



CITY OF WALNUT GROVE
December 11, 2025 6:00 PM
1021 PARK STREET MUNICIPAL BUILDING
Called Council Meeting
Summary Minutes

- I. Call to Order** – Mayor Moncrief called the meeting to order at 6:05 pm.
- II. Invocation** – Given by Joe Walter.
- III. Pledge of Allegiance** – The pledge was said by all in attendance.
- IV. Roll Call** - Present: Mayor Stephanie Moncrief, City Administrator Joe Morris, Mayor Pro Tem Erica Miles (via virtual) City Clerk Lynn Heard, Council Member Maxine McClanahan, Council Member Linda Pilgrim, Council Member Rachel Davis, City Attorney Jay Crowley and City Engineer Joe Walter.
- V. Agenda Approval** – Council Member Rachel Davis motioned to approve the agenda with changes to New Business items #2 and #5, with both items to be for discussion only and not a vote. Council Member Maxine McClanahan seconded the motion. The motion carried unanimously.
- VI. Consent Agenda** – Council Member Rachel Davis motioned to approve the Consent Agenda. Council Member Maxine McClanahan seconded the motion. Motion carried unanimously.
 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 – Council Member Rachel Davis spoke with the DDA Attorney, Andrea Gray. Ms. Gray is getting everything ready for the annual registration with the state. Also, there are three existing members of the DDA that are ready to be reappointed next year.

VIII. Planning & Zoning Commission – Joe Walter – Chapel Woods Presbyterian Church – Case scheduled to be heard by the Planning Commission on December 17, 2025, at 6:00 PM. **Mike's Tire Depot** – Awaiting agency approvals prior to issuance of the full LDP permit. **Elevation Truck Sales** – Revised site plans have been submitted and are currently under review, awaiting disposition.

IX. Library Report – Dana Segar

- X. Public Comment** – Jimmy Gilmer, 3081 Habersham Circle, Covington, GA 30014 – Mr. Gilmer expressed concerns about residents having to pay for trash pick up.

XI. Old Business

1. Vote: Resolution 2025-07 - One time salary increases for all City employees – Council Member Maxine McClanahan motioned to approve the one time salary increase. Council Member Rachel Davis seconded. Motion carried unanimously.
2. Vote: Mayor Pro Tem for 2026 – Council Member Maxine McClanahan motioned to approve Rachel Davis as Mayor Pro Tem. Council Member Linda Pilgrim seconded the motion. The motion carried unanimously.

XII. New Business

1. Discussion: Ordinance 2025-06 Home Occupation -- This will be voted on at the next council meeting.
2. Discussion: Lead Sewer Technician Designation and Stipend – Presented by Public Works Manager, Tobie Cartledge. Discussed the responsibilities of the proposed Lead Sewer Tech and training additional team members to function the sewer plant operation in the absence of the Lead Tech. A further discussion will be held at a later date.
3. Discussion: Preventative Maintenance for Sewer Pump Station – Presented by Public Works Manager, Tobie Cartledge. Discussed the purpose of winterizing the Sewer Pump Station and recommended preventative maintenance to ensure proper operability of the sewer plant.
4. Discussion: Upgrade and Change Order Proposal – Discussion of diverter valve upgrade for sewer spray field.

5. Discussion: Resolution 2025-08 – City of Walnut Grove Fee Schedule for 2026 – Presented By Joe Morris. A resolution has been written to address the last time the RFP scheduling was updated and when it was voted on. That will also account for its first reading. This will be voted on at the next council meeting.
6. Discussion: Ordinance 2025-07 – Rules and Regulations of Filming in the City of Walnut Grove – Presented By Joe Morris. This will be voted on at the next council meeting.

XIII. Reports

1. Public Works – Greg Chapel
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** – Council Member Linda Pilgrim spoke about the importance of helping families in need this holiday season. Mayor Pro Tem Erica Miles would like everyone to know about the children's program and WGHS on Sunday, December 14, 2025 at 10AM. Council Member Rachel Davis spoke about coming up with a monthly newsletter to keep the citizens informed about the positive growth coming to the city.

XVI. Executive Session: Personnel, Litigation, Real Estate, or Cyber Security – No Executive Session

- XVII. Adjourn** - Mayor Moncrief called for a motion to adjourn the meeting. Council Member Maxine McClanahan motioned to adjourn. Council Member Rachel Davis seconded. Motion carried unanimously.