

Mayor
Elise Partin

Mayor Pro-Tem
James E. Jenkins

Council Members
Phil Carter
Tim James
Hunter Sox

City Manager
Tracy Hegler

Deputy City Manager
Jim Crosland
Assistant City Manager
Michael Conley



**City of Cayce
Regular Council Meeting
Tuesday, July 5, 2022
6:00 p.m. – Cayce City Hall – 1800 12th Street
www.caycesc.gov**

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. June 7, 2022, Regular Council Meeting
June 22, 2022, Public Hearing & Regular Council Meeting

II. Public Comment Regarding Items on the Agenda

III. Presentations

- A. Presentation by GIS Manager Bob Hawks of the Cayce River Arts District Story Map

IV. Ordinances

- A. Discussion and Approval of Ordinance 2022-11 Enacting a New Article IV ("Special Events; Permit Required") in Chapter 6 ("Amusements and Entertainments") of the City Code – First Reading

V. Items for Discussion and Possible Approval

- A. Discussion and Approval of Memorandum of Understanding and Agreement between the City of Cayce and the Town of Springdale for Building Official Services

VI. Committee Matters

- A. Approval to Enter the following Committee approved Minutes into the City's Record
Museum Commission – May 4, 2022
Planning Commission – May 16, 2022
- B. Discussion and Approval of Proposed Amendments to the Cayce Museum and Historical Commission By-Laws
- C. Appointments and Reappointments
Public Safety Foundation – Four (4) Positions

VII. City Manager's Report

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

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.



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**City of Cayce
Regular Council Meeting
June 7, 2022**

The June Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem James Jenkins and Council Members Phil Carter, Tim James and Hunter Sox. City Manager Tracy Hegler, Deputy City Manager Jim Crosland, Assistant City Manager Michael Conley, Municipal Clerk Mendy Corder, Finance Director Kelly McMullen, Human Resources Director Lynn Dooley, IT Director Jamie Beckham, Police Chief Chris Cowan and City Attorney Danny Crowe 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 Council Member James gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

Approval of Minutes

Mayor Pro Tem Jenkins made a motion to approve the May 9, 2022, Special Council Meeting minutes, the May 10, 2022, Regular Council Meeting Minutes and the May 18, 2022, Regular Council Meeting minutes as written. Council Member James 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 by Mr. Lee Tant with Eau Claire Cooperative Health re the Services Offered

Mr. Tant stated that he was the Public Affairs Manager for Eau Claire Cooperative Health Center. He stated that the Center served more than 57,000 patients across the midlands of South Carolina. He stated that their mission was to provide accessible, compassionate, high quality health care services. He stated that they served everyone regardless of their ability to pay or their insurance status. He stated that uninsured patients paid on a sliding fee scale which could be as low as \$20 per visit. Mr. Tant stated that 21% of their patients were privately insured which really spoke to the quality of care that they provide and the expertise of their clinicians.

Mr. Tant stated that they also offer pediatrics, adult primary care services and have a dedicated women's health facility. He stated that they were in the process of opening a state-of-the-art facility for women's health care and nearby would be two (2) dental sites and a podiatry site. He stated that they had seen during the pandemic an increase in mental health issues so they were integrating behavioral health services with their primary care to make sure that patients who have both medical needs and mental health service needs are having those needs met. Mr. Tant stated that the Cooperative Health Center also offered radiology and pharmacy services for patients. He stated that through their participation in the Federal 340 B Drug Pricing Program their medications were a lot more affordable than other pharmacies.

Mr. Tant stated that one service they were in the process of bringing on board was teenage and adolescent care. He stated that during the pandemic, teenagers have been hit very hard through isolation, boredom, and also separation from their friends and family. He stated that their teenage and adolescent services marry both primary care and also behavioral health services. He stated that through the Federal appropriations process and with the help of Senator Lindsey Graham, they were awarded \$2 million in March 2022 to build a state of the art teenage and adolescent facility in Colombia. Mr. Tant stated that their Brookland-Cayce pediatrics facility served pediatric patients from birth to 19 years old. He stated that facility served nearly 43,000 patients during the previous year and the facility on State Street served nearly 1,900 patients which were adult primary care services. He stated that National Health Center Week was the second week of August and invited Council to come out and meet some of their providers and patients.

Ordinances

- A. Discussion and Approval of Ordinance 2022-03 to Establish a Consent Fee or Franchise Fee for Certain Uses of Public Streets or Public Places in the Absence of a Consent Agreement or Franchise Agreement with the City - Second Reading

Ms. Hegler asked Council to defer this item to the June 22, 2022, Council Meeting. Council Member James made a motion to defer Ordinance 2022-03 to the June 22, 2022, Council Meeting. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

- B. Discussion and Approval of Ordinance 2022-08 to Adopt an Annual Budget, Levy a Property Tax, and Provide Revenue for the City of Cayce for the Fiscal Year Ending June 30, 2023, and To Adopt and Establish Certain New Fees and Charges with Amounts – First Reading

Ms. Hegler stated that she was really excited to present the proposed FY23 budget to Council. She stated that staff worked really hard on it and she was really proud of them. She stated that she was going to review three (3) budgets, the General Fund budget, the Utility Fund budget and the ARPA tranche funds. She stated that the General Fund was balanced at \$16,747,065. She stated that staff had proposed a millage increase which had not been done since 2019. She stated that the millage increase would generate \$320,000 which would equal \$1.35 per month on a \$100,000 home. She stated that surrounding municipalities were increasing their millage as well. She stated that it had been a lean couple years for everyone with the price of everything going up and staff felt this was the time to propose an increase to help balance the budget.

Ms. Hegler stated that staff had also proposed a 5% fee increase on fees related to development review and permitting. She stated that the increase was consistent with the Consumer Price Index that staff was monitoring. She stated that a \$2 per month increase in hydrant fees was also proposed for out of city customers only. She stated that the City did transfer funds from the Utility Fund to the General Fund for indirect costs such as staff and facilities. She stated that the transfer was \$2.15 million dollars which was pretty standard. Ms. Hegler stated that staff anticipated \$1.1 million dollars in Hospitality Tax revenues. She stated that Accommodation Tax funds were a little slower to come around since COVID so staff was conservative in their estimates.

Ms. Hegler stated that the School District funds 75% of the cost of School Resource Officers and the City funds 25%. She stated that three of the SRO's were currently 100% funded by the State so that would appear in the City's revenues. She stated that the vehicles needed were leased so that would show up as a revenue but would be an expense later. She stated that General Fund capital expenditures were five (5) new replacement patrol vehicles, two (2) investigative replacement vehicles, a parks replacement vehicle and one (1) replacement fire vehicle. She stated that to balance the budget staff proposed to lease the vehicles for a couple of years. Ms. Hegler stated that the City got great rates on the leases. She stated that staff was proposing a 4% cost of living increase for City employees. She stated that the CPI was 4.7% and the proposed COLA was something Administration felt was important to give to staff.

Ms. Hegler stated that in terms of new positions, one (1) part time position was proposed starting mid-year in January. She stated that Council heard from the IT Department how hard it is to stay on top of cybersecurity and keep everything else going. She stated that the part-time position could help with the everyday Help Desk items that come up. She stated that the City managed about \$1.6 million dollars in grants and including the recent Brownfield Grant the City was awarded the number was now \$2.1 million dollars. She stated that staff was currently managing the Avenues Phase One Stormwater Project, the Brownfield Grant, the Art District Improvements and the improvements to the City's Art Lot. Ms. Hegler stated that additional projects were a

sidewalk being installed on State Street in phases, the 12,000 Year History Park Visitor Center planning and design work, the Riverwalk signage, and a Tree Assessment Study. She stated that at any given time, staff was working on a lot of projects on behalf of the City through grants that did not necessarily show up in the General Fund so that was another way the City balanced all that was done for the citizens.

Ms. Hegler stated that the Utility Budget was balanced at \$36,669,106. She stated that included a controlled area cleaner sweeper as a capital project. She stated that was not the same thing as the large street sweeper that was just purchased. She stated that it was a mini piece of equipment that could get off street and go behind staff as they do utility work. She stated that the budget also included a fats, oil and grease inspector full time position. She stated that the more the City was required to review and inspect traps in restaurants, the more important that position became for the City. She stated that a replacement vehicle was requested for that new position and some safety items that were desperately needed at the Wastewater Treatment Plant. Ms. Hegler stated that a proposed 4% cost of living increase was included for the City's Utility employees as well.

Ms. Hegler stated that the City was required to keep 15% debt coverage which was included in the Utility Budget as well as payment for all of the City's bonds. She stated that the City did not pass on the convenience fees for credit card payments to customers so \$80,000 was estimated for those every year. She stated that staff did not propose an increase in City water or sewer rates but, just like in the General Fund, staff was proposing a 5% increase for Master Fees like development review fees and permitting as well as a \$25 increase in sewer plug removals.

Ms. Hegler stated that one of the ways staff balanced the budget was to move some of the important capital projects to the City's ARPA tranche. She stated that trackers for City vehicles, fleet maintenance software, IT security upgrades, the Fire Department cascade system, security improvements to City Hall and two (2) major sewer line repairs that were needed were included in the proposed budget. She stated that some miscellaneous pumps and other upgrades for the Utility Department that had been on the 10-year Capital Improvement Program for some time were included since the ARPA funds presented an opportunity to fund them that the City had never had before. Ms. Hegler stated that these items would finish out the rest of the City's first tranche of \$3.48 million dollars that was received last December. She stated that the second tranche would be coming this next December and staff had been working on securing State and Federal grants to leverage those dollars to do some bigger projects. She stated that she was really proud of staff for managing all these funds and coming up with projects that were important to the City and making sure to continue to provide the services that Cayce was known to do.

Council Member James stated that he knew the current budget was going well and that was a credit to the financial good stewardship of the City, the leadership and

the employees. He stated that the proposed budget did not include anything drastic and was well within being good stewards of the budget. He stated that since 2019, through COVID, the City was able to maintain and keep services at the level that they always were and that was a testament to how hard staff worked. He thanked staff for putting together a balanced budget that answers the needs, not the wants.

Council Member James made a motion to approve First Reading of the FY22/23 General Fund and Utility Fund budgets and also the Master Fee Schedule along with the additional ARPA purchases. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

C. Discussion and Approval of Ordinance 2022-09 Amending City Code Section 38-37 ("Through Trucks Traveling on Certain Streets") to include Cupstid Street in the Through Truck Prohibition – First Reading

Ms. Hegler stated that staff had received complaints from residents about large commercial trucks using Cupstid Street as an alternate route from Airport Boulevard to Charleston Highway. She stated that staff and City Police Officers had observed this happening. She stated that Cupstid Street was a small residential street that was not intended for large commercial vehicles. She stated that it was unsafe and was really tearing up the roads. She stated that DOT required that Cupstid Street be added to the City's Ordinance pertaining to no through trucks on certain streets so it would then qualify as a no through truck zone. She stated that it would be posted as such and then could be enforced as such.

Council Member Sox made a motion to approve Ordinance 2022-09 on First Reading. Council Member Carter seconded the motion. Council Member Sox stated that he appreciated staff putting this item on the agenda. He stated that along with huge trucks driving down the narrow street, debris also fell off some of the trucks and there had been numerous flat tires reported to him by residents that live in the area. Mayor Partin called the question which was unanimously approved by roll call vote.

Items for Discussion and Possible Approval

A. Discussion and Approval of Intergovernmental Agreement for Regional Gateways Project

Ms. Hegler stated that the Regional Gateways Project was something the City had been working on for years with neighboring municipalities and two (2) counties. She stated that a couple of the City's partners had asked to modify the language in the agreement so at the last Council Meeting she asked Council to defer action until the June 22, 2022, Council Meeting. She stated that the agreement was still not ready and she was asking that Council defer it indefinitely until she had the final product of the agreement to bring before Council.

Council Member Carter made a motion to defer this item indefinitely. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

B. Discussion and Approval of a Contract with BambooHR for Payroll and Human Resources Software

Ms. Hegler stated that the title of this item was incorrect. She stated that it was not a contract. She stated that staff was asking for approval for a selection of a vendor and approval of a purchase. She stated that it was not actually on a contract basis but staff would work with them on a month to month basis. She stated that both the Finance Department and the Human Resources Department mentioned this software during their work session with Council. She stated that the City had a couple of processes that were fairly archaic in payroll processing. She stated that staff had proactively researched a way to upgrade the software and move the City forward.

Ms. Hegler stated that BambooHR was a full suite that would do so much of the work and really propel the City forward in terms of what is done for timekeeping. She stated that time would be saved by staff and they could continue to work on other things to move the City forward. She stated that BambooHR cost \$26,201 annually but there was no contract and the City would work with them on a monthly basis. Ms. Hegler stated that the City had experienced savings in the current fiscal budget by making the change from one auditor to another and this savings could help fund the new software.

Member James made a motion to approve moving forward with BambooHR for one (1) year. Council Member Sox seconded the motion. Council Member Carter asked if it did not work out with BambooHR where the City would stand if they had to revert back to the current payroll process. Ms. Hegler stated that the current process was a fairly manual process so it would not be difficult to revert back. Council Member James asked if BambooHR would own the City's information. Mayor Partin answered that it stated that the City would get its data back and any unused portion of the pre-payment would be refunded. Mayor Partin called the question 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 – February 28, 2022
Museum Commission – March 9, 2022
Museum Commission – April 6, 2022
Planning Commission – April 18, 2022

Council Member James made a motion to accept the Committee approved minutes into the record. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

B. Appointments
Planning Commission – One (1) Position

Mayor Pro Tem Jenkins made a motion to appoint Mr. Michael Wuest to the Planning Commission. Council Member Sox seconded the motion. Council Member James stated that the City was very fortunate to have five (5) quality people submit potential member applications for the Planning Commission. Mayor Partin called the question which was unanimously approved by roll call vote.

City Manager's Report

Ms. Hegler thanked Council for their guidance on the budget. She thanked staff as well and stated that the Public Hearing and Second Reading of the budget would be June 22, 2022. She stated that staff would put fliers on resident's roll carts notifying them of the proposed budget and the Public Hearing so they would have all the information before them and could come to the Public Hearing and speak if they would like to. Ms. Hegler stated that she was excited to announce that a new Grants Project Manager would be joining the City on June 16. She stated that work was continuing on the sewer line repair on Charleston Highway. She stated that Utility staff had done a magnificent job of rerouting about half a mile of the system. She stated that Starbucks on Charleston Highway would be breaking ground soon. Ms. Hegler stated that she had a couple of staff compliments from the Police Department that she wanted to share. She stated that teachers at Cayce Elementary School wrote about how helpful School Resource Office Misty Burrows had been to them and how much of a beloved addition she was to the team. One teacher wrote that Sergeant Eddie West was such a polite person and loyal police officer. She stated that a resident reached out to Council Member Sox to compliment staff members Jeremy Minor and Antonio King. He stated that they were very responsive to a sewer block on Marlboro Avenue and came back to check up on it and they were great professionals and the resident was very appreciative.

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 Dominion's proposed Franchise Agreement

Council Member James made a motion to move into Executive Session. Mayor Pro Tem Jenkins 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. Mayor Pro Tem 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.

Adjourn

Council Member 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 7:30 p.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk



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City of Cayce
Public Hearing and Regular Council Meeting
Wednesday, June 22, 2022

A Public Hearing was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem James Jenkins and Council Members Phil Carter, Tim James and Hunter Sox. City Manager Tracy Hegler, Assistant City Manager Michael Conley, Deputy City Manager Jim Crosland, Municipal Clerk Mendy Corder, IT Director Jamie Beckham, Finance Director Kelly McMullen, Human Resources Director Lynn Dooley and Police Chief Chris Cowan were also in attendance.

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

I. Opening Statement

Mayor Partin stated that Pursuant to Section 6-1-80 and Section 6-1-330 of the South Carolina Code of Laws, public notice was hereby given that the City of Cayce City Council would hold a Public Hearing on the proposed budget and establishment of a new fee and fee amounts to be adopted as part of the Budget Ordinance. She stated that the 22-23 fiscal year revenues were \$16,542,065 and the expenses were \$16,542,065. She stated that the budget within the agenda packet and that was detailed in the flyers that citizens received on their roll carts was what Council was acting on that night. She stated that Council looked forward to hearing from the public and one did not need to sign up to speak during the public hearing. Mayor Partin asked anyone who would like to come forward and speak to please do so.

II. Public Testimony

Dr. Colette Townsend-Chambers stated that she lived in Churchill Heights and her Councilman was Hunter Sox. She stated that she wanted to express her concern about the tax increase for the property tax. She stated that the average citizen might not understand the terminology when it comes to millage and how much it was. She stated that while she did understand a tax increase was needed because everything had increased because of the cost of living and the pandemic. She stated that she would like the City to consider how it conveyed the information in full transparency with regards to how much the increase added up to. She stated that her understanding and looking at the millage in the documents it looked like it was going to be \$1.35 per \$1,000 or \$100,000. She stated that she was unclear on that. She stated that her concern was what was the range for the citizens. Dr. Townsend-Chambers asked if it was necessary to go from zero to three (3) mils or did the increase have to go all the way up to five (5) mils in order to make the budget. She stated that her concern was that the City might

possibly be going for the highest number and the most amount of money that it could get.

III. Close Hearing

There was not any further public testimony therefore Mayor Partin closed the hearing.

The Council Meeting immediately followed the Public Hearing at 6:05 p.m. Those present included Mayor Elise Partin, Mayor Pro Tem James Jenkins and Council Members Phil Carter, Tim James and Hunter Sox. City Manager Tracy Hegler, Assistant City Manager Michael Conley, Deputy City Manager Jim Crosland, Municipal Clerk Mendy Corder, IT Director Jamie Beckham, Finance Director Kelly McMullen, Human Resources Director Lynn Dooley and Police Chief Chris Cowan 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 Jenkins gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

Public Comment Regarding Items on the Agenda

Mayor Partin gave an introduction to public comment. She stated that the public comment section on the agenda provided an opportunity to members of the public to present to Council their thoughts or comments on items on that night's agenda. She stated that Council was so glad that they were there and hoped they would come back for every Council Meeting. She stated that she hoped that anyone there to speak knew that there were many ways that one could communicate with Council. Mayor Partin stated that the City had an awesome customer service focused staff who would love to hear from anyone. She stated that Council loved to attend neighborhood meetings. She stated that she held monthly meetings with the local neighborhood leaders and she also was available to meet an hour prior to the first Council Meeting of the month. She stated that the City had multiple Boards and Commissions that took input from citizens and used that in their planning, including the Planning Commission. She stated that the Planning Commission held a hearing on one of the items that was on that night's agenda. Mayor Partin stated that public comment was not a question-and-answer period between the speaker and the Council or the speaker and City staff. She stated that public comment should never be derogatory towards a specific individual or individuals and public comment should be five (5) minutes or less per person. She

stated that there were a number of people who were signed up to speak that night and asked that they keep their comments concise.

Mr. Brett Kunce, Item IV. A. Mr. Kunce stated that he was the Director of Operations for CMC Steel, South Carolina located in Cayce. He stated that he wanted to take the opportunity to speak about the negative impact the proposed Franchise Fee Ordinance would have on CMC's employees and how it would affect the future of the plant. He stated that CMC Steel was one of the largest consumers of electricity in Dominion Energy's service area in the state and CMC employed approximately 450 employees with an average wage of \$75,000 a year. He stated that CMC Steel donated and contributed upwards of \$100,000 a year to local charities and organizations. Mr. Kunce stated that the job impact ratio for a steel mill the size of CMC Steel was that for every one (1) CMC employee, there were five (5) jobs outside the plant necessary to support the plant, whether it was contractors, vendors, suppliers, local trucks, rail providers or machine shops. He stated that they estimated that their local impact to be approximately \$1.5 billion dollars a year.

Mr. Kunce stated that the proposed Ordinance 2022-03 that was supposed to be voted on that evening, would for the first time impose a 5% franchise fee on all industrial customers in the City of Cayce. He stated that the City had made it seem like the franchise fee was to be imposed on Dominion although Dominion had stated they would not absorb the fee through their shareholders and intended to pass it along through their customers. He stated that the City of Cayce would be the only city in Dominion's territory to impose such a fee for no reason on industrial customers. He stated that the logic of the franchise fee was to charge a fee for the use of the City's right of ways but in CMC's case, Dominion's transmission lines were on private property and did not cross any of the City's right of ways or any roads maintained by the City. Mr. Kunce stated that CMC's power bill was disproportionately higher than all other consumers given the nature of their business. He stated that energy was by far their highest component in their cost structure since they used it to melt 700,000 tons of recycled scrap metal per year.

Mr. Kunce stated that the steel business was cyclical and with rising energy, gas and material costs, it appeared that a recession was imminent and would have an impact on CMC's business. He stated that although the City had offered a cap to individual customers of \$200,000 a year, CMC felt that the proposed franchise fee was unfairly targeting them especially since they did not use any of the right of ways for their incoming power. He stated that CMC was asking that the City consider a lower cap that was commensurate with what the next three (3) largest industrials in the City would pay annually as other industrials would most likely be nowhere near the \$200,000 cap. Mr. Kunce stated that CMC Steel already paid a large annual business license fee and had not seen any positive impact to their road conditions for several years. He stated that Taylor Street was owned by the City and was used by many of the other industrials and had been in disrepair for several years, and served as the main entrance to CMC. He

stated that CMC was asking that before Council voted that they consider the deeply negative impact the proposed Ordinance would have on their operations, their ability to remain competitive, the long-term effects on capital investment in their facility, as well as the current and future employment levels at the Cayce facility.

Mr. Wes Taylor, Item IV. D. Mr. Taylor stated that he wanted to make a few points in follow up to the Planning Commission Meeting held a couple weeks prior. He stated that in regard to his request to rezone property on F Avenue from RS-3 to RS-4. He stated that it was stated in the Planning Commission Meeting that the rezoning to RS-4 was in keeping with the Comprehensive Master Plan for the City. He stated that the current zoning of the property allowed for a 16-lot development and he was asking for RS-4 zoning which would allow for five (5) additional homes. He stated that Congaree Bluff was a good model for the development he was proposing and was very similar to the infill project for F Avenue. Mr. Taylor stated that several neighbors expressed concerns regarding the stormwater issue. He stated that he was driven to make the request for the RS-4 zoning and additional lots to provide the necessary funding to address the stormwater issues. He stated that the stormwater issues did not originate on F Avenue and had been an issue for over 30 years and now was an opportunity to address it. He stated that neighbors were also concerned about parking or the lack thereof. Mr. Taylor stated that each of the homes would provide for off street parking spaces. He stated that another concern of the neighbors was the impact the new development would have on the value of the existing homes. He stated that the values would most definitely go up. Mr. Taylor stated that he was committed to a high quality home development and intended to meet all the guidelines of the architectural infill guidelines of the City of Cayce.

Ms. Nancy Stone-Collum, Item IV. D. – Ms. Stone-Collum stated that she lived at 1222 H Avenue. She stated that she was pleased that the Planning Commission voted to deny the rezoning request for 1003 F Avenue. She stated that she trusted that Council would not sanction the project either. She stated that she wanted to address next steps. She stated that she was very concerned that Mr. Taylor or another developer could still propose to build 16 houses on the 3.6-acre tract under the RS-3 zoning that was currently in place. She stated that it was so inappropriate and antithetical to the idea of infill development, which was supposed to be compatible with the neighborhood character. She stated that the newer section of the Avenues was built in the 1960s with typical brick veneer ranch style houses with attached garages on 1/5 to 2/3 acre lots. Ms. Stone-Collum stated that there were a few split-level homes, and hardly any two (2) story homes. She asked how two (2) or three (3) story Hardy Plank houses built on less than 1/10 of an acre were compatible. She stated that Mr. Taylor's proposal compared with the development of about three (3) acres between K and L Avenues at Ninth Street where six new homes were built between 1998 and 2002. She stated that the parcel was covered with trees and gorgeous Camelia bushes. She stated that the houses were infill development that did not pretend to be the same style as the houses around them that were built in the 1950's. She stated that

they also did not destroy the feel of the Avenues. She stated that the stormwater runoff from converting wooded lots to developed lots with significant impervious surfaces such as roads, roofs and driveways must be proactively managed. Ms. Stone-Collum stated that based on the problems that many Avenue residents were having it was not being adequately taken care of. She stated that If Lexington County Stormwater Regulations were not sufficient to protect downstream properties, the City needed to step up and require more stringent regulations and not allow such dense development in an impaired area. She stated that she was urging Council to direct staff to begin examining ways to strengthen the Infill Development Ordinance and Stormwater Regulations in consultation with the community and to deny the rezoning request.

Ms. Nancy Drew, Item IV. D. Ms. Drew stated that she spoke to this issue at the recent Planning Commission meeting. She stated that she thought it was a shame that Council did not get to hear everything that was discussed at the Planning Commission meetings. She stated that she knew there was a concern about bias but Council missed so much of the information that was given. She stated that she knew some information was passed on to Council from the Commissioners once they made their determination but she thought it would be of great value, if somehow it could be worked out that Council would hear certain parts of the presentations. Ms. Drew stated that even though the proposed homes were beautiful, they were not homes that would continue the character of the Avenues and the appearance of the Avenues. She stated that the proposed homes would be very close together and would basically have displaced water coming from the roofs and from the cement. She stated that was a huge amount of water that was going to be filtered into the drainage system.

Ms. Drew stated that the drainage system was already a problem in the area. She stated that she had gone out and walked it and tracked it from F Avenue all the way to Indigo and then all the way over to M Avenue and down to Axtell Drive. She stated that damage was coming from the huge amounts of asphalt on Knox Abbott Drive. She stated that the water from the property located on F Avenue flowed underground and went through ditches and went back underground and came back up behind Duke's Pad Thai. She stated that there was a pipe there that was pouring water out behind a business. She stated that some of it went down into drains and under Knox Abbott Drive and then behind Indigo Avenue. Ms. Drew stated that during the Planning Commission meeting there was a lot of discussion about the possibility of a PPD and one of the Planning Commissioners asked Mr. Taylor if that would be something he would be interested in and he indicated that he would be. She stated that the idea was that the City would maintain greater control over the construction and the development of the property. Ms. Drew stated that she knew that work had been done but if the water was tracked one could see where it went under Axtell Drive and poured into the area that had become lovingly called the Cayce Canyon. She stated that a semi-truck could be placed in that very large area. She stated that there was an 80-foot drop from 12th Street to the river's edge.

Ms. Charlene Frye, Item IV. D. Ms. Frye stated that she personally wanted to thank her Council Member, Tim James, who had visited her property numerous times, including recently when it was pouring down rain. She also thanked Deputy City Manager Jim Crosland for coming out as well. She stated that she believed that proper drainage was a right that governments should provide. She stated that one of her biggest concerns with the proposed new development was if the developer had calculated any numbers about how big the detention pond was going to be and how long it could hold the water. She stated that water did not magically transport itself from a development to the river. She stated that it had to go through drainage and some of it was terribly overwhelmed. Ms. Frye stated that she was concerned about that, especially since the drainage on the Avenues had been taken off of the possibility for people to approve it. She stated that she wanted to challenge Council to be proactive in addressing the problem, rather than reactive. She stated than other cities could point to Cayce as being a model for forward thinking. She stated that it would be great if the City incorporated some ideas about how to make it pretty.

Mr. Kermit Hines, Item IV. D. Mr. Hines thanked Mayor Partin for attending the recent block party on Gabriel Road. He stated that Gabriel Road was really quiet with nice neighbors and kids playing in the street. He stated that it was right across the street from the proposed development and the access coming in and out of the development would be there as well. He stated that the developer was proposing close to 22 homes which would mean an average of 46 cars in and out the development. He stated that currently in the mornings traffic was heavy especially on Ninth Street so in order to go to Ninth Street, people either go down Gabriel or F Avenue. Mr. Hines stated that he attended the Zoning Board Meeting and the Board listened to what the public had to say and not only did they listen but a few of the Board members brought out some issues that the speakers had never thought of. He stated that the Chairman of the Board mentioned hard surfaces such as roofs, concrete, patios, and how that affected where rain traveled. Mr. Hines stated that the City had a way to make the money and get the tax dollars that would be lost if the 22 homes were not built. He stated that there was plenty of land on 12th Street Extension that Mr. Taylor could develop. He stated that he appreciated the Zoning Commission listening to the speakers and he hoped Council would have the same mindset that the proposed development was not a good thing for Cayce or the Avenues.

Presentations

A. Recognition of School Resource Officer Awards

Mayor Partin stated that most of the assembly already knew the absolute excellence that makes up the Cayce team but she had the opportunity to especially recognize the City's School Resource Officers who were recently recognized. She stated that all the Officers were not able to attend the meeting however three (3) great representations of the School Resource Officers were in attendance. She stated that

the Cayce Police Department School Resource Officer Program was selected by the South Carolina Association of School Resource Officers for the highest honor, the School Resource Officer Program of the Year. She stated that the hard work, compassion and dedication of all the School Resource Officers on the Cayce team played an intricate part in achieving this level of excellence. Mayor Partin stated that in addition to receiving the Program of the Year, Lieutenant Danielle McCord received the 2022 South Carolina Law Enforcement Administrator of the Year Award for her outstanding performance in the administration of a Law Enforcement Agency School Resource Officer Program. She stated that Officer Mandy Fornier was selected as the South Carolina Regional School Resource Officer of the Year. She stated that this award was presented for outstanding performance as a School Resource Officer. She stated that the City could proudly say that it had School Resource Officers in every school and had two (2) in each of the high schools. She stated that the primary goal for the Cayce Police Department was student and staff safety along with being role models, mentors and guardians of the City's children and it could not be led by a better team.

Lt. McCord thanked everyone for showing up for her and her fellow Officers. She stated that the awards were voted on by their schools and students. She stated that working in the school was a huge deal and she loved all the kids. She stated that she had five (5) children of her own biologically, but would claim all her students as her own. She stated that they were all her children every day because they were her responsibility every day. Lt. McCord stated that her team felt the same way and they all had the same vision. She stated that if one's kids were in one of their schools she and her team were loving them, protecting them and doing everything they could for them. She stated that their relationships with their students was paramount. She stated that they could not do their jobs every day without the parent's support at home and their support coming to Council Meetings. She stated that all the School Resource Officers worked to make the City great and were all committed to their team and were going to stay committed to it.

Mayor Partin invited everyone to follow the Cayce Police Department on social media. She stated that at the beginning of the last school year Lieutenant McCord had the School Resource Officers do a first day of school picture and had all the officers answer what do you want to be when you grow up and there were some fabulous answers on there. She stated that there were so many pictures that show the joy that they bring to their jobs every day. Mayor Partin stated that they had a summer camp starting in two (2) weeks that was a great opportunity for students in the area

Ordinances

- A. Discussion and Approval of Ordinance 2022-03 to Establish a Consent Fee or Franchise Fee for Certain Uses of Public Streets or Public Places in the Absence of a Consent Agreement or Franchise Agreement with the City - Second Reading

Council Member Carter made a motion to amend Ordinance 2022-03 to conform to the version contained in Council's agenda packets which was also available on the City's website. Council Member James seconded the motion which was unanimously approved by roll call vote.

Council Member Carter made a motion to approve Ordinance 2022-03 as amended. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

Mayor Partin stated that as discussed and described during the City's Public Hearing on the Franchise Fee Ordinance in March, Ordinance 2022-03 amends the City Code Provisions and sets a default consent fee or franchise fee for utilities companies to use public streets or public places. She stated that the default fee via the City Ordinance that was in the agenda packet would apply if there was no agreement in effect between the utility and the City and if no other fee provisions of State law applied. She stated that usually municipalities enter into written agreements with utilities that grant the utilities the right to the use of public streets and public places in exchange for payment by the utility to the municipality of the amount set in the agreement as the consent or the franchise fee. Mayor Partin stated that usually that amount is a percentage of the utility's revenue from its business operations or in other words, their revenues from the sales of electric and gas. She stated that the franchise or consent fees essentially were kind of like a rent paid by the utility to any municipality for use of public streets and public places that are valuable to utilities, because without the use of those the businesses would have to obtain consent from private property owners and sometimes pay for easements for lines or poles to cross that private property. She stated that in some situations, such as with cable television and telecommunications companies, State law provides permission for the use of streets and also provides for the amount of the fee. She stated that City staff and the City Attorney had several meetings with Dominion and conversations with Mid Carolina Electric Cooperative to come to terms on a proposed franchise agreement that, if in place, would mean that the Ordinance that just passed would not be needed. Mayor Partin stated that what was up before Council was a 30 year old agreement that needed to be renewed and as in any similar situation when the City worked with older documents, Staff and Council analyze all the terms for applicability and modern best practices. She stated that while both teams made great progress on an agreement, one of the major things that the assembly heard about that night that they could not agree on was that industrial users should be included in the franchise fee calculation, just like commercial and residential users already were. Mayor Partin stated that Council and Staff knew through research that the exemption for industrial users was not required and did not exist in other utility provider agreements. She stated that therefore that night's Ordinance was passed to address the situation in which there was no franchise agreement with the utility and there was no applicable State law setting for the amount of the fee.

Mayor Partin stated that Dominion had stated that excluding industrial users in their franchise fee calculations was for economic development but if it was truly about that, then Dominion should not pass it on to the industrial users, commercial users or residential users. She stated that was a business choice that Dominion was making, not something required by the City's Ordinance. She stated that everyone else in the City was being included in the franchise fee calculation and Dominion had consistently passed that fee on to the user. Mayor Partin stated that nothing in the Ordinance that Council just passed changed the franchise fee rate for residences or commercial users but what it did do was no longer exclude industrial users from that fee. She stated that earlier in the meeting something was brought up about a road and Taylor Street and she wanted to mention that like much of the City's work with stormwater upgrades in the City in which the City had little to no ownership with almost any roads inside the City limits, and thus the infrastructure that did create runoff problems. She stated that the City had been working diligently to address the road with partners who have a stake in it so the City was not expending limited taxpayer dollars on a road that is solely used and damaged by CMC, making it effectively a private road.

B. Discussion and Approval of Ordinance 2022-08 to Adopt an Annual Budget, Levy a Property Tax, and Provide Revenue for the City of Cayce for the Fiscal Year Ending June 30, 2023, and To Adopt and Establish Certain New Fees and Charges with Amounts - Second Reading

Ms. Hegler stated that she was going to review three (3) different budgets. She stated that the General Fund budget was currently balanced at \$16,747,065 and the revenues included a millage increase that a speaker mentioned earlier, and it assumed \$320,000 from that millage increase. She stated that from the onset of COVID 19 and for the last three years, the City had not raised its millage. She stated that Staff and Council had been steadfast in that decision and continued to provide services and did not want to create a burden for the residents over the last few years. She stated that however, with the soaring inflation prices and supply chain issues Staff had stretched money as far as possible. She stated therefore Staff was recommending the millage rate increase for the first time. She stated that it would increase by 4.37 mills and based on the current CPI, one mill is valued at \$62,475. She stated that the current millage was for 53.73 mills and it would increase to 58.10. She stated that the increase would cost the average \$100,000 home an additional \$1.35 per month. Ms. Hegler stated that the City's last millage increase was in FY 19/20 and that had been clearly articulated in fliers that Staff sent out to the public. She stated that the City definitely wanted to make it clear and transparent so people could come and speak at that night's Public Hearing. She stated that she was happy to sit down with anybody else that had additional questions because she knew it was a pretty confusing concept.

Ms. Hegler stated that the City's projected revenues included a minimum of 5% increase for all the City's fees and the Master Fee Schedule. She stated those fees included a \$2 per month increase in hydrant fees for out of City customers on water and

sewer that would generate \$110,000. She stated that the City was allowed to transfer funds from the Utility Fund for its indirect costs and those costs were \$2.15 million dollars. She stated that Staff was anticipating \$1.15 million dollars in Hospitality Tax revenues. She stated that the City's revenues included its great partnership with the School District for the City's excellent award-winning School Resource Officers. She stated that most of the SRO's were funded at 75% from the School District but a couple were currently funded at 100%. Ms. Hegler stated that Staff proposed balancing the budget by leasing the nine (9) new vehicles that were needed in rotation. She stated that the budget included capital expenditures of \$484,500 which included five (5) new replacement Patrol vehicles, a replacement vehicle for Investigations, one (1) Police Parks replacement vehicle and one (1) Fire Department vehicle, all of which would be done through a lease purchase.

Ms. Hegler stated that the budget as it was currently balanced included a 4% cost of living increase for the General Fund employees that totaled \$390,300. She stated that most of the neighboring municipalities were giving some cost-of-living increases. She stated that some were getting none but times were hard for the City's staff as well. She stated that the budget included one (1) part time position that would start mid-year for IT's Help Desk. She stated that IT worked diligently to keep the City safe during cyber issues that were increasing constantly. She stated that the City funded a variety of projects through grants, not through taxes. She stated that Staff was managing at any given time \$1.6 million dollars in grant funding from various sources that could fall over multiple years. She stated for instance, the Avenues Phase One Stormwater Upgrades that were currently being done on Blake Drive and Delieesseline Street were part of a grant Staff was managing and was a project that could not be done with the City's typical budget. Ms. Hegler stated that the City was continuing to make improvements to the Cayce River Arts District and the City's Art Lot through grants, not tax dollars. She stated that more sidewalks were being installed on State Street through a grant and the City had grant dollars to start on the Visitors Center in the 12,000 Year History Park. Ms. Hegler stated that the Riverwalk signage and a Tree Assessment Study were funded through grants.

Ms. Hegler stated that the Utility Fund budget was balanced at \$36,669,906 and included a new position for a Fats, Oils and Grease Inspector which was needed as the City gets more restaurants and more requirements from DHEC. She stated that there were Capital Expenditures of \$313,275 which included a controlled area cleaner sweeper, a new vehicle for the new position and some safety items needed at the Wastewater Treatment Plant. She stated that the Utility Fund budget included a 4% cost of living increase for the Utility employees that totaled \$205,264. She stated that the City's 15% debt coverage was included as well as payment for all the City's bonds. Ms. Hegler stated that the City would continue to cover the convenience fees for its credit card users at an expense of \$80,000. She stated that the budget did not include an increase in water and sewer rates but it did include a \$25 increase for labor related

sewer plug removals and Master Fee Schedule increases like those in the General Fund.

Ms. Hegler stated that she also wanted to review the ARPA budget. She stated that the remainder of the City's tranche one money included some capital improvements which helped balance the budget. She stated that these items were desperately needed and included maintenance trackers for City vehicles, fleet maintenance software, IT security upgrades in the form of new servers, a Fire Department cascade system, City Hall security improvements, several sewer line repairs that had long been on the City's Capital Project list, as well as some pump upgrades. She stated that Staff had not programmed what to do with the second tranche of ARPA funding that would be an additional \$3.4 million dollars that should arrive in December. She stated that as always, the City would be good stewards of that money and Staff was diligently working to leverage those dollars against State and Federal grants. She stated that she was really happy to announce that Senator Graham had submitted two (2) important requests of the City's to be congressionally directly funded. She stated that one (1) was for a Police Department project in the amount of \$858,000 which would cover the remaining funding needed for the state-of-the-art Axon project that was approved. She stated that would free up money from future appropriations to spend on other things. Ms. Hegler stated that Senator Graham also included \$3 million dollars in the Interior Appropriations Bill for stormwater infrastructure drainage projects. She stated that would help the City improve State and County owned infrastructure without utilizing City limited tax dollars which did not include collections for road or stormwater maintenance. She stated that Staff continued to try to find solutions to this issue and she hoped that this particular allocation or request from Senator Graham's office would demonstrate how hard the City was working to do that.

Council Member James made a motion to approve the budget on Second Reading. Council Member Sox seconded the motion. Council Member James stated that Staff had been good stewards of the finances and since 2019, the City had held steadfast in the face of COVID. He stated that even more importantly than that, the City's employees had remained steadfast. He stated that the one (1) mill that Staff had proposed did not even cover the raises that Staff was due. Council Member James stated that he was honored to be able to vote to take good care of Staff and allow the proposed raise to go into the budget.

Council Member Carter stated that he had served in two (2) roles as an elected official and this was his 15th budget. He stated that it was one of the most impressive things he had seen with Staff getting the City through COVID with the way they had to be flexible with staffing. He stated that everybody continued to get paid. He stated that the City's employees deserved this raise. He stated that he understood that the financial problem in this country right now was affecting everybody and it affected the City's employees. He stated they had to buy gas and groceries and pay for medical

care. He stated that he was impressed with the budget and would proudly support it. Mayor Partin called the question which was unanimously approved by roll call vote.

C. Discussion and Approval of Ordinance 2022-09 Amending City Code Section 38-37 (“Through Trucks Traveling on Certain Streets”) to Include Cupstid Street in the Through Truck Prohibition – Second Reading

Council Member Sox made a motion to approve Ordinance 2022-09 on Second Reading. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

D. Discussion and Approval of Ordinance 2022-10 Amending the Zoning Map and Rezoning Located at 1003 F Avenue, unnumbered F Avenue and Unnumbered F Avenue (Tax Map Numbers 004634-09-002, 004634-09-001 and 004634-09-003) from RS-3 (Single-Family, Small Lots) to RS-4 (Single-Family, Small Lots) - First Reading

Ms. Hegler stated that the applicant wished to rezone three (3) properties from RS-3 to RS-4. She stated that both zoning classifications were described as a single family residential small lot but the difference was the density allowed within them. She stated that single family residential zoning classification was intended to foster, sustain and protect areas in which the principal use of land was for single family dwellings. She stated that the rezoning request was not adjacent to other RS-4 zoning properties but the City’s Zoning Ordinance did allow for the request to go forward because of the size of the properties together totaled 3.6 acres and one had to have a minimum of two (2) acres to ask for that zoning. Ms. Hegler stated that the request was located in the Residential Conservation Infill Land Use classification of the City’s newly adopted Future Land Use Map. She stated that the objective of the RC classification was to protect existing residential areas for single family use and promote infill of single-family housing. She stated that RS-4 was listed as a compatible zoning district but the subject properties were adjacent to RS-3 and C-3 properties. She stated that for these reasons the request was considered in compliance with the Comprehensive Plan’s Future Land Use Map which was a very high-level guiding document.

Ms. Hegler stated that there was a special called meeting on June 13, 2022, of the Planning Commission. She stated that they met to vote on the request to rezone the properties and to receive public comment on the matter. She stated that 16 members of the public spoke in opposition to the request and no one from the public community spoke in favor. She stated that after comments from the public and discussion, the Planning Commission voted unanimously to recommend denial of the rezoning requests. She stated that members of the Planning Commission stated that the denial was based on the positions that the requested RS-4 designation was not compatible with the surrounding area and the RS-4 zoning designation left too many variables as to what type of housing structures may be built on the subject’s properties

and the types of development permitted in the RS-4 zoning district could lead to additional stormwater complications for the area.

Council Member James stated that he had enjoyed watching this project unfold and the engagement of the City's citizens and the Planning Commission. He made a motion that Council remain consistent with the City's seven (7) member Planning Commission in their unanimous decision to deny the request of the rezoning of the F Avenue property. Mayor Pro Tem Jenkins seconded the motion. Mayor Partin stated that she had a few comments in regard to this project and process. She stated that the assembly got to hear about the great work of the City's School Resource Officers and the level of excellence with which they operate, and she stated that she hoped the assembly had the confidence and the awareness that that level of excellence did not just stop with the City's SRO's. She stated that there were a lot of staff members in attendance who were absolutely amazing at their jobs and the assembly should have pride in knowing that they had the best of the best working and taking care of the City. She stated that Council was certainly proud of them. Mayor Partin stated that the City had a drainage study and knew where all of that drainage goes. She stated that Council made sure that they were informed before they made decisions. She stated that as she had said before the City did not own roads, so any stormwater drainage on roads was a State or County issue. She stated that Council was proactive about their municipal responsibilities but the stormwater issue was not even remotely the City's. She stated that the City was the lowest taxing entity of anybody involved with drainage. Mayor Partin stated that everyone heard the really good news that Senator Graham was moving forward to put a lot of money towards the solution. She stated that the City had been working for that for years and a lot of people in the assembly had helped as well. She stated that as the City put together the information about storm drainage, residents had helped as the City asked them to reach out to the City's Federal, State and County partners because they have a large role in this. Mayor Partin stated that as residents came to Council to talk about storm drainage to make sure to continue to talk to the other partners because they have bigger coffers than the City does and take more taxpayer dollars than the City does.

Mayor Partin stated that the City's residents received the great budget flyer on their roll carts which was a really innovative way to communicate and the City did not have to pay postage. She stated that the flyer helped Staff to make sure to get the word out to residents about the budget so they would know what was going on and they would have all that information. She stated that on the flyer was an actual tax bill that showed that the City of Cayce only received 14% of the tax monies collected. She stated that that the City had made it clear to the other partners at the County, State and Federal level that staff was happy to coordinate the solution to the storm drainage issue but by no means had the ability to find the funding for it. She stated that they were very thankful that the City's Federal partners were coming to the table and the State level partners have done some work in the past and Senator Nikki Setzler and Representative Caskey had done some of that work.

Mayor Partin stated that someone mentioned something about storm drainage not being on the list anymore. She stated that was not the City, it was the Lexington County Penny list and the City did not have any say in that. She stated that was not the City's decision but she understood that storm drainage was on that list. She asked the assembly to talk to their County representatives and tell them they want it to stay on the list. She stated that would be another funding source for drainage. She stated that Council was informed by Staff about the Planning Commission meeting and what goes on there. She stated that you would not see Council at that meeting because by law they were not supposed to be there. She stated that the Planning Commission was quasi-judicial so they were supposed to be separate from Council. She stated that Council was not even supposed to have ex-parte communications with Planning Commission members. She stated that Council was well informed about what goes on in those meetings.

Mayor Partin stated that when she reviewed the rules for Public Comment, the developer's name was mentioned several times during Public Comment and that should have no bearing on what was going on and it did not have a bearing on Council's decision. She stated that their decision was about good zoning, drainage and fitting in with surrounding areas. She stated that Council always tried to make really thoughtful decisions. She stated that she hoped that anyone that mentioned anyone else by name, would go up and introduce their self to them so they would know that person as a person. Mayor Partin stated that one of the things that was amazing about Cayce is that it is a City that knows each other. She stated that the pandemic had been hard on everyone because everyone had been pulled apart but Cayce was a City that operated where we connect with our partners and has trust and communicates with each other. She stated that she hoped everyone would help to further that message as everyone continued to get back together and work together. Mayor Partin called the question which was unanimously approved by roll call vote.

Committee Matters

A. Discussion of Proposed Amendments to the Cayce Museum and Historical Commission By-Laws

Ms. Hegler stated that on October 19, 2021, Mayor Partin and Council instructed Staff to work with the Museum Commission to update the Commission's bylaws so their roles and responsibilities would be clearly identified and to incorporate the related recommendations made by City Attorney Mr. Crowe, during his review of the Commission. She stated that the Commission immediately formed a subcommittee to take up this topic and report back to the whole Commission for comment and action. She stated that the subcommittee consisted of Commission Chairman Archie Moore, Commission Vice Chair Mary Sharpe, Commissioners James Stuart, Marcy Hayden and Pamela Sulton. She stated that they met several times over the last couple of months, specifically on March 8, March 30 and May 18 in addition to their monthly commission

meetings. Ms. Hegler stated that they should be applauded for their work and dedication to the task. She stated that most of the members did great research and drew from best practices. She stated that they started with a draft that mirrored many from other historic preservation boards around the state as part of the Certified Local Government Program. She stated that the CLG program promoted Community Preservation Planning Inherited Education through a partnership with the State Historic Preservation Office and provided a good framework for the Commission as well as possible exclusive funding sources and opportunities. Ms. Hegler stated that the Commission forwarded the first recommended draft set of bylaws in March and she had the City Attorney review that document and he offered several comments. She stated that she provided those comments to the Commission to consider as a courtesy to see if they wanted to accept any of those recommendations or suggested changes before taking the final copy to Council for vote. Ms. Hegler stated that the Commission reviewed those comments at their last meeting on June 1. She stated that she did want to note at that meeting Chairman Moore insinuated that the bylaws before Council should not even be approved. She stated that he went on to state that things went smoothly under their old bylaws, especially when they could appoint their own commissioners. She stated that however, the Commission did have some good discussion and the rest of the commissioners recommended proceeding and incorporated a number of Mr. Crowe's recommendations. Ms. Hegler stated that Mr. Crowe was not in attendance but he did ask her to relay one concerning item that has remained in the bylaws. She stated that it was in Section 4-2 and it related to the Commission having input into the hiring of Museum staff, which according to Mr. Crowe, and she was quoting, "when you usurp the authority of the City Manager that's established by your City Ordinance and could erode the integrity of the City Manager form of government. I would note that no other commissions, boards or foundations of the City have this." Ms. Hegler stated that aside from this one remaining item of concern, the subcommittee worked very hard to present a modern, usable set of bylaws that reflects their roles and responsibilities more clearly. She stated that she thought it provided a great path forward for their work. She stated that if it was the will of Council to address the item that she recommended as a concern, she would recommend that they allow Staff to fix that language and bring the bylaws back to them for final consideration. She stated that she thought the Commission was prepared for that to happen.

Council Member James stated that Council needed to move forward with that and take the City Attorney's advice and look at specifically section 4-2. He stated that the Museum Commission bylaws were a 30 year document and it was certainly time to review it. He stated that the Museum Commission had done wonderful things but the bylaws needed to be reviewed and brought up to date. He stated that if the City Attorney said that it was something that needed to be addressed he would make a motion to ask Staff to move forward with addressing that. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

Ms. Hegler stated that the City's new Grants Manager, Ms. Taylor Gray, was in attendance at the meeting. She stated that Ms. Gray had already created SOP's and organization filing and gotten up to speed in a week and a half. She stated that she was doing a great job. She stated that someone posted on social media a big shout out to Cayce Police Department on June 6, 2022. The post stated "Out of town guests and I decided to try the Cayce Riverwalk, I have limited mobility and therefore had tried to call for a golf cart tour. Unfortunately, I could not get anyone by phone. So we went anyway to see what we could see. Just as we arrived, a cart turned up the hill, and we asked about a tour, he called another officer who came shortly and took us on the walkway. We were amazed at the interesting facts that he told us about the sights along the walk. It was a beautiful afternoon. And we thank these officers so much for the wonderful day." Ms. Hegler stated that the post thanked Officers George Jeffcoat and Johnny Ringo and furthermore they then submitted a donation to the Cayce Public Safety Foundation and referenced this exceptional experience and the good work of the City's Officers. Ms. Hegler stated that the City Clerk Ms. Mendy Corder received a phone call from a resident who expressed how wonderful one of the Fire Department's shift was. She said her mom had fallen three (3) times lately and two (2) of those times, Elijah Martin and his shift responded. She said Eli and the rest of the crew were absolutely out of this world and treated her mom like she was their mom. She said that they treated her and her mom like their family and if she could, she would request them every time. Ms. Hegler stated that the other Firemen on that shift were Jamel Alahumi, Brandon Edwards, Andrew Moore and Austin Rast. She stated that City staff treat people like family and take care of them so much so that residents take the time to relay that.

Council Comments

Mayor Partin stated that Ms. Hegler bragged on staff all the time but she was going to take a minute to brag on her. She stated that Ms. Hegler received a compliment from one of the City's neighboring municipalities' Council Member who stated that he was really impressed with the City's Zoning Ordinance and thought it was really good that sometimes the City said no to zoning requests that they did not think were best for the City. She stated that that Council Member was not referring to that night's zoning request. Mayor Partin stated that the Council Member also said that he thought the City had done more with their River Arts District with more impact and much less money. Council Member Sox stated that he had received two (2) phone calls from the same West Columbia Council Member on the same topic about how great Cayce's City Manager was. Council Member James stated that he had received the same phone call and Council Member Carter stated that he witnessed the conversation that Mayor Partin was referring to.

Council Member James stated that a lot of information was discussed during a Council Meeting that typically lasted only an hour but he wanted the assembly to know all the work and time and effort that took place before the meeting. He stated that without a doubt he knew through the City's Communications Director, through City management and through Mayor Partin and the meetings that have just happened, and everything else that took place to get prepared. He stated that it was not something that was done in a vacuum and the decisions were not easily made. Council Member James stated that those decisions were very thoughtful with a lot of input from Staff. He stated that while Council was able to make those decisions in an hour in front of the assembly weeks of work went into them.

Mayor Partin stated that the Council Meeting agenda packets were on the City's website for the public to have access to them so they have all the same information that Council had to prepare for Council Meetings.

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 Dominion's proposed Franchise Agreement

There were not any items to discuss in Executive Session.

Adjourn

Council Member James made a motion to adjourn the meeting. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 7:10 p.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk

Memorandum

To: Mayor and Council

From: Jim Crosland, Deputy City Manager

Date: July 5, 2022

Subject: First Reading of Ordinance 2022-11 Enacting a New Article IV related to Special Events Permitting in Chapter 6 (“Amusements and Entertainments”)

Issue

Council approval is needed for the First Reading of an Ordinance to address Special Events and its permitting issued by the Planning and Development staff.

Discussion

Currently, the City has an Ordinance outlining the requirements for business licenses, uses, and revocations, but not one specifically for Special Events Permitting. The attached ordinance specifically addresses the definition of Special Events, requirements and application for permits, conditions for the issuance of permits, duties of the organizer(s), road closures, conditions for denial or revocation of the permit, and the enforcement of laws.

This new Ordinance will allow staff to ensure the safety and well being of our citizens and visitors, while having a great time, at our approved events.

Recommendation

Staff recommends Council give First Reading approval of Ordinance 2022-11 Enacting a New Article IV (“Special Events; Permit Required”) in Chapter 6 (“Amusements and Entertainments”)

STATE OF SOUTH CAROLINA)	ORDINANCE 2022-11
)	Enacting a New Article IV ("Special
COUNTY OF LEXINGTON)	Events; Permit Required") in
)	Chapter 6 ("Amusements and
CITY OF CAYCE)	Entertainments") of the City Code

WHEREAS, the City Council, on the recommendation of City Administration, has determined that it is in the interest of the City and its citizens, inhabitants, visitors, and businesses, and that it further is in accord with the City's authority to enact ordinances which appear necessary and proper for the security, general welfare, and convenience of the City, as well as to preserve health, peace, order, and good government within the City, to enact new City Code provisions establishing a permitting process for the conduct of special events, as defined, within the City,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, that a new Article IV ("Special Events; Permit Required") in Chapter 6 ("Amusements and Entertainments") of the City Code is hereby enacted to provide as follows:

ARTICLE IV. - SPECIAL EVENTS; PERMIT REQUIRED

Section 6.57. - Title.

This article shall be known as and cited as the Special Events Ordinance.

Section 6.58. - Definition.

When used in this article, and except when the context clearly indicates a different meaning, the words **Special Event** mean any (1) activity on private or public property other than the normal use for which the property is zoned, and (2) any event including, but not limited to, festivals, block parties, races, musical events or concerts, exhibitions, fairs, and carnivals. **Special Event**, for purposes of the permitting process and permit required by this article, does not include an event held inside a church, place of worship, school, assembly hall, concert hall, or government building.

Section 6.59. - Requirement for permit; application for permit.

Any person, group or organization wishing to hold a Special Event within the City is required to obtain a Special Event permit after completing and submitting to the City a Special Event permit packet no later than 21 days prior to the date of the event. The Special Event permit packet, when completed, is to be reviewed for comments or recommendations by the following City departments/persons: Special Event Coordinator, Planning and Development, Fire Chief/Marshal, and Chief of Police. The City Manager will make the final review and the final determination on whether the permit is approved, approved with modifications and conditions, or denied.

Section 6.60. - Permit requirements.

All Special Events on public or private property:

- a. Shall adhere to all Federal, State or local laws or regulations and all guidelines of the City
- b. Shall not have a significant adverse impact on nearby properties
- c. Shall not impede or interfere with the flow of traffic without a road closure approval
- d. Shall not be of such size or duration that the event cannot reasonably be accommodated at the location
- e. Shall adhere to all noise ordinances. No event may begin earlier than _____ and must end by _____.
- f. Shall not create risks of :
 - 1. damage to public or private property
 - 2. injury to persons, or
 - 3. unlawful disturbances
- g. Shall provide the address of the location, as well as the name and relevant contact information of the owner and lawful occupant of the premises, and, when applicable, the name of the manager of the premises
- h. Shall provide the following information if security is to be utilized for the event: The name and contact information of the security company or police agency, and description of the number, placement, duties, and authority of the security personnel
- i. Shall provide written authorization stating that both the owner of the property and the tenant or other lawful occupant affirm that they are aware of the special event and that they authorize the special event
- j. Shall provide a site plan showing a reasonably accurate representation of all vendor locations, stages, first aid locations, carnival rides, portable restrooms, etc. The site plan shall include indicated access for first responder equipment.

Section 6.61. - Issuance of permit; conditions.

The City will process and issue a permit for a Special Event unless the City, in its sole discretion, determines that:

- a. The event organizer conducted a Special Event or other event within the City during the previous twenty-five (25) months in a manner that failed to substantially comply with City permitting conditions or with Federal, State or local law.
- b. The conduct of the event will substantially interrupt traffic or otherwise adversely impact public safety.
- c. The nature of the event will require significant City police presence such that adequate police staffing cannot be provided to the remainder of the City.

- d. The application was not received at least 21 days prior to the event (45 days prior if requesting road closures).
- e. Another event already has been approved for the same location and/or for a location in such close proximity that both events cannot occur with due regard for public safety.
- f. The event and/or organizer will be in violation of City, State or Federal laws.
- g. The concentrations of persons, animals, or vehicles within the Special Event venue or immediate area will interfere with the movement of police, fire, ambulance or other emergency vehicles.
- h. The event organizer demonstrates an inability or unwillingness to comply with all Special Event conditions.

Section 6- 62. - Duties of organizer.

Based on the size and/or nature of the event, the City may require liability insurance be carried by the organizer and naming the City, or the owner of private property, as an additional insured. Unless specified by the City, the organizer of any Special Event will be required to:

- a. Turn in all required paperwork 21 days prior to the event (45 days prior for road closures or special circumstances)
- b. Read and become familiar with all guidelines and rules for Special Events within the City
- c. Obtain all necessary permits and insurance prior to the event
- d. Ensure all food vendors have completed business licensing requirements and necessary inspections prior to the event
- e. Collect and remit Hospitality Tax on all food sales or ensure vendors have remitted the Hospitality Tax to the City
- f. Obtain any necessary permissions from local businesses or property owners (for events on private property)
- g. Notify residents within the surrounding area at least seven (7) days prior to the event of possible disruptions (for events on private property)
- h. Provide adequate security
- i. Have a copy of permit on their persons at all times during the event
- j. Ensure the event follows all guidelines from the City
- k. Ensure all property is cleaned and returned to its prior state
- l. Remove all signs immediately after the event.

Section 6- 63. - Road closures.

- a. Completed permit packets involving requested road closures are due no later than 45 days prior to the event. A map of affected roads must be turned in to the Cayce

Police Department. The applicant is responsible for placing and removing barricades unless otherwise directed by the Chief of Police.

- b. Organizer is responsible for obtaining a letter of approval from the Cayce Police Department, along with a completed Road Closure form to SC DOT.
- c. Organizer must provide notification of road closures to all adjacent businesses and residents no less than 10 days prior to the event.

Section 6-64. - Denial or revocation of permit.

The City reserves the right to revoke and cancel any permit for a Special Event determined by the City, in its sole discretion, to be in violation of Federal, State or local laws or determined by the City, in its sole discretion, to create any noise or disturbance to the surrounding area above what is considered reasonable. The City may also charge fees to any organizer whose event is determined, in the sole discretion of the City, to require police, fire, or emergency services greater than originally determined. If adequate security is not provided for an event, the Chief of Police may require additional security or cancel the event.

The City also may revoke or deny a Special Event permit when:

- a. The completed packet was not returned within the allotted time frame
- b. The applicant is found to have violated Federal, State, or local laws in a previous event
- c. Sufficient insurance has not been provided
- d. Police have determined that the event requires more security than is or can be provided
- e. Adequate parking is not provided
- f. Organizer has failed to obtain any necessary permits and licenses from other agencies
- g. The event will violate public health or jeopardize public safety
- h. The organizer has failed to notify surrounding businesses or residents
- i. Noise is found above allowable decibels or agreed upon levels
- j. Facts or assertions in application have been falsified
- k. The permit was issued in error, or
- l. Any other urgent or emergency situation is presented that, as determined by the City, endangers the health or safety of event participants or the general public.

Section 6-65. - Enforcement of laws.

Nothing contained in this article precludes the exercise of the authority of any law enforcement officer to arrest a person, even if the person is engaged in an act or activity permitted under this article, when the conduct of such person violates the laws of the State, other ordinances of the City, or unreasonably obstructs the public streets and

sidewalks of the City, or if the activity causes undue disturbance, interference, or molestation of other persons making lawful use of the space in a peaceful manner.

All participants and organizers of Special Events on public or private property shall comply with all relevant City, State and Federal laws including but not limited to laws concerning:

- a. Alcohol possession and consumption (must be 21, no open containers on public property)
- b. Parking and traffic laws
- c. Noise ordinances
- d. Disorderly conduct
- e. Trespassing, or
- f. Wildlife and environmental protections.

This Ordinance shall become effective upon Council approval on second reading.

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2022.

Elise Partin, Mayor

Attest:

Mendy Corder, CMC, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

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

Memorandum

To: Mayor and Council

From: Jim Crosland, Deputy City Manager

Date: July 5, 2022

Subject: Memorandum of Understanding and Agreement between the City of Cayce and the Town of Springdale for Building Official Services

Issue

Council approval is needed for the renewal of the Memorandum of Understanding (MOU) and Agreement for the City of Cayce to provide commercial and residential building plan reviews and inspections to the Town of Springdale at the rate of \$1,250 per month until June 30, 2024.

Discussion

The City of Cayce and the Town of Springdale have had a Memorandum of Understanding and Agreement for Cayce's Building Official to provide them plan review and inspection services since December 18, 2014.

The proposed agreement is identical to the current agreement but slightly increases the fee from \$1,000 to \$1,250 per month, which completely covers the cost of our Building Official, and extends the agreement until June 30, 2024.

Springdale Town Council is in agreement with this MOU.

Recommendation

Staff recommends approval of the Memorandum of Understanding and Agreement between the City of Cayce and the Town of Springdale for Building Official services.

4. Springdale and Cayce agree that services for inspections and plan review will be handled by licensed inspectors and plans examiners, as required by the South Carolina Department of Labor, Licensing and Regulation.
5. The Building Official of Cayce shall interpret provisions of the applicable Building Code(s). Such interpretations may be appealed to the City of Cayce Code Board of Appeals. Fees for an appeal shall be as set forth by Cayce ordinance. In the event of an appeal, the City of Cayce Building Official will testify as to code requirements.
6. Springdale and its successors and assigns do hereby remise, release, acquit, and forever discharge Cayce, its employees, agents, successors, and assigns, from any and all actions, causes of action, claims, demands, damages, costs, expenses, third party actions, suits at law or for indemnity of whatever nature, and all consequential damage on account of, or in any way arising from, the services rendered under this Agreement. Springdale further agrees to hold harmless and indemnify Cayce for any and all losses, demands, damages, costs, claims, suits, and other liability arising from the services rendered by Cayce and by its employees and agents acting within the scope of their duties for Cayce or under this Agreement.
7. This Agreement shall continue in force until June 30, 2024, unless terminated sooner, in writing, by either party, or upon Springdale's employment of its own Building Official, or upon Cayce's inability to provide said inspection services. Either party may terminate this Agreement only by delivering written notice to the other party at least 60 days prior to the effective date of such termination. This agreement may be extended by written amendment approved by the Springdale Council and the Cayce Council.

IN WITNESS WHEREOF, WE, THE UNDERSIGNED, have this _____ day of _____, 2022, set our hands and seals hereon.

City of Cayce

WITNESSES:

City Manager

Town of Springdale

WITNESSES:

Mayor

Cayce Historical Museum Commission May 4, 2022, Meeting Minutes

The May 4, 2022, meeting of the Cayce Historical Museum Commission (CHMC) was held in the Cayce Visitors Center. The meeting was convened at 4:00 by Chair Archie Moore. The following individuals attended the meeting:

Name	Status
Archie Moore	Chair
Mary Sharpe	Vice Chair
James Stewart	Secretary
A.G. Dantzler	Commissioner
Charlita Earle	Commissioner
Pamela Sulton	Commissioner
Garrett Creasman	Commissioner - absent
David Brinkman	Commissioner
Marcy Hayden	Commissioner -absent/excused
Andy Thomas	Cayce Museum Curator
Jim Crosland	City of Cayce Deputy City Manager

Upcoming Events:

May 19, 2022 – Sweetgrass Baskets Lecture 6:00

Invocation: Commissioner Dantzler

April Meeting Minutes:

Following a review of the minutes from the last meeting, Commissioner Sharpe motioned that the meeting minutes be accepted. This motion was seconded by Commissioner Sulton and approved by the Commission.

Attendance Discussion:

The Commission confirmed that the Chair has the capacity to excuse Commissioner absences from monthly meetings.

Genesis Studios

The Commissioners and Mr. Leo Redmond visited with Cliff Springs at Genesis Studios to look at some potential programming opportunities for the Museum. These opportunities include augmented reality or virtual reality media that would be funded by private donations solicited by the studio.

Museum Commission Bylaws

The City Attorney has reviewed the Bylaws approved in the April Commission meeting and provided comments. The Commission opted to hold a special meeting of the Bylaws Committee to address these comments on May 18, 2022.

Mt. Zion Historical Marker

The Commission received a letter from the Mt. Zion Church of Cayce asking for financial support for the creation of a historical marker. Deputy City Manager Crosland pointed out that the city had identified a grant opportunity to fund the marker. The Commission will revisit funding the marker if church's grant application is unsuccessful or insufficient. The Commission also discussed setting up an annual fund to support similar projects in the future.

Museum Staff Report

Mr. Thomas provided his report for the Commission. The accession of the pottery collection was delayed so that he could obtain some advice on best practices for handling, transportation, and curation. The recent Confederation of State and Local Museums meeting was well-received. The front porch proved to be a great space for hosting small events and will hopefully be put to more frequent use in the future.

Mr. Thomas is also planning a day to sort some of the Museum's holdings and update accession records. Volunteer assistance for these tasks are welcome.

With no additional items on the Agenda, Chair Moore motioned to adjourn the meeting, the motion was seconded. The CHMC voted to adjourn the meeting at

5:27 PM.



**APPROVED MINUTES
PLANNING COMMISSION
CAYCE CITY HALL
1800 12th Street Extension
Monday, May 16, 2022
6:00 PM**

I. CALL TO ORDER

The meeting was called to order by Chair Ed Fuson at 6:00 pm. Members present were Robert Power, Chris Kueny, and Richard Boiteau. Chris Jordan, Michael Mahoney, and Stockton Wells were absent. Staff present were Monique Ocean and Michael Conley.

II. APPROVAL OF MINUTES

Chris Kueny made a motion to approve the minutes of the April 18, 2022, meeting with a correction to a grammatical error. Robert Power seconded the motion. All were in favor.

III. STATEMENT OF NOTIFICATION

Monique Ocean confirmed that the media and public were made aware of the meeting and the public hearing.

IV. REQUEST FOR DEFERRAL BY APPLICANT

Mr. Fuson began by stating that the applicant, Wes Taylor, has requested a deferral of Map Amendment 004-22. Mr. Fuson stated that Mr. Taylor made the deferral request by email and that Mr. Taylor reported that threats had been made to his family. Mr. Fuson stated that Mr. Taylor had disclosed he would not be present at the public hearing because of the situation. Mr. Fuson stated that the request for deferral came only hours before the meeting and he would put the question forward to the Planning Commission as to whether they agree to approve the request to defer the matter. Mr. Chris Kueny inquired if it was known how the threats had been delivered to the applicant and if any reports were made to the authorities. Ms. Ocean replied to the Planning Commission stating that she did not know how the threats were made. Ms. Ocean also replied to the Planning Commission that the City Manager responded to Mr. Taylor's email and suggested he inform the appropriate authorities about any threats. Mr. Richard Boiteau made a motion to defer the request for Map Amendment 004-22. Mr. Robert Power seconded the motion. All were in favor to defer the request to a later date, to be determined.

Mr. Fuson informed the audience that the motion for deferral had been granted by the Planning Commission and if the applicant chose to proceed, the matter will be presented at a later date.

V. NEW BUSINESS

There was no new business.

VI. ADJOURNMENT

Mr. Chris Kueny made a motion to adjourn. Mr. Richard Boiteau seconded the motion. All were in favor.

A quorum of Council may be present. No discussion or action on the part of Council will be taken.

Memorandum

To: Mayor and Council

From: Jim Crosland, Deputy City Manager

Date: July 5, 2022

Subject: Discussion and Approval of Proposed Amendments to the Cayce Museum and Historical Commission By-laws

Issue

Council approval is needed for the proposed amendments to the Cayce Museum and Historical Commission By-laws (see attached).

Discussion

On January 19, 2022 Council instructed staff to work with the Museum Commission to update the Commission's By-laws to clearly identify their roles and responsibilities and to incorporate the related recommendations made by City Attorney Mr. Crowe during his review of the Commission.

The Commission formed a subcommittee to take up this topic and report back to the whole Commission for comment and action. The subcommittee consisted of:

- Commission Chairman Archie Moore
- Commission Vice Chair Mary Sharpe
- Commissioners James Stewart, Marcy Hayden and Pamela Sulton

They met several times over the last couple months, specifically on March 8, March 30 and May 18, in addition to their monthly Commission meetings. On June 1, 2022 the full Commission approved sending the subcommittee's recommended By-laws to City Council for adoption.

A draft of the By-laws was presented to Council at their meeting on June 22, 2022. It was noted at that meeting the proposed By-laws included language concerning to the City Attorney and contrary to City Ordinance and the City Manager form of government.

At that time, Council instructed staff to remove that item and bring back the By-laws back to them for final consideration, which is represented by the attached.

Recommendation

Staff recommends approval of the Cayce Museum and Historical Commission By-laws as presented in this packet.

Cayce Museum and Historical Commission Bylaws

Approved by City Council _____

Section I. Mission Statement:

The Cayce Museum and Historical Commission promotes and protects the legacy of Cayce's past. This legacy encompasses the precontact and historic peoples and events that shaped the community. The Commission also endeavors to preserve places, documents, and artifacts of significance to that story through museum collections, exhibitions, programming, and the conservation of significant properties within the City of Cayce.

Section II. Name and Location

The City of Cayce has designated the Cayce Museum and Historical Commission (the Commission) as an advisory and historic preservation review board oriented toward the fulfillment of the goals set out in the Mission Statement.

Section III. Commission Organization

1. The Commission's principal place of business is the Cayce Museum located at: 1800 12th Street, Cayce, South Carolina, 29033.
2. The Commission's membership will be comprised of nine (9) members appointed by the Cayce City Council.
3. A Commissioner's term of office will begin upon their appointment and continue for a period of three (3) years.
4. Commissioners will meet monthly, as called by the Chair. Regular meetings are typically held on the first Wednesday, at 4 p.m. A schedule of the regular meetings shall be published and posted at City Hall in January of each year.
 - a. All meetings are organized in accordance with customary parliamentary procedure with a majority vote of Commissioners required for substantive actions.
 - b. A quorum must be present for a Commission meeting to be called to order.
 - c. The agenda must be posted at least 24 hours in advance of Commission meetings.
 - d. Meetings shall be held at the place stated on the notice and shall be open to the public.
 - e. Members of the public may address the Commission in keeping with the protocols of the Cayce City Council.

- f. Commissioner attendance will be recorded in the minutes.
 - g. Commission members are expected to attend all meetings. Failure to attend four (4) regularly scheduled meetings, or one third (1/3) of all meetings scheduled, during a Commission year, without sufficient excuse, will result in replacement.
5. Special Meetings may be called by the Chair upon 48-hours' notice, posted and delivered to all members.
6. The fiscal year of the commission shall commence on the first day of July and end on the 30th day of June each year.
7. The officers of the Commission shall be Chair, Vice-Chair, and Secretary.
8. The Commissioners shall annually elect officers from the Commission membership at their January meeting.
9. The Chair shall be a voting member of the Commission and shall:
 - a. Call meetings of the Commission
 - b. Preside at meetings
 - c. Act as spokesperson for the Commission
 - d. Sign documents for the Commission
 - e. Transmit reports and recommendations to Council via Administration
 - f. Perform other duties approved by the Commission
10. The Vice-Chair shall be a voting member of the Commission and shall:
 - a. Organize fundraising efforts
 - b. Serve as primary coordinator for special events
 - c. Perform any and all duties of the Chair in their absence, disability or disqualification.
 - d. In the absence of both the Chair and the Vice-Chair, the members present shall elect an acting Chair.
11. The Secretary shall be a voting member of the Commission and shall:
 - a. Provide notice of meetings in accordance with the Freedom of Information Act
 - b. Assist the Chair in the preparation of the agenda
 - c. Attend, keep, and distribute the minutes and attendance for all Commission meetings.
 - d. Distribute the minutes of regular Commission meetings to the Commissioners one week before the next meeting.
 - e. Present adopted minutes to Museum Staff to submit to City Council to enter into official record.
 - f. Maintain Commission records as public records

- g. Include the records required for the historic preservation review board
 - h. Provide written decision notifications to applicants in matters before the review board.
 - i. Attend to Commission correspondence
 - j. Perform other duties normally carried out by a secretary.
12. The Commission may appoint, or provide for appointment, ad-hoc or working committees from among Commission members and Cayce residents. Only committees approved by majority vote of the Commissioners shall be designated.
13. A Commissioner must participate in each committee and provide a committee report of activities to the Commission.

Section IV. Role and Responsibilities of the Commission

General responsibilities include:

1. Support the City's efforts in the preservation of historic properties within the city. Historic properties defined in the National Historic Preservation Act include "prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion on, the National Register of Historic Places, including artifacts, records, and material remains related to such a property or resource [54 U.S.C. § 300308]".
2. Support of the museum's operation by municipal employees.
3. Collaborate with and advise the municipal employees on the content and composition of museum exhibits and special events
4. Encourage historical and cultural research for the community by providing access to electronic resources and materials curated within the Museum
5. Municipal employees are responsible for the operation of the Museum.
6. Supervision of archives and artifacts in the Museum collection are the responsibility of Museum staff.
7. The commission will collaborate and help the Museum staff formulate and implement a Collections Management Policy aligned with the best practices and standards established by the American Association of Museums.
8. The Museum Commission will collaborate with City Administration, Museum Staff, and Cayce citizens to develop a strategic plan for the 1) Museum and 2) City of Cayce preservation initiatives.
 - a. The strategic plans will include a collections management policy and a plan for incorporating existing and emerging themes that will be

interpreted in the Museum

9. Pending adoption of a city historic preservation ordinance designating the Commission as the historic preservation review board for the City of Cayce, the Commission shall adhere to the criteria established for participation in the South Carolina Certified Local Government Program (CLG). The Commission will:
 - a. Establish criteria and processes for designating districts and landmarks of historic or precontact significance.
 - b. Review applications for proposed alterations, relocations, demolitions, and new construction affecting designated historic preservation conservation areas or individually designated local landmarks.
 - c. Review and evaluate all proposed National Register nominations within the City of Cayce. All Commission recommendations must be with the nomination application to the State Historic Preservation Office (SHPO) for consideration by the State Board of Review.
 - d. Attend information or educational meetings relevant to the work and functions of a historic preservation review board.
 - e. Seek advice from professionals in a specific discipline not represented on the commission as needed by actions under consideration.
 - f. Maintain a system for the survey and inventory of historic properties as defined by City ordinance, SHPO guidelines, and/or the National Historic Preservation Act.
 - g. The inventory and revisions shall be periodically evaluated to ensure the contents are up to date
 - h. All inventory records, except in cases where a threat to preservation exists (e.g., archaeological sites), are open for public review at the Cayce Museum.
 - i. Submit an annual report of Commission activities to the SHPO and City Council.

The report must include the following items:

- Number of cases reviewed
- Disposition of cases
- New local designations
- Commission appointments
- New or revised resumes

Meeting minutes

Local preservation plans and projects

- j. Any Commission member with a direct or indirect financial interest in any property under consideration by the Commission must declare that interest and recuse themselves from discussion, decision, or proceedings related to that property.

Section V. Financial and Material Donations to the Cayce Museum

1. Financial Contributions

- a. The Commission encourages financial donations in support of the organization's museum development and preservation goals.
- b. The Commission will work to designate a funding partner for the Cayce Museum.). This partner will be a non-profit public charity (501[c][3]) and potentially titled the "Friends of the Cayce Museum and Historical Commission".

2. Artifacts

- a. Donated artifacts are the property of the City, to be managed by the Museum. Only articles pertinent to the City's history, or representative of that history, or of special significance will be accepted as determined by Museum staff in consultation with the Commission. A signed receipt must be secured from each artifact's donor, relinquishing complete ownership to the Museum. Donated artifacts may not be deaccessioned without due consideration of the ethical standards of national museum associations and/or terms established by the donation agreement.
- b. The Museum does not accept ancestral remains, funerary objects, sacred, or items of cultural patrimony without documented consent from the descendant community in conjunction with local, state, and federal law.

Section VI. Amendments

- a. No amendment to the Commission bylaws may be introduced and voted upon in the same meeting.
- b. Amendments to the organization bylaws require the majority vote of the Commission membership. Following the vote, these amendments must be approved by the Cayce City Council to take effect.

COUNCIL ACTION REQUIRED

PUBLIC SAFETY FOUNDATION – FIVE (5) POSITIONS

Ms. Regina Lemmon Bush and Mr. Hubert Smoak recently resigned from the Public Safety Foundation. Ms. Ashley Hunter's term expired in May 2022 and she did not reapply. There are two (2) additional openings as well. Ms. Karen Sanders' term expired in May 2022 and her reappointment application is attached for Council's review.

The City has received potential member applications for the Public Safety Foundation from Ms. Barbara Corbitt, Mr. Miles Fisher and Ms. Dory Benitez. Their applications are attached for Council's review in the order they were received.

Note, the Public Safety Foundation asked Council to hold on appointing applicants to open positions so they could amend their by-laws to update membership terms – namely, to include the new position of Fire Chief. These amended by-laws were approved by the Foundation on June 29, 2022. As a Foundation, those by-laws do not require Council approval.

NO COUNCIL ACTION REQUIRED

The following positions remain open until receipt of potential member applications.

STANDARD TECHNICAL CODES BOARD OF APPEALS – TWO (2) POSITIONS

Reviews citizen appeals to ensure building codes, property maintenance codes and fire codes are properly interpreted and implemented fairly. Members who serve on this Board must be either an Engineer, Contractor, Architect or Design Professional. There are no recommendations at this time.

APPOINTMENT PROCESS

Cayce citizens have an opportunity to actively participate in the City through their services on a number of advisory boards, commissions, foundations and committees. These groups help shape and carry out policy.

Applications are accepted at any time for all City of Cayce boards, commissions, foundations and committees. Cayce citizens wishing to apply for appointment may submit a potential member application to the Municipal Clerk, P. O. Box 2004, Cayce, SC 29171. More information and a copy of the application can be found on our website at <https://www.caycesc.gov/boards.php> or by calling City Hall at 803-796-9020.

City Council considers applications at a meeting immediately following an opening.

**CITY OF CAYCE PUBLIC SAFETY FOUNDATION
REAPPOINTMENT APPLICATION**



Name: Karen L. Sanders
Home Address: Bentley Cr. City, State, Zip Cayce S.C. 29033
Telephone: 803-252-1004 E-Mail Address _____
Cell Phone: _____

Resident of Cayce: Yes No Number of Years 20

Business Located in Cayce: Yes No Number of Years _____

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes No If yes, specify below:

Work Address

Company: Bayada Position RN
Address: Stone bridge Dr.
City, State, Zip Cola. S.C. Telephone: 8032521004
Fax: _____ E-Mail _____

Work Experience: Nurse since 69- in Columbia Providence Hosp
10yrs; 14yrs. as Head Nurse Free clinic on Harden, Home Health
Educational Background: A.S. 3yrs. of college

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

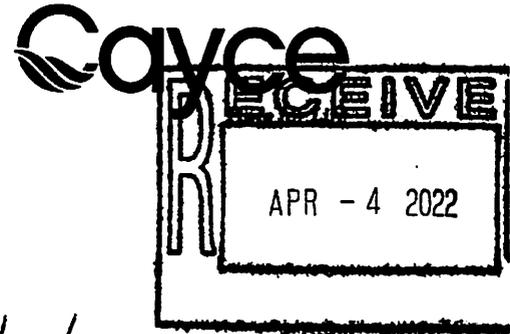
im Cayce Women's Club

Volunteer Work: with-churches, schools - with Cayce women's club

Hobbies: camping - swimming cards - games, enjoy being with people yard work, Bowling crewel work

Return to:

Mendy Corder, Municipal Clerk
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
Telephone: 803-796-9020 • Fax: 803-796-9072



CITY OF CAYCE POTENTIAL MEMBER APPLICATION

Name: Miles J. Fisher Date 3/31/22
Home Address: N. Eden Dr. City, State, Zip Cayce, SC 29033
Telephone: _____ E-Mail: _____
Resident of Cayce: Yes No Number of Years: 11

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

- Accommodations Tax Committee
- Cayce Housing Authority
- Events Committee
- Consolidated Board of Appeals
- Municipal Election Comm
- Museum Commission
- Planning Commission
- Board of Zoning Appeals
- PUBLIC SAFETY FOUNDATION

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?

Yes No If yes, specify below.

Work Address

Company: Sandlot Power Systems LLC Position: President
Address: 107 N. Eden Dr. City, State, Zip Cayce, SC 29033
Telephone: (803) 730-9079 E-Mail: sandlotpower@outlook.com

Work Experience: I've worked in the electrical business for the last 8 years

Educational Background: College Level - Midlands Tech

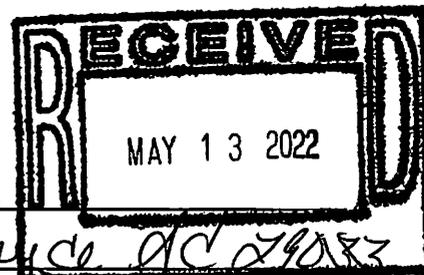
Membership Information (Professional, Neighborhood and/or Civic Organizations):

Volunteer Work:

Hobbies: Work, Baseball, Family, Fishing, Golf

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@caycesc.gov

**CITY OF CAYCE PUBLIC SAFETY FOUNDATION
APPOINTMENT APPLICATION**



Name: Barbara J Corbett

Home Address: Arden Ln City, State, Zip Cayce SC 29033

Telephone: 803 E-Mail Address: _____

Cell Phone: 803

Resident of Cayce: Yes No Number of Years 7

Business Located in Cayce: Yes No Number of Years _____

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes No If yes, specify below:

Work Address
Company: Retired Position _____

Address: _____

City, State, Zip _____ Telephone: _____

Fax: _____ E-Mail _____

Work Experience: 33+ years of secretarial & accounting experience with state government

Educational Background: High school diploma & on job training

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

Woman's Club of Cayce

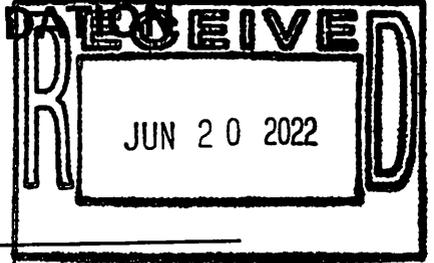
Volunteer Work: Various activities of Woman's Club, various church functions, families helping families

Hobbies: Crafting, walking & helping or doing for others

Return to:
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City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
Telephone: 803-796-9020 • Fax: 803-796-9072



CITY OF CAYCE PUBLIC SAFETY FOUNDATION
APPOINTMENT APPLICATION



Name: Dory Benitez

Home Address: Lockwood Dr City, State, Zip Columbia, SC 29212

Telephone: _____ E-Mail Address: _____

Cell Phone: _____

Resident of Cayce: Yes No Number of Years _____

Business Located in Cayce: Yes No Number of Years 16 years

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes No If yes, specify below:

Work Address

Company: La Estrella Position Owner

Address: 1921 Airport Blvd.

City, State, Zip Cayce, SC 29033 Telephone: 803-739-6520

Fax: 803-739-6530 E-Mail cdbenitez00@gmail.com

Work Experience: Customer Service -

Educational Background: College

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

None

Volunteer Work: Church.

Hobbies: Reading

Return to:
Mendy Corder, Municipal Clerk
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
Telephone: 803-796-9020 • Fax: 803-796-9072