



# City of Walthourville Council Meeting

January 11, 2022 @ 6:00 PM

Walthourville Police Department

## REGULAR AGENDA

### *The Honorable Mayor Larry D. Baker, Presiding*

The Honorable Mayor Pro Tem Sarah B. Hayes    The Honorable Charlie L. Anderson, Sr,  
The Honorable Jame Hendry                            The Honorable Bridgette Kelly  
The Honorable Luciria L. Lovette

#### City Personnel

Mr. Luke R. Moses  
Chief Alfonza (Al) Hagan  
Interim Chief Gary Fairchild

City Attorney  
Police Department  
Fire Department

- I. Meeting Called to Order: The Honorable Mayor Baker
- II. Roll Call: City Clerk
- III. Invocation: Appointee
- IV. Adoption of City Council Agenda: Councilmembers
- V. Adoption of City Council Minutes: Councilmembers
  - December 14, 2021 Regular Meeting
  - December 28, 2021 Special Called Meeting for FY 2022 Budget Adoption
- VI. Presentation/Information: The Honorable Commissioner Gary Gilliard  
Liberty County Board of Commissioners
- VII. Agenda Items:
  - LCPC Mr. Jeff Ricketson
  - For Mayor and Council to approve/disapprove a conditional use petition for Ms. Cynthia Berrios to operate a family daycare at her residence located at 133 Fletcher Road a a Type B Home Occupation. This property is described as LCTM-Parcel 050A-014.

VIII.	Council Comments	Councilmembers
	Fire Department	Councilman Charlie L. Anderson, Sr.
	Economic Development	Mayor Pro Tem Sarah B. Hayes
	Public Works	Councilman James Hendry
	Water Department	Councilwoman Bridgette Kelly
	Parks and Recreation	Councilwoman Luciria L. Lovette
	Police Department	Mayor Larry D. Baker
	Office of the Mayor	Mayor Larry D. Baker
IX.	Executive Session	None
X.	Adjournment	Councilmembers

When an Executive Session is required, one will be called for the following issues:  
**(1) Personnel, (2) Real Estate or (3) Litigation.**



City of Walthourville  
Mayor and Council Meeting Minutes  
December 14, 2021 @ 6:00 PM  
Walthourville Police Department

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

II. Roll Call: The roll was called with the following members present:

Mayor Larry D. Baker  
Councilman Charlie L. Anderson, Sr.  
Councilwoman Bridgette Kelly

Mayor Pro Tem Sarah B. Hayes  
Councilman James Hendry

The attendance of Mayor and Council constituted a quorum.

Member Absent/ Late:

Councilwoman Luciria L. Lovette. She entered the meeting at 6:12 PM.

Attorney Luke R. Moses was present via telephone.

III. The invocation was given by Councilman Hendry.

IV. Pledge of Allegiance was recited in unison.

V. Adoption of City Council Agenda: The motion to approve the agenda was made by Councilwoman Kelly and the second was approved by Councilman Hendry.

Vote: 4-0: Motion Carried.

VI. Adoption of the City Council Minutes from the November 9, 2021 Regular Meeting. The motion to approve was made by Mayor Pro Tem Hayes and the second was provided by Councilman Hendry.

Vote: 4-0: Motion Carried.

VII. Presentation: (None)

VIII. Agenda Items:

1. LCPC

Mr. Jeff Ricketson

For Mayor and Council to approve/disapprove a Home-Based Business License for Ms. Erica Tremblay located at 155 Teresa Avenue. The name of the business is Baked with Love and is zoned R-2 (Single Family Residential). There was no discussion and the motion to approve was made by Councilman Hendry and the second was provided by Mayor Pro Tem Hayes.

Vote: 4-0: Motion Carried.



2. LCPC

Mr. Jeff Ricketson

For Mayor and Council to approve/disapprove a Business License for LJ Business Online for Mr. Lewis Johnson. This online business will be located at 15 Tempest Lane and is zoned R-2 (Single Family Residential). Mr. Johnson stated he will be selling retail products through Amazon using his home as the business address. There will be no customers coming to the residence. The motion to approve was made by Councilman Anderson and the second was provided by Councilman Hendry.

Vote: 4-0: Motion Carried.

3. LCPC

Mr. Jeff Ricketson

For Mayor and Council to approve/disapprove a Business License Personal Care Products Online LLC. The owner is Mrs. Sonya Johnson located at 15 Tempest Lane and is zoned R-2 (Single Family Residential). Mrs. Johnson is requesting to sell retail products online such as soaps, lotions and other personal care products using her home as the business address. Mayor Pro Tem Hayes asked if there would be any signage at the home. Mr. Ricketson stated there would be no signage nor would there be any visitors. The motion to approve was made by Councilman Anderson and the second was provided by Councilman Hendry.

Vote: 4-0: Motion Carried.

4. LCPC

Mr. Jeff Ricketson

For Mayor and Council to approve/disapprove a Mobile Home Permit for Mr. Michael Hemingway located on Cato Lane, Parcel # 051D002. This parcel is zoned AR-1 and the applicant has a recorded access easement to reach the property from Cato Lane.

***At 6:12 PM Councilwoman Lovette entered the meeting.*** Mr. Hemingway requested to place a double wide mobile home on the property. He has a recorded easement to reach the property from Cato Lane. The motion to approve was made by Councilman Hendry and the second was provided by Councilman Anderson.

Vote 5-0: Motion Carried.

5. Office of the City Clerk

Ms. Shana T. Moss

For Mayor and Council to approve the 2022 Mayor and Council Meeting Dates. The dates for the regular scheduled meetings for 2022 are held on the second and fourth Tuesday's of each month. For the months of November and December meetings are held once monthly due to the Thanksgiving and Christmas Holidays. The motion to approve was made by Mayor Pro Tem Hayes and the second was provided by Councilman Anderson.

Vote: 5-0: Motion Carried.

6. Economic Development

Mayor Pro Tem Sarah B. Hayes

Bring One for the Chipper Proclamation. To designate Saturday, January 8<sup>th</sup>, 2022 as Bring One for the Chipper Day in Walthourville. Mayor Pro Tem Hayes read a proclamation requesting the city designate January 8, 2022 as Bring One for the Chipper, citizens will be able to bring their Christmas Tree to be properly disposed of for the environment. The motion to approve was made by Councilman Anderson and the second was provided by Councilman Hendry.

Carried.

Vote: 5-0: Motion



## IX. Council Comments

## Councilmembers

### Fire Department

Councilman Charlie L. Anderson, Sr.

Interim Chief Gary Fairchild gave the Fire Department Report. He reported several inoperable vehicles were listed on Gov Deals. The department has answered 743 calls as of December 13<sup>th</sup> and this number has increased by 100 calls from this time last year. The department and maintaining and answering calls. Councilwoman Lovette stated she was concerned about an earlier discussion pertaining to call response. Interim Chief Fairchild stated they are answering all calls in a timely response. Councilman Anderson, Thanked Interim Chief Fairchild for the great job he is doing with limited funds.

### Economic Development

Mayor Pro Tem Sarah B. Hayes

Reported that she is still working in the community and volunteering. She has worked food drives in Hinesville, Riceboro, Full Gospel Church and Fellowship of Love Church. The City of Walthourville will host a Food Drive on December 18<sup>th</sup>, 2021 and she is asking for volunteers. KLB will host a Recycle it Fair in February of 2022 and the Shred it Vehicle will be at Walthourville City Hall. She is still working with VC3 to update the council chamber to current technology.

### Public Works

Councilman James Hendry

Reported that everything is going smooth. The knuckleboom truck is collecting yard waste and going back and forth to the landfill. Councilwoman Lovette asked about equipment to clean the city's ditches. He r stated the city does not have equipment to clean the ditch. Councilwoman Lovette asked, "what happened to the equipment?" Councilman Hendry stated he has been to Public Works several times and he has not seen it, the city has not had this equipment but perhaps her eyes might be better than his if she wants to go and look.

### Water Department

Councilwoman Bridgette Kelly

Reported that the city processed and completed 184 work orders from November 9<sup>th</sup>-December 13<sup>th</sup>, 2021. There were 27 trash connections, 19 sewer connections and 30 water connections.

### Parks and Recreation

Councilwoman Luciria L. Lovette

Reported that Mrs. Lanna Walthour contacted her about constructing a rock garden in Johnnie Frasier Park. Alpha Kappa Alpha, Inc., adopted the park and they are always looking at different ways to beautify the park. Mrs. Walthour was suppose to render a draft and proposal of the garden. Also, she is still looking into placing a splash pad/water park at Johnnie Frasier. Mayor Pro Tem Hayes, asked, "has she checked with EPA because the city will probably have to have a filtration system. Councilwoman Lovette stated she is going to research that information.

### Police Department

Chief Alfonza Hagan

Reported that the officers have good equipment and they are proud of their equipment. The officers are writing citations and patrolling. Patrol has increased for the holidays. The city has suffered a tragedy, Amari Hicks on Carter Road was killed in a single four wheeler accident at

Hillary Park. He encouraged everyone to please keep the family in your prayers. The department will be having a Christmas Party on December 16<sup>th</sup> at Liberty College and Career Academy and all elected officials are invited. On December 23<sup>rd</sup>, 2021 the Police Department will sponsor a Movie Night at from 6:00 PM-8:30 PM and they will be showing the Polar Express and The Grinch.

Office of the Mayor

Mayor Larry D. Baker

Gave accolades to Interim Fire Chief Fairchild, Chief Al Hagan and City Clerk, Shana T. Moss for their leadership and service to the city. Councilwoman Kelly stated she received calls from citizens on December 3<sup>rd</sup>, the night of the Liberty County Christmas Parade about citizens being in city vehicles. She wanted to know the policy and if this was legal. Chief Hagan stated the city had a ride-a-long policy, which was in effect before he took the helm. Mayor Pro Tem Hayes asked if this policy was used prior to the Christmas Parade? No one answered. Chief Hagan further stated that the city's ride-a-long policy mirrors the county's policy. Councilwoman Kelly stated she would like to see this policy and Chief Hagan stated that he would send it to everyone. He also stated if the council wanted to revoke the policy his department would comply with whatever they wanted. Councilwoman Lovette stated, the city should contact the insurance company and the city should follow the advice of the insurance company. City Attorney Moses said he would review the policy and City Clerk Moss will check with the insurance company and the best decision would come from the advice of the insurance company. Chief Hagan asked the elected officials if they had a problem he would appreciate if they would come to him first. He's always available and will answer any question(s) they have. Mayor Pro Tem asked if there was anything in place for the citizens who will be participating in the Citizens Academy, because they will be doing ride-a-longs. Chief Hagan stated the ride-a-long policy is the only mechanism that he has. Attorney Moses said he will look into this.

Mayor Baker wished everyone a Merry Christmas and encouraged everyone to please be careful and stay safe.

X. Executive Session

None

XI. Adjournment: At 6:46 PM a motion to adjourn was made by Councilman Hendry and the second was provided by Councilwoman Lovette.

Vote: 5-0: Motion Carried.





City of Walthourville Mayor and Council Special Called Meeting  
FY 2022 Budget Adoption  
December 28, 2021  
Walthourville Police Department @ 5:30 PM

I. Call to Order: The meeting was called to order at 5:30 PM by Mayor Larry D. Baker for the purpose of adopting the city's FY 2022 Balanced Budget for the General and Water Funds.

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

Mayor Larry D. Baker  
Councilman James Hendry  
Councilwoman Luciria L. Lovette

Mayor Pro Tem Sarah B. Hayes  
Councilwoman Bridgette Kelly

Member Absent: Councilman Charlie L. Anderson, Sr.

The attendance of council constituted a quorum.

City Attendee's:  
Attorney Luke R. Moses  
City CPA, Mr. Matthew Caines  
Interim Fire Chief, Gary Fairchild  
Police Chief, Al Hagan

III. Invocation: The invocation was given by Mayor Larry D. Baker.

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

V. City of Walthourville 2022 Budget Adoption Mr. Matthew Caines  
For the Mayor and Council to approve the 2022 Balanced Budget for the General and Water Funds. The General Fund's Budget is \$ 1,889,550.00 and the Water Fund's Budget is \$ 1,562,100.00.

Mayor Baker relinquished the meeting to CPA Matthew Caines. Mr. Caines stated on November 2, 2021 he began the process of compiling the FY 2022 Budget. He was onsite at the Police Department and was available to meet with each elected official. Mayor Pro Tem Hayes, Councilman Hendry and Councilwoman Kelly met with him. He apologized for having to cancel the in person budget workshop with each one of them on December 10<sup>th</sup> due to COVID. He stated he discussed the budget in detail at the Budget Hearing on December 13<sup>th</sup>. He stated, "that cost for the city are increasing and revenue is staying the same. The city is growing and he said no one likes to use the



word property tax or any tax (for that matter) but the city is going to have to look at ways to increase revenue for operating.

Mayor Pro Tem Hayes asked about the city's SPLOST/TSPLOST accounts. Mr. Caines stated those are not listing on the operating budget as there is specific expenditures that are associated with those accounts which was voted on by the citizens and those expenditures have been approved and allocated by the Mayor and Council (public safety). Mayor Baker asked for a motion to approve.

The 1<sup>st</sup> motion was made by Councilman Hendry, there was silence and a second was not provided. The motion died.

Mayor Pro Tem Hayes asked if there were any hidden expenses, vehicles or anything in the budget that the council should be made aware of. "Was there money in the budget for a vehicle, vehicles, or any other equipment? She referenced Line 83 on the budget, Automobile Capital Lease for \$14,000. Mr. Caines stated from his expertise the Mayor has a level of authority to approve certain items and to appropriate a certain level of funds for an item. She further stated that she has an issue with council not knowing about high dollar expenditures. Mr. Caines stated he was given information by Public Works for a dump truck for the budget.

Mr. Caines stated that the city does not have a purchasing policy and perhaps this is something that they might want to develop. He stated he has worked with other cities on purchasing policies and he would be happy to assist them. Mayor Baker asked for other questions. He asked for another motion to approve. The motion was made by Councilman Hendry and there was not a second. The motion died again, (2<sup>nd</sup> time) for lack of a second.

Mayor Pro Tem Hayes stated she would approve it, but she has grave concerns and would like stipulations. She stated that funds have to be spent diligently and they must be frugal of the citizen's money. She said, "as she stated she feels high dollar items should come before the council.

Attorney Moses stated to Mayor and Council that a budget is one of the most basic functions of a government. It is basic yet essential and that we are down to the precipice with only three days left in this year. He researched the city's charter and the Statutes of the State of Georgia. If a council cannot come to the consensus of adopting a budget the city keeps the current budget intact (meaning 2021). He stated for them to be mindful that the 2021 budget is probably exhausted because yearly expenditures have been deducted. He asked if there was a reason why the budget was not being passed? Mayor Pro Tem Hayes said she feels the council needs some input and to have knowledge of high dollar items. Attorney Moses said the charter did allow for the Mayor to make expenditures; however, if the council wanted to adopt a purchasing policy they could do that. He suggested passing the budget and in the early part of 2022 preparing and adopting a purchasing policy. Attorney Moses asked the members of council who would be interested in adopting a purchasing policy. Councilwoman Kelly

said she agreed with Mayor Pro Tem that Councilmembers should know about expensive expenditures. Attorney Moses asked if there could be a motion on the floor to approve the budget. Councilman Hendry made the motion for the 3<sup>rd</sup> time, the motion died because a second was not provided.

Mayor Pro Tem Hayes stated she wanted to approve it, but she wanted to ensure something was in place to compose and adopt a purchasing policy. She asked her fellow council if they felt that a purchasing policy should be in place to adopt the budget. No one said anything. CPA Caines said he could have a draft of a policy compiled and presented to council at the second meeting in January of 2022 which will be January 25<sup>th</sup>, 2022. And, if there was something that they wanted to revisit in the budget it can always be amended. Mayor Pro Tem Hayes then asked City Clerk, Shana T. Moss if this information was going to be placed in the minutes? Ms. Moss said yes, minutes are always taken and held up the recorder, illustrating that every meeting is recorded.

At this time a 4<sup>th</sup> motion was placed on the floor. The motion to approve the budget was made by Mayor Pro Tem Hayes with the condition that a purchase plan be presented to Mayor and Council by January 25<sup>th</sup>, 2022 outlining that the Council be notified of any high dollar purchase. The second was provided by Councilman Hendry. Opposing were Councilwomen Kelly and Lovette. This resulted in a tie. Per the City of Walthourville's Charter Section 2.5 the Mayor only votes to break a tie. Mayor Baker cast his vote in support of the passing of the FY 2022 Budget.

Vote: 3-2: Motion Carried

Voting Favorably: Mayor Pro Tem Hayes and Councilman Hendry.

Voting Opposing: Councilwomen Kelly and Lovette.

Voting to Break the Tie: Mayor Larry D. Baker

The City has an approved FY 2022 Budget.

- VI. Adjournment: At 6:04 PM a motion to adjourn was made by Councilman Hendry and the second was provided by Mayor Pro Tem Hayes. Vote: 4-0: Motion Carried.



# Conditional Use 2021-060-W

A conditional use petition was submitted by Cynthia Berrios, owner, to operate a family daycare at her residence at 133 Fletcher Rd as a Type B Home Occupation. This property is further described as LCTM-Parcel 050A-014.

Ms. Berrios is experienced in childcare and will have no more than six children at the home. She will not be doing overnight care, and expects trips from parents to the house only in the morning and evening.







Liberty Consolidated Planning Commission









R2-A

AR-1

Liberty Consolidated Planning Commission



# Narrative

To Whom it may concern,

My name is Cynthia Berrios and I am an Early Childhood Teacher at Liberty Headstart. For twenty years, I have been a provider. I worked on Fort Stewart in a daycare center, The Village in Hinesville, and other places that needed some help. My long term goal was to obtain my Associates degree, which I have under Early Childhood from Savannah Tech and a TCC certificate. I do plan to continue and further my education, but soon after the pandemic is in a better state of being handled. I have always wanted to open my own daycare center and now that I own my own house I thought it was a good place to start working on my dream. It would indeed be a dream come true if I am given this opportunity.

Respectfully,

Cynthia Berrios

## Sec. 9.4. Conditional Uses

9.4.1 Considerations for determining additional requirements for conditional use.

9.4.1.1 Approval of a conditional use shall not adversely affect the economic values or the physical appearance of the neighborhood of areas surrounding the site or lot in question.  
*There will be no physical changes to the property.*

9.4.1.2. The physical and environmental effects of allowing the conditional use shall be considered.  
*No physical or environmental detriments.*



## Sec. 9-4. Conditional Uses Cont'd

9.4.1.3. Buffer zones, where necessary to shield any adverse factors, shall be considered.

*The play area for the children in the backyard will be surrounded by a privacy fence.*

9.4.1.4. Additional space for parking, landscaping, building, loading zones, and setback shall be considered if necessary to protect adjacent structures or lots from any adverse impact.

*Parents will pull into the driveway to quickly drop off/pickup children and will not block street traffic.*

9.4.2. Action of the Board of Commissioners. The Board of Commissioners may add, delete, modify or change any recommendation made by the planning commission.



# LCPC Recommendation

## Approval

Conditional Use 2021-060-W

## Conditions Standard



# 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 to be 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 Recommendation

## Approval

Conditional Use 2021-060-W

## Conditions Standard

