



## CITY OF CAYCE

*MAYOR*  
ELISE PARTIN

*MAYOR PRO-TEM*  
JAMES E. JENKINS

*COUNCIL MEMBERS*  
TARA S. ALMOND  
PHIL CARTER  
EVA CORLEY

*CITY MANAGER*  
REBECCA VANCE

*ASSISTANT CITY MANAGER*  
SHAUN M. GREENWOOD

### CITY OF CAYCE Regular Council Meeting June 7, 2016

The June 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, Phil Carter, Eva Corley and James Jenkins. City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood, Municipal Clerk Mendy Corder, Municipal Treasurer Garry Huddle, City Attorney Danny Crowe, and Director of Public Safety Byron Snellgrove 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 Jenkins gave the invocation and Mayor Partin led the assembly in the Pledge of Allegiance.

#### **Approval of Minutes**

Council Member Almond made a motion to approve the May 3, 2016 Regular Council Meeting minutes and the May 18, 2016 Special Council Meeting minutes as written. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

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

No one signed up for Public Comment.

#### **Presentations and Proclamations**

##### **A. Presentation of Whole Sole Awards**

Mayor Partin asked Mr. Charles Newton to join her in front of the assembly. She stated that Mr. Newton was reading meters on February 24, 2016, when he saw an accident occur. The truck in front of him swerved, hit a power pole and ended up in a ditch beside Piggie Park's Sauce Plant. Mr. Newton notified Cayce Public Safety and went over to the truck and assisted the driver, helping him out of the vehicle. He stayed on site until first responders arrived. The driver, a Cayce resident, had experienced medical issues. Mayor Partin stated that this was the second time Mr. Newton had assisted someone following an accident. Ms. Kay Hutchinson wrote in

her nomination of Mr. Newton for the Whole Sole Award that he was always attentive to others and treats our citizens with the upmost respect. She stated he was a valuable asset to our team and residents. Mayor Partin thanked Mr. Newton and presented him with the Whole Sole Award.

Mayor Partin asked Ms. Angie Roof to join her in front of the assembly. Mayor Partin stated that Ms. Hutchinson had also nominated Ms. Roof for the Whole Sole Award. Ms. Hutchinson wrote that during a Utility Staff meeting with the City's engineering firm and the meter supply company, it was requested that the City do a sample count of the meter lids in the Water Line Project Area. There are several different types of lids, so conducting a count of them would result in a more accurate representation of the cost to replace them. With over 3900 meters lids to check, this posed a challenge for staff to count them in an efficient manner.

Ms. Roof stepped in to help count lids. She walked the majority of the Avenues and the count was completed in a little over two weeks. Thanks to Ms. Roof's assistance and a full team effort, staff were able to provide the engineering firm and meter company with more accurate data, which will result in significant savings since the City now has a better representation of lid types in the project area. Mayor Partin thanked Ms. Roof for going above and beyond and presented her with the Whole Sole Award.

Mayor Partin stated that Mr. Robert Standridge was also nominated for the Whole Sole Award. He was unable to attend the meeting but she read his nomination. Mr. Standridge received a call from Public Safety Dispatch at 3:30 am on Monday, April 25. A resident had a leak that was coming from their hot water heater and they wanted the water turned off until they had it repaired. Mr. Standridge immediately responded, even though he was not the "official" on call person that night. He not only turned the resident's water off, but crawled under the house and stopped the leak at the source by turning off their hot water heater. Mr. Standridge always goes the "extra mile" and is willing to assist the team and the public in any manner possible. He is an outstanding asset to the team and the City of Cayce. Mayor Partin thanked all the award recipients for all they do to make Cayce such a great place to live.

#### B. Recognition of Public Safety Officer Donta Stewart

Mayor Partin asked Cayce Public Safety Officer Donta Stewart to join her in front of the assembly. She stated that Mr. Stewart graduated from the South Carolina Fire Academy on May 13, 2016. Officer Stewart attended an eight-week firefighter candidate school in Columbia. He underwent a 320-hour training program of classroom and hands-on firefighting skills development. The in-depth training, offered quarterly at the Fire Academy, includes emergency responder first aid training, hazardous materials operations training, auto extrication, flammable liquids and gas firefighting, rescue

training, and National Fire Protection Association (NFPA) Firefighter I and Firefighter II levels. Officer Stewart was awarded the Pride of the Battalion award at the Fire Academy. This award is given to the recruit who has demonstrated "Leadership, Integrity, Determination and Good Value." This award recipient is chosen by the instructor staff who worked with the recruits during the eight-week program. It is a very challenging program that requires team work, in-depth study, extensive hands-on training with live fires, eight practical skills evaluations and seven written tests to meet the National Fire Protection Association standards. Officer Stewart has shown extreme commitment to service by completing this challenging and comprehensive program. Mayor Partin congratulated Mr. Stewart and stated that Cayce will be better served as a result of his extraordinary efforts.

**C. Presentation by Ms. Heather Vardell re CWC Jaycees**

Ms. Heather Vardell stated that she was a member of the Cayce-West Columbia (CWC) Jaycees. She stated that the Jaycees are a local non-profit junior chamber. She stated that she was the first female candidate and only member from the CWC Jaycees Chapter in the state of South Carolina to run for President of the International Junior Chamber Headquarters, also known as JCI USA. She was nominated to represent not only the local CWC Jaycees chapter but she will be the first member from the state to compete with candidates across the world.

Ms. Vardell stated that through the support of members, partners and friends, JCI USA is able to carry out its core mission to create positive change in more than 5,000 communities around the world. She stated that these efforts start locally then grow to a national and global level. The CWC Jaycees are excited about the many projects that have moved from start to finish and recognized at the national level. She stated that although the journey isn't easy, the Jaycees seem to find creative ways to reinvent themselves and tackle challenges every year by gaining members with talents and professional experience from all walks of life.

**D. Approval of Proclamation – Say Something Nice day**

Council Member Almond made a motion to proclaim June 1, 2016 as Say Something Nice Day. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. Mayor Partin asked the staff members in the assembly to stand. She thanked them all for all their hard work that they do on a daily basis for the City's residents and customers.

**Ordinances**

**A. Discussion and Approval of Ordinance 2016-07 to Adopt an Annual**

**Budget, Levy a Property Tax, and Provide Revenue for the City of Cayce for the Fiscal Year Ending June 30, 2017, and To Adopt and Establish Certain New Fees with Fee Amounts and New Fee Amounts for Certain Existing Fees – First Reading**

Ms. Vance stated that the General Fund Budget was balanced at \$11,873,880. She stated that the budget did not include a tax increase but did include a \$1.50 increase in residential sanitation fees. The budget includes \$640,120 in Hospitality Tax Revenue, \$150,000 Special Grant allocation from SC PRT, and \$135,160 in Other Financing Sources (Lease Purchases). She stated the budget also included a \$1,600,000 transfer from Utility Fund for Indirect Cost, \$375,601 in capital expenditures, reduced personnel requests with no new positions; including no new firefighters and a 10% increase in health insurance costs and a 2% COLA for all employees.

Ms. Vance stated that the Utility Fund Budget was balanced at \$12,073,121. She stated that the budget did not include a rate increase for water or sewer. The Utility budget includes \$310,150 in capital expenditures, 15% debt coverage for the City's utility fund debt, a \$1,600,000 transfer to General Fund for Indirect Costs and a 10% increase in health insurance costs and a 2% COLA raise for all employees. Ms. Vance stated that the Master Fee Schedule would also be included in the budget Ordinance. She stated that the Master Fee Schedule outlines all of the City's fees and charges.

Ms. Vance stated that the new bay doors for the Fire Department were going to be purchased with funds from the current budget. She stated that the parking lot in front of the Fire Department was going to be repaved and paid for with current budget funds as well. Staff also purchased a used brush truck body so the Department would have a brush truck.

Council Member Carter made a motion to approve first reading of the 2016-2017 General Fund and Utility Fund budgets and the Master Fee Schedule. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

**B. Discussion and Approval of Ordinance 2016-08 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**

Ms. Vance stated that Council approval was needed for the first reading of an Ordinance amending Section 10-31 to adopt the most recently approved Technical Codes. She stated that the South Carolina Building Codes Council formally adopts new construction related technical codes when changes are needed. It is mandatory that all municipalities and counties enforce these codes. She stated that the City

currently enforces the Codes that were previously adopted by the Building Codes Council.

Ms. Vance stated that the SC Building Codes Council had formally adopted a number of new technical codes and the effective date is July 1, 2016. No revisions or modifications are permitted to the codes without prior approval of the Building Codes Council. Due to this mandate, the City needs to adopt the new versions of the codes by reference through an Ordinance. The City's Fire Marshal requested the addition of the appendices listed below in the adoption of the 2015 International Fire Codes.

Appendix A: Board of Appeals  
Appendix B: Fire Flow Requirements  
Appendix C: Fire Hydrants  
Appendix D: Fire Apparatus Access  
Appendix J: Fire Department Building Signs

Council Member Almond made a motion to approve first reading of an Ordinance amending the City of Cayce Code of Ordinances to adopt the Technical Codes as listed in the Ordinance. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

**C. Discussion and Approval of Ordinance 2016-06 Approving and Adopting a Stormwater Enforcement Response Plan – Second Reading**

Ms. Vance stated that Staff was requesting approval and adoption of a formal Stormwater Enforcement Response Plan (ERP). The ERP is required as a part of the SCDHEC Small Municipal Separate Storm Sewer System (SMS4) permit. The ERP was created as a joint effort with members of the Lexington County Stormwater Consortium (LCSC) in accord with City Ordinance 2007-1.

Ms. Vance stated that City Ordinance 2007-1 authorizes the implementation and enforcement of the Lexington County Stormwater Management Ordinance within the corporate limits of the City. The ERP describes the City's policies and procedures regarding enforcement of the Lexington County Stormwater Management Ordinance and the Lexington County Land Development Manual in accord with City Ordinance 2007-1. She stated that adoption of these policies and procedures is mandatory for continued participation in the Lexington County Stormwater Consortium. The ERP was forwarded to the City Attorney for review and approval. She stated that all of his recommendations have been made to the final document.

Council Member Almond made a motion to approve adopting the formal Stormwater Enforcement Response Plan on second reading. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

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

Ms. Vance stated that the pavilion for the new park in Riverland Park had been built and looked great. She stated that the project should be complete in the next month or so. The improvements to Guignard Park are scheduled to be complete by the end of June. She stated that the new fencing still needed to be installed. The new sign for Guignard Park was erected and she stated that it looked fantastic. She stated that there would be a re-opening celebration for both parks in the near future.

Ms. Vance stated that the bids for the Newman Boat Landing project were due on June 20 and at that time staff could proceed with having the docks repaired. She stated that the new building for the Parks and Sanitation departments had to be rebid since the two quotes that staff received were both over budget. Ms. Vance stated that the new bids were due June 15. She stated that a sewer pump station will have to be built for the addition of the building. She stated that the design work for the repairs to Phase II of the Riverwalk were underway. She stated that the repair work for Phase I had been bid out as well and the repairs should start soon.

Ms. Vance stated that the \$18,000 total for the landscape project at City Hall did include installation of the new plants and trees and installation of the irrigation system. She stated that the work would be done by a nursery and that Parks staff would not have to work on this project.

Council Member Jenkins asked if the dock at the Boat Landing was a floating dock or pilings. Mr. Greenwood stated that it was a floating dock on pilings. He stated that staff had to put back exactly what was there before or would have to go through the entire permitting process again.

### **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:

Museum Commission – April 6, 2016  
Events Committee – April 14, 2016  
Planning Commission – March 21, 2016

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

#### **B. Appointments and Reappointments**

Mayor Partin stated that Mr. Danny Creamer's position on the Events Committee expired in June and the Committee recommended him for reappointment. Council Member Jenkins made a motion to reappoint Mr. Creamer to the Events Committee. Council Member Carter seconded the motion which was unanimously approved by roll call vote. Ms. Robin DiPietro's term on the Board of Zoning Appeals expired in June and she would like to serve again. Council Member Almond made a motion to reappoint Ms. DiPietro to the Board. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Mayor Partin stated that there were currently five open positions on the Public Safety Foundation. She stated that the City received a potential member application form Mr. Joseph Dickey. Council Member Carter made a motion to appoint Mr. Dickey to the Public Safety Foundation. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

#### **Council Comments**

Council Member Almond thanked staff for their hard work in balancing the budget.

#### **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 proposed contractual arrangements for the funding of a waterline project

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

#### **Reconvene**

After the Executive Session was concluded, Council Member Almond 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**

There was not any action in follow up to Executive Session

**Adjourn**

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 6:53 p.m.

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Elise Partin, Mayor

ATTEST:

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Mendy C. Corder, Municipal Clerk



