

**MINUTES  
WESTMINSTER CITY COUNCIL  
Regular Scheduled Meeting  
Tuesday, October 11, 2022**

The City Council of the City of Westminster met in a regular scheduled meeting on Tuesday, October 11, 2022 at 6:00 pm at the Westminster Fire Department with Mayor Brian Ramey presiding. Those in attendance were:

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

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

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

**Call to Order**

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

**Invocation and Pledge of Allegiance**

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

**Certification of Quorum**

Rebecca Overton certified a quorum.

At this time Mayor Ramey welcomed Ruth May and informed those in attendance that she was running for the vacant Council seat.

**Public Comments**

Mr. Franklin Jones of James Street spoke about an open court case he has for meter tampering. He stated concerns he had about not being allowed to attend his court proceedings.

Jessica Glymph of the SC Bigfoot Festival spoke to Council about the upcoming Bigfoot Festival. She stated that this would be the third festival and the first time it would be a two-day event. Mrs. Glymph added that an 80's Band would be performing and a parade was planned.

October 11, 2022

### **Special Recognition of City Utility Employee – Electric Department**

Mayor Ramey recognized Cory Baker of the electric crew for his recent final training of journeyman lineman. He congratulated Cory for this accomplishment and stated to Council that this training will expand his lineman abilities. Mayor Ramey presented Mr. Baker with a certificate of recognition.

### **Comments from the Mayor and Council**

Mrs. Reese thanked Council for passing the Civility Resolution. She stated that supporting and maintaining civility was very important and that the Resolution would also serve as an attribute to the late Yousef Mefleh since he always supported kindness and civility.

Mrs. Snipes thanked city employees for their service and dedication to keeping things flowing smoothly. Mr. Dunn added that he was appreciative as well of the services and attitudes that employees provide.

Mr. Glymph reminded everyone that the Christmas Parade is planned for Friday, December 2 at 6:00 pm and the theme is “West WhoVille.” He also added that Music on Main would be October 29<sup>th</sup> as well as a Haunted House sponsored by the American Legion. Mr. Glymph also noted that the Halloween event would likely be neighborhood trick or treat on Retreat Street.

Mayor Ramey read a letter from the Foxwood Hills Property Association expressing sympathy for the passing of Mr. Yousef Mefleh. Mayor Ramey asked Mr. Bronson about he credit card fee pass through and if that had been implemented. Mr. Bronson informed Mayor Ramey that the QS1 software program was in the process of obtaining a new program with a different credit card payment vendor that would allow the pass through fees based on credit card regulations. He added that the change over is still a few months away but as soon as it is available, the City will move forward with the credit card fee pass through policy.

### **Old Business**

1. Second Reading of ORDINANCE NO. 2022-10-11-01; An Ordinance Authorizing and Establishing an Economic Development Incentive Program to encourage private investment in the incentive area of the City of Westminster, South Carolina; Authorizing and establishing a program to grant special property tax assessments to certain rehabilitated historic properties; and other matters related thereto.

Mr. Bronson reminded Council that they had made several provisions to the Economic Development Incentive Ordinance as presented earlier in August. The Ordinance now includes those revisions.

Upon a motion by Mr. Dunn and seconded by Mrs. Reese, the motion ***to approve Second Reading of Ordinance No. 2022-10-11-01; An Ordinance Authorizing and Establishing an Economic Development Incentive Program to encourage***

***private investment in the incentive area of the City of Westminster, South Carolina; Authorizing and establishing a program to grant special property tax assessments to certain rehabilitated historic properties; and other matters related thereto*** passed unanimously.

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

2. Second Reading of Ordinance No. 2022-10-11-02; An Ordinance Approving the Execution and Delivery of a Pole Attachment License Agreement By and Between the City Of Westminster, South Carolina and Spectrum Southeast, LLC And Other Matters Related Thereto.

Mr. Bronson reminded Council that Spectrum Southeast, LLC has requested the right to attach its communications equipment (aerial cables, wires and other facilities related thereto) to City-owned utility poles. Mr. Bronson added that the City's legal representative Pope Flynn negotiated the agreement, the term of the agreement is five (5) years and includes a cost of \$21.00 per pole.

Upon a motion by Mrs. Reese and seconded by Mrs. Snipes, the motion ***to approve Second Reading of Ordinance No. 2022-10-11-02; An Ordinance Approving the Execution and Delivery of a Pole Attachment License Agreement By and Between the City Of Westminster, South Carolina and Spectrum Southeast, LLC And Other Matters Related Thereto*** passed unanimously.

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

3. Second Reading of Ordinance No. 2022-10-11-03; An Ordinance Deleting Certain Provisions of Title Iii, Chapter 35 Of The City Of Westminster Code Of Ordinances Pertaining to its Purchasing and Contracting Policy; Adding Title Iii, Chapter 38 Titled "Procurement"; and Other Matters Related Thereto.

Mr. Bronson reminded Council that the Law Office of Pope Flynn had developed a revised Procurement Policy. He stated to Council that this policy provides for a modern approach to procuring goods and services as needed by the City and it complies with South Carolina state law.

Upon a motion by Mrs. Snipes and seconded by Mr. Glymph, the motion **to approve Second Reading of Ordinance No. 2022-10-11-03; An Ordinance Deleting Certain Provisions of Title Iii, Chapter 35 Of The City Of Westminster Code Of Ordinances Pertaining to its Purchasing and Contracting Policy; Adding Title Iii, Chapter 38 Titled "Procurement"; and Other Matters Related Thereto** passed unanimously.

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

### **New Business**

4. Consideration of approval of Mutual Aid Agreement (between Clemson University Police department and Westminster Police Department)

Mr. Bronson informed Council that entities with law enforcement officers within the state of South Carolina may adopt mutual aid agreements to allow for officers from one entity to provide law enforcement assistance to the other entity. The governing body of each entity must approve these agreements.

Upon a motion by Mr. Dunn and seconded by Mr. Glymph, the motion to **approve a Mutual Aid Agreement between Clemson University Police Department and Westminster Police Department** passed unanimously.

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

5. Consideration of Proposals Downtown Master Planning Services

Mr. Bronson informed Council that The Appalachian Regional Commission (ARC) awarded the City a \$32,000 grant requiring a City match of \$32,000 to complete a Downtown Master Plan.

Mr. Bronson stated to Council that Four (4) proposals were submitted by the deadline provided in the Request for Proposals. He added that One (1) proposal did not meet the minimum submission qualifications. Mr. Bronson stated that all three proposals offer a six month timeline. He stated that two of the proposals offer the same price yet have different caveats to the services provided. He suggested that any of the three proposals will create a good downtown master plan. The firms and bid proposals were:

Bolton & Menk / Studio Main / Downtown Strategies	\$64,000
Boudreaux / The Landplan Group South / Fred Delk	\$64,000
SeamonWhite / Studio Main / DP3 Architects	\$37,000-\$50,000

Upon a motion by Mr. Dunn and seconded by Mr. Glymph, the motion to **award the bid proposal for a Downtown Master Plan to Bolton & Menk/Studio Main/Downtown Strategies in the amount of \$64,000** passed unanimously.

#### 6. Consider creation and appointment of the Planning Advisory Committee

Mr. Bronson again reminded Council that The City of Westminster was recently awarded a grant from the Appalachian Regional Commission (ARC) to develop a Downtown Master Plan. He added that the grant award included utilizing a Planning Advisory Committee. Mr. Bronson stated that this Committee is intended to provide general guidance to the planning consultant and to be available to provide input on draft iterations as the plan is developed. He added that eight to twelve members from the community is ideal and that the time commitment is about 16 hours total over the next 5-7 months, with most meetings in the evenings.

Mayor Ramey added that he felt like the Committee needed to be a mixture of business owners and residents of the area. Mr. Bronson added that at least one Council member should also be on the Committee.

After discussion and suggestions the following names were recommended as members of the Planning Advisory Committee:

Audrey Reese	Betty Johnson	Suzette Snedigar
Daby Snips	Matt Patterson	
Lacey Moore	Dave McCutcheon	
Jerry Smith	James McDowell	
Chester Lee	Sandra Powell	
Joe Mullett	Zack Sahrpe	

7. Consideration to approve Memorandum of Agreement For the Detention of Juveniles (between the South Carolina Department of Juvenile Justice and Westminster)

Mr. Bronson informed Council that Juveniles arrested by law enforcement must be detained separately from adults. He added that this agreement with the South Carolina Department of Juvenile Justice provides for that detention for juveniles arrested by the Westminster Police Department.

Upon a motion by Mr. Dunn and seconded by Mr. Glymph the motion to **approve the Memorandum of Agreement for the Detention of Juveniles between the South Carolina Department of Juvenile Justice and the City of Westminster** passed unanimously.

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

### **Routine Business**

1. Approval of the September 13, 2022 Regular Meeting Minutes

Mayor Ramey noted the following changes/additions to the minutes: item #11 add “with a yearly payment of \$352,032.00, item #12 add “these bids are for the first 100 homes only”, and item #15 add “a Resolution was included in the OJRSA nomination.”

Upon a motion by Mrs. Reese and seconded by Mr. Dunn, the motion to **approve the September 13, 2022 Regular Meeting Minutes with changes** passed unanimously.

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

## 2. Comments from City Administrator

Mr. Bronson informed Council that as part of the USDA Loan process, encroachment permits were being obtained. He also added that he had asked the County to waive the fees associated with those permits.

Mr. Bronson informed Council that he was in receipt of a request from Reggie Dion for reimbursement for Band expenses. Mr. Bronson reminded Council that they had previously awarded \$2250 to Downtown Main Street but since they do not have a non-profit tax status, those funds were not awarded. Mr. Bronson suggested using the unused awarded funds to reimburse Mr. Dion. Council was in agreement with this request.

Mr. Bronson also informed Council that he is planning to put discussion of the PR Committee on the agenda for November. He added that the Council should decide what they want the PR Committee to do and be responsible for.

### Executive Session

Discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property, the receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against the agency of a claim.

- a) Receipt of legal advice regarding procurement matters

Upon a motion by Mrs. Reese and seconded by Mr. Powell, the motion to **enter into executive session for the purpose of receipt of legal advice regarding procurement matters** passed unanimously.

Upon a motion by Mayor Ramey and seconded by Mrs. Reese, the motion to **exit executive session** passed unanimously.

### Adjourn

Upon a motion by Mayor Ramey and seconded by Mr. Powell, the motion **to adjourn the meeting at 8:20 pm** passed unanimously.

(Minutes submitted by Rebecca Overton)

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Mayor Brian Ramey

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Date

October 11, 2022