



CITY OF CAYCE

MAYOR
ELISE PARTIN

MAYOR PRO-TEM
JAMES E. JENKINS

COUNCIL MEMBERS
TARA S. ALMOND
EVA CORLEY
TIMOTHY M. JAMES

CITY MANAGER
REBECCA VANCE

ASSISTANT CITY MANAGER
SHAUN M. GREENWOOD

**City of Cayce
Regular Council Meeting
Tuesday, August 5, 2014
6:00 p.m. – Council Chambers - 1800 12th Street
www.cityofcayce-sc.gov**

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes
 - July 1, 2014 Regular Meeting
 - July 9, 2014 Strategic Planning Session
 - July 16, 2014 Special Meeting

II. Public Comment regarding Items on the Agenda

III. Other

- A. Discussion and Approval of Centennial Celebration Budget

IV. City Manager's Report

V. Committee Matters

- A. Approval to Enter the following approved Committee Minutes into the City's Official Record
 - Beautification Board – June 10, 2014
 - Cayce Events Committee – June 12, 2014
 - Zoning Board – June 30, 2014
- B. Appointments
 - Events Committee – Three (3) Positions

VI. Executive Session

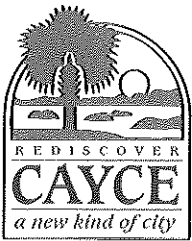
- A. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege
- B. Discussion of negotiations concerning proposed contractual arrangements as it relates to the 12,000 Year History Park

VII. Possible Actions by Council in follow up to Executive Session

VIII. Adjourn

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

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**CITY OF CAYCE
Regular Council Meeting
July 1, 2014**

The July Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Eva Corley and James Jenkins, City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood and Municipal Clerk Mendy Corder. Municipal Treasurer Garry Huddle, Director of Utilities, Blake Bridwell, and Chief Charles McNair were also in attendance. Mayor Partin asked if members of the press and the public were duly notified of the Council Meeting in accordance with the FOIA. Ms. Corder confirmed they were notified.

Call to Order

Mayor Partin called the meeting to order. Council Member Jenkins gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance. Mayor Partin informed the assembly that Council Member James was on out of town and unable to attend the meeting.

Approval of Minutes

Council Member Almond made a motion to approve the minutes of the June 3, 2014 Regular Meeting and the June 18, 2014 Special Meeting as submitted. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Presentation

A. Presentation of Cayce Calendar Photo Contest Awards

Mayor Partin explained that every year the City has an amateur photo contest for the Cayce Calendar that is given to all residents. This year it was decided to ask the City's local artists to participate in the contest to showcase their talent. Mr. Skip Willits' photo, "Fog and Rain", was chosen as the winner and is featured on the cover of the calendar and for the month of April. Mr. Charles Hite, Ms. Renea Eshleman and Ms. Venetia Sharpe's photos were also chosen for the calendar. Mayor Partin thanked all the winners for their participation. She advised that calendars were now ready to be picked up at City Hall.

Mayor Partin asked Mr. Hite and Ms. Eshleman to join her at the front of the room. She explained that Mr. Hite had one of his best selling photos enlarged and put on canvas so he could hang it in his home but it was damaged during shipping. He contacted Ms. Eshleman who restored the photo and it was decided to donate the

beautiful photo to the City to install at City Hall. Mayor Partin thanked both artists for the beautiful photograph of the Congaree River and said it would be hung in the lobby of the Municipal Complex.

Public Comment Regarding Items on the Agenda

No public comment was given.

Resolutions and Ordinances

- A. Approval of Resolution Declaring the Elections to be Open and Advising Deadline for Write-In Candidates

Council Member Almond made a motion to approve a Resolution declaring the elections open and advising of the deadline for write-in candidates. Council Member Jenkins seconded the motion. Ms. Vance explained that the Mayor and the Council Members for District Two and District Four are up for re-election in November 2014. Books are open for filing beginning noon, August 1, 2014 and remain open during regular business hours until noon August 15, 2014. Any declaration to be a write-in candidate must be filed at Cayce City Hall within fourteen (14) days after the close of the filing period for candidates. The motion was unanimously approved by roll call vote.

- B. Approval of Ordinance Amending Zoning Map and Rezoning property located at Tax Map Number 005724-06-005 from M-2 to M-1 – Second Reading

Council Member Corley made a motion to approve the Ordinance on second reading amending the zoning map and rezoning the property from M-2 to M-1. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

- C. Approval of Ordinance Amending Zoning Map and Rezoning property located at Tax Map Number R11000-01-06 (Portion) from D-1 to M-1 - Second Reading

Council Member Corley made a motion to approve the Ordinance on second reading amending the zoning map and rezoning the property from D-1 to M-1. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

- D. Approval of Ordinance Amending Zoning Map and Rezoning property located at Tax Map Number R11100-01-10 (Portion) from D-1 to C-4 – Second Reading

Council Member Corley made a motion to approve the Ordinance amending the zoning map and rezoning the property from D-1 to C-4. Council Member Almond and Council Member Jenkins seconded the motion at the same time and it was unanimously approved by roll call vote.

- E. Approval of Ordinance Calling for a Referendum and Ballot Question to Authorize the South Carolina Department of Revenue to Issue Temporary Permits for Off-Premised Sales of Beer and Wine Without Regard to the Days of Hours of Sales in the City of Cayce – First Reading

Council Member Almond made a motion to approve the Ordinance. Council Member Corley seconded the motion. Ms. Vance explained that staff was previously under the impression that a referendum was needed to allow for Sunday alcohol sales in the City's restaurants. After speaking to the Department of Revenue staff learned that restaurants already have the ability to get a permit because the Blue Laws were suspended in all of Lexington County previously. The City's restaurants have chosen to not get the permit for Sunday alcohol sales.

Ms. Vance explained that the Ordinance currently before Council calls for a referendum to allow grocery stores and gas station owners within the City of Cayce to be eligible to go to the Department of Revenue and purchase a special permit allowing for Sunday sales. The City has received inquiries from citizens, grocery store and gas station owners about the permissibility of Sunday alcohol sales within the City. Currently, there is no City Ordinance that allows for off premise Sunday sales. Staff feels the passing of this Ordinance will help with the recruitment of new business and increase business in Cayce's current grocery stores and gas stations.

Ms. Vance stated that Lexington County is putting this question on their ballot. It is up to the County whether they put unincorporated areas and/or incorporated areas in the County on the ballot. Staff feels that it is best for the City to have their own referendum question on the ballot so regardless of what the County decides to do Cayce residents can vote on this issue and decide for themselves. Mayor Partin clarified that the Ordinance is not allowing Sunday alcohol sales; it is only allowing the question to be put on the ballot. After discussion, the motion was unanimously approved by roll call vote.

Other

- A. Approval of FY14-15 Memorandum of Agreement between the City of Cayce and the Department of Juvenile Justice's Detention Center

Council Member Jenkins made a motion to approve the agreement. Council Member Almond seconded the motion. Ms. Vance stated that the City's attorney did recommend some amendments to the agreement so the motion will need to reflect that. The motion was unanimously approved by roll call vote.

B. Bid Award – Phase IV of Cayce Riverwalk Park

Ms. Vance explained that Phase IV of the Riverwalk was put out to bid previously but all the bids came in high so City staff did the grading and leveling to save money and bid the project out again. The lowest bidder for Phase IV was Johnson and Lesley at \$239,994. However, after contacting the LLR, staff has found this firm unqualified to do this work. The next lowest bidder was AOS Specialty Contractors at \$274,935. Research with the LLR concluded this firm is eligible, has completed work for the City previously, and is in good standing. Through the PRT Recreational Trails grant, the City has received funds totaling \$100,000 for the Riverwalk Phase IV project. Council previously approved up to \$300,000 in TIF funds to be used in conjunction with this grant for construction. Council Member Jenkins made a motion to accept AOS Specialty Contractors bid. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

Ms. Vance stated the City had received renderings for both the Andrew J. Burnette Park and the Riverland Park. She asked Council to review them and let staff know of any of their ideas for the two parks. She stated staff met with both neighborhoods and felt their individual needs had been addressed in the plans. Once the plans are approved the architects are ready to bid the Parks out for construction.

Ms. Vance stated the Lexington Avenue waterline project is completed. She explained over sixty parcels have new water lines and water taps. They also have increased water pressure and better fire protection now. Ms. Vance stated that the 12,000 Year History Park working group, which was approved with the Memorandum of Understanding with the National Park Services, plans to meet by the end of July. She stated each entity has appointed someone to serve on that group.

Ms. Vance explained that staff is planning to send a letter to all affected businesses explaining the new hospitality tax. Staff is working with the Business License department to ensure that no businesses are missed in the mail out so they will have two months to prepare. Ms. Vance stated the City went live with the new software on July 1, 2014.

Committee Matters

A. Approval to Enter the Following Approved Committee Minutes into the City's Official Record

Council Member Almond made a motion to approve entering the following Committee minutes into the City's official record:

Museum Commission – May 6, 2014
Cayce Events Committee – May 8, 2014
Planning Commission – May 19, 2014

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

B. Appointments and Reappointments

Beautification Board – One (1) Position

Ms. Morgan Gauthereaux Hanes would like to serve on the Board. Her application is attached for Council's review. The Beautification Board does recommend Ms. Hanes for appointment. Council Member Jenkins made a motion to appoint Ms. Hanes. Council Member Almond seconded the motion which was unanimously approved by roll call vote. Council Member Corley stated Ms. Hanes previously served on the Board but then temporarily had to relocate with her job. Ms. Hanes has moved back to the City and would like to serve again.

Consolidated Board of Appeals - One (1) Position

Mr. Charles Mellette's term expired in May and he would like to serve again. His application is attached for Council's review. Council Member Jenkins made a motion to reappoint Mr. Mellette. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Events Committee – One (1) Position

Mr. Danny Creamer's term expired in June. He would like to serve again and the Committee does recommend him for reappointment. His application is attached for Council's review. Council Member Almond made a motion to reappoint Mr. Creamer. Council Member Corley seconded the motion which was unanimously approved by roll call vote. Mayor Partin explained that the City wouldn't have the Congaree Bluegrass Festival without Mr. Creamer since it was his idea. She also noted that he is a very talented musician.

Planning Commission – One (1) Position

Mr. Ed Fuson's term expired in July and he would like to serve again. His application is attached for Council's review. Council Member Almond made a motion to

reappoint Mr. Fuson. Council Member Corley seconded the motion which was unanimously approved by roll call vote. Council Member Corley commented that Mr. Fuson has lived in the City for 68 years.

Executive Session

- A. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege
- B. Discussion of contractual matters as it relates to sewer service

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

Reconvene

After the Executive Session was concluded, Council Member Jenkins 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

VII. B.

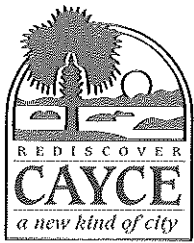
Council Member Jenkins made a motion to authorize the Mayor to sign the agreement for the provision of 60,000 GPD of sewer capacity by and between Calhoun County and the South Carolina Department of Transportation. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

There being no further business, Council Member Jenkins made a motion to adjourn the meeting. Council Member Almond seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 6:45 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk



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CITY OF CAYCE
Council Strategic Planning Session
Charleston Place Hotel
Wednesday, July 9, 2014
3:00 p.m. - 7:00 p.m.

A Council Strategic Planning Session was held today at 3:00 p.m. at the Charleston Place Hotel. Those present included Mayor Elise Partin, Council Members Tara Almond, Eva Corley, Tim James, and James Jenkins, City Manager Rebecca Vance, Shaun Greenwood, Assistant City Manager and Mendy Corder, Municipal Clerk. 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.

Council Member Jenkins gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

Discussion Regarding the Following Items

A. Review of Council's Goals from 2013 Strategic Planning Discussion

Ms. Vance reviewed Council's goals from the previous year. Mayor Partin's goals for the City and staff were transparency, responsiveness and being proactive. Council Member James' goals were revitalization, economic development and employee development and training. Council Member Corley's goals were utilities, infrastructure, stormwater improvements and economic development. Council Member Almond's goals were City Hall, utilities, infrastructure and stormwater. Council Member Jenkins' goals were a lobbyist, Museum diversity and revenue.

Ms. Vance stated that a lot of Council's goals would be addressed with the Penny for Progress projects that were submitted by the City. She explained that staff has found other revenue sources and a lobbyist was hired. Council Member Jenkins stated the Museum does have more African-American exhibits now and Mr. Redmond is talking to residents about other exhibits. Council Member Jenkins stated he would follow up with Mr. Redmond.

All of Council agreed that much has been accomplished in the past twelve months. Mayor Partin stated that the City is no longer reacting but being proactive. Council Member Jenkins stated he would like to see the City's roads repaved or at least painted. Ms. Vance explained that the County asked all the cities to make a list of roads that needed repaving as part of the Penny for Progress projects. Mr. Greenwood explained that 80% of the roads are state owned, not county owned so the state is looking into options to improve the roads.

B. Discussion of Funding Sources and Funding Philosophies

Ms. Vance explained that the hospitality tax is a new funding source but staff won't know if they can collect 2% or 1% until the Penny for Progress is voted on in November. If Lexington County's penny passes then the City can only collect 1% which will lower the estimated revenue from \$644,000 to \$322,000. She explained that the portion of the funds that can be used on operation and maintenance will be used for the Museum and City Parks. Ms. Vance explained that if only 1% is able to be collected then only \$161,000 can be used in the General Fund. She stated that amount will only cover the cost of the Museum.

Ms. Vance stated the City will receive \$100,000 from DHEC for the World Wide Recycling fire. Council Member Jenkins and James suggested using the money on new bunker gear and/or other items needed in the Fire Department.

Ms. Vance explained that Representative Bingham worked with the City and SC Parks, Recreation & Tourism to get \$150,000 in PRT's budget that is a recurring funding source for the 12,000 Year History Park. She explained the City would need to apply for this money every year as a special grant and let PRT know what the money will be used for.

Ms. Vance reminded Council that the TIF Funds run out in 2017 so the rest of the TIF Funds will need to be spent by the beginning of 2017. She explained the TIF District is from the Congaree River to State Street and all of the Cayce Riverwalk. She stated one option is to use TIF funds to build another bathroom in the Riverwalk Park.

Ms. Vance stated that the City also will have the increased business license revenue. She advised that one-time money should be used on one time expenditures. She stated it is important to be strategic about pairing needs with the most efficient funding source. She asked Council if they would like to use the money on large one time projects or possibly purchase large capital needs to springboard future budgets. She explained that the City currently pays \$386,000 in lease purchase payments yearly but by January 2016 these payments will be paid off.

C. Citywide Needs – Capital

Ms. Vance explained that the City needs a new fire truck and equipment which would cost approximately \$490,000. She stated the City has to have three fire trucks that can be used or its ISO rating will be negatively affected. Five police vehicles are also needed and would cost \$145,000. The Sanitation Department needs a new roll off truck that costs \$120,000. The roll off truck is used to take white goods and leaves and limbs to the landfill. Public Safety needs fifteen in car digital recording systems that cost \$75,000. Ms. Vance explained that Highway Patrol recently gave the City ten digital recording systems. These recording systems are important because currently the City's recording devices work inconsistently. She explained that at times the audio won't work

and other times the video won't work and both have to be used in a DUI case for a conviction.

D. Citywide Needs – Other Possibilities

Ms. Vance stated the available funding sources can also be used on a company like Retail Strategies. This is a company that basically works as the economic developer for the City. They do marketing research for municipalities and go to trade shows to recruit retail businesses for the City. She explained another possibility is funding Knox Abbott Drive improvements and funding for the General Fund portion of City Hall. Ms. Vance stated other possibilities are façade and demolition grants and funding for the lighting on 12th Street.

Council Input

Council Member Jenkins stated that since the City is out of compliance with its fire trucks he would like to see the money spent on purchasing a new fire truck. Council Member Almond stated she agrees a new fire truck is needed but she also thinks staff needs to continue to pursue a new City Hall. Council Member James stated the fire truck is the number one purchase for him since it directly impacts the safety of the City's employees and the cost of the resident's fire insurance. He explained he also thinks the façade grants are important since it would help local businesses and improve the appearance of the City. Council Member James stated he also supports establishing a demolition grant program. He suggested that staff look into leasing a new building for City Hall for a few years until it is decided where to build a new City Hall.

Mayor Partin stated that she would like to find a way to do everything possible to not have any more increases in City fees. She stated she would like to put money in the areas that truly need it for the years to come so it will minimize future budget demands.

Council discussed using the increased business license revenue to purchase the fire truck equipment, purchase five new Public Safety vehicles and put aside enough money to purchase five more vehicles next year in order to get the City on a regular replacement plan for vehicles. They also discussed purchasing the roll off truck for Sanitation, purchasing fifteen in car digital cameras for police vehicles, hiring an economic development company for the City, establishing a façade grant program and establishing a demolition program. Council discussed making improvements to Council Chambers such as a new air conditioning unit, new paint and new carpet. They also discussed using the increased business license revenue to complete the 12th Street lighting project.

Council discussed using Hospitality Tax funds for new City branding and signage. They also discussed using TIF Funds for pedestrian improvements on Knox Abbott Drive from the Congaree River to Axtell Drive.

Council discussed using the PRT funds for a marketing plan for the 12,000 Year History Park, to redesign the visitor's center and to pay for more assistance from Mr. John Jameson if needed.

Ms. Vance explained that these items would need to be brought back to Council at a future Council Meeting as budget amendments that would need to be approved individually.

Hospitality Tax Policies

Ms. Vance explained that staff is currently working on a hospitality tax policy for the City. She explained a reserve policy will be needed where a portion of the money is put in reserves in case an event comes up. She stated staff feels it is best if everyone will need to apply for hospitality tax funds at the same time every year. It will also need to be decided if H-Tax funds will be given to outside projects or only inside projects. Ms. Vance explained hospitality tax funds can also be used on the Christmas in Cayce events. She stated a list of potential projects will be presented to Council yearly for them to decide how to distribute the funds.

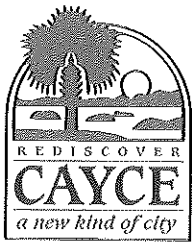
Adjourn

Council Member James made a motion to adjourn. Council Member Jenkins seconded the motion which was unanimously approved. There being no further business, the Planning Session adjourned at 7:00 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk



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City of Cayce Special Council Meeting July 16, 2014

A Special Council Meeting was held this afternoon at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro-tem James Jenkins, Council Members Tara Almond, Eva Corley and Tim James. Assistant City Manager Shaun Greenwood, Municipal Clerk Mendy Corder, Municipal Treasurer Garry Huddle, Charles McNair, Director of Public Safety, and City Attorney, Danny Crowe were also in attendance. City Manager Rebecca Vance was not in attendance due to an illness. 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 opened the meeting and Council Member Jenkins gave the invocation. Mayor Partin led the assembly in reciting the Pledge of Allegiance.

Other

- A. Approval of Ordinance Calling for a Referendum and Ballot Question to Authorize the South Carolina Department of Revenue to Issue Temporary Permits for Off-Premises Sales of Beer and Wine Without Regard to the Days or Hours of Sales in the City of Cayce – Second Reading

Council Member Almond made a motion to approve the Ordinance. Council Member Corley seconded the motion. Mr. Greenwood explained that Council approval was needed for the second reading of an Ordinance to allow the question of off premise Sunday alcohol sales in grocery stores, gas stations and other establishments to be placed on the November general election ballot. He explained that the proposed referendum question is specific for the City of Cayce.

Mr. Greenwood stated that Lexington County will have their own referendum question on the ballot that does not specifically exempt the cities in the County from their ballot. He explained that initially there was a question regarding whether or not the County would include the cities in their ballot so staff felt it was best that the City have their own referendum. Staff also wanted Council to have the option to do it separately so the City's citizens have a specific vote in off premise alcohol sales.

Mr. Greenwood explained that if Lexington County's ballot passes it would allow sales in the City of Cayce for off premise sales of alcohol on Sunday. If the County's ballot failed, but the City had its own, than sales would still be allowed. If the City does not have its own question on the ballot and the County's fails than the City would not be allowed to have alcohol sales on Sunday.

Mayor Partin asked if the City's and the County's question would look the same on the ballot. She voiced concern that this might confuse the voters. Mr Crowe stated the question would read "in this municipality". Council Member Almond stated she felt that the question needs to be on the ballot in case the County's does not pass. Council Member James stated that he believed the people of Cayce elected Mayor and Council to be their voice. He stated it is ideal when the voters can have their own voice on an issue.

Mr. Greenwood stated that staff has made sure to be clear that Council is not voting to allow Sunday alcohol sales. He stated Council is voting to allow the citizens to decide. Mr. Crowe pointed out that the Ordinance specifically states that Council wishes to call for a referendum so that the voters will have the opportunity to decide. After discussion, the motion was unanimously passed by roll call vote.

Mayor Partin announced that there were not any items to discuss in Executive Session.

Adjourn

Council Member James made a motion to adjourn the meeting. Council Member Almond seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 5:11 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk

**APPROVED MINUTES
BEAUTIFICATION BOARD
Tuesday, June 10, 2014
City Hall
5:30 p.m.**

I. CALL TO ORDER

Sue Miles called the meeting to order at 5:35 p.m. Members present were Morgan Hanes, Sue Miles, Sue Perry, Katie Scott, and Joanne Wilson. Josh Call arrived later.

II. APPROVAL OF MINUTES

A motion to approve the meeting minutes of April 8, 2014 was made by Joanne Wilson. Sue Perry seconded the motion. The decision was unanimous.

III. OLD BUSINESS

- a. The Carolina Fence is growing wonderfully. Still needing to be watered and weeded regularly.
- b. While the EcoBorder for the Carolina Fence project was being stored in the city storage facility, 6 of the 19 segments along with stakes were stolen. If ever in the area and notice suspicious persons/activity, please call police dispatch at 803-794-0456.
- c. As current projects need continued maintenance, Katie is going to set up a calendar where members can sign up weekly to care for these areas.

IV. NEW BUSINESS

- a. Joanne motions to appoint Morgan Hanes as a new member to the board. All members agree, and Morgan Hanes is the newest member of Cayce's Beautification Board. The board has another very interested possible new member. Michelle will check with Mendy to find out if that's possible and how the Board would need to present increasing our membership to Council.
- b. Morgan and Sue Miles are looking into the wooden signage for the Carolina Fence. Members must submit all check requests to Michelle by June 30th in order to use our remaining funds of \$402.00. Funds leftover after signage will be used for roundup, landscaping fabric, manure, etc. to be used on current and future projects.
- c. Josh has requested an increase in annual funds from the city manager for the Beautification Board.
- d. Josh to communicate with James on shrub removal at the Guignard Park sign. Morgan will check on the protocol of the other side of the park where caution tape has been placed indefinitely.

V. ADJOURNMENT

A motion to adjourn was made by Katie Scott. Sue Perry seconded the motion. The decision was unanimous. The meeting was adjourned at 6:30 p.m.

**MINUTES OF EVENTS COMMITTEE
CITY OF CAYCE
June 12, 2014**

Present: Brenda Cole, Danny Creamer, Julie Isom, Frankie Newman, Cindy Pedersen, Rachel Scurry, Mendy Corder (City Representative), Kirsten Davis (City Representative), and James Denny (City Representative)

Absent, Excused: Dr. Pete Cassidy and Ellen Mancke

Chairperson Julie Isom called the meeting to order. The minutes of the May 8, 2014, meeting were reviewed and approved as written.

Ms. Corder informed the Committee that City Council approved amending the By-laws as recommended at our May meeting. Ms. Corder will provide Committee Member Application forms to Committee members so that we can seek to fill the open positions.

Chairperson Isom informed the Committee that her term was expiring and that she would not be seeking reappointment to the Committee. She expressed her good wishes to the members and staff, especially to Ms. Newman who had initially invited Ms. Isom to become a Committee member.

With a motion by Ms. Scurry and a second by Mr. Creamer, Ms. Pedersen was elected unanimously as President for the remainder of 2014.

Ms. Corder will update the membership roster and provide a copy to Committee members.

Cayce Centennial Events – Children’s Games & Crafts

Ms. Corder and Ms. Davis researched various children’s games and craft options. They provided information handouts for our consideration. More information will be provided and additional discussion will be held at the July meeting.

Congaree Bluegrass Festival

Discussion included the following items.

- Food vendors may offer duplicate items (maximum of two vendors per item).
- Ms. Corder will contact John Banks, West Metro Chamber, concerning potential vendors.
- Craft vendors along with Cayce Museum and Native Americans will be located in an area that is separate from the food vendors.
- Three (3) golf carts and the trolley will be reserved.

- City representatives will explore catering options for lunch, which will be offered to volunteers in Council Chambers during a 90-minute period.
- Band competition will be limited to eight bands with the performers playing in one band only. A minimum of two and a maximum of four songs will be performed. The grand prize will be \$100 and booking at the 2015 Congaree Bluegrass Festival.
- Ms. Corder will discuss Blue Highway's contract requirements with Mr. Creamer.
- Ms. Corder and Mr. Creamer will finalize the schedule of events and band line-up.
- Chairperson Pedersen will contact Ms. Isom concerning the Congaree Bluegrass Festival website.
- Mr. Thompson mentioned that his wife could assist with festival updates via social media.
- City representatives will update the poster and other promotional items.

Carols along the Riverwalk

The letters and postcards for the event will be updated and mailed to potential participants in mid-August.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Rachel R. Scurry, Secretary



**APPROVED MINUTES
BOARD OF ZONING APPEALS
COUNCIL CHAMBERS
CITY OF CAYCE, 1800 12TH STREET EXTENSION, CAYCE SC
Monday, June 30, 2014
6:00 PM**

I. CALL TO ORDER

Chairman Leo Dryer called the meeting to order at 6:00 p.m. Members present were R. McLeod, R. McArver, and J. Simpson. Frank Dickerson was absent excused. Staff present was Shaun Greenwood and Monique Ocean.

II. APPROVAL OF MINUTES

Mr. Dryer offered a motion to approve the minutes from April 21, 2014, as written. Mr. McLeod seconded the motion. The vote passed unanimously.

III. STATEMENT OF NOTIFICATION

Mr. Dryer noted that a Certificate of Notification was included in the information for the Board of Zoning Appeals.

IV. PUBLIC HEARING – Special Exception Request 003-14 [A request to permit a used merchandise/thrift store in a C-3 zoning district]

a. Opening Statement

The Applicant, Ms. Juanita Orr, came before the Board to discuss the special exception request for a thrift store and to answer questions for the Board. Ms. Orr explained that she owned an upscale thrift store in the West Columbia, SC, area and would like to relocate the business to Cayce. Ms. Orr presented pictures to the Board to show the appearance of the existing business.

Shaun Greenwood explained that the Zoning Ordinance requires the Board to approve a special exception request for a thrift store in a C-3 Zoning District before the Zoning permit may be issued. Mr. Greenwood pointed out that the criteria listed in the Zoning Ordinance should be used to decide if a special exception will be approved. Mr. R McLeod inquired how parking for the thrift store would be handled. Mr. Greenwood explained that existing parking would have to suffice because the commercial use is not changing and there would be no major modifications to the building.

b. Public Testimony

No one was present to speak.

c. Close Hearing

The public hearing was closed by Mr. Dryer.

V. MOTION – Special Exception 003-14

Mr. Simpson made a motion to approve the Special Exception Request 003-14. Mr. McArver seconded the motion. The vote passed unanimously.

VI. OPEN PUBLIC HEARING – Variance Request 004-14 [A request to exceed the maximum lot coverage ratio in an RG-2 zoning district]

a. Opening Statement

Mr. Marc Weil, Mr. Jim Futter, Mr. Randy Summer, and Mr. Ken Parnell were present to represent the Applicant, The Rohdie Group. Mr. Weil came before the Board and stated that the Applicant wishes to construct 299 housing units of 2 and 3 bedrooms. Mr. Weil indicated that the units would be priced at market price rental rates. Mr. Dryer asked for an explanation of the variance request.

Shaun Greenwood explained that the applicant wishes to exceed the 40% maximum lot coverage ratio, by up to 10%, in an RG-2 zoning district. Mr. Greenwood pointed out that lot coverage is defined as the collective amount of impervious surfaces (surfaces covered by a structures, sidewalks, driveways, or etcetera) and that the plans submitted by the applicant showed the ratio of lot coverage at 48%. Mr. Greenwood made clear that lot coverage regulations are used to manage storm water runoff in new developments. Mr. Greenwood stated excess lot coverage is being requested because the buildable area of the property has been reduced by a sewer pump station and a power line easement. Mr. Greenwood indicated that these issues also caused the storm water drainage channels to be constructed on an adjoining property as a community storm water system for future development in the area. Mr. Dryer inquired if another entity would review the storm water plan if the variance was approved. Mr. Greenwood explained that Lexington County Stormwater Division reviews the efficiency of all storm water plans for the City and would do the same with this one. Mr. McArver inquired about the alternative to exceeding the maximum lot coverage. Mr. Greenwood indicated that various pervious surfaces or those that would absorb water could be used or the number of buildings could be reduced to decrease the lot coverage. Mr. McArver inquired if an approved variance would create precedence for future development in this site, allowing developers to exceed the maximum lot coverage. Mr. Greenwood answered that it would not and each variance request is considered as a separate case. Mr. McLeod asked for clarification on where the storm water drainage channel is located on the adjoining property. Mr. Summer came before the Board to explain community the storm water drainage pond and pointed it out on the map. Mr. Summer clarified that the storm water plan would be designed per Lexington County requirements.

b. Public Testimony

No one was present to speak.

c. Close Hearing

The public hearing was closed by Mr. Dryer.

VII. MOTION – Variance Request 004-14

Mr. Simpson made a motion to approve the variance request to exceed the maximum lot coverage by up to 10%. Mr. McLeod seconded the motion. The vote passed unanimously.

VIII. OTHER BUSINESS

No other business

IX. ADJOURN

Mr. McLeod made a motion to adjourn. Mr. Simpson seconded the motion. The vote passed unanimously.

**A quorum of Council may be present.
No discussion or action on the part of Council will be taken.**

All open positions will be advertised on the City's website and Facebook page.

EVENTS COMMITTEE – THREE (3) POSITIONS

Ms. Julie Isom resigned from the Committee in June and Council approved amending the by-laws and increasing the membership from nine to eleven positions at the June 3, 2014 Council Meeting so there are currently openings on the Committee. Staff has received potential member applications from Ms. Kimberly Christ, Dr. Jason Munsell and Ms. Emily Sapier. The Events Committee recommends all three for appointment. Their applications are attached for Council's review.

NO COUNCIL ACTION REQUIRED

The following positions have been postponed by Council until receipt of potential member applications.

ACCOMMODATIONS TAX COMMITTEE – TWO (2) POSITIONS

Ms. Cherelle Davis is no longer employed with the Country Inn & Suites. Ms. Sue Wofford is no longer with Knights Inn. These positions must be filled by someone from the motel industry in Cayce. The staff liaison is currently speaking with motel managers regarding this position.

CONSOLIDATED BOARD OF APPEALS – THREE (3) POSITIONS

Mr. Ron Lawson's term has expired. We have been unable to reach Mr. Lawson by phone. A letter has been sent to Mr. Lawson to inquire about his interest in serving on this Board. No response to the City's letter has been received. Mr. Frank Strange and Mr. Lemuel Knight both passed away recently. There are no recommendations at this time.

EVENTS COMMITTEE – ONE (1) POSITION

Dr. Pete Cassidy resigned from the Events Committee in July. His resignation email is attached. There are no recommendations at this time.

PUBLIC SAFETY FOUNDATION – FOUR (4) POSITIONS

Mr. Pound's and Ms. Spires' terms have expired and Council has already postponed these two positions. In checking with all the members of the foundation, Mr. Brice Corbitt has advised he will be unable to serve. Mr. Ohlen White is no longer a resident of the City and Ms. Joan Hoffman's term expired in May and she is unable to serve again at this time. Ms. Terri Camp recently moved from District 1 to District 4. Council Member James currently has two people from his district serving on the Foundation therefore Ms. Camp can fill one of the Mayor's open positions.

In summary, we have the following open positions:

District 1 – one position

District 3 – two positions

Mayor – one position

Mayor and Council Members in these districts will need to submit potential members for Council review and approval.

CITY OF CAYCE

POTENTIAL MEMBER APPLICATION

Name: Kimberly Christ
 Home Address: 835 Indigo Ave City, State, Zip Cayce, SC 29033
 Telephone: 803-250-6947 E-Mail: Kimberlychrist@gmail.com
 Resident of Cayce: Yes No Number of Years: 13

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

- Accommodations Tax Committee Beautification Board Events Committee
 Cayce Housing Authority Museum Commission Planning Commission
 Housing/Constr Board of Appeals Board of Zoning Appeals

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

Yes No **If yes, please specify below.**

Work Address

Company: _____ Position: _____
 Address: _____ City, State, Zip _____
 Telephone: _____ E-Mail: _____

Work Experience: Current SAHM; Network Manager for 11 years prior (computer systems)

Educational Background: 4 year Bachelor of Science degree in Information technology management

Membership Information (Professional, Neighborhood and/or Civic Organizations):
State Street Baptist Church

Volunteer Work: Court Appointed special advocate for children in Richland county, President of PTO East Point Academy (sitting past president), Founder and chair of Outdoor learning initiative East Point Academy, School Improvement Committee officer EPA, Capital Campaign and Long term planning committee officer for EPA, SC Children's Trust gala

Hobbies: travel, painting, arts/crafts

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: morder@cityofcayce-sc.gov

CITY OF CAYCE POTENTIAL MEMBER APPLICATION



Name: Dr. Jason B. Munsell

Home Address: 1100 Naples Ave City, State, Zip Cayce, SC 29033

Telephone: 803-719-0255 E-Mail: jmunsell@columbiasc.edu or drjmunsell@gmail.com

Resident of Cayce: Yes Number of Years: 10 years, moved in July 2004

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

- Accommodations Tax Committee Beautification Board Events Committee
 Cayce Housing Authority Museum Commission Planning Commission
 Housing/Constr Board of Appeals Board of Zoning Appeals

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes No **If yes, please specify below.**

Work Address

Company: Columbia College Position: Professor of Communication Studies

Address: 1301 Columbia College Drive City, State, Zip Columbia, SC 29203

Telephone: 803-786-3197 E-Mail: jmunsell@columbiasc.edu

Work Experience:

- Professor of Communication Studies (Promoted 2014)
- Associate Professor of Communication Studies, Columbia College, Columbia, SC (2008-2013)
- Assistant Professor of Communication Studies, Columbia College, Columbia, SC (Fall 2003-Spring 2008)
- Assistant Professor of Communication, Wesleyan College, Macon, GA (Fall 2001-Spring 2003)
- Assistant Professor of Speech, Gordon College, Univ. System of GA, Barnesville, GA (Fall 2000-Spring 2001)
- Instructor of Speech, Louisiana State University, Baton Rouge, LA (Spring 1999-Spring 2000)
- Graduate Teaching Assistant, Louisiana State University, Baton Rouge, LA (Fall 1996-Fall 1998)
- Adjunct Instructor of Communication, Tulsa Community College, Tulsa, OK (Sp. 1996-Sum. 1996)
- Adjunct Instructor of Communication, Rogers State University, Claremore, OK (Summer 1995)
- Graduate Assistant, University of Arkansas, Fayetteville, AR (Fall 1993-Spring 1995)

Educational Background:

Ph.D., Speech Communication, 2000
Louisiana State University, Baton Rouge
Emphasis in Rhetoric and Public Address
Minor in Educational Leadership, Research, and Counseling

M.A., Communication, 1995
University of Arkansas, Fayetteville
Emphasis in Rhetorical Theory and Criticism

B.A., Communication, 1993
University of Arkansas, Fayetteville

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

- Officer of a professional association:

President, Carolinas Communication Association, 2008-2009

- ✓ Elected as Second Vice-President, Sept. 2006.
- ✓ This was a four year commitment and the position proceeds to First VP (2007), and then President (2008).
- ✓ Planned the 2008 annual conference which was held in Columbia, SC.
- ✓ As President I helped update the constitution for the first time in six years.
- ✓ Completed my term as immediate past president and Archivist October 2010.

- Board member of a professional association:

Lambda Pi Eta National Faculty Board, National Communication Association, 2010-2012

- ✓ Currently serve on editorial board for new Lambda Pi Eta Undergraduate Journal.
- ✓ Elected to Lambda Pi Eta National Faculty Advisory Board, Nov. 2010, rotated off Fall 2012.

- Chair of a committee:

John I. Sisco Excellence in Teaching Award Selection Committee, Southern States Communication Association

- ✓ Elected to committee in 2008 (2008-this is a three year term).
- ✓ Served as Chair for the 2010-2011.

- Member of an accreditation team:

Hired as Wesleyan College External Reviewer for Communication Program, Spring 2010. Though there is no accreditation processes in my field, I was hired to do an extensive external review at Wesleyan College which culminated in a five page report sent to the Dean at Wesleyan.

- Other active participation in a professional societies at the local, regional, national, and/or international level:

National Communication Association:

- ✓ Paper reviewer for proposals to the Student Section, NCA Annual Convention as well as for the Lambda Pi Eta Section and Stephen A. Smith Undergraduate Research Award (2007, 2008, 2009, 2010, 2011, 2012).
- ✓ Paper reviewer for proposals to the GIFTS Section, NCA Annual Convention (2008, 2009, 2010, 2011, 2012).

Southern States Communication Association:

- ✓ Current member of SSCA's Finance Committee; Appointed 2012, see <http://www.scca.net/committees>
- ✓ Paper reviewer for proposals to the Theodore Clevenger Undergraduate Honors Conference, held in conjunction with SSCA (2008, 2009, 2010, 2011, 2012)
- ✓ Paper Reviewer for Burke Interest Group (2012)

Carolinas Communication Association:

- ✓ Apart from service indicated above in other categories, have reviewed for CCA's conference last several years.
- ✓ Current Journal Editor, Carolinas Communication Association's Annual
 - Elected Editor of the Carolinas Communication Annual, Fall 2012.

- Moving journal from print to digital.
- Archiving old essays to be eventually placed on some sort of online database.
- My first volume will come out October 2013.

I was a member of the Avenues Neighborhood Association, but my teaching schedule disallowed me to go to their meetings and so I haven't been active for many years I fear.

(All of the above are actually volunteer work as well. I don't get paid for any of it. Boo!)

Volunteer Work:

Co-Chair, Columbia College United Way Campaign, 2011. Worked with Senior Resources in Columbia in 2010. I fear I haven't done a lot of this because I've been so busy with work which is one of the reasons I'm applying for this committee position.

Hobbies: I run pretty much every day. I garden. I love tourism and I study tourism. I play musical instruments. Working out. Yoga. Social media.

Extra in case you want/need:

Selected Teaching Awards

- 2013 Columbia College "Student Choice" Award Winner for Excellence in Teaching
- 2012 CASE and The Carnegie Foundation for the Advancement of Teaching U.S. Professor of the Year Nominee
- 2012 South Carolina Independent Colleges and Universities Teaching Award for Columbia College
- 2010 Columbia College "Student Choice" Award Winner for Excellence in Teaching
- 2010 Governor's Distinguished Professor Award Nominee
- 2010-2011 Recognition for Exemplary Teaching by the General Board of Higher Education and Ministry of the United Methodist Church
- Fighting Koalas 2011 Favorite Teacher Award
- Won a 2010 SCICU (South Carolina Independent Colleges and Universities) grant (student scholarship mentoring)
- Won the 2010 Columbia College Jerold J. Savory Scholars Program for Undergraduate Research and Learning Grant

Selected Research Awards and Nominations

- 2013-2014 Research Sabbatical (A selective process at Columbia College and only one to two faculty members are selected per year; I took my sabbatical spring 2014 term)
- 2013 and 2011 Ray Camp Research Award for top faculty research paper, Carolinas Communication Association
- GIFTS (Great Ideas for Teaching Students) Paper selected as a TOP TEN paper at the National Communication Association's annual conference in Chicago and a TOP THREE dealing with conference theme (2009)
- Nominated for the 2010 Columbia College Faculty Excellence Award
- Nominated for the 2009 Columbia College Faculty Excellence Award
- Faculty Development Grant for Scholarly Travel every semester for past five years.

Selected Service Awards/Nominations

- 2012 Betty Jo Welch Award for Service, Carolinas Communication Association (The Betty Jo Welch Award is given to a CCA member who has demonstrated "continuing and outstanding service to the association and the professions.")
- Nominated for 2011 Lambda Pi Eta national advisor of the year award
- Nominated for the National Lambda Pi Eta Advisor of the Year (2008)

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@cityofcayce-sc.gov

CITY OF CAYCE POTENTIAL MEMBER APPLICATION



Name: Emily Sapier
Home Address: 424 Michaelmas Ave City, State, Zip Cayce SC 29033
Telephone: 864-909-6402 E-Mail: sapiere@email.sc.edu
Resident of Cayce: Yes No Number of Years: 1

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

- Accommodations Tax Committee Beautification Board Events Committee
 Cayce Housing Authority Museum Commission Planning Commission
 Housing/Constr Board of Appeals Board of Zoning Appeals

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes No **If yes, please specify below.**

Work Address

Company: Capital City Club Position: Membership & Private Events Assistant
Address: 1201 Main Street 25th Floor City, State, Zip Columbia, SC 29201
Telephone: 803-256-2000 E-Mail: emily.sapier@ourclub.com

Work Experience: Resume attached

Educational Background: Resume attached

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

Soon to be Alumna of Alpha Gamma Delta- Theta Omega Chapter at USC, Club Management Association of America,

Volunteer Work: Harvest Hope Food Bank, currently looking to get involved with Habitat for Humanity.

Hobbies: Pageantry, DIY home projects,

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@cityofcayce-sc.gov

Emily Sapier

Phone: 864-909-6402 • E-Mail: emilymodels@ymail.com

LinkedIn: www.Linkedin.com/in/EmilySapier

About.me/EmilySapier

Education

University of South Carolina, Columbia SC
School of Hospitality, Restaurant, and Tourism Management

Bachelor of Science in Tourism Management, Specialization in Club Management, Focus in Event Planning
December 2014
GPA 3.4

Experience

Capital City Club, Columbia SC

April 2013- Present

Membership and Private Events Assistant

- Effectively communicate with new members during the new member transition process
- Data Entry for Membership and Private Events Departments using ClubCorp softwares
- Responsible for multitasking while prioritizing Membership and Private Events Inquiries
- Assist the Private Event Director in preparing contracts and proposals for event inquiries and bookings

2014 Masters-Augusta National Golf Club, Augusta GA

April 2014

Greeter- Ike's Restaurant

- Responsible for warmly welcoming each Patron and Member to the 2014 Masters Tournament and Berckman's Place
- Responsible for managing patron seating and restaurant capacity

Copper River Grill, Boiling Springs SC/Columbia SC

June 2012- April 2013

Lead Hostess

- Responsible for managing telephone inquiries, table intake, and quoting accurate wait times to guests
- Supervised a host team of 2-6 hosts per shift, delegating tasks
- Attended to guests' needs, including special occasions and large reservations

Wild Wing Café- Vista, Columbia, SC

September 2011- May 2012

Hostess/To-go server

- Responsible for telephone inquiries including reservations, take-out orders, and general questions
- Responded to minor emergencies on a monthly basis

Chick-fil-A of Boiling Springs, Boiling Springs, SC

November 2008- January 2012

Cashier, Dining Room Attendant, Drive Thru Operator

- Assisted guests with orders in the dining room and drive thru
- Maintained a clean and inviting dining room while providing warm, friendly service
- Built relationships with customers and community through service

Activities

- Alpha Gamma Delta- 2014 Social Coordinator
- Alpha Lambda Delta- Honors Fraternity
- Association for Future Wedding Planning Professionals, International
- Epsilon Sigma Alpha- Service Sorority
- Miss Five Points Festival 2013- Miss South Carolina Scholarship Organization



- National Society of Minorities in Hospitality

Re: Events Committee July 17th meeting reminder

Pete Cassidy <petecassidy@mindspring.com>

Tue 7/15/2014 11:31 PM

To: Mendy Corder <MCorder@cityofcayce-SC.gov>;

Mendy:

My term has run out and I don't believe that I am going to try to continue on the committee. I have so many things going on now with being interim at Cayce First Baptist Church and also being preident of the Edenwood Neighborhood Association as well as teaching at Still Hopes that I just believe that it might be a good time to let someone else work on the Events Committee. I have been on it since it started and have really enjoyed serving. We have certainly had some wonderful times and accomplished some great things. I wish all the work in the future all the success that we have enjoyed in the past.

Pete Cassidy

—Original Message—

From: Mendy Corder

Sent: Jul 14, 2014 10:01 AM

To: Danny Creamer , Edenwood , Cindy Pedersen , Ellen Mancke , Brenda Cole , "SCURRY, RACHEL R" , Jay Thompson

Cc: James Denny

Subject: Events Committee July 17th meeting reminder

Just a reminder, the Events Committee is meeting this Thursday, July 17th at 5:45pm in Council Chambers. See you all Thursday.

Mendy Corder
Municipal Clerk
550.9557

From: Mendy Corder

Sent: Thursday, July 3, 2014 3:57 PM

To: Danny Creamer; Edenwood; Cindy Pedersen; Ellen Mancke; Brenda Cole; SCURRY, RACHEL R; Jay Thompson

Cc: James Denny

Subject: July Events Committee meeting re-scheduled to July 17th

Good afternoon! We are going to re-schedule the July Events Committee meeting to Thursday, July 17th at 5:45pm. Please remember to bring any potential member names since we now have 3 openings on the Committee. Have a wonderful and safe 4th of July holiday!

?

Mendy Corder