



**Administration Committee Meeting  
1:00pm, Tuesday, May 5, 2026  
1207 Palm Boulevard, Isle of Palms, SC and  
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

**MINUTES**

**1. Call to Order**

Present: Council members Miller, Pierce, and Ward

Staff Present: Administrator Kerr, Deputy Administrator Kuester, Chief Cornett, Chief Oliverius,

**2. Citizen's Comments – none**

**3. Approval of Previous meeting's minutes**

**MOTION: Council Member Miller made a motion to approve the minutes of the April 6, 2026 meeting. Council Member Ward seconded the motion. The motion passed unanimously.**

**4. Old Business**

**A. Discussion and consideration of Code of Ethics and Conduct proposed ordinance**

Council Member Miller reviewed some edits needed in the proposed Code of Ethics and Conduct. She said this ordinance is intended to apply to members of City Council as well as all City boards, commissions, and committees.

Council Member Ward would like the dollar amount related to gifts received to match that in State law.

Council Member Miller said this ordinance provides process and structure when dealing with an ethics complaint. She would like to increase the window for when a complainant cannot file a complaint against a political opponent from 50 days to 75 days prior to an election. She also intends to simplify the process of filing a complaint. Changes related to reporting to City Council, whether or not the accused can vote in the matter, and City Council's time frame in which to act on the hearing officer's recommendations will be offered for the City Attorney to include in the next draft of the ordinance.

Discussion ensued about rates paid to a hearing officer. Council Member Pierce suggested securing a list of potential hearing officers from the City Attorney for the City Clerk to maintain.

**B. Discussion on Procurement/purchasing procedures**

Administrator Kerr reviewed the exemptions to the procurement procedure and how frequently those exemptions are encountered. He noted that at any time City Council can instruct staff to go out for bid regardless of the listed exemptions. He said unused exemptions can be stricken from the ordinance.

Council Member Pierce said staff should approach Council to make the case for not going out to bid rather than come to Council with a bid in hand. He would like to see more purchases go out for bid and for staff to pursue more aggressive shopping on non-employee related expenses. Administrator Kerr noted that staff normally secures multiple bids before bringing an expense to Council for consideration.

Council Member Pierce asked the Committee to review the procedures and bring back suggestions to the June meeting.

**C. Discussion of recodification process for City Code**

Administrator Kerr said MuniCode can review and recodify City Code for approximately \$15,000. He noted that such an expense is not in the current budget but can be done out of budget.

Council Member Pierce would like to review the scope of work at the June meeting.

**5. New Business**

**A. Discussion of Director of Building, Planning, and Zoning position**

Administrator Kerr reviewed the history of the Director of Building, Planning, and Zoning position. It is a position not currently on the City's organizational chart as Administrator Kerr hold both positions. The position is also not included as an FTE in the budget. He noted that the workflow related to that specific job ebbs and flows and that acting in the two positions is not "terribly problematic" when the Zoning Administrator and Building Official positions are filled. He said he did not believe that there is enough work for a full time Director of Building, Planning, and Zoning. There is also no physical space within City Hall for such a person to have an office.

Council Member Pierce would like the matter to be discussed at the May 12 Ways & Means Committee meeting for consideration to add in the budget.

**B. Discussion on remote attendance at meetings**

Council Member Miller would like to see the process for remote attendance notification to be clarified in this part of the City Code. Council Member Pierce does not want remote attendance looked upon unfavorably, nor does he want an onerous attendance policy to deter people from running for Council.

Council Member Pierce will review that portion of City Code and offer some changes to be discussed at the June meeting.

**6. Miscellaneous Business**

The next meeting of the Administration Committee will be held on Tuesday, June 2, 2026 at 1pm.

**7. Adjournment**

Council Member Ward made a motion to adjourn, and Council Member Miller seconded the motion. The meeting was adjourned at approximately 2:56pm.

Respectfully submitted,

Nicole DeNeane  
City Clerk