



Mayor  
Elise Partin

Mayor Pro-Tem  
James E. Jenkins

Council Members  
Phil Carter  
Tim James  
Hunter Sox

City Manager  
Tracy Hegler

Deputy City Manager  
Jim Crosland  
Assistant City Manager  
Michael Conley

**City of Cayce  
Regular Council Meeting  
Wednesday, April 19, 2023**

The April 19, 2023 Regular Council Meeting was held this evening at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem James Jenkins and Council Members Phil Carter, Tim James and Hunter Sox. City Manager Tracy Hegler, Deputy City Manager Jim Crosland, Assistant City Manager Michael Conley, Municipal Clerk Mendy Corder, Police Chief Chris Cowan, Fire Chief Steven Bullard, Finance Director Kelly McMullen, Human Resources Director Lynn Dooley, Utility Director Betsy Catchings and City Attorney Danny Crowe were also in attendance.

Mayor Partin asked if members of the press and the public were duly notified of the meeting in accordance with the FOIA. Ms. Corder confirmed they were notified.

### Call to Order

Mayor Partin called the meeting to order and Council Member Carter gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

### Public Comment Regarding Items on the Agenda

No one signed up for Public Comment.

### Presentations

- A. Presentation of the City of Cayce FY 2021-2022 Annual Comprehensive Financial Report by Mauldin & Jenkins, CPA

Mr. Grant Davis presented the FY 2021-2022 Annual Comprehensive Financial Report to Council. He stated that the total assets of the City at the end of fiscal year 2022 were approximately \$202 million and the largest portion of that was capital assets. He stated that the City's accumulated depreciation was approximately \$160 million. He stated that the City's unrestricted cash was \$20 million and restricted cash for a variety of items was \$17.3 million. He stated that the City's liabilities were \$89 million. Mr. Davis stated that the net pension liability, which fluctuated from year to year, was \$19.8 million which was a decline from the past year. He stated that he was sure it would go right back up. He stated that the City's revenue bonds payable, specific to the Utility Fund was \$50 million. He stated that the City's net position was approximately \$113 million which was up about \$2.4 million from fiscal year 21.

Mr. Davis stated that the City had \$11 million in total assets of the General Fund and the largest portion of that was cash. He stated that it was a very liquid balance

sheet with \$8.5 million in cash of the General Fund versus liabilities of \$1.2 million which gave the City a fund balance of \$9.6 million. He stated that it was important when looking at the fund balance to look at the portion that was unassigned. He stated that unassigned represented about \$8.4 million of the \$9.6 total therefore a significant portion of that was unassigned. He stated that it was a very liquid fund balance and that unassigned figure was basically available to be spent in light of its composition. He stated that the City's General Fund spent \$15.3 million in fiscal year 22 which was \$1.3 million a month in spending of the General Fund. He stated that the total fund balance was about seven (7) months of spending basically on hand. Mr. Davis stated that theoretically, if the City did not take in another dollar it would be able to operate it fiscal year 22 spending levels in the General Fund for seven (7) months. He stated that the unassigned portion would give six (6) months of fund balance on hand, and the general fund unassigned so theoretically, if the City did not take in another dollar, it would have money to operate for another six months.

Mr. Davis stated that the General Fund had an income statement of \$14 million in revenues versus \$15.3 million in expenditures. He stated that the "Other Financing Sources and Uses" section included a variety of items, including transfers between funds, the issuance of debt, sale of any assets and it netted to an increase of \$1.8 million so overall, the fund balance in the General Fund increased \$695,000 from fiscal year 21 to fiscal year 22.

Mr. Davis stated that the Utility Funds statements showed a pretty large asset balance just due to the infrastructure that had ultimately been invested in that system. He stated that at the end of fiscal year 22 it had \$160 million in assets versus liabilities of about \$62 million. He stated that the largest portion of that was the revenue bonds and state revolving loan funds outstanding an equity of \$97 million in the Utility Fund. He stated that the income statement showed revenues of \$19 million and expenditures of \$19.2 million. He stated that the net position or the equity of the Utility Fund was approximately \$100,000 so there was an increase in equity of \$100,000. Mr. Davis stated that the Utility Fund cash flow statement showed cash generated from operating activities. He stated that there was \$5.8 million and that was cash coming in from customers and users and then minus any amounts payable to vendors and suppliers. He stated that was \$5.8 million coming in. He stated that \$2.5 million was spent on reinvestment and infrastructure and capital assets, which was obviously very positive, and was a portion that was spent to repay the long-term debt outstanding. He stated that \$1.6 million was in interest, \$3.1 million in principle, and then some additional proceeds coming in from SRF loans, and capacity charges, rounding all that out so the Utility Fund experienced an increase in its cash position of \$1.4 million up from \$16.2 to \$17.7 million. Mr. Davis stated that the City had a clean audit report and very positive financial results specifically for the General Fund and Utilities Fund.

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

**A. Discussion and Approval of Bid Award for Brownfield Environmental Consulting Services**

Ms. Hegler stated that the City sought professional services from a qualified and experienced environmental consulting firm to conduct consulting services for the EPA Brownfields Assessment Grant that the City was awarded which was \$500,000. She stated that since that time, staff had been working with the EPA to get a work program approved. She stated that was part of the agreement the City had with the EPA for what the City would do with that grant, which then led to this next step. She stated that the consultant would assist the City with the management execution for the entire four-year duration of the grant at no cost to the City. She stated that not only did it comply with the City's procurement policy, but it complied with Federal procurement policies as well, because it was from the EPA. She stated that staff issued an RFP on February 8, 2023 for what they titled the Brownfield Environmental Consulting Services and received proposals from four (4) firms. She stated that they received proposals from Mid Atlantic, S&ME, Terracon and Stantec. She stated that an RFP committee of staff scored those firms based on the following criteria which was also approved by the EPA; cost, reasonableness of pricing for services, experience and ability to complete the work, demonstrated experience in supporting entities and grant administration, approach and understanding of the scope of work, a proven track record of community engagement experience in conducting environmental site assessments, quality of performance on similar projects and their references. Ms. Hegler stated that after a conclusion of internal discussions and scoring staff was recommending that the City award its Brownfield Environmental Consulting Services to S&ME. She stated that they were the highest, most responsive and responsible proposer. She stated that staff also recommended that Council authorize the City Manager to negotiate and execute a contract between the City of Cayce and S&ME. She stated that this recommendation offered the best combination of competitive costs and exceptional services.

Council Member Carter made a motion to award the RFP to S&ME and authorize the City Manager to negotiate and execute a contract with S&ME. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

**B. Discussion and Approval to Continue a Contract for Bypass Pumps at Pump Station 1**

Ms. Hegler stated that this item was a continuation of a contract that Council approved or ratified in February. She stated that Utilities was requesting approval of the funding necessary to extend the bypass pump rental for Pump Station 1. She stated that the goal when staff first brought this item to Council was to discontinue the use of the bypass pumps in March. She stated that was contingent upon getting the City's third permanent pump back up and in place but they had hit some snags there. She stated that the expected time for completion of that work was now May. Ms. Hegler

stated that Council had previously approved the funding for the first rental of \$33,000 that included some additional fees such as setup that would not be appropriate to continue. She stated that staff was now requesting approval of three (3) additional months of bypass pump rental at approximately \$27,800 per month for a total cost of \$83,400. She stated that staff was asking for three (3) months to allow some wiggle room but if staff set the last permanent pump in place, they would discontinue that contract and could do so.

Council Member James made a motion to approve the three (3) additional months of the bypass pump rental with Sunbelt Rentals at \$27,800 per month for a total not to exceed cost of \$83,400. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

C. Discussion and Approval of an Addendum to the Memorandum of Understanding (MOU) between Central Midlands Council of Governments and City of Cayce to Enter into an Agreement for Contractual Services in Regards to the Airport Gateway Project

Ms. Hegler stated that this item was a follow up to a prior MOU that Council approved. She stated that for several years the City had been working with the Midlands Business Leadership Group, the MBLG, to establish regional gateways. She stated that this was identified by the MBLG as an area of the Midlands that was affecting its overall business competitiveness. She stated that the City had worked with other local municipalities as well as Richland and Lexington County to determine where these gateways should be and further identified that the two (2) priority projects that they would begin with would be Airport Boulevard and Fort Jackson. She stated that MBLG had worked on that for years, and had been divided into some working committees. Ms. Hegler stated that the prior MOU with the Central Midlands Council of Governments established that they would help oversee this project. She stated that the working committee that had been working to get the project to the next level agreed that in order to save time and money to get to the stage of development and construction of these improvements, construction drawings were needed. She stated that they currently had conceptual plans and designs and needed to get the maintenance schedule prepared. She stated that to expedite things, the group had asked that the City leverage an existing contract with the Land Plan Group, who the City had an on-call landscaping agreement with. She stated that what was before Council was an addendum that would assure that the COG along with MBLG would pay for the work that the City would be contracting with its on-call vendor to do. She stated that this was at no cost to the City.

Council Member Sox made a motion to approve the addendum to the existing regional gateways project memorandum of understanding and authorize the City

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

#### D. Discussion and Approval of Parental Leave Policy

Ms. Hegler stated that staff proposed approval of the addition of a new paid parental policy, allowing for six (6) weeks of paid maternal leave, and two (2) weeks of paid paternal leave for employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. She stated that staff thought this would align the City with being competitive with the State who passed a similar law in 2022.

Council Member James made a motion to approve the parental leave policy. Council Member Sox seconded the motion. Mayor Partin asked if the policy should state birth parent or primary parent and two weeks for the significant other rather than maternal and paternal. Mayor Partin asked the City Attorney if there was any concern about that language. Mr. Crowe asked if she was asking to change it to maternal, paternal and adoption. Mayor Partin stated no, not even maternal/paternal. She stated that if it was a same sex marriage, it would be the birth parent and the significant other. Mr. Crowe stated that it could be changed to the designated primary. Mayor Partin agreed with that change. Mr. Crowe asked if Mayor Partin wanted the wording in the policy to cover the many ways where the child was brought into the family without birthing and make sure it included same sex relationships. She stated that was correct. Mayor Partin called the question which was unanimously approved by roll call vote.

#### E. Discussion and Possible Action of Public Notification Concerning Hidden City Music Festival

Mayor Partin stated that she was not at the last Council Meeting and at that meeting Council made a motion to make sure that staff got the word out but it looked as though the Hidden City Music Festival had done that. She stated that they had reached out a lot so she was not sure that Council needed to put something on staff. She stated that the motion did need to be amended to state that though. Mr. Crowe recommended that Council could move to modify the previous approved motion to provide X. Mayor Partin asked if there would be a motion to modify the previous motion to not request staff to be responsible for putting the word out since Hidden City has done that. Council Member James asked if the City was going to piggyback off anything that Hidden City was doing. Mayor Partin stated that he could certainly make a motion that way. She stated that she thought it was a concern because Council was not often not unanimous, but they were not on this extension. She stated that Hidden City had distributed fliers and made a Robo call so if individual Council Members wanted to individually put something on their social media that certainly would be a great way to extend that



message. She stated that if they wanted to do that individually, but maybe not to ask staff to be responsible for it.

Council Member James stated that Ms. Hegler told him that day via telephone that she thought that Hidden City was doing a good job of publicizing everything to everyone. Ms. Hegler asked who was everything and everyone. She stated that she did not have what the Robo call stated when she spoke to Council Member Carter the prior day. She stated that Hidden City Music Festival did a Robo text the prior day to a large group, she had heard a pretty high number, at some point of 2,500. She stated that the City had received a call from someone who had gotten that Robo text and they provided to staff what that statement was which was very clearly indicating that there was an event and they intended to be good neighbors. She stated that they did know that there would be some noise from that and they did acknowledge the firework show. She stated that they also shared with staff a door hanger, which was a printout version of what she thought was considerable, full detail about the event, the timing of the fireworks, the music, that Hidden City intended to put out on doors in a variety of places. She stated that she found it fairly thorough and helpful from somebody that was trying to be a community partner. Ms. Hegler stated that Hidden City stated that they had set up a hotline, which meant that they were at least agreeing to take calls. She stated that she called the hotline and it was active so they were trying to be a resource to the community. She stated to put that notice out there in her opinion, was quite thorough.

Mayor Partin stated that certainly Council members could individually put that word out on their social media, if they wanted to further that themselves. Council Member Sox stated that was fine and he would make the motion since he initially made it. He stated that it seemed that Hidden City was doing a great job of getting out there but it also seemed that there were a lot of events that the City amplified on its social media and various social media channels of events going on in Cayce. He stated that he would hate to for it to come off as Council picking who they wanted to win and lose event-wise. He stated that considering the amount that Hidden City had tried to reach out to folks and the initial vote was not a unanimous vote he was fine with amending the motion to remove that the City must put something out about it. Council Member James seconded the motion. He stated that they felt good as a City that their citizens had been informed. He stated that his concern from the very beginning was that he did not want the City's Police dispatch phone ringing off the hook because people did not know that there were going to be fireworks. Ms. Hegler stated that she could not answer if they had communicated as well as they could and could not answer whether or not the message was getting out there and how people were receiving it. She stated that they had done more than she had ever seen a lot of people do in terms of an announcement. She stated that they very clearly stated that they understood in the past, they had some disruptions that they were working hard to avoid this time. She stated that they were very specific in the door hanger about timing of the fireworks but she could not guarantee it was getting to every person that it needed to get to and in fact, she could

probably guarantee that somebody would not get it. She stated whether it prevented calls to dispatch or not she did not know.

Ms. Hegler stated that she thought someone that was going to be concerned about the noise would still call whether they knew about it or not. She stated that what she needed from Council was direction necessarily on what it was they wanted her to say if she were to put something out. She stated that Council Member Sox made a good point that the City did amplify a lot of posts that they saw but it was more to advertise something for somebody that had already posted something of that nature. She stated that she thought what Council discussed at the last Council Meeting was asking staff to put out some sort of notice of their action which was kind of unusual and staff did not necessarily do that. Ms. Hegler stated that she was not saying they had done the best work but they had done good work from what she had seen others do. She stated that it was really Council's discretion and she just needed to know what it was they wanted staff to put out.

Mayor Pro Tem Jenkins stated that what he did not want it to look like was that the event promoters were not from Cayce, but having an event in Cayce, and the City was pushing their citizens to rely on what this outside company was going to do. He stated that these people live in Cayce, pay Cayce taxes and the City was pushing the responsibility to someone else. Mayor Partin stated that she agreed and Council took their word very seriously. She stated that she wanted to be careful that anything Council put out did not look like an endorsement. Mayor Partin called the question which was unanimously approved by roll call vote.

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

Ms. Hegler reminded Council that the Victims' Rights Week Memorial was going to be at Police Headquarters that Friday at 11am and Corporal Barr and Corporal Illingworth would be honored. She stated that it was also the State's kickoff to Victims Right Week. She stated that Steel Paws was being held that Saturday from 1pm to 5pm and was a canine fundraiser for the City's Police Department.

### **Council Comments**

Council Member Carter asked if the Beautification Foundation's mural dedication was that week. Ms. Hegler stated that he was correct and it was being held the next day at the base of the Blossom Street Bridge at 5pm.

### **Executive Session**

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

There were not any items to discuss in Executive Session.

**Adjourn**

Council Member Carter made a motion to adjourn the meeting. Council Member James seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 5:38 p.m.

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Elise Partin, Mayor

ATTEST:

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Mendy Corder, CMC, Municipal Clerk



