



CITY OF WALNUT GROVE

MARCH 31, 2021

10:00 AM

1021 PARK STREET MUNICIPAL

Mayor Mark Moore
Stephanie Moncrief
Jon Dial
Linda Pilgrim
Jaw Crowley
Keegan Ramsey

Mayor and Council
WORK SESSION MINUTES

I. **CALL TO ORDER – Mayor Mark Moore**

II. **INVOCATION – Jay Crowley**

III. **PLEDGE OF ALLEGIANCE – All participated**

IV. **AGENDA ITEMS**

1. **City Audit** – The city auditor presented the results of the 2021 audit to the council members. The auditor apologized for the audit not being completed on time due to staffing challenges. He explained several different audit area results and answered questions from the council and the mayor. He commented that this was the cleanest audit he has been a part of from Walnut Grove since 2014 and that there were no material weaknesses to report.
2. **Sewer Plant Update** – Joe Walter from Precision Planning reported to the city council the status of the sewer plant expansion. He reported the plans for the expansion have been through the quality control process and should be ready to submit to the EPD soon for permitting. Mayor Moore asked for a timeframe until the bidding process and construction can start. Joe Walters stated usually plans start to get comments back from EPD after about 30 days but sometimes it can take longer so he would estimate late May. Mayor Moore asked if there was an update on the permitting for phase three. Joe Walter responded the status is the waste load allocation Walnut Grove received from EPD in 2008 has expired and Precision Planning is working with the EPD to get a renewal. Mayor Moore commented that the city did not get the 1 million dollar grant for the sewer expansion. Mayor Moore explained that with the 500 thousand dollar grant that the city did receive and the sewer tap fees there should be around a 800 thousand dollar difference that the city with need a GEFA loan to cover. Mayor Moore commented that there is enough money in the SPLOST fund to pay for the paving of Emerald Cove and asked Joe Walter for an update on the marking of the road. Joe Walter commented the marking should start next week. Mayor Moore stated he has been working with John Alman from Walton County to assist with the paving.
3. **Electronic Document Management** – City clerk Keegan Ramsey addressed the council and explained the need for a better document management system to file city documents and records. He commented he and Mayor Moore have been researching different software services to see what would be the best fit for the city. Mayor Moore added that they would also look into what software Municode could offer since they are already in the process of codifying the city ordinances.
4. **Employee Handbook** – Mayor Moore reported that the two changes he is suggesting to be made is employee sick days will roll over from year to year and three sick days can be used as personal days for situations that don't fall under usual sick day requirements. Council member Stephanie Moncrief expressed concern about the amount of sick days that could be accrued. Mayor Moore commented that from his research the amount was in line with what other cities offered. Mayor Moore asked that this item be added to the next work session in April so it can be ready for a vote at the May council meeting.
5. **Fence Ordinance/HOA** – Jay Crowley explained the proposed changes to the city ordinance that would require a permit for installing a fence and if the neighborhood has a HOA it would require a HOA approval letter also. Mayor Moore asked if the change should be for active HOA's. Mayor Moore pointed out some inactive HOAs in the city and property that they own that needs to be maintained. Ideas were discussed on how address the maintenance of and upkeep for the properties. Jay Crowley commented he will research the properties and find out who owns then properties and what is the best course of action.

- V. EXECUTIVE SESSION** – Council member Stephanie Moncrief made motion to enter executive session. Council member Jon Dial seconded. Passed unanimous. Council member Stephanie Moncrief made motion to return from executive session. Council member Linda Pilgrim seconded. Passed unanimous.
- VI. ADJOURN** - Council member Stephanie Moncrief made motion. Council member Linda Pilgrim seconded. Passed unanimous.