



CITY OF WALNUT GROVE
December 11, 2025 6:00 PM
1021 PARK STREET MUNICIPAL BUILDING
Called 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. November 13, 2025

b. November 20, 2025

2. Financials

a. July 1, 2025 – November 30, 2025

3. Invoices Over \$5,000

a. Ford Motor Credit \$10,575.37

b. Southern Sanitation – Nov. 2025 \$10,768.00

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: Resolution 2025-07 - One time salary increases for all City employees
2. Vote: Mayor Pro Tem for 2026

XII. New Business

1. Discussion: Ordinance 2025-06 Home Occupation
2. Discussion and Vote: Lead Sewer Technician Designation and Stipend
3. Discussion: Preventative Maintenance for Sewer Pump Station
4. Discussion: Upgrade and Change Order Proposal – Diverter Valve for Sewer Spray Field
5. Vote: Resolution 2025-08 – City of Walnut Grove Fee Schedule for 2026
6. Discussion: Ordinance 2025-07 – Rules and Regulations of Filming in the City of Walnut Grove

XIII. Reports

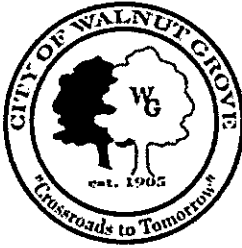
1. Public Works – Tobie Cartledge
2. City Clerk – Lynn Heard
3. Code Enforcement – Greg Chapel
4. City Administrator – Joe Morris
5. Mayor – Stephanie Moncrief

XIV. Town Hall

XV. Council Comments

XVI. Executive Session: Personnel, Litigation, Real Estate, or Cyber Security

XVII. Adjourn



CITY OF WALNUT GROVE
November 13, 2025 6:00 PM
1021 PARK STREET MUNICIPAL BUILDING
Council Meeting
Minutes

- I. Call to Order** – Mayor Moncrief called the meeting to order at 6:00 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, City Administrator Joe Morris, City Clerk, Lynn Heard, Council Member Maxine McClanahan, Council Member Linda Pilgrim, Council Member Rachel Davis, City Attorney Jay Crowley.
- V. Agenda Approval** – Mayor Pro Tem Erica Miles motioned to approve the agenda. Council Member Maxine McClanahan seconded the motion. Motion carried unanimously.
- VI. Consent Agenda** – Council Member Rachel Davis motioned to approve the Consent Agenda. Mayor Pro Tem Erica Miles seconded the motion. Motion carried unanimously.
 1. Minutes
 - a. September 25, 2025
 - b. October 2, 2025
 - c. October 30, 2025
 2. Financials
 - a. July 1, 2025 – October 31, 2025
 3. Invoices Over \$5,000
 - a. CivicPlus Sanitation Annual Fee: 9/19/25-9/18/26 \$ 7,500.00
 - b. Southern Sanitation: \$10,768.00
- VII. Committee Reports**
 1. DDA – Rachel Davis

VIII. Planning & Zoning Commission – Presented by City Administrator Joe Morris

IX. Library Report – Dana Segar

X. Public Comment

XI. Old Business

1. Vote: Library Trustee Appointments – Dominic DiGrado, Donny Tudor, and Margaret Black. Council Member Rachel Davis motioned to appoint Donny Tudor, Dominic DiGrado, and Margaret Black as Library Trustees. Mayor Pro Tem Erica Miles seconded the motion. The motion carried 3–0, with Council Member Maxine McClanahan abstaining and Council Member Linda Pilgrim recusing herself.
2. Vote: RFP 2025-002 – Residential/Commercial Sanitation – Mayor Pro Tem Erica Miles made a motion to approve Southern Sanitation as the City's Residential and Commercial Sanitation Company. Council Member Maxine McClanahan seconded the motion. Motion carried unanimously.
3. Vote: Fee Schedule - Council Member Rachel Davis motioned to approve the Fee Schedule. Mayor Pro Tem Erica Miles seconded the motion. Motion carried unanimously.

XII. New Business

1. Oaths of office for Council Members Erica Miles and Linda Pilgrim – Both were sworn in by City Attorney Jay Crowley.
2. Vote: Code Enforcement Vehicle – Council Member Rachel Davis motioned to approve the purchase of a vehicle for Code Enforcement. Mayor Pro Tem Erica Miles seconded. Council Member Maxine McClanahan and Council Member Linda Pilgrim opposed the motion. The vote resulted in a 2–2 tie. Mayor Moncrief broke the tie in favor of approving the purchase of the Code Enforcement vehicle.

XIII. Reports

1. Public Works – Tobie Cartledge
2. City Clerk – Lynn Heard
3. Code Enforcement – Greg Chapel
4. City Administrator – Joe Morris
5. Mayor – Stephanie Moncrief

XIV. Town Hall – No Comments

XV. Council Comments – Mayor Pro Tem Erica Miles spoke about the STEM program at WGES. Council Member Rachel Davis wishes Mayor Moncrief a Happy Birthday.

Council Member Linda Pilgrim recognized November as National Diabetes Awareness month. Council Member Maxine McClanahan shared she is looking forward to the upcoming Christmas Tree Lighting Event.

- XVI. Executive Session:** Personnel – Mayor Moncrief called for a motion to go into Executive Session Council Member Rachel Davis motioned to approve going into Executive Session. Mayor Pro Tem Erica Miles seconded. Motion carried unanimously. Regular: Mayor Pro Tem Erica Miles motioned to come out of Executive Session. Council Member Maxine McClanahan seconded the motion. Motion carried unanimously.
- XVII. Adjourn** – Mayor Moncrief called for a motion to adjourn the meeting. Council Member Maxine McClanahan motioned to adjourn. Mayor Pro Tem Erica Miles seconded. Motion carried unanimously.

Lynn Heard, City Clerk Date

Stephanie Moncrief, Mayor Date

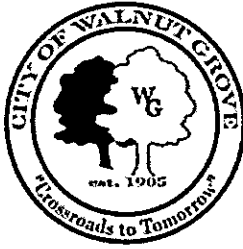
COUNCIL MEMBERS:

Erica Miles, Mayor Pro Tem Date

Linda Pilgrim Date

Rachel Davis Date

Maxine McClanahan Date



CITY OF WALNUT GROVE
November 20, 2025 10:00 AM
1021 PARK STREET MUNICIPAL BUILDING
Council Work Session
Minutes

- I. Call to Order** – Mayor Moncrief called the meeting to order at 10:07 AM.
- II. Invocation** – Given by City Attorney Tony Powell.
- III. Pledge of Allegiance** – The pledge was said by all in attendance.
- IV. Roll Call** - Present: Mayor Stephanie Moncrief, City Administrator Joe Morris, City Clerk Lynn Heard, Mayor Pro Tem Erica Miles, Council Member Rachel Davis, Council Member Maxine McClanahan, Council Member Linda Pilgrim, City Attorney Tony Powell, City Engineer Joe Walter.
- V. Agenda Approval** – Council Member Maxine McClanahan motioned to approve the agenda. Council Member Rachel Davis seconded the motion. Motion carried unanimously.
- VI. Old Business**
 1. Discussion: Library Ordinance – City Administrator Joe Morris recommended tabling the Library Ordinance until January 2026 giving the Library time to update their Charter and By-laws.
- VII. New Business**
 1. Discussion: Resolution 2025-07 - One time salary increases for all City employees – A vote will take place at the Called Council Meeting on December 11, 2025.
 2. Discussion: Conditional Use for 2610 Leone Ave. – Proposed use of place of worship – City Administrator Joe Morris and the City Engineer presented information regarding the proposed church. A Planning & Zoning meeting and Public Hearing will be scheduled at a later date.
 3. Discussion: Quote for Public Works Vehicle – Quotes are being gathered from Chevrolet, Dodge and Ford dealerships. There will be further discussion at the next Work Session in January 2026.

4. Discussion: Mayor Pro Tem for 2026 – Council Member Rachel Davis would like to be considered for Mayor Pro Tem in 2026. A vote will take place at the Called Council Meeting on December 11, 2025.

VIII. Adjourn - Mayor Moncrief called for a motion to adjourn. Mayor Pro Tem Erica Miles motioned to adjourn the meeting. Council Member Maxine McClanahan seconded the motion. Motion carried unanimously.

_____ Lynn Heard, City Clerk	Date	_____ Stephanie Moncrief, Mayor	Date
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COUNCIL MEMBERS:

_____ Erica Miles, Mayor Pro Tem	Date	_____ Linda Pilgrim	Date
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_____ Rachel Davis	Date	_____ Maxine McClanahan	Date
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City of Walnut Grove

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - November, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
31.1000 General Property Taxes (25)	45,271.40	138,333.35	-93,061.95	32.73 %
31.1310 Motor Vehicle (25)	636.59	729.15	-92.56	87.31 %
31.1315 Motor Vehicle Ad Valorem Tax Fee (TAVT) (25)	21,071.11	24,166.65	-3,095.54	87.19 %
31.1320 Mobile Home Tax (26)		41.65	-41.65	
31.1340 Intangible Tax (Recording) (25)	6,257.55	2,208.35	4,049.20	283.36 %
31.1600 Real Estate Transfer Tax (Intangible)	1,550.73	958.35	592.38	161.81 %
31.1700 Franchise Taxes				
31.1710 Franchise Tax - Electric (25)		34,583.35	-34,583.35	
31.1730 Franchise Tax - Gas (25)	4,247.97	1,708.35	2,539.62	248.66 %
31.1750 Franchise Tax - Cable (25)	4,266.31	3,750.00	516.31	113.77 %
31.1760 Franchise Tax - Telephone (25)	307.93	270.85	37.08	113.69 %
Total 31.1700 Franchise Taxes	8,822.21	40,312.55	-31,490.34	21.88 %
31.3100 Local Option Sales and Use Taxes (LOST) (25)	130,894.51	110,416.65	20,477.86	118.55 %
31.4200 Beer/Wine Alcoholic Beverage Excise Tax (25)	31,512.53	31,250.00	262.53	100.84 %
31.6200 Insurance Premium Taxes (25)	8,342.24	52,916.65	-44,574.41	15.76 %
31.9000 Penalties & Interest on Delinquent Taxes (25)	361.61	208.35	153.26	173.56 %
32.1115 Alcohol Licenses - Beer & Wine Licenses (25)		468.75	-468.75	
32.1125 Alcohol Licenses - Wine Retail Sales (25)		468.75	-468.75	
32.1135 Alcohol Licenses - Liquor Retail Sales (25)		2,083.35	-2,083.35	
32.1200 General Business License (25)	375.00	2,916.65	-2,541.65	12.86 %
32.1220 Insurance License Fees		1,104.15	-1,104.15	
32.2000 Non-Business Licenses and Permits				
32.2200 Permits Building and Signs (25)	300.00		300.00	
Total 32.2000 Non-Business Licenses and Permits	300.00		300.00	
32.2210 Land Disturbance Permit (26)		1,041.65	-1,041.65	
32.2230 Sign Permit (Temporary) (25)	200.00	104.15	95.85	192.03 %
32.2235 Sign Permit (Permanent) (25)		197.90	-197.90	
32.2240 Demolition Permit (26)		62.50	-62.50	
32.2990 Other Permits (25)	655.00		655.00	
32.3100 Building Structures and Equipment (Building Permits)	8,941.36	3,125.00	5,816.36	286.12 %
32.3120 Building Inspection (26)		333.35	-333.35	
32.3130 Plumbing Inspection (26)		125.00	-125.00	
32.3140 Electrical Inspection (26)		125.00	-125.00	
32.3150 Natural Gas Inspection (26)		41.65	-41.65	
32.3160 HVAC Inspection (26)		41.65	-41.65	
32.4000 Late Fees-Permits & License (25)	20.62	166.65	-146.03	12.37 %
33.4000 State Government Grants (25)		16,750.00	-16,750.00	
33.7100 Special Purpose Local Option Sales Tax Revenue (SPLOST)	110,031.68		110,031.68	
34.1910 Election Qualifying Fee	288.00	120.00	168.00	240.00 %



City of Walnut Grove

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - November, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
34.4110 Refuse Collection Charges		29,250.00	-29,250.00	
34.4255 Sewerage Charges (25)	28,647.36		28,647.36	
34.7000 Cultural & Recreation Income (25)	6,973.00	3,125.00	3,848.00	223.14 %
34.9999 Other Charges <i>move to 31.6200</i>	144,856.56	1,250.00	143,606.56	11,588.52 %
35.1000 Fines and Forfeitures (25)	12,945.52	19,833.35	-6,887.83	65.27 %
36.1000 Interest Revenue	647.27	500.00	147.27	129.45 %
38.9000 Other Miscellaneous Revenue (25)	1,659.74	640.40	1,019.34	259.17 %
Billable Expense Income	350.00		350.00	
Sales of Product Income	683.05		683.05	
Total Income	\$572,294.64	\$487,416.60	\$84,878.04	117.41 %
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	\$572,294.64	\$487,416.60	\$84,878.04	117.41 %
Expenses				
51.1100 Regular Employees-Salaries & Wages (25)	129,609.72	131,430.40	-1,820.68	98.61 %
51.1110 Council-Salaries & Wages (25)	6,000.00	10,000.00	-4,000.00	60.00 %
51.1200 Temporary Employees - Wages (25)	2,188.00	6,600.00	-4,412.00	33.15 %
51.1300 Overtime- Salaries & Wages (25)		3,125.00	-3,125.00	
51.2000 Personal Services - Employee Benefits		729.15	-729.15	
51.2110 Medical Benefit - People Keep (25)	5,389.44	10,500.00	-5,110.56	51.33 %
51.2200 Payroll Taxes - Social Security - (FICA) Contributions (25)	10,748.66	8,791.65	1,957.01	122.26 %
51.2300 Payroll Taxes- Medicare (25)		2,062.50	-2,062.50	
51.2400 Retirement Benefits (25)		7,500.00	-7,500.00	
51.2700 Worker's Compensation (25)		4,166.65	-4,166.65	
51.2900 Other Employee Benefits (25)		1,229.15	-1,229.15	
52.1100 Office/Administrative	4,229.00	8,359.15	-4,130.15	50.59 %
52.1210 Municipal Court Judge (25)	4,000.00	5,833.35	-1,833.35	68.57 %
52.1220 Muncipal Court Solicitor (25)	3,000.00	3,750.00	-750.00	80.00 %
52.1230 Code Enforcement (25)	11,120.37		11,120.37	
52.1240 Engineering - City (25)		10,416.65	-10,416.65	
52.1242 Engineering - Storm Water (25)		4,166.65	-4,166.65	
52.1245 Zoning Administrator (25)	20,499.44	9,166.65	11,332.79	223.63 %
52.1246 inspections (25)	5,935.00	2,812.50	3,122.50	211.02 %
52.1260 Accounting - Bookkeeping (25)	11,400.00	7,500.00	3,900.00	152.00 %
52.1265 Accounting - Auditor (25)		10,416.65	-10,416.65	
52.1270 Legal - City Attorney (25)	5,652.88	10,416.65	-4,763.77	54.27 %
52.1275 Professional & Legal Services - Other (25)	17,407.46	1,666.65	15,740.81	1,044.46 %
52.1280 Security (25)	520.00	1,927.10	-1,407.10	26.98 %
52.1310 IT Service (25)	6,099.90	5,312.50	787.40	114.82 %

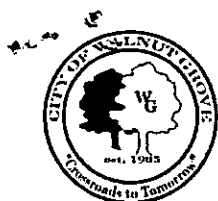


City of Walnut Grove

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - November, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52.1315 IT Service - Website (25)	7,751.06	200.00	7,551.06	3,875.53 %
52.1320 Court Software (25)	1,245.00	2,000.00	-755.00	62.25 %
52.1330 Office Software (25)	2,027.50	2,625.00	-597.50	77.24 %
52.1340 Other Software (25)		1,916.65	-1,916.65	
52.1390 IT-Other (25)		208.35	-208.35	
52.2100 Cleaning Services (25)	790.50	650.00	140.50	121.62 %
52.2110 Disposal (i.e. Garbage Pickup) (25)	53,840.00	52,500.00	1,340.00	102.55 %
52.2200 Repairs and Maintenance-NON-Employee Services (25)	2,417.24	10,000.00	-7,582.76	24.17 %
52.2210 Repairs and Maintenance - Vehicles-NON Employee Services (25)	7,184.12	1,562.50	5,621.62	459.78 %
52.2220 Repairs & Maintenance-Streets, Roads &Bridges-NON-Employee Services((25)	2,629.00	208.35	2,420.65	1,261.82 %
52.2230 New Employee Drug Screening	132.00		132.00	
52.2250 Facility & Grounds Maintenance-NON-Employee Services (25)	10,139.00	4,687.50	5,451.50	216.30 %
52.3100 Insurance, Other than employee benefits (25)		14,791.65	-14,791.65	
52.3200 Communications (25)	5,796.20	7,500.00	-1,703.80	77.28 %
52.3230 Postage (25)	140.60	208.35	-67.75	67.48 %
52.3300 Advertising (25)	1,116.50	1,250.00	-133.50	89.32 %
52.3400 Printing & Binding (25)	192.00	500.00	-308.00	38.40 %
52.3500 Travel (25)	400.00	2,083.35	-1,683.35	19.20 %
52.3510 Mileage reimbursement (25)	619.36	1,250.00	-630.64	49.55 %
52.3515 Gas Allowance (25)	597.92		597.92	
52.3520 Per Diem or Meals (25)	226.00	833.35	-607.35	27.12 %
52.3530 Hotel & Parking (25)	3,846.52	5,416.65	-1,570.13	71.01 %
52.3540 Other Travel (25)		104.15	-104.15	
52.3600 Dues and fees (25)	169.00	458.35	-289.35	36.87 %
52.3610 Bank Charges (25)	598.65	312.50	286.15	191.57 %
52.3620 Membership Dues (25)	94.96	625.00	-530.04	15.19 %
52.3700 Training and Education (25)	125.00	1,666.65	-1,541.65	7.50 %
52.3710 Conference Fees (25)		2,604.15	-2,604.15	
52.3850 Contract Labor (25)		729.15	-729.15	
53.1105 Cleaning Supplies (25)	189.67	208.35	-18.68	91.03 %
53.1110 Office Supplies (25)	1,385.64	5,000.00	-3,614.36	27.71 %
53.1115 Pavilion Rental Expenses (25)	50.00		50.00	
53.1125 Facility & Grounds Supplies (25)	5,824.41	6,250.00	-425.59	93.19 %
53.1130 OTHER - General Supplies (25)	345.58	3,125.00	-2,779.42	11.06 %
53.1135 Employee Uniforms (25)	433.04	416.65	16.39	103.93 %
53.1140 Community Events (25)	3,367.53	6,250.00	-2,882.47	53.88 %
53.1210 Water/Sewerage - ENERGY (25)	1,694.70	833.35	861.35	203.36 %
53.1220 Natural Gas - ENERGY (25)	171.50	312.50	-141.00	54.88 %
53.1230 Electricity - ENERGY (25)	25,644.14	22,916.65	2,727.49	111.90 %



City of Walnut Grove

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - November, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
53.1240 Bottled Gas	1,105.54		1,105.54	
53.1270 Gasoline - ENERGY (25)	2,899.15	3,166.65	-267.50	91.55 %
53.1300 Food (25)		1,145.85	-1,145.85	
53.1600 Small Equipment (25)	866.11	1,291.65	-425.54	67.05 %
53.1700 Other Supplies (25)	1,068.26	729.15	339.11	146.51 %
53.9999 Miscellaneous Expenditures (25)	163.36	625.00	-461.64	26.14 %
54.2100 Machinery (25)		2,083.35	-2,083.35	
54.2300 Furniture and Fixtures (25)	203.48	541.65	-338.17	37.57 %
54.2400 Computer		875.00	-875.00	
57.1000 Intergovernmental (25)		208.35	-208.35	
57.1100 Walton County Board of Commissioners (25)		5,510.40	-5,510.40	
57.3100 Library (25)		29,166.65	-29,166.65	
57.3300 Peace Officer Annuity/Benefit Fund (25)	453.90	1,343.75	-889.85	33.78 %
57.3375 County Jail Fund (25)		458.35	-458.35	
57.3385 Local Victim Assist. Fund (25)	163.19	583.35	-420.16	27.97 %
57.3392 Sheriff's Retirement Fund of GA (25)	40.00	177.10	-137.10	22.59 %
57.3393 GSCCCA Payouts (25)	860.55	2,343.75	-1,483.20	36.72 %
58.1000 Debt Service - Principal (25)	38,575.47	14,291.65	24,283.82	269.92 %
58.2000 Debt Service - Interest (25)	773.89	708.35	65.54	109.25 %
Total Expenses	\$432,157.11	\$495,333.15	\$ -	87.25 %
			63,176.04	
NET OPERATING INCOME	\$140,137.53	\$ -7,916.55	\$148,054.08	-1,770.18 %
Other Income				
Fund Balance Transfer		16,250.00	-16,250.00	
Total Other Income	\$0.00	\$16,250.00	\$ -	0.00%
			16,250.00	
Other Expenses				
11.7950 11.7950 Other Capital Assets	17,610.00	8,333.35	9,276.65	211.32 %
54.1400 Capital outlay - Roads Streets and Bridges	406,004.76		406,004.76	
54.1401 54.1401 Capital outlay - Sewer Expansion Project	539,600.00		539,600.00	
Court Fee Refund	780.00		780.00	
Total Other Expenses	\$963,994.76	\$8,333.35	\$955,661.41	11,567.91 %
NET OTHER INCOME	\$ -	\$7,916.65	\$ -	-12,176.80 %
	963,994.76		971,911.41	
NET INCOME	\$ -	\$0.10	\$ -	-
	823,857.23		823,857.33	823,857,230.00 %



Invoice

Invoice Date: November 12, 2025

Lessee: City of Walnut Grove
Code Enforcement
2581 Leore Ave.
Loganville, GA 30052

Lease Schedule No.	Payment Due Date	Description	Payment Amount
9627700	11/19/2025	2025 Ford Maverick, 3FTTW8BA0SRB55909	\$10,575.37
Total Amount Due:			\$10,575.37

Please remit payment as follows:

Payment Options	
CHECK	ACH or WIRE TRANSFER
Make checks payable to Ford Motor Credit Company LLC and remit to FORD MOTOR CREDIT COMPANY ONE AMERICAN ROAD, MD 7500 DEARBORN, MI 48126	ABA Routing No.: 021 000 021 For Credit to: Ford Motor Credit Company, Municipal Finance Clearing Account Account No.: 583 729 531 Reference your lease number 9627700 and City of Walnut Grove in the OBI section

Customer Service: (800) 241-4199, extension 15
Email: fcmuni@ford.com

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

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

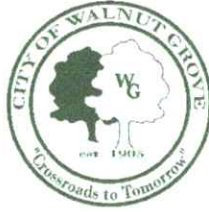
11-1-25

Residential Monthly Waste Service			
November	2025	673(\$16.00)	\$10,768.00

BY: 
NOV 7 2025
RECEIVED

Total Amount Due	\$10,768.00
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Account due by 11-15-2025
Thank you for your business.



MEMORANDUM

DATE: December 4, 2025
TO: City of Walnut Grove
FROM: Joe Walter, Zoning Administrator
RE: Zoning Administrator's Report

1. Active Rezoning Cases/Variances/etc. – #WGPU-25-01: Chapel Woods Presbyterian Church (Park Street and SR 81) – Case to be heard by Planning Commission 12/17/15 @6:00PM.
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. Elevation Truck Sales (4474 Guthrie Cem. Rd.) – Revised site plans submitted. Awaiting review and disposition.
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) <as built submitted 12/1/25>
 - e. Maximum Rx Credit, Guthrie Cem. Road @ Industrial Drive, 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 Commercial Lots Final Plat – Final plat comments addressed. Site punch list provided to developer. Waiting on punch list to be addressed. Engineer sent punch list again on 8/26/25.
6. Zoning Administrator and the City Administrator met with a developer on November 13, 2025 to discuss possible development of a 50+ acre tract on SR 138 currently outside the city limits. <12/4/25 – Waiting on additional information about sewer>

STATE OF GEORGIA

CITY OF WALNUT GROVE

RES 2025-07

A RESOLUTION TO ADOPT REVISED ONE TIME SALARY INCREASES FOR ALL CITY EMPLOYEES

WHEREAS, the Mayor and Council of the City of Walnut Grove appreciate all City employees for the work they do for the City and community; and

WHEREAS, the Mayor and City Council would like to show their appreciation for the City employee's continuous dedication and hard work for the City; and

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of the City of Walnut Grove approve the following one-time salary increase for the month of December 2025 in the below referenced amounts based on time served for the City on this employment stint and weekly hours worked per week:

For full-time employees:

3 months-1 year:	\$ 200.00
1-3 years:	\$ 350.00
4-6 years:	\$ 500.00
7-9 years:	\$ 750.00
10+ years:	\$1,000.00

For employees that work below 40 hours a week, said employees shall receive the prorate amount for the average number of hours worked divided by 40 hours a week at the given level experience as stated above. For example: An employee who works 20 hours a week, who has been with the City for 2 years would be calculated as: $\$350 \times 50\% = \175 on time increase. Contract-based employees are not eligible for this one-time salary increase.

SO RESOLVED this 11th day of December 2025.

City of Walnut Grove, Georgia

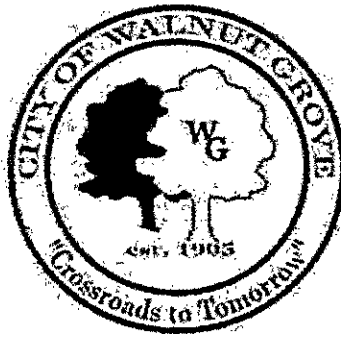
Stephanie Moncrief, Mayor

ATTEST:

Lynn Heard, City Clerk

APPROVED AS TO FORM:

**John J Crowley, City Attorney
Powell & Crowley, LLP**



Lead Tech/Sewer Designee Stipend

The City has recently paid Craig Murphy a stipend due to the circumstances of not having a Public Works Manager, and that he was the sole entity that knew the workings of the sewer plant operation. While the City has filled the PW Manager role the necessity still exists for a Lead Tech/Sewer Designee for the following:

- Sewer operation on a M-F operating schedule to maximize the efficiency of the plant.
- Training additional team member to function the sewer plant operation in the absence of the Lead Tech/Sewer Designee or Manager.
- Repairs of the irrigation system as it pertains to the sprinklers and associated valves.
- Detailed reporting maintained for the sewer licensee (Chris Thomas).
- Visual inspection of the aeration pumps and knowledge to restart if a power surge takes place (aeration pumps must be manually cycle started in event of power disruption).
- Knowledge/training to winterize the irrigation system during cold weather (freezing temps).
- Essential job knowledge of the system to report any abnormalities to the Manager or sewer licensee (Chris Thomas).
- General knowledge of the ROW work performed by the City (cutting, edging, and trimming).
- Guidelines and usage of City property and safety adherence while operating any equipment of the City.
- Ability to manage operation in the absence of Manager through oral or written direction of the Manager or City Administrator.

- Ability to direct operations in absence of direction to complete daily activities required to maintain the general operation and cleanliness of the City.

The Lead Tech/Sewer Designee is required to achieve the following based on representative timeline or required action need:

- Level 4 completed course and test by July 1, 2026.
- Lead winterization of sewer plant as needed by weather forecast.
- Return sewer plant to operation as weather forecast permit operation beyond a day of operation.
- Assist with the general upkeep of PW equipment and vehicles.
- Increase sewer irrigation operation as needed to ensure the pond levels are in a functioning level for any scheduled maintenance/shut down.
- On call for emergency situations at the sewer plant and City roads to the effect of being on scene first to give a City evaluation of the need required to resolve issues.

While the above may not cover all the aspects of the City's needs it is designed to address those emergency needs and the ability to respond to them. The Lead Tech/Sewer Designee is desired to live in the city limits or within close proximity of the city limits/sewer plant. The Lead Tech/Sewer Designee would be afforded the use of a city vehicle to drive home in the respect of weather or related emergency expectations as to report in a timely manner to the situation for evaluation/reporting. The above is not intended to give sole responsibility to the Lead Tech/Sewer Designee but rather a monetary incentive to assist the city in maintaining functionality and responsiveness when required/needed.



Standard Operating Procedure (SOP)

Lift Station Monitoring and Preventative Maintenance

SOP Number: LS-001

Effective Date: _____

Revision Date: _____

Prepared By: _____

Approved By: _____

1. PURPOSE

The purpose of this SOP is to establish standardized procedures for monitoring, inspecting, and maintaining wastewater lift stations. Proper implementation ensures reliable pump operation, reduces the risk of sewer overflows, and maintains regulatory compliance.

2. SCOPE

This SOP applies to all personnel responsible for operating, inspecting, and maintaining wastewater lift stations within the utility service area.

3. RESPONSIBILITIES

- **Operations Personnel:**
Conduct routine inspections, record data, report abnormalities, perform basic troubleshooting, and follow all procedures outlined in this SOP.
- **Maintenance Personnel/Contractors:**
Conduct annual preventative maintenance (PM), advanced diagnostics, and repairs as required.

- **Supervisors/Management:**
Review inspection logs, approve escalated actions, coordinate with contractors, and ensure compliance with SOP requirements.
-

4. SAFETY

Personnel must follow all required safety protocols, including confined space procedures, electrical safety, PPE requirements, and lockout/tagout when applicable.

5. DEFINITIONS

- **FOG:** Fats, Oils, and Grease.
 - **Wet Well:** The chamber where wastewater collects before being pumped.
 - **Control Floats:** Devices that regulate pump on/off cycles based on water level.
 - **Auto Dialer:** Automated alarm notification system.
 - **PM:** Preventative Maintenance.
-

6. PROCEDURE – LIFT STATION MONITORING

6.1 Inspection Frequency

- Perform physical inspections **2–3 times per week** for stations equipped with automated callout systems.
 - Increase inspection frequency to **4–5 times per week** when abnormal conditions exist (e.g., pump out of service).
 - Each inspection should take approximately **10 minutes or less**.
-

6.2 Wet Well Inspection

1. Open the wet well hatch and visually inspect conditions.
2. Record and evaluate the following:
 - **Water depth:**
 - Must remain above pump midpoints but below the highest control float.
 - **Pump in operation:**
 - Check for unusual noises or excessive heat.
 - **Floating debris:**

- Note accumulation of grease or other materials.
 - **Control floats:**
 - Ensure floats move freely and are not obstructed by grease or ragging.
 - **Incoming flow:**
 - Identify any excessive inflow.
-

6.3 Lift Station Control Panel Inspection

1. Open the control panel.
 2. Record pump run hours.
 - Compare current run times to historical averages.
 - **If run times are excessive:**
 - Verify control floats are hanging free; contact Lakeview if issues persist.
 - **If run times are substantially lower:**
 - Inspect sewer lines for possible clogging or overflow.
 3. Check for active alarms.
 - Notify Lakeview of any alarm conditions.
-

6.4 Generator Control Panel

1. Open the generator control panel.
 2. Check for alarms.
 3. Verify fuel level.
 - Fuel must **not drop below 75%**.
-

6.5 Auto Dialer Monitoring

- Conduct a weekly auto dialer check using a computer or smartphone.
 - Confirm:
 - No active alarms
 - Active communication status with the monitoring system
-

7. PREVENTATIVE MAINTENANCE

7.1 FOG and Debris Prevention

FOG and debris can cause blockages, reduced pump efficiency, and overflows. The following controls help minimize accumulation:

7.1.1 Biological Additives

- Use enzyme or bacteria-based products to reduce FOG buildup in sewer lines and lift stations.
- Periodic physical removal may still be required but can be reduced through biological treatment.
- Example product:
 - *PlantPRO™ Premium Bio-Block*, 5 lbs, lasting 30–90 days (USA Bluebook).

7.1.2 Administrative Controls

- **Public Education Campaigns:**
 - Distribute mailers or educational materials about proper disposal of FOG and non-biodegradable items.
- **Surcharges:**
 - Apply surcharges to areas contributing excessive FOG when supported by documented evidence.
 - Surcharge amounts should reflect actual system maintenance costs.

7.1.3 Physical Removal

- Schedule periodic pump truck removal of accumulated FOG and debris.
- Frequency will depend on station conditions and effectiveness of other mitigation strategies.

8. ANNUAL PREVENTATIVE MAINTENANCE (PM)

8.1 General

A yearly pump and electrical PM contract is recommended to maintain equipment longevity and reduce emergency failures.

8.2 Typical PM Tasks

1. **Pump Removal and Inspection**
 - Remove each pump from the wet well.
 - Inspect physical condition and check tolerances to ensure proper hydraulic efficiency.
2. **Documentation of Equipment**
 - Record pump make/model and electrical schematics.

- Maintain records to facilitate rapid response and parts procurement during emergencies.
3. **Motor Diagnostics**
- Perform motor winding analysis to estimate remaining service life.
 - Identify early signs of deterioration to prevent unexpected failures.
-

9. RECORDKEEPING

- All inspection logs, PM reports, alarm notifications, and corrective actions must be documented and retained according to organizational policy.
 - Historical data shall be reviewed periodically to identify trends or emerging issues.
-

10. REVISION HISTORY

Revision	Date	Description	Approved By
0		Initial	Initial release

OCONEE PUMPING & REPAIR LLC

1651 SNOWS MILL RD. BOGART, GA 30622

706-215-5608

EIN # 85-2228474

SRP-108-000002

Quote/BID

		Phone:	Date: 11/17/2025
Name: City of Walnut Grove			
Attention: Toby			
Location: Walnut Grove Lift Station			
Address: Forrester Cemetery Rd			
City: Covington		Zip: 30014	State: GA

Description		Price
	Pressure wash all grease, Clean lift station and suck up all debris	
		Total: \$3500.00

Thank You for Your Business!



521 Cobb Pkwy N, Marietta, Ga 30062
Phone: 770-792-9050 Fax: 770-792-9054

Proposal Date:
Bid To:
Attn:
Email:
Project:

11.18.2025
IHC Construction Companies
Dominick Lafayette
dlafayette@ihcconstruction.com
Walnut Grove
884 Forrester Cemetery Road, Loganville, Georgia

Please accept Rainmaker Irrigation Inc.'s proposal for the scope of work listed below.

Scope: Purchase new 3-way Diverter Valves & necessary parts to install, return previously purchased parts minus restock fee
Coverage of all new sod and plant material per the landscape plans provided L-1.0 REV#2 dated 7/26/23

1	Specifications Provided	YES
2	Design build included & 1 Revision	NO
3	As-built included;	YES
4	Owner Training included:	NO



*Additional Design work will occur additional expenses (\$350.00/ea)

ITEM	DESCRIPTION	UNIT	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE	SCOPE OF WORK
A	IRRIGATION - 3-WAY VALVE ADD					
1	ATIE 1.5" 3-way Diverter valve	EACH	45		\$ -	*Estimate does not include water meters, power meters, backflow preventer,
2	1.5" Barb x Thread Fittings	EACH	90		\$ -	bore, saw cutting / patching of asphalt / concrete, permits or fees
3	1.5" x 1/2" T xT Reducer Bushing	EACH	45		\$ -	
4	Misc Materials	EACH	1		\$ -	*It is the Owner/GC's responsibility to locate and mark any and all private
5	Labor	EACH	1		\$ -	utilities not covered under a normal utility locate request. Rainmaker
6	*NO WARRANTY ON AMAZON				\$ -	Irrigation will not be responsible for any damage to private unmarked
7	PURCHASED PRODUCTS				\$ -	utilities
8	**THERE IS NO PRESSURE RATING				\$ -	
9	SHOWN FOR DIVERTER VALVES, WE				\$ -	*No work will be performed until all utilities are properly marked from
10	WILL NOT BE RESPONSIBLE IF THE				\$ -	normal utility locate request. Rainmaker will not be responsible for any
11	VALVES FAIL BECAUSE THEY ARE					damage to unmarked private utilities
12	MADE FOR THIS SYSTEM PRESSURE					
13	IRRIGATION - 3-WAY VALVE ADD		1	\$5,400.00	\$ 5,400.00	
B	IRRIGATION - PRODUCT RETURN					
14	1/2" Ball Valves	EACH	45		\$ -	*All changes outside scope of quote will not be performed without a
15	1.5" x 1/2" Reducing Tees	EACH	45		\$ -	signed written change order
16	1/2" x 4" sch80 nipples	EACH	45		\$ -	
17					\$ -	* Estimate based on plan scale. If scale is inaccurate additional charges may
18	Return Subtotal	EACH	1	-\$810.00	\$ (810.00)	apply
19	Restock fee 20%	EACH	1	\$16.20	\$ 16.20	
20					\$ -	* Customer to verify coverage areas covered by estimate
21					\$ -	
22					\$ -	* Product submittal sheets will be provided for approval prior to installation.
23					\$ -	Any verification of product beyond that will be the responsibility of the owner
24					\$ -	
				3-way Valve Price	\$5,400.00	
				Return Credit	-\$793.80	
				Total Cost	\$4,606.20	

Exclusions and Qualifications:

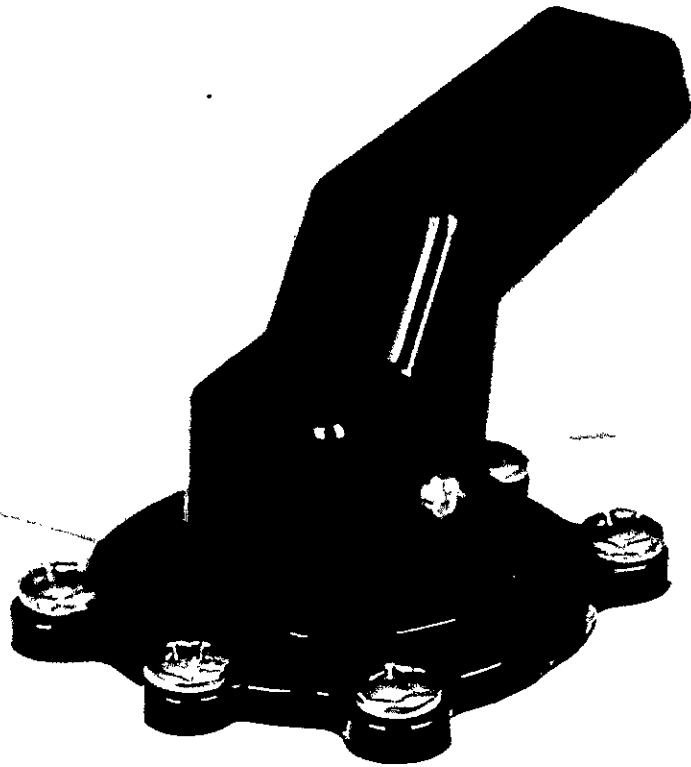
1	Permit / Testing Backflow / Silt Fencing Removal / Repair not included
2	Owner to provide 120 vac power to all controllers and 20 GPM @ 70 PSI water supply.
3	Rock, poor soil conditions, water in excavations and other unforeseen site conditions may incur additional charges.
4	Rainmaker Irrigation, Inc. requests that the site clean and free of construction debris.
5	Unless items are specifically mentioned in the descriptions above, they are not included in this pricing.
6	Rainmaker Irrigation is not responsible for damage to unmarked private utilities; including but not limited to: private gas, pool, drainage, electric.
7	Rainmaker is not responsible for replacing sod/mulch/dirt/soil nor pressure washing driveway, sidewalk, any concrete or house.
8	Rainmaker is not responsible for water consumption. Your water consumption will increase when using irrigation. Rainmaker is not responsible for the water schedule.
9	Rainmaker is not responsible for the WI-FI signal, WI-FI booster, or WI-FI app. The customer installs the LNK module and app. Customer help LNK is via the manufacturer.
10	Rainmaker cannot guarantee that we are able to complete a bore.

Clarifications:

1	Rainmaker Irrigation, Inc. shall provide Worker's Compensation and General Liability Insurance for work performed under the Contract.
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Notes:

1	This price is good for (14) days from date of proposal - after that price is subject to change. Notwithstanding any provision herein to the contrary, in the even that, during the performance of this Agreement, the price and/or any other necessary commodities significantly increases, through no fault of Rainmaker Irrigation, Inc., the price of any materials, components, or goods to be furnished under this agreement shall be equitably adjusted by an amount reasonably necessary to cover any such significant prices increases. As used herein, a significant price increase shall mean any increase in price of five percent (5%) experienced by Rainmaker Irrigation, Inc. from the date of the execution of this agreement. Such price increases shall be documented through commercial quotes, invoices, receipts or other such documentation. Where the delivery of materials, components, or goods required under this agreement is delayed, through no fault of Rainmaker Irrigation, Inc. as a result of the shortage or unavailability of commodities, raw materials, components and/or products, Rainmaker Irrigation, Inc. shall not be liable for any additional costs or damages associated with such delay(s).
2	All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving costs will be executed only upon written orders, and will become an extra charge over and above the estimate.* All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's compensation Insurance. All materials remain the property of the contractor until payment is received in full. *Piping and wiring installed in public right of way at sole risk of property owner. *Rainmaker Irrigation, Inc. is not responsible for any damages to private unmarked utilities, lines, pipes, wires, cables, etc.
Read and Acknowledge:	
I acknowledge that I have read, understand, and agree to the above exclusions, qualifications, policies, and pricing in the above statement in its entirety.	
Customer's Initials: _____	
<div>Select One <input type="checkbox"/> Standard Proposal Amount: #REF!</div>	
Rainmaker Irrigation, Inc. By: <i>Chad Brown</i> Date: 11.18.2025	
Acceptance of Proposal / Deposit Required	
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. I understand that a 50% non-refundable deposit is required at time of signing contract and that the remainder of the payment is due on-site the day of completion.	
Signature _____ Date _____ Note: This proposal may be withdrawn if not accepted within 14 days.	
**To accept this proposal and receive an install date: please remit deposit and return this signed quote via fax to 770-792-9054, via email to info@rainmakeratl.com or via mail to: 521 Cobb Pkwy. N. Marietta, GA 30062-3320 **	



**City of Walnut Grove
State of Georgia**

Resolution 2025-08

A RESOLUTION

**OF THE MAYOR AND CITY COUNCIL OF THE CITY OF WALNUT GROVE,
GEORGIA TO ESTABLISH THE FEE SCHEDULE FOR FY2025-2026.**

WHEREAS, The Mayor and City Council of the City of Walnut Grove wish to adopt a Resolution establishing a fee schedule for city services, administrative, and regulatory fees, license fees, permit fees, and user fees which are established for the purposes of financing, in whole or in part, the City's operating expenses for the fiscal year 2025-2026; and

WHEREAS, The Mayor and City Council of the City of Walnut Grove have studied and reviewed the City's cost to provide various services including but not limited to plan review, permitting, building inspections, business and alcohol licensing, sanitation, and public facility rental and have established a fee schedule to cover the cost of services; and

WHEREAS, the current master fee schedule for the City of Walnut Grove, Georgia was most recently approved in FY2021-2022; and

WHEREAS, The Mayor and City Council adopted a fee schedule for FY2025-2026 at their regularly scheduled meeting on November 13, 2025; and

NOW THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Walnut Grove, Georgia, as follows:

Section 1. That the fee schedule for fiscal year 2025-2026 is amended per Exhibit A.

Section 2. That this Resolution shall be and remain in full force and effect from and after its date of adoption.

Adopted this 11th day of December 2025.

City of Walnut Grove, Georgia

Stephanie Moncrief, Mayor

ATTEST:

Lynn Heard, City Clerk

APPROVED AS TO FORM:

**John J Crowley, City Attorney
Powell & Crowley, LLP**

Walnut Grove, GA Fee Schedule

Last Amended: 13NOV25

Exhibit A

Business Licencing	
	Fee
Peddlers & Itinerant Merchant (Per Year)	\$100
Occupational Tax	\$100+\$10 per employee
Home Occupation	\$100
Late Fee	10% of fee or \$25 whichever is greater

Permits	
	Fee
Fence	\$100
Trades Permit (Electrical, Plumbing, and HVAC)	\$100
Deck/siding	\$100
CO	\$100
Permit Renewell (after expiration)	\$100+25% of initial permit
Permit Extention (prior to expiration)	\$100 (additional three months)
Replacement of Permit	\$30
Fee for work done w/o permit	\$250
Temporary Construction Trailer	\$100(Does not include trades)
Driveway Permit	\$100 Stand Alone
Penalty for accessory structures without authorization	\$250
Demolition Permit Residential	\$200
Demolition Permit Commercial	\$300
Above Ground Pool (non-temporary)	100 (does not include deck, fence, or trades)
Accessory Structure	See Building Permit
Inground Pool	\$300 (inclues Electrical and Fence)

Building Inspections and Plan Review	
	Fee
1st Reinspection/Building Plan Resubmittal	\$140
2nd Reinspection/Building Plan Resubmittal	\$180
3rd or more re-inspection/Building Plan Resubmittal	\$200
Special Inspection (not conforming to work schedule)	\$140

Site Development	
	Fee
No Pre-Application Conference	\$50
When Pre-Application Conference is Required	\$250
Boundary Line Plats/Combination Plat Review	\$100
Exemption Plat (See LDO Sec. 300.5)	\$375
Residential Construction Plans	
2-25 lots	\$750
26+ lots	\$750+ \$20 per lot over 25
Residential Final Plat	\$475
Individual Commercial and Industrial Sites	
Less than 1 Acre	\$575
1-5 Acres	\$775
Greater than 5 Acres	\$775+\$25/acre over 5
Land Disturbance Fees	
EPD Land Disturbance Fee (Paid to EDP)	\$40/acre
Residential Development Permit	\$30/unit (first 25 units) \$20 each additional
Commercial Development	\$250/acre (min.)
Industrial Development Permit	\$400/acre (min)

Signs	
	Fee
Sign Permit	\$100+\$1 per sq ft
Temporary Sign Permit	\$25 (10-50sq) \$50 (51and up)
Penalty for Signs Erected without Authorization	\$100+Sign Fee
Public Notice Sign	\$25 (city intalls and removes)

Zoning	
Variance	\$500 per article per parcel
Rezone	\$600
Rezone to PUD	\$800
Annexation	\$600
Conditional Use	\$300Residential/\$350Commercial
Zoning Certification	\$70
Appeal of Admin Decision	\$200
Land Use Revision	\$250

Residential Sanitation	
	Fee
Residential Single Family	\$20/Mo. (1) 95Gal Bin; (1) 18 Gal Recycle; (3) Yard Bags
Additional Residential 95Gal Bin	\$8/Mo.
65Gal Recycle Bin	\$3/Mo.
Additional Yard Waste Bags (Beyond 3)	\$3 per Bag
Recreation User Fees	
Ballfield Concession Building	\$10R/\$15 (Deposit \$25)
Ballfield	\$25R/\$35
Park Pavillion	\$100R/\$150 (Deposit \$225)
Municipal Building	\$150R/\$200 (Up to 4 hrs) \$25 hr past 4hrs (Deposit \$300)
Administrative User Fees	
	Fee
Notery	\$2 per notarial act
Copies	\$0.10 per page
Standard Administrative Fee (noted on various items)	\$25
Replacement documents (CO, permits, agreements, etc.)	\$30

Regulated Business	
	Fee
Wholesale Beer	\$100
Wholesale Wine	\$100
Wholesale Beer and Wine	\$150
Malt Beverages Sale (Package or on premises)	\$500
Wine Sale (Package or on premises)	\$500
Wine and Malt combined	\$1,000
Liquor Sales (Package)	\$5,000
Liquor Sales (on premises)	\$3,000
Temporary License Alcohol (Max. 10 days per Year)	\$25 per day

Building Permit	
Residential (one and two family)	Fee
New Construction	\$0.26/sq.ft. + \$100 Certificate of Occupancy
Remodeling/Additions	\$0.20/sq.ft. + \$100 Certificate of Occupancy
Violation-Building without a Permit	\$250
Non-Residential (including multifamily)	
New Construction	\$5 per \$1000 of construction cost + \$100 CO.
	Minimum fee \$50+CO
Remodeling/Additions	\$5 per \$1000 of construction cost + \$100 CO.
	Minimum fee \$50+CO
Other	
Demolition	\$100
New Mobile Home Location	\$250
Contractor Name Change	\$25
Revision (non-residential and multifamily)	\$100
Temporary CO	\$50 per building or structure
Certificate of Completion	\$50 per building or structure
Revision (Residential)	\$50

Filming (Television, motion pictures, graphic productions)	
Application	\$200
Street Closure (Residential)	\$50 per hr (4 hours minimum)
Street Closure (Commercial)	\$75 per hr (4 hour minimum)
High Impact Filming	\$1,500
Library	\$400 (Half Day) \$700 (Full Day)
Municipal Building/Parking lot	\$500 (Half Day) \$1,000 (Full Day)
Municipal Parks	\$400 (Half Day) \$700 (Full Day)
City Hall	\$1,000 (Half Day) \$1,600 (Full Day)

STATE OF GEORGIA

CITY OF WALNUT GROVE

ORDINANCE NO. 2025-07

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF WALNUT GROVE, GEORGIA, TO PROVIDE GUIDANCE AND STANDARDS FOR FILM PRODUCTION; TO REPEAL ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; 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 encourage film production within city boundaries; and

WHEREAS, the City invites film production utilizing City property provided: the City of Walnut Grove's primary responsibility to provide service to the general public is not impaired; City of Walnut Grove is compensated for the time, labor, and other costs associated with permitting the utilization of City property and facilities, and the City of Walnut Grove is indemnified from any responsibility arising from any injury, accident, destruction of property or other occurrence associated with the project.; and

WHEREAS, the City of Walnut Grove reserves the right to refuse access to City property on grounds of prior reference examination, and portrayal of the City in the content of the project;

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 Chapter 26 of Code of Ordinances of Walnut Grove, Georgia be amended with the following addition under Article III, Section 26-44 of Code of Ordinances of Walnut Grove, Georgia:

“Sec. 26-44- Motion picture, television and photographic productions”

A. Definitions- For the purpose of this chapter, the following terms, phrases, words and their derivations shall have the meaning given herein:

1. Applicant shall mean the individual, organization, corporation, or any other entity that is ultimately responsible for the filming that is the subject of a permit application.
2. City shall mean City of Walnut Grove.
3. Motion picture, television and photographic production shall mean all activity attendant to staging or shooting (videotaping or filming) commercial motion pictures, television shows, programs or commercials, and to the taking of single or multiple photographs for sale or use for a commercial purpose where the photographer sets up stationary equipment on public or private property or the public right-of-way in any one location for longer than five (5) consecutive minutes.

B. Summary of Procedures

1. All requests for filming on City property will be directed to the City Administrator. All contacts and arrangements will be made through the administrative department. The film maker/production company is not to be directed to any other office of the City.
2. The designated City representative will forward a Film Request Package to the applicant for completion. The Package should include: Price List, Administrative Policies and Procedures for filming, and Permit Form.
3. The City representative will review the request upon receipt of the completed Package and required fee. If necessary, a meeting and tour will be arranged with

the Production Location Scout for a suitable location for filming.

4. The City representative will communicate approval or denial to the applicant. If the request is approved, the City representative will notify the applicant and bill them for any additional fees. All fees must be paid to the City before the actual permit is issued
5. If the application is denied, the applicant may initiate an appeals process by writing the City Council within five (5) days of receipt of denial. The City Council will respond to the appeal within fourteen (14) days of receipt of the appeal.
6. Once the filming/shoot is completed, the affected Department(s) will make an assessment of damages and refund any unused damage deposit. Allow thirty (30) days for processing.
7. If subcontractors, vendors, or caterers are used during the term of agreement, the parties are subject to City guidelines on use of City facilities and terms embodied in the Ordinance

C. Administrative Policies and Procedures.

1. **PERMIT REQUIRED FOR USE OF PUBLIC RIGHT OF WAY:** A permit is required for any commercial film activity which involves the use of public or private property or the public right-of-way in any one location for longer than five (5) consecutive minutes, or impacts the public right of way beyond normal traffic. (Examples: on-street parking; interruption of vehicular or pedestrian traffic flow; placement of flats, cameras, lights or other equipment on public property. Application will be made on the City's standard form (attached) and presented to

the City representative or his/her duly appointed representative for review. Early application is recommended as permits are issued on a first come first served basis, and time may be needed to work out any difficulties associated with the planned activity. Requirements may vary depending on the impact of the activity as defined below:

2. **NOTIFICATION OF AFFECTED BUSINESS AND RESIDENTS:** The Production Company will notify all businesses and residents affected by the activity. Notification should take place following the City's review of the application, and no less than three (3) business days prior to the planned activity. Earlier notification may be required in cases where planned activities may have a significant impact on normal activities of the area. Exceptions may be made in special situations. The area to be covered by notification may vary depending on the impact of the planned activity but will be a minimum of all businesses or residents in the linear block in which the activity is to occur.
3. **TRAFFIC CONTROL AND STREET CLOSURES:** Approval must be obtained prior to any film activity which would disrupt the normal flow of traffic. Traffic control, if needed, must be handled by off-duty police officers hired by the Production Company through Walton County Sheriff's Department. The City retains the right to determine the number of Deputies needed. Intermittent holding of traffic shall not exceed three-minute intervals except when specifically approved by permit. Street closures are discouraged in most instances. Requests for street closures or diverting of traffic should be made well in advance to allow for planning of alternate routes and proper notification.

Interruption of traffic on state routes or closure of state routes requires prior approval from the Georgia Department of Transportation (GDOT), as well as the City.

4. **SPECIAL EFFECTS, EXPLOSIVES, AND SIMILAR DEVICES:** No film activity which involves the use of explosives, pyrotechnics, fire, smoke-making machines or other special effects may be undertaken unless specifically approved by the Walton County Fire Marshal.
5. **REMOVAL OF VEGETATION:** Removal, cutting or trimming of vegetation in the public right-of-way is prohibited unless specifically approved by permit.

6. FILM IMPACT

- i. **LOW IMPACT FILM ACTIVITIES:** In general, low impact activities are defined as those which:

- Allow uninterrupted flow of pedestrian traffic;
- Hold vehicular traffic for no more than one-minute intervals;
- Utilize no more than four (4) on-street parking spaces in any linear block containing businesses dependent on on-street parking;
- Have minimal impact on normal business activities;
- Take place in the downtown business district outside normal business hours;
- Utilize no more than fifty percent (50%) of the on-street parking spaces in any linear block containing business not dependent on on-street parking;

- Utilize no on-street parking where there are no marked on-street parking spaces;
 - Provide parking for cast, crew, extras and other nonessential vehicles in off-street lots, as well as alternate parking for those displaced from these lots;
 - Provide a private holding area for extras; and
 - Conduct prep and wrap activities in accordance with the above.
- ii. **HIGH IMPACT FILM ACTIVITIES:** In general, high impact film activities are those that fall outside two or more of the criteria for a low impact activity. Additional criteria that classify a film activity as high impact include:
- High speed chases or crashes;
 - Use of pyrotechnics or explosives; or
 - Use of aircraft
 - Film activity that exceeds more than five (5) continuous film working days at one location.
 - Activity which interrupts pedestrian traffic and/or restricts access to residential and business activity

7. Residential Areas

- i. In areas zoned residential, film activities will not begin prior to 7:30 a.m., and will end by 10:00 p.m., except with special advance permission by the City and the affected neighborhood.
- ii. Affected residents in an area not less than two blocks in either direction

must be notified by letter or in person not less than three (3) days in advance.

Notification should include information concerning the location and duration of the filming activity in question, as well as specifics regarding lights, noise, or any special effects.

- iii. All equipment and support vehicles not in immediate use shall be parked so as not to cause any interference to pedestrians or vehicular traffic.
- iv. When filming on residential streets which experience traffic congestion as a result of schools opening and closing or the morning and evening “rush” hours, neither pedestrian nor vehicular traffic may be held during these “rush” times, which will be agreed upon in advance by the City Administrator and the locations’ manager.
- v. Production vehicles must not block fire hydrants, driveways, or other access ramps unless authorized by the City or property owner. Ten (10) feet of clearance should be left on either side of affected driveways, unless otherwise authorized.
- vi. Production vehicles must be parked in such a way as to not impede safe lines of vision at intersections.
- vii. Lighting for filming, both during the day and night, should be oriented away from neighboring residences wherever possible, and should not interfere with the safe movement of traffic.
- viii. Production companies are responsible for cleaning and restoring locations used, including public and private lands, with a minimum amount of noise and disruption.

ix. Production companies blocking off or holding traffic on streets scheduled for garbage pick-up are responsible for:

- moving trash cans to a location accessible to sanitation vehicles, and then returning them to their proper owners; or...
- coordinating, in advance, a time when sanitation vehicles may access the area affected.

x. Residents may not charge production companies for use of the public right-of-way in front of their homes, nor prohibit use without justifiable cause, but may reasonably expect the right-of-way to be restored to its' original condition by the production company.

xi. Special effects involving sirens, gunshots, speeding cars, or other loud noises are limited to the hours before 9:00 p.m., unless cleared in advance with the City and the neighbors affected.

xii. Wherever possible, base camps and dressing room trailers should be parked away from neighboring residences, and/or take steps to control noise from generators, slamming doors, engines, etc., in the early morning before 7:30 a.m. and after 9:00 p.m. in the evening.

8. Permit Fees Each applicant will pay the required fees as established by resolution of the City Council. Where set fees are established, Production Companies pay the same fee as the general public for the service or facility. Services for which a fee has not been established will be charged on the basis of time, equipment, and material. All fees are subject to change.

i. There will be a standard processing charge for a film permit to reimburse

the City for the staff time required to evaluate the application and establish conditions of approval. Process fees may be waived at the discretion of the City Administrator for charitable and nonprofit organizations which qualify under Section 501c(3) of the United States Internal Revenue Code, and City sanctioned organizations if substantial benefits will inure to the City of Walnut Grove.

- ii. There are charges associated with use of certain City services or facilities. The facilities charges and in certain circumstances, the service fees, may be waived at the discretion of the City Administrator for the following, if substantial benefits will inure to the City of Walnut Grove:

- Productions conducted by a cable television company operating under a franchise granted by the City which are not conducted on public property, do not interfere with public rights-of-way, and which involve fewer than two (2) motor vehicles;
- Productions for wholly charitable or educational purposes and from which no profit is derived, either directly or indirectly; and
- Student Filming.

Section 2. Except as provided otherwise herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Section 3. Pursuant to the Section 3.14 of the City Charter, authority is hereby delegated to the City Clerk to cause this Ordinance to be numbered and codified in the City Code of Walnut Grove,

Georgia, in such a way as to place this Ordinance in the Code in an organized and orderly sequence to maximize the organization of the Code. The City Clerk is authorized to designate to the City Attorney or to such other Mayor and Council approved contractors to assist in the effort to codify this provision provided the decision of the City Clerk is final as to the placement of this Ordinance within the City Code of Walnut Grove, Georgia. The goal of this authorization is to codify and number this Ordinance in the Code in such a way as to be clear and orderly.

Section 4. This ordinance shall become effective immediately upon its adoption by the Mayor and Council of the City of Walnut Grove, Georgia.

Section 5. It is hereby declared that if any phrase, sentence, or paragraph hereof shall be found or declared unconstitutional or invalid by a court of competent jurisdiction, the remaining phrases, sentences and paragraphs hereof shall remain in full force and effect as if enacted without the phrase, sentence, or paragraph declared unconstitutional or invalid.

SO ORDAINED this 11th day of December 2025.

City of Walnut Grove, Georgia

Stephanie Moncrief, Mayor

ATTEST:

Lynn Heard, City Clerk

APPROVED AS TO FORM:

**John J Crowley, City Attorney
Powell & Crowley, LLP**

Good Morning, Stephanie Moncrief

ACCOUNTS



Synovus Financial Corp. GENERAL OPERATING ACCOUNT 029823

Available Balance

\$653,940.42

Current Balance

\$653,940.42

Synovus Financial Corp. Sewer Operating Account 194740

Available Balance

\$5,509.18

Current Balance

\$5,509.18

Synovus Financial Corp. WC2019 SPLOST 203806

Available Balance

\$948,054.82

Current Balance

\$948,054.82

Synovus Financial Corp. MONEY MARKET 050181

Available Balance

\$1,465,781.04

Current Balance

\$1,465,781.04

Synovus Financial Corp. DDA Account 506944

Available Balance

\$89,780.75

Current Balance

\$89,780.75

Synovus Financial Corp. Savings for sewer plant expansion 207641

Available Balance

\$399,390.33

Current Balance

\$399,390.33

Synovus Financial Corp. LAS Sewer Plant Expansion Project Acct. 824655

Available Balance

\$206,031.60

Current Balance

\$206,031.60

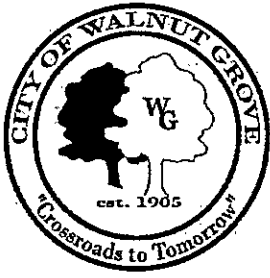
Synovus Financial Corp. SPLOST 2025 824663

Available Balance

\$209,462.30

Current Balance

\$209,462.30



CITY OF WALNUT GROVE

CITY CLERK REPORT – December 11, 2025

November 2025 Citations & Rentals:

Citations

Walton County - 3
Georgia State Patrol – 0
Code Enforcement – 0

Rentals

Pavilion - 2
Ballfield – 12

Ballfield Rental For 2025 – 231
Ballfield Fees For 2025 - \$7,463.00

(c) (d)

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Report from 08NOV25-11DEC25

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Report from 08NOV25-11DEC25

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