



City of Walnut Grove

**COUNCIL MEETING**

**AGENDA**

Thursday, April 9, 2020

7:00 P.M.

City Park Municipal Building- Via Teleconference

**CALL TO ORDER**

**INVOCATION –**

**PLEDGE OF ALLEGIANCE**

**AGENDA APPROVAL**

**I. Approval of Consent Agenda**

**1. Minute's Approval**

- a. February 13, 2020 – Regular Meeting
- b. March 27, 2020 – Called Emergency Meeting

**2. 2020 Business License Approval**

**3. Financial Summary – March 2020**

**II. PUBLIC FORUM**

- 1. Public Comments

**III. PUBLIC HEARING**

- 1. Variance Request from Jeremy Hill to reduce the minimum roof pitch of a mobile home/manufactured home from 5:12 to 2:12 at 731 Woodland Circle, Walnut Grove, GA.

**IV. OLD BUSINESS**

- 1. Ordinance – Municipal Court Clerk (Final Reading)
- 2. Ordinance – Public Works (Final Reading)

3. Business License Renewal – One Main Automotive, LLC (Tabled from February 13, 2020 Regular Meeting)

4. Creation of Committees

- a. Planning and Zoning
- b. Budget and Finance Committee
- c. Public Works
- d. Public Safety

V. **NEW BUSINESS**

1. Rushton & Company – CPA Engagement Letter

VI. **REPORTS**

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

VII. **Discussion Items**

VIII. **Council Comments**

IX. **Executive Session** – None

**Adjourn**

**CITY COUNCIL MINUTES  
THURSDAY, FEBRUARY 13, 2020  
COUNCIL MEETING  
7:00 P.M.**

**Present at Meeting:**

**Mayor Steven Mark Moore  
Stephanie Moncrief  
Joe Wilchek  
Linda Pilgrim  
Jessie Couch, City Attorney**

**I. CALL TO ORDER**

Meeting was called to order by Mayor Mark Moore.

**II. INVOCATION**

Invocation given by **Don Hardison – Corinth Christian Church**

**III. PLEDGE OF ALLEGIANCE**

All stood for the pledge of allegiance.

**IV. AGENDA APPROVAL**

Councilmember Linda Pilgrim amended the agenda to include Mayor Tem discussion under New Business. Councilmember Stephanie Moncrief seconded. No discussion. Vote unanimous.

Mayor Mark Moore noted a correction under appointments to remove public works manager. Councilmember Linda Pilgrim approved. Councilmember Stephanie Moncrief seconded. Vote unanimous.

Mayor Mark Moore noted a correction, Craig Ellington's name needed to be added under Code Enforcement Officer. Councilmember Stephanie Moncrief approved. Councilmember Linda Pilgrim seconded. Vote unanimous.

**V. Approval of Consent Agenda**

Councilmember Stephanie Moncrief recommended removing One Main Automotive, LLC from the business license list and moving it under New Business for discussion.

Councilmember Joe Wilchek seconded. Vote unanimous.

Councilmember Stephanie Moncrief approved consent agenda. Councilmember Linda Pilgrim seconded. Vote unanimous.

**1. Minute's Approval**

- a. September 12, 2019 – Regular Meeting
- b. September 12, 2019 – Public Hearing
- c. October 10, 2019 – Regular Meeting
- d. January 9, 2020 – Regular Meeting
- e. January 16, 2020 – Work Session
- f. January 21, 2020 – Work Session
- g. January 30, 2020 – Public Hearing
- h. January 30, 2020 – Called Meeting

2. 2020 Business License Approval  
One Main Automotive was moved to new business for discussion. All other business license listed were approved.
3. Surplus Item(s)
  - a. 2000 Ford Crown Victoria – Vin #2FAFP71W8YX131858
4. Financial Summary – January 2020
5. Walnut Grove Wastewater System Monthly Report – January 2020
6. Preston & Malcom Attorneys at Law Invoice
7. Code Enforcement Officer
8. Public Works Manager
9. Public Works Employee

**VI. PUBLIC FORUM**

- i. Public Comments – None

**VII. OLD BUSINESS**

1. Appointments  
Councilmember Linda Pilgrim approved the appointments as presented.  
Councilmember Stephanie Moncrief seconded. The vote was unanimous. Mayor Mark Moore asked if there were any public comments. There was none.
  - i. Deputy Clerk – Sonya R. Cox
  - ii. Code Enforcement Officer – Craig Ellington
  - iii. City Attorney – Mike Malcom
  - iv. City Engineer – Precision Planning, Inc.
  - v. Municipal Court Judge – Samuel M. Barth

**VIII. NEW BUSINESS**

1. Mayor Pro-Tem Discussion  
Councilmember Linda Pilgrim submitted her resignation as Mayor Tem due to personal reasons and recommended Stephanie Moncrief as Mayor Pro Tem. There were no other recommendations.  
Councilmember Joe Wilchek approved the recommendation of Stephanie Moncrief as Mayor Pro Tem. Councilmember Linda Pilgrim seconded. No discussion. Vote Unanimous.
2. Statewide Mutual Aid and Assistance Agreement  
Carl Morrow, Walton County EMA Director gave some background on the agreement. Councilmember Stephanie Moncrief approved. Councilmember Linda Pilgrim seconded. Vote unanimous. No public comments.

3. Service Delivery Strategy Amendment Resolution

Debra Smith, Allen Smith Consulting gave some background on the amended resolution. Councilmember Stephanie Moncrief approved. Councilmember Linda Pilgrim seconded. Vote unanimous. No public comments.

4. Sewer Allocation – 25% commercial / 75% residential allocation

Mayor Moore recommended changing the sewer allocation from 50% commercial / 50% residential to 25% commercial / 75% residential. Councilmember Linda Pilgrim approved. Councilmember Stephanie Moncrief seconded. Vote unanimous.

Public comment –

Alan Barton – 472 Forest Cemetery Rd – Suggested taken into consideration the commercial property to benefit the citizens of the city. Why add more rooftops when you already have problems with roads and traffic. I would think instead of 25% commercial / 75% residential, you would consider there would be more for commercial.

5. Ordinance – Municipal Court Clerk (First Reading)

Mayor Mark Moore noted removing the duties of the municipal court clerk and making it a separate entity and appoint the deputy clerk as the municipal court clerk. Our city judge, Honorable Samuel M. Barth, highly recommends Sonya and I believe this is a good move for our city. Attorney Jessie Couch read the caption of the ordinance. First reading was approved.

6. Ordinance – Public Works (First Reading)

Mayor Mark Moore recommended eliminating the director of public works and creating a public works manager. Attorney Jessie Couch read the caption of the ordinance. First reading was approved.

7. Creation of Committees

Mayor Mark Moore recommended creating the following committees. Councilmember Stephanie Moncrief approved. Councilmember Linda Pilgrim seconded. Vote unanimous. No discussion. No public comments.

- i. Planning and Zoning
- ii. Budget and Finance Committee
- iii. Public Works
- iv. Public Safety

8. Business License Renewal – One Main Automotive, LLC

Councilmember Stephanie Moncrief recommend tabling until March Council meeting. There have been some complaints from citizens, would like to send code enforcement officer out to make sure the business is in compliance. Councilmember Linda Pilgrim seconded. Vote unanimous.

**IX. CLERK'S REPORT**

The City Clerk gave a report of all activity during the month of January.

## **X. MAYOR'S REPORT**

Sewer allocation:

From 50 / 50 to 25 / 75.

I recommended to the council and it was approved that our sewer allocation to be changed from 50% Commercial and 50% Residential to 25% Commercial and 75% residential. This will allow us to get The Enclaves on 138 back on track. This PUD (Planned Unit Development) project has been on hold due to the uncertainty of sewer allocations. We believe that this will be back on track and the building will continue. This will add an eventual 150 homes to our community. I know there's been some concern with traffic and that added students will be a burden to our schools but let me assure you that this will not be an impact. I have met with the Walton County School superintendent Nathan Franklin, he assured us that we have plenty of space in our school system. As far as traffic, I have yet to see an issue with traffic coming out of our subdivisions. If you live in one of our subdivisions, you'll know this is the case.

To give you an idea of what 25% or 12,500 gallons per day commercial will allow us:

Office: 200 – 300 GPD

Fast Food Restaurant: 500 – 750 GPD

Dine-In Restaurant (Longhorns, etc.): 1,250 GPD

Typical Strip Retail Center: 1,200 GPD

Small Grocery Store w/ Deli: 2,000 GPD

Large Grocery w attached Retail: 4,000 GPD

As you see, this will be a great start on our commercial expansion without having our city spend taxes for unnecessary sewer plant expansion. Also, once The Enclaves homes are built and sold, this will save our city over \$52,000 a year in sewer plant operations that our city has been paying for a non-productive sewer plant.

A PUD located at Corn Dogs:

There has been some posting about a massive PUD, (Planned Unit Development) located at the old Corn Dogs property. This is premature and if it does become a solid proposal, I guarantee this will be reviewed by our newly created planning and zoning committee.

Safety:

You may have noticed increased patrols on our streets. I met with Sheriff Joe Chapman, Major Scott Whisnant, and Captain Ty Vance, who is the head of the Walnut Grove Precinct of Walton County Sheriff's Department on the subject of Public Safety and Speeding on our streets. The Sheriff's department, as well as the Georgia State Patrol, are doing a fantastic job in keeping our citizens safe and addressing the speeding issues that are happening in our city. The City of Walnut Grove gives a big THANK YOU to Sheriff Joe Chapman, Captain Ty Vance, and the Walton County Sheriff's department!

Public Works Manager: Brian Pilgrim

Mr. Pilgrim comes to us with experience working as a past employee of the City of Walnut Grove public works department, so his experience with the workings of our City is a great asset. He is currently employed as a Supervisor for U-TEC and is willing to make a change as he is not only a local resident but grew up here and plans to retire here in Walnut Grove.

Public Works Employee: Keegan Ramsey

Mr. Ramsey is also a local resident of the City of Walnut Grove. He has experience working in Gwinnett County at the water department. He has a Class A CDL so he is certified to operate our Dump Trucks. I know he will be a great fit for our city.

Code Enforcement Officer: Craig Ellington

Mr. Ellington is a Nationally Registered Fire Inspector and has a military background with the United States Marine Corps. He has worked in the past for the City of Walnut Grove as our

Code Enforcement Officer and has a thorough knowledge of our codes. He will work with our residents on code infractions and bring offenses back into compliance. He will be a fine addition to our city.

#### Sidewalks

Sidewalks are complete and under budget by \$15,408.

#### Transparency:

I have implemented new policies that will ensure complete transparency of the City of Walnut Grove. We now post agenda packets along with our agendas. This will give the citizens of Walnut Grove information including financials, minutes, and agenda items. The first one posted is well over 70 pages. We also took advantage of the Super Bowl TV prices and added a TV to our Municipal building to be used during our City Council meetings. Our Facebook Pages are now current. Get current information there as well as our website. We're going to turn the grade that the Walton Tribune gave our old city government leaders from a C to an A+.

I was able to register: [www.CityofWalnutGrove.com](http://www.CityofWalnutGrove.com) this will be much easier to remember, and it matches the City of Walnut Grove name and Facebook page. We are in the process of moving our current website and email addresses over to this new domain. Give it a try!

Thank you for your continued support.

Maxine McClanahan suggested not putting the complete business license application information online or redacting information. There was a non-listed number that was listed for the public to see.

Someone asked if all business paid the same amount for their business license. The answer is yes all business pay the same amount of \$100.

Mayor Mark Moore introduce Captain Ty Vance.

#### **XI. DISCUSSION ITEM**

None

#### **XII. COUNCIL COMMENTS**

**Joe Wilchek:** Excited about the new employees. Thanked Captain Vance. Anybody who would like to contact us is more than welcome to email any of us with questions or concerns.

**Linda Pilgrim:** Happy to see everyone at the meeting.

**Stephanie Moncrief:** Agree with Councilmember Joe Wilchek. If anyone needs us or has questions, concerns or suggestions, please reach out to us.

Mayor Mark Moore – public service announcement. City Hall is very dark and would recommend anyone to go by and look at the lighting at City Hall.

#### **XIII. EXECUTIVE SESSION, *if needed***

**XIV. ADJOURN**

Councilmember Stephanie Moncrief made a motion to adjourn, Councilmember Linda Pilgrim seconded the motion, motion passed. Meeting adjourned at 8:07 p.m.

Approved by Mayor and Council this \_\_\_\_ day of April 2020.

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Mayor Steven Mark Moore

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Tangee B. Puckett, City Clerk



**Walnut Grove City Council  
Called Meeting – Emergency Meeting  
Via teleconference  
Friday, March 27, 2020  
4:00 P.M.**

**Present: Mayor Mark Moore, Linda Pilgrim, Stephanie Moncrief and Joe Wilchek**

**Also Present: City Clerk Tangee Puckett, City Attorney Mike Malcom & Jessie Couch**

**I. CALL TO ORDER**

Meeting called to order by Mayor Mark Moore at 4:05 p.m.

**II. AGENDA APPROVAL**

Councilmember Stephanie Moncrief made a motion to approve the agenda as presented. Councilmember Joe Wilchek seconded. The motion passed unanimously.

**III. NEW BUSINESS**

**Ordinance Declaring a State of Emergency Arising Because of Covid-19 and Taking Immediate Emergency Measures**

Attorney Jessie Couch read the caption of the ordinance. Councilmember Stephanie Moncrief made a motion to approve the ordinance as presented. Councilmember Linda Pilgrim seconded. The motion passed unanimously.

**IV. Adjourn**

Motion made by Councilmember Stephanie Moncrief to adjourn at 4:10 p.m. Councilmember Linda Pilgrim seconded. The vote was unanimous.

Approved by Mayor and Council this \_\_\_\_\_ day of April 2020.

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Mayor Mark Moore

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Tangee B. Puckett, City Clerk

FEES: Renewal/New \$100.00

Late Fee \$25.00

(Late Fee Assessed January 15)

City of Walnut Grove

2020 Business License Application/Renewal

NAME OF BUSINESS Bella Pietra, LLC  
ADDRESS 517 Cambridge Way, Loganville, GA 30052  
PHONE # 678.414.6309  
DESCRIPTION OF BUSINESS Counter top brokered sales

APPLICANTS NAME: Constance J Rodgers  
HOME ADDRESS 517 Cambridge Way, Loganville, GA 30052  
PHONE # 678.414.6309  
HOME OFFICE ADDRESS IF CORPORATION OR PARTNERSHIP \_\_\_\_\_  
NAMES, HOME ADDRESSES AND PHONE NUMBER OF OFFICERS AND DIRECTORS IF CORPORATION \_\_\_\_\_  
STATE LICENSE # \_\_\_\_\_ EXPIRATION DATE (if applicable) \_\_\_\_\_

WE REQUIRE A COPY OF THE STATE LICENSE AND DRIVERS LICENSE OF APPLICANT  
FEDERAL IDENTIFICATION # \_\_\_\_\_

If your property is not zoned commercial, your business is considered a Home Occupation.

HOME OCCUPATION ☒ YES ☐ NO

HAVE THE APPLICANT, PARTNER, OFFICER OR DIRECTOR EVER BEEN ARRESTED AND/OR CONVICTED FOR ANY  
VIOLATION OR ANY AND ALL LAWS ANY AND ORDINANCES OF THE CITY, STATE OR FEDERAL GOVERNMENT?  
NO (If yes explain on reverse side)

ALL INFORMATION FURNISHED SHALL BE KEPT IN STRICT CONFIDENCE BY THE CITY.

FALSE STATEMENT ON THIS APPLICATION SHALL BE GROUNDS FOR IMMEDIATE REVOCATION OF SUCH  
LICENSE. IF LICENSE IS ISSUED, THE LICENSE IS NOT TRANSFERABLE AND IS SUBJECT TO BE REVOKED IF  
ABUSED, WITH OR WITHOUT NOTICE OR HEARING.

SIGNATURE OF APPLICANT Constance J Rodgers DATE 2-10-2020

MAYOR \_\_\_\_\_

MAYOR PRO-TEM \_\_\_\_\_

COUNCIL MEMBER \_\_\_\_\_

COUNCIL MEMBER \_\_\_\_\_

COUNCIL MEMBER \_\_\_\_\_

ATTEST: CITY CLERK \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

FEES: Renewal/New \$100.00

Late Fee \$25.00

(Late Fee Assessed January 15)

City of Walnut Grove  
2020 Business License Application/Renewal

NAME OF BUSINESS BOYS BOYS PIZZA DBA Papa Johns  
ADDRESS 4915 Highway 130 Suite A  
PHONE # 710-781-7272  
DESCRIPTION OF BUSINESS Pizza Delivery

APPLICANTS NAME: Kimberly Larson  
HOME ADDRESS 833 Willow Grass Ct  
PHONE # 710-554-9747  
HOME OFFICE ADDRESS IF CORPORATION OR PARTNERSHIP  
NAMES, HOME ADDRESSES AND PHONE NUMBER OF OFFICERS AND DIRECTORS IF CORPORATION  
STATE LICENSE # \_\_\_\_\_ EXPIRATION DATE (if applicable) \_\_\_\_\_

WE REQUIRE A COPY OF THE STATE LICENSE AND DRIVERS LICENSE OF APPLICANT  
FEDERAL IDENTIFICATION # 75-3050173

If your property is not zoned commercial, your business is considered a Home Occupation.  
HOME OCCUPATION \_\_\_\_\_ YES ☒ NO

HAVE THE APPLICANT, PARTNER, OFFICER OR DIRECTOR EVER BEEN ARRESTED AND/OR CONVICTED FOR ANY VIOLATION OR ANY AND ALL LAWS ANY AND ORDINANCES OF THE CITY, STATE OR FEDERAL GOVERNMENT?  
\_\_\_\_\_  
(If yes explain on reverse side)

ALL INFORMATION FURNISHED SHALL BE KEPT IN STRICT CONFIDENCE BY THE CITY.

FALSE STATEMENT ON THIS APPLICATION SHALL BE GROUNDS FOR IMMEDIATE REVOCATION OF SUCH LICENSE. IF LICENSE IS ISSUED, THE LICENSE IS NOT TRANSFERABLE AND IS SUBJECT TO BE REVOKED IF ABUSED, WITH OR WITHOUT NOTICE OR HEARING.

SIGNATURE OF APPLICANT Kimberly Larson DATE 2-17-2020

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MAYOR PRO-TEM

\_\_\_\_\_  
COUNCIL MEMBER

\_\_\_\_\_  
COUNCIL MEMBER

\_\_\_\_\_  
COUNCIL MEMBER

\_\_\_\_\_  
ATTEST: CITY CLERK

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

1:42 PM

04/07/20

Cash Basis

**City of Walnut Grove**  
**Profit & Loss Budget vs. Actual**  
 July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
31.000 - Taxes				
31.1100 - General Ad Valorem Tax	26,581.18	20,000.00	6,581.18	132.9%
31.1200 - Property Taxes	191,618.70	190,000.00	1,618.70	100.9%
31.1710 - Franchise Fee - Electric	58,136.32	59,000.00	-863.68	98.5%
31.1730 - Franchise Tax-Gas	3,256.49	3,300.00	-43.51	98.7%
31.1750 - Franchise Tax-Cable	4,820.26	6,000.00	-1,179.74	80.3%
31.1760 - Franchise Tax-Telephone	395.69	750.00	-354.31	52.8%
31.3100 - LOST Receivables	111,374.15	200,000.00	-88,625.85	55.7%
31.3105 - SEWER Receivables	0.00	0.00	0.00	0.0%
31.3200 - Alcohol Beverage Tax	57,521.89	70,000.00	-12,478.11	82.2%
31.6200 - Insurance Premium Tax	102,317.34	97,000.00	5,317.34	105.5%
31.000 - Taxes - Other	2,988.34	0.00	2,988.34	100.0%
<b>Total 31.000 - Taxes</b>	<b>559,010.36</b>	<b>646,050.00</b>	<b>-87,039.64</b>	<b>86.5%</b>
31.1315 - TAVT	2,299.63			
31.1340 - Intangible Tax	512.53			
31.1600 - Real Estate Transfer Tax	258.25			
318110 - Beer License	750.00	750.00	0.00	100.0%
318111 - Liquor License	1,700.00			
318120 - Wine License	750.00	750.00	0.00	100.0%
318130 - Penalties & Interest-Late Fees	3,416.13	2,500.00	916.13	136.6%
319150 - Penalties & Interest-FIFA's	135.03			
32.000 - Licenses & Permits				
32.1100 - Alcohol Beverage License	0.00	2,400.00	-2,400.00	0.0%
32.1200 - General Business License	4,775.00	5,400.00	-625.00	88.4%
32.2200 - Bldg Permits/Inspections	1,977.80	3,000.00	-1,022.20	65.9%
32.2900 - Other Non-Business Lic/Permits	6,504.36	1,000.00	5,504.36	650.4%
32.000 - Licenses & Permits - Other	202.50			
<b>Total 32.000 - Licenses &amp; Permits</b>	<b>13,459.66</b>	<b>11,800.00</b>	<b>1,659.66</b>	<b>114.1%</b>
34.000 - Charges for Services				
34.1000 - Misc Income	108.40	100.00	8.40	108.4%
34.3200 - Street Light Charges	8,366.80	11,300.00	-2,933.20	74.0%
34.4100 - Sanitation Fees	58,662.66	75,000.00	-16,337.34	78.2%
34.7000 - Recreational Income	2,343.60	3,000.00	-656.40	78.1%
34.7400 - Community Events	144.48	0.00	144.48	100.0%
34.8000 - Qualifying Fees	295.20	150.00	145.20	196.8%
34.9900 - Other Income	402.89	0.00	402.89	100.0%
34.000 - Charges for Services - Other	58.13			
<b>Total 34.000 - Charges for Services</b>	<b>70,382.16</b>	<b>89,550.00</b>	<b>-19,167.84</b>	<b>78.6%</b>
35.000 - Fines & Forfeitures				
35.1000 - Fines & Forfeitures General	30,934.00	70,000.00	-39,066.00	44.2%
35.1100 - Court Services-Fees	2,756.00	0.00	2,756.00	100.0%
35.000 - Fines & Forfeitures - Other	1,481.00	0.00	1,481.00	100.0%
<b>Total 35.000 - Fines &amp; Forfeitures</b>	<b>35,171.00</b>	<b>70,000.00</b>	<b>-34,829.00</b>	<b>50.2%</b>
351900 - Court Services-Administrative	0.00	0.00	0.00	0.0%
36.000 - Investment Income				
36.1000 - Interest on Revenue	320.32	330.00	-9.68	97.1%

1:42 PM

04/07/20

Cash Basis

**City of Walnut Grove**  
**Profit & Loss Budget vs. Actual**  
 July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Total 36.000 · Investment Income	320.32	330.00	-9.68	97.1%
38.000 · Misc. Revenue	24,220.31			
Total Income	712,385.38	821,730.00	-109,344.62	86.7%
Gross Profit	712,385.38	821,730.00	-109,344.62	86.7%
Expense				
1000 · General Government Expense				
1300 · Salary-Council/Mayor	3,060.00	10,000.00	-6,940.00	30.6%
1350 · Auto Gas Expense	200.00	600.00	-400.00	33.3%
1400 · Elections	9,638.97	5,000.00	4,638.97	192.8%
1500 · Salary-City Hall Staff	66,171.73	90,000.00	-23,828.27	73.5%
1000 · General Government Expense - Other	118.00			
Total 1000 · General Government Expense	79,188.70	105,600.00	-26,411.30	75.0%
1512401 · State Unemployment	0.00	200.00	-200.00	0.0%
2000 · Judicial Expense				
2100 · Solicitor/Judge	5,352.10	11,400.00	-6,047.90	46.9%
Total 2000 · Judicial Expense	5,352.10	11,400.00	-6,047.90	46.9%
2150 · Judicial Continuing Education	0.00	1,500.00	-1,500.00	0.0%
3000 · Public Safety Expense				
3300 · Peace Officer-Annuity/Benefit F	1,716.20	2,200.00	-483.80	78.0%
3320 · Crime Lab Fees	50.00	130.00	-80.00	38.5%
3340 · Drivers Ed/Training Fund	275.79	400.00	-124.21	68.9%
3341 · Ed/Training Court	0.00	0.00	0.00	0.0%
3371 · Brain & Spinal Injury Fd	521.79	100.00	421.79	521.8%
3380 · Peace Officer-Prosec. Fund	2,423.10	2,200.00	223.10	110.1%
3385 · Local Victims Assist Program	1,336.16	1,800.00	-463.84	74.2%
3390 · GA Crime Victims Assist. Prog	52.00	0.00	52.00	100.0%
3391 · Peace Officer-Prosec. Indgen. F	2,901.01	3,500.00	-598.99	82.9%
3392 · Sheriff's Ret. Fund of GA	366.00	350.00	16.00	104.6%
3393 · Code Enforcement Officer	2,450.00	11,000.00	-8,550.00	22.3%
Total 3000 · Public Safety Expense	12,092.05	21,680.00	-9,587.95	55.8%
3370 · Drug Abuse Treatment & Educatio	1,440.08	1,000.00	440.08	144.0%
3375 · County Jail Fund	2,495.59	6,000.00	-3,504.41	41.6%
4000 · Publics Works General				
4100 · Salary-Public Works	55,149.87	97,000.00	-41,850.13	56.9%
4520 · Solid Waste Collection	40,495.43	55,000.00	-14,504.57	73.6%
4901 · Repair & Maint.	14,048.11	20,000.00	-5,951.89	70.2%
4902 · Repair & Maint-Vehicles	1,691.71	6,000.00	-4,308.29	28.2%
4000 · Publics Works General - Other	10.53	0.00	10.53	100.0%
Total 4000 · Publics Works General	111,395.65	178,000.00	-66,604.35	62.6%
500 · Enterprise Funds / Sewer Plant	0.00	52,500.00	-52,500.00	0.0%
51.000 · Personal Services/Employee Beni				
51.2200 · Social Security/Medicare	10,677.93	22,000.00	-11,322.07	48.5%
51.2600 · SUTA	204.04	152.00	52.04	134.2%
Total 51.000 · Personal Services/Employee Beni	10,881.97	22,152.00	-11,270.03	49.1%

1:42 PM

04/07/20

Cash Basis

**City of Walnut Grove**  
**Profit & Loss Budget vs. Actual**  
 July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
51.2100 · Group Insurance				
AFLAC	1,221.39			
51.2100 · Group Insurance - Other	405.55			
<b>Total 51.2100 · Group Insurance</b>	<b>1,626.94</b>			
52.000 · Purchased/Contracted Services				
52.1000 · Prof Services-Engineering	75,254.72	50,000.00	25,254.72	150.5%
52.1200 · Prof Services-Accounting	13,118.75	20,000.00	-6,881.25	65.6%
52.1300 · Prof. Services-Legal	26,873.58	35,000.00	-8,126.42	76.8%
52.220 · Social Security/Medicare	0.00	0.00	0.00	0.0%
52.3100 · Insurance Exp Building	0.00	14,000.00	-14,000.00	0.0%
52.330 · Advertising	1,834.50	4,000.00	-2,165.50	45.9%
52.3500 · Travel Council	100.00	800.00	-700.00	12.5%
52.3501 · Travel Executive	687.84	2,500.00	-1,812.16	27.5%
52.3502 · Education & Training Council	2,110.00	7,000.00	-4,890.00	30.1%
52.3600 · Dues & Fees	1,064.52	2,500.00	-1,435.48	42.6%
52.3601 · Bank Service Fees	9.00	100.00	-91.00	9.0%
52.3602 · Bad Debts	-0.20			
52.3700 · Education & Training-Executive	1,294.00	7,000.00	-5,706.00	18.5%
52.3701 · Training/Conventions	4,790.21	14,000.00	-9,209.79	34.2%
52.3850 · Professional Services	560.00	3,000.00	-2,440.00	18.7%
52.3851 · Security-Trust Security	408.00	1,500.00	-1,092.00	27.2%
52.3900 · Other Payments	0.00	0.00	0.00	0.0%
52.4000 · Street, Sidewalk, Curb Repair	0.00	50,628.00	-50,628.00	0.0%
52.4500 · IT Services	3,529.08	2,000.00	1,529.08	176.5%
521401 · Court Software Exp	2,100.00	3,000.00	-900.00	70.0%
52.000 · Purchased/Contracted Services - Other	2,338.80	0.00	2,338.80	100.0%
<b>Total 52.000 · Purchased/Contracted Services</b>	<b>136,072.80</b>	<b>217,028.00</b>	<b>-80,955.20</b>	<b>62.7%</b>
52.2130 · Cleaning Services Custodial	2,050.00	3,000.00	-950.00	68.3%
52.2310 · Rental Opening/Closing Pavilion	450.00	1,000.00	-550.00	45.0%
53.000 · Supplies				
53.1001 · Postage	1,146.25	1,800.00	-653.75	63.7%
53.1100 · General Supplies/Materials				
53.1000 · Office Supplies	3,806.34	6,000.00	-2,193.66	63.4%
53.1100 · General Supplies/Materials - Other	4,896.89	8,000.00	-3,103.11	61.2%
<b>Total 53.1100 · General Supplies/Materials</b>	<b>8,703.23</b>	<b>14,000.00</b>	<b>-5,296.77</b>	<b>62.2%</b>
53.1112 · Misc Expense Prepaid	0.00	200.00	-200.00	0.0%
53.1210 · Energy-Water	556.46	1,000.00	-443.54	55.6%
53.1220 · Energy-Gas	703.91	1,500.00	-796.09	46.9%
53.1230 · Energy-Electricity	22,188.26	30,000.00	-7,811.74	74.0%
53.1270 · Gas, Oil, Diesel	3,005.10	6,000.00	-2,994.90	50.1%
53.1600 · Equipment-CODE RED	1,500.00	1,500.00	0.00	100.0%
53.1700 · Misc Expense	1,316.86	5,000.00	-3,683.14	26.3%
53.3200 · Energy-Telephone	7,621.00	10,000.00	-2,379.00	76.2%
53.000 · Supplies - Other	0.00	0.00	0.00	0.0%
<b>Total 53.000 · Supplies</b>	<b>46,741.07</b>	<b>71,000.00</b>	<b>-24,258.93</b>	<b>65.8%</b>
541400 · Capital Outlay-Equipment	0.00	10,000.00	-10,000.00	0.0%
58.000 · Debt Service Exp				
58.1000 · Debt Service-Principal	21,367.35	28,000.00	-6,632.65	76.3%

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04/07/20

Cash Basis

**City of Walnut Grove**  
**Profit & Loss Budget vs. Actual**  
 July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
58.2000 · Debt Service-Interest	6,250.95	9,000.00	-2,749.05	69.5%
<b>Total 58.000 · Debt Service Exp</b>	<b>27,618.30</b>	<b>37,000.00</b>	<b>-9,381.70</b>	<b>74.6%</b>
6000 · Culture/Recreation				
6110 · Community / Employee Events	5,436.93	5,000.00	436.93	108.7%
6130 · Recreation Facilities/Grounds	0.00	10,670.00	-10,670.00	0.0%
6500 · Library Funding	50,000.00	50,000.00	0.00	100.0%
6000 · Culture/Recreation - Other	0.00	0.00	0.00	0.0%
<b>Total 6000 · Culture/Recreation</b>	<b>55,436.93</b>	<b>65,670.00</b>	<b>-10,233.07</b>	<b>84.4%</b>
652240 · Walton Co. Board of Comm.	0.00	5,000.00	-5,000.00	0.0%
66000 · Payroll Expenses				
66001 · W/C Insurance	11,387.00	12,000.00	-613.00	94.9%
66000 · Payroll Expenses - Other	14,356.16	0.00	14,356.16	100.0%
<b>Total 66000 · Payroll Expenses</b>	<b>25,743.16</b>	<b>12,000.00</b>	<b>13,743.16</b>	<b>214.5%</b>
<b>Total Expense</b>	<b>518,585.34</b>	<b>821,730.00</b>	<b>-303,144.66</b>	<b>63.1%</b>
<b>Net Ordinary Income</b>	<b>193,800.04</b>	<b>0.00</b>	<b>193,800.04</b>	<b>100.0%</b>
Other Income/Expense				
Other Expense				
1054121 · SPLOST Sewer Exp	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>193,800.04</b>	<b>0.00</b>	<b>193,800.04</b>	<b>100.0%</b>

WALNUT GROVE APPLICATION FOR CONDITIONAL USE OR VARIANCE

Variance or Conditional Use Request

Date: 2-26-2020 Tax Map and Parcel Number(s) WGD10137

PROPERTY ADDRESS 731 Woodland circle

USE REQUESTED (DESCRIBE BELOW):

Want to place New Double wide on property, Remove  
the old one, and clean up neighborhood, Want to  
have a place to call home.

Parts 1 and/or Part 2 below must be signed and notarized when petition is submitted.

- a) If you are the sole owner of the property and not the petitioner complete Part 1.
- b) If you are the petitioner and not the sole owner of the property complete Part 2.
- c) If you are the sole owner and petitioner complete Part 1.
- d) If there are multiple owners each must complete a separate Part 1 and include it in the application.

Part 1. The undersigned states under oath that he/she is the owner of the property and the application is true and complete. The owner also states under oath that the petitioner below is authorized to act on their behalf in the filing of this application.

PRINT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

NOTARY PUBLIC

Part 2. The undersigned states under oath that he/she is the petitioner and is authorized to act on the owner's behalf in the filing of this application and the application is true and complete.

PRINT NAME Jeremy Hill

ADDRESS 460 Greenhill way Loganville GA 30052

PHONE 678-914-9744

SIGNATURE Jeremy Hill

Sworn to and subscribed before me this 26 Day of February 2020

NOTARY PUBLIC  
ATTORNEY/AGENT





Check One: ☐ Attorney ☐ Agent

TYPE OR PRINT ATTORNEY / AGENT NAME

SIGNATURE OF ATTORNEY / AGENT

ADDRESS

CITY & STATE ZIP CODE

Jeremy Hill 678-914-9744  
PETITIONER'S SIGNATURE PHONE NUMBER

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Jeremy Hill  
APPLICANT

480 Greenhill Way  
ADDRESS Lagrange, GA

30052  
678-914-9744  
PHONE NUMBER

BUSINESS REPRESENTED

Check one of the following:

☒ (A) The applicant here certifies, under oath, that he or she has not made any campaign contributions or gifts having an aggregate total value of \$250 or more to any local government official of Walnut Grove, Georgia as defined by O.C.G.A. 36-67A-1(5).

☐ (B) The Applicant here certifies, under oath, that he or she has made the following campaign contributions or gifts having an aggregate total value of \$250 or more to a local government official of Walnut Grove, Georgia as defined by O.C.G.A. 36-67A-1 (5).

Please list total value of contribution(s) dates and names of the local Government Official:

Describe in detail any gifts listed above (example: quantity and nature, etc.):

IMPACT ANALYSIS

1. Map and Parcel #: WG010137
2. Road Names: Woodland circle
3. Use Request: Remove Existing abandoned and Delapidated mobile Home and Replace With new doublewide mobile Home
4. Petitioner's Name: Jeremy Hill
- Address: 480 Greenhill way Loganville, GA 30052
- Daytime Telephone No.: 678-914-9744

EXCERPTS OF ORDINANCE APPLICANT MUST CERTIFY COMPLIANCE WITH

Request for Conditional Use or Variance shall be processed in accordance with the following requirements:

1. Initiation of Amendments. A proposed Conditional Use or Variance may be initiated by the Mayor and Council, or by application filed by the owner(s) of the property.
2. Application procedure. Completed forms, together with an application fee plus any additional information the applicant feels to be pertinent, will be filed with the City Clerk. Any communication purporting to be an application for a Conditional Use or Variance shall be regarded as a mere notice to seek relief until it is made in the form required.
3. Applications, including all required fees, attachments and supplemental information, must be submitted in proper form at least 21 days prior to a hearing to be heard at that hearing.
4. The applicant must set forth a written justification for the requested Conditional Use or Variance.
5. The applicant must state the details of the exact Conditional Use or Variance requested and address all items in Section 1501.
6. Applications shall include:
  - A. A written legal description of the property which is the subject of the request, including the current tax parcel number.
  - B. Three copies of a plat of the subject property drawn to scale, prepared and sealed by an architect, engineer, landscape architect or land surveyor whose state registration is current and valid, showing:
    1. North arrow, land lot and district.
    2. Property lines with dimensions and angles of turns.
    3. Adjoining streets with present right-of-way and pavement widths.
    4. Location of existing structures.

5. Proposed Conditional Use or Variance.

C. An application shall be accompanied by such other plans, elevations or additional information as the City Clerk and the Ordinance may require, showing the impact on natural and built systems. Additional information may include without limitation traffic studies, utility studies, and drainage studies. At a minimum the following shall be submitted:

1. Residential Zoning District Conditional Use or Variance
  - a) Show how the proposed property is to be subdivided including proposed streets.
  - b) List how utilities are to be provided including but not limited to water, sewer, well, septic tank.
  - c) State minimum lot size and total number of lots proposed.
  - d) State minimum house size proposed.
2. Commercial or Non-Residential and Multi-family Zoning District Conditional Use or Variance.
  - a) Show proposed layout of building locations with driveway and parking lots.
  - b) Show proposed curb cuts or existing driveway/roadways.
  - c) Show all required buffers and building set back lines.
  - d) List how utilities are to be provided including but not limited to water, sewer, well, septic tank.
  - e) State the density per acre and the square feet per acre area of total buildings.

7. All applications shall include the notarized signature of the applicant and, if the applicant is not the current property owner, such application shall include the notarized authorization from the property owner for the requested Conditional Use or Variance.

SUMMARY OF DEADLINES AND PROCEDURES

1. Pre-application review is requested prior to the formal submittal of the application.
2. The application must be complete and submitted in proper form at least 21 days prior to a hearing. Fees are to be paid, by check or money order, at the time of filing. Checks without pre-printed account information will not be accepted.
3. Applications preferably should be submitted in-person by the applicant or an authorized agent. Applications submitted via courier or mail makes it harder to immediately communicate with the applicant about any potential deficiency or any ambiguity.
4. Applicant is requested to submit any revisions to site plans, letters of intent, proposed conditions, etc. to the City Clerk immediately. Last minute revisions may delay the dates of public hearings.
5. The applicant may be given a preliminary Public Notice sign to post on the property. This will identify the site for the City, who will post the official sign.
6. The applicant must attend the public hearing at the municipal building. The hearing is at the Council meeting which is typically the second Thursday of each month, 7 p.m.
7. Any staff analysis report may be available from the City Clerk a day before the hearing.

REQUIRED ITEMS

1. **PRE-APPLICATION REVIEW MEETING:** Prior to submitting an application, all applicants are encouraged to meet with the City Clerk or Designee, who will review your proposal. Bring to the meeting a plat or site plan. Call City Hall for an appointment.
2. **APPLICATION FORM:** The applicant must have a notarized signature of all owners of the property authorizing the filing of the application. If the owner is not the petitioner, part 2 of the form must also be completed. The owner's signature of the application may serve as authorization for the petitioner/applicant or agent to act on their behalf in filing of the application.
3. **NARRATIVE DESCRIPTION OF REQUEST:** The applicant shall set forth a written justification for the request. This should include factual information such as requested use, acreage, square footage of buildings, number of residential structures, number of parking spaces, any special conditions, any subdivision of property, setbacks, existing and proposed buildings, parking, driveways, buffers, landscape areas, streams, and other features.
4. **PLAT:** The plat of the property must be prepared and sealed by a professional engineer or land surveyor registered in Georgia, and include: The complete boundaries of the subject property and all buildings and structures existing thereon; Notation as to whether or not any portion of the subject property is with the boundaries of the 100-year floodplain; and Notation as to the total acreage or square footage of the subject property.
5. **LEGAL DESCRIPTION:** Must match the plat.
6. **IMPACT ANALYSIS:** Complete the form answering all questions regarding the impact of the use with respect to each standard and factor.
7. **STANDARDS OF REVIEW:** Complete this form briefly addressing all requirements showing compliance with the standards of review. The standards are as follows:

**Section 1501. Hearings.** The mayor and council shall have the following powers:

1. To recommend variances as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the Zoning Ordinance will, in an individual case, result in unnecessary hardship, so that the spirit of the Zoning Ordinance shall be observed, public safety and welfare secured and substantial justice done. Such variances may be granted only upon a finding by the Mayor and Council that:
  - a) There are extraordinary and exceptional conditions of the property in question because of its size, shape or topography; \_\_\_\_\_
  - b) The application of the Ordinance to this property would create an unnecessary hardship; \_\_\_\_\_
  - c) Such conditions are peculiar to this property; \_\_\_\_\_
  - d) Such conditions are not the result of any actions of the property owner; \_\_\_\_\_
  - e) A variance, if granted, would not cause substantial detriment to the public good nor impair the purposes or intent of this Ordinance. \_\_\_\_\_
  - f) The zoning proposal is consistent with construction and design standards and criteria adopted by City; \_\_\_\_\_
  - g) The variance is not a request to permit a use of land, buildings, or structures which is not permitted by right or by conditional use in the district; \_\_\_\_\_
  - h) The variance is the minimum variance that will make possible an economically viable use of the land, building, or structure; and \_\_\_\_\_
  - i) The variance is not for a use of land or buildings or structure that is prohibited by this Ordinance or to change the density of a use allowed by the Zoning Ordinance or to grant a development right or standard in conflict with a condition of zoning imposed by the Mayor and Council. \_\_\_\_\_
2. To recommend, in specific cases, Conditional Uses after a public hearing and determining the Conditional Use will not be contrary to the public interest and determining that the Conditional Use:
  - a. Will not be injurious to the use and enjoyment of the environment or other property in the vicinity nor diminish and impair property values within the surrounding neighborhood; \_\_\_\_\_
  - b. Will not increase expenditures in relation to cost of serving neighboring properties or maintaining infrastructure; \_\_\_\_\_

- c. Will not impede the normal and orderly development of surrounding property for uses predominant in the area; \_\_\_\_\_ and \_\_\_\_\_
  - d. Has a location and character consistent with a desirable pattern of development \_\_\_\_\_.
3. The following evidence must be satisfactorily demonstrated before the 4 determinations above can be made:
  - a. Evidence of reduction of adverse environmental impacts to acceptable levels; \_\_\_\_\_.
  - b. Evidence that traffic will not be substantially hindered or endangered; \_\_\_\_\_.
  - c. Evidence that parking and loading will be adequate; \_\_\_\_\_.
  - d. Evidence that public facilities and utilities are capable of serving the proposed use; \_\_\_\_\_.
  - e. Evidence that the use will not cause a damaging volume of commercial use in a stable neighborhood which would lead to decreasing property values, and/or that this use would not lead to additional requests that would expand these problems; \_\_\_\_\_.
  - f. Evidence that the proposed use would not lead to congestion, noise or traffic hazards; \_\_\_\_\_.
  - g. Evidence that the use conforms to the comprehensive land use plan; \_\_\_\_\_.
  - h. Evidence that the use would not have a domino effect creating a "wedge" for further rapid growth beyond that contemplated by the comprehensive land use plan. \_\_\_\_\_.
4. Additional Conditional Use Permit Criteria. No application for a conditional use permit shall be granted by the Mayor and Council unless it is determined that in addition to meeting the requirements contained within applicable use standards and the zoning district in which the conditional use permit is located, satisfactory provisions and arrangements have been made concerning each of the following factors, all of which are applicable to each application:
  - a. Adequacy of the size of the site for the use contemplated and whether adequate land area is available for the proposed conditional use; \_\_\_\_\_.
  - b. Compatibility with adjacent properties and with other properties in the same zoning district; \_\_\_\_\_.
  - c. Adequacy of the public street on which the use is proposed to be located and whether or not there is sufficient traffic-carrying capacity for the use proposed; \_\_\_\_\_.
  - d. Ingress and egress to the subject property and to all proposed buildings, structures, and uses thereon, with particular reference to pedestrian and automotive safety and convenience, traffic flow and control, and access in the event of fire or other emergency; \_\_\_\_\_.
  - e. Whether the proposed use will create unreasonable adverse impacts upon any adjoining land use by reason of noise, smoke, odor, dust, or vibration generated by the proposed use; \_\_\_\_\_.
  - f. Whether the proposed use will create unreasonable adverse impacts upon any adjoining land use by reason of the hours of operation of the proposed conditional use; \_\_\_\_\_.
  - g. Whether the proposed use will create unreasonable adverse impacts upon any adjoining land use by reason of the manner of operation of the proposed use; \_\_\_\_\_.
  - h. Whether there is adequate provision of refuse and service areas; \_\_\_\_\_.
  - i. Whether the length of time for which the conditional use permit is granted should be limited in duration; \_\_\_\_\_.
  - j. Whether the size, scale and massing of proposed buildings are appropriate in relation to the size of the subject property and in relation to the size, scale and massing of adjacent and nearby lots and buildings. \_\_\_\_\_.
  - k. Whether the proposed plan will adversely affect historic buildings, sites, districts, or archaeological resources; and \_\_\_\_\_.
  - l. Whether the proposed plan will have an unreasonable adverse impact on natural resources or environmentally sensitive areas, including floodplains, wetlands, prime plant or animal habitat, or other similar features of unique value to the character of City. \_\_\_\_\_.
5. In approving a Conditional Use or Variance, the Mayor and Council may designate such conditions in connection therewith as will, in its opinion, assure that the proposed use will conform to the requirements and spirit of this Ordinance.
6. If at any time after a Conditional Use or Variance has been issued, the Mayor and Council finds that the conditions imposed and agreements made have not been or are not being fulfilled by the holder, the Variance or Conditional Use shall be terminated and such use discontinued. If a Variance or Conditional Use permit is terminated for any reason, it may be reinstated only after a public hearing for a new application, and approval thereof.

Section 1508. Mayor and Council Public Hearing and Action.

4. The Mayor and Council may also require that the land area for such application be reduced, or that conditions be added or deleted, as the Mayor and Council deems appropriate.
5. It is the duty of the applicant to carry the burden of proof regarding his application under this Article.

6. In approving a Variance or Conditional Use request, the Mayor and Council may impose special conditions it deems necessary in order to make the requested action acceptable and consistent with the purposes of the zoning district(s) involved and to further the goals and objectives of the Comprehensive Plan. Such conditions include but are not limited to: setback requirements from any lot line; specified or prohibited locations for buildings, parking, loading or storage areas or other land uses; driveway curb cut restrictions; restrictions as to what land uses or activities shall be permitted; maximum building size; special drainage or erosion provisions; landscaping or planted area which may include the location, type and maintenance of plant materials; fences, walls, berms, or other buffer provisions or protective measures; preservation of existing trees or other vegetation; special measures to alleviate undesirable views, glare, noise, dust or odor; permitted hours of operation; architectural style; a requirement that the existing building(s) be retained; a requirement that the applicant must build according to the site plans as adopted; a limitation on exterior modifications of existing buildings; or any other requirement that the Mayor and Council may deem appropriate and necessary as a condition of the Conditional Use or Variance.

8. WATER AND SEWER LETTER: A letter or statement indicating the availability of water and sewer service and any upgrades necessary to provide continued service.

9. TRAFFIC STUDY: A traffic study must be submitted if the development reaches a threshold as specified by the zoning ordinance. A traffic study is also required as part of the Development of Regional Impact.

10. DEVELOPMENT OF REGIONAL IMPACT: When an application includes uses that exceed the listed thresholds of intensity it is deemed to be a Development of Regional Impact. Applicants shall first file the permit request, then no action shall be taken on the application until a finding is made by the N.E. Georgia Regional Development Center.





**ORDINANCE NO. 20-\_\_\_\_\_**

**AN ORDINANCE amending Article VI. (Officers and Employees) by adding Section 3-607 (Municipal Court Clerk) for the City of Walnut Grove, Georgia, for the creation of Municipal Court Clerk; and Repealing paragraphs 5, 6 and 7 of Article IV. The City Clerk/Treasurer, Section 3-404 Duties of City Clerk; and Ratification of Appointment.**

**WHEREAS**, the Mayor and City Council of the City of Walnut Grove, Georgia desire to amend and supplement the current version of Article VI. (Officers and Employees) by adding Section 3-607 (Municipal Court Clerk); and

**WHEREAS**, the City Clerk has been serving as the municipal court clerk pursuant to the authority granted by the Code of the City of Walnut Grove, Georgia, 2001; and

**WHEREAS**, the Mayor and City Council of the City of Walnut Grove desire to create the position of municipal court clerk and to transfer all clerical duties and obligations regarding the municipal court to the municipal court clerk; and

**WHEREAS**, the Mayor and City Council of the City of Walnut Grove desire to cease having the City Clerk serve as the municipal court clerk on the date of appointment of the municipal court clerk and repeal paragraphs 5, 6 and 7 of Section 3-404 Duties of City Clerk to accomplish this desire;

**NOW, THEREFORE**, the Mayor and City Council of the City of Walnut Grove, Georgia hereby ordain that the paragraphs 5, 6 and 7 of Article IV. The City Clerk/Treasurer, Section 3-404 Duties of City Clerk are repealed and the current version of Article VI. (Officers and Employees) of the Code of the City of Walnut Grove, Georgia, 2001 is hereby amended to include, a new Section 3-607 (Municipal Court Clerk) and is enacted as follows:

**ARTICLE VI. – OFFICERS AND EMPLOYEES**

**Section 3-607 Municipal Court Clerk**

- 1. Created; composition.** There is hereby created the position of Municipal Court Clerk for the City, and the Municipal Court Clerk shall receive such compensation as may be fixed the City Council.
- 2. Municipal Court Clerk Appointment.** The position of Municipal Court Clerk shall be appointed by the City Council and shall be subject to removal at any time by the City Council.
- 3. Duties of the Municipal Court Clerk.** The Municipal Court Clerk shall:
  - a. Attend all sessions of the Municipal Court;
  - b. Keep an execution docket, in which he/she enter the names of all persons tried and fined by the Municipal Court, the nature of the offense, date of trial, amount of fine, and return of the police officer thereon;



- c. Issue all summonses, processes, and subpoenas to witnesses that may be necessary in the enforcement of this code or other rules, regulations, ordinances and statutes of the City Council and the State of Georgia; and
- d. Perform the duties for the Municipal Court as required by law.

The Mayor and City Council hereby ratify the appointment of Sonja Cox as Municipal Court Clerk of the Municipal Court of the City of Walnut Grove to be effective as of the date of appointment.

**SEVERABILITY.** If any section, provision or clause of any part of this ordinance shall be declared invalid or unconstitutional, or if the provisions of any part of this ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this ordinance not so held to be invalid, or the application of this ordinance to other circumstances not so held to be invalid. It is hereby declared as the intent that this ordinance would have been adopted had such invalid portion not been included herein.

**EFFECTIVE DATE AND REPEALER PROVISION.** This ordinance shall become effective immediately upon its adoption and any and all existing or pre-existing City of Walnut Grove ordinances, amendments and/or resolutions or parts of ordinances or resolutions in conflict herewith are repealed.

Adopted and ordained this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
S. Mark Moore, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

## ORDINANCE NO. 20-\_\_\_\_\_

**AN ORDINANCE amending Article VI. (Officers and Employees) by adding Section 3-606 (Public Works Department) for the City of Walnut Grove, Georgia.**

**WHEREAS**, the Mayor and City Council of the City of Walnut Grove, Georgia desire to amend and supplement the current version of Article VI. (Officers and Employees) by adding Section 3-606 (Public Works Department); and

**WHEREAS**, the Mayor and City Council of the City of Walnut Grove, Georgia desire to amend and supplement Article VI. (Officers and Employees) for the purpose of promoting the health, safety and safety and well-being of the citizens of Walnut Grove, Georgia.

**NOW, THEREFORE**, the Mayor and City Council of the City of Walnut Grove, Georgia hereby ordain that the current version of Article VI. (Officers and Employees) of the Code of the City of Walnut Grove, Georgia, 2001 is hereby amended to include, a new Section 3-606 (Public Works Department) and is enacted as follows:

### **ARTICLE VI. – OFFICERS AND EMPLOYEES**

#### **Section 3-606 Public Works Department**

1. **Created; composition.** There is hereby created the department of public works for the City. This department shall consist of the Manager of public works and such other officers and employees as may be provided by the Mayor and City Council.
2. **Office of Manager of public works created; appointment; ex officio Manager; control of department.** There is hereby created the office of Manager of public works, who shall be appointed by the Mayor, with the advice and consent of City Council. The Mayor shall serve as ex officio Manager of public works until this office is filled by appointment. The Manager shall have control and supervision over all officers and employees assigned to the department subject to the control of the Mayor.
3. **Oath.** Before entering upon the duties of his office, the Manager of public works shall take the oath prescribed by this code for City Officers.
4. **Duties of Manager of Public Works.** The Manager of public works shall have charge of and supervision over all public property of the City, including all streets, parks, parkways, sidewalks, municipal buildings and all other property of the City not specifically assigned to some other officer.

The Manager of public works shall have charge of, and be responsible for the care, maintenance and operation of the City water distribution system; the sanitary sewer system and disposal plant; the street lighting system and all streets and sidewalks and the drainage thereof.

All construction, repair or extension of any pavement, building, sewer or lighting system, water mains, and any appurtenances thereto, and all other construction, repair or maintenance work conducted by the City, shall be done by or under the supervision of the Manager of public works unless specified direction to the contrary is made by the Mayor and/or City Council.

The Manager of public works shall have charge and custody of all physical property of the City, other than records, not assigned to some other officer or employee, subject to the supervision of the Mayor.

5. **Maintenance of City buildings.** The Manager of public works shall have care and custody of all City owned buildings, and shall ensure that the same are kept in good order and repair.
5. **Construction and maintenance of streets and drains.** The Manager of public works shall have charge of the construction and care of all public streets, sidewalks, alleys, and driveways in the City, and with the keeping of the same clean. The Manager shall see to it that all gutters and drains therein function properly and that the same are kept free from defects.
6. **Maintenance of drainage systems.** The Manager of public works shall have charge and custody of storm sewer and surface water drainage systems of the City, and shall see to it that the same are kept in good repair and function properly.
7. **Erection and maintenance of traffic markings.** The Manager of public works shall have charge of the construction, erection, maintenance and care of all traffic control signals, signs and street markings. The Manager of public works shall see to it that all signs and markings are placed as directed by the Mayor.
8. **Construction and maintenance of waterworks.** The Manager of public works shall have charge of the construction, maintenance, repair and operation of the water distribution system of the City, and of all intakes, wells, reservoirs, mains, hydrants, meters and other appurtenances thereto.
9. **Construction and maintenance of sanitary sewers.** The Manager of public works shall have charge of the construction, maintenance, repair and operation of the sanitary sewer collection, treatment and disposal system of the City, and of all collector lines, manholes, pumping stations, treatment facilities and other appurtenance thereto.
10. **Construction and maintenance of cemetery, parks and parkways.**
  - a. The Manager of public works shall have charge of the construction, maintenance, operation and improvement of the City cemeteries, parks and parkway.
  - b. The public works Manager's duties shall not include location and designation of cemetery lots. However, the Manager of public works shall have the duty of supervising

and inspecting all improvements made in the cemetery by private firms, including the installation and erection of vaults, monuments, coping, headstones, markers, greenery and landscaping.

c. The Manager of public works shall:

- (1) Have charge of the care and upkeep of all City-owned parks;
- (2) See that the parks are kept in a clean and sanitary condition; and
- (3) Report to the Mayor when any park buildings need repair.
- (4) Ensured that all play areas and facilities are kept in a clean and sanitary condition.

11. **Installation and maintenance of street lighting.** The Manager of public works shall have charge of the installation, maintenance, repair and operation of the street lighting system of the City and all appurtenances thereto.

12. **Maintenance of solid waste disposal service.** The Manager of public works shall have charge of the maintenance, repair and operation of the City solid waste collection and disposal service. Solid waste shall include all garbage, rubbish, refuse, trash, debris, junk, discarded household goods, white goods, junk or abandoned vehicles, leaves, limbs and other items as the Council may designate. The Manager of public works shall designate collection routes and schedules of collections in order to provide the level and regularity of service as provided by the Council.

13. **Custody and care of equipment.** The Manager of public works shall also have charge of and be responsible for the condition of all motor vehicles, trucks and other equipment of the City assigned to the department of public works, and of all buildings or places in which the same are housed or kept.

14. **Custody and care of shop.** The Manager of public works shall have charge of and be responsible for the operation and care of the City shop and of the buildings, equipment, special tools, inventory and goods stored and personnel which are provided for the operation thereof.

15. **Establishing departmental rules and regulations, equipment, etc., standards.**

a. The Manager of public works, shall establish rules and regulations for the operation of the public works department as such Manager deems necessary; upon approval by the Mayor these rules and regulations shall be binding upon all employees.

b. The Manager of public works shall, where possible, establish sets of standards and specifications to control construction, operation, maintenance, repairs and purchases of the department by the City, and shall prepare and recommend to the Mayor such standards as to quality, size and variety of articles, equipment, supplies and materials used by the public works department as will make possible uniform operations and purchasing when consistent with efficiency and good service.

16. **Work on private property; competition with private enterprise; lending equipment.** In the absence of direction by the Mayor and except as authorized by the abatement of nuisance provisions or by any other provisions of this Code, in no event shall the Manager of public works cause City employees or City equipment to do work of any nature on private property, nor shall such Manager at any time place the City in competition with private enterprise, nor shall such Manager lend or allow the use of City machinery or equipment by third parties.

**SEVERABILITY.** If any section, provision or clause of any part of this ordinance shall be declared invalid or unconstitutional, or if the provisions of any part of this ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this ordinance not so held to be invalid, or the application of this ordinance to other circumstances not so held to be invalid. It is hereby declared as the intent that this ordinance would have been adopted had such invalid portion not been included herein.

**EFFECTIVE DATE AND REPEALER PROVISION.** This ordinance shall become effective immediately upon its adoption and any and all existing or pre-existing City of Walnut Grove ordinances, amendments and/or resolutions or parts of ordinances or resolutions in conflict herewith are repealed.

Adopted and ordained this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
S. Mark Moore, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

FEES: Renewal/New \$100.00

Late Fee \$25.00

(Late Fee Assessed January 15)

City of Walnut Grove

2020 Business License Application/Renewal

NAME OF BUSINESS One main Automotive & Transport LLC  
ADDRESS 4919 Hwy 138 Loganville GA 30052  
PHONE # 3  
DESCRIPTION OF BUSINESS Auto sales, Auto Repair, Auto Detail, Auto transport

APPLICANTS NAME: Rachel Hodge  
HOME ADDRESS 1111 Rose Terrace Cir Loganville GA 30052  
PHONE # ---

HOME OFFICE ADDRESS IF CORPORATION OR PARTNERSHIP  
NAMES, HOME ADDRESSES AND PHONE NUMBER OF OFFICERS AND DIRECTORS IF CORPORATION  
STATE LICENSE # Applying For this EXPIRATION DATE (if applicable) ---

WE REQUIRE A COPY OF THE STATE LICENSE AND DRIVERS LICENSE OF APPLICANT

FEDERAL IDENTIFICATION # 84-3970872

If your property is not zoned commercial, your business is considered a Home Occupation.

HOME OCCUPATION YES ☒ NO

HAVE THE APPLICANT, PARTNER, OFFICER OR DIRECTOR EVER BEEN ARRESTED AND/OR CONVICTED FOR ANY VIOLATION OR ANY AND ALL LAWS ANY AND ORDINANCES OF THE CITY, STATE OR FEDERAL GOVERNMENT?  
NO (If yes explain on reverse side)

ALL INFORMATION FURNISHED SHALL BE KEPT IN STRICT CONFIDENCE BY THE CITY.

FALSE STATEMENT ON THIS APPLICATION SHALL BE GROUNDS FOR IMMEDIATE REVOCATION OF SUCH LICENSE. IF LICENSE IS ISSUED, THE LICENSE IS NOT TRANSFERABLE AND IS SUBJECT TO BE REVOKED IF ABUSED, WITH OR WITHOUT NOTICE OR HEARING.

SIGNATURE OF APPLICANT Rachel Hodge

DATE 1/23/2020

MAYOR

MAYOR PRO-TEM

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: CITY CLERK

Sworn and subscribed before me this 13th day of February, 2020

APPROVED

DENIED

pd. Credit Card  
\$100.00



March 26, 2020

Attention: Mayor Mark Moore  
To the Honorable Mayor and  
Members of the City Council  
City of Walnut Grove, Georgia  
2581 Leone Avenue  
Walnut Grove, Georgia 30052

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for the City of Walnut Grove, Georgia.

We will apply the agreed-upon procedures listed in the attached schedule that were specified and agreed to by the City of Walnut Grove, Georgia's mayor, members of city council, and management on the specified financial processes and policies and procedures of the City of Walnut Grove, Georgia. This engagement is solely to assist the City of Walnut Grove, Georgia with their month-end financial close, implementation of month-end financial close process, and policies and procedures to meet the City's financial reporting objectives. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached schedule either for the purpose for which this report has been requested or for any other purpose.

Because the agreed-upon procedures listed in the attached schedule do not constitute a full examination, we will not express an opinion on the specified financial processes and policies and procedures of the City of Walnut Grove, Georgia. In addition, we have no obligation to perform any procedures beyond those listed in the attached schedule.

We will issue a written report upon the completion of our engagement that lists the procedures performed and our findings. Our report will be addressed to mayor and members of the city council of the City of Walnut Grove, Georgia. If, for any reason, we are unable to complete any of the procedures, we will describe in our report any restrictions on the performance of the procedures, or not issue a report and withdraw from the engagement. You understand that the report is intended solely for the information and use of the City of Walnut Grove, Georgia's mayor, city council, and management and should not be used by anyone other than the specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, we will communicate to you any known and suspected fraud and noncompliance affecting the specified financial processes and policies and procedures of the City of Walnut Grove, Georgia that come to our attention. In addition, if, in connection with this engagement, matters come to our attention that contradict the specified financial processes and policies and procedures of the City of Walnut Grove, Georgia, we will disclose those matters in our report.

You are responsible for the specified financial processes and policies and procedures of the City of Walnut Grove, Georgia, identified in the attached procedures; and for selecting the criteria and

determining that such criteria are appropriate for your purposes. You are responsible for and agree to provide us with a written assertion about the specified financial processes and policies and procedures of the City of Walnut Grove, Georgia. In addition, you are responsible for providing us with (1) access to all information of which you are aware is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence relating to performing those procedures.

At the conclusion of our engagement, we will require certain written representations in the form of a representation letter from management that, among other things, will confirm management's responsibility for the specified financial processes and policies and procedures of the City of Walnut Grove, Georgia.

Clay Pilgrim is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We estimate our fees for these services will range from \$1,000 to \$1,500 monthly. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoice for these fees will be rendered each month as work progresses and are payable upon presentation.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please signed the enclosed copy and return it to us. If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their responsibility for the sufficiency of procedures.

Very truly yours,

*Rushton & Company, LLC*

Rushton and Company, LLC

Response:

This letter correctly sets forth the understanding of the City of Walnut Grove, Georgia.

By:

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Title:

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Date:

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City of Walnut Grove, Georgia  
Agreed-Upon Procedures  
March 26, 2020

We ("Rushton") are to provide the City of Walnut Grove, Georgia (the "City") agreed upon procedures. The following is a schedule of procedures to be performed:

1. Complete a comprehensive review of the City's current financial month-end close process and policies and procedures.
2. Provide recommendations to improve and strengthen the City's current financial month-end close process.
3. Assist City Clerk with development of month-end close process and policies and procedures.
4. Train City Clerk on month-end close process and policies and procedures.
5. Perform recurring monthly review of City's QuickBooks file and complete recurring month-end data processing.
6. Assist City Clerk with conversion of the City's current chart of accounts to conform with the Georgia Uniform Chart of Accounts.