



**SURFSIDE BEACH TOWN COUNCIL WORKSHOP  
TOWN COUNCIL CHAMBERS  
115 US HIGHWAY 17 NORTH, SURFSIDE BEACH, SC  
MARCH 8, 2018 AT 6:00 P.M.**

**CALL TO ORDER.** Mayor Childs called the workshop to order at 6:00 p.m. Mayor Childs, Mayor Pro Tempore Ott, and Councilmembers Courtney, Johnson, Pellegrino, Samples and Stevens were in attendance. A quorum was present. Others present: Town Clerk Herrmann.

Council Discussions – Council concurred to schedule the workshop at the February 27<sup>th</sup> meeting. The meeting package to which the pages are referenced is on file. Topics mentioned over the past several months include:

- Term Limits, TOSB Section 2-18, page 1 of 13. Mr. Stevens suggested that all mayors be limited to one term, but had nothing to add, although he presented the topic at a recent council meeting. Mr. Johnson said that every election establishes a term limit. Mayor Childs and Ms. Samples agreed with Mr. Johnson.
- Council and Mayor’s Pay – TOSB Section 2-20, page 2 of 13. After a lengthy discussion, **Council CONCURRED council salary shall remain unchanged, but an ordinance will be presented for consideration at the March 13<sup>th</sup> regular meeting to increase the mayor’s pay to the amount recommended in 2006, i.e. \$9,600.**
- Forms of Government – TOSB Section 2-1 and SC Code Chapters 5 and 11. After discussion, **Council CONCURRED that the Council form of government was the best for our town.**
- Election Filing Fees – TOSB Chapter 5, Section 5-31(3), page 3 of 8 (fees have not increased since the town was established.) After lengthy discussion, during which the residency requirements; election costs and various types of elections were discussed, **Council CONCURRED to consider an ordinance to increase filing fees to \$75 for councilmembers and \$100 for mayors and to increase the residency requirement to three years.**
- Time of meetings – TOSB Section 2-36, pages 4 of 13 and following.
  - (d) Meetings on Election Day. Would Town Council like to consider changing the wording to state that when “town elections” fall on meetings days? Changing the day to Monday is confusing for many of our citizens, and the meetings would not interfere with the election process. After discussion, **Council CONCURRED that the regular meeting time should remain on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays, [except only the 1<sup>st</sup> Tuesday in December,] at 6:30 p.m. and that meetings scheduled on Tuesday Election Days shall be moved to Monday, the day before.**
- Council Rules of Order
  - Signing documents – no existing statute, policy or procedure. After a lengthy discussion, **Council concurred to sign documents prior to leaving meetings.**
  - Addressing the council – TOSB Section 2-40, page 7 of 13. **No changes.**
  - Staying on topic. **Be respectful of topic and time.**

52 - *Robert's Rules of Order*, Newly Revised. A lengthy discussion was held regarding the need for  
53 training for newly elected officials. Municipal Association Field Representative Bill Taylor  
54 provides a package of information that includes "How to Conduct Effective Meetings," and  
55 "Handbook for Elected Official" and the clerk provides basic parliamentary rules along with  
56 other codes that apply to the council. **Council CONCURRED to have a link to *Roberts Rules of***  
57 ***Order on the town's website.***  
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59 - Parliamentarian, TOSB Section 2-51, page 9 of 13 and following. Currently the administrator is  
60 tasked with parliamentary duties. A discussion was held regarding having an attorney attend  
61 meetings, but it would be expensive. There have been times when counsel was needed, but an  
62 attorney was not present. Council relies on the clerk for many parliamentary rulings. That is  
63 unfair, because she works for council. Support was expressed to have an attorney at meetings  
64 who has municipal experience. To have an attorney attend all the meetings that occurred during  
65 the last year would have cost \$33,000. The question was raised about bringing an attorney to  
66 meetings or making conference calls for meetings that include a topic with legal ramifications.  
67 **Council CONCURRED to ask the town administrator to research this.**  
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69 Whether or not to hire a deputy administrator will have to be addressed during the budget  
70 process. If not, then those funds could be used for an attorney.  
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- 72 • Clarifying codes setting agenda – TOSB page 5 of 13 and following.  
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74 - Authority to add items to the agenda; various agenda types; business or discussion. Since 2012,  
75 the practice has been to bring new matters for discussion to determine whether council is  
76 interested in the matter as a business item. Town Code was amended by Ordinance #14-0781 to  
77 add Section 2-139(b)(9) Town Council Discussion, which provides a platform for members to  
78 bring topics forward.  
79

80 The Town Code states that agenda items must be submitted to the clerk by 5:00 p.m. on  
81 Wednesday prior to the meetings. However, it has been customary to allow councilmembers to  
82 add an item to the agenda on Thursday or even Friday, if the agenda has not been published.  
83 Council deserves the right to add a last minute topic, even though that technically does not  
84 comply with the code. Once the agenda is published, the Freedom of Information Act requires  
85 that an amended agenda be published 24-hours in advance of the meeting. If that timeframe  
86 cannot be met, and the item *requires action* by council, then a two-thirds majority vote is required  
87 to add the item. The code timeframe was established to ensure timely delivery of information to  
88 the clerk so the packages could be delivered to councilmembers. Councilmembers supported the  
89 discussion section of the agenda, and that discussion was to be held before an item was presented  
90 for action. Creating the agenda has always been a problem. The current system seems to work.  
91 This code was adopted prior to the new FOIA Act.  
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- 93 • Mayor Pro Tem Election, Section 2-46, page 8 of 13 and following  
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95 – State Code - should be elected by Town Council, after discussion **Council CONCURRED to**  
96 **revert to the State prescribed code stating that the mayor pro tempore is to be elected by**  
97 **the council\***  
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99 - if the elected mayor pro tempore is the candidate with highest number of votes in the most  
100 recent election, then it is recommended that the term should be the second two years of office,  
101 this discussion is moot based on the previous concurrence\*  
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- “Appearance of Citizens” – the language implies that speakers are at the meeting “recognized by the moderator,” page 11 of 13. Do you want speakers only to speak for themselves (no third party comments or readings?) After discussion, **Council CONCURRED that the current speaking times should be kept; speakers should speak for themselves or an organization they represent, and written statements from third parties should be delivered to the council.**
- Any other matters relating to Town Council that members wish to discuss

Mr. Pellegrino said the pier meeting should be held as soon as possible, and then as soon as that is over, another budget meeting should be scheduled to consider budget items. Mayor Childs said Mr. Adair is working to get the meeting scheduled quickly. Mr. Ott said there were two other projects coming forward from the infrastructure committee. Ms. Herrmann asked if council would be willing to meet on Friday night or Saturday for the pier meeting, if that was when all those involved could meet. **Council CONCURRED to meet whenever the meeting was scheduled.** Ms. Herrmann said Mr. Adair would be informed to help expedite getting the meeting scheduled. Ms. Samples agreed that a budget meeting should be scheduled after the pier meeting.

Mayor Childs declared the workshop adjourned at 7:13 p.m.

Prepared and submitted by

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Debra E. Herrmann, CMC, Town Clerk

VOTE:

Yes No

**SURFSIDE BEACH TOWN COUNCIL**

\_\_\_\_\_  
Robert F. Childs, III, Mayor

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Ron Ott, Mayor Pro Tempore

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Timothy T. Courtney, Town Council

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Mark L. Johnson, Town Council

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David L. Pellegrino, Town Council

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Julie M. Samples, Town Council

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Randle M. Stevens, Town Council

Clerk’s Note: This document constitutes minutes of the workshop that was digitally recorded, and is not intended to be a complete transcript. Appointments to hear recordings may be made with the town clerk; a free copy of the audio will be given to you provided you bring a new, unopened flash drive. In accordance with FOIA §30-4-80(A) and (E), workshop notice was distributed to local media and interested parties via the town’s email subscription list. The notice was posted on the entry door at Town Council Chambers. Workshop notice was also posted on the town website at [www.surfsidebeach.org](http://www.surfsidebeach.org) and the marquee.