

Approved

Town of Pine Ridge

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May 17, 2016 TOWN COUNCIL MEETING

Town Council Work Session

6:30 P.M. - 6:45 P.M. Presentation:

MASC Representative, Mr. Jeff Shacker

- a) Council's role/responsibility
- b) Business license legislation/MASC's role

6:45 P.M. - 6:55 P.M. Public Hearing: Ordinance 2016-05

6:55 P.M. - 7:05 P.M. Public Hearing: Ordinance 2016-06

7:05 P.M. - 7:07 P.M. Review of Administrative Department Report

7:07 P.M. - 7:09 P.M. Review of Police Department Report

7:09 P.M. - 7:10 P.M. Informational Council Discussion

7:10 P.M. - Town Council Meeting

Call to Order & Invocation

Freedom of Information Act Compliance

Approval of Minutes

1. April 12, 2016 Regular Scheduled Meeting

Old Business

1. Town 60th Anniversary in 2018
 - a) Festival & Banners
 - b) Beauty Pageant
2. Town Hall/PD renovation project
3. RFP16-01a: Cleaning of the Municipal Complex-Property & Recreation Committee Recommendation

New Business

1. RFP16-01: Cleaning of the Municipal Complex - Council vote
2. Friends of the SC/PR Library (Donation)
3. Approval of Planning Commission Rules of Procedure
4. Ordinance 2016-05: 2016/2017 Budget * First reading
5. Ordinance 2016-06: Town Code §6-413 * First reading
6. Police Department Policy update
7. Resolution 2016-07: 2015 Codification of Ordinances
8. 2016 JAG Grant - 10% Match for 16/17 Budget

Citizen's Comment Time

ADJOURN

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Council present: Mayor Busby, Mayor Pro-tem Davis, Councilman Wells, Councilman Dinkins & Councilwoman Sturkie

Staff present: Chief Parker, Interim Chief Powell & Town Administrator, Viki Miller

6:30 P.M. - 6:54 P.M. Presentation:

MASC Representative, Mr. Jeff Shacker

- a) Council's role/responsibility
- b) Business license legislation/MASC's role

Mayor Busby recognized Mr. Jeff Shacker of the Municipal Association, who is the Field Service Manager for our area. Mr. Shacker said that the Municipal Association's origin was a lobbying body for the municipalities in the State of South Carolina. Mr. Shacker said there has been a trend going on regarding civility and bad politics where many municipalities are over stepping their boundaries. Established rules of procedure are most effective in making sure everyone understands what is expected of their respective offices. Using Robert Rules of Order can help keep civility and states the Mayor is the presiding officer unless removed by a majority vote from Council. Pine Ridge has a Council form of government, which is one of the three forms of government allowed by the State of South Carolina. Out of the two hundred and seventy municipalities in the state, ninety six of those municipalities are council form. Mr. Shacker addressed FOI changes that state Council agendas must be posted twenty four hours in advance. Mr. Shacker updated Council on the two proposed business license reform acts that will not likely pass this year. The Municipal Association intends to reintroduce their bill during the 2017 session.

Mr. Shacker thanked Council for allowing him to come in and give them an update on what has been going on.

6:54 P.M. - 6:57 P.M. Public Hearing: Ordinance 2016-05

Mayor Busby read aloud Ordinance 2016-05, highlighting the proposed changes in the 2016/2017 budget. The Public Hearing notice was published in the Chronicle on 5/12/2016. Mayor Busby asked for anyone in opposition to speak: none did. Mayor Busby asked for anyone in support to speak: none did. Mayor Busby closed the public hearing for Ordinance 2016-05.

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6:57 P.M. - 7:03 P.M. Public Hearing: Ordinance 2016-06

Mayor Busby read aloud Ordinance 2016-06, stating that this will allow our Police Department to have jurisdiction over public parking lots. The Public Hearing notice was published in the Chronicle on 5/12/2016. Mayor Busby asked for anyone in opposition to speak: none did. Mayor Busby asked for anyone in support to speak: none did. Ms. Fletcher of Adkins Circle asked why this was needed. Chief Parker stated there have been incidents at the ballfield & this will help with enforcement issues. Lexington County Recreation & Ageing has posted a sign stating our jurisdiction. Mayor Busby closed the public hearing for Ordinance 2016-06.

7:03 P.M. - 7:04 P.M. Review of Administrative Department Report

Written Administrative Department reports were included in the Council packets. Council discussed the current month end budget.

7:04 P.M. - 7:09 P.M. Review of Police Department Report

Written Administrative Police Department reports were included in the Council packets. Chief Parker discussed various items with Council that has happened over the last month.

7:09 P.M. - 7:12 P.M. Informational Council Discussion:

Council discussed the following:

- Lexington County Development Board meeting at Lexington Medical Center on May 31st.
- Mayor Busby attended Paul Kirby's Lexington County Alive streaming broadcast talking about the Town of Pine Ridge.
- Councilwoman Sturkie spoke about Congaree Baptist Church's upcoming Car Bazaar B-Q and how the funds raised will be used to assist the community.

Mayor Busby closed this portion of the work session.

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TOWN COUNCIL MEETING - 7:12 P.M.

CALL TO ORDER

Mayor Busby called the Town Council meeting to order at 7:12 P.M. with Mayor Pro-tem Davis, Councilman Wells, Councilman Dinkins & Councilwoman Sturkie present.

Staff present: Chief Parker, Interim Chief Powell & Town Administrator, Viki Miller

INVOCATION

Councilman Wells led those assembled in prayer.

Freedom of Information Act Compliance - Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act.

APPROVAL OF MINUTES

1. April 12, 2016 Regular Scheduled Meeting

Councilman Dinkins made the motion to approve the minutes of April 12, 2016 as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved by Town Council.

OLD BUSINESS

1. Town 60th Anniversary in 2018

Mayor Busby asked Committee Chairman Dinkins if there were any updates available. Councilman Dinkins stated he'd like to recommend the festival be held on October 13th, 2018. He has contacted Palmetto Amusements to get a quote on the cost of mechanical rides. Council discussed food/craft vendors, sponsors and security personnel needed. Councilman Dinkins shared a proposed budget with Council for the 2018 event.

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Councilwoman Sturkie discussed a proposed budget & pageant forms with Council. The 60th Anniversary Committee members of Chair Councilman Dinkins and Councilwoman Sturkie recommended to Council an expense budget of no more than \$2,090.50 and an income budget of at least \$1,300.00.

Town Council unanimously approved the pageant budget as submitted.

2. Town Hall/PD renovation project

Mayor Busby stated the underground drainage system to reroute the stormwater away from the building has been completed and has not heard any updated on the agreement to purchase the building.

3. RFP16-01: Cleaning of the Municipal Complex-Property &
Recreation Committee Recommendation

Property & Recreation Committee Chairman Wells stated that we received two bids. One bid was completed incorrectly and the bid amounts do not match the corresponding attachments they sent, therefore it is considered invalid.

The Property & Recreation Committee recommended that the bid from Jani-King of Columbia be approved at the cost of \$330.00 a month.

NEW BUSINESS

1. RFP16-01:Cleaning of the Municipal Complex - Council vote

Councilman Wells made a motion to approve Jani-King of Columbia as the successful bidder for a biweekly cleaning totaling \$330.00 a month for the remainder of the calendar year, with an option for a one year renewal. Mayor Pro-tem Davis seconded the motion, which was unanimously approved by Town Council.

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2. Friends of the SC/PR Library (Donation)

Councilman Wells made a motion to approve a donation of \$500.00 to the South Congaree-Pine Ridge Library. Councilman Dinkins seconded the motion, which was unanimously approved by Town Council.

3. Approval of Planning Commission Rules of Procedure

Mayor Busby stated the Planning Commission has approved their Rules of Procedure at the April 26, 2016 meeting.

Mayor Pro-tem Davis made a motion to approve the Planning Commission's Rules of Procedure as submitted. Councilman Wells seconded the motion, which was unanimously approved by Town Council.

4. Ordinance 2016-05: 2016/2017 Budget * First reading

Councilman Dinkins made a motion to approve Ordinance 2016-05 as submitted. Councilman Wells seconded the motion, which opened the item up for discussion.

Council discussed the following line items: Fund Balance used to purchase the building, Capital Improvement Fund, 60th Anniversary Fund, possible grants & payroll. Mayor Busby stated that we have three CD's that he'd recommend to allocate \$50k to complete the payment of the building. Town Administrator Viki Miller advised Council that three items are not included in the first reading of the budget as we had not received the information in time. Ms. Miller stated the items are (1)SCDPS Grant-No Match (2)JAG Grant-10% Match (3) CMCOG proposal.

Councilman Dinkins made a motion to designate two of the CD's for a total of \$50k be used specifically to pay the balance of the building. Councilwoman Sturkie seconded the motion, which was unanimously approved by Town Council.

Mayor Busby called for a final vote on the first reading of Ordinance 2016-05. Council unanimously approved the first reading of Ordinance 2016-01.

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5. Ordinance 2016-06: Town Code §6-413 * First reading

Councilwoman Sturkie made a motion to approve Ordinance 2016-06 as submitted. Councilman Wells seconded the motion, which was unanimously approved by Town Council.

6. Police Department Policy update

Mayor Busby stated that the proposed Police Department Policy update is not ready for presentation to Council at this time.

Councilwoman Sturkie made a motion to table this item until the June meeting. Councilman Dinkins seconded the motion, which was unanimously approved by Town Council.

7. Resolution 2016-07: 2015 Codification of Ordinances

Mayor Busby read aloud Resolution 2016-07.

Mayor Pro-tem Davis made a motion to approve Resolution 2016-07 as submitted. Councilman Wells seconded the motion, which was unanimously approved by Town Council.

8. 2016 JAG Grant - 10% Match for 16/17 Budget

Mayor Busby stated that Chief Parker has submitted for a JAG Grant for Police Department equipment. This grant requires a 10% match from the Town, which will be added to Ordinance 2016-05 for the 2016/2017 Budget year during the second reading in June.

Councilman Wells made a motion to approve the 10% Match of \$6,550.00 for the JAG Grant. Councilwoman Sturkie seconded the motion, which was unanimously approved by Town Council.

Citizen's Comment Time

No one in attendance spoke.

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ADJOURN

With no further business to discuss, Councilman Wells moved to adjourn, with a second by Councilman Dinkins. With the Council's unanimous approval, Mayor Busby adjourned the meeting at 7:58P.M.

Respectfully submitted,

Viki M. Miller, Town Administrator

APPROVED:

David L. Busby, Mayor

Date: _____