

MINUTES
Town of Lexington
Executive Session and
COUNCIL WORK SESSION

February 21, 2017

Town Council held a Council Work Session on February 21, 2017 at 111 Maiden Lane, Lexington, South Carolina preceded by an Executive Session. The meetings were attended by: Mayor Steve MacDougall, Mayor Pro-Tem Hazel Livingston, Council Members Kathy Maness, Todd Carnes, and Ron Williams. Councilmembers Ted Stambolitis and Steve Baker were absent.

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

There were no citizens or news media members present for the meeting.

CALL TO ORDER: Mayor MacDougall welcomed everyone to the Council Work Session. He apologized for the late start of the meeting. 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 Carnes gave the invocation. Mayor MacDougall led in the Pledge of Allegiance. Mayor MacDougall called the Council Work Session to order at 6:28 p.m.

EXECUTIVE SESSION REPORT

Mayor MacDougall reported that the *Executive Session* was called to order at 5:30 p.m. after a motion was made by Councilmember Carnes and seconded by Councilmember Williams to go into *Executive Session*. The motion was unanimously carried by all those present (5). Council adjourned from *Executive Session* at 6:13 p.m. after a motion was made by Councilmember Williams and seconded by Councilmember Maness. The motion was unanimously carried by all those present (5). Mayor MacDougall reported

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that pursuant to SC Code §30-4-70(a) (1) and (2), Council met in *Executive Session* to discuss: one contractual issue related to utility service with another jurisdiction and two routine personnel items related to an update and appointments to Boards and Commissions. 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 (5).

DELETIONS TO AGENDA: None.

APPROVAL OF MINUTES: A motion was made by Councilmember Williams and seconded by Councilmember Maness to approve the Minutes from Council's Regular meeting held on February 6, 2017. The motion to approve the minutes was unanimously carried by all those present.

PRESENTATIONS

1. **Mr. Ken Prince, CPA, CFE, The Brittingham Group, LLP – 2016 Audit Summary:** Mr. Prince stated that Mr. Randy Cooper was not able to make the presentation tonight due to the flu. Mr. Prince thanked the Mayor, Council, and Staff for allowing him the opportunity to present the 2016 Audit Summary. He added that the Finance Staff had again been very cooperative and helpful in the process. Mr. Prince commended them for being awarded the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report for the 18th consecutive year. He referred Council to pages 8 and 10 for the Report on the Financial Statements which are unmodified and the highest opinion and are free of material misstatement. Mr. Prince gave a summary of the Town's Financial Highlights which included: (1) The assets of the Town exceeds its liabilities by \$97,032,831 (net position). Of the total, \$9,118,051 was unrestricted and available to meet the ongoing obligations and operations of the Town. (2) The Town's net position increased by \$7,580,795 as revenue of \$36,382,475 exceeded expenses of \$28,801,680. (3) Capital and intangible assets totaled \$153,824,527, an increase of \$5,494,967 from the prior year. The change was due to improvements to the Town's combined waterworks and sewer system, construction of the Town's amphitheater, donation of infrastructure assets from developers, and general asset replacement offset by depreciation expense. (4) The Town's internal controls and compliance in other matters are also unmodified with no findings. The Town is financially strong which is a trend that is expected to continue.

Mayor MacDougall thanked Mr. Prince for the good report.

Councilmember Carnes asked how much of the Town's assets were liquid. Assistant Town Administrator Ford responded that \$21 million is current assets with some restrictions for funds obligated for capital projects.

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BUSINESS ITEMS: (For Discussion and Recommendation for Council's March 6, 2017 Regular Council Meeting.)

1. **Meals on Wheels Program – Municipal Clerk Becky Hildebrand:** The Lexington County Recreation and Aging Commission's Council on Aging Program requested support from the Town of Lexington to heighten awareness of the circumstances that face many of Lexington County's aging individuals and to support the Meals on Wheels program. (Copy of request letter attached.) In 2015 and 2016, Council voted to donate \$500 to the Meals on Wheels program. Funding would come from Council's Contribution Budget.

A motion was made by Mayor Pro-Tem Livingston and seconded by Councilmember Maness to place the request on Council's March 6, 2017 agenda for consideration. The motion was unanimously carried by all those present (5).

2. **"It's All About Herbs Festival" Sponsor Request – Municipal Clerk Becky Hildebrand:** Merritt Lucas with the "Herb Bunch", a nonprofit club affiliated with the Clemson Extension Service, requested a sponsorship for their sixth annual "It's All About Herbs Festival" to be held on April 1, 2017 on the grounds of the Lexington County Museum. Contributions provide funds for a scholarship to a qualified Lexington County student for study in the field of agriculture or another related major, upkeep of the Colonial Garden at the museum, the continued educational efforts in the community, and the construction of the club's website page. Contribution levels include: \$100, \$200 and \$400. In 2016 Council approved a contribution of \$200 to the event. (Copy of request letter attached.)

No motion was made.

3. **Discussion of Boards and Commissions Appointment Process – Municipal Clerk Becky Hildebrand:** At the November 21, 2016 Work Session, Councilmember Carnes requested that the Council review the procedure for processing Talent Bank Applications. The existing procedure is for an applicant to submit the Talent Bank application (found on the Town's website) to the Municipal Clerk's office. The application is reviewed for residency qualifications and current committee vacancies and then placed on Council's next Work Session agenda for consideration. Council may approve the request to be placed on their next Council agenda for approval. Once the appointment is approved by Council, the Municipal Clerk's office notifies the applicant. Staff also reviewed approximately 12 to 15 other South Carolina cities which indicated that they all have a similar process.

Councilmember Carnes asked about the current process and stated that since Staff had not made any recommendations, Council should discuss it further. He added that volunteers on the Town's authoritative Boards should: (1) have their voting record verified through the County; and (2) be asked to explain their community involvement. Councilmember

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Carnes stated that he was more concerned with new appointees than reappointments. Town Administrator Poole stated that Council could override any recommendation and could request further information. Municipal Clerk Hildebrand stated that the Talent Bank application could be updated to include the changes. She verified that Council wanted to check voting records regardless of the County. Mayor Pro-Tem Livingston agreed that it was okay for Staff to make the changes. Councilmember Carnes requested that the item be brought back to the next Work Session so Council could further discuss the proposed changes.

3. Boards and Commissions Council Liaisons – Municipal Clerk Becky Hildebrand: Council Liaisons to Boards and Commissions are made for a two year term following elections. Listed below are the current Council appointments which expired in 2016. Appointments were delayed pending the November election.

Central Midlands COG Board	Mayor MacDougall, Alternate: Mayor Pro-Tem Livingston
Lex Joint Water & Sewer Comm Board	Mayor MacDougall, Alternate: Councilmember Shevchik
Lex Chamber Board (Ex-Officio)	Councilmember Carnes
Accommodations Committee	Councilmember Shevchik
Advisory Committee	Councilmember Stambolitis
Board of Appearance Review	Councilmember Stambolitis
Board of Zoning Appeals	Councilmember Shevchik
Building Codes Board of Appeals	Councilmember Maness
Historic Review Board	Councilmember Maness
Planning Commission	Councilmember Maness, Alternate: Shevchik
Traffic Committee	Mayor Pro-Tem Livingston, Alternate: Carnes

Councilmember Maness asked why the Chamber discontinued the Ex-Officio position. Town Administrator Poole explained that the Chamber changed their by-laws and had asked the County and Town Administrators to serve in that position. Councilmember Maness added that she would like to see someone on Accommodations that is familiar with the process. Mayor Pro-Tem Livingston agreed and added that they have to be able to make tough decisions. Mayor MacDougall offered to sit it with anyone that still had questions about Accommodation guidelines.

Mayor MacDougall and Council recommended the following reappointments and/or changes:

Central Midlands COG Board	Mayor MacDougall, Alternate: Mayor Pro-Tem Livingston
Lex Joint Water & Sewer Comm Board	Mayor MacDougall, Alternate: Councilmember Williams
Lex Chamber Board (Ex-Officio)	(Chamber discontinued.)
Accommodations Committee	Councilmember Carnes, Alternate: Councilmember Maness

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Advisory Committee	Councilmember Stambolitis
Board of Appearance Review	Councilmember Stambolitis
Board of Zoning Appeals	Councilmember Baker
Building Codes Board of Appeals	Councilmember Maness
Historic Review Board	Councilmember Baker
Planning Commission	Councilmember Maness, Alternate: Williams
Traffic Committee	Mayor Pro-Tem Livingston, Alternate: Carnes

A motion was made by Councilmember Maness and seconded by Councilmember Williams to place the item on Council's March 6, 2017 agenda for consideration of the recommendations for appointments and reappointments. The motion was unanimously carried by all those present (5).

COUNCIL/STAFF COMMENTS

Municipal Clerk Hildebrand reminded Council of their Council Budget Work Shop to be held on April 24th at 5:30 p.m. in the Eli Mack Room. She added that Council would receive the information from the Finance Director prior to the meeting. Councilmember Maness stated that she preferred to receive the CAFR prior to the meeting so she could review it before the presentation.

Municipal Clerk Hildebrand announced that the Town's old vault had been moved from the old Clark House to Town Hall in front of the Finance Department. It is estimated to be 100+ years old and a brief history of the vault would be placed on it soon.

Director of Parks and Sanitation Walker warned that plants were in extreme danger if the weather turned cold because after the recent unusually warm weather plants had started blooming early.

Police Chief Green announced that there would be a 10K race in Town on Saturday and everyone should expect delays near the race route.

PUBLIC COMMENTS: None.

QUESTIONS FROM THE NEWS MEDIA: None.

ADJOURNMENT: There being no further comments or questions, a motion was made by Councilmember Maness and seconded by Councilmember Williams to adjourn the Council's Work Session at 6:48 p.m. The motion was unanimously carried by all those present (5).

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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.