

## ITEM I. B.



Mayor Elise Partin	Mayor Pro-Tem Tim James	Council Members Phil Carter Hunter Sox Byron Thomas	City Manager James Crosland	Deputy City Manager Michael Conley
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### City of Cayce Regular Council Meeting Tuesday, December 3, 2024

The December 3, 2024, Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem Tim James and Council Members Phil Carter, Hunter Sox and Byron Thomas. Interim City Manager Jim Crosland, Interim Deputy City Manager Michael Conley, Municipal Clerk Mendy Corder, Police Chief Herbert Blake, Fire Chief Steven Bullard, Finance Director Kelly McMullen, Human Resources Director Lynn Dooley, IT Director Jamie Beckham 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 Carter gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

#### Approval of Minutes

Council Member Sox made a motion to approve the November 5, 2024, Regular Council Meeting and the November 20, 2024, Regular Council Meeting Minutes as written. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

#### Presentations

##### A. Presentations of Cayce Calendar Contest Winners

Mayor Partin stated that every year the City had a photo contest for the Cayce Calendar that was given to all residents. She stated that Mr. Ricky Rhodes' aerial photo of the City of Cayce was chosen as the 2025 winner and was featured on the cover of the calendar. She stated that the grand prize winner was awarded \$200 and the other winners were awarded \$50. She thanked everyone for their participation and advised that calendars were available to be picked up at City Hall.

##### B. Presentation of the Whole Sole Award

Mayor Partin asked City staff member Ms. Lindsay McDade to join her at the podium. Mayor Partin stated that the City had an award called the Whole Sole Award to recognize outstanding employees who go above and beyond. She stated that Lindsay joined the Cayce Fire Department in August of 2023 as the Community Risk Reduction Manager. Before coming to Cayce, Lindsay worked at the State Fire Academy collecting data and statistics on all fire incidents throughout South Carolina. Mayor Partin stated that Chief McDade's position was

currently funded 100% through the South Carolina's Opioid Recovery Fund, a grant used to support agencies who work to bring an end to the opioid epidemic. She stated that since Lindsay started with the City last year, she had hit the ground running to put an end to opioid misuse in the City as well as neighboring communities. She stated that Lindsay's unwavering effort and passion for this cause was incredible. Mayor Partin stated that Lindsay had made partnerships with countless people and agencies throughout the state and had made presentations at the State level and local arenas, spreading her efforts to help other agencies succeed with similar programs. She stated that Lindsay had also been contacted by agencies across the nation asking for advice and what made her program successful.

Mayor Partin read that recently, Lindsey was selected by the Police Assisted Addiction Recovery Initiative for a Leadership Award to highlight the work she had done. She stated that this award recognized Lindsay and the Cayce Fire Department's initiative that was put into practice in 2023 to target areas at risk for opioid overdoses, such as motels. She stated that Narcan was placed in conspicuous places, and staff members were trained on how to respond to an overdose. She read that since the project started, the staff at one motel had used Narcan twice, resulting in saving the lives of two (2) individuals.

Mayor Partin read that in 2023 Lindsay had the idea of establishing a therapy horse program with her own miniature horse Muffin. She stated that with the help of the Cayce Public Safety Foundation for their initial funding support, Lindsay implemented the horse therapy program with Muffin, and it quickly became a huge hit. Muffin serves as an ambassador, sparking connections, conversations and hope with individuals in the community during drug prevention efforts, and is constantly being requested to attend events, specifically those that involve opioid misuse and overdoses. Mayor Partin read that agencies across the State and nation had contacted Lindsay on her horse therapy program. She read that Cayce Fire Department's Chief Bullard wrote in his Whole Sole nomination that Lindsay's success, dedication and her passion for helping the community, day in and day out, was why he was nominating her for the Whole Sole Award. He wrote that Lindsay embodied every aspect of what the award stood for and he was proud to have her on his team and had high hopes for her and all she does. Mayor Partin congratulated Lindsay on receiving the Whole Sole Award and presented her with a check.

### **Ordinances and Resolutions**

- A. Discussion and Approval of Ordinance 2024-13 Amending Section 6.6 Table 2 Schedule of Uses and Off-Street Parking Requirements for Commercial, Industrial and Development Districts – First Reading

Interim City Manager Crosland stated that the only bowling center in Cayce was located in a C-3 district, which was the central commercial zoning district and was

considered a non-conforming use which meant it did not fully comply with the zoning rules. He stated that it could limit the owner's ability to make improvements or expansions and revising the Ordinance to permit Bowling Centers in the C-3 district would allow the center to grow and adapt to modern trends, where bowling was often a larger entertainment center that included arcades and restaurants. Interim City Manager Crosland stated that staff recommended moving forward with the zoning change to allow Bowling Centers in the C-3 district. He stated that the Planning Commission held their regular scheduled meeting on November 18, 2024, and voted on the text amendment to include Bowling Centers as a permitted use in the C-3 zoning district. He stated that no one from the public spoke for or against the text amendment and the Planning Commission unanimously voted to recommend that Council approve the request to amend Section 6.6 Table 2 scheduled uses and off street parking requirements for commercial industrial and development districts to include Bowling Centers as a permitted use in the C-3 central commercial zoning district.

Mayor Pro Tem James made a motion to approve amending Section 6.6 Table 2. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

**B. Consideration and Approval of Resolution of a Policy and Procedure  
Pertaining to the City of Cayce's Fund Balance**

Interim City Manager Crosland stated that Council approval was needed to approve a Fund Balance Policy for the City's General Fund. He stated that during Second Reading of the FY 24/25 budget, Council requested staff to create a formal Fund Balance Policy for the purpose of defining the City's General Fund reserve levels. He stated that the fund balance policy would ensure that the City maintained an adequate level of reserve for the purposes of providing sufficient cash flow for daily operations, offsetting significant economic declines or revenue shortfalls, providing funds to meet unforeseen emergency expenditures, unexpected grant matches and demonstrating a commitment to long term financial planning objectives. Interim City Manager Crosland stated that the Finance Department conducted a risk analysis on the General Fund using guidelines for various sources defined in Section 7 of the policy. He stated that staff's recommendations were that the fund balance level and the General Fund be set not to exceed the amount of six (6) months of either budget expenditures or most recent adopted General Fund budget, or six (6) months of actual expenditures based on the immediate preceding fiscal year ended, whichever was greater. He stated that any excess fund balance beyond the recommendation would automatically be designated in the General Fund Capital Improvement Plan as authorized by Council through the annual budget process. He stated that staff was currently working on the CIP which would be included in the FY 25/26 budget process for Council's review and recommendation.

Council Member Sox made a motion to approve the fund balance policy for the City's General Fund for an amount not to exceed the equivalent of six (6) months as defined in the policy and approve any excess over the policy amount be automatically allocated to the General Funds Capital Improvement Plan. Council Member Carter seconded the motion. Council Member Carter stated that he asked staff to take care of this before Christmas and they did and he appreciated it. Mayor Pro Tem James asked if staff had all the numbers they needed to be able to say that the policy was the way the City needed to go. Interim City Manager Crosland stated that they did. Mayor Pro Tem James thanked staff for pulling this together before the New Year. Mayor Partin called the question which was unanimously approved by roll call vote.

### **Items for Discussion and Possible Approval**

#### **A. Discussion of 2025 Council Meeting Dates**

Interim City Manager Crosland stated that the agenda packet included two separate dates for the 2025 Council Meetings. He stated that one (1) was the regularly scheduled meetings and one (1) was dates staff recommended. He stated that he did want to change the January 22 date to January 15 if possible.

Council Member Sox made a motion to approve staff's recommended dates for the 2025 Council Meetings and to move the January 22 meeting to January 15. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

#### **B. Discussion and Approval of the Extension of Terms of Intergovernmental Agreement for Animal Services with Lexington County**

Interim City Manager Crosland stated that Council approval was needed to accept the request from Lexington County to extend the terms of the City's intergovernmental agreement with the County for Animal Services. He stated that on August 8, 2013, the City entered into an agreement with the Lexington County for Animal Control Services and the County was requesting that Council approve the extension of that agreement until further notice and all other terms of the 2013 Agreement would remain in effect. He stated that the addition to the agreement stated that the 2013 agreement term should be extended until such time as 120 days written notice of termination was given by either party to terminate the 2013 agreement.

Council Member Sox made a motion to approve the extension of terms. Council Member Thomas seconded the motion. Council Member Carter asked if the County changed any of the terms. Interim City Manager Crosland stated that there were not any other changes. Mayor Partin asked what was the written notice of termination before. Interim City Manager Crosland stated that it was 30 days. Mayor Partin called the question which was unanimously approved by roll call vote.

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

Interim City Manager Crosland stated that Council approval was needed for the acceptance of a surety bond and contractual agreements in the lieu of completion of required improvements for the Dunbar Village subdivision. He stated that the developers of the Dunbar Village subdivision would like to record a bonded plat and begin selling prior to completion of the required improvements needed to support the lots. He stated that Article 13 of the Cayce Land Development Regulations required City Council to authorize a surety bond in the amount of 150% of the face value with remaining improvements, along with conditions before an incomplete plat may be bonded, allowing the developer to begin construction and the sale of the lots. He stated that the developer had submitted the bond estimate for the amount needed to complete the improvements and agreed to be finished within the set time frame to secure and guarantee full and complete performance of the bond estimates. He stated that the developers would provide the City with the surety bonds issued by the Gray Casualty and Surety Company. He stated that the bond estimates and work remaining had been approved and verified by the Lexington County Land Development Department and the agreement and bond estimates had also been approved by the City Manager and the City Attorney.

Mayor Partin asked that the motion be clarified to state if instead of in lieu of since in lieu of sounds as though it was actually happening but it was really if it happened. Mayor Pro Tem James made a motion to approve the acceptance of surety bonds and contractual agreement concerning completion of required improvements for the Dunbar Village subdivision. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

**Committee Matters**

- A. Approval to Enter the Following Committee Approved Minutes into the City's Record  
Cayce Housing Authority – September 17, 2024  
Museum Commission – October 2, 2024  
Planning Commission – October 21, 2024

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

**City Manager's Report**

Interim City Manager Crosland stated that City of Cayce's annual tree lighting was that Thursday and the Woman's Club would be collecting canned goods and nonperishable food items to benefit God's Helping Hands, the Scooter Scott project and

local families in need. He stated that the City's Carols Along the Riverwalk was Friday and local church choirs and musicians would be located along the Riverwalk. He stated that the Cayce Museum's Christmas Traditions Olde and New was being held Saturday with live entertainment, decorations and a holiday market. He stated that the following weekend was the Greater Cayce West Columbia Chamber's Christmas weekend with a movie at BC High School football stadium on Friday night and Saturday's festivities starting at noon at the North Pole located at the Chamber. Interim City Manager Crosland stated that there would be a trolley that would have stops throughout West Columbia and Cayce, specifically at Parkland Plaza, Lifetime Insurance Agency, Cayce River Arts District, Steel Hands and the Cayce Historical Museum. He stated that the Parade of Lights was on Saturday evening at 5:30. He stated that the Council Retreat was scheduled for January 10 and 11 and they would discuss strategic planning expectations from Council to administration and talk about future projects.

### **Council Comments**

Council Member Thomas thanked Cypress Real Estate Partners and Mayor Pro Tem Tim James for making it possible for people that either attended Cayce Grammar School or had family that went to the school to get a brick from the old school. He stated that there was a pile of bricks on Third and Poplar Street from the school being demolished. He thanked Interim City Manager Crosland and Police Chief Blake for attending his hot dogs and handshakes event on Sunday and thanked Something Borrowed for sponsoring the event. He stated that young people attended as well and stated that there were not any City parks suited for older kids. Council Member Thomas stated that he wanted to fight to see what could be done to get kids in City parks to play together. He stated that he was working with Keep Midlands Beautiful to bring a mural to his district. He stated that he would love to continue to beautify the City and help bring tourism.

Council Member Carter stated that he had a brief update on something happening with the Central Midlands Council of Governments. He stated that the COG was doing a series of workshops concerning traffic congestion management. He stated that if one wanted to participate it was going to be December 18 at the Lexington County Chamber of Commerce.

Council Member Sox stated that he took the CMCOG survey and it also had a lot of questions about bike lanes and new walking paths as well as traffic congestion.

Mayor Partin stated that earlier that day, the City hosted a Girl Scout troop and the girls said they toured the State house in March and the City's tour was a 1,000 times better. She thanked Ms. Corder and Ms. Rowan as well as the Police and Fire Departments for making the tour so successful. She stated that she always enjoyed getting to encourage young women and help them to thrive.

### **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 contractual arrangements with the South Carolina Department of Transportation concerning the Avenues Drainage Project
- C. Discussion of Lexington County economic development projects
- D. Discuss of document concerning attorney-client relationship with City-Attorney

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

### **Reconvene**

After the Executive Session was concluded, Council Member Sox made a motion to reconvene the Regular meeting. Council Member Thomas seconded the motion which was unanimously approved by roll call vote. Mayor Pro Tem James announced that Mayor Partin had to excuse herself for a planned family matter that she needed to get to but left some guidelines behind for Council to be able to continue with the business. He stated that no vote was taken in Executive Session other than to adjourn and resume the Regular meeting.

### **Possible actions in follow up to Executive Session**

- A. Approval of document concerning attorney-client relationship with City-Attorney

Council Member Sox made a motion to authorize Mayor Pro Tem James to approve a document concerning the attorney client relationship with the City Attorney. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

### **Adjourn**

Council Member Carter made a motion to adjourn the meeting. Council Member Thomas seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 8:41pm.

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Elise Partin, Mayor

ATTEST:

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Mendy Corder, CMC, Municipal Clerk



