

MINUTES
Town of Lexington
Executive Session and
Council Work Session

June 15, 2020

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Town Council held an Executive Session followed by a Council Work Session in the Conference Center, followed by the June Regular Council meeting (separate minutes) in the Council Chambers on June 15, 2020 at 111 Maiden Lane, Lexington, South Carolina (*Summer Schedule*). The meetings were attended by: Mayor Steve MacDougall, Mayor Pro-Tem Hazel Livingston, Councilmembers Kathy Maness, Todd Carnes, Ron Williams, Steve Baker and Todd Lyle.

Staff members present and/or available for questions were: Town Administrator Britt Poole, Assistant Town Administrator Stuart Ford, Municipal Attorney Brad Cunningham, Police Chief Terrence Green, Planning, Building and Technology Director John Hanson, Economic Development Johnny Jeffcoat, Utilities and Engineering Director Allen Lutz, Utilities Superintendent David Patton, Finance Director Kathy Pharr, Parks and Sanitation Director Dan Walker, Special Projects Manager Wesley Crosby, Events and Media Coordinator Laurin Barnes, Assistant Municipal Clerk Karen Hanner and Municipal Clerk Becky Hildebrand.

There were no citizens or news media members present.

OPENING STATEMENT and CALL TO ORDER

Mayor MacDougall welcomed everyone to the Council Work Session. He stated that Council was meeting in the Conference Center in order to provide additional space as recommended by the CDC during the COVID-19 pandemic. 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 taped for use by the Municipal Clerk only and Minutes are taken and posted on the Town’s web page following approval of Council.”*

EXECUTIVE SESSION REPORT

Mayor MacDougall reported that the *Executive Session* was called to order at 5:34 p.m. after a motion was made by Councilmember Lyle and seconded by Councilmember Baker to go into *Executive Session*. The motion was

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unanimously carried. Council adjourned from *Executive Session* at 6:26 p.m. after a motion was made by Councilmember Williams and seconded by Councilmember Lyle. The motion was unanimously carried. Mayor MacDougall reported that pursuant to SC Code §30-4-70(a) (1) and (2), Council met in *Executive Session* to discuss: two legal issues regarding pending litigation and advice regarding agenda items; two contractual items regarding a downtown development issue and a discussion regarding a contract for RFP Zoning Modification; and two personnel items regarding a routine personnel review and Board and Commission reappointments. No vote was taken. A motion was made by Councilmember Maness and seconded by Councilmember Baker to ratify the Mayor's report. The motion was unanimously carried.

DELETIONS ON AGENDA: None.

APPROVAL OF MINUTES: A motion was made by Councilmember Maness and seconded by Councilmember Williams to approve the minutes from Council's virtual regular meeting held on May 4, 2020 as submitted. The motion was unanimously carried.

BUSINESS ITEMS: (For discussion and recommendation for Council's July 6, 2020 Regular Council Meeting.)

1. **Social Media Policy – Events and Media Coordinator Laurin Barnes:** Ms. Barnes presented a proposed Social Media Policy for Council's consideration. (Copy attached.) She stated that the Town has multiple social media accounts to further connect with citizens and the community as a whole. Ms. Barnes added that the Town wishes to promote effective communication and maintain a respectful dialogue in the social sphere. In that spirit, commenting and moderation rules are needed to maintain a productive and open forum for community discussion.

Mayor MacDougall stated that the policy will help the Town clean up some issues and make a strong policy. Ms. Barnes stated that Municipal Attorney Cunningham had reviewed the policy along with other social media policies and if someone did not follow the rules, she could take their social media post down. Mr. Poole stated that it would also allow the Town to take down comments that are off topic.

A motion was made by Councilmember Maness and seconded by Mayor Pro-Tem Livingston to place the Social Media Policy on Council's July 6, 2020 agenda for consideration.

2. **Reappointments to Boards and Commissions:** The terms for the following Boards and Commissions members expire June 30, 2020. Reappointments require approval by Council.

Advisory Committee: Ginny Kurtz, Robert Suggs, Gayle Tallon Brazell

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Building Codes Board of Appeals: James Snell
Historic Preservation Board: Mandy Derrick
Planning Commission: Brian Amick, Roscoe Caughman
Traffic Committee: Jennifer Morgan

Current Boards and Commissions Vacancies:
Board of Zoning Appeals: 2 vacancies
Building Code Board of Appeals: 2 vacancies
Historic Preservation: 1 vacancy
Traffic Committee: 2 resident vacancies

A motion was made by Mayor Pro-Tem Livingston and seconded by Councilmember Baker to place Boards and Commissions reappointments as stated on Council's July 6, 2020 agenda for consideration. Mayor Pro-Tem Livingston confirmed that the reappointees would be contacted prior to Council's July meeting. The motion was unanimously carried.

3. **Accommodations Tax Discussion – Town Administrator Britt Poole:** Council requested a discussion regarding the Accommodations Tax 30% Special Fund. (Copy of Accommodations Tax statute attached.)

Mr. Poole confirmed Council's request to (1) confirm the requirements if Council wished to bring items in-house, (2) reach out to the Lexington Chamber to request an itemized plan for next year's funding, (3) reach out to Columbia Metropolitan Convention Center and Visitors Bureau regarding co-operative marketing. Councilmember Williams requested that this item be brought back to Council in July. Mr. Poole responded that he would place the item on Council's July agenda if he received all the information in time.

A motion was made by Councilmember Baker and seconded by Councilmember Williams to place the item on Council's July 6, 2020 Work Session agenda for consideration. The motion was unanimously carried.

4. **Cherry Ridge Subdivision Drainage Improvements – Director of Transportation Randy Edwards:** The Cherry Ridge Development sits downstream of the Palmetto Courtyards neighborhood along Powell Road and experiences significant erosion impacts from high volume rain events. In 2018, the Town evaluated possible alternatives and provided minor mitigation measures in select areas. Minor mitigation efforts will not meet the high demand on this drainage area which requires development and construction of stormwater management feature to provide some relief. Recently the Town received a design fee proposal from Cross Engineering (203 West Main Street) to survey, engineer and permit a stormwater feature upstream of the affected area in the amount of \$26,650. Council was asked

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to direct Staff to proceed with detailed design and fund this project through the Roads and Infrastructure account.

Councilmember Carnes asked if there was an estimate for the engineering design. Mr. Edwards responded that the pump station was permitted by DHEC in the late 1990's. He added that Chimney Ridge was washed out because of upstream. He stated that Council had discussed it during their 2017 retreat to buy a lot to make the facility work with the idea to go up stream. Mr. Edwards commented that the alternative was a pipe system through all the backyards. He did not have a ballpark number on the cost yet, but the design work would help with the estimate.

A motion was made by Councilmember Maness and seconded by Mayor MacDougall to place on Council's July 6, 2020 agenda for consideration. The motion was unanimously carried.

5. **Circleview Drive Drainage Repair – Director of Transportation Randy Edwards:** Significant rainfalls combined with the existing storm drain deficiencies on Circleview Drive caused a severe washout behind a storm drain box and curb. The scope of this work is complex due to elevations and utilities, so the assistance of a bonded contractor was requested. Three quotes yielded a low cost of \$19,700 from Martin and Son Contracting for restoring the area and installing new curb to prevent future failures. Council was asked to consider appropriating the \$19,700 from the Roads and Infrastructure budget.

Mayor Pro-Tem asked if the washout was very bad. Mr. Edwards responded that there is a study going on, but the utility boxes are caving in from the water jumping the curb.

Mayor MacDougall requested to make sure the pipe is not causing the undermining. He added that Lexington County should be responsible to help get some of the money back for the Town. Mr. Edwards responded that the County would say it is not their road. Mr. Poole explained that under the new Stormwater Plan the County would accept it and if not, SCDOT would assist. He compared it to Black Avenue which is a \$2 Million project which is on the list.

A motion was made by Mayor Pro-Tem Livingston and seconded by Councilmember Williams to place the item on Council's July 6, 2020 agenda for consideration. The motion was unanimously carried.

COUNCIL/STAFF COMMENTS: None.

PUBLIC COMMENTS: None.

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NEW MEDIA COMMENTS: None.

ADJOURNMENT: There being no objection from Council, Mayor MacDougall adjourned the Council Work Session at 6:40 p.m. and announced that Council would convene the Regular June Council meeting in Council Chambers within the next ten minutes.

Respectfully submitted by:

Becky P. Hildebrand, CMC

APPROVED BY:

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.