



CITY OF WALHALLA

Main Street to the Mountains

AGENDA

WALHALLA CITY COUNCIL MEETING

January 21, 2024

5:30 PM

LOCATION CHANGE

Walhalla Depot | 211 South College St, Walhalla, SC

Tim Hall
Mayor

Josh Holliday
Mayor Pro-Tem

Kenny Johns
Councilmember

Grant Keehn
Councilmember

Sarai Melendez
Councilmember

Vacant
Councilmember

Vacant
Councilmember

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, January 21, 2025

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 2025-03: A Proclamation to recognize March as Women's History Month

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

A. Resolution 2025-01: A Resolution to adopt the Oconee Hazard Mitigation Plan

IX. **Administrator's Report**

A. Monthly Reports

X. **Second, Final Reading and Public Review of Ordinances**

A. Ordinance 2025-01: An Ordinance to amend Ordinance #2024-11, the City of Walhalla FY24-25 Budget Ordinance, as adopted June 18, 2024 to appropriate the funding for a new police station and HTAX transfer to the General Fund; and other matters related thereto.

- B. Ordinance 2025-02: An Ordinance authorizing the City of Walhalla, South Carolina to finance and acquire a certain trackhoe and related equipment in an amount not exceeding \$200,000; to execute and deliver all documents necessary to carry out the financing and acquisition; and other related matters.

XI. **First Reading of Ordinances**

- A. Ordinance 2025-03: An Ordinance to amend the City of Walhalla Code of Ordinances, Chapter 310, Section 201 to provide for the requirement for annexation covenants at time of application; and other related matters.
- B. Ordinance 2025-04: An Ordinance to amend the City of Walhalla Code of Ordinances, Chapter 330, Article III, Section 1.19 and 1.21, the Establishment of Zoning Districts: Rules for Interpretation of Boundaries, Application of District Regulations to provide for the conditional use of drive-throughs, as amended by Ordinance #2021-17, and matters related thereto.

XII. **Discussion and/or Action Items** *(to include Vote and/or Action on matters brought up for discussion, if required)*

- A. Recommendation of Award for both Division II and Division III of the City of Walhalla SCIIIP A-23C202 - Water and Sewer Improvements Project
- B. Virtual Attendance Policy
- C. Municipal Volunteer Program

XIII. **Executive Session** *(to include Vote and/or Action on matters discussed, if required)*

XIV. **Mayor Comments**

Mayor Hall

XV. **Adjournment**

City of Walhalla
City Council
Tuesday, January 21, 2025 • 5:30 PM
Council Chambers • City Hall
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 Keith Pace, Josh Holliday, Kenny Johns, Grant Keehn, Sarai Melendez and Josh Thomas

Councilmembers Absent: None

Staff Present: Celia Myers and Laramie Hinkle

Call to Order: Mayor Hall called the meeting to order at 5:30 PM, with a quorum present to conduct the meeting and welcomed all present to the meeting. Mayor Hall reminded all that the meetings are livestreamed through YouTube and recordings available on the City's website.

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

Pledge of Allegiance: Mayor Hall asked for Councilman Johns to lead the Pledge of Allegiance.

Approval of Agenda: Mayor Hall called for a motion to approve the agenda. Mr. Pace moved to approve the agenda; Ms. Melendez seconded. The agenda was unanimously approved.

Approval of Minutes: Mayor Hall called for a motion to approve the minutes of the December 17, 2024 Council meeting. Mr. Keehn moved to amend the minutes, on page 2 to state "Mr. Keehn stated that Council would need to vote to keep the space, designate it a park and then name it after Mr. Owens"; Mr. Johns seconded. Mr. Holliday moved to approve the minutes as amended; Mr. Johns seconded. The motion passed unanimously.

Public Comments: Mrs. Francoise Fussell of Playground Road thanked the City staff for the new trash and recycling receptacles on Main Street.

Mayoral Proclamations:

Mayor Hall read Proclamation 2025-01 to recognize February as Black History Month and Proclamation 2025-02 to recognize February as American Heart Month. Mr. Johns moved to approve these proclamations. Mr. Pace seconded. Mr. Keehn questioned whether proclamations required a vote. Mrs. Myers stated that one was not required. Mr. Keehn noted that it was more symbolism than substance. The vote to approve Proclamations 2025-01 and 2025-02 was 6-0 with Mr. Keehn abstaining.

Administrator's Comments: Mrs. Myers presented the monthly reports as presented in the packet.

Second, Final Reading and Public Review of Ordinances:

Ordinance 2024-16: An Ordinance to Amend Ordinance 2022-08 Regarding Public Comments

Mayor Hall opened the public comment section and invited those wishing to speak to approach. Hearing none, the public comment section was closed. Mr. Johns moved to approve Ordinance 2024-16 on second reading; Mr. Thomas seconded. Mr. Holliday noted that he did not see a reason to change from the current five (5) minute per speaker allotment. Mr. Keehn and Mr. Pace both agreed with Mr. Holliday's comments. Mr. Johns noted that the officer in charge could change or extend. Ms. Melendez noted that she was go with the majority, but added there were other avenues for comment. Mr. Thomas explained this language would put the City on par with similar municipalities, but he would be fine either way. Mayor Hall stated that he understood the logic behind the initial request, but that it had not presented a problem in the past and he would not deny a person their right to speak. Mr. Pace then moved to table the Ordinance, allowing the per speaker time to remain at five (5) minutes. Mr. Thomas seconded. Mr. Keehn confirmed that this would keep the time at the current five (5) minutes. The vote to table Ordinance 2024-16 at second reading was approved 7-0.

First Reading of Ordinances:

Ordinance 2025-01: An Ordinance to Amend Ordinance 2024-11, the City of Walhalla FY24-25 Budget Ordinance, as adopted June 18, 2024 to appropriate the funding for a new police station and HTAX transfer to the General Fund; and other matters related thereto.

Mrs. Myers presented the proposed ordinance which would amend the FY 24-25 budget to include the \$4.25 million appropriation received from the State for the construction of a new police station, increase the projected HTAX revenues by \$60,000 based on funds received and account for the expected expenditures for the increase HTAX revenues. Mr. Pace moved to approve Ordinance 2025-01 at first reading; Ms. Melendez seconded. The motion to approve Ordinance 2025-01 at first reading passed 7-0.

Ordinance 2025-02: An Ordinance authorizing the City of Walhalla, South Carolina to finance and acquire a certain trackhoe and related equipment in an amount not exceeding \$200,000; to execute and deliver all documents necessary to carry out the financing and acquisition; and other related matters.

Mr. Laramie Hinkle, Utilities Director, noted that the proposed equipment could be used at the ponds at both the current and previous water plants, Cane Creek, Stumphouse Mountain Park and more. He estimated that there was two to three weeks worth of work currently waiting on this equipment. He added that to rent the same piece of machinery for one day was \$1,275 or \$5,000/monthly. Mr. Pace noted that last year, Mr. Parris received a price of \$80,000 to dredge the ponds and the price had increased. He stated that two dredging of the ponds would pay for the equipment and added that the warranty was very good. Mr. Hinkle confirmed the warranty was 5 year, 5,000 hours.

Mr. Johns moved to approve Ordinance 2025-01 at first reading; Mr. Pace seconded. The motion to approve was passed 7-0.

Discussion/Action Items:

2025 Committee Appointments

Mayor Hall announced the 2025 Committees.

Utilities: Kenny Johns (Chair), Grant Keehn, Sarai Melendez

Public Safety: Grant Keehn (Chair), Kenny Johns, Josh Holiday

Parks, Recreation, and Tourism: Sarai Melendez (Chair), Josh Thomas, Kenny Johns

Public Works: Keith Pace (Chair), Josh Holiday, Grant Keehn

Finance Committee: Josh Holiday (Chair), Keith Pace, Josh Thomas

Planning and Community Development: Josh Thomas (Chair), Sarai Melendez, Keith Pace

General Government: Chair: Mayor; all council members

Election of Mayor Pro Tempore

Mayor Hall opened the nomination period for 2025 Mayor Pro Tem. Mr. Pace nominated Mr. Holliday for Mayor Pro Tem with Mr. Keehn seconding. Hearing no further nominations, the nomination period was closed. The motion to elect Mr. Holliday as Mayor Pro Tem for 2025 was approved 7-0.

Mr. Pace requested the floor from Mayor Hall for an announcement. Mayor Hall complied. Mr. Pace read a statement announcing his resignation effective January 21st at the conclusion of the Council meeting. He noted the recent sale of his home and plan to relocate to be closer to grandchildren. He encouraged and challenged the City to keep the momentum going.

Mr. Thomas then requested the floor from Mayor Hall. Mayor Hall complied. Mr. Thomas read a statement announcing his resignation effective January 21st at the conclusion of the Council meeting. He noted he underestimated the time commitment and the impacts to his family and health. He stated he was putting his family first.

Councilmembers thanked both gentlemen for their service and expressed their good wishes.

Executive Session

Mr. Pace moved to enter executive session in order to discuss a contractual matter for a water customer and a personnel matter. Mr. Holliday seconded. The motion to enter executive session was unanimous. The council entered executive session at 6:28 PM.

Mr. Pace moved to exit executive session; with Ms. Melendez seconding. The motion was unanimous. Council exited the executive session at 7:14 PM. No action was taken during the executive session.

Mr. Pace moved to accept the proposed water rates from the Town of West Union, which are \$4.50/gallon without a base rate for FY25-26 and \$5.00/gal without a base rate for FY26-27; Mr. Holliday seconded. The motion was carried 7-0.

Mr. Pace moved to authorize the City Administrator to enter into negotiations concerning a piece of real property; Mr. Thomas seconded the motion. The motion was carried 7-0.

Mayor Comments

Mayor Hall thanked both Mr. Keith Pace and Mr. Josh Thomas for their service to the City.

Hearing no further business, the meeting adjourned at 7:19 PM.

Respectfully Submitted,

Celia Myers

**A PROCLAMATION
TO RECOGNIZE MARCH AS WOMEN'S HISTORY MONTH**

Whereas, American women of every race, class, and ethnic background have made historic contributions to the growth and strength of our Nation in countless recorded and unrecorded ways;

Whereas, American women have played and continue to play critical economic, cultural, and social role in every sphere of the life of the Nation by constituting a significant portion of the labor force working inside and outside of the home;

Whereas, American women have played a unique role throughout the history of the Nation by providing the majority of the volunteer labor force of the Nation;

Whereas, American women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our Nation;

Whereas, American women of every race, class, and ethnic background served as early leaders in the forefront of every major progressive social change movement;

Whereas, American women have served our country courageously in the military;

Whereas, American women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other movements, especially the peace movement, which create a more fair and just society for all; and

Whereas despite these contributions, the role of American women in history has been consistently overlooked and undervalued, in the literature, teaching and study of American history:

NOW, THEREFORE, I, Mayor Tim Hall, proclaim March 2025 as Women's History Month and encourage all citizens to observe this month and to celebrate International Women's Day on March 8, 2025, with appropriate programs, ceremonies, and activities..

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City of Walhalla, South Carolina to be affixed this Eighteenth day of February, in the year of our Lord Two Thousand Twenty-Five.

Mayor Tim Hall

STATE OF SOUTH CAROLINA)

COUNTY OF OCONEE)

CITY OF WALHALLA)

RESOLUTION 2025-01

**A RESOLUTION TO ADOPT THE MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN
FOR ANDERSON & OCONEE COUNTY**

WHEREAS, Anderson and Oconee Counties, with assistance from its municipalities, has gathered information and prepared the Multi-Jurisdictional Hazard Mitigation Plan, Anderson & Oconee County; and

WHEREAS, the Multi-Jurisdictional Hazard Mitigation Plan for Anderson & Oconee County ("the Plan") been prepared in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, the City of Walhalla is a local unit of government that has afforded the citizens an opportunity to comment and provide input in the Plan and the actions in the Plan; and

WHEREAS, the City of Walhalla have reviewed the Plan and affirms that the Plan will be updated no less than every five (5) years;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Walhalla that the City of Walhalla adopts the Multi-Jurisdictional Hazard Mitigation Plan for Anderson & Oconee County as this jurisdiction's Natural Hazard Mitigation Plan, and resolves to execute the actions in the Plan.

AND IT IS SO RESOLVED this 18th day of February 2025.

-

Mayor Tim Hall

Attest:

Celia Myers, City Administrator



CITY OF WALHALLA

Main Street to the Mountains

TO: Mayor Hall and City Council

RE: January Monthly Report

DATE: February 14, 2025

Tim Hall
Mayor

Please find enclosed an update on the City's recent activities for the month January 2025, along with departmental monthly reports.

Keith Pace
Mayor Pro Tem

Administration

Josh Holliday
Councilman

HR/Personnel

Kenny Johns
Councilman

One full-time firefighter was hired.

Grant Keehn
Councilman

Economic Development

Met with two prospective/existing businesses.

Sarai Melendez
Councilwoman

Walhalla Boutique has reopened after moving.

Lupita, Honduran restaurant, has open.

Josh Thomas
Councilman

Infrastructure Projects

SCIIP funded Sewer Rehab Project for the Cane Creek Line has begun and is expected to be complete by August 2025.

SCIIP funded Rocky Knoll Project and West Main Water Line Project bids were opened.

State funded Police Station RFQs opened.

Prep work continues for the new guard shack at Stumphouse Mountain Park.

Prep work continues for the new combo concession stand and restroom at Sertoma Fields. Sewer line was laid, plumbing stubbed and concrete poured.

Due diligence period on land purchase for the new Police Station.

Met with Hogan Design-Build Team regarding design of new community center – open houses for public engagement is planned for Monday, February 17th and Tuesday, February 18th.

Sidewalk repairs (C-Fund appropriation) continuing.

Meetings

OJRSA Feasibility Committee met January 2nd.

OJRSA Board met on January 6th.

Oconee Economic Alliance (OEA) – January 24th.

Planning Commission met January 13th.

Numerous other meetings with Chamber of Commerce, FEMA, consultants, Rotary Club, Partners for Progress, Ten at the Top, other civic organizations, residents, business owners, staff, etc.

Michael Kozlarek
City Attorney

Celia Boyd Myers
City Administrator

Community Engagement/Events

February 8th – Chilly Chili Bang Bang Disc Golf Tournament

February 20th – TATT Upstate Downtown Academy

February 28th and March 1st – 10U Basketball Championship

Miscellaneous Highlights

A video highlighting sanitation services and recycling is near completion and will be distributed soon.

Budget worksheets have been distributed to departments.

Appointed to the Ten at the Top Board of Directors, attended orientation and annual kick-off reception.

Email migration to a new provider complete.

Conversion to new financial software to be phased beginning in March.



City of Walhalla Sanitation Department

Public Works Division

Sanitation & Solid Waste Department Monthly Report

January 2025

Collection Data (December 1 – 31, 2024)

Residential Garbage – 259 Tons

Commercial Garbage – 137 Tons

Recyclable Brush/Storm Debris – 17 Loads

C&D Waste – 13 Tons

Mattresses – 2 Ton

Collection Data (January 1 – 31, 2025)

Residential Garbage – 247 Tons

Commercial Garbage – 121 Tons

Recyclable Brush/Storm Debris – 11 Loads

C&D Waste – 14.5 Tons

Mattresses – 1.3 Ton

Collection Data (July 1, 2023 – June 30, 2024)

Residential Garbage – 2,909 Tons

Commercial Garbage – 1,401 Tons

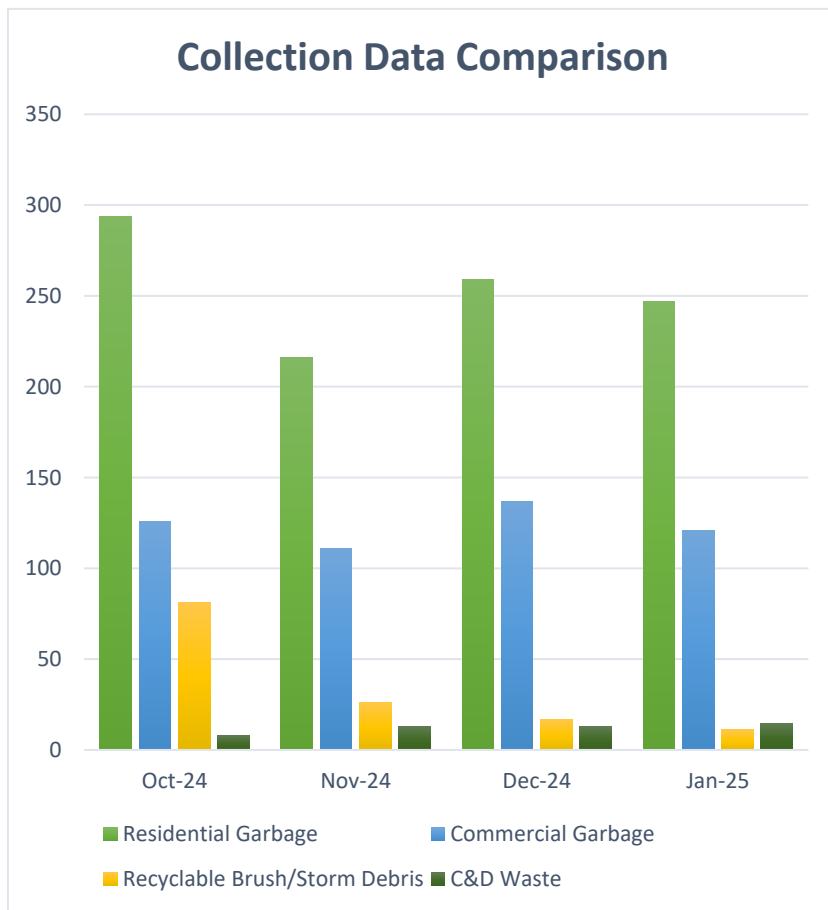
Recyclable Brush/Storm Debris – 945 Tons

C&D Waste – 179 Tons

Mattresses – 18 Tons

Tires – 2 Tons

Yard Waste – 186 Tons



Activities

Delivered 23 roll carts; picked up 12 and repaired/replaced seven.

During the month of January our department continued picking up brush, leaves, trash, C&D waste, tires, and mattresses. Continued working on waste oil and recycling grants.



City of Walhalla Streets & Facilities Department

Public Works Division

Streets & Facilities Department Monthly Report

January 2025

Activities

Christmas tree and lights taken down. Flags for Stumphouse Mountain Bike Park put up.

Working with Water Department, ice on the road.





City of Walhalla Streets & Facilities Department

Public Works Division

Snow day teamwork. Police, Water/Sewer, and Streets & Facilities





City of Walhalla Streets & Facilities Department

Public Works Division

Plumbing at Sertoma New Concession Stand. Water and Street dept.



Clearing tree and Cane on North West Broad.





City of Walhalla Streets & Facilities Department

Public Works Division

Security lights Old St. John's Meeting House.





City of Walhalla Fire Department

Home of the Mountaineer Engine Co. Est. 1871

Fire Department Monthly Report

January 2025

FIRE-EMS Response

During the month of January, the Fire Department responded to a total of 135 calls in the fire district. Four staff members began EMT training.

EMS Calls - 82

- EMS/Medical Calls- 17
- MVA Calls- 4
- Medical Assist – 61

Good Intent Calls – 10

- Authorized Controlled Burning - 1
- Dispatched Canceled Enroute - 5
- No Incident Found – 4

Fire Calls – 15

- Brush Fire - 2
- Building Fire - 10
- Chimney Fire - 1
- Grass Fire – 2

False Alarms – 8

- Alarm System Activation - 4
- CO Detector Activation – 2
- Falso Alarm - 2

Hazardous Conditions – 4

- Power Line – 4

Service Calls – 16

- Assist Invalid - 8
- Public Service – 5
- Service Call - 2
- Unauthorized Burning – 1



City of Walhalla PRT Department

Parks, Recreation and Tourism

PRT Monthly Report

January 2025

Highlights

Created and submitted the Farmer's Market Application and Vendor Application for approval.
Attended Alexander's grand re-opening and created Facebook Feature post.
Met with internal staff about Sertoma Concession Stand; pursuing quotes on vandal proof fixtures.
PRT Foundation Meeting- next meeting in April will be the first meeting as a fully independent organization.
Met with Pyrotecnico regarding fireworks for events.
Finalized 2025 Event Calendar.
Received quotes for DJ for city events.
Spoke with Becky from the Women's Club regarding Tour of Churches.
Introduction meeting with Jessie Bunning of Oktoberfest.
Meeting with Clemson regarding food programs related to Farmer's Market.
Meeting with Councilwoman Melendez.
Tree Committee meeting to brainstorm future strategies.
Parks Strategy brainstorm meeting with Parks and Streets staff for Master Plan grant application
SCRPA virtual training
Attempted visit to Willow Lane on Main Street on a Friday, 3:30pm but store was closed
Met with Pyro Shows East Coast to determine location for Independence Fest Fireworks
Met with Mark Thompson, WPAC to discuss event partnerships and collaborations
Met with Visit Oconee regarding Stumphouse Programming
Started relationship with local bike shop and outdoor retailer about Stumphouse events
Reached out to 2024 sponsors to gauge their interest for 2025 JEEP Fest Sponsorships
Met with Colleen Haubert of My Cuppa Tea to discuss social media feature

Parks

*Through 1/31/25

Upcoming Sports and Related Facility Condition:

Most green space facilities are dormant but trash pick up and leaf/ debris removal continue.

Current and Concluding Sports:

Registration for softball, baseball and flag football has begun.



City of Walhalla PRT Department

Parks, Recreation and Tourism

Equipment Status:

Trucks: Both trucks are in working order.

Trailer: Tire leaks have been repaired and are being monitored.

Gators: All Gators are currently fine in their current state, and are not on any project lists

Bobcat: The Bobcat is still in fine working order.

Mowers: All mowers are still in working order and will be in full use when the weather gets better. All blades have been replaced. All mowers have been washed.

Routine Maintenance Update:

City Gym/Old Middle School Gym: Both gyms are still receiving basic sweeping and mopping, occasional vacuuming of the entryway and cleaning of bathrooms.

City Park: Weekly trash pickup is still occurring.

Memorial Field: Preparation for the Flag Football season will begin in late February.

Sertoma Field: Preparation for baseball and softball will begin in February.

Disc Golf: The Disc Golf Course has been maintained alongside Sertoma Field as the weather has been keeping things hard to keep up with.

Special Project Status:

There are currently no special projects running.

Recreation

February 8 Disc Golf Tournament

Disc Golf Press Release

Tourism, Events and Facility Rentals

January through March is a tough quarter for tourism and local businesses. However, plans to use our social media to pique interest in Main Street businesses for February include a number of feature posts from local businesses.

Facility Rentals

Depot: 2 paid and 2 non-profit

St. John's: 1

\$750



City of Walhalla PRT Department

Parks, Recreation and Tourism

Upcoming events:

The 2025 Event Calendar is attached although it is subject to change.

February 8: 8am Sertoma Field PDGA Sanctioned Disc Golf Tournament

February 17 & 18 Community Center Public Input

January

Walhalla Performing Arts Center event nights: Friday 17, Saturday 18, Friday 24, Saturday 25, Friday 31... all at 7:30pm

Holidays: New Year's Day (1), MLK Jr. Day (20), Inauguration Day (20)

School holidays: 6, 20

February

Walhalla Performing Arts Center event nights: Saturday 1, Saturday 8, Friday 21, Friday 28... all at 7:30pm

Holidays: Valentines Day (14), Presidents' Day (17)

School holidays: 17



City of Walhalla Public Utilities Division

Water Crew, Water Billing, Water Plant, Sewer

Public Utilities Division Monthly Report

January 2025

Water Activities

Crews responded to customer reported issues and routine maintenance. Locations included, but aren't limited to, Ashley Drive, Johns Street, Hwy 183, Main Street, North Catherine Street, E Wildwood, etc.

New Contracts - 37

New Water Taps - 6

Leaks Repaired – 21

New Lines – 1

Line, Tap, Valve Maintenance – 8

Water Pressure Issues – 1

Worked at the old water plant to prep for property sale.

Worked at Stumhouse Mountain Park on guard shack site prep.

Acquired a used tractor for Stumhouse from Oconee County.

Worked at new water plant to dry beds of sediment.

Attended SC DES water seminar.

Fabricated actuator gear for new water plant.

Sewer Activities

Crews responded to reported issues and performed routine maintenance.

New Sewer Taps – 0

Clean Outs – 2

Worked on sewer consent orders and secured extra time for compliance.

Found sewer camera dealer to possibly supply cameras to us in the event the old ones cannot be fixed.

Worked with NCRS on funding for Cane Creek streambank restoration.

Put sewer in for the concession stand at Sertoma field

Additional work includes assisting in the flushing program, repaired and/or replaced sewer mains, FOG maintenance, meter replacement, etc.



City of Walhalla Public Utilities Division

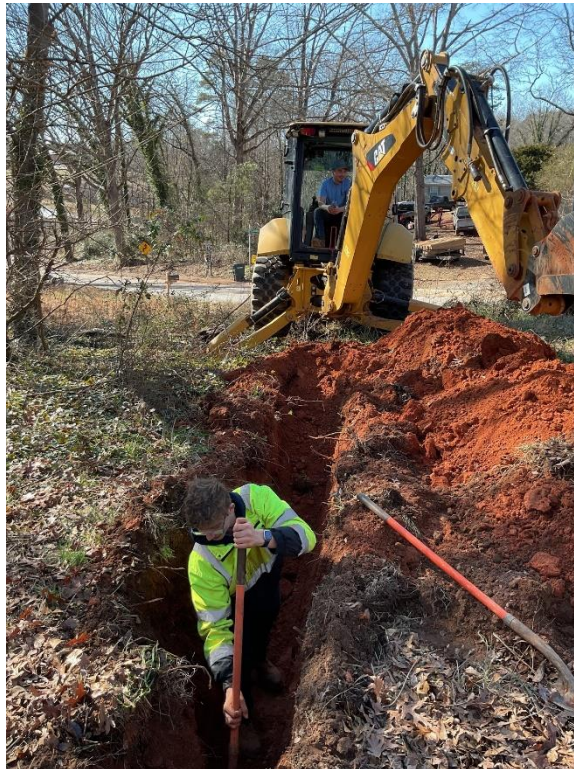
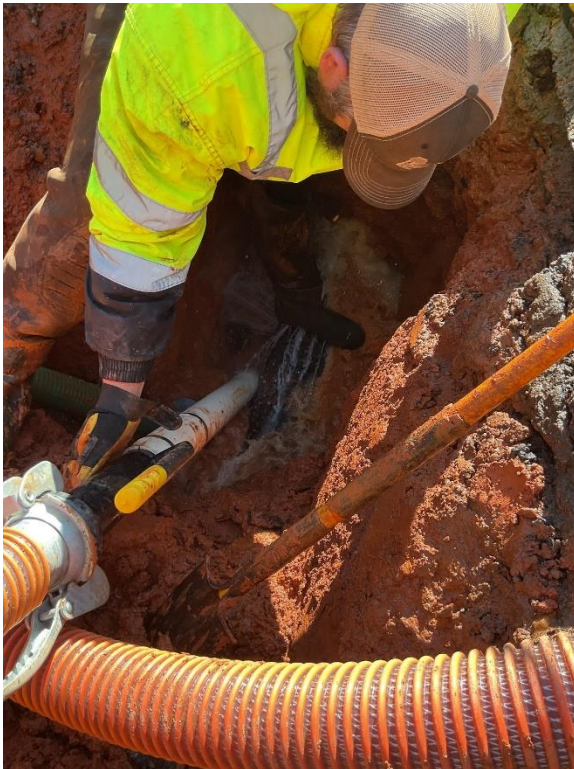
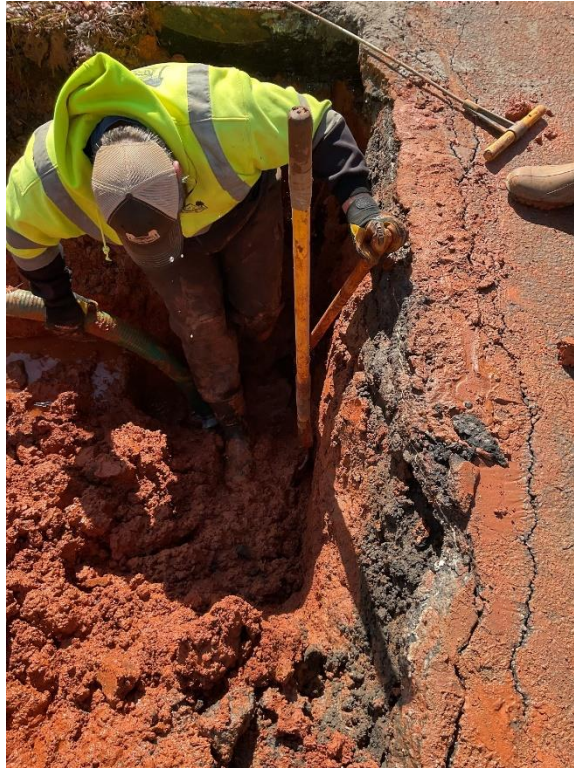
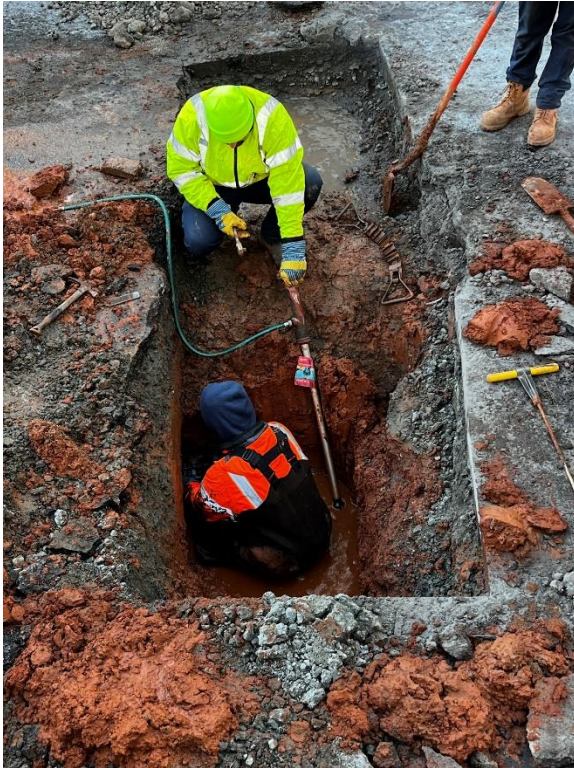
Water Crew, Water Billing, Water Plant, Sewer





City of Walhalla Public Utilities Division

Water Crew, Water Billing, Water Plant, Sewer



1. Special Revenue: Police Station through a SC Department of Public Safety appropriation of \$4,250,000.
2. Hospitality Tax (HTAX): Amend revenues by \$60,000 to \$370,000.
3. Hospitality Tax (HTAX): Amend expenses by \$60,000 to \$370,000.
4. Should any portion of this Ordinance be deemed unconstitutional or otherwise unenforceable by any court of competent jurisdiction, such determination shall not affect the remaining terms and provisions of this ordinance, all of which are hereby deemed separable.
5. All orders, resolutions, and enactments of City of Walhalla Council inconsistent herewith are, to the extent of such inconsistency only, hereby repealed, revoked, and rescinded.
6. This ordinance shall take effect and be in full force and effect from and after second reading and enactment by City of Walhalla Council.

AND IS DONE AND RATIFIED in Council Duly assembled this ____ Day of _____ 2025.

Tim Hall, Mayor

ATTEST:

Celia Boyd Myers, City Administrator

Introduced By: Keith Pace

First Reading: January 21, 2025

Public Hearing,
Second Reading
And Adoption:

STATE OF SOUTH CAROLINA
CITY OF WALHALLA

ORDINANCE 2025-02

AN ORDINANCE AUTHORIZING THE CITY OF WALHALLA, SOUTH CAROLINA TO FINANCE AND ACQUIRE A CERTAIN TRACKHOE AND RELATED EQUIPMENT IN AN AMOUNT NOT EXCEEDING \$200,000; TO EXECUTE AND DELIVER ALL DOCUMENTS NECESSARY TO CARRY OUT THE FINANCING AND ACQUISITION; AND OTHER RELATED MATTERS.

Pursuant to the authority of the Constitution of the State of South Carolina ("State") and the general laws of the State, **BE IT ENACTED BY THE WALHALLA CITY COUNCIL:**

Section 1. Findings and Determinations.

- (a) The City of Walhalla, South Carolina ("City") is a municipal corporation and political organization created according to the Constitution and the laws of the State of South Carolina and has the power to enter into agreements to finance and acquire equipment.
- (b) The City desires to acquire and finance a certain Linkbelt 170X4S (trackhoe) and related equipment in an amount not exceeding \$200,000 (collectively, "Equipment"), through means of borrowing money from a bank or other financial institution selected by the City Administrator ("Financing").
- (c) It is in the best interest of the City to acquire the Equipment by entering into the Financing, and the Financing will enable the City to acquire the Equipment, which is necessary for the City's proper operation.

Section 2. Approval of Acquisition and Financing; Delegation of Authority. The City shall acquire and finance the Equipment in accordance with a lease-purchase financing arrangement, or other similar means of financing, which is repayable by annual appropriations from operational millage, or other sources, or from general obligation indebtedness, as the City Administrator may determine.

If the Financing is accomplished through a traditional lease-purchase arrangement, the Financing will not constitute a "financing agreement," and the Equipment will not constitute an "asset" as these terms are defined in South Carolina Code Annotated section 11-27-110. Thus, the amount of the Financing will not be includable when calculating the City's constitutional debt limit, and the Financing will be subject to annual appropriation by the City. Should the Financing be accomplished through any alternative means, the City Administrator shall likewise endeavor to ensure the Financing does not count against the City's constitutional debt limit.

At the City Administrator's direction, in consultation with the City Attorney and the City's Special Counsel, the City may not distribute a request for offers or provide for a similar notice to banks and/or other financial institutions or may elect to proceed with a private arrangement for the Financing. Without further authorization, the City Council delegates to the City Administrator the authority to (a) determine

the payment schedule under the Financing; (b) determine the date and time for receipt of offer(s), if any; (c) award the Financing using a number of factors, including applicable interest rate, provided the net interest cost does not exceed 6.0% per annum; and (d) make reasonable changes to the quantity, cost, or description of the Equipment, a substantially final list of which is attached as Schedule I.

Section 3. Approval of Agreements. Without further authorization, the City Administrator is authorized to approve the form, terms, and provisions of the Financing. The City Administrator is authorized, empowered, and directed to execute, acknowledge, and deliver the various documents necessary to carry out the Equipment acquisition and Financing (“Transaction Documents”) in the name and on behalf of the City. The Transaction Documents are to be in the form as shall be approved by the City Administrator in consultation with the City Attorney and Special Counsel, the execution thereof to constitute conclusive evidence of that approval.

Section 4. Execution of Documents. The Mayor, the City Administrator, the City Attorney, and the City Clerk are fully empowered and authorized to take further action and to execute and deliver all documents as may be reasonably necessary to effect the Financing and the delivery of the Transaction Documents and any related documents in accordance with their terms, and the contemplated transactions, and the action of these officers in executing and delivering any of these documents, in the form as the City Administrator shall approve, in consultation with the City Attorney and the City’s Special Counsel, is fully authorized.

Section 5. Federal Tax Covenant. The City covenants that it will not take, or fail to take, any action which will cause interest components of the payments to be made under the Transaction Documents to become includable in the gross income of the successful Bidder or its successors or assignees for federal income tax purposes pursuant to the provisions of the Internal Revenue Code of 1986, as amended (“IRC”), and regulations promulgated thereunder in effect on the date of original issuance of the Transaction Documents, and that the City will comply with all applicable provisions of Section 103 and Sections 141 through 150 of the IRC, and any regulations promulgated thereunder, to maintain the exclusion from gross income for federal income tax purposes of the interest portion of the payments to be made under the Transaction Documents; and to that end the City shall:

- (a) comply with the applicable provisions of Section 103 and 141 through 150 of the IRC and any regulations promulgated thereunder so long as the Financing is outstanding;
- (b) establish funds, make calculations, and pay amounts in the manner and at the times required to comply with the requirements of the IRC relating to required rebates of certain amounts to the United States; and
- (c) make reports of information at the times and places required by the IRC.

If at the time the Financing is closed, the City does not reasonably anticipate issuing more than \$10,000,000 in tax-exempt obligations which are not “private activity bonds” during calendar year 2024, all within the meaning of Section 265(b) of the IRC, then the City intends to designate the Financing as a “qualified tax-exempt obligation” in accordance with Section 265(b)(3) of the IRC.

The City will timely file Form 8038-G in accordance with the applicable regulations of the Internal Revenue Service.

Section 6. Special Counsel. The City selects King Kozlarek Root Law LLC to serve as its Special Counsel related to this Financing and understands that role will be limited to those matters necessary to effect the

Financing and issue a customary opinion (including related to any tax consequences). Further, the City understands Special Counsel does not provide financial advisory or municipal advisory services but offers legal advice and services of a traditional legal nature.

Section 7. Financial Advisor. The City serves as its own financial/municipal advisor related to the Financing.

Section 8. Severability. All orders, resolutions, and ordinances, including any parts thereof, in conflict with this Ordinance are, to the extent of any such conflict, repealed.

Section 9. Effective Date. This Ordinance takes and remains in effect only after the City Council has approved it following two readings.

[ONE SIGNATURE PAGE AND ONE SCHEDULE FOLLOW]
[REMAINDER OF PAGE INTENTIONALLY BLANK]

CITY OF WALHALLA, SOUTH CAROLINA

Mayor, City of Walhalla

(SEAL)
ATTEST:

Municipal Clerk

READINGS:

First reading: January 21, 2025

Second reading:

SCHEDULE I
DESCRIPTION OF EQUIPMENT

One Linkbelk 170X4S with hydraulic quick coupler, hydraulic thumb, 24" bucket with pins, 36" bucket with pins, 60" ditching bucket and wide tracks – 27 ½"

STATE OF SOUTH CAROLINA

)

COUNTY OF OCONEE

)

ORDINANCE 2025-03

CITY OF WALHALLA

)

AN ORDINANCE TO AMEND ORDINANCE #2023-17, THE CITY OF WALHALLA WATER AND SEWER ORDINANCE, AS ADOPTED SEPTEMBER 9, 2023 BY AMENDING ARTICLE II, TO REQUIRE AN ANNEXATION COVENANT FOR THE PROVISION OF SERVICE OUTSIDE OF CITY LIMITS; AND OTHER MATTERS RELATED THERETO.

WHEREAS, the City of Walhalla, a body politic and corporate and a political subdivision of the State of South Carolina (the "City"), acting by and through its City Council (the "City Council") has previously adopted City of Walhalla Ordinance # 2023-17, the City of Walhalla Water & Sewer Ordinance (the "Ordinance"); and,

WHEREAS, SC Code Sections 5-3-10 through 5-3-315 establish the methods to change the corporate limits of a municipality, including the increase of corporate limits by consolidating with another political subdivision or by annexing land; and

WHEREAS, the City finds that annexation may provide potential benefits to both the property owners and the municipality, such as additional and improved services, lower service charges, a higher level of fire protection and law enforcement, lower property insurance premiums and participation in municipal government for property owners; and economy of scale in providing services, increased revenue sharing and revenue base to support services, better long-range planning for the urban area for the municipality; and

WHEREAS, City Council desires to amend the Ordinance to include a requirement of an annexation covenant to the provision of service outside of city limits;

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

1. The City of Walhalla Council hereby finds that this proposed amendment is in accord with requirements of the South Carolina Code of Laws Title 5, Chapter 3.
2. The City of Walhalla Council hereby amends the City of Walhalla Water & Sewer Ordinance as previously adopted September 19, 2023, by City of Walhalla Ordinance #2023-17 to include:

Section 216 Provision of Service Outside of City Limits

A. Purpose and intent.

An article requiring execution of an agreement and real property covenant to be annexed upon request by the City before City water and sewer services are provided to a landowner

outside the corporate limits of the City. Provision of water and/or sewer service to property located outside of the City's boundaries is subject to the sole discretion of the City, which reserves the right to negotiate the terms for agreements for such service. Provision of service is subject to the City's current rate schedules, rules, and regulations.

B. Requirement.

It shall be required that the landowner agree to annexation prior to extending water and sewer services beyond the corporate limits of the city. The landowner shall execute a covenant encumbering and restricting the real property, which covenant shall be a covenant running with the real property, so as to bind the landowner, his heirs, personal representatives, grantees, devisees, successors and assigns to submit to annexation of the real property in to the town at such time as the said real property becomes contiguous to the corporate limits of the city and the city requests that the annexation take place. Such covenant shall be in writing and upon such form and with such content as the city shall designate, and shall be filed of record in the office of the Oconee County Register of Deeds.

1. Contiguous Properties.

If the property where water and/or sewer service is desired is contiguous to the corporate boundaries of the City and if the property is not already subject to a legal and properly recorded covenant, a properly executed petition for annexation must be submitted at the time service is requested. Service shall not be provided, connected, transferred, permitted, or allowed until such petition has been submitted and accepted by the City. Submission of the annexation petition does not guarantee annexation, nor does it guarantee the point in time at which annexation might take place. Should City Council decide not to annex the property immediately, the property owner(s) must also execute a properly executed, recordable annexation covenant to be filed with the Oconee County Register of Deeds and which shall run with the land. Service shall not be provided, connected, transferred, permitted, or allowed until such annexation covenant, if required, has been submitted to and accepted by the City.

2. Non-Contiguous Properties.

If the property where water and/or sewer service is desired is not contiguous to the corporate boundaries of the City at the time the request for service is submitted and if the property is not already subject to a binding legal and properly recorded covenant, the property owner(s) must execute a properly executed, recordable annexation covenant to be filed with the Oconee County Register of Deeds and which shall run with the land. No water and/or sewer service shall be provided, connected, transferred, permitted, or allowed until such time as a properly executed petition annexation covenant is submitted to and accepted by the City.

3. Format.

Annexation petitions and covenants each must be in formats approved by the City Attorney.

4. Exceptions.

This requirement shall not apply to a renter requesting a new water and/or sewer account or when the application is a result of a transfer of ownership between spouses or children.

C. Authority to Annex.

The decision whether or not and when to annex any particular property upon submission of an annexation petition or based on a covenant once a property becomes contiguous rests solely with City Council, in accordance with applicable State law and City ordinances.

3. Should any portion of this Ordinance be deemed unconstitutional or otherwise unenforceable by any court of competent jurisdiction, such determination shall not affect the remaining terms and provisions of this ordinance, all of which are hereby deemed separable.
4. All orders, resolutions, and enactments of City of Walhalla Council inconsistent herewith are, to the extent of such inconsistency only, hereby repealed, revoked, and rescinded.
5. This ordinance shall take effect and be in full force and effect from and after second reading and enactment by City of Walhalla Council.

AND IS DONE AND RATIFIED in Council Duly assembled this ____ Day of _____ 2025.

Tim Hall, Mayor

ATTEST:

Celia Boyd Myers, City Administrator

Introduced By:
First Reading:

Public Hearing,
Second Reading
And Adoption:

Annexation FAQ

What is Annexation?

Annexation is the process of bringing unincorporated (Oconee County) property into the Walhalla city limits. Benefits of annexation may include access to and/or reduced water and sewer rates, higher levels of fire protection and law enforcement, trash pickup, among others. Annexation is how any city or town, extends and increases its corporate limits. Individual property owners or communities may petition for annexation if they are contiguous, or adjacent to, the boundaries of the city.

Why should we Annex?

For a property owner, having property within a municipality can give access to improved services such as police and fire protection, which can in turn reduce insurance rates. It also leads to better water, sewer and sanitation rates for customers. Municipal services aren't free, and property owners have to assess whether improved services outweigh the increased taxes that come with being inside municipal limits.

For cities and towns, bringing more property and residents into municipal limits can reduce costs for services through economies of scale, meaning the more customers there are for a service, the lower the per-customer cost for that service.

How Do I Request to Annex Into the City of Walhalla?

First, your property needs to be contiguous to (or touching) the boundary of the City of Walhalla. Annexations require a recommendation by the City's Planning Commission and passage of an ordinance with public hearing by the City Council of Walhalla. To request annexation, contact us, and we will guide you through the process.

The City of Walhalla only considers the 100% method which is straightforward and requires all property owners in the section to be annexed to agree to come into municipal limits. This is how the overwhelming majority of annexations are done in the state. This ensures such actions are only carried out among willing parties.

If I am an Existing Water Customer, Do I have to Sign a Covenant?

No, existing customers outside of the city limits will not be required to sign an annexation covenant to maintain service. These accounts would be “grandfathered in”. This policy would not be retroactively applied and would only impact future development/customers. Additionally, this policy includes exemptions for spouses and children who inherit an existing account.

If I Have to Sign an Annexation Petition or Declaration of Covenant, Isn't it Forced Annexation?

No, the City of Walhalla owns and operates the water plant and distribution system and has the authority to make it a condition of providing service to the property that an agreement or declaration of covenant be signed. Individuals have the right to choose an alternative site for development or to use alternative water and sewer providers, such as a well and septic tanks.

Isn't it More Expensive if I Come Into the City?

Homeowners- Homeowners who annex may save money, due to lower water, sewer and sanitation rates for in-city properties.

Commercial properties and large multifamily- Each commercial property and business has unique characteristics, and it is difficult to make any accurate generalized statement about the financial impact for these types of properties. Such properties will see lower water, sewer and sanitation rates and may qualify for additional incentives available to in-city properties.

Will I Have to Pay Two Tax Bills if I Annex?

No, you pay County and City taxes, but you will only receive one tax bill.

Will I Lose Any Services by Annexing?

No, the City of Walhalla is a full-service city government. In fact, as a resident, you will see an increase in available services.

Will My School District or Attendance Zones Change?

No, school district boundaries are independent of the City boundary.

Will My Zoning District Change?

The City of Walhalla and Oconee County have different Zoning Ordinances. City staff will work with the owners of the annexed land to ensure the use of land

may continue (grandfather the land use) and the zoning is reflective of the owner's wishes.

If you have development plans for your property, please contact us for a consultation regarding the zoning and land use classification of your property.

Will I Lose My County Council Representation if My Property is Annexed?

No, all City of Walhalla residents are also County residents and in addition to your new representation on City Council, you will still be represented by your member of County Council.

What City of Walhalla Representation Will I Have if I am Annexed?

All City of Walhalla residents have 7 representatives on City Council. On the seven-member City Council, there are six Council Members and the Mayor.

What is a Declaration of Covenant and How Does it Affect My Property?

In relation to real property, a covenant is an agreement or promise to do or not do some action. As a condition of providing City water or sewer service to a property, the City requires that adjacent properties are annexed. If the property is not adjacent to the City of Walhalla, a declaration of covenant is signed and recorded wherein the property owner agrees to annex the property into the City after it becomes adjacent, and to bind all future owners of the property to this agreement. If a water service covenant applies to your property and you are adjacent to the City of Walhalla, you must petition for annexation into the City upon request. The City of Walhalla Utilities Department will not review your plans for new water and/or sewer service, or sell you a water meter until a signed, stamped petition for annexation or a declaration of covenant (for non-contiguous properties) is received.

Do Other Municipalities Require an Annexation Petition or Declaration of Covenant?

Many jurisdictions across South Carolina require an annexation covenant or declaration of covenant as a condition of providing City services, such as water and sewer. In Oconee County, both the Cities of Seneca and Westminster make such conditions.

What is a "Donut Hole"?

A "donut hole" is what we call an area outside the City limits that is also surrounded by the City (or by more than one city or town). These are sometimes also called enclaves or islands.

These donut holes range in size from a single lot to multiple lots, and the patchwork of jurisdictions created by them can make it challenging to provide services efficiently and to a standard that property owners, residents, and businesses deserve.

Why do Donut Holes exist?

There is no one reason why donut holes exist, but here just a few of the factors that contribute to their creation:

- Timing – often, properties within a donut hole are developed before the City became adjacent to the area.
- State Law – annexation requires the consent of the property owner, or a majority of voters or a super-majority of property owners. South Carolina's annexation laws are stricter than most states, and many urban and suburban residents throughout the state live outside of cities and towns.
- Policies – City policy has not required annexation of newly developed or redeveloped property using City water or sewer when it is adjacent to the City limits in the past.
- Undeveloped property – some properties are in a donut hole simply because they have not been developed.

STATE OF SOUTH CAROLINA)

COUNTY OF OCONEE)

ORDINANCE 2025-04

CITY OF WALHALLA)

AN ORDINANCE TO AMEND THE CITY OF WALHALLA CODE OF ORDINANCES, CHAPTER 330, ARTICLE III, SECTION 1.19 and 1.21 THE ESTABLISHMENT OF ZONING DISTRICTS; RULES FOR INTERPRETATION OF BOUNDARIES; APPLICATION OF DISTRICT REGULATIONS TO PROVIDE FOR THE CONDITIONAL USE OF DRIVE-THROUGHS AS AMENDED BY ORDINANCE #2021-17, AND MATTERS RELATED THERETO

Whereas, the City of Walhalla, a body politic and corporate and a political subdivision of the State of South Carolina (the "City"), acting by and through its City Council (the "City Council") has previously adopted City of Walhalla Ordinance # 2021-17, amendment to the Zoning Ordinance (the "Ordinance"), which Ordinance contains language prohibiting drive-throughs in the Office Commercial and Core Commercial Zoning Districts; and

Whereas, City Council is authorized to amend zoning regulations ; and

Whereas, goals of the zoning ordinance include the orderly growth of City and standards that lead to an attractive, safe and inviting City; constructing a visually attractive and economically vibrant City; and assuring new developments relates to the character of downtown and is compatible with surrounding neighborhoods; and

Whereas, the City of Walhalla Planning Commission held a public hearing on February 10, 2025 and recommended approval; and

Now Therefore: it is ordained and enacted by the City Council of the City of Walhalla, in Council assembled, that Chapter 330, Section 1.19, and Chapter 330, Section 1.21 shall be amended as follows:

1. Amend Article III Establishment of Zoning Districts; Rules for Interpretation of Boundaries; Application of District Regulations to include:

§ 330-1.19 Office Commercial District

C. Conditional uses. The following uses shall be permitted on a conditional basis in any OC Zoning District:

(12) Drive-Throughs, provided they adhere to the following conditions:

(i.) They must comply with the Downtown Design Guidelines;

(ii.) Maintain ingress and egress on a roadway classified as Urban-Local or submit a traffic impact study for a roadway classified as Collector or Arterial;

(iii.) Must be placed so that pedestrians entering and exiting the building are not required to cross the driving lane. When it is necessary for individuals to have to cross drive-through lanes, crosswalks have to be clearly differentiated from the parking area to the building entrance.

(iv.) Lanes must be situated so that other vehicles leaving or entering the parking lot won't be hindered by others using the drive-through.

(v.) Entrances and exits to drive-throughs must be placed so they do not come within 150 feet of the centerlines of intersecting streets.

(vi.) Buildings of businesses that use drive-throughs to serve food primarily for off site consumption may not be located within 500 feet of one another.

E. Other requirements. Uses in Office Commercial Zoning Districts shall be required to conform to the standards set forth below. All other relevant portions of this Part 1 shall apply.

~~(7) No drive-throughs of any kind are permitted. [Added 9-21-2021 by Ord. No. 2021-17]~~

§ 330-1.21 **Core Commercial District**

E. Other requirements. Uses permitted in CC Zoning Districts shall be required to conform to the standards set forth below. All other relevant portions of this Part 1 shall apply.

~~(5) No drive-throughs of any kind are permitted. [Added 9-21-2021 by Ord. No. 2021-17]~~

2. Should any portion of this Ordinance be deemed unconstitutional or otherwise unenforceable by any court of competent jurisdiction, such determination shall not affect the remaining terms and provisions of this ordinance, all of which are hereby deemed separable.
3. All orders, resolutions, and enactments of City of Walhalla Council inconsistent herewith are, to the extent of such inconsistency only, hereby repealed, revoked, and rescinded.
4. This ordinance shall take effect and be in full force and effect from and after second reading and enactment by City of Walhalla Council.

THE REMAINDER OF THE PAGE IS INTENTIONALLY LEFT BLANK.

AND IS DONE AND RATIFIED in Council Duly assembled this _____Day of _____ 2025.

Tim Hall, Mayor

ATTEST:

Celia Boyd Myers, City Administrator

Introduced By:
First Reading:

Public Hearing,
Second Reading
And Adoption:



February 10, 2025

Celia Boyd Myers, AICP
City Administrator
206 N. Church St.
PO Box 1099
Walhalla, SC 29691

Re: **Recommendation of Award**
City of Walhalla SCIIP A-23C202 - Water and Sewer Improvements Project
Division II - Water System Improvements
SEG Project No. 24011

Dear Ms. Myers,

Construction bids for the above referenced project were received, publicly opened, and read aloud on Tuesday, January 21, 2025, at 2:00 PM in the City of Walhalla Council Chambers. The Division II - Water System Improvements received three bids ranging from a low base bid amount of \$1,962,562.00 to a high base bid amount of \$3,519,000.00. Summit Engineering Group, Inc. (Summit) has completed its review of the bids and finds everything to be in order with regard to the accuracy of the bids. The enclosed "Certification of Bids" identifies the individual bidders and each bid amount.

The low bidder for the Division II project is HDH Construction Group LLC with a base bid in the amount of \$1,962,562.00, which can be considered a reasonable bid. HDH Construction Group LLC is properly licensed, bonded, and insured. HDH Construction Group LLC has completed multiple projects for the City and Summit and we find no cause to disqualify the company. Based on the review, it is our belief that HDH Construction Group LLC is capable of providing the City of Walhalla a successful project.

I trust that the above and enclosed information will meet with your approval. Should you have any questions and/or require additional information, please feel free to let me know.

Sincerely,

Summit Engineering Group, Inc.

RAnderson

Richard A. Anderson, PE
Project Manager

Enclosures: Bid Tabulation



CERTIFIED AS A TRUE CORRECT
TABULATION OF BIDS RECEIVED

Summit Engineering Group, Inc.

SCIIP A-23-C202 - Water and Sewer Improvements Project

Division II - Water System Improvements
City of Walhalla - 24011

Page: 1 of 2

BID DATE: January 21, 2025

BID TIME: 2:00 P.M.

PLACE OF BID OPENING: 105 S. Broad St. Walhalla

NUMBER OF BIDS REC'D: 3

City of Walhalla 105 W Broad Street Walhalla, SC 29691				HDH Construction GroupLLC 2654 Fox Run Road Seneca, SC 29672		Greenstone Construction LLC 210 W North 2nd Street Seneca, SC 29678		HRH Engineering Services LLC 3921 Old Furnace Road Chesnee, Sc 29322			
Item No.	Description	Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1.	Contractor Mobilization / Demobilization:										
a.	Mobilization (Max. of 5% Total Bid)	1	LS	\$ 81,000.00	\$ 81,000.00	\$ 82,040.00	\$ 82,040.00	\$ 165,000.00	\$ 165,000.00		
b.	Demobilization (Min. of 1% of Total Bid)	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 18,750.00	\$ 18,750.00	\$ 30,000.00	\$ 30,000.00		
2.	WaterDistribution Mains:										
a.	10" DIP	5,000	LF	\$ 76.40	\$ 382,000.00	\$ 102.60	\$ 513,000.00	\$ 110.00	\$ 550,000.00		
	10" Restrained Joint DIP										
b.	(Open Cut or Free Bored)	1,000	LF	\$ 98.15	\$ 98,150.00	\$ 124.20	\$ 124,200.00	\$ 120.00	\$ 120,000.00		
	10" RJ DIP in 24" Steel Encasement,										
c.	Bored & Jacked	400	LF	\$ 450.00	\$ 180,000.00	\$ 594.00	\$ 237,600.00	\$ 685.00	\$ 274,000.00		
	6" RJ DIP in 12" Steel Encasement,										
d.	Bored and Jacked	60	LF	\$ 280.00	\$ 16,800.00	\$ 405.00	\$ 24,300.00	\$ 580.00	\$ 34,800.00		
3.	Gate Valve & Box										
a.	10-inch	13	EA	\$ 5,875.00	\$ 76,375.00	\$ 4,590.00	\$ 59,670.00	\$ 3,500.00	\$ 45,500.00		
b.	6-Inch	2	EA	\$ 2,710.00	\$ 5,420.00	\$ 2,430.00	\$ 4,860.00	\$ 2,350.00	\$ 4,700.00		
4.	Tapping Sleeve & Valves										
a.	3-inch or less	1	EA	\$ 300.00	\$ 300.00	\$ 4,860.00	\$ 4,860.00	\$ 6,500.00	\$ 6,500.00		
5.	Fittings	3,500	LB	\$ 4.00	\$ 14,000.00	\$ 5.40	\$ 18,900.00	\$ 3.00	\$ 10,500.00		
6.	Fire Hydrant Assemblies	6	EA	\$ 9,975.00	\$ 59,850.00	\$ 11,340.00	\$ 68,040.00	\$ 8,500.00	\$ 51,000.00		
7.	Air Release Valve Assembly	1	EA	\$ 3,975.00	\$ 3,975.00	\$ 5,350.00	\$ 5,350.00	\$ 6,500.00	\$ 6,500.00		
8.	Double I-Beam Deadman	2	EA	\$ 2,900.00	\$ 5,800.00	\$ 10,260.00	\$ 20,520.00	\$ 12,500.00	\$ 25,000.00		
9.	Concrete Collar	2	EA	\$ 1,450.00	\$ 2,900.00	\$ 110.00	\$ 220.00	\$ 5,000.00	\$ 10,000.00		
10.	Connect to Existing System:										
a.	6" - Station 0+00, Zion Rd.	1	LS	\$ 11,035.00	\$ 11,035.00	\$ 5,940.00	\$ 5,940.00	\$ 6,500.00	\$ 6,500.00		
b.	2" - Station 37+77, Joan Dr.	1	LS	\$ 10,655.00	\$ 10,655.00	\$ 4,320.00	\$ 4,320.00	\$ 6,500.00	\$ 6,500.00		
c.	10" - Station 62+28, Coffee Rd.	1	LS	\$ 5,095.00	\$ 5,095.00	\$ 4,100.00	\$ 4,100.00	\$ 6,500.00	\$ 6,500.00		
11.	Pump Station:										
a.	Site Work	1	LS	\$ 18,650.00	\$ 18,650.00	\$ 43,770.00	\$ 43,770.00	\$ 250,000.00	\$ 250,000.00		
b.	Building Slab	1	LS	\$ 12,815.00	\$ 12,815.00	\$ 23,590.00	\$ 23,590.00	\$ 150,000.00	\$ 150,000.00		



CERTIFIED AS A TRUE CORRECT
TABULATION OF BIDS RECEIVED

Summit Engineering Group, Inc.

SCIIP A-23-C202 - Water and Sewer Improvements Project

Division II - Water System Improvements

City of Walhalla - 24011

Page: 2 of 2

BID DATE: January 14th, 2025

BID TIME: 2:00 P.M.

PLACE OF BID OPENING: 105 S. Broad St. Walhalla

NUMBER OF BIDS REC'D: 3

City of Walhalla 105 W Broad Street Walhalla, SC 29691				HDH Construction Group LLC 2654 Fox Run Road Seneca, SC 29672		Greenstone Construction LLC 210 W North 2nd Street Seneca, SC 29678		HRH Engineering Services LLC 3921 Old Furnace Road Chesnee, Sc 29322			
Item No.	Description	Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
c.	Pre-Engineered Package Station	1	LS	\$561,300.00	\$ 561,300.00	\$665,510.00	\$ 665,510.00	\$ 1,115,000.00	\$ 1,115,000.00		
d.	Site Piping	1	LS	\$ 34,130.00	\$ 34,130.00	\$ 42,320.00	\$ 42,320.00	\$ 250,000.00	\$ 250,000.00		
e.	Electrical/SCADA	1	LS	\$179,543.00	\$ 179,543.00	\$114,310.00	\$ 114,310.00	\$ 150,000.00	\$ 150,000.00		
12.	Driveway Dry Bores	15	EA	\$ 2,000.00	\$ 30,000.00	\$ 3,780.00	\$ 56,700.00	\$ 2,000.00	\$ 30,000.00		
13.	Sediment & Erosion Control:										
a.	S&EC Measures - As Required	6,000	LF	\$ 4.00	\$ 24,000.00	\$ 3.24	\$ 19,440.00	\$ 1.50	\$ 9,000.00		
b.	Clearing and Grubbing	6,000	LF	\$ 1.50	\$ 9,000.00	\$ 3.24	\$ 19,440.00	\$ 1.50	\$ 9,000.00		
c.	Grassing and Restoration	6,000	LF	\$ 3.00	\$ 18,000.00	\$ 1.62	\$ 9,720.00	\$ 1.50	\$ 9,000.00		
14.	Testing/Miscellaneous:										
a.	Compaction Tests	10	EA	\$ 935.00	\$ 9,350.00	\$ 216.00	\$ 2,160.00	\$ 400.00	\$ 4,000.00		
b.	Testing and Disinfection	1	LS	\$ 6,250.00	\$ 6,250.00	\$ 8,100.00	\$ 8,100.00	\$ 15,000.00	\$ 15,000.00		
c.	Abandon Existing Water Mains	1	LS	\$ 12,169.00	\$ 12,169.00	\$ 32,400.00	\$ 32,400.00	\$ 25,000.00	\$ 25,000.00		
d.	Classified Excavation	200	CY	\$ 150.00	\$ 30,000.00	\$ 150.00	\$ 30,000.00	\$ 150.00	\$ 30,000.00		
15.	Residential Service Reconnections	40	EA	\$ 1,475.00	\$ 59,000.00	\$ 2,700.00	\$ 108,000.00	\$ 300.00	\$ 120,000.00		
					\$ -						
	Total Division II Base Bid:				\$ 1,962,562.00		\$ 2,372,130.00		\$ 3,519,000.00		



February 13, 2025

Celia Boyd Myers, AICP
City Administrator
206 N. Church St.
PO Box 1099
Walhalla, SC 29691

Re: **Recommendation of Award**
City of Walhalla SCIIP A-23C202 - Water and Sewer Improvements Project
Division III - Water System Rehabilitation
SEG Project No. 24011

Dear Ms. Myers,

Construction bids for the above referenced project were received, publicly opened, and read aloud on Thursday, February 6, 2025, at 2:00 PM at the City of Walhalla City Hall. The Division III - Water System Rehabilitation received three bids ranging from a low base bid amount of \$3,045,539.00 to a high base bid amount of \$4,863,692.00. Summit Engineering Group, Inc. (Summit) has completed its review of the bids and finds everything to be in order with regard to the accuracy of the bids. The enclosed "Certification of Bids" identifies the individual bidders and each bid amount.

The low bidder for the Division III project is Stillwell Enterprises, Inc. with a base bid in the amount of \$3,045,539.00, which can be considered a reasonable bid. Stillwell Enterprises, Inc. is properly licensed, bonded, and insured. Stillwell Enterprises, Inc. has completed similar projects in the surrounding area and are recognized by the City and Summit as a reputable company and we find no cause to disqualify the company. Stillwell Enterprises, Inc. also provided the low bid on the Additive Alternate A with a bid of \$44,000.00 which is considered a reasonable bid. If acceptable to the City, the total contract amount including the additive alternate bid comes to \$3,089,539.00. Based on the review, it is our belief that Stillwell Enterprises, Inc. is capable of providing the City of Walhalla a successful project.

I trust that the above and enclosed information will meet with your approval. Should you have any questions and/or require additional information, please feel free to let me know.

Sincerely,

Summit Engineering Group, Inc.

Richard A. Anderson

Richard A. Anderson, PE
Project Manager

Enclosures: Bid Tabulation

CERTIFIED AS A TRUE CORRECT
TABULATION OF BIDS RECEIVED



CERTIFIED AS A TRUE CORRECT
TABULATION OF BIDS RECEIVED

Summit Engineering Group, Inc.

SCIIP A-23-C202 - Water and Sewer Improvements Project

Division III - Water System Rehabilitation Project

City of Walhalla - Project No.24011

Page: 2 of 3

BID DATE: February 6, 2025

BID TIME: 2:00 P.M.

PLACE OF BID OPENING: Walhalla City Hall

NUMBER OF BIDS REC'D: 3

City of Walhalla 105 W. South Broad Street Walhalla, SC 29691				Stillwell Enterprises, Inc. P.O. Box 635 Sylva, NC 28779		HRH Engineering Services LLC 3921 Old Furnace Road Chesnee, SC 29322-8485		HDH Construction Group, LLC 2654 Fox Run Road Deneca, SC 29672			
Item No.	Description	Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
4.	Tapping Sleeve & Valves										
a.	3-inch or less	10	EA	\$ 4,000.00	\$ 40,000.00	\$ 5,000.00	\$ 50,000.00	\$ 6,075.00	\$ 60,750.00		
b.	4-inch or more	1	EA	\$ 5,500.00	\$ 5,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,555.00	\$ 7,555.00		
5.	Fittings	5,000	LB	\$ 10.00	\$ 50,000.00	\$ 5.00	\$ 25,000.00	\$ 11.00	\$ 55,000.00		
6.	Fire Hydrant Assemblies	14	EA	\$ 9,500.00	\$ 133,000.00	\$ 10,500.00	\$ 147,000.00	\$ 9,375.00	\$ 131,250.00		
7.	Air Releases Valve Assembly	1	EA	\$ 3,000.00	\$ 3,000.00	\$ 5,500.00	\$ 5,500.00	\$ 3,950.00	\$ 3,950.00		
8.	Blow-off Valve Assembly	1	EA	\$ 3,000.00	\$ 3,000.00	\$ 3,500.00	\$ 3,500.00	\$ 2,975.00	\$ 2,975.00		
9.	Double I-Beam Deadman	6	EA	\$ 3,600.00	\$ 21,600.00	\$ 10,000.00	\$ 60,000.00	\$ 3,000.00	\$ 18,000.00		
10.	Concrete Collar	6	EA	\$ 2,800.00	\$ 16,800.00	\$ 1,500.00	\$ 9,000.00	\$ 2,500.00	\$ 15,000.00		
11.	Connect to Existing System:										
a.	8" - Station 0+00 (WL-1)	1	LS	\$ 6,000.00	\$ 6,000.00	\$ 7,500.00	\$ 7,500.00	\$ 12,000.00	\$ 12,000.00		
b.	6" - Station 4+58 (WL-1)	1	LS	\$ 6,000.00	\$ 6,000.00	\$ 7,500.00	\$ 7,500.00	\$ 12,000.00	\$ 12,000.00		
c.	6" - Station 9+30 (WL-1)	1	LS	\$ 6,000.00	\$ 6,000.00	\$ 7,500.00	\$ 7,500.00	\$ 12,000.00	\$ 12,000.00		
d.	6" - Station 18+59 (WL-1)	1	LS	\$ 6,000.00	\$ 6,000.00	\$ 7,500.00	\$ 7,500.00	\$ 12,000.00	\$ 12,000.00		
e.	6" - Station 23+40 (WL-1)	1	LS	\$ 6,000.00	\$ 6,000.00	\$ 7,500.00	\$ 7,500.00	\$ 12,000.00	\$ 12,000.00		
f.	6" - Station 37+41 (WL-1)	1	LS	\$ 6,000.00	\$ 6,000.00	\$ 7,500.00	\$ 7,500.00	\$ 12,000.00	\$ 12,000.00		
g.	6" - Station 37+84 (WL-1)	1	LS	\$ 6,000.00	\$ 6,000.00	\$ 7,500.00	\$ 7,500.00	\$ 12,000.00	\$ 12,000.00		
h.	8" - Station 38+11 (WL-1)	1	LS	\$ 6,000.00	\$ 6,000.00	\$ 7,500.00	\$ 7,500.00	\$ 12,000.00	\$ 12,000.00		
i.	8" - Station 0+00 (WL-2)	1	LS	\$ 6,000.00	\$ 6,000.00	\$ 7,500.00	\$ 7,500.00	\$ 12,000.00	\$ 12,000.00		
j.	6" - Station 7+56a (WL-2)	1	LS	\$ 6,000.00	\$ 6,000.00	\$ 7,500.00	\$ 7,500.00	\$ 12,000.00	\$ 12,000.00		
k.	6" - Station 33+51 (WL-2)	1	LS	\$ 6,000.00	\$ 6,000.00	\$ 7,500.00	\$ 7,500.00	\$ 12,000.00	\$ 12,000.00		
l.	10" - Station 0+00 (WL-3)	1	LS	\$ 6,500.00	\$ 6,500.00	\$ 10,500.00	\$ 10,500.00	\$ 12,000.00	\$ 12,000.00		
m.	10" - Station 4+74 (WL-3)	1	LS	\$ 6,500.00	\$ 6,500.00	\$ 10,500.00	\$ 10,500.00	\$ 12,487.00	\$ 12,487.00		
n.	10" - Station 7+51 (WL-3)	1	LS	\$ 6,500.00	\$ 6,500.00	\$ 10,500.00	\$ 10,500.00	\$ 12,000.00	\$ 12,000.00		
o.	2" or 3" connections	11	LS	\$ 2,500.00	\$ 27,500.00	\$ 6,500.00	\$ 71,500.00	\$ 4,055.00	\$ 44,605.00		
p.	Courthouse 8" fire connection	1	LS	\$ 6,500.00	\$ 6,500.00	\$ 10,500.00	\$ 10,500.00	\$ 13,750.00	\$ 13,750.00		



CERTIFIED AS A TRUE CORRECT
TABULATION OF BIDS RECEIVED

Summit Engineering Group, Inc.

SCIIP A-23-C202 - Water and Sewer Improvements Project
Division III - Water System Rehabilitation Project
City of Walhalla - Project No.24011

Page: 3 of 3

BID DATE: February 6, 2025

BID TIME: 2:00 P.M.

PLACE OF BID OPENING: Walhalla City Hall

NUMBER OF BIDS REC'D: 3

City of Walhalla 105 W. South Broad Street Walhalla, SC 29691						Stillwell Enterprises, Inc. P.O. Box 635 Sylva, NC 28779		HRH Engineering Services LLC 3921 Old Furnace Road Chesnee, SC 29322-8485		HDH Construction Group, LLC 2654 Fox Run Road Deneca, SC 29672				
Item No.	Description				Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
12.		Pavement Replacement												
	a.	Roadway Trench Preparation			6,100	LF	\$ 8.50	\$ 51,850.00	\$ 58.00	\$ 353,800.00	\$ 80.00	\$ 488,000.00		
	b.	Milling and Overlay			17,000	SY	\$ 30.00	\$ 510,000.00	\$ 20.00	\$ 340,000.00	\$ 35.00	\$ 595,000.00		
	c.	Concrete Sidewalk Replacement			3,500	LF	\$ 65.00	\$ 227,500.00	\$ 60.00	\$ 210,000.00	\$ 100.00	\$ 350,000.00		
	d.	Supplemental Asphalt			100	SY	\$ 200.00	\$ 20,000.00	\$ 65.00	\$ 6,500.00	\$ 35.00	\$ 3,500.00		
13.		Driveway Dry Bores			15	EA	\$ 1,000.00	\$ 15,000.00	\$ 3,000.00	\$ 45,000.00	\$ 4,000.00	\$ 60,000.00		
14.		Sediment & Erosion Control:												
	a.	S&EC Measures - As Required			1	LS	\$ 22,000.00	\$ 22,000.00	\$ 50,000.00	\$ 50,000.00	\$ 20,000.00	\$ 20,000.00		
	b.	Clearing and Grubbing			1	LS	\$ 3,000.00	\$ 3,000.00	\$ 35,000.00	\$ 35,000.00	\$ 25,000.00	\$ 25,000.00		
	c.	Grassing and Restoration			1	LS	\$ 1,500.00	\$ 1,500.00	\$ 15,000.00	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00		
15.		Testing /Miscellaneous												
	a.	Compaction Tests			10	EA	\$ 1,000.00	\$ 10,000.00	\$ 350.00	\$ 3,500.00	\$ 950.00	\$ 9,500.00		
	b.	Testing and Disinfection			1	LS	\$ 15,000.00	\$ 15,000.00	\$ 5,000.00	\$ 5,000.00	\$ 32,815.00	\$ 32,815.00		
	c.	Abandon Existing Water Mains			1	LS	\$ 6,000.00	\$ 6,000.00	\$ 25,000.00	\$ 25,000.00	\$ 60,500.00	\$ 60,500.00		
	d.	Classified Excavation			300	CY	\$ 150.00	\$ 45,000.00	\$ 150.00	\$ 45,000.00	\$ 150.00	\$ 45,000.00		
16.		Residential Services Reconections			130	EA	\$ 1,500.00	\$ 195,000.00	\$ 3,000.00	\$ 390,000.00	\$ 1,950.00	\$ 253,500.00		
		Total Division III Base Bid :						\$ 3,045,539.00		\$ 3,969,600.00		\$ 4,863,692.00		
		Alternative A												
		2" HDPE Water Line (Open Cut or												
2		Directional Bored			800	LF	\$ 40.00	\$ 32,000.00	\$ 80.00	\$ 64,000.00	\$ 75.00	\$ 60,000.00		
4		3" OR Less Tapp[ing Sleeve and Valve			2	EA	\$ 4,000.00	\$ 8,000.00	\$ 5,000.00	\$ 10,000.00	\$ 4,215.00	\$ 8,430.00		
8		Blow-Off Valve Assembly			2	EA	\$ 2,000.00	\$ 4,000.00	\$ 7,500.00	\$ 15,000.00	\$ 4,275.00	\$ 8,550.00		
		Total Division III Alternative A:						\$ 44,000.00		\$ 89,000.00		\$ 76,980.00		

City Of Walhalla

Virtual Attendance Policy

A. Introduction

The City of Walhalla recognizes the benefits of allowing members of the City Council and Council appointed Board/Commission Members to attend meetings using videoconferencing technology. The City Council of the City of Walhalla adopts a local policy to authorize the use of videoconferencing for public meetings. This Virtual Attendance Policy shall govern participation when City Council and/or Board/Commission Members choose to attend public meetings via videoconferencing technology.

B. Virtual Meeting Attendance by Council and/or Board/Commission Members

1. Members of a public body shall be physically present at all meetings of such public body unless such member is unable to be physically present at any such meeting location due to the following extraordinary circumstances:

- a. Disability;
- b. Illness;
- c. Health Concerns;
- d. Caregiving Responsibilities;
- e. Business Trips; or
- f. Other significant or unexpected factor or event which precludes the member's physical attendance at such meeting.

2. The majority of the City Council or the Board/Commission must conduct the public meeting from a physical location where the public can attend.

- a. A majority of City Council and/or Board/Commission must conduct the meeting in the same physical location where the public can attend the meeting.
- b. Exceptions shall apply during a state of emergency declared by the Governor, or a local state of emergency proclaimed by the City Council of the City of Walhalla.

3. Council members wishing to attend a public meeting using videoconferencing technology must advise the City Administrator forty-

eight (48) hours before the scheduled meeting that they are unable to be physically present at the meeting. Board/Commission Members wishing to attend a public meeting using videoconferencing technology must advise the Board/Commission's staff point of contact forty-eight (48) hours before the scheduled meeting that they are unable to be physically present at the meeting.

4. The City Council and/or Board/Commission shall ensure that all members can be heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon. Any City Council member and/or Board/Commission member attending a public meeting via videoconferencing technology must have their video turned on for the duration of the meeting.

5. During the public meeting the presiding officer shall announce the name or names of those members participating remotely. This information shall be included in the minutes.

6. If the Mayor wishes to attend a public meeting using videoconferencing technology, the Mayor Pro Tem shall preside over the meeting from the physical location where the public can attend. If the Board/Commission Chair wishes to attend a public meeting using videoconferencing technology, the Vice-Chair shall preside over the meeting from the physical location where the public can attend.

7. If a vote takes place during the meeting, the remote attendee will be entitled to participate in the vote as usual. The remote attendee will be asked directly what their vote is.

C. Virtual Meeting Etiquette for Council Members and Board/Commission Members

1. Council and/or Board/Commission members that attend a public meeting via videoconferencing must comply with the following rules:

- a. Be on time.
- b. Keep your camera on at all times.
- c. Participate in discussion and votes.
- d. Mute yourself when not speaking.
- e. Minimize background distractions.

City of Walhalla

Municipal Volunteer Program (MVP)



The City of Walhalla is excited to share the Municipal Volunteer Program! We appreciate your interest and are grateful that you wish to share your time and talent with the City. In whatever capacity you choose, we hope that you find your experience fulfilling and gratifying. This MVP Handbook will assist you to successfully apply and serve as a Volunteer. It provides basic information about your responsibilities, volunteer expectations and related topics. Together, we are creating a better community for you and the residents of this great city and making Walhalla a place we are all proud to call home!



Chapter 1 - The Volunteer Program

1.1 Overall Policy on Utilization of Volunteers

The City of Walhalla's Municipal Volunteer Program (MVP) is a unique opportunity for community members to share their gifts and talents, coordinating and managing City-wide volunteer efforts to enhance the overall community. Volunteers who are placed in a rewarding experience often become instrumental team members who not only enhance the capabilities of the city but also become lifelong advocates. Volunteers are rewarded by the intrinsic altruism of their experience. The City benefits from the increased resources made possible through the volunteer. To this end, the city accepts and encourages the involvement of volunteers at all levels and within all appropriate programs and activities. All staff members are encouraged to assist in the creation of meaningful and productive volunteer roles, and in the recruitment of volunteers from the community.

Mission: The MVP is committed to encouraging community participation and comprehensive coordination of Volunteers to enhance community services.

Objectives:

- Increase public awareness of municipal services and operations.
- Support innovative ways to improve our community through volunteer efforts.
- Allow and enhance inclusive participation in City Government.
- Cultivate positive relationships and effective partnerships

1.2 Purpose of Volunteer Policies

Volunteer policies provide overall guidance and direction to staff and volunteers engaged in volunteer programs. These policies are intended for guidance only and do not constitute a binding contractual or personnel agreement. The city reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Areas not specifically covered by these policies shall be determined by the department head/volunteer program coordinator overseeing the volunteer activity. A department may establish additional rules, guidelines and regulations for their departmental volunteer program that are not specifically addressed in this



handbook. Additions to this document may not conflict with the existing standards provided within these guidelines.

1.3 Scope of Volunteer Policies

Unless specifically stated otherwise, these policies apply to all non-elected volunteers in all volunteer programs and projects undertaken on or on behalf of the city.

1.4 Role of the City's Volunteer Program Coordinator

The productive utilization of volunteers requires a planned, organized and unified effort. The function of the city's volunteer program coordinator is to provide a central coordinating point for effective volunteer management city-wide. The city's volunteer program coordinator should serve as a unifying liaison with other volunteer coordinators and assist in the promotion and recognition of programs throughout the city.

1.5 Role of the Volunteer Coordinator

The volunteer coordinator is responsible for assisting department staff in identifying volunteer opportunities, recruitment, tracking, evaluations and appreciation. The volunteer coordinator should also serve as a liaison with other volunteer programs in the city and assist in city efforts to recognize and promote volunteering. Note that a Volunteer Coordinator may not be an official title, rather a role or responsibility within the organization.

1.6 Definition of Volunteer

A volunteer is anyone who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of the city. A volunteer must be officially accepted and enrolled by the department prior to performance of the task. Volunteers may be placed in professional, administrative/clerical, recreation and athletic and/or technical areas. Volunteers are supervised and monitored by designated personnel within the assigned department. Volunteers may be interns, business cooperative program students, persons with an interest in public service, or may be provided through temporary agencies. All Volunteers are unpaid and have no guarantee of employment in connection with their volunteer service. These duties are considered volunteer service for a government entity.



1.7 Classification of Volunteers

Volunteers are classified as:

Credentialed Volunteers – These are volunteers who have passed the city background clearance and have been given an ID badge.

General Volunteers – These are volunteers who are not working with vulnerable populations and are likely special event or short-term volunteers.

1.8 Employees as Volunteers

The city accepts the services of staff as volunteers. This service is accepted only if the volunteer service is provided without any coercive nature, involves work which is outside the scope of normal staff duties in accordance with the Fair Labor Standards Act and takes place outside of normal working hours. Family members of staff are eligible for volunteer service.

1.9 Service at the Discretion of the City

The city accepts the service of volunteers with the understanding that such service is at the sole discretion of the residing department of the volunteer opportunity. Volunteers agree that the department may at any time, for whatever reason, terminate the volunteer's relationship with the department and potentially the city.

The volunteer may at any time, for whatever reason, decide to sever the relationship with the city. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

1.10 Volunteer Rights and Responsibilities

Volunteers are viewed as a valuable resource to the city, its staff and its customers. This program is designed to allow volunteers to:

- Be given meaningful assignments.
- Be given a fully defined activity description and expectations.
- Be treated with respect as members of the department team and receive effective supervision.
- Receive recognition for work done.



In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures of the department and city.

1.11 Scope of Volunteer Involvement

Volunteers may be utilized in all programs and activities of the city and serve at all levels of skill and decision-making as appropriate. Volunteers should not, however, be utilized to displace any paid employees from their positions.

Chapter 2 - Volunteer Management Procedures

2.1 Maintenance of Records

An electronic volunteer management system will be maintained by the city to store volunteer records, including addresses, phone numbers, emergency contact information, dates of service, positions held, duties performed, evaluation of work and awards received. Volunteers and designated staff shall be responsible for updating all appropriate records and information in a timely and accurate fashion. To the extent permitted by law, volunteer records shall be treated with the same confidentiality as staff personnel records and shall be subject to open records in accordance with all applicable state laws.

2.2 "Two Hat" Policy

Members of the various boards and councils can be accepted as direct service volunteers with the department and city provided there is no conflict of interest.

2.3 Representation of the City

Prior to any action or statement which might significantly affect or obligate the city, volunteers must seek prior consultation and receive approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, collaborative efforts with other organizations or any agreements involving contractual or other financial obligations. Volunteers are unauthorized to act as representatives of the city except to the extent as specifically indicated within their activity descriptions and only to the extent of such written specifications. Volunteers are not permitted to engage in any action that would obligate the city financially.



2.4 Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves staff, volunteers, customers, clients or other persons or involves overall city business. Failure to maintain confidentiality may result in some corrective action or termination of the volunteer's relationship with the city.

2.5 Worksite

An appropriate worksite shall be established prior to the enrollment of any volunteer. This worksite shall contain necessary facilities, equipment and space for the designated activities to be performed effectively.

2.6 Dress Code

As representatives of the city, volunteers, like staff, are responsible for presenting a good image to customers, clients and to the general community. Volunteers shall dress appropriately for the conditions and performance of their duties, as defined by their supervisor.

2.7 Logging Hours

Individual volunteers are responsible for the accurate completion and timely submission of their hours served. Volunteers will be asked to log their hours online or submit their hours to their supervisors on a bi-monthly basis (every two weeks).

2.8 Photo Release

As a Volunteer, permission is given to the City to use the visual depiction of me and/or my minor child(ren) for the purposes of training, advertising, publicity and promotion of the City of Walhalla and the Municipal Volunteer Program.

2.9 Social Media

Volunteers agree not to electronically disseminate on social media or the internet, City information including, without limitation: pictures, video or statements without City written consent. Information prohibited for dissemination includes data that depicts volunteers, the City, or its employees in a false light. Volunteers agree not to use any photographs, video or photographic material or other electronic material, including but not limited to, any of the above information when content includes: information that may tend to compromise



the safety or security of City employees or public systems or infrastructure; conduct or encouragement of illegal activity; or content that violates a legal ownership interest of any other party.

2.10 Drugs and Alcohol

The City of Walhalla does not tolerate illegal drug usage/abuse, alcohol usage/abuse by anyone in any City building or sponsored function. This prohibition includes the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in or away from City buildings. Further, the City recognizes dependency on legal drugs for other than their intended purposes as abuse. Such behaviors can affect an individual's productivity and efficiency, jeopardize the safety of the Volunteer, their peers, employees, and the public, as well as harm the City's reputation. Volunteers shall not report for duty or remain on duty when using, under the influence of, or possessing any controlled substance, unless the substance is a medication prescribed for that Volunteer and the Volunteer has been instructed by a physician or dentist that the substance does not adversely affect the Volunteer's ability to safely, effectively, or satisfactorily perform the duties assigned.

2.11 Smoking

Smoking is prohibited in any City of Walhalla vehicles and in all City facilities. This includes vaping and the use of electronic cigarettes.

2.12 Safety and Accident Reporting

Safety is everybody's responsibility and must be given primary importance in every aspect of performing volunteer activities; therefore, Volunteers must adhere to all safety guidelines applicable to their assignment. Volunteers must report all injuries to their Coordinator or their designee immediately. If you should have an accident or damage to any personal or City property, please ask your Coordinator to complete an Incident Report form. Be sure to provide the Coordinator with as much accurate information as possible. The Coordinator will keep this report as a record of the incident. Be advised, Volunteers are not eligible for Workers' Compensation insurance. Should a Volunteer get injured while performing volunteer duties, the Volunteer must use their own health insurance for any medical treatment.



Chapter 3 - Volunteer Recruitment and Selection

3.1 Activity Descriptions

Volunteer activities require clear, complete and current descriptions of the duties and responsibilities. Prior to any volunteer assignment or recruitment efforts, an activity description must be developed for each volunteer activity. This activity description will be made available to each accepted volunteer and utilized in subsequent management and evaluation efforts. Activity descriptions should be reviewed and updated whenever the work involved in the activity changes substantially. All activity descriptions shall include a description of the purpose and duties of the position, a designated supervisor and worksite, a timeframe for the performance of the activity, a listing of qualifications and a description of activity benefits. Volunteer coordinators are available to assist staff in the development of volunteer activity descriptions.

3.2 Staff Requests for Volunteers

If staff needs assistance recruiting volunteers, requests for volunteers shall be submitted to the department volunteer coordinator by interested staff, complete with a draft activity description and a requested timeframe. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting activities and by advance notice.

3.3 Recruitment

Volunteers shall be recruited by the city/department on a proactive basis, with the intent of broadening and expanding the volunteer involvement of the community. The sole qualification for volunteer recruitment shall be suitability to perform a task on behalf of the department. Volunteers may be recruited through either an interest in specific functions or through a general interest in volunteering which will later be matched with a specific function.

3.4 Screening

Prior to being assigned or appointed to a position, volunteers will be screened to ascertain their suitability for and interest in that position. The screening should include communications to determine the basic qualifications of the volunteer and their commitment to fulfill the requirements of the position and should



answer any questions that the volunteer might have about the position. The screening may also include a background investigation as determined by the volunteer activity.

3.5 Professional Services

Volunteers shall not perform professional services for which certification or licensing is required unless currently certified or licensed to do so. A copy of such certificate or license should be maintained by the department head.

3.6 Length of Service

All volunteer positions shall have a set term of duration. It is highly recommended that this term shall not be longer than one year, with an option for renewal at the discretion of both parties. All volunteer assignments shall end at the conclusion of their set term, without expectation or requirement of reassignment of that position to the incumbent. Also, as stated in Section 1.9, volunteer service is provided on an at-will basis and may be terminated by the city/department at any time, with or without cause.

Volunteers are neither expected nor required to accept further service in a position at the end of their set term. However, they are welcome to do so or may instead seek a different volunteer assignment within the city/department or retire from volunteer service.

3.7 Leave of Absence

At the discretion of the supervisor, leaves of absence may be granted to volunteers. This leave of absence will not alter or extend the previously agreed upon ending date of the volunteer's term of service.

3.8 Use of Position

No Volunteer may use his or her status with the City of Walhalla to obtain any privilege, financial or otherwise. Volunteers must not accept gifts, favors, loans or other dispensations that are offered to them in connection with volunteering with the City. Volunteers may not use their position or connections with City officials to gain any sponsorship or endorsement.



Chapter 4 - Volunteer Training and Development

4.1 Orientation

All volunteers will be provided a general orientation on the city's mission, vision and values, an orientation on the department/division for which they are recruited and a specific orientation on the purposes and requirements of the position/activity which they are accepting.

4.2 On-the-Job Training

Volunteers will receive specific on-the-job training to provide them with the information and skills necessary to perform their volunteer assignment. The timing and methods for delivery of such training should be appropriate to the complexity and demands of the position and the capabilities of the volunteer.

4.3 Staff Involvement in Orientation and Training

Staff members with responsibility over delivery of services should have an active role in the design and delivery of both orientation and training of volunteers. General orientation to the city's mission, vision and values will be available online. Those staff who will be in a supervisory role to volunteers shall have primary responsibility for design and delivery of on-the-job training to volunteers assigned to them.

4.4 Continuing Education

Additional training and educational opportunities may be made available to volunteers during their connection with the city at the department/city's discretion. This continuing education may include both additional information on performance of their current volunteer assignment as well as more general information. Educational opportunities might be provided either by the city/department or by connecting the volunteer to educational programs provided by other groups.



Chapter 5 - Volunteer Supervision and Evaluation

5.1 Requirement of a Supervisor

Each volunteer who is accepted to a position with the city must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor shall be responsible for day-to-day management and guidance of the work of the volunteer and shall be available to the volunteer for consultation and assistance.

5.2 Volunteers as Volunteer Supervisors

A volunteer may act as a supervisor of other volunteers provided that the supervising volunteer is under the responsibility of a paid staff member.

5.3 Volunteer Staff Relationships

Volunteers and staff are considered to be partners in implementing the mission and programs of the city. It is essential to the proper operation of this relationship that each partner understands and respects the needs and abilities of the other.

5.4 Staff Volunteer Management Training

An orientation on working with volunteers will be provided for all staff, as necessary, by a volunteer coordinator. In-service training on effective volunteer utilization will be provided on request to those staff members who are highly involved in volunteer management.

5.5 Volunteer Involvement in Program Evaluation

Examination of effective utilization of volunteers may be a component in the evaluation of volunteer programs. In such cases, supervisors should ask for the input and participation of volunteers in evaluating program performance. Evaluations will be submitted to the department volunteer coordinator for review and will be used to assess the volunteer management program.

5.6 Staff Involvement in Volunteer Evaluation

Staff should be involved in all evaluation and work assignments of volunteers with whom they are connected, providing assistance and input to the supervisor in the evaluation process.



5.7 Lines of Communication

Volunteers are entitled to information pertinent to the performance of their work assignments. Accordingly, volunteers should be included in appropriate memos, materials and meetings relevant to the work assignments. To facilitate receipt of this information on a timely basis, volunteers should be included on the distribution schedule for receipt of information distributed in their absence. Primary responsibility for ensuring that the volunteer receives such information will rest with the direct supervisor of the volunteer.

5.8 Absenteeism

Volunteers are expected to perform their duties on a regularly scheduled and timely basis. If expecting to be absent from a scheduled duty, volunteers should inform their supervisor as far in advance as possible so that alternative arrangements may be made. Continual absenteeism will result in a review of the volunteer's work assignment or term of service.

5.9 Substitution

Volunteers may be encouraged to find a substitute for any upcoming absences which might be filled by another volunteer. Such substitution should only take place following consultation with a supervisor, and care should be taken to find a substitute who is qualified for the position. Substitutes may only be recruited from those who are currently enrolled as volunteers in the same activity.

5.10 Evaluations

Volunteers shall receive periodic evaluations to review their work. The evaluation session is utilized to review the performance of the volunteer, to suggest any changes in work style, to seek suggestions from the volunteer on means of enhancing the volunteer's relationship with the department, to convey appreciation to the volunteer and to ascertain the continued interest of the volunteer in serving in that position. Evaluations should include both an examination of the volunteer's performance of position responsibilities and a discussion of any suggestions that the volunteer may have concerning the position or project with which the volunteer is connected. The evaluation session is an opportunity for both the volunteer and the department to examine and improve their relationship. The position description and standards of performance for a volunteer position should form the basis of an evaluation. A written record should be kept of each evaluation session.



5.11 Staff Responsibility for Evaluation

It shall be the responsibility of each staff person in a supervisory relationship with a volunteer to schedule and perform a periodic evaluation and to maintain records of each evaluation.

5.12 Corrective Action

In appropriate situations, corrective action may be taken following an evaluation. Examples of corrective action include the requirement of additional training, reassignment of a volunteer to a new position, suspension of the volunteer or dismissal from volunteer service. A written record should be kept of any corrective action. Prior to corrective action of a volunteer, staff should seek the consultation and assistance of the department volunteer coordinator.

5.13 Dismissal of a Volunteer

Volunteers who do not adhere to the rules and procedures of the department or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. The volunteer may be given an opportunity to discuss the reasons for possible dismissal with the supervisor. If, after the volunteer has received specific feedback from the supervisor, the problem is not eliminated and there are no reasonable options for reassignment, the volunteer should be dismissed. Prior to dismissal of a volunteer, staff should seek the consultation and assistance of the department volunteer coordinator.

5.14 Reasons for Dismissal

A volunteer may be dismissed at any time, with or without cause. If dismissed for cause, possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property or misuse of department equipment or materials, abuse or mistreatment of co-workers or other individuals, failure to abide by departmental policies and procedures and failure to satisfactorily perform assigned duties.

5.15 Concerns

To file a concern, the affected volunteer shall contact their supervisor or, when appropriate, the volunteer coordinator.



5.16 Notice of Departure or Re-Assignment of a Volunteer

If a volunteer leaves the department, whether voluntarily or involuntarily, or is reassigned to a new position, it shall be the responsibility of the volunteer coordinator to inform those affected staff and clients that the volunteer is no longer assigned to work with them. In cases of dismissal for cause, this notification should be given in writing and should clearly indicate that any further contact with the volunteer is outside any scope of relationship with the department.

5.17 Resignation

Volunteers may resign from their volunteer service with the department at any time. It is requested that volunteers who intend to resign provide advance notice in writing of their departure and a reason for their decision.

5.18 Communication with the Volunteer Coordinator

Staff members who supervise volunteers are responsible for maintaining regular communication with the department volunteer coordinator on the status of volunteers and are responsible for the timely provision of all necessary information in the city's volunteer management system (i.e., volunteer applications, hours, status, qualifications, etc.). The department volunteer coordinator should be informed immediately of any substantial change in the work or status of a volunteer and should be notified before any corrective action is taken.

5.19 Annual Volunteer Report

The volunteer coordinator shall conduct an annual evaluation and report of the utilization of volunteers by the department. This report shall include information gathered from volunteers, staff and customers to include hours served, success stories, goals for improvement, etc.



Chapter 6 - Volunteer Support and Recognition

6.1 Reimbursement of Expenses

Volunteers may be eligible for reimbursement of reasonable expenses incurred while undertaking business for the department. However, prior approval must be sought and received for any expenditure, or the expense will not be reimbursed.

6.2 Access to Departmental Property and Materials

As appropriate, volunteers shall have access to city property and materials necessary to fulfill their duties and shall receive training in the operation of any equipment deemed necessary. Volunteers are bound to the same standards as employees involved in the operation of equipment (i.e., trainings, licenses, etc.). Property and materials shall be utilized only when directly required for city purposes.

6.3 Insurance

Liability and accident insurance is not provided for volunteers engaged in city business. Volunteers are encouraged to consult with their own insurance providers regarding the extension of their personal insurance to include community volunteer work.

6.5 Informal Recognition

All staff and volunteers are responsible for volunteer supervision and are encouraged to undertake ongoing methods of recognition of volunteer service on a regular basis throughout the year. These methods of informal recognition should range from a simple "Thank you" to a concerted effort to include volunteers as full participants in various programs.

6.6 Volunteer Career Paths

Volunteers are encouraged to grow and develop their skills while serving with the city and are to be assisted through promotion to new volunteer jobs to assume additional and greater responsibilities as positions are available. If so desired by the volunteer, the department will assist the volunteer in maintaining appropriate records of volunteer experience that would assist the volunteer in future career opportunities, both paid and volunteer. However, acceptance as a volunteer for the city is in no way an implied promise to hire in the future.