

CITY OF WALNUT GROVE JANUARY 16, 2025 6:00 PM 1021 PARK STREET MUNICIPAL BUILDING COUNCIL MEETING AGENDA

- I. CALL TO ORDER
- II. INVOCATION
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. AGENDA APPROVAL
- VI. APPOINMENTS
 - A. Municipal Court Clerk/Deputy Clerk Sonya Cox
 - B. City Attorney Powell & Crowley, LLC
 - C. Municipal Court Judge Honorable Sam Barth
- VII. CONSENT AGENDA
 - A. MINUTES
 - 1. December 12, 2024
 - **B. FINANCIALS**
 - 1. McNair, McLemore, Middlebrooks & Co., LLC
 - 2. LNCO Planning Engineering Construction
- VIII. PUBLIC PRESENTATION
 - A. City of Walnut Grove 2023 Financial Audit Presentation Kurt Hardison with McNair, McLemore, Middlebrooks & Co., LLC
 - IX. PLANNING & ZONING ADMINISTRATOR REPORT Joe Walter
 - X. LIBRARY REPORT Dana Seger
 - XI. PUBLIC COMMENT
- XII. OLD BUSINESS
 - A. HB 581 Public Hearing Calendar
 - B. Sewer Expansion Bid Calendar Update
- XIII. NEW BUSINESS

XIV. REPORTS

- A. Public Works
- **B.** City Clerk
- C. Code Enforcement
- D. Mayor
- XV. TOWN HALL
- XVI. COUNCIL COMMENTS
- XVII. EXECUTIVE SESSION Real Estate, Personnel, Litigation or Cybersecurity
- XVIII. ADJOURN



CITY OF WALNUT GROVE DECEMBER 12, 2024 6:00 PM 1021 PARK STREET MUNICIPAL BUILDING MINUTES

- I. CALL TO ORDER Mayor Moncrief called the meeting to order at 6:08 p.m.
- **II. INVOCATION** The invocation was given by Russ Butcher from The Church at the Grove
- III. PLEDGE OF ALLEGIANCE The pledge was said by all in attendance
- IV. ROLL CALL Present: Mayor Stephanie Moncrief, Mayor Pro Tem Erica Miles, Council Member Maxine McClanahan, Council Member Linda Pilgrim, Council Member Rachel Davis, Attorney Jay Crowley, City Clerk, Lynn Heard.
- V. AGENDA APPROVAL Council Member McClanahan motioned to approve the agenda. Council Member Miles seconded. Motion carried unanimously.
- VI. SWEARING IN Lynn Heard, City Clerk Affirmed
- VII. CONSENT AGENDA Council Member McClanahan motioned to approve the consent agenda; Council Member Miles seconded. Motion carried unanimously.

1. MINUTES

- a. November 14, 2024
- b. December 5, 2024

2. FINANCIALS

- VIII. COMMITTEE REPORT DDA had no new business to report.
 - IX. PLANNING & ZONING REPORT Mayor Moncrief read the updated zoning report submitted by Joe Walter.
 - X. The LIBRARY REPORT was given by Dana Seger.
 - XI. PUBLIC COMMENT No comments.
- XII. OLD BUSINESS
 - Church of the Grove Expansion Church of the Grove Expansion architectural
 materials have not been approved by Council members. The church expansion
 building materials will be discussed at the next Council Meeting on January 16,
 2025. Mayor Moncrief asked that the Council members be given the information
 about materials to be used by January 10th. Mayor Moncrief will contact the

- builder and architect of the project to set up a meeting before January 10th for further discussion and possibilities.
- GEFA Loan Package Council Agreement & Approval Council Member Miles
 made a motion to agree to the proposed GEFA Loan and approve Mayor Moncrief
 to follow through with completing the GEFA Loan documents for submission.
 Council Member McClanahan seconded. Motion carried unanimously.
- 3. HB 581 Mayor Moncrief will be attending a meeting on December 18th where the topic of discussion will be HB 581. This information will be shared with Council. In the meantime, three public hearings will be scheduled and advertised to prepare for a final decision on this matter: opt in or out. The three public hearings will be held consecutively at the January 2025 work session, council meeting and at the February work session.
- 2025 Calendar Council Member Davis motioned to approve the final 2025
 Calendar of Council Meetings & Work Session, Council Member Miles seconded.
 Motion carried unanimously.
- 5. IWORQ Software Program for Public Works, Code Enforcement, permitting Three options were discussed: 3-year, 2-year, or 1-year contracts. Each year's cost would be \$4,000 but depending on the number of years in the contract, the set-up fee would be different. Council Member Davis motioned to approve going with the 3-year contract for software programs for Code Enforcement, Public Works, & Permitting, with no cost for the set-up fee. Council member Miles seconded. Motion was not unanimously Council Members Miles, Davis & McClanahan voted in favor, Council Member Pilgrim voted against. Motion passed 3-1.
- 6. Walnut Grove Commercial Office Site Development Plan Council Member Miles recused herself from the discussion and exited the forum. Council Member Davis motioned to approve the architectural design and materials to be used for the Commercial Office Site Development Plan, Council Member McClanahan seconded. Motion carried unanimously. Council Member Miles returned to the meeting.

XIII. NEW BUSINESS

XIV. REPORTS

- 1. Public Works See attached
- 2. City Clerk
- 3. Code Enforcement Code Enforcement Office
- 4. Mayor Thankful for new City Clerk, looking forward to the New Year and finding citizens to fill positions on DDA and P&Z, looking forward resolving stormwater issue in Magnolia Springs, and looking forward to time with family and friends.
- **XV. TOWN HALL** No Comments
- **XVI. COUNCIL COMMENTS** Members of Council are thankful for many things and people and looking forward to the Holidays.
- XVII. EXECUTIVE SESSION None
- **XVIII. ADJOURN** Council Member Miles made a motion to adjourn the meeting, Council Member McClanahan seconded, motion carried unanimously.



Budget vs. Actuals: FY25 Budget by Department - FY25 P&L Classes

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income			DODGET	BODGET
31.1000 General Property Taxes (25)	56,691.74	365,000.00	-308,308.26	15.53 %
31.1310 Motor Vehicle (25)	-4,807.96	1,500.00	-6,307.96	-320.53
				%
31.1315 Motor Vehicle Ad Valorem Tax Fee (TAVT) (25)	33,628.08	50,000.00	-16,371.92	67.26 %
31.1340 Intangible Tax (Recording) (25)	2,226.48	3,600.00	-1,373.52	61.85 %
31.1600 Real Estate Transfer Tax	990.66		990.66	
31.1700 Franchise Taxes				
31.1710 Franchise Tax - Electric (25)		82,000.00	-82,000.00	
31.1730 Franchise Tax - Gas (25)	3,993.04	4,300.00	-306.96	92.86 %
31.1750 Franchise Tax - Cable (25)	4,493.78	8,600.00	-4,106.22	52.25 %
31.1760 Franchise Tax - Telephone (25)	315.92	400.00	-84.08	78.98 %
Total 31.1700 Franchise Taxes	8,802.74	95,300.00	-86,497.26	9.24 %
31.3100 Local Option Sales and Use Taxes (LOST) (25)	76,086.97	275,000.00	-198,913.03	27.67 %
31.4200 Beer/Wine Alcoholic Beverage Excise Tax (25)	37,989.43	77,000.00	-39,010.57	49.34 %
31.6200 Insurance Premium Taxes (25)	126,224.54	120,000.00	6,224.54	105.19 %
31.9000 Penalties & Interest on Delinquent Taxes (25)	287,018.75	1,500.00	285,518.75	19,134.58
32.1115 Alcohol Licenses - Beer & Wine Licenses (25)	1,600.00	750.00	850.00	% 213.33 %
32.1125 Alcohol Licenses - Wine Retail Sales (25)	.,000.00	750.00	-750.00	
32.1135 Alcohol Licenses - Liquor Retail Sales (25)	5,000.00	1,700.00	3,300.00	294.12 %
32.1200 General Business License (25)	775.00	11,000.00	-10,225.00	7.05 %
32.2000 Non-Business Licenses and Permits		,	-,	
32.2200 Permits Building and Signs (25)	24,414.54	15,000.00	9,414.54	162.76 %
Total 32.2000 Non-Business Licenses and Permits	24,414.54	15,000.00	9,414.54	162.76 %
32.2990 Other Permits (25)	25.00	1,200.00	-1,175.00	2.08 %
32.4000 Late Fees-Permits & License (25)	25.00		25.00	
33.4000 State Government Grants (25)		25,000.00	-25,000.00	
34.7000 Cultural & Recreation Income (25)	1,430.00	3,000.00	-1,570.00	47.67 %
34.9999 Other Charges	625.00	1,000.00	-375.00	62.50 %
35.1000 Fines and Forfeitures (25)	26,363.00	52,000.00	-25,637.00	50.70 %
37.1000 Contribution	250.00		250.00	
38.9000 Other Miscellaneous Revenue (25)	620,016.14	1,000.00	619,016.14	62,001.61
00 0000 Duranada af Oalas af musikust krassasa		1 100 00	4 400 00	%
39.2000 Proceeds of Sales of product Income Sales of Product Income	125.00	1,100.00	-1,100.00 125.00	
Total Income	\$1,305,500.11	\$1,102,400.00		118.42 %
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Cost of Goods Sold	0.00		0.00	
Cost of Goods Sold	0.00	AA A-	0.00	0.000
Total Cost of Goods Sold	\$0.00	\$0.00	\$0.00	0.00%



Budget vs. Actuals: FY25 Budget by Department - FY25 P&L Classes

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
GROSS PROFIT	\$1,305,500.11	\$1,102,400.00	\$203,100.11	118.42 %
Expenses				
51.1100 Regular Employees-Salaries & Wages (25)	109,289.87	299,500.00	-190,210.13	36.49 %
51.1100 Salaries and Wages	-112.00		-112.00	
51.1110 Council-Salaries & Wages (25)	7,200.00	20,400.00	-13,200.00	35.29 %
51.1200 Temporary Employees - Wages (25)	2,736.00	9,000.00	-6,264.00	30.40 %
51.1300 Overtime- Salaries & Wages (25)		10,000.00	-10,000.00	
51.2110 Medical Benefit - People Keep	0.00		0.00	
51.2110 Medical Benefit - People Keep (25)	2,821.42	21,000.00	-18,178.58	13.44 %
51.2200 Payroll Taxes - Social Security - (FICA) Contributions	-68.55		-68.55	
51.2200 Payroll Taxes - Social Security - (FICA) Contributions (25)	8,964.73	21,050.00	-12,085.27	42.59 %
51.2210 Payroll Taxes - Medicare		0.00	0.00	
51.2300 Payroll Taxes- Medicare (25)		4,950.00	-4,950.00	
51.2400 Retirement Benefits (25)		15,000.00	-15,000.00	
51.2600 Unemployment Insurance (25)		1,000.00	-1,000.00	
51.2700 Worker's Compensation (25)		9,500.00	-9,500.00	
52.1210 Municipal Court Judge (25)	4,100.00	15,000.00	-10,900.00	27.33 %
52.1220 Muncipal Court Solicitor (25)	3,000.00	9,000.00	-6,000.00	33.33 %
52.1230 Code Enforcement (25)		26,000.00	-26,000.00	
52.1240 Engineering - City (25)	4,601.94	25,000.00	-20,398.06	18.41 %
52.1242 Engineering - Storm Water (25)		10,000.00	-10,000.00	
52.1245 Zoning Administrator (25)		30,000.00	-30,000.00	
52.1246 Inspections (25)	6,970.00	1,200.00	5,770.00	580.83 %
52.1260 Accounting - Bookkeeping (25)	5,190.00	18,000.00	-12,810.00	28.83 %
52.1265 Accounting - Auditor (25)		15,000.00	-15,000.00	
52.1270 Legal - City Attorney (25)	13,015.56	25,000.00	-11,984.44	52.06 %
52.1275 Professional & Legal Services - Other (25)	5,633.00	6,000.00	-367.00	93.88 %
52.1280 Security (25)	480.00	2,000.00	-1,520.00	24.00 %
52.1310 IT Service (25)	7,381.50	13,000.00	-5,618.50	56.78 %
52.1315 IT Service - Website (25)	160.00	2,000.00	-1,840.00	8.00 %
52.1320 Court Software (25)	1,076.52	4,200.00	-3,123.48	25.63 %
52.1330 Office Software (25)	2,453.00	4,000.00	-1,547.00	61.33 %
52.1340 Other Software (25)		1,500.00	-1,500.00	
52.1390 IT-Other (25)	4,205.92	2,000.00	2,205.92	210.30 %
52.2100 Cleaning Services (25)	1,223.50	5,000.00	-3,776.50	24.47 %
52.2110 Disposal (i.e. Garbage Pickup) (25)	50,320.00	120,000.00	-69,680.00	41.93 %
52.2200 Repairs and Maintenance-NON-Employee Services (25)	2,854.36	15,000.00	-12,145.64	19.03 %
52.2210 Repairs and Maintenance - Vehicles-NON Employee Services (25)	5,859.63	3,500.00	2,359.63	167.42 %
52.2220 Repairs & Maintenance-Streets, Roads &Bridges-NON-Employee Services ((25)	300.70	12,000.00	-11,699.30	2.51 %



Budget vs. Actuals: FY25 Budget by Department - FY25 P&L Classes

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52.2241 Professional Services - Engineering				
52.2241 - Code Enforcement	340.00		340.00	
52.2241 - Engineering Services	16,885.00		16,885.00	
52.2241 - Zoning Administration	2,545.00		2,545.00	
Total 52.2241 Professional Services - Engineering	19,770.00		19,770.00	
52.2242 Professional Services - Accounting	4,977.49		4,977.49	
52.2243 Professional Services - Legal	1,000.00		1,000.00	
52.2244 Professional Services - Security	141.29		141.29	
52.2250 Facility & Grounds Maintenance-NON-Employee Services (25)	60,932.30	10,000.00	50,932.30	609.32 %
52.2260 Liability Insurance	1,000.00		1,000.00	
52.3100 Insurance, Other than employee benefits (25)		32,000.00	-32,000.00	
52.3200 Communications (25)	2,417.83		2,417.83	
52.3200 Communications - Wireless Telephone	219.77		219.77	
52.3210 Telephone		11,000.00	-11,000.00	
52.3230 Postage (25)	293.06	2,500.00	-2,206.94	11.72 %
52.3300 Advertising (25)	810.99	2,500.00	-1,689.01	32.44 %
52.3400 Printing & Binding (25)		3,000.00	-3,000.00	
52.3500 Travel (25)	200.00	7,000.00	-6,800.00	2.86 %
52.3510 Mileage reimbursement (25)	1,306.83	3,000.00	-1,693.17	43.56 %
52.3520 Per Diem or Meals (25)	200.00	2,000.00	-1,800.00	10.00 %
52.3530 Hotel & Parking (25)	3,547.17	15,000.00	-11,452.83	23.65 %
52.3540 Other Travel (25)		3,400.00	-3,400.00	
52.3600 Dues and fees (25)	3,041.73	7,000.00	-3,958.27	43.45 %
52.3610 Bank Charges (25)	355.69	500.00	-144.31	71.14 %
52.3620 Membership Dues (25)	200.00	1,100.00	-900.00	18.18 %
52.3700 Training and Education (25)	750.00	4,000.00	-3,250.00	18.75 %
52.3710 Conference Fees (25)		6,500.00	-6,500.00	
52.3850 Contract Labor (25)	725.00	1,000.00	-275.00	72.50 %
52.3900 Contract Services - Other	150.00		150.00	
53.1105 Cleaning Supplies (25)		1,000.00	-1,000.00	
53.1110 Office Supplies (25)	1,234.84	10,000.00	-8,765.16	12.35 %
53.1115 Pavilion Rental Expenses (25)		500.00	-500.00	
53.1125 Facility & Grounds Supplies (25)	2,067.71	20,000.00	-17,932.29	10.34 %
53.1130 OTHER - General Supplies (25)		10,000.00	-10,000.00	
53.1135 Employee Uniforms (25)	255.40	1,000.00	-744.60	25.54 %
53.1140 Community Events (25)	4,905.12	7,500.00	-2,594.88	65.40 %
53.1210 Water/Sewerage - ENERGY (25)	667.82	2,500.00	-1,832.18	26.71 %
53.1220 Natural Gas - ENERGY (25)	110.43	1,000.00	-889.57	11.04 %
53.1230 Electricity - ENERGY (25)	18,195.41	45,000.00	-26,804.59	40.43 %
53.1235 Cable - ENERGY (25)	•	8,000.00	-8,000.00	



Budget vs. Actuals: FY25 Budget by Department - FY25 P&L Classes

		TOTAL	-	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
53.1270 Gasoline - ENERGY (25)	3,949.43	7,000.00	-3,050.57	56.42 %
53.1300 Food (25)	81.00	3,500.00	-3,419.00	2.31 %
53.1600 Small Equipment (25)		3,000.00	-3,000.00	
53.1700 Other Supplies (25)		500.00	-500.00	
53.9999 Miscellaneous Expenditures (25)	45.00	1,500.00	-1,455.00	3.00 %
54.2100 Machinery (25)		5,000.00	-5,000.00	
54.2300 Furniture and Fixtures (25)		2,000.00	-2,000.00	
57.1000 Intergovernmental (25)		500.00	-500.00	
57.1100 Walton County Board of Commissioners (25)	9,294.68	13,000.00	-3,705.32	71.50 %
57.3100 Library (25)		70,000.00	-70,000.00	
57.3300 Peace Officer Annuity/Benefit Fund (25)	1,090.34	4,000.00	-2,909.66	27.26 %
57.3320 Crime Lab Fees (25)		50.00	-50.00	
57.3340 Drivers Ed/Training Fund (25)		50.00	-50.00	
57.3370 Drug Abuse Treatment and Education (25)		1,000.00	-1,000.00	
57.3375 County Jail Fund (25)	824.44	1,500.00	-675.56	54.96 %
57.3380 Peace Officer - Prosecutor's Fund (25)		1,500.00	-1,500.00	
57.3385 Local Victim Assist. Fund (25)	605.16	2,000.00	-1,394.84	30.26 %
57.3390 GA Crime Victims Assist. Program (25)		500.00	-500.00	
57.3391 Peace Officer - Prosecution Indigent Fund (25)		500.00	-500.00	
57.3392 Sheriff's Retirement Fund of GA (25)	174.00	600.00	-426.00	29.00 %
57.3393 GSCCCA Payouts (25)	3,049.73	12,000.00	-8,950.27	25.41 %
58.1000 Debt Service - Principal (25)	17,967.66	33,200.00	-15,232.34	54.12 %
58.2000 Debt Service - Interest (25)		2,800.00	-2,800.00	
Payroll Expenses	50.00		50.00	
Wages	6,994.23		6,994.23	
Total Payroll Expenses	7,044.23		7,044.23	
Payroll Taxes - Social Security	1,924.58		1,924.58	
Reimbursements	2,353.60		2,353.60	
Total Expenses	\$427,536.83	\$1,159,500.00	\$ - 731,963.17	36.87 %
NET OPERATING INCOME	\$877,963.28	\$ -57,100.00	\$935,063.28	-1,537.59 %
NET INCOME	\$877,963.28	\$ -57,100.00	\$935,063.28	-1,537.59 %

INVOICE

LNCO, LLC 1727 Greensboro Road Madison, GA 30650 aaron.wadley@LNCOpec.com +1 (404) 326-4522



Bill to

Walnut Grove 2581 Leone Avenue Loganville, GA 30052

Invoice details

Invoice no.: 24-94

Invoice date: 12/02/2024 Due date: 01/01/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Emerald Cove Construction Management	Inspection and Construction administration of the Emerald Cove project. Actual hours beyond not to exceed. Only Contract balance authorized.		\$4,305.00	\$4,305.00
2.		Stormwater Technical Engineering	Reviewing stormwater issues and projects, including wall failure	16	\$157.50	\$2,520.00
3.		Project Manager	Meetings, letters, other project management. Magnolia culvert, Wall Failure, Gas Pipeline	16	\$194.25	\$3,108.00
4.		Mileage		280	\$0.67	\$187.60

Total

\$10,120.60

Note to customer

For professional services completed September 2024 - November 2024

PAST DUE AMOUNT: 1539.44



Post Office Box One Macon, GA 31202 (478) 746-6277

Invoice: 134650

Date: 11/30/2024 Invoices are due upon receipt

City of Walnut Grove, Georgia 2581 Leone Avenue

Professional Services Rendered as Follows:

Loganville, GA 30052

Audit of Financial Statements - In Accordance with Engagement Letter

Professional Services
Invoice Total

\$5,000.00

\$5,000.00

<u>11/30/2024</u> 5,000.00 10/31/2024 15,000.00 09/30/2024

0.00

08/31/2024 0.00

07/31/2024+

0.00

<u>Total</u> \$20,000.00

Please return this portion with payment.

ID: 45000017

City of Walnut Grove, Georgia

Invoice:

134650

Date:

11/30/2024

Amount Due:

\$20,000.00

Amount Enclosed: \$_____



MEMORANDUM

DATE:

January 9, 2025

TO

City of Walnut Grove

FROM:

Joe Walter, Zoning Administrator

RE:

Zoning Administrator's Report

1. Active Rezoning Cases/Variances/etc.

2. Site Plans Under Review

- a. Benchmark Excavating (Matt Rutledge) Office Warehouse Site Development Plans <u>All approvals received ready for permitting</u>.
- b. Stonehaven S/D Construction Plans (Reliant Homes), including Amenity area plans PPI comments addressed; waiting on agency and Council approvals.
- c. Stonehaven S/D Amenity Area PPI issued comments; waiting on agency approvals
- d. Elevation Truck Sales (4474 Guthrie Cem. Rd.) <u>Council reviewed site plans and is awaiting a revised plan. Updated plans dropped off at City Hall. NOTE PPI has outstanding comments to be addressed.</u>
- e. Church at the Grove Expansion <u>PPI comments addressed</u>; <u>agency approvals received</u>; <u>PPI to stamp plans and issue approval package</u>.

3. Active/Recent Land Disturbance Permits Issued by the City

- a. Walnut Grove Gas Station LDP no recent activity
- b. Enclave PUD Commercial Phase 4 LDP no recent activity
- c. S&E Cabinet Shop LDP Guthrie Cemetery Road (under construction)
- d. 1261 Industrial Parkway LDP (under construction)

4. Other Active Projects

- a. Grove Park Walton County Phase 1 under construction
- b. Envision Walnut Grove Visioning process to start in January 11, 2025.

5. Inactive Projects

a. Maximum Rx Credit (Guthrie Cem. Road @ Industrial Drive).

INTENT TO OPT OUT OF HOMESTEAD EXEMPTION

The Mayor and Council of the City of Walnut Grove intends to opt out of the statewide adjusted base year ad valorem homestead exemption for the City of Walnut Grove.

All concerned citizens are invited to the public hearing on this matter to be held at Walnut Grove Municipal building, 1021 Park Street, Loganville, GA 30052, at 6:00 P.M. on January 30, 2025.

Times and places of additional public hearings on this matter are at Walnut Grove Municipal building, 1021 Park Street, Loganville, GA 30052 on February 13, 2025 and 10:00 A.M. and 6:00 P.M. respectively.

WALNUT GROVE LAS EXPANSION					
PROPOSED BID CALENDAR					
EVENT	DATE	COMMENT			
Advertisement	1/8/2025	Paper/GPN/Web			
Pre-Bid Meeting	1/27/2025	Non-mandatory			
Bids Due	2/11/2025	5:00PM			
Bids Opened	2/12/2025	11:00AM			
Council Work Session	2/27/2025	6:00PM			
Council Meeting (Award)	3/13/2025	6:00PM			
Preconstruction Conference					
(tentative)	4/17/2025	10:00AM			
Notice to Proceed (tent.)	4/28/2025	Estimated			
Construction Period (450 days)	7/22/2026	Estimated			
Substantial Completion	7/22/2026	Estimated			
Closeout	8/28/2026	Estimated			