



# CITY OF WALTHOURVILLE

The Honorable Mayor Sarah B. Hayes, Presiding  
December 9, 2025 @ 6:00 PM  
Walthourville Police Department

## Elected Officials

Luciria Luckey 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

- |   |  |
|---|--|
| <b>I. Call to Order</b>   | <b>Mayor Sarah B. Hayes</b>            |
| <b>II. Roll Call</b>  | <b>City of Walthourville</b>           |
| <b>III. Invocation</b>  | <b>Appointee</b>                       |
| <b>IV. Pledge of Allegiance</b>   | <b>In Unison</b>                       |
| <b>V. Approval of Agenda</b>  | <b>Councilmembers</b>                  |
| <b>VI. Approval of Minutes</b>  | <b>Councilmembers</b>                  |
| <ul style="list-style-type: none"><li>November 10, 2025, Regular Meeting Minutes</li></ul>  |  |
| <b>VII. Presentation</b>  | <b>City of Walthourville</b>           |
| <ul style="list-style-type: none"><li>Mayor Sarah B. Hayes and Councilmember Patrick Underwood. Presentation to Bradwell Boys Basketball Coach Ty Randolph and Bradwell Senior Chris Perry.</li></ul> |  |
| <b>VIII. Agenda Items</b>   |  |
| <b>1. LCPC</b><br>Business License Request for Gutter-R-Us for a home-based business at 371 Davis Street.   | <b>Mrs. Lori Parks</b>                 |
| <b>2. City of Walthourville</b><br>2026 Mayor and Council Meeting Schedule.   | <b>Office of the City Clerk</b>        |
| <b>3. City of Walthourville</b><br>Mayor and Council Agenda.  | <b>Councilmember Bridgette Kelly</b>   |
| <b>4. City of Walthourville</b><br>Birthday Acknowledgements for 2026.  | <b>Councilmember Patrick Underwood</b> |
| <b>5. City of Walthourville</b><br>City Employees Health Insurance Benefits.  | <b>Councilmember Mitchell Boston</b>   |

<b>IX.</b>	<b>Citizens Comments</b>	<b>Walthourville Citizens</b>
<b>X.</b>	<b>Department Comments</b>	<b>City of Walthourville</b>
	<ul style="list-style-type: none"> <li>• Water Department</li> <li>• Fire Department</li> <li>• Police Department</li> </ul>	Mr. Patrick Golphin Chief Nicolas Maxwell Chief Christopher Reed
<b>XI.</b>	<b>Mayor's Update</b>	<b>Mayor Sarah B. Hayes</b>
<b>XII.</b>	<b>Elected Officials' Comments</b>	<b>City of Walthourville</b>
	<ul style="list-style-type: none"> <li>• Mayor Pro Tem Luciria L. Lovette</li> <li>• Councilmember Mitchell Boston</li> <li>• Councilmember Patrick Underwood</li> <li>• Councilmember Bridgette Kelly</li> <li>• Councilmember Robert Dodd</li> </ul>	
<b>XIII.</b>	<b>Executive Session</b>	<b>Mayor Sarah B. Hayes and Attorney Luke R. Moses</b>
	<ul style="list-style-type: none"> <li>• Personnel</li> </ul>	
<b>XIV.</b>	<b>Adjournment</b>	<b>Councilmembers</b>

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



**The Mayor and Council will only hold the December 9, 2025, Regular Meeting in December. We look forward to seeing you on January 13<sup>th</sup> for the first Mayor and Council Meeting in 2026.**

Liberty Consolidated Planning Commission – Report

**Governing Authority: The City of Walthourville**



Mayor & Council Date: December 9, 2025

Business License: Gutters-R-Us

Business Owner: Shane Fensler

Property Owner: Same

Address: 371 Davis Street Parcel 049D054

Zoned: AR-1 (Agricultural Residential)

Comments: Will be using a room in the home for an office only. No clients, employees, sales, deliveries or storage of inventory is allowed on the premises.

Recommendation: APPROVAL

LCPC Staff:

*Lori Parks*

Lori Parks

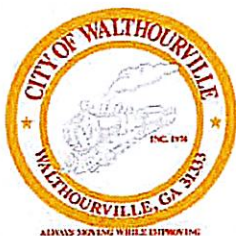
Zoning Administrator

*11-21-25*

Date



Dec 10<sup>th</sup>



## 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 Gutters-R-US

Business Phone# (912) - 977-2453

Name of Corporation/LLC\* \_\_\_\_\_

Business Address 371 Davis st. Hinesville, GA 31313

Mailing Address \_\_\_\_\_

Home Address 371 Davis St. P City Hinesville State GA Zip 31313

Email Address smfensler@gmail.com

Full Detailed Description of Business

Installing gutters on commercial and residential housing. Cleaning gutters.

Number of employees (including ownership) in City of Walthourville 2

E-verify# (Required if 11 or more employees) \_\_\_\_\_

State Sales Tax ID# \_\_\_\_\_ Federal ID # \_\_\_\_\_

Owner Name Shane Fensler SS# \_\_\_\_\_ DOB 11-9-77

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	<input checked="" type="checkbox"/> APPROVED ( ) DISAPPROVED BY <u>Lori Parks</u>	DATE <u>11-21-25</u>
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](http://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? \_\_\_\_\_ If yes, please indicate the type of tax or fee, and the amount due with the reason the tax is delinquent.

SF 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.

\_\_\_\_\_ 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.

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

I \_\_\_\_\_, 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 7 day of November, 2025

Legibly print name Shane Fensler

Signature of applicant Shane Fensler

This application must be approved by the Liberty County Planning Commission

Tax Map & Parcel# 0490054

Zoning Classification AR-1

Approved by: Lori Parks

Date Approved: 11-21-25

Date the request will be presented to Mayor and Council: 12-9-25

\*\*\*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) ✓ 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 7 day of November, 2025 in Hinesville (city), GA (state).

Shane Fensler  
\*Signature of Applicant

Shane Fensler  
Printed Name of Applicant

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

7 DAY OF November, 2025

Kelly Wiggins  
NOTARY PUBLIC  
My Commission Expires:

3-19-28



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

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## 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 1<sup>st</sup> of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees<sup>1</sup>.

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

(B) ☒ On January 1<sup>st</sup> 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

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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: \_\_\_\_\_

<sup>1</sup> 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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Office Location: 222 Busbee Road, Walthourville, GA 31333

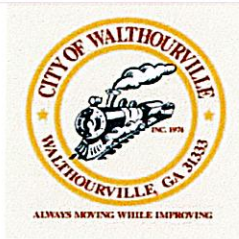
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# CITY OF WALTHOURVILLE

## MAYOR AND CITY COUNCIL AGENDA ITEM # 2

**SUBJECT: FY 2026 Mayor and Council Regular Meeting Schedule**

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

**SUBMITTED: 12-01-2025**

**Council Meeting: 12-09-2025**

**DEPARTMENT:** Office of the City Clerk

**BUDGET IMPACT:**

**PUBLIC HEARING?** ☐ Yes ☒ No

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**PURPOSE:** Presenting the 2026 Mayor and Council Regular Meeting Schedule.

**HISTORY:** Section 2-4 of the City of Walthourville's Charter states, "the Mayor and Council shall hold regular public meetings at a stated time and place."

**FACTS AND ISSUES:** The schedule illustrates the dates, time and location of the 2026 Mayor and Council Meetings.

**RECOMMENDED ACTIONS:** For the Mayor and Council to approve the 2026 Regular Meeting Schedule.

*Office of the City Clerk*



## City of Walthourville

### **2026 Mayor and Council Meeting Dates**

<b>Date</b>	<b>Location</b>	<b>Time</b>
January 13	Walthourville Police Department	6:00 PM
January 27	Walthourville Police Department	6:00 PM
February 10	Walthourville Police Department	6:00 PM
February 24	Walthourville Police Department	6:00 PM
March 10	Walthourville Police Department	6:00 PM
March 24	Walthourville Police Department	6:00 PM
April 14	Walthourville Police Department	6:00 PM
April 28	Walthourville Police Department	6:00 PM
May 12	Walthourville Police Department	6:00 PM
May 26	Walthourville Police Department	6:00 PM
June 9	Walthourville Police Department	6:00 PM
June 23	Walthourville Police Department	6:00 PM
July 14	Walthourville Police Department	6:00 PM
July 28	Walthourville Police Department	6:00 PM
August 11	Walthourville Police Department	6:00 PM
August 25	Walthourville Police Department	6:00 PM
September 8	Walthourville Police Department	6:00 PM
September 22	Walthourville Police Department	6:00 PM
October 13	Walthourville Police Department	6:00 PM
*November 10	Walthourville Police Department	6:00 PM
*December 8	Walthourville Police Department	6:00 PM

**\*The City will only hold one meeting in November and December due to Thanksgiving and Christmas Holidays.**

**\*\*All Agenda Items are due to City Hall (Office of the City Clerk) on the Wednesday preceding the Tuesday meeting at noon.**





# **City of Walthourville Agenda Item # 3**

## **Mayor and Council Agenda**

Councilmember Bridgette Kelly



# **City of Walthourville**

## **Agenda Item # 4**

### **Birthday Acknowledgements for 2026**

Councilmember Patrick Underwood





# **City of Walthourville Agenda Item # 5**

## **City Employees Health Insurance Benefits**

Councilmember Mitchell Boston