

**MINUTES**  
**WESTMINSTER CITY COUNCIL**  
**Regular Scheduled Meeting**  
**Tuesday, June 13, 2023**

The City Council of the City of Westminster met in a regular scheduled meeting on Tuesday, June 13, 2023, at 6:00 pm at the Westminster Fire Department with Mayor Brian Ramey presiding. Those in attendance were:

Brian Ramey  
 Jimmy Powell

Dale Glymph  
 Audrey Reese

Daby Snipes  
 Adam Dunn

Ruth May

City Administrator, Kevin Bronson  
 Assistant to the City Administrator, Reagan Osbon  
 City Clerk, Rebecca Overton  
 Police Chief, Matt Patterson  
 Fire Chief, Michael Smith  
 Utility Director, Kevin Harbin  
 City Attorney, Andrew Holliday  
 Members of the public and press

*Notice of the meeting and the agenda was posted on a window at the Fire Department 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**

Mrs. Audrey Reese led the Council in the invocation and the Pledge of Allegiance.

**Certification of Quorum**

Rebecca Overton certified a quorum.

**Public Comments**

There were no public comments.

**Public Hearing for FY2023-2024 Budget**

June 13, 2023

Upon a motion by Mayor Ramey and seconded by Mrs. Reese, the motion to *open the public hearing for the FY 2023-2024 Budget* passed unanimously.

There were no comments from the public.

Upon a motion by Mayor Ramey and seconded by Mrs. Reese, the motion to *close the public hearing for the FY 2023-2024 Budget* passed unanimously.

**Comments from the Mayor and Council**

Mrs. Reese thanked everyone who had parts in the recent events around town. Mrs. Snipes thanked Kevin Bronson and Staff on their recent work on the completion of the budget process. Mayor Ramey suggested that fellow members of Council be speaking to local officials about trying to keep the potential new middle school in the City limits. He also announced that he would be seeking another term for Mayor in the upcoming election.

**Presentation by Libby Imbody with AuthentiCity - City Marketing and Branding**

Libby Imbody introduced new logos and taglines to Council and stated that she had been working since January on new ideas to help sell the city and also help implement some ideas from the recent Downtown Master Plan. All of Council agreed with the logos and plans presented.

**Routine Business**

1. Approval of the May 9, 2023, Regular City Council Meeting Minutes

Upon a motion by Mayor Ramey and seconded by Mrs. Reese, the motion to *approve the May 9, 2023, Regular Meeting Minutes* passed unanimously.

<b>Member</b>	<b>Motion</b>	<b>Vote</b>
Ramey	Motion	Yes
Glymph		Yes
Powell		Yes
Reese	Second	Yes
May		Yes
Dunn		Yes
Snipes		Yes

2. Approval of the May 18, 2023, Called Meeting Minutes

Upon a motion by Mrs. Reese and seconded by Ms. May, the motion to *approve the May 18, 2023, Called Meeting Minutes* passed unanimously.

<b>Member</b>	<b>Motion</b>	<b>Vote</b>
Ramey		Yes
Glymph		Abstain
Powell		Yes
Reese	Motion	Yes
May	Second	Yes
Dunn		Yes
Snipes		Yes

### 3. Comments from the Utility Director

- a. Mr. Harbin informed Council that a tree had fallen on lines and across the road on N Isundega Street which caused about 12 outages for a few hours until crews made repairs.
- b. Mr. Harbin informed Council that crews had been working on replacing a water line on Frank Street and that sewer crews were still addressing various sewer issues.
- c. Mr. Harbin informed Council that the next C Funds project is still on hold until the Oak Street survey process is completed.

### 4. Comments from City Administrator

- a. Mr. Bronson offered his apologies to Dot's Kitchen adding that he had stated wrong information concerning the status of their utility account payments. He added that they are self supporting and the City does not cover the utility bill there.
- b. Mr. Bronson informed Council that the USDA water project contract had been awarded to two Contractors and they were waiting on notices to proceed.
- c. Mr. Bronson informed Council that the RIA SCIIP sewer project is also waiting on notices to proceed and will likely begin after the first of the year.
- d. Mr. Bronson informed Council that the Boudrex Group had recently completed a study of City Hall, the Polic Department, and old Magistrate Office buildings to determine the best suit for centralized locations of a Welcome Center and Council Chambers. He added that further discussions will be held for funding ideas.
- e. Mr. Bronson informed Council that the Seed Farm Road neighborhood developers are interested in the neighborhood being in the city limits and the water and sewer projects for that location will be bid out.
- f. Mr. Bronson informed Council that he had Staff working on a vacant building Ordinance and was asking for direction from Council. Council agreed for Mr.

Bronson and Staff to move forward with the development of a vacant building Ordinance.

- g. Mr. Bronson informed Council that he had recently been asked to review the possibility of a Virtual Council Attendance Ordinance. He added that such an Ordinance would apply to all Boards and would allow members to attend virtually. Mr. Bronson asked Council if they wished to proceed with this. After discussion, the subject was tabled until the fall.

**Old Business**

1. Consideration of Hospitality Tax Grant request from the Oconee History Museum and Consider Appropriation(s) related thereto to be incorporated into Ordinance 2023-06-13-01.

Mr. Bronson informed Council that due to some incorrect information, the Oconee History Museum was taken out of HTAX Grant considerations. He added that their original request was \$8,000 and he suggested absorbing \$4,000 on their utility account with an account credit, and the other \$4,000 to come from the ATAX fund balance. Mr. Bronson added that recent projects completed from the HTAX and ATAX fund balances would warrant later discussion because there would be much less funds available for grant applicants.

Upon a motion by Mrs. Reese and seconded by Mrs. Snipes, the motion to *approve \$8,000.00 to the Oconee History Museum by crediting \$4,000.00 to the utility account and a \$4,000.00 ATAX Funds Grant* passed unanimously.

<b>Member</b>	<b>Motion</b>	<b>Vote</b>
Ramey		Yes
Glymph		Yes
Powell		Yes
Reese	Motion	Yes
May		Yes
Dunn		Yes
Snipes	Second	Yes

2. Consideration of Second Reading of Ordinance No. 2023-06-13-01, Budget Ordinance; An Ordinance Making Appropriations for Certain Expenses, Capital Improvements and Indebtedness of The City of Westminster, South Carolina for the Year Beginning July 1, 2023, and ending June 30, 2024.

<b>Appropriation</b>	<b>Amount</b>
General	\$2,914,572
Utility	\$8,301,415

Solid Waste	\$915,046
ATAX	\$8,300
HTAX	\$484,314
Fire Department 1%	\$13,609
Local Development Corp	\$47,031
Youth Recreation Fund	\$579,319
Capital Projects Fund	\$14,530,684
County ARP	\$682,324
<b>Grand Total</b>	<b>\$28,476,614</b>
Less Interfund Transfers	\$1,405,869
<b>Net Appropriations</b>	<b>\$27,070,745</b>

Mr. Bronson informed Council that this ordinance sets the fiscal year 2023-2034 (FY2024) annual budget. He added that this is the same budget that was proposed at the April 25, 2023, City Council Budget Workshop and that notice of the Public Hearing ran in the Seneca Journal on May 26, 2023.

Upon a motion by Mr. Dunn and seconded by Mrs. Snipes the motion to *approve the Second Reading of Ordinance No. 2023-06-13-01, as amended to include a \$4,000 ATAX Fund Grant to Oconee History Museum* passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph		Yes
Powell		Yes
Reese		Yes
May		Yes
Dunn	Motion	Yes
Snipes	Second	Yes

3. Consideration of Second Reading of Ordinance #2023-06-13-02; An Ordinance to Execute Real Property Sale and Purchase Agreement (“Agreement”) by and between the City of Westminster, South Carolina (“Seller”), a body politic and corporate and a political subdivision of the State of South Carolina, and Westminster Hope ComeUnity (“Buyer”), a South Carolina non-profit Corporation. For the parcel (Tax Map #530-21-06-015) of approximately 1.34 acres located at 115 Riley Street to Westminster Hope ComeUnity for \$10,000 contingent upon rezoning from R15 to GR.

At this time, Mrs. Reese stepped out of the room and recused herself from any discussion and vote.

Mr. Bronson reminded Council that this second reading would allow the Westminster Hope to purchase the City owned property located at 115 Riley Street.

Upon a motion by Mr. Dunn and seconded by Mrs. Snipes, the motion to *approve Second Reading of Ordinance #2023-06-13-02; An Ordinance to Execute Real Property Sale and Purchase Agreement (“Agreement”) by and between the City of Westminster, South Carolina (“Seller”), a body politic and corporate and a political subdivision of the State of South Carolina, and Westminster Hope ComeUnity (“Buyer”), a South Carolina non-profit Corporation. For the parcel (Tax Map #530-21-06-015) of approximately 1.34 acres located at 115 Riley Street to Westminster Hope ComeUnity for \$10,000 contingent upon rezoning from R15 to GR* passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph		Yes
Powell		Yes
Reese		Recusal
May		Yes
Dunn	Motion	Yes
Snipes	Second	Yes

### New Business

1. Consideration of First Reading of Ordinance #2023-08-08-01 City of Westminster; An Ordinance Amending Section 50.01 of the City of Westminster Code of Ordinances Regarding the Annexation of Properties Located Outside of the City as a Condition to for the City to Provide Certain Utility Services, and Other Matters Related Thereto.

Mr. Bronson reminded Council that in May of 2021, Council passed Ordinance No. 2021-05-11-01 stipulating the use of annexation covenants when approving electric, water or sewer service(s) of properties located out the City. He added that staff was presenting consideration of changes at the suggestion of legal counsel for two reasons:

- A. Electric service is removed from the language. This will simplify future considerations of potential operations and/or

maintenance agreements with a third party (i.e. removal of electric service simplifies future contractual agreements).

- B. Insertion of language to clarify the intent and practice of collecting annexation covenants for “New Services.”

Mr. Bronson clarified that the three documents offered for this item are: the first is the Ordinance which amends the City Code (edits are noted to the right side of the page); the second is a revised Declaration of Annexation Covenants which is used when a service agreement is accepted; and the third is an edited version of Section 50.01 of the City’s Code (edits are noted on the right side of the page).

Upon a motion by Mrs. Snipes and seconded by Mrs. Reece, the motion to ***approve First Reading of Ordinance #2023-08-08-01 City of Westminster; An Ordinance Amending Section 50.01 of the City of Westminster Code of Ordinances Regarding the Annexation of Properties Located Outside of the City as a Condition to for the City to Provide Certain Utility Services, and Other Matters Related Thereto*** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph		Yes
Powell		Yes
Reese	Second	Yes
May		Yes
Dunn		Yes
Snipes	Motion	Yes

2. Presentation of Schedule for the Planning Commission and City Council considerations of edits and adoption of:

- a. *Zoning Ordinance*
- b. *Bylaws for Planning Commission and Board of Zoning Appeals*
- c. *Future Land Use Map amendments*
- d. *Land Development Regulations*

Mr. Reagan Osbon provided an update to the Council on the recent efforts by the Planning Commission to update the Zoning Ordinance and the Future Land Use Map. He added that he will working more with the Planning Commission to wrap up the efforts of these updates. Mr. Osbon added that the schedule he will try to follow will be:

- ***July:*** Introductions, discuss schedule of monthly meeting over the next several months, establish definitions of new terms, and the processes of the Planning Commission and BZA.

- **August:** Discuss why this is important, how the city can use these tools, and overview of the Planning Commission bylaws.
- **September:** Discuss Zoning Ordinance and review the possible zoning designations.
- **October:** Discuss Section 1 of the Future Land Use Map.
- **November:** Discuss Section 2 of the Future Land Use Map.
- **December:** Discuss Section 3 of the Future Land Use Map.
- **January:** Discuss Section 4 of the Future Land Use Map.

3. Consideration to Cancel July 11, 2023, City Council Meeting

Upon a motion by Mrs. Reese and seconded by Mr. Dunn, the motion to **cancel the July 11, 2023, City Council Meeting** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph		Yes
Powell		Yes
Reese	Motion	Yes
May		Yes
Dunn	Second	Yes
Snipes		Yes

4. Consideration of bid award for 2023 Kawasaki Mule side by side for Westminster Fire Department. To be funded by SC LLR VSAFE grant for \$12,300 plus sale of surplus Fire Department equipment. Bids to be provided at City Council Meeting.

Mr. Bronson provided Council with the following three quotes for a Kawasaki Mule: Mega Motorsports for \$17,961.02, Foothills Motorsports for \$16,853.93, and Performance Powersports for \$16,853.00. He added that the funding for the equipment was coming from a State Grant and sale of surplus equipment.

Upon a motion by Mr. Dunn and seconded by Mrs. Reese, the motion to **approve the purchase of a Kawasaki Mule from Performance Powersports in the amount of \$16,853.00** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph		Yes
Powell		Yes
Reese	Second	Yes
May		Yes
Dunn	Motion	Yes
Snipes		Yes



**Executive Session**

Upon a motion by Mrs. Snipes and seconded by Mr. Glymph, the motion to *enter executive session* passed unanimously.

Upon a motion by Mrs. Snipes and seconded by Mr. Glymph, the motion to *exit executive session* passed unanimously.

**Adjourn**

Upon a motion by Mrs. Reese and seconded by Mrs. Snipes, the motion *to adjourn the meeting at 8:45 pm* passed unanimously.

(Minutes submitted by Rebecca Overton)

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Mayor Brian Ramey

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Date