

CITY OF WALNUT GROVE
July 10, 2025 6:00 PM
1021 PARK STREET MUNICIPAL BUILDING
Council Meeting
Agenda

- I. Call to Order**
- II. Invocation**
- III. Pledge of Allegiance**
- IV. Roll Call**
- V. Agenda Approval**
- VI. Consent Agenda**
 - 1. Minutes
 - a. June 12, 2025
 - b. June 26, 2025
 - 2. Financials
 - a. July 1, 2024 – June 30, 2025
 - 3. Invoices Over \$5,000
 - a. Rushton & Company (CPA) – Preparation of monthly data processing
November 2024 - March 2025. \$8,450.00
- VII. Committee Reports**
 - 1. DDA – Rachel Davis
- VIII. Planning & Zoning Commission – Joe Walter**
- IX. Library Report – Dana Segar**
- X. Public Comment**

XI. Old Business

1. **Vote:** Extension to Resolution 2025-04
2. **Vote:** Public Comment Amendment – Ordinance 2025-02

XII. New Business

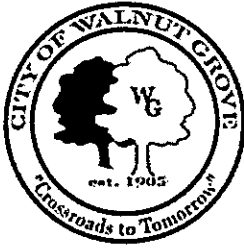
XIII. Reports

1. Public Works
2. City Clerk
3. Code Enforcement
4. Mayor

XIV. Town Hall

XV. Council Comments

XVI. Adjourn



CITY OF WALNUT GROVE
June 12, 2025 6:00 PM
1021 PARK STREET MUNICIPAL BUILDING
Called Council Meeting
Minutes

I. Call to Order

Mayor Stephanie Moncrief called the meeting to order at 6:00 PM.

II. Invocation

Given by Council Member Rachel Davis.

III. Pledge of Allegiance

The Pledge of Allegiance was recited by all in attendance.

IV. Roll Call

Present: Mayor Stephanie Moncrief, Mayor Pro Tem Erica Miles, Council Member Maxine McClanahan, Council Member Rachel Davis, Council Member Linda Pilgrim, City Administrator Joe Morris, City Clerk Lynn Heard and City Attorney Jay Crowley

V. Agenda Approval

Mayor Moncrief requested a motion to approve the agenda.

- Motion: Council Member Rachel Davis
- Second: Mayor Pro Tem Erica Miles
- **Motion carried unanimously**

VI. Consent Agenda

Council Member Maxine McClanahan motioned to approve the consent agenda.
Mayor Pro Tem Erica Miles seconded.

- **Motion carried unanimously.**

Items Approved:

1. **Minutes:**
 - May 8, 2025
 - May 29, 2025

2. Financials:

- July 1, 2024 – May 30, 2025

3. Invoices Over \$5,000:

- Sunbelt Asphalt Surfaces, Inc. – \$240,237.76 (Emerald Cove Repair/Repaving)
- Peach State Construction Co. – \$165,767.00 (Magnolia Springs Stormwater Culvert Repair/Replacement with change order)

VII. Committee Reports

- 1. DDA: Rachel Davis - None**

VIII. Planning & Zoning Commission - Joe Walter

IX. Library Report - Presented by Dana Segar

X. Public Comment

- 1. Jon Dial (Forrester Cemetery Rd.):** Raised concerns regarding the sewer expansion near his property.
- 2. Mounier Mamou (Hwy 138):** Requested clarification from City Council on his business application.

XI. Old Business

1. FY2026 Budget Approval

- Motion: Council Member Maxine McClanahan
- Second: Council Member Rachel Davis
- **Vote:**
 - Yes: Mayor Pro Tem Erica Miles, Council Member Rachel Davis, Council Member Maxine McClanahan
 - No: Council Member Linda Pilgrim
 - **Motion carried 3-1**

XII. New Business

1. Budget Resolution 2025-03

- Motion: Council Member Rachel Davis
- Second: Council Member Maxine McClanahan
- **Vote:**
 - Yes: Mayor Pro Tem Erica Miles, Council Member Rachel Davis, Council Member Maxine McClanahan
 - No: Council Member Linda Pilgrim
 - **Motion carried 3-1**

XIII. Reports

1. **Public Works:** Presented by Joe Morris
2. **City Clerk:** Presented by Lynn Heard
3. **Code Enforcement:** Presented by Joe Morris
4. **Mayor's Report:**

XIV. Town Hall - None

XV. Council Comments

XVI. Adjournment - Mayor Moncrief asked for a motion to adjourn.

- Motion: Council Member Rachel Davis
- Second: Mayor Pro Tem Erica Miles
- **Meeting adjourned.**

Lynn Heard, City Clerk **Date**

Stephanie Moncrief, Mayor **Date**

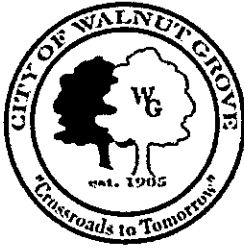
COUNCIL MEMBERS:

Erica Miles, Mayor Pro Tem **Date**

Linda Pilgrim **Date**

Rachel Davis **Date**

Maxine McClanahan **Date**



CITY OF WALNUT GROVE
June 26, 2025 6:00 PM
1021 PARK STREET MUNICIPAL BUILDING
Council Work Session
Minutes

- I. Call to Order** – Mayor Moncrief called the meeting to order at 6:02 pm
- II. Invocation** – Given by Jay Crowley
- III. Pledge of Allegiance** – The pledge was said by all in attendance
- IV. Roll Call** - Present: Mayor Stephanie Moncrief, Mayor Pro Tem Erica Miles, Council Member Maxine McClanahan, Council Member Rachel Davis, City Administrator Joe Morris, City Clerk Lynn Heard, Attorney Jay Crowley. Absent: Council Member Linda Pilgrim.
- V. Agenda Approval** - Council Member Rachel Davis motioned to approve the agenda. Mayor Pro Tem Erica Miles seconded. Motion carried unanimously.
- VI. Old Business** - None
- VII. New Business**
 1. City of Walnut Grove Fee/Fine Schedule, Survey Results and Update – Regulatory and Sign Fee Proposals were presented. The Fee/Fine Schedule will be presented in stages.
 2. Extension to Resolution 2025-04 – There will be a vote at the next council meeting on July 10, 2025
 3. Hop-In Business License Application
 4. Agenda Public Comment Amendment - There will be a vote at the next council meeting on July 10, 2025
- VIII. Public Comments**
- IX. Adjourn** - Mayor Moncrief asked for a motion to adjourn the meeting. Council Member Rachel Davis motioned to approve. Council Member Maxine McClanahan seconded. Motion carried unanimously.

Lynn Heard, City Clerk **Date**

Stephanie Moncrief, Mayor **Date**

COUNCIL MEMBERS:

Erica Miles, Mayor Pro Tem **Date**

Linda Pilgrim **Date**

Rachel Davis **Date**

Maxine McClanahan **Date**



City of Walnut Grove

Budget vs. Actuals: FY25 Budget by Department - FY25 P&L Classes

July 2024 - May 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
31.1000 General Property Taxes (25)	373,060.39	365,000.00	8,060.39	102.21 %
31.1310 Motor Vehicle (25)	1,507.20	1,500.00	7.20	100.48 %
31.1315 Motor Vehicle Ad Valorem Tax Fee (TAVT) (25)	58,127.30	50,000.00	8,127.30	116.25 %
31.1340 Intangible Tax (Recording) (25)	5,207.35	3,600.00	1,607.35	144.65 %
31.1600 Real Estate Transfer Tax	2,288.17		2,288.17	
31.1700 Franchise Taxes				
31.1710 Franchise Tax - Electric (25)	82,031.92	82,000.00	31.92	100.04 %
31.1730 Franchise Tax - Gas (25)	3,993.04	4,300.00	-306.96	92.86 %
31.1750 Franchise Tax - Cable (25)	9,179.83	8,600.00	579.83	106.74 %
31.1760 Franchise Tax - Telephone (25)	626.46	400.00	226.46	156.62 %
Total 31.1700 Franchise Taxes	95,831.25	95,300.00	531.25	100.56 %
31.3100 Local Option Sales and Use Taxes (LOST) (25)	228,258.43	275,000.00	-46,741.57	83.00 %
31.4200 Beer/Wine Alcoholic Beverage Excise Tax (25)	67,470.61	77,000.00	-9,529.39	87.62 %
31.6200 Insurance Premium Taxes (25)	126,249.54	120,000.00	6,249.54	105.21 %
31.9000 Penalties & Interest on Delinquent Taxes (25)	375.62	1,500.00	-1,124.38	25.04 %
32.1115 Alcohol Licenses - Beer & Wine Licenses (25)	1,500.00	750.00	750.00	200.00 %
32.1125 Alcohol Licenses - Wine Retail Sales (25)		750.00	-750.00	
32.1135 Alcohol Licenses - Liquor Retail Sales (25)	5,000.00	1,700.00	3,300.00	294.12 %
32.1200 General Business License (25)	7,475.00	11,000.00	-3,525.00	67.95 %
32.2000 Non-Business Licenses and Permits				
32.2200 Permits Building and Signs (25)	37,879.22	15,000.00	22,879.22	252.53 %
Total 32.2000 Non-Business Licenses and Permits	37,879.22	15,000.00	22,879.22	252.53 %
32.2990 Other Permits (25)	10,490.30	1,200.00	9,290.30	874.19 %
32.4000 Late Fees-Permits & License (25)	475.00		475.00	
33.4000 State Government Grants (25)	20,658.19	25,000.00	-4,341.81	82.63 %
34.7000 Cultural & Recreation Income (25)	6,250.00	3,000.00	3,250.00	208.33 %
34.9999 Other Charges	3,488.83	1,000.00	2,488.83	348.88 %
35.1000 Fines and Forfeitures (25)	43,986.00	52,000.00	-8,014.00	84.59 %
36.1000 Interest Revenue	1,063.77		1,063.77	
38.9000 Other Miscellaneous Revenue (25)	620,708.93	1,000.00	619,708.93	62,070.89 %
39.2000 Proceeds of Sales of product income		1,100.00	-1,100.00	
Total Income	\$1,717,351.10	\$1,102,400.00	\$614,951.10	155.78 %
Cost of Goods Sold				
Cost of Goods Sold	0.00		0.00	
Total Cost of Goods Sold	\$0.00	\$0.00	\$0.00	0.00%
GROSS PROFIT	\$1,717,351.10	\$1,102,400.00	\$614,951.10	155.78 %
Expenses				

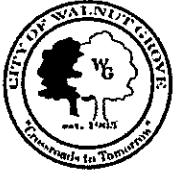


City of Walnut Grove

Budget vs. Actuals: FY25 Budget by Department - FY25 P&L Classes

July 2024 - May 2025

	ACTUAL	TOTAL		
		BUDGET	OVER BUDGET	% OF BUDGET
51.1100 Regular Employees-Salaries & Wages (25)	214,112.40	299,500.00	-85,387.60	71.49 %
51.1100 Salaries and Wages	-112.00		-112.00	
51.1110 Council-Salaries & Wages (25)	14,700.00	20,400.00	-5,700.00	72.06 %
51.1200 Temporary Employees - Wages (25)	6,003.45	9,000.00	-2,996.55	66.71 %
51.1300 Overtime- Salaries & Wages (25)		10,000.00	-10,000.00	
51.2000 Personal Services - Employee Benefits	1,512.00		1,512.00	
51.2110 Medical Benefit - People Keep	0.00		0.00	
51.2110 Medical Benefit - People Keep (25)	8,005.66	21,000.00	-12,994.34	38.12 %
51.2200 Payroll Taxes - Social Security - (FICA) Contributions	-68.55		-68.55	
51.2200 Payroll Taxes - Social Security - (FICA) Contributions (25)	21,841.23	21,050.00	791.23	103.76 %
51.2210 Payroll Taxes - Medicare		0.00	0.00	
51.2300 Payroll Taxes- Medicare (25)		4,950.00	-4,950.00	
51.2400 Retirement Benefits (25)		15,000.00	-15,000.00	
51.2600 Unemployment Insurance (25)		1,000.00	-1,000.00	
51.2700 Worker's Compensation (25)	9,821.00	9,500.00	321.00	103.38 %
51.2900 Other Employee Benefits (25)		2,900.00	-2,900.00	
52.1100 Office/Administrative	13,725.00		13,725.00	
52.1210 Municipal Court Judge (25)	12,100.00	15,000.00	-2,900.00	80.67 %
52.1220 Municipal Court Solicitor (25)	7,500.00	9,000.00	-1,500.00	83.33 %
52.1230 Code Enforcement (25)		26,000.00	-26,000.00	
52.1240 Engineering - City (25)	23,622.46	25,000.00	-1,377.54	94.49 %
52.1242 Engineering - Storm Water (25)	2,520.00	10,000.00	-7,480.00	25.20 %
52.1245 Zoning Administrator (25)	17,295.33	30,000.00	-12,704.67	57.65 %
52.1246 Inspections (25)	30,985.00	1,200.00	29,785.00	2,582.08 %
52.1260 Accounting - Bookkeeping (25)	23,991.49	18,000.00	5,991.49	133.29 %
52.1265 Accounting - Auditor (25)	21,500.00	15,000.00	6,500.00	143.33 %
52.1270 Legal - City Attorney (25)	22,263.82	25,000.00	-2,736.18	89.06 %
52.1275 Professional & Legal Services - Other (25)	897.75	6,000.00	-5,102.25	14.96 %
52.1280 Security (25)	480.00	2,000.00	-1,520.00	24.00 %
52.1310 IT Service (25)	12,654.00	13,000.00	-346.00	97.34 %
52.1315 IT Service - Website (25)	400.00	2,000.00	-1,600.00	20.00 %
52.1320 Court Software (25)	1,706.52	4,200.00	-2,493.48	40.63 %
52.1330 Office Software (25)	6,910.00	4,000.00	2,910.00	172.75 %
52.1340 Other Software (25)	4,600.00	1,500.00	3,100.00	306.67 %
52.1390 IT-Other (25)	66.80	2,000.00	-1,933.20	3.34 %
52.2100 Cleaning Services (25)	1,890.90	5,000.00	-3,109.10	37.82 %
52.2110 Disposal (i.e. Garbage Pickup) (25)	102,128.00	120,000.00	-17,872.00	85.11 %
52.2200 Repairs and Maintenance-NON-Employee Services (25)	34,621.47	15,000.00	19,621.47	230.81 %
52.2210 Repairs and Maintenance - Vehicles-NON Employee Services (25)	3,113.29	3,500.00	-386.71	88.95 %



City of Walnut Grove

Budget vs. Actuals: FY25 Budget by Department - FY25 P&L Classes

July 2024 - May 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52.2220 Repairs & Maintenance-Streets, Roads & Bridges-NON-Employee Services(25)	385.00	12,000.00	-11,615.00	3.21 %
52.2240 Professional Services	1,729.00		1,729.00	
52.2241 Professional Services - Engineering				
52.2241 - Engineering Services	21,949.79		21,949.79	
52.2241 - Zoning Administration	6,667.50		6,667.50	
Total 52.2241 Professional Services - Engineering	28,617.29		28,617.29	
52.2250 Facility & Grounds Maintenance-NON-Employee Services (25)	66,989.13	10,000.00	56,989.13	669.89 %
52.3100 Insurance, Other than employee benefits (25)	30,454.00	32,000.00	-1,546.00	95.17 %
52.3200 Communications (25)	12,118.73		12,118.73	
52.3210 Telephone		11,000.00	-11,000.00	
52.3230 Postage (25)	618.84	2,500.00	-1,881.16	24.75 %
52.3300 Advertising (25)	3,396.00	2,500.00	896.00	135.84 %
52.3400 Printing & Binding (25)	477.50	3,000.00	-2,522.50	15.92 %
52.3500 Travel (25)	500.00	7,000.00	-6,500.00	7.14 %
52.3510 Mileage reimbursement (25)	2,008.73	3,000.00	-991.27	66.96 %
52.3520 Per Diem or Meals (25)	444.79	2,000.00	-1,555.21	22.24 %
52.3530 Hotel & Parking (25)	6,705.25	15,000.00	-8,294.75	44.70 %
52.3540 Other Travel (25)	10.00	3,400.00	-3,390.00	0.29 %
52.3600 Dues and fees (25)	557.85	7,000.00	-6,442.15	7.97 %
52.3610 Bank Charges (25)	953.59	500.00	453.59	190.72 %
52.3620 Membership Dues (25)	1,522.20	1,100.00	422.20	138.38 %
52.3700 Training and Education (25)	7,687.00	4,000.00	3,687.00	192.18 %
52.3710 Conference Fees (25)	2,080.00	6,500.00	-4,420.00	32.00 %
52.3850 Contract Labor (25)	929.28	1,000.00	-70.72	92.93 %
53.1000 Supplies	783.75		783.75	
53.1105 Cleaning Supplies (25)	260.14	1,000.00	-739.86	26.01 %
53.1110 Office Supplies (25)	10,593.51	10,000.00	593.51	105.94 %
53.1115 Pavillion Rental Expenses (25)		500.00	-500.00	
53.1125 Facility & Grounds Supplies (25)	5,375.55	20,000.00	-14,624.45	26.88 %
53.1130 OTHER - General Supplies (25)	2,297.79	10,000.00	-7,702.21	22.98 %
53.1135 Employee Uniforms (25)	656.09	1,000.00	-343.91	65.61 %
53.1140 Community Events (25)	8,322.86	7,500.00	822.86	110.97 %
53.1210 Water/Sewerage - ENERGY (25)	1,342.52	2,500.00	-1,157.48	53.70 %
53.1220 Natural Gas - ENERGY (25)	712.58	1,000.00	-287.42	71.26 %
53.1230 Electricity - ENERGY (25)	48,264.40	45,000.00	3,264.40	107.25 %
53.1235 Cable - ENERGY (25)		8,000.00	-8,000.00	
53.1270 Gasoline - ENERGY (25)	6,811.49	7,000.00	-188.51	97.31 %
53.1300 Food (25)	1,173.76	3,500.00	-2,326.24	33.54 %
53.1600 Small Equipment (25)	47.32	3,000.00	-2,952.68	1.58 %



City of Walnut Grove

Budget vs. Actuals: FY25 Budget by Department - FY25 P&L Classes

July 2024 - May 2025

	ACTUAL	TOTAL		
		BUDGET	OVER BUDGET	% OF BUDGET
53.1700 Other Supplies (25)	1,531.62	500.00	1,031.62	306.32 %
53.9999 Miscellaneous Expenditures (25)	1,688.68	1,500.00	188.68	112.58 %
54.2100 Machinery (25)	13,570.33	5,000.00	8,570.33	271.41 %
54.2300 Furniture and Fixtures (25)	679.99	2,000.00	-1,320.01	34.00 %
54.2400 Computer	4,145.80		4,145.80	
57.1000 Intergovernmental (25)		500.00	-500.00	
57.1100 Walton County Board of Commissioners (25)	9,294.68	13,000.00	-3,705.32	71.50 %
57.3100 Library (25)	70,000.00	70,000.00	0.00	100.00 %
57.3300 Peace Officer Annuity/Benefit Fund (25)	3,170.16	4,000.00	-829.84	79.25 %
57.3320 Crime Lab Fees (25)		50.00	-50.00	
57.3340 Drivers Ed/Training Fund (25)		50.00	-50.00	
57.3370 Drug Abuse Treatment and Education (25)		1,000.00	-1,000.00	
57.3375 County Jail Fund (25)	824.44	1,500.00	-675.56	54.96 %
57.3380 Peace Officer - Prosecutor's Fund (25)		1,500.00	-1,500.00	
57.3385 Local Victim Asslt. Fund (25)	1,231.71	2,000.00	-768.29	61.59 %
57.3390 GA Crime Victims Asslt. Program (25)		500.00	-500.00	
57.3391 Peace Officer - Prosecution Indlgent Fund (25)		500.00	-500.00	
57.3392 Sheriff's Retirement Fund of GA (25)	292.00	600.00	-308.00	48.67 %
57.3393 GSCCCA Payouts (25)	5,692.60	12,000.00	-6,307.40	47.44 %
58.1000 Debt Service - Principal (25)	35,935.32	33,200.00	2,735.32	108.24 %
58.2000 Debt Service - Interest (25)		2,800.00	-2,800.00	
59.1000 Reimbursements	2,353.60		2,353.60	
Payroll Expenses				
Wages	17,875.55		17,875.55	
Total Payroll Expenses	17,875.55		17,875.55	
Payroll Taxes - Social Security	1,924.58		1,924.58	
Total Expenses	\$1,045,824.02	\$1,162,400.00	\$ - 116,575.98	89.97 %
NET OPERATING INCOME	\$671,527.08	\$ -60,000.00	\$731,527.08	-1,119.21 %
NET INCOME	\$671,527.08	\$ -60,000.00	\$731,527.08	-1,119.21 %



726 S ENOTA DRIVE

P.O. BOX 2917

GAINESVILLE, GA
30503-2917

Phone: 770-287-7800

Web: Rushton.cpa

CITY OF WALNUT GROVE, GA
2581 LEONE AVENUE

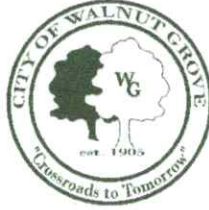
LOGANVILLE, GA 30052

Invoice: 59934
Reference:
Date: 05/30/2025
Due Date: 06/29/2025

For professional service rendered as follows:

Preparation of payroll for the months of November and December 2024.	250.00
Preparation of year end 1099's for 2024.	300.00
Assistance with ARPA report.	400.00
Preparation of monthly data processing for the month ended November 30, 2024	1,500.00
Preparation of monthly data processing for the month ended December 31, 2024.	1,500.00
Preparation of monthly data processing for the month ended January 31, 2025.	1,500.00
Preparation of monthly data processing for the month ended February 28, 2025.	1,500.00
Preparation of monthly data processing for the month ended March 31 2025.	1,500.00
Invoice Total	<u>\$8,450.00</u>

ENTERED
JUN 13 2025



MEMORANDUM

DATE: July 7, 2025
TO: City of Walnut Grove
FROM: Joe Walter, Zoning Administrator
RE: Zoning Administrator's Report

1. Active Rezoning Cases/Variances/etc. - NONE
2. Site Plans Under Review
 - a. Mike's Tire Depot (new site) – site comments addressed. Waiting on agency approvals for the full LDP permit to be issued. Council previously approved site plan.
 - b. Enclave Commercial Lots Final Plat – Final plat comments addressed. Site punch list provided to developer. Waiting on punch list to be addressed.
 - c. Maximum Rx Credit (Guthrie Cem. Road @ Industrial Drive) – plans resubmitted for review 6/19/25. Updated comments provided to engineer on 6/30/25. Council will need to review site plan.
3. Active/Recent Land Disturbance Permits Issued by the City
 - a. Walnut Grove Gas Station LDP - (Under Construction)
 - b. S&E Cabinet Shop LDP, Guthrie Cemetery Road - (Under Construction)
 - c. 1261 Industrial Parkway LDP - (Under Construction)
 - d. Walnut Grove Commercial/Office LDP - (Under Construction)
4. Other Active Projects
 - a. Grove Park – Walton County - Phase 1 - Under Construction
 - b. Walnut Grove LAS Phase 2 Upgrade – Under Construction
5. Inactive Projects
 - a. Enclave PUD Commercial Phase 4 LDP – no recent activity
 - b. Elevation Truck Sales (4474 Guthrie Cem. Rd.) – Council reviewed site plans and is awaiting a revised plan. The plans submitted to City on 1/17/25 were not a complete, revised set. Zoning Administrator contacted engineer.

STATE OF GEORGIA

CITY OF WALNUT GROVE

RES 2025-04

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF WALNUT GROVE EXTENDING A MORATORIUM ON THE ACCEPTING OF APPLICATIONS FOR REZONING OR BUILDING PERMITS FOR PROPERTIES LOCATED IN THE DOWNTOWN OVERLAY DISTRICT

WHEREAS, the Mayor and Council of the City of Walnut Grove are in the process of working with their Downtown Development Authority to develop a master plan for their future downtown area in the City; and

WHEREAS, the City desires to review this master plan and adopt the plan so that the vision for the downtown area can be implemented; and

WHEREAS, the City of Walnut Grove passed a moratorium on accepting requests or applications for rezoning or building permits for properties located within Downtown Overlay District as identified on the current Zoning Map of the City of Walnut Grove by the City on September 12, 2024

WHEREAS, the City desires to extend the moratorium on accepting requests or applications for rezoning or building permits for properties located within Downtown Overlay District as identified on the current Zoning Map of the City of Walnut Grove by the City on September 12, 2024, for six months from the date of July 16, 2025; and

NOW, THEREFORE RESOLVES, the City shall not accept any requests or applications for rezoning or building permits for properties located within located within Downtown Overlay District from the date of execution of this Resolution through and including January 16, 2026, or the date upon which the City adopts the master plan for their future downtown area, whichever

date is sooner. As of the date of execution of this resolution, any properties located within the Downtown Overlay District that have already been permitted for land disturbance are exempt from this resolution.

SO RESOLVED this 10th day of July, 2025.

City of Walnut Grove, Georgia

Stephanie Moncrief, Mayor Pro Tem

ATTEST:

Lynn Heard, City Clerk

APPROVED AS TO FORM:

John J Crowley, City Attorney
Powell & Crowley, LLP

STATE OF GEORGIA

CITY OF WALNUT GROVE

ORDINANCE NO. 2025-02

**AN ORDINANCE TO AMEND ORDINANCE NO. 2024-01, PARLIAMENTARY
PROCEDURE AND PROCEDURES OF MEETINGS; TO PROVIDE ORDERLY
PUBLIC ENGAGEMENT; TO REPEAL CONFLICTING ORDINANCES; AND FOR
OTHER PURPOSES.**

WHEREAS, the governing authority of the City of Walnut Grove, Georgia is the Mayor and Council thereof; and

WHEREAS, the governing authority of the City of Walnut Grove, Georgia desires to amend its code of ordinances to create an orderly and welcoming environment for public participation; and

WHEREAS, the City desires public engagement to promote transparency, responsiveness, and reflect the opinions of City residents through various mechanisms intended to promote efficient communication between residents and the governing body.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Walnut Grove, Georgia, and it is hereby ordained by authority of the same, as follows:

SECTION 1. That Section 3-219, Ordinance No. 2024-01 of Code of Ordinances of Walnut Grove, Georgia be hereby deleted in its entirety and replaced with the following:

“Sec. 3-219.- Public Participation”

Public Participation in meetings of the city council is encouraged and shall be permitted in accordance with the following provisions:

- (1) *Public Comment*. The Public Comment portion of the City Council meeting shall be take place prior to discussion of Old Business and New Business. Each member of the public

who wishes to address the city council must submit their name, address, and the topic of the comments to the city clerk prior to making such comments. Such an individual will be allotted three minutes to make their comments, and such comments must be limited to agenda items. These limits can be waived by a majority vote of the city council. During the public comment period, the Mayor and Council may ask clarifying questions.

By a majority vote, the city council may limit public comment on an agenda item that has been through the public hearing process. Permitted comments must be limited to the subject that is being debated. Anyone wishing to speak at any city council meeting must be recognized by the Mayor before addressing the city council. Members of the public may not share/donate their time and may only have one turn. Public comment will be allotted no more than thirty minutes or when each citizen who wishes to speak has spoken, whichever is sooner.

(2) *Public Hearings.* The city council may schedule public hearings for the purpose of soliciting public comment on any subject of interest to the city council. Hearings may be held immediately prior to or following a meeting of the city council or at such other places and times as the city council may determine. During a public hearing any individual wishing to speak must submit their name and address to the city clerk and be recognized by the Mayor before addressing the city council. Such an individual will be allotted five minutes to make their comments, and such comments must be limited to the subject of the public hearing. These limits can be waived by a majority vote of the city council. . Members of the public may not share/donate their time and may only have one turn. Public hearings will have their own allotted timeframe from which they are scheduled.

(3) *Town Hall.* The final agenda item of the city council meeting shall be reserved for non-

agenda comments. During this period residents may address the Mayor and Council with any comment or questions not on the agenda. Town Hall allows for the Mayor and Council to address comments freely beyond clarifying questions. Any individual wishing to speak must submit their name, address, and topic of discussion to the city clerk forty-eight hours in advance and be recognized by the Mayor before addressing the city council. Such an individual will be allotted three minutes to make their comments. Members of the public may not share/donate their time and may only have one turn. Townhall will be allotted no more than thirty minutes or when each citizen who wishes to speak has spoken, whichever is sooner.

SO RESOLVED this 10th day of July 2025.

City of Walnut Grove, Georgia

Stephanie Moncrief, Mayor Pro Tem

ATTEST:

Lynn Heard, City Clerk

APPROVED AS TO FORM:

John J Crowley, City Attorney
Powell & Crowley, LLP