

Mayor
Elise Partin

Mayor Pro-Tem
Tim James

Council Members
Phil Carter
Hunter Sox
Byron Thomas

City Manager
Tracy Hegler

Deputy City Manager
Jim Crosland
Assistant City Manager
Michael Conley



**City of Cayce
Regular Council Meeting
Wednesday, April 17, 2024
5:00 p.m. – Cayce City Hall – 1800 12th Street
www.caycesc.gov**

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

I. Call to Order

A. Invocation and Pledge of Allegiance

II. Public Comment Regarding Items on the Agenda

III. Presentations

- A. Recognition of City Employee, Chris Mills, being awarded the Water Environment Association of South Carolina Capital District Water Treatment Operator of the Year and the Water Environment Association of South Carolina State Water Treatment Operator of the Year
- B. Recognition of City Employee, Denis Bergeron, being awarded the Water Environment Association of South Carolina State Lab Analyst of the Year
- C. Recognition of City Employee, Legrand June, being awarded the Water Environment Association of South Carolina State Membership Award

IV. Items for Discussion and Possible Approval

- A. Discussion and Approval of Grant Award for the Department of Transportation Safe Streets and Roads for All Grant
- B. Discussion and Appointment of Municipal Judges and Approval of Agreements
- C. Discussion and Motion To Ratify Action of City Manager entering into a Contract for Emergency Repairs to Water Line on Airport Boulevard near Parliament Drive.

V. Ordinance and Resolution

- A. Discussion and Approval of Ordinance 2024-03 Amending Zoning Ordinance Article 6 District Regulations Concerning Uses in the Design Overlay Districts – First Reading
- B. Consideration and Approval of Resolution Declaring May 5 – 11, 2024 as Professional Municipal Clerk’s Week in South Carolina to Recognize and Honor the Valuable Contributions that Municipal Clerks Make to Cities and Towns in South Carolina

VI. City Manager’s Report

VII. Council Comments

VIII. Executive Session

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

IX. Reconvene

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

XI. Adjourn

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

Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager

Date: April 17, 2024

Subject: Safe Streets and Roads for All Grant for Safety Action Plan

Issue

Council approval is needed to accept the Department of Transportation Safe Streets and Roads for All grant award in the amount of \$160,000 and to approve matching funds of \$40,000.

Discussion

The City of Cayce is committed to improving roadway safety by creating a comprehensive safety action plan to significantly reduce or eliminate roadway fatalities and serious injuries, eventually developing and implementing the plan so all users – including pedestrians, bicyclists, public transportation users, motorists, personal conveyance and micro-mobility users, and commercial vehicle operators – have reliable and safe transportation options.

The City's Grant Staff applied for and received \$160,000 in grant funding through the Department of Transportation for the creation of a Safety Action Plan for the following four areas: (1) The 321 and 3000 block, (2) Knox Abbott and 12th Street, (3) Frink Street and Julius Felder, and (4) 12th and Frink. The purpose of developing a comprehensive action plan is to create a strategy the City of Cayce can use to cultivate safe transportation options for community members, students, and visitors alike. While the City has aimed to create safe streets and roads, our mission is to improve the current conditions and safety issues, especially at the four specified intersections, and develop creative solutions for emission-friendly and affordable transportation: such as walking paths, expanded bike lanes, and potentially electric scooters in the future to help reduce carbon footprint.

The City will solicit a consultant to help with the development of this plan.

Recommendation

Staff recommends City Council approve the award of \$160,000 from the Department of Transportation's Safe Streets and Roads for All Grant. Staff further recommends that Council approve match funding in an amount not to exceed \$40,000 utilizing General Fund Fund Balance.

Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager

Date: April 17, 2024

Subject: Appointment of City's Municipal Judges and Approval of Agreements

Issue

Council approval is needed for the reappointment of the City's Municipal judges and approval of their agreements.

Discussion

The City entered into agreements with Municipal Judges Bobertz and Jeffries in April of 2022. Those appointments are for two years only, and the reappointments are needed for the Municipal Court.

State law requires that Municipal Judge Agreements are set for a minimum of two years, so approving this agreement (attached) would also start a new two-year term.

Recommendation

Staff recommends Council approve the Municipal Judges' agreements for two years, set to expire 2026.

needs of the court require. Additional days may be required to assist with decreasing docket numbers. These additional days will need prior approval of the City Manager and will be compensated at \$500.00 per day. The parties will endeavor to work with each other, and any other Municipal Court Judge, in good faith concerning scheduling of court sessions and Judge assignments. The parties also understand that additional unscheduled duties and responsibilities will be required to include the issuance of warrants, orders, appeal returns, and other documents and records. Administration of the Municipal Court shall be under the direction of the City Manager and the City shall provide sufficient clerical and nonjudicial support personnel to assist the Municipal Court Judge or Municipal Court Judges.

4. Compensation for the year (12 months) of the term shall be at the salary of \$25,000 per year, with interim payment at such times as other City employees are paid and subject to payroll deductions as provided by law. Bobertz is not subject to any cost-of-living salary increases as may be provided to general non-contractual employees and is not subject to overtime. It is understood that compensation is contingent on Bobertz maintaining any requirements for qualification, certification and authorization from the State Supreme Court to serve as a Municipal Court Judge and maintaining her status as a member in good standing of the Bar of this State. To assist the City in its continuing efforts to determine appropriate compensation, the Municipal Court Judge will provide to the City Manager, on a weekly basis, a statement of dates and hours worked and a general description of services provided during that week. Compensation for the remainder of the term of the Municipal Court Judge may require adjustment, as mutually agreed upon, depending on Judge schedules and court schedules as needed and performed.
5. In addition to the salary compensation described above, Bobertz shall be eligible, if she elects health insurance as offered by the City, for payment by the City of the City's share of her health insurance premiums, and shall be eligible for participation, at her own expense, in other optional supplemental insurance or health and wellness programs offered by the City to its general non-contractual employees. To the extent allowed by the regulations and policies of the State Retirement System, the City will contribute to the State Retirement System on behalf of Bobertz a match of retirement fund payments made by Bobertz. The City also will provide a monthly cell phone allowance of One Hundred (\$100.00) Dollars in consideration of the City's reasonable use of the cell phone number for contact with Bobertz. Additionally, the City will pay, on behalf of Bobertz, registration fees for up to fourteen (14) hours of any Judge-required CLE programs per year. It is understood between the parties that the payment for such CLE programs is for local CLE only with no reimbursement for travel, lodging or meals, and with any such payments to be pro-rated with any other jurisdiction for which Bobertz may receive payment for such CLE.
6. This Agreement constitutes the entire understanding of the parties, and no oral representations shall be binding unless specifically included herein. Any change or modification hereto must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, on this ____ day of _____ 2024.

WITNESSES AS TO CITY:

CITY OF CAYCE

By: _____
Name: Tracy Hegler
Its: City Manager

WITNESSES AS TO BOBERTZ:

Shannon Furr Bobertz

needs of the court require. Additional days may be required to assist with decreasing docket numbers. These additional days will need prior approval of the City Manager and will be compensated at \$500.00 per day. The parties will endeavor to work with each other, and any other Municipal Court Judge, in good faith concerning scheduling of court sessions and Judge assignments. The parties also understand that additional unscheduled duties and responsibilities will be required to include the issuance of warrants, orders, appeal returns, and other documents and records. Administration of the Municipal Court shall be under the direction of the City Manager and the City shall provide sufficient clerical and nonjudicial support personnel to assist the Municipal Court Judge or Municipal Court Judges.

4. Compensation for the year (12 months) of the term shall be at the salary of \$25,000 per year, with interim payment at such times as other City employees are paid and subject to payroll deductions as provided by law. Jeffries is not subject to any cost-of-living salary increases as may be provided to general non-contractual employees and is not subject to overtime. It is understood that compensation is contingent on Jeffries maintaining any requirements for qualification, certification and authorization from the State Supreme Court to serve as a Municipal Court Judge and maintaining his status as a member in good standing of the Bar of this State. To assist the City in its continuing efforts to determine appropriate compensation, the Municipal Court Judge will provide to the City Manager, on a weekly basis, a statement of dates and hours worked, and a general description of services provided during that week. Compensation for the remainder of the term of the Municipal Court Judge may require adjustment, as mutually agreed upon, depending on Judge schedules and court schedules as needed and performed.
5. In addition to the salary compensation described above, Jeffries shall be eligible, if he elects health insurance as offered by the City, for payment by the City of the City's share of his health insurance premiums, and shall be eligible for participation, at his own expense, in other optional supplemental insurance or health and wellness programs offered by the City to its general non-contractual employees. To the extent allowed by the regulations and policies of the State Retirement System, the City will contribute to the State Retirement System on behalf of Jeffries a match of retirement fund payments made by Jeffries. The City also will provide a monthly cell phone allowance of One Hundred (\$100.00) Dollars in consideration of the City's reasonable use of the cell phone number for contact with Jeffries. Additionally, the City will pay, on behalf of Jeffries, registration fees for up to fourteen (14) hours of any Judge-required CLE programs per year. It is understood between the parties that the payment for such CLE programs is for local CLE only with no reimbursement for travel, lodging or meals, and with any such payments to be pro-rated with any other jurisdiction for which Jeffries may receive payment for such CLE.
6. This Agreement constitutes the entire understanding of the parties, and no oral representations shall be binding unless specifically included herein. Any change or modification hereto must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, on this ____ day of _____ 2024.

WITNESSES AS TO CITY:

CITY OF CAYCE

By: _____
Name: Tracy Hegler
Its: City Manager

WITNESSES AS TO JEFFRIES:

Bryan S. Jeffries

Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager

Date: April 17, 2024

Subject: Ratification of City Manager Action

Issue

Council's approval is needed in order to ratify an agreement approved by the City Manager, under the Emergency Powers of Sec. 2-146, with G.H. Smith Construction, Inc. on April 3, 2024 for the emergency repair of a broken water main.

Discussion

The City of Cayce had to take immediate action in response to a broken water main on Airport Boulevard near Parliament Drive. G.H. Smith 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 the job. The project generally consisted of extensive traffic control, a large excavation in the roadway to replace approximately 35 linear feet of pipe around an old storm box, and repair of the roadway. After obtaining approval from SCDOT, the emergency repair work began on Monday, April 8, 2024 and is anticipated to be complete on Friday, April 12, 2024. The total price quoted for the emergency repair work is \$160,000.

The City Manager approved the quote 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 an agreement with G.H. Smith Construction, Inc. for \$160,000.00, which will be funded from Utilities capacity reserves.

G. H. Smith Construction, Inc.



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

April 11, 2024

City of Cayce

Attn: Betsy Catchings, Director of Utilities

RE: Quote for Airport Blvd Water Main Repair – One week starting 4/8/24

1. High volume traffic control – 1 week - **\$10,000.00**
2. Equipment (2 large excavators), trench boxes, 2” and 4” pumps, materials and labor to include 2 – Hymax couplings for 8” AC to 8” DIP, 4 – 8” MJ 45 degree bends, approximately 35 LF of 8” DIP, 2 loads of 57 stone to repair water leak under Airport Blvd. - **\$117,200.00**
3. Hauled off approximately 140 CY of dirt and asphalt - **\$5,000.00**
4. Installed 110 CY of flowable fill - **\$19,800.00**
5. Asphalt repair –8” per SCDOT 11’ x 36’ - **\$8,000.00**

The above scope of work for a lump sum price of **\$160,000.00** is agreed upon by all parties signed below:

Tracy Hegler 4.11.24
 Cayce of Cayce, Manager Date

[Signature] 4-11-24
 GH Smith Construction, Inc. Date

***This proposal includes standard insurance requirements to meet the City of Cayce’s requirements and it includes with this document.**
***This proposal includes a one-year warrant from the completion date of installation and City approval.**

Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager

Date: April 9, 2024

Subject: First Reading of an Ordinance Amending **Article 6 District Regulations, Section - 6.10 Design Overlay District** of the Cayce Zoning Ordinance concerning rules for certain uses in the Design Overlay Districts

Issue

Council approval is needed for the first reading of an ordinance amending **Article 6 District Regulations, Section 6.10 Design Overlay District** concerning rules for certain uses in the Design Overlay Districts.

Background

As a result of staff regular review of the Zoning Ordinance, they recommended these amendments to the Design Overlay Districts. The redlined version of the ordinance is attached for your review.

The Planning Commission held a regularly scheduled meeting on March 18, 2024 and voted on amending **Article 6 District Regulations, Section 6.10 Design Overlay District**. No one spoke for or against the amendment.

The Planning Commission unanimously recommended that the Council approve the First Reading of an Ordinance amending **Article 6 District Regulations, Section 6.10 Design Overlay District** concerning rules for certain uses in the Design Overlay Districts.

Recommendation

Staff recommends adoption of these amendments to assist in updating our City's overlay districts and giving the related Ordinance First Reading approval.

STATE OF SOUTH CAROLINA)	ORDINANCE 2024-03
)	Amending Language in Article 6
COUNTY OF LEXINGTON)	District Regulations, Section 6.10
)	Design Overlay District of the Cayce
CITY OF CAYCE)	Zoning Ordinance Regarding Certain
)	Uses in the Design Overlay Districts

WHEREAS, Council has determined that it is in the best interest of the public to amend Article 6 District Regulations, Section 6.10 Design Overlay District to add or remove language regarding certain uses in the Design Overlay Districts;

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 March 18, 2024, to review public comments and vote on recommending the amended Article 6 District Regulations, Section 6.10 Design Overlay District of the Cayce Zoning Ordinance and unanimously decided that they do recommend this amendment 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 Article 6 District Regulations, Section 6.10 Design Overlay District is hereby amended as shown on the attached document.

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

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2024.

Elise Partin, Mayor

Attest:

Mendy Corder, CMC, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

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

Section 6.10 Design Overlay District

Section 6.10-1 Creation; definition

There are hereby created four design overlay districts:

- (1) Knox Abbott Drive Design Overlay District, which shall parallel Knox Abbott Drive and shall extend from the street rightofwayright-of-way the depth of each contiguous lot or 200', whichever is less.
- (2) 12th Street Extension Design Overlay District, which shall parallel 12th Street Extension from Poplar Street south to Taylor Road/Old Taylor Road, and shall extend from the street rightofwayright-of-way the depth of each contiguous lot or parcel or 500', whichever is less.
- (3) I-77 Gateway Design Overlay District, which includes all properties between the CSX railroad right-of-way to the west, Congaree River to the East, Taylor Road/Old Taylor Road to the north, and City of Cayce city limits south of Interstate 77. See Exhibit A for the specific area.

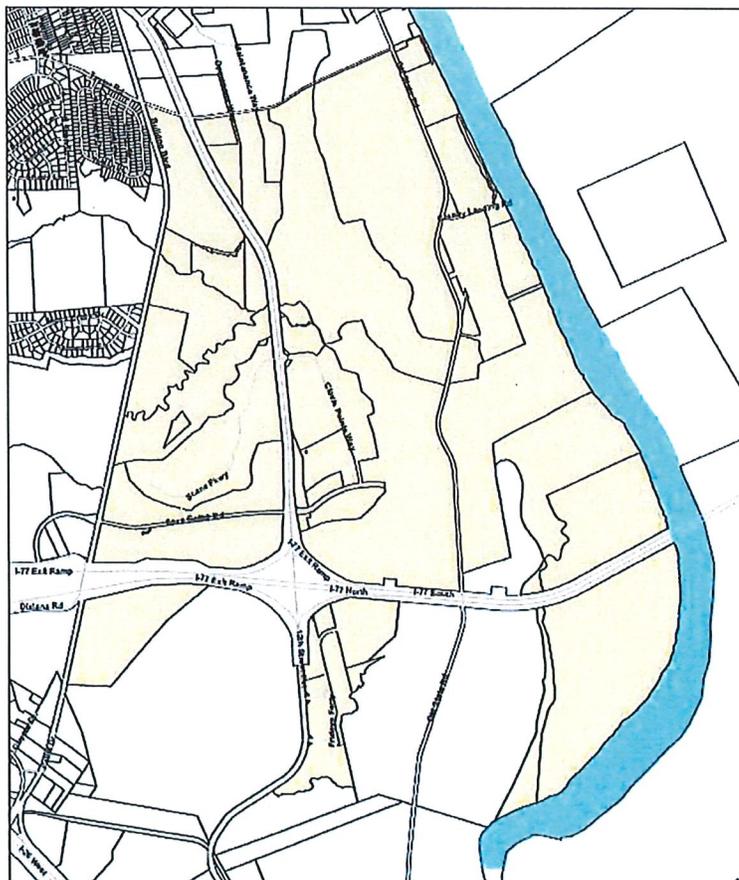


EXHIBIT A: Map of I-77 Gateway Design Overlay District

(4) Arts Design Overlay District, which shall parallel Frink Street from parcels on the western intersection of Foreman Street and east to State Street, and also parallel State Street from Frink Street north to Poplar Street, and shall extend from the street right-of-way for the depth of each contiguous lot.

Section 6.10-2 Purpose

1) Design Overlay Districts serve as the City's gateway routes. In order to visually harmonize these gateways with existing development, additional restrictions and development standards are required to create an aesthetically pleasing and uniform appearance. Additionally, the Arts Overlay District encourages artists to live, create and conduct business within a designated section of the City.

Section 6.10-3 Uses

1) Knox Abbott Drive Design Overlay District and 12th Street Extension Design Overlay District

a. Permitted Uses. Unless specifically prohibited by Section 6.10-3.1.c, the uses permitted within the underlying zoning district shall apply.

b. Special Exception Uses

i. Beer, wine and liquor stores (NAICS 4453) where permitted within the underlying zoning district shall be permitted by special exception in accordance with Section 7.15 Special Exception General Criteria.

ii. Mixed-use Structures containing residential in addition to non-residential uses provided that the first floor contains at least forty percent devoted exclusively for non-residential uses permitted in the underlying zoning district unless specifically prohibited.

b.c. Prohibited Uses

- i. Truck (stops) and freight terminals
- ii. Billboards
- iii. Outdoor sales and storage lots, including, but not limited to, vehicular, boat, trailers, recreational vehicles, campers, manufactured homes, flea markets, furniture, lumber, scrap metal and salvage operations
- iv. Sexually oriented businesses, night clubs and drinking places (bars and lounges)
- v. Communication towers and antennas, with the exception of small wireless facilities as defined in Article 12
- vi. Pawn shops, consumer cash lending secured by personal property
- vii. Kennels
- viii. Check cashing services
- ix. Fireworks sales, temporary and permanent
- x. Electronic cigarette stores
- xi. Mini warehouses and self-storage units
- xii. Auto repair and car washes

2) I-77 Gateway Design Overlay District

a. Permitted Uses. Unless specifically prohibited by Section 6.10-3.2.b, the uses permitted within the underlying zoning district shall apply, in addition to the following:

i. Light Industrial, commercial, office and institutional, and rural

b. Special Exception Uses

i. Beer, wine, and liquor stores (NAICS 4453) where permitted within the underlying zoning district shall be permitted by special exception in accordance with Section 7.15 Special Exception General Criteria.

b.c. Prohibited Uses

i. Any use which emits an obnoxious odor, noise, or sound which can be heard or smelled outside of any building or structure

~~ii. Any operation primarily used as a distilling, refining, smelting, or mining operation~~

~~iii. ii.~~ Any trailer court, labor camp, junkyard or stockyard provided, however, this prohibition shall not be applicable to the temporary use of construction trailers during periods of construction, reconstruction, or maintenance or the use of office and administrative trailers in connection with the marketing of lots or condominium units for sale

~~iv. iii.~~ Any dumping, disposing, incineration, or reduction of garbage; provided however, this prohibition shall not be applicable to garbage compactors located near the rear of any building or any other approved location

~~v. iv.~~ Any use involving selling or exhibiting pornographic materials or illicit drug-related paraphernalia

~~vi. v.~~ Any use involving selling the exhibition, either live or by other means to any degree, of nude or partially nude dancers or wait staff

~~vii. vi.~~ Any massage parlors or similar establishments

~~viii. vii.~~ Billboards

~~ix. viii.~~ Pawn shops, consumer cash lending secured by personal property

~~x. ix.~~ Check cashing services

~~xi. x.~~ Kennels

~~xii. xi.~~ Outdoor sales and storage lots, including but not limited to vehicular, boat, trailers, recreational vehicles, campers, manufactured homes, flea markets, furniture, lumber, scrap metal, and salvage operations

~~xiii. xii.~~ Mobile homes and mobile home parks

~~xiv. xiii.~~ Fireworks sales, temporary and permanent

~~xv. xiv.~~ Electronic cigarette stores

~~xvi. xv.~~ Mini warehouses and self-storage units

~~xvii. xvi.~~ Residential-single family, duplex, and multi-family

~~xviii. xvii.~~ Educational Services (NAICS Sector ~~6261~~)

~~xix. xviii.~~ Health Care and Social Assistance (NAICS Sector 62)

~~xx. xix.~~ Religious Organizations (NAICS 81311) ~~Public Administration (NAICS Sector 92)~~

c.d. Conditional Uses

i. Communication Towers and Antennas are permitted as a conditional use in accordance with Article 7, Section 7.8.

3) Arts Design Overlay District

a. Permitted Uses. Unless specifically prohibited by Section 6.10-3.3.b, the uses permitted within the underlying zoning district shall apply, in addition to the following:

i. Single-family detached residences

ii. Accessory apartments permitted as part of a single family detached residence or as an accessory to a business permitted in the overlay district.

iii. Duplexes

iii-iv. Mixed-use Structures containing residential in addition to non-residential uses provided that the first floor contains at least forty percent devoted exclusively for non-residential uses permitted in the underlying zoning district unless specifically prohibited.

iv-v. Artisan-level production. The shared or individual use of hand-tools, mechanical tools, and electronic tools for the manufacture of finished products or parts including design, processing, fabrication, assembly, treatment, and packaging of products; as well as the incidental storage, sales and distribution of such products. Uses include: electronic goods, woodworks, food and bakery products, beverages, printmaking, leather products, jewelry and clothing/apparel, metal work, furniture, glass or ceramic production, and paper manufacturing.

v-vi. Neighborhood commercial (C-2) uses

vi-vii. The following Accessory uses to primary single-family residential uses are exempt from the -home occupation requirements of Sec. 7.7:

- a) Real estate
- b) Financial consulting
- c) Art studios
- d) Schools/classes less than 5 students per class
- e) Home health care services
- f) Personal care services

vii-viii. Specialty and/or boutique furniture and home furnishing stores including bath, kitchenware, chinaware, linen, electric lamp/lighting, glassware and housewares

viii-ix. "Brewpub" primarily being an eating and drinking establishment with a small brewery on the premises which produces beer, ale, or other malt beverage and where the majority of the beer produced is

consumed on the premises, but also allows "brewpub" to sell its products at retail for off-site consumption

~~ix-x.~~ Specialty and/or boutique wine and craft beer shops that allow for on-site and off-site consumption.

b. Special Exception Uses

i. Beer, wine, and liquor stores (NAICS 4453) where permitted within the underlying zoning district shall be permitted by special exception in accordance with Section 7.15 Special Exception General Criteria.

~~h-c.~~ Prohibited Uses

- i. Pawn shops and consumer cash lending secured by personal property
- ii. Sexually-oriented businesses
- iii. Communication towers and antennas, with the exception of small wireless facilities as defined in Article 12
- iv. Billboards
- v. Kennels
- vi. Check cashing services
- vii. Fireworks sales, temporary and permanent
- viii. Electronic cigarette stores
- ix. Mini warehouses and self-storage units
- x. Automotive oil change and lubrication shops
- ~~x-xi.~~ Gasoline stations (NAICS 447)

Section 6.10-4 Development Standards

1) Knox Abbott Drive Design Overlay District

- a. Signage shall be in accord with the requirements for signage in the C-3 District.
- b. No portion of a building constructed of unadorned masonry or metal siding shall front on or face Knox Abbott Drive
- c. Colors shall be consistent with the character of development
- d. All service utility lines shall be placed underground
- e. Walkways shall be provided between the building entrance and the sidewalk.

2) 12th Street Extension Design Overlay District

- a. Signage shall be in accord with the requirements for signage in the C-3 District.
- b. No portion of a building constructed of unadorned masonry or metal siding shall front on or face 12th Street Extension
- c. Colors shall be consistent with the character of development
- d. All service utility lines shall be placed underground
- e. No strip shopping malls shall be allowed
- f. Where possible, curb cuts and driveways shall be combined
- g. All buildings shall observe a fifty (50) foot setback from 12th Street Extension. Except for walks, driveways and permitted signs, the required



Mayor
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Mayor Pro-Tem
Tim James

Council Members
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City Manager
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Deputy City Manager
Jim Crosland
Assistant City Manager
Michael Conley

Resolution Declaring May 5 – 11, 2024 As Professional Municipal Clerk’s Week in South Carolina to Recognize and Honor the Valuable Contributions that Municipal Clerks make to Cities and Towns in South Carolina

Whereas, the position of municipal clerk is the only municipal staff role that is required by state law, regardless of a municipality’s size or form of government; and

Whereas, all 271 cities and towns in the state are required to have a municipal clerk; and

Whereas, Mendy Corder plays a critical and varied role to support the mayor, city council and city staff; and

Whereas, municipal clerks’ responsibilities under state law include giving public notice of meetings to council members and the public, keeping minutes of its proceedings and performing other duties; and

Whereas, regardless of city size, municipal clerks have seen their roles and responsibilities expand with changing times; and

Whereas, with advancements in software and hardware, municipal clerks have become increasingly adept/skilled at using technology to prepare materials for meeting agenda packets, to record meeting minutes and to manage public records; and

Whereas, municipal clerks get their professional training from the South Carolina Municipal Finance Officers, Clerks and Treasurers Association, an affiliate organization of the Municipal Association of South Carolina;

NOW, THEREFORE, be it resolved that Cayce City Council declares May 5 – 11, 2024 as Professional Municipal Clerk’s Week in Cayce to recognize and honor the valuable contributions that Mendy Corder makes to our city.

ADOPTED this 17th day of April, 2024.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk