



MINUTES

Council Work Session
Tuesday, October 14, 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
Brian Jackson
Debbie McIver
Dwayne Prosser

COUNCIL ABSENT:

STAFF AND OTHERS PRESENT:

Crystal Bouknight, Town Administrator
Kelli Ricard, Town Clerk
Lt. James Marchant, Police Department
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, radio, and television stations were all notified by email on October 9, 2025.

I. Call to Order.

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

II. Presentation by: CivicPlus Website

Mayor Cindy Campbell introduced Austin Frank and Megan Underwood from CivicPlus, who delivered a presentation on their website platform. The presentation highlighted:

- Various benefits and design options are available through the CivicPlus platform.
- Citizen engagement features, including the ability for residents to sign up for notifications about meetings and special events.
- The platform's ADA compliance, ensuring accessibility for all users.
- Operational insights for staff, focusing on effective website maintenance and updates, including the management of agendas and minutes.

III. Discussion Items:

- a. Mayor Campbell recognized Kelli Ricard, Town Clerk, who presented an update regarding the Town's Business License Ordinance in accordance with the South Carolina Business License Tax Standardization Act.

Kelli Ricard stated Council would be asked at the October 21, 2025, meeting to adopt the latest Standardized Business License Class Schedule as recommended by the Municipal Association of South Carolina and approved by the Revenue and Fiscal Affairs Office.

The amendment would update Appendix B of the ordinance, restating the Business License Class Schedule as outlined in Exhibit A. All conflicting ordinances would be repealed. The updated ordinance would take effect for the business license year beginning May 1, 2026.

- b. Town Clerk, Kelli Ricard discussed the upcoming litter pick up event and the Christmas decorations, Christmas Parade, and Tree Lighting budgets.

The Town of South Congaree would host Keep South Congaree Clean Community Litter Pick Up and Police Department Drug Take Back event on October 25, 2025, from 9 AM until 12 PM. Volunteers would report to Town Hall at 9 AM and would be assigned an area to pick up litter.

Mrs. Ricard stated that the 2025 Christmas Tree Lighting had been moved from Sunday afternoon to Friday, December 5, 2025, at 6:30 PM.

She reported that the Christmas Parade was scheduled for Saturday, December 13, 2025, at 10:00 AM.

It was noted that, according to the planning committee, the cost of the parade was minimal, with most expenses allocated to the Christmas Tree Lighting. Mrs. Ricard stated she would request Council's approval for the related expenditures at the October 21, 2025, Regular Council Meeting, and confirmed that hospitality funds could be used to cover all expenditures for community events.

- c. Mayor Campbell recognized Crystal Bouknight, Town Administrator, who presented the changes in town hall hours of operation. Ms. Bouknight stated the proposed new hours of operation for Town Hall would be Monday, Tuesday, Wednesday, and Friday from 9 AM until 5 PM. Thursday would be 9 AM to 12 PM to allow staff uninterrupted time to work. Council would be asked to support the new hours of operation at the October 21, 2025, Regular Council Meeting.
- d. Crystal Bouknight, Town Administrator discussed amending the Town of South Congaree Stormwater Ordinance. She stated that the proposed amendments would include adopting the County's most up to date version, the 2019 Lexington County Stormwater Ordinance 19-10, and language to allow the Town's ordinance to automatically update when there were changes to Lexington County's ordinance. This approach would ensure the Town remained in continuous compliance without requiring Council action for each update.
- e. Mayor Campbell recognized Joseph Dickey, Town Attorney, to discuss updates to the South Congaree Employee Handbook. Mr. Dickey reported that he had provided a red-lined copy of the Employee Handbook for Council's review.

Key changes included:

- Revising mandatory language to permissive language
- Updating the drug and alcohol testing policy
- Updating the social media policy
- Removing references to contracted employees

Mr. Dickey stated that Council would receive a clean copy of the updated handbook prior to the October 21, 2025, Regular Council Meeting. He requested an executive session item to discuss attorney-client privileged information related to personnel matters in the handbook. Council would be asked to approve the updated handbook at the regular Council meeting.

- f. Mayor Campbell recognized Council Member Brian Jackson to discuss the requested repeal ordinance related to the previously approved election date change. Council Member Jackson stated that he had received over 50 calls and had been approached in public regarding Council's decision to extend their terms by a year and a half. He expressed his desire to repeal the ordinance and retain the April election date, suggesting that changes should only be made when mandated by the state. He emphasized that the President of the United States should not be allowed to extend their own term, and neither should Council.

Council Member McIver agreed with this sentiment, reiterating that elected officials should not extend their terms. Mayor Pro Tem Spires commented that the change in election date would eventually be mandated, and Council Member Prosser echoed this concern, stating that the Town might be out of compliance with the state. Council Member Jackson responded that the Town was not out of compliance and that it was legally permissible to maintain the April election date. Council Member McIver added that she would prefer to give up six months of her term rather than extend it by a year and a half.

Mayor Campbell read an email from Lenice Shoemaker, Director of the Lexington County Election Commission, which stated that the General Assembly had been working on legislation to move all municipal elections from even to odd years and shift them to November to improve voter turnout and increase election awareness. Ms. Shoemaker encouraged maintaining the ordinance change and allowing voters to vote alongside other municipalities in the County.

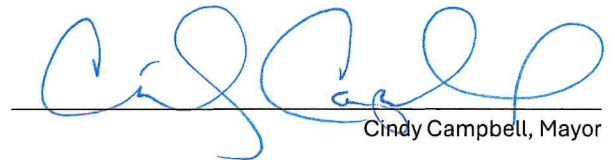
Council Member Jackson requested that the repeal ordinance be added to the agenda for the October 21, 2025, Regular Council Meeting and that a public comment section be included prior to the vote. Council Member McIver suggested waiting until after the April elections to make any changes, which would avoid extending Council's terms. Mayor Campbell stated that she had spoken with many elected officials who indicated that no elected official would willingly reduce their term. She consulted Town Attorney Joseph Dickey, who advised that certain matters related to the ordinance should be discussed in executive session due to attorney-client privilege. After further discussion, Council agreed to add the repeal ordinance to the October 21, 2025, Regular Council Meeting agenda for a vote.

IV. Adjournment

Mayor Campbell called the meeting to a close at 6:34 PM.



Kelli Ricard, Town Clerk


Cindy Campbell, Mayor

Date Approved: 11/18/25