

## 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 V. RHODES

*ASSISTANT CITY MANAGER*  
SHAUN M. GREENWOOD

### **CITY OF CAYCE Regular Council Meeting January 7, 2014**

The January 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, Tim James, and James Jenkins, City Manager Rebecca Vance and 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 Skip Jenkins gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance. She stated Council Member Eva Corley had previously scheduled training with her job and would not be at tonight's Council Meeting.

#### **Approval of Minutes**

Council Member Almond made a motion to approve the minutes of the December 3, 2013 Regular Meeting and the December 18, 2013 Special Meeting as submitted. Council Member James seconded the motion which was unanimously approved by roll call vote.

#### **Presentations**

##### **A. Presentation of Decorate Cayce Awards**

Mayor Partin presented the first place Decorate Cayce Award to Wayne and Norma Corley. Ms. Patricia Keller was awarded second place and Ms. Linda Pruitt was awarded third place. Mayor Partin thanked all the residents in the City who helped to make the City so beautiful during the holidays.

#### **Public Comment Regarding Items on the Agenda**

No public comment was given.

#### **Ordinances**

A. Approval of Amendment to the City of Cayce Sewer Use Ordinance -  
First Reading

Mr. Gary Hubbard stated in September 2011 the EPA conducted an inspection of the City's pre-treatment program. As part of the findings of that inspection, the EPA requested minor language changes to the City's Sewer Use Ordinance that were adopted by Council on June 1, 2010.

In February of 2011, Mr. Jeff DeBessonnet with SCDHEC contacted the City's former Director of Utilities, Mr. Frank Robinson to ask if the City of Cayce would be willing to enter into the septage/grease receiving and treatment business. Mr. Robinson advised Mr. DeBessonnet that the City would be willing to consider it but only if funding for the development of a septage/grease receiving facility was available without reimbursement (free money). After staff review of the current treatment methods for septage and grease in South Carolina and further negotiations with SCDHEC, the City of Cayce agreed to the construction of a 100,000 gallon per day Septage and Grease Facility to serve Lexington County residential and commercial customers only. Construction of the new Septage and Grease Facility at the City's Regional Wastewater Treatment Facility began in March 2013. At this time, the construction of this facility is nearing completion with an estimated start date of March 2014.

Mr. Hubbard explained as part of the operation of the new Septage and Grease Facility, staff developed operational and administrative procedures and policies to manage the new facility, including the development of a Fats, Oil and Grease Control policy. The Fats, Oil and Grease (FOG) control policy, which would be a part of the City's Sewer Use Ordinance, is required by federal, state and local laws in order to control the discharge of FOG into the City's collection system. Limiting the amount of FOG levels entering the City's collection system helps reduce costs related to maintaining the sewer collection system. The City spends a significant amount of money and man hours unclogging and cleaning wastewater collection lines. These costs are passed on to City customers through sewer rates.

Mr. Hubbard stated FOG can cause serious problems in the wastewater collection system such as restricting, blocking flow in pipes and damaging pumps at lift stations resulting in potential sanitary sewer overflows (SSO). Blockages in the collection system can cause SSOs to occur in homes, businesses or local waterways which are used for recreational purposes and storm drains; thus creating a health hazard to the public as well as employees with additional costs associated with both cleanup and repairs to damaged properties and equipment in the area. These SSOs have the potential of resulting in fines. Preventing FOG from entering the collection system can help avoid these problems. Any business that regularly prepares food, whether for on-site consumption like restaurants and schools, or for later consumption,

like grocery stores, has the potential to add FOG to our wastewater collection system. At this time wastewater from Food Service Establishments contribute to a significant amount of the blockages or SSOs in the City's wastewater collection system.

Mr. Hubbard stated the FOG Control Policy recommended by staff was developed from FOG control programs currently in use by the Town of Lexington, the Joint Municipal Water and Sewer Commission, the City of Columbia and the City of Rock Hill.

Ms. Vance explained that currently all restaurants are required to have a grease trap. The proposed Ordinance takes this requirement a step further and requires restaurants to have a permit to operate the grease trap. There is no cost for the permit but it will help the City keep track of how the grease is being disposed of.

Council Member James asked for clarification on the Food Service Establishment first re-inspection (violation) fee. He asked if this was a fine or a new fee. Mr. Hubbard explained that this is a new fee established in the case that the City has to re-inspect a hauler who did not follow the required procedures and put waste back into the grease trap. Ms. Vance explained that there will be older facilities that do not have grease traps and it can be very costly to build a grease trap so there is a variance process in the Ordinance that allows for a trap to be built above ground.

Ms. Vance stated that staff has notified the purchasers, as required by the agreement, of all the changes to the Sewer Use Ordinance. The changes do not directly affect the purchasers but they have been made aware of the changes.

Council Member Jenkins made a motion to approve the ordinance amending the City of Cayce sewer use ordinance on first reading. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

B. Approval of Ordinance to Amend the Code of Ordinances to Add a New City Code Sec. 40-119 ("Fees Related to Fats, Oil and Grease") Concerning Rates at the City of Cayce Septage and Grease Facility – First Reading

Mayor Partin stated Council has before them a revised Item IV. B. Ms. Vance explained that the proposed fees were in the White Paper but not in the actual Ordinance so it was revised. Mr. Hubbard explained that the City's Septage and Grease Facility is projected to be operational as of March 2014. In anticipation of the opening of the facility City staff has been reviewing the operating procedures for how the City will handle this new service. In order to effectively and efficiently operate this new facility, some changes are required in both the City's Sewer Use Ordinance and the

City Code of Ordinances. The revisions to the Sewer Use Ordinance are on the agenda for Council to approve separately. The change to the City's Code of Ordinances is the addition of fees for the disposal of the Fats, Oil and Grease. The change will include the addition of the following information:

**Sec. 40-119. Fats, oils and grease.**

Annual grease discharge permit .....\$0.00  
Annual Waste Hauler Permit .....250.00  
Variance fee .....0.00  
First re-inspection (violation) fee .....250.00  
Successive re-inspection (violation) fee .....500.00  
Septic Waste Disposal fee ..... 0.10 per gallon  
Grease Waste Disposal fee ..... 0.12 per gallon  
Waste Testing fee ..... \$0.00  
Hauler Truck Cleaning fee \$50.00

Ms. Vance explained that the establishment of new fees requires a public hearing at City Council. She stated prior to the second reading of the amendment to the City Ordinance, the public hearing will be held.

Council Member Almond made a motion to approve the Ordinance amending the Code of Ordinances to add a new City Code Section 40-119 ("Fees Related to Fats, Oil and Grease") concerning rates at the City of Cayce Septage and Grease Facility. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

C. Approval of Ordinance Amending Chapter 12 (Businesses) of the Code of Ordinances of the City of Cayce (Sec. 12-57 and Appendix A of the City Business License Ordinance) – First Reading

Ms. Vance explained that amending Chapter 12 will bring the City's NAICS codes and rate schedule up to where other municipalities currently are. In 2003 the City adopted the 1998 rate schedule version. Mr. Greenwood explained that in updating the NAICS tables the question of revenue neutrality comes out. He stated in changing the tables the City could lose up to \$40,000 in the General Fund from business licenses. He stated he recommends changing the per \$1,000 amount in business license fees to achieve a revenue neutral outcome for the City.

Mr. Greenwood explained that the City of Cayce's base rate is much lower than most municipalities. He stated his suggestion is to increase the per \$1,000 charge across the board by \$.05. Council Member James asked how staff would implement the proposed increase. Mr. Greenwood explained that once Council makes their

decision he and staff will mail out renewal notices along with a letter to all businesses explaining that their rate class and NAICS codes may have changed which will affect their calculations.

Mr. Greenwood explained that 71% of businesses will pay less and 29% will see a slight increase in business license fees. He stated the majority of businesses will only see a 10% increase at the most. Council Member James stated since the changes are revenue neutral staff should look into making the changes effective for 2015 so all businesses will have time to adjust to the increase. Ms. Vance explained that to be fair to all businesses the City needs to implement changes to its rates now to reflect current IRS data.

Council Member Almond made a motion to approve an Ordinance amending Chapter 12 of the Code of Ordinances of the City of Cayce (Sec. 12-57 and Appendix A of the City Business License Ordinance) on first reading. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. Council Member James asked Mr. Greenwood if staff is going to contact the businesses who may see a significant increase in the business license rates. Mr. Greenwood stated staff is going to send a letter to all businesses explaining the changes.

D. Approval of Ordinance Amending Chapter 12 (Businesses) of the Code Of Ordinances of the City of Cayce (Appendices B and C of the City Business License Ordinance) – First Reading

Mr. Greenwood explained that Appendices B and C are the newly changed NAICS tables that will bring the City to the current IRS data. Council Member James made a motion to approve the Ordinance amending Chapter 12. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

### **City Manager's Report**

Ms. Vance stated staff has signed the agreement with the new software company and it will be implemented in sections and will be fully live on July 1, 2014. She stated the City received a Palmetto Pride Grant that funds eight recycling containers that look like frogs. There will be two containers placed at each entrance of the Riverwalk Park. These containers will hopefully encourage children and adults to recycle.

Ms. Vance stated that the City is working with DHEC to do a pilot program for large recycling containers. Some municipalities use roll cart sized recycling containers and that decreases the number of times sanitation staff has to pick up recyclables. DHEC has allowed the City to purchase 250 recycling containers which will be used in Concord Park since it is a smaller neighborhood and is very contained. Staff is working

to establish baseline data now for the amount of recyclables the City picks up each week from them. Next, staff will look at the time it takes to pick up the current smaller recycle bins and if the City will save money on gas and time by picking up the larger containers for all residents. Ms. Vance stated that if the City decided to go with the larger containers then recyclables will be picked up bi-weekly instead of every week.

Ms. Vance stated that she recently talked to the Lexington County Administrator who said the new facility at the County that will house the City's animals should be running by November 2014.

### **Committee Matters**

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

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

Planning Commission – October 21, 2013

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

### **Executive Session**

- A. Receipt of legal advice relating to a claim and potential claim by the City And other matters covered by the attorney-client privilege
- B. Discussion of negotiations incident to purchase of property of new City Hall

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

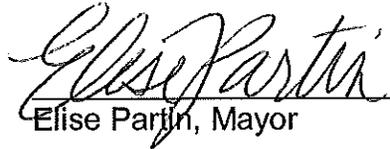
### **Reconvene**

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

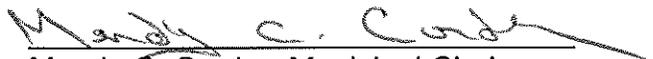
**Possible Actions by Council in follow up to Executive Session**

No action was taken by Council in follow up to Executive Session.

There being no further business, Council Member Almond made a motion to adjourn the meeting. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 7:15 p.m.

  
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Elise Parlin, Mayor

ATTEST:

  
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Mendy C. Corder, Municipal Clerk

