



# ECONOMIC PLANNING & DEVELOPMENT COMMITTEE MEETING

MONDAY, OCTOBER 7, 2024 | 6 PM

1st Committee Meeting

The Committee will meet in Mauldin City Hall at 5 East Butler Road in the Council Chambers

The meeting will be available remotely through Zoom. Please visit the City's website at [https:// cityofmauldin.org/your-government/meeting-minutes-agendas/](https://cityofmauldin.org/your-government/meeting-minutes-agendas/) to access the meeting via audio and videoconferencing.

A quorum of Council will be present.

**ECONOMIC PLANNING & DEVELOPMENT COMMITTEE MEETING  
OCTOBER 7, 2024, 6PM  
CITY HALL - COUNCIL CHAMBERS**

**Committee Members:** Taft Matney (Chair), Mark Steenback and Jason Kraeling

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|---|--------------------|
| <b>1. <u>Call to Order</u></b>  | Chairperson Matney |
| <b>2. <u>Public Comment</u></b>   | Chairperson Matney |
| <b>3. <u>Reading and Approval of Minutes</u></b><br>a. Economic Development Committee<br>Minutes August 5, 2024 [Pages 3-4] | Chairperson Matney |
| <b>4. <u>Reports or Communications from City Officers</u></b><br>a. City Administrator Seth Duncan                          | Chairperson Matney |
| <b>5. <u>Unfinished Business</u></b><br>There is no unfinished business.  | Chairperson Matney |
| <b>6. <u>New Business</u></b><br>a. Mauldin Accommodations Tax Advisory Committee [Pages 5-10]                              | Chairperson Matney |
| <b>7. <u>Public Comment</u></b>   | Chairperson Matney |
| <b>8. <u>Committee Concerns</u></b>   | Chairperson Matney |
| <b>9. <u>Adjournment</u></b>  | Chairperson Matney |

**ECONOMIC PLANNING & DEVELOPMENT COMMITTEE MEETING**  
**AUGUST 5, 2024, 6PM**  
**CITY HALL - COUNCIL CHAMBERS**  
**5 E. BUTLER ROAD**  
**4<sup>th</sup> committee meeting**

Committee Members present: Taft Matney (Chair), Mark Steenback and Jason Kraeling  
Others present were City Administrator Seth Duncan

**1. Call to Order-** Chairman Matney

**2. Public Comment-** None

**3. Reading and Approval of Minutes**

a. Economic Development Committee Minutes May 6, 2024

**Motion:** Councilman Kraeling made a motion to accept the minutes with Councilman Steenback seconding.

**Vote:** The vote was unanimous (3-0).

**4. Reports or Communications from City Officers**

a. City Administrator Seth Duncan

Mr. Duncan reported Amp'd Up Fridays went well this season, but the fireworks were rained out on the last day. Fireworks will be rescheduled at the conclusion of Soovie, the barbecue festival.

Mauldin's Whataburger will open next Monday. They have contracted with Greenville County to handle traffic control and also have private security.

Chief Miller said the entrance from Whataburger to QT will be blocked off. The only entrance to Whataburger will be from East Butler in the lane closest to Whataburger. There will be two lines. Traffic will come across to Ashmore Bridge. DOT will recalibrate the traffic lights during this time. Traffic coming from West Butler/Conestee will not be able to turn left into Whataburger.

**5. Unfinished Business-** There is no unfinished business.

**6. New Business-** There is no new business.

**7. Public Comment-** None

**8. Committee Concerns-** None

**9. Adjournment-** Chairman Matney adjourned the meeting at 7:07 p.m.

Respectfully Submitted,

Cindy Miller  
Municipal Clerk

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# ECONOMIC PLANNING & DEVELOPMENT COMMITTEE AGENDA ITEM

**MEETING DATE:** October 7, 2024

**AGENDA ITEM:** 6a

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**TO:** Economic Planning & Development Committee

**FROM:** Business & Development Services Director, David C. Dyrhaug

**SUBJECT:** Mauldin Accommodations Tax Advisory Committee

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## **ABOUT THE STATE ACCOMMODATIONS TAX**

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The state imposes a 2 percent accommodations tax and credits it to the municipality or county in which the tax was collected. A municipality receiving more than \$50,000 in revenue from the state accommodations tax is required by S.C. Code Section 6-4-25 to appoint an advisory committee to make recommendations for how the revenue generated from the accommodations tax should be spent.

## **ABOUT THE ACCOMMODATIONS TAX ADVISORY COMMITTEE**

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The advisory committee consists of seven members, with a majority being selected from the hospitality industry of the municipality receiving the revenue. At least two of the hospitality industry members must be from the lodging industry, where applicable. One member must represent the cultural organizations of the municipality receiving the revenue.

The advisory committee submits written recommendations to the municipal council at least once annually. The report addresses how to spend the portion of accommodations tax revenue that remains after allocations are made to the general and the tourism and promotion funds. The municipal council may accept, reject, or modify these recommendations.

## **USE OF STATE ACCOMMODATIONS TAX REVENUE**

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The municipality must submit an annual report detailing use of the state accommodations tax proceeds to the state Tourism Expenditure Review Committee (TERC). TERC is an 11-member committee that reviews the tourism-related expenditures funded with state accommodations tax revenue.

State law is very specific about how cities and counties can spend state accommodations tax revenue. The revenue received by a municipality must be allocated as follows:

- The first \$25,000 must be allocated to the municipality's general fund;
- Five (5) percent of the balance must be allocated to the municipality's general fund.
- Thirty (30) percent of the balance must be allocated to a special fund and used only for advertising and promotion of tourism to develop and increase tourist attendance through the generation of publicity.
- The remaining balance plus earned interest received by the municipality must be allocated to a special fund and used for tourism-related expenditures as defined in S.C. Code Section 6-4-10.

As defined by S.C. Code Section 6-4-10, acceptable tourism-related expenses include:

- Advertising and promotion of tourism so as to develop and increase tourist attendance through the generation of publicity;
- Promotion of the arts and cultural events;
- Construction, maintenance, and operation of facilities for civic and cultural activities including construction and maintenance of access and other nearby roads and utilities for the facilities;
- The criminal justice system, law enforcement, fire protection, solid waste collection, and health facilities when required to serve tourists and tourist facilities (this is based on the estimated percentage of costs directly attributed to tourists);
- Public facilities such as restrooms, dressing rooms, parks, and parking lots;
- Tourist shuttle transportation;
- Control and repair of waterfront erosion, including beach renourishment;
- Operating visitor information centers; and
- Development of workforce housing, which must include programs to promote home ownership (up to fifteen percent of the municipality's annual accommodations tax revenue).

As used herein, "travel" and "tourism" mean the action and activities of people taking trips outside their home communities for any purpose, except daily commuting to and from work. Allocations to the special fund must be spent by the municipality within two years of receipt. However, the time limit may be extended upon the recommendation of the city council and approval of the state Tourism Expenditure Review Committee.

## **DRAFT RESOLUTION**

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The attached resolution, if adopted by City Council, will establish an accommodations tax advisory committee in accordance with S.C. Code Section 6-4-25. This resolution also establishes bylaws for this Committee which outline the purpose and duties of the Committee, its composition and membership, and other matters pertaining to terms of appointment, meetings, and amendments to the bylaws.

These bylaws establish that the Committee will consist of seven members in accordance with S.C. Code Section 6-4-25, with each member being appointed to three-year terms. The Committee will elect from among its members a chairperson to preside over its meetings. The City will provide staff to support the administrative needs of the Committee in matters such as scheduling meetings; providing notice and meeting materials to committee members; preparing agendas, minutes, and reports to City Council; notifying applicants and recipients of accommodations tax funds; and other support functions as needed.

## **APPLICATIONS FOR MEMBERSHIP**

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To date, the City has received seven applications for membership on this Committee. This includes six applications from the hospitality industry (three of which are specifically from the lodging industry) and one application from someone representing the cultural organizations of the City. These applications include:

- Julia Scholz, Owner at Rôtie by Stella's (hospitality)
- Michelle Dodge, Owner at Bridgeway Brewing Co. (hospitality)
- Leslie Jones, Events Manager at BridgeWay Station (hospitality)
- Megan Wilburn, Owner at Grand Holland Estate (hospitality/lodging)
- Dean Andrews, Jr., Director of Sales at Courtyard by Marriott (hospitality/lodging)
- Ryan Enniss, General Manager at Courtyard by Marriott (hospitality/lodging)
- Rachel Putnam, Owner at Onyx Solutions/Member of Mauldin Cultural Council (cultural)

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## **STAFF RECOMMENDATION**

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Staff recommends two actions:

1. Adoption of the resolution which establishes the Mauldin Accommodations Tax Advisory Committee and its accompanying bylaws; and
2. Appointment of the seven applicants to membership on the Committee.

## **ATTACHMENTS**

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Draft Resolution

Applications for Membership on the Mauldin Accommodations Tax Advisory Committee

**RESOLUTION # \_\_\_\_\_**

**A RESOLUTION**

**CREATING THE MAULDIN ACCOMMODATIONS TAX ADVISORY COMMITTEE**

**WHEREAS**, S.C. Code, Title 6, Chapter 4, Section 6-4-25 requires that a municipality receiving more than fifty thousand dollars in revenue from the accommodations tax shall appoint an advisory committee to make recommendations on the expenditure of revenue generated from the accommodations tax; and

**WHEREAS**, the City of Mauldin has exceeded this threshold and has received more than fifty thousand dollars in revenue from the accommodations tax; and

**WHEREAS**, the Mauldin City Council wishes to comply with S.C. Code, Title 6, Chapter 4.

**NOW, THEREFORE, BE IT ORDERED AND RESOLVED** by the City Council of the City of Mauldin, South Carolina, in council assembled and by the authority thereof:

**ACCOMMODATIONS TAX ADVISORY COMMITTEE**

**BYLAWS**

**Article I. Name, Purpose and Membership**

**Section 1. Creation of Committee and Name**

There is hereby created a committee which shall make recommendations to the City Council concerning the expenditure of revenue generated from the accommodations tax as established by S.C. Code, Title 6, Chapter 4. The name of this committee shall be the "Mauldin Accommodations Tax Advisory Committee" (hereinafter referred to as "the Committee").

**Section 2. Purpose and Duties**

The Committee shall make recommendations to the City Council on the expenditure of revenues received by the City of Mauldin from the State of South Carolina through the Accommodations Tax. The Committee is directed to deliver specific recommendations for the appropriate expenditure of these revenues. The expenditure of these revenues must be for tourism related purposes in accordance with S.C. Code, Title 6, Chapter 4.

**Section 3. Composition and Membership**

The Committee shall consist of seven (7) members with at least four (4) of the committee members being selected from the hospitality industry in or serving the City of Mauldin and at least one (1) of the committee members representing the cultural organizations of



the City of Mauldin. At least two (2) of the hospitality industry members must be from the lodging industry. The City Administrator shall designate a staff liaison to support the administrative needs of the Committee.

**Section 4. Chairperson**

The Committee shall elect from among its members a Chairperson at its first meeting in each calendar year. Notwithstanding, mid-year vacancies in the Chairperson office shall be elected at its next called meeting. The Chairperson shall preside over the meetings of the Committee and may exercise all powers usually incident to the office. The Chairperson also retains his or her status as a voting member of the Committee and may participate in deliberations and decision-making on all matters before the Committee.

**Section 5. Staff Liaison**

The staff liaison, designated by the City Administrator, shall assist the Committee in scheduling meetings; providing notice and meeting materials to committee members; preparing agendas, minutes, and reports to City Council; notifying applicants and recipients of accommodations tax funds; and other support functions as needed. The staff liaison is not an appointed member of the Committee and does not vote on matters considered by the Committee.

**Article II. Terms and Vacancies**

**Section 1. Terms of Appointment**

Members shall be appointed for three-year terms with any member appointed to fill a midterm vacancy being appointed for the unexpired term. The members of the Committee shall serve without compensation.

**Section 2. Vacancies**

When a vacancy occurs on the Committee by expiration of term, resignation or otherwise, it shall be filled by the City Administrator, or his designee, with the approval of the City Council.

**Article III. Meetings**

**Section 1. Frequency of Meetings**

The Committee shall meet at least once annually, but as often as necessary, to ensure they submit written recommendations on the expenditure of revenue generated from the accommodations tax to the City Council at least once annually.

**Section 2. Schedule of Meetings**

Meetings may be called by the Chairperson or the City Administrator, or his or her designee, or by a majority of the Committee as necessary to meet the purpose and duties of the Committee. Every effort shall be made to schedule meetings at a date, time and

place that is accessible to as many members of the Committee as possible.

**Section 3. Quorum**

A majority of the members shall constitute a quorum of the Committee for the purpose of transacting business and taking official action. When a quorum is established at a meeting, it is not broken by the subsequent withdrawal or recusal of any members present. A meeting may be adjourned by a vote of a majority of the members present despite the absence of a quorum.

**Section 4. Voting**

All appointed members present at a meeting shall vote. Each appointed member of the Committee is entitled to one vote. Appointed members generally shall not abstain from voting unless a conflict of interest is claimed. If a conflict of interest is claimed, the member claiming such conflict shall state the conflict for the record. No proxy voting is permitted. A vote on a matter is deemed to have passed if a majority of the votes cast on that matter are in favor of the matter.

**Section 5. Procedure**

Meetings shall be conducted in an orderly manner to ensure the fair treatment of all persons and issues before the Committee. Any matter not addressed in these bylaws shall be governed by "Robert's Rules of Order."

**Article IV. Amendments to Bylaws**

These Bylaws or any portion thereof may be amended or repealed by the City Council.

**ENACTED IN REGULAR MEETING**, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk

First reading: \_\_\_\_\_

Final reading: \_\_\_\_\_