

Mayor
Elise Partin

Mayor Pro-Tem
Tim James

Council Members
Phil Carter
Hunter Sox
Byron Thomas

Interim City
Manager
James Crosland

Deputy City Manager
Michael Conley



**City of Cayce
Regular Council Meeting
Tuesday, December 3, 2024
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>**

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes
November 5, 2024, Regular Council Meeting
November 20, 2024, Regular Council Meeting

II. Public Comment Regarding Items on the Agenda

III. Presentations

- A. Presentation of Cayce Calendar Contest Winners
- B. Presentation of Whole Sole Award

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

V. Items for Discussion and Possible Approval

- A. Discussion and Approval of 2025 Council Meeting Dates
- B. Discussion and Approval of the Extension of Terms of Intergovernmental Agreement for Animal Services with Lexington County

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

VI. 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

VII. City Manager's Report

VIII. Council Comments

IX. Executive Session

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege including
- B. Discussion of contractual arrangements with South Carolina Department of Transportation concerning the Avenues Drainage Project
- C. Discussion of Lexington County economic development projects
- D. Discussion of document concerning attorney-client relationship with City-Attorney

X. Reconvene

XI. Possible actions by Council in Follow up to Executive Session

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

XII. Adjourn

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



Mayor Elise Partin	Mayor Pro-Tem Tim James	Council Members Phil Carter Hunter Sox Byron Thomas	Interim City Manager James Crosland	Interim Deputy City Manager Michael Conley
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City of Cayce
Regular Council Meeting
Tuesday, November 5, 2024

The November 5, 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, Assistant Fire Chief Ryan Gates, 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 Thomas gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

Resolutions

- A. Consideration and Approval of Resolution Recognizing Senator Nikki Setzler for his Outstanding Achievements and Contributions to the State of South Carolina and the City of Cayce

Mayor Pro Tem James made a motion to approve the Resolution recognizing Senator Nikki Setzler for his outstanding achievements and contributions to the state of South Carolina and the City of Cayce. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

Senator Setzler thanked Mayor Partin and Council for the honor and the Resolution. He thanked the citizens of Cayce and employees of the City. He stated that he grew up in Cayce on L Avenue and rode the streets of the Avenues on his bicycle. He stated that the first lady he dated lived on the Avenues but then he met Ada Jane who had served him as a partner throughout this venture and journey of politics and public service. He stated that it could not be done without your family, but Cayce had always been near and dear to me. Senator Setzler stated he was serving as the City's judge when he decided to run for the Senate. He stated that he loved what he did and could do it to the day he died, but that was not what needed to be done. He stated that 48 years in public service in the Senate was a blessing from God, and it was time for him to retire. He stated that he would be practicing law and doing some consulting and looked forward to working with the community continuously. He thanked his wife, Ada Jane, who had been his partner in the entire journey.

B. Consideration and Approval of Resolution Recognizing Lexington County Council Member Debbie Summers for her Leadership and Years of Service to Lexington County

Mayor Pro Tem James made a motion to approve a Resolution recognizing Lexington County Council Member Debbie Summers for her leadership and years of service to Lexington County. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

Council Member Summers stated that she actually grew up in Richland County, but spent the better part of her life in Lexington County. She stated that it was home and she had lived there for 40 years and it was absolutely the best place in the world to live. She stated that she did not live in Cayce, but served Cayce, because when one served on Lexington County Council, you made decisions that profoundly affect people throughout the county and all the municipalities. Council Member Summers stated that it had been a pleasure and she would miss it.

Presentations

A. Swearing in of Police Chief Herbert Blake

Police Chief Blake took the Oath. Chief Blake thanked Council and Interim City Manager Crosland for giving him the opportunity and trusting in his leadership and embracing his leadership style, which was going to be somewhat different. He stated that he really wanted to thank the employees that were in attendance from the Cayce Police Department and those that drove from Buncombe County to witness his swearing in. He stated that when he left Buncombe County, it happened as a hurricane was going on, so they never got a chance to say goodbye. Police Chief Blake stated that he promised to do the best he could with what he had to work with. He stated that he understood how municipal governments worked and he would try as best he could to educate those within the department to understand how things worked and how things did not work. He stated that it was a great honor and privilege and it felt like a dream come true. He stated that he was excited and humbled and honored for the opportunity.

Public Comment Regarding Items on the Agenda

There were no public comments.

Approval of Minutes

Council Member Sox made a motion to approve the October 1, 2024, and the October 16, 2024, regular Council Meeting minutes as written. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

Ordinance

A. Discussion and Approval of Ordinance 2024-11 Amending the Zoning Map and Rezoning Property Located on Fish Hatchery Road (Tax Map Number 006896-02-035) from RG-1 to M-1 – First Reading

Interim City Manager Crosland stated that Council approval was needed for the First Reading of an Ordinance to rezone property from RG-1 to M-1. He stated that the owner, Browder's Creek Properties, had requested a map amendment to rezone property located on Fish Hatchery Road. He stated that the subject property was located among other M-1 properties as well as developed and undeveloped areas. He stated that the M-1 zoning classification was intended to accommodate wholesaling, warehousing, light manufacturing, office and related business uses on individual lots and in business park settings. He stated that the M-1 zoning district also permitted retail, restaurants and hotels, along with other various uses. Interim City Manager Crosland stated that the requested rezoning was in compliance with the City's Comprehensive Plan. He stated that the Planning Commission held a regularly scheduled meeting on October 21, 2024, and unanimously voted on the map amendment to rezone the property on Fish Hatchery Road from RG-1 to M-1. He stated that no one at the Public Hearing spoke in support or against the amendment. He stated that staff recommended that Council approve the request to rezone the property from RG-1 to M-1.

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

Items for Discussion and Possible Approval

A. Discussion and Approval to Ratify an Agreement Approved by the City Manager, Under the Emergency Powers of Sec. 2-146, with 3D Dirt Works on October 1, 2024, for the Emergency Clean-up of the Cayce Riverwalk

Interim City Manager Crosland stated that on September 29, 2024, the City experienced flood levels similar to those in 2015 and they flooded the Riverwalk as well as almost flooded the Riverland Park neighborhood. He stated that after the storm, many trees were down on the Riverwalk and the boardwalks were covered in 3 feet of mud. He stated that staff was concerned for the public's safety since it was impossible to keep everyone out of the Riverwalk. He stated that 3D Dirt Works was called in and they came in with 20 people, skid steers and excavators and had the Riverwalk cleared, with Parks staff assistance, in two (2) days.

Council Member Sox made a motion to approve staff's recommendation for Council to ratify the City Manager's action, executing an agreement with 3D Dirt Works

for \$164,077 which would be funded from the TIF. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

B. 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. on October 22, 2024, for the Emergency Repair of a Broken Sewer Main

Interim City Manager Crosland stated that the City had to take immediate action in response to a broken sewer main off of Rainbow Drive. He stated that G. H. Smith Construction provided a quote and the project consisted of replacing approximately 20 linear feet of damaged pipe. He stated that the emergency repair was completed on October 23, 2024, and the total price quoted for the emergency repair work was \$14,500.

Council Member Carter made a motion for Council to ratify the City Manager's action executing an agreement with G.H. Smith Construction Incorporated for \$14,500 which would be funded from the utilities wastewater collection equipment repair expense account. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

C. Discussion and Approval of an Agreement of a Monetary Gift to the City of Cayce

Interim City Manager Crosland stated that as Council was aware, Mayor Partin and staff had been involved in discussions with a private foundation for a donation of a monetary gift to the City for specific purposes. He stated that the City and the foundation had reached a tentative agreement on the terms of the donation and a copy of the proposed agreement had been provided to Council. He stated that the agreement would be available to the public upon execution by both parties and a public announcement of the nature of the gift would be announced at a later date.

Council Member Sox made a motion to accept staff's recommendation requesting that Council approve the agreement and authorize the City Manager to execute the agreement on behalf of the City. Mayor Pro Tem James seconded the motion which was unanimously approved by roll call vote.

D. Bid Award – Engine Repair for City Sanitation Truck

Interim City Manager Crosland stated that the City's 2011 Western Star 4900 sanitation truck, which had 496,064 miles and 15,503 engine hours, recently had a catastrophic engine failure. He stated that however, the truck body and hydraulics were still in great condition and should be able to provide many more years of service. He stated that the City received two (2) quotes from companies that offer a two (2) year,

200,000 mile warranty for a remanufactured engine and WW Williams quote was \$55,326.11 and Excel truck group quoted \$57,082.19. He stated that staff recommended Council approve the selection of WW Williams in Columbia for completing the engine repairs to the 2011 Western Star sanitation truck in amount not to exceed \$55,326.11 as they were the lowest, most responsive, responsible bidder.

Mayor Partin stated that City staff was doing a lot with a little and this was amazing work. She stated that as Council Member Sox said under his breath the sanitation truck was obviously well maintained. She stated that the City had a great garage that did phenomenal work. She stated that the truck had 496,000 plus miles on it, which was amazing. She stated that staff would love to have new equipment all the time and thanked them for putting band aids on things and making them work so they could take care of the citizens.

Mayor Pro Tem James made a motion to accept the lowest quote from WW Williams. Council Member Thomas 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
 - Board of Zoning Appeals – May 20, 2024
 - Museum Commission – September 5, 2024
 - Events Committee – September 12, 2024
 - Planning Commission – September 16, 2024

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

- B. Reappointments
 - Events Committee – One (1) Position

Mayor Pro Tem James made a motion to reappoint Ms. Tiffany Aull to the Events Committee. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

Interim City Manager Crosland stated that the City's Finance team once again was awarded the 24/25 Distinguished Budget Presentation Award by GFO for the City's budget book for two (2) years in a row. He stated that the request for quotes for Glenwood Park had been advertised along with the City's code rewrite and staff would

be bringing that back to Council soon. He stated that the work was almost complete with the boardwalk repairs in the City's Riverwalk and it should be open by the end of the week, if not sooner. Mayor Partin stated that it was incredible that the entire boardwalk should be open by the end of the week. She asked Interim City Manager Crosland to thank the team for Council.

Council Comments

Council Member Thomas stated that he loved his country and hoped that no matter who was elected President that night the country would stick together and remain the United States of America. He stated that he did believe that everything was going to be okay because crisis would not overcome the world.

Mayor Pro Tem James stated that almost 70 years of service was leaving the community and thanked Senator Setzler and Council Member Summers for all they did for the community. He congratulated Police Chief Blake. He stated that Chief Blake brought a great deal of experience and he had the opportunity to introduce him at the press conference and in doing so, found that Chief Blake was a servant leader who really wanted to serve others.

Council Member Carter stated that Police staff did a great in his neighborhood Halloween night and his grandchildren came to the Police Department's Tales on Trails and had a great time.

Mayor Partin asked Interim City Manager Crosland if Council could get an update on the Brownfields grant at the next Council Meeting, or as soon as staff could get it scheduled. She stated that she worked very hard and it took over a decade to get, but the City finally got a Brownfields grant. She stated that a Brownfields grant was something that really helped with economic development and she would love it if the organization who had that grant could come and give Council an update and a presentation, because she would like to know the progress on that because it was really important for the City and economic development.

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 negotiations incident to proposed purchase of real property and proposed donation of real property

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

Possible actions in follow up to Executive Session

- A. Resolution Authorizing the Purchase of Real Property of Approximately 1.92 Acres Consisting of Tax Map Number 004655-01-002

Council Member Sox made a motion to authorize the purchase of real property of approximately 1.92 acres consisting of tax map number 004655-01-002. Council Member Thomas seconded the motion. Mayor Partin stated that to clarify for the public this item was connected to the grant work that the City was doing for the storm water easement and was another piece of property needed to continue that multi-million dollar grant so it was great progress. She called the question which was unanimously approved by roll call vote.

- B. Resolution Authorizing the Acceptance of Real Property by Donation of Approximately .50 Acres Consisting of Tax Map Number 004652-08-012

Interim City Manager Crosland stated that staff recommended moving this item to the November 20, 2024, Council Meeting. Council Member Sox made a motion to postpone this item until the November 20, 2024, Council Meeting. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

- C. Other

Adjourn

Council Member Sox 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 7:33pm.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk



Mayor Elise Partin	Mayor Pro-Tem Tim James	Council Members Phil Carter Hunter Sox Byron Thomas	Interim City Manager James Crosland	Interim Deputy City Manager Michael Conley
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**City of Cayce
Regular Council Meeting
Wednesday, November 20, 2024**

The November 20, 2024, Regular Council Meeting was held this evening at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin 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, Fire Chief Steven Bullard, Finance Director Kelly McMullen, Human Resources Director Lynn Dooley 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 Sox gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

Public Comment Regarding Items on the Agenda

There was no public comment.

Presentations

- A. Recognition of Lexington Two Innovation Center Welding Instructor, Laird Thompson, being awarded News 19 Teacher of the Week

City staff member Chad Dulinsky nominated his former Lexington Two Innovation Center Welding Instructor, Laird Thompson, for News 19 Teacher of the Week. Chad stated that he would not have the job with the City of Cayce without Mr. Thompson. He stated that Mr. Thompson told his students to pursue their dream and to go out and actually pursue the job he currently had. Mayor Partin and Council recognized Laird Thompson for being chosen as News 19 Teacher of the Week. Mr. Thompson stated that when one can energize someone to get out of their comfort zone and get them into doing something different it is remarkable to watch and they turn into great community citizens. He stated that he was speaking to Chad's supervisor before the meeting and with Chad only being 19 years old he had operated the water treatment plant. Mr. Thompson stated that his students were remarkable young, great citizens of their communities. He stated that they were coming through the schools and the funds given to the schools were creating the opportunity for their exposures, not just to welding, to any and every one of the opportunities that were in our communities and the need for them. He stated that they were great young people out there being grown into adults

and they were going to be the next generation. He stated that there were great children in the community and he was so fortunate to have the opportunity to teach.

Mayor Partin thanked Mr. Thompson for reminding everyone what a difference teachers made. She thanked Chad for being a part of the City of Cayce team and for being a great student and team member, and for also for taking the time to thank those who made a difference in his life.

B. Recognition of Vanesa Mota and Mota Crosslinking Business Academy for Fostering Growth in the Business Community

Mayor Partin stated that Council was recognizing Vanesa Mota and Mota Crosslinking Business Academy for fostering growth in the business community. She stated that Cayce resident, Vanesa Mota, was the visionary founder of Mota Vaded Consulting and Mota Cross Linking Business Academy established in 2019 and through her efforts, MCBA has become a pioneering bilingual and multicultural institution with a global reach dedicated to the education and empowerment of entrepreneurs and business leaders. She stated that Ms. Mota's unwavering commitment to fostering inclusivity and growth was evident in the Academy's work to serve multicultural communities by offering tailored programs, curriculums, training, business consultations and technical assistance across South Carolina. She stated that MCBA had played a critical role in enhancing businesses and uplifting diverse communities. Mayor Partin stated that Ms. Mota's guiding philosophy, "think about your legacy, the money will follow," inspired countless individuals to pursue impactful and meaningful ventures. She stated that recently, Ms. Mota's remarkable contributions were celebrated by the South Carolina House of Representatives, an acknowledgement of her dedication to connecting and empowering individuals of all ages, ethnicities and cultures. Mayor Partin stated that she and Council recognized Vanessa Mota for her exceptional leadership vision and commitment to creating opportunities that leave a lasting legacy for communities and future generations.

C. Recognition of Juan Rivera for being awarded the 2024 South Carolina Latino/Hispanic Business Day Business of the Year for Tacos Nayarit

Mayor Partin stated that Council was recognizing Juan Rivera for being awarded the 2024 South Carolina Latino, Hispanic Business Day Business of the Year for Tacos Nayarit. She stated that Mr. Rivera was recently awarded the 2024 South Carolina Latino, Hispanic Business Day Business of the Year by Mota Cross Linking Business Academy. She stated since its inception in 2007, Tacos Nayarit has not only delivered authentic and delicious Mexican cuisine to South Carolina, but also served as a testament to the power of hard work, perseverance and dedication to excellence from humble beginnings with a single food truck to the celebrated success as a restaurant chain. She stated that Mr. Rivera's journey embodied the spirit of the American dream and his culinary achievements were widely acknowledged, earning Tacos Nayarit

accolades such as being ranked number 74 on Yelp's top 100 taco spots in the US, and being named South Carolina's best taco spot by Yelp. She stated that their food had been celebrated by locals and critics alike, making them a beloved staple of the community. Mayor Partin stated that beyond Mr. Rivera's culinary talents, he demonstrated a profound commitment to giving back through his generous support of local schools, churches, law enforcement and sports teams. She stated that he had shown how businesses can uplift and empower the communities they serve. Mayor Partin stated that the City was thrilled to have been chosen as the second location of Tacos Nayarit and looked forward to it opening soon in Cayce. Mayor Partin stated that when she told her husband that Tacos Nayarit was opening in the City he went to one of his colleagues and said, let's go there for lunch and his colleague said he couldn't because he had already been there three times that week.

D. Presentation and Progress Report by Tom Behnke, Senior Hydrogeologist with S&ME Inc., on the City's Brownfields Grant

Mr. Behnke thanked Council for having him to present and thanked them for hiring S&ME to handle the City's Brownfields grant. He stated that the Brownfields Assessments Grant was an EPA grant in the amount of \$500,000 and the grant period was from July 1, 2022, through December 30, 2026. He stated that the fees spent to date were \$51,000 and that money was spent on community outreach meetings, flyers and mailers, a \$12,000 assessment and \$22,000 for programmatic support, which was all the reporting that was required by the EPA. He stated eligible activities for the grant monies were Phase One environmental site assessments, Phase Two environmental site assessments that included asbestos and lead based paint, soil and groundwater hazardous materials. He stated that the grant would pay for reuse planning activities. He stated for example, if one purchased an old building and wanted to turn it into a coffee shop, or an old brownfield property someone wanted to make into a park. He stated that the grant would pay for reuse planning activities and then community engagement meetings. He stated the grant monies were not eligible to be used for underground storage, tank removal, remediation, building demolition, building renovation, residential properties or properties with no economic value for the City.

Mr. Behnke stated that progress to date was developing a community involvement plan. He stated that they held one (1) community engagement meeting in January and produced a quality assurance project plan which was basically a blueprint for all the environmental work that they do. He stated that it was a long, involved document that took a lot of time to put together and DHEC and the EPA had to approve it and that it was finished in June. He stated that they conducted a Phase One environmental and a lead based paint on the Cayce Grammar School site at Lexington Avenue and then a Phase 1 L, B, P and asbestos for a piece of property of 237 Foreman Street, which was right next to Steel Hands Brewery. He stated that they did find some issues with that property and prepared a site specific quote for that property to do additional investigation. Mr. Behnke stated that the status of that was they sent it

to DES about three weeks ago and it was still waiting for their review. He stated that there was a lot of government interaction with this, between all the documents they had to provide and the reporting, which slowed progress as they went along. He stated that they had a community engagement meeting scheduled for December 11 and the purpose of the meeting was to have folks come in and talk about the grant and what it could do for their properties and how it could help them. He stated that it was also a way to reach out to property owners in the City and give them information on the grant.

Mr. Behnke gave an overview of the two (2) properties that they had worked on so far. He stated that they did not find any issues at 800 Lexington Avenue. He stated that they did a Phase One environmental assessment at that property. He stated that 237 Foreman Street was a sizable property just south of Steel Hands Brewery. He stated that he was told that Steel Hands Brewery might have some interest in expanding into this property and the property owners also expressed to him that there might be other buyers as well. He stated that they were waiting to get DES approval and then EPA approval to move forward with the Phase Two assessment. He stated that at this point, it probably was not going to happen until after the first of the year, but that assessment would be soil and groundwater testing. He stated that once that was done, then hopefully that would be a vehicle to help the property owner be able to sell the property and then have a developer commit, come in and redevelop the property going forward.

Mr. Behnke stated that there were 37 potential properties throughout the City and they were scattered throughout the City. He stated that one of the properties was 1800 State Street, which was an old gas station. He stated that it was a perfect type of property to potentially reuse. He stated that the whole idea was to have the assessment paid for by the grant and motivate the property owner to want to do something with their properties, redevelop and turn them into something other than what they were, especially if they were just vacant and blighted properties. He stated that the challenge was getting property owners motivated to do something with their property. He stated that the grant was for \$500,000 which was a lot of money to spend on environmental assessment. Mr. Behnke stated that an old factory or landfill were properties that a lot of money could be spent on for an assessment but the small properties were just little pin pricks here and there. He stated that they had monthly calls with the EPA who had experienced some turnover so they had a new project manager who had been very patient with them. He stated that they did update the EPA and they seemed content that they were making a sincere effort to get property owners involved and engaged but the EPA did want to see some progress. He stated that in the contract, after 18 months, S&ME could get reviewed to see if they were spending the money. He stated that the EPA would have the option to cancel the grant if they wanted to but they were not there. Mr. Behnke stated that they were trying to reach out to local realtors and commercial realtors in the area to let them know, because they were the movers and shakers in town and they were selling these properties.

Mayor Partin stated that the City worked very hard and long to get the Brownfields grant and they would not be turning that grant back in so whatever they needed to do to connect property owners to real estate agents, Council would love for S&ME to be doing that. She stated that the grant was a great economic development engine and was designed by the EPA to help bring new life to blighted properties and create an adaptive reuse of some sort for the property. She stated that she brought to Council an option to encourage landowners to make sure that blighted properties did not just sit but the Council did not want to do that and that was certainly Council's prerogative. She stated that the City won this grant money and she would love to make sure they were doing whatever they needed to be doing to support those landowners to know how this was a great resource for them to be able to do cool and unique things with their property, maybe just even above sending mailers out.

Ordinances

- A. Discussion and Approval of Ordinance 2024-11 Amending the Zoning Map and Rezoning Property Located on Fish Hatchery Road (Tax Map Number 006896-02-035) from RG-1 to M-1 – Second Reading

Interim City Manager Crosland stated that the owner of Browns Creek Properties had requested a map amendment to rezone property located on Fish Hatchery Road from RG-1 to M-1 and this was Second Reading.

Council Member Sox made a motion to approve the rezoning on Second Reading. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

Interim City Manager Crosland thanked the Cayce Woman's Club for providing breakfast that morning for the City's Utilities staff. He stated that he received some kudos for Battalion Chief Wakeman with the City's Fire Department. He stated that Battalion Chief Wakeman answered a call for service to aid an elderly citizen who had fallen in his yard and he not only helped the citizen medically, but also helped him back inside his house. He stated that the elderly citizen was having issues with his TV and could not get it working so Battalion Chief Wakeman made a simple remote control fix. He stated that he demonstrated the care and kindness of the City's team to go out and do the little things which meant a lot to the citizens. He stated that Tom Chumney, a vice president of Haven Homes, reached out to Mayor Partin and expressed his appreciation for the City's Utilities team for going above and beyond of what he was normally used to. He stated that Shelly Smith, the City's Business License Administrator, had just graduated from the South Carolina Economic Development Institute and they were very proud of her and looked forward to her using that wisdom to help the City. Interim City Manager Crosland stated that the Finance Department had

completed the fiscal year 23/24 audit and was finalizing that annual comprehensive financial report which would be on the City's website very soon. He stated that staff had already kicked off the 25/26 FY budget process. He stated that Interim Deputy City Manager Conley wanted to thank the Parks team for planting plants at the signs at City Hall. He stated that the City recently had an unveiling of the 12,000 Year History Park's visitor center design. He stated that Mayor Partin spearheaded that project and the City was thankful for the hard work of Senator Nikki Setzler and Representative Micah Caskey helping the City to get money for that and thankful for the donation from the Daniel and Susan F. Boyd Foundation.

Mayor Partin stated that \$2.155 million in donations was certainly a blessing to get to help spearhead. She stated that the 12,000 Year History Park was a piece of property between the Cayce Tennis Center and the Congaree River. She stated that in that one (1) square mile, there was proof of habitation from 12,000 years ago and also proof of Civil War and Revolutionary War battles. She stated that most of those pieces of property in the country had been built over or forgotten so thank you to the River Alliance for having that vision. She stated that Dominion, formerly SCANA, donated the land to the City and they had slowly been moving forward on figuring out how to protect that land further and how to make sure to tell the important stories of what happened there. She stated that Senator Setzler and Representative Caskey helped get money from the State for some site preparation work and that certainly mattered but then the Boyd Foundation was very excited to work together to bring the building to fruition. She stated that the person who spearheaded the project and helped move it forward was Ozzie Nagler. She stated that he was an amazing man who had done work around the world and he drew the original concepts. She stated that the Visitors Center would have a museum space and a theater as well as a classroom space or a meeting space. She stated that it was a lovely design and it worked beautifully with the natural, cultural and historical significance of the site there. She stated that the City was excited to have the groundbreaking after the first of the year and have Mr. Nagler there to see the building come to fruition.

Council Comments

Council Member Thomas stated he just got back from the National League of Cities Summit in Tampa and learned a lot. He stated that there were cities that had a cemetery task force that involved city employees and stakeholders in the community who work with universities and companies that have ground penetrating radar technology and they work with private property owners to verify cemetery sites. He stated that some cities had purchased cemeteries to preserve property or were able to dedicate them as park space to prevent anyone from building on the cemeteries. He stated that the City of Cayce hired Stantec in 2022 to complete a survey of historic African American cemeteries and in their research they stated that most of the cemeteries in the City needed to be further investigated with ground penetrating radar technology. He stated that he would love if the City could continue to work and finish a

job and not allow this to be a halfway thing, because he had a lot of constituents who had reached out to him in regard to wanting more answers on where these cemeteries were, with knowing that the last records were saying that the City needed to further dig in for more information. Council Member Thomas stated that if the City could create a task force and look for grant money, and work with universities and companies that had the technology, he would love for the City to dig further, because there were people in the City that were older and had knowledge of where these cemeteries potentially were and the last thing he wanted was for them to pass away and the City did not give them the closure that they deserved.

Council Member Thomas stated that he spoke with a number of people at the conference that had City Youth Councils. He stated that he knew that was more so a mayor thing and he would be honored to work with Mayor Partin on this. He stated that he was not sure if Mayor Partin had a Youth Council in the past, but he would love to work with her to try to get something going again. He stated that working with the youth would help the City continue to elevate with the times. He stated that they needed to engage with the youth and get them engaged in the amazing City events for them to participate in. He stated that he would be one of Mayor Partin's foot soldiers and he would do whatever he could to support so the City could have an amazing youth council with BC High School and Airport High School. He stated that there were cities that were building relationships with the banks in their community and finding ways for these banks to help their citizens. He stated that the banks, working with the city, were educating their citizens on loans, what to watch for and not be scammed in predatory loans, how to build up their credit, how to improve and how to build up an emergency fund. Council Member Thomas stated that the banks also partnered with school districts to educate parents on child savings accounts, like the State's five to nine future state and scholars' plan. He stated that his belief was, if the City could help one family take that financial step from one level to the next, they were doing an amazing job as a city. He stated that he was there to help the City work with any partnerships and whatever they could do to sit down with them to figure out how to help residents, he would love to be a part of that conversation.

Council Member Thomas stated that one city had an ordinance where they had business criteria for awarding major bids to a company. He stated, for example, projects that were ten million and higher, the winning bid must have met certain criteria, regarding how involved and invested they were in the community and how many of their employees actually lived in that city. He stated that they did this because it was taxpayer dollars being used for those projects so they wanted to make sure those companies were invested in the city. He stated that he thought that was very interesting. He stated that he was still learning the City's procurement process but thought it was amazing what some cities were doing. He stated that he learned a lot from the National League of Cities Conference and was very excited to continue to go to more conferences, like the State's Municipal Association Conference, and he was going

to continue to learn to bring great information back to the citizens, because he was competitive and he knew the City of Cayce had so much more to offer its citizens.

Council Member Thomas stated that he was holding a hot dogs and handshakes event on December 1 from 2pm to 4pm at Burnette Park. He stated that Interim City Crosland and Police Chief Herbert Blake would be there. He stated that the event was sponsored by Something Borrowed, a business in the City. He stated that Keep the Midlands Beautiful was looking for school students to submit a mural design. He stated that he had partnered with them to bring a mural to his district to help bring more tourism and business to the City. He stated that if they did not get any submissions, the City could potentially lose the opportunity so if anyone knew a student that loved to draw tell them to submit a mural design so they could continue to beautify the City of Cayce.

Council Member Sox stated that he had the privilege of going to the National League of Cities Conference as well. He stated that he attended some good economic development sessions and toured their riverwalk which was a little bit different than the city's Riverwalk. He stated that it was vast and had a lot of businesses along it, which would be awesome for the City to be able to bring some businesses to the Midlands Riverwalk since the City prioritized nature in its Riverwalk. He stated that he also attended a session on moving the needle on housing and diversifying housing stock and learned best practices on that and getting people up to speed. He stated that one of the communities talked about how they were able to bring developers together with community members, religious groups and local businesses and the developers talked to them about how they look at a project from a development standpoint and what they had to get out of the property to be able to properly develop it and take in from the community members what they want to see to preserve what was there.

Council Member Sox stated that he attended one session called Buy Local, Thrive Local which sounded like the Greater Cayce West Columbia Chamber's motto of love local. He stated that he also had some great discussions with other elected officials and staff members from around the country about TIF and learned about multi county business parks, both of which were some things that he thought could be influential and impactful on the Airport Boulevard corridor and possibly the Charleston Highway corridor to continue some of the efforts that had been done on Knox Abbott Drive. Council Member Sox stated that the press conference with the School District, the Chamber, Cypress and all those involved at the 800 Lexington Avenue lot was great. He stated that it was great being able to hear from former teachers at the school and learn about the history of it. He stated that he thought it would be a really exciting development.

Council Member Carter thanked Council Member Thomas for mentioning the African American Cemetery project and stated that he fully supported the continuation of the final work already done to not only identify but recognize those particular

cemeteries. He thanked Interim City Manager Crosland and Mayor Partin and Council for recognizing Laird Thompson, Vanessa Mota and Juan Rivera. He stated that it really brought a good spirit to the room when Council recognized folks in the community and he thought Council was going to continue that and it was really appreciated. He stated that great things were being done and they were going to start working a little tighter with the School District, to mention some good things going on there. He stated that they were going to talk more about that in the future.

Mayor Partin asked Interim City Manager Crosland if he could re-share the document from the African American Cemetery study because she did not want there being any misperceptions. She stated that the study was very comprehensive and she did not think there was anyone that did not get to contribute to it. She stated that there was extensive community involvement and that was how they found what they did and were able to locate those cemeteries. She stated that the work was largely done and the involvement from citizens was not missing. She stated that it was well done by the museum and the consultants that were involved with it. Mayor Partin stated that she was wearing her pin that the Doves, the young girl's group at Cayce elementary that one of the City's female school resource officers started, and they gave her that pin on induction night. She stated that she just got reminded of something about young girls, and sometimes they needed to encourage each other. She stated that she sat there as Mayor, to remind them that even when those around you might lie about you or say unkind things about you or name call you, that you still had to keep doing what was right. She stated that you still keep believing in being kind and in making a difference. She stated that it mattered and thanked SRO Cochran who started that group.

City Attorney Crowe stated that there were two (2) items for Executive Session that were inadvertently omitted on the electronic reproduction of the agenda. He stated that discussion of a matter covered by the attorney client privilege and discussion of negotiations incident to an agreement with DOT concerning the Avenues Drainage Project, needed to be discussed in Executive Session, if Council could consider those. Mayor Partin stated that if those items had not been put out electronically to the citizens, could they wait until the next meeting to ensure that they were sharing with the citizens what Council was doing. City Attorney Crowe stated that the attorney client privilege matter would be a little bit time sensitive. Mayor Partin asked if it was something that there would be any action on that the citizens should know about or would that action happen later so the citizens were aware of anything that might happen. City Attorney Crowe stated that it would not necessitate a motion coming out of Executive Session but it was related to the Council's business relationship with the City Attorney.

Council Member Sox made a motion to add said matter to action under attorney client privilege for Executive Session. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

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.

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

Reconvene

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

Possible actions in follow up to Executive Session

There were no actions in follow up to Executive Session.

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 6:02pm.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk

2025 Cayce Calendar Contest Winners

Name	Title of Photo	Month
Kevin White	Pathways	January
Chip Slaughter	Cayce Train Trestle over Congaree River	February
Lindsay McDade	Muffin and Art	March
Charles Hite	Century Plant	April
Charles Hite	Congaree Creek	May
Ricky Rhodes	City of Cayce	June
Kevin White	Goose	July
Lisa McVety	Under the Sea Mural	August
Ricky Rhodes	CSX Railroad Bridge	September
Charles Hite	Cayce Bait and Tackle	October
Kevin White	Train Station	November
Ricky Rhodes	Cayce Water Tower	December

Ricky Rhodes, the grand prize winner, receives a \$200.00 check and his winning photo, City of Cayce, is featured on the cover of the calendar.

All other winners receive a \$50.00 check.

Memorandum

To: Mayor and Council

From: James Crosland, Interim City Manager
Michael Conley, Interim Deputy City Manager

Date: December 3, 2024

Subject: First Reading of an Ordinance to amend Section 6.6 Table 2, Schedule of Uses and Off-Street Parking Requirements for Commercial, Industrial & Development Districts to include bowling centers as a permitted use in the C-3 (Central Commercial) zoning district

Issue

Council approval is needed for the First Reading of an Ordinance to amend Section 6.6 Table 2, Schedule of Uses and Off-Street Parking Requirements for Commercial, Industrial & Development Districts to include bowling centers as a permitted use in the C-3 (Central Commercial) zoning district.

Discussion

Staff believes that the current restriction on bowling centers in the C-3 district is outdated and needs to be amended. Updating the Ordinance will support the growth of both new and existing businesses, boosting the local economy.

The only bowling center in Cayce is located in the C-3 district but is considered a "nonconforming use." This means it doesn't fully comply with zoning rules, which could limit its ability to make improvements or expansions.

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 is often part of larger entertainment centers that include arcades and restaurants. Staff recommends moving forward with the zoning change to allow bowling centers in the C-3 district.

The Planning Commission held a regularly 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. There was no one from the public to speak for or against the text amendment.

Recommendation

The Planning Commission unanimously voted to recommend that Council approve

the request to amend Section 6.6 Table 2, Schedule of Uses and Off-Street Parking Requirements for Commercial, Industrial & Development Districts to include bowling centers as a permitted use in the C-3 (Central Commercial) zoning district.

STATE OF SOUTH CAROLINA)	ORDINANCE 2024-13
)	Amending Section 6.6 Table 2
COUNTY OF LEXINGTON)	Schedule of Uses and Off-Street
)	Parking Requirements for
CITY OF CAYCE)	Commercial, Industrial &
)	Development Districts

WHEREAS, Council has determined that it is in the best interest of the public to amend Section 6.6 Table 2 Schedule of Uses and Off-Street Parking Requirements for Commercial, Industrial & Development Districts to revise language to allow bowling centers (NAICS 713950) as a permitted use in the C-3 (Central Commercial) zoning district;

WHEREAS, the Planning Commission held a regularly scheduled public hearing on this request to receive comments from the public; and

WHEREAS, the Planning Commission met on November 18, 2024, to review public comments and vote on recommending the amended Section 6.6 Table 2 Schedule of Uses and Off-Street Parking Requirements for Commercial, Industrial & Development Districts of the Cayce Zoning Ordinance and that they do recommend this amendment with the revision made to the draft document as shown on the attached pages,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, that Section 6.6 Table 2 Schedule of Uses and Off-Street Parking Requirements for Commercial, Industrial & Development Districts is hereby amended as shown on the attached document.

This Ordinance shall be effective from the date of second reading approval by Council.

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2024.

Elise Partin, Mayor

Attest:

Mendy Corder, CMC, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

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

Section 6.6 Table 2, Schedule Of Uses And Off-Street Parking Requirements for Commercial, Industrial & Development Districts

	NAICS	C-1	C-2	C-3	C-4	M-1	M-2	D-1	Required off-Street Parking Space(s)
Golf courses & Country Clubs	71391	N	N	P	P	P	N	P	5.0 per hole
Marinas	71393	N	N	N	N	P	P	P	1.0 per slip
Public parks & playgrounds	71394	P	P	P	P	P	P	P	1% land area
Physical fitness facilities	71394	N	P	P	P	P	N	N	1.0 per 300 s.f. GFA
Bowling centers	71395	N	N	NP	P	P	N	N	5.0 per lane
Coin operated amusement, non-cash payouts	71399	N	P	P	P	P	N	N	1.0 per 200 s.f. GFA
All other Amusement & Recreational Industries	71399	N	N	P	P	P	N	N	1.0 per 200 s.f. GFA
Sector 72: Accommodation and Food Services									
Accommodations	721								
Hotels & motels	72111	N	N	P	P	P	N	N	1.0 per rental unit
Bed and Breakfast Inns	721191	P	N	P	P	P	N	N	1.5 per bedroom
Camps & recreational vehicle parks (Sec.7.11)	72121	N	N	N	N	S	N	S	Not applicable
Rooming & boarding houses, dormitories, group housing	72131	N	N	N	P	P	N	N	1.0 per bedroom
Eating Places	7221-3	N	P	P	P	P	P	N	1.0 per 150 s.f. GFA
Drinking Places	7224	N	N	P	P	P	P	N	1.0 per 150 s.f. GFA
Sector 81: Other Services (except Public Administration)									
Auto repair & maintenance	8111	N	N	N	P	P	P	N	1.0 per 500 s.f. GFA
Car washes (multiple bay)	811192	N	N	N	P	P	P	N	None
Car Washes, Single Bay, Fully Automated (Section 7.13)	811192	N	N	C	C	N	N	N	Maximum of 2
Other Repair	8112-4	N	P	P	P	P	P	N	1.0 per 350 s.f. GFA
Personal & Laundry services	812								
Personal Care Services	8121	N	P	P	P	P	N	N	2.5 per chair or basin
Body piercing facilities and Tattoo facilities	812199	N	N	N	N	P	N	N	1.0 per 350 s.f. GFA
Funeral Homes & services	81221	P	N	N	P	P	N	N	5.0, plus 1.0 per 2 seats main assembly
Cemeteries	81222	N	N	N	P	P	N	P	None

Memorandum

To: Mayor and Council

From: Jim Crosland, Interim City Manager

Date: December 3, 2024

Subject: Approval of Fund Balance Policy for the General Fund

ISSUE

Council's approval is needed to approve a Fund Balance Policy for the City's General Fund.

DISCUSSION

During the second reading of the FY 2024-2025 budget, the Council requested staff to create a formal Fund Balance Policy for the purpose of defining the City's General Fund reserve levels.

This Fund Balance Policy will ensure that the City maintains an adequate level of reserves 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 or unexpected grant matches
- Demonstrating a commitment to long-term financial planning objectives

The Finance Department conducted a risk analysis on the General Fund using guidelines from various sources as defined in Section 7 of the policy.

It is staff's recommendation that the Fund Balance level on the General Fund be set not to exceed the amount equal to six (6) months of either budgeted expenditures in the most recent adopted General Fund budget or six (6) months of actual expenditures based on the immediately preceding fiscal year ended, whichever is greater. Any excess fund balance beyond this recommendation will automatically be designated to the General Fund's Capital Improvement Plan (CIP) as authorized by Council through the annual budget process. City staff is currently working on the CIP, which will be included in the FY2025-2026 budget process for Council's review and recommendation.

RECOMMENDATION

Staff recommends Council approve the Fund Balance Policy for the City's General Fund in 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 Fund's Capital Improvement Plan.

STATE OF SOUTH CAROLINA)	RESOLUTION
)	AUTHORIZING THE IMPOSITION OF
COUNTY OF LEXINGTON)	FUND BALANCE POLICY OF THE CITY
)	OF CAYCE, SOUTH CAROLINA; AND
CITY OF CAYCE)	OTHER MATTERS RELATING
)	THERE TO

WHEREAS, the City of Cayce, South Carolina (the “City”) is a municipal corporation organized and existing under South Carolina; and

WHEREAS, pursuant to the provisions of Section 5-7-30 of the Code of Laws of South Carolina, 1976, as amended, the City is authorized to “enact regulations;” and

WHEREAS, the City intends to adopt certain financial regulations related to its general fund, particularly related to fund balance; and

WHEREAS, such policy has been developed to provide guidance to the City with respect to cash flow sufficiency, limiting revenue shortfalls, planning for contingencies and financial planning and management.

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

Recitals. Each finding or statement of fact set forth in the recitals hereto has been examined and has been found to be in all respects true and correct.

1. **Implementation.** The City shall implement its Fund Balance Policy – General Fund (the “Policy”), the form of which is attached hereto as Exhibit A and fully incorporated herein by reference. The Policy shall take effect as of the passage of this Resolution.

2. **Modification.** Any modification to the Policy shall be undertaken by and through subsequent amendatory actions of the City Council of the City of Cayce, as the governing body of the City.

ADOPTED this _____ day of _____ 20__.

Elise Partin, Mayor

ATTEST:

Mendy Corder, Municipal Clerk

Approved as to form: _____
City Attorney



CITY OF CAYCE, SOUTH CAROLINA FUND BALANCE POLICY – GENERAL FUND

SECTION 1. POLICY PURPOSE

The City of Cayce (the “City”), acting through City Council as its governing body (the “Council”), desires to maintain a prudent level of financial resources to guard its stakeholders against service disruption in the event of unexpected temporary revenue shortfalls or unpredicted one-time expenditures. In addition, this policy is intended to document the appropriate Reserve level to protect the City’s credit worthiness and provide adequate cash flow based upon the traditional operating cycle. Reserves are accumulated and maintained to provide stability and flexibility to respond to unexpected adversity and/or opportunities and to minimize the potential to incur with short-term cash borrowing. Standard & Poor’s Global Rating Services and Moody’s Investors Service analysis, in addition to Government Finance Officers Association (GFOA), recommends the establishment of a formal fund balance policy to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates.

This policy will ensure that the City maintains an adequate level of Fund Balance (as defined below) 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 or unexpected grant matches; and
- Demonstrating a commitment to long-term financial planning objectives.

SECTION 2. DEFINITIONS

- 2.1 “Fund Balance” is defined as the difference between the governmental fund’s assets and liabilities.
- 2.2 Types of Fund Balance (Governmental Funds): An accounting distinction is made between the portions of governmental fund balance that is spendable and non-spendable. Governmental Accounting Standards Board (GASB) Statement 54 establishes Fund Balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds.
- 2.2(a) “Non-Spendable”: Amounts cannot be spent because they are either (a) not in a spendable form, or (b) legally or contractually required to be maintained intact. (i.e. inventory and prepaid items)
- 2.2(b) “Restricted”: Amounts that have limitations imposed on their use either by law, through the authorizing legislation, or through external restrictions imposed by creditors, grantors or laws and regulations of other governments. (i.e. grants and debt proceeds)
- 2.2(c) “Committed”: Amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Council through the passage of an ordinance or resolution. Only the Council may modify or rescind the commitment, through an approval of equal dignity (i.e. only an ordinance can amend or revise an ordinance, and a resolution can amend or revise a resolution).
- 2.2(d) “Assigned”: Amounts that are constrained by the City’s intent to use funds for specific purposes but are not classified as restricted or committed. Intent can be expressed by the Council or by an official or body to which the Council delegates the authority. (i.e. funds assigned for specific capital projects)
- 2.2(e) “Unassigned”: The residual amount when the balances do not meet any of the above criteria. Unassigned fund balance is the amount that is available for public purposes.
- 2.2(f) “Unrestricted Fund Balance”: All Committed, Assigned and Unassigned Fund Balance in the aggregate.

- 2.3 “Governmental Fund” or “General Fund”, terms which can be used interchangeably, is the primary operating fund of the City. It accounts for all activity, unless it is required to be accounted for in other funds. City services such as public safety, street maintenance, community services, police, fire, and general government activities are accounted for in the General Fund.
- 2.4 “Reserves” are surplus governmental fund revenues accruing to the City at the end of each applicable fiscal year based upon GAAP.

SECTION 3. OBJECTIVES

- 3.1 The City recognizes that it is necessary to maintain sufficient Fund Balance to mitigate current and future financial risks such as revenue shortfalls and unanticipated expenditures.
- 3.2 The Unrestricted Fund Balance also provides cash flow liquidity for the City’s operations and creates greater potential for investment income.
- 3.3 A sufficient Unrestricted Fund Balance strengthens both short-term and long-term financial credit by helping to achieve the highest credit and bond ratings possible, which allows the City to be able to borrow at the lowest possible rate.
- 3.4 A “fund balance policy” promotes the long-term financial stability of the City by establishing consistent and clear guidelines.
- 3.5 Adequate Unrestricted Fund Balance will provide funding flexibility during unanticipated emergencies, natural disasters, immediate capital needs, or unanticipated grant matches.
- 3.6 Any funds in excess of the City’s minimum requirement for Unassigned Fund Balance in the General Fund shall be allocated to the General Fund Capital Improvement Plan as approved by Council in the City’s annual fiscal year budget.

SECTION 4. GUIDELINES

- 4.1 The City commits to maintain reserves required by law, ordinance, and/or bond covenants. If, at any time, this policy violates any law, ordinance, and/or bond covenant, the applicable law, ordinance, and/or bond covenant will supersede this policy.
- 4.2 The City Council hereby establishes a goal for the Unassigned Fund Balance in the General Fund in the amount of six (6) months of either budgeted expenditures in the most recent adopted General Fund budget or six (6) months of actual expenditures based on the immediately preceding fiscal year ended, whichever is greater.
- 4.3 All expenditures made using appropriation(s) from Unassigned Fund Balance will be at the discretion of Council through formal action, unless previously authorized by Council for expenditure within the City’s annual budget or other appropriation authorization.
- 4.4 In times of declared fiscal distress or a state of emergency, should Unassigned Fund Balance fall below the minimum as set forth Section 4.2 above, the City Manager shall implement a plan to restore the Unassigned Fund Balance to the goal level within thirty-six (36) months from the date of appropriation. The restoration plan shall be included in the annual budget until the goal level is reached. If the restoration of Unassigned Fund Balance cannot be completed within thirty-six (36) months without severe hardship to the City, the Council will establish an alternative restoration plan and may engage a financial consultant, as necessary, to help implement fiscal austerity measures.

SECTION 5. EXCESS OF RESERVES

In the event Reserves exceed the minimum Fund Balance requirements, at the end of each fiscal year, any excess Reserves may be used in the following manner:

- 5.1 Unassigned Fund Balance in excess of six (6) months of general fund operating expenditures shall be considered for expenditure based on a plan submitted by the City Manager to Council or through the authorization within the City's annual budget. The following expenditure types may be included in the plan to designate Unassigned Fund Balances:
- 5.1(a) Increase the pay-as-you-go contributions needed to fund capital projects in the City's General Fund Capital Improvement Plan.
 - 5.1(b) One-time expenditures that do not increase recurring operating costs that cannot be funded through current revenues. Emphasis will be placed on one-time uses that reduce future operating costs.
 - 5.1(c) Costs related to unanticipated events or projects in the current fiscal year that cannot be addressed with budgeted resources.
 - 5.1(d) Reasonable supplemental funding for existing capital projects that require additional resources before the next fiscal year in order to fund anticipated costs, avoid excessive delays, or improve service levels.
 - 5.1(e) Appropriations to lower the amount of bonds or debt service payments (all forms of debt).
- 5.2 Appropriation of Unassigned Fund Balance that would cause a deficiency in the minimum funding levels may only be used at the discretion of Council in dire circumstances in order to:
- 5.2(a) Provide resources to offset unforeseen revenue shortfalls in combination with expenditure reductions.
 - 5.2(b) Fund emergency expenditures during a natural disaster or infrastructure failure.
 - 5.2(c) Fund unanticipated grant opportunities in which a grant match is required and for which no other sources of funds are currently available.
- 5.3 When both Restricted and Unrestricted amounts of Fund Balance are available for use for expenditures incurred, it is the City's policy to use Restricted amounts first and then Unrestricted amounts as they are needed. For Unrestricted amounts of Fund Balance, it is the City's policy to use Fund Balance in the following order: 1) Committed, 2) Assigned, and 3) Unassigned.

SECTION 6. AUTHORITY AND MONITORING

- 6.1 The Council is responsible for the approval of financial policies which establish and direct the operations of the City. The City Manager is responsible for carrying out the policy directives of the Council and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the City Manager by the Municipal Treasurer.
- 6.2 At minimum, the City will measure its compliance with this policy on an annual basis during the City's budgeting process. During the fiscal year, the Finance Department shall closely monitor the City's revenues and expenditures to ensure Reserves are not used beyond any budgeted usage. If the target level of Reserves is not met at fiscal year-end or is not likely to be met at any point within a three-year time horizon, then during the annual budget process a plan to replenish the Reserve levels will be developed by collaboration among affected departments and the Finance Department based on the requirements outlined in this policy. The policy may, at any time, be modified by City Council as appropriate given current economic and financial risk factors.

SECTION 7. REFERENCES AND RESOURCES

- 7.1 The GFOA recommends, at a minimum, that general purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures. GFOA acknowledges that a government's particular situation may require a level of unrestricted fund balance (or reserves) in the general fund significantly in excess of this recommended minimum level. The City utilizes expenditures as a basis for its minimum calculation because it is more predictable than revenues. The City has established a higher six-month (50%) minimum balance

based upon (1) the volatility of its revenues in relation to economic downturns, (2) the perceived exposure to significant one-time outlays (such as natural disasters), (3) the potential impact on the City’s bond ratings, and (4) existing commitments and assignments related to liabilities for pension, employee benefits, debt service, etc. [Fund Balance Guidelines for the General Fund](#)

- 7.2 The Municipal Research and Services Center (MRSC) recommends that a minimum fund balance for the general fund should be no less than what will meet the average cash flow needs of the entity. Per their recommendation, this is typically no less than 60 days or two months (about 16.5% to 16.7%) of operating expenditures for the general fund and 45 days (about 12.3%) for the enterprise/utility funds. However, this recommendation is for operating costs and does not consider the impacts of debt which MSRC concedes, should be given ample consideration in a fund balance policy for the timing of these debt payments.
- 7.3 The Municipal Association of South Carolina (MASC) states that determining an appropriate fund balance requires looking at the weaknesses, risks and financial goals of the City, as well as understanding the local political beliefs and risk tolerance on funding matters. In the long run, a municipality will be well served by maintaining a reasonable fund balance, which helps to bridge cash flow, avoid interest costs from short-term borrowing, preserve a credit rating, and provide a buffer against revenue shortfalls or expenditure overruns. Though MASC does not offer specific fund balance levels, the City believes the current fund balance policy adheres to the considerations contemplated by MASC. [Setting the Right Fund Balance | MASC](#)
- 7.4 S&P and Moody’s both publish their criteria for rating Local Government bond issues. Both firms analyze and rate local government’s credit strength using a very similar criterion. Currently, the City’s water and sewer revenue bonds are rated by S&P, however Moody’s generally provides a more detailed breakdown of the rating criteria as it relates to general fund balance levels. Under Moody’s methodology, 30% of their initial rating assessment is derived from cash and fund balance. According to Moody’s scorecard (below), the “Aaa” rating (the highest) is associated with fund balances in excess of 35% of revenues. The “Aa” rating is associated with fund balances between 35% and 25%, and the “A” rating with 25% to 15%. Further, Moody’s documentation is clear that ratings analysts will consider local factors and other idiosyncrasies to arrive at the final rating. Thus, it is possible to have fund balances/cash below the range for a given rating yet still achieve that rating (or even a better rating).

	Weight	Aaa	Aa	A	Baa	Ba
Factor: Financial Performance (30%)						
Available Fund Balance Ratio (Available Fund Balance + Net Current Assets/Revenue) ^[4]	20%	≥ 35%	25% - 35%	15% - 25%	5% - 15%	0% - 5%
Liquidity Ratio (Unrestricted Cash/Revenue) ^[5]	10%	≥ 40%	30% - 40%	20% - 30%	12.5% - 20%	5% - 12.5%

- 7.5 GFOA’s [Rethinking Reserves](#), 2023. When considering minimum reserve balances, GFOA starts with “first principles”, or in other words, why do local governments have reserves in the first place? *The answer is to reduce volatility and uncertainty in public finances.* Uncertainty exposes a government to financial risks. GFOA has found that framing the reserve explicitly as a risk management tool and linking the reserve to concrete risks that decision-makers can appreciate is a great way to communicate why reserves are important. [GFOA Rethinking Reserves](#)

SECTION 8. POLICY JUSTIFICATIONS

This policy was created through a comprehensive risk assessment set forth by several guidelines as set forth in Section 7. The list below contains several key factors that affected this policy position:

Is the City dependent on cyclical or volatile revenue sources?

Yes, the City's General Fund is largely dependent on property tax revenues, which are due around January 15th of each year. The City must maintain adequate cash flow to bridge the gap between the start of the fiscal year on July 1st and the receipt of property tax revenues around January and February. This represents approximately 6-8 months of general fund operating expenditures and has been factored into the minimum Unassigned Fund Balance for the City's general fund. Another large revenue source for the City's General Fund is business licensing and franchise fees. Franchise fees are collected on a quarterly basis, causing cash flow delays. Business licenses, on the other hand, are largely received in April and May of each year.

Is the City vulnerable to natural disasters such as earthquakes, wildfires, landslides, or flooding?

Yes, the City has vulnerabilities related to flooding that have potential impacts on roads, stormwater drainage, parks, and infrastructure. This risk has been factored into the minimum fund balance requirements for the General Fund so that necessary repairs can be made in the case of a natural disaster. It is also important to note that the Federal Emergency Management Agency (FEMA) often will not reimburse the City for repairs related to natural disasters for 12-36 months after the repairs have been completed.

Will lenders, credit agencies, and others be evaluating the City's fund balance levels?

Yes, the City is consistently aggressive in its pursuit of grant funding, which often demands a sufficient level of reserves to support the grant-funded project until grant reimbursements can be received. The City also has stringent debt covenants and coverage ratios that are applicable to its utility revenue debt. Debt covenants can potentially create compliance issues, such as annual federal single audits until the loan balance is below a specified level

Similarly, if the City were to consider issuing a new bond, the fund balance and the fund balance policy will be a primary factor in the final rating outcome as referend in Section 7.3. Additionally, rating agencies conduct periodic surveillance analysis to provide an ongoing rating of existing debt. A reduction in fund balance and/or an inadequate fund balance policy could result in a reduced credit rating or credit outlook for existing bonds.

City of Cayce

2025 Council Meeting Dates

ITEM V. A.

The City of Cayce Council meets the first Tuesday of each month at 6:00 p.m. and the third Wednesday of each month at 5:00 p.m. Date and/or time may change due to conflicts in schedules. Citizens may meet with the Mayor at 5:00 p.m. prior to each Tuesday Council Meeting.

January 7, 2025
January 15, 2025
February 4, 2025
February 19, 2025
March 4, 2025
March 19, 2025
April 1, 2025
April 16, 2025
May 6, 2025
May 21, 2025
June 3, 2025
June 18, 2025
July 1, 2025
July 16, 2025
August 5, 2025
August 20, 2025
September 2, 2025
September 17, 2025
October 7, 2025
October 15, 2025
November 4, 2025
November 19, 2025
December 2, 2025
December 17, 2025

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

Other meetings may be called on an as needed basis. Meetings are held in Council Chambers located at 1800 12th Street, Cayce, SC unless otherwise noted. All meetings are open to the public.

City of Cayce 2025 Council Meeting Dates

The City of Cayce Council meets the first Tuesday of each month at 6:00 p.m. and the third Wednesday of each month at 5:00 p.m. Date and/or time may change due to conflicts in schedules. Citizens may meet with the Mayor at 5:00 p.m. prior to each Tuesday Council Meeting.

**January 22, 2025
February 4, 2025
February 19, 2025
March 4, 2025
March 19, 2025
April 1, 2025
April 16, 2025
May 6, 2025
May 21, 2025
June 3, 2025
June 18, 2025
July 8, 2025
August 5, 2025
August 20, 2025
September 2, 2025
September 17, 2025
October 7, 2025
October 22, 2025
November 4, 2025
November 19, 2025
December 2, 2025**

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

Other meetings may be called on an as needed basis. Meetings are held in Council Chambers located at 1800 12th Street, Cayce, SC unless otherwise noted. All meetings are open to the public.

Memorandum

To: Mayor and Council

From: Jim Crosland, Interim City Manager

Date: December 3, 2024

Subject: Extension of Terms of Intergovernmental Agreement for Animal Services

Issue

Council's approval is needed to accept the request from Lexington County to extend the terms of intergovernmental agreement for animal services.

Discussion

On October 8, 2013, the City Manager entered into an agreement with Lexington County for animal services. Lexington County is requesting that Council approve the extension of this agreement until further notice. The addition to the agreement states that:

1. The 2013 Agreement term shall be extended until such time as 120 days written notice of termination is given by either party to terminate the 2013 Agreement.
2. All other terms of the 2013 Agreement shall remain in effect.

Recommendation

Staff recommends Council approve the request from Lexington County to extend the terms of the 2013 Agreement for Animal Services.

Memorandum

To: Mayor and Council

From: James Crosland, Interim City Manager
Michael Conley, Interim Deputy City Manager
Monique Ocean Planning & Zoning Administrator

Date: December 3, 2024

Subject: Approval of acceptance of surety bonds and contractual agreement in lieu of completion of required improvements for the Dunbar Village subdivision

Issue

Council approval is needed for acceptance of the surety bonds and contractual agreement in lieu of completion of required improvements for the Dunbar Village subdivision.

Discussion

The Developer of the Dunbar Village subdivision would like to record a bonded plat and begin selling lots prior to the completion of the required improvements needed to support the lots.

Article 13 of the Cayce Land Development Regulations requires City Council to authorize a surety bond in the amount of 150% of the face value of the remaining improvements along with conditions before an incomplete plat may be bonded allowing the Developer to begin construction and sale of the lots.

The Developer has submitted the bond estimates for the amount needed to complete the improvements and an agreement to be finished within a set time frame. To secure and guarantee full and complete performance of the bond estimates, the Developer is providing the City with the surety bonds issued by The Gray Casualty & Surety Company. The bond estimates and the work remaining has been approved and verified by the Lexington County Land Development Department. The agreement and bond estimates have also been approved by the City Manager and the City Attorney.

Recommendation

Staff recommends Council give approval for the acceptance of the surety bonds for Dunbar Village subdivision, in lieu of completion of required improvements.

ITEM V. C.

STATE OF SOUTH CAROLINA)	AGREEMENT FOR COMPLETION OF
)	A SUBDIVISION AND FOR
COUNTY OF LEXINGTON)	PROVIDING OF A SURETY BOND OR
)	LETTER OF CREDIT
CITY OF CAYCE)	

THIS AGREEMENT is entered into this ____ day of December 2024, by and between Great Southern Homes (the "Developer") and the City of Cayce (the "City").

WHEREAS, the Developer is the owner of a tract of land in the City of Cayce commonly referred to as Dunbar Village (the "Project") with TMS# 005766-03-006; and

WHEREAS, the Developer is desirous of recording a plat (the "Plat") entitled "Bonded Plat" dated ____/____/2024, prepared by Civil Engineering of Columbia, depicting the Project identified as Dunbar Village; and

WHEREAS, the Developer is desirous of selling the lots depicted on the Plat (the "Lots") prior to the completion of all on-site and off-site Infrastructure (the "Infrastructure") necessary to support the Lots; and

WHEREAS, the Developer has entered into a contract and secured the necessary funds for the completion of the Infrastructure and the specifications for the completion of the same in accordance with the contract have been approved by the appropriate governmental authority,

NOW, THEREFORE, FOR AND IN CONSIDERATION of the above recitals, the receipt and sufficiency of which is acknowledged by the parties hereto, it is agreed as follows:

1. The Developer hereby certifies that the cost for completing the Infrastructure is \$272,052.32.
2. When a bond is used in lieu of completion of improvements, the City shall stipulate the period of time within when all of the required improvements shall be installed and approved by the appropriate agencies. In no event shall this time be longer than two (2) years.
3. The Developer agrees to complete the Infrastructure on or before August 9, 2026, and all such work shall be completed in accordance with the bond estimate (the "Estimate") submitted to the City, a copy of which is attached hereto as Exhibit "A" and Exhibit "B".
4. To secure and guarantee full and complete performance of the Estimate, the Developer is providing the City with a Bond/LOC issued by The Gray Casualty & Surety Company in the amount of \$408,078.47, a copy of which is attached hereto as Exhibit "C" and Exhibit "D".
5. Upon execution of this Agreement, the City will approve the Bonded Plat that will allow the Developer to file the Plat and engage in the sale of the Lots.
6. In the event the construction of the Infrastructure as described in Paragraph 2 is not fully

completed on or before August 9, 2026, the City may present the Bond/LOC for payment of such sums as are reasonably necessary to complete such construction. A determination that the completion of the construction has not been timely completed or a determination of the monetary amount necessary to complete construction shall be in the sole and exclusive discretion of the City.

7. All claims, disputes and other matters in question arising out of, or relating to this Agreement or the breach thereof shall be governed and controlled by the laws of the State of South Carolina. Jurisdiction for any action, which arises out of or relates to this Agreement for any reason whatsoever, shall be in the Court of Common Pleas for the State of South Carolina. Venue for any action that arises out of or relates to this Agreement for any reason whatsoever shall lie in Lexington County, South Carolina.
8. Upon completion of the Infrastructure and approval of the same by the City, the Agreement shall be deemed terminated and the Bond/LOC shall be returned to the Developer.

This Agreement shall inure to the benefit of and be binding upon the parties hereto, and their respective successors and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement as of the date entered above.

ATTEST:

Secretary

Witness

ATTEST:

Municipal Clerk

Witness

DEVELOPER:

Great Southern Homes

By: _____

Its: _____
(Title)

City of Cayce

By: _____

Its: Interim City Manager



cecola.com
 803.798.2820
 Post Office Box 1137
 Irmo, SC 29063

Dunbar Village
CEC # 21311
BOND ESTIMATE
September 9, 2024

The following is a complete breakout of the work remaining on the referenced project; this estimate is based on the approved plans and verified by an on-site inspection. The estimate shall bear the signature and seal of the engineer of record. The unit costs reflected below are the minimum that will be accepted by City of Cayce. Actual contract costs should be used if they are higher than the Unit Cost listed below. The surety bond shall not be reduced below 25% of the total construction costs of the infrastructure that will be maintained by Lexington County.

BASED ON VISUAL INSPECTION

Estimate for the total cost of the proposed County maintained infrastructure: \$451,200.00				
DESCRIPTION OF WORK/MATERIALS	QUANTITY	UNIT	UNIT PRICE (\$)	AMOUNT
BMP MAINTENANCE				
Inlet Protection	20	EA	150.00	\$3,000.00
Silt Fence	1471	LF	5.00	\$7,355.00
Street Sweeping	2400	LF	0.50	\$1,200.00
		SUB-TOTAL		\$11,555.00
PROJECT MAINTANENCE		LS	2 x Subtotal	\$23,110.00
SEDIMENT AND EROSION CONTROL				
Grassing	10	Acre	3,000.00	\$30,000.00
Matting	5612	SY	3.00	\$16,836.00
Silt Fence Rock Outlets	3	EA	1,000.00	\$3,000.00
		SUB-TOTAL		\$49,836.00
MISCELLANEOUS				
Striping	2	LS	600.00	\$1,200.00
CEPSCI Inspections	52	EA	100.00	\$5,200.00
Final Cleaning of SD Systems	2100	LF	6.50	\$13,650.00
		SUB-TOTAL		\$20,050.00

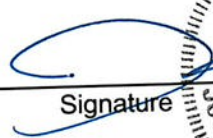
ROADWAY				
Tack	4726	SY	1.50	\$7,089.00
AC Surface (2.5")	4726	SY	18.00	\$85,068.00
Road Repair/Patch (5% of Total Asphalt)	236	SY	50.00	\$11,815.00
Curb Repair (10% of LF of Road)	325	LF	22.00	\$7,150.00
		SUB-TOTAL		\$111,122.00
MISCELLANEOUS				
Sidewalks	3051	LF	2.50	\$3,048.50
		SUB-TOTAL		\$3,048.50
SIGNAGE				
Street Sign	8	EA	160.00	\$1,280.00
Stop Sign	8	EA	160.00	\$1,280.00
Traffic Control Sign	4	EA	110.00	\$440.00
Buffer Sign		EA	35.00	\$0.00
		SUB-TOTAL		\$3,000.00
			TOTAL	\$210,168.50
ENGINEERING AND SURVEYING				
Final Plat, As-Builts, Staking, etc.	1	LS		\$14,711.80
As-Builts (7% of Total)				
		TOTAL		\$224,880.30
		City of Cayce Total @ 150%		\$337,320.44

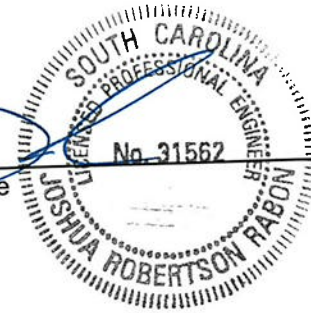
Engineering Certificate of Bond Estimate

I hereby certify that all installed road improvements, storm drain system, sediment and erosion control practices, water supply system improvements, and sanitary sewer system improvements (as applicable) serving Dunbar Village Subdivision, have been designed, constructed and all unfinished infrastructure will be constructed to meet or exceed the minimum standards required by the Lexington County Public Works/Stormwater Division, and a bond document with surety adequate to guarantee satisfactory completion of the remaining improvements shall be provided to Lexington County Council.

Based on visual inspection

09/09/2024 Joshua R. Rabon
Date Name of Project Engineer


Signature





**CIVIL
ENGINEERING of
COLUMBIA**

cecola.com
803.798.2820
3740-A Fernandina Rd.
Columbia, SC 29210

Dunbar Village Pond

CEC # 21311

BOND ESTIMATE

September 9, 2024

The following is a complete breakout of the work remaining on the referenced project; this estimate is based on the approved plans and verified by an on-site inspection. The estimate shall bear the signature and seal of the engineer of record. The unit costs reflected below are the minimum that will be accepted by City of Cayce. Actual contract costs should be used if they are higher than the Unit Cost listed below. The surety bond shall not be reduced below 25% of the total construction costs of the infrastructure that will be maintained by Lexington County.

BASED ON VISUAL INSPECTION

Estimate for the total cost of the proposed County maintained infrastructure: \$85,000.00				
DESCRIPTION OF WORK/MATERIALS	QUANTITY	UNIT	UNIT PRICE (\$)	AMOUNT
BMP MAINTENANCE				
Inlet Protection	3	EA	150.00	\$450.00
Silt Fence	200	LF	5.00	\$1,000.00
Sediment Basin/Trap Cleanout	3	EA	600.00	\$1,800.00
		SUB-TOTAL		\$3,250.00
PROJECT MAINTANENCE		LS	2 x Subtotal	\$6,500.00
SEDIMENT AND EROSION CONTROL				
Grassing	1	Acre	3,000.00	\$3,000.00
Matting	1296	SY	3.00	\$3,888.00
		SUB-TOTAL		\$6,888.00
MISCELLANEOUS				
Chainlink Fence with Gate	1007	LF	20.00	\$20,140.00
All Weather Access Road	314	SY	10.75	\$3,375.50
CEPSCI Inspections	52	EA	100.00	\$5,200.00
Final Cleaning of SD Systems	305	LF	6.50	\$1,982.50
		SUB-TOTAL		\$30,698.00


		TOTAL	\$44,086.00
ENGINEERING AND SURVEYING Final Plat, As-Builts, Staking, etc. As-Builts (7% of Total)	1	LS	\$3,086.02
		TOTAL	\$47,172.02
		City of Cayce Total @ 150%	\$70,758.03


Engineering Certificate of Bond Estimate

I hereby certify that all installed road improvements, storm drain system, sediment and erosion control practices, water supply system improvements, and sanitary sewer system improvements (as applicable) serving Dunbar Village Subdivision, Pond, have been designed, constructed and all unfinished infrastructure will be constructed to meet or exceed the minimum standards required by the Lexington County Public Works/Stormwater Division, and a bond document with surety adequate to guarantee satisfactory completion of the remaining improvements shall be provided to Lexington County Council.

Based on visual inspection

09/12/2024 Joshua R. Rabon
Date Name of Project Engineer

Signature 



No. 31562



The Gray Insurance Company
The Gray Casualty & Surety Company

Subdivision Bond

Bond Number: GSA5800296

KNOW ALL PERSONS BY THESE PRESENTS, that we, Great Southern Homes, Inc., as Principal and The Gray Casualty & Surety Company, a Louisiana corporation, as Surety, are held and firmly bound unto City of Cayce, SC, as Obligee, in the sum of: Three Hundred Thirty Seven Thousand Three Hundred Twenty Dollars and 44/100 \$337,320.44 for the payment whereof said Principal and Surety bind themselves, jointly and severally, as provided herein.

WHEREAS, in order to file a plat or subdivision map, or to obtain a permit, the Principal has entered into a contract with the Obligee which requires the Principal make certain improvements to the land as more particularly set forth in Dunbar Village (hereinafter referred to as the "Contract").

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall construct the improvements described in the Contract within time period granted by Obligee, then this obligation shall be void, otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that this bond is subject to the following conditions:

1. The Principal is in Default under the contract;
2. The Obligee has declared the Principal to be in Default and has given written notice to the Principal and Surety of such declarations;
3. The Obligee has performed its obligations under the Contract;

When the Obligee has satisfied the conditions above, the Surety shall have a reasonable time to take one of the following actions:

1. Complete or cause the completion of the Contract; or
2. Waive its right to perform and complete, or cause completion, and with reasonable promptness under the circumstances: (a) after investigation, determine the amount for which it may be liable to the Obligee and make payment to the Obligee; or (b) deny liability in whole or in part and notify the Obligee, citing reasons for denial.

This bond runs to the benefit of the named Obligee only, and no other person shall have any rights under this bond.

This bond is not a forfeiture obligation. The liability of the Surety shall in no event exceed either the penal sum of the bond or the reasonable cost of completing the improvements described in the Contract not completed by the Principal, whichever is less.

The Surety agrees that no change, extension of time, alteration, addition, omission, or other modification of the terms of the said Contract or in the said work to be performed, or in the specifications, or in the plans, shall in anywise affect its obligation on this Bond, and it does hereby waive notice of any such changes, extensions of time, alternations, additions, omissions, and other modifications.

Signed and sealed this 19th day of November, 2024.

Great Southern Homes, Inc. _____

Principal

By: _____



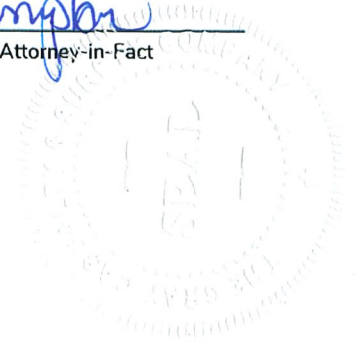
The Gray Casualty & Surety Company _____

Surety

By: _____



Lacey L Hampton, Attorney-in-Fact



**THE GRAY INSURANCE COMPANY
THE GRAY CASUALTY & SURETY COMPANY**

GENERAL POWER OF ATTORNEY

Bond Number: GSA5800296 **Principal:** Great Southern Homes

Project: Dunbar Village

KNOW ALL BY THESE PRESENTS, THAT The Gray Insurance Company and The Gray Casualty & Surety Company, corporations duly organized and existing under the laws of Louisiana, and having their principal offices in Metairie, Louisiana, do hereby make, constitute, and appoint: **Justin Benjamin, Lauren Brashier, Jason Knox, Brantlee Lybrand, Dawn-Denise Szpisjak, Lacey L. Hampton, and Charles D. Welch of Greenville, South Carolina jointly and severally** on behalf of each of the Companies named above its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its deed, bonds, or other writings obligatory in the nature of a bond, as surety, contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed the amount of \$25,000,000.00.

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both The Gray Insurance Company and The Gray Casualty & Surety Company at meetings duly called and held on the 26th day of June, 2003.

“RESOLVED, that the President, Executive Vice President, any Vice President, or the Secretary be and each or any of them hereby is authorized to execute a power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings, and all contracts of surety, and that each or any of them is hereby authorized to attest to the execution of such Power of Attorney, and to attach the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be binding upon the Company now and in the future when so affixed with regard to any bond, undertaking or contract of surety to which it is attached.

IN WITNESS WHEREOF, The Gray Insurance Company and The Gray Casualty & Surety Company have caused their official seals to be hereinto affixed, and these presents to be signed by their authorized officers this 4th day of November, 2022.



By:

Michael T. Gray
President
The Gray Insurance Company

Cullen S. Piske
President
The Gray Casualty & Surety Company



State of Louisiana

ss:

Parish of Jefferson

On this 4th day of November, 2022, before me, a Notary Public, personally appeared Michael T. Gray, President of The Gray Insurance Company, and Cullen S. Piske, President of The Gray Casualty & Surety Company, personally known to me, being duly sworn, acknowledged that they signed the above Power of Attorney and affixed the seals of the companies as officers of, and acknowledged said instrument to be the voluntary act and deed, of their companies.



Leigh Anne Henican
Notary Public
Notary ID No. 92653
Orleans Parish, Louisiana

Leigh Anne Henican
Notary Public, Parish of Orleans State of Louisiana
My Commission is for Life

I, Mark S. Manguno, Secretary of The Gray Insurance Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 19th day of November, 2024.

I, Leigh Anne Henican, Secretary of The Gray Casualty & Surety Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 19th day of November, 2024.





The Gray Insurance Company
The Gray Casualty & Surety Company

Subdivision Bond

Bond Number: GSA5800297

KNOW ALL PERSONS BY THESE PRESENTS, that we, Great Southern Homes, Inc., as Principal and The Gray Casualty & Surety Company, a Louisiana corporation, as Surety, are held and firmly bound unto City of Cayce, SC, as Obligee, in the sum of: Seventy Thousand Seven Hundred Fifty Eight Dollars and 03/100 \$70,758.03 for the payment whereof said Principal and Surety bind themselves, jointly and severally, as provided herein.

WHEREAS, in order to file a plat or subdivision map, or to obtain a permit, the Principal has entered into a contract with the Obligee which requires the Principal make certain improvements to the land as more particularly set forth in Dunbar Village Pond (hereinafter referred to as the "Contract").

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall construct the improvements described in the Contract within time period granted by Obligee, then this obligation shall be void, otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that this bond is subject to the following conditions:

1. The Principal is in Default under the contract;
2. The Obligee has declared the Principal to be in Default and has given written notice to the Principal and Surety of such declarations;
3. The Obligee has performed its obligations under the Contract;

When the Obligee has satisfied the conditions above, the Surety shall have a reasonable time to take one of the following actions:

1. Complete or cause the completion of the Contract; or
2. Waive its right to perform and complete, or cause completion, and with reasonable promptness under the circumstances: (a) after investigation, determine the amount for which it may be liable to the Obligee and make payment to the Obligee; or (b) deny liability in whole or in part and notify the Obligee, citing reasons for denial.

This bond runs to the benefit of the named Obligee only, and no other person shall have any rights under this bond.

This bond is not a forfeiture obligation. The liability of the Surety shall in no event exceed either the penal sum of the bond or the reasonable cost of completing the improvements described in the Contract not completed by the Principal, whichever is less.

The Surety agrees that no change, extension of time, alteration, addition, omission, or other modification of the terms of the said Contract or in the said work to be performed, or in the specifications, or in the plans, shall in anywise affect its obligation on this Bond, and it does hereby waive notice of any such changes, extensions of time, alternations, additions, omissions, and other modifications.

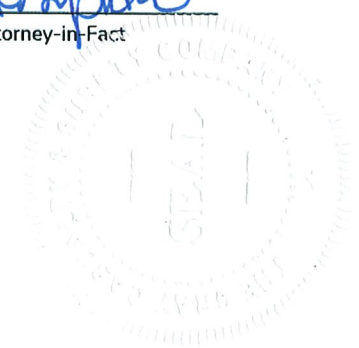
Signed and sealed this 19th day of November, 2024.

Great Southern Homes, Inc.
Principal

By: 

The Gray Casualty & Surety Company
Surety

By: 
Lacey L Hampton, Attorney-in-Fact



**THE GRAY INSURANCE COMPANY
THE GRAY CASUALTY & SURETY COMPANY**

GENERAL POWER OF ATTORNEY

Bond Number: GSA5800297 **Principal:** Great Southern Homes
Project: Dunbar Village Pond

KNOW ALL BY THESE PRESENTS, THAT The Gray Insurance Company and The Gray Casualty & Surety Company, corporations duly organized and existing under the laws of Louisiana, and having their principal offices in Metairie, Louisiana, do hereby make, constitute, and appoint: **Justin Benjamin, Lauren Brashier, Jason Knox, Brantlee Lybrand, Dawn-Denise Szpisjak, Lacey L. Hampton, and Charles D. Welch of Greenville, South Carolina jointly and severally** on behalf of each of the Companies named above its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its deed, bonds, or other writings obligatory in the nature of a bond, as surety, contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed the amount of \$25,000,000.00.

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both The Gray Insurance Company and The Gray Casualty & Surety Company at meetings duly called and held on the 26th day of June, 2003.

"RESOLVED, that the President, Executive Vice President, any Vice President, or the Secretary be and each or any of them hereby is authorized to execute a power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings, and all contracts of surety, and that each or any of them is hereby authorized to attest to the execution of such Power of Attorney, and to attach the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be binding upon the Company now and in the future when so affixed with regard to any bond, undertaking or contract of surety to which it is attached.

IN WITNESS WHEREOF, The Gray Insurance Company and The Gray Casualty & Surety Company have caused their official seals to be hereinto affixed, and these presents to be signed by their authorized officers this 4th day of November, 2022.



By:

Michael T. Gray

Michael T. Gray
President
The Gray Insurance Company

Cullen S. Piske

Cullen S. Piske
President
The Gray Casualty & Surety Company



State of Louisiana

ss:

Parish of Jefferson

On this 4th day of November, 2022, before me, a Notary Public, personally appeared Michael T. Gray, President of The Gray Insurance Company, and Cullen S. Piske, President of The Gray Casualty & Surety Company, personally known to me, being duly sworn, acknowledged that they signed the above Power of Attorney and affixed the seals of the companies as officers of, and acknowledged said instrument to be the voluntary act and deed, of their companies.



Leigh Anne Henican
Notary Public
Notary ID No. 92653
Orleans Parish, Louisiana

Leigh Anne Henican

Leigh Anne Henican
Notary Public, Parish of Orleans State of Louisiana
My Commission is for Life

I, Mark S. Manguno, Secretary of The Gray Insurance Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 19th day of November, 2024.

Mark S. Manguno

I, Leigh Anne Henican, Secretary of The Gray Casualty & Surety Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 19th day of November, 2024.

Leigh Anne Henican





September 17, 2024
Regular Board Meeting of the Housing Authority of the City of Cayce, SC

The Board of Commissioners of the Housing Authority of the City of Cayce, SC held its Regular Board Meeting on Tuesday, September 17, 2024 at Cayce City Hall.

Chairman Jack Sightler called the meeting to order at 5:04 pm. A copy of the agenda was posted on the Housing Authority’s website.

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

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

APPROVAL OF AGENDA

Chairman Sightler called for a motion to approve the Agenda for the September 17, 2024 meeting. Vice Chair Riley asked that the Agenda be amended to move Executive Session to the end of the Agenda. Upon motion of Vice Chair Riley, seconded by Commissioner Seymour, it was approved as amended.

PUBLIC COMMENT

There was a general discussion regarding whether or not Cayce Housing should adopt its own Public Comment Policy. Mrs. Bean said that Cayce Housing automatically adopts any policies approved by Columbia Housing but a Cayce specific policy can be presented at the next meeting if the Board desires. The existing policy establishes parameters for public comment and encourages individuals to sign up prior to the meeting. Accommodations will be made if someone wishes to address the Board and has not signed up. The policy also addresses how responses will be made in writing within 7 days. Mrs. Bean stated that the policy helps the Chairman recognize visitors, set expectations and keep the meeting orderly. Chairman Sightler said that he does not want to discourage participation if individuals would like to contribute. Vice Chair Riley said that supports adding structure to the Public Comment section and did not have issues with past interactions but wanted to ensure order is maintained. Chairman Sightler asked that a Cayce specific policy be presented at the next meeting.

APPROVAL OF MINUTES

Chairman Sightler called for a motion to approve the minutes of the meeting held May 21, 2024. Commissioner Reed made the motion and Commissioner Smith seconded, the floor was opened to comments and discussion. Chairman Sightler stated that the date was incorrect on the minutes and should be changed to May 21, 2024, Cherilyn McCoy’s name was left off of the attendee list and was not reflected in the minutes as having delivered the Operations Report. With a motion and second on the floor, the minutes were approved as corrected.

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

DISCUSSION ITEMS:

Mrs. Bean introduced Chief Financial Officer Dennis Lohr. Mr. Lohr was previously the CFO for the Jacksonville, FL Housing Authority. Chairman Sightler welcomed Mr. Lohr and said he looks forward to working with him.

Chairman Sightler asked for an update on the status of the RAD conversion. Mrs. Bean said that staff is still waiting on a letter from the City and additional details will be shared in Executive Session. Commissioner Seymour said that the City has paved Spencer Place and the work looks good.

CEO REPORT:

Mrs. Bean reported on the paving of Spencer Place. The work was completed in mid-August and is a great improvement for the area. Mrs. Bean also reported that Commissioner Seymour was reappointed for another term by Cayce City Council at their meeting held August 22, 2024. Mrs. Bean said that staff is working with residents through the CH Votes program to assist them with the voting process for the upcoming general election. CH Votes focuses on voter registration, education and mobilization. A session is also being planned to educate candidates on affordable housing issues in the state, NAHRO CEO Mark Thiele will also take place in the candidate session to offer a national perspective on the issue. Additional voter education events are being planned and will be communicated as they are finalized.

Mrs. Bean said that staff is currently looking at options for Cayce Housing branded merchandise and will bring those to the Board once the budget is approved.

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

Ms. McCoy reported the following:

	June	July	August
Accounts sent to Magistrate	0	0	1
Account more than 30 days	3	1	1
Work Orders received	26	29	14
Work Orders Completed	26	29	13
Work Orders Remaining	0	29	1
Emergency Work Order	10	5	2

****Magistrate Update:**

June - zero cases sent to the magistrate.

July- zero causes sent to the magistrate.

August- one case sent to the magistrate for non-payment.

Vice Chair Riley asked if the report could include the locations of where the work orders are being submitted so the Board can look for trends at the properties that may need to be addressed. Mrs. Bean said that she will look at the best way to communicate that information without getting too deep into the day-to-day operations of the agency. Mrs. Bean said that staff analyzes those sorts of trends and brings them to the Board if warranted but monitoring day-to-day issues is not necessarily a Board function. Vice Chair Riley said that she is more concerned about the budget implications that a chronic issue may pose and knowing that sort of information might help the Board advocate for work to be done if it is City related.

Mrs. Herrera gave an update on development activities. Repainting has been completed at Spencer Place. Tree proposals are being reviewed and a recommendation should be made at the November meeting. The architect is currently working on designs for the conversion of the community building at Poplar and Wilkinson to a residential unit and those plans will be shared as they are completed.

Mr. Lohr gave a financial update for the period ending June 30, 2024.

Public Housing	Period to Date Revenue and Expense	Period to Date Budget	Variance
Operating Income			
Tenant Revenue	104,587	89,920	14,667
HUD Operating Grant Revenue	150,542	149,410	1,132
CFP Operating Revenue	-	139,821	(139,821)
Other Revenue	1,024	3,580	(2,556)
Total Operating Income	256,153	382,731	(126,578)
Operating Expenses			
Administrative Expenses	58,701	104,634	(45,933)
Tenant Services	5,426	12,468	(7,042)
Utilities	9,626	11,283	(1,657)
Maintenance	103,562	99,557	4,005
Protective Services	10,427	9,671	756
Insurance Expense	9,293	11,270	(1,978)
Real Estate Taxes-PILOT	4,899	7,864	(2,965)
Other General Expenses, Collection Losses	(231)	1,724	(1,955)
Equipment Replacements	-	-	-
Total Routine Operating Expenses	201,702	258,471	(56,769)
Cash Flow (Deficit) from Operations	54,451	124,260	(69,809)

As of June 30, 2024 net income was \$256,153; tenant revenue was up \$14k and subsidy was up \$1132.

Mr. Lohr gave a financial update for the period ending July 31, 2024.

Public Housing	Period to Date Revenue and Expense	Period to Date Budget	Variance
Operating Income			
Tenant Revenue	9,231	8,750	481
HUD Operating Grant Revenue	13,363	12,583	780
CFP Operating Revenue	11,652	11,667	(15)
Other Revenue	416	83	332
Total Operating Income	34,661	33,083	1,578
Operating Expenses			
Administrative Expenses	3,789	8,738	(4,949)
Tenant Services	343	508	(165)
Utilities	1,240	833	407
Maintenance	18,509	9,916	8,593
Protective Services	587	983	(396)
Insurance Expense	-	842	(842)
Real Estate Taxes-PILOT	-	958	(958)
Other General Expenses, Collection Losses	150	250	(100)
Equipment Replacements	-	-	-
Total Routine Operating Expenses	24,618	23,028	1,590
Cash Flow (Deficit) from Operations	10,043	10,055	(12)

Total income was \$34, 661 for the period and is on track with the budgeted amount. Expenses are also on track with the budget coming in at \$24,618 versus \$23,028 budgeted. Net income is also tracking in line with the budget and was \$10,043 for the period.

Mr. Lohr presented the proposed budget for FY 2025.

Public Housing	Annual Budget 6-30-2025	Annual Budget 6-30-2024	Variance
Operating Income			
Tenant Revenue	105,000	89,920	15,080
HUD Operating Grant Revenue	151,000	149,410	1,590
CFP Operating Revenue	140,000	139,821	179
Other Revenue	1,000	3,580	(2,580)
Total Operating Income	397,000	382,731	14,269
Operating Expenses			
Administrative Expenses	104,850	104,634	216
Tenant Services	6,100	12,468	(6,368)
Utilities	10,000	11,283	(1,283)
Maintenance (see below detail)	118,988	99,557	19,431
Protective Services	11,800	9,671	2,129
Insurance Expense	10,100	11,270	(1,170)
Real Estate Taxes-PILOT	11,500	7,864	3,636
Other General Expenses, Collection Losses	3,000	1,724	1,276
Equipment Replacements	-	-	-
Total Routine Operating Expenses	276,338	258,471	17,867
Cash Flow (Deficit) from Operations	120,662	124,260	(3,598)

Administrative Expenses	Annual Budget 6-30-2025	Annual Budget 6-30-2024	Variance
Administrative			
Administrative Salaries and Benefits	88,100	83,904	4,196
Auditing Fees	6,500	6,720	(220)
Office Supplies	500	1,819	(1,319)
Telephone	200	310	(110)
Postage	500	880	(380)
Training	2,000	5,000	(3,000)
Computer Maintenance	2,050	4,103	(2,053)
Misc Administrative Costs	5,000	1,898	3,102
	-	-	-
Sub-Total Maintenance Expenses	104,850	104,634	216

Property Maintenance	Annual Budget 6-30-2025	Annual Budget 6-30-2024	Variance
Maintenance			
Maintenance Salaries and Benefits	47,588	45,322	2,266
Maintenance Materials	1,000	1,510	(510)
Garbage	2,800	2,790	10
Contract Cost - Other Misc Repairs	19,000	13,175	5,825
Plumbing-Electrical	600	1,160	(560)
Mowing	37,000	24,200	12,800
Pest Control	11,000	11,400	(400)
Sub-Total Maintenance Expenses	118,988	99,557	19,431

Mr. Lohr said that the budget is similar to the FY 2024 budget and that staff worked to adjust line items to accurately reflect projections. The most significant variations are in Maintenance and reflect an additional \$20k for lawn care. PILOT expenses are also projected higher. There was a general discussion regarding how PILOT is calculated and Mr. Lohr said it is 10% of the net income less utility costs. Vice Chair Riley asked if insurance costs going down was correct and if replacement values had been increased as previously directed. Mr. Lohr said that the insurance projection is correct and said he will have to check on the increased replacement values.

There was a general discussion regarding the lawn care service. Commissioner Seymour said that she feels as if the service should be better for the money being spent. Mrs. Bean said that staff will review the contract and respond

accordingly if they are not meeting the terms of the agreement. Commissioner Seymour also stated that the keys at Spencer Place have still not been corrected and there are units where the door key and storage door key do not match and some units still have handicapped locks. Mrs. Bean said that staff will follow up on the issues. There being no further discussion regarding the budget, Chairman Sightler motioned to approve Resolution 2024-002: Approval of FY 2025 Operating Budget, seconded by Commissioner Smith it was approved.

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

EXECUTIVE SESSION

Chairman Sightler stated there was need for an Executive Session to receive litigation updates on Spencer Place,. Upon motion of Vice Chair Riley, seconded by Chairman Sightler it was approved to enter Executive Session at 5:51 p.m.

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

At 6:48 pm, Chairman Sightler called for a motion to exit Executive Session. Upon motion of Vice Chair Riley, seconded by Commissioner Reed it was approved. Chairman Sightler stated no action had been taken in Executive Session

ADJOURNMENT

There being no further business and upon motion of Chairman Sightler, seconded by Commissioner Reed, it was unanimously approved to end the meeting at 6:49 pm.

Prepared by:

Yvonda A. Bean
Secretary/Chief Executive Officer

Cayce Historical Museum Commission

October 2, 2024

Meeting Minutes

The October 2, 2024 meeting of the Cayce Historical Museum Commission (CHMC) was held in the Cayce Visitors Center. The meeting was convened at 5:03pm by Chair James Stewart. The following individuals attended the meeting:

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

Upcoming Events:

- 10/10 Sweet Night
- 10/25 Archeology Society of SC BBQ Fundraiser and Auction
- 10/26 Fall Field Day at 12,000 Year History Park (Archeology Society of SC)
- 11/19 Volunteer Christmas Decorating Pizza Party
- 12/7 Traditions Christmas in Cayce Event

Invocation: Vice Chair Sulton

Action Items:

September Meeting Minutes:

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

Museum Staff Report

Museum staff are making progress on the NAGPRA inventory having recorded around 3,000 objects to date. The Civil War exhibit opened on September 19th with a lecture from the Midlands Coin Club and approximately 25 attendees. Ms. Lumsden also continues to work on the Airport exhibit with text for exhibit and printing specifications being provided to the Commission in the near future. The Fire Truck was washed and returned to the Museum and will remain until funds are raised to fix brakes.

Upcoming Events:

Sweet Night: Final planning Sweet Night Fundraising event continues. The event will be held at the Cayce Historical Museum to introduce the Cayce Historic Foundation which will assist in supporting the mission of the Museum and Historic Preservation. The event held on October 10 from 6-8pm will feature 6-8 local bakers and silent auction items. Speakers will include CHMC Chair James Stewart and SC Rev250 Chair as well as musicians. Marketing and ticket sales will continue throughout the month. Commissioners requested tickets (5 each) to be sold for the event.

Christmas Open House Volunteer Meeting will directly follow the Museum Commission meeting and assignments will be given to volunteers during the meeting.

SC Archaeology Society Fundraiser will be held on October 25th at the Cayce Museum and the *SC Archaeology Day* will be held at the 12,000 History Park on October 26th.

Donations

Cayce Grammar School Bell and Documents

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

Nancy Wood Mauller Wood Carving

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

Fall and Winter Event Planning

Volunteer meeting will be held following the Commission meeting. Commissioners discussed the planning sheet and volunteered for various items. The list is as follows:

- Vendors for Christmas Market: Sulton and Hayden
- Lantern Tours: Stewart, Hayden and Brinkman
- Market Stalls and Vendor set-up: Stewart and Moore
- Santa Donation Box: Hayden
- Decorations: Hayden, Moore (poinsettias) , Thomas (Lead) and Brinkman

Ongoing Business:

Strategic Planning-Historic Preservation

No updates at this time.

Old State Road NRHP Nomination

No updates at this time.

New Business:

No additional business.

Additional Business:

No additional business.

With no other business on the meeting agenda and a motion to adjourn was made by Commissioner Moore and seconded by Commissioner Brinkman. The meeting adjourned at **5:47PM.**



**APPROVED MINUTES
PLANNING COMMISSION
MONDAY, OCTOBER 21, 2024
CAYCE CITY HALL – 1800 12TH STREET
6:30 PM**

I. CALL TO ORDER

The meeting was called to order by Chair Richard Boiteau. Robert Power, Michael Wuest, Michael Mahoney, Danny Creamer, and Nancy Stone-Collum were present. Patty Foy was absent. Michael Conley and Monique Ocean were present as staff.

II. APPROVAL OF MINUTES FOR SEPTEMBER 16, 2024, MEETING

Michael Mahoney made a motion to approve the minutes of the September 16, 2024, meeting, with revisions to correctly spell Michael Wuest's and Michael Mahoney's names. Danny Creamer seconded the motion. All were in favor.

III. STATEMENT OF NOTIFICATION

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

IV. PUBLIC HEARING

Map Amendment MA003-24

A request by the owner, Browders Creek Property LLC, to rezone property from RG-1 (General Residential) to M-1 (Light Industrial). The property is located on Fish Hatchery Road and further identified as Tax Map Number 006896-02-035.

A. Staff's Opening Statement

Monique Ocean began with the opening statement for the rezoning request. Ms. Ocean stated that the property is undeveloped but located near some developed properties and other M-1 properties. Ms. Ocean explained that the property is currently residential, but the owner wanted to rezone the property to a zoning that would be more suitable for what he wanted to do. Ms. Ocean stated that the request was in compliance with the Future Land Use Map.

B. Comments from the Applicant

The applicant, Gary Kiser, came before the Planning Commission to express his request for rezoning the property to light industrial. Mr. Kiser stated that it has been difficult finding a contractor that was willing to perform the construction, with all of the setbacks and easements that are required. Planning Commissioner Nancy Stone-Collum inquired as to why the Light Industrial zoning (M-1) rather than Highway Commercial (C-4) was chosen for the rezoning request. Mr. Kiser stated that it was staff's recommendation to choose M-1.

C. Comments from the Public

There was no one from the public to speak for or against the rezoning request.

D. Adjourn Public Hearing.

With no further discussion, the public hearing was adjourned.

E. Motion

Danny Creamer made a motion to recommend approval to rezone the property to M-1. Michael Mahoney seconded the motion. All were in favor.

V. NEW BUSINESS

A. Possible comments from staff

Planning Commissioner Nancy Stone-Collum stated that she would like to speak about the text amendment that created the new RS-4A zoning district. Ms. Stone-Collum stated that creation of a new zoning district doesn't happen very often, so it is important to discuss because of long-term ramifications. She mentioned that staff had months to develop the draft ordinance and she felt the Planning Commission should have had time to evaluate so they could make revisions for the presentation to Council. Ms. Stone-Collum said, that way, a clean document could be sent to Council. Ms. Stone-Collum said that such a limited time to evaluate was not a service to the public or Council. She said that the document that goes to Council should be Planning Commission's changes. Mr. Boiteau stated that discussing a change, such as, a new zoning district should not be hashed out in public. He said it is better to get things cleared up before a public meeting. Mr. Boiteau said that a major zoning change should not happen concurrently with the person that wants to develop the property. Danny Creamer stated some suggestions made by the Planning Commission were overlooked by Council. Michael Conley stated that Council makes the final decision on changes to the zoning ordinance. He stated that staff is willing to meet with each Planning Commissioner to answer any questions. Mr. Conley explained that Council always receives a red-lined copy of proposed changes to the zoning ordinance. Mr. Boiteau stated that he would like to discuss the agenda with staff before it goes to public hearing.

Michael Conley informed the Planning Commission that staff will be sending the request for proposals (RFP) to find companies that will assist in the update to the zoning ordinance. Mr. Conley stated that the RFP is a 30-day bidding process. He said the entire process to update it would take a year to 18 months to complete and the intent is to update the entire zoning ordinance. Mr. Conley stated that the Planning Commission would be a part in updating the zoning ordinance. He agreed that a link to the RFP would be sent to the Planning Commission.

VI. ADJOURNMENT

Michael Wuest made a motion to adjourn the meeting. Robert Power seconded the motion. All were in favor.

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