

TOWN OF HILTON HEAD ISLAND
Venue Committee Special Meeting
June 22, 2017 – 9:00a.m.
Benjamin M. Racusin Council Chambers

Committee Members Present: Chairman Cindy Creamer, Vice Chairman Jane Joseph, Karen Attaway, Gil Campbell, Dan Castro, Juliann Foster, Rex Garniewicz, Florry Gibbes, Terry Herron, Bob Lee, Tim Ridge, Suzanne Thompson

Committee Members Absent: Charlie Clark, Lili Coleman, Gregg Russell

Town Council Present: Kim Likins, John McCann

Town Staff Present: Shawn Colin, Deputy Director of Community Development; Tom Fultz, Director of Administrative Services; Brian Hulbert, Staff Attorney; Jayme Lopko, Senior Planner; Jennifer Ray, Planning & Special Projects Manager; Emily Sparks, Project Lead; Teresa Haley, Senior Administrative Assistant

1. Call to Order

Chairman Creamer called the meeting to order at 9:00a.m.

2. Freedom of Information Act 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. Approval of Agenda

Chairman Creamer requested a motion to approve the agenda as submitted. Mr. Ridge moved to approve. Mr. Castro seconded. The motion passed with a vote of 12-0-0.

4. Approval of Minutes – April 20, 2017

Chairman Creamer requested a motion to approve the minutes of the April 20, 2017 meeting. Mr. Lee moved to approve. Mr. Ridge seconded. The motion passed with a vote of 12-0-0.

5. Unfinished Business

a) Project Status Update

Chairman Creamer stated that the purpose of today's meeting is to bring everyone up to date on the project since the Venue Committee's (VC) last meeting in April. Chairman Creamer summarized the recent meetings and timeline. At its April 20th meeting, the VC approved recommendations to forward to the Community Services Committee (CSC). Chairman Creamer presented the VC recommendations to CSC May 8th. No action was taken. CSC asked for additional information regarding the economic impact of changing the Arts Center of Coastal Carolina (ACCC) business model and certain financial data. CSC met and had a conference call with Duncan Webb of Webb Management Services on May 15th. Mr. Webb reviewed his proposal with CSC and explained the economic impact and financial data is work to be done in Phase 2. Regarding a hall on or off island, Mr. Webb stated he felt off island is a better decision, but not the only one. He said he would include an assessment of an on-island option in Phase 2, and the cost for this additional work is minimal. CSC agreed it was worth keeping this option on the table. The cost estimate of the Phase 2 work was \$109,000 for all five recommendations. CSC expressed

this scope of work did not include enough detail. On May 22, CSC reviewed Webb's additional Phase 2 cost estimate. Clarification was provided that the VC was not recommending a large hall, but a multi-purpose mid-size hall. CSC voted to move the VC recommendations forward to the Town Council. It was indicated that the June 6th Town Council meeting would address the VC recommendations, but not the funding for Phase 2 work. Before that could be done, the Town needed to complete negotiations with Webb and present that as a separate proposal to Town Council. It was expected that this recommendation for an amendment to the Phase 1 contract would be brought to CSC on June 5th and then Town Council on the next available meeting. On June 5th, CSC voted to bring the recommendation regarding funding for Phase 2 as follows: initially, only fund recommendation one – community arts center, and hold the remainder of Phase 2 work until the Visioning process was validated with the community's interest. It was also decided that the Town Manager would have Staff work on a Memorandum of Understanding (MOU) with the ACCC to be assured of their commitment to work through this process if contracted with Webb to move forward with that part of Phase 1. Town Council was provided with the first and second sets of recommendations for its June 6th meeting. Council agreed the recommendation concerning the community arts center and the ACCC was critical and needed to be addressed quickly. The discussion of the remaining recommendations was all positive, but focused on the need to coordinate the next phase of work with the Visioning process. Council unanimously approved to accept all of the VC recommendations. At one point, there was discussion for the Town to help the ACCC with the replacement of the theater lighting. A motion was made to bring this up at Council's next meeting, however, the motion was defeated. It was noted that the Council previously agreed that the issue be resolved through the recommendation of the VC. The resolution of Phase 2 was not scheduled to be presented to Council until its July 18th meeting. The meeting concluded with Council's direction to: develop a contract with Webb for recommendation one; a direction that the new Director of Culture and Arts Network, along with the Advisory Committee take on Mitcheville and the Coastal Discovery Museum goals; and pending the remaining two recommendations (mid-size hall and outdoor event space) until the Visioning process gives some indication of the community's position on the VC recommendations of these. The cost for Webb to work exclusively and thoroughly on recommendation one is expected to be over the initial estimate (i.e. additional travel costs). Tom Fultz and two other Senior Supervisors are working on the contract. Chairman Creamer expressed concern for the selection team not being involved with the contract at this point and asked Staff for clarification.

Mr. Colin presented statements regarding the process and approvals for negotiating and awarding a contract. Mr. Colin clarified information and answered the Committee's questions regarding Phases 1 and 2; the contract process; timeline and target dates for decisions and approvals; and outlined the plan going forward.

Following the discussion, Mr. Lee made a motion to ask the Town Council to approve a scope of work at its July 18th meeting. Mr. Castro seconded. The motion passed with a vote of 12-0-0.

Mr. Hulbert clarified that final approvals are needed by the Town Manager and the Committee by July 5th in order for the motion that was made today to be possible.

The Committee discussed concern for waiting for the Vision project to proceed with certain items and asked about the timeline of this process. Chairman Creamer then invited Emily Sparks to speak to the Committee about the Vision process. Ms. Sparks presented the Committee with the Vision process and timeline of events. Approximately 25 to 30 community engagement sessions

will take place over the course of the next year. The Think Tank will be held tomorrow and members of this Committee have volunteered to participate. The Vision process is anticipated to wrap up in early 2018 and include a Vision Report and Action Plan. Ms. Sparks provided information on how to get involved with the Vision process. Ms. Sparks asked everyone to sign up for the Vision newsletter and take the community survey through the Vision web portal or directly on the Town's website. Both websites are interconnected. The web portal will evolve and grow over time as more resources and information is developed, and as engagement events are scheduled. Ms. Sparks asked the Committee to contact her with any questions or information that they would like to share.

Staff and the Committee discussed bringing the Committee's work to a future meeting of the VPMT versus the Think Tank, which is a scenario based exercise.

Upon discussion of the Vision project, Vice Chairman Joseph asked for clarification on the Council's role with the contract. Mr. Colin conveyed that Council approved funding, blessed the Phase 1 work. He believes the Town Manager would like to make sure that the expectations of the entire Council are included in that scope and that's why it's going to be sent out to all of Council and the Venue Committee. If there's consensus to move forward with that, without conflict in expectations, then the contract can be moved forward. Council does not necessarily need to approve a contract or scope. However, if there's a difference in expectations those issues need to be resolved prior to finalizing the scope and/or the contract.

Vice Chairman Joseph asked that based upon this information, the Committee modify or make a new motion to say that by no later than July 18th, the Committee would like to have a scope be resolved and a signed contract with Webb. Mr. Lee moved to approve. Mr. Castro seconded. The motion passed with a vote of 12-0-0.

The Committee discussed drafting a letter to send to Town Council to continue its work, and the mission of EACH, and not hold for the completion of the Vision process. Chairman Creamer asked the Task Teams continue to meet and work on items that the Teams can do versus hiring a consultant.

6. Appearance by Citizens – None

7. Adjournment

Chairman Creamer requested a motion to adjourn. Ms. Attaway moved to approve. Mr. Lee seconded. The motion passed with a vote of 12-0-0. The meeting was adjourned at 10:30a.m.

Submitted by: Teresa Haley, Senior Administrative Assistant

Approved: August 16, 2017

Cindy Creamer, Chairman