

**MINUTES**  
**WESTMINSTER CITY COUNCIL**  
**Regular Scheduled Meeting**  
**Tuesday, January 14, 2025**

The City Council of the City of Westminster met in a regularly scheduled meeting on Tuesday, January 14, 2025, at 5:00 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  
 Adam Dunn

Ruth May

City Administrator, Kevin Bronson  
 Assistant City Administrator, Reagan Osbon  
 City Clerk, Rebecca Overton  
 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 5:00 pm.

**Certification of Quorum**

Rebecca Overton certified a quorum.

**Executive Session**

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

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

There was no action taken.

**Invocation and Pledge of Allegiance**

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

*January 14, 2025*

## **Public Comments**

There were no public comments.

## **Special Presentation**

Will Walls, CPA of Love Bailey certified public accountants presented of the year end June 30, 2024 financial statements. Mr. Walls pointed out some highlights of the audit that included total net positions and added that the city received an unmodified opinion, which means a clean audit.

## **Comments from the Mayor and Council**

Mr. Dunn thanked the utility crews for their recent speedy efforts in restoration of power during an outage.

Mrs. Snipes announced that she had retired from Oconee First Steps as of December 31, 2024, and she announced the new director, Kaylee Osbon.

Mayor Ramey congratulated both Mrs. Snipes and Mrs. Osbon. He also asked Mr. Bronson about how the replacement of the locks on the Depot doors was coming. Mr. Scott Parris advised that the repairs and replacements were in the process and should be completed very soon. Mayor Ramey also inquired about a Utility Policy about two returned checks on a utility account and that the consequence was that the account would be flagged as cash only with no checks to be accepted for the lifetime of the account. He added that he felt like that was a little severe and that maybe it could be changed to no checks for a certain number of years. Mr. Bronson stated that staff would work on amending the return check policy and present it at the next meeting.

## **Routine Business**

1. Comments from Utility Director
  - a. Mr. Parris informed Council that the Chauga Bridge is mostly gone. He added that construction on the new bridge is set to begin in about two weeks.
  - b. Mr. Parris informed Council that the SCIIP sewer project is ongoing.
  - c. Mr. Parris informed Council that the recent winter storm produced little ice and very few outages that were restored quickly.
2. Comments from the City Administrator
  - a. Mr. Bronson informed Council that city has been placed in a retrogression program to remedy issues that cause a drop in the city's ISO rating. He added that the city has until October to improve things that will get point values back up.
  - b. Mr. Bronson informed Council that the Heirloom Farms project manager has reconciled the past due amounts for the contract invoices.

- c. Mr. Bronson informed Council that he felt like Police Chief Miller was doing an outstanding job and that the Police Department is now fully staffed. He added that they are now facing the dilemma of not having enough patrol vehicles since some are older and not safe.
- d. Mr. Bronson informed Council that he would send some alternative dates for the Council Planning Session Workshop that was recently cancelled due to bad weather.

### **Consent Agenda**

1. Consideration of Second Reading of Ordinance 2025-01-14-01; An Ordinance Repealing in Its Entirety Ordinance #2022-02-08-01 Which Authorized the Mayor Of The City Of Westminster To Serve As A Member Of The Oconee Joint Regional Sewer Authority Commission, South Carolina, Ex Officio; And Other Matters Related Thereto.
2. Consideration of Second Reading of Ordinance 2025-01-14-02: An Ordinance To Assign Zoning Classification Of Light Industrial To A Certain Parcel In The City Of Westminster

For the following planning and zoning considerations, the City Code directs the Planning Commission to make recommendations for rezoning after a parcel is annexed into City Limits. Items 11-20 reflect the completion of that process. Future annexations will assign zoning classifications with the same ordinance that annexes them in, if Ordinance 2024-12-10-01 is approved.

The Planning Commission held public hearings for zonings classifications on November 18, 2024. Council approved the following items at First Reading on December 10, 2024.

For each item, the current use is the zoning classification that best fits the properties current use, the Future Land Use is the designation as shown in the future land use map (updated 2024), and Staff's recommendation.

100 Dunlop Drive (TMS # 530-19-04-001)

- Current Use: Light Industrial
- Future Land Use: Light Industrial
- Staff Recommendation: Light Industrial
- Planning Commission Recommends Approval

3. Consideration of Second Reading of Ordinance 2025-01-14-03: An Ordinance To Assign Zoning Classification Of R-15 To A Certain Parcel In The City Of Westminster

650 Marcengill Road (TMS # 530-15-02-015)

*January 14, 2025*

- Current Use: R-15
- Future Land Use Map: Medium Density Residential
- Staff Recommendation: R-15

**4. Consideration of Second Reading of Ordinance 2025-01-14-04: An Ordinance To Assign Zoning Classification Of Gr To A Certain Parcel In The City Of Westminster**

Lot A (Cornelia Avenue; TMS # 530-31-03-010; recommendation for all following parcels being considered on Cornelia Ave and Nina Circle):

- Current Use: GR
- Future Land Use Map: Medium Density
- Staff Recommendation: GR

**5. Consideration of Second Reading of Ordinance 2025-01-14-05: An Ordinance To Assign Zoning Classification Of Gr To A Certain Parcel In The City Of Westminster**

311 Cornelia Avenue / Lot B (TMS # 530-31-03-011)

**6. Consideration of Second Reading of Ordinance 2025-01-14-06: An Ordinance To Assign Zoning Classification Of Gr To A Certain Parcel In The City Of Westminster**

198 Nina Circle / Lot C (TMS # 530-31-03-012)

**7. Consideration of Second Reading of Ordinance 2025-01-14-07: An Ordinance To Assign Zoning Classification Of Gr To A Certain Parcel In The City Of Westminster**

199 Nina Circle / Lot D (TMS # 530-31-03-013)

**8. Consideration of Second Reading of Ordinance 2025-01-14-08: An Ordinance To Assign Zoning Classification Of Gr To A Certain Parcel In The City Of Westminster**

Lot E (Cornelia Avenue; TMS # 530-31-03-014)

**9. Consideration of Second Reading of Ordinance 2025-01-14-09: An Ordinance To Assign Zoning Classification Of Gr To A Certain Parcel In The City Of Westminster**

Lot F (Nina Circle; TMS # 530-31-03-015)

**10. Consideration of Second Reading of Ordinance 2025-01-14-10: An Ordinance To Assign Zoning Classification Of Gr To A Certain Parcel In The City Of Westminster**

Lot G (Nina Circle; TMS # 530-31-03-016)

**11. Consideration of Second Reading of Ordinance 2025-01-14-11: An Ordinance Annexing Property Under 100% Annexation Method and Assigning Zoning Classification; And Other Matters Related Thereto.**

510 West Oak Highway (TMS # 264-00-04-039)

The City received an annexation covenant via utility service connection from the property owner on April 10, 2024.

This annexation can utilize the proposed method for assigning zoning as described in Item #7 (if approved by City Council). The Planning Commission recommends approval of the annexation and conditionally recommends the property be zoned R-15.

- Staff Recommendation: R-15
- Future Land Use: Medium Density
- Planning Commission Recommendation: R-15
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**12. Consideration of Second Reading of Ordinance 2025-01-14-12: An Ordinance Annexing Property Under 100% Annexation Method and Assigning Zoning Classification; And Other Matters Related Thereto.**

100 Carson Street (TMS # 234-03-01-021)

The City received an annexation covenant via utility service connection from the property owner on July 25, 2024.

This annexation can utilize the proposed method for assigning zoning described in Ordinance 2024-12-10-01 if approved by City Council. The Planning Commission recommends approval of the annexation and conditionally recommends the property be zoned R-25.

- Staff Recommendation: R-25
- Future Land Use: Medium Density
- Planning Commission Recommendation: R-25

Upon a motion by Mrs. Reese and seconded by Ms. May, the motion to ***approve the Consent Agenda*** passed unanimously.

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

January 14, 2025

## **New Business**

1. Consideration Of First Reading of Ordinance 2025-02-11-01: An Ordinance Authorizing The City Administrator To Execute Real Property Sale Agreement Between The City Of Westminster, South Carolina And The South Carolina Department Of Transportation.

Mr. Bronson informed Council that the City owns a small parcel of land adjacent to the HWY 76 Bridge project that SCDOT needs to purchase to make the necessary improvements to the new Bridge and that SCDOT has offered \$700 for approximately 0.045AC land (1,966 SF), most of which is the river. He added that city staff are working with Upstate Forever to ensure that the sale complies with the conservation easement that is deed restricted to the parcel.

Upon a motion by Mr. Dunn and seconded by Mrs. Snipes, the motion to ***approve first reading of Ordinance 2025-02-11-01: An Ordinance Authorizing The City Administrator To Execute Real Property Sale Agreement Between The City Of Westminster, South Carolina And The South Carolina Department Of Transportation*** passed unanimously.

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

2. Consideration of First Reading of Ordinance 2025-02-11-02: An Ordinance to Amend the Westminster Flood Damage Prevention Ordinance Article I, Section D

Mr. Bronson informed Council that the City of Westminster was approached by SCDNR's flood mitigation team, who provide a no-cost and periodic evaluation of local jurisdictions' flood ordinances. He added that City Staff met with a flood mitigation specialist and determined that our processes and ordinances were in compliance with DNR recommended best practices, however they did ask the City to update the Flood Damage Mitigation Ordinance to specify "Oconee County" instead of "County" when describing the unincorporated areas outside of City limits.

Upon a motion by Mr. Dunn and seconded by Mrs. Snipes, the motion to ***approve first reading of Ordinance 2025-02-11-02: An Ordinance to Amend The Westminster Flood Damage Prevention Ordinance Article I, Section D*** passed unanimously.

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

3. Consideration of Prime Contract Change Order #001- Added Fields between the City of Westminster and Mammoth Sports Construction for the addition of fields as funded by Horton, Inc., a corporate gift if \$2 million.

Mr. Bronson informed Council that this change order incorporates the addition of two fields into the scope of work originally approved by City Council with Mammoth Sports Construction to construct the Horton Outdoor Recreational Area. He added that these plans were developed by City staff, Mammoth Construction, the Sports Facilities Company with the agreement and consent of Horton, Inc.

The revised layout and change order is:

Line #	Amount	Description
1	\$ 5,000,000.00	FY2023 State Budget
2	\$ 950,000.00	FY2024 State Budget
2	\$ 2,000,000.00	Horton gift
3	\$ 483,935.00	LWCF Grant (\$967,870 total)
4	\$ 8,433,935.00	Total Funds
5	\$ 65,000.00	Mammoth Phase I - planning
6	\$ 322,408.00	Mammoth Phase II - planning
7	\$ 387,408.00	Planning Total
8	\$ 967,870.00	LWCF Match (\$967,870 total)
9	\$ 5,042,695.00	Original contract
10	\$ 2,041,102.00	Change Order 001
11	\$ 8,051,667.00	Construction Total
12	\$ 8,439,075.00	Construction + Planning
13	\$ (5,140.00)	difference

Upon a motion by Mrs. Snipes and seconded by Mrs. Reese, the motion to ***approve Prime Contract Change Order #001- Added Fields between the City of***

*Westminster and Mammoth Sports Construction for the addition of fields as funded by Horton, Inc., a corporate gift of \$2 million passed unanimously.*

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

4. Consideration of 2025 City Council Meeting Dates

January 14, 2025		6:00 PM	City Council Meeting
February 11, 2025	4:00 PM	6:00 PM	Budget Workshop/City Council Meeting
March 11, 2025	4:00 PM	6:00 PM	Budget Workshop/City Council Meeting
April 8, 2025	4:00 PM	6:00 PM	Budget Workshop/City Council Meeting
April 29, 2025	4:00 PM		Budget Workshop
May 13, 2025		6:00 PM	City Council Meeting
June 17, 2025		6:00 PM	City Council Meeting
July 8, 2025		6:00 PM	City Council Meeting
August 12, 2025		6:00 PM	City Council Meeting
September 9, 2025		6:00 PM	City Council Meeting
October 14, 2025		6:00 PM	City Council Meeting
November 18, 2025		6:00 PM	City Council Meeting
December 9, 2025		6:00 PM	City Council Meeting

Upon a motion by Mrs. Reese and seconded by Mrs. Snipes, the motion to *approve the 2025 City Council Meeting Dates* passed unanimously.

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

5. Consideration of the City of Westminster FY2025-2026 Budget Development Calendar

*January 14, 2025*



<b>City of Westminster FY2025-2026 Budget Development Calendar</b>		
January 2025	<b>City Council Priority Setting Workshop</b>	TBD
January 14, 2025	<b>City Council Meeting</b> Council consideration of proposed FY2025 Budget Calendar	6:00 PM
January 14, 2025	Budget kick-off meeting with senior staff	
February 11, 2025	<b>Budget Workshop Expenditure Review Part 1- Utility Fund</b> Electric Water (includes Water Plant) Sewer	4:00 PM
	<b>City Council Meeting</b>	6:00 PM
February 14, 2025	Departmental budget requests due to CA	
March 4, 2025	Department Directors meet with CA	
March 5, 2025	Department Directors meet with CA	
March 11, 2025	<b>Budget Workshop Expenditure Review Part 2</b> General Fund Solid Waste Fund Youth Recreation Fund Hospitality and Accommodations Tax Fund	4:00 PM
	<b>City Council Meeting</b>	6:00 PM
April 8, 2025	<b>Budget Workshop Revenue Review</b> Utility Funds General Fund Solid Waste Fund Youth Recreation Fund Capital Projects Fund Hospitality and Accommodations Tax Fund	4:00 PM
	<b>City Council Meeting</b>	6:00 PM
April 29, 2025	<b>City Council 2022 Budget Workshop</b>  Bringing it all together, all funds, revenue and expenditures - balanced. Reflects preferences and follows priorities of Council. Council directs modifications, adjustments.	4:00 PM
May 13, 2025	<b>Public Hearing and 1st Reading</b>	6:00 PM
June 17, 2025	<b>2nd Reading and Adoption</b>	6:00 PM

Upon a motion by Mrs. Reese and seconded by Mr. Glymph, the motion to *approve the 2025 Budget Development Calendar* passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph	Second	Yes

January 14, 2025

Powell		Yes
Reese	Motion	Yes
May		Yes
Dunn		Yes
Snipes		Yes

**Adjourn**

Upon a motion by Mrs. Reese and seconded by Mayor Ramey, the motion *to adjourn the meeting at 7:15 pm* passed unanimously.

(Minutes submitted by Rebecca Overton)

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Mayor Brian Ramey

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Date

January 14, 2025