



**City of Walthourville Mayor and Council Meeting  
January 9, 2024 @ 6:00 PM  
Walthourville Police Department**

**Agenda**

***The Honorable Mayor Sarah B. Hayes, Presiding***

The Honorable Mitchell Boston  
The Honorable Bridgette Kelly

The Honorable Patrick Underwood  
The Honorable Luciria L. Lovette

The Honorable Robert Dodd

Luke R. Moses, City Attorney  
Fire Chief, Nicolas Maxwell  
Police Chief, Christopher Reed

- |       |  |                             |
|-------|--|-----------------------------|
| I.    | Meeting Called to Order:   | <b>Mayor Sarah B. Hayes</b> |
| II.   | Roll Call:   | <b>City Clerk</b>           |
| III.  | Invocation   | <b>Appointee</b>            |
| IV.   | Pledge of Allegiance:  | <b>In Unison</b>            |
| V.    | Adoption of City Council Agenda:   | <b>Councilmembers</b>       |
| VI.   | Adoption of City Council Minutes:  | <b>Councilmembers</b>       |
|       | <ul style="list-style-type: none"><li>• December 12, 2023----Regular Minutes</li><li>• December 12, 2023----Executive Session Minutes</li><li>• December 21, 2023—Special Called Meeting Minutes</li></ul> |                             |
| VII.  | Presentation(s):   | <b>None</b>                 |
| VIII. | Agenda Items:  |                             |
| IX.   | Governing Body Comments  |                             |
|       | <b>Mayor</b>   | <b>Mayor Sarah Hayes</b>    |
|       | <b>Councilman Mitchell Boston</b>  | <b>Post 1</b>               |
|       | <b>Councilman Patrick Underwood</b>  | <b>Post 2</b>               |
|       | <b>Councilwoman Bridgette Kelly</b>  | <b>Post 3</b>               |
|       | <b>Councilwoman Luciria L. Lovette</b>   | <b>Post 4</b>               |
|       | <b>Councilman Robert Dodd</b>  | <b>Post 5</b>               |

X. Citizens Comments  
**Comments limited to 3 (three minutes) only.**

**Walthourville Citizens**

XI. Executive Session

**None**

XII. Adjournment

**Councilmembers**

When an Executive Session is required, one will be called for the following issues:

**(1) Personnel (2) Real Estate or (3) Litigation**

City of Walthourville  
Mayor and Council Meeting Minutes  
December 12, 2023  
6:00 PM @ Walthourville Police Department

- I. Meeting Called to Order: The meeting was called to order at 6:00 PM by Mayor Larry D. Baker.

The motion to amend the agenda to allow Georgia Rural Water to conduct a Water Rate Analysis. The motion was made by Councilwoman Kelly and the second was made by Mayor Pro Tem Hayes. Vote: 3-0: Motion Carried.

- II. Roll Call: The roll was called by the City Clerk with the following members present:

Mayor Larry D. Baker  
Councilwoman Bridgtte Kelly

Mayor Pro Tem Sarah B. Hayes  
Councilwoman Luciria L. Lovette

Members Absent:

Councilman Charlie L. Anderson, Sr., and Councilman James Hendry.

The attendance of the Council constituted a quorum.

City Attorney Luke R. Moses was in attendance.

- III. Invocation: The invocation was given by Pastor Stewart of Victory Baptist Church.
- IV. Pledge of Allegiance was recited in unison.
- V. Adoption of City Council Agenda: The motion to approve the agenda was made by Councilwoman Lovette and the second was added by Mayor Pro Tem Hayes. Vote: 3-0: Motion Carried.
- VI. Adoption of City Council Minutes:

- November 14, 2023 Regular Meeting Minutes: The motion to approve was made by Mayor Pro Tem Hayes and the second was added by Councilwoman Kelly. Vote: 2-1: Motion Carried.

Members voting in favor: Mayor Pro Tem Hayes and Councilwoman Kelly.  
Member opposed: Councilwoman Lovette.

- November 27, 2023 Special Called Meeting Minutes: The motion to approve was made by Mayor Pro Tem Hayes and the second was added by Councilwoman Kelly. Vote: 2-1: Motion Carried.

Members voting in favor: Mayor Pro Tem Hayes and Councilwoman Kelly.  
Member opposed: Councilwoman Lovette.

VII. Presentation(s): None

VIII. Agenda Items

1. LCPC

Mr. Jeff Ricketson

**Preliminary Plat.** For the Mayor and Council to approve/disapprove a preliminary plat request for Simcoe Investment Group (Mr. Charles Way) for, “The Hamlet Townhouses” (46 townhomes on Shaw Road). Mr. Ricketson stated at the end of 2019, the property was rezoned from R-2 to a PUD for 14 duplexes (28 units). In April of 2023, an amendment to the PUD was approved to change the project from duplexes to townhomes. The total gross area is 1, 470 square feet, the minimum lot width will be 20 feet, the building setback will be 30 feet. The front yard setback is 10 feet, the setback for Shaw Road will be 35 feet. These townhomes will be governed by a Homeowners Association. There will be 775 feet of new street dedicated to the City of Walthourville and utilities will consist of water, sewer and stormwater infrastructure. The motion to approve with LCPC Standard Conditions was made by Councilwoman Lovette and the second was added by Mayor Pro Tem Hayes.

LCPC Standard Conditions

1. The applicant must obtain all required local, state and federal licenses and permits prior to commencement of any construction.
2. All plans, documents, materials, and statements contained or implied in this application are considered a condition of this action.
- 3.No change or deviation from the conditions of approval are allowed without prior notification and approval of the Director of the LCPC or the Planning Commission, and the approving governmental authority.

Vote: 3-0: Motion Carried.

2. City of Walthourville

Major Anthony Hooker

Liberty County Sheriff’s Department MOU. For Mayor and Council to approve or disapprove the MOU for Liberty County Sheriff’s Department in conjunction with the City of Walthourville. This item was previously presented on the November 14, 2023 Agenda with no action taken due to the elected officials conducting research. The MOU allows for Liberty County to provide protection and aid to the City of Walthourville. In addition it provides detective service to the city as well as the Sheriff’s Department Canine Team. This agreement can be terminated by either party at any time in writing. The Sheriff’s Office will not bill the COW until the fourth consecutive day of providing total service. Councilwoman Kelly stated she still had questions about the agreement when she is paying taxes to Liberty County for this protection. Mayor Pro Tem Hayes stated she had a problem with the cost that is being charged to Walthourville. No action was taken.

3. City of Walthourville Ms. Shana T. Moss  
Agreement. City of Walthourville and the Georgia Municipal Association (GMA) for Telecommunications & Right of Way Management. This agreement will allow GMA to collect right of way fees from Fiber Optic Companies. The 2024 annual fee for Walthourville would be \$2,150.40, as indicated in Section 8c of the attached agreement. The 2024 annual program is based on \$0.56 per capita. Ms. Moss stated there has been several companies that have laid fiber optic line in the city and the city could have received revenue from these companies. She also stated the cost was based on the 2020 census. The city will receive funds quarterly from these companies. If legal issues arises, GMA's attorney's will be the legal representative for the city. The motion to approve was made by Mayor Pro Tem Hayes and the second was added by Councilwoman Kelly. Vote: 3-0: Motion Carried.

4. City of Walthourville (Amended Item) Ms. Shana T. Moss  
Georgia Rural Water Association. The city needs to undergo a Water Rate Analysis. The Mayor and Council tasked Ms. Moss with contacting Georgia Rural Water. GRW will conduct the rate study at no charge to the city. Upon the completion of the study, GRW will present their findings and recommendations to the Mayor and Council. The motion to approve as made by Councilwoman Kelly and the second was added by Mayor Pro Tem Hayes. Vote: 3-0: Motion Carried.

5. City of Walthourville Mayor Pro Tem Hayes  
Keep Liberty Beautiful (KLB). For the Mayor and Council to approve Bring One for the Chipper Proclamation. Dr. Karen Bell, Liberty County Executive Director and Mrs. Willa Lewis, Board Member were present. They thanked the City of Walthourville for their participation in KLB events and presented the Mayor and Council with a Bag. Mayor Pro Tem Hayes read the Proclamation designating January 6, 2024 as Bring One for the Chipper Day in the City of Walthourville. A photo op ensued with Mayor Baker, Mayor Pro Tem Hayes, Dr. Bell and Mrs. Lewis.

IX. City Reports Councilmembers/Department Heads

Fire Department Councilman Charlie L. Anderson, Sr.  
Fire Chief Nicolas Maxwell gave the report in the absence of Councilman Anderson. He gave the department's statistics and stated the Fire Department was progressing well.

Economic Development Mayor Pro Tem Hayes  
Stated she was appreciative for Dr. Bell and Mrs. Lewis to come out. She enjoys the relationship the city has with KLB. She referenced the Bring One for the Chipper Event. She also stated she would be looking into additional COVID/Flu Clinics for the city in 2024. Also on December 17, 2023 the Rivers Alive Cleanup will be conducted, everyone will meet at City Hall Parking Lot. This event will be held from 9:00 AM-1:00 PM.

Public Works  
No report, absent.

Councilman James Hendry

Water Department  
Reported that she had received no call of smelly water. Georgia Rural Water Association will be conducting the Water Rate Study at no cost.

Councilwoman Bridgette Kelly

Parks and Recreation  
Reported she did not have a report because of funding. Playground equipment is needed such as swings, basketball goals and water fountains.

Councilwoman Luciria L. Lovette

Police Department  
Major Anthony Hooker gave the department's statistics and stated the Police Department was doing well. The department distributed turkeys for Thanksgiving to citizens through private donations. He stated the department would be conducting their Citizens Academy in 2024.

Mayor Larry D. Baker

Office of the Mayor

Mayor Larry D. Baker

- X. Executive Session  
At 7:01 PM a motion to enter Executive Session for Litigation was by Councilwoman Lovette and the second was added by Councilwoman Kelly.

Attorney Luke R. Moses

Vote: 3-0: Motion Carried.

At 7:05 PM the motion to exit Executive Session and re-enter Open Session was made by Councilwoman Kelly and the second was added by Mayor Pro Tem Hayes.

Vote: 3-0: Motion Carried.

- XI. Adjournment: At 7:06 PM the motion to adjourn was made by Councilwoman Kelly and the second was added by Mayor Pro Tem Hayes. Vote: 3-0: Motion Carried.

City of Walthourville  
Mayor and Council Special Called Meeting for FY 2024 Budget Adoption  
December 21, 2023  
5:00 PM @ Walthourville Police Department

- I. Call to Order: The meeting was called to order at 5:14 PM by Mayor Pro Tem Sarah B. Hayes.
- II. The Roll was taken by the City Clerk with the following members present:

Mayor Pro Tem Sarah B. Hayes                      Councilwoman Bridgette Kelly  
Councilwoman Luciria L. Lovette

Councilman Charlie L. Anderson entered the meeting at 5:24 PM via telephonic.

Members Absent: Mayor Larry D. Baker and Councilman James Hendry

The attendance of the council constituted a quorum.

- III. Invocation was given by Pastor Greg Stewart of Victory Baptist Church.
- IV. The Pledge of Allegiance was recited in unison.
- V. Approval of Agenda: The motion to approve the agenda was made by Councilwoman Bridgette Kelly and the second was added by Councilwoman Lovette.  
3-0: Motion Carried.

- VI. FY 2024 General and Water Funds Budget Adoption                      Mayor and Council  
The Proposed Fiscal Year 2024 Budget is proposed as: General Fund is compiled of \$2,762,108.00 in Revenue and Expenditures are \$2,703,640.00. The proposed Water Fund Budget consists of \$2,186,568.00 in Revenue and \$2,186,568.00 in Expenditures.

City CPA, Mr. Matthew Caines stated he has participated in several meetings with the Mayor and Council and this evening we are here for the adoption. Item #72 on page 3 of the 2024 Budget Worksheet (that has been distributed to Council) listed FEMA Grant with a budget amount of \$ 101,043.56. This grant was for Disaster Relief to the city for a Hurricane; therefore, it is not recurring revenue. The council requested \$101,043.56 in revenue be removed. The General Fund's Revenue will be \$2,661,06.44.

Mayor Pro Tem Hayes asked if there was a motion to approve. Councilwoman Kelly made the motion and a second was not provided.

Mayor Pro Tem Hayes asked the Council if they had additional questions, because the city needed to pass this budget. Councilwoman Kelly again, made the motion to approve the budget and the motion died for lack of a second. By this time, Councilman

Charlie L. Anderson, entered the meeting via telephone. Mayor Pro Tem Hayes asked for a motion for the third time. Councilwoman Kelly made the motion to approve the General Fund and Water Fund Budgets and the second was provided by Councilman Anderson. Mayor Pro Tem Hayes did not participate in the vote.

Vote: 2-1: Motion Carried.

Members voting favorably for the Budget Adoption was Councilwoman Kelly and Councilman Anderson.

Member opposing for the FY 2024 Budget Adoption was Councilwoman Lovette.

The Budget Resolution was presented by City Clerk, Shana T. Moss. The resolution will be corrected to reflect the change in revenue due to the FEMA Grant (Revenue) being removed.

VII. Adjournment

Councilmembers

At 5:44 PM the motion to adjourn was made by Councilwoman Lovette and the second was added by Councilwoman Kelly.

Vote:3-0: Motion Carried.