Administration Committee Meeting
1:00pm, Tuesday, June 2, 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, HR Officer Ladd

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 May 5, 2026 meeting. Council Member Pierce 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 distributed a draft affidavit for the Committee's consideration. She reviewed the changes to the proposed ordinance since the May meeting, incorporating comments from legal counsel. She noted that the attorney recommended the affidavit be adopted separately by City Council rather than included as part of the ordinance.

Administrator Kerr suggested referencing State law in the ordinance with regards to gift reporting thresholds so that if State law changes the City does not need to change the ordinance.

Council Member Miller also stated that attorney believes the cost of a hearing officer to the City could be $3,000-$10,000 per incident. The City Clerk will maintain a list of hearing officers.

Committee members agreed that the ordinance should place the onus of recusal on the complainant, who must remove themselves from all related discussions, deliberations, and votes.

MOTION: Council Member Pierce made a motion to recommend to City Council the Code of Ethics and Conduct ordinance subject to legal review of comments from today's discussion. Council Member Miller seconded the motion. The motion passed unanimously.

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

Referencing the exceptions to the normal bid process, Administrator Kerr pointed out that City Council can, at any time, require staff to go out to bid anything currently considered an exception. He also pointed out that City Council must approve all purchases over $25,000 whether or not they are in the budget.

Council Member Pierce would like to see more bidding and believes that the categories of exceptions are becoming larger portions of the budget. He would like consulting and professional services removed as exceptions to the bidding process.

Administrator Kerr said that consultants and professional services (such as legal services) should be judged by their capabilities and not the lowest bidder. He added that engineers and architects cannot bid projects as their professional standards do not permit it. Council Member Pierce said bids can be written to attract the proper capabilities.

Administrator Kerr offered the recent example of a bid appeal with Quality Enterprises as an example of why securing the lowest bid is not always the best path forward.

Council Member Miller would also like to see consulting and professional services removed as an exception. Council Member Ward said he does not want to see any changes to the procurement process.

Council Member Pierce offered changes to Section 3, which he will work with staff to clarify before the next meeting.

C. **Discussion and consideration of remote attendance policy**

Council Member Pierce referenced changes made to the remote attendance policy clarifying under which conditions remote attendance is permitted and not being abused.

Council Member Ward believes Council members should schedule their vacations around meeting and that remote attendance should be for emergencies only.

MOTION: Council Member Miller made a motion to approve the policy as presented and recommend it to City Council for consideration. Council Member Pierce seconded the motion. A vote was taken as follows:

Ayes: Miller, Pierce
Nays: Ward

The motion passed 2-1.

D. **Discussion of scope of work for City Code recodification process**

Discussion ensued about the searchability of ordinances on the City's website. Administrator Kerr will secure proposals from companies similar to MuniCode to see what other services they offer related to hosting ordinances, agendas, and minutes as well as searchability.

5. New Business

A. Discussion of Human Resources Manager job description and pay

Administrator Kerr said they have engaged Find Great People to help fill the Human Resources vacancy. They asked for a slight adjustment of the pay to $85,000, which Administrator Kerr approved as it was within range and budget. They hope to start interviews this week.

Council Member Pierce would like a copy of the condensed job description. HR Officer Ladd said she would add coaching department heads on personnel matters and working with the EAP (Employee Assistance Program) to the job description. She suggested that when the number of City employees exceeds 100 that an HR assistant position be considered.

Council Member Pierce suggested money be added to the budget for recruitment.

B. Discussion of scope of work for business license audit

Administrator Kerr reported on productive meetings with Charleston County regarding auditing business licenses for the City. Their payment would be 50% of what is recovered from fees not paid in the past. The County will only audit those businesses on the island and not larger businesses coming from off island. He said the City could hire an outside auditing firm, but in talking to other communities, he learned that none of them are recovering much money and believe it to be a waste of time.

Administrator Kerr stated that the City has a more thorough application process for short-term rental license, requiring tax documentation, which is not required business licenses. He will speak with some auditing firms to get an idea of scope and cost and bring that back to the Committee. He said there is only $25,000 in the budget, which may not be enough, but the cost could be offset by recovered revenue.

Council Member Pierce would like the Ways & Means Committee to review reported revenues for business licenses and short-term rentals. He believes an audit to be a technique to assure revenues.

6. Miscellaneous Business

The next meeting of the Administration Committee will be held on Tuesday, July 7, 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 2:58pm.

Respectfully submitted,

Nicole DeNeane
City Clerk