

PUBLIC NOTICE

The City of Walnut Grove will hold a Special Called Council Meeting/Work Session on Thursday, January 4, 2023, @ 6:00 p.m. at the City of Walnut Grove Municipal Building, 1021 Park Street, Loganville, GA 30052.

**Council Work Session & Called Council Meeting
MINUTES**

**Thursday, January 4, 2024
6:00 PM
Municipal Building**

- I. CALL TO ORDER- Mayor Stephanie Moncrief called the meeting to order at 6:00pm
 1. Roll Call- Council Members Stephanie Moncrief, Maxine McClanahan, Erica Miles, Linda Pilgrim, and Rachel Davis (present via Teams) were all present. City Clerk Kimberly Whitlow was also in attendance.
 2. Invocation – Invocation given by Maxine McClanahan.
 3. Pledge of Allegiance- All participated
- II. AGENDA APPROVAL- Council Member Miles made a motion to approve the agenda. Mayor Moncrief made the following changes to the agenda: Powell and Edwards invoice was removed from the agenda, and an executive session was added for personnel and litigation. Council Member Erica Miles amended her motion to take the Powell and Edwards invoice off of the agenda and add an executive session for personnel and litigation. Councilmember Maxine McClanahan seconded the motion to take the Powell and Edwards invoice off of the agenda and add an executive session for personnel and litigation. All in favor. Motion passed 4-0.
- III. PUBLIC PRESENTATION
 1. Sewer Expansion- Jimmy Parker from Precision Planning gave a presentation regarding the sewer and the different options the City can choose.
 2. Lakeview Environmental – Chris Thomas was present to answer any questions about his request to increase his monthly fee.
 3. City Server/IT – Ken Holmes was present to give a presentation about our city server. He is the current vendor the City uses with Selective Solutions.
- IV. ITEMS OF DISCUSSION
 1. Appointments (4)
 - i. City Clerk – Kimberly Whitlow- No discussion

ii. Municipal Court Clerk/Deputy Clerk – Sonya Cox - No discussion

iii. Municipal Court Judge – Sam Barth- No discussion

iv. City Attorney – Tony Powell & Jay Crowley - No discussion

2. Parliamentary Procedure Act- Attorney Tony Powell gave an update and explanation on this ordinance.

3. Codification of Ordinance, Civic Plus- Attorney Tony Powell gave an update/explanation on these two items.

V. ITEMS REQUIRING ACTION

1. Adopt – Ordinance of 2024 Council Meeting Schedule (note: new time of meetings at 6:00 p.m.) – First reading of this ordinance. Changes made: switching meeting times from 7pm to 6pm and moving work sessions to 6pm.

2. Invoices over \$5,000 – Powell & Edwards - REMOVED

VI. MAYOR'S UPDATE- Mayor Stephanie Moncrief gave a Mayor's update about her last few weeks as Mayor.

VII. Executive Session- Erica Miles made a motion to go into Executive session, Maxine McClanahan seconded the motion to go into Executive session. All in favor. 4-0.

VIII. ADJOURN- Erica Miles made a motion to adjourn the meeting, Maxine McClanahan made a second to adjourn the meeting. All in favor 4-0. Meeting adjourned at 7:13pm.

IX.

Kimberly Whitlow, City Clerk DATE

Stephanie Moncrief, Mayor DATE

Tony Powell, City Attorney DATE

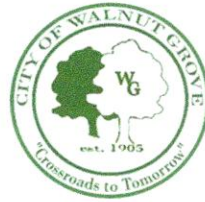
COUNCIL MEMBERS:

Erica Miles DATE

Linda Pilgrim DATE

Rachel Davis DATE

Maxine McClanahan DATE



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



CITY OF WALNUT GROVE
February 8th, 2024 6PM
1021 PARK STREET MUNICIPAL BUILDING
MAYOR AND COUNCIL
COUNCIL MEETING

- I. **CALL TO ORDER** – Meeting called to order by Mayor Stephanie Moncrief at 6:00pm
- II. **INVOCATION**- Larry Black led the invocation.
- III. **PLEDGE OF ALLEGIANCE**- All participated
- IV. **ROLL CALL**- In attendance: Maxine McClanahan, Erica Miles, Stephanie Moncrief, Rachel Davis, Linda Pilgrim, Kimberly Whitlow, Tony Powell, Jay Crowley, Joe Walter
- V. **AGENDA APPROVAL**- Agenda Changes: First reading of several ordinances added to consent agenda. Add a Public Hearing to the agenda. Add Ordinance for Emergency/Temporary housing under Old Business. Removal of IT needs under old business. Erica Miles made a motion to approve the agenda. Rachel Davis seconded the motion to approve the agenda. All in favor. Motion passed 4-0.
- VI. **CONSENT AGENDA** – Maxine McClanahan made a motion to approve the consent agenda with the exception of the December 14th, 2023 minutes. The December 14th, 2023 minutes will be moved to Old Business. Rachel Davis made a motion to approve the consent agenda with the exception of the December 14th, 2023 minutes. All in favor. Motion passed 4-0. November 9th, 2023 minutes and financial statements were approved.
- VII. **COMMITTEE REPORTS**
 - School Involvement – Stephanie Moncrief – Principal Lindsey Allen addressed the council with updates about the school.
 - DDA- Rachel Davis- The DDA met on January 29th, 2024 for their first meeting of the year. Erica Miles has resigned, and Rachel Davis will be replacing her as the secretary/treasurer. Russ Butcher is the chair and Sara Tuchscherer is the vice chair.

VIII. PUBLIC COMMENT

- **Billy Coleman-** Billy Coleman thanked the council for their hard work. He introduced the architecture to buildings that are being proposed to go up off of Highway 138 at Dial Farms.

IX. OLD BUSINESS

- **Credit Card Statements-** The council had a brief discussion about the policy procedures for credit cards and agreed to get the statements monthly instead of quarterly.
- **Code Enforcement-** Councilmember Erica Miles made a motion to cancel the City's code enforcement contract with Bureau Veritas and put an ad in the paper to hire code enforcement in house. Councilmember Maxine McClanahan seconded the motion to cancel the City's code enforcement contract with Bureau Veritas and put an ad in the paper to hire code enforcement in house. All in favor. Motion passed 4-0.
- **Ordinance to Provide Temporary/Emergency Housing-** Councilmember Maxine McClanahan made a motion to approve the ordinance. Rachel Davis seconded the motion to approve the ordinance. All in favor. Motion passed 4-0.

Meeting opened for Public Hearing at 6:38pm for the Variance at 4682 Walnut Court Variance. Joe Walter and the variance applicant, Yolando Toledo, along with her interpreter, Janet Toledo, addressed the council.

X. NEW BUSINESS

- **4682 Walnut Court Variance-** Council Member Maxine McClanahan made a motion to approve the variance to include the two porches, front 5x10ft, back 6x5ft and the roof pitch changes as requested by Joe Walters. Also, to include the cleaning, painting and pressure washing and the skirting to be included. This processed will need to be completed within a year. The City also needs updated contact information for the applicant including a secondary address. Councilmember Linda Pilgrim seconded the motion to approve the variance to include the two porches, front 5x10ft, back 6x5ft and the roof pitch changes as requested by Joe Walters. Also, to include the

cleaning, painting and pressure washing and the skirting to be included. This processed will need to be completed within a year. The City also needs updated contact information for the applicant including a secondary address. 2 in favor (Linda Pilgrim and Maxine McClanahan) 2 opposed (Erica Miles and Rachel Davis.) Mayor Stephanie Moncrief voted in favor of the variance. Variance approved.

- December 14th, 2024 Minutes- Maxine McClanahan made a motion to make two minor changes to the December 14th, 2024 minutes. Change the worder to “meeting called to order by Mayor Pro Tem Moncrief.” Under agenda approval strike audio cannot be heard and the motion passed 2-0.

XI. REPORTS

- 1. Library Report-** Dana Segar gave the library report. The library has a dog they bring to the library to read with the children. The library had a genealogy workshop they had 5 attendees who were able to bring 5 guest and 5 instructors. The food bank is filling and emptying daily and there are at least 1-10 people using it daily. The library is looking into getting a refrigerator for perishable items. The library will be closed February 21st, 2024 for an annual training for the employees.
- 2. Public Works-** No report.
- 3. City Clerk-** The City had 18 county tickets and 6 state patrol. There were no pavilion or ball field rentals.
- 4. Mayor-** The City was approved for the LMGI Grant and received a check for \$21992.71.

XII. COUNCIL COMMENTS- Maxine McClanahan thanked everyone for being there. Erica Miles asked what money the grant money is going into. The grant money will go into the general account. Rachel Davis said she is excited and feels like we are getting a lot accomplished. She is happy that we are giving people in the community and opportunity to give the invocation. Linda Pilgrim mentioned the passing of Wayne Dimsdale and his wife Kathy Dimsdale.

XIII. **EXECUTIVE SESSION** – None

XIV. **ADJOURN**- Councilmember Miles motioned to adjourn the meeting and Rachel Davis seconded the motion to adjourn the meeting. All in favor. Motion passed 4-0.

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