



The Town of Hilton Head Island

Regular Town Council Meeting

November 1, 2016

4:00 P.M.

BENJAMIN M. RACUSIN COUNCIL CHAMBERS

AGENDA

**As a Courtesy to Others Please Turn Off/Silence All Mobile Devices During
the Town Council Meeting**

- 1) Call to Order**
- 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) Proclamations and Commendations**
 - a. Pancreatic Cancer Awareness Month
 - b. November 14, 2016 Community Forum: Our Community, Our Youth, Our Future
- 6) Approval of Minutes**
 - a. October 4, 2016
 - b. October 18, 2016
- 7) Report of the Town Manager**
 - a. Hurricane Matthew Update
 - b. Town Manager's Items of Interest
 - (1) Town News
 - (2) Noteworthy Events
- 8) Reports from Members of Council**
 - a. General Reports from Council
 - b. Report of the Intergovernmental Relations Committee – Bill Harkins, Chairman
 - c. Report of the Community Services Committee – Kim Likins, Chairman
 - d. Report of the Public Planning Committee – Tom Lennox, Chairman
 - e. Report of the Public Facilities Committee – David Ames, Chairman
 - f. Report of the Public Safety Committee - Marc Grant, Chairman
 - g. Report of the Finance and Administrative Committee - John McCann, Chairman

9) Unfinished Business

a. Second Reading of Proposed Ordinance 2016-31

Second Reading of Proposed Ordinance 2016-31 to amend Chapter 3 (Municipal Council) of Title 2 (General Government And Administration) of the Municipal Code Of The Town of Hilton Head Island, South Carolina by amending Section 2-3-60, Compensation and Expenses; and provide for severability and an effective date.

10) New Business

a. Consideration of a Resolution – Designation of Unit – National Park Service

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina to urge the President of the United States to move forward with the designation of a new unit of the National Park Service in Beaufort County to remember reconstruction.

b. Consideration of a Recommendation – Arts Center

Consideration of approval of Town funding to assist the Arts Center of Coastal Carolina with the replacement of the main theatre stage lighting system.

c. Discussion of Possible Changes to the Council Agenda Format and Meeting Times

11) Appearance by Citizens

12) Executive Session

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

14) Adjournment

Proclamation

BY THE TOWN OF HILTON HEAD ISLAND

***WHEREAS**, in 2016, an estimated 53,070 people will be diagnosed with pancreatic cancer in the United States and 41,780 will die from the disease, with approximately 730 deaths in South Carolina, surpassing breast cancer this year to become the third leading cause of cancer death in the United States and is projected to become the second by 2020; and*

***WHEREAS**, there is no cure for pancreatic cancer, and there have been no significant improvements in survival rates in the last 45 years; and*

***WHEREAS**, when symptoms of pancreatic cancer present themselves, it is generally in later stages, and 71 percent of pancreatic cancer patients die within the first year of their diagnosis while 92 percent of pancreatic cancer patients die within the first five years of diagnosis; and*

***WHEREAS**, of all the racial/ethnic groups in the United States, African Americans have the highest incidence rate of pancreatic cancer, about 50% higher than the other groups; and*

***WHEREAS**, pancreatic cancer is the seventh most common cause of cancer-related death in men and women across the world; and*

***WHEREAS**, the good health and well-being of the residents of Hilton Head Island are enhanced as a direct result of increased awareness about pancreatic cancer and research into early detection, causes, and effective treatments.*

***NOW, THEREFORE**, I, David Bennett, Mayor of the Town of Hilton Island, South Carolina do hereby proclaim the month of November, 2016 as:*

PANCREATIC CANCER AWARENESS MONTH

in the Town of Hilton Head Island, South Carolina and encourage all citizens to recognize the benefits of early identification, causes, and effective treatments.

IN TESTIMONY WHEREOF**, I have hereunto set my hand and caused this seal of the Town of Hilton Head Island to be affixed this **First day of November, Two Thousand and Sixteen.

David Bennett, Mayor

Attest:

Victoria L. Pfannenschmidt, Town Clerk

Proclamation

BY
THE TOWN OF HILTON HEAD ISLAND

***WHEREAS**, the 2016 Community Forum hosted by the Lowcountry Alliance for Healthy Youth is a national initiative of the U.S. Substance Abuse and Mental Health Services Administration (SAMHSA) to educate communities about the risks of youth substance use/abuse such as underage drinking and marijuana;*

***WHEREAS**, research indicates youth use of alcohol, marijuana has a significant impact on the developing teen brain, impairing the areas that control motor coordination, impulse control, memory, learning, and judgment;*

***WHEREAS**, youth use of alcohol and marijuana increases the risk of impaired driving, risky sexual behaviors, violent behavior, addiction, mental health disorders, poor school performance, and other illicit drug use;*

***WHEREAS**, half of all lifetime cases of mental and substance use disorders begin by age 14 and three-fourths by age 24;*

***WHEREAS**, teen alcohol and other substance use/abuse and related risk behaviors affect the teen, the family, friends and the community;*

***WHEREAS**, all members of the community can play a role in promoting substance use prevention efforts and in promoting positive youth development;*

NOW THEREFORE, I, David Bennett, Mayor of the Town of Hilton Head Island, South Carolina, hereby proclaim the

***November 14, 2016 Community Forum:
Our Community, Our Youth, Our Future***

as a call to action to encourage our community to send a clear consistent message about the health, safety, social, and legal consequences of teen alcohol and other drug use, making it more likely our youth will make positive choices supported by family, friends, and the community.

IN TESTIMONY WHEREOF, I hereunto set my hand and caused this seal of the Town of Hilton Head Island to be affixed this 1st day of November, Two Thousand and Sixteen.

David Bennett, Mayor

Attest:

Victoria L. Pfannenschmidt, Town Clerk

THE TOWN OF HILTON HEAD ISLAND
REGULAR TOWN COUNCIL MEETING

Date: Tuesday, October 4, 2016

Time: 4:00 P.M.

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

Absent from Town Council: David Bennett, *Mayor*

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*; Ed Boring, *Deputy Fire Chief – Support Services*; Cinda Seamon, *Fire & Life Safety Educator*; Brian Hulbert, *Staff Attorney*; Susan Simmons, *Director of Finance*; John Troyer, *Deputy Director of Finance*; Tom Fultz, *Director of Administrative Services*; Shawn Colin, *Deputy Director of Community Development*; Jayme Lopko, *Senior Planner*; Melissa Cope, *Systems Analyst*; Vicki Pfannenschmidt, *Executive Assistant*

Present from Media: Teresa Moss, *Island Packet*

1) CALL TO ORDER

Mayor Pro Tem Harkins 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) Proclamations and Commendations

a. Fire Prevention Week

Cinda Seamon was present to accept the proclamation.

6) Approval of Minutes

a. Town Council Meeting, September 20, 2016

Mrs. Likins moved to approve. Mr. McCann seconded. The minutes of the September 20, 2016 Town Council meeting were approved by a vote of 6-0.

7) Report of the Town Manager

a. Hilton Head Island History Day

Linda Piekut, Executive Director of the Heritage Library reviewed the specifics of the upcoming event encouraging all to attend.

b. Town Manager's Items of Interest

Mr. Riley announced that the Governor of South Carolina called for an evacuation of all coastal communities due to Hurricane Matthew. He stated the evacuation process has

begun at the hospital and medical facilities and all citizens are to leave starting tomorrow at 3:00 p.m. He added that the Governor has ordered all coastal schools and county offices closed and that Town Hall would be closed through the end of the week and all public meetings scheduled for those days are cancelled. He encouraged Council to evacuate as requested and to inform the office of their destination. He encouraged all citizens to make plans to evacuate and put safety first.

8) Reports from Members of Council

a. General Reports from Council

Mr. McCann moved that for the October 18 Town Council meeting the start time be changed from 3:00 p.m. to 4:00 p.m. to facilitate the travel of those Council members attending the Municipal Association conference in Columbia, South Carolina. Mr. Lennox seconded. The motion was approved by a vote of 6-0.

Mr. McCann requested that the developers of Bay Point Island as well as Town staff make a presentation on the status of the annexation request. Mr. Harkins agreed that it would be an agenda item for the December 6 regular Town Council meeting and added that if any citizens have questions regarding the issue to please submit them. Mr. Riley clarified this would be an item under the Town Manager's report.

Mr. McCann asked that an agenda item be added to the October 18 Town Council meeting regarding rearranging and retiming of the Town Council meetings. He suggested that the Executive Session meeting take place at 4:00 p.m. and be limited to one hour to 5:00 p.m. and that the general Council meeting start at 5:00 p.m. and go to 8:00 p.m. where no new business will be conducted after 8:00 p.m., very similar to the County Council.

Mr. McCann moved that Council have a discussion and consider the restructuring of the Council meetings. Mr. Lennox seconded. Mr. Grant noted the need to consider the structure and timing regarding students and residents attending the meeting to accept awards. The motion was approved by a vote of 6-0.

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

No report.

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

Mrs. Likins reported the Venue Committee has selected a consultant and Council will consider the recommendation later in the meeting. She announced that the Venue Committee will meet on October 21 at 9:00 a.m. and the Community Services Committee met earlier in the week to review all applications for Student Government Day and there will be 43 participants between the middle school and the high school.

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

Mr. Lennox announced the Committee will hold a special meeting later in the month where David Burley, Principal and Heather Branagan, an RMD specialist will discuss the upcoming vision project with the Steering Committee and the Public Planning Committee.

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

Mr. Ames reported the Committee met on September 26 and heard an interesting proposal from the Leadership Hilton Head class for a kayak ramp at the Rowing and Sailing Center at Squire Pope Community Park. He added that no action was taken and it was recommended to the presenters to seek advice of Town staff and work through many of the legal issues and then come back to the Town. He added the Committee approved the staff recommendation to relocate the beach dumpsters currently on the Boneyard Tract to a piece of Town property next to Espy Lumber and it would be coming forward to Council.

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

No report.

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

Mr. McCann announced the Committee will hold a special meeting on Monday, October 10 at 10:30 a.m. at the Arts Center of Coastal Carolina for the purposes of education and information regarding the lighting system.

Mr. McCann requested the October 18 meeting time be changed to begin at 1:00 p.m. due to the change in the start time for the Council meeting that day. Council concurred.

9) Unfinished Business

a. Second Reading of Proposed Ordinance 2016-21

Second Reading of Proposed Ordinance 2016-21 of the Town of Hilton Head, South Carolina, authorizing the execution of a deed and related documents for the conveyance of property to the University of South Carolina Board Of Trustees on behalf of the University of South Carolina Beaufort, in accordance with that certain Memorandum of Understanding dated March 10, 2015, pursuant to the authority of S.C. Code Ann. § 5-7-40 (Supp. 2011), and § 2-7-20, *Code of the Town of Hilton Head Island, South Carolina*, (1983); and providing for severability and an effective date.

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

b. Second Reading of Proposed Ordinance 2016-26

Second Reading of Proposed Ordinance 2016-26 of the Town Council for the Town of Hilton Head Island, South Carolina, authorizing the sale of real property owned by the Town of Hilton Head Island, South Carolina, to HHI Partners, LLC, in exchange for land to be conveyed to the Town of Hilton Head Island, South Carolina and owned by HHI partners, LLC, pursuant to the authority of S.C. Code Ann. § 5-7-40 (Supp. 2011), and § 2-7-20, *Code of the Town of Hilton Head Island, South Carolina*, (1983); and providing for severability and an effective date.

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

c. Second Reading of Proposed Ordinance 2016- 27

Second Reading of Proposed Ordinance 2016-27 to amend the budget for the Town of Hilton Head Island, South Carolina, for the fiscal year ending June 30, 2016; to provide for the expenditures of certain funds; to allocate the sources of revenue for the said funds; and providing for severability and an effective date.

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

d. Second Reading of Proposed Ordinance 2016- 28

Second Reading of Proposed Ordinance 2016-28 to amend the budget for the Town of Hilton Head Island, South Carolina, for the Fiscal Year ending June 30, 2017; to provide for the budgeted appropriations of prior year encumbrances and for the expenditures of certain funds; to allocate the sources of revenue for the said funds; and providing for severability and an effective date.

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

e. Second Reading of Proposed Ordinance 2016-29

Second Reading of Proposed Ordinance 2016-29 to amend the budget for the Town of Hilton Head Island, South Carolina, for the Fiscal Year ending June 30, 2017; to provide for the budgeted appropriations of prior year budget roll-forwards and the expenditures of certain funds; to allocate the sources of revenue for the said funds; and providing for severability and an effective date.

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

f. Second Reading of Proposed Ordinance 2016-30

Second Reading of Proposed Ordinance 2016-30 to amend the budget for the Town of Hilton Head Island, South Carolina, for the fiscal year ending June 30, 2017; to provide for the expenditures of certain funds; to allocate the sources of revenue for the said funds; and providing for severability and an effective date.

Mrs. Likins moved to approve. Mr. McCann seconded. Mr. Grant requested specifics regarding public communication in terms of what is being spent for Arts, Culture and Vision. Mr. Riley stated he would get the information and provide it to Council. Mr. Alan Perry, President of Island Recreation Association thanked Council for their support and stated the Board is available to help further recreation tomorrow and many years to come and work with all parties involved to make sure they do provide recreation on Hilton Head Island. The motion was approved by a vote of 6-0.

10) New Business

a. First Reading of Proposed Ordinance 2016-31

First Reading of Proposed Ordinance 2016-31 to amend Chapter 3 (Municipal Council) of Title 2 (General Government And Administration) of the Municipal Code Of The Town of Hilton Head Island, South Carolina by amending Section 2-3-60, Compensation and Expenses; and provide for severability and an effective date.

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

b. Consideration of a Recommendation – Venue Consultant

Consideration of a Recommendation from the Community Services Committee that Town Council authorize the Town Manager to enter into contract negotiations with Webb Management Services to fulfill phase one: needs assessment outlined in the consultant's proposed work plan with a budget not to exceed \$75,000.

Mrs. Likins moved to approve. Mr. McCann seconded. Mary Amonitti asked for clarification on the proposed building of a Venue if the referendum fails. Mr. Harkins stated the Venue Committee is exploring the future of arts in the community. As far as any tangible output in terms of facilities and such, that is unknown. He added that the referendum is not being viewed as the sole source for the viability of anything in the future but it would have an impact. Mary Amonitti asked if the Mitchelville Preservation Project is part of the plan and Mrs. Likins confirmed it is. The motion was approved by a vote of 6-0.

11) Appearance by Citizens

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

Mr. Tai Scott addressed Council regarding Native Islander issues.

12) Executive Session

Mr. Riley stated he needed an Executive Session for land acquisition matters, specifically, discussion of negotiations incident to the proposed sale, lease or purchase of property related to parcels in the Wild Horse Road area; and contractual matters, discussion of the Town Attorney's FY16 performance evaluation.

Mr. Grant moved to add contractual matters related to the proposed agreement with the Arts Center of Coastal Carolina to financially assist with the replacement of the main stage lighting system.

At 4:40 p.m. Mrs. Likins moved to go into Executive Session based on the reasons outlined by the Town Manager and the additional issue brought forward by Mr. Grant. Mr. McCann seconded. The motion was unanimously approved by a vote of 6-0.

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

At 5:16 p.m. Mayor Pro Tem Harkins reconvened the regular meeting stating there was one business item to address as a result of Executive Session.

Mr. McCann moved to extend the Town Attorney's contract for two years with the understanding that after the two year period of time the contract be put out for RFP or RFQ. Mrs. Likins seconded. The motion was approved by a vote of 6-0.

14) Adjournment

Mayor Pro Tem Harkins adjourned the meeting at 5:18 p.m.

Vicki L. Pfannenschmidt
Executive Assistant/Town Clerk

Approved:

William D. Harkins, Mayor Pro Tem

THE TOWN OF HILTON HEAD ISLAND
REGULAR TOWN COUNCIL MEETING

Date: Tuesday, October 18, 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*; Ed Boring, *Deputy Fire Chief – Support Services*; Brian Hulbert, *Staff Attorney*; Susan Simmons, *Director of Finance*; John Troyer, *Deputy Director of Finance*; Tom Fultz, *Director of Administrative Services*; Shawn Colin, *Deputy Director of Community Development*; Tom Dunn, *Emergency Management Coordinator*; Alice Derian, *Contracts and Services Administrator*; Melissa Cope, *Systems Analyst*; Lynn Buchman, *Senior Administrative Assistant*

Present from Media: Teresa Moss, *Island Packet*; Steve King, *WJCL-TV*; 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) Proclamations and Commendations

a. End Childhood Hunger Week

Judy Aronson and Joe Kerr, Chairman of The Hunger Coalition of the Lowcountry were present to accept the proclamation.

b. Honored Islanders Awards

- (1) Ezra Callahan
- (2) Mike Overton

Mayor Bennett made remarks concerning each of the Honored Islanders and their contributions to Hilton Head Island and the surrounding communities. All recipients were present to accept their awards.

6) Approval of Minutes - none

7) Report of the Town Manager

a. 2017 Gullah Celebration Feature Image Unveiling – Courtney Young

Ms. Young explained the 2017 Gullah Celebration marks 21 years and unveiled the feature picture and introduced the artist, Sonja Griffin Evans. Ms. Evans said the name of the piece is *Gullah Dream Weaver*, and explained the inspiration and meaning that contributed to the production of the art.

b. Hurricane Matthew Update

Tom Dunn, Emergency Management Coordinator, presented an overview of the plan and actions leading up to and after the hurricane. Mr. Riley stated that a rain gauge on the Island recorded almost 18.3 inches of rain in a 24 hour period noting that is beyond a 1000 year storm event and the system is designed for a 25 year storm event. He said the Town is now in a recovery mode and it could go on for months. He introduced the Recovery Manager, Charles Cousins and asked him to speak.

Mr. Cousins explained that the first thing the team started doing was damage assessment with approximately 19,688 structures on the Island that need inspected. To date, the teams have inspected 5,300 and will continue until all are done. He explained the process and noted they also completed aerials of the Island which will assist in the expedition of building permits for repairs. Mr. Cousins introduced Scott Liggett to discuss the debris management portion of the recovery effort.

Mr. Liggett explained that five task forces returned to the Island on Saturday and were each accompanied with a push crew to escort them to points certain that they were trying to reclaim for access and operation. The number of crews were doubled on Sunday and they continued with the work primarily on public owned rights-of-way within the Town. He said they added ten additional crews on Monday in anticipation of citizens returning on Tuesday. He said they then worked to lay out, establish and permit the debris management locations that had been pre-identified and then began to remove the debris on public owned rights-of-way on Thursday. He added that three citizen drop-off centers were established and are open from 7:00 a.m. – 7:00 p.m. daily. He updated Council on the beach status and stated they hope to replace the sand along with an update on Town properties and parks and the status of such.

Mr. Cousins asked Mr. Dunn to explain the process they are using to assist residents in need. Mr. Dunn explained the options are to call 211 for the United Way and they are coordinating with multiple organizations to get people to the right resources. He said the County is working to set up a location for disaster recovery assistance either through FEMA or a non-profit group. Mr. Riley added that the Community Foundation of the Lowcountry is available to assist and also take donations to help with the assistance.

Mr. Cousins updated Council on the issues with Business Licenses and Building Permits noting they want to be sensitive to the needs of the local businesses and citizens. He explained hours have been extended to 7:30 a.m. – 7:00 p.m. Mr. Cousins said Faidra Smith, Public Information Officer and Rene Phillips, Website Administrator have been working diligently to get all the information out to the public.

Mr. Riley added that staff has done amazing work and the contract help has been outstanding. He said the cooperation with the County, utilities and non-profit community has been outstanding stating this has truly been a team and community effort. Mr. Riley explained that on Sunday, Mr. Dunn and he hosted the Director of the National Hurricane Center here on the Island. The Director was looking at assessing impacts of the storm and how that matched with their models with the idea of trying to make their models better. The Director has been around the world to hurricane and cyclone sites and he expressed his admiration and surprise at just how far this community has come in such a short period of time. Mr. Riley stated everyone should be proud of what has been accomplished to date.

Mr. McCann noted this has been something the staff has been working on for years and years before this catastrophe hit and everything paid off and the staff and Mr. Riley deserve a great deal of credit.

Mr. Ames expressed his appreciation for the collaboration between Mr. Riley and the Mayor and the communication that was being fed to the world through social media.

c. Town Manager's Items of Interest

Mr. Riley stated the Concours d'Elegance will be held on November 5 and 6 on the Island and it is an amazing statement of what this community can accomplish.

8) Reports from Members of Council

a. General Reports from Council

Mr. McCann proposed a new format for Town Council meetings with holding Executive Sessions from 4:00 p.m. – 5:00 p.m. and the general meeting at 5:00 p.m. and to last no longer than 8:00 p.m. and to have consent agendas for multiple items. He said he would like the Town Manager to review the possibilities and bring it back to Council for discussion at the next meeting. Mr. Harkins and Mr. Grant concurred. After discussion Mr. Riley said he would work on it and if he needs additional time to prepare items for discussion he will ask for it.

Mr. McCann asked that Council postpone or put on hold the Visioning Process, the Venue, the Beaufort County Sheriff's Audit and other similar initiatives until after January 1. He stated all efforts should be aimed towards recovery. Mayor Bennett asked Mr. Riley for his input. Mr. Riley explained he's not ready to sign any contracts or take on any added initiatives and the existing ones will have to be reviewed. He explained he has finance examining projected costs related to recovery and reminded Council even when FEMA does come through that it is done through reimbursement so funds will have to be available and dispersed throughout the process. Mr. Harkins stated every non-essential effort should be shut down and they should focus on recovery and emphasized his agreement with Mr. McCann's proposal. Mayor Bennett said Mr. Harkins comments were duly noted.

Mr. Harkins stated he traveled the Island with Senator Scott on Tuesday and the Senator stated the Town could be assured of the full delegation support moving forward.

Mr. Grant thanked staff for providing effective communication throughout Hurricane Matthew. He asked that the cemeteries be inspected and see if there is any way the Town can assist with the debris and trees. He added that some residents have approached him regarding assistance to get debris to the public drop off points. Mr. Grant also requested to be updated regarding visits from various elected officials and what they are doing to assist.

Mr. Lennox remarked that the cooperation between the Town, CSA and Sea Pines was remarkable. He complimented Mr. Martin, his staff and crews for the work done in Sea Pines to date.

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

No report.

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

No report.

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

Mr. Lennox said that until there is a more detailed evaluation of the storm recovery's demand on Town staff and resources, they are delaying bringing in the vision consultants and the November 3 meeting has been cancelled.

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

Mr. McCann stated the Committee met at the Arts Center of Coastal Carolina earlier in the day to discuss the lighting system request from the Arts Center with the consultant. The meeting was designed to be informative rather than decision making. He said the Committee will meet on Tuesday, October 25 at 3:00 p.m. at which time the consultant will be available by phone for any questions the Committee may have and to give members of the public an opportunity for input.

9) Unfinished Business

a. Second Reading of Proposed Ordinance 2016-31

Second Reading of Proposed Ordinance 2016-31 to amend Chapter 3 (Municipal Council) of Title 2 (General Government And Administration) of the Municipal Code Of The Town of Hilton Head Island, South Carolina by amending Section 2-3-60, Compensation and Expenses; and provide for severability and an effective date.

Mr. Harkins moved to approve. Mr. McCann seconded. Mr. Ames voiced concern that given the fact that there are residents who lost their homes or are unable to live in their home at this time, and given the fact that there have been tremendous expenses and costs from the hurricane, he would like to postpone the item in recognition and consideration of their suffering. Mary Amonitti stated with the expenses coming forward and the increased number of committees that the item be discussed further and not be moved forward at this time. Mr. Ames moved to amend the motion to postpone the item for one month. Mrs. Likins seconded. Mr. Riley explained that if this item is voted on before the upcoming election it will take effect with the swearing in of the Council in December but if it is voted on after the election it will take effect the following election which is two years from now. Mr. Ames changed his motion to postpone the item for two weeks. Mrs. Likins, as the seconder, agreed to the change. The amended motion was approved by a vote of 6-1. (Mr. McCann was opposed.)

10) New Business

None.

11) Appearance by Citizens

Mr. Joe Bradley addressed Council regarding Hurricane Matthew.

Mr. Peter Ovens addressed Council regarding the harvesting of the downed trees.

12) Executive Session

At 5:04 p.m. Mr. Harkins moved to go into Executive Session to discuss the current status of the Town Manager's contract. Mr. McCann seconded. The motion was approved by a vote of 7-0.

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

Mayor Bennett called the meeting back to order at 5:54 p.m. and stated no action was taken during Executive Session.

14) Adjournment

Mayor Bennett adjourned the meeting at 5:55 p.m.

Vicki L. Pfannenschmidt
Executive Assistant/Town Clerk

Approved:

David Bennett, Mayor



ITEMS OF INTEREST

NOVEMBER 1, 2016

Town News

Noteworthy Events

Some of the upcoming meetings at Town Hall:

- Planning Commission – November 2, 2016, 9:00 a.m.
- Venue Committee – November 2, 2016, 4:00 p.m.
- Accommodations Tax Advisory Committee – November 3, 2016, 9:00 a.m.
- Public Planning Committee – November 3, 2016, 3:00 p.m.
- Public Safety Committee – November 7, 2016, 10:00 a.m.
- Design Review Board – November 8, 2016, 1:15 p.m.
- Parks and Recreation Commission – November 10, 2016, 3:30 p.m.
- Town Administrative Offices Closed in Observance of Veterans Day – November 11, 2016
- Community Services Committee – November 14, 2016 – 9:00 a.m.
- Intergovernmental Relations Committee – November 14, 2016, 10:00 a.m.
- Finance and Administrative Committee – November 15, 2016 – 2:00 p.m.
- Town Council – November 15, 2016 – 4:00 p.m.

(Additional meetings may be scheduled and all meetings are subject to change and/or cancellation. Please visit the Town of Hilton Head Island website at www.hiltonheadislandsc.gov for Committee meeting dates and agendas.

2016 Hilton Head Island Events

November 5, 2016	A Walk for Recovery	Coligny Beach
November 5 & 6, 2016 9:00 a.m. – 4:00 p.m.	Hilton Head Island Motoring Festival & Concours d'Elegance	Port Royal Golf Club
November 11, 2016 10:00 a.m.	Veterans Day Ceremony 2016	Shelter Cove Veterans Memorial Park
November 11, 2016 4:00 p.m. – 8:00 p.m. November 12 & 13, 2016 11:00 a.m. – 5:00 p.m.	Hilton Head Island Oyster Festival Island Recreation Association	Shelter Cove Community Park
November 12, 2016 8:00 a.m. – 11:00 a.m.	Hilton Head Island Bridge Run	Cross Island Parkway/Bristol Sports Arena

MEMORANDUM

TO: Town Council

FROM: Stephen G. Riley, ICMA-CM, Town Manager

RE: Second Reading of Proposed Ordinance Number 2016-31 / Compensation and expenses

DATE: November 1, 2016

CC: Gregory D. DeLoach, Esq., Assistant Town Manager
Brian Hulbert, Esq., Staff Attorney

No changes were made to Proposed Ordinance Number 2016- 31, amending Section 2-3-60 (Compensation and expenses) of the Municipal Code to increase the number of meetings up to 150 per year that council may receive an attendance fee for, other than regularly scheduled town council meetings, and other council related business meetings.

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND

ORDINANCE NO. 2016-

PROPOSED ORDINANCE NO. 2016-31

AN ORDINANCE TO AMEND CHAPTER 3 (MUNICIPAL COUNCIL) OF TITLE 2 (GENERAL GOVERNMENT AND ADMINISTRATION) OF THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA BY AMENDING SECTION 2-3-60, COMPENSATION AND EXPENSES; AND PROVIDE FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Town Council of the Town of Hilton Head Island, South Carolina previously adopted Chapter 3 of Title 2 of the Municipal Code of the Town of Hilton Head Island, South Carolina and any subsequent amendments; and

WHEREAS, Town Council recognizes that the number of public meetings and functions they have been required to attend in recent years has increased significantly; and

WHEREAS, Town Council desires to ensure that the members of Council are adequately compensated for their attendance of public meetings and public functions; and

WHEREAS, Town Council desires to provide fair compensation to encourage citizens of the Town to run for office and to serve as members of Town Council.

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA; AND IT IS HEREBY ORDERED ORDAINED BY AND UNDER THE AUTHORITY OF THE SAID TOWN COUNCIL, AS FOLLOWS:

NOTE: **Underlined and bold-face typed** portions indicate additions to the Municipal Code. ~~Stricken~~ portions indicate deletions to the Municipal Code.

Section 1. Amendment.

That Title 2 (GENERAL GOVERNMENT AND ADMINISTRATION), Chapter 3 (MUNICIPAL COUNCIL) is hereby amended as follows:

Section 2-3-60. Compensation and expenses.

(a) The mayor and council members shall receive salaries as determined by the council; provided, no increase in such salaries shall become effective until the commencement date of the terms of two (2) or more members of council elected at the next general election following the adoption of the ordinance setting the salaries, at which time it will become effective for all members of council whether or not they were elected in such election.

(b) The salary to be received by the mayor shall be twenty five thousand dollars (\$25,000.00) per year and by the mayor pro tem and by each council member shall be

twelve thousand eight hundred dollars (\$12,800) per year. These salaries shall be paid in monthly installments in arrears to each appropriate individual during his or her service to the town.

(c) In addition to the base annual pay received for service on council, members and the mayor may be paid an attendance fee of fifty dollars (\$50.00) per meeting for their attendance at any council committee meeting (except regularly scheduled town council meetings) and other council-related business meetings; mileage reimbursement shall be paid for all meetings except those held on Hilton Head Island.

(d) Maximum amount of payment. Payment for the council attendance fee shall be allowed up to the maximum amount authorized per fiscal year, as follows:

(1) Council members. Payment of base annual pay plus attendance fee shall not exceed ~~seventeen thousand eight hundred dollars (\$17,800.00)~~ **twenty thousand three hundred dollars (\$20,300.00)** per fiscal year;

(2) Mayor. Payment of base annual pay plus attendance fee shall not exceed ~~thirty-one thousand two hundred fifty dollars (\$31,250.00)~~ **thirty-two thousand five hundred dollars (\$32,500.00)** per fiscal year.

(3) Mayor Pro Tem. Payment of base annual pay plus attendance fee shall not exceed ~~nineteen thousand fifty dollars (\$19,050.00)~~ **twenty thousand three hundred dollars (\$20,300.00)** per fiscal year.

(e) Other meetings. The council attendance fee shall be paid for the following types of meetings:

- (1) A specially called meeting of the town council;
- (2) A specially called work session of the town council; and
- (3) Any other business at which the council member (at the discretion of the mayor or town council) is in attendance in their official capacity as a member of council, e.g., an official meeting with another governmental entity, a meeting with a town public body, a meeting of a town council subcommittee, town task force, or standing committee.

(f) Duplicate payments shall not be permitted. If a member accepts payment from another body for attendance, then that member shall not be entitled to compensation from the town.

(g) Method of payment. Payment of the attendance fee shall be made within ten (10) working days from submission.

(h) Required documentation. An affidavit of attendance form must be completed and signed by the council member, and submitted to the finance department by the last day of each month in order for payment of the attendance fee to be made. The affidavit provides for

the recording of the date, time spent, location and the purpose of the meeting.

(i) Expenses. Members may also be reimbursed for actual expenses incurred in the conduct of their official duties.

Section 2 **Severability.** If any section, phrase, sentence or portion of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. **Effective Date.** This Ordinance shall be effective upon the commencement date of the terms of two (2) or more members of council elected at the next general election following the adoption of the ordinance by the Town Council of the Town of Hilton Head Island, South Carolina.

**PASSED, APPROVED, AND ADOPTED BY THE TOWN COUNCIL OF THE
TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA ON THIS _____ DAY OF
_____, 2016.**

David Bennett, Mayor

ATTEST:

By: _____
Victoria L. Pfannenschmidt, Town Clerk

First Reading: _____

Second Reading: _____

APPROVED AS TO FORM:

Gregory M. Alford, Town Attorney

Introduced by Council Member: _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA TO URGE THE PRESIDENT OF THE UNITED STATES TO MOVE FORWARD WITH THE DESIGNATION OF A NEW UNIT OF THE NATIONAL PARK SERVICE IN BEAUFORT COUNTY TO REMEMBER RECONSTRUCTION.

WHEREAS, it is essential that the United States confront all of America's past, particularly the parts about which we know very little; and

WHEREAS, our country learns and grows when we harness our collective power to better understand the past; and

WHEREAS, the United States has struggled for a century and a half to remember what happened in the wake of Slavery's abolition; and

WHEREAS, in Beaufort County all aspects of Reconstruction's story -- educational and political opportunities, transitions in the economy, and new religious and social institutions -- are well represented in numerous historic buildings and sites; and

WHEREAS, Beaufort was the home of Robert Smalls, a former slave who became a champion of free public education and was elected to serve in the U.S. House of Representatives; and

WHEREAS, Hilton Head is the home of Mitchelville, the first self-governed town of former enslaved people in the United States, where the "Dawn of Freedom" occurred. Even prior to the Emancipation Proclamation, contraband carpenters, blacksmiths, clerks and cooks and their families -- American families who had been enslaved for generations -- experienced freedom here for the first time.

WHEREAS, these industrious new citizens of Mitchelville built homes and churches on neatly arranged streets, elected their own officials, developed laws, and built an economy. They established a compulsory education law for children between the ages of six and fifteen -- most likely the first such law anywhere in the South.

WHEREAS, the reports of Mitchelville's success were so glowing that the famous Underground Railroad freedom fighter, Harriet Tubman, was sent to Hilton Head to see this bustling town, so she could share the story of Mitchelville's self-governed success with future freedmen towns.

WHEREAS, the National Park Service has over thirty sites that focus on the Civil War and not one single park or monument dedicated to remembering the Reconstruction Era; and

WHEREAS, a special study commissioned by the National Park Service has recently concluded that Beaufort County, South Carolina is the most appropriate place in the country for telling the story of Reconstruction;

NOW, THEREFORE BE IT, AND IT HEREBY IS RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, TO URGE THE PRESIDENT OF THE UNITED STATES TO MOVE FORWARD WITH THE DESIGNATION OF A NEW UNIT OF THE NATIONAL PARK SERVICE IN BEAUFORT COUNTY TO REMEMBER RECONSTRUCTION.

MOVED, APPROVED, AND ADOPTED ON THIS 1st DAY OF NOVEMBER, 2016.

David Bennett, Mayor

ATTEST:

Victoria L. Pfannenschmidt, Town Clerk

APPROVED AS TO FORM:

Gregory M. Alford, Town Attorney

Introduced by Council Member: _____



MEMORANDUM

TO: Town Council
FROM: Tom Lennox, Council Member
VIA: Stephen G. Riley, ICMA-CM, Town Manager
Susan M. Simmons, CPA, Director of Finance
DATE: September 23, 2016
RE: **Recommendation for Consideration of Town Funding to Arts Center of Coastal Carolina for Stage Lighting System**

Recommendation: Consideration of approval of Town funding to assist the Arts Center of Coastal Carolina (ACCC) with the replacement of the Main Theater 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.

Summary: Mr. Lennox made the motion above at the September 20, 2016 Council meeting to place a new item of business on the Council agenda for the October 4, 2016 regular meeting. (*The motion carried 5-2.*)

With the approved 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.

Staff Considerations and Recommendations if Motion is Approved

Funding options considered

- **Hospitality Tax (HTAX) Fund:** The Town Manager **recommends** that if Council approves funding not to exceed \$525,000 that the source be from **the HTAX fund redirecting a portion of the \$1 million held for the Flyover Beautification project.**
- **General Fund Prior Year Funds:** Ample funds exist in this funding source for this request if so directed by Council *while still maintaining an Operating Reserve in excess of 30%.*
- **State Accommodations Fund (ATAX):** This request would qualify for State ATAX funding; however, the ACCC recently stated that it would not accept funding from this source at the detriment of other arts and cultural organizations on the Island.
- **Sale of Land Fund:** This funding source may be a viable option, especially if deemed a *down payment on the ACCC land and buildings.* This fund exists to capture revenues from sales of land, with or without structures, that had not been acquired from a source requiring replenishment; the fund is used to buy other lands/structures. Presently, this fund includes the proceeds from Pineland Station which Council approved donating to the Hilton Head

Island Economic Development Corporation (EDC) for an Economic Incentive Fund; the proceeds were returned to the Sale of Land Fund when the EDC dissolved.

Draft or Outline of Documents necessary to act on the matter if approved

- Staff believes this recommendation if approved will subsequently require a memorandum of agreement between the Town and ACCC and a budget amendment.
- Staff will promptly prepare and the Town Manager or his designee will execute such an agreement if directed by Council at the October 4, 2016 meeting.
- The Council recommendation will temporarily authorize the budget to be approved; Council will formally adopt the amendment when staff prepare the next budget ordinance.

Background:

Over the last several years, the Town received multiple proposals and requests from the Arts Center of Coastal Carolina (ACCC) for funding which range from various facility repairs to the Town acquiring the entire facility. The Town has funded some facility repairs. The Town delayed action on recent requests for acquiring the entire ACCC facility pending a complete study of the Island's arts and cultural needs. Currently, the Town has an active committee for studying arts venue(s). The ACCC as well as some community and Council members believe the stage lighting system could fail and jeopardize the ability of the ACCC to continue its existence; these proponents urge the Council to act immediately prior to the completion of the venue(s) study.

To determine the criticality of the stage lighting system as well as the condition of all facility components, the ACCC and Town have conducted multiple assessment studies which included short and long term repair and renovation recommendations as well as valuing the assets, accumulated depreciation, and amounts of deferred maintenance.

MEMORANDUM

TO: Town Council

FROM: Stephen G. Riley, Town Manager

DATE: October 25, 2016

RE: Possible Changes to the Council Agenda Format and Meeting Times

Recommendation

Consider a change in the starting time for regular meetings from 4:00 pm to 5:00 pm

Consider using the time between 4:00 pm to 5:00 pm for Executive Session or, if no executive session is required, workshop discussions on specific topics

Do not consider use of a consent agenda at this time.

Discussion

Change in meeting starting time

Pros

- Later starting time may allow more citizens to attend.
- If we change the start time to 5:00, than required public hearings should be posted for 5:00 pm as well and handled at the start of the meeting.

Cons

- Will result in more overtime for staff required to attend; but not a significant number
- Will interfere with the broadcasting of Council meetings. Currently both the Town and the Beaufort County School District conduct their meetings on the First and Third Tuesdays. The County Channel typically broadcasts our meetings live from 4:00 pm until 6:00 pm; at which time they switch to a live broadcast of School Board meetings. The full Town Council meeting is taped and replayed later as well as being available on the County and Town websites.

Scheduling Executive Sessions or Workshops between 4:00 pm until 5:00 pm

Pros

- Having a specific deadline for completion may allow for more focused discussion.
- The public does not have to wait through an executive session to learn results
- If the one hour is not sufficient, additional time for executive session can be reserved towards the end of the agenda.

Cons

- A one-hour period may not provide enough time, on occasion
- At other times, less time will be required and there will be a lull waiting for 5 pm to arrive

Consent Agenda

Discussion

Consent agendas are useful when there are small mundane items that do not generate much discussion or controversy. Often times local governments use this mechanism when they have relatively small contracts that require Council approval. There are a number of cases where approval authority for the Manager or Administrator has been set by ordinance in the procurement codes at a low dollar threshold – and has not been reviewed and adjusted for years or even decades. Rather than invest more faith in staff by adjusting these thresholds; the Council employs a consent agenda to process them. Council has granted us sufficient latitude to handle small purchases. Thus there are few items on our agendas that lend themselves to a consent agenda concept.