

Mayor
Elise Partin

Mayor Pro-Tem
James E. Jenkins

Council Members
Tara S. Almond
Phil Carter
Eva Corley

City Manager
Brian Watkins



CITY OF CAYCE
Regular Council Meeting
August 14, 2018

The August Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. City Manager Brian Watkins, Assistant to the City Manager Rachelle Moody, Municipal Clerk Mendy Corder, Municipal Treasurer Garry Huddle, City Attorney Danny Crowe, Planning and Development Director Carroll Williamson and Director of Public Safety Byron Snellgrove were also in attendance.

Mayor Partin asked if members of the press and the public were duly notified of the Council Meeting in accordance with the FOIA. Ms. Corder confirmed they were notified.

Call to Order

Mayor Partin called the meeting to order. Council Member Almond gave the invocation.

Approval of Minutes

Council Member Almond made a motion to approve the July 2, 2018 Special Council Meeting minutes and the July 3, 2018 Regular Council Meeting minutes as written. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Public Comment Regarding Items on the Agenda

No one signed up for Public Comment.

Presentations

A. Recognition of Appreciation to the Cayce Public Safety Foundation by the City Fire Department

Assistant Chief Brian Lorick stated that he and his fellow fire fighters wanted to extend their appreciation to the Cayce Public Safety Foundation for purchasing the Fire Department air monitoring equipment. He stated that the equipment is used for all structure calls and on medical calls. He stated that since 2014 the Foundation has provided over \$70,000 in additional equipment for Cayce Public Safety including a

defibrillation unit, air filtration systems, Taser packages, flash hoods, bunker gear, fans and chain saws. They also purchased a TI Simulator, which allows officers to train safely and effectively, giving them many life-like scenarios.

Assistant Chief Lorick stated that the Foundation is holding Cayce Drives on October 19. It is a one day Captain's Choice golf tournament to benefit the Cayce Public Safety Foundation.

Ordinances and Resolutions

- A. Discussion and Approval of Ordinance 2018-08 Amending Zoning Map and Rezoning Properties Located at 1803 State Street (Tax Map Number 004655-04-020) from C-3 to RG-2- Second Reading

Council Member Carter made a motion to table Ordinance 2018-08 until the next Council Meeting or until Council receives additional information from the City Manager. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

- B. Discussion and Approval of Ordinance 2018-09 Establishing the Standards for the Placement of Small Wireless Facilities in Covered Areas in the City of Cayce, South Carolina; and for Other Purposes – Second Reading

Mr. Watkins stated that since First Reading staff conducted additional research on establishing standards for the placement of small wireless facilities. He stated that small wireless facilities are facilities mounted on poles in the right-of-way that improve the performance of wireless networks in populated areas. The City's current Zoning Ordinance does not address small wireless facilities, but they are becoming increasingly common in cities.

Mayor Partin asked if the City has received any applications for these facilities. Mr. Williamson stated that the City has received one inquiry along with a plan for staff to review. He stated that since the City does not currently have an Ordinance for small wireless facilities staff could not approve the plan. He stated that staff does not have any way to regulate what goes on in the right-of-way until the Ordinance is approved. Mr. Williamson stated that the permitting will be managed at the staff level. Additionally, staff has added some design standards to ensure that these facilities blend in with the surrounding area and do not disrupt the aesthetics of the City. He stated that the proposed Ordinance is largely a model Ordinance that was created by the Municipal Association working with the City's attorney Danny Crowe.

Council Member Corley made a motion to approve Ordinance 2018-09 on second reading. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

C. Consideration and Approval of Resolution in Support of a Municipal State Highway Project

Mr. Watkins stated that the City has received federal TAP grant funding to construct a sidewalk along Julius Felder Street. This project has been in the planning and fund development process since 2013. With TAP grant-funded projects, SCDOT performs all project management. SCDOT has prepared drawings for the sidewalk construction and plans to advertise for bids on September 3, 2018. The project will be let on October 9, 2018 with construction soon to follow. Sidewalk construction along the west side of Julius Felder Street, from N. Eden Drive to Hemlock Street, will be complete by the end of the year. Prior to construction, the SCDOT has required the City sign a resolution in support of the project and authorize the construction and improvements of the road. Future plans: the third, and final, phase of sidewalk construction is planned to occur in 2020 (also at the direction of SCDOT). This portion will run from Hemlock Street to Frink Street.

Council Member Jenkins made a motion to approve the Resolution in support of the sidewalk project for Julius Felder Street. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

D. Consideration and Approval of Resolution Approving Law Enforcement Assistance and Support Agreement with Pine Ridge Police Department

Mr. Watkins stated that the City has mutual aid agreements with most of the surrounding municipalities therefore they can lend assistance across jurisdictional boundaries and receive assistance as well. Council Member Almond made a motion to approve the Resolution approving the assistance and support agreement with the Pine Ridge Police Department. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Other

A. Discussion and Approval of a Contract for Revenue Enhancement Consulting Services

Mr. Watkins stated that City staff has identified a method for potentially increasing business license revenue. He stated that staff proposes that the City contract with a company to perform a business license audit to review whether the City is collecting the

appropriate business license revenue from the various businesses operating in Cayce. These services include not only business license audits, but also hospitality tax and accommodations tax audits. After a full review of services offered, fee structures and reference review, staff selected Southern Resource Advisors as the company for contracting. Southern Resource Advisors will work with the City for a period of two years. This will be of no cost to the City.

Council Member Jenkins made a motion to accept the recommendation for a revenue enhancement consultant and authorize the City Manager to execute the contract for services. Council Member Carter seconded the motion which was unanimously approved by roll call vote. Council Member Carter asked if the revenue enhancement company would receive a percentage of an increase if the increase was an increase that Council instituted. Mr. Watkins stated that they would not receive a percentage of any increases that the City establishes.

B. Discussion and Approval of National League of Cities Service Line Warranty Program

Mr. Watkins stated that the National League of Cities has a service line warranty insurance program that provides coverage for home owners from the service line to the house. The City covers any issues from the road to the meter and anything from the meter to the home is the responsibility of the home owner. Staff discovered that there are other organizations that provide the same service including SCE&G. Mr. Watkins stated that he recommends putting a package together for customers that lists the various organizations that provide this service so the customers would have a range of options to choose from instead of going exclusively with the National League of Cities program.

Mr. Watkins stated that the National League of Cities program requires that the City basically be a partner since they use the City's letterhead and logo for their marketing materials. The other organizations do not have this requirement. Council Member Jenkins asked if a time frame was going to be placed on putting the information together for the City's customers. Mr. Watkins stated that staff could put the information package together for the next Council Meeting. Council Member Carter stated that many insurance companies also offer a similar program as a rider with one's home owner's insurance.

Council Member Carter made a motion to postpone discussion and approval of the National League of Cities Service Line Warranty Program until the September 4, 2018 Council Meeting where staff will provide Council with more information. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

C. Discussion and Approval of a Contract between the City of Cayce and nCourt to Provide Electronic and Online Payment System

Mr. Watkins stated that Cayce Municipal Court currently does not have electronic payment capabilities, which includes online payments. The only acceptable forms of payments are cash, money order or cashier's check. He stated that the Municipal Court and Public Safety staff reviewed three vendors the City could contract with to provide electronic and online payment services and chose nCourt. nCourt is the only vendor fully compatible with Public Safety's LawTrak software and offers a customizable webpage to pay tickets, posts payments daily and provides a reconciliation report with an itemized list of each payment made. In the event a bad payment is made, nCourt guarantees the payment to the City and handles the fraud/bad payment on their end. There is no charge to the City for nCourt services.

Council Member Almond made a motion to approve the contract between the City of Cayce and nCourt and to authorize the City Manager to sign the contract. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

D. Discussion and Approval of Firing Range Utilization Agreement

Mr. Watkins stated that the Cayce Department of Public Safety wishes to enter into an agreement with the Lexington County Health Services District Inc. to allow the certified and retired officers of that agency to utilize the City's training range. The Cayce Department of Public Safety can allow Lexington County Health Services District Inc. the use of the department's training range several days per month for their training and certification needs. Their use of the training range will not negatively impact Cayce Department of Public Safety's ability to use the facility. Council Member Jenkins asked if there would be a cost for them to use the City's facility. Mr. Watkins stated that there was not a cost to use the facilities but Lexington County Health Services District would provide financial assistance for training range upgrades and supplies that would greatly benefit both parties.

Chief Snellgrove stated that the firearms range is in the process of being updated. Lexington County Health Services District has offered to have a contractor they use pour concrete lines at the range at no cost to the City. Council Member Jenkins asked if the improvements that the Health Services District wants to make would interfere with the training that the City conducts there. Chief Snellgrove stated that the improvements would be a benefit to the City. Mr. Watkins stated that the agreement says that any modifications made to the range have to be approved by the City.

Council Member Almond made a motion to authorize the City Manager to sign a contract with the Lexington County Health Services District for the use of the City's

training range. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

E. Discussion and Approval to Amend the City's Purchasing Policy

Mr. Watkins stated that the City's Purchasing Policy establishes uniform policies and procedures for the procurement of materials and services as a guide for all purchases made by staff. It also provides guidance when working with vendors. He stated that the current policy states that small purchase orders and/or debit card purchase of items up to \$150 do not require oral or written bids if the prices are considered to be reasonable. Purchase of items of \$151 - \$4,999 require three (3) oral competitive bids. He stated that the \$151 threshold is considered quite low and staff recommends changing it \$1,000. Council Member Jenkins asked how management regulates staff's purchases. Mr. Watkins stated that managers and department heads are regulated by the City's purchasing policy and have to create a purchase order which then has to be approved by the City Treasurer and the City Manager.

Council Member Almond made a motion to approve the suggested changes to the City's Purchasing Policy. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

Mr. Watkins thanked Mayor and Council for the opportunity to serve the City of Cayce and its citizens. He stated that he looks forward to helping Council, staff and the City's citizens move the City forward. Mayor Partin stated that Council was excited Mr. Watkins was part of the team. Mr. Watkins stated that the Museum is holding the Congaree Heritage Day of Unity on Saturday, October 13, 2018. The City's Fall Plant Exchange is also on October 13. He stated that Cayce Public Safety is accepting donations for their Back to School Drive through August 17.

Mr. Watkins stated that he is attending the City's various Neighborhood Associations meetings to introduce himself and get to know the City's residents. He has attended the Avenues meeting and is attending the Julius Felder Coalition for Change and Riverland Park's upcoming meetings. He stated that the Knox Abbott Drive Pedestrian Safety and Traffic Calming Project is going well. He stated that most of the design issues and driveway cuts have been worked out with the business owners and the project is moving forward. He stated that the proposed recommendation for the easements for the moving of the power poles is a good proposal and should be moving forward as well. He stated that the Department of Public Safety was currently working a mutual aid structure fire in West Columbia.

Committee Matters

**A. Appointments and Reappointments
Municipal Election Commission – Four (4) Positions
Planning Commission – One (1) Position**

Council Member Carter made a motion to appoint the four potential member applicants to the Municipal Election Commission. Council Member Corley seconded the motion which was unanimously approved by roll call vote. Ms. Corder stated that the Municipal Election Commission would be needed for the 2018 elections so she promoted the four open positions on social media and received numerous potential member applications.

Mayor Partin stated that Mr. Ed Fuson's term expired on the Planning Commission in July. He has served on the Commission since 1998. Council Member Almond made a motion to reappoint Mr. Fuson to the Planning Commission. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Mayor Partin stated that the City has openings on the Accommodations Tax Committee, the Consolidated Board of Appeals, the Events Committee and the Public Safety Foundation.

**B. Approval to enter the following Committee approved Minutes into the City's Record
Events Committee – June 14, 2018**

Council Member Corley made a motion to enter the approved Events Committee meeting minutes into the record. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

Council Comments

Council Member Almond welcomed Mr. Watkins as the City's new City Manager. She stated that he attended the Avenues Neighborhood Association meeting the prior week and a large crowd attended the meeting to meet Mr. Watkins. Council Member Carter stated that he watched the Avenues Meeting on Facebook and Mr. Watkins did a great job at the meeting. Council Member Jenkins welcomed Mr. Watkins as well.

Executive Session

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege
- B. Discussion of agreement for City Manager's employment

- C. Discussion of negotiations incident to proposed contractual arrangements regarding proposed redevelopment of 800 Lexington Avenue (Cayce Grammar School)
- D. Discussion of negotiations incident to proposed contractual arrangements for a sewer line project

Council Member Jenkins made a motion to move into Executive Session. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Reconvene

After the Executive Session was concluded, Council Member Carter made a motion to reconvene the Regular meeting. Council Member Corley seconded the motion which was unanimously approved by roll call vote. Mayor Partin announced that no vote was taken in Executive Session other than to adjourn and resume the Regular meeting.

Discussion and approval of Employment Agreement for City Manager

Council Member Almond made a motion to approve the agreement for the City Manager's contract as presented with amendments as discussed on establishing residency, accrual of leave and relocation allowance as discussed in Executive Session and authorize the Mayor to sign. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

Possible Actions by Council in follow up to Executive Session

Item IX. A.

Council Member Almond made a motion to authorize the City Attorney to proceed as discussed in Executive Session regarding the Godley Street road closing. Council Member Carter seconded the motion. Council Member Jenkins recused himself from the vote. The motion passed with four affirmatives.

Item IX. A.

Council Member Carter made a motion that Council reconsider the vote taken earlier in the meeting regarding the Municipal Election appointees. Council Member Almond seconded the motion which was unanimously approved by roll call vote. Council Member Carter made a motion to approve Mr. Danny Creamer, Ms. Mary Ann Dowd and Ms. Megan Lightle to the Municipal Election Commission. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Item IX. D.

Council Member Almond made a motion to reject the proposed agreement from the developer regarding the Laurel Road subdivision. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Adjourn

There being no further business, Council Member Corley made a motion to adjourn the meeting. Council Member Almond seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 8:21 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, CMC, Municipal Clerk

