FY 2022 Capital Improvement Plan.

Summary:

The Town included 8 pumper trucks and 2 quints or ladder trucks in the FY 2022 Capital Improvement Plan. The Town bid out the trucks once the budget was passed. Because of difficulties with the supply chain in today's economy, both price and availability of the trucks are under pressure. The bid process has identified the vendor with the best bid for the fire apparatus who is willing to lock in the price and availability for the Town. However, with today's economy – the price would require a budget amendment. The vendor has guaranteed the prices through December 1, 2021. The Town can enter into a contract for this equipment, but requires Town Council to authorize the transaction. If Finance and Administrative Committee sees fit to recommend the authorization of the contract, and Town Council approves the authorization, the Town Manager would enter into the contract and secure both the price and availability for the needed equipment. At future meetings, Town staff would submit for consideration a budget amendment to correspond with this specific transaction.

Background:

As Town Council considered the proposed budget for FY 2022, replacement of the Fire Rescue fleet was an important item in the CIP. The fleet is getting some age on it, and maintenance costs are adding up. Town staff recommends the purchase as planned in the CIP. Operationally, Fire Rescue would prefer to have the same maintenance protocol for all the equipment. This should save time and money for the Town over the course of the useful lives of the Fire Rescue apparatus. This authorization would lock in today's pricing and availability – both of which are difficult in today's economic environment.



Town of Hilton Head Island

One Town Center Court
Hilton Head Island, SC 29928

MEMORANDUM

TO: Tom Lennox, Finance and Administrative Committee Chair

FROM: John Troyer, Finance Director

VIA: Marc Orlando, Town Manager

CC: Brad Tadlock, Fire Chief
Rich Groth, Procurement Officer
Josh Gruber, Deputy Town Manager

DATE: November 5, 2021

RE: Options related to the purchase of the new Fire Apparatus

The current year Capital Improvement Program (CIP) includes replacing Fire Rescue fire apparatus. Scheduled for replacement are 8 pumpers and 2 quint units. These units are approaching the end of their normal service lives. Some units have recently required extensive maintenance to keep fully operational. Once the budget and the CIP was approved by Town Council, Fire Rescue worked with our Procurement Officer to develop specifications and seek bids for the equipment. The Town combined the bid for all units at the same time – hoping to achieve a consistency designed to make future maintenance the most efficient over the course of the expected useful lives of the equipment.

We were all disappointed when the bid prices exceeded budgeted funds. Fire Rescue has carefully reviewed the specifications and made some deletions to bring the cost down while maintaining basic operability. With these adjustments, the bid price is \$7,450,473 which is \$1,248,605 above the approved \$6,201,868 budget. Additionally, there would also be an estimated \$14,000 for travel related expenses for five (5) Fire Rescue personnel to perform four (4) scheduled inspections that need to take place during the build. This leaves the total difference of \$1,262,605 to procure all the units planned in the CIP over the approved budget amounts.

The reasons the bid costs exceeded original estimates are directly related to today's economy. The global supply chain has been disrupted. Materials prices are up significantly. Suppliers are hesitant in this environment to make commitments for fixed prices. In this economy, suppliers are especially hesitant fixing prices for transactions months away.

We have worked closely with the selected vendor, Safe Industries, to discuss our contract options. Safe has agreed to hold their bid pricing until 12/1 but going beyond that date is not an option. They indicated that they have already seen a 4% increase on the supplier side with more increases expected, and that they had to fight to even get the original 90-day price hold approved.

We wanted to try to frame options for a decision. Below are some of the options we considered:

Option 1: Purchase what we can now

The budget could afford all the pumper trucks – without the quints. The two quints would need to wait until a future date. The vendor will not hold prices beyond 12/1/2021. This utilizes the approved budget and does not exceed it. No additional action is required from Town Council at this time. The Town could rebid the quints to coincide with additional funding approved from Town Council – whether through a budget amendment or with the approval of next year's budget. Next fiscal year is

not too far in the future. There is no guarantee of future pricing. *The risk of future price increases is retained by the Town.*

Option 2: Rebid all pumper trucks and quints

While a rebid may yield another price, our expectation is that prices are only going up. This option just delays all replacements and subjects the Town to higher expected maintenance costs for our current fleet, and does not obligate any vendor to deliver the specified trucks.

Option 3: Amend the Budget to cover the additional costs

Town Council has the option to amend the approved budget to enable the purchase of the full complement of fire apparatus replacements contemplated in the CIP. Amending the budget is not ideal, however, we can lock in today's prices, get the trucks under contract for delivery and avoid future price increases.

I would suggest we seek recommendation from the Finance and Administrative Committee to Town Council to give authorization to the Town Manager to enter into a contract for the full complement of fire apparatus. This option locks in the price – avoiding future price increases – and also puts the vendor under contract to deliver the needed equipment – securing availability. Both price and availability are difficult in today's economy. Town staff would follow-up later with a budget amendment – to adjust the lease proceeds to cover the final cost of the bid.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AUTHORIZING THE TOWN MANAGER TO ENTER INTO A CONTRACT FOR FLEET SERVICES FOR UPDATES TO THE HILTON HEAD ISLAND FIRE RESCUE FLEET

WHEREAS, the Town of Hilton Head Island included the replacement of Fire Rescue fire apparatus; eight (8) pumper trucks and two (2) quints or ladder trucks in the Fiscal Year Capital Improvement Plan; and

WHEREAS, once the Fiscal Year 2022 Budget was approved and adopted, Hilton Head Island Fire Rescue ("Fire Rescue") began the bidding process for the fire apparatus; and

WHEREAS, due to supply chain issues and today's economy, the bids returned exceeded the budgeted funds; and

WHEREAS, Fire Rescue reviewed the specifications and made some updates to lower costs, while maintaining basic operability; and

WHEREAS, given the current economic environment, there is concern that the cost of the fire apparatus will continue to increase substantially if the Town does not proceed diligently with entering into an appropriate purchase agreement; and

WHEREAS, Fire Rescue has identified a vendor with the best fit for the fire apparatus who is willing to lock in the price and availability for the Town if a purchase agreement is finalized by December 1, 2021; and

WHEREAS, with the approval from Town Council, the Town can enter into this agreement in order to protect itself against the continued rise in unit prices.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA AS FOLLOWS:

1. Authorizes the Town Manager to enter into a purchase agreement with the selected vendor and secure both the price and availability for the needed equipment.
2. At an appropriate future meeting, the Town Manager will submit for Town Council consideration a corresponding budget amendment to align with this specific transaction identified above.

MOVED, APPROVED, AND ADOPTED ON THIS ___ DAY OF NOVEMBER, 2021.

TOWN OF HILTON HEAD ISLAND,
SOUTH CAROLINA

John J. McCann, Mayor

ATTEST:

Krista M. Wiedmeyer, Town Clerk

APPROVED AS TO FORM:

Curtis L. Coltrane, Town Attorney

Introduced by Council Member: _____



TOWN OF HILTON HEAD ISLAND

Infrastructure Services Department

TO: Town Council
VIA: Marc Orlando, Town Manager
FROM: Jeff Buckalew, Interim Infrastructure Services Director
COPY: Josh Gruber, Deputy Town Manager
Marc Robson, Beach Operations Manager
Aaron Black, Facilities Manager
Jennifer Ray, Capital Improvements Program Manager
DATE: November 1, 2021
SUBJECT: Update on the management and operations of Town Beach Parks with special focus on Islanders Beach Park

Recommendation:

The Community Services and Public Safety Committee recommends Town Council rededicate and endorse Islanders Beach Park as a resident-only park, to include a clear definition of “resident” for the context of operations and policy management at this designated park, and to endorse the removal of the metered parking spaces at Islanders Beach Park, given the concurrence from the state partnering agency.

Summary:

At its October 25, 2021 meeting, the Community Services and Public Safety Committee heard presentations and input from staff and public speakers on the Town’s beach parks and the specific use and operational issues at Islanders Beach Park. There was unanimous committee approval of a motion as provided in the recommendation above. The 25 metered parking spaces were installed at for the general public Islanders Beach Park as an obligation of a 2010 contract with the South Carolina Department of Health and Environmental Control (SCDHEC) for beach renourishment funds used in the vicinity of the park. Staff is currently engaged with the SCDHEC legal department regarding the removal or relocation of the metered parking spaces at Islanders Beach Park. Staff is also receiving valuable public input to help guide the definition of “resident” for the use of Islanders Beach Park.

Background:

This past spring, the Town began initiatives to improve the overall function and user experience at all of the Town’s beach parks and after hearing from citizens and observing operational issues, has placed special emphasis on Islanders Beach Park. The Town owns and operates seven designated beach parks where people may access the beach. These are Alder Lane Beach Access, Coligny Beach Park, Burkes Beach (at Chaplin Park), Driessen Beach Park, Folly Field Beach Park, Islanders Beach Park, and Fish Haul Beach Park. These parks offer a variety of parking options - free, metered, decal only, ADA accessible and some bus/RV. The Parking Master Plan is intended to provide a far greater consistent and well-managed parking program.

The Strategic Plan includes the beach operation-related priorities of adopting a Beach Operations master plan, implementing a Parking master plan, and enhancing Beach Shuttle services. These are very important and specific initiatives towards improving the user experience. In addition to these, there are four general areas that must be addressed in managing and improving these parks and the user's beach experience, these are: operations, policy, maintenance, and capital improvements.

A Beach Operations team of four full time employees within Facilities Management was created this summer, with the sole function of managing beach and beach park operations for the Town. There are multiple contracts managed under this team, including a security contract to aid with parking lot security and management, maintenance and litter, custodial, Shore Beach Services, night patrol and debris removal. Beach Ambassadors were also hired as seasonal employees this summer to work the busiest beach parks to welcome guests, answer questions and provide assistance. The Town received very positive public feedback on this initiative.

Policy decisions on a parking master plan, definition of "resident" for use of Islanders Beach Park, shuttle use, etc. are needed to help provide direction for improved operations.

The Beach Operations team now provides focused maintenance efforts on the beach parks and contracts for maintenance and trash/debris are being re-evaluated for amendments.

Capital improvements designed to enhance, expand, and replace infrastructure and amenities are being assessed for all of the beach parks for inclusion in future CIP. Most of these parks were developed decades ago and can be improved through capital improvements. Islanders is the top priority park and capital improvement ideas for it are listed below.

Islanders Beach Park

The Town purchased land for this park in 1992 for \$4,050,000. This park was built in 1998-9 for roughly \$200,000 using bond funds. There are 125 spaces reserved for resident beach parking passes, 25 public metered spaces (\$1/hour), 6 ADA accessible spaces, and 4 spaces reserved for lifeguards. The metered spaces were added in 2010 under an obligation of the Town as a requirement of a contract with SCDHEC for beach renourishment funds. The Town is actively engaged with SCDHEC officials, seeking to remove or relocate those metered spaces.

Policy Issues for Islanders

- Resident Definition
- Beach Pass Revisions (fee, on-line purchase, full-time resident definition)
- Prohibit Non-decal Drop-off traffic - Re-direct to other beach parks
- Remove Meters (contingent on state allowance)

Operational Improvements for Islanders

- Seasonal Security and Ambassadors
- Implement Parking Master Plan
- Marketing of Park and Intended Use
- Identify and Promote Preferred Non-Resident Beach Parks
- Towing Company rotation (Local/Island pickup and debit/non-cash option)
- Add/Amend Trash and Litter contract

- Address Pedestrian and Bicyclists access to park
- Vehicle Access Restrictions (No-Sticker drop-off, Time-Share, Bus, Golf Cart)
- Beach Pass Revisions (fee, on-line purchase, full-time resident definition)
- Manage parking in designated spaces / Deter parking on shoulders and landscaped areas

Maintenance Improvements for Islanders

- Improved Landscape Maintenance
- Consistent Site Appurtenances (trash cans, bike racks, bollards, etc.)
- Add Bike Repair Station

Capital Improvement Solutions for Islanders

- Construct Scenic Overlook Pavilion (Bid Phase)
- Add more parking spaces
- Add Security Guard station
- Add Sidewalk or Pathway from Folly Field Road into park
- Relocate Tent (Turtle patrol) and build permanent structure at Chaplin / Burkes
- Pedestrian connection from Parking area to Boardwalk (bypass building)
- Improved Signage - Wayfinding/Informational
- Playground Overhaul - barrier-free, improved safety surfaces, unique/theme design
- Add Tree House with decks, different levels in Live Oak cluster at playground
- Add Fire Pit and Grilling stations
- Connect Boardwalk to Playground area
- Improved Lighting - upward and downward, LED eco-friendly, auto-timers
- Bathroom upgrades (fixtures and finishes)
- Security Cameras - upgrade to achieve more coverage
- Storm Drainage improvements to mitigate ponding under building
- Landscape Design overhaul

Citizen Input on Islanders

These ideas below were presented to the Town by a citizens group seeking to improve operations at Islanders Beach Park.

Return Islanders Beach Park parking and facilities to the exclusive use of island residents

1. Re-dedicate Islanders beach parking lot for passenger vehicles with Beach Pass decals only and establish a funded plan for this project by the end of 1Q2022
 - a. Town Council to issue a resolution that establishes Islanders Beach Park as a park for only Hilton Head residents* by 1/25/22
 - b. Remove meters and return those spaces to decal only spaces
 - c. Tighten RESIDENT definition for beach decals
 - d. Implement new resident decal requirements, controls and administration
 - e. Admit passenger vehicles only / no commercial vehicles, buses or golf carts
 - f. Configure parking area and institute enhanced controls to eliminate non-resident* use
 - g. Increase severity of consequences (higher fines and increased towing)

- h. Staff entrance attendant from Memorial Day through Labor Day (8 AM - 5 PM)
*To be considered a resident of Hilton Head Island, one must provide one or more of the following
 - Property Tax bill and POA bill with local HHI address
 - Current SC drivers license or car registration with local address
 - A lease of six months or more in durations with local HHI address; lease in car owner's name
 - Evidence of partial deed ownership rights that meet a minimum of 183 days per year
2. Re-Focus on Safety and Infrastructure controls
 - a. Eliminate pedestrian foot traffic entering and transiting through Islanders parking lot from main road through narrow park road entrance w/ limited sight lines (similar safety issues as dealt with at Burkes Beach)
 - Large groups of pedestrians, loaded wagons/carts have significant safety issues for authorized vehicles entering, parking and exiting park.
 - b. Examine methods to ensure Beach Park facilities are not overused or misused.
 - Showers, restrooms and boardwalk are clearly under higher use/stress than designed for
3. Create a strong message to general public that Islanders is a resident-only park, prior to Memorial Day 2022
 - a. Large visible signage prominently installed at the immediate entrance
 - b. Clear Town Website information on restricted Resident only access to the Islanders Park facilities
 - c. Strong language on new signage (*example*):
 - BEACH PASS DECAL ONLY.
 - TOWING STRICTLY ENFORCED.
 - NO FOOT TRAFFIC.