



TOWN COUNCIL MEETING

Irmo Municipal Building
7300 Woodrow Street, Irmo, SC 29063

December 16, 2025 @ 6:00 PM

Live streaming will be available from our YouTube channel at:
<https://www.youtube.com/c/TownofIrmo>

AGENDA

- I. INAUGURATION CEREMONY
 - A. Swearing in of Dr. Barb Waldman, Town Council Member
 - B. Swearing in of Gabe Penfield, Town Council Member
- II. Call to Order
- III. Pledge of Allegiance
 - A. Presentation of the United States Army Flag to Lawrence Coleman
- IV. Invocation
- V. Special Presentation
 - A. Employee of the Quarter
- VI. Approval of the Agenda
- VII. Appointments
 - A. Election of Mayor Pro-Tem
 - B. Appointment of Mayor Bill Danielson to the Central Midlands Council of Governments Board of Directors
 - C. Appointment of a Municipal Clerk

- D. Appointment of a Town Attorney
 - E. Appointment of a Special Projects Attorney
 - F. Appointment of a Criminal Prosecution Attorney
- VIII. Reading of the Minutes
- A. November 18, 2025 Council Meeting
 - B. December 9, 2025 Council Workshop
- IX. Report of Standing
- A. Administrative Briefing
 - B. New In-Town Businesses: No new In-Town businesses this month
- X. Consideration of Communications
- A. Recognition of Namasté Yoga as the December 2026 Small Business of the Month.
 - B. School Showcase:
Leaphart Elementary School STEAM Magnet, presented by Principal Courtney Sims
 - C. Community Connections:
 - Christmas Farmers Market
 - Holiday Lights on the River
 - District Five Hiring Event
 - Elementary School Magnet Fair
 - Community Craft Swap
 - Backyard Habitat Certification Class
 - Young Artist Competition
 - D. Presentation from Highsmith & Highsmith, LLC on the FY24-25 Independent Financial Audit
- XI. Presentation by Citizens (Agenda Items Only)
- XII. Unfinished Business
- A. **SECOND AND FINAL READING OF ORDINANCE 25-15** to add confidentiality clauses to Chapter 2 of the Municipal Code of Ordinance (Staff). This ordinance would make it unlawful for town officers (elected and appointed) or

employees to disclose confidential information to third parties, including information discussed during executive session.

XIII. New Business

- A. **FIRST READING OF ORDINANCE 26-01**, Purchasing and Procurement Procedures (Staff). This ordinance will update the Procurement Ordinance from its current, 2001 form.
- B. **FIRST READING OF ORDINANCE 26-02**, an application to annex 21.8 acres of land into the Town of Irmo (Planning Commission). The two parcels, TMS R03206-01-11 & -12, are located on Dreher Shoals Road just north of Leamington Way.
- C. **FIRST READING OF ORDINANCE 26-03**, an application to annex 2.34 acres of land into the Town of Irmo (Planning Commission). The parcel, TMS R-04003-02-15, is located at 10005 Broad River Road. The applicant is requesting a zoning of CG, General Commercial.
- D. **APPROVAL OF RESOLUTION 25-11** to ratify budget amendments for FY25/26 totaling \$511,873 (Staff)
- E. **APPROVAL OF RESOLUTION 25-12** to enable the Town to receive grants on behalf of The Door Home for the Rawl's Creek Inclusive Park (Staff)
- F. Purchase Authorization - Hustler Hyperdrive mower with 72" deck (Staff).
This will authorize a purchase in the amount of \$18,323.94 from Hilton's Power Equipment.
- G. Approval of Contract for the Town Administrator (Council)
- H. Approval of Contract for the Municipal Court Judge (Staff)
- I. Granting of an easement to Richland County (Staff). This would grant 5,227 sq. ft. of land at the corner of North Royal Tower and Broad River Road in exchange for \$10,200.
- J. Acceptance of the 2026 Town Council Calendar (Staff)

XIV. Presentation by Citizens

XV. Discussion

XVI. Executive Session

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

XVII. Adjournment

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).



**TOWN OF IRMO
REGULAR COUNCIL MEETING
November 18, 2025**

The Irmo Town Council held a regular meeting on Tuesday, November 18, 2025, in the Municipal Building. In attendance were Mayor Bill Danielson, Mayor Pro-Tem Dr. Barbara Waldman, Councilmember Phyllis Coleman, Councilmember Gabriel Penfield and Councilmember Michael Ward. Others present were Mr. Jim Crosland, Town Administrator; Mr. Doug Polen, Deputy Town Administrator; Police Chief Bobby Dale; Mrs. Danielle McNaughton, Communication/Special Projects Manager; Mr. Whitt Cline, Public Services Director; Ms. Lisa Hancock, Finance Director & Municipal Clerk; and Mr. Will Edwards, Town Attorney.

The agenda was published and posted on Friday, November 14, 2025 to meet FOIA requirements.

REGULAR MEETING

CALL TO ORDER

Mayor Danielson called the regular meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE AND INVOCATION

Mayor Danielson asked Councilmember Mike Ward to lead the Pledge of Allegiance and give the Invocation.

APPROVAL OF THE AGENDA

Dr. Waldman made a motion to approve the agenda, and Mr. Ward seconded it. The vote for approval was unanimous.

APPROVAL OF THE MINUTES:

Dr. Waldman made a motion to approve the October 21, 2025 Council regular meeting minutes and Ms. Coleman seconded it. The vote for approval was unanimous.

REPORT OF STANDING:

- A. Administrative Briefing – Mr. Jim Crosland, Town Administrator had the following updates:**
1. Public Service is putting up Christmas decorations.
 2. We have received estimates for fixing the sidewalk at Town Hall .
 3. Buy Nothing in Irmo will be hosting their food pickup at the Municipal Courthouse on Friday from 6pm to 8pm.
 4. We are in the process of repairing the water leak at the Municipal Courthouse.
 5. The City of Columbia has been doing a fantastic job the last two weeks repairing water leaks in the Town of Irmo.
- B. New In-town Businesses presented by Councilmember Coleman**
- Peach Cobbler Factory – 7467 St. Andrews Road

- Extensions & Hair Boudoir – 7705 St. Andrews Road

CONSIDERATION OF COMMUNICATIONS:

A. Special Presentation by Brian Pena. Mr. Pena donated a refurbished police vehicle, a 1982 Volkswagen Rabbit, to honor the Town of Irmo's past and present Police Chiefs. Chief Bobby Dale presented Mr. Pena with an honorary police badge for the extraordinary research Mr. Pena has done on the history of the Town of Irmo's Police Department.

B. A Proclamation for World Pancreatic Cancer Day declaring November 20th as World Pancreatic Cancer Day.

C. Recognition of the Cregger Company as the November 2025 Small Business of the Month presented to Mathew Cregger.

G. Community Connections presented by Dr. Waldman

- Sassy Senior Bingo – Wednesday, November 19th from 10am to 12:30pm
- Daddy Daughter Date Night – November 19th
- School District 5 Magnet Fair – November 20th from 5:30pm to 7pm
- Sleigh Bell Stroll – Tuesday, November 25th from 6-8pm
- Free Day at State Parks – November 28th
- Irmo Tree Lighting – Tuesday, December 2nd at 6pm
- Cookies and Photos with Santa – Thursday, December 4th from 4-7pm
- The Goodwill Brunch – December 5th from 9-11:30am
- Irmo Christmas Parade – Saturday, December 6th at 9am
- Christmas Bazaar – Saturday, December 13th from 9am to 2pm
- Living Christmas Story – December 5th – 7th

PRESENTATIONS BY CITIZENS (Agenda Items Only): None

UNFINISHED BUSINESS: None

NEW BUSINESS:

A. **FIRST READING OF ORDINANCE 25-15** to add confidentiality clauses to Chapter 2 of the Municipal Code of Ordinance (Staff). This ordinance would make it unlawful for town officers (elected and appointed) or employees to disclose confidential information to third parties, including information discussed during executive session.

Dr. Waldman made a motion to approve, and Ms. Coleman seconded it.

Mr. Crosland stated this is part of the Ordinance cleanup. It should be common sense, but just to make sure we're coming into an age of economic development where we'll be discussing some stuff, new businesses and stuff coming into executive session. And it's just a reminder that confidentiality is of the utmost importance to these project managers and construction sites and such. And it's not

because the town doesn't want to be transparent. It's because these companies are looking for places for relocation or they're still dealing with utility issues; and are still dealing with tax incentives or something from the state. So, it's just to make sure nothing that is overheard is communicated outside of Town Hall.

Mayor Danielson called upon Ms. Hancock for a rollcall vote on the overall ordinance: Mr. Ward voted "Yes", Mr. Penfield voted "Yes", Ms. Coleman voted "Yes", Dr. Waldman voted "Yes", and Mayor Danielson voted "Yes". The Council approved unanimously.

B. Discussion and Approval to reschedule the December Town Council Workshop to December 9 (Staff). The Irmo Christmas Tree Lighting is also scheduled for the 2nd.

Mr. Ward made a motion to approve, and Dr. Waldman seconded it.

Mayor Danielson called upon Ms. Hancock for a rollcall vote on the overall ordinance: Mr. Ward voted "Yes", Mr. Penfield voted "Yes", Ms. Coleman voted "Yes", Dr. Waldman voted "Yes", and Mayor Danielson voted "Yes". The Council approved unanimously.

C. Acceptance of a vintage Town of Irmo Police Vehicle from Brian Pena (Staff).

Dr. Waldman made a motion to approve, and Mr. Ward seconded it.

Mayor Danielson called upon Ms. Hancock for a rollcall vote on the overall ordinance: Mr. Ward voted "Yes", Mr. Penfield voted "Yes", Ms. Coleman voted "Yes", Dr. Waldman voted "Yes", and Mayor Danielson voted "Yes". The Council approved unanimously.

D. Discussion and Approval of a bid to perform repairs to the Town Hall sidewalk, as well as installation of water fountains at Rawl's Creek Park (Staff).

Mr. Crosland asked to defer this item until the next work session on December 9th.

Mayor Danielson stated the item will be deferred.

E. Discussion and Approval of purchase of Recycling Cans in the amount of \$6,751.39 (Staff).

Dr. Waldman made a motion to approve, and Mr. Ward seconded it.

Mr. Crosland explained the Town needs to purchase 100 additional sixty-five gallon recycling cans to supply the new houses at Bickley Station as well as replacements to older or damaged existing cans around Town.

Mayor Danielson called upon Ms. Hancock for a rollcall vote on the overall ordinance: Mr. Ward voted "Yes", Mr. Penfield voted "Yes", Ms. Coleman voted "Yes", Dr. Waldman voted "Yes", and Mayor Danielson voted "Yes". The Council approved unanimously.

F. Appointment to the Board of Zoning Appeals (Staff). There is one (1) vacancy on the Board of Zoning Appeals, The term will expire March, 2028. An application was received from Brandon Mundy.

Dr. Waldman made a motion to approve the appointment of Brandon Mundy, and Mr. Penfield seconded it.

Mayor Danielson called upon Ms. Hancock for a rollcall vote on the overall ordinance: Mr. Ward voted "Yes", Mr. Penfield voted "Yes", Ms. Coleman voted "Yes", Dr. Waldman voted "Yes", and Mayor Danielson voted "Yes". The Council approved unanimously.

PRESENTATION BY CITIZENS:

1. Marion Boyd Sr. stated the historic presentation for the honorable Harold Richard Boulware held in April was so satisfying to see all the people that showed up and the historical marker. He is proud of the Town of Irmo.

DISCUSSION: None

EXECUTIVE SESSION: None

ADJOURNMENT: There being no further business, Dr. Waldman made a motion to adjourn, and Mr. Penfield seconded it. The motion was approved unanimously; therefore, the meeting was adjourned at 6:35 p.m.

William O. Danielson, Mayor

ATTEST:

Lisa Hancock, Municipal Clerk



**TOWN OF IRMO
COUNCIL WORKSHOP
December 9, 2025**

The Irmo Town Council held a Workshop on Tuesday, December 9, 2025, in the Municipal Building. In attendance were Mayor Bill Danielson, Mayor Pro-Tem Dr. Barb Waldman, Councilwoman Phyllis Coleman, Councilman Gabriel Penfield, and Councilman Mike Ward. Others present were Mr. Jim Crosland, Town Administrator; Mr. Doug Polen, Deputy Town Administrator; Robert Dale, Police Chief; Whitt Cline, Public Service Director, Lisa Hancock, Finance Director/Municipal Clerk; and Will Edwards, Town Attorney.

The agenda was published and posted on December 5, 2025, to meet FOIA requirements.

Mayor Danielson called the workshop to order at 6:00 p.m.

DISCUSSION ITEMS:

A. Discussion of Procurement Ordinance

Mr. Polen discussed the Town's existing 2001 procurement provisions contains outdated thresholds and procedures that do not reflect present-day operational practices or state procurement standards. An amendment is recommended to modernize the Town's procurement policy.

Ms. Coleman asked how many purchases are between the \$5k to \$25k versus over \$25k?

Mr. Polen responded a lot of purchases are between the \$5-25k and require three quotes. He has about three RFQ's a year over \$25k. But most of purchases over \$25,000 are on state contract and do not require bids.

Mr. Crosland stated all unbudgeted items go to Council for prior approval.

Ms. Coleman asked about the written retention policy states twelve months but thinks it's a good idea to keep those documents longer.

Mr. Polen stated the State retention is 3 to 5 years. And now that everything is submitted digitally, they are out there forever.

Ms. Coleman wanted to know if Council needs to sign something stating if a procurement is a conflict of interest.

Mr. Polen stated there is no policy stating Councilmembers cannot bid. So they can bid on items however, they cannot vote on items in which there is personal gain.

Mr. Crosland stated staff will draft a document for Council to sign.

Dr. Waldman asked if RFQ's will be required for all professional services since there are no dollar amounts stated.

Mr. Crosland stated we will have contracts, like with our Town attorney.

Mr. Polen stated professional services are not based on lowest bid but rather on their qualifications.

B. Discussion of FY 25-26 Budget Amendments

- Irmo Little League - \$50,000
The Mayor stated the Irmo Little League hosted several tournaments and brought in people from seven states. This brings additional income to the local businesses.
- Universal Outreach - \$30,000
The Mayor stated they have expanded their program with a full-time child development center. These programs help families that are in need and is a very worth-while organization.
- SC Career Kids - \$30,000
Dr. Waldman stated the SC Career Kids program has been very beneficial to the Town's elementary school children and there program has been growing. And a great program for the Town to support.
- MPA Strategies - \$27,500
Mr. Crosland stated Council approved this item however it was not a budgeted item and will cause a negative line item and an amendment is needed.
- 2025 Chevy Silverado (Code Enforcement) - \$53,288
Mr. Crosland stated Council approved this item however it was not a budgeted item and will cause a negative line item and an amendment is needed.
- IPD Weapons - \$28,585
Mr. Crosland stated Council approved this item however it was not a budgeted item and will cause a negative line item and an amendment is needed.
- Hustler Mower - \$19,000
Mr. Crosland stated one of the existing mowers is beyond repair and will be sold for parts.
- Rawl's Creek Basketball Court - \$100,000
Mr. Crosland stated the basketball court will be in the grassy area at the front of Rawls Creek Park. Engineering is about \$70,000 with the other spent on bleachers and water fountain. Funds would be used from the Hospitality Tax to pay for this.
- Team IA / Scanning Project - \$20,000
Mr. Crosland stated this is the continuation of the scanning project. With the total projected cost to scan the IPD files is \$100,000.
- Events Manager Position - \$40,000
Mr. Crosland stated this is a creation of a new position to organize all Town events, including the Okra Strut.
- K-9 Units (Two) - \$40,000
Mr. Crosland stated one K-9 will be paid from the narcotics fund and the other \$20,000 from the general fund.
- Welcome to Town Signage - \$60,000

Mr. Polen stated this cost is up to \$60,000 for a new sign near Ballentine Wal-Mart, lighting and landscaping.

- Council Retreat - \$3,500

Mr. Crosland proposes a retreat in April for about a day and a half to go through some planning and expectations of administration as far as projects to be implemented.

C. Discussion on amendments to the Okra Strut Commission and Events Committee ordinances. The Mayor stated we will discuss after the Events position is filled.

D. Discussion concerning an updated solid waste contract with Tyler Sanitation/NewSouth Waste. Jim from NewSouth Waste (formerly Tyler Sanitation) will purchase 5,000 new roll carts to transition all recycling to ninety-five gallon size containers. The current sixty-five gallon containers will be retained as yard debris cans. The cost is about \$1.19 per home per month. He is also proposing a five year contract.

E. Discussion concerning annexation applications:

- Water Walk

Mr. Polen stated this request is to annex 22 acres across from the current Water Walk for the construction of approximately 80 townhomes.

- Celtic Works

Mr. Polen stated this annexation is two acres located at 10005 Broad River Road next to Meetze Plumbing.

F. Discussion of the 2026 Town Council Calendar

The Mayor recommends the calendar.

G. Discussion concerning acceptance of a grant for the Inclusive Park at Rawl's Creek.

Mr. Crosland stated this is to accept the grant and then act as a pass-through, transmitting funds to the Door Home.

Mr. Polen asked Town Attorney, Will Edwards if we need anything official to be a pass-through for the Door Home. Mr. Edwards suggests an MOU or a resolution.

H. Discussion concerning the granting of an easement to Richland County for the Broad River Road widening.

The Mayor stated Richland County needs to purchase land for the widening of Broad River Road.

I. Discussion from Mayor Danielson concerning the National League of Cities conference.

The Mayor stated he has provided a detailed report from the activities of the conference.

OPEN DISCUSSION: None

EXECUTIVE SESSION

A. Personnel Matter §30-4-70(a)(1) – Discussion on contractual matters related to the Town Administrator and Municipal Court Judge.

Mr. Penfield made a motion to go into executive session and Dr. Waldman seconded the motion. The motion was approved unanimously.

Mayor Danielson called the meeting back to order at 7:51 p.m. and stated no votes or actions were taken.

ADJOURNMENT: There being no further items to discuss, Mr. Ward made a motion to adjourn, seconded by Dr. Waldman The motion was approved unanimously, and the workshop was adjourned at 7:51 p.m.

William O. Danielson, Mayor

ATTEST:

Lisa Hancock, Municipal Clerk



Staff Report

SECOND AND FINAL READING OF ORDINANCE 25-15 to add confidentiality clauses to Chapter 2 of the Municipal Code of Ordinance (Staff). This ordinance would make it unlawful for town officers (elected and appointed) or employees to disclose confidential information to third parties, including information discussed during executive session.

DATES: December 16, 2025
TO: Town Council
FROM: Jim Crosland, Town Administrator
SUBJECT: Confidentiality Ordinance
ACTION REQUESTED: Consideration of first reading of a confidentiality ordinance

Background

Confidentiality ordinances are common in municipal codes, but no such ordinance is currently to be found within the Town of Irmo Code of Ordinance. This ordinance would make it unlawful for town officers (elected and appointed) or employees to disclose confidential information to third parties, including information discussed during executive session.

Analysis

Staff Findings

Staff recommends **APPROVAL** of the ordinance

Attachments

1. Ord 25-15 Confidentiality

STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

ORDINANCE 25 – 15

**AN ORDINANCE TO AMEND THE IRMO MUNICIPAL ORDINANCE
CHAPTER 2 – ADMINISTRATION**

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 follows:

Add subsection (e) to Sec. 2-62. – Executive Sessions.

- e) Except as required by law or as allowed in the exercise of official duties, it shall be unlawful for a member of council or person in attendance at an executive session of the council to disclose to another person or make public the substance of a matter discussed in an executive session of the council.

Add section 2-137. – Disclosure of Confidential Information

Except as authorized by law or as allowed in the exercise of official duties, it shall be unlawful for town officers or employees to disclose to third persons confidential information concerning the property, government or affairs of the town. It shall be unlawful for a town officer or employee to use such information to advance the financial or other private interests of themselves or others.

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 16th day of December, 2025.

William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, *Municipal Clerk*

1st Reading: November 18, 2025
2nd Reading: December 16, 2025



Staff Report

Amendment to the Municipal Ordinance

DATES: Town Council Workshop: December 9, 2025
Town Council First Reading: December 16, 2025
Town Council Second Reading: January 20, 2026

TO: Irmo Town Council

FROM: Jim Crosland, Town Administrator

SUBJECT: Municipal Ordinance Amendment

ACTION REQUESTED: Consideration of an ordinance to amend Chapter 2 of the Municipal Ordinance regarding purchasing and procurement procedures

Purpose

To seek Town Council approval of an ordinance repealing and replacing the Town's existing 2001 procurement provisions with a modernized framework that aligns with current state law, technology, and municipal best practices.

Background

The Town's current purchasing ordinance, adopted in 2001, contains outdated thresholds and procedures that do not reflect present-day operational practices or state procurement standards. Staff conducted a comprehensive review of the ordinance and developed an updated Purchasing Policy and Procurement Ordinance to improve efficiency, transparency, and compliance.

Summary

The attached ordinance repeals and replaces the Town's 2001 procurement provisions with a modern, flexible framework aligned with current state law and best practices. The update raises outdated dollar thresholds, formalizes procedures for requests for proposals (RFPs), adds authority for purchases using state contracts, and codifies clear processes for bid protests, local preference, and emergency purchases. The accompanying purchasing policy will provide the

detailed administrative procedures to implement this ordinance efficiently while maintaining transparency and fiscal responsibility.

Recommendation

Staff recommends that Town Council approve the attached ordinance amending Chapter 2, Article V, Division 2 of the Town Code (Purchasing and Procurement).

Attachments

1. Ordinance No. 25-XX – Procurement and Purchasing Amendment
2. Purchasing Policy (Administrative Document)
3. Comparison Summary Table – 2001 vs. 2025 Ordinance

Town of Irmo Ordinance No. 26-1

AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE V, DIVISION 2 OF THE MUNICIPAL ORDINANCE REGARDING PURCHASING AND PROCUREMENT PROCEDURES

WHEREAS, the Town of Irmo's current procurement provisions, codified as Chapter 2, Article V, Division 2 of the Town Code, were adopted in 2001 and have become outdated due to changes in state law, technology, and municipal best practices; and

WHEREAS, the Town Council desires to modernize and clarify its purchasing and contracting procedures to promote efficiency, transparency, competition, and accountability in municipal procurement; and

WHEREAS, pursuant to S.C. Code Ann. §§ 5-7-260 and 11-35-50, municipalities are authorized and required to adopt procurement ordinances consistent with state law;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Town of Irmo, South Carolina, duly assembled, that Chapter 2, Article V, Division 2 of the Town Code is hereby repealed in its entirety and replaced with the following:

Sec. 2-351. Purpose and Intent.

The purpose of this Division is to establish uniform purchasing and procurement procedures for the acquisition of materials, supplies, equipment, and services by the Town of Irmo. These procedures are intended to ensure fair and open competition, prudent use of public funds, and compliance with applicable state and federal law.

Sec. 2-352. Authority and Administration.

- A) The Town Administrator shall serve as the Town's Purchasing Agent and shall be responsible for administering the Town's purchasing system in accordance with this Division and any administrative purchasing policies adopted by Town Council by resolution.
- B) The Town Administrator may delegate purchasing responsibilities to department heads or other designees as necessary for efficient operations, provided that all procurements remain subject to the requirements of this Division and Town policy.
- C) The Town Council may, by resolution, adopt or amend a Purchasing Policy to implement this Division and establish detailed procedures for requisitions, quotes, bids, proposals, and contract administration.

Sec. 2-353. Procurement Thresholds and Methods.

Purchases shall be made using the method corresponding to the total dollar value of the procurement, including any related costs, taxes, and fees:

1. Micro Purchases — Less than \$1,000.
Department heads may make purchases not exceeding \$999 when the price is considered reasonable.
2. Small Purchases — \$1,000 to \$4,999.
Require a minimum of three (3) oral or electronic quotes, documented on or attached to the requisition.
3. Informal Bids — \$5,000 to \$24,999.
Require a minimum of three (3) written competitive quotes. Quotes shall be retained with the requisition and subject to verification by the Finance Department.
4. Formal Sealed Bids or Proposals — \$25,000 and above.
Shall be procured through formal competitive sealed bidding or competitive sealed proposals (RFPs). Public notice shall be given on the Town website and, when appropriate, in a newspaper of general circulation or the South Carolina Business Opportunities website.
5. Professional Services.
Professional services customarily procured on a fee basis—such as legal, accounting, architectural, engineering, or consulting services—may be obtained through a Request for Proposals (RFP) or Request for Qualifications (RFQ) process when formal sealed bidding is not practicable.
6. Council Approval.
Town Council approval is required for all procurements and contracts of \$25,000 or greater and for all new construction contracts.

Sec. 2-354. Evaluation and Award.

- A) Contracts shall be awarded to the lowest responsive and responsible bidder or, for proposals, to the respondent whose offer is most advantageous to the Town, considering price and other evaluation factors set forth in the solicitation.
- B) The Town may reject any or all bids or proposals when it is in the public interest to do so.
- C) A written record of all bids and proposals, including the rationale for award or rejection, shall be maintained for not less than 12 months.

Sec. 2-355. Local Preference.

If two or more bids or proposals are equal in all respects—including price, quality, and service—the contract shall be awarded to a bidder located within the Town of Irmo, provided that the bidder holds a valid Town business license and is not delinquent in any Town taxes or fees.

Sec. 2-356. Emergency Procurements.

- A) When an immediate threat to public health, welfare, safety, or essential services exists, the Town Administrator may authorize emergency purchases without competitive bidding.
- B) The Administrator shall, as soon as practicable, submit a written report of the emergency procurement to the Town Council, describing the circumstances and vendor selected.
- C) Emergency purchases shall be limited to those supplies, services, or equipment necessary to meet the emergency condition.

Sec. 2-357. Sole-Source, Cooperative, and other Purchasing.

- A) Procurements may be made on a sole-source basis when the item or service is available from only one supplier or when compatibility or standardization is essential.
- B) The Town may participate in cooperative purchasing agreements with other governmental entities when such participation serves the best interest of the Town and complies with S.C. Code § 11-35-4610.
- C) The Town may engage in auctions, competitive online bidding, fixed price bidding, competitive best value bidding, negotiations after unsuccessful competitive sealed bidding, and design-build contracts.

Sec. 2-358. State Contract Purchases.

The Town may purchase materials, equipment, or services through contracts established by the State of South Carolina or any agency thereof.

When an item or service is available on a current state bid contract, the Town may purchase directly from that contract without conducting its own competitive bid or proposal process, provided that:

- 1. The purchase price and terms are equal to or more favorable than those available through the state contract; and
- 2. The item or service meets the Town’s operational requirements.

Such purchases shall be considered compliant with the competitive procurement requirements of this Division.

Sec. 2-359. Bid Protests.

- A) Any bidder or proposer aggrieved by the solicitation or award of a contract may file a written protest with the Town Administrator within five (5) business days of the bid opening or notice of award.
- B) The Administrator shall issue a written decision within five (5) business days. An appeal may be filed with the Town Council within five (5) business days of the

Administrator's decision. The Council shall hear and decide the appeal at its next regular or special meeting.

C) Procedures for protests shall be detailed in the Town's Purchasing Policy.

Sec. 2-360. Conflict of Interest.

No member of the Town Council or Town employee shall have a financial interest in any contract or sale to the Town, except as authorized by state law and approved by a majority of Council, with any interested member abstaining. Any knowing violation of this section constitutes malfeasance in office and may render the contract voidable.

Sec. 2-361. Ethics and Conduct.

Town officers and employees shall conduct all procurement activities in compliance with the South Carolina Ethics, Government Accountability, and Campaign Reform Act (S.C. Code § 8-13-100 et seq.). No Town employee or official shall solicit or accept any rebate, gift, or favor from a vendor or contractor, except as provided by law for the benefit of the Town.

Sec. 2-362. Administrative Policies.

The Town Administrator shall promulgate and maintain administrative policies and procedures consistent with this Division to implement the Town's procurement program. Such policies shall not conflict with this ordinance and shall be approved by Town Council by resolution.

Sec. 2-363. Records and Audits.

All procurement records shall be maintained in accordance with the Town's records retention policy and shall be available for inspection as public records. The Town's purchasing system shall be subject to periodic internal or external audit.

Sec. 2-364. Repealer and Effective Date.

This ordinance shall become effective upon second reading and adoption by the Town Council of Irmo. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

PASSED AND ADOPTED this 20th day of January, 2026

William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, *Municipal Clerk*

1st Reading: December 16, 2025

2nd Reading: January 20, 2025

Town of Irmo Resolution No. 26-1

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF IRMO, SOUTH CAROLINA,
ADOPTING THE TOWN OF IRMO PURCHASING POLICY

WHEREAS, the Town Council of the Town of Irmo has adopted Ordinance No. 26-01, amending Chapter 2, Article V, Division 2 of the Town Code to modernize purchasing and procurement procedures in accordance with South Carolina law; and

WHEREAS, said ordinance authorizes the Town Council to adopt by resolution a Purchasing Policy establishing the administrative procedures necessary to implement the Town's procurement program; and

WHEREAS, the Town of Irmo Purchasing Policy sets forth the processes for requisitions, quotes, bids, proposals, purchase orders, emergency procurements, exemptions, and related administrative requirements to ensure efficiency, transparency, and accountability in the expenditure of public funds; and

WHEREAS, it is the intent of the Town Council to provide clear and consistent direction to Town staff for the execution of purchasing activities consistent with state law, local ordinance, and sound fiscal management principles.

NOW, THEREFORE, BE IT RESOLVED that the document entitled "Town of Irmo Purchasing Policy, adopted January 20, 2026," attached hereto and incorporated herein by reference, is hereby approved and adopted as the official Purchasing Policy of the Town of Irmo.

BE IT FURTHER RESOLVED that the Town Administrator shall implement and maintain this policy and may recommend future amendments as necessary for the efficient operation of the Town's purchasing system.

PASSED AND ADOPTED this 20th day of January, 2026

William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, *Municipal Clerk*



Purchasing Policy

For the purposes of this Policy, the Term “**Purchasing Agent**” may refer to the Town Administrator, Department Head or designated appropriate employee.

All purchases by the Town of Irmo will be made in accordance with the procedures stipulated in this policy. The purchasing system will be one of centralized purchasing with provisions for purchase orders, emergency purchases, specialized cases, and contracts/agreements. Contracts/agreements are those items such as maintenance contracts, rental agreements, etc., which are agreed upon for a long-term basis. A one-time notification basis to purchase will suffice for those items.

All purchases shall be initiated by creating an electronic requisition in the Town’s financial software with the approval of a department head or his/her authorized representative. Who gives final approval on requisitions? The Purchasing Agent shall proceed with the purchase only after a purchase order number is generated by the Town. **Any invoice received from a vendor which reflects a purchase made outside of policy will be disallowed for payment and will be returned to the vendor for clarification or correction.**

Additional policies and procedures have been established based on the purchase amount, type and/or special condition.

Formal Bid Policy (Competitive Sealed Bidding)

Sealed, competitive bidding is required on all expenditures of \$25,000 and above except for professional services, technical services, or process materials for which bid specifications can be developed to ensure adequate competition. The competitive bidding process is as follows:

1. The purchasing agent will submit the draft bid package listing specifications for the purchase to the Town Administrator’s office.
2. The Town Administrator will review the draft submitted and provide any revisions that are deemed necessary.

3. The purchasing agent will establish a bid opening date and mail and/or email the notices to the potential bidders and/or place the notice on the South Carolina Business Opportunities website and the Town's website.
4. The notice shall include: a general description of the articles or services to be purchased; where bid blanks and specifications may be secured; and the time and place for opening bids.
5. To be considered, bids must be received by the appropriate location at the specified time; any bids received after the specified time will be returned unopened. Bids shall be opened in public at the time and place stated in the public notices.
6. The lowest responsible, responsive bidder will receive the award (or all bids will be rejected) unless it is determined that the lowest bid does not meet the specifications or in any other way is not considered as per the solicitation. In determining "lowest responsible bidder," in addition to price, the purchasing agent shall also consider:
 - a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
 - c. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
 - d. The quality of performance of previous contracts or services;
 - e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services;
 - f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
 - g. The quality, availability and adaptability of the supplies or contractual services to the particular use required;
 - h. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
 - i. The number and scope of conditions attached to the bid.

7. A tabulation of all bids received shall be available for public inspection.
8. The purchasing agent shall have the authority to reject all bids, parts of all bids, or all bids for any one or more supplies or contractual services included in the proposed contract, when the public interest will be served thereby.
9. The purchasing agent shall not accept the bid of a vendor or contractor who is delinquent in the payment of taxes, license fees, or other amounts due to the Town.
10. When the award is not given to the lowest bidder, a full and complete statement of the reasons for placing the order elsewhere shall be prepared by the purchasing agent and filed with the papers relating to the transaction and held for a period of no less than 12 months.
11. Local Preference. If all bids received are for the same total amount of unit price, quality and services being equal, the contract shall be awarded to the local bidder.
12. Performance bonds. The purchasing agent shall have the authority to require a performance bond, before entering into a contract, in such form and amount as he/she shall find reasonably necessary to protect the best interest of the Town.
13. Payment Bond/Labor and Material Bond. The purchasing agent may require a Payment Bond and a Labor and Material Bond, before entering into a contract, in such form and amount as he/she shall deem necessary to protect the best interest of the Town.

Request-for-Proposals (RFP) (Competitive Sealed Proposals)

When the purchasing agent determines that the use of competitive sealed bids (formal sealed bids) is neither practical nor advantageous to the Town, a contract agreement may be entered through Request-for-Proposals (RFP) or Competitive Sealed Proposals. Procurements made by Competitive Sealed Proposals are usually highly technical, complex in nature and do not lend themselves to formal competitive sealed bidding. Proposals shall be solicited from a minimum of three (3) qualified sources, when such sources are available, through an RFP. Adequate public notice of the RFP may be given in one or more newspapers of general circulation as the purchasing agent deems necessary. The purchasing agent may also run a public notice in SC Business Opportunities, the Dodge Report, and the Town's website. Receipt of the written proposals shall be handled publicly by the purchasing agent. The RFP should state the relative importance of price or fee and other evaluation criteria. To ensure complete understanding of and responsiveness to the RFP scope-of-work, discussion with responsible respondents who submit proposals that appear to be eligible for contract award may be appropriate. Respondents will be accorded fair and equal treatment with respect to any opportunity for

discussion and revision of proposals. In conducting discussions there shall be no disclosure of any information derived from proposals submitted by competing respondents.

Award shall be made to the responsive respondent whose proposal is determined in writing to be the most advantageous to the Town of Irmo, considering price and other evaluation criteria set forth in the RFP. This procurement method has traditionally been utilized for: 1) services rendered by consultants offering advice in specialized fields like economic development; 2) services rendered for an update of the Town's classification and compensation plan; 3) cash management or banking services, as well as other financial services provided to the Town; etc.

Informal Bid Policy

Purchase of items of **\$5,000 - \$24,999** require three (3) written competitive bids. These bids should be electronically attached to the requisition for purchase, submitted to the Finance Department, and will be handled as prescribed.

Purchase of items of **\$1,000 - \$4,999** require three (3) oral competitive bids. These bids must be written on, or electronically attached to, the requisition for the purchase, submitted to the Finance Department and will be handled as prescribed.

Small purchase orders and/or debit card purchase of items **up to \$999** do not require oral or written bids if the prices are considered to be reasonable.

Emergency Circumstances

In the event that there exists an immediate threat to public health, welfare, safety, or a breakdown of essential services occurs, including federally declared disasters, the Town Administrator has the authority to forgo the formal bid policy and approve emergency services and/or replacement of essential equipment.

Exemption from bids

Town Council may waive the informal and formal bid procedures:

1. When it is to the advantage of the Town to acquire goods and/or services on the basis of a previously awarded bid or contract, and
2. for professional services where the person employed is customarily employed on a fee basis rather than by competitive bidding. Examples would include appraiser, attorney, or physician, etc., and
3. when it is appropriate or necessary to issue a Request for Qualifications or Request for Quote (RFQ) as a screening step to identify a vendor or firm that is qualified to perform a service for hire with evaluation utilizing a scoring rubric.

4. when it is to the advantage of the Town to acquire goods and/or services on a most convenient source basis or sole-source basis in situations of prolonged supply chain delays, or when there is only one source for the required supply, service, or equipment.

Financial interest of town officials and employees prohibited

No member of the Town Council or any officer or employee of the Town, shall have a financial interest in any contract or in the sale to the Town or to a contractor supplying the Town of any land or rights or interests in any land, material, supplies or services; except when a majority of the Town council determines such exception in the best interest of the Town, provided, that no council member whose interest is involved shall vote on the question. Any willful violation of this section shall constitute malfeasance in office, and any officer or employee of the Town found guilty thereof shall there by forfeit his/her office or position. Any violation of this section with the knowledge express or implied of the person or corporation contracting with the Town shall render the contract voidable by the Town Administrator or the Town Council.

Cooperative purchasing

The purchasing agent shall have authority to join with other units of government in cooperative purchasing plans when the best interests of the Town would be served thereby; Provided that all cooperative purchasing contracts must be awarded through full and open competition and the Town must have legal authority to participate in the cooperative purchasing agreement as afforded by Title 11 Chapter 35 of the South Caroline Procurement Code.

Reports of any collusion or other anticompetitive practices suspected will be investigated by the Town Administrator or designee and may, ultimately, be reported to the state attorney general.

Category	2001 Ordinance	2025 Ordinance Amendment
Overall Structure	Detailed, procedural, and outdated; limited flexibility.	Streamlined, policy-based, and modern; flexible via Council-approved policy.
Purchase Thresholds	Council approval required for >\$10,000; Administrator <\$5,000; very low thresholds.	Formal ≥\$25,000; Informal \$5,000–\$24,999; Small \$1,000–\$4,999; Micro <\$1,000.
Formal Bidding Requirement	Required for purchases above \$500 with Council approval for >\$10,000.	Required for ≥\$25,000; includes RFP/RFQ process with public posting options.
Informal/Small Purchases	Written quotes required for \$1,500–\$5,000; minimal guidance for smaller purchases.	Clear oral and written quote procedures for purchases below \$25,000.
Professional Services	Town Administrator could hire professionals under \$1,500 limit; Council approval required above.	Allows professional services through RFP/RFQ; no bidding required for fee-based services.
Emergency Procurement	Allowed emergency purchases with little detail or reporting process.	Expanded authority for Administrator with Council notification and written report.
Sole Source & Cooperative Purchasing	Permitted sole-source purchases but without clear criteria; limited cooperative purchasing authority.	Detailed guidance with Title 11-35 reference; explicit cooperative purchasing authority.
State Contract Purchases	No provision for state contracts; each purchase handled separately.	New section: purchases via state bid contracts allowed without additional bidding.
Bid Protests	No formal protest process outlined.	Adds 5-day protest and appeal process to Administrator and Council.
Local Preference	Offered a 2% preference but limited applicability and no clarity on ties.	Defines tie-breaking local bidder rule; must hold business license and be current on taxes.
Ethics & Conflicts	Prohibited gifts or interests but lacked reference to state ethics code.	Explicit reference to SC Ethics Act and modern conduct standards.
Administrative Policy Authority	None; ordinance contained all procedural detail in code text.	Administrator authorized to adopt and update purchasing policy by Council resolution.
Technology & Modernization	Did not address electronic bids, online posting, or modern procurement methods.	Supports electronic bids, online posting, cooperative contracts, and record audits.



Staff Report

Amendment to the Official Zoning Map

DATES: Planning Commission & Public Hearing: December 8, 2025
Town Council First Reading: December 9, 2025
Town Council Second Reading & Public Hearing: January 20, 2025

TO: Irmo Planning Commission
Irmo Town Council

FROM: Douglas Polen, Deputy Town Administrator

SUBJECT: Annexation Request

SUBJECT PROPERTY: 21.8 acres located on Dreher Shoals Road just north of Leamington Way, TMS R03206-01-11 & -12

ACTION REQUESTED: Consider an ordinance to annex real property into the corporate limits of the Town of Irmo, to zone said property Mixed Use, and to amend the official zoning map of the Town to so reflect.

Background

This application is for an extension to the Water Walk development. Water Walk was approved in November, 2024 and now the applicant is seeking to annex 21.8 acres across the street, on the east side of Dreher Shoals Road.

In the original Water Walk plan, 550 residential units and 150,000 sq. ft. of commercial were approved for development. As of the latest concept map, 456 residential units and 90,000 sq. ft. are contemplated on the original lot. The present application is for 80 residential units and 20,000 sq. ft. of commercial, making the resulting total development have 536 residential units and 110,000 sq. ft. of commercial.

Current Zoning

At present, the lot is zoned HM, Homestead (Richland County). This zone is equivalent to the Town's FA, Fringe Agricultural, zone and allows single family detached homes and agricultural uses.

Proposed Zoning

The proposed zoning district, MD, Mixed Use, would allow for a mix of residential and commercial in this application.

Summary of Adjacent Zoning & Uses

	Zone	Present Use
North	FA, Fringe Agricultural	Residential
East	RT, Residential Transitional (Richland Co.)	Residential
South	R3, Residential (Richland Co.)	Waterford Neighborhood
West	MD Mixed Use	Vacant / Water Walk

Irmo Comprehensive Plan

The new 2024 Comprehensive Plan has a future land use of Neighborhood Center for this lot, described as follows:

- Neighborhood Centers are generally located near concentrations of existing or planned neighborhoods, along key roadways or at major intersections.
- These areas have small-scale commercial, service and office uses that are typically less than 25,000 square feet and have a height of 1-2 stories.
- Building and parking design and lighting standards limit impact on existing residential development.
- May include limited areas of residential including a mix of housing types including single family homes, house-scale attached structures (*i.e. duplexes*), townhomes, live/work units and/or apartments.

Staff Findings

This project would extend the Water Walk development in a manner that does not increase the number of residential units or commercial square footage. Moreover the future land use is in keeping with the proposed use.

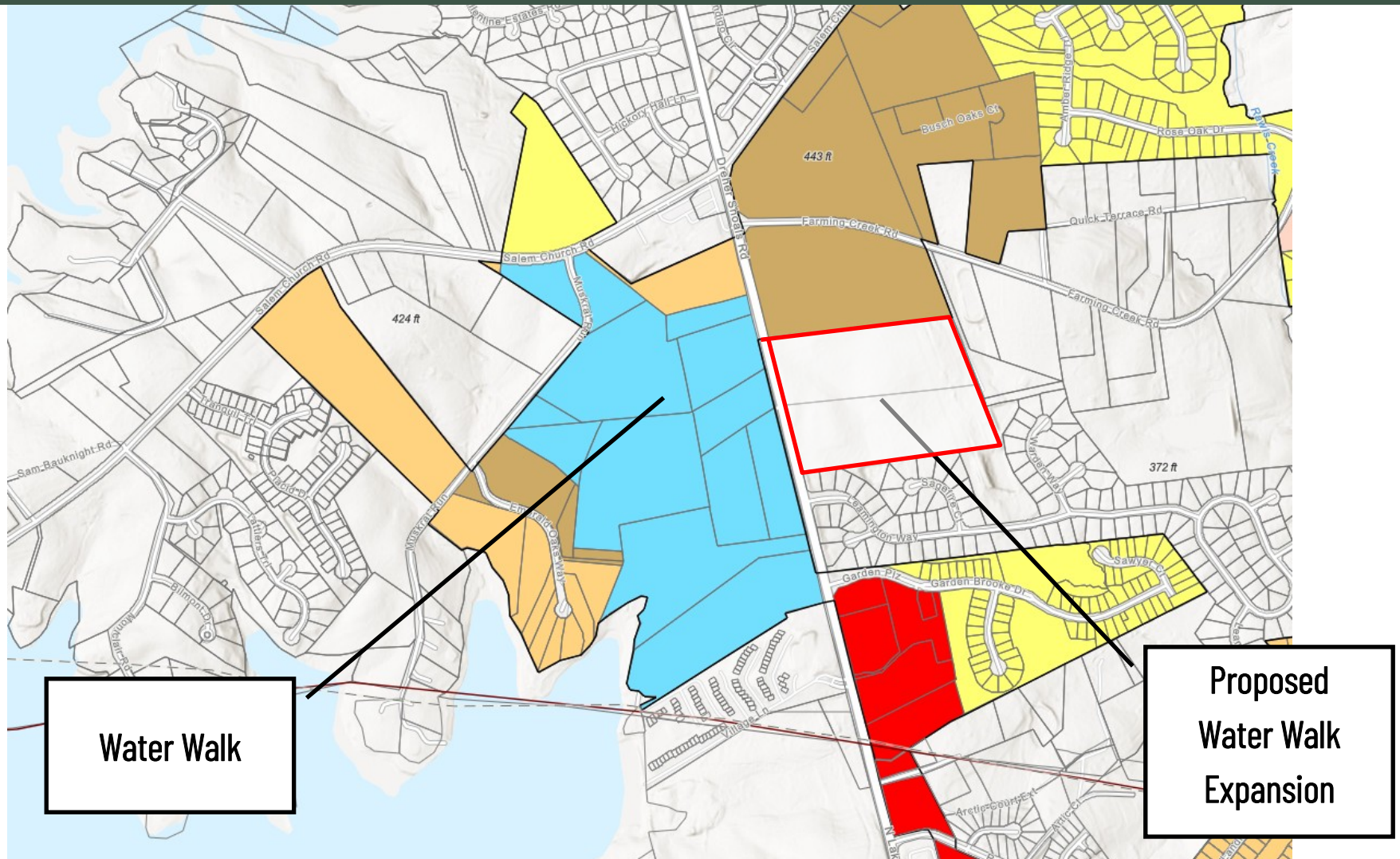
Staff recommends **APPROVAL** of the annexation and rezoning.

Proposed Water Walk Annexation & Expansion

Public Meeting | November 20, 2025

Planning Commission | December 8, 2025

Town Council | December 16, 2025 & January 20, 225

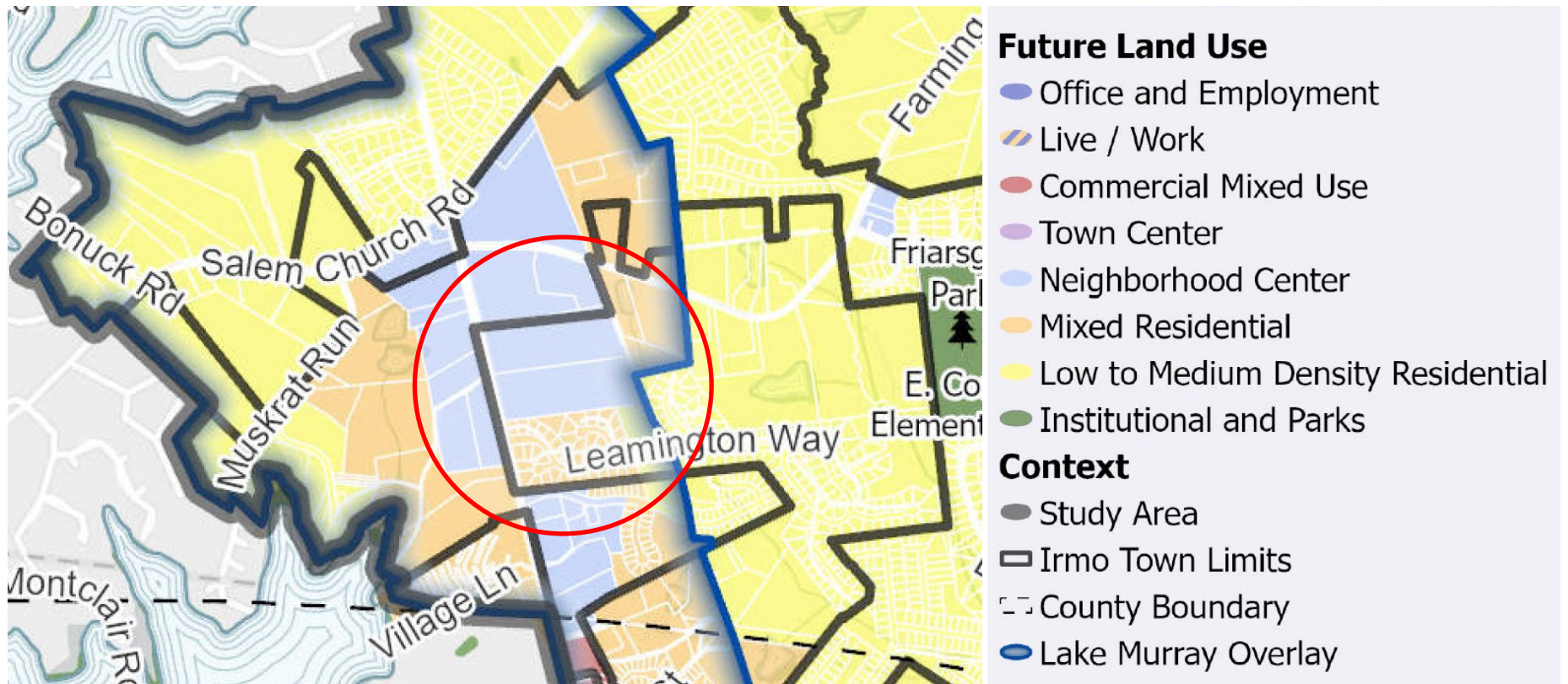


Proposed Water Walk Annexation & Expansion

Public Meeting | November 20, 2025

Planning Commission | December 8, 2025

Town Council | December 16, 2025 & January 20, 2025



FUTURE LAND USE MAP

Proposed Water Walk Annexation & Expansion

Public Meeting | November 20, 2025

Planning Commission | December 8, 2025

Town Council | December 16, 2025 & January 20, 2025



Town of Irmo Ordinance No. 26-02

AN ORDINANCE TO ANNEX REAL PROPERTY LOCATED ALONG DREHER SHOALS ROAD, TMS R03206-01-11 AND -12, INTO THE CORPORATE LIMITS OF THE TOWN OF IRMO; TO RE-CLASSIFY SAID PROPERTY FROM HM, HOMESTEAD DISTRICT (RICHLAND COUNTY) TO MD, MIXED-USE (IRMO) WITH CONDITIONS; AND TO AMEND THE OFFICIAL ZONING MAP OF THE TOWN OF IRMO TO SO REFLECT

WHEREAS, a request has been presented to the Irmo Town Council by the current record titleholder of properties located along Dreher Shoals Road, TMS R03206-01-11 & -12, to annex 21.8 acres of real property into Town and to classify the property as MD, Mixed Use, with conditions; and

WHEREAS, the Town and its Planning Commission, per SC Code § 6-29-760 *Procedure for enactment or amendment of zoning regulation or map; notice and rights of landowners; time limit on challenges* met the State's zoning procedural standards. Simply, notice was advertised in The New Irmo News at least fifteen days prior to the public hearing, notice was conspicuously posted on or adjacent to the property, and a public hearing was held; and

WHEREAS, the Irmo Planning Commission, during a meeting held on December 8, 2025, recommended to the Irmo Town Council to annex said property and to classify said property to the appropriate zoning classification of MD, Mixed Use, with conditions; and

WHEREAS, the following conditions shall apply to development of the property:

Base Requirements

All requirements found in Article 7, Special Purpose Districts, of the Town of Irmo Zoning Ordinance shall be honored, including architectural and design requirements.

Additional Architectural Requirements

All residential and commercial construction shall meet the requirements outlined in the Water Walk Development Agreement, Exhibit F, Descriptive Statement and Design Guidelines. Commercial Construction shall mirror the requirements of the CD-1 district, while the residential areas shall mirror the requirements of the RD-1 district. The development's Architectural Design Guidelines will mirror said guidelines for the Water Walk Development, Section VII.

Density & Lot Requirements

- Maximum residential density: 80 townhouse units
- Minimum residential unit width: 24 feet on average
- Minimum side distance between residential structures: 20 feet
- Minimum residential front setback: 20 feet
- Minimum residential rear setback: 25 feet
- Maximum commercial density: 30,000 square feet
- Minimum commercial density: 18,000 square feet
- Minimum 2.1 parking spaces per unit – 2 spaces per unit plus eight more distributed throughout residential section of development for overflow

Density Incentive Activities

Minimum lot size reduced from 12,500 sq. ft. to 2,000 sq. ft. in exchange for:

- Neighborhood revitalization efforts
- Minimal repetition of floor plans
- Additional trees and shrubs
- Decorative crosswalks
- Unique street-name signage

Buffer Areas

- 10' Type A buffer and a 6' tall opaque screen between the southern property line and the Waterford neighborhood.
- 25' Type B buffer along SC-6 for the entire length of the property, excepting access points

Commercial Uses

The commercial uses allowable in the commercial section of the development shall largely mirror the uses allowable in the CN, Neighborhood Commercial, zoning district of the Irmo Zoning Ordinance. These uses will not be subject to the conditions normally placed on uses in the CN district. Targeted businesses shall be medical and other offices, pharmacies, restaurants without drive through service, and boutique retail. Gas stations and other high traffic uses shall not be permitted in the commercial area.

Property Owner's Association

A POA shall be established and maintain all private roadways, streetlights, sidewalks, and stormwater facilities in perpetuity.

Additionally, the POA shall provide “roof down” maintenance in the residential development. This will provide maintenance, repair, and replacement to the roof, siding, windows and pavement, as well as landscaping and lawn care, for the life of the property.

All requirements of this ordinance shall be placed in the Property Owners Association by-laws, including but not limited to the “roof down” maintenance and ownership/rental sections.

Residential Ownership and Usage

The residential units will initially be sold at market rate to individual homebuyers, not businesses engaged in real estate rental. At initial sale, no individual homebuyer may purchase more than one unit.

Individual homeowners may make their properties available for rent at market rate with leases which last at least one year. The residential units shall not be used for short-term rentals for any period less than one year.

Project Progress & Benchmarks

Annual evaluation by the Zoning Administrator. Failure to show reasonable progress after two years and at later annual intervals may initiate rezoning. Benchmarks:

- Year 2: Engineering complete
- Year 3: Land clearing and infrastructure underway
- Year 4: Residential construction begins

Minor amendments to conditions may be approved by the Zoning Administrator consistent with planned development standards.

WHEREAS, the area to be annexed includes any rights-of-way, roads, or railroad tracks adjacent to the described property; and

NOW, THEREFORE, BE IT ORDAINED and ordered by the Mayor and Town Council of the Town of Irmo, South Carolina, in Council duly assembled, that the subject parcel be annexed into the Town of Irmo; and

BE IT FURTHER ORDAINED that the property shall be zoned MD, Mixed Use, with Conditions; and

BE IT FURTHER ORDAINED that the official zoning map of the Town of Irmo be, and the same hereby is, amended to so reflect.

PASSED AND ADOPTED this 20th day of January, 2026

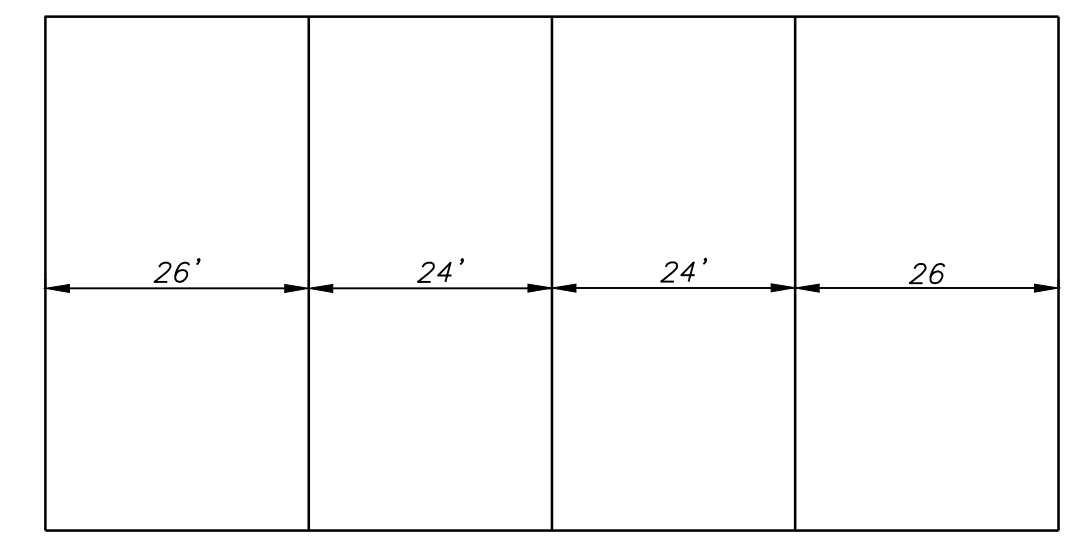
William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, *Municipal Clerk*

1st Reading: December 16, 2025

2nd Reading and Public Hearing: January 20, 2025

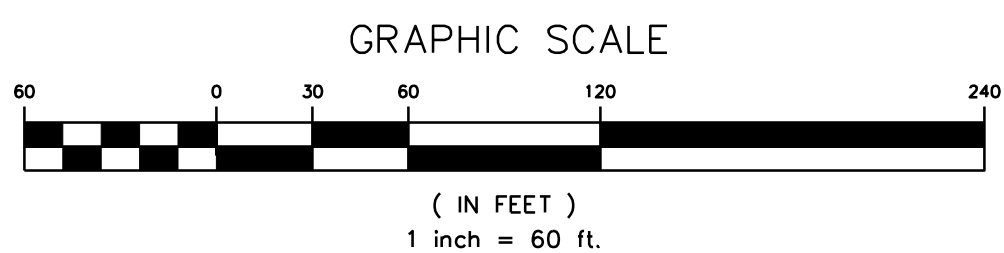


STANDARD LOT
4 UNITS

NUMBER OF UNITS = 80

FLOOD STATEMENT:
I HEREBY CERTIFY THAT I HAVE CONSULTED THE FEMA FLOOD INSURANCE RATE MAP COMMUNITY PANEL ** DATED **/**/** AND TO THE BEST OF MY KNOWLEDGE AND BELIEF THE AMENITY AREA IS NOT LOCATED IN A FLOOD ZONE.

REFERENCE:
ALL BOUNDARY AND WETLAND BOUNDARY INFORMATION TAKEN FROM A SURVEY PREPARED BY ** TOPOGRAPHIC INFORMATION WAS OBTAINED FROM LEXINGTON COUNTY GIS. POWER ENGINEERING COMPANY AND LEXINGTON COUNTY ASSUMES NO RESPONSIBILITY FOR THE BOUNDARY, TOPOGRAPHIC OR WETLANDS INFORMATION ON THE SURVEY.



ENGINEER: POWER ENGINEERING COMPANY, INC.
3300 SUNSET BLVD, SUITE 101
WEST COLUMBIA, S.C. 29169
PHONE: (803) 216-8777
FAX: (803) 216-8070
EMAIL: dparr@powereng.net



REVISIONS	BY

PEC
Power Engineering Company, Inc.
Engineers - Planners
West Columbia, S.C.

**DREHER SHOALS ROAD
PRELIMINARY SKETCH PLAN**
RICHLAND COUNTY, SOUTH CAROLINA

DRAWN	D.H.C.
CHECKED	D.B.P.
DATE	11-10-2025
SCALE	1" = 60'
JOB NO.	3928
SHEET	01
OF	01 SHEETS



SUMMARY
 LOT: 65 ACRES
 RESIDENTIAL: 456
 COMMERCIAL: 90,000 sf

- A. Neo Traditional Single Family Cottages
- B. Duplex
- C. Clubhouse
- D. Townhouse
- E. Commercial
- F. Senior Living

- RD - 1**
 COTTAGES: 40 X 87.5 (3,500 SF) : 68
 TOWNHOMES: 25 X 85 (2,125 SF) : 74
 TOTAL: 142
- RD - 2**
 APARTMENTS: 200
 DUPLEXES: 22
 TOTAL: 222
- RD - 3**
 TOWNHOMES: 43
 COTTAGES: 49
 TOTAL: 92
- CD - 1**
 COMMERCIAL: 90,000 SF

WATER WALK
 IRMO, SOUTH CAROLINA

VILLAGE PLAN

9 SEPTEMBER 2025

oda.us.com | ODA ARCHITECTURE





100% ANNEXATION PETITION

Applicant Information

Name: RMM, LLC

Address: 1140 Woodruff Road

Phone: 704-564-9994

E-Mail: Suite 106-231 Greenville, SC
Steve.McNair@gmail.com 29607

Property Owner Information (If Different)

Name: _____

Address: _____

Phone: _____

E-Mail: _____

TO THE MAYOR AND COUNCIL OF THE TOWN OF IRMO:

The undersigned, being 100 percent of the freeholders owning 100 percent of the assessed value of the property in the contiguous territory described below and shown on the attached plat or map, hereby petition for annexation of said territory to the Town by ordinance effective as soon hereafter as possible, pursuant to South Carolina Code Section 5-3-150(3).

The territory to be annexed is described as follows. Description may be attached:

Insert description of territory. The description may be taken from deeds or may be drawn to cover multiple parcels using known landmarks. It should be definitive enough to accurately fix the location.

The property is designated as follows on the County tax maps: TMS# R03206-01-12

*** A plat or map of the area should be attached. A tax map may be adequate ***

It is requested that the property be zoned as follows: _____

I (we) certify that I (we) are the free holder(s) of the property(s) involved in this application and further that I (we) designate the person signing as applicant to represent me (us) in this rezoning.

Owner's Signature: _____

Date: _____

Applicant's Signature: D. Steve McNair

Date: 8/27/25

For Official Use Only

Received: _____

Property Posted: _____

Receipt #: _____

Hearing: _____

Advertised: _____

Approved: _____



100% ANNEXATION PETITION

Applicant Information

Name: RMM, LLC Address: 1140 Woodruff Road Suite 106.231 Greenville, SC 29607
Phone: 704-564-9994 E-Mail: Steve.McNair1@qmail.com

Property Owner Information (If Different)

Name: Address:
Phone: E-Mail:

TO THE MAYOR AND COUNCIL OF THE TOWN OF IRMO:

The undersigned, being 100 percent of the freeholders owning 100 percent of the assessed value of the property in the contiguous territory described below and shown on the attached plat or map, hereby petition for annexation of said territory to the Town by ordinance effective as soon hereafter as possible, pursuant to South Carolina Code Section 5-3-150(3).

The territory to be annexed is described as follows. Description may be attached:

Insert description of territory. The description may be taken from deeds or may be drawn to cover multiple parcels using known landmarks. It should be definitive enough to accurately fix the location.

The property is designated as follows on the County tax maps: TMS # R03205-01-11

*** A plat or map of the area should be attached. A tax map may be adequate ***

It is requested that the property be zoned as follows:

I (we) certify that I (we) are the free holder(s) of the property(s) involved in this application and further that I (we) designate the person signing as applicant to represent me (us) in this rezoning.

Owner's Signature: Date:
Applicant's Signature: R. STEVE McNair Date: 8-27-25

For Official Use Only

Received: Property Posted:
Receipt #: Hearing:
Advertised: Approved:

Steve McNair

From: Douglas Polen <dpolen@townofirmosc.com>
Sent: Tuesday, August 19, 2025 2:47 PM
To: Steve McNair
Cc: Bill Danielson; Arnold Roberts; Larry McNair; Jim Crosland
Subject: RE: Annexation / Rezoning For Richland County TMS Parcels RO3205-01-11 and RO3206-01-12
Attachments: 100 Annexation Application.pdf

Awesome – we’re looking forward to working on this project.

I’ve attached the annexation form. Since there are two lots with different landowners, have each landowner sign their own form. The northern lot will need to be signed by Edward and Joyce.

The soonest this can go would be October. The schedule would be as follows, and requires you to be ready in three weeks.

1. Sign Up Onsite: 15 days prior to Public Meeting
2. Public Meeting: September 22 – 30
3. Planning Commission: October 13
4. Town Council: October 21
5. Town Council: November 18

This is a pretty tight window, so if you pushed back a month, the schedule is as follows:

1. Sign Up Onsite: 15 days prior to Public Meeting
2. Public Meeting: October 20-28
3. Planning Commission: November 10
4. Town Council: November 18
5. Town Council: December 16

As always, if you have any questions feel free to reach out.



Staff Report

Amendment to the Official Zoning Map

DATES: Planning Commission & Public Hearing: December 8, 2025
Town Council First Reading: December 9, 2025
Town Council Second Reading & Public Hearing: January 20, 2025

TO: Irmo Planning Commission
Irmo Town Council

FROM: Douglas Polen, Deputy Town Administrator

SUBJECT: Annexation Request

SUBJECT PROPERTY: 2.34 acres located at 10005 Broad River Road, TMS R04003-02-15

ACTION REQUESTED: Consider an ordinance to annex real property into the corporate limits of the Town of Irmo, to zone said property CG, and to amend the official zoning map of the Town to so reflect.

Background

The applicant is the proprietor of Celtic Works, custom home building and remodeling. This lot is located next to Meetze Plumbing and is surrounded by in-Town lots. The applicant would like to build a warehouse expansion and, after speaking with Richland County, has decided to build the warehouse in Irmo. The County is requiring plumbing in the warehouse, which is not required by the Town's inspection service. The applicant is also seeking to utilize the Town's new economic development grant, which will refund business license fees for three years, followed by two years of a 50% refund.

Current Zoning

At present, the lot is zoned GC, General Commercial (General Commercial). This zone is equivalent to the Town's CG zone.

Proposed Zoning

The proposed zoning district, CG, General Commercial, is defined as follows: The CG district is intended to provide for the development and maintenance of commercial and business uses strategically located to serve the community and the larger region of which it is a part. Toward this end, a wide range of business and commercial uses are permitted herein.

Summary of Adjacent Zoning & Uses

	Zone	Present Use
North	CG, General Commercial	Meetze Plumbing
East	CG, General Commercial	Bethlehem Lutheran Church
South	GC, General Commercial (Richland Co.)	Vacant
West	RT, Residential Transition (Richland Co.)	Junkyard?

Irmo Comprehensive Plan

The new 2024 Comprehensive Plan has a future land use of Mixed Residential for this lot. However, the adjacent lots have a FLU of Office/Employment. Office/Employment is described as follows:

- Mostly located along the I-26 corridor or in areas with a mix of business parks and light industrial uses.
- These areas are appropriate for offices, light manufacturing, warehousing, research and development, and flex space.
- These areas may also include a limited amount of supporting commercial uses, such as restaurants and convenience retailers to serve employees.
- Large-scale residential developments are discouraged in locations that are prime for businesses and non-residential uses.

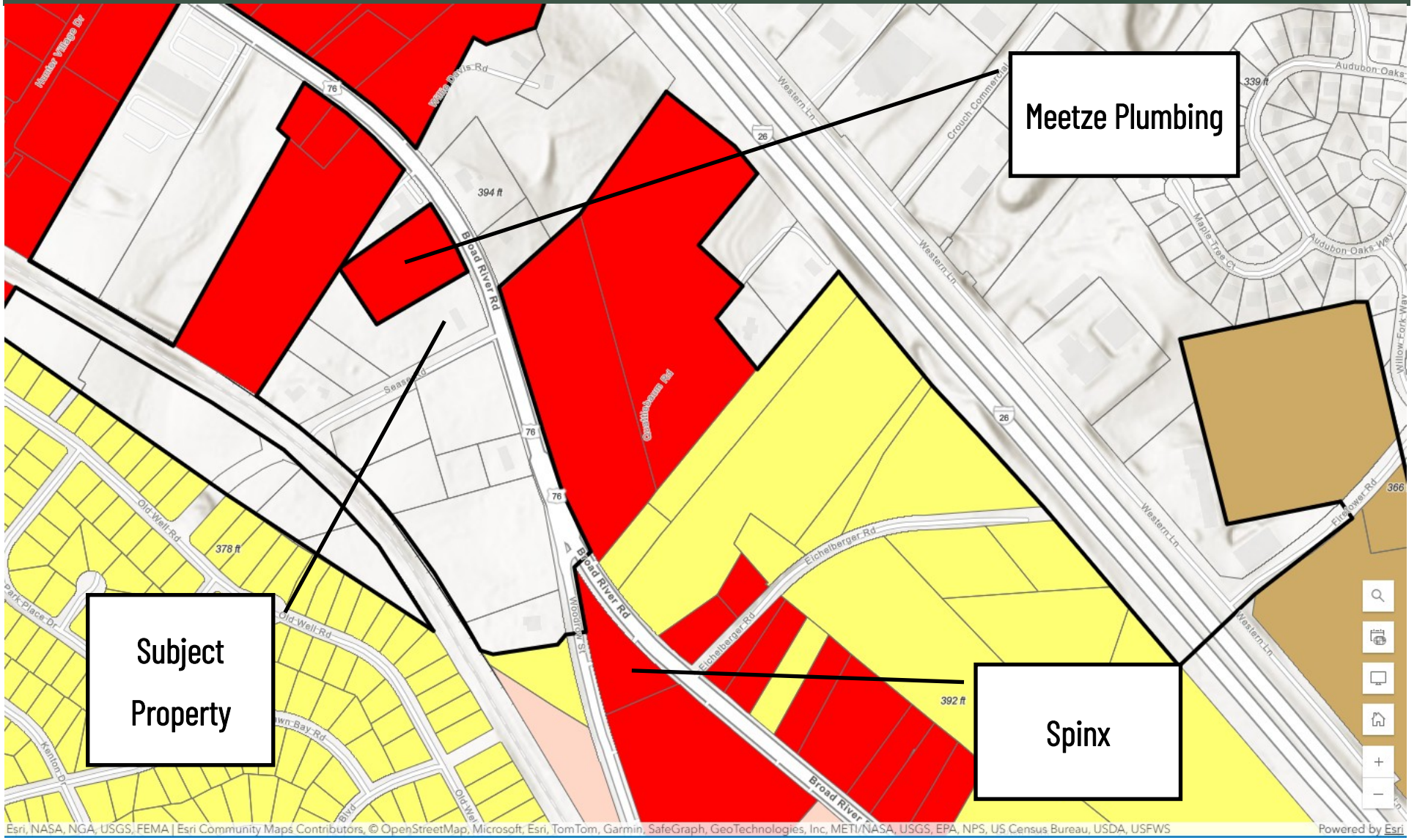
Staff Findings

Regardless of the Future Land Use, the current Richland County zoning and proposed Town zoning are identical, and our economic development program was designed to attract businesses into Town.

Staff recommends **APPROVAL** of the annexation and rezoning.

Celtic Works Annexation, 10005 Broad River Road, TMS R04003-02-15. Ordinance 26 - 01

Planning Commission | December 8, 2025
Town Council | December 16, 2025 & January , 2026



Celtic Works Annexation, 10005 Broad River Road, TMS R04003-02-15. Ordinance 26 - 01

Planning Commission | December 8, 2025

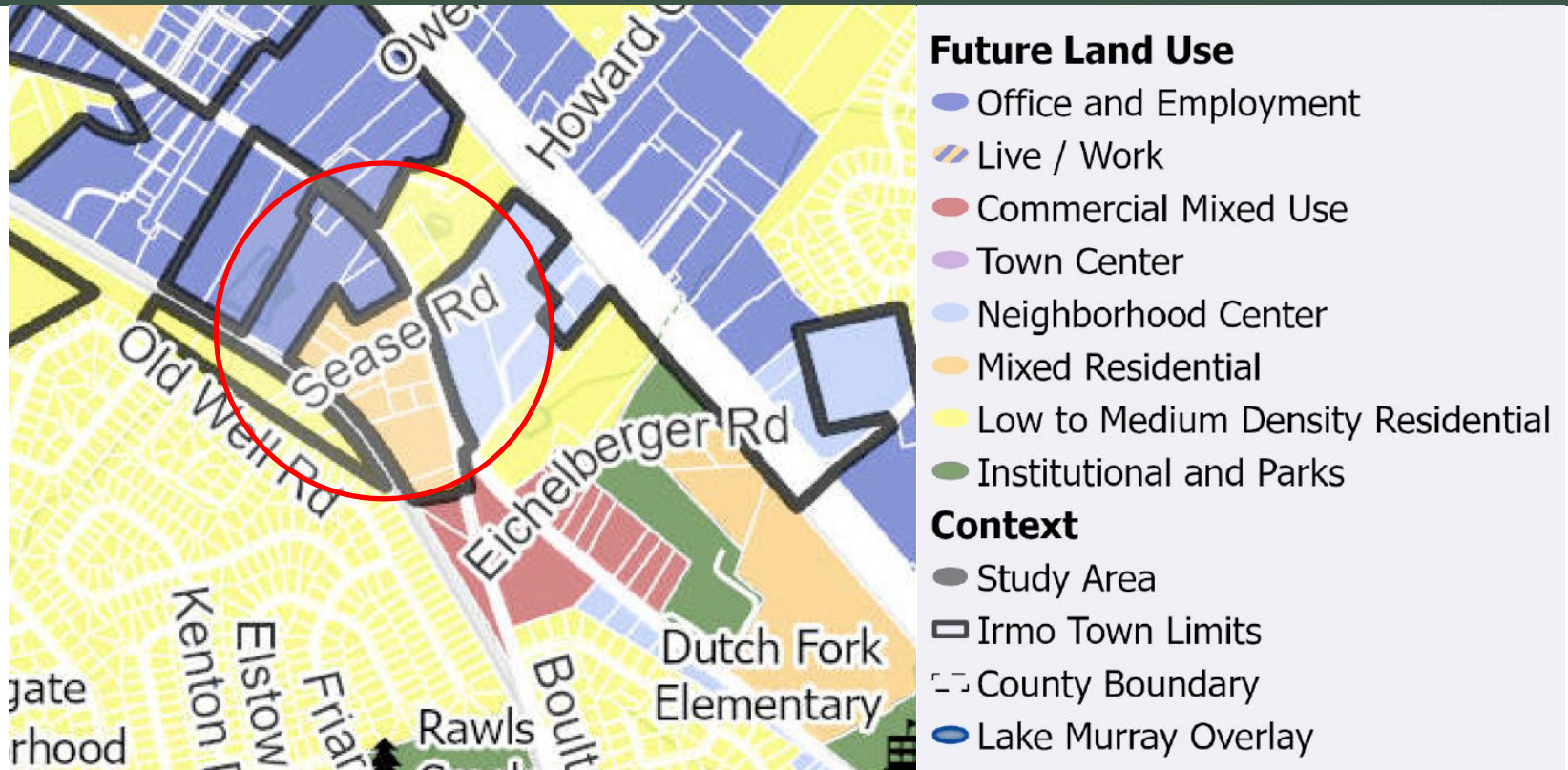
Town Council | December 16, 2025 & January , 2026



Celtic Works Annexation, 10005 Broad River Road, TMS R04003-02-15. Ordinance 26 - 01

Planning Commission | December 8, 2025

Town Council | December 16, 2025 & January , 2026



FUTURE LAND USE MAP

Town of Irmo Ordinance No. 26-03

AN ORDINANCE TO ANNEX 2.34 ACRES OF REAL PROPERTY LOCATED AT 10005 BROAD RIVER ROAD, TMS R04003-02-15 INTO THE CORPORATE LIMITS OF THE TOWN OF IRMO; TO RE-CLASSIFY SAID PROPERTY FROM GC, GENERAL COMMERCIAL (RICHLAND COUNTY) TO CG, GENERAL COMMERCIAL (IRMO); AND TO AMEND THE OFFICIAL ZONING MAP OF THE TOWN OF IRMO TO SO REFLECT

WHEREAS, a request has been presented to the Irmo Town Council by the current record titleholder of property located at 10005 Broad River Road, TMS R04003-02-15, to annex 2.34 acres of real property into Town and to classify the property as CG, General Commercial; and

WHEREAS, the Town and its Planning Commission, per SC Code § 6-29-760 *Procedure for enactment or amendment of zoning regulation or map; notice and rights of landowners; time limit on challenges* met the State's zoning procedural standards. Simply, notice was advertised in The New Irmo News at least fifteen days prior to the public hearing, notice was conspicuously posted on or adjacent to the property, and a public hearing was held; and

WHEREAS, the Irmo Planning Commission, during a meeting held on December 8, 2025, recommended to the Irmo Town Council to annex said property and to classify said property to the appropriate zoning classification of CG, General Commercial; and

WHEREAS, the area to be annexed includes any rights-of-way, roads, or railroad tracks adjacent to the described property.

NOW, THEREFORE, BE IT ORDAINED and ordered by the Mayor and Town Council of the Town of Irmo, South Carolina, in Council duly assembled, that the subject parcel be annexed into the Town of Irmo; and

BE IT FURTHER ORDAINED that the property shall be zoned CG, General Commercial; and

BE IT FURTHER ORDAINED that the official zoning map of the Town of Irmo be, and the same hereby is, amended to so reflect.

PASSED AND ADOPTED this 20th day of January, 2026

William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, *Municipal Clerk*

1st Reading: December 16, 2025

2nd Reading and Public Hearing: January 20, 2025



100% ANNEXATION PETITION

Applicant Information

Name: All ya gotta do is LLC. Address: 10005 Broad River Rd Irmo, SC 29063
Phone: 803-251-4410 E-Mail: david@celticworks.com

Property Owner Information (If Different)

Name: David Barry Address: Same
Phone: 803-600-6060 E-Mail: Same

TO THE MAYOR AND COUNCIL OF THE TOWN OF IRMO:

The undersigned, being 100 percent of the freeholders owning 100 percent of the assessed value of the property in the contiguous territory described below and shown on the attached plat or map, hereby petition for annexation of said territory to the Town by ordinance effective as soon hereafter as possible, pursuant to South Carolina Code Section 5-3-150(3).

The territory to be annexed is described as follows. Description may be attached:

Insert description of territory. The description may be taken from deeds or may be drawn to cover multiple parcels using known landmarks. It should be definitive enough to accurately fix the location.

The property is designated as follows on the County tax maps: R04003-12-15

*** A plat or map of the area should be attached. A tax map may be adequate ***

It is requested that the property be zoned as follows: General Commercial

I (we) certify that I (we) are the free holder(s) of the property(s) involved in this application and further that I (we) designate the person signing as applicant to represent me (us) in this rezoning.

Owner's Signature: [Signature] Date: 11/19/2025
Applicant's Signature: [Signature] Date: 11/19/2025

For Official Use Only

Received: _____ Property Posted: _____
Receipt #: _____ Hearing: _____
Advertised: _____ Approved: _____

Staff Report

Resolution 25-11, Amendment to the FY 2025/2026 Budget

DATES: Town Council Workshop: December 9, 2025
Town Council Business Meeting: December 16, 2025

TO: Irmo Town Council

FROM: Jim Crosland, Town Administrator

SUBJECT: Municipal Ordinance Amendment

ACTION REQUESTED: Consideration of a resolution to amend the FY25/26 Municipal Budget

Purpose

During the course of the year, Council votes to purchase items outside of the adopted budget. These items must later be voted in as a budget amendment. This amendment contains ten such changes for the first half of the fiscal year, or items foreseen in the second half.

Background

The amendment items are as follows:

Irmo Little League	\$50,000	Proposed donation to the Irmo Little League
Universal Outreach	\$30,000	Proposed donation to Universal Outreach Church
SC Career Kids	\$30,000	Proposed donation to SC Career Kids
MPA Strategies	\$27,500	Previously approved payment to MPA Strategies to serve as PIO and communication consultant
2025 Chevy Silverado	\$53,288	Previously approved and purchased Code Enforcement Vehicle
IPD Weapons	\$28,585	Previously approved purchase of Glock pistols for IPD

Hustler Mower	\$19,000	Proposed purchase of a Hustler Mower for Public Service. One of the existing mowers is beyond repair and will be sold for parts.
Rawl's Creek Basketball Court	\$100,000	Proposed basketball court and bleachers to be placed in grassy area at the front of Rawl's Creek Park
Team IA / Scanning Project	\$20,000	Continuation of the scanning project originally funded with ARPA money in 2022. Total projected cost to scan IPD files is \$100,000.
Events Manager Position	\$40,000	Proposed creation of a new position to organize all Town events, including the Okra Strut, Concert Series, Christmas Tree Lighting, Trunk or Treat, and other events. \$40,000 will cover the salary and benefits for 6 months.
K-9 Units (Two)	\$40,000	Proposed cost to acquire two K-9 units. \$20,000 will be from the narcotics fund and \$20,000 from the general fund.
Welcome to Town Signage	\$60,000	Proposed new welcome signage near the Ballentine Wal-Mart
Council Retreat	\$3,500	Proposed Council retreat.

Additionally, one other new position is envisioned – a full-time custodian. This position will cost approximately \$30,000 for 6 months, and the funding for this item will come out of the currently budgeted custodial services line that the Town uses for a third-party provider. Because this funding source already exists in the budget, no amendment is required.

Recommendation

Staff recommends **APPROVAL** of the budget amendment.

STATE OF SOUTH CAROLINA)

RESOLUTION 25-11

TOWN OF IRMO)

WHEREAS, the Town of Irmo Budget Ordinance provides for automatic amendments to the budget by vote of Council: and

WHEREAS, votes of Council have triggered automatic amendments requiring increasing line items or adding line items as follows:

Account Name / Budget Description	Line Item	Increase Expense
Meetings & Schools / Council Retreat	10.5010.50505	\$ 3,500
Salaries / Events Manager	10.5020.50100	40,000
Vehicles / 2025 Chevy Silverado	10.5020.50810	53,288
Equipment / Hustler Mower	10.5040.50815	19,000
Professional Fees / MPA Strategies	10.5050.50400	27,500
Miscellaneous Contractual / Team IA Scanning Proje	10.5050.50410	20,000
Wayfinding / Welcome to Town Signage	10.5050.50821	60,000
Donations / SC Career Kids	10.5050.50900	30,000
Donations / Universal Outreach	10.5050.50900	30,000
Weapons / IPD Glockes	10.5060.50325	28,585
K-9 Unit Expense / K-9 Unit	10.5060.50821	20,000
Narcotics / K-9 Unit	10.5065.50901	20,000
H-Tax Distribution / Irmo Little League	20.5020.50901	50,000
Rawls Creek Park Additions / Basketball Court	20.5050.50834	100,000
Total Amendments		\$ 501,873

AND, WHEREAS, these amendments yield the following amended budget for FY 25/26:

EXPENDITURES

I. GENERAL FUND

A. Operating / Capital Expenses:	Original	Amended	Total Amended Budget
Legislative Department	\$ 63,995	\$ 3,500	\$ 67,495
Administrative Department	1,103,668	93,288	\$ 1,196,956
Court Department	319,706	-	\$ 319,706
Public Works Department	1,117,606	19,000	\$ 1,136,606
Non-Departmental	2,175,708	167,500	\$ 2,343,208
Sanitation	1,605,200	-	\$ 1,605,200
Public Safety	4,353,192	48,585	\$ 4,401,777
Confiscated Funds	5,000	20,000	\$ 25,000
GENERAL FUND EXPENDITURES	\$ 10,744,075	\$ 351,873	\$ 11,095,948

II. HOSPITALITY TAX FUND

A. Operating / Capital Expenses:	Original	Amended	Total Amended Budget
Operating / Capital	\$ -	\$ 150,000	\$ 150,000.00
HOSPITALITY FUND EXPENDITURES	\$ -	150,000	\$ 150,000.00
COMBINED EXPENDITURES	\$ 10,744,075	\$ 501,873	\$ 11,245,948

REVENUES

I. GENERAL FUND	Original	Amended	Amended Budget
A. Operating Revenues	\$ 9,138,874	\$ 311,873	\$ 9,450,747
B. Sanitation Collections	1,605,200	-	1,605,200
C. Transfer-In from Hospitality Tax Fund	-	40,000	40,000
D. Appropriation for undesignated Unreserved Fund Balance	-	-	-
GENERAL FUND REVENUES	<u>\$ 10,744,074</u>	<u>\$ 351,873</u>	<u>\$ 11,095,947</u>
II. HOSPITALITY TAX FUND			
A. Operating Revenues	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ 150,000.00</u>
HOSPITALITY FUND REVENUES	<u>\$ -</u>	<u>150,000</u>	<u>\$ 150,000.00</u>
COMBINED REVENUES	<u><u>\$ 10,744,074</u></u>	<u><u>\$ 501,873</u></u>	<u><u>\$ 11,245,947</u></u>

THEN, THEREFORE, these amendments and the amended budget are hereby ratified this 16th day of December, 2025

William O. Danielson, Mayor

ATTEST:

Lisa Hancock, Municipal Clerk



Staff Report

APPROVAL OF RESOLUTION 25-12 to enable the Town to receive grants on behalf of The Door Home for the Rawl's Creek Inclusive Park (Staff)

DATES: December 16, 2025
TO: Town Council
FROM: Doug Polen, Deputy Town Administrator
SUBJECT: Resolution 25-12 to enable the Town to receive grant funds on behalf of The Door Home
ACTION REQUESTED: Approve Resolution 25-12

Background

The Door Home has been working with the Town for some time to set up a method whereby the Town can accept certain grants that can only be awarded to a governmental entity. The Town will act as a pass-through, distributing funds to the Door Home upon invoice.

Analysis

Staff Findings

Staff has worked with our Town Attorney and financial staff to ensure that this is the best and most efficient method to aid the Door Home in this situation. Staff recommends **APPROVAL**.

Attachments

1. Res 25-12 Door Home Pass Through

Town of Irmo Resolution No. 25-12

A RESOLUTION AUTHORIZING THE TOWN OF IRMO TO RECEIVE AND ADMINISTER GRANT FUNDS ON BEHALF OF THE DOOR HOME AND TO ACT AS A PASS-THROUGH ENTITY FOR SUCH FUNDS

WHEREAS, The Door Home, Inc. is a 501(c)(3) nonprofit charitable organization operating within the Town of Irmo that, in addition to other activities, is working to design and build an inclusive playground at Rawl's Creek Park; and

WHEREAS, certain public and private grant programs restrict eligibility to governmental entities and do not permit direct award of funds to nonprofit organizations; and

WHEREAS, the Town of Irmo desires to support the mission and services of The Door Home by serving as an eligible governmental recipient for such grant funds; and

WHEREAS, the Town of Irmo further desires to act solely as a fiscal agent and pass-through entity for grant funds awarded for the benefit of The Door Home, without assuming operational control over The Door Home or its programs; and

WHEREAS, the receipt and disbursement of such grant funds will be conducted in accordance with all applicable federal, state, and local laws, grant requirements, and generally accepted accounting principles;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF IRMO, SOUTH CAROLINA, THAT:

1. **Authorization to Receive Grant Funds**

The Town of Irmo is hereby authorized to apply for, accept, receive, and administer grant funds on behalf of The Door Home when such grants are restricted to governmental entities, in accordance with the Town's procurement ordinance.

2. **Pass-Through and Fiscal Agent Role**

The Town of Irmo shall act as a fiscal agent and pass-through entity only for such grant funds. Upon receipt of grant funds and submission of proper documentation and invoices by The Door Home consistent with the applicable grant requirements, the Town shall disburse the funds to The Door Home.

3. **No Assumption of Operational Responsibility**

Nothing in this Resolution shall be construed as the Town assuming responsibility for the management, operations, staffing, or programs of The Door Home. The Door Home shall remain an independent nonprofit organization solely responsible for its operations and compliance with grant performance requirements.

4. **Compliance and Documentation**

The Door Home shall be responsible for providing all documentation, reporting, and certifications required by the grantor. The Town shall maintain appropriate

financial records related to the receipt and disbursement of grant funds in accordance with applicable laws and audit standards.

5. **Authority of Town Officials**

The Town Administrator, Mayor, and other appropriate Town officials are hereby authorized to execute any agreements, certifications, or documents necessary to carry out the intent of this Resolution.

6. **Effective Date**

This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 16th day of December, 2025

William O. Danielson, Mayor

ATTEST:

Lisa Hancock, Municipal Clerk



Staff Report

Purchase Authorization - Hustler Hyperdrive mower with 72" deck (Staff).

This will authorize a purchase in the amount of \$18,323.94 from Hilton's Power Equipment.

DATES: December 16, 2025
TO: Town Council
FROM: Jim Crosland, Town Administrator
SUBJECT: Purchase of Hustler Mower
ACTION Authorize purchase of Hustler Mower from Hilton's Power
REQUESTED: Equipment for \$18,323.94

Background

One of the current Hustler Mowers is beyond repair and will be sold to offset this purchase. The Hustler Hyperdrive Mower with 72" deck is sold under state contract, so additional bids are not required.

Analysis

Staff Findings

Staff recommends **APPROVAL** of this purchase

Attachments

1. Hustler Mower Quote



KEEP THIS INVOICE AS IT IS YOUR ONLY COPY.

HILTON'S POWER EQUIP.
5933 TWO NOTCH ROAD
COLUMBIA, S.C. 29223
(803) 786-5472

SOLD TO:

TOWN OF IRMO
P.O. BOX 406
7300 WOODROW ST
IRMO, SC 29063

SHIP TO:

TOWN OF IRMO
P.O. BOX 406
7300 WOODROW ST
IRMO, SC 29063

7817050

TERMINAL: 15

SHDP WITH US 24 HOURS A DAY 7 DAYS A WEEK ON OUR

SHIPPED VIA: NO DELIVERY
9:02:17 PAGE: 1 OF 1

WEBSITE AT WWW.HILTONSPOWEREQUIPMENT.COM

ACCT. NO. 7817050 DATE 10/21/25 INVOICE NO. 442755 SALESMAN 003/001 STORE 1 P/O NUMBER 1

SPECIAL INFORMATION

ORD.	SHIP	B/O	LINE	PART NUMBER	DESCRIPTION	LIST	NET	AMOUNT
1			1	HJW944033	HYPERDRIVE 72IN RD		16415.51	16415.51
2			2	EXCG07444	USE 607444P		275.55	551.10
					ABOVE PART IS TWEEL WHEEL			

QUOTE ONLY

RECD BY

SUB TOTAL	16966.61
MISC.	0.00
LABOR	0.00
TAX 8.000	1357.33
INVOICE TOTAL	18323.94

IMPORTANT NOTICE
It is agreed as part of the consideration for this sale that the price shown hereon for the goods shall be paid on or before the 10th day of the month following the month of purchase. Any portion of the sale price not paid within said time period shall thereafter bear interest at the HIGHEST PREVAILING RATE. All claims and returned goods MUST be accompanied by this invoice. There will be no refund or exchange on electrical parts. The factory warranty constitutes all of the warranties with respect to the sale of this equipment. The seller hereby expressly disclaims all warranties, whether written or oral, that may be made by the seller or its agents, employees or representatives in connection with the sale of this equipment.



Staff Report

Approval of Contract for the Town Administrator (Council)

DATES: December 16, 2025
TO: Town Council
FROM:
SUBJECT:
ACTION
REQUESTED:

Background

Analysis

Staff Findings

Attachments

None



Staff Report

Approval of Contract for the Municipal Court Judge (Staff)

DATES: December 16, 2025
TO: Town Council
FROM:
SUBJECT:
ACTION
REQUESTED:

Background

Analysis

Staff Findings

Attachments

None



Staff Report

Granting of an easement to Richland County (Staff). This would grant 5,227 sq. ft. of land at the corner of North Royal Tower and Broad River Road in exchange for \$10,200.

DATES: December 16, 2025
TO: Town Council
FROM: Jim Crosland, Town Administrator
SUBJECT: Broad River Road Easement
ACTION REQUESTED:

Background

Richland County needs to purchase additional land at the corner of Broad River Road and Royal Tower as part of the road widening project. This area measures +/- 5,227 sq. ft. and the County is offering \$10,200 for the land, which will be used as a sewer utility easement. This lot is home to the Friarsgate neighborhood sign, and the easement is over 10' from the sign itself.

Analysis

The Town Attorney has reviewed the contract and all is in order.

Staff Findings

Staff recommends acceptance of the offer.

Attachments

1. Easement for execution

THE STATE OF SOUTH CAROLINA
COUNTY OF RICHLAND

PERMANENT EASEMENT FOR AND
DEED TO SANITARY SEWER LINES
TMS NO. R04005-04-01

Road/Route **U.S. 76 (Broad River Road)**
Project No. **P029344**

KNOW ALL MEN BY THESE PRESENTS, that the **TOWN OF IRMO** (“Grantor(s)”), in consideration of the sum of **TEN THOUSAND TWO HUNDRED 00/100 CENTS (\$10,200.00)** and other valuable consideration in hand paid at and before the sealing and delivering thereof, by Grantee, the receipt of which is hereby acknowledged, has granted, bargained, sold and released and by these presents does grant, bargain, sell and release unto the **COUNTY OF RICHLAND**, a political subdivision of the State of South Carolina (“Grantee”), its heirs, successors, and assigns, a **permanent exclusive easement** being approximately **variable** feet in width and containing **0.12** acre (**5,227** square feet), more or less, as shown and designated as the area “**PROPOSED RICHLAND COUNTY UTILITIES SEWER EASEMENT**” on **Exhibit A**, attached hereto and made part hereof, **for the purpose of constructing, operating, and maintaining sewer and/or water-related infrastructure**, including, without limitation, all necessary lines, mains, pipes, curb cocks, meters, meter boxes, valves, valve boxes, pumps, interconnections, backflow preventers, hydrants, manholes, collection lines, fittings, controls and devices, and other similar or dissimilar infrastructure, whether above or below ground, as well as any utilities, such as electricity or telecommunication lines, needed to service the meters or other sewer or water-related infrastructure (collectively, the “**Facilities**”), located in, upon, or under the real property described herein

Together with the right to have ingress, egress, and access at all times to said easement for the purpose of constructing, operating, and maintaining the Facilities; together with the right to use such additional width as may be necessary on either side of said easement for the purpose of constructing, operating, and maintaining the Facilities; together with the right to excavate and refill ditches and/or trenches and the further right to remove shrubbery, trees, other vegetation, personal property, structures, or other obstructions, if any, from the said easement area interfering with the construction, operation, and maintenance of the Facilities.

Grantor(s) does further grant, bargain, sell and release unto Grantee all right, title, and interest, if any Grantor(s) may have, in and to the Facilities.

The Facilities and said easement being located in, upon, or under that certain real property owned by Grantor(s) with a physical address of **7815 Broad River Road, Irmo, SC 29063** and being further identified as Richland County Tax Map No. **R04005-04-01**. This being a part or portion of the same real property conveyed to Grantor(s) by deed of **F.S., INC.**, dated **May 10, 2022**, which is recorded in the Richland County Register of Deeds at Book **2756**, Page **3780**.

IT BEING FURTHER UNDERSTOOD AND AGREED that Grantor(s) shall have the right to use the said easement area but shall make no use which is inconsistent with the uses and purposes for which the easement has been granted or which would otherwise impair Grantee’s full enjoyment of the rights hereby granted, and without limiting the generality of this provision, Grantor(s) agrees that he/she/it shall not, within the said easement area, erect, locate, or construct any building, structure, or any other improvements, or drill or dig, without the express written permission of the Grantee. Grantor(s) shall make no use of the said easement area that would, in the opinion of the Grantee, injure, endanger, or render inaccessible the Facilities. Further, Grantor(s) shall be responsible for all damages to the Facilities caused by Grantor(s), its/his/her agents, employees, representatives, or independent contractors. This easement agreement is permanent and shall run with the land and be binding upon Grantor(s) and Grantee and the heirs, administrators, successors, assigns, transferees, or conveyees of Grantor(s) and Grantee. Grantee may assign, transfer, or convey this easement and/or Facilities freely and without Grantor’s consent. And Grantor(s) warrants that he/she/it is the lawful owner of the aforesaid real property capable of conveying the real property rights and interests described herein free and clear of any and all liens and encumbrances of any kind or nature whatsoever.

TO HAVE AND TO HOLD, all and singular, the said easement or premises and the rights and privileges hereinabove granted, unto the said Grantee, its successors and assigns forever.



PROPOSED RICHLAND COUNTY
UTILITIES SEWER EASEMENT
(0.12 ACRE)

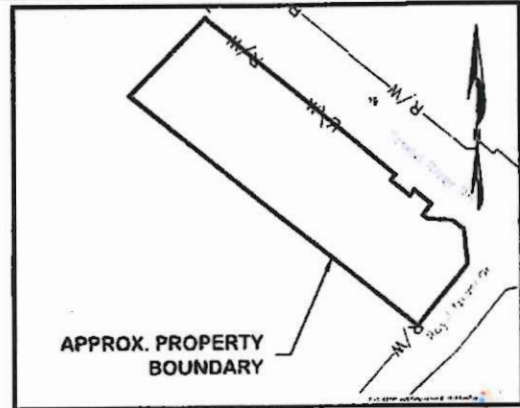
RICHLAND COUNTY TMS R04005-04-01

REFERENCES:

1. OWNERSHIP AND TAX INFORMATION TAKEN FROM RICHLAND COUNTY GIS INFORMATION.

SURVEYOR'S NOTES:

1. DRAWING BASED ON COMPILATIONS ONLY. NO PROPERTY SURVEY PERFORMED. RICHLAND COUNTY TMS R03300; 2023 EDITION.
2. COORDINATES PROVIDED ARE BASED ON SC STATE PLANE, NAD83, NGVD88, INTERNATIONAL FOOT.

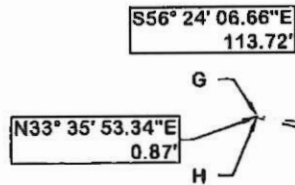


LOCATION MAP
SCALE: 1"= 250'

TIE DISTANCE TO POINT 1	
POINT NO.	DISTANCE (FT)
A	56.92
B	25.64
C	32.50
D	36.67
E	122.87
F	172.04

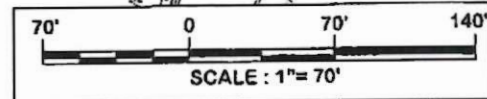
G	267.54
H	267.92
I	136.52
J	36.94
K	15.10

7815 BROAD RIVER RD
IRMO, SC 29063
TMS: R04005-04-01



455 CHARING CROSS RD
TMS: R04005-04-03

461 CHARING CROSS RD
TMS: R04005-04-02



NOTES:

1. DRAWING PROVIDED TO RICHLAND COUNTY BASED ON TOPOGRAPHIC SURVEY PROVIDED BY CECS DATED JULY 08, 2022.

Michael Baker
INTERNATIONAL

7815 BROAD RIVER RD
IRMO, SC 29063
TMS: R04005-04-01

TOTAL PERMANENT
EASEMENT = 0.12 ACRE

RICHLAND COUNTY UTILITIES DEPARTMENT IRMO, SOUTH CAROLINA		
SCALE: 1"=70'	APPROVED BY:	DRAWN BY: JAC
DATE: NOV 2024		
BROAD RIVER ROAD WIDENING WATER & SEWER RELOCATION		
PROJECT NO. : P029344	DWG. #38 OF 40	
REVISION NO:		



Staff Report

Acceptance of the 2026 Town Council Calendar (Staff)

DATES: December 16, 2025
TO: Town Council
FROM: Jim Crosland, Town Administrator
SUBJECT: 2026 Council Calendar
ACTION REQUESTED:

Background

Historically the Town Council meets on the 1st Tuesday of the month for workshops and on the 3rd Tuesday of the month for business meetings.

Analysis

In 2026 there are a couple of dates that need to be changed to prevent interference from outside events.

January 20 - This is Legislative Action Day, so the business meeting has been moved to Jan. 27.

December 1 - This is the Tree Lighting, so the workshop has been moved to Dec. 8.

Staff Findings

Attachments

1. 2026 Town Council Meeting Schedule 1



IRMO TOWN COUNCIL - 2026 MEETING SCHEDULE

JANUARY	
01/06/2026	WORKSHOP
01/27/2026	REGULAR MEETING *

JULY	
07/07/2026	WORKSHOP
07/21/2026	REGULAR MEETING

FEBRUARY	
02/03/2026	WORKSHOP
02/17/2026	REGULAR MEETING

AUGUST	
08/04/2026	WORKSHOP
08/18/2026	REGULAR MEETING

MARCH	
03/03/2026	WORKSHOP - Budget
03/17/2026	REGULAR MEETING

SEPTEMBER	
09/01/2026	WORKSHOP
09/15/2026	REGULAR MEETING

APRIL	
04/07/2026	WORKSHOP - Budget
04/21/2026	REGULAR MEETING

OCTOBER	
10/06/2026	WORKSHOP
10/20/2026	REGULAR MEETING

MAY	
05/05/2026	WORKSHOP
05/19/2026	REGULAR MEETING

NOVEMBER	
11/03/2026	WORKSHOP
11/17/2026	REGULAR MEETING

JUNE	
06/02/2026	WORKSHOP
06/16/2026	REGULAR MEETING

DECEMBER	
12/08/2026	WORKSHOP*
12/15/2026	REGULAR MEETING

NOTE: Workshops and Regular Meetings start at 6:00 pm unless noted.

Approved by Town Council on XX/XX/XXXX

* A majority of the Irmo Town Council may attend the MASC Hometown Legislative Action Day at the Columbia Metropolitan Convention Center, 1101 Lincoln Street, Columbia, SC 29201, on January 20, 2026

*A majority of the Irmo Town Council may attend the Annual Christmas Tree Lighting in the Irmo Town Park on December 1, 2026