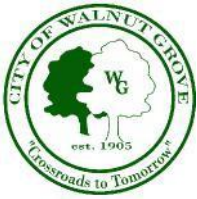


CITY OF WALNUT GROVE
July 14, 2022 7:00 PM
1021 PARK STREET MUNICIPAL BUILDING
MAYOR AND COUNCIL

Council Meeting Agenda

- I. CALL TO ORDER**
- II. INVOCATION**
- III. PLEDGE OF ALLEGIANCE**
- IV. AGENDA APPROVAL**
- V. CONSENT AGENDA**
 1. June 9th Meeting Minutes
 2. Financials
- VI. COMMITTEE REPORTS**
 1. Community Involvement Committee – Linda Pilgrim
 2. Parks and Recreation/Public Works – Jon Dial
 3. DDA Report – Erica Miles
 4. Education Involvement Committee – Stephanie Moncrief
- VII. PLANNING AND ZONING COMMISSION – DON CANNON: CHAIR**
- VIII. PUBLIC COMMENTS**
- IX. OLD BUSINESS**
- X. NEW BUSINESS**
 1. TSPLOST
 2. Comprehensive Plan
- XI. REPORTS**
 1. Public Works Report
 2. Clerk's Report
 3. Mayor Report
- XII. TOWN HALL DISCUSSION**
- XIII. COUNCIL COMMENTS**
- XIV. EXECUTIVE SESSION**
- XV. ADJOURN**



CITY OF WALNUT GROVE

June 9, 2022 7:00 PM
1021 PARK STREET MUNICIPAL BUILDING
MAYOR AND COUNCIL

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

Council Meeting Agenda

- I. **CALL TO ORDER** – Mayor Mark Moore
- II. **INVOCATION** – Tony Powell
- III. **PLEDGE OF ALLEGIANCE** – All participated
- IV. **AGENDA APPROVAL** – Council member Linda Pilgrim made motion to approve. Council member Jon Dial seconded. Passed unanimously.
- V. **CONSENT AGENDA** – Council member Stephanie Moncrief made motion to move budget adjustment to new business. Council member Linda Pilgrim seconded. Passed unanimously. Council member Stephanie Moncrief made motion to approve. Council member Jon Dial seconded. Passed unanimously.
 1. May 12th, May 26th, May 31th, June 2nd Meeting Minutes
 2. Financials
 3. Invoices over \$5000
- VI. **COMMITTEE REPORTS**
 1. **Community Involvement Committee** – Council member Linda Pilgrim reported that Wilco Electric was sponsoring a wildlife petting zoo at the upcoming city park market and encouraged everyone to attend.
 2. **Parks and Recreation/Public Works** – Council member Jon Dial reported a bid on repairing the lights on the baseball field that should be around \$1000. Council member Dial also reported working with company that resurfaces the tennis courts to install pickle ball lines and also public works preparing to fix the tennis net poles.
 3. **Education Involvement Committee** – Council member Stephanie Moncrief reported she was working on a proposal for the council to better support the teachers and staff of the schools. Council member Moncrief also mentioned a golf tournament to raise funds for the high school.
- VII. **PLANNING AND ZONING COMMISSION** – Chairman Don Cannon Chairman Don Cannon reported approving a draft of bylaws that was sent to the city attorney ordinance and section references are correct. Chairman Cannon also reported discussing what type of businesses should be included in the downtown center and how the plans for a county park will affect the downtown center. Lastly Chairman Cannon reported a public hearing for a rezone of an AG zoned parcel along Hwy 81.
- VIII. **PUBLIC COMMENTS** - Kevin Schultz commented what a great job the city council has been doing and on having received a tour of the new public works building and he believes the city is heading in a great direction.
- IX. **OLD BUSINESS**

Employee Handbook - Mayor Moore explained this change will help city employees by letting sick time hours rollover from one year to the next and clear up some unclear areas of the former employee handbook. Council member Jon Dial made motion to approve. Council member Linda Pilgrim seconded. Passed unanimously.

X. NEW BUSINESS

1. **Installation of Elected Official** - Tony Powell administered the oath of office to Council member Erica Miles.

2. **Budget Adjustment** - Mayor Moore explained the adjustment was to move funds from areas that were under budget to areas that were over budget. Council member Linda Pilgrim made motion to approve the budget adjustment. Council member Jon Dial seconded. passed unanimously.

Public Hearing - Maxine McClanahan of 4081 Habersham Circle made a formal objection to adoption of the budget due to proper notice not being given for budget hearings. Mayor Moore closed the public hearing. City attorney Tony Powell stated he believed the city is in compliance with state law. Council member Jon Dial made motion to approve the budget. Council member Linda Pilgrim seconded. Stephanie Moncrief wanted to discuss the library budget. Mayor Moore explained that he spoke with the library director and she was happy with the amount of money the city is contributing to the library. Mayor Moore also explained that the library staff has a retirement package and the city hall staff does not so he believes it would be appropriate to find a way to address that issue before additional funds were given to the library. Council member Stephanie Moncrief also expressed concern about using funds from the general fund to finish the public works building. Mayor Moore explained with the Hwy 81 roundabout being approved which will eliminate the current sheriff department building the need to move the sheriff's department into the public works building may be needed and that wouldn't be possible in it's current state so the finishing of the building makes sense. Council member Stephanie Moncrief voted no. Motion passed

3. **Emerald Cove Paving** – Mayor Moore discussed the asphalt portion of paving Emerald Cove. Mayor Moore explained the estimated amount of asphalt required was 1140 tons and the estimated cost of \$93,000. Mayor Moore explained that the city engineer suggested including a 10 percent buffer for price increases and Mayor Moore requested to move that number to 20 percent due to the recent material shortages and inflation to a total of \$119,000. Council member Erica Miles made motion to approve. Council member Linda Pilgrim seconded. Passed unanimously.

4. **Comprehensive Plan** - Mayor Moore presented the draft of the Walnut Grove Comprehensive Plan that was prepared by the NEGRC. Mayor Moore explained that this was only a draft for review and copies would be emailed to members of the Planning and Zoning Commission and the Downtown Development Authority. Council member Stephanie Moncrief asked if this was something that is done for free and Mayor Moore responded to his knowledge there was no charge but if the bill was over \$5000 he would have to get council approval.



CITY OF WALNUT GROVE

June 9, 2022 7:00 PM
1021 PARK STREET MUNICIPAL BUILDING
MAYOR AND COUNCIL

Council Meeting Agenda

I. REPORTS

- a. **Public Works Report-** Brian Pilgrim reported that flags have been placed throughout the city for the July 4th weekend. Brian also reported a septic tank issue in the park that has been repaired.
- b. **Clerk's Report** – City Clerk Keegan Ramsey read the balances of the city bank accounts.
- c. **Mayor's Report** – Mayor Moore discussed an offer to maintain the ballfield for a reduction in rate from a local little league team which would free up time for public works to handle more important projects. Mayor Moore reported the city is looking good and the Hwy 81 roundabout has been approved by the GDOT and information is posted on their website along with the city website.

II. **TOWN HALL DISCUSSION** – Dan Moore asked if there is sewer capacity for future growth. Mayor Moore discussed where the city was in the sewer expansion process and also looking into new technology that could possibly increase future capacity even more. City Librarian Dana commented an upcoming poodle show and signing up over 300 children for the summer reading program.

III. **COUNCIL COMMENTS** – Council member Jon Dial thanked everyone in attendance and the veterans. Council member Dial congratulated Council member Erica Miles and he looks forward to seeing further plans for the city downtown center. Council member Erica Miles thanked everyone for attending and Dana for the great job she is doing at the library. Council member Linda Pilgrim congratulated council member Erica Miles and thanked Megan Ragan for donating the plaque for the veterans. Council member Stephanie Moncrief welcomed council member Erica Miles and stated she was excited to have a full council and for the future. Mayor Moore welcomed council member Erica Miles and stated the city is fortunate to have a full council and to have city attorney Tony Powell because he brings a great deal of experience to the city.

IV. **EXECUTIVE SESSION** - None

V. **ADJOURN** – Council member Stephanie Moncrief made motion. Council member Jon Dial seconded. Passed unanimously.

City of Walnut Grove
Balance Sheet
As of July 11, 2022

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
11.1100 Cash in Bank - General Fund	313,517.12
11.1101 Money Market - General Fund	510,572.75
11.1102 Cash in Bank - 2013 SPLOST	10,429.45
11.1103 Cash in Bank - 2019 SPLOST	291,341.44
11.1104 Cash in Bank - Sewer Operating Account	260.01
11.1105 Money Market - Sewer	931,134.72
11.1111 Cash in Bank - DDA	91,449.84
Total Bank Accounts	<u>\$ 2,148,705.33</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	253,376.50		253,376.50	
31.1000 Property Taxes	213,585.89	195,000.00	18,585.89	109.53 %
31.1310 Title Ad Valorem - TAVT	40,247.93	26,000.00	14,247.93	154.80 %
31.1315 Motor Vehicle Tax	2,420.54	2,500.00	-79.46	96.82 %
31.1340 Intangible Tax	8,243.00	500.00	7,743.00	1,648.60 %
31.1600 Real Estate Transfer Tax	2,893.13	1,250.00	1,643.13	231.45 %
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	9,183.32	6,000.00	3,183.32	153.06 %
31.1760 Franchise Tax - Telephone	2,637.22	3,000.00	-362.78	87.91 %
31.3100 Local Option Sales Tax	258,426.41	210,000.00	48,426.41	123.06 %
31.4200 Alcohol Excise Tax	83,883.48	80,000.00	3,883.48	104.85 %
31.6200 Insurance Premium Tax	110,001.81	105,000.00	5,001.81	104.76 %
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	0.00	100.00 %
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	10,539.78	10,000.00	539.78	105.40 %
32.2200 Building Permits and Inspections	58,588.47	22,500.00	36,088.47	260.39 %
32.2990 Other Permits	550.00	500.00	50.00	110.00 %
33.1010 Intergovernmental Revenue - CARES Act	0.00		0.00	
33.4000 Intergovernmental Revenue - State	18,826.38		18,826.38	
33.7100 SPLOST Revenue	221,776.17		221,776.17	
34.1910 Election Qualifying Fee	36.00	73.00	-37.00	49.32 %
34.4100 Sanitation Charges	2,030.11		2,030.11	
34.4255 Sewerage Charges	10,903.09		10,903.09	
34.7000 Recreation Income	2,697.60	5,000.00	-2,302.40	53.95 %
34.9999 Other Charges	3,449.20	850.00	2,599.20	405.79 %
35.1000 Fines and Forfeitures	40,568.92	50,000.00	-9,431.08	81.14 %
35.1020 Court Fees - Other	2,317.00	1,500.00	817.00	154.47 %
36.1000 Interest Revenue	615.40	500.00	115.40	123.08 %
37.1000 Contribution	1,135.00		1,135.00	
38.9999 Miscellaneous Revenue	2,318.76		2,318.76	
Total Income	\$1,430,619.46	\$790,723.00	\$639,896.46	180.93 %
GROSS PROFIT	\$1,430,619.46	\$790,723.00	\$639,896.46	180.93 %
Expenses				
51.1100 Salaries and Wages	200,831.11	209,400.00	-8,568.89	95.91 %
51.2100 Group Insurance	11,076.69	10,000.00	1,076.69	110.77 %
51.2200 Payroll Taxes - Social Security	12,728.00		12,728.00	
51.2210 Payroll Taxes - Medicare	2,680.13		2,680.13	
51.2215 Payroll Taxes - Federal Unemployment	351.13	500.00	-148.87	70.23 %

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
51.2220 Payroll Taxes - State Unemployment	3,479.04	500.00	2,979.04	695.81 %
52.1100 Court Software	2,253.42	3,000.00	-746.58	75.11 %
52.1300 IT Services	8,820.59	10,000.00	-1,179.41	88.21 %
52.2110 Solid Waste Collection	63,627.30	60,000.00	3,627.30	106.05 %
52.2200 Repairs and Maintenance	76,104.99	15,000.00	61,104.99	507.37 %
52.2210 Repairs and Maintenance - Vehicles	16,809.91	10,000.00	6,809.91	168.10 %
52.2220 Repairs and Maintenance - Streets, Roads and Bridges	62,329.68	10,000.00	52,329.68	623.30 %
52.2240 Professional Services	15,375.85	5,000.00	10,375.85	307.52 %
52.2241 Professional Services - Engineering	180,340.94	55,000.00	125,340.94	327.89 %
52.2242 Professional Services - Accounting	31,461.22	35,000.00	-3,538.78	89.89 %
52.2243 Professional Services - Legal	46,904.34	51,000.00	-4,095.66	91.97 %
52.2244 Professional Services - Security	1,633.23	500.00	1,133.23	326.65 %
52.2250 Facility and Grounds Maintenance	97,672.71	15,000.00	82,672.71	651.15 %
52.2260 Liability Insurance	21,431.00	15,000.00	6,431.00	142.87 %
52.3200 Communications - Telephone	15,900.21	11,000.00	4,900.21	144.55 %
52.3200 Communications - TelephoneWire	1,579.72	500.00	1,079.72	315.94 %
52.3300 Advertising	3,296.00	5,000.00	-1,704.00	65.92 %
52.3500 Travel	2,651.63	1,500.00	1,151.63	176.78 %
52.3600 Dues and fees	2,727.21	3,500.00	-772.79	77.92 %
52.3610 Bank Charges	1,552.38	100.00	1,452.38	1,552.38 %
52.3700 Training and Education	10,697.03	21,500.00	-10,802.97	49.75 %
52.3850 Contract Labor	2,175.00	5,000.00	-2,825.00	43.50 %
52.3900 Other Expenses	3,756.66	3,500.00	256.66	107.33 %
53.1100 Cleaning Supplies	84.21	500.00	-415.79	16.84 %
53.1110 Office Supplies	4,822.65	3,500.00	1,322.65	137.79 %
53.1115 Pavilion Rental Expenses	-30.00	650.00	-680.00	-4.62 %
53.1120 Postage	912.00	1,000.00	-88.00	91.20 %
53.1130 General Supplies - Other	3,472.58	3,000.00	472.58	115.75 %
53.1140 Community Support/Events	4,233.19	5,000.00	-766.81	84.66 %
53.1210 Utilities - Water	1,992.52	700.00	1,292.52	284.65 %
53.1220 Utilities - Gas	938.05	1,050.00	-111.95	89.34 %
53.1230 Utilities - Electricity	42,002.48	30,500.00	11,502.48	137.71 %
53.1270 Gas, Oil, Diesel	9,031.90	500.00	8,531.90	1,806.38 %
53.1700 Other Supplies	126.57		126.57	
53.9999 Miscellaneous Expenditures	41.93	6,000.00	-5,958.07	0.70 %
54.1000 Property	130,000.00	2,000.00	128,000.00	6,500.00 %
54.1400 Capital outlay - Roads Streets and Bridges	0.00	50,000.00	-50,000.00	0.00 %
54.2500 Equipment	13,670.45	10,000.00	3,670.45	136.70 %
54.2600 New Construction	30,482.24	10,723.00	19,759.24	284.27 %
57.1000 Other Business Expenses	715.40	500.00	215.40	143.08 %
57.3000 Library	50,000.00	50,000.00	0.00	100.00 %
57.3300 Peace Officer Annuity/Benefit Fund	2,331.19	2,500.00	-168.81	93.25 %
57.3320 Crime Lab Fees		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
57.3340 Drivers Ed/Training Fund		50.00	-50.00	
57.3370 Drug Abuse Treatment and Education	1,663.30	1,000.00	663.30	166.33 %
57.3375 County Jail Fund	2,170.96	2,000.00	170.96	108.55 %
57.3380 Peace Officer - Prosecutor's Fund		3,000.00	-3,000.00	
57.3385 Local Victim Assist. Fund	1,171.61	500.00	671.61	234.32 %
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	274.00	500.00	-226.00	54.80 %
57.3393 GSCCCA Payouts	6,280.78	4,000.00	2,280.78	157.02 %
57.4000 Walton County Board of Commissioners		5,000.00	-5,000.00	
58.1000 Debt Service - Principal	74,240.95	36,000.00	38,240.95	206.22 %
Reimbursements	1,609.09		1,609.09	
Total Expenses	\$1,282,485.17	\$790,723.00	\$491,762.17	162.19 %
NET OPERATING INCOME	\$148,134.29	\$0.00	\$148,134.29	0.00%
NET INCOME	\$148,134.29	\$0.00	\$148,134.29	0.00%

The Department of Community Affairs (DCA) and the Northeast Georgia Regional Commission (NEGRC) have completed their review of the following local plan document. Interested parties were asked to submit their comments about the document during a 15-day period, beginning on 6/2/2022 and ending on 6/17/2022. This report contains DCA’s review and findings, the NEGRC’s review, and a list of comments received from interested parties.

Name of Document: City of Walnut Grove Comprehensive Plan

Review Type: Comprehensive Plan Update

Submitting Local Government(s): City of Walnut Grove

Plan Preparer (if not local government): Northeast Georgia Regional Commission (NEGRC)

Department of Community Affairs Review & Findings

Our staff has reviewed the comprehensive plan update for Walnut Grove and determined that it adequately addresses the Minimum Standards for Local Comprehensive Planning. As soon as your office provides written notice that the plan has been adopted and provides DCA with a digital copy of the final adopted version of this document, we will award Qualified Local Government status to the local government.

NEGRC Review

The submitted plan is generally consistent with the Regional Plan & Regional Resource Plan.

Yes No

Findings & Recommendations:

The submitted plan is generally consistent with the Regional Plan & Regional Resource Plan.

There are potential conflicts with neighboring jurisdictions’ comprehensive plans.

Yes No

Findings & Recommendations:

On Walnut Grove’s Future Land Use Map, there are areas designated as “Residential” along the city’s eastern and southern borders with Walton County’s Conservation Character Area. To facilitate the transition from Residential use to the county’s lower-intensity Conservation use, Walnut Grove should favor screening, buffers, and lower-density residential development near these borders. In addition, there are three parcels on the west side of Walnut Grove designated as “Agriculture/Forestry” that abut Walton County’s Suburban Character Area. Depending on the type of agricultural or forest use on these parcels, Walnut Grove may want to consider screening and buffers along this part of the western border with Walton County.

Opportunities for inter-jurisdictional/regional solutions to common issues *[findings & recommendations]:*

The plan includes as goals and policies to work with other local governments throughout the county to achieve the vision of the plan, to work with the Georgia Department of Transportation (GDOT) on appropriate transportation infrastructure and design, and to work with Walton County to create a large park within the city. Walnut Grove has existing partnerships with Walton County regarding services such as water and parks,

and these partnerships should continue. The City should also coordinate with Walton County when ready to expand broadband access and to address infrastructure maintenance needs. As Walnut Grove is within the Atlanta MPO, the City will need to work with the MPO toward the objectives in the Atlanta Region's *Regional Transportation Plan*. The City should also reference the *Walton County Comprehensive Transportation Plan* for local road evaluations and information about upcoming projects. Walnut Grove should also work with GDOT to redesign State Routes 81 and 139 for slower speeds, non-vehicular transportation options, and/or safety enhancements.

Review of internal consistency [*findings & recommendations*]:

Within the city, there are three locations where "Commercial" future land use borders "Agriculture/Forestry" future land use. Depending on the type of agricultural or forest use in these locations, Walnut Grove may want to consider screening and buffers to soften the transition from high-intensity to low-intensity land uses.

Carol Flaute
Community Planner

Comments from Interested Parties

None received.

RESOLUTION

WHEREAS, the 1989 Georgia General Assembly enacted House Bill 215, the Georgia Planning Act, requiring all local governments to prepare a comprehensive plan in accordance with the Minimum Planning Standards and Procedures promulgated by the Georgia Department of Community Affairs; and

WHEREAS, the Comprehensive Plan Update for the **City of Walnut Grove** Georgia, was prepared in accordance with the Minimum Planning Standards and Procedures; and

NOW THEREFORE, BE IT RESOLVED by the **City of Walnut Grove** that the Comprehensive Plan Update for the **City of Walnut Grove** Georgia dated 2022, as approved by the Georgia Department Community Affairs is hereby adopted, and furthermore, that the Northeast Georgia Regional Commission shall be notified of said adoption within seven (7) days of the adoption of this resolution.

Adopted this _____ day of _____, 2022.

<Name of Local Government>

<Name of Chief Elected Official>, <Title>

Clerk