

Town of Pine Ridge

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West Columbia, SC 29172
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July 9, 2019 TOWN COUNCIL MEETING AGENDA

Town Council Work Session

6:45 P.M. – 6:50 P.M. Review of Administrative Department Report
6:50 P.M. – 6:55 P.M. Review of Police Department Administrative Report
6:55 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. June 11, 2019 Regular Scheduled Council Meeting

Old Business

1. Estates at Indigo Bond Estimate to repair infrastructure
2. Indigo Place Bond Estimate to repair infrastructure
3. Courtyards at Rockford Place Bond Estimate to repair infrastructure
4. Town Hall/PD upfit: Council/Court Chamber Furniture - RFP19-03
5. Lexington County FY19 "C" Fund
6. Ordinance 2019-25 Zoning/Land Development *2nd Reading
7. Employee Cost of Living Adjustment

New Business

1. Municipal Clerk job description
2. Donation Policy: Request between Council meetings renewal
3. Committee Appointments by Mayor for fiscal year 2019/2020:
 - a) Finance Committee - Chair & member
 - b) Administrative Liaison – Chair & member
 - c) Public Safety Committee-Police Commissioner & member
 - d) Public Utilities & Health Committee-Chair & member
 - e) Property and Recreation Committee-Chair & member
 - f) Employee Grievance Committee-Chair & 2 members
 - g) Central Midlands Regional Planning Council of Governments Representative
 - h) Lexington Water & Sewer Commission Representative
4. Memorandum of Agreement – Department of Juvenile Justice
5. Resolution 2019-27: Master Fee Schedule for 2019/2020
6. Midland Football & Cheerleading Sponsorship (donation)
7. Additional PRPD telephone
8. Back to School Drive 2019
9. Adjourn to Executive Session: Receipt of legal advice relating to claims against the Town and other matters covered by attorney-client privilege (SC Law 30-4-70 (a)(2))
10. Reconvene to Regular Session
11. Possible Actions by Council in follow up to Executive Session

Citizen's Comment Time

ADJOURN

TOWN OF PINE RIDGE
BUDGET REPORT
FOR THE TWELVE MONTHS ENDING JUNE 30, 2019
PENDING FINAL AUDIT

Budget	Total Annual Budget	Current Month Actual	Year to Date Actual	Year to Date %
REVENUES				
BUSINESS LICENSE	85,000.00	9,570.23	112,965.10	132.90
FINES AND PENALTIES	117,500.00	4,435.20	80,744.37	68.72
S.C. AID TO SUBDIVISIONS	46,624.00	0.00	34,958.38	74.98
MASC - COURT FINES	1,000.00	0.00	991.62	99.16
MASC - ADMIN FEES	500.00	0.00	175.00	35.00
SCE&G	140,000.00	145,631.15	145,631.15	104.02
SANITATION	2,458.60	0.00	2,420.70	98.46
ZONING	2,500.00	0.00	1,140.00	45.60
REVENUE ENHANCEMENT-BL	158,000.00	3,571.00	102,914.60	65.14
TIME WARNER TV	17,700.00	0.00	13,228.85	74.74
MASC - BL	147,000.00	139,323.63	157,276.33	106.99
BELLSOUTH	4,620.00	0.00	3,515.35	76.09
TNC ASSESSMENT	65.00	0.00	61.09	93.98
FUND BALANCE	140,167.33	0.00	49,832.67	35.55
INTEREST INCOME	3,660.00	318.88	3,777.03	103.20
GRANT - FESTIVAL	2,500.00	0.00	2,500.00	100.00
60TH ANNIVERSARY FUND	17,320.00	0.00	17,320.00	100.00
SCINRF-CAPITAL ASSETS	8,329.44	0.00	8,329.44	100.00
SEIZURE INCOME	7,875.00	0.00	7,875.00	100.00
SCINRF-LEGAL	15,000.00	3,393.89	3,393.89	22.63
MC-BOND ESTREATMENT	0.00	1,906.25	4,193.75	0.00
SUNDRY	50.00	0.00	41.00	82.00
TOTAL REVENUES	917,869.37	308,150.23	753,285.32	82.07
EXPENSES				
ADM. TRAINING	700.00	0.00	815.80	116.54
OFFICE SUPPLIES/PRINTING	4,100.00	199.41	3,095.49	75.50
ADM. TECH SUPPORT	2,500.00	1,249.95	2,224.10	88.96
ZONING TECH SUPPORT	12,745.00	4,997.50	9,995.00	78.42
ACCOUNTING	6,800.00	0.00	6,450.00	94.85
LEGAL	23,000.00	3,304.19	21,444.19	93.24
INSURANCE & BONDING	15,000.00	0.00	14,833.84	98.89
BANK CHARGES	150.00	0.00	135.96	90.64
MILEAGE	960.00	114.21	258.43	26.92
POSTAGE	1,500.00	221.80	1,076.29	71.75
UTILITIES	17,500.00	1,399.61	14,978.71	85.59
REVENUE ENHANCEMENT-BL	65,000.00	2,471.98	43,015.42	66.18
TELEPHONE	6,500.00	474.37	5,464.25	84.07
INTERNET SERVICES	2,200.00	164.97	1,985.34	90.24
PUBLIC NOTICES	600.00	0.00	765.25	127.54
DUES	1,550.00	0.00	1,215.12	78.39
60TH ANNIVERSARY	16,506.70	0.00	16,506.70	100.00
BUILDING & MAINTENANCE	14,975.00	1,015.64	13,955.94	93.19
NPDES PERMITS	8,000.00	0.00	6,942.67	86.78
PINE RIDGE WEB SITE	1,755.00	0.00	1,755.00	100.00
BUILDING PURCH/RENO-FUND BAL	140,167.33	0.00	49,832.67	35.55
STORAGE	455.00	0.00	455.00	100.00
EQUIPMENT	500.00	0.00	0.00	0.00
CAPITAL IMPROVEMENT	5,000.00	0.00	0.00	0.00

Gray = Pending deposit / bills

TOWN OF PINE RIDGE
 BUDGET REPORT
 FOR THE TWELVE MONTHS ENDING JUNE 30, 2019
 PENDING FINAL AUDIT

Budget	Total Annual Budget	Current Month Actual	Year to Date Actual	Year to Date %
DONATIONS	5,500.00	0.00	5,474.05	99.53
CHRISTMAS TREE LIGHTING	1,200.00	0.00	1,112.14	92.68
CHRISTMAS PARADE	350.00	0.00	123.05	35.16
MEALS AND MEETING - COUNCIL	500.00	0.00	117.41	23.48
SUNDRY	50.00	0.00	0.00	0.00
REPAIR&MAINT	9,000.00	1,784.61	18,574.55	206.38
GAS AND OIL	8,500.00	1,013.07	7,324.29	86.17
PD TECH SUPPORT	3,000.00	616.25	2,700.50	90.02
POLICE DEPT.SUPPLIES	3,500.00	0.00	1,582.34	45.21
DUES	300.00	0.00	150.00	50.00
1033 PROGRAM	500.00	0.00	500.00	100.00
EQUIPMENT	10,053.00	7,349.04	8,597.04	85.52
VEHICLE INSURANCE	3,600.00	0.00	4,636.54	128.79
UNIFORMS	4,000.00	0.00	1,499.31	37.48
NATIONAL NIGHT OUT	650.00	0.00	131.37	20.21
COMMUNITY RELATIONS	500.00	0.00	0.00	0.00
LAWTRAK LICENSE	3,700.00	0.00	3,644.00	98.49
K-9 PROGRAM	13,795.58	939.63	31,566.48	228.82
TRAINING & MEALS	2,250.00	0.00	639.84	28.44
SUNDRY	0.00	0.00	37.73	0.00
SALARIES - JUDGES	6,400.00	1,628.51	6,511.92	101.75
JURY FEES	1,000.00	0.00	0.00	0.00
INDIGENT DEFENSE	2,000.00	500.00	500.00	25.00
COURT SUPPLIES	400.00	0.00	272.99	68.25
DETENTION FEES	200.00	0.00	0.00	0.00
COURT TRAINING	1,900.00	0.00	1,810.35	95.28
COURT ASSESSMENTS	80,400.00	2,121.35	43,153.97	53.67
COURT DEFENSE ATTORNEY	500.00	0.00	0.00	0.00
VICTIM ASSISTANCE-TRAINING	3,500.00	0.00	1,223.16	34.95
VICTIMS ASSISTANCE-PAYROLL	8,000.00	504.00	7,034.16	87.93
VICTIMS ASSISTANCE-STATE FUND	75,000.00	0.00	64,720.52	86.29
VICTIMS ASSISTANCE-OTHER	2,000.00	2,544.85	3,119.05	155.95
SEIZURE EXPENDITURES	0.00	0.00	1,589.93	0.00
PAYROLL	185,000.00	13,097.82	169,181.16	91.45
TAXES - PAYROLL	17,500.00	1,102.32	14,816.52	84.67
PART-TIME CLERICAL	3,400.00	0.00	1,806.93	53.15
PART-TIME POLICE	20,000.00	792.00	15,199.03	76.00
WORKMEN'S COMPENSATION	16,500.00	0.00	9,524.00	57.72
RETIREMENT-POLICE	17,000.00	1,493.28	11,206.98	65.92
RETIREMENT-ADMIN.	16,000.00	2,185.40	11,714.70	73.22
GROUP LIFE	500.00	34.21	430.90	86.18
HEALTH INSURANCE	36,500.00	0.00	29,248.70	80.13
TOTAL EXPENSES	912,812.61	53,319.97	698,676.78	76.54
NET INCOME	\$ 5,056.76	\$ 254,830.26	\$ 54,608.54	1,079.91

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Town Council Minutes
Work Session
June 11, 2019

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

Staff present: Town Administrator, Mrs. Miller and Chief Neeley

6:30 P.M. – 6:37 P.M. Public Hearing: Ordinance 2019-25 Zoning/Land Development

Mayor Wells read aloud the notice that was published, emailed and posted on the website, bulletin board and Facebook:

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Town Council of Pine Ridge, South Carolina, on June 11, 2019, at 6:30pm at the Town Hall, 2757 Fish Hatchery Road, West Columbia, SC 29172. The Pine Ridge Planning Commission will formally recommend updates of the Zoning & Land Development Ordinance, which will be presented to Town Council under Ordinance 2019-25 as “Exhibit A”. Written comments may be submitted. Copies of the proposed revision of the Pine Ridge Zoning & Land Development Ordinance can be located online.

Mayor Wells stated that the public will be called up to the podium per the following Ordinance:
§ 1-305 Appearance of citizens.

- (b) At public hearings on zoning matters, proponents shall speak first for a maximum of five minutes per person and thirty minutes for all speakers. No person may speak more than once without permission of the presiding officer. Upon conclusion of proponents’ presentation, opponents may speak under the same conditions. Thereafter, written comments from proponents, then from opponents, received prior to the hearing will be read in full or in summary by the presiding officer. Then, proponents will have two minutes for rebuttal, followed by two minutes for response by opponents.

Mayor Wells called for Proponents, since no one responded, Mayor Wells went down the list of speakers who signed up on the list.

Mr. Greg Googler of Coastal Development Partners of Spartanburg, SC is handing the Dollar General project. He is support of the revised ordinances but stated they have been ready since the end of March and would appreciate anything Council would do to help end the moratorium. The Dollar General that is planned to be submitted is like the one that is currently located in Springdale, SC.

Mrs. Debra Arvay of Clubhouse Drive chose not to speak at this time.
Mr. Rock Lucas of Clubhouse Drive chose not to speak at this time.
Mr. Richard Wood of Scotts Court chose not to speak at this time.

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Mayor Wells called for Opponents:

Mr. Rock Lucas of Clubhouse Drive who attended all but one Planning Commission meeting where they went line by line and spent about two hours reviewing the document. Believes document was written for a County and will fundamentally change the town, devalues property, increases workload on staff and Planning Commission, urged Council to rethink document.

Mayor Wells asked if there was anyone else in attendance that would like to speak or provide a rebuttal. Since no one else in attendance chose to speak, Mayor Wells closed the public hearing for Ordinance 2019-25.

6:37 P.M. – 6:39 P.M. Public Hearing: Ordinance 2019-26 2019/2020 Budget

Mayor Wells read aloud the public notice and the title to Ordinance 2019-26. Mayor Wells read aloud the Public Hearing notice that was published and posted as required.

PUBLIC NOTICE

Pursuant to Section 6-1-80 of the SC Code of Laws, public notice is hereby given that the Town of Pine Ridge Town Council will hold a Public Hearing on the municipal budget for the 2019-2020 fiscal year:

Date: June 11, 2019

Time: 6:30 p.m.

Location: Pine Ridge Town Hall
 2757 Fish Hatchery Road
 West Columbia, SC 29172

<u>Current Fiscal Year Revenues</u>	<u>Projected Revenue FY 2019-20</u>	<u>Percentage Change in Revenue</u>	<u>Current Fiscal Year Millage</u>
\$917,869	\$823,283	-10.3%	0
<u>Current Fiscal Year Expenses</u>	<u>Projected Expenses FY 2019-20</u>	<u>Percentage Change in Expenses</u>	<u>Estimated Millage for 2019-20</u>
\$912,813	\$822,762	-9.59%	0

Mayor Wells asked for anyone in support to speak: none did. Mayor Wells asked for anyone in opposition to speak: none did.

Since no one in attendance chose to speak, Mayor Wells closed the public hearing for Ordinance 2019-26.

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6:39 P.M. – 6:41 P.M. Review of Administrative Department Report

Written Administrative Department reports were included in the Council packets. Mayor Wells asked Mrs. Miller about the letter that was received from District 89, House of Representative Micah Caskey. Mrs. Miller replied that the letter was in response to her contacting the Town's House and Senate Representatives regarding a proposed Business License bill that would hurt the town. In addition, Mrs. Miller had written letters of support for Lexington County and Central Midlands Council of Governments for grants they were submitting.

6:41 P.M. – 6:45 P.M. Review of Police Department Administrative Report

Chief Neeley updated Council on the March statistics:

42 calls for service	4 arrests (3 drug related)	2 Business License citations
25 reports written	19 community contacts	
57 uniform traffic tickets	50 property checks	
0 warning tickets	17 assists to other law enforcement agencies	

Chief Neeley stated that currently he is accepting applications for the part-time Business License Inspector/Code Enforcement Officer position and a full-time Police Officer. Councilwoman Sturkie asked if the full-time Police Officer would be for the evenings. Chief Neeley replied that the position would be on rotation with our current full-time Police Officers.

6:45 P.M. - 6:47 P.M. Informational Council Discussion

- Springdale Summerfest – Mayor Wells invited those in attendance to the Springdale Summerfest that will be held in the Town of Springdale on Saturday, June 29th at 6pm.
- SC House of Representative Mac Toole update – Councilman Simms stated that he had spoke to his wife who said he was at home and progressing well with therapy. Representative Toole wanted to thank everyone for their well wishes.

With nothing more to discuss, Mayor Wells closed the work session.

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TOWN COUNCIL MEETING – 6:47 P.M.

CALL TO ORDER

Mayor Wells called the Town Council meeting to order at 6:47 P.M. with Mayor Pro-tem Davis, Councilman Dinkins, Councilman Simms and Councilwoman Sturkie present.

Staff present: Town Administrator, Mrs. Miller and Chief Neeley

INVOCATION

Councilman Dinkins 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. May 14, 2019 Regular Scheduled Meeting

Councilman Dinkins made a motion to approve the minutes of May 14, 2019, as submitted. Councilman Simms seconded the motion, which was unanimously approved.

OLD BUSINESS

1. Estates at Indigo Bond Estimate to repair infrastructure

Mayor Wells stated that Lexington County has received the bids and will award the contract soon.

2. Indigo Place Bond Estimate to repair infrastructure

Mayor Wells stated that the County has stated that nothing can be done until the Oakhill Road project is completed.

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3. Courtyards at Rockford Place Bond Estimate to repair infrastructure

Mayor Wells stated that this item is currently in litigation.

4. Town Hall/PD Upfit

A) Council/Court Chamber Platform

Mayor Wells stated that as soon as time allows, this item will receive more research.

5. Ordinance 2019-26 2019/2020 Budget *2nd reading

Mayor Wells read aloud the title to Ordinance 2019-26 and asked if Mayor Pro-tem Davis had anything to add on behalf of the Finance Committee. Since Mayor Pro-tem Davis had nothing to add.

Councilman Simms made a motion to approve Ordinance 2019-26 for second reading. Councilman Dinkins seconded the motion, which was unanimously approved.

6. RFP19-02 Financial Audit Services-Finance Committee Recommendation & Council vote

Mayor Pro-tem, Finance Committee Chairman stated that the Town's audit firm, Brodie, Summers & Wilkes, will no longer be doing municipal audits. The Town received two proposals from McKinley, Cooper & Co., LLC – Greenville, SC and McGregor & Company, LLP.

As Finance Committee Chairman, Mayor Pro-tem Davis made a motion to approve McGregor & Company, LLP, for a term of up to four years for \$6,300.00 and \$700 for calendar year-end reports. Councilwoman Sturkie seconded the motion, which was unanimously approved.

7. Lexington County FY19 "C" Fund

Mayor Wells stated that in April of last year the Town submitted "C" Fund request to Lexington County to install sidewalks to news sports complex at 900 Pine Ridge Drive. Traffic count and an estimate included for concrete for the sidewalks, crosswalk & paving markings for a total of \$56,400.00. It was noted that the request did not include grading, dirt fill, curb, gutter or easement acquirement. In April of this year, the Lexington County Transportation Committee (CTC) approved \$25k. Mayor Wells stated that he asked County Councilman Todd Cullum for help on this as the town needs to know the total cost of the project before the Town approves.

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NEW BUSINESS

1. Planning Commission Recommendation: Ordinance 2019-25 Zoning/Land Development

Councilwoman Sturkie asked to open this item up for discussion. Mayor Wells agreed but asked to read the Planning Commission's recommendation to Council first, which was as follows:

MEMORANDUM TO:	Mayor and Town Council
FROM:	Planning Commission
DATE:	May 28, 2019
SUBJECT:	Review & Recommendation to Town Council of the Zoning & Land Development Ordinance

The Planning Commission received the draft Zoning and Land Development Ordinance prepared by Pine Ridge and Central Midlands Council of Government staff at the regularly scheduled meeting on March 26, 2019.

The Planning Commission continued to review the draft Zoning and Land Development Ordinance on:

April 23, 2019 – Regular Scheduled Meeting
April 30, 2019 – Special Called Meeting
May 7, 2019 - Special Called Meeting
May 28, 2019 - Regular Scheduled Meeting

During these review meetings, the Planning Commission received and considered comments and suggestions from the public that attended these meetings.

The Planning Commission made revisions and amendments to the draft Zoning and Land Development Ordinance, which have been incorporated into the draft that will be presented to Town Council on June 11, 2019.

On May 28, 2019, having concluded a complete review of the draft Zoning and Land Development Ordinance, the Planning Commission voted unanimously to send the draft Zoning and Land Development Ordinance as amended, to Council as their recommendation for approval.

Signed Kendrick Kerr, Chairman of the Pine Ridge Planning Commission

Mayor Wells stated the item is open for discussion.

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Councilwoman Sturkie stated the following:

- The title alone is very deceptive. Citizens that look at this are not going to think that there is anything in it that has to do with anything except subdivisions and building.
- Article 4 – General Regulations on page 27, restricts the size of a privacy fence that you can have in your yard.
- It has structures, what kind of trees can be planted in different areas
- It talks about yard sales, that you can't have more than three-yard sales a year. Do we have an influx of complaints about yard sales on a regular basis?

Mayor Wells stated that Council has had complaints and has approved an ordinance on yard sales three or four years ago.

Councilman Simms stated that the ordinance on yard sales was pre-existing.

Councilwoman Sturkie stated she would be interested in seeing the complaints on yard sales and stated the following:

- Child-care states that it can only be done from sun up to sun down. What if you are babysitting for someone who works third shift? According to this ordinance that would not be allowed.
- She has read through it and that we probably need to change the Town's name to the Soviet Republic of Pine Ridge.
- We have people here that have owned land forever and now we are telling them they can only build a wall a certain size or we only want them to plant trees that get to a certain height because...she's not sure why on that.
- Does not understand all the restrictions that are being imposed now.
- Another thing that bothers her is the driveways, the road standards. She has driven through town and looked around at the Jones property, Areheart, Valdario, Spires, Baltzegar, Lucas, Wells, Sloan, Williams, Dinkins and Price. Has the Town received complaints on how their driveways are paved or graveled? Doesn't understand what the problem is with the graveled driveway. Why do things have to be to County road standards? Doesn't understand why the town is making it so hard on people who have been in Pine Ridge for their entire life. And then stay in Pine Ridge and pass this on to their families or sell it to their families.
- Doesn't understand what the Town is trying to do. Trying to run people out of town that have lived here forever?
- Another thing with all the zoning, is the Town going to hire someone to help Mrs. Miller because she already said she is swamped? The people in the town she has talked to would much rather have a full-time police department than to have someone hired to work on this stuff all the time.
- She has gone out and talked to some people. What is the end game? What are we trying to prevent? What are we trying to bring in? What are we trying to accomplish?

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Councilman Simms asked Mrs. Miller if she thought this ordinance will be a help or hinderance?

Mrs. Miller stated that it was a little bit of both and that the restrictions on privacy fences, structures, landscaping and yard sales was already in the ordinance and nothing has changed on those. The changes to Childcare for in-home care has made it easier, where the current one requires an approval through the Board of Zoning Appeals with additional requirements such as a minimum yard measurement. The proposed ordinance has simplified the process with approval by the Zoning Administrator for four requirements per SC Department of Social Services. The driveway issue came up during the Planning Commission's review, which originally stated that they had to be to County Standards. After further review, the Planning Commission changed it to standards within the Lexington County Planning Commission Access Policy.

Mayor Wells asked Councilwoman Sturkie if she had come to a meeting and discussed her concerns with the Planning Commission. Councilwoman Sturkie replied that she had a job that she had to go to and works till about 8 or 8:30pm. She did not realize that all these other regulations were going to be discussed. She doesn't understand and people may think she is being petty and that is fine as they have their own opinion. She doesn't want the people that live here, that have lived here forever to leave because of restrictions and sell to someone who doesn't care about Pine Ridge at all and just come in and not make to what we want it to be. Has anybody met with these builders? What can we do to help you come to a comprise to keep Pine Ridge what we want Pine Ridge to be?

Mayor Pro-tem Davis stated that we have two separate issues and the list Councilwoman Sturkie gave earlier are not items that have been added, they were already a part of the ordinance with the exception of the change in childcare. Sounds like the Planning Commission took a position to make it easier to do business.

Councilwoman Sturkie stated that there is another thing that she has questions on. Are we trying to restrict growth? Are we not wanting to bring growth to the Town and deter people from doing that? Mr. Lucas mentioned bringing down property values. We've got a lot of people that has land that goes back behind their road front property that they can't do anything with it anymore, the land is there and has plenty of trees. What if they wanted to sell it to send their kid to college? Or put their Mom in a nursing home? Or go to the Bahamas for a month?

Mr. John Newman, who was hired by Central Midlands to assist the Planning Commission and town staff, stated that the proposed ordinance allows those things that she is talking about where the current ordinance does not allow flag lots. There is a difference between a driveway and a road. Everything that Councilwoman Sturkie was talking about is considered a driveway based on the Lexington County Planning Commission Access Policy which has standards for flag lots and access easements.

Councilwoman Sturkie asked if she could sell land behind her house with a fifty-foot right-of-way and keep it dirt. Mr. Newman replied that if it complied with any of the several different configurations within the Lexington County Planning Commission Access Policy and as long as the driveway does not provide access to more than two lots. The County does not allow that.

Councilman Dinkins stated that if the driveway provides access to more than two lots, it then becomes a road.

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Mr. Newman stated that the regulations are meant to recognize the fact that Lexington County does the Engineering, Maintenance and Stormwater for the Town. This is what the County does and this is what the Town does.

Councilwoman Sturkie asked if the County does those things then why does it say the Town is responsible for those things too? Mr. Newman replied that it does not say that the Town is responsible for the things that the County does.

Mr. Newman added that the family daycare is regulated by the SC Department of Social Services (DSS), which allows childcare in the home. Regular daycare is regulated by DSS but in a different rule. The hours for both family and regular day care are DSS regulations.

Councilman Dinkins read aloud Article 7, Landscape Requirements: This Article does not apply to single-family housing units on individual lots. Based off that, nobody would come into his yard and tell him that he would have to plant a certain type of tree. Councilwoman Sturkie asked if this was only for subdivisions. Councilman Dinkins stated that it is for new subdivisions. Mr. Newman added that it would also be for group, commercial and industrial developments. Mr. Newman asked Mrs. Miller if anything had been changed in the Landscape Requirements. Mrs. Miller stated that a statement was added to Table 3 – Buffer yard Requirements for clarity when more than one Buffer yard type is present. The Planning Commission added the following statement on page 110: When table 3 list two buffer types under existing adjacent land uses, the required buffer type shall be determined by intensity of impact on the adjacent land use. If the adjacent land is zoned for allowing a different use, but is currently undeveloped, the least restrictive buffer shall apply.

Councilman Dinkins asked Mr. Googler if the proposed ordinance would impede on how the Dollar General would normally develop their property. Mr. Googler stated that they have not received a Town review yet but believes their project will be in compliance with the proposed ordinance.

Mayor Wells stated that a motion is required to accept or reject the Pine Ridge Planning Commission recommendation to Council to approve the Pine Ridge Zoning & Land Development Ordinance as amended.

Councilman Dinkins made a motion to approve the Planning Commission's recommendation to Council. Mayor Pro-tem Davis, seconded the motion. Mayor Wells asked for a roll call vote. Davis – Yes. Sturkie – No. Simms – Yes. Dinkins – Yes. Wells – Yes.

2. Ordinance 2019-25 Zoning/Land Development *1st Reading

Mayor Wells read aloud the title to Ordinance 2019-25 twice.

Councilman Dinkins made a motion to approve the first reading of Ordinance 2019-25, as submitted. Councilman Simms seconded the motion.

Councilwoman Sturkie asked if this was to approve Ordinance 2019-25 and remove the moratorium. Mayor Wells replied yes; this is for first reading. Mayor Wells asked Mrs. Miller what the date would be to lift the moratorium. Mrs. Miller stated that it will be lift after second reading which is July 9th.

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Mayor Wells called for a vote. All members of Council voted to approve the first reading of Ordinance 2019-25, with exception to Councilwoman Sturkie who voted against it.

3. Employee Cost of Living Adjustment

Mayor Wells stated this item has been put on hold until next months meeting.

Citizen's Comment Time

Mr. Mike McMillan of Pleasant Valley Drive stated that he was going to echo what Mr. Lucas said during the Public Hearing. There is a lot of good stuff in the ordinance and that he has read it but probably not as much as in detail as Mr. Lucas has. There is a lot of stuff in there to digest before we go through it and hopes Council has had time to digest it too. He looked through it and there are some things that will affect him but he doesn't look at things that will just affect him as he still wears his Town Council hat. He urged Council to go through this slowly. His understanding is that everything has stopped as far as permitting. Nothing wrong with backing up and saying let's go back to the old way until we get this thing hammered out and looked into. Once this is said and done, it will probably be a tough road from what he sees in it. He is not against it, just not fully on board with it. He is all for improvement and quality developments.

ADJOURN

With no further business to discuss, Councilman Simms moved to adjourn, with a second by Councilman Dinkins. With the Council's unanimous approval, Mayor Wells adjourned the meeting at 7:21 P.M.

Respectfully submitted,

APPROVED:

Viki M. Miller, Town Administrator

Robert M. Wells, Jr., Mayor

Date: _____

RFP19-03

Request for Proposals



DESIGN-BUILD SERVICES FOR TOWN COUNCIL & MUNICIPAL COURT CHAMBERS

July 3, 2019

**Town of Pine Ridge
2757 Fish Hatchery Road
West Columbia, SC 29172
(803)755-2500
(803)955-0605 fax
www.townofpineridgesc.com**

RFP19-03
Design-Build Services for
Town Council & Municipal Court
Chambers

da·is /'dāēs,'dīēs/ *noun*

a low platform for a lectern, seats of honor, or a throne.

synonyms: platform, stage, podium, rostrum, stand, grandstand, staging, apron, soapbox, stump;

BACKGROUND: When Town Hall was constructed (1998), the Council at that time coordinated with Lexington County Recreation & Aging for the use of the large activity room for town council meetings, municipal court meetings and other scheduled municipal meetings and/or events. The shared use of the Senior Center activity room was essential to the basic operation of municipal government. Over the years, the large meeting table has become worn and does not fit our audio and video needs. The Town would like to upgrade to traditional furniture that will improve the function for all municipal meetings.

INFORMATION ABOUT THE TOWN OF PINE RIDGE: The Town of Pine Ridge is located in the Midlands region of South Carolina. The town is located in the southeastern portion of Lexington County, with the central location at the junction of S32-73 (Fish Hatchery Road) and S32-103 (Pine Ridge Drive). The Town encompasses approximately 4.5 square miles and according to the 2010 Census has a population of 2,064 citizens. The general fund budget for FY 2019-2020 was adopted at \$822 thousand.

A PRE-PROPOSAL CONFERENCE will be held on Thursday, July 18, 2019 at 10 a.m. at the Pine Ridge Town Hall, 2757 Fish Hatchery Road, West Columbia, SC 29172. The purpose of this conference is to discuss the Project, prospective vendors concerns, key issues, and any questions regarding the RFP documents and RFP process. Attendance is strongly encouraged.

PROPOSAL DEADLINE: All Proposals must be submitted in a sealed envelope, plainly marked, as detailed in Paragraph B, of the Instruction to Vendors, Section 2.1. All proposals must be received, prior to 4 p.m., local time, on Friday, August 30, 2019. The official time will be per the Pine Ridge Town Hall office without exception. Proposals received and stamped after the designated time will not be considered and will be returned to the Vendor unopened.

RFP DOCUMENTS are available electronically through the Town Web Site:

www.townofpineridgesc.com

For more information on proposal documents please call Mayor Robert Wells (803)920-2877

RFP19-03
Design-Build Services for
Town Council & Municipal Court
Chambers

PURPOSE: The Town of Pine Ridge seeks design-build quotes to replace its' existing meeting table with a permanent fixture. The new Council/Court Dais will be located along the southwest wall of Meeting Room. The new jury box will be built on the southeast wall. The new Municipal Clerk/Witness/Audio box will be built on the northwest wall at Pine Ridge Town Hall, located at 2757 Fish Hatchery Road, West Columbia, SC 29172. The new dais will be constructed with a minimum useful life of fifteen to twenty years.

REQUIREMENTS: The Town of Pine Ridge seeks design-build quotes for a Council dais to be installed on site. The new dais should have a high aesthetic value and be constructed with substantial building materials.

The new dais must include:

- Space for up to seven seats for governing body/commission members
- Space for one seat for governing body staff or municipal court witness
- Space for audio box used at all municipal court/meetings that is easily accessible to governing body staff
- Ability to wire the length of complete dais and include access points at each seat
- Minimum of 25" counter-top space the length of the dais

Include this item as Add#1 (separate price):

- Installation of an existing "Pyle" Video Projector Full HD 1080p - Widescreen Cinema Home Theater Projector, Built-in Stereo Speaker, Digital Multimedia, HDMI, USB & Adjustable Picture Projection for TV Computer & Laptop-(PRJD907)
- Installation of an existing "Homegear" 120" HD Motorized 16:9 Projector Screen
- Re-installation of existing microphones and audio equipment

The successful vendor must provide:

- All materials and tools to complete the project
- One-year warranty on dais
- Sample work portfolio including experience with comparable projects and photographs of recent work
- List of current references
- Provide a statement agreeing to submit all workers to a criminal background check.

RFP19-03
Design-Build Services for
Town Council & Municipal Court
Chambers

ADDITIONAL REQUIREMENTS:

- Contractor acknowledgement that it is responsible for all damages caused by dais installation including, but not limited to, damage to the flooring, damage to drywall, damage to doors and door jams
- It is our preference that this project be built off-site and installed as a unit by 10/31/2019 as this room is in constant use.

PROPOSAL MUST INCLUDE THE FOLLOWING (Schedule of values):

- Complete material type and cost
- Installation cost
- Other incidental cost
- Finish of proposed dais
- Shop drawing of proposed dais
- Add#1 breakdown of cost/installation
- Anticipated time for completion

DEADLINE FOR RECEIPT OF RESPONSE is 4:00 PM, Friday, August 30, 2019.

Vendor selection will occur at the Pine Ridge Town Council meeting on September 10, 2019, at 6:45pm. Responses will be binding for a period of ninety (90) calendar days from the date of vendor selection.

EVALUATION OF RESPONSES: The personnel evaluating the proposals will base the evaluation on the proposal that will best serve the Town of Pine Ridge. The Town of Pine Ridge reserves the right to reject any and all responses (or portions of responses), to cancel a solicitation, and to waive any technicality if deemed to be in the best interest of the Town. The Town of Pine Ridge shall reserve the right to award the purchase order to the respondent which is most advantageous to the Town of Pine Ridge. Responses will be evaluated objectively based on the vendor's responses to the RFP. The Town of Pine Ridge will not pay costs incurred in the proposal preparation including the costs for printing, demonstration, negotiation process, etc. All costs for the preparation of the response shall be borne by the proposing vendor.

RIGHT OF THE TOWN OF PINE RIDGE TO REJECT PROPOSALS: The Town of Pine Ridge reserves the right to reject any and all proposals or any part of any proposals, to waive minor defects or technicalities, or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed project as the Town of Pine Ridge may deem necessary in its best interest. The Town also reserves the right to negotiate with any vendor, all or part of any proposal that is in the best interest of the Town.

RFP19-03
Design-Build Services for
Town Council & Municipal Court
Chambers

CONFIDENTIALITY OF DOCUMENTS: All responses to the RFP submitted by vendors shall be deemed public documents at the time opened by the Town of Pine Ridge. The RFP is intended to be worded in a manner so as not to elicit proprietary information from the vendor. If proprietary information is submitted as part of the proposal, such information is to be labeled proprietary and be accompanied with a request that the information is to be returned by the Town of Pine Ridge to the submitter. Any proposal that is submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.

NOTIFICATION OF WITHDRAWAL OF PROPOSAL: Proposals may be modified or withdrawn by an authorized representative of the vendor or by formal written notice prior to the final due date and time specified for proposal submission. Submitted proposals will become the property of the Town of Pine Ridge after the proposal submission deadline.

CONTRACTUAL OBLIGATIONS OF SUCCESSFUL RESPONDENT: The successful vendor will be required to undertake certain obligations that are not limited to the following:

Acquisition of a Business License: The successful Vendor to this RFP will be required to obtain a Town of Pine Ridge Business License prior to commencing work inside the Town limits.

Inclusion of Proposal: The proposal submitted in response to this RFP will be incorporated as part of the final purchase order with the selected vendor.

Indemnification and Insurance: The successful vendor shall indemnify and hold the Town of Pine Ridge and its officers, agents, employees and assigns, harmless from any liability imposed for injury whether arising before or after completion of work hereunder, or in any manner directly or indirectly caused, occasioned or contributed to, or claimed to be caused, occasioned or contributed to, in whole or in part, by reason of any act or omission, including strict liability or negligence of vendor, or of anyone acting under vendor's direction or control or on its behalf, in connection with or incident to, or arising out of the performance of this contract. The successful vendor shall maintain and shall require any joining firm to maintain general aggregate insurance with limits of not less than \$1,000,000 per accident in addition to workers compensation.

Costs: All costs are to be stated in exact amounts. No additional charges (e.g. for sales tax, container packing, installation, training, out-of-pocket expenses, etc.) will be allowed unless so specified in the proposal.

STATE OF SOUTH CAROLINA)	AN ORDINANCE ADOPTING
)	THE TOWN OF PINE RIDGE
COUNTY OF LEXINGTON)	ZONING AND LAND
)	DEVELOPMENT ORDINANCE
TOWN OF PINE RIDGE)	AS REVISED AND REPEALING
)	THE MORATORIUM ORDINANCE
)	2019-24

WHEREAS, the Pine Ridge Planning Commission, by a unanimous vote, recommended at its meeting held May 28, 2019, that the Town Council approve the proposed updates and revisions to the Town of Pine Ridge Zoning and Land Development Ordinance, as indicated in the attached copy; and

WHEREAS, the Town Council has determined that the updates and revisions in the Zoning and Land Development Ordinance are appropriate and are in the interest of the public; and

WHEREAS, the adoption of the updated and revised Zoning and Land Development Ordinance removes the necessity for the moratorium on processing of zoning approvals and permits implemented by the moratorium ordinance adopted by the Council on April 25, 2019,

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE COUNCIL OF THE TOWN OF PINE RIDGE, SOUTH CAROLINA; AND IT IS ORDAINED BY THE AUTHORITY OF THE SAID COUNCIL:

Section 1. Purpose
This Ordinance is intended to amend the Town of Pine Ridge Zoning and Land Development Ordinance to conform with the copy attached hereto, and to repeal the Ordinance of the Town, adopted on April 25, 2019, that imposed a moratorium on the processing of zoning approvals and permits under the zoning and land development provisions of the Town Code then existing.

Section 2. Amendment of the Town of Pine Ridge Zoning and Land Development Ordinance
The Town of Pine Ridge Zoning and Land Development Ordinance is hereby amended to conform to the attached copy and, as attached, is hereby adopted and made a part of the Town Code.

Section 3. Severability
If any part of this Ordinance or of the Ordinance amended and adopted is held to be unconstitutional, it shall be construed to have been the legislative intent to pass said Ordinance without such unconstitutional provision, and the remainder of said Ordinance shall be deemed to be valid as if such portion had not been included. If said Ordinance, or any provisions thereof, is held to be inapplicable to any person, group of persons, property, kind of property, circumstances or set of circumstances, such holding shall not affect the applicability thereof to any other persons, property or circumstances.

Section 4. Repeal of Moratorium Ordinance

The necessity for a moratorium ordinance as previously adopted by the Town Council having been removed by the adoption of the amended Zoning and Land Development Ordinance, the Council hereby repeals the Ordinance 2019-24, adopted on April 25, 2019, imposing a moratorium on the processing of zoning approvals and permits under the Town Zoning and Land Development Ordinance.

Section 5. Effective Date

This Ordinance shall be effective upon its enactment by second reading by the Town Council for the Town of Pine Ridge.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF PINE RIDGE ON THIS 9TH DAY OF JULY, 2019.

Public Hearing: June 11, 2019

First Reading: June 11, 2019

Second Reading: July 9, 2019

Robert M. Wells, Jr., Mayor

Attest:

Viki M. Miller, Town Administrator

TOWN OF PINE RIDGE, SOUTH CAROLINA
JOB DESCRIPTION

Title: Municipal Clerk
Department: Administrative
Reports to: Town Administrator

Date: July 9, 2019
Status: Part-time
FLSA status: Non-Exempt

GENERAL PURPOSE

Under general supervision, provides a variety of routine and complex clerical and administrative work in the administration of the Town government.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

1. Administrative/Clerical

- Assists in answering the telephone, provide information and assistance as requested and/or forward call to appropriate staff person. Takes messages as needed.
- Assists in greeting and assisting visitors providing professional and courteous customer service at all times.
- Responds to inquiries and concerns from the public and takes necessary actions to see that concerns are addressed to the appropriate department.
- Handles the responsibility of the Freedom of Information Act compliance.
- Handles the responsibility of the Town of Pine Ridge Complaint Policy.
- Handles the responsibility of the Town of Pine Ridge Code Enforcement and works closely with the Code Enforcement Officer.
- Assists the Town Administrator with the Town's Zoning and Land Development Ordinance.
- Attends all meetings of the Town Council, Planning Commission and Board of Zoning Appeals.
- Prepares and/or processes a variety of documentation such as Council meeting packets, public notices, minutes of meetings, ordinances, resolutions, proclamations and reports. This includes a monthly clerical report for Council.
- Maintains recorded data of the meeting of Town Council, Planning Commission and Board of Zoning Appeals.
- Prepares, schedules and/or processes a variety of documentation for the Planning Commission and Board of Zoning Appeals meetings.
- Maintains memberships and terms of office of Council Committees, Planning Commission and Board of Zoning Appeals.
- Serves as custodian of the Town's official records, ensuring the proper maintenance, filing, safekeeping and destruction of all official municipal documents; prepares related reports.
- Responsible for maintaining and codification of the Code of Ordinances, rules and regulations.
- Coordinates the Town's records management program; notifies departments of retention schedules and processes requests for record destruction. Boxes up files and creates new files as needed.
- Established and maintains filing of Accounts Payable, Zoning Permits and Business Licenses.
- Prepares outdoor bulletin board and sign for Council meetings, as well as other department meetings when necessary.
- Receipts, organizes and maintains office supplies and provides the Town Administrator with monthly inventory list.
- Assists the Clerk of Court and public with Business License questions, issuance and annual renewals and works closely with the Business License Inspector.
- Attends trainings, meetings, seminars and/or workshops to enhance job knowledge and skills.
- Provides general secretarial, administrative and clerical support, performing such duties as scheduling meetings and appointments, making travel and accommodation arrangements, composing / typing correspondence, establishing and maintaining files, researching and compiling data, etc.

Approved by Town Council _____

TOWN OF PINE RIDGE, SOUTH CAROLINA
JOB DESCRIPTION

Title: Municipal Clerk
Department: Administrative
Reports to: Town Administrator

Date: July 9, 2019
Status: Part-time
FLSA status: Non-Exempt

- Prepares, types, processes, copies, files, submits and/or transmits various routine and confidential reports, records, memos, correspondence and other documents as required.
- Performs other routine clerical work as required, including but not limited to copying and filing documents, sending and receiving faxes and e-mails, entering and retrieving computer data, scanning documents, processing daily mail, ordering supplies, maintaining logs and lists, etc.
- Operates a variety of equipment, including a computer, printer, scanner, typewriter, fax machine, copier, telephone, calculator, tape recorder, etc.

2. Other Related Duties

- Performs other duties as directed by Town Administrator
- Assists with special projects and events as assigned.

MINIMUM TRAINING & EXPERIENCE

Requires a high school diploma or GED equivalent and four years of responsible secretarial and/or administrative work experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license. Must be bondable.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks require the ability to exert light physical effort in light work, but which may involve the lifting, carrying, pushing and/or pulling of objects or materials of light weight (up to 20 pounds). Tasks may require extended periods of time at a keyboard or work station.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, computer manuals, ordinances, etc. Requires the ability to enter data into computer and prepare records, reports, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

Approved by Town Council _____

TOWN OF PINE RIDGE, SOUTH CAROLINA
JOB DESCRIPTION

Title: Municipal Clerk
Department: Administrative
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Date: July 9, 2019
Status: Part-time
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Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

Manual Dexterity: Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or tight deadline.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

<u>PERFORMANCE INDICATORS</u>

Knowledge of Job: Is knowledgeable in the methods, policies and procedures of the Department and Town pertaining to specific duties of the Municipal Clerk. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the organization of the City and of related departments and agencies. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has knowledge in the areas of records management and other specific functions of the position. Has excellent administrative, organizational, secretarial, customer service and clerical skills. Is able to coordinate specific administrative programs and projects as assigned. Has knowledge of modern office practices and equipment. Has knowledge of and skill in the creation and maintenance of efficient record-keeping systems. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has knowledge of basic mathematics. Is able to use computers for word processing, graphic design, data processing and records management. Is able to type and take dictation accurately at a rate sufficient for the successful performance of assigned duties. Knows how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to maintain confidentiality as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to meet the public in a professional manner and provide information and assistance, representing Town government in a positive light at all times. Is capable of working under stressful conditions as required. Is able to effectively handle multiple assignments simultaneously. Knows how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Approved by Town Council _____

TOWN OF PINE RIDGE, SOUTH CAROLINA
JOB DESCRIPTION

Title: Municipal Clerk
Department: Administrative
Reports to: Town Administrator

Date: July 9, 2019
Status: Part-time
FLSA status: Non-Exempt

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides notice as required in the Employee Handbook with respect to scheduling vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Approved by Town Council _____

TOWN OF PINE RIDGE, SOUTH CAROLINA
JOB DESCRIPTION

Title: Municipal Clerk
Department: Administrative
Reports to: Town Administrator

Date: July 9, 2019
Status: Part-time
FLSA status: Non-Exempt

The statements contained in this job description reflect general details as necessary to describe principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relied or to equalize peak work periods. This is not an employment agreement or contract. The Town of Pine Ridge has the exclusive right to alter this job. The Town of Pine Ridge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Pine Ridge will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee	Date
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Supervisor	Date
------------	------

Viki M. Miller, ABL
vmiller@townofpineridgesc.com
The Town of Pine Ridge
2757 Fish Hatchery Road
West Columbia, SC 29172
(803)755-2500 - phone
(803)955-0605 - fax
Office hours M,T,Th,F 8-5pm & W 8-1pm

Approved by Town Council _____

Approved 6/09/2009

Revised 7/14/2009

Updated 9/11/2012

Each year, the Pine Ridge Town Council receives numerous requests from individuals and groups seeking financial support for various projects and events. In all cases, the Council carefully reviews each request and takes into consideration its impact on the quality of life of the county's citizens, giving greater deference to the impact on those in the community of Pine Ridge. In addition, as stewards charged with appropriately handling the fiduciary matters of Pine Ridge, the Council must also consider the town's budget when obligating any funds. As such, it is the recommendation of the Finance Committee of the Pine Ridge Town Council that we institute the following guidelines when considering request for financial support from individuals or groups:

In-Town Community Service Projects/Events: These are community service projects or events that directly impact and benefit the Town of Pine Ridge. There are two categories for consideration:

1. Projects/events that take place in the Town of Pine Ridge and the proceeds are used to provide a service or assistance to the Pine Ridge community. It is the Council's responsibility to determine the merit of each project/event and, it is the Council's prerogative not to fund a project/event or fund it up to \$500.00 with the discretion to go higher for special events (e.g. the Annual Soup Day). (An example would be a golf tournament held at Charwood sponsored by a local group.) *Added July 14, 2009*
2. Projects/events that take place outside the Town of Pine Ridge but the proceeds are used to provide a service or assistance to the Pine Ridge community. It is the Council's responsibility to determine the merit of each project/event and, it is the Council's prerogative not to fund a project/event or fund it up to \$250.00. (An example would be Pine Ridge Middle School having a car wash to buy band uniforms. They ask us to buy supplies for the car wash that is held at the McDonalds on 321.) *Added July 14, 2009*

Out-of –Town Community Service Projects/Events: These are community service projects or events that do not directly impact and benefit the Town of Pine Ridge because they take place outside the Town of Pine Ridge and the proceeds are not used to benefit the Pine Ridge community. It is the Council's responsibility to determine the merit of each project/event and, it is the Council's prerogative not to fund a project/event or fund it up to \$100.00. (An example would be a local school outside the town limits requesting financial assistance to purchase equipment, uniforms, etc.).
Added July 14, 2009

Position Statement

prepared by the Finance Committee

Approved 6/09/2009

Revised 7/14/2009

Updated 9/11/2012

Requests between Council meetings: Finance Committee has been given the authority by Council to approve donation requests, following the guidelines of the donation policy, which may fall outside of the regular council meeting schedule. The authority to approve donation requests without the consideration of Council must be renewed during each fiscal year budget hearing and approved as part of each fiscal year's budget approval process. The Finance Committee shall report to Council at the next scheduled Council meeting any & all donation requests or approvals.

(Council approved this addition on September 11, 2012)

STATE OF SOUTH CAROLINA)
COUNTY OF LEXINGTON) RESOLUTION 2019-27
TOWN OF PINE RIDGE)

**RESOLUTION OF THE MAYOR AND COUNCIL
FOR THE TOWN OF PINE RIDGE, SOUTH CAROLINA
TO ESTABLISH A MASTER FEE SCHEDULE
FOR THE FISCAL YEAR 2019/2020**

WHEREAS, pursuant to S.C. Code of Law § 5-7-30, a municipality is authorized to enact regulations, resolutions, and ordinances, not inconsistent with the Constitution and general law of the State of South Carolina, including the exercise of powers in relation to roads, streets, markets, law enforcement, health and order in the municipality or respecting any subject which appears necessary and proper for the security, general welfare, and convenience of the municipality or for preserving health, peace, order, and good government in it, including the authority to fix fines and penalties for the violation of municipal ordinances and regulations and,

WHEREAS, the Pine Ridge Town Council is authorized to impose reasonable fees with respect to the administrative costs involved in processing the various permits and licenses that are needed to preserve the health, peace, order, and good government for the citizens of the municipality and,

WHEREAS, the Pine Ridge Town Council discussed and approved the Master Fee Schedule for 2019/2020 fiscal year as follows:

SECTION 1 – GENERAL FEES & CHARGES – Attached hereto as “Exhibit A”.

SECTION 2 – INCONSISTENT RESOLUTIONS – All Resolutions inconsistent herewith are repealed and of no force and effect.

SECTION 3 – DISCLAIMER – The failure to list, in the Master Fee Schedule (Exhibit A), a fee that is properly listed elsewhere shall not eliminate the responsibility to pay that fee.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council for the Town of Pine Ridge, South Carolina, hereby affirms that the 2019/2020 Master Fee Schedule is hereby enacted on this 9th day of July 2019.

Witness our hands and seals this 9th day of July 2019, at Pine Ridge, South Carolina.

Mayor Robert M. Wells, Jr.

Mayor Pro-tem Daniel D. Davis

Councilmember Floyd W. Dinkins III

Councilmember Beth S. Sturkie

Councilmember Scott N. Simms

**TOWN OF PINE RIDGE
MASTER FEE SCHEDULE
July 1, 2019 - June 30, 2020**

Resolution 2019-27
"EXHIBIT A"

Section I - Miscellaneous Fees

Item/Description	Basis	Fee	Reference	Previous Fee
Mailing Fee	Per Occurrence - 10 pages or less	0.40 (in addition to copy & postage fee)	Set by Policy	No change
Mailing Fee	Per Occurrence - 10 pages or more	0.40 for each 10 pages over the first 10 pages	Set by Policy	No change
Fax Services	Per Occurrence - up to 20 pages	7.00	Set by Policy	No change
Certified Copies	Per Page	1.00 (in addition to copy fee)	Set by Policy	No change
Black & White Copies - Letter size	Per Copy	0.25	Set by Policy	No change
Black & White Copies - Legal size	Per Copy	0.40	Set by Policy	No change
FOIA-Black & White Copies	Per Copy	0.25	Set by Policy	No change
FOIA - CD Copy	Per Disc	10.00	Set by Policy	No change
FOIA - Staff time for Research, Copies, Review*	Per Hour	20.00	Set by Policy	No change
FOIA - Staff time for Research, Copies, Review*	Per 1/2 Hour Minimum	10.00	Set by Policy	No change
FOIA-Audio transcript of Council/Planning/BZA meeting	Per Copy	\$10.00 plus actual cost	Set by Policy	No change
Election Fees - Mayor	Per Election per Candidate	50.00	Town Ordinance §1-207(b)	No change
Election Fees - Council	Per Election per Candidate	30.00	Town Ordinance §1-207(b)	No change
Administrative - NSF Returned Check Fee	Per Check	30.00	Set by Policy	No change
Smoking - Penalties & Enforcement	Per Occurrence	25.00	Town Ordinance §2-106(h)(3)	No change
Floodplain - Penalties & Enforcement	Per Occurrence	\$500.00 plus court cost	Town Ordinance §2-501(f)	No change
Chargeback Refund - not our error	Per Occurrence	5%	Set by Policy	No change

* Staff time fees may be higher if the lowest paid employee is not qualified to complete the request.

Section II - Police Department Fees

Item/Description	Basis	Fee	Reference	Previous Fee
Mailing Fee	Per Occurrence - 10 pages or less	0.40 (in addition to copy & postage fee)	Set by Policy	No change
Mailing Fee	Per Occurrence - 10 pages or more	0.40 for each 10 pages over the first 10 pages	Set by Policy	No change
Fax Services	Per Occurrence - up to 20 pages	7.00	Set by Policy	No change
Certified Copies	Per Page	1.00 (in addition to copy fee)	Set by Policy	No change
Black & White Copies - Letter size	Per Copy	0.25	Set by Policy	No change
Black & White Copies - Legal size	Per Copy	0.40	Set by Policy	No change
Fingerprinting - Resident	Per Set	5.00	Set by Policy	No change
Fingerprinting - In Town Businesses	Per Set	5.00	Set by Policy	No change
FOIA-Police Report (No fee for victim)	Per Report up to 3 pages plus per page	\$5.00 + .25 cents per page above 3	Set by Policy	No change
FOIA-Accident Report	Per Report up to 3 pages plus per page	SCDOT	Set by Policy	No change
FOIA-Photographs, Audio or Video Recordings	Per Request plus actual cost	\$20.00 plus actual cost	Set by Policy	No change
FOIA - Audio Transcripts	Per Disc	\$10.00 plus actual cost	Set by Policy	No change
FOIA - Staff time for Research, Copies, Review*	Per Hour	17.30	Set by Policy	No change
FOIA - Staff time for Research, Copies, Review*	Per 1/2 Hour Minimum	8.65	Set by Policy	No change
Alarm Permit -	Per Property	0.00	Town Ordinance §6-304(3)(a)	No change
Alarm Permit - Failure to Update Information	Per Occurrence	\$500.00 plus court cost	Town Ordinance §6-304(3)(d)	No change
Alarm Permit - False Alarm 3rd	Per Occurrence	50.00	Town Ordinance §6-304(6)(a)	No change
Alarm Permit - False Alarm 4th	Per Occurrence	75.00	Town Ordinance §6-304(6)(a)	No change
Alarm Permit - False Alarm 5th	Per Occurrence	100.00	Town Ordinance §6-304(6)(a)	No change
Alarm Permit - False Alarm 6th-9th	Per Occurrence	150.00	Town Ordinance §6-304(6)(a)	No change
Alarm Permit - False Alarm 10th	Per Occurrence	300.00	Town Ordinance §6-304(6)(a)	No change

**TOWN OF PINE RIDGE
MASTER FEE SCHEDULE
July 1, 2019 - June 30, 2020**

Alarm Permit - Failure to Register	Per Occurance	100.00	Town Ordinance §6-304(6)(a)	No change
Alarm Permit - Reconnection Fee	Per Occurance	25.00	Town Ordinance §6-304(10)	No change
Alarm -Penalties & Enforcement	Per Occurance	\$500.00 plus court cost	Town Ordinance §6-304(13)	No change
Ordinance Summons	Per Occurance	\$500.00 plus court cost	Town Ordinance §3-109	No change
Contempt of Court	Per Occurance	\$500.00 plus court cost	Town Ordinance §3-110	No change
Parade Permit	Per Occurance	0.00	Town Ordinance §6-503	No change
Parade - Penalties & Enforcement	Per Occurance	\$500.00 plus court cost	Town Ordinance §6-513	No change

*Staff time fees may be higher if the lowest paid employee is not qualified to complete the request.

Section III - Business License Fees				
Item/Description	Basis	Fee	Reference	Previous Fee
Penalty - Failure to renew	Per Month	5%	BL Ordinance §4-401(12)	No change
Penalty - Failure to obtain	Per Occurance	\$1092.50 max-\$100.00 min	BL Ordinance §4-401(19)	No change

Business License Tax Schedule				
Rate Class	Income: \$0 - \$2,000		Income Over \$2,000	
	Minimum Tax	Rate per Thousand or Fraction thereof	Reference	Previous Fee
1	\$35.00 (R) & \$70.00 (NR)	\$1.40 (R) & \$2.80 (NR) + Minimum Tax	BL Ordinance §4-401(21)(b)	No change
2	\$40.00 (R) & \$80.00 (NR)	\$1.45 (R) & \$2.90 (NR) + Minimum Tax	BL Ordinance §4-401(21)(b)	No change
3	\$45.00 (R) & \$90.00 (NR)	\$1.50 (R) & \$3.00 (NR) + Minimum Tax	BL Ordinance §4-401(21)(b)	No change
4	\$50.00 (R) & \$100.00 (NR)	\$1.55 (R) & \$3.10 (NR) + Minimum Tax	BL Ordinance §4-401(21)(b)	No change
5	\$55.00 (R) & \$110.00 (NR)	\$1.60 (R) & \$3.20 (NR) + Minimum Tax	BL Ordinance §4-401(21)(b)	No change
6	\$60.00 (R) & \$120.00 (NR)	\$1.65 (R) & \$3.30 (NR) + Minimum Tax	BL Ordinance §4-401(21)(b)	No change
7	\$65.00 (R) & \$130.00 (NR)	\$1.70 (R) & \$3.40 (NR) + Minimum Tax	BL Ordinance §4-401(21)(b)	No change
8.1 - Contractors	\$45.00 (R) & \$90.00 (NR)	\$1.50 (R) & \$3.00 (NR) + Minimum Tax	BL Ordinance §4-401(21)(b)	No change
8.1A - One Job License	One Location & up to \$1k ONLY \$35.00	One Location & up to \$1k ONLY \$35.00	BL Ordinance §4-401(21)(b)	No change
8.1B - Limited Year License	Up to \$50k - \$200.00	\$1.50 (R) & \$3.00 (NR) + \$200.00	BL Ordinance §4-401(21)(b)	No change
8.2 - Railroad Companies	Set by state statute	Set by state statute	BL Ordinance §4-401(21)(b)	No change
8.3 - Telephone Companies	MASC Telecommunications	\$ set by state statute	BL Ordinance §4-401(21)(b)	No change
8.4.1 - Satellite Install/Junk Dealers	\$60.00 (R) & \$120.00 (NR)	\$1.65 (R) & \$3.30 (NR) + Minimum Tax	BL Ordinance §4-401(21)(b)	No change
8.4.2 - Pawn Brokers	\$250.00	\$4.00 + Minimum Tax	BL Ordinance §4-401(21)(b)	No change
8.5 - Automotive, Motor Vehicles, Boats, Farm Machinery or Retail	\$250.00	\$4.00 + Minimum Tax	BL Ordinance §4-401(21)(b)	No change
8.6.1 - Peddlers, Solicitors, Canvassers, Door-To-Door Sales	\$60.00 (R) & \$120.00 (NR)	\$1.65 (R) & \$3.30 (NR) + Minimum Tax	BL Ordinance §4-401(21)(b)	No change
8.6.2 - Seasonal activities	\$35.00 (R) & \$70.00 (NR)	\$1.40 (R) & \$2.80 (NR) + Minimum Tax	BL Ordinance §4-401(21)(b)	No change
8.7 - Insurance Companies	MASC Insurance	\$ set by state statute	BL Ordinance §4-401(21)(b)	No change
8.8.1 - Amusement Machines, coin operated (except gambling)	\$12.50 + \$12.50 per machine	\$ set by state statute	BL Ordinance §4-401(21)(b)	No change
8.8.2 - Distributor selling or leasing machines	\$45.00 (R) & \$90.00 (NR)	\$1.50 (R) & \$3.00 (NR) + Minimum Tax	BL Ordinance §4-401(21)(b)	No change
8.8.3 - Amusement Machines, coin operated, non-payout	\$12.50 + \$180.00 per machine	\$ set by state statute	BL Ordinance §4-401(21)(b)	No change
8.8.4 - Distributor selling or leasing machines	\$45.00 (R) & \$90.00 (NR)	\$1.50 (R) & \$3.00 (NR) + Minimum Tax	BL Ordinance §4-401(21)(b)	No change
8.9.1 - Bingo halls, parlors	\$250.00	\$4.00	BL Ordinance §4-401(21)(b)	No change
8.9.2 - Carnivals and Circuses	\$250.00	\$4.00	BL Ordinance §4-401(21)(b)	No change

PO = Planning Official
PC = Planning Commission
BZA = Board of Zoning Appeals

**TOWN OF PINE RIDGE
MASTER FEE SCHEDULE
July 1, 2019 - June 30, 2020**

**Resolution 2019-27
"EXHIBIT A"**

8.93 - Drinking Places, bars, lounges, cabarets	\$250.00	\$4.00	BL Ordinance §4-401(21)(b)	No change
8.10 - Billiard or Pool Rooms, all types	\$250.00 + \$5.00 per table/stamp	\$4.00	BL Ordinance §4-401(21)(b)	No change
Single Site (Adopted 3/8/05)	See Annexation & Economic Development Incentive Policy	3.25 times the normal rate for each class	BL Ordinance §4-401(21)(b)	No change
Resident Business License	For Income earned outside of Pine Ridge on which Business License fees were not paid to another municipality	\$0.50	BL Ordinance §4-401(21)(b)	No change

Section III - Planning/Zoning Fees

Item/Description	Basis	Fee	Reference	Previous Fee
Addressing	Each	10.00	Set by Policy	No change
Property Rezoning (Map Amendment)	Each	250.00	Zoning Ordinance §1101(b)	No change
Text Amendment	Each	250.00	Zoning Ordinance §1101(b)	No change
Sexually Oriented Business Permit	Annually	500.00	Zoning Ordinance §600.4.2	No change
Sign Permit - Electrical up to 40sq feet	Each Face	50.00	Zoning Ordinance §907.3	No change
Sign Permit - Electrical over 40sq feet	Per Square Foot, Each Face	0.35	Zoning Ordinance §907.3	No change
Sign Permit - Non-Electrical up to 40sq feet	Each Face	50.00	Zoning Ordinance §907.3	No change
Sign Permit - Non-Electrical over 40sq feet	Per Square Foot, Each Face	0.35	Zoning Ordinance §907.3	No change
Sign Permit - Temporary	Each	10.00	Zoning Ordinance §907.3	No change
Sign Permit - Civic, Charitable, Religious & Athletic	Each	0.00	Set by Policy	No change
Sign Impoundment Recovery	Each	50.00	Zoning Ordinance §908.3(2)	No change
Sign Violation Penalties	Each	\$500.00 plus court cost	Zoning Ordinance §908.4	No change
Sign Enforcement Appeal - BZA	Each	100.00	Zoning Ordinance §909.2	No change
Special Exception - BZA	Each	250.00	Zoning Ordinance §1101(b)	No change
Temporary Noise Permit	Each	250.00	Z.O. §1101(b)/T.O. §6-317(7) by Policy	No change
Temporary Use Permit	Each	250.00	Zoning Ordinance §407	No change
Variance - BZA	Each	250.00	Zoning Ordinance §1101(b)	No change
Conditional Use Permit	Each	250.00	Zoning Ordinance §601(2)	No change
Mobile Home Park Permit	Each	250.00	Zoning Ordinance §1101(b)	No change
Administrative Appeal - BZA	Each	250.00	Zoning Ordinance §1201(b)	No change
Zoning Verification/Compliance Letter	Each	35.00	Set by Policy	0.00
Zoning District Map - Color Legal	Each	15.00	Set by Policy	0.00
Exempt Sub-Divisions - PO	per Lot	25.00	Set by Policy	0.00
Re-Survey Plats - PO	per Lot	50.00	Set by Policy	0.00
Any Plat Requiring Planning Commission Approval	Base fee + per Lot	\$150.00 + \$8.00 per lot	Set by Policy	0.00
Minor Sub-Divisions - PC	Base fee + per Lot	\$150.00 + \$8.00 per lot	Set by Policy	0.00
Major Sub-Divisions - PC	Base fee + per Lot	\$150.00 + \$16.00 per lot	Set by Policy	0.00
Group Development - PC	Base fee + per Lot	\$150.00 + \$16.00 per lot	Set by Policy	0.00
Mixed Use Planned Development - PC	Base fee + per Lot	\$150.00 + \$16.00 per lot	Set by Policy	0.00
Mixed Use Planned Development - PC-Minor Change	Each	250.00	Set by Policy	0.00
Mixed Use Planned Development - PC-Major Change	Each	250.00	Set by Policy	0.00
Revised Plat Submissions - PC	Base fee + per Lot	\$75.00 + \$16.00 per lot	Set by Policy	0.00
Floodplain Development Review - FA	Each	250.00	Set by Policy	0.00
Floodplain Variance - BZA	Each	250.00	Set by Policy	0.00
Floodplain Appeal - Town Council	Each	250.00	Set by Policy	0.00

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MIDLAND FOOTBALL & CHEERLEADING SPONSORSHIP

I'd like to take this opportunity to introduce the Midland Football & Cheerleading League. We are dedicated to teaching football & cheerleading, teamwork, and sportsmanship to young athletes throughout our community. Our goal is to provide a fun and family-friendly learning environment that prepares our youth for high school sports, college sports, and life.

Some of the most effective methods of building your business' reputation within the community are positive word-of-mouth advertising, increased name recognition through charity and goodwill endeavors, and being associated with an organization like Midland Football & Cheerleading. In return for your support, participants in our program become familiar with your establishment and your customer base expands. :)

Please check the appropriate sponsorship level:

Booster: \$50.00 _____ Team Picture Plaque

Bronze: \$120.00 _____ Fence Banner

Silver: \$225.00 _____ (2) Fence Banners + Team Picture Plaque

Gold: \$500.00 _____ Jersey Decal, (1) Fence Banner, Team Plaque Picture

Company Name: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____

Website: _____

Email: _____

Please attach a print ready photo or artwork of the company's logo for the banner or jersey.

Please make checks payable to:

Midland Football & Cheer

210 Elrod Avenue

West Columbia, SC 29172

Drew Shuler (803) 800-1603

midlandrattlers@yahoo.com - www.midlandrattlers.com -

WE ARE A NON-PROFIT ORGANIZATION. YOUR DONATION IS TAX DEDUCTIBLE