



**Administration Committee Meeting
1:00pm, Thursday, January 8, 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. Approval of Previous meeting's minutes

MOTION: Council Member Ward made a motion to approve the minutes of the December 2, 2025 meeting. Council Member Pierce seconded the motion. The motion passed unanimously.

Council Member Ward asked it be noted he requested further discussion regarding his effort to recognize long-serving Council members as discussed in the last meeting.

3. Election of Chair and Vice Chair

Council Member Miller nominated Council Member Pierce as Chair of the Administration Committee. Council Member Pierce seconded the motion. All members voted in favor of Council Member Pierce as Chair of the Administration Committee.

Council Member Pierce nominated Council Member Miller as Vice Chair of the Administration Committee. Council Member Miller seconded the motion. All members voted in favor of Council Member Miller as Vice Chair of the Administration Committee.

MOTION: Council Member Pierce made a motion to add a discussion about recognizing long-serving Council members to the agenda. Council Member Miller seconded the motion. The motion passed unanimously.

4. Old Business

A. Discussion of parameters for program to recognize long-term Council members

Council Member Ward said he has been working with Polly Moore on the design of a commemorative pin for long-term Council members. He believes he will have another idea by the February meeting to share with the Committee. He said that he will also share the spreadsheet identifying all 121 Council members since 1953, noting there have only been 11-12 that served for more than 10 years,

Administrator Kerr noted that part of this discussion will include the development of standards for such awards going forward. Council Member Pierce suggested researching similar programs in other municipalities.

B. Update on Wage & Compensation Study

Council Member Pierce would like the verbiage of the discussion to include compensation on future agendas.

Administrator Kerr stated that Evergreen is still awaiting responses from 4 municipalities, some of which are municipalities the City has lost employees to. Staff will be reaching out to those municipalities directly to ask for their participation. He also noted that they have some concerns about the data. HR Officer Ladd wants to make sure they are comparing “apples to apples” and that their recommendations matches the City’s compensation philosophy.

Council Member Pierce asked for the City’s organizational chart. He would like to see the actual compensation (to include base pay, overtime, and benefits). He would also like pay groups split out into each individual. He would also like to see what other municipalities offer as “compensation levers” and have that laid out in a spreadsheet to compare across municipalities.

HR Officer Ladd said that incentive detail was part of the scope of work in the Evergreen study.

Council Member Pierce would like Chief Cornett and Chief Oliverius to attend the February meeting to speak on incentive and retention efforts.

Administrator Kerr said that information received between meetings will be forwarded to Committee members.

5. New Business

Discussion on Code of Ethics and Conduct

Council Member Miller noted that the City’s Code of Conduct for elected officials is not codified, and it is voluntary. She would like to work towards creating a clear policy identifying who the code applies to and a process detailing what happens from the point an ethics complaint is made through any sort of punishment. She will look at how other municipalities handle the matter. Administrator Kerr suggested she speak with the City’s MASC field representative.

Council members Pierce and Ward spoke in support of the idea. Committee members noted that the City’s current Code of Conduct has no procedure, consequences, or independent component.

6. Miscellaneous Business

The next meeting of the Administration Committee will be held on Monday, February 9, 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 1:53pm.

Respectfully submitted,

Nicole DeNeane
City Clerk