



MINUTES

South Congaree Town Council  
Council Work Session  
Tuesday, February 11, 2025, 4:30PM  
South Congaree Town Hall, Council Chambers  
119 West Berry Rd., West Columbia, SC 29172

**Members in Attendance:** Mayor Cindy Campbell, Mayor Pro-Tem Kitty Spires  
**Councilmembers:** Brian Jackson, Debbie McIver ( 4:33 PM) and Dwayne Prosser.  
**Attendees Present:** Municipal Clerk, Kerri Charlton, Police Chief Steven Jonas, Town Attorney Joseph Dickey (4:42 PM)

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*The public was duly notified of the date, time, and place of the meeting.*

**I. Call to Order.**

Mayor Campbell called the meeting to order at 4:33 PM. A quorum was present.

Mayor Campbell led in the Pledge of Allegiance and Invocation.

This meeting complied with the public meeting notice and agenda requirements as per the Freedom of Information Act, S.C. Code 30-4-80, posting 24 hours in advance.

**II. Presentations:**

- A. Melissa Harrill from Swiftwater Strategies shared the results of the **Town of South Congaree's Municipal Assessment** with the Town Council. The assessment outlined a series of recommendations aimed at improving Town operations and setting the stage for future growth. These suggestions were organized into three categories: **Immediate**, **Next 12 Months**, and **Years 1-2**. Immediate actions include steps such as auditing revenue sources, implementing the newly adopted hospitality tax, improving communication with the Council and the public, and standardizing procedures for hiring and employee orientation. These changes are designed to help the Town run more efficiently and ensure financial transparency and compliance.

In the coming year, there are plans to adopt best practices for financial and travel policies, create clear position descriptions and employee evaluation tools, and start long-term projects like the 5-year capital improvement plan. There are also important infrastructure projects to consider, such as upgrades to the Town Hall. The goal is to enhance both the operational efficiency of the Town and the satisfaction of its employees; while making sure the Town is well-prepared for the future. **See attached report to Council** for more details about the action items and timelines

- B. Presentation by Mr. Rance Woodley: Mr. Rance Woodley, representing the South Congaree Rodeo, provided a report on the upcoming Bull Bash event, scheduled for March 21 and 22 at the Lexington County Arena in South Congaree. Mr. Woodley expressed his excitement about the event and highlighted its positive economic impact, noting that the rodeo generates over \$1 million for the local community, as reported by the Chamber of Commerce.  
Ticket Pricing: Mr. Woodley informed the Council that ticket prices have been increased this year to \$20 for adults and \$15 for children. Tickets will be issued as E-Tickets for the convenience of attendees.  
Event License: Mr. Woodley also noted that next year's event will operate under the new license name "Bar-W."  
Sponsorship and Community Support: Mr. Woodley thanked Mayor Campbell for her personal sponsorship of the event and shared that tickets will be donated to local schools to assist less fortunate families and children in attending the rodeo.  
Municipal Clerk's Reminder:

Municipal Clerk Charlton reminded Mr. Woodley that he needs to obtain a Special Events Permit from the Town Office. The fee for the permit is \$350 per rodeo event. Additionally, all food and beverage vendors will need to secure a \$50 vendor permit and are required to collect and remit a 2% Hospitality Tax to the town, as per the new regulations. Mr. Woodley was advised to visit Town Hall for further paperwork and information.

**III. Council Discussion Items:**

**A. Police Department Carwash Fleet Plan:**

- We reached out to Take 5 Car Wash regarding a fleet plan for the Police Department. Their offering includes unlimited washes at a rate of \$20.00 per vehicle per month. With our current fleet of 6 Patrol Cars and 1 Code Enforcement Truck, this plan would cost \$1,440.00 annually for the Police Department alone, and \$1660.00 for all 7 vehicles.
- Municipal Clerk Kerri Charlton is working with Chief Jonas to explore additional options that would include the Code Enforcement Truck as part of the plan. We will provide further updates to the Council next month.

**B. Dodge Charger Repairs:**

- The council received two (2) quotes for the repairs needed for the Dodge Charger. One (1) from JT Christler dealership in the amount of \$13,555.32 and one from Kelly automotive in the amount of \$1,453.59.

**C. New Computer for Code Enforcement Official:**

- The council reviewed the quote to replace the non-functioning Code Enforcement desk top computer from IronLogix in the amount of \$959.95 plus tax.

**D. GPS System Quote and Update:**

- Chief Jonas presented the Verizon Connect Reveal for Government packet to Council. He is still waiting on the quote and will provide more information to Council when he receives it.

**E. Town Park Update:**

- The Council received an update on the Town park Water Fountain and Septic repairs needed.
- Carolina Conditions Home Services provided a quote to replace and relocate the Water Fountain in the amount of \$1,975.00
- The Council was updated on the Septic needing to be serviced and lines to be relocated.
- Council Tabled this Discussion until March.

**F. November and December Draft Minutes:**

- The council reviewed the draft minutes for errors and corrections prior to approving.

**G. Employee Time-Keeping System:**

- The council received information on employee timekeeping through Quick books.
- The council agreed to review and research other options.

**H. Planning and Zoning Official assistance:**

- Council discussed contracting with CMCOG- Central Midlands Council of Government, an outside agency to assist with Planning and Zoning.

**I. Comprehensive Plan Update:**

- The Council has not received an update from the Planning Commission or Gregory Sprouse in reference to the Comprehensive Plan.
- Municipal Clerk Kerri Charlton was instructed to contact Mr. Sprouse for an updated completion timeline.

**J. Council meeting Rules and Order:**

- The Council tabled this item.

**IV. Executive Session: Cancelled**

Council cancelled Executive Session at **5:40 PM** under **S.C. Code 30-4-70 (A) (2)** to discuss:

- Zoning and Planning COG, Town facilities, pending litigation matters and threatened claims

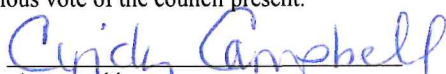
Mayor Campbell made the motion to Cancel/Table Executive Session at **5:40 PM** to discuss during the regular Council Meeting Executive Session beginning at 6:00 PM, Motion seconded by Councilmember Jackson Motion carries by unanimous vote.

**V. Adjournment of Council Meeting:**

The council, on the motion of Mayor Campbell, and seconded by Councilmember Jackson, voted to adjourn the meeting at **5:41 PM**. Motion was carried out with the unanimous vote of the council present.



Attested by:  
Kerri Charlton, Municipal Clerk



Approved by:  
Cindy Campbell, Mayor



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Date Approved

*Civility Pledge*

*I pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others, and their viewpoints, and finding solutions for the betterment of my city or town.*

**The public was duly notified of the date, time, and place of the upcoming meeting.**

The Town of South Congaree is a handicapped accessible facility.