

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

**Date:** Tuesday, May 3, 2011

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

**Present from Town Council:** Drew A. Laughlin, *Mayor*; Ken Heitzke, *Mayor Pro-Tem*; George Williams, Bill Harkins, Kim Likins, Lee Edwards, *Council Members*.

**Absent from Town Council:** Bill Ferguson, *Council Member*

**Present from Town Staff:** Stephen G. Riley, *Town Manager*; Greg DeLoach, *Assistant Town Manager*; Charles Cousins, *Director of Community Development*; Scott Liggett, *Director of Public Projects and Facilities*; Lavarn Lucas, *Fire Chief*; Nancy Gasen, *Director of Human Resources*; Tom Fultz, *Director of Administrative Services*; Susan Simmons, *Director of Finance*; Steven Markiw, *Deputy Director of Finance*; Jill Foster, *Deputy Director of Community Development*; Brian Hulbert, *Staff Attorney*; Brad Tadlock, *Deputy Fire Chief – Operations*; Ed Boring, *Deputy Fire Chief – Support Services*; David Cooler, *Administrative Battalion Chief*; Benton Waller, *Battalion Chief – Training*; Joheida Fister, *Fire Marshall*; Bruce Schultz, *Fire Lieutenant*; Bonnie Evans, *Senior Human Resources Administrator*; Jennifer Lyle, *Assistant Town Engineer*; Julian Walls, *Facilities Manager*; Teri Lewis, *LMO Official*; Shawn Colin, *Comprehensive Planning Manager*; Heather Colin, *Development Review Administrator*; Nicole Dixon, *Senior Planner*; Anne Cyran, *Senior Planner*; Sally Krebs, *Natural Resources Administrator*; Paul Rasch, *Emergency Management Coordinator*; Rene Phillips, *Website/Court Systems Administrator*; Numerous Members of Fire and Rescue; Vicki Pfannenschmidt, *Executive Assistant*

**Present from Media:** Tom Barton, *Island Packet*

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**1) CALL TO ORDER**

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

**2) PLEDGE TO THE FLAG**

**3) INVOCATION**

**4) FOIA COMPLIANCE** – Public notification of this meeting has been published, posted and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

**5) Proclamations and Commendations**

a. Emergency Medical Services Week

Several members of Fire and Rescue were on hand to accept the proclamation.

b. Bike Month

Marcy Benson, Senior Grants Administrator, David Zunker of the Chamber of Commerce and Frank Babel accepted the proclamation. Upon completion of the presentation of the proclamation, Mayor Laughlin gave the following statement:

“The Town of Hilton Head Island is thrilled to announce the League of American Bicyclists has recognized our island as a Bicycle Friendly Community. The rigorous application process was a true collaborative effort with community members, Town staff and the Chamber of Commerce. Being acknowledged as the first silver level South Carolina Bicycle Friendly Community is an honor and will encourage continued efforts to become more accommodating to bicyclists. Later this summer a special ceremony will be scheduled with representatives from the League of American Bicyclists to present this prestigious award and thank all those who have worked tirelessly to promote bicycling here on Hilton Head Island. “

c. Public Service Recognition Week

Accepting on behalf of volunteers were Mr. Jay Owen, an electrical engineer who has served on the Building Construction Board of Adjustments and Appeals for 17 years. He has the record for length of service in the same capacity and Mr. Willis (Bud) Shay, who is presently the Accommodations Tax Advisory Committee Chairperson. Mr. Shay is also past Chair of the Growth Management Task Force, Beach Renourishment Task Force and past member of the Planning Commission, Disaster Recovery Task Force and Mayor’s Task Force for the Future. He has a total of over 20 years of service as a volunteer for the Town of Hilton Head Island.

Representing and accepting on behalf of Town employees were Lieutenant Bruce Schultz, who has been a Hilton Head Island Fire and Rescue employee for over 27 years; and Sally Krebs, who serves as the Natural Resources Administrator for the Town of Hilton Head Island and has over 25 years of service.

**6) Approval of Minutes**

a. Regular Town Council Meeting – April 19, 2011

Mr. Heitzke moved to approve. Mr. Williams seconded. The minutes from the April 19, 2011 Town Council meeting were approved by a vote of 6-0.

**7) Report of the Town Manager**

a. Semi-Annual Report of the Disaster Recovery Commission, Ward Kirby, Chairman

Mr. Kirby provided Town Council with an update on the Disaster Recovery Commission activities for 2010.

b. Town Manager’s Items of Interest

Mr. Riley reported on some Items of Interest.

c. Financial Statements through March 31, 2011

Mr. Riley stated revenues have increased in some areas and stagnant in other areas but they remain within the projections. He said he would gladly answer any questions and reported Susan Simmons has returned to a half day status and Steven Markiw was on hand to answer questions. Mr. Williams asked questions concerning fund balances in the real estate transfer fees and real estate income noting the amounts were less than the payments due on bonds. Mr. Riley explained they would draw down on reserves as planned for the payments. He stated there would be some debt service for land acquisitions that will be rolling off next year and those funds will be needed to continue to pay the other debt service.

Mr. Harkins asked how the cost for the Accommodations Tax Recovery project related to the profits. Steven Markiw approached the dais and explained the costs incurred at this point are for postage. He stated they have combined the project with their normal audit cycle. He said they have not used much of the \$100,000 set aside for the project at this time and hope to utilize the existing resources and keep costs down.

**8) Reports from Members of Council**

a. General Reports from Council

Mr. Williams reported as the Town representative of the Low Country Council of Governments, he is also the Chairman of the Transportation Committee. He reported there was a Transportation Committee meeting to review projects in the four county area and Mr. Craig Forrest was present. They discussed the Windmill Harbor Intersection and Mr. Forrest stated that upon information he has received the citizens of Windmill Harbor are satisfied with the changes that had been completed. Mr. Williams stated there was discussion concerning the acceleration lane coming on to the Island and the Committee has requested that Beaufort County obtain an estimate on extending the lane. He explained if extending the lane was approved by the Committee, it would be paid for through Guide Share Funds through LCOG.

b. Report of the Intergovernmental Relations Committee – George Williams, Chairman

Mr. Williams stated the Committee would be meeting in two weeks. He said they will be reviewing House Bill 3918 which has to do with moving the South Carolina Aeronautics Board under the SCDOT and takes away all local zoning authority surrounding airports. He said staff is working on the review with the Town Attorney to see if it will affect the Town.

c. Report of the Personnel Committee – Lee Edwards, Chairman

Mr. Edwards reported the Committee would begin conducting interviews one week from today with subsequent interviews planned in the weeks to come.

d. Report of the Planning & Development Standards Committee –Ken Heitzke, Acting Chairman

Mr. Heitzke reported that the Committee met on Wednesday, April 27 and reviewed two items. He explained one item was a proposed ordinance to revise language and defined terms to be consistent with the National Flood Insurance Program regulations and the Committee recommended Town Council approve the change and the item would be coming to Town Council at a future date. Mr. Heitzke said they also reviewed a request to amend the Official Zoning Map by changing the zoning designation of two properties and staff recommended denying the request. He explained the Committee concurred with staff and it will be coming forward to Town Council in the near future.

e. Report of the Public Facilities Committee – Kim Likins, Chairman

Mrs. Likins said the Committee met this afternoon and there was a presentation by the Binyah Foundation on establishing a Marine Division within the Lowcountry Regional Transportation Authority (LRTA). She said the Committee feels the plan needs additional information regarding economic impact, as well as a more detailed cost benefit analysis regarding the business itself. She explained the Committee had no recommendation and did indicate they would like to continue to be part of the conversation as they move forward with discussions for this project.

f. Report of the Public Safety Committee – Bill Harkins, Chairman

Mr. Harkins reported the Committee met on Monday, May 2 and reviewed the 1<sup>st</sup> Quarter Crime Statistics. He said the Sheriff's Department indicated a correlation between low bail amounts being set and repeat crime activity. Mr. Harkins said the Committee requested the Sheriff Department prepare a report depicting the relationship between the two.

Mr. Harkins said the Committee has requested staff and the Sheriff's Department to give their opinion on the direction Beaufort County may take concerning a Towing ordinance.

**9) Appearance by Citizens**

Mr. Bob Richardson, of Palmetto Hall Plantation spoke concerning the Hilton Head Island Airport Master Plan.

**10) Unfinished Business**

**a. Second Reading of Proposed Ordinance 2011-05**

Second Reading of Proposed Ordinance 2011-05 to amend Title 16, "The Land Management Ordinance," of the Municipal Code of the Town Of Hilton Head Island, South Carolina, by amending Section 16-4-102, the Official Zoning Map with respect to those certain parcels identified as Parcel 11H And Parcel 217 on Beaufort County Tax Map 8 and Parcel 104, Parcel 106 and Parcel 108 on Beaufort County Tax Map 8A from OL (Office/Institutional Low Density) and IL (Light Industrial), to the CC (Commercial Center) Zoning District; and providing for severability and an effective date.

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

## 11) New Business

Mr. Heitzke moved to amend the agenda and address Item 11b at this time with 11a to follow. Mr. Williams seconded. The motion was approved by a vote of 6-0.

### b. Consideration of a Recommendation – Collaboration between the Town and USC-Beaufort

Consideration of a Recommendation that the Town Council of the Town of Hilton Head Island, South Carolina, enter into an agreement between the Town and USC-Beaufort to enhance hospitality and tourism training and special events management on the Island.

Mr. Heitzke moved to approve. Mr. Williams seconded. Mr. Williams said the Intergovernmental Committee reviewed the proposal in detail and enthusiastically recommended approval. Mrs. Likins stated she felt this was a huge win-win and remarked on what a tremendous asset it would be to utilize the resources of USC-Beaufort. Mayor Laughlin agreed and stated he hopes this is just the beginning and there will be additional collaboration agreements. The Mayor invited Charlie Calvert to speak. Dr. Calvert stated they at the University are very excited about the collaboration and look forward to reinstating a presence on Hilton Head Island. The motion was approved by a vote of 6-0.

### a. First Reading of Proposed Ordinance No. 2011-09

First Reading of Proposed Ordinance No. 2011-09 to raise revenue and adopt a budget for the Town of Hilton Head Island, South Carolina, for the fiscal year ending June 30, 2012; to establish a property tax levy; to establish funds; to establish a policy for acquisition of rights of way and easements; and providing for severability and an effective date.

Mr. Heitzke moved to approve. Mr. Williams seconded. Steve Riley gave a Power Point presentation reviewing the finances and possible options Town Council is going to have to consider while working through the FY2012 budget process. The motion was approved by a vote of 6-0.

## 12) Executive Session

Mr. Riley stated he needed an executive session for contractual matters pertaining to land acquisition; including a request to sell town-owned land; legal matters pertaining to Business License and Accommodations Tax enforcement; legal matters pertaining to proposed settlements of ongoing litigation; legal matters pertaining to proposed or threatened litigation; personnel matters pertaining to appointments to boards and commissions.

At 5:08 p.m., Mr. Heitzke moved to go into Executive Session for the reasons stated by the Town Manager. Mr. Williams seconded. The motion was approved by a vote of 6-0.

Mayor Laughlin called the meeting back to order at 6:07 p.m. and asked if there was any business to take up as a result of executive session.

Mr. Edwards moved that the Town Council for the Town of Hilton Head Island adopt a resolution authorizing the settlement in litigation with Rowe Highsmith, LLC (2010-CP-07-5447). George Williams seconded. The motion was approved by a vote of 6-0.

**13) Adjournment**

Mr. Heitzke moved to adjourn. Mr. Williams seconded. The meeting was adjourned at 6:08 p.m.

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Vicki Pfannenschmidt, Secretary

Approved: May 17, 2011

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Drew A. Laughlin, Mayor