



## CITY OF CAYCE

*MAYOR*  
ELISE PARTIN

*MAYOR PRO-TEM*  
JAMES E. JENKINS

*COUNCIL MEMBERS*  
TARA S. ALMOND  
EVA CORLEY  
TIMOTHY M. JAMES

*CITY MANAGER*  
REBECCA VANCE

*ASSISTANT CITY MANAGER*  
SHAUN M. GREENWOOD

### CITY OF CAYCE Public Hearing and Regular Council Meeting April 1, 2014

A Public Hearing was held at 6:00 p.m. in Council Chambers to obtain public comment on the proposed Highway 321 Waterline Replacement Project. Those present included Mayor Elise Partin, Council Members Tara Almond, Eva Corley, Tim James, and James Jenkins, City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood, Mendy Corder, Municipal Clerk and Garry Huddle, Municipal Treasurer. Ms. Betsy Catchings and Mr. Craig Kirby with American Engineering Consultants were also in attendance. Mayor Partin asked if members of the press and the public were duly notified of the Public Hearing in accordance with the FOIA. Ms. Corder confirmed they were notified.

#### **Opening Statement**

Mr. Craig Kirby stated the purpose of the Public Hearing was to provide information on the proposed Highway 321 Waterline Replacement Project. The City is requesting State Revolving Funds (SRF) for this project. SRF requires a public meeting and/or hearing to allow the public an opportunity to learn about the project, ask questions, and provide comments. He explained the proposed water main will be constructed to replace the existing, aging waterline that serves as the City's main transmission line, delivering water from the treatment plant throughout the entire distribution system. This is the portion of the system where the City experienced a recent rupture in the asbestos-cement line, which caused the entire system to lose pressure for an entire day. The new water main will provide more system reliability and ensure the City can isolate parts of the system and maintain pressure in the event of an emergency.

#### **Public Testimony**

No one from the public in attendance offered any public testimony or comment.

#### **Close Hearing**

Mayor Partin closed the public hearing noting that no public comment was received.

The Regular Council Meeting immediately followed the Public Hearing at 6:15 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Eva Corley, Tim James, and James Jenkins, City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood, Municipal Clerk Mendy

Corder and Garry Huddle, Municipal Treasurer. City Attorney, Danny Crowe, Director of Utilities, Blake Bridwell, and Public Safety Director Charles McNair were also in attendance. Mayor Partin asked if members of the press and the public were duly notified of the Council Meeting in accordance with the FOIA. Ms. Corder confirmed they were notified.

Mayor Partin called the meeting to order. Council Member Jenkins gave the invocation and Mayor Partin lead the assembly in reciting the Pledge of Allegiance.

### **Approval of Minutes**

Council Member Jenkins made a motion to approve the minutes of the March 4, 2014 Regular Meeting and the March 19, 2014 Special Council Meeting as submitted. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

### **Presentations and Proclamations**

#### **A. Presentation of the Priority Investment Schedule**

Mr. Greenwood stated that the Priority Investment Schedule is part of the Comprehensive Plan and is required to be updated yearly. He explained that many of the City's Utility needs were addressed in the Penny for Progress applications. Staff applied for eight projects that would address the City's needs. He explained that staff applies for water and sewer line upgrades through CDBG funds every year but did not receive any funding this year.

Mr. Greenwood explained that one of the proposed Penny for Progress projects is facility upgrades to the Public Safety Complex. He stated Phase III of the Cayce Riverwalk Park is completed and Phase IV construction is out for bid. Phase I of the Airport Blvd. enhancement project is close to beginning construction. Phase IV of the State Street enhancement project is complete and SCE&G is expected to install lighting soon. Phase V of State Street is in the design process.

#### **B. Approval of Proclamation – National Service Recognition Day**

Council Member James made a motion to approve a Proclamation proclaiming April 1, 2014 as National Service Recognition Day. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

### **Public Comment Regarding Items on the Agenda**



No public comment was given.

### **Ordinances and Other**

#### **A. Discussion and Approval of TIF Funds for the Riverland Drive Sidewalk Project**

Ms. Vance explained that the City has been awarded the SCDOT Transportation Alternative Program (TAP) Grant in the amount of \$145,000 for construction of a sidewalk along Riverland Drive. Staff recommends that Council approve \$74,350 of TIF Funds to be used for the local match contribution. Staff believes TIF funds are the best available option to provide the required local match for this grant project. The grant will provide funds for design and construction of an ADA compliant sidewalk along Riverland Drive connecting Phase II and III of the Riverwalk.

Council Member James made a motion to approve using \$74,350 of TIF Funds for the Riverland Drive Sidewalk Project. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

#### **B. Approval of Ordinance Amending Land Development Regulations and City Code Sec. 42-3 – Second Reading**

Mr. Greenwood stated over the past 6 months, staff and the Planning Commission have been working to revise the City's Land Development Regulations. Due to the age of the existing regulations, staff believed that completely rewriting the entire document was the best approach. The last amendment of the City's Land Development Regulations was completed in 1996. Staff partnered with the Central Midlands Council of Governments (COG) to create a draft document that ensures harmonious, orderly and progressive land development within the City. The draft provides guidelines to specify each step of the land development process and clearly identifies the responsibilities of all parties involved. Staff considers the guidelines to be essential in ensuring that the development process is clear, concise and seamless.

Mr. Greenwood explained that after the First Reading of the Ordinance several small changes have been made at the request of the City Attorney. These changes have been added to the current redline and to the summary of changes attached with the white paper. The Planning Commission met on March 17, 2014, to hear Public Comment about the suggested changes. No members of the public were present to speak in favor or against the proposed changes. The Planning Commission voted unanimously to recommend Council approve the changes. Council Member James made a motion to approve the Ordinance on second reading. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

C. Discussion of Proposed FY/2014-2015 Public Safety and Recorder's Court Budget

Ms. Vance stated that she would present the Recorder's Court budget to Council since Judge Henderson was unable to attend the meeting due to a schedule conflict. She explained that Judge Henderson is requesting that the part-time Clerk position be changed to a full-time position so there would be two full-time Clerks. She has also requested a lap top and a scanner copier. Judge Henderson has requested updating the jury room and the security screening equipment. Ms. Vance stated that Judge Henderson is almost completely caught up with Criminal Domestic Violence cases from 2013.

Chief McNair reviewed Public Safety's budget by department with Council. He explained \$73,851 is requested in building repairs in Public Safety Administration. This amount includes \$7,000 for plumbing, electrical, painting, rollup doors, etc. The Public Safety Complex is over 20 years old and is in need of the following items: the cement in front of the fire bays needs repairing (\$20,000) and the front parking lot needs repaving (\$46,151).

Mayor Partin asked Chief McNair about the uniform expense line item in the Public Safety Administration Department. He explained that he, Major Fulwood and all non uniformed officers are reimbursed up to \$600 each a year since they are required to dress professionally but still perform traditional public safety functions such as fire suppression which routinely destroy clothing. He explained this is standard in all Police Departments.

Chief McNair reviewed the Public Safety Detectives Department next. He explained that the employee training expense line item has increased because the Detectives responsibilities and duties necessitate advanced training. The SC Criminal Justice Academy has reduced the number of advanced training courses over the past few years. In order to obtain training, it is necessary to attend other sources of training, for which there is usually a registration fee. The average cost of advanced courses are \$500 per detective. Several personnel have instructor certificates that require recertification every two to three years.

Chief McNair stated that in the capital equipment expense line item for Detectives they are requesting four additional TASER's for each investigator, covert audio surveillance systems, two laptops and four new vehicles due to mileage (all have over \$100,000 miles) and aging.



Chief McNair reviewed the Public Safety Patrol Department next. He explained they are requesting funds for the construction of a Department owned firearms range. Upon construction of the range, the department would not have to rely on other agencies or pay range usage fees. The location of the property is City owned and the backstops have already been constructed. The property/land could be maintained by the Department. Mayor Partin asked Chief McNair how much it would cost if the City used other agencies. He explained the cost is not an issue so much as the time it takes to travel to the other agency and the time it can take to get a reservation. Council Member Jenkins asked if the Department certifies its officers or if they have to be sent out to be certified. Chief McNair explained that the City has people on staff that are trained to certify others so it is done in house.

Chief McNair stated they are requesting the purchase of ten additional TASER Units for Patrol. This would greatly enhance the department by ensuring that all officers on duty are carrying these devices. They are also requesting eleven new radios due to system upgrades in early 2014. The Department now has eleven radios that will no longer work on the new system. Due to the age of these radios, there is no upgrade available and they will have to be replaced. He explained as a result of upgrades to the Palmetto 800 system planned for early 2014, some of the current radios will no longer work on the system in their current configurations. Chief McNair stated replacing these radios would cost approximately \$67,200. However, they can be flash upgraded at the cost of \$400 per radio, for a total of \$6,400. If the City purchases the upgrades, they can be done in house and will allow the Department to continue to use their current equipment.

Ms. Vance stated Public Safety is requesting two new officers to patrol the Riverwalk Park due to the expansion of the park to over 6 miles total. Once the park is completed, these officers will be the first added to the department, specifically assigned to the Riverwalk, since the two original officers were hired for the Riverwalk in 2002. The amount needed to equip two officers hired to work the Riverwalk includes uniforms, ballistic vests, leather gear, weapons, 800 radios and radio surcharge, and fire bunker gear. It also includes two vehicles with emergency lights, siren and speakers and equipment for the vehicle. Mayor Partin asked if staff has researched the option of having Park Rangers in the Riverwalk rather than Public Safety Officers. Ms. Vance stated they have not but would research it and let Council know their findings.

Ms. Vance explained that currently the City has no vehicle of any kind for transporting elderly, injured, or otherwise incapacitated persons to or from the Riverwalk. This presents a major liability for the City and its personnel. The current electric vehicle is unable to navigate the park and has limited capabilities due to its age and need to be charged throughout the day. Therefore, Public Safety is requesting the



purchase of two gasoline powered golf carts that will serve multiple purposes at the Riverwalk. They can also be used at special events held by the City.

Chief McNair stated that Patrol is requesting five new Patrol vehicles due to high mileage and the age of the vehicles. They are also requesting twenty five new in-car recording systems. The current in car video recording systems are VHS systems. They are old and outdated and in need of replacement. The new video units are digital recording systems and do not degrade over time like VHS tapes and can be converted to DVD's for mass storage.

Ms. Vance stated Chief McNair was now going to review the Public Safety Fire Department budget. She explained this budget does include the addition of three new Fire personnel. Council Member Jenkins asked what the status is on the department's Fire Trucks. Ms. Vance explained the City currently has three engine trucks and one ladder truck which can also be used as a pumper. The third engine truck is a 1981 truck and does not meet OSHA standards. However if engine two was out of service the City would use engine three if necessary. She explained that when Fire personnel respond to a fire they need an attack truck and a supply truck so four trucks are needed in case there are two different fires at the same time or there was one huge fire. She stated engine three needs to be replaced since it cannot be used.

Major Fulwood explained that the NFPA, National Fire Protection Association, states a Fire department can use an engine as the first out truck for the first fifteen years and then it can be used as a reserve truck from fifteen years to twenty five years. Anything over twenty five years is supposed to be taken out of service completely. Chief McNair explained that the department's trucks are three years old, twelve years old, fifteen years old and thirty three years old. Chief McNair stated they are requesting a 2014 Pierce Special Services Brush Unit truck and a 2014 Pierce Custom Pumper truck.

Chief McNair stated they are requesting ten new sets of bunker gear to include bunker coats, pants with suspenders, boots, helmet, flash hood and gloves. Mayor Partin asked if the Fire department was staying up to date on replacing bunker gear. Ms. Vance explained as long as the City purchases ten sets a year the gear will remain within the guidelines. Council Member James asked if that same maintenance plan was in place for the bullet proof vests. Major Fulwood confirmed it was.

Chief McNair explained that the Animal Services budget actually went down for FY2014-2015. Mayor Partin asked what line items went down in that budget. Chief McNair explained that the electric costs went down and some animals were adopted so the City received reimbursements from Pawmetto Lifeline. Mayor Partin asked If the City was currently requiring residents to register their pets and get a pet license. Major

Fulwood explained that the City does not require it at this time but it is a possible revenue source if Council passed an ordinance requiring it. Council Member Almond stated in the budget justification is says according to the ASPCA, 62% of American households own pets. Within those households there is an average of 1.6 dogs and 2.1 cats. (AVMA) There are approximately 6,800 households in Cayce. Using those figures, 4,216 households have 1 dog and 2 cats. If a pet license cost \$10 (less than the national average), the program would generate \$126,480 a year. Mayor Partin stated she thinks it is worth looking into if staff would bring back to Council best practices. Ms. Vance stated staff would research what the surrounding municipalities do and bring it back to Council for consideration. Council Member James thanked Chief McNair and Major Fulwood for a great overview of Public Safety's budget.

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

Ms. Vance stated the Lexington Avenue waterline construction project has started. Staff has met with the Architectural firm that was chosen for the Andrew J. Burnette Park and Riverland Park project. Currently staff is trying to set up meetings with the neighborhood associations and the architects to get the neighborhoods input. She explained the City was accepted to the Land Water Conservation Fund program and can now apply for grant funding. Staff is currently advertising for bids for the engineering for the sewer line project on State Street. The City has signed an agreement with PRT and Phase IV of the Riverwalk is out for bid for construction now.

Ms. Vance stated staff has met regarding plans for the City's Centennial celebration. The Events Committee and the Museum Commission have also met and have some great ideas for celebration events. Staff will include the centennial celebration in any of the events the City has in 2014. On Sunday, September 7, 2014 there will be an Centennial event at the Museum. The time capsule that was planted twenty five years ago will be dug up and a new one planted. There will be a huge birthday cake and other events held that day as well. Staff is working on a concert at the Brickworks property with a popular cover band, possibly Tokyo Joe, to be held that Friday night. There will be food trucks and beer and wine. Council Member Almond stated she thought that was a good idea since the City is trying to encourage young professionals to live in Cayce and the concert would appeal to younger people. Ms. Vance stated staff is also looking into possibly doing a nice tabletop book with quality photos of Cayce and history of the City. The Museum Commission is interested in having a commemorative coin made as well.

### **Committee Matters**

- A. Approval to Enter the Following Committee Minutes into the City's Official Record



Council Member Almond made a motion to approve entering the following Committee minutes into the City's official record:

Museum Commission – February 14, 2014  
Board of Zoning Appeals – February 24, 2014  
Planning Commission – February 24, 2014

Council Member James seconded the motion which was unanimously approved by roll call vote.

B. Committee Appointments/Reappointments

Cayce Housing Authority – One Position  
Board of Zoning Appeals – Two Positions

Ms. Silvia Sullivan's term on the Cayce Housing Authority expired in January. She would like to serve again and the Housing Authority recommends her for reappointment. Her reappointment application is attached for Council's review. Ms. Sullivan's attendance record was supplied to Council as well as other resident's applications who are interested in serving on the Cayce Housing Authority. Council Member James made a motion to reappoint Ms. Sullivan based on her attendance record. Council Member Almond seconded the motion which was unanimously passed by roll call vote.

Mr. Robert McLeod's term on the Board of Zoning Appeals expired in January and he would like to serve again. His reappointment application is attached for Council's review. Mr. Jason Simpson's term on the Board of Zoning Appeals expired in January and he would like to serve again. His reappointment application is attached for Council's review. The Board recommends both for reappointment. Both member's attendance records were supplied to Council as well as potential member applications from other residents interested in serving. Council Member Almond made a motion to reappoint both committee members. Council Member James seconded the motion since both had perfect attendance records. The motion was unanimously approved by roll call vote.

Mayor Partin asked Council to review the potential member applications to see if they would like to appoint any one to the Public Safety Foundation. Council Member Almond stated there was one potential applicant who lives in District One that staff could contact regarding serving on the Foundation. Ms. Corder stated she would contact that applicant.



### **Executive Session**

- A. Receipt of legal advice relating to a claim and potential claim by the City and other matters covered by the attorney-client privilege
- B. Discussion of negotiations incident to renewal of contractual arrangements for public relation services

Council Member Jenkins made a motion to move into Executive Session to discuss the matters above. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

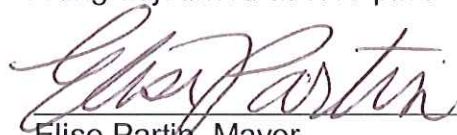
### **Reconvene**

After the Executive Session was concluded, Council Member James made a motion to reconvene the Regular meeting. Council Member Almond 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 by Council in follow up to Executive Session**

Council Member James made a motion approve the contract as discussed in Executive Session and authorize the City Manager to sign said contract. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

There being no further business, Council Member Almond made a motion to adjourn the meeting. Council Member Corley seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 8:15 p.m.

  
\_\_\_\_\_  
Elise Partin, Mayor

ATTEST:

  
\_\_\_\_\_  
Mendy C. Corder, Municipal Clerk

IF YOU WOULD LIKE TO SPEAK ON A MATTER APPEARING ON THE MEETING AGENDA, PLEASE COMPLETE THE INFORMATION BELOW PRIOR TO THE START OF THE MEETING.\* **THANK YOU.**

**COUNCIL MEETING SPEAKERS' LIST**

*Date of Meeting* April 1, 2014

Name	Address	Agenda Item

\***Appearance of citizens at Council meetings - City of Cayce Code of Ordinances, Sec. 2-71.** Any citizen of the municipality may speak at a regular meeting of the council on a matter pertaining to municipal services and operation, with the exception of personnel matters, by notifying the office of the city manager at least five working days prior to the meeting and stating the subject and purpose for speaking. Additionally, during the **public comment period** as specified on the agenda of a regular meeting of the council, a member of the public may speak on a matter appearing on the meeting agenda, with the exception of personnel matters by signing a speakers list maintained by the city clerk prior to the start of the public comment period. At the discretion of the mayor or presiding officer, the length of time for any speaker's presentation may be limited and the number speakers also may be limited.