

CITY OF WESTMINSTER REGULARLY SCHEDULED MEETING
TUESDAY, September 7, 2021 @ 6:00 PM
Westminster Fire Department
216 Emergency Lane

Call to Order

Invocation & Pledge of Allegiance

Certification of Quorum

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

1. Recognize Police Chief Rory Jones

Old Business

1. Proposed charges to recoup electrical expenses (Leigh Baker)

New Business

2. Resolution Restricting Open Carry at the Apple Festival
3. Resolution Committing the City of Westminster to Providing Local Grant Match for MASC Economic Development Grant
4. Consider Bids for Electric Utility Contractors 2 bids
5. ARP resolution to designate a representative and contact person for ARP Act of 2021
6. Budget Amendments
 - a. ARP- State
 - b. ARP – County
 - c. Others
7. Discuss Police Chief residency (also Employment policy for PD, FD and City Admin residency)
8. City Council - Rules of Procedure
9. 220 S Spring Street – Tax Sale Redemption

Routine Business

1. Approval of the August 10, 2021 Regular Meeting Minutes.
2. Comments from Utility Director
 - a. Utility Department Update
3. Comments from City Administrator
 - a. West-Oak Logo discussion
 - b. International Property Maintenance Code considerations for Code Enforcement
 - c. Other

4. Adjourn

Additional documents attached:

- a. Revenue and Expense reports for the following funds; City General, Utility Fund, Solid Waste and Recreation



Agenda Item #1 Consider Authorizing Electric Rate Sheet

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

Given the City has absorbed the expense of providing electric system upgrades and components to residents and commercial businesses, City Staff researched the practices of other electricity providers and developed the attached Contribution Fee Reference sheet for Westminster. Recouping these expense as they are incurred will enable the electric system to replenish materials and supplies more timely. In order to notify all that are affected, staff recommends an effective date of November 1, 2021.

Staff recommends approval of the attached Contribution Fee Reference sheet.

Council Motion for consideration:

I move to approve the Contribution Fee Reference sheet as presented.

DRAFT

Contribution Fee Reference		
20 ft. pole (purchase of pole only)	\$60	20 ft. pole and set total: \$150.00
Pole Set Fee (set only)	\$90	
Underground new service fee &	\$250 (125" or less)	2.00 per foot after
existing addition for manufactured homes	\$250 (125 feet or less)	2.00 per foot after
Secondary Overhead existing to underground conversion	Actual cost billed	
Upgrade transformer for new customer	cost of difference in transformer size	
Monthly rate for outdoor yard light	\$12.24 per month	current
Monthly rate for flood light	\$20.06 per month	Current
Outdoor light UG duplex service extension	\$125 (125 feet or less)	with initial installation of UG to structure
Reposition lamp on pole	\$50	
Relocate lamp from pole to another existing pole	\$75	
Switch lamp type on existing pole (from SVL/MVL to a LED)	\$200	
Install light pole and yard light	\$300	
Install light pole and yard light (FLOOD)	\$400	
Relocate outdoor light and pole	OH - \$200	UG - \$300
Excessive overhead lift poles (over 1 pole)	\$250 per pole after intial pole	
Temp service	Free	
Rerouting or upgrading OH / UG service	Actual cost billed	
Single phase primary relocation (for minor changes)	\$500 per pole to relocate a primary distribution structure	additional costs TBD by supervisor
Service lift pole relocation	\$200 per pole ro relocate each service lift pole	additional costs TBD by supervisor
Primary underground cable contribution		
Single phase	\$5 per foot	Plus \$250 service plus footage costs
V-phase	\$7.00 per foot don't currently have	Plus \$250 service plus footage costs
Three-phase	\$10.00 per foot	Plus \$250 service plus footage costs
Engineering services	cost as required	Non-refundable if job is cancelled
May be charged for multiple trips for re-design of job	5% deposit of estimated job cost	Applicable to CIA if job constructed
Overhead	Overhead tap lines-give \$3,500 to customer credit against all cost. Material, Labor, Tree Trimming	
Mitigation of service route obstructions due to meter base location on residence: Customer to provide the ditch and install conduit back to an acceptable location with city inspection when obstructions are encountered around the meter base location such as septic drain lines, decks, sidewalks, paved driveways and excessive rock, etc.		

Cost subject to change upon increase/decrease in material.

Contribution Fee Reference		Effective October 1,2005 - Updated 11/2019
20 ft. Pole (purchase of pole only):	\$60.00	20 ft. Pole and Set Total: \$150.00
Pole Set Fee (set only)	\$90.00	
Underground New Service Fee & Existing Addition for Manufactured Homes	\$250.00 (140 feet or less)	(Anything over 140 ft - TBD by Staker)
Monthly Rate for Outdoor Light	\$9.70 on set outdoor light pole	(Anything over 140 ft - TBD by Staker)
Outdoor Light UG Duplex Service Extension	\$125.00 (140 feet or less) With initial installation of UG to structure \$250.00 (140 feet or less) Separate from initial installation of UG	
Reposition Lamp on Pole	\$50.00	
Relocate Lamp from Pole to another Existing Pole	\$75.00	
Switch Lamp Type on Existing Pole (from SVL/MVL to a LED)	\$75.00	
Relocate Outdoor Light and Pole	OH - \$200 UG - \$300	
Excessive Overhead Lift Poles (over 1 pole)	\$250.00 per pole after initial pole	
Service Change: Conversion OH to UG or UG to OH		(Anything over 80 ft - TBD by Staker)
Rerouting or Upgrading OH or UG service	\$400 All - Electric Home (up to 80 feet) \$500 All other services (up to 80 feet)	
Single Phase Primary Relocation (for minor changes)	\$500 per pole to relocate a primary distribution structure	
Service Lift Pole Relocation	\$275 per pole to relocate each service lift pole	
Primary Underground Cable Contribution Single-Phase	\$5.00 per foot	
V-Phase	\$6.50 per foot	
Three-Phase	\$8.00 per foot	
Engineering Services		Non-refundable if job is cancelled
May be charged for multiple trips for re-design of job.	5% Deposit of estimated job cost	Applicable to CIA if job constructed
Members or Landowners connecting permanent service to a residence shall pay 50% of the total cost to relocate any primary distribution lines.		
Mitigation of Service Route Obstructions due to Meter Base Location on Residence: Customer to provide the ditch and install conduit back to an acceptable location when obstructions are encountered around the meter base location such as septic drain lines, decks, sidewalks, paved driveways and excessive rock, etc.		



Agenda Item #2 Resolution Exercising the Authority of the City of Westminster to Restrict Open Carrying During An Event, and Other Matters Related Thereto

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

On August 15, 2021, the Open Carry with Training Act went into law in South Carolina. In July 2021, the South Carolina Law Enforcement Division provided a guidance document, attached, to municipalities on the Act.

In creating the law to allow open carry with training, the General Assembly also made provisions for local governments to utilize restrictions on open carry during certain organized events when the local governments deem it in the best interest of public safety. Specifically, S.C. Code Ann. § 23-31-520 states,

- (A) Notwithstanding another provision of law, a governing body of a county, municipality, or political subdivision may temporarily restrict the otherwise lawful open carrying of a firearm on public property when a governing body issues a permit to allow a public protest, rally, fair, parade, festival, or other organized event. However, if a permit is not applied for and issued prior to an event as described in this subsection, a county, municipality, or political subdivision may not exercise the provisions of this subsection. A person or entity hosting a public protest, rally, fair, parade, festival, or other organized event must post signs at the event when open carrying is allowed or not allowed at the event.
- (B) A governing body exercising the authority granted to it pursuant to this section must be specific in the area, duration, and manner in which the restriction is imposed and must provide prior notice of the restriction when feasible. In no event may the restriction extend beyond the beginning and conclusion of the event or beyond the location of the event. The duration of an event may not be scheduled for such a length of time as to frustrate the intent of this section.
- (C) A county, municipality, or political subdivision may not confiscate a firearm or ammunition for a violation of this section unless incident to an otherwise lawful arrest.

With the Apple Festival scheduled for September 10 and 11, 2021 the Westminster Police Department began conversations with the Apple Festival organizers to discuss the safety aspects of crowd control in the downtown area in light of the new law in July.

The city's attorney created the attached Resolution in compliance with the aforementioned provisions of the Act.

Staff recommends approval.

Council Motion for consideration:

I move to approve the Resolution Exercising the Authority of the City of Westminster to Restrict Open Carrying During the Apple Festival from 8:00 am September 10, 2021 until 10:00 pm on September 11, 2021, and Other Matters Related Thereto.



South Carolina Law Enforcement Division

P.O. Box 21398
Columbia, South Carolina
29221-1398

Henry D. McMaster, Governor

Mark A. Keel, Chief

Tel: (803) 737-9000

SLED GUIDANCE ON THE OPEN CARRY WITH TRAINING ACT LOCATIONS

On May 17, 2021 Governor Henry D. McMaster signed the Open Carry with Training Act (formerly House Bill 3094) into law. This Act has a 90-day implementation delay, so this law does not go into effect until **August 15, 2021**. However, on that date, several changes in South Carolina law related to where an individual can carry will take effect.

As an initial matter, this law redefines **“Concealable Weapon”** to encompass open carry for valid permit holders. However, open or concealed carry must be done in accordance with South Carolina’s existing CWP and other firearm statutes. Specifically, S.C. Code Ann. § 23-31-210(5) now redefines a “Concealable Weapon” in South Carolina and provides,

“Concealable weapon” means a firearm having a length of less than twelve inches measured along its greatest dimension **that may be carried openly on one’s person or in a manner that is hidden from public view in normal wear of clothing** except when needed for self defense, defense of others, and the protection of real or personal property. (emphasis added).

As such, South Carolina’s existing laws governing where an individual can carry a concealable weapon apply subject to the few limited exceptions that are discussed below.

Vehicles

With regard to carrying handguns in vehicles, S.C. Code Ann. § 16-23-20(9) will provide that a person in a vehicle can carry a handgun as follows:

(a) secured in a closed glove compartment, closed console, closed trunk, or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle; however, this item is not violated if the glove compartment, console, or trunk is opened in the presence of a law enforcement officer for the sole purpose of retrieving a driver’s license, registration, or proof of insurance. **If the person has been issued a concealed weapon permit pursuant to Article 4, Chapter 31, Title 23, then the person also may secure his weapon under a seat in a vehicle, or in any open or closed storage compartment within the vehicle’s passenger compartment; or**

(b) carried openly or concealed on or about his person, and he has a valid concealed weapons permit pursuant to the provisions of Article 4, Chapter 31, Title 23;”

Employers and Property Owners

When it takes effect, this law also reaffirms the rights of public and private employers and property owners regarding the allowance or prohibition of weapons. Specifically, S.C. Code Ann. § 23-31-220 provides

(A) Nothing contained in this article shall in any way be construed to limit, diminish, or otherwise infringe upon:

(1) the right of a public or private employer to prohibit a person who is licensed under this article from carrying a concealable weapon, **whether concealed or openly carried**, upon the premises of the business or work place or while using any machinery, vehicle, or equipment owned or operated by the business;

(2) the right of a private property owner or person in legal possession or control to allow or prohibit the carrying of a concealable weapon, **whether concealed or openly carried**, upon his premises.

(B) The posting by the employer, owner, or person in legal possession or control of a sign stating '**NO CONCEALABLE WEAPONS ALLOWED**' shall constitute notice to a person holding a permit issued pursuant to this article that the employer, owner, or person in legal possession or control requests that concealable weapons, whether concealed or openly carried, not be brought upon the premises or into the work place. A person who brings a concealable weapon, whether concealed or openly carried, onto the premises or work place in violation of the provisions of this paragraph may be charged with a violation of Section 16-11-620. In addition to the penalties provided in Section 16-11-620, a person convicted of a second or subsequent violation of the provisions of this paragraph must have his permit revoked for a period of one year. The prohibition contained in this section does not apply to persons specified in Section 16-23-20, item (1).

(C) **In addition to the provisions of subsection (B), a public or private employer or the owner of a business may post a sign regarding the prohibition or allowance on those premises of concealable weapons, whether concealed or openly carried, which may be unique to that business.** (emphasis added).

Sign Requirements

In addition, South Carolina's sign requirements set forth in S.C. Code Ann. § 23-31-235 will be slightly modified and will provide the following:

(A) Notwithstanding any other provision of this article, any requirement of or allowance for the posting of signs prohibiting the carrying of a concealable weapon, whether concealed or openly carried, upon any premises shall only be satisfied by a sign expressing the prohibition in both written language and universal sign language.

(B) All signs must be posted at each entrance into a building where a concealable weapon permit holder is prohibited from carrying a concealable weapon, whether concealed or openly carried, and must be:

- (1) clearly visible from outside the building;
- (2) eight inches wide by twelve inches tall in size;
- (3) contain the words 'NO CONCEALABLE WEAPONS ALLOWED' in black one-inch tall uppercase type at the bottom of the sign and centered between the lateral edges of the sign;
- (4) contain a black silhouette of a handgun inside a circle seven inches in diameter with a diagonal line that runs from the lower left to the upper right at a forty-five degree angle from the horizontal;
- (5) a diameter of a circle; and
- (6) placed not less than forty inches and not more than sixty inches from the bottom of the building's entrance door.

(C) If the premises where concealable weapons are prohibited does not have doors, then the signs contained in subsection (A) must be:

- (1) thirty-six inches wide by forty-eight inches tall in size;
- (2) contain the words 'NO CONCEALABLE WEAPONS ALLOWED' in black three-inch tall uppercase type at the bottom of the sign and centered between the lateral edges of the sign;
- (3) contain a black silhouette of a handgun inside a circle thirty-four inches in diameter with a diagonal line that is two inches wide and runs from the lower left to the upper right at a forty-five degree angle from the horizontal and must be a diameter of a circle whose circumference is two inches wide;
- (4) placed not less than forty inches and not more than ninety-six inches above the ground;
- (5) posted in sufficient quantities to be clearly visible from any point of entry onto the premises.

(D) Nothing in this section prevents a public or private employer or owner of a business from posting a sign regarding the prohibition or allowance on those premises of concealable weapons, whether concealed or openly carried, which may be unique to that business.

Church Services on School Property

This law will also clarify the carrying of a concealable weapon at church services conducted on school property. In that regard, S.C. Code Ann. § 23-31-232 will provide,

(A) Notwithstanding any other provision of law, upon express permission given by the appropriate church official or governing body, a person who holds a valid permit issued pursuant to this article may carry a concealable weapon, whether concealed or openly carried, on the leased premises of an elementary or secondary school if a church leases the school premises or areas within the school for church services or official church activities.

(1) The provisions contained in this section apply:

- (a) only during those times that the church has the use and enjoyment of the school property pursuant to its lease with the school; and
- (b) only to the areas of the school within the lease agreement, any related parking areas, or any reasonable ingress or egress between these areas.

(2) A school district may request that a church utilizing school property for its services disclose and notify the school district if persons are, or may be, carrying concealed weapons on the school property.

(3) The provisions of this section do not apply during any time students are present as a result of a curricular or extracurricular school-sponsored activity that is taking place on the school property.

(B) For the purposes of the Federal Gun-Free School Zone Act (18 U.S.C. Section 921(a)), the buildings and grounds of a school that are leased to a church are not considered a school during the hours that the church has the use and enjoyment of the school property pursuant to this section.

Restrictions on Open Carry During Certain Organized Events

This law will also provide local governments with the ability to restrict open carrying on public property during public protests, rallies, fairs, parades, festivals, or other organized events for which a permit is issued. Specifically, S.C. Code Ann. § 23-31-520 will state,

(A) Notwithstanding another provision of law, a governing body of a county, municipality, or political subdivision may temporarily restrict the otherwise lawful open carrying of a firearm on public property when a governing body issues a permit to allow a public protest, rally, fair, parade, festival, or other organized event. However, if a permit is not applied for and issued prior to an event as described in this subsection, a county, municipality, or political subdivision may not exercise the provisions of this subsection. A person or entity hosting a public protest, rally, fair, parade, festival, or other organized event must post signs at the event when open carrying is allowed or not allowed at the event.

(B) A governing body exercising the authority granted to it pursuant to this section must be specific in the area, duration, and manner in which the restriction is imposed and must provide prior notice of the restriction when feasible. In no event may the restriction extend beyond the beginning and conclusion of the event or beyond the location of the event. The duration of an event may not be scheduled for such a length of time as to frustrate the intent of this section.

(C) A county, municipality, or political subdivision may not confiscate a firearm or ammunition for a violation of this section unless incident to an otherwise lawful arrest.



Overview



Legend

-  Parcels
-  Landhook
-  Roads

*FESTIVAL
BOUNDARIES*

Date created: 7/20/2021
Last Data Uploaded: 7/19/2021 10:03:03 PM

Developed by  **Schneider**
GEOSPATIAL



Overview



Legend

-  Parcels
-  Landhook
-  Roads

*SIGN
LOCATIONS*

Date created: 7/20/2021
Last Data Uploaded: 7/19/2021 10:03:03 PM

Developed by  **Schneider**
GEOSPATIAL

Google Maps 255 E Main St



Image capture: Jul 2019 © 2021 Google

Westminister, South Carolina



SIGN POSTED

Street View



Google Maps 100 Grey St



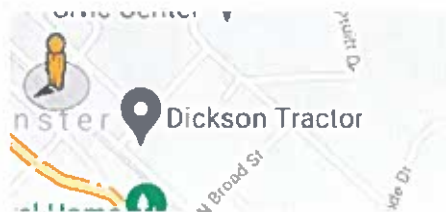
Image capture: Apr 2013 © 2021 Google

Westminster, South Carolina



Street View

SIGN POSTED



Google Maps 100 Retreat St



Image capture: Jul 2019 © 2021 Google

Westminster, South Carolina



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Street View



Google Maps 119 US-123



Image capture: Jul 2019 © 2021 Google

Westminster, South Carolina

*SIGN POSTED*

Street View



Google Maps 151 Mimosa Rd



Image capture: Jul 2019 © 2021 Google

Westminster, South Carolina

*SIGN POSTED*

Street View



Google Maps 148 W Windsor St



Image capture: Jul 2019 © 2021 Google

Westminister, South Carolina



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Street View



Google Maps 298 W Main St



Image capture: Apr 2013 © 2021 Google

Westminster, South Carolina

*SIGN POSTED*

Street View



RESOLUTION 2021-08-10-RS

STATE OF SOUTH CAROLINA	)	EXERCISING THE AUTHORITY OF THE CITY
	)	OF WESTMINSTER TO RESTRICT OPEN
COUNTY OF OCONEE	)	CARRYING DURING AN EVENT, AND OTHER
	)	MATTERS RELATED THERETO.
CITY OF WESTMINSTER	)	

The City Council of the City of Westminster (the “*Council*”), the governing body of the City of Westminster, South Carolina (the “*City*”), has made the following findings of fact:

(A) Pursuant to Act No. 66 of the Acts and Joint Resolutions of the General Assembly for the year 2021, effective as of August 15, 2021, and to be codified as Section 23-31-520 of the Code of Laws of South Carolina 1976, as amended, (the “*Open Carry Act*”), the City is authorized to temporarily restrict the otherwise lawful open carrying of a firearm on public property at organized events for which the City has issued a permit.

(B) The City anticipates hosting its Apple Festival on September 10, 2021, and September 11, 2021, in the downtown area of the City in accordance with a permit issued (or to be issued) by the City.

(C) The Council finds that it is in the best interest of the public welfare and safety of the citizens of the City to exercise its authority to temporarily restrict the open carrying of a firearm at the Apple Festival (the “*Open Carry Restriction*”).

(D) To ensure the intent of the General Assembly is not frustrated by the Open Carry Restriction, the specific area, duration, and manner of the Open Carry Restriction are set forth herein.

(E) In order to exercise the authority established by the Open Carry Act, the Council now desires, through the adoption of this Resolution, to impose the Open Carry Restriction as set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF WESTMINSTER AS FOLLOWS:

Section 1 It is found and determined that each statement of fact set forth in the preambles of this Resolution is in all respects true and correct.

Section 2. By and through the adoption of this Resolution, the Open Carry Restriction will be established as follows:

(a) The Council imposes a temporary restriction on the ability to open carry by prohibiting all individuals attending the Apple Festival from carrying a firearm openly on one’s person while on public property.

(b) This restriction will only apply to the specific location of the Apple Festival as set forth in **Exhibit A** hereto.

(c) This restriction shall be in place for the duration of the Apple Festival from 8:00 a.m. September 10, 2021, until 10:00 p.m. September 11, 2021.

Section 3. The City Administrator, or his authorized designee, is hereby authorized to provide for the drafting and posting of signage necessary to properly notify the public of the Open Carry Restriction in a manner consistent with Section 23-31-235 of the Open Carry Act. The City Administrator, or his authorized designee, is further authorized to take all action necessary to provide the public with prior notice of the Open Carry Restriction, as feasible or applicable.

Section 4. If any section, subsection, sentence, clause, or phrase of this Resolution is, for any reason, held or determined to be invalid, such decision shall not affect the validity of the remaining portions of this Resolution.

Section 5. All ordinances, resolutions, or parts thereof inconsistent or in conflict with the provisions of this Resolution are hereby repealed to the extent of the conflict or inconsistency. This Resolution shall take effect immediately upon its adoption by the Council.

DONE AND ADOPTED IN COUNCIL ASSEMBLED, this 10th day of August 2021.

CITY OF WESTMINSTER, SOUTH CAROLINA

Brian Ramey, Mayor

(SEAL)

ATTEST:

Jennifer Adams, City Clerk

EXHIBIT A

**LOCATION OF THE
OPEN CARRY RESTRICTION**



Agenda Item #3 Resolution Committing the City of Westminster to providing a local match for a Municipal Association of South Carolina hometown economic development grant and following its procurement policy when securing services and products with grant funds

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

The Municipal Association of South Carolina (MASC) offers Hometown Economic Development Grants to South Carolina cities and towns to implement economic development projects that will make a positive impact on the quality of life in their communities. The grant program also promotes and recognizes innovation in economic development practices.

The grants fund projects that can be replicated in other cities, will produce measurable results and can be maintained over time.

The City of Westminster's Commercial Building Improvement Grant Program is an ideal program to be funded by the MASC grant.

The attached Resolution is required to be passed in order for the City to apply. Based in the city's population the required grant match is 5% or \$1,250.

Grant awards will be announced by MASC no later than October 31, 2021.

Staff recommends approval.

Council Motion for consideration:

I move to approve the Resolution Committing the City of Westminster to providing a local match for a Municipal Association of South Carolina hometown economic development grant and following its procurement policy when securing services and products with grant funds.

**RESOLUTION COMMITTING THE CITY OF WESTMINSTER TO
PROVIDING A LOCAL MATCH FOR A MUNICIPAL ASSOCIATION OF
SOUTH CAROLINA HOMETOWN ECONOMIC DEVELOPMENT GRANT
AND FOLLOWING ITS PROCUREMENT POLICY WHEN SECURING
SERVICES AND PRODUCTS WITH GRANT FUNDS**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WESTMINSTER, here assembled on this 7th day of September 2021, that the Westminster City Council hereby commits to provide a local cash\in-kind match of at least \$1,250, which equals the minimum 5-percent local match required by the Municipal Association of South Carolina, to support the City of Westminster's application for a \$25,000 Hometown Economic Development Grant. These grant and local matching funds will be used for facade grants and building improvements in downtown Westminster.

BE IT FURTHER RESOLVED that the Council will follow its procurement policy adopted in accordance with SC Code of Laws Section 11-35-50 when securing all services and products purchased with funds awarded from a Hometown Economic Development Grant.

This resolution is made in regard to the submission of an application for Hometown Economic Development Grant funds to the Municipal Association of South Carolina on or before September 24, 2021.

Brian Ramey
Mayor, City of Westminster, SC

ATTEST:

Jennifer Adams, Clerk to Council
City of Westminster, South Carolina



Agenda Item #4 Consider Award to Electric Utility Contractor

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

In the FY2022 Budget, City Council authorized \$83,280 for contract services when outside contractors are needed to augment City utility crews.

In August City Staff posted a Request for Bids for Electric Utility Contractors. The scope of work is defined as:

Contractor to provide equipment and personnel to complete:

1. Completion of 4.16 to 12.47KV distribution system
2. New Circuit 1204 substation exit construction
3. Existing Circuit 1203 right of way reconstruction
4. Existing Circuit 1201 "Chau River Circuit" right of way reconstruction

Contractor crew work/equipment requirements are:

- a. Crew of 4 personnel able to work 12.47KV energized facilities and occasional emergency restoration during regular work hours.
- b. Replacement and reframing of distribution poles with 15KV equipment
- c. Replacing 2.4 KV transformers with 7.2KV overhead and underground transformers single phase and three phase
- d. Transferring secondary and primary conductors
- e. One line truck
- f. One bucket truck able to work 50' poles.

Two sealed bids were received and opened on August 20, 2021. Those bids for weekly rates propose:

Utility Partners of America (UPA) (Greenville, SC)	\$14,402
Sparks Energy, Inc. (Danville, AL)	\$13,866

Staff recommends approval of the Utility Partners of America bid in the amount of \$14,402/week.

Council Motion for consideration:

I move to approve the bid by Utility Partners of America bid in the amount of \$14,402/week.



Agenda Item #5 Resolution Designating an Authorized Representative and Contact Person for the Purposes of the American Rescue Plan Act of 2021

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

The American rescue Plan Act of 2021 authorizes \$1,289,913 to the City of Westminster. Since Westminster has a population of under 50,000 the State of South Carolina is required to distribute the funds to cities such as Westminster which are referred to as nonentitlement units of local government (NEU).

The funds may be used to

- Respond to the COVID-19 public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel and hospitality.
- Respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work.
- Provide government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency.
- Make necessary investments in water, sewer or broadband infrastructure.

Funds may not be used to cut taxes. Recipient governments can transfer funds to private nonprofit organizations, public benefit corporations involved in the transportation of passengers or cargo, or a special-purpose units of state or local government.

Funds can be recouped by the Treasury Department if the recipient does not comply with the eligible uses listed above. Recipient governments must provide periodic reports to the Treasury Department with a detailed accounting of the use of funds.

Funds must be spent by December 31, 2024.

In order to submit a request to draw the funds, the City Council must designate a point of contact. The attached Resolution provides for the City Administrator as the point of contact.

Staff recommends approval.

Council Motion for consideration:

I move to approve the Resolution Committing the City of Westminster to providing a local match for a Municipal Association of South Carolina hometown economic development grant and following its procurement policy when securing services and products with grant funds.

A RESOLUTION

DESIGNATING AN AUTHORIZED REPRESENTATIVE AND CONTACT PERSON FOR PURPOSES OF THE AMERICAN RESCUE PLAN ACT OF 2021

WHEREAS, the American Rescue Plan Act of 2021 (ARPA) appropriates \$19.53 billion to States for distribution to nonentitlement units of local government (NEUs), which are local governments typically serving a population under 50,000;

WHEREAS, the City of Westminster of Westminister, South Carolina (the Municipality), is an NEU for purposes of ARPA and expects to receive funding pursuant to the ARPA appropriation;

WHEREAS, ARPA requires that the Municipality designate an Authorized Representative to approve and sign documents, make certifications required by ARPA, and otherwise act as the Municipality's designated and lawfully appointed agent for purposes of ARPA; and

WHEREAS, ARPA further requires that the Municipality designate a Contact Person to receive official communications and notice related to ARPA;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. Kevin Bronson, the City Administrator of the Municipality, is hereby designated as the Municipality's Authorized Representative pursuant to ARPA. The Authorized Representative is hereby authorized and directed to do all things necessary (including without limitation to sign documents, make certifications, make regular reports to council and otherwise act on behalf of the Municipality) to receive and expend funds pursuant to an appropriation by council and ARPA rules. The Authorized Representative's contact information is:

Kevin Bronson
City Administrator
P.O. Box 399 Westminister, SC 29693
864-647-3232
kbronson@westminstersc.org

Section 2. Kevin Bronson, the City Administrator of the Municipality, is hereby designated as the Municipality's Contact Person pursuant to ARPA. The Contact Person's contact information is:

Kevin Bronson
City Administrator
P.O. Box 399 Westminister, SC 29693
864-647-3232
kbronson@westminstersc.org

DONE IN MEETING duly assembled this 7th day of September, 2021.

Brian Ramey, Mayor

Date



Agenda Item #6 Ordinance NUMBER amending the FY2021-2022 Budget

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

The attached spreadsheet lists items for which City Council is required to authorize through a budget appropriation. At the October 5, 2021 City Council Meeting, the second reading of the Ordinance will also require a Public Hearing, which will be advertised.

Staff recommends approval.

Council Motion for consideration:

I move to approve First Reading of Ordinance ##### Amending the FY2021-2022 Budget.

To: Mayor and Council

Fiscal Year Ending: 2022

1ST BUDGET AMENDMENT

BE IT ORDAINED the FY 2021-2022 BUDGET IS HEREBY AMENDED AS FOLLOWS:

Fund: HTAX Fund; Capital Project Fund

ORDINANCE 2022-

ACCOUNT NUMBER				
ORG	OBJECT	DESCRIPTION OF ACCOUNT	REVENUE	EXPENSE
		HTAX FUND		
		FUND BALANCE	\$61,011.00	
		HALL STREET PROPERTY		\$61,011.00
		CAPITAL PROJECT ACCOUNTS		
		AMERICAN RESCUE PLAN STATE - REVENUE	\$1,289,913.00	
		WATER PROJECTS		\$289,913.00
		SEWER PROJECTS		\$1,000,000.00
		AMERICAN RESCUE PLAN COUNTY - REVENUE	\$1,300,000.00	
		RAW WATER INTAKE		\$987,420.00
		WATER PLANT		\$280,000.00
		WATER SYSTEM UPGRADES		\$32,580.00
		C FUNDS REVENUE	\$198,740.00	
		SIDEWALKS		\$61,100.00
		ROADWAY RESURFACING		\$137,640.00
		Fund Subtotal	\$ 2,650,924.00	\$2,650,924.00
Total			\$2,650,924.00	\$2,650,924.00

EXPLANATION:

The purpose of this amendment is to properly adjust expenditures and revenues after receipt of a state grant secured by the Fire Dept.

Current BUDGET	Amended Budget
\$11,410,809.00	\$14,061,733.00

APPROVED BY CITY COUNCIL: 2nd READING

DATE:

CITY CLERK

DATE



Agenda Item #7 Police Chief Residency

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

The current Employee Policy and Procedure Manual states residency requirements for the Police Chief, the Fire Chief and the City administrator. Staff is seeking clarification from the Council as to its preference for residency for the next Police Chief.

Page 51 of the Employee Policy and Procedure Manual

“RESIDENCY REQUIREMENTS

It is the policy of the City of Westminster to require that the City Administrator, Chief of Police and the Fire Chief reside in the City limits of Westminster or no more than five (5) miles outside the City limits”

Staff seeks City Council input.

Council Motion for consideration:

I move to amend the Employee Policy and Procedure Manual to _____.



Agenda Item #8 Ordinance for City Council Rules of Procedure

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

In July 2021, City Council encountered a situation in which its current rules of procedure were called into question. Specifically, the current rules of procedure, following Roberts Rules of Order, adopted by the Westminster City Council in 1976 do not provide for telephonic or other electronic means for City Council member attendance.

There are two divergent options presented for City Council's consideration.

The first option is an Ordinance that allows the City Council to conduct its meetings with members attending either telephonically or electronically (via a virtual platform such as Zoom, Skype or FaceTime) should the Council wish to allow for such attendance.

The second option is the policy adopted by the Oconee Joint Regional Sewer Authority (OJRSA) for its Board of Directors meetings. It does explicitly restrict telephonic and electronic meeting attendance for Board members unless there is a declared emergency.

Staff seeks Council's input.

ORDINANCE NO. __

STATE OF SOUTH CAROLINA) COUNTY OF OCONEE) CITY OF WESTMINSTER)	AMENDING CERTAIN PROVISIONS OF THE CODE OF ORDINANCES OF THE CITY OF WESTMINSTER, SOUTH CAROLINA, TO AUTHORIZE MEETINGS TO BE HELD BY TELEPHONIC OR OTHER ELECTRONIC MEANS AND TO GENERALLY UPDATE OTHER PROVISIONS OF THE CITY CODE, AND MATTERS RELATED THERETO.
---	---

WHEREAS, the City of Westminster, South Carolina (the “**City**”), acting through the City Council of the City of Westminster (the “**City Council**”), is a municipal corporation of the State of South Carolina (the “**State**”) located in Oconee County, South Carolina and possesses all powers granted by the Constitution and the statutes of the State to such public entities.

WHEREAS, Section 5-7-160 of the Code of Laws of South Carolina 1976, as amended (the “**S.C. Code**”) provides that “[a] majority of the total membership of the council shall constitute a quorum for the purpose of transacting council business.”

WHEREAS, the Freedom of Information Act, which is codified at Title 30, Chapter 4 of the S.C. Code defines a meeting as “convening a quorum of the constituent membership of the public body, whether corporal or by means of electronic equipment, to discuss or act upon a matter over which the public body has supervision, control, jurisdiction or advisory power” [emphasis added].

WHEREAS, in keeping with the provisions of the S.C. Code, Section 30.04 of the City’s Code of Ordinances (the “**City Code**”) defines and describes the requirements for a “quorum” of City Council and further defines and describes the rules of procedure for the meetings of the City Council.

WHEREAS, the City Council previously enacted an emergency ordinance on April 9, 2020 (the “**Emergency Ordinance**”), the provisions of which temporarily suspended certain procedural rules of the City Council in response to social-distancing guidelines and executive orders and allowing for telephonic and electronic meetings.

WHEREAS, such telephonic and other electronic meetings have proven successful and effective under the Emergency Ordinance, and in light of the current public safety considerations associated with the 2019 novel coronavirus, and the potential for future public safety considerations, including those attendant to the adverse weather events that affect the State, the City Council finds that great benefit may be realized from authorizing meeting by telephonic or other electronic means whenever necessary and convenient for carrying out the business of the City, to include certain boards and commissions associated with the City.

WHEREAS, certain provisions of the City Code are outdated and should be updated and revised.

NOW, THEREFORE, BE IT ORDAINED by City Council, duly assembled, and by authority of the same, as follows:

Section 1.

(a) It is found and determined that each statement of fact set forth in the preambles of this Ordinance is in all respects true and correct.

(b) For the purposes of Sections 2 through 14 below, underlining shows added language for illustrative purposes only and ~~strike through~~ shows removed language for illustrative purposes only.

Section 2. By and through the enactment of this Ordinance, Title III, Chapter 30, Section 30.04 of the City Code is hereby amended and restated as follows:

§ 30.04 – QUORUM AND RULES OF ORDER.

- (a) A simple majority of the total membership of Council members serving shall constitute a quorum for the conduct of business at any meeting. A member present but disqualified from voting on a question by state law due to a conflict of interest shall **not** be counted for purpose of a quorum.
- (b) Council members may attend any regular, special, or emergency meeting of Council by telephonic or other electronic means, and shall be considered present for all purposes, if the meeting has been properly noticed, and all Council members and members of the public can hear the public proceedings and be heard. Any number of Council members, including all, may attend telephonically or by other electronic means. Council members in attendance by telephonic or other electronic means shall have all rights, including, but not limited to, the right to make motions, second motions, and discuss and vote on all matters under consideration by Council. The Mayor or Mayor Pro Tempore shall preside, except that in the absence of both, the members present shall elect a presiding member. Except as otherwise required by state law or ordinance, all proceedings of Council shall be governed by Robert's Rules of Order, and the City Attorney shall act as parliamentarian.
- (c) To the extent Robert's Rules require a physical presence of the Council for purposes of constituting a quorum, such requirement is waived so long as the Council maintains a quorum under Section 30-04(a) hereinabove. Further, to the extent Robert's Rules or any other procedural rules, procedures or regulations conflict with any other provision of this Code, the provisions of the code shall be controlling in all instances.

Section 3. By and through the enactment of this Ordinance, Title III, Chapter 30, Section 30.05 of the City Code is hereby amended and restated as follows:

§ 30.05 – VOTING REQUIREMENTS.

- (a) All actions of Council shall be by majority vote of members present (either physically or by telephonic or other electronic means) at a public meeting.
- (b) Every member of Council present shall vote on every question except when required to refrain from voting by state law.
- (c) The presiding officer may conduct a vote by asking whether there is consent to a motion or resolution and whether there is anyone opposed, or by asking for a show of hands, or by asking for a vote by roll call. However, if any Council member so requests, the vote on any question shall be by roll call. For any meeting of Council where one or more members of Council are participating electronically, all votes shall be made by roll call vote. Every Council member's vote shall be recorded in the Council minutes by the City Clerk.
- (d) No member of Council may leave the Council chamber (or the electronic forum, as applicable) while in public session without permission of the presiding officer.
- (e) Any member of Council may, if desired, have his or her reasons for voting for or against any measure recorded in the minutes.

Section 4. By and through the enactment of this Ordinance, Title III, Chapter 30, Section 30.07 of the City Code is hereby amended and restated as follows:

§ 30.07 – APPEARANCE OF CITIZENS; PUBLIC PARTICIPATION.

- (a) Subject to the terms of the applicable agenda for any meeting, Any citizen of the City shall be entitled to make an appearance (either in person or via electronic means) before Council at any regular meeting concerning any City matter, with the exception of personnel matters. Persons desiring to speak must notify the City Clerk prior to the beginning of the meeting.
- (b) With respect to any electronic or virtual meeting of Council and subject to the terms of the applicable agenda for such meeting, members of the public may also participate electronically, as follows:
 - (1) Public Comments for Electronic Meetings. Individuals wishing to provide written comments for any public comment period may submit written comments to the City Clerk no later than one hour

prior to any meeting of Council, and the Mayor (or other presiding official) shall read such comments aloud during the applicable public comment period. Individuals wishing to speak during the public comment period may sign up with the City Clerk no later than one hour prior to the scheduled time for the public hearing. The City Clerk shall contact those who wish to speak at the public comment period by phone, in the order the requests were received, to admit them to the public comment period.

- (2) Public Hearings for Electronic Meetings. Individuals wishing to provide written comments for any public hearing held during an electronic meeting may email comments to the City Clerk no later than one hour prior to the scheduled time for such public hearing, and the Mayor (or other presiding official) shall read such comments aloud during the public hearing. Individuals wishing to speak at the public hearing shall sign up with the City Clerk no later than one hour prior to the scheduled time for the public hearing. The City Clerk shall contact those who wish to speak at the public hearing by phone, in the order the requests were received, to admit them to the public hearing.
- (3) Electronic public comment periods and public hearings shall otherwise be conducted in accordance with all other rules and procedures of Council. Notices of public hearings shall include detailed instructions regarding the manner in which the public hearing shall be held.

Section 5. By and through the enactment of this Ordinance, Title III, Chapter 30, Section 30.08 of the City Code is hereby amended and restated as follows:

§ 30.08 – AGENDA.

Absent exigent circumstances, Mmatters to be considered by Council at any a regular meeting of Council shall be placed on a written agenda prepared by the chief administrative officer and publicly posted by the City Clerk by noon of the day no less than 24 hours prior to such preceding the meeting. Any matter that is to be considered requiring a motion and vote by Council, that is not placed on the agenda by the chief administrative officer, may be placed on the agenda by proposal of two Council Members at least 48 business hours in advance of the meeting.

Section 6. By and through the enactment of this Ordinance, Title III, Chapter 30, Section 30.09 of the City Code is hereby amended and restated as follows:

§ 30.09 – CITY ATTORNEY TO ATTEND.

The City Attorney shall attend (either physically or by telephonic or other electronic means) all meetings of Council unless excused by Council. He or she shall act as parliamentarian, propose ordinances and resolutions, review all ordinances, resolutions and documents presented to Council and give opinions upon questions of procedure, form and law to any member of Council.

Section 7. By and through the enactment of this Ordinance, Title III, Chapter 30, Section 30.10 of the City Code is hereby amended and restated as follows:

§ 30.10 – CITY CLERK TO ATTEND.

The City Clerk shall attend (either physically or by telephonic or other electronic means) all meetings of Council unless excused by Council. The City Clerk shall give notices of meetings, post the agenda, attend regular and special meetings, record votes of Council, keep minutes of Council meetings and perform such other duties as may be assigned.

Section 8. By and through the enactment of this Ordinance, Title III, Chapter 30, Section 30.27 of the City Code is hereby amended and restated as follows:

§ 30.27 – NOTICE REQUIRED

~~[Reserved]. Prior to the introduction of an ordinance granting a franchise, license or right for the use of any street or public property or for the permanent closing of any abandoned street, the applicant for such an ordinance shall publish a notice in three issues of a newspaper having general circulation in the city stating the nature of the franchise, license or right sought or a description of the street sought to be closed, and the date on which the application is to be presented to City Council, which shall be at least one week after the last notice. This requirement shall not apply to the temporary closing of a public street initiated by City Council.~~

Section 9. By and through the enactment of this Ordinance, Title III, Chapter 31, Section 31.57 of the City Code is hereby amended and restated as follows:

§ 31.57 – COMPENSATION.

The City Attorney shall be paid in accordance with a duly executed engagement letter between the City and the City Attorney. ~~at the hourly rate of \$85 per hour, \$50 of which shall be paid from the General Funds of the city and \$50 from the funds in the hands of the Commissioners of Public Works. The City Attorney~~

~~shall be paid in addition thereto a reasonable amount for specific services rendered to the city, for appearances at trials, preparing resolutions, ordinances and other similar matters.~~

Section 10. By and through the enactment of this Ordinance, Title III, Chapter 30, of the City Code is hereby amended to add Section 30.33 as follows:

§ 30.33 – PUBLIC HEARINGS AND NOTIFICATION.

Any public hearing required by Council may be held electronically under the procedures applicable to Council for electronic public hearings in Section 30-07(b), *mutatis mutandis*.

Section 11. By and through the enactment of this Ordinance, Title III, Chapter 32, of the City Code is hereby amended and restated to remove and delete Sections 32.01, 32.02, 32.03, 32.04 and 32.05 in their entirety. Thereafter, each such Section shall be marked [Reserved].

Section 12. By and through the enactment of this Ordinance, Title III, Chapter 32, of the City Code is hereby amended to add Section 32.25 as follows:

§ 32.25 – MEETINGS AND PUBLIC PARTICIPATION.

(A) A quorum of any City board or commission shall mean a simple majority of the total membership of each board or commission.

(B) Members of any City board or commission may attend any regular, special, or emergency meeting by telephonic or other electronic means, and shall be considered present for all purposes, if the meeting has been properly noticed, and all members and members of the public can hear the public proceedings and be heard. Any number of members, including all, may attend telephonically or by other electronic means. Members in attendance by telephonic or other electronic means shall have all rights, including, but not limited to, the right to make motions, second motions, and discuss and vote on all matters under consideration by such board or commission.

(C) Any public participation required by any City board or commission may be held electronically under the procedures applicable to Council in Section 30-07, *mutatis mutandis*.

(D) To the extent permitted by law, all procedural rules of any City board or commission shall be revised or shall be deemed revised by the terms hereof.

Section 13. By and through the enactment of this Ordinance, Title IX, Chapter 95, Section 95.08, Subsections (C) & (H) are hereby amended and restated as follows:

§ 95.08 – TREE COMMITTEE.

(C) *Quorum.* A quorum shall consist of three voting members (present either physically or by telephonic or other electronic means). The Tree Board shall take no action in the absence of a quorum.

(H) *Meetings.* The Tree Board shall meet at least quarterly. Special meetings may be held in addition to the regular quarterly meetings. At least seven days public notice shall be given in the local newspaper prior to each regularly scheduled or special meeting. Members may attend any regular, special, or emergency meeting of the Tree Board by telephonic or other electronic means, and shall be considered present for all purposes, if the meeting has been properly noticed, and all board members and members of the public can hear the public proceedings and be heard. Any number of board members, including all, may attend telephonically or by other electronic means. Board members in attendance by telephonic or other electronic means shall have all rights, including, but not limited to, the right to make motions, second motions, and discuss and vote on all matters under consideration by the board. All procedural rules of the board shall be revised in order to permit and allow for electronic meetings. Members absent for more than three consecutive meetings or more than one-third of the regularly scheduled meetings per year may be replaced by recommendation of the Tree Board to the Mayor and Council. The Secretary shall advise the Mayor and Council of any members recommended to be replaced or any member that has resigned and ask the Mayor and City Council to appoint a new member to fill the un-expired term of the vacating member.

Section 14. By and through the enactment of this Ordinance, Title XV, Chapter 151, Section 151.316 is hereby amended to amend and restate subsection (C) and to add Subsections (E) and (F) as follows:

§ 151.316 – PROCEEDINGS OF THE BOARD OF APPEALS.

(C) Meetings of the Board shall be held at the call of the Chairman and at such other times as the Board may determine. All meetings of the Board shall be open to the public. The Board shall meet within 15 days after receipt by City Hall of the notice of appeal and the \$75 payment of all application applicable fees. Notifications of the public and neighboring property owners shall be in accordance with § 152.318(D).

(E) Members may attend any regular, special, or emergency meeting of the Board by telephonic or other electronic means, and shall be considered present for all purposes, if the meeting has been properly noticed, and all Board members and members of the public can hear the public proceedings and be heard. Any number of Board members, including all, may attend telephonically or by other electronic means. Board members in attendance by telephonic or other electronic means shall have all rights, including, but not limited to, the right to make motions, second motions, and discuss and vote on all matters under consideration by the Board. All

procedural rules of the Board shall be revised in order to permit and allow for electronic meetings.

(F) Any public participation required by the Board may be held electronically under the procedures applicable to Council in Section 30-07, *mutatis mutandis*.

Section 15. If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held or determined to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 16. All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

Section 17. This Ordinance shall be effective upon second reading and enactment.

[Signature page follows]

DONE AND ENACTED, this ____ day of _____ 2021.

CITY OF WESTMINSTER, SOUTH CAROLINA

Brian Ramey, Mayor

(SEAL)

ATTEST:

Jennifer Adams, City Clerk

First Reading:

Second Reading:



RESOLUTION 2021-01

Board and Committee Meeting Policy

A RESOLUTION OF THE OCONEE JOINT REGIONAL SEWER AUTHORITY (OJRSA) OF SENECA, SOUTH CAROLINA, TO ADOPT POLICIES AND PROCEDURES FOR ESTABLISHING A POLICY FOR SCHEDULING AND ATTENDING BOARD OF COMMISSION AND COMMITTEE MEETINGS.

The Board of Commissioners of the Oconee Joint Regional Sewer Authority, does hereby resolve as follows:

SECTION 1: PURPOSE

The Oconee Joint Regional Sewer Authority (OJRSA) Board of Commissioners (Board) has identified the need to have additional policies in place governing meetings of the Commissioners and Committees.

SECTION 2: DEFINITIONS

- I. **Board:** The OJRSA Board of Commissioners.
- II. **Declared Emergency:** A proclamation that is made by either the President of the United States, Governor of South Carolina, any one of the councils governing one of the Member Cities, or Oconee County council when they believe a disaster has occurred or is imminent that is severe enough to cause substantial damages, loss, hardship, or suffering. It can be due to a natural or manmade disaster, severe weather, uncivil protest or rioting, disease, or other qualifying event.
- III. **Emergency Meeting:** Rare meetings that may occur due to a disaster or other activity which can impair public health or safety.
- IV. **Executive Committee:** As defined in Article VII Section 5 of the OJRSA Bylaws.
- V. **Freedom of Information Act (or FOIA):** South Carolina Code of Laws Title 30 Section 4. Its purpose is to have community business conducted in an open and public manner in order for the citizens to help formulate public policy and be advised of the performance of public officials.
- VI. **Meeting:** The convening of a quorum of the constituent membership of a public body, whether corporal or by means of electronic equipment, to discuss or act upon a matter over which the public body has supervision, control, jurisdiction, or advisory power. (SC Code of Laws 30-4-20(d)). Meetings can be of any type defined in the OJRSA Bylaws or within this Policy.
- VII. **Member City:** The cities of Seneca, Walhalla, and Westminster.
- VIII. **Non-Verbal Communication:** Notes, text messages, and other such forms of non-verbal communication exchanged by Commissioners with other Commissioners, governing officials (i.e., elected members of the Member Cities, Oconee Council members, etc.), or members of the public that may or may not be present at the meeting

SECTION 3: POLICY

- I. **General Meeting Policies**

- A. The following conditions apply to all public meeting types held by the agency regardless of the format the meeting is held in as described in Section 3 of this Policy.
 - 1. Non-verbal communications, as described in Section 2.VIII is strongly discouraged during meetings as such communications are outside the spirit of open discussion of topics under the South Carolina Freedom of Information Act (FOIA). If, however, a Commissioner participates in non-verbal communication, then the following applies:
 - (a) The documents are to be copied by the OJRSA Secretary/Treasurer and must be maintained with the meeting minutes as part of the record.
 - (b) The non-verbal communications are to be made available to the public upon request under the FOIA unless they are determined by the OJRSA Attorney to be exempt from public disclosure. The OJRSA Freedom of Information Act Policy applies to such requests.
 - (c) Any deviation from this requirement must be made by a majority vote of the Board on a case-by-case basis.
 - 2. Notes made for personal use during the meetings by commissioners are allowed and are not required to be submitted for the record.
- B. Other conditions for meetings as stated in the current version of the OJRSA Bylaws applies to all meetings contained within this Policy.

II. Emergency Meetings

- A. Emergency meetings only apply to the Board or the Executive Committee as defined in the OJRSA Bylaws.
- B. To have an emergency meeting, the Board Chair or Executive Director must determine if a meeting is necessary due to a matter of public health or safety and that the emergency is so time-sensitive that the board cannot reasonably provide at least 24 hours' notice of the meeting to the public and media.
- C. Rules requiring a quorum apply to emergency meetings; however, if there are not enough members of the Board to constitute a quorum, then an Executive Committee meeting shall be conducted and its decisions shall carry the weight as if considered and voted on by the Board as was authorized by the Board of Commissioners at its April 2, 2018 meeting.
- D. Emergency meetings do not have a requirement for advance public notice per law; however, the OJRSA shall make every attempt to provide at least 24 hours' notice of the meeting to the public and media if possible and if not, as much notice as possible taking into account how immediately time sensitive the issue is.
- E. Meetings must be held in person and be open to the public unless it meets the exceptions as stated in the FOIA or qualifies for hosting as an electronic meeting as stated within this Policy.
- F. The only items eligible for consideration are those that are directly associated with the emergency.
- G. Emergency meeting agendas do not have to provide a time for public comment and it is at the discretion of the Board Chair to determine if a public comment period will be allowed prior or following the discussion and action items as listed on the agenda.

III. Electronic Meetings

- A. The decision to host a meeting electronically shall be made by the Board Chair following consultation with the Executive Director during declared emergencies only as defined within this Policy.
- B. This policy is not intended to allow for Commissioners to participate in or vote in any meetings due to vacation, illness, or other such means. If a Board member elects to participate a meeting under these terms, then the following applies:
 - 1. Absent members are not considered to be present at the meeting and may not participate in any other manner than a member of the general public (i.e., they can only participate in discussion during public session portions of the meeting); and
 - 2. They are not eligible to receive a per diem for attending any portion of the meeting and their attendance will be counted as a "visitor" and not as a Commissioner.
- C. Per South Carolina Code of Laws Title 30 Chapter 4 (Freedom of Information Act), public bodies such as the OJRSA may conduct meetings via means of electronic communication. All laws contained within the Freedom of Information Act are to be strictly adhered to.
- D. A special media release shall be sent out to the press and other contacts informing them about the electronic meeting and how they can participate.

- E. The Board Chair will lead the electronic meeting in the same manner as a regular meeting. He/she has the ability to use tools contained within the selected electronic media method in order to moderate, receive public input, discuss agenda items, and vote.
- F. Electronic meetings shall not take place via social media, text messages, email, private phone conversations or any other method that violates the spirit of the FOIA. Such participation could be considered illegal and subject to penalties enforced by the State of South Carolina.
- G. All electronic meetings shall be recorded and preserved as required by the FOIA and the OJRSA Records Retention Policy as approved by the South Carolina Department of Archives and History.
- H. Minutes of all electronic meetings of the Board shall be made available to the public as required by the FOIA with matters exempt from disclosure pursuant to the Act redacted.
- I. Board members will receive a per diem for participating in electronic meetings.

IV. Rescheduling of Meetings

- A. Meetings can be rescheduled by vote of the Board or Committee in open session prior to the meeting that is to be rescheduled. The Executive Director cannot reschedule a meeting him/herself without approval from the Board or Committee.
- B. If a meeting is rescheduled as a result of conflict with the Executive Director's schedule, the per diem shall be paid to all members regardless of their ability to attend the meeting or not, including if the rescheduled meeting has to be canceled for any reason.
- C. If a meeting is rescheduled by the Board or Committee members, then those not attending the meeting are not eligible for their per diem.

V. Cancellation of Meetings

- A. Meetings may be canceled for any the following reasons:
 - 1. Vote or request by Board or Committee
 - 2. Lack of quorum
 - 3. Lack of response from members regarding their attendance; thus, it is not known whether a quorum will be present
 - 4. Lack of agenda items (as presented by either the Board/Committee members or the Executive Director)
 - 5. Conflict with OJRSA staff schedules that cannot be postponed
 - 6. Actual or potential impact caused by severe weather (other than thunderstorms, which are frequent occurrences to the area)
 - 7. A declared emergency as defined in this Policy
 - 8. At the request of the Governor or General Assembly of the State of South Carolina
- B. If a meeting is canceled for reasons identified in Section 3 parts V.A.1, V.A.2, or V.A.3 of the Policy, then a per diem shall not be paid to any members of the Board or Committee for the canceled meeting.
- C. The Board or Committee members shall receive their per diem if a meeting is canceled for other reasons.

SECTION 4: RESOLUTION AS RULE OF LAW

If any provision of this Resolution is held invalid, such invalidity shall not affect any other provision, or the applications thereof, which can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are to be declared severable.

Passed and adopted by the Oconee Joint Regional Board of Commissioners, Seneca, South Carolina on this 6th day of July, 2020. This Resolution shall take effect and be in force from the date of its passage.

Scott Moulder, Chair
OJRSA Board of Commissioners

Attest: _____

Lynn Stephens, Secretary/Treasurer
OJRSA Board of Commissioners -and-
OJRSA Office Manager

Approved as to form:

Larry Brandt, OJRSA Attorney

Date: _____

< OJRSA seal >



Agenda Item # 9 Consider payment of delinquent property taxes at 220 S Spring Street

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

The property at 220 S Spring Street was sold in 2019 at public action for delinquent taxes.

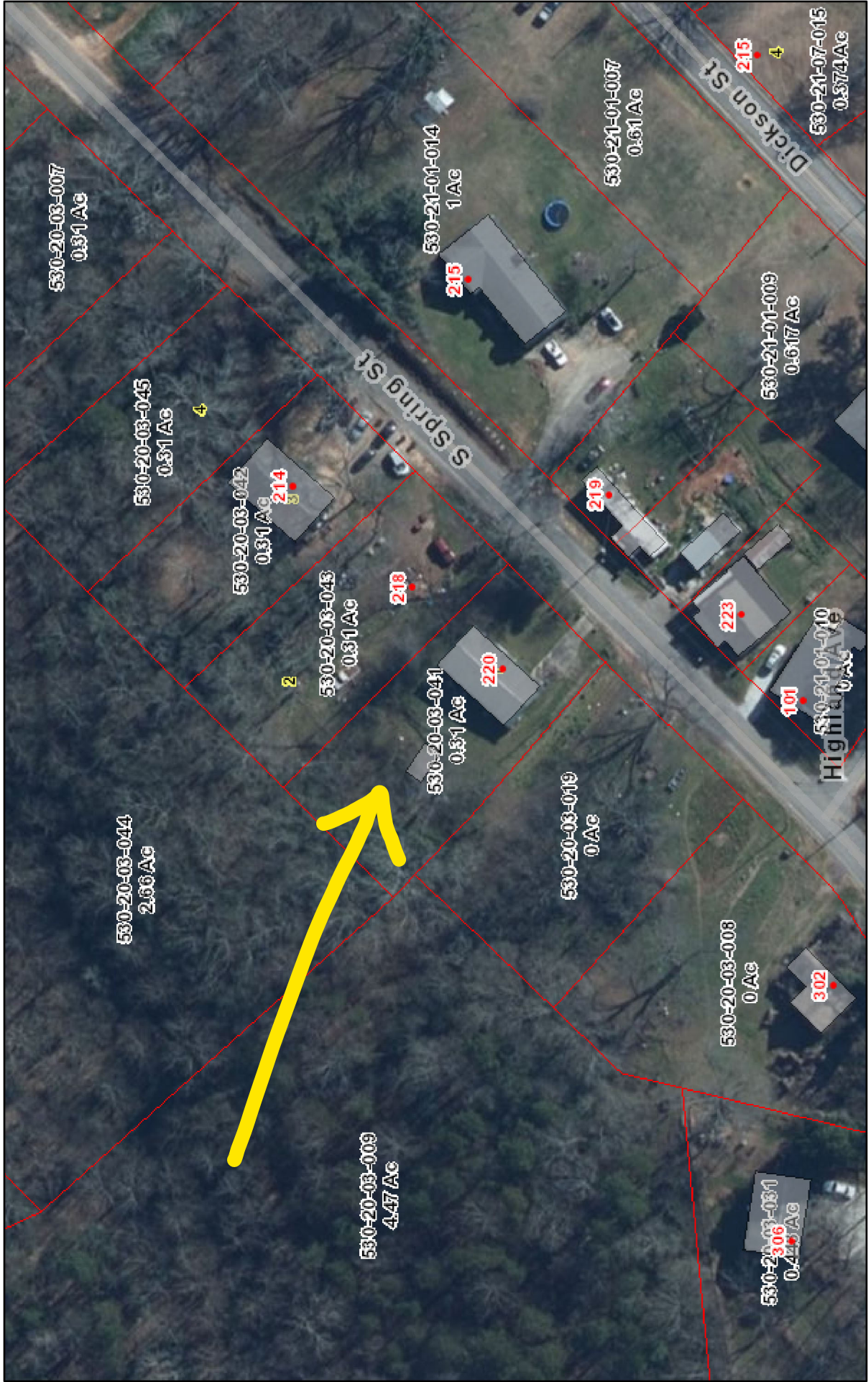
The City was notified as a mortgage holder of its rights to pay \$4,824.53 in delinquent property taxes to retain (gain) ownership of the property. The exact manner and timing in which the City became a mortgage holder is unclear. The property may have been rehabilitated or realized other improvements from or by the City at some point in time.

Staff recommends approval.

Council Motion for consideration:

I move to authorize the City Administrator to pay the delinquent taxes on the property at 220 S Spring Street.

220 S Spring Street



9/3/2021, 12:10:12 PM

- Addresses
- ▭ Buildings_2020
- ▭ Land Hooks
- ▭ Parcels (labels 5,000 scale)
- ▭ Roads

MINUTES
WESTMINSTER CITY COUNCIL
Regular Scheduled Meeting
Tuesday, August 10, 2021

The City Council of the City of Westminster met in a regular scheduled meeting at the Westminster Fire Department on Tuesday, August 10, 2021 at 6:00 pm with Mayor Brian Ramey presiding. Those in attendance were:

Brian Ramey
 Jimmy Powell

Danny Duncan
 Yousef Mefleh

Reid Adams
 Brad Chastain

Rusty Cater

Utility Director, Leigh Baker

Members of the public and press

City Administrator Kevin Bronson was absent due to vacation

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 Brian Ramey called the meeting to order at 6:00 pm.

Invocation and Pledge of Allegiance

Mr. Chad Carrol led the Council in the invocation and Mr. Duncan led everyone in the pledge.

Certification of Quorum

The City Clerk certified a quorum.

Upon a motion by Mr. Duncan and seconded by Mr. Cater, the motion ***to move the presentations before public comments*** passed unanimously.

Recognition of Baseball Teams

Mayor Ramey read the accomplishments of each of the baseball teams that the City Council was recognizing at the meeting. Several members of Council followed with statements of their own thanking the players, coaches and parents for all their hard work and dedication.

Mayor Ramey then called each team up and presented each player and coach with a certificate. Mayor Ramey also read a proclamation from the City in honor of the 2021 West Oak Varsity Baseball Team 3A Upper State Champions.

The team that were recognized were, West Oak Varsity Baseball Team, the 14 & Under Oconee County All-Stars District II Champions, and the Westminster 12 & Under District I Runner-Ups Dixie Youth "Ozone" Division

Comments from Mayor and Council

1. Mayor Ramey encourage the public to call and report any power outages that they may experience. Recently, staff has not known about some outages until several hours has passed.

Presentation from the Westminster Rotary Club

Mr. Jack Aden and Mr. A.T. Caywood, representatives of the Westminster Rotary Club, presented Mayor Ramey and the City of Westminster with a donation of \$5,000 for improvements at Retreat Street Park. **Mr. Aden stated that the Rotary Club would like to place a plaque in the park showing their support of the project**

Old Business

1. Second Reading of an Ordinance #2021-08-10-01 for Capital Lease Purchase of Certain Equipment Not to Exceed an Amount.

Leigh Baker clarified to Council that the item listed on the Ordinance as a "brush hog" is actually a Skidsteer with grinder head and grapple attachment.

Upon a motion by Mr. Adams and seconded by Mr. Duncan, the motion **to conduct the second reading of Ordinance #2021-08-10-01; Authorizing an Equipment Lease Purchase Agreement in the amount not to exceed \$525,000** passed unanimously.

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

2. Second Reading of an Ordinance #2021-08-10-02; Assigning (Thrift Property Highway Commercial) Tax Map Number #530-06-02-014.

Upon a motion by Mr. Adams and seconded by Mr. Duncan, the motion **to conduct the second reading of Ordinance #2021-08-10-02; Rezone tax map #530-06-02-014 from a no classification to Highway Commercial** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Cater		Yes

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

3. Draft Electric Cost Schedule

Mr. Baker presented Council with a draft copy of a proposed cost schedule in order to start recouping some of the cost of electrical materials. ~~No action was requested from Council on this issue at this time.~~ Council asked Mr. Baker to provide comps from our surrounding electric providers before asked to make a decision.

New Business

4. Consideration to Allow the Use of the Mobile Stage Outside the City Limits; Hike for Hope

The School District of Oconee County will be hosting an event for Mental Health Awareness Day with an event called Hike for Hope. The event is scheduled for the weekend of September 24, 2021 has requested use of the stage at Blue Ridge Co-op and a waiver of all fees.

This event will focus on suicide prevention and awareness.

Mr. Adams stated that he is not in favor of waiving fees but would be willing to waive the deposit and he will donate the rental fee himself.

Upon a motion by Mr. Duncan and seconded by Mr. Mefleh, the motion **to approve the request** passed unanimously.

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

5. Consideration of Amendment to the Mobile Stage Agreement

Staff received a request from the Westminster Music Centre to be added to the priorities section of the agreement which exempts rental fees to those using the stage. Currently, the list includes the City of Westminster, Apple Festival and the Chamber of Commerce.

The Music Centre did contribute \$443.34 (1/3 of cost) to help with repairs to the stage but did not help with the purchase of the stage. The stage was purchased by the City, Apple Festival and the Chamber.

Upon a motion by Mayor Ramey and seconded by Mr. Powell, the motion **to amend the Mobile Stage Rental Agreement to include the Westminster Music Centre to Section 1 a. Priority in reserving the Mobile Stage** pass with a 5 to 2 vote with Mr. Adams and Mr. Duncan voting no.

Member	Motion	Vote
Ramey	Motion	Yes
Cater		Yes
Adams		No
Chastain		Yes
Duncan		No
Mefleh		Yes
Powell	Second	Yes

6. Consider Bids for Police Department Roof Replacement

Mr. Baker stated that the roof at the Police Department has been leaking and currently budgeted is \$20,000 in order to replace the roof.

Four bids have been received; Anderson Metal & Supply Inc. \$11,800, Turnkey Roofing & Home Improvement \$13,520, C & W Roofing, Siding & Window Co., \$14,175, and Dolly's Roofing \$14,400.

Upon a motion by Mr. Cater and seconded by Mr. Duncan, the motion **to award the contract to Anderson Metal & Supply Inc. in the amount of \$11,800** passed unanimously.

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

Routine Business

1. Upon a motion by Mr. Cater and seconded by Mr. Duncan, the motion **to approve the July 13, 2021 Regular Meeting Minutes** passed unanimously.

Comments from Utility Director

Mr. Baker stated that 2 of 3 open positions have been filled and the third person should be starting in a week.

Mr. Baker informed Council that staff is preparing for the Apple Festival by adding outlets, mulching, and power washing.

Riley Street demolition should be starting in the next couple of weeks and will be completed prior to Apple Festival weekend. He will also have the concrete reserved in order to use it to start filling in the pool.

The Bigfoot statue has been installed on the Depot grounds and was set in concrete for safety reasons.

The a/c unit has gone out in the Clerk's office, prices were obtained from three vendors. A vendor was selected and the equipment has been ordered.

CFund request that includes the ADA access on Main Street has been awarded and now the process to advertise for bids will begin once Mr. Bronson returns from vacation.

The ad for bids on the electrical upgrade has been sent out. Also, the hunt continues to determine why the lights keep blinking in town.

Mr. Baker is still searching for two pickup trucks and he has secured a bucket truck but it will not be available until May. The skid-steer is on site.

Adjourn

Upon a motion by Mayor Ramey and seconded by Mr. Cater, the motion ***to adjourn the meeting at 7:05 p.m.*** passed unanimously.

(Minutes prepared by Jennifer Adams)

Mayor Brian Ramey

Date



West-Oak High School

Dr. Brandon T. Blackwell, Principal

Dear Westminster City Council,

July 27, 2021

As we begin another school year, we want to say thank you for your continued support for all of the schools in the West-Oak area. Without you and our community working together, we would not be able to provide the supportive environment which our students deserve. We are excited to begin this new school year and are asking for the city to showcase its Warrior Spirit in support of our students, faculty, and staff by adding our Warrior logo to the HWY11 water tower.

The HWY11 water tower is seen by many of our Warriors on their way to West-Oak area schools, to the Hamilton Career and Technology Center, and to the Tri-County Tech Campus every day. Business owners, community members, and athletic teams from other counties pass by it on their way to compete against our students. Placing our Warrior logo on the water tower provides a symbol that we can all rally behind as community members, that has a positive message, and shows our students that they are supported by the city is a win for everyone.

Thank you in advance for supporting all of our Warriors. If you have any questions, please contact us at the school. We look forward to you visiting all of our area schools and showing your support throughout the school year. WE ARE WARRIOR STRONG!

Dr. Brandon Blackwell

Principal

Dr. April Witherspoon

Assistant Principal



Massie Hughes
Phone: 478-919-7842
mhughes@americantankmaintenance.com
www.americantankmaintenance.com



DATE: August 18, 2021

Page No. 1 of 1

<u>Submitted To</u>	<u>Attention</u>	<u>Tank Name</u>	
City of Westminster, SC	Leigh Baker	Highway 11 Tank	
<u>Phone</u>	<u>Fax</u>	<u>Tank Style</u>	<u>Tank Size</u>
(864) 647-3200	(864) 647-3229	Elevated	500KG
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Tank Address</u>
100 E Windsor St	Westminster	SC	5433 Cherokee Foothills
<u>Zip</u>	<u>Job Description</u>		
29693	Install New Logos on Highway 11 Tank		

American Tank Maintenance, agrees to provide all labor, equipment, and materials needed to complete the following:

1. A date shall be coordinated by both parties for the installation of the (2) Logos.
2. American Tank Maintenance will install (2) logos on **Highway 11 Tank** per attached design

GPS Coord: 34.676372, -83.040855

(2) Logos Cost: \$14,900.00 - Spread over 3 years - \$1,242.00 per quarter

\$14,900 can be added to the Highway 11 Tank Maintenance Agreement using an addendum and Cost can be spread out over 12 quarterly payments over 3 years.

Contacts: Leigh Baker, 864-247-6017

American Tank Maintenance, LLC, hereby proposes to furnish all labor, materials, equipment and insurance – complete in accordance with above details and specifications, for the sum of:

FOURTEEN THOUSAND NINE HUNDRED ----- and 00/100 \$14,900.00

All work to be completed according to specifications submitted. Any modifications from specifications involving extra costs will be executed only upon approval and will become an extra charge over and above the estimate. All agreements contingent upon delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Payment to be made as follows:
**Payment in Full Upon Completion of Work
(plus all applicable taxes)
American Tank Maintenance, LLC
PO Box 130, Warthen, GA 31094**

Authorized ATM Signature

Massie Hughes, Regional Director/Partner
American Tank Maintenance, LLC

Acceptance of Proposal – Above Scope of work, prices and conditions are satisfactory and are hereby accepted.
ATM is authorized to do the work as specified.

Signature:

Date of Acceptance:

Printed Name:

Email

CITY OF WESTMINSTER, SC

HIGHWAY 11 TANK – 500KG ELEVATED

LOGO DESIGN PER CUSTOMER REQUEST



Revenue Report

Level 3 Summary for August 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
010 CITY GENERAL FUND								
100 ADMINISTRATION								
00400 Property Taxes	\$641,600.00	\$0.00	\$641,600.00	\$2,107.63	0	\$14,463.01	2	\$627,136.99
00401 Intergovenmental Rev	\$60,000.00	\$0.00	\$60,000.00	\$0.00	0	\$15,430.72	26	\$44,569.28
00402 License, Permits, & Fees	\$335,742.00	\$0.00	\$335,742.00	\$5,714.41	2	\$68,655.19	20	\$267,086.81
00404 Pymt In Lieu Of Tax & Fran Fee	\$554,796.00	\$0.00	\$554,796.00	\$43,373.47	8	\$84,731.47	15	\$470,064.53
00405 Interest Income	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0	\$0.00	0	\$1,000.00
00406 Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$18,210.79	0	(\$18,210.79)
00407 Miscellaneous & Other	\$26,285.00	\$0.00	\$26,285.00	\$700.00	3	\$2,141.34	8	\$24,143.66
Total ADMINISTRATION	\$1,619,423.00	\$0.00	\$1,619,423.00	\$51,895.51	3	\$203,632.52	13	\$1,415,790.48
200 FIRE DEPARTMENT								
00401 Intergovenmental Rev	\$285,000.00	\$0.00	\$285,000.00	\$0.00	0	\$0.00	0	\$285,000.00
00405 Interest Income	\$200.00	\$0.00	\$200.00	\$0.00	0	\$11.24	6	\$188.76
00406 Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00407 Miscellaneous & Other	\$1,000.00	\$0.00	\$1,000.00	\$23.07	2	\$23.07	2	\$976.93
Total FIRE DEPARTMENT	\$286,200.00	\$0.00	\$286,200.00	\$23.07	0	\$34.31	0	\$286,165.69
300 POLICE								
00403 Fines & Forfeitures	\$31,000.00	\$0.00	\$31,000.00	\$2,317.41	7	\$4,495.34	15	\$26,504.66
00405 Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.84	0	(\$0.84)
00406 Grant Income	\$0.00	\$0.00	\$0.00	\$635.65	0	\$635.65	0	(\$635.65)
00407 Miscellaneous & Other	\$2,000.00	\$0.00	\$2,000.00	\$40.00	2	\$120.00	6	\$1,880.00
Total POLICE	\$33,000.00	\$0.00	\$33,000.00	\$2,993.06	9	\$5,251.83	16	\$27,748.17
500 CODES								
00402 License, Permits, & Fees	\$350.00	\$0.00	\$350.00	\$0.00	0	\$100.00	29	\$250.00
00403 Fines & Forfeitures	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total CODES	\$350.00	\$0.00	\$350.00	\$0.00	0	\$100.00	29	\$250.00
600 PUBLIC WORKS								
00407 Miscellaneous & Other	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total PUBLIC WORKS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
700 NON DEPARTMENTAL								
00405 Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00407 Miscellaneous & Other	\$62,600.00	\$0.00	\$62,600.00	\$0.00	0	\$0.00	0	\$62,600.00
Total NON DEPARTMENTAL	\$62,600.00	\$0.00	\$62,600.00	\$0.00	0	\$0.00	0	\$62,600.00
800 POOL								
00407 Miscellaneous & Other	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total POOL	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total CITY GENERAL FUND	\$2,001,573.00	\$0.00	\$2,001,573.00	\$54,911.64	3	\$209,018.66	10	\$1,792,554.34
TOTAL ALL FUNDS	\$2,001,573.00	\$0.00	\$2,001,573.00	\$54,911.64	3	\$209,018.66	10	\$1,792,554.34

010 CITY GENERAL FUND		Expenditure Report						City Of Westminster	
100 ADMINISTRATION		Level 3 Summary for August 2022						Page 1 of 2	
Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
010 CITY GENERAL FUND									
100 ADMINISTRATION									
00100 Personal Services	\$154,754.00	\$0.00	\$22,217.74	14	\$45,103.47	29	\$0.00	\$109,650.53	71
00200 Commodities	\$14,150.00	\$0.00	\$7,035.57	50	\$7,673.55	54	\$0.00	\$6,476.45	46
00300 Contractual Services	\$246,100.00	\$0.00	\$14,430.67	6	\$40,186.19	16	\$0.00	\$205,913.81	84
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total ADMINISTRATION	\$415,004.00	\$0.00	\$43,683.98	11	\$92,963.21	22	\$0.00	\$322,040.79	78
200 FIRE DEPARTMENT									
00100 Personal Services	\$342,881.00	\$0.00	\$28,581.09	8	\$60,716.56	18	\$0.00	\$282,164.44	82
00200 Commodities	\$39,600.00	\$0.00	\$1,417.35	4	\$1,564.38	4	\$201.44	\$37,834.18	96
00300 Contractual Services	\$82,500.00	\$0.00	\$6,078.13	7	\$6,293.14	8	\$231.64	\$75,975.22	92
00600 Capital Outlay	\$9,275.00	\$0.00	\$445.20	5	\$445.20	5	\$0.00	\$8,829.80	95
00700 Debt Service	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total FIRE DEPARTMENT	\$474,256.00	\$0.00	\$36,521.77	8	\$69,019.28	15	\$433.08	\$404,803.64	85
300 POLICE									
00100 Personal Services	\$570,778.00	\$0.00	\$44,458.44	8	\$87,179.32	15	\$0.00	\$483,598.68	85
00200 Commodities	\$57,000.00	\$0.00	\$4,657.98	8	\$4,805.76	8	\$0.00	\$52,194.24	92
00300 Contractual Services	\$39,787.00	\$0.00	\$1,897.86	5	\$1,972.86	5	\$0.00	\$37,814.14	95
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00700 Debt Service	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total POLICE	\$667,565.00	\$0.00	\$51,014.28	8	\$93,957.94	14	\$0.00	\$573,607.06	86
400 RECREATION									
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total RECREATION	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
500 CODES									
00100 Personal Services	\$27,597.00	\$0.00	\$3,930.71	14	\$6,540.39	24	\$0.00	\$21,056.61	76
00200 Commodities	\$3,550.00	\$0.00	\$960.09	27	\$960.09	27	\$0.00	\$2,589.91	73
00300 Contractual Services	\$50,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$50,000.00	100
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total CODES	\$81,147.00	\$0.00	\$4,890.80	6	\$7,500.48	9	\$0.00	\$73,646.52	91
600 PUBLIC WORKS									
00100 Personal Services	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00200 Commodities	\$21,900.00	\$0.00	\$907.10	4	\$1,619.42	7	\$385.53	\$19,895.05	91
00300 Contractual Services	\$75,400.00	\$0.00	\$5,667.63	8	\$10,602.96	14	\$35,994.00	\$28,803.04	38
00600 Capital Outlay	\$20,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$20,000.00	100
00700 Debt Service	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total PUBLIC WORKS	\$117,300.00	\$0.00	\$6,574.73	6	\$12,222.38	10	\$36,379.53	\$68,698.09	59
700 NON DEPARTMENTAL									
00100 Personal Services	\$15,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$15,000.00	100
00200 Commodities	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
00300 Contractual Services	\$230,801.00	\$0.00	\$0.00	0	\$38,578.50	17	\$0.00	\$192,222.50	83
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0

**010 CITY GENERAL FUND
700 NON DEPARTMENTAL**

**City Of Westminster
Expenditure Report**

Level 3 Summary for August 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
00800 Other	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total NON DEPARTMENTAL	\$246,301.00	\$0.00	\$0.00	0	\$38,578.50	16	\$0.00	\$207,722.50	84
800 POOL									
00100 Personal Services	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00200 Commodities	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00300 Contractual Services	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total POOL	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total CITY GENERAL FUND	\$2,001,573.00	\$0.00	\$142,685.56	7	\$314,241.79	16	\$36,812.61	\$1,650,518.60	82
TOTAL ALL FUNDS	\$2,001,573.00	\$0.00	\$142,685.56	7	\$314,241.79	16	\$36,812.61	\$1,650,518.60	82

Level 3 Summary for August 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
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Report Summary

Type From		Type To	
4 - Revenues		5 - Expenses	
Detail Level		Level 3 single space	
Adjusted Budget Column		N	
Level	From	To	New Page
1	010	010	n/a
2	ALL		N
3	ALL		N
4	ALL		N
5	ALL		n/a

Period	02
System Date	9/3/2021
System Time	1:20:00 pm
Print Date	9/3/2021
Print Time	1:20:05 pm
Run by	JDA
Print ID	381
System version	7.1.21
Export	APGLXP17
Export version	VM-07110002

Revenue Report

Level 3 Summary for August 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
020 UTILITY DEPT. GENERAL FUND								
150 UTILITY ADMINISTRATION								
00405 Interest Income	\$500.00	\$0.00	\$500.00	\$0.00	0	\$36.94	7	\$463.06
00407 Miscellaneous & Other	\$996,619.00	\$0.00	\$996,619.00	\$35,311.41	4	\$72,779.78	7	\$923,839.22
00412 Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total UTILITY ADMINISTRATION	\$997,119.00	\$0.00	\$997,119.00	\$35,311.41	4	\$72,816.72	7	\$924,302.28
250 ELECTRIC								
00407 Miscellaneous & Other	\$18,000.00	\$0.00	\$18,000.00	\$5,869.00	33	\$6,589.00	37	\$11,411.00
00408 Electric	\$4,280,000.00	\$0.00	\$4,280,000.00	\$366,649.53	9	\$642,294.33	15	\$3,637,705.67
Total ELECTRIC	\$4,298,000.00	\$0.00	\$4,298,000.00	\$372,518.53	9	\$648,883.33	15	\$3,649,116.67
350 WATER								
00407 Miscellaneous & Other	\$8,000.00	\$0.00	\$8,000.00	\$0.00	0	\$0.00	0	\$8,000.00
00409 Water	\$1,945,000.00	\$0.00	\$1,945,000.00	\$174,246.13	9	\$346,477.36	18	\$1,598,522.64
00411 Project Operations	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total WATER	\$1,953,000.00	\$0.00	\$1,953,000.00	\$174,246.13	9	\$346,477.36	18	\$1,606,522.64
450 SEWER								
00407 Miscellaneous & Other	\$2,500.00	\$0.00	\$2,500.00	\$0.00	0	\$18,210.79	728	(\$15,710.79)
00410 Sewer	\$719,240.00	\$0.00	\$719,240.00	\$57,069.01	8	\$109,316.62	15	\$609,923.38
Total SEWER	\$721,740.00	\$0.00	\$721,740.00	\$57,069.01	8	\$127,527.41	18	\$594,212.59
550 WATER PLANT								
00407 Miscellaneous & Other	\$3,500.00	\$0.00	\$3,500.00	\$0.00	0	\$0.00	0	\$3,500.00
Total WATER PLANT	\$3,500.00	\$0.00	\$3,500.00	\$0.00	0	\$0.00	0	\$3,500.00
Total UTILITY DEPT. GENERAL FUND	\$7,973,359.00	\$0.00	\$7,973,359.00	\$639,145.08	8	\$1,195,704.82	15	\$6,777,654.18
TOTAL ALL FUNDS	\$7,973,359.00	\$0.00	\$7,973,359.00	\$639,145.08	8	\$1,195,704.82	15	\$6,777,654.18

Expenditure Report

Level 3 Summary for August 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
020 UTILITY DEPT. GENERAL FUND									
150 UTILITY ADMINISTRATION									
00100 Personal Services	\$317,827.00	\$0.00	\$13,733.33	4	\$29,436.36	9	\$0.00	\$288,390.64	91
00200 Commodities	\$46,200.00	\$0.00	\$2,057.82	4	\$6,519.17	14	\$0.00	\$39,680.83	86
00300 Contractual Services	\$704,696.00	\$0.00	\$61,835.16	9	\$104,653.74	15	\$0.00	\$600,042.26	85
00600 Capital Outlay	\$568,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$568,000.00	100
Total UTILITY ADMINISTRATION	\$1,636,723.00	\$0.00	\$77,626.31	5	\$140,609.27	9	\$0.00	\$1,496,113.73	91
250 ELECTRIC									
00100 Personal Services	\$402,542.00	\$0.00	\$27,260.48	7	\$57,331.23	14	\$0.00	\$345,210.77	86
00200 Commodities	\$243,700.00	\$0.00	\$26,297.35	11	\$31,473.60	13	\$843.34	\$211,383.06	87
00300 Contractual Services	\$2,416,867.00	\$0.00	\$223,569.71	9	\$228,982.75	9	\$0.00	\$2,187,884.25	91
00600 Capital Outlay	\$276,900.00	\$0.00	\$0.00	0	\$0.00	0	\$246,949.00	\$29,951.00	11
Total ELECTRIC	\$3,340,009.00	\$0.00	\$277,127.54	8	\$317,787.58	10	\$247,792.34	\$2,774,429.08	83
350 WATER									
00100 Personal Services	\$282,152.00	\$0.00	\$14,352.74	5	\$37,166.63	13	\$0.00	\$244,985.37	87
00200 Commodities	\$217,700.00	\$0.00	\$49,665.67	23	\$53,852.40	25	\$1,133.27	\$162,714.33	75
00300 Contractual Services	\$214,500.00	\$0.00	\$27,617.90	13	\$38,739.84	18	\$37,140.31	\$138,619.85	65
00600 Capital Outlay	\$10,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$10,000.00	100
00700 Debt Service	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total WATER	\$724,352.00	\$0.00	\$91,636.31	13	\$129,758.87	18	\$38,273.58	\$556,319.55	77
450 SEWER									
00100 Personal Services	\$160,292.00	\$0.00	\$11,421.31	7	\$20,263.70	13	\$0.00	\$140,028.30	87
00200 Commodities	\$60,400.00	\$0.00	\$3,190.48	5	\$4,054.57	7	\$101.11	\$56,244.32	93
00300 Contractual Services	\$651,300.00	\$0.00	\$72,924.23	11	\$73,127.26	11	\$519,712.56	\$58,460.18	9
00600 Capital Outlay	\$30,350.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$30,350.00	100
Total SEWER	\$902,342.00	\$0.00	\$87,536.02	10	\$97,445.53	11	\$519,813.67	\$285,082.80	32
550 WATER PLANT									
00100 Personal Services	\$230,855.00	\$0.00	\$17,361.37	8	\$35,844.92	16	\$0.00	\$195,010.08	84
00200 Commodities	\$88,650.00	\$0.00	\$9,423.13	11	\$11,384.05	13	\$29,695.22	\$47,570.73	54
00300 Contractual Services	\$470,250.00	\$0.00	\$54,899.20	12	\$58,538.93	12	\$78,291.84	\$333,419.23	71
00600 Capital Outlay	\$57,500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$57,500.00	100
Total WATER PLANT	\$847,255.00	\$0.00	\$81,683.70	10	\$105,767.90	12	\$107,987.06	\$633,500.04	75
650 NON DEPARTMENTAL									
00700 Debt Service	\$373,908.00	\$0.00	\$25,226.11	7	\$50,452.22	13	\$0.00	\$323,455.78	87
00800 Other	\$132,157.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$132,157.00	100
Total NON DEPARTMENTAL	\$506,065.00	\$0.00	\$25,226.11	5	\$50,452.22	10	\$0.00	\$455,612.78	90
700 NON DEPARTMENTAL									
00100 Personal Services	\$15,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$15,000.00	100
00300 Contractual Services	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00800 Other	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total NON DEPARTMENTAL	\$15,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$15,000.00	100

Level 3 Summary for August 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
Total UTILITY DEPT. GENERAL FUND	\$7,971,746.00	\$0.00	\$640,835.99	8	\$841,821.37	11	\$913,866.65	\$6,216,057.98	78
TOTAL ALL FUNDS	\$7,971,746.00	\$0.00	\$640,835.99	8	\$841,821.37	11	\$913,866.65	\$6,216,057.98	78

Level 3 Summary for August 2022									
Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct

Report Summary

Type From		Type To		Period	02
4 - Revenues		5 - Expenses		System Date	9/3/2021
				System Time	1:21:47 pm
Detail Level		Level 3 single space		Print Date	9/3/2021
Adjusted Budget Column		N		Print Time	1:21:50 pm
				Run by	JDA
				Print ID	381
				System version	7.1.21
				Export	APGLXP17
				Export version	VM-07110002
Level	From	To	New Page		
1	020	020	n/a		
2	ALL		N		
3	ALL		N		
4	ALL		N		
5	ALL		n/a		

Revenue Report

Level 3 Summary for August 2022								
Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
030 SOLID WASTE								
900 SOLID WASTE								
00405 Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00406 Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00407 Miscellaneous & Other	\$447,487.00	\$0.00	\$447,487.00	\$31,058.66	7	\$63,983.95	14	\$383,503.05
Total SOLID WASTE	\$447,487.00	\$0.00	\$447,487.00	\$31,058.66	7	\$63,983.95	14	\$383,503.05
Total SOLID WASTE	\$447,487.00	\$0.00	\$447,487.00	\$31,058.66	7	\$63,983.95	14	\$383,503.05
TOTAL ALL FUNDS	\$447,487.00	\$0.00	\$447,487.00	\$31,058.66	7	\$63,983.95	14	\$383,503.05

Expenditure Report

Level 3 Summary for August 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
030 SOLID WASTE									
005 EXPENSE									
00515 Expense	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
900 SOLID WASTE									
00100 Personal Services	\$227,748.00	\$0.00	\$20,315.66	9	\$41,148.37	18	\$0.00	\$186,599.63	82
00200 Commodities	\$106,900.00	\$0.00	\$7,840.21	7	\$13,759.32	13	\$567.69	\$92,572.99	87
00300 Contractual Services	\$49,570.00	\$0.00	\$2,353.03	5	\$3,147.91	6	\$0.00	\$46,422.09	94
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00700 Debt Service	\$63,268.70	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$63,268.70	100
Total SOLID WASTE	\$447,486.70	\$0.00	\$30,508.90	7	\$58,055.60	13	\$567.69	\$388,863.41	87
Total SOLID WASTE	\$447,486.70	\$0.00	\$30,508.90	7	\$58,055.60	13	\$567.69	\$388,863.41	87
TOTAL ALL FUNDS	\$447,486.70	\$0.00	\$30,508.90	7	\$58,055.60	13	\$567.69	\$388,863.41	87

030 SOLID WASTE
900 SOLID WASTE

City Of Westminster

Level 3 Summary for August 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
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Report Summary

Type From		Type To	
4 - Revenues		5 - Expenses	
Detail Level		Level 3 single space	
Adjusted Budget Column		N	
Level	From	To	New Page
1	030	030	n/a
2	ALL		N
3	ALL		N
4	ALL		N
5	ALL		n/a

Period	02
System Date	9/3/2021
System Time	1:22:44 pm
Print Date	9/3/2021
Print Time	1:22:46 pm
Run by	JDA
Print ID	381
System version	7.1.21
Export	APGLXP17
Export version	VM-07110002

Revenue Report

Level 3 Summary for August 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
050 YOUTH RECREATION FUND								
400 RECREATION								
00401 Intergovenmental Rev	\$30,000.00	\$0.00	\$30,000.00	\$0.00	0	\$0.00	0	\$30,000.00
00402 License, Permits, & Fees	\$200,434.00	\$0.00	\$200,434.00	\$5,497.00	3	\$16,548.00	8	\$183,886.00
00405 Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00406 Grant Income	\$10,000.00	\$0.00	\$10,000.00	\$0.00	0	\$0.00	0	\$10,000.00
00407 Miscellaneous & Other	\$279,435.00	\$0.00	\$279,435.00	\$0.00	0	\$45,800.17	16	\$233,634.83
Total RECREATION	\$519,869.00	\$0.00	\$519,869.00	\$5,497.00	1	\$62,348.17	12	\$457,520.83
Total YOUTH RECREATION FUND	\$519,869.00	\$0.00	\$519,869.00	\$5,497.00	1	\$62,348.17	12	\$457,520.83
TOTAL ALL FUNDS	\$519,869.00	\$0.00	\$519,869.00	\$5,497.00	1	\$62,348.17	12	\$457,520.83

Expenditure Report

Level 3 Summary for August 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
050 YOUTH RECREATION FUND									
400 RECREATION									
00100 Personal Services	\$226,219.00	\$0.00	\$9,323.22	4	\$22,417.79	10	\$0.00	\$203,801.21	90
00200 Commodities	\$61,800.00	\$0.00	\$951.74	2	\$1,725.58	3	\$14,325.52	\$45,748.90	74
00300 Contractual Services	\$221,850.00	\$0.00	\$17,321.67	8	\$23,860.35	11	\$29,403.79	\$168,585.86	76
00600 Capital Outlay	\$10,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$10,000.00	100
Total RECREATION	\$519,869.00	\$0.00	\$27,596.63	5	\$48,003.72	9	\$43,729.31	\$428,135.97	82
Total YOUTH RECREATION FUND	\$519,869.00	\$0.00	\$27,596.63	5	\$48,003.72	9	\$43,729.31	\$428,135.97	82
TOTAL ALL FUNDS	\$519,869.00	\$0.00	\$27,596.63	5	\$48,003.72	9	\$43,729.31	\$428,135.97	82

Level 3 Summary for August 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
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Report Summary

Type From		Type To	
4 - Revenues		5 - Expenses	
Detail Level		Level 3 single space	
Adjusted Budget Column		N	
Level	From	To	New Page
1	050	050	n/a
2	ALL		N
3	ALL		N
4	ALL		N
5	ALL		n/a

Period	02
System Date	9/3/2021
System Time	1:23:46 pm
Print Date	9/3/2021
Print Time	1:23:47 pm
Run by	JDA
Print ID	381
System version	7.1.21
Export	APGLXP17
Export version	VM-07110002