



TOWN COUNCIL MEETING

Irmo Municipal Building
7300 Woodrow Street, Irmo, SC 29063

January 27, 2026 @ 6:00 PM

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

AGENDA

- I. Public Hearing
 - A. To receive comments on **ORDINANCE 26-03**, which would annex 2.34 acres of land into the Town of Irmo. The parcel, TMS R04003-02-15, is located at 10005 Broad River Road, and the applicant is requesting a zoning of CG, General Commercial.
- II. Call to Order
- III. Pledge of Allegiance
 - A. Presentation of the United States Air Force Flag to Carla Milanese
- IV. Invocation
- V. Approval of the Agenda
- VI. Reading of the Minutes
 - A. December 16, 2025 Council minutes
 - B. December 19, 2025 Council Special Meeting minutes
 - C. January 6, 2026 Council Workshop minutes
- VII. Report of Standing
 - A. Administrative Briefing

B. New In-town Businesses:

- Vital Glow Men's and Women's Health – 1494-A Lake Murray Blvd
- Encompass Health Rehabilitation Hospital of Irmo - 108 Evergreen Dr
- McLeod Armor Insurance Agency - 7229 St. Andrews Rd
- Soca Caribbean Kitchen (Catering) - 7713 St. Andrews Rd
- Pro Services SC LLC (Lawn Care & Pressure Washing) - 7618 N. Woodrow St

VIII. Consideration of Communications

A. Recognition of Vivid Aesthetics as the January 2026 Small Business of the Month

B. School Showcase:
Dutch Fork High School, presented by Principal Reed Gunter

C. Community Connections:

- Riverbanks Zoo Free Fridays
- Community Campfire
- IB Loves SC
- Valentine Art Class
- Forks, Knives and Spoonbills Art Contest
- Night of One Acts
- Lifeguard Training
- Chicken Sale
- International Festival

IX. Presentation by Citizens (Agenda Items Only)

X. Unfinished Business

A. **SECOND AND FINAL READING OF ORDINANCE 26-01**, Purchasing and Procurement Procedures (Staff). This ordinance will update the Procurement Ordinance from its current, 2001 form.

B. **SECOND AND FINAL 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.

XI. New Business

- A. **APPROVAL OF RESOLUTION 26-01** to establish Juneteenth as an official holiday of the Town of Irmo (Coleman)
- B. **APPROVAL OF RESOLUTION 26-02** to establish the Heart of Irmo Award (Ward)
- C. **APPROVAL OF RESOLUTION 26-03** to establish a Purchasing Policy for the Town of Irmo (Staff)
- D. Acceptance of U.S. Department of Justice grant (Staff). This is \$396,000 in Community Project Funding appropriated by the federal government to be used for the purchase and outfitting of six new police vehicles.

XII. Presentation by Citizens

XIII. Discussion

XIV. Executive Session

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

- A. Personnel Matter §30-4-70(a)(1) - Discussion on contractual matters related to the appointment of an Associate Municipal Court Judge

XV. New Business Related to the Executive Session

- A. Approval of appointment and contract for Ed Lewis, Associate Municipal Court Judge (Staff)
- B. Swearing in of Ed Lewis, Associate Municipal Court Judge

XVI. Adjournment

ADA Notice: The Town of Irmo complies with the Americans with Disabilities Act. For meeting accommodations, call (803) 781-7050 during normal business hours and ask for the Deputy Town Administrator or Municipal Clerk.

To speak during **Presentation by Citizens**, members of the public must either contact the Municipal Clerk before 3:00 pm the day of the meeting at (803) 781-7050 or lhancock@townofirmosc.com, or fill out the sign-in sheet in the foyer of the Municipal Building just prior to the meeting.



**TOWN OF IRMO
REGULAR COUNCIL MEETING
December 16, 2025**

The Irmo Town Council held a regular meeting on Tuesday, December 16, 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; Mr. Will Edwards, Town Attorney and Jahue Moore Sr, Town Special Projects Attorney.

The agenda was published and posted on Friday, December 12, 2025 to meet FOIA requirements.

REGULAR MEETING

INAUGURATION CEREMONY

A. Swearing in of Dr. Barb Waldman, Town Council Member – Honorable Judge Becky Adams swore in Dr. Barb Waldman as Town Council Member with Dr. Alan Waldman holding the bible

B. Swearing in of Gabe Penfield, Town Council Member – Honorable Judge Becky Adams swore in Gabriel Penfield as Town Council Member with Attorney Jake Moore holding the bible.

CALL TO ORDER

Mayor Danielson called the regular meeting to order at 6:02 p.m.

PLEDGE OF ALLEGIANCE

Mayor Danielson asked decorated military member, Lawrence Coleman, to lead the Pledge of Allegiance.

A. Presentation of the United States Army Flag to Lawrence Coleman – the Mayor presented Mr. Coleman with the US Army Flag that flew at Irmo’s Veterans Memorial Park from May to October 2025.

INVOCATION

Mayor Danielson asked Councilmember Mike Ward to give the Invocation.

SPECIAL PRESENTATION

A. Employee of the Quarter – Sergeant David Faribanks was presented with an award for the Employee of the Quarter.

APPROVAL OF THE AGENDA

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

APPOINTMENTS

A. Election of Mayor Pro-Tem.

The Mayor made a motion to elect Dr. Barbara Waldman as Mayor Pro-Tem, Ms. Coleman seconded it. The vote for approval was unanimous.

B. Appointment of Mayor Bill Danielson to the Central Midlands Council of Governments Board of Directors.

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

C. Appointment of a Municipal Clerk

The Mayor made a motion to nominate Lisa Hancock as the Municipal Clerk, Ms. Coleman seconded it. The vote for approval was unanimous.

D. Appointment of a Town Attorney

Dr. Waldman made a motion to appoint Will Edwards as the Town Attorney, Ms. Coleman seconded it. The vote for approval was unanimous.

E. Appointment of a Special Projects Attorney

Mr. Penfield made a motion to appoint Jahue Moore, Sr. as the Town's Special Projects Attorney, Mr. Ward seconded it. The vote for approval was unanimous.

F. Appointment of a Criminal Prosecution Attorney

Dr. Waldman made a motion to appoint Jahue Moore, Jr. as the Town's Criminal Prosecution Attorney, Ms. Coleman seconded it. The vote for approval was unanimous.

APPROVAL OF THE MINUTES:

Mr. Ward made a motion to approve the November 18, 2025 Council regular meeting minutes and Dr. Waldman seconded it. The vote for approval was unanimous.

Dr. Waldman made a motion to approve the December 9, 2025 Council workshop meeting minutes and Mr. Ward seconded it. The vote for approval was unanimous.

REPORT OF STANDING:

A. Administrative Briefing – Mr. Jim Crosland, Town Administrator had the following updates:

1. First inaugural Christmas parade went off pretty good. Next year, we would like to have it on a Saturday night to showcase the Christmas lights.
2. City of Columbia has done a fantastic job on repairing the water leaks. About three left that need to be paved over.
3. Side walk repairs –(a.) Ashborne and Flagsbury we're are still waiting on that. Richland County did go over there and rope it off. (b.) DOT knows about the one in front of Shoppers Walk and they're going to get to that in January.
4. There were 104 new businesses this year up until today. It's really good for the small businesses in Irmo and the Town's incentive program.
5. The Town's external electronic quarterly newsletter is going out this Friday. Danielle has done a wonderful job.

B. New In-town Businesses – None

CONSIDERATION OF COMMUNICATIONS:

A. Recognition of Namaste Yoga as the December 2026 Small Business of the Month. The Mayor presented Amy Sizemore the small business of the month award.

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B. School Showcase: Leaphart Elementary School STEAM Magnet, presented by Principal Courtney Sims.

C. Community Connections presented by Dr. Waldman

- Christmas Farmers Market – Grace United Methodist Church on December 20th from 9am to 1pm
- Holiday Lights on the River – Irmo Chapin Rec Commission, now until December 31st from 6–10pm
- District Five Hiring Event – Center for Advanced Technical Studies, on January 10th from 9–11am
- Elementary School Magnet Fair – at the Center for Advanced Technical Studies on January 15th from 5–6:30pm
- Community Craft Swap – Irmo Branch Library on January 17th
- Backyard Habitat Certification Class – Seven Oaks Plant Shop on January 17th from 9:30–10:30am
- Young Artist Competition – Cornerstone Presbyterian Church on March 7th

D. Presentation from Highsmith & Highsmith, LLC on the FY24–25 Independent Financial Audit

Mr. Todd Highsmith presented the 2025 fiscal year audit stating the following highlights:

- The financial statements were presented fairly and the opinion of the auditor is an unqualified opinion which is the best you can have.
- The Statement of Net Position shows total assets of the Town at June 30, 2025 were 25 million; total liabilities were 6.9 millions and total net position was 17.4 million. Of which, 8.6 million is unrestricted.
- The Statement of Activities shows an increase in net position of \$2,870,000.
- The Governmental Funds Balance Sheet shows the General Fund total assets were \$15,267 million; total liabilities \$777,000 and total fund balance \$14,490,111 of which \$13,801,428 is unrestricted.
- The Statement of Revenues and Expenditures shows an increase in the Town’s General Fund of \$4,753,744
- Budget verses Actual shows the Town’s revenues were over budget by \$1.6 million and the Town’s expenditures were over budget by \$178,000
- The other report to Town Council is on how the interactions with management went. And it’s our pleasure to say that they provided everything we needed and everything was transparent. And through their efforts and our communications, we were able to remove the segregation of duties disclaimer that we had last year.

The Mayor stated his goal since he has been on Town Council has been to eliminate the segregation of duties clause as it’s always been a blemish. And the success of this Town is the major reason why that blemish is gone.

PRESENTATIONS BY CITIZENS (Agenda Items Only):

1. Felecia Jones resides at 139 West Court is a humanitarian and international peace ambassador. She spoke about environmental pollution.
2. Henry Martin resides at 124 Winding Road spoke on issues concerning the impact of the Walter Walk development.
3. Dawn Haltwanger resides at 101 Muskrat Run spoke on her concerns about impact of the Water Walk development.

UNFINISHED 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.

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.

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.

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

Mr. Polen explained that our current ordinance is outdated concerning spending amounts. The updated procedures will allow staff to streamline the process and make purchases council has already approved.

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. 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.

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

Mr. Polen stated he is calling this Water Walk East, for lack of a better term. It effectively extends the original Water Walk plan Town Council approved in November of 2024 that allowed up to 550 residential units and 150,000 square feet of commercial. On their latest concept map, they only have 456 residential units and 90,000 square feet of commercial. What this particular annexation will do, which is right across the street from Water Walk West, the original Water Walk, will be to add 80 residential units and 20,000 square feet of commercial. So, this plus the original is still less than what was originally allowed. And rather than changing the development agreement, what the applicant is asking to do is a re-zoning with conditions. The zoning ordinance 26-02, lists the conditions that basically mirrors that which Water Walk West would be required to do. But this is tailored for them, so it says no more than 80 townhouse units, an average residential unit width 24 ft. That's what we require for townhomes in Irmo. We're trying to have an elevated level of architectural design, with street trees, and shrubs that buffer between them and the neighborhood below them. All of those things are baked into the ordinance, including the fact that all of these units will be sold at market rate to actual home buyers, not to a company that rents them out; and not to one guy who buys 10 units immediately. That's

not allowed. It's going to be individual home buyers. Now, once they are bought, you know, if a person chooses to rent it, then that is possible. Also, the HOA agreement will not allow short-term rentals. And their landscaping and their main entrance way will mirror Water Walk West. The Planning Commission met last week and recommended it unanimously.

Mayor Danielson called upon Ms. Hancock for a rollcall vote on the overall ordinance: Mr. Ward voted "Yes", Mr. Penfield voted "No", Ms. Coleman voted "Yes", Dr. Waldman voted "Yes", and Mayor Danielson voted "Yes". Town Council approved four to one.

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.

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

The Mayor stated this is Celtic Construction and they are excited about coming into the town and taking advantage of our business license grant.

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. APPROVAL OF RESOLUTION 25-11 to ratify budget amendments for FY25/26 totaling \$511,873 (Staff)

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

Mr. Crosland stated that most of the items have already been approved by Town Council. There are grants for the Irmo Little League, Universal Outreach and SC Career Kids that we are asking for approval.

The Mayor stated that he has a business relationship with South Carolina Career Kids and recused himself from that conversation.

Mr. Penfield asked if these would be voted on again before implementation. The Mayor stated this is an approval. Mr. Penfield then asked if Council could vote individually for these instead of them all being lumped in together. He stated there are elements he is strongly in favor of and others he has questions about. Mr. Penfield asked if the signage would come back to Council for approval. Mr. Crosland stated that it would not. Mr. Penfield asked where the signage would be located. Mr. Crosland stated we can look at it and make sure it's part of our way signage. Mr. Penfield stated he was struggling with how to vote due to the signage. The Mayor stated we don't need a way signing program to put signs out on the perimeter of the town limits. The signs we currently have are overgrown and the style is outdated. Mr. Crosland stated the location of the signage can be discussed further and the \$60,000 requested amount will cover multiple signs.

Mayor Danielson called upon Ms. Hancock for a rollcall vote on the overall ordinance: Mr. Ward voted "Yes", Mr. Penfield voted "No", Ms. Coleman voted "Yes", Dr. Waldman voted "Yes", and Mayor Danielson voted "Yes". Town Council approved four to one.

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)

There was no motion. The Mayor stated this will be moved to a memorandum of understanding.

No votes were taken.

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.

This item was approved in item D. approval of budget amendments. No motion or vote was taken.

G. Approval of Contract for the Town Administrator (Council)

Mayor Danielson made a motion to approve, and Dr. Waldman seconded it.

Ms. Coleman stated Mr. Crosland has been a wonderful addition to our town and wanted to mention that he has been doing a good job.

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.

H. Approval of Contract for the Municipal Court Judge (Staff)

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

Mr. Crosland stated the honorable Becky Adams comes from Lexington County. The contract will start on January 26th and she will be an asset to the 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.

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

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

Attorney Will Edwards stated the Town will still retain title to the land and is granting a right to use to the County.

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.

J. Acceptance of the 2026 Town Council Calendar (Staff)

Mayor Danielson 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.

PRESENTATION BY CITIZENS:

1. Gerald Gallagher resides at 101 Muskrat Run, Irmo discussed his concerns about the traffic impact analysis of the Water Walk development.
2. Debarah Breedlove resides at 105 Leamington Way, Irmo discussed her concerns about the traffic of the Water Walk development.
3. Joshua Taylor resides at 200 Charing Cross Road, Irmo discussed his concerns about the traffic of the Water Walk development.

DISCUSSION: None

EXECUTIVE SESSION: None

ADJOURNMENT: There being no further business, Dr. Waldman made a motion to adjourn, and Ms. Coleman seconded it. The motion was approved unanimously; therefore, the meeting was adjourned at 7:33 p.m.

William O. Danielson, Mayor

ATTEST:

Lisa Hancock, Municipal Clerk



**TOWN OF IRMO
SPECIAL MEETING
December 19, 2025**

The Irmo Town Council held a Special Meeting on Thursday, December 19, 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; Lisa Hancock, Finance Director / Municipal Clerk; and Patty Walker with the USDA.

The agenda was published and posted on December 18, 2025, to meet FOIA requirements.

Mayor Danielson called the special meeting to order at 3:00 p.m.

APPROVAL OF THE AGENDA:

Councilmember Mike Ward made a motion to approve the agenda and Mayor Pro-Tem, Barbara Waldman seconded it. The vote for approval was unanimous.

NEW BUSINESS:

A. APPROVAL OF RESOLUTION 25-12 to authorize the acceptance of a Letter of Conditions from the U.S. Department of Agriculture. This will also allow Town Administrator Jim Crosland to sign the Letter on behalf of the Town. The Letter of Conditions is the next step in allowing the Town to accept \$1,980,000 in directed spending from the federal government to construct a new Town Hall.

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

Patty Walker with USDA development stated Council received the letter of conditions and forms that need to be submitted to receive the grant. Mr. Crosland stated he would have the forms submitted today.

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. 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.

Dr. Waldman made a motion to approve, 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.

ADJOURNMENT:

There being no further business, Mr. Ward made a motion to adjourn, and Dr. Waldman seconded it. The motion was approved unanimously; therefore, the meeting adjourned at 3:11 p.m.

William O. Danielson, Mayor

ATTEST:

Lisa Hancock, Municipal Clerk



**TOWN OF IRMO
COUNCIL WORKSHOP
January 6, 2025**

The Irmo Town Council held a Workshop on Tuesday, January 6, 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; Lisa Hancock, Municipal Clerk/Finance Director; Robert Dale, Police Chief; Whitt Cline, Public Service Director, and Will Edwards, Town Attorney.

The agenda was published and posted on January 2, 2025, to meet FOIA requirements.

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

DISCUSSION ITEMS:

A. Discussion concerning an updated solid waste contract with Tyler Sanitation/New South Waste.

Mr. Jim Reed proposes to buy 95-gallon recycle carts and convert the current 65-gallon recycle carts for yard debris. Tyler will purchase the carts and pass the cost to the Town over the life of the contract which will be around \$1.19 per house per month. And proposes an extension of the current contract until 2031.

Dr. Waldman stated she has been contacted by residents concerning trash not being picked up if it is not in the roll cart. Mr. Reed stated a second cart can be obtained through Tyler Sanitation and they would bill the resident directly.

Mr. Ward suggested a mailer to educate residents on the placement of trash roll carts. Mr. Reed said he could produce a mass email for the residents. Mr. Crosland stated we could produce another flyer that Joe would hang on the trash container.

Mr. Crosland stated the current contract ends in 2028 and we would need to do an RFP late 2027; and there is nothing in the current contract that states we need to move forward with the new recycle carts.

Mr. Ward asked if residents would see a price increase prior to 2028. Mr. Polen stated prices increase annually by the CPI.

B. Discussion on possible changes to the Municipal Ordinance, Sec. 2-64 - Rules and Order of Proceedings.

Mr. Crosland stated this is part of updating some of our ordinances. Sec. 2-64 (b); Sec. 2-68 (a) & Sec. 2-69 Presentation by Citizens would change how non-agenda items are presented. The person wishing to discuss non-agenda items would need to call the Town Administrative office and be placed on the agenda for the next business meeting – five days prior to the meeting.

Dr. Waldman stated someone from the public may not know the agenda items if the agenda has not been published.

Mr. Penfield suggested we have all public comments, whether agenda or non-agenda items, at the beginning of the Council meeting instead of two different comment sections.

Mr. Crosland stated that Doug, Will and himself would work on a few changes and bring it back to Council at the next work session.

Dr. Waldman said that Sec. 2-66 states that roll call should be taken in alphabetical order. The Mayor stated roll call is taken in order of seniority.

C. Discussion for the Town to observe Juneteenth as a holiday.

Ms. Coleman suggests the Town observe Juneteenth as a holiday since it is a federal holiday. Mr. Crosland stated it would be on next month's agenda.

D. Discussion on the creation of a Heart of Irmo award.

Mr. Ward proposes the Town recognize people that make the Town of Irmo special. He stated this is a volunteer recognition type of award for the Town. And eligibility would be open to anyone that lives, works or volunteers within the Town of Irmo. Excludes elected officials and town staff. It could be a business, an individual or an organization. Nominations would be submitted via jotform and a committee would determine the nominee. A candidate would be nominated bi-annually.

OPEN DISCUSSION:

1. The Mayor asked why there aren't any items listed under open discussion agenda item. Mr. Polen stated that there weren't any.

ADJOURNMENT: There being no further items to discuss, Mayor Danielson made a motion to adjourn, seconded by Dr. Waldman The motion was approved unanimously, and the workshop was adjourned at 7:22 p.m.

William O. Danielson, Mayor

ATTEST:

Lisa Hancock, Municipal Clerk



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 27th day of January, 2026

William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, *Municipal Clerk*

1st Reading: December 16, 2025

2nd Reading: January 27, 2026

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: 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.

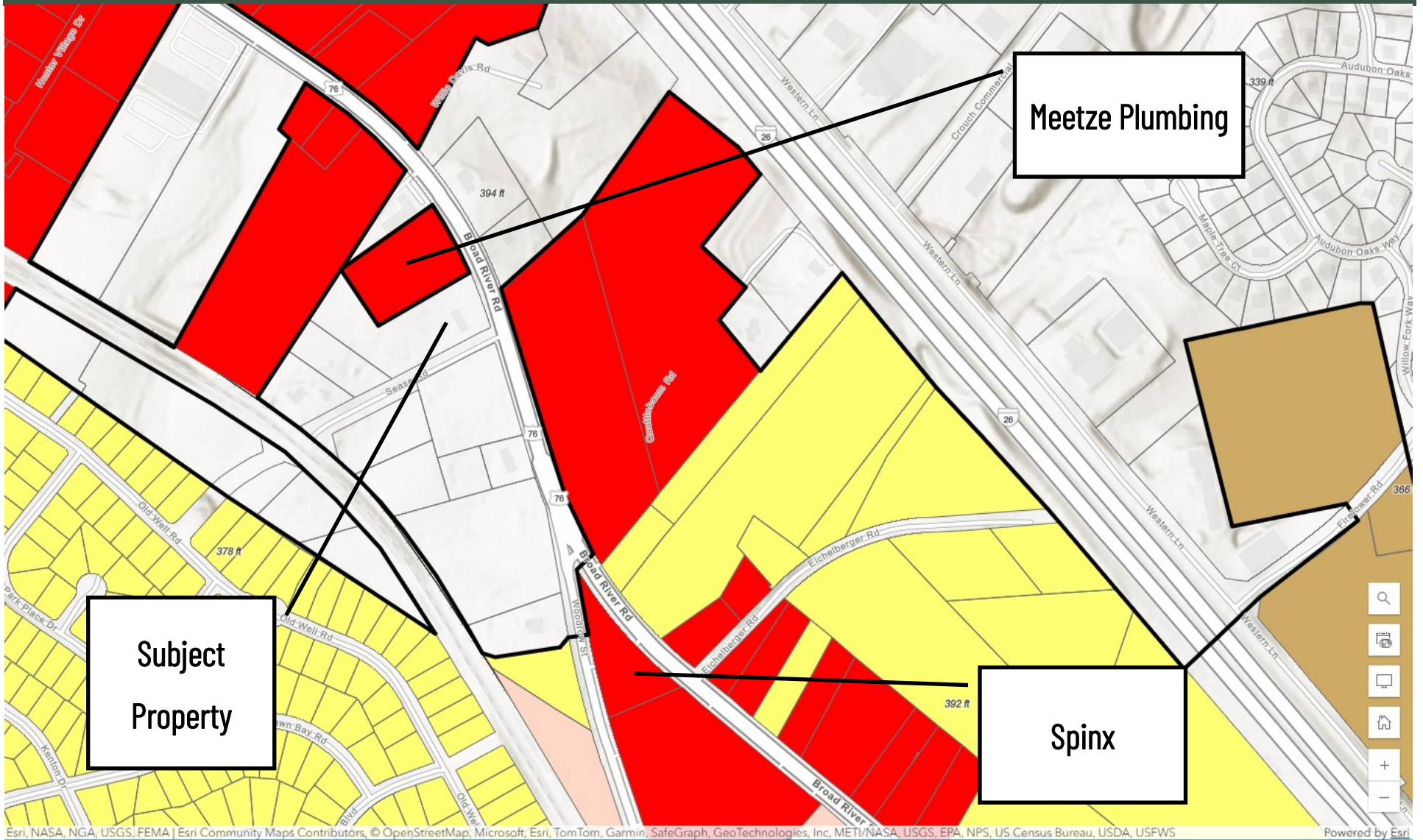
Staff Findings

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

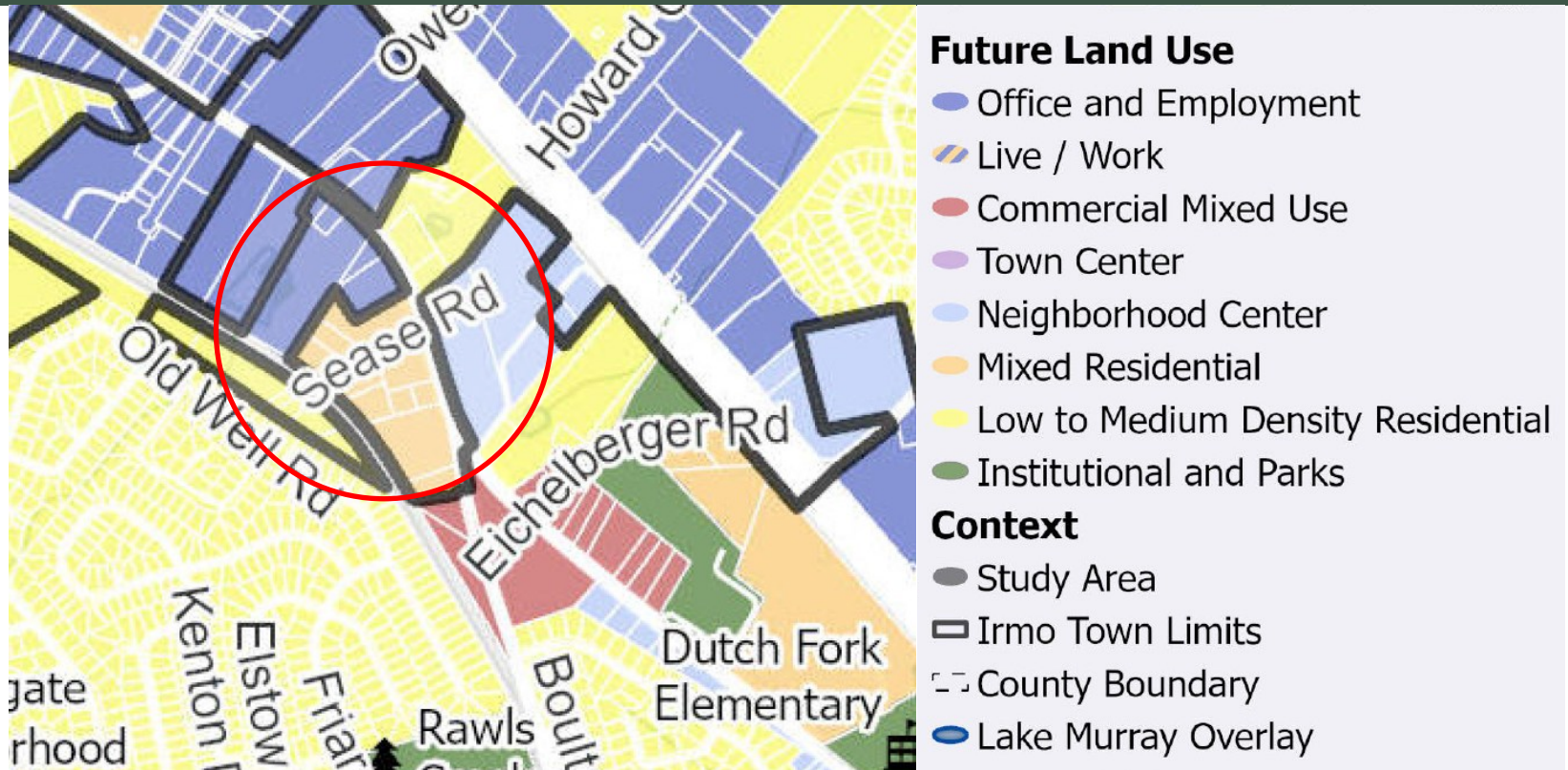
Town Council | December 16, 2025 & January , 2026



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 27th day of January, 2026

William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, *Municipal Clerk*

1st Reading: December 16, 2025

2nd Reading and Public Hearing: January 27, 2026



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

APPROVAL OF RESOLUTION 26-01 to establish Juneteenth as an official holiday of the Town of Irmo (Coleman)

DATES: January 27, 2026
TO: Town Council
FROM: Jim Crosland, Town Administrator
SUBJECT: Establishment of Juneteenth as an official holiday of the Town of Irmo
ACTION REQUESTED: Approval of Resolution 26-01 to establish Juneteenth as an official holiday of the Town of Irmo

Background

At the January 6, 2026 Town Council Workshop, Councilwoman Coleman proposed that the Town of Irmo establish Juneteenth as an official holiday of the Town of Irmo, matching federal government policy, as well as the policies of several surrounding governmental entities.

Analysis

Staff Findings

Attachments

1. Res 26-01 - Juneteenth

Town of Irmo Resolution No. 26-01

A RESOLUTION TO RECOGNIZE JUNETEENTH AS AN OFFICIAL HOLIDAY IN THE TOWN OF IRMO

WHEREAS, Juneteenth, observed annually on June 19, commemorates the emancipation of enslaved African Americans in the United States and marks the date in 1865 when enslaved people in Galveston, Texas were informed of their freedom, more than two years after the Emancipation Proclamation; and

WHEREAS, Juneteenth represents a significant historical milestone in the ongoing journey toward freedom, equality, and justice, and serves as an opportunity for reflection, education, and community engagement; and

WHEREAS, Juneteenth was formally recognized as a federal holiday by the United States Congress and signed into law on June 17, 2021; and

WHEREAS, the Town of Irmo has demonstrated its commitment to honoring the significance of Juneteenth through the hosting of an annual Juneteenth celebration, providing opportunities for residents to come together in recognition, education, and community fellowship; and

WHEREAS, designating Juneteenth as an official Town holiday affirms the Town's values of diversity and respect, and aligns the Town with federal recognition of the holiday while building upon existing community traditions; and

WHEREAS, the Town Council desires to formally recognize Juneteenth as an official holiday observed by the Town of Irmo.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Council of the Town of Irmo, South Carolina, in Council duly assembled, that:

1. Juneteenth, observed annually on June 19, is hereby designated as an official holiday of the Town of Irmo.
2. The Town Administrator is authorized to implement this designation in accordance with Town policies and procedures, including personnel policies, operational schedules, and official calendars, as appropriate.
3. This resolution shall take effect upon adoption by the Town Council.

PASSED AND ADOPTED this 27th day of January, 2026

William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, *Municipal Clerk*

Town Of Irmo Resolution No. 26-02

A RESOLUTION ESTABLISHING THE “HEART OF IRMO AWARD” TO RECOGNIZE INDIVIDUALS, BUSINESSES, AND ORGANIZATIONS WHO VOLUNTEER THEIR TIME OR DIRECT THEIR NONPROFIT EFFORTS TOWARD THE BETTERMENT OF THE TOWN OF IRMO

WHEREAS, the Town Council of the Town of Irmo desires to formally recognize and celebrate the individuals, businesses, and organizations whose volunteer service and community-focused efforts contribute to the quality of life and character of the Town; and

WHEREAS, such recognition encourages civic engagement, volunteerism, and continued investment in the well-being of the Irmo community;

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

1. Establishment of Award.

The Town of Irmo hereby establishes the “Heart of Irmo Award,” a community recognition award to be presented by the Town on a bi-annual basis.

2. Purpose.

The purpose of the Heart of Irmo Award is to recognize individuals, businesses, and organizations who live, work, or volunteer within the Town of Irmo and who dedicate their time, resources, or nonprofit efforts to the betterment of the Town and its residents.

3. Eligibility.

Eligibility for the Heart of Irmo Award shall be open to individuals, businesses, and organizations that live, work, operate, or volunteer within the Town of Irmo. Elected officials and Town Staff are expressly excluded from eligibility.

4. Nominations.

Nominations for the Heart of Irmo Award shall be submitted through an online nomination process, during designated nomination periods.

5. Selection Process.

A selection committee, as designated by the Town, shall review nominations and determine the award recipient in accordance with criteria established by the Town Administration.

6. Frequency and Presentation.

The Heart of Irmo Award shall be awarded bi-annually, with no more than one recipient selected per award cycle unless otherwise authorized by Town Council.

7. Administration.

The Town Administration is authorized to develop and implement reasonable procedures and guidelines necessary to administer the Heart of Irmo Award consistent with this resolution.

PASSED AND ADOPTED this 27th day of January, 2026

William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, *Municipal Clerk*

Town of Irmo Resolution No. 26-3

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 27, 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 27th 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.