

Mr. Danny Woodward, Mayor Pro Tem
Ms. Sarai Melendez, Councilwoman
Mr. Keith Pace, Councilman
Mr. Tyler Jordan, Councilman

Mr. Danny Edwards, Mayor

Mr. Grant Keehn, Councilman
Mr. David Underwood, Councilman
Mr. Michael Kozlarek, City Attorney
Mr. Timothy B. Burton, City Administrator

AGENDA
WALHALLA CITY COMMITTEE MEETING
April 4 2023
5:30 PM
Walhalla City Hall
206 N Church St, Walhalla, SC 29691

CALL TO ORDER & WELCOME

Mayor Edwards

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

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

STAFF REPORTS

PARKS & RECREATION- Director John Galbreath

PUBLIC WORKS -Director Russ Price

POLICE DEPARTMENT- Chief Tim Rice

UTILITIES DEPARTMENT- Director Scott Parris

FIRE DEPARTMENT - Chief Will Bates

COMMUNITY DEVELOPMENT- Manager Celia Myers, AICP

GENERAL GOVERNMENT-Administrator Brandon Burton

ACTION/DISCUSSION ITEMS (to include Vote and/or Action on matters brought up for discussion, if required)

1. Accommodations Tax collection

CITY OF WALHALLA

"MAIN STREET to the MOUNTAINS"

Mr. Danny Edwards, Mayor

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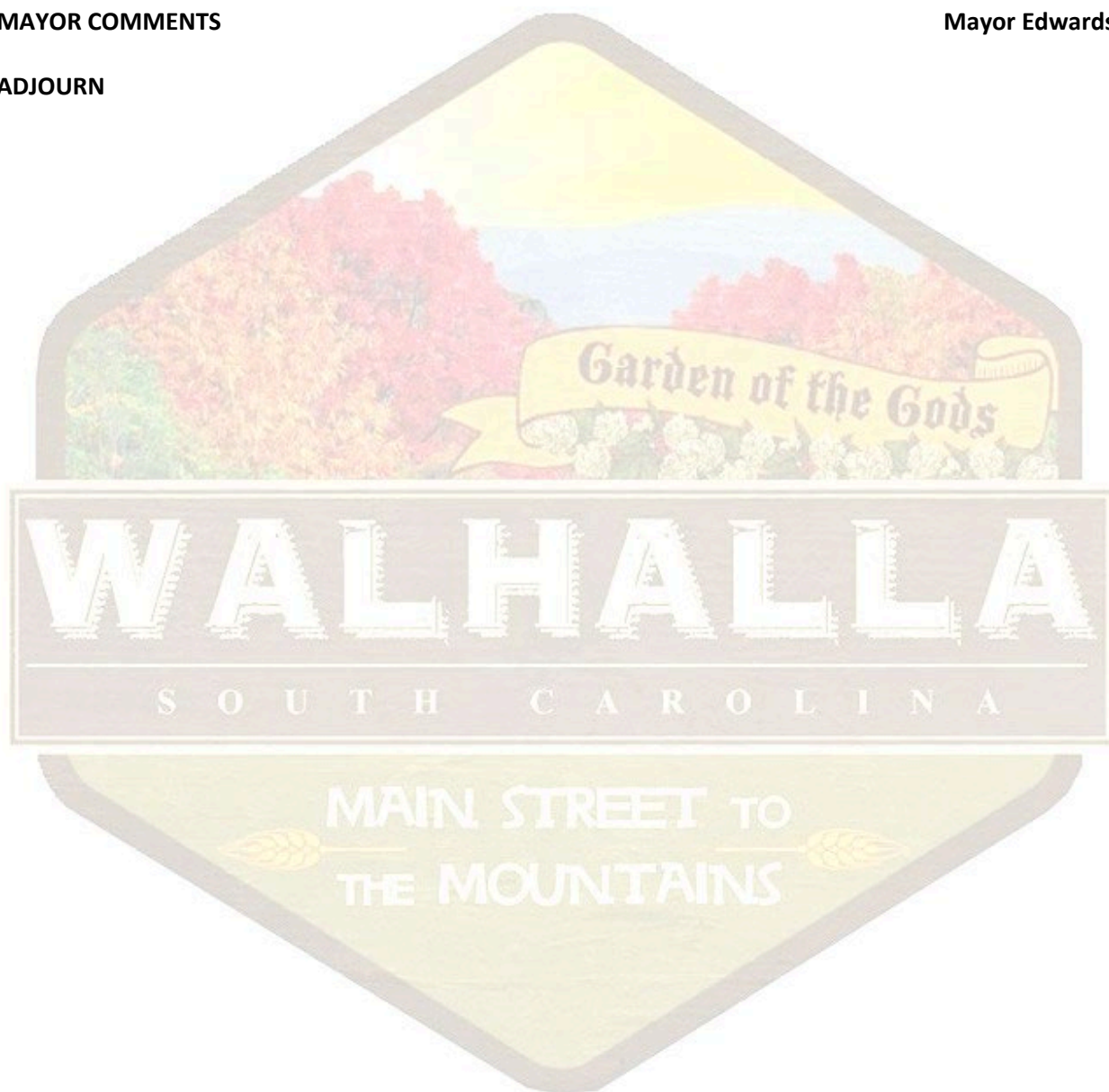
EXECUTIVE SESSION (to include Vote and/or Action on matters brought up for discussion, if required)

1. Discussion regarding appointments to Boards and Commissions

MAYOR COMMENTS

Mayor Edwards

ADJOURN





CELEBRATE ARBOR DAY



Walhalla has been designated a "Tree City" by the Arbor Day Foundation! A tree will be planted in the Walhalla Depot Park by volunteers and the City's Tree Committee will have trees to give away!

EVERYONE IS WELCOME!

10am, Wed. April 5th
~Walhalla Depot Park~
FREE TREE GIVE AWAY!

City Council Meeting 4/04/23

BASEBALL & SOFTBALL

Practice has started. Games will start April 17th.

Conducting maintenance on recreational fields.

WALHALLA PUBLIC WORKS 4-4-2023

The Public Works Department

March 1 thru 31, 2023 the City of Walhalla picked up:

245 -ton of residential garbage

126 -ton of commercial garbage

51 -ton of recyclable brush

33 -ton C&D

Roll Carts for March

Delivered 23

Picked up 7

Repair/Replace 6

During the month of March our department continued picking up brush, leaves, trash, cleaning storm drains, trimming trees, cutting grass and other routine maintenance tasks. The leaf truck is still down. We have been working on replacing the boards on the Depot deck and if the weather will hold off we should complete in the next week. Planted oak tree at Oak and Main and two sugar maples in front of Methodist Church.

Thanks,

Russ Price



Walhalla Police Department
101 E. Main St.
Walhalla, SC 29691

Chief of Police Timothy J. Rice

Walhalla City Council - Committee Meeting

Tuesday April 4, 2023

March Events and Completed Training:

- Officer Austin Chenault graduated from the SCCJA.
- Caught Being Good lunch with Walhalla Middle School's 8th grade. We had 8 from the dept attend.
- All officers completed Emergency Vehicle Operations training.
- Annual Pistol/Rifle/Taser requalification
- Cpl Jerde was a guest instructor at the SCCJA.

TOTAL CALLS FOR SERVICE	1155
TRAINING HOURS – March 2023	283 HOURS
Total Arrests	34 (Adult) 0 (Juvenile)
Extra Patrol / Business Checks	340

BREAKDOWN OF OVERTIME BY TYPE:

Shift Coverage	73 Hours (56 Training)
Court	6 Hours
Special Event Coverage	0 Hours
TOTAL OVERTIME	79 HOURS (previous month – 30.5 hours)

Upcoming Events and Training and News:

4/15 Issaqueena's Last Ride

4/15 James M Brown family festival



Walhalla Police Department
101 E. Main St.
Walhalla, SC 29691

Chief of Police Timothy J. Rice

Monthly Reference Material
March 2023 – Month End Stats

<u>Total Calls for Service:</u>	1155
<u>Total Traffic Stops:</u>	254
<u>Total Traffic Collisions:</u>	10

Reports Filed:

Collision Reports:	10
Pursuit After-Action:	1
Incident Reports:	68
Response to Resistance:	0
TOTAL:	79

Citations/Warnings Issued:

Warnings:	152
Traffic Related:	71
Non-Traffic Related:	9
TOTAL:	232

Arrests:

Adults:	34
Juvenile Referrals:	1
TOTAL:	35

<u>Extra Patrols:</u>	TOTAL:	340
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UTILITIES COMMITTEE MEETING APRIL 2023

MONTHLY REPORT:

MARCH 2023

New Water Taps – 22

New Sewer Taps - 4

New water contracts - 62

Emergency Locates – 5

Meter box change outs - 3

Meter change outs – 135

Water Service Work Orders – 52

Sewer Work Orders - 5

New development service inquiries – 1

- Work upgrading water meters has continued this month, with great progress. We will also be replacing several of our larger meters (2" & larger) over the next few months. One of the two meters (6" meter) serving the Town of West Union will be replaced on April 14th. Kamstrup will have representatives from Denmark on-site during the installation.
- We have ordered replacement valve actuators for the water plant. The valves are used to control the flow through the plant, and are vital for operation. The replacements will be installed by staff once delivered.
- Brad Hancox has left the Sewer Department for a job with a private company. Kaiden Sweetnam has transferred from the position of locator, to Sewer Crew Leader.

City of Walhalla Fire Department

Home of the Mountaineer Engine Co. Est. 1871

Fire Chiefs Monthly Report

March 2023

FIRE-EMS

Incident Response-

We responded to 102 calls for service. 53 were fire calls and 49 were medical/rescue calls. During the month we were on multiple calls 27% of the time. We provided 13 instances of mutual aid. 41 calls were inside the City and 61 calls were either in the unincorporated area or another district. Average on scene time was 28 minutes. Both career and volunteer staff spent 211 hours on incidents.

<u>Incident Type</u>	<u># Incidents</u>	<u>% of Total</u>
Fires	9	8.82%
Overpressure rupture, explosion- no fire	0	0.00%
Rescue & EMS	49	48.04%
Hazardous Conditions	6	5.88%
Service Call	23	22.55%
Good Intent Call	7	6.86%
False Alarm and False Call	8	7.84%
Severe Weather & Natural Disaster	0	0.00%
Special Incident	0	0.00%
Total	102	100.00%

Operations/Training-

Staff, both career and volunteer, trained for a total of 905 hours during the month. Staff completed strenuous and physically demanding training on high and low angle rope rescue techniques and scenarios.

Department has 2 full time firefighter opening. This position is posted on the City webpage and the departments Facebook page.

Currently going through the process of credentialing for the department to be certified to respond to calls for service as a SC DHEC BLS agency. Setting up inspections from SC LLR, SC DHEC.

Firefighter Ben Sheriff and Firefighter Trevor Morrow have completed their candidacy period.

COMMUNITY RISK REDUCTION

207 E North Broad Street, Walhalla SC 29691
864-638-4345 Phone
864-638-2444 Fax

City of Walhalla Fire Department

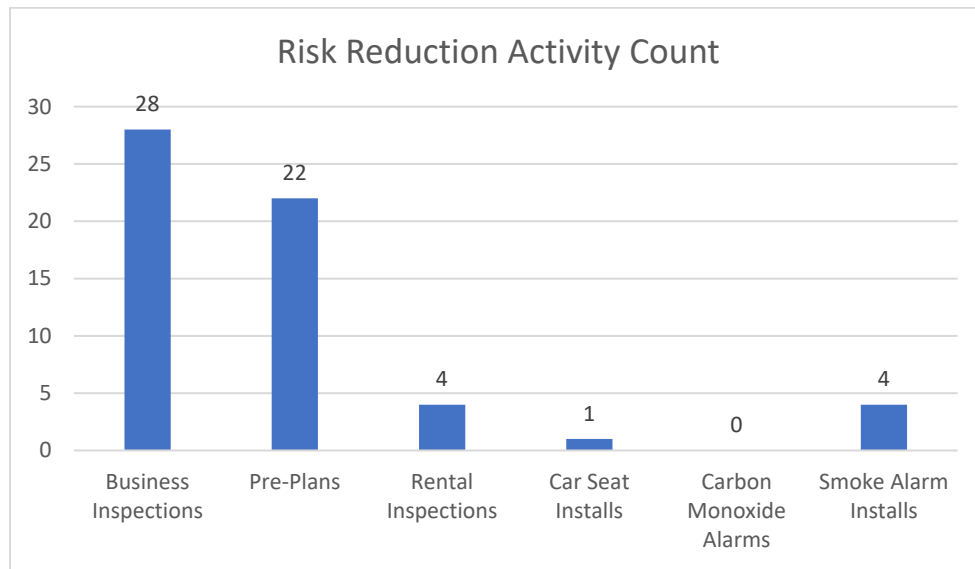
Home of the Mountaineer Engine Co. Est. 1871

Fire Marshal-

Continuing to complete pre fire plans and business inspections. Completing re-inspections as needed.

Fire Prevention/Life Safety-

Working with Main Street Walhalla, Oconee County Veterans Council, and others for several upcoming events. James M Brown completed a field trip to the station for a tour. Actively preparing for several upcoming events and community outreach opportunities.



EMERGENCY MANAGEMENT

The following grants have been awarded:

- SC Municipal Association- \$2,000
- SC Forestry Commission- \$5,000
- FM Global- \$5,243
- V-SAFE- \$13,350

Saturday April 1st the department ran 26 calls for service related to storm weather and extremely high winds.

Please contact me should you have any questions.

Respectfully Submitted,

/s/ Will Bates

Will Bates, Fire Chief

- **New Businesses**

- Through the Looking Glass Salon & Spa
 - Owner Mandi Ross
 - Hair, Nails & Massage
 - Healing Arts Wellness
 - Physical Therapy by Martha Schumpert
 - Shugabear's Treats
 - Mini Gourmet Donuts
 - Pizza
 - Sandwiches
-

- **New billboard** located on Hwy 28 by Edwards Auto headed into Walhalla

- Logos on the billboard include: MSW, City of Walhalla, WPAC, Visit Oconee and Oconee Chamber of Commerce
-

- **Salem Media**

- Partnering with:
 - The City of Walhalla
 - The Corner Craft Boutique
 - Sunni Ann Mercantile
 - Alexander's Work & Wander
 - 436 Radio Ads between March 20th - Aug. 21st = 21 weeks
 - Reaching roughly 70,600
 - Stations include
 - 94.5 The Answer
 - Earth FM 103.3 & 95.9 WRTH
 - This allows downtown merchants the opportunity to market their businesses outside of Oconee County with the financial help of the MSW program and the City of Walhalla.
 - Each month is \$2,000
 - Split up each Merchant pays \$250 a month (which is billed directly to each merchant from Salem Media)
 - The City of Walhalla and MSW covers the remainder \$1250 each month
 - MSW covering \$625 monthly == \$3125 for 5 months
-

- **Main Street to the Mountains Festival**

- May 6th
 - "The Race to Valhalla" start at 9am from Brown Square
 - Festival 10am - 3pm
- Rock Creek Livery

- Providing Horse Carriage Rides with the purchase of a ticket
- Southeast Gravel Bike Race
 - The Lions Club will be selling \$5 all you can eat pancake plates at 7am for the bike race.

- Working the **Peirce Center interns at Clemson University**

- They are helping local Walhalla non-profit groups and downtown businesses assess their needs (new members, new or improved social media presence, help with marketing ideas, ect...)
- Currently they are assisting The Lions Club improve their social media presence in hopes that they can get new members and notify the public on fundraisers they do.
- They have created a Monthly Newsletter that goes out to all the businesses and will expand to those who would like to sign up. This newsletter highlights downtown business updates, sales, grand openings, closings, local events, grant and marketing opportunities.

- The MSW **program committees** will be slightly restructured.

- The **Promotional Committee**

- Broken up into different committees based on events
 - Independence Fest
 - Hispanic Heritage Festival
 - Merchants Market
 - Walhallaoween
 - Walhalla Wonderland Events (total of 6 mini events)
 - Main Street to the Mountains Festival
 - Farmers Market
 - Cruise In
 - Each of these small committees will assist wit:
 - Budgeting for their event
 - Distributing flyers/posters/brochures
 - Communicating with the organization committee to get volunteers for their events
 - Assisting with radio script writing (if needed)
 - Assisting with finding local events to add to seasonal brochures
 - Setting up vinyl banners for events

- The **Design Committee**

- Assist in creating a plaque system for the downtown district garden beds.
 - Assist in communicating with groups/merchants or individuals that would like to maintain a garden bed of their choice.
 - Plaques will be placed in the beds with names of who manages that bed.

- Work with local horticulturalists to create parameters for the groups to follow.
- Will be assessing the downtown district maintenance needs such as:
 - Take note of “wants”
 - Signage
 - Sidewalks
 - Pedestrian Safety
 - Sidewalk Lighting
 - Garden beds in the medians and on sidewalks
 - Communicating with groups that maintain the beds
 - Walk and take note of depot needs
- The **Organization Committee**
 - Assist with obtaining sponsors for other committee needs
 - Assist with managing donations
 - Plan volunteer appreciation gathering
 - Assist in planning City of Walhalla employee luncheon
 - Assist with keeping track of MSW inventory
 - Contact volunteers for other committee needs
- The **Economic Vitality Committee**
 - Assist with obtaining potential grant opportunities
 - Collaborate with Design Committee
 - Assist with contracted planners needs

● **Walhalla United 2023**

- Next gathering set for April 24th 6-8pm at the WPAC
 - Finger food provided by several downtown restaurants
- Round Table Discussions
 - Topics include (but not limited to)
 - Parking/parking signage
 - Salem Media/Group Marketing
 - Brown Square plans

-
- The immediate goal for MSW is to create multiple platforms of open communication for the downtown businesses. The best way for the downtown district of Walhalla to create a unified healthy district is through communication. Some of these platforms include:
 - Walhalla United 2023 Gatherings
 - This allows those who are interested in attending in person brainstorming workshop programs geared towards downtown development opportunities by collaborating with MSW, The City of Walhalla, Visit Oconee, WPAC and Oconee Chamber of Commerce.
 - Emailed monthly Newsletters
 - Marketing Groups like:
 - Salem Media radio stations (that they pay into)
 - ShopSC Online Shopping (Free courtesy of Main Street SC)

- Seasonal Event Brochures (Free to downtown district merchants - looking to get outside sponsors and grant money to fund more projects like this)
- Downtown district trifold map showing shops, restaurants, bars, museums and parking. (Free to downtown district merchants)

May 6

Main Street to the
Mountains Festival
mainstreetwalhalla.com
cityofwalhalla.com

May 6

River Kittens
Tickets available at WPAC & Online
walhallapac.com

May 6

Micro Wrestling Invades Walhalla, SC!
Tickets available online
partnersinwinewalhalla.com

May 9

Camp Jocassee Reunion
Details at visitoconeesc.com

May 13

Crystal Gayle
Tickets available at WPAC & Online
walhallapac.com

May 19

Mother's Finest
Tickets available at WPAC & Online
walhallapac.com

May 20

Crazy for Patsy Cline
Featuring Katie Deal
Tickets available at WPAC & Online
walhallapac.com

May 20

Veterans 5K
cityofwalhalla.com

May 20

Faith's 50th Birthday Celebration
at Partners in Wine
partnersinwinewalhalla.com

May 26

Memorial Day Kick-Off
at Partners in Wine
partnersinwinewalhalla.com

Walhalla Power Tumbling

Open Gym- every Mon. & Fri.
12pm-2pm \$5/hour per guest

PE Class-every Wed.
1-2pm \$10 per guest

Fun Gym- every Fri.
6pm-8:15pm
\$20 per guest/\$15 Siblings
Soda & Pizza included

www.walhallapowertumbling.com



Oconee County
Public Library



For news & updates check
webpages listed below events.
Main Street Walhalla
mainstreetwalhalla@gmail.com

2023 EVENTS

SPRING



Walhalla & Oconee County Events
March - May 2023



Oconee County Public Library
Walhalla
Every Thurs.
Book Sale

March 27; April 3, 10, 17, 24

Oconee County Library in Walhalla
oconeelibrary.org

March 27

Crafternoon: Build Your Dream
House

Oconee County Library in Walhalla
oconeelibrary.org

March 28

Costume Party Storytime
Oconee County Library in Walhalla
oconeelibrary.org

March 28

Max Melt Workshop
Tickets available online
thepharmacistsdaughter.com

March 31

WPAC Golf Tournament
Tickets available at WPAC & Online
walhallapac.com

March 31

Homeschool Hangout
Oconee County Library in Walhalla
oconeelibrary.org

March 31

Adult Easter Egg Hunt
at Partners in Wine
partnersinwinewalhalla.com

March 31

Black Jacket Symphony
Presents *Fleetwood Mac*
Rumours
Tickets available at WPAC & Online
walhallapac.com

April 1

Sporting Clay Event, Seneca
Details at visitoconeesc.com

April 1

Chattooga Belle Farm Wine Run 5K
Details at visitoconeesc.com

April 1, 8

Photography with Pam Barbour
Details at visitoconeesc.com

April 1, 8, 15 & 22-29

Hiking the Gorges
Details at visitoconeesc.com

April 1

Black Jacket Symphony
Presents Fleetwood Mac Rumours
Tickets available at WPAC & Online
walhallapac.com

April 3-7

Spring Break at the Lake
Details at visitoconeesc.com

April 14

The Malpass Brothers
Tickets available at WPAC & Online
walhallapac.com

April 15

Issaqueena's Last Ride
Details at visitoconeesc.com

April 15

Music on Main, Westminster
Details at visitoconeesc.com

April 15

Craft Swap
at Oconee History Museum
oconeehistorymuseum.org

April 15

Lee Greenwood
Tickets available at WPAC & Online
walhallapac.com

April 20

Something in These Hills with
Dr. John Coggeshall Lecture &
Book Signing
at Oconee History Museum
oconeehistorymuseum.org

April 21

Appalachian Roadshow
Tickets available at WPAC & Online
walhallapac.com

April 22

Plant Swap
at Oconee History Museum
oconeehistorymuseum.org

April 22

Love Where you Live Festival
Hosted by Foothills Church
mainstreetwalhalla.com

April 22

5th Annual Wags & Wine Walk
at Partners in Wine
partnersinwinewalhalla.com

April 22

North Mississippi Allstars
Tickets available at WPAC & Online
walhallapac.com

April 22

2nd Annual JeepFest
at Partners in Wine
partnersinwinewalhalla.com

April 29

Killer Beaz, Comedy Show
Tickets available at WPAC & Online
walhallapac.com

**Turn for more
events**



THANK YOU VOLUNTEERS!

You are receiving this email because you have expressed interest in volunteering with Main Street Walhalla events. If you wish to be taken off this email chain please email Catie at mainstreetwalhalla@gmail.com.



Main Street to the Mountains Festival

May 6th 2023

This festival will be highlighting handmade craft vendors, downtown Main Street Merchants, food trucks, "The Race to Valhalla" and horse carriage rides.

Bike Race starts at 9am

Festival 10am-3pm

ALL Volunteers get a FREE Volunteer T-Shirt

Volunteer needs include:

- Bike Race, road intersection traffic control(11am-3pm) (1-2hr shifts) (2 locations) (total of 4 volunteers)
- Festival vendor morning traffic control (8-10 volunteers) (7:15am-10am)
- Festival vendor break down traffic control (6 volunteers) (2:30-4pm)

-Festival Crowd Volunteer, Volunteers walking around the festival helping the public with questions, crowd counting and passing out info pamphlets.

There will not be a Main Street Booth for retail sales



Farmers Market

Every Saturday

May 13th - Aug. 26th

8am -11am

Location: Walhalla Performing Arts Center parking lot

ALL Volunteers get a FREE Volunteer T-Shirt

Volunteer Needs:

-At 6+ volunteers to rotate Saturdays during the season to assist with set up at 7:45am and breakdown at 11am.



Cruise In

4th Saturday of each month

April 22nd - Oct. 28th

4pm - 8pm

Location: Brown Square (Green Space on the corner of College St. & Main St.)

ALL Volunteers get a FREE Volunteer T-Shirt

Volunteer Needs:

-4+ volunteers to rotate through the season to assist with set up at 3:45pm.

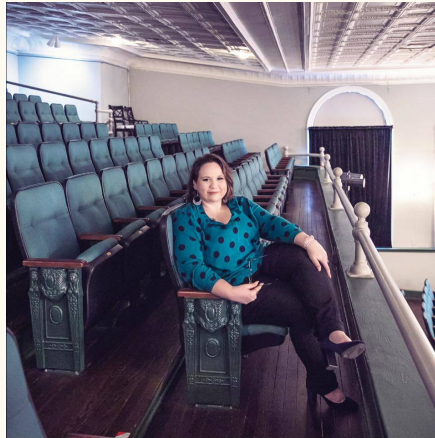


Events through 2023 Include:

July 1-3 Independence Fest
Sept. 23rd Hispanic Heritage Festival
Oct. 14th Merchants Market
Oct. 28th Walhalloween

Walhalla Wonderland Events

Nov. 11 Open House (Small Business Sat.)
Dec. 2nd Parade & Tree Lighting
Dec. 3rd Tour of Homes
Dec. 8th Santa Stroll
Dec. 9th Tour of Church's



Thank you to everyone who has volunteered in the past and for those of you who have yet to volunteer. I look forward to working with each of you!

Catie Fisher

Main Street Walhalla, Director
mainstreetwalhalla@gmail.com
cfisher@cityofwalhalla.com
Office: 864.977.0222
W. Cell: 864.710.2025

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Hello, Friends!

MAIN STREET

NEWSLETTER

<https://www.mainstreetwalhalla.com/>

Coming Up!

1

Isaqueena
Last Ride

2

Main Street
to the
Mountains

3

Race to
Valhalla



THROUGH THE LOOKING GLASS

BUSINESS FEATURE

Upon walking through the doors of Through the Looking Glass Salon and Spa, one feels as if they are entering an incredibly chic drawing room. The building, originally built in 1898, is as charming as Mandi Ross. Ross opened Through the Looking Glass February 14 2023. Ross first moved to Walhalla in 2017 and saw the potential to open her own salon.



Ross credits her great aunt, who also had a salon, as inspiration. "Any time I was out of school I wanted to be in the salon," says Ross. The salon space is her happy place and Ross aims for happiness in all aspects of the customer experience: "Salons can feel intimidating-I want everyone to feel comfortable at Through the Looking Glass." Opening a new business is an exciting challenge. "Knowing you are going to work for yourself is really rewarding," says Ross. Ross is so excited to offer salon and spa services to the Walhalla area. Through the Looking Glass currently offers hair and nail services and hopes to expand into more services. If interested in their services or employment opportunities as a licensed cosmetologist or spa professional check out the Through the Looking Glass Facebook page.

<https://www.mainstreetwalhalla.com>

EVENTS AND UPDATES



WALHALLA PERFORMING ARTS CENTER

April 1 The Black Jacket Symphony-Fleetwood Mac-Rumours

April 14 The Malpass Brothers-Classic Country

April 15 Lee Greenwood-The American Spirit Tour-Once And For All

April 21 Appalachian Road Show - Traditional Americana, Bluegrass & Folk

April 22 North Mississippi Allstars - American Blues & Southern Rock Band

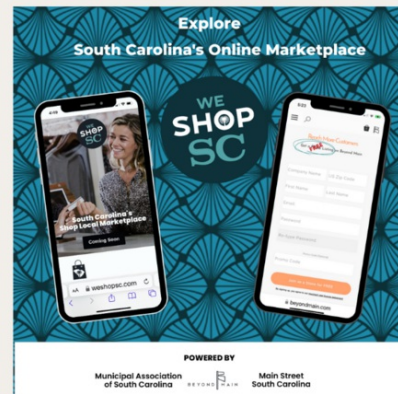
April 28 The Isaacs - A Family Bluegrass & Southern Gospel Music Group

April 29 Killer Beaz - Comedy Show



WE SHOP SC-FREE ONLINE BUSINESS OPPOTUNITY

WeShopSC will provide tools and resources to help South Carolina's communities and small businesses market and navigate e-commerce. WeShopSC offers online business profile, marketing support, and e-commerce services. If you are a business looking to expand and grow, take advantage of this FREE online opportunity.



ISSAQUEENA LAST RIDE: REGISTRATION



Accept the Challenge

Scan the QR for
access to the
Issaqueena Last
Ride
Registration!

Issaqueena Last Ride: Accept the Challenge

Issaqueena's Last Ride is a charity ride on April 15th! Set in Walhalla, SC, this mountain ride takes you through the Blue Ridge Mountains and Foothills of South Carolina. Last Ride has a 30-52 mile ride, with three more extended, more challenging rides throughout areas like Lake Jocassee! This QR code will give you the link to sign up & more information regarding the event!



RACE TO VALHALLA 2023: REGISTRATION

Scan this
code to
register for
the race!



Race to Valhalla: the true test of fitness
Race to Valhalla is a combination of a
gravel bike race and an art festival. There
will be free food and beer!

There are two courses:

Long Course: **72 miles**

Shore Course: **48 miles**

click the link to learn more, and scan the QR code to
register!



<https://southeastgravel.com/pages/race-to-valhalla-registration>

SCAN QR CODE

scan this code and fill out this form if
you have an event, announcement,
story, ect that you would like to have
covered on the next newsletter!



<https://www.mainstreetwalhalla.com>



EXPLORE THE OLD SCHOOL

On Saturday, March 11, Caroline Harris and her husband Mclean Harris held a free pre-construction tour at the old school at 201 N College Street. The building has previously been used as a high school, middle school and conservatory for the arts. Those who had previously attended the schools the building hosted were asked to bring any memories from their time as a student, and a box was provided for photos or any other memorabilia that was brought. The intended future plans for the building are to construct it into Hotel Alum.

Those who attended ranged from local business owners, previous students of either the middle or high school, and general members of the Walhalla community. Attendees were greeted at the door with coffee from Chatuga Ridge Coffeehouse and doughnuts from ShugaBear's Treats. A brief presentation was given at the start of the event, then the attendees were separated into two groups for the walking tour. With flashlights in hand, members of the two groups followed either Caroline or Mclean in walking around the building and were free to ask questions and listen to information about the future Hotel Alum. Members were free to explore the building during the tour, including the upstairs area. While conducting the tour, Mclean Harris went over the proposed blueprints that they currently have for the hotel.

In the hotel, guests will have the option between rooms with a king bed or a queen bed with separate bunk beds, with 33 total rooms available. In the downstairs area, guests will be able to enjoy a restaurant, which at this time is anticipated to be SoCo Chophouse. Along with the restaurant, there will be a bar and lounge area with interior and exterior seating. At the end of March, Caroline and Mclean will be proposing their plans to the historic committee. If everything goes as planned and their plans are approved, the Harris family hope to have the hotel up and running in August of 2024.



<https://www.mainstreetwalhalla.com>



MAY 6, 2023
10AM - 3PM

Main Street to the Mountains Festival

REGISTER

Scan QR code for applications or
contact Main Street Walhalla below



Craft & Food Vendor



The Race to Valhalla



864-977-0222
mainstreetwalhalla@gmail.com

www.mainstreetwalhalla.com
www.cityofwalhalla.com

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CITY OF WALHALLA

Community Development

206 N Church St. • P.O. Box 1099 • Walhalla, SC 29691 • (864)-723-4141 • Fax (864) 638-4357 • www.CityofWalhalla.com

March 2023 Monthly Report

1. Public hearings held before Planning Commission to hear Amendment to Animal Ordinance (backyard chickens), Ordinance to establish Short-term Rental regulations, Ordinance to establish Historic Preservation regulations and Ordinance to annex abutting ROW from SCDOT; First reading of the same was heard by Council on March 21st
2. Preparing vacant building registration forms, press releases, procedures, etc. for roll-out by April 3rd, with adoption of Ordinance 2023-01
3. Developed Use of Space permit application and press release with adoption of Resolution 2023-08
4. Received a request to appeal non-conforming use status; public hearing set for April 6th before the Board of Zoning Appeals (BZA)
5. Received a request to rezone +/-2.19 acres at the corner of Frank Martin and Poplar from R-25 to MFR; public hearing set for April 10th before the Planning Commission
6. Developed and distributed the updated New Business Resource Guide and checklist
7. Developed and distributed the new “Uniquely Walhalla” economic development grant and additional publications for all 3 economic development and community vibrancy opportunities (Economic Development incentives, Façade grant, new Uniquely Walhalla grant)
8. Worked with potential new businesses (5 on Main St & 1 food trailer)
9. Four code violations reached satisfactory resolutions
10. Attended the Western Upstate Association of Realtors meeting to hear Dr. Joseph Von Nessen’s presentation on his analysis of economic and fiscal impact of short-term rentals
11. Attended the of Oconee County Emergency Services Hazard Mitigation Public Forum Meeting to consider local issues prior to the drafting of the new Hazard Mitigation Plan
12. Working with Main Street Walhalla on various topics, such as wayfinding signs for Main St.
13. Spoke before the Walhalla Rotary on Community Development and opportunities to engage
14. Created new webpages for the Comprehensive Plan 2045 and Economic Development & Community Vibrancy Grants
15. Permit administration (see totals below)
16. Fielded additional calls/emails/walk-ins regarding new grant, signs allowed, new business process, subdivisions, set-backs, land use allowances, stormwater management and runoff issues, parking downtown, food trucks, code violations, animals permitted, short-term rentals, business licenses, HTAX and ATAX, Downtown Design Guidelines, mobile homes and mobile home parks, variances, proposed Booker Dr rezoning, CPAT, easements.
17. General office management; website updates



CITY OF WALHALLA

Community Development

206 N Church St. • P.O. Box 1099 • Walhalla, SC 29691 • (864)-723-4141 • Fax (864) 638-4357 • www.CityofWalhalla.com

Applications/Violations Processed, March 2023

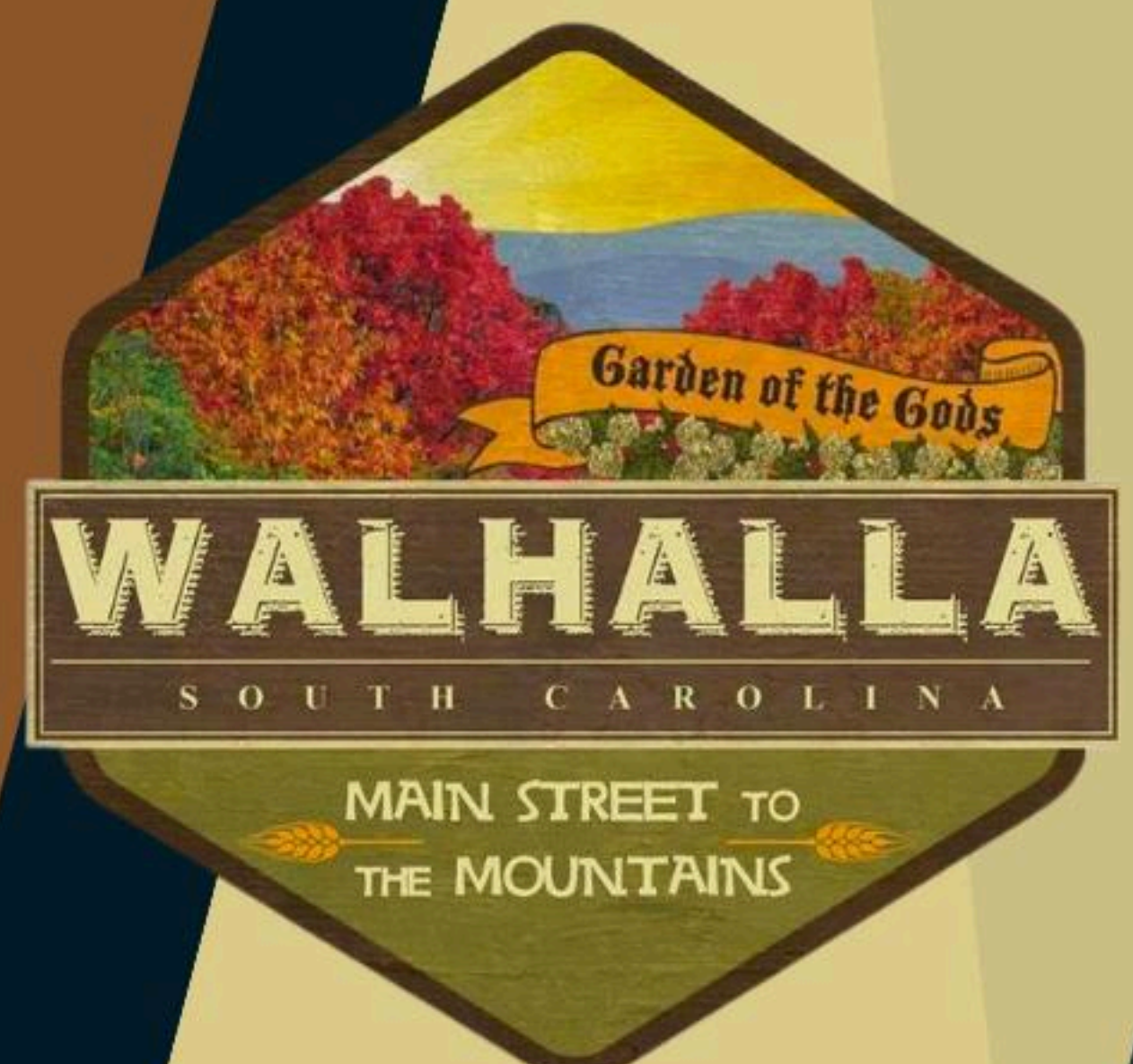
Request	Monthly Totals
Zoning Permits	10
Violations (IPMC, Sign, Zoning, etc.)	4
Variances	0
Subdivision Permits (Preliminary/Final)	2
Special Exceptions	0
Sign Permits	0
Rezoning Requests	1
Food Truck Permits	1
Fence Permits	0
Demolition Permits	0
Appeals	1



ECONOMIC DEVELOPMENT GRANT OPPORTUNITY

CITY OF
WALHALLA

Downtown Development Corp





CITY OF WALHALLA

Economic Development and Community Vibrancy Initiative:

Uniquely Walhalla Grant Program

Walhalla is a growing community, which blends historical heritage, business growth, a hub for government functions and recreation opportunities for an experience to make living and working here - *Uniquely Walhalla*.

The City of Walhalla encourages business investment as part of a shared vision for future growth and a merger of planning, implementation, and economic development. The City works to create a sustainable local economy that encourages economic vitality, promotes fiscal integrity, and increases the local standard of living while preserving and enhancing the quality of life of the City of Walhalla.

The Economic Development and Vibrancy Initiative is focused on enhancing the vitality of the community by capitalizing on growth throughout the City and creating a vibrant environment for residents and visitors to enjoy. Additionally, the City seeks to:

- Build professional relationships with businesses in the community to ensure business and job retention;
- Attract high quality jobs and businesses to the City of Walhalla;
- Attract new residential development and residents into the City of Walhalla;
- Create awareness about the Walhalla community to attract visitors and investors.

The City of Walhalla, through its Downtown Development Corporation (DDC), has established the Uniquely Walhalla Grant Program through the Economic Development and Community Vibrancy Initiative. The purpose of the grant program is to identify and provide funding support for projects that promote economic development and community vibrancy in the City of Walhalla. The initiative will award up to four matching grants, each up to \$15,000, to business owners, developers, commercial property owners or business start-ups who are committed to starting or expanding developments (both commercial and residential) designed to increase local economic development and community vitality.

Other Economic Development and Community Vibrancy Initiative Programs include the Economic Development Incentive Program, established in 2017 and the Community Development Grant, more commonly called the Façade Grant.

Uniquely Walhalla Grant Eligibility and Project Criteria:

1. Projects must be located in and do their work within the City limits of Walhalla.
2. Successful proposals for projects funded by the Uniquely Walhalla Grants should be able to clearly demonstrate how the implementation of the project will benefit the local economy and provide vibrancy to the local community, establishing goals with quantitative benchmarks.
3. Proposals may include building renovations, infrastructure installment, redevelopment or in-fill projects, new and diverse housing opportunities and other innovative economic development activities.
4. Projects will be eligible to receive funding only once.
5. All projects should be implemented within 12 months of receiving grant funding, with the option to extend the implementation window to 18 months, if deemed necessary by the DDC.
6. Grant funding requires a 50% match. Projects should be a minimum of \$20,000 (grant match of \$10,000). Maximum grant funding is \$15,000.
7. Commercial projects should have a business in operation within 24 months of receiving grant funding. If not, the DDC reserves the right to require reimbursement of the grant, up to the full award amount.
8. Residential projects should offer diverse opportunities, including mixed income and/or a variety of housing types.
9. Mixed use projects should offer both residential and commercial opportunities and must be located within the Downtown Business District Overlay.

The selection process will be a competitive process with the DDC selecting a minimum of two commercial recipients and one residential recipient based on a set of criteria established by the DDC and City of Walhalla.

Among the elements, the DDC will consider:

1. Economic Impact: How will the proposed project positively impact the City's tax base? What is the expected return on investment? Will the proposed project provide additional jobs or housing? Will the business be subject to Hospitality or Accommodations Tax?
2. Need: Will the project address a community need or issue? How will the need be filled by this project?
3. Ability to implement: How feasible is the project? Does the applicant have the capacity (time, funding, people) to implement the project? Does the applicant have a track record of successful projects? How does the applicant plan to implement the project?
4. Sustainability: Will the project be a long-term investment? What is the strategy to keep the project operational or in use? If the project will include continual maintenance, what is the plan to ensure it is maintained? Will future funding be required?
5. Funding: The grant is a 50% matching grant, minimum \$10,000 to a maximum of \$15,000. Does the applicant have the availability to match the other 50% or more of the total project's cost?
6. Efficiency: Will the project be implemented within 12 months?
7. Community Impact: How will the proposed project positively impact the local community? Will it be a place the community can visit and interact with (restaurant, store)? Will the project include details to ensure the finished project is attractive and increase the sense of place in Walhalla? Will the project be accessible to the public or draw in both residents and visitors? How will the project enhance the quality of life in Walhalla?

Application Packet:

Please submit the completed Uniquely Walhalla Grant application with the following documents:

1. Project budget, including any other funding sources
2. Brief bio of the person(s) overseeing the project
3. Project timeline with major task implementation highlighted
4. Optional: Letter of support from other agencies or partners that demonstrate the project's fulfillment of a community need
5. Any other supporting documentation that may be of interest to the DDC in the consideration of the grant request

Only completed application packets will be considered. Completed applications must be submitted to the City of Walhalla by June 5, 2023 at 5:00 PM. Qualifying projects will be advertised as finalists, during the deliberation time period. Finalists may be asked to appear before the DDC to give a brief presentation of their project. Recipients will be announced during a public celebration event in August.

Grant awards will not be distributed to recipients until after the applicant has met with the Community Development Team and obtained an approved zoning permit.

Grant funding may not be used for required permits or licenses.



CITY OF WALHALLA

Economic Development and Community Vibrancy Initiative

Uniquely Walhalla Grant Application

The deadline to submit the 2023 grant application is June 5, 2023. Please submit the application packet to grants@cityofwalhalla.com or in person at City Hall, 206 North Church Street, Walhalla.

Applicant's Information

Name: _____

Address: _____

Email: _____

Phone Number: _____

Best Way to Contact: ☐ Email ☐ Phone ☐ Text ☐ Mail

Project Information

Name of Project: _____

Type of Project: ☐ Commercial ☐ Residential ☐ Mixed Use

Proposed Location: _____

TMS: _____ Zoning: _____

Location is: ☐ Owned ☐ Rented ☐ No location is set

Supporting Documents Required:

Please ensure the following documents are included with your application at submittal:

1. Project budget, including any other funding sources
2. Brief bio of the person(s) overseeing the project
3. Project timeline with major task implementation highlighted
4. Optional: Letter of support from other agencies or partners that demonstrate the project's fulfillment of a community need
5. Any other supporting documentation that may be of interest to the DDC in the consideration of the grant request

Project Description: *(Attach a separate sheet for additional description information.)*

Eligibility of Project:

Please describe how your proposed project addresses the DDC's criteria elements, positively impacting the City of Walhalla. *(Attach a separate sheet for additional eligibility information.)*

Additional Information: *(If the proposed project is mixed use, please answer both sections.)*

If the proposed project is commercial, please answer the following.

Is the business minority or woman-owned? ☐ Yes ☐ No

The proposed project is or will be subject to: ☐ HTAX ☐ ATAX ☐ Neither

Is the proposed project an expansion of an existing business? ☐ Yes ☐ No

What is the expected number of jobs created? _____

If the proposed project is residential, please answer the following.

Will the residential development reserve a minimum of 25% of the total development for affordable housing? ☐ Yes ☐ No

Will the residential development reserve a minimum of 25% of the total acreage for green space and/or community area? ☐ Yes ☐ No

The proposed development will offer:

☐ Single-Family ☐ Multi-Family ☐ Combination (Planned Development)

The proposed development will require an extension of: ☐ Water Line ☐ Sewer Line

Mr. Danny Woodward, Mayor Pro Tem
Ms. Sarai Melendez, Councilwoman
Mr. Keith Pace, Councilman
Mr. Tyler Jordan, Councilman

Mr. Danny Edwards, Mayor

Mr. Grant Keehn, Councilman
Mr. David Underwood, Councilman
Mr. Michael Kozlarek, City Attorney
Mr. Timothy B. Burton, City Administrator

City Administrators Report

March 2023

Administration

Parking lot at the Brown Green is now striped to help with parking and let people know that you can park there.

Fire lanes are designated on N Church at the WPAC and Gym. This has already helped with parking.

Working on RFP for banking services

Interviewing companies for billing, accounting, payroll, and citizen pay software.

Submitted grant to SC Arts Commission for Hispanic Heritage Festival.

Administrators office has moved to the very back of city hall. The old office will be used for Community Development and meeting space.

Budget

Finance Committee Met on March 30 to recommend HTAX grants.

Met with all department heads and finishing general fund budget.

April 8- General Fund budget workshop. 9am City Hall

April 18- Finance Committee meeting 5pm.

Updated budget schedule is attached.

Finance/Procurement/City Clerk

Budget reports have been sent out. Fund balance sheet is attached.

Spending is now cut off for the FY except for emergencies.

Still waiting on audit. Delivery should be this week.

Projects

CITY OF WALHALLA

"MAIN STREET to the MOUNTAINS"

Mr. Danny Woodward, Mayor Pro Tem
Ms. Sarai Melendez, Councilwoman
Mr. Keith Pace, Councilman
Mr. Tyler Jordan, Councilman

Mr. Danny Edwards, Mayor

Mr. Grant Keehn, Councilman
Mr. David Underwood, Councilman
Mr. Michael Kozlarek, City Attorney
Mr. Timothy B. Burton, City Administrator

Stumphouse- Contractor is onsite, See attached report.

Walhalla Wanderweg Greenway- contract is approved. Can sign the notice of award this week.

Chicopee- issued final concrete payment.

Waterline Improvement- 30% drawings were reviewed last week. Project is moving along.

Depot Decking- deck finished, working on steps.

Electric Charging Stations- They are operational. Will announce it sometime this week.

Ross Mountain Parking- ITB is on the street 4/30 due date.

S. Catherine – We have a bid, looking for money to do it. Will have contract action at council meeting. Estimated price \$6273.00















C Funds- Hope to get a contract package advertised this month.

Sewer

Flat Rock pump station is shovel ready. OJRSA is waiting on funding from the SCIIP grant. OJRSA is working to develop a RFQ for professional services to study the organization. This project is funded by the RIA.

Attached are items regarding FOIA and committee meetings.

City of Walhalla
FY 2024 Budget
Planning Process

ID	 Task Mode	Task Name	Duration	Start	Finish	Predecessors																												
1		Issue Guidance Docs	1 day	Tue 12/20/22	Tue 12/20/22																													
2		Dept Head Data Gath	45 days	Wed 12/21/22	Tue 2/21/23	1																												
3		Budget Workshop	1 day	Sat 1/21/23	Sat 1/21/23																													
4		Meet with Dept Head	10 days	Mon 2/27/23	Fri 3/10/23	2																												
5		Compile Prelim Budget	20 days	Mon 3/13/23	Fri 4/7/23	4																												
6		Utility Fund Workshop	1 day	Sat 3/25/23	Sat 3/25/23																													
7		Finance Cmte HTAX workshop	1 day	Thu 3/30/23	Thu 3/30/23																													
8		Budget Workshop	1 day	Sat 4/8/23	Sat 4/8/23	5																												
9		Continue Budget Compilation	6 days	Mon 4/10/23	Mon 4/17/23	8																												
10		Budget Presentation	1 day	Tue 4/18/23	Tue 4/18/23	9																												
11		First Reading	1 day	Tue 4/18/23	Tue 4/18/23																													
12		Budget Adjustments	19 days	Wed 4/19/23	Mon 5/15/23	10																												
13		Second Reading & Adoption	1 day	Tue 5/16/23	Tue 5/16/23																													

ACCOUNT and FUND BALANCES AS OF 4/3/2023

First Citizens Bank:	Cash Balance
Main Operating #5001	\$ 679,052.01
Credit/Debit Card #5401	\$ 3,692,105.43
Westminster Line #4561	\$ 598,103.15
Hospitality #7601	\$ 633,218.10
Greenway #9425	\$ 579,262.57
ARP #9053	\$ 775,315.25
Stumphouse #9046	\$ 342.63
CD West View Cemetary #1586	\$ 3,993.27
CD #9586	\$ 13,336.14
CD #1386	\$ 17,299.59
CD #0986	\$ 8,984.44
Oconee Federal Savings & Loan:	
Savings (UDAG) #0620	\$ 257,597.74
CD #2910	\$ 33,321.02
Local Gov't Investment Pool:	
Acct #1874	\$ 160,495.06
Acct #1109 (UDAG)	\$ 1,431,991.88
Total Cash	\$ 8,884,418.28
Assigned/Restricted Funds (Table 1)	\$ 6,057,114.46
Operating Contingency (180 days cash)	\$ 1,800,000.00
Total Unassigned Balance	\$ 1,027,303.82

Table 1. Assigned/Restricted Funds

General Fund Reserve	\$ 100,000.00	fuel contingency
Capitol Improvement Fund	\$ 262,091.52	
Stumphouse Park Fund	\$ 821,333.75	
Cemetary Fund	\$ 3,393.27	
ARP Fund	\$ 775,315.25	
Hospitality Fund	\$ 633,218.10	
Greenway Fund	\$ 579,262.57	
Water Sewer	XXXXXXXXXXXXXXXXXXXX	
a) Depreciation	\$ 637,500.00	
b) Contingency	\$ 1,045,000.00	
c) O&M	\$ -	annual budget
d) Revenue	\$ -	Credit debit acct
e) Debt Service	\$ 1,200,000.00	insurance policy
f) Sewer I&I	\$ -	
TOTAL	\$ 6,057,114.46	

PREPARED BY JOSEPH
LITAKER 3/31/23



**2023
REPORT**



MARCH REPORT

PROGRESS UPDATE OF THE STUMPHOUSE MOUNTAIN
BIKE PARK PHASE 3 PRJOECT FOR THE CITY OF
WALHALLA

PROJECT STATUS

ADVANCE JUMP LINE MAINTENANCE

March has had its fair share of weather delays, 7 days in total. Despite delays we are getting a lot done! The trails are coming together well and are super fun to ride!

Our main crew has pushed another 4,869 feet on Trail number 7. We had the opportunity to add some modest features including an awesome rock roll!

Our second crew, Britt and Bill the local trail builders, have completed another 2680' of trail #12. They have pushed through the north facing slope through thick laurel and rhododendron and are now on the south facing slope where we are getting our first views back down toward s Walhalla! The Trail rides true to the backcountry nature we set out to achieve

Our third crew, Dialed Dlr Local trail build crew, completed the reconditioning of the advance jump line. they did an awesome job of reestablishing drains, fixing high sedimentation areas, opening up sight lines and clearing fall zone hazards. I might add they are the crew that originally built this trail and they were excited to get the chance to come back and fix some of the issues we pointed out. Now they are starting work on the Dual Slalom Trail!



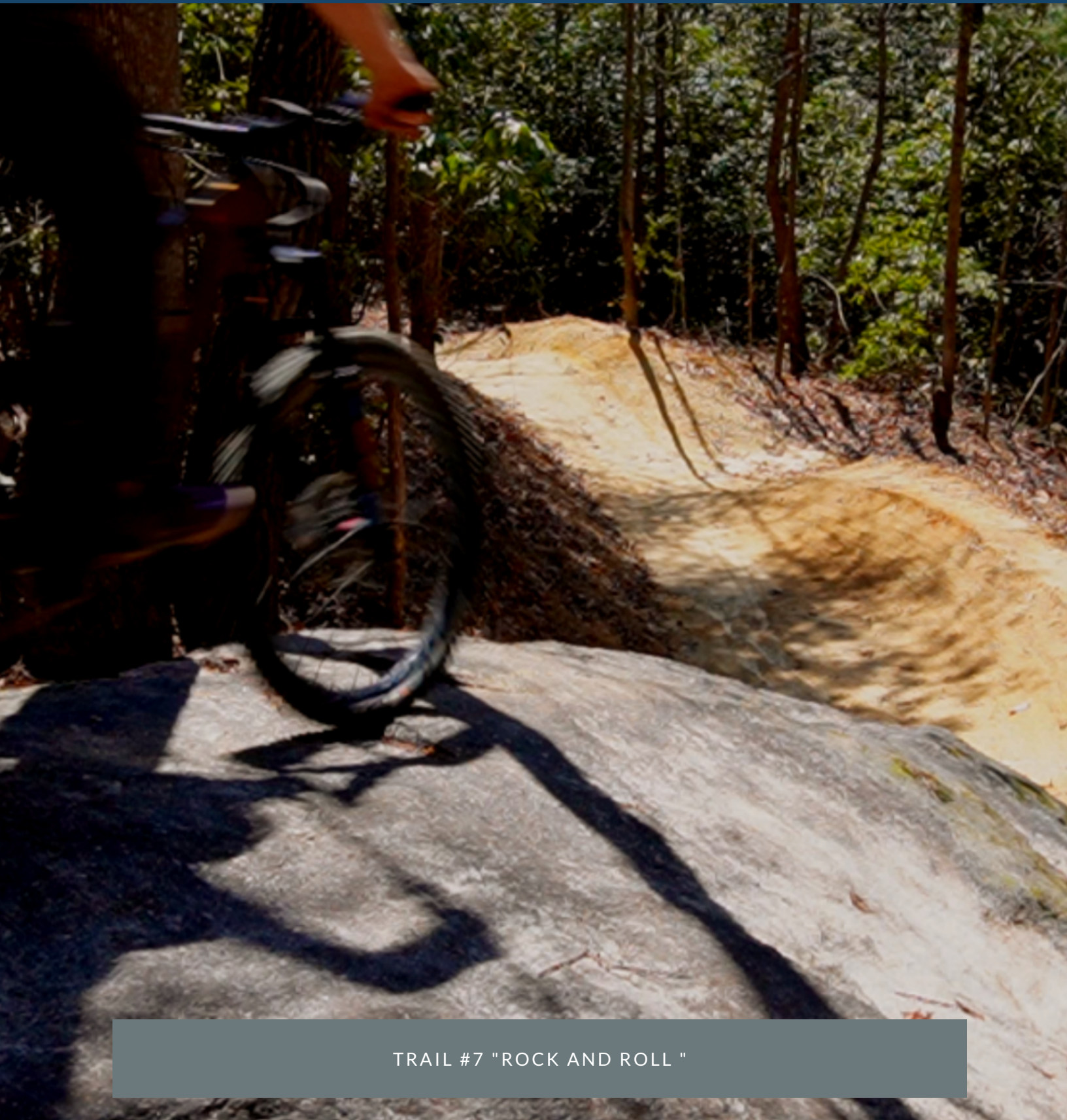
TRAIL #12 "CRUX MOVE"



TRAIL #12 "AMONG GIANTS"



TRAIL #7 "TEAM WORK MAKES DREAM WORK"



TRAIL #7 "ROCK AND ROLL "

BY THE NUMBERS

Gravity Park Scheduled to Start in July and will take 2 months to complete

With a total of 9.23 Miles of new single track to be completed we are just over the 25% mark. Trail construction has been a 8 week effort for crew 1 and 7 week effort for crew 2. So average of 3.125% complete per week of work for a result of 32 weeks total. So 24 weeks from completion of single track. Giving us a completion date of End of August for single track.

We project 2 months on the gravity park. The Dual Slalom and Pumptrack are underway now. Our 1st crew will separate into two crews at the end of June. We are projecteting total project competition by Mid -Late September.

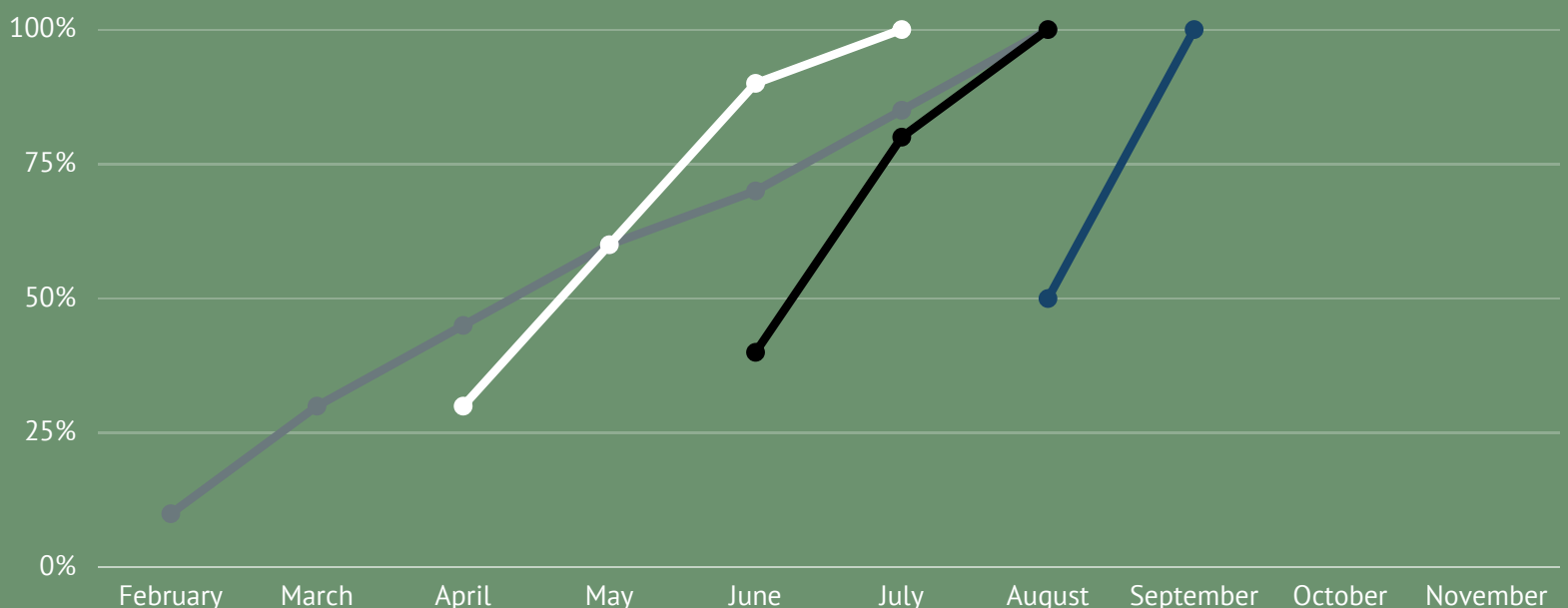
We are putting together some hub/junction designs, signage plan and maintenance plan that will come in the form of a change order request.

25%

Of Total Single Track complete

PROJECTED COMPLETION

■ Single Track ■ PT/DS ■ GP ■ PL/Close/INW



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

ORDINANCE 2020-17

**AN ORDINANCE PROVIDING FOR COUNCIL RULES OF ORDER
PROCEURE AT MEETINGS, AND PROCEDURES FOR THE ENACTMENT OF
ORDINACES AND RESOLUTIONS**

WHEREAS, Section 5-7-250 of the South Carolina Code requires that the Council, after public notice shall meet regularly at least once a month in every month at such times and places as the Council may prescribe by rule. Special meetings may be held on the call of the Mayor or of a majority of the members; and

WHEREAS, Section 5-7-250 of the South Carolina Code requires that the Council shall determine its own rules and order of business and shall provide for the keeping of minutes of its proceedings which shall be a public record; and

WHEREAS, Section 5-7-250 of the South Carolina Code requires that procedures for meetings of a municipal governing body shall not conflict with the provisions of the general law of the state with regard to freedom of information; and

WHEREAS, Section 5-7-250 of the South Carolina Code requires to meet public emergencies affecting life, health, safety or the property of the people, Council may adopt emergency ordinances; but such ordinances shall not levy taxes, grant, renew or extend a franchise or impose or change a service rate. Every emergency ordinance shall be enacted by the affirmative vote of at least two-thirds of the members of Council present. An emergency ordinance is effective immediately upon enactment without regard to any reading, public hearing, publication requirements, or public notice requirements. Emergency ordinances shall expire automatically as of the sixty-first day following the date of enactment; and

WHEREAS, Section 5-7-260 of the South Carolina Code requires acts of municipal council which are required to be done by ordinance as stated in items 1-7 of the Code; and

NOW, THEREFORE, BE IT ORDAINED, by the City of Walhalla, that:

Section 1. Meetings of Council.

- A) Regular meetings of Council shall be held on the third Tuesday in each month unless changed by a majority vote of members present at any regular or special meeting.
- B) Special meetings of Council may be held on the call of the Mayor or of a Majority of the Council members. Notice of a special meeting shall be given to all available members and the news media by City Clerk or City Administrator.
- C) All regular and special meetings of Council, shall be open to the public.

Section 2. Quorum and Rules of Order

A majority of the Council persons serving shall constitute a quorum for the conduct of business at any meeting. The Mayor or Mayor Pro Tempore shall preside, except that in the absence of both, the members present shall elect a presiding member.

Section 3. Voting Requirements

- A) All actions of Council shall be by majority vote of members present at a public meeting.
- B) Every member of Council present shall vote on every question except when required to refrain from voting by State law.
- C) The vote on any question may be by voice vote. The Mayor, Mayor Pro Tempore or Any member of Council may request a roll call vote and shall be recorded in the Council minutes.

Section 4. Minutes of Meeting

The City Clerk or City Administrator shall keep the minutes of all public meetings of Council which shall be a matter of permanent public record. A truthful and trustworthy account of the meeting transactions is essential to the completeness of the official record. At each Council meeting the minutes of the previous meeting shall be presented for approval. Minutes shall not be considered the official record of a meeting until approved by Council. Any member of Council desiring to express a position on a matter voted upon by Council in the minutes may do so by presenting the position in writing to Council no later than the next regular meeting.

Section 5. Appearance of Citizens

Any citizen of the City shall be entitled to an appearance before Council. The Citizen must contact the City Clerk or City Administrator prior to Noon preceding either a committee, regular or special Council meeting to be placed on the Agenda.

All persons addressing the Council will be limited to five minutes for their request. The time limitation may be waived provided two-thirds of the Mayor and Council shall agree by vote of Council.

Section 6. Notice of the Agenda

The primary objective of preparing an agenda, besides legal reasons, is to provide a guide to all interested parties of the business proposed to be acted on at a given time, date and place. Matters to be considered by Council at a regular meeting shall be placed on the public written agenda prepared by the Chief Administrative officer and posted by noon on Thursday preceding the meeting. An agenda for regularly scheduled meeting must be posted on a bulletin board in a publicly accessible place at the office or meeting place of the public body and on the municipal website at least 24 hours prior to such meeting. The

Agenda at the request of a member of Council may be amended by 2/3 vote of Council prior to approval of the minutes.

Section 7. City Attorney to Attend

The City Attorney shall attend meetings of Council upon request of Council. Upon Council approval the City Attorney shall act as parliamentarian, propose ordinances and resolutions. The City Attorney shall if called upon by Council to review all ordinances, resolutions, documents present to Council and give opinions upon questions of procedure, form and law to any member of Council.

Section 8. City Administrator to Attend

The City Administrator, City Clerk or designee shall attend meetings of Council.

Section 9. Conferences

- A) City Council may have conference meetings as permitted by the South Carolina Freedom of Information Act and the City Code at such times and in such places as may be deemed necessary and in the public interest by the Mayor or any member of Council.
- B) No formal vote shall be taken upon any matter under discussion at any such conference, but informal polling of Council may be made if desired by any member of Council.
- C) The City Clerk or Administrator must give notice to the news media that a conference meeting will be held pursuant to law stating the specific matters to be discussed.
- D) No vote of Council shall be necessary to call a conference meeting.

Section 10. Special Committees

Council may appoint a special committee to assist in or hold a public hearing for Council at any time upon any matter pending before it. Minutes or reports of hearings held by special committees shall be filed with the City Administration as public records:

Section 11 Ordinance Required

Council shall act by ordinances in accordance with Section 5-7-260 of the South Carolina Code of Laws. Acts of municipal Council which are required to be done by ordinance.

- 1) Adopt or amend an administrative code or establish, alter or abolish any municipal department, office or agency.
- 2) Provide for a fine or other penalty or establish a rule or regulation in which a fine or other penalty is imposed for violation.
- 3) Adopt budgets, levy taxes, except as otherwise provided with respect to the property tax levied by adoption of a budget, pursuant to public notice;
- 4) Grant, renew or extend franchises
- 5) Authorize the borrowing of money

- 6) Sell or lease or contract to sell or lease any lands of the municipality and
- 7) Amend or repeal any ordinance described in items 1-6 above.

Section 12 Form of Ordinance

In accordance with the South Carolina Code of Law Section 5-7-270. Every proposed ordinance shall be introduced in writing and in the form required for final adoption. Each municipality shall by ordinance establish its own rules and procedures as to adoption of ordinances. No ordinance shall have the force of law until it shall been read two times on two separate days with at least six days between each reading.

Every proposed ordinance shall be introduced in writing and in the form required for final adoption which shall include:

- 1) A title briefly describing the content;
- 2) Findings, reasons or basis for the ordinance, if desired and appropriate;
- 3) An enacting clause
- 4) Citation of any ordinance repealed
- 5) The provisions of the ordinance including section numbers if the ordinance is to be codified or amends an existing codified ordinance;
- 6) The effective date of the ordinance;
- 7) The name of the person requesting introduction of the ordinance;
- 8) Space for the signatures of the Mayor or presiding member of Council and the City Clerk or City Administrator attesting notice, if required, and adoption.

Written resolutions shall be in such similar form as deemed appropriate.

Section 13 Introduction of Ordinances

An ordinance may be proposed by any member of Council. A proposed ordinance may be referred to the City Attorney at the request of Council for approval as to form. The City attorney, if requested by Council, shall render assistance in the preparation of notices and ordinances. An ordinance shall be deemed introduced when it appears on an agenda for a public meeting of Council and its title is read.

Section 14 Enactment of Ordinances

- A) An ordinance to levy a tax, adopt a budget, appropriate funds, grant a franchise, license or right to use or occupy public street or public property for commercial purposes shall be complete in form in which is passed.
- B) No ordinance shall be adopted until it shall have been read two times on two separate days with at least six days between each reading and the public to have the opportunity to comment. An ordinance to levy a tax, to adopt or amend a budget, and grant a franchise must be presented at a Council committee meeting.
- C) Emergency ordinance may be adopted on one reading without notice or hearing by affirmative vote of two-thirds of members present. An emergency ordinance

may not levy taxes, relate to a franchise or service rate and shall expire automatically on the sixty-first day following enactment.

- D) The introduction and reading of any ordinance shall be by the reading of the title only unless full reading is requested by a member of Council.
- E) Upon final adoption by vote of Council, an ordinance shall be signed by the Mayor or presiding member and attested by the City Clerk or City Administrator, who shall file the original in the Council minutes.

Section 15 Codification of Ordinances

All ordinances relating to administration, health, safety, vehicles, streets (except franchises and encroachments), solicitations, pollution, municipal court, descriptions of areas annexed to the City, and any other ordinances or portions of ordinances so required by Council shall be codified and updated annually in a loose-leaf Code of Ordinances and by electronic versions to be displayed on the City's website. Standard codes, technical regulations and zoning ordinances may be cited in the code by reference and copies shall be made available for distribution or purchase at a reasonable price.

Section 16 Introduction of Resolutions

A voice motion of a member of Council shall be considered to be the introduction of an oral resolution which shall require no written record other than a notation in the Council minutes. A resolution proposed in writing shall be introduced in the same manner as an ordinance.

Section 17 Adoption of Resolution

Written and oral resolutions may be adopted on one reading unless a public hearing is set by a majority of the members of Council present.


Section 18 Repealer

All Ordinances and parts of Ordinances that are in conflict with this Ordinance are hereby repealed.

Section 19 Severability

If any provision of this ordinance or the application hereof to any person or circumstance is held invalid, or in any exception to or limitation upon any provision contained herein be held to be unconstitutional, invalid or ineffective, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect, and to this end, the provisions of this ordinance are declared to be severable.

Done and Ratified this 17th day of November, 2020.



Danny Edwards, Mayor

ATTEST:



Brent Taylor, City Administrator

Introduced By: Mr. Josh Roberts

First Reading: October 20, 2020

Second Reading and adoption: November 17, 2020

§ 30-4-80; open meetings are discussed in § 30-4-60; and closed meetings are discussed in § 30-4-70. However, it should be noted that electronic communications, such as emails, cannot be used to circumvent FOIA.

One distinction between a meeting under FOIA and a social gathering is whether the members are gathered for the purpose of discussing public business and taking official action on matters within their supervision, control, jurisdiction, or advisory power. Thus, social gatherings are not meetings under FOIA. The fact that a quorum is present at a social gathering does not, without more, mean the gathering is a meeting under FOIA. However, § 30-4-70(b) provides that no “chance meeting” or “social gathering” may be used to circumvent the Act.

Every meeting of an advisory committee must be open to the public unless closed pursuant to § 30-4-70. Meeting minutes must be taken and made available upon request pursuant to § 30-4-90. The minutes must include a statement of the efforts to comply with the public notice requirements of the FOIA. Meeting minutes and other public records created and maintained by the advisory committee must be made available upon request pursuant to §§ 30-4-50 and 30-4-30. Written public notice and the agenda must be given for every meeting of an advisory committee as required by § 30-4-80. Executive Session may be conducted by advisory committees after a public vote to go into executive session and then only for a specifically stated purpose authorized by the FOIA. No “official action,” e.g., vote, may be taken in executive session. The only action which may be taken in executive session is to adjourn or return to the public session. Deciding on a course of action by polling the body is prohibited. Only after returning to the public session is it permissible to move to take a vote to commit to a course of action or take the course of action discussed in executive session.

If an advisory committee or any other public body votes to go into executive session, the presiding officer is required to publicly announce the executive session’s specific purpose. Reasons for going into closed sessions are listed at § 30-4-70 as follows: (1) discussion of employment matters; (2) discussion of contract negotiations and receipt of legal advice; (3) discussion of security matters; (4) discussion of crimes and offenses; and (5) discussion of matters concerning economic development.

Quorum: The term “quorum” is defined at § 30-4-20(e) to mean a simple majority. The definition of a quorum is used to determine when a meeting under FOIA has been convened. However, FOIA’s definition of a quorum does not necessarily apply to all situations. After convening a meeting by virtue of the presence of a simple majority, there will be instances where a majority is lost. For example, a member may become absent or disqualified from taking official action or voting under the Ethics Act, and his or her absence reduces the membership in attendance to less than a simple majority. In this situation, the body’s rules will probably control how to proceed in the absence of a majority. Once a quorum is lost because a member is disqualified or recuses himself, the public body cannot take any action other than to adjourn the meeting. FOIA appears to control only the definition of a quorum for purposes of convening the meeting, not taking action and voting. Disqualification on matters affecting an economic interest is treated in § 8-13-700(B) and § 4-9-180, reprinted in the Appendix. Our courts have provided guidance on how a public body determines when a quorum is lost in *Anderson County v. Preston*, 420 S.C. 546, 804 S.E.2d 282 (2017).

CASE NOTES

Autopsy reports are considered medical records under §30-4-20(c) and are therefore exempt from disclosure under the FOIA. Section 17-5-5(1) defines an autopsy as “the dissection of a dead body and the removal and examination of bone, tissue, organs, and foreign objects for the purpose of determining the cause of death and manner of death.” The objective of an autopsy is to determine the cause of death. However, an autopsy is performed by a medical doctor, is a thorough and invasive inquiry into the body of the decedent which reveals extensive medical information, such as the presence of any diseases or medications and any evidence of treatments received, regardless of whether that information pertained to the cause of death. *Perry v. Bullock*, 409 S.C. 137, 761 S.E.2d 251 (2014).

The FOIA did not unconstitutionally burden SCASA’s First Amendment speech and association rights even though FOIA implicates SCASA’s right to associate by interfering with its ability to deliberate internally and by removing any associational privacy. *Disabato v. S.C. Association of School Administrators*, 404 S.C. 433, 746 S.E.2d 329 (2013). [*Ed. Note: This case was remanded to the lower court, but was settled without any further legal proceedings.*]

Meetings may be conducted outside of municipal boundaries. The Court of Appeals in construing the “minimal cost or delay” provision in § 30-4-15 adopted a balancing test weighing the interests of the public against the government’s need to conduct a meeting at a distant site. The Supreme Court affirmed the use of a balancing test but reversed and remanded the case for further findings. To determine if a meeting complies with the “minimum cost or delay” requirements in § 30-4-15, the interests of the municipality in conducting a meeting outside the municipal limits should be weighed against the cost or delay to the public. *Wiedemann v. Town of Hilton Head*, 326 S.C.573, 486 S.E. 2d 263 (Ct. App. 1997); affirmed in part but reversed with directions to take additional evidence to determine if the test was met. 330 S.C. 532, 500 S.E.2d 783 (1998).

The Act’s provision permitting public body to hold closed meeting to discuss employment, demotion, or discipline of an employee does not exempt internal investigation report of a law enforcement agency from disclosure; the report is public record and question of its exemption must be resolved by reference to § 30-4-40. *City of Columbia v. ACLU*, 323 S.C. 384, 475 S.E. 2d 747 (1996).

In an action seeking the review of DSS files pursuant to FOIA, the Court of Appeals affirmed the trial court’s denial of the appellants’ request to review the files where they contained at least some materials exempt from the Act’s disclosure requirements and the record failed to show that the trial court was asked to review the DSS file and separate exempt and nonexempt material; however, appellants were not precluded from reappearing before the trial court and requesting that it conduct a review to separate the material based on its exempt status. *Beattie v. Aiken County DSS*, 319 S.C. 449, 462 S.E. 2d 276 (1995).

ATTORNEY GENERAL’S OPINIONS

A toxicology report, similar to an autopsy, is a diagnostic test yielding medical information, we believe, although not free from doubt, that a court would find such a report is a medical record and therefore not a public record under Section 30-4-20(c) of the Code. The purpose of the report is to

inform the reader “of facts concerning the diagnosis of poisons and their effect on an individual.” We believe a toxicology report can be accurately described as a presentation or description of facts concerning the diagnosis of poisons and their effect on an individual. Op. S.C. Att’y Gen., 2016 WL 1167292 (February 24, 2016).

Two city council members who are friends and frequently go to lunch and on day trips are appointed to a standing committee that is composed of three council members. Where there is no discussion of or action on a matter which the committee would have “supervision, control, jurisdiction or advisory power,” there would be no meeting. Based on § 30-4-20(d), a court will likely determine that FOIA would not apply to socializing where no business matters are discussed or acted upon. However, a strict adherence to no business being discussed must be followed for FOIA not to apply. Op. S.C. Att’y Gen., 2014 WL 3965780 (Aug. 5, 2014).

The Gaffney Board of Public Works donated funds to Limestone’s College’s capital campaign. Although Limestone College is a private nonprofit corporation, because they received funds from a public body, they are considered a public body under FOIA. Op. S.C. Att’y Gen., 2014 WL 1398594 (March 14, 2014).

The financial records of a city drug fund program that are in possession of the city are public records subject to disclosure pursuant to § 30-4-20(d). The records are not kept by the city in the regular course of business. The records were created in response to requests from SLED as part of an investigation of allegations that the city attorney was dismissing criminal charges under the condition that a “donation” be made to the city drug fund. The expungement provision in § 17-1-40 does not apply to a municipality as it is not a law enforcement agency.

The privacy exemption of § 30-4-40(a)(2) that would allow individual donors to keep their identities private is likely to be outweighed by the public’s right to information concerning the source of the city’s funds. While § 30-4-40(a)(11) normally allows an anonymous gift, a court would probably find that those who paid money for dismissal of charges did not make a “gift” and their identities would not be protected regardless of whether they gave money on the condition of anonymity. Op. S.C. Att’y Gen., 2012 WL 6218332 (Nov. 28, 2012).

Pursuant to § 30-4-20(d), a board member of a public body may attend a meeting of that body via phone, and be counted as part of the quorum and vote on matters at the meeting. Op. S.C. Att’y Gen., 2012 WL 3875118 (Aug. 28, 2012).

The Commission on Higher Education (CHE) is a public body within the definition provided in § 30-4-20(a). Records and documents submitted to CHE as part of an application for a license by a proprietary school are public records pursuant to § 30-4-20(c), and are subject to disclosure unless exempt under a provision of FOIA. Op. S.C. Att’y Gen., 2007 WL 1302771 (March 30, 2007).

A majority of a school board held a phone conference to discuss the proposed school budget. The phone conference would constitute a “meeting” of a “public body” for FOIA purposes. The holding of such telephonic meetings without the requisite notice and access of the public to the discussions is in violation of FOIA. Op. S.C. Att’y Gen., 2006 WL 2593081 (Aug. 11, 2006).

Disclosure requirements under FOIA are mandatory unless specifically exempted and there is no duty of confidentiality imposed by FOIA on a public body. In *Burton v. York Sheriff’s Department*,

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358 S.C. 339, 594 S.E.2d 888 (Ct. App. 2004), the Court held that internal investigation reports relating to the performance of a sheriff and his deputies performance of their public duties are not exempt from the FOIA disclosure requirements and must be disclosed. Therefore, a sheriff's office must comply with the mandated disclosures pursuant to FOIA regardless of possible claims that may be made by its employees for releasing information pertaining to internal affairs investigations. Op. S.C. Att'y Gen., 2006 WL 1574915 (May 23, 2006).

The Majority Caucus of the House of Representatives is subject to FOIA provisions because it is supported in whole or in part by public funds and is expending public funds making it a "public body" for purposes of FOIA. The FOIA has no "de minimus" requirement. Our Supreme Court, in *Weston v. Carolina Research and Development Foundation*, "recognized that 'indirect' or 'in kind' public funding, such as by virtue of an entity's use of public employees or governmental resources, is sufficient to invoke FOIA." Op. S.C. Att'y Gen., 2006 WL 1574910 (May 19, 2006).

Under the Charter Schools Act, the nature of charter schools is alluded to as both private and public. For FOIA purposes, charter schools are treated as "public bodies" pursuant to § 59-40-50(B)(10) that states a charter school must "be subject to the Freedom of Information Act, including the charter school and its governing body." Op. S.C. Att'y Gen., 2006 WL 703694 (March 9, 2006).

The Clinton Newberry Natural Gas Authority, providing substantial cash flow to the two municipalities, would be considered a "public body" for purposes of the Act and would be required to comply with the Act. The Authority currently is not taking any formal action to make the distribution to the two cities. Section 30-4-70 requires that "no formal action may be taken in executive session" and that "no vote may be taken in executive session." Such action may only be taken in open session. The Act defines "formal action" as "a recorded vote committing the body concerned to specific action." Op. S.C. Att'y Gen., 2005 WL 774149 (March 10, 2005).

The Investigative Review Committee (IRC) operating in conjunction with the Board of Veterinary Medical Examiners within the Department of Labor, Licensing and Regulation would be considered a "public body" for purposes of the Act and would be required to comply with the Act. The IRC as a "public body" would be required by the Act to formally adopt its actions in open sessions. While § 40-69-60 makes information received by the Board "through inspections and investigations" confidential, it is questionable whether this provision encompasses the actual recommendations to the Board of disciplinary actions by the IRC. The Act requires exceptions to be narrowly construed, so a court would most likely determine § 40-69-60 to be inapplicable to the IRC's recommendations to the Board. Op. S.C. Att'y Gen., 2005 WL 292232 (Jan. 27, 2005). See *Burton v. York Sheriff's Department*, 358 S.C. 339, 594 S.E.2d 888 (Ct.App. 2004).

Section 30-4-30(a) provides that "any person has a right to inspect or copy any public record of a public body, except as otherwise provided by § 30-4-40..." The term "person" is defined as "any individual, corporation, partnership, firm, organization or association" by § 30-4-20(b). Assuming a particular state agency fits within the definition of a "person," that agency could make a request for information from public bodies pursuant to the Act. A similar determination of a "person" could be made as to a particular municipal agency authorizing one agency to request and receive information from another agency where permitted. Therefore, sharing of information between a municipal police department and a clerk / treasurer's office for official purposes and the enforcement of codes is permitted. Op. S.C. Att'y Gen., 2004 WL 3058229 (Dec. 16, 2004).

Language in a statute that the State Commission for the Blind “shall meet at least monthly” must be construed to indicate that the legislature intended for the commission to meet not less than once a month. Section 30-4-20(d) would allow the Commission to meet telephonically, providing the Commission with a less expensive and time consuming means of fulfilling its statutory obligation of a monthly meeting. Op. S.C. Att’y Gen., 2004 WL 3058226 (Dec. 15, 2004).

The Act is applicable to the SC Association of Public Charter Schools (SCAPCS). SCAPCS comes within that portion of the definition of “public body” which includes “any organization, corporation or agency supported in whole or in part by public funds or expending public funds” because SCAPCS receives public funds, described as federal grant funds in addition to public charter school funds. Op. S.C. Att’y Gen., 2004 WL 2451466 (Oct. 27, 2004).

A court would likely find that the Chester County Economic Development Board’s exercise of governmental functions establishes it as a public body under FOIA’s definition of “public body” in Section 30-4-20(a). Op. S.C. Att’y Gen., 2001 WL 265255 (February 15, 2001).

For purposes of serving warrants, subpoenas and other legal documents, local law enforcement officers may request customer address information from the Seneca Light and Water Plant. Customer address information in a public body’s possession constitutes a “public record” as defined in Section 30-4-20(c). However, although the release of home addresses would not generally constitute an unreasonable invasion of personal privacy, if an individual has an unlisted or unpublished telephone number or there are reasons such as the need for security which mandate personal privacy, such a release could constitute an unreasonable invasion of personal privacy. Thus, the decision to disclose must be made on a case-by-case basis. Op. S.C. Att’y Gen., 2000 WL 1803605 (Oct. 2, 2000).

S.C. Code § 30-4-20(d) permits convening a meeting telephonically. Op. S.C. Att’y Gen., 2000 WL 1205954 (June 21, 2000).

The Real Estate Commission is a public body subject to the requirements of the Act; when the Real Estate Commission is operating as an appellate or quasi-judicial body, an open meeting should be held, with open deliberations, and voting conducted in open or a public session. Op. S.C. Att’y Gen., 1994 WL 136198 (March 31, 1994).

Telephone bills of a public agency are considered public records and subject to disclosure under the Act. Section 30-4-40(a)(2) would not present valid reason, absent some specific showing to the contrary, to withhold telephone billing records. Op. S.C. Att’y Gen., 1993 WL 720090 (March 18, 1993).

The Act offers no guidance as to how a public body is to establish its agenda or how a member of the public will be allowed to participate at a meeting. It would be up to a court to review the policy and determine whether it is a reasonable policy considering all attendant facts and circumstances. Op. S.C. Att’y Gen., 1992 WL 575646 (July 23, 1992).

The practice of using telephone poll to handle matters over which public body has authority would most probably not comply with the Act. Rather, meeting of body either corporally or by means of electronic equipment such as a telephone conference call would be preferable way to handle an emergency situation, so the body may act collectively rather than its members acting individually and independently. Op. S.C. Att’y Gen., 1992 WL 575608 (Jan. 21, 1992).

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Whether family counseling center, a private, nonprofit human services delivery organization, which receives approximately 83 percent of its funding from private sources and the remainder from public monies through contracts and otherwise, would be deemed “supported in whole or in part by public funds” for purposes of the FOIA, remains a question of fact which may require judicial resolution. Public funds received under contract for provision of specific services may be exempt from consideration; access to DSS records would show how the money was spent. Public funds provided “in-kind” or via grants may be sufficient to bring an entity under the Act. It is suggested that center’s board of directors, working with counsel, review information and make a determination whether the extent of public funding would constitute support and, if so, decide how to handle requests made under the Act. Doubt as to applicability of FOIA should be resolved in favor of openness and disclosure. Op. S.C. Att’y Gen., 1992 WL 575607 (Jan. 16, 1992).

FOIA notice requirements should be followed by public body which will reconvene from “recess” or “adjourned” meeting wherever such reconvened meeting will be held, anticipated to be held in executive sessions, or otherwise. Even though public may not have legal right to be present at every part of every meeting, nevertheless public generally has right to know where meeting is and when it will be. Op. S.C. Att’y Gen., 1991 WL 474772 (June 28, 1991).

The Charleston Harbor Estuary Citizens’ Committee most probably would be considered a public body and thus subject to the terms of the Act. Op. S.C. Att’y Gen., 1989 WL 406186 (Sept. 21, 1989).

A school district may release the names of currently enrolled graduating seniors if the procedures for disclosure of directory information has been followed by the school district under 34 CFR § 99.37. Op. S.C. Att’y Gen., 1988 WL 383555 (Sept. 28, 1988).

Neither the County Directors and Supervisors Association of the SC Department of Social Services nor the SC Association of County Human Services Administrators, charitable corporations which receive no public funds, appear to fall within the definition of “public body,” and, therefore, would not be subject to the requirements of the Act. Op. S.C. Att’y Gen., 1988 WL 383530 (June 2, 1988).

Out-of-court settlement records maintained by a public agency, where the settlement involves the expenditure of public monies, are ordinarily “public records” subject to disclosure under the Act unless the information contained in the settlement documents is specifically exempt from disclosure under the Act. Judicial records that contain settlement information are generally accessible by the public; however, a court has an inherent authority to seal the records in an appropriate case. Op. S.C. Att’y Gen., 1988 WL 383515 (April 11, 1988).

A school improvement council would be considered to be a “public body” for purposes of the Act and as such would be subject to the requirements of the Act. Op. S.C. Att’y Gen., 1988 WL 383497 (Feb. 5, 1988).

A public body is precluded from taking formal action or a vote except in a public session. Because the distinction between purely procedural matters and “formal action” is often not clear, a public rather than secret vote should be taken if any doubt exists. Ad hoc committees or task forces appointed by the mayor and city council for information-gathering or advisory functions would be subject to the requirements of the Act. Op. S.C. Att’y Gen., 1988 WL 383489 (Jan. 14, 1988).

Ad hoc committee appointed by county council to study long range planning for a county is subject to requirements of Act. Op. S.C. Att’y Gen., 1985 WL 166109 (Dec. 17, 1985).

Records of marriage licenses are public records and are subject to terms of the Act. Op. S.C. Att’y Gen., 1985 WL 166033 (June 26, 1985).

Court would probably find that ad hoc citizens committee appointed by Town Council to be a public body subject to the Act. Op. S.C. Att’y Gen., 1984 WL 159931 (Oct. 26, 1984).

A final order or opinion issued in disciplinary proceeding by a state licensing board or agency is public information. Op. S.C. Att’y Gen., 1984 WL 159868 (May 25, 1984).

Certain public funds maintained by State Workers’ Compensation Fund do not appear to be confidential and are subject to disclosure under Act, unless exempt under provision of Section 30-4-40. Op. S.C. Att’y Gen., 1984 WL 159860 (May 10, 1984).

Records of Department of Mental Health which identify patients or ex-patients are confidential by law and are not subject to disclosure pursuant to Act. Op. S.C. Att’y Gen., 1984 WL 159830 (Feb. 24, 1984).

The Act is applicable to a breakfast meeting held by a member of the General Assembly with the city council, mayor, and public service district commissioners to discuss possible legislation that directly affects these bodies. Op. S.C. Att’y Gen., 1983 WL 142769 (Dec. 21, 1983).

A committee may be subject to the Act if it is supported in whole or in part by public funds, or if it expends public funds. Op. S.C. Att’y Gen., 1983 WL 142726 (Aug. 8 1983).

The Act applies to any meeting of a public body whether the meeting is designated as formal or informal and whether action is taken upon public business or merely discussed. Op. S.C. Att’y Gen., 1983 WL 145710 (July 11, 1983).

Under § 30-4-20(a) a “public body” is defined by statute to include any governmental body or political subdivision of the state or “... any organization, corporation or agency supported in whole or in part by public funds or expending public funds...”; case law defines a private hospital as one which is owned, maintained, and operated by a corporation without any participation by any governmental agency and receipt of public compensation does not transform a private hospital into a public institution; receipt of public funds on a contractual basis for services rendered to the county for the care of indigent patients is not “. . . support in whole or in part by public funds... .” In these particular circumstances, this private corporation has not assumed the status of a public body and is not subject to the requirements of the Act. Op. S.C. Att’y Gen., 1982 WL 154985 (March 12, 1982).

The Act encompasses telephone conference calls within the definition of the term “meeting” found in § 30-4-20(d). Op. S.C. Att’y Gen., 1981 WL 96555 (March 25, 1981).

Documents compiled in a research survey and a tabulation of the resultant responses done by the Office of the Executive Director for House Research at the request of a member of the House of