



Mayor  
Elise Partin

Mayor Pro-Tem  
Tara S. Almond

Council Members  
Phil Carter  
Eva Corley  
James E. Jenkins

City Manager  
Tracy Hegler

Assistant City Manager  
James E. Crosland

**City of Cayce  
Regular Council Meeting  
May 20, 2020**

A Regular Council Meeting was held this afternoon at 5:00 p.m. via Zoom video and conferencing software. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. City Manager Tracy Hegler, Assistant City Manager Jim Crosland, Municipal Clerk Mendy Corder, IT Director Jamie Beckham and City Attorney Danny Crowe were also in attendance.

**Call to Order**

Mayor Partin called the meeting to order. She stated that the agenda referred to the Council Meeting as a Special meeting but it was actually a Regular meeting. Ms. Corder stated that she did not realize her mistake until the agenda was already published and apologized for any confusion it caused. Council Member Carter gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

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. Mayor Partin stated that the meeting was being recorded through Zoom. She stated that the public was provided a call in number to be able to follow all of the City business as normal. She asked any caller to mute their audio so there would not be any feedback. She stated that the meeting organizer was also able to mute calls. Mayor Partin stated that the public could speak on any item on the agenda if they prearranged speaking with the City's Municipal Clerk.

**Public Comment Regarding Items on the Agenda**

No one signed up for Public Comment.

**Ordinances and Resolutions**

- A. Discussion and Approval of Ordinance 2020-10 Clarifying and Declaring the City's Authorization of Liens Including for the Demolition and Repair of Structures and for the Repair and Upkeep of Property, Ratifying Any Previously Filed Liens of the City for Such Purposes, and Adding New City Code Section 1-11 on Liens – Second Reading

Council Member Jenkins made a motion to approve Ordinance 2020-10. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

**B. Discussion and Approval of Ordinance 2020-12 to Adopt an Annual Budget, Levy a Property Tax, and Provide Revenue for the City of Cayce for the Fiscal Year Ending June 30, 2021 – First Reading**

Ms. Hegler stated that the 2020-2021 General Fund Budget was balanced with projected revenues of \$13,742,155.38 and projected expenditures of \$13,742,153.16. She stated that the projected revenues of business licenses, hospitality taxes and accommodations taxes were reduced 20% due to the COVID-19 Governmental Shutdown. She stated that there were no millage increases or fee increases proposed. She stated that to balance the budget with the reduced revenues, proposed expenditures included significantly reduced overtime and travel and training was suspended. The Christmas bonuses for staff and the leave cash out for all City employees totaling \$152,903.00 for the General Fund was also suspended.

Ms. Hegler stated that the General Fund Budget includes one capital expenditure of a Watch Guard Server for Public Safety, a SC PEBA insurance increase of 6.73% starting in January 2021 and a \$2,100,000 transfer from Utility Fund for Indirect Costs. She stated that as of May 5, 2020, the General Fund Budget had a Restricted Fund Balance of \$6,104,929.00.

Ms. Hegler stated that the Utility Fund Budget was balanced at \$20,170,000. She stated that the same standards were applied to the Utility Fund Budget such as reduced overtime and travel and training being suspended. She stated that there were a number of capital expenditures in the Utility Fund Budget and two new positions were proposed; one position for the billing department and one for water distribution. She stated the budget also includes transfer to the General Fund for indirect costs and sufficiently covers the utility fund debt.

Ms. Hegler stated that she felt strongly that there would be an opportunity to revisit the budget and possibly have a budget amendment after the first quarter when staff would have a better idea of how revenues were affected.

Council Member Almond made a motion to approve Ordinance 2020-12 on First Reading. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

Mayor Partin thanked Ms. Hegler and staff for their hard work on the budget and for balancing the budget based on the best knowledge staff currently had. She stated that staff balanced the budget based on projections knowing that Council may address the budget quarterly as things continue to change and hopefully improve.

**C. Discussion and Approval of Emergency Ordinance 2020-13 Extending the Expiration Date of a Section of Emergency Ordinance 2020-05 Concerning Certain Temporary Signs**

Ms. Hegler stated that Council adopted Ordinance 2020-05 in March along with some other provisions. She stated that the Ordinance was set to expire soon but staff recommended that the temporary sign waiver of the Ordinance be extended for another sixty days. She stated that businesses were still operating under a unique environment and need to be able to advertise any changes in their business operations.

Council Member Corley made a motion to approve Emergency Ordinance 2020-13. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

**D. Approval of Resolution Declaring a Vacancy on Council and a Special Election to Fill the Vacancy and Advising of Filing Dates for Candidates**

Council Member Almond made a motion to amend the Resolution contained in the agenda packet to conform to the wording of the substitute Resolution Council received earlier in the day. Council Member Jenkins seconded the motion. Ms. Hegler stated that the original Resolution did not have the Lexington County Registration and Elections Commission review of the filing dates and Special Election date. She stated that staff had since heard from the Commission who confirmed the Special Election date of Tuesday, August 11, 2020 but had a different calculation for the filing dates which they calculated to be June 15 through June 26. She stated that the Resolution Council received that afternoon was based on the most recent information from the Election Commission and should conform to what they have approved. Mayor Partin called the question which was unanimously approved by roll call vote. Council Member Almond made a motion to approve the Resolution as amended. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

**Other**

**A. Discussion of, and Motions Approving, Service of Council Members on Designated Boards and Commissions**

Ms. Hegler stated that it was brought to staff's attention that there were recently developed best practices regarding Council Members serving on outside boards and Commissions particularly those that may have a cross section with the City. She stated that it was recommended that Council approve and authorize those Council Members to sit on outside Boards and Commissions. Ms. Hegler stated that Mayor Partin and Council Member Jenkins both sit on outside Boards and represent the City on these Boards. She stated that the City Attorney recommended that there be two (2) separate motions; one for Council Member Jenkins and one motion for Mayor Partin.

Council Member Almond made a motion that Council approve and authorize the service of Mayor Partin on the Boards and Commissions of the Central Midlands Council of Governments Executive Committee, EngenuitySC, the River Alliance, the Lexington County Development Corporation Board, the Joseph P. Riley Center for

Livable Communities and the Columbia Film Society and the Nickelodeon. Council Member Jenkins seconded the motion. Mayor Partin recused herself from the vote since the motion pertained to her. Council Members Carter and Corley voted yes.

Council Member Almond made a motion that Council approve and authorize Council Member Jenkins to serve on the Board of the CMRTA and the National League of Cities Public Safety Committee. Council Member Carter seconded the motion. Council Member Jenkins recused himself from the vote since the motion pertained to him. Council Members Corley and Mayor Partin voted yes.

Mr. Crowe asked Mayor Partin and Council Member Jenkins to fill out a recusal form at the end of the Council Meeting. He stated that they would need to state that the motion affected them therefore they recused themselves from the motion.

#### B. Discussion of the Cayce Housing Study Preliminary Findings

Ms. Hegler stated that the temporary housing moratorium that was put into place would expire on June 15, 2020 which is 180 days after it was adopted. She said that the City's consultants, RKG, had been working hard to meet the City's deadline for a Housing Study that would research the City's housing needs. She stated that staff had received preliminary findings from RKG which were mostly statistical information and some initial observations. Ms. Hegler reviewed the highlights of the study with Council. She stated that the greatest growth by age group in the City between 2013 and 2018 was in the young professional category ages 25 - 34. She stated that the City's vacant housing stock was considered quite low. It was 3.8% which was a drop from 4.3% in 2013. She stated that homes that sold in the price range of \$200,000 - \$250,000 made up 13% of the sales in 2019 but only 7% of the City's homes were valued at that amount which signals that there was a higher demand than supply for this price range. She stated that there were more potential buyers in higher income brackets based on demographics than there were housing units that would match their price points. Ms. Hegler stated that the market for affordable housing was tight at the low end of the City's income spectrum.

Ms. Hegler stated that the Housing Study was a valuable effort in looking at the conditions the City was in. She stated that RKG's next step was to draft recommendations. She stated that staff had been very clear that they wanted more than just a snap shot of where the City currently was. Staff wants to be informed on what is the best practice for getting where the City wants to go and if there are any changes that need to be made to get there. She stated that staff should receive those recommendations in the next couple of weeks and can discuss them with Council at the next Council Meeting. Ms. Hegler stated that RKG had been very professional to work with and Mr. Williamson did a great job of managing the project.

Mayor Partin stated that the preliminary information was great and Council was looking forward to seeing the complete study. She stated that there were a lot of

business people who were excited about the information in the study and it should be of great use to them and the community. She thanked Mr. Williamson for his hard work on the project.

**C. Discussion and Motions concerning Zoning Ordinance Provisions related to the I-77 Gateway Design Overlay District**

Ms. Hegler stated that staff brought this item to Council since there have been conversations in the past and staff had been asked by Council to look at the uses along the City's commercial corridors and along the overlays to make sure the uses were appropriate. She stated that staff had been thinking a lot more about the I-77 gateway overlay which encompasses most of the 12<sup>th</sup> Street Extension. She stated that staff had increased concerns since some of the uses allowed in the overlay are contrary to the underlying zoning district. For example, educational services, healthcare, public administration and housing seem to conflict with the commercial integrity of that corridor. Ms. Hegler stated that staff was asking Council to consider sending this forward to the City's Planning Commission and ask them to consider if those uses should be prohibited so the City would be promoting the best use of the corridor and commercial overlay district. She stated that staff was also asking that Council ask staff to publish a Public Hearing of this request.

Council Member Almond made a motion that the Planning Commission consider and hold a Public Hearing at its next meeting on the changes and prohibited and permitted uses proposed by the Zoning Official for the I-77 gateway design overlay district including the changes to add the prohibition of certain uses within the 12<sup>th</sup> Street Extension corridor for educational services, healthcare and public administration and to add the prohibited uses of residential and to delete residential single family and multifamily uses as permitted uses and have the City staff arrange for newspaper publication of notice of such changes and the Public Hearing of the Planning Commission. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

**Council Comments**

Mayor Partin asked staff to review the City's contracts to see if there were any contracts that need to go out for bid since things were currently unusual and had affected the City's budget. She also asked staff to put together a policy on the best practices of when to review the City's contracts so Council can make sure they are doing best by its citizens in that regard.

**Executive Session**

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

**B. Personnel Matter – Update on former Clerk of Court**

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

**Reconvene**

After the Executive Session was concluded, Council Member Almond made a motion to reconvene the Regular meeting. Council Member Corley seconded the motion which was unanimously approved by roll call vote. Mayor Partin announced that no vote was taken in Executive Session other than to adjourn and resume the Regular meeting.

**Possible Actions by Council in follow up to Executive Session**

There were no actions taken in follow up to Executive Session.

**Adjourn**

Council Member Almond made a motion to adjourn the meeting. Council Member Corley seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 5:50 p.m.

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Elise Partin, Mayor

ATTEST:

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Mendy Corder, CMC, Municipal Clerk



**IF YOU WOULD LIKE TO SPEAK ON A MATTER APPEARING ON THE MEETING AGENDA, PLEASE COMPLETE THE INFORMATION BELOW PRIOR TO THE START OF THE MEETING.\* *THANK YOU.***

## COUNCIL MEETING SPEAKERS' LIST

*Date of Meeting*      *May 20, 2020*

Name	Address	Agenda Item

**\*Appearance of citizens at Council meetings - City of Cayce Code of Ordinances, Sec. 2-71.** Any citizen of the municipality may speak at a regular meeting of the council on a matter pertaining to municipal services and operation, with the exception of personnel matters, by notifying the office of the city manager at least five working days prior to the meeting and stating the subject and purpose for speaking. Additionally, during the **public comment period** as specified on the agenda of a regular meeting of the council, a member of the public may speak on a matter appearing on the meeting agenda, with the exception of personnel matters by signing a speakers list maintained by the city clerk prior to the start of the public comment period. At the discretion of the mayor or presiding officer, the length of time for any speaker's presentation may be limited and the number speakers also may be limited.

RECUSAL STATEMENT

Member Name: Mayor Elise Partin

Meeting Date: May 20, 2020

Agenda Item: Section Other Number IV. A.

Topic: Discussion of, and Motions Approving, Service of Council Members on Designated Boards and Commissions

*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: This motion concerned me

5/20/20 Elise Partin  
Date Member Signature

Approved by Parliamentarian:  
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RECUSAL STATEMENT

Member Name: Council Member James "Skip" Jenkins

Meeting Date: May 20, 2020

Agenda Item: Section Other Number IV. A.

Topic: Discussion of, and Motions Approving, Service of Council Members on Designated Boards and Commissions

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5/20/20 James "Skip" Jenkins  
Date Member Signature

Approved by Parliamentarian:  
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