

MINUTES
WESTMINSTER CITY COUNCIL
Regular Scheduled Meeting
Tuesday, February 13, 2024

The City Council of the City of Westminster met in a regular scheduled meeting on Tuesday, February 13, 2024, at 6:00 pm at the Westminster Fire Department with Mayor Brian Ramey presiding. Those in attendance were:

Brian Ramey	Audrey Reese (late arrival)	Daby Snipes	Ruth May
Jimmy Powell	Adam Dunn	Dale Glymph	

City Administrator, Kevin Bronson
Assistant to the City Administrator, Reagan Osbon
City Clerk, Rebecca Overton
Interim Police Chief, Caitlin Pope
Fire Chief, Michael Smith
Utility Director, Kevin Harbin
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.

Certification of Quorum

Rebecca Overton certified a quorum.

Invocation and Pledge of Allegiance

Mrs. Daby Snipes led the Council in the invocation and the Pledge of Allegiance.

Public Comments

Lacey Moore informed Council that she is now the liaison for the non-profit organization Sleep in Heavenly Peace. She added that this non-profit provides handmade beds to children who don't have beds of their own and live in the 29693-zip code area.

Comments from the Mayor and Council

Mrs. Snipes thanked Lacey Moore for being an advocate for Sleep in Heavenly Peace which is a great ministry for our area.

Mayor Ramey announced that the West-Oak Wrestling Team had recently won the State Championship again. He added that Council would like to recognize them soon. Mayor Ramey thanked the Council Members that had attended the recent training held by the Municipal Association of South Carolina and added that the training was very informative. He also stated that he felt like the Events Committee seems to be a lot of work for Council Members. Mr. Bronson stated that staff will be bringing this topic back up for Council to consider some solutions.

Special Presentation – FY2023 Annual Audit Report (Financial Statements for Year End 2023)

Marcy Loucks of Mckinley, Cooper & Co., presented the FY 2023 Audit. She noted that the firm issued a clean/unmodified opinion for the City of Westminster.

Special Presentation in Appreciation of First Responders

Fire Chief Michael Smith informed Council that the County had recently held a banquet for Emergency Services. He added that several City Employees had received recognition, and he announced those names and awards and thanked everyone for the service and dedication to emergency services.

Routine Business

1. Approval of the January 9, 2024, Regular City Council Meeting Minutes

Upon a motion by Mr. Glymph and seconded by Mrs. Snipes, the motion to *approve the January 9, 2024, minutes as amended*, passed unanimously.

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

2. Approval of the January 23, 2024, Planning Session Workshop Minutes

Upon a motion by Mr. Dunn and seconded by Ms. May, the motion to *approve the January 23, 2024 Planning Session Workshop minutes*, passed unanimously.

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

3. Approval of the January 23, 2024, Called Meeting Minutes

Upon a motion by Mrs. Snipes and seconded by Mr. Powell, the motion to *approve the January 23, 2024 Called Meeting minutes*, passed unanimously.

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

4. Approval of the January 24, 2024, Priority Setting Workshop Minutes

Upon a motion by Mrs. Snipes and seconded by Mr. Glymph, the motion to *approve the January 24, 2024, Priority Setting Workshop minutes*, passed unanimously.

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

5. Comments from the Utility Director
 - a. Mr. Harbin informed Council that the USDA project is continuing work in the Phillip Lear Road and Tabor Road areas. He added that work is also continuing in the Long Creek Highway area and that staff is waiting on DHEC approvals.
 - b. Mr. Harbin informed Council that there would be some upcoming maintenance work on the Highway 76 water line. He added that there is a water leak in a fourteen-inch water line there and repairs could cause outages, but customers would be notified of the upcoming work schedule.

6. Comments from City Administrator
 - a. Mr. Bronson informed Council that Police Chief search was underway, and that internal staff have been reviewing the applications to begin selections for interviews. He also added that the Criminal Justice Academy is assisting with the background check components.
 - b. Mr. Bronson informed Council that staff had recently held a pre-bid meeting on the Anderson Park project and bids were due on March 1st.
 - c. Mr. Bronson informed Council that staff had also recently held a pre-bid meeting on the street paving projects.

Old Business

1. Consideration Of Second Reading of Ordinance No. 2024-02-13-01; An Ordinance to Amend Title VII Chapter 70 Of the Code of Ordinances for The City of Westminster

Mr. Bronson informed Council that the proposed change to Title VII Chapter 70 of the Code of Ordinances would provide additional tools for Westminster Police Officers when individuals are actively not complying with lawful requests or orders from officers. He added that the ordinance would make it unlawful to not comply with these orders, creating an additional charge that the police department may levy in such an event and that the effects would be like that of Resisting Arrest but would enable officers to write a ticket for the incident to be handled in City Court, not General Session or other higher courts.

Upon a motion by Mr. Glymph and seconded by Mr. Powell, the motion to *approve second reading of Ordinance No. 01-09-2024-01; An Ordinance to Amend Title VII, Chapter 70, of The Code of Ordinances for the City of Westminster*, passed unanimously.

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

1. Consideration Of Ordinance No. 2024-03-19-01; An Ordinance to Amend Certain Sections of The Westminster Code of Ordinances Related to The City Administrator, The City Attorney, Police Chief, The City Clerk, The Utilities Director, And Other Matters Related Thereto

Mr. Bronson reminded Council that at the October 2023 City Council Meeting, the Council discussed sections of the City Ordinance concerning the Police Chief. He added that action on this ordinance was then tabled at the December 2023 City Council Meeting. Mr. Bronson also stated that the Police Chief and the City Clerk are currently appointed by the City Council while all of the department heads and city staff are hired by the City Administrator and that for the Council's consideration are amendments to the City Code to have the Police Chief and the City Clerk hired by the City Administrator. He added that other sections of the Code that are out-of-date are presented for Council's consideration.

Upon a motion by Mrs. Snipes and seconded by Mr. Powell, the motion to *approve first reading of Ordinance No. 2024-03-19-01; An Ordinance to Amend Certain Sections of The Westminster Code of Ordinances Related to The City Administrator, The City Attorney, Police Chief, The City Clerk, The Utilities Director, And Other Matters Related Thereto*, failed.

Member	Motion	Vote
Ramey		No
Glymph		No
Powell	Second	No
Reese		Absent
May		No
Dunn		No
Snipes	Motion	No

After further discussion, Council agreed on some of the changes reflected in Ordinance No. 2024-03-19-01 and directed staff to make amendments to the Ordinance to reflect those agreements.

Upon a motion by Mayor Ramey and seconded by Mr. Dunn, the motion to *approve first reading of Ordinance No. 2024-03-19-01 with removal of sections 31.40, 33.05, 33.02, and 33.20*, passed unanimously.

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

Upon a motion by Mrs. Snipes and seconded by Mayor Ramey, the motion to *take a ten-minute recess* passed unanimously.

New Business

1. Consideration of first reading of Ordinance No. 2024-03-19-02; An Ordinance Amending the City of Westminster's Budget Ordinance, An Ordinance Making Appropriations for Certain Expenses, Capital Improvements and Indebtedness of the City of Westminster, South Carolina for The Fiscal Year Beginning July 1, 2023, And Ending June 30, 2024

General Fund – 010

010-200: Adjust budget expectations to reflect revenue and expenses from the Oconee County Fire Contract, including a transfer to Professional Services

		New Amount (Net Change)	
Revenue:	40101 County Fire Contract	\$550,000	(-\$235,000)
Expense:	05100 Salaries	\$ 349,527	(\$ 207,358)
	05101 Overtime	\$ 35,000	\$ 13,000
	05104 Social Security	\$ 26,500	(\$ 16,102)
	05105 Retirement Contributions	\$ 75,600	(\$ 42,683)
	05106 Health Insurance Contributions	\$ 78,950	(\$ 62,837)
	05204 Bunker/PPE Gear	\$ 19,500	\$ 12,000
	05212 Equipment Purchased	\$ 24,000	\$ 15,000
	05222 Supplies (Medical)	\$ 15,000	\$ 12,500
	05201 Fuel	\$ 12,500	\$ 2,500
010-100	05319 Professional Services	\$ 58,980	\$ 38,980

Capital Projects Fund – 070

070-100: Adjust to include State Budget Allocations. Funds are currently in LGIP.

Revenue:	40602 State Budget Allocation	\$5,000,000.00
Expense:	070 Capital Projects	\$5,000,000.00

February 13, 2024

General Fund - 010

010-300: State Police Grant

Revenue:	40602 State Police Grant	\$	33,245.64
Expense:	05359 Equipment Purchase	\$	33,245.64

Utility Fund – 020

020-350: USDA-RD Arrowhead Reimbursement. Arrowhead reimbursed City of Westminster for materials purchased. The City would spend the funds on Meter Maintenance.

Revenue:	40737 Contractor Reimbursement	\$	29,245.03
Expense:	05233 Meter Maintenance	\$	29,245.03

Capital Projects Fund – 070

070-004: Cooper's Mill Contractor Reimbursement. Funds to be spent on Water and Sewer Installation at Cooper's Mill.

Revenue:	04018 Contractor Reimbursement	\$	608,964.95
	003-00301-3000 Fund Balance	\$	5,244.35
Expense	05661 Cooper's Mill Water	\$	325,490.90
	05662 Cooper's Mill Sewer	\$	283,474.05
	05662 Retainer Fee	\$	5,244.35

Upon a motion by Mr. Dunn and seconded by Mr. Glymph, the motion to *approve first reading of Ordinance No. 2024-03-19-02; An Ordinance Amending the City of Westminster's Budget Ordinance, An Ordinance Making Appropriations for Certain Expenses, Capital Improvements and Indebtedness of the City of Westminster, South Carolina for The Fiscal Year Beginning July 1, 2023, And Ending June 30, 2024*, passed unanimously.

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

2. Consideration of first reading of Ordinance No. 2024-03-19-03: An Ordinance to Amend the Zoning Map Of The City Of Westminster

Mr. Osbon informed Council that staff had received an application to rezone one parcel located at 104 Pritchard Street (TMS #530-10-04-027) from Residential-25 to General Residential. He added that currently the property's structure has been condemned, and the property was grandfathered into R-25 as nonconforming use and further that the GR designation would allow for manufactured or permanent structure homes.

Mr. Osbon further stated that the Planning Commission held a public hearing on the rezoning at their January meeting and does not recommend rezoning; citing and agreeing with public feedback from nearby residents that they did not wish to see additional mobile units in the area. He also added that by staff oversight, the Planning Commission was not informed of the condemned status of the structure on the property and recommended the application be reconsidered by the Planning Commission

Upon a motion by Mrs. Reese and seconded by Mr. Glymph, the motion to ***remand the rezoning request for 104 Pritchard Street back to the Planning Commission*** passed unanimously.

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

3. Consideration of Resolution 2024-02-13-01; A Resolution designating February 2024 as Black History Month in the City of Westminster

Upon a motion by Mrs. Snipes and seconded by Mrs. Reese, the motion to ***approve Resolution 2024-02-13-01; A Resolution designation February 2024 as Black History Month in the City of Westminster*** passed unanimously.

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

February 13, 2024

4. Consideration of Resolution No. 2024-02-13-002; A Resolution Affirming the City of Westminster’s Commitment to Accessibility and the Principals Presented in the American with Disabilities Act

Upon a motion by Mrs. Reese and seconded by Mr. Glymph the motion to *approve Resolution No. 2024-02-13-002; A Resolution Affirming the City of Westminster’s Commitment to Accessibility and the Principals Presented in the American Disabilities Act* passed unanimously.

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

5. Consideration of An Intergovernmental Agreement between the City of Westminster and Oconee County for the provision of Building Permit Services

Mr. Bronson informed Council that Oconee County currently manages building permit services on behalf of the City and recently requested an Intergovernmental Agreement to sanction the activity.

Upon a motion by Mr. Dunn and seconded by Mrs. Snipes, the motion to *approve An Intergovernmental Agreement between the City of Westminster and Oconee County of the provision of Building Permit Services* passed unanimously.

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

6. Consideration of an Employment Contract between the City of Westminster and the City Administrator

Mr. Bronson reminded Council that the current contract for the City Administrator is set to expire on March 18, 2024. He also added that in December 2023, the City Administrator provided notice of his wishes to

renegotiate the terms of the agreement and those terms which have been modified from the previous agreement are:

- 1) Section 2. Term (D): Beginning date – March 2024, concluding date March 2027
- 2) Section 3. Termination and Severance Pay (A & B): the number of months provided for severance modified from four (4) to six (6).
- 3) Section 4. Salary: annual base salary modified to one hundred forty-two thousand \$142,000 (current base pay is one hundred twenty thousand \$120,000).
- 4) Section 6. Vehicle Allowance – this section is deleted (current monthly vehicle allowance is \$800 per month. The annual amount of \$9,600 is incorporated into the base salary).
- 5) Section 9. Paid Time Off (PTO) – language used at initial hiring is deleted “Notwithstanding the forgoing the employee shall receive an initial credit of 160 hours.”)

Upon a motion by Mrs. Reese and seconded by Mrs. Snipes, the motion to ***approve an Employment Contract between the City of Westminster and the City Administrator*** passed unanimously.

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

7. Consideration of a motion to accept the City of Westminster Financial Statements for the year ended June 30, 2023

Upon a motion by Mrs. Snipes and seconded by Mr. Glymph, the motion to ***accept the City of Westminster Financial Statements for the year ended June 2023*** passed unanimously.

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

Adjourn

Upon a motion by Mrs. Reese and seconded by Mrs. Snipes, the motion *to adjourn the meeting at 7:25 pm* passed unanimously.

(Minutes submitted by Rebecca Overton)

Mayor Brian Ramey

Date