



CITY OF WALHALLA

Main Street to the Mountains

AGENDA City Council Meeting

June 16, 2026

5:30 PM

Council Chambers | 206 N Church St. Walhalla, SC

Tim Hall
Mayor

Josh Holliday
Mayor Pro Tem

Jessie Bunning
Councilwoman

Chris Grant
Councilman

Lynn McClain
Councilwoman

Sarai Melendez
Councilwoman

David Underwood
Councilman

Michael Kozlarek
City Attorney

Celia Boyd Myers
City Administrator

I. **Call to Order and Welcome**

Mayor Hall

II. **Moment of Silence**

III. **Pledge of Allegiance**

IV. **Approval of Agenda**

V. **Approval of Minutes**

A. Regular Council Meeting, May 26th, 2026

B. All Committees Meeting, June 2nd, 2026

C. Community Commerce and Public Space Task Force Meeting, June 4th, 2026

D. Finance, Budgeting, Purchasing, and Contracting Committee Budget
Workshop Meeting, June 9th, 2026

VI. **Public Comment** (*Public Comment is limited to 5 minutes and must be directed to Council, per City Ordinance 2022-8*)

VII. **Mayoral Proclamations**

A. Proclamation 2026-09: A Proclamation recognizing June 19th as Juneteenth

VIII. **First and Final Reading of Resolutions**

A. Resolution 2026-04: A Resolution to honor and celebrate the Walhalla High School Girls' Basketball Team on their accomplishment winning the State Championship

B. Resolution 2026-05: A Resolution to honor and celebrate the Walhalla High School Boys' Golf Team on their Western 3A Regional Tournament win for the second consecutive year.

C. Resolution 2026-06: A Resolution committing future City funding for annual scans of Stumphouse Tunnel.

- IX. **Administrator's Report**
 - A. Monthly Reports – (Administration, Police, Sanitation, Streets & Facilities, Fire, Parks & Tourism, Stumphouse Mountain Park, Recreation, Water & Sewer, Utilities, Financials)

- X. **Second, Final Reading and Public Review of Ordinances**
 - A. An Ordinance to amend Chapter 275 of the Walhalla Municipal Code of Ordinances and to establish the minimum regulations governing the use of public ways, and other matters related thereto.
 - B. An Ordinance to amend Chapter 223 of the Walhalla Municipal Code of Ordinances and to establish Section 223-26 creating a Blanket Trespass Warning Authorization Program, and other matters related thereto.
 - C. An Ordinance to establish a policy of non-discrimination as to qualified individuals with disabilities for the City of Walhalla programs, services, and activities consistent with the requirements of Title II of the Americans with Disabilities Act and development of an ADA public notice and ADA grievance form for implementation of this ADA policy; and other matters related thereto.

- XI. **Discussion and/or Action Items** *(to include Vote and/or Action on matters brought up for discussion, if required)*
 - A. MASC Annual Meeting Registration
 - B. Community Commerce and Public Space Task Force report
 - C. Finance, Budgeting, Purchasing, and Contracting Committee report
 - D. Approval of Job Descriptions for Administrator and Finance Officer
 - E. Approval of Ballistics Vests for Police Department
 - F. Approval of Change Order for Police Station

- XII. **Executive Session** *(to include Vote and/or Action on matters discussed, if required)*
 - A. Contractual Matters regarding Police and Municipal Court Facility.

- XIII. **Mayor Comments** Mayor Hall

- XIV. **Adjournment**

City of Walhalla
City Council Called Meeting
May 26, 2026 • 6:00 PM
Council Chambers | 206 N Church St
Walhalla, South Carolina
Minutes

In accordance with the South Carolina Freedom of Information Act, Section 30-4-10 et seq., South Carolina Code, 1976, the media was duly notified of the date, time, and place of the meeting.

Councilmembers Present: Mayor Tim Hall, Mayor Pro-Tem Josh Holliday, Jessie Bunning, Chris Grant, Sarai Melendez, Lynn McClain, and David Underwood (Mr. Underwood arrived at 6:30 PM)

Councilmembers Absent: None

Staff Present: Celia Myers, Aaron Alexander, Chasity Miles, Terry Sanford, Cathy Whetstone, Zane Thompson, Ed Halbig

Call to Order: Mayor Hall called the meeting to order at 6:00 PM, with a quorum present to conduct the meeting.

Moment of Silence: Mayor Hall called for a moment of silence.

Pledge of Allegiance: Mayor Hall asked Mayor Pro Tem Josh Holliday to lead the Pledge of Allegiance.

Approval of Agenda: Mayor Hall made a motion to amend the agenda and add potential emergency services agreement as item “B” to the executive session and move the personnel matters to item “C”. Mr. Holliday seconded the motion. The motion carried.

Approval of Minutes: Mr. Grant made a motion to approve the Regular Council meeting minutes of April 21, 2026. Mr. Holliday seconded. The approval of the minutes passed 6-0.

Mr. Grant made a motion to approve the Committees Meeting minutes of May 5, 2026. Mrs. Bunning seconded. The approval of the minutes passed 6-0.

Mrs. McClain made a motion to approve the Finance, Budget, Purchasing and Contracts Committee minutes of May 13, 2026. Mr. Holliday seconded. The motion to approve the minutes passed 5-0. Mr. Grant abstained on the grounds that he did not attend the meeting. Mrs. Myers noted that future votes on committee minutes might include the language to “accept” rather than “approve”.

Public Comment: Mayor Hall asked for public comment. There was none.

Presentation: Boy Scout Shia Van Heck presented his Eagle Scout Service Project entitled “Discover Walhalla: a Historical History Hunt”. He described his work on the project and the

intent to bring historical tourism to Walhalla. Mayor Hall asked about how the city could support this effort and thanked Shia for his presentation.

Administrator's Report: Mrs. Myers addressed continued staffing updates, budget preparations, business development and business license updates. The Mayor inquired about the status of Business Licenses and the cleanup of the database. Mrs. Miles reported on the numbers of outstanding records that needed to be reviewed. Mrs. Myers reported on the Planning updates, FEMA reimbursement updates, the Community Center building, paving and pool repairs. Mrs. Bunning asked that the new employees be recognized. Jonathan "Petey" Ridley and Captain David Carr introduced themselves. Mrs. Myers spoke of the budget status for the current year.

Second, Final Reading and Public Hearing of Ordinance 2026-05 an amendment to the rezone property at 3691 Blue Ridge Boulevard from Limited Industrial to Highway Commercial. Mayor Hall opened the public hearing. There being no public comment, he closed the public hearing. Mr. Underwood made a motion to approve Ordinance 2026-05. Ms. Melendez seconded. The motion passed unanimously.

Second, Final Reading and Public Hearing of Ordinance 2026-06 amending section 310-309 Cross connections. Mrs. Myers spoke of the evaluation of the City's water utility. Mr. Underwood asked that Mrs. Myers explain to the public the significance of the city's "satisfactory" rating. Mrs. Myers discussed how it demonstrated that the utility was doing the necessary work in training, records keeping, and service provision, outside of the work of providing safe drinking water. Mayor Hall opened the public hearing. There being no public comment, he closed the public hearing. Mr. Grant moved to approve the ordinance. Ms. Melendez seconded. The motion passed unanimously.

Second, Final Reading and Public Hearing of Ordinance 2026-07 Mobile Food Operations Ordinance. Mayor Hall opened the public hearing. There being no public comment, he closed the public hearing. Mrs. McClain moved to approve the ordinance. Mr. Holliday seconded. Mr. Grant asked that a proper lease for food truck lots be considered. Mrs. Bunning asked about the city's responsibility to provide a location. Mr. Underwood noted that the original lease did not include food trucks. Ms. Melendez discussed the results of a food truck community input survey, including participation and overwhelming support of food trucks in the city. Mayor Hall discussed improving the current food truck policies. He asked Mrs. McClain, Mr. Melendez and Planning Commission Chair Kelvin Bryant to work together to develop a policy that promotes variety, entrepreneurial spirit, fairness to brick-and-mortar businesses and fairness to current users of the property, and that no action be taken on closing the food truck lot until December 31, 2026. Mr. Underwood recommended that the property owner be made aware of the proposal and the proposed end date. Mrs. McClain suggested that the group work quickly in case the property owner has another offer to use the property.

The motion passed 5 to 2, with Mr. Grant and Mr. Underwood opposed.

First Reading of Ordinance 2026-09 to amend Chapter 275 Article IV – Use of Public Ways. Mr. Holliday moved to approve the ordinance. Mr. Grant seconded. The motion passed unanimously.

First Reading of Ordinance 2026-10 to amend Chapter 223 and create section 223-26 related to a trespass ordinance. Mr. Grant moved to approve the ordinance. Mr. Underwood seconded. The motion passed unanimously.

First Reading of Ordinance 2026-11 to establish policies in accordance with the Americans with Disabilities Act. Mr. Grant moved to approve the ordinance. Mr. Holliday seconded. The motion passed unanimously.

First Reading of Ordinance 2026-12 to adopt the FY 2026-27 Budget. Mrs. Myers noted that the budget numbers would change prior to second reading. She noted that there would be another budget workshop, but that the gap between revenues and expenditures was narrowing. She noted that the change from last year to this is significant because of the projects that are underway and the non-recurring funds for those projects. She stated that the budget does include fee changes including an increase in out-of-city food trucks, a five percent increase in sanitation and a five percent increase in volumetric costs to water, a five percent increase in sewer on both base rate and volumetric costs, and a fire marshal inspection fee for businesses. Mrs. Bunning asked about opportunities to review individual departments and discuss at the budget workshop. Mr. Holliday moved to approve the ordinance. Mrs. McClain seconded. The first reading passed unanimously.

Discussion and/or Action Items

Mayor Hall asked Mrs. Myers about the Memoranda of Agreement. Mrs. Myers stated that the change in leadership within the police department required a change in the memoranda between other cities regarding mutual aid as those agreements are between respective law enforcement leaders. Mayor Hall asked that the memoranda be addressed separately. Mr. Grant made a motion to accept the Memorandum of Agreement with Oconee County. Mr. Holliday seconded the motion. Mayor Hall asked Chief Alexander to comment on the memoranda. Chief Alexander stated he approved of the memoranda. Mr. Grant asked if the Chief was prepared to accept mutual aid agreements with all the listed local governments. Mr. Alexander stated that he was. The motion passed unanimously.

Mr. Grant made a motion to accept the Memorandum of Agreement with Seneca. Mr. Holliday seconded the motion. The motion passed unanimously.

Mr. Grant made a motion to accept the Memorandum of Agreement with West Union. Mr. Holliday seconded the motion. The motion passed unanimously.

Mr. Grant made a motion to accept the Memorandum of Agreement with Westminster. Mr. Holliday seconded the motion. The motion passed unanimously.

Mr. Grant made a motion to accept the Memorandum of Agreement with Salem. Mrs. Bunning seconded the motion. The motion passed unanimously.

Executive Session Mayor Hall asked for a motion to enter into executive session to discuss an appointment to a city committee, emergency services and personnel matters regarding city employees, staffing recommendations and compensation adjustments. Mr. Grant made the motion and Mrs. Bunning seconded and asked that a 5-minute break be included. Mr. Grant

amended his motion and Mrs. Bunning seconded. The motion passed unanimously and council entered executive session at 7:45 pm.

_____ moved to exit executive Session and _____seconded. Council exited executive session at 10:15 pm.

Mr. Hall made a motion to appoint Amber Mulkey to the Walthalla Economic Development Committee. Mr. Holliday seconded. The motion passed 6-0 with Ms. Melendez abstaining due to a professional relationship. Mr. Holliday made a motion to accept the resignation of Mrs. Myers. Mr. Grant seconded. The motion passed 4-3 with Mayor Hall, Mr. Underwood and Mrs. McClain voting in opposition.

Mr. Grant made a motion to adjourn. Mrs. Bunning seconded. The meeting adjourned at 10:23 PM.

Respectfully Submitted,

Edward R. Halbig
City Clerk

City of Walhalla
Community Commerce and Public Space Task Force
June 4, 2026 • 5:00 PM
Council Chambers | 206 N Church St
Walhalla, South Carolina
Minutes

In accordance with the South Carolina Freedom of Information Act, Section 30-4-10 et seq., South Carolina Code, 1976, the media was duly notified of the date, time, and place of the meeting.

Present: Mayor Tim Hall, Sarai Melendez, Lynn McClain, Kelvin Bryant (Walhalla Planning Commission Chair) and Rocio Perez (business owner).

Staff Present: Celia Myers, Ed Halbig

Call to Order: Mayor Hall started the meeting and reviewed the agenda. He discussed getting input from the community and trying to achieve the targets set out in the agenda. He reiterated the deadline of December 31st as discussed at the previous committee meeting, and that the goal was to recommend policy for the council to consider. Ms. Melendez started with introductions the members introduced themselves. Ms. Melendez asked for a chair nominee. After discussion, Mrs. McClain nominated Mr. Bryant and he accepted.

509 Ms. Melendez reviewed the documents that had been provided for information including the ordinance, the public survey, and the task force worksheet provided in both English and Spanish. The board members discussed the top priorities regarding food trucks. Mr. Bryant asked for clarification on distances between food trucks and restaurants.

Ms. Melendez led discussion of the parts of the ordinance that work well. Mr. Bryant began discussion on the days and hours of operation. Mrs. Myers spoke of the operating hours for food trucks and other businesses in the city. Mayor Hall suggested reviewing what other cities are doing with regard to food trucks in order to understand competition for food truck traffic. Mrs. Myers reviewed the fees and other regulations of Seneca and Westminster.

Mr. Bryant asked what part of the policy creates challenges. Ms. Melendez spoke of the differences in food trucks/restaurants separation distances between the downtown and the rest of the city. She also noted that the definitions being confusing. Mrs. McClain explained some of the distinctions between food preparation and catering. Mrs. Myers spoke of efforts to avoid having food available on tables due to SC Department of Health review and regulations.

Ms. Melendez asked about separations of food trucks from each other and the responsibility to maintain the area near each vendor.

Mr. Bryant referred to the community survey insights and the number of responses. Ms. Melendez asked about takeaways from the survey. Mayor Hall spoke of the expectation for variety in food truck offerings. Mr. Bryant mentioned the community support.

Mr Bryant asked about promoting fairness and equity. Mrs. McClain spoke about ensuring that food trucks are receiving consistent and equal enforcement based on their needs. Mrs. Myers spoke of permit requirements.

Mrs. Perez discussed the issue of competition. Mayor Hall asked for consideration of the city and state regulations. Mrs. Perez discussed the health inspections for restaurants versus food trucks, and that the inspections should be the same.

Mr. Bryant asked about who benefits from the current policy. Ms. Melendez stated that those who have the best information, and those know the processes and have relationships with the city. Mr. Bryant discussed who might be disadvantaged. Mayor Hall noted that lack of communication is a significant disadvantage. Ms. Melendez added that language may be a barrier.

Mr. Bryant brought up the issue of rotation of food trucks at certain locations or at various locations throughout the city at certain times.

Mrs. Myers left the meeting at 5:50 pm.

Mr. Bryant asked about the ideal system. Ms. Melendez asked Mrs. Perez to help describe what would be ideal from both a brick-and-mortar and food truck perspective. She stated that communicating food truck locations and possibly allowing food trucks on Main Street to attract tourism in the downtown.

Mr. Bryant asked about barriers. Mrs. McClain stated that utilities were a major issue. Mayor Hall felt that communication of locations for customer knowledge was an issue. Mrs. Perez noted that location amenities such as lighting and proximity to sanitation facilities. Mrs. McClain noted that the generator noise created a nuisance. Mr. Bryant asked about including regulations about noise. Ms. Melendez asked about whether that needed to be government regulation. She also asked about the city providing electricity and charging the users a fee for use of city electricity. Mrs. Perez explained the electrical needs of food trucks. Mayor Hall spoke of the possibility of specifying the types of energy used for cooking and other food truck activities and consider how to provide electricity and collect fees.

Mr. Bryant asked about how to provide balance with brick-and-mortar restaurants. He offered to speak with two or more restaurants in the city to try and get them to the table for their perspectives. Ms. Melendez asked Mrs. Perez about concerns her business might have. Mrs. Perez pointed out that food trucks and restaurants work under different time constraints and that food trucks are faster in their service model.

Mr. Bryant asked about what are the concerns for vendors currently using the food truck lot. Mrs. McClain asked about providing information for businesses with an agreement to sign stating that they are familiar with city policies. Mayor Hall suggested that all businesses should have an agreement acknowledging their understanding of city requirements. Ms. Melendez stated that would be an element of improved communication.

Mr. Bryant asked about one priority for the policy to address. Ms. Melendez asked the Mayor to reiterate the timeline for the group. Mayor Hall noted that December 31 is the deadline. Mr. Bryant asked to shoot for a four month process to ensure it is completed on time and

suggested September 30th . Ms. Melendez asked for a date for the next meeting. The group discussed July 6th or 8th at 5:00 pm in order to accommodate other participants as well.

Mr. Bryant asked for a motion to adjourn. Mrs. McClain so moved and Ms. Melendez seconded. The meeting adjourned at 6:20 PM.

Respectfully Submitted,

Edward R. Halbig
City Clerk

City of Walhalla
Finance, Budget, Purchasing, and Contracts Committee Budget Workshop
June 9, 2026 • 5:15 PM
Council Chambers | 206 N Church St
Walhalla, South Carolina
Minutes

In accordance with the South Carolina Freedom of Information Act, Section 30-4-10 et seq., South Carolina Code, 1976, the media was duly notified of the date, time, and place of the meeting.

Councilmembers Present: Mayor Tim Hall, Mayor Pro-Tem Josh Holliday, Jessie Bunning, Chris Grant, Lynn McClain, and David Underwood. Mrs. McClain arrived at 5:30 PM.

Councilmembers Absent: Sarai Melendez

Staff Present: Celia Myers, Aaron Alexander, Jeff Dover, John Galbreath, Russ Price, Petey Ridley, Zane Thompson, Ed Halbig

Call to Order: Mrs. McClain was delayed and Mayor Hall asked Mayor Pro-Tem and committee member Josh Holliday to lead the meeting. Mr. Holliday called the meeting to order at 5:18 PM. with a quorum present to conduct the meeting. Mr. Holliday asked Mrs. Myers to report on the status of the budget.

Mayor Hall asked for revenues and expenditures. Mrs. Myers stated that they were being printed to hand out at the meeting. Mayor Hall asked about employee numbers. Mrs. Myers discussed the previous, current and proposed employee numbers.

Administration: Mrs. Myers explained the changes to the administration budget including personnel, contracts and legal fee increases. and costs – addition of planning services

Mrs. Myers covered the Contingency and Depreciation funds as requirements of the bonds currently issued by the city. She discussed the Capital Improvement fund.

Court: Mrs. Myers discussed the Cost of Living (COLA) increase and the need for software updates.

Mrs. Myers discussed the Community Center, Police Station and Retiree Healthcare funds.

Mrs. Bunning asked about the remaining budget for the police station. Mrs. Myers reported on the remaining \$25,000 in the budget. Mayor Hall asked about completion dates for the Police station and Community Center. Mrs. Myers stated that the station was due at the end of the year and the center was expected to be completed in August. Mr. Grant asked about furnishing the station. Mrs. Myers noted that there is an FF&E budget for furnishings. Mayor mentioned receiving tax credits for the station. Mrs. Myers reported that the location allowed for the city to take advantage of textile tax credits.

Police: Mrs. Myers spoke of the changes to the police budget and the increased items but noted that the budget didn't change.

Mrs. Bunning asked about vehicle parts and repairs. Mrs. Myers spoke of the new vehicles expected and the anticipated reduction in repair costs.

Mrs. Bunning asked Chief Alexander if he was comfortable with the budget as presented. Chief Alexander stated that the "materials and supplies" line item was his biggest concern.

Sanitation and Solid Waste: Mrs. Myers discussed changes to the budget. Mrs. Bunning asked about the Vehicle Repair budget. Mrs. Myers noted that the budget was an estimate and that it could be changed if the funding source can be identified. Mrs. Myers noted that Mr. Price was seeking a new trash truck, but it couldn't be considered as of this budget. Mrs. McClain noted that mid-year changes to the budget might be possible. Mayor Hall asked about the cost of a new trash truck. Mr. Price discussed new trucks, their costs, and features. Mayor Hall asked about lease/purchase cash flow. Mrs. Myers stated it was approximately \$350,000. Mrs. Bunning asked Mr. Price about his comfort with the current budget. Mr. Price noted that fuel costs were a major concern.

Streets and Facilities: Mrs. Myers discussed the changes to salaries and increases to personnel Services. She noted that the majority of the increase was due to receiving a \$550,000 increase in C-Funding, while actual operating costs were relatively flat. Mrs. Bunning asked Mr. Galbreath if he was comfortable with the budget as presented. Mr. Galbreath stated that he was comfortable, but that he knew that personnel costs were going to be long-term expenses.

Fire: Mrs. Myers spoke of the changes to Personnel Services, with one position being moved to Administration. Mayor Hall asked about the changes in personnel and the changes to the fire service area, with outside areas being covered by the county. Mr. Grant asked about ISO rating for the city. Mrs. Myers indicated that the city would still have full time coverage. Mrs. Bunning asked about HVAC. Mrs. Myers stated that there was not additional funding for HVAC changes. Mr. Underwood asked about the condition of the HVAC. Fire Marshal Dover responded that it was still functioning. Mr. Grant asked about a fire department UTV. Mrs. Myers noted that it was listed in the capital budget.

Parks and Recreation: Mrs. Myers discussed the changes to Personnel Services, the reduction of travel funds and the available Oconee County Recreation Funds. Mr. Ridley added information on needed field maintenance equipment. Mayor Hall asked if the proposed staffing was adequate. Mr. Ridley stated that it was, and that he had documentation for the county recreation funds that needed signatures. Mrs. Myers agreed to allow him to collect the signatures there. Mrs. Bunning asked about uniforms. Mr. Ridley and the Mayor discussed the county funds. Mrs. Bunning asked about use of County funds in the previous year. Mrs. Myers discussed security cameras at several city properties.

Depot and Pool: Mrs. Myers discussed the maintenance needs of these two facilities, including the filter replacement from the current year. Mr. Galbreath noted that the pool motor was listed on the 2019 CIP, and is still needed. Mrs. Bunning asked about the HVAC units at the Depot. Mr. Galbreath noted the condition of the HVAC with one unit not working.

Stumphouse Tunnel: Mrs. Myers discussed the Personnel Services changes and the use of HAT funding to be used as the site is generating tourism for the city. Mayor Hall noted that the park was beginning to show revenue generation.

Water Crew: Mrs. Myers discussed the changes to the Personnel Services with increases in salaries. She discussed the overall decrease due to reduction in grant matching funds. She discussed changes in meters and maintenance funding. She noted that new state law required a line item for damages to other utilities. Mayor Hall asked about grants for utilities. Mrs. Myers noted that the city still needed to seek grant funding or consider the revolving loan fund, but that loans had not been considered because of the debt currently being carried. The Mayor asked about infrastructure. Mr. Thompson responded about lines that have needed attention. Mrs. Bunning asked about the line item for damages. Mr. Grant asked about the generator for the pump station. Mrs. Myers stated that Chief Sanford was still researching a grant and that she had asked FEMA about generators for mitigation. Mrs. Bunning asked Mr. Thompson about his concerns of the budget. Mr. Thompson stated that the water meter line item was an issue because it decreased as the cost of meters continues to increase and that meters are the means of generating revenue for the water utility. The mayor asked for a breakdown between meters that fail versus meters that are used for new services. Mr. Thompson indicated he would try and find that breakdown.

Water Plant: Mrs. Myers spoke of the changes to the budget including the bond payment and the raw water pump. Mr. Underwood asked about the finished pump condition. Mr. Thompson stated the rebuilt pump was functional but that other pump repairs were expected. Mrs. Bunning asked about the bond renewal. Mrs. Myers stated that it was eligible in the next year but that due to the changes to the sewer authority decoupling, it would be best to look at refinancing after any sewer authority action. Mayor Hall asked about the current bond rate. Mrs. Myers stated she would find that information. Mrs. Bunning asked Mr. Thompson about the water plant budget. Mr. Thompson indicated that it was a challenge. Mayor Hall asked for chemical consumption by the water plant. Mr. Thompson indicated he would find that information.

Water Billing: Mrs. Myers discussed changes to the budget including the cost of postage for mailing water bills and the cost savings of online bill paying. Mr. Underwood asked about incentives to get customers to switch to online billing. Mrs. Myers spoke of increases in computer services.

Sewer: Mrs. Myers discussed the proposed sewer budget. Mayor Hall asked about personnel services costs.

Revenues and Expenditures: Mrs. Myers discussed current and proposed revenue changes with the addition in Fire Marshal inspection fees, projected growth in building permit fee revenues, and changes to the sanitation roll cart fees of \$2 per month for inside customers and \$3 for outside customers. She discussed changes in PRT revenue with PRT Foundation retaining a portion of admissions revenue; she discussed anticipated changes in Park revenues, special events, fines and fees, the sale of capital assets, FEMA funding, C-funds, and transfers from the Enterprise fund, HTAX and possible transfer from savings.

Mrs. Myers spoke of 5 % increase in volumetric rate of water and the 5% increase in both the base rate and volumetric rate of sewer. Mayor Hall asked what those meant as average increases to customers. Mrs. Myers stated that the changes meant a \$1 to \$1.50 increase depending on whether it was an inside or outside rate, a \$0.25 increase in the base rate of sewer and a \$0.07 increase that equates to a \$0.60 increase on the average sewer bill. She noted that in total the enterprise revenues were just over \$6 million, and the general revenues were just over \$7 million.

Mrs. Myers noted that the restricted funds include approximately \$2 million for the police station, \$1.9 million for the community center, and \$525 ,000 in Hospitality fund transfer. Mrs. Bunning asked about the actual HTAX transfer. Mrs. Myers stated that it was approximately \$500,000.

Mayor Hall asked about the HTAX grants that the city was making. Mrs. Myers stated that the grants would be \$55,000 to the Walhalla Performing Arts Center, \$10 ,000 to Oktoberfest, \$10,000 to the Oconee Heritage Museum and \$7,000 to the Military Museum. Mayor Hall asked for the amounts given in the previous year to each. Mrs. Myers noted that the previous total was \$85,000, including \$60000 for the WPA, \$10,000 for Oktoberfest, \$8,000 for the OHM and \$7,000 for the Military Museum.

Mrs. McClain asked if there were any further questions on the budget. Mrs. Bunning asked about the chain of responsibilities. Mrs. Myers stated that she was writing checks for restricted funding and that most funding was cut off for year-end. She stated that Mrs. Miles made the transfer at her request, and that Christina and Mr. Underwood had been notified. She stated that ACOG was preparing the search for a new Finance Director. She noted that the accountant had suggested the qualification for a new finance officer. Mr. Grant asked about the cost of the ACOG assistance. Mrs. Myers stated that it would be \$2,400 for the two positions. She noted that the interim finance officer assistance search was ongoing.

Mayor Hall asked about Business License roll cleanups. Mr. Underwood asked about Journal Entries. Mrs. Myers stated that those entries need to be recorded to explain how funds are used. Mrs. Bunning asked about the deadline for Journal entries. Mrs. Myers stated that the entries need to be complete by the end of August. Mr. Underwood asked about who was responsible for Journal Entries. Mrs. Myers stated it was the city's responsibility. Mrs. Bunning asked about the end of this year's work. Mrs. Myers stated that a contractual service would possibly do that work. Mrs. Bunning asked about the current Journal Entry reconciliation. Mrs. Myers stated that the work was completed up to June of 2025.

Mrs. Myers thanked the council for their consideration of the budget. Mrs. Bunning asked about the next budget meetings. Mrs. Myers stated that the public hearing was scheduled for June 29th. Mrs. Bunning asked about discussion at the June 16th meeting. Mayor Hall stated that it would be added to the next regular agenda as a discussion/action item.

Mrs. McClain asked for a motion to adjourn. Mr. Holliday made the motion and Mayor Hall seconded. The meeting adjourned at 7:22 PM.

Respectfully Submitted,

Edward R. Halbig
City Clerk

**A PROCLAMATION
TO OBSERVE June 19th, 2026 AS JUNETEENTH**

WHEREAS, on January 1, 1863, President Abraham Lincoln signed the Emancipation Proclamation declaring that all persons held as enslaved in rebellious states were thenceforward and forever free; and

WHEREAS, on June 19, 1865, more than two years later, Union Major General Gordon Granger arrived in Galveston, Texas, and announced General Order No. 3, informing enslaved people there that they were free; and

WHEREAS, in 2021, the United States formally recognized Juneteenth National Independence Day as a federal holiday, underscoring the importance of acknowledging the full history of our nation and honoring the ongoing pursuit that we assembled here today just re-affirmed in our Pledge of Allegiance – that of “liberty and justice for all”; and

WHEREAS, Juneteenth provides an opportunity for all residents to learn from history, to recognize the strength, achievements and the enduring contributions generations of African Americans who persevered through injustice, and to renew our shared commitment to equality, dignity, and opportunity for every person in our community, our state, and our nation; and

WHEREAS, the City of Walhalla encourages observances that foster understanding, unity, and community engagement, and honors the significance of Juneteenth as an important part of American history and civic life.

NOW, THEREFORE, I, Tim Hall, Mayor of the City of Walhalla, do hereby proclaim June 19, 2026, as **Juneteenth** in the City of Walhalla, and encourage all residents to join in activities and events that honor the significance of the day.

IN WITNESS WHEREOF, I have hereunto set my hand this 16th day of June, 2026.

Mayor Tim Hall

STATE OF SOUTH CAROLINA)
COUNTY OF OCONEE)
CITY OF WALHALLA)

RESOLUTION 2026-04

A RESOLUTION HONORING AND CELEBRATING THE WALHALLA HIGH SCHOOL RAZORBACKS GIRLS BASKETBALL TEAM AND HEAD COACH BRYON WIMPHRIE FOR WINNING THE CLASS 3A STATE CHAMPIONSHIP

WHEREAS, the Walhalla High Lady Razorbacks reigned victorious and defended their 3A Girls Basketball State Championship title on March 6, 2026, a remarkable feat that builds on their stellar achievements; and

WHEREAS, the Lady Razorbacks, with the inspired coaching of Head Coach Byron Wimpfrie and Coach Gary Woodard, arrived at the state finals in the Colonial Life Arena in Columbia with a 26-2 record and a 21-game winning streak; and

WHEREAS, the Lady Razorbacks defeated Keenan High School in the State Championship with a score of 70-58, capturing Walhalla's second consecutive State Championship title in girls' basketball; and

WHEREAS, the members of this team will surely carry the unforgettable memories they have made along the way throughout their lives, recognizing the rewards that come from both the dedication to long hours of practice, and the perseverance exhibited in each game of this amazing season, as they remember the feeling of greatness that accompanies being part of a team of champions; and

WHEREAS, it is with great pride that we recognize this group of student athletes who have brought honor to their team, their school, their community and to the City of Walhalla;

NOW, THEREFORE, BE IT RESOLVED BY THE WALHALLA CITY COUNCIL, on June 16, 2026, that we do hereby commend and congratulate the Walhalla High School Razorbacks Girls Basketball Team and Head Coach Bryon Wimpfrie for winning the 2026 State Championship, and extend to the team, coaches, parents and sponsors our best wishes for continued successes.

Mayor Tim Hall

Attest:

Celia Myers, City Administrator

STATE OF SOUTH CAROLINA)
COUNTY OF OCONEE)
CITY OF WALHALLA)

RESOLUTION 2026-05

A RESOLUTION CELEBRATING THE WALHALLA HIGH SCHOOL RAZORBACKS BOY'S GOLF TEAM ON THEIR SECOND CONSECUTIVE WIN IN THE WESTERN 3A REGIONAL TOURNAMENT

WHEREAS, the Walhalla High School Boys' Golf Team won the Western 3A Regional Tournament for the second consecutive year, and

WHEREAS, the Razorbacks, under the guidance of Coach Hal White, progressed to the Class 3A state tournament at the Diamondback Golf Club in Loris, South Carolina, and

WHEREAS, the team continues to demonstrate their adherence to sportsmanship and athletic achievement while embodying the values of dedication and perseverance, and

WHEREAS, it is with great pride that we recognize this group of student athletes who have brought honor to their team, their school, their community and to the City of Walhalla;

NOW, THEREFORE, BE IT RESOLVED BY THE WALHALLA CITY COUNCIL, on June 16, 2026, that we do hereby commend and congratulate the Walhalla High School Boy's Golf Team and extend to the team, coaches, parents and sponsors our best wishes for the continued successes of these athletes.

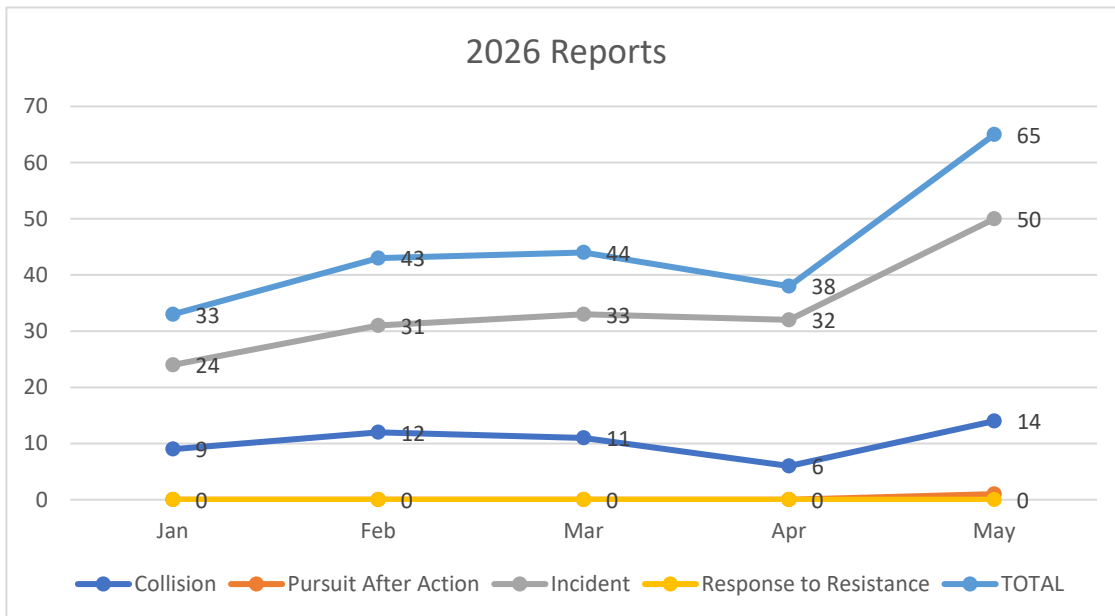
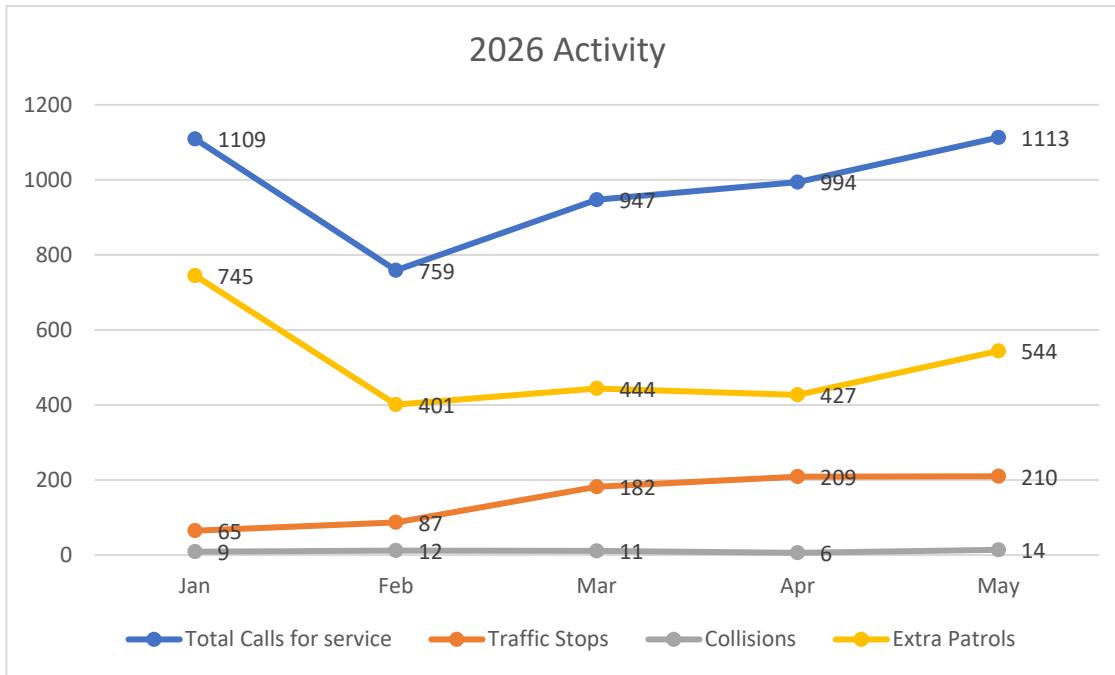
Mayor Tim Hall

Attest:

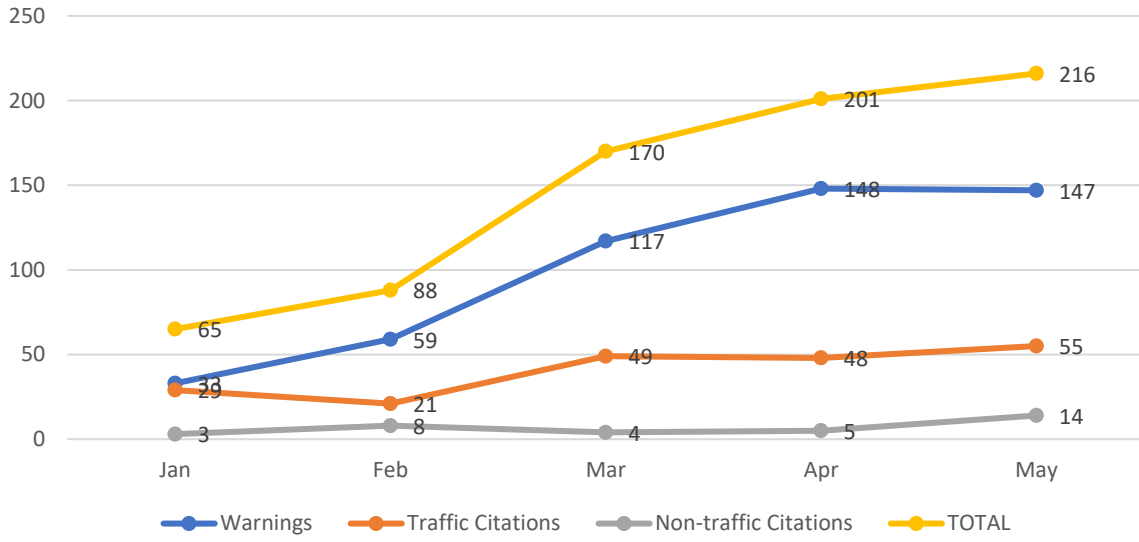
Celia Myers, City Administrator



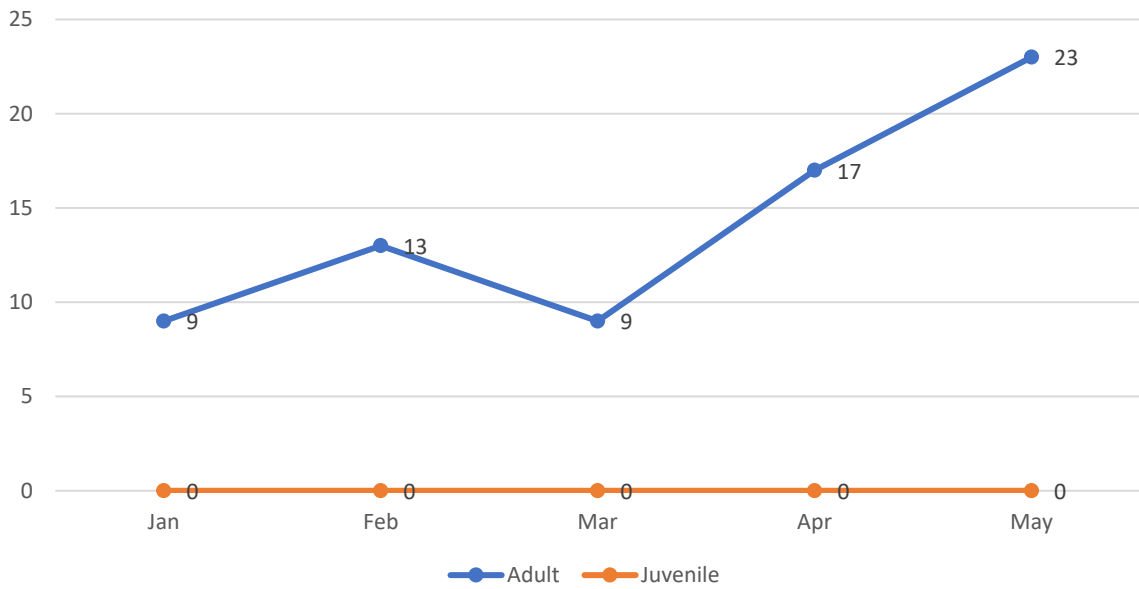
Monthly Report - June 2026



2026 Citations and Warnings



2026 Arrests



City of Walhalla Fire Department

Home of the Mountaineer Engine Co. Est. 1871

May 2026 Monthly Report

For the month of May, Walhalla Fire Department conducted a smoke detector installation in the city. The Fire Department had two people attend Public Safety Training in Columbia on May 12 at the South Carolina Municipal Association.

Fire Department:

Fire Calls: 2

EMS Calls: 35

Service Calls: 18

False Alarm Calls: 5

Rescue: 2

Hazardous: 4

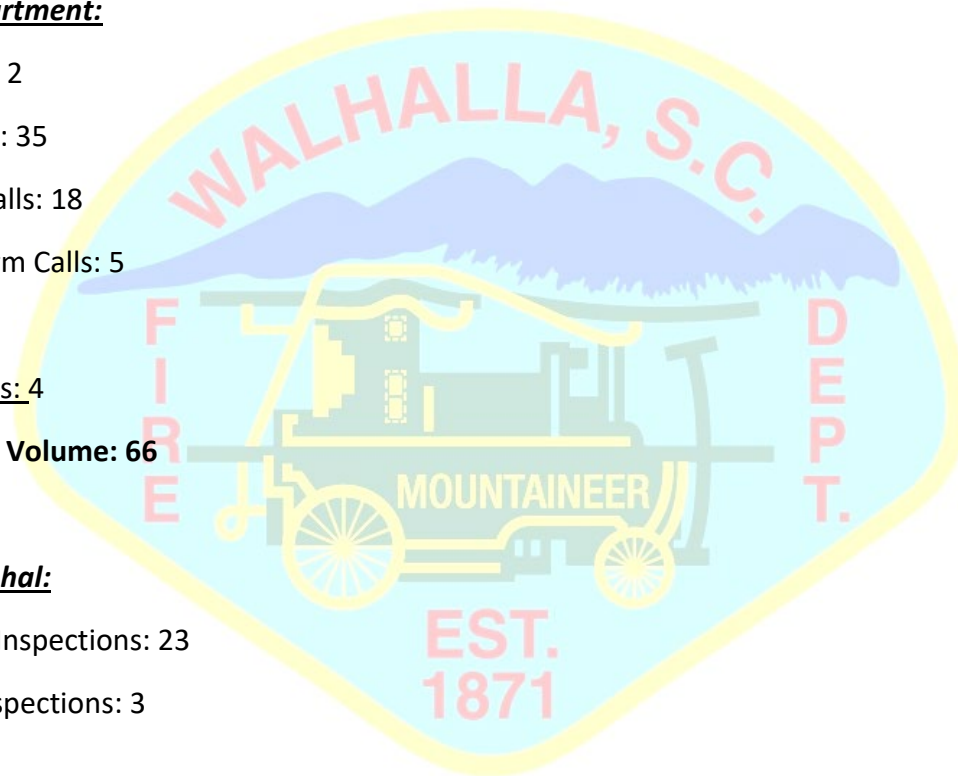
Total Call Volume: 66

Fire Marshal:

Business Inspections: 23

Rental Inspections: 3

Total: 26



STREETS AND FACILITIES 06/02/26

Blocked entrance to tunnel



Replaced missing stop sign.



Replaced safety markers on main st.



Replaced flow meter on pool.



Rewired chlorinator on pool.



Trimmed limbs on Tribble Street.



Replaced pool tile.



Pool and splash pad before filter.



Replaced Depo Toilet.



Uncovered drain located behind Steak House.



Replaced fan motor on HVAC unit at Earle House.



Turned in 2 maintenance requests for SCDOT.

Helping recreation with grass cutting. Sertoma, Disc Golf Course, Memorial Field, Chicopee, and Church St.

City of Walhalla Fire Department

Home of the Mountaineer Engine Co. Est. 1871

May 2026 Monthly Report

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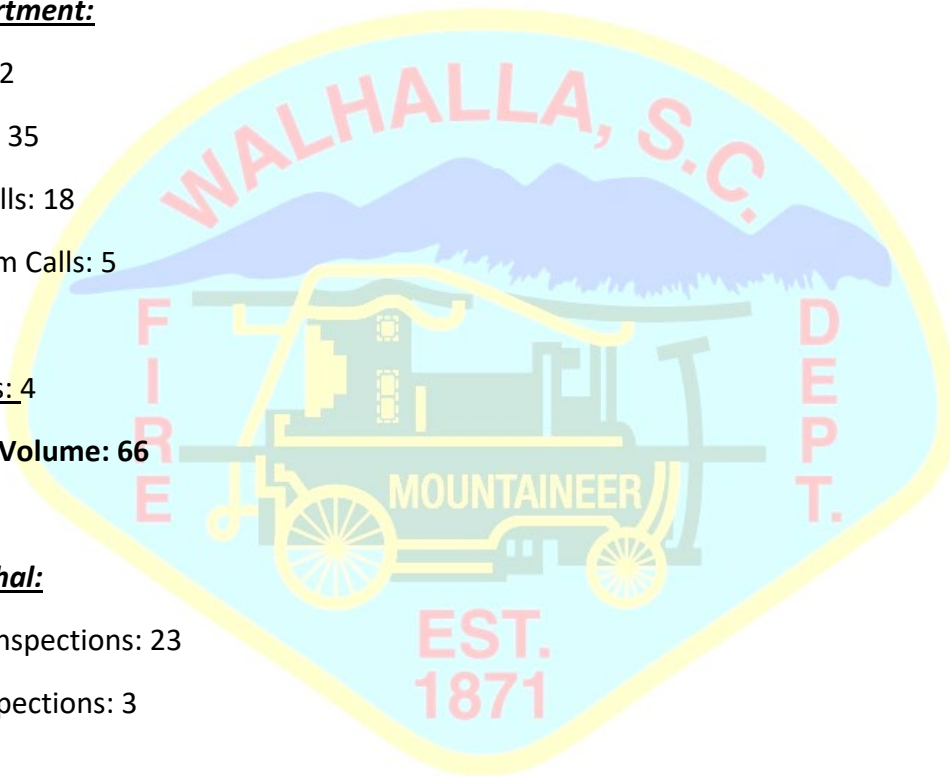
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Fire Marshal:

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Rental Inspections: 3

Total: 26



Today is Wednesday, June 10, 2026

Advanced Program List

- Select Filter View - Filter View Actions

Program Period: Current & Future | Category: -All Categories- | Subcategory: -All Subcategories- Apply Search

Clear All [Show Advanced Options](#)

Actions

25 records per page | Sort By: Name | Search:

Program Name	Start Date	Ages	Grades	Max	Currently	
<input type="checkbox"/> 2026 - 10U CHEER	5/18/2026	9y - 10y 11m		n/a	10	Register
<input type="checkbox"/> 2026 - 10U FALL BASEBALL	5/18/2026	9y - 10y 11m		n/a	9	Register
<input type="checkbox"/> 2026 - 10U FALL SOFTBALL	5/18/2026	9y - 10y 11m		n/a	11	Register
<input type="checkbox"/> 2026 - 10U FOOTBALL	5/18/2026	9y - 10y 11m		n/a	7	Register
<input type="checkbox"/> 2026 - 10U SOCCER	5/18/2026	9y - 10y 11m		n/a	17	Register
<input type="checkbox"/> 2026 - 10U VOLLEYBALL	5/18/2026	9y - 10y 11m		n/a	7	Register
<input type="checkbox"/> 2026 - 12U CHEER	5/18/2026	11y - 12y 11m		n/a	1	Register
<input type="checkbox"/> 2026 - 12U FALL BASEBALL	5/18/2026	11y - 12y 11m		n/a	11	Register
<input type="checkbox"/> 2026 - 12U FALL SOFTBALL	5/18/2026	11y - 12y 11m		n/a	3	Register
<input type="checkbox"/> 2026 - 12U FOOTBALL	5/18/2026	11y - 12y 11m		n/a	0	Register
<input type="checkbox"/> 2026 - 12U SOCCER	5/18/2026	11y - 12y 11m		n/a	7	Register
<input type="checkbox"/> 2026 - 12U VOLLEYBALL	5/18/2026	11y - 12y 11m		n/a	13	Register
<input type="checkbox"/> 2026 - 14U VOLLEYBALL	5/18/2026	13y - 14y 11m		n/a	1	Register
<input type="checkbox"/> 2026 - 15U SOCCER	5/18/2026	13y - 15y 11m		n/a	7	Register
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<input type="checkbox"/> 2026 - 8U FALL BASEBALL	5/18/2026	7y - 8y 11m		n/a	7	Register
<input type="checkbox"/> 2026 - 8U FALL SOFTBALL	5/18/2026	7y - 8y 11m		n/a	8	Register
<input type="checkbox"/> 2026 - 8U FOOTBALL	5/18/2026	7y - 8y 11m		n/a	6	Register
<input type="checkbox"/> 2026 - 8U SOCCER	5/18/2026	7y - 8y 11m		n/a	30	Register

Showing 1 to 20 of 20 entries

1

[Support Center](#)

[Flex Calendar](#)

[Print Version](#)

[Go To Check In](#)

[Go To POS](#)

[Go To FlexForms](#)

[Quick Actions](#)

[Portal Actions](#)

Shopping Cart

0 pending item(s)

walhallarec10

Resources



Stumphouse Mountain Park
100 Stumphouse Tunnel Rd.
Walhalla, SC 29691
Sgt. Mark Mealy, WPD Special Operations

Monthly Stumphouse Mountain Park Report- June 2026

Updates:

- *The tunnel is still currently closed and waiting for permission to open it.*

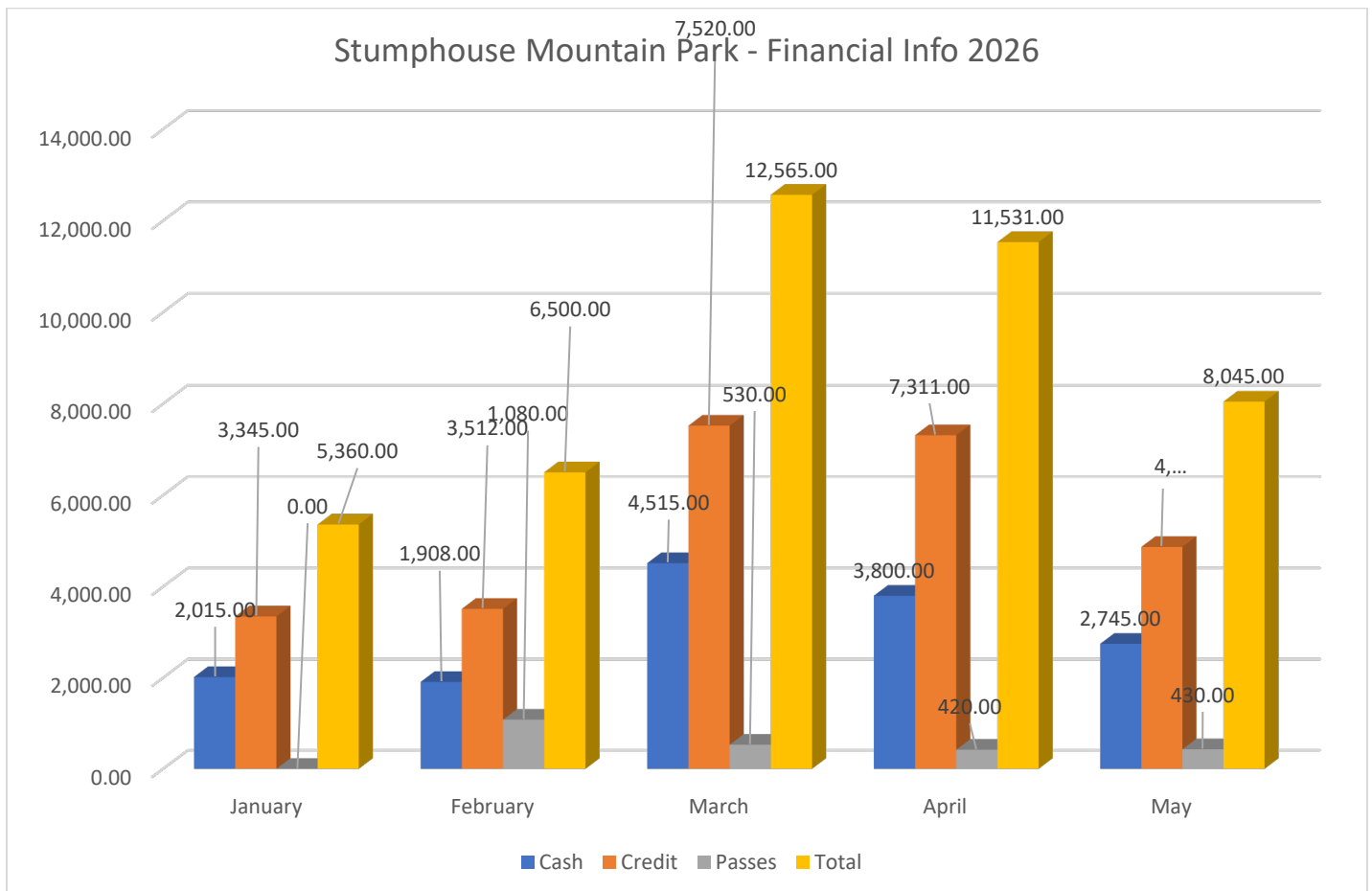
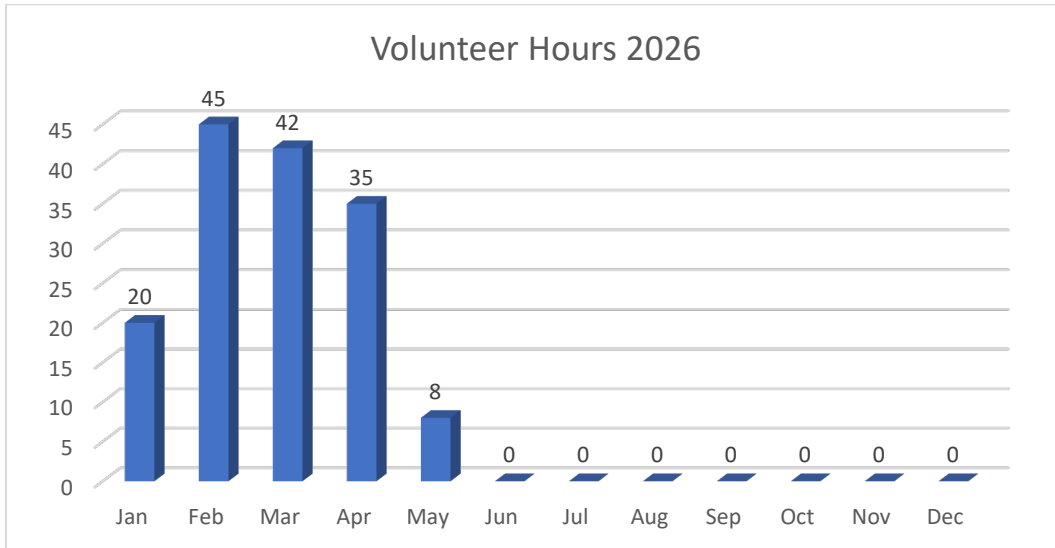
Upcoming Projects

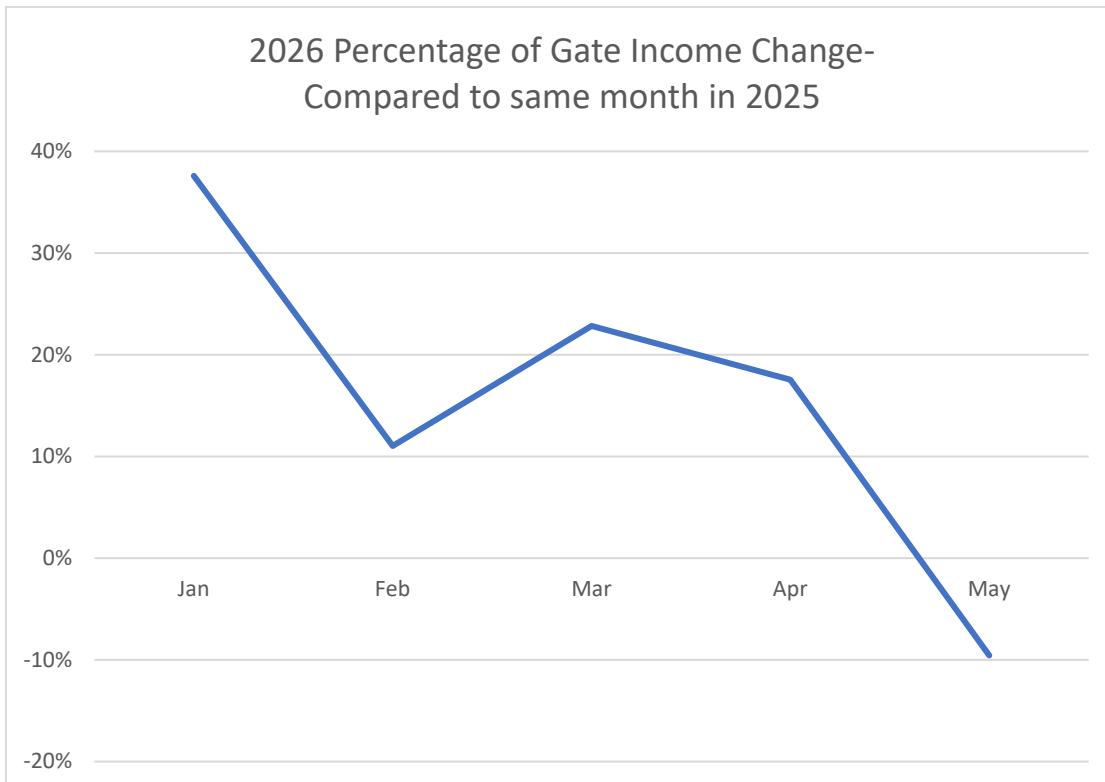
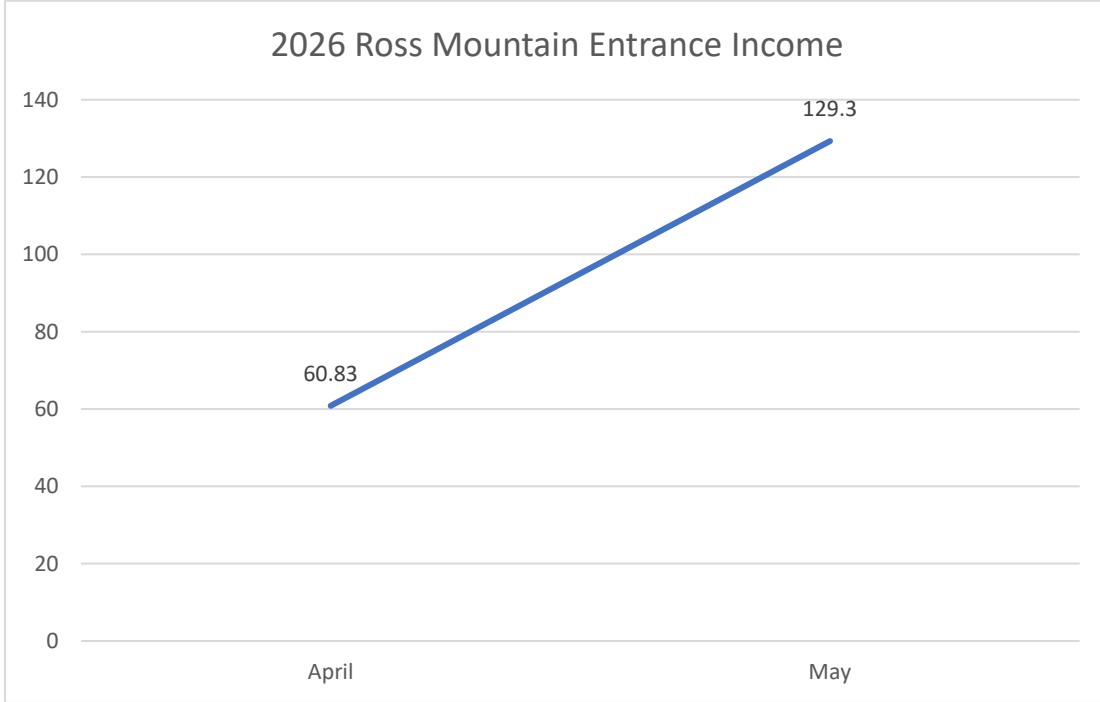
- *Road Line painting near pay gates (Spring)*

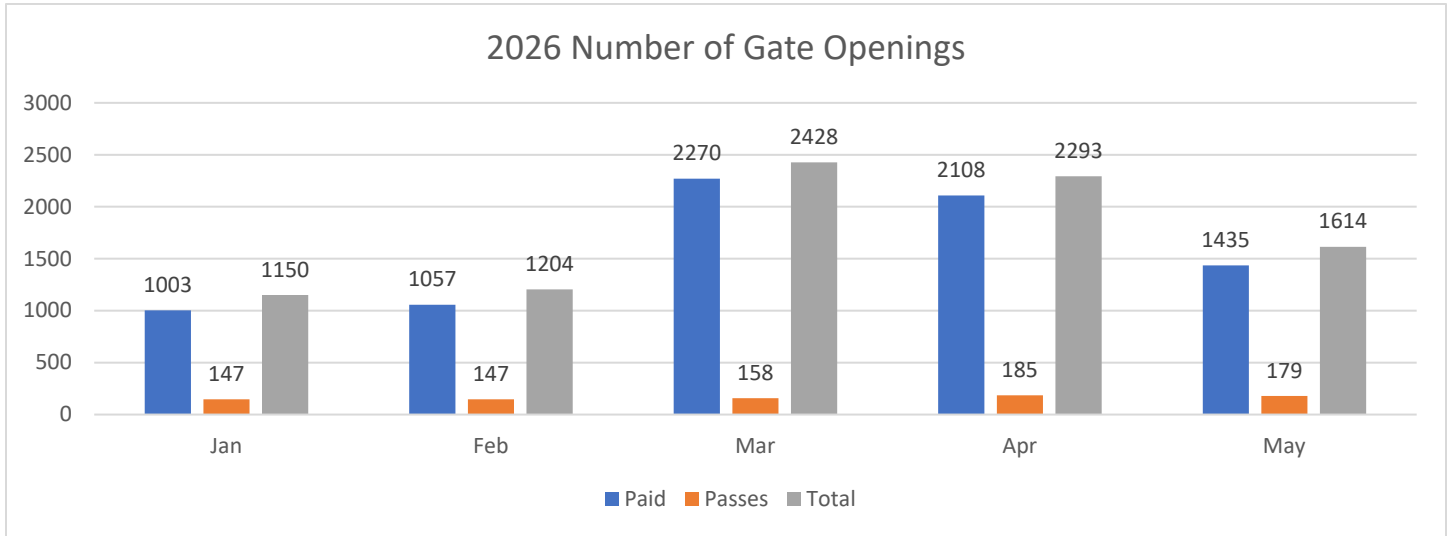


Statistics

Stumphouse Mountain Park
 100 Stumphouse Tunnel Rd.
 Walhalla, SC 29691
 Sgt. Mark Mealy, WPD Special Operations

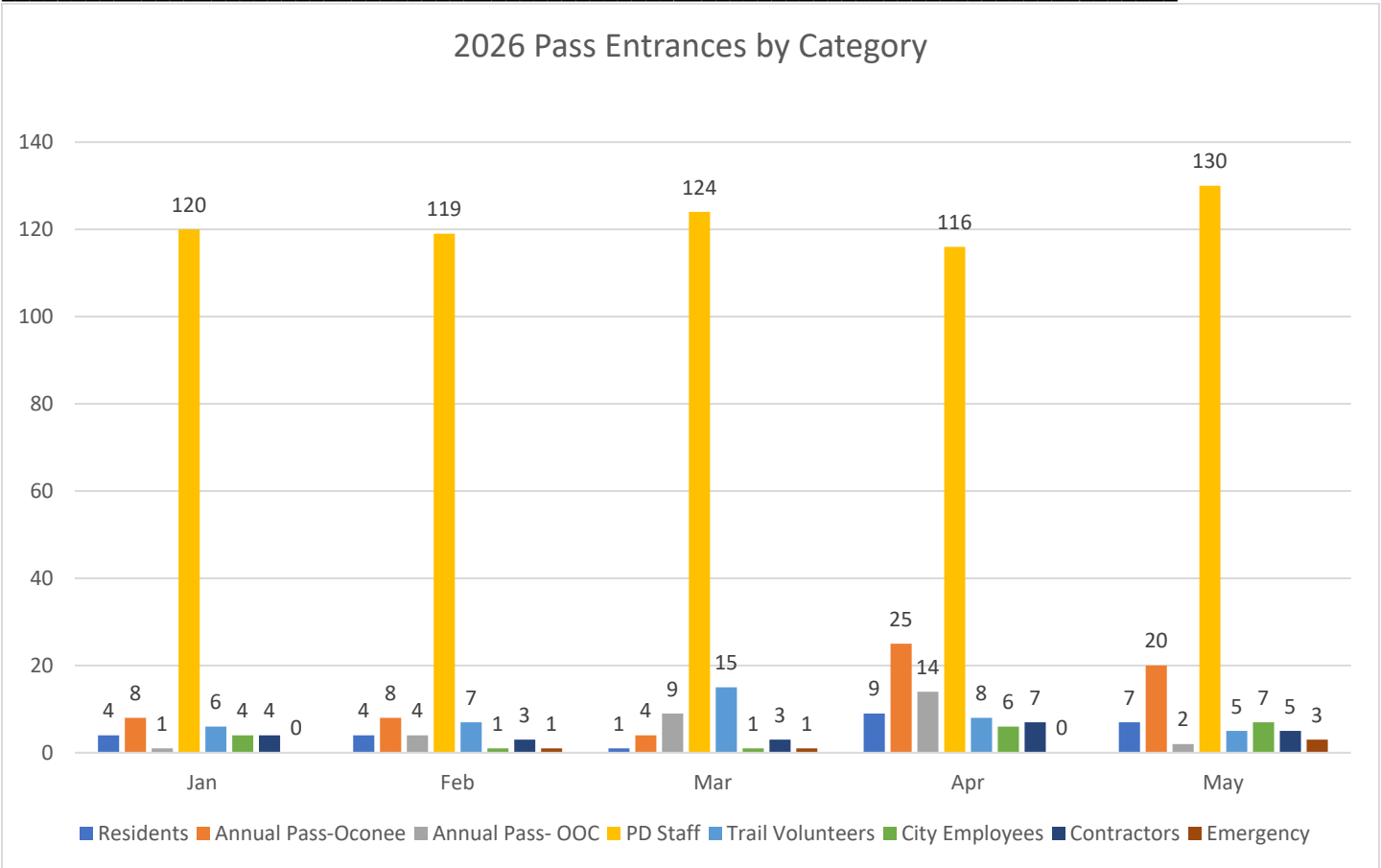








2026 Pass Entrances by Category



WALHALLA SOLID WASTE 6-2-2026

Solid Waste Department

May 1 thru 31, 2026 the City of Walhalla picked up:

288 -ton of residential garbage

81 -ton of commercial garbage

17 -loads of recyclable brush 425 yards

14-ton C&D Waste

1.78 -ton mattresses

Roll Carts for May

Delivered 27

Picked up 9

Repair/Replace 10

During the month of May our department continued picking up brush, leaves, trash, C&D waste, furniture, tires, and mattresses. I would like to give a huge Thank You to Mrs. Whetstone, Chief Alexander and Officer Zach McCall for their help and guidance in solving several illegal dumping cases this month. Mrs. Whetstone and I have also been working on the trash and dumping ordinance updates for your review. This should be completed in June.

Thanks,

Russ Price

STATE OF SOUTH CAROLINA)

COUNTY OF OCONEE)

ORDINANCE 2026-09

CITY OF WALHALLA)

AN ORDINANCE TO AMEND CHAPTER 275 OF THE WALHALLA MUNICIPAL CODE OF ORDINANCES AND TO ESTABLISH THE MINIMUM REGULATIONS GOVERNING THE USE OF PUBLIC WAYS, AND OTHER MATTERS RELATED THERETO.

Whereas, the Walhalla City Council deems it beneficial to establish regulations for the use of public streets and ways owned or maintained by the City; and

Whereas, the City Council of the City of Walhalla finds that the existing Streets and Public Ways Ordinance requires modernization to address current public safety, coordination, revitalization efforts and maintenance needs; and

Whereas, the City Council finds that updated standards governing public streets, sidewalks, rights-of-way and access management are necessary to protect the public health, safety and welfare of residents and businesses;

Whereas, Walhalla City Council wishes to revise the regulations relating to City streets, sidewalks and other public ways;

Now Therefore: it is ordained and enacted by the Mayor and Council members of the City of Walhalla, in meeting duly assembled, that:

1. Chapter 275 of the Walhalla Municipal Code of Ordinances are hereby amended as follows:

ARTICLE I

Damage to Public Streets and Ways

§ 275-1. Prohibited conduct; violations and penalties.

If any person shall willfully or maliciously destroy, or in any manner hurt, damage, injure or obstruct, or shall willfully or maliciously cause or aid or assist, or counsel or advise any other person to destroy, or in any manner to hurt, damage, injure or obstruct any public street or public way, or any bridge now or hereafter to be constructed by the authority of the City Council of the City of Walhalla, or any causeway, culvert, drain, ditch, wall or embankment of any such street or public way or bridge, the person so offending shall be deemed guilty of a misdemeanor and, on conviction thereof, shall be punished as set forth in § 1-1 of the City Code.

ARTICLE II
Destruction of Street Signs, Markers or Public Property

§ 275-2. Destruction prohibited.

It shall be unlawful for any person to willfully destroy, mutilate, molest or injure any street sign, marker or other property of the City of Walhalla.

§ 275-3. Violations and penalties.

Any person violating the provisions of this article shall be punished by a fine of not more than \$1,000, or imprisoned for not more than 30 days.

ARTICLE III
Poles and Wires

§ 275-4. Permission required to locate or relocate.

It shall be unlawful for any person, firm or corporation to place, move, remove, relocate or otherwise change the location of any utility pole on the streets, roadways or other properties under the control of the City of Walhalla without - coordination with the City of Walhalla designated department staff.

§ 275-5. Violations and penalties.

Any person, firm or corporation violating the provisions of this article shall be subject to penalties as set forth in § 1-1 of the City Code.

ARTICLE IV
Use of Public Ways

§ 275-6. Permission required.

A. No structure, obstruction, or encroachment shall be placed within a public right-of-way without approval from the City.

B. The City of Walhalla or designee will issue permits for utilization of public rights-of-way. Detailed drawings are to be submitted for approval. The City may inspect work performed within public rights-of-way to ensure compliance with approved plans and applicable standards, including but not limited to ADA Design Standards, Fire Codes and SC Department of Transportation.

C. Temporary use of public rights-of-way for construction activities, festivals, special events or utility work shall require approval from the City.

D. Any person disturbing a public street, sidewalk or right-of-way shall restore the affected area to a condition approved by the City.

E. It shall be unlawful to obstruct, damage, or interfere with the safe use of any public street, sidewalk or right-of-way.

F. The City may issue stop work orders for unauthorized or noncompliant activities within public rights-of-way.

§ 275-7. Planters, benches and trash receptacles.

A. Permission and authorization may be given and granted to central business district businesses upon the terms and subject to the conditions of this article, to maintain and use a portion of the public way adjacent to their premises for benches, planters, displays and trash receptacles.

B. Drawings and dimensions of the designated space must be submitted for approval and final inspection by the City of Walhalla or designee for the utilized space.

§ 275-8. Care of sidewalks.

Every person using the space designated shall at all times keep such sidewalk in good condition and repair and free from all snow, ice, dirt, filth or other obstruction of encumbrances. A permit will be revoked for failure to comply with any provision of this section. Businesses in the central business district are encouraged to remove planters, merchandise and other displays prior to expected winter weather to allow for City response activities.

§ 275-9. Streetlight posts.

A. No person without permission from the City of Walhalla shall utilize any streetlight post of the City.

B. No person shall deface or in any way destroy or hang any goods or merchandise against any streetlight post in the City.

§ 275-10. Awnings and signs.

All awnings and signs suspended above any central business district street shall be placed in such a manner as not to impede the free and open passage of pedestrians in their lane of travel.

§ 275-11. Sidewalk cafes.

A. Any person owning, leasing, managing or operating a cafe, restaurant or hotel upon property which abuts upon any street within the City may maintain or operate upon the sidewalk of such street, in an area adjacent to its premises, a sidewalk cafe,

provided that such sidewalk is wide enough to be used in this manner and provide at least -five feet clear walk space in the normal walking zone.

B. Sidewalk cafes licensed under this section shall not operate earlier than ~~8:00~~ 7:00 a.m. nor later than 10:00 p.m.

C. All food served at sidewalk cafes must be prepared by an establishment licensed pursuant to the -SC Department of Agriculture rules and regulations.

D. The sale of alcoholic beverages, including beer and wine, on sidewalk spaces is prohibited, except as provided in Article V, Sale and Service of Beer and Wine in Sidewalk Encroachment Areas, of this chapter.

E. Rules and regulations.

(1) The City shall formulate rules and regulations for the location, arrangement and design of sidewalk cafes to ensure the flow of pedestrian traffic, the safety of pedestrians and auto traffic, the access of buildings and transportation facilities, the prevention of an excessive number of cafes and the best service to the public, such regulations to include, without limitation:

(a) The size, design and other specifications for tables and serving equipment to be used by operators, and the design of enclosures or partial enclosures.

(b) The location and design of sites for sidewalk cafes.

(c) The types of food and beverages that may be served at cafes.

(2) Upon receipt of an application for a sidewalk cafe permit under this section, the -Community Development staff or designee shall examine the qualifications of the applicant and the applicant's plan for operation and maintenance of the cafe. All cafes shall be adjacent to an existing building and shall not unreasonably interfere with:

(a) Adequate pedestrian flow;

(b) Access to building entrances;

(c) Pedestrian and traffic safety;

(d) Aesthetic compatibility with the surrounding area.

F. Insurance.

(1) Each licensee shall purchase and maintain public liability and property damage insurance with solvent and responsible insurers approved by the City of Walhalla and qualified to assume the risk for the amount thereafter set forth, to secure payment for any loss or damage arising out of or caused by the licensee's operation of a sidewalk cafe.

(2) Such insurance shall be maintained in full force and effect at all times during the license period. Failure by the licensee to maintain the insurance required by this

section shall result in the forfeiture of the sidewalk cafe permit.

§ 275-12. Sidewalk sales; display or sale of goods and merchandise.

A. Sidewalk sales will be -allowed to promote business in Walhalla during the hours of 7:00 am and 10:00 pm. Sidewalk sales may also be held during special events sponsored by the City or special organizations which have been granted approval by the -City.

B. No person shall occupy over four feet in front of his store or building for the display of goods, wares or merchandise.-A minimum of five (5) feet must be clear for pedestrians.

ARTICLE V

Sale and Service of Beer and Wine in Sidewalk Encroachment Areas

§ 275-13. Purpose and scope.

This article shall authorize the sale and consumption of beer and wine (poured and served in clear plastic cups) in sidewalk areas having a validly issued encroachment permit for the service of food and beverages and limit the hours during which beer and wine may be served and consumed in an encroachment area to the hours between 10:00 a.m. and 10:00 pm.

§ 275-14. Permit conditions.

The permit required by this article shall be issued only to a permittee submitting a form and other information deemed appropriate. The permit shall contain the following conditions:

A. Each permit shall be subject to annual renewal, unless revoked, suspended or retracted prior to expiration.

B. The permit issued shall be personal to the permittee only and shall not be transferable in any manner.

C. The permit may be suspended by the Administrator or Police Chief when necessary to clear the public property for public safety for a community or special event authorized by a permit issued by the City.

D. The Administrator or designee may require the temporary removal of items within the encroachment area when street, sidewalk, common area or utility repairs necessitate such action.

E. The permit shall be specifically limited to the area directly in front of a restaurant, and the use shall not interfere, obstruct or hamper ease of movement on the sidewalk. As a condition of approval, the City may reduce and otherwise reconfigure the proposed area and the number of requested chairs, tables and items

within the encroachment area.

F. The encroachment area covered by the permit shall be maintained in a neat and orderly appearance at all times, and the area shall be cleared of all debris on a periodic basis during the day, and again at the close of each business day.

G. No advertising is permitted on any stand or item.

H. No tables or chairs or any other parts of the business shall be attached, chained or in any manner affixed to any tree, post, sign or other fixtures, curb or sidewalk within or near the permitted area in a manner which causes or threatens to cause injury to any person or damage to public or private properties. No additional outdoor seating authorized under this article shall be used for calculating seating requirements pertaining to the location of, application for issuance of an ABC license for any establishment, or be used as the basis for computing required seating for restaurants and dining rooms, or as grounds for claiming exemption from such requirements under the provisions of any City ordinance or state law.

I. The issuance of a permit does not grant or imply vested rights to use of the area by the permittee. The City retains the right to deny the issuance of a permit or the renewal of a permit for any reason.

J. Tables, chairs, umbrellas and any other objects provided shall be maintained with a clean and attractive appearance and shall be kept safe and in good repair at all times. Umbrellas shall be lower and secured at the close of each business day.

K. The City retains the right to suspend the privilege of using glass containers within the encroachment areas, and only the use of clear plastic cups is allowed.

L. Any violation of state and local laws will result in a revocation of this privilege. Repeated offenses may result in revocation or denial of the encroachment permit.

M. The service and consumption of beer and wine on City sidewalks and public property is authorized to the extent provided for in each individual permit issued, but not otherwise.

N. The service and consumption of food, nonalcoholic beverages and beer and wine in sidewalk encroachments pursuant to this article is limited to patrons seated at tables.

O. No encroachment permit shall authorize either the service or consumption of beer and wine between the hours of 12:00 midnight and 10:00 a.m.

P. The City may require the posting or placement of the permit and relevant notices to facilitate the administration and enforcement of this article.

Q. The restaurateur who has a permit authorizing the sale and consumption of beer and wine for on-premises consumption must furnish to the City of Walhalla, at the time the encroachment permit is obtained, a policy of insurance in the amount of \$1,000,000 combined single limit bodily injury and property damage liability, insuring

the business establishment against any hazard which might occur by reason of the sale of beer and wine in sidewalk areas.

R. The restaurateur must execute an agreement to hold the City of Walhalla harmless from any litigation of any manner or form by reason of the sale of beer or wine in sidewalk areas.

§ 275-15. Insurance policy.

Any restaurateur who has a permit authorizing the sale and consumption of beer and wine for on-premises consumption, and who wants to provide such service in sidewalk areas having a validly issued encroachment permit for the service of food and beverages, must furnish to the City of Walhalla a policy of insurance in the amount of \$1,000,000 combined single limit bodily injury and property damage liability insuring the business establishment against any hazard which might occur by reason of the sale of beer and wine in sidewalk areas, and must execute an agreement to hold the City of Walhalla harmless from any litigation of any manner or form by reason of the sale of beer or wine in sidewalk areas within the City of Walhalla.

§ 275-16. Effective date.

This article shall become effective for all encroachment permits issued after July 1, 2026.

2. The remaining terms and provisions of the City of Walhalla Code of Ordinances not revised or affected hereby remain in full force and effect.
3. Should any portion of this Ordinance be deemed unconstitutional or unenforceable by an county of competent jurisdiction, such determination shall not affect the remainder of this Ordinance, all of which is hereby deemed separable.
4. All Ordinances, Orders, Resolutions, and actions of Walhalla City Council inconsistent herewith are, to the extent of such inconsistency only, hereby repealed, revoked and rescinded.

This Ordinance shall take effect and be in full force upon the Second Reading and Enactment by Walhalla City Council.

DONE AND RATIFIED in Council Duly assembled this _____ Day of _____ 2026.

Tim Hall, Mayor

(seal)

ATTEST:

Celia Boyd Myers, City Administrator

Introduced By:

First Reading:

Public Hearing,

Second Reading

And Adoption:

STATE OF SOUTH CAROLINA)

COUNTY OF OCONEE)

ORDINANCE 2026-09

CITY OF WALHALLA)

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Whereas, the City Council of the City of Walhalla finds that the existing Streets and Public Ways Ordinance requires modernization to address current public safety, coordination, revitalization efforts and maintenance needs; and

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Poles and Wires

§ 275-4. Permission required to locate or relocate.

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§ 275-5. Violations and penalties.

Any person, firm or corporation violating the provisions of this article shall be subject to penalties as set forth in § 1-1 of the City Code.

ARTICLE IV
Use of Public Ways

§ 275-6. Permission required.

A. ~~No person shall utilize any public way or other public place without first having obtained specific authority and permission from the authorizing each new use. No structure, obstruction, or encroachment shall be placed within a public right-of-way without approval from the City.~~

B. The City of Walhalla or designee will issue permits for utilization of public rights-of-way. Detailed drawings are to be submitted ~~and a committee will inspect the premises after completion in regard to planters, benches, sidewalk cafes and other displays and/or merchandise for approval.~~ The City may inspect work performed within public rights-of-way to ensure compliance with approved plans and applicable standards, including but not limited to ADA Design Standards, Fire Codes and SC Department of Transportation.

- C. Temporary use of public rights-of-way for construction activities, festivals, special events or utility work shall require approval from the City.
- D. Any person disturbing a public street, sidewalk or right-of-way shall restore the affected area to a condition approved by the City.
- E. It shall be unlawful to obstruct, damage, or interfere with the safe use of any public street, sidewalk or right-of-way.
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- B. Drawings and dimensions of the designated space must be submitted for approval and final inspection by the City of Walhalla or designee for the utilized space.

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- A. No person without permission from the -City of Walhalla shall utilize any streetlight post of the City.
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- A. Any person owning, leasing, managing or operating a cafe, restaurant or hotel

upon property which abuts upon any street within the City may maintain or operate upon the sidewalk of such street, in an area adjacent to its premises, a sidewalk cafe, provided that such sidewalk is wide enough to be used in this manner and provide at least -five feet clear walk space in the normal walking zone.

B. Sidewalk cafes licensed under this section shall not operate earlier than ~~8:00~~ **7:00** a.m. nor later than 10:00 p.m.

C. All food served at sidewalk cafes must be prepared by an establishment licensed pursuant to the -SC Department of Agriculture rules and regulations.

D. The sale of alcoholic beverages, including beer and wine, on sidewalk spaces is prohibited, except as provided in Article V, Sale and Service of Beer and Wine in Sidewalk Encroachment Areas, of this chapter.

E. Rules and regulations.

(1) The ~~Walhalla City Council or designee~~ **City** shall formulate rules and regulations for the location, arrangement and design of sidewalk cafes to ensure the flow of pedestrian traffic, the safety of pedestrians and auto traffic, the access of buildings and transportation facilities, the prevention of an excessive number of cafes and the best service to the public, such regulations to include, without limitation:

(a) The size, design and other specifications for tables and serving equipment to be used by operators, and the design of enclosures or partial enclosures.

(b) The location and design of sites for sidewalk cafes.

(c) The types of food and beverages that may be served at cafes.

(2) Upon receipt of an application for a sidewalk cafe permit under this section, the -Community Development staff or designee shall examine the qualifications of the applicant and the applicant's plan for operation and maintenance of the cafe. All cafes shall be adjacent to an existing building and shall not unreasonably interfere with:

(a) Adequate pedestrian flow;

(b) Access to building entrances;

(c) Pedestrian and traffic safety;

(d) Aesthetic compatibility with the surrounding area.

F. Insurance.

(1) Each licensee shall purchase and maintain public liability and property damage insurance with solvent and responsible insurers approved by the -City of Walhalla and qualified to assume the risk for the amount thereafter set forth, to secure payment for any loss or damage arising out of or caused by the licensee's

operation of a sidewalk cafe.

(2) Such insurance shall be maintained in full force and effect at all times during the license period. Failure by the licensee to maintain the insurance required by this section shall result in the forfeiture of the sidewalk cafe permit.

§ 275-12. Sidewalk sales; display or sale of goods and merchandise.

A. Sidewalk sales will be -allowed to promote business in Walhalla **during the hours of 7:00 am and 10:00 pm**. Sidewalk sales may also be held during special events sponsored by the City or special organizations which have been granted approval by the -City.

B. No person shall occupy over four feet in front of his store or building for the display of goods, wares or merchandise.-A minimum of five (5) feet must be clear for pedestrians.

ARTICLE V

Sale and Service of Beer and Wine in Sidewalk Encroachment Areas

§ 275-13. Purpose and scope.

This article shall authorize the sale and consumption of beer and wine (poured and served in clear plastic cups) in sidewalk areas having a validly issued encroachment permit for the service of food and beverages and limit the hours during which beer and wine may be served and consumed in an encroachment area to the hours between 10:00 a.m. and ~~12:00 midnight~~ **10:00 pm**.

§ 275-14. Permit conditions.

The permit required by this article shall be issued only to a permittee submitting a form and other information deemed appropriate. The permit shall contain the following conditions:

A. Each permit shall be subject to annual renewal, unless revoked, suspended or retracted prior to expiration.

B. The permit issued shall be personal to the permittee only and shall not be transferable in any manner.

C. The permit may be suspended by the Administrator **or Police Chief** when necessary to clear the public property for public safety for a community or special event authorized by a permit issued by the City.

D. The Administrator **or designee** may require the temporary removal of items within the encroachment area when street, sidewalk, common area or utility repairs necessitate such action.

E. The permit shall be specifically limited to the area directly in front of a restaurant, and the use shall not interfere, obstruct or hamper ease of movement on the sidewalk. As a condition of approval, the City may reduce and otherwise reconfigure the proposed area and the number of requested chairs, tables and items within the encroachment area.

F. The encroachment area covered by the permit shall be maintained in a neat and orderly appearance at all times, and the area shall be cleared of all debris on a periodic basis during the day, and again at the close of each business day.

G. No advertising is permitted on any stand or item.

H. No tables or chairs or any other parts of the business shall be attached, chained or in any manner affixed to any tree, post, sign or other fixtures, curb or sidewalk within or near the permitted area in a manner which causes or threatens to cause injury to any person or damage to public or private properties. No additional outdoor seating authorized under this article shall be used for calculating seating requirements pertaining to the location of, application for issuance of an ABC license for any establishment, or be used as the basis for computing required seating for restaurants and dining rooms, or as grounds for claiming exemption from such requirements under the provisions of any City ordinance or state law.

I. The issuance of a permit does not grant or imply vested rights to use of the area by the permittee. The City retains the right to deny the issuance of a permit or the renewal of a permit for any reason.

J. Tables, chairs, umbrellas and any other objects provided shall be maintained with a clean and attractive appearance and shall be kept safe and in good repair at all times. **Umbrellas shall be lower and secured at the close of each business day.**

K. The City retains the right to suspend the privilege of using glass containers within the encroachment areas, and only the use of clear plastic cups is allowed.

L. Any violation of state and local laws will result in a revocation of this privilege. Repeated offenses may result in revocation or denial of the encroachment permit.

M. The service and consumption of beer and wine on City sidewalks and public property is authorized to the extent provided for in each individual permit issued, but not otherwise.

N. The service and consumption of food, nonalcoholic beverages and beer and wine in sidewalk encroachments pursuant to this article is limited to patrons seated at tables.

O. No encroachment permit shall authorize either the service or consumption of beer and wine between the hours of 12:00 midnight and 10:00 a.m.

P. The City may require the posting or placement of the permit and relevant notices to facilitate the administration and enforcement of this article.

Q. The restaurateur who has a permit authorizing the sale and consumption of beer and wine for on-premises consumption must furnish to the City of Walhalla, at the time the encroachment permit is obtained, a policy of insurance in the amount of \$1,000,000 combined single limit bodily injury and property damage liability, insuring the business establishment against any hazard which might occur by reason of the sale of beer and wine in sidewalk areas.

R. The restaurateur must execute an agreement to hold the City of Walhalla harmless from any litigation of any manner or form by reason of the sale of beer or wine in sidewalk areas.

§ 275-15. Insurance policy.

Any restaurateur who has a permit authorizing the sale and consumption of beer and wine for on-premises consumption, and who wants to provide such service in sidewalk areas having a validly issued encroachment permit for the service of food and beverages, must furnish to the City of Walhalla a policy of insurance in the amount of \$1,000,000 combined single limit bodily injury and property damage liability insuring the business establishment against any hazard which might occur by reason of the sale of beer and wine in sidewalk areas, and must execute an agreement to hold the City of Walhalla harmless from any litigation of any manner or form by reason of the sale of beer or wine in sidewalk areas within the City of Walhalla.

§ 275-16. Effective date.

This article shall become effective for all encroachment permits issued after ~~June 17, 2014~~ July 1, 2026.

2. The remaining terms and provisions of the City of Walhalla Code of Ordinances not revised or affected hereby remain in full force and effect.
3. Should any portion of this Ordinance be deemed unconstitutional or unenforceable by an county of competent jurisdiction, such determination shall not affect the remainder of this Ordinance, all of which is hereby deemed separable.
4. All Ordinances, Orders, Resolutions, and actions of Walhalla City Council inconsistent herewith are, to the extent of such inconsistency only, hereby repealed, revoked and rescinded.

This Ordinance shall take effect and be in full force upon the Second Reading and Enactment by Walhalla City Council.

DONE AND RATIFIED in Council Duly assembled this _____ Day of _____ 2026.

Tim Hall, Mayor

(seal)

ATTEST:

Celia Boyd Myers, City Administrator

Introduced By:

First Reading:

Public Hearing,

Second Reading

And Adoption:

STATE OF SOUTH CAROLINA)

COUNTY OF OCONEE)

ORDINANCE 2026-10

CITY OF WALHALLA)

AN ORDINANCE TO AMEND CHAPTER 223 OF THE WALHALLA MUNICIPAL CODE OF ORDINANCES AND TO ESTABLISH SECTION 223-26 CREATING A BLANKET TRESPASS WARNING AUTHORIZATION PROGRAM, AND OTHER MATTERS RELATED THERETO.

Whereas, the Walhalla City Council deems it beneficial to establish regulations to protect businesses and private property within the city limits, and

Whereas, the City Council of the City of Walhalla finds that the existing provisions of the Code of Ordinances require amendment to address current public safety, coordination, and revitalization efforts; and

Whereas, the City Council finds that updated policies regarding trespass are necessary to protect the public health, safety and welfare of residents and businesses;

Whereas, Walhalla City Council wishes to revise the regulations relating to trespass;

Now Therefore: it is ordained and enacted by the Mayor and Council members of the City of Walhalla, in meeting duly assembled, that:

1. Chapter 223 of the Walhalla Municipal Code of Ordinances are hereby amended as follows:

ARTICLE 26

Trespass

§ 223-26-1. Blanket Trespass Warning Authorization Program.

A. Definitions

Camping: Establishing or maintaining a temporary outdoor living accommodation, including the use of a tent, lean-to, bedding, or sleeping bag for the purpose of overnight sheltering, on any property subject to this Article.

Trespasser: A person who enters and remains on the land or business of another without permission or without legal privilege.

B. Rules and regulations.

(1) A property owner, building owner, property manager or person having legal control of property, or their authorized representative may authorize the City of Walhalla Police Department to enforce, consistent with this section and the written policies of the Walhalla Police Department, the trespass statute on their property. To have the possibility of enforcement pursuant to this section, the person must:

(a) Appear in person at the Walhalla Police Department or contact the police department for an ~~application and~~ affidavit, herein included as Exhibit "A" for the trespass enforcement authorization program; and

(b) Declare the ~~application and~~ affidavit to be a public record for the purposes of Rule 803(8) South Carolina Rules of Evidence and/or appear in municipal court if subpoenaed. Affidavits can be requested under the Freedom of Information Act and used as evidence in court.

(2) The ~~application and~~ affidavit must be notarized or signed by a Walhalla Police Officer.

(3) All signs shall be legible and not blocked by any fixed or attached objects around the business or property.

(4) It shall be unlawful for any person knowingly to enter or remain upon the premises of another when the consent to enter or remain is either absent, denied, or withdrawn by the owner, occupant, or person having lawful control thereof.

(5) The property owner, building owner, property manager or person having legal control of property, or their authorized representative shall post conspicuous signage of sufficient notice declaring the property to be under the trespass enforcement authorization program, and such posting shall be prima facie evidence that consent to enter or remain upon the premises of another is absent, denied, or withdrawn. Posted notice under this section is intended to operate consistently with S.C. Code Ann. § 16-11-600. A "conspicuous" sign shall mean a sign that is at least one square foot in size. "Sufficient notice" shall mean the lettering on a conspicuous sign is at least one inch in height and contains the following language or words of similar notice:

NO TRESPASS AT ANY TIME (OR AS TIMES SET FORTH), PRIVATE PROPERTY UNDER TRESPASS ENFORCEMENT AUTHORIZATION PROGRAM CITY OF WALHALLA POLICE DEPARTMENT

(6) It shall be unlawful to deface, damage or remove any sign placed under the authority of this section and punishable by law.

(7) Trespass after warning is an arrestable class VI offense and will be fined at class I for the first offense and class II with each subsequent offense.

(8) All copies of Trespass Warnings will be turned in immediately or by the end of shift to OCSO dispatch. Copies of said trespass warning will be kept on file at WPD. Make sure the warning is promptly turned in no later than the end of shift to the

supervisor (Sergeant) for record collection.

(9) If any provision of this section is found by a court of competent jurisdiction to be unconstitutional, the remaining provisions of the subsection are valid, unless it appears to the court that the valid provisions of the subsection are so essentially and inseparably connected with, and so dependent upon, the void provisions that it cannot be presumed city council would have enacted the valid provisions without the void one, or unless the court determines that the valid provisions, standing alone, are incomplete and are incapable of being executed in accordance with the legislative intent.

(10) Trespass Warnings pursuant to this Ordinance are enforceable by the Walhalla Police Department and, in accordance with this section, may be issued to and enforced against any person who enters or remains on the property after consent has been withdrawn as provided in this section and in S.C. Code Ann. §§ 16-11-600 and 16-11-620. This section supplements, and does not supersede or conflict with, those statutes. A person issued a Trespass Warning under this section may request in writing that the Walhalla Police Department review or rescind the Warning, and any Warning issued under this section shall expire twelve (12) months after issuance unless renewed by the authorizing party.

2. The remaining terms and provisions of the City of Walhalla Code of Ordinances not revised or affected hereby remain in full force and effect.
3. Should any portion of this Ordinance be deemed unconstitutional or unenforceable by a court of competent jurisdiction, such determination shall not affect the remainder of this Ordinance, all of which is hereby deemed separable.
4. All Ordinances, Orders, Resolutions, and actions of Walhalla City Council inconsistent herewith are, to the extent of such inconsistency only, hereby repealed, revoked and rescinded.

This Ordinance shall take effect and be in full force upon the Second Reading and Enactment by Walhalla City Council. The City Council shall review this Article within eighteen (18) months of its effective date to assess its operation and any related litigation exposure.

DONE AND RATIFIED in Council Duly assembled this _____ Day of _____ 2026.

Tim Hall, Mayor

(seal)

ATTEST:

Celia Boyd Myers, City Administrator

Introduced By:

First Reading:

Public Hearing,

Second Reading

And Adoption:

STATE OF SOUTH CAROLINA)

COUNTY OF OCONEE)

ORDINANCE 2026-11

CITY OF WALHALLA)

AN ORDINANCE TO ESTABLISH A POLICY OF NON-DISCRIMINATION AS TO QUALIFIED INDIVIDUALS WITH DISABILITIES FOR CITY OF WALHALLA PROGRAMS, SERVICES, AND ACTIVITIES CONSISTENT WITH THE REQUIREMENTS OF TITLE II OF THE AMERICANS WITH DISABILITIES ACT AND DEVELOPMENT OF AN ADA PUBLIC NOTICE AND ADA GRIEVANCE PROCEDURE TO INCLUDE A GRIEVANCE FORM FOR IMPLEMENTATION OF THIS ADA POLICY; AND OTHER MATTERS RELATED THERETO.

WHEREAS, the City of Walhalla, a body politic and a corporate and political subdivision of the State of South Carolina, acting by and through the City of Walhalla Council, has certain public accommodation responsibilities under Title II of the Americans With Disabilities Act ("ADA"); and

WHEREAS, the City of Walhalla desires to establish a policy and certain procedures consistent with its public accommodation responsibilities under the ADA.

NOW, THEREFORE, be it ordained by the City of Walhalla Council, in meeting duly assembled, that

1. In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, as amended, ("ADA"), it is the policy of the City of Walhalla not to discriminate against qualified individuals with disabilities in its programs, services, and activities.

2. Consistent with this policy, the City of Walhalla has developed an ADA Public Notice (Exhibit A) and an ADA Grievance Procedure, including an ADA Grievance Form (Exhibit B) in order to implement the policy stated in paragraph 1 above.

3. The remaining terms and provisions of the City of Walhalla Code of Ordinances not revised or affected hereby remain in full force and effect.

4. Should any portion of this Ordinance be deemed unconstitutional or unenforceable by an county of competent jurisdiction, such determination shall not affect the remainder of this Ordinance, all of which is hereby deemed separable.

5. All Ordinances, Orders, Resolutions, and actions of Walhalla City Council

inconsistent herewith are, to the extent of such inconsistency only, hereby repealed, revoked and rescinded.

This Ordinance shall take effect and be in full force upon the Second Reading and Enactment by Walhalla City Council.

DONE AND RATIFIED in Council Duly assembled this _____ Day of _____ 2026.

Tim Hall, Mayor

(seal)

ATTEST:

Celia Boyd Myers, City Administrator

Introduced By:

First Reading:

Public Hearing,
Second Reading
And Adoption:

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the City of Walhalla will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Effective Communication: The City of Walhalla will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City of Walhalla's programs, services and activities.

Modifications to Policies & Procedures: The City of Walhalla will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services and activities. For example, individuals with service animals are welcomed in the City of Walhalla offices, even where pets are generally prohibited.

Notification: Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service or activity of the City of Walhalla, should contact the office of the program, service or activity as soon as possible but no later than 24 hours before the scheduled event or a regularly scheduled event.

The City of Walhalla will take all reasonable actions to comply with a request for auxiliary aids/services or reasonable modifications of policy.

The City of Walhalla will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy.

The ADA does not require the City of Walhalla to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the City of Walhalla is not accessible to persons with disabilities should be directed to:

ADA Coordinator
206 North Church Street
Walhalla, South Carolina 29691



The City of Walhalla has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA). Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

Complaints related to the Title II of the ADA should be addressed to the ADA Compliance personnel responsible for City-wide ADA Title II compliance efforts.

1. A complaint must be submitted utilizing the grievance form. If necessary, an alternative means of filing the complaint or receiving the response may be requested, but must contain the name and address of the person filing it and a brief description, including the date and location, of the alleged violation.
2. Complaints should be filed in as timely a manner as possible but no later than 45 business days after the alleged violation.
3. An investigation by the ADA Compliance Coordinator or designee, as may be appropriate, shall follow a filing of complaint. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. The ADA Compliance Coordinator or designee will provide a response in writing, or in an alternative format if requested, to the complainant within 30 business days after the complaint is received.
5. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made in writing, or in an alternative format upon request, to the City Administrator within 30 business days of receiving the ADA Compliance Coordinator's decision.
6. The Administrator or designee will review the complaint, conduct an additional investigation if appropriate, and respond to the complainant in writing, or in an alternative format upon request, within 30 business days after receipt of the request for reconsideration. A copy of the Administrator's response will be forwarded to the ADA Compliance Coordinator.



7. The ADA Compliance Coordinator will maintain copies of all written ADA complaints, appeals to the Administrator, and responses from these two offices for at least 3 years.
8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that the City of Walhalla complies with the ADA and implementing regulations.
9. Use of this grievance process does not preclude the complainant from filing an administrative complaint with the designated federal agency or filing a lawsuit for injunctive relief and damages. An individual may choose to pursue any or all of these methods.



In accordance to the ADA Grievance Procedures adopted by the City of Walhalla, please complete and submit this form in order to file a complaint.

“The City of Walhalla has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA). Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.”

Today’s Date: _____

Name of Grievant: _____

Address of Grievant: _____

Telephone Number of Grievant: _____

Name, Address and Telephone Number of Alternate Contact Person: _____

Office alleged to have denied access: _____

Location: _____

I was denied access on: _____

I am seeking access to the following City of Walhalla building, program or activity in which I haven’t been able to participate because I need an accommodation:

The accommodation I seek: _____



Please describe how you have been denied the benefits of any services, programs, activities or have otherwise been subjected to discrimination. Please specify dates, times, places of incidents and names and/or positions of agency employees involved, if any; as well as names, addresses and telephone numbers of any eyewitnesses. Attach additional pages if necessary. Include a description of how you feel access may have been had to the benefits described above, or the way in which an accommodation could be provided to allow access.

Submit in Person, Mail or E-Mail this form to:

ADA Compliance: Celia Myers
City of Walhalla
206 North Church Street
Walhalla, South Carolina 29691

For Office Use Only:

Date Complaint Received: _____ Scheduled Grievance Hearing: _____

Date Response Sent: _____ Accommodation Implemented: _____



**CITY OF WALHALLA
POSITION DESCRIPTION
CITY ADMINISTRATOR**

GENERAL PURPOSE

The City Administrator performs complex professional, administrative, and management work acting as the Chief Administrative Officer of the City and is responsible and accountable for the effective planning, organization, and direction of the overall administrative activities and operations of the City in accordance with the City Charter; related State, County, and City laws and ordinances; and such directives, regulations, and policies as approved and adopted by the Council. The City Administrator ensures that all policy decisions of the Council are implemented by the appropriate City Departments.

SUPERVISION RECEIVED

Works under the broad policy guidance of the City Council.

SUPERVISION EXERCISED

Exercises supervision over all municipal employees either directly or through subordinate supervisors and operators.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises all departments, agencies, and offices of the city to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to City Council and department heads; makes presentations to councils, boards, commissions, civic groups, and the general public.

Participates in the implementation of City goals, objectives, plans, policies, priorities, and procedures. Communicates official plans, policies, goals, and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; prepares the annual budget; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Writes and administers grants.

Participates in appropriate local community organizations and activities.

Promotes a positive image of the city government throughout the community.

Maintains harmony among workers and resolves grievances; Provides leadership to department heads and other key staff.

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports, and related information for decision-making purposes.

Sees that all laws and ordinances are faithfully performed.

Prepares and submits a preliminary annual City budget. Administers the adopted budget of the City.

Advises the City Council of financial conditions and current and future city needs.

Appoints and removes officers and employees of the city. Department heads are appointed by the City Council.

Attends all meetings of the Council at which attendance may be required by the Council.

Prepares agendas for council meetings; attends and participates in council meetings; follows-up on action items and reports to Mayor and Council as to outcome; coordinates various items with Mayor, City Council, and City Attorney.

Provides the Council with information, guidance, and leadership in matters of policy determination. Makes recommendations to the Mayor and Council concerning City affairs as is deemed desirable.

Manages an economic development program that recruits commercial businesses, residential and other businesses to the city.

Actively investigating the opportunities available to the city in relation to state and federal grants and state and county shared services and funding.

Working with outside agencies and organizations whenever possible.

PERIPHERAL DUTIES

Recommends for adoption by the council such measures as manager may deem necessary or expedient.

Prepares and submits to the council such reports as may be required by that body or as manager may deem it advisable to submit.

May serve as the head of one or more departments of city government.

Negotiates contracts and agreements; ensures compliance with the city's purchasing rules and regulations.

Coordinates daily with architects, engineers, etc., in the design and construction of City buildings; offers instruction and advises; reviews plans, drawings and specifications as needed.

Receives, investigates, and/or handles citizen complaints and concerns; may refer citizens to agencies or departments where additional information may be obtained.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited four-year college or university with a degree in public administration, political science, business management or a closely related field, and five (5) years of experience as a municipal administrator OR related education and experience.

Necessary Knowledge, Skills, and Abilities:

Considerable knowledge of modern policies and practices of public administration;

Working knowledge of municipal finance, human resources, public works, public safety, and community development, planning, zoning and codes enforcement;

Skill in preparing and administering municipal budgets; skill in planning, directing, and administering municipal programs; skill in operating the listed tools and equipment;

Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public; ability to efficiently and effectively administer a municipal government.

PERSONAL CHARACTERISTICS

In addition to the experience and education requirements, the successful candidate will have the following personal characteristics:

- Approachable management style
- Ability to function as a facilitator and consensus builder among staff, City Council, and community stakeholders
- A willingness to be involved and visible in the community through, for instance, volunteering in local civic organizations
- Superb communication skills in order to convey the city's message to the community and media
- Ability to maintain poise and tact during difficult situations
- Excellent listening skills, as well as the ability to accept constructive criticism
- Energy and enthusiasm, including the ability to be effective while managing multiple complex projects simultaneously
- Strong analytical skills to understand and plot out the city's long-term strategy
- An eagerness and willingness to pursue professional development, be involved in professional associations, to network with other local government professionals, and a dedication to public service

SPECIAL REQUIREMENTS

A valid state driver's license or ability to obtain one within three months.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed and employees are properly trained.

AN EQUAL OPPORTUNITY WORKPLACE

The City of Walhalla is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin,

handicap, or disability. Your opportunity for employment with the city depends solely on your qualifications.



CITY OF WALHALLA POSITION DESCRIPTION
FINANCE DIRECTOR - ADMINISTRATION
(SALARY RANGE \$76,092 - \$126,025, \$36.58-\$60.59/hour)

GENERAL PURPOSE

Performs a wide variety of routine professional, technical, administrative and specialized work related to financial management of the City, including budgeting, accounts receivable, accounts payable, human resources, payroll, risk management and other fiscal systems of the City.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

Accounting Clerk

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as chief financial officer to the City;

Plans, directs, supervises and participates in the general accounting, investment, audit, banking and debt management functions of the City;

Analyzes, interprets and communicates the financial status of the organization to the City Administrator and Council;

Supervise the collection of taxes, fees and other accounts receivable, in accordance with local, state and federal laws;

Maintains financial records and prepares financial reports;

Assists in budget preparation and execution;

Conducts internal audits, ensuring compliance;

Provides recommendations for financial planning, cost control and revenue generation;

Lead preparations for the City's annual external audit performed by a third party CPA firm;

Processes payroll and accounts payable;

Prepares bank deposits;

Processes insurance claims with MASC SCMIT and SCMIRF;

Establishes and maintains internal control procedures and assures that GAAP standards, as well as state and federal government requirements are maintained;

Maintains employee benefit programs and related data;

Maintains daily cash balance, exams receipts for accuracy and completeness, reconciles bank statements;

Coordinates state purchasing requests, bid requests and serves as City Purchasing Agent;
Performs Notary Public function;

Assists in the development, implementation and adherence to adopted financial policies that result in the sound financial management of the City;

Monitors revenues and expenditures to ensure adherence to budget allocations;

Maintains financial transparency information for the City website;

Reviews contracts and disbursement requests to determine that expenditures are made in accordance with approved contract terms and budgetary provisions;

PERIPHERAL DUTIES

Prepares reports for City Administrator and Council, as directed;

Attends Council meetings, as required;

Receives and responds to inquiries, concerns and complaints in areas of responsibility;

Answers questions and responds to inquiries from the public, other governmental agencies and business contacts and refer to appropriate persons when necessary;

Provides general customer service, including answering department telephone and email, taking messages, and resolving or referring issues to appropriate staff person;

Manages record keeping procedures and systems, filing, and archiving files, as needed;

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Accounting, Business Administration or related field.

Five (5) years of increasingly responsible professional and administrative experience in public finance administration.

Preferred Education & Experience:

Master's Degree.

Certified Government Finance Officer (CGFO), Certified Finance Officer (CPFO) or Certified Public Accountant (CPA)

Necessary Knowledge, Skills and Abilities:

Proficient knowledge in Microsoft Office Suite, particularly Word, Outlook and Excel; Adobe, Canva; similar programs.

Knowledge of business English, spelling, arithmetic, and vocabulary.

Strong proficiency in accounting software, experience with Springbrook Cirrus software a plus;

Knowledge of governmental organization and public administration principles and practices.

Knowledge of principles and practices of conflict resolution, while being professional and courteous.

Excellent verbal and written communication skills.

Excellent organizational skills with attention to detail; and time management skills with a proven ability to meet deadlines.

Ability to exercise judgment regarding confidential information.

Ability to maintain positive, customer-focused relationships with co-workers, supervisors, agencies, the general public and all other internal and external customers.

Work is performed onsite; must be present at work to perform the essential functions of this job.

Must be available to work 8:30 a.m. to 5:00 p.m. Monday through Friday and evenings and weekends as required.

SPECIAL REQUIREMENTS

Possession of a valid South Carolina Driver's License.

Must be bondable.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, calculator, telephone and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to twenty-five pounds of force on a periodic basis. Specific vision abilities required by this job include close vision, the ability to adjust focus.

WORK ENVIRONMENT

The work consists of administrative, field work and logistics coordination in an executive office environment. Routine interruptions contribute to the complexity of the work.

The noise level in the work environment is usually moderately quiet.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed and employees are properly trained.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The City of Walhalla is an equal opportunity employer.