



CITY OF WALTHOURVILLE
The Honorable Mayor Sarah B. Hayes, Presiding
July 22, 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

AMENDED AGENDA (as of 07-21-2025)

- | | | |
|-------|---|----------------------|
| 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 |
| | <ul style="list-style-type: none">• <i>July 8, 2025 Regular Meeting Minutes.</i>• <i>July 8, 2025 Executive Session Minutes.</i> | |
| VII. | Presentation
Liberty County Chamber of Commerce. FLOST and TSPLOST. | Ms. Leah Poole |
| VIII. | Agenda Item(s) | |
| | 1. LCPC
Business License Request for Polished Perfection Day Spa. | Mrs. Lori Parks |
| | 2. LCPC
Mobile Home Permit for 1951 Shaw Road. | Ms. Lori Parks |
| | 3. LCPC
One Time Event Permit for Hinesville Fort Stewart Shrine Club. | Ms. Lori Parks |
| | 4. LCPC
One Time Event Permit for a Tent Revival (Pastor Cedric Jones, Sr.). | Ms. Lori Parks |

5. City of Walthourville

Water Delinquency.

Councilmember Patrick Underwood

6. City of Walthourville

Unpaid Health Insurance.

Councilmember Patrick Underwood

7. City of Walthourville

Sanitation Billing and Payment Status.

Councilmember Mitchell Boston

8. City of Walthourville

Millage Update.

Mayor Sarah B. Hayes

9. City of Walthourville

Liberty County Tax Commissioner Contract.

Mayor Sarah B. Hayes and Attorney Luke R. Moses

10. City of Walthourville

City Roads.

Mayor and Council

11. City of Walthourville

Censure Resolution.

Councilmember Mitchell Boston

IX. Department Comments

City of Walthourville

- Water Department
- Fire Department
- Police Department

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

Mayor and Council

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 8, 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: The roll was taken and in addition to Mayor Sarah B. Hayes, the following members were present:

Mayor Pro Tem Luciria L. Lovette
Councilmember Patrick Underwood

Councilmember Mitchell Boston
Councilmember Bridgette Kelly

Councilmember Robert Dodd

The attendance of the Council constituted a quorum.

Attorney Luke R. Moses was absent and Attorney Andrew M. Ruberti was present.

III. Invocation: The invocation was given by citizen, Mrs. Peggy Wade.

IV. Pledge of Allegiance was recited in unison.

V. Adoption of Meeting Agenda: The motion to approve the agenda was made by Mayor Pro Tem Lovette and the second was added by Councilmember Underwood. Vote: 5-0: Motion Passed Unanimously.

VI. Adoption of Meeting Minutes

- June 10, 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.

VII. Presentation:

City of Walthourville
Mayor Hayes and Councilmember Underwood presented Certificates of Appreciation to Fire Chief Nicolas Maxwell and Firefighter Zachary Escudero. On June 13, 2025, they removed a fallen tree that had several Citizens barricaded in their homes and had the road blocked. Chief Maxwell and Firefighter Escudero used The departments ATV's to successfully remove the tree.

VIII. Agenda Item(s)

1. LCPC

Mr. Jeff Ricketson

Mrs. Parks presented a one-time special event permit for Mr. Floyd Morris in memory of his deceased Brother. There will be bounce houses, food trucks and a car show. This will be an alcohol-free event and if alcohol is present, the event will be shut down. The Walthourville Police Department will shut the event down if alcohol is present. The motion to approve the one-time event without alcohol was made by Mayor Pro Tem Lovette and the second was added by Councilmember Underwood.

Vote:5-0: Motion Passed Unanimously.

2. LCPC

Mr. Jeff Ricketson

2025 Comp Plan. Mr. Ricketson presented as information only, the previous plan was adopted in 2016. He stated this was the 5th of 8th informal meetings that will be held throughout the county, and he will be back in September for adoption. The initial meeting for the comp plan was held on July 22, 2024, at the Liberty College and Career Academy. He stated the data in the comp plan was compiled by the Coastal Regional Commission.

3. City of Walthourville

Ms. Shana T. Moss

Ms. Moss stated the Mayor and Council only has one meeting the month of November due to the Thanksgiving Holiday. The regular scheduled Mayor and Council meeting for November falls on Veteran's Day which is a holiday, and the city will be closed. She asked, what would the Elected Officials like to do about the November meeting? The motion to hold the November meeting on Monday November 10, 2025, was made by Councilmember Kelly and the second was added by Councilmember Underwood.

Vote: 5-0: Motion Passed Unanimously.

4. City of Walthourville

Chief Nicolas Maxwell

This item was presented to the Mayor and Council at the March 11, 2025 meeting as informational and given to the Elected Officials with several month's time to review. Councilmember Boston requested the item be placed on the agenda again as an action item. Chief Maxwell stated this is an ordinance that will allow a third-party billing agency to bill insurance companies for services provided by the Fire Department. When the Fire Department responds information is loaded into a database which generates an invoice which is then submitted to the responsible party's insurance. He stated the company will receive 22% and the city will receive 78% of the revenue collected. Councilmember Dodd stated he contacted his insurance carrier which is USAA and they don't cover these types of invoices. He also presented a letter from Farm Bureau stating that they do not pay and this agency is not recognized by the BBB (Better Business Bureau). Chief Maxwell further added that this company has an 88% success rate and is one of many companies used by several surrounding agencies for billing. Councilmember Dodd asked if we have talked to other Fire Departments and Chief Maxwell added that our fire department is proactive and we don't follow behind what others do. Mayor Hayes asked if a claim is filed with an insurance company and if there are too many claims within a year the insurance company will drop the policyholder. Chief Maxwell explained that these invoices do not create claims as they can only be attached to an already existed claim. The Elected Body could not make a decision to move forward with this, additional information was requested and no action was taken.

5. City of Walthourville

Mayor and Council

Councilmember Underwood stated he attended the GMA Conference and learned about impact fees and he feels the city should start implementing and receiving them. He added if it's only \$3,000-\$4,000. Councilmember Dodd added that he disagrees with adding any additional fees, with the city implementing a millage for 2026. This was an item presented for information only and no action was taken.

6. City of Walthourville

Mayor and Council

TSPLOST Discussion for Road Enhancement/Improvement. Mayor Hayes reported that she has been in contact with Commissioner Gillard (City of Walthourville is his district) and he can help fund some of the work. She added that she and Councilmember Boston rode the city on July 7th to look at some of the roads. The roads she was referenced with dire needs were Hillary Lane, Jones Court, Arnall Drive and Sanders Road. She added that Jones Court posed the most problems as school buses encounter problems when it rains. Jones Court and Hillary Lane are dirt roads as well as Sanders and Arnall. Sanders and Arnall have had road improvements work with crush and run during the Mayor Baker Administration. She further added that she hopes the city will look at paving Hillary Lane and Jones Court. Councilmember Dodd

asked, how many homes there are on Jones Court, which a response was given of four mobile homes. Councilmember Kelly asked if there was an estimate of what it will cost? The response was paving a road can cost in the millions of dollars, contingent upon the amount of work.

A discussion ensued with the Elected Officials about the “list” of roads that the City of Walthourville identified to be problematic and needed repairs. Some of them stated engineer G. Ben Turnipseed, Engineering, the list while some of the veteran Elected Officials inquired about who was holding the list. The City Clerk stated the list was in the possession of the Mayors as this was the project they normally spearheaded and the city engineer did not have this list. Councilmember Kelly added that, “we need to get the engineer to come and look at the roads and give us cost estimates.” Councilmember Boston asked if the road improvements would be paid for by the city’s TSPLOST fund, and it was stated yes. Councilmember Underwood inquired and asked about the number of dirt roads in the city which it was stated was over 20. The City Clerk asked the Elected Officials did they want to identify certain roads for Turnipseed Engineering to provide cost estimates and measurements for versus canvassing the entire city and the city being responsible for paying for all the road cost. The Elected Body identified and requested that Turnipseed Engineering be contacted and an estimate be provided for Sanders Road, Hillary Lane, Jones Court and Arnall Drive. The motion to proceed was made by Councilmember Dodd and the second was added by Councilmember Underwood.

Vote: 5-0: Motion Passed Unanimously.

(City Hall was tasked with contacting Turnipseed Engineering and the Mayor and Council will be provided with an update on the findings. On Friday July 18th, the Elected Officials were emailed questions from the City Clerk on information needed for Turnipseed Engineering to proceed from them visiting the city and performing their analysis of the aforementioned roads).

7. City of Walthourville

Mayor and Council

SPLOST Allocation for Johnnie Frasier Park. Mayor Pro Tem Lovette stated she has been asking City Hall for the amount of funds she has available to spend for Johnnie Frasier Park. Mayor Hayes stated during the last SPLOST negotiations she and Mayor Baker included Parks and Recreation Fund in conjunction to Public Safety and no dollar amount had been allocated. Mayor Hayes added that she has been asked to remit the items and cost associated with the items she wanted. Mayor Pro Tem stated she has asked how much money she has? She was informed again that no dollar amount has been allocated. She asked if there is money in the account for the park and she was informed by Mrs. Norris those expenses of the park must be considered such as lights, water, port-a-potty’s, pesticides, cleaning and opening and closing of the park. Mrs. Norris stated she had provided a report of the park to her. The Mayor Pro Tem requested from Mayor Hayes that she receive an updated park financial report. Mayor Hayes stated she would have the report by the next meeting.

8. City of Walthourville

Mayor and Council

Training. Mayor Hayes stated if the city pays for your training and you do not attend; you should not receive per-diem. Councilmember Kelly stated she missed one of her classes at the GMA Conference. She decided to transfer the class that she missed to another class, but it seems there is picking and choosing with different people. Mayor Hayes asked, “what was she referring to?” The classes were paid for, and the packets were prepared and were available for pickup at City Hall. Mayor Hayes stated you and I talked earlier, and you shared your concerns. Councilmember Kelly never stated what her concerns were. The Mayor stated the packets were in the safe at City Hall.

Councilmember Underwood stated he attended the GMA Conference in Savannah, and it was hard driving back and forth daily and since the conference has a lot of activities in the evening/night for networking and information gathering it made it difficult to participate. He feels everyone attending should be allowed

to spend the night in Savannah. Councilmember Kelly added, “it is hard, and they definitely miss out on a lot of opportunities. Councilmember Boston stated he stayed and personally paid for his stay. Mayor Pro Tem Lovette stated the GMA training is advantageous, and she supports being able to stay overnight, because driving to Savannah for an 8:15 AM class is very difficult due to traffic and unforeseen circumstances. She stated she has paid for her stay many times as she has been denied staying in both Savannah and Atlanta. She referenced January 2023 when she stated Mayor Hayes denied her training and the money that she was owed. Mayor Hayes informed her that she was not the mayor during that time.

Councilmember Dodd asked the City Clerk, “what is the training that all Elected Officials must have?” The City Clerk stated the State Mandated Training for newly elected officials. Councilmember Dodd added there are citizens who drive back and forth to Savannah daily to work, yet, with the financial status of the city, we want the city to pay for us to stay in a hotel. He stated he cannot support that, because he feels we are raising fees and setting a millage; yet we feel it is okay to spend the city’s money on hotels in Savannah. Councilmember Underwood stated the Travel Ordinance that was passed earlier this year should be modified to include being able to stay for this conference. The City Clerk reminded the Elected Officials that they did not pass an ordinance they took a vote, and the moratorium was that spending the night in Savannah cease until March of 2027. Councilmember Kelly stated a travel and training ordinance was necessary and what stipulations will be put in the ordinance that if someone doesn’t attend the training the money must be repaid. She added because an emergency differs from individual to individual. She stated because her packet is still at City Hall. Mayor Hayes said her packet and travel check will be modified for the class she missed. Councilmember Kelly added that she wants the ordinance in place before she picks up her packet. Attorney Andrew Ruberti stated he noted the request that the Mayor and Council wanted for the ordinance, and we would inform Attorney Luke R. Moses to draft the ordinance.

Councilmembers Kelly and Underwood stated they wanted to revisit being able to spend the night in Savannah if there was training. Councilmember Kelly stated it was 48.7 miles from City Hall to the Savannah International Convention Center. Mayor Hayes states she drives back and forth with no problem and that financially the city cannot afford the expense of everyone staying overnight. She stated we should keep this in effect until the city’s financial situation improves. The other members of council disagreed and the motion to approve being able to spend the night in Savannah for training was made by Councilmember Underwood and the second was added by Mayor Pro Tem Lovette.

Vote:4-1: Motion Passed.

Opposed: Councilmember Dodd

IX. Department Comments:

City of Walthourville

Water Department

Mr. Patrick Golphin

Reported the Water Department performed disconnections of 114 on July 7, 2025. Mayor Pro Tem Lovette inquired about the Water Issue at Johnnie Frasier Park. Mr. Golphin further added that he and the Water Team met, and they will cap off the spicket on the back (gate) side of the park and have only one water outlet. Galvanized pipe will not be used because it is more expensive and the citizens will still be able to destroy the pipe, which will still cost the city money.

Fire Department

Chief Nicolas Maxwell

Gave the Fire Department Statistics which were: 50 Calls for Service, 37 Medical Calls, 7 Motor Vehicle Accidents, 1 Fire and 5 Miscellaneous Fire Calls.

Police Department

Chief Christopher Reed

Reported the department's statistics since the last meeting, which were: 232 calls for service, 55 reports generated, 138 citations written and 25 warnings written. Neighborhood Watch meeting will be held on July 24, 2025, at 6:30 PM. Chief Reed informed everyone that Summer is here and please don't be a victim of opportunity, lock your car doors and remove your weapons from your vehicles at night.

X. Citizens Comments:

Walthourville Citizens

1. Pastor Lockett/Mr. Hakeem Cleare

Pastor Lockett completed a speaker card, but he had exited the meeting. Mr. Hakeem Cleare spoke and stated he knew what Pastor Lockett wanted to speak about and it was his road, which is Sanders Road. Mr. Cleare stated that Sanders Road is in close proximity to the road that he resides on which is Arnall Drive and he has approached the Mayor and Council countless times about the conditions of his road needing paving.

XI. Mayor's Comments

Mayor Sarah B. Hayes

Reported that KLB will hold their Recycle Fair and Shred It Event in August. She stated that the Liberty County Chamber of Commerce will conduct a FLOST/SPLOST Presentation on July 22, 2025. She also asked the council if the Elected Officials could convene thirty minutes prior to the regular scheduled meetings so they can review some items. She asked them to send her their availability of when they would like to start meeting.

XII. Elected Officials Comments

Mayor Pro Tem Lovette, stated she spoke with Mr. McConnell of American Tower Maintenance about the Water Tower at the GMA Conference. Mr. Connell came to the city today and stated he could not inspect the tower in it's entirety due to wasp. She also stated she spoke to Trent Long about the round-about that is being proposed at the intersection of Hardman and Airport Roads and the round-about can be corrected and a light placed there. Mayor Hayes stated she spoke with Mr. Long also, and he stated a traffic light will cost an additional four (4) million dollars. The Mayor Pro Tem stated she supported the traffic light even if it would cost more.

Councilmember Mitchell Boston, inquired about the RFP for Public Works and where are we at on this project? No one knew and the City Clerk stated no one had requested City Hall to prepare this RFP. Attorney Ruberti stated he would disseminate this information to Attorney Moses to draft the RFP. Also, he inquired about the status of the audit. Councilmember Kelly stated documents are being signed

Councilmember Patrick Underwood inquired about the status of the millage. Councilmember Dodd stated the Tax Assessors office was in the appeal process that would last until July 25th and then the Tax Digest would be prepared by the Tax Commissioner and sent to the cities. He also inquired about the Water Tower needing to be painted and cleaned and he spoke with a representative at the GMA Conference. He added that he attended and enjoyed his first GMA Conference, he took a lot of valuable classes, and he learned a lot. He also added that the city needs to look into charging an Alcohol Fee when someone has an event in the city. An event was held on the 4th of July weekend and alcohol was on the premises after the promoter stated there would be no alcohol. Also, fans are still being collected and will be distributed on July 26th.

Councilmember Bridgette Kelly stated she also spoke with American Water Tower about the cleaning and painting of the tower. She also wants to see about including new water meters that have been needed since

2023 in the FY 2026 Budget. She stated it is time to start working on the budget. The GMA Conference was very good, the training was insightful and impactful, and the networking was important.

Councilmember Robert Dodd reported that on July 31st at 6:00 PM at the Fire Department the city will present a Hurricane Briefing.

XIII. Executive Session: At 8:24 PM the motion to enter Executive Session for litigation was made by Councilmember Kelly and the second was added by Councilmember Boston.

Vote: 5-0: Motion Passed Unanimously.

XIV. Adjournment: At 8:43 PM the motion to adjourn was made by Councilmember Underwood and the second was added by Mayor Pro Tem Lovette.

Vote: 5-0: Motion Passed Unanimously.

DRAFT

Liberty Consolidated Planning Commission – Report

Governing Authority: The City of Walthourville



Mayor & Council Date: July 22, 2025

Business License: Polished Perfection Day Spa

Business Owner: Jennifer Gaskill

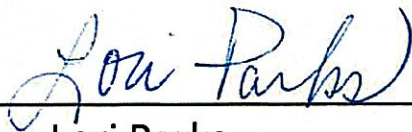
Address: 4981 W Oglethorpe Highway, Suite 9

Zoned: C-3 (Highway Commercial District)

Comments: Day Spa – Nails, waxing and facials

Recommendation: APPROVAL

LCPC Staff:



Lori Parks

Zoning Administrator

7-15-25

Date



City of Walthourville Business License Division

Mailing Address: P.O Box K
Walthourville, GA 31333
Office Location 222 Busbee Road
Walthourville, GA 31333
Phone: (912) 368-7501
Web site address- www.cityofwalthorville.com

**Application For corporation or limited Liability Company LLC
Occupation Tax Certificate**

*The application must be filled out completely to obtain a City of Walthourville Occupation Tax Certificate. Payment must be filed with the application to obtain a City of Walthourville Occupation tax Certificate. This application will not be processed if it is not accompanied by the appropriate tax fee. **You will not be billed.** Please print with ink or type. In order for the appropriate tax or fee to be determined the application accompanied by all appropriate documents must be submitted in person.

Pursuant to The Georgia Immigration Reform Act that was passed by the State Legislature and signed by the Governor all persons applying for renewing a City of Walthourville Tax Certificate must provide a secure and verifiable document as required by O.C.G.A 50-36-1(e) (1) and sign and notarize the affidavit required by O.C.G.A 50-36-1 (e) (2) and the affidavit required by O.C.G.A 36-60-6 (d).

This Business is: ☒ New Application
☐ Ownership Change / Date ownership changed & Certificate # _____
☐ I am filling a name/or address change for Certificate# _____

Name business as Polished Perfection Day Spa Business Phone# (301) 620-4304 430-9487
Name of Corporation/LLC* French Me Nails LLC
Business Address 4981 W Oglethorpe Hwy, Unit 9
Mailing Address _____
Email Address Frenchmenailsllc@yahoo.com
Full Detailed Description of
Business Day spa - nails, waxing, Facials

Date Business began in City of Walthourville _____
#of employees in City of Walthourville 1 E-verify# (Required if 11 or more employees _____
State Sales Tax ID# _____ Federal ID # 92-3895501
Owner Name Jennifer Gaskill SS# _____ BOB 10/09/1983
Home Address 77 Deerfield DR NE Apt# _____ City Ludawci State GA Zip 31316

*** All electrical, mechanical, plumbing, well drilling contractors, mobile home dealers, mobile home installers, and any other contractor that is required to have a State of Georgia License will be required to attach a copy of the license to this application before insurance.

***All commercially used building may be subject to an inspection for fire and safety code compliance prior to any certificate of occupancy or business license being issued.

Are you, the applicant the corporation, LLC or any shareholder currently delinquent in payment of any taxes or fees to any state or local government? no If yes, please indicate the type of tax or fee, and the amount due with the reason the tax is delinquent.

If this property is zoned residential, no clients Employees, sales, deliveries, storage of inventory, Or equipment are allowed on the premises. Only One commercial vehicle not to exceed 12,500 lbs Gross weight used as transportation by the occupant May be parked at the residence.

I swear or affirm that I have obtained or will obtain within thirty days of the date of this application a City of Walthourville Certificate of Occupancy as required by the city ordinances.

I will comply with the Zoning Restrictions stated above: SG
(initials)

Signature: Jennifer Gaskill

Jennifer Gaskill, affirm that the facts stated by me are true, I understand any misrepresentation or fraudulent statement is grounds for automatic dismissal of this application and/revocation of the license. I understand that all signs displayed on my premise must be permitted by the City of Walthourville, I further understand that my business must operated in compliances with all applicable state, federal & local laws, ordinances & regulations, & that the granting of this occupation tax certificate or payment of this occupation tax does not waive the right of any federal, state or local entity to regulate & enforce laws, ordinances & regulations. I understand that all decisions of Business License Division may be appealed to the City of Walthourville.

This 14 day of July, 2025.

Signature of applicant Jennifer Gaskill legibly print name Jennifer Gaskill

This application must be approved by the Liberty County Planning Commission

Tax Map & Parcel# 050A143

Zoning Classification C3

Approved by: Xori Parks

Date Approved: 7-15-25

Date the request will be presented to Mayor and Council: 7-22-25

*****APPLICANT MUST COMPLETE THE AFFIDAVITS AND PROVIDE A SECURE AND VERIFIABLE DOCUMENT*****

O.C.G. A. § 50-36-1(e)(2) AFFIDAVIT

By executing this affidavit under oath, as an applicant for a loan, grant, tax credit and/or other public benefit, as referenced in O.C.G.A. § 50-36-1, administered by the Georgia Department of Community Affairs, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) ☒ I am a United States Citizen.
- 2) ☐ I am a legal permanent resident of the United States.
- 3) ☐ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G. A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed this the 14 day of July, 2025 in _____ (city), _____ (state).

Jennifer Daskill
*Signature of Applicant

Jennifer Daskill
Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 201__

NOTARY PUBLIC

My Commission Expires:

**This Affidavit must be signed by the same person who executes the Application Certification Form Letter*

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2
Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]

Private Employer Affidavit Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

Section 1. Please check only one:

(A) _____ On January 1st of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees¹.

*** If you select Section 1(A), please fill out Section 2 and then execute below.

(B) ☒ On January 1st of the below-signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

*** If you select Section 1(B), please skip Section 2 and execute below.

Section 2.

The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

Name of Private Employer

Federal Work Authorization User Identification Number

Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, ___, 201__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires: _____

¹ To determine the number of employees for purposes of this affidavit, a business must count its total number of employees company-wide, regardless of the city, state, or country in which they are based, working at least 35 hours a week.



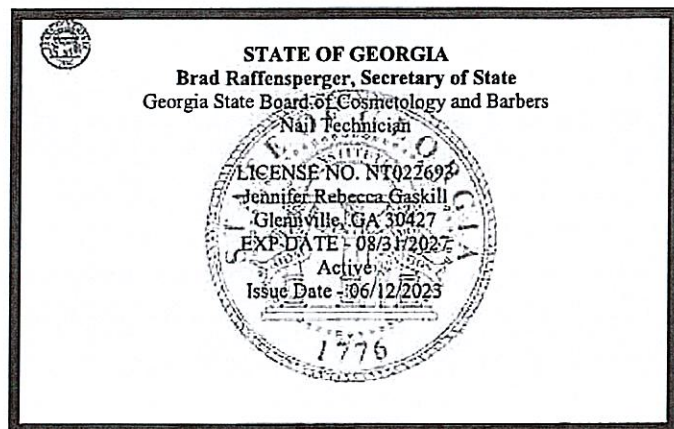
A pocket-sized license card is below. Above is an enlarged copy of your pocket card.

Please make note of the expiration date on your license. It is your responsibility to renew your license before it expires. Please notify the Board if you have a change of address.

Wall certificates suitable for framing are available at cost, see board fee schedule. To order a wall certificate, please order from the web site – www.sos.state.ga.us/plb.

Please refer to Board Rules for any continuing education requirements your profession may require.

Georgia Professional Licensing Boards Division
237 Coliseum Drive
Macon GA 31217
Phone: (404) 424-9966
www.sos.ga.gov/plb



STATE OF GEORGIA

Secretary of State

Corporations Division
313 West Tower
2 Martin Luther King, Jr. Dr.
Atlanta, Georgia 30334-1530

CERTIFICATE OF EXISTENCE

I, **Brad Raffensperger**, the Secretary of State of the State of Georgia, do hereby certify under the seal of my office that

French Me Nails LLC
a Domestic Limited Liability Company

was formed in the jurisdiction stated below or was authorized to transact business in Georgia on the below date. Said entity is in compliance with the applicable filing and annual registration provisions of Title 14 of the Official Code of Georgia Annotated and has not filed articles of dissolution, certificate of cancellation or any other similar document with the office of the Secretary of State.

This certificate relates only to the legal existence of the above-named entity as of the date issued. It does not certify whether or not a notice of intent to dissolve, an application for withdrawal, a statement of commencement of winding up or any other similar document has been filed or is pending with the Secretary of State.

This certificate is issued pursuant to Title 14 of the Official Code of Georgia Annotated and is prima-facie evidence that said entity is in existence or is authorized to transact business in this state.

Docket Number : 29292897
Date Inc/Auth/Filed: 05/05/2023
Jurisdiction : Georgia
Print Date : 04/14/2025
Form Number : 211



Brad Raffensperger

Brad Raffensperger
Secretary of State

Liberty Consolidated Planning Commission – Report

Governing Authority: The City of Walthourville



Mayor & Council Date: July 22, 2025

Type of Permit: Mobile Home Permit for 1951 Shaw Road
Parcel – 049C105
For a single-wide manufactured home.

Owner of Property: Fleming Nelson C/O Corth Nelson

Applicant: Same

Utilities: City Water and Sewer

Comments: Zoned AR-1 (Agricultural Residential) which
allows double or single wide homes.
Type B skirting, which is vinyl,
treated lumber or masonry material.

Recommendation: APPROVAL

LCPC Staff: Lori Parks
Lori Parks
Zoning Administrator

7-9-25
Date

Liberty Consolidated Planning Commission

100 Main Street, Suite 7520
Hinesville, Georgia 31313
Phone: 912-408-2030



Jeff Ricketson, AICP

Executive Director

Zoning Permit

Tax Map & Parcel#: 049C 105 Date: 4/22/25

Property Owner: Corth Nelson

Contact Name & Number: Corth Nelson 912-237-9009

Contact Mailing Address: 2392 Shaw Rd Hinesville, GA 31313

Property Street Address (if existing): 1751 Shaw Rd Hinesville, GA 31313

Subdivision: _____ Lot: _____ Jurisdiction: _____

What are your permit plans? Moving a mobile home

Type of Water and Sewer: City water and sewer

What structures are on this property? None. There are NO structures

I confirm that these statements are true: [Signature]

LCPC Use Only

☐ Unincorporated Liberty
County
☐ Allenhurst

☐ Flemington
☐ Gum Branch
☐ Hinesville

☐ Midway
☐ Riceboro
☒ Walthourville

Building: ☒ Principal ☐ Accessory* Zoning District(s): AR-1

Setbacks: Front: 35' Rear: 25' Side: 25' Side Street: 25'

*Accessory structures shall not be any closer than 10 feet to any other structure (principal or accessory).

Maximum Height: _____ vinyl, treated lumber,

Mobile Home Requirements: Size: DW or SW Skirting Type: B- or masonry

Flood Zone: _____ Base flood elevation (if any): _____ FIRM Map & Panel: 13179C

Comments: Placing Single wide mobile home on property
Verified the home is a Wind Zone II

☐ Impact Fees Paid (City of Flemington only)

☒ Approved; meets Zoning standards

☐ Disapproved; does not meet Zoning standards

LCPC Staff: [Signature] Date: 7-9-25

Manufacturer Address

GENERAL
MANUFACTURED HOUSING, INC.
★ ★ ★ ★ ★

P. O. BOX 1449
WAYCROSS, GEORGIA 31502-1449

Limited 7014 3+2

Plant Number #4

Date of Manufacture
10/17/01

HUD No.
GEO/1333156

Manufacturer's Serial Number and Model Unit Designation
GMHGA4410128653 S-223661TD

Design Approval by (D.A.P.I.A.)

Hilborn, Werner, Carter & Associates

This manufactured home is designed to comply with the federal manufactured home construction and safety standards in force at time of manufacture.
(For additional information, consult owner's manual.)

The factory installed equipment includes:

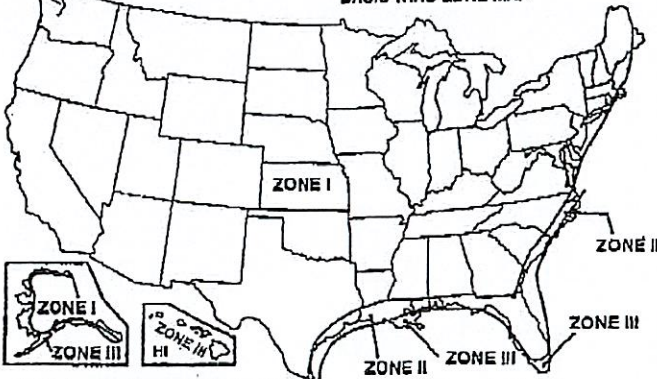
Equipment	Manufacturer	Model Designation
For heating	Nordyne	E2EH 012HA
For air cooling	Whirlpool	RF3020XKQO
For cooking	Whirlpool	ET18BPMXKO
Refrigerator	State	SCI301HMSE
Water Heater		
Dishwasher		
Fireplace		
Stereo		

HOME CONSTRUCTED FOR ☐ ZONE I ☒ ZONE II ☐ ZONE III

This home has not been designed for the higher wind pressure and anchoring provisions required for ocean/coastal areas and should not be located within 1500' of the coastline in Wind Zone II and III unless the home and its anchoring and foundation system have been designed for the increased requirements specified for Exposure D in ANSI/ASCE 7-88.

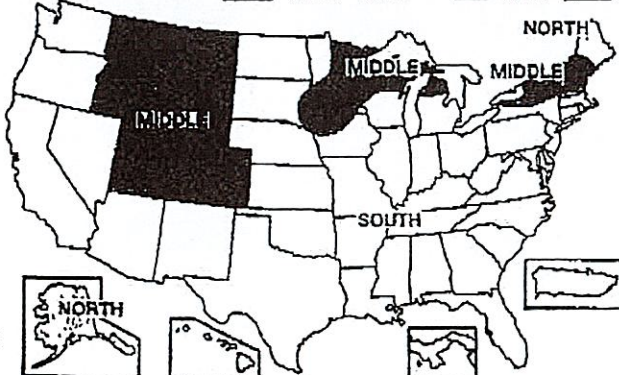
This home has XX has not been equipped with storm shutters or other protective coverings for windows and exterior door openings. For homes designed to be located in Wind Zone II and III, which have not been provided with shutters or equivalent covering devices, it is strongly recommended that the home be made ready to be equipped with these devices in accordance with the method recommended in manufacturers printed instructions.

BASIC WIND ZONE MAP



NOTE: See Section 3280.305(c)(2) for areas included in each Wind Zone

DESIGN ROOF LOAD ZONE MAP North 40 PSF XX South 20 PSF
Middle 30 PSF Other PSF



COMFORT HEATING

This manufactured home has been thermally insulated to conform with the requirements of the federal manufactured home construction and safety standards for all locations.

within climate zone 2
Heating equipment manufacturer and model (see list at left)
The above heating equipment has the capacity to maintain an average 70° F temperature in this home at outdoor temperatures of -28 F

To maximize furnace operating economy, and to conserve energy, it is recommended that this home be installed where the outdoor winter design temperature (97° F) is not higher than 1 degrees F

The above information has been calculated assuming a maximum wind velocity of 15 mph at standard atmospheric pressure

COMFORT COOLING

☐ Air conditioning provided at factory (Alternate I)

Air conditioner manufacturer and model (see that at left)

Certified capacity B.T.U./hr in accordance with the appropriate air conditioning and refrigeration institute standards
The central air conditioning system provided in this home has been sized assuring an

orientation of the front (hitch end) of the home facing on this basis the system is designed to maintain an indoor temperature of 75° F when outdoor temperatures are F dry bulb and F wet bulb

The temperature to which this home can be cooled will change depending upon the amount of exposure of the windows of this home to the sun's radiant heat. Therefore, the home's heat gains will vary dependent upon its orientation to the sun and any permanent shading provided. Information concerning the calculation of cooling loads at various locations, windows exposures and shadings are provided in Chapter 27 of the 1987 edition of the ASHRAE Handbook of Fundamentals.

Information necessary to calculate cooling loads at various locations and orientations is provided in the special comfort cooling information provided with this home.

☒ Air conditioning not provided at factory (Alternate II)

The air distribution system of this home is suitable for the installation of central air conditioning

The supply air distribution system installed in this home is sized for a manufactured home central air conditioning system of up to 31,500 B.T.U./hr. rated capacity which are certified in accordance with the appropriate air conditioning and refrigeration institute standards, when the air circulators of such air conditioners are rated at 0.3 inch water column static pressure or greater for the cooling air delivered to the manufactured home supply air duct system.

Information necessary to calculate cooling loads at various locations and orientations is provided in the special comfort cooling information provided with this manufactured home.

☐ Air conditioning not recommended (Alternate III)

The air distribution system of this home has not been designed in anticipation of its use with a central air conditioning system

**INFORMATION PROVIDED BY THE MANUFACTURER
NECESSARY TO CALCULATE SENSIBLE HEAT GAIN**

Walls (without windows and doors) "U" .0973
Ceilings and roofs of light color "U" .0422
Ceilings and roofs of dark color "U" .0487
Floors "U" .087
Air ducts in floor "U" .087
Air ducts in ceiling "U"
Air ducts installed outside the home "U"

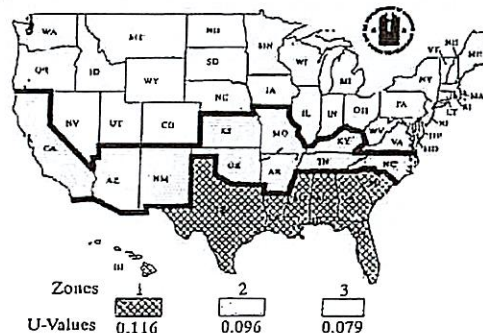
The following are the duct areas in this home:

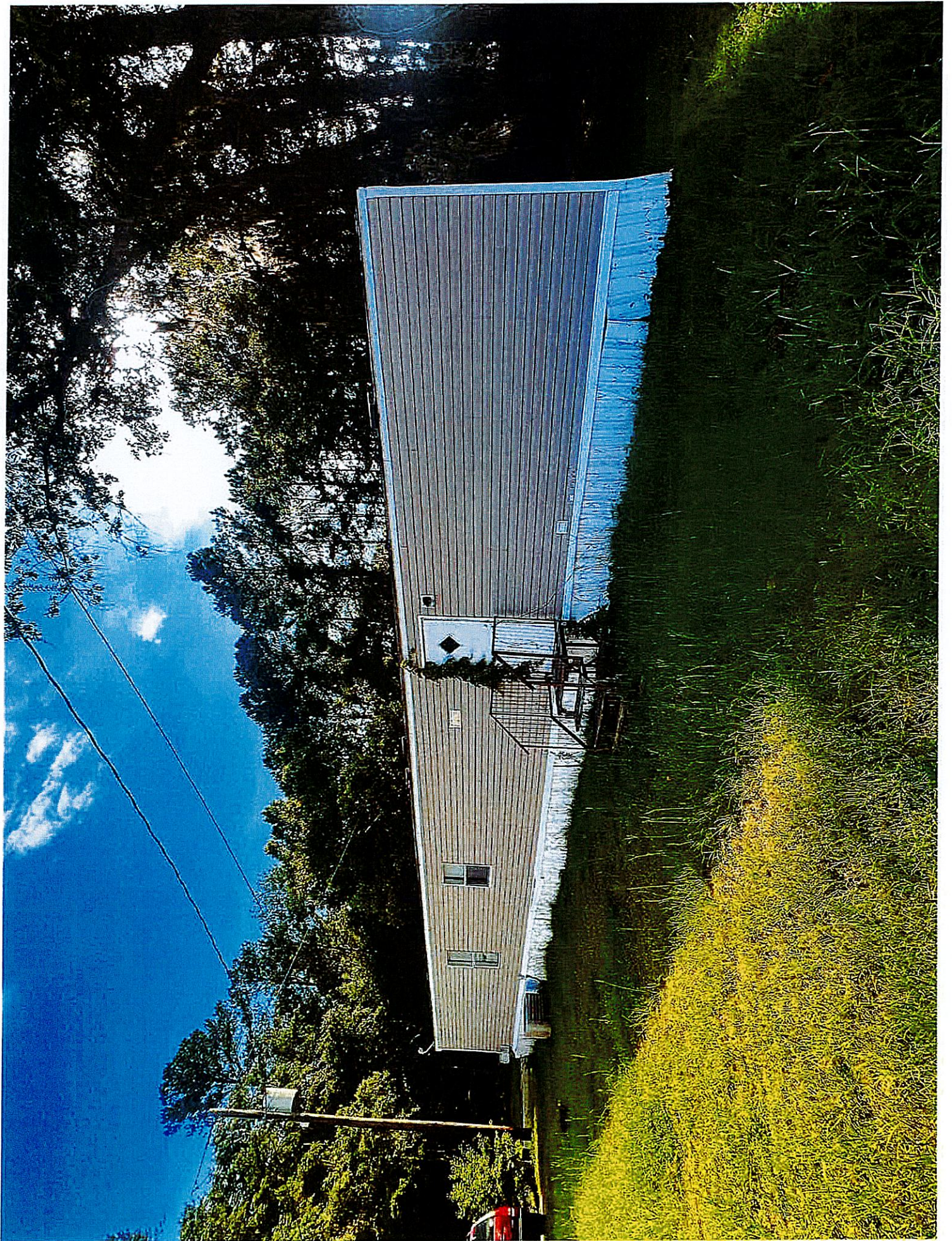
Air ducts in floor 49 sq. ft.
Air ducts in ceiling sq. ft.
Air ducts outside the home sq. ft.

To determine the required capacity of equipment to cool a home efficiently and economically, a cooling load (heat gain) calculation is required. The cooling load is dependent of the orientation, location and the structure of the home. Central air conditioners operate most efficiently and provide the greatest comfort when their capacity closely approximates the calculated cooling load. Each home's air conditioner should be sized in accordance with Chapter 27 of the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Handbook of Fundamentals, once the location and orientation are known.



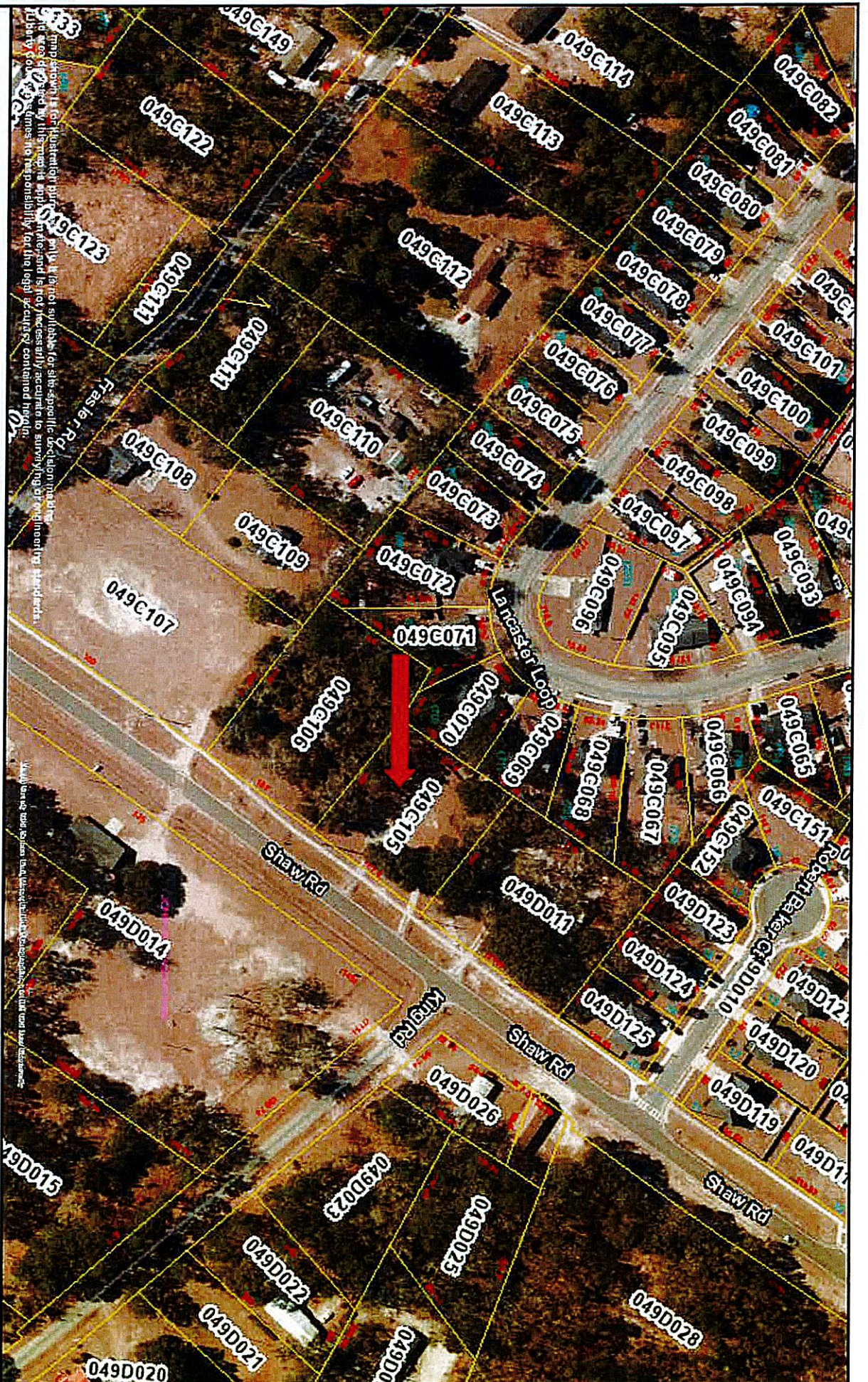
**U/O Value Zone Map
for Manufactured Housing**











Liberty County PRISM 2.0

Areas

Override 1

Land Hook

Carto Line

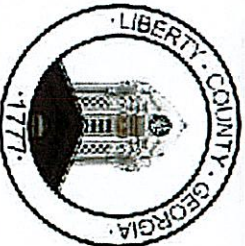
Blue: Band_3

Roads

Parcels

Red: Band_1

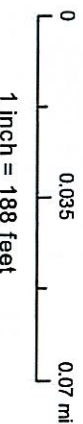
Green: Band_2



Liberty County
Assessors' Office

100 Main Street, Suite 1550
Hinesville, Georgia 31313

Phone: (912) 876-3568



1 inch = 188 feet



Printed on 7/9/2025
<http://www.libertycountyga.com>

Liberty Consolidated Planning Commission – Report

Governing Authority: The City of Walthourville



Mayor & Council Date: July 22, 2025

Business License: One Time Event for a Donation Drive for
Shriner Paper Drive (Hospital Crusade)

Business Owner: Hinesville St. Stewart Shrine Club

Representative: Chris Niksch

Address: Intersection of Highway 84 & Airport Road

Zoned:

Comments: Shriners will be out at the intersection collecting
Donation for Shriners Children's Hospital.
Date is September 6, 2025 from 7:30 am to 12pm

Recommendation: APPROVAL

LCPC Staff: Lori Parks
Lori Parks
Zoning Administrator

7-15-25
Date



City of Walthourville Business License Division

SPECIAL EVENT PERMIT

This application must be completed and submitted 21 Days Prior to the Outdoor Event
Please do not begin advertising your event until your application is approved.

Applicant information

Name: Chris Nilesch on Roan Hutchinson 912-255-9650
Event Name: Shriners Paper Drive (Hospital Crusade)
Business: Hinesville Rt Stewart Shrine Club Business Address: 933A E 6 Mile Pkwy Hinesville GA 31313
Mailing Address: PO Box 2002 City: Hinesville State: GA Zip: 31310
Home Address: 150 Tilden Wells Rd City: Hinesville State: GA Zip: 31313
Email Address: president@hinesville Shrine@gmail.com
Address of Outdoor Event: Interpretation: Hwy 84 / Airport Rd
Date/Time of Outdoor Event:
Beginning Date: 6 Sep 2025 End Date: Sept 6, 2025
Event Time: 6 Sep 2025 AM / PM until 8:00 AM to 12:00 PM AM / PM
Set-Up Time: 7:30 AM / PM
Break-Down Time: 12:00 AM / PM

Event Type: ☐ Private *no more than three (3) days duration in which alcohol is served/sold by a Licensed Alcoholic Beverage Caterer or bona fide nonprofit organization*
☐ Public *no more than three (3) days duration*

Anticipated Number of Participants: _____

Alcohol will be: ☐ Sold ☐ Served Food Will Be: ☐ Sold ☐ Served Onsite Cooking ☐ Yes ☐ No
Has a Food Service permit been granted? ☐ Yes ☐ No ☐ By The Department of Public Health ☐ N/A
Will Tents be used? ☐ Yes ☐ No How many? _____ Will sound amplification equipment be used? ☐ Yes ☐ No
Will artificial lighting be used? ☐ Yes ☐ No Will a sign or other type of display be used? ☐ Yes ☐ No

Detailed Description of Outdoor Event: (Include information about activities, structures, vendors, merchandise, etc.)

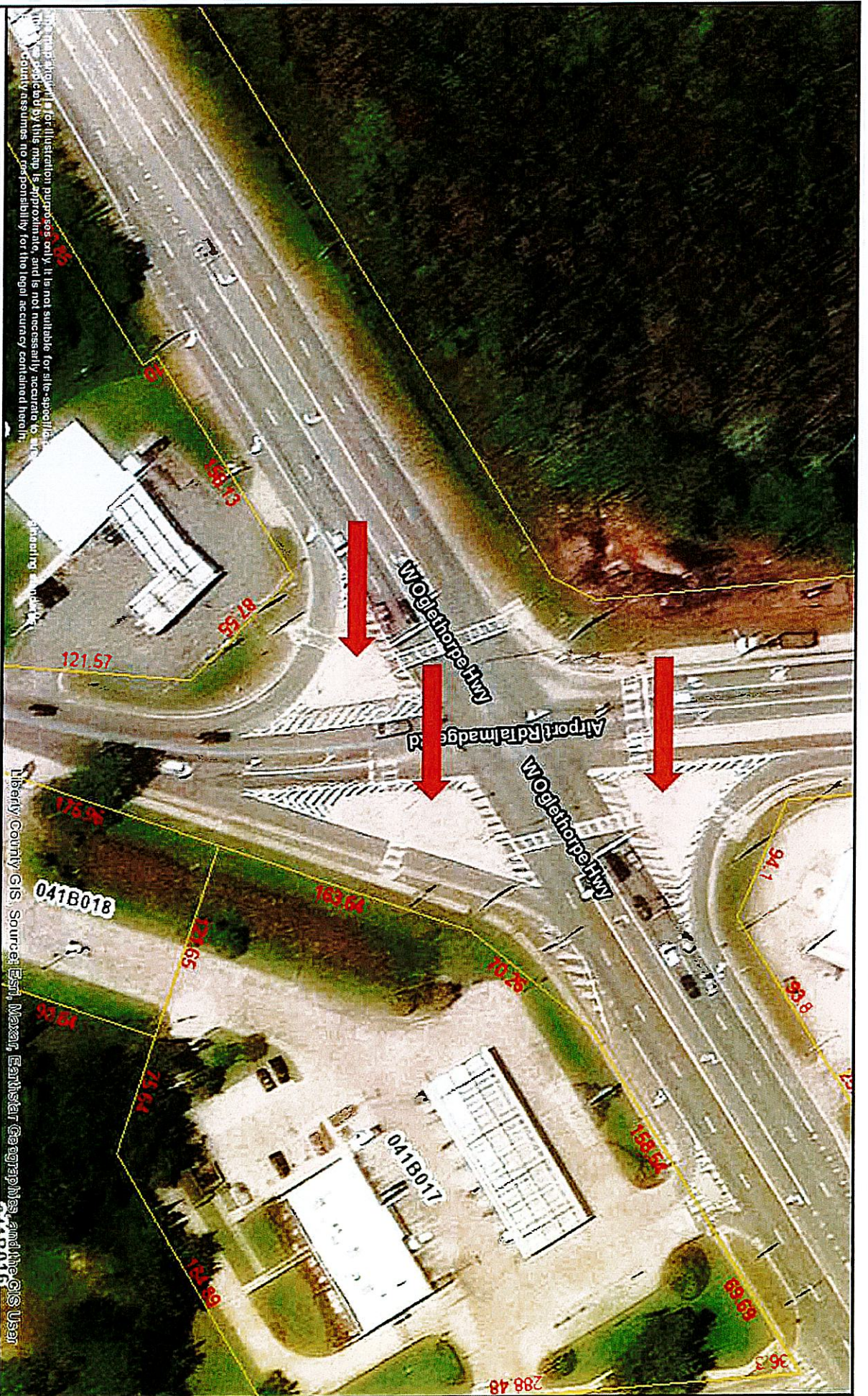
PRINTED NAME AND SIGNATURE OF APPLICANT: Chris Nilesch DATE: 7 / 15 / 25

I acknowledge and affirm that this Outdoor Event will occur in accordance with the terms and conditions stipulated therein of the permit.

PRINTED NAME AND SIGNATURE OF PROPERTY OWNER _____ Date: ____/____/____

Mailing Address: P.O Box K, Walthourville, GA 31333
Office Location: 222 Busbee Road, Walthourville, GA 31333

Phone: (912) 368-7501
Web site address: www.cityofwalthourville.com



Liberty County PRISYM 2.0

- Areas**
- Override 1
 - Roads
 - Parcels
- Carto Line**
- Land Hook



Liberty County
Assessors' Office
100 Main Street, Suite 1550
Hinesville, Georgia 31313
Phone: (912) 876-3568



0 0.015 0.03 mi
1 inch = 94 feet

Printed on 7/18/2025
<http://www.libertycountyga.com>

Liberty Consolidated Planning Commission – Report

Governing Authority: The City of Walthourville



Mayor & Council Date: July 22, 2025

Business License: One Time Event for a Tent Revival
Pastor Cedric Jones Sr.

Business Owner: Javier Martinez
Walthourville Meat Market

Address: 5715 W Oglethorpe Hwy

Zoned: C2 (General Commercial) Parcel 050C006

Comments: This will be an old fashion southern tent revival.
Dates 7-22-25 through 8-1-25

Recommendation: APPROVAL

LCPC Staff:

Lori Parks

Lori Parks

Zoning Administrator

7-15-25

Date



City of Walthourville Business License Division

SPECIAL EVENT PERMIT

This application must be completed and submitted 21 Days Prior to the Outdoor Event
Please do not begin advertising your event until your application is approved.

Applicant information

Name: Rev Cedric Jones Sr.
Event Name: Revival
Business: Unfolding Outreach Center Business Address: 4088 Trinity Rd
Mailing Address: same City: Franklin State: TN Zip: 37067
Home Address: _____ City: _____ State: _____ Zip: _____
Email Address: unfolding@unfolding.org
Address of Outdoor Event: 5715 Oglethorpe Highway
Date/Time of Outdoor Event: _____
Beginning Date: 7/21/25 End Date: 8/2/25 7-21-25 to 8-1-25
Event Time: 7:30 AM / PM until 10:30 AM / PM
Set-Up Time: _____ AM / PM
Break-Down Time: _____ AM / PM

Event Type: ☐ Private *no more than three (3) days duration in which alcohol is served/sold by a Licensed Alcoholic Beverage Caterer or bona fide nonprofit organization*
☐ Public *no more than three (3) days duration*

Anticipated Number of Participants: _____

Alcohol will be: ☐ Sold ☐ Served Food Will Be: ☐ Sold ☐ Served Onsite Cooking ☐ Yes ☐ No
Has a Food Service permit been granted? ☐ Yes ☐ No ☐ By The Department of Public Health ☐ N/A
Will Tents be used? ☒ Yes ☐ No How many? 1 Will sound amplification equipment be used? ☐ Yes ☐ No
Will artificial lighting be used? ☐ Yes ☐ No Will a sign or other type of display be used? ☐ Yes ☐ No

Detailed Description of Outdoor Event: (Include information about activities, structures, vendors, merchandise, etc.)

This will be a tent revival -

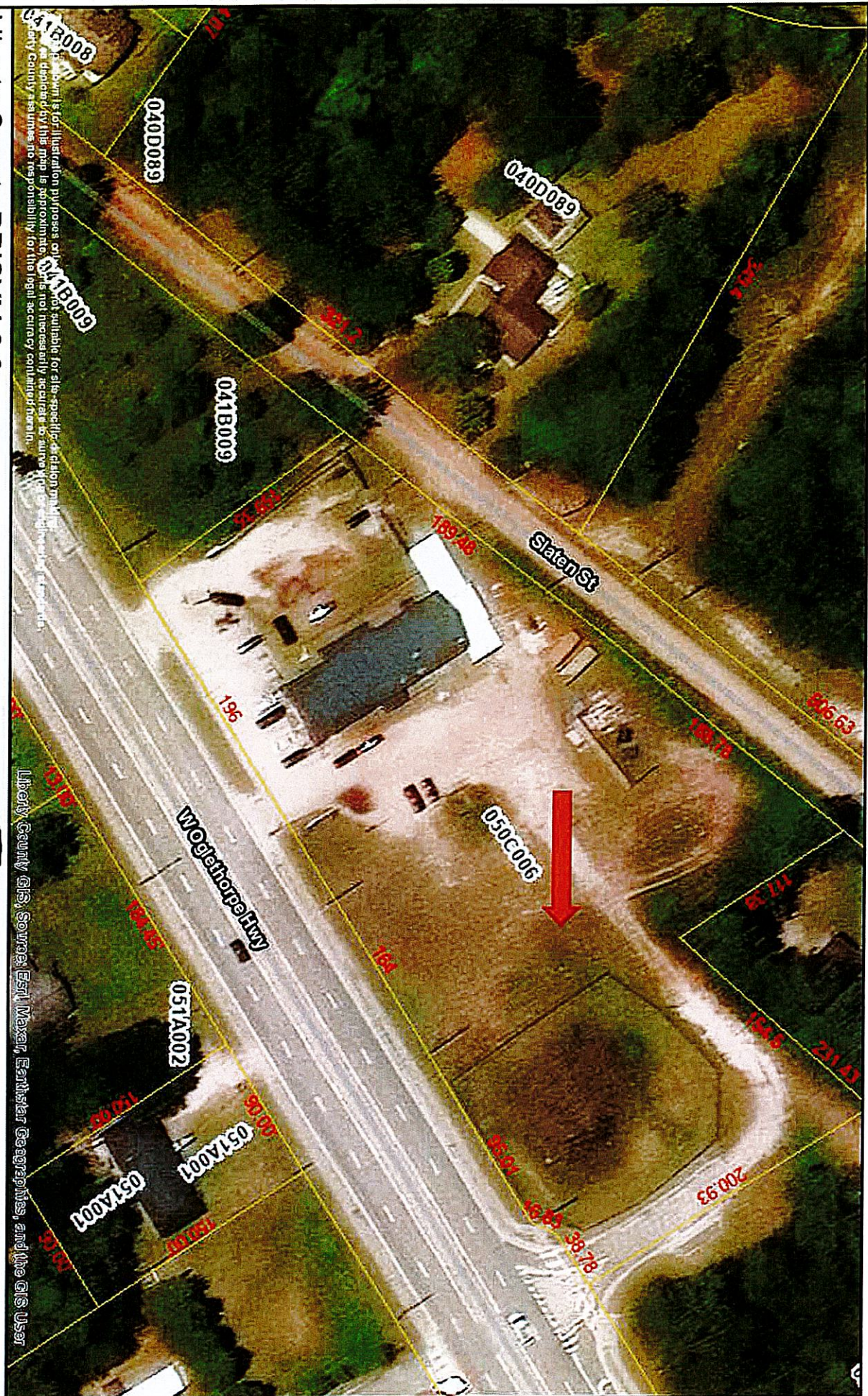
PRINTED NAME AND SIGNATURE OF APPLICANT: Rev Cedric Jones Sr. DATE: ____/____/____

I acknowledge and affirm that this Outdoor Event will occur in accordance with the terms and conditions stipulated therein of the permit.

PRINTED NAME AND SIGNATURE OF PROPERTY OWNER: [Signature] for Javier Martinez Date: 07/15/2025

Mailing Address: P.O Box K, Walthourville, GA 31333
Office Location: 222 Busbee Road, Walthourville, GA 31333

Phone: (912) 368-7501
Web site address: www.cityofwalthourville.com



This map is for illustration purposes only. It is not suitable for site-specific decision making. The map is not necessarily accurate to survey. Liberty County assumes no responsibility for the legal accuracy contained herein.

Liberty County PRISM 2.0

- Areas**
- Carto Line**
- Override 1**
- Land Hook**
- Roads**
- Parcels**

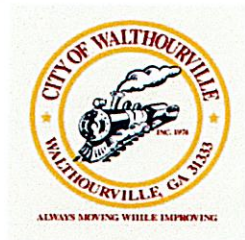


Liberty County
Assessors' Office
100 Main Street, Suite 1550
Hinesville, Georgia 31313
Phone: (912) 876-3568



0 0.015 0.03 mi
1 inch = 94 feet

Printed on 7/16/2025
<http://www.libertycountyga.com>



CITY OF WALTHOURVILLE

MAYOR AND CITY COUNCIL AGENDA ITEM

SUBJECT: Water Delinquency

☐ AGREEMENT

☐ POLICY / DISCUSSION

☐ CONTRACT

☐ ORDINANCE

☐ RESOLUTION/PROCLAMATION

☐ OTHER

SUBMITTED: 07-15-2025

Council Meeting: 07-22-2025

DEPARTMENT: Council

BUDGET IMPACT:

PUBLIC HEARING? () Yes () No

PURPOSE:

HISTORY:

FACTS AND ISSUES:

RECOMMENDED ACTIONS:

Councilmember Patrick Underwood



CITY OF WALTHOURVILLE

MAYOR AND CITY COUNCIL AGENDA ITEM

SUBJECT: Unpaid Health Insurance

☐ AGREEMENT

☐ POLICY / DISCUSSION

☐ CONTRACT

☐ ORDINANCE

☐ RESOLUTION/PROCLAMATION

☐ OTHER

SUBMITTED: 07-15-2025

Council Meeting: 07-22-2025

DEPARTMENT: Council

BUDGET IMPACT:

PUBLIC HEARING? () Yes () No

PURPOSE:

HISTORY:

FACTS AND ISSUES:

RECOMMENDED ACTIONS:

Councilmember Patrick Underwood



CITY OF WALTHOURVILLE

MAYOR AND CITY COUNCIL AGENDA ITEM

SUBJECT: Sanitation Billing and Payment Status

☐ AGREEMENT

☐ POLICY / DISCUSSION

☐ CONTRACT

☐ ORDINANCE

☐ RESOLUTION/PROCLAMATION

☐ OTHER

SUBMITTED: 07-14-2025

Council Meeting: 07-22-2025

DEPARTMENT: Council

BUDGET IMPACT:

PUBLIC HEARING? () Yes () No

PURPOSE:

HISTORY:

FACTS AND ISSUES:

RECOMMENDED ACTIONS:

Councilmember Mitchell Boston



CITY OF WALTHOURVILLE

MAYOR AND CITY COUNCIL AGENDA ITEM

SUBJECT: Millage Update

☐ AGREEMENT

☐ POLICY / DISCUSSION

☐ CONTRACT

☐ ORDINANCE

☐ RESOLUTION/PROCLAMATION

☐ OTHER

SUBMITTED: 07-17-2025

Council Meeting: 07-22-2025

DEPARTMENT: Council

BUDGET IMPACT:

PUBLIC HEARING? () Yes () No

PURPOSE:

HISTORY:

FACTS AND ISSUES:

RECOMMENDED ACTIONS:

Mayor Sarah B. Hayes



CITY OF WALTHOURVILLE

MAYOR AND CITY COUNCIL AGENDA ITEM

SUBJECT: Liberty County Tax Commissioner Contract

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

SUBMITTED: 07-17-2025

Council Meeting: 07-22-2025

DEPARTMENT: Council

BUDGET IMPACT:

PUBLIC HEARING? () Yes () No

PURPOSE:

HISTORY:

FACTS AND ISSUES:

RECOMMENDED ACTIONS:

Mayor Sarah B. Hayes and Attorney Luke R. Moses

AGREEMENT FOR THE COLLECTION OF MUNICIPAL TAXES PURSUANT TO
O.C.G.A. § 48-5-359.1 (a)

Dated and effective as of the 15th day of January, 2025, between Liberty County, Georgia, a political subdivision of the State of Georgia, and City of Hinesville, Georgia, a municipal corporation created and existing under the laws of the State of Georgia, and JAMES E. SHARP, III, the duly elected Tax Commissioner of Liberty County, Georgia

THIS AGREEMENT FOR THE COLLECTION OF MUNICIPAL TAXES PURSUANT TO O.C.G.A. § 48-5-359.1(a) is made and entered into as of the 15th day of January, 2025, by and between LIBERTY COUNTY, GEORGIA, a political subdivision of the State of Georgia, with its offices being at 112 N. Main Street, Hinesville, Liberty County, Georgia (hereinafter referred to as the "County"), CITY OF HINESVILLE, GEORGIA, a municipal corporation created and existing under the laws of the State of Georgia, with its offices being at 115 E. M.L. King Jr. Blvd., Hinesville, Liberty County, Georgia (hereinafter referred to as the "City"), and JAMES E. SHARP, III, the duly elected Tax Commissioner of Liberty County, Georgia (hereinafter referred to as the "Tax Commissioner").

WITNESSETH:

WHEREAS, pursuant to O.C.G.A. § 48-5-359.1 (a), the City and County are authorized and desire to contract, subject to approval of the Tax Commissioner, for the said Tax Commissioner: (i) to prepare the tax digest of the City; (ii) to assess and collect municipal taxes in the same manner as county taxes; and (iii) for the purpose of collecting such municipal taxes, to invoke any remedy permitted for collection of municipal taxes; and,

WHEREAS, the Tax Commissioner is willing to provide such services to the City, provided that the City compensate him for such additional duties and responsibilities as set forth hereinbelow; and,

WHEREAS, the City and County have determined that such arrangement will preserve public funds, better provide for the efficient and proper collection of taxes due and payable to the City, and otherwise benefit the public; and,

WHEREAS, this Agreement was presented and approved at meetings of the governing authorities of both the County and the City pursuant to lawful and duly given notice as required by O.C.G.A. 50-14-1 et seq.

NOW THEREFORE, incorporating the foregoing recitals, and in consideration of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby expressly acknowledged, the parties hereto mutually agree and bind themselves as follows:

I. Replacing Prior Agreements. Any and all agreements, understandings, or contracts that may presently exist between the parties regarding the subject matter hereof, whether written or oral, are hereby mutually rescinded, canceled, and annulled.

II. Services Provided. During the term of this Agreement, the Tax Commissioner is hereby empowered to, and to the best of his ability shall:

(A) upon the millage rate being fixed and determined by the governing authority of the City each year, prepare the tax digest for the City as required by law;

(B) assess, bill, and collect municipal taxes for the City in the same manner as county taxes (it being understood and agreed that the collection of municipal taxes hereunder shall not include those taxes due the City prior to November 1, 2001 unless otherwise agreed to by the parties hereto);

(C) for the purpose of collecting such municipal taxes, invoke any remedy permitted for collection of municipal taxes;

(D) account for and remit to the City all municipal taxes collected pursuant to this Agreement, together with all interest thereon, whether owing to delinquency or earned while in the possession of the Tax Commissioner, and penalties attributable thereto, if any, no less than monthly as may be hereafter specifically agreed upon by the City and the Tax Commissioner (it being understood and agreed that, in the event a tax bill is partially paid, the Tax Commissioner will remit to the City only a prorated amount based upon its percentage share of the whole tax amount due);

(E) timely prepare and file Georgia Department of Revenue ("GDOR") Form PT- 553C, known as the "Homeowner Tax Relief Grant Certification," in accordance with O.C.G.A. § 36-89-4 et seq. and related regulations (to include, but not limited to, GDOR Reg. 560-11-2-.57); and

(F) work with the City in the reconciliation of the then current year digest and prior digest.

The duties and responsibilities described in subparagraphs (A) through (F) hereinabove shall be collectively referred to herein as the "Tax Services," and shall at all times during the term of this Agreement be faithfully and industriously performed by the Tax Commissioner as this Agreement and the laws and Constitution of the State of Georgia may require.

III. Term of Agreement: Termination.

(a) Term. Unless sooner terminated as authorized hereinbelow, this Agreement shall commence on January 1, 2025, and terminate on December 31, 2025, provided, however, that this Agreement shall be automatically renewed on such termination date and on an annual basis thereafter not to exceed fifty (50) years, unless either the City, the County, or the Tax Commissioner notifies the other party(ies) of his or its wish to terminate this Agreement as set pursuant to subsections 3(b) or 3(c) of this Section.

(b) Termination Generally. Notwithstanding any other provision of this Agreement to the contrary, the County, the City, or the Tax Commissioner may terminate this Agreement

at any time during its term, for any or no reason, with or without cause, upon 12 months written notice to the other party(ies) of his or its intent to so terminate.

- (c) Termination for Reasonable Cause. In addition to, and not by limitation of, those rights of termination specified in subsection 3(b) of this Section, this Agreement may also be terminated by the County or the City, or the Tax Commissioner at any time upon seven (7) days prior written notice following a good faith determination by the governing authority of said entity that "reasonable cause" exists for such termination. "Reasonable Cause" shall be defined for the purposes of this Agreement as being:

- 1) Any act or omission which reasonably constitutes dishonesty, fraud, deceit, gross negligence, willful misconduct or recklessness; or
- 2) Inattention to, neglect of, or any other failure to competently perform the duties and responsibilities described hereunder in the manner and to the extent required in this Agreement, and failure to cure or otherwise satisfactorily address the same following ten (10) days' written notice thereof.

Upon the termination of this Agreement, neither party shall thereafter have any further rights, duties or obligations under this Agreement, but each party shall remain liable and responsible to the other for all obligations and duties hereunder accruing prior to said termination and for all acts and omissions of such party prior to such termination, provided, however, that the City and Tax Commissioner shall continue to collect taxes for the current tax year to the extent payment for the same has been remitted to the County and Tax Commissioner for such services. The City, the County, and the Tax Commissioner shall fully cooperate with one another to ensure that (i) all documents, accounts, and other records maintained hereunder are furnished to the City to the extent required by law or otherwise reasonably requested by the City; (ii) any and all audits or other accountings required by this Agreement or the laws of the State of Georgia are satisfactorily completed; and (iii) the future assessment and/or collection of municipal taxes is in no way materially jeopardized.

IV. Consideration and Reimbursement of Costs.

- (a) Payment to County. During the term of this Agreement, the City shall pay to the County a sum of TWO AND 00/100 (\$2.00) DOLLAR for each parcel of real estate lying within the City for which a tax bill is issued by the Tax Commissioner hereunder; provided, however that the annual aggregate amount paid by the City to the County by virtue of this Section 4 shall in no event exceed an amount equal to NINE THOUSAND ONE HUNDRED FIFTY AND 00/100 (\$9,150.00) DOLLARS (the "Maximum County Cost"). Payment by the City to the County hereunder shall be made annually following billing of municipal taxes by check to the County Financial Officer and based upon a written certificate or other appropriate record of the Tax Commissioner indicating the number of qualifying tax bills which were issued during such period. It is further acknowledged that the amounts paid pursuant to this Section 4 substantially

approximate the cost to the County of providing, through its Tax Commissioner, the Tax Services described in this Agreement.

(b) Payment to Tax Commissioner. In consideration of the additional duties and responsibilities assumed by the Tax Commissioner under this Agreement, the City shall pay to the Tax Commissioner during the term hereof a sum of TWO AND 40/100 DOLLARS (\$2.40) for each parcel of real estate, personal property, mobile home and timber for which a tax bill is issued by the Tax Commissioner hereunder; it being acknowledged by all parties that such payments shall be in addition to all other compensation provided by law to be paid to the Tax Commissioner. Payment by the City to the Tax Commissioner pursuant to this subsection (b) of Section 5 shall be made monthly. Notwithstanding the foregoing, it is further understood and agreed that the City shall further allocate said monthly installments to other qualifying personnel within the Office of the Tax Commissioner as may be directed by the Tax Commissioner from time to time upon such conditions as may be agreed upon between the City and the Tax Commissioner; provided, however, that in no event shall the total payments made pursuant to this subsection (b) of Section 5 be increased in any way by such allocation.

(c) Out-of-Pocket Expenses; Necessary Equipment. Notwithstanding any other provision in this Agreement to the contrary, the City shall, within ten (10) calendar days following written request thereof from the County, reimburse to the County any and all costs, fees, and expenses, of whatever nature, reasonably required by third parties and incurred by either the County or the Tax Commissioner by reason of the Tax Services provided hereunder. By way of illustration only, such third-party costs, fees, and expenses may include, but are not limited to (i) attorney fees, litigation expenses, costs of any public sale and related notice publications required in connection with the collection of municipal taxes; (ii) fees, costs, and expenses charged by any financial institution(s) in connection with the holding and maintenance of municipal taxes; and (iii) fees, costs, and expenses incurred by the County and attributable to any audit or similar examination conducted by the County's independent auditors pursuant to Section VI hereinbelow, provided however additional costs, if any, related to these services shall be mutually agreed upon by both parties prior to obligation. Additionally, in the event the purchase of new or replacement office equipment, computer enhancements, software, or similar items is made necessary in order to properly perform the Tax Services described herein, the City and County shall negotiate in good faith such purchase(s) and their respective contribution thereto (prior to acquisition). All monies paid by the City under this Paragraph 6, if any, shall be in addition to those amounts required elsewhere in this Agreement, to include, without limitation, Paragraphs 4 and 5 hereof.

V. Reporting.

(a) During the term of this Agreement, the Tax Commissioner shall make available to the City certain reports and documents as follows:

(1) On a date or dates mutually agreed upon by the City, the County, and the Tax Commissioner, the Tax Commissioner shall annually provide to the City:

(A) Preliminary tax digest totals including totals by category and grand totals;

(B) List of exempt real and personal property accounts, whether due to freeport, homestead, disabled veteran, or other exemption authorized by law which includes a total of the exemptions by category and a total of all exemptions;

(C) List of tax assessments by classification;

(D) List of real and personal property accounts under appeal with a total for each category and a grand total upon receipt the listing of such appeals from the Liberty County Board of Tax Assessors;

(E) A report effectively providing an execution docket of all unpaid accounts as of October 31st of each year (to include, without limitation, tax map and parcel number, bill number, taxpayer name, and tax amount); and

(F) A detailed tax digest and binder after tax billing.

(2) Monthly, a report detailing the municipal taxes collected and remitted to the City, together with such other type of information regularly provided to the County in connection with similar payments, as well as the following if not so included:

(A) List of allowances for errors;

(B) List of refunds made;

(C) List of partial payments;

(D) Breakdown of payments indicating amounts remitted by reason of principal tax, interest and penalties thereon, and interest earned on such amounts while in the custody of the Tax Commissioner;

(E) NOD accounts;

(F) Errors and releasing for existing accounts;

(G) Summary of collections by classification and tax year; and

(H) List of paid accounts (to include, without limitation, tax map and parcel number, bill number, taxpayer name, and tax amount).

The foregoing shall be provided in addition to any and all other reports, digests or documents required by this Agreement or the laws of the State of Georgia but may be made a part of or otherwise included therein.

VI. Mutual Cooperation; Audit. The City, County, and Tax Commissioner shall each cooperate with the others to the extent necessary to fully effectuate the intent and purpose of this Agreement and shall make available to the others for review or inspection any and all documents, accounts, and other records necessary for the performance of this Agreement. Without limiting the generality of the foregoing, it is specifically agreed that the County and the Tax Commissioner

shall permit access to the City and its auditors or similar agents for the purpose of the City's annual audit or for other good and sufficient cause made necessary by this Agreement. Additionally, or alternatively, should the City so request, the County's independent auditors shall confirm annually to the City the accuracy of the municipal taxes collected and paid to the City under this Agreement.

VII. Tax Schedule; Unitary Billing. The City hereby agrees to cooperate with the Tax Commissioner, the County, the Board of Assessors, the Board of Education, the Hospital Authority, and the Industrial Authority of Liberty County in establishing and observing a schedule of dates necessary for the efficient and proper assessment and collection of all taxes due the aforementioned entities; it being understood and agreed that all taxes shall be billed simultaneously notwithstanding the failure of any one entity to fully and timely comply with such schedule.

VIII. Severability of Provisions. If any provision of this Agreement or the application of any such provision to any person or circumstance is held unenforceable or invalid for any reason, then provided that the essential consideration for entering into this Agreement on the part of any party is not unreasonably impaired, such provision or portion thereof shall be modified or deleted in such manner as to render this Agreement legal and enforceable to the fullest extent permitted under applicable law.

IX. Modification. Any modification, amendment or other change to this Agreement, or additional obligation assumed, by either party in connection therewith shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

X. Waiver. No failure by any party hereto to insist upon the strict performance of any term or condition of this Agreement or to exercise any right or remedy available to it will constitute a waiver. No breach or default of any provision of this Agreement will be waived, altered or modified, and no party may waive any of its rights, except by a written instrument executed by such party. No waiver of any breach or default will affect or alter any term or condition of this Agreement, and such term or condition will continue in full force and effect with respect to any other then existing or subsequent breach or default thereof.

XI. Entire Agreement. This Agreement constitutes the entire agreement of the parties with respect to the subject matters addressed herein, and supersedes any and all prior or contemporaneous agreements, discussions, representations or understandings between them, whether written or oral, with respect to said subject matters. The parties further acknowledge that no promises, representations, inducements, agreements, or warranties, other than those set forth herein, have been made to induce the execution of this Agreement, and no party has executed this Agreement in reliance on any promise, representation, inducement, or warranty not contained herein.

XII. Neutral Construction; Exhibits. The parties hereto acknowledge that this Agreement was jointly negotiated and reviewed by them, and therefore no provision of this Agreement shall

be construed against either party by any Court or other judicial or arbitral body by reason of such party's being deemed to have drafted or structured such provision. Each and every exhibit attached to or otherwise specifically referenced in this Agreement is and shall be construed to be made a part of this Agreement by such reference or attachment at each point at which such reference or other mention occurs, in the same manner and with the same effect as if fully set forth herein.

XIII. Governing Law; Venue. THIS AGREEMENT HAS BEEN EXECUTED IN THE STATE OF GEORGIA AND SHALL BE GOVERNED BY AND CONSTRUED IN ALL RESPECTS IN ACCORDANCE WITH THE LAWS OF THE STATE OF GEORGIA.



XIV. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall serve as an original for all purposes, but all copies shall constitute but one and the same Agreement, binding on all parties hereto, whether or not each counterpart is executed by all parties hereto, so long as each party hereto has executed one or more counterparts hereof.

XV. Construction. Words of any gender used in this Agreement shall be held and construed to include any other gender, and words of a singular number shall be held to include the plural, and vice versa, unless the context requires otherwise. All references to paragraph or subparagraphs shall be deemed references to paragraphs and subparagraphs of this Agreement, and unless otherwise specified the terms "herein," "hereby," "hereunder," "hereof," "hereinbefore," "hereinafter" and other equivalent words refer to this Agreement and not solely to the particular portion thereof in which any such word is used. Additionally, paragraph and subparagraph headings herein are for purposes of convenience only and shall not affect the meaning or interpretation of any provision or term of this Agreement.

XVI. Notices. All notices required hereunder shall be in writing and shall be given or served by first-class United States mail, postage prepaid, registered or certified with return receipt requested; by overnight courier service; or personally presented to any party hereto at the below listed addresses; provided, however, that hereinafter any party shall have the right to change its address for notice hereunder to any other location within Liberty County, Georgia by the giving of thirty (30) days' notice to the other party in the manner set forth hereinabove. Notice sent by first-class United States mail, postage prepaid, registered or certified with return receipt requested, shall be effective three (3) days after its deposit. Notice given in any other manner, including overnight delivery, shall be effective only if and when received by the addressee.

If to the city:

City of Hinesville, Georgia
Attn: Kenneth Howard
115 E. Martin Luther King Jr. Dr.
Hinesville, Georgia 31313

If to the County:

Liberty County, Georgia
Attn: Joseph Brown
112 N. Main Street
Hinesville, Georgia 31313

If to Tax Commissioner:

JAMES E. SHARP, III

Tax Commissioner of Liberty County, Georgia

112 N. Main Street, First Floor

Hinesville, Georgia 31313

XVII. Assignment; Binding Effect. The rights and obligations of the parties under this Agreement are personal and may not be assigned without the prior written consent of all the parties hereto. Subject to the foregoing, this Agreement shall be binding upon and enforceable against, and shall inure to the benefit of, the parties hereto and their respective successors, successors in office, and permitted assigns.

XVIII. No Third-Party Beneficiaries. This Agreement is made between and limited to the legal entities and persons executing the same, and is not intended, and shall in no event be construed to be, for the benefit of any person(s) other than such signatories, and no other person(s), whether residing in Hinesville, Liberty County, Georgia or not, shall be considered a third-party beneficiary by virtue of this Agreement or otherwise entitled to enforce the terms of this Agreement for any reason whatsoever.

XIX. Time of the Essence; Computation of Time. Time is of the essence of this Agreement. Anywhere a day certain is stated for payment or for performance of any obligation, the day certain so stated enters into and becomes a part of the consideration for this Agreement. If any date set forth in this Agreement shall fall on, or any time period set forth in this Agreement shall expire on, a day which is a Saturday, Sunday, federal or state holiday, or other non-business day, such date shall automatically be extended to, and the expiration of such time period shall automatically be extended to, the next day which is not a Saturday, Sunday, federal or state holiday or other non-business day. The final day of any time period under this Agreement or any deadline under this Agreement shall be the specified day or date and shall include the period of time through and including such specified day or date.

[SIGNATURES CONTAINED ON THE FOLLOWING PAGE]

[Agreement Pursuant to O.C.G.A. § 48-5-359.1 (a) - Signature Page]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement under seal as of the day and year shown above, and the same shall be considered binding all such parties in accordance with the foregoing provisions.

This 15th day of January, 2025.



(SEAL)
JAMES E. SHARP, III, in his capacity as Tax
Commissioner of Liberty County

(SEAL)
JOSEPH BROWN, on behalf of LIBERTY COUNTY,
GEORGIA, a political subdivision of the State of Georgia

Signed, sealed and delivered
in the presence of as to County:

Witness

Notary (SEAL)

My commission expires: _____

CITY OF HINESVILLE, GEORGIA, a Georgia municipal
corporation

By: _____
KARL A. RILES, Mayor

Attest: _____

Position: _____

Signed, sealed, and delivered in
the presence of as to City:

Witness

Notary (SEAL)

My commission expires: _____



CITY OF WALTHOURVILLE

MAYOR AND CITY COUNCIL AGENDA ITEM

SUBJECT: City Roads

☐ AGREEMENT

☐ POLICY / DISCUSSION

☐ CONTRACT

☐ ORDINANCE

☐ RESOLUTION/PROCLAMATION

☐ OTHER

SUBMITTED: 07-17-2025

Council Meeting: 07-22-2025

DEPARTMENT: Council

BUDGET IMPACT:

PUBLIC HEARING? () Yes () No

PURPOSE:

HISTORY:

FACTS AND ISSUES:

RECOMMENDED ACTIONS:

Mayor and Council

CITY OF WALTHOURVILLE, GEORGIA

CITY COUNCIL

RESOLUTION NO. [To be assigned by the Clerk]

A RESOLUTION OF CENSURE AGAINST MAYOR SARAH B. HAYES

WHEREAS, the Mayor and City Council of Walthourville holds a fiduciary responsibility to its citizens to ensure that public funds are managed lawfully, transparently, and in accordance with the priorities established by the Council;

WHEREAS, the Council has consistently voted to prioritize financial accountability and responsible stewardship of enterprise funds, including sanitation revenues collected from citizens and owed to vendors;

WHEREAS, under the leadership of Mayor Sarah B. Hayes, City Hall has failed to pay Atlantic Waste Services for sanitation services rendered since February, despite citizens being billed and paying for these services—causing reputational harm to the city and risking the disruption of a critical public service;

WHEREAS, the Mayor has continued to allow flawed and unapproved payment plan arrangements that enable residents and businesses to avoid timely payment of utility services, further eroding the financial integrity of the sanitation and water departments;

WHEREAS, despite mounting unpaid obligations, the Mayor has continued approving overtime, discretionary spending such as parade entries, and full administrative payroll—prioritizing City Hall salaries over critical vendor payments and frontline departments;

WHEREAS, these ongoing actions—whether by direct order or failure to lead—represent a consistent pattern of mismanagement, failure to adhere to financial best practices, and disregard for council direction and fiscal oversight;

NOW, THEREFORE, BE IT RESOLVED:

1. That the City Council of Walthourville hereby issues this formal censure of Mayor Sarah B. Hayes for repeated dereliction of fiscal duty, failure to act transparently, and administrative negligence.

2. That the Council affirms its authority and obligation to intervene in financial oversight, vendor prioritization, and administrative accountability until such time that proper corrective actions are implemented.

3. That the Council reserves the right to pursue further legal or administrative recourse if the conditions outlined herein are not corrected in a timely and verifiable manner.

PASSED AND ADOPTED this ____ day of _____, 2025, by the City Council of Walthourville, Georgia.



CITY OF WALTHOURVILLE

MAYOR AND CITY COUNCIL AGENDA ITEM

SUBJECT: Censure Resolution

☐ AGREEMENT

☐ POLICY / DISCUSSION

☐ CONTRACT

☐ ORDINANCE

☒ RESOLUTION/PROCLAMATION

☐ OTHER

SUBMITTED: 07-18-2025

Council Meeting: 07-22-2025

DEPARTMENT: Councilmembers

BUDGET IMPACT:

PUBLIC HEARING? () Yes () No

PURPOSE:

HISTORY:

FACTS AND ISSUES:

RECOMMENDED ACTIONS:

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Councilmember Mitchell Boston