

Mayor  
Elise Partin

Mayor Pro-Tem  
James E. Jenkins

Council Members  
Tara S. Almond  
Phil Carter  
Eva Corley

City Manager  
Rebecca Vance

Asst. to City Manager  
Rachelle Moody



**City of Cayce  
Regular Council Meeting  
Tuesday, March 6, 2018  
6:00 p.m. – Cayce City Hall – 1800 12<sup>th</sup> Street  
www.caycesc.gov**

**I. Call to Order**

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes  
February 7, 2018 Regular Meeting  
February 20, 2018 Special Meeting  
February 21, 2018 Special Meeting  
February 23, 2018 Special Meeting  
February 27, 2018 Special Meeting  
March 1, 2018 Special Meeting

**II. Public Comment Regarding Items on the Agenda**

**III. Presentations**

- A. Presentation of the West Metro Bike and Pedestrian Master Plan and Bike Share Study

**IV. Proclamations and Resolutions**

- A. Approval of Proclamation – March for Meals
- B. Consideration and Approval of Resolution Approving Law Enforcement Assistance and Support Agreement with the Richland-Lexington Airport District
- C. Consideration and Approval of Resolution Approving Law Enforcement Assistance and Support Agreement with Springdale Police Department

**V. Ordinances and Other**

- A. Discussion and Approval of Ordinance 2018-02 Amending Sec. 2-144.9 (Procurements and Contracts) of Chapter 2 (Administration) – First Reading
- B. Discussion and Approval of Ordinance 2018-03 Amending Appendix A (Classification and Rates) of the City Business License Ordinance – First Reading

**VI. City Manager's Report**

**VII. Committee Matters**

- A. Approval to enter the following Committee approved Minutes into the City's Record  
Events Committee – January 11, 2018
- B. Appointments and Reappointments  
Cayce Housing Authority – One (1) Position  
Museum Commission – One (1) Position
- C. Annual Appointment of Council Members to City Foundations

**VIII. Council Comments**

**IX. Executive Session**

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege
- B. Discussion of Employment for City Manager Position
- C. Discussion of negotiations incident to proposed contractual arrangements relating to the City's waterline replacement project
- D. Discussion of negotiations incident to proposed contractual arrangements relating to the Knox Abbott Drive Pedestrian Safety and Traffic Calming Project

**X. Reconvene**

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

**XII. 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  
Tara S. Almond  
Phil Carter  
Eva Corley

City Manager  
Rebecca Vance

Asst. to City Manager  
Rachelle Moody



**CITY OF CAYCE  
Regular Council Meeting  
February 7, 2018**

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

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

**Call to Order**

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

**Approval of Minutes**

Council Member Almond made a motion to approve the January 2, 2018 Regular Council Meeting minutes and the January 17, 2018 Special Council Meeting minutes as written. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

**Public Comment Regarding Items on the Agenda**

No one signed up for Public Comment.

**Presentations**

**A. Presentation of Ambassador Award**

Mayor Partin stated that Mr. Danny Creamer is a lifelong resident of Cayce and has served on the City's Events Committee since 2008. She stated that the Events Committee is integral in assisting City staff with hosting the many events Cayce citizens love to attend every year. She stated that in early 2008 Mr. Creamer met with the Events Committee to share with them his idea of having a Bluegrass Festival in the City. His neighbor, Ms. Cindy Pedersen, was Chairperson of the Committee at that time. The following day Ms. Pedersen met with Mr. Creamer to ask him to join the

Events Committee. She felt that the best way for “his vision” of a Bluegrass Festival to come to fruition was for him to join the committee and become Chair of a Bluegrass Festival subcommittee.

Mayor Partin stated that the Congaree Bluegrass Festival was held for the first time later that year on October 4, 2008 at the Granby Gardens Park on City Hall grounds. She stated that it was a huge success. Over the years the festival grew so large that it was moved to the Columbia Speedway and expanded to a 2 day event.

Mayor Partin stated that when Mr. Creamer retired a few years ago he became even more involved with the Congaree Bluegrass Festival along with being elected the Chairperson of the Events Committee. In 2017 the Congaree Bluegrass Festival had 13 sponsors, 8 of which Mr. Creamer personally secured. He went door to door to local businesses asking them to support the festival any way they could. Some gave money whereas others donated much needed items for the festival.

Mayor Partin stated that Ms. Brenda Cole, a fellow Events Committee member, wrote the following about Danny which sums up perfectly all that he has done for his much-loved community: “Danny Creamer has been instrumental in the planning and establishment of an annual Bluegrass musical event for the City of Cayce. Through his vast musical talent and knowledge, he was able to bring the late Bill Wells into this annual event as well as award winning musical groups from throughout the United States. This gave great recognition to our City and resulted in thousands of visitors to the area. His unwavering commitment to his hometown, to its citizens, and to its guests has been commended by all and has earned him great admiration.”

Mayor Partin presented Mr. Creamer with the Ambassador Award and thanked him for everything that he does for the City. Mr. Creamer stated that he loved Cayce and its residents, Council and the Events Committee. He stated that it has been his pleasure to highlight the City of Cayce which he loves dearly. He stated that he also loved the direction in which the City was moving. Mr. Creamer thanked Mayor and Council and the community for their support.

Mayor Partin stated that Mr. Milhous could present the audit next so Mr. Creamer could have a moment to gather his thoughts before doing his presentation to Council.

C. Presentation by Mr. Robert Milhous of the City of Cayce FY16/17  
Comprehensive Annual Financial Report

Mr. Robert Milhous, the City’s auditor, presented the FY16/17 Comprehensive Annual Financial Report to Council. Mr. Milhous went over the financial statement with Council and stated it was a great audit and report. He stated that based on fiscal

management that was instilled by the City Manager and staff there was a positive fund balance in the General Fund. The Water and Sewer Utility Fund also had a positive fund balance and the City met its debt coverage ratio, therefore the City is in compliance with its bond covenants. Mayor Partin thanked staff for their careful monitoring of the City's finances and thanked Mr. Milhous for always doing a great job with the audit.

**B. Presentation by Mr. Danny Creamer re the Congaree Bluegrass Festival**

Mr. Creamer thanked Council, Ms. Vance, Ms. Corder and City staff for supporting the Events Committee and the Congaree Bluegrass Festival. He stated that the Events Committee met in October after the Congaree Bluegrass Festival and discussed the future of the festival. During the discussion, City Parks Manager Mr. James Denny stated that the demographic of the City had changed quite a bit over the past few years. Mr. Denny stated that a great deal of young people have moved to the City and it was time to look into doing a different type of music festival that would appeal to more of the City's citizens. The Events Committee agreed with Mr. Denny. Mr. Creamer stated that they were meeting the following night to discuss having a music festival featuring four different genres of music.

Mr. Creamer stated that the Caroling Along the Riverwalk event has been a huge success. The Events Committee is looking to expand the event by having more performers and possibly extending the time of the event. Mr. Creamer stated that he did not think that the Committee would use any Accommodations Tax Funds this year since it would be a challenge to have a new event in the fall of 2018. He thanked Council again for their support and stated that he would come back before Council once a decision was made regarding a new event.

**City Manager's Report**

Ms. Vance stated that staff was hoping to have the grand reopening of Phase 2 of the Riverwalk the last week in February. She stated that all work should be complete by the end of the month except for the installation of new lighting by SCE&G.

**Committee Matters**

**A. Approval to enter the following approved Committee Minutes into the City's Record**

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

Board of Zoning Appeals – July 12, 2017  
Cayce Housing Authority – August 15, 2017  
Planning Commission – October 16, 2017  
Cayce Housing Authority – October 17, 2017  
Events Committee – November 9, 2017

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

### **Council Comments**

Mayor Partin stated that the Marriott Courtyard's grand opening was that night. She stated that Cayce artist's artwork was displayed in the hotel and invited everyone to attend the grand opening.

### **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

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

### **Adjourn**

There being no further business, Council Member Almond made a motion to adjourn the meeting. Council Member Corley seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 6:42 p.m.

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Elise Partin, Mayor

ATTEST:

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Mendy C. Corder, CMC, Municipal Clerk



Mayor  
Elise Partin

Mayor Pro-Tem  
James E. Jenkins

Council Members  
Tara S. Almond  
Phil Carter  
Eva Corley

City Manager  
Rebecca Vance

Asst. to City Manager  
Rachelle Moody



**CITY OF CAYCE  
Special Council Meeting  
February 20, 2018**

A Special Council meeting was held at 4:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. City Manager Rebecca Vance and Municipal Clerk Mendy Corder were also in attendance. Mayor Partin advised that members of the press and the public were duly notified of the meeting in accordance with the FOIA and called the meeting to order.

Councilmember Jenkins gave the invocation and Mayor Partin led those in attendance in the Pledge of Allegiance.

**Executive Session**

A. Discussion of Employment for City Manager Position

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

**Reconvene**

After the Executive Session was concluded, Council Member Almond 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**

There was no action taken in follow up to Executive Session.

**Adjourn**

Council Member Jenkins 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 6:18 p.m.

\_\_\_\_\_  
Elise Partin, Mayor

ATTEST:

\_\_\_\_\_  
Mendy Corder, CMC, Municipal Clerk

Mayor  
Elise Partin

Mayor Pro-Tem  
James E. Jenkins

Council Members  
Tara S. Almond  
Phil Carter  
Eva Corley

City Manager  
Rebecca Vance

Asst. to City Manager  
Rachelle Moody



**City of Cayce  
Special Council Meeting  
February 21, 2018**

A Special Council Meeting was held this afternoon at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. City Manager Rebecca Vance, Administrative Coordinator Katinia Taylor in place of Municipal Clerk Mendy Corder, City Treasurer Garry Huddle, Assistant to the City Manager Rachelle Moody, Planning and Development Director Carroll Williamson and Director of Public Safety Byron Snellgrove were also in attendance.

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

**Call to Order**

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

**Public Comment Regarding Items on the Agenda**

Ms. Taylor stated no one had signed up for public comment.

**Presentations**

- A. Presentation by Ms. Lou Kennedy and Mr. Lee Bussell re Midlands Business Leadership Group's Regional Competitiveness Initiatives

Mr. Bussell, CEO of Chernoff Newman, stated that the MBLG (Midlands Business Leadership Group) is a coalition of more than 40 CEOs and executives from the region's largest employers who regularly convene and work on issues vital to the Midlands' success. He stated that a year ago the MBLG felt that other communities and regions in the state were moving forward at a faster rate. They felt that those communities had a better idea of what their vision was and how to get there. Therefore the MBLG initiated a competitiveness collaboration. They are leading a collaborative effort focused on enhancing regional competitiveness, prosperity and growth in the Midlands.

Ms. Kennedy stated that the MBLG formed working groups around five indicators of competitive communities, as outlined in EngenuitySC's Midlands Regional Competitiveness Report: talent, entrepreneurial & business environment, innovation, industry clusters, and livability. She stated that the working groups, comprised of community and business leaders, identified regional assets and gaps while developing prioritized short-term recommendations, as well as a 10-Year Vision for success. From

these recommendations and from additional expert input, MBLG's Executive Committee prioritized seven initiatives for action by the end of 2018:

- 1) Establish a formal collaboration with the property owners from Gervais Street to Catawba Street to address the design, funding, development and operation of a regional waterfront amenity along the Congaree River. This would accelerate the development of Columbia as a cool region that attracts and retains top talent, produces vibrant job offerings, and provides necessary resources to improve livability for all people.
- 2) Design and implement a solution for regional branding that includes funding, ownership, coordination, collaboration and regional buy-in.
- 3) Evaluate and accelerate the mission, structure, role and funding model for economic development in Lexington and Richland Counties.
- 4) Convene a new "Coordinating Council" for regional collaboration (to include MBLG, Chambers, regional economic development, downtown development, etc) that will lead the charge to integrate more diverse, young people into positions of leadership.
- 5) Support local Chambers' efforts to ensure greater collaboration between public entities and the business community.
- 6) Support the creation of a one-stop shop for resources available to entrepreneurs.
- 7) Identify an appropriate entity to take ownership of and design a plan for pedestrian connections along Assembly Street, including streetscaping and identified funding sources.

Ms. Kennedy stated that since the initiatives have been narrowed and shared widely with elected officials, key stakeholders and working group participants, MBLG is moving forward with their execution strategy, forming new committees around each of the seven priorities. These committees will be much smaller than the initial working groups, and they will be populated with experts from the region and the working groups. Likewise, the support of elected officials and participation by government representatives, as requested, will be crucial to the success of these impactful initiatives. Mayor Partin thanked them for their hard work and dedication to the improvement of the region.

## **Other**

- A. Discussion and Approval of Bid Award for General Contracting Services for the City's Sewer Line Rehab Project

Ms. Moody stated that Council's approval was needed to accept the low bid for general contracting services for the City of Cayce Sewer Line Rehab Project, and to spend up to \$150,000 from the Utility Fund for the repairs. She stated that the City of Cayce received a Community Development Block Grant (CDBG) award in 2016 of \$270,331 to perform sewer line rehab of approximately 1,225 linear feet of substandard

concrete sewer lines. This is a reimbursable grant, where the City outlays all funds initially and is reimbursed by CDBG for approved expenses. She stated that grant funds will be used for construction costs, permit fees, environmental review fees and Davis Bacon monitoring fees.

Ms. Moody stated that the City has a required 10% grant match, which will be covered through City of Cayce Utility Fund (City Engineer salary for project design and monitoring). The project area includes a portion of State Street, Holland Avenue, and Railroad Street. Rehabilitation will consist of installation of new cured-in-place liners for sewer lines. She stated that all work will be performed in the right of way and will not cause ground disturbance. The required environmental review has been performed and the project has been approved by HUD for construction.

Ms. Moody stated that a request for proposals was placed in SCBO on December 11, 2017 and three firms responded. Prism Contractors was the lowest responsive responsible bidder with a bid of \$129,433. Prism Contractors has been vetted by the City Engineer and City Attorney and are recommended for award.

Council Member Almond stated that the low bidder was significantly lower than the other bids. She asked if they were qualified to handle the project. Ms. Moody stated that the highest bidder planned to use sub-contractors therefore the cost was much higher. The lowest bidder's references all gave rave reviews on their work. Prism Contractors only work on small projects, which is unusual and helps them keep their costs down.

Council Member Carter made a motion to award the bid of \$129,433 to Prism Contractors. Mayor Partin noted that staff's recommendation was for Council to accept the bid from Prism Contractors, authorize the City Manager to execute the contract for general contracting services for the City of Cayce Sewer Line Rehab Project, and to spend up to \$150,000 from the Utility Fund for the repairs. Council Member Carter amended his motion to reflect staff's recommendation. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

**B. Discussion and Approval to Proceed with SC Public and Employee Benefit Authority Health Insurance**

Ms. Vance stated that the City's health insurance costs increase annually. The City has what insurance companies refer to as a "sick pool". This means that the City pays less for health insurance than what the insurance company has to pay for staff's medical needs. Staff is currently looking at PEBA, which is the insurance that State agencies have. The City's current insurance provider's cost for family coverage is so high that only a few employees have it. PEBA's rates are based on 50% of the City's experience and the other 50% is based on the pool's experience.

Ms. Vance stated that the City has applied to join PEBA in the past and was turned down. She stated that with PEBA the employees are required to pay a portion of the cost of their health care premium. She stated that the City could decide to pay a portion of the cost for the employees and that some cities pay the entire cost for their staff. She stated that the approximate cost to the employee would be \$97 a month. PEBA's health insurance includes a basic vision and dental plan, a basic life insurance policy and a basic long term disability plan. The PEBA plan does require the City to pay for family, children or spouse coverage. Currently the City's family coverage costs \$1,300 a month and the City does not pay any of those costs. Ms. Vance stated that the high cost of family insurance affects the City's ability to recruit and retain staff members. The City's current plan's deductible is \$3,000, which also affects recruiting and retaining staff. PEBA's deductible is \$440.

Ms. Vance stated that PEBA's plan requires members to offer health insurance to any person that is eligible for state retirement. The City does not have to pay for it but this allows someone who is retired to be able to obtain health insurance. The City would invoice the retiree and they would pay the City for the cost of the insurance.

Ms. Vance stated that she and Human Resources staff met with all the employees and surveyed them to see who would be interested in getting family coverage. She stated that even with the additional employees who would want family coverage the City would save \$46,000 a month. If the City paid the employee's portion there would still be a savings of \$17,000 a month.

Ms. Vance stated that part of the application process requires that council vote on entering the PEBA plan. Council Member Almond made a motion to move forward with the application. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

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

Ms. Vance stated that Phase 2 of the Riverwalk grand reopening was the following day. The ground breaking for Steel Hands Brewery is March 7 at 10:30am. Construction has begun on the apartments at the Brickworks property. She stated that some sewer line improvements may have to be done so she possibly will have to come back to Council regarding partnership opportunities with that.

Ms. Vance stated that ExperienceColumbia and the City of Columbia are in the process of getting new wayfinding signage. She contacted the well-known consultant they are using and he agreed to put together a proposal for the City as well. This may provide a cost savings for the City and will be a great collaboration with the other two entities.

Ms. Vance stated that the City helped the City of Columbia during the 2015 flood by temporarily setting up a connection with Columbia to provide water to their downtown

customers. City of Columbia has contacted City staff about making the connection permanent. This would benefit both cities in the case of an emergency.

**Council Comments**

There were no Council comments.

**Executive Session**

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege
- B. Discussion of upcoming personnel vacancy in the Administration Department

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

**Adjourn**

Council Member Almond made a motion to adjourn the meeting. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 5:41 p.m.

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Elise Partin, Mayor

ATTEST:

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Katinia Taylor, Administrative Coordinator



Mayor  
Elise Partin

Mayor Pro-Tem  
James E. Jenkins

Council Members  
Tara S. Almond  
Phil Carter  
Eva Corley

City Manager  
Rebecca Vance

Asst. to City Manager  
Rachelle Moody



**CITY OF CAYCE  
Special Council Meeting  
February 23, 2018**

A Special Council meeting was held at 4:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. City Manager Rebecca Vance and Municipal Clerk Mendy Corder were also in attendance. Mayor Partin advised that members of the press and the public were duly notified of the meeting in accordance with the FOIA and called the meeting to order.

Council Member Almond gave the invocation and Mayor Partin led those in attendance in the Pledge of Allegiance.

**Executive Session**

A. Discussion of Employment for City Manager Position

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

**Reconvene**

After the Executive Session was concluded, Council Member Almond 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**

There was no action taken in follow up to Executive Session.

**Adjourn**

Council Member Corley made a motion to adjourn the meeting. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

There being no further business, the meeting adjourned at 7:16 p.m.

\_\_\_\_\_  
Elise Partin, Mayor

ATTEST:

\_\_\_\_\_  
Mendy Corder, CMC, Municipal Clerk

Mayor  
Elise Partin

Mayor Pro-Tem  
James E. Jenkins

Council Members  
Tara S. Almond  
Phil Carter  
Eva Corley

City Manager  
Rebecca Vance

Asst. to City Manager  
Rachelle Moody



**CITY OF CAYCE  
Special Council Meeting  
February 27, 2018**

A Special Council meeting was held at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. City Manager Rebecca Vance and Municipal Clerk Mendy Corder were also in attendance. Mayor Partin advised that members of the press and the public were duly notified of the meeting in accordance with the FOIA and called the meeting to order.

Council Member Carter gave the invocation and Mayor Partin led those in attendance in the Pledge of Allegiance.

**Executive Session**

A. Discussion of Employment for City Manager Position

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

**Reconvene**

After the Executive Session was concluded, Council Member Almond 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**

There was no action taken in follow up to Executive Session.

**Adjourn**

Council Member Corley made a motion to adjourn the meeting. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

There being no further business, the meeting adjourned at 7:16 p.m.

\_\_\_\_\_  
Elise Partin, Mayor

ATTEST:

\_\_\_\_\_  
Mendy Corder, CMC, Municipal Clerk

Mayor  
Elise Partin

Mayor Pro-Tem  
James E. Jenkins

Council Members  
Tara S. Almond  
Phil Carter  
Eva Corley

City Manager  
Rebecca Vance

Asst. to City Manager  
Rachelle Moody



**CITY OF CAYCE  
Special Council Meeting  
March 1, 2018**

A Special Council meeting was held at 1:45 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. City Manager Rebecca Vance and Municipal Clerk Mendy Corder were also in attendance. Mayor Partin advised that members of the press and the public were duly notified of the meeting in accordance with the FOIA and called the meeting to order.

Council Member Carter gave the invocation and Mayor Partin led those in attendance in the Pledge of Allegiance.

**Executive Session**

A. Discussion of Employment for City Manager Position

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

**Reconvene**

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

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

Council Member Almond made a motion to authorize Mayor Partin to negotiate a contract for the City Manager's position as discussed in Executive Session. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

**Adjourn**

Council Member Almond made a motion to adjourn the meeting. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

There being no further business, the meeting adjourned at 2:09 p.m.

\_\_\_\_\_  
Elise Partin, Mayor

ATTEST:

\_\_\_\_\_  
Mendy Corder, CMC, Municipal Clerk

West Metro

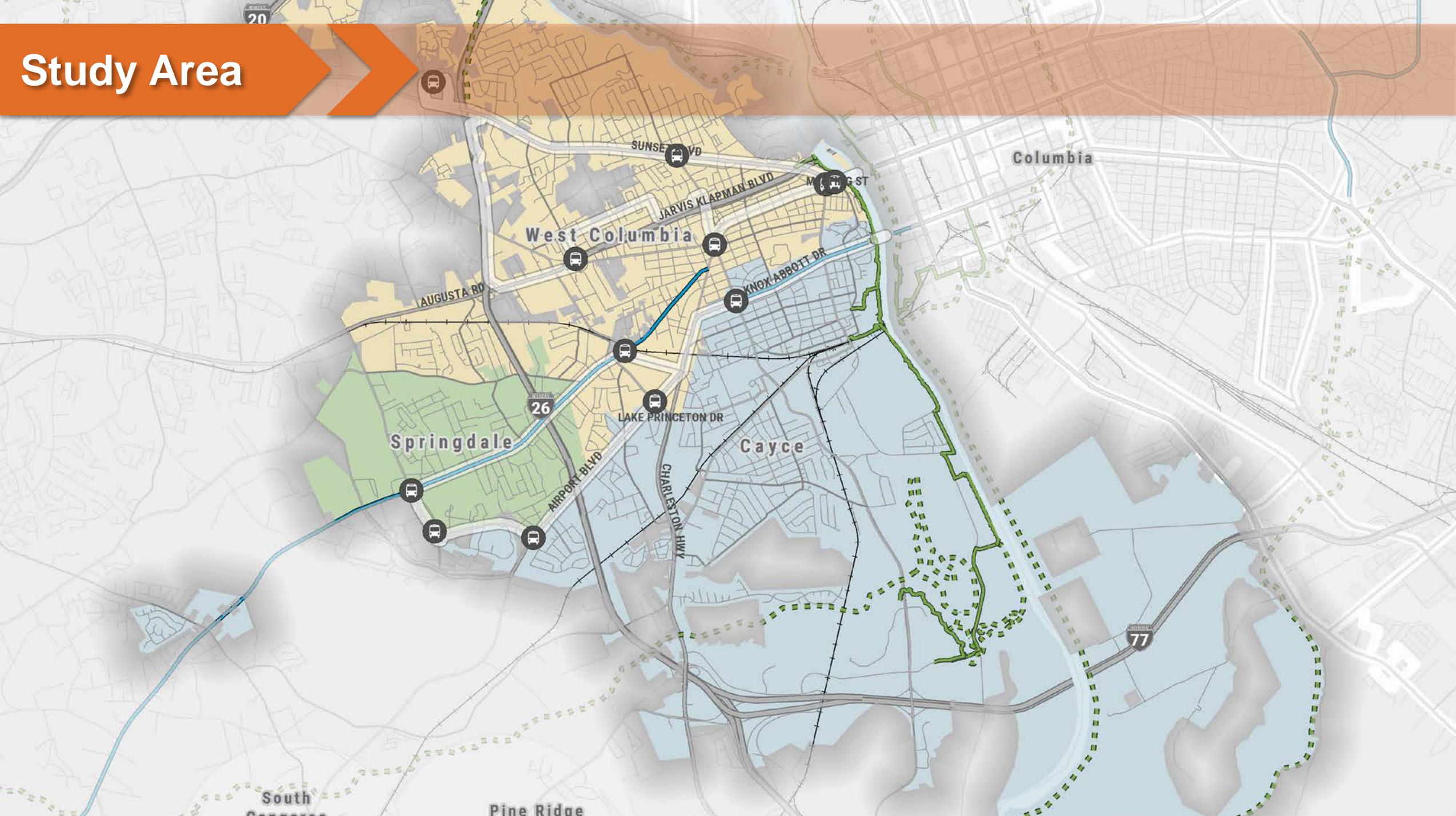
# Bike and Pedestrian Master Plan

Cayce City Council ~ March 6, 2018

ITEM III. A.



# Study Area



# Goals of the Plan

<b>CONNECTIVITY</b>	Complete a connected and accessible network of low-stress bike and pedestrian facilities
<b>SAFETY</b>	Improve safety for all modes of transportation
<b>INCREASE USERS</b>	Provide a comfortable network that encourages biking and walking by users of all ages and abilities
<b>COMMUNITY-WIDE ACCESS</b>	Provide equitable access to bike and pedestrian facilities and cultivate an environment of respect for all modes of transportation

# Planning Process

**1** Existing Conditions

**2** Network Development

**3** Recommendations

**4** Implementation

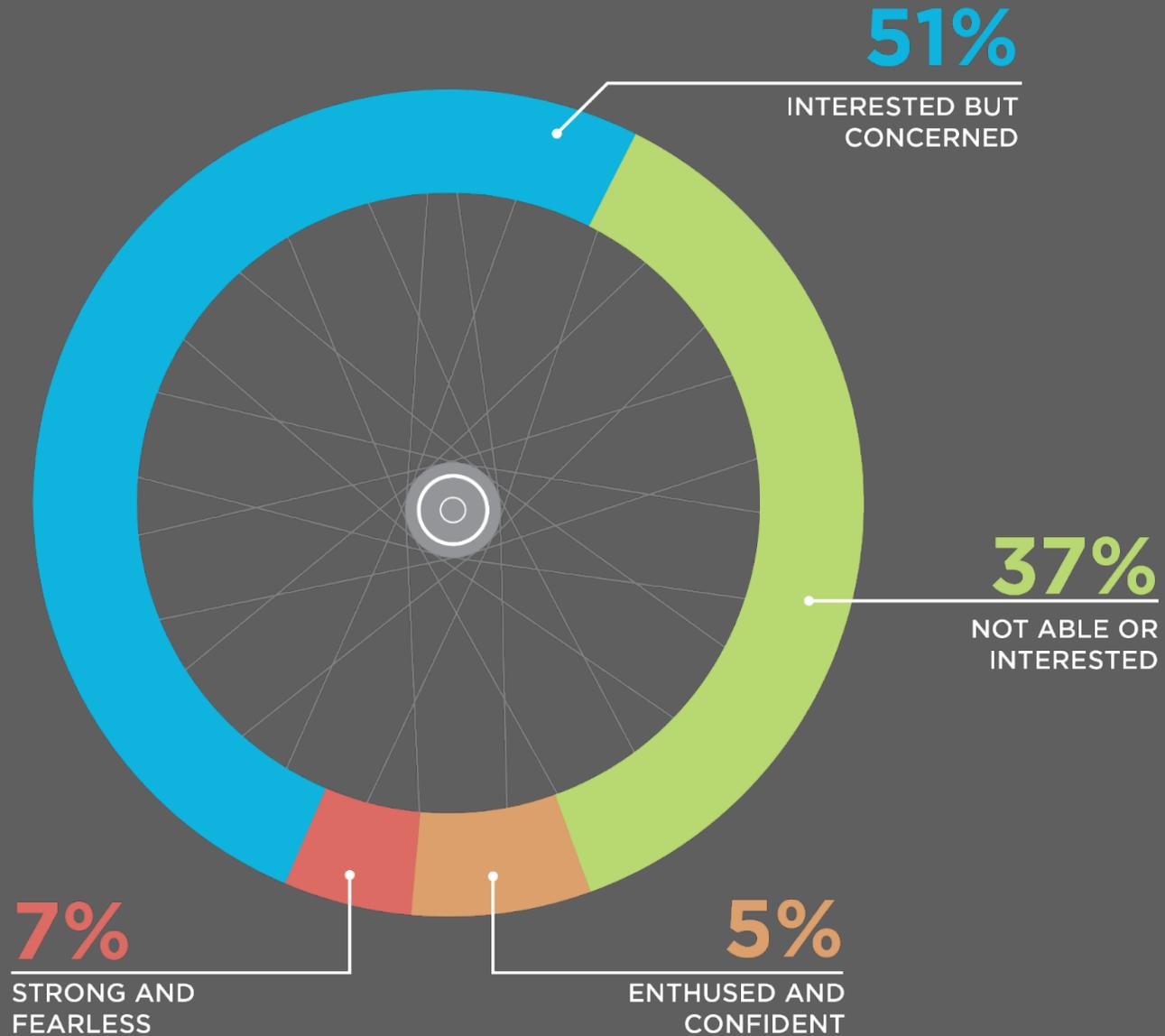
**Continuous  
Public  
Participation**

# Public Participation

- Steering Committee
- Pop-up Events
- Stakeholder Interviews
- Council Outreach
- Open House Meetings
- WikiMap



# User Types



# Network Development



Low Stress



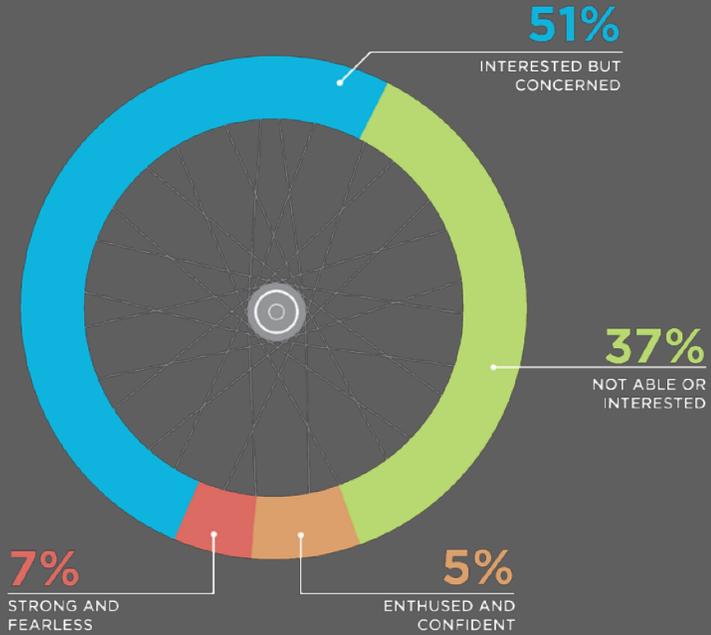
High Stress



# Network Development



Low Stress



High Stress



Most ages and abilities

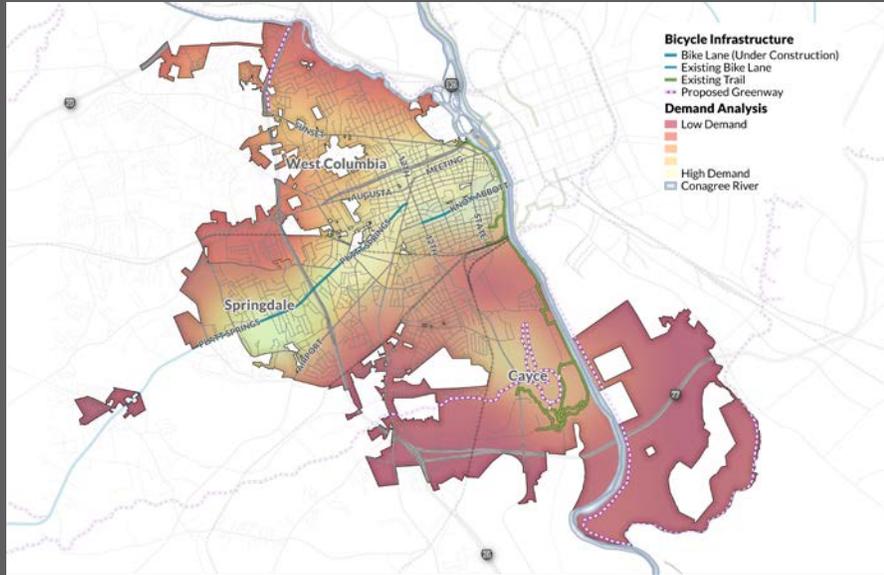
Interested but concerned

Enthused and confident

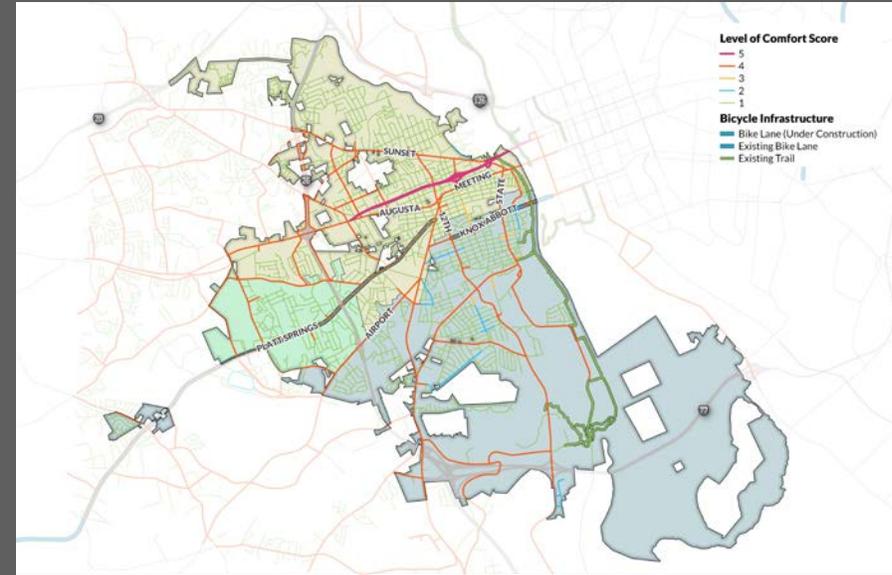
Strong and fearless

# Identifying the Network

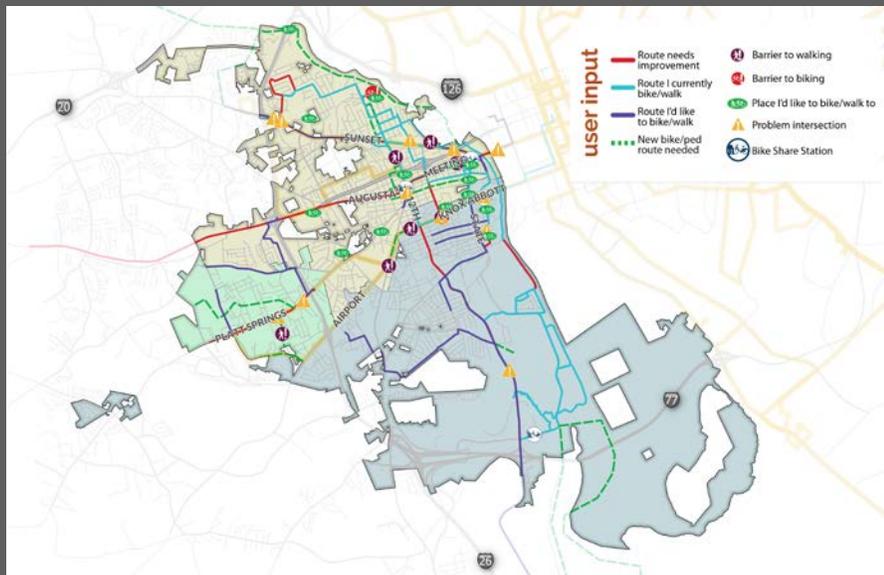
Demand Analysis



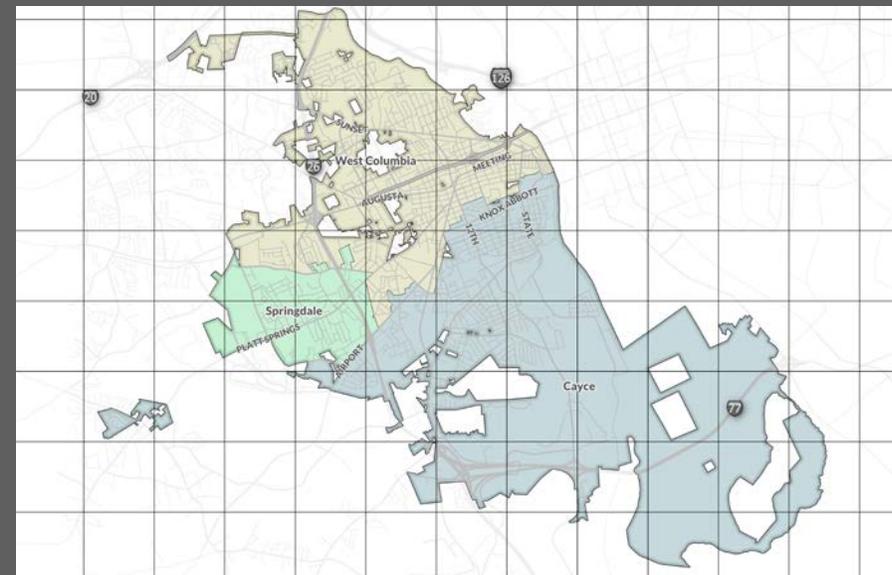
Level of Comfort



WikiMap Results

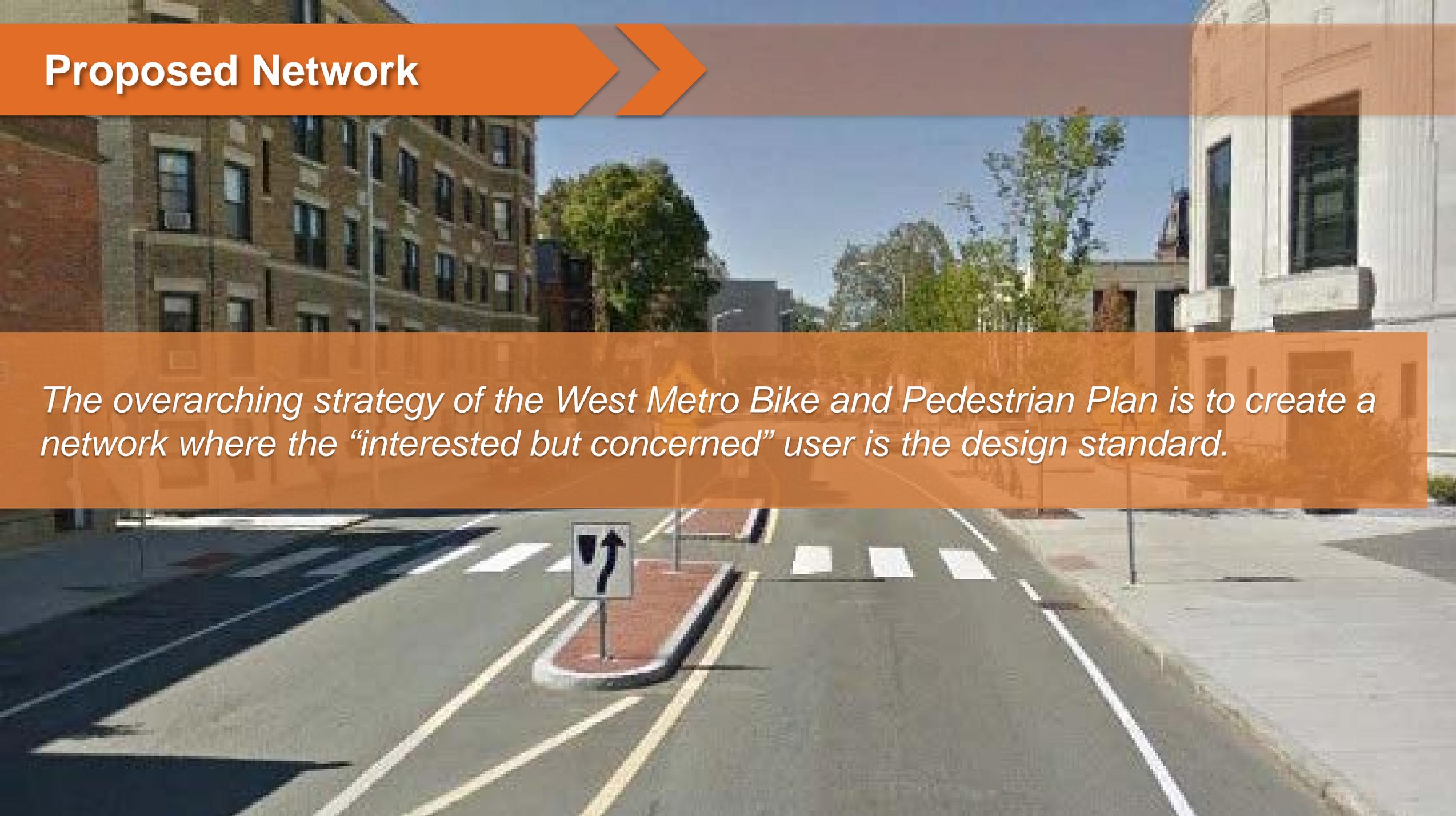


Access Grid



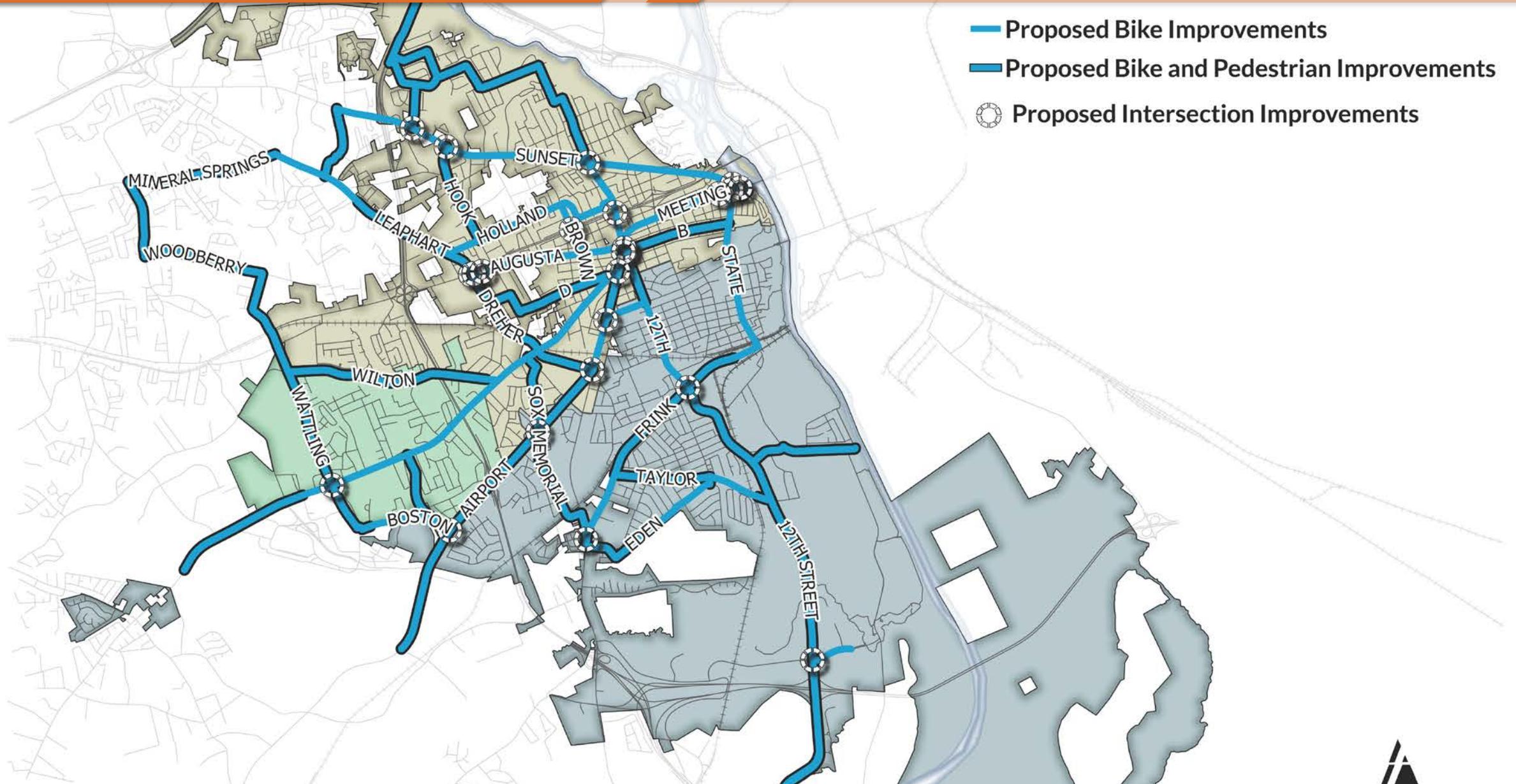
# Proposed Network

*The overarching strategy of the West Metro Bike and Pedestrian Plan is to create a network where the “interested but concerned” user is the design standard.*



# Proposed Network

Figure 3.1-1 Proposed Network



# Facility Toolboxes

- Design Guidance and Best Practices
- Bicycle Toolbox
- Pedestrian Toolbox
- Intersection Improvements

## Separated Bike Lanes

Separated bike lanes are bicycle facilities that are physically separated from both the street and sidewalk. A key reason for providing separated bike lanes at intersections is to reduce the number of conflict points between bicyclists and motorists at intersections. On roadways with traditional bike lanes or shared lanes, bicyclists often must merge with motor vehicles that are traveling at a greater speed. These maneuvers are uncomfortable for most bicyclists due to their vulnerability in traffic.

In contrast, separated bike lanes at intersections reduce bicyclists' exposure by reducing multiple merging and crossing movements to a single predictable crossing point. Vertical separation can provide physical separation from motor vehicles using curbs, planters, or on-street parking. The separation increases the comfort, thereby reducing the traffic stress. Separated bike lanes can be one-directional on each side of the street, or bi-directional on one side of the street.

Designs of protected bike lanes will generally fall into the following two categories:

**Flexible Post Protected:** This bike lane is street level, and provides physical separation from vehicular travel lanes with vertical flexible delineators. This may be considered an interim treatment, as it is significantly cheaper, and easier to implement than a curb-protected bike lane. This design can lead to an increase in roadway debris within the protected bike lane as debris from the roadway can easily

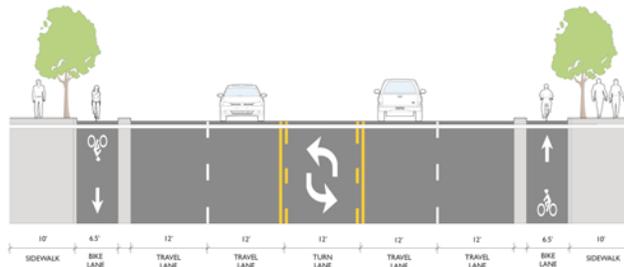


Separated bike lane intersection improvements

deposit within the buffer and bike lane area. The flexible delineators may require repair or replacement if struck by vehicles. On streets with parking, parking will be located between the bike lane and travel lane increasing the level of protection and comfort.

**Curb Protected:** This bike lane may be street level or sidewalk level. It provides physical separation from parallel vehicle travel lanes with vertical curbing. If the bike lane is street level, the barrier will form narrow medians between the vehicle travel lanes and the bike lane. The curbing can reduce the spread of debris from the roadway and offers more protection than flexible delineators. On streets with parking, parking will be located between the bike lane and travel lane.

Appropriate Context: Collector streets, arterials  
Comfort Level: LOC 2



SEPARATED BIKE LANE  
3+ TRAVEL LANES

Example cross section for separated bike lanes

## Wayfinding

Wayfinding throughout the active transportation network can improve the viability of the network by guiding bicyclists and pedestrians to their desired destinations. Through directional or destination-based signing and marking, the West Metro area can clarify network junctions or connections that are not obvious, particularly to new riders or those unfamiliar with an area.

Wayfinding signage should have a consistent theme throughout the system, but individual municipalities can nuance the theme to fit local context and desires. This will require coordination among Cayce, West Columbia, and Springdale.



Wayfinding signage to existing trails or major destinations

## Transit

Transit stops were used as a factor in the Demand Analysis, and they ultimately influenced the route choices of the proposed network. This was done to encourage truly multimodal transportation throughout the West Metro area. Seamless connections between walking, biking, and transit effectively extends the coverage of transit and allows more mobility options for existing users. Creating these "first- and last-mile connections" will also help to increase transit ridership throughout the West Metro area.

As a design consideration, it is important that transit stops interface conveniently and safely with the transportation infrastructure. At transit stops along protected bicycle lanes, special consideration should be given to manage bicyclist, pedestrian and transit operator interactions. The bike lane should be located behind the transit stop, and a 6-foot minimum width median should be provided for pedestrians to access the transit vehicle.

Wayfinding should also include clear information about how the active transportation network interacts with transit routes. Public signage, including maps and route times, should be included at bus stops.



Innovative bike facilities integrated with transit stops

# Implementation

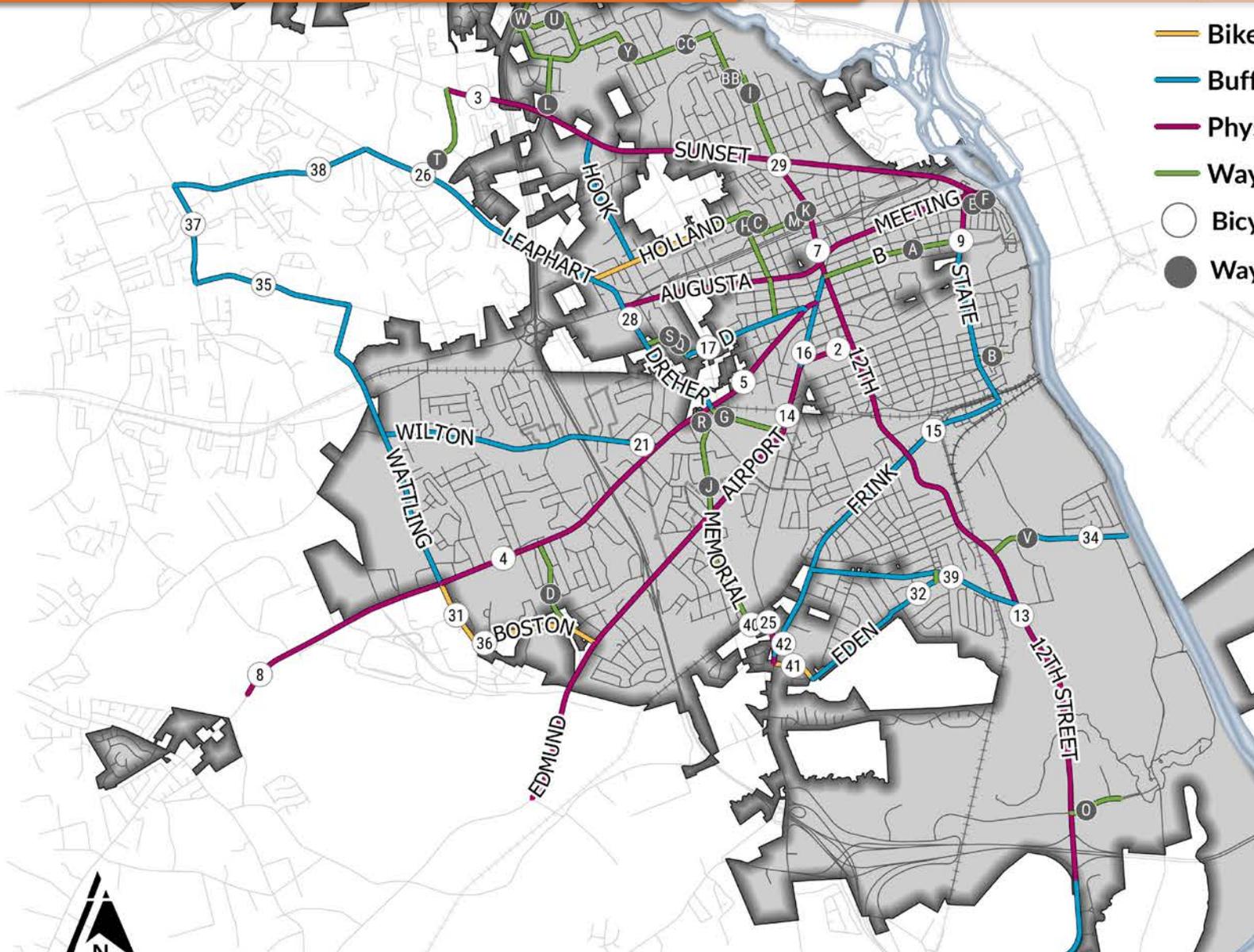


- Bicycle Improvements
- Pedestrian Improvements
- Intersection Improvements
- Wayfinding/Signage/Calming

# Bicycle Improvements

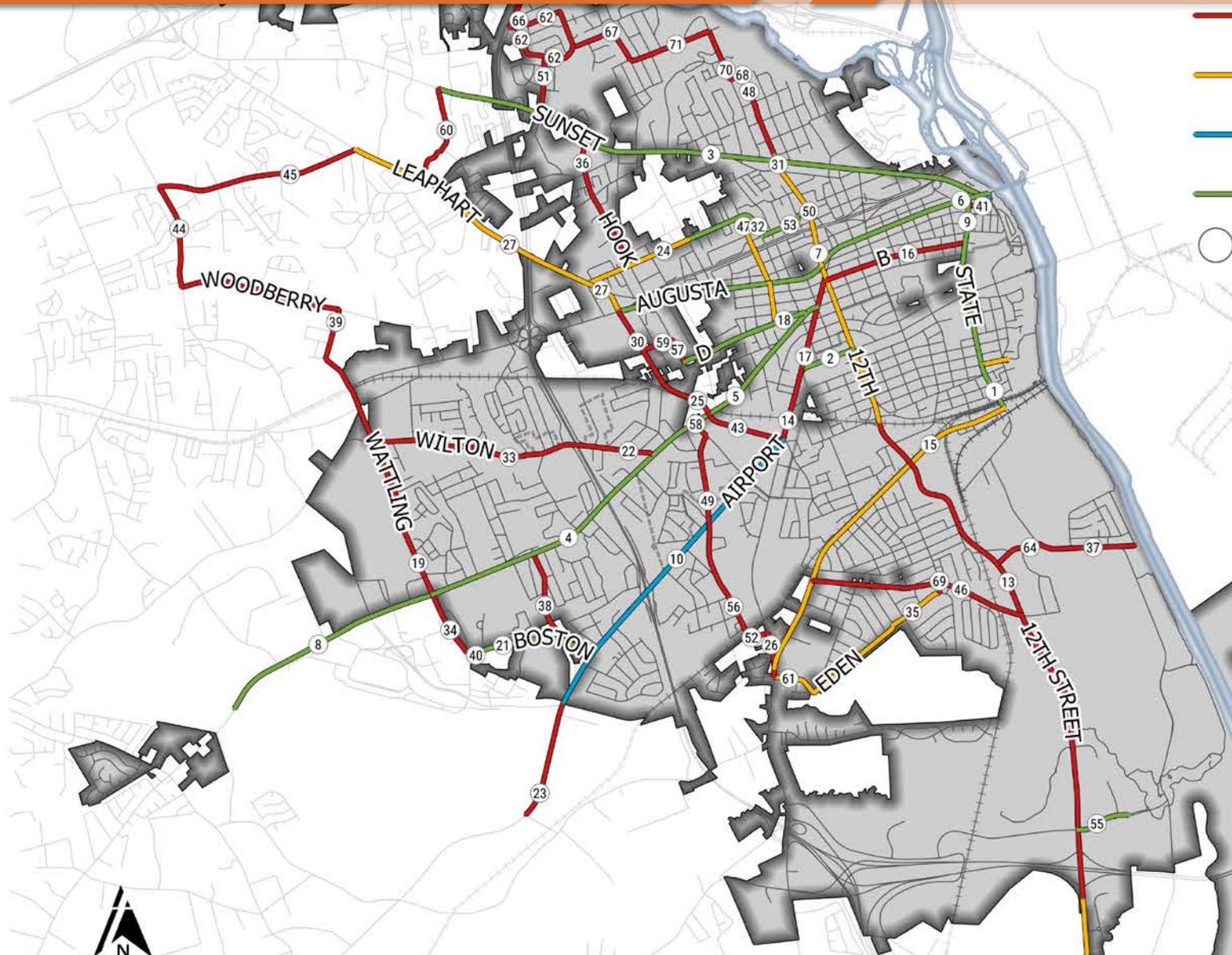
## Proposed Bicycle Infrastructure Improvements

- Bike lanes
- Buffered bike lane
- Physically separated facility
- Wayfinding signage and applicable traffic calming
- Bicycle Project ID (corresponding table included in Appendix D)
- Wayfinding Project ID (corresponding table included in Appendix D)



FACILITY TYPE	NO. of PROJECTS	MILES
Bike Lanes	4	2.3
Buffered Bike Lanes	23	23.1
Physically Separated Facility	15	21.5
<b>TOTAL</b>	<b>42</b>	<b>46.9</b>

# Pedestrian Projects



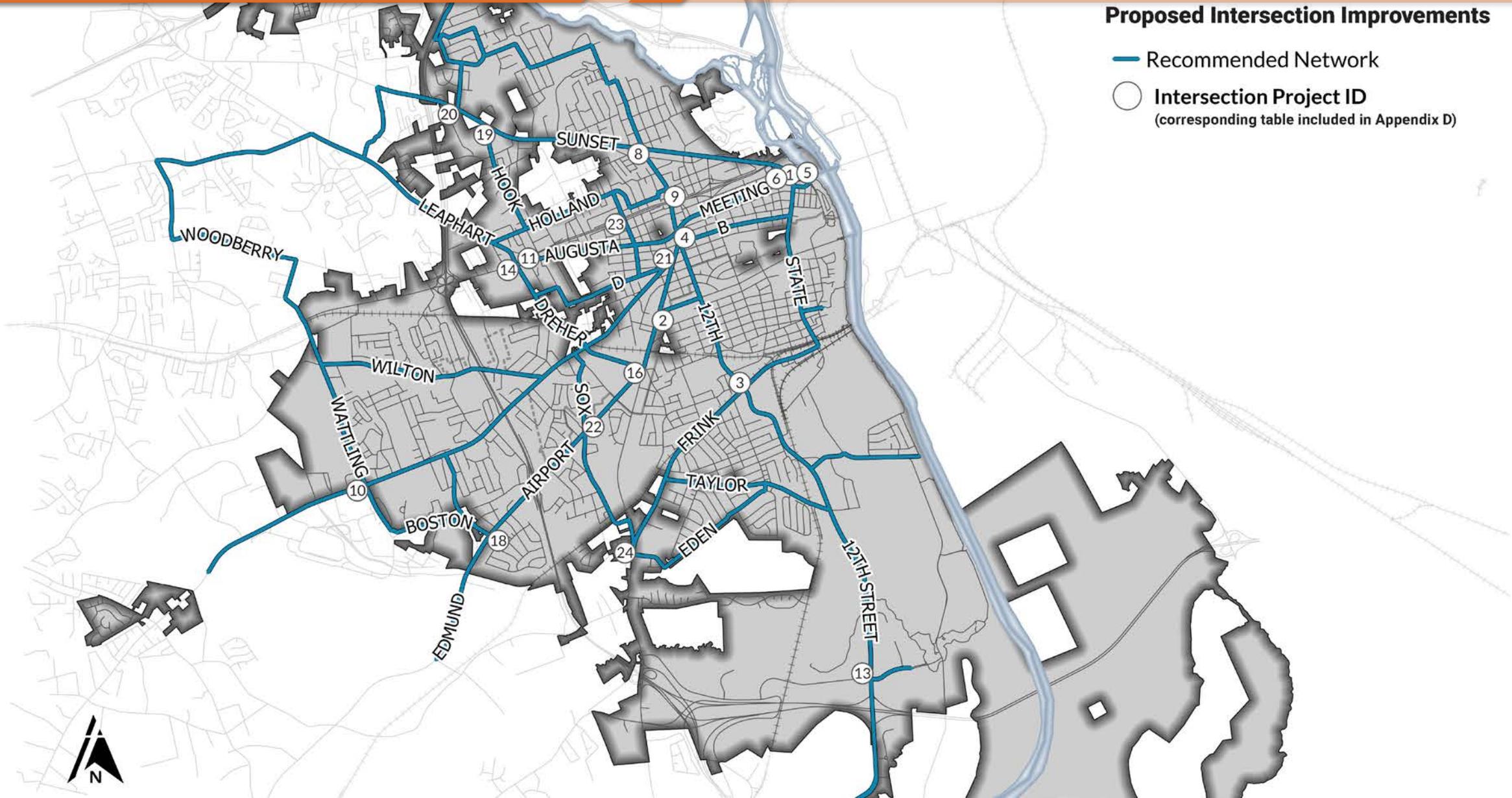
## Proposed Pedestrian Infrastructure Improvements

- Add sidewalks, intersection improvements
- Eliminate sidewalk gaps, intersection improvements
- Improve/widen sidewalks, intersection improvements
- Intersection improvements
- Pedestrian Project ID (corresponding table included in Appendix D)

FACILITY TYPE	NO. of PROJECTS	MILES
Add Sidewalks, Improve Intersections	42	54.8
Eliminate Sidewalk Gaps, Improve Intersections	10	25.8
Improve/widen Sidewalks, Improve Intersections	2	4.8
Improve Intersections	17	16.3
<b>TOTAL</b>	<b>71</b>	<b>101.7</b>

# Intersection Projects

Figure 4.2-3 Intersection Improvement Projects



# Implementation

## COMBINED TOTALS BY PROJECT TYPE

PROJECT TYPE	TOTAL COST	
	LOW	HIGH
BIKE PROJECTS	\$17,953,000	\$144,977,000
PEDESTRIAN PROJECTS	\$47,856,000	\$65,655,000
INTERSECTION PROJECTS	\$1,519,000	\$1,519,000
WAYFINDING/SIGNAGE/CALMING	\$1,907,000	\$3,178,000
<b>TOTAL</b>	<b>\$69,235,000</b>	<b>\$215,328,000</b>

NO. of PROJECTS	MILES
42	46.9
71	101.7
24	-
29	12
<b>166</b>	<b>160.6</b>

# Implementation

## COMBINED TOTALS BY PHASE

PHASE	TOTAL COST	
	LOW	HIGH
2-5 YEARS	\$7,457,000	\$36,040,000
5-10 YEARS	\$20,695,000	\$65,144,000
10+ YEARS	\$39,176,000	\$110,966,000
WAYFINDING/SIGNAGE/CALMING	\$1,907,000	\$3,178,000
<b>TOTAL</b>	<b>\$69,235,000</b>	<b>\$215,328,000</b>

NO. of PROJECTS	MILES
22	19.8
35	43.0
80	85.8
29	12
<b>166</b>	<b>160.6</b>

# Cayce Priority Projects

Table 4.5-1 City of Cayce Short-Term Projects

Local Priority	Location	Recommendation	Low Cost	High Cost
<b>Bicycle Projects</b>			<b>\$466,000</b>	<b>\$4,405,000</b>
1	State Street	Buffered Bike Lane	\$229,000	\$3,065,000
2	Knox Abbott Drive	Physically Separated Facility	\$237,000	\$1,340,000
<b>Pedestrian Projects</b>			<b>\$236,000</b>	<b>\$470,000</b>
1	State Street	Incidental Intersection Improvements along Pedestrian Route	\$172,000	\$343,000
2	Knox Abbott Drive	Incidental Intersection Improvements along Pedestrian Route	\$64,000	\$127,000
<b>Intersection Projects</b>			<b>\$26,000</b>	<b>\$26,000</b>
1	12th Street at Frink Street	High visibility crosswalks, curb ramps	\$26,000	\$26,000
<b>SHORT-TERM TOTAL</b>			<b>\$728,000</b>	<b>\$4,901,000</b>

# Early Action Projects

- 12th Street @ Frink Street – enhanced crosswalks
- Naples Avenue – wayfinding to Cayce Riverwalk
- Julius Felder Street – traffic calming
- Fort Congaree Trail – wayfinding to Cayce Riverwalk
- State Street @ Poplar Street – safety improvements
- Knox Abbott Drive @ 12th Street – enhanced crosswalks

## CAYCE – EARLY ACTION PROJECT Naples Avenue Wayfinding



### RECOMMENDED IMPROVEMENTS:

- Install wayfinding directional signage on State Street pointing pedestrians and bicyclists to the Cayce Riverwalk via Naples Avenue.
- Install wayfinding route signage along Naples Avenue at intersections and midblocks.

### KEY CONSIDERATIONS:

- Naples Avenue is a low volume neighborhood street that provides a low stress connection to the Cayce Riverwalk and Three Rivers Greenway.

### OPINION OF PROBABLE COST:

ITEM	UNITS	NO. UNITS	UNIT COST	TOTAL
Directional Sign	Each	2	\$500	\$1,000
Route Sign	Each	4	\$500	\$2,000
			<b>TOTAL</b>	<b>\$3,000</b>

*Recommendations and opinion of probable cost are conceptual in nature, based on limited field review. No survey, design, or subsurface investigations were performed.*

Questions?



Mayor Elise Partin	Mayor Pro-Tem James E. Jenkins	Council Members Tara S. Almond Phil Carter Eva Corley	City Manager Rebecca Vance	Asst. to City Manager Rachelle Moody
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## PROCLAMATION

**WHEREAS**, on March 22, 1972, Richard Nixon signed into law a measure that amended the Older Americans Act of 1965 and established a national nutrition program for seniors 60 years and older; and

**WHEREAS**, Meals on Wheels America established the March for Meals campaign in March 2002 to recognize the historic month, the importance of the Older Americans Act Nutrition programs, both congregate and home-delivered, and raise awareness about the escalating problem of senior hunger in America; and

**WHEREAS**, the 2018 observance of March for Meals celebrates 16 years of providing an opportunity to support Meals on Wheels programs that deliver vital and critical services by donating, volunteering and raising awareness about senior hunger and isolation; and

**WHEREAS**, Meals on Wheels programs – both congregate and home-delivered, in Lexington County have served our communities admirably for more than 38 years; and

**WHEREAS**, volunteers for Meals on Wheels programs in Lexington County are the backbone of the program and they not only deliver nutritious meals to seniors and individuals with disabilities who are at significant risk of hunger and isolation, but also caring concern and attention to their welfare; and

**WHEREAS**, Meals on Wheels programs in Lexington County provide nutritious meals to seniors throughout the county that help them maintain their health and independence, thereby preventing unnecessary falls, hospitalizations and/or premature institutionalization; and

**WHEREAS**, Meals on Wheels programs in Lexington County provide a powerful socialization opportunity for millions of seniors to help combat loneliness and isolation; and

**WHEREAS**, Meals on Wheels programs in Lexington County deserve recognition for the contributions they have made and will continue to make to local communities, our State and our Nation; and

**NOW THEREFORE**, I, Elise Partin, Mayor of Cayce, South Carolina, do proclaim March 2018 as the 16<sup>th</sup> Annual March for Meals Month and urge every citizen to take this month to honor our Meals on Wheels programs, the seniors they serve and the volunteers who care for them. Our recognition of, and involvement in, the national 2018 March for Meals can enrich our entire community and help combat senior hunger and isolation in America.

Dated this 6<sup>th</sup> day of March 2018

\_\_\_\_\_  
Elise Partin, Mayor

ATTEST:

\_\_\_\_\_  
Mendy C. Corder, CMC, Municipal Clerk

<b>STATE OF SOUTH CAROLINA</b>	)	<b>RESOLUTION</b>
	)	<b>Approving Law Enforcement</b>
<b>COUNTY OF LEXINGTON</b>	)	<b>Assistance and Support Agreement</b>
	)	<b>with Richland-Lexington Airport</b>
<b>CITY OF CAYCE</b>	)	<b>District</b>

**WHEREAS**, the need for law enforcement agencies to enter into contracts with other law enforcement agencies for mutual aid and support is recognized in Chapter 20 (“Law Enforcement Assistance and Support Act”) of Title 23 (“Law Enforcement and Public Safety”) of the South Carolina Code of Laws; and

**WHEREAS**, S.C. Code section 23-20-40(B), which is a part of Chapter 20 of Title 23 of the State Code, provides that an agreement entered into pursuant to that chapter on behalf of a law enforcement agency must be approved by the appropriate governing body of the concerned county, municipality or other political subdivision; and

**WHEREAS**, the Council wishes to clarify and confirm the process by which it approves such mutual aid agreements as are entered into between the law enforcement agency of the City of Cayce and the law enforcement agencies of other political subdivisions of the State,

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the City of Cayce, in Council duly assembled, as follows:

The City Council hereby ratifies or approves the City of Cayce and its Department of Public Safety entering into a Law Enforcement Assistance and Support Agreement for law enforcement services, as attached, with the Richland-Lexington Airport District. The City Manager and the Director of the Department of Public Safety are authorized to sign the Agreement on behalf of the City.

**ADOPTED** this \_\_\_\_\_ day of March 2018.

\_\_\_\_\_  
Elise Partin, Mayor

**ATTEST:**

\_\_\_\_\_  
Mendy Corder, CMC, Municipal Clerk

Approved as to form: \_\_\_\_\_  
Danny C. Crowe, City Attorney



However, local ordinances adopted by a responding party's jurisdiction shall not be deemed extended into areas of operation that are located outside the geopolitical territorial limits of that party.

## 2. REQUEST FOR ASSISTANCE

The responding law enforcement officers may be requested in response to any public safety function across jurisdictional lines, such as multijurisdictional task forces, criminal investigations, patrol services, crowd control, traffic control and safety, and other emergency service situations. Assistance provided in this Agreement includes, but is not limited to:

- A. Emergency Situations;
- B. Civil Disorders;
- C. Natural or Manmade Disasters;
- D. Mass Processing of Arrests;
- E. Transporting of Prisoners;
- F. Operating Temporary Detention Facilities & Housing Inmates;
- G. Arrests;
- H. Pursuits of Criminal Suspects;
- I. Location of Missing Persons;
- J. Traffic Control and Safety;
- K. Criminal Investigations; or
- L. Any Other Matter Handled by Law Enforcement for that Particular Jurisdiction.

## 3. PRIMARY RESPONSIBILITY

It is agreed and understood that the primary responsibility of the parties to this Agreement is to provide law enforcement services within the geographical boundaries of their respective jurisdictions. Therefore, it is agreed that the law enforcement agency whose assistance is requested shall be the sole judge as to whether or not it can respond and to what extent it can comply with the request for assistance from the other agency.

## 4. PROCEDURE FOR REQUESTING LAW ENFORCEMENT ASSISTANCE

- A. **Request.** A request for assistance shall only be made by the **Chief of RICHLAND-LEXINGTON AIRPORT DISTRICT**, or his/her designee, or the **Chief of CAYCE DEPARTMENT OF PUBLIC SAFETY**, or his/her designee. This request shall include a description of the situation creating the need for assistance, the specific aid needed, the approximate number of law enforcement officers requested, the location to which law enforcement personnel are to be dispatched, and the officer in charge of such location.
- B. **Reply.** A reply to any request for assistance shall only be made by the **Chief of RICHLAND-LEXINGTON AIRPORT DISTRICT**, or his/her designee, or the **Chief of CAYCE DEPARTMENT OF PUBLIC SAFETY**, or his/her designee.

If the request is granted, the requesting law enforcement agency shall be immediately informed of the number of law enforcement officers to respond.

- C. Officer in Charge. The responding law enforcement officers shall report to the officer in charge of the requesting law enforcement agency at the designated location and shall be subject to the lawful orders and commands of that officer. The responding law enforcement officer shall exert their best efforts to cooperate with, and aid, the requesting law enforcement agency. The responding law enforcement officers shall be responsible at all times for acting within the policies and procedures set forth in the policy and procedure manual of the law enforcement agency by which they are regularly employed.
- D. Release. The responding law enforcement officers shall be released by the officer in charge when their services are no longer required or when they are needed to respond to a situation within the geographic boundaries of their own jurisdiction; provided however, the responding law enforcement officers shall use their best efforts to complete the requested service prior to being released.

#### 5. PERSONNEL, COSTS AND RECORDS

Except as otherwise agreed among the parties, each party shall maintain control over its personnel. Except as otherwise provided herein, each party shall bear its own costs incurred in the performance of its obligations hereunder, and shall keep its own personnel and other usual records as to its assigned officers.

Any and all records of law enforcement activities conducted pursuant to this Agreement shall be the property of and maintained by the agency conducting the activity, including any incident reports, citations, photographs, or other images captured on any photographic or digital media. Nothing contained herein prohibits or precludes any participating agency from making or maintaining a copy of any such records referenced above.

#### 6. REQUESTS FOR INFORMATION PURSUANT TO THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT

Upon receipt, each agency participating in this Agreement must respond to requests for information pursuant to the South Carolina Freedom of Information Act.

#### 7. COMPENSATION

This Agreement shall in no manner affect or reduce the compensation, pension, or retirement rights of any responding officer. Except as otherwise agreed, each party shall bear its own costs and expenses incurred in complying with this Agreement.

**8. INSURANCE**

Each party shall maintain such insurance coverage for general liability, workers' compensation, and other such coverage as may be required by law or deemed advisable by individual parties.

**9. EMPLOYMENT STATUS**

Nothing herein shall be construed or interpreted to imply that the law enforcement officers responding in accordance with this Agreement shall be the employees of the law enforcement agency requesting such assistance.

**10. MODIFICATION OR AMENDMENT**

This Agreement shall not be modified, amended, or changed in any manner except upon express written consent of the parties to this Agreement.

**11. RESPONSIBILITY TO RESPECTIVE GOVERNING BODIES**

Each party is responsible for any approval requirements to their respective governing body as may be required under South Carolina law.

**12. SEVERABILITY**

Should any part of this Agreement be found to be unenforceable by any court or other competent authority, then the rest shall remain in full force and effect.

**13. BINDING SUCCESSORS IN OFFICE**

All parties agree that any and all successors in interest to their offices will be similarly bound by the terms of this agreement without necessitating execution of any amendment.

**14. NO INDEMNIFICATION OR THIRD PARTY RIGHTS**

To the extent provided by law, the parties shall be solely responsible for the acts and omissions of their respective employees, officers, and officials, and for any claims, lawsuits and payment of damages that arise from activities of its officers. No right of indemnification is created by this agreement and the parties expressly disclaim such. The provisions of this agreement shall not be deemed to give rise to or vest any rights or obligations in favor of any rights or obligations in favor of any party or entity not a party to this agreement.

**15. TERMINATION**

This Agreement shall be terminated at any time upon written notice to the other party to this Agreement.

16. TERM AND RENEWAL

This Agreement is effective as to each party at the date and time of signing and will automatically renew each anniversary date, year to year, and term to term unless a party exercises its right to terminate as further described herein.

17. USE OF EQUIPMENT AND FACILITIES

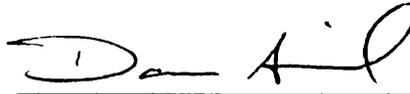
Each party shall be responsible for the maintenance of its own equipment and shall be responsible for the procurement of facilities unless otherwise agreed upon by the parties.

IN WITNESS WHEREOF, these parties have set their hands and seals at the date set forth above.

**RICHLAND-LEXINGTON AIRPORT DISTRICT**

  
\_\_\_\_\_  
Director/Chief Eddie Martin

  
\_\_\_\_\_  
Dan Mann, Executive Director

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
Witness

**CAYCE DEPARTMENT OF PUBLIC SAFETY**

\_\_\_\_\_  
Byron Snellgrove, Chief

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Mayor/Administrator

\_\_\_\_\_  
Witness

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	)	<b>Approving Law Enforcement</b>
COUNTY OF LEXINGTON	)	<b>Assistance and Support Agreement</b>
	)	<b>with Town of Springdale and Town of</b>
CITY OF CAYCE	)	<b>Springdale Police Department</b>

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**ADOPTED** this \_\_\_\_\_ day of March 2018.

\_\_\_\_\_  
Elise Partin, Mayor

**ATTEST:**

\_\_\_\_\_  
Mendy Corder, CMC, Municipal Clerk

Approved as to form: \_\_\_\_\_  
Danny C. Crowe, City Attorney



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- D. Release. The responding law enforcement officers shall be released by the officer in charge when their services are no longer required or when they are needed to respond to a situation within the geographic boundaries of their own jurisdiction; provided however, the responding law enforcement officers shall use their best efforts to complete the requested service prior to being released.

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IN WITNESS WHEREOF, these parties have set their hands and seals at the date set forth above.

**SPRINGDALE POLICE DEPARTMENT**

**WITNESSES**



\_\_\_\_\_  
Kevin Cornett, Chief



\_\_\_\_\_  
Witness

**CAYCE DEPARTMENT OF PUBLIC SAFETY**

\_\_\_\_\_  
Byron Snellgrove, Chief

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Mayor/Administrator

\_\_\_\_\_  
Witness

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# Memorandum

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**To:** Mayor and Council

**From:** Rachele Moody, Assistant to the City Manager

**Date:** March 6, 2018

**Subject:** First Reading of an Ordinance amending Chapter 2

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## **ISSUE**

Council approval is needed for the First Reading of an Ordinance amending Sec. 2-144.9 (Procurements and Contracts) of Chapter 2 (Administration).

## **BACKGROUND/DISCUSSION**

The City of Cayce Code of Ordinances and Purchasing Policy has been updated to allow Council to waive the informal and formal bid procedures when it is to the advantage of the City to acquire goods and/or services on the basis of a previously awarded bid or contract, and for professional services when the person employed is customarily employed on a fee basis rather than by competitive bidding (such as, by way of example, for an appraiser, architect-engineer, auditor, attorney or physician). These updates have been made to facilitate continuity of an incomplete project through contract extension as well as to increase efficiency through time and cost savings by not re-bidding a project for extensions.

## **RECOMMENDATION**

Staff recommends Council approve First Reading of Ordinance 2018-02 amending Sec. 2-144.9 (Procurements and Contracts) of Chapter 2 (Administration).

STATE OF SOUTH CAROLINA )  
 )  
COUNTY OF LEXINGTON )  
 )  
CITY OF CAYCE )  
 )

**ORDINANCE 2018-02**  
**Amending Section 2-144(9) of the**  
**Cayce City Code Concerning**  
**Procurements and Contracts so as to**  
**Allow the Council to Waive Bid**  
**Procedures When Advantageous to**  
**the City for Certain Fee-Based**  
**Professional Services**

**WHEREAS**, the City Council has determined that it is in the best interest of the public and the City to amend subsection (9) (“Procurements and contracts”) of Section 2-144 (“Powers and duties”), so as to allow the City Council to waive informal and formal bid procedures when advantageous to the City for certain fee-based professional services,

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Cayce, in Council, duly assembled, as follows:

Section 2-144 (“Powers and duties”) of the City Code, in its subsection 9 (“Procurements and contracts”), is hereby amended to add new fourth sentence therein to read:

City council may waive the informal and formal bid procedures when it is to the advantage of the city to acquire goods and/or services on the basis of a previously awarded bid or contract, and for professional services when the person employed is customarily employed on a fee basis rather than by competitive bidding (such as, by way of example, for an appraiser, architect-engineer, auditor, attorney or physician).

This Ordinance shall be effective from the date of second reading approval by Council.

**DONE IN MEETING DULY ASSEMBLED**, this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Elise Partin, Mayor

Attest:

\_\_\_\_\_  
Mendy Corder, CMC, Municipal Clerk

First Reading: \_\_\_\_\_

Second Reading and Adoption: \_\_\_\_\_

Approved as to form: \_\_\_\_\_  
Danny C. Crowe, City Attorney

Procurements and contracts. Procure (**purchase**, rent, lease or otherwise acquire) all materials, supplies, services or equipment for which funds are provided in the budget, but he/**she** may not procure any item which exceeds any budget appropriation until the council has increased the appropriation, provided that for procurements of more than \$25,000.00, except for emergency services or emergency replacement of essential equipment or except as further provided or allowed herein, the manager shall be required to receive formal, written bids or proposals after due notice inviting bids or proposals. For procurements of more than \$25,000.00 and for all contracts for new construction, he/**she** shall present such bids or proposals to the council for approval or rejection. **He/She** may make procurements or let contracts not in excess of \$25,000.00, necessary in the operation or maintenance of city services, without the approval of the city council, when sufficient funds for such purposes have been appropriated in the budget, but the city council shall authorize procurements or let all contracts for more than \$25,000.00, all contracts for new construction and all procurements or contracts which cannot be consummated with funds provided in the current budget. City Council may waive the informal and formal bid procedures when it is to the advantage of the City to acquire goods and/or services on the basis of a previously awarded bid or contract, and for professional services where the person employed is customarily employed on a fee basis rather than by competitive bidding. Examples would include, appraiser, architect-engineer, auditor, legal services, physician, etc. The city manager shall advise the council as to whether or not any contract offered is desirable, or which of several contracts offered is most desirable for the city. Pursuant to regulations and procedures approved by the council, the city may enter into cooperative purchasing with other governmental units, sole-source procurements, sole-source contracts, purchases at auction, competitive on-line bidding, fixed price bidding, competitive best value bidding, negotiations after unsuccessful competitive sealed bidding, or design-build contracts. The requirements of competitive bidding shall not apply to the procurement of professional legal, medical, or accounting services. The city manager may issue such rules and regulations governing procurements, and governing requisitions and the transaction of the business of purchasing between himself/**herself** as purchasing agent and the heads of the departments, officers and employees of the city as the council may approve. No contract or procurement shall be subdivided to avoid the requirements of this section.

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# Memorandum

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**To:** Mayor and Council

**From:** Rebecca Vance, City Manager  
Carroll Williamson, Planning and Development Director

**Date:** March 2, 2018

**Subject:** First Reading of an Ordinance amending Appendix A  
("Classification and Rates") of the City Business License Ordinance

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## **ISSUE**

Council approval is needed for the First Reading of an Ordinance amending the City of Cayce Business License Ordinance to make further changes to Appendix A ("Classification and Rates") to conform to the language of the Municipal Association of South Carolina (MASC) Model Business License Ordinance.

## **BACKGROUND/DISCUSSION**

On December 4, 2012, City Council amended Appendix A of the business license sections of the City Code to address changes in State law relating to the broker's premium tax. An agreement was established for MASC to serve as the City's agent for purposes of the administration of the municipal broker's premium tax.

MASC has requested that additional language in the City's business license concerning insurance companies be amended to fully conform to the MASC model business license.

This amendment has no effect on the current agreement with MASC or the current agreement with the Farm Bureau.

## **RECOMMENDATION**

Staff recommends Council approve First Reading of an Ordinance amending Appendix A ("Classification and Rates") of the City Business License Ordinance to conform with the MASC Model Business License Ordinance.

STATE OF SOUTH CAROLINA )  
 )  
COUNTY OF LEXINGTON )  
 )  
CITY OF CAYCE )

**ORDINANCE 2018-03**  
**Amending Appendix A**  
**(“Classification and Rates”) of the**  
**City Business License Ordinance**

**WHEREAS**, the City Council previously amended Appendix A (“Classifications and Rates”) of the business license sections of the City Code on December 4, 2012, to address changes in State law relating to the broker’s premium tax; and

**WHEREAS**, the Municipal Association of South Carolina, which serves as the City’s agent for purposes of the administration of the municipal broker’s premium tax, has requested that the City make certain further changes in the wording of Appendix A to conform to the language of the Municipal Association’s Model Business License Ordinance,

**NOW, THEREFORE, BE IT ORDERED AND ORDAINED** by the Mayor and Council of the City of Cayce, in Council, duly assembled, that Appendix A (“Classifications and Rates”) of the business license provisions of the City Code is hereby amended as follows:

1. Under the section of Appendix A entitled “NAICS 5241- Insurance Companies”, the headings “Section 2” and “Section 3” are deleted but with the text of Section 2 and Section 3 to remain as currently provided.
2. Under the section of Appendix A entitled “NAICS 5241- Insurance Companies”, the heading of “Section 4” and its text are deleted.
3. The heading and text of the current portion of Appendix A entitled “NAICS 524210- Brokers for fire and casualty insurers- Non-admitted” is deleted, and the following language is substituted therefore without a separate heading but as a part of the section entitled “NAICS 5241- Insurance Companies”:

**Pursuant to S.C. Code Ann. §§ 38-45-10 and 38-45-60, the Municipal Association of South Carolina, by agreement with the municipality, is designated the municipal agent for purposes of administration of the municipal broker’s premium tax. The agreement with the Association for administration and collection of current and delinquent license taxes from insurance companies as authorized by S.C. Code § 5-7-300 shall remain in effect.**

**[The South Carolina General Assembly, in order to ensure consistency with the federal Non-admitted and Reinsurance Reform Act of 2010 (“NRRA”), ratified an act (Rat# 283) on June 28, 2012, amending S.C. Code §§ 38-7-16**

and 38-45-10 through 38-45-195. The act establishes a blended broker's premium tax rate of 6 percent comprised of a 4 percent state broker's premium tax and a 2 percent municipal broker's premium tax. The act states a municipality may not impose on brokers of non-admitted insurance in South Carolina an additional license fee or tax based upon a percentage of premiums.]

4. All other provisions of the business license sections of the City Code shall remain in effect.

This Ordinance shall be effective from the date of second and final reading.

**DONE IN MEETING DULY ASSEMBLED**, this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Elise Partin, Mayor

**ATTEST:**

\_\_\_\_\_  
Mendy C. Corder, CMA, Municipal Clerk

First Reading: \_\_\_\_\_

Second reading and adoption: \_\_\_\_\_

Approved as to form: \_\_\_\_\_  
Danny C. Crowe, City Attorney

**CITY OF CAYCE  
EVENTS COMMITTEE MEETING MINUTES  
Council Chambers  
January 11, 2018**

**Present:** Dave Capps, Brenda Cole, Danny Creamer, Maxine Creamer, Sarah Donnelley, Cindy Pedersen, and Rachel Scurry

**Absent, Excused:** Frankie Newman and Adaylia Stark

**Absent, Unexcused:** Robert Myers

**City Representatives Present:** Mendy Corder, James Denny, and Rebecca Vance

Chairperson Danny Creamer called the meeting to order.

Chairperson Creamer welcomed Rebecca Vance, City Manager, who announced that the 2018 Cayce Soiree has been scheduled for Saturday, April 14, from noon until 8 pm. The event location will be in “old” Cayce on State Street from “M” Avenue down to Railroad Street. City Manager Vance invited members of the Events Committee to individually volunteer to assist with this event. Following a brief discussion, City Manager Vance departed the meeting.

The minutes of the November 9, 2017 meeting were reviewed and approved as written.

Elected by acclamation, the 2018 Events Committee Officers are as follows: Chairperson Danny Creamer, Vice-Chairperson Dave Capps, and Secretary Rachel Scurry.

**Debriefing of Carols along the Riverwalk – Friday, December 1, 2017**

The Committee members agreed to new start time of 6 pm and closing at 7:30 pm. Ms. Cole noted that Cayce restaurants (D’s, Kingsman, etc.) were filled following the event. Mr. Capps mentioned that the majority of the trolley riders were first time attendees. Mrs. Scurry noted that a sign should be posted at the West Columbia Amphitheatre directing folks to BCHS and “N” Avenue for the event.

*Other comments and suggestions are noted on the attachment to these minutes.*

**Spring Nature Walk with Dr. Mancke – Saturday, April 7, 2018**

**Budget: \$500. Dr. Mancke’s Fee: \$200**

Dr. Mancke will lead the event from the Timmerman Trail near the Cayce Tennis Center. Parking is available beside the Otarre Point Apartments. The 10 am tour will be geared toward children. The 1 pm tour will be open to all ages.

## **Discussion of future of Congaree Bluegrass Festival or alternate event**

The Committee discussed the current Cayce demographics and decided that instead of a bluegrass festival that we should host an event similar to the Soiree.

The Committee agreed that a change in venue is needed to increase attendance and participation. A one-day, family friendly event near the residential areas of the Congaree River is the desired setting. Possible locations include State Street from Guignard Park to “N” Avenue or BCHS football stadium (new or old). Different music genres with food trucks and a street vibe similar to Soda City is the desired result. A new name and other details will be discussed at future meetings.

There being no further business, the meeting was adjourned.

Respectfully submitted,

*Rachel R. Scurry*

Attachment: 2017 Carols along the Riverwalk Comments and Debriefing

## Group Comments – 1/11/2018 meeting

- Have a large sign at the entrance to the Riverwalk 30 days prior to the event (to market the event)
- Decorate the entrance to the Riverwalk (possibly have a real Christmas tree, etc.)
- Have Santa and Mrs. Claus at the event
- Committee needs to be at Riverwalk by 2pm to prepare, 4pm was too late
- Have hamburgers and/or Zesto's fried chicken for Committee and staff day of event
- Have 2 urns for coffee and 2 urns for hot chocolate
- Double up on cookies
- Contact Brookland Baptist re one of their choirs participating
- Contact Youth Choir Director at Grace Christian Academy
- Find hand bell group to perform
- Wait to breakdown event until 30 minutes after event is over
- Staff to check SCE&G lights in the Riverwalk and parking lot 2 weeks prior and week prior to make sure all are in working order
- Put signage at West Columbia Riverwalk for anyone that mistakenly goes there for the event
- James Denny to talk to West Columbia Park Rangers re event to make sure they know to direct people to Cayce Riverwalk
- Staff to research cost of having billboard to advertise all CIC events
- Have a directional sign at intersection of Knox Abbott & 12th for Lights of Cayce
- James and City electrician to add new electric panel to picnic shelter at Riverwalk entrance and add more spotlights

## **2017 Carols Along the Riverwalk Comments and Debriefing**

### Mendy's comments – 12/4/2017 email

- Need a spotlight for the alligator
- More lighting needed for trolley drop off in the Riverwalk
- City staff needs to repair sidewalk at the trolley drop off so it can be used by attendees
- Need to provide drinks and cookies for groups performing right away since we ran out this year before most of them were able to get anything
- Need more groups performing
- More lighting needed for Pavilion (picnic shed at entrance to the Riverwalk)
- City needs to install more electrical at the Pavilion to accommodate more lighting
- Possibly purchase 2 more urns so have 2 for coffee and 2 for hot chocolate
- Need more red trashcans around Pavilion
- Have a group perform by the Christmas tree at the entrance to the Riverwalk
- Have musical groups to the left and right of the "T"

### Brenda's comments --12/4/2017 email

- more entertainment. We need to have someone performing where the Christmas tree was located.
- We apparently need 3 pots -- instead of 2. Great demand for the hot chocolate. The coffee was consumed - to the last drop. Some folks wanted coffee added to their hot chocolate!
- Would be helpful to have the stations marked - that is "Hot Chocolate" "Coffee".
- Decorations were awesome.
- Need signage at the photo area == PLEASE MAKE YOUR PHOTO
- Sorry about the luminaries.
- I believe we had mentioned having a greeter to welcome folks as they walked down from the Trolley drop off area (in front of or near the rest rooms). Hopefully we can do that next year.
- I thought the set up for refreshments went well.

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All open positions will be advertised on the City's website and Facebook page.

**COUNCIL ACTION REQUIRED**

**CAYCE HOUSING AUTHORITY – ONE (1) POSITION**

Ms. Brenda Kegler recently resigned from the Cayce Housing Authority. Ms. Cheryl Seymour attended the last Housing Authority meeting and Executive Director Gilbert Walker recommends her for appointment. His letter of recommendation and Ms. Seymour's potential member application are attached for Council's review.

**MUSEUM COMMISSION – ONE (1) POSITION**

Ms. Ann Diamond recently resigned from the Museum Commission. The Museum Commission recommends Mr. Leo Redmond to fill Ms. Diamond's position. His potential member application is attached for Council's review.

**NO COUNCIL ACTION REQUIRED**

The following positions have been postponed by Council until receipt of potential member applications.

**ACCOMMODATIONS TAX COMMITTEE – ONE (1) POSITION**

This position must be filled by someone from the motel industry in Cayce.

**CAYCE HOUSING AUTHORITY – ONE (1) POSITION**

There is currently one open position on the Cayce Housing Authority.

**CAYCE MUNICIPAL ELECTION COMMISSION – TWO (2) POSITIONS**

There are currently two open positions on the Municipal Election Commission.

**CONSOLIDATED BOARD OF APPEALS – TWO (2) POSITIONS**

Members who serve on this Board must be either an Engineer, Contractor, Architect or Design Professional. There are no recommendations at this time.

**EVENTS COMMITTEE – ONE (1) POSITION**

There is currently one open position on the Events Committee. The Committee has no recommendations at this time.

**PUBLIC SAFETY FOUNDATION – THREE (3) POSITIONS**

The Foundation has no recommendations at this time.



*Housing Authority of the City of Cayce, South Carolina, 1917 Harden St., Columbia, SC 29204*

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March 1, 2018

The Honorable Elise Partin  
City of Cayce, South Carolina  
P.O. Box 2004  
Cayce, South Carolina 29171

Dear Mayor Partin:

This letter is to recommend Ms. Cheryl Seymour to fill the open Resident Commissioner's seat on the Board for the Cayce Housing Authority. The seat has been open since Mrs. Brenda Kegler resigned.

Ms. Seymour attended our most recent meeting on February 20, 2018 to meet the Board and get an overview of how the Cayce Housing Authority operates. Ms. Seymour is a resident of the Spencer Place community, a longtime volunteer for the Sickle Cell Foundation and works as a security guard for UPS. We believe Ms. Seymour will be a valuable addition and we look forward to working with her if she is approved by Council.

Please feel free to contact me at 376-6103 if you need additional information regarding this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "G Walker", with a long horizontal flourish extending to the right.

Gilbert Walker  
Executive Director

# CITY OF CAYCE POTENTIAL MEMBER APPLICATION



Name: Cheryl L. Seymour  
Home Address: 224 Spence City, State, Zip Cayce SC 29033  
Telephone: 803-665-7142 E-Mail: Cheryl.Seymour0213@gmail  
Resident of Cayce:  Yes  No Number of Years: \_\_\_\_\_

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

- Accommodations Tax Committee  Beautification Board  Events Committee  
 Cayce Housing Authority  Museum Commission  Planning Commission  
 Consolidated 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, please specify below.

### Work Address

Company: American Security Position: Guard  
Address: 2319 Old Frank St City, State, Zip Cayce S.C. 29033  
Telephone: 803-791-4651 E-Mail: am.svc.com  
Work Experience: Security Guard

Educational Background: 14 yrs, Training on Job, Law enforcement, Retail

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

Volunteer Work: Sickle Cell Foundation for about 37-38 yrs  
Hobbies: cooking, spending time with my Family

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@cityofcayce-sc.gov



CITY OF CAYCE  
COMMITTEE MEMBER APPOINTMENT APPLICATION

Name: LEO REDMOND  
Home Address: 1601 AXTELL DR. City, State, Zip CAYCE, SC 29033  
Telephone: 261-3983 E-Mail Address \_\_\_\_\_  
Resident of Cayce:  Yes { No Number of Years 77

Please check the Committee for which you are applying for reappointment:

- { Accommodations Tax Committee      { Beautification Board      { Event Committee
- { Cayce Housing Authority               Museum Commission      { Planning Commission
- { Consolidated 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 RETIRED  
Company: \_\_\_\_\_ Position \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Telephone: 261-3983  
Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

Work Experience: HOME DESIGN & BUILDING, SIGN MFG. & FABRICATION, CAYCE MUSEUM.  
Educational Background: 1958 GRADUATE B.C HIGH

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

Volunteer Work: \_\_\_\_\_

Hobbies: SEVERAL... CREATIVE, ARTS, HISTORICAL ARTIFACT COLLECTING.

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  
mcorder@cityofcayce-sc.gov

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All open positions will be advertised on the City's website and Facebook page.

**COUNCIL ACTION REQUIRED**

**BEAUTIFICATION FOUNDATION**

Council Member Tara Almond is currently serving on the Beautification Foundation.

**PUBLIC SAFETY FOUNDATION**

Council Member Eva Corley is currently serving on the Public Safety Foundation.

**NO COUNCIL ACTION REQUIRED**

The following positions have been postponed by Council until receipt of potential member applications.

**ACCOMMODATIONS TAX COMMITTEE – ONE (1) POSITION**

This position must be filled by someone from the motel industry in Cayce.

**CAYCE HOUSING AUTHORITY – ONE (1) POSITION**

There is currently one open position on the Cayce Housing Authority.

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There are currently two open positions on the Municipal Election Commission.

**CONSOLIDATED BOARD OF APPEALS – TWO (2) POSITIONS**

Members who serve on this Board must be either an Engineer, Contractor, Architect or Design Professional. There are no recommendations at this time.

**EVENTS COMMITTEE – ONE (1) POSITION**

There is currently one open position on the Events Committee. The Committee has no recommendations at this time.

**PUBLIC SAFETY FOUNDATION – THREE (3) POSITIONS**

The Foundation has no recommendations at this time.