

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  
September 16, 2020**

A Regular Council Meeting was held this evening at 5:00 p.m. via Zoom video and conferencing software. Those present included Mayor Elise Partin and Council Members Tara Almond, Ann Bailey-Robinson, Phil Carter, and James Jenkins. City Manager Tracy Hegler, Assistant City Manager Jim Crosland, Municipal Clerk Mendy Corder, IT Director Jamie Beckham, Director of Planning Carroll Williamson and City Attorney Danny Crowe 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. 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.

**Call to Order**

Mayor Partin called the meeting to order and Council Member Almond gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

**Approval of Minutes**

Council Member Almond made a motion to approve the August 4, 2020 Public Hearing and Regular Council Meeting minutes, the August 11, 2020 Special Council Meeting minutes and the August 19, 2020 Regular Council Meeting minutes as written. Council Member Jenkins 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.

**Resolutions and Ordinances**

- A. Consideration and Approval of Resolution Supporting a Grant Application from the City of Cayce to the Municipal Association of South Carolina

Ms. Hegler stated that staff planned to submit a grant application to the Municipal Association of South Carolina (MASC) for the Hometown Economic Development Grant opportunity. As part of the grant application, the City is required to include a resolution

of Council in support of the application. MASC has opened a grant opportunity for cities and towns in South Carolina to implement economic development projects that will make a positive impact on the quality of life in their communities. Ms. Hegler stated that the City planned to apply for a grant and request \$25,000 in funding, which was the maximum allowed. She stated that grant funds would be used for retail recruitment throughout the City. Particularly, the City would seek professional services that would help develop partnerships and action steps towards increasing tax revenues while improving the quality of life for the area, which would include market analysis, real estate analysis, outreach/recruitment of local, regional and national businesses and comprehensive strategies and recommendations.

Ms. Hegler stated that the grant required a 15% cash or in-kind contribution match by the City, which was equal to at least \$3,750. She stated that a reputable plan was estimated to cost around \$40,000. She stated that the grant application was currently in development and would be submitted by the due date of September 25, 2020.

Council Member Almond made a motion to approve the Resolution in support of the City's grant application to MASC for the Hometown Economic Development Grant opportunity. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

**B. Discussion and Approval of Ordinance 2020-31 Amending Emergency Ordinance 2020-26 Concerning Electronic Meetings and Related Measures for City Boards and Commissions so as to Extend the Ordinance Expiration**

Council Member Jenkins made a motion to approve Ordinance 2020-31. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

**Discussion Items**

**A. Discussion and Approval to Reschedule the November 3, 2020 Council Meeting to November 10, 2020**

Council Member Jenkins made a motion to approve rescheduling the November 3, 2020 Council Meeting to November 10, 2020. Council Member Almond seconded the motion which was unanimously approved by roll call vote. Mayor Partin stated that November 3 was Election Day and Council typically did not meet on Election Day.

**B. Bid Award – Utility Department Pole Building and Interior Construction**

Ms. Hegler stated that Council approval was needed in order to accept a proposal from Southern Renovation & Construction for a pole building and interior construction for new offices, storage, meeting rooms and separate male and female

showers and locker rooms for the Utility Department and to authorize the City Manager to execute a contract between the City of Cayce and Southern Renovation & Construction.

Ms. Hegler stated that over the past several years, the City had steadily been outgrowing its current facilities. She stated that staff believed a viable option for satisfying some of those needs is to construct a "pole" style building at the Utility Compound on Old Dunbar Road. She stated that with the current design, the new building would resolve numerous issues the City currently had relating to office space and meeting space. Separate male and female bathroom and locker room facilities are also included in the plans. Ms. Hegler stated that staff felt that not having separate bathrooms and locker rooms were a barrier to recruiting female staff and staff took that into consideration when designing the new building in the hopes of diversifying their workforce and creating a more inclusive workplace.

Ms. Hegler stated that \$250,000 was budgeted in the FY19/20 budget for this project. City staff worked through multiple requests for proposal to ensure the fairest process, as well as adhering to the advice of the City's building official to ensure a safe and high quality building design. The final RFP was issued and the bids were submitted on August 21, 2020. She stated that staff obtained proposals from five reputable, fully bonded and insured construction companies for the pole building and the interior construction for the new offices and storage areas. All of the company's proposals were based upon the written RFP, written scope of work, and additional questions the City responded to in writing to the Contractors. The proposals obtained for the project are below:

Jencon Builders	\$564,496.00
Solid Structures	\$582,000.00
Southern Renovation & Construction	\$344,000.00
Springhill Construction	\$399,200.00
Suncoast Contractors	\$358,000.00

Ms. Hegler stated that Southern Renovation & Construction submitted the lowest and most responsive proposal. She stated that City staff would also like to budget \$50,000.00 for an emergency generator. She stated this would allow the City to move the old generator from the raw water reservoir and retrofit it for the compound building or purchase a new, smaller generator that would be able to power critical offices and components for an emergency situation. She stated that \$10,000 had been budgeted for new furniture as well.

Council Member Jenkins made a motion to approve the proposal from Southern Renovations & Construction in the amount of \$344,000.00, as the lowest and most responsive, and authorize the City Manager to execute a contract between the City of

Cayce and Southern Renovation & Construction and also approve the additions of the generator and furniture for a total project cost of \$404,000, utilizing Utilities Fund Balance for capital projects. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

**C. Discussion and Approval of Change Order for Riverwalk Phase 2 Boardwalk Repair**

Ms. Hegler stated that Council's approval was needed to authorize her to sign a change order submitted from 3D Dirtworks for the additional repairs of the Cayce Riverwalk boardwalk. She stated that on July 29, 2020 City Council authorized her to sign a contract between the City and 3D Dirtworks for repairs to the phase two boardwalk for the sum of \$102,000 which included a 20% contingency. During repair, 3D Dirtworks observed eight additional portions of the boardwalk to be outside the recommended leveling standards that were also damaged by the flooding. Ms. Hegler stated that the repair of the main section and the additional eight sections would bring the City into the mandatory 2% grade compliance for a total cost of \$109,000; utilizing the contingency already approved, yielding a \$7,000 difference.

Council Member Almond made a motion to approve the change order from 3D Dirtworks to repair the additional eight sections of the boardwalk located in the phase two area of the Cayce Riverwalk and to allocate an additional \$7,000 from Hospitality Tax Fund to cover what the contingency funds would not. Council Member Jenkins seconded the motion. Mayor Partin asked if the additional work would extend the timeline for the Riverwalk reopening. Ms. Hegler stated that it would not extend the timeline. Mayor Partin called the question 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 – October 15, 2019  
Cayce Housing Authority – April 21, 2020  
Cayce Housing Authority – June 16, 2020  
Cayce Municipal Election Commission – July 30, 2020

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

- B. Appointments and Reappointments  
Cayce Municipal Election Commission – Three (3) Positions  
Cayce Public Safety Foundation – One (1) Position  
Events Committee - Four (4) Positions

**Standard Technical Code Board of Appeals – One (1) Position  
Zoning Board of Appeals – One (1) Position**

Council Member Almond made a motion to appoint Ms. Maudra Brown, Mr. Robert Cathcart and Ms. Maxine Creamer to the Cayce Municipal Election Commission. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Council Member Almond made a motion to reappoint Ms. Pamme Eades to the Public Safety Foundation. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Council Member Almond made a motion to reappoint Mr. Danny Creamer, Ms. Maxine Creamer, Ms. Alexis Moore and Mr. Johnathon Moore to the Events Committee. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Council Member Jenkins made a motion to reappoint Mr. Lawrence Gardner to the Standard Technical Code Board of Appeals. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Council Member Carter made a motion to reappoint Ms. Robin DiPietro to the Board of Zoning Appeals. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

**City Manager's Report**

Ms. Hegler stated that staff was monitoring Hurricane Sally and three to six inches of rain were predicted due to the storm. She stated staff was prepared to set up barricades at areas that commonly flood. She stated that Parks staff were securing the Riverwalk as best they could. She stated that the Congaree River was predicted to crest at 16.9 feet that Sunday and would probably cause some closures in the Riverwalk. Mayor Partin asked Ms. Hegler to thank Parks staff and asked that everyone stay safe.

**Council Comments**

Council Member Jenkins stated that it had been a pleasure working alongside Council Member Almond and wished her the best. Council Member Carter stated that it was monumental to achieve a lifelong dream and Council Member Almond had achieved one of hers by moving to the beach. He stated that even though she was physically leaving he knew her heart would always be in Cayce. He stated that her goal was to make a difference in the community and she had done that. He stated she was appreciated by Council, City staff and her constituents and would be missed by all. Mayor Partin thanked Council Member Almond for serving with a servant's heart. She

stated that she did not do it for the glory but served because she truly wanted to serve and Council Member Almond looked out for the community. Mayor Partin stated that Council Member Almond's mind for accounting and numbers was appreciated and depended on by the rest of Council more than she knew. Council Member Almond thanked everyone and stated how much she had enjoyed serving on Council the past eight years. She stated she had learned a lot and come out of her shell by serving on Council. She stated that she wished her successor well and wished Council and staff well as they continue to do what is best for the City.

### **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

There were no items to discuss in Executive Session.

### **Adjourn**

Council Member Almond made a motion to adjourn the meeting. Council Member Bailey-Robinson seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 5:23 p.m.

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Elise Partin, Mayor

ATTEST:

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Mendy Corder, CMC, Municipal Clerk