



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
June 7, 2022**

The June Regular Council Meeting was held this evening at 6:00 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, Finance Director Kelly McMullen, Human Resources Director Lynn Dooley, IT Director Jamie Beckham, Police Chief Chris Cowan 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 James gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

Approval of Minutes

Mayor Pro Tem Jenkins made a motion to approve the May 9, 2022, Special Council Meeting minutes, the May 10, 2022, Regular Council Meeting Minutes and the May 18, 2022, Regular Council Meeting minutes as written. Council Member James 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

- A. Presentation by Mr. Lee Tant with Eau Claire Cooperative Health re the Services Offered

Mr. Tant stated that he was the Public Affairs Manager for Eau Claire Cooperative Health Center. He stated that the Center served more than 57,000 patients across the midlands of South Carolina. He stated that their mission was to provide accessible, compassionate, high quality health care services. He stated that they served everyone regardless of their ability to pay or their insurance status. He stated that uninsured patients paid on a sliding fee scale which could be as low as \$20 per visit. Mr. Tant stated that 21% of their patients were privately insured which really spoke to the quality of care that they provide and the expertise of their clinicians.

Mr. Tant stated that they also offer pediatrics, adult primary care services and have a dedicated women's health facility. He stated that they were in the process of opening a state-of-the-art facility for women's health care and nearby would be two (2) dental sites and a podiatry site. He stated that they had seen during the pandemic an increase in mental health issues so they were integrating behavioral health services with their primary care to make sure that patients who have both medical needs and mental health service needs are having those needs met. Mr. Tant stated that the Cooperative Health Center also offered radiology and pharmacy services for patients. He stated that through their participation in the Federal 340 B Drug Pricing Program their medications were a lot more affordable than other pharmacies.

Mr. Tant stated that one service they were in the process of bringing on board was teenage and adolescent care. He stated that during the pandemic, teenagers have been hit very hard through isolation, boredom, and also separation from their friends and family. He stated that their teenage and adolescent services marry both primary care and also behavioral health services. He stated that through the Federal appropriations process and with the help of Senator Lindsey Graham, they were awarded \$2 million in March 2022 to build a state of the art teenage and adolescent facility in Colombia. Mr. Tant stated that their Brookland-Cayce pediatrics facility served pediatric patients from birth to 19 years old. He stated that facility served nearly 43,000 patients during the previous year and the facility on State Street served nearly 1,900 patients which were adult primary care services. He stated that National Health Center Week was the second week of August and invited Council to come out and meet some of their providers and patients.

Ordinances

- A. Discussion and Approval of Ordinance 2022-03 to Establish a Consent Fee or Franchise Fee for Certain Uses of Public Streets or Public Places in the Absence of a Consent Agreement or Franchise Agreement with the City - Second Reading

Ms. Hegler asked Council to defer this item to the June 22, 2022, Council Meeting. Council Member James made a motion to defer Ordinance 2022-03 to the June 22, 2022, Council Meeting. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

- B. Discussion and Approval of Ordinance 2022-08 to Adopt an Annual Budget, Levy a Property Tax, and Provide Revenue for the City of Cayce for the Fiscal Year Ending June 30, 2023, and To Adopt and Establish Certain New Fees and Charges with Amounts – First Reading

Ms. Hegler stated that she was really excited to present the proposed FY23 budget to Council. She stated that staff worked really hard on it and she was really proud of them. She stated that she was going to review three (3) budgets, the General Fund budget, the Utility Fund budget and the ARPA tranche funds. She stated that the General Fund was balanced at \$16,747,065. She stated that staff had proposed a millage increase which had not been done since 2019. She stated that the millage increase would generate \$320,000 which would equal \$1.35 per month on a \$100,000 home. She stated that surrounding municipalities were increasing their millage as well. She stated that it had been a lean couple years for everyone with the price of everything going up and staff felt this was the time to propose an increase to help balance the budget.

Ms. Hegler stated that staff had also proposed a 5% fee increase on fees related to development review and permitting. She stated that the increase was consistent with the Consumer Price Index that staff was monitoring. She stated that a \$2 per month increase in hydrant fees was also proposed for out of city customers only. She stated that the City did transfer funds from the Utility Fund to the General Fund for indirect costs such as staff and facilities. She stated that the transfer was \$2.15 million dollars which was pretty standard. Ms. Hegler stated that staff anticipated \$1.1 million dollars in Hospitality Tax revenues. She stated that Accommodation Tax funds were a little slower to come around since COVID so staff was conservative in their estimates.

Ms. Hegler stated that the School District funds 75% of the cost of School Resource Officers and the City funds 25%. She stated that three of the SRO's were currently 100% funded by the State so that would appear in the City's revenues. She stated that the vehicles needed were leased so that would show up as a revenue but would be an expense later. She stated that General Fund capital expenditures were five (5) new replacement patrol vehicles, two (2) investigative replacement vehicles, a parks replacement vehicle and one (1) replacement fire vehicle. She stated that to balance the budget staff proposed to lease the vehicles for a couple of years. Ms. Hegler stated that the City got great rates on the leases. She stated that staff was proposing a 4% cost of living increase for City employees. She stated that the CPI was 4.7% and the proposed COLA was something Administration felt was important to give to staff.

Ms. Hegler stated that in terms of new positions, one (1) part time position was proposed starting mid-year in January. She stated that Council heard from the IT Department how hard it is to stay on top of cybersecurity and keep everything else going. She stated that the part-time position could help with the everyday Help Desk items that come up. She stated that the City managed about \$1.6 million dollars in grants and including the recent Brownfield Grant the City was awarded the number was now \$2.1 million dollars. She stated that staff was currently managing the Avenues Phase One Stormwater Project, the Brownfield Grant, the Art District Improvements and the improvements to the City's Art Lot. Ms. Hegler stated that additional projects were a

sidewalk being installed on State Street in phases, the 12,000 Year History Park Visitor Center planning and design work, the Riverwalk signage, and a Tree Assessment Study. She stated that at any given time, staff was working on a lot of projects on behalf of the City through grants that did not necessarily show up in the General Fund so that was another way the City balanced all that was done for the citizens.

Ms. Hegler stated that the Utility Budget was balanced at \$36,669,106. She stated that included a controlled area cleaner sweeper as a capital project. She stated that was not the same thing as the large street sweeper that was just purchased. She stated that it was a mini piece of equipment that could get off street and go behind staff as they do utility work. She stated that the budget also included a fats, oil and grease inspector full time position. She stated that the more the City was required to review and inspect traps in restaurants, the more important that position became for the City. She stated that a replacement vehicle was requested for that new position and some safety items that were desperately needed at the Wastewater Treatment Plant. Ms. Hegler stated that a proposed 4% cost of living increase was included for the City's Utility employees as well.

Ms. Hegler stated that the City was required to keep 15% debt coverage which was included in the Utility Budget as well as payment for all of the City's bonds. She stated that the City did not pass on the convenience fees for credit card payments to customers so \$80,000 was estimated for those every year. She stated that staff did not propose an increase in City water or sewer rates but, just like in the General Fund, staff was proposing a 5% increase for Master Fees like development review fees and permitting as well as a \$25 increase in sewer plug removals.

Ms. Hegler stated that one of the ways staff balanced the budget was to move some of the important capital projects to the City's ARPA tranche. She stated that trackers for City vehicles, fleet maintenance software, IT security upgrades, the Fire Department cascade system, security improvements to City Hall and two (2) major sewer line repairs that were needed were included in the proposed budget. She stated that some miscellaneous pumps and other upgrades for the Utility Department that had been on the 10-year Capital Improvement Program for some time were included since the ARPA funds presented an opportunity to fund them that the City had never had before. Ms. Hegler stated that these items would finish out the rest of the City's first tranche of \$3.48 million dollars that was received last December. She stated that the second tranche would be coming this next December and staff had been working on securing State and Federal grants to leverage those dollars to do some bigger projects. She stated that she was really proud of staff for managing all these funds and coming up with projects that were important to the City and making sure to continue to provide the services that Cayce was known to do.

Council Member James stated that he knew the current budget was going well and that was a credit to the financial good stewardship of the City, the leadership and

the employees. He stated that the proposed budget did not include anything drastic and was well within being good stewards of the budget. He stated that since 2019, through COVID, the City was able to maintain and keep services at the level that they always were and that was a testament to how hard staff worked. He thanked staff for putting together a balanced budget that answers the needs, not the wants.

Council Member James made a motion to approve First Reading of the FY22/23 General Fund and Utility Fund budgets and also the Master Fee Schedule along with the additional ARPA purchases. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

C. Discussion and Approval of Ordinance 2022-09 Amending City Code Section 38-37 ("Through Trucks Traveling on Certain Streets") to include Cupstid Street in the Through Truck Prohibition – First Reading

Ms. Hegler stated that staff had received complaints from residents about large commercial trucks using Cupstid Street as an alternate route from Airport Boulevard to Charleston Highway. She stated that staff and City Police Officers had observed this happening. She stated that Cupstid Street was a small residential street that was not intended for large commercial vehicles. She stated that it was unsafe and was really tearing up the roads. She stated that DOT required that Cupstid Street be added to the City's Ordinance pertaining to no through trucks on certain streets so it would then qualify as a no through truck zone. She stated that it would be posted as such and then could be enforced as such.

Council Member Sox made a motion to approve Ordinance 2022-09 on First Reading. Council Member Carter seconded the motion. Council Member Sox stated that he appreciated staff putting this item on the agenda. He stated that along with huge trucks driving down the narrow street, debris also fell off some of the trucks and there had been numerous flat tires reported to him by residents that live in the area. Mayor Partin called the question which was unanimously approved by roll call vote.

Items for Discussion and Possible Approval

A. Discussion and Approval of Intergovernmental Agreement for Regional Gateways Project

Ms. Hegler stated that the Regional Gateways Project was something the City had been working on for years with neighboring municipalities and two (2) counties. She stated that a couple of the City's partners had asked to modify the language in the agreement so at the last Council Meeting she asked Council to defer action until the June 22, 2022, Council Meeting. She stated that the agreement was still not ready and she was asking that Council defer it indefinitely until she had the final product of the agreement to bring before Council.

Council Member Carter made a motion to defer this item indefinitely. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

B. Discussion and Approval of a Contract with BambooHR for Payroll and Human Resources Software

Ms. Hegler stated that the title of this item was incorrect. She stated that it was not a contract. She stated that staff was asking for approval for a selection of a vendor and approval of a purchase. She stated that it was not actually on a contract basis but staff would work with them on a month to month basis. She stated that both the Finance Department and the Human Resources Department mentioned this software during their work session with Council. She stated that the City had a couple of processes that were fairly archaic in payroll processing. She stated that staff had proactively researched a way to upgrade the software and move the City forward.

Ms. Hegler stated that BambooHR was a full suite that would do so much of the work and really propel the City forward in terms of what is done for timekeeping. She stated that time would be saved by staff and they could continue to work on other things to move the City forward. She stated that BambooHR cost \$26,201 annually but there was no contract and the City would work with them on a monthly basis. Ms. Hegler stated that the City had experienced savings in the current fiscal budget by making the change from one auditor to another and this savings could help fund the new software.

Member James made a motion to approve moving forward with BambooHR for one (1) year. Council Member Sox seconded the motion. Council Member Carter asked if it did not work out with BambooHR where the City would stand if they had to revert back to the current payroll process. Ms. Hegler stated that the current process was a fairly manual process so it would not be difficult to revert back. Council Member James asked if BambooHR would own the City's information. Mayor Partin answered that it stated that the City would get its data back and any unused portion of the pre-payment would be refunded. Mayor Partin called the question which was unanimously approved by roll call vote.

Committee Matters

- A. Approval to Enter the following Committee approved Minutes into the City's Record
Planning Commission – February 28, 2022
Museum Commission – March 9, 2022
Museum Commission – April 6, 2022
Planning Commission – April 18, 2022

Council Member James made a motion to accept the Committee approved minutes into the record. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

B. Appointments
Planning Commission – One (1) Position

Mayor Pro Tem Jenkins made a motion to appoint Mr. Michael Wuest to the Planning Commission. Council Member Sox seconded the motion. Council Member James stated that the City was very fortunate to have five (5) quality people submit potential member applications for the Planning Commission. Mayor Partin called the question which was unanimously approved by roll call vote.

City Manager's Report

Ms. Hegler thanked Council for their guidance on the budget. She thanked staff as well and stated that the Public Hearing and Second Reading of the budget would be June 22, 2022. She stated that staff would put fliers on resident's roll carts notifying them of the proposed budget and the Public Hearing so they would have all the information before them and could come to the Public Hearing and speak if they would like to. Ms. Hegler stated that she was excited to announce that a new Grants Project Manager would be joining the City on June 16. She stated that work was continuing on the sewer line repair on Charleston Highway. She stated that Utility staff had done a magnificent job of rerouting about half a mile of the system. She stated that Starbucks on Charleston Highway would be breaking ground soon. Ms. Hegler stated that she had a couple of staff compliments from the Police Department that she wanted to share. She stated that teachers at Cayce Elementary School wrote about how helpful School Resource Office Misty Burrows had been to them and how much of a beloved addition she was to the team. One teacher wrote that Sergeant Eddie West was such a polite person and loyal police officer. She stated that a resident reached out to Council Member Sox to compliment staff members Jeremy Minor and Antonio King. He stated that they were very responsive to a sewer block on Marlboro Avenue and came back to check up on it and they were great professionals and the resident was very appreciative.

Council Comments

There were no Council comments.

Executive Session

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

B. Discussion of Dominion's proposed Franchise Agreement

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

Reconvene

After the Executive Session was concluded, Council Member Sox made a motion to reconvene the Regular meeting. Mayor Pro Tem 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.

Adjourn

Council Member James made a motion to adjourn the meeting. Council Member Sox seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 7:30 p.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk

