

Mayor Elise Partin	Mayor Pro-Tem Tim James	Council Members Phil Carter Hunter Sox Byron Thomas	City Manager Jim Crosland	Deputy City Manager Mike Conley Assistant City Manager Wesley Crosby
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**City of Cayce
Regular Council Meeting
Wednesday May 21, 2025**

The May 21, 2025, Regular Council Meeting was held this evening at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem Tim James and Council Members Phil Carter, Hunter Sox and Byron Thomas. City Manager Jim Crosland, Deputy City Manager Michael Conley, Municipal Clerk Mendy Corder, Finance Director Kelly McMullen, Human Resources Director Lynn Dooley, Utilities Director Betsy Catchings, Police Chief Bruce Wade, Fire Chief Steven Bullard and City Attorney Will Dillard 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. Council Member Thomas stated that the upcoming weekend was Memorial Day weekend and he wanted to reflect on the importance of remembering that freedom was not free. He stated that he wanted to read something that he was sent earlier that day, "Armed Forces Day is for those still under their uniform. Veterans Day is for those who hung up their uniform. Memorial Day is for those who never made it out of their uniform." He stated that it was such a blessing to live in the United States of America and they were so blessed that men and women had died for everyone to have the rights that they had in this country to agree with each other or to agree to disagree with each other. He asked that everyone have a moment of silence for those that had never taken off their uniform. Council Member Thomas gave the invocation.

Mayor Partin stated that there was a special guest to lead the assembly in the Pledge of Allegiance. She stated that it was a tradition that the City had carried on for quite some time and picked back up recently with the most delightful elementary student at the last Council Meeting. She stated that the student won the national award for the young chefs. She stated that Mr. Gerald Cromer spent eight (8) years with the Columbia Fire Department and retired from SCETV, after 28 years as manager of transmitter operations of 11 TV stations and eight (8) FM stations. She stated that in 2000 Mr. Cromer's group put the first digital TV station in South Carolina. She stated that he had been married for 59 years when his wife passed away.

Public Comment Regarding Items on the Agenda

There was no public comment.

Presentation

A. Swearing in of Police Chief Bruce Wade

Police Chief Wade took the Oath. Chief Wade thanked his family, team and everyone in attendance for being there to show their support.

Proclamation

A. Approval of a Proclamation – May as National Tennis Month

Council Member Thomas made a motion to proclaim May as National Tennis Month. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

Items for Discussion and Possible Approval

A. Discussion and Approval Consenting to the Inclusion of Lexington County Tax Map Numbers: 006899-01-027, 06899-01-029 and 06899-01-030 into the Multi-County Industrial Park within the City of Cayce

City Manager Crosland stated that this item was deferred from the last Council Meeting and Council approval was needed for a Resolution consenting to the inclusion of property into the Multi-County Industrial Park. He stated that Council had some questions but he believed staff had answered those questions. He stated that Mr. Garrett Dragano from Lexington County was in attendance to answer any questions that Council may have.

Council Member Sox made a motion to approve the Resolution consenting to the inclusion of property into the Multi-County Industrial Park within the City of Cayce. Mayor Pro Tem James seconded the motion which was unanimously approved by roll call vote.

B. Discussion and Approval of the Accommodations Tax Committee's Recommendation for Distribution of Funding for FY25/26

Mayor Pro Tem James recused himself from this item, his recusal form is attached. City Manager Crosland stated that the FY25/26 State Accommodation Tax fund budget was currently balanced at \$183,000. He stated that the Accommodations Tax Committee recommended awarding a total of \$34,350 for the following expenses and grants – Cayce Woman's Club Hot Flash 5K \$1,200, the River Alliance Tartan Day South event \$22,000, Cayce Museum Colonial Village at Tartan Day South \$1,000, Cayce Museum Christmas Traditions \$4,150, Cayce Museum African American Legends event \$1,000 and Cayce ad specialties items \$5,000. He stated that the

Committee recommended awarding the required 30% to regional tourism to Experience Columbia 35% which was an estimated allocation of \$15,461, Lake Murray Country 30% estimated allocation of \$13,253 and the Greater Cayce West Columbia Chamber of Commerce a 35% estimate allocation of \$15,461.

Mayor Partin and Council Member Carter stated that last year additional information was requested from the 30% designees to show the return on investment and that information was not included with this year's requests. Mayor Partin asked that this item be postponed so staff could research what Council asked for specifically last year. Council Member Sox made a motion to postpone this item to the June 3, 2025, Council Meeting. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

C. Discussion and Approval of Hospitality Tax Grant Funding for FY25/26

Mayor Pro Tem James recused himself from this item, his recusal form is attached. Council Member Sox made a motion to postpone this item to the June 3, 2025, Council Meeting. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

Ordinances

A. Discussion and Approval of Ordinance 2025-04 Amending the Code of Ordinances for the City of Cayce by Adding Section 2-97 to Provide for Adoption of Proclamations and Ceremonial Resolutions – Second Reading

City Manager Crosland stated that Council approval was needed to amend the City Code of Ordinances by adding section 2-97, to provide for adoption of Proclamations and ceremonial Resolutions. He stated that Council was often asked to recognize a group, business or individual at Council Meetings and the City currently did not have a policy for this matter. He stated that the Ordinance was amended between First and Second Reading to add guidelines to assist Council when considering Proclamations and Resolutions.

Council Member Sox made a motion to approve Ordinance 2025-04 as amended. Mayor Pro Tem James seconded the motion which was unanimously approved by roll call vote.

B. Discussion and Approval of Ordinance 2025-05 to Adopt an Annual Budget, Levy a Property Tax, and Provide Revenue for the City of Cayce for the Fiscal Year Ending June 30, 2026, and To Adopt and Establish Certain New Fees and Charges with Amounts – First Reading

City Manager Crosland stated that he wanted to thank Finance Director Kelly McMullen for her hard work with the City's new budget software. He stated that this year's budget process had been the easiest for administration staff to go through. He stated that the General Fund revenues included an increase of three (3) mils, which would increase tax revenues by \$200,000. He stated that the General Fund Revenues included no increase in sanitation fees, there was no change in the utility direct cost transfer of \$2.1 million, a conservative estimate of accommodations taxes and \$200,000 in lease purchases for replacement vehicles to include one (1) Police Investigations vehicle and three (3) Police Patrol vehicles. He stated it also included a transfer from hospitality tax of \$1.5 million for City events, Parks Department operations and a new FTE Communication/ Events Coordinator for six (6) months. City Manager Crosland stated that it also included golf carts for Parks Patrol, one (1) Police Parks replacement vehicle, one (1) Parks replacement vehicle and Parks equipment to include a trailer, lawn mower, a replacement excavator for larger jobs on the Riverwalk and a trailer mounted pressure washer. He stated that the General Fund revenues included \$225,000 in grant revenues, \$530,000 from Lexington School District Two for School Resource Officers and \$120,000 in grant revenues for a Gang Investigator and a Victims Advocate.

City Manager Crosland stated that General Fund Expenses had Capital Improvement Plan Expenditures of \$761,000 to include a municipal complex space study, Municipal Court upgrades, an indirect cost transfer study, Fire Department bunker gear, extrication tools and mobile Porter radios, garage diagnostic software, information technology schedule replacement items and parks vehicle and equipment funded through Hospitality Tax funds. He stated that sanitation roll carts would be partially funded through a grant and there was a 4% cost of living increase for General Fund employees. He stated that there was a 4.6% increase to the employer for the employee health plan and continued funding for the facade grant program and the demolition program. City Manager Crosland stated that the Utilities Fund Revenues had a 3% increase in water and sewer rates, both inside and outside the City, a transfer of \$905,655 from the City's Wastewater Renewal and Replacement Reserve Fund for projects associated with the Capital Improvement Plan, no transfer from unassigned fund balances and capital improvement plan expenditures totaling \$1,350,750 funded from Operating Funds. He stated that Capital Improvement Plan Expenditures totaled \$905,000 from the Wastewater Renewal and Replacement Fund. He stated that there was not a change in the utility transfer, which was \$2.15 million to the General Fund which met the City's minimum debt coverage of 115% and actually put the City at 134% debt coverage.

City Manager Crosland stated that the Utilities Fund expenses included the principal interest payments for all bonds, a 4% cost of living for Utilities Fund employees and the 4.6% increase for the employer for the employee health plan. He stated that the 3 (3) additional mils for the average inside City rate user for a \$200,000 house using 3,000 gallons per month would be \$24 per year and the average usage water would be

\$10.44 per year and an average user's sewer would be \$9 per year for a total additional cost annually of \$43.44 and monthly of \$3.62.

Council Member Sox made a motion to approve First Reading of the budget. Council Member Carter seconded the motion. Council Member Sox thanked staff for pulling the budget together. He stated that it was the most transparent budget process he had been a part of and easy to understand. He stated that last year, he combed through the budget from PDF documents and put those into an Excel spreadsheet, and from that came to the conclusion that the City could do retention bonuses without having the full millage increase that was requested. He stated that being correct in that Council was able to provide a retention bonus to all City employees in December of last year for a total of around \$360,000. Council Member Sox stated that he was really glad that a cost of living adjustment was included in the proposed budget and they still came in under budget from last year. He stated that he combed through every line item of the proposed budget again this year, and every dollar was accounted for. He stated that the budget started with a sanitation fee increase, which was essentially a tax on top of taxes but it was ultimately incorporated into millage. He thanked staff for taking that request and pulling that over to millage. Council Member Sox stated that even though the Sanitation Department ran on a deficit, he firmly believed that the reason the gradual increases were originally put in place years ago was to purchase new roll carts and were never rolled off the books and had been used year over year as a way to increase taxes on citizens. He stated that he was glad they were able to remove that and he did not support increasing them anymore. He stated that he wished it could be incorporated into the City's millage, but it did take a good bit to pull that over that the City did not have access to every year, but every department did not have to run on a profit. Council Member Sox stated that the Parks Department, for example, would never make a profit but parks increased the quality of life in Cayce, and so did the Sanitation Department. He stated that he understood that the City's department heads worked really closely with City Manager Crosland on the proposed budget and watched their budget more closely than ever, even decreasing their costs and stretching every dollar as far as they could. He thanked staff and stated that he looked forward to moving the budget forward.

Mayor Pro Tem James stated that he was reflecting back to last year's budget process and the challenge that they had trying to pull a budget together that did not even get to where they wanted it to be which was the priority of giving staff something. He stated that City Manager Crosland and staff flipped it this year and made sure that that was the very first thing and he thanked them for doing that. He stated that he did not know about the rest of Council but he only had two (2) or three (3) conversations with City Manager Crosland regarding the budget and he and staff magically pulled the budget together. Mayor Pro Tem James stated that Finance Director McMullen also at the same time, put together a whole new software program that helped Council to truly understand what was going on. He stated more importantly the citizens could recognize that they were continuing to receive much better than average services throughout the

City. Mayor Pro Tem James stated that Sanitation staff worked hot, tiresome work and even rolled roll carts back behind the seniors and disabled resident's homes. He stated that one of the conversations that he did have with City Manager Crosland, he made sure that anything that was a priority for each Department they were receiving it and he did that through grants and other types of funding, and through really holding a tight budget. He stated that he could not imagine being able to balance a budget like this so well with everything that was needed and take care of those that we needed to thank you so very much.

Council Member Thomas thanked City Manager Crosland and staff. He stated that during last year's budget process he had constituents calling him crying on the phone, frustrated with inflation and everyone raising prices around them. He stated that he knew that was his only shot of letting them know that he could not control what school districts did or what happened on the Federal level but he had some control over what happened in the City of Cayce. He stated that last year he had to say no, because he wanted to show his constituents that he wanted to work with the City Manager to do incremental increases. He thanked City Manager Crosland for listening to him that the City needed to show citizens a plan that showed they could continue to have amazing quality of life and run this city, but by doing things small. He stated that he believed his constituents could afford an increase of \$3.62 a month compared to what was being thrown at Council last year.

Council Member Carter stated this budget was the most comprehensive, understandable, transparent document he had seen in his 18 years of elected service. He stated that the City was going to be able to get a lot of capital items that they had struggled with over the years. He stated that he could not thank staff enough and hopefully the folks at home would understand the budget as well. He stated that Council was there to answer questions for them.

Mayor Partin stated that not getting the cost of living in the budget last year was hard on staff, so she was very thankful that it was in this year's budget. She stated that she wanted to confirm that the budget had all the equipment that staff needed to do the job that Council was asking them to do, so that they did not do like they did last year and waste money on emergency funding because a generator that they knew needed replacing breaks down. She stated that they wanted to make sure that they were being transparent and real with the citizens that this did take care of the equipment and the services that they needed. She stated that Finance Director McMullen brought the new budget software to the former city manager last year to get this program, and Council put it in the budget last year so it had been really great that Council funded that last year and the City had it this year to benefit from. She stated that the software program had been pretty easy to use and thanked staff. She called the question which was unanimously approved by roll call vote.

City Manager's Report

City Manager Crosland stated that Allison Barrs in the Finance Department was promoted to the City's Municipal Treasurer so she would be taking over Ms. McMullen's position. He stated that not only did Ms. McMullen do a wonderful job with the budget, but she also created a really good succession plan with Ms. Barrs. He stated that Ms. Barrs was knowledgeable and had been in the business for a long time and came with the degrees and expertise to do the job. He stated that the City's PIO, Ms. Ashley Hunter, was working on rescheduling the Glenwood Park reopening. He stated that Luke Godbold would start as the City's Director of Development Services on June 5. City Manager Crosland stated that Mr. Godbold came to the City from Lake City and had a lot experience in economic development and planning. He stated that Council Member Thomas asked for an update on the sidewalks on Frink Street. He stated that it was two (2) separate projects – one (1) with the DOT and the other one, the plans were done, so staff was working with that. He stated that the City wanted to extend sincere condolences to the Florence County Sheriff's Office for the in the line of duty death of Deputy Nate who succumbed to his injuries the prior day while involved in a collision. He stated that everyone's prayers and hearts went out to his family, friends and the sheriff's office from Florence County.

Council Comments

Mayor Pro Tem James stated that most of the folks in attendance recognized the significance of the guests who attended the new Police Chief being sworn in. He stated that Chief Holbrook from Columbia came over to be a part of it, the Lexington County Sheriff was there as well and the significance of partnership was obvious. He stated there was a lot of support for the City's new Police Chief and he had the support of surrounding departments. Mayor Pro Tem James asked Finance Director McMullen to stand so everyone could see who she was. He stated that she had done a magnificent job of being able to manage the numbers at the City for some time and the City's loss was someone else's gain. He stated that he did not want it to go unsaid about how much Council appreciated her and what she had done and the challenges that she faced to be able to keep the City afloat. Mayor Pro Tem James stated that everyone learned at the last Council Meeting that City Manager Crosland would be retiring but it was very quickly after that that City Manager Crosland received a call and the Town of Irmo snatched him up to become their City Manager. He stated that the budget was just one of the many things that City Manager Crosland had done but the biggest thing that he had done was to earn the respect of staff. He stated that City Manager Crosland had grown up in the City, and now he had run the City, and he had done it from his heart and soul, and just not as a member of Council, not as a dear friend of his, but as a citizen of Cayce, he thanked him for his commitment and stated that he would be missed deeply. City Manager Crosland stated that it was not planned for him to take a position with another city.

Council Member Thomas stated that he and Mayor Partin and Dara Brown and some other community leaders, did a walk audit last year that was mainly in his district.

He stated that he would love for some benches and trash receptacles to be placed along the new sidewalks. He stated that the students at the Lexington Innovation Center could build them and their work could be featured in the City. He stated that it was important to work well with the City's school districts. He stated that every time he drove by Glenwood Park, there were kids of different races, different genders, playing together. He stated that he had a community member tell him how excited he was about the improvements to the park. Council Member Thomas stated that the \$50,000 spent on the upgrades was hospitality tax money which was a tax on prepared foods and beverages, and the City used that money to make these amazing improvements. He stated that he had some constituents call him about more basketball courts. He stated that he wanted to keep kids off the street and keep them in the City's parks. Council Member Thomas stated that he hoped that the City could work to get more basketball goals in the City. He stated that West Columbia Councilman Joseph Dickey wanted to come over to play Council in basketball.

Council Member Sox stated City Manager Crosland worked with Lexington County to get a basketball goal put up at the park on M Avenue and people were using it regularly.

Mayor Partin stated that at the last Council Meeting she asked for an update on the Brownfields grant. She stated that the Brownfields grant was an economic development grant and was very hard to get. She stated that it was very prestigious and staff worked time and time again to try to get it and the City finally got it. She stated that she thought Council was having an update on that. She asked for a presentation at the next Council Meeting so they could know what the progress was on that for economic development. She stated that those were the things that Council could do to take pressure off of citizens' backs and provide more revenue so the City had more revenue coming in that was not just from raising taxes but bringing more businesses and creating more vibrancy and opportunities for young people to work in the summers and after school. She stated that she and Mayor Pro Tem James were going to work on a tennis grant and had been asked to do the proclamation for tennis week. She stated that they were going to work with the tennis pro at the Cayce Tennis and Fitness Center, which was world renowned, and see what they could do to create more opportunities for young people to put a racket in their hands and give them the opportunity to play and have fun. Mayor Partin stated that tennis was a lifelong sport. She thanked the Cayce Public Safety Foundation for all of their hard work and City PIO Ashley Hunter, who graciously matched the money raised during the Midlands Gives Power Hour. Mayor Partin stated that she got to donate to Midlands Gives through the Mayor's game that brought elected leaders together to raise awareness to Midlands Gives.

Mayor Partin stated that next on the agenda was Executive Session and she would like to ask Council if they could have one (1) item in open session and not in Executive Session. She stated that item was the discussion of employment matter for

the city manager position and all Council was doing was looking at job descriptions and that was neither contractual nor personnel, which would make it qualify for Executive Session. She stated that they were not discussing salary or benefits in the documents that they were looking at. She stated that she knew Council really supported being transparent with citizens so if it was ok with them she would like to discuss that item in open session then go into Executive Session. Mayor Pro Tem James stated that he did not realize that they were going to call for a vote on something like that but he thought they could go into Executive Session first to find out what the feedback was that the HR Department had discovered and then they could bring it back out. He asked City Attorney Will Dillard if it qualified as a personnel matter.

City Attorney Dillard stated that in his opinion, the discussion of the job description would qualify as a personnel matter within the meaning of FOIA and was proper for Executive Session if that was where Council wanted to discuss it. He stated that it did not have to be in Executive Session and Council had the discretion to discuss it in either. Mayor Pro Tem James stated that it had always been in Executive Session and he did not recall any personnel matters being discussed in open session. Mayor Partin stated that it was not a personnel matter and was only a document. She stated that personnel meant that one was talking about a person and that was why it was discussed in Executive Session. She stated that if Council did not want to do that and did not want to be transparent, they did not have to take a vote on it. Mayor Pro Tem James stated that they were transparent. Council Member Carter stated that he would contend that it was a working job description and when Council agreed to the language of the document, it would certainly become public record, and they would certainly release it to anyone that wanted it. He stated that there were currently some questions that he got feedback on as he was asked to be the liaison between HR and Council. He stated that HR needed some clarification on the responses he got from Council therefore it would be better if it was discussed in Executive Session

Mayor Partin asked if she was correct that as soon as the job description was approved by Council it would be posted online to promote the job. City Manager Crosland stated that was at Council's discretion but Council could ask staff to post the City Manager's job description. Mayor Partin stated that if it was all public and everyone had seen job descriptions so why not discuss it in open position. City Manager Crosland stated that he did not know what information Council Member Carter had to pass on nor did he know what the HR Department had to pass on.

Executive Session

- A. Discussion of Lexington County economic development projects relating to the proposed location, expansion, or the provision of services encouraging location or expansion of industries or other business within the City

- B. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege
 - i. Fire Truck warranty litigation
 - ii. Claim for improvements to Taylor Street at New State Road
- C. Receipt of legal advice and discussion of proposed contractual arrangements relating to:
 - i. Spencer Place – Request for Letter of Support
- D. Discussion of Employment Matter – City Manager Position

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

Reconvene

After the Executive Session was concluded, Mayor Pro Tem James made a motion to reconvene the Regular meeting. Council Member Thomas seconded the motion which was unanimously approved by roll call vote. Mayor Partin announced that no vote was taken in Executive Session other than to adjourn and resume the Regular meeting.

Possible actions in follow up to Executive Session

- A. Other

Adjourn

Mayor Pro Tem James made a motion to adjourn the meeting. Council Member Sox seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 7:36pm.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk

IF YOU WOULD LIKE TO SPEAK ON A MATTER APPEARING ON THE MEETING AGENDA, PLEASE COMPLETE THE INFORMATION BELOW PRIOR TO THE START OF THE MEETING.* *THANK YOU.*

COUNCIL MEETING SPEAKERS' LIST

Date of Meeting **May 21, 2025**

[illegible]

***Appearance of citizens at Council meetings - City of Cayce Code of Ordinances, Sec. 2-71.** Any citizen of the municipality may speak at a regular meeting of the council on a matter pertaining to municipal services and operation, with the exception of personnel matters, by notifying the office of the city manager at least five working days prior to the meeting and stating the subject and purpose for speaking. Additionally, during the **public comment period** as specified on the agenda of a regular meeting of the council, a member of the public may speak on a matter appearing on the meeting agenda, with the exception of personnel matters by signing a speakers list maintained by the city clerk prior to the start of the public comment period. The number of speakers at a council meeting may be limited in the discretion of the mayor or presiding officer, the length of time for any speaker's presentation is limited to a maximum of five minutes, and a presentation may be curtailed if determined to be uncivil, contentious, or disruptive in the discretion of the mayor or presiding officer or by majority of vote of council.

RECUSAL STATEMENT

Member Name: Tim James

Meeting Date: May 21, 2025

Agenda Item: Section V. Number B & C

Topic: Approval of the Accommodations Tax Committee's Recommendation for Distribution of Funding for FY25/26

Approval of Hospitality Tax Grant Funding for FY25/26

The Ethics Act, SC Code §8-13-700, provides that no public official may knowingly use his office to obtain an economic interest for himself, a family member of his immediate family, an individual with whom he is associated, or a business with which he is associated. No public official may make, participate in making, or influence a governmental decision in which he or any such person or business has an economic interest. Failure to recuse oneself from an issue in which there is or may be conflict of interest is the sole responsibility of the council member (1991 Op. Atty. Gen. No. 91-37). A written statement describing the matter requiring action and the nature of the potential conflict of interest is required.

Justification to Recuse:

☐ Professionally employed by or under contract with principal

☐ Owns or has vested interest in principal or property

☒ Other: Recipient of Funding Request

May 21, 2025

Date

Timothy James

Member Signature

Approved by Parliamentarian:

Mandy Cordier