



City of Walnut Grove

COUNCIL MEETING AGENDA

Thursday, September 9, 2021 7:00 P.M

Municipal Building -1021 Park St. and via Microsoft Teams

I. INVOCATION

II. PLEDGE OF ALLEGIANCE

III. CALL TO ORDER

IV. AGENDA APPROVAL

V. APPROVAL OF CONSENT AGENDA

1. Minute's Approval

- a. August 12, 2021 Minutes
- b. August 26, 2021 Minutes

2. Financials

- a. Financial Report
- b. Budget Summary

VI. COMMITTEE REPORTS

1. Community Involvement Committee— Council Member Linda Pilgrim
2. Downtown Development Authority—Council Member Mary Hall
3. Parks and Recreation/Public Works Committee — Council Member Jon Dial

VII. PLANNING AND ZONING COMMISSION — Don Cannon, Chair

VIII. REPORTS

1. Code Enforcement/Zoning Administrator Report
2. Public Works Report
3. Clerk's Report
4. Mayors Report

IX. PUBLIC FORUM

1. Public Comments

X. OLD BUSINESS

XI. NEW BUSINESS

1. Emerald Cove Storm Sewer Rehabilitation Bids
2. Park Street StreamBank Stabilization Bids
3. DDA Funding
4. Highlands Variance

XI. TOWN HALL DISCUSSION

XIII. COUNCIL COMMENTS

XIV. EXECUTIVE SESSION

1. Litigation
2. Employee

XV. ADJOURN

Mayor Mark Moore
Jon Dial
Mary Hall
Linda Pilgrim
Stephanie Moncrief
Jay Crowley
Keegan Ramsey



City of Walnut Grove
COUNCIL MEETING MINUTES

Thursday, August 12, 2021
7:00 P.M.

Municipal Building -1021 Park St. and via Microsoft Teams

- I. **INVOCATION** – Jay Crowley
- II. **PLEDGE OF ALLEGIANCE** – All participated
- III. **CALL TO ORDER** – Mayor Mark Moore
- IV. **AGENDA AMENDMENT** – Adding two items IGA for sewer billing and Funds Recovery Grant. Council member Stephanie Moncrief motioned. Council member Linda Pilgrim seconded. Passed unanimous.
- V. **AGENDA APPROVAL** – Council member Mary Hall made motion. Council member Jon Dial seconded. Passed unanimous.
- VI. **APPROVAL OF CONSENT AGENDA** – Council member Mary Hall made motion. Council member Stephanie Moncrief seconded. Passed unanimous.
 1. Minute's Approval
 - a. July 8, 2021 Minutes
 - b. July 29, 2021 Minutes
 2. Financials
 - a. Financial Report
 - b. Budget Summary
- VII. **COMMITTEE REPORTS**
 1. **Community Involvement Committee** - Council Member Linda Pilgrim reported there was 3 more city park markets for the year. She also reported starting to plan for the upcoming Christmas tree lighting later in the year.
 2. **Downtown Development Authority** - Council Member Mary Hall reported the city retreat will be held on Sept 10th-11th. She also reported she had catering in place for both days of the retreat.
 3. **Parks & Recreation/Public Works** - Council Member Jon Dial reported progress on the public works building. Mayor Moore also commented the fence had been installed and the hvac was installed. He noted minor repairs to outlets needed to be completed before work on the interior could begin.
- VIII. **PLANNING AND ZONING COMMISSION** — Mayor Moore read a report from commission chair Don Cannon. He stated that at the last meeting he received an application for a variance from Highland Homes and a public hearing would be held. He also stated that the Singleton Investment property was rezoned from Agriculture to C2 in 2018 and it appears should have been zoned M1. Depending on the outcome of second meeting with Mayor Moore and Mr. Singleton a recommendation will be made at that time. He also stated emails have been set up for the commission members to conduct planning and zoning functions.

IX. PUBLIC FORUM

1. Resident Joan Griggs commented that some of the flags along hwy 138 looked like they needed to be replaced. Mayor Moore responded that he would have someone take a look and get it taken care of.
2. Resident Cynthia Head asked if it were possible to have a meeting with city hall and GDOT concerning the proposed roundabout. Mayor Moore commented he voiced some concerns with the GDOT and more information was expected at the end of the month.

X. OLD BUSINESS

XI. NEW BUSINESS

1. **Recodifying Ordinances** – Mayor Moore explained the need to move forward with recodification. Council member Stephanie Moncrief made motion. Council member Jon Dial seconded. Passed unanimous.
2. **Sewer Billing IGA** – Mayor Moore explain the agreement was for Walton County Water Dept to do the billing of sewer customers for the city. Council member Mary Hall made motion. Council member Stephanie Moncrief seconded. Passed unanimous.
3. **Funds Recovery Grant** – Mayor Moore explained an application would be filed for a grant to help fund the sewer plant expansion. Council member Jon Dial made motion. Council member Linda Pilgrim seconded. Passed unanimous.

XII. REPORTS

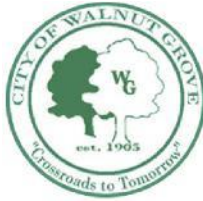
1. **Clerk's Report** – City clerk Keegan Ramsey reported the number of violations and rentals for the previous month. He also reported the balances for the city bank accounts.
2. **Mayor's Report** – Mayor Mark Moore reported a timeline of the end of year to have the plans for the sewer expansion completed. He also discussed the operating budget and sewer ordinances will be discussed at the next work session. Mayor Moore commented that the GMA conference was an informative trip for all who attended.

XIII. TOWN HALL DISCUSSION – A resident asked how many customers were currently attached to the sewer. Mayor Moore answered approximately 50 homes. A follow up question of how long the sewer expansion would take was asked which Mayor Moore answered approximately 18 months. A final question of will property taxes will go down and Mayor Moore answered taxes were rolled back by paying for trash service but the council would have to look at if they could go lower next year.

XIV. COUNCIL COMMENTS – Council member Jon Dial thanked the people that came to the meeting. Council member Mary Hall thanked everyone for attending. She also commented it was her first GMA conference and she was able to network with other city officials and took several classes which she learned a lot. Council member Linda Pilgrim thanked the attendees and also commented on networking at the GMA convention. She also commented on taking classes to build a hometown connection and learned usefully information. Council member Stephanie Moncrief commented her and council member Linda Pilgrim represented the city at the high school pre-planning meeting and also she had plans to go to the Walton county chamber of commerce meetings and representing the city.

XV. EXECUTIVE SESSION - None

XVI. ADJOURN – Council member Stephanie Moncrief made motion. Council member Linda Pilgrim seconded. Passed unanimous.



City of Walnut Grove
WORK SESSION MINUTES
Thursday, August 26, 2021
10:00 A.M.

**1021 Park Street Loganville, GA
30052 & Via-Microsoft Teams**

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

- I. **CALL TO ORDER** – Mayor Mark Moore
- II. **INVOCATION** – Tony Powell
- III. **PLEDGE OF ALLEGIANCE** – All participated
- IV. **AGEDNA AMENDMENT** – Council member Mary Hall requested Cambridge Chase tree issues be added. Council member Linda Pilgrim made motion. Council member Stephanie Moncrief seconded. Passed unanimous.
- V. **AGENDA APPROVAL** – Council member Stephanie Moncrief made motion. Council member Linda Pilgrim seconded. Passed unanimous.
- VI. **SEWER ORDINANCE** – Tony Powell discussed changes to the sewer ordinance that would make sure sewer would be available for future development. He also outlined changes that need to be made to address reservation of sewer taps and the effects they have on sewer capacity. He suggested future commitments be structured to have limits on the amount of taps in a six month time period. He also suggested fees to be charged after a preset time for taps that have been reserved but not in use after that timeframe. He explained the need for these changes to allow for better planning of the availability of future sewer capacity. Ned Butler approached the council and voiced his concerns about some of the proposed changes. He asked for clarification of the amount of taps per developmental agreement. He also asked for clarification on the definition of tap fee, sewer connection fee and sewer permit fee. Tony Powell responded that the language would be clarified and defined. Billy Coleman approached the council and voiced concerns about how changes to the ordinance would affect developers with standing agreements. Tony Powell answered the changes would not affect previous agreement and would be for future agreements as a planning tool to make sure capacity is available when developers need them in the future. Joel from Reliant Homes made a suggestion that in other counties monthly fees were charged after a year on taps that were not used. He also voiced concerns over reallocating taps that were prepaid to other developers to fulfill shortages.
- VII. **BUDGET OVERVIEW** – Mayor Moore discussed the current SPLOST balances and what the money is current allotted for. He asked Tony Powell if the allocation of those accounts are restricted to roads and repair which was the allocation when the accounts were created. Tony Powell

answered he doesn't see an issue with the use of the funds for sewer projects. Mayor Moore discussed once the sewer billing income reaches a certain point that the sewer plant will pay for its own operation instead of being a potential expense for the city. Council member Stephanie Moncrief requested that the council be given a hard copy of the figures discussed and Mayor Moore agreed. Mayor Moore went on to discuss options to pay for the expansion of the sewer plant and the balances of the city's accounts. He explained that with grants and tap fees the amount the city would have to spend for the expansion would be considerably less than previously discussed. Options to accommodate commercial sewer along Hwy 138 was also discussed. Mayor Moore informed the council on the status of the budget and the surplus that was created during the previous year.

VIII. CAMBRIDGE CHASE TREE ISSUES – Council member Mary Hall informed the council of resident concerns about a fallen tree in the walkway. She asked Tony Powell about the city's responsibility regarding removing the tree. Tony Powell answered that the city's responsibility is to clear its right of way and in certain cases of safety issues more. Council member Hall also asked about street lights covered by growing trees and the city's responsibilities along with timeframes that issues need to be handled. Tony Powell responded that when reports from citizens come in they should be investigated. Mayor Moore commented that residents should contact city hall and create a work order to get issues investigated and corrected.

IX. ADJOURN – Council member Stephanie Moncrief made motion. Council member Linda Pilgrim seconded. Passed unanimous

City of Walnut Grove
Balance Sheet
As of September 8, 2021

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
11.1100 Cash in Bank - General Fund	195,259.78
11.1101 Money Market - General Fund	533,056.19
11.1102 Cash in Bank - 2013 SPLOST	45,470.36
11.1103 Cash in Bank - 2019 SPLOST	251,577.34
11.1104 Cash in Bank - Sewer Operating Account	11,874.60
11.1105 Money Market - Sewer	425,791.62
11.1111 Cash in Bank - DDA	91,442.22
Total Bank Accounts	<u>\$ 1,554,472.11</u>

City of Walnut Grove

Budget vs. Actuals: FY 2022 Budget - FY22 P&L Classes

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
31.1000 Property Taxes	136.36	195,000.00	-194,863.64	0.07 %
31.1310 Title Ad Valorem - TAVT	7,991.81	26,000.00	-18,008.19	30.74 %
31.1315 Motor Vehicle Tax	259.84	2,500.00	-2,240.16	10.39 %
31.1340 Intangible Tax	1,664.55	500.00	1,164.55	332.91 %
31.1600 Real Estate Transfer Tax	772.36	1,250.00	-477.64	61.79 %
31.1710 Franchise Tax - Electric		59,500.00	-59,500.00	
31.1730 Franchise Tax - Gas	3,011.60	3,300.00	-288.40	91.26 %
31.1750 Franchise Tax - Cable		6,000.00	-6,000.00	
31.1760 Franchise Tax - Telephone		3,000.00	-3,000.00	
31.3100 Local Option Sales Tax	24,588.14	210,000.00	-185,411.86	11.71 %
31.4200 Alcohol Excise Tax	15,892.90	80,000.00	-64,107.10	19.87 %
31.6200 Insurance Premium Tax		105,000.00	-105,000.00	
31.8000 Other Taxes		2,100.00	-2,100.00	
32.1110 Alcohol Licenses - Beer		1,250.00	-1,250.00	
32.1120 Alcohol Licenses - Wine		1,000.00	-1,000.00	
32.1130 Alcohol Licenses - Liquor		3,400.00	-3,400.00	
32.1200 Business License	100.00	10,000.00	-9,900.00	1.00 %
32.2200 Building Permits and Inspections	150.00	22,500.00	-22,350.00	0.67 %
32.2990 Other Permits		500.00	-500.00	
33.7100 SPLOST Revenue	23,638.17		23,638.17	
34.1910 Election Qualifying Fee		73.00	-73.00	
34.7000 Recreation Income	365.00	5,000.00	-4,635.00	7.30 %
34.9999 Other Charges	845.00	850.00	-5.00	99.41 %
35.1000 Fines and Forfeitures	9,867.00	50,000.00	-40,133.00	19.73 %
35.1020 Court Fees - Other	4,425.00	1,500.00	2,925.00	295.00 %
36.1000 Interest Revenue	53.28	500.00	-446.72	10.66 %
Total Income	\$93,761.01	\$790,723.00	\$ -696,961.99	11.86 %
GROSS PROFIT	\$93,761.01	\$790,723.00	\$ -696,961.99	11.86 %
Expenses				
51.1100 Salaries and Wages	40,322.50	209,400.00	-169,077.50	19.26 %
51.2100 Group Insurance		10,000.00	-10,000.00	
51.2200 Payroll Taxes - Social Security	3,388.23		3,388.23	
51.2215 Payroll Taxes - Federal Unemployment		500.00	-500.00	
51.2220 Payroll Taxes - State Unemployment	1,175.68	500.00	675.68	235.14 %
52.1100 Court Software	960.00	3,000.00	-2,040.00	32.00 %
52.1300 IT Services	1,424.36	10,000.00	-8,575.64	14.24 %
52.2110 Solid Waste Collection	10,256.40	60,000.00	-49,743.60	17.09 %
52.2200 Repairs and Maintenance	6,993.39	15,000.00	-8,006.61	46.62 %
52.2210 Repairs and Maintenance - Vehicles	2,505.71	10,000.00	-7,494.29	25.06 %
52.2220 Repairs and Maintenance - Streets, Roads and Bridges	97,250.30	10,000.00	87,250.30	972.50 %
52.2240 Professional Services	1,852.50	5,000.00	-3,147.50	37.05 %

City of Walnut Grove

Budget vs. Actuals: FY 2022 Budget - FY22 P&L Classes

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52.2241 Professional Services - Engineering	25,092.74	55,000.00	-29,907.26	45.62 %
52.2242 Professional Services - Accounting	8,457.49	35,000.00	-26,542.51	24.16 %
52.2243 Professional Services - Legal	5,450.78	51,000.00	-45,549.22	10.69 %
52.2244 Professional Services - Security		500.00	-500.00	
52.2250 Facility and Grounds Maintenance	220.00	15,000.00	-14,780.00	1.47 %
52.2260 Liability Insurance	18,055.00	15,000.00	3,055.00	120.37 %
52.3200 Communications - Telephone	2,304.87	11,000.00	-8,695.13	20.95 %
52.3200 Communications - TelephoneWire	123.25	500.00	-376.75	24.65 %
52.3300 Advertising	1,345.00	5,000.00	-3,655.00	26.90 %
52.3500 Travel	1,600.67	1,500.00	100.67	106.71 %
52.3600 Dues and fees	252.50	3,500.00	-3,247.50	7.21 %
52.3610 Bank Charges	152.53	100.00	52.53	152.53 %
52.3700 Training and Education	5,231.20	21,500.00	-16,268.80	24.33 %
52.3850 Contract Labor	450.00	5,000.00	-4,550.00	9.00 %
52.3900 Other Expenses		3,500.00	-3,500.00	
53.1100 Cleaning Supplies		500.00	-500.00	
53.1110 Office Supplies	956.66	3,500.00	-2,543.34	27.33 %
53.1115 Pavilion Rental Expenses		650.00	-650.00	
53.1120 Postage	78.00	1,000.00	-922.00	7.80 %
53.1130 General Supplies - Other	213.23	3,000.00	-2,786.77	7.11 %
53.1140 Community Support/Events		5,000.00	-5,000.00	
53.1210 Utilities - Water	190.00	700.00	-510.00	27.14 %
53.1220 Utilities - Gas	59.02	1,050.00	-990.98	5.62 %
53.1230 Utilities - Electricity	11,354.79	30,500.00	-19,145.21	37.23 %
53.1270 Gas, Oil, Diesel		500.00	-500.00	
53.9999 Miscellaneous Expenditures		6,000.00	-6,000.00	
54.1000 Property		2,000.00	-2,000.00	
54.1400 Capital outlay - Roads Streets and Bridges		50,000.00	-50,000.00	
54.2500 Equipment	2,018.73	10,000.00	-7,981.27	20.19 %
54.2600 New Construction	23,784.00	10,723.00	13,061.00	221.80 %
57.1000 Other Business Expenses	109.18	500.00	-390.82	21.84 %
57.3000 Library		50,000.00	-50,000.00	
57.3300 Peace Officer Annuity/Benefit Fund	628.77	2,500.00	-1,871.23	25.15 %
57.3320 Crime Lab Fees		50.00	-50.00	
57.3340 Drivers Ed/Training Fund		50.00	-50.00	
57.3370 Drug Abuse Treatment and Education	525.07	1,000.00	-474.93	52.51 %
57.3375 County Jail Fund	986.93	2,000.00	-1,013.07	49.35 %
57.3380 Peace Officer - Prosecutor's Fund		3,000.00	-3,000.00	
57.3385 Local Victim Assist. Fund	440.26	500.00	-59.74	88.05 %
57.3390 GA Crime Victims Assist. Program		500.00	-500.00	
57.3391 Peace Officer - Prosecution Indigent Fund		3,500.00	-3,500.00	
57.3392 Sheriff's Retirement Fund of GA	116.00	500.00	-384.00	23.20 %
57.3393 GSCCCA Payouts	528.44	4,000.00	-3,471.56	13.21 %

City of Walnut Grove

Budget vs. Actuals: FY 2022 Budget - FY22 P&L Classes

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
57.4000 Walton County Board of Commissioners		5,000.00	-5,000.00	
58.1000 Debt Service - Principal	9,471.55	36,000.00	-26,528.45	26.31 %
Total Expenses	\$286,325.73	\$790,723.00	\$ -504,397.27	36.21 %
NET OPERATING INCOME	\$ -192,564.72	\$0.00	\$ -192,564.72	0.00%
NET INCOME	\$ -192,564.72	\$0.00	\$ -192,564.72	0.00%

To: Mayor and City Council for
The City of Walnut Grove

From: Don Cannon, Chair
Walnut Grove Planning and Zoning Commission

Re: Applications (2) for Variance
By Highland Group Homebuilders, Inc., the Applicant
8 lots fronting on Forrester Cemetery Rd.
Dated: June 28, 2021

Date: September 7, 2021

Pursuant to such Applications for Variance and proper notice given, on September 2, 2021 the Planning and Zoning Commission held a required public hearing to consider Applicant's Variance request. Finding that to require the Applicant to connect each of its 8 lots to the City's sewer system would not be economically feasible, the Planning and Zoning Commission approved a motion to recommend to you the following:

"The Planning and Zoning Commission does here recommend that the Mayor and Council for the City of Walnut Grove approve the Applicant's Variance request that instead of Applicant being required to connect to the City's sewer system the Applicant be allowed to install individual septic systems on each of the 8 lots, provided however that the house size constructed on such lots shall not be less than 3,000 square feet."



Don Cannon, Chairman