



The Town of Hilton Head Island  
**Accommodations Tax Advisory  
Committee**

**Thursday, October 15, 2020, 9:00 a.m.**

**AGENDA**

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In accordance with the Town of Hilton Head Island Municipal Code Section 2-5-15, this meeting is being conducted virtually and can be viewed live on the Town's Public Meeting Facebook Page at <https://www.facebook.com/townofhiltonheadislandmeetings/>. Following the meeting, the video record will be made available on the Town's website at <https://www.hiltonheadislandsc.gov/>.

**1. Call to Order**

**2. FOIA Compliance** - Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

**3. Roll Call**

**4. Approval of Agenda**

**5. Approval of Minutes**

a. Accommodations Tax Advisory Committee Meeting, October 1, 2020

**6. Citizen Comments**

[Citizens who wish to address the Committee on new committee business must contact the Committee Secretary by **4:30 p.m.** the day prior to the scheduled meeting. All comments are limited to 3 minutes.]

**7. Unfinished Business-None**

**8. New Business**

a. **Hearing of Applicants**

	<b>Thursday October 15, 2020</b>
<b>TIME</b>	<b>APPLICANT</b>
9:10-9:40	Hilton Head Island-Bluffton Chamber of Commerce
9:40-10:00	Operation R & R
10:00-10:20	Main Street Youth Theatre

10:20-10:50	Town of Hilton Head Island
10:50-11:00	BREAK
11:00-11:20	The First Tee of The Lowcountry
11:20-11:40	Gullah Museum of Hilton Head Island
11:40-12:00	Art League of Hilton Head
12:00-12:20	Mitchelville Preservation Project
12:20-1:30	LUNCH
1:30-1:50	12 Jewels of Life
1:50-2:10	HHI Rec Association
2:10-2:30	Lean Ensemble Theater
2:30-2:50	The Outside Foundation
2:50-3:00	BREAK
3:00-3:20	Sea Turtle Patrol HHI
3:20-3:40	The Sandbox

## 9. Adjournment

Public comments concerning agenda items can be submitted electronically via the Town's Virtual Town Hall public comment portal at <https://hiltonheadislandsc.gov/opentownhall/>. The portal will close at **4:30 p.m.** the day prior to the scheduled meeting. Citizens may also call (843) 341-4646 to sign up for public comment participation during the meeting by phone. The public comment period will close at **4:30 p.m.** the day prior to the scheduled meeting. All comments will be provided to the Committee for review and made part of the official record.

**Please note that a quorum of Town Council may result if four (4) or more of their members attend this meeting**



Town of Hilton Head Island  
**Accommodations Tax  
Advisory Committee**

Thursday, October 1, 2020, 9:00 a.m.

## **MEETING MINUTES**

**Present from the Committee:** Andrew Brown, *Chairman*; James Fluker, *Vice-Chairman*; Stephen Arnold, Julie Martin, James Berghausen and John Farrell

**Absent from the Committee:** Richard Thomas

**Present from Town Council:** Tamara Becker and Tom Lennox

**Present from Town Staff:** John Troyer, *Director of Finance*; Stephen Ryan, *Staff Attorney*; Cindaia Ervin, *Finance Assistant*

**Present from Media:** None

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### **1. Call to Order**

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

### **2. 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.

### **3. Swearing in of New members**

#### **a. James Berghausen**

Staff Attorney, Stephen Ryan, swore in new committee member James Berghausen. He congratulated him on behalf of Town Council and thanked him for his important role he will serve in the community.

#### **b. John Farrell**

Staff Attorney, Stephen Ryan, swore in new committee member John Farrell. He congratulated him on behalf of Town Council and thanked him for his important role he will serve in the community.

### **4. Roll Call-** See as noted above.

## **5. Approval of Agenda**

Chairman Brown asked for a motion to approve the agenda. Mr. Fluker moved to approve the agenda as submitted. Mr. Arnold seconded. By way of roll call, the motion was approved by a vote of 6-0-0

## **6. Approval of Minutes**

### **a. Accommodations Tax Advisory Committee, August 13, 2020**

Chairman Brown asked for a motion to approve the meeting minutes from August 13, 2020. Mr. Fluker moved to approve the meeting minutes as submitted. Mr. Arnold seconded. By way of roll call, the motion was approved by a vote of 4-0-2 (Mr. Berghausen and Mr. Farrell abstained as they were not members of the Committee at the time).

## **7. Citizen Comments**

Cindaia Ervin, Committee Secretary, stated that comments concerning today's agenda items were to be submitted electronically via the Town's Open Town Hall portal. The public comment period closed the day prior to the meeting at 4:30 p.m. At the conclusion of the Open Town Hall, there was 1 comment for a total of 3 minutes of public comment that would be made a part the official record. There were citizens signed up to speak at the meeting.

## **8. New Business**

### **a. Preliminary Review of 2021 Accommodations Tax Grant Applications**

Andrew Brown, Chairman, asked the Committee how their initial review of the applications was coming. All were satisfied with the information received thus far and looked forward to the hearings in the coming weeks. Cindaia Ervin, Committee Secretary, stated that Staff has reached out to applicants to request additional information to continue the application screening process and when received she will forward it to the Committee. The total request for the 2021 Accommodations Tax grants this year is \$4,066,535. The Town is still awaiting the 3<sup>rd</sup> quarter Accommodations Tax reimbursement from the State. This information is used to provide the Committee with the available funds for grant awarding and will be available as the Committee nears its review and recommendation meeting in November.

### **b. Review and Approval of individual dates and times for Applicant Hearings**

Andrew Brown, Chairman, reviewed the individual dates and times for the applicant hearings. He asked if Staff had any known conflicts with the schedule and none were presented. During discussion by the Committee, Mr. Fluker suggested that staff do virtual testing with the applicants prior to the hearing. Cindaia Ervin, Committee Secretary, stated that she would be providing a fact sheet and would also send out information of how to use the Town's virtual meeting platform BlueJeans. Mr. Brown asked for a motion to approve the individual dates and times for the applicant hearings. Mr. Fluker moved to approve the individual dates and times for the applicant hearings as submitted. Mr. Arnold seconded. By way of roll call, the motion was approved by a vote of 6-0-0.

### **c. Review and Approval of 2021 Proposed Meeting Dates**

Andrew Brown, Chairman, asked the Committee Members if any of the proposed meeting dates posed any conflicts for them and there were none given. He asked for a motion to approve the

proposed 2021 Accommodations Tax Committee meeting dates. Mr. Fluker moved to approve the 2021 Accommodations Tax Advisory Committee meeting dates as submitted. Mr. Arnold seconded. By way of roll call, the motion was approved by a vote of 6-0-0.

**9. Adjournment**

Vice Chairman Brown adjourned the meeting at 9:24 a.m.

**Submitted by:** Cindaia Ervin, Secretary

**Approved:** \_\_\_\_\_

DRAFT