

CITY OF WALNUT GROVE
November 13, 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. Consent Agenda**
 1. Minutes
 - a. September 25, 2025
 - b. October 2, 2025
 - c. October 30, 2025
 2. Financials
 - a. July 1, 2025 – October 31, 2025
 3. Invoices Over \$5,000
 - a. CivicPlus Sanitation Annual Fee: 9/19/25-9/18/26 \$ 7,500.00
 - b. Southern Sanitation: \$10,768.00
- VII. Committee Reports**
 1. DDA – Rachel Davis
- VIII. Planning & Zoning Commission – Joe Walter**
- IX. Library Report – Dana Segar**
- X. Public Comment**

XI. Old Business

1. Vote: Library Trustee Appointment: Dominic DiGrado, Donny Tudor, and Margaret Black
2. Vote: RFP 2025-002 – Residential/Commercial Sanitation
3. Vote: Fee Schedule

XII. New Business

1. Oaths of office for Council Members Erica Miles and Linda Pilgrim

XIII. Reports

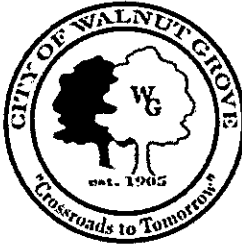
1. Public Works – Tobie Cartledge
2. City Clerk – Lynn Heard
3. Code Enforcement – Greg Chapel
4. City Administrator – Joe Morris
5. Mayor – Stephanie Moncrief

XIV. Town Hall

XV. Council Comments

XVI. Executive Session: Personnel, Litigation, Real Estate, or Cyber Security

XVII. Adjourn



CITY OF WALNUT GROVE
September 25, 2025 10:00 AM
1021 PARK STREET MUNICIPAL BUILDING
Council Work Session
Minutes

- I. **Call to Order** – Mayor Moncrief called the meeting to order at 10:05 AM
- II. **Invocation** – Given by City Zoning Administrator Joe Walter
- III. **Pledge of Allegiance** – The pledge was said by all in attendance
- IV. **Roll Call** - Present: Mayor Stephanie Moncrief, City Administrator Joe Morris, City Clerk Lynn Heard, Council Member Rachel Davis, Council Member Maxine McClanahan, Council Member Linda Pilgrim, City Attorney Jay Crowley, City Engineer Joe Walter.
Absent: Mayor Pro Tem Erica Miles.
- V. **Agenda Approval** – Council Member Maxine McClanahan motioned to approve the agenda. Council Member Rachel Davis seconded the motion. Motion carried unanimously.
- VI. **Old Business**
 1. Discussion: Proposed Business Ordinance - It was agreed that City Administrator Joe Morris and Council Member Rachel Davis will revise the permitting process.
 2. Discussion: Proposed Ordinance for Rental Properties/Short Term Rentals – This will be voted on at the next *Council Meeting, October 2, 2025.*
 3. Discussion: Stormwater Fund – There will be further discussion on the Stormwater Fund at the next *Council Work Session, October 30, 2025.*
 4. Discussion: Speed Detection Sign – There will be further research and discussed at the next *Council Work Session, October 30, 2025.*
- VII. **New Business**
 1. Discussion: Sidewalk Installation Waiver Request - Elevation Truck Sale, 4744 Guthrie Cemetery Rd. – This will be voted on at the next *Council Meeting, October 2, 2025.*
 2. Discussion: Judge Appointments – New judges will be sworn in at the next *Council Meeting, October 2, 2025.*

VIII. Adjourn - Mayor Moncrief called for a motion to adjourn. Council Member Rachel Davis motioned to adjourn the meeting. Council Member Maxine McClanahan seconded the motion. Motion carried unanimously.

Lynn Heard, City Clerk **Date**

Stephanie Moncrief, Mayor **Date**

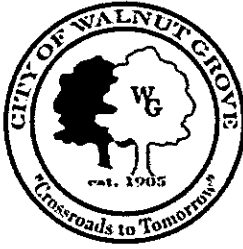
COUNCIL MEMBERS:

Erica Miles, Mayor Pro Tem **Date**

Linda Pilgrim **Date**

Rachel Davis **Date**

Maxine McClanahan **Date**



CITY OF WALNUT GROVE
October 2, 2025 6:00 PM
1021 PARK STREET MUNICIPAL BUILDING
Council Meeting
Minutes

- I. **Call to Order** – Mayor Pro Tem Erica Miles called the meeting to order at 6:00 pm
- II. **Invocation** – Given by Jay Crowley
- III. **Pledge of Allegiance** – The pledge was said by all in attendance
- IV. **Roll Call Present:** Mayor Pro Tem Erica Miles, City Administrator Joe Morris, City Clerk, Lynn Heard, Council Member Maxine McClanahan, Council Member Linda Pilgrim, Council Member Rachel Davis, City Attorney Jay Crowley
- V. **Agenda Approval** - Council Member Maxine McClanahan motioned to approve the agenda. Council Member Rachel Davis seconded the motion. Motion carried unanimously.
- VI. **Consent Agenda** – Council Member Rachel Davis motioned to approved the consent agenda. Council Member Maxine McClanahan seconded the motion. Motion carried unanimously.
 1. Minutes
 - a. September 11, 2025
 2. Financials
 - a. July 1, 2025 – August 30, 2025
 3. Invoices Over \$5,000
 - a. Walton County Board of Commissioners Finance Dept.: \$8,380.46
 - b. CivicPlus Municode Contract: \$7,030.46
- VII. **Committee Reports**
 1. DDA – Rachel Davis – No report at this time
- VIII. **Planning & Zoning Commission** – Joe Walter
- IX. **Library Report** – Dana Segar – Letter and calendar attached

X. Public Comment

XI. Old Business

1. Vote: Proposed Ordinance for Rental Properties/Short Term Rentals – Council Member Rachel Davis motioned to approve the proposed Ordinance for Rental Properties/Short Term Rentals. Council Member Maxine McClanahan seconded the motion. Council Member Linda Pilgrim opposed the motion. Motion carried 2-1.
2. Vote: Sidewalk Installation Waiver Request – Elevation Truck Sales, 4744 Gutherie Cemetery Rd. – Council Member Maxine McClanahan motioned to approve the Sidewalk Installation Waiver Request. Council Member Rachel Davis seconded the motion. Motion carried unanimously.
3. Vote: Ordinance 2025-04: Ordinance adopting and enacting a new code for the City of Walnut Grove, GA. – Council Member Maxine McClanahan motioned to approve Ordinance 2025-04. Council Member Rachel Davis seconded the motion. Motion carried unanimously.

XII. New Business

1. Discussion and Vote: Library Trustees: Dominic DiGrado and Donny Tudor – Council Member Maxine McClanahan motioned to table the Library Trustee Vote until information that was requested is received. Council Member Rachel Davis seconded the motion. Motion carried unanimously.

XIII. Reports

1. Public Works
2. City Clerk
3. Code Enforcement
4. Mayor Pro Tem – Mayor Pro Tem Erica Miles was excited to share that Mayor Moncrief will be doing the Mayor Reading Club at the Walnut Grove Library in November and December. The Mayor also volunteered last month to deliver snacks to the staff at Walnut Grove Elementary School. Council Member Maxine McClanahan is happy that the city has a proactive Mayor.

XIV. Town Hall

XV. Council Comments

- XVI. Adjourn** - Council Member Rachel Davis motioned to adjourn the meeting. Council Member Maxine McClanahan seconded the motion. Motion carried unanimously.

Lynn Heard, City Clerk **Date**

Stephanie Moncrief, Mayor **Date**

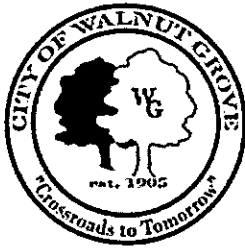
COUNCIL MEMBERS:

Erica Miles, Mayor Pro Tem **Date**

Linda Pilgrim **Date**

Rachel Davis **Date**

Maxine McClanahan **Date**



CITY OF WALNUT GROVE
October 30, 2025 10:00 AM
1021 PARK STREET MUNICIPAL BUILDING
Council Work Session
Minutes

- I. Call to Order** – Mayor Moncrief called the meeting to order at 10:03 AM
- II. Invocation** – Given by City Attorney, Jay Crowley
- III. Pledge of Allegiance** – The pledge was said by all in attendance
- IV. Roll Call** - Present: Mayor Stephanie Moncrief, City Administrator Joe Morris, City Clerk Lynn Heard, Mayor Pro Tem Erica Miles, Council Member Rachel Davis, Council Member Maxine McClanahan, Council Member Linda Pilgrim, City Attorney Jay Crowley, City Engineer Joe Walter.
- V. Agenda Approval** – Mayor Pro Tem Erica Miles motioned to approve the agenda with the condition of adding RFP-2025-002 Solid Waste & Collection Services to Old Business #3. Council Member Rachel Davis seconded the motion. Motion carried unanimously.
- VI. Old Business**
 1. Discussion: Library Trustee Appointment: Dominic DiGrado, Donny Tudor, and Margaret Black – Appointment letters will be prepared, approved by Council and signed by Mayor Moncrief. There will be a vote at the next regular Council Meeting on November 13, 2025.
 2. Discussion: Sewer Expansion – City Administrator, Joe Morris, reported that the sewer expansion is going well and on schedule. The spray field land disturbance is complete and the infrastructure is being put into place. The GEFA loan documents have been completed and submitted. Mayor Moncrief stated that the July 11, 2026 completion date is on track.
 3. RFP 2025-002 Solid Waste & Collection Services – City Administrator, Joe Morris, reported that three bids and one non-bid were received by the deadline of October 13, 2025 at 12:00 p.m. Bids were submitted by GFL, WastePro and Southern Sanitation, and a non-bid was received by Republic Services. He stated that City Hall participated in a training session on October 15, 2025, to review proper procedures for opening and grading bids. Mr. Morris further reported that the grading began on October 16, 2025 and concluded October 28, 2025. Two companies were disqualified for not completing the commercial portion of the bid. The RFP 2025-002 contract will be awarded at the next regular Council Meeting on November 13, 2025.

VII. New Business

1. Discussion: Library Ordinance Amendment – Ordinance 2025-05 Library Ordinance Amendment will be voted on at the next regular Council Meeting, November 13, 2025.
2. Discussion: Fee Schedule – Permit fees have been updated. A vote will take place at the next regular Council Meeting, November 13, 2025.
3. Discussion: Standard Reports – Public Works Manager Tobie Cartledge and Code Enforcement Officer Greg Chapel will provide an update on accomplishments from the past few months around the city at the next regular Council Meeting on November 13, 2025. A memo from WGHS will be provided to the Council Members describing the importance of the WGHS Work Based Learning Program and how this program is beneficial for the students and the future of the city.

VIII. Executive Session: Personnel, Litigation, Real Estate, or Cyber Security – Mayor Moncrief calls for a motion to enter Executive Session for personnel. Council Member Rachel Davis approved the motion. Mayor Pro Tem Erica Miles seconded the motion. Motion carried unanimously. **Regular Session:** Mayor Moncrief calls for a motion to come back in Regular Session. Council Member Maxine McClanahan motioned to approve. Council Member Rachel Davis seconded the motion. Motion carried unanimously.

IX. Adjourn - Mayor Moncrief called for a motion to adjourn. Council Member Rachel Davis motioned to adjourn the meeting. Mayor Pro Tem Erica Miles seconded the motion. Motion carried unanimously.

Lynn Heard, City Clerk **Date**

Stephanie Moncrief, Mayor **Date**

COUNCIL MEMBERS:

Erica Miles, Mayor Pro Tem **Date**

Linda Pilgrim **Date**

Rachel Davis **Date**

Maxine McClanahan **Date**



City of Walnut Grove

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - October, 2025

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
31.1000 General Property Taxes (25)	35,253.27	110,666.68	-75,413.41	31.86 %
31.1310 Motor Vehicle (25)	582.06	583.32	-1.26	99.78 %
31.1315 Motor Vehicle Ad Valorem Tax Fee (TAVT) (25)	26,832.73	19,333.32	7,499.41	138.79 %
31.1320 Mobile Home Tax (26)		33.32	-33.32	
31.1340 Intangible Tax (Recording) (25)	5,126.71	1,766.68	3,360.03	290.19 %
31.1600 Real Estate Transfer Tax (Intangible)	1,462.91	766.68	696.23	190.81 %
31.1700 Franchise Taxes				
31.1710 Franchise Tax - Electric (25)		27,666.68	-27,666.68	
31.1730 Franchise Tax - Gas (25)	4,247.97	1,366.68	2,881.29	310.82 %
31.1750 Franchise Tax - Cable (25)	4,266.31	3,000.00	1,266.31	142.21 %
31.1760 Franchise Tax - Telephone (25)	216.76	216.68	0.08	100.04 %
Total 31.1700 Franchise Taxes	8,731.04	32,250.04	-23,519.00	27.07 %
31.3100 Local Option Sales and Use Taxes (LOST) (25)	51,346.03	88,333.32	-36,987.29	58.13 %
31.4200 Beer/Wine Alcoholic Beverage Excise Tax (25)	25,340.36	25,000.00	340.36	101.36 %
31.6200 Insurance Premium Taxes (25)		42,333.32	-42,333.32	
31.9000 Penalties & Interest on Delinquent Taxes (25)	354.85	166.68	188.17	212.89 %
32.1115 Alcohol Licenses - Beer & Wine Licenses (25)		375.00	-375.00	
32.1125 Alcohol Licenses - Wine Retail Sales (25)		375.00	-375.00	
32.1135 Alcohol Licenses - Liquor Retail Sales (25)	1,292.93	1,666.68	-373.75	77.58 %
32.1200 General Business License (25)	250.00	2,333.32	-2,083.32	10.71 %
32.1220 Insurance License Fees		883.32	-883.32	
32.2000 Non-Business Licenses and Permits				
32.2200 Permits Building and Signs (25)	100.00		100.00	
Total 32.2000 Non-Business Licenses and Permits	100.00		100.00	
32.2210 Land Disturbance Permit (26)		833.32	-833.32	
32.2230 Sign Permit (Temporary) (25)	200.00	83.32	116.68	240.04 %
32.2235 Sign Permit (Permanent) (25)		158.32	-158.32	
32.2240 Demolition Permit (26)		50.00	-50.00	
32.3100 Building Structures and Equipment (Building Permits)	8,466.88	2,500.00	5,966.88	338.68 %
32.3120 Building Inspection (26)	50.00	266.68	-216.68	18.75 %
32.3130 Plumbing Inspection (26)		100.00	-100.00	
32.3140 Electrical Inspection (26)		100.00	-100.00	
32.3150 Natural Gas Inspection (26)		33.32	-33.32	
32.3160 HVAC Inspection (26)		33.32	-33.32	
32.4000 Late Fees-Permits & License (25)	20.62	133.32	-112.70	15.47 %
33.4000 State Government Grants (25)		15,000.00	-15,000.00	
33.7100 Special Purpose Local Option Sales Tax Revenue (SPLOST)	20,729.95		20,729.95	
34.1910 Election Qualifying Fee	144.00	96.00	48.00	150.00 %
34.4110 Refuse Collection Charges		23,400.00	-23,400.00	



City of Walnut Grove

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - October, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
34.4255 Sewerage Charges (25)	28,647.36		28,647.36	
34.7000 Cultural & Recreation Income (25)	3,285.00	2,500.00	785.00	131.40 %
34.9999 Other Charges	609.21	1,000.00	-390.79	60.92 %
35.1000 Fines and Forfeitures (25)	9,699.52	15,866.68	-6,167.16	61.13 %
36.1000 Interest Revenue	129.58	400.00	-270.42	32.40 %
38.9000 Other Miscellaneous Revenue (25)	52.00	512.32	-460.32	10.15 %
Total Income	\$228,707.01	\$389,933.28	\$ -	58.65 %
			161,226.27	
GROSS PROFIT	\$228,707.01	\$389,933.28	\$ -	58.65 %
			161,226.27	
Expenses				
51.1100 Regular Employees-Salaries & Wages (25)	105,329.85	105,144.32	185.53	100.18 %
51.1110 Council-Salaries & Wages (25)	4,500.00	8,000.00	-3,500.00	56.25 %
51.1200 Temporary Employees - Wages (25)	1,740.00	5,280.00	-3,540.00	32.95 %
51.1300 Overtime- Salaries & Wages (25)		2,500.00	-2,500.00	
51.2000 Personal Services - Employee Benefits		583.32	-583.32	
51.2110 Medical Benefit - People Keep (25)	4,598.16	8,400.00	-3,801.84	54.74 %
51.2200 Payroll Taxes - Social Security - (FICA) Contributions (25)	8,593.97	7,033.32	1,560.65	122.19 %
51.2300 Payroll Taxes- Medicare (25)		1,650.00	-1,650.00	
51.2400 Retirement Benefits (25)		6,000.00	-6,000.00	
51.2700 Worker's Compensation (25)		3,333.32	-3,333.32	
51.2900 Other Employee Benefits (25)		983.32	-983.32	
52.1100 Office/Administrative	4,229.00	6,687.32	-2,458.32	63.24 %
52.1210 Municipal Court Judge (25)	3,000.00	4,666.68	-1,666.68	64.29 %
52.1220 Municipal Court Solicitor (25)	3,000.00	3,000.00	0.00	100.00 %
52.1240 Engineering - City (25)		8,333.32	-8,333.32	
52.1242 Engineering - Storm Water (25)		3,333.32	-3,333.32	
52.1245 Zoning Administrator (25)	6,430.00	7,333.32	-903.32	87.68 %
52.1246 Inspections (25)	5,935.00	2,250.00	3,685.00	263.78 %
52.1260 Accounting - Bookkeeping (25)	5,700.00	6,000.00	-300.00	95.00 %
52.1265 Accounting - Auditor (25)		8,333.32	-8,333.32	
52.1270 Legal - City Attorney (25)	5,652.88	8,333.32	-2,680.44	67.83 %
52.1275 Professional & Legal Services - Other (25)	12,907.46	1,333.32	11,574.14	968.07 %
52.1280 Security (25)		1,541.68	-1,541.68	
52.1310 IT Service (25)	4,879.92	4,250.00	629.92	114.82 %
52.1315 IT Service - Website (25)	7,580.00	160.00	7,420.00	4,737.50 %
52.1320 Court Software (25)	845.00	1,600.00	-755.00	52.81 %
52.1330 Office Software (25)	1,315.50	2,100.00	-784.50	62.64 %
52.1340 Other Software (25)		1,533.32	-1,533.32	
52.1390 IT-Other (25)		166.68	-166.68	



City of Walnut Grove

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - October, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52.2100 Cleaning Services (25)	723.00	520.00	203.00	139.04 %
52.2110 Disposal (i.e. Garbage Pickup) (25)	32,416.00	42,000.00	-9,584.00	77.18 %
52.2200 Repairs and Maintenance-NON-Employee Services (25)	2,104.74	8,000.00	-5,895.26	26.31 %
52.2210 Repairs and Maintenance - Vehicles-NON Employee Services (25)	6,984.13	1,250.00	5,734.13	558.73 %
52.2220 Repairs & Maintenance-Streets, Roads &Bridges-NON-Employee Services((25)		166.68	-166.68	
52.2230 New Employee Drug Screening	132.00		132.00	
52.2250 Facility & Grounds Maintenance-NON-Employee Services (25)	9,866.00	3,750.00	6,116.00	263.09 %
52.3100 Insurance, Other than employee benefits (25)		11,833.32	-11,833.32	
52.3200 Communications (25)	3,498.24	6,000.00	-2,501.76	58.30 %
52.3230 Postage (25)	140.60	166.68	-26.08	84.35 %
52.3300 Advertising (25)	472.50	1,000.00	-527.50	47.25 %
52.3400 Printing & Binding (25)	192.00	400.00	-208.00	48.00 %
52.3500 Travel (25)	300.00	1,666.68	-1,366.68	18.00 %
52.3510 Mileage reimbursement (25)	528.36	1,000.00	-471.64	52.84 %
52.3520 Per Diem or Meals (25)	226.00	666.68	-440.68	33.90 %
52.3530 Hotel & Parking (25)	3,846.52	4,333.32	-486.80	88.77 %
52.3540 Other Travel (25)		83.32	-83.32	
52.3600 Dues and fees (25)	169.00	366.68	-197.68	46.09 %
52.3610 Bank Charges (25)	221.46	250.00	-28.54	88.58 %
52.3620 Membership Dues (25)	94.96	500.00	-405.04	18.99 %
52.3700 Training and Education (25)	125.00	1,333.32	-1,208.32	9.38 %
52.3710 Conference Fees (25)		2,083.32	-2,083.32	
52.3850 Contract Labor (25)		583.32	-583.32	
53.1105 Cleaning Supplies (25)	189.67	166.68	22.99	113.79 %
53.1110 Office Supplies (25)	1,359.17	4,000.00	-2,640.83	33.98 %
53.1115 Pavilion Rental Expenses (25)	-100.00		-100.00	
53.1125 Facility & Grounds Supplies (25)	3,545.66	5,000.00	-1,454.34	70.91 %
53.1130 OTHER - General Supplies (25)	345.58	2,500.00	-2,154.42	13.82 %
53.1135 Employee Uniforms (25)	433.04	333.32	99.72	129.92 %
53.1140 Community Events (25)	1,629.29	5,000.00	-3,370.71	32.59 %
53.1210 Water/Sewerage - ENERGY (25)	1,257.12	666.68	590.44	188.56 %
53.1220 Natural Gas - ENERGY (25)	136.40	250.00	-113.60	54.56 %
53.1230 Electricity - ENERGY (25)	16,260.36	18,333.32	-2,072.96	88.69 %
53.1240 Bottled Gas	1,105.54		1,105.54	
53.1270 Gasoline - ENERGY (25)	2,433.90	2,533.32	-99.42	96.08 %
53.1300 Food (25)		916.68	-916.68	
53.1600 Small Equipment (25)	506.20	1,033.32	-527.12	48.99 %
53.1700 Other Supplies (25)	3.58	583.32	-579.74	0.61 %



City of Walnut Grove

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - October, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
53.9999 Miscellaneous Expenditures (25)	156.68	500.00	-343.32	31.34 %
54.2100 Machinery (25)		1,666.68	-1,666.68	
54.2300 Furniture and Fixtures (25)	203.48	433.32	-229.84	46.96 %
54.2400 Computer		700.00	-700.00	
57.1000 Intergovernmental (25)		166.68	-166.68	
57.1100 Walton County Board of Commissioners (25)		4,408.32	-4,408.32	
57.3100 Library (25)		23,333.32	-23,333.32	
57.3300 Peace Officer Annuity/Benefit Fund (25)	360.57	1,075.00	-714.43	33.54 %
57.3375 County Jail Fund (25)		366.68	-366.68	
57.3385 Local Victim Assist. Fund (25)	114.86	466.68	-351.82	24.61 %
57.3392 Sheriff's Retirement Fund of GA (25)	24.00	141.68	-117.68	16.94 %
57.3393 GSCCCA Payouts (25)	578.08	1,875.00	-1,296.92	30.83 %
58.1000 Debt Service - Principal (25)	28,616.20	11,433.32	17,182.88	250.29 %
58.2000 Debt Service - Interest (25)	773.89	566.68	207.21	136.57 %
Total Expenses	\$308,210.52	\$396,266.52	\$ - 88,056.00	77.78 %
NET OPERATING INCOME	\$ - 79,503.51	\$ -6,333.24	\$ - 73,170.27	1,255.34 %
Other Income				
Fund Balance Transfer		13,000.00	-13,000.00	
Total Other Income	\$0.00	\$13,000.00	\$ - 13,000.00	0.00%
Other Expenses				
11.7950 11.7950 Other Capital Assets	17,610.00	6,666.68	10,943.32	264.15 %
54.1400 Capital outlay - Roads Streets and Bridges	406,004.76		406,004.76	
54.1401 54.1401 Capital outlay - Sewer Expansion Project	440,730.00		440,730.00	
Court Fee Refund	175.00		175.00	
Total Other Expenses	\$864,519.76	\$6,666.68	\$857,853.08	12,967.77 %
NET OTHER INCOME	\$ - 864,519.76	\$6,333.32	\$ - 870,853.08	-13,650.34 %
NET INCOME	\$ - 944,023.27	\$0.08	\$ - 944,023.35	- 1,180,029,087.50 %

52.1315



Invoice

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

#350843
9/26/2025

Bill To
Lynn Heard
City of Walnut Grove, GA
2581 Leone Avenue
Loganville GA 30052

TOTAL DUE

\$7,500.00
Due Date: 10/26/2025

Terms Net 30	Customer City of Walnut Grove, GA	Quote # Q-106643	Approving Authority Joe Morris
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Qty	Item	Start Date	End Date
0.5	Sanitation Billing - Subscription License Cost - Unlimited Internal Users, Integration Maintenance	9/19/2025	9/18/2026
0.5	Sanitation Billing - Implementation, Integrations, Migration	9/19/2025	9/18/2026
0.5	Municipal Websites Central : Starter Standard Annual Fee	9/19/2025	9/18/2026
	Year 1 Annual Fee Discount	9/19/2025	9/18/2026
0.5	Municipal Websites Central: Module Based Hosting and Security Annual Fee	9/19/2025	9/18/2026
	Year 1 Annual Fee Discount	9/19/2025	9/18/2026
0.5	Starter Cloudflare Tier 1 WAF/CDN security protection	9/19/2025	9/18/2026
	Year 1 Annual Fee Discount	9/19/2025	9/18/2026
0.5	DNS and Domain Hosting Annual Fee: https://www.cityofwalnutgrove.com/	9/19/2025	9/18/2026
	Year 1 Annual Fee Discount	9/19/2025	9/18/2026
0.5	DNS and Domain Hosting Setup: https://www.cityofwalnutgrove.com/	9/19/2025	9/18/2026
0.5	SSL Management CivicPlus Provided: https://www.cityofwalnutgrove.com/	9/19/2025	9/18/2026
	Year 1 Annual Fee Discount	9/19/2025	9/18/2026

ENTERED
OCT 7 2025

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to remittance@civicplus.com. That address is not monitored for other inquiries or notifications. For any other invoice questions or information, please contact us at accounting@civicplus.com.

Bank Name JPMorgan Chase	Account Name CivicPlus LLC	Account Number 910320636	Routing Number 021000021
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Invoice

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

#350843
9/26/2025

Qty	Item	Start Date	End Date
0.5	Central Starter Standard Implementation includes virtual group system training - up to two 3-hour blocks for up to 3 users, migration of up to 150 pages of content the current year plus two previous years of simple meeting agendas and minutes.	9/19/2025	9/18/2026
		Total	\$7,500.00
		Due	\$7,500.00

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to remittance@civicplus.com. That address is not monitored for other inquiries or notifications. For any other invoice questions or information, please contact us at accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021

SOUTHERN SANITATION
P.O. BOX 815
GRAYSON, GA. 30017
770-554-6450

City of Walnut Grove
2581 Leone Avenue
Loganville, Ga. 30052

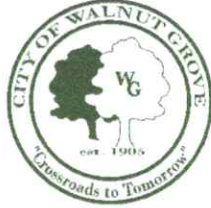
10-1-25

Residential Monthly Waste Service			
October	2025	673(\$16.00)	\$10,768.00

ENTERED
OCT 7 2025

Total Amount Due	\$10,768.00
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Account due by 10-15-2025
Thank you for your business.

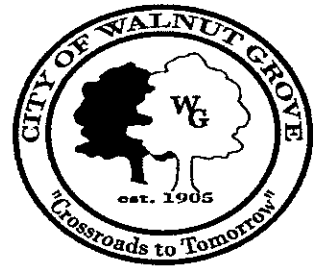


MEMORANDUM

DATE: November 6, 2025
TO: City of Walnut Grove
FROM: Joe Walter, Zoning Administrator
RE: Zoning Administrator's Report

1. Active Rezoning Cases/Variances/etc. – None
2. Site Plans Under Review
 - a. Mike's Tire Depot (new site) – site comments addressed. Waiting on agency approvals for the full LDP permit to be issued. Council previously approved site plan.
 - b. Maximum Rx Credit (Guthrie Cem. Road @ Industrial Drive) – All comments addressed and agency approvals obtained. Zoning Administrator to issue permit approval letter.
 - c. Elevation Truck Sales (4474 Guthrie Cem. Rd.) – Revised site plans submitted. Awaiting review and disposition.
3. Active/Recent Land Disturbance Permits Issued by the City
 - a. Walnut Grove Gas Station LDP - (Under Construction)
 - b. S&E Cabinet Shop LDP, Guthrie Cemetery Road - (Under Construction)
 - c. 1261 Industrial Parkway LDP - (Under Construction)
 - d. Walnut Grove Commercial/Office LDP - (Under Construction)
4. Other Active Projects
 - a. Grove Park – Walton County - Phase 1 - Under Construction
 - b. Walnut Grove LAS Phase 2 Upgrade – Under Construction
5. Inactive Projects
 - a. Enclave Commercial Lots Final Plat – Final plat comments addressed. Site punch list provided to developer. Waiting on punch list to be addressed. Engineer sent punch list again on 8/26/25.
6. Zoning Administrator and the City Administrator to meet with a property owner's representative on November 13, 2025 to discuss possible development of a 50+ acre tract on SR 138 currently outside the city limits.

Appointment Letter



TO: DONNY TUDOR

FROM: THE CITY OF WALNUT GROVE
CITY COUNCIL AND MAYOR

SUBJ: APPOINTMENT TO THE LIBRARY BOARD OF TRUSTEES

DATE: 13NOV25

This letter is to appoint Donny Tudor to the Library Board of Trustees for the City of Walnut Grove, GA

Ref: City of Walnut Grove Code of Ordinances, Article VIII, Section 3-803, Library Board of Trustees.

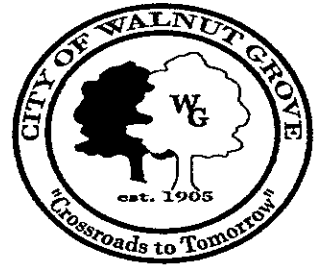
1. The City of Walnut Grove has a fiduciary responsibility to appoint knowledgeable, involved, and responsible citizens to the Library Board of Trustees upon vacancy or expiration of terms.
2. The appointee must reside in the boundaries of the City of Walnut Grove and remain domiciled inside said boundaries while appointed to the board. If the appointee moves outside of the boundaries of the City of Walnut Grove, they must promptly notify the board president and their appointment will be vacated.
3. The appointee must maintain a regular presence at board meetings.
4. The appointee is bound by the ethical standards outlined in City Ordinance No. 2023-04.
5. Further, the appointee shall remain familiar with duties and responsibilities outlined in Article VII, Section 3-803 of the Code of Ordinance for the City of Walnut Grove.

This appointment is for the term 11/13/2025-6/30/2032

Stephanie Moncreif

Mayor

Appointment Letter



TO: DOMINIC DIGRADO

FROM: THE CITY OF WALNUT GROVE
CITY COUNCIL AND MAYOR

SUBJ: APPOINTMENT TO THE LIBRARY BOARD OF TRUSTEES

DATE: 13NOV25

This letter is to appoint Dominic DiGrado to the Library Board of Trustees for the City of Walnut Grove, GA

Ref: City of Walnut Grove Code of Ordinances, Article VIII, Section 3-803, Library Board of Trustees.

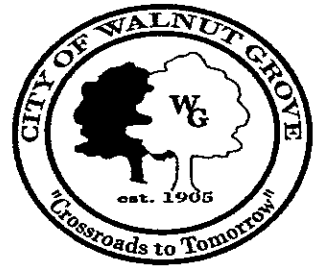
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3. The appointee must maintain a regular presence at board meetings.
4. The appointee is bound by the ethical standards outlined in City Ordinance No. 2023-04.
5. Further, the appointee shall remain familiar with duties and responsibilities outlined in Article VII, Section 3-803 of the Code of Ordinance for the City of Walnut Grove.

This appointment is for the term 11/13/2025-6/30/2032

Stephanie Moncreif

Mayor

Appointment Letter



TO: MARGARET BLACK

FROM: THE CITY OF WALNUT GROVE
CITY COUNCIL AND MAYOR

SUBJ: APPOINTMENT TO THE LIBRARY BOARD OF TRUSTEES

DATE: 13NOV25

This letter is to appoint Margaret Black to the Library Board of Trustees for the City of Walnut Grove, GA

Ref: City of Walnut Grove Code of Ordinances, Article VIII, Section 3-803, Library Board of Trustees.

1. The City of Walnut Grove has a fiduciary responsibility to appoint knowledgeable, involved, and responsible citizens to the Library Board of Trustees upon vacancy or expiration of terms.
2. The appointee must reside in the boundaries of the City of Walnut Grove and remain domiciled inside said boundaries while appointed to the board. If the appointee moves outside of the boundaries of the City of Walnut Grove, they must promptly notify the board president and their appointment will be vacated.
3. The appointee must maintain a regular presence at board meetings.
4. The appointee is bound by the ethical standards outlined in City Ordinance No. 2023-04.
5. Further, the appointee shall remain familiar with duties and responsibilities outlined in Article VII, Section 3-803 of the Code of Ordinance for the City of Walnut Grove.

This appointment is for the term 11/13/2025-6/30/2032

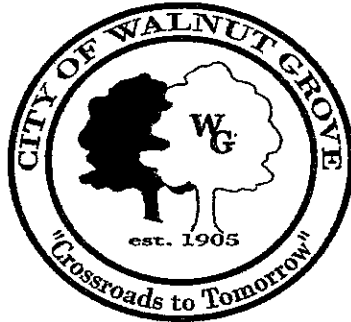
Stephanie Moncreif

Mayor

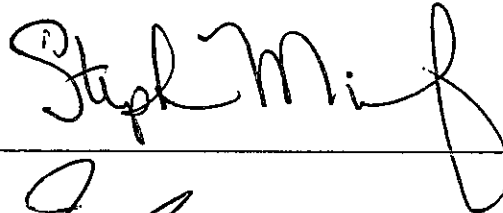

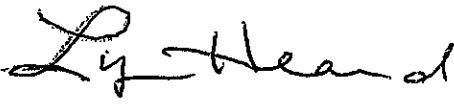


Business		
	Current Fee	New Fee
Peddlers & Itinerant Merchant (Per Year)	5	100
Occupational Tax	100	100+10 per employee
Home Occupation	50 100	100
Late Fee	none	10% or \$25 whichever is greater
Permits		
Type	Current	New
Fence	50	100
Trades Permit (Electrical, Plumbing, and HVAC)	100	100
Deck/siding	100	100
CO	50	100
Permit Renewell (after expiration)	25% of initial or 50 whichever is greater	100+25% of initial permit
Permit Extention (prior to expiration)	50	100 (additional three months)
Replacement of Permit	0	30
Fee for work done w/o permit	250	250
Temporary Construction Trailer	100	100 (Does not include trades)
Driveway Permit	50	100 (Stand Alone)
Penalty for accessory structures without authorization	250	250
Demolition Permit Residential	100	200
Demolition Permit Commercial	100	300
Above Ground Pool (non-temporary)	100	100 (does not include deck, fence, or trades)
Accessory Structure	50-100	See Building Permit Matrix
Inground Pool	N/A	300 (inclues Electrical and Fence)
Site Development		
Application Fee	current	new
No Pre-Application Conference	50	50
When Pre-Application Conference is Required	250	250
Boundary Line Plats/Combination Plat Review	N/A	100

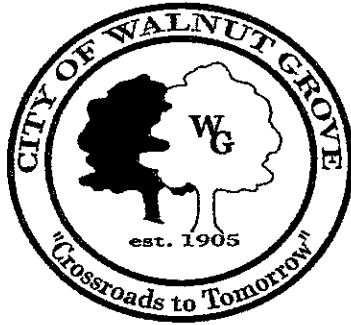
Exemption Plat (See LDO Sec. 300.5)	375	375
Residential Construction Plans		
2-25 lots	750	750
26+ lots	750+ 20 per lot over 25	750+ 20 per lot over 25
Residential Final Plat	475	475
Individual Commercial and Industrial Sites		
Less than 1 Acre	575	575
1-5 Acres	775	775
Greater than 5 Acres	775+25/acre over 5	775+25/acre over 5
Land Disturbance Fees		
EPD Land Disturbance Fee (Paid to EDP)	\$40/acre	\$40/acre
Residential Development Permit	30/unit (first 25 units) 20 each additional	30/unit (first 25 units) 20 each additional
Commercial Development	250/acre (min.)	250/acre (min.)
Industrial Development Permit	400/acre (min)	400/acre (min)
Building Official		
1st Reinspection/Building Plan Resubmittal	50	140
2nd Reinspection/Building Plan Resubmittal	100	180
3rd or more re-inspection/Building Plan Resubmittal	150	200
Special Inspection (not conforming to work schedule)	100	140
Zoning		
Variance	375	500 per article per parcel
Rezone	100	600
Rezone to PUD	N/A	800
Annexation	N/A	600
Conditional Use	50	300R/350C
Zoning Certification	0	70
Appeal of Admin Decision	0	200
Land Use Revision	N/A	250

October 15, 2025



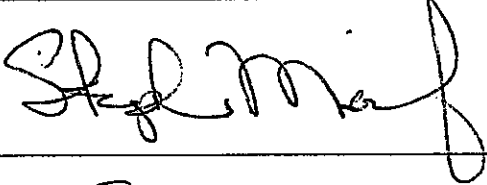
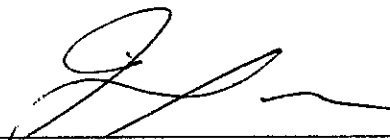
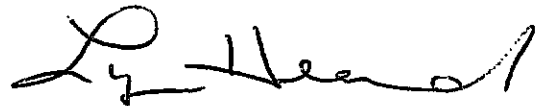
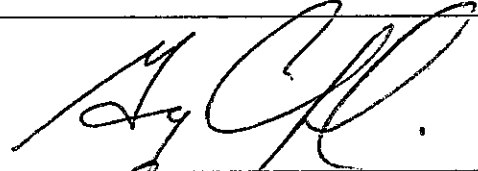



RFP 2025-002 Training Muster

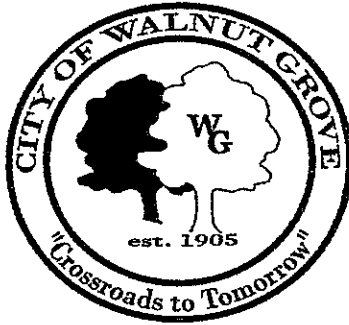
Stephanie Moncreif Mayor	
Joe Morris City Administrator (Conducting Training)	
Lynn Heard City Clerk	
Greg Chapel Code Enforcement Officer	
Tobie Cartledge Building and Grounds Manager	



RFP 2025-002 Bid Opening

16OCT25

<p>Stephanie Moncreif Mayor</p>	
<p>Joe Morris City Administrator (Conducting Training)</p>	
<p>Lynn Heard City Clerk</p>	
<p>Greg Chapel Code Enforcement Officer</p>	
<p>Tobie Cartledge Building and Grounds Manager</p>	
<p><i>Southern Sanitation</i> <i>Southern Sanitation</i></p>	 Dean Johnson  Anderson Johnson



RFP 2025-002 Bid Opening Vendors List

16OCT25

Company:	Received On:
GFL Environmental	10-13-25 10:05 AM
Southern Sanitation	10-13-25 11:25 AM
Waste Pro of Georgia	10-13-25 9:59 AM

Vendor Grade Sheet

1. Adherence to RFP Instructions	Score (1-5)	Notes
Timeliness	5	Arrived by Deadline (1 for late; 5 on time)
Completeness	5	Are all requirements addressed (Refer to score guide)
Overall Quality & Professionalism	5	Technically compliant/innovative receives all points
TOTAL	15	
2. Company Information		
Pertinent Historical Information/Organization	5	Demonstration of capability to successfully deliver required services
References <i>Gwinnett, COWG (2)</i>	4/5	Positive references from at least two cities of similar size and scope
Experience	5	Proof of similar sized and focused governments
Personnel Experience	5	Expertise of Key personnel assigned to the contract
TOTAL	19	
3. Project Understanding		
Overall Comprehension of Services Needed	4	All services requested are present or a reasonable alternative is proposed
TOTAL	4	<i>Did not see backdoor service addressed.</i>
4. Requirements		
Completeness of Vendor Response	3	Response is fully technically compliant <i>BACKDOOR SERVICE, NOT HOW PROCESS,</i>
Vendor Ability to Meet Requirements	4	Vendor Details ability to meet requirements <i>NOT HOWS & PROCESSES NOT SPECIFIC.</i>
TOTAL	7	
5. Terms & Conditions		
Detailed Buyer Duties	5	Buyer Duties favorable
Terms & Conditions	5	Any terms & conditions are favorable
	10	
6. Technical Proposal		
Management of Collected Materials	5	All collected material management addressed
Inclusion of Educational and Promotional Program	5	Educational and Promotional Program Included
Local Presence	5	Inclusion of office or operation facility responsible for city services
TOTAL	15	
7. Fee Summary		
Commercial Fee Schedule	5	Reasonableness of Fee Schedule
Residential Fee Schedule	5	Reasonableness of Fee Schedule
Other Fees	5	Reasonableness of Other Fees
TOTAL	15	

Criteria Scores	Weight	Score
1. Adherence to RFP Instructions	0.05	$15 \times 0.05 = 0.75$
2. Company Information	0.05	$19 \times 0.05 = 0.95$
3. Project Understanding	0.05 0.5	$4 \times 0.05 = 0.2$
4. Requirments	0.25	$7 \times 0.25 = 1.75$
5. Terms & Conditions	0.05 0.5	$13 \times 0.05 = 0.65$
6. Technical Proposal	0.25	$15 \times 0.25 = 3.75$
7. Fee Summary	0.3	$15 \times 0.3 = 4.5$
	TOTAL	12.4

Vendor Grade Sheet

Waste Pro of CA

1. Adherence to RFP Instructions	Score (1-5)	Notes
Timeliness	5	Arrived by Deadline (1 for late; 5 on time)
Completeness	5	Are all requirements addressed (Refer to score guide)
Overall Quality & Professionalism	5	Technically compliant/innovative receives all points
TOTAL	15	
2. Company Information		
Pertinent Historical Information/Organization	5	Demonstration of capability to successfully deliver required services
References <i>S. Fulton, Guinnett (1)</i>	5	Positive references from at least two cities of similar size and scope
Experience	5	Proof of similar sized and focused governments
Personnel Experience	5	Expertise of Key personnel assigned to the contract
TOTAL	20	
3. Project Understanding		
Overall Comprehension of Services Needed	2.5	All services requested are present or a reasonable alternative is proposed
TOTAL	2.5	<i>No bid for roll off or front end container (Pg 12) states bulk service avail but no other references.</i>
4. Requirements		
Completeness of Vendor Response	4	Response is fully technically compliant <i>roll off services.</i>
Vendor Ability to Meet Requirements	5	Vendor Details ability to meet requirements
TOTAL	9	
5. Terms & Conditions		
Detailed Buyer Duties	5	Buyer Duties favorable
Terms & Conditions	5	Any terms & conditions are favorable
TOTAL	10	
6. Technical Proposal		
Management of Collected Materials	5	All collected material management addressed
Inclusion of Educational and Promotional Program	5	Educational and Promotional Program Included
Local Presence	5	Inclusion of office or operation facility responsible for city services
TOTAL	15	
7. Fee Summary		
Commercial Fee Schedule	2 1	Reasonableness of Fee Schedule
Residential Fee Schedule	0 3	Reasonableness of Fee Schedule
Other Fees	5	Reasonableness of Other Fees
TOTAL	9	

Criteria Scores	Weight	Score
1. Adherence to RFP Instructions	0.05	$15 \times 0.05 = 0.75$
2. Company Information	0.05	$20 \times 0.05 = 1$
3. Project Understanding	0.05 0.5	$2.5 \times 0.05 = 0.125$
4. Requirments	0.25	$9 \times 0.25 = 2.25$
5. Terms & Conditions	0.05 0.5	$10 \times 0.5 = 5$
6. Technical Proposal	0.25	15×0.25 $15 \times 0.25 = 3.75$
7. Fee Summary	0.3	$9 \times 0.3 = 2.7$
	Final	11.075

Vendor Grade Sheet

1. Adherence to RFP Instructions	Score (1-5)	Notes
Timeliness	5	Arrived by Deadline (1 for late; 5 on time)
Completeness	5	Are all requirements addressed (Refer to score guide)
Overall Quality & Professionalism	5	Technically compliant/innovative receives all points
TOTAL	15	
2. Company Information		
Pertinent Historical Information/Organization	5	Demonstration of capability to successfully deliver required services
References <i>Rockmart Stockbridge (8) Douglasville</i>	5	Positive references from at least two cities of similar size and scope
Experience	5	Proof of similar sized and focused governments
Personnel Experience	4	Expertise of Key personnel assigned to the contract
TOTAL	19	
3. Project Understanding		
Overall Comprehension of Services Needed	3	All services requested are present or a reasonable alternative is proposed
TOTAL	3	Yellow Highlight (Pg 6) Bulk Waste & Backdoor Service
4. Requirements		
Completeness of Vendor Response	5 4	Response is fully technically compliant <i>only two year waste, backdoor service, price tag</i>
Vendor Ability to Meet Requirements	5	Vendor Details ability to meet requirements
TOTAL	9	
5. Terms & Conditions		
Detailed Buyer Duties	5	Buyer Duties favorable
Terms & Conditions	5	Any terms & conditions are favorable
	10	
6. Technical Proposal		
Management of Collected Materials	5	All collected material management addressed
Inclusion of Educational and Promotional Program	5	Educational and Promotional Program Included
Local Presence	5	Inclusion of office or operation facility responsible for city services
TOTAL	15	
7. Fee Summary		
Commercial Fee Schedule	1	Reasonableness of Fee Schedule
Residential Fee Schedule	4 5	Reasonableness of Fee Schedule
Other Fees	5	Reasonableness of Other Fees
TOTAL	11	

Criteria Scores	Weight	Score
1. Adherence to RFP Instructions	0.05	$\times 15 = 0.75$
2. Company Information	0.05	$\times 19 = 0.95$
3. Project Understanding	0.05	$\times 3 = 0.15$
4. Requirments	0.25	$\times 9 = 2.25$
5. Terms & Conditions	0.05	$\times 10 = 0.5$
6. Technical Proposal	0.25	$\times 15 = 3.75$
7. Fee Summary	0.3	$\times 11 = 3.3$
	Total	11.65

Grading Schedule RFP 2025-002

Section: Adherence to RFP Instructions Grader: Greg Chapel	Date: 21OCT25
Section: Company Information Grader: Lynn Heard	Date: 16OCT25
Section: Project Understanding Grader: Tobie Cartledge	Date: 20OCT25
Section: Requirements Grader: Joe Morris	Date: 17OCT25
Section: Terms & Conditions Grader: Stephanie Moncrief	Date: 23OCT25
Section: Technical Proposal Grader: Joe Morris	Date: 27OCT25
Section: Fee Summary (Only Top 3 after above Tabulation) Grader: Joe Morris & Stephanie Moncrief	Date: 30OCT25
Tabulation for Fee and Technical Grader: Joe Morris Observer: Lynn Heard	Technical Date: 28OCT25 Fee Date: 30OCT25

