



## MINUTES

Regular Council Meeting  
Tuesday, November 18, 2025, 6:00 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:

Pastor Jeff Bradley, Lighthouse Baptist Church  
Crystal Bouknight, Town Administrator  
Kelli Ricard, Town Clerk  
Lt. James Marchant, South Congaree Police Department  
Wally Shangle, Planning Commission, Chairman  
Joseph Dickey, Town Attorney

### 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, as well as radio and television stations, were notified by email on November 14, 2025.

#### I. Call to Order

Mayor Campbell called the meeting to order at 6:00 PM. A quorum was present.

Mayor Campbell led in the Pledge of Allegiance. Pastor Jeff Bradley of Lighthouse Baptist Church led the invocation.

#### II. Presentation

- a. Mayor Campbell recognized Wayne Shuler with Palmetto Land Use Planning, LLC, for a zoning update. Mr. Shuler provided the Council with a spreadsheet outlining the Comprehensive Plan goals and their incorporation into the updated Town of South Congaree Zoning Ordinance. He discussed the updates and corrections he recommended making to the ordinance. Council Member McIver asked whether the Planning Commission would approve the updated Zoning Ordinance before Council received the information. Mr. Shuler stated that the Planning Commission would need to approve it before Council could take first reading. Mayor Pro Tem Spires asked whether Planning Commission Member Wally Shangle could provide a list of items the Planning Commission requested be addressed in the updated ordinance. Mr. Shangle agreed to provide that information to Mr. Shuler.
- b. Mayor Campbell recognized Kelli Ricard, Town Clerk, who read the resolution declaring November 20th as World Pancreatic Cancer Day in South Congaree. Council Member Prosser made a motion to adopt the resolution, and Mayor Pro Tem Spires seconded the motion.

The motion passed unanimously.

#### III. Approval of Minutes

Mayor Campbell entertained a motion to approve the minutes for the October meetings. Mayor Pro Tem Spires made a motion to approve the October 14 and 21, 2025, minutes collectively. Council Member McIver seconded the motion.

The motion passed unanimously.

#### IV. Unfinished Business

- a. Mayor Campbell entertained a motion for second reading consideration of an ordinance amending the business license ordinance of the Town of South Congaree to update the class schedule as required by Act 176 of 2020. Council Member McIver made a motion to approve the second reading, and Mayor Pro Tem Spires seconded the motion.

The motion passed unanimously.

- b. Mayor Campbell entertained a motion for second reading consideration of an ordinance adopting by reference the Lexington County Stormwater Management Ordinance 19-10 and Land Development Manual, Excluding Flood Damage Prevention Portion and Other Matters Related. Council Member Prosser made a motion to approve the second reading, and Council Member McIver seconded the motion.

The motion passed unanimously.

**V. New Business**

a. Mayor Campbell entertained a motion for first reading consideration to amend Title XV, Chapter 158, Section 261, of the Town of South Congaree Code of Ordinances regarding the Zoning Fees and Charges. Mayor Pro Tem Spires made a motion to approve the first reading, and Council Member Prosser seconded the motion.

Mayor Campbell explained that the Town was updating the Zoning fees and charges. She stated that the fees had not been amended since 1985 and needed to be updated after 40 years.

The motion passed unanimously.

b. Mayor Campbell entertained a motion for first reading consideration to amend Title III, Chapter 31, Sections 1 and 2, of the Town of South Congaree Code of Ordinances regarding the Time of Meetings and Order of Business. Mayor Pro Tem Spires made a motion to approve the first reading, and Council member McIver seconded the motion.

Mayor Campbell asked Town Clerk, Kelli Ricard, to describe the significant changes in the order of proceedings. 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. Mrs. Ricard stated the proposed changes 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.

The motion passed unanimously.

c. Mayor Campbell entertained a motion for consideration to approve a resolution for participation in the South Carolina Deferred Compensation Program. Mayor Pro Tem Spires made a motion to approve the resolution, and Council Member McIver seconded the motion.

The motion passed unanimously.

d. Mayor Campbell entertained a motion for consideration to approve the 2026 Council Meeting Dates and Holiday Schedule. Mayor Pro Tem Spires made a motion to approve the dates, and Council Member McIver seconded the motion. Council asked that the dates be posted on the website.

The motion passed unanimously.

e. Mayor Campbell entertained a motion for consideration to appoint Ronnie Hingleton as a Municipal Code Compliance Inspector with authority to enforce municipal ordinances (Pursuant to S.C. Code Ann. § 5-7-32). Council Member Prosser made a motion, and Council Member McIver seconded the motion.

The motion passed unanimously.

f. Mayor Campbell made a motion for consideration to approve Jan Pro Cleaning & Disinfecting as the lowest responsible responsive bidder for the cleaning services at South Congaree Town Hall and Courtroom. Council Member McIver made a motion to approve, and Council Member Prosser seconded the motion.

The motion passed unanimously.

g. Mayor Campbell made a motion for consideration to approve Palmetto Seal Coating & Striping, LLC as the lowest responsible responsive bidder for the parking lot striping at South Congaree Town Hall. Mayor Pro Tem Spires made a motion, and Council Member Prosser seconded the motion.

Mayor Pro Tem Spires stated that she believed the side of the road closest to the railroad tracks was owned by the railroad and was not a parking lot. She wanted to make sure that the railroad signed an easement before moving forward with striping on that side of the road. Mayor Campbell wanted staff to look into whether hospitality tax funds could be used to pay for striping the parking lot, since it was also used for the park. Council asked that these items be investigated before beginning the work.

The motion passed unanimously.

h. Mayor Campbell entertained a motion for consideration to approve Steele's Home Improvement as the lowest responsible responsive bidder for the soffit and facia repairs at Town Hall. Council Member McIver made a motion to approve, and Council Member Prosser seconded the motion. Mayor Campbell asked if the insurance carrier had been contacted concerning storm damage. There was a discussion concerning the damage. After further discussion, Council Member McIver withdrew the motion and requested that the item be tabled until staff could check with the insurance company.

The motion was tabled.

i. Mayor Campbell entertained a motion for consideration to approve the purchase of four rugged laptop computers for the Police Department from Amazon, Dell Latitude Rugged 5424 14" FHD, Intel Core i5, 16 GB RAM with Windows 11 Pro (Renewed) at \$639 Each Plus Tax. Council Member McIver made a motion to approve the purchase, and Mayor Pro Tem Spires seconded the motion.

A discussion was held regarding the laptop protection plan. Ms. Crystal Bouknight, Town Administrator, stated that Iron Logix would install all software and service the laptops as if they had purchased them. Council Member Prosser wanted to ensure that all of the Town's Police software was compatible with Windows 11, and Ms. Bouknight confirmed that it was.

The motion passed unanimously.

**VI. Adjourn to Executive Session**

Mayor Campbell made a motion to adjourn to Executive Session for matters as listed on the agenda. It was stated that the first item would be moved to the December 16, 2025, Regular Council Meeting due to illness.

- a. Contractual Matters Related to Building Official Services  
(Pursuant to S.C. Code Ann. § 30-4-70 (A) (1))
- b. Discussion of Personnel Matters Related to the Police Department  
(Pursuant to S.C. Code Ann. § 30-4-70 (A) (1))
- c. Discussion of Personnel Matters Related to the Town Employees  
(Pursuant to S.C. Code Ann. § 30-4-70 (A) (1))
- d. Update on Legal Advice Related to Pending Litigation  
(Pursuant to S.C. Code Ann. § 30-4-70 (A) (2))

Mayor Pro Tem Spires seconded the motion to adjourn to Executive Session. Council adjourned to executive session at 6:43 PM.

The motion passed unanimously.

**VII. Reconvene to Regular Session**

Mayor Campbell stated no votes were taken during the executive session and made a motion to adjourn the executive session and reconvene to the regular session. Council Member Prosser seconded the motion. Council reconvened at 7:45 PM.

The motion passed unanimously.

**VIII. After Reconvening to Regular Session, Action May be Taken by Council Regarding Matters Discussed in the Executive Session**

Mayor Campbell asked if there were any motions for consideration after leaving the executive session.

- a. Council Member McIver made a motion to allow the Town Administrator to move forward with salary adjustments as discussed in executive session. Council Member Prosser seconded the motion.

The motion passed unanimously.

**IX. Adjournment**

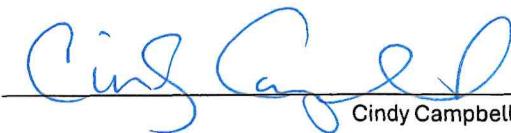
Mayor Campbell entertained a motion to adjourn. Mayor Pro Tem Spires seconded the motion.

The meeting adjourned at 7:47 PM.

The motion passed unanimously.



Kelli Ricard, Town Clerk



Cindy Campbell, Mayor

Date Approved: December 16, 2025