**MINUTES**
**WESTMINSTER CITY COUNCIL**
**Regular Scheduled Meeting**
**Tuesday, October 5, 2021**

The City Council of the City of Westminster met in a regular scheduled meeting at the Westminster Fire Department on Tuesday, October 5, 2021 at 6:00 pm with Mayor Brian Ramey presiding. Those in attendance were:

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

City Administrator, Kevin Bronson
Utility Director, Leigh Baker
Members of the public and press

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

## Call to Order

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

## Invocation and Pledge of Allegiance

Sheriff Mike Crenshaw led the Council in the invocation and the Pledge of Allegiance.

## Certification of Quorum

The City Clerk certified a quorum.

Upon a motion by Mayor Ramey and seconded by Mr. Cater, the motion ***to amend the agenda to add a presentation by Sheriff Mike Crenshaw for Officer of the Year*** passed unanimously.

Upon a motion by Mayor Ramey and seconded by Mr. Cater ***and to add to the agenda for consideration a Policy and Procedures for Installing New Water Mains, Sewer Mains, Electrical Infrastructure and Appurtenances*** passed unanimously.

## Presentations

Sheriff Mike Crenshaw presented the Officer of the Year award, which is sponsored by Blue Ridge, to Chief Michael Smith for the Fire Department and Chief Rory Jones for the Police Department.

Mr. Leigh Baker recognized Taylor Price who has completed Lineman School and is now a Journeyman. Taylor was presented with a Certificate of Accomplishment. Mr. Baker also read a

statement of congratulations from Richard Tucker, the City's Electrical Engineer, who was unable to attend.

**Comments from the Mayor and Council**

Mr. Mefleh wanted to thank the Apple Festival Committee and all the people who helped make this year's festival very successful. All the business benefited from all the people coming into town and we need to keep supporting them.

**Public Comments**

Mr. Dale Glymph with Bigfoot Festival updated Council on the October 23 event. Mr. Glymph stated that he is expecting an increase in vendors this year and hoping to have upwards to 20,000 attendees. The will be providing facemasks, and hand sanitizing stations around the festival. The Blood Mobile will also be there and they will test for antibodies for COVID and provide vaccines. The Police have been contacted and the parade is scheduled for Saturday morning beginning at Dollar General.

**Public Hearing**

Mayor Ramey opened the public hearing on the budget amendments that are proposed tonight. Hearing no comments on the topic, Mayor Ramey closed the public hearing.

**Old Business**

1. Second Reading of Ordinance #2021-11-04-01; Amending the FY 2022 Budget

   Upon a motion by Mr. Adams and seconded by Mr. Duncan, the motion ***to approve the second reading of Ordinance #2021-10-05-01*** passed unanimously.

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

2. Consideration of Modifying the Purchasing List with the Funds from the Equipment Lease Financing

   Mr. Bronson stated that we have $525,000 allocated in the Lease Purchase with BB&T. With those funds the following equipment is to be purchased; bucket truck, two pickup trucks and a skid-steer with a grinder head. Some of the equipment has already been purchased.

Mr. Baker stated that $300,000 was allocated for the bucket truck but he was able to find one for $252,000 and asked if he could purchase another truck with the savings.

Mr. Bronson stated that if this is approved that he would bring back a supplemental ordinance prepared by the BB&T.

Upon a motion by Mr. Adams and seconded by Mr. Cater, the motion to ***approve the purchase of the truck*** passed unanimously.

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

**New Business**

3. First Reading of Ordinance #2021-11-04-01; 2020 Business License

Mr. Bronson stated that the adoption of this updated business license ordinance is to be on accordance with the Business License Standardization Act.

Upon a motion by Mr. Duncan and seconded by Mr. Chastain, the motion ***to conduct the first reading of Ordinance #2021-11-04-01*** passed unanimously.

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

4. First Reading of Ordinance #2021-11-04-02 (in name only); to Rezone Tax Map #530-06-03-003, 9221 Long Creek Hwy from R-20 to GR (General Residential)

Mr. Bronson stated that due to illness last week, the Planning Commission had to be postponed. They were scheduled to take up this topic and conduct the public hearing. Since the applicant has been waiting for several months to get this issue resolved, and not wanting to delay any longer, Mr. Bronson asked Council to conduct the first reading of this ordinance. The Planning Commission is

scheduled to meet on October 25, 2021. At that time they will hold the public hearing and make a recommendation to Council. The second reading for this ordinance will be held at the November meeting and at that time Council will have more information to make their final decision.

Upon a motion by Mr. Adams and seconded by Mr. Duncan, the motion ***to conduct the first reading of Ordinance #2021-11-04-02*** passed unanimously.

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

5. First Reading of Ordinance #2021-11-04-03; Bigfoot Festival

Mr. Bronson stated that he received a request from the organizers of the Bigfoot Festival to revise Title XI Chapter 111 "Soliciting; Peddlers, Solicitors and Transient Merchants" in § 111.42 to remove Mayberry Festival and insert Bigfoot Festival. This ordinance allows the waiving of the requirement of business license fees for vendors who have paid to participate with a particular festival or event.

Upon a motion by Mr. Cater and seconded by Mr. Mefleh, the motion to ***conduct the first reading of Ordinance #2021-11-04-03*** passed unanimously.

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

6. Consideration to Adopt a Policy and Procedures for Installing Water Mains, Sewer Mains, Electrical Infrastructure and Appurtenances

Mr. Bronson informed Council that there are two developers building neighborhoods near Hwy 11. He and Mr. Baker have both met with Troy Rosier concerning providing water to these neighborhoods. Mr. Bronson recommended

to Council that they pass a Policy and Procedure for Installing New Water Mains, Sewer Mains, Electrical Infrastructure and Appurtenances. The developer would need to agree to the terms and conditions to which the developer would be paying all cost of the infrastructure. The agreement would require a 25% of the preliminary estimate up front from the developer. Also, there is an additional provision that would require an annexation agreement for the entire subdivision be signed prior to commencement of the installation.

Mayor Ramey asked how this would affect Westminster Crossings. Mr. Bronson stated that he would research what the City agreed to but going forward with phase two, they would be required to agree to the new Policies and Procedures.

Upon a motion by Mr. Adams and seconded by Mr. Duncan, the motion ***to adopt the Policy and Procedures for Installing New Water Mains, Sewer Mains, Electrical Infrastructure and Appurtenances*** passed unanimously.

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

**Routine Business**

1. Upon a motion by Mr. Cater and seconded by Mr. Adams, the motion ***to approve the September 7, 2021 regular meeting minutes*** passed unanimously.

Comments from the Utility Director

a. Mr. Baker stated that several leaks have been repaired on Hall Rd. and Gaston Circle.
b. The Sewer crew has been making progress on the I & I.
c. The Water Plant is doing good and the pre-construction bid meeting for the raw water pumps will be held on Wednesday.
d. The Electric crew has been changing out poles and changing overhead service to underground.
e. The department is still short one water employee and one sewer employee and he is still working on trying to get a tree trimmer on staff.
f. Mr. Baker will be reviewing the agreement with Westminster Crossing if one is located.
g. Mr. Baker asked Mr. and Mrs. Glymph to reach out to him concerning the electric on Main Street for the Bigfoot Festival.

Comments from the City Administrator

a. Mr. Bronson stated that he has been contacted by the Collins family who is interest in purchasing less than an acre of property from the City that is located on the backside of the Water Plant off of Wisteria Drive. The City owns approximately 40 acres. He asked if Council if they were interested in proceeding before he begins the research on the property. Council directed him to proceed. Mr. Bronson stated that he would bring back the information before Council.
b. Mr. Bronson stated that a spring exists on the Hall Street property where the proposed recreation project is to go. It was recommended that a survey of the wetlands be done prior to finalizing the conceptual drawings. Mr. Bronson will eventually need to sign off on whether there are wetlands/springs on the property. The survey will be approximately $3200. Mr. Cater stated that he would like to attend the next meeting with SeamonWhitside. He has a few issues with the current design and would like to speak to them about it. Council directed Mr. Bronson to proceed.
c. Mr. Bronson reminded Council that the next meeting is scheduled for November 2, election night. He recommended that the meeting be moved to Thursday, November 4. Mr. Mefleh stated that Thursday are not good for him and asked if the meeting could be moved to the following Tuesday. Mr. Adams stated that a 5pm meeting would work best for him. Therefore, the November meeting will be held on Tuesday November 9 at 5pm.

**Executive Session**

Upon a motion by Mayor Ramey and seconded by Mr. Duncan, the motion ***to enter into an executive session for the purpose of section 30-4-70 (a) a discussion of contractual matters (PMPA), a discussion of a pending, threatened, or potential claim, (Westminster Utility Department), a discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or a person regulated by a public body (Police Department)*** passed unanimously.

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

Upon a motion by Mr. Cater and Seconded by Mr. Mefleh, the motion ***to hire Matthew Patterson as the new Police Chief for the City of Westminster*** passed unanimously.

**Adjourn**

Upon a motion by Mayor Ramey and seconded by Mr. Mefleh, the motion ***to adjourn the meeting at 7:50 p.m.*** passed unanimously.

(Minutes prepared by Jennifer Adams)

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Mayor Brian Ramey Date