



CITY OF WALNUT GROVE

March 10, 2022

7:00 PM

1021 PARK STREET MUNICIPAL BUILDING

Mayor and Council
Council Meeting Agenda

- I. **CALL TO ORDER**
- II. **INVOCATION**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **AGENDA APPROVAL**
- V. **CONSENT AGENDA**
 1. February 10th & 24th 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. **PUBLIC COMMENTS**
- IX. **OLD BUSINESS**
- X. **NEW BUSINESS**
 1. Ordinances
 - a. Fence Ordinance
 - b. HOA Approval addition
 2. Employee Manual Update
- XI. **REPORT**
 1. Public Works Report
 2. Code Enforcement Report
 3. Clerks Report
 4. Mayor's Report
- XII. **TOWN HALL DISCUSSION**
- XIII. **COUNCIL COMMENTS**
- XIV. **EXECUTIVE SESSION- If Needed**
- XV. **ADJOURN**



CITY OF WALNUT GROVE

February 10, 2022

7:00 PM

1021 PARK STREET MUNICIPAL BUILDING

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

Mayor and Council

Council Meeting Minutes

- I. **CALL TO ORDER** – Mayor Mark Moore
- II. **INVOCATION** – Tony Powell
- III. **PLEDGE OF ALLEGIANCE** -All Participated
- IV. **AGENDA APPROVAL** – Mayor Moore asked for a motion to amend the agenda to add election under old business and NEGRC under new business. Council member Stephanie Moncrief made motion. Council member Linda Pilgrim seconded. Passed unanimous.
- V. **CONSENT AGENDA** – Council member Stephanie Moncrief asked that changes be made to the January 27 minutes to include she requested to speak with Mark Beatty from NEGRC at a future meeting. Council member Jon Dial made motion to approve. Council member Stephanie Moncrief seconded. Passed unanimous.
 1. January 20th & 27th Meeting Minutes
 2. Invoice over \$5000
 3. Financials
- VI. **COMMITTEE REPORTS**
 1. **Community Involvement Committee** – Linda Pilgrim
Council member Linda Pilgrim reported the committee had their first meeting for the year where they discussed the calendar for the year. She also spoke about the upcoming city park market and plans for movie in the park being in the works.
 2. **Parks and Recreation/Public Works** – Jon Dial
Council member Jon Dial reported working on getting a date for the next meeting. He also spoke about some of the topics that would be discussed like sidewalks and walking trails in the park and also updating the tennis court with pickle ball lines later in the year.
 3. **Education Involvement Committee** – Stephanie Moncrief
Council member Stephanie Moncrief spoke about her past involvement with Walnut Grove Elementary and the PTO's efforts to get a digital sign for the school. She reported that the sign is still in use and now student's birthdays are highlighted. Council member Moncrief also stated that the school's daddy daughter dance is now focusing on including boys and any member of a student's household to keep up with the times.
- VII. **PLANNING AND ZONING COMMISSION – DON CANNON: CHAIR**
Chairman Cannon reported that the commission would be holding a public hearing to discuss a variance request next week and would report back to the council with their recommendations after the hearing.
- VIII. **WALNUT GROVE HIGH SCHOOL REPORT – LINDSAY ALLEN: PRINCIPAL**
Principal Allen presented a slideshow highlighting the achievements of Walnut Grove High School. Principal Allen reported about the success of the athletic programs at the school. He also highlighted that the graduation rate of 92.5% is one of the highest in the state. Mr. Allen spoke about the staff of Walnut

Grove and one of the teachers receiving teacher of the year and the great job they have been doing along with some of the nationally recognized student academic achievements. Mayor Moore added that the city would like to help recognize the teacher of the year and for principal Allen to let the city know what it could do to support the effort. Mayor Moore also offered the city park softball field for practices if the high school needed extra room to practice.

- X. **PUBLIC COMMENTS** – Esse Johnson asked if there were any plans to bring a post office to the city. Mayor Moore commented that the city has been working on solving that issue for years and will continue to work on a solution. Esse Johnson also commented that the entrance to Dial Farms is very dark at night and if anything could be done. Mayor Moore responded that the city is working on the issue.

XI. OLD BUSINESS

1. **Moratorium** – Mayor Moore commented that a revision needs to be made due to the current version restricting the existing Dial Farm project to continue with building permits. Mayor Moore presented two options which were to exclude the Dial Farm PUD from the moratorium or option two which is to shrink the footprint of the moratorium area to the Walnut Grove Parkway square area. Council member Stephanie Moncrief commented she presented an option to exclude Dial Farms at the last work session and if there is a reason not to go with that option. Tony Powell commented that by using that option it would be recognizing vested rights that the Dial Farm PUD has which is perfectly defensible. Council member conveyed concerns about not knowing what the downtown will look like before giving developers permission to build. Council member Stephanie Moncrief made motion to approve the option of the moratorium that excludes the Dial Farm PUD. Council member Jon Dial seconded. Passed unanimous.

2. **Election** – Mayor Moore explained the dates for the upcoming election to fill the vacant city council seat needed to be modified to coincide with Walton County. Tony Powell read the resolution which stated the qualifying dates, election date and application fee. Council member Jon Dial made motion to approve the resolution. Council member Stephanie Moncrief seconded. Passed unanimous.

XII. NEW BUSINESS

1. **NEGRC Contract Agreement** – Mayor Moore explained this agreement was to authorize the NEGRC to help the city develop a master plan concept for the downtown. Council member Stephanie Moncrief stated that she had questions how the development process works and also noted she asked for a representative of the NEGRC to be available at a work session to answer questions. Mayor Moore explained this was the preliminary stage to make a formal agreement so that the NEGRC could begin work on developing the concept. Mayor Moore also stated that Mark Beatty the designer is about to begin maternity leave and when he returns the city can setup a retreat that he can address the council, planning and zoning, DDA and the land owners. Council member Jon Dial made motion to approve the agreement. Council member Linda Pilgrim seconded. Council member Stephanie Moncrief opposed. Motion passed 2-1.

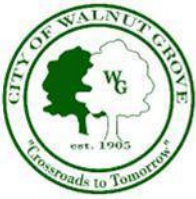
XIII. REPORTS

1. **Code Enforcement Report** – Craig Ellington reported the notices of violations issued for the month.
2. **Public Works Report** – Brian Pilgrim reported that the dump truck has been repaired and work has started on trimming limbs throughout the city. Brian also reported that they have moved to the new public works building full time. Council member Stephanie Moncrief commented she was pleased with the safety signage and precautions she saw while the workers were cutting limbs in her neighborhood and the city was very lucky to Mr. Pilgrim working in his position.
3. **Clerk's Report** - City Clerk Keegan Ramsey read the balances of the city's bank accounts.
4. **Mayor's Report** – Mayor Moore reported that the sewer plant has started to generate income. Mayor Moore also reported that the HVAC system at the library has been repaired after parts shipping delays due to covid. Mayor Moore commented that the crosswalk for the Walnut Grove High School has been completed and more crosswalk marker signs were ordered to be installed.

XIV. TOWN HALL DISCUSSION – Mr. Gibson asked if there was a timeframe for the proposed intersection roundabout. Mayor Moore commented that the DOT would make a decision later this year.

XV. COUNCIL COMMENTS – **Council member Jon Dial** thanked everyone for attending. He also noted that Dial Farm has a new marque sign and landscaping the front entrance. He also mentioned the need for lighting and street signs for the entrance. **Council member Linda Pilgrim** thanked everyone for attending and also thanked the principal for his presentation. **Council member Stephanie Moncrief** had no comments.

XVI. ADJOURN – Council member Stephanie Moncrief made motion. Council member Jon Dial seconded. Passed unanimous.



CITY OF WALNUT GROVE

FEBRUARY 24, 2022

10:00 AM

1021 PARK STREET MUNICIPAL BUILDING

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

Mayor and Council Work Session Minutes

WORK SESSION

I. **CALL TO ORDER** – Mayor Mark Moore

II. **INVOCATION** – Tony Powell

III. **PLEDGE OF ALLEGIANCE** – All Participated

IV. **AGENDA APPROVAL** – Council member Stephanie Moncrief stated she was contacted by a citizen that the agenda was not posted outside the building. Council member Moncrief asked the City Clerk Keegan Ramsey if the newspaper was notified and Keegan responded yes. City attorney Tony Powell explained if the newspaper asks for the agenda then it must be provided and also the agenda has to be posted at the meeting site as far in advance of the meeting as reasonably possible. Tony Powell also explained that since the newspaper was notified in advance and no items were to be voted on the 24 hour requirement had been met. Council member Linda Pilgrim made a motion to approve the agenda. Council member Stephanie Moncrief seconded. Passed unanimous.

V. **AGENDA ITEMS**

1. **Employee Manual** – Mayor Moore discussed unclear policy areas in the current employee handbook and the need to make changes to clarify them. Mayor Moore commented that he along with council member Linda Pilgrim and city employees discussed possible changes to the employee leave policies regarding sick leave and vacation leave. Mayor Moore suggested changing the sick leave policy to let unused days roll over from year to year because under the current policy they are lost. Council member Linda Pilgrim suggested giving employees the option to trade up to 3 unused sick days for personal days to address instances where personal situations occurred but do not qualify under the sick day policy rules. Mayor Moore and council member Pilgrim both agreed that employees should work for one year before vacation days are awarded. Council member Pilgrim also commented on the need for military leave to be included in any changes. Council member Stephanie Moncrief asked if sick days and personal days were the same and Mayor Moore stated that in the current handbook it was not clearly defined. Council member Moncrief commented she feels like trading the sick days for personal leave days is micro management and employees should be able to manage their own days accordingly.

2. **Ordinances** – Craig Ellington discussed his suggestions on requiring a permit for new fences. Mr. Ellington stated that the current ordinances define what new fencing should look like and materials to be used but do not require a permit. Craig Ellington presented the council with a fence application that he designed along with the city clerk. He stated that he was not aware if changes needed to be made to the city ordinance to require an application. Council member Stephanie Moncrief asked if there was a way to list neighborhood HOA on the application for those who are unaware. Craig Ellington replied that modification could be made if necessary. Mayor Moore asked if the city ordinance needs to be modified to add a fence permit is required. Tony Powell said any improvement to a property should require a permit. Mayor Moore requested the matter go to the Planning and Zoning Commission and their suggestions be presented at the next work session. Craig Ellington also presented an attachment to the current business application for home based businesses and the restrictions.

3. **Variance** – Craig Ellington discussed a variance application for a temporary utility trailer by Church at the Grove. Mr. Ellington asked for clarification if the request needed a variance or a temporary building permit. Council member Stephanie Moncrief commented there was no description on the application and also there was no notary stamp. She also commented she wasn't sure what the variance is for. Tony Powell commented that the refining of the variance is usually done by the city and not the applicant. Council member Stephanie Moncrief asked how long the current building has been in place and she didn't see any sidewalks leading to the building. Craig Ellington stated he was not involved in zoning when the first building was approved.

VI. Adjourn – Council member Stephanie Moncrief made motion to adjourn. Council member Linda Pilgrim seconded. Passed unanimous.



Workers Compensation Self-Insurance Fund

STATEMENT

City of Walnut Grove
Ms. Denise Vojnich
City Clerk
2581 Leone Ave
Loganville, GA 30052-4560

Date **2/21/2022**
Customer Number **511**
Bill To **511**

Invoice #	Inv Date	Description	Amount	Credits	Balance
317936	1/1/2022	W/C Estimated Premium	\$7,657.00	\$0.00	\$7,657.00
			Balance		\$7,657.00

This statement includes only payments received through 2/21/2022 . If past due amounts have been remitted please deduct them from the balance and remit the remainder. Please send all payments to the address below along with a copy of this statement or a copy of the original billing.

If you should have any questions or need assistance please contact Joel Levy at (678) 686-6233.

Worker Compensation Self-Insurance Fund

Attn: Finance

PO Box 105377

Atlanta, GA 30348



February 4, 2022

Mayor Mark Moore
City of Walnut Grove
2581 Leone Ave.
Loganville, Georgia 30052

**Re: Monthly Invoice Letter for January 2022
General Consulting Services**

Mayor Moore:

I have enclosed a copy of our invoice for work performed on the above referenced project through January 31, 2021; in the amount of **\$7,605.04**. A general summary of the work completed this month and the labor charges associated with each task is provided below per your request.

- General Engineering Services: \$250.04
- MS4 Compliance Services: \$5,972.50
- Zoning Support Services: \$250.00
- Park Street Streambank Repair: \$277.50
- Plan Review:
 - Enclave Phase III: \$380.00
 - Enclave Phase II: \$142.50
 - WGHS Gym Site: \$332.50

Should you have any additional questions or comments related to this invoice or the work performed, please feel free to contact me at 770-267-8800 (Office) or 404-790-9000 (Mobile).

Thanks,

A handwritten signature in blue ink that reads 'Jimmy Parker'.

Jimmy Parker, P.E.
Senior Vice President

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400 Pike Blvd
 Lawrenceville, GA 30046
 (770) 338-8000

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

Invoice number 66817
 Date 01/31/2022

Project E04299F Walnut Grove - General Services

Bill thru January 31, 2022

Professional Services

Description	Current Billed
BID PHASE MANAGEMENT	0.00
GENERAL CONSULTING	7,582.50
DRAINAGE & SIDEWALK IMPROVEMENTS	0.00
INSPECTIONS	0.00
ADDITIONAL SERVICES	20.00
DIRECT EXPENSE	2.54
Total	7,605.04

General Consulting

	Hours	Rate	Billed Amount
Principal Planner	49.00	125.00	6,125.00
Project Engineer	9.50	95.00	902.50
Senior Principal	3.00	185.00	555.00
General Consulting subtotal			7,582.50

Additional Services

	Hours	Rate	Billed Amount
Senior Project Assistant	0.25	80.00	20.00
Additional Services subtotal			20.00

Direct Expense

	Billed Amount
24x36 Plats/ Prints	2.54
Direct Expense subtotal	2.54

Invoice total **7,605.04**



PRECISION
Planning Inc.

City of Walnut Grove
Project E04299F Walnut Grove - General Services

Invoice number 66817
Date 01/31/2022

Approved by: Jimmy Parker (TS)

City of Walnut Grove
Balance Sheet
As of March 4, 2022

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
11.1100 Cash in Bank - General Fund	335,347.79
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	4,383.77
11.1105 Money Market - Sewer	674,495.95
11.1111 Cash in Bank - DDA	91,446.05
Total Bank Accounts	<u>\$ 1,847,742.30</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				
12.2510 Unearned Revenue	49.20		49.20	
31.1000 Property Taxes	211,612.19	195,000.00	16,612.19	108.52 %
31.1310 Title Ad Valorem - TAVT	32,679.78	26,000.00	6,679.78	125.69 %
31.1315 Motor Vehicle Tax	1,534.47	2,500.00	-965.53	61.38 %
31.1340 Intangible Tax	4,938.17	500.00	4,438.17	987.63 %
31.1600 Real Estate Transfer Tax	1,899.83	1,250.00	649.83	151.99 %
31.1710 Franchise Tax - Electric	62,595.21	59,500.00	3,095.21	105.20 %
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	2,193.38	3,000.00	-806.62	73.11 %
31.3100 Local Option Sales Tax	151,728.29	210,000.00	-58,271.71	72.25 %
31.4200 Alcohol Excise Tax	60,480.76	80,000.00	-19,519.24	75.60 %
31.6200 Insurance Premium Tax	108,901.81	105,000.00	3,901.81	103.72 %
31.8000 Other Taxes	11.54	2,100.00	-2,088.46	0.55 %
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	10,400.00	10,000.00	400.00	104.00 %
32.2200 Building Permits and Inspections	34,827.37	22,500.00	12,327.37	154.79 %
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	5,591.20		5,591.20	
34.7000 Recreation Income	725.00	5,000.00	-4,275.00	14.50 %
34.9999 Other Charges	6,690.78	850.00	5,840.78	787.15 %
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	
Total Income	\$1,137,300.66	\$790,723.00	\$346,577.66	143.83 %
GROSS PROFIT	\$1,137,300.66	\$790,723.00	\$346,577.66	143.83 %
Expenses				
51.1100 Salaries and Wages	142,205.30	209,400.00	-67,194.70	67.91 %
51.2100 Group Insurance		10,000.00	-10,000.00	
51.2200 Payroll Taxes - Social Security	12,766.27		12,766.27	
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	1,862.47	3,000.00	-1,137.53	62.08 %

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
52.1300 IT Services	5,089.51	10,000.00	-4,910.49	50.90 %
52.2110 Solid Waste Collection	42,065.10	60,000.00	-17,934.90	70.11 %
52.2200 Repairs and Maintenance	68,096.55	15,000.00	53,096.55	453.98 %
52.2210 Repairs and Maintenance - Vehicles Code Officer	14,190.88 110.74	10,000.00	4,190.88 110.74	141.91 %
Total 52.2210 Repairs and Maintenance - Vehicles	14,301.62	10,000.00	4,301.62	143.02 %
52.2220 Repairs and Maintenance - Streets, Roads and Bridges	52,429.30	10,000.00	42,429.30	524.29 %
52.2240 Professional Services	6,062.73	5,000.00	1,062.73	121.25 %
52.2241 Professional Services - Engineering	98,759.60	55,000.00	43,759.60	179.56 %
52.2242 Professional Services - Accounting	18,562.47	35,000.00	-16,437.53	53.04 %
52.2243 Professional Services - Legal	40,865.34	51,000.00	-10,134.66	80.13 %
52.2244 Professional Services - Security	1,633.23	500.00	1,133.23	326.65 %
52.2250 Facility and Grounds Maintenance	96,030.93	15,000.00	81,030.93	640.21 %
52.2260 Liability Insurance	18,055.00	15,000.00	3,055.00	120.37 %
52.3200 Communications - Telephone	10,505.51	11,000.00	-494.49	95.50 %
52.3200 Communications - TelephoneWire	977.35	500.00	477.35	195.47 %
52.3300 Advertising	2,913.50	5,000.00	-2,086.50	58.27 %
52.3500 Travel	1,359.55	1,500.00	-140.45	90.64 %
52.3600 Dues and fees	2,039.21	3,500.00	-1,460.79	58.26 %
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	1,725.00	5,000.00	-3,275.00	34.50 %
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	2,928.55	3,500.00	-571.45	83.67 %
53.1115 Pavilion Rental Expenses	-30.00	650.00	-680.00	-4.62 %
53.1120 Postage	534.00	1,000.00	-466.00	53.40 %
53.1130 General Supplies - Other	2,517.87	3,000.00	-482.13	83.93 %
53.1140 Community Support/Events	2,543.19	5,000.00	-2,456.81	50.86 %
53.1210 Utilities - Water	1,404.67	700.00	704.67	200.67 %
53.1220 Utilities - Gas	585.51	1,050.00	-464.49	55.76 %
53.1230 Utilities - Electricity	29,657.04	30,500.00	-842.96	97.24 %
53.1270 Gas, Oil, Diesel	6,649.98	500.00	6,149.98	1,330.00 %
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	44,821.00	50,000.00	-5,179.00	89.64 %
54.2500 Equipment	6,791.96	10,000.00	-3,208.04	67.92 %
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	50,482.50	50,000.00	482.50	100.97 %
57.3300 Peace Officer Annuity/Benefit Fund	1,695.66	2,500.00	-804.34	67.83 %
57.3320 Crime Lab Fees		50.00	-50.00	
57.3340 Drivers Ed/Training Fund		50.00	-50.00	

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
57.3370 Drug Abuse Treatment and Education	1,439.57	1,000.00	439.57	143.96 %
57.3375 County Jail Fund	1,644.47	2,000.00	-355.53	82.22 %
57.3380 Peace Officer - Prosecutor's Fund		3,000.00	-3,000.00	
57.3385 Local Victim Assist. Fund	890.13	500.00	390.13	178.03 %
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	226.00	500.00	-274.00	45.20 %
57.3393 GSCCCA Payouts	4,884.86	4,000.00	884.86	122.12 %
57.4000 Walton County Board of Commissioners	5,737.53	5,000.00	737.53	114.75 %
58.1000 Debt Service - Principal	44,850.86	36,000.00	8,850.86	124.59 %
Reimbursements	1,201.45		1,201.45	
Total Expenses	\$1,036,227.35	\$790,723.00	\$245,504.35	131.05 %
NET OPERATING INCOME	\$101,073.31	\$0.00	\$101,073.31	0.00%
NET INCOME	\$101,073.31	\$0.00	\$101,073.31	0.00%