



ADMINISTRATOR'S REPORT

Kevin Bronson

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

September 1, 2023

GENERAL INFORMATION

Anderson Park Renovation Project

The Anderson Park renovation project suffered a setback this week. Sealed bids were scheduled to be received and opened on Monday, August 28, 2023; however, no bids were submitted for the project. Staff is preparing an alternate plan forward. Once this alternate plan is complete along with coordination with the Appalachian Council of Governments (ACOG) who is assisting with the administration of the funds provided by the South Carolina Department of Commerce through the Community Development Block Grant (CDBG) program, the plan will be publicized. The CDBG grant is for \$250,000 and will be combined with the City of Westminster's contribution of an additional \$46,300 from Hospitality Tax funds.

The Hall Road Recreation Complex

On Wednesday, August 30, 2023, at 10:30 am a mandatory pre-bid meeting for the Hall Road Recreation Complex was held at the future site of the Complex on Hall Road (located across the street from the existing baseball fields on Hall Road). The sun demurred to the low-level clouds spiraling cyclonically inward and upper-level cirriform cloud spiraling anticyclonically outward as the ninth named hurricane waltzed freely across areas south of the blue ridge escarpment. Humidity maintained an unabashed dominance within the air, however, blanketing the twenty-one people attended who this meeting representing construction companies and design firms. The attendance list is attached. General provisions of the RFP were discussed, and many walked the property to review site conditions. Sealed bids for the project are scheduled to be opened at 10:30 am at City Hall on September 28, 2023.

Downtown Streetscape Planning – Public Hearing for Grant Application

On August 23, 2023 a Public Hearing for Needs Assessment was conducted at City Hall to gather the community's input on the City's needs. A second Public Hearing for the grant application is required by the South Carolina Department of Commerce for CDBG funds for \$750,000 to complete the first portion of downtown streetscape enhancements. **The Public Hearing was scheduled for Monday, September 5, 2023, at 5:15 pm at City Hall but has been rescheduled to Friday, September 8, 2023, at 2:00 pm.** The meeting was rescheduled to accommodate public notice and advertising requirements of the grant. While generally the city seeks to hold meetings of this type in the evenings, this accommodation for an afternoon meeting will allow for the grant application to proceed on time.

USDA-RD Water System Projects

Two contractors are being utilized to install the water system improvements funded by the USDA-RD.

Arrowood General Contracting is responsible for a grouping of projects entitled Division 1.

- The project areas for Division 1 are: Dawn Drive; Dixon Rd; Phillip Lear; and Dr. Johns Rd.
- As of today, 880' of 6" waterline and one hydrant on Dawn Drive. Work started at the cul-de-sac of Dawn Drive and is progressing toward Greenfield Rd. From there work will turn toward town and lay 6" pipe down Greenfield Rd. to tie into an existing 6" line.

Payne, McGinn and Cummins is responsible for a grouping of projects entitled Division 2.

- The project areas in Division 2 are: two sections of Highway 76; Welcome Church Rd to Berry Farm Rd; and Berry Farm Rd to Cleveland Pike Rd.
- As of today, 240' of 10" line on highway 76 has been installed and stubbed for one hydrant. Installation started at the pumps just below Riversong Drive and working back toward town. One lane of 76 will be closed as during construction operations.

Special Events Committee

The Special Events Committee met August 30, 2023, at the Utility Shop on Bibb Street. The draft minutes are attached.

Police Chief Report

Police Chief Matt Patterson's report for August is attached.

Grant Submission to Oconee County Accommodations Tax

The City of Westminster recently applied for \$12,000 in funding through the Oconee County Accommodations Grant to design, fabricate, and install wayfinding signage in our downtown. The Oconee County Parks, Recreation, and Tourism Committee recommended \$6,5000 to County Council for final approval. The allocation will provide for several signs and the city will explore other funding options for the remaining proposed signs.

Such signage is common for cities, including in other Oconee County Downtowns, and they help direct vehicular, pedestrian, visitor, and residential traffic towards downtown landmarks, businesses, and restaurants. In Westminster, several signs will be placed in strategic locations downtown to attract the traffic from HWY 123 towards Main Street Businesses and other nearby landmarks.

Westminster Planning Commission

Nothing to report.

OJRSA

Nothing to report.

PMPA

Nothing to report.

PLEASE MARK YOUR CALENDARS

September 4, 2023 Labor Day – City Offices closed in observance of Labor Day

September 6, 2023 at 5:30 pm Recreation Planning Committee at City Hall

September 8, 2023 at 2:00 pm Community Development Block Grant Application Public Hearing at City Hall
(rescheduled from September 5, 2023)

September 11, 2023 at 4:00 pm OJRSA Board Meeting at OJRSA

September 12, 2023 at 6:00 pm City Council Meeting at the Westminster Fire Department

September 16, 2023 at 8:30 am OJRSA Operations & Planning Committee at OJRSA

September 18, 2023 at 6:00 pm Westminster Planning Commission at the Depot

September 26, 2023 at 9:00 am OJRSA Finance & Administration Committee at OJRSA

September 24, 2023 at 10:00 am PMPA Board Meeting at PMPA

Special Events Calendar

September 1 – Rock in Westminster - Main Street, Westminster

September 7-9, 2023 South Carolina Apple Festival – downtown Westminster

September 16, 2023 at 3:00-9:00 pm

Westminster Music Centre presents *Music on Main*

September 17, 2023 at 3:00 pm West-Oak High School Homecoming Parade – downtown Westminster

September 30, 2023 time: TBD West-Oak High School Future Farmers of America Petting Zoo

WP Anderson Park (vacant field behind Park Place Restaurant)

October 6 – Rock in Westminster - Main Street, Westminster

October 13-14, 2023 South Carolina Bigfoot Festival – downtown Westminster

(<https://www.scbigfootfestival.com/>)

October 21, 2023 at 3:00-9:00 pm

Westminster Music Centre presents *Music on Main*

October 31, 2023 Boo On Main – downtown Westminster

November 11, 2023 at 4:00 pm – Veterans Day Parade

Main Street, Westminster

December 1, 2023 at 2:00 pm – Arbor Day Celebration

December 1, 2023- Christmas Tree Lighting

December 2, 2023 at 11:00 am – Westminster Christmas Parade

Main Street, Westminster

January 20, 2024 at time TBD – TreesUpstate Tree Planting Event at Yousef Mefleh Memorial Fields

Name	Company	Email
Chris Bowen		
CHRIS BOWEN	Hogan Construction Group	cbowen@HoganCONSTRUCTIONGROUP.COM
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CHRIS NORMEYON	SGA (NW), a GP Design Company	cnormeyon@sgaanddesign.com
STEVE GLOBAW	PARK COMMITTEE	sgjoglan@cotab.com
NICK MEERS	SEAMON WHITESIDE	NMEERS@SEAMONWHITESIDE.COM
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Brian Ramsey City of Westminster



Westminster
SOUTH CAROLINA
Together We Grow

AGENDA

Special Events Committee Meeting
Wednesday, August 30, 2023, at 2:00 PM
Westminster Utility Shop
528 South Bibb Street
Westminster, SC 29693

1. Call to order- 2:00pm
 - Present: Dabey Snipes and Ruth May
 - Staff Present: Administrator Kevin Bronson, Assistant to the City Administrator Reagan Osbon, Chief of Police Matt Patterson, Utilities Director Kevin Bronson, Utilities Admin Assistant Connie Beatty.
2. Discuss Special Events Applications received
 - Jeep Roadshow Fundraiser by Brandy Monds. Recommended she get porta johns with handicap for bathrooms, But ok.
 - SC Get Snacked Christmas Giveaway by Monds. No, because of mess left at Depot last year.
 - Notes for future event applications:
 - i. Recommendation to Council to require payment for Police, Fire, and Utility crew usage at rates to be decided on later. Will go before council. The committee cited fiscal responsibility in the way we manage our events. With the increase in events, all our crews are being paid overtime rates for the event is causing a burden on city departmental budgets. The collected costs would be used by the city to pay the individuals through their departments.
 - ii. Include a map to draw on for events with layout.
3. Inventory Christmas decorations at the shop
 - Went through Christmas decorations at the Shop. Most was unusable, so thrown away or donated. Decorations will be procured over the next few months.
4. West-Oak Warrior Parade – September 17 @ 3:00 pm
 - Parade starts at Sandifer Funeral Home. Stage will not be needed.
5. Boo On Main – October 31
 - Communication Plan- Reagan will communicate with business owners from 5:00-7:00pm.
6. Veterans Parade – November 11 @ 4:00 pm

- Coordinate with Thomas Williams- Kevin will be working with him to develop the exact plans. Will report back when details are available.
7. Christmas Schedule
- December 1 – Christmas tree lighting and candle lighting, carols to begin at 7:00pm. Potentially involve police to do fire pit or hot chocolate.
 - Parade – December 2 @11:00 am, request to have stores open, register through application.
 - i. Discussed time change: safety concerns listed by police and utility departments: Avoid heavy traffic, darkness and not well-lit streetlights, children around the event after hours, can't see the floats. Additionally, it creates space for the Tree Lighting the night before and would encourage individuals to hang around downtown.
 - Christmas tree for Retreat Street Park has been ordered - \$16,188.00
 - \$25k – for decorations, balance of budget after Christmas tree = \$8,812
 - i. Daby will recommend Christmas decorations. Reagan will keep up with budget moving forward.
 - Plan for downtown decorations
 - i. Minimal but beautiful – suggested at July meeting
 - Festival of trees- Dec. 1-2, 8-9, 15-16, 22
 - Santa Shop – last year there was three Santa events, how do we coordinate?
 - i. Coordinate Santa Events.
 - ii. Work with Matt to have one at the Christmas Parade. Lucas Snedager for photos???
 - Christmas music- Speakers downtown playing Christmas Music?
 - Review Map for decoration placement- Map has been developed with a plan for each space.
8. Member discussion
- Discussion about roles of the committee in managing facility grounds. Depot may fall under purview as the center of downtown and main event space. Sparingly.
 - Apple Statue at Depot... Need to coordinate. May be an opportunity to bring in a landscaping architect for depot.
 - Reagan will be new full-time staffer for the committee.
 - Bessy Mathison turns 105 this week. Could we celebrate with a proclamation?
 - Place Juneteenth event onto the agenda for next time.
9. Schedule next meeting
- September 20 at 2:00pm at the Shop again (to review Christmas Decorations again).
10. Adjourn- 4:03pm

Special Event Committee members: Councilwoman Ruth May, Councilwoman Daby Snipes, Councilwoman Audrey Reese

Special Events Calendar (events scheduled for downtown)

- **September 1 – Rock in Westminster** - Main Street, Westminster
- **September 7-9, 2023 Westminster Apple Festival** – downtown Westminster
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Westminster Chief of Police Monthly Report

August 2023

Offenses/Incident Reports	58
Vehicle Accidents	3
Use of Force Incidents	0
DUI	3
Arrests	11
Citations Issued	41
Warnings Issued	54
Traffic Stops	103
Security Checks	310
Total Calls	607
Training Hours	27

August 2- Burglary reported on Pritchard St. Person of interest identified

August 2- Two separate incidents of the same subject stealing store phones from BQS and Spinx. Subject located and charged for both incidents

August 4- Rock the Park, Retreat St. No issues

August 5- Reported shoplifting at Spinx. Flock cameras and surveillance were used to identify the subject. Warrant obtained and subject arrested on a later date

August 7- Westminster PD units responded to a possible burglary on Butler School Rd. Investigation resulted in a search warrant being obtained for the residence and over 80 grams of methamphetamine was seized

August 8/10- Presentation/Training from DJJ on process

August 11- Conducted Taser training for Salem PD at WMPD Training Facility

August 12- Veteran's Freedom Festival went well. No issues

August 12- Westminster PD Foundation Dinner & Dance. Large showing and fun event.

August 12- Night shift unit assisted OCSO with a traffic stop which resulted in WMPD placing the subject under arrest for possession of marijuana and DUI

August 12- Night shift unit assisted OCSO with a traffic stop which resulted in WMPD placing the subject under arrest for DUI and No SC driver's license

August 17- Units responded to Subway in reference to a moped that had been stolen. Night shift began their investigation and later located the moped, and the subject that stole it, pushing it behind Ingles. Subject was arrested

August 18- Units responded to Walhalla St in reference to subjects going in to a vacant home. Several juveniles were located, and their parents called. The homeowner was contacted about securing the residence. More subjects were removed on later dates

August 18- Day shift units conducted a well-being check on an elderly female on Small St. It was found that she had fallen between the wall and the toilet and could not get back up. WMPD units had to force their way in to the home where she was given medical assistance.

August 21- Lt Merck participated in Interview/Interrogation training

August 22- Units responded to the front of city hall reference a subject there possibly intoxicated. The female was ultimately placed under arrest and charged with breach of peace and littering

August 24- Andrew Lunz joined Westminster Police. Certified officer with years of experience

August 26- Night shift units responded to a report of a reckless driver on E. Main St. He was located driving recklessly and with a blown tire. The driver was subsequently arrested and charged with DUI.

August 31- Vehicle pursuit initiated after Flock Camera System alerted officers to a stolen license plate passing Ingles. Suspected was arrested and charged with multiple traffic offenses, possession of methamphetamine, possession of marijuana and possession of stolen property.

Code Enforcement

Code compliance Aug. 2023

Utility Inspections:

- 301 Bermuda
- 201 Earl Holcombe
- 403 Highlands

Code issues:

- 505 S. Piedmont St.
- 111 Pew St.
- 409 E North Ave.
- 101 W. Main St.
- 136 E. Mian St.
- 200 Oak St.
- 101 Holcombe St.
- 414 Mimosa Rd.
- 304 Mountain View St.
- 310 Mountain View St.
- 315 Butler St.
- 104 Pritchard St.
- 405 N. Piedmont St.

Zoning:

- 302 W Abby St
- 725 Jones Dr.

Matt M. Patterson
Chief of Police