

Mayor
Elise Partin

Mayor Pro-Tem
Tim James

Council Members
Phil Carter
Hunter Sox
Byron Thomas

City Manager
Jim Crosland

Deputy City Manager
Mike Conley
Assistant City Manager
Wesley Crosby



**City of Cayce
Regular Council Meeting
Tuesday, April 1, 2025
6:00 p.m. – Cayce City Hall – 1800 12th Street
www.caycesc.gov**

**To Access Council Meeting Livestream, click
<https://www.youtube.com/@cityofcayce1137/streams>**

REGULAR COUNCIL MEETING

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes
March 4, 2025, Regular Council Meeting
March 19, 2025, Regular Council Meeting

II. Public Comment Regarding Items on the Agenda

III. Presentations

- A. Presentation of the Whole Sole Award

IV. Items for Discussion and Possible Approval

- A. Discussion and Approval of Bid Award for Brownfield Environmental Consulting Services

V. Committee Matters

- A. Approval to Enter the Following Committee Approved Minutes Into the City's Record
Cayce Housing Authority Annual Board Meeting – January 27, 2025
Cayce Housing Authority – January 27, 2025
Museum Commission – February 5, 2025
Events Committee – February 13, 2025

VI. City Manager's Report

VII. Council Comments

VIII. Executive Session

- A. Discussion of Lexington County economic development projects relating to the

proposed location, expansion, or the provision of services encouraging location or expansion of industries or other businesses within the City

- B. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege
 - i. Fire-truck warranty litigation

NOTE: Items discussed in Executive Session may result in action by City Council upon its return to general session

IX. Reconvene

X. Possible Actions in Follow Up to Executive Session

XI. Adjourn

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



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Council Members
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City Manager
James Crosland

Deputy City Manager
Michael Conley

**City of Cayce
Regular Council Meeting
Tuesday, March 4, 2025**

The March 4, 2025, Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem Tim James and Council Members Phil Carter, Hunter Sox and Byron Thomas. City Manager Jim Crosland, Deputy City Manager Michael Conley, Assistant City Manager Wesley Crosby, Municipal Clerk Mendy Corder, Finance Director Kelly McMullen, Human Resources Director Lynn Dooley, Fire Chief Steven Bullard, IT Director Jamie Beckham and City Attorney Will Dillard were also in attendance.

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

Call to Order

Mayor Partin called the meeting to order and Mayor Pro Tem James gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

Approval of Minutes

Council Member Sox made a motion to approve the February 4, 2025, and February 19, 2025, Regular Council Meeting minutes as written. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

Public Comment Regarding Items on the Agenda

Mr. Gerald Cromer – Item IV. A. Mr. Cromer stated that he wanted to comment on the comments Mayor Partin made at the February Council Meeting regarding the City being in lean times and handing out extra money for a job that was probably already established. He stated that quite a number of City employees were not happy when they did not get a cost of living but yet Council could take a higher echelon and boost the salaries. He stated that the he had been in the City a long time and normally did not miss Council Meetings. He stated that he took notes and read all the white papers and sometimes it appeared Council did not read them since some of their questions were answered in the white papers. Mr. Cromer asked Council to keep in mind it was always easy to spend other people's money and make decisions that affected other people. He stated that Council had a job to do and if they did it, they could keep their job. He stated that the latest redistricting map had approximately 20% of his neighborhood being moved to District Two. He stated that he received his letter notifying him of the possible district change that day but it was on that night's agenda. He stated that most of the people in his neighborhood had no idea who to call at City Hall when there was a problem and most of them had no idea who their Councilman

was. He stated that a Council Member should reach out to people that had been in the community for a period of time that were involved with meetings but no one had recently reached out. He stated that some of his neighbors felt that the person that represented District Two would not know them and they would not get the same treatment from the people that were coming in from District Three. He stated that if the Councilman in District Three was concerned about his citizens, he would have reached out to the people involved with the change and tried to hold a meeting with people to tell them what was going on. Mr. Cromer asked Council to not approve the latest version of the redistricting map.

Presentations

A. Presentation by Mr. Carroll Williamson of Stewart Engineering on the Rewrite of the City's Zoning Ordinance and Land Development Regulations

Mr. Williamson stated that he was with Stewart Engineering and was the former Planning Director for the City of Cayce. He stated that in December Council approved the agreement to hire Stewart Engineering to update the City's Zoning Ordinance and Land Development Regulations, which had been long overdue. He stated that he wanted to introduce Stewart Engineering and their team and give an overview of what they would be doing and then get some feedback from Council and some general guidance as he and the team moved forward. He stated that the Zoning Ordinance update was fulfilling the goals that Council approved in the Comprehensive Plan in 2021. He stated that Jake Petroski was the Community Planning Practice Leader, he was the Planning Manager and they were teaming with Alan Golf and Cindy Schawtzkoff from Kenley Horn who would be focusing on subdivision and road standards. He stated that Kelly McCormick would be focusing on signs and parking and Planned Development Districts. He stated that Ms. McCormick was a former Zoning Administrator for the City of Greer.

Mr. Williamson stated that he recently met with the City's Planning Commission and a few weeks ago the entire team took a long tour of the City led by City staff and saw some of the good, the bad and the ugly - things that look great and things that needed attention. He stated that they were currently in phase one initiation and assessment and would be moving towards the Ordinance drafting in the next couple of months. He stated that it was last updated in 2012 and there were two (2) documents that they were updating - the Zoning Ordinance and the Land Development Regulations and those two (2) documents often worked together so it made sense to combine that which was what most cities did. Mr. Williamson stated that a Unified Development Ordinance consisted of the Land Development Regulations and intermixing it with the Zoning Ordinance. He stated that the Land Development Regulations largely dealt with things like subdivision design and road standards and the City's Planning Commission was essentially going to be the Project Steering Committee. He stated that they would meet with the Commission several times throughout this process.

Mr. Williamson stated that they would meet with Council approximately three (3) times to give them an update on where they were and then at the end for adoption. He stated that the Planning Commission would be the more hands on body but if Council wanted to meet more they could do that and get Council's additional guidance. He stated that the City's Comprehensive Plan was approved in 2021 and had several goals - land use, meet the future housing needs of the community, strengthen and grow the economy, preserve, protect and promote the national and cultural resources and plan for future growth and development. He stated that a few of the recommendations that directly related to land use were allowing zoning that provided for mixed use and housing diversity, support the growing arts community and create zoning options for small plan development districts or cluster developments. He stated that some of those things the City had made progress on and others needed a lot more attention.

Mr. Williamson stated that they wanted to update all the City's zoning districts and evaluate, modify and design the overlay requirements. He stated that the City had four (4) design overlay districts that they wanted to look at. He stated that the question would be did Council want to continue to have those overlay districts or incorporate them into new zoning districts or do away with them altogether. He stated that was a big portion of the City's land use and how it got developed. He stated that he knew it was very important and critical for the City how things got developed within the neighborhoods since neighborhoods were a critical component of the City. He stated that it was important that any development keep the character of the neighborhood.

Mr. Williamson stated that they looked at the City's current Zoning Ordinance and looked at the breakdown by acreage. He stated that some of the zoning districts had very little acreage and some were very large and they had to figure out why that was and if it needed to be addressed and possibly combined. He stated that the City's D-1 development district took up an enormous amount of the Richland County acreage and when D-1 was created, it was undeveloped land. He stated that when the landowner came forward to establish a use to that land, the Ordinance stated future development of that zone would necessitate rezoning in accord with the goals and objectives of the comprehensive plan. Mr. Williamson stated that the purpose was to establish a use once something got developed on that property. He stated that another oddity about the zoning districts was the Development Agreement District which was specific to Brookland Cayce High School but it had all been built so did the city need to keep that district or give it a different zoning district with different uses because currently it was a separate document that was not in the Zoning Ordinances.

Mr. Williamson stated that the purpose of requiring design standards for infill development was to ensure new developments within existing residential neighborhoods retained the character of that neighborhood. He stated that they would look at that language and work closely with the Planning Commission to see whether that still fit, or if modifications were needed. He stated that in 2020, the City had a housing moratorium and during this time a housing study was done. He reviewed some

of the recommendations that came out of the housing study since the City adopted some Ordinances directly from that housing study, particularly pertaining to town homes and putting high standards on those developments. He stated that some of the recommendations were to create an option for a small plan development, district or cluster development, allow duplex and triplex buildings as by right in some neighborhoods, explore the options for residential design guidelines, create an accessory dwelling unit policy and create a short term rental policy. He stated that he knew the City had recently adopted a new zoning district that reflected some of the guidance that came from the housing study with the RS-4A.

Mr. Williamson stated that the City had four (4) overlay districts, and each of them had different characteristics. He stated that some of the overlay districts had been in use for a long time and some were newer and they were all adopted for different reasons. He stated that they would look at all the standards that were in the overlay district guidelines and see whether they still matched the character of the property and whether new zoning districts need to be created or if the current overlay districts needed modifications. He stated that that the overlay districts were in critical areas of the City so it was important to look at new uses. Mr. Williamson stated that the Ordinance needed to be user friendly so the citizens could be familiar with the Zoning Ordinance as well as small businesses, so they could look at requirements that had a significant impact on their business. He stated that the Ordinance currently did not have a lot of graphics but graphics would make it more user friendly. He stated that everything added to the Ordinance needed to be enforceable so they would need feedback from the Code Enforcement staff to make sure that everything in the Ordinance was clear. He stated that they would have a table at the City's Soiree on State and then would meet with the Planning Commission again on April 21.

Ordinances

- A. Discussion and Approval of Ordinance 2025-03 Establishing New Municipal District/Ward Lines for the Election of Council Members Reflecting Population Changes in the Year 2020 Census and Repealing All Previous Ordinances Establishing District/Ward Lines – Second Reading

City Manager Crosland stated that staff went back to the RFA to try to work some of the neighborhood lines again and the RFA produced draft number eight (8) but it came back above the 10% deviation so RFA recommended that the City stay with draft number seven (7). He stated that staff mailed letters to the residents that would be affected late the prior week so staff was recommending this item be deferred to the March 19, 2025, Council Meeting to make sure the citizens received those letters and could ask any questions that they might have.

Council Member Sox made a motion to defer Ordinance 2025-03 to the March 19, 2025, Council Meeting. Council Member Thomas seconded the motion. Mayor

Partin thanked staff for getting the latest letters out. She stated that the item had to be on that night's agenda because that was the date it was postponed to last time. She stated that staff had done a great job of looking into the different iterations and the RFA typically did not do eight (8) drafts and they did that for the City to try to make things work as best as possible. She stated that any residents that received letters and had questions to feel free to call City Hall but it was postponed to the next meeting which would be the second reading, and if it approved, that would be the final reading on this issue. Mayor Partin called the question which was unanimously approved by roll call vote.

Items for Discussion and Possible Approval

A. Discussion and Approval to Enter into a Contract with Raftelis Financial Consultants, Inc. for Financial Consulting

City Manager Crosland stated that Council approval was needed to authorize the City Manager to execute a master agreement with Raftelis Financial Consultants. He stated that Raftelis Financial Consultants were engaged by Pope Flynn during the FY24 budget to perform a utility rate study for the City's water and sewer utility funds. He stated that periodic reviews and updates to the rate study were required to continue utilizing the services of Raftelis for future financial consulting. He stated that the City must contract directly with Raftelis moving forward and the City was allowed to waive the formal bid process for professional services established by Ordinance Section 2-144. He stated that staff recommended Council waive the formal bid process and allow the City Manager to execute an agreement with Raftelis Financial Consulting Incorporated.

Mayor Pro Tem James asked if there were any other companies that did this or was Raftelis the only one. City Manager Crosland stated that Pope Flynn recommended Raftelis when the City was contracted with Pope Flynn and Raftelis did the City's rate study. Mayor Pro Tem James asked if the City allowed another company to bid. City Manager Crosland stated that staff recommended going with Raftelis because they did the City's rate study. Mayor Pro Tem James stated that he understood that and asked how many years the City had worked with Raftelis and should they put it out to bid. City Manager Crosland stated that the previous year was the first year the City had contracted with Raftelis. Mayor Pro Tem James asked who did a rate study for the City before Raftelis. City Manager Crosland stated that a rate study had not been done in years. Mayor Pro Tem James stated that they did one last year and asked if they had to do one again this year. City Manager Crosland stated that Raftelis had already done the rate study under contract with Pope Flynn and now the City was working with Raftelis directly. Mayor Pro Tem James stated that he did not see the need for it at this type of price.

Deputy City Manager Conley stated that this was part of the discussion had with Raftelis last year when they went through the rate study and they stated that they would come back annually and verify the information that they had for the rate study, look at the budget and make sure the budget was important to the rate studies. He stated that the City had debt service that had to be done and this was pretty standard. He stated that if the City went with another company, they would have to go back and basically verify everything that Raftelis built off of last year and Raftelis was just building off of what they had done last year and continuing through the process. Mayor Pro Tem James asked what the total sum was since staff's recommendation was that Council waive the formal bid process. He stated that he did not see a price in the contract and that was his reason for pausing since he did not know what Council was voting for. He asked if anyone recalled Raftelis presenting to Council last year. Council Member Carter stated that they presented at the budget work session.

City Attorney Dillard stated that to clarify, the agreement was a master agreement and Article Three – Compensation stated that when Raftelis provided services, they would have a task order that listed the price for those services, and if it was something within the budget, then staff would have approval to move forward with it if it was under the limit of the procurement Ordinance. He stated that anything beyond that, staff would need to come back to Council for approval. He stated that the agreement would set the overall terms of what Raftelis would be doing. Mayor Partin asked if Council had concerns and if they needed to understand why the City was doing it and what would happen if they did not do it. Mayor Pro Tem James stated that there were probably many questions but there was a motion so he would request giving staff some more time to come back to Council with what Council's concerns and questions were. Mayor Partin stated that Council had to tell her what their concerns were but some of the concern is the City had to do the utility rates ahead of time, because their large purchasers, the Town of Lexington and the Joint Municipal Water and Sewer Commission, needed those rates earlier. She asked if they had time to postpone this item. Deputy City Manager Conley stated that they had time. Council Member Sox withdrew his motion and Mayor Pro Tem James withdrew his second.

Council Member Sox made a motion to postpone item V. A. to the March 19, 2025, Council Meeting. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

Committee Matters

- A. Approval to Enter the Following Committee Approved Minutes into the City's Record
 - Planning Commission – December 16, 2024
 - Cayce Museum Commission – January 8, 2025
 - Events Committee – January 9, 2025
 - Planning Commission – January 27, 2025

Mayor Pro Tem James made a motion to enter the Committee approved minutes into the record. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

City Manager Crosland stated that the Gateway Project for Airport Boulevard went out for bid on Friday and staff planned on bringing that before Council in April. He stated that they were making good progress on the sewer line repair on Seventh Avenue and would bring that to Council on March 19 for ratification. He stated that Amanda Rowan, the City's Deputy Clerk, had graduated from the Municipal Association of South Carolina's Municipal Clerks and Treasurer's Institute. He stated that graduation from the institute required participants to complete more than 120 hours of classroom instruction on topics such as business license management, accounting and municipal law. He stated that City Parks staff were replacing the Bradford Pears on Charleston Highway at Fairlawn Circle with hardwoods at no cost for the trees for the City. He stated that all City parks would be closed the next day due to high winds.

Council Comments

Mayor Pro Tem James stated that on February 23, 2025, he forwarded City Manager Crosland and Deputy City Manager Conley an email from a constituent inquiring about the City's recognition and response to the City's college population and what other cities were doing as far as college population in the influx. He stated that the City had Cayce Cove, the Radley and rental homes throughout the Avenues. He stated that he would like to move forward with a meeting with Administration and start letting citizens know what they were doing. He stated that Council passed an Ordinance 18 months ago about no parking in front yards for rental homes. He asked how that was going and how many staff had enforced. Mayor Pro Tem James stated that these continued to be questions from constituents, such as the email that he forwarded, and it might be time to make a presentation on what that looks like and what the City was doing. He stated that Council also heard concerns about VRBO's and Airbnb's and how the City was enforcing those as well. He stated that he would like to follow up on that. He stated that they would be cranking the budget machine up soon and this year he would like for Council to be able to mirror what their true feelings were and that human resources was their number one resource. He stated he would like for the COLA be in at the very beginning of the budget process, not three quarters way down. He thanked Human Resources for taking out the bottom grades and he thought they did a good job of being able to try to repair a lot of that. He stated that if staff recommended a 3% or 4% COLA they needed to figure out what that was and put that in at the very beginning. He stated that was his suggestion and would like to hear what the rest of Council had to say about that as well. He stated that he thought it was important enough to not wait until later in the budget process to begin talking about COLA's.

Council Member Thomas thanked his wife for allowing me to be there since they had a newborn baby. He stated that he volunteered over the weekend with the cleanup at One Love in regard to the mural, and Thomas White, the head of the City's Sanitation Department, told him how much the men and women that were at the bottom levels, how much they appreciated Council cutting the two bottom lower levels to bring up the minimum pay to \$35,000. He stated that hearing Mayor Pro Tem James' comments, he definitely would like to see Council work when it comes to the budget season, to make sure they were giving COLA's to make sure they were always showing staff and everyone in the City, how much they appreciated staff. He stated that District Two needed more people and that it was out of his control, but he was very excited to welcome people from other districts into District Two. He stated that Ashley Brown and Donna Ziegler from Riverland Park were in the assembly and they could testify that whenever they called or messaged him, he picked up the phone and was very responsive. He stated that he wanted people to know, if they were moved into District Two, he would be honored to serve them and listen to them and be honest about what he could do, but if anything, to connect them to representatives at higher levels, whether it be County Council, their State House Representative or State Senator, or their Federal Congressman or US Senators. He stated that he knew everyone was excited for the Soiree on State coming up. Council Member Thomas stated that at last year's Soiree he saw the City's Events Committee, Beautification Foundation and Public Safety Foundation members working hard to get their message out of what they were doing for the City but they were not given passes to the City's Sponsor Suite. He stated that he had worked with staff and moving forward if a Committee member worked the Soiree on State they would receive entry into the Sponsor Suite because they could never thank them enough for their service to the City.

Council Member Carter stated that he noticed that a contractor was pulling new fiber optic cable on Knox Abbott Drive and asked if staff could follow up to make sure they were putting the cable on the new poles and not the old poles.

Mayor Partin asked everyone to mark their calendars for the Soiree on State being held March 22 from 2pm to 8pm. She stated that the City's amazing staff had been working nonstop to create that family friendly fun for everyone. She stated that the City's entire team would be there. She stated that the Soiree on State was a great economic development engine and brought more businesses to the City. She stated that she was on a radio show that morning at the Chamber, thanks to Mayor Pro Tem James, and got to talk about the Soiree. She asked everyone to go online to the Lexington Chronicle's Best of Lexington 2025 contest and vote. She stated that Fire Chief Steven Bullard, Sergeant Mandy Fournier and K9 Hudson, the Cayce Riverwalk and the Soiree on State were all nominated. She asked everyone to vote so staff and the City could get that great recognition and help to recruit more people to come to the City's Riverwalk.

Executive Session

- A. Discussion of Lexington County economic development projects relating to the proposed location, expansion, or the provision of services encouraging location or expansion of industries or other businesses within the City
- B. Receipt of legal advice and discussion of proposed contractual arrangements relating to:
 - i. Avenues Drainage Project
 - ii. SCDOT Intergovernmental Agreement regarding the Avenues Drainage Project

Council Member Sox made a motion to move into Executive Session. Mayor Pro Tem James seconded the motion which was unanimously approved by roll call vote.

Reconvene

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

Ordinances

- A. Discussion and Approval of Ordinance 2025-01 Amending the Zoning Map and Rezoning Property Located on Dixiana Road (Tax Map Number 006899-01-027) from M-1 to M-2 – Second Reading

City Manager Crosland stated that Council approval was needed for Second Reading of an Ordinance to rezone property located on Dixiana Road from M-1 to M-2. He stated that the applicant requested the rezoning of approximately 82 acres and it was compatible with the City's Comprehensive Plan and the Future Land Use Map. He stated that the Planning Commission reviewed the proposed map amendments at their regular, scheduled meeting on December 16, 2024, and no public comments were made in favor or against the proposed changes. He stated that the Planning Commission unanimously recommended that Council approve the rezoning of tax map number 006899-01-027 from M-1 to M-2.

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

- B. Discussion and Approval of Ordinance 2025-02 Annexing Two (2) Properties Located on Dixiana Road (Tax Map Number 006899-01-029 and 006899-01-030) and Assigning M-2 Zoning Designations – Second Reading

City Manager Crosland stated that Council approval was needed for the Second Reading of an Ordinance to annex properties located on Dixiana Road and assign them a zoning designation. He stated that the applicant owners requested annexation of two (2) parcels on Dixiana Road totaling approximately 14.6 acres. He stated that in addition to annexation, the applicant was asking for a M-2 zoning designation for these properties. He stated that the requested M-2 zoning aligned with the City's Comprehensive Plan and Future Land Use Map. He stated that if approved, these parcels would be incorporated into the applicants' larger 82 acre property on Dixiana Road. City Manager Crosland stated that the Planning Commission reviewed the proposed map amendments at the regular scheduled meeting on December 16, 2024, and no public comments were made in favor or against the proposed changes. He stated that the Planning Commission unanimously recommended that Council approve the annexation of tax map numbers 006899-01-029 and 006899-01-030 and assign the M-2 zoning designation for second reading.

Mayor Pro Tem James made a motion to approve the annexation and assign M-2 zoning designation to the property. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

Possible actions in follow up to Executive Session

A. Bid Award for one or more phases of the Avenues Drainage Project

Council Member Sox made a motion to authorize the City Manager to negotiate an award of a contract for Division A with McClam and Associates, as discussed in Executive Session. Mayor Pro Tem James seconded the motion which was unanimously approved by roll call vote.

Adjourn

Council Member Carter made a motion to adjourn the meeting. Mayor Pro Tem James seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 9:25pm.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk

IF YOU WOULD LIKE TO SPEAK ON A MATTER APPEARING ON THE MEETING AGENDA, PLEASE COMPLETE THE INFORMATION BELOW PRIOR TO THE START OF THE MEETING.* *THANK YOU.*

COUNCIL MEETING SPEAKERS' LIST

Date of Meeting *March 4, 2025*

Name	Address	Agenda Item
<i>Merald Cross</i>	<i>Summerville</i>	<i>4A</i>

***Appearance of citizens at Council meetings - City of Cayce Code of Ordinances, Sec. 2-71.** Any citizen of the municipality may speak at a regular meeting of the council on a matter pertaining to municipal services and operation, with the exception of personnel matters, by notifying the office of the city manager at least five working days prior to the meeting and stating the subject and purpose for speaking. Additionally, during the **public comment period** as specified on the agenda of a regular meeting of the council, a member of the public may speak on a matter appearing on the meeting agenda, with the exception of personnel matters by signing a speakers list maintained by the city clerk prior to the start of the public comment period. The number of speakers at a council meeting may be limited in the discretion of the mayor or presiding officer, the length of time for any speaker's presentation is limited to a maximum of five minutes, and a presentation may be curtailed if determined to be uncivil, contentious, or disruptive in the discretion of the mayor or presiding officer or by majority of vote of council.



Mayor
Elise Partin

Mayor Pro-Tem
Tim James

Council Members
Phil Carter
Hunter Sox
Byron Thomas

City Manager
James Crosland

Deputy City Manager
Michael Conley

**City of Cayce
Regular Council Meeting
Wednesday, March 19, 2025**

The March 19, 2025, Regular Council Meeting was held this evening at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem Tim James and Council Members Phil Carter, Hunter Sox and Byron Thomas. City Manager Jim Crosland, Deputy City Manager Michael Conley, Assistant City Manager Wesley Crosby, Municipal Clerk Mendy Corder, Finance Director Kelly McMullen, Human Resources Director Lynn Dooley, Fire Chief Steven Bullard, IT Director Jamie Beckham and City Attorney Will Dillard were also in attendance.

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

Call to Order

Mayor Partin called the meeting to order and Mayor Pro Tem James gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

Public Comment Regarding Items on the Agenda

There were no public comments.

Ordinances

- A. Discussion and Approval of Ordinance 2025-03 Establishing New Municipal District/Ward Lines for the Election of Council Members Reflecting Population Changes in the Year 2020 Census and Repealing All Previous Ordinances Establishing District/Ward Lines – Second Reading

City Manager Crosland stated that Council approval was needed to give Second Reading to an Ordinance establishing new district lines for municipal elections. He stated that after reviewing the City's census data, the South Carolina Revenue and Fiscal Affairs Office, (SCRFA), identified a target population for each district of 3,445 individuals. He stated that to achieve the recommended population deviation of 5%, Council District Two needed to increase its population and Council District Four needed to decrease its current population. He stated that in March 2023 City Council adopted a Resolution outlining the City's standards and in June 2023 Council considered the proposed changes to district lines for First Reading but decided to defer the redistricting until after the November 2023 municipal elections to ensure that all affected residents were informed of the proposed changes to the districts. He stated that on February 4, 2025, Council deferred the proposed new district lines until the February 19, 2025, Council Meeting to ask SCRFA to review several additional district lines suggestions

and the map in exhibit A reflected their suggested changes. City Manager Crosland stated that on March 4, staff recommended the item be deferred again to make sure the letters that were mailed out were received by all the affected residents. He stated that staff recommended that Council give Second Reading approval of an Ordinance establishing new municipal district/ward lines for the election of council members reflecting population changes in the year 2020 census and repealing all previous Ordinances establishing district/ward lines.

Council Member Carter made a motion to approve Ordinance 2025-03 on Second Reading. Council Member Thomas seconded the motion which was unanimously approved by roll call vote. Mayor Partin stated that she appreciated staff and the SCRFA for helping Council to work through and try to navigate this the best they could.

Items for Discussion and Possible Approval

- A. Discussion and Approval to Ratify an Agreement Approved by City Manager, Under the Emergency Powers of Sec. 2-146, with G.H. Smith Construction, Inc., Carolina Paving and Grading, LLC and Hinterland Group, Inc. for the Emergency Repair of a Sewer Main Failure

City Manager Crosland stated that the City had to take immediate action in response to a sewer main failure on Seventh Street, located between Jansen and Michaelmas Avenues. He stated that this portion of the project consisted of excavation of the asphalt roadway, installation of approximately 340 linear feet of pump pipe, reconnection of services and placement of flowable fill in the trench. He stated that in addition, there were significant failures of the sewer main between Jansen and Lafayette Avenues and it was determined that this portion of the sewer main could be addressed through less evasive, trenchless technologies. He stated that this portion of the project consisted of pipe bursting approximately 760 feet linear feet of pipe service, reconnections and a small amount of asphalt repair at the connection points. City Manager Crosland stated that the total price quoted for the emergency repair work was G.H. Smith Construction for \$81,380, Carolina Paving and Grading LLC, for \$27,500 and Hinterland Group Incorporated for \$111,000. He stated that the City Manager approved the quotes using the emergency powers established by City Ordinance, Section 2-146. He stated that staff recommended Council ratify the City Manager's action, executing agreements with GH Smith Construction for \$81,380, Carolina Paving and Grading for \$27,500 and Hinterland Group for \$111,000 for a total of \$219,880. He stated that the contracts would be funded as follows - \$27,500 from Utilities Wastewater Collection O&M budget for the asphalt paving, and \$192,380 from Utilities Capital Reserves.

Mayor Pro Tem James made a motion to ratify the agreement approved by the City Manager. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

B. Discussion and Approval of an Agreement for Completion of a Subdivision and for Providing of a Surety Bond or Letter of Credit

City Manager Crosland stated that Council approval was needed to accept a performance bond for the subdivision at 800 Lexington Avenue before selling lots for obtaining building permits. He stated that the developer, Broad Brook-CT, LLC, must either complete all required improvements or provide financial assurance through a bond or letter of credit. He stated that Council could accept a performance bond guaranteeing the completion of roads, storm drainage, sidewalks and water and sewer systems within a set amount of time, which was two (2) years. He stated that the bond must be 1.5 times the estimated cost of these improvements as determined by a licensed South Carolina engineer. He stated that if the bond was approved, a bonded plat could be recorded with the Lexington County Register of Deeds allowing lot sales and issuing building permits and the developer remained responsible for completing all infrastructure and maintenance until the final plat was approved and recorded, at which time the bond could be released. He stated that staff recommended Council approve the performance bond for 800 Lexington Avenue in lieu of completed improvements for \$305,860.50.

Mayor Pro Tem James made a motion to approve the performance bond for 800 Lexington Avenue. Council Member Sox seconded the motion. He stated that Council did something similar for Dunbar Village, the new development near City Hall. City Manager Crosland stated that was correct. Mayor Partin stated that the construction cost for the sidewalks seemed very low to her. She asked if staff had compared the price to the grants the City had for sidewalks. City Manager Crosland stated that he could get back to Council with comparable costs for sidewalks. Mayor Partin asked Council if they would be okay with postponing this item until they got that information. She stated they could proceed if staff was comfortable with the numbers and did not think they might run into a problem in two (2) years or they could postpone it. City Manager Crosland stated that he was comfortable with staff's recommendation. Mayor Partin stated that they would be discussing construction projects later in the meeting where the costs were a lot higher. Council Member Carter asked if Mayor Partin was saying that the number was low. Mayor Partin stated that yes, that was the question. Council Member Carter asked who would own the sidewalks once the project was complete.

Deputy City Manager Conley stated that half of the projects sidewalks on Poplar Street would actually be on the project's property and would be part of the property's HOA. He stated that the sidewalks that went down Lexington Avenue were on the right of way and would be DOT's responsibility. Deputy City Manager Conley stated that staff

was applying for a TIF grant to connect the sidewalks to Holland Avenue. Mayor Partin asked where they would end. Deputy City Manager Conley stated the grant would connect the two (2) sidewalks from the development that went down Lexington and Poplar down Second or Third Avenue onto Holland to create a network of sidewalks. Mayor Partin asked if some of that was the developments property. Deputy City Manager Conley stated that the developers were paying for the sidewalks on Lexington and Poplar and the City would use grant money to connect those two (2) sidewalks to Holland Avenue. Mayor Partin asked if he had compared the numbers to the grants the City currently had out for sidewalks on Frink Street and Julius Felder Street. Deputy City Manager Conley stated that the price of the sidewalk on Julius Felder got so high because they had to purchase right of way, and not so much the construction of the sidewalk. He stated that he did not see anything wrong with the construction prices for the sidewalk. Council Member Sox stated that he did a quick Google search and knew that was not great research, but the cost of the sidewalks was in line with 2025 rates. Mayor Partin called the question which was unanimously approved by roll call vote.

C. Discussion and Approval to Enter into a Contract with Raftelis Financial Consultants, Inc. for Financial Consulting

City Manager Crosland thanked Council for deferring this item at the last Council Meeting. He stated that staff always wanted to make sure Council had what they needed in approving these types of agreements. He stated that the proposed Raftelis Master Agreement was a general statement of work and allowed for task orders to be developed. He stated that the use of a master agreement was in line with what the City used for engineering consultants like American Engineering and Hannah Engineering as well the City's on-call general contractor and landscaping group. He stated that master agreements were reviewed every two (2) years, and the master agreement could be extended for an additional two (2) years, or an RFQ could be issued in the current fiscal year. City Manager Crosland stated that staff envisioned a similar process with financing consultants since it was in the City's best interest to utilize the services of Raftelis because they created a rate model that would be calibrated for the FY25/26 proposed data. He stated that to utilize a different firm would require starting over with the rate study. He stated that staff recommended City Council waive the formal bid process and allow the City Manager to execute a master agreement with Raftelis Financial Consultants.

Mayor Pro Tem James made a motion to waive the City's formal bid process and allow the City Manager to execute a master agreement with Raftelis Financial Consultants. Council Member Sox seconded the motion. Mayor Pro Tem James asked if staff would issue an RFQ over the next 12 months. He stated that they were moving forward with Raftelis for the reasons City Manager Crosland described that night, and it needed to be put in place pretty quickly, but over the next 12 months, would an RFQ go back out. City Manager Crosland stated that staff could do that. Mayor Partin asked if that was in line with the City's normal timeline for doing that. City Manager Crosland

stated that staff had to put American Engineering and Hannah Engineering out to bid this year before July. Mayor Partin asked if that was coming as a normal course of business. City Manager Crosland stated that staff could put it out for next year. Mayor Partin asked if it was part of the normal course of business or was it not. City Manager Crosland stated that the City could do a two (2) year agreement with Raftelis or could elect to put out another RFQ next year. Mayor Partin asked if it was a two (2) year agreement. City Manager Crosland stated that it was a new agreement so it would be a two (2) year agreement, but the City had an option. Mayor Partin asked Mayor Pro Tem James if he was saying that he did not want the City to do the two (2) years. Mayor Pro Tem James stated he wanted to make sure that the City was being cost competitive. Mayor Partin stated that if they did the two (2) year agreement, then they would not put it out for an RFQ within the next 12 months. City Manager Crosland stated that they could ask that the agreement be a 12-month agreement so they could put it out for RFQ next year. Mayor Pro Tem James stated that he would leave that to the City Manager and that he wanted to make sure they were being cost competitive, but he recognized that Raftelis had a lot of numbers the City needed so they could not change up with three (3) months' notice. Council Member Sox asked if City Manager Crosland had indicated before that the City's partners in the County and Joint Municipal Water and Sewer Commission also used Raftelis to review their rates. City Manager Crosland stated that the Commission used Raftelis. Mayor Partin called the question which was unanimously approved by roll call vote.

Committee Matters

A. Appointments

- Board of Zoning Appeal – One (1) Position
- Museum Commission – One (1) Position

Mayor Partin stated that someone recently resigned from the Board of Zoning Appeal so there was one (1) open position. She stated that the City had received potential member applications from Mr. Chip Salek Jr. and Mr. Campbell Mims in that order. Council Member Carter made a motion to appoint Mr. Salek to the Board of Zoning Appeal. Mayor Pro Tem James seconded the motion which was unanimously approved by roll call vote. Mayor Partin stated that someone recently resigned from the Museum Commission so there was one (1) open position on the Commission. She stated that the City had received a potential member application form Mr. Christopher Tenny. Council Member Carter made a motion to appoint Mr. Tenny to the Museum Commission. Mayor Pro Tem James seconded the motion which was unanimously approved by roll call vote.

Mayor Partin stated that there were four (4) openings on the City's Events Committee. She stated that it was a great committee that did a lot of fun things. She stated that the potential member application was on the City's website, or they could

reach out to the City's Municipal Clerk who would be glad to help anyone that was interested.

City Manager's Report

City Manager Crosland stated that staff had been very busy with the preparation of Soiree on State. He stated that the City's Community Risk Reduction Manager Lindsey McDade, with the City's Fire Department, had launched a study the first week of March in partnership with the Courage Center and Hoof Beat Ranch that would provide data on therapeutic equine activities. He stated that the program focused on supporting individuals in recovery while improving overall mental illness and technical assistance was provided from the South Carolina Center of Addiction as well as Clemson University. He stated that the program was funded by the South Carolina Opioid Recovery funds. He stated that staff had been extremely busy with the budget and was looking forward to having the first reading of the budget in May.

Council Comments

Council Member Thomas asked Ms. Corder if the Events Committee asked Soiree on State attendees at the 2024 event what future events they would love to see happen in the City. He stated that when he served on the Committee two (2) years ago they did that and if they did that again this year, he would love to see what events people wanted in the City so they could see how Council could be supportive of potential new events to bring people into the City. He stated that he would also like to see what areas of the midlands people were traveling from for the Soiree because he knew the City's events were attracting people from outside of the Columbia area. Council Member Thomas stated that he was excited to have a new, bigger district and he was honored to serve his new constituents and hear their ideas. He stated that he looked forward to attending their neighborhood association meetings so he and Council Member Sox could listen to their constituents, so they could best serve those constituents to the best of their abilities. He stated that he encouraged other areas in his district to have meetings so Council could listen to them. He stated that Council could not do their jobs to the best of their abilities if they did not hear what their constituents wanted and needed, or how they could best serve them. He stated that Council's contact information was on the City's website.

Council Member Sox stated that there was a lot of overlap in some of the Council districts and one thing that that moved over after Council approved the new district lines was what district Glenwood Park resided in. He stated that the park was getting some upgrades, so he wanted to provide an update on those upgrades. He stated that demolition of the old shelter and goal post had been completed, along with new park benches being installed and repairs to the basketball courts being completed. He stated that some work was being performed that week as a new shelter was being built. He stated that the footing for the new basketball goals was going in and then the

plumbing for the new water fountain would be installed. He stated that they were looking into repairing the swings, and as Councilman Thomas had mentioned before, they were looking into having an event for the grand reopening. He stated that Council Member Thomas had mentioned having the high school basketball team there to shoot hoops with some of the kids in the area. Council Member Sox stated that the project was scheduled to be completed by mid-April and hopefully it would remain on that timeline. He stated that they would notify everyone in the area with a note on their roll cart when the reopening date was scheduled.

Council Member Carter stated that at the last Council Meeting, he failed to mention that Moss Creek had a sewer line replaced. He stated that it was a pretty big project, and the City held a public meeting which staff attended to answer questions. He stated that the questions were answered in a perfectly professional way, and he appreciated them doing that. He stated that recently a big tournament was held at the City's new pickleball courts and the group running the tournament was not familiar with the City's special event process. He stated that he was contacted to see if he could help and when he went to City Hall, the City Manager was all already on the phone with the Director of the Recreation Commission. Ms. Amanda Rowan, in the City Manager's office, fast-tracked the process so everything was resolved immediately. He stated that the day of the tournament there was a plumbing issue, so he texted the City Manager and he went down there, and City staff was already there even though it was not the City's lift station but a private lift station. Council Member Carter stated that once again City staff was on the ball and handled it in their normal, professional, perfect way.

Mayor Partin stated that in addition to the Glenwood Park opening, they had talked about having the arts school resource officers get the elementary school students to the reopening, particularly the ones who lived in the neighborhood, so they could get familiar with their own neighborhood park. She stated that the little ones would be there as well. She stated that the kayak launch that the City received a grant for a long time ago should be open soon and was going to be an ADA compliant kayak launch. She stated that the City's neighborhood parks would be getting wired for wi-fi and the project was starting with the City's Art Lot getting wi-fi that weekend. She stated that she knew this was something that Councilman Thomas really championed and thanked him for pushing that forward. Mayor Partin stated that was one more great amenity that was coming to the City at no cost. She thanked staff for getting a grant for some work on the riverwalk to make some repairs and to replace benches and picnic tables as well as new trash bins coming and other equipment.

Executive Session

- A. Discussion of Lexington County economic development projects relating to the proposed location, expansion, or the provision of services encouraging location or expansion of industries or other businesses within the City

- B. Receipt of legal advice and discussion of proposed contractual arrangements relating to:
 - i. Avenues Drainage Project
 - ii. SCDOT Intergovernmental Agreement regarding the Avenues Drainage Project
- C. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege
 - i. Fire-truck warranty litigation
- D. Receipt of legal advice and other matters covered by attorney-client privilege relating to City Attorney communications

Council Member Sox made a motion to move into Executive Session. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

Reconvene

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

- A. Bid Award for one or more phases of Avenues Drainage Project

Council Member Sox made a motion to authorize the City Manager to negotiate an award of Division B contract to Wiley Easton Construction, Co, Inc., as discussed in Executive Session. Council Member Carter seconded the motion. Mayor Partin called the question. Council Members Carter, Sox and Thomas voted yes. Mayor Partin and Mayor Pro Tem James voted no. Mayor Partin stated that vote was a tough vote. She stated that it was a complex situation, but all of Council had thoughtful, collegial conversations. She stated that while she and Mayor Pro Tem James were happy for the improvements to happen on Naples Avenue, they felt it was more important to prioritize the homes who had drainage issues in their homes, versus a few yards. She stated that they felt strongly about standing up for citizens who were on the Karlaney Avenue drainage basin and wanted the grant money to go towards that original intent. She stated that the vote that just passed was for the Naples Avenue grant, and that was also an important action, because otherwise the City would have had to give grant money back and they wanted to support any and all infrastructure improvements that could be made in the City.

Mayor Pro Tem James stated that there was not much he could add to Mayor Partin's comments, but that he appreciated them and echoed them. He stated that like many of the issues that come before Council in Executive Session, at a minimum, they were complex, and pursuant to the guidelines of Executive Session, there was only a certain amount of information that Council could share. He stated that he was grateful for the community to always support Council and was grateful for Council that night for over three hours being behind closed doors to come to an equitable conclusion on what they felt was right and understanding one another's perspectives and moving forward. Council Member Thomas stated that he agreed with Mayor Partin and Mayor Pro Tem James and was eager to continue to work to fix the remaining storm water issues on the Avenues and then the City of Cayce. Council Member Sox stated that Council had some thoughtful conversations over the past few weeks, and that night as well. He stated that he respected everyone's vote but he could not sit back and give millions of grant dollars back, but he was confident that Council was on the right track to address the decades old problems that had been lingering in the Avenues from the drainage perspective, and ones that councils before them were not in a position to do so. Council Member Carter thanked everyone for their passion and commitment to that section of Cayce. He stated that Council was going to pledge to finish the Avenues drainage projects. He stated that it was going to be a long road and take a lot of money, but they were determined, as a Council, to do that together and they had made a great start that night, and he was happy they were moving forward.

B. Approval of SCDOT Intergovernmental Agreement regarding the Avenues Drainage Project

Mayor Pro Tem James made a motion to approve the intergovernmental agreement. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

Adjourn

Mayor Pro Tem James made a motion to adjourn the meeting. Council Member Sox seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 9:05pm.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk

IF YOU WOULD LIKE TO SPEAK ON A MATTER APPEARING ON THE MEETING AGENDA, PLEASE COMPLETE THE INFORMATION BELOW PRIOR TO THE START OF THE MEETING.* **THANK YOU.**

COUNCIL MEETING SPEAKERS' LIST

Date of Meeting March 19, 2025

Name	Address	Agenda Item

***Appearance of citizens at Council meetings - City of Cayce Code of Ordinances, Sec. 2-71.** Any citizen of the municipality may speak at a regular meeting of the council on a matter pertaining to municipal services and operation, with the exception of personnel matters, by notifying the office of the city manager at least five working days prior to the meeting and stating the subject and purpose for speaking. Additionally, during the **public comment period** as specified on the agenda of a regular meeting of the council, a member of the public may speak on a matter appearing on the meeting agenda, with the exception of personnel matters by signing a speakers list maintained by the city clerk prior to the start of the public comment period. The number of speakers at a council meeting may be limited in the discretion of the mayor or presiding officer, the length of time for any speaker's presentation is limited to a maximum of five minutes, and a presentation may be curtailed if determined to be uncivil, contentious, or disruptive in the discretion of the mayor or presiding officer or by majority of vote of council.

Memorandum

To: Mayor and Council

From: Jim Crosland, City Manager

Date: April 1, 2025

Subject: Proposal Award to Stantec Consulting Services for Brownfields Environmental Consulting Services

ISSUE

Council approval is needed to accept the proposal from Stantec Consulting Services for consulting services for implementation of the City's brownfields environmental program and to authorize the City Manager to negotiate and execute a contract between the City of Cayce and Stantec Consulting Services.

DISCUSSION

The City sought professional services from a qualified and experienced environmental consulting firm to conduct consulting services for the Environmental Protection Agency's (EPA) Brownfields Assessment Grant, which was awarded to Cayce in the amount of \$500,000. The consultant will assist the City with the management and execution of the grant program. This grant and its implementation are at no cost to the City. The solicitation complied with federal procurement standards outlined in CFR § 200.318 – CFR §200.327 that are applicable to hiring of consulting firms to assist communities with grants awarded.

The City issued a Request for Proposal (RFP), complying with the City's Procurement Policy as well as the federal standards noted above, for Brownfield Environmental Consulting Services on February 10, 2025. The City received proposals from four (4) firms:

BL Companies, Inc., CHA Consulting, Inc., Stantec Consulting Services Inc. and Weston & Sampson

The evaluation committee consisting of City staff determined that Stantec Consulting Services Inc. was the most responsive, responsible, responder.

RECOMMENDATION

Staff recommends Council approve the proposal from Stantec Consulting Services, as the highest responsive and responsible proposer, and authorize the City Manager to negotiate and execute a contract between the City of Cayce and Stantec Consulting Services. This recommendation offers the best combination of competitive costs and exceptional services.



**Minutes for the January 27, 2025 Annual Board Meeting
of the Housing Authority of the City of Cayce, SC**

The Board of Commissioners of the Housing Authority of the City of Cayce, SC held its Annual Board Meeting on Monday, January 27, 2025 at Cayce City Hall.

Chairman Jack Sightler called the meeting to order at 5:26 pm. A copy of the agenda was posted on the Housing Authority’s website. Roll call was conducted, and the following members of the Board were present:

CH Board Members			Columbia Housing Authority Staff Present
Chairman	Jack Sightler	Present	Yvonda A. Bean, Chief Executive Officer
Vice-Chairman	Johnetta Riley	Present	Barry Hall, Chief Operating Officer
Commissioner	Evony Reed	Present	Lee McRoberts, Chief of Staff
Commissioner	Cheryl Seymour	Absent	Cherily McCoy, Assistant Property Manager
Commissioner	Bruce Smith	Present	Gloria Warner, Regional Property Manager
			Julia Gibbs, Project Manager
			Visitors:
			Jarrett Epperson, City of Cayce

APPROVAL OF AGENDA

Chairman Sightler called for a motion to approve the Agenda as presented. Upon motion of Chairman Sightler, seconded by Commissioner Reed, it was approved.

Board Member		Aye	Nay	Absent
Chairman	Jack Sightler	X		
Vice-Chairman	Johnetta Riley	X		
Commissioner	Evony Reed	X		
Commissioner	Cheryl Seymour			X
Commissioner	Bruce Smith	X		

ELECTION OF OFFICERS

Chairman Sightler called for nominations for Chairman. Vice Chair Riley nominated Mr. Sightler as Chairman, seconded by Commissioner Reed, it was unanimously approved.

Board Member		Aye	Nay	Absent
Chairman	Jack Sightler	X		
Vice-Chairman	Johnetta Riley	X		
Commissioner	Evony Reed	X		
Commissioner	Cheryl Seymour			X
Commissioner	Bruce Smith	X		

Chairman Sightler called for nominations for Vice-Chairman. Commissioner Smith nominated Commissioner Riley as Vice-Chairman, seconded by Chairman Sightler it was unanimously approved.

Board Member		Aye	Nay	Absent
Chairman	Jack Sightler	X		
Vice-Chairman	Johnetta Riley	X		

Commissioner	Evony Reed	X		
Commissioner	Cheryl Seymour			X
Commissioner	Bruce Smith	X		

ADJOURNMENT

There being no further business and upon motion of Chairman Sightler, seconded by Vice Chair Riley, it was unanimously approved to end the meeting at 5:28 pm.

Prepared by:

Yvonda A. Bean
Secretary/Executive Director



January 27, 2025
Regular Board Meeting of the Housing Authority of the City of Cayce, SC

The Board of Commissioners of the Housing Authority of the City of Cayce, SC held its Regular Board Meeting on Monday, January 27, 2025 at Cayce City Hall.

Chairman Jack Sightler called the meeting to order at 5:07 pm. A copy of the agenda was posted on the Housing Authority’s website.

Roll call was conducted, and attendance was as noted below:

CH Board Members			Columbia Housing Authority Staff Present
Chairman	Jack Sightler	Present	Yvonda Bean, Chief Executive Officer
Vice-Chairman	Bruce Smith	Present	Barry Hall, Chief Operating Officer
Commissioner	Johnetta Riley	Present	Lee McRoberts, Chief of Staff
Commissioner	Cheryl Seymour	Absent	Cherilyn McCoy, Property Manager
Commissioner	Evony Reed	Present	Gloria Warner, Regional Property Manager
			Julia Gibbs, Senior Project Manager
			Visitors:
			Jarrett Epperson, City of Cayce

APPROVAL OF AGENDA

Chairman Sightler called for a motion to approve the Agenda as presented. Upon motion of Vice Chair Riley, seconded by Chairman Sightler, it was approved.

PUBLIC COMMENT

Mrs. Bean stated no one from the public had signed up or was present to address the Board.

APPROVAL OF MINUTES

Chairman Sightler called for a motion to approve the minutes of the meeting held November 19, 2024. Upon motion of Commissioner Reed, seconded by Commissioner Smith the minutes were approved.

Board Member		Aye	Nay	Absent
Chairman	Jack Sightler	X		
Vice-Chairman	Johnetta Riley	X		
Commissioner	Evony Reed	X		
Commissioner	Cheryl Seymour			X
Commissioner	Bruce Smith	X		

DISCUSSION ITEMS:

Mrs. Bean said that she wanted to attend the meeting to say goodbye to the Cayce Board. Mrs. Bean thanked the Commissioners for their support during her tenure and expressed her appreciation for their work. Mrs. Bean said that Mr. Hall will be acting as Interim Chief Executive Officer while a national search is conducted. Vice Chair Riley thanked Mrs. Bean for her service to and support of the Cayce Housing Authority and said she appreciated Mrs. Bean’s warm approach and willingness to work. Ms. McRoberts reminded the Board that a farewell drop-in is planned for Mrs. Bean on Thursday in the President’s Box at the Benedict College football stadium, the event will happen from 4:00 pm until 6:00 pm.

CEO REPORT:

Mrs. Bean said that the Cayce Housing Annual Meeting to elect officers will follow the Regular meeting. Mrs. Bean said that CFO Dennis Lohr had experienced a death in his immediate family and was not available to prepare the financial report, she added that Cayce Housing did produce a net income of \$42,909 for the reporting period.

Mrs. Bean asked Ms. McCoy to present the Operations Report.

Ms. McCoy reported the following:

	November	December	January
Accounts sent to Magistrate	0	0	0
Account more than 30 days	01	0	01
Work Orders received	09	18	10
Work Orders Completed	05	17	07
Work Orders Remaining	04	01	03
Emergency Work Order	0	08	04

****Magistrate Update:**

November - zero cases sent to the magistrate.

December - zero cases sent to the magistrate.

January -zero case sent to the magistrate.

Chairman Sightler asked if the cold weather had impacted the number of Emergency Work Orders in December and January. Ms. McCoy said that all of the Emergency Work Orders were HVAC related and addressed within 24 hours. Mrs. Bean added that weather had been a major factor for maintenance the past few months but that staff had been responsive and was taking care of things quickly.

Mrs. Gibbs gave an update on the tree work at Cayce Housing properties. Six trees were removed from Poplar and Wilkinson and overhanging branches were also trimmed. Staff is still getting quotes on work recommended by the arborist. Additional updates will be made as work progresses.

Mrs. Bean thanked the Board for their willingness to move the January meeting to the 27th as inclement weather concerns caused the original date of the 21st.

ADJOURNMENT

There being no further business and upon motion of Commissioner Smith, seconded by Chairman Sightler, it was unanimously approved to end the meeting at 5:26 pm.

Prepared by:

Yvonda A. Bean
Secretary/Chief Executive Officer

Cayce Historical Museum Commission

February 5, 2025

Meeting Minutes

The February 5, 2025 meeting of the Cayce Historical Museum Commission (CHMC) was held in the Cayce Visitors Center. The meeting was convened at 5:05pm by Chair James Stewart. The following individuals attended the meeting:

Name	Status
James Stewart	Chair
Pamela Sulton	Vice Chair
Marcy Hayden	Secretary
Archie Moore	Commissioner
A.G. Dantzler	Commissioner (absent)
Charlita Earle	Commissioner (absent)
Keith Stephenson	Commissioner
David Brinkman	Commissioner
Will Britz	Commissioner
Andy Thomas	Cayce Museum Curator
Elizabeth Lumsden	Cayce Museum Assistant

Upcoming Events:

February-African American Heritage Month
 2/15/25-Battle of Congaree Creek Encampment Event
 3/22/25-Soiree on State Street
 4/5/25-Tartan Day South Colonial Village

Invocation: Vice Chair Sulton

Action Items:

January Meeting Minutes:

The Commission reviewed the previous meeting minutes. Commissioner Moore motioned that the meeting minutes be accepted and Commissioner Brinkman seconded the motion. The minutes were approved.

New Business:

Volunteer Hours Log: A google form has been created to track volunteer hours for the museum. This log will be shared with the Cayce Historic Foundation to provide data for “in-kind” contributions for fund-seeking and grant writing efforts. In 2024, approximately 1870 volunteer hours were donated to the Museum which had a total value of approximately \$56,246 (per hour rate of \$24 established by federal guidelines).

Strategic Planning-Historic Preservation

Cayce Historical Locations Document and App.: Utilizing the ArchSite state-wide historic/archeological database, an application has been created that can be utilized by the public to document historic/culture/archeological sites throughout the city. These sites will populate a database that can be reviewed by the Historic Preservation Committee to add to a report to the State Historic Preservation Office for inclusion in the larger site map. This would help document these locations so that future development will be aware and more preservation work can be completed such as grants for homes or neighborhoods. This is in the testing phase and is not open to the public yet. Commissioners have been asked to document a few locations for the test.

Museum Staff Report

Museum staff and volunteers are making progress on the NAGPRA inventory having recorded around 4,582 objects to date. The NAGPRA report will begin in January as previously discussed, as work continues until all Native American Indian items are cataloged. Additionally, volunteers are working on archival items in the storage building to catalog and organize items in the collection.

The Columbia Airport Exhibit display is at the printer. The exhibit does not have an opening date, but should be announced soon.

New exhibits: Public Safety exhibit and REV250 exhibits are being worked on and will need funding for the Public Safety exhibit.

Upcoming Events: February is Black History Month and the social media posts are being planned along with possible speakers. The Battle of Congaree Creek Anniversary is scheduled to take place at the Museum on Feb. 15th from 9am-3pm and will feature an encampment with Union and Confederates. Additionally, there will be tours of the Battle of Congaree Creek at the 12,000 History Park at 9am and 1pm on Feb. 15th. March 22nd will be the Soiree on State Street event and the Museum will have a table. Tartan Day South will be April 5th.

Donations

Gift of Brookland Bank Checks (Terry Horton)

Motion to accept donated items due to their significance and added value to current exhibits was made by Commissioner Moore and seconded by Commissioner Brinkman. Motion passed.

Ongoing Business:

Old State Road NRHP Nomination

No updates at this time.

Additional Business:

Grant Proposals: Chair Stewart asked Commissioners to brainstorm some grant topics to explore for the upcoming grant cycles. The H-tax, A-tax, Arts Commission, Humanities, Foundations and others sources to research for future grant writing. Topics to research for future grant projects are as follows:

- Digital Collects Database
- Planning Grants (historic preservation, collections management, and/or strategic planning)
- Lecture Series
- Public Outreach Programs
- Catawba Pottery Exhibit
- Tool Kit Creation
- Foundation Website and Digital Collections
- Juneteenth Event
- Native American Event
- Exhibit upgrades
- Infrastructure Improvements

With no other business on the meeting agenda and a motion to adjourn was made by Vice Chair Sulton and seconded by Commissioner Hayden. The meeting adjourned at **6:09PM**.

ITEM V. A.

Events Committee Minutes February 13, 2025

Present: Maxine Creamer, Dave Capps, Teresa Mitchell, Ashley Warthen

Absent: Mike Harlen, Ashley Brown, Jean Boiteau

City Representatives: Amanda Rowan, Mendy Corder

Ms. Creamer opened the meeting.

The committee reviewed the January 13, 2025, minutes. Ms. Creamer made a motion to approve. Ms. Warthen seconded, and motion was unanimously passed.

Ms. Rowan stated that the Spring Plant Exchange will take place on Saturday, April 12, 2025, starting at 10am. Volunteers should arrive at 9:30 am.

Cayce Cool Down's date has been set for July 26th from 11am -1pm due to school starting within the following 2 weeks.

Ms. Rowan asked the committee if they would like a tent at Soiree on State. Mr. Capps confirmed that the committee would like to set up a tent again this year. The committee would like to use the easel again to advertise upcoming and new events.

Soiree on State takes place March 22, 2025, from 2pm to 8pm. Committee members will be helping in different areas during the Soiree. Freeway Music students will be in the Art Lot performing all day. There will be 3 face painters in the kid's area and approximately 10 – 12 food vendors.

With no further business, Ms. Warthen made a motion to adjourn, and Mr. Capps seconded the motion. Motion carried and the meeting was adjourned.

The next Events Committee meeting will be March 13, 2025, at 5:30 PM in Council Chambers.

Respectfully submitted by,

Maxine Creamer, Secretary