

CITY OF CAYCE

MAYOR
ELISE PARTIN

MAYOR PRO-TEM
JAMES E. JENKINS

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

CITY MANAGER
REBECCA VANCE

ASSISTANT CITY MANAGER
SHAUN M. GREENWOOD

**City of Cayce
Regular Council Meeting
Tuesday, September 2, 2014
6:00 p.m. – Council Chambers - 1800 12th Street
www.cityofcayce-sc.gov**

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes
 - July 9, 2014 Strategic Planning Session
 - August 5, 2014 Regular Meeting
 - August 20, 2014 Special Meeting

II. Presentation

- A. Presentation by Ms. Diane Wessinger re Water and Sewer Rates

III. Public Comment regarding Items on the Agenda

IV. Other

- A. Bid Award – State Street Sewer Line Project
- B. Discussion and Approval to Move Forward with an RFQ for Phase I of the Knox Abbott Drive Pedestrian Safety and Traffic Calming Project

V. City Manager's Report

VI. Committee Matters

- A. Approval to Enter the following approved Committee Minutes into the City's Official Record
 - Museum Commission – June 3, 2014
 - Beautification Board – July 8, 2014
 - Cayce Events Committee – July 17, 2014

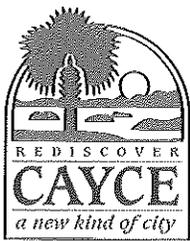
VII. Executive Session

- 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 matters with Lexington County

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

IX. Adjourn

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

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

A Council Strategic Planning Session was held today at 3:00 p.m. at the Charleston Place Hotel. Council and staff were in Charleston for the Municipal Association of South Carolina's annual meeting and held the Strategic Planning Session there for convenience. Those present included Mayor Elise Partin, Council Members Tara Almond, Tim James, and James Jenkins, City Manager Rebecca Vance, Shaun Greenwood, Assistant City Manager and Mendy Corder, Municipal Clerk. Council Member Eva Corley was unable to attend the meeting due to her work schedule. Mayor Partin asked if members of the press and the public were duly notified of the meeting in accordance with the FOIA. Ms. Corder confirmed they were notified.

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

Discussion Regarding the Following Items**A. Review of Council's Goals from 2013 Strategic Planning Discussion**

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

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

All of Council agreed that much has been accomplished in the past twelve months. Mayor Partin stated that the City is no longer reacting but being proactive. Council Member Jenkins stated he would like to see the City's roads repaved or at least painted. Ms. Vance explained that the County asked all the cities to make a list of roads

that needed repaving as part of the Penny for Progress projects. Mr. Greenwood explained that 80% of the roads are state owned, not county owned so the state is looking into options to improve the roads.

B. Discussion of Funding Sources and Funding Philosophies

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

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

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

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

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

C. Citywide Needs – Capital

Ms. Vance explained that the City needs a new fire truck and equipment which would cost approximately \$490,000. She stated the City has to have three fire trucks that can be used or its ISO rating will be negatively affected. Five police vehicles are also needed and would cost \$145,000. The Sanitation Department needs a new roll off truck that costs \$120,000. The roll off truck is used to take white goods and leaves and limbs to the landfill. Public Safety needs fifteen in car digital recording systems that cost \$75,000. Ms. Vance explained that Highway Patrol recently gave the City ten digital

recording systems. These recording systems are important because currently the City's recording devices work inconsistently. She explained that at times the audio won't work and other times the video won't work and both have to be used in a DUI case for a conviction.

D. Citywide Needs – Other Possibilities

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

Council Input

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

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

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

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

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

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

Hospitality Tax Policies

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

Other

Council discussed possibly enacting a fireworks ordinance since there have been numerous complaints regarding late night fireworks. The discussion focused on limiting the time of day fireworks can be discharged. The discussion also included limiting fireworks to the day preceding, the day of or the day after a national holiday. No Council members were in favor of outlawing fireworks altogether. Mayor Partin asked staff to research the issue and to create an ordinance to address the items that were discussed.

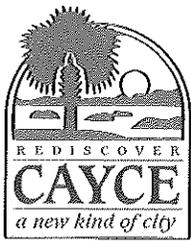
Adjourn

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

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk



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CITY OF CAYCE Regular Council Meeting August 5, 2014

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, Tim James, and James Jenkins, City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood and Municipal Clerk Mendy Corder. Municipal Treasurer Garry Huddle, Director of Utilities, Blake Bridwell, and Chief Charles McNair were also in attendance. Mayor Partin asked if members of the press and the public were duly notified of the Council Meeting in accordance with the FOIA. Ms. Corder confirmed they were notified.

Call to Order

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

Approval of Minutes

Ms. Corder explained that the minutes of the July 9, 2014 Strategic Planning Session incorrectly reflect Council Member Corley attended the meeting. She stated that she would correct the minutes and add the corrected minutes to the September Council Meeting agenda. Council Member James asked Ms. Corder to also include the discussion that took place at the Strategic Planning Session regarding fireworks so the City's residents would know Council is looking into that issue. Council Member Almond made a motion to approve the minutes of the July 1, 2014 Regular Meeting and the July 16, 2014 Special Meeting as submitted and the July 9, 2014 minutes with the two changes. Council Member James seconded the motion which was unanimously approved by roll call vote.

Public Comment Regarding Items on the Agenda

No public comment was given.

Other

A. Discussion and Approval of Centennial Celebration Budget

Ms. Vance reviewed the events planned for the City's Centennial Celebration. She stated that Friday, September 5, 2014 is the Centennial Kickoff Party with a free concert headlined by Tokyo Joe at Guignard Brickworks. The gates open at 5:30 and the concert is from 6pm to 10pm. She stated beer and wine will be sold and local

restaurants are lined up to be food vendors. The City will have a trolley and golf carts to transport people from their cars to the concert.

Ms. Vance stated that Saturday, September 6, 2014 is the Family Fun Day at Granby Gardens Park from noon to 5pm. There will be a 20' water slide, a bouncy house for toddlers, a bouncy obstacle course, a dunking booth, sno cone machine and a cotton candy machine. All these are free to the public and will have an attendant staffing each of them. There will also be a face painter and Cinderella will be there for the children to meet and have their pictures taken with. One of the City's fire trucks will also be there for the kids to get in. The local Woman's Club, the American Legion and the Masonic Legion are the three food vendors that will be selling food that day.

Ms. Vance explained that Sunday, September 7, 2014 is the City's actual Centennial. The History Day & Birthday Party will be held at the Museum and on the Museum grounds from 2pm to 5pm. All local dignitaries are invited and Mayor Partin will do the welcome and Dr. Pete Cassidy will do the invocation. There will be a large birthday cake and the time capsule that was planted on the grounds 25 years ago will be dug up and a new one buried. There will be games for the kids that children played in 1914 and there will be re-enactors walking through the crowd talking to the kids. A Centennial Coin will be presented to the dignitaries and Mr. Reid Cayce will be in attendance.

Ms. Vance stated that the City's Public Relations consultant has created an aggressive marketing plan for the event. There will be three billboards, ads in the Free Times, radio marketing and WIS coverage. She reminded Council that it was discussed at the recent Strategic Planning Session to use hospitality tax funds to fund part of the Centennial Celebration. She stated staff talked to the City attorney and bond attorney who both stated the City can use General Fund monies and then reimburse the General Fund with hospitality tax funds once they are collected.

Ms. Vance explained staff is requesting up to \$15,000 for the Centennial events. She stated the non-operation and maintenance part of the hospitality tax funds can be used to pay for any security associated with City events. She explained that there will be quite a bit of overtime for Public Safety staff since there will be a lot of officers used for traffic control, parking and security.

Ms. Vance reminded Council that at the Strategic Planning Session it was discussed that the City needs to purchase two golf carts. They were requested in this year's budget requests but were unable to be funded. The golf carts would also be used for the Congaree Bluegrass Festival and Christmas in Cayce events. Currently the City only has one golf cart which is very old and has brake issues. The City is renting four golf carts for the Centennial events and four are being rented for the Bluegrass Festival. Staff is requesting up to \$16,000 to purchase one six-seater golf

cart and one four-seater golf cart. These would be used for City events and they would also be used in the Riverwalk Park.

Council Member James asked if there was any other place in the budget to take the money for the Centennial events and the golf carts. Ms. Vance stated General Fund monies could be used. She explained that the City received \$10,000 in accommodations tax funds for the Centennial events but those funds will be spent on the bands for the concert and advertising for the events. Mayor Partin stated she thought she remembered discussing the need for golf carts at the Strategic Planning Session. Ms. Vance confirmed it was discussed since the City does not have a golf cart that could transport someone if they were injured at the Riverwalk Park. Also a larger golf cart is needed to transport seniors or physically disabled people in the Riverwalk.

Mayor Partin asked if the City does not purchase these golf carts than will staff continue to have to rent golf carts. Ms. Vance explained that golf carts are rented for City events but not for everyday use. She reminded Council that recently there were people who wanted to tour the Riverwalk but they were unable to walk that distance so staff had to borrow a golf cart. Council Member Almond asked what the cost was to rent the golf carts for the Centennial events. Ms. Vance stated it was approximately \$700 to rent four golf carts. Council Member Jenkins stated he would support using hospitality tax funds before they are collected if it was an emergency but he prefers continuing to rent golf carts at this time.

Ms. Vance stated that staff would continue to rent golf carts but staff also requested money for the Centennial events. She explained that the money could be taken from the General Fund but reminded Council that there would be a line item that would go over budget since the Centennial events are not in the budget. She explained that the hospitality tax was designed to pay for things like the Centennial events since the events will bring people into the City. Ms. Vance explained that any General Fund money that is used will be money that was budgeted to pay for something else whereas hospitality tax money can only be used on events like this.

Council Member James stated he agrees with Council Member Jenkins. He explained rather than borrowing against funds that the City does not have yet General Fund money needs to be utilized. Mayor Partin asked if Council could decide to reimburse the General Fund later once hospitality tax funds have been collected. Mr. Crowe confirmed that was possible. Council Member Almond stated she was fine with reimbursing the General Fund retroactively. Ms. Vance asked that it be shown in the meeting minutes that Council was made aware that certain budget line items will go over since they will be used for the Centennial events. Mayor Partin asked staff to bring back to Council the issue of reimbursing the General Fund once the hospitality tax funds are collected so Council can vote on reimbursing the General Fund.

City Manager's Report

Ms. Vance stated the bids for the State Street sewer line project are due at the end of August. This line goes under the railroad and connects into the City's main line that goes to the City's wastewater treatment plant. There is a 45 day construction period so this project will be completed very quickly. She stated Riverwalk Park Phase IV should be completed by the end of the year and then the Riverwalk will be complete and connect into Timmerman Trail Phase II. She explained that there is a pre-bid coming up for the renovations to the Andrew J. Burnette Park so this project will get started soon.

Committee Matters

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

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

Beautification Board – June 10, 2014
Cayce Events Committee – June 12, 2014
Zoning Board – June 30, 2014

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

- B. Appointments

Events Committee - -Three (3) Positions

Ms. Julie Isom resigned from the Committee in June and Council approved amending the by-laws and increasing the membership from nine to eleven positions at the June 3, 2014 Council Meeting. There are currently four open positions on the Committee. Staff has received potential member applications from Ms. Kimberly Christ, Dr. Jason Munsell and Ms. Emily Sapier. The Events Committee recommends all three for appointment. Council Member James made a motion to reappoint Ms. Christ, Dr. Munsell and Ms. Sapier. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Executive Session

- A. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege

- B. Discussion of negotiations concerning proposed contractual arrangements as it relates to the 12,000 Year History Park

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

Reconvene

After the Executive Session was concluded, Council Member James 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. Mayor Partin asked that the July 9, 2014 Strategic Planning Session minutes reflect that Council and staff were attending the Municipal Association of South Carolina's annual meeting in Charleston and that is why the Strategic Planning Session meeting was held there. Council Member James made a motion to add this text to the July 9, 2014 minutes. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Mayor Partin asked if Ms. Julie Isom submitted a resignation letter when she resigned from the Events Committee. Ms. Corder stated Ms. Isom did not. Mayor Partin stated that she read in the Events Committee's June minutes that Dr. Pete Cassidy had also resigned from the Events Committee. She asked if that meant there was going to be another open position on the committee for the next Council Meeting. Ms. Corder stated that after appointing the three new members there will still be one opening on the Events Committee, Dr. Cassidy's position.

Council Member James stated that the Moss Creek Neighborhood Association met the previous night and discussed two issues that he wanted to bring to staff's attention. The association discussed that the roads in the neighborhood needed repaving and Council Member James explained that Lexington County DOT paves the roads and there is a priority list listing the worst roads first. The Association asked that when Ms. Vance talks to the County to mention Moss Creek's paving needs.

Council Member James stated that Halloween and the major influx of trick or treaters bussed into Moss Creek was also discussed. The Association members asked that the President of the Association meet with Ms. Vance and Chief McNair to see what alternatives there are to control the massive amount of people that come to the neighborhood for Halloween. The concern is someone being hurt since so many children are in the streets. They are also concerned since there is only one way in and out of the neighborhood and it could be a dangerous situation if an emergency vehicle

had to enter the neighborhood on Halloween night. Ms. Vance stated she and Chief McNair would meet with the Association President to discuss this issue.

Possible Actions by Council in follow up to Executive Session

No action by Council was taken in follow up to Executive Session.

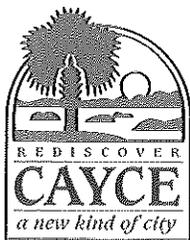
Adjourn

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 8:40 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk



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City of Cayce Special Council Meeting August 20, 2014

A Special Council Meeting was held this afternoon at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Eva Corley, Tim James and James Jenkins, City Manager Rebecca Vance and Assistant City Manager Shaun Greenwood. Municipal Clerk Mendy Corder, Municipal Treasurer Garry Huddle, Charles McNair, Director of Public Safety, and City Attorney, Danny Crowe were also in attendance. 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 announced that Council Member Almond was out of town with business and unable to attend the meeting. Mayor Partin opened the meeting and Council Member Jenkins gave the invocation. Mayor Partin led the assembly in reciting the Pledge of Allegiance.

Other

- A. Discussion and Approval of Intergovernmental Agreement between the County of Lexington and the City of Cayce for the Community Development Block Grant Program Home Investment Partnership Program

Ms. Vance stated that Lexington County is asking all communities in the County that participate in the Lexington County CDBG or HOME programs to formalize their participation with an Intergovernmental Agreement. The County is designated with the Urban County Status which allows it to receive funding each year to be utilized for eligible projects in the County. Lexington County is responsible for administering and distributing all funds received from HUD for the CDBG and HOME programs. The agreement's term is for the 2015-2017 Federal fiscal years and the City has the right not to participate after three years with written notification given to the County and HUD Field Office.

Council Member James made a motion to approve the intergovernmental agreement with Lexington County. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

- B. Discussion and Approval of Intergovernmental Transit Agreement between Lexington County and the City of Cayce for CMRTA Route 28 and 26

Mr. Greenwood explained that the Lexington County Administrator recently asked all communities, in Lexington County, participating in the mass transit system to formalize their participation with an Intergovernmental Agreement. He stated that the

terms and conditions outlined in the agreement are consistent with the City's current level of participation and do not burden the City with any additional obligations. The yearly contribution is consistent with what the City has budgeted in recent years. The purpose of the agreement is to ensure that no participating community stops supporting the system midway through the budget year.

Council Member Jenkins asked if Route 28 had been shortened or changed. Mr. Greenwood stated Route 28 has not changed but the pilot route is no longer in operation. He explained that Route 28 and 26 both have increased ridership.

Mayor Partin stated she prefers that the agreement run through the end of the fiscal year rather than the calendar year. Council Member Jenkins asked if the Transit Authority had discussed what their plans are to increase ridership on Route 28. Mr. Greenwood explained that the City has a limited amount of money allocated for its portion. He stated there is now a mid-day route whereas before if someone rode the bus in the morning there was not an option to ride it again until that evening.

Mayor Partin asked if Lexington County also has to sign an agreement with the CMRTA. Mr. Greenwood confirmed they do sign an agreement with the Transit Authority. Mayor Partin asked if the route stops can the City stop paying. Mr. Crowe confirmed that in the agreement it states that any failure of any party to make a payment, to satisfy a condition, or to perform an obligation under the Agreement shall constitute a default as to such party.

Council Member Corley made a motion to approve the intergovernmental transit agreement with Lexington County. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

C. Discussion of participation in the Habitat for Humanity Home Project on Pine Street

Ms. Vance explained that the Central SC Habitat for Humanity is currently constructing two new single-family housing units on Pine Street. They have approached staff regarding a possible donation of their tap and capacity fees to these two units as part of an in-kind contribution to the project. The fees per unit will be approximately \$2,882 if they do not put in their own taps.

Ms. Vance stated that Habitat for Humanity plans on building nine homes on Peach and Tree Street so they may ask for a donation on their tap and capacity fees for those homes as well. She explained there is already existing water and sewer at that location so they may not need financial assistance for those homes but she wanted Council to know it was a possibility.

Council Member Jenkins stated he thinks the addition of new homes and citizens makes the donation well worth it. Ms. Vance stated that Habitat for Humanity is doing in-fill development which is the demolition or development of lots that are underdeveloped inside existing communities. She explained that Habitat has a long

waiting list and many people on the list want to wait for a home in Cayce since Lexington Two is a good school district.

Ms. Vance stated that Habitat for Humanity requires the home owner to put in sweat equity with their new home. They also have to pay a mortgage and Habitat staff teaches the homeowner how to manage their money.

Council Member Jenkins made a motion to approve the requested in-kind donation for the tap and capacity fees. Council Member James seconded the motion which was unanimously approved by roll call vote.

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

Mayor Partin stated there were not any items to be discussed in Executive Session.

Adjourn

Council Member James stated that Mr. Greenwood did a great job speaking about the City's Centennial events at the West Metro Breakfast meeting and thanked him for attending

Council Member James 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 5:28 p.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, Municipal Clerk

Memorandum

To: Mayor and Council

From: Rebecca Vance, City Manager
Shaun Greenwood, Director of P&D
Tara Yates, Grants Specialist

Date: August 27, 2014

Subject: Bid Approval for construction services for the State Street Sewerline Replacement Project

Issue

Council's approval is needed in order to accept the Request For Proposal from TNT, Inc for construction services of the State Street Sewerline Upgrade, and to execute a contract between the City of Cayce and TNT, Inc.

Discussion

The City of Cayce received \$173,381 in Community Development Block Grant funds with the City contributing a ten percent match for a sewerline upgrade on State Street. Construction services are needed for this project. A request for proposals was placed in SCBO and on the City's website, one firm responded. Research with the LLR concluded this firm is eligible, has completed work for the City previously, and is in good standing.

Recommendation

Staff recommends Council accept the RFP from TNT, Inc., and authorize the City Manager to execute the contract.

Memorandum

To: Mayor and Council

From: Rebecca Vance, City Manager
Shaun Greenwood, Asst. City Manager

Date: August 28, 2014

Subject: Discussion and Approval to Move Forward with an RFQ for Phase I of the Knox Abbott Drive Pedestrian Safety and Traffic Calming Project

ISSUE

Council approval is needed to move forward with an RFQ for Phase I of the Knox Abbott Drive Pedestrian Safety and Traffic Calming Project.

BACKGROUND/DISCUSSION

At the Council Strategic Planning Session, Council discussed moving forward with Phase I of the Knox Abbott project. The first step in this process is to hire an engineering firm to take the Master Plan and turn it into construction documents with actual quantities and estimates of cost. That will allow us to evaluate our funding options. Staff would advertise for these services for 15 days and establish a Review and Ranking Committee to make a recommendation to Council. At that point, Council can decide if they wish to move forward with the project.

RECOMMENDATION

Staff recommends Council approve staff moving forward on the RFQ process for the Knox Abbott Project.

APPROVED BY
AUG. 5th MTO
Jew

Cayce Historical Museum Complex Commission Meeting – June 3, 2014

Members present: Cyndy Peake, Archie Moore, AG Dantzler, Lynn Summer, and Alice Brooks
Executive Director: Leo Redmond

Absent: Mary Sharpe (excused), Marion Hutson (excused), Ann Diamond Scott Morgan

- Commissioner Alice Brooks called the meeting to order.
- Commissioner Dantzler offered the invocation.
- Commissioner Summer moved that the minutes from the May 6, 2014 meeting be approved. Commissioner Peake seconded and the motion passed unanimously.
- Commissioners expressed appreciation for the outpouring of support for the City of Cayce's proposed modest Hospitality Tax increase. **Commissioners unanimously support the efforts of Cayce City Council to this end.** Commissioners are also supportive of a letter to other official City Committees and Boards urging them to support this measure as well.
- Commissioner Brooks called on Director Redmond for his report
 - The Graveyard visit arranged by Quarry employees and City of Cayce officials was informative and well-attended with approximately 50 people participating.
 - Commissioner Summer expressed appreciation to Redmond for the historical facts he was able to present during the tour.
 - Commissioners were asked to take note of the Museum Complex grounds which are in the process of some beautification and renovation efforts. Some immediate fixes include: repair and restoration of fences, repairing broken glass in the Depot area, new plantings indigenous to the area, and more work on the Caboose. The Fire Truck restoration is also on schedule and is predicted to be ready in time for the 100 Anniversary Special event.
 - An exterior room from the historic Horry-Guignard House (located one block off Gervais) has been offered to the Museum several times in past years. We were never able to capitalize or accept this offer in the past due to the financial restrictions of moving it to the Museum grounds. Now the building is in such ruin that a move is impossible. However, it has been determined that a replica might be built on the grounds to continue honoring the Guignard and perhaps the Arthur families. The outbuilding would also provide much-needed space for a "library" or place where people could do research on Cayce's history without disrupting Museum operations. The area is viable and available in back and we would lose only one parking space. Commissioners directed Redmond to pursue these plans to see if they are feasible.
 - Redmond reported that he had proceeded with ordering the 100th Anniversary Commemorative coin, as directed by Commissioners during our last meeting.
 - Redmond again outlined the first weekend in September events as tentatively planned:
 - Friday evening, September 5th – The City is planning a festival on the grounds of the Guignard Brick works (home of the future Cayce City Hall)

- The Special Events Committee is planning a 5-K run for Saturday morning, September 6th. This fun run will proceed through the City of Cayce and end at the Historic Speedway.
- Special appreciation to Julie Isom, a member of the Special Events committee, who offered to join with Museum members idea of getting tee shirts designed and printed for the occasion.
- Sunday, September 7th, the official anniversary of the City's incorporation, will culminate with the Museum's time capsule celebration and event.
 - Commissioners agreed on the time of 2 – 5 pm on Museum grounds
 - Local politicians and officials will be invited to attend and make remarks
 - Commissioners Hutson and Summer are in charge of entertainment and are pursuing several popular acts. In fact, Commissioner Summer has secured the Brookland-Cayce Chorale Ensemble, who are delighted about the event.
 - Living history installations will be on the grounds and should be of special interest for educational purposes
 - The time capsule buried 25 years ago will be unearthed. *Commissioners directed Redmond to dig this up prior to the official event* (and re-buried in a shallow mound) so that the event will proceed smoothly.
 - A second time capsule will be buried at this time – to be unearthed in another 25 years. **Deadline for new time capsule items to be delivered to the Museum: Friday, August 15, 2014.**
 - Food and other refreshments will be available – particularly bottled water with the 100th year seal as advertising
 - Mr. Reid Cayce, although frail and currently residing in assisted living, had his family bring him to the Museum to visit recently. When informed of all the 100th anniversary activities on Sept. 7, he said he would do his best to attend with his family.
- There being no further business, Commissioner Summer moved that the meeting be adjourned and Commissioner Moore seconded. The motion carried unanimously. The next meeting of the Museum Commission is tentatively set for Tuesday, August 5, 2014, unless a special meeting is called in the interim, pending Chairman Sharpe's instructions.

Respectfully submitted,

Alice Brooks
Secretary, Board of Commissioners

CC: Museum Commission Chair Mary Love Sharpe and Museum Complex Commissioners
Leo Redmond, Museum Complex Director

No Commission meeting in July

Leo

**APPROVED MINUTES
BEAUTIFICATION BOARD
Tuesday, July 8, 2014 at 5:30 p.m.
City Hall**

I. CALL TO ORDER

Sue Miles called the meeting to order at 5:37pm. Members present were Sue Miles, Sue Perry, Joanne Wilson, John Winn, and Morgan Hanes. Josh Call was absent.

II. APPROVAL OF MINUTES

A motion to approve the meeting minutes of June 10, 2014 was made by Joanne Wilson. Sue Perry seconded the motion. The decision was unanimous.

III. OLD BUSINESS

- a. The Carolina Fence is growing wonderfully, but needs to be watered and weeded regularly. Morgan Hanes and Sue Perry have offered to weed and water the garden. A new sprinkler has been set up near the garden bed.
- b. \$398.38 of the leftover \$402.00 funds for the fiscal year were used to purchase: (20) bags cow manure, (3) rolls landscape fabric, (5-6) packets of fabric spikes, (2) water pails, (1) hose nozzle, (3) bottles of Roundup, (2) bottles weed & grass spray, (2) bottles of fertilizer, and (2) bails of Bermuda Coastal hay. These items are being stored at Morgan Hanes' house for use with future projects.
- c. Leo Redmond has the CBB sign which was intended for use at the Dunbar/Middleton median. Sue Miles has asked to get this back. Joanne Wilson is inquiring to see if Leo will create the signage for the Carolina Fence.
- d. It was indicated that the Guignard Park sign receives full sun. Any future project which is intended to replace the current shrubbery needs to be suited for full sun. Josh Call was going to check with James Denny on the shrub removal.
- e. Josh Call submitted a request for an increase in annual funds from the city manager for the CBB.

IV. NEW BUSINESS

- a. Morgan Hanes is going to contact James Denny (803-518-3549) at Parks and Rec to ask if the median is on a schedule to be sprayed with weed and grass killer. This area was sprayed by the City on July 8th, the day after the CBB treated it using our own funds.
- b. The Fall Plant Exchange is tentatively scheduled for Saturday October 11 at 10:00am. CBB members should arrive by 9:30am.
- c. Sue Perry is checking with Mendy Corder to see when the notice for the Plant Exchange should be submitted to make it into the fall quarterly newsletter.
- d. John Winn will be creating the Plant Exchange signs.

V. ADJOURNMENT

A motion to adjourn was made by John Winn. Joanne Wilson seconded the motion. The decision was unanimous. The meeting was adjourned at 6:20pm.

**MINUTES OF EVENTS COMMITTEE
CITY OF CAYCE
July 17, 2014**

Present: Brenda Cole, Jay Thompson, Danny Creamer, Frankie Newman, Ellen Mancke, Cindy Pedersen, Rachel Scurry, Mendy Corder (City Representative), and James Denny (City Representative)

Chairperson Cindy Pedersen called the meeting to order. The minutes of the June 12, 2014, meeting were reviewed and approved as written.

Ms. Corder informed the Committee that Dr. Pete Cassidy's term was expiring, and he has decided that he will not seek reappointment to the Committee.

Ms. Corder has received potential member applications from three residents interested in joining our Committee. She will forward any completed applications to the Committee for our review and consideration.

Congaree Bluegrass Festival

The Committee discussed additional modifications to the poster. Ms. Corder noted the items, and she will update the poster and forward it the Committee for second review.

Chairperson Pedersen recently contacted Ms. Isom concerning the Congaree Bluegrass Festival website. Mr. Creamer stressed that a current and easily accessible website is critical to the success of the Festival. Ms. Corder will follow-up with Ms. Isom. Chairperson Pedersen will forward photographs and video from the 2013 event to Ms. Corder.

Ms. Corder will contact Mrs. Sherree Thompson and set-up a meeting to discuss the use of social media to promote the Festival.

The Committee expects to have the website, posters, social media, signs, and flyers in place by September 1.

Ms. Corder will send an e-mail blast to City and West Metro committees and boards requesting volunteers for the Festival.

Cayce Centennial Events

- Friday, September 5, 6 – 10 p.m. -- Concert at the Guignard Brickyards property near the Blossom Street gateway to the City
- Saturday, September 6, 12 – 5 p.m. – Family Fun Day events at Granby Gardens Park in front of City Hall

- Sunday, September 7, 2 – 5 p.m. – Children’s games, time capsule, birthday cake, museum tours, etc., near the City Museum

Our Committee will assist with the children’s games on Sunday which we will discuss further at the August meeting.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Rachel R. Scurry, Secretary