

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

**Date:** Tuesday, February 7, 2012

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

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

**Present from Town Staff:** Steve Riley, *Town Manager*; Greg DeLoach, *Assistant Town Manager*; Charles Cousins, *Director of Community Development*; Teri Lewis, *LMO Official*; Nancy Gasen, *Director of Human Resources*; Susan Simmons, *Director of Finance*; Victoria Shanahan, *Accounting Manager*; Brian Hulbert, *Staff Attorney*; Jeff Buckalew, *Town Engineer*; 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.** Town Council Meeting – January 17, 2012

Mr. Heitzke moved to approve. Mr. Williams seconded. The minutes from the January 17, 2012 Town Council meeting were approved by a vote of 7-0.

**6) Report of the Town Manager**

**a.** Semi-Annual Report of the Parks and Recreation Commission – B. Marc Stuckart, Chairman

Chairman Stuckart presented an activity report for the final six months of 2011.

**b.** FY2011 CAFR and Audit Presentation – Tom McNeish, Shareholder, Elliott Davis, LLC

Mr. Riley invited Tom McNeish to approach the dais for review of the Comprehensive Annual Financial Report for the fiscal year ending June 30, 2010. Mr. McNeish reviewed the procedures and went over the favorable outcome of the audit which determined the financial statements are fairly presented materially, and within generally accepted accounting principles. He explained the required changes concerning fund balances. Mr. Riley invited Council members to contact him with any questions concerning the report and to let him know if they would like to meet with Susan Simmons or Mr. McNeish.

**c. FY2012 Financial Statements**

Susan Simmons explained the statements were through December, 2011. She added that revenues had not been received significantly through December but that a great deal of tax revenue and tourism driven revenues that are paid quarterly are received during the month of January. She reviewed various areas of the report noting she was available for any questions.

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

Mr. Riley reported on some items of interest.

**7) Reports from Members of Council**

**a. General Reports from Council**

None.

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

**i. Proposed Legislative Letters**

Mr. Williams referred to the letters included in the packet and moved that Town Council approve them for the Mayor's signature. Mr. Heitzke seconded. The motion was approved by a vote of 7-0.

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

Mr. Edwards stated the Committee had interviewed candidates for vacancies and would be discussing them with Council during Executive Session.

**d. Report of the Planning & Development Standards Committee –Bill Ferguson, Chairman**

No report.

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

Mrs. Likins said the Committee met earlier in the day to review proposed revisions to the Town's debris removal policy. She said they will continue the review in March.

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

Mr. Harkins stated the Committee met earlier in the week and he was pleased to report the Fourth Quarter Crime Stat Report compared to the same quarter last year had moved in a favorable direction in the areas of Crimes Against Property, Vehicle Collisions, and tickets. He said they also reviewed a draft of the potential towing ordinance asking staff to summarize and highlight the biggest concern the Committee has, which is making sure that members of the public are not charged exorbitant fees.

**g. Report of the LMO Rewrite Committee – Kim Likins, Ex-Officio Member**

Mrs. Likins informed Town Council that the Committee met the consultant that was hired to work on the LMO Rewrite project. She said they were impressed and pleased with the organization and look forward to working with them over the next couple months.

**8) Appearance by Citizens**

None.

**9) Unfinished Business**

None.

**10) New Business**

**a. Consideration of a Resolution authorizing Town of Hilton Head Island/Sea Pines Master Drainage Agreement**

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, authorizing the execution of that certain drainage agreement and access, drainage and maintenance easement with Community Services Associates, Inc. across property located in Sea Pines.

Mr. Heitzke moved to approve. Mr. Williams seconded. The motion was approved by a vote of 7-0.

**b. Consideration of a Resolution authorizing Town of Hilton Head Island/Wexford Master Drainage Agreement**

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, authorizing the execution of that certain drainage agreement and access, drainage and maintenance easement with Wexford Homeowners Association, Inc. across property located in Wexford.

Mr. Heitzke moved to approve. Mr. Williams seconded. The motion was approved by a vote of 7-0.

**c. Consideration of a Resolution supporting the MASC Legislative Agenda**

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, expressing its support for the Municipal Association of South Carolina's 2012 Legislative Agenda.

Mr. Heitzke moved to approve. Mr. Williams seconded. The motion was approved by a vote of 7-0.

**11) Executive Session**

Mr. Riley stated he needed an executive session for contractual matters pertaining to land acquisition, including requests for easements over Town owned land; requests for land swaps; and personnel matters pertaining to appointments to Boards and Commissions.

At 4:26 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 7-0.

Mayor Laughlin called the meeting back to order at 5:38 p.m. and asked if there was any business to take up as a result of executive session.

Mr. Ferguson moved that the Town Council for the Town of Hilton Head Island adopt an ordinance authorizing the execution of a Quit Claim Deed for the sale of 0.027 acres on Gum Tree Road to Sandra Simmons. Mr. Williams seconded. The motion was approved by a vote of 7-0.

Mr. Edwards moved that Alex Brown be appointed to the Planning Commission for the unexpired term of Charles Young. Mrs. Likins seconded.

**12) Adjournment**

Mr. Williams moved to adjourn. Mr. Heitzke seconded. The motion was approved by a vote of 7-0. The meeting was adjourned at 5:39 p.m.

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Vicki Pfannenschmidt  
Executive Assistant

Approved:

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Drew A. Laughlin, Mayor