



MINUTES

Council Work Session
August 12, 2021, 6:30pm
South Congaree Town Hall
Council Chambers
119 West Berry Rd.
West Columbia, SC, 29172

Members in Attendance: Mayor Cindy Campbell, Mayor Pro-Tem Mechelle Mabry and Council Members Jim Drennan, Bobby Porter,
Members not in attendance: Council Member Brian Jackson

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

I. Call to Order.

Mayor Campbell called the meeting to order at 6:32 PM
Mayor Campbell led in the Pledge of Allegiance and gave the Invocation.

II. Items for Discussion

A. Janitorial Services

Council discussed the three bids received from JanPro, Jani-King, and Clean and Fresh to provide weekly janitorial services for the Town Hall and a monthly service for the Court Room. Municipal Clerk, Sharon Williams other administrative staff recommended moving forward with Jani-King as the vendor. Council discussed the recommendation and vote on the action at Tuesday August 12, Council Meeting.

B. Town Policies- Policy 32.18 (H) Bids

Mayor Pro-Tem Mabry stated that the Lawn Care Maintenance was put out for bid, however, the janitorial service and courtroom flooring were instead obtained differently. Mayor Pro-Tem Mabry stated that current ordinance **§ 32.18 POLICIES** states, when the estimated cost of procurement exceeds \$2,500, an invitation for bid or request for quotations will be received from at least three (3) vendors. She also stated that ordinance **§ 32.18 POLICIES** doesn't have a policy or procedure regarding who makes the decision as to which method to follow. Council discussed and agreed moving forward anything over \$2,500 should be obtained through the invitation for bid method.

Mayor Pro-Tem Mabry discussed Policy 32.18 (G) *Limited purchase allowance* and stated that the mayor does not have the authority to use the credit card to purchase a membership to the Greater West Columbia Chamber. Mayor Campbell explained that the Town of South Congaree is the member, and that the membership was paid for via invoice and not paid for via credit card. Council discussed revisiting the procurement policy.

Council discussed revisiting each ordinance and reviewing discrepancies, deficiencies, etc.

Councilman Drennan stated that the ordinances should support the Comprehensive Plan and that Council should wait until the comprehensive plan is completed and then to re-visit the ordinances.

C. C Fund Update –

Councilman Drennan provided an update to Council on the C-fund sidewalk project. He advised the bid package has been sent to the town attorney, John Rakowsky, for review and approval.

D. Courtroom Flooring Proposals –

Council discussed bids on renovating the flooring in the Courtroom. Mayor Campbell suggested finishing the emergency repairs in the back and revisiting the courtroom flooring at a later date. Mayor Pro-Tem Mabry asked if the suggested LVP flooring would be non-slip flooring. Councilman Porter stated that if the flooring was not non-slip, we could display 'caution wet floor' signs, when needed.

Councilman Porter volunteered to call Dale with FloorCo to ensure the quote given would remain the same should the Town only move forward with the rear portion of the building.

E. Part-time Code Enforcement Officer –

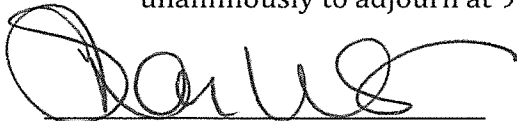
Council discussed hiring a part-time code enforcement officer. Councilman Porter stated that the Part-time Building Official was brought on to assist with zoning. Councilman Porter also stated that he does not want to see the code enforcement officer become overzealous.

III. Citizens Comments

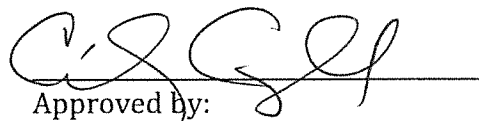
No public comment was made.

IV. Adjournment

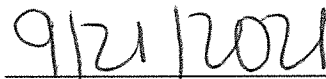
Council, on the motion of Mayor Campbell and seconded by Mayor Pro-Tem Mabry, voted unanimously to adjourn at 9:00 PM.



Attested by:
Sharon Williams,
Municipal Clerk



Approved by:
Cindy Campbell,
Mayor



Date Approved