

Town of Pine Ridge

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September 13, 2016 TOWN COUNCIL MEETING

Town Council Work Session

- | | |
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| 6:45 P.M. – 6:47 P.M. | Review of Administrative Department Report |
| 6:47 P.M. – 6:49 P.M. | Review of Police Department Report |
| 6:49 P.M. – 7:00 P.M. | Informational Council Discussion |

7:00 P.M. - Town Council Meeting

Call to Order & Invocation

Freedom of Information Act Compliance

Approval of Minutes

1. August 9, 2016 Regular Scheduled Meeting

Old Business

1. Town 60th Anniversary in 2018
 - a) Festival & Banners update
 - b) Beauty Pageant update
2. Town Hall/PD renovation project
3. Ordinance 2016-10: MA20160609 rezoning request for TMS#007996-03-011 (2nd reading)
4. Ordinance 2016-11: Amend Town Code §5-610- Responsibility to place garbage for collection (2nd reading)
5. Ordinance 2016-12: Amend Zoning Ordinance Article 907.3-Sign Permit Fees (2nd reading)
6. Ordinance 2016-13: Amend Zoning Ordinance Article 601.2-Application Requirements for Communications Tower & Antenna (2nd reading)
7. Ordinance 2016-14: Amend Business License Ordinance Section 21-Classification/Rates & Appendix A: Rate Schedule (2nd reading)

New Business

1. Floodplain Development Application & Checklist
2. Personnel Matters
 - a) Town Administrator Compensation
 - b) Town Clerk position & Compensation
3. US Army Corps of Engineers Right of Entry Agreement for Munitions Response Program
4. Donation update: Midland Dixie Youth Baseball
5. Property & Recreation Committee Recommendation: Pole building bid
6. Pole Building Bid for Council vote

Citizen's Comment Time

ADJOURN

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Approved

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

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

6:45 P.M. - 6:48 P.M. Review of Administrative Department Report

Written Administrative Department reports were included in the Council packets for the Clerk of Court and Town Administrator. The following items were discussed: Annual Audit, Code Violation's, Lexington County training on Infrastructure Bonds for subdivisions and Notary legal update on law changes in 2014.

6:48 P.M. - 6:51 P.M. Review of Police Department Report

Written Administrative Police Department reports were included in the Council packets. The following items were discussed: Calls for service have doubled and Council received a demonstration of the new police department body cameras purchased off the South Carolina Department of Public Safety Grant awarded.

6:41 P.M. - 6:47 P.M. Informational Council Discussion:

Council discussed the following:

- Councilwoman Sturkie invited everyone to attend Congaree Baptist Church's "Pray for America", which will be held the second Monday of every month at 7pm.
- Councilwoman Sturkie invited everyone to attend Congaree Baptist Church's Fall Festival on October 29th from 6-8:30pm.
- Councilwoman Sturkie invited everyone to attend Congaree Baptist Church's One Stop Christmas Shop on November 18th.
- Councilwoman Sturkie advised Council that a meeting is scheduled on September 20th to begin planning for the next joint Christmas parade and she will have more information at the October meeting.
- Councilman Wells stated that the newest Lexington County Recreation & Aging ballfields have begun construction and may be ready by Fall of 2017.
- Mayor Pro-tem Davis advised Council of the invitation received for the SC Conference of Black Mayors to be held on October 20th.

Mayor Pro-tem Davis closed this portion of the work session.

Approved

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TOWN COUNCIL MEETING - 6:55 P.M.

CALL TO ORDER

Mayor Pro-tem Davis called the Town Council meeting to order at 6:55 P.M. with Councilman Dinkins, Councilman Wells and Councilwoman Sturkie present.

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

INVOCATION

Councilwoman Sturkie 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. August 9, 2016 Regular Scheduled Meeting

Councilwoman Sturkie made a motion to approve the minutes of August 9, 2016 as submitted. Councilman Dinkins seconded the motion, which was unanimously approved by Town Council.

OLD BUSINESS

1. Town 60th Anniversary in 2018

- a) Committee Chairman Dinkins shared with Council pricing information from Palmetto Amusements and discussed various options for rides and concessions. The festival is scheduled for October 13, 2018.
- b) Committee Member Sturkie stated that she has secured a Director, venue and pageant sashes. Committee Member Sturkie has submitted a request to distribute flyers in the local schools and flyers have been posted at various social media sites. Custodial service and the number of registered participants was also discussed.

Approved

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2. Town Hall/PD renovation project

Mayor Pro-tem Davis stated that Town Council approved the Agreement to purchase the building on July 12, 2016. Mayor Busby signed the agreement on August 26, 2016. Town Council approved the Options & Feasibility Analysis proposal on August 9, 2016. Sherer & Associates completed the analysis on September 6th & we are currently awaiting the results.

3. Ordinance 2016-10: MA20160609 rezoning request for
TMS#007996-03-011 *2nd reading

Mayor Pro-tem Davis stated the first reading and public hearing was held on August 9, 2016 for Ordinance 2016-10.

Councilman Wells made a motion to approve the second reading of Ordinance 2016-10 (Map Amendment #20160609) as submitted. Councilman Dinkins seconded the motion, which was unanimously approved by Town Council.

4. Ordinance 2016-11: Amend Town Code §5-610- Responsibility
to place garbage for collection *2nd reading

Mayor Pro-tem Davis stated the first reading and public hearing was held on August 9, 2016 for Ordinance 2016-11.

Councilwoman Sturkie made a motion to approve the second reading of Ordinance 2016-11 as submitted. Councilman Wells seconded the motion, which opened the item up for discussion.

Councilman Dinkins as if there was some way to include in the ordinance that if the sanitation company hasn't picked up that they won't be penalized. Town Administrator Viki Miller stated that if the sanitation company has not picked up by Tuesday or Wednesday the resident will notify town hall. Ms. Miller then contacts the sanitation company and advises code enforcement as the resident should not be penalized.

Mayor Pro-tem called for a final vote. Town Council unanimously approved Ordinance 2016-11 for second reading.

Approved

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5. Ordinance 2016-12: Amend Zoning Ordinance Article 907.3-
Sign Permit Fees *2nd reading

Mayor Pro-tem Davis stated the first reading and public hearing was held on August 9, 2016 for Ordinance 2016-12.

Councilman Dinkins made a motion to approve the second reading of Ordinance 2016-12 as submitted. Councilman Wells seconded the motion, which was unanimously approved by Town Council.

6. Ordinance 2016-13: Amend Zoning Ordinance Article 601.2-
Application Requirements for Communications Tower & Antenna
*2nd reading

Mayor Pro-tem Davis stated the first reading and public hearing was held on August 9, 2016 for Ordinance 2016-13.

Councilman Wells made a motion to approve the second reading of Ordinance 2016-13 as submitted. Councilwoman Sturkie seconded the motion, which was unanimously approved by Town Council.

7. Ordinance 2016-14: Amend Business License Ordinance Section
21-Classification/Rates & Appendix A: Rate Schedule
*2nd reading

Mayor Pro-tem Davis stated the first reading and public hearing was held on August 9, 2016 for Ordinance 2016-14.

Councilman Wells made a motion to approve the second reading of Ordinance 2016-14 as submitted. Councilman Dinkins seconded the motion, which was unanimously approved by Town Council.

NEW BUSINESS

1. Floodplain Development Application & Checklist

Mayor Pro-tem Davis stated that although we were not directly affected by the October 2015 floods, this proposed application and checklist will establish procedures after a flood related natural disaster.

Councilman Wells made a motion to approve the Floodplain Development Application and Checklist as submitted. Councilman Dinkins seconded the motion, which was unanimously approved by Town Council.

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2. Personnel Matters

- a) Town Administrator Compensation: Administrative Liaison Wells stated that based on the Municipal Association's Compensation Survey for towns similar in population and annual budget that this position is underpaid. Administrative Liaison Wells stated that Mrs. Miller has been here ten years, with the work load increasing, continuous favorable audits and thinks it is important to increase the salary in order to retain her.

Councilman Wells recommends a 10% salary increase to begin immediately. Councilwoman Sturkie seconded the motion, which opened the item up for discussion.

Councilman Dinkins asked if this item would now go to the Finance Committee to take a look at the budget. Mayor Pro-tem Davis asked Councilman Wells to amend his motion.

Councilman Wells amended his motion to recommend a 10% salary increase to be sent to the Finance Committee for final approval. Councilwoman Sturkie seconded the motion, which was unanimously approved by Town Council.

- b) Town Clerk position & Compensation: Mayor Pro-tem Davis stated allow the Administrative Liaison and Mayor Busby the latitude to develop an appropriate plan and compensation for the addition of the Town Clerk position, which will then be presented to Council for a vote.

Mayor Pro-tem Davis made a motion to allow the Administrative Liaison and Mayor to develop an appropriate plan and compensation for the proposed Town Clerk position. Councilman Dinkins seconded the motion, which was unanimously approved by Town Council.

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Approved

3. US Army Corps of Engineers Right of Entry Agreement for Munitions Response Program

Mayor Pro-tem Davis stated that the Military Munitions Response Program (MMRP) is a program category under the Department of Defense Environmental Restoration Program (DERP) establishing rules and guidelines for the purpose of identifying eligible properties and setting aside funding specifically to address properties posing explosives hazards or other health risks due to the presence of munitions and explosives of concern (MEC) or munitions constituents (MC) due to DOD use. The Army Corps of Engineers will be looking for metal fragments as the site has been previously checked for MEC's.

Councilman Wells made a motion to approve the US Army Corps of Engineers Right of Entry Agreement as submitted. Councilwoman Sturkie seconded the motion, which was unanimously approved by Town Council.

4. Donation update: Midland Dixie Youth Baseball

Mayor Pro-tem Davis stated that as per our Donation Policy any requests between Council meetings are to be updated at the following Council meeting. The Finance Committee has approved a donation to the following:

Midland Dixie Youth Baseball: \$250.00 for registration and/or equipment for underprivileged youth.

Municipal Court Constable: \$50.00 visa gift card to thank our constable who has volunteered his time and service for numerous years.

Approved

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5. Property & Recreation Committee Recommendation:
Pole building bid

Property & Recreation Committee Chairman Wells stated that the Town had received seven bids. Chairman Wells would like to recommend the Town to award the bid to Hoover buildings with the lowest bid of \$19,179.00 for the 30x50x12. In addition, he would recommend delaying the decision on the concrete and doors until the building is partially complete.

6. Pole Building Bid for Council vote

Councilman Wells made a motion to approve the lowest bid of \$19,179.00 for the 30x50x12 insulated building to Hoover Buildings, with the addition of delaying the decision on the concrete and doors until the building is partially complete.

Citizen's Comment Time

No one in attendance chose to speak to Town Council.

ADJOURN

With no further business to discuss, Councilman Wells moved to adjourn, with a second by Councilwoman Sturkie. With the Council's unanimous approval, Mayor Pro-tem Davis adjourned the meeting at 7:35P.M.

Respectfully submitted,

Viki M. Miller, Town Administrator

APPROVED:

David L. Busby, Mayor

Date: _____