



TOWN COUNCIL WORKSHOP & SPECIAL CALLED MEETING

Irmo Municipal Building
7300 Woodrow Street, Irmo, SC 29063

October 7, 2025 @ 6:00 PM

AGENDA

- I. Call to Order - Workshop
- II. Discussion Items
 - A. Presentation from Judge Rebecca Adams concerning the Irmo Court (Staff).
 - B. Discussion of revisions to the Town Wrecker and Towing Policy (Staff).
 - C. Discussion of upgrades to the Irmo Police Department's weapon systems (Staff). This would trade the IPD's current weapons for a total of 30 Glock Model 45's, reticle systems, and holsters for a net price of \$28,584.36.
 - D. Discussion concerning Ordinance 25-14 Vines & Bushes (Waldman). Staff would like to further amend the Nuisance Ordinance to prohibit dead trees.
 - E. Discussion on streaming or recording & publishing Council Workshops (Ward).
 - F. Discussion of a potential new recognition program, the Irmo Heart Award (Ward).
- III. Open Discussion
- IV. Adjournment - Workshop
- V. Call to Order - Special Called Meeting
- VI. New Business
 - A. Approval of the Letter of Conditions for the USDA Rural Development Grant.

This will allow the continuation of the process for the \$1.98 million in federal directed spending to construct the new Irmo Town Hall.

VII. Executive Session

Town Council may act on items discussed in the executive session after returning from the executive session.

- A. Personnel Matter §30-4-70(a)(1) – Receipt of legal advice on personnel matters

VIII. Adjournment - Special Called Meeting

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Irmo will not discriminate against qualified individuals with disabilities based on disability in its services, programs, or activities. If you need accommodation to attend the meeting, please contact the Town Administrator or Municipal Clerk for assistance at (803)781-7050, M-F between the hours of 8:30 – 5:00 (closed most Federal and State Holidays).

SUBJECT: Wrecker and Towing Services		NUMBER: 510.4
DIRECTIVE TYPE: General Order	EFFECTIVE DATE: 30 March 2023	RE-EVALUATION DATE: Annually
DISTRIBUTION: Sworn Personnel	AMENDS/SUPERCEDES: 7-05 Towing of Vehicles	REVISED DATE:
RELATED STANDARDS/STATUTES/POLICIES: SC Code of Laws 56-5-2510, 56-5-2520, 56-5-2530 CALEA 61.4.1, 61.4.3		

PURPOSE: To establish uniform guidelines for providing vehicle towing and storage services for owners and operators as well as guidelines that will allow achievement of law enforcement objectives and responsibility.

POLICY: This procedure will provide guidelines for the towing and storage of vehicles seized by the Irmo Police Department and for establishing cooperative agreements between this department and those towing companies who wish to participate.

I. Authorization

A. Officers are authorized to have a vehicle towed under the following conditions:

- 1) Any vehicle left unattended or is disabled in such a manner where it constitutes a hazard or an obstruction to other traffic. (CALEA 61.4.3 a)
- 2) When the driver of the vehicle is taken into custody by the police department and the vehicle would be left unattended unless released to the registered owner or an individual of their (registered owner) choosing as described in III. F. below.
- 3) When removal is necessary in the interest of public safety or to prevent acts of vandalism or theft. The on-duty Shift Supervisor will document the events or circumstances validating such decisions.

II. Solicitation

- A. Town employees shall not solicit business for any wrecker or towing service and any employee guilty of violating this provision shall be subject to discharge.
- B. Any owner, agent or driver of a towing service shall not entice or engage a town employee to solicit business for the service in exchange for payment, whether money, a gift or gratuity; and the offending service shall forfeit its eligibility for placement on the towing service rotational call list.

III. Officer Responsibilities

- A. An incident report will be completed on every towed vehicle, with the exception of those towed as a result of an automobile accident or as covered in Section III-C of this policy. The incident report will contain at a minimum: (CALEA 61.4.3 c)

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- 1) Identification of the vehicle by make, model, tag and VIN.
 - 2) Specific reason for towing the vehicle (i.e. abandoned, recovered, arrest, etc.)
 - 3) Owner and/or operator information.
 - 4) Attempts to contact the owner, if not on the scene at the time of the tow, and the results of those attempts.
 - 5) Results of NCIC searches for wants or reports in the case of abandoned vehicles.
 - 6) Reasons for placing a "hold", if any, on the vehicle.
 - 7) Any property removed from the vehicle, reason for removal, and person to whom released or current disposition of that property.
- B. All requests for towing service will be made through the dispatcher. The officer will provide information on description, tag or VIN, location and special request, if any.
- C. An Inventory of Towed Vehicles form will be completed on **ALL** vehicles towed with the exception of vehicles towed at the owner's request. (CALEA 61.4.3 c)
- D. A full inventory of the contents of any vehicle towed will be made and annotated on the Inventory of Towed Vehicles form. Both the officer and the wrecker driver will sign the completed form.
- E. The officer will be responsible for notifying the dispatcher of any special requirements of the tow such as heavy duty, flat bed, dollies, etc.
- F. In such instances, any passengers or occupants who are unable to drive the automobile will be provided transportation to a place of safety, where transportation can be arranged.
- G. A reasonable amount of time will be allowed for a person to respond to take custody of any animal contained in a vehicle being towed. In the event this cannot be accomplished in a reasonable amount of time, Animal Control officers will be requested to respond and take custody of the animal.
- H. When a vehicle contains perishables valued in excess of twenty five dollars (\$25.00), (i.e. groceries, fresh meats, etc.), a reasonable amount of time will be allowed to have someone respond to remove the items.

IV. Inventory Procedures.

- A. Inspection of the exterior of the vehicle being towed with annotation of any exterior damage.
- B. All compartments and containers within the vehicle will be inventoried. When recording inventoried items annotations should be specific and include available information such as make, model, serial number and distinguishing marks.
- C. Closed, unlocked containers will be opened and contents documented on the inventory. Care must be exercised where there are implications that a container may contain items of a toxic, flammable or explosive nature. In such cases, the duty supervisor will respond and make determination as to how to proceed.
- D. Locked containers will be noted on the vehicle inventory form but will be left undisturbed unless probable cause exists for a search of the container. If probable

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cause does exist, the locked container may be searched in the least damaging manner possible in accordance with existing law and court rulings.

V. Vehicle Hold Procedures.

- A. Officers may place a hold status on any vehicle towed when in the best judgment of the duty supervisor it is necessary to maintain custody of the vehicle for a specific purpose. Such purposes may include, but not be limited to:
 - 1) Vehicles abandoned after a chase and there is no stolen report on the vehicle.
 - 2) The driver and/or owner flee during an arrest situation.
 - 3) The vehicle is involved in an accident where the driver has left the scene.
 - 4) The vehicle is subject to seizure.
 - 5) The vehicle may be a crime scene or directly related to a crime scene and requires evidentiary processing to include collision fatalities.
- B. Hold orders will be clearly indicated on the Inventory of Towed Vehicles form completed by the impounding officer.
- C. Reasonable effort must be made and documented to notify the owner of the vehicle's status.
- D. In all cases the incident report will specifically state the reason for placing the vehicle on hold and the terms of release.
- E. The officer placing a vehicle on hold should monitor the investigation closely in order to ensure that the hold is released as soon as possible.

VI. Requests for Towing Services

- A. The owner/operator of any vehicle towed from an accident or disabled vehicle scene will have the right to choose, if able, any towing service. This choice will be honored in all cases unless the selected towing service will cause excessive delay or cannot make the tow.
- B. In these cases or if the owner/operator is incapacitated or has no preference of towing service, the rotational towing service will be summoned to tow the vehicle.

VII. Rotation List Requirements

- A. Eligibility
 - 1) The firm must hold a valid business license to conduct business operations within the Town.
 - 2) The firm shall become eligible to participate in the towing/wrecker service rotation provided that the business conforms to the rules and regulations established in the Town of Irmo Code of Ordinances.
 - 3) Any deviation from the requirements of these policies, the Town of Irmo Code of Ordinances or failure to provide reasonable, quick and efficient service at the rates prescribed may result in the suspension or termination of the contract with such company by the Chief of Police.

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B. Application to Participate

- 1) Any firm meeting the minimum eligibility requirements above may apply to the Chief of Police for participation in the towing/wrecker service rotation.
- 2) The Chief of Police shall have the authority to approve applications.
- 3) Approval of such applications and/or this policy creates **NO** contractual relationship between any party and the Town of Irmo.
- 4) The Chief of Police reserves the right to remove any towing service from the rotational call list at any time for just cause.

VIII. Towing Service Contractor Responsibilities

- A. Once notified the towing service will have thirty minutes to respond to the scene. After thirty minutes the towing service could be cancelled and the next towing service on rotation be notified at the discretion of the Shift Supervisor and requesting officer.
- B. No stored or impounded vehicle shall be released until proper evidence of ownership is exhibited and all towing and storage charges have been paid. The towing and storage charges shall be collected by the wrecker service as provided by law.
- C. Operators of tow trucks shall be familiar with South Carolina statutes regarding the operation of tow trucks/wreckers and shall comply with same. Towing company owners shall be familiar with South Carolina statutes governing towing services.
- D. Tow truck operators must display a professional bearing when conducting business at the request of this agency.
- E. Tow truck operators called to the scene of traffic collisions by this department shall be responsible for removal of debris from the roadway.
- F. All rates approved by the town shall be posted in a conspicuous place in each office of the wrecker service. All towing and storage charges will be itemized on an invoice or receipt when charges are paid. No charges other than towing and storage charges will be made on any vehicle without prior written approval from the owner or his agent.
- G. The Town shall not be charged for any wrecker, towing, storage or impoundment charges for a vehicle directed by an authorized representative of the Town, including a police officer, to be towed or impounded in accord with section V.
- H. Free service for Town vehicles. All wrecker and towing services provided for Town vehicles will carry no charges.
- I. Outside storage facilities must be fenced and locked for protection of vehicles and property. Fencing must be continuous and not less than six (6) feet in height.
- J. Hold orders as delineated in Section V of this policy shall be honored by the contractor as instructed.
- K. No property of any kind shall be released to anyone without the authority of the investigating officer, Chief of Police or his designee when a "hold" order has been issued.

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- L. Vehicles sealed by police investigators shall remain intact until removed by said investigators.
- M. Consistent refusal on the part of a specific contractor or other consistent problems with a contractor will be reported to the Chief of Police for action which may include removal from the rotational listing.

IX. Communications Center Responsibilities/Rotation List Procedures

- A. Wrecker services shall be called from a rotation list maintained by the communication center from a list provided by the Irmo Police Department.
- B. Individual tow firms will not be allowed to tow more than one vehicle from the scene of a collision unless extenuating circumstances apply. Such determination may only be authorized by the on-duty Shift Supervisor and should be documented.
- C. All requests for towing services will be logged in the appropriate section of the towing log.
- D. Upon request for a specified towing service, the dispatcher will contact the service requested and ascertain:
 - 1) If they are willing to respond to the call.
 - 2) If they are capable of handling the call.
 - 3) Length of time it will take to respond.
- E. Upon request for rotational towing service, the dispatcher will ascertain which service is next on the list and contact that service.
- F. In the event that the contractor is unable or unwilling to respond that contractor will be moved to the bottom of the list and the next contractor will be contacted. Such refusals shall be documented and forwarded to the on-duty Police Department Shift Supervisor.

X. Prohibitions

- A. Department Personnel
 - 1) At no time will any officer of the Irmo Police Department recommend, advise, hint or in any way show preference to any towing company or service.
 - 2) Police personnel will not take direct punitive action against towing contractors for violations of this policy or towing ordinance(s).
 - 3) Personnel shall report to the Chief of Police through the chain of command any observed or suspected violations of the Towing Ordinance by any towing contractor or driver.
- B. Wrecker/Tow Contractors
 - 1) The owner or agent of any wrecker or towing service shall not respond or remove any vehicles from any place where a collision has occurred unless called by the police dispatcher or owner/operator of the vehicle.

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- 2) Calls received directly from vehicles owners/operators shall be cleared through the Police Department communications center to ensure proper investigation. Responding to a call upon notice from gas station attendants, taxicab drivers or unauthorized persons shall be considered a violation of this policy.
- 3) No owner, agent or driver of any wrecker or towing service shall respond to a location unless requested to do so by the police department or an individual involved in an accident. No provision of this section, however, shall prohibit the owner, agent or driver of any wrecker or towing service from monitoring police radio calls for the purpose of ascertaining that the police department is in compliance with ordinances regarding towing service rotation call-out procedures.
- 4) No owner or agent of any wrecker or towing service shall solicit wrecker or towing services on the highways or roads located within the Town of Irmo. In the event of non-accidental mechanical breakdowns, the operator of an automobile or vehicle shall be allowed to call a wrecker or towing service of his/her choice, provided that the wrecker or towing service has a business license to operate in the Town.

Craig's Firearm Supply Inc.

Police Distributor

1531-B Broad River Rd., Columbia, SC 29210
Phone 803-764-6941 ~ Fax 803-764-6961

8761 Chapman Highway, Knoxville, TN 37920
Phone 865-573-4567 ~ Fax 865-573-0820

TO: Trent L. Williams
AGENCY: Irmo Police Department
DATE: 09/23/25

PHONE: 803.781.8088 ext: 212
email: twilliams@townofirmosc.com
Quote will be honored for 30 days.

**A copy of this quote must accompany your purchase order.
EACH MANUFACTURER MUST HAVE A SEPARATE PURCHASE ORDER.**

ALL REMINGTON PRODUCTS REQUIRE A SEPARATE PURCHASE ORDER FOR EACH LINE ITEM.

AGENCIES ARE RESPONSIBLE FOR ALL TAXES		Please include ORI Number with Order		
PART #	ITEM DESCRIPTION	PRICE	QTY.	EXT.
PA455S202MOS	Glock, Model 45 mos, Gen 5, .9MM cal, with Standard Sights, 3 magazines, box, cleaning rod and brush	\$429.00	30	\$12,870.00
SCS-MOS-GR	Holosun SCS Multiple Reticle System (MRs): 2 MOA Dot Only, 32MOA Circle Only 2 MOA Dot with 32 MOA Circle Direct Attachment to Glock MOS system Self Adjusting Brightness Control Parallax-free & Unlimited Eye Relief Grade 5 Titanium Housing	\$317.96	30	\$9,538.80
69458	TLR-7 HL-X USB – Includes high and low paddle switches, SL-B9 battery pack, USB-C cord, multi-tool, and key kit – Black	\$185.85	30	\$5,575.50
7360RDS-28327-411	Safariland ALS/SLS Duty Holster for a Glock 45mos, with a TLR-7X Weapon Light, Right Handed	\$181.35	26	\$4,715.10
7360RDS-28327-412	Safariland ALS/SLS Duty Holster for a Glock 45mos, with a TLR-7X Weapon Light, Left Handed	\$181.35	4	\$725.40
Trades	Used Glock Model 22, 3 mags, box	-\$225.00	30	-\$6,750.00
	After trades			\$26,674.80
	7% SALES TAX			\$1,867.24
	Shipping			\$42.32
	Matching SC State Contract			
		TOTAL		\$28,584.36

Please call with any questions about this quote.

Thank you,

Richie Allen
Law Enforcement Sales

Email: sales.sc@craigsfirearms.com

* Govt. agency prices do not include sales tax or FET where applicable

* Prices are due and payable NET 30 days for each invoice

* Trade-In pistols must be in good, serviceable working order

* Deductions made if trade-ins are damaged or not as specified

* Trade-In or exchange pistols must be complete with 3 magazines, working sights, in original box, unless otherwise noted

* Trade-In or exchange pistols must be turned in within 30 days

after receipt of new Glock pistols, unless other arrangements have been made and approved

STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

ORDINANCE 25 – 14

**AN ORDINANCE TO AMEND THE IRMO MUNICIPAL ORDINANCE
CHAPTER 14 – ENVIRONMENT**

WHEREAS, the Town of Irmo desires to strengthen its Code of Municipal Ordinance, amending said Code to address noted errors, omissions, vague language, and add appropriate standards; and

WHEREAS, Council wishes to amend the Code of Municipal Ordinance as attached;

NOW, THEREFORE, BE IT ORDAINED and ordered by the Mayor and Town Council of the Town of Irmo, South Carolina, in Council duly assembled on this 21st day of October, 2025, that the Town of Irmo Code of Municipal Ordinance is hereby amended.

PASSED AND ADOPTED this 21st day of October, 2025.

William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, *Municipal Clerk*

1st Reading: September 16, 2025

2nd Reading: October 21, 2025

Public Hearing: October 21, 2025

ORDINANCE 25 – 14

Chapter 14 – Environment, Article II. Nuisances

In Section 14-32. Definition., add a new (2) and (3) following (1) Tall grass, weeds, and undergrowth.

(2) Vines, tall shrubbery and bushes, and other obstructive vegetation.

- a. For the purpose of this article, the terms structure, vines, shrubbery/bushes and obstructive vegetation shall be defined [thusly]:
 1. Structure – Any building, dwelling, garage, shed, fence, or other constructed improvement located on a parcel of land.
 2. Vines – Climbing or trailing plants, including but not limited to ivy, kudzu, wisteria, or similar vegetation that attaches to, climbs, or otherwise adheres to a structure.
 3. Shrubby/Bushes – Woody perennial plants smaller than a tree, commonly grown for decorative or screening purposes.
 4. Obstructive Vegetation – Vegetation that, by reason of size, location, or manner of growth, conceals a majority of the visible façade of a structure, obstructs windows, doors, or walkways, or poses a risk to structural integrity or public safety.
- b. Property owners shall maintain vines to ensure they do not:
 1. Cover or obstruct windows, doors, or ventilation openings;
 2. Extend onto roofs or under siding in a manner that may cause damage or deterioration;
 3. Obstruct gutters, downspouts, or other drainage systems;
 4. Extend onto adjoining properties without consent.

Vines permitted on fences, trellises, or decorative features must be trimmed and maintained in a manner that prevents encroachment onto sidewalks, rights-of-way, or neighboring properties.

- c. Shrubby or bushes located on a property shall be maintained so that they do not:
 1. Exceed a height that conceals the majority of the front façade of a dwelling or building;
 2. Obstruct windows, porches, entrances, or exits;
 3. Extend into or over public sidewalks, rights-of-way, or roadways;
 4. Create unsafe conditions by obstructing visibility for pedestrians or motorists.

The maximum allowable height of shrubbery in front yards shall be six (6) feet unless otherwise approved by the Municipality for screening purposes.

(3) Dead Trees

- a. Purpose. The purpose of this subsection is to promote public health, safety, and general welfare by prohibiting the maintenance of dead or substantially dead trees on any property within the Town limits. Such trees may pose hazards including, but not limited to, falling limbs, property damage, and threats to public safety.

ORDINANCE 25 – 14

- b. Prohibited Condition. It shall be unlawful for the owner, occupant, or person in control of any property within the Town to permit or maintain upon said property any dead or substantially dead tree that, due to its condition, presents one or more of the following:
 - 1. A risk of falling onto adjoining property, public rights-of-way, sidewalks, or roadways.
 - 2. A harbor for pests, disease, or vermin.
 - 3. A condition detrimental to the health, safety, or general welfare of the public.

Remove Sec. 14-38. Serving of notice. in its entirety and replace with the following:

The town administrator, or his duly authorized agent (hereinafter "code inspector"), upon identification of the existence of any condition declared by this article to be a nuisance, shall serve written notice upon the person responsible for such condition to clean up said premises and abate such nuisance within ten days. It shall be sufficient notification to hand deliver the written notice or a copy of the notice to the property owner or, if the owner does not occupy the property, hand deliver the notice to the occupant or post a copy on the premises upon which the nuisance exists and deposit a copy of such notice in the United States mail properly stamped and directed to the property owner at his last known address.

In any case where personal service or mail delivery to a last known address cannot reasonably be made, it shall also be sufficient service if written notice is affixed to the front door of any dwelling unit on the property. If the property has no dwelling unit, and if such personal service cannot reasonably be had, service of the notice shall be sufficient if the notice is affixed to the property in a reasonably visible fashion.

Should the serving of such a notice not result in the cleaning of the property and subsequent abatement of the nuisance, the code inspector is authorized to issue a municipal summons to the owner, tenant, lessee, or occupant. This summons shall require the recipient to appear before the Municipal Judge of the Town of Irmo to receive judgment on the status of the abatement and any fines or other penalties deemed appropriate under Sec. 1-8 of this ordinance.