



Town of Hilton Head Island
Accommodations Tax Advisory Committee

Thursday, September 28, 2023, at 9:00 a.m.

MEETING MINUTES

Present from the Committee: Jim Fluker, *Chairman*; Stephen Arnold, *Vice-Chairman*; Cecile Eck, Margaret Johnson, John Farrell, and Martin Lesch

Absent from the Committee: Keith Schlegel

Present from Town Council: None

Present from Town Staff: John Troyer, *Director of Finance*; Shena Smith, *Finance Assistant*

Present from the Media: None

1. Call to Order

The meeting was called to order at 9:00 a.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. Roll Call- See as noted above.

4. Approval of the Agenda

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

5. Approval of Minutes

- a. Regular Meeting – August 10, 2023

Chairman Fluker noted the misspelling of his last name on page 2, section 8. He requested a motion to approve the minutes with the correction. Mrs. Johnson moved to approve the agenda with the spelling correction and Mr. Lesch seconded. By way of roll call, the motion was approved by a vote of 5-0-1

- b. Training Workshop – August 17, 2023

Chairman Fluker noted the misspelling of his last name on page 2, section 8. He requested a motion to approve the minutes with the correction. Mr. Arnold moved to approve the agenda with the spelling correction and Mr. Lesch seconded. By way of roll call, the motion was approved by a vote of 6-0-0

6. Appearance by Citizens

Shena Smith, Committee Secretary, stated that comments concerning 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 were no comments submitted, however, there was one request from a citizen to speak to the Committee in person.

At the time of appearance by citizens and again prior to the chairman adjourning the meeting, Mr. Skip Hoagland was not present.

7. New Business

a. Consideration of a Date Change for the November 2nd Review Meeting

After confirming a conflict with a committee member for the original meeting date, a preliminary email poll was completed to reflect all committee member's availability for a potential date change. Chairman Fluker requested a motion to change the November 2nd Review Meeting to Monday, October 30th for the same 9am time frame. Mr. Arnold moved to approve the rescheduled date and Mrs. Johnson seconded. By way of roll call, the motion was approved by a vote of 6-0-0.

b. Consideration of the Proposed Calendar Year 2024 Meeting Dates

Chairman Fluker requested a motion to approve the proposed calendar year 2024 meeting dates. Mr. Arnold moved to approve the meeting dates as submitted and Mr. Farrell seconded. By way of roll call, the motion was approved by a vote of 6-0-0.

c. Consideration of the Proposed Dates and Times for Application Hearings

Chairman Fluker suggested updating the presentation time slots from 20 minutes to 15 minutes to accommodate the large number of applicants this year. The Chairman made it clear that those presenters that took the originally allotted 20-minutes would not be penalized and could still do so if necessary. Chairman Fluker also directed that suggestion to applicants in the audience and asked if there were any present who might be concerned with shorter presentation times. Upon no responses from applicants in attendance, Chairman Fluker requested a motion to approve the newly proposed times for the applicant hearings. Mr. Arnold moved to approve the schedule with the adjusted time increments and Mrs. Johnson seconded. By way of roll call, the motion was approved by a vote of 6-0-0.

d. Preliminary Review of the 2024 Accommodations Tax Grant Applications

Committee Members questioned the total amount for the 2024 Accommodations Tax Grant. Mr. John Troyer, Finance Director, stated that while the Town does not have the actual number at this time, the projection is that it will not be quite as high as the past two years, but still comparable.

Members of the Committee thanked the applicants for submitting their submissions as well as providing them on time.

Mrs. Johnson noted that new applicants would benefit by reviewing the category terms prior to their presentations.

8. Chairman's Report - None

9. Adjournment

At 9:18 a.m. Mr. Fluker adjourned the meeting.

Submitted by: Shena Smith, Secretary

Approved: October 30, 2023