



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

December 6, 2024

GENERAL INFORMATION

Westminster Recreation Complex

Substantial progress was made this week clearing the area for the new athletic fields. The cleared debris will continue to be burned on-site in a burn pit. The Westminster Fire Department will assist in periodic monitoring. The contractors will continue to work through the weekends.

WP Anderson Park Renovation Project

The City has performed the final phase of its preliminary site work: grading and the undergrounding the powerline.

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

- The City is still seeking sponsors for basketball. Progress continues to be made at Hall St Complex.
- 10U volleyball won the State Championship. 14u volleyball finished 3rd.
- Basketball practices have started. Several of our teams will participate in Liberty's Pre-Season Tournament next week. We will host our annual Pre- Season Tournament Dec. 14-21.
- We will continue to accept candy cane donations for our Christmas Tree. We allow each child to take one from the tree after each practice, scrimmage, or game throughout the month of December.
- Oconee County First Steps, United Way of Oconee County and others community members provided lunch and food bags for kids 18 & Under this past Wednesday.

SCIIP Sewer Project

Tugaloo/McClam have begun installing pipe and installed several sections of the project. They were waiting on rock to be delivered and will continue laying pipe and setting manhole # 14 and # 15. Waiting for further guidance on Pumhouse Road R/W before any more site work and clearing.

Heirloom Farms

Long & Sons is installing has completed the first subdivision portion of the project and is building access roads through the wetlands for construction.

Long Creek Highway Chauga River Bridge (from Utilities Director Scott Parris)

City Staff met with the SCDOT, the design team from Infrastructure Consulting and Engineering (ICE), and Crowder construction on Tuesday, December 3, with several topics being discussed.

Jason McNaughton with ICE expressed their support for the latest suggestion from the City to install the Phase 1 portion of the new 10" line and relocate the bypass line at the same time. He explained that the proposal will save project time and cost. DOT stated that they are still reviewing the MOA and they are verifying the compliance of the proposal with state law for reimbursement. DOT hopes to have a final decision soon. We (Westminster) stressed that time is of the essence since the bridge continues to deteriorate and could collapse at any time. Once the DOT provides a written commitment to reimburse the City for the Phase 1 work, The City will procure materials and schedule the work, with the goal being to have the work complete within 2 weeks.

The meeting moved to the bridge site to discuss site logistics. Thrift will begin removal of the log jam and site clearing within the next 2 weeks. They will stage their operation in the field upstream of the bridge.

Crowder will setup a job trailer and storage containers in the same field. They plan to build a causeway under the bridge to aid in the removal of the existing columns, and ultimately the removal of the 1928 bridge if demolition is approved. The demolition crew will place netting to catch all debris as the bridge is being demolished.

City Administration has had conversations with SCDOT and SC Historic Preservation Office (SCHPO) about possible local Historic Preservation Mitigation because of the expected demolition of the historic 1928 bridge.

City Attorney Position Posting

The position posting for a City Attorney is available on the city's website at the following link: <https://westminstersc.org/wp-content/uploads/2024/10/City-Attorney.pdf>

City Code Enforcement

The monthly Code Enforcement Report is attached.

Christmas Parade

The City of Westminster Christmas Parade will take place at 6:00pm on Friday, December 6. Participants are requested to sign up ahead of time at <https://forms.gle/xBb4WjrDb6XZexuY6>. Paper copies are available at City Hall. The Tree Lighting will take place following the Christmas Parade.

Westminster Planning Commission

Commissioner Truman Holbrooks has let staff know that he would not seek reappointment after his term is completed at the end of 2024. City Council will need to appoint a new Commissioner for the term ending in 2029. Members of the Planning Commission must live in City limits.

OJRSA

The Ad Hoc Sewer Feasibility Implementation Committee met on December 2, 2024. The agenda is attached.

PMPA

Nothing to report.

PLEASE MARK YOUR CALENDARS

December 10, 2024 at 6:00 pm Westminster City Council Meeting at the Westminster Fire Department

December 17, 2024 at 8:30 am Operations & Planning Committee at OJRSA

December 24-26, 2024 – City Offices closed to observe Christmas

January 1, 2025- City Offices closed to observe New Years Day

City Council Meeting Schedule

December 10, 2024 6:00 PM

Special Events Calendar

December 6, 2024 at 6:00 PM – Westminster Christmas Parade and Tree Lighting

(Please register on the City Website or Facebook, rain makeup scheduled for December 13)

December 19, 2024 at 11:00 AM – Spinx Ribbon Cutting

(Spinx store # 159 will be opening at 1102 E Main Street. The City provided economic incentive for Spinx to build their new facility.)

| Westminster Code Enforcement Report- July 2024 | | | | | | | |
|--|--------------------------|----------------|----------------|--------------|------------------------|------------|--------------------------------|
| Address | Owner Name | Violation | IPMC/City Code | Date Noticed | Method of Notification | Due Date | Notes |
| 112 West Oak Hwy | Tawada Group LLC. | Grass | 93.25 | 7/3/2024 | Mail | 7/15/2024 | Completed |
| 110 Maartin St. | Marc Baillagreon | Grass | 93.25 | 7/5/2024 | Mail/Phone | 7/17/2024 | Completed 8/5/24 |
| E. North Ave Property | Randy Dickson | Fence | 151.268 | 7/3/2024 | Mail | 10/3/2024 | Completed |
| 110 Small St. | Nathaniel Dougles | Inspection | N/A | 7/3/2024 | On property | N/A | |
| 401 N. Piedmont St. | Lisa Orr | Junk | 151.101 | 7/3/2024 | Mail | 8/3/2024 | Completed |
| 100 Gaston cir. | Randall Polmeroy | Vehicals | 302.8 | 7/11/2024 | Mail | 8/16/2024 | Completed |
| 102 Martin St. | Luther Elrod | Vehicals | 302.8 | 7/11/2024 | Mail | 8/16/2024 | Completed |
| 111 Wood St. | Marsha Swafford | Vehicals | 302.8 | 7/11/2024 | Mail | 8/16/2024 | completed |
| 331 Cornila ave | Sandra Blackwell | Junk | 302.8 | 7/23/2024 | Mail | 8/30/2024 | Needs dumpster dumped 2nd time |
| 304 retreat st | George Knight | Camper | 151.22 | 7/23/2024 | Mail | N/A | completed |
| 216 Retreat st | Stephen Butts | Grass | 93.25 | 7/23/2024 | Mail | 8/5/2024 | completed |
| 1114 E. Main St. | James Lyle | Clean up | 302.4 | 7/23/2024 | Mail | 12/15/2024 | 2nd letter sent |
| 113 Holcombe | Mike Donahue | Grass | 93.25 | 7/25/2024 | Email | 8/5/2024 | completed |
| 422 Highland Ave. | Rodney Massey | Clean up | 302.4 | 7/31/2024 | Phone call | 8/31/2024 | completed |
| 200 Oak St. | Kimberly Rhodes | Vehicle | 302.8 | 7/31/2024 | Mail | 8/31/2024 | completed |
| 310 Bermuda St. | Ruby Taylor | Vehicles | 302.8 | 7/31/2024 | Mail | 8/31/2024 | Completed |
| 509 S. Piedmont St. | Brianna Miller | Grass/Shrubs | 93.25 | 7/31/2024 | Mail | 8/12/2024 | completed |
| 511 S. Piedmont St. | Dylan Reed | Grass | 93.25 | 7/31/2024 | Mail | 8/12/2024 | completed |
| Singlewide Bermuda St. | Betty Phinney | Grass | 93.25 | 7/31/2024 | Mail | 8/12/2024 | completed |
| | | | | | | | |
| Aug-24 | | | | | | | |
| 106 Jenkins St. | Philip Burton | Dogs | 92.21 | 5/16/2024 | Mail | N/A | |
| 201 Willow Row | Bob Elliott/Current Res. | Chickens | 92.21 | 8/16/2024 | Mail | N/A | |
| 208-210 E. Main St. | Fred Bland | Repairs/window | 151.101 | 8/29/2024 | Mail | 10/15/2024 | No progress |
| 202 N. Bibb St. | Michelle Runyon/Curren | Junk | 151.101 | 8/29/2024 | Mail | 9/29/2024 | Completed |
| 200 N. Bibb St. | Albert Scarfo | Junk/car | 151.101 | 8/29/2024 | Mail | 10/15/2024 | Car removed/Completed |
| 102 B St. | James Webb | Grass | 93.25 | 8/29/2024 | Mail | 9/10/2024 | Completed |
| 309 Lakeside Dr. | BKSA LLC. | Grass | 93.25 | 8/29/2024 | Mail | 9/10/2024 | Completed |
| 310 Bermuda St. | Ruby Taylor | Cars | 302.8 | 8/29/2024 | Mail | 9/29/2024 | Completed |

| | | | | | | | |
|----------------------|-----------------------|-------------------|---------------------|------------|--------------------|------------|------------------------------------|
| 120 Cedar St. | Colman Davenport | Inspection | | 8/27/2024 | | N/A | INSPECTION |
| 1727B President St. | Andrew Plummer | Inspection | | 8/29/2024 | | N/A | INSPECTION |
| | | | | | | | |
| Sept. - 24 | | | | | | | |
| 409 E. North ve | James Kay | Cars/Junk/Fence | 151.101/302.8/302.7 | 9/4/2024 | Mail | 12/9/2024 | New Fence 11/6/2024 |
| 317 N. King #6 | Maurice Gilchrist | Inspection | | 9/9/2024 | | N/A | INSPECTION |
| 102 Taccoa Hwy | Jackson Sharpe | Sign Permit | | 9/6/2024 | | N/A | Permit |
| Lot 31-38 Thrift Dr | Joshua Jacobs | Shed Permit | | 9/4/2024 | | N/A | Permit |
| 401 N. Piedmont St | Westminater Church of | RV permit | | 9/7/2024 | | 9/13/2024 | RV permit |
| 1725B President St. | Shelby Lingerfelt | Inspection | | 9/16/2024 | | N/A | INSPECTION |
| 321 Doyle St. | Heather Harbinson | Shed Permit | | 9/16/2024 | | N/A | Permit |
| 107 John St. | Steve James | Shed Permit | | 9/26/2024 | | N/A | Permit |
| Mostly Worked on VBR | | | | | | | |
| OCT. - 2024 | | | | | | | |
| 9327 Long Creek Hwy. | Judy Smith | Carport | | 10/10/2024 | Office | N/A | Permit |
| 224 E. Main St. | Randy Roberts | Temp Sign | | 10/10/2024 | Office | N/A | Westminster Music Hall / Permit |
| 109 Toccoa Hwy. | WSB 2011 LLC | Inspection | | 10/10/2024 | | N/A | Service inspection |
| 1509 E. Main St. | Marathon Gas | Sign Replacment | | 10/10/2024 | Office | N/A | Sign Permit |
| 9327 Long Creek Hwy. | Judy Smith | Carport | | 10/10/2024 | Office | N/A | Permit |
| 500 E. Main St | Mary Perret | Payment Letter | | 10/25/2024 | Mail and Certified | 11/30/2024 | Cert. letter was excepted on 10/27 |
| 318 Westminster Hwy. | Katiy Baumgartner | Unfit | | 10/23/2024 | Mail/Posted | N/A | Unfit due to storm damage |
| 517 W. King St. | Rylan Fitzgerald | Unfit | | 10/23/2024 | Email/Mail/Posted | N/A | Unfit due to fire |
| 110 B St. | Michael Towe | Inspection | | 10/18/2024 | N/A | N/A | Utility inspection |
| 907 E. Main St. | Junis Ogburn LLC. | unsecured | | 10/17/2024 | Mail | 11/1/2024 | 4150,ext12. Getting new roof and |
| 404 Simpson St. | Marvin Moore | Reclassification | | 10/22/2024 | Mail | N/A | From Buss. To Resident |
| Willow Row Trailer | Anniase Hunter | Unfit | | 10/23/2024 | Mail/Posted | N/A | Posted Condemned |
| 309 Westminster Hwy. | Regina Moss | Permit | | 10/15/2024 | Office | N/A | Carport extension permit |
| 521 E. North Ave. | Lester McMahan | RV | 151.22 | 10/30/2024 | Mail/Posted | 11/30/2024 | Returned, Not deliverable |
| 120 Riley St. | Helen Sims | Remove burnt shed | | 10/30/2024 | Mail | 11/30/2024 | |
| 1114 E. Main St. | James Lyle | Clean up | 302.4 | 10/30/2024 | Mail | 11/30/2024 | Second and Final Letter |
| Nov. - 2024 | | | | | | | |
| 304 N. Isundega St. | Andrew Washburn | Inspection | | 11/11/2024 | Office | N/A | Utility Inspection |
| E. Main St. Spinks | Spinks | Permit | | 11/1/2024 | Email | N/A | Sign Permit |

| | | | | | | | |
|---|-------------------|------------|--|------------|-------|-----|--------------------------|
| 300 E. Windsor St. | Crystal Bouknight | Permit | | 11/5/2024 | Email | N/A | Roof Permit |
| 108 Freeman St. | Judy Lawing | Permit | | 11/7/2024 | | N/A | Tiny Home Permit |
| 306 Westminster Hwy. | Leonard Poole | Permit | | 11/7/2024 | | N/A | Roof Permit |
| 304 N. Isundega St. | Andrew Washburn | Inspection | | 11/15/2024 | | N/A | Utility Inspection |
| 426 West oak hwy | J Davis | Permit | | 11/19/2024 | | N/A | Building Permit |
| 718 Wilson Ct. | Randy Moore | Permit | | 11/19/2024 | | N/A | Driveway Permit |
| 306 E. Windsor St. | Capitol Signs | Permit | | 11/21/2024 | | N/A | Dogwood Bank Sign Permit |
| Worked on Vacant builing Registry and Billing | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |



Ad Hoc Sewer Feasibility Implementation Committee

OJRSA Operations & Administration Building

Lamar Bailes Board Room

December 2, 2024 at 11:00 a.m.

This Committee was established by the OJRSA Board of Commissioners at its November 4, 2024 meeting to consider recommendations and report to the OJRSA Board and Oconee County as identified in the [Regional Feasibility Planning Study](#) as adopted by the OJRSA on September 9, 2024. The Committee can neither create policy nor make decisions on behalf of the OJRSA or other wastewater service providers within the area.

See the study at www.ojrsa.org/info for more information.

Agenda

- A. **Call to Order** – Chip Bentley, Facilitator
- B. **Introductions** – Led by Chip Bentley, Facilitator
- C. **Establishment of Committee Rules** – Chip Bentley, Facilitator
- D. **Executive Session** NOTE: *Committee may act on matters discussed in executive session upon returning to open session*
 - Discussion of contractual matters regarding regional sewer feasibility implementation [*Executive Session permissible under SC Law 30-4-70(a)(2), which states: Discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property, the receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against the agency of a claim.*]
- E. **Committee Action Items**
 - Actions on items discussed in executive session, if any – Chip Bentley, Facilitator
 - Determine date or schedule for upcoming committee meetings – Chip Bentley, Facilitator
- F. **Upcoming OJRSA Meetings** *All meetings to be held in the Lamar Bailes Board Room unless noted otherwise.*
 - Finance & Administration Committee – December 17, 2024 at 9:00 a.m.
 - Operations & Planning Committee – December 18, 2024 at 8:30 a.m.
 - Board of Commissioners – January 6, 2025 at 4:00 p.m. *Location to be determined*
 - Annual Members' Meeting – January 6, 2025 at 5:00 p.m. *To be held at same location as Board of Commissioners Meeting*
 - Sewer Feasibility Implementation Ad Hoc Committee – *To be determined during today's Ad Hoc Committee meeting*
 - Ad Hoc Committee Presentation to OJRSA Board of Commissioners and Oconee County – *Likely in May 2025*
- G. **Adjourn**