

CITY OF WALNUT GROVE
November 10, 2022 10:00 am
1021 PARK STREET MUNICIPAL BUILDING
MAYOR AND COUNCIL

Council Meeting

Agenda I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. AGENDA APPROVAL

V. CONSENT AGENDA

1. Minutes

- A. October 27, 2022 Council Work Session Minutes
- B. October 27, 2022 Council Called Meeting Minutes

2. Financials

3. Invoices over \$5000

- A. Southern Sanitation

VI. COMMITTEE REPORTS

- A. Community Involvement Committee – Linda Pilgrim
- B. Parks and Recreation/Public Works – Jon Dial
- C. DDA Report – Erica Miles
- D. Education Involvement Committee – Stephanie Moncrief

VII. PLANNING AND ZONING COMMISSION – Chairman Don Cannon

VIII. LIBRARY REPORT - Dana Segers

IX. PUBLIC COMMENTS

X. OLD BUSINESS

A. Variance Request

XI. NEW BUSINESS

XII. REPORTS

A. Public Works

B. Clerk's Report

C. Mayor's Report

XIII. TOWN HALL

XIV. COUNCIL COMMENTS

XV. EXECUTIVE SESSION

XVI. ADJOURN

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

RECEIVED
NOV - 3

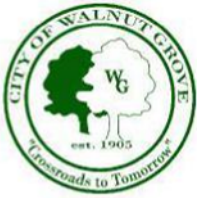
City of Walnut Grove
2581 Leone Avenue
Loganville, Ga. 30052

11-1-2022

Residential Monthly Waste Service			
November	2022	565	\$5593.50

Total Amount Due \$5593.50

Account due by 11-15-22
Thank you for your business.



CITY OF WALNUT GROVE
October 27, 2022 10:00 AM
1021 PARK STREET MUNICIPAL BUILDING
MAYOR AND COUNCIL

Council Work Session Minutes

ELECTED OFFICIALS PRESENT:

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

STAFF PRESENT:

Acting City Clerk - Dawn Stubbs
City Attorney - Tony Powell
Assistant Attorney - Jay Crowley
P & Z Chairman - Don Cannon

OTHERS PRESENT: Jessie & Cynthia Gunn

- I. **CALL TO ORDER** - Mayor Mark Moore
- II. **INVOCATION** - Tony Powell
- III. **PLEDGE OF ALLEGIANCE** - All Participated
- IV. **AGENDA APPROVAL** - Council member Linda Pilgrim made motion to approve. Council member Erica Dial seconded. Passed unanimously.
- X. **OLD BUSINESS**
 - A. City Island Properties - Assistant Attorney Jay Crowley stated they have identified 11 island properties. All 11 properties have been notified, next the city will just need to adopt the ordinance then these properties will be brought into the city. They will be added to the tax digest for the next tax year if the tax bills have already gone out. Only properties that are within or touching the Walnut Grove city limits can be annexed into the city limits. Mr. and Mrs. Gunn asked what the benefits to being in the city were. Attorney Tony Powell and Mayor Moore listed advantages. Ms. Gunn also asked about the creek washing away. They were told that would be something that could be looked at with the city engineer.
 - B. Emerald Cove Paving - To be discussed in executive session.
 - C. Variance Request - Planning and Zoning Chairman Don Cannon stated the applicant wants to be heard. Mr. Cannon recommends rescinding the action and send it back to Planning and Zoning so they can have a public hearing. Mayor Moore asked if the applicants were aware they would have to go back through the entire planning process along with paying the fees and Mr. Cannon stated they were aware.
- XI. **NEW BUSINESS**
 - A. Local Option Sales Tax - Mayor Moore gave an update on the negotiations. Council member Stephanie Moncrief wants a report. Mayor Moore stated he would forward emails to all council members.

- B. Public Works Building - Mayor Moore this is the renewing of the front of the building, roof and decking. The Mayor provided the council with two bids. Council member Stephanie Moncrief wants time to look over bids and asked this item to be moved to the next work session. She also wants business license and references. The City Attorney suggested to post this on the internet and advertised in the newspaper as an open opportunity.

- C. Planning and Zoning Bylaws - Attorney Tony Powell explained that the Planning Commission initiated their on set of bylaws and wanted to make sure they were adopting them correctly. He suggested a resolution so the Commission can get authority to approve and amend their own bylaws. He also suggested to review the resolution at the next work session. Mr. Powell explained that the zoning administrator is also the secretary who takes the minutes. Mayor Moore reminded council that the planning commission is in an advisory position to the council. Discussion turned to the Master Plan and the Town Center Plan. Both these plans are a joint effort with the DDA, Planning and Zoning, and the council.

XII. ADJOURN - Council member Linda Pilgrim made motion to adjourn. Council member Jon Dial seconded. Passed unanimously.

Respectfully Submitted

Dawn Stubbs,
Acting City Clerk

Approved

Mark Moore,
Mayor



CITY OF WALNUT GROVE
October 27, 2022 10:00 am
1021 PARK STREET MUNICIPAL BUILDING
MAYOR AND COUNCIL

Council Called Meeting Minutes

- I. CALL TO ORDER** - Council Member Linda Pilgrim made motion to enter into the called meeting. Council Member Erica Mills seconded. Passed unanimously.
- II. INVOCATION** - Completed in work session.
- III. PLEDGE OF ALLEGIANCE** - Completed in work session.
- IV. AGENDA APPROVAL** - Council Member Linda Pilgrim made motion to approve. Council Member Erica Mills seconded. Passed unanimously.
- V. CONSENT AGENDA** - Council Member Linda Pilgrim made motion to approve. Council Member Jon Dial seconded. Passed unanimously.
 - 1. Southeast Probation Services Agreement**
 - 2. Minutes**
 - A. August 11, 2022 Council Meeting Minutes
 - B. August 25, 2022 Council Work Session Minutes
 - C. September 8, 2022 Council Meeting Minutes
 - 3. Invoices over \$5000**
 - A. Walton County Board of Commissioners
 - B. Southern Sanitation
- VI. OLD BUSINESS**
 - A. City Island Properties - City Attorney Tony Powell recommended a resolution to annex the 11 properties into the city. Council member Linda Pilgrim made a motion to create a resolution for annexation. Council member Jon Dial seconded. Passed unanimously.
- VII. EXECUTIVE SESSION** - Council member Jon Dial make motion to enter into executive session. Council member Erica

Miles seconded. Passed unanimously.

A. Employee Matter

B. Contracted Services

IX. ADJOURN - Council member Linda Pilgrim made motion to adjourn. Council member Jon Dial seconded. Passed unanimously.

Respectfully Submitted

Dawn Stubbs,
Acting City Clerk

Approved

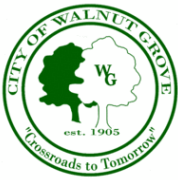
Mark Moore,
Mayor

City of Walnut Grove

Balance Sheet

As of November 7, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11.1100 Cash in Bank - General Fund	169,334.38
11.1101 Money Market - General Fund	510,743.43
11.1102 Cash in Bank - 2013 SPLOST	-77.17
11.1103 Cash in Bank - 2019 SPLOST	318,470.11
11.1104 Cash in Bank - Sewer Operating Account	45,668.44
11.1105 Money Market - Sewer	1,179,065.48
11.1111 Cash in Bank - DDA	91,452.89
Total Bank Accounts	\$2,314,657.56

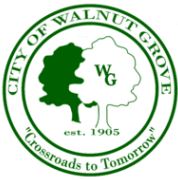


City of Walnut Grove

Budget vs. Actuals: FY 2023 - FY23 P&L Classes

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
31.1000 Property Taxes	19,232.29	210,000.00	-190,767.71	9.16 %
31.1310 Title Ad Valorem - TAVT	21,212.26	35,000.00	-13,787.74	60.61 %
31.1315 Motor Vehicle Tax	1,542.81	2,500.00	-957.19	61.71 %
31.1340 Intangible Tax	2,559.14	6,000.00	-3,440.86	42.65 %
31.1600 Real Estate Transfer Tax	1,079.28	1,250.00	-170.72	86.34 %
31.1710 Franchise Tax - Electric		60,000.00	-60,000.00	
31.1730 Franchise Tax - Gas	3,509.74	3,000.00	509.74	116.99 %
31.1750 Franchise Tax - Cable	6,010.32	9,000.00	-2,989.68	66.78 %
31.1760 Franchise Tax - Telephone	547.79	2,500.00	-1,952.21	21.91 %
31.3100 Local Option Sales Tax	59,333.60	220,000.00	-160,666.40	26.97 %
31.4200 Alcohol Excise Tax	33,750.17	80,000.00	-46,249.83	42.19 %
31.6200 Insurance Premium Tax		105,000.00	-105,000.00	
31.8000 Other Taxes		500.00	-500.00	
31.9000 Penalties and Interest on Delinquent Taxes	49.94		49.94	
32.1110 Alcohol Licenses - Beer	750.00	1,250.00	-500.00	60.00 %
32.1120 Alcohol Licenses - Wine	750.00	1,000.00	-250.00	75.00 %
32.1130 Alcohol Licenses - Liquor	1,700.00	3,400.00	-1,700.00	50.00 %
32.1200 Business License	7,925.00	10,000.00	-2,075.00	79.25 %
32.2200 Building Permits and Inspections	2,829.42	50,000.00	-47,170.58	5.66 %
32.2990 Other Permits	905.00	500.00	405.00	181.00 %
34.1100 Court Services	1.00		1.00	
34.7000 Recreation Income	830.00	5,000.00	-4,170.00	16.60 %
34.9999 Other Charges	364.69	850.00	-485.31	42.90 %
35.1000 Fines and Forfeitures	13,258.00	35,000.00	-21,742.00	37.88 %
35.1010 Fines and Forfeitures - Other	979.00		979.00	
35.1020 Court Fees - Other	6,887.00	1,500.00	5,387.00	459.13 %
36.1000 Interest Revenue		500.00	-500.00	
38.9999 Miscellaneous Revenue	894.69	1,000.00	-105.31	89.47 %
Total Income	\$186,901.14	\$844,750.00	\$ -657,848.86	22.13 %
GROSS PROFIT	\$186,901.14	\$844,750.00	\$ -657,848.86	22.13 %
Expenses				
51.1100 Salaries and Wages	58,456.05	196,900.00	-138,443.95	29.69 %
51.2100 Group Insurance		21,000.00	-21,000.00	
51.2200 Payroll Taxes - Social Security	4,887.55	11,500.00	-6,612.45	42.50 %
51.2210 Payroll Taxes - Medicare		3,150.00	-3,150.00	
51.2215 Payroll Taxes - Federal Unemployment		300.00	-300.00	
51.2220 Payroll Taxes - State Unemployment		4,250.00	-4,250.00	
52.1100 Court Software	707.94	3,000.00	-2,292.06	23.60 %
52.1300 IT Services	2,500.94	10,000.00	-7,499.06	25.01 %



City of Walnut Grove

Budget vs. Actuals: FY 2023 - FY23 P&L Classes

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52.2110 Solid Waste Collection	21,918.60	85,000.00	-63,081.40	25.79 %
52.2200 Repairs and Maintenance	3,142.95	15,000.00	-11,857.05	20.95 %
52.2210 Repairs and Maintenance - Vehicles	235.36	15,000.00	-14,764.64	1.57 %
52.2220 Repairs and Maintenance - Streets, Roads and Bridges	250.38	10,000.00	-9,749.62	2.50 %
52.2240 Professional Services	5,936.50	15,500.00	-9,563.50	38.30 %
52.2241 Professional Services - Engineering	9,268.37	90,000.00	-80,731.63	10.30 %
52.2242 Professional Services - Accounting	4,000.00	35,000.00	-31,000.00	11.43 %
52.2243 Professional Services - Legal	16,998.02	51,000.00	-34,001.98	33.33 %
52.2244 Professional Services - Security		2,000.00	-2,000.00	
52.2250 Facility and Grounds Maintenance	1,053.27	15,000.00	-13,946.73	7.02 %
52.2260 Liability Insurance		25,000.00	-25,000.00	
52.3200 Communications - Telephone	5,056.41	13,300.00	-8,243.59	38.02 %
52.3200 Communications - TelephoneWire	1,251.31	1,000.00	251.31	125.13 %
52.3300 Advertising	1,172.50	2,500.00	-1,327.50	46.90 %
52.3500 Travel	300.00	1,500.00	-1,200.00	20.00 %
52.3600 Dues and fees	389.00	3,000.00	-2,611.00	12.97 %
52.3610 Bank Charges		750.00	-750.00	
52.3700 Training and Education	275.08	20,000.00	-19,724.92	1.38 %
52.3850 Contract Labor	975.00	5,000.00	-4,025.00	19.50 %
52.3900 Other Expenses	35.14	3,500.00	-3,464.86	1.00 %
53.1100 Cleaning Supplies	3.20	500.00	-496.80	0.64 %
53.1110 Office Supplies	488.23	3,600.00	-3,111.77	13.56 %
53.1115 Pavilion Rental Expenses		650.00	-650.00	
53.1120 Postage	378.00	1,000.00	-622.00	37.80 %
53.1130 General Supplies - Other	207.49	3,000.00	-2,792.51	6.92 %
53.1140 Community Support/Events	1,197.14	5,000.00	-3,802.86	23.94 %
53.1210 Utilities - Water	1,854.42	1,500.00	354.42	123.63 %
53.1220 Utilities - Gas	91.53	1,000.00	-908.47	9.15 %
53.1230 Utilities - Electricity	16,509.60	35,000.00	-18,490.40	47.17 %
53.1270 Gas, Oil, Diesel	2,074.03	10,000.00	-7,925.97	20.74 %
53.1700 Other Supplies	46.63		46.63	
53.9999 Miscellaneous Expenditures	55.31	2,500.00	-2,444.69	2.21 %
54.1400 Capital outlay - Roads Streets and Bridges		13,000.00	-13,000.00	
54.2500 Equipment	65.98	3,500.00	-3,434.02	1.89 %
54.2600 New Construction		70,000.00	-70,000.00	
57.1000 Other Business Expenses	29.23	500.00	-470.77	5.85 %
57.3000 Library		60,000.00	-60,000.00	
57.3300 Peace Officer Annuity/Benefit Fund	997.06	2,500.00	-1,502.94	39.88 %
57.3320 Crime Lab Fees		50.00	-50.00	
57.3340 Drivers Ed/Training Fund		50.00	-50.00	



City of Walnut Grove

Budget vs. Actuals: FY 2023 - FY23 P&L Classes

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
57.3370 Drug Abuse Treatment and Education		1,750.00	-1,750.00	
57.3375 County Jail Fund	829.45	2,000.00	-1,170.55	41.47 %
57.3380 Peace Officer - Prosecutor's Fund		1,500.00	-1,500.00	
57.3385 Local Victim Assist. Fund	428.78	1,500.00	-1,071.22	28.59 %
57.3390 GA Crime Victims Assist. Program		500.00	-500.00	
57.3391 Peace Officer - Prosecution Indigent Fund		3,500.00	-3,500.00	
57.3392 Sheriff's Retirement Fund of GA	87.75	500.00	-412.25	17.55 %
57.3393 GSCCCA Payouts	1,945.21	6,000.00	-4,054.79	32.42 %
57.4000 Walton County Board of Commissioners	6,762.40		6,762.40	
58.1000 Debt Service - Principal	11,978.44	36,000.00	-24,021.56	33.27 %
Reimbursements	4,047.60		4,047.60	
Total Expenses	\$188,887.85	\$925,750.00	\$ -736,862.15	20.40 %
NET OPERATING INCOME	\$ -1,986.71	\$ -81,000.00	\$79,013.29	2.45 %
Other Expenses				
61.3121 Transfer Out	20,000.00		20,000.00	
Total Other Expenses	\$20,000.00	\$0.00	\$20,000.00	0.00%
NET OTHER INCOME	\$ -20,000.00	\$0.00	\$ -20,000.00	0.00%
NET INCOME	\$ -21,986.71	\$ -81,000.00	\$59,013.29	27.14 %

Don Cannon

From: Don Cannon
Sent: Monday, October 17, 2022 9:21 AM
To: City Mayor
Subject: FW: Proposed Planning Commission By-Laws
Attachments: P.Comm. ByLaws - Revise.Reaffirm Z. Ord.9.22.pdf; PComm.ByLaws Public Notice.pdf

Mayor, will you consider adding this ordinance Tony recommended and our proposed by laws to the agenda for you next meeting (see below), also the recommendation that council reconsider the variance request property at Guthrie Cemetery Road and Industrial Way. I will send you my email regarding that recommendation as well.

Thanks

Don

From: Don Cannon
Sent: Monday, September 26, 2022 5:06 PM
To: City Mayor <mayor@cityofwalnutgrove.com>; Jon Dial <jdial@cityofwalnutgrove.com>; Erica Miles <emiles@cityofwalnutgrove.com>; Linda Pilgrim <lpilgrim@cityofwalnutgrove.com>; Stephanie Moncrief <smoncrief@cityofwalnutgrove.com>; tony <tony@wtp.legal>
Cc: Megan Ragan <mragan@cityofwalnutgrove.com>; Dominic Digrado <ddigrado@cityofwalnutgrove.com>; Donnie Tudor <dtudor@cityofwalnutgrove.com>; Joe Walter <jwalter@ppi.us>; City Clerk <cityclerk@cityofwalnutgrove.com>
Subject: Proposed Planning Commission By-Laws

Dear Mayor and City Council Members,

As we have periodically reported to you our Planning Commission, upon the recommendation of a senior instructor with the Carl Vinson Institute of Government, has developed a set of by-laws under which we plan to operate. After several months of work, reviews and revisions, we have developed a draft we are recommending for adoption. To help us determine how these by-laws should be merged into our Zoning Ordinance and to development appropriate wording for the public notice of the public hearing dates to be placed in the Tribune, we sought the assistance of the City Attorney. During his review, Tony determine a need for Mayor and Council to revise and reaffirm certain sections of the Zoning Ordinance for the City of Walnut Grove. I have attached a copy of an ordinance Tony drafted for that purpose. Also attached is a copy of the wording for the public notice.

Please let me know should you have any questions.

Enjoy your week!

Don Cannon
Chairman
Walnut Grove Planning Commission
770-778-2820

Don Cannon

From: Don Cannon
Sent: Monday, October 17, 2022 9:22 AM
To: City Mayor
Subject: FW: Reconsideration of Application for Variance - Serigo and Eddy Quezada

Here is the Planning Commission's recommendation on the variance.

Don

From: Don Cannon
Sent: Monday, September 26, 2022 3:30 PM
To: City Mayor <mayor@cityofwalnutgrove.com>; Jon Dial <jdial@cityofwalnutgrove.com>; Erica Miles <emiles@cityofwalnutgrove.com>; Linda Pilgrim <lpilgrim@cityofwalnutgrove.com>; Stephanie Moncrief <smoncrief@cityofwalnutgrove.com>
Cc: Megan Ragan <mragan@cityofwalnutgrove.com>; Dominic Digrado <ddigrado@cityofwalnutgrove.com>; Donnie Tudor <dtudor@cityofwalnutgrove.com>
Subject: Reconsideration of Application for Variance - Serigo and Eddy Quezada

This is to advise that Eddy and Serigo Quezada appeared before the Planning Commission at its meeting of September 15, 2022. After apologizing for not attending the 2 public hearings scheduled to hear their Variance Application, they shared the following: They were unaware they need to attend; they were not instructed to do so; this is the first time they have been involved with a development project and had no idea of what all is involved; they acknowledged their architect should have instructed them but did not; they have a substantial amount of money already invested in the construction of the building; and they would like very much to bring their business to Walnut Grove. They went on to request that the Planning Commission recommend to the Mayor and Council that they reconsider and reverse Council's action of September 13, 2022 that "dismissed the subject application" and remand the application back to the Planning Commission to re-advertise and schedule hearings where their Application will be heard.

After and appropriate motion and second, the Planning Commission unanimously voted to make such a recommendation.