ADMINISTRATOR'S REPORT
Kevin Bronson
Office of the City Administrator
Westminster, South Carolina

November 13, 2026

GENERAL INFORMATION

Westminster City Council Special election to fill vacated Seat

- **City of Westminster Special Election: Tuesday, January 26**
- **Candidate Filing close at noon October 30, 2026**
- **In-person VR Deadline:** Wednesday, December 23
- **Online VR Deadline:** Sunday, December 27
- **Postmark VR Deadline:** Monday, December 28
- **Oconee County Holiday Schedule:** office closed Thursday, Dec 24 – Monday, Dec 28
- **Early Voting:** Monday, January 11 – Friday, January 22 (M-F, 8:30am-5:00pm)
- (Please note the office will be closed on Monday, January 18, 2027, in observance of Martin Luther King Jr. Day.)

Westminster GoGov App

Anyone wishing to stay abreast of happenings in the City and matters related to City utilities are encouraged to subscribe.

IOS link: https://apps.apple.com/us/app/city-of-westminster-sc/id6806054298
Android link:
https://play.google.com/store/apps/details?id=com.govoutreach.westminstercitysc&hl=en_US

2025 South Carolina Sustainability Profile

The 2025 South Carolina Sustainability Profile was recently release. Sustain SC's new data-driven resource helps businesses see what makes South Carolina a strong place to invest and grow. The Profile also equips economic development organizations with statewide data to support business recruitment, retention and investment conversations.

Now in its second year, the Profile provides an updated look at South Carolina's performance and readiness across four critical areas: Energy, Circularity, Water and Conservation. This year's edition builds on that foundation with updated statewide data and expanded sources.

Read the report here: FINAL SC Sustainability Profile – Editable Template

The William Bartram Statue Project

The Westminster William Bartram Statue Project website is available at
https://www.williambartramsc.com

This website will be used to inform the public about the project and seek donations to make it a reality. Once the project is complete the website will then be used to promote places and activities in Oconee County that inform, educate and entertain those interested about Bartram's legacy and the natural environment

Two websites of note related to the Project:

Highlands Biological Station is a multi-campus center of Western Carolina University, just minutes from downtown Highlands. We work to understand the remarkable biodiversity of the region and to share the Plateau's natural wonders with our community and visitors, through visiting researchers, college courses and workshops, and free programs for all ages.
https://highlandsbiological.org/

Izel Native Plants – a web based-ordering company providing native plants for South Carolina and beyond.
https://www.izelplants.com/

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

- Sponsors are needed for the upcoming basketball season. Contact us at 864 647 3208 or message us on Westminster Recreation Department Facebook messenger for more information.
- Remember to use the City Of Westminster SC app on your cell phone to receive Rec Department notifications for registration, cancellations, and other information.
- This coming weekend we will host the 14u volleyball Western District Tournament at the M D Cleveland Civic Center. Westminster, Seneca, Walhalla, Pickens, Easley, and Clemson will be participating. All scheduling information is on the Westminster Recreation Department Facebook page.
- Our 10u volleyball all-star team will begin tournament play this coming weekend at Seneca against Clemson. Our 12u team will begin against Easley at Ninety-Six this coming weekend.
- Our 17u volleyball all-star team will begin State Tournament action on Nov. 21 against Easley at Pickens.
- Basketball practice will begin for some teams next week.

Unity Tank Upgrade
The Unity Tank project is being funded through the South Carolina Rural Infrastructure Authority (SC RIA) and the City's 2025 Combined Utility System Bond.

After discussions with the SCRIA and the City's Civil Engineer, the decision was made to reject all bids for the project. After additional engineering and some scope adjustments the project will be rebid – likely in early November. The decision to reject the bids is rooted in the bid prices which were all over the budget for the project. *No change since last report.*

Board of Zoning Appeals

The Board of Zoning Appeals will meet Monday, November 23, 2026, at 6:30 pm at Westminster City Hall to consider an application to allow for a setback reduction at 603 E Abbey Street, Westminster, SC 29693.

Westminster Planning Commission

The Planning Commission will meet on Monday, November 23, 2026, at 5:30 p.m. The agenda includes two rezoning requests as well as Commissioner Training. The rezoning requests are for

1. Parcel ID: 530-07-08-006
   Owner: Samuel Earl Butts
   Request: Rezone from R-25 One-Family Residential to NC (Neighborhood Commercial) or HC (Highway Commercial).
2. Parcel ID: 530-06-01-011
   Owners: James R. Moore Sr. & Yvonne F. Moore
   Owner mailing address: 9112 West Oak Hwy, Seneca, SC 29678
   Request: Rezone from R25 to RMF for construction of a proposed duplex on the lot.

OJRSA

Past and future meetings are available on OJRSA's YouTube channel
https://www.youtube.com/@OconeeJRSA

PMPA

Nothing to report.

PLEASE MARK YOUR CALENDAR

November 19, 2026, at 8:30 am OJRSA Operations & Planning Committee at OJRSA
November 19 at 10:00 am PMPA Board Meeting at PMPA
November 23, 2026, at 5:30 pm Westminster Planning Commission at Westminster City Hall
November 23, 2026 at 6:30 pm Westminster Board of Zoning Appeals at Westminster City Hall
November 24, 2026, at 9:00 am OJRSA Finance & Administration Committee at OJRSA
November 26 & 27 – City offices closed – in observance of Thanksgiving

December 7, 2026, at 2:00 pm OJRSA Board Meeting at OJRSA (Note the special time)
December 8, 2026, at 6:00 pm City Council Meeting at the Westminster Fire Department
December 10, 2026, at 9:00 am OJRSA Reconstitution Committee and Executive Committee at OJRSA

Special Events Calendar

Arbor Day Celebration – mid-day December 4, 2026
Details to come…

Christmas Parade – December 4, 2026, Downtown Westminster
Christmas Flyer Attached
Christmas Parade at 6:00. Tree Lighting at 7:00

Ad Hoc Reconstitution Committee and Executive Committee

OJRSA Operations & Administration Building
Lamar Bailes Board Room
November 12, 2026 at 9:00 AM

This advisory committee was established by the OJRSA Board of Commissioners at its August 4,2025 meeting to consider the reorganization recommendations as identified in the Ad Hoc Sewer Feasibility Implementation Committee Final Recommendations report. This committee can neither create policy nor make decisions on behalf of the OJRSA or other wastewater service providers within the area. The recommendations are available at www.ojrsa.org/info.

OJRSA commission and committee meetings may be attended in person at the address listed above. The OJRSA will also broadcast meetings live on its YouTube channel at www.youtube.com/@OconeeJRSA (if there is a technical issue preventing the livestreaming of the meeting, then a recording will be published on the channel as soon as possible). For those not able to attend in person, then the OJRSA Board or Committee Chair will accept public comments by mail (623 Return Church Rd, Seneca, SC 29678) or at info@ojrsa.org. Comments must comply with the public session instructions as stated on the meeting agenda and will be received up until one hour prior to the scheduled meeting. If there is not a public session scheduled for a meeting, then comments shall not be accepted.

Agenda

A. Call to Order – Kevin Bronson, Committee Chair

B. Approval of Minutes
- Ad Hoc Reconstitution Committee and Executive Committee Meeting of September 10, 2026

C. Committee Discussion and Action Items
1. Communications with elected officials and leadership: feedback and future memo requests – Katherine Amidon, Facilitator
2. Presentation of the initial results of rate study – Melissa Levin/Will Kerr, Raftelis

D. Committee Member Discussion – Led by Kevin Bronson, Committee Chair
Discussion can be related to matters addressed in this meeting or for future consideration by the Board or Committee. Voting is not permitted during this session.

E. Adjourn

Upcoming Meetings

All meetings to be held in the Lamar Bailes Board Room unless noted otherwise.

- Operations & Planning Committee – November 19, 2026 at 8:30 AM
- Finance & Administration Committee – November 24, 2026 at 9:00 AM
- Board of Commissioners – December 7, 2026 at 2:00 PM
- Reconstitution Committee and Executive Committee – December 10, 2026 at 9:00 AM


City of
Westminster
SOUTH CAROLINA
Small Town. Big Opportunities.
Christmas
PARADE
THE DEPOT
FRIDAY, DECEMBER 4TH
PARADE – 6:00 PM
WESTMINSTER
TREE LIGHTING
7:00 PM
(After the Parade)
Sign Up to Participate
in the Christmas Parade!
rgrubbs@westminstersc.org
For Questions, Call
864-482-1412