

**MINUTES****Council Work Session****Monday, November 10, 2025, 5:30 PM****South Congaree Town Hall, Council Chambers  
119 West Berry Rd., West Columbia, SC 29172****COUNCIL PRESENT:**

**Cindy Campbell, Mayor**  
**Kitty Spires, Mayor Pro Tem**  
**Debbie McIver**  
**Dwayne Prosser**

**COUNCIL ABSENT:**

**Brian Jackson**

**STAFF AND OTHERS PRESENT:**

**Crystal Bouknight, Town Administrator**  
**Kelli Ricard, Town Clerk**  
**Ronnie Hingleton, Code Enforcement**  
**Stuart Jones, Congaree Code Consulting**

**MEDIA NOTIFICATION:**

The agenda was posted at Town Hall and The State, Free Times, Lexington County Chronicle, Cayce-West Columbia News, The Columbia Star, COLADaily.com, radio, and television stations were all notified by email on November 7, 2025.

**I. Call to Order.**

Mayor Campbell called the meeting to order at 5:31 PM.

**Presentations:**

Mayor Campbell stated that the presentations would take place after the discussion items due to a time mix-up.

- a. Mr. Jones, representing Congaree Code Consulting, presented to Council regarding the option for the Town to utilize his firm for Building Official services rather than continuing to rely on the County. He outlined his qualifications and professional background and explained that these services could be provided either on a monthly fee basis or per inspection.
- b. Mr. Wayne Shuler was unable to make the meeting and was rescheduled for the November 18, 2025, meeting.

**Discussion Items:**

- a. Mayor Campbell recognized Town Clerk, Kelli Ricard, to discuss the proposed amendments to the Town of South Congaree Council Work Session meeting time and order of proceedings. Mrs. Ricard requested that Title 3, Chapter 31, Section 1, § 31.01 Time and Date of Regular Meetings be amended to 6 PM to align the Council Work Session schedule with all other Town meetings, including Planning and Zoning Commission meetings, ensuring consistency and clarity for the public.

Mrs. Ricard also discussed Title 3, Chapter 31, Section 2. The ordinance listed the Order of Proceedings as:

- (A) Invocation/Pledge of Allegiance
- (B) Reading of the minutes
- (C) Reading of any petitions or communications
- (D) Report from committees
- (E) Business tabled or not concluded before
- (F) New business
- (G) Introduction of ordinances or resolutions
- (H) Reports from town officers
- (I) Miscellaneous business not included in proceedings
- (J) Public comments
- (K) Executive session

(1985 Code, § 1-9) (Am. Ord. 2015-1, passed 7-7-2015)

She presented the staff's recommended amendment to the Order of Proceedings as follows:

1. Call to Order / Determination of Quorum
2. Invocation / Pledge of Allegiance
3. Announcements and Communications by the Mayor
4. Presentations and Recognitions
5. Requests for Appearances / Citizen Comment Period
6. Approval of Minutes from Previous Meetings
7. Council Committee Reports
8. Unfinished Business
9. New Business
10. Adjournment

(b) Council may adjourn to Executive Session at any point on the agenda following the Pledge of Allegiance.  
(c) For purposes of this section, "Pledge of Allegiance" refers to the Pledge of Allegiance of the United States of America, as formally adopted by the U.S. Congress in 1942 and amended in 1954.

The recommended revisions were intended to modernize and streamline the flow of Council meetings, aligning the structure with the Town of South Congaree's operational needs in 2025. Specific benefits of the proposed order included:

- Announcements and Communications by the Mayor - established a consistent and appropriate time for the Mayor to share information regarding upcoming events, community matters, and official communications.
- Presentations and Recognitions - provided an early opportunity for Council and staff to honor individuals, organizations, or community achievements, without requiring extended attendance later in the meeting. This section would appear on the agenda only as needed.
- Requests for Appearances / Citizen Comment Period - positioned earlier in the agenda, allowing for public participation before consideration of new business items, giving residents the option to depart after their comments. This section would also appear only as needed.
- Unfinished Business - replaces the outdated phrasing "Business tabled or not concluded before," providing clarity and conciseness.
- The inclusion of language permitting Executive Session at any point following the Pledge of Allegiance affords flexibility for Council to address matters requiring confidential discussion, particularly those that require action immediately upon return to open session.

Following Mrs. Ricard's presentation, the Council discussed the language regarding Executive Session. Mrs. Ricard clarified that the provision allows changing the placement of Executive Session, not adding new sessions during the meeting. She emphasized that Executive Sessions would remain at the end of the agenda unless circumstances require moving them earlier. If moved, only the specific item requiring discussion would be addressed at that time; any additional items would remain at the end of the agenda to avoid delaying constituents in attendance.

b. Mayor Campbell recognized Code Enforcement Officer, Ronnie Hingleton, to discuss the proposed Ordinances pertaining to Code Enforcement. He recommended adopting the International Property Maintenance Code (IPMC) to use along with the current codes, as it would help clarify which code must be enforced. The ordinances to date were vague, and the IPMC would give a more defined list of regulations that could be implemented. Mr. Hingleton went on to provide examples of infractions, such as rotten wood and broken windows, that the current Town code does not explicitly address. He recommended that Council adopt the IPMC.

Mr. Hingleton provided Council with a copy of a proposed door hanger. The door hanger would not be used as a first line of notification, but as a follow-up. The current ordinances already address the listed infractions. Council Member McIver asked if the broken window infraction meant cracked or just broken out, and Mr. Hingleton stated the ordinance means broken out. Council Member McIver asked how extreme the code would be in regulating vines, since it was the state flower. She noted that many people like to decorate their gardens with them. Mr. Hingleton stated that the IPMC did allow for natural areas and cultivated gardens.

There was some discussion concerning roll carts being out of sight, and Mr. Hingleton noted that enforcing roll carts was on a case-by-case basis and within reason.

Council Member McIver asked for clarification on the dog waste ordinance. Mr. Hingleton stated that Lexington County would have the ordinance about that, and he would most likely consider enforcement on a complaint basis.

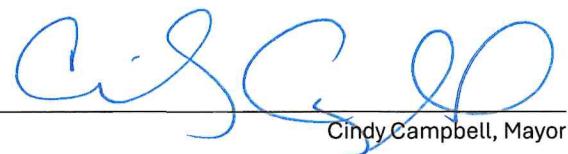
Mayor Pro Tem Spires asked whether the entire IPMC book should be listed in the Town's ordinance or if the Town would adopt the book as a whole. Mr. Hingleton stated it would reference the book. He lists the code violation numbers on the notices for people to review.

**IV. Adjournment**

Mayor Campbell called the meeting to a close at 6:11 PM.



Kelli Ricard, Town Clerk



Cindy Campbell, Mayor

Date Approved: December 16, 2025