

Mayor  
Elise Partin

Mayor Pro-Tem  
James E. Jenkins

Council Members  
Phil Carter  
Tim James  
Hunter Sox

City Manager  
Tracy Hegler

Deputy City Manager  
Jim Crosland  
Assistant City Manager  
Michael Conley



**City of Cayce  
Regular Council Meeting  
Tuesday, August 2, 2022  
6:00 p.m. – Cayce City Hall – 1800 12<sup>th</sup> Street  
[www.caycesc.gov](http://www.caycesc.gov)**

**I. Call to Order**

- A. Invocation and Pledge of Allegiance
- B. July 5, 2022, Regular Council Meeting  
July 20, 2022, Regular Council Meeting

**II. Public Comment Regarding Items on the Agenda**

**III. Ordinances**

- A. Discussion and Approval of Ordinance 2022-12 Annexing Properties Located Adjacent to 1244 Boston Avenue (TMS#005699-03-035) and Adjacent to 1252 Boston Avenue (TMS#005699-03-036) into the City Limits Under the Provisions of South Carolina Code Section 5-3-150(3) – First Reading
- B. Discussion and Approval of Ordinance 2022-13 Amending the Zoning Map and Rezoning Property Located at *Unnumbered* Fish Hatchery Road and Further Identified as Tax Map Number 006896-02-035 – First Reading

**IV. Items for Discussion and Possible Approval**

- A. Discussion and Approval of a Letter of Commitment and Matching Funds Identification in Support of a South Carolina Infrastructure Investment Plan Grant Application from the City of Cayce to the Rural Infrastructure Authority
- B. Discussion and Approval of a Contract for General Contracting Services for the Six Mile Creek Sewer Interceptor Repair and Spending Approval

**V. Committee Matters**

- A. Approval to Enter the following Committee approved Minutes into the City's Record  
Museum Commission – June 1, 2022  
Events Committee – June 9, 2022  
Planning Commission – June 13, 2022
- B. Discussion and Approval of Proposed Amendments to the Cayce Events Committee By-Laws

- C. Appointments and Reappointments
  - Beautification Foundation – One (1) Position
  - Public Safety Foundation – One (1) Position

**VI. City Manager's Report**

**VII. Council Comments**

**VIII. 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

**IX. Reconvene**

**X. Possible actions by Council in follow up to Executive Session**

**XI. 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  
Phil Carter  
Tim James  
Hunter Sox

City Manager  
Tracy Hegler

Deputy City Manager  
Jim Crosland  
Assistant City Manager  
Michael Conley

**City of Cayce  
Regular Council Meeting  
Tuesday, July 5, 2022**

The July 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 and Hunter Sox. Deputy City Manager Jim Crosland, Municipal Clerk Mendy Corder, Finance Director Kelly McMullen, Human Resources Director Lynn Dooley, Fire Chief Steve Bullard 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.

**Approval of Minutes**

Mayor Pro Tem Jenkins made a motion to approve the June 7, 2022, Regular Council Meeting and the June 22, 2022 Public Hearing and Regular Council Meeting minutes as written. Council Member Sox 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 Manager Bob Hawks of the Cayce River Arts District Story Map

Mr. Hawks stated that he had made a previous presentation to Council where he spoke about the many GIS successes the City had over the past few years. He stated that in that presentation he talked about future developments that could be done to help showcase the City. He stated that one of those future developments were story maps. He stated that a story map was a geographically enabled presentation product that can show a lot of different elements about any particular geographic area. He stated that he felt that the City's River Arts District was a perfect example for a story map of that type;

therefore over the past few months he created one. Mr. Hawks walked Council through the story map and showed them the many different elements of it.

Mayor Partin stated that Mr. Hawks was going to be greatly missed as he had accepted a job with the South Carolina Port Authority in Charleston. She stated that Council knew that with all Mr. Hawk's expertise that it would not be possible to keep him forever. She stated that he had made a lot of difference in the City in his time employed with the City. She stated that he was always welcome back and thanked him for the Cayce River Arts District story map and other things he had done to create a lasting impact.

### **Ordinances**

- A. Discussion and Approval of Ordinance 2022-11 Enacting a New Article IV ("Special Events; Permit Required") in Chapter 6 ("Amusements and Entertainments") of the City Code – First Reading

Mr. Crosland stated that the City currently had an Ordinance that outlined the requirements for business license uses and renovations, but not one specifically for special events permitting. He stated that the proposed Ordinance specifically addressed the definition of special events, requirements and application for permits, conditions for the issuance of permits, duties of the organizer or organizers, road closures conditions for denial or revocation of the permit and the enforcement of laws. He stated that the proposed Ordinance would allow staff to ensure the safety and wellbeing of the City's citizens and visitors while having a great time at City approved events.

Council Member Sox made a motion to approve Ordinance 2022-11 on First Reading. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

### **Items for Discussion and Possible Approval**

- A. Discussion and Approval of Memorandum of Understanding and Agreement between the City of Cayce and the Town of Springdale for Building Official Services

Mr. Crosland stated that the proposed agreement was identical to the current agreement the City had with the Town of Springdale except the proposed agreement slightly increased the fee from \$1,000 to \$1,250 per month. He stated that increased amount would completely cover the cost of the City's Building Official and extended the agreement until June 30, 2024. He stated that Springdale Town Council was in agreement with the MOU.

Mayor Pro Tem Jenkins made a motion to approve the Memorandum of Understanding and Agreement between the City of Cayce and the Town of Springdale for Building Officials services. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

### **Committee Matters**

- A. Approval to Enter the following Committee approved Minutes into the City's Record  
Museum Commission – May 4, 2022  
Planning Commission – May 16, 2022

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

- B. Discussion and Approval of Proposed Amendments to the Cayce Museum and Historical Commission By-Laws

Council Member Sox made a motion to approve the amended By-Laws. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

- C. Appointments and Reappointments  
Public Safety Foundation – Four (4) Positions

Council Member Sox made a motion to reappoint Ms. Karen Sanders and appoint Ms. Barbara Corbett, Mr. Miles Fisher and Ms. Dora Benitez to the Public Safety Foundation. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote.

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

Mr. Crosland stated that the 22/23 budget was implemented on July 1, 2022. He stated that Directors and staff were meeting daily on their approved budgets and projects. He stated that the City was awarded a \$15,000 grant through DHEC for additional sanitation roll carts which would give the City about 200 additional roll carts for replacements and new ones. He stated that Sanitation Manager Thomas White was working on coordinating what streets would receive roll carts. Mr. Crosland stated that the City was in the beginning stages of hosting CDL classes in-house for staff. He thanked staff members Allen Clayborn and Erick Kennedy who would be overseeing the training. He stated that the in-house training would give a select number of dedicated employees the opportunity to obtain their Class A driver's license to assist

when needed inside the city. He stated that the Police Department was holding a community event called "A Fiesta" on July 17, from 11am to 3pm in the Granby Gardens Park. He stated that there would be music, food, and games.

### **Council Comments**

Council congratulated Mr. Crosland on leading his first Council Meeting.

### **Executive Session**

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

There were not any items to discuss in Executive Session.

### **Adjourn**

Council Member Sox made a motion to adjourn the meeting. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 6:22 p.m.

---

Elise Partin, Mayor

ATTEST:

---

Mendy Corder, CMC, Municipal Clerk





Mayor  
Elise Partin

Mayor Pro-Tem  
James E. Jenkins

Council Members  
Phil Carter  
Tim James  
Hunter Sox

City Manager  
Tracy Hegler

Deputy City Manager  
Jim Crosland  
Assistant City Manager  
Michael Conley

**City of Cayce  
Regular Council Meeting  
Wednesday, July 20, 2022**

The July 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, Deputy City Manager Jim Crosland, Assistant City Manager Michael Conley, Municipal Clerk Mendy Corder, Human Resources Director Lynn Dooley, Finance Director Kelly McMullen 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 James gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

**Public Comment Regarding Items on the Agenda**

No one signed up for Public Comment.

**Ordinances**

- A. Discussion and Approval of Ordinance 2022-11 Enacting a New Article IV ("Special Events; Permit Required") in Chapter 6 ("Amusements and Entertainments") of the City Code – Second Reading

Council Member James made a motion to approve Ordinance 2022-11 on Second Reading. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

**Items for Discussion and Possible Approval**

- A. Discussion and Approval of a Contract for General Contracting Services for the Six Mile Creek Sewer Interceptor Repair and Spending Approval

Ms. Hegler stated that during the budget process Council approved \$300,000 of ARPA funds to help repair the Six Mile Creek Sewer Interceptor line that is located outside of Moss Creek. She stated that since that time Staff had been working on identifying how to fix this problem. She stated that when the pipe collapsed, Utility staff immediately went in and bypassed it. She stated that it was the largest bypass the City had ever done. She stated that Staff found some weaknesses in the existing sewer line and time was of the essence to have it repaired. Ms. Hegler stated that to help resolve

future sewer line malfunctions, Staff was proposing a cured in place pipelining process that would cover about 605 feet of the 30 inch gravity sewer line. She stated that would be part of the fix but it was not all of the fix. She stated that she wanted to be really clear that there was additional work that had to be done to repair the crushed and destroyed lines. She stated that the proposed repair before Council would help with what had not been destroyed and would keep it functioning well. She stated that it was preventative maintenance.

Ms. Hegler stated that there were supply chain issues but the City had a company, Insituform Technologies, that was able to find the materials, provide a quote and was prepared to work on the repair allowing for no service interruptions. She stated that as the work was somewhat preventative and not related to the physical repair of the collapsed portion of the line for which the ARPA funding had been approved, she would recommend that the \$190,000 cost of the repair be paid for out of the fund balance that the Utility Department had. She stated that would relieve the \$300,000 previously approved for working on the replacement of some of the destroyed pipes. Ms. Hegler stated that Staff was recommending that Council accept the bid from Insituform Technologies, waive the formal and informal bid process based on supply chain issues and authorize the City Manager to execute the appropriate contract which was in Council's packet. Ms. Hegler stated that the City Attorney would need to review it to make sure there were no legal concerns but assuming there were not she could execute it.

Council Member Carter made a motion to accept the bid from Insituform Technologies by waiving the formal and informal bid process, authorize the City Manager to execute the appropriate contract and approve the use of reserve Utility funding not to exceed \$190,000 for the work. Council Member James seconded the motion which was unanimously approved by roll call vote.

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

Ms. Hegler thanked Deputy City Manager Crosland for handling the July 5, 2022 Council Meeting while she was on annual leave. She stated that she appreciated having that support so she could have some time away. She stated that the City's School Resource Officers were currently hosting a summer camp and had a great turnout. She stated that the SRO's were posting pictures of the camp on social media and asked everyone to be on the lookout for those. She stated that the Cayce Museum had a new temporary exhibit showcasing the Historic Speedway. She stated that Mr. Andy Thomas worked really hard on it. She stated that there was a rotating exhibit space that Mr. Thomas created as a way to have new displays and different ways to represent history in the City. Ms. Hegler stated that the Fire Department should receive their new cascade system that was approved in the FY22-23 budget in the next few weeks. She stated that the Fire Department staff were very grateful for it since it would make the filling of tanks safer and more efficient. She stated that the

Fire Department was interviewing many candidates for a firefighter and a Battalion Chief position. Ms. Hegler stated that they had received many certified candidates in and out of state who really want to work in the City of Cayce for those positions. She stated that Staff continued to work on the new HR software that was also approved. She stated that it would make staff's jobs so much easier and would hopefully be ready for staff to use in the coming weeks. Ms. Hegler stated that she had one staff kudos to share. She stated that she received an email from Parks Manager James Denny that he had sent to the Police Department thanking Parks Ranger Jeffrey Strum for the great job he did on Old State Road where he saw a problem and a potential hazard and called Mr. Denny for the solution. Officer Strum then asked to use the Parks Department equipment to take care of the hazard. Ms. Hegler stated that she loved it when staff complimented other staff members.

### **Council Comments**

Mayor Pro Tem Jenkins stated that he missed his fellow Council Members while they were at the Municipal Association of South Carolina's annual meeting. Mayor Partin stated that they missed him as well. She stated that she attended the SRO camp and read to the children and had so much fun. She stated that the City's whole team was supporting the children and helping them to grow and be safe and be fed. She stated that the SRO team was really amazing.

### **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

### **Adjourn**

Council Member James made a motion to adjourn the meeting. Mayor Pro Tem Jenkins seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 6:11 p.m.

---

Elise Partin, Mayor

ATTEST:

---

Mendy Corder, CMC, Municipal Clerk



---

# Memorandum

---

**To:** Mayor and Council

**From:** Tracy Hegler, City Manager  
Monique Ocean, Planning & Zoning Administrator

**Date:** August 2, 2022

**Subject:** First Reading of an Ordinance to annex property located at (1) Unnumbered Boston Ave (adjacent to 1244 Boston Ave) and further identified as tax map number 005699-0-035 and First reading of an Ordinance to annex property located at (2) Unnumbered Boston Ave (adjacent to 1252 Boston Ave) and further identified as tax map number 005699-03-036

---

## Issue

Council approval is needed for the First Reading of an Ordinance to annex property located at (1) Unnumbered Boston Ave (adjacent to 1244 Boston Ave) and further identified as tax map number 005699-0-035 and First Reading of an Ordinance to annex property located at (2) Unnumbered Boston Ave (adjacent to 1252 Boston Ave) and further identified as tax map number 005699-03-036.

## Discussion

The request includes two parcels owned by Efron Family LLC and located in the Boston Avenue area. The owner/applicant wishes to annex the properties to have them included in Cayce city limits. As the subject properties stand now, they create donut holes. Annexation of the properties will simplify the issue for the owner. Successful annexation will also close “*donut holes*”, which is an objective of the City’s Comprehensive Plan.

Furthermore, the properties adjacent to the subject properties and belonging to the applicant were annexed in 2004. The applicant believes the subject parcels were inadvertently omitted from the annexation at that time and should have been included.

The requested zoning designations were chosen because they match the annexation request from 2004.

The subject properties are located in the CBR (Commercial-Business/Retail) area of the Future Land Use Map. The objective of the CBR classification is to concentrate business and retail establishments for cumulative draw in areas central and accessible to the community at large. Compatible zoning districts are C-1, C-2, C-3, and C-4.

The subject properties are adjacent to C-1 and C-4 properties.

The request is in compliance with the Comprehensive Plan.

**Recommendation**

The Planning Commission unanimously voted to recommend approval of the annexation of Unnumbered Boston Ave (adjacent to 1244 Boston Ave) and further identified as tax map number 005699-0-035 in conjunction with a C-4 zoning designation and First Reading of an Ordinance to annex property located (2) Unnumbered Boston Ave (adjacent to 1252 Boston Ave) and further identified as tax map number 005699-03-036 in conjunction with a C-1 zoning.

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

**ORDINANCE 2022-12**  
**Annexing Properties Located Adjacent to**  
**1244 Boston Avenue (TMS#005699-03-**  
**035) and Adjacent to 1252 Boston Avenue**  
**(TMS#005699-03-036) into the City Limits**  
**Under the Provisions of South Carolina**  
**Code Section 5-3-150(3)**

**WHEREAS**, a proper petition has been filed with the City of Cayce by the owner of 100 percent of the assessed value of the contiguous properties hereinafter described petitioning for annexation of the properties to the City of Cayce under the provisions of S.C. Code 5-3-150(3); and

**WHEREAS**, it appears to Council that annexation would be in the best interest of the property owners and the City of Cayce, and

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Cayce, in Council, duly assembled, that the properties hereinafter described are hereby annexed to and become a part of the City of Cayce:

**PROPERTY DESCRIPTIONS**

All those certain pieces, parcels, or lots of land, situate, lying and being near the City of Cayce in the County of Lexington, State of South Carolina, being shown on attached Exhibit "A" which is made part of this Ordinance and consisting of:

- (1) The parcel of property not currently within the City that is located adjacent to 1244 Boston Avenue and is further identified as Lexington County Tax parcel 005699-03-035,
- (2) The parcel of property not currently within the City that is located adjacent to 1252 Boston Avenue and is further identified as Lexington County Tax Parcel 005699-03-036

The properties shall be zoned (1) C-4 Highway Commercial and (2) C-1 Office/Institutional, respectively, in accord with City of Cayce Zoning Ordinance, Section 3.15, and this classification shall become effective upon the effective date of this annexation ordinance. These properties are added to voting district Number Three (3).

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

**DONE IN MEETING DULY ASSEMBLED**, this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Elise Partin, Mayor

Attest:

\_\_\_\_\_  
Mendy Corder, CMC, Municipal Clerk

First Reading: \_\_\_\_\_

Second Reading and Adoption: \_\_\_\_\_

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

MA006-22 and MA007-22  
Rezoning Request  
Boston Ave TMS 005699-03-035 and 005699-03-036  
Current Zoning

Legend

- TMS
-  Annexation Request
  -  Annexation Request



---

# Memorandum

---

**To:** Mayor and Council

**From:** Tracy Hegler, City Manager  
Monique Ocean, Planning & Zoning Administrator

**Date:** August 2, 2022

**Subject:** First Reading of an Ordinance to re-zone property located in the 2400 block of Fish Hatchery Road (unnumbered), adjacent to 2435 Fish Hatchery Road, and further identified as tax map number 006896-02-035 from PDD-MU to RG-1.

---

## Issue

Council approval is needed for the First Reading of an Ordinance to re-zone property located at Unnumbered Fish Hatchery Road (adjacent to 2435 Fish Hatchery Road), and further identified as tax map number 006896-02-035 from PDD-MU to RG-1.

## Discussion

The request includes property located near the 2400 block of Fish hatchery Road and adjacent to 2435 Fish Hatchery Road. The subject property was initially part of a PDD-MU zoning of 21.92 acres approved in 2007. Since that time, the PDD was never completed, and the 21.92 acres have been divided into 3 parcels. Failure to complete the approved PDD and the subsequent division of the property into 3 parcels, each parcel with a different owner, has made it invalid. Currently, the owner/applicant wishes to use the subject property to construct a residential subdivision.

The subject property is located in the CBI (Commercial-Business/Industrial) area of the Future Land Use Map. The objective of the CBI classification is to promote the development of Business and Industrial Parks and protect existing industry and areas with industrial potential for future industrial development. Compatible zoning districts are C-3, M-1, and M-2.

The requested rezoning is not in compliance with the Comprehensive Plan Future Land Use Map however, the Comprehensive Plan gives the Planning Commission the option to consider requests that are not in compliance with the Comprehensive Plan.

The RG-1 (General Residential) zoning classification is intended to promote and accommodate residential development consisting of a variety of housing styles, types, and densities.

Staff is of the opinion that the RG-1 zoning classification would be compatible with the area.

The requested RG-1 zoning district is not in compliance with the Comprehensive Plan's Future Land Use Map (FLUM) Index Table 9.3.

The Comprehensive Plan states that a request for rezoning into a district that is not listed in the compliance index will require careful scrutiny and if a request is approved for a rezoning to a district not listed in the table's compatible zoning district, revisions to the FLUM or the Zoning Ordinance may be required along with the rezoning approval.

**Recommendation**

The Planning Commission, by a majority vote of 3 to 1, recommends that City Council approve the request to re-zone the property located on Fish Hatchery Road (unnumbered), adjacent to 2435 Fish Hatchery Road, and further identified as tax map number 006896-02-035 from PDD-MU to RG-1.

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

**ORDINANCE 2022-13**  
**Amending the Zoning Map and Rezoning**  
**Property Located at *Unnumbered* Fish**  
**Hatchery Road and Further Identified as**  
**Tax Map Number 006896-02-035**

**WHEREAS**, the Owner/Applicant requested that the City of Cayce amend the Zoning Map to re-designate the property comprising and shown as *unnumbered* Fish Hatchery Road and further identified as tax map number 006896-02-035 from PDD-MU (Planned Development District-Mixed Use) to RG-1 (General Residential), 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 July 18, 2022, to receive public comments and vote on whether to recommend the rezoning request, and has decided, by a majority vote, of 3 to 1, that it does 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-1 (General Residential):

**Tax Map Numbers 006896-02-035**  
**Fish Hatchery Road (*unnumbered*)**

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

**DONE IN MEETING DULY ASSEMBLED**, this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Elise Partin, Mayor

Attest:

\_\_\_\_\_  
Mendy Corder, CMC, Municipal Clerk

First Reading: \_\_\_\_\_

Second Reading and Adoption: \_\_\_\_\_

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

MA005-22  
Rezoning Request  
Fish Hatchery Road TMS 006896-02-035  
Current Zoning

Legend

TMS  
 Rezoning Request



---

# Memorandum

---

**To:** Mayor and Council

**From:** Tracy Hegler, City Manager

**Date:** August 2, 2022

**Subject:** Letter of commitment and matching funds identification in support of a South Carolina Infrastructure Investment Plan grant application from the City of Cayce to the Rural Infrastructure Authority

---

## Issue

The City of Cayce plans to submit a grant application to the Rural Infrastructure Authority (RIA) for a South Carolina Infrastructure Investment Plan (SCIIP) grant. As part of the grant application, the City is required to include a letter of commitment from Council and identification of matching funds, in support of the application.

## Discussion

The City of Cayce has long been working to address drainage issues in the Avenues. As a result of persistent localized flooding in the Avenues portion of the City of Cayce, a multi-year storm drainage improvements program is currently underway. The program began with a study of the existing storm drainage conveyance system within the project area, which covers a total of 530 acres and is comprised of three separate drainage basins. The evaluation study analyzed all pipes, ditches, and storm water ponds within the study area, and included the overall flows, water levels and potential flooding areas within each drainage basin. The data collected during the evaluation phase was compiled and put into a hydrologic/hydraulic model in order to identify portions of the drainage system that are over capacity. Feasible options to mitigate the identified drainage problems were then evaluated based upon estimated cost, impacts to existing roads, available property and potential adverse impacts to downstream areas.

This SCIIP grant opportunity affords the City a unique way to address that, without burdening our general fund, which does not collect money for street and/or drainage repairs. As such, we propose to apply for this grant to fund the Avenues Drainage Improvement Project.

The City of Cayce is currently completing the first phase of improvements under this program which only address a limited amount of the needs identified by the study. A grant for this project would address the majority of the remaining drainage improvements identified by the study.

Additionally, the City obtained a commitment from the South Carolina Department of Transportation (SCDOT) agreeing to participate in the cost of future phases of the drainage improvement program at a share of 25% of the total project cost. The DOT funds would provide additional leveraging of the SCIIP Grant Funds. Should those funds not be available, this letter of commitment indicates the City will cover those expenses, as well as a 15% match. The money to cover DOT expenses and any overruns will be come from General Fund Reserves, while the 15% project match will be provided by the City's allocation of American Rescue Plan Act funding.

### **Recommendation**

Staff recommends Council approve the letter of commitment and match funding source identification for the City's South Carolina Infrastructure Investment Plan grant application to the Rural Infrastructure Authority.

September 12, 2022

Ms. Bonnie Ammons  
Executive Director  
South Carolina Rural Infrastructure Authority  
1201 Main Street, Suite 1600  
Columbia, South Carolina 29201

Re: SCIP Grant Application City of Cayce Local Letter of Commitment

Dear Ms. Ammons,

The City of Cayce is requesting SCIP grant funds to assist in the funding of the Cayce Avenues Drainage Improvements Project. It is understood that the total project cost includes a 25% construction contingency in the preliminary cost estimate. SCDOT has previously committed to fund the project at a twenty-five percent (25%) level and the City intends to use these funds as their local match. However, should SCDOT not participate in the project, the City of Cayce hereby commits to provide funds to meet the required fifteen percent (15%) local funding contribution match which would be sourced from the second tranche of American Rescue Plan Act allocation.

Please let us know if you have any questions.

Sincerely,

Tracy Hegler, AICP  
City Manager

# Memorandum

**To:** Mayor and Council

**From:** Tracy Hegler, City Manager

**Date:** August 02, 2022

**Subject:** Approval of a Contract for General Contracting Services for the Six Mile Creek Sewer Interceptor Repair and Spending Approval

## Issue

Council approval is needed in order to approve expenditure of reserve monies and sole sourcing of vendor selection for repairs of the Six Mile Creek Sewer Interceptor. ARPA money in the amount of \$300,000 was previously approved for this project.

## Discussion

Funding in the amount of \$300,000 was previously allocated and approved from ARPA funds by Council on June 28 for repair of a portion of the Six Mile Creek Sewer interceptor near Charleston Hwy. Monies approved today are to repair the original sewer line collapse. This fund is for construction and materials for 420 LF, to include replacement of the pipe running under Charleston Highway, and installation of a new 36" pipe. The total cost of the project is \$598,712. It is being proposed that we sole source this work to G.G. Smith Construction, Inc. based on availability and limited number of contractors with the materials necessary to perform the work as expeditiously as possible, allowing for limited or no service interruptions. In addition, Council has the authority to waive the City's normal procurement practice on a most convenient source basis related to supply chain issues, which was adopted in March 2022. Additionally, the urgency of the selection process was the consideration of the by-pass pumps being used to circumvent the collapsed pipe, which cost approximately \$20,000 per month.

Summary of Sewer Line Repairs Funding			
<u>Project</u>	<u>ARPA Funding</u>	<u>Estimated Cost</u>	<u>Action Recommended</u>
Charleston Hwy/Six Mile Creek Sewer Interceptor - pipe replacement of 420 LF Gravity Sewer Line Total		\$598,712	No action needed
ARPA Funding Approved by Council on 6.28	\$300,000		No action needed
Project Cost from Utility Reserve Fund		\$298,712	Requested Council approve expenditure from Utility Reserve Fund

## Recommendation

Staff recommends Council accept the bid from G.H. Smith Construction, Inc. by waiving the formal and informal bid process; authorize the City Manager to execute the appropriate paperwork; and approve the use of reserve Utility funding not to exceed \$300,000 for the work.

# G. H. Smith Construction, Inc.

430 Shuler Court • Columbia, S.C. 29212 • (803) 781-5460 • Fax (803) 781-1644

27-Jul-22

City of Cayce

Attn: Tim Wemple

RE: Quote for Hwy 321 Pipe Replacement

**1. Remove and replace 36" Dia. Pipe under Hwy 321:**

A. Initial work to investigate and prepare old line in tunnel for new pipe - \$86,250.00

B. Provide and install approximately 100 LF of 36" DR 17 HDPE with 36" SDR 35 casing

This includes fusion of pipe, all labor and equipment to brick up end of tunnel and pressure grout the inside of tunnel with flow fill to prevent future collapse - \$121,000.00

**2. Remove and replace 36" Dia. Concrete pipe from MH on east side of tunnel to the next downstream MH approximately 420 LF.**

Replace with 36" C-900, bedded to top of pipe with 57 stone, and dispose of old pipe:

420 LF @ \$715.00 per LF = \$300,300.00

**3. Provide and install new manhole on east side of tunnel:**

6' Dia. X 12' deep - \$28,000.00 - This includes MH, R&C, raven lining, building invert and disposing of old MH

**4. Rehabing - 4 EA existing manholes including Raven lining and new R/C's - \$58,162.00**

A. Tie to existing manhole - \$5,000.00

6. Schedule - 36" C900 has been delivered, PRV station has been moved by Dominion Energy, installation of C900 to begin upon council approval, HDPE will be installed upon delivery

7. City of Cayce to perform all bypass pumping

The above scope of work for a lump sum price of \$598,712.00 is agreed to by all parties signed below:

\_\_\_\_\_  
City of Cayce, Manager

Date

  
\_\_\_\_\_  
GH Smith Construction, Inc. Date

\*This proposal includes standard insurance requirements to meet the City of Cayce's requirements. A COI has already been provided to the City and includes the City being listed as additional insured.

\*This proposal included a one-year warranty from the completion date of installation and City approval.

## Cayce Historical Museum Commission June 1, 2022, Meeting Minutes

The June 1, 2022, meeting of the Cayce Historical Museum Commission (CHMC) was held in the Cayce Visitors Center. The meeting was convened at 4:05 by Chair Archie Moore. The following individuals attended the meeting:

Name	Status
Archie Moore	Chair
Mary Sharpe	Vice Chair
James Stewart	Secretary
A.G. Dantzler	Commissioner
Charlita Earle	Commissioner
Pamela Sulton	Commissioner
Garrett Creasman	Commissioner – absent excused
David Brinkman	Commissioner
Marcy Hayden	Commissioner
Andy Thomas	Cayce Museum Curator
Michael Conley	City of Cayce Assistant City Manager

### Upcoming Events:

June 23, 2022 – Columbia Speedway Lecture

**Invocation:** Commissioner Dantzler

### May Meeting Minutes:

Following a review of the minutes from the last meeting, Commissioner Sulton motioned that the meeting minutes be accepted with clarification that although Mr. Redmon attended the Genesis Studio tour, he is not a Museum Commissioner. This motion was seconded by Commissioner Sharpe and approved by the Commission.

### Museum Commission Bylaws

Prior to the June 1 meeting, the Bylaws Subcommittee meet to discuss the changes to the bylaws suggested by the City Attorney. The revised Bylaws were presented to the entire commission at the June 1 meeting. The Commissioners considered three points of contention: the selection of Commission Members, the authority of the Commission as an advisory committee, and the legal position of the Commission relative to the City administration. After a thorough discussion, the Commissioner Sulton motioned that the revised bylaws be submitted for City Council approval. This motion was seconded by Commissioner Sharpe. The motion was approved with Commissioner Dantzler abstaining.

### Genesis Studios

The studio sent over a memorandum of understanding (MOU) to outline a working arrangement between the museum and the studio. That document was forwarded to the City Attorney for his review. Genesis Studio asked the Commission to send over a wish list of projects for them to scope. In order to effect better communication and planning with the studio, Commissioner Hayden motioned to create a subcommittee to explore further involvement between the Commission and the studio. Commissioner Earle seconded the motion, and it passed by

unanimous vote. Commissioners volunteering or assigned to the subcommittee include Commissioner Sulton, Commissioner Creasman, Commissioner Brinkman, and Chair Moore.

#### **Midlands Coin Club**

The Midlands Coin Club contacted the Museum to donate a collection of Confederate currency. This donation would complete the existing set of bills in the museum collection. Following a discussion of security and display concerns, Commissioner Sharpe motioned that the Commission accept the donation. Commissioner Dantzler seconded the motion, which was passed by unanimous vote.

#### **Museum Staff Report**

Curator Thomas noted that approximately 15 people attended the sweetgrass basket presentation. The African American Legends of Cayce playing cards are being converted to a book format and will accompany a new exhibit in the Museum. The new Columbia Speedway exhibit is almost complete. A presentation is planned for later in the month (June 23, 2022) to discuss the history of the Speedway.

Ms. Yvonne Smith donated the NAACP Plaque for Julius Felder to the Museum.

Curator Thomas and Commissioner Stewart discussed their visit with the University of South Carolina, Lancaster Native American Studies Program Collections Manager Brittany Taylor-Driggers. The visit was primarily oriented towards gaining insight into best practices for the display, storage, and curation of the High Lake Catawba Pottery collection. Two significant points from the visit include the need to improve climate control in the Museum's storage facility and the application of UV protective film to the Museum window.

The City has also placed an announcement for a new part-time hire for the Museum.

At the end of the Museum Staff Report, Commissioner Dantzler motioned for adjournment of the meeting. The motion was seconded and approved by unanimous vote at

**5:33 PM.**

**CITY OF CAYCE  
EVENTS COMMITTEE MEETING MINUTES  
City Council Chambers  
June 9, 2022**

Present: Danny Creamer, Dwede Dennis, Maxine Creamer, Johnathon Moore, Robert Cathcart, Alexis Moore, Megan Lightle, Dave Capps

Absent: Evony Reed, Cindy Pedersen, Brianne Siciliano

City Representative: Amanda Rowan, Mendy Corder, James Denny

Chairperson Danny Creamer called the meeting to order and led the group in the Pledge of Allegiance.

Review of March 11, 2022, minutes. Megan Lightle made a motion to accept the minutes, Dwede Dennis seconded. The minutes were approved.

**Old Business:**

Discussion was held on the updated to the 2022 Fall Fest. Mr. Creamer stated they he knew there was some concern regarding the Fall Fest and Bluegrass Festivals being a 2-day event. He would like the Committee to decide if they wanted to proceed with a 2-day event so he could let the Bluegrass Bands know far enough in advance. Mendy Corder explained that the City Manager wanted to make it clear that City staff would be unable to work both events on both days (Bluegrass Festival and Fall Fest). It would be up to the Committee if they wanted to hold a 2-day event or change it to a single day event. James Denny felt that the Fall Fest was a more recognizable event for the City and more staff would be willing to assist as most have personal plans on Sundays. Danny wanted the committee to be in total agreement if the events were to continue. Alexis Moore suggested moving it to a one-day event and having a Bluegrass band perform as one of the bands of Fall Fest. Dave Capps was called to see which bands had confirmed. He stated that The Accused and Mystic Vibrations were supposed to have reached out to the City but the third band had not yet been contacted. Since this band had not been confirmed, the bluegrass band would take the place of the third band. Jonathon made a motion to include a bluegrass band in the third slot, Robert Cathcart seconded. The motion was passed. The time of the Fall Fest was discussed. Danny Creamer stated that since most bands would perform an hour and fifteen minutes to an hour and a half, the event could take place from 12-6pm. Johnathon made a motion to accept the 12-6 time slot, Megan Lightle seconded.

Danny Creamer informed the committee that he had not been successful in reaching a sound production company. Mendy Corder offered to reach out to Greg Bickley from Tokyo Joe to see who he recommended.

Mr. Creamer put before the Committee the bluegrass bands he had previously reached out to. The Committee felt that they would prefer to use local bands when possible, choosing Willie Wells as the third performers. James Denny confirmed he would be providing hayrides again this year.

Event Committee Cookout: Danny Creamer suggested holding another Committee Cookout is early September. He requested members look at their calendars and bring possible dates to the next meeting.

Bylaws: Mendy Corder reminded the Committee that By-laws needed to be reviewed and voted in by the July meeting. The new attendance policy would have to be added to the Event Committee By-laws. Robert Cathcart asked about including an emergency provision for meetings that would allow a change in time or location. Mendy explained that City Code stated that Committees were required to meet in person unless dictated by

Council, but she would check to be certain. Mendy Corder also informed the Committee that the attendance policy changed to require members to attend 1/3 of all meetings. Danny Creamer informed the Committee that by-laws would be reviewed annually.

There being no further business, Robert Cathcart made a motion to adjourn. Meagan Lightle seconded the motion. The meeting was adjourned.

**The next Events Committee meeting is Thursday, July 14, 2022, at 5:30pm.**

Respectfully submitted,  
Maxine Creamer



**APPROVED MINUTES  
PLANNING COMMISSION  
SPECIAL CALLED MEETING  
CAYCE CITY HALL  
1800 12<sup>th</sup> Street Extension**

**Monday, June 13, 2022  
6:00 PM**

**I. CALL TO ORDER**

Chair Ed Fuson called the meeting to order at 6:00 pm. Members present were Richard Boiteau, Chris Kueny, Stockton Wells, Robert Power, Michael Wuest, and Michael Mahoney. Staff present were Monique Ocean and James Crosland.

**II. APPROVAL OF MINUTES**

Chris Kueny made a motion to approve the minutes the May 16, 2022, meeting. Robert Power seconded the motion. All were in favor.

**III. STATEMENT OF NOTIFICATION**

Monique Ocean confirmed that the media and public had been made aware of the meeting and public hearing.

**IV. PUBLIC HEARING**

**Map Amendment 004-22**

A request, by the applicant, Wes Taylor, to rezone three (3) properties from RS-3 (Single-Family, Small lots) to RS-4 (Single-Family, Small lots). The properties are located at 1003 F Avenue, unnumbered F Avenue, and unnumbered F Avenue (Tax Map Numbers 004634-09-002, 004634-09-001, and 004634-09-003).

**a. Opening Statement**

The Staff Evaluation for the request was presented by Monique Ocean. Mr. Wes Taylor and Kim Lucas came before the Planning Commission as the applicant and the owner to speak about the rezoning request. Mr. Taylor stated that he wished to rezone the properties to RS-4 was because of the smaller lot size permitted in that district. Mr. Taylor stated that he intended to build upscale single-family homes that would not be cookie-cutter in appearance. Mr. Taylor stated he understood the City's infill development ordinance and he planned to recreate the same look as other homes in the neighborhood. Ms. Lucas stated that she and her sister are the owners of the subject properties. Ms. Lucas stated that the new development is intended to have smaller yards. Mr. Len Roberson spoke as the project engineer for the applicant.

**b. Public Comment**

Sixteen members of the community spoke against the rezoning request. The individual statements made indicated that the opposition to the rezoning request was due to the incompatibility of the development and the type and number of houses that could be allowed if the properties were rezoned to RS-4. The individual statements were also that the increase in stormwater run-off problems, the increase in traffic, and parking hazards that could be created with the proposed rezoning and development of 22 houses were also reason for opposition.

**c. Adjourn Public Hearing**

With no further discussion, the public hearing was adjourned.

**d. Motion**

Richard Boiteau made a motion to deny approval of the request to rezone the property to RS-4. Michael Mahoney seconded the motion. The vote to recommend denial was unanimous.

**V. NEW BUSINESS**

There was no new business.

**VI. ADJOURNMENT**

Mr. Boiteau made a motion to adjourn. Mr. Wuest seconded the motion. All were in favor.

**A quorum of Council may be present.  
No discussion or action on the part of Council will be taken.**

# EVENTS COMMITTEE

## Bylaws

### ARTICLE I ORGANIZATION

#### SECTION 1 - ESTABLISHMENT

The name of this organization shall be the *EVENTS COMMITTEE* established in 2003 by the Cayce Mayor and City Council. This Committee's name replaces the Holiday Event Committee established in 1998.

#### SECTION 2 - PURPOSE

The purpose of the EVENTS COMMITTEE is to plan and organize special events sponsored by the City of Cayce under the approval of Mayor and Council.

#### SECTION 3 - MEMBERS

Members of the EVENTS COMMITTEE are appointed by the City Council to one or two year terms. The total number of members is as determined by City Council. Currently the Committee consists of eleven members. The members of the EVENTS COMMITTEE may recommend individuals for appointments or the reappointment of a current member to Mayor and Council. Members/potential members must be residents of the City of Cayce and/or operate a business in the City of Cayce.

#### SECTION 4 - OFFICERS

The Officers of the EVENTS COMMITTEE shall be the Chairman, Vice-Chairman and Secretary. These officers shall be elected by the EVENTS COMMITTEE members. Elections will be held during the first meeting in each calendar year. The officers shall perform the duties described in these bylaws and in accordance with the rules of order. No person shall hold office that is not a member. No one shall hold more than one office at the same time.

# EVENTS COMMITTEE Bylaws

## SECTION 5 - CHAIRMAN

The Chairman shall be a voting member of the EVENTS COMMITTEE. The responsibilities and authorities of the Chairman shall be:

Call meetings of the EVENTS COMMITTEE

Approve the agenda

Preside at meetings

Act as spokesperson of the EVENTS COMMITTEE

Sign documents approved by the members for the EVENTS COMMITTEE

- Transmit reports and recommendations to the City Manager and Mayor and Council through the City's staff liaison
- Appoint and charge sub-committees from members of the EVENTS COMMITTEE and/or volunteers from the general public
- Perform other duties approved by the Committee

## SECTION 6 -VICE-CHAIRMAN

The Vice-Chairman shall exercise the duties of the Chairman in the absence or disability of the Chairman. In the absence of both the Chairman and the Vice-Chairman, an Acting Chairman shall be elected by the members present to preside at the meeting.

## SECTION 7 - SECRETARY

The Secretary shall, with the support of City of Cayce staff:

- Provide timely notice of meetings to the members of the EVENTS COMMITTEE
- Assist the Chairman in the preparation of the agenda
- Keep minutes of meetings
- Maintain the documents related to the EVENTS COMMITTEE as a public record through the support of the City's staff liaison
- Prepare correspondence for the approval and/or signature of the EVENTS COMMITTEE officers or members
- Perform other duties customarily conducted by a secretary as approved by the Committee

# EVENTS COMMITTEE Bylaws

## ARTICLE II

### MEETINGS

#### SECTION 1 - TIME AND PLACE

The regular meetings of the EVENTS COMMITTEE shall be held monthly on the second Thursday of each month at 5:30 p.m. A schedule of regular meetings shall be prepared and made available to the public. Special meetings may be called by the Chairman upon twenty-four hours notice, posted and delivered to all EVENTS COMMITTEE members. Meetings shall be held at the time, date and place stated on the meeting notice. All meetings of the EVENTS COMMITTEE shall be open to the public.

#### SECTION 2-AGENDA

A written agenda as approved by the Chairman may be furnished by the secretary to each member of the EVENTS COMMITTEE. The agenda shall be sent by mail or distributed at the meeting to each EVENTS COMMITTEE member. The agenda may be modified, e.g. an item added at the meeting upon presentation and a second and a majority vote of the Committee.

#### SECTION 3 - QUORUM

A majority of the members of the EVENTS COMMITTEE shall constitute a quorum. The Chairman shall determine the presence of a quorum at each meeting. A quorum shall be present before any business is conducted other than to reschedule the meeting.

#### SECTION 4 - RULES OF ORDER

Robert's Rules of Order (The Modern Edition) shall govern the conduct of meetings except as otherwise provided by these Bylaws. In the event of conflict or controversy, the Chairman shall control the floor and no person shall speak at the EVENTS COMMITTEE meeting without the permission of the Chairman.

#### SECTION 5-VOTING

A member must be present to vote.

# EVENTS COMMITTEE Bylaws

## ARTICLE III

### RECORDS

#### SECTION 1 - MINUTES

The Secretary shall prepare minutes of each meeting for the approval of the EVENTS COMMITTEE at the next regular meeting. Minutes shall be maintained as public record by the City's staff liaison.

#### SECTION 2 - ATTENDANCE

The minutes shall show the members in attendance at each meeting. At the January 6, 1998 Council Meeting, Council established a policy requiring any member with three consecutive, unexcused absences to step down. The EVENTS COMMITTEE may recommend to Mayor and Council the removal for cause of any member and may recommend individuals to be considered for open positions on the Committee.

#### SECTION 3 - REPORTS

The Secretary shall assist in the preparation and forwarding of all reports and recommendations of the EVENTS COMMITTEE in appropriate form. Copies of all correspondence, reports and recommendations shall be maintained as public record by the City of Cayce.

## ARTICLE IV ADOPTION AND AMENDMENT

#### SECTION 1 - ADOPTION

These Bylaws were adopted by a vote of the majority of the members of the EVENTS COMMITTEE at the regular public meeting of \_\_\_\_\_, 2003.

#### SECTION 2 - AMENDMENT

These Bylaws may be amended at any regular meeting of the EVENTS COMMITTEE by a majority vote of the members of the EVENTS COMMITTEE. Amendments of these Bylaws must be placed on the agenda of a regular meeting, and any proposed amendments to the Bylaws shall be sent to each member in writing. Members of the EVENTS COMMITTEE must be given at least seven days notice of any meeting when By-law amendments are to be considered.

# **EVENTS COMMITTEE Bylaws**

**DATE**

**APPROVED: , 2003**

# Cayce Events Committee

## Bylaws

### Article I Organization

#### SECTION 1 - ESTABLISHMENT

The name of this organization shall be the *EVENTS COMMITTEE* established in 2003 by the Cayce Mayor and City Council. This Committee's name replaces the Holiday Event Committee established in 1998.

#### SECTION 2 - PURPOSE

The purpose of the EVENTS COMMITTEE is to plan and organize special events sponsored by the City of Cayce under the approval of Mayor and Council.

#### SECTION 3 - MEMBERS

Members of the EVENTS COMMITTEE are appointed by the City Council to one- or two-year terms. The total number of members is as determined by City Council. Currently the Committee consists of eleven members. The members of the EVENTS COMMITTEE may recommend individuals for appointments or the reappointment of a current member to Mayor and Council. Members/potential members must be residents of the City of Cayce and/or operate a business in the City of Cayce.

#### SECTION 4 - OFFICERS

The Officers of the EVENTS COMMITTEE shall be the Chairman, Vice-Chairman and Secretary. These officers shall be elected by the EVENTS COMMITTEE members. Elections will be held during the first meeting in each calendar year. The officers shall perform the duties described in these bylaws and in accordance with the rules of order. No person shall hold office that is not a member. No one shall hold more than one office at the same time.

#### SECTION 5 - CHAIRMAN

The Chairman shall be a voting member of the EVENTS COMMITTEE. The responsibilities and authorities of the Chairman shall be:

- Call meetings of the EVENTS COMMITTEE

- Approve the agenda
- Preside at meetings
- Act as spokesperson of the EVENTS COMMITTEE
- Sign documents approved by the members for the EVENTS COMMITTEE
- Transmit reports and recommendations to the City Manager and Mayor and Council through the City's staff liaison
- Appoint and charge sub-committees from members of the EVENTS COMMITTEE and/or volunteers from the general public
- Perform other duties approved by the Committee

**SECTION 6 -VICE-CHAIRMAN**

The Vice-Chairman shall exercise the duties of the Chairman in the absence or disability of the Chairman. In the absence of both the Chairman and the Vice-Chairman, an Acting Chairman shall be elected by the members present to preside at the meeting.

**SECTION 7 - SECRETARY**

The Secretary shall, with the support of City of Cayce staff:

- Provide timely notice of meetings to the members of the EVENTS COMMITTEE
- Assist the Chairman in the preparation of the agenda
- Keep minutes of meetings
- Maintain the documents related to the EVENTS COMMITTEE as a public record through the support of the City's staff liaison
- Prepare correspondence for the approval and/or signature of the EVENTS COMMITTEE officers or members
- Perform other duties customarily conducted by a secretary as approved by the Committee

**ARTICLE II MEETINGS**

**SECTION 1 - TIME AND PLACE**

The regular meetings of the EVENTS COMMITTEE shall be held monthly on the second Thursday of each month at 5:30 p.m. A schedule of regular meetings shall be prepared and made available to the public. Special meetings may be called by the Chairman upon twenty-four hours' notice, posted and delivered to all EVENTS COMMITTEE members. Meetings shall be held at the time, date and place stated on the meeting notice. All meetings of the EVENTS COMMITTEE shall be open to the public.

**SECTION 2-AGENDA**

A written agenda as approved by the Chairman may be furnished by the secretary to each member of the EVENTS COMMITTEE. The agenda shall be sent by mail or distributed at

the meeting to each EVENTS COMMITTEE member. The agenda may be modified, e.g. an item added at the meeting upon presentation and a second and a majority vote of the Committee.

### **SECTION 3 - QUORUM**

A majority of the members of the EVENTS COMMITTEE shall constitute a quorum. The Chairman shall determine the presence of a quorum at each meeting. A quorum shall be present before any business is conducted other than to reschedule the meeting.

### **SECTION 4 - RULES OF ORDER**

Robert's Rules of Order (The Modern Edition) shall govern the conduct of meetings except as otherwise provided by these Bylaws. In the event of conflict or controversy, the Chairman shall control the floor and no person shall speak at the EVENTS COMMITTEE meeting without the permission of the Chairman.

### **SECTION 5-VOTING**

A member must be present to vote.

## **Article III RECORDS**

### **SECTION 1 - MINUTES**

The Secretary shall prepare minutes of each meeting for the approval of the EVENTS COMMITTEE at the next regular meeting. Minutes shall be maintained as public record by the City's staff liaison.

### **SECTION 2 - ATTENDANCE**

The minutes shall show the members in attendance at each meeting. In the event that a member misses one third of all meetings within a 12 month period of service, the member shall be subject to removal for cause by the council.

### **SECTION 3 - REPORTS**

The Secretary shall assist in the preparation and forwarding of all reports and recommendations of the EVENTS COMMITTEE in appropriate form. Copies of all correspondence, reports and recommendations shall be maintained as public record by the City of Cayce.

**ARTICLE IV ADOPTION AND AMENDMENT**

**SECTION 1 -ADOPTION**

These Bylaws were adopted by a vote of the majority of the members of the EVENTS COMMITTEE at the regular public meeting of \_\_\_\_\_, 2022.

**SECTION 2 - AMENDMENT**

These Bylaws may be amended at any regular meeting of the EVENTS COMMITTEE by a majority vote of the members of the EVENTS COMMITTEE. Amendments of these Bylaws must be placed on the agenda of a regular meeting, and any proposed amendments to the Bylaws shall be sent to each member in writing. Members of the EVENTS COMMITTEE must be given at least seven days notice of any meeting when By-law amendments are to be considered

**DATE**

**APPROVED:**

**, 2022**

---

**COUNCIL ACTION REQUIRED**

**BEAUTIFICATION FOUNDATION – ONE (1) POSITION**

The Beautification Foundation currently has one (1) open position. The City has received a potential member application from Mr. Alex Bybee. His application is attached for Council's review.

**PUBLIC SAFETY FOUNDATION – TWO (2) POSITIONS**

The Public Safety Foundation currently has two (2) open positions. The City has received a potential member application from Dr. Colette Townsend-Chambers. Her application is attached for Council's review.

*Note, the Beautification Foundation amended their by-laws to transfer the Planning Commission Representative requirement into an appointed Director position. These amended by-laws were approved by the Foundation on July 11, 2022. As a Foundation, those by-laws do not require Council approval.*

**NO COUNCIL ACTION REQUIRED**

**The following positions remain open until receipt of potential member applications.**

**STANDARD TECHNICAL CODES BOARD OF APPEALS – TWO (2) POSITIONS**

Reviews citizen appeals to ensure building codes, property maintenance codes and fire codes are properly interpreted and implemented fairly. Members who serve on this Board must be either an Engineer, Contractor, Architect or Design Professional. There are no recommendations at this time.

**APPOINTMENT PROCESS**

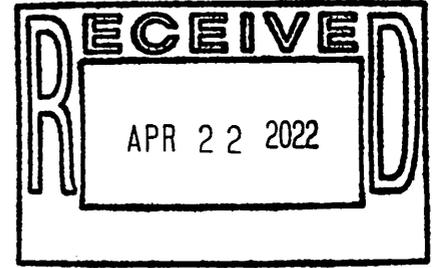
Cayce citizens have an opportunity to actively participate in the City through their services on a number of advisory boards, commissions, foundations and committees. These groups help shape and carry out policy.

Applications are accepted at any time for all City of Cayce boards, commissions, foundations and committees. Cayce citizens wishing to apply for appointment may submit a potential member application to the Municipal Clerk, P. O. Box 2004, Cayce, SC 29171. More information and a copy of the application can be found on our website at <https://www.caycesc.gov/boards.php> or by calling City Hall at 803-796-9020.

City Council considers applications at a meeting immediately following an opening.



CITY OF CAYCE
BEAUTIFICATION FOUNDATION
APPOINTMENT APPLICATION



Name: Alex Bybee

Home Address Holland Ave. City, State, Zip Cayce, SC 29033

Telephone: E-Mail Address

Cell Phone:

Resident of Cayce: [X] Yes [ ] No Number of Years 2

Business Located in Cayce: [ ] Yes [X] No Number of Years

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: The Electric Cooperatives of SC Position IT Coordinator

Address: 808 Knox Abbott Drive

City, State, Zip Cayce, SC 29033 Telephone: 803-796-6060

Fax: 803-739-3083 E-Mail alex.bybee@ecsc.org

Work Experience: Worked in restaurants for 10+ years before transitioning to working in IT for the past 6 years.

Educational Background: BA in Integrated Information Technology from the University of South Carolina.

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

None

Volunteer Work: None

Hobbies: Motorcycles, woodworking, traveling, cooking.

Return to:
Mendy Corder, Municipal Clerk
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
Telephone: 803-796-9020 • Fax: 803-796-9072



## CITY OF CAYCE POTENTIAL MEMBER APPLICATION

Name: Colette Townsend-Chambers Date: July 2, 2022  
 Home Address: Windsor Drive City, State, Zip Cayce SC 29033  
 Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Resident of Cayce:  Yes  No Number of Years: 1 year

**Please indicate the Committee(s) for which you are applying:**

- Accommodations Tax Committee     Cayce Housing Authority     Events Committee  
 Consolidated Board of Appeals     Municipal Election Comm     Museum Commission  
 Planning Commission     Board of Zoning Appeals     Public Safety

**Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?**

Yes  No If yes, specify below.

**Work Address**

Company: University of South Carolina-Columbia Position: Professor (Assoc)  
 Address: 1601 Greene Street City, State, Zip Columbia SC 29208  
 Telephone: 803-576-7305 E-Mail: colettet@mailbox.sc.edu

**Work Experience:** Nursing homes, hospitals, Surgical + OB Units, teaching medical Surgical Nursing (Community Nursing

**Educational Background:** Registered Nurse for 35 years, RN in Public Health  
Bachelors, Masters, Doctorate of Nursing Practice

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

Member of Churchill Heights Neighbor Connection

**Volunteer Work:** Food banks, local church, Sunday School teacher, Overseas missionaries.

**Hobbies:** Motorcycle riding, gardening, singing, drummer  
Podcast Creator

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