

MINUTES  
*Town of Lexington*  
Executive Session and  
Council Work Session  
July 21, 2014

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Town Council held a Council Work Session preceded by an Executive Session and followed by a Regular Council Meeting on July 21, 2014 at 6:00 p.m. in the Eli Mack Sr. Room. The meetings were attended by Mayor Steve MacDougall, Council Members Kathy Maness, Ted Stambolitis, Todd Shevchik and Ron Williams. Mayor Pro-Tem Hazel Livingston and Council Member Todd Carnes were not present.

Staff members present were: Town Administrator Britt Poole, Assistant Town Administrator Stuart Ford, Municipal Attorney Brad Cunningham, Town Prosecutor Cliff Koon, Police Chief Terrence Green, Utilities and Engineering Director Allen Lutz, Finance Director Kathy Roberts, Director of Parks Streets and Sanitation Dan Walker, Planning Building and Technology Director John Hanson, Events and Media Coordinator Jennifer Dowden and Assistant Municipal Clerk Karen Hanner.

There were eight citizens and no members of the news media present.

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**OPENING STATEMENT AND CALL TO ORDER:** Mayor Steve MacDougall welcomed everyone to the Council Work Session. He read an opening statement explaining 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 broadcast, but Minutes are taken and posted on the Town's web page following approval of Council*".

Mayor MacDougall called the meeting to order at 6:22 p.m.

**EXECUTIVE SESSION REPORT:** Mayor MacDougall reported that the Executive Session was called to order at 5:15 p.m. after a motion was made by Councilmember Maness and seconded by Councilmember Williams to into Executive Session. The motion was unanimously carried by those present. (Councilmember Shevchik was not present.) Council adjourned from Executive Session at 6:10 p.m. after a motion was made by Councilmember Shevchik and seconded by Councilmember Williams. The motion was unanimously carried.

Mayor MacDougall reported that Council met in Executive Session to discuss: two legal matters related to the Business License Ordinance and the Vision Plan; and

three personnel matters related to routine issues and a Department Director. No vote was taken. A motion was made by Councilmember Maness and seconded by Councilmember Williams to ratify Mayor MacDougall's Executive Session report. The motion was unanimously carried.

**APPROVAL OF MINUTES:** A motion was made by Councilmember Maness and seconded by Councilmember Shevchik to approve the minutes as submitted for the Council Work Session and the Regular Council Meeting, both held on June 2, 2014. The motion was unanimously carried.

### **PRESENTATION**

1. **Greater Lexington Chamber of Commerce and Visitors Center – Haylee Anderson and Jennifer Dowden, Staff Liaisons:** Mayor MacDougall asked Jennifer Dowden to open the presentation from the Lexington Chamber of Commerce. Ms. Dowden stated that Haylee Anderson was not able to attend tonight's meeting and introduced Tracy Fredrychowski.

Ms. Fredrychowski stated the Lexington Chamber and Visitors Center handles a large number of phone calls and walk-ins for people visiting the Town of Lexington and inquiring about relocating to the Lexington area. She showed the welcome package full of information provided to visitors including a map of Lexington, a Chamber Member Directory, materials about businesses in the Lexington area, Lake Murray and some history of the community.

Ms. Fredrychowski reported work is underway on a flyer about Lexington to be distributed at the Welcome Centers on Interstates 20, 26 and 77. She directed attention to the website for the Lexington Chamber and the new links at the top for the Visitors Center and the LovinLexington.com websites. The LovinLexington website provides information for cities and towns in Lexington County including festivals, events, history, maps, emergency contacts, schools and population data. The Lake Murray page will provide information for rentals, the dam, purple martin tours and maps of public access areas. A reservations widget will link to the Columbia CVB in a partnership arrangement that will default to hotel locations in and around the Town of Lexington. A CGI community video is being produced for the relocation section with information about local government, education and important contacts. There are plans for distribution of a Top Ten Things to Do list similar to the one produced for Columbia.

Ms. Fredrychowski listed a few ideas to promote Lexington from their "dream list" such as billboards on the interstates to pull in traffic from Atlanta, Greenville, and Charlotte heading to or from Charleston or the beaches, a weekend itinerary with ideas of things to do during a short visit, email blasts and weekly newsletters.

Jennifer Dowden commented that in partnership with the Lexington Chamber, the Town can promote the Chamber with information in a new business packet, commercials on Channel 2, information about Chamber events in Town Topics and auction items for Visit Lexington packages to offer other area Chambers.

Ms. Fredrychowski reported the domain name lexingtonsc.com is privately owned but if it could be acquired, it could be used as a central website to place all information with links to other area websites. She also reported on the permanent feature for the Town of Lexington on the kiosk at the Lexington Chamber Visitor Center.

Councilmember Williams asked if information about the website could be added to Channel 2 and if the Town Hall lobby could get a kiosk. Britt Poole said that was something that could be looked into.

Ms. Fredrychowski added that this is her last job as an employee of the Lexington Chamber as she will be leaving to care for her parents. She introduced Conner Watkins who is the new Multi Media Manager.

Mayor MacDougall thanked Ms. Fredrychowski for her work and welcomed Conner Watkins.

**BUSINESS ITEMS:** (For Discussion and Recommendation for Council Meeting on August 18, 2014.)

1. **Maintenance of the I-20/US 1 Interchange – Parks, Streets and Sanitation**  
**Director Dan Walker:** It has been requested that the Parks Department obtain an encroachment permit from SCDOT to mow the interchange at I-20 and US 1. The request was that the interchange be mowed every 6 weeks during the growing season from April thru October.

Britt Poole added that since this is a large interchange it was important to have Council input on maintenance plans. Mr. Walker said that this would include mowing the medians of the interstate using a trailer to load and unload the tractor on each side of the traffic barriers. Councilmember Stambolitis asked if SCDOT did the mowing now. Mr. Walker reported they do it three times a year and in some areas the grass and weeds are several feet tall.

A motion was made by Councilmember Shevchik and seconded by Councilmember Williams to authorize staff to seek the necessary permits to begin maintenance of the intersection. The motion was unanimously carried.

2. **Franchise Fee on Utility Service - Municipal Attorney Brad Cunningham:** A municipality in South Carolina may enact ordinances and regulations which “grant franchises for the use of public streets and make charges for them,” provided the ordinances and regulations are consistent with the Constitution and general law of the state. The Town of Lexington currently has its Cable TV Franchise Fee rate at the state maximum of five percent (5%). The Town also charges a Franchise Fee to electric companies of three percent (3%). However, State law allows a fee of up to 5% for these utilities and Town Council may wish to consider increasing the franchise fee to take advantage of the additional potential revenue. If passed, the measure could add an estimated \$600,000 additional annual revenue to the General Fund.

Councilmember Stambolitis asked if this funding was intended for Vision Plan projects. Mr. Britt Poole responded that initially it is intended to reduce the GO debt and to help with the maintenance of new projects such as the amphitheater, the interchange and corridor improvements and the Old Mill trail. He added it is essential to build in maintenance costs for long term projects. Irene Tyson is compiling information from the retreat and will bring it to the next Work Session. Mayor MacDougall commented that the outcome of the Penny Tax vote will direct some of those decisions.

A motion was made by Councilmember Shevchik and seconded by Councilmember Maness to place the item on the August 18 Council Agenda. Councilmember Stambolitis asked about adding streetlights to West Main Street and Columbia Avenue. Mr. Poole responded that when underground power lines were discussed, an option to tie in additional street lights could reduce the some of the cost of the installation. Councilmember Stambolitis asked about decorative lights. Mr. Poole commented that along the four lane sections, street lighting would be downward facing. The motion was unanimously carried.

3. **Appointment to Board of Zoning Appeals – Assistant Municipal Clerk Karen Hanner:** The Board of Zoning Appeals has two vacancies for residents of the Town who have building experience. Mr. Kevin Eubanks submitted a Talent Bank Application to serve on the Town’s Board of Zoning Appeals. Mr. Eubanks is a Town resident. (See attached Talent Bank Application.)

A motion was made by Councilmember Maness and seconded by Councilmember Williams to place the item on the August 18 Council Agenda. The motion was unanimously carried.

**FOR YOUR INFORMATION**

- 1. Emergency Procurements Second Quarter Fiscal Year 2014 – Finance Director Kathy S. Roberts:** A summary of emergency purchases made in the Second 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.)

**COUNCIL/STAFF COMMENTS:** None.

**QUESTIONS FROM THE NEWS MEDIA:** None.

**PUBLIC COMMENTS:** None.

**ADJOURNMENT:** There being no further comments or questions, a motion was made by Councilmember Maness and seconded by Councilmember Shevchik to adjourn the Council's Work Session at 7:05 p.m. and reconvene in the Regular Council Meeting. The motion was unanimously carried.

Respectfully submitted,

Karen Hanner  
Assistant 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.*