

Mayor  
Elise Partin

Mayor Pro-Tem  
Tim James

Council Members  
Phil Carter  
Hunter Sox  
Byron Thomas

City Manager  
Mike Conley

Assistant City Manager  
Wesley Crosby



**City of Cayce  
Regular Council Meeting  
Tuesday, October 7, 2025  
6:00 p.m. – Cayce City Hall – 1800 12<sup>th</sup> Street  
[www.caycesc.gov](http://www.caycesc.gov)**

**To Access Council Meeting Livestream, click  
<https://www.youtube.com/@cityofcayce1137/streams>**

**REGULAR COUNCIL MEETING**

**I. Call to Order**

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes  
September 2, 2025, Regular Council Meeting  
September 17, 2025, Regular Council Meeting

**II. Public Comment Regarding Items on the Agenda**

**III. Presentations**

- A. Presentation by Ms. Elva Stinson with the League of Women Voters

**IV. Proclamations**

- A. Approval of a Proclamation – Latino/Hispanic Business Day

**V. Items for Discussion and Possible Approval**

- A. Discussion and Approval of Resolution Confirming Membership of the City of Cayce Municipal Election Commission (confirming three members pursuant to SC Code Section 5-15-90)
- B. Discussion and Approval of \$4,000 Donation for Swing Equipment
- C. Discussion and Approval of Third Party Building Inspection Contractor with RCI of South Carolina, Inc.

**VI. Ordinances**

- A. Discussion and Approval of Ordinance 2025-07 Amending Chapter 10 (“Buildings and Building Regulations”) of the Cayce City Code to Add a New Article V (“Vacant Commercial and Industrial Building Registration”) – First Reading

**VII. Committee Matters**

- A. Approval to Enter the Following Committee Approved Minutes Into the City's Record
  - Events Committee – July 10, 2025
  - Cayce Housing Authority – July 15, 2025
  - Planning Commission – July 21, 2025
  - Cayce Museum and Historical Commission – August 6, 2025

**VIII. City Manager's Report**

**IX. Council Comments**

**X. 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
  - i. Zoning Appeal Litigation (1028 Michaelmas Avenue)
- B. Discussion of proposed contractual matter regarding MPA Strategies contract extension

**NOTE: Items discussed in Executive Session may result in action by City Council upon its return to general session**

**XI. Reconvene**

**XII. Possible Action by Council in follow up to Executive Session**

- A. Discussion and possible approval of proposed settlement of zoning appeal litigation (1028 Michaelmas Avenue)
- B. Discussion and possible approval of MPA Strategies contract extension

**XIII. Adjourn**

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



Mayor  
Elise Partin

Mayor Pro-Tem  
Tim James

Council Members  
Phil Carter  
Hunter Sox  
Byron Thomas

City Manager  
Mike Conley

Assistant City Manager  
Wesley Crosby

**City of Cayce  
Regular Council Meeting  
Tuesday, September 2, 2025**

The September 2, 2025, Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem Tim James and Council Members Phil Carter, Hunter Sox and Byron Thomas. City Manager Michael Conley, Assistant City Manager Wesley Crosby, Municipal Clerk Mendy Corder, Finance Director Allison Barrs, Human Resources Director Keisha Brunson, IT Director Jamie Beckham, Police Chief Bruce Wade, Fire Chief Steven Bullard, Utilities Director Betsy Catchings and City Attorney Will Dillard 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 Regular Council meeting to order and Council Member Sox gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

**Approval of Minutes**

Municipal Clerk Corder stated that it was brought to her attention that there was an error in the August 20, 2025, Council Meeting minutes and asked that Council postpone approval until the September 17, 2025, Council Meeting so she could correct them. Council Member Sox made a motion to approve the August 5, 2025, Regular Council Meeting minutes as written and postpone approval of the August 20, 2025, Council Meeting minutes until the September 17, 2025, Council Meeting. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

**Public Comment Regarding Items on the Agenda**

There was no public comment.

**Presentations**

**A. Presentation by Fire Chief Steven Bullard on the Cayce Fire Department**

Fire Chief Bullard gave Council an update on the past year for the Fire Department. He stated that over the past year, the Department responded to a total of 2,249 calls, 267 of those were fire related calls, 1,065 were medical related, 187 fire alarms, four (4) hazmat calls, and 437 other calls. He stated they were averaging approximately seven (7) calls

per day and their average response time for their first engine on scene was four minutes and 16 seconds. He stated that their call volume was the second busiest one station department in the state, only behind West Columbia, and that was out of 430 departments, and 63 of those only have one station for training. He stated that in 2024, they had just under 4,000 hours of training and were on track to do the same this year. Fire Chief Bullard stated that the Fire Department maintained their ISO two rating, were fully staffed, obtained their Fire Safe Community designation for the second year in a row, received a new fire engine and an UTV for special events in the Riverwalk, received new extrication equipment, a station alerting system, and nearly half of the department was now EMT certified. He stated that they started a BLS program in January of this year and were currently under Lexington County's standing orders, which allowed them to provide advanced lifesaving care to those in need.

Fire Chief Bullard stated some of the department's other accomplishments were they consolidated fire dispatch with Lexington County, established automatic aid agreements with all departments in Lexington County, and now there was never a delay in response. He stated that Lindsay McDade established a therapeutic equine program that had been very successful and had reached partners nationwide.

### **Proclamation**

- A. Approval of a Proclamation – Woman's Club International Day of Service

Mayor Pro Tem James made a motion to approve the Woman's Club International Day of Service Proclamation. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

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

- A. Discussion and Approval to move forward with a City Stormwater Mitigation Program

Mayor Pro Tem James made a motion to approve the staff recommendation to allocate up to \$300,000 from the unrestricted reserved fund balance and the addition of two full time employees for the creation of a stormwater team and program. Council Members Carter, Sox and Thomas voted yes. Mayor Partin voted no.

### **Ordinances**

- A. Discussion and Approval of Ordinance 2025-06 Annexing Property Located at 2140 Frink Street (Tax Map Number 005758-01-023) and Assigning C-2 Neighborhood Commercial Zoning Designation – Second Reading

Council Member Sox made a motion to approve the annexation and C-2 zoning designation. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

### **Committee Matters**

- A. Approval to Enter the Following Committee Approved Minutes Into the City's Record
  - Cayce Housing Authority – May 20, 2025
  - Cayce Housing Authority Special Meeting – June 26, 2025
  - Museum and Historical Commission – July 2, 2025

Council Member Sox made a motion to enter the approved minutes into the City's record. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

- B. Appointments and Reappointments
  - Beautification Foundation – One (1) Position
  - Public Safety Foundation – One (1) Position

Council Member Carter made a motion to appoint Ms. Laura Scaggs to the Beautification Foundation. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

Council Member Carter made a motion to reappoint Ms. John Sloan Jr. to the Public Safety Foundation. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

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

City Manager Conley stated that the City's Fall Fest was Saturday, October 4 from noon to 6pm in Granby Gardens Park and was a country theme this year with country genre musicians. He stated that there was a large rock in Guignard Park that was shaped like the state of South Carolina and Municipal Clerk Corder worked with a local artist to have a mural painted on it. He stated that Police Chief Wade successfully defended his dissertation and was getting his Doctrine of Criminal Justice.

### **Council Comments**

Mayor Pro Tem James thanked the Fire Department for all their accomplishments and congratulated Police Chief Wade on receiving his Doctorate.

Council Member Thomas stated that he was holding a Hot dogs and Handshakes event on Sunday, September 21 from 1pm to 3pm at H. Kelley Jones Park and Police

Chief Wade and City Manager Conley would be there. He stated that he had partnered with Synovus Bank to host a financial literacy workshop at City Hall on Monday, November 17 at 6pm. He thanked Martin Marietta staff for attending the Riverland Park Neighborhood meeting recently.

Council Member Sox gave an update on the infrastructure work going on near the Churchill Heights neighborhood. He stated that the following Wednesday and Thursday, there would be public input meetings to discuss the proposed updates to the Zoning Ordinance and Land Development Regulations for the City.

Mayor Partin stated that the City of Cayce was in a New York Times article about pickleball. She asked City Manager Conley to give Council updates on the Riverwalk in his City Manager Report so everyone would receive them. She stated that she would like to get updates on the economic development requests that she had in with City Manager Conley for quite some time since the City now had a staff person, she wanted updates on those to bring some small businesses. She asked that he also bring back the Ordinance for the vacant buildings.

### **Executive Session**

- A. Receipt of legal advice regarding Council – Staff Communications
- B. Receipt of legal advice regarding hospitality tax funding of City “pocket parks”
- C. Receipt of legal advice and discussion of proposed contractual arrangements regarding fire department vehicle
- D. Receipt of legal advice regarding participation in proposed settlement of opioid class action litigation (Purdue/Sackler Settlement and Secondary Manufacturers National Opioid Settlement)

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

### **Reconvene**

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

- A. Other

Council Member Sox made a motion to authorize the City Manager to execute a fire truck purchase order with Pierce, as discussed in Executive Session. Mayor Pro Tem James seconded the motion which was unanimously approved by roll call vote.

Council Member Sox made a motion to authorize the City Manager to execute settlement documents for participation in the opioid class action settlements as discussed in Executive Session. Mayor Pro Tem James seconded the motion which was unanimously approved by roll call vote.

Mayor Partin asked City Manager Conley and City Attorney Dillard to make sure to list any possible actions after Executive Session so that the public knows what might be coming out of Executive Session. She stated that listing other probably did not qualify. She stated that if they knew what the possible actions were, they needed to put them there.

### **Adjourn**

Council Member Sox made a motion to adjourn the meeting. Mayor Pro Tem James seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 9:04pm.

---

Elise Partin, Mayor

ATTEST:

---

Mendy Corder, CMC, Municipal Clerk





Mayor Elise Partin	Mayor Pro-Tem Tim James	Council Members Phil Carter Hunter Sox Byron Thomas	City Manager Mike Conley	Assistant City Manager Wesley Crosby
-----------------------	----------------------------	--	-----------------------------	---

**City of Cayce  
Regular Council Meeting  
Wednesday, September 17, 2025**

The September 17, 2025, Regular Council Meeting was held this evening at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin and Council Members Phil Carter, Hunter Sox and Byron Thomas. City Manager Michael Conley, Assistant City Manager Wesley Crosby, Municipal Clerk Mendy Corder, Finance Director Allison Barrs, Human Resources Director Keisha Brunson, IT Director Jamie Beckham, Utilities Director Betsy Catchings, Police Chief Bruce Wade, Fire Chief Steven Bullard and City Attorney Will Dillard 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 Regular Council meeting to order and Council Member Carter gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance. Mayor Partin stated that there was a request from City Attorney Dillard to amend the agenda. City Attorney Dillard stated that it was related to pending litigation, specifically an update regarding potential proposed settlement of pending litigation that was time sensitive so under the Freedom of Information Act, Council was allowed to amend the agenda to add that based on a vote of two thirds of the members present and the finding of exigent circumstances. He stated that it was something that was brought to his attention the day before, which was why it was not already on the agenda.

Council Member Carter made a motion to amend the agenda to add Executive Session for receipt of legal advice and other attorney client communications reference proposed settlement of fire truck litigation, and discussion and possible approval of proposed settlement of fire truck litigation. He stated that his motion was based on a finding of exigent circumstances involving the need to respond to a time sensitive settlement proposal. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

### **Approval of Minutes**

Council Member Sox made a motion to approve the August 20, 2025, Regular Council Meeting minutes as written. Council Member Thomas 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 of Connection and Thanks to Cayce West Columbia Library through Mayor Elise Partin from The National Academic Library of the Republic of Kazakhstan

Mayor Partin stated that before she went to Kazakhstan and the Kyrgyz Republic, she reached out to the local library because the Embassy had suggested gifting the different organizations and places that she was going to, including the libraries, with some books from America about democracy and the election process. She stated that the Cayce West Columbia librarians suggested some great books that were easy to follow and were really welcomed gifts. Mayor Partin stated that the head of the National Academic Library in Kazakhstan gifted a bag and water bottle with their library logos for the Cayce West Columbia library as thanks and she presented them to Ms. Amy Kneece.

- B. Presentation by Carroll Williamson of Stewart Engineering update on the Code Rewrite

Mr. Williamson gave an update on the code rewrite and went over some of their proposed changes to the City's zoning districts.

### **Resolution**

- A. Consideration and Approval of Resolution Recognizing the Airport High School Baseball Team Winning the 2024 4A State Championship

Council Member Carter made a motion to approve the Resolution. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

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

- A. Discussion and Confirmation of City Municipal Election Commission Membership pursuant to SC Code Section 5-15-90 (providing for three members)

Council Member Sox recused himself from this item. His recusal form is attached. City Attorney Willard stated that it was recently determined that the City's Election Commission had more members than were provided for under the State statute

that authorizes municipal election commissions, specifically the applicable State law provides for a local Municipal Election Commission to have three (3) members with staggered terms of six (6) years. He stated that the City's Election Commission currently had five (5) members. It was determined that Municipal Clerk Corder ask each current Commissioner to send her something in writing stating that they were happy to continue to serve but would also be fine with no longer serving if asked and include that in the October 7, 2025, Council Meeting agenda packet. Municipal Clerk Corder was also asked to include the Commissioner's original potential member applications in the October 7, 2025, agenda packet.

Council Member Thomas made a motion to postpone this item to the October 7, 2025, Council Meeting. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

#### B. Discussion and Approval of Funding Adjustments for Existing Utility Projects

City Manager Conley stated that Council approval was needed to adjust funding sources for two (2) previously approved Utilities projects: the Pump Station #1 Upgrades Project and the Sewer System Master Plan & Hydraulic Model Project. He stated that improvements to Pump Station #1 were underway and were previously approved through Council. He stated that the project consisted of replacing pumps, VFDs, and controls for the City's largest pump station and funding for this project was previously approved and was scheduled to come from a combination of ARPA funds, EPA Grant funds, and reserve funds. City Manager Conley stated that after construction began on the project, EPA notified the City that there were Federal requirements that should have been included in the bid process (Davis Bacon Act, Disadvantaged Enterprise, Build America, Buy America, etc.). He stated that since there was no way to incorporate these requirements post-bid and after construction began, the \$540,000 EPA Grant could not be used toward construction costs for the project but this funding could be applied toward the engineering on the project. He stated that since the engineering fees were less than the grant award amount, EPA would allow the City to also use the grant money for the Sewer System Master Plan & Hydraulic Model Project and funding for this project was budgeted to be funded through reserve funds

City Manager Conley stated that the adjustments would include utilizing the \$540,000 EPA Grant funds to cover the engineering fees for these two (2) projects and, in turn, shift the Water/Sewer Capacity reserve funding originally planned for these services to the construction costs for the Pump Station #1 Upgrades. He stated that no additional funding was requested and this was only an adjustment of the funding sources.

Council Member Sox made a motion to approve adjusting the funding for the two (2) Utilities projects. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

**C. Discussion and Approval of Ordinance 2025-07 Amending Chapter 10 (“Buildings and Building Regulations”) of the Cayce City Code to Add a New Article V (“Vacant Commercial and Industrial Building Registration”) – First Reading**

Council Member Sox made a motion to postpone this item until the October 7, 2025, Council Meeting so commercial property owners could be informed that Council was discussing this Ordinance again and requested a list of all the vacant commercial properties in the City before the October 7, 2025, Council Meeting for council to review. He also asked that staff send a letter to every commercial property owner, vacant or not, to notify them of the proposed Ordinance so they were informed and had adequate opportunity to provide input. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

**City Manager’s Report**

City Manager Conley stated that the Fall Fest was October 4 and the Fall Plant Exchange was October 25. He stated that the work on Pump Station One was progressing really well but the completion date had to be pushed back to mid-November because it was taking a little longer to get some of the pumps and the piping. He stated that the repairs of the Riverwalk board walk was scheduled to be completed no later than the following week. He stated that Cayce Museum Commissioner David Brinkman just published a children’s book about the history of the area and created a board game to it as well. Mayor Partin stated that there was also a Museum event the following night at 6pm on the life of Rev. Julius Felder. She stated that he was a community advocate and activist who passionately worked to improve his community and his granddaughter, Yvonne Smith, was going to discuss his legacy.

**Council Comments**

Council Member Thomas asked City Manager Conley to review the City’s permitting process for peddlers and solicitors for the assembly. He stated that Cayce was the first city in Lexington County to pass a hate intimidation Ordinance and the prior evening Irmo passed one as well. He congratulated the Airport High School Baseball Team for winning the 4A championship and suggested the City have some type of trophy and any local team that wins a championship could have it for that year. He stated that he was hosting a Hot Dogs and Handshake’s event that Sunday at Kelly Jones Park and Police Chief Wade and City Manager Conley would be there as well. Council Member Thomas stated that the City’s Beautification Foundation was hosting a

fundraiser called Harvest Dinner at the Mansion at Still Hopes on November 6 and people could purchase tickets on Eventbrite for \$100.

Council Member Sox stated that he met recently with Lexington County Public Works and SCDOT to do a field review in Churchill Heights for the county service territory for storm water. He stated that the County and SCDOT had committed the resources to clean, inspect and repair that system, with work expected to begin by mid-October. He stated that there was some great coverage the previous night on the Airport Boulevard Gateway project on WLTX. He stated that a total of 270 Trees, 1,572 shrubs and ornamentals, 4,828 grasses and perennials and 786 ground covers, for a total of 7,456 plants that would be planted along with 43,000 square feet of sod and irrigation. He asked City Manager Conley to get the word out to residents once he knew if traffic would be affected and if needed, get street signs letting people know of any delays, or work with DOT to have signs that say expect delays to put at the corner where the work would start, close towards the Airport. He stated that the City had vacant land where the City of Cayce sign was on Airport Blvd where a sign could be put as well.

Council Member Carter asked if the Airport Gateway Project would prohibit left turns into businesses. City Manager Conley stated that it would not and it was purely a beautification project.

Mayor Partin stated that a new home was being built in the City through Habitat for Humanity and the First Nail Ceremony was held on September 10. She stated that she and City Manager Conley and Assistant City Manager Crosby attended the sports conference that showcased a lot in the City to include the pickle ball courts at the Cayce Tennis and Fitness Center.

### **Executive Session**

- A. Receipt of legal advice and other attorney – client communications regarding proposed settlement of fire truck litigation

Council Member Sox made a motion to move into Executive Session. Council Member Thomas 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. Council Member Thomas 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 in follow up to Executive Session**

**A. Discussion and Possible Approval of Proposed Settlement of Fire Truck Litigation**

Council Member Sox made a motion to authorize the City Manager to negotiate and finalize settlement of fire truck litigation as discussed in Executive Session. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

**Adjourn**

Council Member Sox made a motion to adjourn the meeting. Council Member Thomas seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 7:29pm.

---

Elise Partin, Mayor

ATTEST:

---

Mendy Corder, CMC, Municipal Clerk



**RECUSAL STATEMENT**

**Member Name:** Hunter Sox

**Meeting Date:** September 17, 2025

**Agenda Item:** Section V. Number A.

**Topic:** Confirmation of City Municipal Election Commission Membership Pursuant to SC Code Section 5-15-90 (providing for three members)

*The Ethics Act, SC Code §8-13-700, provides that no public official may knowingly use his office to obtain an economic interest for himself, a family member of his immediate family, an individual with whom he is associated, or a business with which he is associated. No public official may make, participate in making, or influence a governmental decision in which he or any such person or business has an economic interest. Failure to recuse oneself from an issue in which there is or may be conflict of interest is the sole responsibility of the council member (1991 Op. Atty. Gen. No. 91-37). A written statement describing the matter requiring action and the nature of the potential conflict of interest is required.*

Justification to Recuse:

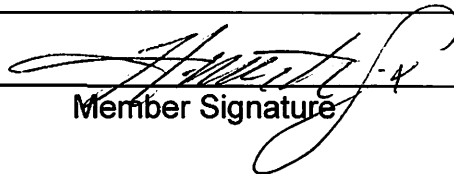
Professionally employed by or under contract with principal

Owns or has vested interest in principal or property

Other: Council Member is a candidate in upcoming election under Municipal Election Commission jurisdiction

September 17, 2025

Date

  
Member Signature

Approved by Parliamentarian:

/



Mayor Elise Partin	Mayor Pro-Tem Tim James	Council Members Phil Carter Hunter Sox Byron Thomas	City Manager Mike Conley	Assistant City Manager Wesley Crosby
-----------------------	----------------------------	--	-----------------------------	---

**Latino/Hispanic Business Day**

**WHEREAS**, from September 15 to October 15, the City of Cayce joins the nation in celebrating the rich culture, achievements, and traditions of the Latino/Hispanic community; and

**WHEREAS**, in 2021, eight Hispanic origin groups in the United States each had populations exceeding one million. The largest were Mexican (37.2 million), Puerto Rican (5.8 million), Salvadoran (2.5 million), Dominican (2.4 million), and Cuban (2.4 million), followed by Guatemalan (1.8 million), Colombian (1.4 million), and Honduran (1.1 million); and

**WHEREAS**, the City of Cayce proudly welcomes and supports the growing number of Latino/Hispanic-owned businesses within our community; and

**WHEREAS**, in the current year, 2025, the City of Cayce is home to Latino/Hispanic-owned businesses across diverse industries including hospitality, retail, automotive, construction, and personal services; and

**WHEREAS**, on October 15, 2019, Vanessa Mota established the first Latino/Hispanic Business Day in the state of South Carolina to honor the contributions, achievements, and economic impact of the Latino/Hispanic population; and

**WHEREAS**, the City of Cayce proudly celebrates the significant role Latino/Hispanic businesses play in our community and will continue to recognize and support events during Hispanic Heritage Month, including the observance of October 15th as South Carolina Latino Business Day.

**NOW, THEREFORE, I**, Elise Partin, Mayor of the City of Cayce and on behalf of Council, do hereby proclaim October 15, 2025, as South Carolina Latino/Hispanic Business Day in the City of Cayce, South Carolina.

Dated this 7<sup>th</sup> day of October 2025.

**ATTEST:**

\_\_\_\_\_  
Elise Partin, Mayor

\_\_\_\_\_  
Mendy Corder, CMC, Municipal Clerk

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

**RESOLUTION  
CONFIRMING MEMBERSHIP OF THE  
CITY OF CAYCE  
MUNICIPAL ELECTION  
COMMISSION**

**WHEREAS**, Section 16-9(c) of the City of Cayce Code of Ordinances provides that, among other duties, the City of Cayce Municipal Election Commission is responsible for meeting following municipal elections in order to “officially certify the results of the elections and transmit the certified results to the city council . . . .”; and,

**WHEREAS**, Section 5-15-90(a) of the South Carolina Code of Laws provides that a municipal election commission shall be “composed of three electors who must be residents of the municipality and who must be appointed by the municipal governing body. The terms of the members are six years except of those first appointed one shall serve a term of four years and one a term of two years.”; and,

**WHEREAS**, there are currently appointed to the City of Cayce Municipal Election Commission five members with terms set to expire in 2026 and 2030; and,

**WHEREAS**, the City Council for the City of Cayce finds that it is necessary and in the public interest, and in furtherance of the good governance of the City, to confirm three members to staggered six-year terms on the City of Cayce Municipal Election Commission in conformity with state law;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Cayce, in Council, duly assembled, as follows:

Pursuant to Section 5-15-90(a) of the South Carolina Code of Laws, the following residents of the City of Cayce are hereby confirmed and appointed to the City of Cayce Municipal Election Commission for the remainder of the specified terms:

- \_\_\_\_\_ Six-year term expiring September 1, 2026
- \_\_\_\_\_ Six-year term expiring September 1, 2028
- \_\_\_\_\_ Six-year term expiring September 1, 2030

The members confirmed and appointed above shall constitute the entire membership of the Municipal Election Commission as of the date of this resolution, and any prior inconsistent appointments to the Commission are hereby repealed based on conflict with S.C. Code Section 5-15-90(a).

**DONE IN MEETING DULY ASSEMBLED**, this 7th day of October 2025.

\_\_\_\_\_  
Elise Partin, Mayor

Attest:

Mendy Corder, CMC, Municipal Clerk

Approved as to form:

William C. Dillard, Jr., City Attorney

**The City’s Committee Attendance Policy - if a Committee, Board, Commission or Foundation member misses 1/3 of all meetings held during a 12-month period the member shall be subject to removal.**

**CAYCE MUNICIPAL ELECTION COMMISSION**

Meets as needed

<b>Name</b>	<b>Address and Phone</b>	<b>Term Limit</b>	<b>Orig Appt Date</b>	<b>Appoint Date</b>	<b>Expire Date</b>
Fonda Wilkins, filling an unexpired term	████ Maple Ct. Cayce, SC 29033 ██	6 yr. Term	12/05/23	12/23	9/2026
Fletcher Smith, filling an unexpired term	████ Indigo Avenue Cayce, SC 29033 ██	6 yr. Term	2/21/24	9/3/24	9/2030
Dara Brown, filling an unexpired term	████ Sedgefield Street Cayce, SC 29033 ██	6 yr. Term	3/17/22	3/17/22	9/2026
Maxine Creamer	████ M Avenue Cayce, SC 29033 ██	6 yr. Term	9/16/20	9/16/20	9/2026
Diana Bray, filling an unexpired term	████ Naples Avenue Cayce, SC 29033 ██	6 yr. term	2/21/24	2/21/24	10/2026
Mendy Corder Staff Liaison	City of Cayce 803-550-9557 (City Hall) 803-521-7541 (cell) mcorder@caycesc.gov	N/A	N/A	N/A	N/A

Revised 09/17/2025

Lexington County Voters Registration: 803-785-8361

**From:** Dara Brown <[REDACTED]>  
**Sent:** Monday, September 22, 2025 5:44 PM  
**To:** Mendy Corder <MCorder@cityofcayce-SC.gov>  
**Subject:** Re: Cayce Municipal Election Commission

Mendy,

After playing back the meeting recording to increase my understanding:

My term is scheduled to end September 2026. I would like to finish my term but understand that Council will make the best decision for the city.

Dara

## ITEM V. A.

**From:** Diana Bray <[REDACTED]>  
**Sent:** Thursday, September 18, 2025 3:31 PM  
**To:** Mendy Corder <MCorder@cityofcayce-SC.gov>  
**Subject:** Re: Cayce Municipal Election Commission

Good afternoon Mendy!

Certainly, I can confirm that I am happy to continue serving on the municipal election commission if needed, but also willing to step aside. Should you need anything else, just let me know.

Thank you

Diana Bray

**From:** Fletcher Smith [REDACTED]  
**Sent:** Friday, September 19, 2025 7:08 AM  
**To:** Mendy Corder <MCorder@cityofcayce-SC.gov>  
**Subject:** Re: Cayce Municipal Election Commission

Mendy,

I was able to attend the council meeting online and am aware of this request. And yes, I am willing to continue serving on the election commission but also am very willing to resign to allow the city to reduce the membership to 3 persons and be in compliance with state code.

Thank you,

Fletcher Smith

## ITEM V. A.

**From:** Fonda Wilkins [REDACTED]  
**Sent:** Thursday, September 18, 2025 4:34 PM  
**To:** Mendy Corder <MCorder@cityofcayce-SC.gov>  
**Subject:** Re: Cayce Municipal Election Commission

Good afternoon. I am willing to continue to serve on the Cayce election committee, but I'm willing to step down if needed. Fonda Wilkins

**From:** Maxine Creamer <[REDACTED]>  
**Sent:** Monday, September 22, 2025 11:10 AM  
**To:** Mendy Corder <MCorder@cityofcayce-SC.gov>  
**Subject:** Re: Cayce Municipal Election Commission

Yes, please proceed. I am willing to serve, but If someone else has a strong desire to serve, I would be willing to resign this commission. Thank You, Maxine Creamer



# CITY OF CAYCE POTENTIAL MEMBER APPLICATION

Name: Maxine CREAMER  
 Home Address: Michael MAS City, State, Zip Cayce SC 29030  
 Telephone: 803- E-Mail: @gmail.com  
 Resident of Cayce:  Yes  No Number of Years: 47

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

- Accommodations Tax Committee
- Cayce Housing Authority
- Events Committee
- Consolidated Board of Appeals
- Municipal Election Comm
- Museum Commission
- Planning Commission
- 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: \_\_\_\_\_ Position: \_\_\_\_\_  
 Address: N/A City, State, Zip \_\_\_\_\_  
 Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Work Experience:** \_\_\_\_\_

**Educational Background:** High School - Technical

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

**Volunteer Work:** \_\_\_\_\_

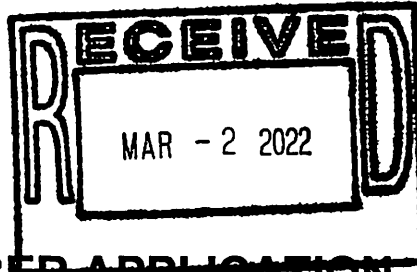
**Hobbies:** Gardening + Baking

Return to:  
 Mendy Corder, Municipal Clerk  
 City of Cayce, PO Box 2004, Cayce, SC 29171-2004





# CITY OF CAYCE POTENTIAL MEMBER APPLICATION



Name: Dara Brown Date March 2, 2022  
 Home Address: Sedgefield Street City, State, Zip Cayce, SC 29033  
 Telephone: (803) E-Mail: \_\_\_\_\_  
 Resident of Cayce:  Yes  No Number of Years: 18 years

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

- Accommodations Tax Committee     Cayce Housing Authority     Events Committee  
 Consolidated Board of Appeals     Municipal Election Comm     Museum Commission  
 Planning Commission     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: Brookland-Lakeview Empowerment Center Position: Sr. Community Health Coordinator  
 Address: 1218 Batchelor Street City, State, Zip West Columbia, SC 29169  
 Telephone: (803) 744-1969 E-Mail: dbrown@brookland.cc

**Work Experience:** 25 years working in public and community health - physical activity, diabetes, breast cancer, disability health, minority health

**Educational Background:** Masters in Public Health - 2001, Uof SC, Bachelors in Human Services - 1998, Kennesaw State University

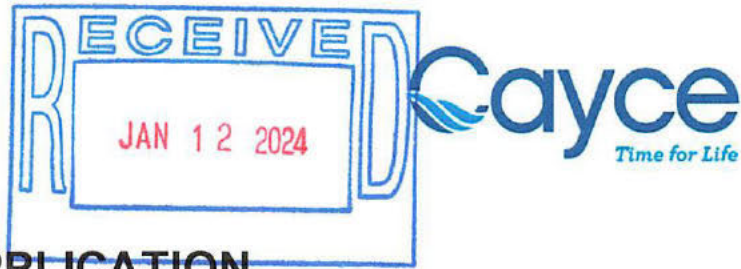
**Membership Information (Professional, Neighborhood and/or Civic Organizations):**

South Carolina Community Health Worker Association, National Association of Community Health Workers

**Volunteer Work:** SC Spinal Cord Injury Association Board Member (Secretary & Governance Committee Chair), ABLE SC Board Member, Cayce Neighborhood Leader (Glenwood Estates)

**Hobbies:** Reading, Running, Cooking, Hiking

Return to:  
**Mendy Corder, Municipal Clerk**  
 City of Cayce, PO Box 2004, Cayce, SC 29171-2004  
 Telephone: 803-550-9557 • Fax: 803-796-9072 • Email: [mcorder@caycesc.gov](mailto:mcorder@caycesc.gov)



## CITY OF CAYCE POTENTIAL MEMBER APPLICATION

Name: Fletcher Smith Date 12 January 2024  
 Home Address: ██████ Indigo Avenue City, State, Zip Cayce, SC 29033  
 Telephone: ██████████ E-Mail: ████████████████████  
 Resident of Cayce:  Yes  No Number of Years: Purchased Home Here Nov 2023

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

- Accommodations Tax Committee  Cayce Housing Authority  Events Committee  
 Consolidated Board of Appeals  Municipal Election Comm  Museum Commission  
 Planning Commission  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: SC Small Business Development Center Position: Business Consultant  
 Address: USC 1014 Greene Street City, State, Zip Columbia, SC 29208  
 Telephone: 864-363-0630 E-Mail: FLS@mailbox.sc.edu

**Work Experience:** Part Time Business Consultant for startup and active small businesses. Retired from a long career of consultative sales as a Director of Staples healthcare division

**Educational Background:** Bachelor of Accounting and Masters of Business Administration  
Both degrees from the University of South Carolina in Columbia

**Membership Information** (Professional, Neighborhood and/or Civic Organizations):  
Grant Professionals Assn

**Volunteer Work:** Recently handled admin duties for Good Samaritans for All People

**Hobbies:** Golf, Cooking, Genealogy Research

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



# City of Cayce Potential Member Application

Application for committees, boards and commissions within the City of Cayce

**Date**

11/8/2023

**Name**

Fonda Wilkins

**Home Address**

maple ct, Cayce, South Carolina 29033

**Phone**

[REDACTED]

**Email**

[REDACTED]

**Are you a resident of Cayce?**

Yes

**Number of Years**

19

**Do you have a business in Cayce?**

No

**Number of Years**

**Committee(s) for which you are applying**

Municipal Election Commission

Museum Commission

Cayce Beautification Foundation

**Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?**

No

**If yes, specify below:**

**Work Address**

Lexington Medical Center, 2720 Sunset Blvd, West Columbia, South Carolina 29169

**Phone**

(803) 791-2000

**Email**

[REDACTED]

**Work Experience**

40 plus years as nurse and nurse practitioner

**Educational Background**

Masters of Nursing

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

AANP

**Volunteer Work:**

In past -Humane Society and Pawmetto Lifeline

**Hobbies**

Pets

Animal welfare

Research

Writing professional articles

**For additional information please contact Mendy Corder at 803-550-9557 or email  
mcorder@caycesc.gov**



# City of Cayce Potential Member Application

Application for committees, boards and commissions within the City of Cayce

**Date**

2/8/2024

**Name**

Diana Bray

**Home Address**

Naples Ave, Cayce, South Carolina 29033

**Phone**

[REDACTED]

**Email**

[REDACTED]

**Are you a resident of Cayce?**

Yes

**Number of Years**

16

**Do you have a business in Cayce?**

No

**Number of Years**

**Committee(s) for which you are applying**

- Accommodations Tax Committee
- Cayce Housing Authority
- Municipal Election Commission
- Events Committee
- Museum Commission
- Cayce Beautification Foundation
- Cayce Public Service Foundation

**Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?**

No

**If yes, specify below:**

**Work Address**

Naples Ave, Cayce, South Carolina 29033

**Phone**

(803) 800-8921

**Email**

**Work Experience**

Auditor within the OM-Program Integrity Office of the Department of Veteran's Affairs. I work remotely from home.

**Educational Background**

Bachelors Degree - Clemson University

Masters Degree in Accountancy - University of SC  
Certified Public Accountant & Certified Internal Auditor

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

**Volunteer Work:**

Member of Saluda River Academy School Improvement Council

**Hobbies**

Cooking, exercise, nature

**For additional information please contact Mendy Corder at 803-550-9557 or email  
[mcorder@caycesc.gov](mailto:mcorder@caycesc.gov)**

---

# Memorandum

---

**To:** Mayor and Council

**From:** Wesley Crosby, Assistant City Manager

**Date:** October 7, 2025

**Subject:** Discussion and Approval of \$4,000 Donation for Swing Equipment

---

## **Issue**

Council approval is needed to formally accept a designated donation of \$4,000.00 from the Lutheran Evangelical Protestant Church (LEPC) for the purchase and installation of a new, heavy-duty swing set in one of the City's parks.

## **Discussion**

This agenda item is to accept a generous, designated donation of \$4,000.00 from the Lutheran Evangelical Protestant Church (LEPC) for the purchase of a large, heavy-duty, steel-framed swing set. The church has specifically designated Guignard Park as the installation location, noting that the park currently lacks a swing set for children of all ages to enjoy. The funds are earmarked for a durable swing set, similar in structure to the existing swings at Glenwood Park, as part of their youth/children's ministry outreach efforts to "bless the children of Cayce."

## **Recommendation**

Staff recommends Council approve the acceptance of the \$4,000.00 donation from the Lutheran Evangelical Protestant Church (LEPC).

---

# Memorandum

---

**To:** Mayor and Council

**From:** Wesley Crosby, Assistant City Manager

**Date:** October 7, 2025

**Subject:** Discussion and Approval of Third-Party Building Inspection Contractor

---

## **Issue**

Council approval is needed to approve the Consultant Agreement for Services with RCI of South Carolina, Inc. to provide third-party building inspection and plan review services, which is necessary following the recent retirement of the City's Building Official.

## **Discussion**

Due to the recent retirement of the City's Building Official the City is in need of commercial inspections and plan reviews per State regulations. Staff received three (3) proposals from third-party firms and have selected RCI of South Carolina, Inc. to present to the Council.

RCI's proposal offers several benefits, including a cost savings measure by agreeing to work with our existing staff by allowing our current Residential Inspector to continue their duties. They offer an "as needed" backup coverage option for our employees during emergencies, vacations, and training. RCI is a local South Carolina-based firm with a team approach to problem-solving, including eight (8) Certified Building Officials and two (2) Master Code Professionals.

The scope of services includes both commercial and residential Plan Review and new construction inspections, such as Building, Mechanical, Electrical, and Plumbing. The agreement will take effect on October 8, 2025, and initially run through March 31, 2026.

## **Recommendation**

Staff recommends Council approve the contract for services with RCI of South Carolina, Inc. and authorize the City Manager to execute appropriate agreements.



Code Consulting for a Safer Tomorrow

## **Consultant Agreement for Services**

This Consultant Agreement for Services (“Agreement”) dated as October 8th, 2025 (the “Effective Date”), is made by and between **City of Cayce, SC**, whose address is 1800 12th Street, Cayce SC 29033 (“Client”) and **RCI of South Carolina, Inc.**, (“Consultant”), whose address is 477 Phillips Circle, Pacolet, SC, 29372; and shall be effective March 31, 2026. (the “Effective Term”). This agreement shall continue to the “Effective Term”, however, it may be terminated by either party upon a 60-day written notice. See Exhibit 1 “Cost of Services”

### **1.0 Scope of Services**

- 1.1 Consultant, through and by its officers, employees, and subcontractors, is an independent consultant and agrees to provide Client, for its sole benefit and exclusive use, the following scope of services as outlined in EXHIBIT 1.

Consultant’s services will be performed in accordance with the terms and conditions set forth in this Agreement. Consultant’s services will be performed in compliance with South Carolina Building Codes Council regulations along with other local and state regulatory agencies.

- 1.2 Consultant further agrees to place the public’s welfare above all other interests and recognizes that the chief function of the government is to serve the best interests of all the people. However, no third-party beneficiaries are intended by this Agreement.

### **2.0 Compensation & Payment Terms**

- 2.1 Client will compensate Consultant as outlined in EXHIBIT 1

- 2.2 Consultant will submit invoices to the Client monthly, and Client agrees to pay Consultant’s invoice upon receipt Client acknowledges the duty to pay the consultant as agreed and Consultant reserves the right to suspend services if payments are not paid as noted above. Client further acknowledges that payment must be made within 10 business days.

### **3.0 Client Disclosure**

- 3.1 Client agrees to advise Consultant upon execution of this Agreement of any hazardous substance or any condition, known or that reasonably should be known by Client, existing in, on, or near any site where Consultant will be performing services that presents a potential danger to human health, the environment, or Consultant’s equipment. Client agrees to provide Consultant continuing related information as it becomes available to the Client. By virtue of entering into this Agreement or providing services hereunder, Consultant does not assume control of or responsibility as an operator or otherwise for the sites or the person(s) in charge of the sites, or undertake responsibility for reporting to any federal, state, or local public agencies any conditions at the sites that may present a potential danger to public health, safety, or the environment. Client agrees under advice of its counsel to notify the appropriate federal, state, or local public agencies as required by law; or otherwise, to disclose, in a timely manner, any information that may be necessary to prevent damage to human health, safety, or the environment.

### **4.0 Entire Agreement**

- 4.1 This Agreement, any attached documents and those incorporated herein constitute the entire Agreement between the parties and cannot be changed except by a written instrument signed by both parties. This Agreement is not intended to confer upon any person other than the parties hereto any rights or remedies hereunder.
- 4.2 Client and Consultant must mutually acknowledge in writing any change to this Agreement in order for such change to be effective.



Code Consulting for a Safer Tomorrow

## **5.0 Standard of Care and Limitations**

- 5.1 Consultant represents that it is a specialist in the type of service to be provided under this Agreement and that it will perform its services using that degree of care and skill ordinarily exercised under similar conditions by reputable members of Consultant's profession practicing in the same or similar locality at the time of service. Consultant warrants that all services performed hereunder shall comply with all requirements of applicable federal, state, or local laws, ordinances, codes, and regulations, and applicable standards.
- 5.2 ALL OTHER WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHER ARE HEREBY DISCLAIMED. CONSULTANT SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. CLIENT AGREES THAT NO WARRANTIES ARE CREATED BY ANY COURSE OF DEALING BETWEEN THE PARTIES, COURSE OF PERFORMANCE, TRADE USAGE OR INDUSTRY CUSTOM. ALL THIRD-PARTY MATERIALS ARE PROVIDED "AS IS" AND ANY REPRESENTATION OR WARRANTY OF OR CONCERNING ANY THIRD-PARTY MATERIALS IS STRICTLY BETWEEN CUSTOMER AND THE THIRD-PARTY OWNER OR DISTRIBUTOR OF THE THIRD-PARTY MATERIALS.
- 5.3 Nothing in this agreement or in the services provided by Consultant is intended to create, nor shall it be construed to create a fiduciary relationship owed by either party to one another.

## **6.0 Changes in Scope and Compensation**

- 6.1 Client and Consultant shall have the right to make changes to the Scope of Services and Compensation, upon mutual acknowledgement and accepted by both parties. Any such changes will be memorialized in a written instrument and signed by both parties.

## **7.0 Dispute Resolution**

- 7.1 The parties agree to attempt to resolve any dispute without resort to litigation, including use of mediation, prior to filing of any suit. The cost of mediation will be borne equally by the parties; provided, however that each party shall be responsible for its own attorney's fees and costs. In the event that a claim results in litigation, then the prevailing party shall be entitled to recover from the non-prevailing party the prevailing party's reasonable legal fees and expenses associated with such litigation.

## **8.0 Insurance**

- 8.1 Consultant shall maintain at its own expense, during the term of this Agreement, the following insurance:
- 8.1.1 Commercial General Liability Insurance with limits of \$1,000,000 each occurrence / \$2,000,000 aggregate.
- 8.1.2 Workers' Compensation providing statutory coverages required by the state where services are provided limit is \$1,000,000 each occurrence.
- 8.1.3 Professional Liability Insurance covering negligent acts, errors, and omissions limit is \$1,000,000 each occurrence.
- 8.1.4 Automobile Liability Insurance with limits of \$1,000,000 each occurrence.
- 8.2 Upon receipt of written request from Client, Consultant shall have Client named as an additional insured Under the General Liability and Automobile Liability policies on a primary and non-contributory basis.



Code Consulting for a Safer Tomorrow

## **9.0 Unused**

## **10.0 Safety**

- 10.1 Consultant will be responsible for all matters relating to the health and safety of its personnel and protection of its equipment in performance of Scope of Services.
- 10.2 Consultant will take all necessary precautions for the safety of, and provide the necessary protection to prevent damage, injury, or loss to, all persons and property that may be affected by the Scope of Services.

## **11.0 Force Majeure**

- 11.1 Any failure of performance under this Agreement shall not constitute breach if said failure of performance is due to an event or events beyond the reasonable control of the Parties or either of them; such events of force majeure shall include, but not be limited to, acts of God, natural disasters, actual or threatened war, armed conflict, riot, fire, earthquake, explosion, flood, strike, lockout, injunction or telecommunications, electrical or source of supply failure.
- 11.2 If an event of force majeure occurs, Consultant shall notify Client, identify the event of force majeure, and specify the anticipated time when the work can be continued. Timely notification of an event of force majeure shall extend the completion date of this Agreement for a time equal to the continuation of the force majeure plus any reasonable time necessary to resume Work.

## **12.0 Governing Law and Severability**

- 12.1 The laws of the State of South Carolina will govern the validity of these terms, their interpretation and performance, and will be used to adjudicate disputes that cannot be settled by mediation. The parties agree that any suit, action, or proceeding arising out of or based upon this Agreement may be instituted only and exclusively in the South Carolina Circuit Courts.
- 12.2 In the event that any provision of this Agreement is found to be invalid or unenforceable under law, this Agreement shall be construed as though it did not contain the particular provision held to be invalid or unenforceable, and the remaining provisions of this Agreement shall continue in full force and effect.

## **13.0 Non-Exclusivity**

- 13.1 Client acknowledges and agrees that the relationship with Consultant is non-exclusive and Consultant may represent, perform services for, and contract with, as many additional clients, persons or companies as Consultant in Consultant's sole discretion sees fit.

## **14.0 Miscellaneous**

- 14.1 A party's failure at any time, or from time to time, to enforce or require strict performance of any of the terms and conditions of this Agreement shall not affect or impair the right of that party at any time to enforce the terms and conditions or to avail itself of such remedies as it may have for any breach or breaches of such terms or conditions.
- 14.2 The rights and remedies of the parties contained in this Agreement shall be cumulative and the exercise of any one or more of the remedies contained herein shall not, except as otherwise provide in this Agreement, limit any party in the exercise of any other remedy that may be available to such party under this Agreement or at law or equity.
- 14.3 All provisions of this Agreement related to assignment, dispute resolution, indemnification, insurance, ownership, and use of documents, or otherwise allocating responsibility or liability between the parties, shall survive the completion of the services hereunder and the termination of this Agreement for any reason and shall remain enforceable between the parties.



Code Consulting for a Safer Tomorrow

- 14.4 All documents, photographs, inspection records, and other materials related to performance of the Scope of Services will be provided to the Client.
- 14.5 This Agreement may not be assigned by either party without the prior written permission of the other.

The parties have read the foregoing, and understood completely the terms and conditions, and willingly enter into this Agreement, and acknowledge the same by their signatures below.

**Client**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Consultant**

By: \_\_\_\_\_

Print Name: Brian L. Blackwell

Title: CEO

Date: \_\_\_\_\_

Attachments: Exhibit 1



Code Consulting for a Safer Tomorrow

## **Exhibit 1**

### **Scope of Work**

RCI will provide all services as directed by the **City of Cayce** to include:

- Plan Review-Residential and Commercial
  
- New Construction Residential and Commercial Inspections including:
  - a. Accessibility Inspections
  - b. Building Inspections
  - c. Mechanical Inspections
  - d. Electrical Inspections
  - e. Plumbing Inspections
  - f. Existing building assessments
  - g. Renovations and Upgrades
  - h. Occupancy Inspections
  
- Coordinate and combine comments from City Planner, Public works, and Fire Department
- Complaint Investigations
- Reporting (including ISO Reports)
- The **City of Cayce** is to provide permit clerks to receive fees/payments, permit applications, file permits, schedule inspections, receive and collect plans and include other typical duties performed by a permit technician.
- The **City of Cayce** and **RCI** will utilize current staff for residential inspections as certified and qualified per ICC and SC LLR.

Designing a program that is suitable to the needs of the jurisdiction will include establishing time frames for the various duties that we will perform. Unless otherwise agreed upon, RCI will provide our services according to the following time frames.

- Requests for Inspections will be conducted within 24 hours or as scheduled
- Commercial Plan Review will be performed, and a letter will be issued within 10 business days
- Residential Plan Reviews will not exceed 2 business days
- Large projects review times will be reviewed efficiently as possible not to exceed 20 days for most projects

### **Cost of Services**

RCI of South Carolina, Inc. (Consultant) will perform Residential and Commercial Inspections and Plan Reviews, and other services listed in the Scope of Work for a rate as listed in the Fee schedule. Consultant will invoice Client monthly, and the Client shall pay within ten business days.



Code Consulting for a Safer Tomorrow

**Exhibit 1**

**Fee Schedule**

Accessibility Inspections.....	\$90.00/ hour
Building Inspections.....	\$90.00/ hour
Mechanical Inspections.....	\$90.00/ hour
Electrical Inspections.....	\$90.00/ hour
Plumbing Inspections.....	\$90.00/ hour
Plan Review.....	See plan review fee schedule below
Clerical.....	\$45.00/ hour
Building Official Services monthly fee.....	\$1500.00 /\$100.00/ hour*
Mileage per Diem.....	\$0.70 per mile or current IRS rate

<sup>1</sup>These rates apply to services requested during normal business hours Monday – Friday, 8:00 am – 5:00 pm. RCI recognizes all State of South Carolina holidays. For services requested after normal business hours, weekends or holidays, the rates will be 1.5 times the rates provided above.

- The hourly Building Official rate is included for additional meetings, project needs etc., that exceed typical duties exceeding 5-7 hours a week.
- The inspector hourly rate will be invoiced at a minimum of 4 hours per trip for inspection services.

**The plan review fees are based on the City of Cayce Current Permit fee Schedule**

- **Residential plan review fees are not to exceed 50% of the accessed plan fees for all projects that are regulated by the International Residential Code as needed.**
- **Commercial Plan review fees are not to exceed 70% of accessed plan fees for projects from \$0 to \$100,000,000.**
- **Commercial Plan review fees are not to exceed 60% of accessed plan fees for projects \$100,000,0001 and up.**
- **A discount for the “City of Cayce owned building(s)” project plan review fees are as follows: A 10% discount for projects completed with one plan review. A 5% discount for projects completed with two plan reviews. No reduction in fee(s) is offered for subsequent project reviews for 3 or more submittals to include preliminary reviews.**
- **\*Meetings to discuss preliminary projects/plan(s) submittals, special meetings etc. are covered under Building Official Services hourly rate schedule.**
- **Residential Inspections are provided and performed as needed to supplement existing staff as provided by the City of Cayce.**

This fee also covers review of re-submittals of plans and documents.

This includes a plan review of Building, Mechanical, Electrical, Accessibility and Plumbing drawings.

Standard penalties of 1.5% will be accrued every 20 business days for late payments.

---

# Memorandum

---

**To:** Mayor and Council

**From:** Wesley Crosby, Assistant City Manager

**Date:** October 7, 2025

**Subject:** Discussion and Approval of Ordinance 2025-07 Amending Chapter 10 (“Buildings and Building Regulations”) of the Cayce City Code to Add a New Article V (“Vacant Commercial and Industrial Building Registration”) – First Reading

---

## Issue

Council’s approval is needed to amend Chapter 10 (“Buildings and Building Regulations”) by adding a new Article V titled “Vacant Commercial and Industrial Building Registration.”

## Discussion

Over the past several years, City Council and staff have been working to revitalize areas in the City and address community issues related to vacant properties – specifically, empty and underutilized commercial and industrial buildings that often lead to blight and underinvestment in surrounding neighborhoods. Staff researched best practices and received advice on this issue from industry experts selected to work with us as part of the Alumni Technical Assistance from the Mayors Institute on City Design (MICD 2.0). This was a follow-up to the case study program Mayor Partin participated in, at no cost to the City, in 2015, that helped jump start the pre-vitalization of the Cayce River Arts District.

What resulted was the recommendation to adopt a registration program that could help the City to better address these types of properties. The attached Ordinance encompasses the elements of a property registration program with escalating fees that would apply to vacant commercial and industrial properties only. Generally, this program will identify and register vacant commercial and industrial buildings, clearly express the responsibilities of the building owners, and provide for administration, enforcement, and penalties.

At the meeting on November 16, 2022, City Council voted to give the draft Ordinance First Reading, and deferred Second Reading for two months to allow staff to engage the community.

At the meeting on January 25, 2023, City Council voted to defer second reading to the first meeting in March to clarify a few things and make sure all questions were addressed.

At the meeting on March 7, 2023, City Council voted down the proposed ordinance.

At the meeting on September 17, 2025, this item was postponed to the October 7, 2025, Council Meeting.

## Recommendation

Staff recommends that Council remove the item from the agenda until a work session can be held early next year to further study solutions.

STATE OF SOUTH CAROLINA	)	ORDINANCE 2025-07
	)	
COUNTY OF LEXINGTON	)	Amending Chapter 10 (“Buildings and Building Regulations”) of the Cayce City Code to Add a
	)	New Article V (“Vacant Commercial and
CITY OF CAYCE	)	Industrial Building Registration”)
	)	

**WHEREAS**, the City Council, in the interest of public health, order, safety and the general welfare within the City, desires to address certain issues related to vacant commercial and industrial buildings within the City with a ~~comprehensive approach~~comprehensive approach; and

**WHEREAS**, the Council, to accomplish that comprehensive approach, wishes to amend Chapter 10 (“Buildings and Building Regulations”) of the Cayce City Code to add a new Article V (“Vacant Commercial and Industrial Building Registration”) as provided herein,

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and City Council of the City of Cayce, in Council, duly assembled, that Chapter 10 (“Buildings and Building Regulations”) of the Cayce City Code is hereby amended to (1) reserve sections 10-101 through 10-129 of the City Code following the current text of Article IV, and (2) add a new Article, entitled Article V (“Vacant Commercial and Industrial Building Registration”), to read as follows:

**ARTICLE V. - VACANT COMMERCIAL AND INDUSTRIAL BUILDING REGISTRATION**

**Sec. 10-130. - Declaration of policy and purpose.**

The purpose of this article is to ~~protect and promote the public health, order, safety, and the general welfare of the city by establishing a program for identification and registration of vacant commercial and industrial buildings, clearly expressing the responsibilities of owners of vacant commercial and industrial buildings and structures, and providing for administration, enforcement, and penalties.~~ establish a program for identifying and registering vacant commercial and industrial buildings within the City that may present a fire hazard, that may provide temporary occupancy by trespassers or other transients, that may detract from private and/or public efforts to rehabilitate or maintain surrounding buildings, and that otherwise may present a hazard to the health, safety and welfare of the public. Through a registration, inspection, and monitoring process, vacant commercial and industrial buildings will be kept weather tight and secure from trespassers, will provide safe entry to police officers and firefighters in times of emergency, will not impede private and/or public efforts to rehabilitate or maintain surrounding buildings, and will not otherwise present a public hazard so that the health, safety and welfare of the public is served. Further, the program will clearly express the responsibilities of the owners of vacant commercial and industrial buildings and structures, and will provide for administration, enforcement, and penalties.

**Sec.10-131. - Definitions.**

Unless otherwise expressly stated, the following terms (with or without capitalization) shall, for the purposes of this article, have the meanings shown in this section. When terms are not defined, by this section, such terms shall have the meanings provided by section 1.2 of City Code or, if not defined in that section, such ordinarily accepted meaning as the context implies.

~~*Citation* means a charge or formal written accusation of violation of a municipal, state or federal law, regulation or ordinance, including any violations of the International Property Maintenance Code as adopted by the city.~~

*Code violation* means violation of any code adopted and/or enforced by the city, which may include but is not limited to the City Code or the International Property Maintenance Code.

~~*Courtesy Registration* means notification by mail, phone, fax or email to the Code Enforcement Division notifying them of an extended vacancy of 60 days or more of a primary residence for a work, vacation, military or a medical reason.~~

*Commercial and industrial building* means any building, or part thereof, that is **used, or used or** designed to be used for any private or public manufacturing, industrial, or commercial business purposes.

*Owner* means any person, firm or corporation having a legal or equitable title in the property; or recorded in the official records of the state, county or municipality as holding title.

~~*Premises* means a lot, plot, or parcel of land, including the buildings or structures thereon.~~  
*Property* means not only the commercial or industrial building and any other kind or nature of structure, but also the entire lot or parcel of land on which the building and any other structures are situated and any surrounding portion of the lot or parcel, as well as any fences, walkways, walls, or appurtenances.

*Responsible local representative* means a person having his or her place of residence or business office within 45 miles of the vacant building property and designated by the property owner as the agent responsible for operating such property in compliance with the ordinances adopted by the city. For the purposes of this article, the term "*agent*" shall refer to the Responsible Local Representative.

*Responsible party* means any owner, occupant, agent, manager, operator and/or management company of a property building, dwelling, structure or lot.

*Secure* means a building or structure or a portion of a building that is closed or locked (other than by boarding) so as to prohibit entry by normal means.

~~*Unoccupied* means a building that is not being used for a legal occupancy.~~

*Unsecured* means a building or structure or a portion of a building or structure that is open to entry by unauthorized persons without the use of tools or ladders.

~~*Vacant building* means any structure built for occupancy for commercial or industrial uses that is unoccupied for more than 60 days.~~

*Vacant commercial or industrial building* means a commercial or industrial building that is not occupied by its owner, lessee or other person in lawful possession, or at which, for more than 120 days, substantially all lawful manufacturing, industrial, or commercial business operations have ceased, or the building is substantially devoid of contents.

(a) Illustrations of such vacancy include, but are not limited to, any of the following circumstances:

1. No licensed trade or business is actively being conducted in the building by the owner, a tenant, or another party occupying the building pursuant to a lease or other legal authority, or no licensed trade or business is actively being conducted in a building, structure, or other improvement that is subject to taxation and that is located on the property.

2. No utility connections, including, but not limited to, water, sewer, natural gas, or electric connections, service the property, or no such utility connections are actively being billed by any utility provider for the property.

(b) Vacant building categorical classifications for a building or portion of a building:

(1) Category I: No current code violations on the structure or the premises.

a. The building is secure and not boarded.

b. The building is structurally sound with no code violations.

c. The premises is maintained to minimal code compliance by the owner or responsible party.

d. —The city will inspect the property annually. Property owner or responsible local representative must arrange this inspection through the Code Enforcement Compliance Division.

(2) Category II: Minimal code violations.

a. The building is boarded and secure.

b. The building is structurally sound with minor code violations.

c. The premises is not regularly maintained.

d. Requires property to be inspected annually by the fire marshal, building official, business license official, and code enforcement officer. Property owner or responsible local representative must be present for the inspection.

(3) Category III: Severe code violations.

- a. The building requires boarding.
- b. Structural deficiencies are evident.
- c. History of criminal activity on the property.
- d. Condemned and/or illegally occupied.
- e. Requires property to be inspected three (3) times annually by the fire marshal, building official, business license official, and code enforcement officer. Property owner or responsible local representative must be present for all the inspection. Additional charges must be paid in the amount of \$150 per inspection.

**Sec. 10-132. - Registration of vacant commercial or industrial buildings.**

- (a) Except as provided in subsection (b) below, all vacant commercial or industrial buildings shall be registered with the Code Enforcement-Compliance Division within ten (10) days of becoming vacant as defined in section 10-131. After the calendar year of initial registration, rRegistration is valid for 12 months and must be renewed annually from the date the building became vacant by May 1.
- (b) Exemptions from registration may be granted by the Code Enforcement-Compliance Division after for the following circumstances upon notification in writing to the Code Enforcement Division from the property owner, in the following circumstances:
  - (1) Buildings that are actively being renovated. Repairs and progression must be noticeable by the inspector (up to one year, and longer by appeal) or an active building permit must be associated with the work.;
  - (2) Buildings that are structurally deficient and have been ordered by the city to be demolished and removed, and for which the owner has provided consent to the City to demolish, and the City has accepted the consent. Liens are to be placed against the property to cover the cost of demolition.
  - (3) A multi-unit commercial or industrial building with vacant units that together constitute less than fifty percent (50%) by square footage of the portion of the first flow facing or adjacent to a public right-of-way.
- (c) If the building is vacant at the expiration of any registration period, the owner shall re-register such building and pay the annual renewal registration and inspection charges.
- (d) The owner registering a vacant building shall supply the following information on an authorized form provided by the Code Enforcement-Compliance Division:

- (1) Name, address, and telephone number of the owner;
  - (2) Name, address, and telephone number of any responsible party, if applicable;
  - (3) Name, address, and telephone number of any local agent or representative of the owner, if the owner's residence or business address is more than 75 miles from the vacant building;
  - (4) Name, address, and telephone number of all persons with any legal interest in the property, or building ~~or premises~~, including mortgagees and successors in interest;
  - (5) Legal description and tax parcel identification number of the premises property on which the building is situated;
  - (6) The common address of the building or property;
  - (7) Date on which the building became vacant along with any supporting documentation; and
  - (8) A ~~V~~vacant building plan in accordance with section 10-133.
- (e) Following the registration of the vacant building, the Code Enforcement Compliance Officer shall conduct a complete exterior property inspection of the property and premises to determine any code violations and to verify the vacant building category.
- (1) A status report will be provided to the owner of the building with the findings and current condition of the property. It will include any found violations and assign a category to the building, in accordance with section 10-131.
- (f) ~~All vacant buildings must remain secure and/or boarded in accord with the provisions of any applicable codes. Property must be maintained in accordance with the International Building Maintenance Code.~~
- (g) Owners shall post "No Trespass" placards on the premises property. Additional employment of security services for the premises property for a specified number of hours every day may be required by the Police Chief or his/her designee on the basis of the property's premises' history of code and/or criminal violations.
- (h) ~~Vacant building~~ Owners must designate a responsible local representative ("agent") if their place of residence or business is more than 45 miles from the vacant building. The responsible local representative shall act as agent for the property owner for purposes of accepting legal service; however, the

~~vacant building~~ owner remains personally liable in criminal prosecutions for code violations. The responsible local representative must ~~always~~ be available at the number listed in the event of an emergency or catastrophe.

**Sec. 10-133. - Establishment of vacant building plan.**

(a) When a building is registered as required by this article, the owner shall submit for approval, or cause to be submitted for approval, a vacant building plan. The plan shall contain the following:

- (1) The reasonably expected period of vacancy;
- (2) A plan to make the building ready for occupancy with sufficient detail regarding the proposed repair and/or rehabilitation of the building to enable the Code Enforcement-Compliance Division to determine the adequacy of such plan;
- (3) A letter of written consent by the owner allowing city officials to enter and inspect the premises for the period in which the vacant building plan is in effect;
- (4) For buildings, dwellings or structures which are identified as being or containing public nuisances, the vacant building plan shall contain a plan of action to remedy such public nuisances;
- (5) For each required plan, a time schedule shall be submitted identifying a date of commencement of repair and/or rehabilitation and the schedule for completion of repair and/or rehabilitation for each building, dwelling or structure and identified nuisance;
- (6) When the owner proposes to occupy, sell, lease or demolish the vacant building, the owner shall submit a plan and time schedule for such action; and
- (7) A plan of action to secure, monitor and maintain the building and premises property for conformance with this article.

(b) If the property is subject to a vacant building plan and the plan has been properly approved by the Code Enforcement-Compliance Division, the transferee is subject to the terms of the vacant building plan. The transferee may apply to the city to be released from the requirements of the vacant building plan upon a showing of sufficient cause for release.

**Sec. 10-134. - Vacant commercial and or industrial building charges.**

(a) Annual registration charges are based on the number of years that a commercial or industrial building has been vacant (after the effective date of this ~~ordinance~~ article). All charges are due at the time of initial registration or upon annual renewal.

The charges are as follows for all ~~structures~~ buildings:

(1)	Initial registration	\$ 100.00
(2)	First annual renewal	\$ 500.00
(3)	<del>Second</del> <u>Additional</u> annual renewal	\$12,000.00
(4)	<del>Third annual renewal</del>	<del>\$1,500.00</del>
(5)	<del>Each year thereafter is</del>	<del>\$1,500.00.</del>

~~(b) An annual compliance inspection charge of \$50.00 is required on all vacant buildings. The charge shall be paid at the time of registration.~~

~~(eb)~~ Upon determination by the Code Enforcement Compliance Division that a vacant building is not registered in compliance with this article, a penalty as described in section 10-135 shall ~~additional penalties may~~ apply in addition to the applicable registration or renewal ~~annual registration~~ charge.

~~(dc)~~ ~~Delinquent registration charge as a lien.~~ After the owner is given notice of the amount of the ~~registration~~ charge and penalty due, except for those owners that have properly perfected an appeal pursuant to section 10-136, and the owner fails to pay the amount due within ten (10) business days after notice of violation, said amount shall constitute a debt due and owing to the city, and the city may commence a civil action to collect such ~~the~~ unpaid debt.

~~(ed)~~ If a vacant building becomes occupied within 60 days following an annual registration renewal date and remains occupied for at least 6 months, the owner of the vacant building can appeal apply to the Code Enforcement Compliance Division to have the most recent registration charge refunded. This excludes any charges for penalties, initial registration or compliance inspections.

### **Sec. 10-135. - Enforcement and ~~p~~Penalties.**

(a) Upon determination that a vacant building owner has failed to register or renew registration or has failed to provide update information in accordance with this article, or has failed to submit a vacant building plan or to comply with a vacant building plan that has been approved by the city under this article, or has failed to comply with any other provisions of this article, an administrative penalty of five hundred dollars (\$500.00) ~~in addition to the registration charge will be assessed if the owner is not in compliance within 11 days after notice will be assessed if the owner is not in compliance within ten (10) business days after~~ notice of violation.

~~(b) Failure by the owner to submit a vacant building plan or comply with a vacant building plan that has been approved by the city under this article or pay the charges as required under this article is a violation of the City Code and may be remedied by any of the following:~~

~~(1) An administrative penalty of five hundred dollars (\$500.00); or~~

~~(2) Such other remedies as may be authorized by state law.~~

(b) The city reserves its rights to seek such other remedies for violations of this article as are allowed by state or local law, including enforcement as a violation of the International Property Maintenance Code when applicable or prosecution of a violation as a misdemeanor in accord with section 1.6 of the City Code.

### **Sec. 10-136. - Appeal.**

Any person aggrieved by an action or determination of the Code Enforcement Compliance Division in enforcing this article the requirements of this section may seek file an administrative appeal to the Standard Technical Codes Board of Appeals by submission of an appeal form supplied by the city to the city clerk within ten (10) calendar days of the receipt of notice of the action or determination. Within fourteen (14) calendar days of the filing of the appeal, the Board shall hold a hearing on the appeal at which the appealing party and the Code Enforcement Compliance Division shall have an opportunity to be heard and at which the issue shall be whether the Code Enforcement Compliance Division acted in accord with the provisions of this article. Within five (5) business days after the hearing, the Board shall issue a written decision. Any person aggrieved by a final the decision issued under this section by the Standard Technical Codes Board of Appeals, may seek relief in the circuit court in accord with the South Carolina Rules of Civil Procedure and applicable law. any court of competent jurisdiction as provided by the law.

### **Sec. 10-137. -- Acquisition of vacant buildings.**

~~The City may acquire, pursuant to applicable state law, any property or premises determined to be vacant and a persistent nuisance, and shall have the power to hold, clear, manage or dispose of such property and premises so acquired for appropriate use.~~

This Ordinance shall become effective upon approval on second and final reading.

**DONE IN MEETING DULY ASSEMBLED**, this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Elise Partin, Mayor

Attest:

\_\_\_\_\_  
Mendy Corder, CMC, Municipal Clerk

First Reading: \_\_\_\_\_

Second Reading and Adoption: \_\_\_\_\_

Approved as to form: \_\_\_\_\_  
[Will Dillard](#), City Attorney

Events Committee Minutes  
July 10, 2025

Present: Mike Harlen, Maxine Creamer, Ashly Warthen, Ashley Brown, Teresa Mitchell

Absent: Dave Capps, Jean Boiteau

City Representatives: Mendy Corder, Amanada Rowan

The meeting was called to Order.

The committee tabled the March 13, 2025, minutes until the August 14, 2025 meeting.

The Cayce Cool Down event will be on July 26, 2025, from 11:00 AM to 1:00 PM. There will be two sections this year, one for children under 5 and the other for kids over 5 for safety purposes. There will be two inflatable water slides, water balloons, soakers and a foam pit. 1-2-3 Jump will provide free snow cones for the event. Ms. Corder reminded committee members to arrive at Granby Park at 9:30 AM to assist with set up. City Staff would also be volunteering. Shirts could be obtained the day of the event.

With no further business Ms. Mitchell made a motion to adjourn and Ms. Brown seconded the motion. Motion carried and the meeting was adjourned.

The next Events Committee meeting will be held August 14, 2025 in Council Chambers at 5:30 PM.



**July 15, 2025**  
**Regular Board Meeting of the Housing Authority of the City of Cayce, SC**

The Board of Commissioners of the Housing Authority of the City of Cayce, SC held its Regular Board Meeting on Tuesday, July 15, 2025 at Cayce City Hall.

Chairman Jack Sightler called the meeting to order at 5:08 pm. A copy of the agenda was posted on the Housing Authority’s website.

Roll call was conducted, and attendance was as noted below:

<b>CH Board Members</b>			<b>Columbia Housing Authority Staff Present</b>
<b>Chairman</b>	Jack Sightler	Present	Barry Hall, Interim Chief Executive Officer
<b>Vice-Chairman</b>	Johnetta Riley	Present	Dennis Lohr, Chief Financial Officer
<b>Commissioner</b>	Evony Reed	Present	Lee McRoberts, Chief of Staff
<b>Commissioner</b>	Cheryl Seymour	Present	Lenoria Holloway, Property Manager
<b>Commissioner</b>	Bruce Smith	Absent	Cherilyn McCoy, Assistant Property Manager
			Gloria Warner, Regional Property Manager
			Julia Gibbs, Senior Project Manager
			Damian White, Community Safety Manager

**APPROVAL OF AGENDA**

Chairman Sightler made a motion to approve the Agenda as presented, seconded by Commissioner Seymour it was approved.

**PUBLIC COMMENT**

Mr. Hall stated no one from the public had signed up or was present to address the Board.

**APPROVAL OF MINUTES**

Chairman Sightler called for a motion to approve the minutes of the Regular meeting held March 18, 2025, and Special Called meeting held April 8, 2025. Upon motion of Commissioner Reed, seconded by Vice Chair Riley, the minutes were approved.

<b>Board Member</b>		<b>Aye</b>	<b>Nay</b>	<b>Absent</b>
<b>Chairman</b>	Jack Sightler	X		
<b>Vice-Chairman</b>	Johnetta Riley	X		
<b>Commissioner</b>	Evony Reed	X		
<b>Commissioner</b>	Cheryl Seymour	X		
<b>Commissioner</b>	Bruce Smith			X

**DISCUSSION ITEMS:**

Mr. Hall asked Ms. Warner to introduce Ms. Lenoria Holloway as the new Property Manager for Cayce Housing. Ms. Warner said that Ms. Holloway is replacing Ms. Weston who is now located at the CH property in Eastover. Mr. Hall said that Cayce Housing Summer Youth Participant, Miyah Smith, was unable to attend

the meeting but has been enjoying the program and doing well, Mr. Hall asked Ms. McRoberts to give an update on the Summer Youth Employment Program. Ms. McRoberts said that there are 18 youth participating in the program and they are working several days a week in departments and spending the rest of the week in sessions designed to expose them to financial literacy skills, career opportunities and civic events. The Board was invited to attend the end of program luncheon on Friday, July 25 at the Cecil Tillis Center.

**CEO REPORT:**

Mr. Hall asked Ms. McCoy to give the Property Management Operations Report. Ms. McCoy reported the following:

	<b>May</b>	<b>June</b>	<b>July</b>
Accounts sent to Magistrate	01	0	0
Account more than 30 days	04	02	04
Work Orders received	06	32	03
Work Orders Completed	04	28	03
Work Orders Remaining	02	04	03
Emergency Work Order	0	05	00

**\*\*Magistrate Update:**

March - one case sent to the magistrate.

April – zero cases sent to the magistrate.

May - zero cases sent to the magistrate.

Ms. McCoy said that most of the Work Orders were related to HVAC issues. She also reported that the tenant who was sent to the Magistrate in May was evicted during a court hearing earlier today. There was a general discussion regarding the number of HVAC work orders received. Vice Chair Riley asked if the units should be replaced given the amount of work that had to be done to them during the previous reporting period. Mr. Hall said that the units were not replaced during the renovation due to cost and that work is being done to the systems as needed.

Mr. Hall gave an update on tree work to include the vendor completing the work and current status by location. Mr. Hall said that all of the tree work will cost \$95,500 and is being for from Capital Funds. Chairman Sightler said that the trees should be replaced with indigenous species where possible. Vice Chair Riley said that the work that has been completed looks good and that she is glad work has been done to preserve the safety of residents and units. Vice Chair Riley also stated that she has noticed a lot of overgrowth on the property near the Cayce Housing units on Lucas and asked that staff reach out to Cayce staff to have it addressed.

<b><u>LOCATION</u></b>	<b><u>AMOUNT</u></b>	<b><u>VENDOR</u></b>	<b><u>STATUS</u></b>
<b><u>Spencer Place</u></b>	<b><u>\$23,550</u></b>	<b><u>Bear Tree Service, Lexington, SC</u></b>	Work to start by 7/28 and be complete by 8/2.
<b><u>Riverside Lane</u></b>	<b><u>\$3,200</u></b>	<b><u>Bear Tree Service, Lexington, SC</u></b>	Work to start by 7/28 and be complete by 8/2.
<b><u>Lee and Lucas</u></b>	<b><u>\$22,750</u></b>	<b><u>All Good Lawn and Tree Service, Irmo, SC</u></b>	Work on Lucas is done, work on Lee is 97% complete.

<b><u>Byron and Toole</u></b>	<b><u>\$23,000</u></b>	<b><u>Affordable Carolina Tree Service, Swansea, SC</u></b>	<b>Scheduling with Dominion to drop lines.</b>
<b><u>Poplar and Wilkinson</u></b>	<b><u>\$23,000</u></b>	<b><u>Affordable Carolina Tree Service, Swansea, SC</u></b>	<b>Complete</b>
<b>TOTAL</b>	<b><u>\$95,500</u></b>		

Mr. Hall asked Mr. Lohr to give the financial report. Mr. Lohr presented the following:

<b>Public Housing</b>	<b>Period to Date Revenue and Expense</b>	<b>Period to Date Budget</b>	<b>Variance</b>
<b>Operating Income</b>			
Tenant Revenue	131,387	105,000	26,387
HUD Operating Grant Revenue	179,512	151,000	28,512
CFP Operating Revenue	276,564	140,000	136,564
Other Revenue	3,172	2,000	1,172
<b>Total Operating Income</b>	<b>590,635</b>	<b>398,000</b>	<b>192,635</b>
<b>Operating Expenses</b>			
Administrative Expenses	71,047	104,850	33,803
Tenant Services	3,767	6,100	2,333
Utilities	6,979	10,000	3,021
Maintenance (Detailed Below)	148,289	118,988	(29,301)
Protective Services	9,210	11,800	2,590
Insurance Expense	13,914	10,100	(3,814)
Real Estate Taxes-PILOT	11,500	11,500	-
Other General Expenses, Collection Losses	1,044	3,000	1,956
Extraordinary Maintenance - Tree Removal	15,610	-	(15,610)
Equipment Replacements	-	-	-
<b>Total Routine Operating Expenses</b>	<b>281,360</b>	<b>276,338</b>	<b>(5,022)</b>
<b>Cash Flow (Deficit) from Operations</b>	<b>309,275</b>	<b>121,662</b>	<b>187,613</b>

<b>Maintenance</b>	<b>Period to Date Actuals</b>	<b>Period to Date Budget</b>	<b>Variance</b>
Salaries & Benefits	25,422	47,588	22,166
Materials	6,793	1,000	(5,793)
Garbage & Trash	0	2,800	2,800
Carpentry & General Repairs	7,075	0	(7,075)
Electrical Repairs	454	0	(454)
Plumbing	6,180	600	(5,580)
Mowing & Landscape	70,177	37,000	(33,177)
Pest Control	11,625	11,000	(625)
Other Contracts	20,563	19,000	(1,563)
<b>Total Maintenance Expense</b>	<b>148,289</b>	<b>118,988</b>	<b>29,301</b>

Vice Chair Riley asked if the cash on hand could be used towards HVAC units in need of replacement. Mr. Hall said that he is not aware of any units in that condition but if that were to change the funds could be used for that purpose. Mr. Hall suggested that staff conduct a review of the units in use and analyze whether or not they need to be replaced and schedule replacements as needed. Vice Chair Riley asked why the garbage line item was 0. Mr. Hall said that the City picks up roll carts at Byron and Toole and Lee and Lucas and that dumpsters are at the remaining sites which are picked up by an outside vendor several times a week. Chairman Sightler said that there should be charges if the dumpsters are being picked up, Mr. Lohr will research and correct if needed.

Mr. Sightler said that the fences at Poplar and Wilkinson need to be cleaned up now that the trees are gone as they look bad. Ms. Seymour said that the fences at Spencer Place also need to be fixed. Mr. Hall said that staff could look at painting or powder coating them and will research the task further.

Ms. Seymour said that the fire extinguishers at Spencer Place are still out of date and work orders have been placed. Mr. Hall said that he will have Mr. Brown get them replaced and the task added to the preventive maintenance schedule.

Chairman Sightler asked about the status of the RAD conversion letter from the City. Mr. Hall said that Attorney Campbell is working with the City's new attorney and hopes to have an update soon.

**ADJOURNMENT**

There being no further business and upon motion of Chairman Sightler, seconded by Commissioner Seymour it was unanimously approved to end the meeting at 5:48 pm.

Prepared by:

Barry Hall  
Interim Secretary/Chief Executive Officer



**APPROVED MINUTES  
PLANNING COMMISSION  
MONDAY, JULY 21, 2025  
CAYCE CITY HALL – 1800 12<sup>TH</sup> STREET  
6:00 PM**

**I. CALL TO ORDER**

The meeting was called to order by Chair Richard Boiteau. The members present were Michael Mahoney, Michael Wuest, Robert Power, Danny Creamer, Patty Foy, and Nancy Stone-Column. Monique Ocean, Michael Conley, and Luke Godbold were present as staff.

**II. STATEMENT OF NOTIFICATION**

Monique Ocean confirmed that the staff and media had been made aware of the meeting and public hearing.

**III. APPROVAL OF MINUTES**

Michael Wuest made a motion to approve the minutes of the June 16, 2025, meeting with a correction to a typographical error in III-B. Danny Creamer seconded the motion. All were in favor.

**IV. PUBLIC HEARING**

**A. Map Amendment 002-25**

A petition has been submitted by J. Smalls requesting the renaming of a portion of Lee Street to Skip Jenkins Street. The proposed name change would affect approximately 332 feet of Lee Street, extending north to the dead end.

**B. Staff's Opening Statement**

Monique Ocean began by reading the Staff Evaluation for Map Amendment 002-25. Ms. Ocean stated that the proposed name change would apply to certain properties located on the requested end of Lee Street. Ms. Ocean stated that the requested name had been okayed by the Lexington County Emergency response system. She stated that adjacent property owners were notified of the proposed name change and no objections have been received. Ms. Ocean also noted that the authority to name streets in Cayce rests with the Planning Commission.

**C. Comments from the Applicant**

Mr. Jackie Smalls appeared before the Planning Commission as the petitioner requesting the renaming of a portion of Lee Street to Skip Jenkins Street. He expressed his desire to honor Skip Jenkins for his dedicated service to the City of Cayce. Mr. Smalls noted that Mr. Jenkins has achieved many accomplishments and has devoted more than half of his life to serving the community. He concluded by asking the Planning Commission to vote to approve the proposed name change.

**D. Comments from the Public**

Mr. Gerald Cromer came before the Planning Commission to speak on the proposed street name change. Mr. Cromer stated he has lived in Cayce for 65 years and that he knows Skip Jenkins personally. Mr. Cromer stated that he believed the thought of honoring Skip Jenkins was a good

idea. However, he thought it would be confusing to have one street with two different names. Mr. Cromer suggested that the entire length of Lee Street be changed to Skip Jenkins Street.

**E. Adjourn Public Hearing**

With no further public comments, the public hearing was adjourned. The Planning Commission noted that they also found the idea of having two different names for the same street to be confusing. Commissioners asked whether the current proposal could be amended during the meeting or if it would be necessary to table the request and allow the petitioner to return with a revised proposal to rename the entire street, rather than just a portion. Commissioner Robert Power requested clarification regarding the need for property owner signatures on the application. In response, Ms. Ocean explained that signatures were not required, as any individual has the right to submit a street name change request. Staff further clarified that any changes to the original proposal would require a new application to be submitted.

**F. Motion**

Danny Creamer made a motion to table the current request in order to allow for a revised proposal that would cover the renaming of the entire length of Lee Street. Michael Mahoney seconded the motion, and it was unanimously approved.

**V. CAYCE CODE UPDATE: SHAPING OUR FUTURE, ENHANCING OUR COMMUNITY**

**A. Presentation by Stewart Engineering**

The consultant delivered a PowerPoint presentation to discuss the status of the UDO.

**B. Planning Commission Work Session #2**

Mr. Carroll Williamson and Ms. Kelly McCormick were present to deliver a presentation for Work Session #2. Mr. Williamson reported that progress on the Unified Development Ordinance (UDO) was on track and proceeding as planned. He highlighted several areas under review, including the introduction of pocket neighborhoods, the consolidation of redundant zoning districts for clarity, revisions to the M-1 zoning district where it overlaps with residential areas, and potential changes to minimum lot sizes. He also noted that appearance standards could be used to allow duplex structures in additional zoning districts. Ms. McCormick addressed the Planning Commission regarding her work on the sign ordinance portion of the current zoning ordinance. She described the existing ordinance as strong but noted that she would be reviewing and updating the existing tables. She stated that new graphics and clarifications would be added to improve the updated ordinance. Her goal, she explained, is to make the revised sign ordinance both enforceable and easy to understand.

**VI. NEW BUSINESS**

**A. Staff and Planning Commission Remarks**

Planning Commission members followed up with comments on several topics, including the importance of tree protection, the need to apply specific conditions to certain developments, the ongoing need for affordable housing, and support for the current direction regarding duplexes. The Commission was informed that written draft documents would be distributed soon, allowing members time to review and work through the materials from November through December.

**VII. ADJOURNMENT**

With no further discussion, a motion was made to adjourn the meeting. The motion was seconded and unanimously approved.

**Cayce Historical Museum Commission**  
**August 6, 2025**  
**Meeting Minutes**

The August 6, 2025, meeting of the Cayce Historical Museum Commission (CHMC) was held in the Cayce Visitors Center. The meeting was convened at 5:03pm by Chairman James Stewart. The following individuals attended the meeting:

<b>Name</b>	<b>Status</b>
James Stewart	Chairman
Pamela Sulton	Vice Chair
Marcy Hayden	Secretary
Chris Tenny	Commissioner
Archie Moore	Commissioner
Charlita Earle	Commissioner
Keith Stephenson	Commissioner
David Brinkman	Commissioner
Campbell Mims	Commissioner
Andy Thomas	Cayce Museum Curator
Elizabeth Lumsden	Cayce Museum Communications Assistant
Wesley Crosby	Assistant City Manager

**Upcoming Events:**

July 12: Children's Crochet Program  
 July 17: General Thomas Sumter Lecture  
 August 6: Christmas Open House Organizational Meeting  
 September 18: Julius Felder Lecture  
 September 21: Sean Norris-Found Objects of Congaree Clean-up Project  
 October 1: Christmas Open House Volunteer Meeting  
 October 11: Archeology Day Event  
 October 23: Brick Reproduction Event  
 December 2: Christmas Open House Decorating Party  
 December 6: Christmas Open House Event

January 24, 2026: Genealogy Workshop and CHF fundraiser  
TBD: Cayce Women's Club Joint Children's programs

**Invocation:** Commissioner Sulton

**July Meeting Minutes:**

Following a review of the minutes from the last meeting, Commissioner Sulton made a motion to approve minutes with the following changes: (1) add name of volunteer that assisted with Juneteenth Celebration and (2) include Commissioner Campbell Mims as present for meeting. This motion was seconded by Commissioner Stephenson and approved by the Commission.

**Old Business- Revisiting Resolution Discussions:**

Per past discussions, the Chair is moving forward with creating language for City Council Resolutions to honor past Museum Commissioners and exceptional volunteers for their service. The Commission is drafting resolutions to honor these members starting with Ms. Mary Sharpe, Chief A.D. Dantzler and Mr. Steve Schar. The Commission developed some draft language during this meeting and will vote on the resolutions at the next meeting.

**Museum Staff Report**

On July 12th, Mr. Thomas presented at the Mota Crosslinking Business Academy Youth program with approximately 10 attendees. The General Thomas Sumter presentation held at the Museum on July 17, had approximately 12 attendees. Ongoing work on the Public Safety exhibit continues with the addition of hand-made wooden accents created by Commissioners James Stewart and Keith Stephenson. The Revolutionary War exhibit video development is also in progress and nearing completion. The Catawba Pottery exhibit is moving forward along with a redesign of the Native American Exhibit space. A planning meeting is being held in the next few weeks.

**Historic Preservation**

Chair requested to move Historic Preservation Map review to the end of the meeting. The Commission had previously discussed potential historic sites in Cayce. A list is being compiled based on discussions with Commissioners. The map was reviewed to ensure inclusion of all the sites listed by Commissioners and discuss those areas that were still being added to the map.

**Donations:**

No business at this time.

With no additional items on the Agenda, Commissioner Sulton motioned to adjourn the meeting, the motion was seconded by Commissioner Hayden. The CHMC unanimously voted to adjourn the meeting at:

**6:15 PM.**