



**TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA
ADMINISTRATION COMMITTEE OF COUNCIL**

Wednesday, August 12, 2026

Committee met at 9:15 a.m., Wednesday, August 12, 2026 at Town Hall (2056 Middle St.), all requirements of the Freedom of Information Act having been met. Present were:

Committee members: Laura Schroeder (Chair) and Jody Latham

Staff: Charles Drayton, Jason Blanton, Town Administrator Joe Henderson, Pam Otto, and Bridget Welch.

A. Call to Order

- B. Chair Schroeder called the meeting to order at 9:15 a.m., stating the press and public were duly notified pursuant to state law, and all Committee members were present.

Media: None present

Public: Two (2) present

C. New Business (Discussion and action items)

1. Minutes - Approval of July 22, 2026 Administration Committee meeting minutes

Motion was made by Jody Latham, seconded by Laura Schroeder, to approve the July 22, 2026 Administration Committee meeting minutes, passed unanimously.

2. Community Engagement – Review a rough idea for “Listening Session” concept in lieu of “Town Hall Meeting”

Town Administrator Joe Henderson reviewed some of the ideas and potential FOIA issues with “town hall meetings.” More informal “listening sessions” have been discussed, similar to the Coffee with a Councilmember events the Town has been holding for the past few months. Writing down topics on sticky notes or a form to compile for a future meeting.

Public Comment:

- Karen Byko, resident – supports the idea but has concerns about burden on town staff, as well as how residents will get answers to their questions.

- Cheryl Clark, resident – asked if they would be like public comments or would they get answers. Also asked about agendas.

There was further discussion about how to have these sessions while still following FOIA laws, particularly having a Council quorum. Chair Schroeder would like to continue discussion and will mention it to full Council on the Administration Committee report at the next Council meeting.

3. Consideration of moving Executive Session to the beginning of Town Council Meetings

Chair Schroeder shared feedback from Attorney John Linton regarding moving Executive Session. Jody Latham suggested having an Executive Session with the Town Attorney to discuss moving Executive Session and Chair Schroeder said she will summarize it all in a letter to be distributed.

D. Old Business (Staff update available)

1. Review of outdated ordinances – currently being reviewed by Town Attorney. Will be reviewed at a future meeting.
2. Continue review of Town Departments

Mr. Henderson shared a slide showing the total expenditures for SC 250. At the top, it described the costs associated with the expenses spent on the donation to the Island Club for an event, the light post banners, the welcome sign, and work on Fort Capron (the Mound) for the installation of the Palmetto Log Fort. The total was for about \$55,297, including \$34,253 for Mound improvements for SC250 purposes, over the initial budget of \$50,000 for the FY2026 (Fiscal Year 2026) Capital Budget for SC250 items. In addition to this, the Town made some permanent improvements in order to get people safely to the top of the Mound. Those included a separate path up to the Mound for pedestrians to avoid vehicles going up or down, gate and fencing, a railing for the pedestrian path, and wiring for electrical and security cameras, for a total of \$33,562. Chair Schroeder recognized that the \$33,562 may provide the Town benefit in the future, but that there are no plans to put anything up there so she is not sure the Town would have spent the money if it weren't for the Log Fort. Chair Schroeder hoped the Town could take advantage of the improvements put on the Mound and said it should be up to the Recreation Committee to decide if anything is done up on the Mound once the Fort comes down. She said it has been mentioned in the past to put a stage up there. Ms. Latham mentioned that there used to be an event up on the Mound, called Round at the Mound with the Park Fund. Ms. Latham said that now that electric is up there is a plus as it used to be an issue for the catering at the event. Mr. Henderson said one of the biggest challenges for staff was that the \$50,000 budgeted for SC250 was done so a year and a half before the event. Staff had no idea that the Town would turn Battery Capron from what was once a passive recreational space to an active recreational area and that needed critical public access improvements.

- E. Pending Items (Discussion / Action not required)
- F. Public Comment
- G. Adjourn

Motion was made by Jody Latham, seconded by Laura Schroeder, to adjourn the meeting at 9:50 a.m., passed unanimously.

Respectfully Submitted,

A handwritten signature in black ink that reads "Pamela A. Otto". The signature is written in a cursive, flowing style.

Pamela Otto

Approved at the September 9, 2026 Administration Committee meeting