

**CITY OF CAYCE
Regular Meeting
November 20, 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, Frank Robinson, Director of Utilities, 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.

The Constitutional and Statutory Oaths of Office were administered by Judge Melody James to the newly re-elected members of Council—Mayor Avery B. Wilkerson, Jr., Council Member James Skip Jenkins, District 2, and Council Member Rick Myers, District 4.

Approval of Minutes

The minutes of the October 3, 2006 Regular 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 Ms. Gwendolyn Pittman Re Water Rates

Ms. Pittman did not appear at the meeting to make a presentation.

Resolutions and Ordinances

A. Approval of Resolution Ratifying Actions of the City Manager concerning Midlands Utility Purchase

Mayor Wilkerson stated that by vote at a previous meeting, Council approved that the City Manager move forward in the process of the closing on the Midlands Utility purchase agreement. He stated that the City Attorney has asked that Council approve a resolution ratifying Council's previous vote. Mr. Jumper made a motion to approve the Resolution ratifying the actions of the City Manager concerning the Midlands Utility purchase agreement. Mr. Malpass seconded the motion which was unanimously approved.

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

Council considered for first reading the approval of an Ordinance amendment prescribing the rates for the City of Cayce Utility Rate Structure to include the Midlands Utility customers' accounts.

Mayor Wilkerson stated that the city has followed the agreement put into place by the Public Service Commission regarding utility rates for Midlands Utility customers. Although the City of Cayce is not regulated by the PSC, the city did agree, as part of getting PSC approval for the transfer of the Midlands sewer systems, to keep the PSC approved rates in effect for one year. Mr. Malpass made a motion to approve the Ordinance amending the city's Utility Rate Structure to include the Midlands Utility accounts on first reading. Mr. Jumper seconded the motion. Mr. Myers inquired if the Midlands customers would be billed on a monthly basis. The City Manager advised that they would be billed on a monthly basis for the first year. Mr. Myers asked if it was the city's intent to go to an every other month billing cycle after the first year. The City Manager stated that the city would probably continue to bill these customers a monthly basis. Mr. Myers inquired if this would give the city's other customers the opportunity to pay monthly. The City Manager advised not at this time. Mr. Myers then inquired as to the status of customers being able to pay their water bills on line. The City Manager advised that customers would have that option in the very near future. He stated that the system is currently being tested and will hopefully have this service on line by the first of the year. Mr. Jumper inquired as to the effective date of the first city billing for Midlands' customers. The City Manager stated that the effective date was November 1, 2006. Mr. Jumper inquired if after the one-year period, would the city have the opportunity to raise the Midlands Utility customers' rates. The City Manager advised that after the one-year period it would be up to Council on the rate to charge. After discussion, the motion passed unanimously.

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

Mr. Jumper made a motion to approve the Ordinance providing for a Lease Agreement with Lexington County Recreation for the Broadacres Park on first reading. Mr. Malpass seconded the motion. The City Manager advised that this park is one of

the parks where PARD Grant funds would be applied for in order to make improvements to the park. Mr. Jenkins inquired if this park was the park located on Sunnyside Dr. The City Manager advised that it was and when staff met with Jay Criscione of Lexington County Recreation, this is one of the parks the County suggested that improvements be made.

Mr. Myers stated that it appeared to him that the city is giving the County a 20-year lease without any type of agreement regarding the upgrade and maintenance of the park. He stated that the Park has not been maintained and has been under funded for number of years suggested that the city obtain an agreement with the County listing the specific upgrades to be done and scheduled maintenance. He stated that the 20-year lease is a long time to tie up a piece of property. Mayor Wilkerson stated that he had already been approached by a developer regarding this property. The City Manager stated that he would contact the County and ask them to provide Council with an agreement specifically outlining the plans for upgrading the park and the maintenance prior to second reading of the Ordinance. After discussion, the motion passed unanimously.

Contracts, Agreements, Other

A. Approval of 2007 City Holidays

The City Manager provided Council with a suggested list of holidays for 2007. He stated that those listed were the same as has been given in the past. Mr. Malpass made a motion to approve the 2007 City Holidays as presented. Mr. Jumper seconded the motion which was unanimously approved.

B. Approval to Outsource Printing of Water Bills

The City Manager advised that the billing department is beginning to experience problems with the printer used to produce the utility bills. He stated that if the city goes forward with printing bills, at some point in time in the near future, the city will need to purchase additional equipment. Council was provided with information on a local company, Southern Imaging, who provides this service for both the City of Columbia and West Columbia. The City Manager advised that Southern Imaging has quoted a very attractive price in terms of cost of \$.15 per bill plus the cost of postage. He stated that the city continues to have issues with its utility bills as they are being handled through the post office and that staff receives calls from customers complaining about the security of the bill. He stated that staff has looked at several options and feels that outsourcing this service would be the best option. He stated that the new billing format will give the city the ability to print messages on the bill which would be quite helpful for projects such as the flushing of the water system.

The City Manager stated that it usually takes staff 4-5 hours to process and print the bills. Mr. Jenkins inquired if the city outsources this process if it would eliminate any jobs. The City Manager stated no, as the bills are currently being printed unattended after work hours. Mr. Myers inquired as to the cost of postage. The City Manager advised that currently, postage is \$.25 per bill using the card bill and if outsourcing is utilized, the new formatted bill's postage would be \$.32 per bill. He stated that the difference in postage cost is because the new bill will be in a secured mailer form. Councilman Myers noted that he had talked to people who know Southern Imaging and he has heard good things about them. He also recommended that the city needed to educate our customers about the new bill and provide public information. Mr. Jumper made a motion to approve the contract with Southern Imaging for producing the city's utility bills (and later possibly the disconnect notices) and authorize the City Manager to execute the contract. Mr. Malpass seconded the motion which was unanimously approved.

Committee Matters

A. Appointments and Reappointments

Planning Commission – Two Positions

Mr. Ed Fuson's and Mr. Butch Kelly's terms have expired. Both have completed the required training and are eligible for reappointment and would like to serve again. The Commission recommends the reappointment of both members. Mr. Malpass made a motion to reappoint Mr. Fuson and Mr. Kelly to the Commission. Mr. Myers seconded the motion which was unanimously approved.

SPAT Committee – One Position

There is one open position on the Committee. There are no recommendations at this time. Mr. Myers made a motion to table the issue. Mr. Jenkins seconded the motion which was unanimously approved.

Mr. Myers provided Council with an update on both Curtis Hipp, Jr.'s and Curtis Hipp, Sr.'s illnesses.

B. Committee Minutes – Approval to Enter Into Record

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

Municipal Election Commission – September 29, 2006,
October 2, 2006, October 11, 2006, November 10, 2006
Beautification Board – October 4, 2006
Cayce Museum Commission – October 11, 2006
Cayce Events Committee – October 12, 2006

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

Mr. Myers asked for clarification on the signs discussed in the minutes of the Beautification Board's meeting under old business. The City Manager explained these were signs the Committee needed when they were having events such as the annual Plant Exchange. Mr. Myers stated that staff needed to provide the members with an update of the County's plans to refurbish the State Street Park. The City Manager advised that this information would be provided to the Committee.

C. Committee Matters

Accommodations Tax Committee Recommendation – River Alliance Request for Funding – The City Manager advised that the River Alliance, due to a budget shortfall, is requesting \$5,000.00 in funding to produce and print the Three Rivers Greenway brochure which will include highlights of the Columbia, West Columbia and Cayce Riverwalks. Mr. Myers made a motion to approve the request for funding in the amount of \$5,000.00. Mr. Jumper seconded the motion which 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

The City Manager stated that Council should have already received the October financial reports. He stated that the target for expenses is 33% and all funds are pretty much on target.

The City Manager reminded Council of the following dates:

- November 22 – City Hall closing at 1:00 p.m. Thanksgiving Holiday
- November 23 & 24 – City Hall closed – Thanksgiving Holiday
- November 30 – 6:00 p.m. Tree Lighting Ceremony
- December 1 – 6:30 p.m. – Christmas Traditions at the Museum & Lantern Tours
- December 2 – West Metro Parade – The City Manager asked Council to decide on time and place to meet
- December 5 – 7:00 p.m. Council meeting. The City Manager stated that the January meeting is scheduled on January 2, 2007 and asked if Council had any conflicts with that date. Council advised there were no conflicts at this time and would decide at the December meeting if the meeting needed rescheduling.
- 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
- Set date for Special meeting – The City Manager advised that a special meeting needed to be scheduled to discuss the Wastewater Treatment Plant Expansion project. Council scheduled the meeting for Monday, November 27, 2006 at 8:00 a.m.

Audit Report – The City Manager advised that the statistical section was given to Mr. Milhous last week and will be ready to schedule a meeting for the presentation of the audit after the first of the year.

Taylor Road Railroad Crossing Update – The City Manager advised that he met with Butch Wallace of Senator Joe Wilson's office and County Council Chair, Todd Cullum on November 2 regarding this issue. He stated that a letter was sent to CSX on November 8 giving them an update from that meeting. The City Manager advised that a meeting has been scheduled with CSX on November 30 to further discuss and negotiate this issue.

The City Manager congratulated Tammy Barkley, Municipal Clerk for the city, for being elected President of the SC Municipal Finance Officers, Clerks, and Treasures Association.

The City Manager advised that the city received a call today from a water customer who wanted to let management know how much she appreciated Ms. Gwen Brunson for her assistance and great customer service.

Mr. Malpass inquired if the city had begun the process of getting the zip code changed for residents in the Hunter's Mill subdivision. He stated that he has read that municipalities can request a zip code change when annexation occurs. He stated that the information was obtained from a report to Congress in June 2006. The City Manager stated he would send a letter to the postmaster along with a copy of the information provided by Mr. Malpass to see if this can be accomplished. Mayor Wilkerson stated that the request to change zip codes should include all annexations.

Mr. Malpass inquired as to the status of some of the projects discussed by Council that have not yet been completed. Mayor Wilkerson suggested that these issues be discussed after the first of the year. The City Manager asked Council to provide him with their suggested topics for a special meeting.

Mr. Jumper stated that Ms. Joyce Harvey contacted him regarding a high water bill. He stated that Ms. Harvey moved into a new home and stated that the contractor put in sod and a sprinkler system and ran the sprinkler system for two months prior to her moving in. Ms. Harvey visited City Hall and asked to speak to the City Manager who was unavailable at the time. The City Manager asked Mr. Jumper to have Ms. Harvey contact him to discuss the issue.

Mr. Jumper stated that he has recently heard rumors that he was going to resign from Council. He stated that he wanted to lay the rumors to rest and plans to serve his full term serving the city and the citizens of District 3 and will the job to the best of his ability.

Mr. Myers stated that he had received a call from a citizen on Pine Lane about leaves not being picked up. The City Manager advised that the leaf truck is running and is working and will also run on Saturday to catch up with the normal season overload of leaves.

Mr. Myers inquired in reference to Ms. Pittman's water bill, if the bill was correct. The City Manager advised that the bill was correct. He stated that staff has calibrated the meter and has checked it randomly a couple of times and the equipment is working properly. He stated that Ms. Pittman's water bill history has been reviewed and the bill is back on a regular schedule. The high water bill occurred during the month of August.

Executive Session

- A. Discussion of negotiations incident to proposed contractual arrangements and proposed sale of property - 615 Knox Abbott Drive

Mr. Myers made a motion to move into Executive Session to discuss the item above. Mr. Jumper seconded the motion which was unanimously approved.

Reconvene

After the Executive Session was concluded, the Regular meeting was reconvened. Mayor Wilkerson announced that no vote was taken in Executive Session other than to adjourn and resume the Regular meeting.

There being no further business, the meeting adjourned at 8:30 p.m.

Avery B. Wilkerson, Jr., Mayor

ATTEST:

Tammy P. Barkley, CMC, Municipal Clerk