

**CHAPIN TOWN COUNCIL
SPECIAL CALLED MEETING – STRATEGIC PLANNING SESSION
HYATT PLACE – COLUMBIA/HARBISON**

**Friday April 28, 2023
3:00 p.m.**

Members Present: Mayor Al Koon, Council Member Gregg White, Council Member Vicky Shealy, Council Member Leland Teal

Members Absent: Mayor Pro Tem Clonts

Staff Present: Town Administrator Nicholle Burroughs and Town Clerk Shannon Bowers

Meeting Facilitator: Holly Hayes, ISI Consulting

Call to Order: Mayor Koon called the meeting to order at 3:20 p.m. Mayor Koon then determined there was a quorum and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Proclamations

National Small Business Week – Mayor Koon acknowledged the proclamation declaring April 30 through May 6 as Small Business Week. Council Member White accepted the proclamation and stated that 80% of jobs in South Carolina were in small businesses and 99% of businesses in South Carolina are small businesses.

Professional Municipal Clerks Week – Mayor Koon acknowledged the proclamation declaring April 30 through May 6 as Professional Municipal Clerks week and thanked Municipal Clerk Bowers for her exemplary work in the profession.

Items of Discussion

Strategic Planning Session – Holly Hayes, ISI Consulting: Before beginning, Administrator Burroughs recapped the categories from the previous strategic session. Within each category, she broke down a list of priorities that needed to begin or were already in progress. She stated that this will give staff a clear direction, from council, on where to put staff time and resources. Ms. Hayes stated that each council member will individually review this list and rank them by priority. Ms. Hayes also facilitated the priority ranking exercise and discussions on items that did not have a clear ranking. Council members worked to prioritize items in the categories of: Policy & Procedure, Technology, Staffing, Training & Management of Employees, and Priority Investments.

Upon completion of the exercise, Council reached a consensus on the priority list and advised the Town Administrator on the following priorities:

Top four priorities:

- Greater retention of officers
- Safety manual
- Accounting module/budgeting and procurement
- Annexation strategy

Additional/long-term priorities:

- Master Plan & Feasibility Study
- Affluent Line
- Procurement Policy update
- Billing Software
- Financial Strategy
- IT Security
- Waste water treatment plant expansion

Adjournment: Council Member White moved to adjourn the session. Council Member Teal seconded the motion. Session was adjourned at 4:41 p.m.

COUNCIL APPROVED: _____

Albert R. Koon, Jr., Mayor

ATTEST: _____
Shannon Bowers, Town Clerk

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