



**City of Walthourville  
Mayor and Council Workshop  
4:00 PM-5:45 PM  
Walthourville Police Department**

# **AGENDA**

- |                      |                       |
|----------------------|-----------------------|
| I. Call to Order     | Mayor Sarah B. Hayes  |
| II. Roll Call        | City of Walthourville |
| III. Policies        | Mayor and Council     |
| IV. Financial Update | CKH                   |
| V. Adjournment       | Council               |

**CITY OF WALTHOURVILLE**

**Mayor Sarah B. Hayes**



**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**

**AMENDED AGENDA**

***May 13, 2025 @ 6:00 PM***

***Walthourville Police Department***

- |  |                                      |
|--|--------------------------------------|
| <b>I. Call to Order</b>  | <b>Mayor Sarah B. Hayes</b>          |
| <b>II. Roll Call</b>   | <b>City Clerk</b>                    |
| <b>III. Invocation</b>   | <b>Appointee</b>                     |
| <b>IV. Pledge of Allegiance</b>  | <b>In Unison</b>                     |
| <b>V. Adoption of Meeting Agenda</b>   | <b>Councilmembers</b>                |
| <b>VI. Adoption of Meeting Minutes</b>   | <b>Councilmembers</b>                |
| <ul style="list-style-type: none"><li>• April 22, 2025, Regular Meeting Minutes</li><li>• April 22, 2025 Executive Session Minutes</li><li>• April 29, 2025 Auditor Bid Opening and Special Called Meeting Minutes</li><li>• April 29, 2025 Executive Session Minutes</li><li>• May 2, 2025 Special Called Meeting via TEAMS</li></ul> |                                      |
| <b>VII. Presentation(s)</b>  |                                      |
| <b>VIII. Agenda Item(s)</b>  |                                      |
| <b>1. LCPC</b>   | <b>Mrs. Lori Parks</b>               |
| Temporary Business License for a Sign Company for Branded Image Group.   |                                      |
| <b>2. LCPC</b>   | <b>Mrs. Lori Parks</b>               |
| Event Permit for 1 <sup>st</sup> Annual Seafood Fest.  |                                      |
| <b>3. City of Walthourville</b>  | <b>Councilmember Bridgette Kelly</b> |
| Auditor Update Status.   |                                      |

**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**

**None**

**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 Regular Meeting Minutes  
April 22, 2025 @ 6:00 PM  
Walthourville Police Department**

- I. Call to Order: The meeting was called to order at 6:00 PM by Mayor Sarah B. Hayes.
- II. Roll Call: The roll was taken by the City Clerk. In addition to Mayor 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.*

- III. Invocation: Was given by Mayor Hayes.
- IV. Pledge of Allegiance was recited in unison.
- V. Adoption of Meeting Agenda: The motion to approve was made by Mayor Pro Tem Lovette and the second was added by Councilmember Boston. Vote: 5-0 Motion Passed Unanimously.

- VI. Adoption of Meeting Minutes:

- April 8, 2025, Regular Meeting Minutes. The motion to approve was made by Councilmember Boston and the second was added by Councilmember Dodd.

Vote: 4-1: Motion Passed.

Councilmembers Voting Favorably were Boston, Underwood, Kelly and Dodd.

Councilmember Opposed: Lovette.

- April 15, 2025, GMA Meeting Minutes. Mayor Hayes called for the motion and there was no response and no action taken. Minutes were disapproved due to no action taken by Council. *Attorney Moses stated, "minutes are done to memorialize the city records. Therefore, voting on minutes is a record keeping mechanism for the city."*

- VII. Presentation(s): There were none.

- VIII. Agenda Items:

1. LCPC

Mr. Todd Kennedy

Mr. Kennedy presented a Business License Request for a Bakery/Coffee Shop for Ms. Alexis Scott. The business owner is Ms. Alexis Scott and the business will be located at 4981 West Oglethorpe Highway and the property is zoned C-3. Ms. Scott stated her business is Faith Based, and she started the business during the pandemic. She specializes in baking goods, vegan baked goods and she uses organic products. The name of the business is HMBL with a corporation name of Chosen Hands and Humble Beginnings. The motion to approve was made by Mayor Pro Tem Lovette with the second added by Councilmember Boston. Vote: 5-0: Motion Passed Unanimously.



Agenda Items (continued)

2. LCPC

Mr. Todd Kennedy

Mr. Kennedy presented a Business License Request for Type B Home Occupation to have a commissary/base of Operation for a Food Truck at a residence. The name of the business is South Peach Cuisine, LLC. The location is 146 Stephanie Drive. The owner is Mrs. LaToya Inman. She stated she wants mobility to move to different venues with her business. There will be no customers coming to the residence. The motion to approve was made by Mayor Pro Tem Lovette and the second was added by Councilmember Kelly.

Vote: 5-0: Motion Carried Unanimously.

3. LCPC

Mr. Todd Kennedy

Mr. Kennedy presented a One Time Event Permit for the 1st Annual Summerfest along with the event organizer, Mr. Rodney Kelly. Mr. Kelly is not related to Councilmember Bridgette Kelly. Mr. Kelly stated he will be using the former Bomaz Venue. He will be having Back-to-School Fest, complete with vendors, a car/bike show, a trail ride, bounce houses, water slides and a concert. The event will be held July 4<sup>th</sup>, 5<sup>th</sup> and July 6<sup>th</sup>. The event will be held on a Friday from 12-6 (possibly until 7 PM) and Saturday the event will be most of the day from 12 PM-9 PM (possibly until 10 PM). The Sunday Event will consist of a Gospel Fest and Mr. Kelly was unsure of the time. This will be an alcohol free event, the City of Walthourville prohibits alcohol. He has informed the vendors that the City of Walthourville prohibits alcohol. He will have security onsite during the event and the event will be in an enclosed area, within the fence. The building will not be used, only the parking lot. Accompanying Mr. Kelly was the owner of the property, Mr. Raul Reyes. Mr. Reyes stated he is excited about this opportunity, and it is available to the public to rent. Mr. Kelly said he will be having community events throughout the year. The motion to approve was made by Councilmember Kelly and the second was added by Mayor Pro Tem Lovette.

Vote: 5-0: Motion Carried Unanimously.

4. City of Walthourville

City Hall

The City Clerk and Attorney Moses presented the 2025-2026 GIRMA (Georgia Interlock Risk Management Agency) Property and Liability Insurance Renewal. Ms. Moss stated the GIRMA Renewal Annual Premium was \$128, 597.00. Due to the city selling 5 vehicles on GovDeals, this reduced the city's fleet. Attorney Moses stated GIRMA is the "Gold Standard," in Municipal Coverage and the city has an advantage because GIRMA is willing to provide coverage. There are some cities that GIRMA will not insure. The Elected Officials questioned the number of vehicles listed as 19 on the Member Contribution Breakdown and also Crime of \$ 23.30 per employee. The council did not want to take any action until GIRMA could be reached again. Ms. Moss stated she would reach out to GIRMA and would update the Mayor and Council. She added the current 2024-2025 insurance would expire on April 30<sup>th</sup>, at midnight. She proposed adding this item to the already scheduled RFP Bid Opening meeting on April 29<sup>th</sup> at 6:00 PM as a Special Called Meeting.



5. City of Walthourville

Mayor and Council

Mayor Hayes stated “the city has been in communication with the Tax Assessor’s Office about a rollback rate for the proposed 2026 Millage Collection. She said during Budget Meetings the CPA Firm of CKH had recommended 12 mills. She added that it is time to have the information to the Tax Assessor’s for input on the notices that will be sent to citizens. She further added that CKH was working on reconciling the first quarter to ensure they had accurate workable numbers”.

Councilmember Underwood added the Fire Fee was included in the 12 mills recommended by the CPA. He added that the city would have to eliminate the Fire Fee when/if the millage is implemented. Councilmember Boston stated his concern is, “we can’t have a millage and a fire fee, and he reiterated again that the city is overspending.” Councilmember Dodd stated, “the city will need to build a cushion in revenue with the millage, but it won’t happen instantly, and he thought that is why the CKH recommended 12 mills.” Also, he added we must make some cuts in the Fire and Police Department. The Council stated they would be better informed if they waited on the recommendation of CKH, allowing them time to reconcile the city’s first quarter. The motion to take no action and to place this item on the agenda for the April 29th Bid Opening and Special Called Meeting was made by Councilmember Kelly and the second was added by Mayor Pro Tem Lovette.

Vote: 5-0: Motion Passed Unanimously.

IX. Department Comments

City of Walthourville

Water Department

City of Walthourville

Mayor Hayes reported the city had received several tap-in fees from new construction. The lift stations and wells are functional and operational. Utility disconnection will occur on May 5<sup>th</sup>. *(An email was sent to the Mayor and Council on April 30<sup>th</sup>, 2025 the Water Department would be attending training on May 6<sup>th</sup>-8<sup>th</sup>; therefore, utility disconnection will take place on May 12, 2025.)*

Fire Department

Chief Nicolas Maxwell

Chief Maxwell reported the Fire Department had answered 30 calls. The calls consisted of 18 Medical, 2 Fire Calls, 6 Motor Vehicle Accidents, and 4 Miscellaneous Calls. The Department is waiting patiently for the arrival of the Silverado.

Police Department

Chief Christopher Reed

Chief Reed was in training and the report was presented by Major Anthony Hooker. We conducted firearms, use of force and taser recertification training, on Tuesday, April 15, 2025. Neighborhood Watch will be held at the police department on Thursday, April 25, 2025, at 6:30 p.m. The Department will be conducting a firearms familiarization Class for Seniors and Civilians at a later determined date in May. Currently, they have answered 209 calls for service with 23 reports generated, 79 citations issued with 9 warnings for a total of 88. There have been 4 vehicles crashes



Tip of the week: We continue to encourage citizens to lock their car doors and report any suspicious activity within the neighborhoods to the police. The non-emergency number is 912-368-3911 and emergency number is 911.

X. Citizens' Comments:

Mr. Brendan Nobles stated he is a 20-year business owner. He listened to numbers being thrown out. The city needs an outside audit. They will be punishing the citizens by establishing a millage. He feels the money is being mismanaged.

XI. Mayor's Update

Mayor Sarah B. Hayes

Reported she would be communicating with CKH about the estimated roll back number. She also stated on April 26<sup>th</sup>, 2025, there would be a Tri-City Cleanup consisting of the cities of Allenhurst, Flemington, and Walthourville. This event will be held at Johnnie Frasier Park from 9:00 AM-2:00 PM. April is Autism Awareness, and the event will be an Autism Family Friendly Event. Also, T-SPLIST will be back on the ballot in November.

XII. Elected Official's Comments

Mayor Pro Tem Lovette stated she wanted to commend Councilmember Underwood on a successful Easter Egg Hunt. The children and the community had fun.

Councilmember Boston stated we need to look at expenditures. He agrees with Mr. Nobles. Every department must be reviewed to see what expenditures can be eliminated. He would like the city to solicit the services of Davenport and Associates, they are an Internal Financial Auditing Firm, and they review and look at ways that are most cost effective for municipalities. They have a proved track record, and he would like for the city to retain their services. He is opposed to a millage that is equal or exceeds Hinesville or Savannah. He will contact Davenport and Associates and bring the information back to the Elected Body. He also would like to set up a date for a workshop to develop policies for the city. Councilmember Underwood stated he would like to see policies for Vehicle Accidents, all Department Heads should attend the first meeting of the month, and all requested financial reports within 48 hours. The Elected Officials decided upon May 13, 2025, at 4:00 PM for the workshop.

Councilmember Underwood, Thanked everyone for the assistance with the Easter Egg Hunt event. He said 3000 eggs were hidden and every one of them was found. He added that a GMA Associate attended a meeting on April 15<sup>th</sup>, and basically, he felt she tired to silence the council. He read a letter and said he was elected, and he would continue to speak and talk.

Councilmember Kelly stated Mrs. Pam Helton from GMA came to a meeting on April 15<sup>th</sup> and she lacked proper decorum. She read a statement where she said a meeting was needed but Mrs. Helton was confrontational, not collaborative. Attorney Moses stated he spoke with a representative at GMA and was advised that GMA was not happy with Mrs. Helton.

Councilmember Dodd stated we are 40 days away from Hurricane Season and now is the time to prepare for Hurricanes. He will do a briefing in Walthourville.

- XIII. Executive Session: At 7:32 PM a motion to enter into Executive Session for Personnel was made by Mayor Pro Tem Lovette and the second was added by Councilmember Dodd. Members of the council took minutes for the Executive Session; the City Clerk was not present in the Executive Session.

Vote: 5-0: Motion Passed Unanimously.

At 8:30 PM the Mayor and Council entered back into Regular Session. Mayor Hayes stated Personnel was discussed and additional information would be forthcoming.

- XIV. Adjournment: At 8:32 PM the motion to adjourn was made by Councilmember Kelly and the second was added by Councilmember Boston.

Vote: 5-0: Motion Passed Unanimously.

DRAFT



City of Walthourville  
Mayor and Council Auditor Bid Opening and Special Called Meeting Minutes  
April 29, 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: In addition, Mayor Hayes the following members were present:

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

The attendance of the Council constituted a quorum.

City Attorney Luke R. Moses was present.

- III. Audit RFP#2025-01 Bid Opening  
She stated the City had generated an RFP for Auditor Services. The bid dates were open from April 3<sup>rd</sup>-April 25<sup>th</sup>. The bid was advertised twice in the Coastal Courier on April 3<sup>rd</sup> and April 17<sup>th</sup>, and it was also on the city's website and Facebook page.

She reported the sole bid the city received was from James Moore and Company from Gainesville, Florida. Councilmember Kelly opened the sealed bid in the public setting. The firm sent 10 individual packets to the city, all members of the Elected Body, City Attorney, City Clerk and Finance Manager were given copies. Councilmember Kelly referenced page 24 of the packet where the price breakdown was listed. The city is in need of having audits conducted from December 2021, December 2022, December 2023 and December 2024.

The cost for the audits are:

• December 31, 2021	\$25,000
• December 31, 2022	\$26,000
• December 31, 2023	\$27,000
• December 31, 2024	\$28,000

Councilmember Kelly stated with the city only receiving one bid and with the bid being very costly what were the options? She stated she spoke to a firm in Jesup, they had submitted a proposal, prior to the bid being posted. Attorney Moses stated he felt the city could reach out to a previous contender and the city could consider this firm.

Councilmember Kelly stated she would contact the company to see if they were still interested and she would update the Elected Officials.

IV. 2025-2026 GIRMA Renewal

City of Walthourville

The City Clerk stated she had worked with GIRMA to address the issues the body had at the April 22, 2025 Regular Meeting. The vehicles were updated and GIRMA had to remove some vehicles from their roster. They inquired about the Crime Listed on the Member Breakdown of \$23.80 per employee. Mrs. Murray with GIRMA answered saying, "Crime coverage is a blanket sublimit of \$500k for employee theft or dishonesty. It is part of the GIRMA package policy and we cannot exclude just that line of coverage.

The Annual Premium for the City of Walthourville will be \$99,035.00 for the period of May 1, 2025-April 30, 2026. The motion to approve the GIRMA Annual Renewal was made by Councilmember Dodd and the second was added by Councilmember Kelly.

Vote: 3-2: Motion Passed.

The premium will be paid using Option 3, 25% down-with the balance due in 4 monthly installment.

Councilmembers voting favorably were: Patrick Underwood, Bridgette Kelly and Robert Dodd.

Councilmembers opposed were: Luciria L. Lovette and Mitchell Boston.

V. Millage/Estimated Rollback

Mayor and Council

Mayor Hayes stated that the city's CPA Firm-CKH was still working on the city's first quarter of expenses and revenue. They did not have the information. Initially during the 2024 Budget Meetings CKH recommended 12 mills. No action was taken and the city will have TEAMS meeting on May 2, 2025 with CKH.

VI. Executive Session  
None

Mayor and Council

VII. Adjournment

Councilmembers

At 6:37 PM the motion to adjourn was made by Councilwoman Kelly and the second was added by Councilmember Boston.

Vote: 5-0: Motion Passed Unanimously.



**City of Walthourville**  
**Mayor and Council Special Called TEAMS Meeting Minutes for 05-02-2025**  
**11:00 AM**

**Meeting ID: 233 941 957 651 8    Passcode: ix2PU6tx**

- I.     Call to Order: Mayor Sarah B. Hayes  
The meeting was called to order at 11:06 AM (due to a non-quorum at 11:00 AM) AM by Mayor Sarah B. Hayes. In addition to Mayor Hayes the following members of Council was present and acknowledged themselves:

Councilmember Mitchell Boston  
Councilmember Bridgette Kelly

Councilmember Patrick Underwood  
Councilmember Robert Dodd

The attendance of the council constituted a quorum.

Mayor Pro Tem Luciria L. Lovette was present on the call, but she did not acknowledge herself as being present.

Attorney Luke R. Moses was present.

- II.     Estimated Rollback/Millage Mayor and Council

Mayor Hayes stated, "we are here to decide how much we need for a millage rate. She stated the estimated rollback can change, but it is needed to allow the Tax Assessor to provide constructive notice to homeowners that the city will be initiating a millage.

Councilmember Underwood stated he did not want the millage to be over ten. He added that cuts still needed to be made in the Fire and Police Department.

Councilmember Dodd added he is in favor of a millage rate. However, "if we don't make a change, in the budget, a millage rate is not going to help."

Councilmember Kelly stated she is in agreement for a millage, but "there must be cutbacks in all departments."

Councilmember Boston stated he would prefer to set the millage at eight. He has also spoken to Mr. Payne and Mr. Payne stated setting it higher and then lowering it would not result in additional implications. If it is set lower, then increased higher additional notices would have to be distributed to the citizens.

Mayor Hayes requested City Clerk Moss update the Elected Body on the meeting she had with Chief Tax Appraiser Mr. Payne on May 1, 2025. Ms. Moss stated the numbers that she was about to give was an estimate only, nothing definitive or substantial, so please do not hold Mr. Payne accountable for the numbers, he was working with raw data. From estimation only if the City of Walthourville imposed the following mills the projected revenue could be:

3 Mills	\$201,885.00
6 Mills	\$403,770.00
8 Mills	\$538,360.00
12 Mills	\$807,540.00

Mayor Hayes stated she would prefer to set the rollback at the rate advised by the CPA. The rate could Always be decreased. Attorney Moses advised that it is safest to set it high then work backwards to decrease it. Mayor Hayes further added that, "time is of the essence, the information had to be submitted to Mr. Payne's office by close of business, today. She asked all members of the body, what is their preference for a rollback?

Mayor Hayes stated she proposed 12.

Councilmember Underwood proposed 12.

Councilmember Kelly proposed 12 with the intention that they work with the CPA to decrease and amend the budget for this year (2025).

Councilmember Dodd proposed 12 and said, "if we don't make cuts in the department, please let it be known that when we have the meetings to set the millage, I will not support.

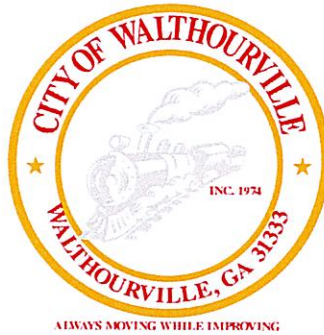
Councilmember Boston, proposed 12 and sated, "I am not voting for the millage if we don't make cuts in some department."

The motion to set the City of Walthourville's estimated rollback at 12 with the intention to make cuts for the current 2025 and upcoming 2026 Budgets were made by Councilmember Kelly and the second was added by Councilmember Dodd who reiterated again his stance on the millage if cuts are not made.

Vote: 4-0: Motion Carried Unanimously.

- III. Adjournment: At 11:40 AM the motion to adjourn was made by Councilmember Kelly and the second was added by Councilmember Dodd. Vote: 4-0: Motion Carried Unanimously.





# AGENDA ITEM 1

LCPC

Mrs. Lori Parks

Liberty Consolidated Planning Commission – Report

**Governing Authority: The City of Walthourville**



Mayor & Council Date: May 27, 2025

Business License: Temporary Business License for a Sign Company

Business Owner: Branded Image Group  
227 E Emory Road  
Powell, TN. 37849

Address: El Cheapo, 5879 W Oglethorpe Hwy.

Property Owner: Nishang & Deeya LLC

Zoned: C-3 (Highway Commercial)

Comments: Branded Image Group has been hired by El Cheapo to re-facing 3 signs only at the above-mentioned address. They will be working temporarily at this site. The Liberty County Building Licensing & Building Dept. require the contractors to have a Georgia business license, since the location is in the city limits of Walthourville they are requesting a temporary business license be issued to perform the work on these signs.

Recommendation: APPROVAL

LCPC Staff: *Lori Parks*  
Lori Parks

Date: 5-8-25



**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 Branded Image Group  
Business Phone#( 365-805-6713 )  
Name of Corporation/LLC\* Branded Image Group  
Business Address 227 E Emory Rd Powell TN 37849  
Mailing Address 227 E Emory Rd  
Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email Address jennings@brandedimagegroup.com

**Full Detailed Description of Business**

Sign Company, fulfilling all imaging needs

Number of employees (including ownership) In City of Walthourville \_\_\_\_\_

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

Zero- we are not opening business in GA. Branded Image Group will be working temporarily in this area

State Sales Tax ID# \_\_\_\_\_ Federal ID # 832146249

Owner Name Chanda Jennings/ Greg Ludwig SS# \_\_\_\_\_ DOB \_\_\_\_\_

DOES THIS BUSINESS REQUIRE A STATE LICENSE? \_\_\_\_\_ (YES) X (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.

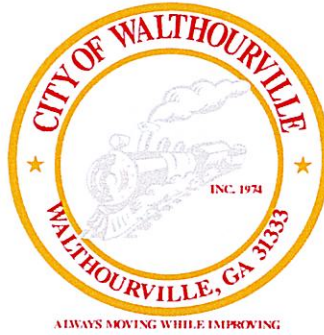
FOR OFFICE USE ONLY  
ZONING DEPT ☒ APPROVED ☐ DISAPPROVED BY [Signature] DATE 5-7-25  
FIRE DEPT ☐ APPROVED ☐ DISAPPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
CITY COUNCIL ☐ APPROVED ☐ DISAPPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
BUSINESS LICENSE DEPT DATE RECEIVED \_\_\_\_\_  
BUSINESS LICENSE ISSUANCE DATE \_\_\_\_\_

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)



# AGENDA ITEM 2

LCPC

Mrs. Lori Parks



Liberty Consolidated Planning Commission – Report

**Governing Authority: The City of Walthourville**



Mayor & Council Date: May 13, 2025

Business License: 1<sup>st</sup> Annual Seafood Fest (May 16 -17<sup>th</sup>)

Business Owner: Brenda Howell

Property Owner: Con Sabor Boricula LLC

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

5-9-25  
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 1st Semi Annual Seaford Festival

Business Phone#( ) 912 492 5635

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

Business Address 4850 W. Oglethorpe, Hwy Hinesville GA 31313

Mailing Address 879 Darrow Lane Hinesville GA 31313

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address blhtrip@yahoo.com

Full Detailed Description of Business

Seaford Festivals with bounce house and live entertainment  
Artist

Number of employees (including ownership) in City of Walthourville \_\_\_\_\_

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

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

Owner Name \_\_\_\_\_ SS# \_\_\_\_\_ DOB \_\_\_\_\_

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.

ZONING DEPT ( ☒ ) APPROVED ( ) DISAPPROVED BY Loi Parker DATE 5-9-25

FIRE DEPT ( ) APPROVED ( ) DISAPPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

CITY COUNCIL ( ☒ ) APPROVED ( ) DISAPPROVED BY \_\_\_\_\_ DATE 5-13-25

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? NO If yes, please indicate the type of tax or fee, and the amount due with the reason the tax is delinquent.

fl 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.

PM 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.

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

I Brenda Howell 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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Legibly print name Brenda Lee Howell

Signature of applicant [Signature]

This application must be approved by the Liberty County Planning Commission

Tax Map & Parcel# 050B045 Zoning Classification C3

Approved by: Kari Parks Date Approved: 5-9-25

Date the request will be presented to Mayor and Council: 5-13-25

\*\*\*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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
\*Signature of Applicant

\_\_\_\_\_  
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*

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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

-----  
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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OLD BOMAZ SITE  
4850 W OGLETHORPE HWY  
HINESVILLE, GA 31313

1st SEMI-ANNUAL

RVs & TENTS ARE WELCOMED!

# Seafood Hinesville Festival

Fun Filled Event

BOUNCE HOUSES - MUSIC - GAMES



Hinesville's Seafood Festival

**FRI & SAT  
16-17  
MAY**

**FRI 4PM - 9PM & SAT 11AM - 9PM**

WE PROVIDE VARIETY OF SEAFOOD VENDORS FOR YOU TO ENJOY

**OYSTERS - CRAB - FISH - SHRIMP - AND MUCH MORE**

ALSO ENJOY: LIVE MUSIC - GAMES - BOUNCE HOUSES & DRINKS - ETC.

**ADULT: \$20 PER DAY**

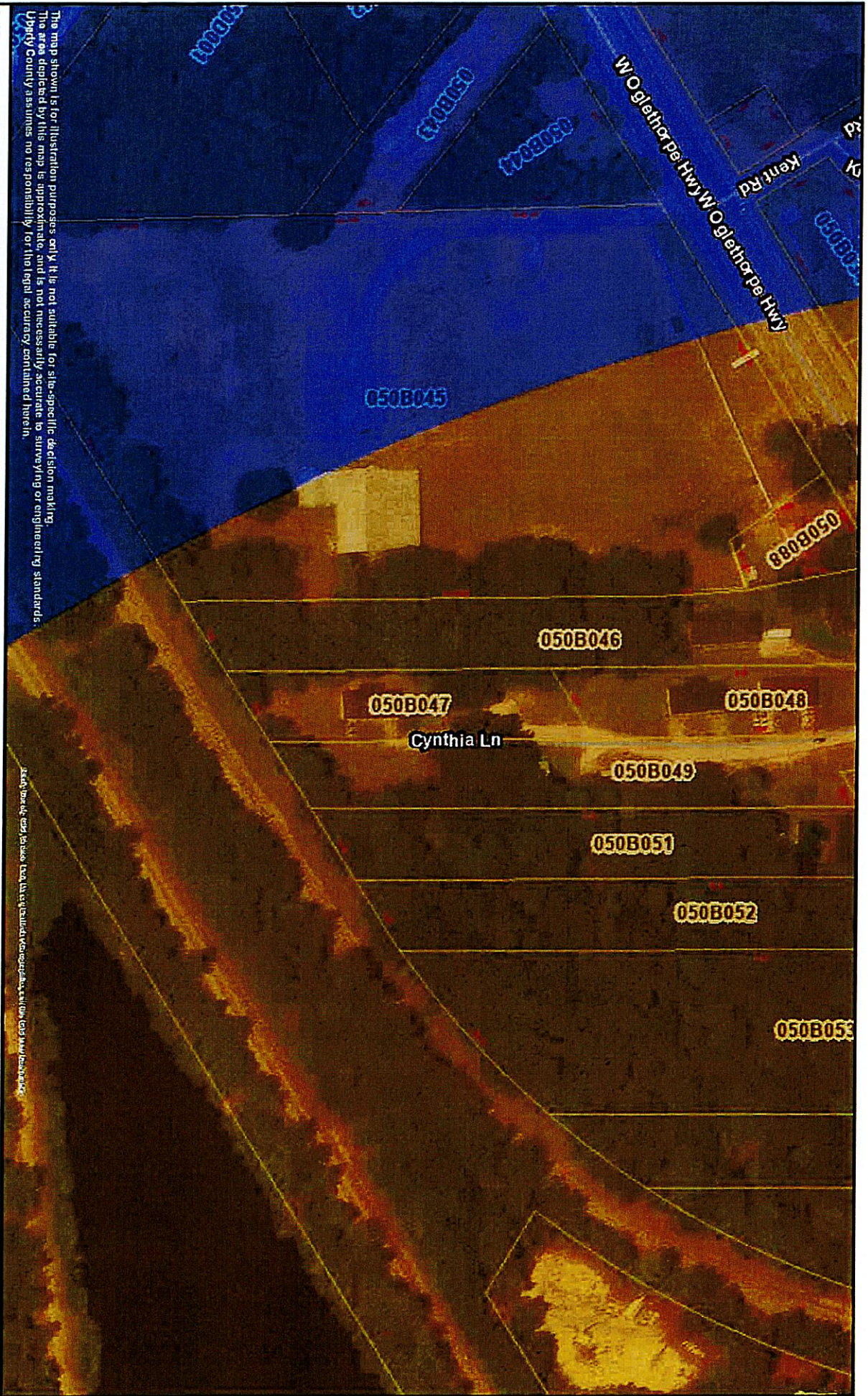
**KIDS 12 & UNDER FREE**

**ADVANCE TICKETS \$13 - PURCHASE BEFORE MAY 30, 2025**

**RVs & TENTS ARE WELCOMED!**  
MORE INFO CALL QUEEN OR ERIC: (912) 492 5635

OLD BOMAZ SITE  
4850 W OGLETHORPE HWY  
HINESVILLE, GA 31313





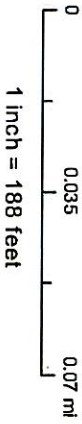
The map shown is for illustration purposes only. It is not suitable for site-specific decision making. The area depicted by this map is approximate, and is not necessarily accurate to surveying or engineering standards. Liberty County assumes no responsibility for the legal accuracy contained herein.

# Liberty County PRISYM 2.0

- Roads
- Incorporated Boundaries
- Parcels
- Carto Line
- ALLENHURST
- WALTHOURVILLE
- Land Hook

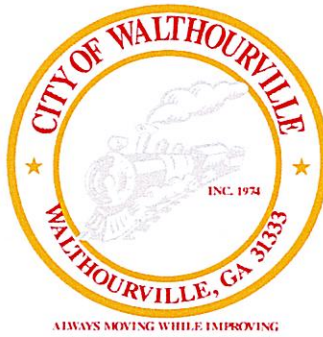


Liberty County  
Assessors' Office  
100 Main Street, Suite 1550  
Hinesville, Georgia 31313  
Phone: (912) 876-3568



Printed on 4/11/2025  
<http://www.libertycountyga.com>





# AGENDA ITEM 3

## City of Walthourville

Councilmember Bridgette Kelly

Auditor Status Update