

**City of Cayce  
Regular Council Meeting  
Tuesday, June 6, 2023**

The June 6, 2023 Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin and Council Members Phil Carter and Tim James. City Manager Tracy Hegler, Assistant City Manager Michael Conley, Municipal Clerk Mendy Corder, Police Chief Chris Cowan, Fire Chief Steven Bullard, Finance Director Kelly McMullen, Human Resources Director Lynn Dooley, Utility Director Betsy Catchings 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. Mayor Partin noted that Mayor Pro Tem Jenkins was representing the City at a Walkability Institute and learning about opportunities to bring back to Council and staff and Council Member Sox had a work obligation.

**Approval of Minutes**

Council Member Carter made a motion to approve the May 2, 2023 Regular Council Meeting and the May 24, 2023 Regular Council Meeting minutes as written. Council Member James seconded the motion which was unanimously approved by roll call vote.

**Public Comment Regarding Items on the Agenda**

Mr. Mark Wilson – Item IV. F. Mr. Wilson stated that he was employed with Scannell Properties and he was speaking on the rezoning request of 3965 Platt Springs Road from its current zoning to M-1 light industrial. He stated that he wanted to introduce himself and introduce Scannell Properties. He stated that they were requesting the rezoning for a new Class A light industrial development. He stated that there were a lot of properties in the area with that zoning as the current market overall was booming with great investments by large companies such as Scout Motors, and many others in the community. Mr. Wilson stated that Scannell Properties was developers from all over the country and Europe. He stated that Scannell had done roughly 580 different industrial developments across the United States with some of their biggest clients being Amazon and FedEx. He stated that Scannell did both speculative and build to suit development and one of their most recent developments

was just down Platt Springs Road. He stated that it was a 247,000 square foot development for ASUS, a local electric company, which they were very proud of. He stated that they were looking to do a similar development in Cayce so he wanted to introduce himself and Scannell.

### **Presentation**

#### **A. Recognition of City Employee Shawn Grant Graduating from The Southern Police Institute**

Mayor Partin asked Assistant Chief Shawn Grant to join her at the podium. She stated that he was being recognized for graduating from the Southern Police Institute. She stated that the Southern Police Institute was an advanced educational and training institute at the University of Louisville in Kentucky. The primary mission of SPI is “to enhance the professional development of law enforcement practitioners.” SPI encompasses an academically challenging curriculum that is centered around research. SPI also focuses instruction on effective organizational and structural leadership, trauma informed policing, criminal justice administration, managing organizational performance, ethics in policing, legal issues, budgeting and generational differences in supervision. Upon successful completion of the 13th week administrative officers course graduates are awarded a graduate certificate in police executive leadership. Mayor Partin congratulated Assistant Chief Grant on his remarkable achievement. Assistant Chief Grant thanked Council, City management and Chief Cowan for the opportunity to learn ways to better serve the community.

### **Ordinances**

#### **A. Discussion and Approval of Ordinance 2023-06 to Adopt an Annual Budget with included ARPA Allocations, Levy a Property Tax, and Provide Revenue for the City of Cayce for the Fiscal Year Ending June 30, 2024, and To Adopt and Establish Certain New Fees and Charges with Amounts - First Reading**

Ms. Hegler stated that she was going to read from the Budget White Paper for the sake of transparency and to share how proud staff was of the budget they had proposed for Council. She stated that the General Fund budget was currently balanced at \$19,731,000 and included projected revenues of the following: no millage increases were proposed, \$115,000 was anticipated from a proposed \$2 per month increase fee in sanitation fees that would make the cost \$15.50 per month which was the lowest in the area. She stated that it would help to offset a lot of the cost of rising gas prices that was happening with sanitation. Ms. Hegler stated that the General Fund budget also included a \$2.1 million transfer from the City’s Utility Fund for indirect costs and included \$1.2 million in hospitality tax revenues. She stated that staff continued to conservatively estimate the City’s accommodations taxes as everyone continued to rebound from COVID. She stated that the General Fund budget also included \$755,000

from Lexington School District Two for the City's School Resource Officers (SRO's) since they cost share at 75% of most of the City's Officers which were in every school. Ms. Hegler stated that the City also had three (3) SRO's that were 100% funded through the State.

Ms. Hegler stated that the General Fund Budget included \$500,000 in lease revenue for 10 vehicles. She stated that staff proposed the purchase of 10 vehicles but to do that in a lease purchase agreement, so it showed up as revenue as well as expense. She stated that it also included a 5% increase in construction-related permits and fees per the increasing CPI that would generate a small amount for the City and it would keep the City consistent with the cost of doing business. Ms. Hegler stated that the General Fund expenditures included capital expenditures totaling \$508,000 and in that were the 10 replacement vehicles. She stated that included five (5) replacement Patrol vehicles, one (1) Administrative replacement vehicle, one (1) Information Technology replacement vehicle, one (1) Sanitation vehicle, one (1) Planning and Development replacement vehicle and one (1) Fire replacement vehicle. She stated that staff also proposed using hospitality tax funds to purchase \$70,000 worth of capital which included a new rugged terrain vehicle for the Parks department to use, a dump trailer and grabber bucket for the skid loader that helps the Parks staff clean the Riverwalk after storm events, and an electronic sign board display that will help the City get information out to the community. Ms. Hegler stated that the City had to borrow an electronic sign board display in years past.

Ms. Hegler stated that additional proposed expenditures were one (1) new position that would be a full-time position in Planning and Development. She stated that the department needed a full time Administrative Assistant because it had never had an administrative assistant in the billing and collections of business licenses, permits and code enforcement actions. She stated that the additional position would also aid the department in continued audits of accounts to ensure correct billing amounts and would assist with customer service at the window. Ms. Hegler stated staff also proposed taking a part-time position that Council approved last year and reclassifying it for the IT Department to full time. She stated that position would handle all help desk issues. She stated that the General Fund budget included a 4% cost of living increase for the General Fund employees that totaled \$447,000. She stated that it also included increases in insurance to include a 16% increase in the City's SMIRF insurance, a retirement increase in the State system at 1% and a PEBA insurance increase of 3.7%. Ms. Hegler stated that the current balanced budget had risen approximately \$2.73 million from last fiscal year's budget. She stated that that increase was due mainly to two (2) things; the City's aggressive and successful pursuit of grants in the coming year, that accounted for \$2.25 million of the \$2.73 million, and the City's operating revenues increased by \$432,000 due to the rise in property assessment values after last year's reassessment.

Ms. Hegler stated that the City's Utility Fund budget was balanced at \$37,000,800 and no rate increase for water or sewer was being proposed. She stated that it did fund a utility rate study and enhancements to the City's online utility bill payment. She stated that the Utility Fund budget included capital expenditures totaling \$292,000 from the City's 1916 wastewater reserve fund. She stated that the expenditures included a poly blend system for the City's centrifuge, some membrane upgrades and mixers, and additional items needed for the City's Water Plant. Also included were proposed two (2) new full-time employees and an additional electrician that would help at the Wastewater Treatment Plant which was a heavily run electrical situation. She stated that it also included a Water Treatment Plant Trainee full-time position that would assist in getting people into the system that could then advance as an Operator. Ms. Hegler stated that the Utility Fund budget included a 4% cost of living increase for the City's Utility employees at \$225,000.

Ms. Hegler stated that the City was required to cover its debt at 15% and continue with its bond payments. She stated that 100% of the City's user fees for online credit card transactions were being transferred to the customer. She stated that currently the City was paying part of that and the customers were paying part. She stated that the Utility Fund budget included all of the insurance increases that the General Fund budget included. She stated that the current balance of the Utility Fund budget had risen approximately \$1.13 million for fiscal year 2023. Ms. Hegler stated that the increase was due to the use of reserve transfers in the amount of \$292,000 for necessary capital expenditures from the 1916 account as well as the exhaustion of the Town of Lexington's deferred capacity credit from the City's long-term wastewater agreement with them.

Ms. Hegler stated that the City had to allocate the remaining tranche two budget that it was receiving from ARPA. She stated that staff proposed using those funds for capital upgrades to include continuing upgrades for the IT department, a new awning for the drive-thru in the Water Department and replacement of all handheld radios for the Police Department. She stated that the ARPA funds would also be used to purchase a license plate reader for the Police Department, RPC capital replacement upgrades needed for the coming year, a Fire Department station alerting system, a Fire Department mobile data terminal, an exhaust removal system for the Fire Department and software for the City's business license and permitting department. Ms. Hegler stated that staff was also doing a code rewrite since this was a unique opportunity to allow staff to rewrite the City's 2001 code. She stated additional proposed capital upgrades were kitchen upgrades for Parks staff, upgrades to the courtroom and jury box, meters and meter reading equipment and a water system chlorination improvement. She stated that the following items were all capital projects that Council had heard about for years from the Utility Department - a high service pump, Water Treatment Plant valves and equipment, wastewater pumping improvements and upgrades to Pump Station One for a total of \$3.4 million. Ms. Hegler stated that the City had unallocated funding from the original tranche so the City had a savings in some of

the things that Council approved last year. She stated that staff was requesting a timekeeping software. She stated that the City did work on a timekeeping software in the past year but it did not work out therefore staff would like to allocate that money to that system again.

Ms. Hegler stated that the Master Fee Schedule would be approved along with the General Fund and Utility Fund budget. She stated that according to the consumer price index, the National Inflation Rate was currently 8%. She stated that this substantial increase in costs had a major effect on the City's operations and daily business. She stated that City staff was requesting increases for certain existing service and user fees, and certain charges that were predominantly related to development and special duty charges for Police. She stated that staff was requesting an increase in the Police Special Duty pay from \$45 per hour to \$55 per hour that would be passed on to the requester of the Officer's special duty. She stated that staff was also proposing new additional fees for certain businesses, a food truck inspection sticker, a charitable solicitation permit and a sticker for a coin operated machine. Ms. Hegler stated that these were not business licenses but things that businesses would come in and ask for staff to inspect them. She stated that staff was also asking that the land disturbance permit for Richland County be passed on to the developer or the applicant. She stated that the City currently did not have a fee for a land disturbance permit in Richland County.

Council Member James made a motion to approve the budget on First Reading. Council Member Carter seconded the motion. Council Member James asked if the charitable solution permit covered all denominations that wished to solicit donations in the City. Ms. Hegler stated that people had requested to be in the City's public places and solicit donations and this permit would cover that. She stated that it was similar to having to obtain an event permit. Council Member James stated that it was a good idea, as long as it was not overreaching.

Council Member Carter thanked Ms. Hegler and staff for all the effort that went into the budget. He stated that he really appreciated that it was possible to get the 4% COLA increase for staff. He stated that everyone had some challenges in the last few years starting with COVID and getting to today with a healthy physical outlook and a well-run City was well done. Council Member James stated that it was a big budget that came together with no millage increase and that was a big deal. He stated that this was the second year that the City was able to boast that 4% COLA increase coming out of COVID. He thanked Ms. Hegler and staff for digging deep into the budget to be able to make sure that staff had that COLA increase. Mayor Partin called the question which was unanimously approved by roll call vote.

- B. Discussion and Approval of Ordinance 2023-07 Amending City Code Section 40- 4 ("Account Setup and Transaction Fees") and Section 40-119 ("Fees Related to Fats, Oils and Grease") - First Reading

Council Member Carter made a motion to approve Ordinance 2023-07 on First Reading. Council Member James seconded the motion which was unanimously approved by roll call vote.

C. Discussion and Approval of Ordinance 2023-08 Amending City Code Section 40- 34 ("Utility Billing") - First Reading

Ms. Hegler stated that Council would need to take Ordinances 2023-08 through 2023-10 separately as an action. She stated that staff had to propose some amendments based on the Master Fee Schedule and other items that came up throughout the year. She stated that specifically, these amendments would propose to refer fees to the City's Master Fee Schedule, clarify language and procedures in Utility billing, a discontinuance of service, confirm the use by the City of South Carolina set off debt collection for collection of utility charges, add language for sewer billing and discontinuation of service and declare a lien for debts related to unpaid charges for sewer service.

Council Member James made a motion to approve Ordinance 2023-08. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

D. Discussion and Approval of Ordinance 2023-09 Amending City Code Section 40- 67 ("Fire Hydrant Service Fee") - First Reading

Council Member James made a motion to approve Ordinance 2023-09. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

E. Discussion and Approval of Ordinance 2023-10 Amending City Code Section 40- 118 ("Sewer Rates") - First Reading

Council Member James made a motion to accept Ordinance 2023-10. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

F. Discussion and Approval of Ordinance 2023-11 Amending the Zoning Map and Rezoning a Portion of Property (Tax Map Number 006796-02-009(P)) Located on Platt Springs Road between 3949 and 3955 Platt Springs Road from C-4 to M-1 - First Reading

Ms. Hegler stated that the subject parcel was located among the City of Cayce properties in the C-4 zoning district and surrounded by Lexington County properties that were zoned intensive and restricted development. She stated that the applicant was requesting to rezone just a portion of the parcel, 28.84 acres, which did not include the areas that were fronting Platt Springs Road. She stated that the M-1 zoning would not have any frontage on Platt Springs Road; however, there would be frontage on Lake

Dogwood Drive and Emanuel Church Road. She stated that the M-1 light industrial zoning district was intended to accommodate wholesaling, distribution, warehousing, processing, light manufacturing, office and related business uses on individual lots and in business park settings. Ms. Hegler stated that approved uses in the M-1 zoning district included light manufacturing, retail, trade, warehousing and storage. She stated that the subject property was located in the commercial business retail area of the City's Future Land Use Map. She stated that the CBR land use classification was intended to concentrate business and retail establishments for cumulative draw in areas central and accessible to the community at large. She stated that principle permitted uses included office retail and service establishments and alternative zoning districts were listed as RG-2 and M-1 which this was.

Ms. Hegler stated that the requested zoning was in compliance with the City's Comprehensive Plan. She stated that staff recommended approval of the rezoning request for the following reasons - it was in compliance with the Comprehensive Plan and permitted uses in the M-1 zoning classification were consistent with the area. She stated that was the recommendation staff made to the Planning Commission who met on May 15, 2023 to receive public comment and vote on the rezoning request. She stated that several members of the public were present and most were observing and asking questions about the rezoning request. She stated that one person spoke against the request noting that he believed the proposed use would be a dramatic change in the area and he had concerns about diminished property values and increased traffic. Ms. Hegler stated that the Planning Commission did vote unanimously in favor of the rezoning which was consistent with staff's recommendation.

Council Member Carter made a motion to approve Ordinance 2023-11. Council Member James seconded the motion. Council Member James thanked the Stannell representative for attending the meeting. He said it meant a lot to have someone in attendance. Mayor Partin called the question which was unanimously approved by roll call vote.

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

#### **A. Discussion and Approval of a Grant Award from the Rural Infrastructure Authority for a South Carolina Infrastructure Investment Plan Grant**

Ms. Hegler stated that in August 2022, Council approved the submission of a grant application to the Rural Infrastructure Authority for what staff was calling SCIIP which stood for the South Carolina Infrastructure Investment Program. She stated that this was a program that came down from the Federal government and was being administered by the Rural Infrastructure Authority. She stated that the City was awarded \$10 million for the Avenues Drainage Project and staff was requesting that Council authorize the City Manager to sign the award letter and accept that. Ms. Hegler stated that the City had long been working to address drainage issues in the Avenues

that were a result of persistent localized flooding in the Avenues portion of the City. She stated that a multiyear storm drainage improvement program was currently underway and the SCIIP grant opportunity afforded the City a unique way to address that further and continue efforts in the Avenues district and surrounding area without burdening the City's General Fund, which does not, collect money for street and/or drainage repairs. She stated that the grant was really important to the City to be able to do this for citizens and without burdening the City's tax coffers.

Council Member James made a motion to approve the award letter from the South Carolina Rural Infrastructure Authority for a South Carolina Infrastructure Investment Program Grant in the amount of \$10 million that would address stormwater drainage issues in the Avenues and authorize the City Manager to execute. Council Member Carter seconded the motion. Mayor Partin thanked staff and stated that the City had great partners at the State level. She stated that Representative Micah Caskey and Senator Nikki Setzler had done a great job in partnering with the City. She stated that the City had made it clear to its Federal, State and County partners that the stormwater drainage issue was not one that the City created. She stated that the City did not own the streets or bring in tax money for any of the streets, and that included stormwater drainage. She stated that the City had always been very clear that the City did not cause the problem but was happy to coordinate the solution in ways that were not a burden to its citizens. Council Member James stated that in addition to City staff, and he thanked them greatly for maximizing the funds the City received through grants, but he also wanted to say thank you to the City's citizens who lived in these areas, and worked along with staff while all the construction was going on. Mayor Partin called the question which was unanimously approved by roll call vote.

### **Committee Matters**

- A. Approval to Enter the following Committee approved Minutes into the City's Record
  - Events Committee – March 9, 2023
  - Museum Commission – April 5, 2023
  - Planning Commission - April 17, 2023

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

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

Ms. Hegler stated that Mayor Pro Tem Jenkins was participating that night in the South Carolina Walkability Action Institute along with the City's Planning and Zoning Administrator Monique Ocean. She stated that they were invited by the Brookland

Lakeview Empowerment Center to participate in the institute's partnership with the National Association of Chronic Disease Directors and the CDC. She stated that the Institute was one of the nation's premier courses on community and transportation design. She stated that they were bringing in national experts to help teach local leaders on how to design walkable communities for people of all ages and abilities in areas where they live, learn and work. Ms. Hegler stated that the West Columbia and Cayce community via the Brookland Lakeview Empowerment Center had been selected to participate in the two-day learning and action institute which was followed by seven (7) virtual sessions. She stated that participating teams would develop collaborative action plans that would create walkable and livable communities, both for recreation and for essential daily functions. She stated that this was no cost to the City.

Ms. Hegler stated that the City's Business Services Administrator Rochelle Smith had developed an online H tax and A tax form that could be completed by the City's customers without ever having to come to City Hall. She stated that the City had received great attention for the new Community Tool Shed that was funded by the Beautification Foundation, and with donors such as the Carter Insurance Group, Martin Marietta, and Lowe's. She stated that the Tool Shed was 100% the idea of Ken Walters, the City's Residential Building Inspector and Code Enforcement Officer. She stated that he saw a problem and proactively addressed it through a creative means. Ms. Hegler stated that the City's Code Enforcement Manager Jarrett Epperson had been heavily working with the City's Grants Manager Taylor Gray to develop a litter campaign in the City. She stated that the City received a lot of calls about litter, and staff was just trying to figure out how best to address the issue. She stated that Mr. Epperson and Ms. Gray had been working hand in hand to address it and they were maintaining a direct working relationship with Palmetto Pride, Keep Midlands Beautiful, the Cayce Woman's Club, the Cayce Police Department, DEHC and Lexington County. She stated that Mr. Epperson had also been working with the Parks and Sanitation departments to find creative and proactive solutions for high litter areas in the community. She stated that the City recently had a cleanup in the Hilltop neighborhood.

Ms. Hegler stated that the first part of the Avenues drainage project was complete along Axtel Drive and the road was open. She stated that the project started on Blake Drive then moved to Delieesseline and then to Axtel, improving culverts and the drainage situation in that part of the Avenues. She stated that the City had been selected to participate at no cost in the National League of Cities Drinking Water State Revolving Fund Bootcamp. She stated that its goal was to provide clear, actionable and user-centered information on funding opportunities that were available to all local governments. She stated that it would provide hands-on training for a team of the City's staff members on grant overviews, federal and state administration priorities, how to use and incorporate data, how best to engage the community and it would demystify capital stocks and budgeting. Ms. Hegler stated that anytime staff could

seek other resources that would teach staff to look for additional funding opportunities better at no cost to the community they were happy to do so.

Ms. Hegler stated that the City had been awarded a FEMA grant for approximately \$75,000 to install a new generator at the Lloydwood Pump Station. She stated that staff would be bringing that bid award to Council at the next Council Meeting. She stated that the bid process for the contractor that would be doing the sewer repair work on Railroad Avenue had been completed. She stated that Railroad Avenue had been closed for some time. She stated that the Police Department received a grant through Serve and Connect for 10 licenses for the Babel app and 10 team members could learn Spanish. She stated that it was a great launching pad for greater communication and safety for the City's citizens and Police Officers. Ms. Hegler stated that the City's SRO's would continue their education over the summer attending the South Carolina Association of School Resource Officers Conference which would be funded by the School District at 75%. She stated that the SRO's were also conducting the second annual character education camp July 17 through July 27 for six- to 14-year-old kids. She stated that scholarships were available if money was an issue for parents. She stated that she wanted to recognize the City's Fire Department for their assistance to Irmo after their loss of Firefighter Muller. She stated that she would never forget how the community rallied behind the City after Drew and she was really happy to be able to reciprocate that. She also thanked the Spartanburg Fire Department for manning the City's fire station so the entire team could attend that funeral.

### **Council Comments**

There were no Council comments.

### **Executive Session**

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege

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

### **Reconvene**

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

## **Adjourn**

Council Member Carter made a motion to adjourn the meeting. Council Member James seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 7:20 p.m.

---

Elise Partin, Mayor

ATTEST:

---

Mendy Corder, CMC, Municipal Clerk