



**City of Walthourville Mayor and Council Meeting  
February 22nd @ 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 James Hendry                              The Honorable Bridgette Kelly  
The Honorable Luciria L. Lovette

Luke R. Moses, City Attorney  
Fire Chief, Gary Fairchild  
Police Chief, Alfonza (Al) Hagan

- |       |   |                             |
|-------|---|-----------------------------|
| I.    | Meeting Called to Order:  | <b>Mayor Larry D. Baker</b> |
| II.   | Roll Call:  | <b>City Clerk</b>           |
| III.  | Invocation  | <b>Appointee</b>            |
| IV.   | Pledge of Allegiance:   | <b>In Unison</b>            |
| V.    | Adoption of City Council Agenda:  | <b>Councilmembers</b>       |
| VI.   | Adoption of City Council Minutes:   | <b>Councilmembers</b>       |
|       | February 22 <sup>nd</sup> , 2022, Meeting Minutes   |                             |
| VII.  | Presentation:   | <b>None</b>                 |
| VIII. | Agenda Items:   |                             |
|       | <b>1. LCPC</b>  | <b>Mr. Jeff Ricketson</b>   |
|       | For Mayor and Council to approve a zoning permit for 2618 Shaw Road for a double wide manufactured home. John H. Kelly is the owner.  |                             |
|       | <b>2. LCPC</b>  | <b>Mr. Jeff Ricketson</b>   |
|       | For Mayor and Council to approve a Business License for a Coffee and Pastry Shop. The name of the business is "Briggs Cafe" and the owner is Rashana Ramsay. The business will operate out of Mrs. Belva Duncan's Building on Highway 84. |                             |

**3. City of Walthourville**

**Attorney Luke R. Moses**

For Mayor and Council to approve Georgia Department of Transportation (GDOT) Option for Right of Way for I-S-1 Southwest Side of Highway 84, West of Talmadge Road. This item was discussed at the February 8<sup>th</sup>, 2022 meeting and no action was taken by Mayor and Council.

**4. City of Walthourville**

**Attorney Luke R. Moses**

For Mayor and Council to approve Georgia Department of Transportation (GDOT) Option for Right of Way for Parcel 22-Carter Road. This item was discussed at the February 8<sup>th</sup>, 2022 meeting and no action was taken by Mayor and Council.

**5. City of Walthourville**

**Mayor and Council**

City of Walthourville Purchasing Policy. This item was discussed at the February 8<sup>th</sup>, 2022 meeting and no action was taken by Mayor and Council.

**6. City of Walthourville**

**Mayor Pro Tem Hayes**

City of Walthourville Repair and Maintenance. This item was discussed at the February 8<sup>th</sup>, 2022 meeting and no action was taken by Mayor and Council.

**IX. 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**

**X. Executive Session**

**None**

**XI. Adjournment**

**Councilmembers**

When an Executive Session is required, one will be called for the following issues:

**Personnel, (2) Real Estate or (3) Litigation**



City of Walthourville Mayor and Council Meeting Minutes  
February 8<sup>th</sup>, 2022 @ 6:00 PM  
Walthourville Police Department

- I. Meeting Called to Order: The meeting was called to order at 6:00 by Mayor Baker.
- II. The roll was called by Ms. Kara Jackson with the following members present:

Mayor Larry D. Baker	Mayor Pro Tem Sarah B. Hayes
Councilman Charlie L. Anderson, Sr.	Councilman James Hendry
Councilwoman Bridgette Kelly	Councilwoman Luciria L. Lovette

*The attendance of council constituted a quorum.*

- III. Invocation was given by Mayor Baker.
- IV. Pledge of Allegiance was recited in unison.
- V. Adoption of the City Council Agenda: The motion to approve was made by Councilwoman Lovette and the second was provided by Councilman Hendry.  
Vote: 5-0: Motion Carried.
- VI. Adoption of the City Council Minutes: The motion to approve with corrections was made by Councilman Anderson and the second was provided by Councilman Hendry.  
Vote: 4-1: Motion Carried.  
Opposed: CW Lovette.
- VII. Presentation:

Mr. Shuyron A. Macon  
Daylight Capital Advisors

Mr. Shuyron Macon stated he was with Daylight Capital Advisors a public finance Municipal advisory consulting firm with over 20 years of experience in finance. Mr. Macon stated that from 1989-2002 the city borrowed 4 million dollars from USDA and currently 3 million dollars is still owed. The current interest rates still have 20 years on the debt. CW Lovette asked what is the current interest rate? Mr. Macon stated between 4.5 to 6% and he has helped other cities. CW Kelly asked how would they (Daylight Capital) get paid? Mr. Macon stated it would not come out of the general fund but the transaction fee. Attorney Moses asked, "how much would you all get paid?" Mr. Macon stated they would only get paid if there was no loss. Attorney Moses asked, "how much would the COW pay if the interest rates were 4.5 to 3 %? Mr. Macon could not answer the question. Attorney Moses further asked, "how much will they get paid." Mr. Macon stated a minimum of \$25,000 is charged. Attorney Moses asked, "why would there be a charge," Mr. Macon replied it would be a revenue bond. Attorney Moses further questioned Mr. Mason; asking, "What would prevent city from doing this themselves?" Mr. Macon, said, "good question, "because Daylight Capital have financial experts." Attorney Moses rebuttal was, "hasn't interest rates increased?" Mr. Macon stated that interest rates are volatile now. CM Anderson asked, what is the time frame to get the work done? Mr. Macon said 60 days to perform the analysis. Mayor



Baker suggested giving City Attorney Moses time to review the information. CW Lovette, asked if the interest rate is 4.5% and drops, will it help the city save money? Mr. Macon, replied, "if it did Daylight Capital Advisors would help save rates but lately the rates are rising. Mayor Pro Tem Hayes asked, if there were alternatives? He stated there were none. CM Anderson asked how many accounts is he looking at? Mr. Macon stated 3. CM Hendry asked if the city has a 40-year loan and the city sign with Daylight Capital, does the loan revert to 40 years? Mr. Macon, responded with "good question," but never answered the question. CW Kelly asked, what changes would you make? Mr. Macon stated, that is a good question. Attorney Moses stated he would need to review the legal verbiage because as an attorney he has to protect the city but the ultimate decision will lie with the mayor and council. No action was taken to give the city attorney and council more time to review the information.

### VIII. Agenda Items

#### 1. City of Walthourville Attorney Luke R. Moses

For Mayor and Council to approve/disapprove Georgia Department of Transportation (GDOT) Option for Right of Way for I-S-1 Southwest side of Highway 84, West of Talmadge Road. CW Lovette asked where is this? Mayor Baker stated this is for the bypass. Attorney Moses stated the city has 30 days to execute but stated it does not have to be executed. Mayor Pro Tem Hayes asked when would the project start? Attorney Moses stated it would start March 2023. Attorney Moses stated there are 2 parcels for approval. The council did not take no action, they requested this item be revisited at the February 22<sup>nd</sup> meeting.

#### 2. City of Walthourville Attorney Luke R. Moses

For Mayor and Council to approve/disapprove Georgia Department of Transportation (GDOT) Option for Right of Way for Parcel 22-Carter Road. The council took no action, they requested this item be revisited at the February 22<sup>nd</sup> meeting.

#### 3. City of Walthourville Attorney Luke R. Moses

City of Walthourville Purchasing Policy. Stated that the draft policy was a policy that is being used by the City of Guyton. The Mayor and Council can make edits and revisions as they see fit for Walthourville. He stated this was a policy that could be used for all city departments. He further stated that the mayor could still approve all day-to-day budgeted expenditures. The Mayor and Council will have to approve any budget amendments that would occur during the year. Several Councilmembers had a colossal number of questions. Attorney Moses further stated that a purchasing agent would need to be identified as someone that can approve the purchases. The council stated they did not have the information (purchasing policy draft) that the Attorney had. Attorney Moses stated it was behind tab # 3 in the Mayor and Council notebook. The Mayor and Council stated they needed more time to read and decipher the policy and no action was taken.

#### 4. City of Walthourville Mayor Pro Tem Hayes

Arbor Day Proclamation. For the Mayor and Council to approve February 18<sup>th</sup>, 2022 as Arbor Day in the City of Walthourville. Mayor Pro Tem Hayes stated that Dr. Karen Bell, Executive Director of Keep Liberty Beautiful (KLB) was present. Mayor Baker, Mayor Pro Tem Hayes and Dr. Bell gathered at the podium where Mayor Pro Tem read the proclamation and Mayor Baker executed the document. Dr. Bell stated KLB was giving away trees to individuals and if anyone wanted a



tree they would need to go to the KLB website and register. Dr. Bell further stated that the recycle it fair will be held on Saturday February 19<sup>th</sup>, 2022 and the shred it truck will be in the Walthourville City Hall Parking Lot.

#### 5. City of Walthourville

Mayor Pro Tem Hayes

Stated she has spoken with Councilman Hendry about Public Works and received his blessing in assisting him. She drives around the city (Councilman Hendry works during the day) and has noticed the Public Works building on Hardman Road. The building has no insulation, both doors are rotting, they only have one toilet with one urinal for the employees. When they arrive in the mornings it is extremely cold because the building is so dilapidated. When it rains, the entire building is flooded including the office area floods and the inside of the building becomes a mud puddle. She stated with the flooding this is a hazard with electricity. Also, there is mold in the building which can have present long term health concerns. With the doors rotten, it becomes a safety issue because the door is not secure. Mayor Pro Tem states she spoke with Mr. Dave Martin about getting a door with a keypad and he thought it would be good. Mayor Pro Tem stated the Mayor and Council has an obligation to improve the working conditions at Public Works. She. Councilwoman Kelly agreed, but asked, "what line item will it come out of for the budget?" Mayor Baker stated it would come out of repairs and improvements. Mayor Pro Tem stated she met with CPA Matthew Caines during the compilation for the 2022 budget and \$20,000 was put into her area for Mayor and Council technology. Attorney Moses stated the technology improvement cost could be debited from the CARES Fund and not spend it out of the general fund. Mayor Pro Tem Hayes proposed that she would give \$10,000 to Public Works and \$10,000 to the Fire Department. Councilwoman Kelly asked could funds be transferred? Attorney Moses stated, "as long as the spending for these repairs don't exceed the amount of the appropriation. He stated with the budget as long as the funds do not exceed what is in the budget. Mayor Pro Tem stated the city vehicles sit out in the weather and that is wear and tear on the vehicles. Mayor Baker stated, "maybe we can get a shelter." Mayor Pro Tem Hayes asked, where is all the money going to come from for the repairs. Councilwoman Kelly stated, \$10,000 is not going to be enough for what is needed to do. Attorney Moses stated perhaps some of the CARES Funding could be used. He would have to research the specifics and have an answer at the next meeting. The Mayor and Council took no action and will revisit this item at the February 22<sup>nd</sup>, 2022 meeting.

#### 6. City of Walthourville

Mayor Pro Tem Hayes

Mayor Baker stated the dump truck was on hold for now. Mayor Pro Tem Hayes stated the city, currently has more important issues. Councilwoman Kelly stated, "we should get the dump truck. Councilman Hendry stated the dump truck was put into the budget and it was discussed with the mayor and council. Councilman Hendry further stated that he gave his wish list to Mr. Caines and he said it could come out of T-SPLOST. Mayor Pro Tem Hayes said communication is key, where was the money coming from. Hendry said a few years ago the cost of the dump truck was \$53,000 and the prices are going up. Currently, this truck is \$76,000. Councilwoman Lovette, stated we need a dump truck but let's buy what we need instead of what we want, can we meet in the middle of the road? Councilwoman Lovette further stated, "76,000 can do a lot of repairs." Councilwoman Kelly said, "we can't use T-SPLOST, so what are you saying?" Councilman Anderson stated instead of repairing we need a new fire department and public works buildings. He also, stated if Riceboro can get a new city hall, why can't we? The Mayor and Council took no action.

IX. Council Updates:

Fire Department

Councilman Charlie L. Anderson. Sr.

Chief Gary Fairchild stated the department has answered 85 calls, the city received a huge donation from Atlanta Gas Light, a 2015 Chevy pickup. He stated the department had some maintenance issues; the department was not in compliance with male/female bunker space. The roof has been repaired but they still need shingles. He further stated the department can offer blood pressure checks, glucose checks.

Economic Development

Mayor Pro Tem Hayes

Shred event is February 19<sup>th</sup>, Arbor Day was discussed prior in the meeting. April 22<sup>nd</sup> is Earth Day and booths will be available. The city's food drive is March 26<sup>th</sup>, 2022 this will be done once a quarter. The Department of Transportation asked if the city needed financial help in moving utility lines for the bypass. The anticipated cost is \$700,000.

Public Works

Councilman James Hendry

Reported that Public Works is doing well. Garbage and trash are still being collected.

Water Department

Councilwoman Bridgette Kelly

Reported from January 25<sup>th</sup>-February 7<sup>th</sup>, 2022, 47 work orders have been generated. There has been 11 trash, 9 sewer and 12 water connections.

Parks and Recreation

Councilwoman Luciria L. Lovette

Reported that the Women's Day Celebration will have to be changed to the 19<sup>th</sup>. Charlotte Lovette Norman will be the Mistress of Ceremonies. She stated the city wanted to honor all women who have made impacts. Ms. Geneva Moore who was the 1<sup>st</sup> Director of DFCS. The city wants all ethnicities recognized and for this to be an inclusive program. Lana Walthour has not contacted her because the chapter has not been having regular meeting due to COVID. She asked Mayor Baker about the grants. Mayor Baker stated the brownfield grant is being investigated. Mayor Baker stated Councilwomen Kelly and Lovette are spearheading the Women's Day Program.

Police Department

Mayor Larry D. Baker

Captain Chris Reed gave the departments statistics. (Chief Hagan was out of town attending a conference). He stated the officers were still patrolling and doing traffic control

Office of the Mayor

Mayor Larry D. Baker

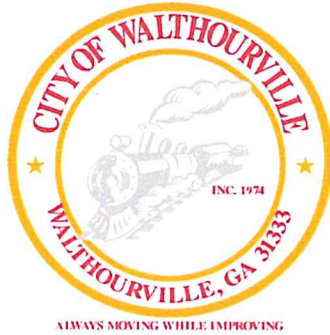
X. Executive Session

None

XI. Adjournment: At 7:58 PM a motion to adjourn was made by Councilman Hendry and the second was provided by Mayor Pro Tem Hayes.

Vote: 5-0: Motion Carried.





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# Agenda Item 1

# Liberty Consolidated Planning Commission – Report

## Governing Authority: The City of Walthourville



Mayor & Council Date: February 22, 2022

Type of Permit: Zoning Permit for 2618 Shaw Road  
for a double-wide manufactured  
home

Owner of Property  
and home: Estate of Nathaniel Kelly

Representative: John H. Kelly

Zoned: R-2 (Single-, Two-Family Residential District)

Utilities: Walthourville water and sewer

LCPC Staff:

Gabriele Hartage  
Gabriele Hartage

2-17-22  
Date



Liberty Consolidated Planning Commission  
100 Main Street Suite 7520  
Hinesville, Georgia 31313  
Phone: 912-408-2030



Jeff Ricketson, AICP  
Executive Director

## Zoning Permit

*clb Nadine Manigault*

Tax Map & Parcel #: 05DC-016

You can obtain this number by calling the Tax Assessor's Office at 912-876-3568.

Property Owner: Estate of Nathaniel Kelly

Contact Name & Number: John H. Kelly

Contact Mailing Address: \_\_\_\_\_

Property Street Address (if existing): 2618 Shaw Road

Subdivision: \_\_\_\_\_ lot: \_\_\_\_\_ Jurisdiction: W

Mailing Address: 912-756-6046

What are your permit plans? place double-wide 2022 wind zone II

Type of water and sewer: city If other explain: \_\_\_\_\_

What structures are on this property? shed

I confirm that these statements are true: John H. Kelly

**Jurisdiction**  
H City of Hinesville  
L Unincorporated  
Liberty County  
M Midway  
W Walthourville  
A Allenhurst  
G Gumbranch  
R Riceboro  
F Flemington

### LCPC Use Only

List Zoning Designation

Unincorporated Area of Liberty County \_\_\_\_\_ City of Walthourville B2

City of Flemington \_\_\_\_\_ City of Midway \_\_\_\_\_ City of Riceboro \_\_\_\_\_

Town of Allenhurst \_\_\_\_\_ City of Gumbranch \_\_\_\_\_ City of Hinesville 1

Setbacks: Front 25' Rear: 20' Side: 15' Side Street: \_\_\_\_\_

Mobile Home Requirement: Size: \_\_\_\_\_ Skirting Type: \_\_\_\_\_

Comments: \_\_\_\_\_

☐ Approved; meets Zoning Standards

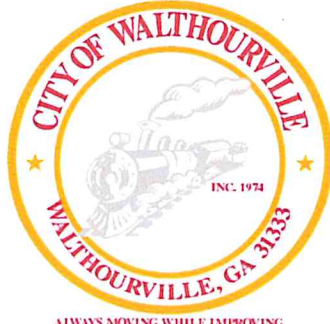
☐ Disapproved, does not meet Zoning Standards

LCPC staff: \_\_\_\_\_ Date: \_\_\_\_\_

### Floodplain Manager Use Only

Flood Zone: \_\_\_\_\_ Elevation \_\_\_\_\_

FEMA Map Date: \_\_\_\_\_ FIRM Map & Panel \_\_\_\_\_



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# Agenda Item 2



Liberty Consolidated Planning Commission – Report

**Governing Authority: The City of Walthourville**



Mayor & Council Date: February 22, 2022

Business License: For a Coffee and Pastry Shop  
"Briggs Café"

Address: 4981 W Oglethorpe Highway, Suite 7

Zoned: B-2 (General Commercial District)

Comments: This will go into Belva Duncan's building  
on Hwy 84.

Recommendation: APPROVAL

LCPC Staff:

Lori Parks

Lori Parks  
Zoning Administrator

2-17-22

Date



**City of Walthourville Business License Division**

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

**Office Location** 222 Busbee Road  
Walthourville, GA 31333  
**Phone:**(912) 368-7501

**Web site address-** [www.cityofwalthourville.com](http://www.cityofwalthourville.com)

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

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

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

This Business is:

- ( ☒ ) New Application  
( ) Ownership Change / Date ownership changed & Certificate # \_\_\_\_\_  
( ) I am filling a name/or address change for Certificate# \_\_\_\_\_

Name business as Briggs Cafe Business Phone#( 1 804 715 2049)  
Name of Corporation/LLC Sunshine Rusthutors LLC  
Business Address 4481 W Oglethorpe Hwy - Suite 7  
Mailing Address 36 Cassels Ct. Hiramville Ga 31313  
Email Address info@briggscate.com / spicer@mysunshineblend.com  
Full Detailed Description of Business Cafe / Coffee Shop / Pastry

Date Business began in City of Walthourville N/A

#of employees in City of Walthourville \_\_\_\_\_ E-verify# (Required if 11 or more employees \_\_\_\_\_)

State Sales Tax ID# 86-PR Federal ID # 86-1620654

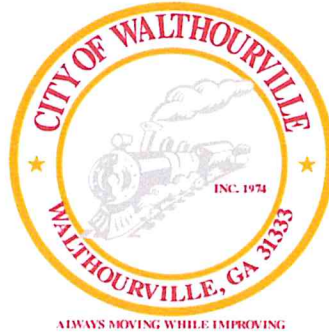
Owner Name Rashona Ramsey DOB \_\_\_\_\_

Home Address 36 Cassels Ct Apt# \_\_\_\_\_ City Hiramville State GA Zip 31313

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

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





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# Agenda Item 3



## Owner's Receipt of Plans & Explanation Acknowledgement

DATE: \_\_\_\_\_

OWNER NAME/MAILING ADDRESS: City of Walthourville  
222 Busbee Road  
Post Office Box K  
Walthourville, GA 31333

TYPE: **INDIVIDUAL**

PROJECT #: NH000-0026-03(056)

PI#: 522570

COUNTY: Liberty

PARCEL: 1-S-1

PROPERTY ADDRESS: Southwest side of Hwy 84; West of Talmadge Road

I have this date received the following full-sized and / or half-sized (to scale):

Right of Way plans, dated: 02-25-2019 Last revised: 09-29-2021

Roadway Construction Plans dated: 08-27-2019  
(Negotiator to initial and date bottom right corner of plans on date given to property owner.)

Driveway profiles (if applicable) dated: n/a  
(Negotiator to initial and date bottom right corner of plans on date given to property owner.)

Also, I acknowledge that the Right of Way Specialist Gregory Jones, representing the Department has explained the above stated plans to me (us) and the effects of the proposed project on my (our) property as of this date.

(OWNER NAME - PRINTED)

(OWNER SIGNATURE)

(OWNER NAME - PRINTED)

(OWNER SIGNATURE)

GDOT REPRESENTATIVE: Gregory Jones

PHONE #: 912-530-4363

EMAIL: GJones@dot.ga.gov

(GDOT SIGNATURE)

(DATE)



## Receipt for Brochure

DATE: \_\_\_\_\_

TYPE: **INDIVIDUAL**

PROJECT #: NH000-0026-03(056)

PI#: 522570

COUNTY: Liberty

PARCEL: 1-S-1

OWNER NAME/MAILING ADDRESS:  
City of Walthourville  
222 Busbee Road  
Post Office Box K  
Walthourville, GA 31333

PROPERTY ADDRESS: Southwest side of Hwy 84; West of Talmadge Road

I, the above named, do hereby certify that I have this date received a copy of the State of Georgia's Brochure "*What Happens When Your Property is Needed for a Transportation Facility*".

\_\_\_\_\_  
(OWNER SIGNATURE)

\_\_\_\_\_  
(DATE)

GDOT REPRESENTATIVE: Gregory Jones

PHONE #: 912-530-4363

EMAIL: GJones@dot.ga.gov

\_\_\_\_\_  
(GDOT SIGNATURE)

\_\_\_\_\_  
(DATE)



STATE OF GEORGIA  
COUNTY OF Liberty

PROJECT NO.: NH000-0026-03(056)  
PARCEL NO.: 1-S-1  
P.I. NO: 522570  
ODA Permit # (if bill board)

**SIGN RELEASE (when not a condemnation)**

(We) (I), the undersigned, agree to release the Georgia Department of Transportation (GDOT) of any and all damages and claims associated with the sign(s) identified as Parcel No.(s)        of Project: 522570, Liberty County for the sum of \$ 1,140.00. (We) (I) further agree to allow GDOT to withhold a performance bond at closing for the amount of \$ 20% to be released when GDOT has inspected the site and found the site cleared OR to be kept by GDOT if the site is not vacated within agreed time below. (We) (I) acknowledge amount agreed upon and received for sign(s) relocation is full and final just and adequate compensation.

\*\*\*\*\*

- (1) It is understood and agreed that (we) (I) shall remove said sign(s) and appurtenances from the premises on which it is located, leaving the sign site (below and above grade) free and clear of all rubbish, debris, and any and all electrical, gas, water, or other supply lines and meters on site, to the satisfaction of authorized personnel of GDOT. This shall be accomplished within 30-calendar days after the execution and delivery of the sign release and seller shall bear the entire expense thereof.
- (2) (We) (I) will comply with all laws, ordinances, regulations or codes applicable to the demolition or removal of said sign(s) and hold GDOT harmless as to any claim in connection therewith.
- (3) In the event (we) (I) (are) (am) unable to remove the referenced sign(s) within the time period specified herein, or as amended by mutual agreement, then the sign(s) will be considered abandoned by the seller and the sign(s) shall be removed and demolished by GDOT. (We) (I) hold GDOT harmless as to any claim in connection therewith.
- (4) (We) (I) understand this sign(s) shall not be relocated adjacent to a route controlled by GDOT for outdoor advertising unless an outdoor advertising sign application is received and approved by GDOT (ODA).

(We) (I) (do) (do not) intend to keep and relocate said sign(s) as set out in conditions above.

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed, Sealed, and Delivered in the presence of:

\_\_\_\_\_  
**Witness** \_\_\_\_\_ (L.S.)

\_\_\_\_\_  
**Notary Public** \_\_\_\_\_ (L.S.)

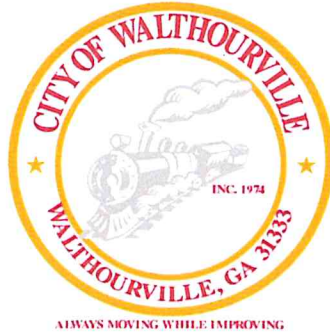
ACCEPTED:  
DEPARTMENT OF TRANSPORTATION  
STATE OF GEORGIA

BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

CC \_\_\_\_\_, State Property Manager, Demolition & Removal

CC: Beth Perkins, Outdoor Advertising Manager (only if a billboard)



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# Agenda Item 4



# Option for Right of Way

GEORGIA, Liberty

COUNTY

PI#: 522570

PARCEL: 22

Received of The Department of Transportation, the sum of One (\$1.00) Dollar, the receipt whereof is hereby acknowledged, and in consideration thereof, and in consideration of the benefits derived by me from the proposed project mentioned herein, I bind myself, my heirs, executors and assigns as follows:

If the said Department of Transportation, shall within 60 days after date hereof pay me the sum of \$ 1,000.00 when the undersigned agrees to execute and deliver to the Department of Transportation fee simple title and easements to the land owned by the undersigned, which is shown reflected in color on the right of way map attached hereto and made a part hereof by reference, to be used for highway purposes on the SR 38 Bypass from SR 38/US 84 to SR 119 being Parcel 22 consisting of 0.035 acres/ 1,541.64 square feet in fee and 339.77 square feet of easement and n/a Linear Feet of Access Rights on Georgia Highway Project Identification Number NH000-0026-03(056).

It is agreed and understood that all TEMPORARY EASEMENTS are limited to the period required for the construction of said project and upon completion and acceptance of same by the Department of Transportation from the contractor, said TEMPORARY EASEMENT will terminate.

It is agreed and understood that I, or any tenant now in possession or any other persons having a claim or interest in subject property, will have not less than two (2) months from date of execution of a deed and easements or for residential properties three (3) months from the date replacement housing is available, whichever is greater to vacate the premises and that on vacating of said premises, only items of personal property will be removed, all items attached to the property and being classed as realty to remain. The above agreement to apply unless otherwise provided in Special Provision. If the Department of Transportation agrees to allow the Grantor or tenant in possession to occupy the subject premises beyond the two month period stated above, the person will be required to pay a rental fee of \$, payable each month in advance. Subsequent to the date of transfer of title to the Department of Transportation and prior to vacation of subject premises, the person in possession will hold the Department harmless as to any claim in connection with the occupancy of said premises. The above option price includes payment for the right of way above described, together with all improvements wholly or partially situated thereon and the right to enter upon the adjacent lands not included in said required Right of Way and Easements for the purpose of removing or demolishing such improvements.

The undersigned further agrees that the Department will be designated an authorized agent for the removal of underground storage tank systems located wholly or partially in said right of way or easement.

## **SPECIAL PROVISIONS (Realty Items ONLY)**

Grantor may retain title to \_\_\_\_\_ for sum of \$ \_\_\_\_\_ (40% of improvement value) which shall be deducted from the option price at the time of closing; PROVIDED, he will obligate and firmly bind himself and his successors in title to strictly and faithfully comply with each of the following conditions:

1. Grantor will demolish or remove the above described improvements from the right of way, easements and set back area and clear said right of way, easements and set back area from the right of way sufficient to comply with County Building Code requirements; however, in the absence of County requirements, a minimum set back of 50 feet is required. All rubbish and debris must be removed to the satisfactions of authorized personnel of the Department of Transportation within 30 calendar days after notice to proceed.
2. Grantor will comply with all laws, ordinances, and regulations of building codes applicable to demolition or removal of buildings in Georgia and hold the Department of Transportation and the county of \_\_\_\_\_ harmless as to any claim in connection therewith.
3. It is understood and agreed that no utility connections shall be made or allowed to relocated structures across or from a limited access right of way, and it is understood and agreed that grantor has agreed to bargain, sell and convey to the Department of Transportation all existing utility rights, and the Department will not be liable in any way for utility reconnections adjacent to acquired rights of way or any subsequent location of improvements.
4. Grantor will leave on deposit with the Department of Transportation the additional sum of \$ \_\_\_\_\_ (20% of improvement value) which will be deducted from the aforesaid option price at closing. This sum will be held as a cash performance bond conditioned on the strict and faithful performance of the aforesaid obligations.

Time is expressly made of the essence of this Special Provision, and in the event grantor fails to comply with aforesaid obligations, all sums held by the Department of Transportation shall be retained as liquidated damages, and title to and the right to remove said structure shall vest in the Department of Transportation. **I (We) do (do not) elect to retain improvements as set out in this Special Provision.**

## **OTHER PROVISIONS (Non-realty Items - Cost to Cure and Trade Fixtures)**

This Offer includes a Cost to Cure payment of \$ \_\_\_\_\_. If the Cost to Cure compensates for: 1) replacement of necessity (well or septic) or 2) removal of items from the acquisition, then a Performance Bond of \$ 20% per item will be withheld. This amount will be returned upon satisfactory replacement or removal of \_\_\_\_\_.

This Offer includes a Trade Fixture payment of \$ \_\_\_\_\_ for certain non-realty items located in the acquisition. If I wish to relocate any of these items (yes or no), a Performance Bond of \$ 20% per item will be withheld. This amount will be returned upon satisfactory removal of \_\_\_\_\_.



GEORGIA, Liberty COUNTY

PI#: 522570

PARCEL: 22

I, the undersigned, understand that I will have no current nor future "property interests" in any median-cut constructed on this project. That this, or any other median-cut, may be closed, relocated, or otherwise modified before, during or after the initial installation. This paragraph is not applicable unless median-cut construction pertains to this project.

The undersigned herein agrees for the same consideration, to provide, without cost to the Department of Transportation, a quit claim deed or such other releases as may be required by the closing attorney from any tenant now in possession of subject property and any other parties having a claim or interest in subject property.

It is further agreed for said consideration to convey and relinquish to the Department of Transportation all rights of access between the Limited Access Highway and approaches thereto on the above numbered Highway and all of the remaining real property of the undersigned except at such points as designated by the Department of Transportation. This paragraph is not applicable unless access rights are indicated on the attached plat.

The said parcel of land as above indicated is shown upon plans on file in the office of the Department of Transportation, Atlanta, Georgia, and said plans being identified as Project Identification Number 522570

Grantor may execute and deliver fee simple title to the Department of Transportation to the above referenced right of way and an additional \_\_\_\_\_ acres of land owned by the undersigned adjacent to and abutting on the above numbered highway for the total consideration of \$ \_\_\_\_\_ which includes payment for the above referenced right of way requirements, other rights and conditions described herein and additional lands. This additional land is shown on the attached plat as the remainder of Parcel No. \_\_\_\_\_. I (We) do (do not) elect to execute and deliver Parcel \_\_\_\_\_ R deed.

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(L.S.)

\_\_\_\_\_  
(L.S.)

Signed, Sealed and Delivered  
in the presence of:

\_\_\_\_\_  
Notary Public

ACCEPTED: DEPARTMENT OF TRANSPORTATION

BY: \_\_\_\_\_  
District Right of Way Team Manager (Date)



# Owner's Receipt of Plans & Explanation Acknowledgement

DATE: \_\_\_\_\_

OWNER NAME/MAILING ADDRESS: City of Walthourville  
222 Busbee Road  
Post Office Box K  
Walthourville, GA 31333

TYPE: **INDIVIDUAL**

PROJECT #: NH000-0026-03(056)

PI#: 522570

COUNTY: Liberty

PARCEL: 22

PROPERTY ADDRESS: \_\_\_\_\_

**I have this date received the following full-sized and / or half-sized (to scale):**

Right of Way plans, dated: 02-25-2019 Last revised: 08-23-2021

Roadway Construction Plans dated: \_\_\_\_\_  
(Negotiator to initial and date bottom right corner of plans on date given to property owner.)

Driveway profiles (if applicable) dated: \_\_\_\_\_  
(Negotiator to initial and date bottom right corner of plans on date given to property owner.)

Also, I acknowledge that the Right of Way Specialist Gregory Jones, representing the Department has explained the above stated plans to me (us) and the effects of the proposed project on my (our) property as of this date.

\_\_\_\_\_  
(OWNER NAME - PRINTED)

\_\_\_\_\_  
(OWNER SIGNATURE)

\_\_\_\_\_  
(OWNER NAME - PRINTED)

\_\_\_\_\_  
(OWNER SIGNATURE)

GDOT REPRESENTATIVE: Gregory Jones

PHONE #: 912-530-4363

EMAIL: GJones@dot.ga.gov

\_\_\_\_\_  
(GDOT SIGNATURE)

\_\_\_\_\_  
(DATE)



## Receipt for Brochure

DATE: \_\_\_\_\_

TYPE: **INDIVIDUAL**

PROJECT #: NH000-0026-03(056)

PI#: 522570

COUNTY: Liberty

PARCEL: 22

OWNER NAME/MAILING ADDRESS:  
City of Walthourville  
222 Busbee Road  
Post Office Box K  
Walthourville, GA 31333

PROPERTY ADDRESS: Carter Road

I, the above named, do hereby certify that I have this date received a copy of the State of Georgia's Brochure *"What Happens When Your Property is Needed for a Transportation Facility"*.

\_\_\_\_\_  
(OWNER SIGNATURE)

\_\_\_\_\_  
(DATE)

GDOT REPRESENTATIVE: Gregory Jones

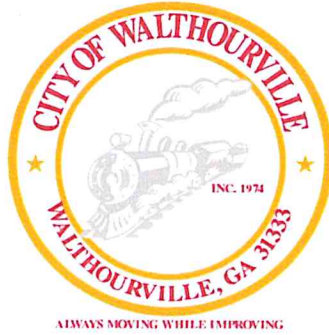
PHONE #: 912-530-4363

EMAIL: GJones@dot.ga.gov

\_\_\_\_\_  
(GDOT SIGNATURE)

\_\_\_\_\_  
(DATE)





# Agenda Item 5

## **Purchasing Policy**

### **GENERAL INFORMATION**

The Mayor and Council of the City of Walthourville, Georgia hereby adopts the following policy as the rules by which purchases by all City Departments and City Officials shall be made. This policy shall promote and effect open and intelligent purchasing of supplies, equipment and services, which will result in the maximum value received for each tax dollar spent.

This policy shall supersede and replace any and all previously adopted policies pertaining to municipal purchases that may have been in effect prior to the effective date of this policy as noted below.

In any event that any portion of this policy is found to be in violation of federal or state law or inconsistent with any provision applicable thereto, the remainder of this policy shall remain in full force and effect.

The City shall not discriminate in its selection of vendors on the basis of race, gender, political affiliation, family relations, friendship or business affiliation. In the event an employee makes a purchase from any vendor whom a personal, business or family relationship exists, three written price quotes shall be required as evidence that the best possible deal for the City was obtained.

Employees shall not make any purchases from a vendor in which that employee has an ownership interest, except when specifically authorized by the Mayor and City Council. Employees must publicly disclose all potential purchase conflicts prior to any purchasing decisions being made.

The City shall seek to obtain the best quality products and services at the lowest possible price in the most convenient manner under all circumstances. However, local vendors However, local vendors should be supported to the greatest extent possible without sacrificing quality or price.

### **PURCHASING AGENT**

The Purchasing Agent shall be appointed by the Mayor and report to him/her. The Purchasing Agent is responsible for overseeing the procurement of centralized goods and services, the administration of the Contracting and Purchasing Policy and the management of surplus of City property.

### **GIFTS AND UNAUTHORIZED PURCHASES**

City employees, officers or officials are not entitled to any special consideration from vendors and merchants in their personal affairs nor are such city employees, officers, or officials to attempt to procure materials for the personal use of any other person. City employees, officers or officials shall not solicit or accept any gifts. Except for emergencies or other authorized exemption, no purchase shall be made without specific authorization as outlined in this policy. The person ordering the unauthorized purchase may be held personally liable for the costs of the purchase or contract.

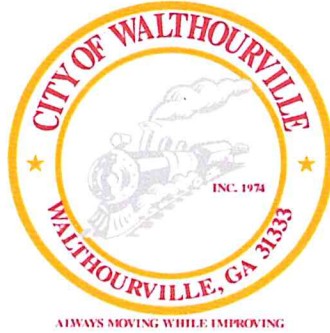
## **PURCHASE ORDER PROCEDURES**

- (a) Department Heads shall submit a Requisition to the Purchasing Agent prior to initiation of the purchase. Documentation of the required procurement procedures shall be attached to the requisition.
- (b) The Purchasing Agent shall verify proper coding, availability of budgeted funds, proper bidding/quote procedures, then forward the requisition to the Mayor.
- (c) The Mayor shall approve, deny, or forward the request to Council.
- (d) Mayor and Council Approval shall be required when any one of the following conditions are met:
  - 1. Item is not specifically approved in the budget and exceeds ten thousand dollars (\$10,000)
  - 2. Item is specifically approved in the budget yet exceeds twenty-five thousand dollars (\$25,000)
  - 3. Purchase will require a budget amendment.

## **PROCUREMENT REQUIREMENTS**

- |                     |   |
|---------------------|---|
| \$2,500 - \$10,000  | Department Head shall solicit a minimum of three (3) price quotes, when possible, (written, oral, phone, or catalog methods are acceptable) and documentation shall be attached to the corresponding purchase requisition before forwarding to the Purchasing Agent. Approval of the Mayor shall be obtained prior to initiation of purchase. |
| \$10,001 - \$25,000 | The Purchasing Agent shall solicit a minimum of three (3) price quotes, when possible, (written, oral, phone, or catalog methods are acceptable) and documentation shall be attached to the corresponding purchase requisition before forwarding to the Mayor. Approval of the Mayor shall be obtained prior to initiation of purchase.       |
| \$25,001            | Manner of procurement (i.e., quotes, sealed bids, etc.) to be determined by the Mayor and Council on an item-by-item basis.   |





## Agenda Item 6

# Mayor and Council Repairs and Maintenance