

**CHAPIN TOWN COUNCIL  
SPECIAL MEETING MINUTES  
GOAL SETTING SESSION**

**Thursday, April 11, 2017  
4:00 P.M.**

**Community Room  
157 NW Columbia Ave, Chapin**

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**Members Present:** Mayor Skip Wilson, Mayor Pro Tempore Mike Clonts, Member Robbie Frick, and Member Kay Hollis

**Members Absent:** Member Gregg White

**Staff Present:** Town Clerk Julie Hammond

**Guest:** Jeff Shacker, MASC Field Services Manager

**Call to Order:** Mayor Wilson called the meeting to order at 4:00 p.m. and determined there was a quorum. The Mayor offered the prayer and led with the Pledge of Allegiance. He acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

**New Business**

**Goal Setting Session:** Jeff Shacker, Field Services Manager of the Municipal Association of South Carolina (MASC), presented a Goal Setting Session to Council. The idea was to ask each Council Member to present their list of planning priorities that were simply stated, measurable, had a time frame, and assigned to an entity. The list would be developed by each Council Member coming up with a priority and then recommending their top three of the compiled list in the order of importance to them as an individual Council Member: Must Do's, Should Do's, and Could Do's.

**Suggested Priorities:**

**Member Frick:**

- Sidewalks from Generation to E. Boundary;
- Way Finding Signage - Sidewalks on both sides of Columbia Ave from Lexington Ave to the railroad tracks;
- Encourage South Carolina Department of Transportation (SCDOT) to install a traffic light or make improvements to the Clark St, Chapin Rd, and Columbia Ave intersections; and
- Create better relations with Lexington County Council.

**Member Hollis:**

- Appoint Municipal Attorney using an open process;
- Remove sections in the recodification of Town Code that were not incorporated by ordinance;
- Limit spending within the budget to levels consistent with recurring revenues;

- Schedule re-occurring appointments with finance staff to review bank statements; and
- Improvements/Additions of sidewalks to promote historic tour and community walkability.

**Member Clonts:**

- Adopt Town Code without reference to added positions;
- Ordinance establishing positions created in the last three years;
- Develop historic district/downtown with self-guided tours and brochures;
- Evaluate/reduce expenses.

Member Clonts submitted three e-mails “Exhibit A” to Administrator Clauson regarding review of the proposed Town Code covering Chapters 2, 8, and 13.

**Member White’s priorities given to Mayor Wilson in his absence:**

- Complete/Continue analysis of annexation strategies to increase Chapin’s footprint; and
- Acquire Community Theatre Building.

**Mayor Wilson**

- Implement Hospitality Tax/Identify funded projects with tax;
- Move forward with construction of Town Park per the master plan;
- Take Council engagement to the next level – more interaction between Mayor, Council and staff, consider continuing work sessions with community oriented projects and improvements the sole focus;
- Relocate the old train depot to Town owned property and renovate; and
- More Council involvement in growing the Town’s sustainability and healthy life styles on a large scale.

Council took a break at 5:00 p.m. and reconvened the goal setting session at 5:40 p.m.

Discussion commenced in the area of economic development, which is being addressed by the Request for Proposal (RFP) on the Economic Development Strategic Plan.

Mayor Wilson asked Council their thoughts on annexation.

Member Clonts indicated there were pros and cons with annexation and had heard concerns about the rapid residential development, but felt it could benefit the Town to control the growth, as well as, provide services to citizens. He agreed that annexation was good for the Town.

Member Hollis felt that if people wanted to annex, let them, but if they did not want to annex not to make them. She supported a voter’s majority annexation.

Member Frick didn’t have a problem with annexation as long as it was not forced. He supported a voter’s majority annexation.

Certain Individual Council Members moved forward with ranking their priorities:

**Suggested Must Do’s:**

1. Appoint Municipal Attorney;

2. Adopt Town Code without reference to added positions;
3. Complete/Continue analysis of annexation strategies to increase Chapin's footprint (tied for 2<sup>nd</sup> place); and
4. Implement Hospitality Tax/Identify funded projects with tax.

**Suggested Should Do's**

1. Develop historic district/downtown with self-guided tours and brochures;
2. Economic Development Strategic Plan (tied for 1<sup>st</sup> place);
3. Way Finding Signage - Sidewalks on both sides of Columbia Ave from Lexington Ave to the railroad tracks;
4. Schedule re-occurring appointments with finance staff to review bank statements (tied for 2<sup>nd</sup> place);
5. Ordinance establishing positions created in the last three years; and
6. Limit spending within the budget to levels consistent with recurring revenues (tied for 3<sup>rd</sup> place).

**Suggested Could Do's:**

1. Sidewalks from Generation to E. Boundary;
2. Relocate the old train depot to Town owned property and renovate; and
3. Remove sections in the recodification of Town Code that were not incorporated by ordinance.

MASC Field Services Manager Shacker suggested drafting a resolution for Council's approval including the suggested Must Do's, Should Do's, and Could Do's with the remaining items as honorable mentions.

**Adjournment:** The Mayor thanked Manager Shacker and requested a motion to adjourn. Mayor Pro Tem Clonts moved to adjourn Town Council's Special Meeting. Council Member Hollis seconded the motion. The meeting was adjourned at 6:30 p.m.

COUNCIL APPROVED: May 16, 2017