

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

- I. Call to Order** – Mayor Pro Tem Erica Miles 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 Appointment: 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. Motion carried 3–0, with Council Member Maxine McClanahan abstaining.
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.

Vendor Grade Sheet

1. Adherence to RFP Instructions	Score (1-5)	Notes
Timeliness	5	Arrived by Deadline (1 for late; 5 on time)
Completeness	5	Are all requirements addressed (Refer to score guide)
Overall Quality & Professionalism	5	Technically compliant/innovative receives all points
Total	15	
2. Company Information		
Pertinent Historical Information/Organization	5	Demonstration of capability to successfully deliver required services
References <i>Guinnett, COWG (2)</i>	4/5	Positive references from at least two cities of similar size and scope
Experience	5	Proof of similar sized and focused governments
Personnel Experience	5	Expertise of Key personnel assigned to the contract
Total	19	
3. Project Understanding		
Overall Comprehension of Services Needed	4	All services requested are present or a resonable alternative is proposed
Total	4	<i>Did not see backdoor service addressed.</i>
4. Requirments		
Completeness of Vendor Response	3	Response is fully technically compliant <i>Backdoor Service, not how access,</i>
Vendor Ability to Meet Requirements	4	Vendor Details ability to meet requirements <i>not how & access not score if it.</i>
Total	7	
5. Terms & Conditions		
Detailed Buyer Duties	5	Buyer Duties favorable
Terms & Conditions	5	Any terms & conditions are favorable
	10	
6. Technical Proposal		
Management of Collected Materials	5	All collected material management addressed
Inclusion of Educational and Promotional Program	5	Educational and Promotional Program Included
Local Presence	5	Inclusion of office or operation facility responsible for city services
Total	15	
7. Fee Summary		
Commercial Fee Schedule	5	Reasonableness of Fee Schedule
Residential Fee Schedule	5	Reasonableness of Fee Schedule
Other Fees	5	Reasonableness of Other Fees
Total	15	

Criteria Scores	Weight	Score
1. Adherence to RFP Instructions	0.05	$15 \times 0.05 = 0.75$
2. Company Information	0.05	$19 \times .05 = 0.95$
3. Project Understanding	0.05 0.5	$4 \times .05 = 0.2$
4. Requirments	0.25	$7 \times 0.25 = 1.75$
5. Terms & Conditions	0.05 0.5	$110 = 0.5$
6. Technical Proposal	0.25	$15 \times 0.25 = 3.75$
7. Fee Summary	0.3	$15 \times 0.3 = 4.5$
	TOTAL	12.4

Vendor Grade Sheet

Waste Pro of GA

1. Adherence to RFP Instructions	Score (1-5)	Notes
Timeliness	5	Arrived by Deadline (1 for late; 5 on time)
Completeness	5	Are all requirements addressed (Refer to score guide)
Overall Quality & Professionalism	5	Technically compliant/innovative receives all points
<i>total</i>	15	
2. Company Information		
Pertinent Historical Information/Organization	5	Demonstration of capability to successfully deliver required services
References <i>Sutton, Grinnett (1)</i>	5	Positive references from at least two cities of similar size and scope
Experience	5	Proof of similar sized and focused governments
Personnel Experience	5	Expertise of Key personnel assigned to the contract
<i>total</i>	20	
3. Project Understanding		
Overall Comprehension of Services Needed	2.5	All services requested are present or a reasonable alternative is proposed
<i>total</i>	2.5	<i>No bid for roll off or front end container (Pg 12) states bulk service avail but no other references.</i>
4. Requirements		
Completeness of Vendor Response	4	Response is fully technically compliant <i>roll off services.</i>
Vendor Ability to Meet Requirements	5	Vendor Details ability to meet requirements
<i>total</i>	9	
5. Terms & Conditions		
Detailed Buyer Duties	5	Buyer Duties favorable
Terms & Conditions	5	Any terms & conditions are favorable
<i>total</i>	10	
6. Technical Proposal		
Management of Collected Materials	5	All collected material management addressed
Inclusion of Educational and Promotional Program	5	Educational and Promotional Program Included
Local Presence	5	Inclusion of office or operation facility responsible for city services
<i>total</i>	15	
7. Fee Summary		
Commercial Fee Schedule	2 1	Reasonableness of Fee Schedule
Residential Fee Schedule	0 3	Reasonableness of Fee Schedule
Other Fees	5	Reasonableness of Other Fees
<i>total</i>	9	

Criteria Scores	Weight	Score
1. Adherence to RFP Instructions	0.05	$15 \times 0.05 = 0.75$
2. Company Information	0.05	$20 \times 0.05 = 1$
3. Project Understanding	0.05 0.5	$2.5 \times 0.05 = 0.125$
4. Requirments	0.25	$9 \times 0.25 = 2.25$
5. Terms & Conditions	0.05 0.5	$5 \times 0.5 = 2.5$
6. Technical Proposal	0.25	15 $15 \times 0.25 = 3.75$
7. Fee Summary	0.3	$9 \times 3 = 2.7$
	Final	11.075

Vendor Grade Sheet

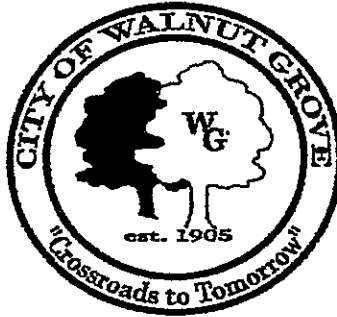
1. Adherence to RFP Instructions	Score (1-5)	Notes
Timeliness	5	Arrived by Deadline (1 for late; 5 on time)
Completeness	5	Are all requirements addressed (Refer to score guide)
Overall Quality & Professionalism	5	Technically compliant/innovative receives all points
TOTAL	15	
2. Company Information		
Pertinent Historical Information/Organization	5	Demonstration of capability to successfully deliver required services
References <i>Rockmart, Stockbridge (8) Douglasville</i>	5	Positive references from at least two cities of similar size and scope
Experience	5	Proof of similar sized and focused governments
Personnel Experience	4	Expertise of Key personnel assigned to the contract
TOTAL	19	
3. Project Understanding		
Overall Comprehension of Services Needed	3	All services requested are present or a reasonable alternative is proposed
TOTAL	3	<u>Yellow Highlight (Pg 6) Bulk Waste & Backdoor Service</u>
4. Requirements		
Completeness of Vendor Response	5 4	Response is fully technically compliant <i>only two years history, 6 years experience, previous work</i>
Vendor Ability to Meet Requirements	5	Vendor Details ability to meet requirements
TOTAL	9	
5. Terms & Conditions		
Detailed Buyer Duties	5	Buyer Duties favorable
Terms & Conditions	5	Any terms & conditions are favorable
	10	
6. Technical Proposal		
Management of Collected Materials	5	All collected material management addressed
Inclusion of Educational and Promotional Program	5	Educational and Promotional Program Included
Local Presence	5	Inclusion of office or operation facility responsible for city services
TOTAL	15	
7. Fee Summary		
Commercial Fee Schedule	1	Reasonableness of Fee Schedule
Residential Fee Schedule	4 5	Reasonableness of Fee Schedule
Other Fees	5	Reasonableness of Other Fees
TOTAL	11	

Criteria Scores	Weight	Score
1. Adherence to RFP Instructions	0.05	$\times 15 = 0.75$
2. Company Information	0.05	$\times 19 = 0.95$
3. Project Understanding	0.05	$\times 3 = 0.15$
4. Requirments	0.25	$\times 9 = 2.25$
5. Terms & Conditions	0.05	$\times 10 = 0.5$
6. Technical Proposal	0.25	$\times 15 = 3.75$
7. Fee Summary	0.3	$\times 11 = 3.3$
	7.0%	11.65

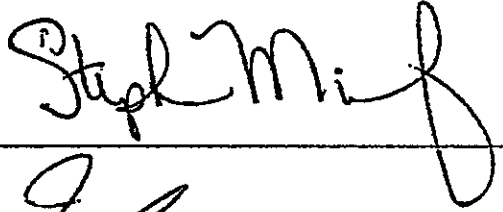

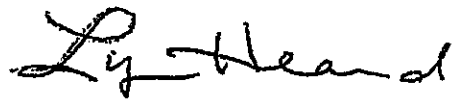

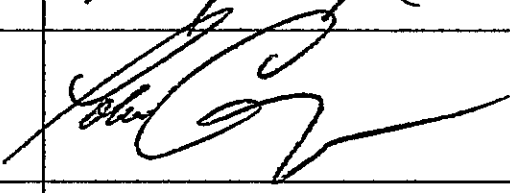
Grading Schedule RFP 2025-002

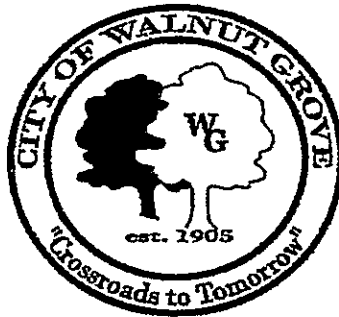
Section: Adherence to RFP Instructions Grader: Greg Chapel	Date: 21OCT25
Section: Company Information Grader: Lynn Heard	Date: 16OCT25
Section: Project Understanding Grader: Tobie Cartledge	Date: 20OCT25
Section: Requirements Grader: Joe Morris	Date: 17OCT25
Section: Terms & Conditions Grader: Stephanie Moncrief	Date: 23OCT25
Section: Technical Proposal Grader: Joe Morris	Date: 27OCT25
Section: Fee Summary (Only Top 3 after above Tabulation) Grader: Joe Morris & Stephanie Moncrief	Date: 30OCT25
Tabulation for Fee and Technical Grader: Joe Morris Observer: Lynn Heard	Technical Date: 28OCT25 Fee Date: 30OCT25

October 15, 2025



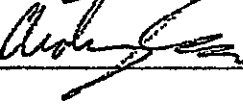
RFP 2025-002 Training Muster

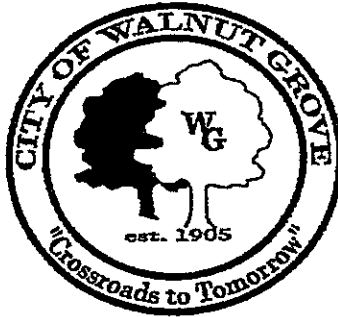
Stephanie Moncreiff Mayor	
Joe Morris City Administrator (Conducting Training)	
Lynn Heard City Clerk	
Greg Chapel Code Enforcement Officer	
Tobie Cartledge Building and Grounds Manager	



RFP 2025-002 Bld Opening

16OCT25

Stephanie Moncreif Mayor	
Joe Morris City Administrator (Conducting Training) ²	
Lynn Heard City Clerk	
Greg Chapel Code Enforcement Officer	
Tobie Cartledge Building and Grounds Manager	
Southern Sanitation Southern Sanitation	 Dean Anderson Johnson  Dean Anderson Johnson



RFP 2025-002 Bid Opening Vendors List

16OCT25

Company:	Received On:
GFL Environmental	10-13-25 10:05 AM
Southern Sanitation	10-13-25 11:25 AM
Waste Pro of Georgia	10-13-25 9:59 AM