

**TOWN OF HILTON HEAD ISLAND  
ACCOMMODATIONS TAX ADVISORY COMMITTEE**

**Date:** July 07, 2010 **Time:** 2:00 p.m.

**Members Present:** Willis O. Shay; *Chairman*, John Diamond; *Vice-Chairman*, Michael A. Keskin, John Munro, Bret Martin

**Members Absent:** Frank Soule

**Staff Present:** Susan Simmons; *Director of Finance*, Steven Markiw; *Deputy Finance Director*, Lori Schmidt; *Billing & Cash Receipting Manager*, Debra Cyrilla, *Accounting Specialist*

**Others Present:** Mayor Tom Peeples, Councilman Bill Ferguson, Steve Riley; *Town Manager*, Louise Cohen; *Outgoing Member*, members of the public

**Media:** None

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**1. CALL TO ORDER:**

The meeting was called to order at 2:00 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. SWEARING IN OF REAPPOINTED MEMBERS:**

Mayor Tom Peeples swore in reappointed committee member John S. Munro. Mayor Peeples thanked Mr. Munro for his willingness to serve on the Accommodations Tax Advisory Committee and for doing an excellent job, as did all of the members of the ATAX Committee.

**4. CRYSTAL AWARD PRESENTATION:**

Mayor Tom Peeples presented Ms. Louise Cohen with the Crystal Award on behalf of the Town of Hilton Head Island for her six years of service on the Accommodations Tax Committee and encouraged her to reapply for future service.

**5. RECEPTION:**

**6. SPECIAL ORDERS:**

**Election of Chairman and Vice Chairman.** John Munro nominated Willis Shay as Chairman. Bret Martin seconded the motion. There were no other nominations. Mr. Shay was elected Chairman unanimously.(5-0)

Bret Martin nominated John Diamond as Vice-Chairman. John Munro seconded the motion. There were no other nominations. Mr. Diamond was elected Vice-Chairman unanimously.(5-0)

**7. APPROVAL OF MINUTES:**

Mr. Martin moved to approve the Minutes of May 4, 2010. Mr. Munro seconded the motion. The Motion passed unanimously.(5-0)

**8. CHAIRMAN’S REPORT:**

Mr. Shay reviewed the purpose of the meeting.

**9. UNFINISHED BUSINESS:**

**10. NEW BUSINESS:**

**a. Preliminary Review of Grant Application Form.** Mr. Shay reminded the committee that last year they decided to make electronic filing mandatory when applying for an Accommodations Tax Grant starting with the 2011 application. All committee members concurred. Mr. Shay recommended that he and Mr. Diamond review the application and make recommendations for changes to the committee members. Mr. Munro suggested that staff be involved in the process. Any changes to the application will be completed by the end of this month.

**b. Preliminary review of Committee By-Laws.** By-Laws were provided to all committee members to review at their leisure. After review, if any member would like to suggest changes, two weeks notice should be given to Mr. Shay to be included in the agenda of the next regular meeting.

**c. Consideration of recommendation to Town Council of an amendment to Town Ordinance Chapter 1, Sec. 10-1-10.** The Committee discussed recommending to Town Council an amendment to Town Ordinance Chapter 1, Sec. 10-1-10 in regards to business license requirements covering owners who offer for rent residential units within the town. Mr. Munro moved to change the Town Ordinance definition of a business from, “if that individual owns and rents more than one (1) residential unit within the town” to read, “if that individual owns and rents one (1) or more residential units within the town.” Mr. Diamond seconded the motion. Several members of the Committee have offered to assist the Town in researching and tracking owners of rental properties. The Motion passed unanimously. (5-0)

**11. ADJOURNMENT:**

Mr. Munro moved to adjourn the meeting. Mr. Martin seconded the Motion. The meeting was adjourned at 2:37 p.m.

**Approved:**

**Respectfully submitted:**

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**Willis O. Shay, Chairman**

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**Debra Cyrilla, Secretary**