



MINUTES

South Congaree Town Council
Work Session Meeting 5:30 PM
Tuesday, September 10, 2024

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 (Absent), Debbie McIver, and Dwayne Prosser.
Attendees Present: Interim Chief Mike Gordon, Municipal Clerk, Kerri Charlton

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 5:30 PM. A quorum was present.
Mayor Campbell led in the Pledge of Allegiance and the Invocation.
The Town is in compliance with the FOIA, posting 24 hours in advance.

II. Presentation/ Cancelled-Unable to attend.

Guest Speaker Rance Woodley, South Congaree Championship Rodeo

III. Presentation: Guest Speaker Chris Clark, GMK Associates, Inc.

Mr. Clark presented a comprehensive update on the phase one study for the Town of South Congaree Administration Town Hall project. Here's a summary based on his presentation:

1. Property Overview:

- The proposed site to be acquired by the town is 22 acres.
- The buildable area is 3.45 acres minus the flood zones AE and AE floodway, which restrict construction.

2. Massing Studies:

- Building Size: The proposed building is approximately 6,000 square feet, derived from a 4,500 square foot program plus 35% for circulation.
- Design Options:
 - Plan A: 90 parking spaces (6 handicap) with future expansion potential.
 - Plan B: 79 parking spaces (6 handicap).
 - Plan C: 83 parking spaces (5 handicap).

3. Building and Parking Layouts:

- Different massing plans show various shapes (U-shape, L-shape) and their impacts on parking and future expansion.
- Plans include options for central plaza features and various parking configurations.

4. Cost Considerations:

- Estimated Cost: Approximately \$350 per square foot, covering construction but not soft costs (design fees, etc.).
- Building Methods: Consideration of pre-engineered buildings, which might be cost-effective.

5. Future Planning:

- Expansion: All plans accommodate future expansion possibilities.
- Building Structure: Options to design the first phase to support future additional floors.

6. Surveys and Engineering:

- Survey: A detailed survey is necessary to accurately determine buildable areas and low points for retention ponds.
- Environmental Concerns: GIS mapping used for initial studies; more precise survey required for final design.

7. **Next Steps:**

- Phase Two: Involves detailed design and engineering.
- Revised OPC (Opinion of Probable Cost): Will be provided based on the updated plans and feedback.
- Site Visits: Potential visits to similar sites for inspiration and better understanding of needs.

Action Items:

1. **Review Revised OPC:**

- Await the revised opinion of probable cost from Mr. Clark.

2. **Survey Requirement:**

- Confirm the need for a detailed survey and who will handle it.

3. **Further Meetings:**

- Schedule meetings with the new Chief and part-time Town Administrator to gather their input.

4. **Explore Design Options:**

- Consider visits to similar municipal buildings for design insights.

5. **Discuss Parking and Expansion:**

- Decide on the necessary parking spaces and potential for future building expansion.
- Mr. Clark is open to further discussions and will send updated documents. The next steps involve reviewing these documents, considering input from the Council, and preparing for the next phase of the project.

IV. Budget and Ordinance Discussion

The Council continued their detailed budget discussion for adjustments needed to complete the FY 2024-2025.

Budget Revenue Discussion:

1. ***Hospitality Tax Revenue:*** The budget currently estimates \$50,000 for hospitality tax revenue, although it might be closer to \$115,000-\$120,000 based on initial projections. A conservative estimate of \$50,000 is preferred for accuracy, with the amount placed into a separate Hospitality Tax account to be used only for specific, approved expenses.
2. ***Merchant Fees:*** Verification is needed of the fees charged by the bank for credit card transactions and adjust the budget to reflect these expenses. It's typically around 2-3% per transaction, verification is required to confirm the exact rate.

Budget Expenses Discussion:

1. ***Salaries and Positions:*** Two positions are listed: one for a full-duty police officer and one for a School Resource Officer (SRO). The SRO will require training, and it was suggested to consider hiring uncertified officers if the applicant pool is slim. Ensure the budget accurately reflects the salaries for the Chief of Police, Lieutenant, and the two officers.
2. ***Professional Services:*** Include costs for Clerk of Court and Town Administrator. Consider revising the Clerk of Court position if the workload doesn't justify a full-time role.
3. ***Cyber Insurance:*** Add cyber insurance costs to the budget as this has been an ongoing need.
4. ***Police Department Equipment:*** Clarify and adjust the revenue and expenses related to the auction of police vehicles. The figure of \$7,600 for 20 vehicles should be reviewed for accuracy and properly allocated.
5. ***Storm Water Management:*** Include costs related to storm water testing and management in the budget. This expense has not been consistently accounted for and needs to be included.
6. ***Next Steps:***
 - Finalize the budget details and work with Adam to ensure all figures are accurate and appropriately allocated.
 - Review and adjust the budget for specific departmental needs, such as police equipment and storm water management.
 - Plan for the budget approval process, including the first reading, public hearing, and final adoption in the upcoming meetings.

Ordinances Discussion:

Fireworks Ordinance:

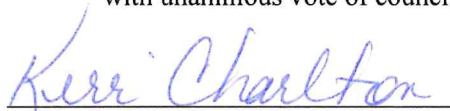
- **Current vs. Proposed:** The council continued to discuss the proposed fireworks ordinance, noting that the current version is vague. The proposed ordinance is more detailed and specific about fireworks use, aiming to limit their use to certain times and reduce the issue of continuous fireworks throughout the year.
- **Next Steps:** The new ordinance will require two readings. The first reading is scheduled for the next meeting. The proposed ordinance will be reviewed, and feedback will be considered for any necessary adjustments.

Solid Waste Collection:

- **Current Issues:** The council reviewed the proposed ordinance requiring trash and recycling containers to be placed at a designated site no earlier than 7:00 p.m. the night before collection and removed by 7:00 p.m. on the day of collection. Concerns were raised about this timeline, particularly for elderly or disabled residents.
- **Adjustments:** The council discussed extending the timeframes and considering exceptions for elderly or disabled residents. It was agreed that no immediate action would be taken on the Solid Waste Collection Ordinance until further discussion could be held. Adjustments to the ordinance will be considered to better accommodate these concerns and improve its effectiveness.

V. Adjournment of Council Meeting:

The council, on the motion of Mayor Campbell, voted to adjourn the meeting at **6:49 PM**. Motion carried with unanimous vote of council.



Attested by:
Kerri Charlton, Municipal Clerk



Approved by:
Cindy Campbell, Mayor



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.

For the YouTube Live video please use the link below.

https://www.youtube.com/watch?v=WYJeNE_tMd4 Pt. 1

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.