

CITY OF WESTMINSTER REGULARLY SCHEDULED MEETING

Tuesday, April 5, 2022 @ 6:00 PM

Westminster Fire Department

116 Emergency Lane, Westminster

Call to Order

Invocation & Pledge of Allegiance

Certification of Quorum

Special Recognition of the 2022 10 & Under Westminster Recreation State Basketball Champions

Public Comments:

The floor is now open for public comments. Citizens of Westminster or others who have registered for time with the Clerk can now address Council for any matters on tonight's agenda or other matters you wish to bring before the Council. Speakers are allowed up to 3 minutes and possibly longer if that Speaker is recognized in advance as representing a larger group with similar concerns. In order to preserve the decorum of this public meeting, and to allow adequate time for discussion among the elected membership of City Council, this will be the only time we will receive unsolicited comments tonight from the public.

Comments from the Mayor and Council

Presentation of Hospitality Tax Grant Requests (3 minutes each requestor)

Old Business

1. Second Reading of Ordinance 2022-04-05-01 – An Ordinance Authorizing modifications to Westminster Code of Ordinances, Title V: Public Works, Chapter 51: Garbage and Refuse

New Business

2. Bid Award for Road Resurfacing and Sidewalk renovations – C-Funds
3. Resolution Authorizing Employee Appreciation Bonuses
4. Law Enforcement Assistance and Support Agreement between the Walhalla Police Department and the Westminster Police Department
5. First Reading of Ordinance 2022-05-10-01 – An Ordinance to amend the Business License Ordinance 2021-11-09-01, Its Appendix A and Appendix B
6. Discuss the Independent Accountant's Report on Applying Agreed-Upon Procedures for the Automated Metering Infrastructure (AMI) revenues and expenses

Routine Business

1. Approval of the March 8, 2022 Budget Workshop and Regular Meeting Minutes
2. Comments from the Utility Director
3. Comments from City Administrator

Adjourn

Additional documents attached: Revenue and Expense reports for the following funds; City General, Utility Fund, Solid Waste and Recreation; HTAX Grant Request Applications

STATE OF SOUTH CAROLINA)
)
COUNTY OF OCONEE)
)
CITY OF WESTMINSTER)

ORDINANCE #2022-04-05-01

**AN ORDINANCE TO AMEND TITLE V CHAPTER 51 OF THE CODE OF
ORDINANCES FOR THE CITY OF WESTMINSTER**

WHEREAS, the Westminster City Council has become aware of a need to comprehensively update and modernize its Solid Waste Ordinances; and

WHEREAS, the Westminster City Council is also desirous of clarifying the current Solid Waste Ordinances; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and City Council of the City of Westminster, South Carolina, Title V Chapter 51 is amended by so with the attached document, Exhibit A.

DONE AND ENACTED IN COUNCIL ASSEMBLED, this ____th day of _____ 2022.

CITY OF WESTMINSTER, SOUTH CAROLINA

Brian Ramey, Mayor

Rebecca Overton, City Clerk

First Reading: _____, 2022
Second Reading: _____, 2022

Reviewed by City Attorney and approved as to form

Andrew Holliday, City Attorney

TITLE V: PUBLIC WORKS

CHAPTER 51: GARBAGE AND REFUSE

GENERAL PROVISIONS

§ 51.01 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

BROWN GOODS. ~~(AKA Landfill) Furniture, dressers, tables, carpeting, yard debris, limbs, stumps, Bricks and mason blocks, Dry paint cans and caulking tubes must all be dry, Fiberglass matting, floor covering, glass, glass wire, Harden concrete, Insulation material, lumber and treated lumber, Mirrors, Signs, mailboxes, awning, vinyl siding, Pallets and crates, PVC pipes, plaster and plaster board, Polyfiberglass shower stalls, Shingles and roofing non contractor or asbestos, tile (floor, wall ceiling.), wall coverings, wooden swing sets, Non-motorized bulky outdoor kids toys, Lawn furniture plastic, vinyl or wooden, Metal that connected to concrete. No Hazardous waste mattresses, carpeting, and light electronic goods including but not limited to televisions, stereos, and speakers.~~

Formatted: Font color: Red

Formatted: Font color: Red

CONSTRUCTION AND DEMOLITION WASTE. All discarded solid wastes resulting from construction, remodeling, repair, and demolition of structure. The wastes include but are not limited to lumber, bricks, dirt, stone, plaster, loam, roofing, shingles, sheeting, rubble, broken concrete, conduit pipe, wire insulation, and other similar items resulting from repairs and additions to or destruction of existing buildings or construction of new buildings ~~completed by resident. All contractor performed work see 51.19 use of Contractor services.-~~

Formatted: Font color: Red

Formatted: Font color: Red

GARBAGE. All animals, fruit and other vegetable matter and all organic refuse resulting from the preparation of food. This shall include any cartons, cans, bottles or other containers ~~which that~~ may cause fly breeding or draw flies and other insects. ~~Included; mattresses or box springs, light electronics, stereos, speakers~~

Formatted: Font color: Red

WASTE MATTER. Grass, ashes, ~~metalware~~metal ware, broken glass, crockery, stoneware and all other nonperishable wastes.

Animals. SCDOT is responsible for pickup of dead animals on its streets. The City may assist from time to time.

Commented [KB1]: inserted

(Ord. 920408, passed 4-8-1992; Am. Ord. 2010-02-09-01, passed 2-9-2010; Am. Ord. 2019-08-02, passed 9-10-2019)

§ 51.02 MANDATORY USE OF CITY'S ROLL-CARTS AND DUMPSTERS.

- (A) All residences and businesses within the city limits of the City of Westminster that have active utility accounts shall be required to use, and will be billed for the use of the city's roll-carts and dumpsters for the disposal of garbage and trash rather than independently contracting with a service provider. ~~Exceptions to the rule are for customers electing to have a utilities account categorized as temporary utilities - I, II or III~~

Formatted: Highlight

(see the Utilities Department policies). Any business who, at the time of the passage of this section, is contracting with a service provider other than the city is "grandfathered" and thereby may continue to use the other provider. Upon termination for whatever reason of the grandfathered agreement, the business must switch to the city as a service provider and may not select another independent provider. A franchise agreement or a business license will be required of the provider.

(1) Roll Carts and dumpsters are each residents or customer's responsibility. It should be cleaned regularly and kept closed to keep water out. Roll carts may be stored beside or behind the house or in an enclosure.

(2) Roll Carts and dumpsters that are lost or stolen are the responsibility of the residents or customer. The City will provide a replacement roll cart or dumpster that is stolen or lost at cost. This expense may be added to the resident or customers utility bill if the resident or customer is unable to pay at the time of replacement.

(B) Residences will use the roll-carts and if the typical volume of garbage and trash for that residence indicates the need for multiple carts, such will be required and the customer will be billed for multiple carts.

(C) Businesses, as dictated by the typical volume of garbage and trash for that business will be assigned an appropriately sized dumpster with a corresponding frequency of pickup and shall be billed accordingly.

(D)

(Ord. 2000-04-18-02, passed 5-1-2000; Am. Ord. 2007-02-20-06, passed 2-20-2007; Am. Ord. 2008-12-16-01, passed 12-16-2008; Am. Ord. 2010-02-09-01, passed 2-9-2010; Am. Ord. 2011-01-18-01, passed 1-18-2011)

§ 51.03 ROLL-CARTS.

The City of Westminster shall require that all locations utilizing roll-carts for waste collection shall bag loose contents within a plastic bag before placement within the roll carts, and violation of this section will be subject to § 10.99.

(Ord. 2000-07-18-01, passed 8-15-2000; Am. Ord. 2008-12-16-01, passed 12-16-2008; Am. Ord. 2010-02-09-01, passed 2-9-2010)

COLLECTION

§ 51.15 PLACEMENT FOR COLLECTION.

(A) All roll-carts shall be placed at the curbside adjacent to the respective residence with lids opening toward the street, highway or traffic area. With the use of automated equipment for picking up the roll-carts, the roll-carts shall be placed within reach of the automated equipment. Pick-up will begin as early as 7:00:30 a.m. Any resident who is disabled, having no other able-bodied person in the household and can provide a physician's certification to City Hall or the Street Department Superintendent Supervisor, will be accommodated. All roll-carts shall be removed no later than 24 hours after garbage pick-up.

(B) The City shall collect brown goods (AKA Landfill) each week on the day so proscribed by the City Administrator after consulting with the Public Works Department Superintendent, such day is currently Thursday but is subject to change. Brown goods shall be placed curbside adjacent to the respective residence. In no event should brown goods be placed curbside prior to 5 p.m. on the day prior to the scheduled day for the collections of brown goods.

(C) Any person who violates this section shall be subject to a fine as follows:

Formatted: Highlight

Commented [KB2]: Staff requests Council support of this language. Staff is often asked to do other than the ordinance directs.

Commented [KB3]: Staff requests Council support of this language. Staff is often asked to do other than the ordinance directs.

Formatted: Highlight

Commented [KB4]: inserted

Formatted: Highlight

Commented [KB5]: inserted

Formatted: Font color: Red

(1) First offense:	Warning;
(2) Second offense:	\$50;
(3) Third offense:	\$100.

(D) The Chief of Police or his designee shall have the responsibility of issuing citations for such violations.

Commented [KB6]: insert

(Ord. 920408, passed 4-8-1992; Am. Ord. 2008-12-16-01, passed 12-16-2008; Am. Ord. 2010-02-09-01, passed 2-9-2010; Am. Ord. 2019-08-02, passed 9-10-2019)

§ 51.16 GARBAGE AND TRASH COLLECTION.

In the business sections, all trash and garbage shall be placed in containers at the rear of the building at the alley or, if there is no alley or entrance to the alley, then a location convenient to the collection facilities of the city to be approved by the Public Works Department.

(Ord. 920408, passed 4-8-1992; Am. Ord. 2010-02-09-01, passed 2-9-2010)

§ 51.17 PREPARATION OF CERTAIN MATERIALS FOR COLLECTION.

(A) All shrubbery trimmings will be picked up. All tree limbs must be detached from the main body of the tree and must not be more than five-ten (10) feet in length or no part of a tree shall weigh more than 400-300 pounds. Determination of the weight shall be at the discretion of the Public Works Department.

(B) All tree limbs, brush, tree tops, stumps or other debris shall not be pushed with earth-moving equipment such that dirt and rock are mixed within the pile.

(C) At the discretion of the Public Works Department Supervisor ~~Superintendent~~, customers shall be charged a fee sufficient to cover any tipping fees charged to the city by Oconee County (i.e., railroad ties and oversize tires).

Formatted: Highlight

Formatted: Font color: Red, Strikethrough

(D) Hazardous materials will not be collected by the city (i.e., materials containing asbestos).

(E) Liquids of any type will not be collected by the city.

(F) Construction and Demolition Waste of any type will not be collected by the city except and unless approved in writing and in advance by the Solid Waste Supervisor ~~Superintendent~~.

Commented [KB7]: Staff requests Council support of this language. Staff is often asked to do other than the ordinance directs.

Formatted: Highlight

(Ord. 920408, passed 4-8-1992; Am. Ord. 2008-12-16-01, passed 12-16-2008; Am. Ord. 2010-02-09-01, passed 2-9-2010; Am. Ord. 2019-08-02, passed 9-10-2019)

§ 51.18 FREQUENCY OF COLLECTION.

(A) *Residential areas.* The city shall collect from residential areas of the city all garbage and waste matter, as herein provided, once a week.

(B) *Business areas.* The city shall collect from the central business areas of the city all garbage placed in containers approved by Council the city and waste matter as scheduled between one (1) per month at a minimum to three (3) times week at a maximum by the Public Works Department ~~Superintendent~~.

Formatted: Highlight

Formatted: Highlight

Formatted: Font color: Red, Strikethrough

(Ord. 920408, passed 4-8-1992; Am. Ord. 2010-02-09-01, passed 2-9-2010)

§ 51.19 USE OF CONTRACT SERVICES.

- (A) In accordance with other sections of this code, all residents paying monthly sanitation fees to the city may place upon the side of the road any yard debris that they should generate. However, any resident using contract services that may generate such debris should ensure that included in the scope of their contracted services is the removal of all debris that is generated by the contractor. This requirement does not apply to routine janitorial services.
- (B) Additionally, it shall be unlawful for any resident or nonresident to import into the city any yard debris for placement upon the side of the road for city crews to remove.

(Ord. 2013-06-11-04, passed 6-11-2013; Am. Ord. 2019-08-02, passed 9-10-2019) Penalty, see § 10.99

Commented [KB8]: Staff requests Council support of this language. Staff is often asked to do other than the ordinance directs.

Commented [KB9]: Staff requests Council support of this language. Staff is often asked to do other than the ordinance directs.

§ 51.20 DISPOSITION OF ACCUMULATED BRUSH, LIMBS, RUBBISH AND REFUSE.

- (A) All individual households, business establishments, companies, corporations and/or other entities in the city paying property taxes and/or garbage fees shall be entitled to have one load per month of brush, limbs, rubbish and/or refuse not considered household garbage removed from the property upon request of the property owner or occupant within the city limits. The size of the load shall be set as a knuckleboom truck load.
- (B) (1) Any brush, limbs, rubbish and/or refuse more than one load per month will be hauled at the expense of the owner or occupant of the property by the city for a fee of ~~\$\$\$~~\$150 per load, and will be billed to the customer the following month on their utility bill.
- (2) All limbs, brush, rubbish and/or refuse must be placed upon the side of the road where the city's knuckleboom truck can safely remove the debris without conflict with either ground-mounted or aerial devices such as fire hydrants, power poles, or overhead lines.

(Ord. 2002-05-16-02, passed 6-18-2002; Am. Ord. 2004-03-16-01, passed 4-20-2004; Am. Ord. 2008-12-16-01, passed 12-16-2008; Am. Ord. 2010-02-09-01, passed 2-9-2010)

Commented [KB10]: Staff requests Council support of this language. Staff is often asked to do other than the ordinance directs.

REGULATIONS

§ 51.30 DEPOSIT OF GARBAGE, TRASH AND THE LIKE ON PUBLIC OR PRIVATE PROPERTY.

- (A) It shall be unlawful for any person to litter or to place or cause to be placed or deposited on any of the parks, streets or sidewalks of the City any dead animal or fowl, any garbage, trash or rubbish, any decaying animal or vegetable matter or any sweepings of residences, stores, offices or other buildings or for any person to deposit or place any garbage in any alley, street, stream or public place within the City or private property, whether owned by the person or not, unless the same be bagged and placed in a roll-cart or dumpster assigned to that person.
- (B) It shall be unlawful for any person to dispose of or cause to be disposed (i) any item described in subsection (A) of this section; and (ii) any construction or demolition debris, by burning or burying such on public or private property within the city, whether such real property is owned by the person or not. Construction and demolition debris shall only be disposed of by placing such near the street in a manner that facilitates loading by mechanical means and removed to a landfill licensed to receive such wastes.

(Ord. 920408, passed 4-8-1992; Am. Ord. 2008-12-16-01, passed 12-16-2008; Am. Ord. 2010-02-09-01, passed 2-9-2010; Am. Ord. 2018-09-01, passed 10-9-2018) Penalty, see § 10.99

§ 51.31 PROHIBITED DUMPING OF GARBAGE.

- (A) It shall be unlawful for any person not a resident of the city to dump, discharge, place or deposit any garbage, trash or refuse of any description, whether bagged or unbagged, in the city limits of Westminster. It shall also be unlawful for any person, city resident or non-resident to place or cause to be placed or deposited any garbage, trash or refuse of any description, whether bagged or otherwise, in a city roll container or dumpster that has been assigned to another resident or business without the permission of the resident or business who has been assigned that container.
- (B) Any person violating this section shall be punished by a fine of not more than \$200 and/or imprisonment for no longer than 30 days.

(Ord. 920408, passed 4-8-1992; Am. Ord. 2007-02-20-02, passed 2-20-2007; Am. Ord. 2010-02-09-01, passed 2-9-2010)

§ 51.32 LEAF PICK-UP.

Regular pick-up by the city's ~~leaf vacuum~~ equipment will be made as needed, as determined by the Public Works Department ~~Superintendent~~ Supervisor. The placement of the leaves shall be curbside within reach of the city's ~~leaf vacuum~~ equipment. ~~The debris shall be separated by material' leaves separate from limbs, etc.~~

(Ord. 920408, passed 4-8-1992; Am. Ord. 2008-12-16-01, passed 12-16-2008; Am. Ord. 2010-02-09-01, passed 2-9-2010)

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red, Highlight

Formatted: Highlight

Commented [KB11]: insert

Formatted: Font color: Red, Strikethrough

§ 51.33 (RESERVED).

§ 51.34 PROHIBITED SALVAGING AND PILFERING THROUGH DUMPSTERS.

- (A) It shall be unlawful for any person(s), other than those who are assigned the roll-cart or dumpster, to remove or cause to be removed any items from trash roll-carts or trash dumpsters.
- (B) Any person who violates the provisions of this section shall be punishable in accordance with the penalties stated in § 10.99 of this code of ordinances.

(Ord. 2007-02-20-05, passed 2-20-2007; Am. Ord. 2008-12-16-01, passed 12-16-2008) Penalty, see § 10.99

TITLE V: PUBLIC WORKS

CHAPTER 51: GARBAGE AND REFUSE

GENERAL PROVISIONS

§ 51.01 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

BROWN GOODS. (AKA Landfill) Furniture, dressers, tables, carpeting, yard debris, limbs, stumps, Bricks and mason blocks, Dry paint cans and caulking tubes must all be dry, Fiberglass matting, floor covering, glass, glass wire, Harden concrete, Insulation material, lumber and treated lumber, Mirrors, Signs, mailboxes, awning, vinyl siding, Pallets and crates, PVC pipes, plaster and plaster board, Polyfiberglass shower stalls, Shingles and roofing non contractor or asbestos, tile (floor, wall ceiling.), wall coverings, wooden swing sets, Non-motorized bulky outdoor kids toys, Lawn furniture plastic, vinyl or wooden, Metal that connected to concrete. No Hazardous waste.

CONSTRUCTION AND DEMOLITION WASTE. All discarded solid wastes resulting from construction, remodeling, repair, and demolition of structure. The wastes include but are not limited to lumber, bricks, dirt, stone, plaster, loam, roofing, shingles, sheeting, rubble, broken concrete, conduit pipe, wire insulation, and other similar items resulting from repairs and additions to or destruction of existing buildings or construction of new buildings completed by resident. All contractor performed work see 51.19 use of Contractor services.

GARBAGE. All animals, fruit and other vegetable matter and all organic refuse resulting from the preparation of food. This shall include any cartons, cans, bottles or other containers that may cause fly breeding or draw flies and other insects. Included; mattresses or box springs, light electronics, stereos, speakers.

WASTE MATTER. Grass, ashes, metal ware, broken glass, crockery, stoneware and all other nonperishable wastes.

Animals. *SCDOT is responsible for pickup of dead animals on its streets. The City may assist from time to time.*

Commented [KB1]: inserted

(Ord. 920408, passed 4-8-1992; Am. Ord. 2010-02-09-01, passed 2-9-2010; Am. Ord. 2019-08-02, passed 9-10-2019)

§ 51.02 MANDATORY USE OF CITY'S ROLL-CARTS AND DUMPSTERS.

(A) All residences and businesses within the city limits of the City of Westminster that have active utility accounts shall be required to use, and will be billed for the use of the city's roll-carts and dumpsters for the disposal of garbage and trash rather than independently contracting with a service provider.

(1) Roll Carts and dumpsters are each residents or customer's responsibility. It should be cleaned regularly and kept closed to keep water out. Roll carts may be stored beside or behind the house or in an enclosure.

(2) Roll Carts and dumpsters that are lost or stolen are the responsibility of the residents or customer. The City will provide a replacement roll cart or dumpster that is stolen or lost at cost. This expense may be added to the resident or customers utility bill if the resident or customer is unable to pay at the time of replacement.

(B) Residences will use the roll-carts and if the typical volume of garbage and trash for that residence indicates the need for multiple carts, such will be required and the customer will be billed for multiple carts.

(C) Businesses, as dictated by the typical volume of garbage and trash for that business will be assigned an appropriately sized dumpster with a corresponding frequency of pickup and shall be billed accordingly.

(D)

(Ord. 2000-04-18-02, passed 5-1-2000; Am. Ord. 2007-02-20-06, passed 2-20-2007; Am. Ord. 2008-12-16-01, passed 12-16-2008; Am. Ord. 2010-02-09-01, passed 2-9-2010; Am. Ord. 2011-01-18-01, passed 1-18-2011)

§ 51.03 ROLL-CARTS.

The City of Westminster shall require that all locations utilizing roll-carts for waste collection shall bag loose contents within a plastic bag before placement within the roll carts, and violation of this section will be subject to § 10.99.

(Ord. 2000-07-18-01, passed 8-15-2000; Am. Ord. 2008-12-16-01, passed 12-16-2008; Am. Ord. 2010-02-09-01, passed 2-9-2010)

Commented [KB2]: Staff requests Council support of this language. Staff is often asked to do other than the ordinance directs.

Commented [KB3]: Staff requests Council support of this language. Staff is often asked to do other than the ordinance directs.

COLLECTION

§ 51.15 PLACEMENT FOR COLLECTION.

(A) All roll-carts shall be placed at the curbside adjacent to the respective residence with lids opening toward the street, highway or traffic area. With the use of automated equipment for picking up the roll-carts, the roll-carts shall be placed within reach of the automated equipment. Pick-up will begin as early as 6:30 a.m. Any resident who is disabled, having no other able-bodied person in the household and can provide a physician's certification to City Hall or the Street Department Supervisor, will be accommodated. All roll-carts shall be removed no later than 24 hours after garbage pick-up.

(B) The City shall collect brown goods (AKA Landfill) each week on the day so proscribed by the City Administrator after consulting with the Public Works Department Superintendent, such day is currently Thursday but is subject to change. Brown goods shall be placed curbside adjacent to the respective residence. In no event should brown goods be placed curbside prior to 5 p.m. on the day prior to the scheduled day for the collections of brown goods.

(C) Any person who violates this section shall be subject to a fine as follows:

(1) First offense:	Warning;
(2) Second offense:	\$50;
(3) Third offense:	\$100.

(D) The Chief of Police or his designee shall have the responsibility of issuing citations for such violations.

(Ord. 920408, passed 4-8-1992; Am. Ord. 2008-12-16-01, passed 12-16-2008; Am. Ord. 2010-02-09-01, passed 2-9-2010; Am. Ord. 2019-08-02, passed 9-10-2019)

Commented [KB4]: inserted

Commented [KB5]: inserted

Commented [KB6]: insert

§ 51.16 GARBAGE AND TRASH COLLECTION.

In the business sections, all trash and garbage shall be placed in containers at the rear of the building at the alley or, if there is no alley or entrance to the alley, then a location convenient to the collection facilities of the city to be approved by the Public Works Department.

(Ord. 920408, passed 4-8-1992; Am. Ord. 2010-02-09-01, passed 2-9-2010)

§ 51.17 PREPARATION OF CERTAIN MATERIALS FOR COLLECTION.

- (A) All shrubbery trimmings will be picked up. All tree limbs must be detached from the main body of the tree and must not be more than ten (10) feet in length or no part of a tree shall weigh more than 300 pounds. Determination of the weight shall be at the discretion of the Public Works Department.
- (B) All tree limbs, brush, tree tops, stumps or other debris shall not be pushed with earth-moving equipment such that dirt and rock are mixed within the pile.
- (C) At the discretion of the Public Works Department Supervisor, customers shall be charged a fee sufficient to cover any tipping fees charged to the city by Oconee County (i.e., railroad ties and oversize tires).
- (D) Hazardous materials will not be collected by the city (i.e., materials containing asbestos).
- (E) Liquids of any type will not be collected by the city.
- (F) Construction and Demolition Waste of any type will not be collected by the city except and unless approved in writing and in advance by the Solid Waste Supervisor.

(Ord. 920408, passed 4-8-1992; Am. Ord. 2008-12-16-01, passed 12-16-2008; Am. Ord. 2010-02-09-01, passed 2-9-2010; Am. Ord. 2019-08-02, passed 9-10-2019)

Commented [KB7]: Staff requests Council support of this language. Staff is often asked to do other than the ordinance directs.

§ 51.18 FREQUENCY OF COLLECTION.

- (A) *Residential areas.* The city shall collect from residential areas of the city all garbage and waste matter, as herein provided, once a week.
- (B) *Business areas.* The city shall collect from the central business areas of the city all garbage placed in containers approved by the City and waste matter as scheduled between one (1) per month at a minimum to three (3) times week at a maximum by the Public Works Department Supervisor.

(Ord. 920408, passed 4-8-1992; Am. Ord. 2010-02-09-01, passed 2-9-2010)

§ 51.19 USE OF CONTRACT SERVICES.

- (A) In accordance with other sections of this code, all residents paying monthly sanitation fees to the city may place upon the side of the road any yard debris that they should generate. However, any resident using contract services that may generate such debris should ensure that included in the scope of their contracted services is the removal of all debris that is generated by the contractor. This requirement does not apply to routine janitorial services.
- (B) Additionally, it shall be unlawful for any resident or nonresident to import into the city any yard debris for placement upon the side of the road for city crews to remove.

(Ord. 2013-06-11-04, passed 6-11-2013; Am. Ord. 2019-08-02, passed 9-10-2019) Penalty, see § 10.99

Commented [KB8]: Staff requests Council support of this language. Staff is often asked to do other than the ordinance directs.

Commented [KB9]: Staff requests Council support of this language. Staff is often asked to do other than the ordinance directs.

§ 51.20 DISPOSITION OF ACCUMULATED BRUSH, LIMBS, RUBBISH AND REFUSE.

- (A) All individual households, business establishments, companies, corporations and/or other entities in the city paying property taxes and/or garbage fees shall be entitled to have one load per month of brush, limbs, rubbish and/or refuse not considered household garbage removed from the property upon request of the property owner or occupant within the city limits. The size of the load shall be set as a knuckleboom truck load.
- (B) (1) Any brush, limbs, rubbish and/or refuse more than one load per month will be hauled at the expense of the owner or occupant of the property by the city for a fee of \$150 per load, and will be billed to the customer the following month on their utility bill.
- (2) All limbs, brush, rubbish and/or refuse must be placed upon the side of the road where the city's knuckleboom truck can safely remove the debris without conflict with either ground-mounted or aerial devices such as fire hydrants, power poles, or overhead lines.

(Ord. 2002-05-16-02, passed 6-18-2002; Am. Ord. 2004-03-16-01, passed 4-20-2004; Am. Ord. 2008-12-16-01, passed 12-16-2008; Am. Ord. 2010-02-09-01, passed 2-9-2010)

Commented [KB10]: Staff requests Council support of this language. Staff is often asked to do other than the ordinance directs.

REGULATIONS

§ 51.30 DEPOSIT OF GARBAGE, TRASH AND THE LIKE ON PUBLIC OR PRIVATE PROPERTY.

- (A) It shall be unlawful for any person to litter or to place or cause to be placed or deposited on any of the parks, streets or sidewalks of the City any dead animal or fowl, any garbage, trash or rubbish, any decaying animal or vegetable matter or any sweepings of residences, stores, offices or other buildings or for any person to deposit or place any garbage in any alley, street, stream or public place within the City or private property, whether owned by the person or not, unless the same be bagged and placed in a roll-cart or dumpster assigned to that person.
- (B) It shall be unlawful for any person to dispose of or cause to be disposed (i) any item described in subsection (A) of this section; and (ii) any construction or demolition debris, by burning or burying such on public or private property within the city, whether such real property is owned by the person or not. Construction and demolition debris shall only be disposed of by placing such near the street in a manner that facilitates loading by mechanical means and removed to a landfill licensed to receive such wastes.

(Ord. 920408, passed 4-8-1992; Am. Ord. 2008-12-16-01, passed 12-16-2008; Am. Ord. 2010-02-09-01, passed 2-9-2010; Am. Ord. 2018-09-01, passed 10-9-2018) Penalty, see § 10.99

§ 51.31 PROHIBITED DUMPING OF GARBAGE.

- (A) It shall be unlawful for any person not a resident of the city to dump, discharge, place or deposit any garbage, trash or refuse of any description, whether bagged or unbagged, in the city limits of Westminster. It shall also be unlawful for any person, city resident or non-resident to place or cause to be placed or deposited any garbage, trash or refuse of any description, whether bagged or otherwise, in a city roll container or dumpster that has been assigned to another resident or business without the permission of the resident or business who has been assigned that container.
- (B) Any person violating this section shall be punished by a fine of not more than \$200 and/or imprisonment for no longer than 30 days.

(Ord. 920408, passed 4-8-1992; Am. Ord. 2007-02-20-02, passed 2-20-2007; Am. Ord. 2010-02-09-01, passed 2-9-2010)

§ 51.32 LEAF PICK-UP.

Regular pick-up by the city's equipment will be made as needed, as determined by the Public Works Department Supervisor. The placement of the leaves shall be curbside within reach of the city's equipment. The debris shall be separated by material' leaves separate from limbs, etc.

Commented [KB11]: insert

(Ord. 920408, passed 4-8-1992; Am. Ord. 2008-12-16-01, passed 12-16-2008; Am. Ord. 2010-02-09-01, passed 2-9-2010)

§ 51.33 (RESERVED).

§ 51.34 PROHIBITED SALVAGING AND PILFERING THROUGH DUMPSTERS.

- (A) It shall be unlawful for any person(s), other than those who are assigned the roll-cart or dumpster, to remove or cause to be removed any items from trash roll-carts or trash dumpsters.
- (B) Any person who violates the provisions of this section shall be punishable in accordance with the penalties stated in § 10.99 of this code of ordinances.

(Ord. 2007-02-20-05, passed 2-20-2007; Am. Ord. 2008-12-16-01, passed 12-16-2008) Penalty, see § 10.99



**Agenda Item: Consider Bid for Roadway and Sidewalk Revitalization Project Using
Oconee County C-Funds**

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

In April 2021, Oconee County C-Fund Committee approved \$198,740 for roadway and sidewalk revitalization projects. The project was divided into two divisions:

Roadway Revitalization	\$137,640.00
Sidewalk Revitalization	\$ 61,100.00

C-Funds are provided on a reimbursement basis. The city will pay the contractor and then request reimbursement from the C-Fund Program at the State SCDOT.

On March 8, 2022, the City solicited bids for the Roadway & Sidewalk Revitalization Project. Again, the project was divided into two divisions: Division 1 Roadway Revitalization, and Division 2 Sidewalk Revitalization. The project was advertised on the South Carolina Business Opportunities (SCBO) website and the city's website – following SCDOT procurement rules.

On March 30, 2022, sealed bids were received and opened for the project. One bidder, HDH Construction Group LLC of Seneca, SC submitted a bid for the project.

The city's contract engineer, The Rosier Group certified the bid proposal, including quantity pricing.

The bid amounts are:

Division 1 Roadway Revitalization	\$524,175.00
Division 2 Sidewalk Revitalization	\$378,897.50

The funding gap between the amount awarded by the C-Fund Committee and the bid from the contractor can be negotiated. The bid is based on unit pricing. Each of the projects contain multiple locations of varying lengths and dimensions. Should the Council approve the bid schedules as presented with the total amount not to exceed the Total Bid Amount (\$524,175 for Division 1 and \$378,897.50 for Division 2); the city staff along with the Rosier Group will negotiate with HDH Construction Group for work that can be competed up to the amount awarded by the C-Fund Committee.

Staff will also explore obtaining additional C-Funds to cover as much of the funding gap as possible.

The final negotiated amount will not exceed the total amount awarded by the C-Fund Committee or the total amount within HDH Construction within the 90 days allowed by the bid documents.

Staff recommends Council approve the HDH Construction Group bid schedules for Roadway & Sidewalk Revitalization Project Division 1 – Roadway Revitalization AND Roadway & Sidewalk Revitalization Project Division 2 – Sidewalk Revitalization and authorize the City Administrator to negotiate a final project scope within the approved unit pricing and available funds from the C-Fund Committee.

Motion:

I move to approve - - the HDH Construction Group bid schedules for Roadway & Sidewalk Revitalization Project Division 1 – Roadway Revitalization AND Roadway & Sidewalk Revitalization Project Division 2 – Sidewalk Revitalization and authorize the City Administrator to negotiate a final project scope within the approved unit pricing and available funds from the C-Fund Committee.

BID SCHEDULE for construction of:

ROADWAY & SIDEWALK REVITALIZATION PROJECT
DIVISION 1 – ROADWAY REVITALIZATION

The undersigned hereby proposes to perform subject work in accordance with plans, specifications, and other contract documents prepared by Beeson-Rosier Group, dated **September 21, 2021**, for the following completely constructed amounts:

ITEM NO:	DESCRIPTION	EST QTY.	UNIT	UNIT PRICE IN PLACE	AMOUNT
DEMOLITION & REMOVAL					
1.	EQUIPMENT / MOBILIZATION		LS		\$ 21,875.00
2.	Remove & Haul Off Trees	2	EA	@ 3,125.00	\$ 6,250.00
3.	Sawcut & Remove Existing Asphalt Roadway	380	SY	@ 67.50	\$ 25,650.00
4.	Mill - 2" Existing Asphalt Surface	1,000	SY	@ 26.00	\$ 26,000.00
ASPHALT ROADWAY RESURFACING					
5.	2" Asphalt Overlay	18,550	SY	@ 17.50	\$ 324,625.00
6.	Backfill/ Regrade Shoulder	16,350	LF	@ 2.50	\$ 40,875.00
7.	SCDOT Stripping		LS		\$ 14,375.00
8.	Catch Basin (0' - 6' Depth)	1	EA	@ 8,125.00	\$ 8,125.00
9.	15" RCP (0' - 6' Depth)	73	EA	@ 125	\$ 9,125.00
10.	STORMWATER MANAGEMENT (BMP'S)		LS		\$ 12,500.00
11.	PERMANENT GRASSING		LS		\$ 25,625.00
12.	PERFORMANCE & PAYMENT BOND		LS		\$ 9,150.00
TOTAL AMOUNT OF BID - DIVISION 1					\$ 524,175.00

Five Hundred Twenty Four Thousand One Hundred Seventy Five Dollars and no Cents /100 Dollars

Submitted By:

HDH Construction Group LLC

Date: 03/30/2022



S/S

Tel. No. 864 903 4224

President

Title

S.C. Contractor's License #

Address:

G120522

2654 Fox Run Rd

Federal Tax ID#

Seneca, SC 29672

81-4558740

PROPOSALS will be received at the office of **CITY OF WESTMINSTER, P.O. Box 399 / 100 E. Windsor Street, Westminster, SC 29693**, (Tel. No. **864-647-3232**), until **2:00 PM** on **Wednesday, 3/30/2022**, and, at that time, publicly opened and read aloud. Bids will be evaluated based on base bid and/or rock excavation unit price and not necessarily the lowest Base Bid Amount. The OWNER reserves the right to reject any and all proposals without having to show cause therefore. Any Proposal received after the time and date specified will not be considered. After work is completed, accepted by the Owner/Engineer, all disturbed areas properly seeded and mulched, the final payment shall be made for the work.

BID SCHEDULE for construction of:

ROADWAY & SIDEWALK REVITALIZATION PROJECT
DIVISION 2 – SIDEWALK REVITALIZATION

The undersigned hereby proposes to perform subject work in accordance with plans, specifications, and other contract documents prepared by Beeson-Rosier Group, dated **September 21, 2021**, for the following completely constructed amounts:

ITEM NO:	DESCRIPTION	EST QTY.	UNIT	UNIT PRICE IN PLACE	AMOUNT
DEMOLITION & REMOVAL					
1.	EQUIPMENT / MOBILIZATION		LS		\$ 21,875.00
2.	Demolish & Remove Existing Sidewalk/ Curb & Gutter	6,955	SF @	5.50	\$ 38,252.50
3.	Remove & Haul Off Trees	2	EA @	3,125.00	\$ 6,250.00
NEW 5' SIDEWALK INSTALLATION					
4.	Grading		LS		\$ 43,650.00
5.	Concrete - Forming, Pouring, Finishing, Wrecking	5,820	SF @	15.00	\$ 87,300.00
6.	Backfill Sidewalk	1,300	LF @	5.00	\$ 6,500.00
7.	Asphaltic Concrete Filler	125	SY @	125.00	\$ 15,625.00
NEW 10' SIDEWALK W/ STEP INSTALLATION					
8.	Concrete-Forming, Pouring, Finishing, Wrecking, Backfill	650	SF @	12.00	\$ 7,800.00
9.	ADA Ramp Matting	100	LF @	40.00	\$ 4,000.00
24" CONCRETE CURB AND GUTTER					
10.	Soil Preparation and Light Grading	90	LF @	50.00	\$ 4,500.00
11.	Concrete - Forming, Pouring, Finishing	90	LF @	65.00	\$ 5,850.00
12.	Backfill	90	LF @	50.00	\$ 4,500.00
ADA RAMPS					
13.	Concrete - Forming, Pouring, Finishing, Wrecking, Backfill	260	SF @	25.00	\$ 6,500.00
14.	ADA Ramp Matting	26	SF @	40.00	\$ 1,040.00
ROOT BARRIERS INSTALLATION					
15.	24" Deep Root Barrier	350	LF @	55.00	\$ 19,250.00
16.	36" Deep Root Barrier	48	LF @	110.00	\$ 5,280.00

STORM DRAINAGE PIPING

17. TYPE 17 SCDOT Catch Basin Cover	5	EA	@	<u>12,650.00</u>	\$ <u>63,250.00</u>
18. TYPE 18 SCDOT Catch Basin Cover	1	EA	@	<u>13,225.00</u>	\$ <u>13,225.00</u>
19. STORMWATER MANAGEMENT (BMP'S)		LS			\$ <u>10,625.00</u>
20. PERMANENT GRASSING		LS			\$ <u>5,625.00</u>
21. PERFORMANCE & PAYMENT BOND		LS			\$ <u>8,000.00</u>

TOTAL AMOUNT OF BID - DIVISION 2**\$ 378,897.50**

Three Hundred Seventy Eight Thousand Eight Hundred Ninety Seven Dollars and Fifty Cents

/100 Dollars

Submitted By:

HDH Construction Group LLCDate: 03/30/2022

S/S

Tel. No. 864 903 4224President

Title

S.C. Contractor's License #

Address:

G1205222654 Fox Run Rd

Federal Tax ID#

Seneca, SC 2967281-4558740

PROPOSALS will be received at the office of **CITY OF WESTMINSTER, P.O. Box 399 / 100 E. Windsor Street, Westminster, SC 29693**, (Tel. No. **864-647-3232**), until **2:00 PM** on **Wednesday, 3/30/2022**, and, at that time, publicly opened and read aloud. Bids will be evaluated based on base bid and/or rock excavation unit price and not necessarily the lowest Base Bid Amount. The OWNER reserves the right to reject any and all proposals without having to show cause therefore. Any Proposal received after the time and date specified will not be considered. After work is completed, accepted by the Owner/Engineer, all disturbed areas properly seeded and mulched, the final payment shall be made for the work.

Resolution Providing for One-Time Employee Appreciation Bonuses

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WESTMINSTER,

here assembled on this 5th day of April 2022, that the Westminster City Council hereby commits to provide a set-aside allocation of \$40,000 for Employee Appreciation Bonuses; each employee is to be provided a portion of the Appreciation Bonus allocation based on the hours she or he worked during the period of ((DATE)) to ((DATE)); Employee Appreciation Bonuses shall be distributed amongst all City Employees who are employed as of this date. It is with sincere appreciation and gratitude for each employee's commitment to the City that the Westminster City Council provides for this one-time bonus.

Brian Ramey
Mayor, City of Westminster, SC

ATTEST:

Rebecca Overton, Clerk to Council
City of Westminster, South Carolina

STATE OF SOUTH CAROLINA)
)
) LAW ENFORCEMENT
) ASSISTANCE AND SUPPORT AGREEMENT
COUNTY OF OCONEE)

This agreement is made and entered into this 1st day of January 2022, by and between the **WALHALLA POLICE DEPARTMENT**, 101 E. Main St. Walhalla, SC 29691 and the **WESTMINSTER POLICE DEPARTMENT**, 100 W. Windsor St, Westminster, SC 29693.

WHEREAS, as amended on June 3, 2016, South Carolina Code Ann. § 23-20-10, et seq., provides for contractual agreements between and among state, county, municipal, and local law enforcement agencies for the purpose of providing the proper and prudent exercise of public safety functions across jurisdictional lines;

WHEREAS, the **WALHALLA POLICE DEPARTMENT** desires to enter into such an agreement with the **WESTMINSTER POLICE DEPARTMENT** for the purposes of securing to each other the benefits of mutual aid in the event of natural disaster, disorder, special events, emergency situations, and any other law enforcement activities;

WHEREAS, the purpose of this Mutual Assistance and Support Agreement is to define the scope of such mutual aid and the responsibilities of the parties; and

WHEREAS, during these activities, it is possible that law enforcement officers will respond to, become involved with, and/or deal with emergency situations, civil disorders, arrests, natural or manmade disasters, pursuits of criminal suspects, location of missing persons, criminal investigations, and/or any other matter handled by law enforcement. The requesting agency desires the replying agency's officers to have lawful authority and jurisdiction to respond to, become involved with, and/or deal with these or any other situations which may arise during the presence of responding agency's officers in the requesting agency's jurisdiction.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, it is the intent of the parties to share jurisdiction under this written Agreement to the fullest extent permitted under South Carolina law, and it is further agreed as follows:

1. VESTING OF AUTHORITY AND JURISDICTION

To the fullest extent permitted by the Constitution and the statutes of this State, officers assigned under the Agreement shall be vested with authority, jurisdiction, rights, immunities, and privileges outside his resident jurisdiction for the purpose of investigation, arrest, or any other activity related to the criminal activity for which the agreement is drawn. This Agreement is in no way intended to affect any other multi-jurisdictional agreement(s) which may exist between the agencies. The assistance to be rendered pursuant to this Agreement shall solely involve responding law enforcement officers from one party's jurisdiction to the other. When so responding, such law enforcement officers shall have all powers and authorities of law enforcement officers employed by the requesting jurisdiction. However, local ordinances adopted by a responding party's jurisdiction shall not be deemed extended into areas of operation that are located outside the geopolitical territorial limits of that party.

2. REQUEST FOR ASSISTANCE

Pursuant to this Agreement, law enforcement officers may be requested to perform public safety functions across jurisdictional lines, including, but not limited to, participation in multijurisdictional task forces, criminal investigations, patrol services, crowd control, traffic control and safety, and other emergency service situations. Assistance provided in this Agreement includes, but is not limited to:

- A. Emergency Situations;
- B. Civil Disorders;
- C. Natural or Manmade Disasters;
- D. Mass Processing of Arrests;
- E. Transporting of Prisoners;
- F. Operating Temporary Detention Facilities & Housing Inmates;
- G. Arrests;
- H. Pursuits of Criminal Suspects;
- I. Location of Missing Persons;
- J. Traffic Control and Safety;
- K. Criminal Investigations; or
- L. Any Other Matter Handled by Law Enforcement for that Particular Jurisdiction.

3. PRIMARY RESPONSIBILITY

It is agreed and understood that the primary responsibility of the parties to this Agreement is to provide law enforcement services within the geographical boundaries of their respective jurisdictions. Therefore, it is agreed that the law enforcement agency whose assistance is requested shall be the sole judge as to whether or not it can respond and to what extent it can comply with the request for assistance from the other agency.

4. PROCEDURE FOR REQUESTING LAW ENFORCEMENT ASSISTANCE

- A. Request. A request for assistance shall only be made by **the Chief of WALHALLA POLICE DEPARTMENT** or his/her designee, or the, **Chief of WESTMINSTER POLICE DEPARTMENT** or his/her designee. This request shall include a description of the situation creating the need for assistance, the specific aid needed, the approximate number of law enforcement officers requested, the location to which law enforcement personnel are to be dispatched, and the officer in charge of such location. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within (xx) days of the request. _
- B. Reply. A reply to any request for assistance shall only be made by **the Chief of WALHALLA POLICE DEPARTMENT** or his/her designee, or the, **Chief of WESTMINSTER POLICE DEPARTMENT** or his/her designee. If the request is granted, the

requesting law enforcement agency shall be immediately informed of the number of law enforcement officers to respond.

- C. Officer in Charge. The responding law enforcement officers shall report to the officer in charge of the requesting law enforcement agency at the designated location and shall be subject to the lawful orders and commands of that officer. The responding law enforcement officer shall exert their best efforts to cooperate with, and aid, the requesting law enforcement agency. The responding law enforcement officers shall be responsible at all times for acting within the policies and procedures set forth in the policy and procedure manual of the law enforcement agency by which they are regularly employed.
- D. Release. The responding law enforcement officers shall be released by the officer in charge when their services are no longer required or when they are needed to respond to a situation within the geographic boundaries of their own jurisdiction; provided however, the responding law enforcement officers shall use their best efforts to complete the requested service prior to being released.

5. PERSONNEL, AND

Except as otherwise agreed among the parties, each party shall maintain control over its personnel.

6. COSTS

Except as otherwise provided herein, each party shall bear its own costs incurred in the performance of its obligations hereunder, and shall keep its own personnel and other usual records as to its assigned officers. In the event extraordinary costs are incurred in the course of rendering aid pursuant to this Agreement, the Responding Party may request reimbursement by remitting to the Requesting Party an itemized statement of such expenses.

7. RECORDS

Any and all records of law enforcement activities conducted pursuant to this Agreement shall be the property of and maintained by the agency conducting the activity, including any incident reports, citations, photographs, or other images captured on any photographic or digital media. Nothing contained herein prohibits or precludes any participating agency from making or maintaining a copy of any such records referenced above.

8. REQUESTS FOR INFORMATION PURSUANT TO THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT

Upon receipt, each agency participating in this Agreement must respond to requests for information pursuant to the South Carolina Freedom of Information Act.

9. COMPENSATION

This Agreement shall in no manner affect or reduce the compensation, pension, or retirement rights of any responding officer. Those officers' salaries and benefits shall continue to be paid by the department where they are permanently employed. Except as otherwise agreed, each party shall bear its own costs and expenses incurred in complying with this Agreement.

10. INSURANCE

Each party shall maintain such insurance coverage for general liability, workers' compensation, and other such coverage as may be required by law or deemed advisable by individual parties.

11. LIABILITY

Participating agencies shall not be liable or obligated to indemnify any other person or entity for any of its equipment damaged or destroyed, and the individual officers shall not be indemnified for any material damage to his/her property, injury to his/her person, or on account of his/her death resulting from the performance under this agreement.

The party receiving aid under this Agreement shall not be responsible for reimbursing any amounts paid or due as benefits to employees of a responding party under the terms of the South Carolina Worker's Compensation Act due to personal injury or death occurring while such employees are engaged in rendering aid under this agreement. All parties shall be responsible for payment of compensation and benefits only to their respective employees.

This agreement shall not be construed as or deemed to be an agreement for the benefit of any third party, and no third party shall have any right of action under this agreement for any cause whatsoever.

To the extent permitted by law, and without waiving sovereign immunity, each party to this Agreement shall be responsible for defending any and all claims, demands, suits, actions, damages, and causes of action related to or arising out of or in any way connected with its own actions and the actions of its personnel, in providing mutual aid and/or law enforcement services and assistance pursuant to the terms and conditions of this Agreement.

12. EMPLOYMENT STATUS

Nothing herein shall be construed or interpreted to imply that the law enforcement officers responding in accordance with this Agreement shall be the employees of the law enforcement agency requesting such assistance. Such responding officers shall, in all events retain employee status with the Responding Party. Officers of the Requesting Party shall in all events retain employee status with the Requesting Party.

13. MODIFICATION OR AMENDMENT

This Agreement shall not be modified, amended, or changed in any manner except upon express written consent of the parties to this Agreement.

14. RESPONSIBILITY TO RESPECTIVE GOVERNING BODIES

Each party to this Agreement is responsible for obtaining approval from its respective governing body, to the extent required under South Carolina law.

15. SEVERABILITY

Should any part of this Agreement be found to be unenforceable by any court or other competent authority, then the rest shall remain in full force and effect.

16. BINDING SUCCESSORS IN OFFICE

All parties agree that any and all successors in interest to their offices will be similarly bound by the terms of this agreement without necessitating execution of any amendment.

17. NO INDEMNIFICATION OR THIRD PARTY RIGHTS

To the extent provided by law, the parties shall be solely responsible for the acts and omissions of their respective employees, officers, and officials, and for any claims, lawsuits and payment of damages that arise from activities of its officers. No right of indemnification is created by this agreement and the parties expressly disclaim such. The provisions of this agreement shall not be deemed to give rise to or vest any rights or obligations in favor of any party or entity not a party to this agreement.

18. TERMINATION

This Agreement shall be terminated at any time upon written notice to the other party to this Agreement.

19. TERM AND RENEWAL

This Agreement is effective as to each party at the date and time of signing and will automatically renew each anniversary date, year to year, and term to term unless a party exercises its right to terminate as further described herein.

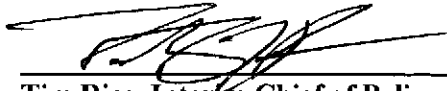
20. USE OF EQUIPMENT AND FACILITIES

Each party shall be responsible for the maintenance of its own equipment and shall be responsible for the procurement of facilities unless otherwise agreed upon by the parties.

IN WITNESS WHEREOF, these parties have set their hands and seals at the date set forth above.

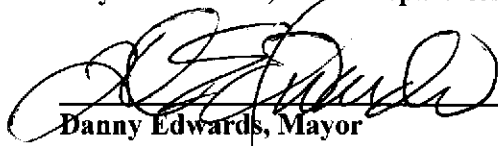
WALHALLA POLICE DEPARTMENT

WITNESSES

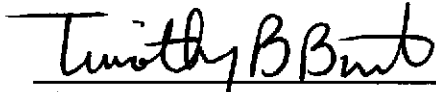


**Tim Rice, Interim Chief of Police
City of Walhalla, Police Department**

Witness



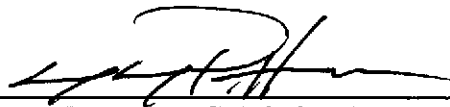
**Danny Edwards, Mayor
City of Walhalla**



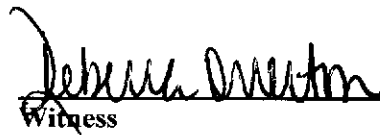
**Timothy B. Burton, Administrator
City of Walhalla**

WESTMINSTER POLICE DEPARTMENT

WITNESSES



**Matt Patterson, Chief of Police
City of Westminster, Police Department**


Witness

**Brian Ramey, Mayor
City of Westminster, SC**

**Kevin Bronson, Administrator
City of Westminster, SC**



Agenda Item An Ordinance Amending Appendix A and Appendix B of The Business License Ordinance of the City of Westminster

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

On November 9, 2021 the City Council adopted the City's Business License Ordinance and rate schedule to comply with new State of South Carolina laws effective this calendar year.

The Municipal Association of South Carolina MASC provided technical assistance to cities around the state including Westminster. This technical assistance included calculating and recalculating the rates schedules so business license fees would not net a significant increase. For some businesses, the business license fees went up, some went down and some remained about the same.

Part of the intended outcome of this effort was a state registry, maintained by the MASC, so businesses may obtain business licenses through a one-stop portal, statewide.

In early March as Business License renewals were being calculated and renewal notices prepared for mailing, staff noticed an error in the amount the online portal were calculating for Westminster and the amount the city software was calculating. After extensive investigation and numerous phones call with the MASC it was determined the incorrect Business License Rate Schedule was adopted by the City Council on November 9, 2021.

This was a staff error. With the adoption of this An Ordinance Amending Appendix A and Appendix B of The Business License Ordinance of the City of Westminster by the City Council, the correct rates as prescribed by the new state law will be in effect.

Westminster will not be accessible on the MASC portal for the current year; however, businesses may still receive one from the City Clerk by calling or visiting City Hall.

Business License Renewal Notices that were mailed April 1, 2022 contained a caveat "*Subject to Approval of New Rate Structure.*"

Staff recommends approval

Motion:

I move to approve First reading of An Ordinance Amending Appendix A and Appendix B of The Business License Ordinance of the City of Westminster.

STATE OF SOUTH CAROLINA)

COUNTY OF OCONEE)

ORDINANCE #2022-05-10-01

CITY OF WESTMINSTER)

.....

**AN ORDINANCE AMENDING APPENDIX A AND APPENDIX B OF THE BUSINESS LICENSE
ORDINANCE OF THE CITY OF WESTMINSTER**

.....

WHEREAS, in September 2020 the South Carolina General Assembly adopted the South Carolina Business License Tax Standardization Act (2020 Act No. 176), now codified at S.C. Code Sections 6-1-400 to 6-1-420 (the “Act”);

WHEREAS, the Act requires all municipalities and counties that impose a business license tax to adopt a standard business license year of May 1 through April 30;

WHEREAS, to assist municipalities and counties with complying with the requirements of the Act, the Municipal Association of South Carolina developed the 2022 Model Business License Ordinance;

WHEREAS, on November 9, 2021, the City Council of the City of Westminster, South Carolina, adopted the 2022 Model Business License Ordinance in compliance with Act 176;

WHEREAS, the Act also requires all municipalities and counties that impose a business license tax to utilize the Act’s standardized business licensing requirements and class schedule;

WHEREAS, the Council now desires to update the Rate Schedule in Appendix A of the 2022 Model Business License Ordinance and the Class Schedule in Appendix B of the 2022 Model Business License Ordinance to accurately reflect the most recent federal statistical data relating to profitability by NAICS Codes and to ensure compliance with the requirements of Act 176; and

WHEREAS, except as amended herein, the 2022 Model Business License Ordinance shall remain in full force and effect;

NOW, THEREFORE, be it ordained by the Mayor and Council of the City of Westminster, South Carolina, that:

1. The 2022 Model Business License Ordinance is hereby amended by replacing the Rate Schedule contained in Appendix A thereto with the attached Appendix A.

2. The 2022 Model Business License Ordinance is hereby amended by replacing the Class Schedule contained in Appendix B thereto with the attached Appendix B.
3. The 2022 Model Business License Ordinance remains in full force and effect. Further, prior ordinances of the Town related to the Municipal Association of South Carolina's collections programs, including without limitation the Insurance Tax Collection Program (ITCP), the Brokers Tax Collection Program (BTCP), the Telecommunications Tax Collection Program (TTCP), and Setoff Debt Collection Program, shall remain in full force and effect in accordance with their terms except to the extent that they were specifically amended by the 2022 Model Business License Ordinance.

DONE AND RATIFIED in Council assembled on this ____ day of _____ 2022.

Brian Ramey
Mayor

ATTEST:

Rebecca Overton
City Clerk

(SEAL)

APPENDIX A: BUSINESS LICENSE RATE SCHEDULE

RATE CLASS	INCOME: \$0 - \$2,000	INCOME OVER \$2,000
	BASE RATE	RATE PER \$1,000 OR FRACTION THEREOF
1	\$35	\$1.20
2	\$40	\$1.25
3	\$45	\$1.30
4	\$50	\$1.35
5	\$55	\$1.40
6	\$60	\$1.45
7	\$65	\$1.50
8.1	\$60	\$1.00
8.2	Set by state statute	
8.3	MASC Telecommunications	
8.4	MASC Insurance	
8.51	\$12.50 + \$12.50 per machine	
8.52	\$12.50 + \$180.00 per machine	
8.6	\$45 plus \$5.00 -OR- \$12.50 per table	\$1.30

NON-RESIDENT RATES

Unless otherwise specifically provided, all taxes and rates shall be doubled for nonresidents and itinerants having no fixed principal place of business within the Municipality.

DECLINING RATES

Declining Rates apply in all Classes for gross income in excess of \$1,000,000, unless otherwise specifically provided for in this ordinance.

<u>Gross Income in \$ Millions</u>	<u>Percent of Class Rate for each additional \$1,000</u>
0 - 1	100%
1 - 2	90%
2 - 3	80%
3 - 4	70%
OVER 4	60%

CLASS 8 RATES

Each NAICS number designates a separate subclassification. The businesses in this section are treated as separate and individual subclasses due to provisions of state law, regulatory requirements, service burdens, tax equalization considerations, and other factors that are deemed sufficient to require individually determined rates. In accordance with state law, the Municipality also may provide for reasonable subclassifications for rates, described by an NAICS sector, subsector, or industry, that are based on particularized considerations as needed for economic stimulus or for the enhanced or disproportionate demands on municipal services or infrastructure.

Non-resident rates do not apply except where indicated.

8.1 NAICS 230000 – Contractors, Construction, All Types [Non-resident rates apply].

Resident rates, for contractors having a permanent place of business within the Municipality:

Minimum on first \$2,000	\$ 60.00 PLUS
Each additional 1,000.....	\$ 1.00

Non-resident rates apply to contractors that do not have a permanent place of business within the Municipality. A trailer at the construction site or structure in which the contractor temporarily resides is not a permanent place of business under this ordinance.

No contractor shall be issued a business license until all state and municipal qualification examination and trade license requirements have been met. Each contractor shall post a sign in plain view on each job identifying the contractor with the job.

Sub-contractors shall be licensed on the same basis as general or prime contractors for the same job. No deductions shall be made by a general or prime contractor for value of work performed by a sub-contractor.

No contractor shall be issued a business license until all performance and indemnity bonds required by the Building Code have been filed and approved. Zoning permits must be obtained when required by the Zoning Ordinance.

Each prime contractor shall file with the License Official a list of sub-contractors furnishing labor or materials for each project.

For licenses issued on a per-job basis, the total tax for the full amount of the contract shall be paid prior to commencement of work and shall entitle the contractor to complete the job without regard to the normal license expiration date. An amended report shall be filed for each new job and the appropriate additional license fee per \$1,000 of the contract amount shall be paid prior to commencement of new work. Only one base tax shall be paid in a license year. Licensees holding a per-job license shall file, by each April 30 during the continuation of the construction project, a statement of compliance, including but not limited to a revised estimate of the value of the contract. If any revised estimate of the final value of such project exceeds the amount for

which the business license was issued, the licensee shall be required to pay a license fee at the then-prevailing rate on the excess amount.

8.2 NAICS 482 – Railroad Companies (See S.C. Code § 12-23-210).

8.3 NAICS 517311, 517312 – Telephone Companies.

With respect to “retail telecommunications services” as defined in S. C. Code § 58-9-2200, the Municipality participates in a collections program administered by the Municipal Association of South Carolina. The Municipality has approved participation in the collections program by separate ordinance (the “Telecommunications Collections Ordinance”). The rates, terms, conditions, dates, penalties, appeals process, and other details of the business license applicable to retail telecommunications services are set forth in the Telecommunications Collections Ordinance.

8.4 NAICS 5241 and 5242 – Insurance Companies and Brokers:

Independent agents, brokers, and their employees are subject to a business license tax based on their natural class. With respect to insurers subject to license fees and taxes under Chapter 7 of Title 38 and to brokers under Chapter 45 of Title 38, the Municipality participates in a collections program administered by the Municipal Association of South Carolina. The Municipality has approved participation in the collections program by separate ordinance (the “Insurers and Brokers Collections Ordinance”). The rates, terms, conditions, dates, penalties, appeals process, and other details of the business license applicable to insurers and brokers are set forth in the Insurers and Brokers Collections Ordinance.

8.51 NAICS 713120 – Amusement Machines, coin operated (except gambling). Music machines, juke boxes, kiddie rides, video games, pin tables with levers, and other amusement machines with or without free play feature licensed by SC Department of Revenue pursuant to S.C. Code §12-21-2720(A)(1) and (A)(2) **[Type I and Type II]**.

For operation of all machines (not on gross income), pursuant to S.C. Code §12-21-2746:

Per Machine	\$12.50 PLUS
Business license	\$12.50

Distributors that sell or lease machines and are not licensed by the state as an operator pursuant to §12-21-2728 are not subject to Subclass 8.51.

8.52 NAICS 713290 – Amusement Machines, coin operated, non-payout. Amusement machines of the non-payout type or in-line pin game licensed by SC Department of Revenue pursuant to S.C. Code §12-21-2720(A)(3) **[Type III]**.

For operation of all machines (not on gross income), pursuant to S.C. Code §12-21-2720(B):

Per Machine \$180.00 PLUS

Business license \$12.50

Distributors that sell or lease machines and are not licensed by the state as an operator pursuant to §12-21-2728 are not subject to Subclass 8.52.

8.6 NAICS 713990 – Billiard or Pool Rooms, all types. (A) Pursuant to SC Code § 12-21-2746, license tax of \$5.00 per table measuring less than 3½ feet wide and 7 feet long, and \$12.50 per table longer than that; PLUS, (B) with respect to gross income from the entire business in addition to the tax authorized by state law for each table:

Minimum on first \$2,000 \$ 45.00 PLUS

Per \$1,000, or fraction, over \$2,000..... \$ 1.30

Appendix B: Business License Class Schedule by NAICS Code

NAICS Sector/Subsector	Industry Sector	Class
11	Agriculture, forestry, hunting and fishing	2.00
21	Mining	4.00
22	Utilities	1.00
23	Construction	8.10
31-33	Manufacturing	2.00
42	Wholesale trade	1.00
44-45	Retail trade	1.00
48-49	Transportation and warehousing	2.00
482	Rail Transportation	8.20
51	Information	4.00
517311	Wired Telecommunications Carriers	8.30
517312	Wireless Telecommunications Carriers (except Satellite)	8.30
52	Finance and insurance	7.00
5241	Insurance Carriers	8.40
5242	Insurance Brokers for non-admitted Insurance Carriers	8.40
53	Real estate and rental and leasing	7.00
54	Professional, scientific, and technical services	5.00
55	Management of companies	7.00
56	Administrative and support and waste management and remediation services	4.00
61	Educational services	4.00
62	Health care and social assistance	4.00
71	Arts, entertainment, and recreation	3.00
713120	Amusement Parks and Arcades (per machine)	8.51
713290	Nonpayout Amusement Machines (per machine)	8.52
713990	All Other Amusement and Recreational Industries (pool tables)	8.60
721	Accommodation	3.00
722	Food services and drinking places	1.00
81	Other services	5.00

Note: Class Schedule is based on 2017 IRS data.

This appendix will be updated every odd year based on the latest available IRS statistics.



ADMINISTRATOR'S REPORT

Kevin Bronson

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

March 30, 2022

To: Westminster City Council
From: Kevin Bronson, City Administrator

Re: Independent Accountant's Report on Applying Agreed-Upon Procedures for the Automated Metering Infrastructure (AMI) revenues and expenses

At the December 9, 2021 regular City Council meeting, the City Council directed me to contract with the City's external auditor, McKinley, Cooper & Co. LLC, Certified Public Accountants, to conduct an audit of the revenue and expenses associated with the City's water/electric utility meter fee (referred to herein as the "AMI Fee" or the "Meter/AMI Fee"). On the basis of their review, McKinley Cooper prepared a report of its findings related to the AMI Fee and a copy of such report is attached hereto as *Exhibit A*.

Background

"AMI" is the acronym for the Automated Metering Infrastructure system. This system was designed to digitally read water and electric meters through a radio network. There are many parts to the AMI system, including, but not limited to: water meters and electric meters designed to allow for digital reading, digital readers mounted on the meters, collection boxes mounted on utility poles, handheld meter data reading devices, software to interpret and compile the data and staff to install, operate and maintain the equipment and software.

Acting pursuant to the General Bond Ordinance No. 2000-12-12-02 dated January 23, 2001 and the Fifth Supplemental Ordinance No. 2015-06-16-01 dated June 16, 2015 (the "Supplemental Ordinance"), the City issued \$1,000,000 Combined Utility System Revenue Bond, Series 2015 ("Revenue Bond") on June 16, 2015. Under the documents related to the Revenue Bond, the proceeds thereof could be used to install an AMI system for the electric and water components of the City's combined utility system. The Revenue Bond was payable over a period extending from June 30, 2016 – June 29, 2020, the maturity date for the Revenue Bond. The debt schedule for the Revenue Bond is attached hereto as *Exhibit B*.

During the process of approving the Supplemental Ordinance, the City Council also approved a \$7.00 per month AMI Fee on utility bills, charged for each water meter and each electric meter.¹ In the event a water and an electric meter were on the same account, then only one \$7.00 AMI Fee was charged. In the event an account had more than one electric meter or more than one water meter then two \$7.00 AMI Fees were charged. All

¹ Such revenue to be used to offset debt service on the Revenue Bond and other operating expenses of the AMI system, which were treated as "Expenses of Operating and Maintaining the System" under the General Bond Ordinance. "Expenses of Operating and Maintaining the System" are defined under the General Bond Ordinance to mean "the current expenses, paid or accrued, of operation, maintenance and current repair of the System, and shall include, without limiting the generality of the foregoing, administrative expenses, salaries, wages, employee benefits, cost of materials and supplies, cost of routine repairs, renewals, replacements and alterations occurring in the usual course of business, cost of billings and collections, cost of issuance, costs of any audit required by this Ordinance, the premiums for all insurance required with respect to the System, taxes, if any, amounts payable by way of arbitrage rebate, contractual payments to any entity or person providing treatment of water or treatment and disposal or wastewater from the System or for the purchase of electricity..."

Meter/AMI Fees collected were booked to the City's AMI revenue account and used to make payments on the Revenue Bond and pay the operating expenses associated with the implementation and maintenance of the AMI system.

After the initial implementation of the AMI Fee², the City Council contemplated various modifications to the amount of the Meter/ AMI Fee. However, after considering all costs of implementing the AMI Fee, the only change effected was to rename the AMI Fee from "AMI Fee" to "Meter Fee" on the customer utility bill. This change was implemented through the adoption of the City's FY2021-2022 Annual Budget.

Removal of the Meter/AMI Fee

On January 11, 2022, the City Council voted to remove the entirety of the \$7.00 Meter/AMI Fee and to modify the Westminster Water Rate Schedule to replace the lost revenue.³ The City's Electric Rate Schedule was not adjusted. Revenue from the electric portion of the utility were absorbed into the existing rates.

Why an Independent Accountant's Report on Applying Agreed-Upon Procedures?

For fiscal years ended 2016 and 2017, the AMI expenses were tracked separately in the general ledger. Similar action was not continued in future fiscal years and, unfortunately, the City maintains no documented expenses for fiscal year ended 2018 – at least as such expenses could be tracked in the general ledger.⁴

Many expenses (post-2018) were reconstructed by aligning the general ledger accounting reports of expenses with vendor-paid transaction reports. The vendors were then contacted by City staff and asked to supply copies of the invoices. To the extent vendors were utilized that were not identified with the AMI installation by current staff, there may be additional expenses that remain unaccounted (for example, see 2018).

There is no one staff person in a Project Management, Administrative or Management role on City staff now that was also present during the installation and implementation of the AMI project. Therefore, there are some institutional knowledge gaps. This was a challenge.

Given the information currently available, the reconstruction of certain general ledger expenses and the lack of institutional knowledge concerning the decisions made about the AMI project installation and ongoing operation and maintenance, the City's consultants suggested that an independent report based upon "agreed upon procedures" was the best option for the City, as a more extensive, audit-level report of the AMI system would require detailed and specific expenses. Based on the information available to the City and information gathered from the City's vendors, McKinley Cooper prepared it's report, a copy of which is attached hereto as *Exhibit A*, and applied certain "agreed upon procedures" as further described in the report.

The McKinley Cooper report contains a narrative of the procedures it utilized in analyzing the data in its report.

² In the meeting minutes for the meeting on June 16, 2015 where in the AMI Fee was implemented, it was recommended that the AMI Fee be implemented at \$7.00, then reduced to \$2.00 after five years. Despite this initial determination, a new budget must be implemented by the City every year (see Article X, Section 7(b) of the Constitution of South Carolina 1976, as amended, and any restriction on future budgeting responsibility would unlawfully bind future governing boards. See, generally, *City of Beaufort v. Beaufort-Jasper County Water and Sewer Authority*, 325 S.C. 174 (1997)

³ Rates for the combined utility system are exclusively set by City Council and are exempt from rate regulation by the South Carolina Public Service Commission. See Title 58, Chapter 3 of Code of Laws of South Carolina 1976, as amended.

⁴ Additionally, the South Carolina General Records and Retention Schedules recommend that paid invoices for goods purchased to be retained for three years. The City conforms it's retention practices to this recommended schedule: <https://scdah.sc.gov/records-management/schedules> (not intended as an active hyper-link).

Also attached to this letter as *Exhibit C*, is the same report with my notes incorporated. I have included these notes in the hope that they will provide additional information about the expenses and the City's process for reconstructing our expenditures.

Summary of the Report:

As a summary of the McKinley Cooper Report, I offer the following.

Revenue:	\$1,963,638
Expenses:	<u>\$2,150,843</u>
<i>Difference</i>	\$ 187,205

<u>Revenue:</u>	
Schedule 1	\$1,963,638
Total:	\$1,963,638

<u>Expenditures:</u>	
Schedule 2	\$ 279,924
Schedule 3	\$1,201,346
Schedule 4	\$ 628,988
Interest on Revenue Bond	<u>\$ 40,585</u>
Total	\$2,150,843

Conclusion

The City staff work daily to maintain and enhance the infrastructure that serves our customers. The AMI system is of benefit to the customers of the City electric and water systems.

Based upon the City's review of the AMI project and the information currently available to the City, and as confirmed by the McKinley Cooper report, the AMI Fee is cost-justified in that the aggregate revenues derived from the AMI Fee are less than the aggregate expenses related to the implementation and maintenance of the AMI system. Despite this cost justification, the City Council has determined to eliminate the AMI Fee and recover the costs of the AMI system through its regular rate schedules. The City will continue to review and revise its rate structure on a going forward basis as necessary to appropriately recover the expenses of operating and maintaining its combined utility system.

Sincerely,

Kevin Bronson

EXHIBIT A

MCKINLEY COOPER REPORT

EXHIBIT B

DEBT SERVICE SCHEDULE FOR REVENUE BOND

Jun 18, 2015 9:45 am Prepared by BB&T Governmental Finance (Finance 7.005 Westminster (City), SC:ISSUER01-REV08) Page 1

Bond Debt Service
City of Westminster, SC Customer # 9940002246 NAICS: 921140
Revenue Bond(Water/Sewer Rev Bond for Automated Read Meters) Contract No. 00008
Dated Date 7/1/2015
Delivery Date 7/1/2015

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
7/1/2015						1,000,000.00	1,000,000.00
7/29/2015	16,114.22	1.580%	1,228.89	17,343.11		983,885.78	983,885.78
8/29/2015	16,047.66	1.580%	1,295.45	17,343.11		967,838.12	967,838.12
9/29/2015	16,068.79	1.580%	1,274.32	17,343.11		951,769.33	951,769.33
10/29/2015	16,089.95	1.580%	1,253.16	17,343.11		935,679.38	935,679.38
11/29/2015	16,111.13	1.580%	1,231.98	17,343.11		919,568.25	919,568.25
12/29/2015	16,132.35	1.580%	1,210.76	17,343.11		903,435.90	903,435.90
1/29/2016	16,153.59	1.580%	1,189.52	17,343.11		887,282.31	887,282.31
2/29/2016	16,174.86	1.580%	1,168.26	17,343.11		871,107.46	871,107.46
3/29/2016	16,196.15	1.580%	1,146.96	17,343.11		854,911.30	854,911.30
4/29/2016	16,217.48	1.580%	1,125.63	17,343.11		838,693.83	838,693.83
5/29/2016	16,238.83	1.580%	1,104.28	17,343.11		822,455.00	822,455.00
6/29/2016	16,260.21	1.580%	1,082.90	17,343.11		806,194.78	806,194.78
6/30/2016					208,117.33	806,194.78	806,194.78
7/29/2016	16,281.62	1.580%	1,061.49	17,343.11		789,913.16	789,913.16
8/29/2016	16,303.06	1.580%	1,040.05	17,343.11		773,610.11	773,610.11
9/29/2016	16,324.52	1.580%	1,018.59	17,343.11		757,285.58	757,285.58
10/29/2016	16,346.02	1.580%	997.09	17,343.11		740,939.56	740,939.56
11/29/2016	16,367.54	1.580%	975.57	17,343.11		724,572.02	724,572.02
12/29/2016	16,389.09	1.580%	954.02	17,343.11		708,182.93	708,182.93
1/29/2017	16,410.67	1.580%	932.44	17,343.11		691,772.26	691,772.26
2/28/2017	16,432.28	1.580%	910.83	17,343.11		675,339.98	675,339.98
3/29/2017	16,453.91	1.580%	889.20	17,343.11		658,886.07	658,886.07
4/29/2017	16,475.58	1.580%	867.53	17,343.11		642,410.49	642,410.49
5/29/2017	16,497.27	1.580%	845.84	17,343.11		625,913.22	625,913.22
6/29/2017	16,518.99	1.580%	824.12	17,343.11		609,394.23	609,394.23
6/30/2017					208,117.33	609,394.23	609,394.23
7/29/2017	16,540.74	1.580%	802.37	17,343.11		592,853.49	592,853.49
8/29/2017	16,562.52	1.580%	780.59	17,343.11		576,290.97	576,290.97
9/29/2017	16,584.33	1.580%	758.78	17,343.11		559,706.64	559,706.64
10/29/2017	16,606.16	1.580%	736.95	17,343.11		543,100.48	543,100.48
11/29/2017	16,628.03	1.580%	715.08	17,343.11		526,472.45	526,472.45
12/29/2017	16,649.92	1.580%	693.19	17,343.11		509,822.53	509,822.53
1/29/2018	16,671.84	1.580%	671.27	17,343.11		493,150.68	493,150.68
2/28/2018	16,693.80	1.580%	649.32	17,343.11		476,456.89	476,456.89
3/29/2018	16,715.78	1.580%	627.33	17,343.11		459,741.11	459,741.11
4/29/2018	16,737.79	1.580%	605.33	17,343.11		443,003.33	443,003.33
5/29/2018	16,759.82	1.580%	583.29	17,343.11		426,243.50	426,243.50
6/29/2018	16,781.89	1.580%	561.22	17,343.11		409,461.61	409,461.61
6/30/2018					208,117.33	409,461.61	409,461.61
7/29/2018	16,803.99	1.580%	539.12	17,343.11		392,657.63	392,657.63
8/29/2018	16,826.11	1.580%	517.00	17,343.11		375,831.52	375,831.52
9/29/2018	16,848.27	1.580%	494.84	17,343.11		358,983.25	358,983.25
10/29/2018	16,870.45	1.580%	472.66	17,343.11		342,112.80	342,112.80
11/29/2018	16,892.66	1.580%	450.45	17,343.11		325,220.14	325,220.14
12/29/2018	16,914.90	1.580%	428.21	17,343.11		308,305.23	308,305.23

Bond Debt Service

City of Westminster, SC Customer # 9940002246 NAICS: 921140

Revenue Bond(Water/Sewer Rev Bond for Automated Read Meters) Contract No. 00008

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
1/29/2019	16,937.18	1.580%	405.94	17,343.11		291,368.06	291,368.06
2/28/2019	16,959.48	1.580%	383.63	17,343.11		274,408.58	274,408.58
3/29/2019	16,981.81	1.580%	361.30	17,343.11		257,426.78	257,426.78
4/29/2019	17,004.17	1.580%	338.95	17,343.11		240,422.61	240,422.61
5/29/2019	17,026.55	1.580%	316.56	17,343.11		223,396.06	223,396.06
6/29/2019	17,048.97	1.580%	294.14	17,343.11		206,347.08	206,347.08
6/30/2019					208,117.33	206,347.08	206,347.08
7/29/2019	17,071.42	1.580%	271.69	17,343.11		189,275.66	189,275.66
8/29/2019	17,093.90	1.580%	249.21	17,343.11		172,181.76	172,181.76
9/29/2019	17,116.40	1.580%	226.71	17,343.11		155,065.36	155,065.36
10/29/2019	17,138.94	1.580%	204.17	17,343.11		137,926.42	137,926.42
11/29/2019	17,161.51	1.580%	181.60	17,343.11		120,764.91	120,764.91
12/29/2019	17,184.10	1.580%	159.01	17,343.11		103,580.81	103,580.81
1/29/2020	17,206.73	1.580%	136.38	17,343.11		86,374.08	86,374.08
2/29/2020	17,229.38	1.580%	113.73	17,343.11		69,144.69	69,144.69
3/29/2020	17,252.07	1.580%	91.04	17,343.11		51,892.62	51,892.62
4/29/2020	17,274.79	1.580%	68.33	17,343.11		34,617.84	34,617.84
5/29/2020	17,297.53	1.580%	45.58	17,343.11		17,320.31	17,320.31
6/29/2020	17,320.31	1.580%	22.81	17,343.11			
6/30/2020					208,117.33		
	1,000,000.00		40,586.65	1,040,586.65	1,040,586.65		

EXHIBIT C

BRONSON NOTES

**Independent Accountant's Report on
Applying Agreed-Upon Procedures**

To City Council and Management
City of Westminster
Westminster, South Carolina 29693

We have performed the procedures, as outlined in the engagement letter to the City of Westminster. These procedures were agreed to by the City Council and City management. This engagement to apply agreed-upon procedures was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the management of the City of Westminster. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The requirements, procedures, and associated findings are as follows:

Requirement: To agree the revenue amounts listed in Schedule 1 to the amounts recorded to the AMI revenue account in the City's audited trail balance.

Management Representation: The trial balances provided by the City are true and accurate accounting records of the City.

Procedures: Accountant agreed the amounts listed in Schedule 1 to the AMI revenue account on the City's audited trial balance for the fiscal year ending June 30, 2016 through the fiscal year ending June 30, 2021 verifying that the account title and dollar amount agreed to the City accounting records. As there has been no independent audit of the financial statements since the period ending June 30, 2021, accountant agreed the AMI revenue listed on Schedule 1 for the period July 1, 2021 through February 28, 2022 to the City's unaudited trial balance.

Results: No exceptions were found. The AMI revenue recorded by the City is summarized in Schedule 1.

Requirement: To examine invoices expensed during the fiscal years ended June 30, 2019, 2020, 2021, and the six-months ended December 31, 2021, that are provided by the City and verify the vendor name, invoice date and invoice amount.

Management Representation: The invoices provided by the City are true and accurate copies of original invoices that were paid by the City in connection with the City's advanced metering infrastructure ("AMI") project.



Procedures: Accountant examined copies of invoices agreeing the date, invoice amount and vendor to the City's summary listing.

Results: No exceptions were found. The list of invoices examined are listed in Schedule 2 attached.

Requirement: To agree the total amounts listed in Schedule 3 to the total amounts recorded to the AMI expense account in the City's detail general ledger and to the City's audited trial balance.

Management Representation: The general ledger and trial balances provided by the City are true and accurate accounting records of the City.

Procedures: Accountant agreed the expense account totals to the City's detail general ledger and audited trial balance verifying that the account title and dollar amount agreed to the City accounting records.

Results: No exceptions were found. The expense account titles and total dollar amount by fiscal year are listed in Schedule 3 attached.

Requirement: To agree cost of payroll and benefits from the City payroll history registers for the period July 1, 2015 to February 14, 2022 the total amounts listed in Schedule 4 for 5 City employees. To recalculate total payroll, and benefits.

Management Representations: The payroll history registers provided by the City are true and accurate payroll records of the City. The percentage of employee payroll and benefits allocated to the AMI project represent the City's best estimate based on the assigned duties of each individual employee. Estimated cost of health benefits is based on current PEBA rates, as health cost information is not readily available for prior years.

Procedures: Accountant agreed the salary/wage amount, the employer tax amount, and the employer retirement amount for each employee to the City Payroll History Register for the period July 1, 2015 to February 14, 2022. Accountant agreed insurance rate used for employees to the "PEBA 2022 Monthly insurance premiums for active employees" schedule which is available at PEBA website. Accountant recalculated totals.

Results: No exceptions were found. This information is summarized in Schedule 4.

AMI revenues	Schedule 1	<u>\$ 1,963,638</u>
AMI expenses - vendors	Schedules 2 and 3	
Period July 1, 2015 through June 30, 2016		\$ 995,663
Period July 1, 2016 through June 30, 2017		205,683
Period July 1, 2017 through June 30, 2018		-
Period July 1, 2018 through June 30, 2019		47,589
Period July 1, 2019 through June 30, 2020		63,375
Period July 1, 2020 through June 30, 2021		71,108
Period July 1, 2021 through December 31, 2021		97,852
		<u>\$ 1,481,270</u>
Payroll and benefits allocated	Schedule 4	<u>\$ 628,988</u>

Requirement and Procedures: To summarize debt service payments for the Combined Utility System Revenue Bond, Series 2015 from the City's audited financial statements for the period July 1, 2015 to June 30, 2020.

Results: Debt service payments consisting of principal and interest as reported in the City's audited financial statements are as follows:

Fiscal year end June 30, 2016	\$ 208,117
Fiscal year end June 30, 2017	208,117
Fiscal year end June 30, 2018	208,117
Fiscal year end June 30, 2019	208,117
Fiscal year end June 30, 2020	208,117
	<u>\$ 1,040,585</u>

We have performed the procedures, where applicable, as indicated in the agreement with management, as described in the first paragraph of this report. We were not engaged to, and did not perform an audit of the City's financial statements, internal controls, or accounts, the objective of which would be an expression of an opinion on specified elements, accounts, or items.

Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the management of the City of Westminster and specified users as approved by the City's management and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

McKinley, Cooper & Co., LLC

Greenville, South Carolina

March 2, 2022

**Schedule 1 - Attachment to Independent Accountant's Report
on Applying Agreed-Upon Procedures**

	AMI Revenue Reported
Fiscal yearend June 30, 2016	\$ 286,718.00
Fiscal yearend June 30, 2017	287,890
Fiscal yearend June 30, 2018	299,290
Fiscal yearend June 30, 2019	299,579
Fiscal yearend June 30, 2020	288,784
Fiscal yearend June 30, 2021	299,355
Period July 1, 2021 through February 28, 2022	202,022
	<u>\$ 1,963,638</u>

Schedule 2 - Attachment to Independent Accountant's Report on Applying Agreed-Upon Procedures - Invoices Examined

Vendor	Date	Amount
Consolidated Pipe & Supply	7/19/2018	\$ 1,520.57
Consolidated Pipe & Supply	7/19/2018	542.30
Consolidated Pipe & Supply	7/19/2018	7,696.70
Consolidated Pipe & Supply	7/30/2018	9,326.52
Consolidated Pipe & Supply	7/30/2018	2,067.00
Consolidated Pipe & Supply	8/3/2018	106.00
Consolidated Pipe & Supply	8/3/2018	106.00
Consolidated Pipe & Supply	8/10/2018	598.90
Consolidated Pipe & Supply	8/16/2018	2,067.00
Consolidated Pipe & Supply	9/21/2018	412.34
Consolidated Pipe & Supply	9/27/2018	307.82
Consolidated Pipe & Supply	9/24/2018	190.80
Consolidated Pipe & Supply	10/5/2018	4,134.00
Consolidated Pipe & Supply	11/7/2018	323.30
Consolidated Pipe & Supply	11/9/2018	676.28
Master Meter	12/18/2018	750.00
Itron	12/12/2018	1,168.13
Itron	2/19/2019	1,311.00
Consolidated Pipe & Supply	4/11/2019	4,441.40
Consolidated Pipe & Supply	4/11/2019	4,500.97
Consolidated Pipe & Supply	5/23/2019	2,067.00
Consolidated Pipe & Supply	6/27/2019	3,275.40
TOTAL for period July 2018 through June 2019		<u>\$ 47,589.43</u>

Vendor	Date	Amount
Consolidated Pipe & Supply	7/1/2019	\$ 792.88
Consolidated Pipe & Supply	7/10/2019	1,562.44
Consolidated Pipe & Supply	7/25/2019	949.76
Consolidated Pipe & Supply	7/25/2019	954.00
Consolidated Pipe & Supply	8/15/2019	1,717.20
Consolidated Pipe & Supply	8/15/2019	2,329.80
Consolidated Pipe & Supply	8/23/2019	4,986.24
Consolidated Pipe & Supply	9/6/2019	455.00
Line Equipment Sales Co.	9/4/2019	3,820.38
Line Equipment Sales Co.	9/11/2019	57.66
Line Equipment Sales Co.	9/11/2019	788.11
Consolidated Pipe & Supply	9/17/2019	4,521.96
Consolidated Pipe & Supply	10/10/2019	6,572.00
Consolidated Pipe & Supply	10/18/2019	4,744.00
Consolidated Pipe & Supply	10/18/2019	73.00
Consolidated Pipe & Supply	11/1/2019	4,284.00

(continued)

Schedule 2 - Attachment to Independent Accountant's Report on Applying Agreed-Upon Procedures - Invoices Examined (continued)

Consolidated Pipe & Supply	11/14/2019	2,067.00
Consolidated Pipe & Supply	11/18/2019	159.00
Consolidated Pipe & Supply	11/26/2019	1,717.00
Itron	12/12/2019	2,288.00
Master Meter	12/18/2019	750.00
Consolidated Pipe & Supply	12/19/2019	4,432.00
Consolidated Pipe & Supply	1/20/2019	82.00
Consolidated Pipe & Supply	1/23/2019	2,531.00
Consolidated Pipe & Supply	2/6/2019	231.00
Consolidated Pipe & Supply	3/27/2020	147.00
Consolidated Pipe & Supply	4/8/2020	2,741.10
Consolidated Pipe & Supply	4/6/2020	159.00
Consolidated Pipe & Supply	5/14/2020	50.88
Consolidated Pipe & Supply	5/14/2020	3,551.38
Consolidated Pipe & Supply	6/4/2020	2,976.48
Consolidated Pipe & Supply	6/10/2020	884.00
TOTAL for period July 2019 through June 2020		<u>\$ 63,375.27</u>

Vendor	Date	Amount
Consolidated Pipe & Supply	7/16/2020	\$ 1,473.40
Consolidated Pipe & Supply	7/16/2020	699.60
Consolidated Pipe & Supply	7/16/2020	1,778.68
Consolidated Pipe & Supply	7/16/2020	621.16
Consolidated Pipe & Supply	7/16/2020	1,492.48
Consolidated Pipe & Supply	7/16/2020	1,615.44
Consolidated Pipe & Supply	7/16/2020	1,535.94
Consolidated Pipe & Supply	7/16/2020	1,662.08
Consolidated Pipe & Supply	7/21/2020	6,074.86
Consolidated Pipe & Supply	8/4/2020	260.76
Consolidated Pipe & Supply	8/4/2020	260.76
Consolidated Pipe & Supply	8/6/2020	2,276.88
Consolidated Pipe & Supply	8/7/2020	949.76
Consolidated Pipe & Supply	8/13/2020	1,240.20
Consolidated Pipe & Supply	8/13/2020	1,240.20
Consolidated Pipe & Supply	8/13/2020	368.88
Consolidated Pipe & Supply	8/13/2020	4,402.18
Consolidated Pipe & Supply	9/17/2020	5,567.12
Consolidated Pipe & Supply	9/17/2020	17.91
Consolidated Pipe & Supply	9/20/2020	1,052.00
Consolidated Pipe & Supply	12/9/2020	1,844.40
Consolidated Pipe & Supply	12/9/2020	6,614.40
Itron	12/12/2020	2,402.49
Itron	12/12/2020	1,114.63
Itron	12/12/2020	1,287.86
Consolidated Pipe & Supply	2/3/2021	7,685.00
Consolidated Pipe & Supply	2/19/2021	1,411.92

(continued)

Schedule 2 - Attachment to Independent Accountant's Report on Applying Agreed-Upon Procedures - Invoices Examined (continued)

Consolidated Pipe & Supply	3/29/2021	4,588.70
Consolidated Pipe & Supply	4/1/2021	652.96
Consolidated Pipe & Supply	4/2/2021	1,473.40
Consolidated Pipe & Supply	4/8/2021	221.20
Consolidated Pipe & Supply	6/9/2021	2,789.50
Consolidated Pipe & Supply	6/10/2021	2,215.40
Consolidated Pipe & Supply	6/18/2021	2,215.40
TOTAL for period July 2020 through June 2021		\$ 71,107.55

Vendor	Date	Amount
Consolidated Pipe & Supply	7/26/2021	\$ 3,105.80
Consolidated Pipe & Supply	7/26/2021	2,575.80
Consolidated Pipe & Supply	7/29/2021	5,332.12
Consolidated Pipe & Supply	8/5/2021	544.84
Consolidated Pipe & Supply	8/5/2021	3,381.40
Consolidated Pipe & Supply	8/12/2021	5,789.70
Consolidated Pipe & Supply	8/23/2021	11,074.50
Consolidated Pipe & Supply	8/30/2021	10,502.60
Consolidated Pipe & Supply	9/2/2021	63.60
Consolidated Pipe & Supply	9/2/2021	2,809.00
Consolidated Pipe & Supply	9/10/2021	3,911.40
Consolidated Pipe & Supply	9/10/2021	368.80
Consolidated Pipe & Supply	9/17/2021	1,908.00
Consolidated Pipe & Supply	11/3/2021	4,960.80
Consolidated Pipe & Supply	11/4/2021	1,461.53
Consolidated Pipe & Supply	11/4/2021	8,737.47
Consolidated Pipe & Supply	11/10/2021	41.33
Consolidated Pipe & Supply	11/10/2021	203.52
Consolidated Pipe & Supply	11/10/2021	111.30
Consolidated Pipe & Supply	11/10/2021	3,297.66
Consolidated Pipe & Supply	11/18/2021	85.86
Consolidated Pipe & Supply	11/18/2021	5,291.52
Consolidated Pipe & Supply	11/18/2021	5,291.52
Consolidated Pipe & Supply	11/29/2021	9,063.00
Consolidated Pipe & Supply	12/2/2021	1,454.40
Consolidated Pipe & Supply	12/2/2021	5,132.50
Itron	12/12/2021	1,352.25
TOTAL for period July 2021 through December 2021		\$ 97,852.22

**Schedule 3 - Attachment to Independent Accountant's Report
on Applying Agreed-Upon Procedures**

<u>Fiscal Yearend</u>	<u>General Ledger AMI Expenses</u>	
June 30, 2016	\$	995,663
June 30, 2017	\$	205,683
June 30, 2018	\$	-

Schedule 4 - Attachment to Independent Accountant's Report on Applying
Agreed-Upon Procedures

Wages Allocated	Employer Tax	Employer Retirement	Employer Health Insurance	Total Allocated
\$ 450,604	\$ 32,729	\$ 60,805	\$ 84,850	\$ 628,988

**Independent Accountant's Report on
Applying Agreed-Upon Procedures**

To City Council and Management
City of Westminster
Westminster, South Carolina 29693

We have performed the procedures, as outlined in the engagement letter to the City of Westminster. These procedures were agreed to by the City Council and City management. This engagement to apply agreed-upon procedures was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the management of the City of Westminster. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The requirements, procedures, and associated findings are as follows:

Requirement: To agree the revenue amounts listed in Schedule 1 to the amounts recorded to the AMI revenue account in the City's audited trial balance.

Management Representation: The trial balances provided by the City are true and accurate accounting records of the City.

Procedures: Accountant agreed the amounts listed in Schedule 1 to the AMI revenue account on the City's audited trial balance for the fiscal year ending June 30, 2016 through the fiscal year ending June 30, 2021 verifying that the account title and dollar amount agreed to the City accounting records. As there has been no independent audit of the financial statements since the period ending June 30, 2021, accountant agreed the AMI revenue listed on Schedule 1 for the period July 1, 2021 through February 28, 2022 to the City's unaudited trial balance.

Results: No exceptions were found. The AMI revenue recorded by the City is summarized in Schedule 1.

Requirement: To examine invoices expensed during the fiscal years ended June 30, 2019, 2020, 2021, and the six-months ended December 31, 2021, that are provided by the City and verify the vendor name, invoice date and invoice amount.

Management Representation: The invoices provided by the City are true and accurate copies of original invoices that were paid by the City in connection with the City's advanced metering infrastructure ("AMI") project.

Members
American Institute of Certified Public Accountants
S.C. Association of Certified Public Accountants



Procedures: Accountant examined copies of invoices agreeing the date, invoice amount and vendor to the City's summary listing.

Results: No exceptions were found. The list of invoices examined are listed in Schedule 2 attached.

Requirement: To agree the total amounts listed in Schedule 3 to the total amounts recorded to the AMI expense account in the City's detail general ledger and to the City's audited trial balance.

Management Representation: The general ledger and trial balances provided by the City are true and accurate accounting records of the City.

Procedures: Accountant agreed the expense account totals to the City's detail general ledger and audited trial balance verifying that the account title and dollar amount agreed to the City accounting records.

Results: No exceptions were found. The expense account titles and total dollar amount by fiscal year are listed in Schedule 3 attached.

Requirement: To agree cost of payroll and benefits from the City payroll history registers for the period July 1, 2015 to February 14, 2022 the total amounts listed in Schedule 4 for 5 City employees. To recalculate total payroll, and benefits.

Management Representations: The payroll history registers provided by the City are true and accurate payroll records of the City. The percentage of employee payroll and benefits allocated to the AMI project represent the City's best estimate based on the assigned duties of each individual employee. Estimated cost of health benefits is based on current PEBA rates, as health cost information is not readily available for prior years.

Procedures: Accountant agreed the salary/wage amount, the employer tax amount, and the employer retirement amount for each employee to the City Payroll History Register for the period July 1, 2015 to February 14, 2022. Accountant agreed insurance rate used for employees to the "PEBA 2022 Monthly insurance premiums for active employees" schedule which is available at PEBA website. Accountant recalculated totals.

Results: No exceptions were found. This information is summarized in Schedule 4.

AMI revenues	Schedule 1	<u>\$ 1,963,638</u>
AMI expenses - vendors	Schedules 2 and 3	
Period July 1, 2015 through June 30, 2016		\$ 995,663
Period July 1, 2016 through June 30, 2017		205,683
Period July 1, 2017 through June 30, 2018		-
Period July 1, 2018 through June 30, 2019		47,589
Period July 1, 2019 through June 30, 2020		63,375
Period July 1, 2020 through June 30, 2021		71,108
Period July 1, 2021 through December 31, 2021		<u>97,852</u>
		<u>\$ 1,481,270</u>
Payroll and benefits allocated	Schedule 4	<u>\$ 628,988</u>

Requirement and Procedures: To summarize debt service payments for the Combined Utility System Revenue Bond, Series 2015 from the City's audited financial statements for the period July 1, 2015 to June 30, 2020.

Results: Debt service payments consisting of principal and interest as reported in the City's audited financial statements are as follows:

Fiscal year end June 30, 2016	\$ 208,117
Fiscal year end June 30, 2017	208,117
Fiscal year end June 30, 2018	208,117
Fiscal year end June 30, 2019	208,117
Fiscal year end June 30, 2020	208,117
	<u>\$ 1,040,585</u>

We have performed the procedures, where applicable, as indicated in the agreement with management, as described in the first paragraph of this report. We were not engaged to, and did not perform an audit of the City's financial statements, internal controls, or accounts, the objective of which would be an expression of an opinion on specified elements, accounts, or items.

Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the management of the City of Westminster and specified users as approved by the City's management and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

McKinley, Cooper & Co., LLC

Greenville, South Carolina

March 2, 2022

**Schedule 1 - Attachment to Independent Accountant's Report
on Applying Agreed-Upon Procedures**

	AMI Revenue Reported
Fiscal yearend June 30, 2016	\$ 286,718.00
Fiscal yearend June 30, 2017	287,890
Fiscal yearend June 30, 2018	299,290
Fiscal yearend June 30, 2019	299,579
Fiscal yearend June 30, 2020	288,784
Fiscal yearend June 30, 2021	299,355
Period July 1, 2021 through February 28, 2022	<u>202,022</u>
	<u><u>\$ 1,963,638</u></u>

Schedule 2 - Attachment to Independent Accountant's Report on Applying Agreed-Upon Procedures - Invoices Examined

Vendor	Date	Amount
Consolidated Pipe & Supply	7/19/2018	\$ 1,520.57
Consolidated Pipe & Supply	7/19/2018	542.30
Consolidated Pipe & Supply	7/19/2018	7,696.70
Consolidated Pipe & Supply	7/30/2018	9,326.52
Consolidated Pipe & Supply	7/30/2018	2,067.00
Consolidated Pipe & Supply	8/3/2018	106.00
Consolidated Pipe & Supply	8/3/2018	106.00
Consolidated Pipe & Supply	8/10/2018	598.90
Consolidated Pipe & Supply	8/16/2018	2,067.00
Consolidated Pipe & Supply	9/21/2018	412.34
Consolidated Pipe & Supply	9/27/2018	307.82
Consolidated Pipe & Supply	9/24/2018	190.80
Consolidated Pipe & Supply	10/5/2018	4,134.00
Consolidated Pipe & Supply	11/7/2018	323.30
Consolidated Pipe & Supply	11/9/2018	676.28
Master Meter	12/18/2018	750.00
Itron	12/12/2018	1,168.13
Itron	2/19/2019	1,311.00
Consolidated Pipe & Supply	4/11/2019	4,441.40
Consolidated Pipe & Supply	4/11/2019	4,500.97
Consolidated Pipe & Supply	5/23/2019	2,067.00
Consolidated Pipe & Supply	6/27/2019	3,275.40
TOTAL for period July 2018 through June 2019		\$ 47,589.43

Vendor	Date	Amount
Consolidated Pipe & Supply	7/1/2019	\$ 792.88
Consolidated Pipe & Supply	7/10/2019	1,562.44
Consolidated Pipe & Supply	7/25/2019	949.76
Consolidated Pipe & Supply	7/25/2019	954.00
Consolidated Pipe & Supply	8/15/2019	1,717.20
Consolidated Pipe & Supply	8/15/2019	2,329.80
Consolidated Pipe & Supply	8/23/2019	4,986.24
Consolidated Pipe & Supply	9/6/2019	455.00
Line Equipment Sales Co.	9/4/2019	3,820.38
Line Equipment Sales Co.	9/11/2019	57.66
Line Equipment Sales Co.	9/11/2019	788.11
Consolidated Pipe & Supply	9/17/2019	4,521.96
Consolidated Pipe & Supply	10/10/2019	6,572.00
Consolidated Pipe & Supply	10/18/2019	4,744.00
Consolidated Pipe & Supply	10/18/2019	73.00
Consolidated Pipe & Supply	11/1/2019	4,284.00

(continued)

Schedule 2 - Attachment to Independent Accountant's Report on Applying Agreed-Upon Procedures - Invoices Examined (continued)

Consolidated Pipe & Supply	Meters, meter	11/14/2019	2,067.00
Consolidated Pipe & Supply	yokes, couplings	11/18/2019	159.00
Consolidated Pipe & Supply		11/26/2019	1,717.00
Itron		12/12/2019	2,288.00
Master Meter	Contract/Support	12/18/2019	750.00
Consolidated Pipe & Supply		12/19/2019	4,432.00
Consolidated Pipe & Supply	Meter	1/20/2019	82.00
Consolidated Pipe & Supply	encoder,	1/23/2019	2,531.00
Consolidated Pipe & Supply	meter ERTs,	2/6/2019	231.00
Consolidated Pipe & Supply	meter	3/27/2020	147.00
Consolidated Pipe & Supply	washers/	4/8/2020	2,741.10
Consolidated Pipe & Supply	adapters	4/6/2020	159.00
Consolidated Pipe & Supply		5/14/2020	50.88
Consolidated Pipe & Supply		5/14/2020	3,551.38
Consolidated Pipe & Supply		6/4/2020	2,976.48
Consolidated Pipe & Supply		6/10/2020	884.00
TOTAL for period July 2019 through June 2020			\$ 63,375.27

Vendor	Date	Amount
Consolidated Pipe & Supply	7/16/2020	\$ 1,473.40
Consolidated Pipe & Supply	7/16/2020	699.60
Consolidated Pipe & Supply	7/16/2020	1,778.68
Consolidated Pipe & Supply	7/16/2020	621.16
Consolidated Pipe & Supply	7/16/2020	1,492.48
Consolidated Pipe & Supply	7/16/2020	1,615.44
Consolidated Pipe & Supply	7/16/2020	1,535.94
Consolidated Pipe & Supply	7/16/2020	1,662.08
Consolidated Pipe & Supply	7/21/2020	6,074.86
Consolidated Pipe & Supply	8/4/2020	260.76
Consolidated Pipe & Supply	8/4/2020	260.76
Consolidated Pipe & Supply	8/6/2020	2,276.88
Consolidated Pipe & Supply	8/7/2020	949.76
Consolidated Pipe & Supply	8/13/2020	1,240.20
Consolidated Pipe & Supply	8/13/2020	1,240.20
Consolidated Pipe & Supply	8/13/2020	368.88
Consolidated Pipe & Supply	8/13/2020	4,402.18
Consolidated Pipe & Supply	9/17/2020	5,567.12
Consolidated Pipe & Supply	9/17/2020	17.91
Consolidated Pipe & Supply	9/20/2020	1,052.00
Consolidated Pipe & Supply	12/9/2020	1,844.40
Consolidated Pipe & Supply	12/9/2020	6,614.40
Itron	12/12/2020	2,402.49
Itron	12/12/2020	1,114.63
Itron	12/12/2020	1,287.86
Consolidated Pipe & Supply	2/3/2021	7,685.00
Consolidated Pipe & Supply	2/19/2021	1,411.92

(continued)

Schedule 2 - Attachment to Independent Accountant's Report on Applying Agreed-Upon Procedures - Invoices Examined (continued)

Consolidated Pipe & Supply	Meter	3/29/2021	4,588.70
Consolidated Pipe & Supply	yokes/clamps,	4/1/2021	652.96
Consolidated Pipe & Supply	valves, Meter	4/2/2021	1,473.40
Consolidated Pipe & Supply	ERTs/seals	4/8/2021	221.20
Consolidated Pipe & Supply		6/9/2021	2,789.50
Consolidated Pipe & Supply		6/10/2021	2,215.40
Consolidated Pipe & Supply		6/18/2021	2,215.40
TOTAL for period July 2020 through June 2021			\$ 71,107.55

Vendor		Date	Amount
Consolidated Pipe & Supply		7/26/2021	\$ 3,105.80
Consolidated Pipe & Supply		7/26/2021	2,575.80
Consolidated Pipe & Supply		7/29/2021	5,332.12
Consolidated Pipe & Supply		8/5/2021	544.84
Consolidated Pipe & Supply		8/5/2021	3,381.40
Consolidated Pipe & Supply		8/12/2021	5,789.70
Consolidated Pipe & Supply		8/23/2021	11,074.50
Consolidated Pipe & Supply		8/30/2021	10,502.60
Consolidated Pipe & Supply		9/2/2021	63.60
Consolidated Pipe & Supply	Meter yokes,	9/2/2021	2,809.00
Consolidated Pipe & Supply	meters, meter	9/10/2021	3,911.40
Consolidated Pipe & Supply	box/clamps,	9/10/2021	368.80
Consolidated Pipe & Supply	meter washer,	9/17/2021	1,908.00
Consolidated Pipe & Supply	meter key, meter	11/3/2021	4,960.80
Consolidated Pipe & Supply	valves, adapters	11/4/2021	1,461.53
Consolidated Pipe & Supply		11/4/2021	8,737.47
Consolidated Pipe & Supply		11/10/2021	41.33
Consolidated Pipe & Supply		11/10/2021	203.52
Consolidated Pipe & Supply		11/10/2021	111.30
Consolidated Pipe & Supply		11/10/2021	3,297.66
Consolidated Pipe & Supply		11/18/2021	85.86
Consolidated Pipe & Supply		11/18/2021	5,291.52
Consolidated Pipe & Supply		11/18/2021	5,291.52
Consolidated Pipe & Supply		11/29/2021	9,063.00
Consolidated Pipe & Supply		12/2/2021	1,454.40
Consolidated Pipe & Supply		12/2/2021	5,132.50
ltron	Contract/Support	12/12/2021	1,352.25
TOTAL for period July 2021 through December 2021			\$ 97,852.22

**Schedule 3 - Attachment to Independent Accountant's Report
on Applying Agreed-Upon Procedures**

<u>Fiscal Yearend</u>	<u>General Ledger AMI Expenses</u>	
June 30, 2016	\$	995,663
June 30, 2017	\$	205,683
June 30, 2018	\$	-

**Schedule 4 - Attachment to Independent Accountant's Report on Applying
Agreed-Upon Procedures**

Wages		Employer		Total Allocated
Allocated	Employer Tax	Employer Retirement	Health Insurance	
\$ 450,604	\$ 32,729	\$ 60,805	\$ 84,850	\$ 628,988

Includes:

Two (2) meter readers

Two (2) Customer Service Representatives

One (1) Electric Supervisor

Over the period from July 2015 thru February 2022.

**MINUTES
WESTMINSTER CITY COUNCIL
Budget Workshop Meeting
Westminster Depot
Tuesday, March 8, 2022**

The City Council of the City of Westminster met in a special called meeting on Tuesday, March 8, 2022 at 4:00 pm with Mayor Brian Ramey presiding. Those in attendance were:

Brian Ramey

Jimmy Powell

Dale Glymph

City Administrator, Kevin Bronson
City Clerk, Rebecca Overton
Utility Director, Leigh Baker
Police Chief, Matt Patterson
Fire Chief, Michael Smith
Members of the public and press

Notice of the meeting and the agenda was posted on 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 4:00 pm.

Expenditure Review Part 2

Mr. Bronson presented Council with a PowerPoint presentation reviewing the expenditures for the General Fund, Solid Waste Fund, Youth Recreation Fund, and Hospitality/Accommodation Tax Funds. He stated that the purpose of these workshops was to get Council input and work that into a balanced budget.

Mr. Bronson asked Council if they had an idea of how much they wanted to give in special allocations from the Hospitality Tax Fund. Mayor Ramey expressed that he would like the target amount not to exceed \$40,000.00. Mr. Bronson noted that increases have been put in place for Referee expenses and that the current Recreation budget absorbed those costs.

Chief Patterson advised Council he was not asking for any additional Officers for the upcoming year but noted that he was requesting 2 new vehicles due to some serious issues with a couple of the older model vehicles.

Chief Smith advised Council he would like to see additional full time staff in order to reduce call back time. He stated he also would be needing to replace a vehicle.

Leigh Baker advised Council that the Solid Waste Fund would soon be in need of a Garbage truck.

Attached is the presentation for the record.

Adjourn

Upon a motion by Mayor Ramey and seconded by Mr. Glymph, the motion ***to adjourn the meeting at 5:15 pm*** passed unanimously.

(Minutes prepared by Rebecca Overton)

Mayor Brian Ramey

Date

March 8, 2022

Budget Workshop

Fiscal Year 2022-2023
(FY2023)

Expenditure Review, Part 2
General Fund, et al

Westminster, South Carolina



Gateway to the Mountain Lakes Region

Schedule of events

- **Expenditure Review Part 1 - February 8, 2022**
 - Utility Fund
 - Electric
 - Water
 - Water Plant
 - Sewer
- **Expenditure Review Part 2 – March 8, 2022**
 - General Fund
 - Solid Waste Fund
 - Youth Recreation Fund
 - Hospitality and Accommodations Tax Fund
- **Revenue Review – April 12, 2022**
- **City Council Budget Workshop – April 26, 2022**
- **Public Hearing and 1st Reading – May 17, 2022**
- **2nd Reading – June 14, 2022**



Gateway to the Mountain Lakes Region

Six year History



Gateway to the Mountain Lakes Region

	2017	2018	2019	2020	2021	2022
General Fund	\$ 3,337,590	\$ 2,202,145	\$ 1,888,300	\$ 1,848,524	\$ 1,879,685	\$ 2,001,573
Solid Waste	\$ 340,261	\$ 320,686	\$ 415,390	\$ 323,506	\$ 500,393	\$ 447,486
Youth Recreation Fund	\$ 431,195	\$ 370,137	\$ 611,922	\$ 267,258	\$ 342,642	\$ 519,869
Fire Department 1% Fund	\$ 11,012	\$ 4,850	\$ 3,754	\$ 3,292	\$ 1,455	\$ 14,500
Local Development Corp	\$ 23,330		\$ 3,780	\$ 40,502	\$ 33,072	\$ 16,500
Hospitality Fund	\$ 105,500	\$ 68,211	\$ 65,265	\$ 79,978	\$ 143,202	\$ 431,221*
Local Accomodation	\$ 3,200	\$ -	\$ -	\$ -	\$ -	\$ 6,300
Total	\$ 4,252,088	\$ 2,966,028	\$ 2,988,411	\$ 2,563,060	\$ 2,900,449	\$ 3,437,449

* FY2022 Htax fund balance allocation of \$266,121



Gateway to the Mountain Lakes Region

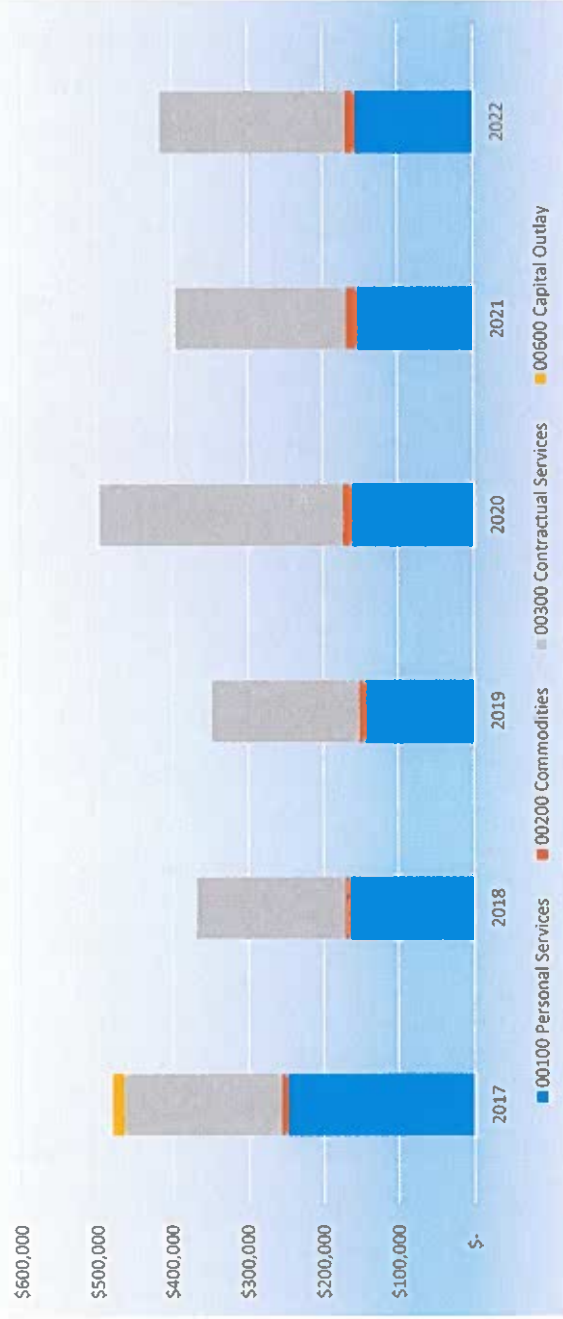
General Fund, General Government



Gateway to the Mountain Lakes Region

100 ADMINISTRATION	2017	2018	2019	2020	2021	2022
00100 Personal Services	\$ 246,551	\$ 161,918	\$ 141,812	\$ 159,313	\$ 151,945	\$ 154,754
00200 Commodities	\$ 9,736	\$ 8,936	\$ 9,620	\$ 13,438	\$ 16,082	\$ 14,150
00300 Contractual Services	\$ 208,980	\$ 196,312	\$ 195,455	\$ 323,668	\$ 225,751	\$ 246,100
00600 Capital Outlay	\$ 14,537	\$ -	\$ -	\$ -	\$ -	\$ -
Total ADMINISTRATION	\$ 479,803	\$ 367,165	\$ 346,887	\$ 496,419	\$ 393,778	\$ 415,004

Adminstration



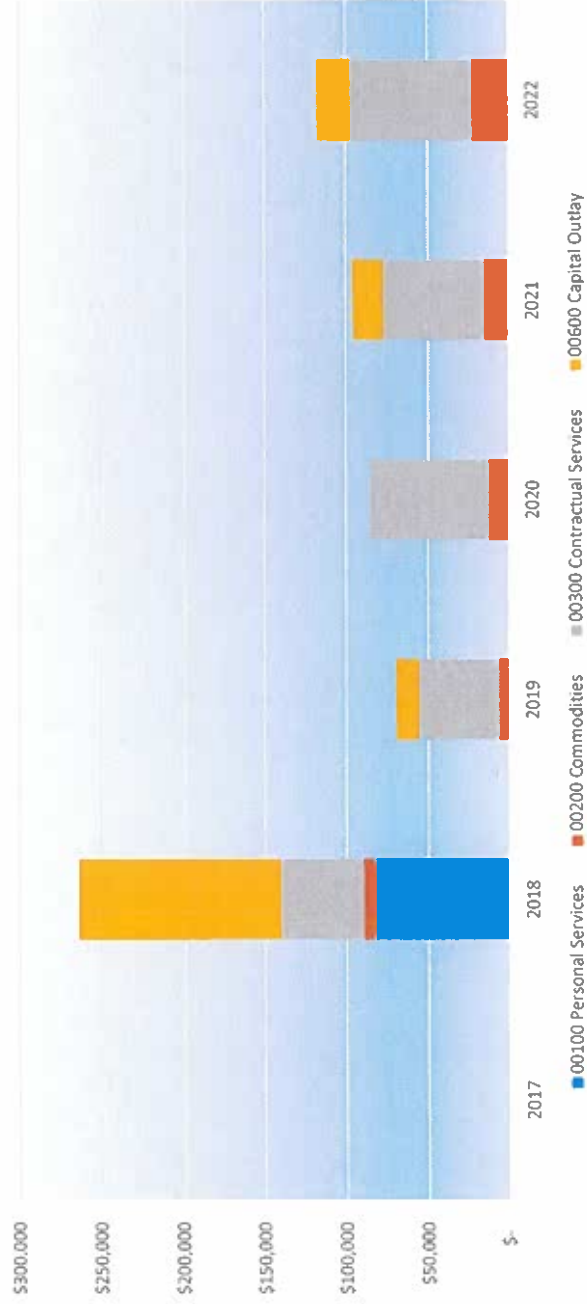
Administration



Gateway to the Mountain Lakes Region

600 PUBLIC WORKS	2017	2018	2019	2020	2021	2022
00100 Personal Services	\$ -	\$ 81,557	\$ -	\$ -	\$ -	\$ -
00200 Commodities	\$ -	\$ 7,999	\$ 6,006	\$ 11,911	\$ 14,869	\$ 21,900
00300 Contractual Services	\$ -	\$ 50,559	\$ 49,291	\$ 73,846	\$ 61,993	\$ 75,400
00600 Capital Outlay	\$ -	\$ 123,799	\$ 14,148	\$ -	\$ 18,457	\$ 20,000
Total PUBLIC WORKS		\$ 263,914	\$ 69,446	\$ 85,757	\$ 95,319	\$ 117,300

Public Works

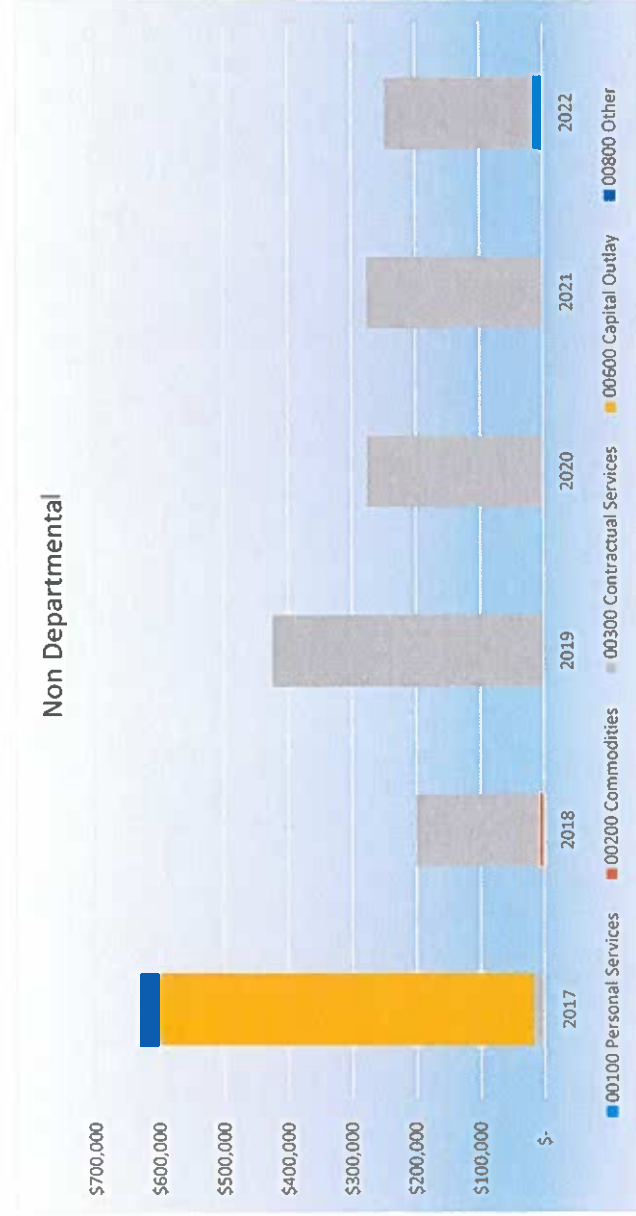


Public Works



Gateway to the Mountain Lakes Region

700 NON DEPARTMENTAL	2017	2018	2019	2020	2021	2022
00100 Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
00200 Commodities	\$ 1,033	\$ 5,842	\$ 595	\$ -	\$ 500	\$ 500
00300 Contractual Services	\$ 17,246	\$ 193,358	\$ 425,099	\$ 275,196	\$ 273,883	\$ 230,801
00600 Capital Outlay	\$ 584,592			\$ -	\$ -	\$ -
00800 Other	\$ 28,700	\$ -		\$ -	\$ -	\$ -
Total NON DEPARTMENTAL	\$ 631,571	\$ 199,200	\$ 425,694	\$ 275,196	\$ 274,383	\$ 246,301



Non Departmental



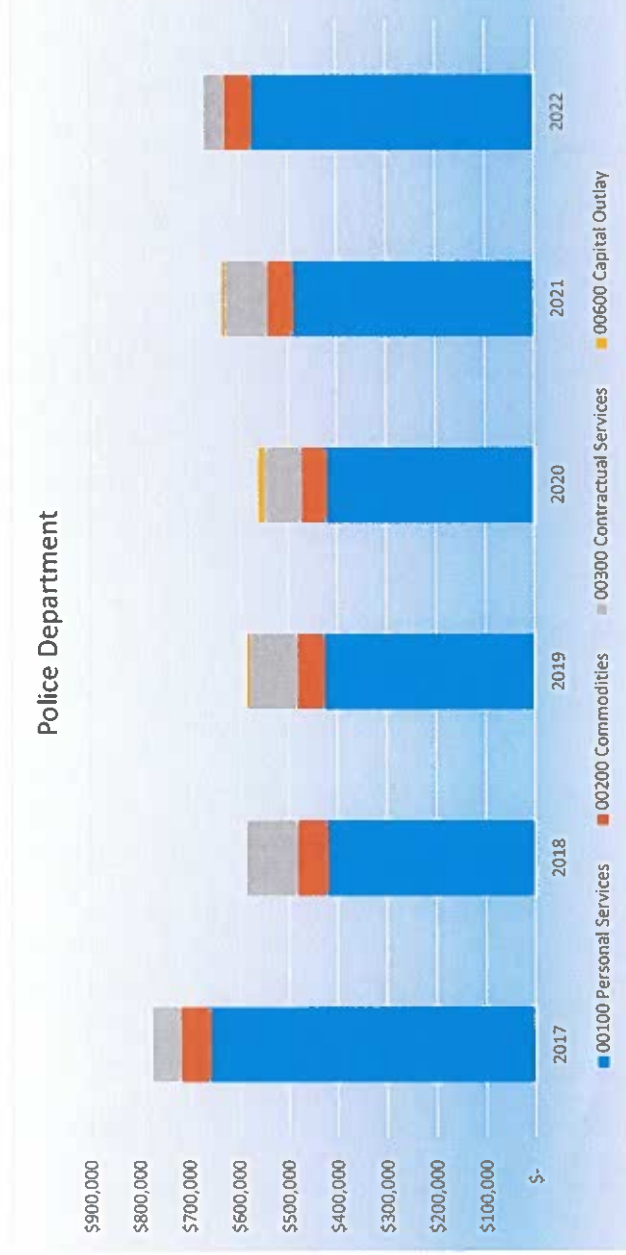
Gateway to the Mountain Lakes Region

Public Safety



Gateway to the Mountain Lakes Region

300 POLICE	2017	2018	2019	2020	2021	2022
00100 Personal Services	\$ 657,124	\$ 418,422	\$ 423,898	\$ 418,751	\$ 487,378	\$ 570,778
00200 Commodities	\$ 61,442	\$ 61,960	\$ 56,458	\$ 52,139	\$ 52,192	\$ 57,000
00300 Contractual Services	\$ 57,464	\$ 103,508	\$ 98,134	\$ 77,334	\$ 90,975	\$ 39,787
00600 Capital Outlay	\$ -	\$ -	\$ 3,352	\$ 10,168	\$ 2,400	\$ -
Total POLICE	\$ 776,030	\$ 583,890	\$ 581,841	\$ 558,392	\$ 632,945	\$ 667,565



Police Department

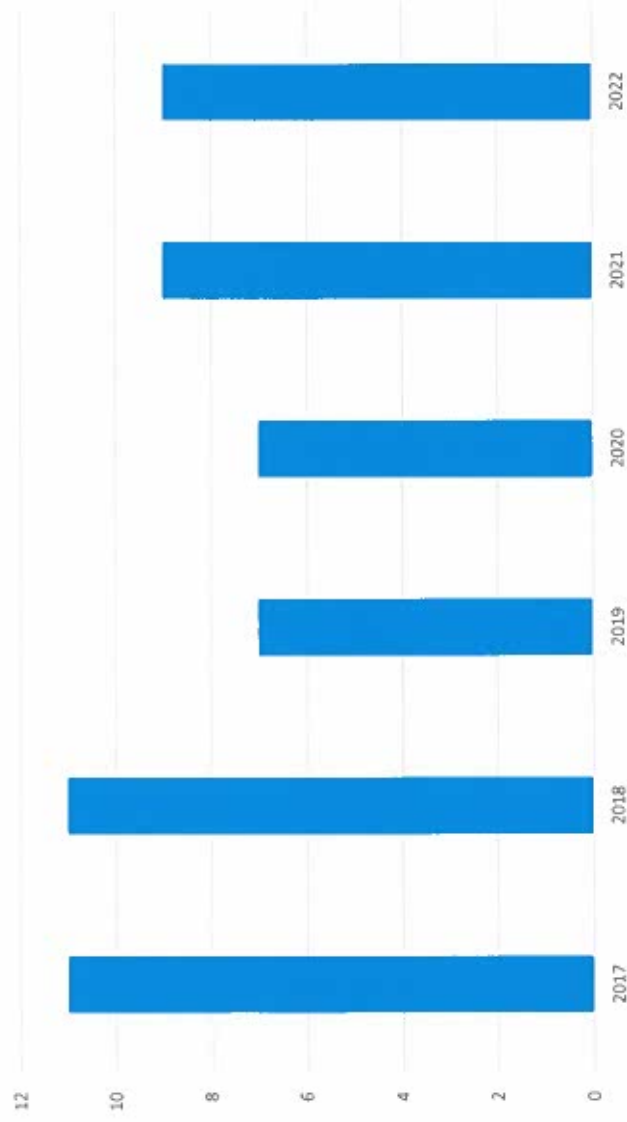


Officer Staffing



Gateway to the Mountain Lakes Region

Police Department FTE's



Police Department

Police Department Vehicles



Gateway to the Mountain Lakes Region

WESTMINSTER POLICE DEPARTMENT VEHICLE INVENTORY				
YEAR	MAKE	MODEL	MILEAGE	PURPOSE
2013	CHEV	TAHOE	132,720	LIEUTENANT, DRIVEN DAILY
2013	CHEV	TAHOE	126,870	ROAD PATROL, DRIVEN DAILY
2013	CHEV	TAHOE	118,891	ROAD PATROL, DRIVEN DAILY
2016	DODGE	CHARGER	79,335	ROAD PATROL, DRIVEN DAILY
2016	DODGE	CHARGER	78,024	ROAD PATROL, DRIVEN DAILY
2013	CHEV	TAHOE	113,656	ROAD PATROL, DRIVEN DAILY
2016	DODGE	CHARGER	78,526	ROAD PATROL, DRIVEN DAILY
2010	FORD	CR. VIC	INOPERABLE	ROAD PATROL, DRIVEN DAILY
2010	FORD	CR. VIC	INOPERABLE	ROAD PATROL, SPARE VEHICLE
2008	DODGE	CHARGER	165,435	ROAD PATROL SPARE VEHICLE
2011	FORD	F-250	149,064	CHIEF OF POLICE, DRIVEN DAILY

Police Department



Calls for Service

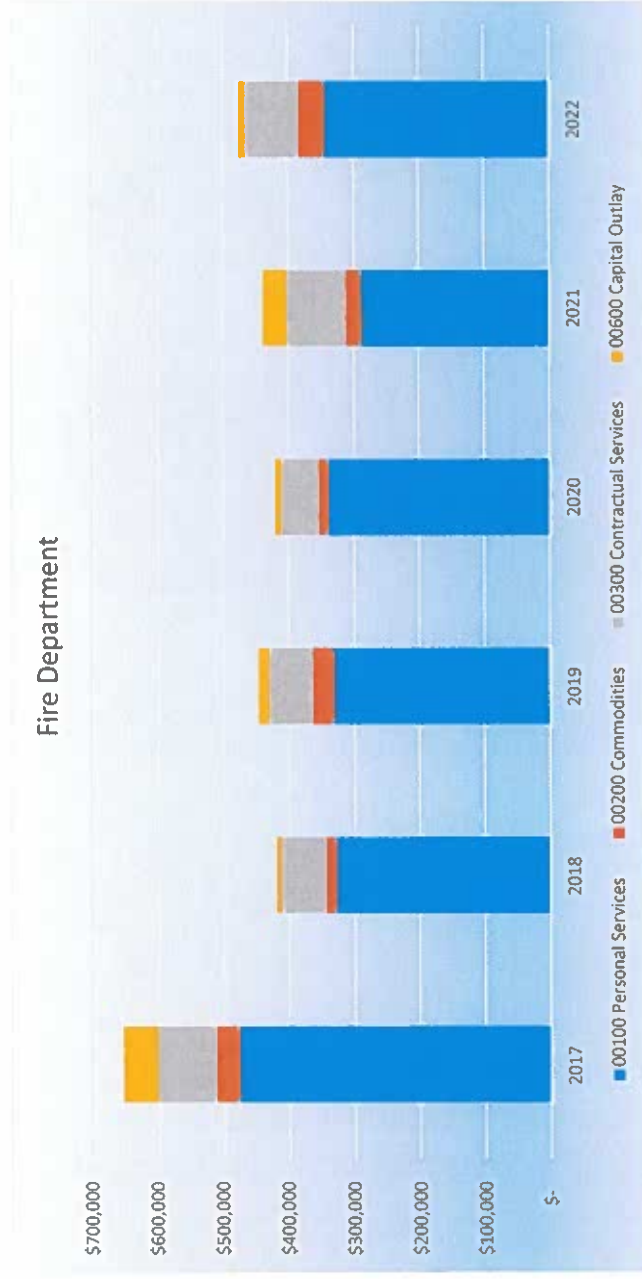
Year	Westminster Police Department Calls for Service	Oconee County Sheriff's Office Calls for Service in Westminster City
2017	4,480	903
2018	3,431	1,245
2019	3,497	1,319
2020	3,172	1,395
2021	3,562	1,193

Police Department



Gateway to the Mountain Lakes Region

200 FIRE DEPARTMENT	2017	2018	2019	2020	2021	2022
00100 Personal Services	\$ 473,958	\$ 326,335	\$ 329,362	\$ 337,998	\$ 287,765	\$ 342,881
00200 Commodities	\$ 36,715	\$ 17,106	\$ 33,329	\$ 14,851	\$ 24,013	\$ 39,600
00300 Contractual Services	\$ 90,641	\$ 67,426	\$ 66,555	\$ 57,172	\$ 89,750	\$ 82,500
00600 Capital Outlay	\$ 52,317	\$ 6,571	\$ 15,999	\$ 8,379	\$ 35,766	\$ 9,275
Total FIRE DEPARTMENT	\$ 653,631	\$ 417,438	\$ 445,245	\$ 418,400	\$ 437,293	\$ 474,256



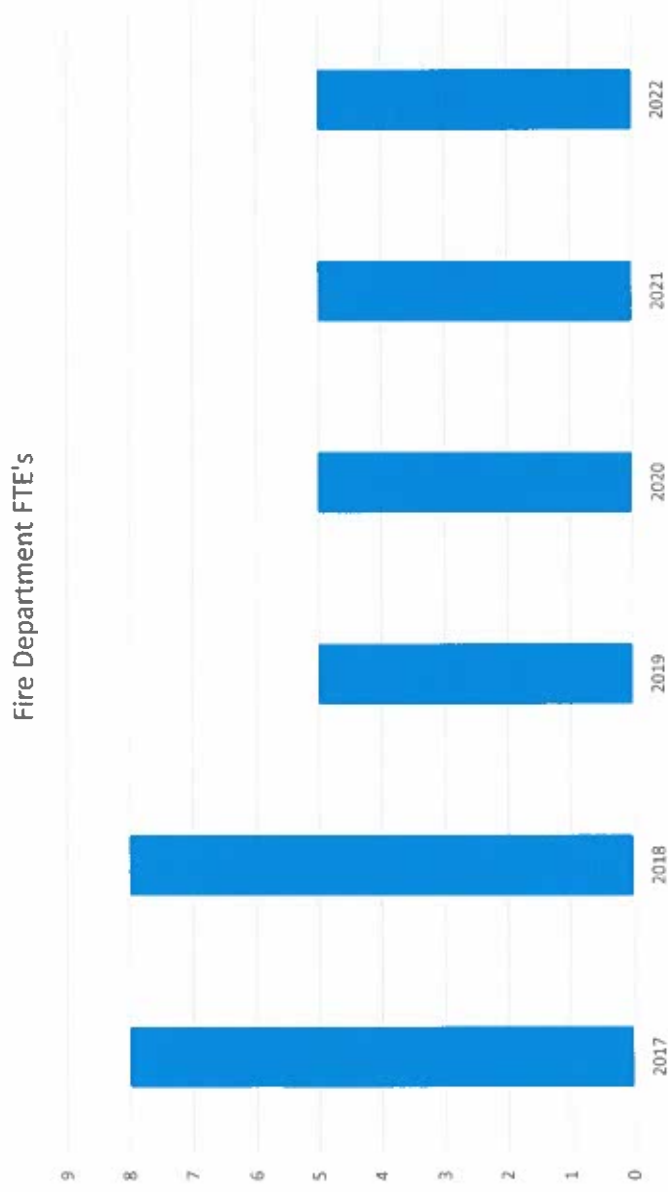
Fire Department

Firefighter Staffing

Note:
2021 responded
to 644 calls



Gateway to the Mountain Lakes Region



Fire Department

Fire Department Funding



Gateway to the Mountain Lakes Region

	2018	2019	2020	2021	2022
City	\$ 119,764	\$ 183,642	\$ 215,848	\$ 152,293	\$ 189,256
County	<u>\$ 285,000</u>	<u>\$ 285,000</u>	<u>\$ 285,000</u>	<u>\$ 285,000</u>	<u>\$ 285,000</u>
	\$ 404,764	\$ 468,642	\$ 500,848	\$ 437,293	\$ 474,256

¹⁾2018-2021 actual, audited

²⁾2022 budgeted

³⁾ County Funding @ \$285,000/year began in FY2012



Fire Department Equipment

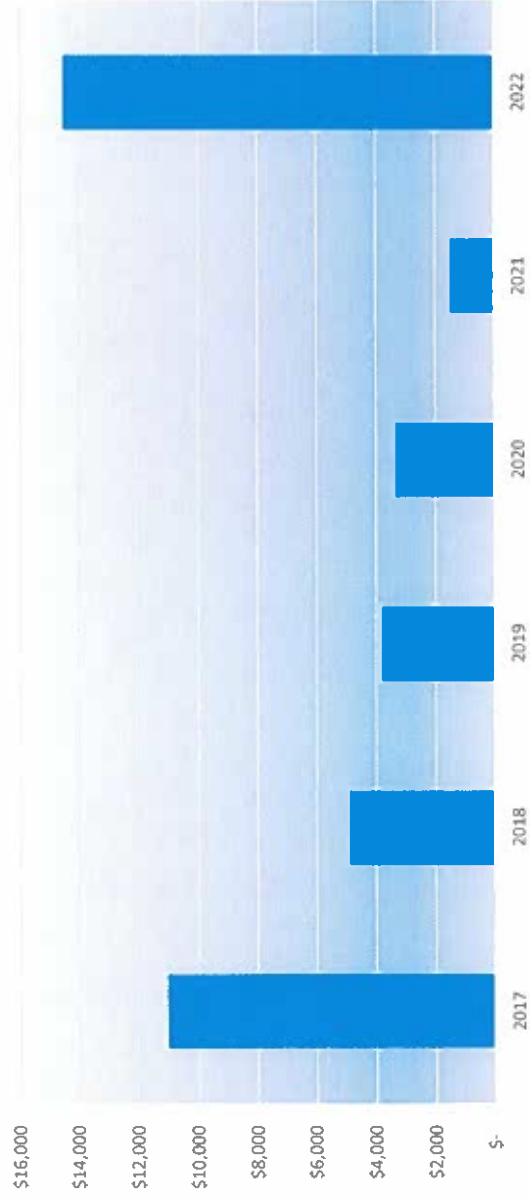
Equipment	Mileage	Useful life	Condition	Notes
Engine-61				
Sutphen, 2005 Custom Pumper	30,523	20	Good	new light bar in 2022, could not replace due to age
Engine-62				
Sutphen, 2009 Custom Pumper	26,487	20	Good	new front end due to accident, transmission recently repaired
Service Truck-65				
1996 Ford E-350 Box Truck	10,738		Good	spare ladder truck, subject to ISO certification, driven least
Brush - 6				
2011 Chevrolet 2500 HD 4x4	97,877		Good	purchased used, functional with low service needs
Chief - 6				
2012 Ford Expedition 4x4	84,865		Poor	multiple service needs each year
Car - 6				
2006 Ford Crown Vic	104,499		Poor	needs replacement or taken out of service
Squad - 6				
2011 Ford F-150 P/U Extended Cab 4x4	56,196		Good	needs seat replacement



040 FIRE DEPARTMENT 1% FUND

005 EXPENSE	2017	2018	2019	2020	2021	2022
00515 Expense	\$ 11,012	\$ 4,850	\$ 3,754	\$ 3,292	\$ 1,455	\$ 14,500
Total EXPENSE	\$ 11,012	\$ 4,850	\$ 3,754	\$ 3,292	\$ 1,455	\$ 14,500
Total FIRE DEPARTMENT 1% FUND	\$ 11,012	\$ 4,850	\$ 3,754	\$ 3,292	\$ 1,455	\$ 14,500

Fire 1%

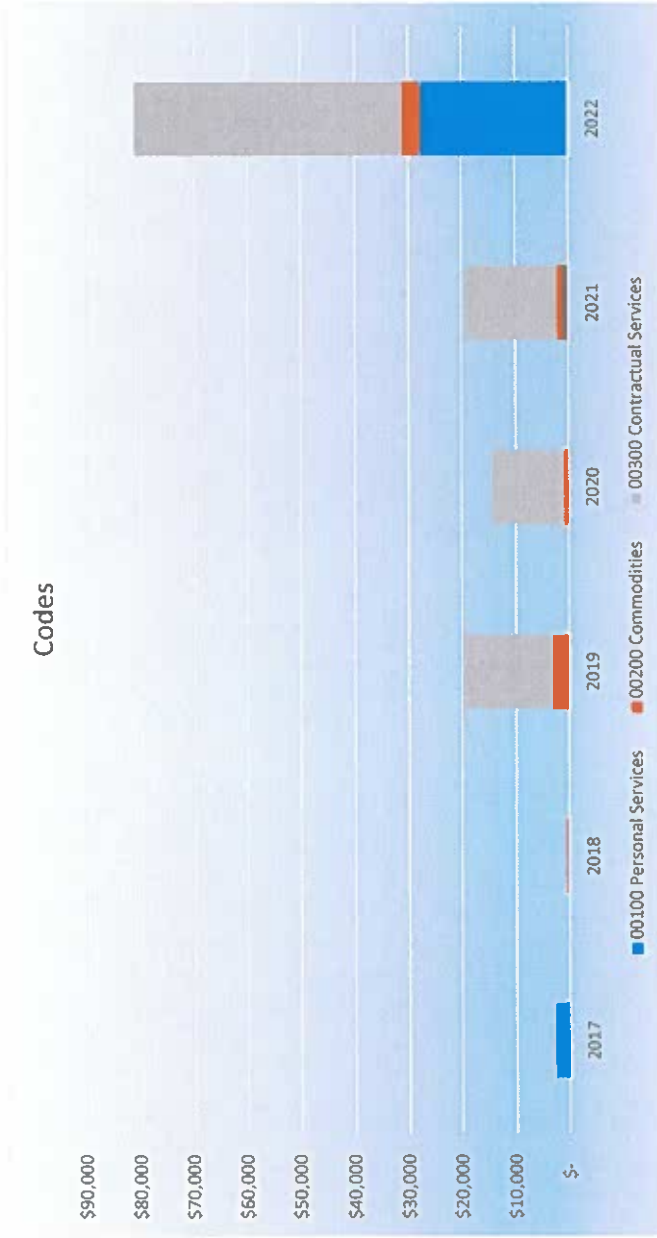


Fire 1% Fund



Gateway to the Mountain Lakes Region

500 CODES	2017	2018	2019	2020	2021	2022
00100 Personal Services	\$ 2,506		\$ -	\$ -	\$ 402	\$ 27,597
00200 Commodities	\$ -	\$ 401	\$ 2,955	\$ 975	\$ 1,710	\$ 3,550
00300 Contractual Services	\$ 217		\$ 16,232	\$ 13,385	\$ 17,006	\$ 50,000
Total CODES	\$ 2,723	\$ 401	\$ 19,187	\$ 14,360	\$ 19,118	\$ 81,147



Code Enforcement

Looking at Cost-to-Serve for Public Safety

2021	Expense	Revenue
Police	\$578,480	\$2,224,826 General Fund All Revenue
Fire	\$432,582	(\$851,226) Transfers In - htax (\$50,000); state grants (\$306,120) and WUD (\$495,106)
(deduct County funding)	(\$285,000)	(\$285,000) Oconee County (Fire designated)
Codes	<u>\$18,554</u>	
Total	\$744,616	\$1,088,600 General Revenue
Rev minus exp	\$343,984	
Transfer to Solid Waste	\$86,392	
Transfer to Recreation	<u>\$187,491</u>	
other uses	\$70,101	

2021 Audited, final

The idea: use general taxes, fees, etc. to fund Public Safety (a cost-to-serve method)

Looking at Cost-to-Serve for Public Safety

2022	Expense	Revenue
Police	\$667,565	\$2,200,134 General Fund All Revenue
Fire	\$474,256	(\$558,896) Transfers In - htax (\$62,600); and WUD (\$496,296)
(deduct County funding)	(\$285,000)	(\$285,000) Oconee County (Fire designated)
Codes	<u>\$81,147</u>	
Total	\$937,968	\$1,356,238 General Revenue
Rev minus exp		\$418,270
Transfer to Solid Waste		\$76,487
Transfer to Recreation		<u>\$154,314</u>
other uses		\$187,469

2022 budgeted

The idea: use general taxes, fees, etc. to fund Public Safety (a cost-to-serve method)

The value of a mil



current City millage – 99.3 mills

Westminster City Assessed and Market Values											
TAX YEAR	2016		2017		2018		2019		2020		2020
FISCAL YEAR	2017		2018		2019		2020		2021		2021
	Vehicle Ratio 6.0		Vehicle Ratio 6.0		Vehicle Ratio 6.0		Vehicle Ratio 6.0		Vehicle Ratio 6.0		Vehicle Ratio 6.0
	Reassessment Year (Delayed)		Implemented Reassessment Year								Reassessment Year (Delayed)
Property Type	Assessed Value	Market Value	Assessed Value	Market Value	Assessed Value	Market Value	Assessed Value	Market Value	Assessed Value	Market Value	Market Value
Real Property	\$ 4,796,670	\$ 106,592,667	\$ 4,773,300	\$ 106,073,333	\$ 4,827,680	\$ 107,281,778	\$ 4,919,080	\$ 109,312,889	\$ 4,898,250	\$ 108,850,000	
Personal Property/ DOR	\$ 756,535	\$ 7,205,095	\$ 755,676	\$ 7,196,914	\$ 800,824	\$ 7,626,895	\$ 737,685	\$ 7,025,571	\$ 795,284	\$ 7,574,133	
Vehicles	\$ 640,747	\$ 10,679,117	\$ 678,410	\$ 11,306,833	\$ 671,791	\$ 11,196,517	\$ 731,719	\$ 12,195,317	\$ 793,935	\$ 13,232,250	
Total	\$ 6,193,952	\$ 124,476,879	\$ 6,207,386	\$ 124,577,081	\$ 6,300,295	\$ 126,105,190	\$ 6,388,484	\$ 128,533,777	\$ 6,487,469	\$ 129,656,383	
Value of a Mill	\$ 6,194		\$ 6,207		\$ 6,300		\$ 6,388		\$ 6,487		

Source: Oconee County Auditor

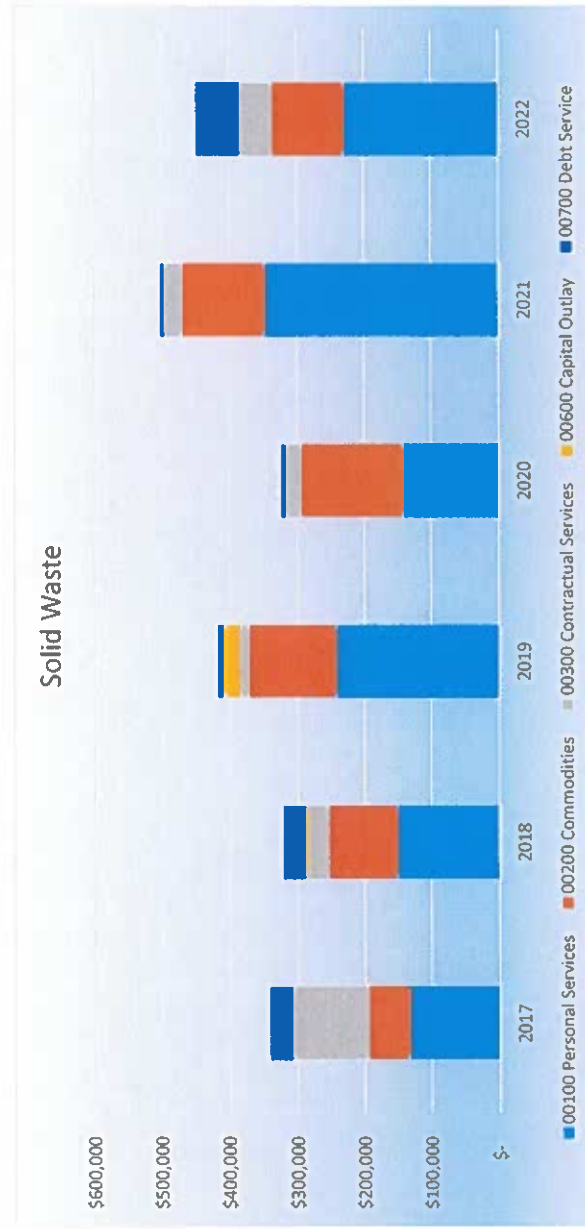


Gateway to the Mountain Lakes Region

Solid Waste



900 SOLID WASTE	2017	2018	2019	2020	2021	2022
00100 Personal Services	\$ 131,334	\$ 149,143	\$ 240,149	\$ 138,962	\$ 344,738	\$ 227,748
00200 Commodities	\$ 62,219	\$ 103,323	\$ 129,597	\$ 153,594	\$ 123,175	\$ 106,900
00300 Contractual Services	\$ 114,640	\$ 30,678	\$ 15,002	\$ 25,305	\$ 28,200	\$ 49,570
00600 Capital Outlay	\$ -	\$ 5,475	\$ 23,670	\$ -	\$ -	\$ -
00700 Debt Service	\$ 32,067	\$ 32,067	\$ 6,973	\$ 5,644	\$ 4,281	\$ 63,269
Total SOLID WASTE	\$ 340,261	\$ 320,686	\$ 415,390	\$ 323,506	\$ 500,393	\$ 447,487



Solid Waste

Solid Waste (cost-to-serve)



Gateway to the Mountain Lakes Region

FY2022 5% rate increase

Solid Waste Revenue

	2021	2022
Service Charges	\$ 389,477	\$ 365,000
Misc	\$ 5,784	\$ 6,000
Transfer from GF	<u>\$ 86,392</u>	<u>\$ 76,487</u>
	\$ 481,653	\$ 447,487

Solid Waste Expense

Personal Services	\$ 229,948	\$ 227,748
Commodities	\$ 105,881	\$ 106,900
Contractual Services	\$ 28,131	\$ 49,570
Debt service	<u>\$ 63,269</u>	<u>\$ 63,269</u>
	\$ 427,229	\$ 447,487

2021 Audited final (\$448,592 the original budgeted amount)
2022 Budgeted



Gateway to the Mountain Lakes Region

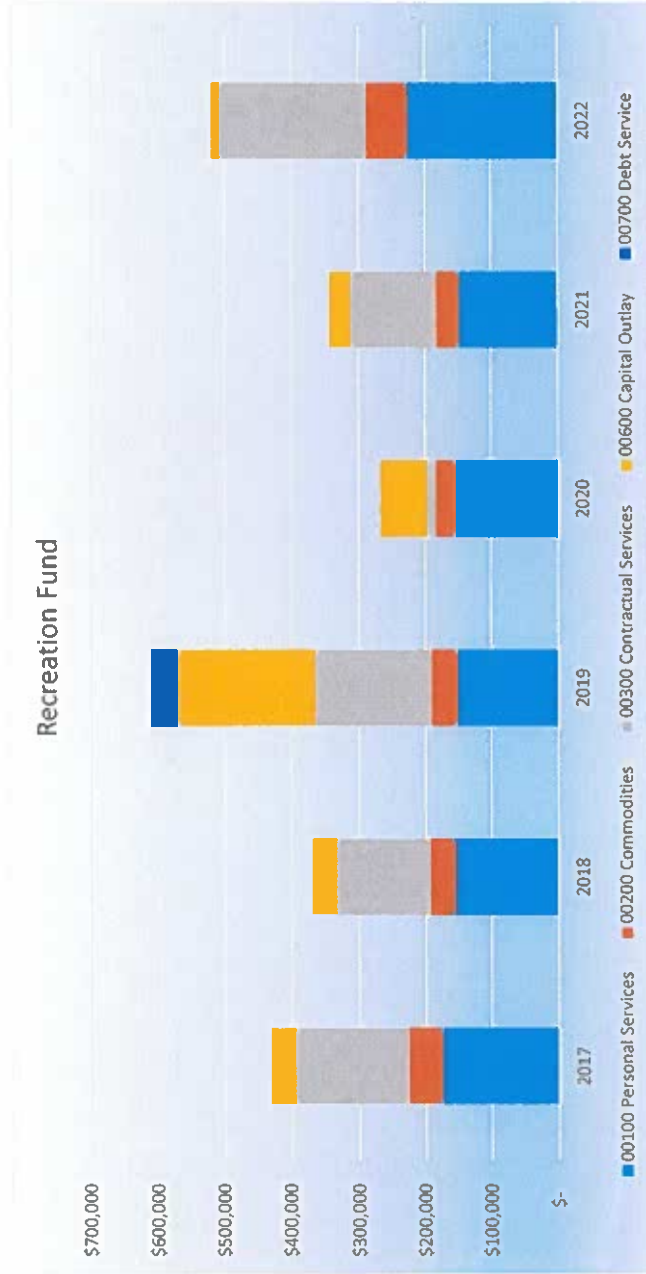
Youth Recreation Fund



Gateway to the Mountain Lakes Region

Youth Recreation Fund

050 YOUTH RECREATION FUND	2017	2018	2019	2020	2021	2022
400 RECREATION						
00100 Personal Services	\$ 174,073	\$ 154,658	\$ 150,092	\$ 152,170	\$ 147,616	\$ 226,219
00200 Commodities	\$ 52,715	\$ 38,796	\$ 41,112	\$ 31,756	\$ 34,472	\$ 61,800
00300 Contractual Services	\$ 168,208	\$ 140,881	\$ 173,722	\$ 13,500	\$ 130,037	\$ 221,850
00600 Capital Outlay	\$ 36,200	\$ 35,802	\$ 206,996	\$ 69,832	\$ 30,516	\$ 10,000
00700 Debt Service	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -
Total RECREATION	\$ 431,195	\$ 370,137	\$ 611,922	\$ 267,258	\$ 342,642	\$ 519,869



Youth Recreation



Gateway to the Mountain Lakes Region

	2021		2022		
County Allocation	\$	30,000	-8.93%	\$ 30,000	-5.77%
Fees	\$	98,939	-29.46%	\$ 200,434	-38.55%
Other	\$	12,563	-3.74%	\$ 13,500	-2.60%
Transfer from GF	\$	187,491	-55.83%	\$ 154,314	-29.68%
Transfer from Htax	\$	2,500	-0.74%	\$ 111,621	-21.47%
PARD Grant	\$	4,320	-1.29%	\$ 10,000	-1.92%
	\$	335,813	\$ (1)	\$ 519,869	\$ (1)

2021 Actual, 2022 Budget

* FY2022 Htax fund balance allocation of \$266,121



Gateway to the Mountain Lakes Region

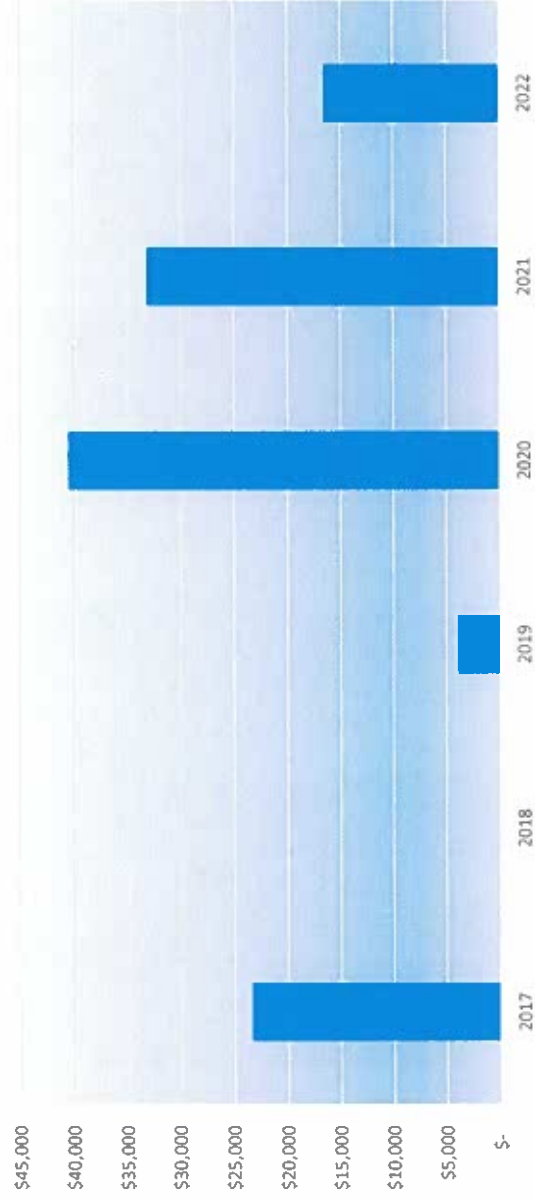
Local Development Corporation



Gateway to the Mountain Lakes Region

060 LOCAL DEVELOPMENT CORP							
700 NON DEPARTMENTAL							
00300 Contractual Services	2017	2018	2019	2020	2021	2022	
	\$ 23,330	\$	\$ 3,780	\$ 40,502	\$ 33,072	\$ 16,500	
Total NON DEPARTMENTAL	\$ 23,330	\$	\$ 3,780	\$ 40,502	\$ 33,072	\$ 16,500	
Total LOCAL DEVELOPMENT CORP	\$ 23,330	\$	\$ 3,780	\$ 40,502	\$ 33,072	\$ 16,500	

Local Development Corp



Local Development Corporation



Gateway to the Mountain Lakes Region

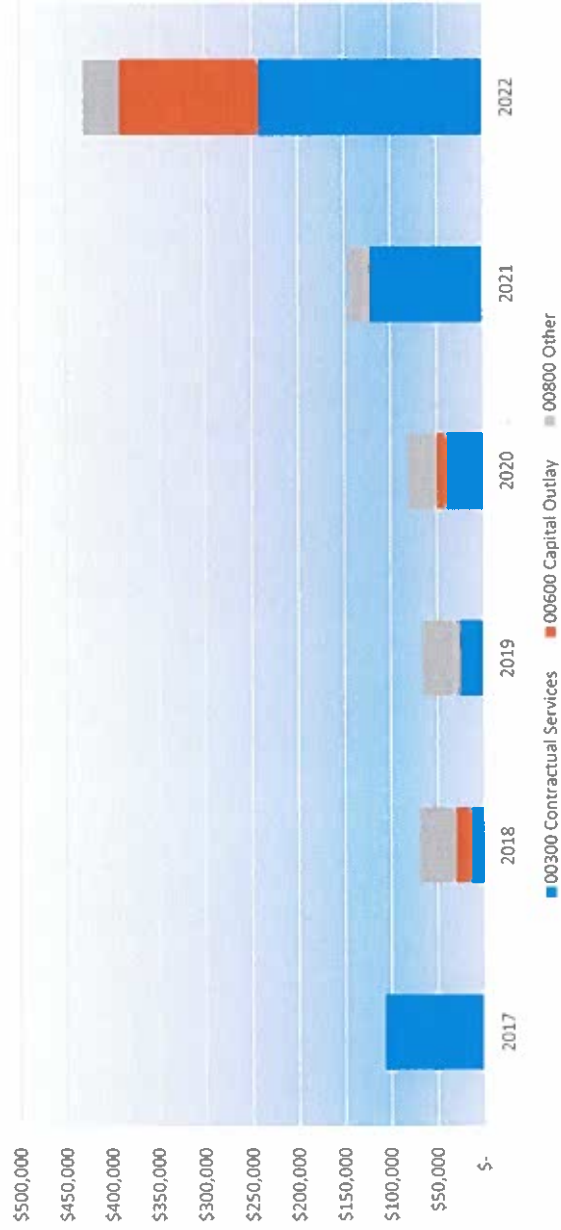
Hospitality and Accommodations Tax



Gateway to the Mountain Lakes Region

080 HOSPITALITY FUND		2017	2018	2019	2020	2021	2022
700 NON DEPARTMENTAL							
00300 Contractual Services	\$	105,500	\$ 13,176	\$ 24,912	\$ 38,227	\$ 121,325	\$ 241,221
00600 Capital Outlay	\$	-	\$ 16,735	\$ 4,053	\$ 11,450	\$ 3,278	\$ 150,000
00800 Other	\$	-	\$ 38,300	\$ 36,300	\$ 30,300	\$ 18,600	\$ 40,000
Total NON DEPARTMENTAL	\$	105,500	\$ 68,211	\$ 65,265	\$ 79,978	\$ 143,203	\$ 431,221

Hospitality Fund



* FY2022 Htax fund balance allocation of \$266,121

Hospitality Fund

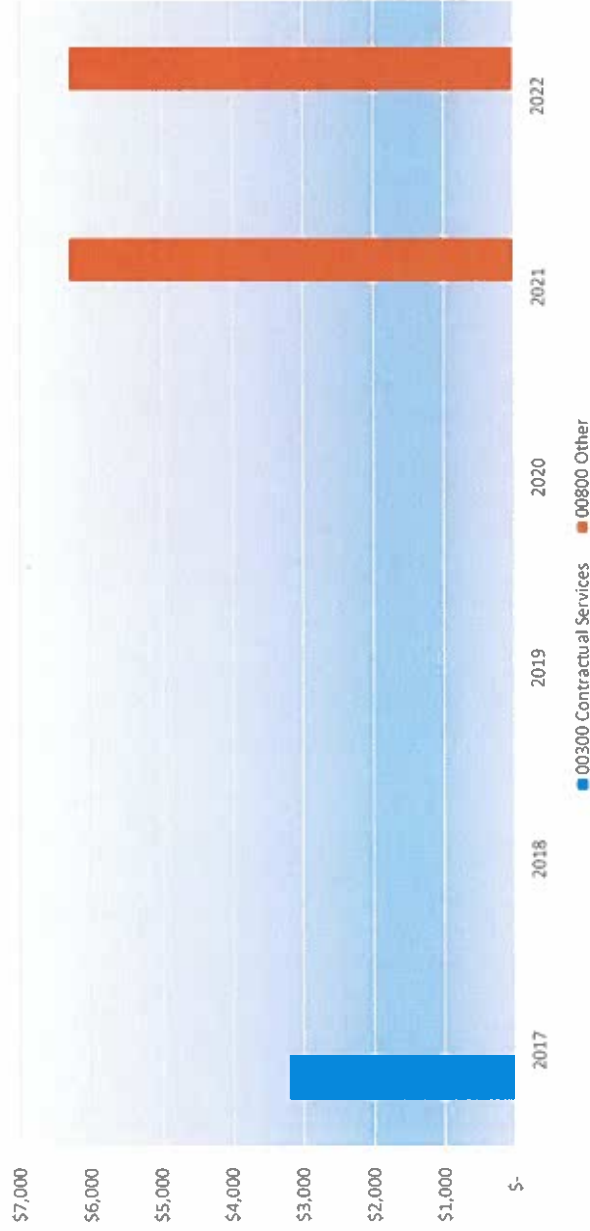


Gateway to the Mountain Lakes Region

Local Accommodation Fund

090 LOCAL ACCOMMODATION									
700 NON DEPARTMENTAL									
00300 Contractual Services	2017	2018	2019	2020	2021	2022			
	\$ 3,200	\$ -	\$ -	\$ -	\$ -	\$ -			
00800 Other	-	-	-	-	6,300	6,300			
Total NON DEPARTMENTAL	\$ 3,200	\$ -	\$ -	\$ -	\$ 6,300	\$ 6,300			
Total LOCAL ACCOMMODATION	\$ 3,200	\$ -	\$ -	\$ -	\$ 6,300	\$ 6,300			

Local Accommodation





Hospitality Tax- past special allocations

Hospitality Tax Special Allocations			
2019	2020	2021	2022
\$ 45,300	\$ 28,600	\$ 49,800	\$ 40,000



Gateway to the Mountain Lakes Region

Policy Considerations

Utility Franchise Fee Transfer

	Fee	Budget	Percentage
2019	\$336,000	\$7,154,678	4.70% (actual)
2020	\$426,909	\$6,664,432	6.41% (actual)
2021	\$495,106	\$6,631,532	7.47% (actual)
2022	\$496,296	\$7,971,746	6.22% (budgeted)



Contingency Planning



Gateway to the Mountain Lakes Region

	1% value	3% value	5% value
General Fund	\$ 22,003	\$ 66,009	\$ 110,016
Solid Waste	\$ 4,475	\$ 13,425	\$ 22,374
Youth Recreation	\$ 5,199	\$ 15,596	\$ 25,993
Hospitality Tax	\$ 1,651	\$ 4,953	\$ 8,255
Total	\$ 33,328	\$ 99,983	\$ 166,638

Calculations based on 2022 Budgeted figures

Calculating Days Cash on Hand



Gateway to the Mountain Lakes Region

	Actual 2020	Actual 2021	Budget 2022
Unassigned cash			
Governmental Funds (p13)	\$ 662,659	\$ 978,124	\$ 978,124
Solid Waste Fund (p17)	\$ 191,909	\$ 128,910	\$ 128,910
Utility Fund (p17)	\$ (166,498)	\$ (448,326)	\$ (448,326)
Unassigned cash	\$ 688,070	\$ 658,708	\$ 790,865
Expenses (p12)	\$ 8,580,478	\$ 8,851,741	\$ 10,995,175
Days per year	365	365	365
Expenses / days per year = 1 day cash equivalent	\$ 23,508	\$ 24,251	\$ 30,124
Days cash on hand	29.269	27.162	26.254

¹ Includes \$132,157 budgeted in FY2021/22 for contingency.

Days Cash on Hand-Combined Utility



PMPA Benchmarking Report 2020

(covers period from 6/30/19 to 3/31/20)

PMPA Benchmarking Report 2021

(covers period from 6/30/20 to 3/31/21)

Westminster 28

Participant 88
Participant 118
Participant 120
Participant 149
Participant 170
Participant 175
Participant 272
Participant 275
Participant 290

Westminster 79

Participant 90
Participant 95
Participant 121
Participant 136
Participant 215
Participant 215
Participant 262
Participant 293
Participant 364

NOTE:

This may be a typo:
Westminster FY2021
Audit shows a 27 day
cash on hand

Debt Service



Gateway to the Mountain Lakes Region

	Actual 2020	Actual 2021	Budget 2022	Projection 2023	Projection 2024	Projection 2025
Solid Waste Capital Lease						
Garbage Truck ¹	\$57,625	\$58,988	\$63,269	\$60,381	\$0	\$0
Knuckleboom Truck ²	\$29,347	\$30,005	\$32,067	\$30,677	\$0	\$0
	\$28,278	\$28,983	\$31,202	\$29,704	\$0	\$0
Utility Obligations						
principal - revenue bonds	\$491,953	\$302,756	\$418,908 ³	\$116,194	\$116,194	\$116,194
interest - revenue bonds	\$285,673	\$292,531	\$292,489 ³	\$0	\$0	\$0
ConservFund ⁴	\$206,280	\$10,225	\$10,225 ³	\$0	\$0	\$0
2022 utility equipment lease ⁵	\$0	\$0	\$45,000	\$45,000	\$45,000	\$45,000
	\$0	\$0	\$71,194	\$71,194	\$71,194	\$71,194
TOTAL	\$549,578	\$361,744	\$482,177	\$176,575	\$116,194	\$116,194

¹Garbage Truck lease - \$284,460. 10 yr term @2.24%. May 2013-May 2023
Knuckleboom Truck lease - \$145,000. 5 yr term @2.5%. January 2018-January 2023

²Series 2014 Waterworks System Revenue Bond April 2014-June 2022

³ConservFund Loan - \$369,947.23. 10 yr term @ 1.5%. June 2023-June 2032

⁴2022 utility equipment lease - \$503,000. Various terms, max 8 yrs @ 1.64%. Three (3) pickup trucks, one (1) brush hog, one (1) bucket truck.

Source: Westminster FY2020 Audit and FY2021 Audit (note5)

NOTE:

Correction from February 8, 2022
Budget Workshop
(debt service for knuckle boom has been corrected)

Questions...?



Gateway to the Mountain Lakes Region



Gateway to the Mountain Lakes Region

**Thank you.
The End.**

You can go home now 😊

**MINUTES
WESTMINSTER CITY COUNCIL
Regular Scheduled Meeting
Tuesday, March 8, 2022**

The City Council of the City of Westminster met in a regular scheduled meeting on Tuesday, March 8, 2022 at 6:00 pm at the Westminster Depot with Mayor Brian Ramey presiding. Those in attendance were:

Brian Ramey
Jimmy Powell

Dale Glymph
Yousef Mefleh

City Administrator, Kevin Bronson
City Clerk, Rebecca Overton
Utility Director, Leigh Baker
Police Chief, Matt Patterson
Fire Chief, Michael Smith
City Attorney, Andrew Holliday
Members of the public and press

Notice of the meeting and the agenda was posted on a window at the 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 6:00 pm.

Invocation and Pledge of Allegiance

Mr. Gabe Yoder led the Council in the invocation and pledge.

Certification of Quorum

Rebecca Overton certified a quorum.

Public Comments

Mr. Reggie Dion and Zach Sharpe of the Upper District wanted to introduce themselves to Council and stated that they were planning several events for the upcoming year. They shared that would soon begin First Fridays with the hopes of bringing in some Bands. They also shared that they would be making a request for HTAX Funds to assist with budgeting for events.

Comments from the Mayor and Council

Mayor Ramey suggested the City partnering with Keep Oconee Beautiful and participating in another spring cleanup day to be scheduled soon. He also reminded everyone

March 8, 2022

of the Birthday Celebration for the City of Westminster as the City would be celebrating 147 years.

Presentation and Recognition – Foothills Christian Basketball Team

Mayor Ramey recognized members of the Foothills Christian Basketball Team for their recent Division win. He presented members of the Team and their Coaches with recognition certificates and announced that the City wanted to celebrate with them as they were recently named the SC Association of Christian Schools Division 1A State Basketball Champions. Team members and Coaches received a loud round of applause from Council Members and members of the audience.

Old Business

1. Second Reading of Ordinance #2022-02-08-01 – An Ordinance authorizing the Mayor of the City of Westminster to serve as a member of the Oconee Joint Regional Sewer Authority Commission, South Carolina, Ex Officio and other matters related thereto.

Mr. Bronson reminded Council that the first reading of this Ordinance had passed at the February meeting and needed a second reading that will allow the Mayor to serve on the OJRSA Board.

Upon a motion by Mr. Glymph and seconded by Mr. Mefleh, the motion **to approve Ordinance #2022-02-08-01** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph	Motion	Yes
Mefleh	Second	Yes
Powell		Yes

At this time Mayor Ramey made a motion and the motion was seconded by Mr. Mefleh to **amend the agenda to move on to New Business item #2 due to item #1 being a Zoom call and would take place at a specific time of 7:30pm** and the motion passed unanimously.

Member	Motion	Vote
Ramey	Motion	Yes
Glymph		Yes
Mefleh	Second	Yes
Powell		Yes

New Business

1. Ordinance #2022-03-08-02 - An Ordinance Authorizing modifications to Westminster Code of Ordinances, Title V: Public Works, Chapter 51: Garbage and Refuse.

Mr. Bronson informed Council that the Solid Waste Ordinance governs what staff will and will not do. He stated that sometimes when staff tries best to serve the customer that their actions go against the guidelines of the Ordinance. Mr. Leigh Baker added that common issues are that there are things in the roll carts that do not belong in them and that customers mix brush with leaves causing delays in pick up times and issues with drivers and assistants having to get out of the truck to handle the issue. Mr. Bronson reminded Council that customers are only granted brush pick up once a month and that the main reason for the changes is to reduce staff time on the garbage routes and make the pick time flow more efficiently.

Upon a motion by Mr. Powell and seconded by Mr. Mefleh, the motion **to approve Ordinance #2022-03-08-02** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph		Yes
Mefleh	Second	Yes
Powell	Motion	Yes

2. Consider Swearing In Ceremony Date of Friday, May 6, 2022, 4:00 pm for newly elected Council Members of Special Election

Mr. Bronson informed Council that the results of the April 26th special election should be certified by Oconee County by April 28th and suggested swearing in the newly elected members on Friday, May 6 at 4:00 pm. This date was fine with all Council Members and did not require a vote.

3. Consider Adoption of a Resolution Electing the Standard Allowance for lost revenues under the American Rescue Plan

Mr. Bronson informed Council that there are now final rules in place on how to spend the money the City is receiving from the American Rescue Plan. He stated that the State is now offering a standard allowance that will remove the restrictions. He advised Council that the City would still have to report how the money was spent but that claiming the standard allowance would allow the City to utilize the money in the most needed areas.

Upon a motion by Mr. Mefleh and seconded by Mr. Glymph, the motion **to approve a Resolution Electing the Standard Allowance for lost revenues under the American Rescue Plan** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph	Second	Yes
Mefleh	Motion	Yes
Powell		Yes

4. Consider a Resolution Adopting the Employee Handbook

Mr. Bronson informed Council of the need to modernize the Employee Handbook using the Municipal Association guidelines. He stated that he had met with Department Heads and gotten input on changes and updates. Mr. Bronson stated that several of the things in the current employee handbook were imported into this version and several policies were modernized to fit current policies and procedures.

Upon a motion by Mr. Glymph and seconded by Mr. Mefleh, the motion ***to approve a Resolution Adopting the Employee Handbook with an effective date of March 18, 2022*** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph	Motion	Yes
Mefleh	Second	Yes
Powell		Yes

Presentation and Recognition – West-Oak High School Wrestling Team

At this time, Mayor Ramey recognized members of the West-Oak High School Wrestling Team for their recent Division win. He presented members of the Team and their Coaches with recognition certificates and announced that the City wanted to celebrate with them as they were recently named the SC Division 3A State Wrestling Champions. Team members and Coaches received a loud round of applause from Council Members and members of the audience.

5. Consider a Resolution to Adopt Standard Sanitary Sewer Specification and Standard Construction Details

Mr. Bronson advised Council on the importance of having standards and specifications for sewer construction and maintenance. He stated that this Resolution and the details in the specifications would allow the City to enforce the guidelines.

Upon a motion by Mr. Mefleh and seconded by Mr. Glymph the motion **to approve a Resolution to Adopt Standard Sanitary Sewer Specifications and Standard Construction Details** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph	Second	Yes
Mefleh	Motion	Yes
Powell		Yes

6. Bid Award for Hall Street Water Line Replacement

Mr. Bronson informed Council that the bid process for replacing approximately 3,005 feet of water line on Hall Street as complete. He present the lowest bid for the project was from Arrowood General Contracting, Inc. at \$356,070.00 and suggested approving this bid so work can begin. This project will be funded with the State ARP Funds.

Upon a motion by Mr. Powell and seconded by Mr. Glymph the motion to **approve the bid from Arrowood General Contracting, Inc. in the amount of \$356,070.00** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph	Second	Yes
Mefleh	Motion	Yes
Powell		Yes

7. Consider quote approval from Holliday Utility Services, LLC for seven (7) sewer flow meters

Mr. Bronson informed Council that there is a need to purchase seven sewer flow meters in order to comply with a 2021 DEHEC Consent Order. The flow meters will monitor the amount of flow in the sewer lines. The information will be collected digitally and evaluated by City staff and the City Engineer to assess the areas of the system that most likely have inflow and infiltration. The quote from Holliday Utility Services is \$79,803.75. These will be purchased from State ARP Funds. Mr. Bronson also noted that a family member of City Attorney Andrew Holliday owns Holliday Utility Services and further noted that Andrew Holliday was not involved with any party of this quote.

Upon a motion by Mr. Powell and seconded by Mr. Glymph the motion to **award the quote for \$79,803.75 for seven (7) flow meters to Holliday Utility Services, LLC** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph	Second	Yes
Mefleh		Yes
Powell	Motion	Yes

8. Discuss the Automated Metering Infrastructure (AMI) Revenue and Expense Report

Mr. Bronson informed Council that a review of AMI expenses had been completed but that the Auditors have not certified the revenue. He stated that a full report would be available to discuss at the next Council meeting.

9. Consider Ordinance #2022-03-08-01 – An Ordinance Authorizing and Establishing an Economic Development Incentive Program

At this time, a Zoom call was initiated with Attorney Lawrence Flynn to discuss the possibility of having an economic development incentive program to promote commercial development within the City. Mr. Flynn advised Council of some benefits to having an incentive program if commercial development was something they wished to focus on. No action was taken on this item.

Routine Business

1. Approval of the February 8, 2022 Budget Workshop and Regular Meeting Minutes

Upon a motion by Mr. Glymph and seconded by Mr. Mefleh the motion to **approve the February 8, 2022 Budget Workshop and Regular Meeting Minutes** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph	Motion	Yes
Mefleh	Second	Yes
Powell		Yes

2. Comments from the Utility Director

Mr. Baker informed Council that the emergency sewer repair work on Mimosa Street and Retreat Street was complete. He also stated the work on the sludge pumps at the Water Plant was complete as well. Mr. Baker

also informed Council that there was approximately 229 meters that need to be replaced because they are outdated and faulty and need to be replaced so that the AMI system can work properly.

3. Comments from City Administrator

- a. Mr. Bronson informed Council that he would be seeking Council approval for employee COVID bonus pay. He stated that other surrounding Municipalities had used ARP Funds and he would ask they do the same. He stated that \$40,000 would be sufficient to allocate as a percentage of hours worked by employees during the COVID pandemic.
- b. Mr. Bronson informed Council that the April budget workshop and regular scheduled meeting was in conflict with the County Public School Spring Break week and that several Council Members may be out of town. It was agreed upon by Mr. Bronson and Council to move the meetings previously scheduled for April 12. The budget workshop will be Monday April 4th at 4:00 pm and the regular Council Meeting will be Tuesday, April 5th at 6:00 pm, both to be held at the Fire Department.
- c. Mr. Bronson informed Council that he was working with Troy Rosier to secure a RIA Grant for water line rehabilitation and improvements and Dr. Johns Road. He stated that currently it could potentially be a \$466,000 project, which would leave the City portion as \$306,000. Mr. Bronson stated he had asked Mr. Rosier to reassess the project needs and try to lower the project cost.

Executive Session

Upon a motion by Mr. Ramey and seconded by Mr. Glymph, a motion was made ***to enter into an executive session for the purpose of:***

Executive Session for the purpose of a discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property, the receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against the agency of a claim pursuant to S.C. Code Ann. 34-4-70(2):

- A. Oconee Joint Regional Sewer Authority – discuss potential contractual matter(s)
- B. Piedmont Municipal Power Agency – discuss potential contractual matter(s)

Upon motion by Mayor Ramey and seconded by Mr. Mefleh, the motion ***to exit executive session and re-enter open session*** passed unanimously.

Adjourn

Upon a motion by Mayor Ramey and seconded by Mr. Mefleh, the motion ***to adjourn the meeting at 8:30 pm*** passed unanimously.

March 8, 2022

(Minutes submitted by Rebecca Overton)

Mayor Brian Ramey

Date

DRAFT

March 8, 2022