



ADMINISTRATOR'S REPORT
Kevin Bronson
OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

February 2, 2024

GENERAL INFORMATION

Utility Bill Pay

QS1 is the city's utility billing system software provider. Recently QS1 upgraded some of its software using a vendor named Xpress Bill Pay. Xpress Bill Pay is the vendor QS1 has provided as the payment-collection vendor for their software. Over the last three weeks city staff has encountered numerous situations where customers are provided a "balance due" amount that is incorrect – causing confusion, frustrations and general angst. Staff has relayed these concerns many times to the two vendors. To date they have been corrected most of the errors encountered by city customers. If a customer encounters an issue with using Xpress Bill Pay, they are asked to call City Hall.

City staff apologizes for the ranking inconvenience to our customers and looks now to our vendors to correct every issue as soon as possible.

City Council Meeting Schedule

At the January 10, 2024 City Council Meeting the City Council adopted its meeting schedule for the calendar year. Members of the Council requested the schedule be provided to residents and customers on the monthly utility bills. The schedule has been added as requested. See attached. All meetings will be held at the Westminster Fire Department, the schedule is:

January 9, 2024	6:00 PM	July 9, 2024	6:00 PM
February 13, 2024	6:00 PM	August 13, 2024	6:00 PM
March 19, 2024	6:00 PM	September 10, 2024	6:00 PM
April 9, 2024	6:00 PM	October 8, 2024	6:00 PM
May 14, 2024	6:00 PM	November 12, 2024	6:00 PM
June 11, 2024	6:00 PM	December 10, 2024	6:00 PM

TreesUpstate Tree Planting

TreesUpstate and the City have partnered together to plant 21 trees in the parking area and grounds of the Yousef Mefleh Memorial Fields and Owens Field behind West Oak Middle School. TreesUpstate will graciously supply the trees. Volunteers are sought to spend a few hours Saturday, February 3, 2024 beginning at 9:00 am to help with the planting. Everything needed to volunteer will be provided included gloves and rakes. To register online please go to www.treesupstate.org/volunteer. A flyer for the event is attached.

TreesUpstate Tree Giveaway

The City will host TreesUpstate tree giveaway on **March 9, 2024 from 9:00 am – 11:00 am at City Hall**. Anyone interested in a free tree (or two) may register at www.treesupstate.org/freetrees. Various species will be available including: Pawpaw, Pecan, Persimmon, Eastern Red Cedar, Red Maple, Pignut Hickory, Tulip Popular, Sweetbay Magnolia, Blackgum, Overcup Oak, White Oak, and Bald Cypress. An information flyer is attached.

WP Anderson Park Renovations and Enhancements

Last week, a request for proposals was issued for renovations and enhancements for WP Anderson Park. A non-mandatory pre-bid meeting is scheduled for February 12, 2024 at 1:00 pm and the bids are due on March 1, 2024 at 12:00 pm. The link to the documents is available here: <https://westminstersc.org/request-for-bids-anderson-park/>

Roadway Revitalization (Street Repaving) Project 2024

This week, an *Advertisement for Bids* was published on the city's website and the South Carolina Business Opportunities website for the street repaving project for 2024. Description of the work to be done:

Improvement of public roadways consisting of 14,880 sq. yards of asphalt paving, 875 sq. yards milling, 380 sq. yards subgrade repair, associated grading, striping, and 96 LF of new storm drainage piping. All in accordance with plans and specifications prepared by Rosier Group, dated September 21, 2021, Revised February 1, 2024.

Bids are due at 2:00 pm Wednesday, March 6, 2024 at City Hall. There will be a pre-bid conference at 2:00 pm on Tuesday, February 20, 2024 at 2:00 pm, also at City Hall.

The link to the advertisement is located here: [ADVERTISEMENT FOR BIDS \(westminstersc.org\)](#)

This Week in Rec: An Update from Recreation Director Herb Poole- NEW!

- This weekend, the Westminster Recreation department is hosting the Westminster Invitational Tournament for 8U Girls Basketball. The tournament begins on Saturday, February 3rd, at 12pm. The tournament includes teams from Walhalla, Seneca, and Westminster.
- Next week will be the last week of regular season basketball, and the county basketball tournament will start at the end of the week following the conclusion of the regular season.
- Sign-ups have closed for volleyball, but participants can still sign up (late fees apply).
- Details about the upcoming 2024 Spring Baseball, T-ball, and Softball seasons will be announced soon.

On the horizon:

- The County Basketball All-star 8U Boys Tournament will be hosted by the City of Westminster on February 23-24.
- The State Championship 8U Boys Basketball Tournament will be hosted by the City of Westminster on March 1-3.

New City Boards and Commissions Interest Form

City Staff created a boards and commissions interest form. If members of the public wish to serve on a board or commission, they should complete one at City Hall or [online](#) (Attached in packet).

USDA-RD Water System Projects

Two contractors are being utilized to install the water system improvements funded by the USDA-RD. Both contractors are on schedule. No changes from last week where the following was reported.

Arrowood General Contracting is responsible for a grouping of projects entitled Division 1.

- The project areas for Division 1 are: Dawn Drive; Dixon Rd; Phillip Lear; and Dr. Johns Rd.
- Dawn Drive is complete.
- Dixon road is complete and customers are beginning to hook up to the new line. We will be setting a deadline soon for all to be connected so the old line may be abandoned.
- They have finished laying pipe along Phillip Lear and have begun going south on Dr. Johns Rd toward Tabor Road. Once they reach the intersection of Tabor, they will come back to the intersection of Phillip

Lear and begin Laying pipe north on Dr. Johns Rd toward Campbell.

- Pipe continues to be laid along Dr. John's Road toward Tabor Road.
- Water has been brought into the line from US123 to Dales Drive. This section will be pressure tested next week, then bacteriological sampling will begin.

Payne, McGinn and Cummins is responsible for a grouping of projects entitled Division 2.

- The project areas in Division 2 are: two sections of Highway 76; Welcome Church Rd to Berry Farm Rd; and Berry Farm Rd to Cleveland Pike Rd.
- PMC continues to install pipe on Welcome Church Rd and have installed approximately 2 miles so far.
- The two sections of line on 76 have been flooded and chlorinated. Both sections have been pressure tested and passed. Section one starting at Horseshoe Bridge Road has passed both bacteriological samples and is awaiting DHEC approval to place them into service. This should come next week.
- Section two from Cobb Bridge Road to the Hwy 76 booster station is slated to have bacteriological tests performed next week. Once these two sections are both in service, crews will begin flooding sections along Welcome Church Road.

Upcoming Water Repair on Long Creek Highway

Until 1979, the City of Westminster water plant was located at the corner North Avenue and Westminster Highway, sharing the site with our still-visible "Apple Tower" and an underground storage tank. Raw water was pumped from Ramsey Creek to the plant through a 14" cast iron water line. Like most raw water lines at the time, the only valves were at the start and end of pipe. When the new water plant was built at its current location in 1979, a portion of the old cast iron line was utilized for piping treated water from the new plant to the underground storage tank on North Avenue.

This line developed a leak along US Highway 76 (Long Creek Highway). Because of the lack of valves, a significant but unknown portion of the system may lose water for up to an hour during the repair. Staff has scheduled the work for February 19th, the next state holiday, so the impact of the potential service disruption will be minimized on the schools. Teachers and administrators will be working on that day, and city staff is coordinating with SDOC.

Westminster Planning Commission

Nothing to report.

OJRSA

The Board will meet on Monday, February 5. When made available, the agenda can be found at <https://www.ojrsa.org/info/>.

The OJRSA sponsored Central Basin Study is underway. Three meetings will be held to gather public input:

- February 8, 3:30-5:30 pm at the Walhalla Depot 211 S College St, Walhalla, SC 29691
- February 15, 5:30-7:30 pm at the Westminster Depot 129 E Main St, Westminster, SC 29693
- February 22, 5:30-7:30pm at the Seneca City Hall Council Chambers 221 E. North 1st Street Seneca, SC 29678

More information about these meetings is forthcoming.

PMPA

Nothing to report.

PLEASE MARK YOUR CALENDARS

February 5, 2024 at 4:00 pm OJRSA Board Meeting at OJRSA

February 6, 2024 Municipal Association Hometown Legislative Action Day in Columbia, SC

February 13, 2024 at 4:00 pm City Council Budget Workshop No. 1 at Westminster Fire Department

February 13, 2024 at 6:00 pm City Council Meeting at Westminster Fire Department

February 14, 2024 at 8:30 am Operations & Planning Committee at OJRSA – *new date*

February 15, 2024 5:30 pm – 7:30pm Central Basin Study Stakeholder Input Meeting – the Depot

February 19, 2024 City Offices closed to observe President's Day

February 20, 2024 at 9:00 am OJRSA Finance & Administration Committee at OJRSA – *new date*

February 21, 2024 at 8:00 am PMPA Legislative Breakfast at the SC Statehouse

February 22, 2024 at 10:00 am PMPA Board Meeting at PMPA

February 26, 2024 at 6:00 pm Planning Commission at City Hall – *new date*

Special Events Calendar

February 3, 2024 at 9:00 am – TreesUpstate Tree Planting Event at Yousef Mefleh Memorial Fields

(see attached flyer)

March 9, 2024 Tree Giveaway sponsored by TreesUpstate at City Hall

(see attached flyer)

April 20, 2024 Westminster Music Centre presents - Music on Main

(more details to come)

May 18, 2024 Westminster Music Centre presents – Music on Main

(more details to come)

Important Information Regarding your Account and the City's Utility Policies

- All charges are due by the date indicated on this bill by 5pm. Any past due balances are subject to late fees and/or having the account disconnected.
- The City of Westminster cannot be responsible for the timely delivery of the US Mail.
- Disconnections for non-payment will begin on the 26th of the month at 8 AM. All accounts not paid in full by 12:00 AM midnight on the 25th will have a \$50.00 reconnection fee automatically imposed and subject to immediate disconnection without further notification to the account holder.
- Card payments are now subject to fees. These fees are 3% of the total plus \$.65 cents whether paying online, by phone, or in-person.
- To avoid these fees, customers can pay w/ cash or check.
- To pay online or over the phone, please add leading zeros to make the account number 6 digits.
- Requests for reconnection of service after 5:00 PM and on weekends and holidays are subject to a higher \$100.00 reconnection fee. The City has up to 24 hours to establish reconnection.
- Meter tampering, bypassing the metering device or unauthorized use is prohibited by §50.02 of the City Code as well as § 6-13-385 of the State Code of South Carolina.

For Convenient Customer Service

- Call 864-647-3200 ext. 2 for inquiries including requests for after-hours service.

Always Stay Informed with the most recent information by:

- Liking us on Facebook: <https://www.facebook.com/westminsterscgovernment>

2024 City Council Meetings

<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday, January 9, 2024	6:00 PM	Westminster Fire Department
Tuesday, February 13, 2024	6:00 PM	Westminster Fire Department
Tuesday, March 19, 2024	6:00 PM	Westminster Fire Department
Tuesday, April 9, 2024	6:00 PM	Westminster Fire Department
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Tuesday, November 12, 2024	6:00 PM	Westminster Fire Department
Tuesday, December 10, 2024	6:00 PM	Westminster Fire Department

TREESUPSTATE'S ENERGY-SAVING TREES

Free in Westminster

106 E Windsor Street,
Westminster, SC 29693

Saturday March 9th 2024
From 9 a.m. - 11 a.m.



RESERVE ONLINE TODAY!

www.treesupstate.org/freetrees

Reservations guarantee a tree. 2 per household.

SPECIES AVAILABLE:

Pawpaw, Pecan, Redbud, Persimmon,
Eastern Red Cedar, Red Maple,
Pignut Hickory, Tulip Poplar,
Sweetbay Magnolia, Blackgum, Overcup
Oak, White Oak, Bald Cypress

A PROGRAM OF



PRESENTED BY



HOSTED BY



Tree Planting at West Oak Middle

Register Now!

treesupstate.org/volunteer



Join Us!

**FEBRUARY
3RD 2024**

9am - 12:00pm

Baseball Field at West Oak Middle
501 Westminster Hwy, Westminster, SC 29693

Tools & Gloves Provided.
Family Friendly

Board and Commission Interest Form



Date of Application ____/____/____	City Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	Current Occupation <input type="checkbox"/> _____ <input type="checkbox"/> Retired <input type="checkbox"/> Prefer not to say
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Personal Information

Full Name		
Address		
Phone	Email	DoB: ____/____/____

Educational Background (Please list highest level of educational attainment or certification):

Degree / Certification / Diploma	Institution	Year of Graduation	City

Boards and/or Commission Interested in (please select one category AND/OR board):

Area of Interest	Board/Commission	Term	Residency Requirement
<input type="checkbox"/> Planning and Zoning	<input type="checkbox"/> Planning Commission	5 Years	Yes
	<input type="checkbox"/> Board of Zoning Appeals	5 Years	Yes
<input type="checkbox"/> Recreation	<input type="checkbox"/> Recreation Planning Committee	No Set Limit	No
<input type="checkbox"/> Trees/Beautification	<input type="checkbox"/> Tree Committee	5 Years	No
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Local Development Corporation	No Set Limit	No

In a few short sentences, please explain why you would like to serve on your selected committees or relevant experiences:

Please return this form to City Hall at 100 E Windsor Street, Westminster, SC 29693
OR
 PO Box 399, Westminster, SC 29693
 Attn: Reagan Osbon