

**CITY OF CAYCE**

Mayor
ELISE PARTIN*Mayor Pro-Tem*
JAMES E. JENKINS*Council Members*
TARA S. ALMOND
EVA CORLEY
TIMOTHY M. JAMES*City Manager*
REBECCA VANCE*Assistant City Manager*
SHAUN M. GREENWOOD

**CITY OF CAYCE
Regular Council Meeting
June 2, 2015**

The June 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, Eva Corley, Tim James and James Jenkins, City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood and Municipal Clerk Mendy Corder. Municipal Treasurer Garry Huddle, City Attorney Danny Crowe, Director of Utilities, Blake Bridwell, and Chief Charles McNair 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 James gave the invocation. Mayor Partin introduced Ms. Darlene Walton to lead the assembly in the Pledge of Allegiance. Ms. Walton served in the United States Army Women's Army Corp as a Field Medic/Neuro Psych Technician at Brooks Army Medical Center. She also took care of returning injured soldiers at Ft. Sam Houston, Texas. She was the Adjutant/Finance Officer for Post 130 Cayce Memorial and has been the Commander for the past two years. Ms. Walton served on the Hospital and Vet Benefit Committee for six years and was the State American Legion Representative at Dorn Medical.

Approval of Minutes

Council Member James made a motion to approve the May 5, 2015 Regular Council Meeting minutes and the May 20, 2015 Special Council Meeting minutes as written. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Presentations**A. Presentation of Whole Sole Award**

Mayor Partin asked Mr. Ken Walters, the City's Electrician, to come forward to receive the City's Whole Sole Award. She explained that Mr. Walters was recently asked to install the wiring in two walls that were being moved at City Hall. While working on the new walls, he identified numerous safety hazards in the overhead electrical system that could have resulted in fires and exposed electrical wires. Mr. Walter's dedication to the City and commitment to safety ultimately led to the entire

overhead electrical wiring in the Planning and Development Department being replaced. He exemplifies the work ethic that is expected from all of the employees at the City of Cayce. Mayor Partin thanked him for his resolve in the face of a challenge and his commitment to the safety of his fellow employees.

Public Comment Regarding Items on the Agenda

Ms. Corder advised that no one had signed up for Public Comment.

Ordinances and Resolutions

- A. Discussion and Approval of Ordinance 2015-05 Establishing and Funding an Incentive Reimbursement Grant Program for Façade Improvement for Commercial Buildings – Second Reading

Ms. Vance stated that the creation of a City of Cayce Façade Improvement Grant Program was discussed at the 2014 Strategic Planning Session. Staff has designed the program to retain and attract businesses, strengthen the Knox Abbott and State Street corridors, increase utilization of those commercial buildings, restore economic vitality and enhance property values. This program provides up to \$4,000 in reimbursable grant funds to finance exterior improvements to a property owner or tenant's commercial building that will be aesthetically pleasing and complimentary to local design guidelines or concepts acceptable to the City. Ms. Vance stated that the program is a 50/50 match reimbursement program and shall be administered on a first come first serve basis, until available funding is expended.

Council Member James made a motion to approve Second Reading of an Ordinance to adopt the City of Cayce Façade Improvement Grant Program, accept the Program Policies, and approve funding from the Fund Balance for this program. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

- B. Discussion and Approval of Ordinance 2015-06 Amending Zoning Map and Rezoning Property located at 500 Cayce Avenue, Tax Map Number 005767-01-001 from M-2 to C-4 – First Reading

Ms. Vance stated that City staff has been working with the property owner, Mr. Leo Redmond, to come up with a plan to redevelop the property known as 500 Cayce Avenue. The owner believes the M-2 zoning is too restrictive to plan future use of the property. M-2 zoning permits uses that are manufacturing, for the most part, and a limited number of retail uses. The property is contiguous to property that is zoned C-4.

Ms. Vance stated Ms. Ellen Coffey was in attendance at the Planning Commission meeting and asked Mr. Redmond questions about his current system for draining water from his property and whether that would be affected by this rezoning. Ms. Vance explained that Mr. Redmond stated that he currently had no plans to change the building.

Ms. Vance stated that the Planning Commission considered the request for rezoning at its regular meeting on May 18, 2015. The rezoning request was opened for public comment. There were no members of the public present to speak in favor or against the request. The Planning Commission voted unanimously to recommend rezoning the property. She stated that the requested zoning will be in compliance with the Comprehensive Plan.

Council Member James made a motion to approve First Reading of an Ordinance to rezone 500 Cayce Avenue from M-2 (Heavy Industrial) to C-4 (Highway Commercial). Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

C. Consideration and Approval of Resolution Approving Law Enforcement Assistance and Support Contract with City of Myrtle Beach

Mayor Partin asked that the Resolution be postponed until Chief McNair and the City Attorney can get more information regarding the Automatic Aid Agreement. She explained that postponing it would not affect anything since this year's event had already taken place.

Council Member Jenkins made a motion to postpone approval of the Resolution approving the Law Enforcement Assistance and Support Contract with the City of Myrtle Beach. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

D. Consideration and Approval of Resignation of Council Member Timothy M. James

Mayor Partin read Council Member James' resignation letter. See letter attached. Mayor Partin stated that Council Member James is a good example of someone serving on Council for all the right reasons. She stated that he puts City above self as evident in the fact that he did not want to leave his District without representation so he will remain seated on Council until the next Council Member is sworn in.

Mayor Partin explained that Council Member James' resignation is official immediately and filing opens at noon on June 19, 2015 and closes at noon on June 29,

2015. Ms. Vance explained that with Council's acceptance of Council Member James resignation letter filing would open on the dates Mayor Partin mentioned and the election will be September 1, 2015.

Council Member Almond made a motion to accept Council Member James' resignation. Council Member Jenkins seconded the motion which was approved by roll call vote.

Council Member James stated that it has been his absolute honor to serve the citizens of the City of Cayce. He stated that the decision to resign was not easy but he genuinely felt that God would not send one somewhere without equipping them to go there. He stated he also felt God equips you through life with something he has in mind for you. Council Member James stated he would not allow his seat to go vacant and will be there until someone is elected. He stated he will continue to have a residence in the City and will always be available to assist anyone.

Council Member James thanked the City Manager and staff. He stated that the City is so fortunate to have the staff it has and fortunate to have a community of citizens that support staff. He stated that when there is a unity among leadership and they have the right desires in place then magic can happen. Council Member James said that magic is happening in the City of Cayce because of the leadership of Mayor and Council.

E. Approval of Resolution Declaring a Vacancy on Council and a Special Election to Fill the Vacancy and Advising of Filing Dates

Council Member Almond made a motion to approve the Resolution declaring a vacancy on Council and a Special Election to fill the vacancy and advise of the June 19, 2015 through June 29, 2015 filing dates. Council Member Corley seconded the motion which was approved by roll call vote.

F. Approval of Ordinance 2015-07 to Adopt an Annual Budget for the City of Cayce for FY15/16 – First Reading

Council Member James made a motion to approve the Ordinance to adopt an annual budget for the City for FY15/16 on First Reading. Council Member Jenkins seconded the motion. Council Member James explained that months of work and many Special Council Meetings have been held to discuss the FY15/16 budget. He stated that it is a good budget and he feels good about where the City is because of the years that have led up to this. He stated that the City doesn't have everything it wants in the FY15/16 budget but has everything it needs.

Mayor Partin stated that if you look at the City as a business she feels that the City offers a better product for a lower price. She explained that there is a \$1.50 increase in Residential Sanitation Fees to continue the City's five year plan to make the Sanitation Department self-sufficient. This increase makes the sanitation bi-monthly fee \$10.50.

Mayor Partin stated that citizens in Cayce pay approximately \$70.00 less in property taxes than their neighbors in West Columbia (based on a \$100,000 house). She explained that water and sewer rates are increasing by approximately \$1.00 a month and millage will increase by approximately \$.50 a month.

Ms. Vance stated the total increase for the City's citizens is \$3.06. She commended Council for making the decision to have a 2% Hospitality Tax. She explained that \$605,000 of Hospitality Tax Funds have been transferred to the General Fund to pay for all costs associated with the Museum, operation and maintenance costs for the City's Parks and pay for some of the capital improvements needed in the General Fund. Mayor Partin called the question and the motion to approve the Ordinance passed unanimously by roll call vote.

Other

A. Discussion and Approval of Hospitality Tax Fund Request – River Alliance Phase 3 12KHP Interpretive Program

Ms. Vance explained that the River Alliance has been assisting the City with the development of the 12,000 Year History Park. This request is for part of the interpretative packages for the park. She stated they are requesting \$32,900 in hospitality tax funds.

Mayor Partin stated that the Girls on the Run 5K organizers told all the participants of the run that if they took their 5K bib to a Cayce restaurant they would receive 10% off their meal. She stated she would like everyone who receives hospitality tax funds to be required to do something similar to this so there will be a direct tie to the City's restaurants.

Mayor Partin also asked Mr. Mike Dawson to come to a future Council Meeting to update Council on the status of the park. She would like to know the status of the interpretative program and how many people are attending the tours.

Council Member Jenkins made a motion to approve the River Alliance's request for \$32,900 in hospitality tax funds. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

B. Discussion and Approval of Hospitality Tax Fund Request – Native American Cherokee River Festival

Ms. Vance stated that \$16,177 in hospitality tax funds has been requested for the Native American Cherokee River Festival. She stated that the festival is in its fifteenth year and is currently held in Granby Gardens Park. Ms. Vance stated that it is important to ensure that each event is awarded funds that are comparable to the amount of people predicted to attend the event. For example, Tartan Day South was given \$18,000 in Hospitality Tax Funds and 10,000 people attended the event. The Native American Cherokee River Festival is requesting \$16,177 and are predicting 3,000 people will attend. She explained that one of the goals when giving an event funding is that it will help increase the attendance and more people will visit the City's restaurants.

Council Member Almond stated it appears that the amount requested will fund the entire Festival and asked how it was funded in the past. Ms. Laura Bailey, a representative of the Festival, stated that in 2014 they only received \$1,700 in Accommodations Tax Funds and in 2013 they received \$3,000 in Accommodations Tax Funds. She explained that they plan to use the Hospitality Tax Funds to have vendors from all over the nation and expand their marketing plan.

Council Member James made a motion to approve the request for \$16,700 in Hospitality Tax Funds for the Native American Cherokee River Festival. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. Council Member Jenkins asked that anyone who receives Hospitality Tax Funds be required to list the vendors that they will be using at their event. Ms. Vance stated that before anyone is reimbursed with Hospitality Tax Funds they have to submit a report with receipts detailing what they money was spent on.

City Manager's Report

Ms. Vance stated that staff has been applying for grants for the new park in Riverland Park and the City was recently awarded a \$10,000 grant by Lowe's. The Keep America Beautiful/Lowe's grant will provide funding for the new Cayce Trailhead Park. She explained that playground equipment and benches for the park will be purchased with the grant monies along with equipment for the Parks Department. She stated that the Lowe's Heroes Employee Volunteers are also going to do a volunteer day in the park.

Ms. Vance stated that the City has also been awarded grant monies from Keep the Midlands Beautiful which will be used for landscaping in the park in Riverland Park. Staff is also applying for grant funds from CSX for the actual structure on the property. She stated that she misspoke at the last Council Meeting regarding when the construction would start at the new park. She explained that there is a thirty day protest

period where any vendor that is not awarded the job can protest. Ms. Vance stated that the thirty day period is up and the pre-construction meeting is June 10, 2015 and the contractor has ten days from that date to begin work and sixty days to finish the base bid.

Ms. Vance stated that the City was awarded \$250,000 in grant monies to make improvements to Guignard Park. The City will match these funds with TIF Funds and in-kind work. The park will be made ADA accessible and the picnic shelters and picnic tables will be redone and the creek will be shored up. Staff will begin the City's portion of the work in July or August and the entire project will take approximately three to four months. Guignard Park will be closed during that time but will be much improved when the project is finished.

Ms. Vance stated that it is storm season and reminded the assembly to check the City's website for park closures since trees often fall in the parks during a storm. Council Member Jenkins asked if the trees that fell recently were dead. Ms. Vance stated she wasn't sure about the recent trees but stated that staff does a good job of cutting down dead trees before they become a safety issue or fall.

Ms. Vance explained that Council approved purchasing some capital equipment at the 2014 Council Strategic Planning Session and she wanted to update them on what has been purchased so far. She stated five new police vehicles and a new sanitation truck have been purchased. The new fire truck has been ordered and in-car digital cameras for all the patrol cars have been purchased. They are currently being installed by the City's Garage staff.

Committee Matters

A. Approval to Enter the Following Approved Committee Minutes into the City's Official Record

Council Member James made a motion to approve entering the following Committee minutes into the City's official record:

Museum Commission – March 4, 2015
Events Committee – March 12, 2015
Planning Commission – March 16, 2015

Council Member Almond seconded the motion which was unanimously approved by roll call vote.

B. Appointments and Reappointments

Mayor Partin stated that the Beautification Foundation has one open position and Ms. Maryann Dowd is interested in serving. Mayor Partin stated Ms. Dowd is also interested in serving on the Beautification Board. Council appoints members to the Foundation and takes the Board's recommendations for appointments under consideration. Ms. Vance stated that the Beautification Board is in greater need of a person than the Beautification Foundation. Mayor Partin stated there is already a Beautification Board member that serves on the Foundation. Council Member James stated Council was not denying Ms. Dowd's request but wanted to wait to see where she could better serve. He stated she has a passion to beautify the City. Mayor Partin stated Ms. Dowd would be a great asset to either one but wants to give the Board an opportunity to weigh in first. Council Member James made a motion to postpone her appointment to the Beautification Foundation. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Mayor Partin stated that Mr. Jack Sightler's term has expired on the Cayce Housing Authority and he would like to serve again. She stated Mr. Sightler has served on this Committee since 1995 and is currently the Chairperson. Council commended Mr. Sightler for his many years of service. Council Member James made a motion to reappoint Mr. Sightler to the Cayce Housing Authority. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

C. Request by Events Committee to Amend By-Laws

Ms. Corder explained that the Events Committee's original meeting time was 5:30pm on the second Thursday of the month. At the June 2014 Council Meeting the Committee requested Council approval to change the meeting time to 5:45pm because the Chairperson at that time worked until 5:30pm. The committee has a new Chairperson and they have asked to have the time moved back to 5:30pm.

Council discussed whether it was necessary to have the time of the meetings in the By-laws. The City Attorney stated that it was not required. Council Member James made a motion to amend the Committee By-Laws so the time of the meeting is not stated. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Council Comments

Council Member Almond thanked staff for all their hard work with the budget process. Ms. Vance explained to the assembly that staff and Council have been working on the budget since February. She stated Mayor and Council meet with each Department Head and discuss their budget requests in detail.

Council Member Corley told Council Member James that it had been a honor to work alongside him and he's been an inspiration for her since she was young and new on Council. She stated she knows his heart is in Cayce and Lexington County. Council Member Jenkins echoed Council Member Corley's statements.

Council Member James thanked everyone in the assembly for attending the meeting. He explained that it's helpful when citizens attend the meetings and help spread the word about the items discussed.

Mayor Partin read a card she received from Mr. Chris Scudder with the Columbia Museum of Art. He stated that the Museum presented "The Art of Healing," a juried art competition for local high school students sponsored by Lexington Medical Center. Ms. Addie Herrick, a student at Brookland-Cayce High School, was an award winner in the exhibition.

Executive Session

- A. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege
- B. Discussion of Employment of Financial Advisor as it relates to the construction for Riverland Park

Mayor Partin stated there were not any items to be discussed in Executive Session.

Adjourn

There being no further business, Council Member James 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 7:02 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk

Timothy M. James

305 Moss Creek Drive

June 2, 2015

Dear Citizens of Cayce, Mayor and Council members;

Opportunities come along for us all,- and with most opportunities come decisions that need to be made, -some decisions which are very hard; yet ones that must be made for personal growth.

Therefore, I want to share with you and that I have accepted a position that will enable me to utilize all the skills that God has afforded me the opportunity to gain throughout my life; ~ skill sets that include Public Safety, Medical and Government leadership. In as much, this new position will absorb a great deal of my time, and while I will remain to have a residence in Cayce, my work will take me outside of Cayce to "The Keys" of Florida.

Due to the fact that I will not reside in the City of Cayce full-time, it is with heartfelt emotions that I submit my letter of resignation from the City of Cayce Council. Please know that it has been my absolute honor to serve the citizens of our great city; whether in the capacity of Council member or as an employee,~ I have truly enjoyed every moment of my duties with the City of Cayce.

Cayce is comprised of the best citizens and employees, those who dedicate themselves to providing a great quality of life. Cayce will remain my home, and I will continue to lend my support to our fine Mayor, Council and City Leadership, as they face the challenges and opportunities of growth that are before us.

It's been a delight to serve along side of this great Council and staff - as well it has been an honor to serve and represent the wonderful citizens of Cayce

With much gratitude,

A handwritten signature in cursive script that reads "Timothy M. James". The signature is written in black ink and is positioned above the printed name.

Timothy M. James

