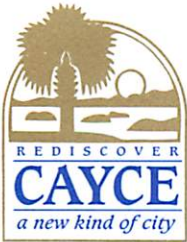


## CITY OF CAYCE



*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**  
**August 4, 2015**

The August 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, City Attorney Danny Crowe, Director of Utilities Blake Bridwell, and Chief Charles McNair were also in attendance.

Mayor Partin stated that Council Member James was not able to attend the meeting since he was out of town transitioning into his new job but will attend the September 1, 2015 Council Meeting.

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 Almond gave the invocation. Mayor Partin introduced Mr. Duane Johnson to lead the assembly in the Pledge of Allegiance. Mr. Johnson served with the United States Army for two years during Vietnam in 1966 & 1967. After leaving the military, Mr. Johnson went to work in Forensics with the FBI in Maryland. Upon retiring from the FBI, he and his wife returned to Cayce in 2000, where his wife has been a resident for over 50 years and Mr. Johnson's father had also resided for many years. Mr. Johnson is now retired from the Lexington County Sheriff's Department.

**Approval of Minutes**

Council Member Corley made a motion to approve the July 7, 2015 Regular Council Meeting minutes and the July 15, 2015 Council Strategic Planning Session minutes as written. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

**Presentations**

- A. Presentation by Ms. Stephanie Schroeder re Flood Insurance Rates

Ms. Schroeder stated that she and her husband purchased a home in Riverland Park in 2010. She stated that part of the mortgage she signed stated that they were buying a house in a special flood hazard area. She stated she is currently paying \$1,200 a year for flood insurance but that price is predicted to increase in a few years to \$7,000 annually. She explained that the Federal government is taking away the subsidies for the rates and it is not possible for her and her family to pay the increased rates.

Mayor Partin stated that the Riverland Neighborhood Association was meeting that week and stated City staff would give Ms. Schroeder the contact information for her Federal Legislators so she could share that information with her neighbors and contact her Legislators. Mayor Partin explained that Ms. Schroeder's Federal representatives were the ones who could make an impact on the issue.

#### **Public Comment Regarding Items on the Agenda**

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

#### **Resolutions**

- A. Consideration and Approval of Resolution Approving Intergovernmental Mutual Aid Agreement for the Three Rivers Greenway

Ms. Vance explained that the City had entered into this agreement in the past and there were not any changes to the agreement but Lexington County has a new Sheriff so each entity involved needs to re-approve the agreement with the new Sheriff listed.

Council Member Almond made a motion to approve the Resolution approving an intergovernmental mutual aid agreement for the Three Rivers Greenway. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

#### **Other**

- A. Discussion and Approval of the City of Cayce's Unsafe Structure Program Guidelines

Mr. Greenwood stated that at the request of City Council, staff has compiled guidelines on how the International Property Maintenance Code (IPMC) will be used to address the demolition of unsafe structures within the City limits. He stated that the guidelines summarize the required notices to home owners and time frames specified in

the IPMC. Additionally, the guidelines specify the process and authority for the City to place a lien on the property when demolition becomes necessary.

Mr. Greenwood stated that staff created a flow chart for Council that lists the time frame and details of the process. He explained that Mayor Partin recommended adding a box to illustrate if the property owner files an appeal and the Board grants the appeal then the building is declared safe and all enforcement action stops. Mr. Greenwood stated that Mayor Partin also asked that staff clarify that when it states that the building will be repaired to say that it will be repaired by the owner, not the City. He explained that under this program the City will not be doing any repairs to the properties. Mr. Greenwood stated that once a property owner has been notified that they have a violation and the structure has been deemed unsafe they will be given a chance to either repair it themselves or hire someone to repair it to bring it up to code. If the owner does not remedy the situation, staff will have to proceed with getting voluntary condemnation and demolition or begin the process of the City demolishing it and putting a lien on the property.

Mr. Greenwood explained that the list was created by a committee consisting of the Building Official, Fire Marshal and the Lieutenant over Codes Enforcement. He stated that they did a City-wide assessment and have created a list of properties that are ranked according to their current state of disrepair. He stated that the enforcement efforts will target the worst structures first and will continue down the list until all budgeted funds are expended.

Mr. Greenwood explained that the structures on the list are categorized by the number one, two or three. The number one properties are mostly uninhabited, have structural issues and are unsafe. The structures numbered two or three could potentially be repaired and may not have to be demolished. He explained that staff will go down the list until the money that Council appropriated towards the program is expended. He stated that if Council appropriates funds towards the program again next year then the list will be reassessed.

Ms. Vance stated that with the International Property Maintenance Code (IPMC) the City has the ability to tear down buildings that the Building Inspector declares a nuisance or unsafe. She explained that there has not been any funding allocated towards tearing unsafe structures down in years. She stated the program is not a new Ordinance but the City actually has funding in the current budget to follow through with the demolition of unsafe buildings. She explained that it is ultimately up to the Building Inspector to determine if a building is unsafe.

Mr. Greenwood stated that Cities with a demolition program typically seek to recover attorney and legal fee costs through a lien on the property. He explained that under the International Property Maintenance Code there is a system for establishing

fees so staff can create fees for the various things that have to be done legally. He stated he will bring back the proposed fees to Council in September and explained it will require a Public Hearing since new fees are being established.

Council Member Almond asked if a lien can be renewed once the time period expires. Mr. Crowe explained that the lien does not expire and continues on until the property is sold. Council Member Jenkins asked what recourse the City has if someone is notified that their property is unsafe and they do nothing to remedy the situation. Mr. Greenwood explained that the property owner can be fined if they do not take any action and eventually the property can be demolished.

Council Member Jenkins asked if staff would notify the bank when they put a lien on a property. Mr. Crowe stated that staff is going to make an effort to identify the title holders as well as any mortgage holders of the property. He stated that it might be beneficial to notify the mortgage holders since they might have an interest in taking over the property.

Mayor Partin explained that any appeals will go before the Consolidated Board of Appeals. She explained that there are currently three open positions on the Board that need to be filled. The Board reviews citizen appeals to ensure building codes, property maintenance codes and fire codes are properly interpreted and implemented fairly. She stated members who serve on this Board must be either an Engineer, Contractor, Architect or Design Professional. She explained that this Board needs to have all the open positions filled and be active before the new demolition program can start.

Mr. Greenwood explained that staff has added the tax map number to each property on the list so there will not be any mistakes when identifying the property. This change will be part of the official guidelines. He stated that some of the addresses on the buildings were not correct so the tax map number was added to ensure that there is no mistaking which property is in question.

Council Member Almond made a motion to approve the Unsafe Structure Program guidelines. Council Member Corley seconded the motion. Council Member Jenkins asked if staff was asking for approval just for the guidelines or approval of the guidelines and approval to move forward with the program. Ms. Vance explained that staff was asking for both so there is no confusion among staff or the residents. Council Member Almond amended her motion to approve the guidelines and authorize staff to move forward. Council Member Corley amended her second which was unanimously approved by roll call vote.

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

Ms. Vance stated that staff has applied for a FEMA Pre-Disaster Mitigation Grant to fund the purchase of a new generator and needed electrical work in the Public Safety building. She explained that the Public Safety buildings serve as the Emergency Operations Center during an emergency. Also City Hall's server backs up to Public Safety's server so it is integral that the building be operational at all times.

Ms. Vance stated that the Fire Department experienced significant flooding in June. She stated that most of the repairs have been completed and the new windows for the front of the building were installed that week. She stated that the new windows are a vast improvement and invited Council to ride by and look at them when they are in the area. She commended Ms. Corder for coordinating the repairs and improvements to the Fire Department and thanked the Fire Department staff for patiently dealing with the current conditions in their building.

Ms. Vance stated that Mr. Greenwood recently received his ICMA Credentialed Manager Accreditation. She stated that she and Mr. Greenwood are both credentialed managers and explained that there are very few in the state. Mayor Partin congratulated Mr. Greenwood and stated that the City is very thankful and blessed to have such well trained and educated staff.

Ms. Vance stated that staff is working on three different items to tackle some of the code enforcement issues in the City. She explained that staff is moving forward with the demolition program and she and Mr. Greenwood are meeting with Public Safety staff to discuss the enforcement of the Property Maintenance Code and the logistics of the enforcement. She stated that Mr. Greenwood plans to have a presentation for Council regarding the Rental Registry Ordinance at the September 16, 2015 Special Council Meeting. She stated at that point Council will have to decide how stringently they want staff to enforce the Ordinance. For example, some municipalities inspect rental property annually.

Ms. Vance explained that Phase II of the Riverwalk was damaged during the recent heavy rains. Part of the sidewalk was washed away and the pilings under a bridge were seriously undermined. She explained that either the bridge will need to be replaced or improvements will need to be made to the pilings and the riverbanks on either side of the bridge to secure it. She asked that the public please be patient while the City is working to repair the damage and make the Riverwalk safe for everyone.

### **Committee Matters**

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

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

Beautification Board – June 9, 2015

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

#### **B. Appointments and Reappointments**

Mayor Partin stated that Ms. Kim Well's term expired on the Beautification Foundation in July and she would like to serve again. She has served on the Foundation since 2010 and consistently attends the meetings. Council Member Jenkins made a motion to reappoint Ms. Wells to the Beautification Foundation. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Mayor Partin reminded the assembly that there are open positions on the Accommodations Tax Committee, the Beautification Board, the Events Committee, and the Public Safety Foundation. She stated anyone interested could contact Ms. Corder to request a potential member application.

#### **Council Comments**

Council Member Almond congratulated Mr. Greenwood for earning his ICMA certification. Council Member Jenkins also congratulated Mr. Greenwood. Mayor Partin stated that the Cayce West Columbia Life magazine is currently requesting nominees for the "Best of Cayce West Columbia". She asked the assembly to visit their web page and nominate Cayce businesses. Mayor Partin stated that the Congaree Bluegrass Festival is October 3 and 4, 2015 and will be held at the Historic Columbia Speedway this year. She explained that on October 3<sup>rd</sup> there is an admission cost but will be free to all Cayce residents with proof of residency. She stated that October 4<sup>th</sup> will be a Bluegrass Gospel music celebration and free to all.

Mayor Partin stated that Ms. Addy Cullum, daughter of Lexington County Council Member Todd Cullum, is a rising sophomore at Brookland-Cayce High School and recently won a National High School Varsity Intermediate Horse Reining Championship. She stated that Council is proud of her for representing the City so well.

#### **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 incident to proposed contractual arrangements with SCDOT for mast arms on Knox Abbott Drive
- C. Discussion of negotiations incident to proposed contractual arrangements For the use of TIF Funds related to Phase I of Knox Abbott Drive Pedestrian Safety and Traffic Calming Project
- D. Discussion of negotiations incident to proposed contractual arrangements for City Hall repairs
- E. Discussion of negotiations incident to a contractual arrangement for repairs in Riverwalk Phase II
- F. Discussion of negotiations incident to proposed contractual arrangements for funding for utility projects

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

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

##### **Item IX. B.**

Council Member Almond made a motion to approve and authorize the City Manager to sign a contract with SCDOT for mast arms for Knox Abbott Drive. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

##### **Item IX. C.**

Council Member Corley made a motion to approve an agreement with Standard Capital Partners for reimbursements of improvements to the right-of-way on Knox Abbott Drive and authorize the City Manager to sign a memorandum to use up to \$100,000 in TIF Funds for this project. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

##### **Item IX. D.**

Council Member Jenkins made a motion to approve and award a contract for repairs of City Hall per the RFP with MAR Construction and to authorize the City Manager to sign the contract and have change order authority up to 10% of the bid amount. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Item IX. E.

Council Member Almond made a motion to approve an agreement with the River Alliance for repairs in Riverwalk Phase II and authorize the City Manager to sign said agreement. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Item IX. F.

Council Member Corley made a motion to move forward with an engineering study for waterline improvements in Edenwood. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

**Adjourn**

There being no further business, Council Member Corley made a motion to adjourn the meeting. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 7:55 p.m.

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Elise Partin, Mayor

ATTEST:

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Mendy C. Corder, Municipal Clerk



