



## MINUTES

Council Work Session  
March 10, 2022 - 6:30 pm  
South Congaree Town Hall  
119 West Berry Rd.  
West Columbia, SC 29172

**Members in Attendance: Mayor Cindy Campbell, Mayor Pro-Tem Mechelle Mabry, Councilmen Jim Drennan, Brian Jackson and Bobby Porter.**

---

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

### **I. Call to Order**

Mayor Campbell called the meeting to order at 6:36 PM.

A quorum was present.

Mayor Campbell led in the Pledge of Allegiance and gave the Invocation.

### **II. Items for Discussion**

#### *Business License Renewal Letter and Forms*

Mayor Campbell stated business license fees are due no later than April 30, 2022. Mayor Campbell advised that Hallie McGee has begun putting the information together to be mailed out and was using the memo and forms used from the previous year. Mayor Pro-Tem Mabry suggested making revisions to the form to make less redundant and to provide additional space for completing. Mayor Pro-Tem Mabry asked if the Town is set up to receive funds from the Department of Revenue and if so then the link should be included on the form. Mayor Pro-Tem Mabry added we do not make a distinction between non-resident and resident and there is not a difference. Councilman Jackson stated that it does make a difference and gave the example of a local business that does business in another town and pays a business license in that town the amount paid should be deducted from business license in South Congaree. Mayor Pro-Tem asked why are we asking what is paid to another municipality when we only want to know what work is done in South Congaree. Councilman Jackson stated if he doesn't pay a business license in other places inside the county that doesn't cause him to have a business license then he doesn't want to have to pay more business license than they have to. Councilman Porter stated that when asking a business for their Schedule C you are taking the gross of all the work they have done and then determine what work was completed inside South Congaree and that is going to be a big task.

Mayor Pro-Tem Mabry added that she checked the Ordinance and nowhere does it say that a first time business license is \$80; the only place that it had that was on the application so it will be taken off of all of them. Councilman Porter added that when he pulls a business license he doesn't have to show his IRS paperwork but he shows the contract. The business license is based on the contract and then they know who to ask (i.e., electrician, plumber, concrete, etc.) to retrieve their business license from those folks; they have a person in a car that comes out and says let me see your business license. Councilman Porter stated he thinks there should be something included concerning contract work. Mayor Pro-Tem Mabry asked Councilman Porter to repeat his statement. Councilman Porter stated again when a homebuilder comes in to build a home for somebody they present a contract that shows number of

square feet for certain amount of dollars; then homebuilder can base his business license on the amount and discloses who the subcontractors are and the contracted amount for them and the Schedule C doesn't have anything to do with that. Mayor Campbell stated Dollar Tree and O'Reilly's business licenses were done right and theirs is the model to follow.

***Employee Handbook***

Councilman Porter made a motion to amend the agenda to move the Employee Handbook discussion to the end of discussion items, Mayor Pro-Tem Mabry seconded.

***Council Compensation Ordinance 30.07***

Per State Law Section 5-7-170. Salaries and expenses of mayor and councilmen determined by council through ordinance. Mayor Campbell stated the current ordinance was codified in 1985 – 37 years ago. Mayor Campbell asked Council if this is something they want to discuss. Mayor Pro-Tem stated that if changes were made they would go into effect for new council. Clarity on Ordinance 30.07 is needed in regards to what specific months the April 30 and November 1 compensation are for. Council Compensation to be included in Executive Session at Tuesday, March 15th meeting.

***2021-22 Budget Amendments***

Per the MASC website, a municipality's expenses must stay within the budget approved by council to avoid negative effects on the financial health of the municipality. Only the council may appropriate, by ordinance, the funds of a municipality for expenditure. Mayor Pro-Tem Mabry stated we are needing to amend the budget to include the additional two police vehicles and attorney fees, etc. Councilman Porter stated that when a budget is formulated at the beginning of the fiscal year the outcome can be above budget, on budget or below budget. He added when uncertain expenditures come throughout the 365 day period you don't necessarily have to amend the budget because that particular line item will be above the budget amount you have which is not bad. Mayor Pro-Tem Mabry stated that we can justify the overages for vehicles, attorneys, etc., when audited. Mayor Campbell stated a budget is spending plan and is not set in stone.

Council to receive the below printed budget reports from bookkeeper:

Profit and Loss Budget vs Actual  
Profit and Loss by Department  
Judicial and Court Budget Performance  
Police Budget Performance  
Administrative Budget Performance  
GF Income Budget Performance  
Combined Budget Performance  
SRO Budget  
Profit and Loss Detail Report

***2022-23 Budget***

Council was provided a budget calendar for review to assist with preparing the 2022-23 budget.

***Loss Revenue Resolution – Standard Allowance***

Mayor Campbell shared a model resolution for declaring council's intent to spend American Rescue Plan funds within the loss revenue category on government services. If council wants to go the route for streamlined reporting and maximum discretion on what the town's ARP funds are spent on. Council to

decide whether to adopt the sample resolution and then appropriate the ARP money for expenditures through budget amendment and/or the FY22-23 budget ordinance.

***Lexington County Animal Ordinance 21-20***

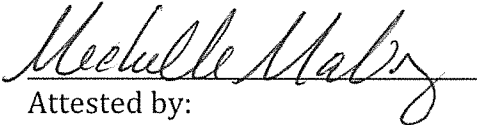
Lexington County updated their Animal Ordinance and provided a copy for council review and adopt by reference.


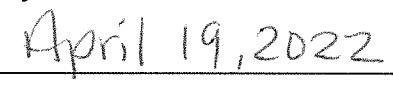
***Community Easter Egg Hunt***

Mayor Campbell advised there is a community Easter egg hunt is scheduled for Saturday, April 16<sup>th</sup> at 10 a.m. until 2 p.m. at the Arena.

**III. Adjournment**

Council, on the motion of Councilman Porter, seconded by Mayor Pro-Tem Mabry, voted unanimously to adjourn the meeting at 9.18 p.m.

  
Attested by:

  
Approved by:  
Cindy Campbell,  
Mayor  
  
Date Approved