



**CITY OF WALNUT GROVE**  
August 31<sup>st</sup>, 2023 Work Session  
1021 PARK STREET MUNICIPAL BUILDING  
MAYOR AND COUNCIL

**Work Session Meeting Minutes**

**ELECTED OFFICIALS PRESENT:**

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

**STAFF PRESENT:**

City Clerk – Kimberly Whitlow  
  
City Attorney - Tony Powell  
Asst. City Attorney- Jay Crowley  
P&Z Administrator- Joe Walter

**CALL TO ORDER** - Mayor Mark Moore

**INVOCATION** - Tony Powell

**PLEDGE OF ALLEGIANCE** - All Participated

**ROLL CALL** - Everyone Present

**AGENDA APPROVAL** – Erica Miles made motion to approve. Linda Pilgrim seconded. Stephanie Moncrief wanted clarification on chamber luncheons. Chamber luncheons were added to the agenda.

**OLD BUSINESS**

**1. NUISANCE ORDINANCE-** Tony Powell stated that this ordinance has been read several times before and he reviewed what the document said. No further discussion. Final Reading.

**2. COUNCIL PROCEDURE ACT CONCERNING PARLIAMENTARY PROCEDURE AND MEETING RULES---** Mayor Moore asked to go through each section. The council went through each line item and made necessary changes for Mr. Powell to add to the ordinance. The council agreed to all changes but has opposing opinions about verbatim minutes and summary minutes. Mayor Moore wants verbatim minutes and Erica Miles and Stephanie Moncrief would prefer summary minutes. Linda Pilgrim states that it is up to the Mayor to direct how the minutes are recorded. Tony Powell stated that most cities use an Agenda software that sets up the agenda and also sets up the minutes off the agenda items. He also stated that most cities do not do verbatim minutes because it is so time consuming for the clerk. No agreement was made on how the minutes should be recorded. Mayor Moore wants the work

sessions to be a summary and the council sessions to continue to be verbatim. Erica Miles would like Municode to be on the next work session agenda. No further discussion.

## **NEW BUSINESS**

### **1. Safety Measures For Walnut Grove High School**

PHASE 1: Mayor Moore presented the solution to the council. This solution is blinking signs at all 3 crosswalks at a cost of \$8500-\$9500. PHASE 2: Mayor Moore would like to get the sidewalks finished. Phased 3: Park Street curbed and guttered. This will be put on the next council session to vote on. The council also discussed the sidewalks at the high school. Council member Moncrief suggested we incorporate the high school in the discussion of finishing the sidewalks.

### **2. ENCLAVE AT DIAL FARMS- PUD CONDITIONS**

Joe Walter was not at the meeting today. Mayor Moore stated that the punch list was approved by Joe Walter and the permits have been approved for the last 50 homes. Billy Coleman stated that they are going to pay for a turning lane to ensure the safety of the citizens. He also stated they are asking for a redlight, and they are waiting for a meeting with DOT. Stephanie Moncrief asked why this project was given permits before the plats were approved and the punch list was complete. Erica read an email from Joe Walter explaining why that the permits were approved with restrictions that the CO's will be withheld until the final plat has been recorded. The council was concerned as to why this procedure wasn't followed.

### **3. EMERALD COVE PAVING**

Stephanie Moncrief stated that they spoke with 2 engineering companies and a paving company. They will have the documents at the next council meeting. Mayor Moore asked why she did not have the documents at the work session to discuss. Stephanie presented the documentation that she had but did not have all of the documents present with her at this work session. The next council meeting Council member Miles and Moncrief said council will need to vote on which company to hire. The council is still not in agreement on this situation. Mayor Moore recommended that they get a second opinion on their findings.

### **4. INTERSTELLAR ECHO'S: TRIBUTE TO PINK FLOYD**

Stephanie Moncrief asked why were mentioned in their ad and if we gave the event any money. Mayor Moore stated that we did not contribute financially, and we were only included because a part of Walnut Grove is under his representation. The City of Walnut Grove has no affiliation with this concert according to Mayor Moore.

#### **5. SEWER PLANT EXPANSION:**

Turnipseed will be at the next work session giving an presentation on this. Council member Moncrief said we already voted on this and Mayor Moore we voted on an engineering study, and we did not vote on the building of the sewer plant. Erica Miles stated that we already voted on this, and she doesn't understand why we are bringing new people in to present when it was already voted on. Mayor Moore showed the minutes from the May 11<sup>th</sup> 2023 meeting and showed what was and was not approved. The end of the minutes did not show that anything was voted on or approved.

#### ***COUNCIL VOTED TO MOVE CODE ENFORCEMENT UP ON THE AGENDA***

#### **4. CODE ENFORCEMENT:**

Ramon from Bureau Veritas came to the council and voiced his concern for an address that he is getting no response from. He also stated that the majority of his case are in Forrest Glenn right now. Council and Ramon discussed the length of time citizens are given to fix a violation. Ramon stated he gives them 15 days. Council and Ramon went over how he keeps up with his workload and Ramon currently uses MaintainX.

#### **5. DISCUSSION OF ORDINANCE INTRODUCTIONS TRAFFIC STUDY—OVERNIGHT PARKING**

The council wants to approve the ordinance to keep overnight parking at this gas station. Tony Powell will get an ordinance together stating this. The Mayor wants to get a Committee together for Ordinances.

#### **6. PLANNING AND ZONING CHAIR**

Mayor Moore states we need to have one person added to planning and zoning. as of right now the City has not had anyone showing any interest in the position. In the interim, Sonya Cox is doing the minutes. Planning and Zoning only have a chairman and vicechair and no secretary.

#### **7. HALL CONSULTING**

The City Clerk stated that Marilyn Hall wants to wait until after the election to do any type of presentation/retreat. Stephanie Moncrief understands why she wants to wait. Erica also agrees we should wait so we do not waste unnecessary money/time. It would be best to wait until we have the new council members onboard before making any further decisions on this. The plan is to table this at the next council meeting. All in agreement.

#### **8. CHAMBER LUNCHEONS**

Stephanie Moncrief asked if we were able to take non-city employees to the luncheons at the City's expense. Mayor Moore does not think that city should pay for non-city employees to attend chamber meetings. Stephanie explained

that it's no different than a business lunch and she thinks it would be helpful to make connections within the city. Mayor Moore said we will have to look at the procedure because as of right now Council members do not have purchasing powers. Tony Powell stated that we could allow the council members to pay for non-city employees luncheons for economic development purposes. Mayor Moore said we will need to set up guidelines to allow this to happen in the future.

**ADJOURN.**

\_\_\_\_\_  
**Kimberly Whitlow, City Clerk      DATE**

\_\_\_\_\_  
**Steven Mark Moore, Mayor      DATE**

\_\_\_\_\_  
**Tony Powell, City Attorney      DATE**

**COUNCIL MEMBERS:**

\_\_\_\_\_  
**Stephanie Moncrief      DATE**

\_\_\_\_\_  
**Linda Pilgrim      DATE**

\_\_\_\_\_  
**Erica Miles      DATE**