

MINUTES
Town of Lexington
Executive Session and
COUNCIL WORK SESSION
October 20, 2014

Town Council held a Council Work Session preceded by an Executive Session on October 20, 2014 at 6:00 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, and Ron Williams. Councilmember Carnes was absent.

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

There were two (2) citizens present and one news media member was present.

OPENING STATEMENT and 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”.*

Councilmember Stambolitis gave the invocation. Councilmember Shevchik led in the Pledge of Allegiance. 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 5:33 p.m. after a motion was made by Councilmember Maness and seconded by Councilmember Williams to go into *Executive Session*. The motion was unanimously carried by all those present. (Councilmember Shevchik was absent for the vote.) Council adjourned from *Executive Session* at 6:18 p.m. after a motion was made by Councilmember Maness and seconded by Councilmember Shevchik. The motion was unanimously

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carried by all those present. Mayor MacDougall reported that Council met in *Executive Session* to discuss: two contractual issues regarding economic development in downtown Lexington and issues regard CCF and one routine personnel matter. No vote was taken. A motion was made by Mayor Pro-Tem Livingston and seconded by Councilmember Maness to ratify Mayor MacDougall's *Executive Session* report. The motion was unanimously carried by all those present.

DELETIONS TO AGENDA: None.

PRESENTATIONS: None.

APPROVAL OF MINUTES: A motion was made by Councilmember Williams and seconded by Councilmember Maness to approve the Minutes as submitted from Council's October 6, 2014 Regular Council meeting. The motion was unanimously carried by all those present.

BUSINESS ITEMS: (For Discussion and Recommendation for Council's November 3, 2014 Regular Council Meeting.)

1. **Vision Plan Update – Town Administrator Britt Poole:** Mr. Poole presented Council with an updated Vision Plan which was drafted following the Vision Plan Retreat held in July. (Copy attached – 4 pages.) He asked Council if they had corrections; and, if not, to ratify the Vision Plan Update as submitted and to place it on the November 3, 2014 agenda for approval.

Councilmember Maness requested that the date of July 9, in the third paragraph, also include the year of 2014, as a point for future reference. She also recommended on the last page that the spacing be corrected under Economic & Community Development Management; four lines from the bottom should be included in the fifth line from the bottom.

Councilmember Stambolitis asked if wayfinding signs were included. Mr. Poole confirmed that wayfinding signage is listed under the Implementation Schedule to issue an RFQ for a Wayfinding Master Plan in October 2014, with the completion of the plan in June. He added that the schedule also includes beginning the Wayfinding Implementation in October of 2015. Mr. Poole stated that the new Transportation Director, Randy Edwards, would handle the RFQ which is planned to go out by the end of October. He added that the RFQ would include a study and concept in order to prepare budget estimates. He further planned for the budget to be handled during the Town's regular budget process next year. Mayor Pro-Tem Livingston asked for the estimated cost of the study. Mr. Poole responded that he would estimate the study to cost \$25,000. Councilmember Stambolitis requested that the RFQ go out to groups like the one that handled Rock Hill's. Mr. Poole agreed and stated that the study would include places for directional signage as well as locations of sign litter to be taken down. He added that many signs are up for many years and never reviewed for removal. He gave the example of a tractor crossing sign on Highway 378, when the only tractor he knows about in the area has

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been chained to a tree for three years. Councilmember Stambolitis asked if the Corridor Development was complete. Mr. Poole responded that a study of the smaller gateways had been done, but the study for potential Main Street alternative routes had not yet been done. Councilmember Stambolitis confirmed that the study on Main Street did not hinge on the approval of the Penny Tax.

Mayor MacDougall confirmed that the Wayfinding Master Plan would include an inventory of the Town’s signs. He then recommended that the Council adopt the Executive Summary of the Vision Plan as submitted.

A motion was made by Mayor Pro-Tem Livingston and seconded by Councilmember Shevchik to place the item on Council’s November 3, 2014 agenda for approval. The motion was unanimously carried by all those present.

- Downtown Parking – Town Administrator Britt Poole:** Staff was requested to do a parking count for the 100 Block of Main Street and close surrounding areas. Following are the number of spaces currently available for public and private parking which are within a 1,000 foot radius centered on Main Street:

	P U B L I C		P R I V A T E	
	<u>Standard</u>	<u>Handicap</u>	<u>Standard</u>	<u>Handicap</u>
North of Main Street	0	0	303	11
South of Main Street	1,088	22	153	0
On Main Street	36	0	0	0

TOTAL: 1,613 Parking Spaces

Staff has also studied the possibility of creating an additional public lot on Church Street. It appears that the lot could reasonably be expected to add a minimum of 250 spaces. Council also received a map of the proposed Auxiliary Parking Areas, matrix of location of Main Street parking counts, and “Site A” Parking Lot Development Costs. (Copies attached.) Mr. Poole explained that the formal parking lot would be stone (red) gravel like used at Palmetto Collegiate Institute and the grassed parking area would be used for overflow parking. He estimated that the auxiliary parking lot of 250 spaces would cost \$200,000 and would include a tie-in to Virginia Hylton Park. He stated that the parking areas would be used for the amphitheater and overflow parking for Palmetto Collegiate Institute. Mr. Poole stated that the Town owns a lot of property near the proposed site on Church Street which includes property up to the pond and an additional property on the other side of the pond which could be used for the expansion of Virginia Hylton Park.

Councilmember Stambolitis asked why overflow parking on Church Street would be red gravel and not asphalt. Mr. Poole responded that the red gravel is more temporary and was used at Palmetto Collegiate, but had held up for 7 years. He added that the new parking area could also use embedded parking stops like those

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used in the parking area of Palmetto Collegiate. Mr. Walker stated that white brick could also be used. Mr. Edwards added that asphalt would cost more and would require storm water management. He added that concrete curbing with a drainage feature could be used through the site. Councilmember Stambolitis stated that he was very encouraged by the number of parking spaces which would be more than adequate for an event held at the amphitheater. He encouraged Staff to provide maps and signage for available parking during large events at the amphitheater. Mr. Poole stated that the additional parking would handle large events to be held at the 900 seat amphitheater and would not affect business parking. He stated that a raised walkway would be added near the amphitheater. He added that overflow parking at Town Hall would no longer be required when using Palmetto Collegiate. Councilmember Stambolitis asked if the County was ok with the Town using their parking for overflow. Mr. Poole responded that the Town and the County have worked well together when parking was needed after hours and on Saturdays. He added that the lease between the Town and the County on Lexington Square has not created a problem in that most parking needs, such as with Fall Festival, are with after hour events.

Councilmember Williams asked if additional lighting would be added in the area for safety especially at Hendrix Street and South Church Street. Mr. Poole responded that they had not yet discussed lighting, but it would be worked out with SCE&G. Mr. Poole added that he did not think there had been any problems in the past when people crossed the street when leaving Palmetto Collegiate. Councilmember Williams confirmed that the count did not include the 85 parking spaces planned for the IceHouse property. He asked how funding and timing would be handled. Mr. Poole stated that funding would be carried through as a budget item. He estimated that one year the budget would include demo, application and permitting and the following year would include construction. He added that there is ample parking on the property, at Palmetto Collegiate, and at Town Hall for staging the project.

3. **Carolina Ballet Sponsorship Request – Municipal Clerk Becky Hildebrand:** Mayor MacDougall received a request from the Columbia Music Festival Association to become a partner for a special performance of the Nutcracker on November 28, 2014 dedicated to the First Responders and their families for the Town of Lexington. They requested a donation to Ann Brodie's Carolina Ballet in the amount of \$2,500. (Copy of request attached.)

Mayor MacDougall stated that several members of the dance company live in Lexington and it would be for a good cause.

Councilmember Williams stated that it was a large contribution amount to go out of Town. Councilmember Stambolitis agreed and recommended a donation of \$500. He asked if it would benefit First Responders by purchasing equipment for them.

No motion was made to place the item on Council's November 3, 2014 agenda.

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4. **Issuance of Water and Sewer Revenue Bond Anticipation Notes of 2014 – Assistant Town Administrator Stuart Ford:** The Town's Water and Sewer System Capital Improvement Plan over the course of the next five years includes approximately \$22 Million in projects. The financing plan includes a mix of Capital Contribution Fee Income, Retained Earnings, and Revenue Bond issuances. During Fiscal Year 2015, the plan requires the roll-over of \$10 Million in Revenue BANs issued in 2013. The BANs will provide continued interim financing for the projects during the construction phase followed by the issuance of long-term Revenue Bonds later in the decade. Council was asked to place the item on their November 3, 2014 agenda for approval. Budget and Finance: State law allows for BANs to be issued with maturities of up to one year. The use of low interest Short-term BANs is designed to minimize overall financing costs and maintain financial flexibility during the construction phase. Long-term Revenue Bonds will most likely be issued in Fiscal Year 2017.

Councilmember Williams confirmed that the Bond was due on December 2nd. Mr. Ford confirmed that the Bond would roll to next year and be reissued in 2017 for a low rate on long term financing. He added that this would lower debt service to meet the covenants. Mr. Poole explained that BANs are used like a construction loan and then changed to final financing.

A motion was made by Councilmember Shevchik and seconded by Councilmember Williams to place the item on Council's November 3, 2014 agenda for approval as stated. Councilmember Stambolitis confirmed that the rate would be less than 1% for 1 year. The motion was unanimously carried by all those present.

FOR YOUR INFORMATION

1. **Third Quarter 2014 Emergency Procurements – Finance Director Kathy Roberts:** Council was provided a summary of third quarter 2014 emergency procurements as information and requested to direct the summary be recorded in the Minutes of the Work Session.

Mayor MacDougall inquired about the cost to replace a fuse in the elevator. Councilmember Stambolitis asked if insurance paid the amount. Finance Director Roberts responded no because the amount was less than the deductible. Councilmember Williams asked if the Town could purchase fuses for the elevator. Mr. Poole responded no.

COUNCIL/STAFF COMMENTS

Councilmember Stambolitis requested that Council address the road problems on Black Avenue. He would like to see guard rails installed. He added that he had talked to County Councilmember Collins who told him that the area had been overlooked and it was dangerous. Mr. Poole stated that the Town had contacted the County Maintenance Director who agreed it was dangerous but long term they were not actually pulling cars

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out of the ditch. He added that the overall cost to fix it would be \$850,000. Mr. Poole stated that it is a County road and since they are obligated to fix it, citizen complaints should be directed to County Councilmember Collins because it is his district. Councilmember Stambolitis asked if the Town had funds to help fix Black Avenue. Mr. Poole responded no. He added that the Town only has \$100,000 to repair roads and the County receives C-Funds and the Town does not. He stated that the Town can only fix Town owned roads out of regular budget funding. Mayor MacDougall stated that the County was aware of the problem and possibly they would fix it.

QUESTIONS FROM THE NEWS MEDIA: Mr. Tim Flach stated that he would ask the Town Administrator a technical question after the meeting.

PUBLIC COMMENTS: None. Mayor MacDougall welcomed the student for attending the meeting.

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 7:00 p.m. The motion was unanimously carried by all those present.

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.