

Mayor Elise Partin	Mayor Pro-Tem Tim James	Council Members Phil Carter Hunter Sox Byron Thomas	City Manager Michael Conley	Assistant City Manager Wesley Crosby
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**City of Cayce
Regular Council Meeting
Tuesday, July 8, 2025
6:00 p.m. – Cayce City Hall – 1800 12th Street
www.caycesc.gov**

**To Access Council Meeting Livestream, click
<https://www.youtube.com/@cityofcayce1137/streams>**

REGULAR COUNCIL MEETING

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes
 - June 3, 2025, Public Hearing and Regular Council Meeting
 - June 6, 2025, Special Council Meeting
 - June 16, 2025, Special Council Meeting
 - June 17, 2025, Special Council Meeting
 - June 18, 2025, Regular Council Meeting
 - June 23, 2025, Special Council Meeting

II. Public Comment Regarding Items on the Agenda

III. Presentations

- A. Presentation by American Engineering and McClam Construction on the Avenues Storm Drainage Project
- B. Presentation by The Greater Cayce-West Columbia Chamber and Visitor Programs on Accommodations Tax allocation

IV. Items for Discussion and Possible Approval

- A. Discussion and Approval of Contract Award and Funding Source for Demolition of Granby Gardens Park Pavilion

- B. Discussion and Approval to Ratify an Agreement Approved by the City Manager, Under the Emergency Powers of Sec. 2-146, with GH Smith Construction and Xylem Dewatering Solutions for Emergency Repair of a Sewer Main Failure

V. Ordinances

- A. Discussion and Approval of Ordinance 2025-06 Annexing Property Located at 2140 Frink Street (Tax Map Number 005758-01-023) and Assigning C-2 Neighborhood Commercial Zoning Designation – First Reading

VI. Committee Matters

- A. Approval to Enter the Following Committee Approved Minutes Into the City's Record
Planning Commission – February 24, 2025
Planning Commission Work Session – April 21, 2025
Museum Commission – May 7, 2025
Museum Commission – June 4, 2025
- B. Appointments and Reappointments
Board of Zoning Appeals – Two (2) Positions
Public Safety Foundation – One (1) Position
- C. Discussion of Proposed Amendments to the Cayce Museum and Historical Commission By-Laws

VII. City Manager's Report

VIII. Council Comments

IX. Executive Session

- A. Discussion of contractual negotiation and employment matters- City Manager's Contract

NOTE: Items discussed in Executive Session may result in action by City Council upon its return to general session

X. Reconvene

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

- A. Approval of City Manager's Contract
- B. Other

XII. Adjourn

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



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City of Cayce
Public Hearing and Regular Council Meeting
Tuesday June 3, 2025

The June 3, 2025, Public Hearing was held this evening at 6:00 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, Assistant City Manager Wesley Crosby, Municipal Clerk Mendy Corder, Finance Director Kelly McMullen, Human Resources Director Lynn Dooley, Police Chief Bruce Wade, Fire Chief Steven Bullard, Utilities Director Betsy Catchings, IT Director Jamie Beckham 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

Opening Statement

Mayor Partin stated that per staff the purpose of the Public Hearing was to hear comments and concerns about the budget being proposed and for Council to take Second Reading action on the budget. She stated that the full budget before Council, including General Fund and Utilities, was in that night's agenda packet, and was also detailed in the flyers that citizens received on their roll carts. She stated that Council looked forward to hearing from the public and one did not have to have signed up to speak during the public hearing. Mayor Partin asked anyone who would like to come forward to speak to please do so.

Public Testimony

No one spoke.

Close Hearing

The Council Meeting immediately followed the public hearing at 6:10 pm.

Call to Order

Mayor Partin called the Regular Council meeting to order and Council Member Sox gave the invocation. Mayor Partin stated that there was someone special in attendance to lead the assembly in the Pledge of Allegiance. She stated that Ms. Bernetha Wannamaker was born in Orangeburg County and was still going strong doing

the work of the Lord. She stated that most of Ms. Wannamaker's adult life, she had been a helper to some and giver to others. She stated that she was also known as Miss B and moved to Cayce in 1956 to be a day worker for Mrs. Pound. She stated that Ms. She stated that Ms. Wannamaker had four (4) children - one (1) son, Michael, who was stillborn, two (2) daughters, Betty Ann and Elaine, who died at an early age during a lightning episode and Gladys, who lived until adulthood but died from cancer. Mayor Partin stated that Ms. B had a brain tumor, which was operated on a Tuesday and she walked into her church, New Life Missionary Baptist Church, on a Friday. She stated that Ms. Wannamaker had been a volunteer at Dorne VA Hospital in Columbia for 23 years and was still going strong. She stated that she was also a member of the Cayce West Columbia branch of the NAACP, from which she had won many awards as the Woman of the Year or runner up and a founding member of the Julius Felder Coalition for Change. Mayor Partin stated that Ms. Wannamaker was the original chaplain, a position that she still held, and a member of New Life Missionary Baptist Church for over 50 years, many of those years as a member of the usher board and also as a Sunday school teacher. She stated that Ms. B was still working as a day worker and had been with the Seastruck family for 48 years. Mayor Partin stated that Ms. Wannamaker was a prayer warrior, a visitor to the sick and needy, a dutiful missionary and a friend to all. She stated that her motto was "I'm just a child of God trying to get home."

Approval of Minutes

Council Member Carter made a motion to approve the May 6, 2025, Regular Council Meeting, May 8, 2025, Special Council Meeting, and May 21, 2025, Regular Council Meeting minutes as written. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

Public Comment Regarding Items on the Agenda

Ali Walker – Item III. A. Ms. Walker thanked Council for the opportunity to say a few words to honor someone who had been an outstanding leader and a tremendous partner, Jim Crosland, who would be concluding his service as Cayce City Manager at the end of June. She stated that as a community partner that had the great privilege of working closely with the City, she could say without hesitation that Jim had set the standard for what effective, collaborative and visionary City leadership looked like. She stated that his tenure has been marked by clear commitment, not just to manage the City, but to elevate it in doing so with professionalism, integrity and a tremendous amount of heart. Ms. Walker stated that from day one, Jim had fostered a culture of openness and responsiveness, whether it was a large scale initiative or a simple question about a project, he made time to listen to problem solve and seek genuine collaboration. She stated that he understood that partnerships between the City and the broader community were essential, and he made those partnerships stronger. She stated that it was not an exaggeration to say that Jim had been a truly exemplary leader. Ms. Walker stated that over the course of his tenure, Jim had guided the City of Cayce, with integrity, vision and unwavering commitment to public service and his leadership had been marked by thoughtful decision making, steady stewardship and a genuine dedication to his job and

the people he worked with, along with a very good sense of humor. She stated that he had not only been a reliable leader, but also a trusted ally, someone who understood the value of working together to accomplish goals. She stated that his impact would be felt for many years to come, but perhaps most important, he had led with heart, whether working behind the scenes to ensure City services ran smoothly, or standing at the forefront during times of challenge, Jim had been accessible, thoughtful and a steady presence in both the calm and not so calm times. Ms. Walker stated that she would like to thank Mayor and Council once again for giving her the opportunity in this public forum to express her sentiments and speaking on behalf of the entire staff at American Engineering Consultants, Jim left behind a city that was stronger, more connected and better prepared for the future, and that was a legacy to be incredibly proud of. She stated that Cayce was undeniably better because of Jim's leadership and though they were sad to see him go, they were immensely grateful for the time he gave, the work that he had done, the example that he set, and most of all, for his friendship. She stated that he left some big shoes to fill and her hope was that the City would find someone to fill his position with all these amazing traits.

Scott Lambert - Item III. A. Mr. Lambert stated that he was one of the owners of Steel Hands Brewing and they had been in Cayce for going on seven years and prided themselves on being a great business in the community. He stated that they had worked with pretty much everyone at the City, including City officials, the Police Chief, Council Members, the Fire Department, as well as three (3) City Managers. He stated that they took a lot of pride in the City and that was displayed in their fundraising they did for events like Steel Paws, hosting free live music for the citizens of Cayce and the surrounding areas, and creating a family friendly destination for people really all over the country. He stated that they had visitors from all over the country come to Steel Hands. Mr. Lambert stated that the City's City Manager played a key role, from Rebecca Vance that first brought Steel Hands to Cayce, to other city managers along the way, and particularly things that City Manager Crosland had done for them. He stated that there were five (5) key points he wanted to touch on and the first was pro-business and being accessible and understanding the challenges that local businesses face, from permitting to operational issues, regulations to expanding operations and really working from mutual, beneficial solutions to problems. He stated that Steel Hands wastewater issue had followed them for five (5) years and they could not thank Mr. Crosland enough for his attitude. He stated that he came to them and asked how do we get a solution to this. He thanked him for being visible and engaging with the business and community. Mr. Lambert stated that was important for a City Manager and Mr. Crosland always displayed that with them. He stated that he was very collaborative and community focused, supporting local events, music, entertainment, parks, arts and attracting people to Cayce and that was enhancing the quality of life of the citizens and growing the economy. He stated that Mr. Crosland was always great at listening to what they needed and reached out to them. He stated that as a City Manager, Jim championed public private partnerships, was a visionary and also followed through, not just talking, but actually, following through with solutions. Mr. Lambert stated that what was next for Cayce was not just managing growth but also helping shape it. He stated that as Council searched for a new City Manager, the owners of Steel Hands wanted them to seek someone that

wanted to shape the community and shape small businesses and that also might mean taking a little bit of a gamble. He stated that Council gambled with them when they helped them acquire the property where Steel Hands was located and he thought having that kind of approach as a City Manager was very helpful. He stated that they had met with the City and talked about seeking out grant opportunities for things like the rail to trails and they would like to continue to pursue that. He stated that was something else that helped enhance the community for the City and encouraged tourists to come to Cayce and have a great time there. Mr. Lambert stated that they looked forward to the continued growth of the City.

Michael Mayo - Item III. A. Mr. Mayo stated that he was with Palmetto Outdoor, the local tube and tour outfitter, in the cities of Cayce and West Columbia. He stated that they were proud of the west side of the river and the opportunities that it offered. He stated that he was speaking on behalf of the company of Palmetto Outdoor, but he was also there to talk about Jim and the vision that he had for the City and his ability to work with not only businesses but the local community in creating events. He read a statement from Steve Cohen, a community member who was really passionate about helping the area. It read "I have been involved in the CWC chamber in many capacities for a long time. I can go on and on about the ways Jim has been there to help. But the one that stands out the most is the annual Christmas parade. Every year since we moved the start of the parade to the Cayce end, Jim has been there with us to help organize and get it started. From his role in law enforcement to becoming assistant or interim chief to city manager, Jim was ready with a can of chalk. He helped us mark the road and line up the floats. No other administrator or law enforcement person has ever done that. And now Jim and I live just outside of Irmo so if there are any events you need help with, I will be there for you if you ask." Mr. Mayo stated that Jim had done so much for the community, and it stretched beyond the limits of the City of Cayce. He stated that they had felt the impact all the way up north, and he was sure they would feel it all the way down south from here. He stated that Jim saw the potential in recreational opportunities, which they liked to refer to as recreational assets, utilizing the river and its riverbanks. He stated that they worked together to bring tubing and tourism to the City of Cayce with a recreational access point in the City that was just for recreational boats but now was open to tubers and kayakers. He stated that with the new Cayce kayak launch they were able to offer their guest the age limit being reduced from 10 years of age to six (6) years of age and would put many more families on the river. He stated that the trip was about an hour and a half long from the Gervais Street Bridge to the Kelley Jones Park, where the new recreational takeout was. He stated that there was no better section of river than the one that lies right outside of Cayce. Mr. Mayo stated that with more tourism the City could get more Accommodations and Hospitality tax funds to help fund more projects and more ideas to bring more tourism. He stated that more importantly, they were creating community assets in their backyard, and they like to say that they use recreational assets as a means for relocation. He stated that the more public assets the City had, the more opportunity that a family had to pick from when they decided to move to a new location. He stated that he was there to thank Jim for the time that he took and how available he was. He stated that Jim was quick to call him back and they worked together to find a solution and Jim had the patience to see a project to the very end. He

stated that he was excited to see what the City did with the next Administrator and he was there to do all he could to support that and carry on the vision that the City sees fit.

Chip Salek - Item III. A. Mr. Salek stated that he was a resident of Moss Creek subdivision and started coming to Council Meetings right after the last election to have a better understanding and knowledge of how the City was working and if there was any part that he could play in it. He stated that one of the first meetings he attended Jim came up and introduced himself and said call me Jim. He stated that in the brief time he had known Jim, he learned that he was a man of great integrity and had a great passion for the City. He stated that in all Jim had done, he had shown a great amount of compassion. He stated that he was very dedicated, worked hard and was extremely humble. He stated that the City's loss was someone else's gain. Mr. Salek stated that his hope was that the search committee for a new City Manager, would not only understand the workings of the City, but that the person that they chose would display the same type of characteristics Jim had.

Mark James - Item III. A. Mr. James stated that he was with Cypress Real Estate Partners and this was an opportunity for him to say thank you to Jim and how much he had enjoyed the last four (4) years they had worked together. He stated that his history in Cayce went back to 2018 and working with Jim was a breath of fresh air that came from working on things that came up along the multiple projects they worked on, whether it was a project on Knox Abbott Drive, Poplar Street or most recently, Hattie's Crossing. He stated that Jim came to all of those conversations with a spirit of collaboration. He stated that Jim's communication and follow up made it where he never had to follow up with him. He stated that he was grateful for Jim's leadership skills that he exhibited for the City's planning and zoning staff, which he thought were exemplary. Mr. James stated that Jim's ability to understand the vision and big picture that the Council and Mayor set for where Cayce was going was excellent. He stated that as the City Manager, Jim was the person charged with implementing that and the day to day workings. He stated that he was glad Jim was not going far and he appreciated everything that he had done and his hard work and commitment definitely made Cayce a better place to live, work and play. Mr. James stated that he had every confidence Council was going to bring someone in who was going to take the lead from Jim and bring some of those same skills.

Ben Kelly - Item III. A. Mr. Kelly stated that he was a relatively new resident in Cayce but had been born there. He stated that the City had seen a lot of change and had experienced some of that change in the last four (4) years. He stated that his business had been looking at Cayce from a development standpoint and he had been working on a lot of new assignments in Cayce, having started in West Columbia and helping to recruit some of the businesses there. He stated that he saw a lot of excitement and possibility in Cayce and Jim had helped with that over the last three (3) years, as had all of Council. Mr. Kelly stated that he hated to see Jim leave since they were just getting started working in Cayce but he wanted the opportunity to tell him thank you. He stated that they saw great things in the City and hoped that Jim's replacement was

forward looking, as easy to deal with and get in touch with and communicate with as Jim was.

Presentations

A. Presentation by Ms. Lynn Dooley, Director of Human Resources, regarding an Update on the City Manager Search

Human Resources Director Dooley stated that she wanted to give an update on the City Manager search. She stated that at the May 21, 2025, Council Meeting, City staff received comments from Council that were used to finalize the job description for the City Manager position. She stated that the vacancy was posted May 23, 2025, on the City's website and was distributed to several professional organizations and social media platforms to ensure broad visibility. She stated that the City was accepting applications through Friday, June 6, 2025, and once the application period closed, City Council would conduct interviews with the selected candidates. Ms. Dooley stated that she would continue to keep Council updated on the progress.

Mayor Partin stated that in addition to the interviews that were scheduled for June 6, 2025, Mayor Pro Tem James and Council Member Sox sent emails asserting that they would also meet on June 9 and June 10, when she was not available. Mayor Partin stated that the next City Manager deserved to be set up for success and holding interviews when any one of Council could not be there set a poor standard. She stated that she needed to ask for clarification if that was when meetings were going to be held. Mayor Pro Tem James stated that he did not know that they even had any others at that point. Mayor Partin stated okay, so they just have the three (3) interviews on June 6. Human Resources Director Dooley stated that they currently had three (3) interviews scheduled for June 6 and the position was open until 5pm on June 6 so any applications received between now and that time would be scheduled at a later date, to which she had not been given a time for the remaining interviews.

Mayor Partin stated that this was probably the most critical decision that they got to make as a Council, choosing the person who would follow in Jim's footsteps and who would lead City Hall and every single one of Council needed to be a part of those interviews. She stated more than just hiring a City Manager, she thought they were presented with an opportunity to turn the page in Cayce City government, to leave the past behind, an opportunity that they ought to embrace. Mayor Partin stated that she could not think of a worse message to send to the public, nor a worst message to send to the new City Manager than to hold interviews when everyone could not be there. She stated that Council Member Carter had done a really good job with leading this process and getting a job description that they could all agree on. She stated that they did receive a suggestion from a citizen a few days ago sent to all of Council, but directed at the Mayor and the message was that the job description was incorrect. She stated that it said that it should not include the word Mayor in it, as the position of Mayor was a part of Council and it would be correct to say the city manager reports to council. She stated that it was also correct to say the city manager reports to Mayor and Council and neither

way would leave out the position of the mayor. She stated that this citizen had concerns that they were not operating within their form of government, or rather, what she thought he meant was that she had overstepped her bounds. Mayor Partin stated that as that citizen and everyone saw in the three (3) part motion made two (2) meetings ago, Council Member Carter was voted by a majority of Council to lead this process, which he did and had done a great job with as well. She stated that the vote was unanimous for approval of the job description as it was posted and all of those things are well within the City's form of government so every citizen could take pride in that, even though Mayor Pro Tem James and Council Member Sox directed Council Member Carter to change it, Council had not asked for that wording change to be added to the agenda for a vote so all the job descriptions should currently read Mayor and Council. She asked if that could be confirmed that was what it said. Human Resources Director Dooley stated that the job description had not changed.

Council Member Carter stated that the City's Ordinance stated that the City Manager shall report to Council and did not say Mayor and Council, and that was the reason for the question, he thought, from the citizen, but he felt they were making a big deal out of nothing. Mayor Partin stated that it was semantic, so they should just focus on hiring the best.

B. Presentation by Mr., David Sykes, with Stantec Consulting services Inc., on the City's Brownfields Grant Program

Mr. Sykes stated that Stantec was recently hired and signed their contract with the City for the Brownfields grant last month so they were in the early stages of the project. He stated that the Brownfields program was started by the Environmental Protection Agency in 1995 and it had grown into a very competitive program throughout the nation. He stated that the City receiving the grant was an excellent thing and Stantec was excited about the opportunity to work on it. He stated that the program was intended to redevelop commercial and industrial properties that were either vacant, idle or underutilized and so many towns across the nation had those types of properties. Mr. Sykes stated that the grant was there to provide environmental site assessment assistance through Phase One and Phase Two and do community outreach to educate the community on the importance of brownfields redevelopment and then also do clean up and redevelopment planning activities.

Mr. Sykes stated that Stantec hit the ground running and was working on revising the community involvement plan slightly that had been done previously to incorporate some new ideas for outreach such as getting the word out more that grant funding was available to those in the City to local realtors, developers, lenders and property owners. He stated that the EPA strongly encouraged community outreach under these projects so that was one of the first things that they started working on now under the grant Phase One and Phase Two environmental site assessments, as well as asbestos lead based paint surveys, and they generally made up about 75% of the funding spent over the life of the grant. He stated that any environmental due diligence project that occurred generally required a Phase One environmental site assessment and that was basically just looking at the history of the property and walking the property. Mr. Sykes stated that if Phase

One identified some concerns, then they got into Phase Two, which was soil and groundwater testing. He stated that when Phase One and Phase Two assessments were put together and they were hopefully working on 10, 12, 15, different properties across the City that was where the majority of the grant funding ended up being spent.

Mr. Sykes stated that one of the other things that they looked at and had success with in some other areas was redevelopment planning. He stated that they had an initial meeting with City staff and were looking at an area of the City around Poplar Street, State Street, Frink Street and 12th Street. He stated that those areas had some abandoned commercial and industrial properties so the redevelopment planning there would look at a broad reuse for the entire area and would also target some of the specific properties, or in particular, more intersections, and how to do some planning both short term and long term for the reuse of that and returning those properties to productive use. He stated that he was glad to come back to Council as often as they would like to update them. Mayor Partin asked if they had gotten an extension on the timeline since they came in after the project was already started. Mr. Sykes stated that it was a four (4) year project and they were a little beyond the halfway point so to get an extension they were going to need to show progress. He stated that EPA had provided extensions in the past to grantees but showing progress over the next six (6) months, in particular, to 12 months, would greatly increase the likelihood that an extension would be granted. He stated that he had mentioned early on in the project that he definitely thought the City would likely get an extension but they had to get things moving.

Mayor Partin asked what Council should know that would be helpful to business owners who might have a vacant building. Mr. Sykes stated that he thought it was very common for property owners to have a head in the sand approach. He stated that when it came to environmental issues, they were interested in selling their property, but they did not want to open it up to environmental things, because they were concerned about the potential that they would have to clean something up. He stated that in reality, most all lenders today required at least a Phase One environmental site assessment so if one wanted to sell it, they were going to have to deal with it at some point and the City had the funding to assist those property owners with the Phase One assessment and Phase Two assessment. He stated that it was a benefit to the property owner and a benefit to the purchaser and although it was City funding, this particular grant could provide funding for a private purchaser and a private owner and the City did not have to be involved in the real estate transaction to use the money. He stated that it was one of the common struggles that grantees had was getting property owners on board and willing to allow access to the properties to do the Phase One assessments. Mr. Sykes stated that they had talked about potentially having an outreach meeting with local realtors, lenders and developers to make sure they were aware of the grant and program. Mayor Partin stated that staff had a great list of all those vacant properties. Mr. Sykes stated that they were also trying to expand that list.

Items for Discussion and Possible Approval

A. 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 this item was deferred from the last Council Meeting and Mayor Partin had requested return of investments, which were included in the packet. He stated that Accommodations Tax funds were broken down to two (2) sections of grant awards and then regional tourism awards. He stated that Council could approve, deny or alter the amount of grant requests outlined in the recommended budget. Mayor Partin thanked City Manager Crosland for getting what Council Member Carter and she had been talking about so that they could know what the return on investment was for tourism dollars. She stated that it did not look like the Cayce West Columbia Chamber's data was submitted for the current year. Municipal Clerk Corder stated that the Chamber did not submit an application but thought they did submit a return on investment. Mayor Partin stated that there were two (2) forms, one (1) from Experience Columbia and the other from Lake Murray Country. She stated that they only had a letter from the Chamber and it did not talk about any of their staff or return on investment. Municipal Clerk Corder confirmed that was all that the City received. Mayor Partin stated that it appeared that the letter was the previous year's data. She stated that Council Member Thomas was involved with the Chamber and asked if it was true that they did not have dedicated staff for tourism but instead a volunteer committee for tourism. Council Member Thomas stated that they discussed this least year and stated that they had a Visitors Tourism Committee, but that committee did not make the decision for the Chamber. He stated that the Committee just helped give ideas on ways to promote the Cayce and West Columbia area. He stated that the Chamber staff handled that type of stuff. Mayor Partin stated that they were not dedicated tourism staff, like what the other two agencies entered. Council Member Thomas stated that to his knowledge their staff handled both.

Mayor Partin stated that brought up a really good point. She stated that she saw in the Chamber's letter that they made a point to use their resources as a Chamber and Visitor Program to highlight all area businesses but she knew that the City had a number of small businesses who were really struggling and would love that help, but they had the sense that they would not get any help unless they were a chamber member, but the letter stated that they highlighted all area businesses. Council Member Thomas stated that he was sure that they handled all businesses but of course it was membership driven. Mayor Partin stated that they needed to get a couple of those small businesses in connection with them. She stated that she had heard from Trini Lime Caribbean Café that they would love some support as well as Teapot. She stated that she could look and see who else.

Council Member Carter made a motion to approve the grant awards as recommended by the Accommodations Tax Committee for the Cayce Woman's Club, Tartan Day, the Museum's three (3) events as well as the Cayce expense for ad

specialties and stated that he would also like to modify the 30% earmark that went to regional tourism. He stated that the current recommendation was Experience Columbia to receive 35%, Lake Murray Country to receive 30%, and the Greater CWC Chamber to receive 35% and he would like to modify it to the Cayce West Columbia Chamber receiving 100%. He stated that after looking at the State statute and the Municipal Association of South Carolina's write up on how accommodations tax funds worked he saw that there were two (2) elements to accommodations tax. He stated that the State accommodations tax was 2% and then there was a County and/or local accommodations tax that could be added to not exceed 3%. Council Member Carter stated that the County could not impose an accommodations tax in the municipality without the municipality's approval. He stated that the City chose to do 3% for a total of 5% on the State side. He stated that if a municipality received \$50,000 or more in accommodations tax funds then it had to have an advisory committee but by statute, once the municipality received the State monies and put \$25,000 of it into the General Fund for expenses, you could then carve out the 30% earmark for tourism and that was what the advisory committee addressed. Council Member Carter stated that he could not ask local businesses to collect accommodations taxes on the City's behalf and then the City sent that money to Richland County and across the river on the other side of the lake.

Council Member Carter stated that he had studied the website and talked to people all over the County and 99% of the people agreed that the money needed to stay home and not go to other entities. He stated that he looked at some magazines and websites and saw some ads and a little posting when the City had an event, but day to day, he did not know that these entities across the river helped or not, and he could not find the events on their websites. He stated that those entities had things that they focused on and did a really good job on those things. He stated that the local Chamber had over 400 members and a big chunk of those members were Cayce folks and he could not look them in the eye and ask them to collect taxes and send them to the City to be sent across the river.

Mayor Partin stated that to clarify, the money did not go to the businesses, it was meant for tourism. Council Member Carter stated that he was saying that the money went to Experience Columbia and Lake Murray Country and they were businesses. Council Member Sox seconded the motion. Mayor Partin called the question. Council members Carter, Sox and Thomas voted yes. Mayor Partin voted no.

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

Mayor Pro Tem recused himself from this item, see the attached recusal form.

City Manager Crosland stated that this item was deferred from the last Council Meeting. He stated that the hospitality tax funds were separated into the grant awards and parks and tourism. He stated that parks and tourism included some City events, the Parks Department operations and a new full time position for a Communications and Events Coordinator to be hired in January that would personally help Ms. Corder with events. He stated that it included purchasing Police Parks golf carts for the Riverwalk, a

replacement vehicle for Police Parks, another one for the Parks Department to replace a 2007 Chevrolet Colorado, a lawn mower for Parks, a replacement excavator for the Riverwalk and a trailer mounted pressure washer for the Parks Department to assist with keeping the Riverwalk clean. City Manager Crosland stated that Council could approve, deny or alter the amounts of the grant requests outlined in the recommended budget.

Council Member Carter made a motion to approve the hospitality award list as written. Council Member Sox seconded the motion. Council Member Carter stated that almost every item on the list had the word Cayce in it and he thought the Junior League of Columbia Pickleball event would be in Cayce as well as the Philharmonic event. Council Member Thomas stated that he had ran in the Cayce Woman's Club Hot Flash 5K the last couple of years and they did an amazing job. He stated that the run had grown and they just kept breaking records with attendance. He stated that the Woman's Club really encouraged the participants to go out to Cayce businesses and restaurants after the race. He stated that the Parade Day was one of the most exciting days in the City and he had heard that there were over 20,000 people lining the streets during the parade in Cayce and West Columbia, which was just great for businesses. Mayor Partin called the question which was unanimously approved by roll call vote.

C. Discussion and Approval of Proposal Award to Kimley-Horn for
Comprehensive Safety Action Plan for Safe and Active Streets

City Manager Crosland stated that Council approval was needed to accept Kimley-Horn's proposal for the City's Comprehensive Safety Action Plan for Safe and Active Streets and authorize the City Manager to execute the contract. He stated that the City sought a qualified firm to develop a comprehensive safety action plan to address critical transportation safety needs with emphasis placed on four (4) major intersections that had become known as safety challenges. He stated that these intersections included around the 3000 block of US 321, Knox Abbott Drive and 12th Street, Frink Street and Julius Felder and 12th Street and Frink Street. He stated that these locations had repeated incidents involving pedestrians and bicycles and Kimley-Horn's proposal outlined a comprehensive approach that directly addressed these locations, with strategies focused on improving safety, accessibility and mobility. City Manager Crosland stated that development of this comprehensive safety action plan was a vital step toward making Cayce streets safer and more equitable for all users. He stated that Kimley-Horn was selected as the most responsive, responsible proposer through the City's RFP process, demonstrating extensive experience in safety planning and community engagement. He stated that this was a grant that required a 25% match.

Council Member Sox made a motion to approved Kimley-Horn's proposal, recognizing them as the most responsive and responsible proposer and authorize the City Manager to negotiate and execute the contract. Council Member Thomas seconded the motion. Mayor Pro Tem James asked if there was additional funding to add to these particular intersections. City Manager Crosland stated that staff could look at programs later with SCDOT involving them and other grants after the proposals were completed. Mayor Pro Tem James stated that he thought there were probably some other

intersections in the City that were extremely dangerous and the reason he was asking the question then was it was easier to add some funding to an existing project than to bring them back and have to start completely new projects. City Manager Crosland stated that staff could get with the vendor and pose that question. Mayor Pro Tem James stated that the intersection of Axtel and Knox Abbott had created some horrific accidents over the last couple of years and needed to be looked at. City Manager Crosland stated that there was a fatal accident there two (2) months ago. Mayor Pro Tem James stated that his suggestion was not to change the vote, but for Council to take into consideration that if it was cheaper to add to this particular program that they do that versus having to pay a lot more to bring it back in for one (1) or two (2) other intersections. Mayor Partin asked that staff get back with Council some answers and see what they said. City Manager Crosland asked Assistant City Manager Crosby to handle that. Mayor Partin called the question which was unanimously approved by roll call vote.

Ordinances

- A. 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 – Second Reading

City Manager Crosland stated that nothing had changed with the budget between First and Second Reading. He stated that there were some identifiers as discussed in the past to include the 3% CPI for this year which was used to determine the percentage of increases for City services. He stated that he failed to mention during First Reading that the budget included \$25,000 in Administration salaries for incentives for staff that lived in the city. He stated that every year, staff would have to identify that they lived in the City for the year and they would receive a \$800 to \$1,000 one-time stipend every July to incentivize them for living in the City, plus take home vehicles and such for three miles from City Hall. Mayor Partin stated that she was assuming it was legal to separate out employees and give bonuses to some and not others. City Attorney Dillard stated that it was fine. Mayor Pro Tem James made a motion to approve the budget. Council Member Thomas seconded the motion. Council Member Carter stated that he had a question about the Midlands Business Leaders Group line item for \$17,000. He stated that he had learned that it was an incentive by this business group to rename, market, and advertise the full length of the Riverwalk from the City's Timmerman Trail all the way to the dam. He stated that it was a two (2) year commitment budget item to be shared at a minimum with West Columbia, Columbia and possibly Lexington County. He stated that they were going to send this money somewhere else, to a company to promote and advertise and name a Riverwalk that in his opinion already had a name and it was Cayce Riverwalk. He stated that his question was how did items like that, new line items, get into the City's budget. He asked if the City received an email or letter asking for the funds. City Manager Crosland stated that the MBLG started last year sometime and the initial meetings were regarding rebranding the Riverwalk section from the dam all the way to back to Cayce. Mayor Pro Tem James stated that the MBLG had been in play for a long time, not just the last couple of years. He asked if the City was represented. City Manager Crosland stated that the City was invited to the meetings.

Mayor Partin asked staff to have MBLG come to a Council Meeting and give a presentation to Council about the project. Mayor Pro Tem James stated that he would be more comfortable awarding that funding once they had given Council a presentation. Council Member Carter stated that he just spoke about sending money somewhere else and was now being asked to send money somewhere else. Mayor Partin stated that the MBLG was also coordinating the nine (9) entry way improvements to the gateways. She stated that was something that when she was the president of Ingenuity SC, they spearheaded and she made sure the City's was the first on the list. Mayor Pro Tem James stated that as long as there was a stipulation he was not totally opposed to spending the \$17,000 on something that's already named.

City Attorney Dillard stated that he wanted to make sure that whatever the vote was reflected the will of Council. He stated that if Council wanted to modify that or put a condition on those funds, there would need to be a motion to amend the first motion. Mayor Pro Tem James amended his motion to approve the budget, with the exception of the \$17,000 allocated for MBLG to hold it in abeyance for Council to later approve. Council Member Carter seconded the motion. Mayor Partin stated that Council Member Sox, at the last Council Meeting, gave some budget numbers about the one time retention bonus that staff got last year and she would encourage him to get City Manager Crosland to set up a meeting with Finance Director McMullen like he did for her, because what Ms. McMullen told her about that money was vastly different than what Council Member Sox shared in the last meeting. She stated that it actually included using some money that was a gift from the Boyd Foundation and another grant and she knew Council Member Sox would want to get that right. Council Member Sox stated that he believed it came from Ms. McMullen actually, so they could hash that out later. He stated that they could all meet and talk about it and see exactly where it came from, if they wanted to show Council where it came from or produce the documentation. Mayor Partin called the question. Mayor Pro Tem James and Council Members Carter, Sox and Thomas voted yes. Mayor Partin voted no.

Committee Matters

- A. Approval to Enter the Following Committee Approved Minutes Into the City's Record
 - Cayce Housing Authority – March 18, 2025
 - Museum and Historical Commission – April 2, 2025
 - Cayce Housing Authority Special Meeting – April 8, 2025

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

- B. Appointments
 - Museum Commission – One (1) Position

Mayor Partin stated that Mr. Will Britz's position on the Museum Commission expired in May, and he did not wish to serve again. She stated that the City had one potential member application on file, Mr. Campbell Mims. Council Member Sox made a motion to appoint Mr. Mims to the Museum Commission. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

City Manager Crosland stated that City's annual calendar competition was open through August 11, 2025. He stated that residents could now follow the City on LinkedIn and the City profile would feature new positions and City news items. He stated that Chief Wade and his Officers were hosting Cayce Character Camp July 14 through 24 and thanked the Department and the School Resource Officers for hosting the camp annually where local students got to participate in unique leadership and character driven events for two (2) weeks. He asked everyone to vote for the Cayce Historical Museum as Best Regional Museum and for Soiree on State as the Best Music Festival in the 2025 Best of Columbia in the Free Times. He congratulated staff on the nominations. City Manager Crosland stated that the Soiree on State was also nominated for Best Annual Festival in the State Newspaper. He stated that the Avenues Drainage Projects were in the beginning stages of construction and American Engineering was managing both projects and communications readiness. He stated that residents of the affected areas would receive door hangers, while the rest of the City would receive flyers explaining the projects.

Council Comments

Council Member Thomas stated that he had partnered with the Cayce West Columbia Library and Village Idiot Pizza to encourage teens to read over the summer. He stated that teens in 9th through 12th grade could join the library summer reading program from May 30 to August 1 and would receive a free book upon completing the Reading Challenge, earning exciting prizes, including a free large pizza to be redeemed at any Village Idiot location for their entire family to enjoy. He stated that the Summer Reading kickoff party for this was June 10, from 5pm to 7pm at the Cayce West Columbia Library and Village Idiot was giving out free pizza. He stated that he posted on his social media page how Cayce Elementary would love for men to start getting involved with school and last month, he and some amazing other men and some women came out and gave high fives to the kids. He stated that the kids were so hyped up and so happy to see them. He stated that some of the kids had dealt with a lot and needed men to step up and be role models and mentor them. Council Member Thomas stated that there was an amazing program called Girls on the Run where girls were getting mentorship, but there was not a boy's program. He stated that if there were men in the community that loved to run and to mentor the future of the City, then please consider contacting Cayce Elementary and letting them know. He stated that Cayce Elementary was the only school in the area that served 900 plus kids and had an over 80% poverty rate. He stated that there were schools that had high poverty rates in the Midlands, but none had the size that Cayce Elementary did. Council Member Thomas stated that Council just passed a

budget with an increase of less than \$4 per month and doing increases incrementally gave families opportunity to hopefully get out of that poverty rate and it meant a lot to him to try to see what he could do to help.

Council Member Sox stated that the SCDOT released their 2026 resurfacing plan last week which included Airport Boulevard and Highway 302 all the way from the expressway to Charleston Highway and then up to the Subway which was very exciting. He stated that there were plantings that he believed were supposed to take place in the fall from the MBLG and he wanted to make sure that the City coordinated with SCDOT to make sure they were aware that the plantings were going to go on right before the road resurfacing. Mayor Partin stated that she believed that they were working in tandem.

Council Member Carter stated that when he received an email in early May from City Manager Crosland that he was retiring, it was a bit of a shock, but he wanted to commend him and thank him for the outstanding work he had done for the City. He stated that for the first time since he had been on Council in nine and a half years, Mr. Crosland made him feel informed and provided him with all the information necessary for him to make an informed decision. He stated that Mr. Crosland included and kept all of Council up to date on any and all issues pertaining to City Council matters and that had not always been the case. He stated that first and foremost, Mr. Crosland always put the employees first in his decisions and never yielded or capitulated from that standard and allowed each employee to engage with Council, which was much appreciated. Council Member Carter stated that while Mr. Crosland's tenure might have been short, he could label it overwhelmingly successful by the words he heard from everyone that night. He stated that was the partnerships and relationships Mr. Crosland formed with local and regional partners. He stated that for the past 10 months, he had the opportunity to meet and engage with a lot of those stakeholders and partners in the community, and they all said one thing, that Mr. Crosland was the best city manager the City ever had and the common directive was "Don't lose him." Council Member Carter stated that they did lose him, but he wanted to let the employees and citizens know that Mr. Crosland gave Council adequate notice in early May, and while the timeline was shrinking, they were going to do everything they could in a timely manner to make the right decision. He stated that Council would find the next leader and it was going to be the right leader. He stated that Council appreciated the rest of staff picking up the void and continuing the good work that all the people in the City did.

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. Discussion of Employment Matter – City Manager Position

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

Reconvene

After the Executive Session was concluded, Council Member Thomas made a motion to reconvene the Regular meeting. Council Member Sox 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

No action was taken in follow up to Executive Session.

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 7:44pm.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk



Mayor Elise Partin	Mayor Pro-Tem Tim James	Council Members Phil Carter Hunter Sox Byron Thomas	City Manager Mike Conley	Assistant City Manager Wesley Crosby
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CITY OF CAYCE
Special Council Meeting
June 6, 2025

A Special Council meeting was held at 12:15 p.m. in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem Tim James, Council Members Phil Carter, Hunter Sox and Byron Thomas. Deputy City Manager Michael Conley and Deputy Municipal Clerk Amanda Rowan were also in attendance. Mayor Partin advised that members of the press and the public were duly notified of the meeting in accordance with the FOIA and called the meeting to order.

Council Member Carter gave the invocation and Mayor Partin led those in attendance in the Pledge of Allegiance.

Executive Session

A. Discussion of Employment Matter - City Manager Position Interviews

Council Member Thomas made a motion to move into Executive Session to discuss the matter above. Council Member Sox 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.

Adjourn

Mayor Pro Tem James made a motion to adjourn the meeting. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

There being no further business, the meeting adjourned at 4:43 p.m.

Elise Partin, Mayor

ATTEST:

Amanda Rowan, CMC, Deputy Municipal Clerk

Mayor Elise Partin	Mayor Pro-Tem Tim James	Council Members Phil Carter Hunter Sox Byron Thomas	City Manager Mike Conley	Assistant City Manager Wesley Crosby
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CITY OF CAYCE
Special Council Meeting
June 16, 2025

A Special Council meeting was held at 1:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem Tim James, Council Members Phil Carter, Hunter Sox and Byron Thomas. City Manager James Crosland and Municipal Clerk Mendy Corder were also in attendance. Mayor Partin advised that members of the press and the public were duly notified of the meeting in accordance with the FOIA and called the meeting to order.

Council Member Carter gave the invocation and Mayor Partin led those in attendance in the Pledge of Allegiance.

Executive Session

A. Discussion of Employment Matter - City Manager Position Interviews

Council Member Sox made a motion to move into Executive Session to discuss the matter above. Council Member Carter 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.

Adjourn

Mayor Pro Tem James made a motion to adjourn the meeting. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

There being no further business, the meeting adjourned at 5:38 p.m.

Elise Partin, Mayor

ATTEST:

Amanda Rowan, CMC, Deputy Municipal Clerk



Mayor Elise Partin	Mayor Pro-Tem Tim James	Council Members Phil Carter Hunter Sox Byron Thomas	City Manager Mike Conley	Assistant City Manager Wesley Crosby
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CITY OF CAYCE
Special Council Meeting
June 17, 2025

A Special Council meeting was held at 9:30 a.m. in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem Tim James, Council Members Phil Carter, Hunter Sox and Byron Thomas. City Manager James Crosland and Municipal Clerk Mendy Corder were also in attendance. Mayor Partin advised that members of the press and the public were duly notified of the meeting in accordance with the FOIA and called the meeting to order.

Mayor Pro Tem James gave the invocation and Mayor Partin led those in attendance in the Pledge of Allegiance.

Executive Session

A. Discussion of Employment Matter - City Manager Position Interviews

Council Member Sox made a motion to move into Executive Session to discuss the matter above. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

Reconvene

After the Executive Session was concluded, Council Member Sox 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.

Adjourn

Council Member Sox made a motion to adjourn the meeting. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

There being no further business, the meeting adjourned at 12:33 p.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk



Mayor Elise Partin	Mayor Pro-Tem Tim James	Council Members Phil Carter Hunter Sox Byron Thomas	City Manager Mike Conley	Assistant City Manager Wesley Crosby
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**City of Cayce
Regular Council Meeting
Wednesday, June 18, 2025**

The June 18, 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 Allison Barrs, Human Resources Director Lynn Dooley, Police Chief Bruce Wade, Fire Chief Steven Bullard, IT Director Jamie Beckham 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 Regular Council Meeting to order and Council Member Thomas gave the invocation. Mayor Pro Tem James stated that normally Mayor Partin had someone lead the assembly in the Pledge of Allegiance and being that tonight was City Manager Crosland's last night leading as the City Manager and he was a veteran of the Coast Guard and a previous law enforcement officer, it was his honor to be able to ask him to lead the Pledge. City Manager Jim Crosland led the assembly in the Pledge of Allegiance.

Public Comment Regarding Items on the Agenda

There was no public comment.

Presentations

A. Presentation by Central Midlands Council of Governments on Solar Project Memorandum of Understanding

Ms. Jocelyn Falkenstine stated that she was the program manager with the Central Midlands Council of Governments Climate Pollution Reduction Grant (CPRG) implementation grant. She stated that she was going to review the GOG's municipal solar and smart surfaces or their S3 fund. She stated that the total grant was for \$8.7 million and the time frame was going to be from November 2024 to November 2029. She stated that it was a five (5) year grant and the CMCOG was the awardee and they would

be doing it in partnership with local municipalities. Ms. Falkenstine stated that they had eight (8) projects in Phase One, to include the City. She stated that the project was a 15-acre solar project at the Metro Wastewater Treatment Plant and was a two megawatt solar installation. She stated that it was anticipated to generate revenue for about 30 years and they were going to be leveraging grant funds to improve their project economics. She stated that what they were looking at currently was the memorandum of understanding (MOU). She stated that it was a no cost commitment at this time and the City could withdraw at any time. She stated that the MOU enabled the different utilities in the community to participate in the RFP process.

Ms. Falkenstine stated that once they got a little further down the line, they would replace the MOU with an intergovernmental agreement but that would not happen until they knew their full costs and their full benefits. She stated that the benefits that they were looking at was the ability to use predictable income to leverage grant funds for future grant matching and to benefit low income communities through potentially community assistance funds for paying for utilities and to decrease regional air pollution by using cleaner energy. She stated that it was a collaborative project with multiple different utility providers to build community. Ms. Falkenstine stated that the estimated project timeline was spring or summer of 2025 to establish the MOU and do a pre-RFP site and in the fall of 2025 they would send out the RFP which should be open for about 30 to 60 days. She stated that they would get bids in and then could get more in depth on what the actual benefits were and what the actual costs of this project was going to be. She stated that in the fall of 2025 they would look at transitioning into the intergovernmental agreement and contracting an actual firm to get the project on the ground. Ms. Falkenstine stated that in the spring of 2026 or the fall of 2027 they should be breaking ground and starting construction of the solar arrays and should be wrapping up with construction in the fall of 2028 and beginning to collect their post construction data. Mayor Partin stated that Ms. Falkenstine's presentation was very helpful and stated that Council was excited about the project.

B. Presentation by Ardurra Group/WK Dickson re Qualifications for Engineering Services

Mr. Jeremy Brashears stated that he was with the Ardurra Group and in October 2024 WK Dickson merged together with Ardurra. He stated that Ardurra was a national group and gave WK Dickson more resources, but Ardurra really did not have a presence in the southeast so the 250 person firm that was WK Dickson actually ended up growing by about 100 people that integrated into the region in the south, making them an even larger presence in the south. He stated that they still had the same team that had been serving the area with for the last 97 years. Mr. Brashears stated that they had a local office in Columbia, as well as offices across South Carolina and the Southeast. He reviewed their staff that would be working on the project. He stated that they had not only the resources on their local team but they could draw from across the country and get any technical expertise they needed for their projects. He stated that they had 41 offices in the southeast, five (5) offices in South Carolina, and over 450 professionals in the southeast that could support on just water and wastewater across the country.

Mr. Brashears stated that Ardurra Group/WK Dickson went beyond just water and wastewater but water and wastewater was probably about 45% of the work that they did but they also did watershed services. He stated that they were excellent at funding and regulatory guidance program management. He stated that they did work with seven (7) of the top 10 land development companies in the United States and had a very large transportation group. He stated that they were one of the top aviation firms in the southeast already but had gotten even stronger as part of Ardurra. He stated that they had in-house electrical instrumentation and control and had been helping quite a bit with disaster management. Mr. Brashears reviewed some of their clients and stated that they did a lot of work with the Rural Infrastructure Authority (RIA) and when the RIA needed to do the Utility Sustainability Assessment statewide, they chose WK Dickson and the Ardurra team to do that for them and to develop the toolkit for them to analyze the needs prior to the ARPA funding coming out. He stated that the RIA used a lot of their recommendations to help guide the assembly to figure out how much money to allocate for those since that time and had also chosen them to help them develop more curriculum for training of municipalities across the state, as well as technical assistance grants that were coming up.

Mr. Brashears stated that Ardurra had extensive municipal experience, knew water and wastewater and their approach was always to look at how they could leverage funds into the projects so that not only was the municipalities funds being used, but the funds that were available on a public basis were also being considered. He stated that they liked to hear what the stakeholders had in mind before moving forward and they focused on long term partnerships. He stated that they prided themselves on having the resources as a big company to continue to serve their clients locally even better than they had in the past. Mr. Brashears stated that they excelled in funding guidance and making sure that their client's dollar was being used to the best it possibly could be. He stated that they could design anything their client wanted them to as an engineer, but also if they were looking at the scheduling of the available funding through many different programs that may be out there that their client could tie to each of their projects, they could get even more done with their dollars and help them schedule and use those responsibly into the future.

Council Member Thomas asked how it was navigating with the new administration regarding funding and FEMA and EPA grants that they had helped cities get for projects. Mr. Brashears stated that they kept up to date on the Federal level, the regional level and the State level on how funds were being appropriated on a day to day basis and offer those updates to their clients. He stated that they did recommend that their clients proceed full steam through pursuing what makes sense for their projects so they were in the proper position to utilize the funds that were allocated at present.

Proclamations and Resolutions

A. Approval of a Proclamation – Post Traumatic Growth Day

Mayor Pro Tem James made a motion to approve the Proclamation for Post Traumatic Growth Day. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

Mr. John Tjaarda, the Director of the Big Red Barn Retreat invited everyone to visit them to see what they were all about. He stated that Mr. Lamont Christian was with him and was the Executive Director of the Retreat. He stated that Mr. Christian was the lifeblood of what was happening at the Retreat with post traumatic growth. He stated that they had a range of services and programs available to veterans, first responders, active duty and family members. He stated that all their services and programs were offered at no cost, and they built better lives for American heroes, those who served their communities and those communities deserved their service, so they were happy to be in attendance and to be recognized.

Mr. Christian stated that they supported the country's defenders, the people that defended our communities as well as our nation. He stated that first responders were often left out of some of the robust health systems so the Big Red Barn Retreat looked at it from a mental wellness as opposed to a mental health approach so they could get in front of the issues that they were dealing with in society. He stated that was how they gave back and through the investment of the community supporting them they were able to do this at no cost to the members as well as their family members. Mr. Christian stated that they were really thankful for the opportunity to identify something that most people might not be aware of. Mayor Partin stated that post traumatic growth was an important concept. She stated that people tend to think they go through tough times and can only be diminished by them, but the post traumatic growth information was really critical, and people could actually be better after a traumatic event.

Items for Discussion and Possible Approval

A. Discussion and Approval of Greater Cayce-West Columbia Chamber of Commerce's Budget of Planned Expenditures of Accommodations Tax Funding

Mayor Pro Tem James stated that he would be recusing himself from this item. His recusal form is attached. Council Member Thomas stated that he was recusing himself as well. His recusal form and statement is attached. He stated that he had been volunteering at the Chamber since 2022 even before he was a Cayce Council Member. He stated that he was advised by the City Attorney that his volunteer work with the Chamber did not create a conflict of interest in this matter. Council Member Thomas stated that he also consulted an outside legal counsel experienced in municipal law, who likewise confirmed that this did not create a legal conflict. He stated that as a member of City Council, he had a duty to vote on the matters that come before Council. He stated that a question was raised about a possible conflict of interest. He stated that he entered public service to work for the greater good of Cayce citizens and did not want this concern to distract from the important work Council was trying to do for the betterment of the City. Council Member Thomas stated that he believed the community expected

leadership that focused on solutions, not distractions, to avoid any appearance of conflict of interest. He stated that in his first speech as a Council Member he said that the C in Cayce stood for community and that remained his guiding principle.

Mayor Partin asked if there was anyone to present on this matter. City Manager Crosland stated that there was not anyone to present from the Chamber. Mayor Partin stated that City Attorney Dillard asked for this item to be on the agenda. City Attorney Dillard stated that at the last Council Meeting, Council voted to select the Greater Cayce West Columbia Chamber of Commerce as the sole recipient of the 30% Accommodations Tax funds. He stated that under State law, the City was required to take 30% of the Accommodations Tax funds and select one (1) or more local organizations that perform tourism, advertising and publicity services, and give those 30% funds to that organization. He stated that at the last Council Meeting, the local Chamber was selected by a vote as the sole organization to receive those funds. City Attorney Dillard stated that at the start of the fiscal year, the City was required to disburse those funds but the statute also required the organization that was receiving the funds to submit before the start of the fiscal year for approval, a budget of planned expenditures for the funds that could be done as part of the same vote. He stated that there was not a budget of planned expenditures for this recipient at the last Council Meeting therefore he requested it be added to the agenda to make sure that everyone involved is complying with that statutory process where the budget of planned expenditures was produced in the City and brought to Council for its consideration. City Attorney Dillard stated that it was not a vote on selecting the recipient, because that was already done and those funds would go to them but it was a vote on whether to approve the proposed budget of planned expenditures.

Mayor Partin asked how Council could do that without anyone representing the Chamber in attendance to answer questions. City Attorney Dillard stated that Council had the information in the agenda packet that was submitted by the Chamber. Council Member Carter made a motion to accept the Chamber's budget as presented. Mayor Partin asked if someone could show her where the budget was. She stated that she did think she had it. Council Member Carter stated that he was reading the White Paper from the Chamber. Mayor Partin asked if he was referring to the letter from the Chamber and stated that it was not a budget. She stated that the law stated to approve a budget that was designed to be used for advertising and promotion of tourism and she did not see a budget that did that. She stated that the amount from the motion was \$44,175 and that was only supposed to be spent in Cayce. She stated that accommodations tax money was not Cayce citizens tax money but was from when people came to the City and stayed in a hotel, so it was people coming from other places, coming to the City, staying in City hotels. Mayor Partin stated that amount was supposed to be used by State law to bring more tourism inside the City. She stated that it did not matter what entity did it as long as they had a dedicated tourism arm. She stated what mattered was that the money was spent to benefit people coming to Cayce and could only be used for programs in Cayce.

Mayor Partin stated that she was really confused why there was no one there from the Chamber to help Council navigate this because she had a lot of questions. She stated that she was looking at the Chamber website and looking at the staff and their job titles, and there was no one on staff that was solely focused on tourism and that was a concern. She stated that the letter that the Chamber submitted stated that the unexpected increase in grant money allowed them to hire a dedicated employee for the Greater CWC Visitor Program. Mayor Partin asked if that person was only going to be doing work for Cayce, because that was how that money should be used. She stated that if they were going to use that \$44,175 for a position, then that person should be dedicated only to the City, not working in the Greater CWC. She asked if the law even allowed for that money to be used for advertising and promotion of tourism to hire a person with. She stated that her understanding was that it did not. She stated that the money was meant to bring people to the City's amazing museum, the 12,000 Year History Park, the City's restaurants and hotels. She stated that the Chamber's letter stated that the website was updated daily, but she had to look really hard to find a number of the City's businesses. She stated that all of the City's restaurants should be on the website but they were not. She stated that the Chamber talked about their website being a big source, but she did not know how many people actually went to that website.

Mayor Partin stated that they did not have any zip code data on how many people attended the Chamber's annual Christmas parade. She stated that Tartan Day South submitted zip code data from all the people that went to that event so they knew they were pulling people in from far away. She stated that she loved the parade but did not know if it was pulling people from 50 miles out that would stay in the City's hotels. She stated that was the data Council needed to know. She stated that was Council's fiscal responsibility with the money. She stated that the letter stated that \$102,000 was spent on the Chamber's Visitor Center but she was not sure that State law allowed money to be used on a building. She stated that a building was not advertising and promotion of tourism. Mayor Partin stated that another item listed was the office and kiosk were available four (4) days a week which meant it was not even open on the weekends when people were going to be in the City to go to the Riverwalk or when they needed hotel information or restaurant information.

Mayor Partin asked why the City would not use agencies like Experience Columbia and Lake Murray Country that have trained professionals that literally that was their job and they had been doing it for years. She asked why they would create that redundancy. She stated that it was her understanding that Lake Murray Country and Experience Columbia got matching money from the State so their money went further. She stated that she would have loved to have answered if that happened at the Chamber and it was her understanding that it did not so the City was missing out on a whole lot of money that could benefit its hotels and restaurants. She stated that it was her understanding that Experience Columbia and Lake Murray Country had collective bulk ad buys, meaning that money went further, because they could get things for less. She stated that she would have loved to know if that was the same with the Chamber and it was her understanding that it was not, but there was no one there to tell her if that was

the case. Mayor Partin stated that this was not a budget for \$44,175 to be spent in Cayce and that was what Council was supposed to be approving. She stated that she would like to have this item postponed to the next Council Meeting so that someone from the Chamber could be at the meeting to answer her questions. She stated that if Council was interested in that, she would love to see if at the next meeting, something that might help Council, because she knew Council believed passionately that this was the right thing. She stated they could have someone on the next agenda to present what the Chamber did with last year's money, because that would make everybody feel better to see where all that money went, and so Council could know they made a wise decision and that the money went really far. She asked if Council would be in favor of adding that to the next agenda.

Council Member Sox stated that he was under the impression until that day that someone from the Chamber was presenting. He stated that he wanted to move forward with this item but also would love to see last year's as well, so they could ask them to come give a presentation. He stated that the money had already been allocated. He stated that he wanted to keep the money as local as they could. He stated that there were local restaurants and hotels on the Lake Murray Country and Experience Columbia websites. Council Member Sox stated that he did want to see a presentation, because he believed he had heard some of the numbers from the parade and they were pretty awesome so he wanted the public to know that as well.

Mayor Partin asked City Manager Crosland to arrange for a presentation for the next Council Meeting to show Council what they did with last year's money and particularly if they could put the receipts in the Council packet so everybody could see it and then make everyone feel better.

Council Member Carter stated that since the City Attorney addressed the potential issue with Council Member Thomas the last time it was raised in a newspaper, he wanted to briefly address it. He stated that he found it almost despicable that a newspaper would target an individual acting officially. He stated that it was horrible in so many different ways. He stated that the facts were that Council Member Thomas sits on the board of one of the subcommittees of the Chamber, and yes, he did vote, and he chose to recuse himself that night which was certainly his prerogative. He stated that he thought about some things in the past and thought back to many years ago when the Airport High School Educational Foundation had a tennis tournament and they would always apply for hospitality funds. He stated that he served on that Board and asked if that was an ethical violation. He stated that the Tartan Day festival worked through the River Alliance and Mayor Partin served on the River Alliance's board. He asked if that was an ethical violation. He stated absolutely not and stated they could not eliminate everyone that voted as a member of a board. He stated that there was an elected official of the County that served on the Lexington Country Recreation and Department of Aging Commission board and different boards that received money from entities and there had never been an ethical violation raised. He stated that he was disgusted that Council Member Thomas was targeted in this way, the new Council Member and new father and the most enthusiastic, highly energized person he had ever served with in 19 years of service.

Council Member Carter stated that he went back 10 years with the accommodations tax and did a little homework and what he learned was somewhat interesting. He stated that there had been some dysfunction from the City's standpoint over the years. He stated that initially there was a State accommodations tax and when a municipality exceeded a threshold, there was a formula as to how they allocated that money based on nights and lodging locations and if the threshold of \$50,000 was exceeded a municipality had to have an advisory committee. He stated that the City added a 3% accommodations tax. He stated that in 2015, the City gave \$18,000 to the Chamber and \$1,000 to the Columbia Metro Convention and Visitor Center, which is now called Experience Columbia and in 2016 it appeared to be almost the same numbers. He stated one of the documents he read stated that the 30% entities did not have to submit an application to receive funding. He stated that in 2018, no 30% requests were submitted. He stated that in 2022, the third entity, Lake Murray Country, entered the picture so then there were three (3) agencies or entities vying for the money. Council Member Carter stated that the law stated that the 30% entities needed to come back at some point before the next allocation and justify the money spent. He stated that since 2015 he could only find one entity that came back and presented what they did with the money. He stated that the award letter the City sent stated that they must present to Council at the end of the fiscal year but asked if the City actually followed up with that. He stated that it was convoluted and it appeared that the City had not played by the rules. Council Member Carter stated that it was certainly nothing malicious. He stated that the 30% entities were all great entities and the money went to the right place.

Council Member Carter stated that the City needed to build good administrative rules and procedures and protocol on how to handle the money. He stated that there was a law related to the money so it was obviously important. He stated that the City had to do better and one of his top five goals for the next City Manager was to clean up the process and make it very clear. He stated that the money was going to good causes. He stated that in the fall of 2021 he told staff he needed to know how accommodations tax worked and how much money the City could carry over and still had not been trained on it. Council Member Carter stated that he did think it was Council's job to tell people how to do their budget. He stated that Mayor Partin stated that it was not actually City money but he would not concede that point, because any money they collected under the City's coffers was taxpayers' money and was collected on behalf of taxpayers. He stated that they spent it on behalf of taxpayers.

City Attorney Dillard asked if he could clarify something for the record. He stated that Council Member Carter mentioned that Council Member Thomas was on a board with the chamber but he wanted to clarify that he was not on a board but a volunteer committee. He stated that his understanding was that Council Member Thomas was on the board of a foundation that was affiliated with, but legally distinct from the Chamber, but not on the board of the Chamber itself. He stated that last year the foundation did a grant application and Council Member Thomas rightfully recused himself.

Mayor Partin asked which entity presented to Council. Council Member Carter stated Lake Murray Country presented in February 2024. Mayor Partin stated she was glad Council Member Carter pulled all that information out but the City did have an Accommodations Tax Committee and it concerned her that for two (2) years in a row Council as a body had ignored the recommendations that came from that committee. She stated that while all of that was good information on the past, she was looking at the present. She stated that Council had businesses that were counting on them and they had a taxing responsibility to their citizens. She stated that Council Member Carter was right about that but asked that he not confuse that money came from them, unless they stayed in Cayce hotels sometimes but that was usually not what Cayce citizens were doing. She asked if Council was comfortable with supporting a budget that stated it was going to hire a dedicated employee but that might not be legal.

Council Member Carter stated that there were words actually in the law that if one did not have an entity they could create one. Mayor Partin stated that one could create an entity, but they had to use the money for advertising and promotions. She asked if Council was comfortable missing out on the matching money from the State. Council Member Carter stated that his motivation was to simply leave the money in the City. He stated that he was comfortable with the budget presented. Mayor Partin called the question. Council Members Carter and Sox voted yes. Mayor Partin voted no. Council Member Carter asked if he could bring a point of order. Mayor Partin stated yes. Council Member Carter stated that it was his understanding that the City had an Ordinance that Council could not pass substantive legislation with only two (2) affirmative votes. He asked City Attorney Dillard if that was correct. City Attorney Dillard stated that was correct. He stated that procedural votes could be passed by a two (2) one (1) vote, but anything other than a procedural vote required an affirmative three (3) votes. Council Member Carter asked what would happen if the motion failed. City Attorney Dillard stated that the State statute did not address this particular situation where there was approval of the allocation and a selection of the entity to receive that pot of money, but there was not a vote to approve the budget they had submitted. He stated that his opinion was those were two (2) separate issues, so the money had been allocated, and he thought the City was required to disperse it to the entity that had been selected based on the vote at the last Council Meeting. City Attorney Dillard stated that as to next steps, Council certainly could request that the recipient, or the Chamber in this situation, resubmit a budget in a different format with different details and different information but either way, he believed that State law required that it be disbursed at the start of the fiscal year.

Council Member Carter stated asked since the statute stated that they shall present the budget prior to the next fiscal year and the next Council Meeting was after the beginning of the fiscal year would that suffice. City Attorney Dillard stated that the Chamber had submitted their information and numbers prior to the start of the fiscal year and if they wanted to submit new information for Council to consider again, he believed they certainly could. He stated that the law was not clear on this specific, unusual situation, but they had at least checked the box of submitting it for Council's review.

B. Discussion and Approval of Memorandum of Understanding for Solar Project

City Manager Crosland stated that the Central Midlands Council of Government did the presentation earlier in the meeting and the Memorandum of Understanding (MOU) presented was the first step of the project and had no cost to any party at this time, and any party could withdraw at any time. He stated that the MOU provided a structure for all parties to collaborate on the Request for Proposal (RFP) bid review process and had discussions regarding co-investment on the project's cost of projected profits that were known at that time. He stated that the MOU would be replaced by entering into an Intergovernmental Agreement Council of Government Agreement in greater detail.

Council Member Sox made a motion to authorize the City Manager to execute the memorandum of understanding with Columbia Water East Richland Utilities and Richland County, which would allow collaboration with the regional utilities and grant funds solar project. Mayor Pro Tem James seconded the motion. He stated that it was wonderful that it would generate energy savings. City Manager Crosland stated that it would create so much energy they could sell that power back to Dominion. Mayor Partin called the question which was unanimously approved by roll call vote.

C. Discussion and Approval of Contract Award for Sewer System Master Plan and Hydraulic Model

City Manager Crosland stated that Council approval was needed to accept Ardurra Group/WK Dickson's proposal for the City's sewer system master plan and hydraulic model project and authorize the City Manager to receive the contract for this work. He stated that staff recommended Council approve the acceptance of the proposal from Ardurra/WK Dickson and authorize the City Manager to negotiate and execute a contract with the consultant. He stated that the cost of the project was approved in the FY25 Utilities Administration budget for \$325,000.

Council Member Sox made a motion to approve the acceptance of a proposal from Ardurra/WK Dickson and authorize the City Manager to negotiate and execute a contract with the consultant. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

D. Discussion and Approval to Ratify an Agreement Approved by the City Manager, Under the Emergency Powers of Sec. 2-146, with G.H. Smith Construction, Inc., for the Emergency Repair of a Sewer Main Failure

City Manager Crosland stated that Council approval was needed to ratify an agreement approved by the City Manager under emergency powers for G.H Smith Construction on May 15, 2025, for an emergency repair of a sewer line failure that was located on American Avenue. He stated that the project consisted of replacing approximately 275 of linear pipes, reconnection of services, repair of asphalt, driveways,

roadway and curb and gutter. He stated that the price of the emergency repair was \$48,325 and staff recommended Council ratify the City Manager's actions. He stated that \$48,325 would be funded from the Utilities Wastewater Collection O and M budget.

Mayor Pro Tem James made a motion to ratify the agreement. Council Member Sox seconded the motion which was unanimously approved by roll call vote.

Committee Matters

A. Approval to Enter the Following Approved Minutes Into the City's Record Accommodations Tax Committee – May 13, 2025

Council Member Sox made a motion to enter the minutes into the City's record. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

City Manager Crosland stated that FEMA was in the City the past Wednesday touring the City's Riverwalk and Granby Gardens Park looking at the storm damage. He stated that staff had received quotes for the demolition of the pavilion and that would come to Council for approval at the July Council Meeting. He stated that Finance staff were prepared to load the FY25/26 budget on July 1. He stated that the City had implemented the Avenues Drainage Project communication procedures with instructions on ways to receive real time updates. He stated that starting July 14, the Naples Avenue entrance to the Riverwalk would be closed for construction. He stated that staff would have a better timeline of the project at the July Council Meeting. He stated that the Cayce Historical Museum was hosting Celebration of Freedom , a free event, that coming Saturday and would have a storyteller in the morning and sweetgrass craft maker as well. He stated that there was also a Juneteenth Celebration at the speedway with food trucks and music and they had not requested a noise extension. City Manager Crosland stated that the Police Department was hosting their Character Camp from July 14 through July 24 from 8am to 3pm Monday through Thursday and breakfast and lunch would be provided. He stated that there were spots still available. He stated that the City's second annual Cayce Cool Down was being held Saturday, July 26 from 11am to 1pm.

Mayor Partin stated that City Manager Crosland stated that the Naples Avenue entrance to the Riverwalk would be closed with the storm drainage repair and asked if staff was going to put out information on where people could access it in other places. She stated that possibly a sign could be installed at the entrance telling people where they could go.

Council Comments

Mayor Pro Tem James asked if the Naples Avenue entrance parking lot was going to be completely shut down. City Manager Crosland stated that it would be completely

closed. Mayor Pro Tem James stated that staff would need to overcommunicate this as quickly as they could. He stated that there were people that utilized the Riverwalk every single day. He stated that there were two (2) things that had come to his attention over the last couple of weeks and he thought it was important for the City to refer these items to the Planning Commission. He stated that there was a tragic incident across the river at a short term rental, and they had discussed this in the past, but never came to a conclusion on what do we do with short term rentals like VRBO's and Airbnb's. He stated that he believed that other cities sometimes wished they would have gotten a hold on short term rentals before it got as big as it was. He stated that the tragic situation in Columbia occurred and now they were putting a moratorium in. He stated that the City was fortunate right now in the vast majority of short term rentals were owned by people who were respectful and the City did not receive a lot of complaints. Mayor Pro Tem James stated that the City needed to have some type of procedure in place to ensure that the folks that were utilizing the short time rentals so that the people who lived close by were not disturbed because of it. He stated that he would like for the City to look deeper into the issue and possibly refer it over to the Planning Commission. He stated that Council did not have to take 100% of what the Commission recommended but they did want the Commission to give them guidance on what they thought.

Mayor Pro Tem James stated that the City was continuing to grow and lighting pollution was an issue for larger cities. He stated that when a larger business was built behind a home and they had bright lights that shined all night it was an issue. He stated that the City did not really have Ordinances to address that and the City needed to get ahead of that as well. He stated that he encouraged staff to either dive into both of those topics or refer them to the Planning Commission.

Council Member Thomas stated that staff had moved the African American cemeteries to its priority list and Assistant City Manager Crosby was working on it. He stated that it was important that it be finished so families could pay their respects to their ancestors. He stated that a survey was done by Stantec in 2023 that stated most of the cemeteries would benefit from additional vegetation removal and ground penetrating radar testing. He stated that he brought to City Manager Crosland's attention the safety of the new Wi Fi in City parks. He thanked Mayor Pro Tem James for spearheading free Wi Fi in all City parks. He stated that he proposed a new Ordinance to make sure illegal activity using the free Wi Fi was not going to be tolerated, as they wanted the public to be safe using the Wi Fi. He stated that they also wanted to make sure that nothing could fall back on the City if people were doing illegal activities in the City parks. He asked City Manager Crosland when Council could expect that to reach the agenda. City Manager Crosland stated it should be July or August.

Council Member Thomas stated that a constituent sent Mayor Partin and Council a sweet email and the resident said he could share it with the assembly. He stated that he was going to read an excerpt from it – "in regard to our amazing Cayce city parks. I ride by the parks often and I have followed the work with Glenwood Park. It was typical to go by several times and see the basketball court being used by people. What a great opportunity for Cayce police to build a rapport with our youth by shooting a hoop or two

with them while patrolling. And I heard that Chief Wade has a beautiful jump shot, so I can't wait to hear him being out there with kids. I've seen young and old children enjoy swinging on a new swing while others waited for their turn. It's wonderful to see." Council Member Thomas thanked City Manager Crosland for showing the citizens what investment looks like. He stated that when the City invested in its parks, they were investing in families. He thanked City Manager Crosland for working to look at additional basketball courts in the City. He stated that the City had few opportunities for middle and high school students to continue to enjoy City parks. He stated that he had a parent call him recently and said they were in Kelly Jones Park and their 11 year old stated that he had outgrown the playground equipment and there was not anything for him to do in that park. He stated that it meant a lot to him and Council to find out how they could not only upgrade City parks but figure out how to keep the middle schoolers and highschoolers visiting parks so they were not having problems in the community. He stated that they were going to continue to fight for City parks. He wished City Manager Crosland luck and stated he hoped he had good endeavors at the Town of Irmo. He stated that they were getting a great city manager.

Council Member Sox stated that City Manager Crosland was going to be missed and he made a huge impact on the City over the more than a decade he had been with Cayce. He stated that they greatly appreciated it and wished him good luck in Irmo.

Council Member Carter stated how much they all appreciated City Manager Crosland for a job well done.

Mayor Partin stated that she had said a lot since City Manager Crosland made his announcement about leaving. She stated that he picked up a hot bowling ball for the City and ran with it and she thanked him for that.

Executive Session

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by attorney-client privilege
 - i. Claim for Improvements to Taylor Street at New State Road
- B. Discussion of Employment Matter – City Manager Position

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

Reconvene

After the Executive Session was concluded, Council Member Sox 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. She stated that Council had asked to meet again on Monday to continue their discussions around the City Manager position. She stated that they would narrow the meeting time

down and staff would send that out on Friday, so everybody would know what time on Monday they were meeting, and of course, staff would notice that meeting properly

Possible actions in follow up to Executive Session

A. Other

No action was taken in follow up to Executive Session.

Adjourn

Mayor Pro Tem James made a motion to adjourn the meeting. Council Member Thomas seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 8:55pm.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk



Mayor Elise Partin	Mayor Pro-Tem Tim James	Council Members Phil Carter Hunter Sox Byron Thomas	City Manager Mike Conley	Assistant City Manager Wesley Crosby
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CITY OF CAYCE
Special Council Meeting
June 23, 2025

A Special Council meeting was held at 7:30 a.m. in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem Tim James, Council Members Phil Carter and Hunter Sox. Council Member Byron Thomas attended the meeting via the phone but did not vote on any matter. City Manager James Crosland, Deputy City Manager Mike Conley, Assistant City Manager Wesley Crosby, Municipal Clerk Mendy Corder and Human Resources Director Lynn Dooley were also in attendance. Mayor Partin advised that members of the press and the public were duly notified of the meeting in accordance with the FOIA and called the meeting to order.

Council Member Sox gave the invocation and Mayor Partin led those in attendance in the Pledge of Allegiance.

Executive Session

A. Discussion of Employment Matter - City Manager Position Interviews

Council Member Sox made a motion to move into Executive Session to discuss the matter above. Council Member Carter 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 Carter 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 Action by Council in follow up to Executive Session

Council Member Sox made a motion to appoint Michael Conley as the City Manager of Cayce effective July 3, 2025, and subject to the terms and contract as discussed in Executive Session and direct staff to negotiate a contract to be considered at the next meeting of Council. Council Member Carter seconded the motion. Mayor Partin stated that Mr. Conley knew what her vote was going to be. She stated that the City had been blessed with many great internal and external candidates with many great strengths. She stated that she believed for the good of the organization the City had a candidate that had great strengths in supporting staff who were then able to support the

City's citizens and that was always Council's goals. She stated that Mr. Conley knew that she would support him 100% and she looked forward to their discussions as a team as they moved forward. Mayor Pro Tem James stated that Mayor Partin and City Attorney Dillard allowed Council Member Thomas to attend the meeting via the phone and he asked Council Member Thomas if he had any comments. Council Member Thomas stated that he

would 100% support Mr. Conley and he was excited to see the City move forward. Mayor Partin called the question. Mayor Pro Tem James and Council Members Carter and Sox voted yes. Mayor Partin voted no.

Adjourn

Council Member Carter 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 8:47 a.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk

Memorandum

To: Mayor and Council

From: Michael Conley, City Manager

Date: July 8, 2025

Subject: Discussion and Approval of Contract Award and Funding Source for Demolition of Granby Gardens Park Pavilion

Issue

Council approval is needed to accept a quote from 3D Dirtworks, the City's on-call general contractor, to clean up Granby Gardens Park due to damage from Hurricane Helen.

Discussion

Granby Gardens Park sustained significant damage from Hurricane Helen. The damage includes a demolished 30x60 pavilion, a concrete floor and stage area damaged by the storm, fallen fences and electrical components, and blown-over trees.

3D Dirtworks, the City's on-call general contractor, has submitted a proposal for the necessary cleanup and demolition work. The proposal includes:

- Demo existing 30x60 pavilion.
- Demo concrete floor and stage area that was damaged by the storm.
- Remove damaged fencing and electrical.
- Remove blown over trees and clean up the site.
- Hauling and tipping fees are included.

The total cost for the cleanup and demolition services is \$35,000.00. The City will use funds from the Hospitality Tax fund to pay for this work while seeking reimbursement assistance for the demolition and future replacement of the pavilion through the FEMA recovery grants program.

Recommendation

Staff recommends that City Council approve the City Manager to accept the quote from our on-call general contractor, 3D Dirtworks, to clean up Granby Gardens Park in the amount of \$35,000.00.



Date: 6/16/2025
Name: City of Cayce
Project: Granby Gardens Park
Address: 12th Street
Cayce, SC

Description	Qty	Unit Price	Unit Measure	Price
Demo existing 30x60 pavilion				\$12,500.00
Demo concrete floor and stage area that was damaged by the storm				\$8,500.00
Remove fence and electrical				\$3,000.00
Remove blown over trees and clean site				\$11,000.00
hauling and tipping fees included				
			Total	\$35,000.00

Brian Squires

3D Dirt Works LLC

The above price, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work.

Po#:

Signature:

Memorandum

To: Mayor and Council

From: Michael Conley, City Manager

Date: July 8, 2025

Subject: Ratification of City Manager Action

Issue

Council approval is needed in order to ratify agreements approved by the City Manager, under the Emergency Powers of Sec. 2-146, with G.H Smith Construction, Inc. and Xylem Dewatering Solutions, Inc. on 5/21/2025 for the emergency repair of a sewer manhole failure on Riverland Drive.

Discussion

The City of Cayce had to take immediate action in response to a sewer manhole failure located near 2749 Riverland Drive. G.H. Smith Construction, Inc. provided a quote and the necessary Certificates of Insurance for the needed repair work, and a price was agreed upon for the needed equipment, materials, and labor to complete this portion of the job. This portion of the project consisted of excavation around the manhole, pouring concrete around the outside of the manhole, rerouting the 14-inch force main to a different manhole, and repairing the manhole that failed.

In addition, Xylem Dewatering Solutions, Inc. provided a quote and the necessary Certificates of Insurance for bypass pumping and piping rental that was necessary in order to remove flow from this portion of the line for the necessary repairs and modifications. A price was agreed upon for the needed equipment, materials, and labor to complete this portion of the job.

The total price quoted for the emergency repair work is as follows:

<u>G.H. Smith Construction</u>	\$83,760.29
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<u>Xylem Dewatering Solutions, Inc.</u>	\$18,039.12
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(Includes \$14,471.12 for pump & piping rental plus \$3,568 for fusion of the bypass piping)

The City Manager approved the quotes using the Emergency Powers established by City of Cayce ordinance.

Sec. 2-146. - Emergency powers.

In case of accidents or other circumstances creating an emergency, the city manager may, with the consent of the council, award contracts and make purchases for the purpose of repairing damages caused by such accidents or meeting such public emergency; but he shall file

promptly with the council a certificate showing such emergency and necessity for such action, together with an itemized account of all expenditures.

(Code 1975, § 2-57)

Recommendation

Staff recommends Council ratify the City Manager's action executing agreements with G.H. Smith Construction, Inc. for \$83,760.29 and Xylem Dewatering Solutions, Inc. for \$18,039.12. The total of \$101,799.41 in emergency contracts will be funded from Utilities Wastewater Collection O&M budget.

G.H. Smith Construction, Inc.

Invoice

430 Shuler Court
Columbia, S.C. 29212

Date	Invoice #
6/23/2025	0621

Bill To
City of Cayce Attn: Tim Wemple RE: 2749 Riverland

P.O. No.	Terms	Project
	Net 30	

Description	Qty	Rate	Amount
Mobilization of equipment and labor-5/27/25 Daily rate \$7500.00 and 12 CY concrete @ \$2469.00	1	9,969.00	9,969.00
6/2/25 Daily rate \$7500.00 plus materials pipe and fittings	1	39,727.29	39,727.29
6/2/25 Concrete Coring in manhole	1	1,850.00	1,850.00
6/3/25 Daily Rate	1	7,500.00	7,500.00
6/4/25 Daily Rate	1	7,500.00	7,500.00
6/5/25 Daily Rate	1	7,500.00	7,500.00
6/6/25 Daily Rate plus materials MJ 14" 22	1	9,714.00	9,714.00
Sewer repair at 2749 Riverland Dr Cayce			
Call Jerry Smith with any questions at 803-622-5139		Total	\$83,760.29
		Payments/Credits	\$0.00
		Balance Due	\$83,760.29



Sold by:

Invoice
Branch 010
225 Farmington Road
Summerville, SC 29486
Tel: 843-818-2266
Fax: 843-818-2230

ITEM IV. B.

Remit to: Xylem Dewatering Solutions, Inc.
26717 Network Place
Chicago, IL 60673-1267
Phone: 1.855.278.2248 (Opt 1)

NOTE: Valued customers, please note the NEW remit address change included on this invoice.

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City of Cayce
PO Box 2004
West Columbia, SC 29171-2004

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City of Cayce
2749 New State Road
Cayce, SC 29033

Cust. No.	Invoice Date	Invoice No.
00003283	05-30-2025	401423192

Page 1 of 1

Customer PO	Ordered By	Contract Date	Service Contract #	Sales Representative	Order Taken By	Payment Terms
Field Service Contract 210020167		05-27-2025	210020176	Don Polzin	Don Polzin	Net 60

QTY	ITEM	DESCRIPTION	UNIT AMOUNT	EXTENDED AMOUNT
1	SUMMARYCHARGE	Fusion Machine <ul style="list-style-type: none">McElroy T500 Seres 3 Fuson Machne 6"-20"		
3	PERDIEM	Per Diem Expense		
540	MILEAGE	Mileage		
9	TRAVEL	Travel Charge - Billing Only		
22.50	FUSIONTECH	Fusion Technician Standard Rate		
2.50	FUSIONTECHOT	Fusion Technician Overtime Rate		
3	SERVICETRUCK	Fusion Truck		
<div>Comments</div> <div>Arrived on site, and fused 12" pipe together and built 12" dip tubes. Afterward, connected 8" discharge composite hose into 12" HDPE line. Lastly built 8" dip tubes and bolted everything up. Ensured site was cleaned up before leaving.</div>				

ALL PAST DUE INVOICES ARE SUBJECT TO
1 1/2% PER MONTH SERVICE CHARGE

Rental	Labor	Shipping	Misc. Charges	Taxes
\$ 0.00	\$ 2,070.00	\$ 0.00	\$ 1,400.00	\$ 98.00

Important Information: Due to fraud attempts any communication for changes of bank account details have to be confirmed by a call-back with your respective Xylem contact person.

Total Invoice

\$ 3,568.00



Sold by:

Invoice

Branch 010

225 Farmington Road
Summerville, SC 29486

Tel: 843-818-2266

Fax: 843-818-2230

ITEM IV. B

Remit to: Xylem Dewatering Solutions, Inc.
26717 Network Place
Chicago, IL 60673-1267
Phone: 1.855.278.2248 (Opt 1)

NOTE: Valued customers, please note the NEW remit address change included on this invoice.

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City of Cayce
PO Box 2004
West Columbia, SC 29171-2004

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City of Cayce
2749 New State Road
Cayce, SC 29033

Cust. No.	Invoice Date	Invoice No.
00003283	06-18-2025	401426973

Page 1 of 5

Customer PO		Ordered By		Contract Date	Rental Contract #	Sales Representative		Order Taken By	Payment Terms
Tim Wemple		Mr. Tim Wemple		05-29-2025	210020167	Don Polzin		Don Polzin	Net 60
QTY	ITEM	DESCRIPTION				PER	D/W/M	RATE	AMOUNT
		Rental 05/29/2025 Thru 06/12/2025 *Return*							
1	D-8739	CD225M 8" TCAE-93-FT4 PG SB CS				1	D	430.95	3,016.65
						2	W	1,292.85	
2	HSCM080020F1NR	8" x 20' Composite Hose W/150#FL				1	D	59.50	833.00
		• w/QD				2	W	178.50	
2	CAPGMA005R	PrimeGuard 65' NM Mechanical Float Set				1	D	36.05	504.70
						2	W	108.15	
2	HSCM080010F1NR	8" x 10' Composite Hose W/150#FL				1	D	29.40	411.60
		• w/QD				2	W	88.20	
2	VLAR020PTC02R	2" Comboair Air Release Valve 6451				1	D	19.80	277.20
						2	W	59.40	
2	VLCK080F1C00R	8" Check Valve W/150#FL				1	D	18.90	264.60
		• w/QD				2	W	56.70	
1	BN1209017E000R	12" 90 Deg HDPE SDR17 B/W Bend Long Rad				1	D	14.00	98.00
						2	W	42.00	

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00003283	06-18-2025	401426973

Page 2 of 5

Customer PO		Ordered By	Contract Date	Rental Contract #	Sales Representative		Order Taken By	Payment Terms
Tim Wemple		Mr. Tim Wemple	05-29-2025	210020167	Don Polzin		Don Polzin	Net 60
QTY	ITEM	DESCRIPTION			PER	D/W/M	RATE	AMOUNT
1	MSBU120F1000R	12" HDPE 150#FL Back Up Ring			1	D	11.00	77.00
					2	W	33.00	
2	MSSD120PT005R	12" HDPE Saddle W/2" FNPT			1	D	10.67	149.38
		• w/FCG			2	W	32.01	
2	BN0809017E000R	8" 90 Deg HDPE SDR17 B/W Bend Long Rad			1	D	9.80	137.20
					2	W	29.40	
2	BN08090QDG000R	8" 90 Degree QD Bend			1	D	9.80	137.20
					2	W	29.40	
2	MSBU080F1000R	8" HDPE 150#FL Back Up Ring			1	D	7.70	107.80
					2	W	23.10	
396'	PPPE120001BW17R	12" HDPE Pipe SDR17 (Per Foot)			1	D	0.32	879.12
					2	W	0.95	
46'	PPPE080001BW17R	8" HDPE Pipe SDR17 (Per Foot)			1	D	0.15	48.30
					2	W	0.45	
2	AD120080F1F1F2R	12" 150#FL x 8" 150#FL Ecc Adapter			1	D	0.00	0.00
					2	W	0.00	

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QTY	ITEM	DESCRIPTION			PER	D/W/M	RATE	AMOUNT
2	BN08045QDG000R	8" 45 Degree QD Bend <ul style="list-style-type: none">Spare @ n/c	1	D	0.00	0.00		
			2	W	0.00			
1	WY120QFQFF1G00R	12" Godwin Wye (8"FQDx8"FQDx12"150#FL) <ul style="list-style-type: none">Spare @ n/c	1	D	0.00	0.00		
			2	W	0.00			
1	HSCM080010F1NR	8" x 10' Composite Hose W/150#FL <ul style="list-style-type: none">Spare @ n/c	1	D	0.00	0.00		
			2	W	0.00			
3	PPQP080020QD00R	8" x 20' Godwin QD Pipe <ul style="list-style-type: none">Spare @ n/c	1	D	0.00	0.00		
			2	W	0.00			
2	PPQP080010QD00R	8" x 10' Godwin QD Pipe <ul style="list-style-type: none">Spare @ n/c	1	D	0.00	0.00		
			2	W	0.00			
2	BN1204517E000R	12" 45 Deg HDPE SDR17 B/W Bend Long Rad <ul style="list-style-type: none">Spare @ n/c	1	D	0.00	0.00		
			2	W	0.00			
14'	PPPE080001BW17R	8" HDPE Pipe SDR17 (Per Foot) <ul style="list-style-type: none">Spare @ n/c	1	D	0.00	0.00		
			2	W	0.00			
6	MSBU120F1000R	12" HDPE 150#FL Back Up Ring <ul style="list-style-type: none">Spare @ n/c	1	D	0.00	0.00		
			2	W	0.00			

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QTY	ITEM	DESCRIPTION			PER	D/W/M	RATE	AMOUNT
5	BN1209017E000R	12" 90 Deg HDPE SDR17 B/W Bend Long Rad <ul style="list-style-type: none">Spare @ n/c			1 2	D W	0.00 0.00	0.00
204'	PPPE120001BW17R	12" HDPE Pipe SDR17 (Per Foot) <ul style="list-style-type: none">Spare @ n/c			1 2	D W	0.00 0.00	0.00
1 1	BAUERQDADAPTERR	8" 150#FL x 8" MQD Adapter			1 2	D W	9.10 27.30	63.70
1 2	ACCESSORYR	8" NBG Set HDPE To Steel			1 2	D W	0.00 0.00	0.00
1 1	ACCESSORYR	8" NBG Set Steel to Steel			1 2	D W	0.00 0.00	0.00
1 3	ACCESSORYR	12" NBG Set HDPE to Steel			1 2	D W	0.00 0.00	0.00
1 3	ACCESSORYR	12" NBG Set HDPE to HDPE			1 2	D W	0.00 0.00	0.00
Rental 06/02/2025 Thru 06/12/2025 *Return*								

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Customer PO		Ordered By	Contract Date	Rental Contract #	Sales Representative		Order Taken By	Payment Terms
Tim Wemple		Mr. Tim Wemple	05-29-2025	210020167	Don Polzin		Don Polzin	Net 60
QTY	ITEM	DESCRIPTION			PER	D/W/M	RATE	AMOUNT
1	FSTBASEPLANR	FST Rental Base Plan Service Asset: D-8739 Dispatch Note: 310039951			2	W	33.99	67.98
1	FSTPHONEALARMR	FST Rental Telephone Alarming Service Service Asset: D-8739 Dispatch Note: 310039951			2	W	30.24	60.48
1	DZONE04ROLLWPTR	Delivery Zone 4 - Rollback w/ Pipe Trl.					3,460.00	3,460.00
1	PZONE04ROLLWPTR	Pickup Zone 4 - Rollback w/ Pipe Trl.					2,840.00	2,840.00
1	ENVFEE	Environmental Fee						90.50
ALL PAST DUE INVOICES ARE SUBJECT TO 1 1/2% PER MONTH SERVICE CHARGE			Rental	Labor	Shipping		Misc. Charges	Taxes
			\$ 7,005.45	\$ 0.00	\$ 6,300.00		\$ 218.96	\$ 946.71

Important Information: Due to fraud attempts any communication for changes of bank account details have to be confirmed by a call-back with your respective Xylem contact person.

Total Invoice

\$ 14,471.12

Memorandum

To: Mayor and Council

From: Michael Conley, City Manager
Monique Ocean, Planning & Zoning Administrator

Date: June 27, 2025

Subject: First Reading of an ordinance to annex the property located at 2140 Frink Street (Tax Map Number 005758-01-023) into the City of Cayce and assign a C-2 Neighborhood Commercial zoning designation.

Issue

Council approval is needed for the First Reading of an ordinance to annex the property located at 2140 Frink Street (Tax Map Number 005758-01-023) and assign a C-2 Neighborhood Commercial zoning designation.

Discussion

The applicant has requested annexation of an approximately 5.94-acre parcel located at 2140 Frink Street, along with C-2 zoning designation. The C-2 zoning district is intended to accommodate neighborhood-scale businesses such as convenience stores, salons, or small restaurants—uses that serve local residents and are typically located near major roads or the edges of residential areas.

The property is located within the CBR (Central Business/Retail) area on the City's Future Land Use Map, which supports a mix of commercial and retail uses in accessible, centralized locations. The requested zoning aligns with both the Comprehensive Plan and the Future Land Use Map.

The property is bordered by residential and low-intensity commercial uses. Frink Street is a major arterial road with a mix of homes and small businesses—supporting the appropriateness of the C-2 designation. Additionally, the annexation would help reduce unincorporated "donut holes," consistent with the City's goals for growth.

Recommendation

The Planning Commission reviewed the request at its meeting on June 16, 2025, and recommended approval by a vote of 4–0. Commissioner Danny Creamer abstained, citing a need for more information about the owner's future plans. Two members were absent.

Staff supports approval of the annexation and zoning request based on its alignment with the City's planning goals and surrounding land uses.

ITEM V. A.

STATE OF SOUTH CAROLINA
COUNTY OF LEXINGTON
CITY OF CAYCE

)
)
)
)

ORDINANCE 2025-06
Annexing Property Located at 2140 Frink
Street (Tax Map Number 005758-01-023) 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 property 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 property hereinafter described is 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 "B" which is made part of this Ordinance and consisting of approximately 5.94 acres:

The parcel of property not currently within the City that is located at 2140 Frink Street, Lexington County, further identified as Lexington County Tax Map Number 005758-01-023.

The property shall be zoned C-2 Neighborhood Commercial, 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. This property is 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 _____ 2025.

Elise Partin, Mayor

Attest:

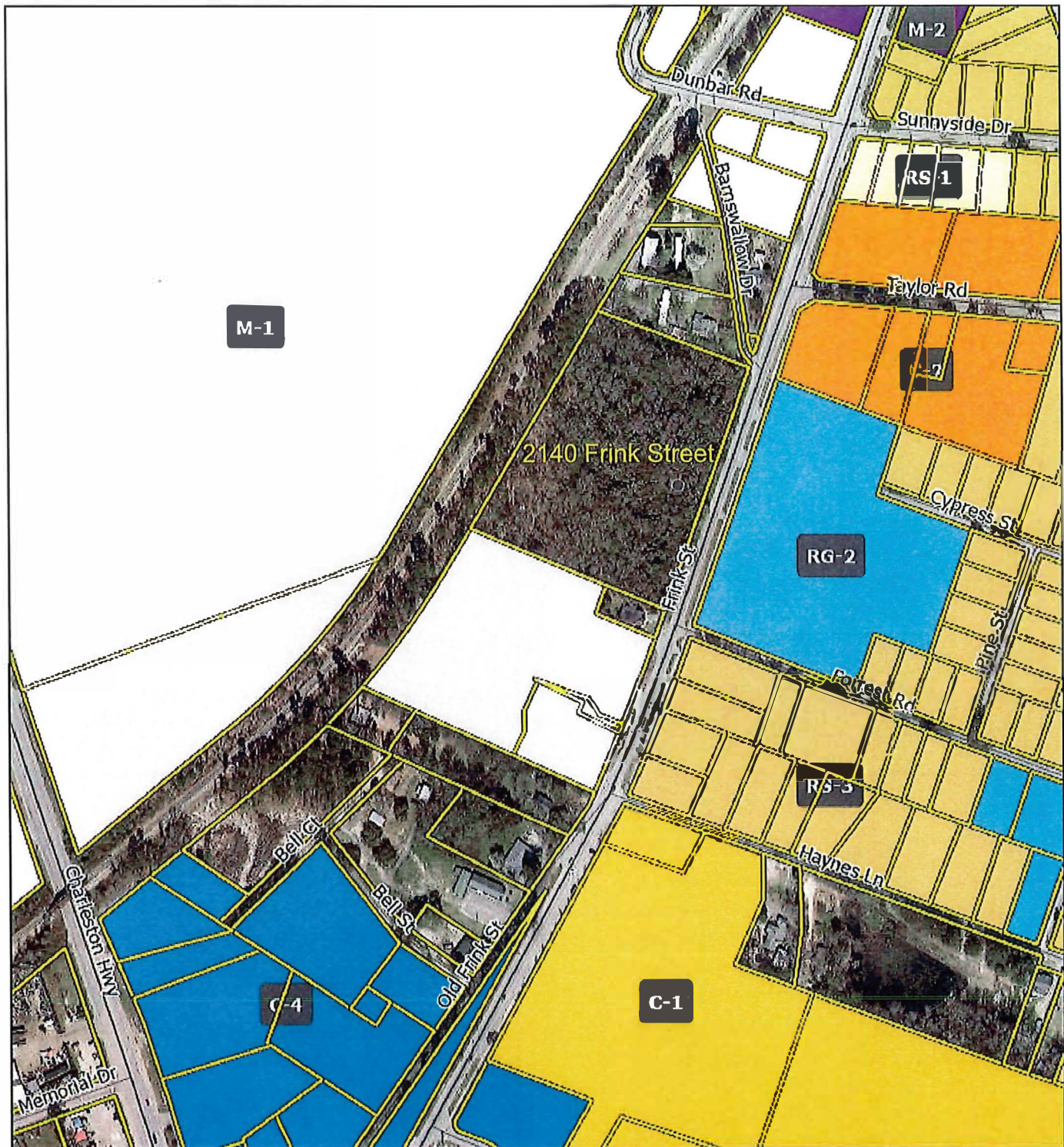
Mendy Corder, CMC, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

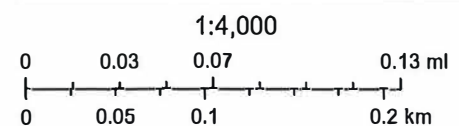
Approved as to form: _____
Will Dillard, City Attorney

Annexation Request 2140 Frink St



6/9/2025, 11:08:41 AM

Roads	Cayce Zoning
Arterial	RS-1 Single Family, Large Lots
Collector	RS-3 Single Family, Small Lots
Local	RG-2 General Residential, High Rise
Parcels	C-1 Office / Institutional
	C-2 Neighborhood Commercial



100 Percent Petition Form

TO THE MAYOR AND COUNCIL OF THE CITY OF CAYCE, SOUTH CAROLINA:

The undersigned, being 100 percent of the freeholders owning 100 percent of the assessed value of the property in the contiguous territory described below and shown on the attached plat or map, hereby petition for annexation of said territory to the City of Cayce by ordinance effective as soon hereafter as possible, pursuant to South Carolina Code Section 5-3-150(3). I (we) also acknowledge receipt of the Resolution adopted April 13, 2004 by the City "Approving the Method and Criteria for Annexing and Zoning Property in the City Limits of the City of Cayce".

The territory to be annexed is described as follows:

The 5.94 acre lot will be used for the construction of a personal storage, eventually we will also develop the area for commercial use.

The property is designated as follows on the Lexington/Richland County tax maps: 005758-01-023

It is requested that the property be zoned as follows: Cayce

Existing/proposed use of the property to be annexed: Personal Storage


Signature

2140 Frink St, Cayce, SC 29033
Street Address, City

4/28/2025
Date

For Municipal Use:

Petition received by: Monique Ocea, Date: 4-28-25

Description and Ownership verified by: Monique Ocea, Date: 4-20-25

Recommendation: Approval

By: Planning Commission, Date: 6-16-25

City of Cayce
South Carolina

Planning Commission Zoning Map Amendment

Date Filed: 4-28-25

Request No: MA001-25

Fee: _____

Receipt No: _____

A zoning map amendment may be initiated by the property owner(s), Planning Commission, Zoning Administrator, or City Council. If the application is on behalf of the property owner(s), all owners must sign. If the applicant is not an owner, the owner(s) must sign the Designation of Agent section.

THE APPLICANT HEREBY REQUESTS that the property described as above be considered for rezoning from Lexington to Cayce

The justification for this change is as follows;

Since water lines are nearby, we will need to connect to Cayce's water system.

APPLICANT(S) [print]: Stephanie Daniel
Address: 201 Burmaster Drive Columbia, SC 29229
Telephone: 803-295-9319 [Business] _____ [Residence]
Interest: Owner(s): ☒ Agent of owner(s): ☐ Other: ☐

OWNER(S) [if other than Applicant(s)] : _____
Address: _____
Telephone: _____ [Business] _____ [Residence]

PROPERTY ADDRESS: 2140 Frink Street, Cayce, SC 29033
Lot _____ Block _____ Subdivision _____
Tax Map No. 005758-01-023 Plat Book _____ Page _____
Lot Dimensions: _____ Area: [sq. ft. or acreage] 5.94
Deed restrictions/limitations on property: N/A

DESIGNATION OF AGENT [complete only if owner is not applicant]
I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this request.

Date: _____

Owner signature(s)

I (we) certify that to the best of my (our) knowledge that the information contained herein is accurate and correct.

Date: 7/1/2025

Stephanie Daniel

Stephanie Daniel

Applicant signature(s)

Official Use Only:

Property posted: MO By: 6-2-25

Published in Newspaper on: 5-31-25

PLANNING COMMISSION: June 16, 2025

RECOMMENDATION: Approval

CITY COUNCIL [1st Reading] _____

ACTION: _____

CITY COUNCIL [Final Reading] _____

ACTION: _____

Notice to applicant sent on _____ advising of Councils action. If approved a statement to the effect that our zoning maps and records now reflect the new zoning of the property. If disapproved, the reasons for disapproval, a statement that any other request for rezoning on the same piece of property will not be accepted for a period of one (1) year from Councils action.



**APPROVED MINUTES
PLANNING COMMISSION
MONDAY, FEBRUARY 24, 2025
CAYCE CITY HALL – 1800 12TH STREET
6:00 PM**

I. CALL TO ORDER

The meeting was called to order by Chair Richard Boiteau. Members present were Michael Mahoney, Robert Power, Nancy Stone-Collum, Danny Creamer, and Patty Foy. Planning Commission member Michael Wuest was absent. Staff present was Michael Conley, Rochelle Smith and Monique Ocean.

II. STATEMENT OF NOTIFICATION

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

III. APPROVAL OF MINUTES

A motion was made by Michael Mahoney to approve the minutes for the January 27, 2025, meeting. Danny Creamer seconded the motion. All were in favor.

IV. PLANNING COMMISSION MATTERS

A. Placeholder

Council Member Tim James addressed the Planning Commission and formally recognized Mr. Ed Fuson for his past years of dedicated service to the Planning Commission. Mr. Fuson served as Chairperson of the Planning Commission for several years before stepping down in December 2023. Council Member James expressed sincere appreciation for Mr. Fuson's leadership and significant contributions to both the Commission and the City. In honor of his service, Mr. Fuson was presented with a commemorative plaque as a token of appreciation from the City.

B. Presentation From Stewart Inc

Mr. Carroll Williamson addressed the Planning Commission to present an overview of the work that will be completed by his firm, Stewart Inc., on the rewrite of the City's Zoning Ordinance and Land Development Regulations. He explained that the goal is to consolidate both documents into what is called a Unified Development Ordinance (UDO). Mr. Williamson emphasized that the Planning Commission is a significant component of the overall process in creating the updated document. He stated that he welcomed any comments or feedback from the Commission. Mr. Williamson also provided a brief overview of the project timeline and noted that Commission members may contact Monique Ocean to relay any questions or input to him.

V. COMMENTS FROM PLANNING COMMISSION OR STAFF

The Planning Commission commended Mr. Fuson on the recognition for years of service on the Planning Commission.

VI. ADJOURNMENT

With no further discussion, Nancy Stone-Collum made a motion to adjourn. Michael Mahoney seconded the motion. All were in favor.

ITEM VI. A.



APPROVED MINUTES
PLANNING COMMISSION WORK SESSION
(Informal Session Open to the Public – No Official Action Taken)
MONDAY, APRIL 21, 2025
CAYCE CITY HALL – 1800 12TH STREET
6:00 PM – 8:00 P.M.

I. CALL TO ORDER

The meeting was called to order by Chair Richard Boiteau. Members present were Michael Mahoney, Patty Foy, Nancy Stone-Collum, Danny Creamer, and Robert Power. One member, Michael Wuest, was absent. Staff present were Michael Conley and Monique Ocean. The consultants from Stewart Engineering, Carroll Williamson and Allan Goff, were present.

II. INTRODUCTION TO WORK SESSION

Mr. Carroll Williamson provided a brief overview of the purpose and structure of the work session. He informed the Planning Commission that the session was intended for educational purposes related to zoning, planning and the codes update or rewrite.

III. WORK SESSION - ZONING ORDINANCE UPDATE

Mr. Williamson presented a PowerPoint presentation highlighting current zoning and housing types in Cayce. He reviewed various sections of the zoning ordinance and presented examples from other municipalities. Following the presentation, the floor was opened to audience members for discussion. (See attached pages for a detailed breakdown of the discussions.) Members of the Planning Commission expressed openness to exploring potential changes during the upcoming code rewrite.

IV. WRAP – UP

Mr. Williamson concluded the session by summarizing the Planning Commission's feedback. He encouraged members to contact Staff with any further questions or input.

V. ADJOURNMENT

A motion was made by Michael Mahoney to adjourn the meeting. All were in favor.

**Planning Commission Work Session #1
April 21, 2025
Cayce City Hall**

Zoning and Housing Types

- ADUs (Accessory Dwelling Units) are currently permitted in the RS-4A and RG zoning districts.
 - The C-4 commercial district is the only commercial zone that allows residential (multi-family) use.
 - Michael Conley said that any structure with more than one unit is considered multi-family.
 - The Planning Commission (PC) is generally open to allowing ADUs. However, Nancy expressed concern about ADUs being constructed in backyards in her neighborhood.
 - The PC asked whether restrictions could be placed on who is allowed to live in ADUs.
 - Staff explained that Fair Housing Laws prevent the city from limiting occupancy in ADUs to specific groups (e.g., only family members).
 - The PC expressed interest in placing design and compatibility conditions on ADUs and duplexes to ensure they fit within existing neighborhoods.
-

Development and Land Use

- The infill development ordinance is intended to discourage large-scale tract builders and prevent the creation of uniform “vinyl villages.”
 - Cayce’s population growth has stalled, in part due to zoning constraints. A large portion of the city is zoned RS-3, which only permits single-family homes.
 - Carroll noted that the city has potential for growth if more housing diversity is allowed in additional zoning districts.
 - The PC expressed support for increasing flexibility in housing types, with conditions reviewed and approved by staff, the PC, or Council.
 - Carroll mentioned cluster housing and pocket neighborhoods to make more efficient use of land.
 - He said Congaree Bluff is a good example of what cluster housing could look like.
-

Comments and Concerns from Commissioners

- Danny Creamer supports responsible growth but said that infrastructure improvements must come first.

- He pointed out that developable land is limited and suggested focusing on redevelopment opportunities along Highway 302, where aging commercial properties could be repurposed.
 - Danny also proposed creating a map of potential redevelopment sites to inspire buyers and developers.
 - Richard Boiteau suggested that the old Taylor Elementary School site would be ideal for small-lot single-family homes or townhomes.
 - He also said that the factory on Holland Avenue feels out of place and could be better utilized as housing.
 - Carroll said that this is an example of how appropriate mixed-use development could be used in residential neighborhoods.
 - The PC requested a map of vacant and underutilized parcels, especially along Knox Abbott Drive, to identify opportunities for multi-family or cluster developments.
 - Carroll offered to prepare these maps for further discussion.
 - He also noted that Cayce's Avenues neighborhood shares similar characteristics with Columbia's Shandon neighborhood in size and traffic.
 - Carroll explained that Shandon has a variety of housing types that are still compatible with one another and suggested the PC consider a site visit.
-

Zoning Tools and Potential Changes

- Carroll proposed replacing Planned Development Districts (PDDs) with Flexible Zoning Districts to allow for more adaptability.
 - Specific ideas discussed included:
 - Making duplexes a conditional use in RS-3 and other single-family zones.
 - Requiring design elements (e.g., porches, front entrances, compatible elevations) for duplexes to ensure neighborhood fit.
 - Allowing triplexes and quads by special exception through the Board of Zoning Appeals.
 - Setting a limit on the percentage of multi-family units allowed citywide.
 - Imposing a maximum number of units per development in multi-family zones.
 - Requiring architectural features to preserve neighborhood character.
-

Landscaping and Conservation

- The PC supports conservation subdivisions that preserve existing natural features.
 - Nancy expressed skepticism that developers would follow through with conservation efforts.
 - Mike, the City Manager, pointed out that open space can be an effective selling point for developers and buyers alike.
- Nancy also called for stronger landscaping standards, particularly to prevent clear-cutting and the replacement of mature trees with a single tree.

- Alan Goff added that tree regulations should not focus solely on size, as larger trees are not always the best option and many times the large tree cannot be saved.
-

Next Steps and Outstanding Questions

- Robert Power asked about the city's stance on annexation.
- Carroll requested a copy of the Tree Canopy Study from staff
- Michael Conley explained that an important question for the Planning Commission to consider during the ordinance rewrite is whether the city should:
 - Rezone existing properties, or
 - Redefine the zoning districts.
- The PC expressed interest in continuing to explore:
 - Accessory Dwelling Units (ADUs)
 - Duplexes and other housing types
 - Flexible zoning mechanisms
 - Mapping of vacant and underutilized land
 - Conditional uses and zoning overlays
 - Mapping of areas that could support conservation subdivisions.

Cayce Historical Museum Commission

May 7, 2025

Meeting Minutes

The May 7, 2025 meeting of the Cayce Historical Museum Commission (CHMC) was held in the Cayce Visitors Center. The meeting was convened at 5:02pm by Chair James Stewart. The following individuals attended the meeting:

Name	Status
James Stewart	Chair
Pamela Sulton	Vice Chair
Marcy Hayden	Secretary
Archie Moore	Commissioner
Chris Tenny	Commissioner
Charlita Earle	Commissioner
Keith Stephenson	Commissioner
David Brinkman	Commissioner
Will Britz	Commissioner (absent)
Andy Thomas	Cayce Museum Curator
Elizabeth Lumsden	Cayce Museum Assistant

Upcoming Events:

June 21, 2025-Juneteenth Event with Storytellers and Crafts (9am-12pm)

Invocation: Vice Chair Sulton

Action Items:

March Meeting Minutes:

The Commission reviewed the previous meeting minutes. The minutes were approved pending addition of by-law amendment vote. Motion was made by Commissioner Brinkman and seconded by Commission Stephenson. Motion passed.

Donations

No updates at this time.

Museum Staff Report

Museum staff and volunteers are making progress on the NAGPRA inventory having recorded around 6,350-400 objects to date. The NAGPRA report work continues until all Native American Indian items are cataloged. The Tartan Day South Colonial Village was successful with hundreds of visitors. There was a new layout this year and there was a lot of positive feedback. The Legends of Cayce event had good attendance with over 100 attendees including the Mayor, City Manager, and Council Member. The Freeman Hill Masonic Lodge was a great supporter at this year's event. Feedback on the event from Commissioners included the need for updated/newer AV equipment, more youth involvement, more refreshments but overall a wonderful event at a great location. "Shot Heard Around the World" event had around 800 attendees. The Archeology Identification event was not as well attended, but the objects brought in were interesting. There are plans to do this type of event again with additional advertising.

Exhibits: The Columbia Airport Exhibit has been set up. The staff have requested to have a kiosk exhibit at the Columbia Airport. The Public Safety building needs additional funding for ongoing electrical issues. Language for the REV250 exhibit is currently being drafted by Commissioner Brinkman, Ms. Sue Kelly and Museum staff and the exhibit is expected to open in 2027.

Upcoming Events: Juneteenth program is set for June 21st from 9am-12pm and will feature a storyteller and crafter). Additional events are planned for Thursday evenings starting in June (TBA), Genealogy Workshops, and Youth Programs in May and June (TBA).

Ongoing Business:

By-Law Committee:

The Commission voted to update the by-laws to include the African American Committee as a standing sub-committee under the Commission. The motion was made by Commissioner Hayden and seconded by Vice Chair Sulton. The motion passed unanimously for the second reading of this amendment.

Strategic Planning-Historic Preservation

Commissioner Tenny presented on the Bailey Bill Historic Preservation Tax Credit program and how it has been incorporated into the preservation work of Columbia, SC. Commissioners asked questions and discussed inclusion in the powerpoint presentation being created for the community. Additional discussion will be included in future agendas. No action was taken.

Old State Road NRHP Nomination

No updates at this time.

New Business:

No updates at this time.

Additional Business:

No updates at this time.

With no other business on the meeting agenda and a motion to adjourn was made by Commissioner Moore and seconded by Commissioner Earle. The meeting adjourned at **6:25PM.**

Cayce Historical Museum Commission June 4, 2025, Meeting Minutes

The June 4, 2025, meeting of the Cayce Historical Museum Commission (CHMC) was held in the Cayce Visitors Center. The meeting was convened at 5:00 by Chairman James Stewart. The following individuals attended the meeting:

Name	Status
James Stewart	Chairman
Pamela Sulton	Vice Chair
Marcy Hayden	Secretary, absent (excused)
Chris Tenny	Commissioner
Archie Moore	Commissioner
Charlita Earle	Commissioner
Keith Stephenson	Commissioner
David Brinkman	Commissioner
Marcy Hayden	Commissioner
Andy Thomas	Cayce Museum Curator
Elizabeth Lumsden	Cayce Museum Communications Assistant
Wes Crosby	City of Cayce Assistant City Manager

Upcoming Events:

June 21: 9-12 Juneteenth Celebration

July 12: Children's Crochet Program

July 17: General Thomas Sumter lecture

August 6: Christmas Open House organizational meeting

September 18 or 25: Julius Felder lecture

September 23 or 30: Midlands Brick Production lecture

December 2: Christmas Open House pizza decorating party

December 6: Christmas Open House

January 24, 2026: Genealogy Workshop and CHF fundraiser

TBD: Cayce Women's Club Joint Children's programs

Invocation: Commissioners Tenny and Sulton

May Meeting Minutes:

Following a review of the minutes from the last meeting, Commissioner Sulton motioned that the meeting minutes be accepted. This motion was seconded by Commissioner Tenny and approved by the Commission.

Historic Preservation

The Commission discussed potential historic sites in Cayce. A map and list is being prepared for the July Meeting.

Museum Staff Report

Mr. Thomas updated the Commission on the status of the Museum inventory. They are approaching 7,000 items entered into the inventory database and are nearing completion. Ongoing work on the Public Safety exhibit is pending a RFP for electrical work in the Public Safety building. The Revolutionary War exhibit text development is also in progress. The Catawba Pottery exhibit is still at the concept stage.

With no additional items on the Agenda, Vice-Chair Sulton motioned to adjourn the meeting, the motion was seconded by Commissioner Earle. The CHMC unanimously voted to adjourn the meeting at:

6:00 PM.

COUNCIL ACTION REQUIRED

BOARD OF ZONING APPEALS – Two (2) Positions

Mr. Chip Salek's position on the Board of Zoning Appeals expires in July and he would like to serve again. Dr. Shirley McClerklin-Motley's position expires in July as well and would like to serve again. Both attend meetings regularly. Their applications are attached for Council's review.

PUBLIC SAFETY FOUNDATION – One (1) Position

Ms. Barbara Corbett's position on the Public Safety Foundation expires in July. She attends meetings regularly and would like to serve again. Her application is attached for Council's review.

NO COUNCIL ACTION REQUIRED

The following positions have been postponed by Council until receipt of potential member applications.

EVENTS COMMITTEE – FOUR (4) POSITIONS

This committee is actively involved in working with City staff to plan and coordinate City events and works the events with staff.

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 caycesc.gov or by calling City Hall at 803-796-9020.

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

CITY OF CAYCE
COMMITTEE MEMBER REAPPOINTMENT APPLICATION

Name: Chip Salak

Home Address: [REDACTED] City, State, Zip Cayce, SC 29033

Telephone: _____ E-Mail Address _____

Resident of Cayce: ☒ Yes ☐ No Number of Years _____

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

☐ Accommodations Tax Committee ☐ Beautification Foundation ☐ Event Committee
☐ Cayce Housing Authority ☐ Museum Commission ☐ Planning Commission
☐ Consolidated Board of Appeals ☐ Board of Zoning Appeals ☐ Public Safety Foundation

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: Retired Position

Address:

City, State, Zip _____ Telephone: _____

Fax: _____ E-Mail: _____

Work Experience: 27 years commercial flooring and business development

Educational Background: Two years college, business administration

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

Volunteer Work: Board member NDA/QMDA past membership C100 with Central South Carolina Alliance

Hobbies: Hunt, fish, golf yard work

Return to:

Mendy Corder, Municipal Clerk

City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004

Telephone: 803-550-9557 • Fax: 803-796-9072 • mcorder@cityofcayce-sc.gov

CITY OF CAYCE

COMMITTEE MEMBER REAPPOINTMENT APPLICATION

Name: **Dr. Shirley McClerklin-Motley**

Home Address: _____ City, State, Zip Cayce, SC 29033

Telephone: _____ E-Mail Address: _____

Resident of Cayce: ☒ Yes ☐ No Number of Years _____

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

☐ Accommodations Tax Committee ☐ Beautification Foundation ☐ Event Committee
☐ Cayce Housing Authority ☐ Museum Commission ☐ Planning Commission
☐ Consolidated Board of Appeals ☒ Board of Zoning Appeals ☐ Public Safety Foundation

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: SCDSS Position Independent ContractTrainer

Address: 1535 Confederate Avenue

City, State, Zip Columbia, SC 29201-1915 Telephone: 803-319-6220

Fax: _____ E-Mail shirley.mcclerklin-motley@dss.sc.com

Work Experience: Retired Department Chair, Coker University

MSW Research and Writing Liaison, Johnson C. Smith University; Adjunct Professor - W.L. Bonner College

Educational Background: Doctor of Philosophy - Capella University; MSW - USC Columbia Campus

BSW - Benedict College; AA - Midlands Technical College

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

Volunteer Work: Education sponsor of 30 students in Sierra, Leone West Africa;
SC Fact Forward Chair Faith Leadership Advisory Council Task Force

Hobbies: Writing, Reading, Lecturing

Return to:

Mendy Corder, Municipal Clerk

City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004

Telephone: 803-550-9557 • Fax: 803-796-9072 • mcorder@cityofcayce-sc.gov

CITY OF CAYCE

COMMITTEE MEMBER REAPPOINTMENT APPLICATION

Name: Barbara Corbett

Home [REDACTED] City, State, Zip Cayce, SC 29033

Telephone: _____ E-Mail Address _____

Resident of Cayce: ☒ Yes ☐ No Number of Years _____

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

<input type="checkbox"/> Accommodations Tax Committee	<input type="checkbox"/> { Beautification Foundation	<input type="checkbox"/> Event Committee
<input type="checkbox"/> Cayce Housing Authority	<input type="checkbox"/> { Museum Commission	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Consolidated Board of Appeals	<input type="checkbox"/> { Board of Zoning Appeals	<input checked="" type="checkbox"/> Public Safety Foundation

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: RETIRED Position

Address:

City, State, Zip _____ Telephone: _____

Fax: _____ E-Mail _____

Work Experience: 33+ years State Government. Clerical/Accounting

Educational Background: High School and a year of Tech School

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

Volunteer Work: Woman's Club of Cayce as well as Cayce Public Safety Foundation

Hobbies: Reading as well as my volunteer work. Love the Beach

Return to:

Mendy Corder, Municipal Clerk

City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004

Telephone: 803-550-9557 ▪ Fax: 803-796-9072 ▪ mcorder@cityofcayce-sc.gov

COUNCIL ACTION REQUIRED

MUSEUM COMMISSION PROPOSED AMENDMENTS TO COMMISSION BY-LAWS

The Museum and Historical Commission has created an amendment to their bylaws to set up a permanent standing committee called the 'The African American Committee'. This committee has been organized in an ad-hoc capacity for several years and the Commission would like to formalize the Committee's role within the Commission. The Commissioners voted on the amendment at the April and May Commission meetings, and each vote had unanimous approval. They are asking that City Council approve the amendment

Below is the text for the proposed amendment which would add Section III. Commission Organization:

14. The Museum Commission will include a permanent standing sub-committee entitled "The African American Committee." This committee is organized to 1) identify and promote African American stories important to the history of Cayce, and 2) advise on the creation of Cayce Historical Museum exhibits. The Committee is composed of no more than nine (9) members, and led by an annually elected Chair, Vice-Chair, and Secretary. One Committee member must be an appointed Museum Commissioner. The remaining seats may be filled at the discretion of the Committee. The Chair will provide a monthly report to the regular Museum Commission meeting for the coordination of museum activities and business.

Cayce Museum and Historical Commission Bylaws

Approved by City Council July 5, 2022

Section I. Mission Statement:

The Cayce Museum and Historical Commission promotes and protects the legacy of Cayce's past. This legacy encompasses the precontact and historic peoples and events that shaped the community. The Commission also endeavors to preserve places, documents, and artifacts of significance to that story through museum collections, exhibitions, programming, and the conservation of significant properties within the City of Cayce.

Section II. Name and Location

The City of Cayce has designated the Cayce Museum and Historical Commission (the Commission) as an advisory and historic preservation review board oriented toward the fulfillment of the goals set out in the Mission Statement.

Section III. Commission Organization

1. The Commission's principal place of business is the Cayce Museum located at: 1800 12th Street, Cayce, South Carolina, 29033.
2. The Commission's membership will be comprised of nine (9) members appointed by the Cayce City Council.
3. A Commissioner's term of office will begin upon their appointment and continue for a period of three (3) years.
4. Commissioners will meet monthly, as called by the Chair. Regular meetings are typically held on the first Wednesday, at 4 p.m. A schedule of the regular meetings shall be published and posted at City Hall in January of each year.
 - a. All meetings are organized in accordance with customary parliamentary procedure with a majority vote of Commissioners required for substantive actions.
 - b. A quorum must be present for a Commission meeting to be called to order.
 - c. The agenda must be posted at least 24 hours in advance of Commission meetings.
 - d. Meetings shall be held at the place stated on the notice and shall be open to the public.
 - e. Members of the public may address the Commission in keeping with the protocols of the Cayce City Council.

- f. Commissioner attendance will be recorded in the minutes.
 - g. Commission members are expected to attend all meetings. Failure to attend four (4) regularly scheduled meetings, or one third (1/3) of all meetings scheduled, during a Commission year, without sufficient excuse, will result in replacement.
- 5. Special Meetings may be called by the Chair upon 48-hours' notice, posted and delivered to all members.
- 6. The fiscal year of the commission shall commence on the first day of July and end on the 30th day of June each year.
- 7. The officers of the Commission shall be Chair, Vice-Chair, and Secretary.
- 8. The Commissioners shall annually elect officers from the Commission membership at their January meeting.
- 9. The Chair shall be a voting member of the Commission and shall:
 - a. Call meetings of the Commission
 - b. Preside at meetings
 - c. Act as spokesperson for the Commission
 - d. Sign documents for the Commission
 - e. Transmit reports and recommendations to Council via Administration
 - f. Perform other duties approved by the Commission
- 10. The Vice-Chair shall be a voting member of the Commission and shall:
 - a. Organize fundraising efforts
 - b. Serve as primary coordinator for special events
 - c. Perform any and all duties of the Chair in their absence, disability or disqualification.
 - d. In the absence of both the Chair and the Vice-Chair, the members present shall elect an acting Chair.
- 11. The Secretary shall be a voting member of the Commission and shall:
 - a. Provide notice of meetings in accordance with the Freedom of Information Act
 - b. Assist the Chair in the preparation of the agenda
 - c. Attend, keep, and distribute the minutes and attendance for all Commission meetings.
 - d. Distribute the minutes of regular Commission meetings to the Commissioners one week before the next meeting.
 - e. Present adopted minutes to Museum Staff to submit to City Council to enter into official record.
 - f. Maintain Commission records as public records

- g. Include the records required for the historic preservation review board
 - h. Provide written decision notifications to applicants in matters before the review board.
 - i. Attend to Commission correspondence
 - j. Perform other duties normally carried out by a secretary.
12. The Commission may appoint, or provide for appointment, ad-hoc or working committees from among Commission members and Cayce residents. Only committees approved by majority vote of the Commissioners shall be designated.
13. A Commissioner must participate in each committee and provide a committee report of activities to the Commission.

Section IV. Role and Responsibilities of the Commission

General responsibilities include:

- 1. Support the City's efforts in the preservation of historic properties within the city. Historic properties defined in the National Historic Preservation Act include "prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion on, the National Register of Historic Places, including artifacts, records, and material remains related to such a property or resource [54 U.S.C. § 300308]".
- 2. Support of the museum's operation by municipal employees.
- 3. Collaborate with and advise the municipal employees on the content and composition of museum exhibits and special events
- 4. Encourage historical and cultural research for the community by providing access to electronic resources and materials curated within the Museum
- 5. Municipal employees are responsible for the operation of the Museum.
- 6. Supervision of archives and artifacts in the Museum collection are the responsibility of Museum staff.
- 7. The commission will collaborate and help the Museum staff formulate and implement a Collections Management Policy aligned with the best practices and standards established by the American Association of Museums.
- 8. The Museum Commission will collaborate with City Administration, Museum Staff, and Cayce citizens to develop a strategic plan for the 1) Museum and 2) City of Cayce preservation initiatives.
 - a. The strategic plans will include a collections management policy and a plan for incorporating existing and emerging themes that will be

interpreted in the Museum

9. Pending adoption of a city historic preservation ordinance designating the Commission as the historic preservation review board for the City of Cayce, the Commission shall adhere to the criteria established for participation in the South Carolina Certified Local Government Program (CLG). The Commission will:

- a. Establish criteria and processes for designating districts and landmarks of historic or precontact significance.
- b. Review applications for proposed alterations, relocations, demolitions, and new construction affecting designated historic preservation conservation areas or individually designated local landmarks.
- c. Review and evaluate all proposed National Register nominations within the City of Cayce. All Commission recommendations must be with the nomination application to the State Historic Preservation Office (SHPO) for consideration by the State Board of Review.
- d. Attend information or educational meetings relevant to the work and functions of a historic preservation review board.
- e. Seek advice from professionals in a specific discipline not represented on the commission as needed by actions under consideration.
- f. Maintain a system for the survey and inventory of historic properties as defined by City ordinance, SHPO guidelines, and/or the National Historic Preservation Act.
- g. The inventory and revisions shall be periodically evaluated to ensure the contents are up to date
- h. All inventory records, except in cases where a threat to preservation exists (e.g., archaeological sites), are open for public review at the Cayce Museum.
- i. Submit an annual report of Commission activities to the SHPO and City Council.

The report must include the following items:

Number of cases reviewed

Disposition of cases

New local designations

Commission appointments

New or revised resumes

Meeting minutes

Local preservation plans and projects

- j. Any Commission member with a direct or indirect financial interest in any property under consideration by the Commission must declare that interest and recuse themselves from discussion, decision, or proceedings related to that property.

Section V. Financial and Material Donations to the Cayce Museum

1. Financial Contributions

- a. The Commission encourages financial donations in support of the organization's museum development and preservation goals.
- b. The Commission will work to designate a funding partner for the Cayce Museum.). This partner will be a non-profit public charity (501[c][3]) and potentially titled the "Friends of the Cayce Museum and Historical Commission".

2. Artifacts

- a. Donated artifacts are the property of the City, to be managed by the Museum. Only articles pertinent to the City's history, or representative of that history, or of special significance will be accepted as determined by Museum staff in consultation with the Commission. A signed receipt must be secured from each artifact's donor, relinquishing complete ownership to the Museum. Donated artifacts may not be deaccessioned without due consideration of the ethical standards of national museum associations and/or terms established by the donation agreement.
- b. The Museum does not accept ancestral remains, funerary objects, sacred, or items of cultural patrimony without documented consent from the descendant community in conjunction with local, state, and federal law.

Section VI. Amendments

- a. No amendment to the Commission bylaws may be introduced and voted upon in the same meeting.
- b. Amendments to the organization bylaws require the majority vote of the Commission membership. Following the vote, these amendments must be approved by the Cayce City Council to take effect.

Cayce Museum and Historical Commission Bylaws

Approved by City Council

July 5, 2022

Section I. Mission Statement:

The Cayce Museum and Historical Commission promotes and protects the legacy of Cayce's past. This legacy encompasses the precontact and historic peoples and events that shaped the community. The Commission also endeavors to preserve places, documents, and artifacts of significance to that story through museum collections, exhibitions, programming, and the conservation of significant properties within the City of Cayce.

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4. Commissioners will meet monthly, as called by the Chair. Regular meetings are typically held on the first Wednesday, at 4 p.m. A schedule of the regular meetings shall be published and posted at City Hall in January of each year.
 - a. All meetings are organized in accordance with customary parliamentary procedure with a majority vote of Commissioners required for substantive actions.
 - b. A quorum must be present for a Commission meeting to be called to order.
 - c. The agenda must be posted at least 24 hours in advance of Commission meetings.
 - d. Meetings shall be held at the place stated on the notice and shall be open to the public.
 - e. Members of the public may address the Commission in keeping with the protocols of the Cayce City Council.

- f. Commissioner attendance will be recorded in the minutes.
 - g. Commission members are expected to attend all meetings. Failure to attend four (4) regularly scheduled meetings, or one third (1/3) of all meetings scheduled, during a Commission year, without sufficient excuse, will result in replacement.
- 5. Special Meetings may be called by the Chair upon 48-hours' notice, posted and delivered to all members.
- 6. The fiscal year of the commission shall commence on the first day of July and end on the 30th day of June each year.
- 7. The officers of the Commission shall be Chair, Vice-Chair, and Secretary.
- 8. The Commissioners shall annually elect officers from the Commission membership at their January meeting.
- 9. The Chair shall be a voting member of the Commission and shall:
 - a. Call meetings of the Commission
 - b. Preside at meetings
 - c. Act as spokesperson for the Commission
 - d. Sign documents for the Commission
 - e. Transmit reports and recommendations to Council via Administration
 - f. Perform other duties approved by the Commission
- 10. The Vice-Chair shall be a voting member of the Commission and shall:
 - a. Organize fundraising efforts
 - b. Serve as primary coordinator for special events
 - c. Perform any and all duties of the Chair in their absence, disability or disqualification.
 - d. In the absence of both the Chair and the Vice-Chair, the members present shall elect an acting Chair.
- 11. The Secretary shall be a voting member of the Commission and shall:
 - a. Provide notice of meetings in accordance with the Freedom of Information Act
 - b. Assist the Chair in the preparation of the agenda
 - c. Attend, keep, and distribute the minutes and attendance for all Commission meetings.
 - d. Distribute the minutes of regular Commission meetings to the Commissioners one week before the next meeting.
 - e. Present adopted minutes to Museum Staff to submit to City Council to enter into official record.
 - f. Maintain Commission records as public records

- g. Include the records required for the historic preservation review board
 - h. Provide written decision notifications to applicants in matters before the review board.
 - 1. Attend to Commission correspondence
 - J. Perform other duties normally carried out by a secretary.
12. The Commission may appoint, or provide for appointment, ad-hoc or working committees from among Commission members and Cayce residents. Only committees approved by majority vote of the Commissioners shall be designated.
 13. A Commissioner must participate in each committee and provide a committee report of activities to the Commission.
 14. The Museum Commission will include a permanent standing sub-committee entitled "The African American Committee." This committee is organized to 1) identify and promote African American stories important to the history of Cayce, and 2) advise on the creation of Cayce Historical Museum exhibits. The Committee is composed of no more than nine (9) members, and led by an annually elected Chair, Vice-Chair, and Secretary. One Committee member must be an appointed Museum Commissioner. The remaining seats may be filled at the discretion of the Committee. The Chair will provide a monthly report to the regular Museum Commission meeting for the coordination of museum activities and business.

Section IV. Role and Responsibilities of the Commission

General responsibilities include:

1. Support the City's efforts in the preservation of historic properties within the city. Historic properties defined in the National Historic Preservation Act include "prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion on, the National Register of Historic Places, including artifacts, records, and material remains related to such a property or resource [54 U.S.C. § 300308]".
2. Support of the museum's operation by municipal employees.
3. Collaborate with and advise the municipal employees on the content and composition of museum exhibits and special events
4. Encourage historical and cultural research for the community by providing access to electronic resources and materials curated within the Museum
5. Municipal employees are responsible for the operation of the Museum.
6. Supervision of archives and artifacts in the Museum collection are the responsibility of Museum staff.
7. The commission will collaborate and help the Museum staff formulate and

implement a Collections Management Policy aligned with the best practices and standards established by the American Association of Museums.

8. The Museum Commission will collaborate with City Administration, Museum Staff, and Cayce citizens to develop a strategic plan for the I) Museum and 2) City of Cayce preservation initiatives.
 - a. The strategic plans will include a collections management policy and a plan for incorporating existing and emerging themes that will be interpreted in the Museum
9. Pending adoption of a city historic preservation ordinance designating the Commission as the historic preservation review board for the City of Cayce, the Commission shall adhere to the criteria established for participation in the South Carolina Certified Local Government Program {CLG}. The Commission will:
 - a. Establish criteria and processes for designating districts and landmarks of historic or precontact significance.
 - b. Review applications for proposed alterations, relocations, demolitions, and new construction affecting designated historic preservation conservation areas or individually designated local landmarks.
 - c. Review and evaluate all proposed National Register nominations within the City of Cayce. All Commission recommendations must be with the nomination application to the State Historic Preservation Office (SHPO) for consideration by the State Board of Review.
 - d. Attend information or educational meetings relevant to the work and functions of a historic preservation review board.
 - e. Seek advice from professionals in a specific discipline not represented on the commission as needed by actions under consideration.
 - f. Maintain a system for the survey and inventory of historic properties as defined by City ordinance, SHPO guidelines, and/or the National Historic Preservation Act.
 - g. The inventory and revisions shall be periodically evaluated to ensure the contents are up to date
 - h. All inventory records, except in cases where a threat to preservation exists (e.g., archaeological sites), are open for public review at the Cayce Museum.
 - i. Submit an annual report of Commission activities to the SHPO and City Council.

The report must include the following items:

Number of cases reviewed Disposition of

cases

New local designations

Commission appointments

New or revised resumes

Meeting minutes

Local preservation plans and projects

- J. Any Commission member with a direct or indirect financial interest in any property under consideration by the Commission must declare that interest and recuse themselves from discussion, decision, or proceedings related to that property.

Section V. Financial and Material Donations to the Cayce Museum

1. Financial Contributions

- a. The Commission encourages financial donations in support of the organization's museum development and preservation goals.
- b. The Commission will work to designate a funding partner for the Cayce Museum.). This partner will be a non-profit public charity (501[c][3]) and potentially titled the "Friends of the Cayce Museum and Historical Commission".

2. Artifacts

- a. Donated artifacts are the property of the City, to be managed by the Museum. Only articles pertinent to the City's history, or representative of that history, or of special significance will be accepted as determined by Museum staff in consultation with the Commission. A signed receipt must be secured from each artifact's donor, relinquishing complete ownership to the Museum. Donated artifacts may not be deaccessioned without due consideration of the ethical standards of national museum associations and/or terms established by the donation agreement.
- b. The Museum does not accept ancestral remains, funerary objects, sacred, or items of cultural patrimony without documented consent from the descendant community in conjunction with local, state, and federal law.

Section VI. Amendments

- a. No amendment to the Commission bylaws may be introduced and voted upon in the same meeting.
- b. Amendments to the organization bylaws require the majority vote of the Commission membership. Following the vote, these amendments must be approved by the Cayce City Council to take effect.