

MINUTES
Town of Lexington
Executive Session and
COUNCIL WORK SESSION
July 16, 2007

Town Council held a Special Meeting (see separate minutes) preceded by an Executive Session and followed by a Council Work Session. Attending the meetings was Mayor Randy Halfacre, Council Members Richard Thompson, Kathy Maness, Ted Stambolitis, Danny Frazier and Todd Shevchik. Mayor Pro-Tem Hazel Leggett-Tyndall was absent (excused). Also present for portions of the Executive Session were Town Administrator Jim Duckett and Assistant Town Administrator Britt Poole. Others attending the Work Session were Assistant Police Chief Jay Koon, Director of Utilities Allen Lutz, Finance Director Kathy Roberts, Assistant Finance Director Laraine Wieder, Parks, Streets and Sanitation Director Dan Walker and Municipal Clerk Becky Hildebrand.

Two (2) citizens were present and two (2) reporters from the news media.

Mayor Halfacre called the *Executive Session* to order at 6:04 p.m. after a motion was made by Councilmember Maness and seconded by Councilmember Stambolitis to go into Executive Session. The motion was unanimously carried by all those present.

Council returned from *Executive Session* at 7:15 p.m. after Councilmember Shevchik made a motion to adjourn the *Executive Session*. The motion was seconded by Council member Maness, which was unanimously carried.

Mayor Halfacre reported that the *Executive Session* was called to order at 6:04 p.m. to discuss: (1) Two personnel issues. (2) A legal issue regarding proposed sewer line installation. (3) Discussion regarding pending legal matters. Mayor Halfacre added that the Town Administrator was asked to make an offer regarding an open position. No other action was taken. A motion was made by Councilmember Maness and seconded by Councilmember Shevchik to ratify the Mayor's *Executive Session* report. The motion was unanimously carried by all those present.

INVOCATION AND PLEDGE: Councilmember Shevchik gave the invocation and Councilmember Maness led in the pledge of allegiance.

CALL TO ORDER: Mayor Halfacre called the Work Session to order at 7:30 p.m.

APPROVAL OF MINUTES: Councilmember Maness made a motion to approve the Regular Council Meeting Minutes from July 2, 2007. Councilmember Shevchik seconded the motion which was unanimously carried.

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ADDITIONS/DELETIONS: None.

PRESENTATIONS

1. **Hydraulic Model for Highway 378 – Mr. Tom Thain, B.P. Barber:** Mr. Thain introduced three other B. P. Barber associates and presented Council with a report on “West Columbia Pressure Sewer System Hydraulic Study – Project #06467”. (Copy attached.) Mr. Thain gave a summary of the report which included the condition of the system, improvements and design for future expansion. Mayor Halfacre asked how Lexington got into such a problem with the system. Mr. Thain responded that growth was the main issue and with proper planning, Lexington could control the direction of future growth. Councilmember Frazier discussed the line to Saluda and if the line would support the growth in the Lake Murray area. He supported a proactive approach because the land was too valuable to not have access to the system. Town Administrator Duckett thanked Mr. Thain for a great presentation and he agreed that the issue needs to be addressed. He added that a lot of information was presented and he recommended that the Director of Utilities Allen Lutz be allowed to bring the items back to Council as the pieces are needed since the funding is limited. Mayor Halfacre agreed to cogitate the information and then move forward with a Master Plan. Mr. Lutz added that his department is already moving forward with portions that are in the budget.
2. **G & H Builders – Utility Billing – Mr. Greg Snyder:** (Not present.)

BUSINESS ITEMS: (For Discussion and Recommendation for Council Meeting on August 6, 2007.)

1. **Council Rules of Procedure – Municipal Clerk Becky Hildebrand:** The Town’s “Rules of Procedure” have been updated. There must be Council approval for the rules to be official. Ms. Hildebrand stated that the primary changes were removing mention of “committee work session” and the date that agenda items are due. (Copy attached.)

A motion was made by Councilmember Maness and seconded by Councilmember Shevchik to place the item on Council’s August 6, 2007 agenda for approval. The motion was unanimously carried.

2. **Appointments to Boards and Commissions – Municipal Clerk Becky Hildebrand:** The following vacancies of the Town’s Boards and Commissions need to be filled. Council’s approval was requested.

Advisory Commission: An expired 3 year term that ended June 30, 2007.

Planning Commission: An unexpired 4 year term ending June 30, 2008.

Building Codes Board of Appeals: An unexpired 3 year term ending June 30, 2009.

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Traffic Committee: Three 2 year terms are available. (A Liaison will be appointed by the Planning Commission in July.)

The Municipal Clerk's office received five current Talent Bank applications. Council received copies for review.

Councilmember Maness requested that the issue be discussed at Council's next work session. Councilmember Stambolitis wished to add that the Downtown Revitalization Committee also be added to the list of committees with openings. He will have the committee chairman contact the clerk's office for details.

3. **Revision of Wrecker Rotation Fees – Assistant Chief Jay Koon:** The current Town Ordinance concerning Wrecker and Towing Services, revised in 1999, states that the maximum charge for normal tows is \$65.00, maximum for towing of police vehicles is \$40.00, and the daily storage fee on stored or impounded vehicles is \$12.00. After researching towing rates and policies of other local municipalities and the South Carolina Highway Patrol, the Police Department found that the Town's current rates are below average. Due to the increase in fuel cost and insurance requirements for towing companies, it was proposed that the Town increase the maximum allowed charges as follows:

Normal Tows	\$120.00
Police Vehicle Tows	\$ 60.00
Daily Storage	\$ 20.00

The new charges will ensure that the Town is in line with charges allowed by other municipalities and that the towing companies on the Town's rotation list give quality service to those needing their services within the Town of Lexington.

A motion was made by Councilmember Frazier and seconded by Councilmember Shevchik to place the item on Council's August 6, 2007 agenda. Assistant Chief Koon confirmed that the citizen bears the cost and may contact a towing company of their choice as long as they can arrive in a reasonable time. The motion was unanimously carried by all those present.

4. **Hydraulic Model for Highway #378 – Director of Utilities and Engineering Allen Lutz:** The Town just completed the hydraulic model for the Highway #378 sewer system. In order to keep the model current, the Town needs to have each new pump station plugged into the model. B.P. Barber is willing to add new stations to the model. Council was requested to allow B.P. Barber to evaluate all new pump stations on the Highway #378 system and add a pump station review cost for new projects for \$1,000.00. The new review fee would cover the fees to B.P. Barber.

A motion was made by Councilmember Frazier and seconded by Councilmember Shevchik to place the request on Council's August 6, 2007 agenda. Councilmember Frazier added that it would help developers and

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would not oversize the system. The motion was unanimously carried by all those present.

5. **Zoning and Appearance Matters – Assistant Town Administrator Britt Poole:** The Town of Lexington’s planning staff is currently focusing on reworking the zoning ordinances in order to have the new ordinances, if approved by Council, on the books for the process leading up to and enactment of the Comprehensive Plan. A Councilmember has requested that staff focus efforts on appearance standards and then work on zoning regulations. Council had previously requested to include appearance standards as part of the Comprehensive Plan. Council’s guidance was requested.

The consensus of Council was for Mr. Poole to move forward with a focus on (1) Zoning, (2) Appearance, and (3) Comprehensive planning. Councilmember Stambolitis stated that he did not want appearance addressed first, but did want to include architectural guidelines. He also asked what would be the time frame to expect the plans to be complete because he was originally told it would be October, 2008. Mr. Poole stated that a first draft of zoning would be ready by the August work session and he assured Councilmember Stambolitis that appearance would be part of zoning. He stated that the zoning plan would probably receive final approval by the first of the year, then appearance would be considered prior to the comprehensive plan. Councilmember Stambolitis applauded Mr. Poole and Zoning Administrator Davis for trying to clean up the ordinances. He added that the Town had evolved by growth and we need to be ready for the growth and an architectural review is needed to control how the Town looks. Councilmember Stambolitis stated the he would hate to see a new beautiful art center built with a metal building across the street. Mayor Halfacre referred to a recent trip to Greenville and how the buildings were attractive. He added if Greenville had an appearance standard, they may not have been able to build some of the buildings as they are today. Mayor Halfacre stated that the public/private partnership had to happen first. Greenville built the basic infrastructure and parking garages and the businesses wanted to come to the area. Mayor Halfacre asked Mr. Poole to look into the standards of Greenville.

6. **Reclassification of Finance Department Position – Finance Director Kathy Roberts:** Within the Finance Department, there are currently two Accounting Clerk/Customer Service positions at Grade 9. One of these positions is being required to perform additional duties of a more responsible nature. I would like to upgrade the position to a grade 10. With recent internal promotions, the second position is vacant and we are currently advertising to fill it. The previous clerk was compensated above entry level while the new hire will be paid at entry level; therefore, sufficient funds are available in the current budget to apply this upgrade. Funds are available in the current budget. Laraine Wieder was also introduced as the new Assistant Finance Director.

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A motion was made by Councilmember Frazier and seconded by Councilmember Shevchik to place the item on Council's August 6, 2007 agenda. Mayor Halfacre confirmed that the Town Administrator was in agreement with the request. The motion was unanimously carried by all those present.

7. **Main Street Crosswalk Repairs – Director of Parks, Streets and Sanitation Dan Walker:** Council requested that Chao and Associates perform the engineering design and construction services for the repairs needed on the crosswalks on Main Street. The cost for the services totals \$12,585.00 plus reimbursable costs.

A motion was made by Councilmember Shevchik and seconded by Councilmember Thompson to place the request to hire Chao and Associates to perform the engineering design as stated for an approximate cost of \$13,000.00. Mr. Walker confirmed that this did not include the cost of approximately \$90,000 to do the repair work. The motion was unanimously carried by all those present.

8. **Grants Update – Municipal Clerk Becky Hildebrand:** An updated review regarding the status of grants received, grants pending and fund raising activities to date (FY 2007) was provided for information only. (Copy attached.) The following is a summary:

Grants Received (Open)	\$ 638,594
Grants Pending/Applied For	\$1,125,718
Other Fund Raising Activities	\$ 17,535
Lexington Middle School Camera Funds	<u>\$ 74,720</u>
TOTAL	\$1,856,567

STAFF/COUNCIL COMMENTS

Everyone was reminded to come out for the grand re-opening of Gibson Pond Park on Sunday, July 22, 2007. Council volunteered to serve hotdogs after the ribbon cutting.

Director of Parks, Streets and Sanitation Dan Walker advised that sidewalks were completed last week on Azalea Drive.

PUBLIC COMMENTS: None.

QUESTIONS FROM THE MEDIA

Members of the news media asked about the repairs on Main Street. Mayor Halfacre responded that the Town hoped to see the repairs complete by the first quarter of 2008. Town Administrator Duckett stated that the work would have to be coordinated with SCDOT.

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ADJOURNMENT: There being no other business, a motion was made by Councilmember Maness and seconded by Councilmember Shevchik to adjourn Council's Work Session. The motion was unanimously carried.

The Council Work Session was adjourned at 8:35 p.m.

Respectfully submitted,

Becky P. Hildebrand
Municipal Clerk

APPROVED:

T. Randall Halfacre
Mayor