



CITY OF WALNUT GROVE
March 30, 2023 10:00 AM
1021 PARK STREET MUNICIPAL BUILDING
MAYOR AND COUNCIL

Council Work Session Minutes

ELECTED OFFICIALS PRESENT:

Mayor - Mark Moore
Mayor Pro Tem - Stephanie Moncrief
Council Members -
Linda Pilgrim
Erica Miles

STAFF PRESENT:

City Clerk - Dawn Lummus
City Attorney - Tony Powell
Assistant Attorney - Jay Crowley
P & Z Administrator - Joe Walter

OTHERS PRESENT: Jon Dial

I. CALL TO ORDER - Mayor Mark Moore

II. INVOCATION - Tony Powell

III. PLEDGE OF ALLEGIANCE - All Participated

IV. ROLL CALL - Everyone Present

V. AGENDA APPROVAL - Mayor Moore called for a motion to approve the agenda, Council member Linda Pilgrim made the motion, council member Stephanie Moncrief seconded the motion. Council member Moncrief wanted to add the steering committee member to the agenda under new business item E. She also wanted to make note that herself and Council member Miles sent request to have items added to the agenda and they were not on there. The Mayor asked for a show of hands to add the steering committee to the agenda. All three council raised their hands. The Mayor explained that per the City Charter it takes 3 members of the council to add an item to the agenda. Council member Miles wanted to add a hotel motel tax to the agenda. There was a vote of 3 to add the tax under new business as item F. Council member Moncrief wanted to add the Matt Rutledge rezone, to over the list of conditions, to old business under item I. There was a vote of 3. Council member Pilgrim amended her original motion to include the 3 new times on the agenda. Council member Moncrief seconded. Passed unanimously.

VI. OLD BUSINESS

- A. Emerald Cove Paving** - Mayor Moore opened the floor for discussion. Council member Moncrief reported they had met with the street committee and they would like to modify the RFP. The street committee does not want to go with paving the gutter, they want the scope of work changed. This will be added to the next council meeting.
- B. Sign Ordinance** - Assistant attorney Jay Crowley stated the final read on the ordinance will be at the next council meeting. Planning and Zoning recommends to approve the ordinance.
- C. Employee Benefits** - Mayor Moore is researching employee retirement. He is

looking into an IRA for each employee with \$1000 per year of employment with a maximum of \$6000 per year.

- D. Bids for Public Works Building - There was discussion about needing more details on the refurbishing. Planning administrator Joe Walter recommended rejecting all bids and rebidding the project if the council is not happy with the bids or accept the one that is closest to what you want and request a meeting with them to discuss more details.
- E. Tree City - Council member Moncrief stated the city needs to meet 4 standards, 1) form a tree board, 2) have a budget, 3) a tree care ordinance, and 4) observe Arbor Day.
- F. Ethics Ordinance - The Mayor discussed about becoming a certified ethics city helps the city to stand out and possibly qualify for grants. He explained that once a complaint is considered valid it is submitted to the ethics committee that is composed of a pool of 5 standby residents, approved by council. The ethics board is composed of 3 of the 5.
- G. Mayor & Council stipend/payment - Council member Moncrief explained that if this is something the council wants to do, it has to be voted on during the June 8th, 2023 council meeting and it has to be advertised for 3 continuous weeks. She recommends the councils pay at \$300-\$500 and the mayors pay at \$1000 per month.
- H. Business License - Assistant attorney Jay Crowley discussed the process of business license. The zoning administrator reviews new business license for compliance, then he signs off, and it goes to the mayor and council for approval.
- I. Matt Rutledge Rezoning - Zoning administrator Joe Walter reported that Planning Commission recommended approval, and the second reading will be at the April 13th council meeting. He has discussed with Jay Crowley about an ordinance and the requested modifications from the 1st public hearing.

VII. NEW BUSINESS

- A. 2023 - 2024 Budget - The Mayor handed out a working budget for the council for review. It will be brought up at the next work session and Sam Latimer will be in attendance. The budget needs to be approved by June. There was discussion concerning the mobile homes that are not taxed as real property.
- B. David Johnson Variance - Planning Administrator Joe Walter reported that the Planning Commission recommended granting the variance to David and Ashley Johnson. There will be a public hearing before the council on April the 13th. There was discussion on who maintains the easement road.
- C. Forest Glen Rezoning - Planning Administrator Joe Walter addressed the council concerning rezoning Forest Glen to R3. The recommendation from the Planning Commission is to go ahead with the rezone. There was also some text amendments to change the zoning ordinance. The commission also recommends these amendments to be approved. This will come before the council on April 13th for public hearing.

- D. Government Official Roles Within the City - City Attorney Tony Powell was to present this, but he had to leave the meeting early.
- E. Steering Committee Member - There was discussion on steering committee member for the master plan. Erica Miles and also Sarah Tuchscherer's were recommended represent the DDA. Ms. Tuchscherer was nominated for the committee.
- F. Hotel Motel Tax - Council member Miles mentioned VRBO's and Air B&B's where non citizens would stay and she wanted to discuss a tax on these entities.

VIII. EXECUTIVE SESSION - None.

IV. ADJOURN - Council member Stephanie Moncreif made a motion to adjourn, Linda Pilgrim seconded. Passed unanimously.

Respectfully submitted,

City Clerk

Approved

Mark Moore,
Mayor