



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 V. RHODES

ASSISTANT CITY MANAGER
SHAUN M. GREENWOOD

**City of Cayce
Public Hearing and Regular Council Meeting
Tuesday, February 4, 2014
6:00 p.m. – Council Chambers - 1800 12th Street
www.cityofcayce-sc.gov**

PUBLIC HEARING – Proposed Fees to Dispose of Fats, Oil and Grease at Septage and Grease Receiving Facility

- I. Opening Statement
- II. Public Testimony
- III. Close Hearing

REGULAR MEETING

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes
January 7, 2014 Regular Meeting
January 22, 2014 Special Council Meeting

II. Presentations and Other

- A. Presentation of Whole Sole Award
- B. Presentation by Mr. Brian Huskey re Midlands Housing Trust Fund
- C. Discussion and Approval of Design Firm for Riverland Park and Andrew J. Burnette Park

III. Public Comment regarding Items on the Agenda

IV. Resolutions and Ordinances

- A. Approval of Amendment to the City of Cayce Sewer Use Ordinance – Second Reading.

- B. Approval of Ordinance to Amend the Code of Ordinances to Add a New City Code Sec. 40-119 ("Fees Related to Fats, Oil and Grease") Concerning Rates at the City of Cayce Septage and Grease Facility – Second Reading
- C. Approval of Ordinance Amending Section 10-31 ("Adoption of codes by reference") of Chapter 10 ("Buildings and Building Regulations") of the Code of Ordinances of the City of Cayce – First Reading

V. City Manager's Report

VI. Committee Matters

- A. Committee Minutes
 - Museum Commission – November 5, 2013
 - Beautification Board – November 12, 2013
 - Cayce Events Committee – November 14, 2013
 - Planning Commission – December 16, 2013
- B. Committee Appointments/Reappointments
 - Beautification Board –
 - Cayce Historical Museum Commission –
 - Board of Zoning Appeals –
 - Public Safety Foundation –

VII. Executive Session

- A. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege
- B. Discussion of negotiations incident to purchase of property for new City Hall
- C. Discussion of negotiations concerning proposed contractual arrangements as it relates to the 12,000 Year History Park

VIII. Possible actions by Council in follow up to Executive Session

IX. Adjourn

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

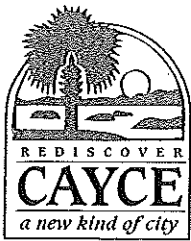
**NOTICE OF PUBLIC HEARING ON
PROPOSED FEES**

Notice is hereby given that members of Council of the City of Cayce will hold a Public Hearing for the purpose of obtaining public comment on the establishment of new fees associated with the control and disposal of Fats, Oil and Grease at the City of Cayce Septage and Grease Facility. The proposed fees are an annual waste hauler permit fee of \$250, a first re-inspection fee of \$250, a successive re-inspection fee of \$500, a septic waste disposal fee of \$.10 per gallon, a grease waste disposal fee of \$.12 per gallon, and a hauler truck cleaning fee of \$50.

Date: February 4, 2014
Time: 6:00PM
Location: Council Chambers, Cayce City Hall
1800 12th Street
Cayce, SC

A copy of the proposed ordinance will be available for inspection at City Hall, 1800 12th Street, Cayce, SC between the hours of 8:30am and 5pm Monday through Friday. The public is also invited to submit any written comments to the City Manager at 1800 12th Street, Cayce SC 29033.

Second and final reading and vote by the Council on the proposed fees will be held following the Public Hearing.

**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 V. RHODES*ASSISTANT CITY MANAGER*
SHAUN M. GREENWOOD**CITY OF CAYCE
Regular Council Meeting
January 7, 2014**

The January Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Tim James, and James Jenkins, City Manager Rebecca Vance and Assistant City Manager Shaun Greenwood and Municipal Clerk Mendy Corder. Municipal Treasurer Garry Huddle, City Attorney, Danny Crowe, Director of Utilities, Blake Bridwell, and Chief 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.

Call to Order

Mayor Partin called the meeting to order. Council Member Skip Jenkins gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance. She stated Council Member Eva Corley had previously scheduled training with her job and would not be at tonight's Council Meeting.

Approval of Minutes

Council Member Almond made a motion to approve the minutes of the December 3, 2013 Regular Meeting and the December 18, 2013 Special Meeting as submitted. Council Member James seconded the motion which was unanimously approved by roll call vote.

Presentations**A. Presentation of Decorate Cayce Awards**

Mayor Partin presented the first place Decorate Cayce Award to Wayne and Norma Corley. Ms. Patricia Keller was awarded second place and Ms. Linda Pruitt was awarded third place. Mayor Partin thanked all the residents in the City who helped to make the City so beautiful during the holidays.

Public Comment Regarding Items on the Agenda

No public comment was given.

Ordinances

A. Approval of Amendment to the City of Cayce Sewer Use Ordinance -
First Reading

Mr. Gary Hubbard stated in September 2011 the EPA conducted an inspection of the City's pre-treatment program. As part of the findings of that inspection, the EPA requested minor language changes to the City's Sewer Use Ordinance that were adopted by Council on June 1, 2010.

In February of 2011, Mr. Jeff DeBessonnet with SCDHEC contacted the City's former Director of Utilities, Mr. Frank Robinson to ask if the City of Cayce would be willing to enter into the septage/grease receiving and treatment business. Mr. Robinson advised Mr. DeBessonnet that the City would be willing to consider it but only if funding for the development of a septage/grease receiving facility was available without reimbursement (free money). After staff review of the current treatment methods for septage and grease in South Carolina and further negotiations with SCDHEC, the City of Cayce agreed to the construction of a 100,000 gallon per day Septage and Grease Facility to serve Lexington County residential and commercial customers only. Construction of the new Septage and Grease Facility at the City's Regional Wastewater Treatment Facility began in March 2013. At this time, the construction of this facility is nearing completion with an estimated start date of March 2014.

Mr. Hubbard explained as part of the operation of the new Septage and Grease Facility, staff developed operational and administrative procedures and policies to manage the new facility, including the development of a Fats, Oil and Grease Control policy. The Fats, Oil and Grease (FOG) control policy, which would be a part of the City's Sewer Use Ordinance, is required by federal, state and local laws in order to control the discharge of FOG into the City's collection system. Limiting the amount of FOG levels entering the City's collection system helps reduce costs related to maintaining the sewer collection system. The City spends a significant amount of money and man hours unclogging and cleaning wastewater collection lines. These costs are passed on to City customers through sewer rates.

Mr. Hubbard stated FOG can cause serious problems in the wastewater collection system such as restricting, blocking flow in pipes and damaging pumps at lift stations resulting in potential sanitary sewer overflows (SSO). Blockages in the collection system can cause SSOs to occur in homes, businesses or local waterways which are used for recreational purposes and storm drains; thus creating a health hazard to the public as well as employees with additional costs associated with both cleanup and repairs to damaged properties and equipment in the area. These SSOs have the potential of resulting in fines. Preventing FOG from entering the collection system can help avoid these problems. Any business that regularly prepares food, whether for on-site consumption like restaurants and schools, or for later consumption,

like grocery stores, has the potential to add FOG to our wastewater collection system. At this time wastewater from Food Service Establishments contribute to a significant amount of the blockages or SSOs in the City's wastewater collection system.

Mr. Hubbard stated the FOG Control Policy recommended by staff was developed from FOG control programs currently in use by the Town of Lexington, the Joint Municipal Water and Sewer Commission, the City of Columbia and the City of Rock Hill.

Ms. Vance explained that currently all restaurants are required to have a grease trap. The proposed Ordinance takes this requirement a step further and requires restaurants to have a permit to operate the grease trap. There is no cost for the permit but it will help the City keep track of how the grease is being disposed of.

Council Member James asked for clarification on the Food Service Establishment first re-inspection (violation) fee. He asked if this was a fine or a new fee. Mr. Hubbard explained that this is a new fee established in the case that the City has to re-inspect a hauler who did not follow the required procedures and put waste back into the grease trap. Ms. Vance explained that there will be older facilities that do not have grease traps and it can be very costly to build a grease trap so there is a variance process in the Ordinance that allows for a trap to be built above ground.

Ms. Vance stated that staff has notified the purchasers, as required by the agreement, of all the changes to the Sewer Use Ordinance. The changes do not directly affect the purchasers but they have been made aware of the changes.

Council Member Jenkins made a motion to approve the ordinance amending the City of Cayce sewer use ordinance on first reading. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

- B. Approval of Ordinance to Amend the Code of Ordinances to Add a New City Code Sec. 40-119 ("Fees Related to Fats, Oil and Grease")
Concerning Rates at the City of Cayce Septage and Grease Facility –
First Reading

Mayor Partin stated Council has before them a revised Item IV. B. Ms. Vance explained that the proposed fees were in the White Paper but not in the actual Ordinance so it was revised. Mr. Hubbard explained that the City's Septage and Grease Facility is projected to be operational as of March 2014. In anticipation of the opening of the facility City staff has been reviewing the operating procedures for how the City will handle this new service. In order to effectively and efficiently operate this new facility, some changes are required in both the City's Sewer Use Ordinance and the

City Code of Ordinances. The revisions to the Sewer Use Ordinance are on the agenda for Council to approve separately. The change to the City's Code of Ordinances is the addition of fees for the disposal of the Fats, Oil and Grease. The change will include the addition of the following information:

Sec. 40-119. Fats, oils and grease.

Annual grease discharge permit\$0.00
Annual Waste Hauler Permit250.00
Variance fee0.00
First re-inspection (violation) fee250.00
Successive re-inspection (violation) fee500.00
Septic Waste Disposal fee 0.10 per gallon
Grease Waste Disposal fee 0.12 per gallon
Waste Testing fee \$0.00
Hauler Truck Cleaning fee \$50.00

Ms. Vance explained that the establishment of new fees requires a public hearing at City Council. She stated prior to the second reading of the amendment to the City Ordinance, the public hearing will be held.

Council Member Almond made a motion to approve the Ordinance amending the Code of Ordinances to add a new City Code Section 40-119 ("Fees Related to Fats, Oil and Grease") concerning rates at the City of Cayce Septage and Grease Facility. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

C. Approval of Ordinance Amending Chapter 12 (Businesses) of the Code of Ordinances of the City of Cayce (Sec. 12-57 and Appendix A of the City Business License Ordinance) – First Reading

Ms. Vance explained that amending Chapter 12 will bring the City's NAICS codes and rate schedule up to where other municipalities currently are. In 2003 the City adopted the 1998 rate schedule version. Mr. Greenwood explained that in updating the NAICS tables the question of revenue neutrality comes out. He stated in changing the tables the City could lose up to \$40,000 in the General Fund from business licenses. He stated he recommends changing the per \$1,000 amount in business license fees to achieve a revenue neutral outcome for the City.

Mr. Greenwood explained that the City of Cayce's base rate is much lower than most municipalities. He stated his suggestion is to increase the per \$1,000 charge across the board by \$.05. Council Member James asked how staff would implement the proposed increase. Mr. Greenwood explained that once Council makes their

decision he and staff will mail out renewal notices along with a letter to all businesses explaining that their rate class and NAICS codes may have changed which will affect their calculations.

Mr. Greenwood explained that 71% of businesses will pay less and 29% will see a slight increase in business license fees. He stated the majority of businesses will only see a 10% increase at the most. Council Member James stated since the changes are revenue neutral staff should look into making the changes effective for 2015 so all businesses will have time to adjust to the increase. Ms. Vance explained that to be fair to all businesses the City needs to implement changes to its rates now to reflect current IRS data.

Council Member Almond made a motion to approve an Ordinance amending Chapter 12 of the Code of Ordinances of the City of Cayce (Sec. 12-57 and Appendix A of the City Business License Ordinance) on first reading. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. Council Member James asked Mr. Greenwood if staff is going to contact the businesses who may see a significant increase in the business license rates. Mr. Greenwood stated staff is going to send a letter to all businesses explaining the changes.

D. Approval of Ordinance Amending Chapter 12 (Businesses) of the Code Of Ordinances of the City of Cayce (Appendices B and C of the City Business License Ordinance) – First Reading

Mr. Greenwood explained that Appendices B and C are the newly changed NAICS tables that will bring the City to the current IRS data. Council Member James made a motion to approve the Ordinance amending Chapter 12. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

Ms. Vance stated staff has signed the agreement with the new software company and it will be implemented in sections and will be fully live on July 1, 2014. She stated the City received a Palmetto Pride Grant that funds eight recycling containers that look like frogs. There will be two containers placed at each entrance of the Riverwalk Park. These containers will hopefully encourage children and adults to recycle.

Ms. Vance stated that the City is working with DHEC to do a pilot program for large recycling containers. Some municipalities use roll cart sized recycling containers and that decreases the number of times sanitation staff has to pick up recyclables. DHEC has allowed the City to purchase 250 recycling containers which will be used in Concord Park since it is a smaller neighborhood and is very contained. Staff is working

to establish baseline data now for the amount of recyclables the City picks up each week from them. Next, staff will look at the time it takes to pick up the current smaller recycle bins and if the City will save money on gas and time by picking up the larger containers for all residents. Ms. Vance stated that if the City decided to go with the larger containers then recyclables will be picked up bi-weekly instead of every week.

Ms. Vance stated that she recently talked to the Lexington County Administrator who said the new facility at the County that will house the City's animals should be running by November 2014.

Committee Matters

- A. Approval to Enter the Following Approved 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:

Planning Commission – October 21, 2013

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

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 purchase of property of new City Hall

Council Member Jenkins made a motion to move into Executive Session to discuss the matters above. Council Member Almond 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 Jenkins 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

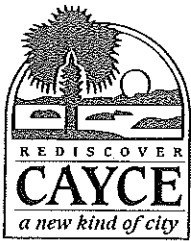
No action was taken by Council in follow up to Executive Session.

There being no further business, Council Member Almond made a motion to adjourn the meeting. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 7:15 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk



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ASSISTANT CITY MANAGER
SHAUN M. GREENWOOD

CITY OF CAYCE Special Council Meeting January 22, 2014

A Special Council Meeting was held this afternoon at 5:00 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 Rhodes, Assistant City Manager Shaun Greenwood, Mendy Corder, Municipal Clerk, Blake Bridwell, Director of Utilities, Chief Charley McNair, Garry Huddle, Municipal Treasurer and City Attorney Danny Crowe. 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 Councilmember Jenkins gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

Other

- A. Presentation by Mr. Robert Milhous of the City of Cayce FY12/13 Comprehensive Annual Financial Report

Mr. Robert Milhous, the City's auditor, presented the FY12/13 Comprehensive Annual Report to Council. Mr. Milhous went over the financial statement with Council and stated it was a good audit and good financial report and Mayor, Council and staff should be proud. He commended the City for being awarded the Certificate of Achievement for Excellence in Financial Reporting for the twelfth consecutive year.

Ms. Vance stated that the SRF is going to allow the City to completely do away with its entire debt reserve fund since the City has an A+ bond rating. This will be an additional \$700,000 - \$800,000 the City will get to use. Ms. Vance explained that the audit will be discussed in detail at the upcoming Budget Workshops.

- B. Discussion and Approval of Penny for Progress Projects List

Ms. Vance explained that at the December Council meeting, Council approved the top five projects to be submitted to the Penny for Progress Commission. Staff has added the other projects that were discussed and Council approval is needed for the entire list. Staff has been diligently working on the submittal packages and will submit them by January 30th. Below is the proposed list for Council consideration.

- Stormwater Drainage Improvements
- Avenues, Broadacres, and North Frink St. Water Distribution and Refurbishment and Glenn Street Water Tank(to include Mapping the current system)
- New City Hall
- Renovations to old City Hall (for court system and Public Safety)
- Traffic Calming and Pedestrian Improvement (Knox Abbott Master Plan)
- Wastewater Collection System Inflow and Infiltration Analysis and Rehabilitation Project
- Fire sub-station near Hunter's Mill
- Riverwalk Capital Improvement and Replacement Plan
- Water Plant – Replace Gaseous Chlorine With Sodium Hypochlorite
- Airport /Three Fountains Pump Station and Forcemain Refurbishment
- Starmount and ETMF Tank Water Distribution Improvements
- Hwy 302 & I-26 Intersection Utility Relocation
- Old Barnwell Pump Station Forcemain
- John Hardee Expressway Utility Relocation

Ms. Vance explained that there are four other projects that other municipalities are submitting that will benefit the City. Lexington County has put together a list of roads that need to be paved. Pine Ridge is applying for \$11,000,000 for a water project and a sewer project. Springdale is applying for \$7.4 million to finish their sewer project they started years ago. Ms. Vance stated this infrastructure would be turned over to the City including a million gallon tank since neither municipality operate their own water and sewer system. She stated the Council of Governments is applying for the interpretative center for the 12,000 Year History Park which would be owned by the City.

Council Member James made a motion to approve the Penny for Progress Projects list. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

- C. Approval of Ordinance Amending Chapter 12 (Businesses) of the Code of Ordinance of the City of Cayce (Section 12-57 and Appendix A of the City Business License Ordinance) – Second Reading

Mr. Greenwood stated during the January 7th City Council meeting, Council approved First Reading of an Ordinance Amending Chapter 12 (Businesses) of the Code of Ordinances of the City of Cayce (Section 12-57 and Appendix A of the City Business License Ordinance). Prior to Second and Final Reading of the ordinance, Staff is recommending that a quick reference table for the class 8 businesses be added

to Appendix A. This table will allow anyone with a class 8 business to quickly identify their rates and whether "Non-resident" rates should apply.

Council Member Almond made a motion to approve the Ordinance as amended on second and final reading. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

- D. Approval of Ordinance Amending Chapter 12 (Businesses) of the Code of Ordinances of the City of Cayce (Appendices B and C of the City Business License Ordinance) – Second Reading

Council Member Almond made a motion to approve the Ordinance on second and final reading. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Executive Session

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

- 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 purchase of property for new City Hall
- C. Personnel Matter – City Manager's Annual Evaluation and Salary Review

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

- III. A.

Council Member James made a motion to authorize the City Manager to follow up with negotiations as discussed. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

III.C.

Council Member James made a motion to give the City Manager a 5% increase in her salary for achieving her ICMA credentialing. He explained last year Council included in the City Manager's evaluation measurable objectives to work towards during the year and a \$1,500 bonus for each achieved objective. There were three goals accomplished in the past year for a total bonus of \$4,500. Council Member Almond seconded the motion which was unanimously approved by roll call vote. Council Member James stated Council would like Ms. Vance to meet with Mayor Partin to discuss specifics of the evaluation. Mayor Partin stated she and Council are floored by Ms. Vance's competency and thanked her for taking care of the City and moving it forward.

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 8:00 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk

WHOLE SOLE AWARD NOMINATION

The City of Cayce has a Christmas float that Council rides on every holiday season in the West Metro Parade of Lights. The float was last updated in 2002. Ken Walters, the City electrician, came to me this past spring with the idea of totally renovating the float. His enthusiasm and creative ideas inspired me and we found money in the Christmas in Cayce budget to fund his idea. We decided to upgrade the lights on the float to LED lights to conserve energy and Ken wanted to put seats on the float for Mayor and Council.

When Ken started the work on the float he quickly realized that it was going to be a much bigger project than he initially thought. The floor of the float was almost completely rotted out and the float was going to have to be totally rebuilt. Erick Kennedy, a Utilities Department Crew Leader, offered to help Ken since the size of the project was too much for one person to do alone. Ken and Erick worked after hours and on the weekends for over a month to create the vision Ken had.

Ken is a true asset to the City of Cayce. His work ethic and attention to detail are exactly what you want in your City electrician. He truly loves the City of Cayce and is always looking for ways to make the City shine.

Attached are before and after photographs of the float. Ken and Erick did a truly remarkable job with limited time and funds. Unfortunately municipalities cannot enter the best float contest but I feel sure if we could we would have won. The fact that Ken and Erick spent so much of their own time making the City float so beautiful is a testament to how much they both love the City and I feel they both deserve the City's Whole Sole Award.

Mark Corder

*11/21/14
OK
RV*

Memorandum

To: Mayor and Council

From: Rebecca Vance, City Manager
Blake Bridwell, Director of Utilities
Gary Hubbard, Asst. Director of Utilities

Date: January 31, 2014

Subject: Second Reading of an Ordinance to amend the Sewer Use Ordinance as directed by the EPA and to implement a Fats, Oil and Grease Control Policy and Waste Hauler Permitting Program in conjunction with septage and grease receiving facility.

ISSUE

Council's approval is needed for the Second Reading of an Ordinance to amend the Sewer Use Ordinance in order to comply with the findings of an EPA/SCDHEC inspection and to implement a Fats, Oil and Grease (FOG) Control Policy and Waste Hauler Permitting Program.

BACKGROUND/DISCUSSION

In September 2011 the EPA conducted an inspection of the City's pre-treatment program. As part of the findings of that inspection, the EPA requested minor language changes to the City's Sewer Use Ordinance that were adopted by Council on June 1, 2010.

In February of 2011, Mr. Jeff DeBessonnet with SCDHEC contacted the City's former Director of Utilities, Mr. Frank Robinson to ask if the City of Cayce would be willing to enter into the septage/grease receiving and treatment business. Mr. Robinson advised Mr. DeBessonnet that the City would be willing to consider it but only if funding for the development of a septage/grease receiving facility was available without reimbursement (free money). After staff review of the current treatment methods for septage and grease in South Carolina and further negotiations with SCDHEC, the City of Cayce agreed to the construction of a 100,000 gallon per day Septage and Grease Facility to serve Lexington County residential and commercial customers only. Construction of the new Septage and Grease Facility at the City's Regional Wastewater Treatment Facility began in March 2013. At this time, the construction of this facility is nearing completion with an estimated start date of March 2014.

As part of the operation of the new Septage and Grease Facility, staff developed operational and administrative procedures and policies to manage the new facility, including the development of a Fats, Oil and Grease Control policy. The Fats, Oil and Grease (FOG) control policy, which would be a part of our Sewer Use Ordinance, is required by federal, state and local laws in order to control the discharge of FOG into the City's collection system. Limiting the amount of FOG levels entering the City's collection system helps reduce costs related to maintaining the sewer collection system. The City spends a significant amount of money and man hours unclogging and cleaning wastewater collection lines. These costs are passed on to City customers through our sewer rates.

FOG can cause serious problems in the wastewater collection system such as restricting, blocking flow in pipes and damaging pumps at lift stations resulting in potential sanitary sewer overflows (SSO). Blockages in the collection system can cause SSOs to occur in homes, businesses or local waterways which are used for recreational purposes and storm drains; thus creating a health hazard to the public as well as employees with additional costs associated with both cleanup and repairs to damaged properties and equipment in the area. These SSOs have the potential of resulting in fines. Preventing FOG from entering the collection system can help avoid these problems. Any business that regularly prepares food, whether for on-site consumption like restaurants and schools, or for later consumption, like grocery stores, has the potential to add FOG to our wastewater collection system. At this time wastewater from Food Service Establishments contribute to a significant amount of the blockages or SSOs in the City's wastewater collection system.

The FOG Control Policy recommended by staff was developed from FOG control programs currently in use by the Town of Lexington, the Joint Municipal Water and Sewer Commission, the City of Columbia and the City of Rock Hill.

The revised Sewer Use Ordinance includes amendments to the Sewer Use Ordinance after June 2010 (shown in blue text), the requested EPA revisions (shown in red and strikethrough text) and the FOG Control Policy (shown in red text). A brief summary of the revised Sewer Use Ordinance is also provided for Council's review.

RECOMMENDATION

Staff recommends that Council approve Second Reading of the amendment to the Sewer Use Ordinance to comply with EPA requirements and to establish a new Fats, Oil and Grease Control Policy/Waste Hauler Permitting Program.

Summary of Sewer Use Ordinance Changes & Modifications

Changes Associated with EPA Inspection (September 28, 2011)

- Eight general definitions had to be modified in Sec. 1.4 Definitions.
- Sec 2.2 add more specific language regarding PH
- Sec 6.1 modify language regarding sampling requirements
- Clarification to slug control requirements must be referenced in SIU (significant industrial user) control mechanisms.
- Revisions to SNC (significant non compliance) definition
- Modifications to sampling requirements and clarification of the requirement to report all monitoring results.

Modifications Associated with Establishing a FOG Control Program

- Grease, oil, and sand interceptors shall be provided for the proper handling of wastewater containing excessive amounts of grease and oil, which will or tend to cause or contribute to sanitary sewer blockages and obstructions, or sand; except that such interceptors shall not be required for residential users. Food Service Establishments, commercial establishments and other industrial generating wastewater containing fats, oils or greases are subject to this ordinance.
- Grease Traps and Grease Interceptors shall be provided for all restaurants, snack bars, fast food restaurants or carry out food restaurants or any other areas such as service station or residential complex wash racks, automatic car washes or auto service areas, coin laundries, hospitals or other businesses which, in the opinion of the City, deem them necessary to for the proper handling of wastes generated by each business.
- All Grease Traps shall be installed in accordance with the City's most recently adopted version of the International Plumbing Code. Grease Traps and Grease Interceptors shall be installed in accordance with the requirements contained in all applicable local plumbing codes and must be installed by a licensed plumbing contractor. Any Grease Trap and/or Grease Interceptor shall be located in the FSE's lateral sewer line between all fixtures which may introduce Grease into the City's wastewater collection system. Wastewater from domestic facilities and other similar fixtures shall not be introduced into a Grease Trap and/or Grease Interceptor by the FSE.
- All existing FSEs (Food Service Establishments) must have Grease Traps and Grease Interceptors installed and approved by the City in accordance with the City's FOG Control Policy.
- For Existing FSEs operating with Grease Traps and/or Grease Interceptors that were installed prior to the effective date of this ordinance, these FSEs will generally be permitted to operate

and maintain existing Grease Traps and Grease Interceptors provided they are in proper operating condition.

- New FSEs are any FSE's that are undergoing a change of use which necessitates the issuance of a new SCDHEC food service permit or are newly constructed and include existing FSE's expansion or renovation to provide food services are required to install Grease Traps and/or Grease Interceptors.
- All FSEs are required to operate, maintain, clean, and repair their Grease Traps and Grease Interceptors according to and in compliance with all applicable provisions contained within the City of Cayce's FOG Control Policy herein attached.
- Each FSE shall maintain records required by the City of Cayce's FOG Control Policy.
- The FOG Control Policy is adopted with the ordinance from which this section is derived. The Superintendent is authorized to make amendments to the FOG Control Policy provided that any major amendments shall be approved by city council.
- The objective of this Policy is to aid in administration of the City of Cayce's Fats, Oils, and Grease Ordinance ("FOG Ordinance") designed to reduce the introduction and accumulation of fats, oils, and greases into the municipal wastewater collection system. This Policy establishes uniform permitting, maintenance and monitoring requirements for controlling the discharge of grease from food service facilities discharging into the wastewater collection system and for regulation of commercial grease haulers operating within the City of Cayce's collection system.
- All GRD (Grease Removal Devices) plans and specifications must be reviewed and approved by the City of Cayce Inspection Department and the Industrial Pretreatment Program prior to installation. Prior to placing any new GRD into operation, the Cayce Inspection Department and the Industrial Pretreatment Division shall inspect the GRD to assure compliance of approved GRD. No New FSE will be allowed to initiate operations until proper Grease Traps and/or Grease Interceptors, as appropriate, are installed by the FSE in accordance with this ordinance, and are approved by the City.
- Each FSE shall have its grease interceptor(s) pumped at a minimum frequency of once every 90 days.
- Wastes removed from each grease interceptor shall be disposed of at a facility permitted to receive such wastes or at a location designated by the City for such purposes.
- All FSE shall be required to apply for and obtain a "Grease Discharge Permit" (GDP) from the City. The GDP shall be in addition to any other permits, registrations, or occupational licenses which may be required by federal, state, or local law. It shall be a violation of this Policy for any FSE identified by the City to discharge wastewater containing fats, oils, and grease to the City's wastewater collection system without a current GDP.
- The Superintendent or his designee shall maintain records of blockages to assist in determining the effectiveness of the FOG Ordinance and this Policy.

- The Superintendent shall inspect FSE on both an unscheduled and unannounced basis or on a scheduled basis after a GDP has been issued to verify continued compliance with the requirements of this Policy. FSEs with GRDs are responsible for having qualified staff on hand during any inspection to open and close the grease removal devices. The Superintendent shall also determine if all Best Management Practices agreed upon and noted in the permit issued to the facility have been implemented. Inspections shall include all: equipment, food processing and storage areas and shall include a review of the processes that produce wastewater discharged from the facility through the grease interceptor/trap. The Superintendent shall also inspect the interceptor/trap maintenance logbook and file, other pertinent data, the grease interceptor/trap and may check the level of the interceptor/trap contents and/or take samples as necessary. The Superintendent shall record all observations in a written report.

Establishing a Septage & Grease Haulers Program

- Any person, firm, or business interested in collecting, pumping or hauling grease interceptor wastes from FSE connected to the City's sewer collection system who does not hold and maintain a current "Waste Hauler Permit (WHP)" shall be required to apply for and obtain a "Waste Hauler Permit (WHP)" from the City and registration for each vehicle used in hauling operations. The Superintendent shall approve, deny, or approve with special conditions all applications for WHP in accordance with the policies and regulations established in this Policy. It shall be unlawful for any identified grease hauler to clean or pump out grease interceptors on the City's system without a current WHP.
- Each WHP approved by the City shall be effective for the calendar year in which it is issued, and may include special conditions as required by the City. The WHP required by the City shall be in addition to any other permits, registrations, or occupational licenses which may be required by federal, state, and local agencies having lawful jurisdiction. The WHP is not transferable.
- Waste haulers must certify that grease was disposed of in accordance with the provisions of this Policy. Waste removed from each grease interceptor shall be disposed of at a facility permitted to receive such waste or at a location designated by the City for such purposes. Neither grease nor solid materials removed from interceptors shall be returned to any grease interceptor, private sewer line, or to any portion of the City's wastewater collection system or water reclamation facilities without prior written permission from the Superintendent. A violation of this section shall result in an immediate revocation of the WHP in addition to any other enforcement action taken. Such waste shall not violate Section 2 of this ordinance or any other requirements established by the City. The City will only accept septic and grease waste from Lexington County residential and commercial properties. The City shall accept approved waste loads at its Septage/Oil/Grease Receiving Station located within the Wastewater Treatment Plant at 539 old State Road, Cayce, SC 29033. The Superintendent may approve the disposal of septic and grease wastes collected from other locations on a case by case basis.

- The Superintendent shall require haulers of industrial, septic and grease waste to be registered with the City, to obtain a City business license and to obtain wastewater discharge permits. The Superintendent also may prohibit the disposal of hauled industrial waste. The discharge of hauled industrial waste is subject to all other requirements of this ordinance. All such discharges are subject to the appropriate fees as described in Sections 14 and 15 of this ordinance. Waste Haulers will not be allowed to discharge hauled waste at the City's Wastewater Treatment Plant without prior payment of fees and charges, as established herein.

Rates & Fees Associated with the FOG Control Program

- FSE Annual grease discharge permit \$0.00
- Variance fee \$0.00
- FSE First re-inspection (violation) fee \$250.00
- FSE Successive re-inspection (violation) fee \$500.00
- Annual Waste Hauler Permit \$250.00
- Septic Waste Disposal fee \$0.10 per gallon
- Grease Waste Disposal fee \$0.12 per gallon
- Waste Testing fee \$0.00
- Hauler Truck Cleaning fee \$50.00

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

ORDINANCE
Amending the Sewer Use Ordinance

WHEREAS, the City desires to amend its current Sewer Use Ordinance to include certain changes requested by the Environmental Protection Agency, to add certain provisions dealing with food service establishments and the introduction of fats, oils and greases into the wastewater system, and to amend and update certain other language; and

WHEREAS, the Council has determined that it is in the interest of the public and of the users of the City wastewater system to make such changes to the Sewer Use Ordinance,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, that the City's Sewer Use Ordinance is hereby amended by repealing the current text of the Sewer Use Ordinance and substituting therefor the text of the attached Sewer Use Ordinance which is hereby approved and adopted.

This Ordinance shall be effective from the date of second and final reading.

DONE IN MEETING DULY ASSEMBLED, this ____ day of _____, 20__.

Elise Partin, Mayor

ATTEST:

Mandy C. Corder
Mendy C. Corder, Municipal Clerk

First reading: 1-7-14
Second reading and adoption: _____

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

Memorandum

To: Mayor and Council

From: Rebecca Vance, City Manager
Blake Bridwell, Director of Utilities
Gary Hubbard, Asst. Director of Utilities

Date: January 31, 2014

Subject: Second Reading of an Ordinance to amend the Code of Ordinances to establish new fees to dispose of Fats, Oil and Grease in conjunction with Septage and Grease receiving facility.

ISSUE

Council's approval is needed for the Second Reading of an Ordinance to amend the Code of Ordinances to establish new fees pertaining to the disposal of Fats, Oil and Grease (FOG) at the new Septage and Grease receiving facility.

BACKGROUND/DISCUSSION

The City's Septage and Grease Facility is projected to be operational as of March 2014. In anticipation of the opening of the facility City staff has been reviewing the operating procedures for how the City will handle this new service. In order to effectively and efficiently operate this new facility, some changes are required in both the City's Sewer Use Ordinance and the City Code of Ordinances. The revisions to the Sewer Use Ordinance are on the agenda for Council to approve separately. The change to the City's Code of Ordinances is the addition of fees for the disposal of the Fats, Oil and Grease. The change will include the addition of the following information:

Sec. 40-119. Fats, oils and grease.

Annual grease discharge permit\$0.00
Annual Waste Hauler Permit250.00
Variance fee0.00
First re-inspection (violation) fee250.00
Successive re-inspection (violation) fee500.00
Septic Waste Disposal fee 0.10 per gallon
Grease Waste Disposal fee 0.12 per gallon
Waste Testing fee \$0.00
Hauler Truck Cleaning fee \$50.00

The establishment of new fees requires a public hearing at City Council. Prior to the second reading of the amendment to the city ordinance, the public hearing will be held.

RECOMMENDATION

Staff recommends that Council approve Second Reading of an ordinance amending the City of Cayce Code of Ordinances to establish new fees associated with the Fats, Oil and Grease Control Policy/Waste Hauler Permitting Program.

STATE OF SOUTH CAROLINA)	ORDINANCE
)	Adding a New City Code Section 40-119
COUNTY OF LEXINGTON)	("Fees Related to Fats, Oil and Grease")
)	Concerning Rates at the City of Cayce
CITY OF CAYCE)	Septage and Grease Facility

WHEREAS, the Council has determined that it is in the interest of the City and the financial condition of its utility service to establish fees associated with the control and disposal of fats, oil and grease at the City of Cayce Septage and Grease Facility and pursuant to the provisions of the City's Sewer Use Ordinance,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council duly assembled, that:

Article III ("Sewer System") of Chapter 40 ("Utilities") of the Cayce City Code is hereby amended to add a new Section 40-119 to read as follows:

Sec. 40-119. Fees Related to Fats, Oil and Grease.

The following fees are established for control and disposal of fats, oil and grease at the City Septage and Grease Facility and pursuant to the City's Sewer Use Ordinance:

- Annual grease discharge permit\$0.00
- Annual Waste Hauler Permit250.00
- Variance fee0.00
- First re-inspection (violation) fee250.00
- Successive re-inspection (violation) fee500.00
- Septic Waste Disposal fee 0.10 per gallon
- Grease Waste Disposal fee 0.12 per gallon
- Waste Testing fee \$0.00
- Hauler Truck Cleaning fee..... \$50.00

This Ordinance shall take effect upon the second and final reading.

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____, 2014.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk

First reading: 1-17-14

Public Hearing held: _____

Second reading and adoption: _____

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

Memorandum

To: Mayor and Council

From: Rebecca Vance, City Manager
Shaun Greenwood, Director P & D
Steve Martin, Building Official

Date: January 30, 2014

Subject: First Reading of an Ordinance amending Section 10-31 of the City of Cayce Code of Ordinances relating to Technical Codes.

ISSUE

Council approval is needed for the First Reading of an Ordinance amending Section 10-31 to adopt Chapter 1 of the most recently approved Technical Codes.

BACKGROUND/DISCUSSION

In May 2013, City Council adopted the most recent versions of the Technical Codes that were approved by the Building Codes Council. In adopting these Codes, the City officially started enforcing the new regulations as of July 1, 2013. In order to more effectively enforce all aspects of the most recent Codes, the City is required to adopt Chapter 1 specifically for each code. Chapter 1 gives the specific enforcement authority and due process requirements for each Code. Adopting Chapter 1 for each of these Codes will ensure that the City is in compliance with State Law.

RECOMMENDATION

Staff recommends that Council approve First Reading of an Ordinance amending the City of Cayce Code of Ordinances to adopt Chapter 1 of the Technical Codes as listed in the Ordinance.

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

ORDINANCE
Amending Section 10-31 ("Adoption
of codes by reference") of Chapter
10 ("Buildings and Building
Regulations") of the Code of
Ordinances of the City of Cayce

WHEREAS, the Council has determined that it is in the interest of the public and in the interest of the City in administering and enforcing the City's standard technical codes, to clarify the applicability of the administrative chapters and provisions of those codes by specifically adopting all administrative chapters and provisions of those codes,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, that

Section 10-31 ("Adoption of codes by reference") of the Code of Ordinances of the City of Cayce, contained in Article II ("Technical Codes") of Chapter 10 ("Buildings and Building Regulations"), is hereby amended to add, as an unnumbered paragraph at the end of subsection (a) and following the sentence "All standard codes are adopted with all modifications approved by the South Carolina Codes Council and with no appendices.", the following language:

Adoption of the standard codes listed above specifically includes adoption of the chapters, sections or provisions of the standard codes addressing administrative policies or procedures. In the event of any conflict between such chapters, sections or provisions and other provisions of this section or any other section of the City Code, the City Code shall prevail.

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

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2014.

Elise Partin, Mayor

Attest:

Mendy Corder, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

Approved as to form:

Danny C. Crowe, City Attorney

ITEM VI. A.

Cayce Historical Museum Complex Commission Meeting – November 5, 2013

Members present: Mary Sharpe, Ann Diamond, Marion Hutson, Cindy Peake, AG Dantzler,
Scott Morgan, Archie Moore, and Alice Brooks Executive Director: Leo Redmond

Absent: Lynn Summer (excused)

- Commission Chairperson Mary Sharpe called the meeting to order,
- Commissioner Dantzler offered the invocation.
- Commissioner Brooks expressed appreciation to Staff and Commissioners for prayers and other expressions of sympathy following the death of her mother.
- Chairman Sharpe asked Director Redmond for a brief report on Museum Commission business.
 - Redmond reported that this Saturday (November 9th) is the annual Native American Cherokee Trail Festival, 10 am - 4 pm. Held on Museum Complex grounds, the Festival is free to the public and is expected to be well-attended. Festivities include Native American dancers in regalia, history of the Cherokee Trail, children's activities, craft and food vendors, demonstrations, the Edisto River Singers, and Native style Flute music. Special guest will once again be Chief Steve Silverheels, son of Jay Silverheels, TV's "Tonto."
 - Redmond also reported that Boy Scout troops will once again help out on the Museum grounds in the next couple of weeks. In addition to camping out, Scouts will be touring the learning about the Museum and clearing and cleaning up in the out-buildings and surrounding trails and areas to ready the Complex for our major event in December. This was part of Eagle Scout training for several troops last year. It was so successful that this year more troops have asked to be involved.
- Chairman Sharpe then turned the discussion to our 2013 Christmas Traditions project: "Past, Present, and Future." The date is Saturday, December 7th, which is also observed as Pearl Harbor Day. Due to the date, our event will also have a military theme and salute the heroes who have been such an important part of Cayce's history as well as the American military. Various members have offered to bring military memorabilia to add to the traditional displays and the Honor Guard will be on hand as well.
 - She expressed appreciation to Commissioner Sumer and the students of Brookland-Cayce High School for helping unpack and set up all the trees, as well as sorting decorations on hand.
 - She distributed lists of assignments for decorations, Docents and volunteers for the event.
 - All decorations are to be complete by November 30 (with the exception of the natural decorations which will be in place closer to the date of the event.)
 - Commissioners Hutson and Brooks expressed concerns about the lack of parking last year, fearing it kept some people away. Commissioner Morgan offered to ask Harvest Hope Food Bank for the use of its lot for overflow parking. Director Redmond will also

try to secure one of more golf carts and volunteers to help transport people safely from outlying parking to the event.

- Some food stations have already been identified and Chairman Sharpe asked Commissioners to secure more – finger foods and holiday treats preferred.
- All Commissioners expressed a hope to get the Mayor, City Council, City Manager and other City officials more formally involved in the event. It was suggested that these officials be official “greeters” for our visitors. Commission members will assist as necessary.
- Commissioners Moore and Brooks as well as Director Redmond will also attempt to get more publicity for the event this year, feeling that it is somehow getting lost in the rest of the Christmas in Cayce activities, even though Christmas Traditions has a much longer history.
- The Christmas Traditions event will serve as the official December meeting for the Commission.
- There being no further business, Commissioner Dantzler moved that the meeting be adjourned and Commissioner Moore seconded.

Respectfully submitted,

Alice Brooks
Secretary, Board of Commissioners

CC: Museum Commission Chair Mary Love Sharpe and Museum Complex Commissioners
Leo Redmond, Museum Complex Director
City of Cayce Mayor and City Council Members
City of Cayce Manager and other officials as required

**APPROVED MINUTES
BEAUTIFICATION BOARD
Tuesday, November 12, 2013
City Hall
5:30 p.m.**

I. CALL TO ORDER

Sue Perry called the meeting to order at 5:40 p.m. Members present were Sue Miles, Sue Perry, Katie Scott, Joanne Wilson and John Winn. Staff present Michelle Paulchel

II. APPROVAL OF MINUTES

A motion to approve the meeting minutes of October 8, 2013 was made by John Winn. Sue Miles seconded the motion. The decision was unanimous.

III. OLD BUSINESS

- a. The work day on November 9th was cancelled due to various reasons. The Carolina Fence project was discussed with the potential new members that were in attendance for this meeting.

IV. NEW BUSINESS

- a. Possible projects were presented for the 2014 year. Items talked about included creating pieces of interest for the Cayce Riverwalk or adopting a local park. For example, there is graffiti on the Cayce Park entrance sign on State Street that needs to be cleaned off. Potential new member, Ben, offered to spray weeds in the parks if that was allowed.
- b. Beautification Board applicants were asked if they would like to be a part of the board. Both agreed that they would like to be members. Joanne moved to add them as new members and John seconded. Michelle to send their applications to City Council for approval.
- c. John presented and explained the new posters that were printed to promote the Decorate Cayce Contest. Each member to display posters in businesses around the city. Board thanked John for his hard work on the amazing posters.
- d. Sue Perry mentioned that the Beautification Foundation meeting times had been changing around. She presented information for the gala (time, date, ticket price, location, etc).
- e. Michelle presented the idea of the Beautification Board sponsoring a square of the Gamecock Mural on the Cayce water tower. Board voted and the sponsorship was approved.
- f. Meeting time in December will be used to drive around the city to judge the houses that decorated for the contest.

V. ADJOURNMENT

A motion to adjourn was made by Sue Perry. John Winn seconded the motion. The decision was unanimous. Sue Perry adjourned the meeting at 6:32 p.m.

**MINUTES OF EVENTS COMMITTEE
CITY OF CAYCE
November 14, 2013**

Present: Brenda Cole, Mendy Corder (City Representative), Danny Creamer, Kirsten Davis (City Representative), James Denny (City Representative), Julie Isom, Ellen Mancke, Frankie Newman, Cindy Pedersen, Rachel Scurry, and Jay Thompson

Absent, Excused: Dr. Pete Cassidy

Guest: Ken Walters (City Electrician)

Chairperson Julie Isom called the meeting to order. The minutes of the October 10, 2013, meeting were reviewed and approved as written.

CHRISTMAS IN CAYCE

Ms. Corder, Ms. Davis, Mr. Denny, and Mr. Walters shared their ideas for holiday decorations on the grounds of the City Complex. In order to cut down on electrical costs, some LED lights will be purchased and used beginning this year. The projected energy savings is approximately 75 percent over the older style lights. LED lights are also more environmentally friendly. City representative prepared and presented a prototype lighted tree. *Plans are to hold a focus meeting in January to discuss a rolling 3-year plan for purchasing new lights and decorations.*

The Women's Club of Cayce would like to maintain their current location of the Annual Tree Lighting. Lighting and sound should be improved this year. The children's choirs will be performing from risers. A barrel will be designated for food donations. Ms. Pedersen suggested displaying a "Save the Date" sign for the 2014 Bluegrass Festival date.

Due to rot and deterioration, Mr. Walters and other City personnel dismantled the old parade float. This year's float was rebuilt from the frame up. The new design includes LED lights, Winter Wonderland with benches, speaker system, and quieter operation. Committee members suggested that the West Metro Parade information be included on the Christmas in Cayce Schedule of Events for next year.

With a motion by Ms. Cole and a second by Mr. Creamer, the Committee voted unanimously to allocate a maximum of \$2000 from our budget towards this year's Holiday Tree project.

In another motion by Ms. Cole with a second from Ms. Newman, the Committee voted unanimously to authorize the City Representatives to purchase up to \$1000 of LED lights at after-Christmas sales.

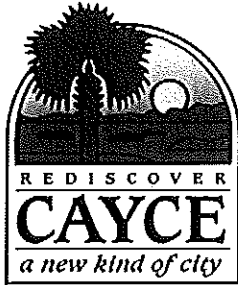
Carols along the Riverwalk is scheduled for Friday, December 6, 2013, 6:30 p.m. until 8:00 p.m. at the Naples Avenue entrance to the Cayce Riverwalk. Committee members should plan to arrive around 4:30 p.m. to help City Representatives with set-up. Clean-up is immediately following the event.

Parking passes will be mailed to each group along with a reminder requesting that they be set-up by 6 p.m. Refreshments (cider, juice, and cookies) will be available for attendees. City representatives will arrange for security, first aid, lighting, parking, directional signs, and group signs. Following the event, Ms. Corder and Ms. Davis will mail a thank you note to each group.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Rachel R. Scurry, Secretary



**APPROVED MINUTES
PLANNING COMMISSION
COUNCIL CHAMBERS
CITY OF CAYCE, 1800 12TH STREET EXTENSION, CAYCE SC
Monday December 16, 2013
6:00 PM**

I. CALL TO ORDER

Chair Ed Fuson called the meeting to order at 6:00 pm. Members present were Robert Powell, John Raley and Elroy Broehm. Chris Kueny was absent unexcused. Butch Kelly was absent unexcused. Larry Mitchell absent excused. Staff present was Shaun Greenwood and Monique Ocean.

II. APPROVAL OF MINUTES

Mr. Raley made a motion to approve the minutes from the October 21, 2013, meeting. Mr. Broehm seconded the motion. The vote was passed unanimously.

III. OTHER BUSINESS – DISCUSSION OF LAND DEVELOPMENT REGULATIONS

Shaun Greenwood began a discussion of the need for updating the City's current Land Development Regulations. He indicated that the current document was updated in 1996 and that the Central's Midlands Council of Governments (COG) is now under contract to amend the document. Mr. Greenwood asked the Board to notice that the draft document is twice the size of the current document and has regulations that are more specific. Mr. Greenwood stated that staff has proofread the draft document to search for grammatical errors but major changes would be discussed with the Board at the next meeting. Mr. Greenwood explained that the goal of the amended Land Development Regulations is to create a document that gives specific instructions for new subdivision developments. Mr. Greenwood asked the Board to consider the following items when reviewing the draft document:

1. Plat approval process – a pre-application meeting must occur to discuss requirements.
2. Inter-governmental relations – the plans for new subdivisions must be distributed to the appropriate departments and agencies.
3. Private roads – the City currently does not plat private roads.
4. Minimum requirements for development – the City currently uses the street design standards of Lexington County.

5. Sidewalks, curbs, and gutters – the City currently requires only sidewalks in new subdivisions.
6. Guidelines for Green space – specific guidelines are outlined in the draft regulations.
7. Traffic Impact Studies – currently not required by the City.

Mr. Greenwood explained that a representative from the COG would be available at the next meeting to discuss the draft document and to answer questions. He stated that any changes made by the Board would be discussed at that time.

IV. OTHER BUSINESS

Mr. Fuson stated that Mr. Butch Kelly has been absent unexcused for three meetings and he would like for staff to compose a letter requesting that Mr. Kelly tender a letter of resignation to the Board. Mr. Fuson indicated that he would like the letter to state that the Board will forward a recommendation to Council to remove Mr. Kelly from the Board if the letter of resignation is not received within a specific time frame.

V. ADJOURNMENT

Mr. Powell made a motion adjourn. Mr. Raley seconded the motion which was unanimously approved.

All open positions will be advertised on the City's website and Facebook page.

ACCOMMODATIONS TAX COMMITTEE – TWO (2) POSITIONS

Mr. John Herts' term expired in January. He would like to serve again and the Committee has recommended him for reappointment. His application is attached for Council review. Mr. Peter Fikas' term expired in February. He would like to serve again and the Committee has recommended him for reappointment. His application is attached for Council's review.

MUSEUM COMMISSION – ONE (1) POSITION

Ms. Alice Brooks' term expired in January. She would like to serve again and the Commission has recommended her for reappointment. His application is attached for Council's review.

PUBLIC SAFETY FOUNDATION – ONE (1) POSITION

There is one open position in District 2. A potential member application has been received from Ms. Pamme Eades who lives in District 2. Her application is attached for Council's review.

NO COUNCIL ACTION REQUIRED

The following positions have been postponed by Council until receipt of potential member applications.

ACCOMMODATIONS TAX COMMITTEE – TWO (2) POSITIONS

Ms. Chelle Davis is no longer employed with the Country Inn & Suites. Ms. Sue Wofford is no longer with Knights Inn. These positions must be filled by someone from the motel industry in Cayce. The staff liaison is currently speaking with motel managers regarding this position.

CAYCE HOUSING AUTHORITY – ONE (1) POSITION

Mr. Xen Motsinger's term expired August, 2012 and he has resigned from the Authority. There is no recommendation at this time.

CONSOLIDATED BOARD OF APPEALS – THREE (3) POSITIONS

Mr. Ron Lawson's term has expired. We have been unable to reach Mr. Lawson by phone. A letter has been sent to Mr. Lawson to inquire about his interest in serving on this Board. No response to the City's letter has been received. Mr. Frank Strange and Mr. Lemuel Knight both passed away recently. There are no recommendations at this time.

PUBLIC SAFETY FOUNDATION – FIVE (5) POSITIONS

Mr. Pound's and Ms. Spires' terms have expired and Council has already postponed these two positions. In checking with all the members of the foundation, Mr. Brice Corbitt has advised he will be unable to serve. Mr. Ohlen White is no longer a resident of the City and Ms. Joan Hoffman's term expired in May and she is unable to serve again at this time. Ms. Terri Camp recently moved from District 1 to District 4. Council Member James currently has two people from his district serving on the Foundation therefore Ms. Camp can fill one of the Mayor's open positions.

In summary, we have the following open positions:

District 1 – one position

District 2 – one position

District 3 – two positions

Mayor – one position

Mayor and Council Members in these districts will need to submit potential members for Council review and approval.



CITY OF CAYCE
COMMITTEE MEMBER REAPPOINTMENT APPLICATION

Name: JOHN HERT

Home Address: SUNNYSIDE DRIVE City, State, Zip CAYCE SC 29033

Telephone: [REDACTED] E-Mail Address [REDACTED]

Resident of Cayce: Yes { No Number of Years 52

Please check the Committee for which you are applying for reappointment:

- Accommodations Tax Committee
- Beautification Board
- Event Committee
- Cayce Housing Authority
- Museum Commission
- Planning Commission
- Consolidated Board of Appeals
- Board of Zoning Appeals

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? { Yes No If yes, specify below:

Work Address

Company: RETIRED Position _____

Address: _____

City, State, Zip _____ Telephone: _____

Fax: _____ E-Mail _____

Work Experience: 20 yrs City of Cayce

Educational Background: High School - Some College

Membership Information (Professional, Neighborhood and/or Civic Organizations):

Volunteer Work: Home repairs for needy families

Hobbies: _____

Return to:
Mendy Corder, Municipal Clerk
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
Telephone: 803-550-9557 • Fax: 803-796-9072
mcorder@cityofcayce-sc.gov



CITY OF CAYCE
POTENTIAL COMMITTEE MEMBER APPLICATION

Name: PETER FIKAS
Home Address: [REDACTED] Hickory Meadow Road City, State, Zip LEXINGTON, SC 29072
Telephone: 803 [REDACTED] E-Mail Address PFIKAS@SC.RR.COM
Resident of Cayce: Yes No Number of Years (20 YEARS LEXINGTON)

Please indicate the Committee(s) for which you are applying:

- Accommodations Tax Committee
- Beautification Board
- Event Committee
- Cayce Housing Authority
- Museum Commission
- Planning Commission
- Housing/Constr Board of Appeals
- Board of Zoning Appeals

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes No If yes, specify below.

Work Address

Company: RED LOBSTER Position General Manager
Address: 1270 Knox Abbott Dr.
City, State, Zip CAYCE, SC 29033 Telephone: 803-796-1048
Fax: 803-791-5901 E-Mail PFIKAS@RedLobster.com
Work Experience: Hospitality, Business, Sales.

Educational Background: Some University

Membership Information (Professional, Neighborhood and/or Civic Organizations):

Volunteer Work:

Hobbies: Anything outdoors - Running, Biking, TRAVEL

Return to:
Mendy Corder, Municipal Clerk
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
Telephone: 803-550-9557 • Fax: 803-796-9072



CITY OF CAYCE
COMMITTEE MEMBER REAPPOINTMENT APPLICATION

Name: Alice Brooks

Home Address: [Redacted] Lattinette Ave, City, State, Zip Cayce SC 29033

Telephone: [Redacted] E-Mail Address [Redacted]

Resident of Cayce: Yes { No Number of Years 34

Please check the Committee for which you are applying for reappointment:

- Accommodations Tax Committee
- Beautification Board
- Event Committee
- Cayce Housing Authority
- Museum Commission
- Planning Commission
- Consolidated Board of Appeals
- Board of Zoning Appeals

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? { Yes No If yes, specify below:

Work Address
Company: Retired / Freelance Public Relations Position Public Relations

Address: _____

City, State, Zip _____ Telephone: _____

Fax: _____ E-Mail _____

Work Experience: 40+ years - public relations & public information, & public administration

Educational Background: BA, Theatre Arts & Political Science
Minor - History

Membership Information (Professional, Neighborhood and/or Civic Organizations):

Members Club of Columbia, Stress Assn., Animal Protection League 25

Volunteer Work: Cayce United Methodist Church, Animal Protection League, Cayce Historical Museum

Hobbies: Reading, Crafts, Social Media, Cooking

Return to:
Mendy Corder, Municipal Clerk
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
Telephone: 803-550-9557 • Fax: 803-796-9072
mcorder@cityofcayce-sc.gov



CITY OF CAYCE PUBLIC SAFETY FOUNDATION APPOINTMENT APPLICATION

Name: Pamme L Eades

Home Address: Poplar Street City, State, Zip Cayce, SC 29033

Telephone: [REDACTED] E-Mail Address: [REDACTED]

Cell Phone: [REDACTED]

Resident of Cayce: Yes No Number of Years 5

Business Located in Cayce: Yes No Number of Years

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes No If yes, specify below:

Work Address

Company: South Carolina Bank and Trust Position Retail Implementation Manager

Address: 520 Gervais Street

City, State, Zip Columbia SC 29201 Telephone: [REDACTED]

Fax: E-Mail [REDACTED]

Work Experience: Wachovia On Call Telephone Banker; SCBT Lead Trainer; Retail Implementation Manager

Educational Background: BA in Journalism - USC; MA in Art History - USC

Membership Information (Professional, Neighborhood and/or Civic Organizations):

Cayce Avenues Neighborhood Association Board Member (current President) Woman's Club of Cayce Treasurer

Volunteer Work:

Hobbies: Basketry, Gardening, Reading

Return to:

Mendy Corder, Municipal Clerk

City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004

Telephone: 803-796-9020 • Fax: 803-796-9072