

Town of Pine Ridge

2757 Fish Hatchery Road
West Columbia, SC 29172
Telephone (803) 755-2500
Facsimile (803) 955-0605



NOVEMBER 19, 2019 RESCHEDULED TOWN COUNCIL MEETING AGENDA

Town Council Work Session

- 6:30 P.M. – 6:45 P.M. Public Hearing Ordinance 2019-34: Zoning/Land Development Amendment
- 6:45 P.M. – 7:00 P.M. Public Hearing Ordinance 2019-35: Budget Amendment 2019/2020
- 7:00 P.M. – 7:15 P.M. Public Hearing Ordinance 2019-36: Map Amendment for Courtyards at Rockford Place subdivision
- 7:15 P.M. – 7:17 P.M. Review of Administrative Department Report
- 7:17 P.M. – 7:20 P.M. Review of Police Department Administrative Report
- 7:20 P.M. – 7:25 P.M. Informational Council Discussion

7:25 P.M. - Town Council Meeting

Call to Order & Invocation

Freedom of Information Act Compliance

Approval of Minutes

1. October 8, 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. RFP18-05 Landscape Maintenance for 2020 – review for revision to publish for bid
4. Town Christmas tree lighting & parade update

New Business

1. Oath of Office for newly elected members of Council
2. Election of Mayor Pro-tem
3. Planning Commission Recommendation: Text Amendment for a new Zoning District designated for property currently zoned PD-Planned Development District
4. Planning Commission Recommendation: Map Amendment#20191008 for Courtyard at Rockford Place subdivision
5. Ordinance 2019-34: Zoning/Land Development Amendment-- 1st Reading
6. Ordinance 2019-35: Budget Amendment 2019/2020 – 1st Reading
7. Ordinance 2019-36: Map Amendment for Courtyard at Rockford Place subdivision – 1st Reading
8. Consideration of Employee Time Sheet Policy
9. Potential Candidates for Board of Zoning Appeals appointment (2)
10. Finance Committee Donation update: 22nd Annual L.C. Lucas Memorial Tournament
11. Finance Committee Donation update: Decoration of Town Signs
12. Carpet Council/Court room, lobby & hall quotes
13. Audio Council/Court room upgrades
14. Employee Service Recognition
15. 2020 Meeting and Holiday Schedule
16. PRPD Policy Manual revision Section 1, Chapter 4, Sub-section 3.0 Restrictions on the use of Department Vehicles
17. PRPD Policy Manual revision Section 4, Chapter 1, Sub-section 8.0 Probationary Status
18. Adjourn to Executive Session:
 - a) Personnel matters: Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, or a person regulated by a public body or the appointment of a person to a public body. 30-4-70 (a)(1)
19. Reconvene to Regular Session
20. Possible Actions by Council in follow up to Executive Session
21. Petition against House Bill H4431 – proposed revision of State law on Business Licensing

Citizen's Comment Time

ADJOURN

TOWN OF PINE RIDGE
BUDGET REPORT
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2019

Budget	Total Annual Budget	Current Month Actual	Year to Date Actual	Year to Date %
REVENUES				
BUSINESS LICENSE	98,000.00	1,834.22	6,773.81	6.91
FINES AND PENALTIES	117,500.00	1,312.53	5,582.53	4.75
S.C. AID TO SUBDIVISIONS	46,624.00	12,233.95	24,467.90	52.48
MASC - COURT FINES	1,000.00	0.00	180.63	18.06
MASC - ADMIN FEES	500.00	0.00	25.00	5.00
OFF-DUTY EMPLOYMENT	0.00	190.00	190.00	0.00
SCE&G	140,000.00	0.00	104.15	0.07
SANITATION	377.00	0.00	102.60	27.21
ZONING	2,500.00	150.00	766.00	30.64
REVENUE ENHANCEMENT-BL	100,000.00	0.00	1,256.65	1.26
TIME WARNER TV	17,700.00	0.00	4,671.96	26.40
MASC - BL	150,000.00	0.00	8,893.18	5.93
BELLSOUTH	5,000.00	1,177.54	2,445.62	48.91
TNC ASSESSMENT	65.00	0.00	23.63	36.35
FUND BALANCE	140,167.33	21,294.94	24,367.68	17.38
INTEREST INCOME	3,800.00	275.39	1,191.77	31.36
FILING FEES	0.00	0.00	60.00	0.00
SHOP WITH A COP-WALMART GRANT	0.00	0.00	2,000.00	0.00
SCINRF-LEGAL	0.00	0.00	4,206.69	0.00
MC-BOND ESTREATMENT	0.00	0.00	1,906.25	0.00
SUNDRY	50.00	5.00	10.00	20.00
TOTAL REVENUES	823,283.33	38,473.57	89,226.05	10.84
EXPENSES				
ADM. TRAINING	700.00	258.76	258.76	36.97
OFFICE SUPPLIES/PRINTING	4,300.00	77.61	728.43	16.94
ADM. TECH SUPPORT	5,000.00	0.00	56.95	1.14
ZONING TECH SUPPORT	6,000.00	19.97	19.97	0.33
ACCOUNTING	6,800.00	0.00	0.00	0.00
LEGAL	8,000.00	4,424.50	10,285.70	128.57
INSURANCE & BONDING	15,000.00	0.00	0.00	0.00
BANK CHARGES	150.00	35.34	35.34	23.56
MILEAGE	500.00	0.00	0.00	0.00
POSTAGE	1,500.00	0.00	(25.30)	(1.69)
UTILITIES	16,700.00	1,461.99	5,119.97	30.66
REVENUE ENHANCEMENT-BL	31,500.00	0.00	5,656.28	17.96
TELEPHONE	6,000.00	704.30	1,950.66	32.51
INTERNET SERVICES	2,200.00	174.97	689.88	31.36
PUBLIC NOTICES	600.00	48.75	142.50	23.75
DUES	1,550.00	0.00	250.00	16.13
BUILDING & MAINTENANCE	16,840.00	2,601.43	6,285.96	37.33
NPDES PERMITS	5,000.00	0.00	0.00	0.00
PINE RIDGE WEB SITE	1,755.00	0.00	0.00	0.00
BUILDING PURCH/RENO-FUND BAL	140,167.33	21,294.94	24,367.68	17.38
EQUIPMENT	500.00	0.00	0.00	0.00
CAPITAL IMPROVEMENT	5,000.00	0.00	0.00	0.00
DONATIONS	6,500.00	931.76	1,831.76	28.18
CHRISTMAS TREE LIGHTING	1,200.00	5.31	5.31	0.44
CHRISTMAS PARADE	350.00	0.00	0.00	0.00

Gray = pending audit Adjustments

TOWN OF PINE RIDGE
BUDGET REPORT
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2019

Budget	Total Annual Budget	Current Month Actual	Year to Date Actual	Year to Date %
MEALS AND MEETING - COUNCIL	500.00	14.68	73.19	14.64
SUNDRY	50.00	0.00	0.00	0.00
REPAIR&MAINT	9,000.00	8,413.99	11,912.97	132.37
GAS AND OIL	8,500.00	955.16	2,637.68	31.03
PD TECH SUPPORT	7,000.00	86.00	286.49	4.09
POLICE DEPT.SUPPLIES	3,500.00	134.95	1,634.65	46.70
DUES	300.00	0.00	0.00	0.00
1033 PROGRAM	500.00	0.00	500.00	100.00
EQUIPMENT	15,000.00	0.00	2,371.67	15.81
VEHICLE INSURANCE	4,000.00	0.00	0.00	0.00
UNIFORMS	4,000.00	545.75	545.75	13.64
NATIONAL NIGHT OUT	650.00	0.00	0.00	0.00
COMMUNITY RELATIONS	500.00	0.00	0.00	0.00
LAWTRAK LICENSE	3,700.00	0.00	450.00	12.16
K-9 PROGRAM	8,800.00	1,518.49	2,274.12	25.84
TRAINING & MEALS	2,250.00	0.00	80.00	3.56
SALARIES - JUDGES	7,000.00	0.00	1,736.40	24.81
JURY FEES	1,000.00	0.00	0.00	0.00
INDIGENT DEFENSE	2,000.00	0.00	0.00	0.00
COURT SUPPLIES	400.00	0.00	17.64	4.41
DETENTION FEES	200.00	0.00	0.00	0.00
COURT TRAINING	2,300.00	(362.44)	983.45	42.76
COURT ASSESSMENTS	52,000.00	851.42	5,384.89	10.36
COURT DEFENSE ATTORNEY	1,000.00	0.00	0.00	0.00
VA - TRAINING	3,500.00	761.08	761.08	21.75
VA - PAYROLL	8,000.00	1,120.98	2,762.34	34.53
VA - STATE FUND	10,000.00	0.00	0.00	0.00
VA - OTHER	2,000.00	45.30	180.76	9.04
VA - SOFTWARE	2,500.00	0.00	0.00	0.00
PAYROLL	215,000.00	18,817.67	57,283.05	26.64
TAXES - PAYROLL	22,000.00	1,797.77	5,179.06	23.54
PART-TIME CLERICAL	26,000.00	1,905.00	3,228.75	12.42
PART-TIME POLICE	35,000.00	1,458.60	4,202.66	12.01
OFF-DUTY EMPLOYMENT	0.00	178.14	178.14	0.00
WORKMEN'S COMPENSATION	10,000.00	0.00	0.00	0.00
RETIREMENT-POLICE	22,000.00	299.14	3,202.96	14.56
RETIREMENT-ADMIN.	19,600.00	(26.81)	3,472.72	17.72
GROUP LIFE	700.00	70.27	197.14	28.16
HEALTH INSURANCE	31,000.00	2,157.22	9,576.60	30.89
TOTAL EXPENSES	825,262.33	72,781.99	178,774.01	21.66
NET INCOME	(\$ 1,979.00)	(\$ 34,308.42)	(\$ 89,547.96)	4,524.91

Gray = pending audit adjustments

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
October 8, 2019



Council Present: Mayor Wells, Councilman Dinkins, Councilman Simms

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

6:46 – 6:53 P.M. Friends of South Congaree – Pine Ridge Library

Mrs. Delores Gambrell representing the Friends of the South Congaree – Pine Ridge Library gave a report as to what the library has been doing and how the donated money was being used for the good of the community.

6:53 – 6:54 Review of Administrative Department Report

Mayor Wells asked members of Council to look at submitted reports and if anyone has questions for Mrs. Miller he will revisit after Chief Neeley's report. Mayor Wells stated that the Administrator's monthly report for September and the Code Violation spreadsheet were not in the reports, that they should be in next month's reports.

6:54 - 7:00 P.M. Review of Police Department Administrative Report

Chief Neeley updated Council on monthly statistics:

18 calls for service	3 arrest
7 reports written	89 community contacts
16 traffic citations executed	7 assists to other law enforcement agencies
7 warning tickets	61 property checks

Chief Neeley updated Council:

- **Bulletproof Vest Partnership 2019 Award**
The Department of Justice Bulletproof Vest Partnership Program has awarded the Department a little over \$1,935.00 for the seven vests that were purchased. This was almost half of the original purchase price for the vests.
- **Police Officer Position**
Currently we have three applications for the vacant Police Officer positions that are under review. One is a Certified Class I Law Enforcement Officer, the other two are not.
- **Tahoe 2013**
Lieutenant Silano's Tahoe went out of service, this is the Tahoe that the Town purchased from the State Surplus this year for the purpose of the new K-9 program. The town paid a little over \$13,000.00 for the Tahoe and another other \$16,000.00 was spent upfitting the Tahoe. It went out of service last week, cutting off when put in drive and reverse. It was taken to Pro-Fleet and they estimated that it needed about \$7,500.00 worth of repairs which included a rebuilt engine. It is being sent out for two more quotes so that three quotes can be given to Council.
- **Thanksgiving Initiative**
The Department is trying to conduct a Thanksgiving Initiative. Last year during Christmas the Department adopted a family from the Airport Mobile Home Park. A family was recommended through the school. They were provided Christmas toys for the children and food for the family. Some of the things the Department is looking to do to combat these issues is having an opportunity to give back, to say thank you to the citizens of Pine Ridge for their support throughout

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
October 8, 2019



the year. One of the objectives the Department is looking at is to create a whole complete meal kit including turkey and all of the traditional sides. This is a great opportunity to have some one-on-one contact with the residents.

This event will be held at the Pine Ridge Town Hall at a date to be determined. It is open to any resident of the town and any family that has children attending our schools. The public is welcome to come in and receive the donation meal and speak with the officers. Lt. Silano is working with Serve and Connect to get these boxes created.

Councilwoman Sturkie arrived at 6:59 pm

7:00 – 7:01 Mayor Wells: Re-addressed Administrative Department Report

Mayor Wells asked Council if there were any questions for the Town Administrator, Mrs. Miller, on her Administrative Department reports. Council stated there were no questions.

7:01- 7:02 Informational Council Discussion

- a) Council Dais update: Mayor Wells stated Council approved MAR Construction the design build under RFP19-03 on August 13, 2019. Microphones were installed this afternoon by Mayor Wells. There is a remaining balance available on the 30K budget approved by council on June 11, 2019, that could be used on audio visual equipment. Mayor Wells will obtain quotes for Council's approval at the next meeting.
- b) 2019/2020 Budget, Public Hearing & First Reading on November 12th. Mayor Wells reminded Council of the public hearing and first reading.
- c) Audit Presentation also to be on November 12th. Mayor Wells reminded Council of the Audit presentation

Mayor Wells stated there were no additional updates at this time.

With nothing more to discuss, Mayor Wells closed the Work Session.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
October 8, 2019



TOWN COUNCIL MEETING – 7:02 P.M.

CALL TO ORDER

Mayor Wells called the Town Council Meeting to order at 7:02 P.M. with Councilman Dinkins, Councilman Simms, and Councilwoman Sturkie present.

Staff present: Town Administrator, Mrs. Miller, Municipal Clerk, Mrs. Kyzer 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. August 13, 2019 Regular Scheduled Meeting

Mayor Wells called for a motion to approve the minutes of August 13, 2019, as submitted. Councilman Dinkins made the motion and Councilman Simms seconded the motion, which was unanimously approved.

2. September 10, 2019 Regular Scheduled Meeting.

Mayor Wells called for a motion to approve the minutes of September 10, 2019, as submitted. Councilwoman Sturkie made the motion and Councilman Dinkins seconded the motion, which was unanimously approved.

OLD BUSINESS

1. Estates at Indigo Bond Estimate to repair infrastructure

Mayor Wells spoke with Lexington County Councilman Todd Cullum this week. A contract has been signed to pave Oak Hill before this paving season ends.

2. Indigo Place Bond Estimate to repair infrastructure

Mayor Wells spoke with Lexington County Councilman Todd Cullum this week. A contract has been signed to pave Oak Hill before this paving season ends.

3. Courtyards at Rockford Place Bond Estimate to repair infrastructure

Mayor Wells stated that this item is currently in litigation.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
October 8, 2019



4. Lexington County FY19 “C” Fund

Mayor Wells stated that Lexington County had approved funding to do sidewalks but that did not include monies for everything to complete the infrastructure, just the concrete. Council was under the impression that the County was going to do all the infrastructure, such as easements and grading.

Mayor Wells asked Council to consider removing this item from the agenda, unless anyone had any objections. A motion was made by Councilman Dinkins and a second by Councilman Simms, which was unanimously approved.

5. Ordinance 2019-29 – Proposed amendments to Zoning & Land Development Ordinance, Article 10, Division 2, Section 1008.1, 1010.2, 1010.3 & 1010.4 **Second Reading

Mayor Wells read aloud the title to Ordinance 2019-29.

Mayor Wells stated that a motion and a second was needed to approve Ordinance 2019-29 for second reading. Councilman Simms made the motion and Councilman Dinkins seconded the motion. Mayor Wells asked for all those in favor, which was unanimously approved.

6. Ordinance 2019-30 – Proposed amendments to Master Fee Schedule **Second Reading

Mayor Wells read aloud the title to Ordinance 2019-30.

Mayor Wells stated it will ease the burden of the Town Administrator for remembering to schedule the resolution annually. Any changes in fees will have to be approved through ordinance. The proposed changes in fees, are to reflect the ability for the planning official to handle two lots split which will not require the additional work that goes into a Planning Commission Meeting.

Mayor Wells asked for a motion and a second to approve Ordinance 2019-30 as submitted. Councilman Dinkins made the motion and a second by Councilwoman Sturkie, which was unanimously approved.

7. Ordinance 2019-32 – Proposed amendment to Business License Ordinance:
Appendix B- Business License Schedule by NAICS code ** Second Reading

Mayor Wells read aloud Ordinance 2019-32

Mayor Wells called for a motion and a second to approve Ordinance 2019-32 as submitted. Councilwoman Sturkie made the motion and Councilman Dinkins seconded, which was unanimously approved.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
October 8, 2019



NEW BUSINESS

1. 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)).

Mayor Wells stated that no action may be taken in executive session and a unanimous vote is required to go into executive session. Mayor Wells stated that the floor is open for a motion to adjourn to Executive Session and to invite our Attorney Danny Crowe for counsel.

Councilman Dinkins made the motion and Councilwoman Sturkie seconded. Mayor Wells called for a vote, which was unanimously approved.

2. Reconvene to Regular Session

Mayor Wells stated that no vote was taken in Executive Session other than to adjourn and resume the regular meeting.

Councilman Simms made the motion to resume the regular meeting and Councilwoman Sturkie seconded. Council unanimously approved.

3. Possible actions by Council in follow up to Executive Session

Councilman Simms stated he would like to move to approve the agreement reached in mediation of the Lot Store case and authorize Town Representatives to do the necessary agreement that needs to be put into effect. Councilwoman Sturkie seconded the motion, which was unanimously approved.

4. Possible rescheduling of November 12th Regular Scheduled Council Meeting to November 19th.

Mayor Wells stated since the agreement was approved by Council it was necessary to move the Council meeting from November 12th to November 19th.

Councilman Dinkins made a motion to reschedule the meeting from November 12th to November 19th. Councilman Simms seconded the motion, which was unanimously approved.

5. Consideration of Town Hall Use Policy

Mayor Wells stated that the Town Attorney Danny Crowe has prepared a Town Hall Use Policy. The Town has never had one in place since we did not have a meeting space for the public. Previously, the current Council/Court room was rented out by the Pine Ridge Senior Center until an incident occurred. From then on, it was only rented for a limited use. The incident brought to our attention how easy it would be to access sensitive information that is housed in the Police Department, Administrative Offices

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
October 8, 2019



and Clerk of Court's office. This is why anyone with a key to these offices, should have taken the CJIS test (Criminal Justice Information Services). Since the Senior Center left in December of 2015, we have had numerous calls over the years to rent the room or allow local civic clubs the use of the room. We have had ongoing renovations going on over the past year and still have a small list of things to do in order to complete the project. The Town has invested a lot in the new council/court dais, audio equipment and chairs.

Mayor Wells read aloud Resolution 2019-33 and stated the floor was open for a motion or discussion.

Councilman Dinkins made a motion to approve Resolution 2019-33, as submitted. Councilwoman Sturkie seconded, which was unanimously approved.

6. RP18-03 Cleaning of the Municipal Complex for 2020 – option to renew for one year

Mayor Wells stated that Jani-King was awarded the bid for 2019 at a rate of \$330.00 a month. The new price for 2020 will be an increase of \$25.00 a month for a total of \$355.00. Council awarded bid based on low bid, with the next closest being \$519.00 a month.

Council discussed the bid prices from last year and the quality of work the current company is providing.

A motion made by Councilman Dinkins to put cleaning of the municipal complex for 2020 out for bid again. Councilwoman seconded the motion, which was unanimously approved.

7. RFP18-04 Public Defender Services for 2020 – option to renew for one year

Mayor Wells stated the 2019 Indigent Attorney was awarded the bid for 2019 at a rate of \$400.00 per case. Attorney Mike Pinilla stated there will be no change in the price for 2020.

Councilwoman Sturkie made a motion to keep Attorney Mike Pinilla as Public Defender for 2020. Councilman Simms seconded the motion, which was unanimously approved.

8. RFP18-05 Landscape Maintenance for 2020 – review for revision to publish for bid

Mayor Wells asked why there was no option to renew. Mrs. Miller stated that there was no option to renew in the original RFP, so this one will have to go back out for bid. This form has been in place for a long time and needs to be reviewed to see if items should be added/removed.

Council discussed possible changes and the service the current company is providing.

Councilman Dinkins made a motion to table this item until the November Council Meeting, so that it can be reviewed. Councilwoman Sturkie seconded the motion, which was unanimously approved.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
October 8, 2019



9. RFP18-06 HVAC Maintenance Service & Repairs for 2020 – option to renew for one year

Mayor Wells stated the 2019 HVAC maintenance bid award for 2019 was Cullum Services, which they have confirmed there will be no changes in pricing for 2020.

Council discussed the quality of service the current company is providing.

Councilman Dinkins made a motion to renew Cullum Services for HVAC Service and Repairs in 2020. Councilman Simms seconded the motion, which was unanimously approved.

10. Bulletproof Vest Partnership 2019 Award

Mayor Wells stated this item was discussed in Work Session. Mayor Wells asked Chief Neeley if he had any further comments on this award and Chief Neeley stated that he had to send a request for payment of the award, which he would do this week. It normally takes 30/60 days to receive payment.

11. Finance Committee Donation update: Midland Baseball

Councilman Dinkins informed Council that a donation of \$400 had already been approved for Midland Baseball, in accordance with the Donation policy request between Council Meetings.

12. Finance Committee update: HVAC repair

Councilman Dinkins informed Council that the Finance Committee had received two diagnostic quotes and approved the lowest quote to Cullum Services of \$1,265.85 based on emergency services. The unit was out for a week during the hot temperatures.

13. PRMS G.O.L.D. Rush Sponsor (Donation)

Mayor Wells stated that Council had allocated \$150.00 in the 2019/2020 donation budget specifically for the Pine Ridge Middle School G.O.L.D. program.

Councilman Simms made a motion to approve the donation of \$150.00 to Pine Ridge Middle School. Councilwoman Sturkie seconded the motion, which was unanimously approved.

14. Volunteer Appreciation Acknowledgement (Donation)

Mayor Wells stated that since 2011, the Town had authorized a gift of appreciation for the volunteers on our Planning and Zoning Boards. In the 2019/2020 budget, Council approved a \$400.00 budget for this item.

Councilman Dinkins made a motion to confirm the allocated funds of \$400.00 for the Volunteer Appreciation Acknowledgement. Councilwoman Sturkie seconded the motion, which was unanimously approved.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
October 8, 2019



15. Town Christmas tree lighting & parade discussion

Mayor Wells stated that the total Tree Lighting budget is \$1200.00 and the Parade budget is \$350.00. Mayor Wells asked Council for their thoughts.

Councilman Dinkins said that he and Councilwoman Sturkie talked to several people about forming a Christmas committee to help them with these events. They will be meeting and get some ideas together. They will report back in the November Council Meeting. The Christmas tree lighting is set for Friday, Dec. 6th from 6-8 pm and the parade will be held on Saturday, Dec. 7th at 10 am.

16. Annual Pine Ridge Senior Center Luncheon (Donation)

Mayor Wells stated that Council has allocated \$1,000.00 for the annual Pine Ridge Senior Center Luncheon, which is on December 13th.

Councilman Dinkins made a motion to confirm the allocated funds of \$1000.00 for the annual Pine Ridge Senior Center Luncheon. Councilman Simms seconded the motion, which was unanimous.

17. Board of Zoning Appeals – two openings

Mayor Wells advised Council that there are two openings on the board. No openings on Planning Commission, but a waiting list would be great. Councilman Dinkins asked for clarification on whether the member had to be a resident. Mrs. Miller responded that board members must live in the Town.

18. 2013 Chevrolet Tahoe repairs

Mayor Wells stated this item was discussed in Work Session. Mayor wells stated that the vehicle was non-pursuit, drove by Probation Pardon & Parole Services. A quote was received to replace engine, which was \$7,305.00 and in the process of getting two more quotes. It'll be more expensive to purchase another vehicle and transfer all the equipment. Would like for Council to give approval to the Finance Committee to approve the repairs once all quotes have been submitted. Chief Neeley stated that Lieutenant Silano is still attending training for the K-9 in his personal vehicle with a kennel, but the dog is unable to work in the Impala. Mayor Wells stated he is trying to get the quotes as fast as he can but it is at the mercy of the vehicle repair shop.

Councilman Simms made a motion to get more quotes for the Chevy Tahoe. Councilwoman Sturkie seconded the motion.

Mrs. Miller asked for clarification of the motion.

Councilman Simms amended his original motion to allow the Finance Committee the authority to make a final decision on the repairs. Councilwoman Sturkie seconded the motion, which was unanimously approved

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
October 8, 2019



19. Lieutenant job description revision

Mayor Wells stated that according to Town Attorney, Matt LaFave, with exception to the Police Chief all law enforcement should be NON-EXEMPT. See U.S. Department of Labor: Wage and Hour Division.

Councilman Dinkins moved to change the exemption status to Non-Exempt for the Lieutenant position. Councilman Simms seconded the motion, which was unanimously approved.

Citizens Comment Time

No one in attendance chose to speak.

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 7:47 P.M.

Respectfully submitted,

Susan C. Kyzer, Municipal Clerk

APPROVED:

Robert M. Wells, Jr., Mayor

Date: _____

COMMUNICATION: PINE RIDGE PLANNING COMMISSION

MEMORANDUM TO: Mayor and Town Council



FROM: Planning Commission

DATE: October 22, 2019

SUBJECT: Review & Recommendation to Town Council:

New Zoning District designated for property currently zoned PD-Planned Development District

- (a) Amend Section 300 – Establishment of Districts
- (b) Amend Section 301 – District Purposes
- (c) Amend Section 301.1 – PD Planned Development District retired
- (d) Add Section 511 – LPD Legacy Planned Development District
- (e) Add Section 512 – LPD Legacy Planned Development District Regulations

At its' regular meeting on October 22, 2019, the Planning Commission discussed and agreed upon the following recommendations:

(a) Section 300 (“Establishment of Districts”) is amended to add a new entry to the chart to read:

<u>DISTRICT</u>	<u>USES</u>	<u>MINIMUM LOT</u>
LPD	Legacy Planned Development District	Per initial PDD description

(b) Section 301 (“District Purposes”) is amended to add a new paragraph as its last paragraph, to read:

LPD Legacy Planned Development District: This district is intended to provide a new zoning district designation for properties that were zoned as Planned Development District at the time of the 2019 amendment creating this district. An LPD recognizes certain basic features of the District as approved by the Pine Ridge Town Council at the time of initial zoning as a Planned Development District but also provides certain revisions as to design to facilitate the future build out of the subdivision development.

(c) Section 301.1 (“PD Planned Development District retired”) is amended to add a new last sentence to read:

A zoning district designation of LPD Legacy Planned Development District was added to the Zoning Ordinance in 2019 to provide an alternative district designation for properties zoned PD Planned Development District retired at the time of the adoption of the amendment.

(d) A new Section 511 LPD Legacy Planned Development District entry is added to the charts in Article 5 (“District Regulations”), to read:

<u>PERMITTED USES</u>	<u>PARKING SPACES REQUIRED</u>
a. Single-family residential (excluding mobile homes and manufactured homes)	Two (2) per dwelling unit



 PVC PO

COMMUNICATION: PINE RIDGE PLANNING COMMISSION

MEMORANDUM TO: Mayor and Town Council



FROM: Planning Commission

DATE: October 22, 2019

SUBJECT: Review & Recommendation to Town Council:

New Zoning District designated for property currently zoned PD-Planned Development District

- (a) Amend Section 300 – Establishment of Districts
- (b) Amend Section 301 – District Purposes
- (c) Amend Section 301.1 – PD Planned Development District retired
- (d) Add Section 511 – LPD Legacy Planned Development District
- (e) Add Section 512 – LPD Legacy Planned Development District Regulations

- b. Employment of workers primarily engaged in household operations (cooks, maids, butlers, nannies, sitters, caretakers, gardeners, etc.) None additional
- c. Accessory uses on same lot with principal use, as follows:
- (1) private garage with front or side entry for vehicles;
 - (2) private garden in rear of residence; and
 - (3) private swimming pool.

CONDITIONAL USES

None, except customary home occupation in single-family dwelling with all conditions as in R-1.

SPECIAL EXCEPTIONS

None

(e) A new Section 512 LPD Legacy Planned Development District entry is added to the charts in Article 5 (“District Regulations”), to read:

LPD Legacy planned development regulations

The following regulations apply to all uses in the LPD districts:

- (a) Those regulations specified in the initial PD zoning and/or plat, including lot sizes, except that
 - (1) the front portion of the house facing the street shall be constructed as at least 25% brick and/or stone or a combination of brick and stone equal to 25%; and
 - (2) when two lots are side by side and the developer determines it to be not practical to put two houses on the two lots due to conditions on site, the owner shall be entitled to combine two adjacent lots to create one lot but can only put one house on the new lot.
- (b) In the absence of specified regulations in the initial PD zoning, and except as above in (a) above, the R-1 district regulations shall apply as appropriate.


PVC PO

COMMUNICATION: PINE RIDGE PLANNING COMMISSION

MEMORANDUM TO: Mayor and Town Council

FROM: Planning Commission

DATE: October 22, 2019

SUBJECT: Review & Recommendation to Town Council:



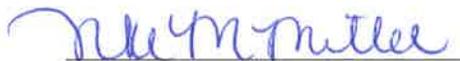
New Zoning District designated for property currently zoned PD-Planned Development District

- (a) Amend Section 300 – Establishment of Districts
- (b) Amend Section 301 – District Purposes
- (c) Amend Section 301.1 – PD Planned Development District retired
- (d) Add Section 511 – LPD Legacy Planned Development District
- (e) Add Section 512 – LPD Legacy Planned Development District Regulations

A motion was made by Commission Member Shealy to recommend to Town Council to adopt the amendment of Sections 300, 301, 301.1 and add Section 511 and 512, with the additional consideration of (1) a retainment wall to stop the erosion of the back property (2) Hardi-plank as exterior siding as there is a fire hazard due to the close proximity of the houses. Commission Member Jackson seconded the motion. The Planning Commission voted unanimously to approve the recommendation to Town Council.


Vice-Chairman, Planning Commission

Attest:


Viki M. Miller, Planning Official


PVC PO

Town of Pine Ridge Planning Commission
Map Amendment Recommendation

RECEIVED

Date Filed: 10/8/2019 Request #: 20191008 TMS# Courtyard at Rockford Place subdivision
Current Zoning: PD-Planned Development
Proposed Zoning: LPD-Legacy Planned Development

NOV 14 2019

Town of Pine Ridge

The Planning Commission held a regularly scheduled meeting on October 22, 2019 to consider the Map Amendment Application for the above referenced property. A Map Amendment is an official change in the zoning district of a property, allowing different land uses and density requirements on that property. After consideration of the evidence and arguments presented, the Planning Commission makes the following findings of fact and conclusions.

The proposal **will** - **will not** be in harmony with goals, standards and objectives of the Comprehensive Plan based on the following findings of fact: In accordance with Chapter 10, Goals and Objectives, the completion of the subdivision will offer additional housing and will not affect services to current residents as the services have already been established to accommodate the new residents.

The proposed amendment **is** - **is not** compatible with the present zoning and conforming uses of nearby property(ies) and with the character of the neighborhood based on the following findings of fact: Current PD zoning and the seventeen existing homes in the subdivision are all R-1, single family residential. Surrounding golf course and homes outside of the subdivision are also zoned R-1, single family residential.

The property affected by the amendment **is** - **is not** suitable for uses under the proposed zoning based on the following findings of fact: The proposed zoning of LPD, will also be single family residential. The only difference between PD and LPD, is that LPD allowed more variations in the front fascia and the ability to combine lots that are side by side due to the elevation and size of the lots where it is not conducive to build a home.

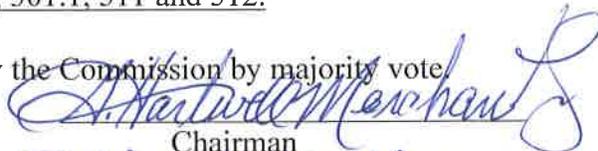
There **are** - **are not** available public facilities, services and infrastructure suitable and adequate for the uses allowed under the proposed amendment based on the following findings of fact: Public services and infrastructure was set up/installed at the time the subdivision was approved to handle fifty-six single family residential homes.

The Commission concludes that the effect of the proposed map amendment **would** - **would not** be to allow the establishment of a use not otherwise permitted in the zoning district, based on Section 511 of the ordinance; **would** - **would not** extend physically a nonconforming use of the land; and **would** - **would not** change the zoning district boundaries shown on the official zoning map.

THE COMMISSION, THEREFORE, RECOMMENDS that the map amendment is **DENIED** - **GRANTED**, subject to the following conditions: that Town Council approves the addition of the LPD-Legacy Planned Development District into the Zoning and Land Development Ordinance under Section 300, 301, 301.1, 511 and 512.

Date issued: 10/22/2019

Approved by the Commission by majority vote


Chairman

Date mailed to parties in interest: 11/14/2019


Secretary

This recommendation shall be on the next Town Council Agenda that will allow for posting in a generally circulated newspaper and signage posted 15 days prior to the scheduled public hearing.

STATE OF SOUTH CAROLINA)
)
 COUNTY OF LEXINGTON) **ORDINANCE 2019-34**
)
 TOWN OF PINE RIDGE)

(c) Section 301.1 (“PD Planned Development District retired”) is amended to add a new last sentence to read:

A zoning district designation of LPD Legacy Planned Development District was added to the Zoning Ordinance in 2019 to provide an alternative district designation for properties zoned PD Planned Development District retired at the time of the adoption of the amendment.

(d) A new Section 511 LPD Legacy Planned Development District entry is added to the charts in Article 5 (“District Regulations”), to read:

<u>PERMITTED USES</u>	<u>PARKING SPACES REQUIRED</u>
a. Single-family residential (excluding mobile homes and manufactured homes)	Two (2) per dwelling unit
b. Employment of workers primarily engaged in household operations (cooks, maids, butlers, nannies, sitters, caretakers, gardeners, etc.)	None additional
c. Accessory uses on same lot with principal use, as follows:	
(1) private garage with front or side entry for vehicles;	
(2) private garden in rear of residence; and	
(3) private swimming pool.	

CONDITIONAL USES
 None, except customary home occupation in single-family dwelling with all conditions as in R-1.

SPECIAL EXCEPTIONS
 None

(e) A new Section 512 LPD Legacy Planned Development District entry is added to the charts in Article 5 (“District Regulations”), to read:

LPD Legacy planned development regulations
 The following regulations apply to all uses in the LPD districts:

- (a) Those regulations specified in the initial PD zoning and/or plat, including lot sizes, except that
 - (1) the front portion of the house facing the street shall be constructed as at least 25% brick and/or stone or a combination of brick and stone equal to 25%; and

STATE OF SOUTH CAROLINA)
)
 COUNTY OF LEXINGTON)
)
 TOWN OF PINE RIDGE)
)

ORDINANCE 2019-34

(2) when two lots are side by side and the developer determines it to be not practical to put two houses on the two lots due to conditions on site, the owner shall be entitled to combine two adjacent lots to create one lot but can only put one house on the new lot.

(b) In the absence of specified regulations in the initial PD zoning, and except as above in (a) above, the R-1 district regulations shall apply as appropriate.

Section 3. Severability

If any part of this Ordinance is held to be unconstitutional or otherwise invalid, it shall be construed to have been the legislative intent to pass said Ordinance without such unconstitutional or invalid 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. Effective Date

This Ordinance shall be effective upon its enactment 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 10TH DAY OF DECEMBER 2019.

Public Hearing: November 19, 2019
 First Reading: November 19, 2019
 Second Reading: December 10, 2019

 Robert M. Wells, Jr., Mayor

Attest:

 Viki M. Miller, Town Administrator

**TOWN OF PINE RIDGE
2019-2020 BUDGET
ORDINANCE 2019-35**

EXHIBIT "A"

	Approved 2019-2020 Budget	Amended 2019-2020 Budget	Amount of Change	Percentage of Change
REVENUES				
BUSINESS LICENSE	98,000.00	115,000.00	17,000.00	17.35
FINES AND PENALTIES	117,500.00	100,000.00	(17,500.00)	(14.89)
S.C. AID TO SUBDIVISIONS	46,624.00	46,624.00	0.00	0.00
MASC - COURT FINES	1,000.00	1,000.00	0.00	0.00
MASC - ADMIN FEES	500.00	500.00	0.00	0.00
SCE&G	140,000.00	145,000.00	5,000.00	3.57
SANITATION	377.00	377.00	0.00	0.00
ZONING	2,500.00	5,000.00	2,500.00	100.00
REVENUE ENHANCEMENT	100,000.00	20,000.00	(80,000.00)	(80.00)
TIME WARNER TV	17,700.00	18,000.00	300.00	1.69
MASC-BUSINESS LICENSE	150,000.00	158,000.00	8,000.00	5.33
BELLSOUTH (AT&T)	5,000.00	5,000.00	0.00	0.00
TNC ASSESSMENT	65.00	65.00	0.00	0.00
FUND BALANCE	140,167.33	140,167.33	0.00	0.00
LC GRANT - FESTIVAL	0.00	0.00	0.00	0.00
INTEREST INCOME	3,800.00	3,800.00	0.00	0.00
IRF - LEGAL	0.00	15,000.00	15,000.00	100.00
FILING FEES	0.00	60.00	60.00	100.00
SHOP WITH A COP-WALMART	0.00	2,000.00	2,000.00	100.00
MC-BOND ESTREATMENT	0.00	4,000.00	4,000.00	100.00
OFF-DUTY EMPLOYMENT	0.00	500.00	500.00	100.00
BULLET PROOF VEST PARTNERSHIP	0.00	1,936.00	1,936.00	100.00
SUNDRY	50.00	50.00	0.00	0.00
TOTAL REVENUES	823,283.33	782,079.33	(41,204.00)	(5.00)
EXPENSES				
ADM. TRAINING	700.00	700.00	0.00	0.00
PRINTING/OFFICE SUPPLIES	4,300.00	4,300.00	0.00	0.00
ADM. TECH SUPPORT	5,000.00	5,000.00	0.00	0.00
ZONING TECH SUPPORT	6,000.00	6,000.00	0.00	0.00
ACCOUNTING	6,800.00	7,000.00	200.00	2.94
LEGAL	8,000.00	15,000.00	7,000.00	87.50
INSURANCE & BONDING	15,000.00	15,000.00	0.00	0.00
BANK CHARGES	150.00	150.00	0.00	0.00
MILEAGE	500.00	500.00	0.00	0.00
POSTAGE	1,500.00	1,500.00	0.00	0.00
UTILITIES	16,700.00	15,000.00	(1,700.00)	(10.18)
REVENUE ENHANCEMENT	31,500.00	10,000.00	(21,500.00)	(68.25)
TELEPHONE	6,000.00	6,250.00	250.00	4.17
INTERNET SERVICES	2,200.00	2,000.00	(200.00)	(9.09)
PUBLIC NOTICES	600.00	800.00	200.00	33.33
DUES	1,550.00	1,400.00	(150.00)	(9.68)
BUILDING & MAINTENANCE	16,840.00	20,000.00	3,160.00	18.76
NPDES PERMITS	5,000.00	5,000.00	0.00	0.00
PINE RIDGE WEB SITE	1,755.00	1,755.00	0.00	0.00
FUND BALANCE-PURCH/RENO	140,167.33	140,167.33	0.00	0.00
STORAGE	0.00	0.00	0.00	0.00
EQUIPMENT	500.00	500.00	0.00	0.00
CAPITAL IMPROVEMENT FUND	5,000.00	5,000.00	0.00	0.00
DONATIONS	6,500.00	6,500.00	0.00	0.00

**TOWN OF PINE RIDGE
2019-2020 BUDGET
ORDINANCE 2019-35**

EXHIBIT "A"

	Approved 2019-2020 Budget	Amended 2019-2020 Budget	Amount of Change	Percentage of Change
CHRISTMAS TREE LIGHTING	1,200.00	1,200.00	0.00	0.00
CHRISTMAS PARADE	350.00	350.00	0.00	0.00
MEALS AND MEETING - COUNCIL	500.00	500.00	0.00	0.00
SUNDRY	50.00	50.00	0.00	0.00
REPAIR&MAINT	9,000.00	14,000.00	5,000.00	55.56
GAS AND OIL	8,500.00	8,500.00	0.00	0.00
PD TECH SUPPORT	7,000.00	7,000.00	0.00	0.00
POLICE DEPT.SUPPLIES	3,500.00	3,500.00	0.00	0.00
DUES	300.00	300.00	0.00	0.00
1033 PROGRAM	500.00	500.00	0.00	0.00
EQUIPMENT	15,000.00	2,000.00	(13,000.00)	(86.67)
VEHICLE INSURANCE	4,000.00	5,000.00	1,000.00	25.00
UNIFORMS	4,000.00	3,000.00	(1,000.00)	(25.00)
NATIONAL NIGHT OUT	650.00	650.00	0.00	0.00
COMMUNITY RELATIONS	500.00	500.00	0.00	0.00
SHOP WITH A COP-WALMART	0.00	2,000.00	2,000.00	100.00
LAWTRAK LICENSE	3,700.00	3,700.00	0.00	0.00
K-9 PROGRAM	8,800.00	4,250.00	(4,550.00)	(51.70)
TRAINING & MEALS	2,250.00	1,300.00	(950.00)	(42.22)
SALARIES - JUDGES	7,000.00	7,000.00	0.00	0.00
JURY FEES	1,000.00	1,000.00	0.00	0.00
INDIGENT DEFENSE	2,000.00	2,000.00	0.00	0.00
COURT TRAINING	2,300.00	2,235.00	(65.00)	(2.83)
COURT SUPPLIES	400.00	400.00	0.00	0.00
COURT DEFENSE ATTORNEY	1,000.00	1,000.00	0.00	0.00
COURT ASSESSMENTS	52,000.00	44,000.00	(8,000.00)	(15.38)
DETENTION FEES	200.00	200.00	0.00	0.00
VICTIMS ASSISTANCE-TRAINING	3,500.00	1,300.00	(2,200.00)	(62.86)
VICTIMS ASSISTANCE-PAYROLL	8,000.00	8,000.00	0.00	0.00
VICTIMS ASSISTANCE-STATE FUNDS	10,000.00	10,000.00	0.00	0.00
VICTIMS ASSISTANCE-OTHER	2,000.00	2,000.00	0.00	0.00
VICTIMS ASSISTANCE-VOYAGER	2,500.00	2,500.00	0.00	0.00
PAYROLL	215,000.00	211,000.00	(4,000.00)	(1.86)
TAXES - PAYROLL	22,000.00	21,000.00	(1,000.00)	(4.55)
PART-TIME CLERK	26,000.00	19,000.00	(7,000.00)	(26.92)
PART-TIME POLICE	35,000.00	25,000.00	(10,000.00)	(28.57)
OFF-DUTY EMPLOYMENT	0.00	300.00	300.00	100.00
TRANSITION ADVISOR	0.00	10,000.00	10,000.00	100.00
WORKMEN'S COMPENSATION	10,000.00	10,000.00	0.00	0.00
RETIREMENT-POLICE	22,000.00	22,000.00	0.00	0.00
RETIREMENT-ADMIN.	19,600.00	18,600.00	(1,000.00)	(5.10)
GROUP LIFE	700.00	675.00	(25.00)	(3.57)
HEALTH INSURANCE	31,000.00	31,000.00	0.00	0.00
TOTAL EXPENSES	825,262.33	778,032.33	(47,230.00)	(5.72)
NET INCOME	(\$ 1,979.00)	\$ 4,047.00	6,026.00	

STATE OF SOUTH CAROLINA)
)
 COUNTY OF LEXINGTON)
)
 TOWN OF PINE RIDGE) **ORDINANCE 2019-36**
) **AMENDING THE ZONING**
) **ORDINANCE MAP**

Less and except: All that certain piece, parcel, lot or tract of land, with improvements thereon, situate, lying and being in the County of Lexington State of South Carolina, being more fully shown and delineated as 3.68 acres, more or less, on a plat prepared for Robert M. Wells, Jr. by Carolina Surveying Services, Inc., recorded in the Office of the Register of Deeds for Lexington County in Book 15204 at Page 156.

Also, less and except: Lot 32-A, containing 0.017 Acre, more or less, on a plat prepared for David L. Lucas, Sr. by Carolina Surveying Services, Inc., dated October 19, 2006 recorded in the Office of the Register of Deeds for Lexington County in Plat Book 12041 at Page 287.

Also, less and except: Parcel A, containing 0.01 Acre (224 Sq./Ft.) as shown on a plat prepared for Joann Moye and Jack Moye by Robert E. Collingwood, Sr., dated December 11, 2009 recorded in the Office of the Register of Deeds for Lexington County in Plat Book 14110 at Page 285.

This being a portion of the property conveyed to Pineridge Development, LLC by deed of David L. Lucas, Sr., Trustee under the Last Will and Testament of Lester C. Lucas, Sr., and Lester C. Lucas Construction Co., Inc. recorded in the Office of the Register of Deeds for Lexington County on December 21, 2004 in Book 9790 at Page 110.

This ordinance shall be effective on the date of final reading.

DULY ADOPTED THIS 10th day of December, 2019 under the corporate seal of the Town of Pine Ridge.

Public hearing: November 19, 2019
 First reading: November 19, 2019
 Second reading: December 10, 2019

 Robert M. Wells, Jr.
 Mayor

Attest:

 Viki M. Miller
 Town Administrator

Town of Pine Ridge

2757 Fish Hatchery Road
West Columbia, SC 29172
Telephone (803) 755-2500
Facsimile (803) 955-0605



TIMESHEET POLICY

In compliance with the Fair Labor Standards Act (FLSA), The Town of Pine Ridge, as the Employer of Record, has implemented the following policy regarding late timesheets. It is the responsibility of the Supervisor and Employee to ensure they are compliant with the guidelines as set forth in the Timesheet Policy.

FLSA ACT

By the Fair Labor Standards Act (FLSA), it is the employer's obligation to keep record of the hours worked by employees and while many employers rely on employees' assistance via a timesheet or time clock, the employer is ultimately responsible.

In order to ensure compliant actions in following the Timesheet Policy guidelines, the following policy has been implemented.

Employees must complete a timesheet that states the following:

- Name of Employee
- Date the employee worked
- The actual time the employee arrived or notified Lexington County Dispatch
- The actual time the employee left for lunch or a personal activity or notified Lexington County Dispatch
- The actual time the employee arrived back from lunch or a personal activity or notified Lexington County Dispatch
- The actual time the employee left for the end of the day or notified Lexington County Dispatch

Personal activities may include picking up a sick child, doctor/dentist appointments, etc.

Timesheets should be turned in at the end of the day to the Employee's Supervisor. The Supervisor is responsible for verification of the employee's submitted hours and must attest to the verification by approving the timesheet. No timesheets will be accepted without the Supervisor's signature.

Late Timesheet Policy Consequences: If the employee's timesheets are not received in compliance with the above referenced Timesheet Policy Guidelines, payroll may be delayed until the next pay period.

All timesheets are due to the Human Resource Department by 5:00pm every Monday.

I, _____ (employee) have read the above Timesheet Policy. I understand and acknowledge the terms and conditions as set forth within.

Signature

Date

Town of Pine Ridge

2757 Fish Hatchery Road
West Columbia, SC 29172
Telephone (803) 755-2500
Facsimile (803) 955-0605



2020 MEETING AND HOLIDAY SCHEDULE

TOWN COUNCIL MEETINGS

JANUARY 14
FEBRUARY 11
MARCH 10
APRIL 14
MAY 12
JUNE 9
JULY 14
AUGUST 11
SEPTEMBER 8
OCTOBER 13
NOVEMBER 10
DECEMBER 8

MUNICIPAL COURT

JANUARY 13 (due to holiday)
FEBRUARY 10 (due to holiday)
MARCH 16
APRIL 20
MAY 18
JUNE 15
JULY 20
AUGUST 17
SEPTEMBER 21
OCTOBER 19
NOVEMBER 16
DECEMBER – NO COURT

COUNCIL WORK SESSION – 6:45 P.M.
TOWN COUNCIL MEETING – 7:00 P.M.

COURT begins at 5:30 P.M.

PLANNING COMMISSION MEETINGS (BEGIN AT 6:30PM)

JANUARY 28 * FEBRUARY 25 * MARCH 24 * APRIL 28 * MAY 26 * JUNE 23 *
JULY 28 * AUGUST 25 * SEPTEMBER 22 * OCTOBER 27 * NOVEMBER 17

ZONING BOARD OF APPEALS MEETINGS HELD AS NEEDED

SCHEDULED 2020 HOLIDAY OBSERVANCE

NEW YEAR'S DAY	JANUARY 1	WEDNESDAY
MARTIN LUTHER KING, JR. DAY	JANUARY 20	MONDAY
PRESIDENT'S DAY	FEBRUARY 17	MONDAY
CONFEDERATE MEMORIAL DAY	MAY 11	MONDAY
MEMORIAL DAY	MAY 25	MONDAY
INDEPENDENCE DAY	JULY 3	FRIDAY
LABOR DAY	SEPTEMBER 7	MONDAY
VETERANS DAY	NOVEMBER 11	WEDNESDAY
THANKSGIVING DAY	NOVEMBER 26	THURSDAY
DAY AFTER THANKSGIVING	NOVEMBER 27	FRIDAY
CHRISTMAS EVE	DECEMBER 24	THURSDAY
CHRISTMAS DAY	DECEMBER 25	FRIDAY
DAY AFTER CHRISTMAS	DECEMBER 28	MONDAY

PRPD Policy Section 4, Chapter 4

Sub-section 3.0

3.0 RESTRICTIONS ON THE USE OF DEPARTMENT VEHICLES

~~Vehicles belonging to the Town of Pine Ridge Police Department are to be used for official duties only.~~

Department vehicles are to be used to conduct business of the Town and its operations. Employees shall not operate Department vehicles for the purpose of conducting private business or enterprise or any other personal use. Employees are permitted personal use of the vehicle during the course of a scheduled shift for a permitted meal break.

Only Regular full-time employees who live within thirty miles of the Town of Pine Ridge may take home Department vehicles, with the permission of the Chief of Police or his/her designee.

Employees shall not permit Department owned vehicles to be driven or operated by non-members of the Department, except as authorized by the Chief of Police or his/her designee.

Employees shall not use tobacco products in Department owned vehicles.

Any employee on PTO, or any other type of leave exceeding 48 hours, will not keep possession of the take home vehicle during such extended leave. The vehicle shall be parked in a secure location on Town property as directed by the Chief of Police. The exception to this will be a three-day weekend that includes one day of PTO or a Holiday.

PRPD Policy Section 4, Chapter 1, Sub-section 8.0

Background Investigation – An experienced investigator will interview, photograph, and fingerprint all applicants. Background investigation will include:

- Review of Personal History Questionnaire
- Criminal History Check
- Driver's History Check
- Credit Check
- Verification of Employment Data
- Verification of Scholastic Data
- Verification of Qualifying Credentials
- Review of Family Data
- Review of Biographical Data
- Interviews with at least three (3) Personal References

Drug/Alcohol Screening – All applicants must pass a urine drug and alcohol screen (Performed at no cost to the applicant)

Medical Examination – All applicants without prior law enforcement certification will be required to undergo a complete physical

Psychological Examination – All applicants without prior law enforcement certification will be required to undergo a Psychological Examination (performed at no cost to the applicant)

Final Offer of Employment – Upon successfully completing the elements of the selection process, the Operations Commander and Chief of Police will review the applicant's selection process materials.

The Chief of Police must authorize all Final Offers of Employment.

8.0 PROBATIONARY STATUS

All applicants selected for hire shall be subject to successful completion of a ~~twelve~~ six month probationary period during which the new employees' performance and conduct will be observed. At the end of ~~twelve~~ six months, a memorandum will be sent through the employee's chain of command to the Chief of Police indicating whether or not retention of the employee is recommended. Upon completion of the initial introductory period employees are eligible for regular employee status.

8.1 Extending the Probationary Period

Upon request of the Lieutenant (Assistant Chief), the Chief of Police may authorize extending the probationary period of an employee for a period of time not to exceed three (3) months. An additional extension of the probationary period may be granted with approval from the Town Administrator. Upon completion of the initial introductory period employees are eligible for regular employee status.