



Mayor
Elise Partin

Mayor Pro-Tem
James E. Jenkins

Council Members
Phil Carter
Tim James
Hunter Sox

City Manager
Tracy Hegler

Deputy City Manager
Jim Crosland
Assistant City Manager
Michael Conley

**City of Cayce
Regular Council Meeting
Wednesday, September 20, 2023
5:00 p.m. – Cayce City Hall – 1800 12th Street
www.caycesc.gov**

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

I. Call to Order

- A. Invocation and Pledge of Allegiance

II. Public Comment Regarding Items on the Agenda

III. Presentation

- A. Presentation by the Members of the Columbia Area League of Voters on VOTE411

IV. Items for Discussion and Possible Approval

- A. Discussion and Approval of a Service Contract to Rebuild a Major Water Reservoir Pump
- B. Discussion and Approval to Purchase a Replacement Police Vehicle
- C. Discussion and Approval of Request to Lexington County Board of Voter Registration and Elections for an Early Voting Center for the November 7, 2023 Municipal Election

V. Committee Matters

- A. Appointments
Beautification Foundation – Two (2) Positions

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

IX. Reconvene

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

XI. Adjourn

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

Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager

Date: September 20, 2023

Subject: Raw Water Reservoir Pump Repair

ISSUE

Council approval is needed to approve a contractor for the repair of a raw water pump at the City's Water Treatment Plant Reservoir.

BACKGROUND

The City has four (4) pumps at the Raw Water Reservoir Site that are used to pump water from the Congaree River into the Reservoir and then to the Water Treatment Plant. The largest of these pumps is in need of repair. The pump was pulled and required transport to a qualified contractor for a diagnostic evaluation to determine the cause of excess water coming out of the packing gland and noticeable shaft movement when the pump runs. We transported the pump to Charles R. Underwood, Inc. (Underwood), as they have experience with these pumps, and we have worked with them in the past.

Underwood has completed the evaluation and determined the cause of the issue, which they indicated was due to normal wear and tear. It is estimated that the repairs will cost approximately \$52,000 (without tax and freight). The pump is currently at Underwood and has been disassembled for evaluation. This is a specialty line of work and it is difficult to find a company to evaluate and/or repair a pump of this size and type. As such, we are requesting the approval to sole source the repair to Underwood and associated costs.

City Council may waive the informal bid procedures as established by Ordinance when it is to the City's advantage to sole-source in certain situations.

Sec. 2-144(9). – Procurements and contracts.

City council may wave the informal and formal bid procedures when it is to the advantage of the city to acquire goods and/or services on a most convenient source basis or sole-source basis in situations of prolonged supply chain delays or on the basis of a previously awarded bid or contract, and for professional services when the person employed is customarily employed on a fee basis rather than by competitive bidding (such as, by way of example, for an appraiser, attorney or physician).

Existing utility maintenance (water treatment plant) budget will provide the funds for this work.

Recommendation

Staff recommends City Council waive the formal bid process and allow the repair of the raw water pump by Underwood at a not to exceed cost of \$54,000 plus tax.

2000 Boone Trail Rd.
Sanford, NC 27330

Charles R. Underwood, Inc.

Pump Sales & Service

Ph: 919-775-2463
Fax: 919-708-7232

September 8, 2023

Q34476

Vince Osborne
City of Cayce

RE: RWI Reservoir Pump

Mr. Osborne,

We are pleased to provide this quotation to rebuild your reservoir pump. The pump is in serviceable condition requiring the repair or replacement of several items to bring it back within the manufacturer's specifications. We propose the following rebuild:

Pump Repair

Total shop labor/materials **\$42,219.70**

- Clean, straighten, polish and reuse motor shaft and head nut
- Sand blast and two-part epoxy coat discharge head and stuffing box
- Rebuild stuffing box with new bronze bushing, packing, and hardware
- Clean, straighten, and polish line shafting
- New 416SS threaded line shaft coupling
- New 304SS shaft sleeves
- New vesconite line shaft bearings
- Sand blast and two-part epoxy coat column pipes
- Sand blast and two-part epoxy coat bowl assembly
- Rebuild existing 2 stg. bowl assembly
 - New 416SS bowl shaft
 - New bronze bowl bearings
 - True-cut impeller skirts
 - Repair wiring damage on bottom impeller
 - Apply protective ceramic coating to impellers
 - Statically balance impellers
 - Machine case wear areas and install stainless-steel case rings
- New stainless-steel hardware, gaskets, etc.
- Reassemble pump, crate remaining parts and prep. for transport

Total field labor/materials **\$9,000.00**

- Transport rebuilt pump to jobsite
- Provide field technicians and equipment to install rebuilt pump
- Crane rental to install pump

Total Price: Does Not Include Tax and Freight **\$51,219.70**

September 8, 2023

Notes:

- The quoted price is valid for 30 days from the date above
- No equipment, goods or services are included unless specifically mentioned herein

We appreciate the opportunity to work with you on this project. If we can be of further service, or if you have any questions please contact us.

Best regards,

Jared Thomas, E.I.
Shop Engineer
Charles R. Underwood Inc.

Acceptance:

A purchase order number must be issued, or a copy of this quotation must be signed and returned to our office for us to begin work on this project. Payment for materials is due upon receipt. All other costs will be billed upon completion of job.

Accepted by:

Date:

P.O. #:

Memorandum

To: Mayor and Council
From: Tracy Hegler, City Manager
Date: September 20, 2023
Subject: Replacement Police Vehicle

ISSUE

Council approval is needed for the purchase of one 2023 Ford Explorer to replace patrol car #110 that was totaled after a “not at fault” collision.

DISCUSSION

The Police Department has a 2018 Ford Interceptor, (vehicle #110 VIN 1FM5K8AR5JGC19360), that was involved in a collision that the insurance company determined to be totaled. The City will receive a check once the insurance agencies settle; we anticipate the check will only cover current value of the vehicle. This money, once received, will go into the current General Fund’s revenue account.

The total cost to replace the vehicle is \$63,800 which includes the vehicle, delivery, and all associated equipment. Staff requests utilizing funds from the General Fund balance for this unexpected and unbudgeted purchase. The vehicle is currently available at Brannon Motor Company in Georgia and is on State contract.

RECOMMENDATION

Staff recommends Council approve the purchase of one police package Explorer and associated equipment to replace car #110 in the amount of \$63,800, utilizing General Fund Balance.

Memorandum

To: Mayor and Council

From: Tracy Hegler, City Manager

Date: September 20, 2023

Subject: Early Voting Center for the November 7, 2023 Municipal Election

ISSUE

Council approval is needed in order to proceed with requesting the Lexington County Board of Voter Registration and Elections open an Early Voting Center for the November 7, 2023 Municipal Election.

DISCUSSION

Early voting was implemented in June 2022 for the November General Elections. The Lexington County Board of Voter Registrations and Elections evaluated Lexington County as a whole and has created five (5) Early Voting Centers for the municipalities within the County. These were used in the 2022 election and the County has come to us with the option of using them again in this election to make voting more accessible to voters throughout the County – the closest being the West Columbia Community Center on B Ave.

The approximate cost for one (1) Early Voting Center is \$12,312.64.

The Lexington County Board of Voter Registration and Elections requested that each municipality take this matter before their Council and report back to them for their Board to consider at a meeting on September 25, 2023.

RECOMMENDATION

Staff recommends Council approve staff to request an additional Early Voting Center for the November 7, 2023 Municipal Election and fund the cost, which depending on the number of municipalities that participate and centers opened would be no more than \$12,312.64.

COUNCIL ACTION REQUIRED

BEAUTIFICATION FOUNDATION – TWO (2) POSITIONS

The Beautification Foundation currently has two (2) open positions. The City has received potential member applications from Mr. Daniel Yackel and Ms. Christy Corley. Their applications are attached for Council's review.

NO COUNCIL ACTION REQUIRED

The following positions remain open until receipt of potential member applications.

ACCOMMODATIONS TAX COMMITTEE – TWO (2) POSITIONS

The Accommodations Tax Committee advises Council on the expenditure of local accommodations tax funds for the purpose of promoting tourism, the arts and cultural affairs in the community. Members are selected from the hospitality and lodging industries, as well as from the community at large. The Committee currently has two (2) open positions that must be filled by someone who works at a Cayce restaurant.

CAYCE MUNICIPAL ELECTION COMMISSION – TWO (2) POSITIONS

Commissioners observe the voting process on Election Day that is handled by Lexington County.

PUBLIC SAFETY FOUNDATION – ONE (1) POSITION

The Public Safety Foundation is a 501 C (3) that raises funds to provide equipment and supplies to the Cayce Police and Fire Departments which are not available through other means.

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

Meets as needed. Reviews citizen appeals to ensure building codes, property maintenance codes and fire codes 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.



City of Cayce Potential Member Application

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

Date

9/12/2023

Name

Christy Corley

Home Address

Tamwood Cir, CAYCE, South Carolina 29033

Phone

(803)

Email

Are you a resident of Cayce?

Yes

Number of Years

22

Do you have a business in Cayce?

No

Number of Years

Committee(s) for which you are applying

Cayce Beautification Foundation

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

No

If yes, specify below:

Work Address

4500 12th Street Extension, West Columbia, South Carolina 29172

Phone

(803) 354-6181

Email

Work Experience

Continuous Improvement Coordinator at Nephron Pharmaceuticals for 8+ years prior to Nephron was a Practice Manager for Cardiovascular Diagnostic Services

Educational Background

Some college

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

Volunteer Work:

The Woman's Club of Cayce Former member

Hobbies

Reading, walking, baking, gardening

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



CITY OF CAYCE POTENTIAL MEMBER APPLICATION

Name: Daniel Yackel

Date: 9/11/2023

Home Address: Rossmore Dr.

City, State, Zip: Cayce, SC 29033

Telephone: .

E-Mail:

Resident of Cayce: Yes No

Number of Years: 11

Business in Cayce: Yes No

Number of Years: N/A

Please indicate the Committee(s) for which you are applying:

- | | | |
|---|--|---|
| <input type="checkbox"/> Accommodations Tax Committee | <input type="checkbox"/> Cayce Housing Authority | <input type="checkbox"/> Events Committee |
| <input type="checkbox"/> Consolidated Board of Appeals | <input type="checkbox"/> Municipal Election Comm | <input type="checkbox"/> Museum Commission |
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Board of Zoning Appeals | <input checked="" type="checkbox"/> Beautification Foundation |
| <input type="checkbox"/> Cayce 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: PenServ Plan Services, Inc.

Position: Subject Matter Expert

Address: 102 Trade Zone Dr.

City, State, Zip: W. Columbia, SC 29170

Telephone: (803) 354-5049

E-Mail: daniel.yackel@penserv.com

Work Experience: See Attachment

Educational Background: See Attachment

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

See Attachment

Volunteer Work: See Attachment

Hobbies: See Attachment

Return to:

Mendy Corder, Municipal Clerk

City of Cayce, PO Box 2004, Cayce, SC 29171-2004 Telephone: 803-550-9557 ♦ Fax: 803-796-9072 ♦ Email: mcorder@caycesc.gov

Work Experience:

PenServ Plan Services, W. Columbia (9/19-Present)

Subject Matter Expert

- Over 20 years of experience in audit, compliance and risk reduction in the government and private sector.
- Implemented the assignment and conversion of all 403(b) and 457(b) government group retirement business by Foresters Financial Services, Inc. to PenServ.
- Continues to combine business process management and Lean Six Sigma methods to drive performance and quality improvements.

SOUTH CAROLINA DEPARTMENT OF MENTAL HEALTH, Columbia, SC (11/18-8/19)

Administrative Coordinator I/Data-Technology: Carolina United Hurricane Florence Disaster Recovery Program

- Implemented the creation of the program's first phase down flyer with disaster resources and networked with the South Carolina Emergency Management Division to obtain and distribute their Hurricane Preparedness Guides.
- Implemented the first Carolina United safety reflective vest worn by crisis counselors canvassing in rural counties.
- Collaborated on the content, design, and maintenance of the new Carolina United website.
- Participated in bi-weekly conference call discussions with FEMA and SAMHSA regarding data collection and reconciliation.
- Researched, developed and generated analysis reports from database using pivot tables, spreadsheets, and charts.
- Analyzed hurricane survivor data; identified patterns and trends to provide insight and areas of improvement to leadership.
- Developed initiatives that support data integrity and normalization.
- Assisted and provided technology support to team leads and crisis counselors with training on data entry and review.

MARRIOTT COLUMBIA SUSSEX, Columbia, SC (8/18-8/19)

Banquet Server

- Performed set up, breakdown, food and drink service at catered special events held at major downtown hotel.

SOUTH CAROLINA DEPARTMENT OF MENTAL HEALTH, Columbia, SC (11/16-12/17)

Human Services Coordinator I/Crisis Counselor: Carolina United Hurricane Matthew Disaster Recovery Program

- Led group discussions and door-to-door meetings providing disaster recovery support to survivors in four rural counties.
- Attended in-person and on-line FEMA and SAMHSA trainings in disaster behavioral health services.
- Submitted daily metrics and weekly reports on survivor demographics, risks categories, event reactions, and referrals.

LOWE'S HOME IMPROVEMENT, West Columbia, SC (3/17-9/17)

Customer Service Associate II/Part-time Weekends

- Assisted customers with purchasing major kitchen appliances and extended warranties.
- Operated order pickers and carts to move large, bulky merchandise weighing upwards of 400+lbs.

UPTOWN ON MAIN GIFTS, Columbia, SC (9/12-3/17)

Sales Associate/Part-time Weekends

- Responsible for opening/closing duties, training, and assisted customers with purchasing personalized, unique gifts.
- Ran merchandise inventory report for re-stocking purposes.

TRAVELERS INSURANCE, Columbia, SC (7/15-10/16)

Licensed Auto Blended Claim Representative Trainee

- Investigated, evaluated, negotiated and resolved automotive, property and bodily injury claims in compliance with insurance guidelines and regulations for North and South Carolina.

AFLAC GROUP INSURANCE, Columbia, SC (4/11-7/15)

Triage: Electronic Data Specialist - Enrollment and Sales Services

- Collaborated on multiple Lean Six Sigma rapid improvement projects to create/streamline procedures.
- Executed team trainings on new procedures to document and route triage issues to account managers.
- Served as SME, with minimal supervision, responding in less than 8 hours to questions from multiple business units.
- Prepared weekly management reports tracking escalated items, gathering and documenting research and resolution.

(Continued)

PENSERV PLAN SERVICES, Inc., W. Columbia, SC (10/08-7/09)

Project Manager

- Streamlined and automated investment of client payroll deductions to vendors via a secure Tumbleweed Server with use of encryption and data masking, utilizing the best practices regarding privacy, security and regulatory compliance.
- Directed compliance projects on the implementation of the new IRS 403(b) regulations effective 1/1/2009 for ERISA & Non-ERISA based retirement annuity plans, account set-up and enrollment in web-based, self-directed accounts with MetLife, Travelers, TIAA-CREF, AXA, AIG, ING, Pacific Life and other insurance and annuity companies.
- Coordinated projects as liaison and advised department teams, including the Customer Call Center, New Business Relationships, Account Service Managers, Information Technology, Conversion, Implementation, Production, and Quality Control Group to ensure corporate objectives were met on the 200+ government tax-exempt retirement mutual fund and annuity insurance plans awarded to firm through the RFP process.

ENTERPRISE IRON, Iselin, NJ (11/06-8/08)

Principal Consultant at TIAA-CREF, Charlotte, NC (11/06-2/08)

- Mentor, trainer, and ERISA Subject Matter Expert to a team of 10 SunGard Omni-Plus consultants.
- Collaborated with team to reduce TIAA-CREF's premium ledger account exposure by nearly \$35 million to ensure corporate objectives and regulatory compliance in insurance annuities on government tax-exempt group retirement plans.

SEALED WITH A KISS GIFT SHOP, Bethpage, NY (7/88-7/01, 3/06-11/06)

Assistant Manager, Senior Sales Associate, Sales Associate

- Supervised and trained a team of 12 employees in sales, product placement, customer service, and loss prevention.
- Assisted owner in maintaining relationships and inventory levels with major suppliers such as American Greetings, Lenox fine porcelain, Swarovski Crystal, Enesco and other major product lines.
- Collaborated on advertisement and incentive programs and the creation of in-store promotional and seasonal exhibits.

STRATEGIC WORKFORCE SOLUTIONS, New York, NY (7/05-1/06)

Financial Billing Analyst

- Analyzed payments, monitored aging, and reported accounts receivable collections directly to Controller of recruiting firm.

RESEARCH FOUNDATION OF THE CITY UNIVERSITY OF NEW YORK (2/03-7/05)

Assistant Project Administrator, Grants & Contracts (Budget Analyst)

- Assisted manager with directing agency and campus relationships, the administration, compliance, budgetary and fiscal controls, semi-annual and annual expenditure reports, and the establishment and closeout of over 250 government-sponsored programs in excess total of \$100 million per year.
- Audited expenditures, identified policy violations, and promoted due diligence to avoid future risk and exposure to the funding of government programs administered by foundation.

MELLON HR & INVESTOR SOLUTIONS, Uniondale, NY (7/96-5/02)

Defined Contribution Administrator (99-02), Reconciliation Specialist I/II (97-99), Defined Contribution Processor (96-97)

- Directed SunGard Omni recordkeeping for assets under management of \$50 million on the middle market segment, responsible for client relations, trust administration, and plan document interpretation under IRS, ERISA, & DOL rules.
- Recognized for restoring data integrity, rebuilding client relations, improving customer satisfaction, and for huge reductions in financial exposure on a large multi-plan client.
- Reconciled 401(k), money purchase, profit sharing plan assets under management totaling over \$150 million using SunGard Omni, TSSG, and Custody Management Systems.
- Liaison for new business accounts, conversions and implementation, ADP/ACP and 415 testing, and 5500 filings.

DREYFUS CORPORATION (BANK OF NY MELLON), New York, NY (3/95-7/96)

Mutual Fund Accountant

- Prepared mutual fund audit reports, month-end closings, calculated daily NAV's, accruals, yields and dividend rates of mutual and bond funds.
- Awarded job relocation to human resources consulting division in July 1996.

(Continued)

Educational Background:

- Database Design and Management Certificate, MIDLANDS TECHNICAL COLLEGE, Columbia, SC
- B.B.A., Accounting, HOFSTRA UNIVERSITY, Hempstead, NY
- A.S., Business Administration, STATE UNIVERSITY OF NEW YORK, Farmingdale, NY

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

- Student Government Association, Appropriations Committee Alumni Member
- Accounting Society, Treasurer & Member - Alumni
- Phi Theta Kappa Honor Society, Alumni Member

Volunteer Work:

COLUMBIA CITY BALLET, Columbia, SC (10/14-Present)

Performing Extra-Volunteer

- Dance and act in productions of The Nutcracker, Sleeping Beauty, Swan Lake, Cleopatra, and Beauty & the Beast.

DEPARTMENT OF JUVENILE JUSTICE, Columbia, SC (6/17-2/20)

Mentor-Volunteer

- Meet weekly as a positive role model to a youth committed by the courts for rehabilitation.
- Assist coordinator on Saturdays with New Beginnings Life Skills program for young men seeking release/parole.

SEXUAL TRAUMA SERVICES OF THE MIDLANDS, Columbia, SC (6/18-8/19)

Hospital/Crisis Hotline Advocate-Volunteer

Aid and assist sexual assault survivors and loved ones after crises via a 24-hour hotline and during emergency hospital visits.

WM. JENNINGS BRYAN DORN VETERANS AFFAIRS MEDICAL CENTER, Columbia, SC (4/18-10/18)

Patient Advocate-Volunteer

- Assisted as liaison between hospital staff, veteran patients, and their loved ones from the waiting room, holding area, and post anesthesia care unit.
- Received award at annual appreciation luncheon for volunteering over 100 service hours.

TRAVELERS INSURANCE, Columbia, SC (7/15-10/16)

Diversity Council Member

- Chaired Travelers' inaugural and 2nd annual participation in Columbia's SC Pride Festival, supporting diversity and inclusion.
- Bestowed a \$1000 Travelers grant to the Columbia City Ballet for my volunteer hours during the 2015/2016 season.

AFLAC GROUP INSURANCE, Columbia, SC (4/11-7/15)

Diversity Council Member

- Chaired the inaugural Aflac-Goodwill donation drive, a top record weight donation by a corporation to the Goodwill.
- Chaired Aflac's inaugural speaker event featuring USC First Lady Patricia Moore-Pastides, author and health educator.
- Ran in two group 5k's sponsored by Aflac to support breast cancer awareness & the last Airport Runway Run.

PALMETTO AIDS LIFE SUPPORT SERVICES, Columbia, SC (7/14-10/14)

Data Entry-Volunteer

- Updated spreadsheet, tracking frequency of client HIV testing with the organization.

SC PRIDE/HARRIET HANCOCK CENTER, Columbia, SC (10/09-12/11)

Fundraiser/Operations & Outreach Coordinator-Volunteer

- Assisted LGBTQA visitors/callers with locating crisis and community resources within South Carolina.
- Fundraised over \$16,000 for the 2010 SC Pride Guide, an 80-page, full color magazine with statewide distribution, including surrounding metropolitan cities, Charlotte and Atlanta.

Hobbies:

Weight and aerobic training, beginner yoga, outdoor gardening, former competing beginner ballroom dancer