



Mayor
Elise Partin

Mayor Pro-Tem
James E. Jenkins

Council Members
Phil Carter
Tim James
Hunter Sox

City Manager
Tracy Hegler

Assistant City Manager
James E. Crosland

**City of Cayce
Regular Council Meeting
November 9, 2021**

The November Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem James Jenkins and Council Members Phil Carter, Tim James and Hunter Sox. City Manager Tracy Hegler, Assistant City Manager Jim Crosland, Municipal Clerk Mendy Corder, Finance Director Kelly McMullen, Human Resources Director Lynn Dooley, IT Director Jamie Beckham 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.

Call to Order

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

- B. Oath of Office Administered by Dr. Eddie Coakley
Council Member District 1
- Oath of Office Administered by Judge Bryan Jeffries
Council Member District 3

Dr. Eddie Coakley administered the Oath of Office to Council Member-elect Tim James who was recently elected to office. Judge Jeffries administered the Oath of Office to Council Member-elect Hunter Sox who was recently elected to office. After both men took their Oath of Office, they joined the other Council Members at their seats.

Approval of Minutes

Mayor Pro Tem Jenkins made a motion to approve the September 7, 2021, Public Hearing and Regular Council Meeting minutes, the October 5, 2021, Public Hearing and Regular Council Meeting minutes and the October 20, 2021, Regular Council Meeting minutes as written. Council Member James seconded the motion which was unanimously approved by roll call vote.

Public Comment Regarding Items on the Agenda

No one signed up for Public Comment.

Presentations

- A. Presentation by GIS Analyst Bob Hawks regarding the City's GIS Successes

Mr. Hawks stated that he wanted to do a brief presentation to Council on the GIS successes the City had experienced over the past four (4) years. He stated that through a variety of methods, he helped the City create or manage around 18,000 GIS features. He stated that a "feature" was a discrete digital asset with a physical location, such as a water valve or a fire hydrant. He stated that he had either created these features manually himself, or helped to manage features brought in from external sources (such as contracted engineering firms), or assisted other departments within the City in creating their own features. He stated that the number was out of an estimated 35,000 features extant at the City, so staff was over halfway to getting every possible digital asset that the City owns. Mr. Hawks stated that the features created and managed were incredibly varied, and included the following types of things: water and sewer interconnect data, park features and trails, park extents, Code Enforcement Patrols, Public Safety Response Areas, manholes, sewer pump stations (and all associated features), treatment facilities, fire hydrants, water tanks, water and sewer valves, water service meters, backflow devices and water and sewer network structures. He stated that there were so many different types of features that had been collected that it was not possible to present them all.

Mr. Hawks stated that all of the GIS data that had been collected had been used in utilizing dynamic maps associated with the City's ArcGIS Online organization. These dynamic maps are hosted in a cloud environment, meaning they can be accessed anywhere by staff, on their computers, on their phones, on tablets and on other mobile devices. He stated that these maps had largely superseded any other form of data lookup from the past. He referred to his PowerPoint on the screen and showed the main Utilities map. He stated that it was a map that showed all of the Utilities assets that had been collected for use by the field crews and other affiliated staff. Mr. Hawks stated that almost everything on the map was enriched with data, and it had aerial imagery so the viewer could orient themselves when out in the field. He stated that as mentioned, this could be used on a mobile device, so if staff was in the field they could see exactly where they were in relation to the features on the map. He stated that staff could look up addresses in the map, they could measure distances and download data that was embedded into the individual features as well. He stated that the Utilities map was used by more staff than any other map.

Mr. Hawks stated that he had also helped the City digitize an enormous number of physical record drawings that were stored within physical filing cabinets and cases but were now located on the City's servers. He stated that he had digitized about 12,000 so far and approximately 12,000 still needed to be gone through. He stated that the record drawings had been organized alphabetically, by the geographic grid cell they fell into, and by the original folders and drawers they were held within. He stated that however, even that should be superseded soon. He stated that the City's contract analyst, Ms. Christen Meyers, had helped to build a GIS-based online system of record for these drawings where they could be selected and queried using GIS. With the multitude of options available to potentially find a drawing, it was presumed that this

would be the City's primary system of record once it was launched. He stated that Ms. Meyers was about 2/3rds of the way done at present. He stated that while it was virtually impossible to get something "exactly" where it is on the surface of the earth, he had taken great strides to increase the accuracy of the City's geographic assets. The City's new GIS features have an incredibly high level of accuracy, with most features within about 1 foot of their on-the-ground locations. He stated that a great example was the webmap he created for the Fire Department which shows the City's fire hydrant features which are georeferenced at an extremely high accuracy rate. He stated that if one zoomed down to a single hydrant, then turned off the hydrant feature one could clearly see the bonnet of the hydrant underneath the point in the aerial imagery behind.

Mr. Hawks stated that many of the City's mapping products were very basic and/or non-existent. Many of the maps were very old, created by outside vendors, or the City did not have a map at all. He stated that he had taken it upon himself to update every single map that was provided publicly via the City's website, and even created a mapping gallery one can access by selecting "Explore" and "Cayce Mapping" from the website. He stated that in the past, the only Riverwalk Park map the City had was created by the River Alliance, and the Parks page simply linked viewers to Google Maps to find the park. He stated that now there were individualized, high-resolution maps for every single park in the City that could be printed or plotted, and are immediately available to any resident that wishes to visit the website.

Mr. Hawks stated that he also rolled out a number of GIS applications to the City as well. A "GIS application" is a program of sorts that is enriched with geographic data and can be accessed through the City's ArcGIS Online organization. The applications that have been rolled out so far include dashboards to help specific departments to navigate and manage some of their assets. They also include specific apps used by City staff in their mobile devices such as Collector, Explorer, Workforce, and Field Maps. He referred to the Pump Stations Dashboard on the projector screen. He stated that it was a very quick method of navigating the City's pump stations that could be used by the pump mechanics. He stated that they could simply select a pump station from the list then the map would zoom into that station, provide details about it, show the imagery and layout of the site, and even provide pictures and record drawings of the facility.

Mr. Hawks stated that there were a number of key projects that he had helped the City begin and/or complete over the past few years as well. He stated that the Hydrant Flow and Flushing Project just wrapped up a few weeks ago. He stated that two (2) Utility Department staff members used a GIS system constructed by the City's contract analyst Ms. Meyers and himself to get flow and flushing records for every single fire hydrant in the City's system. He stated that this year was the first time that every single area in the City's system was flushed. Mr. Hawks stated that if DHEC were to request any records for a hydrant now, staff could simply point them to the online

map that staff filled out, rather than having DHEC's personnel wade through boxes and boxes and reams and reams of physical paper.

Mr. Hawks stated that the Billing Collections Project was an ongoing project where the staff of the Water Billing Department were inputting all of the water service meters, backflow devices, cleanouts and elder valves in the City's system. He stated that field crew members collected the positions when they were out in the field and office staff filled out the details of those records back at City Hall. He stated that the billing department had already collected over 2,500 water service meters by themselves, and were over halfway to their final total of about 4,500 that they have to collect. He stated that hopefully these features would become the primary system of record for the City's water service meters in the future. Mr. Hawks stated that he was also building a GIS-based digital work order system to replace the existing paper system that is in use in the Utilities Department. He stated that the system was ready to go and that staff was only waiting on testing and implementation. Using this system, staff will be able to have digital records of all work orders, can manage them in a digital way and can even see where everything has been completed over time.

Mr. Hawks stated that he had numerous other projects in mind for the near future. He stated that by the summer of 2022, he would hopefully have a full inventory of all the utilities features owned by the City. He stated that the City's River Arts District had come a long way since its establishment a few years ago and he felt that a natural showcase for the Arts District would be something called a Story Map. He stated that this was an online digital product that shows the story of a phenomenon embedded with pictures, videos and other media and integrated into a geographic map of some sort.

Mr. Hawks stated that everything that had been accomplished was not only beneficial for the City but they had been recognized nation-wide. He stated that in July 2021, the City was honored with Esri's Special Achievement in GIS (SAG) Award, one of the highest honors in the GIS industry. Mr. Hawks presented the SAG Award to Council.

Mayor Partin stated that Mr. Hawks' presentation was amazing and Council was excited about all he had done to help staff and to make the City safer and be extremely efficient with taxpayer's dollars. She thanked him for making sure the City was operating at the speed of business and thanked him for the fun features that the City's residents would really enjoy.

Ordinances and Resolutions

- A. Discussion and Approval of Ordinance 2021-23 Adopting a Revised Business License Ordinance in Accordance with the Business License Standardization Act (2020 Act No. 176) – Second Reading

Council Member James made a motion to approve Ordinance 2021-23 on Second Reading. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

B. Discussion and Approval of Ordinance 2021-20 Amending Section 6.5 Table I, Section 6.7 Table 3 of the Zoning Ordinance to Revise Requirements for the RS-4 Zoning District and Amending Section 7.1 of the Zoning Ordinance to Revise Requirements for Townhouses – Second Reading

Ms. Hegler stated that she would like to ask for this item to be deferred. She stated that it was part of two (2) other items that were deferred to the November 17, 2021, Council Meeting and it made sense to discuss them at the same meeting.

Mayor Pro Tem Jenkins made a motion to defer Ordinance 2021-20 to November 17, 2021. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

C. Discussion and Approval of Ordinance 2021-24 to Restructure the Department of Public Safety into Separate Police and Fire Departments and to Amend Related Provisions of the City Code – First Reading

Ms. Hegler stated that Council's approval was needed for the First Reading of an Ordinance to restructure the Department of Public Safety into separate Police and Fire Departments and amend related provisions of the City Code. She stated that it had long been a consideration of the City to separate the Public Safety Department into distinct Police and Fire Departments, once conditions were favorable and when in the best interest of the public and interest of effective and efficient operations. She stated that Administration had advised Council that the staffing and timing was right to make that change and had been making related organizational adjustments to support it. She stated that supporting the separation at this time were the following points: current Command Staff changes present unique opportunity, the employee numbers are appropriate and provide enough staffing for both departments and there is no increase in costs to separate the departments. She stated that expenses should actually go down for dual equipment and training costs. Ms. Hegler stated that recruitment for officers and firefighters would be easier and would improve morale since staying certified in both required so many hours. Ms. Hegler stated that if approved the separation would go into effect January 1, 2022.

Mayor Pro Tem Jenkins made a motion to approve Ordinance 2021-24 on First Reading. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

D. Consideration and Approval of a Resolution Approving an Agreement for Mutual Aid and Support with the Richland County Sheriff's Department

Council Member James made a motion to approve the Resolution and authorize the City Manager to sign the agreement with Richland County Sheriff's Department. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

E. Consideration and Approval of Resolution Approving Financing Terms for General Fund Vehicle Lease Purchases

Ms. Hegler stated that Council approval was needed for a Resolution authorizing and approving financing through a lease/purchase and awarding of the lease/purchase contract to a financial institution for eight (8) Public Safety vehicles and one (1) City Administrative Vehicle. She stated that on August 3, 2021, Council approved a lease/purchase contract with United Bank for the financing of Public Safety and Administrative vehicles. She stated that upon review of final contracts, it was discovered that United Bank was unable to enter into a contract with the City. After consultation with the City attorney, staff recommended releasing a new request for proposals for this contract.

Ms. Hegler stated that the Public Safety and City Administrative vehicles were approved for purchase by Council in the 2021-2022 Fiscal Budget. The total value and thus financing for all vehicles and equipment totaled \$429,034. She stated that staff contacted 18 financial institutions and requested lease purchase financing proposals for the vehicles and equipment based on the purchase price. The City received two (2) responses. First Citizens Bank: three (3) years at 1.18% fixed or four (4) years at 1.38% fixed and First Community Bank: three (3) years at 1.63% or four (4) years at 1.85%.

Ms. Hegler stated that if the City approved the First Citizens Bank quote, annual payments (with no down payment) would be \$145,628 annually for 3 Years at 1.18% (total interest paid \$7,850) or \$110,308 annually for 4 Years at 1.38% (total interest paid \$12,197). She stated that the payments would be monthly in arrears and funding for the lease/purchase contract was included in the FY 2021-2022 General Fund budget and would be included in successive years.

Council Member James made a motion that the lease-purchase contract be awarded to First Citizens Bank for a four (4) year term contract at 1.38% with annual payments in arrears of \$110,308 for principal and interest and made a motion to approve a "Resolution Approving Financing" through First Citizens Bank and that the City Manager be authorized to execute the contract documents. Mayor Pro Tem Jenkins seconded the motion. Mayor Partin thanked staff for always being very careful

and thoughtful with the City's funds which enabled the City to get very low interest rates. She 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 – June 15, 2021
 - Events Committee – August 12, 2021
 - Planning Commission – August 23, 2021
 - Events Committee – September 9, 2021
 - Cayce Museum Commission – August 4, 2021
 - Cayce Museum Commission – September 1, 2021
 - Cayce Museum Commission – October 6, 2021

Council Member Carter made a motion to approve the Committee approved minutes. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

- B. Appointment of Council Members to Boards and Foundations

Mayor Partin asked for a motion to postpone the appointments until Council voted on the Mayor Pro Tem position. Council Member Carter made a motion to postpone the appointments to the November 17, 2021, Council Meeting. Council Member James seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

Ms. Hegler stated that Parks staff had begun to place the large Christmas displays around the City Hall complex. She stated that Public Safety Director Snellgrove's retirement celebration was well attended and enjoyed by all. She stated that metal had been ordered for the roof repair for the building at the entrance to the City's Riverwalk. She stated that the Blake Drive project was ongoing and the contractor had installed three (3) sections of pipe and some backfill and would hopefully install the upstream headwall the following week. She stated that the Planning Director Position was posted on the City's website and she hoped to start interviews soon. She stated that the City had received a MASC Hometown Economic Development Grant to make more improvements to the City's Arts District.

Ms. Hegler stated that she had a few staff kudos she wanted to read for Council and the assembly. She read a social media post that stated "Back in the early morning hours of September 4, 2021, the Cayce Fire Department and Lexington County EMS personnel responded to a patient who was in active labor. Crews arrived and were

able to successfully deliver a healthy baby boy. The mother and child are doing great.” Ms. Hegler stated that Engineer John Howell, FF Jamel Addahoumi, FF Mackenzie Miller and FF Elijah Martin did a great job.

Ms. Hegler stated that a resident sent a kind note thanking staff in the Sanitation Department. The note read “Thank you to your guys picking yard waste who spun rakes and waved back and honked horns for 2 very excited little boys today!” Ms. Hegler stated that the note contained a picture of the little boys being lifted by a Sanitation staff member into the Sanitation truck cab.

Ms. Hegler stated Administrative Coordinator Amanda Rowan received a note thanking her for going above and beyond. The note read “Thank you for being such a blessing at a time when we had so much to worry about. Thank you for being so helpful; having our rehearsal lunch at Granby Pavilion was a great success and you made the whole process very easy. You are a kind and wonderful person and we are very grateful that you touched our lives.”

Ms. Hegler stated that she received an email from one of the City’s Planning Commissioners complimenting Zoning Tech Monique Ocean. The email read “I feel we have a very skilled and dedicated employee in Monique. She looks out for all of us...she is one of those people that quietly does her job and more...she is surely appreciated.”

Council Comments

Council Member James stated that former Council Member Bailey-Robinson was in the assembly. He stated that it was a joy working with her. Council Member Carter thanked her for serving on Council.

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. Discussion of release/removal of a person appointed by Council to a public body

Mayor Pro Tem Jenkins made a motion to enter into Executive Session. Council Member James seconded the motion which was unanimously approved by roll call vote.

Reconvene

After the Executive Session was concluded, Mayor Pro Tem Jenkins made a motion to reconvene the Regular meeting. Council Member James 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

- A. Discussion and approval of release/removal of a person appointed by Council to a public body
- B. Other

Mayor Pro Tem Jenkins made a motion to remove Mr. Marion Hutson from the Cayce Museum Commission. Mayor Pro Tem Jenkins stated that he was asking for Mr. Hutson to be removed because of what he said to a City staff member. He stated that he was going to read the staff member's statement but to bear with him because the statement had him disturbed. He stated that one could see that his hands were shaking. Mayor Pro Tem Jenkins read the following statement, "While visiting the 5 polling places today, in the course of my work for the Municipal Elections being held for District 1 and District 3, I ran into Mr. Marion Hutson at Edwards Memorial Church. Mr. Hutson is a member of the Cayce Museum Commission and I have known him since first starting at Cayce. Mr. Hutson told me he was there in support of candidate Hunter Sox. I asked Mr. Hutson about Mr. Sox and he stated that Mr. Sox was very conservative and came from a good Cayce family. Later in my discussion with Mr. Hutson I mentioned that I hoped to get to my polling place in Columbia that day so I could vote in Columbia's Mayoral election. Mr. Hutson stated that he hoped I was voting for Daniel Rickenman. He stated that Columbia did not need another 'colored person' as Mayor. He stated that there were three 'colored people' and one 'a rab' running for Mayor. He then stated that in the past more than one white person had run for Mayor which split the vote causing Mayor Benjamin to win. At that time Mr. Gerald Cromer, a resident of District 3 who was voting there, walked up and began talking to us so I did not have a chance to reply to Mr. Hutson." Mayor Pro Tem Jenkins stated that those were the words of a City employee. Mayor Partin seconded Mayor Pro Tem Jenkins motion.

Mayor Partin asked if there was any discussion. Council Member James stated that those comments were absolutely deplorable without a doubt and put people in a bad position without a doubt. He stated that those type things certainly needed to be addressed because they did not meet the spirit of the great City of Cayce. He stated that he had asked Council to direct staff to immediately investigate the matter and look at the other, were there any witnesses and bring it back immediately so Council could address it because they did need to address it. He stated whether there were other statements that could be obtained or not, he had asked for it to be looked into and

brought back immediately so they could address the issue because Council would address the issue.

Mayor Partin asked if there was any other discussion. Council Member Sox stated that he did agree with Council Member James but wanted Ms. Ann Bailey-Robinson and Ms. Kelly Wuest to know that he did not condone either of the statements and hated that Mr. Hutson was out there saying things like that and campaigning on his behalf.

Council Member Carter stated that when he and Mayor Partin were texting earlier that day, it appeared from the discussion that Council appeared to be somewhat not deadlocked but at least at a three (3) to two (2) and he told her in their earlier texts that under no circumstances did he want to be put in a position to be a swing vote on that issue and it appeared to be just where they were going and they had agreed if Council was not unanimous on whatever direction they were going to take that they were not going to take any action. Mayor Partin said that was absolutely not true. She stated that they did not say they would not take action if they were not united. Council Member Carter stated that Mayor Partin agreed they needed to be united. Mayor Partin stated that it was absolutely important for Council to be united but there were at least two of them that were willing to take action right then and stand up against those words and not let that person continue to represent their city. She stated if the three Council Members thought differently then vote that way.

Council Member James stated that there were more people that stood there with Mayor Partin on addressing the issue but they were asking for the due process. He stated that the timeliness of it was all they were asking for. He stated that he did not have to look at any of Council to know that it was not tolerated, absolutely not tolerated. Mayor Partin stated that by kicking the can down the road Council Member James was tolerating it. Mayor Partin asked if there was any more discussion and then called the question. Council Member James, Sox and Carter voted no. Mayor Partin and Mayor Pro Tem Jenkins voted yes.

Mayor Partin stated that the motion to remove Mr. Marion Hutson from the Museum Commission was denied. She stated that to clarify for the assembly the City's Ordinance stated that Council appoints people to all the City's Boards and Commission and they can take them off. She stated that the Ordinance did not require a reason for someone to be taken off. She stated that Council could state it was Thursday, thank you so much for serving and Council could take a vote to take them off. Mayor Partin stated that there was not any due process in that scenario that was granted or needed. She stated that the words that were said were inexcusable and as Mayor Pro Tem Jenkins shared with Council so thoughtfully it was very much what his life had been like and very much kicking those cans down the road were how those things got handled on a regular basis. Mayor Partin stated that she would not stand for it. She stated that she knew that they just did not pass that vote so he would stay on the Museum

Commission. She stated that there was no Council direction to investigate and that it would be the end of the matter. Council Member James asked Mayor Partin if she was going to deny the follow up so Council could not address it. Mayor Partin stated that he was saying he did not believe an employee so what follow up did he want. She asked if he wanted something to corroborate it. She asked if he thought Mr. Hutson was going to come before Council and say those words. She said she did not think he would either.

Adjourn

Mayor Pro Tem Jenkins made a motion to adjourn the meeting. Council Member James seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 7:31 p.m.

Elise Partin, Mayor

ATTEST:

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 November 9, 2021

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. The number of speakers at a council meeting may be limited in the discretion of the mayor or presiding officer, the length of time for any speaker's presentation is limited to a maximum of five minutes, and a presentation may be curtailed if determined to be uncivil, contentious, or disruptive in the discretion of the mayor or presiding officer or by majority of vote of council.