



MINUTES

Regular Council Meeting
Tuesday, September 16, 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
Brian Jackson
Debbie McIver
Dwayne Prosser

COUNCIL ABSENT:

STAFF AND OTHERS PRESENT:

Crystal Bouknight, Town Administrator
Kelli Ricard, Town Clerk
Joseph Dickey, Town Attorney
Lt. James Marchant, South Congaree Police Department
Sarah Hodges, Haynesworth, Sinkler, and Boyd Law Firm
Susan Battles, Deputy Town Clerk

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 September 12, 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 and Invocation.

II. Approval of Minutes

Mayor Campbell asked if there were any objections to approving the minutes for March 11, Council Work Session, August 12, Council Work Session, August 19, Public Hearing on Comprehensive Plan, and August 19, Regular Council meeting as one vote. Hearing no objections, Mayor Campbell entertained a motion to approve the listed minutes as one vote.

Mayor Pro Tem Spires made a motion to approve the listed minutes collectively, and Council Member Prosser seconded the motion.
The motion passed unanimously.

III. New Business

- a. Mayor Campbell asked Town Administrator, Crystal Bouknight, to announce the list of firms that submitted proposals for the Design Build Request for Proposal for the New Town Hall Building and distribute them to the Council. The RFPs were due on September 3, 2025. Each Council Member received a copy of each proposal.

The Request for Proposals (RFP) for the Design Build for the New Town Hall are as follows:

GMK Associates – The submission was received on September 3, 2025, at 4:05 PM.

MAR Construction – The submission was received on September 3, 2025, at 3:06 PM.

PYRAMID Contracting - The submission was received on September 3, 2025, at 9:09 AM.

COHN Construction - The submission was received on September 3, 2025, at 5:00 PM.

TYLER Construction Group - The submission was received on September 3, 2025, at 10:17 AM.

The final evaluations were due on September 26, 2025, and the award was to be released by September 30, 2025.
A Special Council meeting was scheduled for Wednesday, September 24, 2025, to discuss the evaluations in an executive session.

Council Member McIver asked Mayor Campbell who wrote the RFP. Her concerns were the lack of specifics in the RFP. It did not contain square footage, the number of office spaces, the number of structures, the types of materials that would have been used, or the type of building. Mayor Campbell stated the Council would discuss it at a later date.

- b. Mayor Campbell entertained a motion for First Reading Consideration of an Ordinance to Repeal Ordinance No. 2024-05, Adopting a Special Events Permit Chapter 96, Section .01 through .07, Pertaining to Special Events in the Town of South Congaree. Council Member Jackson made a motion to repeal the Special Events Ordinance, and Council Member McIver seconded the motion.

Council Member Prosser asked if there would be another ordinance to replace the ordinance being repealed. Mayor Pro Tem Spires stated that Kelli Ricard, Town Clerk, would work on creating a Special Events Policy and Procedure to replace the repealed ordinance.

Mayor Campbell stated for the record that the ordinance was specifically designed to assist large events in town by reducing the high business license fee and was not intended to put a financial strain on non-profit organizations.

The motion passed unanimously.

IV. Adjourn to Executive Session

Mayor Campbell made a motion to adjourn to Executive Session for matters as listed on the agenda.

- a. Discussion of Personnel Matters Related to the Police Department (Pursuant to S.C. Code Ann. § 30-4-70 (A) (1))
- b. Discussion of Personnel Matters Related to the Administrative Staff (Town Clerk, Deputy Town Clerk, and 90-Day Review of Town Administrator) (Pursuant to S.C. Code Ann. § 30-4-70 (A) (1))
- c. Discussion Related to Contractual Matters Regarding Municipal Ordinance Codification Service Providers (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 6:15 PM.

The motion passed unanimously.

IV. 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 Jackson seconded the motion. Council reconvened at 7:26 PM.

The motion passed unanimously.

V. 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 Jackson made a motion to accept the Town Clerk's recommendation to change the Town's codification services from American Legal Services to MuniCode for the maintenance of the Town's ordinances. Council Member Prosser seconded the motion.

The motion passed unanimously.

Before the meeting adjourned, Mayor Campbell stated that she wanted to clarify the answer to the question of who wrote the RFP from earlier in the meeting. She stated that the Town's Attorney, Haynesworth, Sinkler, and Boyd, assisted in writing the RFP.

VI. Adjournment

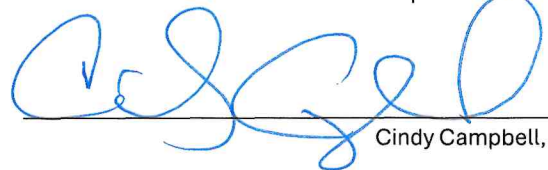
Mayor Campbell entertained a motion to adjourn. Council Member Jackson seconded the motion.

The meeting adjourned at 7:28 PM.

The motion passed unanimously.



Kelli Ricard, Town Clerk



Cindy Campbell, Mayor

Date Approved: October 21, 2025