



**CITY OF WALTHOURVILLE**  
*The Honorable Mayor Sarah B. Hayes, Presiding*  
**August 26, 2025 @ 6:00 PM**  
**Walthourville Police Department**

**Elected Officials**

Luciria L. Lovette, Mayor Pro Tem  
Mitchell Boston  
Patrick Underwood  
Bridgette Kelly  
Robert Dodd

**City Administration**

Nicolas Maxwell, Fire Chief  
Mrs. Ivy Norris, Finance Manager  
Christopher Reed, Police Chief  
Mr. Dave Martin, Public Works Administrator  
Mr. Luke R. Moses, City Attorney  
Ms. Shana T. Moss, City Clerk/HR Administrator

**AMENDED AGENDA** (as of 08-25-2025)

- |      |   |                      |
|------|---|----------------------|
| I.   | Call to Order   | Mayor Sarah B. Hayes |
| II.  | Roll Call   | City Clerk           |
| III. | Invocation  | Appointee            |
| IV.  | Pledge of Allegiance                                    | In Unison            |
| V.   | Adoption of Meeting Agenda                              | Councilmembers       |
| VI.  | Adoption of Meeting Minutes                             | Councilmembers       |
|      | • <i>July 22, 2025 Regular Meeting Minutes</i>          |                      |
|      | • <i>August 12, 2025 Regular Meeting Minutes</i>        |                      |
|      | • <i>August 19, 2025 Special Called Meeting Minutes</i> |                      |

**VII. Presentations:**

- |    |  |                                 |
|----|--|---------------------------------|
| 1. | Turnipseed Engineering<br>Engineering Report.                          | Mr. Al Lawson                   |
| 2. | City of Walthourville<br>American Tank Maintenance-Mr. Brad McConnell. | Mayor Pro Tem Luciria L Lovette |

**VIII. Agenda Items**

- |    |   |  |
|----|---|--|
| 1. | Roads and Grounds RFP<br><i>Updates and Modifications.</i>                    | Councilmember Mitchell Boston                        |
| 2. | City of Walthourville<br><i>Atlantic Waste Opt-out Discontinuance.</i>        | Councilmembers Mitchell Boston and Patrick Underwood |
| 3. | City of Walthourville<br><i>City Policy updates requested by the council.</i> | Attorney Luke R. Moses                               |

**IX. Department Comments**

- Water Department
- Fire Department
- Police Department

**City of Walthourville**

Mr. Patrick Golphin  
Chief Nicolas Maxwell  
Chief Christopher Reed

**X. Citizens Comments**

**Walthourville Citizens**

**XI. Mayor's Update**

**Mayor Sarah B. Hayes**

**XII. Elected Officials' Comments**

**City of Walthourville**

- Mayor Pro Tem Luciria L. Lovette
- Councilmember Mitchell Boston
- Councilmember Patrick Underwood
- Councilmember Bridgette Kelly
- Councilmember Robert Dodd

**XIII. Executive Session**

**Attorney Luke R. Moses**

**XIV. Adjournment**

**Councilmembers**

**When an Executive Session is warranted, it is called for the following:  
(Litigation, Personnel and Real Estate)**



City of Walthourville  
Mayor and Council Meeting Minutes  
July 22, 2025 @ 6:00 PM  
Walthourville Police Department

- I. Call to Order: The meeting was called to order at 6:00 PM by Mayor Sarah B. Hayes.
- II. Roll Call was taken by the City Clerk, in addition to Mayor Hayes the following members were present:

Mayor Pro Tem Luciria L. Lovette	Councilmember Mitchell Boston
Councilmember Patrick Underwood	Councilmember Bridgette Kelly
Councilmember Robert Dodd	

The attendance of the Council constituted a quorum.

Attorney Luke R. Moses was present.

- III. The Invocation was given by Attorney Luke R. Moses.
- IV. Pledge of Allegiance was recited in unison.
- V. Adoption of Meeting Agenda: The motion to adopt the agenda was made by Mayor Pro Tem Lovette and the second was added by Councilmember Kelly. Vote: 5-0: Motion Passed Unanimously.
- VI. Adoption of Meeting Minutes
- July 8, 2025, Regular Meeting Minutes, the motion to approve was made by Councilmember Boston and the second was added by Councilmember Dodd. Vote: 4-1: Motion Passed.  
Opposed: Mayor Pro Tem Lovette.
  - July 8, 2025, Executive Session Minutes, the motion to approve was made by Councilmember Dodd and the second was added by Councilmember Boston. Vote: 4-1: Motion Passed.  
Opposed: Mayor Pro Tem Lovette.
- VII. Presentation:  
Liberty County Chamber of Commerce FLOST and TSPLOST. Liberty County Commissioners Chairman Donald Lovette and Liberty County Chamber of Commerce, CEO, Ms. Leah Poole gave a comprehensive presentation about FLOST and TSPLOST. Both of these items will be on the November 4th, 2025, ballot. FLOST is revenue that will be used to offset property taxes, whereas TSPLOST is used for roads, sidewalks, and bike trails. TSPLOST failed in the last election, and this tax is needed to keep roads operable. FLOST originated from HB 581, the county and the chamber will be offering several informational meetings to educate and inform citizens of the benefits.

Chairman Lovette referenced the traffic light that will be erected at the intersections of Hardman and Shaw Roads and stated this project will be funded by TSPLOST. He also stated the Belfast-Keller bypass was 20 years in the making and it is also a result of TSPLOST. He stated he is from Walthourville and he is willing to give some of the money that is allocated to the County Commissioners for their districts. In addition to him, the City of Walthourville has three additional



commissioners that can assist in a TSPLOST project, Commissioners Connie Thrift, Gary Gillard, and Marion Stevens. He added if the TSPLOST referendum passes in November, Liberty County is projected to receive \$87 million dollars.

Ms. Poole stated the chamber has marketing and educational information that is available as well as signs that can be placed in the community. She encouraged each city to distribute information to the citizens and to place signs in the community, a little closer to the election to reduce the risk of the signs being taken or removed. Mayor Hayes informed her the City of Walthourville has received signs and they will be placed throughout the city.

#### VIII. Agenda Item(s)

1. LCPC Ms. Lori Parks  
Ms. Parks presented a Business License request for Polished Perfection Day Spa. The owner is Ms. Jennifer Gaskill and will be located at 4981 West Oglethorpe Highway, Suite 9. The property is zoned C-3 which is Highway Commercial District. The motion to approve was made by Councilmember Kelly and the second was added by Councilmember Boston.  
Vote: 5-0: Motion Passed Unanimously.
2. LCPC Ms. Lori Parks  
Mobile Home Permit for 1951 Shaw Road. Ms. Parks presented a Mobile Home Permit for 1951 Shaw Road for a single-wide manufactured home. The owner of the property is Mr. Corth Nelson. The property is zoned AR-1 which is Agricultural Residential. The motion to approve was made by Mayor Pro Tem Lovette and the second was added by Councilmember Dodd.  
Vote: 5-0: Motion Passed Unanimously.
3. LCPC Ms. Lori Parks  
Ms. Parks presented a request for a one-time event for a donation drive for Shriners Paper Drive (Hospital Crusade). The organization is the Hinesville/Ft. Stewart Shrine Club, and the contact representative is Mr. Chris Niksch. The donation drive will occur on September 6, 2025, from 7:30 AM-12 PM at the intersection of Highway 84 & Airport Road. Councilmember Underwood stated he would like the city to waive the fee and approve the permit since this was a nonprofit organization. The motion to approve with the fee waiver was made by Councilmember Kelly and the second was added by Councilmember Underwood.  
Vote: 5-0: Motion Passed Unanimously.
4. LCPC Ms. Lori Parks  
Ms. Parks presented a one-time permit for a Tent Revival for Pastor Cedric Jones, Sr. The revival will occur on the premises of the Walthourville Meat Market, and the owner is Mr. Javier Martinez. The revival will be held July 22, 2025, through August 1, 2025. Pastor Jones stated he was unaware of a building permit he had to obtain from Liberty County. He needed to receive approval from the city before he could proceed to the next step. The motion to approve him obtaining the necessary permits from Liberty County prior to having the revival was made by Mayor Pro Tem Lovette and the second was added by Councilmember Underwood. Vote: 5-0: Motion Passed Unanimously.
5. City of Walthourville Councilmember Patrick Underwood.  
Water Delinquency, he stated he was concerned that citizens were not being disconnected with delinquent bills. He was informed that the city disconnected 114 citizens for nonpayment on July 8<sup>th</sup>, due to July 5<sup>th</sup> being on a weekend.



6. City of Walthourville Councilmember Patrick Underwood.  
Unpaid Health Insurance, he wanted to inquire about the city's unpaid health insurance. He said the city cannot continue to afford to pay the employee's health insurance. He added that the city has more bills than we have money. Attorney Moses added the city's financial strain will be lifted when the millage is implemented. Ms. Moss told Councilmember Underwood that the city's health insurance was up to date. This is a recurring monthly bill and the next payment will be due on August 1<sup>st</sup>, she had the receipts to show the city had a zero balance.
7. City of Walthourville Councilmember Mitchell Boston  
Sanitation Billing and Payment Status. he stated the city contracted Atlantic Waste and they began collection in January. He stated the bill was in arrears and the city should have more than enough money to make the payment. Atlantic Waste bills have been \$38,000 monthly and the money collected for Sanitation should be used solely for sanitation. Mayor Hayes stated the city's sanitation funds are deposited into the general fund where other general fund departments funds are deposited. Ms. Moss added the city has had over 100 citizens opt out of bulk trash and that fee is added back into the bill that the City receives from Atlantic Waste.
8. City of Walthourville Mayor Sarah B. Hayes.  
Millage Update, she states she has been in contact with Commissioner Sharp and the city is still on track to implement the millage. The Tax Assessor's office deadline for appeals to be submitted will be July 25<sup>th</sup>. The Tax Assessor's office and the Tax Commissioner's office work closely together, once the appeals are done the tax digest will have to be completed. Once it is completed the city can move forward.
9. City of Walthourville Mayor Sarah B. Hayes and Attorney Luke R. Moses  
She referenced the contract from Liberty County Tax Commissioner Sharp giving authority to collect the city's property tax. She stated the tax digest for 2025 was still being compiled. Attorney Moses stated he had reviewed the contract, and it looks fine to him. He added this is the same contract that the county uses with the City of Hinesville. He would like the start date to be January 1, 2026, to December 31, 2026. The signature page will need to be changed to reflect the City of Walthourville. Attorney Moses stated we have a representative present from the Tax Commissioners office, and he asked, Ms. Chonte Wright when is this agreement needed back to the commissioner's office? Ms. Wright stated, the "sooner the better. The motion to approve this agreement was made by Councilmember Underwood and the second was added by Councilmember Boston.  
Vote: 3-2: Motion Passed.  
Councilmembers voting favorably were: Boston, Dodd and Underwood.  
Councilmembers opposing the vote were: Mayor Pro Tem Lovette and Councilmember Kelly.
10. City of Walthourville Mayor and Council  
City Roads. Mayor Hayes stated she and Councilmember Boston rode the city identifying the dirt roads and the roads that needed repair. Councilmember Boston stated he was concerned about Hillary Lane, Jones Court and Woods Road. He added that Hillary posed the biggest challenge because of the impact the road had on school buses trying to transport children and the children having to walk in the mud to catch the bus.

Commissioner Gary Gillard was present and stated that both SPLOST and TSPLOST funds could be used for Hillary Lane. He stated the cost to pave a road would cost roughly \$1 million dollars. He also added that roads like Russell and Sanders would need a lot of preparation work and it might not be feasible to pave them due to the cost involved. He added that he has funds and he is willing to help the city. He also stated the other commissioner that represent the City of



Walthourville including Commissioners Thrift and Stevens and that Commissioner Chair Lovette also had funds that could help. He urged the Elected Body to decide what path they wanted to take, such as crush and run, milling or resurfacing. Mayor Hayes added that the city will reach out to Turnipseed Engineering to obtain their recommendations and they would come to a meeting for a presentation.

11. City of Walthourville

Councilmember Mitchell Boston

Censure Resolution. Councilmember Boston introduced a Resolution of Censure against Mayor Sarah B. Hayes. The resolution stated that the city council has a fiduciary responsibility to its citizens to ensure that funds are managed lawfully and transparently. The resolution further stated that the City has failed to pay Atlantic Waste for sanitation services since February and citizens are paying for these services. The resolution added that the Mayor has continued to allow flawed and approved payment plan arrangements to citizens and businesses and she has continued approving overtime and discretionary spending such as parade entries and full administrative payroll-prioritizing City Hall salaries over critical vendor payments and frontline departments. The motion to approve the censure was made by Councilmember Boston and the second was added by Mayor Pro Tem Lovette.

Vote: 5-0: Motion Passed Unanimously.

IX. Department Comments

1. Water Department  
No report.

Mr. Patrick Golphin

2. Fire Department

Chief Nicolas Maxwell

Reported the department has answered 24 calls, 18 medical and 1 motor vehicle. He added the city had received a complaint from the State Fire Marshals office about a church in the city where occupancy was a concern.

3. Police Department

Chief Chris Reed

Reported that the department has answered 201 calls, 21 reports have been generated and two major vehicle crashes. He stated the department is progressing well. He encouraged citizens to remove their weapons from their vehicles at night and to please lock their vehicles.

4. Public Works

Mr. Dave Martin

Reported that it has been raining a lot and he has only three men to work to maintain the city. He stated last week he repainted the lines at the park and the basketball court. He asked, "how many has been over to Public Works to see the condition of the building." He stated the building is in bad shape, there are holes in the building. He added that with him miniscule staff of three men they cannot keep up the city. He added that three men can't be everywhere. He added that there are trees that need to be removed at Johnnie Frasier. He added that he and his team will continue working hard but he asked for patience in getting the city cut.

X. Citizens Comments

None

XI. Mayor's Update

Mayor Sarah B. Hayes

She gave the city's FY 2026 Budget Workshop dates which are August 5<sup>th</sup>, and 19<sup>th</sup> and September 2<sup>nd</sup>, from 6:00 PM-8:00 PM at the Police Department. She also stated the City would be having Ron DeLeon Day on Sunday August 31, 2025. This will be a no cost event for the city and additional details will be forthcoming. She added the County Wide Workshop will be held September 25<sup>th</sup> and 26<sup>th</sup> at the King and Prince on St. Simons Island. She has a prior engagement and Mayor Pro Tem Lovette will be attending and another member of



Council. The Councilmembers chose Councilmember Kelly to accompany Mayor Pro Tem Lovette. Mayor Hayes informed them that they would need to do a short five-minute presentation on the city's projects and progress.

## XII. Elected Officials' Comments

Mayor Pro Tem Lovette stated she would like to request that a desk audit be conducted of the City Hall employees. She also inquired again about the amount of money that she had from SPLOST to use at Johnnie Frasier

Councilmember Boston stated he would like to know the status of the policies. Attorney Moses stated, "it's on me, and I will get them to you."

Councilmember Underwood thanked the citizens for donating fans and that the fan drive was a big success. He also read a letter that he wrote stating the Mayor was not being transparent and he asked her to resign.

Councilmember Kelly stated (we) need to go into Executive Session.

Councilmember Dodd reminded everyone of the Hurricane Briefing on July 31, 2025, at 6:00 PM at the Fire Department.

- XIII. Executive Session: At 8:45 PM a motion to enter into Executive Session for Personnel and Litigation was made by Councilmember Kelly and the second was added by Councilmember Boston.

Immediately after the motion was made, the Council decided due to the lateness of the evening they did not want to stay for Executive Session.

- XIV. Adjournment: At 8:46 PM the motion to adjourn was made by Councilmember Boston and the second was added by Mayor Pro Tem Lovette. Vote: 5-0: Motion Carried Unanimously.

**City of Walthourville  
and Council Special Called Meeting Minutes  
August 19, 2025 @ 5:00 PM  
Walthourville Police Department**

- I. Call to Order: The meeting was called to order at 5:00 PM by Mayor Sarah B. Hayes.
- II. Roll Call was taken by the City Clerk and in addition to Mayor Hayes the following members were present:

Councilmember Mitchell Boston      Councilmember Patrick Underwood  
Councilmember Bridgette Kelly

Members Absent: Mayor Pro Tem Luciria Lovette and Councilmember Robert Dodd.

The attendance of the Council constituted a quorum.

The purpose of the Special Called meeting was to discuss the City's Auditor and Liberty Transit.

- III. City Auditor: Mayor Hayes stated the City's Auditor sent a letter of resignation on August 15<sup>th</sup>. Councilmember Kelly stated she was in Jesup on August 15<sup>th</sup> and decided to pay a visit to Harris and Company, (the city's auditors who were hired in June). She spoke with Mr. Campbell Osteen, and he informed her that they would not be able to complete the city's audit.

Mayor Hayes asked, what did the council want to do? Councilmember Underwood stated that he just wanted to get it done. Councilmember Boston stated he had spoken with the Deputy Director with the Georgia Department of Audits, and they will not give advice. Mayor Hayes added that the city received a proposal from Harris & Company and James Moore & Company, who works closely with CKH. Councilmember Kelly added that James Moore & Company were significantly more expensive. The Elected Body decided to readvertise the RFP with the following time frames:

Run the RFP in the Coastal Courier on 08-28-2025

Run the RFP in the Coastal Courier on 09-04-2025

The RFP will close at 12 Noon on 09-12-2025

Bids will be opened on 09-16-2025 at 5:30 PM in a Special Called Meeting at the Police Department

The bill will be awarded on 09-23-2025 at the Regular Scheduled Mayor and Council Meeting

The RFP will be sent to GMA again to advertise, and it will also be posted on the Georgia

Procurement Registry beginning 08-28-2025.

The RFP will also be posted on the City's website and will be available at City Hall.

- IV. Liberty Transit: Mayor Hayes stated in 2016 the City entered into an agreement with the City of Hinesville for transportation services. The contract period was for fifty years. She stated the bill had not been paid in 2022, 2023, 2024, and 2025. The city owes around \$42,000. She stated she had received the termination of services letter on August 17, 2025. She stated she has spoken with City of Hinesville leadership consisting of Mayor Riles and City Manager, Mr. Kenneth Howard, about the bills. She added that they are researching to see why the city was not invoiced.

Councilmember Underwood stated this is ridiculous and I am going to Hinesville myself to check on the invoice. Councilmember Kelly added, “why we didn’t get a bill and now we have to pay a lump



sum.” Councilmember Boston stated he shared the same sentiments as the other councilmembers. “Why didn’t we get a bill? Mayor Hayes added that the number of riders in the city has increased, and many citizens utilize the paratransit service for doctor’s appointments. She stated that she is going to work on a payment plan with the City of Hinesville.

Liberty Transit Director, Ms. Donna Dale was present and stated that the City of Walthourville is on a Fixed Route meaning transit services are extended in the morning, afternoon and evening. She added that the fixed route will soon be eliminated, and Micro transit will be introduced which is a subsidized uber, where citizens will pay a reduced rate.

Councilmember Boston added that this bill (Liberty Transit) was not factored into the 2026 Budget. Councilmember Underwood stated the city needs to end the services; the city cannot afford transportation. Councilmembers Boston and Kelly added that they are not certain that transportation needs to be eliminated but the city needs to find out how the outstanding bill will be paid. Mayor Hayes stated when citizens move to an area one of the things they seek is, “is public transportation available?? Because they might need it for work. She would like to see the city keep the transportation services. Councilmember Boston further added that he is reluctant to cancel a service for people who are less vulnerable and would need the service.

- V. Adjournment: At 5:50 PM the motion to adjourn was made by Councilmember Kelly and the second was added by Councilmember Kelly. Vote: 3-0: Motion Passed Unanimously.

THE CITY OF WALTHOURVILLE  
222 BUSBEE ROAD  
POST OFFICE BOX K  
WALTHOURVILLE, GA 31333



INVITATION TO SUBMIT PROPOSAL

REQUEST FOR PROPOSAL FOR AUDIT SERVICES RFP # 2025-02X

The City of Walthourville invites proposals from qualified independent Certified Public Accountants and/or firms licensed to practice in the State of Georgia for the purpose of providing annual examinations of the financial statements and records of the City of Walthourville. The audit shall be conducted for the purpose of forming an opinion of the general-purpose financial statements taken as a whole and to determine whether operations were conducted in accordance with legal and regulatory requirements.

The City of Walthourville anticipates entering into a contract with the firm that submits the proposal judged by the City to be the most advantageous to the City. The City anticipates awarding a single contract to the firm chosen to perform past, current and future audits.

**The City of Walthourville will accept sealed proposals from August 28<sup>th</sup>-September 12<sup>th</sup>, 2025. All proposals must be mailed to:**

City of Walthourville  
Office of the City Clerk  
Post Office Box K  
Walthourville, GA 31333

or hand delivered to:

City of Walthourville City Hall  
Office of the City Clerk  
222 Busbee Road  
Walthourville, GA 31333

All proposals must be submitted by 12 Noon on September 12, 2025. Bids will be publicly opened and read at the City of Walthourville Police Department at 5:30 PM on Tuesday September 16, 2025, located at 192 B Talmadge Road in Walthourville, GA.

The complete RFP can be found at [www.cityofwalthourville.com](http://www.cityofwalthourville.com) or a packet can be picked up from the City of Walthourville's City Hall. For additional information, please contact the Office of the City Clerk at 912-368-7501, Option 1.





**THE CITY OF WALTHOURVILLE  
222 BUSBEE ROAD  
WALTHOURVILLE, GA 31333**

**INVITATION TO SUBMIT PROPOSAL**

**REQUEST FOR PROPOSALS FOR AUDIT SERVICES  
RFP# 2025-02X**

**PART I GENERAL INFORMATION**

**1.1 PURPOSE**

This request for proposals (RFP) provides guidelines for the submission of proposals in response to the City of Walthourville's solicitation for firms to bid on audit services.

**1.2 ISSUING OFFICE**

Office of the City Clerk  
City of Walthourville  
Post Office Box K  
Walthourville, GA 31333

**1.2 A BID OPENING LOCATION**

Walthourville Police Department  
192 B Talmage Road  
Walthourville, GA 31333

**Bids will be opened on Tuesday September 16, 2025, at 5:30 PM.**

### **1.3 INVITATION TO PROPOSE**

The City of Walthourville, Georgia invites proposals from qualified independent Certified Public Accountants and/or firms licensed to practice in the State of Georgia for the purpose of providing annual examinations of the financial statements and records of the City of Walthourville. The audit shall be conducted for the purpose of forming an opinion of the general-purpose financial statements taken as a whole and to determine whether operations were conducted in accordance with legal and regulatory requirements. The term of the engagement shall be for four (4) years beginning with the report for fiscal year 12/31/2021 through 12/31/2024 and every annual report ongoing for the appropriate fiscal year. The proposal must include the cost breakdown per year.

### **1.4 CONTRACT AWARDS**

The City of Walthourville anticipates entering into a contract with the firm that submits the proposal judged by the City to be most advantageous to the City. The City anticipates awarding a single contract to the firm chosen but reserves the right to award in any fashion it, in its sole determination, decides is in its best interest.

The firms submitting a response to this request for proposals understand that this RFP does not constitute an agreement or a contract with the City. An official contract or agreement is not binding until the submission is reviewed and accepted by the Mayor and City Council and executed by all parties.

The City reserves the right to reject all proposals, to waive any formality, and to solicit and advertise other proposals.

### **1.5 DEVELOPMENT COSTS**

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to the RFP. Firms responding should prepare their submittals simply and economically, providing a straightforward and concise description of the firm's ability to meet the requirements of the RFP.

### **1.6 INQUIRIES**

The City will not respond to oral inquiries. All inquiries for interpretations of this RFP should be submitted in writing to:

City of Walthourville  
Office of the City Clerk  
Post Office Box K  
Walthourville, GA 31333  
[cityclerk@cityofwalthourville.com](mailto:cityclerk@cityofwalthourville.com)



The City will respond to written inquiries received at least seven (7) business days prior to the date scheduled for receiving the proposals.

## **1.7 TIMETABLES**

The City and responding firms should adhere to the following schedule in all actions concerning this RFP:

- A. On Thursday August 28, 2025, the City issues the advertisement for the Request for Proposals.
- B. From Thursday August 28, 2025, to Friday, September 12, 2025 the City will receive and answer all inquiries received by mail or e-mail.
- C. The City must receive the proposals by **12 Noon on Friday, September 12, 2025**. Bids will be opened on September 16, 2025, at 5:30 PM at the Walthourville Police Department located at 192 B Talmadge Road- Walthourville, GA.
- D. The City will receive and evaluate the proposals in a timely manner.
- E. The City may enter into a contract after conducting negotiations and obtaining appropriate approvals. The City will notify unsuccessful respondents at this time.

## **1.8 DELAYS**

The City may delay scheduled due dates if it is to the advantage of the City to do so. The City will notify respondents of all changes in the scheduled due dates by written addenda.

## **1.9 PROPOSAL SUBMISSION**

All proposals not in compliance with the conditions specified herein are subject to rejection.

The City will receive proposals at the following address:

City of Walthourville  
Office of the City Clerk  
Post Office Box K-Mailing Address  
222 Busbee Road-Physical Address  
Walthourville, GA 31333

Telephonic or telephonic proposals will not be considered.

To facilitate processing, please mark the outside of the envelope in the lower left-hand corner as follows: **“RFP #2025-02X, AUDIT SERVICES”**.

The envelope shall also include the Respondent’s return address in the upper left-hand corner.

Respondents shall submit ten (10) copies of the proposal in a sealed envelope as noted above. The respondent may submit the qualifications by mail or in person.

**THE CITY MUST RECEIVE ALL PROPOSALS BY 12 NOON ON FRIDAY,  
SEPTEMBER 12, 2025.**

Proposals received after the deadline established will not be considered.

#### **1.10 WITHDRAWAL OF PROPOSALS**

Proposals may be withdrawn by notifying the City in writing at any time prior to the opening at 5:30 PM Tuesday September 16, 2025. Respondents may withdraw their submission in person or by an authorized representative. Respondents and authorized representatives must provide the letter of withdrawal, picture identification, and proof of authorization (in case of authorized representative).

#### **1.11 ADDENDA**

If revisions become necessary, the City will provide written addenda to all respondents who received the Request for Proposals.

#### **1.12 EQUAL OPPORTUNITY**

The City recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women business enterprises.

#### **1.13 INSURANCE**

The firm awarded the contract shall secure, maintain and present insurance coverage reflecting the minimum amounts and conditions as required by the City.

#### **1.14 PUBLIC ENTITY CRIMES**

A firm or affiliate who has had any disciplinary action taken or is pending against the firm within the last three years shall provide information on the circumstances of such action.



## **1.15 ON-SITE INSPECTIONS**

Any auditor or firm wishing to make an on-site inspection in conjunction with preparing a proposal may do so with the approval of Shana T. Moss, City Clerk. An appointment will be scheduled with Shana T. Moss, City Clerk, designating what department the on-site visits should cover. Ms. Moss shall govern the time and extent of such appointments and on-site visits.

## **PART II STATEMENT OF WORK**

### **2.1 BACKGROUND**

The City of Walthourville operates under a Mayor/Council form of government and provides the following services: public safety (police and fire), public works (streets, parks, public improvements and storm water), (code enforcement), administrative services (finance and utility billing,). The City provides water and sewer services and outsources refuse collection. The latest population for 2025 is 4,073.

### **2.2 PERFORMANCE SPECIFICATIONS**

A. The audit shall be performed in compliance with all the requirements listed as follows:

1. Applicable Georgia Statutes
2. Reporting requirements of GASB-34
3. Rules of the Georgia Department of Audits and Accounts
4. "Audits of State and Local Government Units", issued by the American Institute of Certified Public Accountants
5. Circular A-133, Audits of States, Local Governments & Non-Profit Organizations, Office of Management and Budget
6. Federal Single Audit Act of 1984
7. Federal Single Audit Act Amendment of 1996
8. Statements on Auditing Standards (GAAS)
9. Government Auditing Standards issued by the Comptroller General of the United States
10. Any other applicable Federal, state, local regulations or professional guidance not specifically listed above as well as any additional requirements which may be adopted by these organizations in the future.

B. The audit shall be an annual financial audit as defined in Georgia Statutes and shall be conducted in accordance with generally accepted auditing standards. The contract shall cover a four (4) year period beginning with the report for fiscal year 12/31/2021 through 12/31/2024 and ongoing annually for each fiscal year.

C. The auditor shall prepare, submit, and present to the Mayor and City Council, by the deadline for the December regular City Council meeting, following the end of the fiscal year under audit, a report on the financial condition of the City of Walthourville, or deterioration thereof, in accordance with the rules of the State Auditor. The City shall be provided with 15 copies of the audit report.

D. The partner in charge of the audit and the audit manager or other CPA assigned to the audit shall be free to attend up to three (3) public meetings for discussion of the audit report as deemed necessary by the City.

E. The auditor shall assist the City of Walthourville in preparing a Comprehensive Annual Financial Report to include the following:

1. Proof reading of entire document
2. Overall review including layout, design, and suggested improvements

F. Timeliness is critical in the performance of the audit. The auditor should coordinate with the City and endeavor to accomplish the audit in a phased in approach throughout the year in order to reduce the year-end workload on both the audit firm and City staff. The City will make necessary records available to the auditor through the year to assist in this regard.

G. The work papers are the property of the auditors and shall be held locally for a period of five years. Work papers shall be available for examination or duplication without charge to authorized City personnel, representatives of Federal or State agencies upon request of that Agency or City of Walthourville in accordance with Federal & State Law and other regulations. Working papers will also be made available for examination at no charge, or duplication, at a reasonable charge, to subsequent auditors engaged by the City.

H. The auditors agree to notify the City immediately if any regulatory or other government agencies request a review of the audit work papers concerning the City of Walthourville.

I. The auditor agrees to notify the City immediately should any disciplinary actions be taken or complaints filed with any regulatory bodies against any of the firm's staff or the firm itself.

J. The auditor shall provide the City of Walthourville a copy of each external quality control review (peer review) conducted during the time period engaged by the City of Walthourville.

### **PART III INSTRUCTIONS FOR PREPARING SUBMISSIONS**

#### **3.1 RULES FOR SUBMISSIONS**

The submission must name all persons or entities interested in the submission as principals. The proposal must declare that it is made without collusion with any other person or



entity submitting a proposal pursuant to the RFP.

### **3.2 SUBMISSION FORMAT**

#### **A. Letter of transmittal**

This letter will summarize in a brief and concise statement the respondent's qualifications. An official authorized to negotiate for the respondent must sign the letter of transmittal. The letter should not exceed one page in length. Each respondent shall provide ten (10) copies of its submittal.

#### **B. The location of the office where the work will be prepared; and the key personnel in that office.**

The respondent may identify all its offices, but the location of the main office that will be responsible for the actual production of the work and the names of key personnel in that office who will be responsible for the completion of the work must be identified.

#### **C. Organization profile and qualifications.**

This section of the proposal must describe the respondent, including the size of the office responsible for the work activities. The respondent shall provide the City with the names of the primary individuals, outlining all qualifications of the personnel described in this section to include providing documentation of appropriate certifications and licenses.

#### **D. References**

This section of the submission must include a list of at least three (3) references for which the firm has performed similar work. Please note that one copy of a CAFR from one of the references must be submitted.

#### **E. Brief description of audit procedure.**

#### **F. Fee Schedule**

This section of the proposal must include a fee schedule for the complete audit, and one single hourly rate to be used for any additional work which may be requested by the City which is outside the scope of this contract.

#### **G. Relevant prior governmental auditing experience.**

#### **H. Other information**

Any additional information the respondent feels would be necessary for the City's review of the submission.

### **3.3 COMPLETENESS**

All information required by the RFP must be submitted to constitute a legitimate proposal.

## **PART IV EVALUATION OF SUBMISSIONS**

### **4.1 EVALUATION METHOD AND CRITERIA**

#### **A. General**

The City shall be the sole judge of the best interests of the City, the submission and the resulting negotiated agreement.

The City's evaluation criteria will include, but not be limited to, consideration of the following, which are listed in no particular order:

1. Verification of availability of qualified personnel
2. Credibility and response of client references
3. Geographic location of the firm
4. Municipal audit experience
5. Recent, current and projected workloads of the firms
6. Whether the firm is a certified minority business enterprise
7. Willingness to meet time and budget requirements
8. Cost of audit services

#### **B. Selection**

The City will form a selection committee at its discretion. The selection committee shall evaluate the written qualifications submitted by all the firms regarding this proposal. All firms will be ranked. The selection committee may entertain presentations by some or all of the short-listed firms and details will be provided to those firms at a later date.

#### **C. Negotiations**

It is the purpose of this qualification process to enter into a contract with the highest-ranking firm or firms for auditing services. To that end, negotiations will begin with the selected firm or firms beginning with the highest ranked firm and ending upon successful negotiation with the selected firm or firms.

As stated in Section 1.4 above, the City reserves the right to reject all submittals, to waive any irregularities and solicit and re-advertise for other qualifications.





# CITY OF WALTHOURVILLE

## MAYOR AND CITY COUNCIL AGENDA ITEM

### SUBJECT: ROADS AND GROUNDS RFP

☐ AGREEMENT                      ☐ POLICY / DISCUSSION                      ☐ CONTRACT  
☐ ORDINANCE                      ☐ RESOLUTION/PROCLAMATION                      ☒ OTHER

SUBMITTED: 08-06-2025

Council Meeting: 08-26-2025

**DEPARTMENT:** ROADS AND GROUNDS

**BUDGET IMPACT:**

**PUBLIC HEARING?** (   ) Yes                      ( ) No

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**PURPOSE:**

**HISTORY:**

**FACTS AND ISSUES:**

**RECOMMENDED ACTIONS:**

*Councilmember Boston*

# City of Walthourville

## Request for Proposals for Roads and Ground Outsourcing



The City of Walthourville will receive sealed bids for Roads and Ground Maintenance from (To Be Determined by Elected Officials).

The documents comprising the Request for Proposal may be obtained from The City of Walthourville located at 222 Busbee Road or via [www.cityofwalthourville.com](http://www.cityofwalthourville.com)

The City of Walthourville reserves the right to amend or terminate this Request for Proposals, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the proposer that, in the City's judgment, will be in the City's best interests.



# CITY OF WALTHOURVILLE

## REQUEST FOR PROPOSAL FOR ROADS AND GROUNDS OUTSOURCING

Proposal Number:	DPW-RG 2025-01
Proposal Opening Date:	To Be Determined by Elected Officials
Proposal Opening Time:	To Be Determined by Elected Officials
Proposal Opening Place:	Walthourville Police Department

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### SECTION A: INSTRUCTIONS TO PROPOSERS

The City of Walthourville is soliciting proposals for their Roads and Ground Department. This RFP is not a contract offer, and no contract will exist unless a written contract is signed by the City of Walthourville and the successful proposer.

Interested parties should submit a proposal in accordance with the requirements and directions contained in this RFP.

#### 1: RIGHT TO AMEND OR TERMINATE THE RFP OR CONTRACT

The Town may, before or after proposal opening and in its sole discretion, clarify, modify, amend or terminate this RFP in the City of Walthourville if the city deems it is in the city’s best interest. Any such action shall be affected by posting on the city’s website at [www.cityofwalthourville.com](http://www.cityofwalthourville.com)

#### 2: KEY DATES

**Bid Submission Period: To be Determined by Elected Officials**

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**Closing Date and Time: To be determined by Elected Officials**

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**Bid Opening: To be determined by Elected Officials**

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**Bid Award Date: To be determined by Elected Officials**

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### **3: COSTS FOR PREPARING PROPOSAL:**

Each proposer's cost incurred in developing its proposal is its sole responsibility, and the city shall have no liability for such costs.

### **4: OWNERSHIP OF PROPOSALS**

All proposals submitted become the city's property and will not be returned to the proposers.

## **SECTION B: SCOPE OF SERVICES**

The City of Walthourville is seeking qualified vendors to submit proposals for the outsourcing of Roads and Grounds maintenance services. The Scope of Work includes but is not limited to routine road and roadside cleaning, general grounds maintenance, and the erection, maintenance and replacement of road signs. Mowing and lawn maintenance at the city's eleven lift stations.

### **1. GENERAL DAILY ACTIVITY:**

The Contractor shall monitor all areas, with particular attention to city lawns, roads, and streets. He/she shall promptly communicate problems and/or areas of deterioration to contracted office staff and or personnel.

### **2. MOWING, TRIMMING, ETC.**

Mow all roads as needed but at a minimum average of once weekly during the months of March-October. All roads should be maintained by the awarding proposer. In addition to mowing common areas, contractor shall trim all fence lines, swales, and around all buildings and other structures that the mower cannot reach on a regular basis. Trimming tree limbs that have overgrown in and around the pump station. Removing weeds in and around the pump station and raking the leaves in and around the pump stations.

The selected contractor will be responsible for providing all labor, equipment, and materials to perform the following tasks:

- Cleaning and maintenance of city roads, sidewalks, and public right-of-ways
- Mowing, trimming, debris removal, and general upkeep of city-owned grounds
- Erection, replacement, and maintenance of road signs (stop signs, speed limit signs, directional signage, etc.)
- Seasonal services as needed (e.g., storm clean-up, leaf removal)
- Emergency response services related to roads and grounds



- **Drainage Ditch Maintenance**

Keeping ditches clear is a big part of preventing flooding. A quick line covering this responsibility would be helpful.

- **Right-of-Way Maintenance**

We already mention mowing and trimming, but it would be good to add clearing of overgrowth, trash, or anything that blocks access.

- **Emergency Response Times**
- **On-call availability during inclement weather events (e.g. storms, hurricanes, heavy winds) to remove fallen trees, limbs and debris that obstruct roadways and public access. within 2 hours of notification.**
- **Emergency response for road and grounds hazards affecting public safety.**

- **Monthly Reporting**

A monthly log of tasks completed, locations serviced, and any issues must be annotated and submitted monthly.

- **Performance Oversight**

Periodic inspections conducted by the Mayor's designee and or evaluation to ensure standards are consistently met.

**City's Lift Stations:**

- **Hardman Road**
- **Master Station (behind Vape Shop)**
- **Fletcher Road**
- **Shaw Road**
- **Dunlevie Road**
- **Glenbrook**
- **Wilder Pond**
- **Thompson Road**
- **Hillary Lane**
- **Carter Road**
- **Vandiver Road**

### **3. BRUSH CLEARING:**

All listed locations shall be kept clear of excessive brushy growth, including vines, brambles and samplings. Approximately once per month, or as needed during the growing season.

### **4. Proposal Requirements**

Interested vendors should submit a proposal that includes the following:

- Company background and qualifications
- Experience with municipal or governmental contracts

- Staffing plan and qualifications of personnel
- Equipment inventory
- Cost proposal (detailed line-item pricing or hourly rates)
- Proof of insurance and bonding
- References from at least three current or recent clients

## 5. Contract Duration

The initial term of the contract will be (DETERMINED BY ELECTED OFFICIALS) with the option to renew annually for up to three (3) additional years based on satisfactory performance.

## 6. Submission Instructions

All proposals must be submitted **SEALED** by mail to: (DETERMINED BY ELECTED OFFICIALS) to:

City of Walthourville  
Office of the City Clerk  
P.O. Box K  
Walthourville, GA 31333

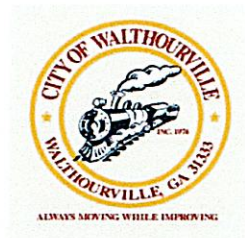
Or hand-delivered: **SEALED** to:

City of Walthourville  
222 Busbee Road  
Walthourville, GA 31333

City Hall's operating hours are Monday-Friday from 9:00 AM-5:00 PM and the office is closed daily for lunch from 1:00 PM-2:00 PM.

Late proposals will not be accepted. The City reserves the right to reject any or all proposals and to waive any informalities or irregularities.





# CITY OF WALTHOURVILLE

## MAYOR AND CITY COUNCIL AGENDA ITEM

**SUBJECT: ATLANTIC WASTE OPT OUT DISCONTINUANCE**

☐ AGREEMENT                      ☐ POLICY / DISCUSSION                      ☐ CONTRACT  
☐ ORDINANCE                      ☐ RESOLUTION/PROCLAMATION                      ☒ OTHER

**SUBMITTED: 08-15-2025**

**Council Meeting: 08-26-2025**

**DEPARTMENT:** Sanitation Privatization

**BUDGET IMPACT:**

**PUBLIC HEARING?** ( ) Yes                      ( ) No

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**PURPOSE:**

**HISTORY:**

**FACTS AND ISSUES:**

**RECOMMENDED ACTIONS:**

*Councilmembers Boston and Underwood*



# CITY OF WALTHOURVILLE

## MAYOR AND CITY COUNCIL AGENDA ITEM

### SUBJECT: CITY POLICY UPDATES

☐ AGREEMENT

☐ POLICY / DISCUSSION

☐ CONTRACT

☐ ORDINANCE

☐ RESOLUTION/PROCLAMATION

☒ OTHER

SUBMITTED: 07-08-2025

Council Meeting: 08-26-2025

**DEPARTMENT:** Mayor and Council

**BUDGET IMPACT:**

**PUBLIC HEARING?** ( ) Yes ( ) No

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**PURPOSE:**

**HISTORY:**

**FACTS AND ISSUES:**

**RECOMMENDED ACTIONS:**

*Attorney Luke R. Moses*