



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

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 3rd 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: October 15, 2020