



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

Thursday, October 6, 2022

Committee met at 8:15 a.m., Thursday, October 6, 2022 at Town Hall (2056 Middle St.), all requirements of the Freedom of Information Act having been met. Present were:

Committee members: Justin Novak (Chair), Scott Millimet, and Kaye Smith.

Staff: Zoning Administrator Joe Henderson, Comptroller Jason Blanton, and Committee staff member Pam Otto, Town staff members Bridget Welch and Jacquelyn Gypin.

Public: Two (2) members.

1. **Call to Order.** Chair Novak called the meeting to order, stating the press and public were duly notified pursuant to state law, and all Committee members were present.

Media: None present

Public: Two (2) member present

2. **Discussion of Improving Participation in Public Meetings**

Chair Novak summarized the past few meetings and the discussions around how other towns conduct their meetings and how much public input is allowed. He stated he would like to create a memo detailing these findings with suggestions on how the Town should move forward. Chair Novak mentioned increasing the comment time would put Sullivan's Island in line with surrounding municipalities.

Mr. Millimet voiced his support for increasing the public comment time to two (2) minutes up from one minute and thirty seconds (1:30). He also reiterated that Council meetings are for presenting ideas and not for a back-and-forth conversation.

Ms. Smith supported the increase in time but also mentioned the need to have consequences to anyone being disruptive or not following rules.

Wayne Guckenberger, 2105 Pettigrew Street, suggested looking at other communities that have a successful system for allowing public discourse and applying it to our meetings. Chair Novak mentioned the Town is already unique in having both a Workshop and a monthly meeting. He does agree that he would like for the public to feel they are heard when making comments. He stated he will re-circulate a spreadsheet detailing how other municipalities are run.

Ms. Smith stated there was room for improvement on how emails and letters that are sent in are handled. Mr. Millimet agreed and reiterated that citizens are welcome to email Council as well as individual Council members.

Chair Novak stated once best practices are developed, they can be communicated to citizens.

Kim Brown, 2108 Pettigrew Street, stated she feels people are disruptive during meetings because they do not feel heard. She feels it would be beneficial to have a formal document outlining the rules about when people are allowed to speak and if they will receive feedback to their comment.

Ms. Smith mentioned it might be helpful for public comment to be moved to the end of Workshop. Chair Novak said it could be discussed at future meetings. He also confirmed all agenda items are listed online, meeting all FOIA requirements. The meetings are also posted on the public calendar on the Town's website. It was suggested to also have Andy add this to his email newsletter and to be put in the local newspaper.

3. Discussion of Adoption of Town of Sullivan's Island Employee Handbook

Town Staff member Pam Otto confirmed the Town lawyers have reviewed and updated the entire handbook and the last step is for Council to review and approve. Chair Novak suggested the committee would begin reviewing the handbook in segments for final approval. Ms. Otto stated she would re-send the final draft.

4. Discussion of Formation of Town of Sullivan's Island Youth Advisory Council

Chair Novak stated the Town did research on options for creating a Youth Council. They are legally prohibited from subsidizing a Youth Council due to insurance restrictions, among other things. However, the Town can provide a space and resources for their meeting. The first meeting will be at the end of the month and Town Administrator Andy Benke will be in attendance.

5. Discussion of Adopting Community Outreach and Communication Technology Including a Mobile Application to Enhance Citizen Engagement

Town Staff member Jacquelyn Gypin gave an update on the launch of Citibot, a communication tool between the Town and the public. It includes a search function on the website with the ability to send questions or concerns directly to Town Staff. She confirmed language was added to the welcome message that makes it clear people are interacting with a bot and are not in a live chat with a staff member. The Town will also be able to push out mobile text messages to citizens that opt into the service. She stated they were waiting on final approval from Council to officially launch the service. Chair Novak suggested resending the option to get feedback from

Council. Ms. Gypin confirmed Citibot will begin a marketing campaign once the launch date is decided. Chair Novak stated they will give Council a deadline for feedback. Ms. Smith stated it would be helpful to have feedback from the public to see if anything should be changed or improved upon. Mr. Millimet agreed and suggested having a set time for feedback to be sent in as well as having the submissions compiled into a report.

6. **Adjourn.** There being no further public discussion or new business, the meeting adjourned at approximately 8:45 a.m.

Motion: A motion was made to adjourn by Ms. Smith; seconded by Mr. Millimet, motion passed unanimously.

Respectfully Submitted,


Pamela Otto