

CITY OF CAYCE

Mayor
ELISE PARTIN

Mayor Pro-Tem
JAMES E. JENKINS

Council Members
TARA S. ALMOND
EVA CORLEY
TIMOTHY M. JAMES

City Manager
REBECCA VANCE

Assistant City Manager
SHAUN M. GREENWOOD

CITY OF CAYCE Regular Council Meeting May 5, 2015

The May 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, Eva Corley, Tim James and James Jenkins, City Manager Rebecca Vance, 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 Jenkins gave the invocation. Mayor Partin introduced Ms. Darlene Walton to lead the assembly in the Pledge of Allegiance. Ms. Walton served in the United States Army Women's Army Corp as a Field Medic/Neuro Psych Technician at Brooks Army Medical Center. She also took care of returning injured soldiers at Ft. Sam Houston, Texas. She was the Adjutant/Finance Officer for Post 130 Cayce Memorial and has been the Commander for the past two years. Ms. Walton served on the Hospital and Vet Benefit Committee for six years and was the State American Legion Representative at Dorn Medical.

Approval of Minutes

Ms. Corder stated that the April 22, 2015 Council Meeting minutes needed to be amended to add Council Member James' statement regarding his upcoming resignation from Council. Council Member James made a motion to approve the April 7, 2015 Regular Council Meeting minutes as written and the April 22, 2015 Special Council Meeting minutes as amended. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Presentations

A. Approval of Proclamation – Peace Officer's Memorial Day

Council Member James made a motion to approve a Proclamation recognizing May 15, 2015 as Peace Officer's Memorial Day. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

B. Approval of Proclamation – Women’s Lung Health Week

Council Member Almond made a motion to recognize the second full week in May as Women’s Health Lung week. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

C. Presentation of Community Service Award

Mayor Partin presented the Community Service Award to Ms. Lisa Harmon and Mr. Greg Breeden with Con-way Freight. She explained that Con-way Freight is a business located in the City of Cayce whose employees serve on a team called the “Voices and Values Team”. The mission of the Voices and Values Team is to improve employee engagement at all locations. In addition, the employees strive to get involved in community activities.

Mayor Partin explained that this year Con-way Freight’s team contacted the City of Cayce with the idea of a community Easter egg hunt for disadvantaged children and became an integral part of the City’s efforts to make this event happen. Together City staff and Con-way Freight employees reached out to the community to invite everyone to this first time event. The Con-way Freight Voices and Values team and their volunteers provided all of the eggs for the hunt, prizes and gifts, a truck for the children to explore and most importantly their time.

Public Comment Regarding Items on the Agenda

Ms. Corder advised that no one had signed up for Public Comment.

Ordinances and Resolutions

A. Discussion and Approval of Ordinance 2015-02 Amending the Zoning Map And Rezoning Certain Properties on Axtell Drive and Lafayette Avenue to Single Family Residential, Small Lots (RS-4) – Second Reading

Ms. Vance stated that the applicant wishes to combine the multiple properties to develop a new subdivision consisting of 25 single family homes. Combining the properties will create an area of approximately 8.95 total acres. The applicant requests to re-zone a portion (approx. 1.53 acres) of TMS# 004653-07-009 (1419 Axtell Drive). The property at 1419 Axtell is currently zoned RS-3.

Ms. Vance explained that TMS# 004653-07-010, 004653-07-011 and 004653-08-025 (1407 Axtell Dr., 1401 Axtell Dr., Axtell Dr.) were originally approved as a PDD that allowed for the construction of approximately 16 houses. The previous developer never followed through with the original plan. In order for the property to be developed, a new

developer would have to comply with the existing approved plan. A PDD which does not include mixed uses is no longer legal and so it cannot be amended.

Ms. Vance explained that TMS# 004655-01-002 (L Avenue (*not numbered*)) does not have any approved plans on file. Any plans for the existing PDD would need to be approved by Council before the property can be developed. The applicant requests the RS-4 zoning district because it allows smaller lot sizes. The minimum lot area in the RS-3 zoning District is 7,200 sq. feet and the minimum is 5, 000 sq. feet in the RS-4 zoning district. Single family homes are a permitted use in the RS-4 zoning district.

Ms. Vance stated that the Planning Commission considered the request for re-zoning at its regular meeting on January 26, 2015. The re-zoning request was opened for public hearing. Members of the public were present but no one signed in to speak. No one spoke in opposition to the re-zoning request. The Planning Commission voted unanimously to recommend the requested re-zoning to an RS-4 zoning designation. The requested zoning is in compliance with the Comprehensive Plan.

Council Member James asked if the proposed homes would have access to the Riverwalk. Ms. Vance explained that the developers have not asked for access to the Riverwalk but if they do that issue would have to come before Council for their approval.

Council Member Almond made a motion to approve the Ordinance amending the Zoning Map on second reading. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

B. Discussion and Approval of Ordinance 2015-03 Amending Article 7
("Conditional Use and Special Exception Regulations") of the Zoning
Ordinance of the City of Cayce – Second Reading

Council Member James made a motion to approve the Ordinance amending Article 7 of the Zoning Ordinance on second reading. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

C. Discussion and Approval of Ordinance 2015-04 Amending Certain
Sections of Chapter 4 ("Alcoholic Beverages") of the City Code – Second
Reading

Mr. Crowe explained that in reviewing the City of Cayce Code of Ordinances, staff recently discovered language that was outdated and that may be in conflict with the new Ordinances governing Sunday Alcohol Sales. The proposed Ordinance will clarify the City Code to ensure there are no conflicting sections. These changes will also ensure the City Code complies with State Law.

Council Member Corley made a motion to approve the Ordinance amending certain sections of Chapter 4 of the City Code on second reading. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

D. Discussion and Approval of Ordinance 2015-05 Establishing and Funding an Incentive Reimbursement Grant for Façade Improvement for Commercial Buildings – First Reading

Ms. Vance stated as discussed in the 2014 Strategic Planning Meeting, staff has created the City of Cayce Façade Improvement Grant Program. The program is designed to retain and attract businesses, strengthen the Knox Abbott and State Street corridors, increase utilization of those commercial buildings, restore economic vitality and enhance property values.

Ms. Vance stated it was decided to set aside \$40,000 for this program. The program provides up to \$4,000 in reimbursable grant funds to finance exterior improvements to a property owner or tenant's commercial building that will be aesthetically pleasing and complimentary to local design guidelines or concepts acceptable to the City. This program is a 50/50 match reimbursement program and shall be administered on a first come first serve basis, until available funding is expended.

Ms. Vance explained that all façade improvements must meet the approval of the Façade Improvement Grant Program Board. This board will be made up of the City Building Official, Fire Marshal, Planning Director, City Engineer, and a member of the Planning Commission. She stated that application approval must be given before funds can be expended.

Council Member James asked Ms. Vance how staff was going to let the local businesses know about the program. Ms. Vance stated that a letter will be sent to each business on Knox Abbott Drive and State Street.

Council Member James made a motion to approve the Ordinance and program guidelines and to use funds from the General Fund Fund Balance to fund the program. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

E. Consideration and Approval of Resolution Approving Automatic Aid Agreement with West Columbia Fire Department

Council Member Jenkins made a motion to approve the Resolution approving an automatic aid agreement with the West Columbia Fire Department. Council Member James seconded the motion which was unanimously approved by roll call vote.

Ms. Vance stated that the City has a great working relationship with the West Columbia Fire Department. She explained that the two Cities have made it a point to have the same equipment so they can assist each other with fires. She stated they were very fortunate to have such a good relationship with a neighboring municipality.

Other

A. Discussion and Approval of Funding for Engineering of Phase I of the Knox Abbott Drive Pedestrian Safety and Traffic Calming Project

Ms. Vance explained that Council approval is needed for the funding for the engineering and design services for Phase I of the Knox Abbott Drive Pedestrian Safety and Traffic Calming Project. At the January 21, 2015 Special Council Meeting, Council approved moving forward with the engineering and design of Phase I of the Knox Abbott Drive Pedestrian Safety and Traffic Calming Project. Although it was discussed to pay for these services out of TIF funds, a vote was not taken to do so.

Council Member Almond made a motion to approve spending up to \$160,000 in TIF funds for the engineering and design of Phase I of the Knox Abbott Drive Pedestrian Safety and Traffic Calming Project. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

B. Discussion and Approval of Funds to Match "C" Funds for Stormwater Drainage Study

Ms. Vance explained that Council approval is needed to proceed with a Stormwater/Drainage Improvement Study and to utilize General Fund-Fund Balance dollars as matching funds for the project. City Staff recognized the need for a current stormwater/drainage study to best address stormwater/drainage issues in the older parts of the City. Through the Lexington County "C" Funds Program, the City has received a grant totaling up to \$30,000 to conduct a stormwater study in the older part of the City from 12th Street to the river. The project will be conducted by the City's engineer of record, American Engineering Corporation. The City will need to provide a 50/50 match for this project. The total study cost will be \$60,000.

Council Member Jenkins asked if the City was going to be able to tie into the large pipes that were installed at the Brickworks property. Ms. Vance explained that those pipes were public infrastructure so the City will be able to tie into them. Council Member James asked Ms. Vance to explain what "C" funds were for the assembly. She explained that it is money that Lexington County receives from the gas tax. She stated that the County has set up a small grant program with "C" fund monies for municipalities in the County.

Council Member James made a motion to approve the use of "C" Fund Money for a Stormwater/Drainage Improvement Study, authorize the City Manager to execute a contract addendum with American Engineering Corporation for the services, and utilize General Fund-Fund Balance dollars as matching funds for the project. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

Ms. Vance stated that it was Municipal Clerk Week and that Ms. Corder recently graduated from the Municipal Association of South Carolina's Municipal Clerk Institute. She explained that the Institute is a three year program designed to provide municipal clerks with the knowledge and skills critical to their profession. She stated that Ms. Michelle Paulchel recently graduated from the Business Licensing Official's Association.

Ms. Vance stated that a Request for Qualifications was recently advertised for a Financial Advisor for the City and were due that day. She explained that a Committee would be formed to review the RFQ's and staff will have a recommendation for Council at an upcoming Council Meeting.

Ms. Vance introduced Mr. Layne West, the new Director of Planning and Development, to Council and the assembly. She reminded Council that the General Fund and the Utility Fund budget will be discussed at the May 20, 2015 Special Council Meeting. She explained that staff will get the budget cuts to Council in the next week and then she would like to meet with each Council Member individually to answer any questions that they may have.

Ms. Vance stated that a house fire on Cayce Housing Authority's property was mentioned in their February meeting minutes. She explained that the information in the minutes was incorrect and that Chief McNair had talked to staff at the Housing Authority regarding this. A City staff member will attend their next meeting and ask the Board to amend the minutes to correct the misinformation. Council Member James clarified that Council does not approve the Authority's minutes, they only accept the minutes that the Authority approved themselves.

Ms. Vance reminded Council that staff was close to finishing the Request for Proposals for improvements to the exterior and interior of the buildings at City Hall. She explained that all the carpet needs to be replaced and all interior and exterior walls painted. There are code and security issues that need to be addressed as well. She stated that she wanted to confirm that all of Council was ok with staff moving forward with the RFQ before they proceed. Council Member James stated that funds were put aside for this project. Ms. Vance explained that staff was going to construct the RFP so there was a base bid and several alternatives in case the cost of the overall project is too high.

Council Member Jenkins asked if there was a study done to see if it was feasible to expand the buildings by building up. Ms. Vance explained that the buildings were not built in a way that it would be possible to build on top of them. She stated the study suggested tearing the building down and replacing it with a two story building. This would cost approximately \$1.5 million.

Ms. Vance stated that even if a new City Hall is built on another piece of property in the future the City will still use the current City Hall for offices. She explained that the Municipal Court and Public Safety could use the current City Hall for offices since they have also outgrown their current building.

Mayor Partin announced that staff just learned that Cayce was named the best place for millennial job seekers in South Carolina. She stated that a Press Release would be issued immediately to announce the great news.

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:

Cayce Housing Authority – February 17, 2015
Beautification Board – March 10, 2015

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

Mayor Partin stated that Council hopes that the Cayce Housing Authority minutes will be updated to reflect the correct information regarding what they reference in their February minutes.

Council Comments

Council Member Almond congratulated the staff members who recently graduated from their various institutes. She stated Council is proud of the City's employees and thankful that they have joined Cayce and been with the City for so many years and hope they will be with the City for many years to come.

Council Member James stated he wanted to refer back to the Automatic Aid Agreement with the West Columbia Fire Department. He explained that one of Mayor

Partin's priorities has been to ensure that Public Safety's fire equipment and fire apparatus are up to date. He stated that the City's ISO rating continues to improve which means the City's citizens home insurance rates continue to decrease. He stated that Automatic Aid Agreement's with neighboring municipalities save lives. He thanked Chief McNair for his partnership with West Columbia.

Council Member James welcomed Mr. Phil Carter to the meeting. He stated Mr. Carter served on the Lexington II School Board for many years and he thanked him for his service.

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 Appointment of an Assistant Prosecutor
- C. Discussion of Employment of Economic Development Consultant
- D. Discussion of negotiations concerning proposed contractual arrangements as it relates to the construction for Riverland Park

Council Member James 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 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

- IX. B. Discussion of appointment of an Assistant Prosecutor

Council Member James made a motion to approve the appointment of Mr. David Allen as the City's Assistant Prosecutor. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

- IX. D. Discussion of negotiations concerning proposed contractual

arrangements as it relates to the construction for Riverland Park

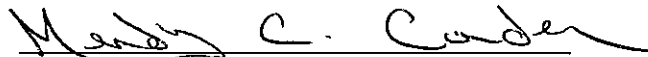
Council Member James made a motion to authorize the City Manager to enter into a contract for the construction of the new park in Riverland Park with the lowest bidder, Digging Deep of Sumter, and to utilize anticipated Beautification Foundation funding up to \$38,000 as well as TIF Funds up to \$200,000. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Adjourn

There being no further business, Council Member James 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 8:07 p.m.


Elise Partin, Mayor

ATTEST:


Mendy C. Corder, Municipal Clerk

