



**Personnel Committee**  
**9:00am, Tuesday, March 3, 2020**  
**City Hall Conference Room**  
**1207 Palm Boulevard, Isle of Palms, SC**

**MINUTES**

**1. Call to Order**

Present: Council Members Moye and Streetman, Mayor Carroll

Staff Present: Administrator Fragoso, Asst. Administrator Hanna, HR Officer deGroot, Chief Cornett, Director Kerr, Director Page

**2. Approval of previous meeting's minutes – February 12, 2020**

Mayor Carroll made a motion to approve the minutes February 12 meeting, and Council Member Streetman seconded the motion. The minutes passed unanimously.

**3. Citizen's Comments -- none**

**MOTION: Mayor Carroll made a motion to reorder the agenda to allow for the discussion of the items under New Business to occur before Old Business. Council Member Streetman seconded the motion. The motion passed unanimously.**

**4. New Business**

**A. Discussion of IOP Strategic Plan – presentation of proposal from The Riley Center for Livable Communities**

Kendra Stewart Bob O'Neill of The Riley Center for Livable Communities at the College of Charleston gave a presentation to the Committee about how a Strategic Plan would be compiled for and used within the City of Isle of Palms. They also spoke about a Strategic Plan's integration with the Comprehensive Plan and the importance of buy-in from the City Council, City Staff, and the community at large. They will make this same presentation to the full City Council at the end of the month.

**B Consideration of code enforcement position and job description**

Administrator Fragoso explained the impetus for combining the currently budgeted part-time Animal Control Officer and Part-Time Beach Service Officer into a full-time Code Enforcement position. The position will fit within the current structure of the Police Department but will not be a sworn position. The only additional cost to the City would be a small increase in the monies

needed for the fringe benefits associated with a full-time position (approximately \$1000). This position will focus on code enforcement as it relates to business licenses, noise, signs, encroachment, and animals, thus making it a revenue-generating position for the City. Administrator Fragoso pointed out that this position will provide consistency in the enforcement of these particular ordinances since police officers are often tied up for many hours on one call. Weekend work hours are part of this job description. Mayor Carroll asked Director Kerr to look into decals for those businesses with IOP business licenses.

**MOTION: Mayor Carroll made a motion to consider the job description of the Code Enforcement position which incorporates both Code Enforcement and Beach Services Officer. Council Member Streetman seconded the motion. The motion passed unanimously.**

**5. Miscellaneous Business**

The next meeting of the Personnel Committee will be on Tuesday, April 7, 2020 at 9am.

**6. Old Business**

**Consideration of applications to fill Planning Commission vacancy**

**MOTION: Council Member Moye made a motion to move into Executive Session in accordance with §30-4-70(a)(1) to discuss appointments of persons to a public body. Council Member Streetman seconded the motion. The motion passed unanimously.**

The Personnel Committee entered Executive Session at 9:49am.

The Personnel Committee returned from Executive Session at 10:05am. Council Member Moye stated that no decisions were made.

**MOTION: Council Member Moye made a motion to invite Scott Pierce, Chris Marquez, and Marty Brown to be interviewed for the opening on the Planning Commission. Mayor Carroll seconded the motion. The motion passed unanimously.**

**7. Adjournment**

Mayor Carroll made a motion to adjourn, and Council Member Streetman seconded the motion. The motion passed unanimously. The meeting was adjourned at 10:07am.

Respectfully submitted,

Nicole DeNeane  
City Clerk