MINUTES
WESTMINSTER CITY COUNCIL
Regular Scheduled Meeting
Tuesday, June 15, 2021

The City Council of the City of Westminster met in a regular scheduled meeting at the Westminster Fire Department on Tuesday, June 15, 2021 at 6:00 pm with Mayor Brian Ramey presiding. Those in attendance were:

Brian Ramey	Reid Adams	Rusty Cater
Danny Duncan	Yousef Mefleh	Brad Chastain
Jimmy Powell		

City Administrator, Kevin Bronson
Utility Director, Leigh Baker
City Attorney, Andrew Holliday
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 6:00 pm.

Invocation and Pledge of Allegiance

Mr. Rusty Cater led the Council in the invocation and the pledge.

Certification of Quorum

The City Clerk certified a quorum.

Recognition of Mildred Spearman and Jessica Glymph

Mayor Ramey read a proclamation thanking Mrs. Spearman and Mrs. Glymph for all their volunteer efforts including the work they did to get the Smithsonian WaterWays display at the Depot.

Public Comments

There were no public comments to report.

Comments from the Mayor and Council

1. Mr. Cater stated that appreciates all that Mr. Mefleh does and he can't tell anyone "no". Mr. Cater also thanked Mrs. Spearman and Mrs. Glymph for all they do for the City.

2. Mr. Mefleh stated that he will help anyone who needs it. He loves the people, town and his country.
3. Mayor Ramey congratulated the Wes Oak Baseball team as Upper State Champions and all the seniors that graduated.
4. Mayor Ramey wanted to share some information that Mr. Baker was able to obtain for him in order to elevate some concerns over the increases in the budget. Mayor Ramey stated that there are 1,128 water meters and 35 miles of water lines inside the City limits. There are 2,169 water meters and 130 miles of water lines outside the City limits.

Old Business

1. Second Reading of Ordinance #2021-06-15-01; Making Appropriations for Certain Expenses, Capital Improvements and Indebtedness, Establishing Rates, and Fees for Services and Utilities and Levying a Property Tax within the City of Westminster for the Fiscal Year Beginning July 1, 2021 and Ending June 30, 2022.

   Upon a motion by Mr. Cater and seconded by Mr. Duncan, the motion ***to approve Ordinance #2021-06-15-01 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, 2021 and Ending June 30, 2022.***

Member	Motion	Vote
Ramey		Yes
Cater	Motion	Yes
Adams		Yes
Chastain		Yes
Duncan	Second	Yes
Mefleh		Yes
Powell		Yes

2. Resolution 2021-06-15-01; An Amendment to the City's Employee Policy Handbook Concerning Holidays and Overtime.

   Mr. Bronson stated that staff discussed with the City Council at a previous meeting, a proposed change to the Employee Policy Handbook which would allow for Holiday's to be included in the work week when calculating overtime pay.

   The following would be inserted into the handbook;

   All City observed holidays will be counted as "time worked" and will not affect any overtime earned in that same week.

   Mr. Bronson stated that in the past there may have been some abuse to this policy but he feels that he has the staff in place that will be able to look for a reoccurrence.

Upon a motion by Mr. Duncan and seconded by Mr. Mefleh, the motion ***to approve Resolution 2021-06-15-01, an amendment to the City's Employee Policy Handbook concerning Holidays and Overtime*** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Cater		Yes
Adams		Yes
Chastain		Yes
Duncan	Motion	Yes
Mefleh	Second	Yes
Powell		Yes

3. Resolution 2021-06-15-02; An Amendment to the City's Employee Policy Handbook Authorizing the Donation of Personal Time Off.

   Mr. Bronson stated that at a previous City Council meeting a proposed change to the Employee Policy Handbook to allow an employee to donate Paid Time Off (PTO) to another employee under limited circumstances.

   The policy would state the following;

   Employees, in cases of hardships and/or emergencies, may notify Human Resources of their request for a donation for additional PTO. The Human Resources designee will send out an email requesting the donation. Those donating must have a least 80 hours in order to donate and may only donate up to 20% of their balance of PTO. Those employees who are aware of a hardship may initiate contact with Human Resources for a donation to an individual on their own. Each request will be managed on a case by case basis. There is no right implied as each is only a request situation for voluntary donation of PTO.

   Upon a motion by Mr. Duncan and seconded by Mr. Chastain, the motion ***to approve Resolution 2021-06-15-02, an amendment to the City's Employee Policy Handbook to authorize the donation of personal time off*** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Cater		Yes
Adams		Yes
Chastain	Second	Yes
Duncan	Motion	Yes
Mefleh		Yes
Powell		Yes

4. Consideration of Adopting a Policy for the Authorization of the Use of the City's Stage.

Mr. Bronson stated that at the May 11, 2021 City Council meeting, staff discussed with the Council a policy to govern the use of the City's mobile stage.

Council reviewed the proposed Rental Agreement along with the proposed Rental Policy, Rules and Regulation. It was suggested that the stage not leave the City limits and that documentation be amended to include the statement.

Upon a motion by Mr. Adams and seconded by Mr. Duncan, the motion ***to approve the Mobile Stage Rental Agreement including the statement that the stage is not to be moved outside of City limits*** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Cater		Yes
Adams	Motion	Yes
Chastain		Yes
Duncan	Second	Yes
Mefleh		Yes
Powell		Yes

New Business

5. First Reading of Ordinance #2021-07-13-02 and Lease Agreement with Oconee County First Steps to School Readiness for the Depot

Mr. Bronson stated that he and Mrs. Daby Snipes, Executive Director of Oconee County First Steps to School Readiness, had a discussions about First Steps use of the office space at The Depot. The space has not been occupied since the Oconee County Chamber of Commerce relocated its staff from the building.

The terms and conditions are similar to the terms and conditions for the Westminster Senior Outreach lease of the old pool building with one major modification - the utilities. With First Steps the utilities are proposed to remain an obligation of the City. This is primarily due to the use of the meeting space as a community facility managed by the City. Staff expects additional utility cost to be minimal since the office space is heated and cooled at the same rate as the meeting space. Should over time it be determined that the utilities increase at drastic levels, the lease can be revisited.

Mr. Adams asked that a memorandum of who is responsible for what be drawn up as part of the lease. It was also suggested that the term of the lease go from 2 years to 1 year.

Upon a motion by Mr. Adams and seconded by Mr. Mefleh, the motion ***to approve first reading and adoption of Ordinance #2021-07-13-02 to authorize the City Administrator to execute a lease agreement with Oconee County First Steps to School Readiness for the Depot office space including the recommendation to go from a two year lease to a one year lease*** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Cater		Yes

Adams	Motion	Yes
Chastain		Yes
Duncan		Yes
Mefleh	Second	Yes
Powell		Yes

6. Consider Award of Bid for Professional Surveying Service for Hall Road Property

   Mr. Bronson stated that part of the planning process for the future use of the Hall Street property includes a current land survey of the four parcels that comprise the property. On May 14, 2021 a Request for Bid was posted on the City's website and the South Carolina Business Opportunities (SCBO) seeking bids for professional land surveying services.

   On June 1, 2021, the due date of the bids, only one proposal was received, Encompass Services, LLC in the amount of $41,011.00.

   There are a combined 78.81 acres in the four parcels of the Hall Street property. The average cost per acre is $520. In consulting with SeamonWhiteside an average per acre cost is approximately $500. Given the current economy the price is not far off.

   Encompass Services commits to a 45 day completion.

   Upon a motion by Mr. Duncan and seconded by Mr. Cater, the motion ***to approve the bid to Encompass Services, LLC of Ashville, NC in the amount of $41,011.00*** passed unanimously.

Member	**Motion**	**Vote**
Ramey		Yes
Cater	Second	Yes
Adams		Yes
Chastain		Yes
Duncan	Motion	Yes
Mefleh		Yes
Powell		Yes

7. Consider the Proposed Easement and Right of Way Agreement Proposed by Keith Denny

   Mr. Bronson stated that Westminster owns and operates an electric substation located near the end of William Warner Road. Improvements to the electric substation and the electric lines funning to or from the substation required additional easement and right of way over a parcel adjacent to the substation. The parcel is owned by Denny Properties, LLC.

Upon a motion by Mr. Adams seconded by Mr. Duncan, the motion ***to approve the easement and right of way agreement with Denny Properties, LLC*** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Cater		Yes
Adams	Motion	Yes
Chastain		Yes
Duncan	Second	Yes
Mefleh		Yes
Powell		Yes

Routine Business

1. Upon a motion by Mr. Adams and seconded by Mr. Mefleh, the motion ***to approve the May 11, 2021 regular meeting minutes*** passed unanimously.

2. Comments From the Utility Director
    a. Mr. Baker updated Council on several areas in his department including that two water projects have been completed and the Beacon sewer project has been completed and tested.

    b. Mr. Baker stated that on the electrical side that he is currently working on finding out what is causing the blinking of electricity that is going on in town and that it may be a breaker/relay. He also updated council on the cause of the outages since Memorial Day and informed Council that the tree guy is back working again.
3. Comments from the City Administrator
    a. Mr. Bronson updated Council on the progress with implementing the annexation agreements. To date there are 12 completed agreements. Also, staff has put together a list that is currently on our website that helps customer know what they need to set up an account in order to get utilities.
    b. Mr. Bronson presented an expense report to Council for review from the Mayor. With no objections staff will proceed with payment.
    c. Mr. Bronson asked Council if they had a spot in mind to install the Bigfoot statue that is currently residing in the old fire department bays. It was suggested to install in to the right of the Depot building.

Executive Session

Upon a motion by Mayor Ramey and seconded by Mr. Duncan, the motion ***to enter into an executive session for the purpose of (1) a discussion of negotiations to a proposed contractual matter in accordance with 30-4-70(a)2 (Pioneer), (2) a discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or a person regulated by a public body in accordance with section 30-4-70(a)(1) (Fire Department)*** passed unanimously.

Upon a motion by Mr. Chastain and seconded by Mayor Ramey, the motion ***to adjourn from executive session and re-enter regular session*** passed unanimously.

Upon a motion by Mayor Ramey and seconded by Mr. Cater, the motion ***to adjourn the meeting at 8:05 p.m.*** passed unanimously.

(Minutes prepared by Jennifer Adams)

_____ _____

Mayor Brian Ramey Date

Adjourn