

Mayor
Elise Partin

Mayor Pro-Tem
James E. Jenkins

Council Members
Phil Carter
Tim James
Hunter Sox

City Manager
Tracy Hegler

Assistant City Manager
Jim Crosland



**City of Cayce
Regular Council Meeting
Tuesday, January 4, 2022
Monday, January 10, 2022 at 6:00 p.m.**

**Cayce City Council is currently meeting virtually via Zoom.
Please use one of the following methods to attend the Council Meeting:**

**Virtual Attendance, click
<https://us02web.zoom.us/j/83028669164?pwd=SmxseFFrUk11Ukl3OFJwQ3N2ZFJTUT09> or
Telephone: 1-929-205-6099
Meeting ID: 830 2866 9164
Passcode: 931490
caycesc.gov**

REGULAR COUNCIL MEETING

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes
December 7, 2021 Regular Council Meeting
December 22, 2021 Public Hearing and Regular Council Meeting

II. Public Comment Regarding Items on the Agenda

III. Presentations

- A. Presentation of Report on Investigation into Comments made by a Cayce Museum and Historical Commission Member

IV. Items for Discussion and Possible Approval

- A. Discussion of Council Volunteer Appointment Process

V. Committee Matters

- A. Appointments
Beautification Foundation - One (1) Position
Museum Commission - One (1) Position
Planning Commission – One (1) Position
Standard Technical Codes Board of Appeals – One (1) Position

VI. City Manager's Report

VII. Council Comments

VIII. 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

IX. Reconvene

X. Possible actions by Council in follow up to Executive Session

XI. Adjourn

SPECIAL NOTE: Upon request, the City of Cayce will provide this document in whatever form necessary for the physically challenged or impaired.



Mayor Elise Partin	Mayor Pro-Tem James E. Jenkins	Council Members Phil Carter Tim James Hunter Sox	City Manager Tracy Hegler	Assistant City Manager Jim Crosland
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City of Cayce Regular Council Meeting December 7, 2021

The December Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem James Jenkins and Council Members Phil Carter, Tim James and Hunter Sox. City Manager Tracy Hegler, Assistant City Manager Jim Crosland, Municipal Clerk Mendy Corder, Finance Director Kelly McMullen, Human Resources Director Lynn Dooley, IT Director Jamie Beckham and City Attorney Danny Crowe were also in attendance.

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

Call to Order

Mayor Partin called the meeting to order and Council Member Sox gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance. Mayor Partin stated that there were special guests attending the meeting and asked Council if it pleased them to move Item III. A. before Item I. B. Council Member James made a motion to move Item III. A. before Item I. B. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

Award Presentation

Senator Nikki Setzler, Representative Micah Caskey and Executive Director of SC Police Chief's Association JJ Jones presented Director of Public Safety Byron Snellgrove with the South Carolina Order of the Palmetto award. **The Order of the Palmetto** is the State of South Carolina's highest civilian honor presented in recognition of a lifetime of extraordinary achievement, service and contributions on a national or statewide scale. An individual must be nominated for the Order of the Palmetto. This once in a lifetime award may only be presented to natives or residents of the State of South Carolina. Mayor Partin and Council congratulated Director Snellgrove on receiving such a prestigious award.

Approval of Minutes

Council Member Carter made a motion to approve the November 9, 2021, Regular Council Meeting minutes and the November 17, 2021, Regular Council Meeting minutes as written. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

Public Comment Regarding Items on the Agenda

Mayor Partin stated that the Public Comment section on the Agenda provided an opportunity to members of the public to present to Council their thoughts or comments on items on that night's agenda. She stated that it was not a question/answer period between the speaker and the Council or the speaker and City staff. She stated that Public Comment should not be derogatory towards a specific individual or individuals and should be five (5) minutes or less per person. She stated that if someone before had said what another was going to say to feel free to reference that without repeating it for the sake of time. Mayor Partin thanked everyone for being in attendance and for sharing with Council and staff during Public Comment. She stated that when one's name was called by the City Clerk to please come to the podium.

Ms. Pamme Eades, 619 Poplar Street, Item III. A. Ms. Eades stated that she was in attendance as the President of the Cayce Public Safety Foundation. She congratulated Chief Snellgrove on receiving such a wonderful award and thanked him for the leadership he provided to the Foundation. She stated that during his tenure the Foundation moved from helping with rudimentary needs to helping with the creation of the K9 unit and helping with the purchasing of a training simulation program and helping to fund various COPS programs. She stated that because of Chief Snellgrove's leadership, Public Safety was well poised for the future. She stated that he would be missed.

Ms. Sue Miles, 1001 Indigo Avenue, Items IV. A. and B. Item IV. B. - Ms. Miles stated that a lot of hard work went into the Comprehensive Plan. She asked how the plan would be monitored, who would be responsible to supervise it and how would citizens be kept up to date on the workings of the plan. Item IV. A. – Ms. Miles stated that no one was looking for a townhouse. She stated that Cayce had a lot of room for improvement and she was counting on Council and citizens working together to accomplish that. She stated that to be progressive they must eradicate the current divisiveness. She stated that she hoped to live to see the day when there was no black or white and everyone was one. She stated that she begged each person there to do their part to improve, not tear down the place they called home.

Mr. Martin Alexander, 1516 Abbott Road, Item IV. A. Mr. Alexander stated that he had lived close to the Dunbar Road property for 36 years and recently reached out to his neighbors to see what they thought about the property being developed. He stated that there were basically two (2) responses. Some of his neighbors stated they wanted small single family homes built there but the vast majority stated they wanted a park built there. He stated that no one wanted duplex townhomes. He stated that many of his neighbors expressed great concern about increased traffic and noise. Mr. Alexander stated that he met with some of his neighbors and three (3) representatives from Great Southern Homes. He stated that his takeaway from the meeting was that Great Southern Homes intended to build 54 two story duplex townhome units in their

one story single family home neighborhood. He stated they had not done any traffic studies and were very unclear whether any would ever be done. He stated that there would not be any green space in the development and no restrictions on selling the units to large rental corporations. He stated that they said they did not have a current model of what they would be building but it would be similar to Stillwater in West Columbia but with minimal vinyl siding. He stated that the majority of the neighborhood did not want that kind of development and Council needed to decide if they were going to represent the desire of their constituents or that of Great Southern Homes. Mr. Alexander stated that Great Southern Homes stated that they could not make a profit building single family homes on the Dunbar Road property but he felt other builders probably could make a profit. He stated that less than two (2) years ago a builder sold five (5) single family homes on Poplar Street for \$160,000 up to \$180,000. He stated that he would like to see a park created on the property and not have any housing built there. He stated that he was requesting that City Council send representatives to arrange purchase of the 11 acres from Lexington School District Two to create a park. He stated that if Council showed vision by creating a park that vision would last for decades. He stated that other towns would love to have a park in the middle of their town.

Mr. Michael Mahoney, 2101 Wilkinson Street, Item IV. A. Mr. Mahoney stated that the predominant zoning in the neighborhood was RS-3 and he felt that would be the better choice for the Dunbar Road property. He stated that RS-3 zoning would comply with the Comprehensive Plan and the City's Housing Study.

Mr. Josh Rabon, 3740 A Fernadina Road, Item IV. A. Mr. Rabon stated that he was the engineering consultant for Great Southern Homes. He stated that the City's Housing Study showed a housing shortage in the City. He stated that the City's infill development Ordinance had strict requirements for infill. He stated that Great Southern Homes had committed to abiding by every aspect of the infill design guidelines. Mr. Rabon stated that he and two (2) other Great Southern Homes representatives met with some community leaders to listen to their concerns. He stated that a traffic study would come into play when they contact SCDOT for encroachment permits. He stated that during the construction of the homes a Great Southern Homes representative would be on site to address any concerns. Mr. Rabon stated that Great Southern Homes wanted to invest in the community and partner with the City and do what is best for its citizens.

Ms. Kelly Wuest, 1501 Abbott Road, Item IV. A. Ms. Wuest thanked Ms. Hegler for talking with her about the process and helping her to learn more about it. She thanked Mr. Rabon and the other representatives of Great Southern Homes for meeting with her and her neighbors recently. She stated that there were so many things that she had learned that she wished she knew six (6) months earlier. She also thanked her neighbors for rallying behind the neighborhood. Ms. Wuest stated that green space would be wonderful on the property. She stated that if rezoning had to take place for new homes than she agreed with Mr. Mahoney that RS-3 would be a better fit for the

neighborhood. She stated that she now knew that there was a need for RS-4 zoning in the City but did not believe it was the right fit for their neighborhood. She stated that it was not about being against development or a developer but about the future of the neighborhood and setting a precedent. Ms. Wuest stated that she and many of her neighbors did want new families to move into the neighborhood. She stated that they also wanted whatever homes were built, no matter what style, to be livable, affordable and long lasting. She stated that she had faith in the City and City staff to do what was right by the current residents and hoped that if Great Southern Homes did close on the property that they were sincere in wanting to continue to be mindful of and work with the neighborhood. She asked that Council not make the decision lightly or easily and to consider what it meant for her neighborhood.

Ms. Kate Chappell, 128 Riverwalk Ct., Item III. B. Ms. Chappell stated that when listening to Dr. Colette Townsend-Chambers she hoped Council would hear the safety concerns and put themselves in the shoes of someone having the experience that she was going to discuss and her concerns regarding dogs in the neighborhood. She stated Dr. Townsend-Chambers was also going to discuss interacting with a public servant and it not going the way one hoped it would. She stated that she hoped after hearing from Dr. Townsend-Chambers that people would realize that we all have biases in our minds and it is not possible to remove them. She stated that she hoped everyone would think about how to work through their biases, manage them and make sure they were putting themselves in other's shoes to understand how they felt.

Ms. Augusta Thompson, 2119 Middleton Street, Item IV. A. Ms. Thompson stated that she was there to advocate for a RS-3 rezoning for the Dunbar Road property. She stated that the City had a wonderful opportunity for thoughtful growth matching the well-established neighborhood around the property which was created by single family homes and City residents. She stated that their quiet streets could not support the additional crowding to the streets with traffic that they were not built to handle. She stated that she supported the addition of Juneteenth as a City holiday.

Mr. Soren Young, 2119 Middleton Street, Item IV. A. Mr. Young stated that he too felt that the Dunbar Road property would be best suited for single family homes. He stated that he was concerned that there would be a significant amount of renters if the property was rezoned RG-2. He stated that people who were not in a position to purchase a home certainly needed to be able to rent a home. He stated that he felt that it benefitted the community more to have people who want to build equity in the city and not giving their income to landlords who may not even live in the city. Mr. Young stated that another concern was there was not a maximum height the homes could be with RG zonings. He stated that he was also concerned that the proposed lot sizes were too small to allow for much green space or large trees whereas the rest of the community had large trees.

Presentations

B. Presentation by Dr. Colette Townsend-Chambers re neighborhood dog concerns

Dr. Townsend-Chambers stated that the views and opinions expressed were her own and did not reflect those of her employer. She stated that she was at the meeting to illuminate and eradicate the bigotry and racism that surfaced while she was walking her dog. She stated that dog owners must be accountable for their dogs and when they were not they must be given the appropriate citations without favoritism. She stated much like the racist statements that were discussed at the last Council Meeting Ms. Woodall told her to go back to her neighborhood which implied that she did not belong there. She stated that when she told her Council Member Hunter Sox what happened he said it was despicable and she agreed that it was. Dr. Townsend-Chambers asked if Ms. Woodall meant for her to go back to the neighborhood in Chicago where she and her parents served for 30 years feeding and clothing the homeless every Sunday at church. She stated that she taught Sunday school at that same church. She stated that perhaps she meant go back to rural Mississippi where she was awarded a \$50,000 Robert Wood Johnson grant to establish a STD screening in a school where 90% of the recipients were poor white Americans on welfare. Dr. Townsend-Chambers stated that perhaps Ms. Woodall was even suggesting that she go back to Africa which is a place she had never been.

Dr. Townsend-Chambers stated that she was defrauded that summer by the home inspector, seller and realtor who sold her a home that they knew had crawl space issues. She stated that it was unfortunate that she had yet to experience the sweet spirit of Cayce that Council Member James spoke of in his televised interview. She stated that it concerned her that Ms. Woodall's bigoted behavior could influence the Animal Services Officer that arrived on the scene. She stated that she immediately became concerned when she realized she was the only person of color surrounded by four (4) or five (5) non-colored people who were clearly beginning to manipulate the circumstances and change the narrative starting with the 911 call. Dr. Townsend-Chambers played a recording of the 911 call but it was not possible to hear what was being said. She stated that when the 911 Dispatcher asked the Animal Services Officer if anyone was attacked she stated no. She stated that initially she stated that dogs were fighting. She stated that when the Officer arrived she asked for her ID even though she told the Officer her name and address. She stated that she was profiled and went from being the victim to possibly being the perpetrator even though she was the one who requested 911 be called. Dr. Townsend-Chambers stated that it was implied that it was an accident and she was attacked because she got in the dog's line of sight. She stated that she gave the Officer her ID because she did not want to become another statistic and there was not a body camera on the Officer.

Dr. Townsend-Chambers stated that Council was being given a second chance to do the right thing the first time. She stated that there could not be different consequences for different expressions of bigotry and racism in Cayce. She stated that she recommended that someone on Council make a motion to convene an ad hoc committee of diverse constituents to assist the City Attorney in investigating racial bias and discrimination not only among the Museum Commission but all City departments and administration. She stated that it was too large and important job for one man. She stated that having more diverse committee members would result in a more objective investigation. Dr. Townsend-Chambers stated that she recommended that applicants Marcy Hayden and Kelly Wuest whose commission appointments were postponed begin serving immediately on the ad hoc committee until one (1) of them could be selected to serve on the Museum Commission. She stated that adding an attorney of color would also be a plus. She stated that she knew people were tired of talking about racism but she and people of color were tired of living through it every day. She stated that Mayor Pro Tem Jenkins stated that people had to stop kicking the can down the road. She stated that everyone could pick up the trash and toss it out together.

Ordinances

- A. Discussion and Approval of Ordinance 2021-18 Amending Zoning Map and Rezoning Property Located at 1407 Dunbar Road (TMS#005766-03-006) from C-1 (Office and Institutional to RG-2 (General Residential, High Rise) – Second Reading

Ms. Hegler stated that there was a scrivener's error on the agenda. She stated that this item was given First Reading as an RS-4 designation instead of an RG-2. She stated that RG-2 was the original application from the applicant and staff had gone through several months to come up with the RS-4 designation.

Council Member Sox stated that he would like to make a motion for discussion. Mayor Partin stated Council could hold a discussion if he would like to make a motion for action. Mayor Partin asked him what motion he would like to make. Council Member Sox stated he would like to make a motion to discuss then an action on the item. He stated that he had a statement he wanted to read before he motioned to vote on it. Mayor Partin asked if there was a reason to not make the motion for action. Council Member Sox stated that there was not. Mayor Partin stated for him to make a motion for action. Council Member Sox made a motion for action. Mayor Partin asked if there was a specific action he would like to make the motion for. Council Member Sox made a motion to amend the zoning map and rezone property located at 1407 Dunbar Road from C-1 to RS-4. Mayor Pro Tem Jenkins seconded the motion.

Council Member Sox stated that he would like to applaud the community for their hard work on this topic. He stated that Council recognized their willingness to come

together and meet in the middle to meet housing needs for the City's growing population. He stated that a lot of great work had gone into this in the last few months and he wanted to thank City staff and the Council that was before him for cutting the red tape to create a new Zoning Ordinance that required sizable lot square footage, building higher of the ground and including similar aesthetic as other homes in the neighborhood. He stated that he trusted in the City's Ordinances and the work that had been done by Council to ensure RS-4 zoning reflected what was needed. He stated that the City needed good affordable homes for its residents and RS-4 zoning served as a good transition between industrial development and other single family housing. He stated that he motioned that Council pass Second Reading of rezoning the property to RS-4.

Mayor Partin asked Ms. Hegler to go over some of the City's infill development standards. She stated that there was another development by the same developer that she was sure they were proud of but it would not fit within the City's guidelines. Ms. Hegler stated that Council adopted the infill development standards almost two (2) years ago. She stated that the infill guidelines helped to ensure that new development was compatible and consistent with and keeps in character with the neighborhoods around it. She stated that the foundation of the development has to be the same as the existing homes. For example, if most of the homes around it are not on slab and are above grade then the new development has to be as well. She stated that if the siding of the majority of the homes is brick or some other non-vinyl siding then the new development has to be as well. She stated that the siding for the Dunbar Road property would have to be hardy plank or brick. She stated that roof types and whether or not there are porches or columns are looked at as well.

Council Member James stated that Council thought about the infill several years ago to ensure that whatever came into the City would not look completely different than what was already there. Mayor Partin called the question. Mayor Pro Tem Jenkins and Council Members Carter, James and Sox voted yes. Mayor Partin stated that she was hesitating because she was really thankful for all that staff had done. She stated that it had been six (6) months and the developer had stuck with the City on the project. She stated that Council and staff had really tried to make sure the right thing happened for the neighborhood. She stated that they changed the zoning and made sure there were better parameters so in a couple of years it could not be developed into a high-rise. She stated that she loved green space and would love more parks but no one was offering that to the City and the School District was not interested in developing it as a park. She stated that it was certainly their right to sell it to a developer. Mayor Partin stated that the City's infill development guidelines gave her comfort that whatever was developed would have more lasting value. She stated that she believed Mr. Rabon's earnestness in wanting to make sure that the development was an asset to the neighborhood not just now but 10 years from now. She stated that she trusted in staff and the project and voted yes.

B. Discussion and Approval of Ordinance 2021-25 Adopting the City of Cayce Comprehensive Plan 2020 – 2030 – First Reading

Ms. Hegler stated the South Carolina Local Government Comprehensive Planning Enabling Act of 1994 requires that the Cayce Comprehensive Plan (the Plan) and all of its elements be updated every ten years. The purpose of the update is to prepare for growth of the City over the next ten years. The Comprehensive Plan addresses ten elements that are fundamental to growth in a city, establish 10-year goals for each of these elements and specifies actions we will take to achieve these goals.

Ms. Hegler stated that the chapters were referred to as elements and the elements included population, housing, natural resources, cultural resources, economy, transportation, community facilities, land use, resilience and priority investment. She stated that citizens and other interested parties were invited to two different public input sessions to assist with the completion of the updated Plan, as well as to speak at any Planning Commission meeting whereby they were discussing the Plan, including at its consideration of the Resolution on November 15, 2021. She stated that the Plan affects the Cayce community, so staff felt it was essential to engage citizens. She stated that each session was held in a location in the city and attendees were given the opportunity to express their input. During the first session, attendees were asked to write down what they wished to preserve, what they wished to change, and what they wished to create in the city. The second session summarized the valuable input received from the first session and provided an interactive opportunity for attendees to provide further input. Both sessions were successful and brought many people along with essential feedback.

Ms. Hegler stated that the City used the Plan to guide growth, measure accomplishments, address citizen needs and more. Using the feedback and comments from involved parties and assistance from the Central Midlands Council of Governments, a final draft (Cayce Comprehensive Plan 2020 – 2030) had been completed. She stated that the Planning Commission met on November 15, 2021, to hear public comment. One member from the public spoke for the final draft (Comprehensive Plan 2020 – 2030). The Planning Commission voted unanimously to recommend the Cayce Comprehensive Plan 2020 - 2030 to Council for approval and approved the attached resolution.

Mayor Pro Tem Jenkins made a motion to approve the Comprehensive Plan for First Reading. Council Member James seconded the motion. Council Member Carter stated that there was some very compelling and valuable data in the Comprehensive Plan. He stated that he appreciated the Planning Commission and staff's work. He stated that it was a wonderful guideline for the next 10 years. Ms. Hegler stated that Mr. Gregory Sprouse with the Central Midlands Council of Governments helped with the plan as well. Council Member James stated that the Plan described the City well. He stated that he spoke to some of the Planning Commission members and they loved it. Mayor Partin stated that Council and staff really took the citizens involvement and voice

so seriously so they tried to have fun ways to get their input. Ms. Hegler stated that the first input session was held to get feedback and ideas. She stated that it was held at Steel Hands Brewing but there was no alcohol involved. The feedback that was received guided staff to see that were things about the City that they wanted to preserve, some that they wanted to protect and some that they wanted to change so that was used as the framework for all the recommendations, goals and policies staff put forward. Ms. Hegler stated that the second input session was several months later at the Innovation Center where some of those goals were presented with keypad polling to see if staff was on the right path and heard what the residents were wanting. The polling gave immediate feedback. She stated that the CMCOG updated the Plan with current numbers that were received from the recent Census.

Mayor Partin stated that when the Plan was done 10 years ago, a large citizen committee was created to be involved in the process. She stated that the Plan was required by law but often plans are created and then put on a shelf. She stated that thanks to the citizen input the City embedded an annual review into its Plan so it would become a useful planning document and mold and change with citizen's input. She stated that it was a guide for Council and staff and they were so excited that it was full of the City's citizen's voices. Mayor Partin called the question which was unanimously approved by roll call vote.

Items for Discussion and Possible Approval

A. Discussion and Approval of 2022 Council Meeting Dates

Mayor Pro Tem Jenkins made a motion to approve the 2022 Council Meeting dates. Council Member James seconded the motion. Council Member Carter stated that he had heard from residents over the past 6 years and more recently who would like the Wednesday Council Meeting time moved from 5 p.m. to 6 p.m. He stated the day of week and the time of day have created confusion and inconvenience at times. Council Member Carter asked that Council take the second meeting of the month and move it to 6 p.m. He stated the 5 p.m. is cumbersome for a lot of people. He also believed the first Tuesday and third Tuesday would be easier for people but could live with the Wednesday element if the time could be moved.

Mayor Pro Tem Jenkins stated that the reason there are two meetings in the month resulted from meetings in the past that would go until 9 or 10 pm, so Council decided to break it up into two meetings. The first meeting of the month was set at 6 p.m. and the second at 5 p.m. because it would not last as long as the first meeting. Mayor Partin stated the 5 p.m. time was also chosen to help staff so they wouldn't be out so late. Mayor Partin stated that while she was not sure how the rest of Council felt, the feedback would have been great earlier in the day so things could have been adjusted and put together for all of Council to review.

Council Member Carter stated that the information made sense, but the second meeting had been changed awhile back, 2 to 2.5 years ago, from a “special meeting” to a regular meeting for legal reasons. Mayor Pro Tem Jenkins stated the second meeting had been a roll over meeting to prevent that first meeting from going to 9 or 10 pm. Council Member Carter stated he appreciated the discussion and looked forward to hearing what the rest of Council thought.

Council Member James stated he has also heard from many constituents that 5 p.m. does not allow them to get to the council meeting. He asked if the second meeting may have once been a work session. Mayor Partin and Mayor Pro Tem Jenkins stated it had never been a work session. Council Member James said he too has heard people who said they want to get to the meeting but cannot get there at 5 p.m. Council Member James asked City Manager Tracy Hegler about the impact it would have on staff to change the time.

Mayor Pro Tem Jenkins stated he believed Council could study the issue. Mayor Partin stated that Council has always done all they can to make sure citizens can be involved, as they do with elections, meetings, and communication. Mayor Partin stated she would love if when Council gets this feedback they would communicate and share the information so staff doesn’t go through the trouble of presenting items in a Council packet when it can be tweaked ahead of time. Mayor Partin stated there was a motion on the table and a second and asked if Council would present an alternate motion or take a vote on the first one. Council Member James stated they would move forward. Council Member Carter asked if Council would just consider the change, but stated he is flexible and would arrive at any time and was fine with proceeding. Mayor Partin called the question which was unanimously approved by roll call vote.

B. Discussion and Approval of Adding Juneteenth (June 19) to the City of Cayce’s Legal Annual Holiday List

Mayor Pro Tem Jenkins made a motion to approve the addition of Juneteenth to the City of Cayce’s Legal Annual Holiday List. Council Member Sox seconded. Mayor Partin asked City Manager Tracy Hegler if she would like the floor. City Manager Tracy Hegler directed Council to the White Paper in their packet. The paper included a list of observed City holidays already approved for staff and this date had been added for Council’s consideration since the Federal Government adopted the holiday last year. City Manager Tracy Hegler stated the Council Member James had approached her earlier in regard to this item and asked if the events of the City’s Events Committee could be highlighted to see if there may be some overlap with this item. City Manager Hegler reminded Council and the public that the Committee handles a number of diverse events for the City throughout the year such as the Caroling Along the Riverwalk and the Fall Fest, which highlights music from around the City. City Manager Hegler said she would be happy to share the list of holidays with the Events Committee.

Mayor Pro Tem Jenkins asked for clarification on what was being asked. Council Member James stated he was asking if they approved Juneteenth as a City Holiday that they may go further by asking the Events Committee if there was anything they could do in the City on that day to celebrate. Mayor Pro Tem Jenkins asked how these events get to the Committee. City Manager Hegler stated that historically the Committee meets with staff and themselves and come up with ideas which is why she offered to share those holidays with the Committee to see if they could come up with some good events. She reminded Council it was their Committee and they could share with them anything they wanted. Mayor Pro Tem Jenkins stated he hoped the holiday would be approved and he believed staff would be more appreciative of the extra holiday with pay for whatever they wanted to use it for and citizens could voice if they wanted to celebrate. Mayor Partin called the question which was unanimously approved by roll call vote.

Committee Matters

- A. Approval to Enter the following Committee Approved Minutes into the City's Record
 - Board of Zoning Appeals – May 17, 2021
 - Planning Commission – September 20, 2021
 - Events Committee – October 15, 2021

Council Member James made a motion to approve the Committee approved minutes. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

- B. Appointments and Reappointments
 - Planning Commission – One (1) Position

Mayor Partin stated that there was one (1) open position on the Planning Commission and the City had received two (2) potential member applications. Council Member Sox made a motion to postpone all appointments. He stated that at the last Council Meeting he took that to mean that all appointments would be postponed until the first Council Meeting in January but now understood that it only covered appointments to the Museum Commission and the Beautification Foundation. He stated that since the last Council Meeting he had asked staff to see how other municipalities around the state handle appointments, reappointments and removals from commissions, committees and boards. He stated that he thought it was important that Council review the process and challenge themselves to create more specific procedures for appointments, reappointments and removals from commissions, committees and boards before they make any more appointments. Council Member Sox made a motion to postpone all appointments until Council gets the information from staff regarding other municipality's procedures and have a discussion about how they can further solidify the procedures.

Mayor Pro Tem Jenkins made a counter motion to appoint Mr. Richard Boiteau to the Planning Commission. Mayor Pro Tem Jenkins stated there was no reason to change Council's procedures at this time. He stated that Council knew how they selected people for committees. Council Member Carter seconded Council Member Sox's motion. Mayor Pro Tem Jenkins stated that his motion was on the table and that Council Member Carter could not go back to Council Member Sox's motion. Mayor Pro Tem Jenkins stated that he wanted to know what was going on with Council. He stated that they were going through something that they had never gone through. He stated that he thought Council had everything behind them. He stated that when he first got on Council, Cayce had a lot of issues but it was all cleared up. He stated that they had one (1) election and everything Council had done was being thrown out the window. He stated that either he did not understand the procedures or who got elected did not understand the procedures. Mayor Pro Tem Jenkins stated that if Council was going to represent Cayce then they needed to represent Cayce not one (1) or two (2) people in Cayce. He stated that it needed to stop. He stated that it had gone far enough that they had those kind of things going on. He stated that Council Member James says Cayce is God's Country but Jesus would not put his foot on the ground in Cayce. He stated that Jesus was unsatisfied with what was going on. He stated that they had worked too hard and had many sleepless nights going through things and trying to put things together. Mayor Pro Tem Jenkins stated that Council says that they appreciate the work Ms. Hegler and staff do but Council did not appreciate it. He stated that it was lip service. He stated that Council needed to start doing what they were being paid to do and represent Cayce. He stated that he and Council Member James needed to have a conversation. He stated that Council had come too far to go back. He stated that they were a laughing stock in the surrounding areas.

Council Member Sox stated that he had a Chairperson reach out to him and told him that someone submitted a potential member application that was never put before Council. He stated another Chairperson stated that he did not know his commission had an open position or potential member applications. He stated that he was informed that multiple Chairmen used to be involved in the process by being able to review applicants, meet with them and make recommendations to Council. He asked what happened if there were multiple applications for one (1) open position. He stated that the appointments should not be routine. He stated that each one should be unique and each applicant had a unique background and experience to contribute to the committees. He stated that Council cared about the committees and needed to let the Chairman know that they do.

Mayor Pro Tem Jenkins asked Ms. Corder if the potential member applications were date stamped when they were received. Ms. Corder confirmed that they were. Mayor Pro Tem Jenkins stated that the applications were taken in the order they were received. He stated that Council Member Sox needed to ask questions before he assumed that Council was not doing what they needed to be doing. Council Member

Sox stated that he did not think that the process that was currently in place was what Council needed to be doing. Mayor Pro Tem Jenkins stated that needed to be discussed in a workshop. Council Member Sox stated that he asked staff to see what other municipalities processes were so Council could possibly discuss it in a workshop. He stated that it was important to put people on the committees but it needed to be done responsibly, reasonably and with transparency. Mayor Pro Tem Jenkins stated that he thought Council had done that. Mayor Partin stated that she agreed. Mayor Pro Tem Jenkins stated that he knew which applicant Council Member Sox was referring to but that Council Member Sox did not know the history of that applicant. He stated that if he knew the history then he would not be saying what he was saying or doing what he was doing. Council Member Sox stated that it did not have anything to do with one person. He stated that it had to do with a procedure that was so vague in the City's code. He stated that he did not know what Mayor Pro Tem Jenkins was insinuating about him. Mayor Pro Tem Jenkins stated that he was not insinuating anything. Council Member James stated that in all due respect to Mayor Pro Tem Jenkins but at the last Council Meeting Council deferred two (2) separate committees and commissions and he thought it would be incorrect for Council to not defer the appointment to the Planning Commission until the first meeting in January.

Mayor Partin stated that she and Ms. Hegler reach out to each Council Member before a Council Meeting and no one said anything to her about their concerns regarding the appointment to the Planning Commission. She stated that Council was tasked with taking care of the City. She stated that they were tasked with doing hard things. She stated that they were tasked with making a decision on two applicants. She stated that they could do the hard things their citizens asked them to do. Mayor Partin stated that the professionalism that they had for over a decade seemed to be gone and replaced with three (3) Council Members talking to each other on a regular basis and they seemed to be stuck with three (3) to two (2) votes. She stated that citizens that wanted to give of themselves to serve the City by volunteering were being denied that. She stated that Council had been making appointments to these volunteer committees for years or at least most of them had. She stated that all of them had handled very complex things like the comprehensive plan and rezoning requests but a simple appointment seemed to elude them.

Mayor Partin stated that Council Member Sox spoke of a commission member and that commission member was Archie Moore. She stated that there was an application in question and Council Members James and Carter knew exactly which application was being discussed. She stated that she was curious what more out of the simple process Council needed. She asked what more could Council want to know about applicants, about citizens willing to give of themselves to serve. She asked if Council wanted to know their political party. She asked if Council needed to know their skin color. She asked what was it that would give several members of Council comfort for something that up until last Council Meeting they had done for years.

Mayor Pro Tem Jenkins' counter motion did not move forward and the original motion made by Council Member Sox was on the table. Mayor Partin called the question. Council Members Carter, James and Sox voted yes. Mayor Pro Tem Jenkins and Mayor Partin voted no.

City Manager's Report

Ms. Hegler stated that staff was extremely appreciative of Council for approving the Premium Pay. She stated that for many of staff it would be a life changing event. She stated that the City received many compliments for the Christmas Drive Through event, Carols Along the Riverwalk and the Museum Traditions event. She stated that Public Safety had their Christmas Banquet at the Innovation Center where they presented many awards to the City's wonderful Officers and Firefighters and wonderfully fed by La Estrella. Ms. Hegler stated that the Cayce Fire Department would receive its new Ladder Truck just in time for the Greater Cayce West Columbia Chamber of Commerce Holiday Parade of Lights which was scheduled for Saturday evening from 5:30 p.m. to 7:30 p.m. She stated that the Naples Avenue Public Works Building would be receiving a new roof later that week. Ms. Hegler stated that staff was working on their budgets for 2022-2023 and a budget calendar would be sent out by the beginning of the new year. She stated that the Police Department was holding a community meeting in Burnette Park on Saturday, December 11, 2021. She stated that on Saturday, December 18, 2021 Police Officers would be giving bicycles to preselected children in the community. She stated that the bicycles were repaired by Dialed Bicycles located in the Cayce River Arts District. She stated that the repairs were funded by 212 Motors. Ms. Hegler stated that the Police Department had set up a mailbox for letters to Santa and each child would receive a response. She stated that the City received a handwritten note thanking the Utility Department crew for coming out and turning on their water. The note stated that they came out less than 30 minutes after the person called asking to have their water turned on. She stated that the City received kudos for School Resource Officer Green. A grandparent wrote that she was attending her granddaughter's basketball game and when she went to leave she discovered that her battery was dead. Officer Green charged her battery. She stated that Officer Green was friendly, kind and professional and even made sure all her lights worked properly. She stated that the children were lucky to have Officer Green in their school. Ms. Corder played a voicemail she received from a gentleman that worked in Cayce who stated how much he enjoyed the Christmas lights at City Hall and thought they were as beautiful as any of the professional displays in the Midlands.

Ms. Hegler stated that Mr. Crowe had asked to speak under her report in the interest of transparency regarding his process and framework for the investigation. Mr. Crowe stated that the minutes of the November 17, 2021, Council Meeting reflect

that in Public Session Council approved an investigation into the Marion Hutson matter. He stated that he was asked to come back to Council with a description of framework and process for the investigation. He stated that they were doing this in Public Session in the interest of public information and transparency. He stated that he saw two (2) broad aspects to the investigation. He stated first to provide to Council any additional details on the incident involving the City employee and the former Commission member and second to provide information to Council on whether the incident indicates any prevalence or culture of racial discrimination or negative racial attitudes on the Museum Commission. Mr. Crowe stated that he saw the process as his request for interviews and interviews with the principal and any witnesses to the incident involving the former Commission member with current Commission members and with City staff who work with the Commission and any former Commission members or others mentioned in the interviews who wish to meet with him. He stated that any members of the public who wished to discuss with him any related issues. He stated that he intended to bring back to Council his conclusions and add any other information received that may be of interest to Council and then solicit Council's instructions on where to go from there. He stated that the City, as always, welcomed any input from any members of the public. Mr. Crowe stated that he had started the investigation and anticipated bringing back his conclusions at the first Council Meeting in January.

Council Comments

Council Member James stated that the Christmas lights at City Hall were beautiful. He stated that the City's Christmas events were great and thanked staff for everything they do.

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. Personnel Matter – City Manager's annual evaluation and salary review

Mayor Pro Tem Jenkins made a motion to enter into Executive Session to discuss Item IX. B. Council Member James seconded the motion which was unanimously approved by roll call vote.

Reconvene

After the Executive Session was concluded, Council Member James made a motion to reconvene the Regular meeting. Mayor Pro Tem Jenkins 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.

Possible Actions by Council in follow up to Executive Session

Council Member James made a motion in reference to Council's discussions about the fine work that Ms. Hegler had done and made a motion to increase her salary by 15% effective immediately. Council Member Sox seconded the motion. Council Member James thanked Ms. Hegler for everything she does and he thanked Mr. Crosland for being such a good support to her. He stated he was grateful for the amazing team they had built. Mayor Partin called the question which was unanimously approved by roll call vote.

Adjourn

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

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk



Mayor Elise Partin	Mayor Pro-Tem James E. Jenkins	Council Members Phil Carter Tim James Hunter Sox	City Manager Tracy Hegler	Assistant City Manager Jim Crosland
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**City of Cayce
Public Hearing and Regular Council Meeting
December 22, 2021**

A Public Hearing and Regular Council Meeting was held this evening at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem James Jenkins and Council Members Phil Carter, Tim James and Hunter Sox. City Manager Tracy Hegler, Assistant City Manager Jim Crosland, Municipal Clerk Mendy Corder, Finance Director Kelly McMullen, Human Resources Director Lynn Dooley, and City Attorney Danny Crowe were also in attendance.

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

**Public Hearing on Updates and Revisions to the City of Cayce
Comprehensive Plan**

I. Opening Statement

Mayor Partin stated that notice was hereby given that Members of Council of the City of Cayce would hold a Public Hearing for the purpose of obtaining public comments on the adoption of the Comprehensive Plan 2020-2030.

II. Public Testimony

Mr. Chris Kueny of 2701 Riverland Drive, in the Riverland Park neighborhood asked Municipal Clerk Mendy Corder to pass out a document signed by all the leaders of organized neighborhoods in Cayce to each member of Council. The document was signed by the leaders of Hunters Mill, Riverland Park, Cayce Avenues, Broad Acres, Julius Felder Community, Edenwood, Glenwood Estates, Moss Creek and Concord Park's associations. The document stated last month Council held a vote of 3-2 to keep in place a volunteer who was believed to have made racist comments to one of the City's staff. Further, Council decided to postpone by a 3 – 2 vote an appointment to that commission that would have added needed diversity. In the 2020 Comprehensive Plan, page 26 of the Population Element, there are 6 (six) goals identified, and goal number 1, the priority, is to support Cayce's diverse population. Mr. Kueny stated that the recent votes have not done this but have done the opposite. Mr. Keuny claimed that one Council Member recently campaigned on combatting the "transient community." When he inquired on what that meant, Mr. Kueny was told there are not enough people in Cayce in the 25-34 age group. Mr. Kueny requested Council listen to each other and make decisions that embrace diversity as directed by the Comprehensive Plan and not let looks or age effect decision making. He asked that Council uphold their sworn duty to represent all of Cayce's residents.

III. Close Hearing

There was not any further public testimony therefore Mayor Partin closed the hearing.

Regular Council Meeting

Call to Order

Mayor Partin called the meeting to order and Council Member Carter gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

Public Comment Regarding Items on the Agenda

No one signed up for Public Comment.

Presentations

A. Presentation of Whole Sole Award

Mayor Partin requested postponing item 3 A. until after item 4 A. Council Member James made a motion to postpone the item, Mayor Pro Tem Jenkins seconded. The motion was unanimously approved by roll call vote.

Mayor Partin read the criteria of the Whole Sole Award, which means a special act not related to job duties, which relates to dedication or a special service act to the public. It can be a consistent outstanding act that relates to the job, relating to dedication or service to the public. An extra measure of safety compliance or special acts directly related to employee relations and operations within the City or special efforts in training and development. Daniel Green was called to the podium.

SRO Daniel Green was nominated for designing a new web site for the Police Department in his spare time. SRO Green took the initiative to create a site and sacrificed his own time to research all aspects of a website to include future costs, virus protections and more. SRO Green has made the current website more modern and publicly accessible while showcasing each department, their capabilities, and future events. SRO Green took pride in creating the site and has made the City stand out. SRO Green did not ask for anything in return. Based on this, SRO Green was nominated for the Whole Sole Award. Mayor Partin presented SRO Green with the award and a check.

A second Whole Sole Award was presented to Municipal Clerk Mendy Corder for all she does for the City, residents, businesses and staff. Mendy Corder has worked hard and represents the City with integrity and has done more than her position requires. She has worked on revitalizing Main Street, the Cayce River Arts District, and developing Art Installations. She was the driving force behind the Art installations, issuing RFPs, calls for artists, interviewing artists, judging work, developing agreements, and overseeing the development of that art. Her creativity can be seen throughout the City, from signs, to utility box wraps, to managing the calendar contest, along with presenting ideas to the Beautification Foundation for beautifying the Riverwalk and plazas, and making the Art Lot comfortable and attractive. She oversees the fun, professional events, like Christmas in Cayce and Soiree on State. Mendy Corder works tirelessly to make sure these events run smoothly and professionally, while providing fun and representing the City proudly. Mendy Corder takes on these duties above the work she does for the City Manager and Council, as well as maintaining records and responding to calls with the highest level of customer service. For these reasons Mendy Corder has been nominated for the Whole Sole Award. Mayor Partin presented Mendy Corder with the Whole Sole award and a check.

B. Presentation of Life Saving Awards to Sgt. Brent Baker, MPSO Sean Sinnott and PSO Brady Threet by the Veterans of Foreign Wars (VFW)

Junior Vice Commander Darren Wiseman of Post 8738 in Lexington thanked Council and Staff for allowing them to speak. Jr. Vice Commander Wiseman explained that the VFW is a volunteer organization comprised of combat veterans. The VFW supports Veterans, spouses, and communities that need help. The awards program gives scholarships to youth, along with awards to teachers, community service awards, police, firefighter, EMT and dispatch awards. The VFW also issues a Life Saving Award annually and received a nomination for the 2020-2021 from Cayce DPS regarding Sgt. Baker, MPSO Sean Sinnott, and PSO Brandy Threet. In March of 2021 at the annual banquet the Lexington VFW awarded the 3 officers their Life Saving Award. In July 2021 the VFW 8738 received notification from the National Commander in Missouri that the Cayce officers were being recognized from the National Command. The Award stated that The Life Saving Award is presented to Sgt. Brett Baker, Master Public Safety Office Sean Sinnott, and Public Safety Office Brandy Threet of the Cayce Public Safety for the May 3rd 2020, incident where a vehicle pulled into the Public Safety parking lot of the Kenley Substation. The driver had been a victim of assault with several stab wounds and had loss a significant amount of blood, causing the victim to go into shock. Sgt. Baker, and officer Threet and Sinnott provided lifesaving aid and care until EMS arrived. Officers were then able to identify and arrest the assailant. Post Commander Kirk Douglass and Junior Vice Commander Darren Wiseman presented the three officers with their awards.

Resolutions and Ordinances

A. Consideration and Approval of Resolution Honoring Steve Brown

Mayor Partin requested moving items 4 A. and item 3 A. behind 4 B. Council Member Carter made a motion to move the agenda items. Mayor Pro Tem Jenkins seconded. The motion was unanimously approved by roll call vote.

Council Member Tim James made a motion to approve the resolution to honor Steve Brown. Mayor Pro Tem Jenkins seconded. The motion was unanimously approved by roll call vote.

Mayor Partin called Steve Brown's wife and children to the front. Mayor Partin read the resolution. Mayor Partin presented the Resolution Honoring Steve Brown to the family. Gavin Brown, Steve Brown's son, thanked the City for the honor. He stated his father was grateful for the honor to serve the City of Cayce. Steve Brown told his son that he loved knowing that what he tried to accomplish in Greenwood could be replicated in another City. Mr. Brown had said he had great people to work with in Greenwood and he had great people to work with in Cayce and that with great people you can accomplish anything.

B. Discussion and Approval of Ordinance 2021-25 Adopting the City of Cayce Comprehensive Plan 2020 – 2030 – Second Reading

Council Member James made a motion to approve Ordinance 2021-25 Adopting the City of Cayce Comprehensive Plan 2020. Mayor Pro Tem Jenkins seconded. Council Member Carter stated that it was a very well put together document. Mayor Partin stated that staff did an amazing job including citizen input by creating fun ways for residents to express their desires for the City. During the process a meeting was held at a local business where residents were given sticky notes to put on walls showing what they wanted to preserve and what they wanted to change. It allowed residents to visually see and express what they liked and wanted to see happen. At the next meeting those suggestions were taken and put on a screen with devices linked to allow residents to vote electronically. The public was also able to weigh in through the Planning commission. The Mayor thanked the residents for lending their voices to the plan. The motion was unanimously approved by roll call vote.

Items for Discussion and Possible Approval

A. Discussion and Approval of Hospitality Tax Application from the Cayce Arts Guild for the Holiday Market

Council Member James made a motion to approve the Committee approved minutes. Mayor Pro Tem Jenkins seconded the motion. Council Member Carter stated it was a great event and drew a great crowd with wonderful art. The motion was unanimously approved by roll call vote.

B. Discussion and Approval to Change Monthly Wednesday Council Meeting Time from 5 p.m. to 6 p.m.

Council Member James made a motion to approve. Council Member Carter seconded. Council Member James stated that this had been brought up at the last meeting and he has reached out for input. In speaking to people, he has learned that the Tuesday and Wednesday work for people who have a standing reservation on one of those nights and would like to keep meetings on both Tuesday and Wednesday. The majority of comments received stated people would like to come, but work until 5:00 pm and would like the Wednesday meeting moved to 6:00 pm. He apologized to staff for keeping them the extra hour, but stated staff reminded him they are here to serve the citizens and suggested the move from 5:00 to 6:00 pm. Council Member Carter thanked the Mayor for putting it on the agenda and stated that he has also received feedback against the 5:00 pm time. He stated he understood that the second meeting was originally a special meeting and was placed at that time for that purpose. He stated that it would be a service to the citizens to move it to 6:00 pm. He appreciated that the item was being included on the agenda. The motion was unanimously approved by roll call vote.

Mayor Partin made a request that Council return to functioning and operating professionally with communicating with each other ahead of time. Mayor Partin thanked Council Member Carter for the recognition of putting the time change on the agenda, but stated she reached out to each member and has only been getting one word answers or told there is nothing to contest until they get to the meeting. Mayor Partin stated that this has caused a waste of time for staff for something that could have been fixed ahead of time. She stated it is a regular progression as more and more business is done means there will be two (2) monthly meetings. There was a lot of thought that went into those meetings, with a different day for those who work and different times for those who prefer to come at 5:00 pm and then eat and for staff. She was in full support of changing this as she voted for but requested Council go back to operating professionally and communicating.

C. Discussion and Approval Authorizing City Manager to Enter into an Agreement with the LandPlan Group South for the 12,000 Year History Park Visitor's Center

Ms. Hegler stated that the City was awarded a one million dollar grant from the state's South Carolina Department of Parks, Recreation and Tourism to begin the creation of the visitor center at the 12,000 Year History Park. The award will be used to get the site ready, engineering and planning, getting permits and documents underway, architectural drawings and interior design for the programming of the Visitor's Center. The document provided to Council tonight is the work that can be done under the current on-call landscape, architecture and engineering agreement with the LandPlan Group. The agreement is for \$68,915.00 and would provide for a basic land prep survey, the topo survey, wetland delineation, FEMA flood summary, Geotech reports, site layout, probable construction cost estimates, archeological reviews, site design documents and would get all the appropriate permitting. As the City proceeds with further expenditures of that million the other elements will be brought to Council as the site develops, such as architecture and programming. The City is requesting Council authorize the City Manager to execute the agreement not to exceed \$68,915.00 between the City of Cayce and the LandPlan Group. This will allow the City to seek other funding for the building itself. Any leftover funding of the initial million will be used in the site itself, for parking and site prep work. Mayor Pro Tem Jenkins made Council a motion to approve the Committee approved minutes. Council Member James seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

Ms. Hegler stated that the Police have done great work and provided many donations in the community such as the Shop with a Cop event, which was a success and helped 23 children and 10 families. On Saturday the 18th they presented children in the community with bikes that were repaired with funding by 2-1-2 Motors and completed by Dialed Bikes. The City has submitted a letter of interest to submit a grant application to the South Carolina Department of Parks, Rec and Tourism to construct bathrooms at the boat landing. The Lexington County Rec Commission has also submitted a letter of interest to the same group to develop Pickleball Courts at the parks they hold in the City. Starbucks, at Charleston highway, has submitted plans to the City and they are being reviewed. Zaxby's is working on an upgrade and remodel to the Knox Abbott Drive facility. Plans are being reviewed and approved for the Lexington Rehabilitation Center on 12th Street.

Council Comments

Council Member Sox stated he appreciates staff looking into appointment and reappointment processes of other municipalities and returning it in a timely manner. That information along with the conclusion of Danny Crowe's investigation on January 4th will allow Council to determine if they need any additional protections added to the appointment process. Council Member James wished a Merry Christmas to staff and

Council and thanked Tracy and Jim. Mayor Pro Tem Jenkins wished a Merry Christmas to all and advised everyone to keep safe during the pandemic. Council Member Carter wished all a Merry Christmas as well as a prosperous 2022.

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

There were not any items to be discussed in Executive Session.

Reconvene

Adjourn

Council Member James made a motion to adjourn the meeting. Council Member Carter seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 5:42 p.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk

Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager

Date: December 28, 2021

Subject: Discussion of Council Volunteer Appointment Process

Discussion

City Council has deferred recent volunteer appointments to Council committees based on a motion by Councilmember Sox to review the City's process for appointments, reappointments and removals from commissions, committees and boards. He further requested staff research how other municipalities around the state handle this process. Specifically, Councilmember Sox asked what their appointment, reappointment, and removal processes are for committees, commissions, and foundations, along with if they have a specific duration that applications must remain open for before appointment.

As shared with Council via email on December 17, 2021, we contacted six (6) municipalities. Detailed feedback is attached; general commonalities include:

- None take recommendations from the board or commission, itself. Most Councils take the recommendation of staff or select themselves.
- None have complex processes.
- Reappointments are handled the same as original appointment but include the request of the member asking to be reappointed.
- All can remove members at any time with or without cause and did not have a formal process for that.
- Not all have a process for keeping applications on file/a couple said they hold them; one said they become inactive once the position is filled.
- While not written, most stated they struggle to find applicants for their boards, so having multiple volunteers to choose from is a rare opportunity.

Recommendation

Any changes to the City's volunteer appointment process are at Council's discretion. However, based on how we have historically appointed volunteers and our communication with other municipalities regarding their process, staff does not have any recommended changes.

Irmo

1. Do you have a process for appointing commission members, board members, or Foundation members? Once the applicants are vetted by staff, they all go directly to Council to be considered. Council will then vote to confirm.
2. How do you reappoint and remove? Reappointment is the same process as the initial after their term. Council can remove anyone with or without cause.
3. What is the retention for applications? Once an applicant has been appointed by council, then the pool will be inactive. This is because all applicants will need to be vetted by staff again before being sent to Council.
4. How long usually does a vacancy stay open? Depends on the board

Planning Commission
Board of Zoning Appeals
Okra Strutt
Irmo Future Growth Foundation
Accommodations Tax Advisory Committee

Blythewood

1. Do you have a process for appointing commission members, board members, or Foundation members? Informal process by the applicant submitting an email to the clerk. Mayor will interview the applicant. Next Council meeting, the Mayor will recommend the applicant for appointment.
2. How do you reappoint and remove? They will contact the Clerk asking to be reappointed. There is not a formal process for removal.
3. What is the retention for applications? Keep them on file for the possibility of another opening.
4. How long usually does a vacancy stay open? A long time because it's hard to find people to fill the vacancies.

Accommodation Tax Committee
Board of Architectural Review
Board of Zoning Appeals
Planning Commission

City West Columbia

1. Do you have a process for appointing commission members, board members, or Foundation members? Application, background check, staff vetted, Council discuss in Executive Session and appoint when they come out.
2. How do you reappoint and remove? They just ask to be reappointed... another background check. Removal- all discussions are in Executive Session. They can be removed just because.
3. What is the retention for applications? Do not know
4. How long usually does a vacancy stay open? Try to fill quickly as possible.

West Columbia Beautification Foundation
West Columbia Police Officer's Foundation
Planning Commission
Zoning Boards of Appeals

City of Hanahan

1. Do you have a process for appointing commission members, board members, or Foundation members? Advertise, then the Planner and staff will reach out and communicate with the applicant to interview. Recommendation will go to Council for approval. Staff vetted and background check.
2. How do you reappoint and remove? Same as initial application. Just not reappoint them/ not aware of any process
3. What is the retention for applications? Keeps them on file for future openings
4. How long usually does a vacancy stay open? Not more than 2 to 3 months

Planning Committee
Board of Zoning Appeals
Design review Committee

Town of Lexington

1. Do you have a process for appointing commission members, board members, or Foundation members? Once the applicants have been vetted by staff, they are given to Council to discuss in Executive Session. Council will then agree to one of the selections and will vote after coming out.
2. How do you reappoint and remove? The sitting board member will request to be reappointed. Council will then discuss and vote on reappointment. Council can remove anyone at anytime for cause or without cause.
3. What is the retention for applications? None
4. How long usually does a vacancy stay open? Depends on the board or commission

Accommodation Tax Committee
Advisory Committee
Board of Appearance
Board of Zoning Appeals
Building Codes Board of Appeals
Historic Preservation Board
Planning Commission
Traffic Committee

City of Forest Acres

1. Do you have a process for appointing commission members, board members, or Foundation members? Have them apply, City Council reviews and appoints them
2. How do you reappoint and remove? Month prior to their date, ask if they want to be reappointed and new applications. Participation? Good candidate? Are all considerations for reappointment.
3. What is the retention for applications? Keep them indefinitely and call them when a position opens up
4. How long usually does a vacancy stay open? Within 2 months

Planning Commission
Zoning Board of Appeals
Public Safety Foundation
Beautification Foundation

COUNCIL ACTION REQUIRED

BEAUTIFICATION FOUNDATION – ONE (1) POSITION

The City has received a potential member application from Kelly Wuest (application is attached for Council's review).

MUSEUM COMMISSION – ONE (1) POSITION

The City has received two (2) potential member applications from Leo Redmond and Marcy Link Hayden (applications are attached for Council's review).

PLANNING COMMISSION – ONE (1) POSITION

The City has received two (2) potential member applications from Richard Boiteau and Travis Basnett (applications are attached for Council's review).

STANDARD TECHNICAL CODES BOARD OF APPEALS – THREE (3) POSITIONS

Reviews citizen appeals to ensure building codes, property maintenance codes and fire codes are properly interpreted and implemented fairly. Members who serve on this Board must be either an Engineer, Contractor, Architect or Design Professional. The City has received a potential member application from Travis Basnett (application is attached for Council's review).

NO COUNCIL ACTION REQUIRED

The following positions remain open until receipt of potential member applications.

PUBLIC SAFETY FOUNDATION – ONE (1) POSITION

This Foundation is a 501(c) (3) organization that raises funds to provide the members of Cayce Public Safety with equipment and resources to make their jobs and the community safer. There are no recommendations at this time.

APPOINTMENT PROCESS

Cayce citizens have an opportunity to actively participate in the City through their services on a number of advisory boards, commissions, foundations and committees. These groups help shape and carry out policy.

Applications are accepted at any time for all City of Cayce boards, commissions, foundations and committees. Cayce citizens wishing to apply for appointment may submit a potential member application to the Municipal Clerk, P. O. Box 2004, Cayce, SC 29171. More information and a copy of the application can be found on our website at <https://www.caycesc.gov/boards.php> or by calling City Hall at 803-796-9020.

City Council considers applications at a meeting immediately following an opening.

CITY OF CAYCE
POTENTIAL COMMITTEE MEMBER APPLICATION



Name: Richard Boiteau

Home Address: L AVE City, State, Zip CAYCE 29033

Telephone: _____ E-Mail Address: _____

Resident of Cayce: Yes No Number of Years 2

Please indicate the Committee(s) for which you are applying:

- Accommodations Tax Committee
- Beautification Board
- Event Committee
- Cayce Housing Authority
- Museum Commission
- Planning Commission
- Housing/Constr Board of Appeals
- Board of Zoning Appeals

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes No If yes, specify below.

Work Address

Company: RETIRED - SONIC PRODUCTS Position _____

Address: _____

City, State, Zip _____ Telephone: _____

Fax: _____ E-Mail _____

Work Experience: BUSINESS DOCUMENTATION / MARKETING
MATERIALS DOCUMENTATION

Educational Background: B.S. FOOD SCIENCE, UNIV OF MISS
UNC BUSINESS SCHOOL EXECUTIVE PROGRAM

Membership Information (Professional, Neighborhood and/or Civic Organizations):

Volunteer Work: PLANNING COMMISSION CITY OF HARTSVILLE, SC
15 YEARS, CHAIR 12 YEARS; DARTINGTON CITY HAB. FOR HUMANITY

Hobbies: CYCLING BIAND, CHAIR 2YRS
BIAND 5YRS

Return to:
Mendy Corder, Municipal Clerk
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
Telephone: 803-550-9557 • Fax: 803-796-9072



CITY OF CAYCE POTENTIAL MEMBER APPLICATION

Name: Marcy Link Hayden
 Home Address: S. Eden Drive City, State, Zip Cayce, SC 29033
 Telephone: _____ E-Mail: _____
 Resident of Cayce: Yes No Number of Years: 14 years

Please indicate the Committee(s) for which you are applying:

- Accommodations Tax Committee Cayce Housing Authority Events Committee
 Consolidated Board of Appeals Municipal Election Comm Museum Commission
 Planning Commission Standard Technical Codes Bd of Appeals
 Board of Zoning Appeals

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?

Yes No If yes, specify below.

Work Address

Company: Native Carolina Position: CEO
 Address: 411 S. Eden Dr. City, State, Zip Cayce, SC 29033
 Telephone: 803-402-2336 E-Mail: nativecarolina@gmail.com

Work Experience: CEO and Lead Consultant-Native Carolina, Program Manager (2 years)-
 State Government, Program Coordinator (14 years) -State Government, Archeology Lab
 Tech and Research Asst. (3 years)

Educational Background: BA-Anthropology University of South Carolina

Membership Information (Professional, Neighborhood and/or Civic Organizations) SC Food Policy Council,
 Pee Dee Indian Tribe (State Recognized Tribe), Project Management Institute-SC Chapter

Volunteer Work: Pee Dee Indian Tribe (Development and Membership Dept.), SC Latina and
 International Project (Vice Chair), Hush No More-Awareness Walk Team, Indigenous
 People's Day Committee, PAIA-Lower Eastern Cherokee-Grants Writing

Hobbies: Hiking, camping, Native American crafts, holiday crafts, traveling

Return to:
 Mendy Corder, Municipal Clerk
 City of Cayce, PO Box 2004, Cayce, SC 29171-2004
 Telephone: 803-550-9557 ♦ Fax: 803-796-9072 ♦ Email: mcorder@caycesc.gov



CITY OF CAYCE POTENTIAL MEMBER APPLICATION

Name: LEO REDMOND
 Home Address: AXTELL DR. City, State, Zip CAYCE, SC. 29033
 Telephone: 803- _____ E-Mail: none
 Resident of Cayce: Yes No Number of Years: 80

Please indicate the Committee(s) for which you are applying:

- Accommodations Tax Committee
 Cayce Housing Authority
 Events Committee
 Consolidated Board of Appeals
 Municipal Election Comm
 Museum Commission
 Planning Commission
 Standard Technical Codes Bd of Appeals
 Board of Zoning Appeals

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?

Yes No If yes, specify below.

Work Address

Company: RETIRED-CITY OF CAYCE Position: MUSEUM DIRECTOR
 Address: _____ City, State, Zip _____
 Telephone: _____ E-Mail: _____

Work Experience: _____

Educational Background: _____

Membership Information (Professional, Neighborhood and/or Civic Organizations):

Volunteer Work: _____

Hobbies: _____

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**CITY OF CAYCE
POTENTIAL COMMITTEE MEMBER APPLICATION**



Name: Kelly Wuest

Home Address: Abbott Rd City, State, Zip Cayce, SC 29033

Telephone: _____ E-Mail Address _____

Resident of Cayce: Yes No Number of Years 6

Please indicate the Committee(s) for which you are applying:

- Accommodations Tax Committee
- Beautification Board
- Event Committee
- Cayce Housing Authority
- Museum Commission
- Planning Commission
- Housing/Constr Board of Appeals
- Board of Zoning Appeals

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes No If yes, specify below.

Work Address

Company: Homeless No More Position Director of Programs

Address: 2411 Two Notch Rd

City, State, Zip Columbia, SC 29204 Telephone: 803-609-6379 x109

Fax: _____ E-Mail kwuest@homelessnomore.org

Work Experience: Homeless No More (current), Sexual Trauma Services of the Midlands (2016-2020), USC (2014-2016), FSU (2008-2014)

Educational Background: BA in Psychology from Columbia College (2006)
M.Ed. in Higher Education and Student Affairs from USC (2008)

Membership Information (Professional, Neighborhood and/or Civic Organizations):

no current memberships

Volunteer Work: no current formal volunteer roles

Hobbies: camping, cross stitch, reading, crossfit

Return to:

Mendy Corder, Municipal Clerk
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
Telephone: 803-550-9557 • Fax: 803-796-9072