



CITY OF WALTHOURVILLE
The Honorable Mayor Sarah B. Hayes, Presiding
October 14, 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

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

AGENDA

- | | | |
|--------------|---|-----------------------------|
| 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">• September 23, 2025 Regular Meeting Minutes• September 23, 2025 Executive Session Minutes | |
| VII. | Presentation(s) | None |
| VIII. | Agenda Item(s) | |
| | 1. LCPC
2025-38-W. Conditional Use Request for Victory Baptist Church. | Mrs. Lori Parks |
| | 2. LCPC
2025-40 A & W Conditional Use Request by Con Sabor Boricua, LLC. | Mrs. Lori Parks |
| | 3. LCPC
Business License Request for Premier Venues & Events-Paul Rios, Jr. | Mrs. Lori Parks |
| | 4. LCPC
One Time Event Permit for Barbers in the Field for November 8 th & 9 th , 2025. | Mrs. Lori Parks |
| | 5. LCPC
One Time Event for a Haunted Field for October 31, 2025. | Mrs. Lori Parks |
| | 6. City of Walthourville
Millage Public Hearings. | Mayor and Council |

7. City of Walthourville
Roads and Ground RFP.

Councilmember Mitchell Boston

IX. Citizens Comments

Walthourville Citizens

X. Department Comments

- Water Department
- Fire Department
- Police Department

City of Walthourville
Mr. Patrick Golphin
Chief Nicolas Maxwell
Chief Christopher Reed

XI. Mayor's Update

Mayor Sarah B. Hayes

XII. Elected Officials' Comments

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

City of Walthourville

XIII. Executive Session

Councilmember Bridgette Kelly

XIV. Adjournment

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
September 23, 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:

Councilmember Mitchell Boston
Councilmember Bridgette Kelly

Councilmember Patrick Underwood
Councilmember Robert Dodd

Councilmember Absent: Mayor Pro Tem Luciria L. Lovette

The attendance of the council constituted a quorum.

Attorney Luke R. Moses was present.

III. Invocation. The invocation was rendered by Attorney Luke R. Moses

IV. Pledge of Allegiance. The Pledge of Allegiance was recited in unison.

V. Adoption of Meeting Agenda: The motion to approve the agenda was made by Councilmember Kelly and the second was added by Councilmember Underwood. CM Kelly wanted the motion modified to include adding an Executive Session for Real Estate and Personnel; however, the agenda was compiled and posted listing an Executive Session.

VI. Adoption of Meeting Minutes:

- September 9, 2025, Regular Meeting Minutes. The motion to approve was made by Councilmember Boston and the second was added by Councilmember Dodd.
Vote: 4-0: Motion Passed Unanimously.
- September 9, 2025, Executive Session Minutes. The motion to approve was made by Councilmember Dodd and the second was added by Councilmember Underwood.
Vote: 4-0: Motion Passed Unanimously.
- September 16, 2025, Special Called Auditor RFP Meeting Minutes. The motion to approve was made by Councilmember Dodd and the second was added by Councilmember Underwood.
Vote: 4-0: Motion Passed Unanimously.

VII. Presentation: None.

6. LCPC

Mrs. Mardee Sanchez

Boundary Hall PH. 1B-Final Plat for 67 single family homes. Mrs. Sanchez presented the plat and stated that the Developer was Liberty Properties and Holding Co, LLC known as Dryden Enterprises. The engineer is T.R. Long Engineering, and the final plat consist of 67 lots on 16.06 acres, single-family dwellings and is zoned PUD and it is located on Hardman Road. The plat consists of Standard Lots (56) and Garden Lots (11) and a pump station. Phase 1A- part of the pond is not included and the city will not accept the dedication until the pond is fenced in.

Boundary Hall will bring dedications to the city with new streets totaling 0.63 miles. The streets in the subdivision will be Boundary Hallway, Wacey Court, Dennis Street, Bristol Pass and Connector Street. City water, sewer and stormwater will be used. Dedications to the HOA will include wetlands, drainage easements for daily/general maintenance. Special Conditions for PUD will be a second access road to Highway 84 shall be provided.

The several special conditions for Phase 1 A will include: (1) certificates of occupancy shall not be issued for any house in this phase until the fencing around {Pond 1} is installed. 2. The city will not accept the dedication of the drainage easement for {Pond 1} until the entirety of the pond has been final platted. The PUD special condition consisting of Connector Street is not yet built; therefore, its construction is included in the primary letter of credit (LOC). It is not included in the maintenance LOC. A separate maintenance LOC will be required, per the UDO, once it is constructed. This will ensure the City gets a full two years of maintenance.

Phase 1A plat special conditions, Pond 1 partially platted in Phase 1A in now fully platted with Ph 1B and it is fenced; therefore, both special conditions have been satisfied. Nevertheless, the two The sewage from Phase 1B are routed to the pump station and currently the pump station is still under construction. Additional special conditions are warranted to ensure houses are not occupied until the pump station is operational. All utilities with the exception of the pump station are installed, curb and gutters are installed. The installation of the remaining improvements are guaranteed by LOC in the following amounts:

- Primary improvements- \$864,500
- Secondary improvements-\$345,500

An LOC in the amount of \$191,300 for maintenance of the improvements is also in hand. LCPC staff recommended approval of the final plat and acceptance of dedications with standard and special conditions.

LCPC Standards Conditions

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

Special Conditions

1. Certificates of occupancy shall not be issued for any house in this phase until the fencing around ponds 2 and 3 is installed. The pump station is complete, satisfactory tested, and

they have made several trips to physical run reports from Mrs. Ford's home. The Water Department is at Mrs. Ford's house several times a week trying to capture the problem she states she is experiencing. At one moment Mrs. Ford sent an email wanting the staff to compare her bill to someone else's. Although this is not a conclusive analysis the city performed this task. A notebook of email correspondence, data logs and reports (all of which have been emailed to Mrs. Ford) was shown, illustrating the numerous emails about Mrs. Ford's situation. Ms. Moss stated the city had absorbed the cost of last year's meter when a new meter was installed in July 2024. Mrs. Ford had stated that none of the Elected Officials knew about the problems she was experiencing and stated that City Hall and the Water Department were not transparent. Ms. Moss had consistently kept the Mayor and Councilmembers informed and had shown them the data that had been collected. Ms. Moss asked each member of Council if they had knowledge of Mrs. Ford's situation and they all responded with yes. She began with Councilmember Boston and asked, "Councilmember Boston have you been made aware of Mrs. Ford's problem?" He responded Yes. "Councilmember Kelly, have you been made aware of Mrs. Ford's problem?" "Councilmember Kelly responded, yes." "Councilmember Underwood, have you been informed of Mrs. Ford's problem?" "Councilmember Underwood replied, yes." Lastly, she asked Councilmember Dodd if he had been made aware of Mrs. Ford's issue? "Councilmember Dodd responded, yes." Mayor Hayes is courtesy copied and has been on every email sent to Mrs. Ford. Ms. Moss showed the many emails that had been sent to Mrs. Ford asking her to come to City Hall and meet with the team to explain the results and Mrs. Ford did not respond. Mrs. Ford stated she would come for a meeting; however, she would only come if an Elected Official could come with her. City Hall has no problem and Mrs. Ford stated she would contact City Hall to schedule the appointment.

At this time the Mayor and Council deviated from the agenda and held Executive Session due to Attorney Moses having another engagement and having to leave the meeting early.

X. Executive Session: At 6:50 PM a motion to enter into Executive Session for Real Estate and Personnel was made by Councilmember Boston and the second was added by Councilmember Kelly. Vote: 4-0: Motion Passed Unanimously.

At 7:25 PM the motion to enter back into regular session was made by Councilmember Dodd and the second was added by Councilmember Kelly. Vote: 4-0: Motion Passed Unanimously.

XI. Department Comments

City of Walthourville

Fire Department

Chief Nicholas Maxwell

Reported the department answered 26 calls since September 9, 2025. The department has begun their Space Heater Safety Campaign. Chief Maxwell stressed the importance of having smoke alarms and working smoke alarms. He further added that if citizens need them to come and inspect

Conditional Use 2025-38-W

A conditional use request has been submitted by Phillip and Robin Townsend, on behalf of owner Pastor Alan Stewart with the Victory Baptist Church, for an adult day care at 1933 Talmadge Road in the City of Walthourville. Property is ± 2.06 acres and further described as LCTM Parcel 052B011.

Public Notification

Variance Request 2025-37-LC

A variance request has been submitted by owners Jack and Beatrice Tullis to have an accessory building in the front yard setback of their residence located at 31 Shavetown Lane in unincorporated Liberty County. Property is ± 1.01 ac., further described as LCTM Parcel 236018, and is bounded now or formerly as follows: NORTH by lands of William H. and Brenda Burford; EAST by Larry Howard; SOUTH by lands of Olga B. Bland et al.; WEST by North Coastal Highway.

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is ± 2.06 ac., further described as LCTM Parcel 0528011, and is bounded now and formerly as follows: NORTH by Talmadge Road; EAST by lands of Lelon F. Frasier; SOUTH by lands of the GA Department of Transportation; WEST by lands of Ardel Quarterman et al.

Rezoning Petition 2025-39-H

A rezoning petition has been submitted by Jimmie Ingram, Jr., on behalf of owner The Kingdom Citizens Trust, to rezone ± 1.18 acres from R-8 (Single-family Residential-8) and C-3 (Highway Commercial) to MFR (Multi-family Residential) for a multi-family development. Property is located on Ralph Quarterman Drive in the City of Hinesville, is further described as LCTM Parcel 058C116, and is bounded now or formerly as follows: NORTH by lands of Maggie Mae Brewton; EAST by lands of Crystal N. Gaulden and Hortordo Wilson, Sr.; SOUTH by Ralph Quarterman Drive; and WEST by Marie J. Thomas and Booker T. Burley.

Conditional Use 2025-40-A & W

A conditional use request has been submitted by Con Sabor Boricua, LLC (owner Raul Rios, Jr.), for an outdoor event venue at 4850 W. Oglethorpe Highway in the City of Walthourville and the Town of Allenhurst. Property is ± 9.15 acres, further described as LCTM Parcel 0508045, and is bounded now and formerly as follows: NORTH by W. Oglethorpe Highway and Shirley Gaulden; EAST by Cato Walthour, Jr.; SOUTH by the railroad tracks; WEST by lands of Earnest Bacon et al., Atlanta Gas Light Company, and Eloise Harris.

Public Hearings

The Liberty Consolidated Planning Commission will hold a public hearing on September 16, 2025, at 4:30 p.m., at the Liberty County Courthouse Annex, 112 North Main Street, 2nd floor, in Hinesville.

Public Hearings to be Held by the Applicable

Governing Authority:

Monday, October 6, 2025,

6:30 p.m. – The Allenhurst Town Council will meet at the Allenhurst Town Hall, 4063 W. Oglethorpe Highway, Allenhurst.

Tuesday, October 7, 2025, 6:00 p.m. – The Liberty County Board of Commissioners will meet at the LC Courthouse Annex, 112 North Main Street, 2nd floor, Hinesville.

Thursday, October 2, 2025, 3:00 p.m. – The Hinesville City Council will meet at the Hinesville City Hall, 115 East MLK, Jr. Drive, Hinesville.

Tuesday, October 14, 2025, 6:00 p.m. – The Walthourville City Council will meet at the Walthourville Police Department, 1928 Talmadge Road, Walthourville.

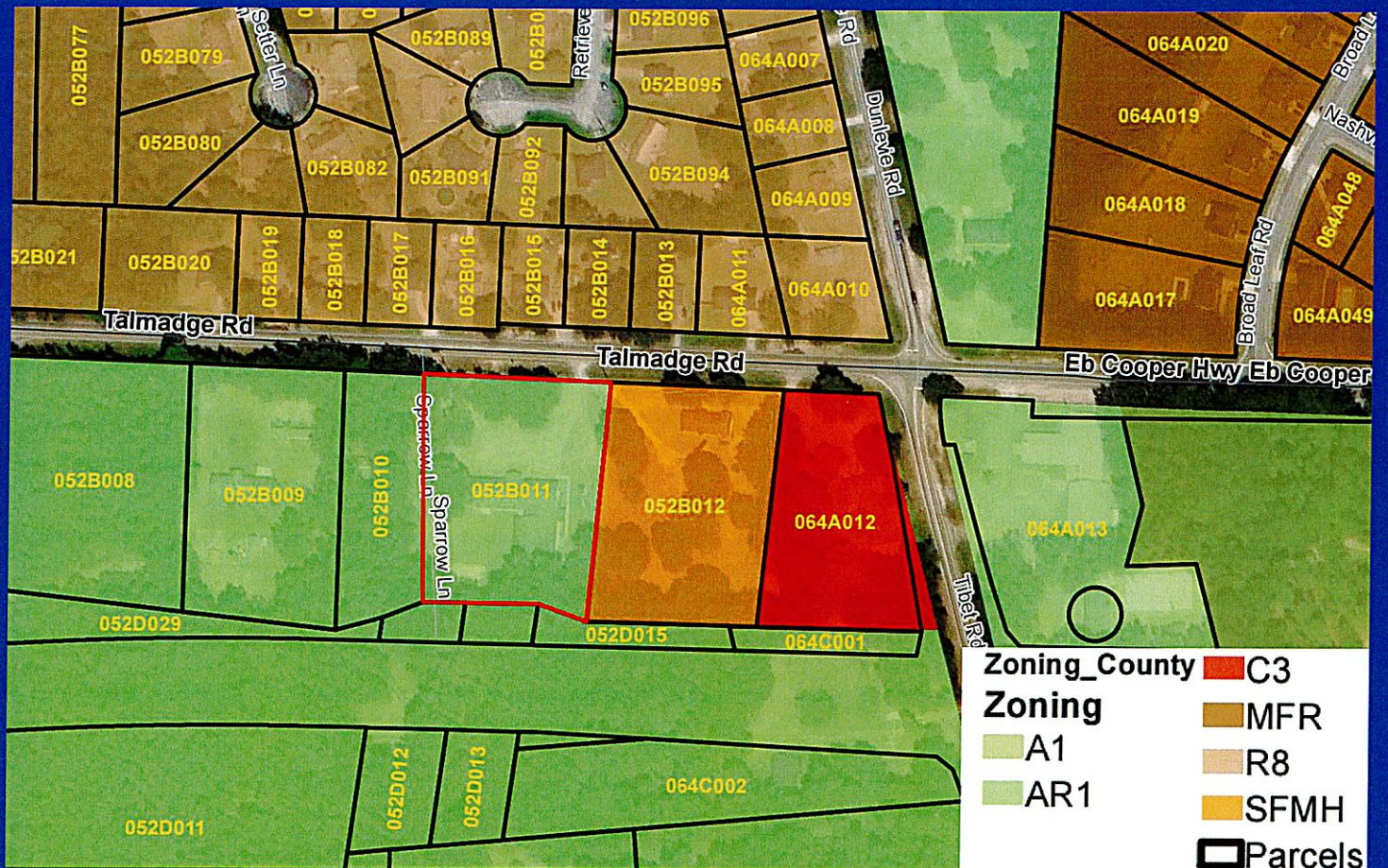
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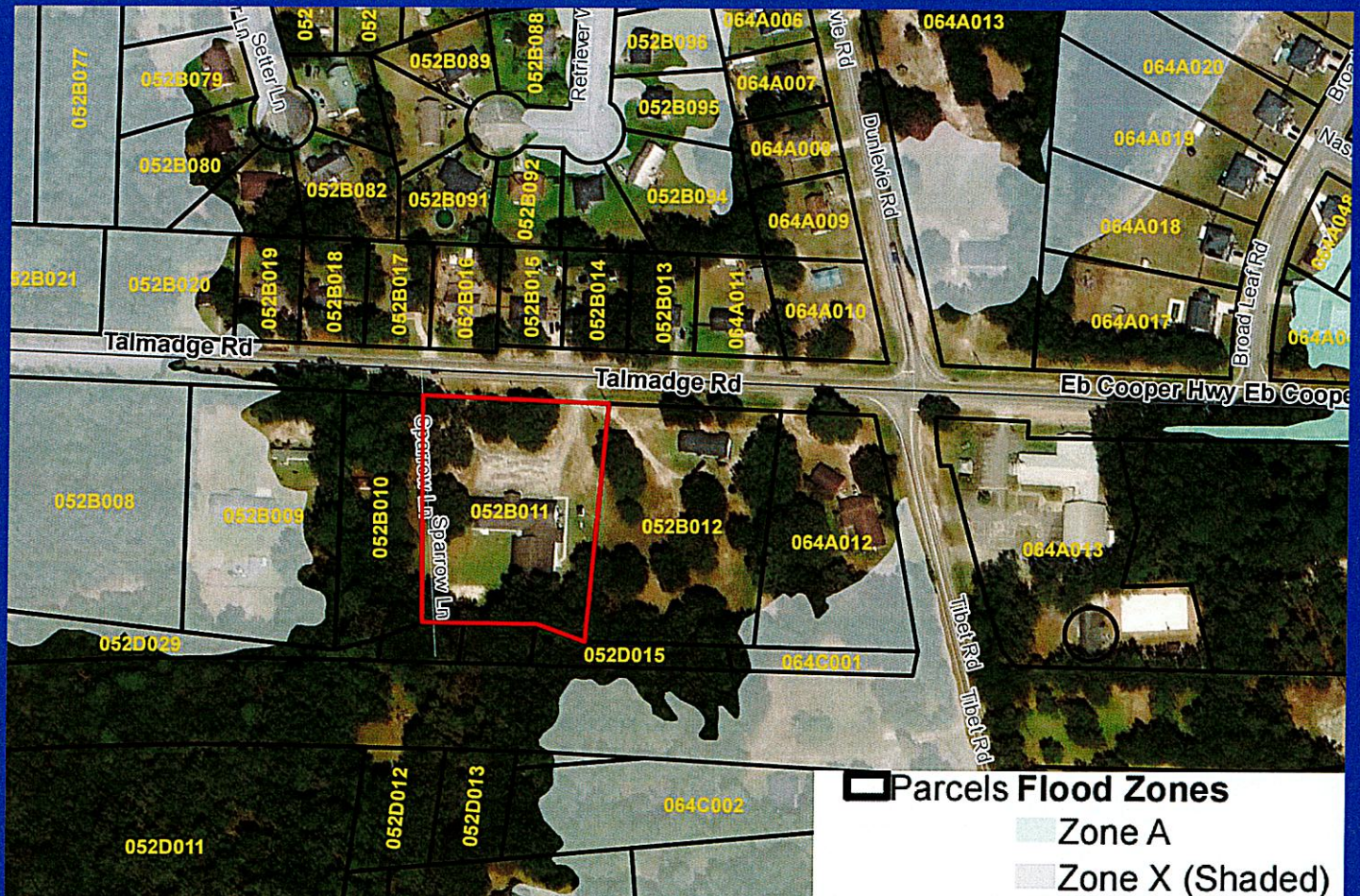
Vicinity Map



Zoning Map



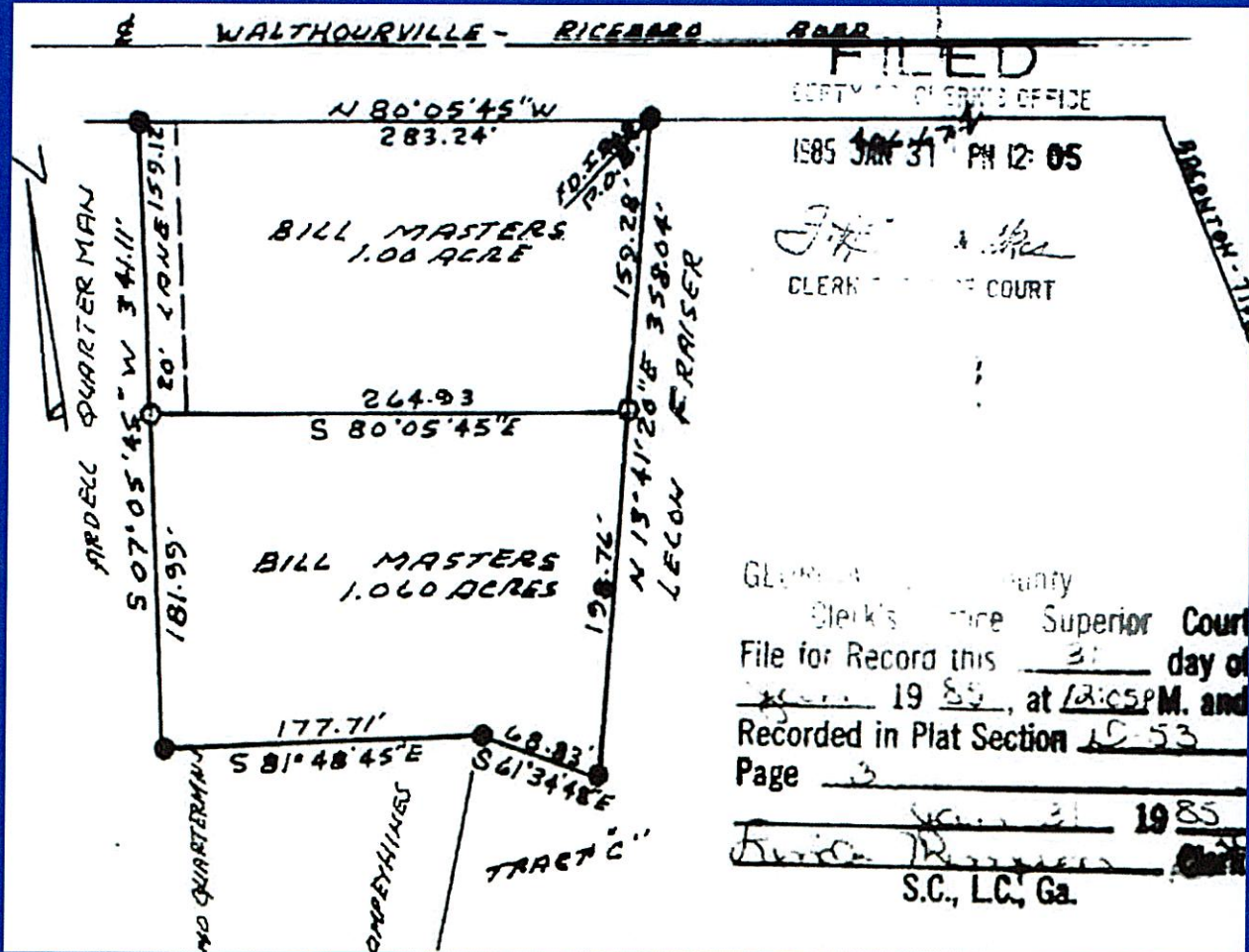
Flood Map



Wetlands



Plat



Narrative

“Devine Trinity’s Day Program typically operates Monday through Friday from 8:00 a.m. to 2 p.m. Staff arrives each day at 7:30 a.m. to receive individuals for the day. Our program provides community integration, arts and craft, various games, cook outs, etc. There is a nurse on staff to provide counseling and first aid.”

Narrative, con't

Adult Day Services (19 years of age and older)

Devine Trinity Adult Day Services provide adult care and support to Individuals with intellectual and developmental disabilities in a safe and healthy environment. The Adult Day Program offers a variety of staff-to-individual ratios based on their individual needs. Our adult day program is designed to meet the needs of each Individual by providing a variety of activities designed to encourage the development of communication, gross and fine motor skills, independence in daily living, functional academics, leisure skills, and social and emotional functioning. Qualified staff provide gentle hands-on assistance with self-care and personal hygiene. Our programs provide case management services to ensure that each Individual receive services based on his/her needs. By offering a variety of creative and educational experiences, we support all Individuals in the right to responsibly exercise their choices and preferences, and in the right to lead meaningful productive lives.

Health Services

Devine Trinity makes a wide range of assessments, therapeutic, and health services available to the Individuals we serve, and Individuals served by other agencies. Many supports and services are offered at our main location in Hinesville while others are offered at other locations in Hinesville, Long County, Pooler, Savannah and other counties throughout Georgia.





Conditional Use Review Criteria

1. The use shall not adversely affect the economic values or the physical appearance of the neighborhood or areas surrounding the site or lot in question.
 - *No, there are no proposed exterior renovations other than changing out the sign.*
2. The use shall be consistent with the comprehensive plan, and with the purpose and intent of the land use district.
 - *Yes, this property is designated as Residential, Low Density. Adult/child-care facilities are a secondary land use.*
3. The establishment, maintenance, or operation of the use shall not be detrimental to or endanger the public health, safety or general welfare.
 - *No, it will not be detrimental or dangerous to the public.*

Conditional Use Review Criteria

4. The use will not create an undue burden on transportation, including streets and transit, schools, utilities, or the provisions of public safety.
 - *No.*
5. The design shall minimize adverse physical and environmental effects on adjacent properties, including adverse visual impacts. Buffer zones, where necessary to shield any adverse factors, shall be considered.
 - *No, there are no proposed exterior renovation.*
6. Additional space for parking, landscaping, and adequate measures for ingress and egress shall be considered if necessary to protect adjacent structures or lots from any adverse impact.
 - *No adverse impacts are anticipated.*

October 14, 2025

LCPC Recommendation

Approval

Rezoning Petition 2025-38-W

Conditions

Standard and Special

Standard Conditions

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

Special Condition

Site layout review and approval for parking shall be required.

LCPC Recommendation

Approval

Rezoning Petition 2025-38-W

Conditions

Standard and Special



Conditional Use 2025-40-A & W

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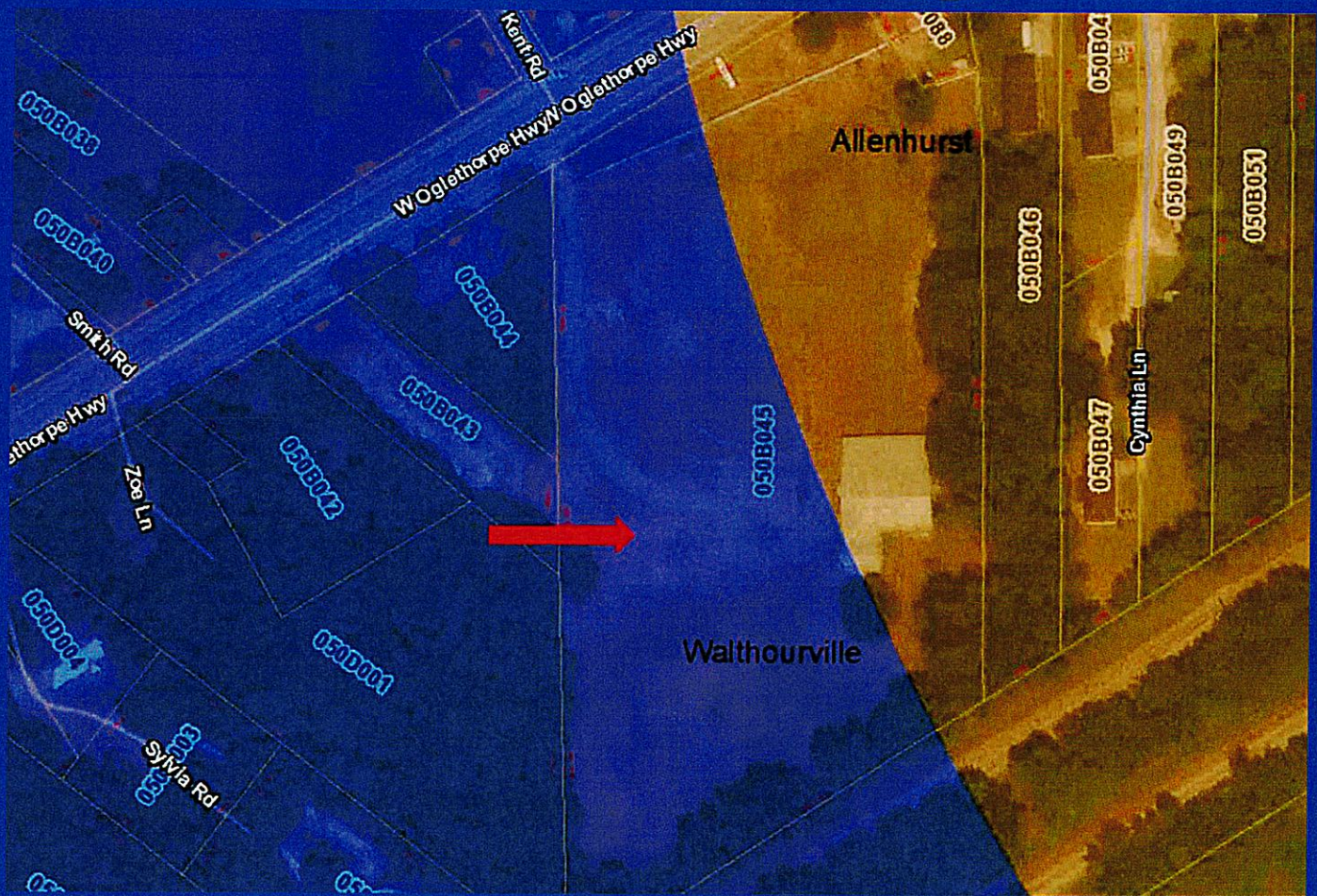
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Vicinity Map

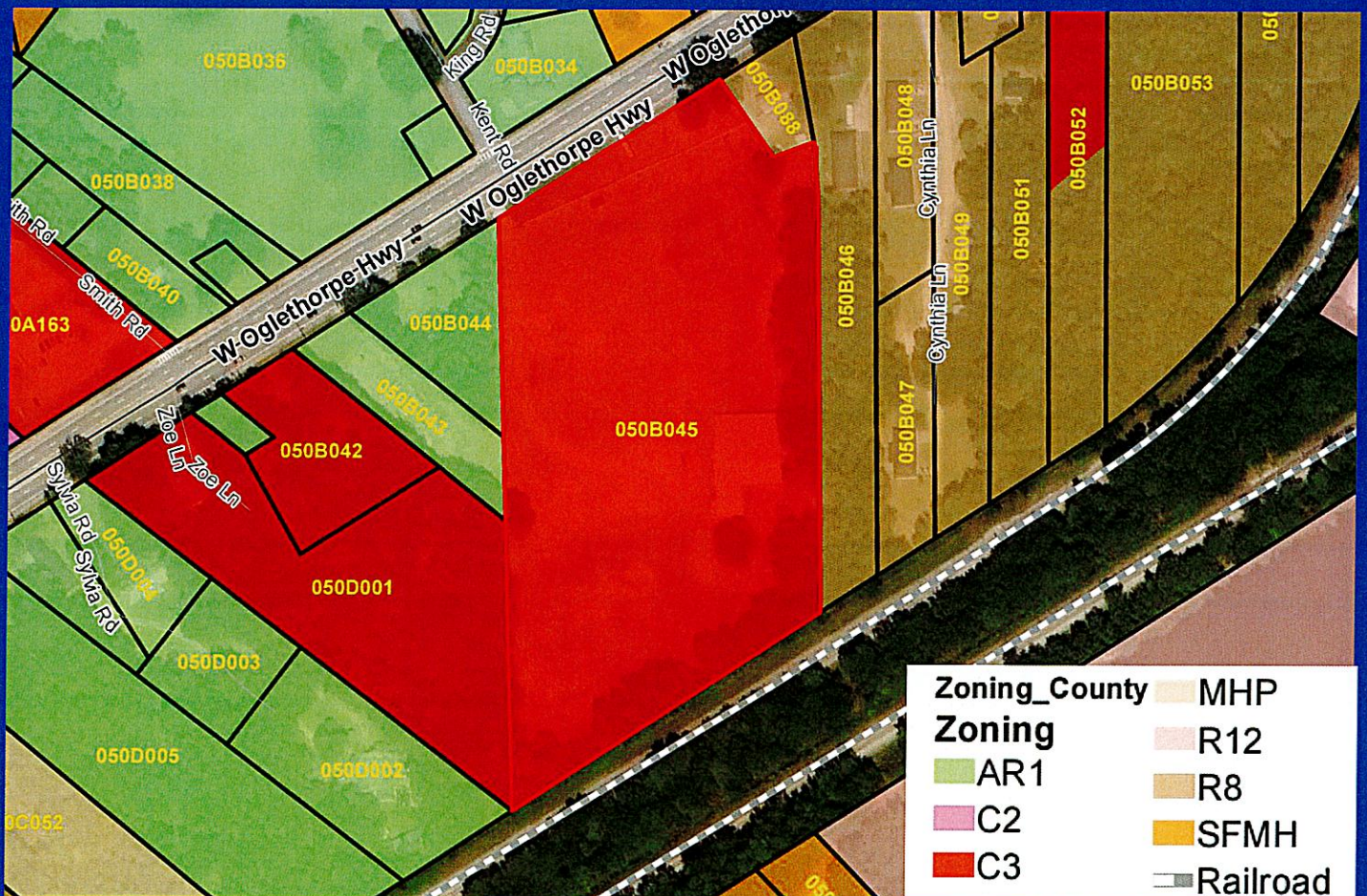


Jurisdiction Map

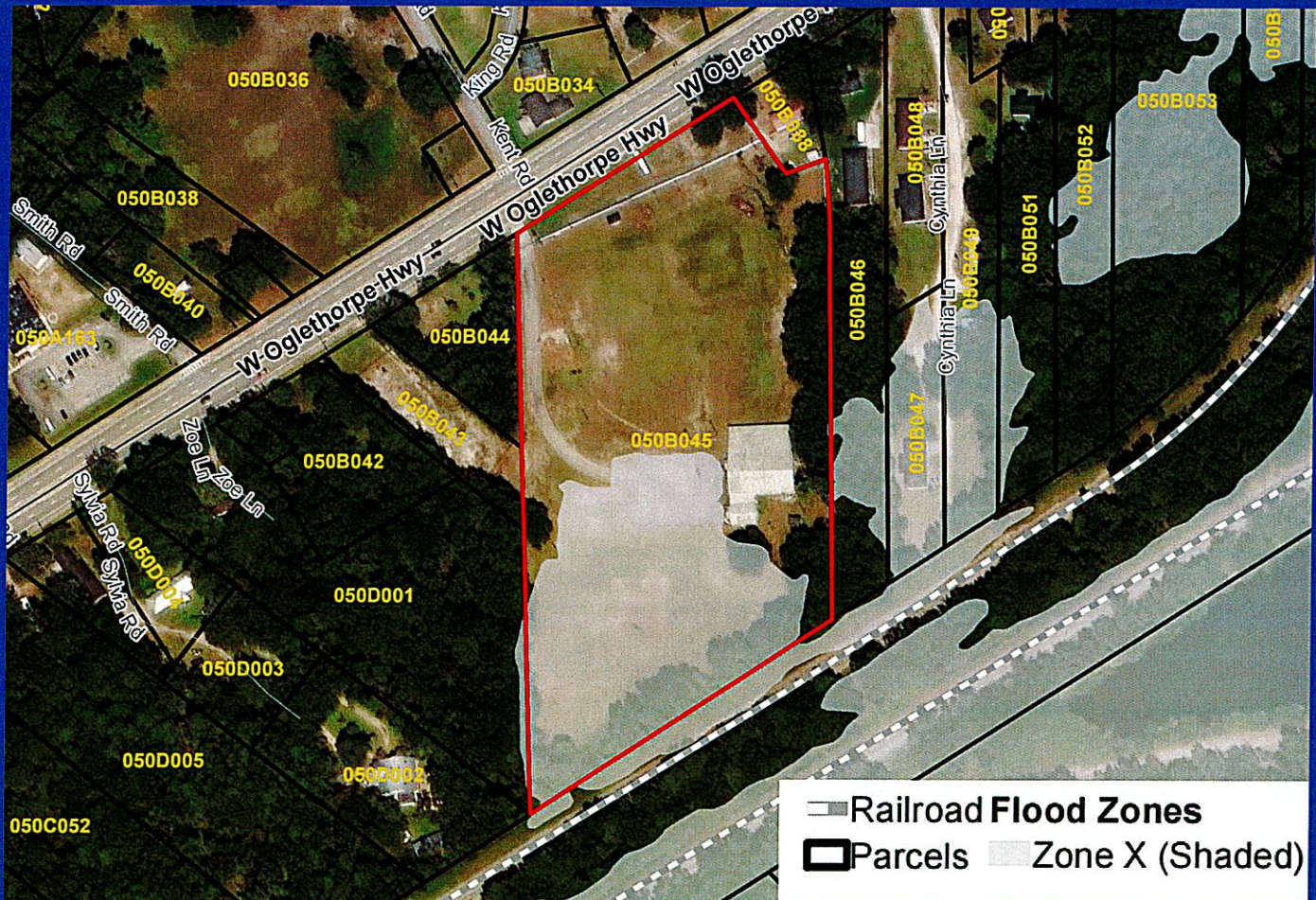


October 14, 2025

Zoning Map



Flood Map



Wetlands



Narrative

15 Aug 2025

I RAUL Rios JR AM Requesting a ~~temporary~~ conditional
se
permit for property 4850 West. Coplethorpe Hwy Hinesville GA
in order to allow customers to host different types of ^{out door} events
to include Festivals, private parties, ^{and} car shows.

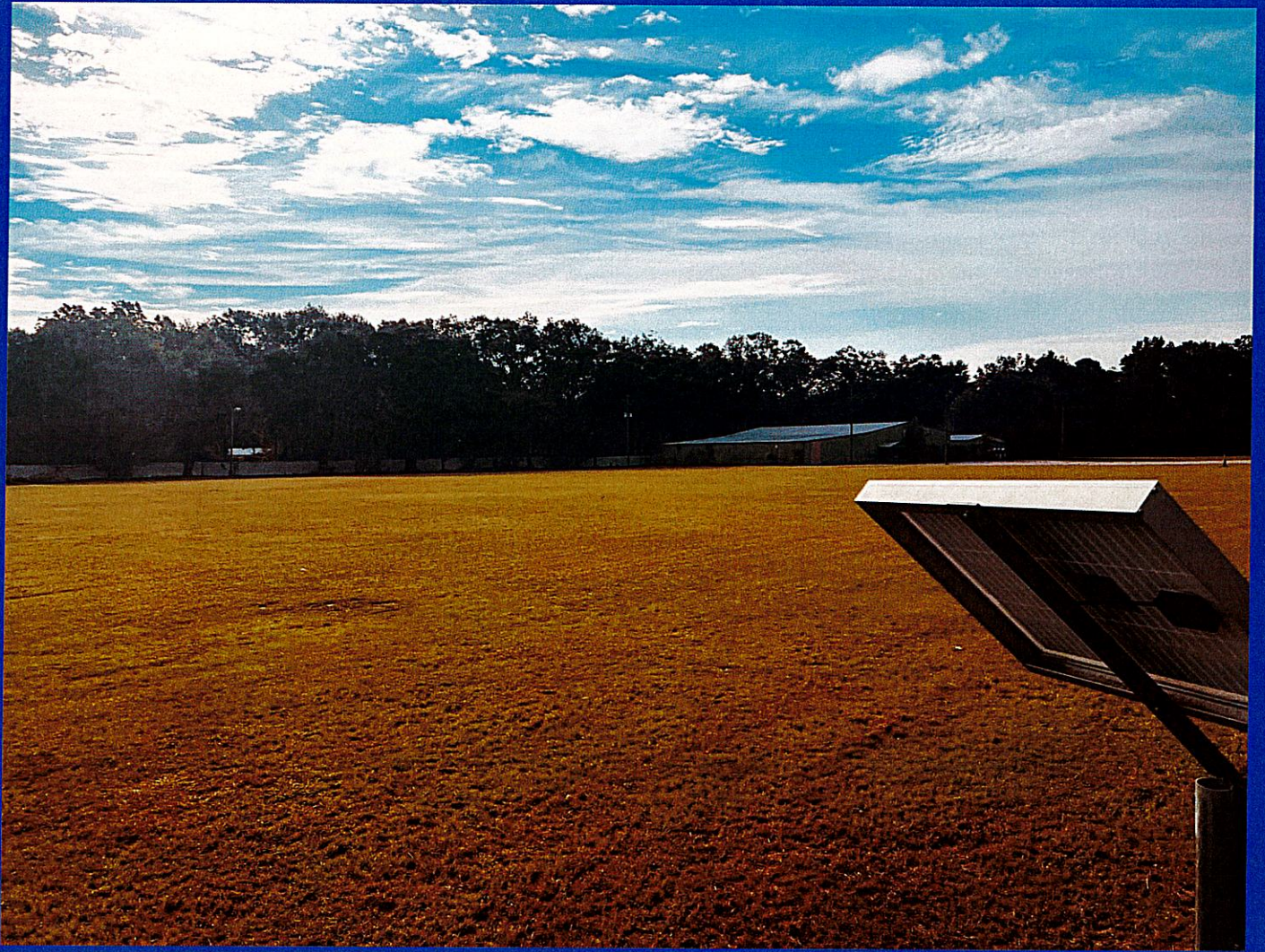
RAUL Rios Jr
Raul Rios Jr

Picture of the Club



Property Outside the Fence





Picture of Driveway



Driveway Entrance off Highway 84



Liberty Consolidated Planning Commission

October 14, 2025

Conditional Use Review Criteria

1. The use shall not adversely affect the economic values or the physical appearance of the neighborhood or areas surrounding the site or lot in question.
 - *No.*
2. The use shall be consistent with the comprehensive plan, and with the purpose and intent of the land use district.
 - *Yes, this property is designated as mixed-use urban corridor and commercial in both the Town of Allenhurst and the City of Walthourville.*
3. The establishment, maintenance, or operation of the use shall not be detrimental to or endanger the public health, safety or general welfare.
 - *No, it will not be detrimental.*

Conditional Use Review Criteria

4. The use will not create an undue burden on transportation, including streets and transit, schools, utilities, or the provisions of public safety.
 - *No.*
5. The design shall minimize adverse physical and environmental effects on adjacent properties, including adverse visual impacts. Buffer zones, where necessary to shield any adverse factors, shall be considered.
 - *No.*
6. Additional space for parking, landscaping, and adequate measures for ingress and egress shall be considered if necessary to protect adjacent structures or lots from any adverse impact.
 - *None Necessary.*

October 14, 2025

LCPC Recommendation

Approval

Rezoning Petition 2025-40-A&W

Conditions

Standard and Special

Standard Conditions

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

LCPC Special Conditions

1. The property owner shall obtain a business license from the City of Walthourville and Town of Allenhurst. Violations of any of the special conditions herein shall render the business licenses void.
2. Food trucks or other individual vendors at the events shall have a valid business license.
3. Security shall be provided by a private security firm properly licensed by the GA Board of Private Detective and Security Agencies for all events. Local law enforcement may be hired to provide security at the expense of the event organizer.
4. Events shall only be permitted between 10 AM and midnight (12 AM). Event setup and takedown may be allowed one hour before and after these times.

LCPC Special Conditions

5. Events shall have licensed traffic control personnel directing traffic on E. Oglethorpe Highway. Local law enforcement may be hired to provide traffic control at the expense of the event organizer.
6. No alcohol shall be sold on the premises.
7. No activity or displays shall be allowed in front of the concrete wall. This does not extend to temporary signage on the wall which shall not require a permit but which shall not be installed any earlier than 2 weeks before the advertised event and shall be removed within 2 days of the end of the event.

LCPC Special Conditions

8. At least 21 days prior to a scheduled event, the City of Walthourville and the Town of Allenhurst shall be notified of the pending event. Such notification shall be on a form provided by either municipality and may require signatures from local officials including by not limited to the Allenhurst Mayor, and the Walthourville Mayor, City Clerk, Police Chief and Fire Chief.
9. The City of Walthourville and the Town of Allenhurst reserve the right, on an event-by-event basis, to require proof of any of the above requirements or impose additional requirements for the event. The municipalities also reserve the right to deny subsequent events by an event organizer if there were violations at any of their previous events.

LCPC Special Conditions

10. Prior to the first event, documentation shall be provided indicating either GDOT does not require any improvements to the existing access of property or, if they do, the property is in compliance with the requirements. Local review may be required.

LCPC Recommendation

Approval

Rezoning Petition 2025-40-A&W

Conditions

Standard and Special



Liberty Consolidated Planning Commission – Report

Governing Authority: The City of Walthourville



Mayor & Council Date: October 14, 2025

Business License: Premier Venues & Events – Raul Rios, Jr.

Business Owner: Raul Rios, Jr.

Property Owner: Same

Address: 4850 W. Oglethorpe Hwy, Walthourville
Parcel 050B045

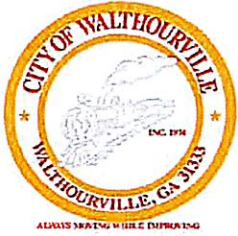
Zoned: C-3 (Highway Commercial)

Comments: APPROVAL, contingent on the conditional use
getting approved.

Recommendation: Same as comments.

LCPC Staff: *Lori Parks*
Lori Parks
Zoning Administrator

10-7-25
Date



City of Walthourville Business License Division

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 Premier Venues & Events
Business Phone# (912) 678-0312
Name of Corporation/LLC* Con Sabor Boricua LLC
Business Address 4850 West Oglethorpe Hwy Hinesville GA 31313
Mailing Address 215 SLAYTON circle Hinesville GA 31313
Home Address 215 SLAYTON circle City Hinesville State GA Zip 31313
Email Address riosr3@yahoo.com

Full Detailed Description of Business
Property will be used to host a variety of outdoor events; Festivals, car shows, concerts, and any private events

Number of employees (including ownership) in City of Walthourville 3
E-verify# (Required if 11 or more employees) _____

State Sales Tax ID# _____ Federal ID # _____

Owner Name RAYL Rios JR. SS# _____ DOB 03/04/1970

DOES THIS BUSINESS REQUIRE A STATE LICENSE? _____ (YES) _____ (NO)
(Please attach a copy of your state license or certification)

*** All electrical, mechanical, plumbing, well drilling contractors, salon, 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.

FOR OFFICE USE ONLY

ZONING DEPT ☐ APPROVED ☐ DISAPPROVED BY _____ DATE _____
FIRE DEPT ☐ APPROVED ☐ DISAPPROVED BY _____ DATE _____
CITY COUNCIL ☐ APPROVED ☐ DISAPPROVED BY _____ DATE _____
BUSINESS LICENSE DEPT DATE RECEIVED _____
BUSINESS LICENSE ISSUANCE DATE _____

Mailing Address: P.O Box K, Walthourville, GA 31333

Phone: (912) 368-7501

Office Location: 222 Busbee Road, Walthourville, GA 31333

Web site address: www.cityofwalthourville.com



City of Walthourville Business License Division

APPLICATION FOR CHANGE IN LICENSE

FOR THE YEAR _____ DATE _____ ACCOUNT NUMBER _____

\$25.00 CHARGE FOR RELOCATION

\$25.00 CHARGE FOR NAME CHANGE OF BUSINESS

INDICATE THE CHANGE YOU ARE APPLYING FOR:

- () NAME
() ADDRESS
() NAME AND ADDRESS

CURRENT INFORMATION OF BUSINESS:

Current business name BO'HAZ

Address: 4850 West Oglethorpe Hwy Hinesville GA 31313

Owner: _____

Manager: _____

Nature of business: Night Club

Phone number: _____

COMPLETE ONLY THE SPACE THAT WOULD APPLY TO YOUR CHANGE:

New name of business: Premier Venues

New address of business: _____

New manager: RAYL Rios JR

New phone number: 912-678-0312

The undersigned affirms that the above statements are true and correct to the best of his/her knowledge and belief.

This _____ day of _____, _____
AUTHORIZED SIGNATURE OF APPLICANT

PERSONNALLY before the undersigned appeared

_____ who on Oath has sworn that the above information given therein is true and correct.

Sworn and subscribed before me this _____ day of _____, _____

STATE OF _____ COUNTY OF _____ CITY OF _____

NOTARY PUBLIC

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

City of Walthourville Business License Division



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.

RRJL If this property is zoned residential, no clients, employees, sales, deliveries, storage of inventory, or equipment (initials) 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.

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

RRJL I will comply with the Zoning Restrictions stated above.
(initials)

I RAUL RIOS JR., 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 operate in compliance with all applicable state, federal and local laws, ordinances and regulations, and 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 and enforce laws, ordinances and regulations. I understand that all decisions of the Business License Division may be appealed to the City of Walthourville.

This 1st day of October, 2025.

Legibly print name RAUL RIOS JR.

Signature of applicant Raul Rios Jr.

This application must be approved by the Liberty County Planning Commission

Tax Map & Parcel# 050B045 Zoning Classification C3

Approved by: _____ Date Approved: _____

Date the request will be presented to Mayor and Council: 10-14-25

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

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CITY OF WALTHOURVILLE BUSINESS LICENSE DIVISION – LAWFUL PRESENCE AFFIDAVIT
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) RRR 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 _____ day of _____, 20____ in _____ (city), _____ (state).

*Signature of Applicant

RAUL RIOS JR

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20____

NOTARY PUBLIC

My Commission Expires:

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

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

CITY OF WALTHOURVILLE BUSINESS LICENSE DIVISION – PRIVATE EMPLOYER AFFIDAVIT

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 _____, ____,
20____ 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 _____, 20_____.

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.

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Phone: (912) 368-7501

Office Location: 222 Busbee Road, Walthourville, GA 31333

Web site address: www.cityofwalthourville.com

Liberty Consolidated Planning Commission – Report

Governing Authority: The City of Walthourville



Mayor & Council Date: October 14, 2025

Business License: Barbers in the Field (Barber-Q)
November 8th & November 9, 2025

Business Owner: Khari Collins

Property Owner: Con Sabor Boricula LLC – Raul Rios, Jr.

Address: 4850 W. Oglethorpe Hwy. Parcel 050B045

Zoned: C2 (General Commercial)

Comments: Needs Mayor and Council Approval for this
One Time Event Permit.

Recommendation: APPROVAL

LCPC Staff: *Lori Parks*
Lori Parks
Zoning Administrator

10-7-25
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: Barbers in the Field (Barber Q) Phone Number: 912-432-8526
Event Name: Khari Collins
Business: My House Ent Business Address: 913 E.G. mile pkwy Suite B
Mailing Address: 913 E.G. mile pkwy Suite B City: Hinesville State: Ga Zip: 31313
Home Address: 913 E.G. mile pkwy Suite B City: Hinesville State: Ga Zip: 31313
Email Address: Kim.Druid@yahoo.com
Address of Outdoor Event: 41350 W. Oglethorpe Hwy
Date/Time of Outdoor Event:
Beginning Date: 11/08/25 End Date: 11/09/25 NOV 08, 2025 - Nov 09, 2025
Event Time: 10:00 AM / PM until 9:00 AM PM
Set-Up Time: 10:00 AM / PM
Break-Down Time: 9:00 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: N/A

Alcohol will be: ☐ Sold ☒ Served Food Will Be: ☒ Sold ☐ Served Onsite Cooking ☒ Yes ☐ No
Has a Food Service permit been granted? ☒ Yes ☐ No (if yes) ☒ By The Department of Public Health ☐ N/A
Will Tents be used? ☒ Yes ☐ No How many? N/A < 15 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.)

A networking event for barbers. The public is invited as well as all other service workers and owners. DJ, vendors, speakers, Southern Soul Singer

PRINTED NAME AND SIGNATURE OF APPLICANT: Khari Collins Kim Collins DATE: 11 / 08 / 2025

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: RAUL Rios Raul Rios Date: 09 / 25 / 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

Liberty Consolidated Planning Commission – Report

Governing Authority: The City of Walthourville



Mayor & Council Date: October 14, 2025

Business License: Haunted Field
October 31, 2025

Business Owner: Khari Collins

Property Owner: Con Sabor Boricula LLC – Raul Rios, Jr.

Address: 4850 W. Oglethorpe Hwy. Parcel 050B045

Zoned: C2 (General Commercial)

Comments: Needs Mayor and Council Approval for this
One Time Event Permit.

Recommendation: APPROVAL

LCPC Staff: 
Lori Parks
Zoning Administrator

10-7-25
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: Khari Collins Phone Number: 912-432-8526

Event Name: Haunted Field

Business: My House Ent Business Address: 913 EG miles Pkwy

Mailing Address: 913 EG miles Pkwy City: Hinesville State: Ga Zip: 31313

Home Address: 53 Kristen Ln City: Midway State: Ga Zip: 31320

Email Address: Kundrad1@yahoo.com

Address of Outdoor Event: 4850 W. Ogelthorpe Hwy. Hinesville

Date/Time of Outdoor Event:

Beginning Date: Oct 31, 2025 End Date: Oct 31, 2025

Event Time: 7:00 AM / PM until 1:00 AM / PM

Set-Up Time: 12:00 AM / PM

Break-Down Time: 1:00 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: N/A

Alcohol will be: ☐ Sold ☐ Served No 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? 3 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.)

A controlled environment for our youth to enjoy the night of Halloween. Costume Contest, Haunted Field, Live DJ, Vendors, Dunking Booth, Giveaways

PRINTED NAME AND SIGNATURE OF APPLICANT: Khari Collins Khari Collins DATE: 08 / 19 / 2025

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

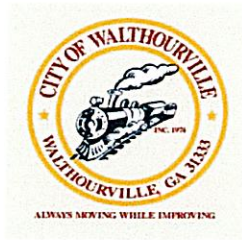
PRINTED NAME AND SIGNATURE OF PROPERTY OWNER: Paul Pios & Rachel Pios Date: 08 / 03 / 2025

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



CITY OF WALTHOURVILLE

MAYOR AND CITY COUNCIL AGENDA ITEM

SUBJECT: MILLAGE PUBLIC HEARINGS

- | | | |
|------------------------------------|--|---|
| <input type="checkbox"/> AGREEMENT | <input type="checkbox"/> POLICY / DISCUSSION | <input type="checkbox"/> CONTRACT |
| <input type="checkbox"/> ORDINANCE | <input type="checkbox"/> RESOLUTION/PROCLAMATION | <input checked="" type="checkbox"/> OTHER |

SUBMITTED: 10-08-2025

Council Meeting: 10-14-2025

DEPARTMENT: Mayor and Council

BUDGET IMPACT:

PUBLIC HEARING? (x) Yes () No

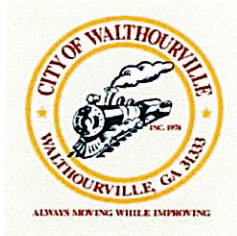
PURPOSE: Millage hearings in Georgia are public meetings held by local taxing authorities to discuss proposed property tax rates (millage rates) and receive public input.

HISTORY:

FACTS AND ISSUES:

RECOMMENDED ACTIONS: For the Mayor and Council to set the millage public hearing dates, contingent upon all information being received from the Tax Commissioners office relating to the millage.

Mayor and Councilmembers



CITY OF WALTHOURVILLE

MAYOR AND CITY COUNCIL AGENDA ITEM

SUBJECT: ROADS AND GROUND RFP

☐ AGREEMENT

☐ POLICY / DISCUSSION

☐ CONTRACT

☐ ORDINANCE

☐ RESOLUTION/PROCLAMATION

☒ OTHER

SUBMITTED: 10-08-2025

Council Meeting: 10-14-2025

DEPARTMENT: Public Works

BUDGET IMPACT:

PUBLIC HEARING? ☐ Yes ☐ No

PURPOSE: Request for Proposal" (RFP) is a formal solicitation document issued by a state, county, or city government agency to find a contractor to perform road and grounds maintenance and construction services. The RFP describes the required work and asks companies to submit a detailed proposal outlining their qualifications, experience, and pricing.

HISTORY:

FACTS AND ISSUES:

RECOMMENDED ACTIONS: For the Mayor and Council to approve the RFP.

Councilmember Mitchell Boston

City of Walthourville

Request for Proposals for Roads and Ground Outsourcing



The City of Walthourville will receive bids for Roads and Ground Maintenance from October 23, 2025, through November 7, 2025

The Request for Proposal may be obtained from The City of Walthourville located at 222 Busbee Road, Walthourville, GA 31333 or via 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:	November 10, 2025
Proposal Opening Time:	6:00 PM during the Mayor and Council Meeting
Proposal Opening Place:	Walthourville Police Department

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

2: KEY DATES

Bid Submission Period: October 23, 2025

Closing Date and Time: November 7, 2025 by 5:00 PM

Bid Opening: November 10, 2025 @ 6:00 PM at the Mayor and Council Meeting

Bid Award Date: November 10, 2025

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.

SECTION C: 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.

Public Works RFP Scope Checklist

1. Streets & Rights-of-Way

- Litter removal and illegal dumping response
- Roadside mowing, edging, and vegetation control
- Pothole patching and minor asphalt/concrete repairs
- Sidewalk, curb, and shoulder upkeep
- Street sweeping schedule
- Vegetation management, including selective tree pruning and canopy clearance to maintain roadway safety, visibility, and right-of-way accessibility

2. Drainage & Stormwater

- Ditch clearing and grading
- Culvert inspection, cleaning, and minor replacement
- Catch basin and inlet maintenance
- Erosion control and storm prep cleanup

3. Parks & Facilities

- Mowing, landscaping, and groundskeeping for city parks and public spaces
- Restroom cleaning and pavilion preparation for events
- Playground equipment upkeep, including basketball nets, lighting, and fixtures
- Opening/closing duties for events and weekends

4. Street & Traffic Signs

- Inspection, repair, and replacement of street name and regulatory signs
- Ensuring MUTCD standards for visibility and safety

5. Sanitation Coordination

- Bulk and yard debris set-out monitoring
- Support for storm debris cleanup operations
- Coordination with sanitation contractors for missed pickups or route issues

6. Equipment & Support

- Operation of city equipment (e.g., backhoe,)
- Assisting Water Department or other departments as needed

7. Emergency & Weather Response

- Hurricane preparedness support, including filling and distributing sandbags
- Tree and debris clearance after storms
- On-call availability for emergency hazards like flooded roads

8. Reporting & Accountability

- Monthly activity reports to Council (completed work orders, issues addressed)
- Clear service level agreements for response times and quality standards

2. MOWING, TRIMMING, ETC.

Mow all roads as needed but at a minimum average of bi-weekly during the months of March-October. All roads should be maintained by the awarding proposer. In addition to mowing common areas, contractors 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.**
- **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**

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.

SECTION D: 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

SECTION E: Contract Duration

The initial term of the contract will be **(DETERMINED BY ELECTED OFFICIALS)** with the option to renew annually based on satisfactory performance.

5. Submission Instructions

All proposals must be submitted via email to: cityclerk@cityofwalthourville.com or by mail to

City of Walthourville
Roads and Ground RFP
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.