

**City of Cayce
Special Council Meeting
March 7, 2011**

A Special Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Councilmembers Steve Isom, James Jenkins, Kenneth Jumper, Tim James, City Manager Rebecca Rhodes, and Municipal Clerk, Tammy Barkley. Mayor Partin advised that members of the press and the public were duly notified of the meeting in accordance with the FOIA.

Mayor Partin called the meeting to order and Councilmember Jumper gave the invocation. Mayor Partin led everyone in the Pledge of Allegiance.

Other

A. Bid Award - State Street Streetscaping Phases III.A. and IV.A.

Ms. Rhodes stated the low bidder for Phase III of the State Street Streetscaping was CDB Incorporated at \$98,744.00 and the low bidder for Phase IV was AOS Construction at \$115,957.00. She stated Phase III and IV are funded by CDBG grants. Mayor Partin asked if these projects would go on simultaneously and Ms. Rhodes stated they would. Mayor Partin also asked how long these projects would take to be completed. Mr. Ken Simmons stated they still did not have the encroachment permit form SCDOT. It was submitted to the District office in Columbia on February 7, 2011 and presently still was not been issued.

Mr. Simmons stated if Council approved the low bids, the City would then sign notices of intent to award and provide it to the contractors for them to obtain their required bonds. He stated that process usually takes ten days to two weeks. He stated a pre-construction meeting will be held and the CMCOG, SCDOT and the City will be involved in this meeting. Mr. Simmons stated normally it is a 30 day process from the time the bids are open until the time they start construction. He also stated he hopes the encroachment permit will be taken care of during the 30 day process.

Mr. Simmons stated the construction takes 4 months normally and if there is good weather it may be a little shorter time frame. Ms. Rhodes stated that the two phases had to be bid separately per the grant regulations since it is CDBG funding and two separate grants. They do not have any provisions to allow you to bid them together which would allow for the same contractor.

Councilmember James asked Ms. Rhodes to define Phase III and IV. She deferred to Mr. Simmons. Mr. Simmons stated Phase III A. is starting where Phase II ended and going to Michaelmas Avenue and Phase IV A would continue from M Avenue through Poplar Street. Councilmember James stated Phase III A is the 1600 block and the Phase IV A is the 1500 block of State Street.

Councilmember Jenkins made a motion to award the bid for Phase III A of the State Street Streetscaping project to the low bidder, CBD Inc. in the amount of \$98,744.00 and to award the bid for Phase IV A of the State Street Streetscaping project to the low bidder, AOS Specialty Contractors in the amount of \$115,957.00. Councilmember Jumper seconded. Mr. James asked why one project cost more than the other since they are both basically one block long each. Mr. Simmons stated the 1500 block of State Street has two waterlines, one on the east side which is a small water line and one on the west side which is a large waterline. Mr. Simmons stated to update the water pressure they will have to bore under the road starting with the existing line on the west side and tying in to the road side of the existing water meter. He also stated since there are no residences on the 1600 block that will not have to be done in that phase. Mayor Partin stated this is an improvement of the water line as well as a beautification project.

Mr. Simmons stated the taps would be replaced during this project but not the lines. He stated the meters would not be replaced nor would anything from the meter to the house be replaced. Councilmember James stated there are two houses on the block of the park and Mr. Simmons explained that the previous grants specialist did not write the grant to include lines to those homes. He stated they do have unit prices so if the City decides to go back and update those lines they have a known price. He stated once the boring equipment is on the job it would not be that expensive to do additional lines. Councilmember James asked that staff research why those two homes were not included in the grant. Ms. Rhodes stated there may be a reason why they were not included but she would look into it and let Council know. Ms. Rhodes stated the City was awarded more money than the bids totaled so hopefully the City will be allowed to add more improvements with any funds left over.

Mayor Partin asked Mr. Simmons if he was familiar with the two companies that had the lowest bids. He stated he had not worked with CDB Incorporated but had worked with AOS Construction extensively. AOS worked on both Cayce and West Columbia's Riverwalk Parks and Mr. Simmons stated it is a minority owned firm. Ms. Dianne Rushing owns it and told Mr. Simmons they have worked with CDB in the past. After discussion, the motion was unanimously approved by roll call vote.

B. Review and Approval of Beautification Board Recommendations

Vendors and Giveaways at the Spring Plant Exchange - Ms. Rhodes introduced Ms. Diane Hutto who is the staff liaison for the Beautification Board. Ms. Rhodes stated the Beautification Board would like to have vendors at the 2011 Plant Exchange. She stated the vendors would not be food vendors but vendors associated with plants and gardening. For example, plant and flower nurseries and businesses such as Ace Hardware. Ms. Hutto stated the Beautification Board would like to have t-shirts that were purchased last year as a give-a-way. She stated one of the board members owns a trophy and gift shop and she may donate a few items to be given away as well.

Mayor Partin stated she thought the vendors were a good idea but the Beautification Board needs to keep in mind that if extra staff is needed than the cost for that would take away from the available funds to be used on Beautification projects. She stated the Board may want to consider charging a nominal fee to the vendors so money would not be taken away from future projects. Ms. Hutto stated at this time this is just an idea that was mentioned. She stated the Board would like to take the Plant Exchange to the next level in marketing it since attendance was so high for the 2010 event. Mayor Partin stated the Board has done an excellent job with this event and being forward thinking and loves the logo Joe Long created.

Councilmember Jenkins and James stated they agreed with the Mayor's comments regarding charging a nominal fee. Ms. Barkley stated a standard probably should be set so if an event is taking place it would be consistent. Ms. Rhodes stated it could be marketed as a donation, not a fee. Mayor Partin stated she thinks when an event has a cost than people tend to be more likely to show up. Councilmember Isom stated he felt a fee is ok but stated if the fees are too high the attendance will go down. He stated the fee may need to be reduced in the future if the attendance numbers go down. Councilmember James made a motion to approve charging vendors a small fee and Councilmember Jumper seconded which was unanimously approved by roll call vote. Councilmember James stated all the committees need to be updated on Council's recommendations to the Beautification Board. He also stated if the Beautification Board decides to increase the fee they need to come back to Council or the City Manager for their approval. The motion was amended, seconded and approved unanimously by roll call vote to state a fee could be charged but the fee amount is subject to the City Manager's approval.

Committee Appointment – One Position - Mayor Partin stated Ms. Hutto has tried to contact Ms. Deanna DeVore regarding her absences but has not received a response. The Beautification Board has recommended the appointment of Ms. Sue Miles to take Ms. DeVore's place. Councilmember Isom made a motion to approve Ms. Miles and Councilmember James seconded. Councilmember Jenkins asked how often committee members' absences are checked by staff. Ms. Hutto stated she is staff liaison for 3 committees and she keeps an absence

log for all of them. Mayor Partin stated the by-laws read 3 unexcused absences in a row, not 3 absences in a year. Councilmember James stated in the near future the structure, how we select committee members and what the City's expectations are need to be discussed. He stated it is tough to hold people accountable if they do not know what the expectations are up front. Ms. Barkley stated each committee member gets a copy of the committee's by-laws and the expectations are stated in the by-laws. After discussion, the motion was unanimously approved by roll call vote.

Mayor Partin thanked Ms. Hutto for assisting the city with grants while the position has been open. Ms. Rhodes stated Ms. Hutto was promoted to Administrative Coordinator for the Planning Department and she will continue to assist the grants person with the money aspect of grants.

Councilmember James made a motion to adjourn and Councilmember Jumper seconded the motion. The motion passed unanimously by roll call vote. There being no further business, the meeting adjourned at 6:30 p.m.

Elise Partin, Mayor

ATTEST:

Tammy P. Barkley, CMC, Municipal Clerk