

**CITY OF LANCASTER
WORK SESSION
TUESDAY, JANUARY 9, 2024**



**CITY OF LANCASTER
WORK SESSION
TUESDAY, JANUARY 9, 2024
7:00 P.M.**

- I. Invocation & Pledge of Allegiance – Council Member Harris**
- II. Roll Call**
- III. Citizen Comments***
- IV. Employee Comments**
- V. Approval of Minutes**
 - A. Regular Meeting – December 12, 2023 **Pg. 1**
- VI. Discussion and Action Items**
 - A. Board & Commission Appointments (*Huffles*) **Pg. 4**
- VII. Executive Session-Attorney Client Privilege (§30-4-70(a)(2))**
 - A. To receive legal advice on contractual matters with the Lancaster County Water & Sewer District

N.B.: Upon returning to open session, Council may take action on matters discussed in executive session

VIII. Adjournment

*Persons desiring to speak should notify the City Clerk prior to the beginning of the meeting. All persons wishing to speak must be signed in and present prior to the start of the meeting. Please begin by stating your name and address. You will have up to 3 minutes to address Council. The entire Citizen Comments portion of the agenda shall not extend longer than thirty (30) minutes. All statements should be addressed to Council as a body and not to individual Council Members. Please be advised that this is not a period of dialogue with Council or a question-and-answer period.



Any person requiring special accommodations should contact the Office of the City Administrator at (803) 289-1453 at least 24 hours prior to the scheduled meeting.

CITY OF LANCASTER
WORK SESSION
TUESDAY, DECEMBER 12, 2023
7:00 P.M.

A meeting of the Lancaster City Council was held in the City Hall Council Chambers Tuesday, December 12, 2023, at 7:00 p.m.

Mayor T. Alston DeVenny called the meeting to order. A notice of the meeting was posted at City Hall and placed on the City's website. The local news media was contacted about the meeting time and place. The meeting was open to the public and streamed live on the City's YouTube channel.

I. Invocation & Pledge of Allegiance

City Attorney Mitch Norrell offered the Invocation and led the Pledge of Allegiance

II. Roll Call

Present: Mayor Alston DeVenny, Council Member Jackie Harris, Council Member Jones, Council Member Marsh, and Council Member Sowell

Absent: Council Member Hood and Council Member Taylor

Others Present: City Administrator Flip Hutfles, City Attorney Mitch Norrell, City Clerk Tracy Rabon, Police Chief Don Roper, Public Works Director Rendell Mingo, IT Director Melissa Izzard and Mandy Catoe with the Lancaster News.

III. Citizen Comments

There were no citizen comments

IV. Employee Comments

There were no employee comments

V. Approval of Minutes

A. Regular Meeting – November 28, 2023

Motion: To amend the minutes for the Regular Meeting on November 28, 2023 to state Council Member Harris disagreed with the process of the second nomination not the person being nominated. Also added was that Council Member Taylor left the meeting, in place of Council Member Taylor left.

Moved by Council Member Harris, **Seconded by** Council Member Jones

Vote: Motion carried by unanimous roll call vote

Action: Approved

Motion: To approve the minutes for the Regular Meeting on November 28, 2023 with amendments

Moved by Council Member Jones, **Seconded by** Council Member Marsh

Vote: Motion carried by unanimous roll call vote

Action: Approved

VI. Discussion and Action Items

A. *Affirming the 2024 City Council Meetings Schedule*

City Clerk Tracy Rabon presented the 2024 City Council meeting schedule.

Motion: To approve the 2024 City Council Meetings Schedule

Moved by Council Member Harris, **Seconded by** Council Member Marsh

Vote: Motion carried by unanimous roll call vote

Action: Approved

- B. *Adopting the 2024 Planning Commission & Board of Zoning Appeals Meeting Schedule*
City Administrator Flip Hutfles presented the 2024 Planning Commission & Board of Zoning Appeals meeting schedule.

Motion: To adopt the 2024 Planning Commission & Board of Zoning Appeals Meeting Schedule

Moved by Council Member Sowell, **Seconded by** Council Member Jones

Vote: Motion carried by unanimous roll call vote

Action: Approved

- C. *Authorizing the Closing of City Hall on December 14, 2023 from 11:30 a.m. to 1:30 p.m. for the City Hall Christmas Luncheon*

City Administrator Flip Hutfles requested approval for the closing of City Hall on December 14, 2023 from 11:30 am to 1:30 pm for the Christmas luncheon for staff.

Motion: To authorize the closing of City Hall on December 14, 2023 from 11:30 am to 1:30 pm for the City Hall Christmas Luncheon

Moved by Council Member Harris, **Seconded by** Council Member Sowell

Vote: Motion carried by unanimous roll call vote

Action: Approved

VII. Resolution

- A. *R23-22 A Resolution Directing the City of Lancaster to Purchase One Rapidview IBAK USA T76 SD 76 Camera Tractor and One Rapidview IBAK USA CD3.25 T76SD CB 3.2S-T76/78 Camera For \$28,870.74 From Jet-Vac Equipment Company, LLC*

Public Works Director Rendell Mingo presented R23-22 requested approval to purchase equipment for the Public Works Department. Mr. Mingo stated that a sewer camera was lodged in a sewer main and had to be excavated, requiring open cutting of the sewer main damaging the camera. Having an operable camera is a requirement of the EPA consent order. To repair the camera will be \$17,761.34 which comes with a 30-day warranty. A new camera will cost \$28,870.74 with a one-year warranty. Mr. Mingo recommended the purchase of a new camera.

Motion: To approve R23-22 a Resolution directing the City of Lancaster to purchase one Rapidview IBAK USA T76 SD 76 Camera Tractor and one Rapidview IBAK USA CD3.25 T76SD CB 3.2S-T76/78 Camera for \$28,870.74 from Jet-Vac Equipment Company, LLC

Moved by Council Member Sowell, **Seconded by** Council Member Harris

Vote: Motion carried by unanimous roll call vote

Action: Approved

VIII. Ordinance

- A. *O23-28 (Second Reading) An Ordinance Increasing the Annual Stipend for the Mayor and Council Members of the City of Lancaster City Council*

Motion: To approve the second reading of O23-28 an Ordinance increasing the annual stipend for the Mayor and Council Members of the City of Lancaster City Council

Moved by Council Member Harris, **Seconded by** Council Member Marsh

Vote: Motion carried by unanimous roll call vote

Action: Approved

- B. *023-29 (Second Reading) An Ordinance Annexing Into the City of Lancaster, South Carolina One Parcel of Land Totaling 0.779 Acres Located at 111 Brooklyn Avenue And Owned by Elsa Marina Mancía Lopez and Jesus Alberto Pineda*

Motion: To approve the second reading of 023-29 an Ordinance annexing into the City of Lancaster, South Carolina one parcel of land totaling 0.779 acres located at 111 Brooklyn Avenue and owned by Elsa Marina Mancía Lopez and Jesus Alberto Pineda

Moved by Council Member Harris, **Seconded by** Council Member Jones

Vote: Motion carried by unanimous roll call vote

Action: Approved

IX. Executive Session- Attorney Client Privilege (§30-4-70(a)(2))

- A. *To discuss negotiations incident to propose purchase of property.*

Motion: To enter Executive Session

Moved by Council Member Jones, **Seconded by** Council Member Sowell

Vote: Motion carried by unanimous roll call vote

Action: Approved

Council returned from Executive Session where no votes were taken.

Motion: To return to open session

Moved by Council Member Harris, **Seconded by** Council Member Jones

Vote: Motion carried by unanimous roll call vote

Action: Approved

X. Adjournment

Motion: To adjourn

Moved by Council Member Harris, **Seconded by** Council Member Jones

Vote: Motion carried by unanimous roll call vote

Action: Adjourned

There being no further business, Council adjourned at 8:05 p.m.

Respectfully submitted,

Tracy Rabon
City Clerk

Agenda Item VI.A

**City of Lancaster
City Council Meeting
January 9, 2024**

TO: City Council
SUBJECT: Board and Commission Appointments
INITIATED BY: City Administrator
PREPARED BY: City Administrator

Background: Ten of the City's board have 26 seats that need appointments due to terms expiring at the end of 2023. Listed below are the term ending board members and the board they are currently serving on:

- International Building Code Board of Adjustments and Appeals (4-year term) – Responsible for hearing appeals from interpretations decisions of the Building Official and Code Enforcement Officer of the property maintenance code.
 - Kenneth Barnes – Owner of Drake Building
 - William Snipes – Owner of Snipes Construction
- Mechanical Board of Adjustment and Appeals (3-year term) – Responsible for hearing appeals of decisions and interpretations of the mechanical code.
 - Jerry Carnes – Owner of Jerry Plumbing & Heating
 - Steve Harper – Owner of Steve Harper Construction
- Board of Electrical Examiners (3-year term) – Responsible for approving alternate materials and methods of electrical installation work in the City.
 - Sam Pardue – Owner of Sam Repairs
- Board of Gas Examiners (3-year term) – Responsible for making recommendations on matters relating to gas work in the City.
 - Tim Thornton – Former General Manager for the Lancaster County Natural Gas Authority
- Fire Prevention Board of Adjustment and Appeals (4-year term) – Responsible for hearing appeals of decisions and interpretations of the fire prevention code.
 - Jerry Baker – Comporium Supervisor
 - Brent Funderburk – Owner of Funderburk Electric
- Lancaster Landmarks Commission (3-year term) – Responsible for making recommendations on matters relating to historical designation and architectural conservation, and the Bailey Bill.
 - Odessa Funderburk – Teaching Assistant at A.R. Rucker Middle School
 - Erin Tindal – City of Lancaster Police Department Public Information Officer (she can no longer serve on this Commission)
 - Tindal Yarborough – Deceased

- Board of Zoning Appeals (3-year term) – Responsible for granting zoning variances and hearing appeals from interpretations decisions of the Zoning Administrator.
 - Deena Tothorow – Part owner of Cooper Furniture
 - Pam Giardiello – Sistare Carpets & Flooring Marketing & Community Relations Director
 - David Cox – Owner of DACDC, LLC
 - Robert Duncan – Duke Energy employee
- Planning Commission (4-year term) – Responsible for making recommendations on rezoning, special exceptions, and subdivision plats.
 - Stellar Witherspoon – Part owner of Witherspoon Tax Service
- Employee Grievance Committee (3-year term) – Responsible for hearing employees' grievances and making findings and recommendations to City Council.
 - Marcus Cureton – GIS Coordinator
 - Tom Lever – Fire Marshal
 - Devin Stevenson – Zoning Compliance Officer
- Accommodation Tax Advisory Committee¹ (3-year term) – Responsible for making recommendations on the expenditure of revenue generated for the accommodations tax.
 - Valerie Belk – The Lancaster County Community Center Director
 - Racardo Blackmon - Retired
 - Don Gerghty – Indian Land Publix Employee
 - Sherri Gregory – Lindsay Pettus Greenway Executive Director
 - Kirk Johnson – Andrew Jackson State Park Superintendent
 - Queserie Peay – Owner of Peay Creative Solutions
 - Johannes Tromp – Part owner of Kilburnie, The Inn at Craig Farm

Recommendations/Actions: Staff is asking for Council Members to propose candidates for appointment for the expired seats at the January 23, 2024 City Council meeting.

¹ Section 6-4-25 of the State Code of Laws state that the Accommodations Tax Advisory Committee must consists of seven member with a majority being from the hospitality industry, and at least two members from the lodging industry and one member from a cultural organization.