

MINUTES
Town of Lexington

COUNCIL WORK SESSION

April 21, 2014

Town Council held a Council Work Session preceded by an Executive Session and a Special Called meeting on April 21, 2014 at 6:30 p.m. in the Eli Mack Sr. Room. The meetings were attended by: Mayor Steve MacDougall, Mayor Pro-Tem Hazel Livingston, Council Members Kathy Maness, Ted Stambolitis, Todd Shevchik, Todd Carnes and new Council Member Ron Williams.

Staff members present were: Town Administrator Britt Poole, Assistant Town Administrator Stuart Ford, Municipal Attorney Brad Cunningham, Police Chief Terrence Green, Community and Economic Catalyst Johnny Jeffcoat, Utilities and Engineering Director Allen Lutz, Assistant Finance Director Laraine Wieder, Director of Parks, Streets and Sanitation Dan Walker, Planning, Building and Technology Director John Hanson, Events and Media Coordinator Jennifer Dowden, Assistant Municipal Clerk Karen Hanner, and Municipal Clerk Becky Hildebrand.

There were approximately fifteen (15) citizens, ten (10) Boy Scouts, and two (2) members from the news media present.

CALL TO ORDER: Mayor MacDougall welcomed everyone to the Council Work Session. He read an opening statement to explain the procedures of a Council Work Session which stated: *“Work Sessions are less formal business meetings that enable Council to obtain and discuss information regarding Town issues from Staff members and/or consultants. Like Regular Council Meetings, citizens are encouraged to attend and observe Work Sessions; however, they do not include Public Hearings, but do allow for public comment at the end of the Work Session unless otherwise called on by Council. Council does not take an action vote on items during a Work Session other than to vote to place an item on Council’s next Regular Council Meeting agenda for consideration and an official vote. Council Work Sessions are not tape recorded, but Minutes are taken and posted on the Town’s web page following approval of Council”.*

Mayor MacDougall called the meeting to order at 6:30 p.m. (*The Invocation, Pledge of Allegiance, and Executive Session Ratification were given during the Special Called Council meeting.*)

DELETIONS TO AGENDA: None.

APPROVAL OF MINUTES: A motion was made by Councilmember Maness and seconded by Councilmember Carnes to approve the minutes as submitted for the April 7, 2014 Regular Council meeting. The motion was unanimously carried.

PRESENTATIONS: None.

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BUSINESS ITEMS: (For Discussion and Recommendation for Council's May 5, 2014 Regular Council Meeting.)

1. **Food Truck Ordinance Revisions – Planning, Building and Technology**
Director John Hanson: Food trucks currently cannot operate in Town. In January Council asked for additional research on how food trucks are handled in other communities. After discussions with other municipalities it appears that many of them have not directly addressed food trucks. The attached spreadsheet shows the elements included in some of the Ordinances. After researching the issue, it was recommended that Council consider implementing a Special Event Permit Process and allow food trucks to operate only at Special Events that have obtained a Special Events Permit.

Discussion: Mr. Hanson asked for Council's input before proceeding to implement a Special Event Permit Process. Councilmember Stambolitis asked if there was a push for every day food trucks in Lexington. He also requested that the fine for non-compliance be up to \$500 and/or 30 days in jail. Mr. Hanson responded that periodically Pawley's Front Porch will inquire, but most requests have been for events held in Town such as the Herb Festival and Radius Church. He added that the Ordinance could include the fee amount. Councilmember Carnes stated that he would like to make it an easy process since most would only inquire once or twice a year. Councilmember Williams confirmed that a food truck may also include a trailer. Mayor Pro-Tem Livingston asked Mr. Hanson to bring back an updated Ordinance for Council's review at the next Work Session.

2. **Facility Rental Fee Waiver for American Legion Post 217 – Events and Media Coordinator Jennifer Dowden:** The American Legion Post 217 is sponsoring a banquet to help raise funds for the purchase of a new roof for the American Legion Post 217 building. (Copy of request letter attached.) The organization asked for a fee waiver for Saturday, July 16, 2014 for use of the Conference Center. Following is the value of the fee waiver: Conference Center Rental Fee - \$600 (in town) or \$1,000 (out of town). A \$250 deposit would still be required.

A motion was made by Mayor Pro-Tem Livingston and seconded by Councilmember Maness to place the request on Council's May 5, 2014 agenda for consideration. The motion was unanimously carried.

3. **Facility Rental Fee Waiver Request for Distinguished Young Women of South Carolina:** The Distinguished Young Women of South Carolina Scholarship Program is sponsoring a banquet for program participants during the State Competition which will award one young lady the opportunity to compete on the national level. The organization asked for a fee waiver for Thursday, July 24, 2014 for use of the Conference Center. (Copy of request letter attached.) Following is the value of the fee waiver: Conference Center Rental Fee \$600 (in town) or \$1,000 (out of town). A \$250 deposit would still be required.

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A motion was made Councilmember Shevchik and seconded by Councilmember Stambolitis to place the item on Council's May 5, 2014 agenda for consideration. Mayor Pro-Tem Livingston confirmed that the Town had done a waiver in previous years. Councilmember Maness confirmed that this organization was previously Jr. Miss. The motion was unanimously carried.

4. **Dog Park Rules – Director of Parks, Streets and Sanitation Dan Walker:** The Dog Park is a new amenity to the Town's park system. Rules were set at the opening of the park and many requests have come before Staff for changes. Instead of bringing each and every request to Council, Mr. Walker asked for authority to tweak the rules as issues arise.

A motion was made by Councilmember Stambolitis and seconded by Councilmember Carnes to give the authority to the Director of Parks to adjust the rules as issues arise. Mayor Pro-Tem Livingston asked for an example. Mr. Walker responded that there is a basset hound that weighs more than 20 pounds and should be in the large dog portion of the park, but his owner says that the big dogs pick on him. Mr. Poole agreed that it would be better to let Mr. Walker tweak the requests rather than have an item on Council's agenda every month. The motion was unanimously carried.

5. **Woodcreek Subdivision Decorative Street Signs – Director of Parks, Streets and Sanitation Dan Walker:** The Vice Chairman for the Woodcreek HOA requested that the Town approve the replacement of the street, traffic control and other regulatory signs following Town Policy of allowing payment to the HOA of the cost of standard signs. The HOA would pay the difference to display decorative signs.

Budget and Finance:

Street intersection identification signs:	22 @ 130.30/=	\$2,866.60
Stop Signs:	35 @ 110.50/=	\$3,867.50
Regulatory Signs	10 @ 110.50/=	<u>\$1,105.00</u>
TOTAL		\$7,839.10

A motion was made by Councilmember Shevchik and seconded by Councilmember Stambolitis to place the item on Council's May 5, 2014 and for Staff to structure the payment of the request between two fiscal years (based on how many Woodcreek will replace in a year). Councilmember Carnes stated that the Town needs to be clear if they are installing them over the next 24 months or 36 months. Mr. Poole stated that it could come under the new budget. Councilmember Stambolitis inquired as to why the Town would pay a portion. Mayor Pro-Tem Livingston replied that it had already been done for the Historic Triangle, Westbrook, Mallard Lakes and Golden Hills. She added that Woodcreek probably would not install them all at one time and Staff should contact the HOA Vice President for more details. Mr. Walker stated that the

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Town replaces worn out signs, but they are replaced with a plain standard version. He added that Woodcreek signs are approximately 25 years old. The motion carried with five (5) in favor and two (2) recused due to residence in Woodcreek (Livingston, Williams). Recusal forms attached.

FOR YOUR INFORMATION

1. **First Quarter 2014 Emergency Procurements – Assistant Finance Director Laraine P. Wieder:** A summary of emergency purchases made in the First Quarter of 2014 were provided to Council for their information and to direct the summary be recorded in the minutes of the Work Session. (Summary attached.)

Mayor MacDougall inquired about why the Police Department was replacing a transmission in a Dodge that only had 50,000 miles. Chief Green responded that it was no longer under warranty. Mayor Pro-Tem Livingston recommended that they no longer buy Dodges. Mayor MacDougall confirmed that a motor drive was purchased for the West Columbia plant.

COUNCIL/STAFF COMMENTS

Councilmember Shevchik welcomed new Councilmember Ron Williams. He added that he was pleased to have a full house of seven members again.

Councilmember Williams announced the Lexington Elementary School's Spring Movie Night on April 25, 2014 at 6:30 p.m.

QUESTIONS FROM THE NEWS MEDIA: None.

PUBLIC COMMENTS

Citizen 1: Ms. Karen Gobin, 104 Highcrest Lane, stated that the parking at the Dog Park has the same issues she addressed at the last Council meeting. She stated that a cute sidewalk had been installed but it is still the same distance for a handicapped person to get into the park.

Citizen 2: Stated that there are still ADA compliance issues with parking at the Dog Park which is on an incline. She would like to see handicap parking in front of the gate.

Citizen 3: Stated that she loves the Dog Park, but it is an accident waiting for a place to happen when small children are allowed in the park. She witnessed a toddler one day that could have easily been knocked down by a big dog. She suggested a larger sign prohibiting children under a certain age.

Citizen 4: Stated that people should not be allowed to smoke in the Dog Park and leave their cigarette butts for the dogs to eat. She did not report it to the Police and did not feel they patrolled the area enough.

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Mr. Poole responded that the Town has an easement to cross the property to the Dog Park, but the Town cannot build on the property. Councilmember Stambolitis requested that the Municipal Attorney contact the owner to see if the Town can build a handicap parking space. Councilmember Maness stated that there is no smoking in any of the Town parks and citizens could report it by using the call box kiosk. Mr. Walker advised that the call box at the Dog Park is not yet working and the one at Gibson Pond is only for non-emergency calls. Chief Green stated that officers could not be at each of 7 parks all the time, but he could increase patrols. He added that they could not help with a situation if they did not know about it. He gave the two phone numbers for the Police Department's non-emergency numbers as 359-6260 and 785-2521. Mayor MacDougall stated that Mr. Walker would continue to address all the Dog Park issues.

Mr. Harris, with American Legion, thanked Council for allowing a fee waiver on the American Legion's fund raising event and banquet.

ADJOURNMENT: There being no further comments or questions, a motion was made by Councilmember Stambolitis and seconded by Councilmember Williams to adjourn the Council's Work Session at 7:06 p.m. The motion was unanimously carried.

Respectfully submitted,

Becky P. Hildebrand, CMC
Municipal Clerk

APPROVED:

Steve MacDougall
Mayor

FOIA COMPLIANCE – Public notification of this meeting was published, posted and mailed in compliance with the Freedom of Information Act and the Town of Lexington requirements.