



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

Tuesday, November 23, 2021

Committee met at 8:30 a.m., Tuesday, November 23, 2021, 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: Town Administrator Andy Benke, Comptroller Jason Blanton, and Committee staff member Pam Otto.

Public: Three (3) 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: Three (3) member present

2. **Approval of Minutes from October 5, 2021 Administration meeting.**

Motion: Ms. Smith made a motion to approve the draft minutes from October 5, 2021, seconded by Mr. Millimet, this motion passed unanimously.

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

Chair Novak first reviewed the four different types of meetings the Town currently holds, which include Workshops, Committee Meetings, Regular Council Meetings, and Special Council Meetings. He also reviewed the process of creating and editing agendas and gave more details about the purpose and structure of each type of meeting. He continued to expand on meeting rules regarding the agenda, public comment, etc. The Town follows "Robert's Rules of Order" to govern the meetings held. Chair Novak also reviewed a few points about public comment specifically. For example, topics not included on the agenda are not up for discussion during the meeting. There are also various rules and regulations regarding how comments are received, responded to, and included in the meetings.

Chair Novak then spoke about the various ways the public can comment during the meetings. In addition to signing up in advance to speak, residents are also able to sign up at the beginning of the meeting. Currently, the time limit for comments are 90 seconds (1 ½ minutes), but he is open to discussing this and possibly changing the time allowed. He also spoke to the process and time that is required for recording the meetings and

creating/approving the minutes. All this information, along with the rules and procedures for motions are available on the website under Ordinance 2015-11. The processes the Town follows are also required to follow any rules and restrictions set by the State of South Carolina.

Chair Novak then reviewed the varied ways nearby towns and cities, like Isle of Palms and Folly Beach, handle public comments in their meetings. Mr. Millimet and Chair Novak also discussed the procedure and reasoning behind when and in what meetings the public is able to ask questions and have their opinions heard.

4. **Public Comment**

- Cyndi Garland, 2 Citadel Street-stated she would like more clarity on the process and feels signs should be put up on any area of land that is going to be significantly change.

Chair Novak commented on how the Town currently advertises meetings and that addressing some of the concerns about news distribution is one of the goals of the upcoming Council meeting. Mr. Millimet and Chair Novak both mentioned the process of requiring a minimum of three readings before any proposals are considered or motions are made.

- Cheryl Clark, 2119 Pettigrew Street-stated she would appreciate more opportunities for Q&A sessions for the public to participate in.
- Karen Coste, 322 Station 19-feels 90 seconds is not enough time for public comment and would like to see it increased. She would also like the public to be allowed more opportunities to address the entire council, such as during Workshop.
- Tita Massey, 1815 Middle Street-agrees with Ms. Coste and is frustrated about how residents get information and feels an app would be helpful and is more favorable that relying solely on the website.

Mr. Benke discussed the need for updating how information is distributed to residents, with a reminder that up to the minute news updates is a relatively new idea as technology has progressed. He stated there is some responsibility on citizens to actively engage and educate themselves on the procedures and happenings of the Town. Mr. Millimet agreed and mentioned the various ways citizens are able to communicate with Council members. He and Chair Novak agreed that there do need to be some time constraints on how long public comments should be, as it affects the length of the overall meeting. Chair Novak stated it is important to keep in mind that meetings require a lot of work and participation from Town staff and Committee Chairs should be mindful and respectful of meeting length.

- Kimberly Brown-feels discussion between the speaker and Council should be allowed during public comment. She also stated concern about committees, such as the historical preservation task force, forming without proper procedure. She suggested having an optional Town-wide email list for distributing news.
5. **Adjourn.** There being no further public discussion or new business, the meeting adjourned at approximately 9:30 a.m.

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

Respectfully Submitted,

Pamela Otto