



MINUTES

Town of South Congaree Council
Tuesday, January 25, 2023, 1:00pm

Special Called Council Meeting

South Congaree Town Hall Council Chambers
119 West Berry Rd. West Columbia, SC 29172

Council Present: Mayor Cindy Campbell, Councilmembers Pro-Tem Mabry, James Drennan, Kitty Spires, and Brian Jackson

Staff and Guest Present: Town Clerk Kelly Clark, Mr. Jeff Shacker, MASC

I. CALL TO ORDER

1. Pledge of Allegiance
2. Invocation - Mayor Campbell

II. Meeting with Jeff Shacker to discuss our Goals Meeting for 2023.

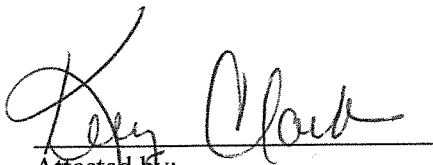
Mr. Shacker described how he has previously conducted these types of meeting with a system for the outcome to be streamlined. The Council agreed and he moved forward with the Goal Meeting.

III. Public Comment(s)

No public comments were given.

IV. Adjournment

Mayor Campbell motioned to adjourn, Pro-Tem Mabry Second the motion. Motion passed and meeting was adjourned at 3:50 p.m.


Attested by:
Kelly Clark, Town Clerk


Approved by:
Cindy Campbell, Mayor

2.21.2023
Date Approved:

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

Page 1

- A) Refurbish town hall, offices, courtroom, interior, exterior, roof, doors, lighting, A/V for council/courtroom, restrooms, cosmetic improvements, HVAC system, Engage Architect or employer to design, cost estimates, and manage project.
- B) 11.7 Acres tract in flood plain- redevelop potentially for timber, walking/recreation for parks _____project potentially. Harvest timber short term. Hire professionals to design/plan projects and proceed based on recommendations.
- C) Sewer Extension up SC302 Reach agreement with Cayce. Engage city, for Design and construction sewer to Cayce for Specs using ARPA (American Rescue Plan Act) and work with Joint Municipal and Legislate then Deed to Cayce for maintenance.

Page 2

- A) Catch up on minutes for past meetings that need to be completed. Discuss at next council workshop to establish time limit for completion, the level of detail and style that council expect for minutes and to establish what the other expectations for minutes and agenda packets are (I.e., when packets are distributed, deadlines for requestion additions of items and when draft minutes are prepared and distributed to council).
- B) Complete comprehensive Plan. Review contract with CMCOG and talk with them about drafting process, public participation, and presentation of elements to council. No cookie cutter customizes for South Congaree.

Page 3

- A) Engage American Legal for codification and legal review services and online hosting. Obtain price quote and present it to council for consideration.
- B) Discuss H-Tax with council at next work session and place reading of an ordinance to adopt on Agenda of next council meeting. Use proceeds in eligible initiatives to include proposed park.
- C) Explore implementation of proper tax millage and reserve fund approach. Obtain total assessed value from County Auditor discuss at upcoming work session.

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

Page 4

- A) Pursue establishing a town festival that is niche and will personify South Congaree. Discuss at upcoming work session, appoint a festival committee to develop concept and engage residents and businesses.
- B) Resolve the issue by generating monthly financial reports for council that would be included in council meeting agenda packets. The same level of detail is important.
- C) Administrative policies and procedures. (AR, AP, Payroll, financial statements prep, BL zoning/building, etc.)

Page 5

- A) Website update. Content, update, and aesthetics. Place forms on the site and similar documents to make it more user friendly and to make town operations more efficient as well. Use fillable PDF's forms.
- B) Asset tracking for capital. Also inventory employee and volunteer skills/abilities/certificates. talk with Green Finney Cauley about this asset tracking service, if any, also evaluate software.
- C) Inventory infrastructure and property available for development and redevelopment to inform, decision making. Prepare and present to council for discussion, next steps.

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

Page 6

- A) Schedule a work session to establish expectations for municipal clerk position to include tasks and the priority of those tasks. The Town Clerk will develop a list of job tasks/duties, sent to the council before the work session to inform the process. Once the list is complete and placed in rank order. Have council adopt.
- B) Develop Job descriptions, evaluations, have council adopt and utilize going forward.
- C) Look, develop internship program Model after programs in other cities. ID candidates, duties a adopt policies.

Page 7

- A) Practice performance management using this goal setting as a starting point. List tasks, identify responsibility for each item, assign a deadline for completion. Review progress of Council work sessions. Take some approach to getting taken by the council. What is action, the next step, who is responsible, and the due date?
- B) Evaluate purchasing ordinance in terms of clarity, spending limits and procedures that must be followed based on the amount of purchases. Also consider alignment with level of detail in budget (I.e., more specific budget is and my attached details; due to the higher the spending limits potentially).

Page 8

- A) Revenue Enhancement. (Possibly an intern) Identify business entities being conducted in town and ensure that license tax is being paid.
- B) Monthly newsletter either on web, social, electronic distribution, or hard copy.

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