



**Administration Committee
1:00 p.m., Tuesday, September 2, 2025
City Hall Council Chambers
1207 Palm Boulevard, Isle of Palms, SC**

Public Comment:

Citizens who wish to speak during the meeting must email their first and last name, address and topic to Nicole DeNeane, City Clerk, at nicoled@iop.net no later than 3:00 p.m. the day before the meeting. Citizens may also provide written public comment here: <https://www.iop.net/public-comment-form>

Agenda

- 1. Call to order and acknowledgement that the press and the public have been duly notified of the meeting in accordance with the Freedom of Information Act.**
- 2. Citizen's Comments** – All comments have a time limit of three (3) minutes.
- 3. Approval of previous meeting's minutes** – August 5, 2025
- 4. Old Business**
Discussion of parameters for program to recognize long-term Council members
- 5. New Business**
 - a. Discussion of timeline for interviews for Boards & Commission vacancies
 - b. Discussion of wage study update
 - c. Discussion of triggers for short term rental license revocation
- 6. Miscellaneous Business** – Next meeting date: October 7, 2025 at 1:00pm.
- 7. Adjournment**



**Administration Committee Meeting
1:00pm, Tuesday, August 5, 2025
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 Bogosian, Carroll, and Ward

Staff Present: Administrator Kerr

2. Citizen's Comments - none

3. Approval of Previous Meeting's Minutes

MOTION: Council Member Ward made a motion to the minutes of the March 5, 2025 meeting. Council Member Carroll seconded the motion. The motion passed unanimously.

4. Old Business

A. Election of Vice Chair

Council Member Ward nominated Council Member Carroll for Vice Chair of the Administration Committee. Council Member Bogosian seconded the motion.

There being no other nominations, a vote was taken with all in favor of Council Member Carroll as Vice Chair of the Administration Committee.

B. Program to recognize long-term Council members

Council Member Ward shared a sketch of a potential gift to give those community members who have long served the City as a Council member or Commission or Board member. Administrator Kerr said he would prepare some recipient criteria for the Committee to discuss at their September meeting.

C. Update on Beach Preservation Committee startup

Administrator Kerr said the City has begun advertising for membership on the newly formed Beach Preservation Committee. He will ask members of the still active Beach Preservation Ad Hoc Committee if they would like to serve on the new committee when they meet next week.

D. Discussion of naming the intersection of Ocean and JC Long boulevards as “Malcom Burgis Plaza”

Council Member Ward spoke to the many ways that Malcolm Burgis has served the Isle of Palms community over the decades. He proposed naming the corner of Ocean Boulevard and JC Long Boulevard after Mr. Burgis and marking it with a brass plaque within the bricks or a sign. He would like a resolution or proclamation prepared for the August 26 Council meeting.

Council Member Carroll echoed Council Member Ward’s comments and spoke in favor of recognizing Mr. Burgis in this way.

MOTION: Council Member Ward made a motion to send a resolution or proclamation honoring Mr. Burgis based on the Committee’s discussion to City Council for consideration. Council Member Carroll seconded the motion. The motion passed unanimously.

5. New Business

6. Miscellaneous Business

Council Member Carroll would like to discuss the administration of bringing a strike against a short-term rental at the next meeting.

The next meeting of the Administration Committee will be on Tuesday, September 1, 2025 at 1:00pm.

7. Adjournment

Council Member Ward made a motion to adjourn, and Council Member Carroll seconded the motion. The meeting was adjourned at 1:15pm.

Respectfully submitted,

Nicole DeNeane
City Clerk