

**MINUTES  
WESTMINSTER CITY COUNCIL  
Priority Setting Workshop  
Thursday, January 12, 2023**

The City Council of the City of Westminster met in a Priority Setting Workshop on Thursday January 12, 2023 at 12:00 pm at the Westminster Depot with Mayor Brian Ramey presiding. Those in attendance were:

Brian Ramey	Dale Glymph	Adam Dunn	Daby Snipes
Jimmy Powell	Ruth May	Audrey Reese	

City Administrator, Kevin Bronson  
City Clerk, Rebecca Overton  
Interim Utility Director, Kevin Harbin  
Jeff Shacker, Municipal Association of SC  
Members of the press

*Notice of the meeting and the agenda was posted on the door at the Westminster Depot and at westminstersc.org twenty-four hours prior to the meeting and all persons, organizations and local media requesting notification and the agenda were notified by email.*

**Call to Order**

Mayor Ramey called the meeting to order at 12:00 pm.

**Invocation and Pledge of Allegiance**

Mrs. Audrey Reese led the Council in the invocation and the pledge.

**New Business**

1. Priority Setting Discussion Facilitated by Jeff Shacker from the Municipal Association of South Carolina

Mr. Jeff Shacker led the Council in a priority setting discussion and encouraged Council Members to share their ideas and visions for Westminster by establishing what level of priority their ideas fell in. Council Members took turns going around the room stating their priorities and Mr. Shacker tracked the ideas onto paper for all to see. Once completed, Mr. Shacker led Council in prioritizing their ideas into three levels: Must Do, Should Do, and Could do. Attached to these minutes is the list of priorities Council discussed.

**Adjourn**

Upon a motion by Mayor Ramey and seconded by Mrs. Snipes, the motion ***to adjourn the meeting at 3:35 pm*** passed unanimously.

(Minutes submitted by Rebecca Overton)

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Mayor Brian Ramey

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Date

Key: **MUST DO**

**SHOULD DO**

**COULD DO**

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**Must Do:**

1. Complete CIP (with estimates, time lines, & funding plan), pursue water improvement project, see SCIIP funding request through, implement sewer improvements with SCIIP if successful, and complete improvements to close out SCDHEC consent order.

1. Close SCDHEC consent order by implementing sewer upgrades.

1. Hall Road Recreation Project- recreation complex, rec trails grant, funding for ball fields, working on funding plan for gym, piece together plan and present to City Council.

2. Main Street revitalization (both back and front sides), additional and upgraded parking, develop strategy for addressing dilapidation, streetscape Grey Street parking/underpass. Implement Downtown Master Plan.

2. Add assistant to City Administrator, address fire this year and plan for police; evaluate sufficiency of staffing in police and fire, share info with council for consideration and next steps; evaluate and address competitive pay in all departments particularly address CDL pay.

**Should Do:**

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**1. Old magistrate's office, develop plan for building, explore partnerships to renovate the building and utilize going forward.**

**2. Simpsonville Street fields, budget funding in FY 24 budget (scoreboard, dugouts, fencing, and bleachers).**

**3. Demo old fire bays on the back of City Hall.**

**Could Do:**

**1. For the 27-acre city-owned tract on Chauga River, evaluate prospects for property; conceptualize project/uses whether possible.**

**2. Step up code enforcement on HWY 123 corridor, especially vacant properties; may include a vacant building registration program.**

**3. Implement Anderson Park project as awarded from the Community Development Block Grant funds and develop a plan for programming at the park to generate activity and bring the community together.**

**3. Increase marketing and tourism promotion using multimedia messaging, commercials, etc.**

**3. Riley Street property, develop redevelopment plan.**

**3. Inventory buildings (commercial), assess condition, and identify the highest and best use for each whether private or public.**

**Others:**

1. Cost-benefit (& feasibility) analysis of serving growth out of the town with water and sewer.
2. Develop plan for recruiting large retail, particularly clothing stores, groceries, and incentivizing their investment in Westminster; present to council for consideration.
3. Council/staff evaluate street lighting throughout the town, identify potential opportunities for upgrades (additional lights, LED...) Have council approve and incorporate in FY 2024 budget.
4. Improve current communication efforts to the public; identify new methods (digital sign, newsletter, etc.).
5. More sidewalks, staff to identify priority areas in consultation with City Council, estimate cost, identify funding.
6. Explore concepts for fitness trail, feasibility and implement as part of the Hall Road Project.
7. Evaluate feasibility of splash pad downtown to serve as a draw and amenity - estimate cost, determine funding source.
8. CATBUS route out to Westminster, explore and inform City Council.
9. Upgrade police station to meet current and future needs of department. Come up with approaches, estimate cost.
10. Approach county and state agencies about concept of having regular office hours in Westminster by establishing a substation building, which would make the county and state more accessible to Westminster residents.

11. HWY 123 gateway, evaluate and conceptualize beautification improvements and sidewalks.
12. Housing for the displaced. As part of the discussion, engage state housing agency and participate in discussions and solutions; food for those in need/transition.
13. Improvement of city website.
14. Senior services-explore what City can do to make more readily and conveniently available to senior citizens of Westminster and surrounding area.
15. Old high school/LA building. Assess condition, possible uses, and related renovation and maintenance expenses (events, clinics, camps).
16. Speed limit signs, speed limit city wide unless otherwise specified and cross street signs; High School recognition signs for championships, west oak banners, and logo on water tanks (possible fundraising effort).
17. Mural, print a new one "Home of the West Oak Warriors."
18. Artwork on railroad underpasses.
19. Develop a plan to recruit a business that will provide an outlet for teenagers or look at a public activity center for them or some alternative.
20. Public restrooms downtown-construct may also incorporate in to the magistrate building renovation project.
21. Recreation department- redo parking barriers, additional parking at gym, tennis courts, redo re-evaluate and convert to pickle ball, landscape plan for Owens Stadium and Simpsonville Street fields.
22. Utility Department- 5 year plan for equipment and capital projects, ROW maintenance schedule plan, line truck and bucket truck, 2 ½ ton pickups and 1 ¼ ton, dump truck, pave area behind shop, walk behind sidewalks, dig trenches. Fence around community garden.
23. Recreation clinics for players, coaches and officials. Approach Clemson regarding it and high school coaches.
24. Explore other camp concepts, maybe one-day art, one-day baseball.
25. Community events continue with monthly offerings and step up promotions and communication of event info, info about programs and tournaments.
26. Police Department- flock cameras- more of them; restore 2 frozen positions; sign on bonus for certified officers with 2 years of experience; 2 vehicle per year replacement schedule; Tasers (move from obsolete X25 and move to Tasers 7S); EZ street program.
27. Fire Department- 3 more firefighters; updated reporting software.