



# CITY OF WALNUT GROVE

February 10, 2022

7:00 PM

1021 PARK STREET MUNICIPAL BUILDING

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Mayor and Council

Council Meeting Agenda

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- I. **CALL TO ORDER**
- II. **INVOCATION**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **AGENDA APPROVAL**
- V. **CONSENT AGENDA**
  1. January 20<sup>th</sup> & 27<sup>th</sup> Meeting Minutes
  2. Invoice over \$5000
  3. Financials
- VI. **COMMITTEE REPORTS**
  1. Community Involvement Committee – Linda Pilgrim
  2. Parks and Recreation/Public Works – Jon Dial
  3. Education Involvement Committee – Stephanie Moncrief
- VII. **PLANNING AND ZONING COMMISSION – DON CANNON: CHAIR**
- VIII. **WALNUT GROVE HIGH SCHOOL REPORT – LINDSAY ALLEN: PRINCIPAL**
- IX. **PUBLIC COMMENTS**
- X. **OLD BUSINESS**
  1. Moratorium
- XI. **NEW BUSINESS**
- XII. **REPORT**
  1. Code Enforcement/Zoning
  2. Public Works
  3. Clerk's Report
  4. Mayor's Report
- XIII. **TOWN HALL DISCUSSION**
- XIV. **COUNCIL COMMENT**
- XV. **ADJOURN**



# CITY OF WALNUT GROVE

January 20, 2022

7:00 PM

1021 PARK STREET MUNICIPAL BUILDING

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

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Mayor and Council

Council Meeting Minutes

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- I. **CALL TO ORDER** – Mayor Mark Moore
- II. **INVOCATION** – Tony Powell
- III. **PLEDGE OF ALLEGIANCE** – All participated
- IV. **AGENDA APPROVAL** – Council member Stephanie Moncrief made motion. Council member Jon Dial seconded. Passed unanimously.
- V. **CONSENT AGENDA** – Council member Stephanie Moncrief made motion. Council member Linda Pilgrim seconded. Passed unanimously
  1. December 9<sup>th</sup> Meeting Minutes
  2. Invoice over \$5000
  3. Financials
  4. Loganville Service Delivery Resolution
- VI. **COMMITTEE REPORTS**
  1. **Community Involvement Committee – Linda Pilgrim**

Council member Linda Pilgrim announced the first meeting of the year is scheduled for February 8<sup>th</sup>. Council member Pilgrim also mentioned they are looking for new members and the city park market will return April 9<sup>th</sup>.
  2. **Parks and Recreation/Public Works – Jon Dial**

Council member Jon Dial announced they will be holding a meeting next month. Council member Dial also reported that the public works department was almost complete with the move to the new building.
  3. **Education Involvement Committee – Stephanie Moncrief**

Council member Stephanie Moncrief reported that principal Lindsey Allen will be making a presentation at the next council meeting about all the developments the Walnut Grove High School has in store for the upcoming year. Council member Moncrief also reported the school board was researching creating a fourth cluster for the Walton County School District.
- VII. **PLANNING AND ZONING COMMISSION** – Mayor Moore reported that due to a conflict Don Cannon was unable to attend but he would like to thank the commission for all their hard work.
- VIII. **WALNUT GROVE HIGH SCHOOL REPORT** – Postponed
- IX. **OLD BUSINESS**
- X. **NEW BUSINESS**
  1. **Appointments** – Council member Linda Pilgrim made motion to approve as a group. Council member Jon Dial seconded. Passed unanimously.

- i. City Clerk – Keegan Ramsey
- ii. Deputy Clerk – Sonya Cox
- iii. Code Enforcement Officer – Craig Ellington
- iv. Zoning Administrator – Craig Ellington
- v. City Attorney – Tony Powell
- vi. City Engineer – Precision Planning
- vii. Municipal Court Judge – Samuel M. Barth

a. **Library Board of Trustees** – Council member Linda Pilgrim made motion to approve. Council member Stephanie Moncrief seconded. Passed unanimously.

- i. Don Cannon
- ii. Erica Miles
- iii. Sarah Tuchscherer

2. **Service Agreement** – Mayor Moore announced moving the responsibility of building inspections and MS4 reports from Precision Planning to Bureau Veritas North America. Mayor Moore noted they are highly qualified for assignment. Council member Jon Dial made motion to approve. Council member Linda Pilgrim seconded. Passed unanimously.

3. **Moratorium** – Mayor Moore announced a moratorium on new zoning for the downtown overlay for six months or until a master plan is in place. Council member Stephanie Moncrief asked if the moratorium can be extended if necessary. Tony Powell answered it can be extended if a reason and appropriate timeframe is given. Mayor Moore discussed plans to create an additional overlapping overlay to create a downtown district. Mayor Moore also made a presentation with a concept layout for the downtown district. Mayor Moore noted the city saved tens of thousands of dollars by having the Northeast Georgia Regional Commission assist with the concept and the Atlanta Regional Commission supplying the demographics information. Mayor Moore noted that this is just a starting point in the design and he expects modifications to be made throughout the process. Mayor Moore explained that the zoning inside the grids of the plan were only concepts to show possible layouts. Mayor Moore showed some concept pictures of green space and parks that could be included in the design as well. Council member Stephanie Moncrief made a motion to approve the moratorium. Council member Jon Dial seconded. Passed unanimously.

4. **Special Election Date Modification** – Mayor Moore explained the benefits of moving the special election to fill the vacant city council member seat to coincide with the primary election. Mayor Moore cited limited labor due to Covid-19. City attorney Tony Powell explained there are limited times that special elections can be held and also a significant amount of savings the city would receive by coinciding with the primary election date of May 24<sup>th</sup>. Tony Powell also stated the dates for qualifying would be April 19<sup>th</sup> 2022 starting at 8:30am and close on April 22<sup>nd</sup> at 4:30. Tony Powell noted although the election could be held in March it is not mandated to be done as soon as possible and the city would save a considerable amount of money this way. Mayor Moore stated the city would be saving almost \$7000 by making this modification. Council member Stephanie Moncrief made a motion to approve the resolution. Council member Jon Dial seconded. Passed unanimously.

## XI. **REPORTS**

1. **Public Works Report** – Brian Pilgrim reported that all the Christmas decorations have been taken down and stored until next season. Mayor Moore added that the lumber inside the city hall outbuilding has been removed and the building is usable for storage after many years. Brian Pilgrim commented they refurbished donated shelving inside the outbuilding and installed them inside the new public work building. Brian reported that public works cleaned up fallen trees and storm debris inside the city park as well as installed silt fencing along Park St to help with water erosion.
2. **Clerk's Report** – City clerk Keegan Ramsey reported the notices of violation issued for the month as well as the balances of the city bank accounts.

3. **Mayor's Report** – Mayor Moore reported that the public works department repaired a backhoe that has been unused for years and used it to clean out a tail ditch along Park St. Mayor Moore spoke about shipping delays for parts needed to repair the HVAC system in the city library. Mayor Moore said he gave the company authorization to ship them as fast as possible but due to trucking shortages the parts still have not arrived. Mayor Moore reported that the phase 2 sewer expansion project was still on track and ground breaking should start in the spring after all the designs and licenses were approved.

XII. **TOWN HALL DISCUSSION** – Council member Stephanie Moncrief commented she wasn't aware that the SPLOST account did not have enough to cover the cost of repaving Emerald Cove. Mayor Moore explained that due to extra unexpected costs on the streambank stabilization and Emerald Cove cross drain projects adjustments need to be made. William Coleman made a comment asking if the moratorium included the entire city or just the downtown district. Mayor Moore responded that it affected everything inside the downtown district boundaries. Erica Miles made a comment asking if the downtown development authority would still be involved in creating the master plan for the downtown district. Mayor Moore responded the master plan would be developed as a group with planning and zoning, city council and the downtown development authority.

XIII. **COUNCIL COMMENTS**

XIV. **EXECUTIVE SESSION** – Council member Jon Dial made motion to go into executive session. Council member Linda Pilgrim seconded. Passed unanimously. Council member Jon Dial made motion to return from executive session. Council member Linda Pilgrim seconded. Passed unanimously.

XV. **ADJOURN** – Council member Jon Dial made motion to adjourn. Council member Linda Pilgrim seconded. Passed unanimously.



# CITY OF WALNUT GROVE

JANUARY 27, 2022

10:00 AM

1021 PARK STREET MUNICIPAL BUILDING

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

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## Mayor and Council Work Session Minutes

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### WORK SESSION

- I. **CALL TO ORDER** – Mayor Mark Moore
- II. **PLEDGE OF ALLEGIANCE** – All participated
- III. **INVOCATION** – Tony Powell
- IV. **AGENDA AMENDMENT** – Council member Linda Pilgrim made a motion a motion to add Intergovernmental agreement with the DDA. Council member Stephanie Moncrief seconded. Passed unanimously.
- V. **AGENDA APPROVAL** – Council member Stephanie Moncrief made a motion to approve. Council member Jon Dial seconded. Passed unanimously.
- VI. **AGENDA ITEMS**
  1. **Intergovernmental Agreement with DDA** – Mayor Moore informed the council that the agreement would allow the city to process checks for the DDA and include the DDA on the city's insurance and audit procedure. Jay Crowley explained once the DDA approves an expenditure the treasurer will sign the payment and a representative from the city will also sign. Council member Stephanie Moncrief asked once the DDA submits a payment they are not asking for approval but only for a signature for the release of funds. Attorney Jay Crowley confirmed that was correct.
  2. **List of ordinances for PUD** – Craig Ellington presented the council with a list of ordinances related to a PUD for review to consider if they needed to be modified or changed. Craig discussed potential problems regarding fence construction, outbuilding sizes and recreational vehicle parking.
  3. **Employee Handbook** – Mayor Moore presented so potential changes to the employee handbook to clarify grey areas regarding employee vacation and sick leave. Mayor Moore suggested making changes to sick day days not carrying over at the end of the year. Mayor Moore also discussed clarifying the date for vacation and sick day renewal if they should renew on the hire date or January 1<sup>st</sup> .
  4. **Master Plan** – Mayor Moore discussed with the city council the layout of the proposed master plan. Mayor Moore described his vision for multi-story buildings with retail stores on the bottom level and office and loft space above. The council discussed creating an overlay inside the existing downtown overlay to define a downtown district. How the master plan interacts with the proposed county park was also discussed.
- VII. **ADJOURN** - Council member Jon Dial made motion to adjourn. Council member Stephanie Moncrief seconded. Passed unanimously.

# 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
<b>Income</b>				
31.1000 Property Taxes	202,912.87	195,000.00	7,912.87	104.06 %
31.1310 Title Ad Valorem - TAVT	28,329.26	26,000.00	2,329.26	108.96 %
31.1315 Motor Vehicle Tax	1,182.27	2,500.00	-1,317.73	47.29 %
31.1340 Intangible Tax	4,938.17	500.00	4,438.17	987.63 %
31.1600 Real Estate Transfer Tax	1,653.70	1,250.00	403.70	132.30 %
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	6,001.48	6,000.00	1.48	100.02 %
31.1760 Franchise Tax - Telephone	100.48	3,000.00	-2,899.52	3.35 %
31.3100 Local Option Sales Tax	151,728.29	210,000.00	-58,271.71	72.25 %
31.4200 Alcohol Excise Tax	55,805.60	80,000.00	-24,194.40	69.76 %
31.6200 Insurance Premium Tax	108,026.81	105,000.00	3,026.81	102.88 %
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	200.00	1,000.00	-800.00	20.00 %
32.1130 Alcohol Licenses - Liquor	2,300.00	3,400.00	-1,100.00	67.65 %
32.1200 Business License	9,425.00	10,000.00	-575.00	94.25 %
32.2200 Building Permits and Inspections	11,033.14	22,500.00	-11,466.86	49.04 %
32.2990 Other Permits	175.00	500.00	-325.00	35.00 %
33.1000 Intergovernmental Revenue - Federal	1,758.48		1,758.48	
33.1010 Intergovernmental Revenue - CARES Act	253,376.50		253,376.50	
33.7100 SPLOST Revenue	145,872.83		145,872.83	
34.1910 Election Qualifying Fee	36.00	73.00	-37.00	49.32 %
34.4255 Sewerage Charges	3,435.20		3,435.20	
34.7000 Recreation Income	495.00	5,000.00	-4,505.00	9.90 %
34.9999 Other Charges	4,226.00	850.00	3,376.00	497.18 %
35.1000 Fines and Forfeitures	21,665.00	50,000.00	-28,335.00	43.33 %
35.1020 Court Fees - Other	5,043.00	1,500.00	3,543.00	336.20 %
36.1000 Interest Revenue	341.51	500.00	-158.49	68.30 %
38.9999 Miscellaneous Revenue	560.28		560.28	
donation	100.00		100.00	
<b>Total Income</b>	<b>\$1,023,733.47</b>	<b>\$790,723.00</b>	<b>\$233,010.47</b>	<b>129.47 %</b>
<b>GROSS PROFIT</b>	<b>\$1,023,733.47</b>	<b>\$790,723.00</b>	<b>\$233,010.47</b>	<b>129.47 %</b>
<b>Expenses</b>				
51.1100 Salaries and Wages	126,625.10	209,400.00	-82,774.90	60.47 %
51.2100 Group Insurance		10,000.00	-10,000.00	
51.2200 Payroll Taxes - Social Security	10,987.79		10,987.79	
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	1,667.47	3,000.00	-1,332.53	55.58 %
52.1300 IT Services	4,507.08	10,000.00	-5,492.92	45.07 %

# 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
52.2110 Solid Waste Collection	42,065.10	60,000.00	-17,934.90	70.11 %
52.2200 Repairs and Maintenance	65,528.17	15,000.00	50,528.17	436.85 %
52.2210 Repairs and Maintenance - Vehicles	14,190.88	10,000.00	4,190.88	141.91 %
Code Officer	110.74		110.74	
<b>Total 52.2210 Repairs and Maintenance - Vehicles</b>	<b>14,301.62</b>	<b>10,000.00</b>	<b>4,301.62</b>	<b>143.02 %</b>
52.2220 Repairs and Maintenance - Streets, Roads and Bridges	52,429.30	10,000.00	42,429.30	524.29 %
52.2240 Professional Services	5,547.73	5,000.00	547.73	110.95 %
52.2241 Professional Services - Engineering	92,190.15	55,000.00	37,190.15	167.62 %
52.2242 Professional Services - Accounting	16,434.98	35,000.00	-18,565.02	46.96 %
52.2243 Professional Services - Legal	35,130.34	51,000.00	-15,869.66	68.88 %
52.2244 Professional Services - Security	1,633.23	500.00	1,133.23	326.65 %
52.2250 Facility and Grounds Maintenance	92,420.80	15,000.00	77,420.80	616.14 %
52.2260 Liability Insurance	18,055.00	15,000.00	3,055.00	120.37 %
52.3200 Communications - Telephone	9,709.66	11,000.00	-1,290.34	88.27 %
52.3200 Communications - TelephoneWire	541.72	500.00	41.72	108.34 %
52.3300 Advertising	2,893.50	5,000.00	-2,106.50	57.87 %
52.3500 Travel	1,309.55	1,500.00	-190.45	87.30 %
52.3600 Dues and fees	1,889.21	3,500.00	-1,610.79	53.98 %
52.3610 Bank Charges	839.57	100.00	739.57	839.57 %
52.3700 Training and Education	14,085.73	21,500.00	-7,414.27	65.52 %
52.3850 Contract Labor	1,575.00	5,000.00	-3,425.00	31.50 %
52.3900 Other Expenses	133,423.65	3,500.00	129,923.65	3,812.10 %
53.1100 Cleaning Supplies		500.00	-500.00	
53.1110 Office Supplies	2,901.96	3,500.00	-598.04	82.91 %
53.1115 Pavilion Rental Expenses	-30.00	650.00	-680.00	-4.62 %
53.1120 Postage	456.00	1,000.00	-544.00	45.60 %
53.1130 General Supplies - Other	2,517.87	3,000.00	-482.13	83.93 %
53.1140 Community Support/Events	1,602.69	5,000.00	-3,397.31	32.05 %
53.1210 Utilities - Water	1,213.03	700.00	513.03	173.29 %
53.1220 Utilities - Gas	426.73	1,050.00	-623.27	40.64 %
53.1230 Utilities - Electricity	25,559.59	30,500.00	-4,940.41	83.80 %
53.1270 Gas, Oil, Diesel	5,201.20	500.00	4,701.20	1,040.24 %
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	44,821.00	50,000.00	-5,179.00	89.64 %
54.2500 Equipment	2,141.96	10,000.00	-7,858.04	21.42 %
54.2600 New Construction	36,482.24	10,723.00	25,759.24	340.22 %
57.1000 Other Business Expenses	458.14	500.00	-41.86	91.63 %
57.3000 Library	53,610.13	50,000.00	3,610.13	107.22 %
57.3300 Peace Officer Annuity/Benefit Fund	1,515.28	2,500.00	-984.72	60.61 %
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	1,439.57	1,000.00	439.57	143.96 %

# 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
57.3375 County Jail Fund	1,483.27	2,000.00	-516.73	74.16 %
57.3380 Peace Officer - Prosecutor's Fund		3,000.00	-3,000.00	
57.3385 Local Victim Assist. Fund	809.52	500.00	309.52	161.90 %
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	194.00	500.00	-306.00	38.80 %
57.3393 GSCCCA Payouts	4,549.94	4,000.00	549.94	113.75 %
57.4000 Walton County Board of Commissioners	5,737.53	5,000.00	737.53	114.75 %
58.1000 Debt Service - Principal	41,856.25	36,000.00	5,856.25	116.27 %
Purchases	4,650.00		4,650.00	
Reimbursements	121.82		121.82	
<b>Total Expenses</b>	<b>\$986,686.85</b>	<b>\$790,723.00</b>	<b>\$195,963.85</b>	<b>124.78 %</b>
NET OPERATING INCOME	<b>\$37,046.62</b>	<b>\$0.00</b>	<b>\$37,046.62</b>	<b>0.00%</b>
NET INCOME	<b>\$37,046.62</b>	<b>\$0.00</b>	<b>\$37,046.62</b>	<b>0.00%</b>





**City of Walnut Grove**  
**Balance Sheet**  
As of February 7, 2022

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
11.1100 Cash in Bank - General Fund	257,472.96
11.1101 Money Market - General Fund	510,361.57
11.1102 Cash in Bank - 2013 SPLOST	27,946.23
11.1103 Cash in Bank - 2019 SPLOST	203,760.94
11.1104 Cash in Bank - Sewer Operating Account	457.21
11.1105 Money Market - Sewer	679,223.95
11.1111 Cash in Bank - DDA	91,446.05
<b>Total Bank Accounts</b>	<u>\$ 1,770,668.91</u>

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