



Mayor
Elise Partin

Mayor Pro-Tem
Phil Carter

Council Members
Tiffany Aull
Byron Thomas
Alice Rose

City Manager
Mike Conley

Assistant City Manager
Betsy Catchings
Wesley Crosby

**City of Cayce
Regular Council Meeting
Tuesday, April 7, 2026
6:00 p.m. – Cayce City Hall – 1800 12th Street
www.caycesc.gov**

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

REGULAR COUNCIL MEETING

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes
March 3, 2026, Regular Council Meeting
March 18, 2026, Council Work Session

II. Public Comment Regarding Items on the Agenda

III. Presentation

- A. Presentation by Thomas Causey, with Stantec Consulting Services Inc., on the City's Brownfields Grant Program

IV. Items for Discussion and Possible Approval

- A. Discussion and Approval to Amend the April 22, 2026, Council Meeting Date
- B. Consideration and Approval of Resolution Authorizing and Approving Financing through Lease Purchase and Award of Lease Purchase Contract – General Fund Police Vehicles
- C. Consideration and Approval of Resolution Authorizing and Approving Financing through Lease Purchase and Award of Lease Purchase Contract – General Fund Fire Vehicle
- D. Discussion and Approval to Ratify an Agreement Approved by the City Manager under the Emergency Powers of Sec. 2-146, with G.H. Smith Construction, Inc. and Carolina Paving & Grading, LLC, for the Emergency Repair of a Sewer Main Failure on Michaelmas Avenue

- E. Discussion and Approval to Ratify an Agreement Approved by the City Manager under the Emergency Powers of Sec. 2-146, with G.H. Smith Construction, Inc. and Carolina Paving & Grading, LLC, for the Emergency Repair of a Sewer Main Failure on Oakland Avenue

V. Ordinances

- A. Discussion and Approval of Ordinance 2026-04 Vacant Commercial and Industrial Building Registration Ordinance – First Reading

VI. Committee Matters

- A. Approval to Enter the Following Committee Approved Minutes into the City's Record
Cayce Historical Museum Commission – February 4, 2026

VII. City Manager's Report

VIII. Council Comments

IX. Executive Session

- A. Discussion of negotiations incident to a proposed contractual arrangement with artist Thomas Dambo for the creation and installation of public art within the City, including at the Riverwalk or another City location, and receipt of related legal advice, as permitted by the South Carolina Freedom of Information Act.
- B. Receipt of legal advice concerning the South Carolina Freedom of Information Act process and the City's procedural obligations in connection with a proposed economic development project and an update on Court contractual arrangements, and related legal issues, as permitted by the South Carolina Freedom of Information Act.
- C. Discussion of legal advice concerning the City's authority and current legal status of the Otarre Pointe matter, as permitted by the South Carolina Freedom of Information Act.
- D. Discussion of negotiations incident to proposed contractual arrangements, and receipt of legal advice, concerning EPAC 208, as permitted by the South Carolina Freedom of Information Act.

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

X. Reconvene

XI. Possible Action in follow up to Executive Session

- A. Possible action to approve a contractual arrangement with Thomas Dambo for the creation and installation of public art within the City
- B. Possible action on matters discussed in 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.

CITY OF CAYCE
2026 APRIL MEETINGS AND EVENTS

Tuesday, April 7

- **Meet with the Mayor** | 5:00 PM
- **City Council Meeting** | 6:00 PM

Thursday, April 9

- **Events Committee Meeting** | 5:30 PM

Monday, April 13

- **Beautification Foundation Meeting** | 5:30 PM

Monday, April 20

- **Planning Commission & Zoning Board of Appeals** | 6:00 PM (As needed)

Wednesday, April 22

- **City Council Meeting** | 5:00 PM

Tuesday, April 28

- **Public Safety Foundation Meeting**

Wednesday, April 29

- **Bulk & White Good Collection Day**



Mayor Elise Partin	Mayor Pro-Tem Phil Carter	Council Members Tiffany Aull Byron Thomas Alice Rose	City Manager Mike Conley	Assistant City Manager Betsy Catchings Wesley Crosby
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**City of Cayce
Regular Council Meeting
Tuesday, March 3, 2026**

The March 3, 2026, Regular Council Meeting was held this evening at 6:00 PM in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem Phil Carter, and Council Members Byron Thomas, Tiffany Aull, and Alice Rose; City Manager Michael Conley, Assistant City Manager Wesley Crosby and Assistant City Manager/Utilities Director Betsy Catchings; Municipal Clerk Mendy Corder; Finance Director Allison Barrs; Human Resources Director Keisha Brunson; and City Attorney James Smith.

Mayor Elise Partin asked if members of the press and the public were duly notified of the meeting in accordance with the Freedom of Information Act (FOIA). Ms. Corder confirmed they were notified.

Call to Order

Mayor Partin called the Regular Council Meeting to order, Council Member Aull gave the invocation, and Mayor Partin led the assembly in the Pledge of Allegiance.

Approval of Minutes

Council Member Thomas made a motion to approve the February 3, 2026, Regular Council Meeting minutes as written. Council Member Aull seconded the motion which was unanimously approved by roll call vote.

Public Comment Regarding Items on the Agenda

Joseph McDougall – Item V. D. Mr. McDougall spoke on behalf of Hidden City Music Festival.

Shelby Judd – Item V. D. Mr. Judd voiced reasons to grant the Fireworks Exemption Request for the Hidden City Music Festival.

Presentation

Mr. Gavin Brown, Vice President of Advancement for Transitions Homeless Center, presented information to Council regarding the organization's services and potential role as a resource for the City.

Proclamation

Council Member Thomas made a motion to approve a Proclamation recognizing International Women Leaders in Business. Council Member Rose seconded the motion which was unanimously approved by roll call vote.

Items for Discussion and Possible Approval

- A. Discussion and Approval to Amend the March 18, 2026, Council Meeting Date

Mayor Partin stated that no action was required. The March 18 meeting will consist of a Council Workshop in the morning, followed by a business meeting that afternoon, and will be posted in accordance with standard procedures.

- B. Discussion and Acceptance of Bid from McClam & Associates for Lexington Avenue Sewer Line Rehabilitation Project

Council Member Rose made a motion to approve the staff recommendation of acceptance of the bid from McClam and Associates in the amount of \$441,220 plus a 10% construction contingency and to authorize the City Manager to execute the contract. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

- C. Discussion and Approval of Utilities Advanced Metering Infrastructure (AMI) Meter Requests

Council Member Rose made a motion to approve staff recommendation to waive the formal bid process and sole source the installation of an advanced metering infrastructure system for approximately 320 customers, and to authorize the City Manager to negotiate the contract. Council Member Aull seconded the motion, which was unanimously approved by roll call vote.

D. Discussion and Consideration of Fireworks Exemption Request for Hidden City Music Festival

Council Member Aull made a motion for all fireworks and noise to conclude at 10:00 PM, conditional on receiving a permit from the State Fire Marshal. Council Member Thomas seconded the motion which was approved by roll call vote four to one; Mayor Pro Tem Carter voted no.

Ordinances

A. Discussion and Approval of Ordinance 2026-03 Amending the Zoning Map and Rezoning Property Located at 1511 Middle Street (Tax Map Number 5764-01-013) from C-3 to RG-2 – First Reading

Council Member Thomas made a motion to approve the rezoning Ordinance. Council Member Rose seconded the motion which was unanimously approved by roll call vote.

Committee Matters

A. Approval to Enter the Following Committee Approved Minutes into the City's Record
Zoning Board of Appeals – December 15, 2025
Planning Commission – December 15, 2025
Museum and Historical Commission – January 5, 2026

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

City Manager's Report

City Manager Conley announced the final Pop-Up Jazz event was scheduled for this Sunday from 5:00–7:00 PM at the Art Lot and expressed appreciation to the Central Carolina Community Foundation and ColaJazz for their support.

City Manager Conley announced the hiring of Johnny Dillard as Public Works Director. He stated that Mr. Dillard is a U.S. Navy veteran with 20 years of service, during which he received multiple commendations and completed several deployments.

Following his military career, he owned and operated a landscaping business for 12 years and later served in grounds and public works-related roles, including positions at Georgia College and State University and with the Town of Lexington. He stated Director Dillard holds a degree in horticulture and maintains multiple professional certifications, including certified arborist and licensed pesticide applicator, and currently serves on the board of the South Carolina Green Industry Association.

Additionally, City Manager Conley recognized the City's utility staff for exemplary customer service after receiving positive feedback from a citizen regarding a sewer service call at the All-Saints Church in Cayce. The citizen specifically commended staff for their professionalism, responsiveness, and courteous service.

Council Comments

Council Member Thomas welcomed and thanked newly hired Public Works Director Johnny Dillard for his military service and expressed appreciation for his qualifications. He announced an upcoming community partner breakfast at Cayce Elementary School on March 31 and encouraged community participation.

An update was provided by City Attorney James Smith, on efforts to develop a citywide initiative focused on access and preservation of African American cemeteries, including mapping, community engagement, and potential funding opportunities. Council Member Thomas emphasized the importance of community involvement and future cleanup efforts.

Discussion was also held regarding Opportunity Zones, including the transition to a new designation period and the importance of advocating for the City's inclusion to support economic development. Council Member Thomas encouraged residents to contact state officials in support of the City's designation.

Additionally, Council Member Thomas noted the completion of resurfacing work on Lee Street and expressed appreciation to partnering agencies, with interest in holding a future recognition event.

Council Member Aull provided an update on utility infrastructure improvements in the Knox Abbot Drive area and noted an upcoming business, George Robert's Wine and Raw Bar, pending opening and hiring opportunities in the district.

Mayor Partin added comments regarding continued support for economic development initiatives and acknowledged a resident's appreciation for recently installed street lighting improving safety in her neighborhood.

Executive Session

- A. Discussion of contractual matters regarding the City's Wastewater Treatment Plant
- B. Personnel Matter – City Manager's Evaluation
- C. Discussion of employment, compensation and contractual matters regarding the City Prosecutor and Public Defender positions
- D. Discussion of contractual matters regarding the Public Information Officer

Council Member Aull made a motion to move into Executive Session. Council Member Thomas seconded the motion. Mayor Partin called the question which was unanimously approved by roll call vote.

Reconvene

After the Executive Session was concluded, Mayor Partin announced that no action was taken in Executive Session other than to adjourn and resume the Regular meeting.

Possible action by Council in follow up to Executive Session

Council Member Rose made a motion to authorize the City Manager to negotiate and execute an agreement with Synagro related to wastewater treatment services, with the final agreement subject to approval as to form by the city attorney. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

Adjourn

Council Member Thomas made a motion to adjourn the meeting. Council Member Rose seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 8:49 PM.

Elise Partin, Mayor

ATTEST:

Kristen Hall, Municipal Clerk



Mayor
Elise Partin

Mayor Pro-Tem
Phil Carter

Council Members
Tiffany Aull
Byron Thomas
Alice Rose

City Manager
Mike Conley

Assistant City Manager
Betsy Catchings
Wesley Crosby

**City of Cayce
Council Work Session
Wednesday, March 18, 2026**

The March 18, 2026, Council Work Session was held this afternoon at 12:00 PM at Southern First on Knox Abbott Drive. Those present included Mayor Elise Partin, Mayor Pro Tem Phil Carter, and Council Members Byron Thomas, Tiffany Aull, and Alice Rose. Attendees also included City Manager Michael Conley, Assistant City Managers Wesley Crosby and Betsy Catchings (Utilities); Municipal Clerks Mendy Corder and Kristen Hall; Director of Public Works Johnny Dillard; Director of Development Services Luke Godbold; Director of Human Resources Keisha Brunson; Fire Chief Steve Bullard; Police Chief Bruce Wade; Assistant Police Chief Jonathan von Moltke; and Facilitator Irene Dumas Tyson.

Mayor Partin asked if members of the press and public were duly notified of the meeting in accordance with the Freedom of Information Act (FOIA). Ms. Corder confirmed that they were notified.

Call to Order

Mayor Partin called the Work Session to order, Council Member Thomas gave the invocation, and Mayor Partin led the assembly in the Pledge of Allegiance.

Other

Council members and staff participated in an introductory exercise in which each participant introduced a partner and shared their favorite place in the City of Cayce, their favorite meal and dining location, and their most memorable personal journey. Responses emphasized the importance of relationships, personal growth, and service. A strong appreciation for the City's natural assets—particularly the Riverwalk—highlighted their continued value to the community. The exercise fostered team building, strengthened connections, and revealed shared values among Council and staff.

Council members and staff also reflected on individual actions they can take to improve the City. Identified priorities included strengthening partnerships across local, state, and federal levels; delivering excellent customer service across all departments; continuing community-oriented policing and building public trust; increasing community engagement,

communication, and transparency; supporting employees through resources and recognition; and improving internal efficiency, workflows, and overall organizational effectiveness.

The visioning discussion focused on defining a shared direction for the future of the City of Cayce, grounded in community values, quality of life, and long-term sustainability. Core themes included prioritizing quality of life; fostering community-centered growth; reinforcing a strong sense of place; promoting equity and inclusion across the City; advancing organizational excellence and customer service; encouraging collaboration and engagement; and embracing long-term, legacy-driven decision-making.

Council and staff emphasized the importance of translating this vision into action through strategic planning, targeted redevelopment initiatives, infrastructure investment, and continued collaboration among Council, staff, and the community.

Executive Session

No Executive Session was held during this workshop.

Adjourn

Council Member Aull made a motion to adjourn the meeting. Council Member Rose seconded the motion, which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 5:05 PM.

Elise Partin, Mayor

ATTEST:

Kristen Hall, Municipal Clerk

Memorandum

To: Mayor and Council

From: Michael Conley, City Manager

Date: April 7, 2026

Subject: Approval of Resolution Authorizing and Approving Financing through Lease/Purchase and Award of Lease/Purchase Contract – Police Vehicles, as Approved by Council in the 2025-2026 Budget

Issue

Approval of a Resolution authorizing and approving financing through a Lease/Purchase and awarding of the Lease/Purchase Contract to a Financial Institution for four (4) Police Vehicles.

Discussion

The Police vehicles were approved for purchase by Council in the 2025-2026 Fiscal Budget. The financing for all vehicles will total \$200,000.

Staff contacted 17 financial institutions and requested lease purchase financing proposals for the vehicles based on the purchase price. The City received two (2) responses.

First Bank: three (3) years at 4.44% fixed

First Community Bank: three (3) years at 4.69% fixed

If the City of Cayce approves the First Bank quote, annual payments (with no down payment) would be as follows:

\$71,285 annually for 3 Years at 4.44% (total interest paid \$13,854)

The payments shall be monthly in arrears. Funding for the lease/purchase contract is included in the FY 2025-2026 General Fund budget and will be included in successive years.

Recommendation

Staff recommends that the lease/purchase contract be awarded to First Bank for a three (3) year term contract at 4.44% with annual payments in arrears of \$71,285 for principal and interest. Staff also recommends that Council approve a “Resolution Approving Financing” through First Bank and that the City Manager be authorized to execute the contract documents.

3. The Mayor, the City Manager, the Finance Director or Finance Officer, and the Municipal Clerk, and each of them acting within the scope of their respective duties, are hereby authorized and directed to execute, deliver, attest, certify, and, where appropriate, affix the seal of the City to the Financing Documents and such other certificates, instruments, and documents as may be necessary or appropriate to carry out the financing of the Project in accordance with this resolution.

4. The term "Financing Documents" may include, without limitation, a Financing Agreement, Escrow Agreement, acquisition fund documents, certificates, tax certificates, UCC filings, and related closing papers, in each case in such form as the authorized officers approve consistent with this resolution.

5. The Finance Director is hereby authorized to hold executed copies of the Financing Documents in escrow until all conditions to closing have been satisfied. The Finance Director is further authorized to approve and consent to such changes, insertions, and omissions in the Financing Documents as such officer, upon advice of counsel, deems necessary or advisable, provided that such changes do not materially increase the principal amount, interest rate, or term authorized by this resolution. The execution and delivery of the Financing Documents by the authorized officers shall constitute conclusive evidence of the City's approval of the final forms thereof.

6. The City covenants that it shall take all actions necessary to maintain the exclusion from gross income for federal income tax purposes of interest on the obligations evidenced by the Financing Documents and shall not take or omit to take any action that would adversely affect such exclusion. The City hereby designates its obligations under the Financing Documents as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

7. The adoption of this resolution shall constitute the City's official declaration of intent to reimburse itself, in accordance with applicable federal tax law, for any costs of the Project previously paid or to be paid from available funds of the City, from the proceeds of the financing authorized by this resolution.

8. All prior actions of the officers, agents, and employees of the City taken in furtherance of the purposes of this resolution are hereby ratified, approved, and confirmed. All resolutions or parts of resolutions inconsistent with this resolution are repealed to the extent of such inconsistency. This resolution shall be effective immediately upon adoption.

ADOPTED this 7th day of April, 2026.

CITY OF CAYCE, SOUTH CAROLINA

By: _____
Elise Partin, Mayor

ATTEST:

Kristen Hall, Municipal Clerk

Memorandum

To: Mayor and Council

From: Michael Conley, City Manager

Date: April 7, 2026

Subject: Consideration and Approval of Resolution Authorizing and Approving Financing through Lease Purchase and Award of Lease Purchase Contract – General Fund Fire Vehicles, as approved at the September 2, 2025, regular council meeting.

Issue

Council's approval is needed for authorizing and approving financing through a lease/purchase and awarding of lease/purchase contract to a financial institution for one (1) tower/ladder truck for the fire department.

Discussion

On September 2, 2025, Council approved for the fire department to purchase a tower/ladder truck, not to exceed \$2,500,000. Pierce, through Spartan Fire & Apparatus, was the approved manufacturer for the new tower/ladder. Spartan Fire was able to find an apparatus that met the City's needs in production and held the apparatus for us. The price of the apparatus is \$2,300,000 and is expected to be completed in the July/August 2026 timeframe. The City will be utilizing settlement funds from the previous ladder apparatus in the amount of \$1,150,000 as a down payment for this new apparatus. The remaining \$1,150,000 will be financed through the approved lease/purchase contract.

Staff contacted 17 financial institutions and requested lease purchase financing proposals for the tower/ladder apparatus and equipment based on the purchase price. The city received back 4 responses.

Bank 1- Bank of America- 84 months-3.6566% Int. rate-\$15,538.02/month in payments.

Bank 2-PNC Bank-84 months-4.09% Int. rate-\$15,766.81/month in payments

Bank 3-First Bank-84 months-4.54% Int. rate-\$16,261.52/month in payments

Bank 4-First Community Bank-84 months-4.79% Int. rate-\$ 16,180.56/month in payments

Recommendation

Staff recommends City Council award the lease/purchase contract to Bank of America for a term of 7 years at a 3.6566% interest rate, with monthly payments in arrears of \$15,538.02 for principal and interest. Staff also recommends council to approve a "Resolution Approving Funding" through Bank of America and that the City Manager be authorized to execute the contract documents.

other related documents as may be necessary or appropriate to consummate the financing authorized hereby (collectively, the "Financing Documents").

2. The aggregate principal amount financed under the Financing Documents shall not exceed One Million One Hundred Fifty Thousand Dollars (\$1,150,000), the stated interest rate shall not exceed 3.6566% per annum (exclusive of any default rate or consequences of a change in tax status), and the final maturity of the Financing Documents shall not exceed seven (7) years from the date of closing.

3. The Mayor, the City Manager, the Finance Director, and the Municipal Clerk, and each of them acting within the scope of their respective duties, are hereby authorized and directed, for and on behalf of the City, to negotiate, execute, deliver, attest, certify, and, where appropriate, affix the seal of the City to the Financing Documents and such other certificates, instruments, and documents as may be necessary or appropriate to carry out the financing of the Project in accordance with this Resolution.

4. The City Manager is further authorized to approve, consistent with this Resolution, the final payment schedule, purchase option, descriptions of equipment, and other economic and administrative terms of the Financing Documents, provided that no such approval shall materially increase the principal amount, interest rate, or term authorized by this Resolution.

5. The Finance Director is hereby authorized to hold executed copies of the Financing Documents in escrow until all conditions to closing have been satisfied and to approve such changes, insertions, and omissions in the Financing Documents as such officer, upon advice of counsel, deems necessary or advisable, provided that such changes do not materially increase the principal amount, interest rate, or term authorized by this Resolution. The execution and delivery of the Financing Documents by the authorized officers shall constitute conclusive evidence of the City's approval of the final forms thereof.

6. The obligations of the City under the Financing Documents shall constitute a current expense of the City and shall be payable solely from funds lawfully appropriated and made available therefor. The City's obligations under the Financing Documents shall be subject to annual appropriation by Council and shall not constitute a general obligation of the City or a pledge of the full faith, credit, or taxing power of the City within the meaning of the Constitution and laws of the State of South Carolina.

7. The Council hereby finds and determines that the Financing Documents are being entered into for a proper public and municipal purpose and that the Project

is necessary and desirable for the health, safety, and welfare of the citizens of the City.

8. The City covenants that it shall take all actions necessary to maintain the exclusion from gross income for federal income tax purposes of the interest component of the obligations evidenced by the Financing Documents and shall not take or omit to take any action that would adversely affect such exclusion. The City hereby designates its obligations under the Financing Documents as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended, and represents that the City reasonably anticipates that it and its subordinate entities will not issue, during the calendar year in which the financing is issued, tax-exempt obligations in an aggregate principal amount exceeding \$10,000,000, other than obligations not required to be taken into account for such purpose.

9. The adoption of this Resolution shall constitute the City's official declaration of intent to reimburse itself, in accordance with applicable federal tax law, for any costs of the Project previously paid or to be paid from available funds of the City, from the proceeds of the financing authorized by this Resolution.

10. All prior actions of the officers, agents, and employees of the City taken in furtherance of the purposes of this Resolution are hereby ratified, approved, and confirmed.

11. All resolutions or parts of resolutions inconsistent with this Resolution are repealed to the extent of such inconsistency.

12. This Resolution shall be effective immediately upon adoption.

ADOPTED this 7th day of April, 2026.

CITY OF CAYCE, SOUTH CAROLINA

By: _____
Elise Partin, Mayor

ATTEST:

Kristen Hall, Municipal Clerk

Memorandum

To: Mayor and Council

From: Michael Conley, City Manager

Date: April 7, 2026

Subject: Ratification of City Manager Action – Michaelmas Avenue Sewer Line Repair

Issue

Council's approval is needed in order to ratify agreements approved by the City Manager, under the Emergency Powers of Sec. 2-146, with G.H. Smith Construction, Inc. and Carolina Paving & Grading, LLC on 2/13/2026 for the emergency repair of a sewer main failure.

Discussion

The City of Cayce had to take immediate action in response to a sewer main failure on Michaelmas Avenue, between 8th Street and 10th Street. G.H. Smith Construction, Inc. provided quotes and the necessary Certificates of Insurance for the needed repair work, and a price was agreed upon for the needed equipment, materials, and labor to complete this portion of the job. This portion of the project consisted of excavation in the asphalt roadway, installation of approximately 364 linear feet of pipe, reconnection of services, and placement of flowable fill in the trench. Carolina Paving & Grading, LLC provided a quote and the necessary Certificates of Insurance for the milling and repaving of the asphalt roadway in these same blocks. A price was agreed upon for the needed equipment, materials, and labor to complete this portion of the job.

The total price quoted for the emergency repair work is as follows:

G.H. Smith Construction	\$75,983.00
Carolina Paving & Grading, LLC	\$36,800.00

The City Manager approved the quotes using the Emergency Powers established by City of Cayce ordinance.

Sec. 2-146. - Emergency powers.

In case of accidents or other circumstances creating an emergency, the city manager may, with the consent of the council, award contracts and make purchases for the purpose of repairing damages caused by such accidents or meeting such public emergency; but he shall file promptly with the council a certificate showing such emergency and necessity for such action, together with an itemized account of all expenditures.

(Code 1975, § 2-57)

Recommendation

Staff recommends Council ratify the City Manager's action executing agreements with G.H. Smith Construction, Inc. for \$75,983.00 and Carolina Paving & Grading, LLC for \$36,800.00. The total of \$112,783.00 in emergency contracts will be funded as follows: \$75,983.00 from the Utilities Water and Sewer Capacity Reserves and \$36,800.00 from the Utilities Wastewater Collection O&M budget for asphalt paving.

ITEM IV. D.

INVOICE

INV2750

DATE

03/17/2026

DUE DATE

04/16/2026

BALANCE DUE

USD \$36,800.00

**Carolina Paving & Grading**

Chris Johnson

6449 Augusta Highway, Leesville, SC, USA

8036871980

cjohnson@carolinapavinggrading.com

BILL TO

City of cayce (m ave)

TWemple@cityofcayce-sc.gov

DESCRIPTION	RATE	QTY	AMOUNT
Milling prep Butt joints are milled down at all transitions to ensure smooth and seamless transitions. Additionally, flow fill is milled down and patched with binder to facilitate proper repair. The roadway is then broomed and cleaned of all debris.	\$4,500.00	1	\$4,500.00
Paving and labor Standard day rate	\$9,500.00	1	\$9,500.00
Asphalt materials The project is projected to require 200 tons of asphalt material. The cost of the asphalt material is provided per ton, and trucking charges are included.	\$110.00	200	\$22,000.00
Tack for bonding	\$800.00	1	\$800.00
TOTAL			\$36,800.00
BALANCE DUE			USD \$36,800.00

ITEM IV. D.

Invoice

G.H. Smith Construction, Inc.

430 Shuler Court
Columbia, S.C. 29212

Date	Invoice #
3/25/2026	0328

Bill To
City of Cayce Attn: Tim Wemple RE: Michael Ave Sewer

P.O. No.	Terms	Project
	Net 30	

Description	Qty	Rate	Amount
Remove asphalt approx. 4' wide and 364 LF	1	3,500.00	3,500.00
R & R existing 8" sewer with new 8" PVC SDR 35	364	82.00	29,848.00
Flowable fill	124.5	230.00	28,635.00
New 8x6' service wyes with new 6" SDR 35 service to property line with new c/o	4	1,500.00	6,000.00
Tie to existing manholes	2	1,500.00	3,000.00
Long service 120 LF with sod installed back in yard	1	5,000.00	5,000.00

All work is complete--we appreciate your business!	Total	\$75,983.00
	Payments/Credits	\$0.00
	Balance Due	\$75,983.00

Memorandum

To: Mayor and Council

From: Michael Conley, City Manager

Date: April 7, 2026

Subject: Ratification of City Manager Action – Oakland Avenue Sewer Line Repair

Issue

Council's approval is needed in order to ratify agreements approved by the City Manager, under the Emergency Powers of Sec. 2-146, with G.H Smith Construction, Inc. and Carolina Paving & Grading, LLC on 2/13/2026 for the emergency repair of a sewer main failure.

Discussion

The City of Cayce had to take immediate action in response to a sewer main failure on Oakland Avenue from 7th Street to 8th Street. G.H. Smith Construction, Inc. provided quotes and the necessary Certificates of Insurance for the needed repair work, and a price was agreed upon for the needed equipment, materials, and labor to complete this portion of the job. This portion of the project consisted of excavation in the asphalt roadway, installation of approximately 483 linear feet of pipe, reconnection of services, and placement of flowable fill in the trench. Carolina Paving & Grading, LLC provided a quote and the necessary Certificates of Insurance for the milling and repaving of the asphalt roadway in these same blocks. A price was agreed upon for the needed equipment, materials, and labor to complete this portion of the job.

The total price quoted for the emergency repair work is as follows:

G.H. Smith Construction	\$95,136.00
Carolina Paving & Grading, LLC	\$33,500.00

The City Manager approved the quotes using the Emergency Powers established by City of Cayce ordinance.

Sec. 2-146. - Emergency powers.

In case of accidents or other circumstances creating an emergency, the city manager may, with the consent of the council, award contracts and make purchases for the purpose of repairing damages caused by such accidents or meeting such public emergency; but he shall file promptly with the council a certificate showing such emergency and necessity for such action, together with an itemized account of all expenditures.

(Code 1975, § 2-57)

Recommendation

Staff recommends Council ratify the City Manager's action executing agreements with G.H. Smith Construction, Inc. for \$95,136.00 and Carolina Paving & Grading, LLC for \$33,500.00. The total of \$128,636.00 in emergency contracts will be funded as follows: \$95,136.00 from the Utilities Water & Sewer Capacity Reserves and \$33,500.00 from the Utilities Wastewater Collection O&M budget for asphalt paving.

ITEM IV. E.

INVOICE

INV2749

DATE

03/17/2026

DUE DATE

04/16/2026

BALANCE DUE

USD \$33,500.00

**Carolina Paving & Grading**

Chris Johnson

6449 Augusta Highway, Leesville, SC, USA

8036871980

cjohnson@carolinapavinggrading.com

BILL TO

City of cayce (o ave)

TWemple@cityofcayce-sc.gov

DESCRIPTION	RATE	QTY	AMOUNT
Milling Butt joints are milled down at all transitions to ensure smooth and seamless transitions. Additionally, flow fill is milled down and patched with binder to facilitate proper repair. The roadway is then broomed and cleaned of all debris.	\$4,500.00	1	\$4,500.00
Paving and labor	\$9,500.00	1	\$9,500.00
Asphalt materials The project is projected to require 170 tons of asphalt material. The cost of the asphalt material is provided per ton, and trucking charges are included.	\$110.00	170	\$18,700.00
Tack for bonding	\$800.00	1	\$800.00

TOTAL

\$33,500.00

BALANCE DUE

USD \$33,500.00

ITEM IV. E.

G.H. Smith Construction, Inc.

Invoice

430 Shuler Court
Columbia, S.C. 29212

Date	Invoice #
3/25/2026	0329

Bill To
City of Cayce Attn: Tim Wemple RE: Oakland Ave Sewer

P.O. No.	Terms	Project
	Net 30	

Description	Qty	Rate	Amount
Remove 483 LF of asphalt approx. 4' wide	1	5,000.00	5,000.00
Tie to existing MH's	2	1,500.00	3,000.00
R & R existing 8" sewer with new 8" PVC SDR 35	483	82.00	39,606.00
New 8x6 wye with new 6" SDR 35 services to property line with new c/o's	8	1,500.00	12,000.00
New 8x6 wye and reconnect to existing	2	400.00	800.00
Flowable fill	151	230.00	34,730.00

All work is complete--we appreciate your business!	Total	\$95,136.00
	Payments/Credits	\$0.00
	Balance Due	\$95,136.00

Memorandum

To: Mayor and Council

From: Michael Conley, City Manager

Date: April 7, 2026

Subject: Discussion and Approval of Ordinance 2026-04 Amending Chapter 10 (“Buildings and Building Regulations”) of the Cayce City Code to Add a New Article V (“Vacant Commercial and Industrial Building Registration”) – First Reading

Issue

Council’s approval is needed to amend Chapter 10 (“Buildings and Building Regulations”) by adding a new Article V titled “Vacant Commercial and Industrial Building Registration.”

Discussion

Over the past several years, City Council and staff have been working to revitalize areas in the City and address community issues related to vacant properties – specifically, empty and underutilized commercial and industrial buildings that often lead to blight and under investment in surrounding neighborhoods. Staff researched best practices and received advice on this issue from industry experts selected to work with us as part of the Alumni Technical Assistance from the Mayors’ Institute on City Design (MICD 2.0). This was a follow-up to the case study program Mayor Partin participated in (at no cost to the City) in 2015, that helped jumpstart the pre-vitalization of the Cayce River Arts District.

What resulted was the recommendation to adopt a registration program that could help the City to better address these types of properties. The attached Ordinance encompasses the elements of a property registration program with escalating fees that would apply to vacant commercial and industrial properties only. Generally, this program will identify and register vacant commercial and industrial buildings, clearly express the responsibilities of the building owners, and provide for administration, enforcement, and penalties.

Recommendation

Staff recommends that City Council approve Ordinance 2026-04 to amend Chapter 10 (“Buildings and Building Regulations”) adding a new Article V titled “Vacant Commercial and Industrial Building Registration.”

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

ORDINANCE 2026-04

AN ORDINANCE AMENDING CHAPTER 10 ("BUILDINGS AND BUILDING REGULATIONS") OF THE CAYCE CITY CODE TO RESERVE SECTIONS 10-101 THROUGH 10-129 AND TO ADD A NEW ARTICLE V, ENTITLED "VACANT COMMERCIAL AND INDUSTRIAL BUILDING REGISTRATION"

WHEREAS, the Mayor and City Council of the City of Cayce find that long-term vacancy in commercial and industrial buildings can create fire and life-safety hazards, invite trespass and criminal activity, contribute to deterioration, and impair surrounding property conditions and redevelopment efforts; and

WHEREAS, the Mayor and City Council further find that a registration, inspection, maintenance, and monitoring program for vacant commercial and industrial buildings is reasonably related to the protection of the public health, safety, order, and general welfare of the City; and

WHEREAS, the Mayor and City Council intend that the charges established by this ordinance defray, in whole or in part, the City's reasonable costs of administering the vacant building program, including registration, inspection, monitoring, enforcement, police and fire coordination, and related administrative activities; and

WHEREAS, the Mayor and City Council intend that this ordinance supplement, and not conflict with or displace, applicable provisions of state law and other provisions of the Cayce City Code;

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

Section 1.- Amendment to Chapter 10.

Chapter 10 of the Cayce City Code is amended to reserve Sections 10-101 through 10-129 following the current text of Article IV, and to add a new Article V to read as follows:

ARTICLE V. VACANT COMMERCIAL AND INDUSTRIAL BUILDING REGISTRATION

Sec. 10-130.- Purpose and intent.

1.- The purpose of this article is to establish a program for identifying, registering, inspecting, securing, monitoring, and maintaining vacant commercial and industrial

buildings within the City that may present a hazard to the public health, safety, or welfare.

2.- This article is intended to ensure that vacant commercial and industrial buildings:

- a. remain weather-tight and secure against unauthorized entry;
- b. do not create or contribute to fire, life-safety, structural, sanitation, or nuisance conditions;
- c. provide current ownership and contact information for responsible parties;
- d. are monitored and maintained during periods of vacancy; and
- e. do not impede lawful redevelopment, rehabilitation, or surrounding stabilization efforts.

3.- This article shall be construed in a manner consistent with the City Code, the International Property Maintenance Code as adopted by the City, other applicable technical codes, and applicable state law.

Sec. 10-131.- Definitions.

Unless otherwise expressly stated, the following terms, whether or not capitalized, shall have the meanings stated in this section. Terms not defined in this section shall have the meanings assigned elsewhere in the City Code or, if not defined there, their ordinary accepted meanings in context.

1.- **Building** means any structure, or portion thereof, having a roof supported by columns or walls and intended for the shelter, housing, or enclosure of persons, goods, equipment, or business operations.

2.- **City** means the City of Cayce, South Carolina.

3.- **Code Compliance Division** means the City department, division, or official designated by the City to administer and enforce this article.

4.- **Code violation** means a violation of this Code, the International Property Maintenance Code as adopted by the City, or any other code or ordinance adopted and enforced by the City that is applicable to the property.

5.- **Commercial and industrial building** means any building, or portion thereof, used or designed to be used for manufacturing, industrial, warehouse, office, retail, service, institutional, or other commercial business purposes, whether public or private. The term does not include a one-family or two-family dwelling.

6.- **Owner** means any person or entity having legal or equitable title to the property, or shown in the official records of the county or state as holding title to the property.

7.- **Property** means the building, all accessory structures and improvements, the lot or parcel on which they are located, and all fences, walls, sidewalks, parking areas, loading areas, landscaping, and appurtenances associated with the site.

8.- **Responsible local representative** means a natural person or business entity designated by the owner to act on the owner's behalf with respect to the property and having a residence or business office located within forty-five (45) miles of the property.

9.- **Responsible party** means any owner, authorized agent, property manager, operator, management company, or other person or entity exercising custody or control over the property.

10.- **Secure** means closed and locked, with all exterior openings protected from unauthorized entry by lawful means approved by the City, and not open to casual entry by unauthorized persons without the use of tools, force, or ladders.

11.- **Unsecured** means open to entry by unauthorized persons without the use of tools, force, or ladders.

12.- **Vacant commercial or industrial building** means a commercial or industrial building that, for a continuous period of more than one hundred twenty (120) days:

- a. is not occupied by the owner, a lawful tenant, or another person in lawful possession;
- or
- b. has ceased substantially all lawful business, manufacturing, industrial, office, retail, service, storage, or institutional operations; or
- c. is substantially devoid of the usual furnishings, equipment, inventory, or contents customarily associated with lawful occupancy and operation.

13.- A building may be determined to be vacant based on one or more of the following objective indicators, which are illustrative and not exclusive:

- a. no lawful business or industrial activity is actively being conducted in the building;
- b. utilities serving the building have been disconnected, are inactive, or show little or no customary usage for the prior one hundred twenty (120) days;
- c. the building is substantially empty of furniture, fixtures, equipment, inventory, machinery, or other contents associated with lawful occupancy;
- d. the building is boarded, posted against trespass, or otherwise secured against entry;
- or
- e. the building has been the subject of repeated nuisance, trespass, fire, or code-enforcement responses associated with non-occupancy.

14.- **Vacant building plan** means the written plan required by Section 10-133 for the securing, monitoring, maintenance, repair, rehabilitation, occupancy, sale, lease, or lawful demolition of a vacant commercial or industrial building.

15.- **Vacant building category** means the classification assigned by the Code Compliance Division under this article based on the condition of the building and property.

Sec. 10-132.- Registration of vacant commercial or industrial buildings.

1.- Except as provided in subsection 2 below, the owner of a vacant commercial or industrial building shall register the building with the Code Compliance Division no later than ten (10) business days after the building becomes vacant.

2.- The following are exempt from registration, provided the owner timely submits information reasonably requested by the Code Compliance Division to establish the exemption:

- a. a building actively undergoing lawful repair, renovation, or rehabilitation under a currently valid building permit, so long as work is proceeding with reasonable diligence toward completion;
- b. a building that is the subject of an active, City-approved demolition permit or other written City-approved demolition process, so long as demolition is proceeding with reasonable diligence toward completion; and
- c. a multi-tenant commercial or industrial building in which vacant units comprise less than fifty percent (50%) of the gross square footage of the first floor area facing or directly adjacent to a public right-of-way, provided the building remains lawfully occupied in part and does not otherwise constitute a hazard or nuisance.

3.- An exemption under subsection 2 may be denied, conditioned, or revoked if the owner fails to maintain the property in compliance with applicable law or fails to proceed with the permitted work with reasonable diligence.

4.- Registration shall be renewed annually on or before May 1 for any building that remains vacant.

5.- The registration shall be submitted on a City form and shall include, at a minimum:

- a. the name, mailing address, telephone number, and email address, if any, of the owner;
- b. the name, mailing address, telephone number, and email address, if any, of each responsible party;
- c. the name, mailing address, telephone number, and email address, if any, of the responsible local representative, if required by subsection 8 below;
- d. the street address and tax map or parcel identification number of the property;
- e. the date on which the building became vacant, together with a brief statement of the basis for that date;
- f. the current occupancy status of the building and any portion thereof;

- g. a statement describing all known utility service status for the property; and
- h. a vacant building plan meeting the requirements of Section 10-133.

6.- The owner shall notify the Code Compliance Division in writing within ten (10) business days after any change in the information required by this section.

7.- Upon registration, the Code Compliance Division may conduct an exterior inspection of the property and, where lawful access is available by consent, warrant, emergency circumstances, or other applicable authority, such additional inspection as may be necessary to determine compliance with this article, applicable codes, and the appropriate vacant building category.

8.- An owner whose principal residence or principal business office is located more than forty-five (45) miles from the property shall designate and continuously maintain a responsible local representative. The responsible local representative shall be authorized to receive notices relating to the property and to respond to communications from the City concerning emergencies, inspections, and compliance issues. Designation of a responsible local representative does not relieve the owner of responsibility or liability under this article.

9.- Following inspection, the Code Compliance Division shall issue a written status report stating any observed violations, the assigned vacant building category, any corrective actions required, and applicable deadlines.

Sec. 10-133.- Vacant building categories; minimum maintenance and inspection requirements.

1.- Each registered building shall be assigned by the Code Compliance Division to one of the following categories based on the condition of the building and property at the time of inspection. A building may be reclassified at any time based on changed conditions.

2.- **Category I** means a vacant building that:

- a. is secure and not boarded, except as may be expressly approved by the City;
- b. has no substantial structural deficiency visible from the exterior;
- c. has no outstanding notice of major code violation affecting life safety, structural integrity, sanitation, or security; and
- d. is being maintained in compliance with the minimum standards of this article.

3.- **Category II** means a vacant building that:

- a. is secure, whether or not boarded in a manner approved by the City;
- b. has one or more code violations that do not presently require immediate emergency action or condemnation;
- c. shows deferred maintenance, recurring nuisance conditions, or non-structural

deterioration requiring corrective action; or
d. requires closer monitoring to ensure continued compliance.

4.- **Category III** means a vacant building that:

- a. is unsecured, partially secured, repeatedly re-entered, or otherwise inadequately protected from unauthorized access;
- b. presents significant structural, fire, sanitation, utility, or life-safety concerns;
- c. has been condemned, posted as unsafe, or determined by the City to require immediate corrective action to protect the public; or
- d. has experienced repeated police, fire, or code-enforcement responses associated with trespass, unlawful occupancy, nuisance activity, or other dangerous conditions attributable to the building's vacancy or inadequate maintenance.

5.- The owner shall maintain every vacant building and associated property in accordance with the International Property Maintenance Code as adopted by the City, this Code, and any lawful order issued by the City. Without limitation, the owner shall:

- a. keep the building weather-tight and secure;
- b. maintain all exterior walls, roofs, windows, doors, and openings in sound condition;
- c. keep the premises free of rubbish, overgrowth, debris, graffiti, stagnant water, and other nuisance conditions;
- d. maintain fences, sidewalks, parking areas, and accessory improvements in a safe condition;
- e. post durable "No Trespassing" signs in locations reasonably visible from the principal entrances and from any obvious point of attempted entry; and
- f. maintain the property so that it does not create a fire hazard, harbor unauthorized occupants, or otherwise endanger persons or surrounding property.

6.- Inspection frequency shall be as follows unless a different frequency is reasonably required by written order based on documented conditions:

- a. Category I: not more than one routine inspection annually;
- b. Category II: up to two routine inspections annually; and
- c. Category III: up to three routine inspections annually.

7.- The City may require the owner or responsible local representative to make the property reasonably available for scheduled inspections upon reasonable notice. Failure to appear for a scheduled inspection after reasonable notice shall constitute a violation of this article; however, nothing in this section requires the City to cancel or postpone an inspection where lawful access otherwise exists.

8.- If, based on documented conditions, the Police Chief, Fire Marshal, Building Official, or Code Compliance Division determines that a Category III building requires additional site-security measures to protect the public, the Code Compliance Division may issue a

written order requiring reasonable additional measures, which may include additional lighting, improved fencing, boarding standards, alarm monitoring, or periodic private security patrols. Any such order shall state the factual basis, the required measures, and the duration or review date for the requirement.

Sec. 10-134.- Vacant building plan.

1.- At the time of initial registration, and thereafter upon request of the Code Compliance Division when conditions materially change, the owner shall submit a vacant building plan for review and approval.

2.- The vacant building plan shall include, at a minimum:

- a. the reasonably anticipated duration of the vacancy;
- b. the current and proposed lawful use of the property, if known;
- c. a plan and schedule for securing, monitoring, and maintaining the building and property;
- d. a plan and schedule for correction of any known code violations and for repair or rehabilitation, if applicable;
- e. if the owner intends to sell, lease, occupy, rehabilitate, or demolish the building, a general timeline for that action to the extent reasonably known; and
- f. contact information for contractors, property managers, security providers, or other persons responsible for implementing the plan, to the extent such persons have been retained.

3.- The Code Compliance Division may approve the plan, approve it with conditions reasonably related to this article, or disapprove it in writing stating the reasons for disapproval.

4.- Approval of a vacant building plan does not excuse compliance with this article, the City Code, or any other applicable law, permit, or order.

5.- If ownership of a registered vacant building is transferred, the transferee shall comply with this article and shall submit updated registration information within ten (10) business days after transfer.

Sec. 10-135.- Charges.

1.- The following charges are established to defray the City's reasonable costs of administering this article, including registration, inspection, monitoring, enforcement, police and fire coordination, and related administrative activities:

- a. Initial registration charge: \$100.00.
- b. First annual renewal charge: \$200.00.
- c. Second and each subsequent annual renewal charge while the building remains vacant: \$500.00.
- d. Late registration or late renewal charge: \$50.00.

2.- In addition to the charges in subsection 1, a reinspection charge of \$150.00 may be imposed for each additional inspection made necessary by:

- a. the owner's failure to appear after reasonable notice for a scheduled inspection at which the owner's presence was reasonably required;
- b. the owner's failure to correct previously cited conditions by the stated deadline; or
- c. a documented Category III condition requiring additional monitoring beyond the routine inspection frequency in Section 10-133(6).

3.- Charges are due at the time of registration or renewal, or, for a reinspection charge, within ten (10) business days after written notice of the amount due.

4.- Unpaid charges lawfully imposed under this article shall constitute a debt due and owing to the City and may be collected by any lawful means, including civil action. Nothing in this article creates a lien except where a lien is expressly authorized by applicable law.

5.- If a building becomes lawfully occupied within sixty (60) days after an annual renewal date and remains lawfully occupied for at least six (6) consecutive months, the owner may apply to the Code Compliance Division for a refund of the most recent renewal charge. Initial registration charges, late charges, reinspection charges, and penalties are not refundable.

Sec. 10-136.- Violations; enforcement; penalties.

1.- It shall be unlawful for any owner or responsible party to:

- a. fail to register or renew registration as required by this article;
- b. provide materially false or misleading information in a registration, renewal, update, or vacant building plan;
- c. fail to update required registration information;
- d. fail to maintain the property as required by this article or applicable codes;
- e. fail to comply with an approved vacant building plan or a lawful written order issued under this article; or
- f. otherwise violate any provision of this article.

2.- Except in the case of an emergency or other circumstance authorizing immediate action under applicable law, the Code Compliance Division shall provide written notice of violation stating:

- a. the property address;
- b. the nature of the violation;
- c. the corrective action required;
- d. the deadline for compliance; and
- e. the right to appeal under Section 10-137.

3.- Unless a different compliance period is stated in the written notice based on the nature of the violation, the owner shall have ten (10) business days after service of the notice to cure the violation.

4.- If the violation is not cured within the time allowed and no timely appeal has been filed, the City may impose an administrative penalty of up to five hundred dollars (\$500.00) for each notice of violation. In determining the amount of the penalty, the City may consider the seriousness of the violation, the duration of the violation, prior violations, any documented risk to the public, and the owner's good-faith efforts to comply.

5.- Each day a violation continues after the expiration of the cure period may constitute a separate offense to the extent authorized by law; provided, however, that no administrative penalty under this article shall exceed the maximum amount authorized by applicable law for a single violation unless separately noticed and imposed for continuing noncompliance.

6.- In addition to the remedies provided in this article, the City may pursue any other remedy authorized by law, including enforcement under the International Property Maintenance Code as adopted by the City, injunctive relief, abatement of nuisances, or prosecution of ordinance violations as permitted by the City Code and applicable state law.

7.- Notice required by this article may be served personally, by certified mail, by first-class mail to the addresses provided in the registration or otherwise reasonably ascertainable from public records, by posting on the property when appropriate, or by any other method permitted by law. Service is complete upon personal delivery, mailing, or posting, as applicable.

Sec. 10-137.- Appeals.

1.- Any owner or responsible party aggrieved by a written determination under this article, including the denial or revocation of an exemption, the assigned vacant building category, a compliance order, a required security measure, a charge, or an administrative penalty, may file an administrative appeal.

2.- The appeal shall:

- a. be in writing on a form approved by the City or in a written statement containing substantially the same information;
- b. state the specific determination being appealed and the grounds for appeal; and
- c. be filed with the City Clerk within ten (10) calendar days after service of the written determination.

3.- Upon timely filing of an appeal, the City Manager or the City Manager's designee, who shall not be the person issuing the original determination, shall hear the appeal within thirty (30) calendar days or as soon thereafter as reasonably practicable upon notice to the appellant.

4.- The filing of a timely appeal shall stay the imposition of the appealed charge or administrative penalty pending decision, but shall not stay any order necessary to address an emergency, protect the public, secure the property, or abate an immediate threat to health or safety.

5.- The hearing officer may affirm, reverse, or modify the determination based on the record presented and shall issue a written decision stating the basis for the decision.

6.- Nothing in this section limits any right to seek judicial relief otherwise available under applicable law after exhaustion of the administrative appeal provided by this section.

Sec. 10-138.- Relation to state law and other City authority.

1.- This article is intended to supplement, and not conflict with, other provisions of the City Code, the International Property Maintenance Code as adopted by the City, and applicable state law.

2.- Nothing in this article shall be construed to limit or impair any authority of the State Fire Marshal or any other governmental authority under applicable law, including South Carolina laws governing unsafe buildings, emergency action, demolition, or cost recovery.

3.- Nothing in this article shall be construed to authorize entry into any building or private area of property except by consent, warrant, emergency circumstances, or other lawful authority.

Section 2.- Severability.

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance, and the Mayor and City Council hereby declare that they would have adopted this ordinance and each section, subsection, sentence, clause, phrase, and portion hereof irrespective of the fact that any one or more portions be declared invalid.

Section 3.- Repeal of inconsistent provisions.

All ordinances, resolutions, orders, or parts thereof inconsistent with this ordinance are repealed to the extent of such inconsistency.

Section 4.- Effective date.

This ordinance shall become effective upon second reading and adoption by the Mayor and City Council.

DONE IN MEETING DULY ASSEMBLED, this ____ day of _____, 2026.

CITY OF CAYCE, SOUTH CAROLINA

By: _____
Elise Partin, Mayor

ATTEST:

Kristen Hall, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

Approved as to form: _____
James E. Smith, City Attorney

STATE OF SOUTH CAROLINA)	ORDINANCE 2026-04
)	
COUNTY OF LEXINGTON)	Amending Chapter 10 (“Buildings and Building Regulations”) of the Cayce City Code to Add a
)	New Article V (“Vacant Commercial and
CITY OF CAYCE)	Industrial Building Registration”)
)	

WHEREAS, the City Council, in the interest of public health, order, safety and the general welfare within the City, desires to address certain issues related to vacant commercial and industrial buildings within the City with a ~~comprehensive approach~~comprehensive approach; and

WHEREAS, the Council, to accomplish that comprehensive approach, wishes to amend Chapter 10 (“Buildings and Building Regulations”) of the Cayce City Code to add a new Article V (“Vacant Commercial and Industrial Building Registration”) as provided herein,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Cayce, in Council, duly assembled, that Chapter 10 (“Buildings and Building Regulations”) of the Cayce City Code is hereby amended to (1) reserve sections 10-101 through 10-129 of the City Code following the current text of Article IV, and (2) add a new Article, entitled Article V (“Vacant Commercial and Industrial Building Registration”), to read as follows:

ARTICLE V. - VACANT COMMERCIAL AND INDUSTRIAL BUILDING REGISTRATION

Sec. 10-130. - Declaration of policy and purpose.

The purpose of this article is to ~~protect and promote the public health, order, safety, and the general welfare of the city by establishing a program for identification and registration of vacant commercial and industrial buildings, clearly expressing the responsibilities of owners of vacant commercial and industrial buildings and structures, and providing for administration, enforcement, and penalties.~~ establish a program for identifying and registering vacant commercial and industrial buildings within the City that may present a fire hazard, that may provide temporary occupancy by trespassers or other transients, that may detract from private and/or public efforts to rehabilitate or maintain surrounding buildings, and that otherwise may present a hazard to the health, safety and welfare of the public. Through a registration, inspection, and monitoring process, vacant commercial and industrial buildings will be kept weather tight and secure from trespassers, will provide safe entry to police officers and firefighters in times of emergency, will not impede private and/or public efforts to rehabilitate or maintain surrounding buildings, and will not otherwise present a public hazard so that the health, safety and welfare of the public is served. Further, the program will clearly express the responsibilities of the owners of vacant commercial and industrial buildings and structures, and will provide for administration, enforcement, and penalties.

Sec.10-131. - Definitions.

Unless otherwise expressly stated, the following terms (with or without capitalization) shall, for the purposes of this article, have the meanings shown in this section. When terms are not defined, by this section, such terms shall have the meanings provided by section 1.2 of City Code or, if not defined in that section, such ordinarily accepted meaning as the context implies.

~~*Citation* means a charge or formal written accusation of violation of a municipal, state or federal law, regulation or ordinance, including any violations of the International Property Maintenance Code as adopted by the city.~~

Code violation means violation of any code adopted and/or enforced by the city, which may include but is not limited to the City Code or the International Property Maintenance Code.

~~*Courtesy Registration* means notification by mail, phone, fax or email to the Code Enforcement Division notifying them of an extended vacancy of 60 days or more of a primary residence for a work, vacation, military or a medical reason.~~

Commercial and industrial building means any building, or part thereof, that is ~~used, or used or~~ designed to be used for any private or public manufacturing, industrial, or commercial business purposes.

Owner means any person, firm or corporation having a legal or equitable title in the property; or recorded in the official records of the state, county or municipality as holding title.

~~*Premises* means a lot, plot, or parcel of land, including the buildings or structures thereon.~~
Property means not only the commercial or industrial building and any other kind or nature of structure, but also the entire lot or parcel of land on which the building and any other structures are situated and any surrounding portion of the lot or parcel, as well as any fences, walkways, walls, or appurtenances.

Responsible local representative means a person having his or her place of residence or business office within 45 miles of the ~~vacant building~~property and designated by the property owner as the agent responsible for operating such property in compliance with the ordinances adopted by the city. For the purposes of this article, the term "*agent*" shall refer to the Responsible Local Representative.

Responsible party means any owner, occupant, agent, manager, operator and/or management company of a ~~property building, dwelling, structure or lot~~.

Secure means a building or structure or a portion of a building that is closed or locked (other than by boarding) so as to prohibit entry by normal means.

~~*Unoccupied* means a building that is not being used for a legal occupancy.~~

Unsecured means a building or structure or a portion of a building or structure that is open to entry by unauthorized persons without the use of tools or ladders.

~~*Vacant building* means any structure built for occupancy for commercial or industrial uses that is unoccupied for more than 60 days.~~

Vacant commercial or industrial building means a commercial or industrial building that is not occupied by its owner, lessee or other person in lawful possession, or at which, for more than 120 days, substantially all lawful manufacturing, industrial, or commercial business operations have ceased, or the building is substantially devoid of contents.

(a) Illustrations of such vacancy include, but are not limited to, any of the following circumstances:

1. No licensed trade or business is actively being conducted in the building by the owner, a tenant, or another party occupying the building pursuant to a lease or other legal authority, or no licensed trade or business is actively being conducted in a building, structure, or other improvement that is subject to taxation and that is located on the property.

2. No utility connections, including, but not limited to, water, sewer, natural gas, or electric connections, service the property, or no such utility connections are actively being billed by any utility provider for the property.

(b) Vacant building categorical classifications for a building or portion of a building:

(1) Category I: No current code violations on the structure or the premises.

a. The building is secure and not boarded.

b. The building is structurally sound with no code violations.

c. The premises is maintained to minimal code compliance by the owner or responsible party.

d. —The city will inspect the property annually. Property owner or responsible local representative must arrange this inspection through the Code Enforcement Compliance Division.

(2) Category II: Minimal code violations.

a. The building is boarded and secure.

b. The building is structurally sound with minor code violations.

c. The premises is not regularly maintained.

d. Requires property to be inspected annually by the fire marshal, building official, business license official, and code enforcement officer. Property owner or responsible local representative must be present for the inspection.

(3) Category III: Severe code violations.

- a. The building requires boarding.
- b. Structural deficiencies are evident.
- c. History of criminal activity on the property.
- d. Condemned and/or illegally occupied.
- e. Requires property to be inspected three (3) times annually by the fire marshal, building official, business license official, and code enforcement officer. Property owner or responsible local representative must be present for all the inspection. Additional charges must be paid in the amount of \$150 per inspection.

Sec. 10-132. - Registration of vacant commercial or industrial buildings.

- (a) Except as provided in subsection (b) below, all vacant commercial or industrial buildings shall be registered with the Code Enforcement-Compliance Division within ten (10) days of becoming vacant as defined in section 10-131. After the calendar year of initial registration, r~~Registration is valid for 12 months and must be renewed annually from the date the building became vacant by May 1.~~
- (b) Exemptions from registration may be granted by the Code Enforcement-Compliance Division after for the following circumstances upon notification in writing to the Code Enforcement Division from the property owner, in the following circumstances:
 - (1) Buildings that are actively being renovated. Repairs and progression must be noticeable by the inspector (up to one year, and longer by appeal) or an active building permit must be associated with the work.;
 - (2) Buildings that are structurally deficient and have been ordered by the city to be demolished and removed, and for which the owner has provided consent to the City to demolish, and the City has accepted the consent. Liens are to be placed against the property to cover the cost of demolition.
 - (3) A multi-unit commercial or industrial building with vacant units that together constitute less than fifty percent (50%) by square footage of the portion of the first floor facing or adjacent to a public right-of-way.
- (c) If the building is vacant at the expiration of any registration period, the owner shall re-register such building and pay the annual renewal registration and inspection charges.
- (d) The owner registering a vacant building shall supply the following information on an authorized form provided by the Code Enforcement-Compliance Division:

- (1) Name, address, and telephone number of the owner;
 - (2) Name, address, and telephone number of any responsible party, if applicable;
 - (3) Name, address, and telephone number of any local agent or representative of the owner, if the owner's residence or business address is more than 75 miles from the vacant building;
 - (4) Name, address, and telephone number of all persons with any legal interest in the property, or building ~~or premises~~, including mortgagees and successors in interest;
 - (5) Legal description and tax parcel identification number of the premises property on which the building is situated;
 - (6) The common address of the building or property;
 - (7) Date on which the building became vacant along with any supporting documentation; and
 - (8) A ~~V~~vacant building plan in accordance with section 10-133.
- (e) Following the registration of the vacant building, the Code Enforcement Compliance Officer shall conduct a complete exterior property inspection of the property and premises to determine any code violations and to verify the vacant building category.
- (1) A status report will be provided to the owner of the building with the findings and current condition of the property. It will include any found violations and assign a category to the building, in accordance with section 10-131.
- (f) ~~All vacant buildings must remain secure and/or boarded in accord with the provisions of any applicable codes. Property must be maintained in accordance with the International Building Maintenance Code.~~
- (g) Owners shall post "No Trespass" placards on the premises property. Additional employment of security services for the premises property for a specified number of hours every day may be required by the Police Chief or his/her designee on the basis of the property's premises' history of code and/or criminal violations.
- (h) ~~Vacant building~~ Owners must designate a responsible local representative ("agent") if their place of residence or business is more than 45 miles from the vacant building. The responsible local representative shall act as agent for the property owner for purposes of accepting legal service; however, the

~~vacant building~~ owner remains personally liable in criminal prosecutions for code violations. The responsible local representative must ~~always~~ be available at the number listed in the event of an emergency or catastrophe.

Sec. 10-133. - Establishment of vacant building plan.

(a) When a building is registered as required by this article, the owner shall submit for approval, or cause to be submitted for approval, a vacant building plan. The plan shall contain the following:

- (1) The reasonably expected period of vacancy;
- (2) A plan to make the building ready for occupancy with sufficient detail regarding the proposed repair and/or rehabilitation of the building to enable the Code Enforcement-Compliance Division to determine the adequacy of such plan;
- (3) A letter of written consent by the owner allowing city officials to enter and inspect the premises for the period in which the vacant building plan is in effect;
- (4) For buildings, dwellings or structures which are identified as being or containing public nuisances, the vacant building plan shall contain a plan of action to remedy such public nuisances;
- (5) For each required plan, a time schedule shall be submitted identifying a date of commencement of repair and/or rehabilitation and the schedule for completion of repair and/or rehabilitation for each building, dwelling or structure and identified nuisance;
- (6) When the owner proposes to occupy, sell, lease or demolish the vacant building, the owner shall submit a plan and time schedule for such action; and
- (7) A plan of action to secure, monitor and maintain the building and premises property for conformance with this article.

(b) If the property is subject to a vacant building plan and the plan has been properly approved by the Code Enforcement-Compliance Division, the transferee is subject to the terms of the vacant building plan. The transferee may apply to the city to be released from the requirements of the vacant building plan upon a showing of sufficient cause for release.

Sec. 10-134. - Vacant commercial and or industrial building charges.

(a) Annual registration charges are based on the number of years that a commercial or industrial building has been vacant (after the effective date of this ~~ordinance~~ article). All charges are due at the time of initial registration or upon annual renewal.

The charges are as follows for all ~~structures~~ buildings:

(1)	Initial registration	\$ 100.00
(2)	First annual renewal	\$ 500.00
(3)	Second <u>Additional</u> annual renewal	\$12,000.00
(4)	Third annual renewal	\$1,500.00
(5)	Each year thereafter is	\$1,500.00.

~~(b) An annual compliance inspection charge of \$50.00 is required on all vacant buildings. The charge shall be paid at the time of registration.~~

~~(eb)~~ Upon determination by the Code Enforcement Compliance Division that a vacant building is not registered in compliance with this article, a penalty as described in section 10-135 shall ~~additional penalties may~~ apply in addition to the applicable registration or renewal ~~annual registration~~ charge.

~~(dc)~~ ~~Delinquent registration charge as a lien.~~ After the owner is given notice of the amount of the ~~registration~~ charge and penalty due, except for those owners that have properly perfected an appeal pursuant to section 10-136, and the owner fails to pay the amount due within ten (10) business days after notice of violation, said amount shall constitute a debt due and owing to the city, and the city may commence a civil action to collect such ~~the~~ unpaid debt.

~~(ed)~~ If a vacant building becomes occupied within 60 days following an annual registration renewal date and remains occupied for at least 6 months, the owner of the vacant building can appeal apply to the Code Enforcement Compliance Division to have the most recent registration charge refunded. This excludes any charges for penalties, initial registration or compliance inspections.

Sec. 10-135. - Enforcement and pPenalties.

(a) Upon determination that a vacant building owner has failed to register or renew registration or has failed to provide update information in accordance with this article, or has failed to submit a vacant building plan or to comply with a vacant building plan that has been approved by the city under this article, or has failed to comply with any other provisions of this article, an administrative penalty of five hundred dollars (\$500.00) ~~in addition to the registration charge will be assessed if the owner is not in compliance within 11 days after notice will be assessed if the owner is not in compliance within ten (10) business days after~~ notice of violation.

~~(b) Failure by the owner to submit a vacant building plan or comply with a vacant building plan that has been approved by the city under this article or pay the charges as required under this article is a violation of the City Code and may be remedied by any of the following:~~

~~(1) An administrative penalty of five hundred dollars (\$500.00); or~~

~~(2) Such other remedies as may be authorized by state law.~~

(b) The city reserves its rights to seek such other remedies for violations of this article as are allowed by state or local law, including enforcement as a violation of the International Property Maintenance Code when applicable or prosecution of a violation as a misdemeanor in accord with section 1.6 of the City Code.

Sec. 10-136. - Appeal.

Any person aggrieved by an action or determination of the Code Enforcement Compliance Division in enforcing this article ~~the requirements of this section~~ may seek ~~file~~ an administrative appeal to the Standard Technical Codes Board of Appeals by submission of an appeal form supplied by the city to the city clerk within ten (10) calendar days of the receipt of notice of the action or determination. Within fourteen (14) calendar days of the filing of the appeal, the Board shall hold a hearing on the appeal at which the appealing party and the Code Enforcement Compliance Division shall have an opportunity to be heard and at which the issue shall be whether the Code Enforcement Compliance Division acted in accord with the provisions of this article. Within five (5) business days after the hearing, the Board shall issue a written decision. Any person aggrieved by ~~a final~~ the decision issued under this section by the Standard Technical Codes Board of Appeals, may seek relief in the circuit court in accord with the South Carolina Rules of Civil Procedure and applicable law. ~~any court of competent jurisdiction as provided by the law.~~

Sec. 10-137. - Acquisition of vacant buildings.

~~The City may acquire, pursuant to applicable state law, any property or premises determined to be vacant and a persistent nuisance, and shall have the power to hold, clear, manage or dispose of such property and premises so acquired for appropriate use.~~

This Ordinance shall become effective upon approval on second and final reading.

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2026.

Elise Partin, Mayor

Attest:

Kristen Hall, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

Approved as to form: _____
[James Smith](#), City Attorney

Cayce Historical Museum Commission

February 4, 2026

Meeting Minutes

The February 4, 2026, meeting of the Cayce Historical Museum Commission (CMHC) was held in the Cayce Visitors Center. The meeting was convened at 5:00pm by Chair Marcy Hayden. The following individuals attended the meeting:

Name	Status
Marcy Hayden	Chair
Pamela Sulton	Vice-Chair
Chris Tenny	Secretary
James Stewart	Commissioner
Archie Moore	Commissioner
Charlita Earle	Commissioner (absent)
Keith Stephenson	Commissioner
David Brinkman	Commissioner
Kasey Lawson	Commissioner
Andy Thomas	Cayce Museum Curator
Elizabeth Lumsden	Cayce Museum Communications Assistant
Wesley Crosby	Assistant City Manager

Upcoming Programs & Events:

- February 2026: African-American History social media postings throughout Black History Month
- 11am-1:30pm on February 19, 2026: Mota Cross Linking Business Academy Program
- 6:00pm on February 26, 2026 at Cayce Visitors Center: Cory France, on African-American cemeteries
- 6:00pm on March 19, 2026: Tom Elmore, presenting on Lost Confederate Treasure
- 2:00pm-8:00pm on March 21, 2026: Cayce Soiree
- March 28, 2026: Colonial Village at Tartan-Day South
- Time TBD on April 23, 2026: African-American Legends of Cayce
- Time & Date TBD Juneteenth event

- Time TBD on July 15, 2026: USC Students Visit/Lexington County Program

Invocation: Mr. Thomas

Passing of Chief Dantzler:

Chair Hayden called for a moment of silence for the passing of former Chief of Public Safety A.G. Dantzler. The CHMC held a moment of silence in his memory.

Chair Hayden mentioned that one of the many roles and responsibilities in more than 60 years of service to Cayce that Chief Dantzler had was beautifying the grounds, specifically flowerbeds around the Cayce Visitors Center. Chair Hayden suggested the Commission rehabilitate the flowerbeds in honor of Chief Dantzler.

January Meeting Minutes:

Following a review of the minutes from the last meeting, Commissioner Stewart motioned to approve them. Chair Hayden seconded the motion. The CHMC unanimously voted to approve the minutes.

New Commissioner Welcome & Introductions:

Commissioners welcomed and introduced themselves to new Commissioner Lawson.

Goals of Term for New Chair:

New Chair of the CHMC, Marcy Hayden, discussed her goals for her term: historic preservation, acquiring and utilizing resources for events and upgrading and maintaining the site and facilities, and volunteer recruitment and training. In response to assisting with the goals of maintaining the site, Assistant City Manager Crosby mentioned the City had hired a new horticulturist.

Staff Report:

Mr. Thomas provided the staff report.

Mr. Thomas noted the City requested a draft budget of the Cayce Historical Museum by February 20, 2026.

The snow event in late January led to the cancellation of the Genealogy Workshop. Mr. Thomas said it may be held in the upcoming Summer.

Mr. Thomas mentioned new lanterns were installed outside the Cayce Visitors Center because of security concerns around lighting after dark and the utility company being unable to repair the existing lighting.

Mr. Thomas stated that the City had approved the purchase of Christmas trees and tubs for the Cayce Historical Museum.

Mr. Thomas thanked Brad Sauls, Supervisor of Registration, Grants, and Local Government with the South Carolina State Historic Preservation Office, for presenting on Certified Local Government and enabling historic preservation policy to CHMC, Assistant City Manager Crosby, Cayce Museum staff, and local interested persons. In response to Mr. Sauls' presentation and his guidance that local governments that apply for Federal historic preservation grants for surveys of historic properties are competitive in selection of a 50/50 match in funding (and that the City of Cayce's previous positive administration of such a grant for African-American cemeteries helped demonstrate quality project execution), Chair Hayden reminded the CHMC that the grant application deadline is May 7, 2026.

Mr. Thomas provided an update on the Cayce Historical Museum's on-going work to meet the Native American Graves Protection and Repatriation Act (NAGPRA, see 43 CFR part 10). Having completed the compilation of a summary of the Cayce Historical Museum's collection of sacred objects and objects of cultural patrimony to Native Americans, Commissioner Stephenson described the next step: identification and consultation with those having any lineal descendent and any Native American Tribe with potential cultural affiliation. The South Carolina Department of Natural Resources will be contacted to assist with the consultation process. Chair Hayden mentioned the Cayce Museum staff could enroll in NAGPRA training and noted one was upcoming in March 2026.

Mr. Thomas listed the upcoming programs and events; the same as listed at the beginning of these minutes. Further detail was discussed on the events immediately following:

Mr. Thomas noted African-American history social media postings would run through February in celebration of Black History Month. Mr. Thomas also noted Legends of Cayce certificates would be awarded on April 23, 2026.

Mr. Thomas discussed the Revolutionary War 250th Anniversary exhibit. Chair Hayden called for all present to provide her with feedback for Mr. Thomas to incorporate into the proposed text by the next meeting. Mr. Thomas mentioned the Colonial Village at Tartan Day South on March 28, 2026 and noted many different historical organizations, genealogical groups, cultural associations and traditional practitioners, and living history reenactors would be present.

Mr. Thomas requested CHMC assistance with managing a visitor group of USC students on July 15, 2026 at the Cayce Historical Museum while museum staff is also hosting a program at the Lexington County Library.

Mr. Thomas discussed planning a program about Catawba pottery. Chair Hayden suggested Bill Harris as a potential guest artist.

Chair Hayden requested the dates of the upcoming tours at the 12,000 Year History Park. Secretary Tenny notes as a comment in these minutes that they are posted here:

<https://cayce12000years.com/assets/spring2026.pdf>

Chair Hayden requested Commissioners inform Mr. Thomas if they did not possess a CHMC name tag.

Action Items:

Null.

Donations:

Null.

Discussion of Organization Needs & City Budget for CHMC:

The CHMC discussed organization needs and prospective FY 2027-2028 budget items.

The CHMC noted that funds for Christmas decorations and the Revolutionary War 250th Anniversary exhibit were from sources outside of the budget discussion.

Mr. Crosby mentioned that the grant deadline for A & H Tax funding is approaching.

The CHMC discussed proposed budget items:

- Maintenance of facilities
- Security of facilities
- Library storage
- A/V equipment
- Battery banks for devices
- Improved acoustics

Mr. Thomas observed that due to the fiscal year calendar, funds could not be requested for Juneteenth 2026 but noted the CHMC could request funds for Juneteenth 2027 in the upcoming budget. The CHMC theorized whether some of the event's expenses could be funded in the coming fiscal year's budget.

Commissioner Stewart noted the CHMC retained funds leftover from the Christmas Olde and New 2026 and that some of the maintenance needs of facilities could be addressed by the CHMC, Museum staff, and volunteers. Commissioner Sulton mentioned that the Earth Club of Lexington is interested in assisting with the grounds.

Potential future events that will likely require finding funds that were also discussed include a Native American event in November 2026 and the Christmas Olde and New 2027, specifically the Soda City Theatre Company for the latter.

Archaeology Ordinance in the City of Cayce:

The CHMC discussed the existing archaeology ordinance in the City of Cayce (City of Cayce Code of Ordinances, Chapter 28, Section 59). Commissioner Stephenson noted archaeologist Jon Leader had involvement in drafting the language of the ordinance.

Commissioner Stewart suggested the CHMC consider planning a workshop to train the local police department on archaeological artifact identification in an effort to assist them with enforcing the ordinance.

Adjournment:

With no additional items on the agenda, Chair Hayden called for a motion to adjourn the meeting. Commissioner Stewart seconded the motion. The CHMC unanimously voted to adjourn the meeting at:

6:29 PM.