



City of Walnut Grove

January 25th, 2024 6PM
1021 Park Street, Municipal Building
Work Session Minutes

- I. **CALL TO ORDER-** Meeting called to order by Mayor Stephanie Moncrief at 6:01pm.
- II. **INVOCATION-** Rachel Davis led the invocation.
- III. **PLEDGE OF ALLEGIANCE-** All participated
- IV. **ROLL CALL-** Maxine McClanahan, Erica Miles, Rachel Davis, Linda Pilgrim, Attorney Tony Powell, Attorney Jay Crowley, Joe Walter, Kimberly Whitlow
- V. **AGENDA APPROVAL-** Council member Maxine McClanahan made a motion to approve the agenda, Council member Erica Miles seconded the motion to approve the agenda. Rachel Davis asked the variance for Walnut Court be added. Mayor Stephanie Moncrief asked to add an ordinance that was received from the City Attorney regarding temporary housing in addition to the LMGI Grant and an executive session in regard to employment and litigation. Linda Pilgrim asked to add Sewer Capacity. Mayor Stephanie Moncrief asked to remove Financials and Financial Reports. Council Member Maxine McClanahan amended her motion to include The variance for Walnut Court, Ordinance for Temporary housing, Sewer Capacity, LMGI Grant, Executive Session and the removal of Financials and Financial statements. Council Member Rachel Davis seconded the motion. All in favor. Motion passed 4-0.
- VI. **NEW BUSINESS**
 1. **Credit card statement & receipt/policy-** Councilmember Linda Pilgrim asked to receive the credit card statement monthly. Council received input from our City

Attorney due to a conflict in our ordinance. They also discussed coming up with a missing receipt policy.

2. Stormwater Drain off problem areas: Council discussed the problem areas in Magnolia Springs and Emerald Cove. Other cities have offered to let Walnut Grove use their sewer cameras to get to the roof of our issue. The City will need to get with Precision Planning after finding the problem to come up with a solution.

3. Presentation: VC3 for City of Walnut Grove IT Service- No presentation was done. Councilmember Rachel Davis and Maxine McClanahan have been in contact with VC3 to discuss the IT services they could offer the City VC3 is going to do a server scan for the City on January 30th, 2024 and they will be available on February 8th to talk with council.

4. Audio/Visual Upgrade of Municipal Building- Council reviewed a quote from DCR to address our audio and visual challenges at the Municipal Building in the amount of \$21,000. Councilmember McClanahan and Councilmember Davis are going to work on the upgrades for the Municipal building and not move forward with the \$21,000 right now. The City is also going to try to apply for some grants to help fund the audio/visual needs of the municipal building.

5. Employee Manual Review and Proposed Updates- Council was presented with the employee handbook for their review and it will be moved to the next work session on March 7th, 2024 at 6pm

6. Budget Retreat Council, City Clerk and Public Works Manager- Sherri Bailey from GMA is coming out to do a budget retreat for the Mayor, Council, City Clerk and Public Works Manager. The budget retreat will be on February 7th at the Municipal Building. This meeting will be advertised for the public to attend.

7. Code Enforcement- The Mayor and council discussed their thoughts on our current code enforcement. The council has concerns about our current code enforcement and that we possibly need to go another route with our code enforcement. The council would like to review other options such as bringing an in-house Code Enforcement Officer back into the City.

8. DDA and P&Z Vacancies – There are positions available in Planning and Zoning and the Downtown Development Authority.

9. Walnut Court Variance- A variance has been applied for at 4682 Walnut Court. This property was purchased in June 2022. They removed the old structure on the property and received a permit from Walton County to bring in another mobile home. This property is actually a City property, and they need to be approved for

a variance in order to have this mobile home on the property. The City will have a Public Hearing on February 8th, 2024 for council to vote on this variance.

- VII. Ordinance for Temporary/Emergency Housing** – Council reviewed the newest draft of the temporary/emergency housing ordinance. This will be voted upon at the February 8th, 2024 council meeting.
- VIII. Sewer Capacity**- Billy Coleman addressed council about some concerns he had about sewer capacity/availability.
- IX. LMGI Grant**- The City is applying for the LMGI Grant. The LMGI Grant covers things such as road paving, storm water drainage, and striping roads. The council went over a few priority challenges that the City is currently facing that this grant could be used towards.
- X. Executive Session**- Erica Miles made a motion to go into executive session. Rachel Davis seconded the motion to go into executive session. All in favor. Motion passed 4-0. *Mayor and council went into executive session at 7:46pm. Mayor and council returned from executive session at 7:58pm.* Councilmember Erica Miles made a motion to exit executive session and Rachel Davis seconded the motion to exit executive session. All in favor. Motion passed 4-0.

VIII. ADJOURN- Councilmember Maxine McClanahan made a motion to adjourn the meeting. Erica Miles seconded the motion to adjourn the meeting. All in favor. Motion passed 4-0. Meeting adjourned.

Kimberly Whitlow, City Clerk DATE

Stephanie Moncrief, Mayor DATE

Tony Powell, City Attorney DATE

COUNCIL MEMBERS:

Erica Miles DATE

Linda Pilgrim DATE

Rachel Davis DATE

Maxine McClanahan DATE