

City of Walnut Grove
COUNCIL MEETING
AGENDA

Thursday, April 8, 2021

7:00 P.M.

Municipal Building -1021 Park St. & Via Microsoft Teams

I. INVOCATION

II. PLEDGE OF ALLEGIANCE

III. CALL TO ORDER

IV. AGENDA APPROVAL

1. Minute's Approval
 - a. February 25, 2021 Minutes
 - b. March 11, 2021 Minutes
 - c. March 25, 2021 Minutes
2. Financials
 - a. Financial Report
 - b. Financial / Budget Summary
3. Invoices
 - a. Precision Planning (Sewer)
 - b. Lakeview Environmental, LLC (Sewer)

V. COMMITTEE REPORTS

1. Community Involvement Committee – Council Member Linda Pilgrim
2. Downtown Development Committee – Council Member Stephanie Moncrief
3. Parks and Recreation Committee – Council Member Mary Hall
4. Public Works Committee – Council Member Jon Dial

VI. PLANNING AND ZONING COMMISSION – Don Cannon, Chair

VII. PUBLIC FORUM

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

1. Rezone Application:
ZONING CHANGE, SALIM ISMAIL, APPLICANT, 1651 HWY.138 FROM C-1 TO C-2
2. Mayor spending limit
3. City of Walnut Grove Park Street Streambank Stabilization
4. Precision Planning Design Services Proposal of the Walnut Grove LAS Facility

X. REPORTS

1. Clerk's Report
2. Mayor's Report

XI. TOWN HALL DISCUSSION

XII. COUNCIL COMMENTS

XIII. EXECUTIVE SESSION – LAND AGREEMENT

XIV. ADJOURN



City of Walnut Grove
Council Work Session & Called Council Meeting
Thursday, February 25, 2021 2:00 P.M
Municipal Building -1021 Park St.

Mayor Mark Moore
Jon Dial
Mary Hall
Linda Pilgrim
Stephanie Moncrief
Tony Powell
Keegan Ramsey

I. CALL TO ORDER

1. Roll Call – Mayor Mark Moore
2. Invocation – Tony Powell
3. Pledge of Allegiance – All participated
4. Agenda Amended
 - a. Zoning Officer – Council member Linda Pilgrim made motion. Council member Stephanie Moncrief second. Passed unanimous
 - b. Retreat discussion – Council member Stephanie Moncrief made motion. Council member Mary Hall second. Passed unanimous
 - c. Remove Fencing Estimate – Council member Jon Dial made motion. Council member Linda Pilgrim second. Passed unanimous
5. Mayor's Report
Mayor Moore gave a status update on Magnolia Springs paving.

II. ITEMS OF DISCUSSION

1. Budget 2020-2021 and Budget 2021-2022
 - a. Mayor Moore discussed the current and future direction for the budget.
2. Replacement of Bucket Truck - 1994 Ford F350 Bucket Truck
 - a. Brian Pilgrim informed the council the condition of the current vehicle
 - b. Brian Pilgrim and council member Jon Dial reported their recommendation on the new vehicle they test drove.
3. Replacement of Panel Truck - 1993 Ford F350 Utility Truck
 - a. Brian Pilgrim informed the council the condition of the current vehicle
 - b. Brian Pilgrim and council member Jon Dial reported their recommendation on the new vehicle they test drove.
4. Estimates on Public Works Building 1121 Park Street Roofing and Exterior of Building Update

- a. Mayor Moore submitted the estimates received for council review.
- 5. Speed Tables on Park Street and Church Street a. The council discussed options for speed control and costs.
- 6. Stream Bank Stabilization on Park Street
 - a. Council discussed plans to address erosion and possible solutions. Jimmy Parker gave suggestions on how to move forward in the future.
- 7. Sewer Plant - Expanding Capabilities
 - a. Council discussed ideas to supply growing demand for sewer capacity. Tap allocation moving forward was also discussed.
- 8. Zoning Officer
 - a. Council discussed the need for a zoning officer to make the permit and inspection process more efficient. Craig Ellington was discussed for the role.
- 9. City Retreat
 - a. Council member Stephanie Moncrief discussed her conversation with GMA to plan a city retreat to develop plans and ideas for the future of the city and control the direction of future growth.

III. ITEMS REQUIRING ACTION

- 1. Purchase of 2012 Ford F550 Super Duty Bucket Truck
 - a. Council member Jon Dial made motion to purchase vehicle for a maximum of \$41,322. Council member Linda Pilgrim second. Council members Jon Dial, Linda Pilgrim and Mary Hall voted in favor council member Stephanie Moncrief voted against. Motion passed.
- 2. Purchase of 2007 Ford F350 Super Duty Utility Truck
 - a. Council member Mary Hall made a motion to purchase vehicle for a maximum of \$15,420. Council member Jon Dial second. Council members Jon Dial, Linda Pilgrim and Mary Hall voted in favor council member Stephanie Moncrief voted against. Motion passed.
- 3. Public Works Building 1121 Park Street Roofing and Exterior Building Update
 - a. Council member Stephanie Moncrief made a motion to award Jkey Roofing the contract to repair the 1121 Park street roof. Council member Linda Pilgrim second. Passed unanimous.

IV. ADJOURN

Council member Mary Hall made a motion to adjourn. Council member Stephanie Moncrief second. Meeting adjourned.



City of Walnut Grove
COUNCIL MEETING
AGENDA - AMENDED

Thursday, March 11, 2021

7:00 P.M.

Municipal Building -1021 Park St.
And Via Virtual Meeting - Microsoft Teams

Mayor Mark Moore
Jon Dial
Mary Hall
Linda Pilgrim
Stephanie
Moncrief
Tony Powell
Keegan Ramsey

- I. **CALL TO ORDER – Mayor Mark Moore**
- II. **INVOCATION – Tony Powell**
- III. **PLEDGE OF ALLEGIANCE – All participated**

- IV. **AMENDMENT OF CONSENT AGENDA**
 - a. **Addition of Clifton, Lipton, Hardison & Powell**
 - b. **Addition of Rushton**
 - c. **Addition of budget amendments**
 - d. **Vehicle purchases**

Council member Jon Dial made motion. Council member Mary Hall second. Passed unanimous.

 1. Minute's Approval
 - a. February 11, 2021 Minutes
 2. Financial's
 - a. Financial report
 - b. Financial / Budget Summary
 3. Invoices
 - a. Precision Planning
 - b. Lakeview Environmental, LLC
 - c. GMA
 - d. Clifton, Lipford, Hardison & Powell
 - e. Rushton
 4. Ordinances
 - a. Budget amendments
 5. Resolutions
 - a. Vehicle Purchases

- V. **COMMITTEE REPORTS**
 1. Community Involvement Committee – Council Member Linda Pilgrim
 - a. Council member Linda Pilgrim discussed the start of the Walnut Grove market and the activities and vendors that will be attending.

2. Downtown Development Committee – Council Member Stephani Moncrief
 - a. Council member Stephanie Moncrief asked it be noted the official designation should be authority and not committee. She then gave updates to the progress she made finding suitable members to serve and a rough timeframe for their addition.
3. Parks and Recreation Committee – Council Member Mary Hall
 - a. Council member Mary Hall reported she discussed plans for a walking trail with the city engineer and the progress regarding a proposal. She also gave the date of the next meeting and welcomed more participation from citizens.
4. Public Works Committee – Council Member Jon Dial
 - a. Council member Jon Dial discussed progress that has been made in the city park with new traffic signs and gates being opened for better traffic flow. He also commented on increased use of the improved tennis and basketball courts.

VI. PLANNING AND ZONING COMMISSION – Don Cannon, Chair

1. Mr. Cannon reported the commission approved a motion to submit a proposal for changes to the permitted uses table. He also reported the commission would be submitting a proposal to change an ordinance on the use of internally illuminated signs to the city council after the next commission meeting. He also discussed the upcoming zoning hearing at the next commission meeting on April 6th.

VII. PUBLIC FORUM - NONE

**VIII. OLD BUSINESS
NONE**

IX. NEW BUSINESS

1. Appointments
 - a. Zoning Administrator/Officer - Craig Ellington
Mayor Moore discussed appointing Craig Ellington zoning administrator for the issuance of certificate of occupancy and other duties currently done by third parties. Council member Mary Hall made a motion to appoint. Council member Linda Pilgrim second. Passed unanimous.
 - b. Planning and Zoning Commission - Donnie Tudor
Council member Mary hall made motion to appoint. Council member Jon Dial second. Passed unanimous
2. Zoning Officer restriction removal request
Mayor Moore discussed removing the limit on weekly hours permitted to work. City attorney Tony Powell suggested a budget amendment to rectify the conflict.

X. REPORTS

- a. Clerk's Report
City clerk Keegan Ramsey reported the amount of citations, rentals and tickets issued the previous month. He also reported the balances for all city bank accounts.
1. Mayor's Report
Mayor Mark Moore reported the progress in city park from installing one way signs for better traffic flow and the park bathrooms opening back up. He also discussed the potholes in magnolia springs being fixed and meetings with electricians to discuss installing donated lights and repairing outlets in city park that do not work.

XI. Town Hall Discussion

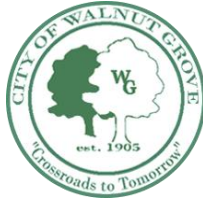
Librarian Dana Seger thanked the city for the repair of the library hvac system and the lighting noted the library received a grant to offset reimbursement costs. She also reported the library was back open.

XII. Executive Session – Land discussion

Council member Stephanie Moncrief made a motion to go into executive session. Council member Linda Pilgrim second. Passed unanimous. Council member Jon Dial did not vote. Council member Stephanie Moncrief made a motion to return from executive session. Council member Stephanie Moncrief made a motion to return from executive session. Council member Mary Hall second. Passed unanimous.

XIII. Adjourn

Council member Stephanie Moncrief made a motion to adjourn. Council member Mary Hall second. Passed unanimous. Adjourned



City of Walnut Grove
COUNCIL WORK SESSION MINUTES
Thursday, March 25, 2021
2:30 P.M.
Walnut Grove Municipal Building
1021 Park Street and via-teleconference

Mayor Mark Moore

Jon Dial

Tony Powell

Keegan Ramsey

Teleconference:

Mary Hall

Stephanie Moncrief

- I. CALL TO ORDER – Mayor Mark Moore
- II. INVOCATION – Tony Powell
- III. PLEDGE OF ALLEGIANCE – All Participated
- IV. FINANCIALS – SAMUEL LATTIMER

Samuel addressed the council and explained the improvement made to the city financial bookkeeping. He explained consolidating from multiple Quickbooks to online and how this would help with staying compliant with the chart of accounts and future audits. He also reported he would be doing monthly reconcile reports.

- V. SEWER – Jimmy Parker

Jimmy made a presentation for the phase 2 sewer expansion. He explained the various components that would have to be built and their function. He also discussed the amount of capacity increase this would provided along with a cost estimate and timeframe.

- VI. PARKS & RECREATION

Jimmy Parker presented two ideas for a city walking trails of different lengths and estimated costs for construction. He also discussed various materials and widths the trails could be constructed.

- VII. ADJOURN- Jon Dial made motion. Mary Hall second. Pass unanimous.

City of Walnut Grove

Budget vs. Actuals: Budget - Fiscal Year Ended June 30, 2021 - FY21 P&L Classes

July 2020 - June 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
31.1000 Property Taxes	192,299.08	200,000.00	-7,700.92	96.15 %
31.1310 Title Ad Valorem - TAVT	28,402.83	25,000.00	3,402.83	113.61 %
31.1315 Motor Vehicle Tax	1,261.57	2,500.00	-1,238.43	50.46 %
31.1340 Intangible Tax	84.73	500.00	-415.27	16.95 %
31.1600 Real Estate Transfer Tax	1,207.19		1,207.19	
31.1710 Franchise Tax - Electric	59,879.35	59,000.00	879.35	101.49 %
31.1730 Franchise Tax - Gas		3,300.00	-3,300.00	
31.1750 Franchise Tax - Cable	5,195.15	6,000.00	-804.85	86.59 %
31.1760 Franchise Tax - Telephone	3,092.65	750.00	2,342.65	412.35 %
31.3100 Local Option Sales Tax	198,189.83	190,000.00	8,189.83	104.31 %
31.4200 Alcohol Excise Tax	71,714.83	75,000.00	-3,285.17	95.62 %
31.6200 Insurance Premium Tax	106,435.48	100,000.00	6,435.48	106.44 %
31.8000 Other Taxes	2,104.04		2,104.04	
31.9000 Penalties and Interest on Delinquent Taxes		2,500.00	-2,500.00	
32.1110 Alcohol Licenses - Beer	1,250.00	750.00	500.00	166.67 %
32.1120 Alcohol Licenses - Wine	1,000.00	750.00	250.00	133.33 %
32.1130 Alcohol Licenses - Liquor	3,400.00	2,400.00	1,000.00	141.67 %
32.1200 Business License	10,410.00	5,000.00	5,410.00	208.20 %
32.2200 Building Permits and Inspections	29,305.85	2,500.00	26,805.85	1,172.23 %
32.2990 Other Permits	600.00	1,000.00	-400.00	60.00 %
32.4000 Late Fees	-18.05		-18.05	
33.4000 Intergovernmental Revenue - State	26,722.17		26,722.17	
33.7100 SPLOST Revenue	161,307.96		161,307.96	
34.1910 Election Qualifying Fee	36.00	100.00	-64.00	36.00 %
34.4100 Sanitation Charges	1,266.00		1,266.00	
34.4210 Tap Fees	126,000.00		126,000.00	
34.4255 Sewerage Charges	1,764.00		1,764.00	
34.7000 Recreation Income	950.00	3,500.00	-2,550.00	27.14 %
34.9999 Other Charges	12,951.06	150.00	12,801.06	8,634.04 %
35.1000 Fines and Forfeitures	30,227.39	55,000.00	-24,772.61	54.96 %
35.1010 Fines and Forfeitures - Other		1,000.00	-1,000.00	
35.1020 Court Fees - Other	1,556.00	500.00	1,056.00	311.20 %
36.1000 Interest Revenue	468.92	330.00	138.92	142.10 %
38.9999 Miscellaneous Revenue	1,867.04	100.00	1,767.04	1,867.04 %
Total Income	\$1,080,931.07	\$737,630.00	\$343,301.07	146.54 %
GROSS PROFIT	\$1,080,931.07	\$737,630.00	\$343,301.07	146.54 %
Expenses				
51.1100 Salaries and Wages	154,580.27	208,400.00	-53,819.73	74.17 %
51.2100 Group Insurance	636.84	10,000.00	-9,363.16	6.37 %
51.2200 Payroll Taxes - Social Security	9,731.04	29,600.00	-19,868.96	32.88 %
51.2210 Payroll Taxes - Medicare	753.39		753.39	

City of Walnut Grove

Budget vs. Actuals: Budget - Fiscal Year Ended June 30, 2021 - FY21 P&L Classes

July 2020 - June 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
51.2215 Payroll Taxes - Federal Unemployment	31.73		31.73	
51.2220 Payroll Taxes - State Unemployment	317.31		317.31	
51.2400 Retirement Contributions	2.00		2.00	
52.1100 Court Software	1,696.40	3,000.00	-1,303.60	56.55 %
52.1300 IT Services	22,340.86	10,500.00	11,840.86	212.77 %
52.2110 Solid Waste Collection	44,727.55	65,000.00	-20,272.45	68.81 %
52.2200 Repairs and Maintenance	26,948.17	18,000.00	8,948.17	149.71 %
52.2210 Repairs and Maintenance - Vehicles	5,228.54	10,000.00	-4,771.46	52.29 %
52.2220 Repairs and Maintenance - Streets, Roads and Bridges	26,190.00	25,000.00	1,190.00	104.76 %
52.2240 Professional Services	3,832.35	7,000.00	-3,167.65	54.75 %
52.2241 Professional Services - Engineering	67,553.64	50,000.00	17,553.64	135.11 %
52.2242 Professional Services - Accounting	32,546.25	35,000.00	-2,453.75	92.99 %
52.2243 Professional Services - Legal	32,593.23	35,000.00	-2,406.77	93.12 %
52.2244 Professional Services - Security	955.71	1,000.00	-44.29	95.57 %
52.2250 Facility and Grounds Maintenance	13,919.89	15,000.00	-1,080.11	92.80 %
52.2260 Liability Insurance	14,234.00	25,500.00	-11,266.00	55.82 %
52.3000 Cleaning Services		2,500.00	-2,500.00	
52.3200 Communications - Telephone	9,797.43	9,500.00	297.43	103.13 %
52.3200 Communications - TelephoneWire	486.05		486.05	
52.3300 Advertising	1,197.00	3,000.00	-1,803.00	39.90 %
52.3500 Travel	889.95	2,100.00	-1,210.05	42.38 %
52.3600 Dues and fees	2,648.04	2,500.00	148.04	105.92 %
52.3610 Bank Charges	1,280.08	100.00	1,180.08	1,280.08 %
52.3700 Training and Education	1,390.00	18,200.00	-16,810.00	7.64 %
52.3850 Contract Labor	3,395.00	5,000.00	-1,605.00	67.90 %
52.3900 Other Expenses	2,926.58	1,700.00	1,226.58	172.15 %
53.1100 Cleaning Supplies	156.26		156.26	
53.1110 Office Supplies	3,263.76	4,000.00	-736.24	81.59 %
53.1115 Pavilion Rental Expenses	150.00	1,000.00	-850.00	15.00 %
53.1120 Postage	457.95	500.00	-42.05	91.59 %
53.1130 General Supplies - Other	4,643.89	5,000.00	-356.11	92.88 %
53.1140 Community Support/Events	3,338.43	2,500.00	838.43	133.54 %
53.1210 Utilities - Water	1,332.54	750.00	582.54	177.67 %
53.1220 Utilities - Gas	677.56	1,500.00	-822.44	45.17 %
53.1230 Utilities - Electricity	33,832.26	27,000.00	6,832.26	125.30 %
53.1270 Gas, Oil, Diesel	1,126.74	4,000.00	-2,873.26	28.17 %
53.9999 Miscellaneous Expenditures	9,284.32		9,284.32	
54.1000 Property	165,384.58		165,384.58	
54.1400 Capital outlay - Roads Streets and Bridges	87,115.75	61,000.00	26,115.75	142.81 %
54.2500 Equipment	64,720.02	6,500.00	58,220.02	995.69 %
54.2600 New Construction	2,400.00		2,400.00	
57.1000 Other Business Expenses	51.06		51.06	
57.3000 Library	50,000.00	50,000.00	0.00	100.00 %

City of Walnut Grove

Budget vs. Actuals: Budget - Fiscal Year Ended June 30, 2021 - FY21 P&L Classes

July 2020 - June 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
57.3300 Peace Officer Annuity/Benefit Fund	1,694.80	2,200.00	-505.20	77.04 %
57.3320 Crime Lab Fees	25.00	130.00	-105.00	19.23 %
57.3340 Drivers Ed/Training Fund	2.63	400.00	-397.37	0.66 %
57.3370 Drug Abuse Treatment and Education	481.77		481.77	
57.3371 Brain & Spinal Injury Fund		100.00	-100.00	
57.3375 County Jail Fund	1,760.10	4,000.00	-2,239.90	44.00 %
57.3380 Peace Officer - Prosecutor's Fund	17.51	3,500.00	-3,482.49	0.50 %
57.3385 Local Victim Assist. Fund	732.46	1,800.00	-1,067.54	40.69 %
57.3390 GA Crime Victims Assist. Program	221.47		221.47	
57.3391 Peace Officer - Prosecution Indigent Fund	17.51	3,750.00	-3,732.49	0.47 %
57.3392 Sheriff's Retirement Fund of GA	381.02	400.00	-18.98	95.26 %
57.3393 GSCCCA Payouts	3,909.79		3,909.79	
57.4000 Walton County Board of Commissioners	156.24	5,000.00	-4,843.76	3.12 %
58.1000 Debt Service - Principal	33,916.15	27,000.00	6,916.15	125.62 %
58.2000 Debt Service - Interest	47.77	9,000.00	-8,952.23	0.53 %
Payroll Expenses				
Taxes	0.00		0.00	
Wages	0.00		0.00	
Total Payroll Expenses	0.00		0.00	
Purchases	0.00		0.00	
Total Expenses	\$954,128.64	\$813,630.00	\$140,498.64	117.27 %
NET OPERATING INCOME	\$126,802.43	\$ -76,000.00	\$202,802.43	-166.85 %
Other Income				
39.9999 Budgeted Use of Fund Balance		76,000.00	-76,000.00	
Total Other Income	\$0.00	\$76,000.00	\$ -76,000.00	0.00%
NET OTHER INCOME	\$0.00	\$76,000.00	\$ -76,000.00	0.00 %
NET INCOME	\$126,802.43	\$0.00	\$126,802.43	0.00%



April 6, 2021

Bonnie Pope
Georgia Environmental Protection Division
Northeast Region Office
745 Gaines School Road
Athens, GA 30605

City of Walnut Grove
City of Walnut Grove LAS
NPDES Permit No. GAJ040019
March 2021 Monitoring Report

Dear Ms. Pope,

Please find the enclosed Discharge Monitoring Report (DMR) to the Georgia EPD for the City of Walnut Grove LAS for the month of March 2021.

The plant is not producing effluent at this time.

If you have any questions please don't hesitate to contact me

Thanks

A handwritten signature in black ink, appearing to read "C. Thomas".

Chris Thomas

President

Phone: 706-215-5276

Email: lakeviewenvironmentalllc@gmail.com

LAKEVIEW
environmental



Walnut Grove Wastewater System

Monthly Operating Report

March 2021

Executive Summary

Wastewater Treatment Plant

- The treatment plant looked good overall.
- Filled out the required plant check sheets and lift station monitoring report.
- Fields have been cut and look to be in great shape.
- Treatment pond level was increasing, but is not high enough to require spraying. Looks like operations will begin in March.
- Reviewing upgrade proposal

Sewer Lift station

- Inspected the lift station and recorded the hours.
- Exercised the pumps. Both pumps operated as designed.
- Exercised the generator via the transfer switch. The generator cycled as designed and powered the station.

Lakeview Environmental LLC.
Every Drop Counts!

INVOICE

PO Box 311
Hull, GA 30646
lakeviewenvironmentallc@gmail.com
Phone (706) 215-5276

INVOICE #0321
DATE: APRIL 6, 2021

To: City of Walnut Grove
2581 Leone Avenue
Loganville, GA 30052
770-787-0046

DESCRIPTION	HOURS	RATE	AMOUNT
March 2021 Contract Operations of the Wastewater plant <ul style="list-style-type: none">Routine maintenance of the plantSubmit monthly reports to GA EPDExercise system when water levels are adequateInspected the Lift Station		1250.00/month	1250.00
TOTAL			\$1250.00

Make all checks payable to **Lakeview Environmental**
Total due in 14 days. Overdue accounts subject to a service charge of 2% per month.

Thank you for your business!



March 30, 2021

Mark Moore, Mayor
City of Walnut Grove
2581 Leone Avenue
Loganville, GA 30052

**RE: Park Street Streambank Stabilization
Recommendation of Award**

Dear Mayor Moore:

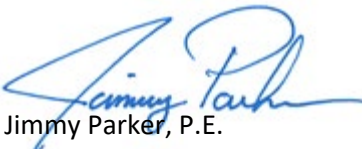
On March 4, 2021, The City of Walnut Grove issued a Request for Quotes for furnishing all materials, labor, tools, equipment, and any other miscellaneous items necessary for the Park Street Streambank Stabilization.

On Tuesday, March 30, 2021 the City of Walnut Grove received three (3) quotes for the construction of this project. Based on our review of the quotes received, **it appears that the lowest and best quote is that of Anderson Grading and Pipeline, LLC in the amount of FORTY SEVEN THOUSAND, FOUR HUNDRED SEVENTY-THREE 00/100 DOLLARS (\$47,473.00)**. A copy of the complete quote tabulation report is attached for your review and consideration.

Based on our review of the quotes received, we recommend award of the contract to Anderson Grading and Pipeline, LLC.

Please feel free to call or email me with any questions regarding our review of the bids.

Sincerely,



Jimmy Parker, P.E.
Senior Vice President

JP/np
Enclosures

F:\DOCUMENT\04\299\Park Street\Quote Phase\Recommendation Letter_Park Street Streambank Stabilization.docx

cc: Keegan Ramsey, City Clerk for City of Walnut Grove
File

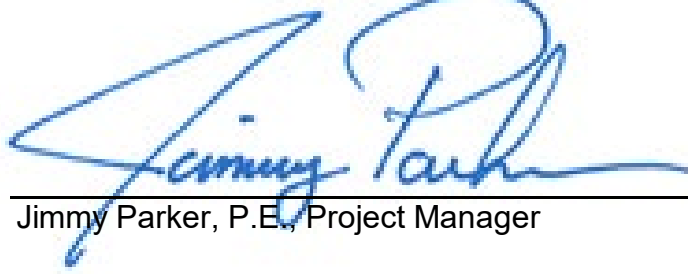
City of Walnut Grove Park Street Streambank Stabilization Request for Quotes

QUOTE TABULATION				Anderson Grading and Pipeline, LLC Monroe, GA 30655		Po Boys Plumbing, Inc. Winder, GA 30680		TriScapes, Inc. Cumming, GA 30041	
ITEM #	Description	Units	Est. # of Units	Unit Price Bid	Total for Item	Unit Price Bid	Total for Item	Unit Price Bid	Total for Item
1	Mobilization, traffic control, site grading, remove, haul and dispose of unsuitable/spoil materials, install and maintain turbidity curtain, slope matting, rip rap placement, grassing of disturbed areas, cleanup and erosion control for Park Street Streambank Stabilization	LS	1	\$47,473.00	\$47,473.00	\$59,750.00	\$59,750.00	\$68,900.00	\$68,900.00
TOTAL AMOUNT BID					\$47,473.00	\$59,750.00	\$59,750.00	\$68,900.00	\$68,900.00

Figures in red show amounts different from originally-submitted bid document.

Engineer's Statement: I hereby state that to the best of my knowledge and belief, the above quote amounts are correct and reflect the amounts presented to the City of Walnut Grove on Tuesday, March 30, 2021 at 10 AM.

PRECISION PLANNING, INC.



Jimmy Parker, P.E., Project Manager



March 12, 2021

Honorable Mark Moore, Mayor
City of Walnut Grove
1650 Walnut Avenue
Loganville, GA 30052

**RE: Walnut Grove Land Application System Phase 2 Upgrade
Proposal for Engineering Design and Permitting Services**

Mayor Moore:

Precision Planning, Inc. (*PPI*) is pleased to present this proposal to the City of Walnut Grove (*Client*) for engineering design and permitting services related to the Walnut Grove Land Application System Phase 2 Upgrade project.

PROJECT UNDERSTANDING AND APPROACH

The City of Walnut Grove owns and operates a wastewater treatment facility on Forrester Cemetery Road. Constructed in May 2017, the facility employs a land application system (LAS) to treat and dispose of sewage flows generated within the City's sanitary sewer collection system. In response to projected future development in its sewer service area, the City wishes to upgrade its wastewater treatment facility from its current capacity of 50,000 gallons per day (GPD) to 100,000 GPD.

The basis of design for the project shall be PPI's Design Development Report (DDR) issued in November 2012 which received concurrence by the Georgia Environmental Protection Division (EPD) on December 18, 2012 and which served as the basis of design for the construction of the current (i.e., Phase 1) treatment facilities. The project's main components include:

- Construction of a new 100,000 GPD activated sludge package plant and plant pump station to replace the existing 50,000 GPD oxidation pond.
- Installation of an on-site generator to provide electrical power to the new activated sludge plant and plant pump station during power outages.
- Conversion of the existing oxidation pond so as to repurpose its 0.7-million gallon (MG) volume for storage of treated effluent from the new activated sludge plant.
- Expansion of the existing storage pond from its current capacity of 1.4 MG to 2.1 MG so that total holding capacity is 2.8 MG in accordance with the DDR.
- Constructing overhead spray irrigation system on the site's remaining 13 acres of available sprayfield.
- Installation of cellular based communication equipment to allow remote monitoring of the treatment facilities and the existing influent pump station on Forrester Cemetery Road.

Based on our understanding of the project, we have developed the following Scope of Work.

Initials: _____

SCOPE OF WORK

Our services will consist of project funding assistance, project permitting, preparing final design documents, bid phase assistance, construction administration including observation services during construction and assistance during start-up and initial operation of the new facilities. The proposed Scope of Work is divided into five tasks as described below:

Task 1 - Project Funding Assistance

PPI's work under this task involves assisting the City in applying for a Clean Water State Revolving Fund (CWSRF) loan as administered by the Georgia Environmental Finance Authority (GEFA) to include the following:

- A. Prepare and submit GEFA Loan Application form.
- B. Prepare an Environmental Planning Document as required by EPD to include the following:
 - Submit to EPD for review.
 - Respond to EPD comments.
 - Assist the City in public participation program including:
 - Submit final Environmental Planning Document for EPD acceptance (NONSI).
- C. Respond and address GEFA comments, as needed.

Task 2 - Surveying

PPI's work under this task will be to update the topographic information obtained as part of our Phase 1 design work as needed for proper design of the Phase 2 facilities. The work will involve an as-built survey of those areas of the LAS site which were developed under Phase 1 and will include survey of new facilities or modifications to existing facilities as follows:

- A. Site of new package plant to include existing screen and oxidation pond influent sewer line.
- B. Existing oxidation pond and outlet structure.
- C. Existing storage pond and adjacent area for expansion to 2.1 MG.
- D. New sprayfield expansion areas

Task 3 - Permitting and Detailed Design

PPI's work under this task involves conducting the detailed design for the project to include the following:

- A. Update the existing DDR to reflect new requirements where needed and re-submit for EPD concurrence. Respond to EPD comments as needed.
- B. Prepare and submit for EPD review and approval an Application for a Land Application System Permit for modification of the City's existing LAS permit to reflect the new 0.10 MGD facilities.
- C. Provide process, hydraulic, civil, electrical and instrumentation and control design for the package treatment plant in accordance with the approved DDR.
- D. Prepare design drawings, technical specifications and contract documents for the new treatment facilities at the 90% design. Submit two (2) copies of these documents for City review.
- E. Attend review meetings with City personnel at the 30% and 90% design.
- F. Prepare and submit Opinion of Probable Construction Cost (OPCC) for City review at 30% and 90% design.
- G. Following City approval of 90% documents, submit to EPD for review and respond to EPD comments, as needed, to obtain EPD approval.

Initials: _____

- H. Submit soil erosion and sedimentation control plans to the County Planning and Development Department and address feasible comments to obtain a development/construction permit.
- I. Prepare an Operations and Maintenance Manual for the new treatment facilities. Submit to EPD for review and respond to EPD comments, as needed, to obtain EPD approval.

Task 4 - Bid Phase Support

Once agency approvals have been obtained, PPI's work under this task includes the following:

- A. PPI shall provide copies of plans and contract documents for sale to prospective bidders.
- B. Assist the City with advertising for and obtaining bids and the distribution of bid documents.
- C. Attend a pre-bid conference with City officials and respond to bidder questions with appropriate contract addendums.
- D. Prepare an analysis of all bids received and submit findings to the City for review.

Task 5 - Construction Administration and Observation

Work under this subtask will be provided on an hourly basis as requested by the City.

ASSUMPTIONS AND EXCLUSIONS

- 1. A Site Selection and Evaluation Report, Preliminary Site Inspection, Environmental Information Document and detailed soil investigation were completed and approved/concurred by EPD as part of Phase 1 of the LAS facilities work. Since each of these items addressed the future upgrades planned under Phase 2, it is assumed they do not have to be repeated and, therefore, are not a part of the Scope.
- 2. Except as otherwise specified in the Scope of Services, PPI will provide additional hourly technical assistance as requested during the construction phase at our standard hourly billing rates. These services shall be invoiced separately and in addition to the design fee set forth herein.
- 3. Easement acquisition services are not anticipated. The preparation of, and the survey for, easement plats for condemnation or contested easements are not included, but can be provided on an hourly basis as requested.
- 4. A separate allowance is provided for geotechnical services related to subsurface conditions for the activated sludge package plant and expansion of the existing 1.4 MG holding pond.
- 5. Grant and/or loan administration services have been excluded, but can be provided at our standard hourly rates if requested.
- 9. Underground utility locates are not included in this Scope.
- 10. Six (6) sets of final construction plans and specifications shall be provided. Three (3) sets shall include full-size drawings. Three (3) sets shall include half-size drawings. Reproduction of additional plan sets shall be billed separately at cost plus five percent.
- 11. The City shall be responsible for all coordination with existing residents regarding construction schedule and other project related issues.
- 12. Construction staking is not included in the Scope of this project. If requested, construction staking will be provided at our standard hourly rates.
- 13. An as-built survey is not a part of this project. If requested, an as-built survey will be provided at our standard hourly rates.

Initials: _____

COMPENSATION

The following table provides a breakdown of the project fee and an anticipated schedule by task is attached, for your review.

PROJECT TASK	DURATION* (Months)	FEE (Lump Sum)
Task 1 - Project Funding Assistance	1.0	\$6,490.00
Task 2 - Surveying	0.5	\$5,290.00
Task 3 - Permitting and Detailed Design	1.5	\$81,520.00
Task 4 - Bid Phase Support	2.0	\$5,495.00
Task 5 - Construction Administration and Observation	NA	Hourly
PROJECT TOTAL	3 to 4 Months	\$98,795.00

* Estimated project duration is subject to Georgia EPD Review Schedules.

PPI can provide the following additional services if directed by the Client, based on the allowances indicated.

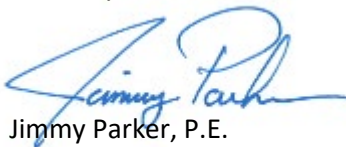
Additional Service	Amount
Geotechnical Investigation	\$3,000.00

Initials: _____

A copy of our Standard General Conditions and Standard Hourly Rates are attached and hereby made a part of this proposal. Work will be invoiced on a monthly basis, based on the percentage of work complete.

Again, we appreciate the opportunity to provide this proposal for engineering services, and we look forward to assisting you in the successful completion of this very important project. If you find the scope, terms and fee acceptable, please sign in the space provided, initial each page, and return a full copy for our files. The prices quoted herein are valid for a period of 90 days. Should you have any questions or comments regarding this proposal, please do not hesitate to call us at 770-267-8800.

Sincerely,



Jimmy Parker, P.E.
Vice President

JP/js

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Attachment: Standard Hourly Rates
Standard General Conditions

Authorization given this _____ day of
_____, 2021

By: _____

Title: _____

Initials: _____

CIVIL STANDARD HOURLY RATE SCHEDULE

Senior Principal	\$185.00/Hour
Principal.....	\$160.00/Hour
Senior Project Manager	\$150.00/Hour
Project Manager.....	\$135.00/Hour
Senior Project Engineer.....	\$125.00/Hour
Project Engineer.....	\$95.00/Hour
Senior Landscape Architect.....	\$110.00/Hour
Landscape Architect.....	\$90.00/Hour
Principal Planner	\$125.00/Hour
Planner	\$85.00/Hour
Senior Designer	\$110.00/Hour
Designer	\$95.00/Hour
Senior Engineering Technician.....	\$85.00/Hour
Engineering Technician	\$80.00/Hour
Project Administrator.....	\$90.00/Hour
Senior Project Assistant	\$80.00/Hour
Project Assistant.....	\$60.00/Hour
Construction Observer	\$100.00/Hour
Senior Survey Manager.....	\$150.00/Hour
Survey Manager	\$125.00/Hour
Registered Land Surveyor (RLS).....	\$150.00/Hour
Survey Coordinator	\$100.00/Hour
Survey Technician	\$90.00/Hour
Surveying (4-Man Crew).....	\$175.00/Hour
Surveying (3-Man Crew).....	\$165.00/Hour
Surveying (2-Man Crew).....	\$135.00/Hour

STANDARD GENERAL CONDITIONS

- A. In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by Precision Planning, Inc., the Owner/Client agrees that all such electronic files are instruments of service of Precision Planning, Inc., who shall be deemed the author, and shall retain all common law, statutory law and other rights, without limitation, including copyrights.

Intelligent data, including but not limited to Building Information Modeling (BIM) and 3D Grading/Surface Modeling, are instruments of service. When transmitted, this data shall be for the sole purpose of visualization of design ideas by the Owner/Client and shall not constitute or supplement the contract documents. Differences may exist between these models and the corresponding hard copy contract documents, and Precision Planning, Inc. makes no representation about their accuracy or completeness.

The Owner/Client agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the Project. The Owner/Client agrees not to transfer these electronic files to others without the prior written consent of Precision Planning, Inc. The Owner/Client further agrees that Precision Planning, Inc. shall have no responsibility or liability to Owner/Client or others for any changes made by anyone other than Precision Planning, Inc. or for any reuse of the electronic files without the prior written consent of Precision Planning, Inc.

In addition, the Owner/Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Precision Planning, Inc., its officers, directors, employees and subconsultants (collectively, Consultant) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any changes made by anyone other than Precision Planning, Inc. or from any use or reuse of the electronic files without the prior written consent of Precision Planning, Inc..

Under no circumstances shall delivery of electronic files for use by the Owner/Client be deemed a sale by Precision Planning, Inc., and Precision Planning, Inc. makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall Precision Planning, Inc. be liable for indirect or consequential damages as a result of the Owner/Client's unauthorized use or reuse of the electronic files.

- B. There shall be no assignments of any portion of the work as described within the above proposal or during any phase of the work without the written consent by Precision Planning, Inc. There shall be no disclosures of the scope of services and/or fees, as outlined within this proposal, to any third parties without the written consent of Precision Planning, Inc. There shall not be any re-use or reproduction of this proposal or design documents without the written consent of Precision Planning, Inc.
- C. Our professional services shall be performed, our findings obtained, and our recommendations prepared in accordance with generally accepted planning, engineering, land surveying, architectural and landscape architectural practices. This warranty is in lieu of all other warranties either implied or expressed. Precision Planning, Inc. assumes no responsibility for interpretation made by others based upon the work or recommendations made by Precision Planning, Inc.

- D. In recognition of the relative risks and benefits of the Project to both the Owner/Client and Precision Planning, Inc., the risks have been allocated such that the Owner/Client agrees, to the fullest extent permitted by law, to limit the liability of Precision Planning, Inc. and its officers, directors, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorney's fees and costs and expert-witness fees and costs, so that the total aggregate liability of Precision Planning, Inc. and its officers, directors, employees, shareholders, owners and subconsultants shall not exceed \$50,000 or the amount of Precision Planning, Inc.'s total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action, including without limitation active and passive negligence, however alleged or arising, unless otherwise prohibited by law. In no event shall the Consultant's liability exceed the amount of available insurance proceeds.

If Owner/Client prefers to have higher limits of professional liability, the limits can be increased to a maximum of one million (\$1,000,000.00) dollars upon Owner/Client's written request at the time of acceptance of this proposal provided that the Owner/Client agrees to pay an additional consideration of ten percent (10%) of the total fee or \$1,000.00, whichever is greater. The additional charge for the higher liability limits is because of the greater risk assumed and is not a charge for additional professional liability insurance.

- E. Precision Planning, Inc. agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Owner/Client, its officers, directors and employees (collectively, Owner/Client) against all damages and liabilities, to the extent caused by Precision Planning, Inc.'s negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom Precision Planning, Inc. is legally liable.

The Owner/Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Precision Planning, Inc., its officers, directors and employees and subconsultants (collectively, Precision Planning, Inc.) against all damages and liabilities, to the extent caused by the Owner/Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Owner/Client is legally liable.

Neither the Owner/Client nor Precision Planning, Inc. shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

- F. In the event the Owner/Client makes a claim against Precision Planning, Inc. at law or otherwise, for an alleged error, omission or other act arising out of the performance of our professional services, and the Owner/Client fails to prove such claim, then the Owner/Client shall bear all cost incurred by Precision Planning, Inc. in defending itself against such claim(s). The reciprocal of this clause (i.e., a claim made by Precision Planning, Inc. against the Owner/Client where failure of proof of claim is established, financial responsibility for Owner/Client's defense shall rest upon Precision Planning, Inc.) is hereby made a part of this agreement.
- G. It is understood and agreed that Precision Planning, Inc. shall not be held responsible for any inaccuracies in any materials, data or records of any other person, firm or agency which are provided to it and/or may be utilized by it in the performance of specific services.

- H. Reimbursable expenses including mileage, photographic enlargements, reductions and reproduction, blueprinting, and courier services shall be billed at a rate of actual cost times 1.1. When overnight stay is required, it shall be billed as actual subsistence cost times 1.1.

NOTE: No back-up data or copies of bills will be provided for reimbursable expenses invoiced under this agreement. Should back-up data be requested, it will be provided for an administrative fee of \$100.00 per monthly invoice requiring verification, plus \$1.00 per copy of back-up data provided.

- I. In the event additional services beyond the scope of work listed above are required by Owner/Client, Precision Planning, Inc. shall perform these services for an amount equal to normal hourly charges on work actually performed upon receipt of an approved Change Order signed by both parties. Precision Planning, Inc. shall submit monthly invoices for services outlined in this agreement. Payment is due upon receipt of invoice. Finance charges of one and one-half percent (1.5%) will be added to any unpaid balance at the end of thirty (30) days (APR 18%).
- J. The Owner/Client or Precision Planning, Inc. may terminate this Agreement without penalty upon giving the other party ten (10) calendar days' notice in writing. In the event either party terminates for convenience, the Owner/Client shall pay Precision Planning, Inc. within seven (7) calendar days of receipt of Precision Planning, Inc.'s invoices for all services rendered and all reimbursable costs up to the date of termination. In addition, the Owner/Client shall pay Precision Planning, Inc. for all expenses reasonably incurred by Precision Planning, Inc. in connection with the orderly termination of this Agreement, including but not limited to associated overhead costs and all other expenses directly resulting from the termination. In the event government regulations are amended or changed in any way, or if the services outlined in this proposal have not been authorized within thirty (30) days of the date of this proposal, fees quoted are subject to renegotiation.
- K. Services required by unexpected events which are outside Precision Planning, Inc.'s reasonable control including, but not limited to, services resulting from extended schedules shall be compensated as additional services.