

**MINUTES**  
**WESTMINSTER CITY COUNCIL**  
**Regular Scheduled Meeting**  
**Tuesday, March 19, 2024**

The City Council of the City of Westminster met in a regularly scheduled meeting on Tuesday, March 19, 2024, at 6:00 pm at the Westminster Fire Department with Mayor Brian Ramey presiding. Those in attendance were:

Brian Ramey  
 Jimmy Powell

Audrey Reese  
 Adam Dunn

Daby Snipes  
 Dale Glymph

Ruth May

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

**Public Comments**

None

**Comments from the Mayor and Council**

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Mrs. Snipes stated she had attended a seminar on human trafficking at the Oconee County Sheriff Department that was very informative and that she appreciated Chief Pope and Officer Price for being in attendance.

Mayor Ramey mentioned getting a list of volunteer projects together for local churches and community groups to participate in. He also mentioned the possibility of a boardwalk to connect the Main Street buildings and stated that several business owners were in favor of this idea and that the Local Development Funds could possibly be utilized with such a project.

Ms. May announced that on Friday March 22 at 4:00 pm, the Rosenwald School would be holding a ceremony where a Proclamation will be read by Senator Alexander to recognize the 100<sup>th</sup> anniversary of the school’s construction.

Mrs. Reese reminded everyone of the Three Crosses Play on Friday, March 29 at Retreat Street Park hosted by Crossroads Baptist Church and of the annual Easter Egg Hunt at Anderson Park on Saturday, March 30 hosted by Betty Johnson.

**Routine Business**

1. Approval of the February 13, 2024, Regular City Council Meeting Minutes

Upon a motion by Mrs. Reese and seconded by Mrs. Snipes, the motion to ***approve the February 13, 2024, minutes***, passed unanimously.

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

2. Approval of the February 13, 2024, Budget Workshop Minutes

Upon a motion by Mr. Dunn and seconded by Mrs. Snipes, the motion to ***approve the February 13, 2024 Budget Workshop minutes***, passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph		Yes

Powell		Yes
Reese		Yes
May		Yes
Dunn	Motion	Yes
Snipes	Second	Yes

### 3. Comments from the Utility Director

- a. Mr. Harbin informed Council that the USDA project is continuing work in the Highway 76, Phillip Lear Road, and Tabor Road areas.
- b. Mr. Harbin informed Council that the maintenance work on the fourteen-inch Highway 76 water line is scheduled for Thursday, March 21<sup>st</sup>.
- c. Mr. Harbin informed Council that Meter Reader Pat Burton had recently retired after having served the city for eighteen years.

### 4. Comments from City Administrator

- a. Mr. Bronson informed Council that staff had received three bids for the Anderson Park project but that all bids were well over the estimated grant amount. He added that staff is looking for additional funding for the park Project.
- b. Mr. Bronson informed Council that staff received no bids for the street paving project. He added that staff are currently exploring options for next the steps.
- c. Mr. Bronson informed Council that staff had received two unsolicited bids for the Riley Street property. He added that if Council agreed to sale the property, then the city should consider taking sealed bids for the property. Council agreed to the sale of the property and to take sealed bids.
- d. Mr. Bronson informed Council that staff was seeking to apply for a SCRIA Grant to help fund the Unity Tank Project.
- e. Mr. Bronson informed Council that staff was still working through finalizing the operation and maintenance agreement with Blue Ridge Electric and added that it could likely be finalized by the end of the fiscal year.

## **Old Business**

1. Consideration of Second 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.

Upon a motion by Mr. Dunn and seconded by Mr. Glymph, the motion to ***approve second 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***, passed unanimously.

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

2. Consideration of second 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	<b>(-\$235,000)</b>
Expense:	05100 Salaries	\$ 349,527	<b>(\$ 207,358)</b>
	05101 Overtime	\$ 35,000	\$ 13,000
	05104 Social Security	\$ 26,500	<b>(\$ 16,102)</b>
	05105 Retirement Contributions	\$ 75,600	<b>(\$ 42,683)</b>
	05106 Health Insurance Contributions	\$ 78,950	<b>(\$ 62,837)</b>
	05204 Bunker/PPE Gear	\$ 19,500	\$ 12,000
	05212 Equipment Purchased	\$ 35,400	\$ 26,400
	05222 Supplies (Medical)	\$ 15,000	\$ 12,500
	05201 Fuel	\$ 12,500	\$ 2,500
010-100	05319 Professional Services	\$ 47,580	\$ 27,580

### 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

### General Fund - 010

010-300: State Police Grant

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

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**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. Glymph and seconded by Mrs. Reese, the motion to *approve second 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	Motion	Yes
Powell		Yes
Reese	Second	Yes
May		Yes
Dunn		Yes
Snipes		Yes

**New Business**

3. Consideration Of Resolution 2024-03-19-01: A Resolution Designating March 17<sup>th</sup>, 2024, As The 149<sup>th</sup> Birthday of The City Of Westminster

Upon a motion by Mrs. Reese and seconded by Mrs. Snipes, the motion to *approve Resolution 2024-03-19-01; A Resolution designating March 17, 2024, as the 149<sup>th</sup> Birthday of the City of Westminster* passed unanimously.

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

4. Consideration of Ordinance No. 2024-04-09-01; An Ordinance Authorizing Certain Economic Development Incentives; Approving the Execution and Delivery of An Inducement Agreement; And Other Matters Relating Thereto

Mr. Bronson reminded Council that in order to incentivize economic development within the city limits, the City Council adopted an Economic Development Incentive ordinance in October 2022. He added that the ordinance allows the developer of a project to request, and city council to consider, reimbursements for fees collected by the city or Oconee County for building permit fees, tap fees, business license fees, local hospitality and accommodations taxes and other such incentives as the council may so authorize. Mr. Bronson informed Council that the Spinx Company is asking Council to consider the terms below for the development and construction of a new Spinx store located at the southeast corner of West Oak Highway and East Main Street (TMS 530-22-09-001) and that the approximate construction cost is \$6,300,000.

(1) Reimbursement of 100% of the tap fees paid to the City by the Developer or the Developer's contractor or agent in connection with the development of the Project, which shall be reimbursed to the Developer upon the issuance of a certificate of occupancy for the Project;

(2) Reimbursement of 50% of the total amount of the building permit fees paid to the City or Oconee County by the Developer or the Developer's contractor or agent with respect to the development of the Project, which shall be reimbursed to the Developer upon the issuance of a certificate of occupancy for the Project;

(3) Reimbursement of 50% of the total amount of the business license fees paid to the City by the owner of the business or businesses located on the Property for a period of five years (beginning with the first year in which a business on the Property first obtains a business license), which shall be reimbursed to the party having paid such business license fees at the end of each business license year for which the business license fee was paid; and

(4) In lieu of the reimbursement of 50% of the local hospitality taxes collected by the City with respect to the operation of the Project for a period of five years (beginning with the first year in which any such local hospitality taxes are collected), the City shall utilize such funds for capital costs associated with the City's Hall Street Recreation Complex, which the City has determined to be a purpose related to tourism pursuant to Section 6-1-730 of the Code of Laws of South Carolina 1976, as amended.

Upon a motion by Mrs. Reese and seconded by Mr. Powell, the motion to ***approve first reading of Ordinance No. 2024-04-09-01; An Ordinance Authorizing Certain Economic Development Incentives; Approving the Execution and Delivery of An Inducement Agreement; And Other Matters Relating Thereto*** passed unanimously.

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

5. Consideration of the State of South Carolina Statewide Mutual Aid Agreement for Emergency and Disaster Response/Recovery

Upon a motion by Mr. Glymph and seconded by Mrs. Reese, the motion to ***approve the State of South Carolina Statewide Mutual Aid Agreement for Emergency and Disaster Response/Recovery*** passed unanimously.

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

6. Consideration Of Ordinance No. 2024-04-09-02: An Ordinance To Amend The City Of Westminster Code Of Ordinances To Incorporate Title VIII: Fair Housing Provisions

Mr. Bronson informed Council that the city had received a CDBG for Downtown Streetscape in 2023 and that the grant requires the city to take “significant activity” to support fair housing initiatives.

Upon a motion by Mrs. Reese and seconded by Ms. May, the motion to *approve first reading of Ordinance No. 2024-04-09-02: An Ordinance to Amend The City Of Westminster Code Of Ordinances To Incorporate Title VIII: Fair Housing Provisions* passed unanimously.

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

7. Discussion about the Special Events Committee, who its members are, its responsibilities and other matters related thereto.

Mr. Osbon reminded Council that at the February Council Meeting, the Mayor and Council directed staff to explore changes to be made to the Special Events Committee, specifically regarding the time commitment of City Council Members.

Mayor Ramey asked Council if they wanted to keep an events committee or do away with having a committee. Mrs. Reese stated that she was in favor of dissolving the events committee completely. Mrs. Snipes added that she too was in favor of dissolving the events committee and allowing staff to handle all event related applications and organizing. She added that there would still be the possibility of needing volunteers to help with various event projects but that all of that could be handled directly by staff. All of Council agreed with dissolving the events committee and allowing staff to handle preparation, planning, and execution of special events.

### **Executive Session**

Upon a motion by Mrs. Reese and seconded by Mrs. Snipes, the motion to *enter executive session* passed unanimously.



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

**Adjourn**

Upon a motion by Mayor Ramey and seconded by Mrs. Snipes, the motion *to adjourn the meeting at 8:35 pm* passed unanimously.

(Minutes submitted by Rebecca Overton)

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Mayor Brian Ramey

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Date