

MINUTES
WESTMINSTER CITY COUNCIL
Regular Scheduled Meeting
Tuesday, September 10, 2024

The City Council of the City of Westminster met in a regularly scheduled meeting on Tuesday, September 10, 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
 Dale Glymph

Daby Snipes

Ruth May

City Administrator, Kevin Bronson
 Assistant to the City Administrator, Reagan Osbon
 City Clerk, Rebecca Overton
 City Attorney, Andrew Holliday
 Police Chief, Fred Miller
 Fire Chief, Michael Smith
 Utility Director, Scott Parris
 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

There were no public comments.

Comments from the Mayor and Council

September 10, 2024

Mrs. Reese thanked all the SC Apple Festival Committee Members and city staff for a job well done on the recent Apple Festival activities. She added that she felt like it was a great festival that really showcased Westminster.

Mayor Ramey thanked city staff for their work with the Apple Festival and noted the extra attention they provided in the cleanup efforts after the festival was over.

Mrs. Snipes reiterated the gratitude for city staff and the Apple Festival Committee's dedication to helping provide an excellent Apple Festival. She also added that in remembrance of 9/11 the following day, she would like to extend her gratitude to all Emergency Personnel services.

Public Hearing for Ordinance 2024-10-08-01: An Ordinance to rezone a certain parcel in the City of Westminster from R-15 to R-6

Mr. Osbon informed Council that by staff error, the Planning Commission did not host the public hearing for the rezoning of property located at 610 S Piedmont Street, therefore, the public hearing was necessary.

Upon a motion by Mrs. Reese and seconded by Mr. Glymph, the motion to *open the public hearing* passed unanimously.

Landowner Caleb Woodring spoke to Council regarding the rezoning request and added that he hoped to build a smaller house on the lot. He added that the Planning Commission was in favor of the rezoning change.

Upon a motion by Mrs. Reese and seconded by Mrs. Snipes, the motion to *close the public hearing* passed unanimously.

Routine Business

1. Comments from Utility Director
 - a. Mr. Parris informed Council that the storm on August 30 caused some outages but most were restored within 12 hours with the assistance from Blue Ridge Electric.
 - b. Mr. Parris informed Council that the SCIIP sewer project bids came in under budget.
 - c. Mr. Parris informed Council that a pre-construction meeting had been held on the Heirloom Farms project.
 - d. Mr. Parris informed Council that the Mefleh Fields concession stand was up, and the septic system had been installed for the restroom structures. He added that crews are working on water and sewer services for the concession stand.
2. Comments from the City Administrator

- a. Mr. Bronson informed Council that he had nothing at this time. Mayor Ramey asked about the progress of the Hall Road Recreation project. Mr. Bronson stated that Mammoth Construction Company is still making progress on the design and that S&ME Company had conducted soil boring tests that were all good.

Consent Agenda

Mr. Bronson informed Council that the consent agenda is a component of a meeting agenda that enables the City Council to group routine items under one umbrella. He added that issues in this consent package do not need any discussion before a vote. The following items are on the consent agenda:

1. Approval of the August 13, 2024, Regular Meeting Minutes
2. Approval of the August 21, 2024, Special Called Meeting Minutes
3. Consideration of Annexations by the 100% Annexation Petition Method.
 - a. Consideration of Second Reading of Ordinance # 2024-09-10-02: An Ordinance Annexing Property Under 100% Annexation Method and Assigning Zoning Classification; And Other Matters Related Thereto.

Property located at 100 Dunlop Drive. This business owner was recruited to the site as a part of a multi-county industrial park agreement. A brief explanation of multi-county park agreements from Attorney C.D. Rhodes is attached in the agenda packet.
 - b. Consideration of Second Reading of Ordinance # 2024-09-10-03: An Ordinance Annexing Property Under 100% Annexation Method and Assigning Zoning Classification; And Other Matters Related Thereto.

Property located at 198 Dunlop Drive.
 - c. Consideration of Second Reading of Ordinance # 2024-09-10-04: An Ordinance Annexing Property Under 100% Annexation Method and Assigning Zoning Classification; And Other Matters Related Thereto.

Property located at 143 Oakmont Road.
 - d. Consideration of Second Reading of Ordinance # 2024-09-10-05: An Ordinance Annexing Property Under 100% Annexation Method and Assigning Zoning Classification; And Other Matters Related Thereto.

Property located at 1405 Clearmont Road.

- e. Consideration of Second Reading of Ordinance # 2024-09-10-06: An Ordinance Annexing Property Under 100% Annexation Method and Assigning Zoning Classification; And Other Matters Related Thereto.

Property located at 650 Marcengill Road.

- f. Consideration of Second Reading of Ordinance # 2024-09-10-07: An Ordinance Annexing Property Under 100% Annexation Method and Assigning Zoning Classification; And Other Matters Related Thereto.

Property located at Lot A- Cornelia Avenue.

- g. Consideration of Second Reading of Ordinance # 2024-09-10-08: An Ordinance Annexing Property Under 100% Annexation Method and Assigning Zoning Classification; And Other Matters Related Thereto.

Property located at 313 Cornelia Avenue.

- h. Consideration of Second Reading of Ordinance # 2024-09-10-09: An Ordinance Annexing Property Under 100% Annexation Method and Assigning Zoning Classification; And Other Matters Related Thereto.

Property located at Lot G- Nina Circle.

- i. Consideration of Second Reading of Ordinance # 2024-09-10-10: An Ordinance Annexing Property Under 100% Annexation Method and Assigning Zoning Classification; And Other Matters Related Thereto.

Property located at Lot E- Cornelia Avenue.

- j. Consideration of Second Reading of Ordinance # 2024-09-10-11: An Ordinance Annexing Property Under 100% Annexation Method and Assigning Zoning Classification; And Other Matters Related Thereto.

Property located at 199 Nina Circle.

- k. Consideration of Second Reading of Ordinance # 2024-09-10-12: An Ordinance Annexing Property Under 100% Annexation Method and Assigning Zoning Classification; And Other Matters Related Thereto.

Property located at 198 Nina Circle.

- l. Consideration of Second Reading of Ordinance # 2024-09-10-13: An Ordinance Annexing Property Under 100% Annexation Method and Assigning Zoning Classification; And Other Matters Related Thereto.

Property located at Lot F- Nina Circle.

Upon a motion by Mrs. Reese and seconded by Mrs. Snipes, the motion to ***approve the consent agenda*** passed unanimously.

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

Old Business

1. Second Reading of Ordinance No. 2024-09-10-01; An Ordinance Authorizing the Execution and Delivery of a Management Agreement with Blue Ridge Electric Cooperative; And Other Matters Relating Thereto.

Mr. Bronson informed Council this agreement allows the City to utilize BREC's expertise and leverage its capabilities to operate, maintain, and manage the City's electric system and that the contract includes provisions for compensating BREC for its participation, enabling the City to benefit from BREC's market leverage and expertise. He added that this partnership will enhance the reliability of electric services to City customers and help manage costs.

Upon a motion by Mrs. Snipes and seconded by Mr. Glymph, the motion to ***approve second reading of Ordinance 2024-09-10-01; an Ordinance Authorizing the Execution and Delivery of a Management Agreement with Blue Ridge Electric Cooperative; And Other Matters Relating Thereto*** passed unanimously.

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

New Business

1. First Reading of Ordinance 2024-10-08-01; An Ordinance to Rezone a Certain Parcel in the City of Westminster from R-15 to R-6

Mr. Osbon informed Council that the applicant requests the property located at 610 S. Piedmont Street (TMS # 530-29-02-002) be rezoned from R-15 to R-6. He added the property was formerly a religious community service center with a second residential building on the property. Mr. Osbon also added that the additional house has been demolished and that the applicant has expressed interest in adding a new residential structure in its place. He added that the rezoning to R-6 would allow for the property to be subdivided into two separate lots and allow for future redevelopment of both parcels.

Upon a motion by Mrs. Snipes and seconded by Ms. May, the motion *to approve First Reading of Ordinance 2024-10-08-01; An Ordinance Granting to Rezone a Certain Parcel in the City of Westminster from R-15 to R-6* passed unanimously.

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

2. Consideration Of Resolution 2024-09-10-01: A Resolution Committing the City Of Westminster To Providing A Local Match For A Municipal Association Of South Carolina Hometown Economic Development Grant And Following Its Procurement Policy When Securing Services And Products With Grant Funds

Mr. Bronson informed Council that the City of Westminster is applying for the Municipal Association's Hometown Economic Development Grant to purchase and upgrade the City of Westminster's Pole Banners along HWY 123 and Main Street and that the total grant application is \$10,000, with the city matching local funds of \$500.00 (5%). He added that this resolution commits the city to match the amount and also that the City recently received \$4,500 from the Oconee Country A-tax Grant, some of which funds are designated for the procurement of pole banners.

Upon a motion by Mr. Glymph and seconded by Mrs. Reese, the motion *to approve Resolution 2024-09-10-01: A Resolution Committing the City Of Westminster To Providing A Local Match For A Municipal Association Of South Carolina Hometown Economic Development Grant And Following Its Procurement Policy When Securing Services And Products With Grant Funds* passed unanimously.

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

3. First Reading Consideration of Resolution No. 2024-09-10-02; A Resolution to Amend the Equipment List Originally Incorporated into the Lease Agreement Dated September 9, 2022, Between The City Of Westminster, A Political Subdivision And Body Politic And Incorporate Uder And By Virtue Of The Laws Of The State Of South Carolina And Truist Bank

Mr. Bronson informed Council that in 2021 the City Council authorized the use of lease purchase proceeds to purchase equipment, including one (1) bucket truck (2021 LPA) and that a balance of \$246,915.22 has not been used. He also stated that the amount to pay off (close) the 2021 LPA is \$124,578.40 (\$76,473.10 was the scheduled and budgeted debt payment for this fiscal year, \$48,105.30 is the principal) and that this has now been paid off (closed).

Mr. Bronson also informed Council that in 2022 the City Council authorized the use of the LPA proceeds to purchase equipment, including one (1) electric line truck (2022 LPA) and that there remains a balance of \$257,535.68.

Mr. Bronson added that due to supply chain issues neither the electric line truck nor the bucket truck was purchased and that generally, the terms of the LPA's allow for three years to expend the funds. He added that earlier this calendar year after learning the orders for both trucks were delayed yet again the staff cancelled the orders. In the FY2025 City Budget, Council approved cash funds for the purchase of a used electric line truck, it has been purchased and is now in use.

The 2022 LPA obligation is presented to the City Council for re-allocation since the interest rate is lower than the current rates (1.64% rather than 5.06% going

rate) and the closing costs have already been incurred/paid. Additionally, utilizing this 2022 LPA obligation now will allow for the acquisition of the equipment now instead of placing these items in the next fiscal year budget (FY2026). The unspent funds originally allocated for the electric line truck of \$257,535.68 is proposed to be spent to purchase the equipment listed below.

The City’s Bond Counsel Mike Burns with Burr Foreman and the City’s financial advisor Andy Smith with First Tryon assisted with the closing of the 2021 LPA and the reallocation of the 2022 LPA. Truist Bank which is the LPA issuer has provided its consent to the reallocation of funds for the list below.

- \$ 77,700.00 tractor/mini excavator
- \$ 65,600.00 tractor
- \$ 45,000.00 pickup truck
- \$ 66,700.00 pickup truck
- \$ 6,000.00 hydrant and valve turning device
- \$ 261,000.00 Total

Upon a motion by Mrs. Reese and seconded by Mrs. Snipes, the motion to *approve Resolution No 2024-09-10-02; a Resolution to Amend the Equipment List Originally Incorporated into the Lease Agreement Dated September 9, 2022, Between the City Of Westminster, A Political Subdivision And Body Politic And Incorporate Uder And By Virtue Of The Laws Of The State Of South Carolina And Truist Bank* passed unanimously.

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

4. Consideration of Operations, Maintenance, and Management Service Agreement Between Blue Ridge Electric Cooperative and the City of Westminster, South Carolina

Mr. Bronson informed Council that this is the O&M (short for Operations and Maintenance) agreement for BREC. He added that this agreement articulates the manner and means by which the City and BREC will work together.

Upon a motion by Mrs. Snipes and seconded by Mrs. Reese, the motion *to approve the Operations, Maintenance, and Management Service Agreement*

Between Blue Ridge Electric Cooperative and the City of Westminster, South Carolina passed unanimously.

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

5. Consideration of South Carolina Emergency Management Division Grant bid award to Davis Power Solutions, LLC in the amount not to exceed \$251,200.

Mr. Bronson informed Council that the City of Westminster was awarded an Essential City Services Generator Grant of \$286,260 from SCEMD to purchase and install a backup generator at City Hall, the Utility Shop, HWY 76 Pump Station, and North Avenue Clearwell Pump Station. He added that these generators will continue to provide power to City facilities in the event of a power outage.

Mr. Bronson also added that the city decommissioned the Clearwell at North Avenue and has begun the process of amending the grant award with SCEMD to include only three site locations and that SCEMD's guidance was to proceed to bid the award and execute a change order after award.

The bids are as follows:

Bidder	City Hall	Maintenance Shop	HWY 76 Pump Station	North Avenue Pump Station (to be removed)	Total Bid Cost
Carrick Contracting Corp.	\$109,330.00	\$202,713.00	\$101,195.00	\$107,766.00	\$421,004.00
Clements Electrical, INC	\$160,119.00	\$174,223.00	\$153,746.00	\$142,887.00	\$630,975.00

Davis Power Solutions, LLC	\$47,000.00	\$64,800.00	\$70,400.00	\$69,000.00	\$251,200.00
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Upon a motion by Mrs. Reese and seconded by Mrs. Snipes, the motion *to award the South Carolina Emergency Management Division Grant bid to Davis Power Solutions, LLC in the amount not to exceed \$251,200* passed unanimously.

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

- 6. Consideration of South Carolina Department of Commerce, Community Development Block Grant bid award to Foothills Contracting Services, LLC in the amount of \$267,396

Mr. Bronson reminded Council that in December 2022, Westminster received a \$250,000 Community Development Block Grant (CDBG) from the South Carolina Department of Commerce to make improvements to WP Anderson Park and that the City’s match is \$46,300 for a total project budget of \$296,300.

Mr. Bronson also stated that on September 5, 2024, three bid proposals were received and that the bids summary are as follows:

Bidder Name	Base Bid	Base Bid + Alternates
Foothills Contracting Services, LLC	\$192,946.00	\$267,396.00
Meric Builders, LLC	\$220,626.00	\$295,546.00
Sterling Structure & Design, LLC	\$325,000.00	\$406,300.00

Mr. Bronson added that all proposals are under review by the Appalachian Council of Governments (ACOG) as the grant administrator for the project and that the ACOG will submit the bid to the SCDOC for its consideration and approval. If the SCDOC issues its approval a *Notice to Proceed* can be issued to the contractor.

Upon a motion by Mrs. Snipes and seconded by Mrs. Reese, the motion to *award the South Carolina Department of Commerce, Community Development Block*

Grant bid to Foothills Contracting Services, LLC in the amount of \$267,396.00
passed unanimously.

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

Adjourn

Upon a motion by Mrs. Reese and seconded by Mrs. Snipes, the motion *to adjourn the meeting at 6:41 pm* passed unanimously.

(Minutes submitted by Rebecca Overton)

Mayor Brian Ramey

Date

September 10, 2024