

**CITY OF WALNUT GROVE**  
**October 30, 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 10:03 AM
- II. Invocation** – Given by City Attorney, Jay Crowley
- 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 Jay Crowley, City Engineer Joe Walter.
- V. Agenda Approval** – Mayor Pro Tem Erica Miles motioned to approve the agenda with the condition of adding RFP-2025-002 Solid Waste & Collection Services to Old Business #3. Council Member Rachel Davis seconded the motion. Motion carried unanimously.
- VI. Old Business**
  1. Discussion: Library Trustee Appointment: Dominic DiGrado, Donny Tudor, and Margaret Black – Appointment letters will be prepared, approved by Council and signed by Mayor Moncrief. There will be a vote at the next regular Council Meeting on November 13, 2025.
  2. Discussion: Sewer Expansion – City Administrator, Joe Morris, reported that the sewer expansion is going well and on schedule. The spray field land disturbance is complete and the infrastructure is being put into place. The GEFA loan documents have been completed and submitted. Mayor Moncrief stated that the July 11, 2026 completion date is on track.
  3. RFP 2025-002 Solid Waste & Collection Services – City Administrator, Joe Morris, reported that three bids and one non-bid were received by the deadline of October 13, 2025 at 12:00 p.m. Bids were submitted by GFL, WastePro and Southern Sanitation, and a non-bid was received by Republic Services. He stated that City Hall participated in a training session on October 15, 2025, to review proper procedures for opening and grading bids. Mr. Morris further reported that the grading began on October 16, 2025 and concluded October 28, 2025. Two companies were disqualified for not completing the commercial portion of the bid. The RFP 2025-002 contract will be awarded at the next regular Council Meeting on November 13, 2025.


## VII. New Business

1. Discussion: Library Ordinance Amendment – Ordinance 2025-05 Library Ordinance Amendment will be voted on at the next regular Council Meeting, November 13, 2025.
2. Discussion: Fee Schedule – Permit fees have been updated. A vote will take place at the next regular Council Meeting, November 13, 2025.
3. Discussion: Standard Reports – Public Works Manager Tobie Cartledge and Code Enforcement Officer Greg Chapel will provide an update on accomplishments from the past few months around the city at the next regular Council Meeting on November 13, 2025. A memo from WGHS will be provided to the Council Members describing the importance of the WGHS Work Based Learning Program and how this program is beneficial for the students and the future of the city.


**VIII. Executive Session:** Personnel, Litigation, Real Estate, or Cyber Security – Mayor Moncrief calls for a motion to enter Executive Session for personnel. Council Member Rachel Davis approved the motion. Mayor Pro Tem Erica Miles seconded the motion. Motion carried unanimously. **Regular Session:** Mayor Moncrief calls for a motion to come back in Regular Session. Council Member Maxine McClanahan motioned to approve. Council Member Rachel Davis seconded the motion. Motion carried unanimously.


**IX. Adjourn** - Mayor Moncrief called for a motion to adjourn. Council Member Rachel Davis motioned to adjourn the meeting. Mayor Pro Tem Erica Miles seconded the motion. 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