

Mayor Elise Partin	Mayor Pro-Tem Phil Carter	Council Members Tiffany Aull Byron Thomas Alice Rose	City Manager Mike Conley	Assistant City Manager Wesley Crosby
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City of Cayce
Regular Council Meeting
Tuesday, January 6, 2026
6:00 p.m. – Cayce City Hall – 1800 12th Street
www.caycesc.gov

To Access Council Meeting Livestream, click
<https://www.youtube.com/@cityofcayce1137streams>

REGULAR COUNCIL MEETING

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes
December 2, 2025, Regular Council Meeting

II. Public Comment Regarding Items on the Agenda

III. Items for Discussion and Possible Approval

- A. Discussion and Approval to Amend the January 21, 2026, Council Meeting Date

IV. Resolutions and Ordinances

- A. Consideration and Approval of Resolution Appointing Representation and an Alternate to the Joint Municipal Water and Sewer Commission
- B. Consideration and Approval of Resolution to Authorize Acceptance and Execution of a Loan Assistance Agreement from the South Carolina Water Quality Revolving Fund Authority for the Water Treatment Plant Advanced Treatment Study
- C. Discussion and Approval of Ordinance 2026-01 Amending the Zoning Map and Rezoning Property Located at 1109 F Avenue (Tax Map Number 004634-07-004) from C-1 to RS-3 – First Reading
- D. Discussion and Approval of Ordinance 2026-02 Amending the Zoning Map and Rezoning Property Located Neat the Intersection of Dunbar Road and Millen Street, Abutting 1401 Dunbar Road (Tax Map Number 005766-03-008) from M-1 to RG-2 – First Reading

V. Committee Matters

- A. Approval to Enter the Following Committee Approved Minutes into the City's Record
 - Cayce Historical Museum Commission - October 1, 2025
 - Planning Commission – October 20, 2025
 - Board of Zoning Appeals – October 20, 2025
 - Cayce Historical Museum Commission – November 5, 2025
- B. Appointments and Reappointments
 - Cayce Housing Authority – One (1) Position
 - Beautification Foundation – One (1) Position
 - Events Committee – One (1) Position
 - Standard Technical Codes Board of Appeals – One (1) Position

VI. City Manager's Report

VII. Council Comments

VIII. Executive Session

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege
 - i. Zoning Appeal Litigation (1028 Michaelmas Avenue)
- B. Discussion of potential Economic Development project
- C. Legal advice regarding Accommodations Tax

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

IX. Reconvene

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

- A. Discussion and possible approval of proposed settlement of zoning appeal litigation (1028 Michaelmas Avenue)

XI. Adjourn

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



Mayor Elise Partin	Mayor Pro-Tem Phil Carter	Council Members Tiffany Aull Byron Thomas Alice Rose	City Manager Mike Conley	Assistant City Manager Wesley Crosby
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**City of Cayce
Regular Council Meeting
Tuesday, December 2, 2025**

The December 2, 2025, Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Mayor Pro Tem Phil Carter and Council Members Byron Thomas, Tiffany Aull and Alice Rose. City Manager Michael Conley, Assistant City Manager Wesley Crosby, Municipal Clerk Mendy Corder, Finance Director Allison Barrs, Human Resources Director Keisha Brunson, IT Director Jamie Beckham, Utilities Director Betsy Catchings and City Attorney Will Dillard were also in attendance.

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

Call to Order

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

Approval of Minutes

Council Member Thomas made a motion to approve the November 10, 2025, Special Council Meeting and the November 13, Special Council Meeting minutes as written. Council Member Rose seconded the motion which was unanimously approved by roll call vote.

Public Comment Regarding Items on the Agenda

Mr. Danny Creamer – Item IX. A. Mr. Creamer voiced his opinion on the possible appointment of a new City Attorney.

Mr. Chip Salak – Items IX. A. and XI. A. Mr. Salak voiced his opinion on the possible appointment of a new City Attorney.

Presentations

A. Presentation of Cayce Calendar Contest Winners

Mayor Partin stated that every year the City had a photo contest for the Cayce Calendar that was given to all residents. She stated that Ms. Lindsey McDade's photo of Muffin, the City's miniature therapy horse, was chosen as the 2026 winner and was featured on

the cover of the calendar. She stated that the grand prize winner was awarded \$200 and the other winners were awarded \$50. She thanked everyone for their participation and advised that calendars were available to be picked up at City Hall

Items for Discussion and Possible Approval

A. Discussion and Approval of 2026 Council Meeting Dates

City Manager Conley stated that there were two (2) sets of proposed Council Meeting dates in the agenda packet. The first was the traditional first Tuesday of the month and third Wednesday of the month without any amendments. He stated that after talking with some of Council, there was an opportunity to move more towards one meeting a month as the primary business meeting as stated in the City's Ordinance. He stated that the current Ordinance stated that Council meets the first Tuesday and the third Wednesday of the month, unless changed by majority of vote by Council. He stated that staff proposed still having both meetings listed on the calendars and staff could put a line item on the agenda for the first meeting of the month, so Council could vote on whether a second meeting would be necessary. City Manager Conley stated this would allow the City to possibly transition into one meeting a month, if that was the will of Council and the Ordinance could be amended in the future if that was Council's will. He stated that Council could always have that second meeting of the month if there was something on the agenda that was pressing or they could possibly do a workshop. He stated that Council should put the second meeting of the month on their calendars but staff would notify them plenty of time in advance, if a meeting was not necessary.

Council Member Thomas made a motion to approve the second set of Council Meeting dates. Council Member Rose seconded the motion.

City Attorney Dillard stated that another difference on the second meeting dates was the sentence that stated the second meeting of the month was optional, which was not stated on the first set of dates. He stated that he recommended not including that language and Council make the motion to strike that so it would not cause confusion about whether the second meetings of the month were formally set on the calendar, because he thought the intent was that those meetings were being scheduled, but the informal plan was to have a standing item on the agenda of the first Council Meeting of the month where Council could decide if they wanted to keep the second meeting and he felt that saying it was optional, could cause confusion about the intent. City Manager Conley stated that staff would remove that language.

Mayor Partin called the question which was unanimously approved by roll call vote.

B. Discussion and Approval of Updated Contract with Samsara

Mayor Pro Tem Carter made a motion to give approval for the City Manager to enter into an agreement with Samsara to provide vehicle traffickers and software for the City's fleet. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

C. Discussion and Approval of Proposal Award for the 12,000 Year History Park Visitors Center Site and Construction Request for Proposals (RFQ)

Council Member Thomas made a motion to award the construction bid to Boyer Commercial Construction and the base bid amount of \$4,353,834.02 and authorize the City Manager to execute the construction contract with the funding coming from the previously allocated funds dedicated to the 12,000 Year History Park project. Council Member Rose seconded the motion which was unanimously approved by roll call vote.

D. Discussion and Approval of Contract Award for Water Treatment Plant Advanced Treatment Study

Council Member Aull made a motion to approve the proposal from American Engineering and authorize the City Manager to negotiate and execute the contract with the project being funded through the SRF principal forgiveness fund. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

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

Mayor Pro Tem Carter made a motion to ratify an agreement approved by the City Manager under the emergency powers of Section 2-146, with G. H. Smith Construction, Incorporated for \$51,890 for the repair work and Carolina Paving and Grading, LLC, for \$32,513 for the asphalt repair for the emergency repair of a sewer main failure. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

Ordinances

A. Discussion and Approval of Ordinance 2025-09 Annexing Portion (1.86 acres) of Property Located at or near Charleston Highway and 2121 Old Dunbar Road (Tax Map Number 006896-01-002) into the City Limits Under the Provisions of South Carolina Code Section 5-3-150 (3) – Second Reading

Mayor Pro Tem Carter made a motion to approve on Second Reading an Ordinance to annex property near 2490 Charleston Highway and 2121 Old Dunbar

Road to assign a C-4 Highway Commercial Zoning Designation. Council Member Rose seconded the motion which was unanimously approved by roll call vote.

Committee Matters

- A. Appointments and Reappointments
 - Events Committee – One (1) Position
 - Planning Commission – One (1) Position

Mayor Pro Tem Carter made a motion to appoint Ms. Diane Arthur to the Events Committee. Council Member Thomas seconded the motion which was unanimously approved by roll call vote.

Council Member Thomas made a motion to reappoint Mr. Michael Mahoney to the Planning Commission. Council Member Rose seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

City Manager Conley stated that Utilities Director, Betsy Catchings, had been promoted to an Assistant City Manager. He stated that she did an amazing job for the City and was a wonderful representation of the City of Cayce. He congratulated Mayor Partin on the Women in Municipal Government Leadership Award from the National League of Cities she was recently awarded. He stated that staff was working on building a better Cayce project website and hoped to have it completed in the near future. He stated that Luke Godbold, the City's Development Services Director, had created an economic development website called choosecaycece.com. He stated that it had a lot of really cool features and Mr. Godbold had done a wonderful job.

Council Comments

Council Member Thomas stated that a survey of historic African American cemeteries was done in the past and it concluded that most of the cemeteries would benefit from additional vegetation removal or GPR testing. He stated that the City was looking at options for the City to be able to maintain the property at the Earl Cemetery. He congratulated Mayor Partin on her award and stated that while they were at the National League of Cities Conference many people commented on what a great Mayor she was. He stated that the Trump administration was working on sending money to the states to handle issues that the Federal government typically handled and it was stressed at the Conference that it was important that cities continue to work to have good relationships with their State and County partners, and, more importantly, their citizens as well. He stated that cities across America faced the same challenge of how to increase attendance at Council Meetings and stated that he wanted Council to continue to work together to increase their output at Council Meetings to educate

citizens so local government was transparent. Council Member Thomas stated that at the National League of Cities Conference it was also stressed regarding development, whether one was pro development or against development, but once it happened, everyone that sits on a dais should find a way to be supportive so not to discourage anyone new that wanted to locate in the City. He stated that the resurfacing of Lee Street had officially passed the Lexington County Public Works Committee, bringing it one step closer to being repaved. He stated that in September, the Cayce Planning Commission approved the renaming of Lee Street. He stated that it was going to be renamed after former Mayor Pro Tem Skip Jenkins and Eddie Brown.

Mayor Partin stated she got an attorney who worked pro bono to try to find out who owned Earl Cemetery because it was not a piece of property that the City owned. She stated that they would continue to try to figure out something with that property. She stated that some of Council and staff had the opportunity to hear former Governor David Beasley speak when he was given an award recently, and it was humbling and awe inspiring. She stated that he spoke about the work that he had been doing with the World Food Program around the world. She stated that he did a great job of putting things into perspective, of talking about petty squabbles and personality issues, not being where people should spend their time, and that everyone should focus on working together to take care of those most in need.

Executive Session

- A. Discussion incident to proposed contractual matters regarding possible employment of City Attorney
- B. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege
 - i. Claim for Improvements to Taylor Street at New State Road
- C. Discussion of Lexington County Economic Development projects relating to the proposed location, expansion, or the provision of services encouraging location or expansion of industries or other businesses within the City

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

Reconvene

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

Possible actions in follow up to Executive Session

A. Appointment of City Attorney

Council Member Rose made a motion to appoint James Smith as the City Attorney. Council Member Aull seconded the motion. Mayor Pro Tem Carter and Council Member Thomas voted no. Mayor Partin voted yes.

B. Action regarding improvements to Taylor Street

There was no action on this item.

Adjourn

Council Member Rose made a motion to adjourn the meeting. Council Member Aull seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 8:28pm.

Elise Partin, Mayor

ATTEST:

Mendy Corder, CMC, Municipal Clerk

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

COUNCIL MEETING SPEAKERS' LIST

Date of Meeting December 2, 2025

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

Memorandum

To: Mayor and Council

From: Michael Conley, City Manager

Date: January 6, 2026

Subject: Resolution Appointing Representation and an Alternate to the Joint Municipal Water and Sewer Commission

Issue

Council approval is needed to approve a Resolution appointing Council representation to the Joint Municipal Water and Sewer Commission.

Discussion

A member of Council and an alternate serve on the Joint Municipal Water and Sewer Commission to represent the City. Former Mayor Pro Tem Tim James was representing the City but is no longer serving on Council therefore a new member and an alternate have to be appointed. At the November 13, 2025, Council Meeting, Council voted to appoint Mayor Elise Partin to the Joint Municipal Water and Sewer Commission and Council Member Tiffany Aull as the alternate representative.

The Joint Municipal Water and Sewer Commission's by-laws do require a formal Resolution to memorialize Council's action and to provide official documentation of the appointments. Please see the section below of the Commission's by-laws pertaining to a Resolution being required. Attached are the Commission's full by-laws.

ARTICLE III COMMISSION

Section 3.1. Powers -Commissioners -Alternate Commissioners.

The powers of the System as provided by law shall be exercised by a Commission consisting of one Commissioner from each of the members of the System. Each Commissioner shall be appointed by resolution of the governing body of the member which he or she represents. In addition, each member may appoint by resolution of its governing body an alternate representative who shall perform the duties of the member's Commissioner in the absence of the member's Commissioner. Each Commissioner and Alternate Commissioner shall be recognized as such, upon delivery to the Commission of a certified copy of a resolution of the governing body appointing such Commissioner or Alternate Commissioner. Each such Commissioner and Alternate Commissioner shall so serve until the Commission has received a certified copy of a resolution of the member's governing body removing such Commissioner or Alternate Commissioner or appointing a successor.

Recommendation

Staff recommends Council approve a Resolution appointing Council representation to the Joint Municipal Water and Sewer Commission.

BY LAWS

**JOINT MUNICIPAL
WATER & SEWER COMMISSION**

ADOPTED JULY 30, 1992

**REVISED: MAY 12, 1993
AUGUST 25, 1993
FEBRUARY 10, 1999
NOVEMBER 18, 2020**

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BYLAWS
JOINT MUNICIPAL WATER AND
SEWER COMMISSION

ARTICLE I
ESTABLISHMENT

Section 1.1. Purpose.

The Joint Municipal Water and Sewer System, hereinafter referred to as the "System," is organized and shall be operated for the purposes set forth in Chapter 25 of Title 6 of the South Carolina Code, including but not limited to the planning, financing, location, construction, and operation of facilities for the production, transmission, storage, and distribution of potable water and the collection, transmission and treatment of wastewater in Lexington County, and such other purposes as are or may be permitted by law. The System is a cooperative venture of existing public providers of water and sewer.

Section 1.2. Name and Seal.

The name of the System shall be the "Joint Municipal Water and Sewer Commission." The System may have a corporate seal in such form as the Commission (defined herein at Section 3.1) approves by resolution.

Section 1.3. Principal Office.

The System shall have its principal office, and such other offices as the Commission deems appropriate, at such location or locations as the Commission determines by resolution.

ARTICLE II
MEMBERSHIP, PREFERENTIAL RIGHTS:
WITHDRAWAL AND DISSOLUTION

Section 2.1. Original Members.

The Original Members of the System are the County of Lexington, the City of Cayce, the Town of Swansea and the Town of Pelion. These original members were those which subscribed to the application for the charter establishing the System on October 7, 1992, and to the original Bylaws of the System. These original members all were created under the laws of the State of South Carolina with the authority to engage in the business of providing water and/or sewer service to designated areas of Lexington County, South Carolina. It is understood that only public providers delivering water and/or sewer services on the date of this instrument shall be admitted to membership.

Section 2.2. Additional Members.

The System may admit such other municipalities, counties or special purpose districts to membership as (a) apply for membership, (b) otherwise meet the same eligibility requirements for membership as the original members of the System, and (c) are approved as members by all of the then existing members as evidenced by a joint resolution of their respective governing bodies. Such future admission to membership may include stipulations and conditions as set forth in the joint resolution adopted by

the governing bodies of the then existing members. Once admitted, additional members shall have the same rights and duties of original members. Notice of the admission of new members shall be filed with the Secretary of State of South Carolina.

Section 2.3. Associate Members.

The System may admit as associate members any other municipalities or special purpose districts even if they do not have the authority to engage in the business of providing water and/or sewer services as of the date of this instrument. Associate members (a) must apply for membership and (b) must be approved by all of the then existing members as evidenced by a joint resolution of their respective governing bodies. Associate members will be allowed to participate in meetings and discussions of the Commission. They will not have the right to vote.

Section 2.4. Withdrawal.

Any member of the System may withdraw from membership by resolution of its governing body; provided, that contractual obligations incurred while a member shall remain in full force and effect, any member which withdraws from the System may be readmitted as a member upon compliance with the admission requirements for Additional Members set forth in Section 2.2 of this Article.

Section 2.5. Dissolution.

Whenever the Commission of the System and the governing bodies of each of its members by resolution or ordinance determine that the purposes for which the System was formed have been substantially fulfilled and that all bonds theretofore issued and all other obligations theretofore incurred by the System have been fully paid or satisfied, the Commission and the governing bodies may declare the System to be dissolved. Upon dissolution the agency shall file copies of such resolutions and ordinances of dissolution with the Secretary of State of South Carolina. Upon dissolution of the System all assets and liabilities shall be devolved to one or more members of the System.

ARTICLE III COMMISSION

Section 3.1. Powers -Commissioners -Alternate Commissioners.

The powers of the System as provided by law shall be exercised by a Commission consisting of one Commissioner from each of the members of the System. Each Commissioner shall be appointed by resolution of the governing body of the member which he or she represents. In addition, each member may appoint by resolution of its governing body an alternate representative who shall perform the duties of the member's Commissioner in the absence of the member's Commissioner. Each Commissioner and Alternate Commissioner shall be recognized as such, upon delivery to the Commission of a certified copy of a resolution of the governing body appointing such Commissioner or Alternate Commissioner. Each such Commissioner and Alternate Commissioner shall so serve until the Commission has received a certified copy of a resolution of the member's governing body removing such Commissioner or Alternate Commissioner or appointing a successor.

Section 3.2. Terms.

Terms for members of the Commission are not limited. A member of the Commission may be reappointed, and serves at the pleasure of the member's governing body.

Section 3.3. Regular Meetings -Notice.

Regular meetings of the Commission shall be held on the second Wednesday of each month at 5:30pm at such place as the Commission determines from time to time or, in lieu thereof, on such other days times and places as the Commission determines at a regular or special meeting; provided, that at least one regular meeting shall be held during each calendar quarter. Written notice of each regular meeting shall be given to each Commissioner at least 48 hours prior to the date of such regular meeting, specifying the date, time and place of the meeting. If mailed or transmitted by telegraph, telecopies, telex, or the like, notice shall be deemed given when transmitted.

Section 3.4. Special Meetings -Notice.

Special meetings of the Commission may be called by the Chairman of the Commission or by a majority of the Commissioners. Notice of such special meeting of the Commission shall be given by the Chairman or the Commissioner calling the meeting, as the case may be, at least 48 hours prior to the date of the special meeting, specifying the date, time and place of the meeting. Such notice shall be deemed given when transmitted, as provided in such Section 3.3 of this Article with respect to notice of regular meetings. An emergency meeting may be called by the Chairman or Vice Chairman with 24 hours notice. The requirements for written notice and agenda are waived for emergency meetings.

Section 3.5. Agenda.

The Chairman shall prepare or cause to be prepared and delivered to each Commissioner, at least 2 days prior to each meeting, an agenda of matters to be considered and acted upon at such meeting. Any Commissioner may notify the Chairman of additional matters to be considered and acted upon at such meeting and the Chairman shall include such matters in the agenda. Matters not specified in the agenda so prepared and delivered may nonetheless be considered and acted upon with the consent at the meeting of 2/3 of the Commissioners present. Agendas shall be deemed delivered when transmitted as provided in Section 3.2 of this Article with respect to notice of regular meetings.

Section 3.6. Adjournment.

The Commission may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the resolution of adjournment. Commissioners constituting less than a quorum may also adjourn, by a vote of the majority of their number present. The Chairman, or the Vice Chairman in the absence of the Chairman, or any Commissioner designated by Commissioners present in the event the Chairman and Vice Chairman are both absent, shall prepare and give notice of the adjournment to each Commissioner, specifying the date, time and place where the adjourned meeting will reconvene, which notice shall be in writing.

Section 3.7. Quorum.

A majority in number of the Commissioners shall constitute a quorum for transaction of business at any meeting of the Commission.

Section 3.8. Voting.

Approval of any action or resolution shall require the affirmative vote of a majority of the Commissioners present, with a quorum present.

Section 3.9. *Freedom of Information; Public Access.*

Meetings of the Commission shall be conducted in the manner required and permitted by the S. C. Freedom of Information Act (FOIA) sections 30-4-10 to 30-4-110, Code of Laws of South Carolina, 1976, any amendments thereto, and any other laws governing the conduct of such meetings. As provided in such laws, all meetings of the Commission shall be open to the public, except insofar as the Commission may be authorized by such laws to meet in executive session and elects to do so. The records of the System, except as such laws or any other laws or provisions of the United States Constitution or the South Carolina Constitution otherwise permit, shall be open for inspection and copying during regular business hours. The agency may charge a reasonable fee for the copying of such records.

Section 3.10. *Compensation; Expenses.*

No Commissioner shall receive any compensation for the performance of his or her duties. Notwithstanding the foregoing each Commissioner may be reimbursed for any reasonable and necessary expenses incurred while engaged in activities on behalf of the System as approved by the Commission.

Section 3.11. *Rules of Procedure.*

The Commission may promulgate such rules of procedure as deemed necessary not in conflict with these bylaws or state law.

ARTICLE IV OFFICERS

Section 4.1. *Designation.*

The officers of the System shall be a Chairman of the Commission, a Vice Chairman of the Commission, a Secretary, a Treasurer and such other officers as the Commission deems necessary or appropriate.

Section 4.2. *Election.*

The officers of the System shall be elected annually by the Commission at its first regular meeting in each fiscal year and shall serve until their successors are elected and qualified or they sooner resign from office, or are removed, or die. Any officer may be removed with or without cause by a majority vote of the Commission at any regular or special meeting.

Section 4.3. *Chairman.*

The Chairman shall preside at all meetings of the Commission and shall execute all deeds, mortgages, bonds, contracts and other instruments which the Commission has authorized to be executed on behalf of the System, either alone or together with any other officer or agent of the System as the Commission prescribes, except as the Commission may otherwise delegate authority for the execution thereof. The Chairman shall perform such other duties as incidental to the office of Chairman and as may be prescribed by the Commission. The Chairman shall at all times be a Commissioner and shall be deemed to have resigned upon his removal as a Commissioner or appointment of his successor as a Commissioner by resolution of the governing body of the member which he represented. In the event of such removal or appointment of a successor, the office of Chairman shall be deemed vacant and an election shall be held at the next regular or special meeting to fill such vacancy.

Section 4.4. Vice Chairman.

In the absence of the Chairman or in the event of the Chairman's inability or refusal to act for any reason or if the office of Chairman is vacant, the Vice Chairman shall perform the duties of the Chairman. In addition, the Vice Chairman shall perform such other duties as may be prescribed by the Commission. The Vice Chairman shall be at all times a Commissioner and shall be subject to the same provisions for eligibility and tenure as provided in Section 4.3 of this Article with respect to the Chairman.

Section 4.5. Secretary.

The Secretary of the System shall keep or cause to be kept the minutes of all meetings of the Commission and all other records and the official seal of the System; shall execute such deeds, mortgages, bonds, contracts and other instruments as the Commission has authorized to be executed by the Secretary; shall transmit such notices of meetings and agendas for meetings as directed by the Chairman, Vice Chairman or Commissioners as the case may be; shall maintain a register of the postal addresses of the Commissioners; and shall keep or cause to be kept complete and detailed records of all transactions of the System. The Secretary may be, but it is not required to be, a Commissioner of the System.

Section 4.6. Treasurer.

The Treasurer of the System shall have custody of and be responsible for all funds and other property of the System, except as may be provided in any resolution of the Commission or any trust agreement or similar instrument securing bonds or other obligations of the System; shall receive and give receipts for all funds or other property paid, given or granted to the System; shall deposit funds and other property of the System in a depository selected by the Commission; and shall perform such other duties as may be prescribed by the Commission. The General Manager shall serve as the Treasurer.

Section 4.7. General Manager.

The Commission may appoint and employ a General Manager who shall be the chief executive officer of the System responsible for the overall administration and operation of the System. The General Manager shall not be a Commissioner. The Commission may authorize the execution on behalf of the System of an employment contract with any person to serve as General Manager; provided, however, that nothing in any such employment contract shall be construed as limiting in any way the right of the Commission to terminate the General Manager's employment with or without cause. The General Manager shall be in charge of and responsible for the management of the day-to-day operations of the System and the administration of its affairs; shall be empowered to employ, promote and terminate administrative and operations staff subordinate to the General Manager. Subject to such fiscal and other guidelines and policies as the Commission may determine, shall prepare proposed annual operating and capital budgets and otherwise assist in the budgetary processes of the System; and shall perform such other duties as the Commission may prescribe. The General Manager shall arrange a bond for the due performance of his duties in such amount and upon such terms and conditions as the Commission requires. The cost of such bond shall be paid from funds of the System.

ARTICLE V COMMITTEES

Section 5.1. Committees.

The Commission may establish such committees for such purposes as it deems appropriate from time to time. All such committees shall consist of Commissioners recommended by the Chairman and approved by the Commission; provided, however, that each such committee may have the assistance

of such consultants and others as the Commission determines or authorizes such committee to determine.

Section 5.2. *Terms of the Committee Members and Committees.*

All members of committees shall serve for a period of time not exceeding one year. Committee members may be reappointed. The Commission shall review the status of all committees existing at the end of each fiscal year and determine whether or not such committees or any of them are to continue to exist, and if so, for what purposes and periods of time.

Section 5.3. *Chairman of the Committees.*

The Chairman of the Commission shall designate from among the appointed members the Chairman of each committee.

Section 5.4. *Committee Vacancies.*

The Chairman may fill any vacancies in the membership of any committee.

Section 5.5. *Committee Quorum; Voting.*

Unless otherwise prescribed by resolution of the Commission, a majority in number of the members of the committee shall constitute a quorum for purposes of transacting the committee's business and each member of the committee shall have one vote in matters to be acted upon by the committee.

Section 5.6. *Committee Minutes.*

Each committee shall prepare and keep minutes of its meetings and furnish copies thereof to all Commissioners as soon as practicable after each committee meeting.

Section 5.7. *Advisory Role of Committees.*

Except as the Commission may otherwise prescribe by resolution, the actions and votes of any committee shall be advisory to the full Commission and shall not constitute action of, or be binding upon the Commission of the System.

Section 5.8. *Committee Rules.*

Committees shall conduct their business in accordance with such rules and regulations as the Commission may establish or, in the absence of such establishment by the Commission, in accordance with such rules and regulations as the committees themselves may establish.

ARTICLE VI
CONTRACTS; CHECKS; DEPOSITS; GIFTS AND GRANTS; ETHICS

Section 6.1. *Contracts.*

The Commission may authorize the execution and delivery of any instrument by any officer or officers and/or other agent or agents of the Commission including but not limited to delegating general authority to enter into contracts not exceeding the maximum amount prescribed by the Commission.

Section 6.2. Checks; Drafts.

All checks, drafts or other orders for the payment of monies, notes or other evidences of indebtedness issued in the name of the System shall be signed by such person or persons as the Commission may prescribe by resolution; provided, that all bonds and bond anticipation notes of the System shall in any event be signed by the Chairman and the Secretary (or acting Chairman or acting Secretary in the absence or inability or refusal to act of either or both of them).

Section 6.3. Deposits.

All funds and other property shall be deposited in depositories selected by the Commission in interest bearing accounts whenever practical.

Section 6.4. Gifts; Grants.

The Commission may, but is not required to, accept any contribution, gifts, bequest or devise of funds, property or services from any person or entity. Similarly, the Commission may, but is not required, to accept any grant or loan from the United States of America or the State of South Carolina or any agency, governmental body or political subdivision of either.

Section 6.5. Ethics.

In carrying out their respective duties, the Commissioners, officers, and staff of the System shall be subject to the requirements of the State ethics laws. All personnel so required shall file statements as specified by the State ethics code. In general, the Commissioners, officers, and staff shall conduct themselves in a manner which meets the spirit and intent of the ethics legislation and reflects credit upon the System.

ARTICLE VII

BONDS

Section 7.1. Authorization.

The Commission may authorize the borrowing of funds by the System and the issuance of bonds evidencing such borrowing upon such terms and conditions as the Commission may prescribe, all in accordance with the provisions of the South Carolina Constitution, of Chapter 25 of Title 6 of the South Carolina Code, and any other applicable law.

Section 7.2. Execution.

All bonds of the System, except as the Commission may otherwise prescribe in the resolution authorizing the issuance thereof, shall be executed on behalf of the System by the Chairman and Secretary and shall bear the seal of the System. Both of such signatures may be a facsimile signature and a facsimile of the System's seal may be printed on the bonds, if the Commission so prescribes.

ARTICLE VIII **FISCAL YEAR; BUDGET; AUDIT**

Section 8.1. Fiscal Year.

The fiscal year of the System shall be from July 1 to June 30 of each year and may be changed by the Commission from time to time.

Section 8.2. Annual Budget.

The General Manager of the System shall prepare or cause to be prepared annually, proposed capital and operating budgets for the System for the following year and shall submit such proposed budgets to the Commission. The Commission shall review such proposed budgets, make such changes, if any, as they deem appropriate and adopt the final budget. In addition to the annual capital and operating budget, the Commission may from time to time adopt project budgets or such other budgets as they may deem necessary and desirable.

Section 8.3. Annual Audit.

The Commission shall appoint annually an independent public accountant or accountants to prepare audited financial statements of the financial conditions and operations of the System for each year. The Commission may require the General Manager to prepare periodic operating statements for review by the Board. Copies of all financial or operating statements shall be distributed to all Commissioners and the governing bodies appointing Commissioners.

ARTICLE IX **EXISTING PROVIDERS**

Section 9.1. Service Areas.

The service areas of existing providers are as shown on the map attached to and made a part of these Bylaws.

Section 9.2. Rates.

Rates within the designated service areas shall be established by the provider in each area. Wholesale rates will be negotiated on a case by case basis.

Section 9.3. Plans.

Existing providers will be responsible for the development and maintenance of a master plan for the provision of water and/or sewer service to include an annually-updated five-year capital improvements budget coordinated with the plans and budget of the System. In the event any existing provider does not provide both water and sewer service, the System shall be responsible for the plans and programs for the missing utility.

ARTICLE X **THE SYSTEM**

Section 10.1. *Master Plan.*

The System will develop and maintain a master plan for the provision of water and sewer services to all parts of Lexington County where service is deemed economically feasible. Such plans will be coordinated with the plans of the existing providers. In addition, the System will develop and annually update a five-year capital improvements budget for additions or modifications of the System. This budget will be developed in coordination with the budgets prepared by the existing providers.

Section 10.2. *System Activities within Areas of Existing Providers.*

The System may install and operate or contract for the operation and maintenance of water and/or sewer treatment, transmission, and/or storage within the service area of an existing provider. In such circumstances, the System will provide wholesale service to the existing provider where appropriate and will not be involved in retail activities within the service area.

Section 10.3. *Retail Service.*

Subject to the approval of the Commission, the System may provide retail service in those areas not assigned to existing providers.

Section 10.4. *Private Systems.*

The System may acquire by gift, purchase or other means of acquisition, private systems operating within areas not assigned to existing providers.

ARTICLE XI **RATES AND CHARGES**

Section 11.1. *Existing Providers.*

The rates and charges within any assigned service area will be determined by the governing body to which such service area is assigned.

Section 11.2. *The System Charges.*

The rates and charges of the System will be established by the Commission provided, however, such rates and charges shall be sufficient to cover debt service, operation, and maintenance.

ARTICLE XII **ANNEXATION**

Section 12.1. *Municipal Service Areas.*

Municipalities with established service areas will have the responsibility for the development of a program for the ultimate extension of municipal limits to the boundaries to their service areas. A part of such program may be higher rates and charges for those customers outside the existing corporate

limits. Municipalities may require annexation at the present or some future time as condition to receiving water and/or sewer service.

ARTICLE XIII AMENDMENT

These Bylaws may be amended by the Commission upon a three-fourths vote of the total membership of the Commission. Any proposed amendment to the Bylaws shall be provided to all Commissioners at least 30 days in advance of the meeting at which such amendment will be considered.

ARTICLE XIV CONFORMITY WITH LAW

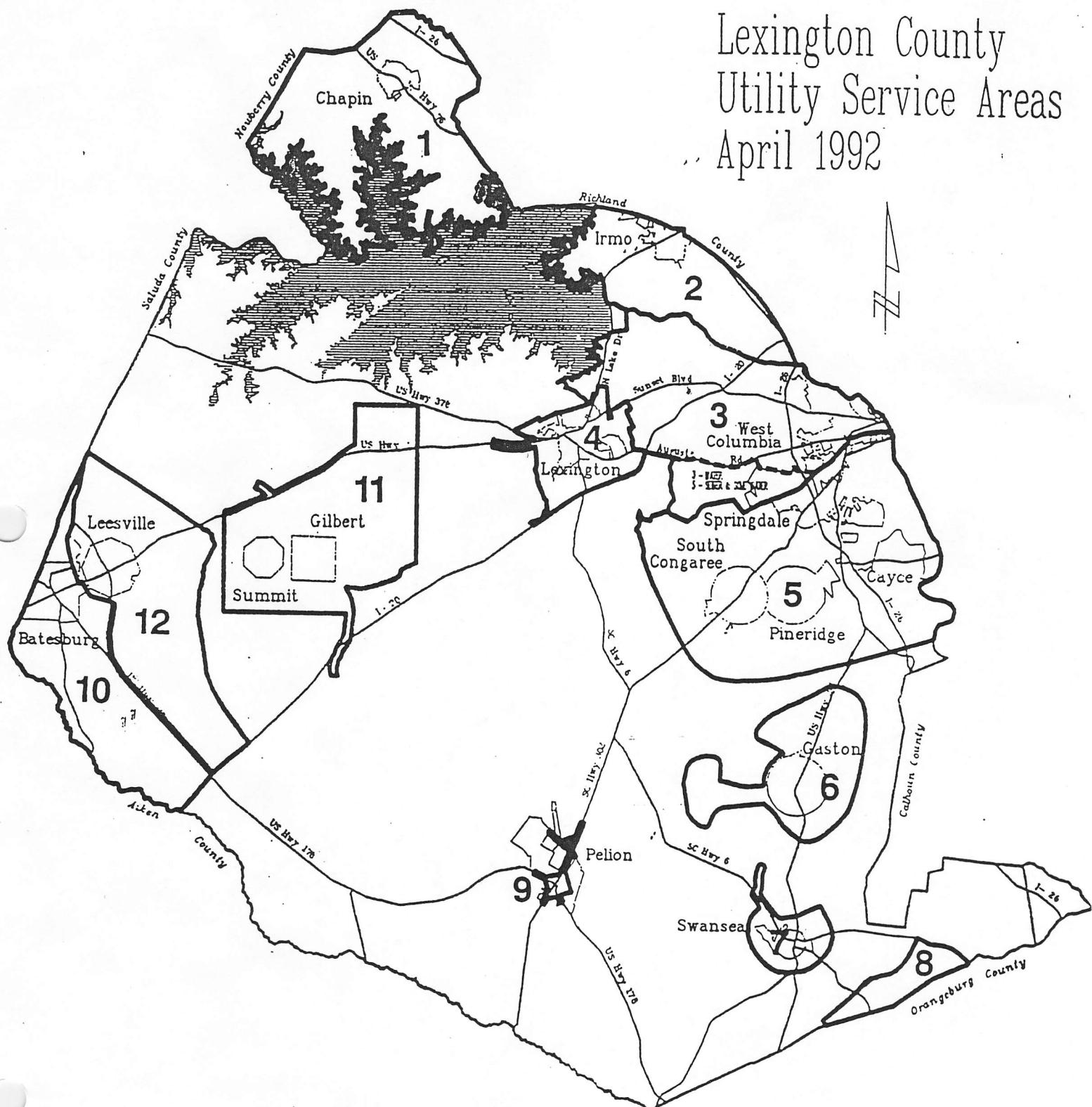
These Bylaws shall be construed whenever possible in conformity with the Constitution of the United States, the Constitution of the State of South Carolina, and all applicable laws. If any provisions of these Bylaws, whether or not set forth in a separate paragraph, sentence or phrase, is held to be invalid or unenforceable; such provisions shall be deemed narrowed and modified in such manner and to such extent, if any, which will render it valid and enforceable and such holding of invalidity or unenforceability shall not effect the validity or enforceability of any other provisions thereof.

Conformed Proofed Copy of Revised Bylaws Adopted in May of 1993.

EXHIBIT A

SERVICE AREAS

Lexington County
Utility Service Areas
April 1992



Memorandum

To: Mayor and Council

From: Michael Conley, City Manager

Date: January 6, 2026

Subject: Loan Assistance Agreement for Advanced Water Treatment Study

Issue

Council approval is needed to approve a Resolution to authorize acceptance and execution of a Loan Assistance Agreement from the South Carolina Water Quality Revolving Fund Authority for the Water Treatment Plant's Advanced Water Treatment Study.

Discussion

In March of 2024, Utilities staff prepared and submitted a Drinking Water State Revolving Fund (SRF) Project Questionnaire to request Principal Forgiveness funding to assist in evaluating treatment options to meet impending U.S. National Drinking Water Standards for Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS). The City's Advanced Treatment Study Project was approved for funding under the Drinking Water State Revolving Fund (SRF) Emerging Contaminants Grant Intended Use Plan.

The first step of the SRF process was to secure an engineering firm for the study. On December 2, 2025, Council approved acceptance of the engineering proposal for the Advanced Water Treatment Study and authorized the City Manager to execute a contract with the consultant. The contract was negotiated and then executed on December 8, 2025. The next step in the SRF process was for the South Carolina Rural Infrastructure Authority (RIA) to develop a Loan Assistance Agreement (LAA) to cover the funding for the study. The LAA has now been provided to the City. RIA requires a Resolution to be passed by Council to accept the principal forgiveness loan and authorize the execution of the LAA. The principal forgiveness loan acts like a grant and does not have to be repaid.

Recommendation

Staff recommends Council approve the Resolution authorizing acceptance of the principal forgiveness loan and execution of the Loan Assistance Agreement. The cost of the study is fully funded through the principal forgiveness loan.



Mayor
Elise Partin

Mayor Pro-Tem
Phil Carter

Council Members
Tiffany Aull
Byron Thomas
Alice Rose

City Manager
Mike Conley

Assistant City Manager
Wesley Crosby

RESOLUTION AUTHORIZING AND APPROVING THE ACCEPTANCE OF CERTAIN LOAN ASSISTANCE MONIES FROM THE SOUTH CAROLINA WATER QUALITY REVOLVING FUND AUTHORITY; AUTHORIZING THE MAYOR TO EXECUTE THAT CERTAIN LOAN ASSISTANCE AGREEMENT BETWEEN THE CITY OF CAYCE AND THE SOUTH CAROLINA WATER QUALITY REVOLVING FUND AUTHORITY; AND OTHER MATTERS RELATING THERETO.

WHEREAS, the City of Cayce (the “*Project Sponsor*”) is a municipal corporation duly created and existing under the laws of the State of South Carolina;

WHEREAS, the Project Sponsor is authorized and empowered by the provisions of Title 48, Chapter 5 of the Code of Laws of South Carolina, 1976, as amended, to receive financial assistance from the South Carolina Water Quality Revolving Fund Authority (the “*Authority*”);

WHEREAS, on November 15, 2021, the President signed Public Law No. 117-58, the Infrastructure Investment and Jobs Act (the “*IIJA*”) also known as the Bipartisan Infrastructure Law, which provided appropriations to address emerging contaminants in drinking water with a focus on perfluoroalkyl and polyfluoroalkyl substances through the emerging contaminant capitalization grants under section 1452(t) of the Federal Act and under which this project is committed;

WHEREAS, funds provided under this section of the IIJA requires the Fund to provide 100 percent additional subsidization (assistance which will not accrue interest and the principal of which will be forgiven) for drinking water projects that address emerging contaminants;

WHEREAS, the funds appropriated under the IIJA are deposited into the South Carolina Drinking Water Revolving Loan Fund (the “*Fund*”);

WHEREAS, the Project Sponsor previously applied to the South Carolina Department of Environmental Services (“*DES*”) for certain loan assistance monies to be made available to the Project Sponsor by the Authority in the form of a subsidization;

WHEREAS, the Project Sponsor was selected by DES to receive the Loan Assistance contingent upon compliance by the Project Sponsor with all terms, conditions and requirements set forth in the Loan Assistance Agreement, the form of which is attached hereto as Exhibit A (the “*Loan Assistance Agreement*”); and

WHEREAS, based on approvals issued by DES, the proceeds of the Loan Assistance are to be used by the Project Sponsor for the Water Treatment Plant Advanced Treatment Study described in Appendix A to the Loan Assistance Agreement (the “*Project*”).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cayce (the “*Council*”), in a meeting duly assembled:

Section 1. Acceptance of the Loan Assistance; Acknowledgment of Terms of Loan Assistance Agreement.

The Loan Assistance, under the terms, conditions and requirements set forth in the Loan Assistance Agreement, is hereby accepted. The Project Sponsor acknowledges that the receipt of proceeds of the Loan Assistance pursuant to the Loan Assistance Agreement requires the Project Sponsor to comply with all of the terms of the Loan Assistance Agreement, including requiring strict compliance with all state and federal mandates set forth therein by any contractors performing work on the Project who are subject to those mandates. The Project Sponsor further acknowledges that the forgiveness of the principal amount of the Loan Assistance by the Authority is conditional upon the Project Sponsor’s complete and satisfactory compliance with the terms of the Loan Assistance Agreement, and that any failure to comply strictly with such terms could result in a requirement that the Project Sponsor repay to the Authority all or a portion of the Loan Assistance. The Project Sponsor has fully reviewed each and every term of the Loan Assistance Agreement.

Section 2. Approvals, Appropriations and Expenditures.

The Project Sponsor certifies that it has taken, or will take, all actions necessary under South Carolina law to approve, appropriate and expend the proceeds of the Loan Assistance.

Section 3. Authorization of the Loan Assistance Agreement.

The Loan Assistance Agreement is hereby approved, and the execution and delivery of the Loan Assistance Agreement on behalf of the Project Sponsor is hereby authorized and directed. The Loan Assistance Agreement shall be executed on behalf of the Project Sponsor by the Mayor and shall be attested to by the Municipal Clerk.

Section 4. Miscellaneous.

This Resolution shall be a contract between the Project Sponsor and the Authority, and shall be enforceable as such against the Project Sponsor.

ADOPTED, this ____ day of January 2026.

CITY OF CAYCE

SEAL

By: _____

Its: _____

Attest:

By: _____

Its: _____

LOAN ASSISTANCE AGREEMENT

between

SOUTH CAROLINA WATER QUALITY REVOLVING FUND AUTHORITY

and

CITY OF CAYCE

Dated

January ___, 2026

relating to

Water Treatment Plant Advanced Treatment Study

South Carolina Drinking Water Revolving Loan Fund

FY 2024 Emerging Contaminants Capitalization Grant

Loan Assistance Number: CF3-24-3210003-03

No. ___ of Two Executed Original Counterparts

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LOAN ASSISTANCE AGREEMENT

THIS LOAN ASSISTANCE AGREEMENT is entered into as of the ____ day of January 2026, (the "*Effective Date*") between the SOUTH CAROLINA WATER QUALITY REVOLVING FUND AUTHORITY, a public instrumentality of the State of South Carolina (the "*Authority*"), and the CITY OF CAYCE, a municipal corporation of the State of South Carolina (the "*Project Sponsor*").

WITNESSETH:

WHEREAS, the Authority is authorized by Title 48, Chapter 5, Code of Laws of South Carolina, 1976, as amended (the "*Act*") to administer the South Carolina Drinking Water Revolving Loan Fund (the "*Fund*") for the purpose of assisting Project Sponsors (as defined in the Act) in the construction of, among other things, public drinking water supply, storage, treatment and distribution facilities as defined in the Federal Safe Drinking Act, Title 42, United States Code, Section 300f et seq., as amended (the "*Federal Act*"); and

WHEREAS, the South Carolina Department of Environmental Services (the "*Department*") is authorized by the Act to, among other things, develop a priority system and prepare an annual plan to insure compliance with the Federal Safe Drinking Water Act; and

WHEREAS, on November 15, 2021, the President signed Public Law No. 117-58, the Infrastructure Investment and Jobs Act (the "*IIJA*") also known as the Bipartisan Infrastructure Law, which provided supplemental appropriations for the Fund for drinking water infrastructure facilities; and

WHEREAS, a portion of the funding provided under the IIJA shall be used to as principal forgiveness address emerging contaminants in drinking water with a focus on perfluoroalkyl and polyfluoroalkyl substances through emerging contaminant capitalization grants under section 1452(t) of the Federal Act and under which this project is committed; and

WHEREAS, the Act, as amended on May 28, 2010, authorizes the Authority to use amounts in the Fund to fully implement all requirements of the IIJA for the Fund; and

WHEREAS, the Authority is authorized by the Act to enter into agreements with Project Sponsors in order to finance Projects (as defined in the Act) and the Department is authorized to select projects to receive additional subsidization in the form of Loan Assistance, herein defined; and

WHEREAS, the Project Sponsor proposes to perform an emerging contaminants study as described in Appendix "A" hereto (the "*Project*"), which Project will be part of the Project Sponsor's waterworks and sewer system (the "*System*"); and

WHEREAS, pursuant to the IIJA funding provision for emerging contaminants, the Department has selected this Project to receive additional subsidization in the form of Loan Assistance, herein defined;

NOW, THEREFORE, BE IT AGREED AS FOLLOWS:

LOAN ASSISTANCE PROVISIONS

The Authority agrees to provide Loan Assistance, as defined below, to the Project Sponsor solely from appropriations granted to the state from the emerging contaminates capitalization grant, subject to the terms and conditions of this Loan Assistance Agreement, applicable laws, regulations and all Federal and State requirements now and hereafter in effect governing the use of this Loan Assistance.

1. **Loan Assistance Defined.** Subject to the terms and conditions of this Agreement, the Authority agrees to make, and the Project Sponsor agrees to accept, the loan assistance herein provided for (the "***Loan Assistance***"), such term being defined as a loan which will not accrue interest and the principal of which is hereby forgiven in its entirety. The amount of the Loan Assistance is set forth in Appendix "B" hereto.
2. **Purpose Limited to Project.** The Project Sponsor shall use the Loan Assistance only to pay the actual eligible costs of the Project. The Project scope is described in Appendix "A" and more specifically as approved in the Project files of the Department. The Project Sponsor shall make no modifications to the Project scope without the written consent of the Department, such consent to be made part of this Agreement. Except to the extent otherwise approved in writing by the Department and made part of this Agreement, only the costs shown in the Project budget set forth in Appendix "A" shall be allowed and only in the amounts provided for each category. Loan Assistance may not be used to pay for labor performed by employees of the Project Sponsor.
3. **Disbursements**
 - (a) Requests for disbursement shall be made by the Project Sponsor to the Department on forms of the Department and shall be accompanied by such invoices and other proofs of incurred costs as the Department may reasonably require. The Project Sponsor shall comply with all requirements of the SRF Disbursement Package in submitting draw requests to the Department.
 - (b) The Authority shall make disbursements to the Project Sponsor under this Agreement only after receiving each Department approved draw request. The Authority shall incur no liability to the Project Sponsor in the event that the Department does not approve a draw request submitted by the Project Sponsor.
 - (c) The Authority will exert its best efforts to disburse funds within seven (7) days of receiving such approved draw request, but no assurance is given by the Authority that such schedule will be met and the Authority shall incur no liability to the Project Sponsor for a delay.
 - (d) The Project Sponsor shall receive and promptly disburse the funds to be provided hereunder as trust funds for the purpose of paying the eligible costs of the Project and for no other purpose.
4. **Budget Changes.** Any change to the budget categories, the amounts therein, or increases/decreases to the total budget for the Project shown in Appendix "A" hereto, or to the Loan Assistance Amount shown in Appendix "B" hereto, shall require written approval by the Department and such approval shall be provided to the Project Sponsor and the Authority and shall be attached hereto and become a part of this Agreement without the requirement of further amendment.

5. Federal and State Requirements. The Project Sponsor hereby agrees to comply with the following requirements.

(a) Civil Rights and Labor Standards:

- (i) The Project Sponsor shall not be presently debarred for noncompliance with Federal Law and shall not award contracts to any firm that is presently debarred for noncompliance with Federal Law where the contract amount equals or exceeds the federal small purchase procurement threshold.
- (ii) The Project Sponsor shall require all prime construction contractors to certify that subcontracts have not and will not be awarded to any firm that is presently debarred for noncompliance with Federal Law, where the subcontract amount is expected to equal or exceed the Federal small purchase procurement threshold.
- (iii) The Project Sponsor shall require all contractors on the Project to comply with the Department of Labor's Safety and Health Regulations for construction promulgated under the Occupational Safety and Health Act of 1970 (PL 91-956) and under Section 107 of the Contract Work Hours and Safety Standards Act (PL 91-54).
- (iv) The Project Sponsor shall comply with the federal laws that prohibit discrimination in the provision of services or benefits, on the basis of race, color, national origin, sex, handicap or age, in programs or activities receiving federal financial assistance. These laws include Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act (33 U.S.C. § 1251), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and The Age Discrimination Act of 1975 (42 U.S.C. § 6102). In addition, 40 C.F.R. Part 7 (the federal regulation implementing Title VI of the Civil Rights Act of 1964, Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act, and Section 504 of the Rehabilitation Act of 1973) shall also be complied with.

6. Procurement Requirements. The Project Sponsor shall comply with all procurement requirements of law.

7. Inspection and Completion.

- (a) The Project Sponsor shall cause the Scope of Work identified in Appendix "A" to be completed and shall require satisfactorily completion of all work within the time stated in the executed engineering contract. Extension of any contract completion date requires the Department's approval. Any costs incurred as a result of a time extension which has not received approval by the Department shall not be eligible for Loan Assistance participation.
- (b) The Project Sponsor shall pay all costs to complete the Project not covered by the Loan Assistance.

8. Viability. The Project Sponsor shall, to the satisfaction of the Department, have developed and implemented appropriate managerial and financial capacity mechanisms to ensure compliance with state and federal regulatory requirements (e.g., Safe Drinking Water Act, Clean Water Act).

9. Reporting and Information. The Project Sponsor agrees to complete and submit all information and reports, in such form and according to such schedule, as may be required by the Department or the Authority.

10. **Maintenance of Records.** All pertinent Project records including, but not limited to, financial records, supporting documents, and technical records for the Project shall be retained for a minimum of three years after the date of the final disbursement under this Agreement. However, if any litigation, claim, or investigative audit is started before the expiration of the three year period, then all such records must be retained for three years after the litigation, claim, or audit is resolved.
11. **Accounting and Auditing.**
 - (a) The Project Sponsor shall account for the Project according to Generally Accepted Governmental Accounting Principles (GAAP).
 - (b) Within six months of the end of each fiscal year of the Project Sponsor in which any funds are received under this Agreement, the Project Sponsor shall submit to the Authority an annual financial statement audit prepared by an independent certified public accountant. The conduct of the audit and the audit shall be in accordance with Generally Accepted Auditing Standards as defined in the Government Auditing Standards, Comptroller General of the United States, July 17, 2018 and revisions, updates, or successors thereto. A Single Audit, as required by OMB under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200, Subpart F, may be necessary for each year federal funds are disbursed to the Project Sponsor under CFDA Number 66.468. If the Project Sponsor conducts a Single Audit when federal money disbursed from the Fund is less than the threshold required for such audit, the Project Sponsor shall submit to the Authority, within thirty (30) days of its completion, any findings and recommendations pertaining to money from the Fund contained in such Single Audit. Any Single Audit conducted by the Project Sponsor shall also be submitted to the Federal Audit Clearinghouse within thirty (30) days of its completion.
12. **Release of Responsibility.** The Project Sponsor shall undertake the Project on its own responsibility and shall release and hold harmless the Authority, the Department, the State and their officers, members and employees from any claim arising in connection with the design, construction or operation of the Project including any matter due solely to the negligence of any of these parties.
13. **Access and Inspection.** The Project Sponsor shall provide access to the Project work whenever it is in preparation or after completion and provide proper facilities for access and inspection. The Project Sponsor shall allow the United States Environmental Protection Agency, the Inspector General of the United States, the Department and the Authority, or any authorized representative, to have access to any books, documents, plans, reports, papers, and other records pertinent to the Project. The Project Sponsor shall cause its engineers, contractors, auditors and employees to cooperate during such inspections and make available all materials relevant to the review, examination or audit of the Project and compliance with this Agreement.
14. **Other Agreements.** The Project Sponsor shall comply with all terms and conditions of any engineering agreements affecting the Project and its operation.
15. **Compliance with Governmental Authority.** The Project Sponsor shall comply with all environmental laws, rules and other provisions of legal force and effect and all such other provisions which govern the Project.
16. **Review and Inspection of Work.** Any audit or review of the study and any inspection of the work shall be for the convenience of the Department only in order to determine that they are within the approved scope of the Project. No such review and inspection, approvals and disapprovals shall be an undertaking by the Department of responsibility for design or evaluation.

17. **Sanctions.** If the Project Sponsor does not comply with the provisions of the Agreement, the Authority, upon receipt of written instructions by the Department, may take any or all of the following actions: (a) require repayment of all or a portion of any Loan Assistance provided; (b) require the Project Sponsor to take corrective actions to comply with this Agreement; (c) cancel, terminate, or suspend, in whole or in part, the Loan Assistance provided through this Agreement; or (d) terminate the entire Agreement.
18. **Severability.** If any provision of the Agreement is found to be illegal, invalid, or unenforceable in any respect, the legality, validity, and enforceability of the other provisions of this Agreement shall not in any way be affected or impaired.
19. **Complete Agreement.** This Agreement contains Appendices "A", "B", "C", and all subsequent written approvals of the Department that alter any information contained in any of the Appendices hereto.
20. **South Carolina Contract.** This Agreement shall be governed by and construed in accordance with the laws of the State of South Carolina.
21. **Notices.** All notices hereunder shall be in writing and shall be addressed as follows:

If to the Project Sponsor:

City of Cayce
1800 12th Street
Cayce, SC 29033

Attention: City Manager

If to the Authority:

South Carolina Water Quality Revolving Fund
Authority
c/o Office of Local Government - SRF
South Carolina Rural Infrastructure Authority
1201 Main Street
Suite 1600
Columbia, South Carolina 29201

Attention: Noel Hebert

22. **Counterparts.** This Agreement is executed in two counterparts, which are separately numbered, but each of which is deemed an original of equal dignity with the other and which is deemed one and the same instrument as the other.
23. **Term of Agreement.** The Term of this Agreement begins on the Effective Date and will expire upon the satisfaction of the requirements of Paragraph 11 herein.

IN WITNESS WHEREOF, the Project Sponsor and the Authority have caused these presents to be signed, sealed and delivered all as of the date hereof.

CITY OF CAYCE

(SEAL)

By: _____

Name: _____

Title: _____

Attest:

By: _____

Its: _____

SOUTH CAROLINA WATER QUALITY REVOLVING FUND AUTHORITY

By: _____

Bonnie Ammons, Director,
Office of Local Government,
South Carolina Rural Infrastructure Authority

SCOPE OF WORK

Project Sponsor: City of Cayce

Project Name: Water Treatment Plant Advanced Treatment Study

Loan Assistance Number: CF3-24-3210003-03

The proposed project will include an evaluation of the various treatment options that are known to remove PFAS. This includes advanced treatment options such as Granular Activated Carbon (GAC), Anion Exchange (AIX), and reverse Osmosis/Nanofiltration (RO/NF). The benefits of feeding increased dosages of Powdered Activated Carbon (PAC) will be evaluated as well. The study will involve research and bench scale testing to determine the efficiency of PFAS removal for each treatment option. In addition, the study will evaluate which of the treatment options, or combination of options, is also capable of treating the algal byproducts geosmin and 2-Methylisoborneol (MIB), which would be an added benefit to ensure the City is capable of treating water to minimize taste and order concerns during future algal blooms.

APPENDIX "A"

Page 2 of 2

PROJECT BUDGET

Project Sponsor: City of Cayce

Project Name: Water Treatment Plant Advanced Treatment Study

Loan Assistance Number: CF3-24-3210003-03

<u>ITEM</u>	<u>LOAN</u>	<u>TOTAL</u>
	<u>ASSISTANCE</u>	<u>ELIGIBLE</u>
	<u>FUNDS</u>	<u>COST</u>
Planning and Design Engineering	\$ 600,000	\$ 600,000
Total	\$ 600,000	\$ 600,000

LOAN ASSISTANCE

Project Sponsor: City of Cayce

Project Name: Water Treatment Plant Advanced Treatment Study

Loan Assistance Number: CF3-24-3210003-03

Loan Assistance Amount: \$ 600,000

Loan Amount: \$ 600,000

Less Principal Forgiveness: \$ 600,000

Net Amount for Repayment: \$ 0

SPECIAL CONDITIONS

Project Sponsor: City of Cayce

Project Name: Water Treatment Plant Advanced Treatment Study

Loan Assistance Number: CF3-24-3210003-03

None.

Memorandum

To: Mayor and Council

From: Michael Conley, City Manager

Date: January 6, 2026

Subject: First Reading of an Ordinance to rezone property at 1109 F Avenue (Tax Map Number 004634-07-004) from C-1 to RS-3

Issue

Council approval is needed for the First Reading of an Ordinance to rezone the property located at 1109 F Avenue (Tax Map Number 004634-07-004) from C-1 (Office and Institutional Commercial District) to RS-3 (Single-Family Residential District).

Discussion

The property owner has requested rezoning of 1109 F Avenue from C-1 to RS-3 so that the property's existing single family residential structure aligns with the proper zoning designation for the property.

The subject property is located within an area characterized by a mix of RS-3 and C-1 zoning districts. The C-1 zoning is more appropriate for properties along 12th Street, but its application along F Avenue does not reflect the residential character of the surrounding neighborhood.

The property is designated as RC (Residential/Conservation Infill) on the Future Land Use Map (FLUM). The RC land use category is intended to protect existing single-family residential and encourage residential infill development.

The FLUM serves as a long-range planning guide for evaluating zoning, development, and public investment decisions. The FLUM illustrates general land use patterns and should be utilized along with the Comprehensive Plan's goals, policies, and objectives.

The proposed RS-3 zoning district aligns with the goals of the Comprehensive Plan. Based on these considerations, staff finds the rezoning request to comply with the Comprehensive Plan.

Recommendation

The Planning Commission unanimously recommends that City Council approve the rezoning of 1109 F Avenue from C-1 to RS-3. The Commission noted its support for updating C-1 zoning designations in the area where such zoning does not reflect existing or intended uses.

STATE OF SOUTH CAROLINA)	ORDINANCE 2026-01
COUNTY OF LEXINGTON)	Amending the Zoning Map and
CITY OF CAYCE)	Rezoning Property Located at 1109 F
		Avenue (Tax Map Number 004634-07-004) from C-1 to RS-3

WHEREAS, the Owner/Applicant requested that the City of Cayce amend the Zoning Map to re-designate the property comprising and shown at 1109 F Avenue, with Tax Map Number 004634-07-004, from C-1 (Office and Institutional) to RS-3 (Single-Family Residential), and

WHEREAS, the Planning Commission held a public hearing on this request to receive comments from the public and adjacent property owners, and

WHEREAS, the Planning Commission met on December 15, 2025, to receive public comments and vote on whether to recommend the rezoning request, and has decided by a unanimous vote that it does recommend this change to the existing zoning,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, that the property hereinafter listed, and as shown on the attached sketch, is hereby rezoned and reclassified on the Zoning Map of the City of Cayce as RS-3:

Tax Map Number 004634-07-004
1109 F Avenue

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

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2026.

Elise Partin, Mayor

Attest:

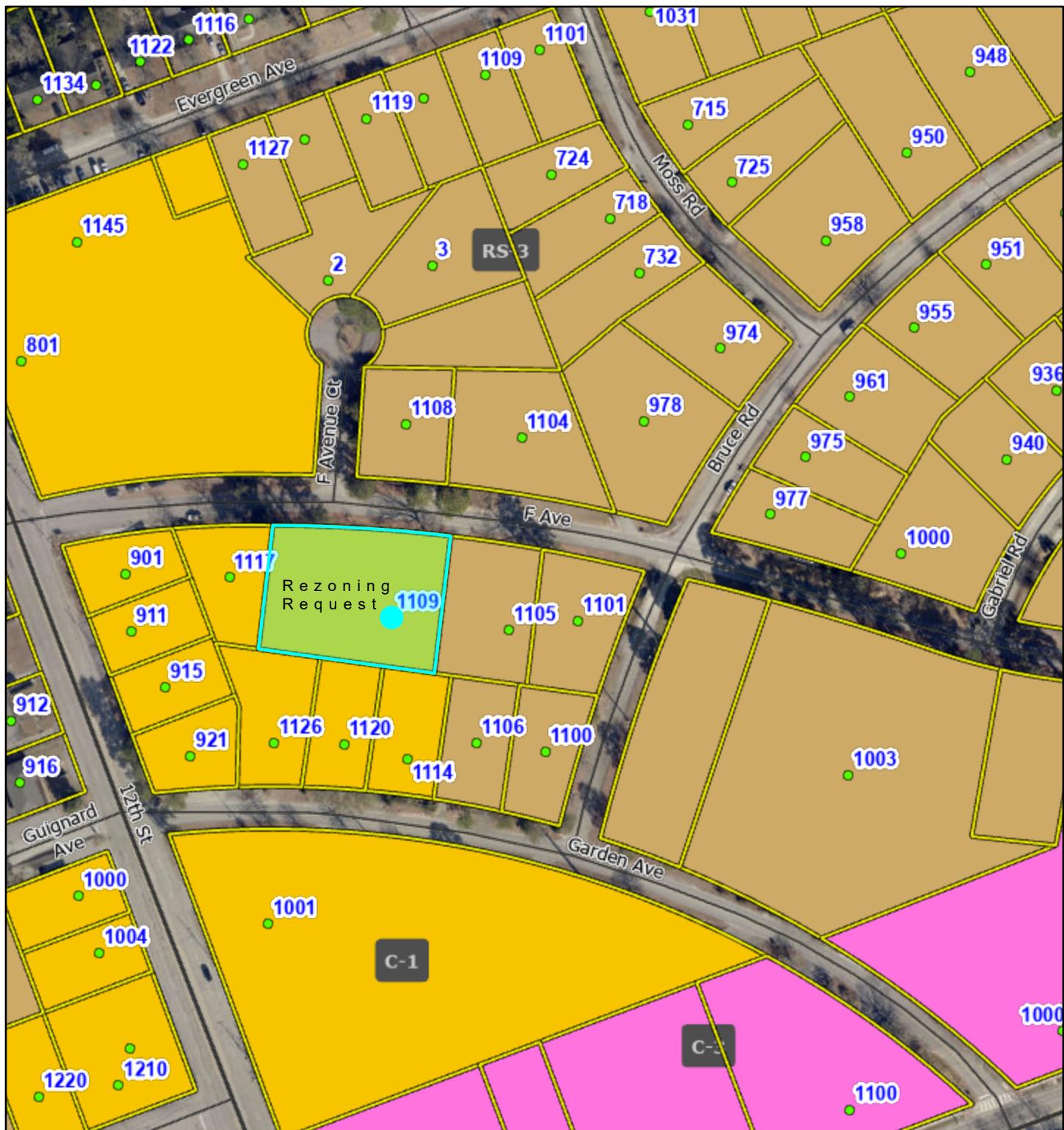
Mendy Corder, CMC, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

Approved as to form: _____
James Smith, City Attorney

Rezoning Request 1109 F Avenue



12/7/2025, 11:22:40 PM

1:2,000

0 0.01 0.03 0.06
0 0.03 0.06 0.11 km

Address Points Parcels

Existing Cayce Zoning

Roads

RS-3 Single Family, Small Lots

Arterial

C-1 Office / Institutional

Local

C-3 Central Commercial

MA005-25
1109 F Ave

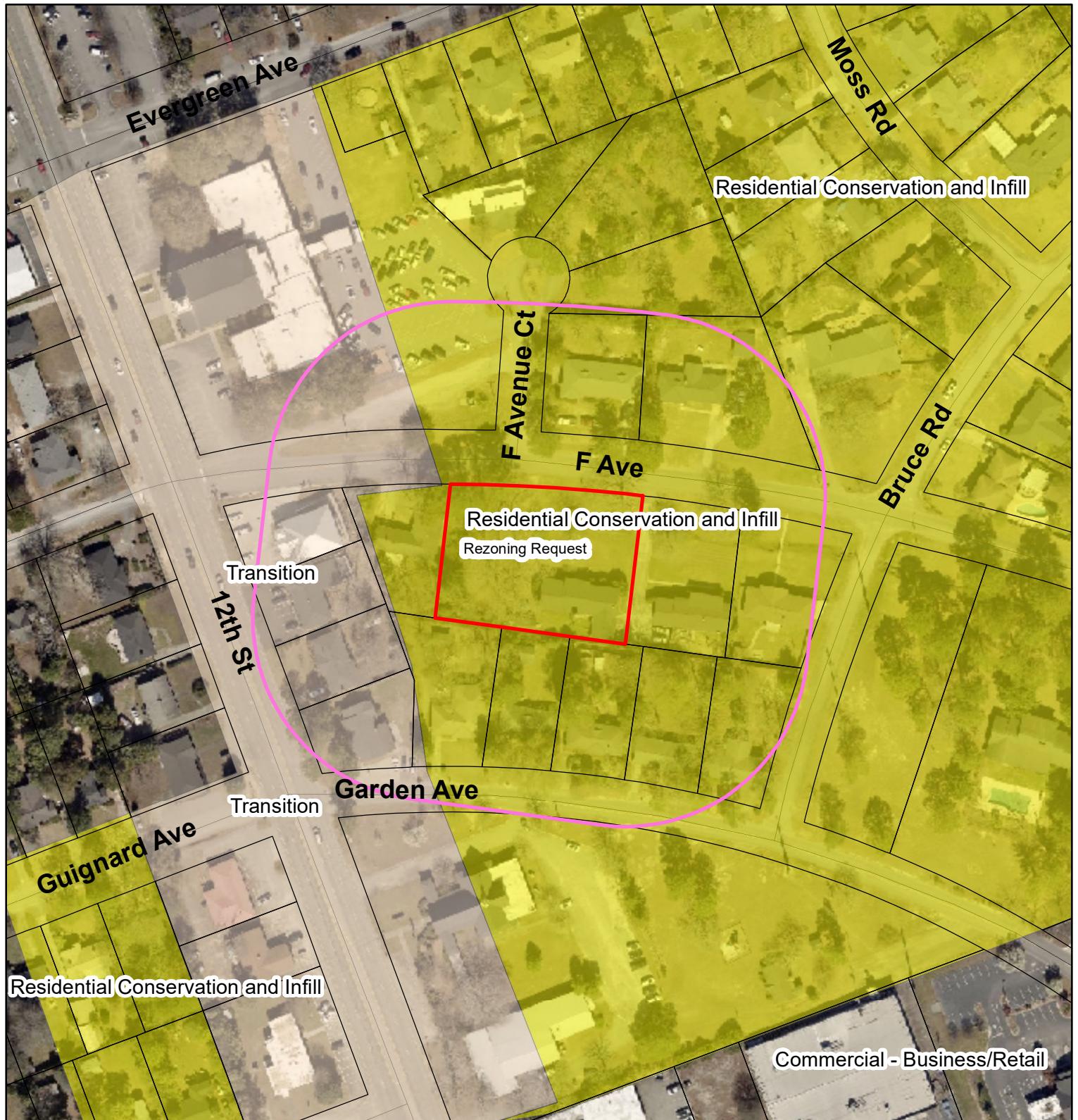
ITEM IV. C.

Re-Zoning Request
Future Land Use Map

Legend

Land Use Categories

- RESIDENTIAL CONSERVATION AND INFILL
- TRANSITION AREA



Memorandum

To: Mayor and Council

From: Michael Conley, City Manager

Date: January 6, 2026

Subject: First Reading of an Ordinance to rezone property near the corner of Millen Street and Dunbar Road, abutting 1401 Dunbar Road (Tax Map Number 5766-03-008) from M-1 to RG-2

Issue

Council approval is needed for the First Reading of an Ordinance to rezone the property located near the corner of Millen Street and Dunbar Road, abutting 1401 Dunbar Road (Tax Map Number 5766-03-008), from M-1 (Light Industrial) to RG-2 (General Residential).

Discussion

The property owner has requested rezoning to RG-2 to allow for residential use. The subject property is located in an area with a mix of M-1, RG-2, and C-1 zoning districts, reflecting industrial, residential, and commercial uses.

The property is designated as Commercial Business and Industrial Areas (CBI) on the Future Land Use Map (FLUM). The FLUM is a long-term planning guide that shows general land use patterns and helps evaluate zoning, development, and public investments. It should be utilized in conjunction with the Comprehensive Plan.

The RG-2 zoning designation is not fully aligned with the Commercial Business and Industrial (CBI) land use category, but the property is near the boundary of the Residential Density Flex (RD) classification, which lists RG-2 as a compatible zoning district. Future land use boundaries are intended to show transition areas. They may change over time in response to infrastructure projects, development pressures, economic trends, or population shifts.

Staff finds the requested RG-2 zoning to be consistent with the intent of the Comprehensive Plan, given the property's location near the RD boundary and the surrounding mix of uses.

Recommendation

The Planning Commission unanimously recommends that City Council approve the rezoning of the property from M-1 to RG-2.

STATE OF SOUTH CAROLINA)	ORDINANCE 2026-02
COUNTY OF LEXINGTON)	Amending the Zoning Map and
CITY OF CAYCE)	Rezoning Property Located Near the
		Intersection of Dunbar Road and
		Millen Street, Abutting 1401 Dunbar
		Road (Tax Map Number 005766-03-008) from M-1 to RG-2

WHEREAS, the Owner/Applicant requested that the City of Cayce amend the Zoning Map to re-designate the subject property located near the intersection of Dunbar Road and Millen Street, abutting 1401 Dunbar Road and. (Tax Map Number 005766-03-008), from M-1 (Light Industrial) to RG-2 (General Residential), and

WHEREAS, the Planning Commission held a public hearing on this request to receive comments from the public and adjacent property owners, and

WHEREAS, the Planning Commission met on December 15, 2025, to receive public comments and vote on whether to recommend the rezoning request, and has decided by a unanimous vote that it does recommend this change to the existing zoning,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, that the property hereinafter listed, and as shown on the attached sketch, is hereby rezoned and reclassified on the Zoning Map of the City of Cayce as RG-2:

Tax Map Number 005766-03-008
Intersection of Dunbar Road and Millen Street, Abutting 1401 Dunbar Road

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

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2026.

Elise Partin, Mayor

Attest:

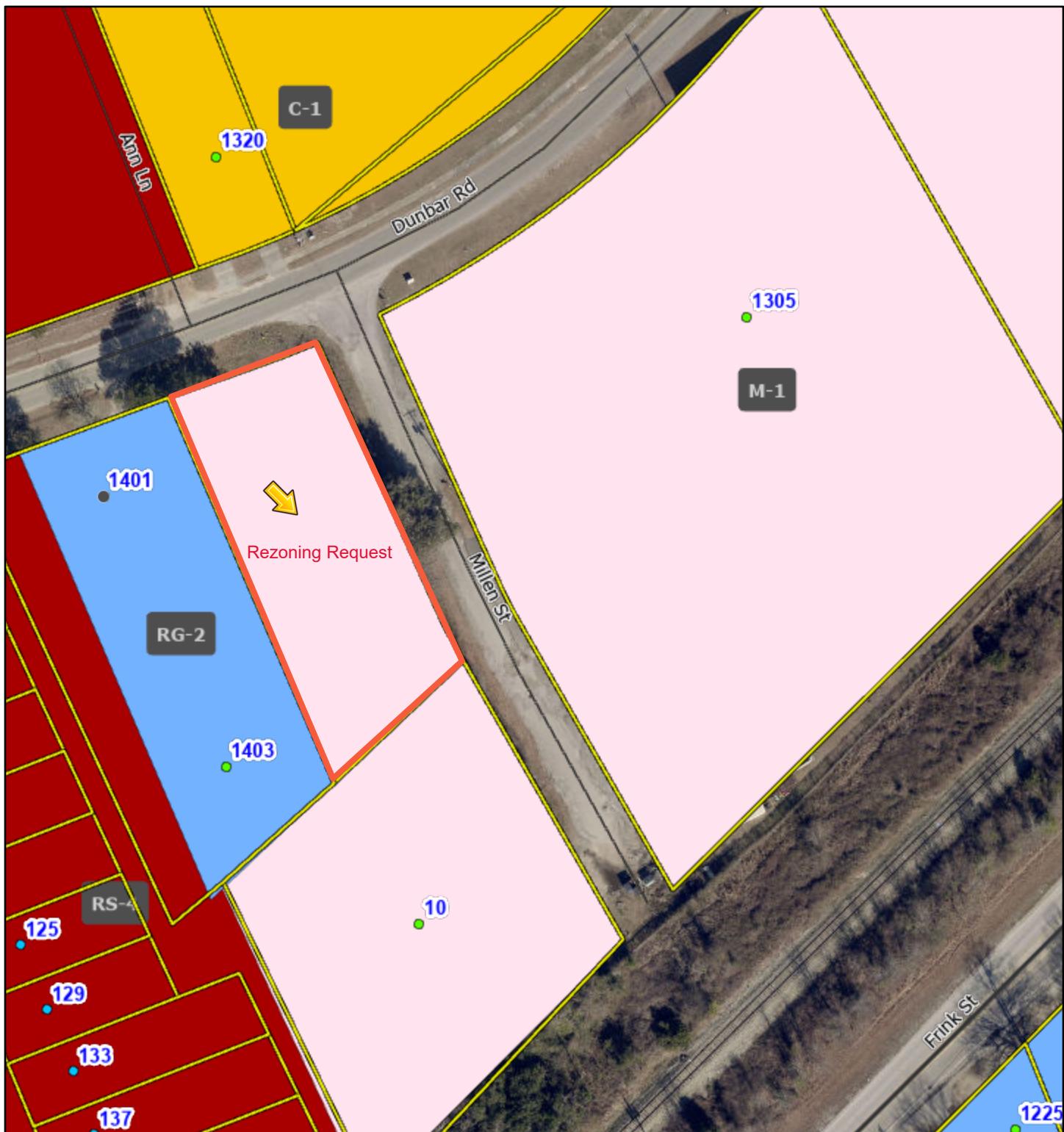
Mendy Corder, CMC, Municipal Clerk

First Reading: _____

Second Reading and Adoption: _____

Approved as to form: _____
James Smith, City Attorney

Rezoning - Dunbar Rd and Millen St ITEM IV. D.



12/31/2025, 3:15:19 PM

1:1,000

0 0.01 0.01 0.03
0 0.01 0.03 0.05 km

Address Points Parcels

• Existing Cayce Zoning

• To Be Placed RS-4 Single Family, Small Lots

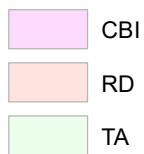
Roads RG-2 General Residential, High Rise

— Arterial C-1 Office / Institutional

— Local M-1 Light Industrial

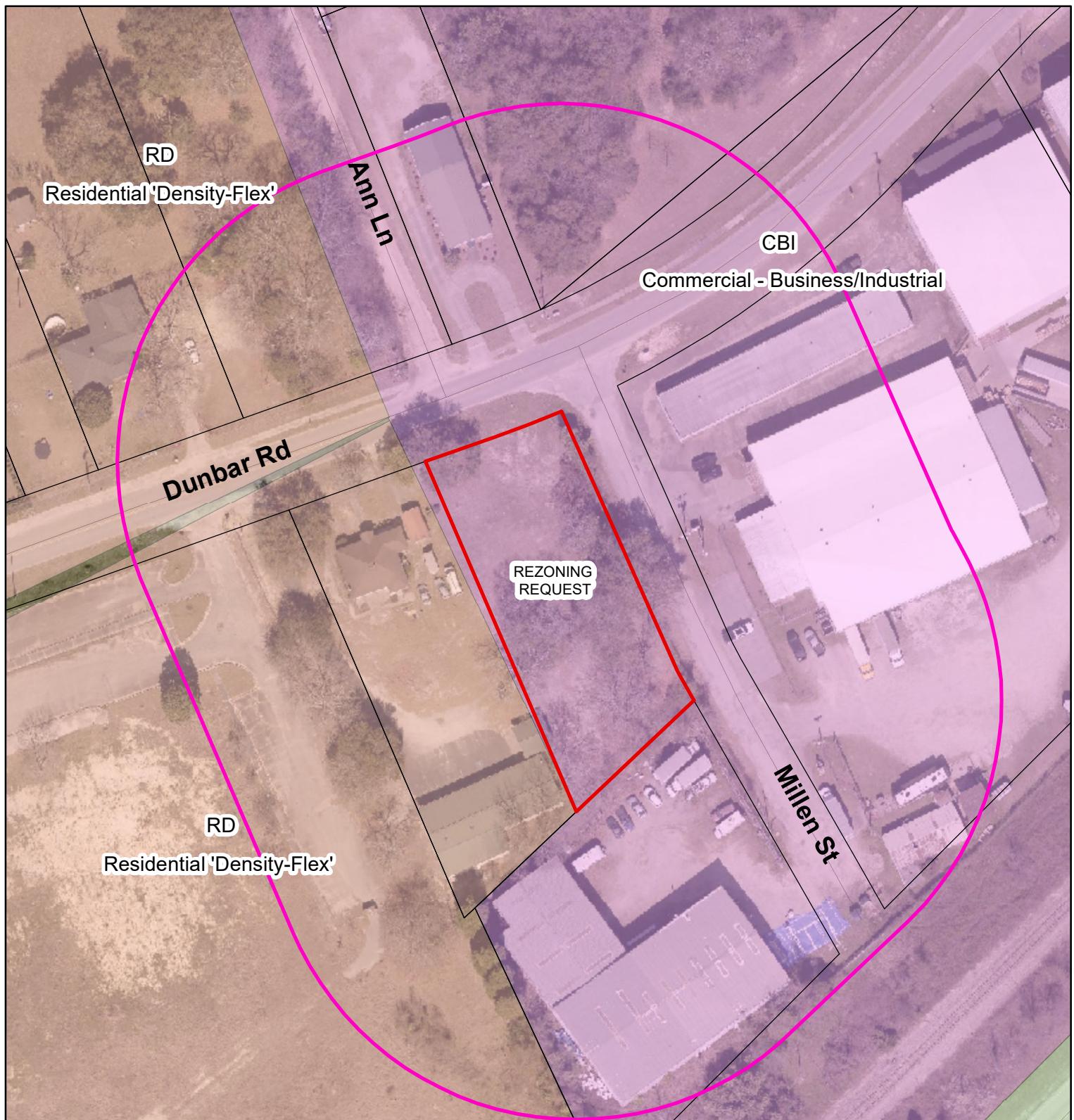
Legend

Land Use Categories



MA006-25 Dunbar Road Re-Zoning Request Future Land Use Map

ITEM IV. D.



100 50 0 100 Feet



Cayce Historical Museum Commission
October 1, 2025
Meeting Minutes

The October 1, 2025, meeting of the Cayce Historical Museum Commission (CHMC) was held in the Cayce Visitors Center. The meeting was convened at 5:08 pm by Chairman James Stewart. The following individuals attended the meeting:

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

Upcoming Events:

October 1: Christmas Open House Volunteer Meeting
October 11: Archeology Day Event
October 16: Brick Reproduction Event
November 15: Rev 250 event at 96 Historic Park
November 25: Christmas Open House Decorating Party
December 6: Christmas Open House Event
January 24, 2026: Genealogy Workshop and CHF fundraiser
TBD: Cayce Women's Club Joint Children's programs

Invocation: Commissioner Sulton

September Meeting Minutes:

Following a review of the minutes from the last meeting, Commissioner Stephenson made a motion to approve minutes. This motion was seconded by Commissioner Tenny and approved by the Commission.

Museum Staff Report

The Julius Felder History Lecture had approximately 30 attendees including members of the family. Ongoing work on the Public Safety exhibit continues with work on the compilation of the three panels. The Revolutionary War exhibit video development is also in progress and nearing completion. The Catawba Pottery exhibit is moving forward along with a redesign of the Native American Exhibit space. Additional updates on this exhibit will be after the Christmas events. On October 16th, Greg McKee will present on the "Guignard Brickworks" at 6pm at the Museum.

Historic Preservation

Presentations are being planned in the upcoming months with community organizations to educate them on ways they can help with Historic Preservation in Cayce and surrounding areas. Forms are being developed for residents to fill out to nominate Historic properties. Edenwood Neighborhood Association and Women's Club of Cayce will be the first presentations scheduled in November 2025.

Donations:

Museum staff received an email regarding the donation of a 19th Century bedframe and rockingchair (broken). Commissioners discussed the items and decided not to accept the items due to the damage and that there were similar items already at the Museum.

Old Business-

Christmas Volunteer Event

The Volunteer meeting will be held on Oct. 1st at 6pm. There will be a list of tasks for volunteers to sign up for at the meeting. Commissioners were asked to select various tasks to take leadership over to ensure a great Museum Open House. The Lantern Tours, Vendor Market, Concerts, Santa Claus and Sword demonstration are all planned to be a part of the event that will be held on December 6th. A-Tax grant funds were approved for the Cayce Historic Foundation which will allow for a Concert event on Friday evening and a large tent for vendors for the market. Additionally, the events will be included with a large sign placed at the corner of 12th and Knox Abbott to help boast attendance. There was a discussion of the vendor process from last year and

past years' lantern tours. Commissioner Moore is researching poinsettias options and will follow up with the Chair on pricing.

With no additional items on the agenda and the volunteer meeting starting at 6pm, Chair Stewart called for a motion to adjourn the meeting. The motion was made by Vice Chair Sulton and seconded by Commissioner Tenny. The CHMC unanimously voted to adjourn the meeting at:

5:45 PM.



**APPROVED MINUTES
BOARD OF ZONING APPEALS
MONDAY, OCTOBER 20, 2025
CAYCE CITY HALL – 1800 12TH STREET
6:00 PM**

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Chair Jason Simpson. Those present included Board of Zoning Appeals members Cindy Pedersen, Chip Salak, Phillip Corley, and Dr. Patricia McClerkin-Motley. Also in attendance were City Manager Michael Conley, Director of Development Services Luke Godbold, and Planning and Zoning Administrator Monique Ocean.

II. APPROVAL OF MINUTES FOR JANUARY 27, 2025, MEETING

Cindy Pedersen made a motion to approve the minutes from the January 27, 2025, meeting. Phillip Corley seconded the motion. All were in favor.

III. STATEMENT OF NOTIFICATION

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

IV. PUBLIC HEARING

Variance 001-25 - The applicant, Cypress Cove Properties, is requesting a 10-foot variance from Section 6.7, Table 3 of the Cayce Zoning Ordinance to reduce the minimum lot width for a parcel in the RS-3 district from 60 feet to 50 feet. The property is located at 733 Lexington Avenue (Tax Map Number 005769-06-003).

A. Staff's Opening Statement

Monique Ocean began by presenting staff's evaluation of the variance request. She explained that staff believes the parcel has extraordinary conditions, noting that it historically contained two residences—a pattern that predates current zoning standards. Ms. Ocean stated that enforcing the 60-foot width requirement would prevent subdivision consistent with the surrounding 50-foot lots and would limit reasonable redevelopment, thereby creating a practical hardship. She concluded that staff is of the opinion that the applicant meets the criteria for granting a variance; however, the decision ultimately rests with the Board of Zoning Appeals.

B. Comments from the Applicant

The applicant, Mr. David Hilburn, appeared before the Board to explain his justification for the variance request. Mr. Hilburn noted that the property's previous use was a non-conformity, as it was permitted to have two residential structures on the same lot. He explained that the second house on the property burned down and that he cannot construct a new home without subdividing the parcels to slightly smaller dimensions. Mr. Hilburn emphasized that the proposed smaller lots would be comparable in size to other existing parcels in the area. He also stated that he is aware of the infill development ordinance and intends to fully comply with its requirements.

C. Comments from the Public

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

D. Adjourn Public Hearing

Mr. Danny Creamer came before the Board to say that he was in favor of the variance request. Mr. Creamer stated he lives nearby and he sees that a majority of lots in the area are similar to the size being requested with the variance. There was no one to speak against the variance request. With no further discussion, the public hearing was adjourned.

E. Motion

Chair Jason Simpson reviewed the criteria required to grant the variance. He noted that extraordinary circumstances exist due to the two lots being combined into one, that most lots in the area are 50 feet wide like the proposed variance, and that the current configuration prevents the owner from having two lots similar to those in the surrounding area. He added that granting the variance would not be a detriment, but rather a benefit to the neighborhood. Chair Simpson stated that he believes all criteria have been met and asked the Board for their input. Phillip Corley made a motion to approve the variance to allow the subject lot to be subdivided into two 50-foot-wide parcels. Dr. Patricia McClerklin-Motley seconded the motion, and all members voted in favor.

V. NEW BUSINESS

1. Possible comments from staff

Luke Godbold addressed the Board to introduce himself as the new Director of Development Services. He noted that this was the Board of Zoning Appeals' first meeting since he was hired. Mr. Godbold stated that he looks forward to supporting their efforts and assisting with future development and zoning matters.

VI. ADJOURNMENT

With no further discussion, a motion to adjourn the meeting was made and seconded, and all members voted in favor.

A quorum of City Council may be present; however, no discussion or action by the Council will occur.



**APPROVED MINUTES
PLANNING COMMISSION
MONDAY, OCTOBER 20, 2025
CAYCE CITY HALL – 1800 12TH STREET
6:30 PM**

I. CALL TO ORDER

The meeting was called to order by Chair Richard Boiteau. Those present included Planning Commission members, Michael Wuest, Michael Mahoney, Robert Power, Danny Creamer, and Nancy Stone-Collum. Also in attendance were City Manager Michael Conley, Director of Development Services Luke Godbold, and Planning and Zoning Administrator Monique Ocean. Planning Commission member Patty Foy was absent.

II. STATEMENT OF NOTIFICATION

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

III. APPROVAL OF MINUTES

A motion was made and seconded to approve the minutes from the Planning Commission meeting from September 15, 2025. All were in favor.

IV. PUBLIC HEARING

Map Amendment 004-25 - The applicant has requested annexation of the unincorporated portion (1.84 acres) of property located near 2490 Charleston Highway and 2121 Old Dunbar Road. In connection with this annexation, the applicant seeks a zoning designation of C-4 Highway Commercial for the property. The property is further identified as TMS 006896-01-002.

a) Staff's Opening Statement

Monique Ocean presented staff's evaluation of the annexation and rezoning request. She explained that the map amendment concerns a small portion of a larger parcel, and that this small portion is outside the City limits. Ms. Ocean noted that the applicant wants the entire parcel brought into the City limits to avoid issues with future expansion and to keep the property under a single jurisdiction.

b) Comments from the Applicant

The applicant, Mr. Mark Horne, appeared before the Planning Commission to speak on the map amendment request. Mr. Horne explained that he intends to construct an addition to his existing business. He noted that the proposed structure would fall on the boundary between City and County property, and therefore he needed the entire parcel to be within the City limits. He stated that he would not be permitted to build a structure that straddles the boundary line.

c) Comments from the Public

There was no one there to speak for or against the map amendment request.

d) Adjourn Public Hearing

With no further discussion, the public hearing was adjourned.

e) Motion

Nancy Stone-Collum made a motion to recommend approval of the annexation with the C-4 zoning designation. Danny Creamer seconded the motion. All were in favor.

V. NEW BUSINESS

Staff and Planning Commission Remarks

There were no remarks from Staff or the Planning Commission.

VI. ADJOURNMENT

Michael Mahoney made a motion to adjourn the meeting. Michael Wuest seconded the motion. All were in favor.

A quorum of City Council may be present; however, no discussion or action by the Council will occur.

Cayce Historical Museum Commission
November 5, 2025
Meeting Minutes

The November 5, 2025, meeting of the Cayce Historical Museum Commission (CHMC) was held in the Cayce Visitors Center. The meeting was convened at 5:04 pm by Chairman James Stewart. The following individuals attended the meeting:

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

Upcoming Events:

November 15: Rev 250 event at 96 Historic Park
November 25: Christmas Open House Decorating Party
December 6: Christmas Open House Event
January 24, 2026: Genealogy Workshop and CHF fundraiser
TBA: Historic Preservation Lecture (Jan. 2026)

Invocation: Commissioner Sulton

September Meeting Minutes:

Following a review of the minutes from the last meeting, Commissioners made corrections to the spelling of a name, a road name and typo on event name. A motion to approve minutes with corrections was made by Commissioner Moore. This motion was seconded by Commissioner Tenny and approved by the Commission.

Museum Staff Report

The Guigard Brick Lecture had approximately 16 attendees and included detailed history about the brickworks. Ongoing work on the Public Safety exhibit continues with work on the compilation of the three panels while work on the interior continues. The Revolutionary War exhibit video development is also in progress and nearing completion in late December or early January for review. The Native American Graves Protection and Repatriation Act Report has been sent to the Department of Natural Resources (SC) and the Federal Register. Tartan Day South planning has started and this year's Colonial Village will be expanded to two days during the last weekend of March 2026. Additional updates on this exhibit will be after the Christmas events.

Historic Preservation

Presentations are being planned in the upcoming months with community organizations to educate them on ways they can help with Historic Preservation in Cayce and surrounding areas. Forms are being developed for residents to fill out to nominate Historic properties. Edenwood Neighborhood Association (Oct. 26th) and Women's Club of Cayce (November 11th) are scheduled for presentations. Additionally, the third week of January the Museum will host a lecture on Historic Preservation in the Midlands.

Donations:

Museum staff received an email regarding Garner's Mill which has preserved parts and timbers (Fort Jackson) and they are looking for a local Museum to take the item. Commissioners discussed the items and decided not to accept the items due to the size and location (Richland County).

Old Business-

Christmas Event

Commissioners were asked to update on their various tasks for the Museum Open House. The Lantern Tours, Vendor Market, Concerts, Santa Claus and Sword demonstration are all planned to be a part of the event that will be held on December 6th. A-Tax grant funds were approved for the Cayce Historic Foundation which will allow for a Concert event on Friday evening and a large tent for vendors for the market. Additionally, the events will be included with a large sign

placed at the corner of 12th and Knox Abbott to help boast attendance. There was a discussion of the vendor process and getting additional vendors. The lantern tour group will be the Soda City Theater Company and the volunteers will meet soon to map locations and needs for each location. Commissioner Moore ordered the poinsettias. Commissioners reviewed a list of tasks around cleaning the grounds, cleaning fireplaces and blocking off the road with cones. The Cart is available to take guests back and forth. Commissioners briefly discussed the Winter Concert.

With no additional items on the agenda, Chair Stewart called for a motion to adjourn the meeting. The motion was made by Commissioner Earle and seconded by Vice Chair Sulton. The CHMC unanimously voted to adjourn the meeting at:

6:08 PM.

COUNCIL ACTION REQUIRED

BEAUTIFICATION FOUNDATION – ONE (1) POSITION

Mr. Rem Williams recently resigned from the Beautification Foundation and the City has received a potential member application from Ms. Blair Layman. Her application is attached for Council's review.

CAYCE HOUSING AUTHORITY – ONE (1) POSITION

Ms. Johnetta Riley's term on the Cayce Housing Authority expires in January and she would like to serve again. Ms. Riley is the Chairperson of the Authority and consistently attends meetings. Her reappointment application is attached for Council's review.

EVENTS COMMITTEE – ONE (1) POSITION

Ms. Teresa Mitchell was filling an unexpired term on the Events Committee which expires in January. She would like to serve again and consistently attends meetings. Her reappointment application is attached for Council's review.

STANDARD TECHNICAL CODES BOARD OF APPEALS – ONE (1) POSITION

Mr. Derek Hutton's term on the Standard Technical Codes Board of Appeals expires in January and he would like to serve again. This Board rarely meets but is required by State law. Mr. Hutton's reappointment 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 – THREE (3) POSITIONS

One of these positions must work in the lodging community within the City. The other two (2) positions can be filled by anyone. This committee advises City Council on the expenditure of local accommodations tax funds for the purpose of promoting tourism, the arts and cultural affairs in the community.

EVENTS COMMITTEE – FOUR (4) POSITIONS

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

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

This Board rarely meets but is required by State law. The Board reviews citizen appeals to ensure building ordinances are properly interpreted and implemented fairly. Members who serve on this Board must be either an Engineer, Contractor, Architect or Design Professional.

APPOINTMENT PROCESS

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

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

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



ITEM V. B.

**CITY OF CAYCE
COMMITTEE MEMBER REAPPOINTMENT APPLICATION**

Name: Johnetta Riley

Home Address: Gant Street City, State, Zip Cayce, SC 29033

Telephone: _____ E-Mail Address _____

Resident of Cayce: Yes No Number of Years 54

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

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

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes No If yes, specify below:

Work Address

Company: Retired Position _____

Address: _____

City, State, Zip _____ Telephone: _____

Fax: _____ E-Mail: _____

Work Experience: School bus driver, teacher, educational administrator, real estate inve

Educational Background: BA in Elementary Education, Masters in Education, EdS in Education Administration

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

Volunteer Work: Chairwoman of the Cayce Housing Authority Board of Commissioners

Hobbies: Traveling, real estate investing, and advocating for others.

Return to:

Mendy Corder, Municipal Clerk

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

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



City of Cayce Potential Member Application

Application for committees, boards and commissions within the City of Cayce

Date

10/10/2025

Name

Blair Layman

Home Address

[REDACTED] Gabriel Rd., Cayce 29033

Phone

[REDACTED]

Email

[REDACTED]

Are you a resident of Cayce?

Yes

Number of Years

4

Do you have a business in Cayce?

No

Number of Years

On which Board, Comssion or Foundation are you interested in serving*? Information on each can be found at caycesc.boards.

Cayce Beautification Foundation

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

No

If yes, specify below:

The applicant acknowledges that he or she is aware that a City of Cayce records check will be performed by the Cayce Police Department and that information could be public.

Yes

Work Address

1400 Greene St., Columbia, South Carolina 26208

Phone

(803) 777-3008

Email

boozermb@mailbox.sc.edu

Work Experience

ENGAGEMENT COORDINATOR OF PARENT AND FAMILY PROGRAMS

University of South Carolina, Columbia, SC

August 2023-Present

- Working with campus partners, community stakeholders to coordinate Family Weekend.
- Outside of Family Weekend, our office acts as a year round and first stop resource hub in collaboration with orientation and housing to provide family members an exceptional experience while their student is

here at USC.

ASSISTANT DIRECTOR OF COMMUNITY ENGAGEMENT

University of South Carolina, Columbia, SC

January 2022- August 2023

- Improving and maintaining University relations with key stakeholders as part of Town & Gown Association
- Working collaboratively to boost University's reputation through communication channels
- Developing presentations and leading community living workshops for at-risk behavior students
- Monitoring, collecting, and analyzing crime trends in the greater community
- Strategizing and developing educational outreach for student safety
- Working with community partners to connect students to service opportunities
- Planning for budget and strategic blueprint to further the mission of the department

ASSISTANT DIRECTOR OF OFF-CAMPUS LIVING

University of South Carolina, Columbia, SC

October 2018 – January 2022

- Liaison between student concerns and off campus property managers
- Primary university representative for multiple neighboring associations
- Collecting and analyzing data for university leadership and decision making
- Collaborating

Educational Background

AUGUST 2023-PRESENT

M.ED., UNIVERSITY OF SOUTH CAROLINA-COLUMBIA

DECEMBER, 2009

BACHELOR OF ARTS IN BROADCAST JOURNALISM/MASS COMMUNICATIONS, UNIVERSITY OF SOUTH CAROLINA, COLUMBIA

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

Please answer the following questions as thoroughly as possible for the indicated committee:

Why do you want to serve on a City of Cayce Board, Commission or Foundation?

Growing up in Cayce has given me many special memories. In Moss Creek, I remember all of our neighbors participating in Trick or Treat during Halloween and putting a small lighted Christmas tree on the corner of their lots during Christmas season. Those are very special memories and ones I hope to extend as more folks move to Cayce. This is more than where I live — it's home. And I want to play an active role in ensuring it continues to be a place where people can feel proud to live, raise families, and build their futures. My parents raised me and my brother on D Ave and it would be an honor to give back to an area that has brought me and my family so much joy.

What specific contributions do you hope to make?

I'd like to see more neighborhood get togethers and decorating with holidays.

What community topics concern you that relate to this Board, Commission or Foundation?

What experience/training do you have for this particular Board?

**For additional information please contact Mendy Corder at 803-550-9557 or email
mcorder@caycesc.gov**

CITY OF CAYCE
COMMITTEE MEMBER REAPPOINTMENT APPLICATION

Name: Teresa Mitchell

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

Telephone: 803 [REDACTED] E-Mail Address [REDACTED]

Resident of Cayce: Yes No Number of Years 18.

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

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

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes No If yes, specify below:

Work Address

Company: Aiken-Barwell Position receptionist

Address: 650 Knox Abbott Dr.

City, State, Zip Cayce, SC 29033 Telephone: 803-794-6778

Fax: _____ E-Mail: _____

Educational Background: Some college

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

Volunteer Work: Cafe Events committee

Hobbies: Gardening Hiking Photography Traveling Reading Cooking Sports

Return to:

Mendy Corder, Municipal Clerk

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

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





**CITY OF CAYCE
COMMITTEE MEMBER REAPPOINTMENT APPLICATION**

ITEM V. B.

Name: Derek Hutton

Home Address: ██████████ Fairlawn Circle City, State, Zip Cayce, SC 29033

Telephone: 803██████████ E-Mail Address ██████████

Resident of Cayce: Yes No Number of Years 19*

*Parents moved here in 1996; Spent 2010-2015 at college. Purchased home in Cayce 2015.

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

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

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes No If yes, specify below:

Work Address

Company: CHA Consulting Position Hydraulic Engineer - Section Manager

Address: 2000 Park Street Suite 201

City, State, Zip Columbia, SC 29201 Telephone: 8035675569

Fax: _____ E-Mail dhutton@chasolutions.com

Work Experience: 10.5 years in roadway drainage design, bridge hydraulics, floodplain studies, sediment and erosion control design, coordination with SCDES and FEMA

Educational Background: Bachelors and Masters in Civil Engineering from Clemson University

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

ACEC-SC (hydro subcommittee, future leader program), ASCE, SCAHM

Volunteer Work: Adopt a street and Adopt a waterway group leader, through Keep Midlands Beautiful

Hobbies: Running, cycling, outdoors, playing with my kids

Return to:

Mendy Corder, Municipal Clerk

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

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