

**CITY OF CAYCE
Special Meeting
January 22, 2007**

A Special meeting of Cayce City Council was held today at 11:30 a.m. in Council Chambers. Those present included Mayor Avery B. Wilkerson, Jr., Councilmen James Jenkins, Robert Malpass, and Rick Myers, City Manager John C. Sharpe, and Municipal Clerk, Tammy Barkley. Councilman Jumper was unable to attend due to family illness. Mayor Wilkerson advised that members of the press and the public were duly notified of the meeting in accordance with the FOIA.

Mayor Wilkerson opened the meeting with the invocation and led everyone in the Pledge of Allegiance.

Discussion of Visions and Issues for 2007-2008 Planning and Budgetary Process and Beyond

General discussion took place regarding present and future visions and issues for the City and the FY 2007-2008 budgetary process. Council reviewed the listing of items that were presented by each Council member and by staff. Mr. Myers and Mr. Jenkins distributed their lists at the meeting (attached).

Mr. Malpass submitted the following issues:

Implement Indigo Drainage improvements (proposed source of funding – TIF). Staff was asked to research and locate the lead on this project. Council felt that the project needed to move forward and asked staff to review the possibility of charging a stormwater fee to customers rather than using TIF funds to assist in paying for this project as well as other stormwater related projects. The City Manager noted that Lexington County is in the process of adopting a stormwater ordinance and that DHEC must approve it since it involves NPDES Phase II cities and towns. The City of Cayce has joined the NPDES Phase II compact and stormwater fees will be a part of the overall process. In addition, Mr. Malpass asked staff to check to see if the city could be reimbursed the cost of this project once the NPDES Permit with Lexington County was implemented.

Repaving of streets (more pressure on DOT) – Council agreed that this was an important and much needed project. It was suggested that letters be sent to the city's House and Senate members as well as the

Lexington County Legislative Delegation. Council asked that staff follow up with Mr. Todd Cullum, Lexington County Councilmember, on the use of C-funds and that periodic phone calls be made and/or letters be sent to keep the pressure up on getting this project through the system.

More stringent code enforcement on unkept and run down residences/ rental properties (no funding necessary). In reference to the city's participation on the NET Team, Council felt that the team was not as aggressive with drug/gang related activities in the city. They felt that small crimes were not being processed in order to get to the higher ups in the drug/gang chain. Council asked that Chief McNair make a presentation to Council giving an overview of the NET Team and how it operates. In addition, they asked that they be provided with crime statistics for the past year and percentage of change versus prior year statistics.

In reference to rental properties, Mr. Malpass stated that he had conducted an informal study and that most of the properties are owned by businesses rather than individual property owners. Mr. Myers stated that two years ago Council approved positions for code enforcement and as he understands it, these individuals must also provide public safety responsibilities. He stated that in essence, the two code enforcement positions have become part time positions. There was also concern that changing officers in these positions creates inconsistencies.

Systematic replacement of all old water mains (source of funding – capital improvement fund, next bond issue, or designated funds from water revenues). Mr. Malpass stated that he felt the city needed a citywide replacement program to replace old water mains and increase the size of lines to residences especially in the Avenues, Edenwood, and Broadacres neighborhoods. Council agreed that a majority of citizens do not understand the water system, the reason for brown water, etc. It was suggested that a citywide meeting be held to go over these types of issues to better educate the citizens. Council felt that this should be an ongoing project with funding through O&M revenues. Council asked staff to have the city engineer come up with priorities and cost estimates for an ongoing project.

Mayor Wilkerson presented the following issues:

Communication (positive) – Mayor Wilkerson stated that the city needed an ongoing training program on staff presenting a positive attitude to the community. He stated that for the most part, the public does not understand what the city can and cannot provide. In addition, he stated that staff needed to be better listeners. Mr. Myers stated that the community policing instituted several years ago has not been practiced over the last couple of years and felt that this program should be put back into place.

Drainage issues – discussed above.

Negative comments – Mayor Wilkerson stated that there was absolutely no excuse for staff to imply or state negative comments to the public and that with a good positive communication program in place, this should eliminate negative comments.

Street paving – discussed above.

Image, correct message to the public – Council agreed that the city needed to move in a positive direction and that a public relations company should be contacted to assist the city with its image, employee training and perception. Mr. Myers stated that the city's web site should be promoted as much as possible and suggested that a message be placed on the water bill inviting customers to visit the city's web site. Ms. Barkley advised that the web site was in need of upgrading. She stated that the site is difficult to maneuver. Mr. Myers stated that the web site should be updated constantly and provide more reader friendly information on issues citizens may be facing. Ms. Barkley advised that cost for the update to the web site would be presented to Council during the budgetary process. Some discussion took place on the distribution of the city's newsletter and if it was effective. Ms. Barkley stated that she felt the newsletter should be sent quarterly rather than bi-annually so that it can contain more timely information to the citizens.

Ms. Brittany Doten of 1620 Dunbar Road, a new resident of Cayce and member of the city's SPAT Committee, was in attendance. Mayor Wilkerson asked Ms. Doten the reasons she moved to the city. Ms. Doten stated that the city provides easy access to interstates, it is quiet, but still plenty to do, it is family oriented and has an abundance of great starter homes at a reasonable cost for families. She stated that she does read and enjoy the newsletter.

Expansion of Wastewater Treatment Plant – General discussion took place regarding the expansion of the Wastewater Treatment Plant already in progress.

Neighborhood growth and growth in general – Mayor Wilkerson stated that the city is on the verge of growing rapidly and that creating a positive image of the city was extremely important.

No. 1 idea to make our city better – Mayor Wilkerson asked Council for their suggestions. Better communication and better streets were among the top ideas.

The City Manager presented the following issues as submitted by management with staff input:

Legislative Department

Paperless Council (agendas with attachments, etc. scanned and sent via computer to Council). Council inquired if this would create a problem for any member of Council. Those in attendance did not have a problem in receiving the agenda in this form. Staff was asked to provide costs for this process to Council during the budgetary process.

Council meeting protocol and image – Ms. Barkley stated that there were times during Council meetings that did not project a positive image of the city. Mayor Wilkerson stated that when Council has received an issue from a citizen that they immediately contact the City Manager’s office so that the issue can be resolved. Mr. Myers asked that a system be put into place that would also notify Council when these issues have been resolved. In addition, he asked that Council advise the City Manager’s office of any issues that need follow up so that the City Manager could filter the issue through the appropriate department head and make sure proper follow up is done.

Administration Department

Temperature controlled records storage (building and retention) – Ms. Barkley advised that the city’s official records follow the retention schedules as set up by the State. She stated that records are now being stored in the Museum warehouse. She recently obtained a box to review bank statements and was unable to do so because small animals and insects had left their markings inside the box. She stated that in order to adequately protect the city’s official records, they needed to be stored in a building with heat and air conditioning. Mr. Myers asked if air conditioning and heating could be installed in the warehouse. Ms. Barkley advised that this was feasible, however, the space is currently full with no room for growth. Council asked that costs be provided to them during the budgetary process for correcting this problem.

Homeland Security Issues – Ms. Barkley advised that she recently attended a conference on Homeland Security and clerks were asked to get their communities involved by using their eyes and ears for information. Mayor Wilkerson stated that the city’s neighborhoods have been active in the past in notifying the city if they see anything out of order. Mr. Myers stated that again this would be a good project for community policing efforts.

Engage public relations consultant – discussed above

Economic Development – The City Manager stated that the city needed to be more proactive in bringing businesses into the city. He stated that this is an issue that can be discussed with the public relations consultant. Mr. Myer stated that he wanted to be sure that the public relations person hired would have the same goals in mind as Council.

Public Buildings

Expansion/upgrade to City Hall complex (to include Public Safety, City Animal Shelter and City Garage) – The City Manager stated that the current buildings are 41 years old and it is becoming more difficult to maintain and obtain parts for doors, electrical circuit boxes, etc. In addition, he stated that there is no room for growth, storage, the heat and air conditioning units are 15 years old or more and parts are not easily accessible, duck work is needed, the lobby is too small, etc. Council asked staff to begin the process of conducting a needs and assessment study for the complex

expansion, renovations and improvements. Mr. Myers suggested that consideration of in-kind services for planning, design and architectural services be given to the potential buyer of city property located on Knox Abbott Drive.

Public Safety Department

Establish by ordinance a number of employees per division based on annexation into the City of Cayce.

Public Safety substation (police and fire) in new annexation areas – the City Manager advised that staff is currently working with a developer regarding the placement of a public safety substation in a proposed annexed area.

Animal Shelter – Council asked staff to provide costs to upgrade the Shelter on a temporary basis. Mr. Myers reminder Council that a percentage of Sanitation fees collected were to be used to upgrade the Animal Shelter.

Complete separate Fire Department under Public Safety umbrella – Mayor Wilkerson stated that if separated, the two departments should not come under one umbrella, but should be on their own with a Chief of Police and Fire Chief who would report to the City Manager.

Planning and Development

Begin process to update Comprehensive Plan – Update required by State Law.

Revision to Redevelopment District (TIF update) – Council agreed that the Redevelopment District should be reviewed for any possible changes.

Mr. Myers proposed that consideration be given to protecting the city's neighborhoods with zoning that would not allow big box developments to be located in or adjacent to those areas. He suggested that Council consider an ordinance against providing water and sewer to proposed big box development in the city or county adjacent to any Cayce single-family residential zoned property.

Museum

Proposed Gala Hall – Council asked that the Museum staff re-present this issue during the budgetary process with consideration of placing the building within the City Hall complex.

Visitors' Center – Mayor Wilkerson inquired if the West Metro Chamber of Commerce and Visitors Center had begun work on using the additional funds approve by Council to promote tourism to the City of Cayce. Mr. Myers stated that Visitors Center staff is currently working with the County Inn & Suites regarding a special promotion but the promotion would be geared toward the spring of 2007. Council agreed that the city needs to remain with the Visitors Center combined with surrounding municipalities.

Utilities

Wastewater Treatment Plant expansion – discussed above.

Expansion of water and sewer to Pine Ridge service area – no discussion took place.

Relocation of Utilities Compound – no discussion took place.

Other Issues

Other issues included personnel and capital expenditures – Council asked that these items be included in the discussions held during the budgetary process.

Council suggested that additional meetings be scheduled on a quarterly basis to continue discussions on these and other issues/visions.

There being no further business, the meeting adjourned at 3:15 p.m.

Avery B. Wilkerson, Jr., Mayor

ATTEST:

Tammy P. Barkley, CMC, Municipal Clerk

SUBMITTED BY COUNCILMAN SKIP JENKINS

1. Rework the railroad crossing on Wilkinson and Frink
2. Rework the street lights on James and Julius Felder Streets
3. Install a sidewalk along New State Road
4. Address the issue with the amount of boarded up/dilapidated houses
5. Drain needs to be cleaned and pipe installed on Middleton St.
6. Clean up the McDuffie Street area