

City of Walnut Grove

COUNCIL MEETING

AGENDA

Thursday, October 08, 2020

7:00 P.M.

Municipal Building -1021 Park St.

CALL TO ORDER

AGENDA APPROVAL

- I. **Approval of Consent Agenda**
 1. Minute's Approval
 - a. August 13, 2020 – Regular Meeting
 - b. September 10, 2020 – Regular Meeting
 - c. September 24, 2020 – Work Session
 2. Financial Summary – September 2020
 3. Invoices
 - a. Precision Planning
 - b. Preston & Malcom Attorneys at Law
 - c. Lakeview Environmental, LLC (Sewer)
 - d. Rushton & Company (CPA)
- II. **PUBLIC FORUM**
 1. Public Comments
- III. **OLD BUSINESS**
 1. Committee
- IV. **NEW BUSINESS**

None
- V. **REPORTS**
 1. Clerk's Report
 2. Mayor's Report

VI. **Discussion Items**

VII. **Council Comments**

VIII. **Executive Session** – Real Estate & Personnel

I. **Adjourn**

**CITY COUNCIL MINUTES
MUNICIPAL BUILDING – 1021 PARK ST.
THURSDAY, AUGUST 13, 2020
COUNCIL MEETING
7:00 P.M.**

**Present at Meeting:
Mayor Steven Mark Moore
Stephanie Moncrief
Linda Pilgrim
Mary Hall
Mike Malcom, City Attorney
Jesse Couch, City Attorney**

I. CALL TO ORDER

Meeting was called to order by Mayor Mark Moore at 7:00pm.

II. AGENDA APPROVAL

Mayor Moore requested to add Resurfacing of the Tennis Court for discussion under new business and remove executive session. Councilmember Linda Pilgrim moved to approve the requested changes. Councilmember Mary Hall seconded. Vote unanimous.

III. Approval of Consent Agenda

Councilmember Mary Hall approved. Councilmember Linda Pilgrim seconded. Mayor asked if there was any discussion. Councilmember Stephanie Moncrief requested removing the July 23, 2020 work session minutes until next council meeting, they were incomplete. Councilmember Stephanie Moncrief approved the request. Councilmember Mary Hall seconded. Vote unanimous.

Councilmember Stephanie Moncrief requested moving the invoice of Clifton, Lipford, Hardison & Parker, LLC under new business for discussion. Councilmember Stephanie Moncrief approved the request. Councilmember Mary Hall seconded. Vote unanimous.

Councilmember Stephanie Moncrief requested moving the invoice of CodeRed under new business for discussion. Councilmember Stephanie Moncrief approved the request. Councilmember Mary Hall seconded. Vote unanimous.

Councilmember Mary Hall revised her motion to include the changes. Councilmember Stephanie Moncrief seconded. Vote unanimous.

1. Minute's Approval

- a. July 9, 2020 – Public Hearing
- b. July 9, 2020 – Regular Meeting
- c. August 6, 2020 – Public Hearing (Millage Rate)
- d. August 6, 2020 – Called Meeting (Millage Rate)

2. Financial Summary – July 2020
3. Invoices
 - a. Precision Planning
 - b. Preston & Malcom Attorneys at Law
 - c. Lakeview Environmental, LLC (Sewer)
 - d. Rushton & Company (CPA)

IV. PUBLIC FORUM

- i. Public Comments – None

V. OLD BUSINESS

1. 2020 Business License

- i. One Main Automotive

Mayor Moore explained One Main Automotive has submitted a business license to do oil and tire changes. Code Enforcement officer says the business is in compliance. The business was not in compliance. Mayor noted the business is in compliance with the C-1 zoning but is not in compliance with the downtown overlay district. But would recommend issuing the business license for One Main Automotive.

Anthony Hodge, owner representing One Main Automotive was present to answer any questions.

After some discussion, Mayor Moore asked for a motion. Councilmember Linda Pilgrim moved to approve the business license application for One Main Automotive based on this being a temporary location and strict cooperation with Code Enforcement for compliance. Mayor Moore asked for a second. There was none.

Mayor Moore asked for a motion for denial of the business license application. Councilmember Stephanie Moncrief denied the application. Councilmember Mary Hall seconded. Councilmember Linda Pilgrim opposed. Vote carried.

2. Residential Marketing Services, Inc.

Mayor Moore explained this application was tabled due to the paperwork not being completed properly.

Mayor Moore asked for a motion. Councilmember Stephanie Moncrief moved to approve the business license application. Councilmember Mary Hall seconded. Vote unanimous.

3. Ordinance – Zoning Ordinance Amendment (Final Reading)

Attorney Jesse Couch read the caption of the Zoning Ordinance Amendment for final reading. Mayor Moore asked for a motion. Councilmember Mary Hall approved. Councilmember Linda Pilgrim seconded. Vote unanimous.

VI. NEW BUSINESS

1. Resolution – GEFA Loan Deferral Modification

Mayor Moore explained this deferral modification is for 6 months for the GEFA loan for our sewer plant and this is to assist Cities who are under distress due to COVID-19. Mayor Moore noted we are not under distress and does not recommend the City take advantage of this modification. Mayor Moore asked if there was any discussion. There was none.

Mayor Moore asked for a motion. Councilmember Stephanie Moncrief moved to approve the modification. Councilmember Linda Pilgrim seconded. The vote was unanimous.

2. Resurfacing of Magnolia Springs Subdivision

Mayor Moore explained the project will be completed by Walton County Service Agreement. This will be a two-stage process. First the broken concrete has to be removed and patched and second it has to be re-patched. Mayor Moore asked if there were any public comments. There was none. Councilmember Linda Pilgrim asked where the funds will come from? Mayor Moore noted from SPLOST and money the City moved over from last year's budget.

Mayor Moore asked for a motion. Councilmember Stephanie Moncrief moved to approve the resurfacing of Magnolia Springs Subdivision. Councilmember Linda Pilgrim seconded. The vote was unanimous.

3. Resurfacing of Tennis Courts

Mayor Moore explained the City has a budget of \$15,000 to repair the tennis/basketball courts. We received an estimate for \$11,998, but this does not include grinding the cracks smooth, but Public Works is capable of repairing this or there is enough money left in the budget to sub out the work. A citizen asked if the basketball/tennis courts have ever been repaired. Mayor Moore answered no. After some discussion, Mayor Moore asked for a motion. Councilmember Mary Hall moved to approve the resurfacing of the basketball/tennis courts. Councilmember Linda Pilgrim seconded. Councilmember Stephanie Moncrief opposed. Motion carried.

4. Clifton, Lipford, Hardison, & Parker, LLC (Audit) Invoice

Councilmember Stephanie Moncrief asked why the City was being charged for three years of preparation of Georgia Department of Community Affairs Report of Local Government Finances for the fiscal years June 30, 2017, 2018 and 2019. City Clerk Tangee Puckett noted this was to get the City in compliance and why they had not been done in the past is unsure.

Mayor Moore asked for a motion. Councilmember Stephanie Moncrief moved to approve the invoice. Councilmember Mary Hall seconded. The vote was unanimous.

5. CodeRed Invoice

Mayor Moore explained CodeRed is a service used for emergencies through telephone service. The invoice is \$1500 a year and the City has not utilized it.

Mayor Moore asked for a motion. Councilmember Stephanie Moncrief moved to deny the invoice until further research is done. Councilmember Mary Hall seconded. Vote unanimous.

VII. CLERK'S REPORT

City Clerk gave an update – 9 ballpark rentals and 5 pavilion rentals. Municipal Court has been delayed until September and the City has a lot of cases since we haven't had court since February. Municipal Court Clerk Sonya Cox has been working diligently trying to get those with tickets to pay instead of going to court.

VIII. MAYOR'S REPORT

The Code Enforcement has written 34 notice of violations. 18 – grass needs cutting, 3 – cars must be tagged/insured, 1 – accumulation of trash, 1 – vehicle parked on the streets and 11 – vehicles parked in the grass. and 2 – businesses operating without business license. We are in the process of improving the ballpark, this is a revenue source for the City. We are working on resurfacing the running area and putting the bases on the ball field. Working on the concession stand and the bathrooms. We replaced the hot water heater at the concession stand. The Jiffy Johns have been removed from the park. The fence in the ballpark will need some repairs. We are working on beautifying the park.

We have some exciting news for the City of Walnut Grove. First of all, we are approved to move forward with the paving of the Magnolia Springs subdivision. We will be marking the street Wednesday, August 19th to prepare and deep patch the broken areas that will be followed by a full surface paving. Second, we are approved to resurface both the Tennis Court and Basketball Court in the City Park. This will be a two-tone surface, designed to level and fill in the cracks so prepare to get those tennis rackets out of the closet. We are currently in the process of repairing the plumbing in the bathrooms by the concession stand near the City Park ball field so both those bathrooms and the concession stand will be available for use soon. Speaking of the Ball Field, we are working on revitalizing the field with the help of our local Masons. The grass has been treated with a fertilizer and weed killer by our Public Works employees and it is starting to look great.

Due to the demand of our Citizens, we will be scheduling a public hearing on installing eight-speed tables on Park Street and two-speed tables on Church Way, we would like your input.

Our Planning and Zoning ordinance is now in place and we are looking for city residents to be a part of the planning for the future City of Walnut Grove.

This is just the start of great things that will be happening for our city and we need your help. Please think about getting involved with one of our committees. For more information contact me at mayor@cityofwalnutgrove.com.

IX. DISCUSSION ITEM

None

X. COUNCIL COMMENTS

Mary Hall: Thank everyone for being here and its an honor to serve the citizens of Walnut Grove.

Linda Pilgrim: Happy to see everyone here. This past Saturday we had our second craft show. The turn out was good and looking forward to this growing.

Stephanie Moncrief: Nothing new to add. We are still in the process of doing some housekeeping.

XI. EXECUTIVE SESSION - none

XII. ADJOURN

Councilmember Stephanie Moncrief made a motion to adjourn. Councilmember Linda Pilgrim seconded the motion. Motion passed. Meeting adjourned at 8:14 p.m.

Approved by Mayor and Council this ____ day of September 2020.

Mayor Steven Mark Moore

Tangee B. Puckett, City Clerk

Walnut Grove City Council
Work Session
Walnut Grove Municipal Building/Via teleconference
Thursday, September 24, 2020
2:30 P.M.

Present: Mayor Mark Moore, Linda Pilgrim, Mary Hall and Stephanie Moncrief

Also Present: City Clerk Tangee Puckett, Code Enforcement Craig Ellington, and City Attorney Jesse Couch

I. INVOCATION

Attorney Linda Pilgrim gave the invocation.

II. CALL TO ORDER

Meeting called to order by Mayor Mark Moore at 2:30 p.m.

III. PLEDGE OF ALLEGINACE

All participated.

IV. AGENDA APPROVAL

The Mayor requested adding an item 7 to include repairs to the sewer plant. Councilmember Stephanie Moncrief made a motion to approve the agenda as presented. Councilmember Linda Pilgrim seconded. The motion passed unanimously.

V. COMMUNITY INVOLVEMENT COMMITTEE/CHRISTMAS TREE CELEBRATION

Mayor Moore turned this over to Councilmember Linda Pilgrim. Councilmember Linda Pilgrim explained there are some discrepancy when it comes to C-1 (Residential Commercial) and C-2 (General Commercial) zoning under the Downtown Overlay District and the zoning map. Mayor Moore reviewed the City map and discussed the types of businesses that can and cannot be in the Downtown Overlay District. There was discussion among the Council to get this corrected for the future development of Walnut Grove.

Mayor Moore introduced the Cities Code Enforcement Officer, Craig Ellington and asked if he had anything to add. Mr. Ellington noted that some businesses were given business license without being told they were not in compliance with the Cities zoning regulations and now we are having to let them know when they come in and renew their business license they are out of compliance. When a new business comes in or a business comes in to renew their business license, I go out and verify they are in compliance. There are some businesses, unfortunately that are not in compliance due to the zoning regulations.

VI. SIGNAGE

Mayor Moore explained the City has a sign ordinance and this includes how high a sign can be, the lighting, the size. The City needs to review the sign ordinance to allow a business to be able to put up signs without strict regulations. Section 4 (1-3-11) does not allow for illuminated signs and should be removed from the sign ordinance and this can be reviewed by the Planning and Zoning Commission and brought back before the Council for consideration.

VII. Adjourn

Motion made by Councilmember Stephanie Moncrief to adjourn at 3:45 p.m.
Councilmember Mary Hall seconded. The vote was unanimous.

Approved by Mayor and Council this _____ day of September 2020.

Mayor Steven Mark Moore

Tangee B. Puckett, City Clerk

Lakeview Environmental LLC.
Every Drop Counts!

INVOICE

PO Box 311
Hull, GA 30646
lakeviewenvironmentallc@gmail.com
Phone (706) 215-5276

INVOICE #0720
DATE: SEPTEMBER 3, 2020

To: City of Walnut Grove
2581 Leone Avenue
Loganville, GA 30052
770-787-0046

DESCRIPTION	HOURS	RATE	AMOUNT
August 2020 Contract Operations of the Wastewater plant <ul style="list-style-type: none">Routine maintenance of the plantSubmit monthly reports to GA EPDExercise system when water levels are adequateInspected the Lift Station		1250.00/month	1250.00
TOTAL			\$1250.00

Make all checks payable to **Lakeview Environmental**
Total due in 14 days. Overdue accounts subject to a service charge of 2% per month.

Thank you for your business!

McGrath Industries DBA

Talbot Tennis
3162 Johnson Ferry Rd
Suite 260 #644
Marietta, GA 30062

Invoice

Date	Invoice #
9/18/2020	5758

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Resurfacing of double tennis and single basketball court	11,998.00	11,998.00
	Add crack repair that is flexible to better hide the cracks	500.00	500.00

Thanks for your business!	Total	\$12,498.00
	Payments/Credits	\$0.00
	Balance Due	\$12,498.00



September 4, 2020

Mayor Mark Moore
City of Walnut Grove
2581 Leone Ave.
Loganville, Georgia 30052

**Re: Monthly Invoice Letter for August 2020
General Consulting Services**

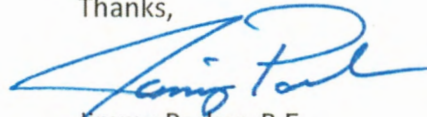
Mayor Moore:

I have enclosed a copy of our invoice for work performed on the above referenced project through August 31, 2020. A general summary of the work completed this month and the labor charges associated with each task is provided below per your request.

- 1. Enclave Erosion Violations, Additional Inspections and Model Home Permits:** PPI responded to a Notice of Violation issued by GSWCC, notified the site contractor, prepared compliance documentation and monitored site compliance repairs. PPI also provided support services to City staff regarding model home permitting. **(Current Charges: \$1,777.85)**
- 2. Park Street and Industrial Blvd Drainage:** PPI evaluated drainage and erosion issues along Park Street and Industrial Boulevard, and assisted the City Code Enforcement as requested. **(Current Charges: \$277.50)**
- 3. MS4 Annual Report:** PPI prepared the 2019 MS4 Annual Report on behalf of the City. **Current Charges: \$625.00)**
- 4. Emerald Cover Storm Sewer Rehabilitation Project:** PPI prepared a preliminary plan and Request for Quotations (RFQ) for slip-lining the existing corroded 54" CMP cross drain pipe under Emerald Drive. **(Current Charges: \$489.75)**
- 5. Emerald Cove Cul-De-Sac:** PPI assisted the Mayor in resolving construction issues on concrete finish. **(Current Charges: \$272.50)**
- 6. Tennis Court Resurfacing:** PPI obtained quotes for crack sealing and resurfacing of the City Park tennis and basketball courts. **(Current Charges: \$323.75)**
- 7. Magnolia Springs Patching:** PPI marked all streets for patching, measured quantities and coordinated scheduling with Allied Paving. **(Current Charges: \$477.50)**
- 8. General Services:** PPI provided general support services as requested by City officials and staff. **(Current Charges: \$296.50)**

Should you have any additional questions or comments related to this invoice or the work performed, please feel free to contact me at 770-267-8800 (Office) or 404-790-9000 (Mobile).

Thanks,



Jimmy Parker, P.E.

Senior Vice President



400 Pike Blvd
 Lawrenceville, GA 30046
 (770) 338-8000

City of Walnut Grove
 Mayor Mark Moore
 2581 Leone Ave
 Walnut Grove, GA 30052

Invoice number 63751
 Date 08/31/2020

Project **E04299F Walnut Grove - General Services**

Bill thru August 31, 2020

Professional Services

Description	Current Billed
BID PHASE MANAGEMENT	0.00
GENERAL CONSULTING	2,855.00
DRAINAGE & SIDEWALK IMPROVEMENTS	0.00
INSPECTIONS	1,500.00
ADDITIONAL SERVICES	0.00
DIRECT EXPENSE	185.35
Total	4,540.35

General Consulting

	Hours	Rate	Billed Amount
Engineering Technician	3.75	80.00	300.00
Principal Planner	5.00	125.00	625.00
Senior Principal	10.00	185.00	1,850.00
Senior Project Assistant	1.00	80.00	80.00
General Consulting subtotal			2,855.00

Inspections

	Hours	Rate	Billed Amount
Construction Observer	15.00	100.00	1,500.00
Inspections subtotal			1,500.00

Direct Expense

	Billed Amount
Mileages	185.35
Direct Expense subtotal	185.35



City of Walnut Grove
Project E04299F Walnut Grove - General Services

Invoice number 63751
Date 08/31/2020

Invoice total **4,540.35**

Approved by: Jimmy Parker (TS)



110 Court Street
Post Office Box 984
Monroe, GA 30655
770-267-2503

City of Walnut Grove
c/o Tangee Puckett, Clerk
2581 Leone Avenue
Loganville, GA 30052

August 31, 2020

File #: 50.1794.01
Inv. #: 22569

RE: General Matters

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
Aug-02-20	Receipt and review of emails from Mayor and Council on non-compliance of JH Martin Mechanical on sign	0.20	35.00	RMM
Aug-03-20	Receipt and review of email from Mayor on COVID-19 protocol moving forward	0.20	35.00	RMM
	Receipt and review of email from Mayor regarding ongoing work sessions each month	0.10	17.50	RMM
Aug-06-20	Legal research and emails re: sign ordinance issue	0.60	105.00	RMM
	Receipt and review of email from city Clerk on public hearing and called meeting on mileage rate	0.10	17.50	RMM
	Receipt and review of emails from Mayor and concil with August meeting Agenda details	0.30	52.50	RMM
Aug-07-20	Receipt and review of revised Agenda from Clerk	0.10	17.50	RMM
	Receipt and review of email from Mayor on revised agenda	0.10	17.50	RMM
	Receipt and review of emails from Mayor and City Engineer on Dianond Creek Subdivision	0.20	35.00	RMM
Aug-10-20	Receipt and review of email from Councilman Moncrief on executive session	0.10	17.50	RMM

	Receipt and review of email from Mayor on exeutive session request	0.10	17.50	RMM
Aug-11-20	Receipt and review of email from Mayor on Milling and Packing Bid Tabulation of Walton County and reponses for council	0.30	52.50	RMM
	Receipt and review of August Council Agenda with attachments	0.30	52.50	RMM
	Telephone call with Ckity Clerk regarding Agenda for August	0.10	17.50	RMM
Aug-12-20	Receipt and review of emails from council and city engineer on Walton County Bid Tabulation	0.20	35.00	RMM
Aug-13-20	Receipt and review of email from City Clerk with Agenda packetRR of email from City Clerk on public hearing and meeting thereafter	0.10	17.50	RMM
	Receipt and review of email from City Clerk on public hearing and meeing thereafter	0.30	52.50	RMM
	Attendance and participation at August 13, 2020 council meeting	1.80	315.00	RMM
	Attend Regular Meeting of Mayor and Council	2.20	385.00	JSC
Aug-14-20	Receipt and review of email from councilman hall on July 23, 2020 minutes	0.10	17.50	RMM
Aug-21-20	Receipt and review of email from Mayor on public official sale of personally property	0.20	35.00	RMM
Aug-26-20	Receipt and review of two emails from Mayor on called meeting for August 27, 2020 and responses	0.40	70.00	RMM
	Two telephone call with Mayor Moore on Downtown Development map	0.50	87.50	RMM
	Telephone call with Mayor Moore on procedure to address emergency request	0.30	52.50	RMM
	File conference and legal research with RMM re: pending issues	0.80	140.00	JSC
Aug-27-20	Receipt and review of email from Mayor on emergency repairs and responses from council	0.40	70.00	RMM
	Attendance and participation at August 27, 2020 called meeting	1.90	332.50	RMM

Totals

12.00 \$2,100.00

Total Fee & Disbursements

\$2,100.00

Balance Now Due

\$2,100.00

TAX ID Number 58-2059307



726 S ENOTA DRIVE

P.O. BOX 2917

GAINESVILLE, GA
30503-2917

Phone: 770-287-7800

Web: RushtonandCompany.com

CITY OF WALNUT GROVE, GA
2581 LEONE AVENUE

Invoice: 43899

Reference:

Date: 09/22/2020

LOGANVILLE, GA 30052

Due Date: 10/22/2020

For professional service rendered as follows:

Preparation of monthly data processing for the month of August 2020.	1,500.00
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Billed Time & Expenses	\$1,500.00
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Beginning Balance	\$0.00
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Invoices	3,000.00
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Receipts	(1,500.00)
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Adjustments	0.00
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Service Charges	0.00
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Amount Due	\$1,500.00
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<u>09/22/2020</u>	<u>08/31/2020</u>	<u>07/31/2020</u>	<u>06/30/2020</u>	<u>05/31/2020+</u>	<u>Total</u>
1,500.00	0.00	0.00	0.00	0.00	\$1,500.00

Please return this portion with payment.

ID: 14554
CITY OF WALNUT GROVE, GA

Invoice: 43899
Reference:
Date: 09/22/2020
Due Date: 10/22/2020

Amount Due: \$1,500.00

Amount Enclosed: \$_____

Payments are due 30 days from the date on the invoice. Past due accounts will be assessed a finance charge of 1.5% per month.