



**Administration Committee Meeting  
1:00pm, Monday, February 9, 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, HR Officer Ladd, Chief Cornett, Chief Oliverius,  
Director Hamilton

**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 January 8, 2026 meeting. Council Member Ward seconded the motion. The motion passed unanimously.**

**4. Old Business**

**A. Discussion of Spirit of the Island nomination for Dudley Spangler**

This matter will be on the February 24 City Council agenda.

**B. Update on Wage & Compensation Study and incentives**

Administrator Kerr shared the Executive Summary for the wage & compensation study recently received from Evergreen. They are still waiting for data from three municipalities, one of which the City has lost employees to. The study has found the City lagging behind other municipalities in terms of wages and compensation.

The Committee reviewed estimated costs of implementing Evergreen's recommendations, ranging from approximately \$543,000 to \$587,000. These numbers are based on base pay only and do not include fringe benefits and overtime. Staff will review the solution file sent from Evergreen before sending it out to the Committee. That data and its underlying assumptions will be discussed at the March meeting.

Council Member Pierce expressed concern about the disparity of pay within some positions. Each chief spoke to how they allocate pay and overtime among their staff. Both chiefs agree utilizing incentives will allow them to place new personnel at their proper step based on their experience as well as retain current Public Safety personnel.

The chiefs reviewed the proposed incentives, noting that they do not use any of them nor are any of them currently in the budget. They will come up with estimated costs for the incentives.

A representative from Evergreen will attend the March Administration Committee meeting to review the findings and answer questions.

**C. Discussion on City Organizational Chart**

Council Member Pierce said this information was included for reference information for future discussions.

**D. Discussion on Code of Ethics and Conduct**

Council Member Miller shared some ideas and research on possible processes regarding ethics and conduct. She will incorporate her suggested changes into the current Code of Conduct and prepare a redline of an ordinance for legal counsel to review.

**5. New Business**

**A. Discussion procurement/purchasing procedures**

Council Member Pierce would like to review Section 10 of the City Code relating to procurement and purchasing procedures. He believes the City should be shopping and going out to bid for pricing more frequently. He would like to incentivize shopping for savings.

He asked the Committee to review Section 10 and bring ideas to the March meeting.

**B. Discussion and consideration of tuition reimbursement policy**

Administrator Kerr said staff believes the City to be above the industry norm as it relates to tuition reimbursement. He believes it is prudent to dial it back to protect the amount of spending.

Staff proposes changes to set a cap at \$15,000/year and change the verbiage about repayment to “will be” should an employee leave the City within one year of receiving reimbursement.

**MOTION: Council Member Pierce made a motion to make these recommendations to City Council. Council Member Miller seconded the motion. The motion passed unanimously.**

**C. Discussion on review of City Code**

Administrator Kerr said the City Code is reviewed by a third party and likely has not been done in over 20 years. He will put out an RFP so the expense can be budgeted for FY27. He will present a scope of work at the next Committee meeting.

**D. Discussion and consideration of Resilience Officer job description**

Committee members support the idea of a Resilience Officer, but in light of current economics and upcoming budgetary demands, they believe the position should be put aside for the time being. The matter will be discussed with full Council at an upcoming workshop.

**E. Review of 10-year Capital Plan for General Government and Building Department**

Director Hamilton reviewed the capital requests for General Government including replacing the front doors of City Hall and modernizing its elevator. These costs will be shared with the Building Department. The Building Department is in need of a new pickup truck, an expense that has been deferred several times.

Council Member Ward mentioned adding theatrical lighting bars to the Recreation Department's request to upgrade the AV in the Magnolia and Palmetto Rooms. Administrator Kerr said he needs the costs of that addition to add to her request.

**6. Miscellaneous Business**

The next meeting of the Administration Committee will be held on Tuesday, March 3, 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 2:34pm.

Respectfully submitted,

Nicole DeNeane  
City Clerk