

Mayor
Elise Partin

Mayor Pro-Tem
James E. Jenkins

Council Members
Tara S. Almond
Phil Carter
Eva Corley

City Manager
Brian Watkins



**City of Cayce
Regular Council Meeting
Tuesday, September 4, 2018
6:00 p.m. – Cayce City Hall – 1800 12th Street
www.caycesc.gov**

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes
August 14, 2018 Regular Meeting
August 29, 2018 Special Meeting

II. Public Comment Regarding Items on the Agenda

III. Proclamations

- A. Approval of Proclamation – September as National Suicide Prevention Month

IV. Ordinances and Resolutions

- A. Discussion and Approval of Ordinance 2018-08 Amending Zoning Map and Rezoning Properties Located at 1803 State Street (Tax Map Number 004655-04-020) from C-3 to RG-2 – Second Reading

V. Other

- A. Discussion of Service Line Warranty Program Options

VI. City Manager's Report

VII. Committee Matters

- A. Appointments and Reappointments
Consolidated Board of Appeals - One (1) Position
Municipal Election Commission – One (1) Position
- B. Approval to enter the following Committee approved Minutes into the City's Record
Events Committee – July 12, 2018

Cayce Housing Authority - July 19, 2018

VIII. Council Comments

IX. 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

X. Reconvene

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

XII. Adjourn

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

Mayor
Elise Partin

Mayor Pro-Tem
James E. Jenkins

Council Members
Tara S. Almond
Phil Carter
Eva Corley

City Manager
Brian Watkins



CITY OF CAYCE
Regular Council Meeting
August 14, 2018

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, Phil Carter, Eva Corley and James Jenkins. City Manager Brian Watkins, Assistant to the City Manager Rachelle Moody, Municipal Clerk Mendy Corder, Municipal Treasurer Garry Huddle, City Attorney Danny Crowe, Planning and Development Director Carroll Williamson and Director of Public Safety Byron Snellgrove 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 Almond gave the invocation.

Approval of Minutes

Council Member Almond made a motion to approve the July 2, 2018 Special Council Meeting minutes and the July 3, 2018 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.

Presentations

A. Recognition of Appreciation to the Cayce Public Safety Foundation by the City Fire Department

Assistant Chief Brian Lorick stated that he and his fellow fire fighters wanted to extend their appreciation to the Cayce Public Safety Foundation for purchasing the Fire Department air monitoring equipment. He stated that the equipment is used for all structure calls and on medical calls. He stated that since 2014 the Foundation has provided over \$70,000 in additional equipment for Cayce Public Safety including a

defibrillation unit, air filtration systems, Taser packages, flash hoods, bunker gear, fans and chain saws. They also purchased a TI Simulator, which allows officers to train safely and effectively, giving them many life-like scenarios.

Assistant Chief Lorick stated that the Foundation is holding Cayce Drives on October 19. It is a one day Captain's Choice golf tournament to benefit the Cayce Public Safety Foundation.

Ordinances and Resolutions

- A. Discussion and Approval of Ordinance 2018-08 Amending Zoning Map and Rezoning Properties Located at 1803 State Street (Tax Map Number 004655-04-020) from C-3 to RG-2- Second Reading

Council Member Carter made a motion to table Ordinance 2018-08 until the next Council Meeting or until Council receives additional information from the City Manager. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

- B. Discussion and Approval of Ordinance 2018-09 Establishing the Standards for the Placement of Small Wireless Facilities in Covered Areas in the City of Cayce, South Carolina; and for Other Purposes – Second Reading

Mr. Watkins stated that since First Reading staff conducted additional research on establishing standards for the placement of small wireless facilities. He stated that small wireless facilities are facilities mounted on poles in the right-of-way that improve the performance of wireless networks in populated areas. The City's current Zoning Ordinance does not address small wireless facilities, but they are becoming increasingly common in cities.

Mayor Partin asked if the City has received any applications for these facilities. Mr. Williamson stated that the City has received one inquiry along with a plan for staff to review. He stated that since the City does not currently have an Ordinance for small wireless facilities staff could not approve the plan. He stated that staff does not have any way to regulate what goes on in the right-of-way until the Ordinance is approved. Mr. Williamson stated that the permitting will be managed at the staff level. Additionally, staff has added some design standards to ensure that these facilities blend in with the surrounding area and do not disrupt the aesthetics of the City. He stated that the proposed Ordinance is largely a model Ordinance that was created by the Municipal Association working with the City's attorney Danny Crowe.

Council Member Corley made a motion to approve Ordinance 2018-09 on second reading. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

C. Consideration and Approval of Resolution in Support of a Municipal State Highway Project

Mr. Watkins stated that the City has received federal TAP grant funding to construct a sidewalk along Julius Felder Street. This project has been in the planning and fund development process since 2013. With TAP grant-funded projects, SCDOT performs all project management. SCDOT has prepared drawings for the sidewalk construction and plans to advertise for bids on September 3, 2018. The project will be let on October 9, 2018 with construction soon to follow. Sidewalk construction along the west side of Julius Felder Street, from N. Eden Drive to Hemlock Street, will be complete by the end of the year. Prior to construction, the SCDOT has required the City sign a resolution in support of the project and authorize the construction and improvements of the road. Future plans: the third, and final, phase of sidewalk construction is planned to occur in 2020 (also at the direction of SCDOT). This portion will run from Hemlock Street to Frink Street.

Council Member Jenkins made a motion to approve the Resolution in support of the sidewalk project for Julius Felder Street. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

D. Consideration and Approval of Resolution Approving Law Enforcement Assistance and Support Agreement with Pine Ridge Police Department

Mr. Watkins stated that the City has mutual aid agreements with most of the surrounding municipalities therefore they can lend assistance across jurisdictional boundaries and receive assistance as well. Council Member Almond made a motion to approve the Resolution approving the assistance and support agreement with the Pine Ridge Police Department. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Other

A. Discussion and Approval of a Contract for Revenue Enhancement Consulting Services

Mr. Watkins stated that City staff has identified a method for potentially increasing business license revenue. He stated that staff proposes that the City contract with a company to perform a business license audit to review whether the City is collecting the

appropriate business license revenue from the various businesses operating in Cayce. These services include not only business license audits, but also hospitality tax and accommodations tax audits. After a full review of services offered, fee structures and reference review, staff selected Southern Resource Advisors as the company for contracting. Southern Resource Advisors will work with the City for a period of two years. This will be of no cost to the City.

Council Member Jenkins made a motion to accept the recommendation for a revenue enhancement consultant and authorize the City Manager to execute the contract for services. Council Member Carter seconded the motion which was unanimously approved by roll call vote. Council Member Carter asked if the revenue enhancement company would receive a percentage of an increase if the increase was an increase that Council instituted. Mr. Watkins stated that they would not receive a percentage of any increases that the City establishes.

B. Discussion and Approval of National League of Cities Service Line Warranty Program

Mr. Watkins stated that the National League of Cities has a service line warranty insurance program that provides coverage for home owners from the service line to the house. The City covers any issues from the road to the meter and anything from the meter to the home is the responsibility of the home owner. Staff discovered that there are other organizations that provide the same service including SCE&G. Mr. Watkins stated that he recommends putting a package together for customers that lists the various organizations that provide this service so the customers would have a range of options to choose from instead of going exclusively with the National League of Cities program.

Mr. Watkins stated that the National League of Cities program requires that the City basically be a partner since they use the City's letterhead and logo for their marketing materials. The other organizations do not have this requirement. Council Member Jenkins asked if a time frame was going to be placed on putting the information together for the City's customers. Mr. Watkins stated that staff could put the information package together for the next Council Meeting. Council Member Carter stated that many insurance companies also offer a similar program as a rider with one's home owner's insurance.

Council Member Carter made a motion to postpone discussion and approval of the National League of Cities Service Line Warranty Program until the September 4, 2018 Council Meeting where staff will provide Council with more information. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

C. Discussion and Approval of a Contract between the City of Cayce and nCourt to Provide Electronic and Online Payment System

Mr. Watkins stated that Cayce Municipal Court currently does not have electronic payment capabilities, which includes online payments. The only acceptable forms of payments are cash, money order or cashier's check. He stated that the Municipal Court and Public Safety staff reviewed three vendors the City could contract with to provide electronic and online payment services and chose nCourt. nCourt is the only vendor fully compatible with Public Safety's LawTrak software and offers a customizable webpage to pay tickets, posts payments daily and provides a reconciliation report with an itemized list of each payment made. In the event a bad payment is made, nCourt guarantees the payment to the City and handles the fraud/bad payment on their end. There is no charge to the City for nCourt services.

Council Member Almond made a motion to approve the contract between the City of Cayce and nCourt and to authorize the City Manager to sign the contract. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

D. Discussion and Approval of Firing Range Utilization Agreement

Mr. Watkins stated that the Cayce Department of Public Safety wishes to enter into an agreement with the Lexington County Health Services District Inc. to allow the certified and retired officers of that agency to utilize the City's training range. The Cayce Department of Public Safety can allow Lexington County Health Services District Inc. the use of the department's training range several days per month for their training and certification needs. Their use of the training range will not negatively impact Cayce Department of Public Safety's ability to use the facility. Council Member Jenkins asked if there would be a cost for them to use the City's facility. Mr. Watkins stated that there was not a cost to use the facilities but Lexington County Health Services District would provide financial assistance for training range upgrades and supplies that would greatly benefit both parties.

Chief Snellgrove stated that the firearms range is in the process of being updated. Lexington County Health Services District has offered to have a contractor they use pour concrete lines at the range at no cost to the City. Council Member Jenkins asked if the improvements that the Health Services District wants to make would interfere with the training that the City conducts there. Chief Snellgrove stated that the improvements would be a benefit to the City. Mr. Watkins stated that the agreement says that any modifications made to the range have to be approved by the City.

Council Member Almond made a motion to authorize the City Manager to sign a contract with the Lexington County Health Services District for the use of the City's

training range. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

E. Discussion and Approval to Amend the City's Purchasing Policy

Mr. Watkins stated that the City's Purchasing Policy establishes uniform policies and procedures for the procurement of materials and services as a guide for all purchases made by staff. It also provides guidance when working with vendors. He stated that the current policy states that small purchase orders and/or debit card purchase of items up to \$150 do not require oral or written bids if the prices are considered to be reasonable. Purchase of items of \$151 - \$4,999 require three (3) oral competitive bids. He stated that the \$151 threshold is considered quite low and staff recommends changing it \$1,000. Council Member Jenkins asked how management regulates staff's purchases. Mr. Watkins stated that managers and department heads are regulated by the City's purchasing policy and have to create a purchase order which then has to be approved by the City Treasurer and the City Manager.

Council Member Almond made a motion to approve the suggested changes to the City's Purchasing Policy. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

Mr. Watkins thanked Mayor and Council for the opportunity to serve the City of Cayce and its citizens. He stated that he looks forward to helping Council, staff and the City's citizens move the City forward. Mayor Partin stated that Council was excited Mr. Watkins was part of the team. Mr. Watkins stated that the Museum is holding the Congaree Heritage Day of Unity on Saturday, October 13, 2018. The City's Fall Plant Exchange is also on October 13. He stated that Cayce Public Safety is accepting donations for their Back to School Drive through August 17.

Mr. Watkins stated that he is attending the City's various Neighborhood Associations meetings to introduce himself and get to know the City's residents. He has attended the Avenues meeting and is attending the Julius Felder Coalition for Change and Riverland Park's upcoming meetings. He stated that the Knox Abbott Drive Pedestrian Safety and Traffic Calming Project is going well. He stated that most of the design issues and driveway cuts have been worked out with the business owners and the project is moving forward. He stated that the proposed recommendation for the easements for the moving of the power poles is a good proposal and should be moving forward as well. He stated that the Department of Public Safety was currently working a mutual aid structure fire in West Columbia.

Committee Matters

**A. Appointments and Reappointments
Municipal Election Commission – Four (4) Positions
Planning Commission – One (1) Position**

Council Member Carter made a motion to appoint the four potential member applicants to the Municipal Election Commission. Council Member Corley seconded the motion which was unanimously approved by roll call vote. Ms. Corder stated that the Municipal Election Commission would be needed for the 2018 elections so she promoted the four open positions on social media and received numerous potential member applications.

Mayor Partin stated that Mr. Ed Fuson's term expired on the Planning Commission in July. He has served on the Commission since 1998. Council Member Almond made a motion to reappoint Mr. Fuson to the Planning Commission. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Mayor Partin stated that the City has openings on the Accommodations Tax Committee, the Consolidated Board of Appeals, the Events Committee and the Public Safety Foundation.

**B. Approval to enter the following Committee approved Minutes into the City's Record
Events Committee – June 14, 2018**

Council Member Corley made a motion to enter the approved Events Committee meeting minutes into the record. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

Council Comments

Council Member Almond welcomed Mr. Watkins as the City's new City Manager. She stated that he attended the Avenues Neighborhood Association meeting the prior week and a large crowd attended the meeting to meet Mr. Watkins. Council Member Carter stated that he watched the Avenues Meeting on Facebook and Mr. Watkins did a great job at the meeting. Council Member Jenkins welcomed Mr. Watkins as well.

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 agreement for City Manager's employment

- C. Discussion of negotiations incident to proposed contractual arrangements regarding proposed redevelopment of 800 Lexington Avenue (Cayce Grammar School)
- D. Discussion of negotiations incident to proposed contractual arrangements for a sewer line project

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

Reconvene

After the Executive Session was concluded, Council Member Carter 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.

Discussion and approval of Employment Agreement for City Manager

Council Member Almond made a motion to approve the agreement for the City Manager's contract as presented with amendments as discussed on establishing residency, accrual of leave and relocation allowance as discussed in Executive Session and authorize the Mayor to sign. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

Possible Actions by Council in follow up to Executive Session

Item IX. A.

Council Member Almond made a motion to authorize the City Attorney to proceed as discussed in Executive Session regarding the Godley Street road closing. Council Member Carter seconded the motion. Council Member Jenkins recused himself from the vote. The motion passed with four affirmatives.

Item IX. A.

Council Member Carter made a motion that Council reconsider the vote taken earlier in the meeting regarding the Municipal Election appointees. Council Member Almond seconded the motion which was unanimously approved by roll call vote. Council Member Carter made a motion to approve Mr. Danny Creamer, Ms. Mary Ann Dowd and Ms. Megan Lightle to the Municipal Election Commission. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Item IX. D.

Council Member Almond made a motion to reject the proposed agreement from the developer regarding the Laurel Road subdivision. Council Member Corley 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 Almond seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 8:21 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, CMC, Municipal Clerk

Mayor
Elise Partin

Mayor Pro-Tem
James E. Jenkins

Council Members
Tara S. Almond
Phil Carter
Eva Corley

City Manager
Brian Watkins



**City of Cayce
Special Council Meeting
August 29, 2018**

A Special Council Meeting was held this afternoon at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. City Manager Brian Watkins, Assistant to the City Manager Rachelle Moody, Municipal Clerk Mendy Corder, City Treasurer Garry Huddle, Planning and Development Director Carroll Williamson, Director of Public Safety Byron Snellgrove 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 Corley gave the invocation. Mayor Partin led the assembly in reciting the Pledge of Allegiance.

Public Comment Regarding Items on the Agenda

Ms. Corder stated no one had signed up for public comment.

Ordinances and Resolutions

- A. Discussion and Approval of Ordinance 2018-10 Relating to the Recovery of Collection Costs as a Part of Delinquent Debts Collected Pursuant to the Setoff Debt Collection Act – First Reading

Council Member Carter made a motion to approve Ordinance 2018-10 on first reading. Council Member Jenkins seconded the motion. Mr. Watkins stated that the Municipal Association of South Carolina recently conducted a thorough review of the Setoff Debt Ordinance, agreement and resolution. They made some contextual changes needed for participants to stay complainant with the Setoff Debt Collection Act and allow the Association to act on their behalf to submit debts to the South Carolina Department of Revenue. Mayor Partin called the question which was unanimously approved by roll call vote.

- B. Consideration and Approval of Resolution to Authorize the Municipal Association of South Carolina to Act as Claimant Agency for the Collection of Debt on Behalf of the City of Cayce in Accordance with the Setoff Debt Collection Act

Council Member Carter made a motion to approve the Resolution. Council Member Corley seconded the motion. Council Member Carter asked what type of debt

was collected. Mr. Watkins stated any debt owed to the City is applicable. Mayor Partin called the question which was unanimously approved by roll call vote.

Other

A. Discussion of Possible Ordinance Regarding Mobile Food Vending

Mr. Williamson stated that staff has received numerous inquiries regarding food trucks operating in the City. Currently food trucks are treated as a temporary use which states they can operate in one location for a maximum of six months. He stated that this requirement is not conducive to the way food trucks operate. Mr. Williamson stated that the City of West Columbia has a food truck Ordinance that is not so restrictive regarding location. He stated that in order for the City of Cayce to be as business friendly as possible a similar Ordinance is needed. He stated that food truck owners would be required to get a permit but a fee would not be associated with it. A business license would be required and Hospitality Taxes would have to be paid to the City.

Mr. Williamson stated that once staff received input from Council a draft Ordinance would be written for the City Attorney's review. The Planning Commission would review the Ordinance as well. Mr. Watkins stated that currently the City does not have any real guidance on how to regulate food trucks. A food truck Ordinance would assist the City in governing food trucks and would give guidance to the food truck owners on how to operate in the City. Mr. Watkins stated that the proposed Ordinance would provide protection for brick and mortar restaurants. Food trucks would have to be at least 100 feet from existing restaurants so not to interfere with their business.

Council Member Jenkins asked if the proposed Ordinance would affect food trucks at the Historic Speedway. Mr. Williamson stated that events at the Speedway would be treated as a Special Event and would be governed by the Special Event Policy. He stated the proposed Ordinance would address food trucks that sell lunch or dinner in the City on public or private property.

City Manager's Report

Mr. Watkins stated that he is continuing to meet with various agencies and neighborhood associations. He recently met with the Director of District One Department of Transportation, the Superintendent of Lexington Two School District, and the Avenues and Julius Felder Neighborhood Associations. He stated that he is attending the Edenwood and Riverland Park Neighborhood Association meetings in October. Mr. Watkins stated that the City recently was awarded two grants. One will provide money to purchase recycle roll carts for Moss Creek and the other will fund a study to preserve the Earthworks in the 12,000 Year History Park. He stated that staff is working on two grants for the arts, one for the stormwater issue on the Avenues and an economic development grant.

Committee Matters

- A. Appointments and Reappointments
Municipal Election Commission – One (1) Position

Council Member Jenkins made a motion to appoint Mr. Frank Dickerson to the Municipal Election Commission. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Council Comments

Council Member Almond apologized for being late to the meeting. She stated she was on a conference call with work and could not break away.

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 negotiations incident to proposed contractual arrangements regarding proposed redevelopment of 800 Lexington Avenue (Cayce Grammar School)

Mayor Partin stated that there was not any issues to discuss under Executive Session Item VIII. A. Council Member Corley made a motion to move into Executive Session to discuss Item VIII. B. Council Member Almond 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 Almond seconded the motion which was unanimously approved by roll call vote. Mayor Partin announced that no vote was taken in Executive Session other than to adjourn and resume the Regular meeting.

Possible Actions by Council in follow up to Executive Session

There was not any action in follow up to Executive Session.

Adjourn

Council Member Almond made a motion to adjourn the meeting. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 5:32 p.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk

Mayor
Elise Partin

Mayor Pro-Tem
James E. Jenkins

Council Members
Tara S. Almond
Phil Carter
Eva Corley

City Manager
Brian Watkins



PROCLAMATION

September Is National Suicide Prevention Awareness Month

WHEREAS; September is known around the United States as National Suicide Prevention Awareness Month and is intended to help promote awareness surrounding each of the Suicide Prevention resources available to us and our community. The simple goal is to learn how to help those around us and how to talk about suicide without increasing the risk of harm; and

WHEREAS; Suicidal thoughts can affect anyone regardless of age, gender, race, orientation, income level, religion, or background; and

WHEREAS; According to the CDC, each year more than 41,000 people die by suicide; and

WHEREAS; Suicide is the 10th leading cause of death among adults in the US, and the 2nd leading cause of death among people aged 10-24; and

WHEREAS; Cayce, South Carolina, is no different than any other community in the country, but chooses to publicly state and place our full support behind local educators, mental health professionals, athletic coaches, pack leaders, police officers, and parents, as partners in supporting our community in simply being available to one another; and

WHEREAS; local organizations like Suicide Prevention Services (SPS) and national organizations like the National Alliance on Mental Illness (NAMI) are on the front lines of a battle that many still refuse to discuss in public, as suicide and mental illness remain too taboo a topic to speak on; and

WHEREAS, every member of our community should understand that throughout life's struggles we all need the occasional reminder that we are all silently fighting our own battles; and

WHEREAS, I encourage all residents to take the time to inquire as to the wellbeing of their family, friends, and neighbors over the next few days and to genuinely convey their appreciation for their existence by any gesture they deem appropriate. A simple phone call, message, handshake, or hug can go a long way towards helping someone realize that suicide is not the answer.

NOW, THEREFORE, be it resolved that I, Elise Partin, Mayor of Cayce, South Carolina, do hereby proclaim the month of September 2018, as National Suicide Prevention Awareness Month in the City of Cayce.

Dated this 4th day of September, 2018

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk

Memorandum

To: Mayor and Council

From: Rachele Moody, Assistant to the City Manager
Carroll Williamson, Planning and Development Director

Date: August 28, 2018

Subject: Second Reading of an Ordinance to Re-zone 1803 State Street (TMS# 004655-04-020) from C-3 (Central Commercial District) to RG-2 (General Residential District, High Rise).

ISSUE

Council approval is needed for the Second Reading of an Ordinance to re-zone 1803 State Street (TMS# 004655-04-020) from C-3 (Central Commercial District) to RG-2 (General Residential District, High Rise).

BACKGROUND/DISCUSSION

The applicant wishes to rezone the property listed above from C-3 (Central Commercial District) to RG-2 (General Residential District, High Rise). The C-3 zoning classification is intended to promote the concentration and vitality of commercial and business areas of State Street, but the allowable residential uses in this district are limited. The structure on the property was built as a residence, but has had commercial use most recently, in conformance with the current zoning. The property is currently vacant. To be used commercially, significant upgrades to meet building code requirements must be completed.

Properties adjacent to this property to the east are currently zoned RG-2, but there are no RG-2 zoning districts on State Street. The RG-2 zoning district allows for the greatest amount of flexibility of size and use of the City's residential zoning districts, including multi-family uses.

This property is 7,250 square feet and contains a structure that has 1,146 square feet of living area. The subject property is contiguous to RG-2 to the east, C-3 to the south and west, and RS-3 (Single-Family Residential) across Poplar Street to the north.

The requested re-zoning is in compliance with the Zoning Ordinance and is permitted as an alternative zoning district according to the criteria of the Future Land Use Map.

The Planning Commission considered the request for re-zoning at the meeting on June 18, 2018. The rezoning request was opened to the public. No one from the public, other than the applicant, spoke at the public hearing.

The Planning Commission voted on the requested re-zoning, to the RG-2 zoning designation, at the Planning Commission Meeting on June 18, 2018.

RECOMMENDATION

The Planning Commission recommends Council approve Second Reading of an Ordinance to re-zone 1803 State Street (TMS# 004655-04-020) from C-3 (Central Commercial) to RG-2 (General Residential District, High Rise).

STATE OF SOUTH CAROLINA)
)
COUNTY OF LEXINGTON)
)
CITY OF CAYCE)

ORDINANCE 2018-08
Amending Zoning Map and Rezoning
Properties Located at 1803 State Street
(Tax Map Number 004655-04-020) from
C-3 to RG-2

WHEREAS, Julie Isom Sharpe, as the property owner, requested that the City of Cayce amend the Zoning Map to re-designate the property comprising and shown as 1803 State Street (TMS# 004655-04-020), now zoned Central Commercial (C-3) to General Residential, High Rise (RG-2), and

WHEREAS, the Planning Commission held a public hearing on this request to receive comments from the public and adjacent property owners, and

WHEREAS, the Planning Commission met on June 18, 2018, to review public comments and vote on recommending the rezoning request and unanimously voted to recommend this change to the existing zoning,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, that the property hereinafter listed, and as shown on the attached sketch, is hereby rezoned and reclassified on the Zoning Map of the City of Cayce as RG-2, General Residential, High Rise:

Tax Map Number 004655-04-020
1803 State Street

This Ordinance shall be effective from the date of second reading approval by Council.

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2018.

Elise Partin, Mayor

Attest:

Mendy Corder, CMC, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

Approved as to form: _____
Danny C. Crowe, City Attorney

Memorandum

To: Mayor and Council

From: Mendy Corder, Municipal Clerk
Rachelle Moody, Assistant to the City Manager

Date: August 29, 2018

Subject: National League of Cities Service Line Warranty Program

Issue

At the April 18, 2018 Council meeting, Mayor and Council received a presentation from Mr. Dennis Lyon regarding the National League of Cities (NLC) Service Line Warranty Program. An overview of the program was provided, as well as information about how the City of Cayce residents could opt in to a service line warranty through a company called Utility Service Partners. There is no charge to the City and the program is administered by an outside vendor.

Discussion

Since the presentation, at the request of Council, staff has performed additional research regarding the program. Staff provided Council a sample marketing letter and statements from administrators in other South Carolina cities who currently participate in the NLC Service Line Warranty Program.

At the August 14, 2018 Council meeting Council asked staff to research all options available for residents regarding service line warranty programs. Staff discovered that there are numerous companies that provide service line warranties. The City's residents can enroll with any of these companies by contacting the company directly or going to their individual website.

Recommendation

Staff recommends providing the names and contact information to new residents of the various companies that provide service line warranties. The information can be included in the Newcomer's Guide that is given to each new water and/or sewer customer. An insert can also be placed in all customer's utility bill informing them of the service line warranty options available to them.

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

COUNCIL ACTION REQUIRED

CAYCE MUNICIPAL ELECTION COMMISSION – ONE (1) POSITION

Mr. Will Chavis' term has expired. He has served on the Commission since 2004 and is currently the Chairperson. His reappointment application is attached for Council's review.

CONSOLIDATED BOARD OF APPEALS – ONE (1) POSITION

Mr. Lawrence Gardner's term expired in August. He has served on the Board since 2015. His reappointment application is 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 – THREE (3) POSITIONS

Mr. John Hert resigned at the March Accommodations Tax Committee meeting. He filled an at large position. Dr. Pete Cassidy was the Chairperson of the Accommodations Tax Committee, he passed away in August 2018. The other open position must be filled by someone from the motel industry in Cayce.

CONSOLIDATED BOARD OF APPEALS – ONE (1) POSITION

Members who serve on this Board must be either an Engineer, Contractor, Architect or Design Professional. There are no recommendations at this time.

EVENTS COMMITTEE – ONE (1) POSITION

Mr. Vi'Dual Futch no longer lives in the City. There is currently one open position on the Events Committee. The Committee has no recommendations at this time.

PUBLIC SAFETY FOUNDATION – FOUR (4) POSITIONS

The Foundation has no recommendations at this time.



CITY OF CAYCE
COMMITTEE MEMBER REAPPOINTMENT APPLICATION

Name: Lawrence M. Gardner

Home Address: Baxter Street City, State, Zip Cayce SC 29033

Telephone: 803- E-Mail Address

Resident of Cayce: Yes { No Number of Years 60 +

Please check the Committee for which you are applying for reappointment:

- Accommodations Tax Committee, Beautification Board, Event Committee, Cayce Housing Authority, Museum Commission, Planning Commission, Consolidated Board of Appeals, Board of Zoning Appeals

Work Address

Company: Retired/City of Cayce Position Public Safety/ Lieutenant.

Address:

City, State, Zip Telephone:

Fax: E-Mail

Work Experience: 37 years with the City of Cayce. 5 years police dispatcher. 32 years with Fire Department. While at FD, 15 years doing Preplanning. Last 12 years, Resident State Fire Marshal.

Educational Background: Graduate Airport H.S., 1973. One semester at Midlands Tec (Architectural Technology). SC Fire Academy and Office of State Fire Marshal Continuing Education.

Membership Information (Professional, Neighborhood and/or Civic Organizations): formerly International Codes Council (ICC), NFPA, SC Fire Fighter's Assoc., SC Fire Marshal's Assoc. and the Midlands Fire Marshal's Assoc. (founding member).

Volunteer Work: Equipment Manager for the Airport H.S. Football Team (40+ years)

Hobbies: Equipment Manager at Airport HS Football

Return to:
Mendy Corder, Municipal Clerk
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
Telephone: 803-550-9557 • Fax: 803-796-9072
mcorder@cityofcayce-sc.gov



CITY OF CAYCE
COMMITTEE MEMBER REAPPOINTMENT APPLICATION

Name: Will Chavis
Home Address: Oak LN City, State, Zip Cayce 29033
Telephone: E-Mail Address

Resident of Cayce: (Yes) { No Number of Years 84 yrs

Please check the Committee for which you are applying for reappointment:

- { Accommodations Tax Committee { Beautification Board { Event Committee
{ Cayce Housing Authority { Museum Commission { Planning Commission
{ Consolidated Board of Appeals { Board of Zoning Appeals Municipal Election Comm.

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? [] Yes [X] No If yes, specify below:

Work Address

Company: Retired Position

Address:

City, State, Zip Telephone:

Fax: E-Mail

Work Experience: Southern Bell

Educational Background:

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

Trinity Baptist Church

Volunteer Work: Church, Municipal Election Comm.

National Guard

Hobbies: Flying

Return to:
Mendy Corder, Municipal Clerk
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
Telephone: 803-550-9557 • Fax: 803-796-9072 • mcorder@cityofcayce-sc.gov

**CITY OF CAYCE
EVENTS COMMITTEE MEETING MINUTES
Council Chambers
July 12, 2018**

Present: Dave Capps, Danny Creamer, Maxine Creamer, Sarah Donnelley, Justina LaRocque, Alexis Moore, Johnathon Moore, Cindy Pedersen, and Rachel Scurry

Absent, Excused: Vi'Dual Futch and Adaylia Stark

Guest: Richard Skipper, Director or Greater Cayce-West Columbia Chamber of Commerce

City Representatives Present: Mendy Corder and Katinia Taylor

Chairperson Danny Creamer called the meeting to order. The minutes of the June 14, 2018 meeting were reviewed and approved as written.

Chairperson Creamer welcomed Richard Skipper, Director or Greater Cayce-West Columbia Chamber of Commerce. Mr. Skipper provided a brief biographical background. Then, he discussed three types of potential events.

1. Music: Featured music genre limits attendance.
2. Festival: Featured food with music as a secondary attraction (Rosewood Crawfish Festival).
3. Heritage: Cultural events with music and food as secondary attractions (Columbia's Greek Festival).

Mr. Skipper suggested that the Committee decide on an event that celebrates something. The Chamber can help with events. He suggested checking websites for successful events. Most ideas have been tested, and we need to determine what will be most inviting to our community and draw visitors to the City. It's important to have a title/presenting sponsor. Family-oriented events with food vendors will serve as an alternative to major sporting events.

Chairperson Creamer challenged Committee members to bring ideas back to the Committee.

Carols along the Riverwalk – Friday, November 30, 2018, 6 pm until 8 pm
Budget: \$4000

Carols participants thus far include (1) Grace Academy Younger Children, (2) Grace Academy Older Children, (3) Brookland Baptist Sanctuary Choir, (4) Gantt Street Pickers, (5) Beauty Hill Orchestra, (6) Sid Jackson and Bob Michaelski, (7) Sugarloaf Mountain Boys, and (8) Mr. and Mrs. Santa Claus.

The Committee reviewed the list of 14 potential locations for performers. The Committee discussed paying the performers for the 2018 event.

Ms. LaRocque made a motion to pay performers for the 2018 event. Ms. Pedersen seconded, and the motion passed.

Chairperson Creamer requested that Ms. Donnelley lead a subcommittee to determine the assignments of the selected locations to participants. Mrs. Creamer and Ms. Larocque agreed to serve on the subcommittee.

Mr. Capps made a motion to pay each participating group \$200 for a total of \$2000. Ms. Donnelley seconded, and the motion passed.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Rachel R. Scurry

THE HOUSING AUTHORITY OF THE CITY OF CAYCE, S.C.
June 19, 2018

The Board of Commissioners of The Housing Authority of the City of Cayce, S.C. convened at 5:15 P.M., Tuesday, June 19, 2018 in Cayce City Hall.

The Chairman called the meeting to order and upon roll call, those present and absent were as follows:

PRESENT: Jack L. Sightler, Jr., Chairman
Bruce Smith, Chair-Elect
Ed Landry, Commissioner
Cheryl Seymour, Commissioner
Silvia Sullivan, Commissioner
Gilbert Walker, Secretary

STAFF: Howard Thomas, Lee McRoberts, Latoya Nix, Yolanda Gownes, Angel Cruz

Mr. Smith opened with a prayer.

Upon motion of Mr. Smith, seconded by Ms. Sullivan the minutes of the regular meeting held April 10, 2018 were unanimously approved.

Ms. Nix gave the Operations Report for April, May and June. She stated that 3 accounts in April and 1 in May were sent to the Magistrate, there were none sent in June, there were 3 accounts over thirty days old in April and 3 in May, 16 work orders were received in April, 19 received in May and 6 to date in June, all were completed in April and May and 3 remain to be completed in June. No emergency work orders were received.

Ms Gownes gave an update on services for residents in Cayce. A Fun Day was held in April in the Community Room; food, games and several vendors were on hand to provide information to residents. The Mobirec van has visited Cayce to encourage healthy outdoor activities for the children and career development program information has been made available to all interested. A Back to School bash is being planned for August and was well attended last year.

Chief Cruz gave a briefing on security. There were 2 reports for the previous period and both occurred at 2228 Lee St. The first incident was a Strong Arm Robbery of a cell phone. The second report was a domestic dispute between the lease holder and her roommate. Mrs. Nix stated that the tenant is in violation of her lease because of the unreported roommate; staff may begin the eviction proceedings if the resident does not move out on her own first.

Mr. Thomas requested approval for the write off of uncollectible tenant accounts for the previous year. There were 2 accounts totaling \$2,494.84 and were a mixture of outstanding rent and work orders. The accounts will be sent to the debt setoff program through the State and will be reclaimed from the tenant's State income tax refund if possible. Upon motion of Mr. Smith, seconded by Ms. Sullivan it was unanimously approved.

Mr. Thomas presented the budget for FY 2018-2019. The budget is very similar to last year's budget. CHA is projecting \$63,381.35 in Net Cash Flow for the next year after operating expenses. Salaries are for management and maintenance staff and are prorated based on actual work done in Cayce. There was a projected 1.5% to 3% for Cost of Living and merit increases for staff at Columbia Housing Authority. Computer upgrades, a new van for Cayce have been planned into the coming year's budget. Capital Funds will continue to be used as part of the Operating fund; there was concern earlier this year that the Capital Fund may be phased out completely but annual allocations were actually higher than anticipated with approximately \$85k received this year versus \$53k last year. Upon motion of Ms. Sullivan, seconded by Mr. Landry it was unanimously approved.

Mr. Thomas gave an update on the proposed new construction at Spencer Place. Staff is currently working to finalize and submit the grant for Project Based Vouchers that could be used to construct 6 additional units for homeless veterans on the empty parcel at Spencer Place. Elevations have been drawn by the architect, John Bowman, and once the project is approved work should be able to begin soon thereafter. There was a general discussion regarding how the vouchers can be used to leverage financing for the project as the rents will service the mortgage debt. Mr. Thomas said he hopes to see construction underway before the end of the year and will bring additional information to the Board as the project progresses.

There being no additional business, the meeting adjourned at 6:10 pm.


Secretary

APPROVED: 