

**THE TOWN OF HILTON HEAD ISLAND**

**TOWN COUNCIL SPECIAL MEETING/BUDGET WORKSHOP**

**Date:** Thursday, May 30, 2013

**Time:** 3:30 P.M.

**Present from Town Council:** Drew A. Laughlin, *Mayor*; Bill Harkins, *Mayor Pro Tem*; George Williams, Kim Likins, Lee Edwards, Marc Grant, John McCann, *Council Members*

**Present from Town Staff:** Steve Riley, *Town Manager*; Greg DeLoach, *Assistant Town Manager*, Scott Liggett, *Director of Public Projects and Facilities/Chief Engineer*; Charles Cousins, *Director of Community Development*; Lavarn Lucas, *Fire Chief*; Susan Simmons, *Director of Finance*; Bret Martin, *Deputy Director of Finance*; Erica Madhere, *Finance Assistant*; Jill Foster, *Deputy Director of Community Development*; Nancy Gasen, *Director of Human Resources*; Brian Hulbert, *Staff Attorney*; Vicki Pfannenschmidt, *Executive Assistant*

**Present from Media:** Brian Heffernan, *Island Packet*

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**1) CALL TO ORDER**

Mayor Laughlin called the meeting to order at 3:30 p.m.

**2) 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.

**3) Consideration of a Resolution - Adoption of Business License Hearing Procedures**

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, adopting rules of evidence and procedure for business license appeal hearings held before the Town Council of the Town of Hilton Head Island, South Carolina, pursuant to town municipal code section 10-1-10 *et seq.*

Mr. Williams moved to approve. Mr. Harkins seconded.

At 3:33 p.m. Mr. Edwards moved to go into executive session to consider legal matters pertaining to Business License Hearing procedures. Mr. McCann seconded. The motion was approved unanimously by a vote of 7-0.

Mayor Laughlin called the meeting back to order at 3:52 p.m. and stated there was no action to be taken as a result of Executive Session. Mr. Williams moved to amend the motion to add Item #4 under Section 4, Item B, stating the presiding officer may in his discretion grant additional time. He added that items following would have to be renumbered. Mrs. Likins seconded. Mr. Tom Taylor spoke in opposition of the amendment stating all time parameters should be deleted. The amended motion was approved by a vote of 7-0. After lengthy discussion, Mr. Harkins moved to amend the amended motion to delete the following:

- (i) Appellant shall be limited to 20 minutes to present its case
- (ii) Respondent shall be limited to 20 minutes to present its case
- (iii) Appellant shall be limited to 5 minutes to rebut the Respondent's case
- (iii) Presiding officer may in his discretion grant additional time

And replace it with:

- (i) Appellant shall present its case
- (ii) Respondent shall present its case
- (iii) Appellant shall be allowed to rebut the Respondent's case

Mr. Edwards seconded. The amendment to the amended motion was approved by a vote of 6-1. Mr. Williams was opposed. Mr. Tom Taylor spoke in opposition to the procedure. The twice amended motion was approved by a vote of 7-0.

#### 4) **Review of Budgets of Affiliated Agencies**

- a. **Island Recreation Association**  
Frank Soule, Executive Director conducted a presentation concerning his budget request. He reviewed the services, programs and events provided by the Association and explained how different areas are expanding and participation has increased. He explained the need for upgrades to the existing structure.
- b. **Coastal Discovery Museum**  
Michael Marks, President and CEO reviewed the specifics of his operating budget request along with the \$77,000 request for capital improvements.
- c. **Lowcountry Regional Transportation Authority (LRTA) aka Palmetto Breeze**  
Rochelle Ferguson, Executive Director thanked Council for the matching funds provided and reviewed expenditures and achievements in savings throughout the year.
- d. **Solicitor's Office – Drug Court and Career Criminal Program**  
Susan Simmons explained the Solicitor had a conflict in scheduling and could not make it to the meeting. His office previously provided a written report to Town Council and Ms. Simmons stated she would be happy to relay any questions to the Solicitor's office on Council's behalf.
- e. **Beaufort County Sheriff's Office (BCSO)**  
Sheriff Tanner distributed an amended budget request and introduced Suzanne Cook, Financial Officer. She said she was very pleased to submit a decreased budget for FY14. She stated the decrease was approximately \$13,000.
- f. **Shore Beach Services, Inc.**  
Ralph Wagner reviewed the specifics of the budget request.
- g. **Community Foundation of the Lowcountry Public Art Exhibition**  
Susan Simmons explained the \$37,500 was the second half of the original budget request of \$75,000 from FY13 which was allocated over a two year period. Council requested that it be conveyed to the Public Art Committee they would like an update on the status of the next exhibition.
- h. **USCB Event Management and Hospitality Training Program**  
Charles Calvert, USCB Department Head for Hotel, Restaurant and Tourism reviewed the program and budget request.

Mayor Laughlin thanked the agency representatives for their presentations.

**5) Appearance by Citizens**

Mr. Alan Perry, Island Recreation Association Board Member commended the staff of the Island Recreation Association for their continuous hard work in providing services and programs to the citizens and visitors of Hilton Head Island.

**6) Executive Session**

Mayor Laughlin noted that there was an executive session held in the beginning of the meeting concerning Business License Hearing Procedures and stated Council would defer the executive session item on Contractual Matters to another meeting.

**7) Adjournment**

Mr. Williams moved to adjourn. Mr. Harkins seconded. The special meeting/workshop was adjourned at 6:09 p.m. by a vote of 7-0.

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Vicki L. Pfannenschmidt  
Executive Assistant

Approved:

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Drew A. Laughlin, Mayor