

COUNCIL MEETING

AGENDA

Thursday, December 10, 2020 7:00 P.M.

Municipal Building -1021 Park St.

- I. CALL TO ORDER
- II. INVOCATION
- III. PLEDGE OF ALLEGIANCE
- IV. AGENDA APPROVAL
- I. APPROVAL OF CONSENT AGENDA
 - 1. Minute's Approval
 - a. November Minutes
 - 2. Financials
 - a. Financial report
 - b. Financial / Budget Summary
 - c. Bank Account Balances
 - 3. Invoices
 - a. Precision Planning
 - b. Preston & Malcom Attorneys at Law
 - c. Lakeview Environmental, LLC (Sewer)
 - d.Lanier
 - e.VC3

II. COMMITTEE REPORTS

- 1. Community Involvement Committee Council Member Linda Pilgrim
- 2. Downtown Development Committee Council Member Stephani Moncrief
- 3. Parks and Recreation Committee Council Member Mary Hall
- 4. Public Works Committee Council Member Jon Dial

III. PLANNING AND ZONING COMMISSION – Don Cannon, Chair

- IV. PUBLIC FORUM
 - 1. Public Comments
- V. OLD BUSINESS

VI. **NEW BUSINESS**

- a. Variance Albrights Finishing
- b. Variance Derrick Wolf / Wesley Martin
- c. Variance Sundial Enterprises
- d. Walnut Grove Elementary Cares Act Presentation
- e. Walnut Grove High School Cares Act Presentation

VII. **REPORTS**

- 1. Clerk's Report
- 2. Mayor's Report

VIII. TOWN HALL DISCUSSION

IX. COUNCIL COMMENTS

X. **EXECUTIVE SESSION**

- 1: Real Estate
- 2: Personnel

I. ADJOIN

City of Walnut Grove Balance Sheet

As of December 4, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
11.1100 Cash in Bank - General Fund	207,277.31
11.1101 Money Market - General Fund	698,024.11
11.1102 Cash in Bank - 2013 SPLOST	69,936.31
11.1103 Cash in Bank - 2019 SPLOST	197,976.13
11.1104 Cash in Bank - Sewer Operating Account	6,916.01
11.1105 Money Market - Sewer	324,732.38
11.1111 Cash in Bank - DDA	91,425.76
Total Bank Accounts	\$ 1,596,288.01

BUDGET VS. ACTUALS: BUDGET - FISCAL YEAR ENDED JUNE 30, 2021 - FY21 P&L CLASSES

July 2020 - June 2021

			1100 - LEG	GISI ATIVE		1400	00 - ELECTIONS		1500 - ADMINISTRATIO			2650 - MU'	INICIPAL COURT		420	00 - PUBLIC WORKS		4500 - SOLIE	ID WASTF		6100 - R	RECREATION		7450 - CODE ENF	- FNFORCEMENT		8000 - Dr	DEBT SERVICE		NOT SPECIFIED	FIFD		TOTAL
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State Stat	Prosecution Indigent Fund										17.5	17.51 3,750.00	-3,732.49																			\$17.51 \$3,750.00	\$ -3,7
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Accrual Basis Friday, December 4, 2020 04:10 PM GMT-05:00

BUDGET VS. ACTUALS: BUDGET - FISCAL YEAR ENDED JUNE 30, 2021 - FY21 P&L CLASSES July 2020 - June 2021

		Т	OTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
31.1000 Property Taxes	140,998.00	200,000.00	-59,002.00	70.50 %
31.1310 Title Ad Valorem - TAVT	18,232.84	2,500.00	15,732.84	729.31 %
31.1315 Motor Vehicle Tax	685.98	25,000.00	-24,314.02	2.74 %
31.1340 Intangible Tax		500.00	-500.00	
31.1600 Real Estate Transfer Tax	1,148.39		1,148.39	
31.1710 Franchise Tax - Electric	3,129.55	59,000.00	-55,870.45	5.30 %
31.1730 Franchise Tax - Gas		3,300.00	-3,300.00	
31.1750 Franchise Tax - Cable	3,352.54	6,000.00	-2,647.46	55.88 %
31.1760 Franchise Tax - Telephone	209.64	750.00	-540.36	27.95 %
31.3100 Local Option Sales Tax	101,710.33	190,000.00	-88,289.67	53.53 %
31.4200 Alcohol Excise Tax	45,502.39	75,000.00	-29,497.61	60.67 %
31.6200 Insurance Premium Tax		100,000.00	-100,000.00	
31.8000 Other Taxes	2,104.04		2,104.04	
31.9000 Penalties and Interest on Delinquent Taxes		2,500.00	-2,500.00	
32.1110 Alcohol Licenses - Beer	250.00	750.00	-500.00	33.33 %
32.1120 Alcohol Licenses - Wine	250.00	750.00	-500.00	33.33 %
32.1130 Alcohol Licenses - Liquor	1,700.00	2,400.00	-700.00	70.83 %
32.1200 Business License	1,410.00	5,000.00	-3,590.00	28.20 %
32.2200 Building Permits and Inspections	5,100.00	2,500.00	2,600.00	204.00 %
32.2990 Other Permits	500.00	1,000.00	-500.00	50.00 %
32.4000 Late Fees	-18.05		-18.05	
33.4000 Intergovernmental Revenue - State	26,722.17		26,722.17	
33.7100 SPLOST Revenue	98,043.95		98,043.95	
34.1100 Court Services	-685.00		-685.00	
34.1910 Election Qualifying Fee	36.00	100.00	-64.00	36.00 %
34.4100 Sanitation Charges	2,846.00		2,846.00	
34.4210 Tap Fees	36,000.00		36,000.00	
34.7000 Recreation Income	840.00	3,500.00	-2,660.00	24.00 %
34.9999 Other Charges		150.00	-150.00	
35.1000 Fines and Forfeitures	15,093.90	55,000.00	-39,906.10	27.44 %
35.1010 Fines and Forfeitures - Other		1,000.00	-1,000.00	
35.1020 Court Fees - Other	50.00	500.00	-450.00	10.00 %
36.1000 Interest Revenue	241.67	330.00	-88.33	73.23 %
38.9999 Miscellaneous Revenue	792.04	100.00	692.04	792.04 %
Total Income	\$506,246.38	\$737,630.00	\$ -231,383.62	68.63 %
GROSS PROFIT	\$506,246.38	\$737,630.00	\$ -231,383.62	68.63 %
Expenses				
51.1100 Salaries and Wages	92,435.59	208,400.00	-115,964.41	44.35 %
51.2100 Group Insurance	420.84	10,000.00	-9,579.16	4.21 %
51.2200 Payroll Taxes - Social Security	4,918.76	29,600.00	-24,681.24	16.62 %
51.2210 Payroll Taxes - Medicare	753.39	,	753.39	/-

BUDGET VS. ACTUALS: BUDGET - FISCAL YEAR ENDED JUNE 30, 2021 - FY21 P&L CLASSES July 2020 - June 2021

51.2215 Payroll Taxes - Federal Unemployment 51.2220 Payroll Taxes - State Unemployment 51.2400 Retirement Contributions 52.1100 Court Software 52.1300 IT Services	31.73 317.31 2.00 963.04 14,576.38 33,189.91 24,280.60	3,000.00 10,500.00 65,000.00	31.73 317.31 2.00 -2,036.96 4,076.38	% OF BUDGET
51.2220 Payroll Taxes - State Unemployment 51.2400 Retirement Contributions 52.1100 Court Software	317.31 2.00 963.04 14,576.38 33,189.91 24,280.60	10,500.00	317.31 2.00 -2,036.96	22.40.07
51.2400 Retirement Contributions 52.1100 Court Software	2.00 963.04 14,576.38 33,189.91 24,280.60	10,500.00	2.00 -2,036.96	20.40.0/
52.1100 Court Software	963.04 14,576.38 33,189.91 24,280.60	10,500.00	-2,036.96	20.40.07
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52.1300 IT Services	33,189.91 24,280.60		4 076 38	32.10 %
	24,280.60	65 000 00	1,070.00	138.82 %
52.2110 Solid Waste Collection		55,555.00	-31,810.09	51.06 %
52.2200 Repairs and Maintenance		18,000.00	6,280.60	134.89 %
52.2210 Repairs and Maintenance - Vehicles	3,383.24	10,000.00	-6,616.76	33.83 %
52.2220 Repairs and Maintenance - Streets, Roads and Bridges	26,292.00	25,000.00	1,292.00	105.17 %
52.2240 Professional Services	3,477.74	7,000.00	-3,522.26	49.68 %
52.2241 Professional Services - Engineering	35,031.10	50,000.00	-14,968.90	70.06 %
52.2242 Professional Services - Accounting	13,946.25	35,000.00	-21,053.75	39.85 %
52.2243 Professional Services - Legal	26,752.73	35,000.00	-8,247.27	76.44 %
52.2244 Professional Services - Security	396.20	1,000.00	-603.80	39.62 %
52.2250 Facility and Grounds Maintenance		15,000.00	-15,000.00	
52.2260 Liability Insurance	14,234.00	25,500.00	-11,266.00	55.82 %
52.3000 Cleaning Services		2,500.00	-2,500.00	
52.3200 Communications - Telephone	6,840.56	9,500.00	-2,659.44	72.01 %
52.3300 Advertising	410.00	3,000.00	-2,590.00	13.67 %
52.3500 Travel	500.20	2,100.00	-1,599.80	23.82 %
52.3600 Dues and fees	1,969.64	2,500.00	-530.36	78.79 %
52.3610 Bank Charges	426.80	100.00	326.80	426.80 %
52.3700 Training and Education	170.00	18,200.00	-18,030.00	0.93 %
52.3850 Contract Labor	2,500.00	5,000.00	-2,500.00	50.00 %
52.3900 Other Expenses	571.90	1,700.00	-1,128.10	33.64 %
53.1100 Cleaning Supplies	143.07	•	143.07	
53.1110 Office Supplies	1,512.87	4,000.00	-2,487.13	37.82 %
53.1115 Pavilion Rental Expenses	150.00	1,000.00	-850.00	15.00 %
53.1120 Postage	159.95	500.00	-340.05	31.99 %
53.1130 General Supplies - Other	2,610.57	5,000.00	-2,389.43	52.21 %
53.1140 Community Support/Events	2,083.29	2,500.00	-416.71	83.33 %
53.1210 Utilities - Water	3,437.84	750.00	2,687.84	458.38 %
53.1220 Utilities - Gas	118.02	1,500.00	-1,381.98	7.87 %
53.1230 Utilities - Electricity	20,154.78	27,000.00	-6,845.22	74.65 %
53.1270 Gas, Oil, Diesel	1,997.71	4,000.00	-2,002.29	49.94 %
53.9999 Miscellaneous Expenditures	8,842.81	1,000100	8,842.81	
54.1400 Capital outlay - Roads Streets and Bridges	0,0 .=.0 .	61,000.00	-61,000.00	
54.2500 Equipment	8,704.71	6,500.00	2,204.71	133.92 %
54.2600 New Construction	2,400.00	0,000.00	2,400.00	100.02 70
57.3000 Library	2,400.00	50,000.00	-50,000.00	
57.3300 Peace Officer Annuity/Benefit Fund	984.97	2,200.00	-1,215.03	44.77 %
57.3320 Crime Lab Fees	25.00	130.00	-1,215.00	19.23 %
57.3340 Drivers Ed/Training Fund	25.00	400.00	-397.37	0.66 %

BUDGET VS. ACTUALS: BUDGET - FISCAL YEAR ENDED JUNE 30, 2021 - FY21 P&L CLASSES July 2020 - June 2021

		Т	OTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
57.3370 Drug Abuse Treatment and Education	481.77		481.77	
57.3371 Brain & Spinal Injury Fund		100.00	-100.00	
57.3375 County Jail Fund	1,217.79	4,000.00	-2,782.21	30.44 %
57.3380 Peace Officer - Prosecutor's Fund	17.51	3,500.00	-3,482.49	0.50 %
57.3385 Local Victim Assist. Fund	621.00	1,800.00	-1,179.00	34.50 %
57.3390 GA Crime Victims Assist. Program	221.47		221.47	
57.3391 Peace Officer - Prosecution Indigent Fund	17.51	3,750.00	-3,732.49	0.47 %
57.3392 Sheriff's Retirement Fund of GA	251.02	400.00	-148.98	62.76 %
57.3393 GSCCCA Payouts	3,972.51		3,972.51	
57.4000 Walton County Board of Commissioners	5,464.56	5,000.00	464.56	109.29 %
58.1000 Debt Service - Principal	14,973.05	27,000.00	-12,026.95	55.46 %
58.2000 Debt Service - Interest		9,000.00	-9,000.00	
61.1321 Transfers to 2019 SPLSOT	24,000.00		24,000.00	
Purchases	1,087.11		1,087.11	
Total Expenses	\$414,445.43	\$813,630.00	\$ -399,184.57	50.94 %
NET OPERATING INCOME	\$91,800.95	\$ -76,000.00	\$167,800.95	-120.79 %
Other Income				
39.9999 Budgeted Use of Fund Balance		76,000.00	-76,000.00	
Total Other Income	\$0.00	\$76,000.00	\$ -76,000.00	0.00%
NET OTHER INCOME	\$0.00	\$76,000.00	\$ -76,000.00	0.00 %
NET INCOME	\$91,800.95	\$0.00	\$91,800.95	0.00%



November 9, 2020

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

Re:

Monthly Invoice Letter for October 2020

General Consulting Services

Mayor Moore:

I have enclosed a copy of our invoice for work performed on the above referenced project through October 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.

- Update Permit Fees and Procedures: Fee Schedule and Building Policies (Current Charges: \$1,687.50)
- 2. MS4 Annual Report: PPI prepared the 2019 MS4 Annual Report on behalf of the City. Current Charges: \$1,020.00)
- 3. Zoning Support: PPI provided zoning support services as requested by the City (Current Charges: \$1,913.75)
- 4. Plan Review (Enclave HLP's): (Current Charges: \$387.50)
- 5. Inspections: (Current Charges: \$668.40)
- 6. General Services: PPI provided general support services as requested by City officials and staff. (Current Charges: \$320.00)

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,

Jimpny Parker, P.E.

Senior Vice President

F:\DOCUMENT\04\299\Invoice Letters\2020\10_Invoice Letter.docx



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

64135

Date

10/31/2020

Project E04299F Walnut Grove - General Services

Bill thru October 31, 2020

- Sin tilla October 31, 2020				
Professional Services				
Description				Curren Billed
BID PHASE MANAGEMENT				0.00
GENERAL CONSULTING				
DRAINAGE & SIDEWALK IMPROVEMENTS				5,421.25
INSPECTIONS				0.00
ADDITIONAL SERVICES				500.00
DIRECT EXPENSE				0.00
				75.90
			Total	5,997.15
General Consulting				
				Billed
Principal Planner	-	Hours	Rate	Amount
Project Manager		32.50	125.00	4,062.50
Senior Principal		1.50	135.00	202.50
Senior Principal		6.25	185.00	1,156.25
	General Consulting subtotal			5,421.25
Inspections				
		Hours	D-/	Billed
Construction Observer		5.00	Rate	Amount
	Inspections subtotal	5.00	100.00	500.00
	mapections subtotal			500.00
Direct Expense				
				Billed
Mileages				Amount
	Direct Francisco VIII			75.90
	Direct Expense subtotal			75.90

Invoice total

5,997.15



City of Walnut Grove
Project E04299F Walnut Grove - General Services

Invoice number

64135 10/31/2020

Date

Approved by



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

December 3, 2020

City of Walnut Grove c/o Sonya Cox 2581 Leone Avenue Loganville, GA 30052

File #:

50.1794.01

Inv. #:

22786

RE: General Matters

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
Oct-02-20	Attendance and participation at meeting with Mayor	0.50	87.50	RMM
	Telephone call with Mayor regarding meeting	0.10	17.50	RMM
	Meeting with mayor; file review; conference with RMM	0.50	87.50	JSC
Oct-05-20	Receipt and review of email from Mayor and Ned Butler on zoning applications	0.20	35.00	RMM
	Receipt and review of email from Mayor on personnel matter	0.10	17.50	RMM
	Telephone call with Mayor on zoning and personnel matter	0.20	35.00	RMM
	Draft/edit PSA; emails re: Park Street	0.90	157.50	JSC
	Telephone call with mayor; conference with RMM re: personnel	0.20	35.00	JSC
Oct-06-20	Office conference to discuss personal issues	0.40	70.00	RMM
	Receipt and review of email from City Clerk attaching agenda for 10/8/2020 council meeting	0.50	87.50	RMM
	Telephone call with Mayor regarding agenda items	0.10	17.50	RMM

Invoice #:	22786	Page Page	2		Decemb	er 3, 2020
		Meeting with RMM; file revi	ew re: personnel	0.40	70.00	JSC
Oct-07-20		Legal research on liberty interpreparation of draft letter on p		1.10	192.50	RMM
	•	Email draft of letter on person	nnel to Mayor	0.10	17.50	RMM
		Telephone call with Mayor or	n liberty interest	0.10	17.50	RMM
Oct-08-20) .	Attendance at 18/8/2020 cour	ncil meeting	2.80	490.00	RMM
		Receipt and review of email to suspending Clerk and respons		0.20	35.00	RMM
		Council meeting		2.60	455.00	JSC
Oct-14-20	-	Two telephone calls with Mag and other agenda issues	yor on variance	0.50	87.50	RMM
Oct-19-20		Receipt and review of email to regarding vacation and PPI ti	-	0.50	87.50	RMM
		Receipt and review of email to schedule meeting regarding I request and multiple response	Dial variance	0.30	52.50	RMM
		Conference with RMM; revier retirement net payroll issue	ew emails re:	0.20	35.00	JSC
Oct-20-20	-	Receipt and review of email treal estate registration and of with JSC and telephone call	fice conference	0.80	140.00	RMM
		Conference with RMM; doc a call with mayor re: pending is application	•	1.10	192.50	JSC
Oct-21-20		Attendance and participation Mayor and City engineers on		2.80	490.00	RMM
		Receipt and review of email to regarding phone and lap top a	-	0.20	35.00	RMM
		Review docs; emails; file pre re: 1121 Park Street	p & organization	0.20	35.00	JSC
		Retirement net payroll issue: & research; conference with l		0.80	140.00	JSC
		Meeting with mayor, enginee	rs @ City Hall	2.90	507.50	JSC

Invoice #:	22786	Page	3		December	r 3, 2020
		e: multiple pending city vari other matters	ance matters &			
		Dial easement: doc review; p WCSC	orep for filing @	0.20	35.00	JSC
	F	Email to Mayor on real estate	e	0.10	17.50	JSC
Oct-22-20		Receipt and review of email MS4 charges	from Mayor on	0.10	17.50	RMM
		Computer/device policy edits same	s; emails re: the	0.80	140.00	JSC
Oct-23-20		Doc review; emails re: signe etter and response	d engagement;	0.30	52.50	JSC
Oct-26-20		Receipt and review of email Money Market account	from Mayor on	0.10	17.50	RMM
Oct-27-20	(Receipt and review of email code enforcement, Peddler's Flowers and responses		0.30	52.50	RMM
		Fravel to and from Tax Assediscuss annexed parcels and		0.60	105.00	JSC
Oct-29-20) '	Telephone call with Mayor N	Moore (incoming	0.30	52.50	RMM
Oct-30-20		Receipt and review of email Hall on Peddler's permit	from councilman	0.10	17.50	RMM
	•	Fotals		24.20	\$4,235.00	
DISBUR	SEMEN	TS				
Oct-21-20) 1	Recording Fee			25.00	
	•	Totals		_	\$25.00	
	•	Total Fee & Disbursements	3			\$4,260.00
]	Balance Now Due			-	\$4,260.50
TAX ID I	Number	58-2059307				



93

VC3 Inc 1301 Gervais St Suite 1800 Columbia, SC 29201 (803) 733-7333

Bill To:	 	
City of Walnut Grove, GA Attn: Tangee Puckett		
2581 Leoñe Avenue Loganville, GA 30052 United States		

Date	Invoice
12/01/2020	56329
Account	
WAL06	

Terms	Due Date	PO Number	Reference
Net 10	12/11/2020		Monthly Billing for December

Contract Details	Quantity	Price	Amount
Agreement IT in a Box			
IT in a Box email coverage per individual. Email includes 50GB of mailbox storage, Outlook support, rich Browser Access (Outlook Web Access), rich Mobile Access (ActiveSync), shared calendars and contacts, archiving, anti-malware, and anti-spam	9.00	\$8.96	\$80.64
IT in a Box Gold coverage for 5 PCs and 1 Server providing Cybersecurity & Computer Maintenance, 24x7 Helpdesk (onsite & remote), Data Backup & Disaster Recovery for 1 Server, Records/Document Management, Email, Microsoft Office, Video Archiving, Policy & Compliance, Website, and Vendor Management & Procurement	1.00	\$1,064.00	\$1,064.00
IT in a Box discount - Offset annual increase near end of FY2019 signing	1.00	-\$34.20	-\$34.20
	Total Contract De		\$1,110.44
Make checks payable to VC3 Inc	Invoice Subtotal:		\$1,110.44
Remit To:		Sales Tax:	\$0.00
VC3, Inc	Invoice Total:		\$1,110.44
1301 Gervais St, Suite 1800 Columbia, SC 29201	Payments:		\$0.00
(800) 787 - 1160	Credits:		\$0.00
visit www.vc3.com/pay-invoice to pay via credit card	Balance Due:		\$1,110.44
If you are signed up for VC3's ACH program, drafts will occur after 15 calendar days. Please email finance@vc3.com with any issues to stop the draft of any invoice.			

Lakeview Environmental LLC.

Every Drop Counts!

INVOICE

INVOICE #1120

DATE: DECEMBER 2, 2020

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

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

DESCRIPTION	HOURS	RATE	AMOUNT
November 2020 Contract Operations of the Wastewater plant Routine maintenance of the plant Submit monthly reports to GA EPD Exercise system when water levels are adequate Inspected 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!

INVOICE



3690 Lawrenceville-Suwanee Road Suwanee, GA 30024 770-932-1800

INVOICE NUMBER 20-873WGF PR2

INVOICE DATE November 30, 2020

PURCHASE ORDER NO.

TERMS Net 30

SALES REP Duane Gauntt

LCC JOB NO. 20-873WGF

CUSTOMER Name

City of Walnut Grove 2581 Leone Avenue

Address

City, St, ZIP Walnut Grove, GA 30052

ATTENTION

Mr. Mayor Mark Moore

City of Walnut Grove Sewer Plant

QUANTITY	DESCRIPTION		UNIT PRICE	AMOUNT
1	Repaired second leak in the weir boa	x, extra cable, and	2,771.88	\$2,771.88
			SUBTOTAL TAX FREIGHT	2,771.88
DIRECT ALL INQUIRIES TO: MAKE ALL CHECKS PA		MAKE ALL CHECKS PAYA	BLE TO:	\$2,771.88 PAY THIS
Brian Anderson Lanier Contracting Co. Accounting Department 3690 Lawrenceville-Suwanee Road		AMOUNT		

Accounting Department 770-932-1800

3690 Lawrenceville-Suwanee Road Suwanee, GA 30024

THANK YOU FOR YOUR BUSINESS!

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

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

12-1-2020

Residential Monthly Waste Service December 2020

493

4880.70

Total Amount Due

\$4880.70

Account due by 12-15-20 Thank you for your business.