

**CITY OF CAYCE
Regular Meeting
December 5, 2006**

The regular monthly meeting of Cayce City Council was held this evening at 7:00 p.m. in Council Chambers. Those present included Mayor Avery B. Wilkerson, Jr., Councilmen James Jenkins, Kenneth Jumper, Robert Malpass, and Rick Myers, City Manager John C. Sharpe, Municipal Clerk, Tammy Barkley, and Garry Huddle, Municipal Treasurer. Also in attendance were Danny Crowe, City Attorney, Blake Bridwell, City Engineer, Ken Knudsen, Director of Planning & Development, and Chief Charles McNair, Director of Public Safety. Mayor Wilkerson advised that members of the press and the public were duly notified of the meeting in accordance with the FOIA.

Mayor Wilkerson called the meeting to order. Mr. Jumper offered the invocation and Mayor Wilkerson led everyone in the Pledge of Allegiance.

Approval of Minutes

The minutes of the November 20, 2006 Regular Meeting and Special November 27, 2006 meeting were presented for approval. Mr. Myers made a motion that the minutes be approved as submitted. Mr. Jenkins seconded the motion which was unanimously approved.

Presentations

- A. Presentation by Mr. Gregg Pinner and Mr. Jim Capps Re West Metro Visitors Center Update re Tourism Promotion

Mr. Pinner was unable to attend the meeting. Mr. Capps, Tourism Director for the West Metro Visitors Center appeared before Council and provided an update on the West Metro Visitors Center's efforts in promoting tourism to the City of Cayce. Mr. Myers asked for a detailed budget accounting for the funds received by the Visitors Center broken down by line item and percentage of funding received from the municipalities versus the promotion each receives. Mayor Wilkerson inquired if the current city funds were being used for tourism type events. Mr. Capps advised that the funds are being used to produce commercials, brochures, and administrative costs. Mayor Wilkerson stated that he was not pleased with the oral presentation and it did not provide enough

detailed information such as handouts, video presentation, and breakdown of the Visitors Center budget. He stated that he did not have enough information to get a feel for what the city is receiving in return for the funds provided. He asked that the Visitors Center provide quarterly updates to City Council showing what is taking place and how the money is being spent. Mr. Myers stated that he did not feel that the lines of communication should just be with the report given to the city's Accommodations Tax Committee and advised that Council needs the Visitors Center to be held accountable for the city funds they receive. Mr. Jenkins inquired if a register is kept at the Visitors Center and if Council could be provided with that information. Mr. Capps stated that this information could be provided to Council. Ms. Barkley advised that Council receives a majority of this information when request for funds are received each fiscal year. She stated that she would place a copy of the information in Council's mail for review.

Ordinances

A. Approval of Ordinance Amending Prescribed Rates for the City of Cayce Utility Rate Structure – Midlands Utility Accounts – Second Reading

Council considered for second and final reading the approval of an Ordinance amending the prescribed rates for the City of Cayce Utility Rate Structure as it relates to the Midlands Utility accounts recently acquired from Midlands Utility. As part of the purchase agreement, the city agreed to adopt for a period of one year the Public Safety Commission's approved rates. Mr. Malpass made a motion to approve the Ordinance on second and final reading. Mr. Jumper seconded the motion which was unanimously approved.

B. Approval of Ordinance Providing for Lease Agreement for Broadacres Park – Second Reading

Council considered for second and final reading the approval of an Ordinance providing for a Lease Agreement with the Lexington County Recreation & Aging Commission for the Broadacres Park on Sunnyside Drive. At the November meeting Council asked that they be provided with information regarding the specifics on the upgrade and maintenance that the County proposes for the Park. The City Manager distributed a letter received on December 4, 2006 from Mr. Jay Criscione of the Lexington County Recreation & Aging Commission outlining the proposed enhancements to this park and the State Street park maintained by the County within city limits. He stated that Mr. Criscione was recently hospitalized and he was not able to provide this information prior to sending the agenda packets to Council.

The City Manager advised that the County has secured a grant from the State in the amount of \$26,012.92 for renovations at the Broadacres Park which consists of new playground equipment, removal of the old tennis court, old swings and trimming of trees. In addition, he stated that the perimeter fencing would be replaced as well as the fall barrier. The Commission has also proposed that a picnic shelter be placed in the

park, but that would be done after the initial renovation project is completed. He stated that the Recreation Commission could not move forward with these renovations until the City extends the lease to the Commission. He stated that the Commission is committed to the maintenance of the park to include keeping the grass mowed and trimmed on a regular basis and that all equipment will be kept up to safety standards. The City Manager stated that the City's Parks staff would be responsible for removal of trash and litter control.

Mr. Myers stated that the proposed lease agreement gives the city a 30-day opt out. He stated that Council is aware that there has been some interest in development of single family housing for that parcel. The City Manager stated that the City Attorney has advised that the lease agreement can be amended to include the specific information provided by Mr. Criscione. Mr. Malpass made a motion to approve the Ordinance providing for a Lease Agreement for the Broadacres Park and to amend the Lease Agreement to incorporate the specific information provided by Mr. Criscione and to give the City Manager and City Attorney authority to amend the Lease Agreement to include litter control. Mr. Myers seconded the motion. After discussion, the motion was unanimously approved.

Other

A. Approval of Appointment to the Richland County Transportation Study Commission

The City Manager advised that Richland County has requested that the City of Cayce appoint a member to the newly created Richland County Transportation Study Commission as required in their county ordinance. He stated that the city has one appointment to the 33-member Commission which was created to study the long-range transportation needs of Richland County, including the current bus system.

Mr. David James, a resident of Cayce, has requested consideration for appointment to the Commission as the Cayce appointee and has submitted his application. He stated the deadline for appointing a member to the commission is December 13, 2006. Mr. Myers made a motion that Mr. David James be recommended as the appointee as the Cayce representative to the Richland County Transportation Study Commission and asked that Mr. James provide Council with updates after each meeting. Mr. Malpass seconded the motion which was unanimously approved.

Committee Matters

A. Appointments and Reappointments

SPAT Committee – One Position

There is one open position the Committee and there is not recommendation at this time. Mr. Malpass made a motion that this item remain tabled until a recommendation is submitted. Mr. Jenkins seconded the motion which was unanimously approved.

B. Committee Minutes – Approval to Enter into Record

Council reviewed the following Committee meeting minutes for approval to enter into the official city record:

Accommodations Tax Committee – November 14, 2006

Mr. Malpass made a motion to approve that the minutes be entered into the official City record. Mr. Jenkins seconded the motion which was unanimously approved.

C. Committee Matters

Accommodations Tax Funds – Distribution Required by State Law

The City Manager stated that in accordance with State Law, the City must distribute 30% of Accommodations Tax funds received from the State to a bona fide tourism promotion agency. He stated that for FY 2005-2006, the City received a total of \$113,171.06 in funds and additional funds must be distributed to tourism promotion agencies to meet the requirements of State Law. He stated that at the beginning of each fiscal year, the Accommodations Tax Committee estimates the 30%, as the exact amount of funds to be received is not known until the end of the fiscal year. The following estimated amounts were distributed at the first of the fiscal year:

\$17,000.00 – West Metro Chamber of Commerce & Visitors Center
\$2,000.00 – Greater Columbia Convention & Visitors Bureau

The City Manager stated that in order to meet the requirements of State law, the City must distribute an additional \$4,000.00 to agencies that meet the criteria for FY 2005-2006. Mr. Jumper made a motion to table the issue until a full detailed presentation can be made to Council by the Executive Director, Mr. Gregg Pinner. Mr. Malpass seconded the motion. After discussion, the motion was unanimously approved.

Public Comment

Mayor Wilkerson inquired if anyone in attendance had signed the speakers' list to address Council on municipal matters listed on the agenda. Ms. Barkley advised that no signatures had been obtained.

City Manager's Report

In reference to the November financial reports, the City Manager stated that reports should be ready by Friday.

The City Manager reminded Council of events to occur on the following dates:

- December 7 – 7:00 p.m. Lexington County Joint Water & Sewer Commission Christmas Party – Embassy Suites
 - December 8 – 6:30 p.m. City Drop in at Farm Bureau
 - December 9 – 2:00 p.m. City Employee Christmas Party at Solomon's Porch
 - December 10 – 2:00 p.m. Lexington County Museum Christmas Drop In
 - December 11 – 6:30 p.m. LCMA Christmas Dinner at Hudson's Bar-b-que
 - December 15 – 3:00 p.m. Columbia Housing Authority Christmas Drop In at Tillis Center, Simpkins Lane
- Set date for Employee Awards Breakfast – proposed Wednesday, January 17, 2007 at 8:00 a.m. Mr. Myers stated that he would be out of town on January 17 but would try to change his schedule if possible. Council agreed on the January 17, 2006 date. (Mayor Wilkerson inquired as to the date of the Mayors Prayer Breakfast date. Ms. Barkley stated she would check and advise Council. Mr. Myers suggested that the City purchase a table for this event).

Council agreed to change the time of the January 2, 2007 Council meeting to 6:00 p.m. instead of 7:00 p.m.

- Set date for Planning Session for City Issues – Mayor Wilkerson asked Council to provide a list of issues to be discussed at this meeting to the City Manager by the end of the year. The Planning Session was scheduled for January 22, 2007 at 11:30 a.m.

Taylor Road Railroad Crossing Update – The City Manager advised that a meeting was held with representatives from CSX regarding the Taylor Road crossing, Taylor Street, Godley Street and State Street crossings. He stated that CSX has agreed to provide separate agreements for each and the proposed agreements should be received by the end of the week.

Update on Wastewater Treatment Plant Upgrade – The City Manager advised that letters were sent to the Town of Lexington, the Lexington County Joint Water & Sewer Commission and Lexington County asking that each entity to commit to the amount of capacity they wanted to purchase. He stated that he has received a response from the Town of Lexington for 6 MGD and also from the Commission for 3 MGD. He stated that both entities appear to be on board and have no problem with the costs included in the letter. He stated that the engineering that needs to be done is their portion of the expansion project. The City Manager stated that he would contact the Town of Lexington to make sure the issue is on their agenda for an official vote by their

Council. The City Manager advised that by the amount of the capacity requested, the city needed to proceed with the NPDES permit to expand the plant to 24 MGD.

The City Manager advised that the first billing using the new utility billing format has been completed and the process went very smoothly.

Mr. Malpass inquired about the letter Council received from a resident, Ms. Susan Parquette. The City Manager stated that he has spoken to Ms. Parquette and has resolved the issue. Mr. Jenkins stated that he was concerned that voice mail messages were not being returned. The City Manager advised that Mr. Garry Huddle is researching the issue of in-house customer service.

Mr. Myers stated that he received a call from a citizen regarding a Cayce police officer traveling on interstate at a high speed, changing lanes without signals, and no flashing lights. He stated the officer was driving car number 12 around 4 p.m. today. The City Manager stated that he would research the issue.

Mr. Myers thanked the City Manager for his due diligence in taking care of the city's citizens' issues. He suggested that Council put together a group of 9 individuals, 4 staff members and 5 residents appointed by Council to look at communications within the city, how staff handles complaints, come up with a process that issues goes through and report back to Council as needed. He asked that Ms. Barkley act as liaison of this committee. He suggested that a proposal be presented by the City Manager to Council by March in the event budget changes were required. He stated that he was unsure if supervisors and/or managers are sharing the vision or the mission of the city and that staff needed to be more people friendly. The City Manager stated that the city is joining with West Columbia to provide customer service training next month and approximately 25 city staff members will attend the training.

Mayor Wilkerson inquired if the city has a routine schedule for picking up leaves. He stated that he has received calls from most every neighborhood that leaves are not being picked up. The City Manager advised that a routine schedule is in place and that the recent bad weather has caused a delay in service. He advised that staff is working on weekends to catch up and get back on schedule.

Mr. Myers inquired if the city's sweeper truck is in operation. The City Manager advised that the sweeper truck is not currently in operation, as it needs repair. He stated that Ms. Swygert, Director of Parks and Sanitation is currently on vacation and will be back in the office next week and would have her check to see if SC DOT can assist.

There being no further business, the meeting adjourned at 8:40 p.m.

Avery B. Wilkerson, Jr., Mayor

ATTEST:

Tammy P. Barkley, CMC, Municipal Clerk