

Mayor
Elise Partin

Mayor Pro-Tem
James E. Jenkins

Council Members
Tara S. Almond
Phil Carter
Eva Corley

City Manager
Brian Watkins



**City of Cayce
Regular Council Meeting
Tuesday, November 13, 2018
6:00 p.m. – Cayce City Hall – 1800 12th Street
www.caycesc.gov**

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. Oath of Office Administered by Judge Keabii Henderson
Office of Mayor, Council Member District 2 and Council Member District 4
- C. Election of Mayor Pro-Tem
- D. Approval of Minutes
October 2, 2018 Regular Meeting
October 17, 2018 Special Meeting

II. Public Comment Regarding Items on the Agenda

III. Presentations

- A. Presentation by Mr. Michael Stillwell re Outside City Sewer Rates
- B. Presentation by Judge Keabii Henderson re the City's Municipal Court

IV. Ordinances

- A. Discussion and Approval of Ordinance 2018-12 Amending Sect. 10-81 ("Non-Owner and Unoccupied Registration Required") of the Zoning Ordinance of the City of Cayce – Second Reading
- B. Discussion and Approval of Ordinance 2018-13 Amending Ordinance 2018-07 to Establish a New Business License Tax for Special Event Organizers - First Reading
- C. Discussion and Approval of Ordinance 2018-14 Amending Article 7 ("Conditional Use Regulations") of the Zoning Ordinance of the City of Cayce – First Reading

V. Other

- A. Consideration and Approval of Method of Payment of Interest for State Revolving Fund Loan for Water Systems Replacement Project

VI. City Manager's Report

VII. Committee Matters

- A. Appointments and Reappointments
Accommodations Tax Committee – One (1) Position
- B. Approval to enter the following Committee approved Minutes into the City's Record
Planning Commission – June 8, 2018
Events Committee - August 9, 2018
Cayce Housing Authority – October 16, 2018
Museum Commission – October 17, 2018

VIII. Council Comments

IX. Executive Session

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege
- B. Discussion of negotiations incident to proposed contractual arrangements relating to the Brickworks Apartments Project
- C. Discussion of negotiations incident to proposed contractual arrangements regarding matching funds for grant for sidewalks on Frink Street
- D. Discussion of appointment of City Attorney

X. Reconvene

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

XII. Adjourn

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

THE TWO REQUIRED OATHS OF OFFICE FOR MAYOR AND COUNCIL MEMBERS

ARTICLE VI

OFFICERS

SECTION 4. Officers to take and subscribe oath.

The Governor, Lieutenant Governor, and all other officers of the State and its political subdivisions, before entering upon the duties of their respective offices, shall take and subscribe the oath of office as prescribed in Section 5 of this article. (1972 (57) 3181; 1973 (58) 83.)

SECTION 5. Form of oath.

Members of the General Assembly, and all officers, before they enter upon the duties of their respective offices, and all members of the bar, before they enter upon the practice of their profession, shall take and subscribe the following oath: **"I do solemnly swear (or affirm) that I am duly qualified, according to the Constitution of this State, to exercise the duties of the office to which I have been elected, (or appointed), and that I will, to the best of my ability, discharge the duties thereof, and preserve, protect, and defend the Constitution of this State and of the United States. So help me God."** (1972 (57) 3181; 1973 (58) 83.)

SECTION 5-15-150. Oath of office for mayor and councilmen.

The mayor and councilmen, before entering upon the duties of their respective offices, shall take the oath prescribed by the Constitution and also the following oath, to wit:

"As mayor (councilman) of the municipality of _ I will equally, fairly, and impartially, to the best of my ability and skill, exercise the trust reposed in me, and I will use my best endeavors to preserve the peace and carry into effect according to law the purposes for which I have been elected. So help me God."

HISTORY: 1962 Code Section 47-103; 1975 (59) 692.

Mayor
Elise Partin

Mayor Pro-Tem
James E. Jenkins

Council Members
Tara S. Almond
Phil Carter
Eva Corley

City Manager
Brian Watkins



CITY OF CAYCE
Regular Council Meeting
October 2, 2018

The October Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. City Manager Brian Watkins, Assistant to the City Manager Rachelle Moody, Municipal Clerk Mendy Corder, Planning and Development Director Carroll Williamson, Human Resources Director Lynn Dooley, Utilities Director Blake Bridwell and Director of Public Safety Byron Snellgrove were also in attendance. Municipal Treasurer Garry Huddle not in attendance since he was out of town.

Mayor Partin asked if members of the press and the public were duly notified of the Council Meeting in accordance with the FOIA. Ms. Corder confirmed they were notified.

Call to Order

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

Approval of Minutes

Council Member Corley made a motion to approve the September 4, 2018 Regular Council Meeting minutes and the September 19, 2018 Special Council Meeting minutes as written. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

Public Comment Regarding Items on the Agenda

No one signed up for Public Comment.

Presentations

A. Presentation by Mr. Hubert Smoak re Speeding on N. Eden Drive

Mr. Smoak stated that he and his wife walk on N. Eden Drive most mornings between 7:30am and 8am. He stated that many cars speed on N. Eden Drive and are a danger to walkers and children going to school. He asked that Public Safety patrol the area more in the hopes that the excessive speeding would stop. Mr. Smoak stated that he loves living in Cayce and does not have any other complaints or issues. He stated

he would meet with the City Manager and Chief Snellgrove regarding the excessive speeding if necessary.

Ordinances

- A. Discussion and Approval of Ordinance 2018-11 Amending Article II (“Licenses”) of Chapter 12 (“Businesses”) of the City Code (The Business License Ordinance) – Second Reading

Council Member Almond made a motion to approve Ordinance 2018-11 on Second Reading. Council Member Corley seconded the motion. Mayor Partin stated that there was a small change made to the Ordinance between First and Second Reading and asked Mr. Watkins to update Council on the modification. Mr. Watkins stated that the classification numbering had been simplified to reduce the number of classes from 9 to 8. Mayor Partin called the question and the motion was unanimously approved by roll call vote.

Other

- A. Discussion and Approval of Contract for Engineering Services Related to a FEMA Grant Project for a New Generator

Mr. Watkins stated that the City of Cayce received a grant from FEMA to undertake the Critical Infrastructure Generator Project to purchase a new generator and automatic transfer switch for the Raw Water Intake Facility. As part of this grant project, engineering services are required for design, permitting, construction management and observation associated with project implementation. He stated that the City of Cayce Utilities Department is undertaking a \$585,000 project to replace the existing 500 kW generator with an 800 kW at the Raw Water Intake Facility and install an automatic transfer switch on the generator. He stated that the project is funded as follows:

\$438,750 – FEMA grant (75% of project total)
\$146,250 – Cayce Utility Fund (25% of project total, budgeted in FY19)
\$585,000

Mr. Watkins stated that staff recommends that City Council approve the engineering services agreement. Council Member Almond asked what the cost was for the engineering services. Mr. Watkins stated the cost was \$74,200. Council Member Carter asked if that cost was over and above the project costs. Mr. Watkins stated that it was part of the total project costs. Council Member Jenkins asked what the plans were for the generator that is being replaced. Mr. Watkins stated that staff was looking into whether it could be used at one of the City’s larger lift stations.

Council Member Jenkins made a motion to approve the contract for engineering services related to a FEMA Grant Project for a new generator. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

Mr. Watkins stated that he attended the Cayce West Columbia Rotary Club meeting that day as a speaker and was also attending the upcoming Riverland Park Neighborhood Meeting. He stated that the project on Knox Abbott Drive will be speeding up in the next few weeks since the upcoming sections have fewer driveways. He stated that the first corner plaza is being built in front of Lizard's Thicket at the corner of Knox Abbott Drive and State Street. He stated there will be a total of three brick corner plazas not including the one at Guignard Park. Mr. Watkins stated that the mast arms will be installed at the intersection in the upcoming weeks. He stated that the waterline replacement project is 98.8% complete. 70% of the installed lines have been permitted by DHEC and 80% of those have been switched from the old lines to the new lines. The one million gallon storage tank has been filled and testing is currently underway for that tank. The new meter installation project is 82% complete.

Mr. Watkins stated that a grant for the Rural Infrastructure Authority was submitted for a stormwater project for the Avenues. He stated that staff is preparing grant applications for the Municipal Association Economic Development grant, the Central Carolina Community Foundation economic development grant and a FEMA grant to fund a firefighter position. He stated that staff received notification that the Traffic and DUI Enforcement grants that fully fund three Officers has been renewed for another year. He stated that Saturday, October 13 is the City's fall Plant Exchange as well as the Museum's Congaree Heritage Day event. The Cayce Drives Golf Tournament fundraiser for Public Safety is Friday, October 19. He stated that the night prior to the Council Meeting was Public Safety's 2nd Annual National Night Out event. He said it was well attended and everyone had a great time. Mr. Watkins stated that he received a letter commending Corporal Josh Addy and Ms. Pattie Rabon with Public Safety for their professional and courteous customer service.

Mayor Partin asked if staff has shown the project plans to all the businesses located at the corners where the corner plazas are being built and if so, are the businesses supportive. Mr. Watkins confirmed that they were notified. He stated that the fourth corner plaza location is where Guignard Park is located and there is a steep drop off there so a plaza was not able to be built there. Mayor Partin stated that staff could speak to DOT about a possible solution for that corner.

Committee Matters

A. Appointments and Reappointments

**Accommodations Tax Committee – One (1) Position
Consolidated Board of Appeals – One (1) Position**

Mayor Partin stated that the City had received a potential member application from Ms. Marie Pound to serve on the Accommodations Tax Committee. She stated that Mr. Craig Kirby's term on the Consolidated Board of Appeals expired in August and he is interested in serving again. Council Member Jenkins made a motion to appoint Ms. Marie Pound to the Accommodations Tax Committee and reappoint Mr. Craig Kirby to the Consolidated Board of Appeals. Council Member Almond seconded the motion which was unanimously approved by roll call vote. Council Member Carter stated that he thought Mr. Kirby was recently appointed to another committee and asked Ms. Corder to research it.

- B. Approval to enter the following Committee approved Minutes into the City's Record
Zoning Board of Appeals – January 22, 2018

Council Member Almond made a motion to enter the approved Zoning Board of Appeals meeting minutes into the record. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Council Comments

Council Member Carter stated that one of his friends recently opened a business in Cayce and she commented on how cooperative and excellent City staff was to work with. He asked Mr. Watkins to make sure that the pedestrian signals that are going to be attached to the mast arms will be the same color as the mast arms. Council Member Carter stated that the pedestrian arms installed at the Walmart are yellow and the mast arm poles are black. Council Member Carter asked if a separate contract was going to be done for the demolition of the old tank being that is being replaced with the million gallon tank or is that cost part of the water tank contract. Mr. Watkins stated he would look into it and follow up with him.

Council Member Almond thanked Public Safety staff for all their hard work that made the National Night Out event such a huge success. Mayor Partin thanked staff as well and stated that the Facebook video that Public Safety staff created to promote the event got a huge amount of hits. She thanked Public Safety staff for working closely with a number of organizations including the Cayce Woman's Club to make the event such a success. She stated that being inclusive and not working in a silo increases the possible success of an event.

Council Member Jenkins stated that he had asked Mr. Watkins that day to look into who is maintaining the storm drains on State Street. He stated he has not seen DOT clean out the drains or maintain the lids of the drains this year. Mayor Partin asked if DOT cleaned out the drains before the last hurricane. Mr. Watkins stated City staff cleaned out the drains before the hurricane. He stated that staff had submitted work orders for DOT to clean out the drains after the storm. Mayor Partin stated that she and Council have talked with the City's state and federal delegation numerous times about the City being happy to coordinate the response to storm drainage but the City did not create the issue by their selves and is not going to fix it by their selves and need additional support.

Executive Session

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege
- B. Discussion of negotiations incident to proposed contractual arrangements and proposed purchase of property
- C. Discussion of employment of employee regulated by a public body

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

Reconvene

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

Possible Actions by Council in follow up to Executive Session

No action was taken in follow up to Executive Session.

Adjourn

There being no further business, Council Member Corley made a motion to adjourn the meeting. Council Member Almond seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 7:42 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, CMC, Municipal Clerk

**City of Cayce
Special Council Meeting
October 17, 2018**

A Special Council Meeting was held this afternoon at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. Assistant to the City Manager Rachelle Moody, Municipal Clerk Mendy Corder, City Treasurer Garry Huddle, Planning and Development Director Carroll Williamson, Director of Public Safety Byron Snellgrove, Human Resources Director Lynn Dooley and City Attorney Danny Crowe were also in attendance.

Mayor Partin asked if members of the press and the public were duly notified of the meeting in accordance with the FOIA. Ms. Corder confirmed they were notified.

Call to Order

Mayor Partin called the meeting to order and Council Member Corley gave the invocation. Mayor Partin led the assembly in reciting the Pledge of Allegiance.

Public Comment Regarding Items on the Agenda

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

Ordinances

- A. Discussion and Approval of Ordinance 2018-12 Amending Sect. 10-81 (“Non-Owner and Unoccupied Registration Required”) of the Zoning Ordinance of the City of Cayce – First Reading

Council Member Corley made a motion to approve Ordinance 2018-12 on First Reading. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

City Manager’s Report

A City Manager’s Report was not given.

Council Comments

There were not any Council Comments.

Executive Session

- A. Receipt of legal advice relating to claims and potential claims by and against

the City and other matters covered by the attorney-client privilege

B. Discussion of employment of employee regulated by a public body

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

Reconvene

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

Possible Actions by Council in follow up to Executive Session

Item VI. B.

Council Member Almond made a motion that the current City Manager Brian Watkins be terminated without cause effective immediately and that payments by the City be authorized in accordance with his employment agreement. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Item VI. B.

Council Member Almond made a motion that Steve Brown be appointed as the City's Management Consultant to direct the City administration for thirty days on the terms set out in the agreement prepared by the City Attorney and that the agreement prepared by the City Attorney be approved and the Mayor be authorized to sign for the City. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Item VI. B.

Council Member Almond made a motion that an offer for appointment as City Manager be extended to the individual discussed in Executive Session and if the offer is accepted the employment agreement be prepared by the City Attorney, it be approved and the Mayor be authorized to sign for the City. Council Member Carter seconded the motion which was unanimously approved by roll call vote.

Adjourn

Council Member Corley made a motion to adjourn the meeting. Council Member Carter seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 6:08 p.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk

Memorandum

To: Mayor and Council

From: Carroll Williamson, Planning & Development Director

Date: November 8, 2018

Subject: Approval of revisions to the City of Cayce's Property Registration Ordinance – Second Reading

Issue

Because of the change in due date for business licenses approved by Council on October 2, 2018, the due date for annual Property Registration also needs to change so that these two requirements match.

Discussion

The due date for Rental, Non-owner Occupied and Unoccupied Registrations is currently April 15th, which matches the previous due date for business licenses. Because the due date for business licenses has now changed from April 15th to April 30th, the due date for registering these properties also needs to change to April 30th. This change will make it easier for both the rental property owner registering his or her property and obtaining a business license, as well as staff for administering the property registration program and business licenses.

Recommendation

Staff recommends Council adopt on Second Reading the revised Section 10-81 of Article IV of the Code of Ordinances that changes the registration due date from April 15th to April 30th, matching revised business license due date.

STATE OF SOUTH CAROLINA)	ORDINANCE 2018-12
)	Amending Sect. 10-81 (“Non-Owner
COUNTY OF LEXINGTON)	and Unoccupied Registration
)	Required”) of the Zoning Ordinance of
CITY OF CAYCE)	the City of Cayce

WHEREAS, the Council has passed an ordinance revising the Business License Ordinance; and

WHEREAS, the revised Business License Ordinance, as adopted, changes the deadline for business license renewal to April 30th of each year with a business license calendar year beginning on May 1st; and

WHEREAS, a revision of the City’s registration deadlines is necessary because the City of Cayce’s Property Registration Program for rental properties, non-owner occupied properties, and unoccupied properties follows the same deadlines as business licensing and requires business licenses for rented properties;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, that Sect. 10-81 be amended as follows:

Sec. 10-81. Rental, Non-Owner Occupied and Unoccupied Registration Required.

- a. No owner, whether a person, firm or corporation, shall operate any residential rental, non-owner occupied or unoccupied unit as defined in Sec. 10-80 unless that owner holds a current registration issued by the City of Cayce for the property named therein.
- b. Registrations are not transferable from any owner to another.
- c. The registration year shall begin on May 1st and end on April 30th.
- d. Renewals of registrations after April 30th will be considered late and will be assigned any late fees designated in this ordinance.
- e. The required registration fee as defined by Section 10-97 may be paid no later than the 30th of April each year.
- f. If the registration fee is not paid by April 30th then on May 1st, the City of Cayce shall issue a Uniform Ordinance Summons to the property owner for appearance in Municipal Court.
- g. The Property Owner may be subject to other code enforcement action depending upon the circumstances.

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

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

Elise Partin, Mayor

Attest:

Mendy Corder, CMC, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

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

Sec. 10-81. Rental, Non-Owner Occupied and Unoccupied Registration Required.

- a. No owner, whether a person, firm or corporation, shall operate any residential rental, non-owner occupied or unoccupied unit as defined in Sec. 10-80 unless that owner holds a current registration issued by the City of Cayce for the property named therein.
- b. Registrations are not transferable from any owner to another.
- c. The registration year shall begin on ~~January 1st~~May 1st and end on ~~December 31st~~April 30th.
- d. Renewals of registrations after ~~April 15th~~April 30th-will be considered late and will be assigned any late fees designated in this ordinance.
- e. The required registration fee as defined by Section 10-97 may be paid ~~beginning January 1st~~beginning January 1st but no later than the ~~15th of April~~30th of April each year.
- f. If the registration fee is not paid by ~~April 15th~~April 30th then on ~~April 16th~~May 1st the City of Cayce shall issue a Uniform Ordinance Summons to the property owner for appearance in Municipal Court.
- g. The Property Owner may be subject to other code enforcement action depending upon the circumstances.

Formatted: Superscript

Memorandum

To: Mayor and Council

From: Carroll Williamson, Planning & Development Director

Date: November 9, 2018

Subject: Approval of an Ordinance to create a business license tax for special events

Issue

The City is in the process of developing a special events policy that will address how special events are conducted in the City. The current Business License Ordinance does not have a tax specifically for special event operators.

Discussion

Currently, City staff is using a broad description of arts, entertainment, and recreation type businesses to assign the amount for the annual business license for special event operators. Staff is proposing a specific special events business license tax that is more applicable to this type of business. The tax is \$200 for the first \$2,000 of the special events operator's gross revenue of business in the City limits, plus \$5.05 for each additional \$1000 of gross revenue. This matches what the City currently charges for carnival operators, in accordance with the Business License Ordinance. The City's special events policy states that only the special events operator must obtain a business license. Each vendor participating in the special event is not required to obtain a separate business license.

Recommendation

Staff recommends approval of a specific business license tax for special event operators.

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

ORDINANCE 2018-13
Amending Ordinance 2018-07 to
Establish a New Business License
Tax for Special Event Organizers

WHEREAS, the Council has determined that is in the best interest of the City to establish a business license tax for special event organizers; and

WHEREAS, the Master Fee Schedule of Ordinance 2018-07 does not specifically provide for a business license tax for special events organizers;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, that the Master Fee Schedule of Ordinance 2018-07 be amended to establish a business license tax for special event organizers. The business license tax shall have a base tax of \$200.00 for the first \$2,000 of gross revenue plus \$5.05 for each additional \$1,000 of fraction thereof over \$2,000. Non-resident rates shall not apply to special events organizers.

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

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

Elise Partin, Mayor

Attest:

Mendy Corder, CMC, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

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

Memorandum

To: Mayor and Council

From: Carroll Williamson, Planning & Development Director

Date: November 9, 2018

Subject: Approval of an Ordinance adding Section 7.19 to Article 7 of the City Zoning Ordinance relating to Food Trucks

Issue

Food Trucks have become more common in Cayce and the surrounding municipalities as mobile restaurants serving lunch during the week. However, Cayce's Zoning Ordinance does not specifically address how Food Trucks should be regulated, making them difficult to permit and discouraging Food Trucks from operating in the City as a result.

Discussion

Currently, Food Truck operators are required to apply for a Temporary Use permit, which greatly limits where they are authorized to operate and for how long. The Temporary Use permit is not designed to regulate Food Trucks that move to different locations throughout the year. This Section of the Zoning Ordinance will allow Food Truck operators to obtain an annual permit to operate at specific locations in Cayce. There is no additional fee for Food Trucks, but they will have to obtain a business license and pay hospitality taxes. Additionally, this Ordinance requires property owner approval and requires a distance of 400 feet from any existing restaurant.

The Planning Commission met on October 15, 2018, to hear Public Comment about the suggested changes. One member of the public, who currently operates a Food Truck, spoke. The Planning Commission recommended some clarifying language on the liability insurance requirement for Food Trucks, which is shown in red in the attached Ordinance.

Recommendation

The Planning Commission recommends Council approve First Reading of an Ordinance adding Section 7.19 of Article 7 of the City Zoning Ordinance relating to Food Trucks.

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

ORDINANCE 2018-14
Amending Article 7 (“Conditional
Use Regulations”) of the Zoning
Ordinance of the City of Cayce

WHEREAS, the City Council has determined that it is in the interest of the City and the public in understanding the provisions of the Zoning Ordinance, to create a new Section 7.19 (“Food Trucks”) to include new regulations on the operation of Food Trucks in the City of Cayce; and

WHEREAS, the Planning Commission held a regularly scheduled public hearing on this request to receive comments from the public; and

WHEREAS, the Planning Commission met on October 15, 2018 to review public comments and vote on recommending the text amendments and unanimously decided that they do recommend the changes as shown on the attached document,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, that Section 7.19 (“Food Trucks”) is hereby created to include the text as attached to this ordinance.

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

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

Elise Partin, Mayor

Attest:

Mendy Corder, CMC, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

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

**ARTICLE 7
CONDITIONAL USE & SPECIAL EXCEPTION REGULATIONS**

The regulations contained in this Article are intended to ameliorate the impact and improve the siting of uses, buildings, and projects whose characteristics could adversely affect surrounding property and environmental conditions. Toward this end, standards and criteria over and above those set forth elsewhere in this Ordinance are imposed herein on all conditional uses and special exceptions listed on Tables 1 and 2, and set out below.

Article 1. CONDITIONAL USES	Section Reference
Townhouse projects	7.1
Patio and zero lot line housing projects	7.2
Bed and Breakfast Inns	7.3
Accessory Apartment	7.4
Temporary Uses (portable buildings, tents, etc.)	7.5
Manufactured Home Parks	7.6
Home Occupation	7.7
Communication Towers & Antennas	7.8
Refuse Systems	7.9
Sexually Oriented Businesses	7.10
Camps & Recreational Vehicle Parks	7.11
Open Storage	7.12
Apartments in the C-3 District	7.13
Single Bay, Fully Automated Car Wash	7.14
Large Scale Commercial Development (Big Box)	7.15
Special Exception General Criteria	7.16
Group Developments	7.17
Parks and Recreational Areas	7.18
Food Trucks	7.19

Section 7.19 Food Trucks

A Food Truck is a fully enclosed mobile kitchen that may be used to prepare, cook, or serve time/temperature control for safety foods. A vendor may operate a Food Truck on private property under the following conditions:

- (1) The Food Truck must be appropriately permitted by the South Carolina Department of Health and Environmental Control (“SCDHEC”).
- (2) The Food Truck vendor shall prominently display SCDHEC letter grade;
- (3) The Food Truck vendor shall maintain within the Food Truck proof of written permission from the private property owner or authorized lease holder of the private property of each vending location.
- (4) The Food Truck vendor shall maintain a current Food Truck Permit, issued by the City which shall be renewed annually, along with a business license, by April 30. The license year runs from May 1 to April 30.
- (5) When not in operation, the Food Truck must be removed from the property and the vendor must remove from the property all materials associated with the Food Truck operation. No Food Truck shall operate between the hours of 10 p.m. and 6:00 a.m. if the property upon which the Food Truck is located is within 400 feet of residential property.
- (6) The use of any sound amplification is prohibited regardless of the intended purpose.
- (7) The sale or service of alcoholic beverages is prohibited.
- (8) Signs affixed to the Food Truck advertising the name of the truck and a menu of items sold are permitted. All other signs, balloons, banners, streamers, or other similar items to attract customers are prohibited.
- (9) The Food Truck vendor shall not operate the Food Truck as a drive-in window.
- (10) The noise level from the Food Truck motor and generator must comply with the City’s Noise Ordinance.
- (11) A garbage receptacle shall be provided for customers in a convenient location that does not impede pedestrian or vehicular traffic. All litter or debris generated within a minimum of a 25-foot radius of the Food Truck shall be collected and removed by the vendor.

- (12) Any service items, tables, etc. that a Food Truck operator may place outside of the vehicle shall not extend further than a 15-foot radius of the Food Truck.
- (13) No temporary lighting shall be provided on site where the Food Truck is operating, except that localized lighting may be used on or in the Food Truck for the purpose of inside food preparation and menu illumination.

7.19-1 Application

In order to operate a Food Truck within the City, a Food Truck vendor must apply to the City for a Food Truck Permit and a business license by submitting to the Zoning Administrator the following:

- (1) An application for a Food Truck Permit,
- (2) An application for a business license,
- (3) Proof of liability insurance for operation of the vehicle as a motor vehicle, and
- (4) If the business is to be conducted on public property, proof of general liability insurance for the conduct of the business, in amounts reasonably determined by the City in consultation with its risk manager, and
- (5) Documentation of approval from SCDHEC to operate.

Section 7.19-2 Operation

- (1) Food Trucks may operate on City-owned property with permission of the Planning Director or on private property with the permission of the property owner, but cannot be parked within any right-of-way or access easement. The following conditions must be met:
 - a. The Food Truck shall be located only within a zoning district that would otherwise permit the business, unless otherwise approved by the Zoning Administrator to locate in a different zoning district.
 - b. The Food Truck must be located at least 100 feet away from the customer entrance of a lawfully established restaurant during the hours of its operation unless the owner of the restaurant provides a letter of consent, a copy of which shall be kept within the Food Truck.

- c. The Food Truck shall not occupy any handicap accessible parking space or block American Disabilities Act (“ADA”) access to public facilities.
- d. The Food Truck shall not occupy a parking space or spaces that would negatively affect the parking for the businesses on the property or the movement of motor vehicles.
- e. The Food Truck shall be positioned so as not to block the visibility triangle, as defined by South Carolina Department of Transportation (“SCDOT”), or emergency access and fire lanes.
- f. The Food Truck must be positioned at least 15 feet away from fire hydrants, any fire department connection, driveway entrances, alleys, handicapped parking spaces, and sidewalks, and five feet away from tree trunks and vegetation.
- g. The Food Truck must collect and pay hospitality tax as required by the City.

Section 7.19-3 Special Events

Nothing in this section should be construed to prohibit the City from conducting special events that feature Food Trucks. Food Truck vendors may operate as part of special events if approved by the City.

Section 7.19-4 Suspension and Revocation of Permit

- (1) The permit issued for the Food Truck business may be revoked if the vendor violates any of the provisions contained in Section 7.19 or its subsections or if the Food Truck vendor’s SCDHEC permit to operate as a Mobile Food Unit is suspended or revoked.
- (2) The Zoning Administrator may revoke a City permit if he or she determines that the Food Truck vendor’s operations are causing parking, traffic congestion, or litter problems either on or off the property where the use is located or that such use is otherwise creating a danger to the public health or safety.

STATE OF SOUTH CAROLINA)) COUNTY OF LEXINGTON)) CITY OF CAYCE)	ORDINANCE 2018-14 Amending Article 7 (“Conditional Use Regulations”) of the Zoning Ordinance of the City of Cayce
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WHEREAS, the City Council has determined that it is in the interest of the City and the public in understanding the provisions of the Zoning Ordinance, to create a new Section 7.19 (“Food Trucks”) to include new regulations on the operation of Food Trucks in the City of Cayce; and

WHEREAS, the Planning Commission held a regularly scheduled public hearing on this request to receive comments from the public; and

WHEREAS, the Planning Commission met on October 15, 2018 to review public comments and vote on recommending the text amendments and unanimously decided that they do recommend the changes as shown on the attached document,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, that Section 7.19 (“Food Trucks”) is hereby created to include the text as attached to this ordinance.

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

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

 Elise Partin, Mayor

Attest:

 Mendy Corder, CMC, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

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

**ARTICLE 7
CONDITIONAL USE & SPECIAL EXCEPTION REGULATIONS**

The regulations contained in this Article are intended to ameliorate the impact and improve the siting of uses, buildings, and projects whose characteristics could adversely affect surrounding property and environmental conditions. Toward this end, standards and criteria over and above those set forth elsewhere in this Ordinance are imposed herein on all conditional uses and special exceptions listed on Tables 1 and 2, and set out below.

Article 1. CONDITIONAL USES	Section Reference
Townhouse projects	7.1
Patio and zero lot line housing projects	7.2
Bed and Breakfast Inns	7.3
Accessory Apartment	7.4
Temporary Uses (portable buildings, tents, etc.)	7.5
Manufactured Home Parks	7.6
Home Occupation	7.7
Communication Towers & Antennas	7.8
Refuse Systems	7.9
Sexually Oriented Businesses	7.10
Camps & Recreational Vehicle Parks	7.11
Open Storage	7.12
Apartments in the C-3 District	7.13
Single Bay, Fully Automated Car Wash	7.14
Large Scale Commercial Development (Big Box)	7.15
Special Exception General Criteria	7.16
Group Developments	7.17
Parks and Recreational Areas	7.18
Food Trucks	7.19

Section 7.19 Food Trucks

A Food Truck is a fully enclosed mobile kitchen that may be used to prepare, cook, or serve time/temperature control for safety foods. A vendor may operate a Food Truck on private property under the following conditions:

- (1) The Food Truck must be appropriately permitted by the South Carolina Department of Health and Environmental Control (“SCDHEC”).
- (2) The Food Truck vendor shall prominently display SCDHEC letter grade;
- (3) The Food Truck vendor shall maintain within the Food Truck proof of written permission from the private property owner or authorized lease holder of the private property of each vending location.
- (4) The Food Truck vendor shall maintain a current Food Truck Permit, issued by the City which shall be renewed annually, along with a business license, by April 30. The license year runs from May 1 to April 30.
- (5) When not in operation, the Food Truck must be removed from the property and the vendor must remove from the property all materials associated with the Food Truck operation. No Food Truck shall operate between the hours of 10 p.m. and 6:00 a.m. if the property upon which the Food Truck is located is within 400 feet of residential property.
- (6) The use of any sound amplification is prohibited regardless of the intended purpose.
- (7) The sale or service of alcoholic beverages is prohibited.
- (8) Signs affixed to the Food Truck advertising the name of the truck and a menu of items sold are permitted. All other signs, balloons, banners, streamers, or other similar items to attract customers are prohibited.
- (9) The Food Truck vendor shall not operate the Food Truck as a drive-in window.
- (10) The noise level from the Food Truck motor and generator must comply with the City’s Noise Ordinance.
- (11) A garbage receptacle shall be provided for customers in a convenient location that does not impede pedestrian or vehicular traffic. All litter or debris generated within a minimum of a 25-foot radius of the Food Truck shall be collected and removed by the vendor.

- (12) Any service items, tables, etc. that a Food Truck operator may place outside of the vehicle shall not extend further than a 15-foot radius of the Food Truck.
- (13) No temporary lighting shall be provided on site where the Food Truck is operating, except that localized lighting may be used on or in the Food Truck for the purpose of inside food preparation and menu illumination.

7.19-1 Application

In order to operate a Food Truck within the City, a Food Truck vendor must apply to the City for a Food Truck Permit and a business license by submitting to the Zoning Administrator the following:

- (1) An application for a Food Truck Permit,
- (2) An application for a business license,
- (3) Proof of ~~general~~ liability insurance for operation of the vehicle as a motor vehicle, and
- ~~(3)~~(4) If the business is to be conducted on public property, proof of general liability insurance for the conduct of the business ~~if the business is to be conducted on public property~~, in amounts reasonably determined by the City in consultation with its risk manager, and
- ~~(4)~~(5) Documentation of approval from SCDHEC to operate.

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Section 7.19-2 Operation

- (1) Food Trucks may operate on City-owned property with permission of the Planning Director or on private property with the permission of the property owner, but cannot be parked within any right-of-way or access easement. The following conditions must be met:
 - a. The Food Truck shall be located only within a zoning district that would otherwise permit the business, unless otherwise approved by the Zoning Administrator to locate in a different zoning district.
 - b. The Food Truck must be located at least 100 feet away from the customer entrance of a lawfully established restaurant during the hours of its operation unless the owner of the restaurant provides a

letter of consent, a copy of which shall be kept within the Food Truck.

- c. The Food Truck shall not occupy any handicap accessible parking space or block American Disabilities Act (“ADA”) access to public facilities.
- d. The Food Truck shall not occupy a parking space or spaces that would negatively affect the parking for the businesses on the property or the movement of motor vehicles.
- e. The Food Truck shall be positioned so as not to block the visibility triangle, as defined by South Carolina Department of Transportation (“SCDOT”), or emergency access and fire lanes.
- f. The Food Truck must be positioned at least 15 feet away from fire hydrants, any fire department connection, driveway entrances, alleys, handicapped parking spaces, and sidewalks, and five feet away from tree trunks and vegetation.
- g. The Food Truck must collect and pay hospitality tax as required by the City.

Section 7.19-3 Special Events

Nothing in this section should be construed to prohibit the City from conducting special events that feature Food Trucks. Food Truck vendors may operate as part of special events if approved by the City.

Section 7.19-4 Suspension and Revocation of Permit

- (1) The permit issued for the Food Truck business may be revoked if the vendor violates any of the provisions contained in Section 7.19 or its subsections or if the Food Truck vendor’s SCDHEC permit to operate as a Mobile Food Unit is suspended or revoked.
- (2) The Zoning Administrator may revoke a City permit if he or she determines that the Food Truck vendor’s operations are causing parking, traffic congestion, or litter problems either on or off the property where the use is located or that such use is otherwise creating a danger to the public health or safety.

Memorandum

To: Mayor and Council

From: Garry Huddle, Municipal Treasurer

Date: November 9, 2018

Subject: Staff needs guidance concerning the interest accrued on the SRF Loan for the Avenues, Broadacres, North Frink Street and Edenwood Water System Replacement.

Issue

Based on the \$20,213,728 disbursed for the SRF 17 Water System Replacement Project to date, the City has accrued \$316,562 in interest. Per the loan agreement the interest accrued during the deferral period is due and payable by December 1, 2018, or the interest can be added to the principal and amortized over the life of the loan.

Discussion

Staff is seeking Council's guidance on whether to pay the interest accrued of \$316,562 now or add it to the loan and amortize the amount over the 30 year life of the loan. If it is added to the loan, it will add a total of \$93,358 in interest costs to the loan over the 30 years. This will add \$1,138.67 to the current monthly loan payment of \$88,343 for a new total of \$89,482.

Recommendation

Staff recommends Council approve paying the \$316,562 now therefore there will be a savings of \$93,358. The City currently has the funds in Fund Balance and may be able to pay the amount out of current operations.



South Carolina
Rural Infrastructure Authority

October 26, 2018

Edward Garrett Huddle
Municipal Treasurer
City of Cayce
PO Box 2004
Cayce, South Carolina 29033

Re: City of Cayce, DWSRF Loan # 3-075-16-3210003-02
Avenues, Broadacres, North Frink Street and Edenwood Water System Replacements

Dear Mr. Huddle:

Pursuant to the provisions of Section 1.4.2(c) and Appendix B of the Loan Agreement for the above referenced State Revolving Fund Loan, this is a reminder that:

1. The interest accrued during the deferral period is due and payable in a lump sum on the Payment Initiation Date (PID), December 1, 2018, or
2. Accrued interest may be added to the principal and amortized over the life of the loan.

Please submit to this office a written request, by letter or e-mail, that states the preferred option.

Disbursements prior to the PID determine the amount of interest, if any, due on the loan. Based on the \$20,213,728 disbursed as of the date of this letter, the amount of interest due would be \$316,562. Please use this figure for planning purposes and I will notify you in the next month regarding the exact amount due.

If you need assistance, please contact me at 803-737-3800 or e-mail at hsparkman@ria.sc.gov.

Sincerely,

A handwritten signature in blue ink that reads "Holley Sparkman".

Holley Sparkman
Loan Administrator

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

COUNCIL ACTION REQUIRED

ACCOMMODATIONS TAX COMMITTEE – ONE (1) POSITION

The City has received a potential member application from Mr. Peter Fikas. He is the owner of Southside Restaurant located in Cayce. His potential member application is attached for Council's review.

NO COUNCIL ACTION REQUIRED

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

ACCOMMODATIONS TAX COMMITTEE – TWO (2) POSITIONS

Dr. Pete Cassidy was the Chairperson of the Accommodations Tax Committee, he passed away in August 2018. The other open position must be filled by someone from the motel industry in Cayce.

CONSOLIDATED BOARD OF APPEALS – ONE (1) POSITION

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

EVENTS COMMITTEE – THREE (3) POSITIONS

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

PUBLIC SAFETY FOUNDATION – FOUR (4) POSITIONS

The Foundation has no recommendations at this time.

CITY OF CAYCE POTENTIAL MEMBER APPLICATION

Name: Peter Ficks
 Home Address: [Redacted] Hickory Meadow Rd. Lexington, SC 29072
 Telephone: 803-[Redacted] E-Mail: [Redacted]
 Resident of Cayce: Yes No Number of Years: 13 years

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

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

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: Georges Southside Restaurant Position: OWNER
 Address: 2333 Charleston Hwy City, State, Zip CAYCE, SC 29033
 Telephone: 803-791-1046 E-Mail: PFICKS@SC.TZIC.COM
 Work Experience: Restaurants, Realty

Educational Background: H.S.

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

NA - former member of Accommodations Tax Committee

Volunteer Work:

Hobbies: TRAVEL, EXERCISE,

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





**APPROVED MINUTES
PLANNING COMMISSION
CAYCE CITY HALL
1800 12TH STREET, CAYCE SC
Monday, June 18, 2018
6:00 PM**

I. CALL TO ORDER

The meeting was called to order by Mr. Ed Fuson. Members present were John Raley, Chris Kueny, Maudra Brown, and Robert Power. Chris Jordan and Butch Broehm were absent excused. Staff present were Carroll Williamson and Monique Ocean.

II. APPROVAL OF MINUTES

Mr. Raley made a motion to approve the minutes of the May 21, 2018, meeting. Mrs. Brown seconded the motion. All were in favor.

III. STATEMENT OF NOTIFICATION

Mr. Fuson inquired if the public and media had been informed of the public hearing. Ms. Ocean confirmed everyone had been informed.

IV. PUBLIC HEARING – Map Amendment No. 002-18

A request by the owner for a zoning change from Central Commercial (C-3) to General Residential (RG-2). The property is located at 1803 State Street (TMS# 004655-04-020).

a. Opening Statement

Mr. Williamson explained to the Commission that the owner is requesting to re-zone the property from C-3 (Central Commercial) to RG-2 (General Residential). Mr. Williamson explained that the structure was originally residential but was converted to commercial use. Mr. Williamson stated that the RG-2 zoning request did comply with the Land Use Plan. The applicant, Mrs. Julie Sharpe-Isom, came before the Commission to explain that the Fire Marshal came to perform an inspection and she was informed about the Americans with Disabilities Act (ADA) regulations needed to bring the building into compliance. Mrs. Isom explained to the Commission that she intended to perform some of the ADA requirements but she couldn't easily meet the others. Mrs. Isom stated contractors informed her it would cost at least \$30,000 to bring the building into compliance with ADA regulations. Mrs. Isom stated that a small business could not take on that kind of expense so she met with Staff to discuss other options. Mrs. Isom stated that after discussion with Staff, she decided to request the property be

rezoned to residential – that way she could convert it back to a residential rental unit.

b. Public Testimony

There was no one from the public to speak for or against the rezoning request.

c. Adjourn Hearing

With no further discussion, Mr. Fuson closed the Public Hearing.

V. MOTION – Map Amendment No. 002-18

Mr. Raley made a motion to recommend that Council approve the rezoning request. Mr. Kueny seconded the motion. All were in favor.

VI. PUBLIC HEARING – Text Amendment 002-18

A request by Staff to amend the Zoning Ordinance **Section 6.10-2 Permitted Uses** by adding language concerning small wireless facilities in Design Overlay Districts and to add **Article 12 Standards for Placement of Small Wireless Facilities in Covered Areas**.

a. Opening Statement

Mr. Williamson explained that staff is adding a new section to the ordinance to cover small wireless facilities (SWF). Mr. Williamson stated the new ordinance originated from the model ordinance created by the Municipal Association. Mr. Williamson stated that staff made minor modifications to clarify that small wireless facilities would be allowed in the Overlay District, they would have design standards and permits would be needed. Mr. Williamson stated Knox Abbott is located in the overlay district and would probably be a prime location for SWF. Mr. Williamson showed examples of the small wireless facilities to show how they were meant to be discreet. Mr. Williamson explained that applications would be reviewed by staff for approval.

b. Public Testimony

Mr. Ted Creech, Director for Internal Affairs of AT&T, came before the Commission to add a technical perspective to the request. Mr. Creech explained that SWF are created to handle the existing demand for wireless service in an area. Mr. Creech explained that the SWF work together with large towers and have a range of few hundred to 1500 feet.

c. Adjourn Hearing

With no further discussion, Mr. Fuson closed the Public Hearing.

VII. MOTION – Text Amendment 002-18

Mr. Kueny made a motion to approve Text Amendment 002-18. Mrs. Brown seconded the motion. All were in favor.

VIII. OTHER BUSINESS

Mr. Williamson stated that he is in the process of preparing the annual education for the Planning Commission and the Zoning Board.

IX. ADJOURNMENT

Mrs. Brown made a motion to adjourn. Mr. Power seconded the motion. All were in favor.

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

**CITY OF CAYCE
EVENTS COMMITTEE MEETING MINUTES
Council Chambers
August 9, 2018**

Present: Danny Creamer, Maxine Creamer, Alexis Moore, Johnathon Moore, Cindy Pedersen, and Rachel Scurry

Absent, Excused: Dave Capps, Sarah Donnelley, Justina LaRocque, and Adaylia Stark

Guest: Brian Watkins, new Cayce City Manager.

City Representatives Present: Mendy Corder and Katinia Taylor

Chairperson Danny Creamer called the meeting to order. The minutes of the July 12, 2018 meeting were reviewed and approved as written.

Chairperson Creamer announced that Vi'Dual Futch has resigned from the Committee after accepting a new job in another city. Additionally, Adaylia Stark is expected to resign from the Committee after she moves to Columbia in the next few months.

Chairperson Creamer introduced Brian Watkins, new Cayce City Manager. Mr. Watkins provided a brief biographical background.

Future Cayce Festival – 2019

Budget: \$9661 is remaining balance in festival account.

Committee may request additional funding once we have a concrete plan.

Ms. Corder shared Justina LaRocque's email presenting an idea for the future Cayce Festival. *A copy of the email is attached to the minutes for your reference.*

Chairperson Creamer and Richard Skipper, Director of Greater Cayce-West Columbia Chamber of Commerce, are scheduled to meet for lunch soon to discuss ideas for the future festival.

Ms. Pedersen shared information on the Revolutionary War event that the Committee along with the Cayce Museum hosted in the mid-2000s along the Cayce Riverwalk. The event included Native Americans and cannon fire. Perhaps, we can involve the Cayce Elementary and Busbee Creative Arts Academy students. Ms. Corder will research the City's archives and forward the Committee an email with additional details.

Carols along the Riverwalk – Friday, November 30, 2018, 6 pm until 8 pm

Budget: \$4000

Committed Funds: Trolley -- \$375; 10 participants (@ \$200 each. Total \$2375.00

Carols participants thus far include (1) Grace Academy Younger Children, (2) Grace Academy Youth Choir, (3) Brookland Baptist Sanctuary Choir, (4) Gantt Street Pickers, (5) Beauty Hill Orchestra, (6) Sid Jackson and Bob Michaelski, (7) Sugarloaf Mountain Boys, (8) Midtown -- Two Notch, (9) Bobby George, and (10) Santa and Mrs. Claus.

Chairperson Creamer discussed the Subcommittee's diagram of selected locations for participants. *A copy of the email is attached to the minutes for your reference.*

Nature Walk – Fall 2018 and Spring 2019

Budget: \$500

Committed Funds: \$200 per event.

Ms. Taylor left a message for Dr. Mancke today about the date for the fall event. Committee members discussed the possibility of a nighttime Owl Prowl. Ms. Taylor will also check on a date for the spring event.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Rachel R. Scurry

Attachments: (1) Justina LaRocque's email suggestion for a future Cayce Festival.
(2) Carols Subcommittee's diagram of selected locations

Mendy Corder

From: Justina LaRocque <justinalarocque@gmail.com>
Sent: Thursday, July 12, 2018 8:53 PM
To: Katinia B. Taylor; Mendy Corder
Subject: Cayce 2019 Festival idea

Have it at steel hands brewery, family event

3-5 bands on a lineup, I have contact info for Cody webb, Bethany and the Southside Boys, and Hypherfly - all decent

Food trucks

Bring in all local midlands breweries... have them each brew a Granby "Oats" beer and see which one sells the most. Proceeds from that beer specifically could go to something for Cayce , a charity or whatever that is in Cayce

--

Justina Marie LaRocque

Trolley Pick Up
Bobby George

First Curve
Grace Youth Choir

823
Sugarloaf

Entrance
Santa

726
Midtown Two Notch

819
Grace Academy

825
Sid & Bob

T Shelter
Brookland Baptist

730
Gantt Street

729
Beauty Hill

THE HOUSING AUTHORITY OF THE CITY OF CAYCE, S.C.
October 16, 2018

The Board of Commissioners of The Housing Authority of the City of Cayce, S.C. convened at 5:10 P.M., Tuesday, October 16, 2018 in Cayce City Hall.

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

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

ABSENT: Cheryl Seymour, Commissioner
Silvia Sullivan, Commissioner

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

Mr. Smith opened with a prayer.

Upon motion of Mr. Landry, seconded by Mr. Smith the minutes of the regular meeting held August 21, 2018 were unanimously approved.

Ms. Nix gave the Operations Report for August, September and October. She stated that 2 accounts in August, 2 accounts in September and 2 in October were sent to the Magistrate, there were 2 accounts over thirty days old in August and September and 2 in October, 21 work orders were received in August, 27 received in September and 8 to date in October, all were completed in August and September and 2 remain to be completed in October. No emergency work orders were received.

The 2 accounts sent to the Magistrate have worked out payment plans or arranged payment to avoid further action. SCE&G recently installed new air filters, energy efficient faucets, light bulbs and insulated water heaters for Cayce Housing Authority residents. SCE&G selected the Cayce Housing Authority as the first community to test these energy saving measures in and will track savings so the program can be rolled out to other locations if successful.

Chief Cruz gave a briefing on security. There were 4 reports since the last meeting. Cayce Police investigated an unsecured door at a vacant unit, a fire extinguisher had been discharged in the unit but no other damage was observed. There was a civil property dispute involving borrowed ladders that was investigated and found to be unfounded. A burglary occurred on Toole St., the suspect was apprehended and charged with malicious injury. The final report was for petty larceny and involved a package that was stolen from someone's front porch.

Mr. Thomas gave an update on the proposed new construction at Spencer Place. Staff is still working with HUD to get project based vouchers allocated for the project; a list of required information is expected from the local field office soon and staff will respond promptly once received. The HUD approval for project based vouchers is needed to begin shopping the project to banks for financing as the vouchers guarantee rental income.

The 6 proposed units in Cayce will be part of a larger project that will also build units in Columbia for participants in the Veteran's Assisted Supportive Housing (VASH) program. These clients are referred by the Veteran's Administration and receive case management from their staff. Potential residents are screened by CHA staff and the Property Manager will make the final decision on whether or not they move into a unit. Mr. Thomas said that he hopes there will be progress to report at the meeting in December.

Mr. Walker reported that the Authority's outside audit team is conducting field work for the 2018 fiscal audit this week and that Cayce is also being reviewed at this time. The audit team is currently reviewing tenant files, finances, budgeting and operations within both authorities. No issues are expected to be found and a complete report will be made to the Board when the process is complete.

Mr. Thomas invited the Board to the CHA Fall Festival for residents being held on Monday, October 29 from 4:30 – 7:30 on Read Street across from the main office.

There being no additional business, the meeting adjourned at 5:45 pm.


Secretary

APPROVED: 

Cayce Museum Commission Meeting
Wednesday October 17, 2018
4:00 PM

Minutes

Members present: A. G. Dantzler, Alice Brooks, Archie Moore, Judy Corbitt, Leo Redmond, Mary Sharpe and Cindy Peake. Dale Gaskins and Marion Hutson were excused.

Also present was Andy Thomas, the new Museum Assistant.

- Chairman Archie Moore Called the meeting to order.
- Commissioner Dantzler offered the invocation.
- Minutes of the last meeting on September 5, 2018 were reviewed and discussed. Commissioner Redmond made a motion to accept and Commissioner Dantzler seconded the motion. The motion was approved by unanimous vote.
- Congaree Heritage Day of Unity which was held on October 13, was discussed. This event went well although participation was a bit less than last year. The City of Cayce and the Saxe Gotha Historical Society were very helpful in bringing this event together.
- Andy Thomas, the new Museum Assistant was introduced and he gave a good report on some of the activities which he has been involved in although he has only been on the job for a few days.

The meeting was adjourned early in order to prepare for the “Meet and Greet” meeting to be held at 6:00 PM for the Docents and Support staff. This meeting will be an opportunity to have refreshments and review the assignments and final preparations for the Christmas Traditions Celebration.