



CITY OF WALTHOURVILLE

The Honorable Mayor Sarah B. Hayes, Presiding

April 28, 2026 @ 6:00 PM
Walthourville Police Department

The Honorable Mitchell Boston, Mayor Pro Tem
The Honorable Bridgette Kelly

The Honorable Patrick Underwood
The Honorable Luciria Luckey Lovette

The Honorable Robert (Bob) Dodd

Mr. Luke R. Moses

City Attorney

AGENDA

- I. Call to Order Mayor Sarah B. Hayes
- II. Roll Call City of Walthourville
- III. Invocation Appointee
- IV. Pledge of Allegiance In Unison
- V. Approval of Agenda Councilmembers
- VI. Approval of Minutes Councilmembers
 - April 21, 2026 Payroll Study-Global Business Development Strategist
 - April 14, 2026 Regular Meeting Minutes
- VII. Presentation
- VIII. Agenda Items
 1. LCPC Mrs. Lori Parks

Conditional Use 2026-11-W. Submitted by Mr. Javier Martinez for a contractor's yard. The property is located at 5715 East Oglethorpe Highway and is described as LCTM Parcel 050C006.
 2. LCPC Mrs. Lori Parks

Business License Request for Walthour Legacy Enterprises. The owner is Mr. Chad Walthour for a Multipurpose service includes renovation improvements, landscaping and pressure washing. The address will be 1512 Talmadge Road, Parcel # 052B032.
 3. LCPC Mrs. Lori Parks

Business License Request for Sincerely D Renee Designs. The owner is Ms. Dione Renee Ramsey. The business will involve making T-shirts with a heat press and cutting machine. The business will be located at 4981 West Oglethorpe Highway, Suite 15 and is zoned C-3.
 4. LCPC Mrs. Lori Parks

Business License Request for MLA Services. The owner is Mr. Adam Bell and the business request is for a handy man and construction service. The property is zoned R-8.

5. LCPC

Mrs. Lori Parks

Business License Request for Gi and Jai Sparkle Clean. The owner is Ms. Kayeann Ferguson and the request is for a cleaning service for both residential and commercial. The property is zoned SFMH.

6. City of Walthourville

Ms. Shana T. Moss

GIRMA Renewal for 2026-2027. GIRMA is the city’s Property and Liability Insurance Carrier.

7. City of Walthourville

Mayor Sarah B. Hayes

City Roads.

IX. Citizens Comments

Walthourville Citizens

Each citizen is allocated three (3) minutes.

X. Department Reports

Mr. Patrick Golphin

Water Department

Chief Nicolas Maxwell

Fire Department

Chief Christopher Reed

Police Department

XI. Elected Officials’ Comments

Mayor Pro Tem Mitchell Boston

Councilmember Patrick Underwood

Councilmember Bridgette Kelly

Councilmember Luciria Luckey Lovette

Councilmember Robert Dodd

XII. Mayor’s Updates

Mayor Sarah B. Hayes

XIII. Executive Session

None

XIV. Adjournment

Councilmembers

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

City of Walthourville
Mayor and Council Meeting Minutes
April 14, 2026 @ 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 and in addition to Mayor Hayes the following members were present:

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

III. Invocation: The invocation was given by Mayor Hayes.

IV. Pledge of Allegiance was recited in unison.

V. Approval of Agenda: The motion to approve was made by Councilmember Kelly and the second was added by Councilmember Lovette. Vote: 5-0: Motion Passed Unanimously.

VI. Approval of Minutes:

- The motion to approve the March 24, 2026, Road Enhancement Special Called Meeting Minutes Was made by Councilmember Kelly and the second was added by Mayor Pro Tem Boston. Vote: 5-0: Motion Passed Unanimously.
- The motion to approve the March 24, 2026, Regular Meeting Minutes was made by Councilmember Kelly and the second was provided by Mayor Pro Tem Boston. Vote: 4-1: Motion Passed Opposed: Councilmember Lovette

VII. Presentation None
Mayor Sarah B. Hayes moved Agenda Item #3, *City Bypass Update*, to this section of the agenda. Mr. James Dickerson, Area Director with the Georgia Department of Transportation (GDOT) for Chatham, Bryan, and Liberty Counties, provided an update on the bypass project.

Mr. Dickerson reported that the bypass project is progressing well. He stated that Carter Road is currently closed and was projected to reopen on Monday, April 20th. He further advised that the overall project is expected to be completed within approximately 18 months. Construction of the bridge is underway, and the substructure of the bridge is anticipated to be completed by the end of May, with the project nearing completion by Spring 2027.

Mr. Dickerson informed Council that the project office is located behind Bojangles, where citizens may stop by to receive updates and view project maps illustrating planned improvements. He also noted that portions of the City's roads will be repaired as part of the project, with GDOT completing repairs extending approximately 150 feet from affected roadways.

Additionally, Mr. Dickerson stated that Griffin Road is currently an operable roadway, but once construction is complete, it will be converted into a cul-de-sac.

Mr. Dickerson provided his contact information to the Mayor and Council and advised that he is available to conduct project tours for elected officials upon request.

VIII. Agenda Items

1. City of Walthourville Office of the City Clerk. Ms. Shana T. Moss
2026 Estimated Roll-back Millage Rate Certification. Ms. Moss presented the City's millage rate, which will be included on the Liberty County Tax Assessment notices for 2026. This is customary because the tax digest is not yet available and serves to indicate that the City's millage rate is 12. The motion to approve was made by Mayor Pro Tem Boston and the second was added by Councilmember Underwood.
Vote: 5-0: Motion Passed Unanimously.

2. City of Walthourville Police Department Chief Christopher Reed
Camera and Body Camera Contract Renewal with Axon Enterprises. Chief Christopher Reed stated that the agreement represents a five-year renewal with Axon, the vendor that provides the Police Department's body cameras, tasers, and in-vehicle computer systems. The total cost of the renewal is \$258,788.66.
Chief Reed explained that the renewal includes updated equipment and will further enhance officer accountability. He also noted that the agreement provides for upgraded tasers, moving from the current seven-prong taser system to a ten-prong taser system. The motion to approve the renewal was made by Mayor Pro Tem Boston and the second was added by Councilmember Kelly.
Vote: 5-0: Motion Passed Unanimously.

3. City of Walthourville Mayor Hayes and Georgia Department of Transportation
See presentation section.

4. City of Walthourville Mayor Hayes
Liberty County 250 Celebration Update. Mayor Sarah B. Hayes reported that she attended a recent planning meeting regarding the Liberty County 250th Celebration, during which the committee emphasized the need for participation from the City of Walthourville. She noted that several elected officials had previously volunteered to serve on the committee but had not been attending scheduled meetings.

Mayor Hayes further advised that the City will receive ten (10) commemorative banners for the celebration. The City will purchase five (5) banners and will receive five (5) at no cost.

She also informed Council that the official kickoff event for the celebration will be held on June 13, 2026, beginning with a countywide parade. Parade lineup will take place at the Army Education Center from 7:00 AM to 9:00 AM, with the parade starting immediately afterward.

Mayor Hayes added that each municipality in the county was encouraged to host a local event as part of the 250th Celebration. Councilmember Luciria Luckey Lovette suggested that, since Walthourville was founded by women, the City could highlight and recognize the women founders as part of its commemorative activities. Mayor Hayes asked Councilmember Lovette if she would be willing to spearhead this initiative, and Councilmember Lovette agreed to do so.

IX. Citizens Comments:

Mr. Rickie L. Gregory, of R.C. Auto Collaboration stated he wanted to introduce himself and his nonprofit organization. They give back to the community by supporting local functions/events, hosting back to school drives.

X. Elected Officials' Comments

Mayor Pro Tem Mitchell Boston stated he wanted to address the issue of blight within the city. He shared that while traveling throughout the city, he has observed several areas he considers to be in deplorable condition. He emphasized that the city must maintain certain standards in order to attract new industries and investment. He suggested that if homeowners do not clear blighted areas within a specified timeframe, the City may need to consider enforcement measures such as fines or possibly exploring the implementation of a blight tax. He further recommended that the Mayor and Council convene a workshop to develop a five-year plan to address blight throughout the city.

Councilmember Patrick Underwood expressed his appreciation to everyone who contributed donations for the Easter Egg Hunt. He stated the event was a tremendous success and thanked all who supported the effort.

Councilmember Bridgette Kelly reported that she had been contacted regarding City-owned property located in Long County that has become a dumping site for trash. She requested that the property be cleaned. Mayor Hayes asked Utility Billing Manager Mr. Patrick Golphin to generate a work order for Public Works to address the cleanup. Mayor Hayes also asked the Elected Officials for patience, noting that the Public Works Department currently consists of only three employees.

Councilmember Luciria Luckey Lovette asked when improvements would begin at the park. She stated she is concerned because she has observed children jumping the fence to gain entry. Chief Reed advised that the Shaw Roadside (main gate) of the park is opened and closed by the Police Department, while the King Road side (side street entrance) remains closed at all times.

Councilmember Lovette also shared that, as a member of the Historical Society, she is aware of two historical signs located in Walthourville—one near the Police Department and another near Walthourville Baptist Church—that need cleaning. She stated that the Historical Society has volunteers available; however, they currently do not have personnel assigned to clean the two signs located within Walthourville. She requested that Public Works assist with cleaning those signs. Mayor Hayes stated that a work order would be generated through City Hall and again reminded the Council that the Public Works Department currently has only three employees.

Councilmember Robert Dodd stated that weather-related and other emergency information will continue to be posted on the Liberty County Emergency Management Agency (EMA) page, and that the City of Walthourville will continue sharing those updates with residents.

XI. Mayor's Update

Mayor Sarah B. Hayes

Mayor Sarah B. Hayes thanked Mr. Dickerson from the Georgia Department of Transportation (GDOT) for attending the meeting to provide an update on the bypass project and its progress. She stated that she has been communicating with the project engineer regarding roadway matters and that she and Mayor Pro Tem Boston will meet to review the information prior to the April 28, 2026 Council meeting.

Mayor Hayes also reminded the Council about the Georgia Municipal Association (GMA) District 12 Listening Session, scheduled for April 22, 2026, from 11:00 AM to 1:00 PM at the Performing Arts Center in Flemington. City Clerk Moss stated that all Elected Officials had been registered to attend.

XII. Executive Session

None

XIII. Adjournment: At 6:58 PM the motion to adjourn was made by Mayor Pro Tem Boston and the second was added by Councilmember Kelly.

Vote: 5-0: Motion Passed Unanimously.

DRAFT

Mayor and Council Special Called Meeting Agenda
Global Business Development Strategist (Pay Study Presentation)
April 21, 2026 @ 6:00 PM
Walthourville City Hall Conference Room

- 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 and in addition to Mayor Hayes the following members were present:

Mayor Pro Tem Mitchell Boston	Councilmember Patick
Underwood	
Councilmember Bridgette Kelly	Councilmember Luciria Luckey
Lovette	

Councilmember Robert Dodd
The attendance of the council constituted a quorum.
Attorney Luke R. Moses was not present

- III. City Pay Study Results Mrs. DeLisa Clift

Mrs. Clift stated that she conducted the compensation and benefits study as requested by the Mayor and Council. She began her presentation by reviewing the City's employee benefits structure. She explained that employee benefits are administered through the Georgia Municipal Association (GMA), and the City currently pays 100% of employee health insurance premiums, totaling approximately \$252,000 annually in benefits.

Mrs. Clift reported that she compared the City of Walthourville's benefits structure with several comparable small cities in Georgia. She noted that the City of Harlem also pays 100% of employee health insurance coverage. She further referenced the City of Guyton, although her analysis did not specify the percentage of coverage paid by that city.

Additionally, she reported that the City of Hahira pays 90% of employee health insurance coverage. Mrs. Clift stated that, based on these comparisons, the City of Walthourville's current benefits structure is not unusual among similarly sized municipalities.

Mrs. Clift also elaborated on the potential implementation of an Individual Coverage Health Reimbursement Arrangement (ICHRA). She explained that, according to her report, ICHRA could serve as a **cost-control alternative** for the City if the Council's objective is to discontinue paying 100% of traditional group health insurance premiums while still offering a lawful health benefit to employees. However, she noted that ICHRA may be less advantageous if the City's goal is to remain highly competitive with nearby employers that offer more comprehensive group health insurance plans.

She suggested the city could continue its current trend of paying 100% or the Elected Officials could look

At different splits such as 90/10-80/20 or 75/25.

Georgia municipality can legally offer an ICHRA, but it must be designed carefully to carefully to comply with federal class, notice, substantiation, and affordability rules.
Information is being extrapolated directly from Global Business Development Strategist, Report

From a municipal strategy standpoint, we would frame the options this way:

Option 1: Keep the current GMA/GMEBS group model, but add employee cost-sharing

This is the lowest-disruption model. It preserves a traditional group plan while reducing the city's cost load. Based on the public discussion, council has already considered moving from 100% city-paid premiums to a 75/25 or 50/50 split.

Option 2: Move to a leaner group plan plus voluntary add-on

This keeps a recognizable employer-sponsored structure and may be more politically acceptable than eliminating the group plan entirely. Harlem's design shows how a small city can layer group health with ancillary benefits and dependent cost-sharing.

Option 3: Transition to ICHRA

This is viable if the city's priority is **cost certainty** and if employees can realistically access affordable individual-market coverage. It is legally workable, but it would need:

- legal review of the class structure,
- affordability modeling,
- formal plan documents and notice,
- employee education,
- and likely broker/administrator support.

Compensation Study Information

Mrs. Clift then presented the portion of her study related to the City Clerk/Human Resources Administrator position, which is currently held by Shana T. Moss. She stated that the information used in her analysis was obtained from the job descriptions she requested and reviewed, and that she did not conduct interviews with employees regarding their day-to-day job duties.

Mrs. Clift explained that, in her assessment, the combination of the City Clerk and Human Resources functions within a single position result in a concentration of responsibilities that she characterized as providing significant authority within one role. She noted that the City Clerk serves as the custodian of official records, while the Human Resources function includes responsibilities related to employee discipline and personnel administration. She further stated that Human Resources responsibilities may also include payroll-related functions, which she indicated could limit perceived impartiality and reduce internal checks and balances within the organizational structure.

Mrs. Clift, failed to mention the City's contracted accounting firm, CKH, maintains access to the City's financial systems and programs associated with duties performed by the City Clerk and Human Resources functions. She did say the combined workloads of both positions could result in overworked and burnout.

City Clerk also functions as HR. Georgia municipal guidance recognizes that smaller cities often assign HR to the clerk, but it also makes clear that the clerk is already responsible for records management, open records handling, ordinances, elections, contracts/RFP coordination, licenses/permits, and sometimes financial administration. That concentration of statutory, administrative, and personnel authority can become a control-risk issue as the city grows.

Mayor Pro Tem Boston, asked could the Human Resources position be outsourced and would that be beneficial to which Mrs. Clift said yes. She said for every 100 employee an organization needs one HR person.

Councilmember Kelly stated the City Clerk, does payroll and also, and she thinks that could be outsourced as well. Clift said a lot of small cities outsource payroll and use companies such as ADP.

Mayor Hayes stated at one time the city had a Deputy Clerk position. That position has been open since 2018 when the Deputy Clerk retired. Could the positions be split between the Clerk and Deputy Clerk. She referenced Page 6 of her report which is:

If the roles are split, the classification architecture becomes cleaner:

Option 1: Split into City Clerk+ HR support role

- City Clerk remains the governance/records/council-facing position.
- HR becomes Personnel Technician/ HR Coordinator/ **HR** Specialist if the role is mainly onboarding, benefits administration, recordkeeping, policy processing, and routine employee support. DCA's Group E summary for Personnel Technician shows \$42,000 minimum/ \$63,000 maximum.

Option 2: Split into City Clerk+ standalone HR manager

- City Clerk remains governance/records/council support.
- HR becomes Personnel Director / HR Manager only if the city expects policy leadership, compensation administration, employee-relations management, benefits oversight, training, and personnel-program design. DCA's Group E summary for Personnel Director shows an average minimum entry wage of \$45,862 and average maximum wage of \$70,210, with the highest reported min/max in Group E, at \$55,650 / \$83,475.

Georgia benchmark: City Clerk for Walthourville sized cities

Walthourville's latest DCA population estimate is 3,913. Comparable Group E Georgia cities in the DCA city survey show the following City Clerk ranges:

- Harlem (3,866): \$47,193.87 to \$71,811.05
- Metter (3,994): \$54,558.40 to \$81,848.00
- West Point (3,748): \$59,200.81 to \$89,728.67
- Hephzibah (3,782): \$31,500.00 to \$31,500.00
- Cleveland (3,511): reported as 35.00 to 53.50, but the PDF labels it "Annual,"

At the summary level, DCA's Group E City Clerk data shows an average minimum entry wage of \$43,931 and an average maximum wage of \$58,989.

Recommended Walthourville benchmark for a standalone City Clerk

Given Walthourville's size and the comparable city spread, a practical market band for a standalone City Clerk is:

\$46,000 to \$65,000 as a conservative working range, with a broader competitive envelope of roughly \$44,000 to \$71,000 depending on years of service, elections duties, records complexity, and whether utility/cash or procurement functions remain attached.

Georgia benchmark: HR position for Walthourville-sized cities

Because Walthourville is a smaller city, the market data suggests two realistic benchmark tracks.

Track A: HR support role

DCA's Group E Personnel Technician summary shows:

- Average minimum: \$42,000
- Average maximum: \$63,000

This is the better benchmark if the split HR role will handle:

- onboarding/offboarding,
- benefits paperwork,
- personnel files,
- leave tracking,
- policy routing,
- routine employee support.

Track B: true HR manager/director role

DCA's Group E Personnel Director summary shows:

- Average minimum: \$45,862
- Average maximum: \$70,210
- Highest-reported Group E min/max: \$55,650 / \$83,475

Specific Group E examples include:

- Cornelia (4,791): \$55,650 to \$83,475

annualized at 40 hours/week)

- West Point (3,748): \$48,926.29 to \$74,155.92

Recommended Walthourville benchmark for a split HR role

For Walthourville, I would not default to a full Personnel Director title unless the city wants a professional HR function with policy ownership and citywide personnel administration. The better market-aligned structure is usually:

- HR Coordinator/ Personnel Technician: \$42,000 to \$58,000
- HR Manager/ Personnel Director: \$49,000 to \$74,000

Those ranges are grounded in the DCA Group E summaries and the closest reported comparables.

Recommendation

For a city of Walthourville's size, the best operating model is usually:

Keep the City Clerk focused on governance and records, and create a separate HR support role rather than a full HR director immediately.

That model strengthens compliance and control while limiting fiscal impact. It also aligns with GMA's recognition that cities can designate separate records/open-records officers for areas like personnel, which is exactly the kind of structural separation that improves governance maturity.

Recommended structure

- City Clerk: standalone classification, benchmarked to Group E clerk data
- HR Coordinator/ Personnel Technician: separate role for personnel administration
- Use a Personnel Director / HR Manager classification only if the city intends to centralize compensation, benefits strategy, recruitment, employee relations, policy administration, training, and compliance in that office.

Executive takeaway

The risk is not merely that the clerk is "doing too much." The deeper issue is that the city is concentrating records custody, public disclosure response, personnel administration, and often sensitive employment documentation into one office. That creates elevated exposure in three lanes:

- Compliance: redaction, response timing, records handling, personnel administration.

Finance Manager

This job is currently being performed by Mrs. Ivy Norris.

Position Overview

The Finance Manager serves as the central fiscal control authority for the City, with responsibility for financial reporting, budget oversight, compliance, and internal controls. The role operates at a strategic and managerial level, directly influencing the City's financial stability and regulatory compliance posture.

Key Functional Findings

Based on the job analysis questionnaire and validation discussions, the Finance Manager is actively performing:

- Full-cycle financial management, including budget development and monitoring along with the external CPA
- Oversight of general ledger and financial reporting processes
- Coordination of annual audits and external reporting requirements
- Management of accounts payable and receivable functions
- Implementation of internal controls and financial policies as guided by the external CPA

Classification Alignment

The duties performed align strongly with the Accountant/ Finance Director classification as defined in Georgia municipal benchmarks. The position exceeds clerical or technical accounting functions and clearly operates at a professional/management classification level.

Compensation Implication

Given the scope of responsibility, the position is appropriately aligned within a higher-grade classification (Grade 6-7 equivalent). Market benchmarking suggests that compensation should reflect:

- supervisory responsibility
- audit and compliance accountability
- budget authority

Strategic Observation

The Finance Manager role is currently positioned as a mission-critical function, and under-compensation at this level would create risk in:

- financial compliance
- audit outcomes
- long-term fiscal planning

Mayor Hayes added that Mrs. Norris works in collaboration with CKH to compile and record Financial information for the city.

Accounts Receivable Clerk

This position is being performed by Ms. Kara Jackson who is also the city's business license clerk. Ms. Jackson accepts and deposits all monies coming into the city. Mrs. Clift stated she was unsure about labeling this as Accounts Receivable Clerk although she accepts and deposits money and Councilmember Kelly agreed with her.

Position Overview

The Accounts Receivable Clerk is responsible for transactional financial processing and revenue collection support, serving as a key operational role within the City's financial management structure.

Key Functional Findings

The analysis confirms that the position is performing:

- Processing and tracking incoming payments and receivables
- Maintaining customer account records
- Supporting reconciliation processes
- Assisting with financial documentation and reporting

Classification Alignment

The role aligns with the Accounting Clerk/ Customer Accounts Representative classification within Georgia municipal frameworks. Duties are consistent with a clerical/technical support classification, rather than a professional accounting role.

Compensation Implication

This position is appropriately aligned within a lower-to-mid pay grade (Grade 2-3 equivalent), with compensation influenced by:

- volume of transactions
- system complexity (utility billing integration, if applicable)
- accuracy and accountability requirements

Strategic Observation

While not supervisory, this role is operationally critical to revenue integrity. Any compensation adjustments should consider:

- retention risk
- error impact on revenue streams

Utility Billing Supervisor

This position is currently being performed by Mr. Patrick Golphin in conjunction with his role as Water Supervisor.

Position Overview

The Utility Billing Supervisor manages the City's utility revenue system, including billing operations, customer accounts, and oversight of billing processes. This role bridges financial operations and customer service delivery.

Key Functional Findings

The job analysis confirms responsibility for:

- Oversight of utility billing cycles
- Supervision of billing or customer service staff (if applicable)
- Management of customer accounts and dispute resolution
- Coordination with finance for revenue tracking and reconciliation

Classification Alignment

This position aligns with a Utility Billing Supervisor/ Revenue Supervisor classification, reflecting both:

- technical system knowledge
- supervisory and operational oversight

Compensation Implication

The role is appropriately aligned within a mid-level supervisory grade (Grade 4-5 equivalent). Compensation should reflect:

- revenue responsibility
- customer-facing risk exposure
- supervisory duties (if applicable)

Councilmember Dodd inquired about the findings when she shadowed other departments. She stated she did not shadow the other departments. She alluded to that everyone know what Fire and Police does. Mayor Hayes stated she needed to visit Public Works and the Water Department. Mrs. Clift stated she would be in contact with Mayor Hayes to schedule the shadowing of other Departments.

Mrs. Clift also stated she would need an organizational chart that she did not receive. Ms. Moss told her she would resent it to her again and include all the Elected Body.

Adjournment: At 7:08 PM the motion to adjourn was made by Councilmember Kelly and the second was added by Councilmember Underwood.

Vote: 5-0: Motion Passed Unanimously.

DRAFT



Conditional Use 2026-11-W

A conditional use request has been submitted by Javier Martinez for a contractor's yard.

Property is located at 5715 E. Oglethorpe Highway in Walthourville and further described as LCTM Parcel 050C006.

Public Notification

Conditional Use #2026-09-F
A conditional use request for a type B home occupation has been submitted by Viterio Vosely and Ursula Riley-Vosely for a base of operations/commissary for a food truck. The property is located at 170 Flemington Oaks Drive in Flemington, LCTM Parcel 067020, and is bounded now or formerly as follows: NORTH by lands of Kasey and Hope Kastenbaum; SOUTH by lands of Wyanda and Frank Bush; EAST by Flemington Oaks Drive and lands of Dayli and Miranda Cooper; and WEST by lands of Maybank Holdings and Rentals, LLC.

Variance #2026-10-H
A variance request has been submitted by Justin Webb, from the requirement to pave a parking lot. The property is located at 131 MacArthur Drive in Hinesville, LCTM Parcel 0570261, and is bounded now or formerly as follows: NORTH by MacArthur Drive and lands of FCPT Holdings, LLC and 3/78 Real Estate, LLC; SOUTH by lands of Lowe's Home Centers, Inc.; EAST by lands of Cook Out-Hinesville, Inc.; and WEST by the lands of All Ways Feet, PC.

Conditional Use #2026-11-HW
A conditional use has been submitted by Javier Martinez, for a contractor's yard. The property is located at 5715 W. Oglethorpe Highway in Walthourville, LCTM Parcel 050006, and is bounded now or formerly as follows: NORTH by Slaten Street and by lands of Joseph Kelly and Mae F. Anderson and Ruby Hall; SOUTH by West Oglethorpe Highway and by lands of Newbridge Residential Parks, LLC and Rogers Real Estate Holdings LP; EAST by lands of Coastal Utilities and Leconte Properties LLC; and WEST by lands of Yong Y. Cho.

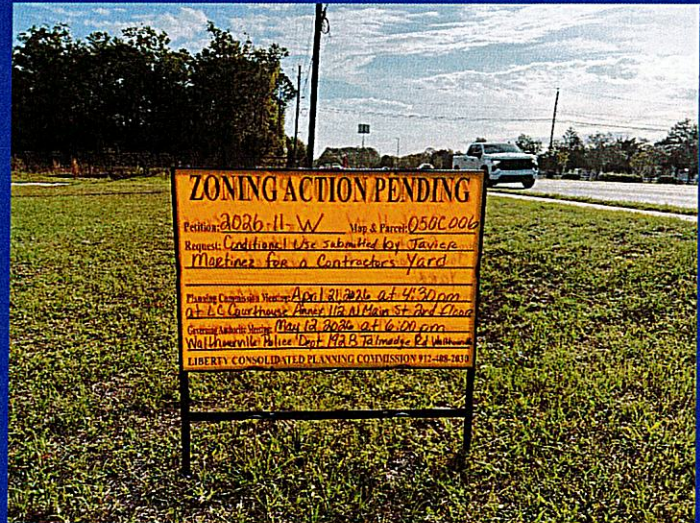
Rezoning Petition # 2026-12-R
A rezoning petition has been submitted by Terry J. Wheeler, on behalf of owner Tom Akra, to rezone + 22.23 acres from A-1 (Agricultural) and AR-1 (Agricultural Residential) to RUD (Planned Unit Development) for a single-family residential development. The property is located on South Coastal Highway in Riceboro, LCTM Parcel 2200003, and is bounded now or formerly as follows: NORTH by South Coastal Highway and by lands of Willie and Sadie Mae Roberts and Hinesville Home Center; SOUTH by lands of Freddy Young; EAST by lands of Daniel and Cheryl Puelo, Cordette S. Stevens, Pearl King, the Varnadoe Cemetery and Dion

French; WEST by lands of Charles Jones and Eddie Robinson.
Rezoning Petition #2026-13-H and Conditional Use #2026-14-H
A rezoning petition has been submitted by Atlantic Building Components & Services, Inc., to rezone +25.07 acres from U (Light Industrial) to I1 (Industrial) for a new wood truss manufacturing facility. The property is located at Technology Drive in Hinesville, LCTM Parcels 0390001 and 0390027, and is bounded now or formerly as follows: NORTH by the lands of RTS Homes LLC, Daseant Moore and Brittany Paxton, Vicent Thomas, John and Joan Gage, Bryan Wolfe, and Toni Scott; SOUTH by lands of State of Georgia; EAST by lands of Liberty County Industrial Authority.

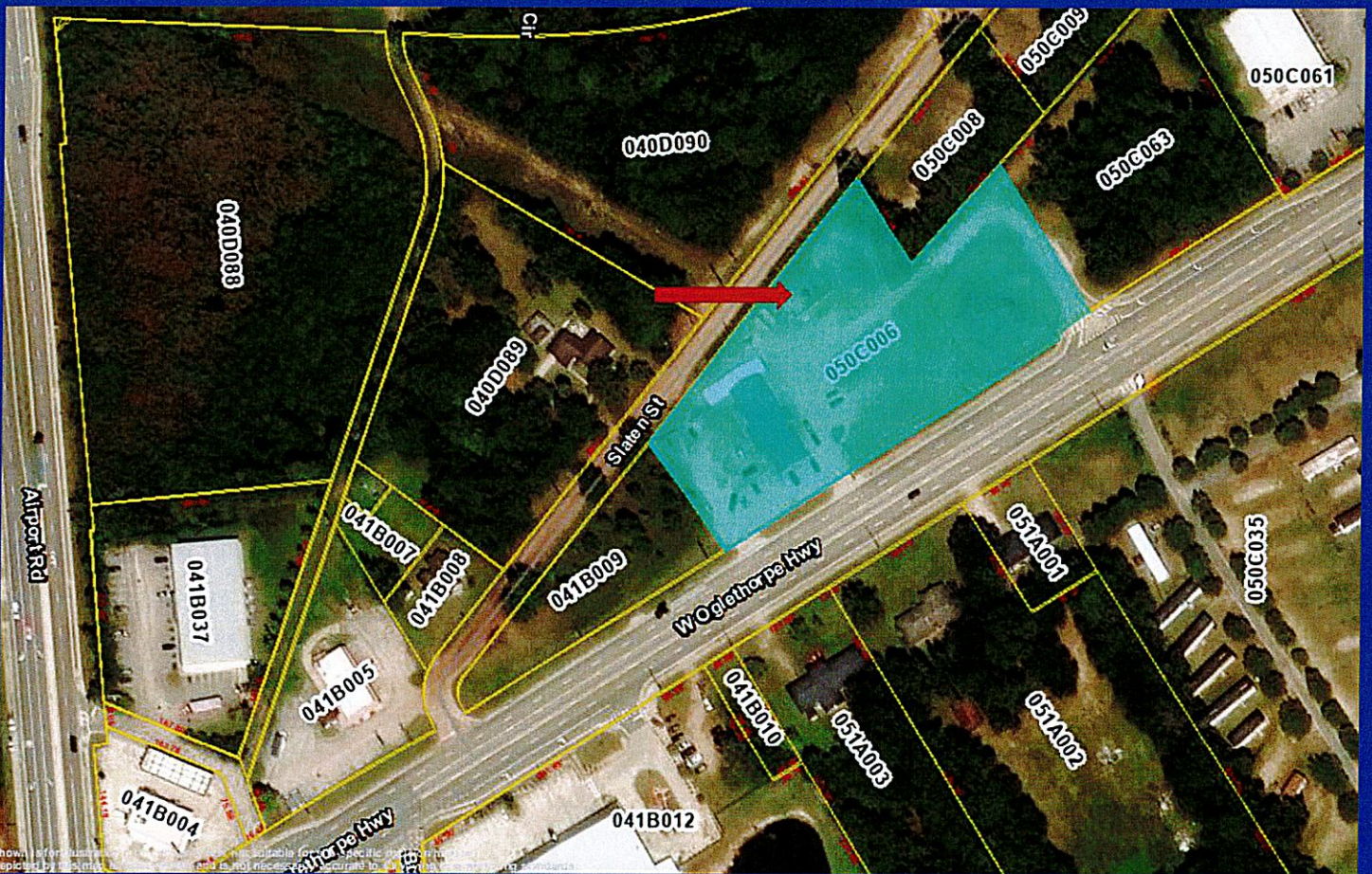
Variance #2026-15-H
A variance request has been submitted by Atlantic Building Components & Services, Inc., from the requirement to pave a parking lot. The property is located at Technology Drive in Hinesville, LCTM Parcels 0390001 and 0390027, and is bounded now or formerly as follows: NORTH by the lands of RTS Homes LLC, Daseant Moore and Brittany Paxton, Vicent Thomas, John and Joan Gage, Bryan Wolfe, and Toni Scott; SOUTH by lands of State of Georgia; EAST by lands of Liberty County Industrial Authority; and WEST by the lands of Liberty County Industrial Authority.

Rezoning #2026-16-H
A rezoning petition has been submitted by West Oglethorpe, LLC, on behalf of the Delilah Way Estate, to rezone +7.48 acres from C-3 (Highway Commercial) to C-2 (General Commercial) to downzone portions of the property to ensure appropriate road frontage. The property is located on West Oglethorpe Highway in Hinesville, LCTM Parcel 059A107, and is bounded now or formerly as follows: NORTH by lands Amerco Real Estate Company; SOUTH by the lands of Michael Quarterman, Dallas Roots, LLC, Lin Yu D, Terry and Angela Fortson, Ray Futch, and Liberty Real Estate Investments, LLC; EAST by the lands of West Oglethorpe Hwy and Long Frasier Street; WEST by the lands of Simcoe Investment Group, LLC and Charles C. Frasier Blvd.
Public Hearing to be Held by the LCPC
The Liberty Consolidated Planning Commission will hold a public hearing on April 21, 2026, at 4:30

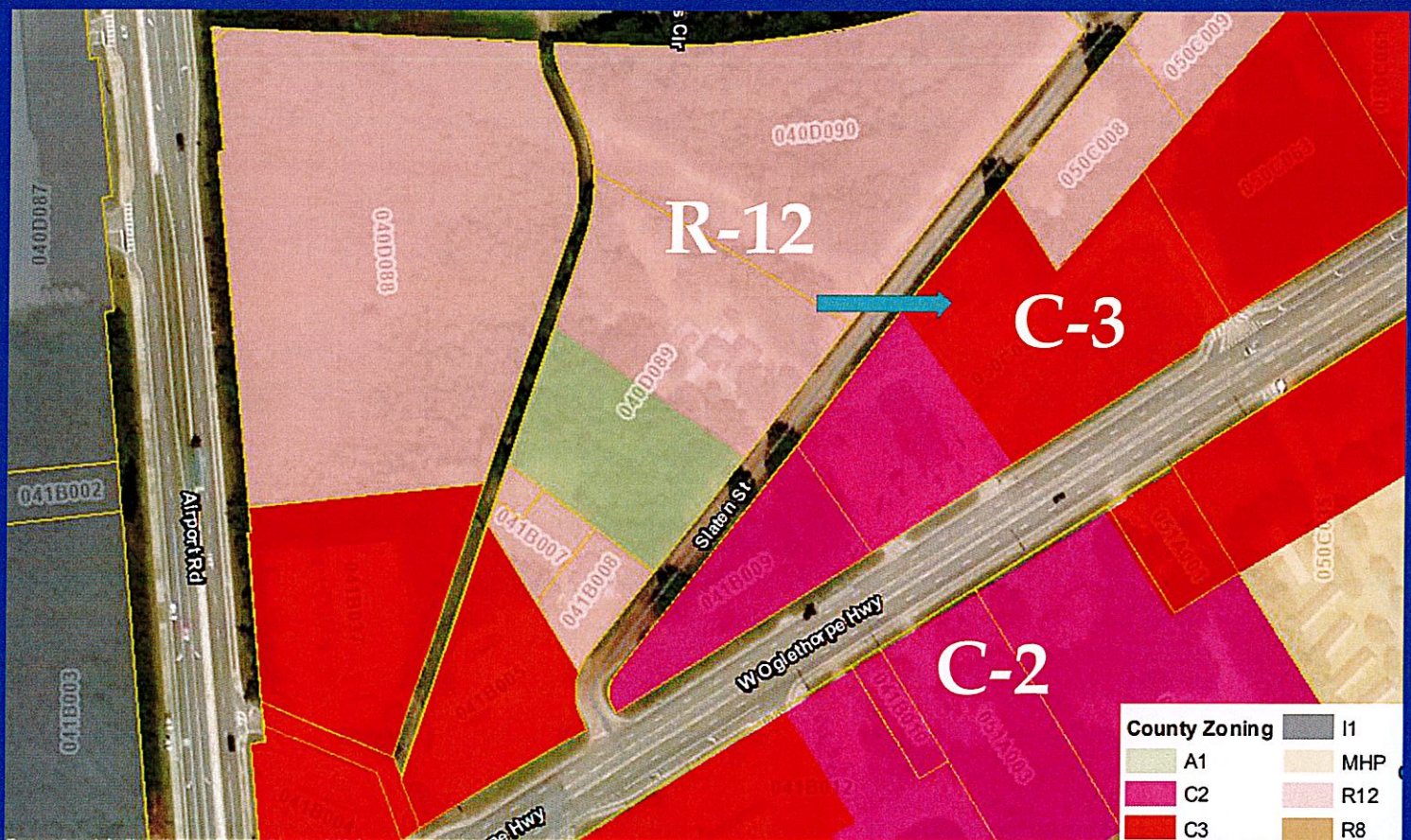
p.m., at the Liberty County Courthouse Annex, 112 North Main Street, 2nd floor, in Hinesville. **Public Hearings to be Held by the Applicable Governing Authority:**
The City of Riceboro will hold a public hearing on May 5, 2026, at 6:00 p.m., at the Riceboro City Hall, 4614 South Coastal Highway, in Riceboro.
The City of Hinesville will hold a public hearing on May 7, 2026, at 3:00 p.m., at the Hinesville City Hall, 115 E. MLK Jr. Drive, in Hinesville.
The City of Flemington will hold a public hearing on May 12, 2026, at 4:30 p.m., at the Flemington City Hall, 156 Old Sunbury Road, in Flemington.
The City of Walthourville will hold a public hearing on April 28, 2026, at 6:00 p.m., at the Walthourville Police Department, 1928 Talmaidge Road, in Walthourville, 53290 +2.26 R.



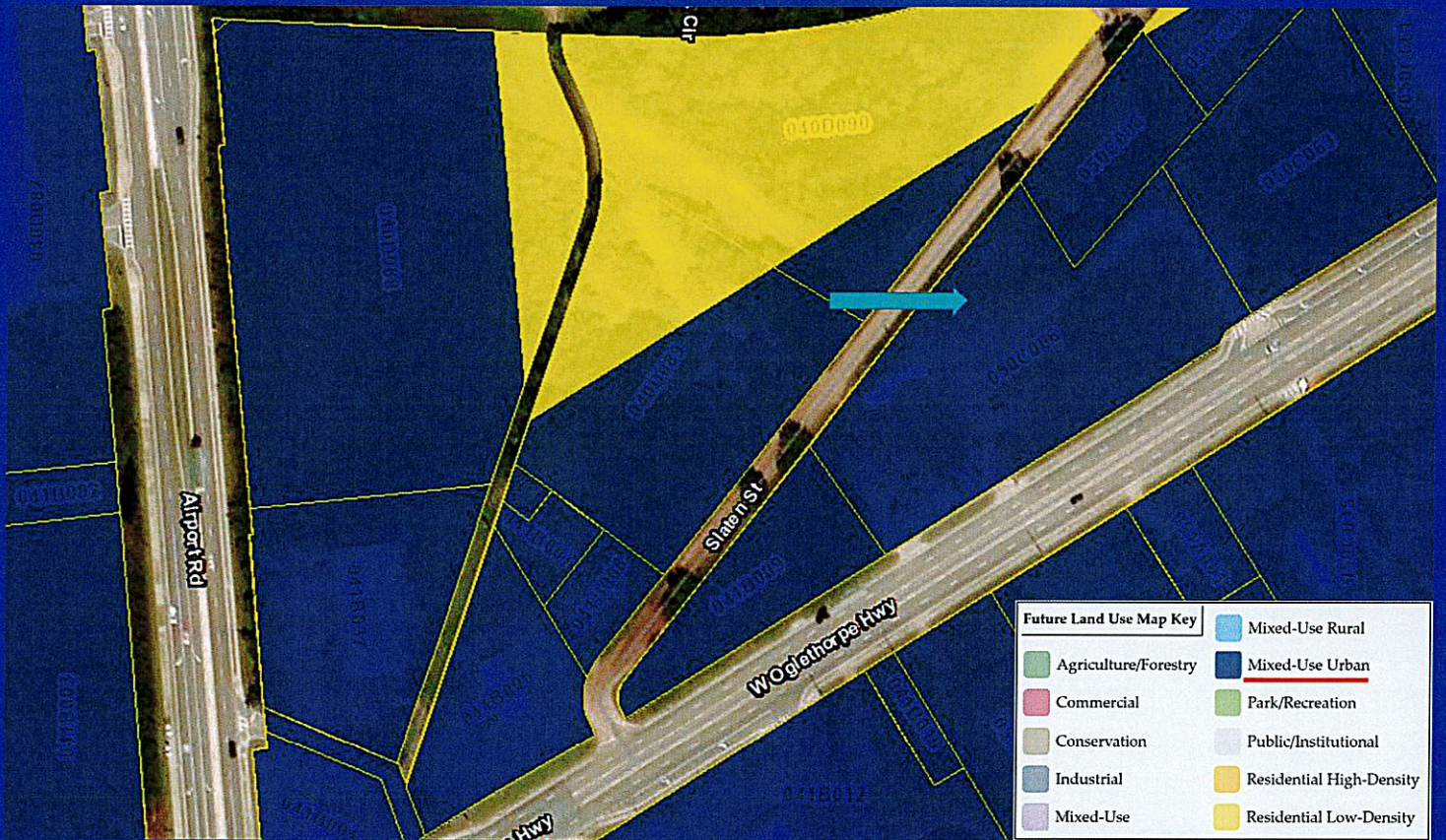
Vicinity Map



Zoning Map



Future Land Use Plan



Narrative

I will be parking my trailer here at walthourville Meatmarket, when someone calls me to get a dumpster I will go and drop it off at their location. When the pick-up date comes I will go to pick it up and dump it at Fleming transfer station.

Concept Plan













Conditional Use Review Criteria

1. The use shall not adversely affect the economic values or the physical appearance of the neighborhood or areas surrounding the site or lot in question.
 - *No, it will not.*
2. The use shall be consistent with the comprehensive plan, and with the purpose and intent of the land use district.
 - *Yes, the Plan designates the future land use as Mixed-Use Urban Corridor in which intensive commercial, retail and services are a permitted use.*
3. The establishment, maintenance, or operation of the use shall not be detrimental to or endanger the public health, safety or general welfare.
 - *No, it will not be detrimental.*

4. The use will not create an undue burden on transportation, including streets and transit, schools, utilities, or the provisions of public safety.

- *No, it will not create a burden.*

5. The design shall minimize adverse physical and environmental effects on adjacent properties, including adverse visual impacts. Buffer zones, where necessary to shield any adverse factors, shall be considered.

- *Yes, the containers shall be screened.*

6. Additional space for parking, landscaping, and adequate measures for ingress and egress shall be considered if necessary to protect adjacent structures or lots from any adverse impact.

- *None necessary.*

LCPC Recommendation

Disapproval

Conditional Use 2026-11-W

Conditions

Standard and Special

LCPC Standard Conditions

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

Special Condition

All equipment and vehicles associated with the business shall be screened from adjacent properties and public rights-of-way.

LCPC Recommendation

Disapproval

Conditional Use 2026-11-W

Conditions

Standard and Special



Liberty Consolidated Planning Commission – Report

Governing Authority: The City of Walthourville



Mayor & Council Date: April 28, 2026

Business License: Sincerely D Renee Designs

Business Owner: Dione Renee Ramsey

Address: 4981 W Oglethorpe Hwy, Suite 15

Zoned: C-3 (Highway Commercial)

Comments: Making t-shirts with a heat press and cutting machine.

Recommendation: APPROVAL

LCPC Staff: *Lori Parks*
Lori Parks
Zoning Administrator

4-22-26
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

**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 Sincerely D Renee Designs Business Phone# (912) 963-2570

Name of Corporation/LLC* Sincerely D Renee Designs

Business Address 9981 W. Oglethorpe Highway Suite 15 Hinesville, GA 31313

Mailing Address 809 Veterans Parkway Apt 810 Hinesville, GA 31313

Email Address SincerelyD.ReneeDesigns@gmail.com

Full Detailed Description of

Business Making t-shirts w/ heat press + cutting machine

Date Business began in City of Walthourville April 19th, 2020

#of employees in City of Walthourville 5 E-verify# (Required if 11 or more employees _____)

State Sales Tax ID# _____ Federal ID # 810-3705906

Owner Name Dione Renee Ramsey SS# _____ JOB 9/1/96

Home Address 809 Veterans Parkway Apt# 810 City Hinesville 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.

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.

If this property is zoned residential, no clients Employees, sales, deliveries, storage of inventory, Or equipment are allowed on the premises. Only One commercial vehicle not to exceed 12,500 lbs Gross weight used as transportation by the occupant May be parked at the residence.

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

I will comply with the Zoning Restrictions stated above: DR (initials)

Signature: Dione Ramsey

I Dione, 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 operated in compliances with all applicable state, federal & local laws, ordinances & regulations, & 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 & enforce laws, ordinances & regulations. I understand that all decisions of Business License Division may be appealed to the City of Walthourville.

This 15 day of April, 20 26.

Signature of applicant Dione Ramsey legibly print name Dione Ramsey

This application must be approved by the Liberty County Planning Commission

Tax Map & Parcel# 050A143

Zoning Classification C3

Approved by: Lori Parks

Date Approved: 4-15-26

Date the request will be presented to Mayor and Council: 4-28-26

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

Liberty Consolidated Planning Commission – Report

Governing Authority: The City of Walthourville



Mayor & Council Date: April 28, 2026

Business License: Walthour Legacy Enterprises

Business Owner: Chad Walthour

Address: 1512 Talmadge Road, Parcel 052B032

Zoned: R-8 (Single-family Residential-8)

Comments: Multipurpose services including renovation, improvements, landscaping and pressure washing.

Recommendation: APPROVAL

LCPC Staff: _____

Lori Parks

Lori Parks

Zoning Administrator

4.22.26

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 Walthour Legacy Enterprises, LLC
Business Phone#() 912-800-5222
Name of Corporation/LLC* Walthour Legacy Enterprises, LLC
Business Address 1512 Talmadge Rd, Allenhurst, Ga 31301
Mailing Address 103 West General Screven Way Suite G10 Hinesville, Ga 31313
Home Address 1512 Talmadge Rd. Allenhurst City Allenhurst State Ga Zip 30301
Email Address info@walthour-legacy.com

Full Detailed Description of Business
Property renovation/restoration, upkeep, improvement, maintenance, landscaping, pressure washing, etc.

Number of employees (including ownership) in City of Walthourville 1

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

State Sales Tax ID# _____ Federal ID # _____

Owner Name Chad Walthour SS# _____ DOB 06-07-1990

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

*** All electrical, mechanical, plumbing, well drilling contractors, salon, mobile home dealers, mobile home installers, and any other contractor that is required to have a State of Georgia License will be required to attach a copy of the license to this application before insurance.
***All commercially used building may be subject to an inspection for fire and safety code compliance prior to any certificate of occupancy or business license being issued.

FOR OFFICE USE ONLY
ZONING DEPT APPROVED () DISAPPROVED BY Roni Parks DATE 4-16-26
FIRE DEPT () APPROVED () DISAPPROVED BY _____ DATE _____
CITY COUNCIL () APPROVED () DISAPPROVED BY _____ DATE 4-28-26
BUSINESS LICENSE DEPT DATE RECEIVED _____
BUSINESS LICENSE ISSUANCE DATE _____

Mailing Address: P.O Box K, Walthourville, GA 31333 Phone: (912) 368-7501
Office Location: 222 Busbee Road, Walthourville, GA 31333 Web site address: www.cityofwalthourville.com



City of Walthourville Business License Division

APPLICATION FOR CHANGE IN LICENSE

FOR THE YEAR _____ DATE _____ ACCOUNT NUMBER _____

\$25.00 CHARGE FOR RELOCATION

\$25.00 CHARGE FOR NAME CHANGE OF BUSINESS

INDICATE THE CHANGE YOU ARE APPLYING FOR:

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

CURRENT INFORMATION OF BUSINESS:

Current business name _____

Address: _____

Owner: _____

Manager: _____

Nature of business: _____

Phone number: _____

COMPLETE ONLY THE SPACE THAT WOULD APPLY TO YOUR CHANGE:

New name of business: _____

New address of business: _____

New manager: _____

New phone number: _____

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

This _____ day of _____, _____

AUTHORIZED SIGNATURE OF APPLICANT

PERSONNALLY before the undersigned appeared

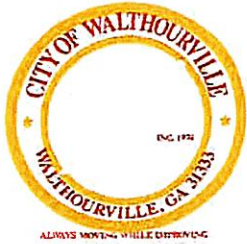
who on Oath has sworn that the above information given therein is true and correct.

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

STATE OF _____ COUNTY OF _____ CITY OF _____

NOTARY PUBLIC

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.

CW 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.

CW 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.

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

I Chad Walthour, 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 15th day of April, 2026.

Legibly print name Chad Walthour

Signature of applicant Chad Walthour

This application must be approved by the Liberty County Planning Commission

Tax Map & Parcel# 052 B032

Zoning Classification RB

Approved by: Rori Parks

Date Approved: 4-15-26

Date the request will be presented to Mayor and Council: 4-28-26

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

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

Phone: (912) 368-7501

Office Location: 222 Busbee Road, Walthourville, GA 31333

Web site address: www.cityofwalthourville.com

CITY OF WALTHOURVILLE BUSINESS LICENSE DIVISION – PRIVATE EMPLOYER AFFIDAVIT

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

Section 1. Please check only one:

(A) _____ On January 1st of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees¹.

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

(B) CL On January 1st of the below-signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

*** If you select Section 1(B), please skip Section 2 and execute below.

Section 2.

The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

Name of Private Employer

Federal Work Authorization User Identification Number

Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on 15th April, 20 26 in Albemarle (city), GA (state).

Chad Walthour
Signature of Authorized Officer or Agent

Chad Walthour
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE 15th DAY OF April, 20 26.

C. Evans

My Commission Expires: 3. 4. 29



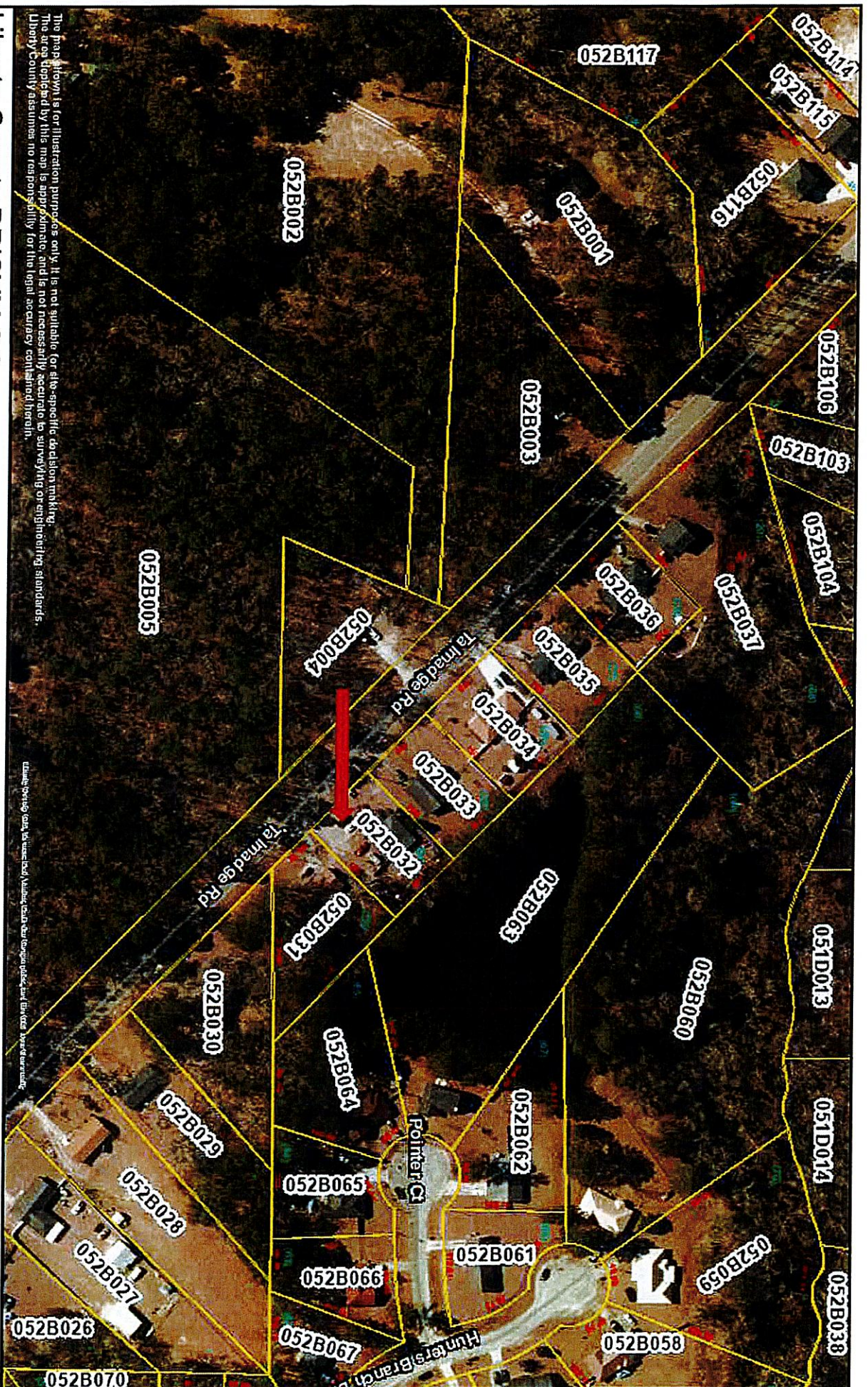
¹ To determine the number of employees for purposes of this affidavit, a business must count its total number of employees company-wide, regardless of the city, state, or country in which they are based, working at least 35 hours a week.

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



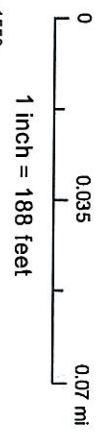
The map shown is for illustration purposes only. It is not suitable for site-specific decision making. The area depicted by this map is approximate and is not necessarily accurate to surveying or engineering standards. Liberty County assumes no responsibility for the legal accuracy of this map.

Liberty County PRISYM 2.0

- Areas**
- █ Override 1
 - █ Roads
 - █ ParcelsCache (Light Outline)
- Carto Line**
- █ Land Hook
 - █ Red: Band_1
- Parcels**
- █ Green: Band_2
 - █ Blue: Band_3



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



Printed on 4/16/2026
<http://www.libertycountyga.com>

Liberty Consolidated Planning Commission – Report

Governing Authority: The City of Walthourville



Mayor & Council Date: April 28, 2026

Business License: Sincerely D Renee Designs

Business Owner: Dione Renee Ramsey

Address: 4981 W Oglethorpe Hwy, Suite 15

Zoned: C-3 (Highway Commercial)

Comments: Making t-shirts with a heat press and cutting machine.

Recommendation: APPROVAL

LCPC Staff: *Lori Parks*

Lori Parks
Zoning Administrator

4-22-26
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

**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 Sincerely D Renee Designs Business Phone#(912) 463-2570

Name of Corporation/LLC* Sincerely D Renee Designs

Business Address 4981 W. Oglethorpe Highway Suite 15 Hinesville, GA 31313

Mailing Address 801 Veterans Parkway Apt 810 Hinesville, GA 31313

Email Address SincerelyDreneeDesigns@gmail.com

Full Detailed Description of

Business Making t-shirts w/heat press + cutting machine

Date Business began in City of Walthourville April 19th, 2026

#of employees in City of Walthourville 5 E-verify# (Required if 11 or more employees _____)

State Sales Tax ID# _____ Federal ID # 810-3705906

Owner Name Dione Renee Ramsey SS# _____ JOB 9/1/96

Home Address 801 Veterans Parkway Apt# 810 City Hinesville 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.

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.

If this property is zoned residential, no clients Employees, sales, deliveries, storage of inventory, Or equipment are allowed on the premises. Only One commercial vehicle not to exceed 12,500 lbs Gross weight used as transportation by the occupant May be parked at the residence.

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

I will comply with the Zoning Restrictions stated above: DR
(initials)

Signature: Dione Ramsey

I Dione, 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 operated in compliances with all applicable state, federal & local laws, ordinances & regulations, & 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 & enforce laws, ordinances & regulations. I understand that all decisions of Business License Division may be appealed to the City of Walthourville.

This 15 day of April, 20 26.

Signature of applicant Dione Ramsey legibly print name Dione Ramsey

This application must be approved by the Liberty County Planning Commission

Tax Map & Parcel# 050A163

Zoning Classification C3

Approved by: Lori Parks

Date Approved: 4-15-26

Date the request will be presented to Mayor and Council: 4-28-26

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

Liberty Consolidated Planning Commission – Report

Governing Authority: The City of Walthourville



Mayor & Council Date: April 28, 2026

Business License: MLA Services

Business Owner: Adam Bell

Address: 113 Morningside Dr., Parcel 051D094

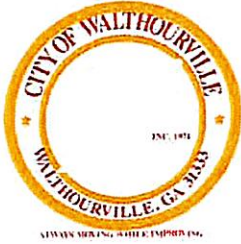
Zoned: R-8 (Single-family Residential-8)

Comments: Handy man and construction services.

Recommendation: APPROVAL

LCPC Staff: *Lori Parks*
Lori Parks
Zoning Administrator

4.22.26
Date



City of Walthourville Business License Division
DELIVER COMPLETED APPLICATION TO
LIBERTY COUNTY PLANNING COMMISSION (LCPC)
100 MAIN STREET, SUITE 7520, HINESVILLE, GA 31313
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 MLA Services LLC
Business Phone#() (843) - 289-9817
Name of Corporation/LLC* MLA services LLC
Business Address 113 Morningside Dr Allenhurst, GA 31301
Mailing Address _____
Home Address 113 Morningside, Dr City Allenhurst State GA Zip 31301
Email Address m.l.a.services151@gmail.com

Full Detailed Description of Business
Handy man and Construction Services

Number of employees (including ownership) in City of Walthourville 1

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

State Sales Tax ID# _____ Federal ID # _____

Owner Name Adam Bell SS# _____ DOB 07/06/1993

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 Roni Parks DATE 4-22-26
FIRE DEPT () APPROVED () DISAPPROVED BY _____ DATE _____
CITY COUNCIL () APPROVED () DISAPPROVED BY _____ DATE 4-28-26
BUSINESS LICENSE DEPT DATE RECEIVED _____
BUSINESS LICENSE ISSUANCE DATE _____

Mailing Address: P.O Box K, Walthourville, GA 31333 Phone: (912) 368-7501
Office Location: 222 Busbee Road, Walthourville, GA 31333 Web site address: www.cityofwalthourville.com



City of Walthourville Business License Division

APPLICATION FOR CHANGE IN LICENSE

FOR THE YEAR _____ DATE _____ ACCOUNT NUMBER _____

\$25.00 CHARGE FOR RELOCATION

\$25.00 CHARGE FOR NAME CHANGE OF BUSINESS

INDICATE THE CHANGE YOU ARE APPLYING FOR:

- NAME
- ADDRESS
- NAME AND ADDRESS

CURRENT INFORMATION OF BUSINESS:

Current business name _____

Address: _____

Owner: _____

Manager: _____

Nature of business: _____

Phone number: _____

COMPLETE ONLY THE SPACE THAT WOULD APPLY TO YOUR CHANGE:

New name of business: _____

New address of business: _____

New manager: _____

New phone number: _____

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

This _____ day of _____, _____

 AUTHORIZED SIGNATURE OF APPLICANT

PERSONNALLY before the undersigned appeared

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

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

STATE OF _____ COUNTY OF _____ CITY OF _____

 NOTARY PUBLIC

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

Office Location: 222 Busbee Road, Walthourville, GA 31333

Phone: (912) 368-7501

Web site address: www.cityofwalthourville.com

City of Walthourville Business License Division



Are you, the applicant, the corporation, LLC or any shareholder currently delinquent in payment of any taxes or fees to any state or local government? NO If yes, please indicate the type of tax or fee, and the amount due with the reason the tax is delinquent.

A.B. 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.

A.B. 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.

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

I Adam Bell, 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 20 day of April, 2026.

Legibly print name Adam Bell

Signature of applicant Adam Bell

This application must be approved by the Liberty County Planning Commission

Tax Map & Parcel# 0510094

Zoning Classification R8

Approved by: Roi Parks

Date Approved: 4.22.26

Date the request will be presented to Mayor and Council: April 28, 2026

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

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

Phone: (912) 368-7501

Office Location: 222 Busbee Road, Walthourville, GA 31333

Web site address: www.cityofwalthourville.com

CITY OF WALTHOURVILLE BUSINESS LICENSE DIVISION – 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 20 day of April, 2026 in Hinesville (city), Georgia (state).



*Signature of Applicant

Adam Bell

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 20_____

NOTARY PUBLIC
My Commission Expires:

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

Mailing Address: P.O Box K, Walthourville, GA 31333
Office Location: 222 Busbee Road, Walthourville, GA 31333

Phone: (912) 368-7501
Web site address: www.cityofwalthourville.com

CITY OF WALTHOURVILLE BUSINESS LICENSE DIVISION – PRIVATE EMPLOYER AFFIDAVIT

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

Section 1. Please check only one:

(A) _____ On January 1st of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees¹.

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

(B) X On January 1st of the below-signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

*** If you select Section 1(B), please skip Section 2 and execute below.

Section 2.

The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

MLA Services LLC
Name of Private Employer

3 000 721
Federal Work Authorization User Identification Number

4/10/26 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 20 DAY OF April, 2026.

Kelly Wiggins NOTARY PUBLIC

My Commission Expires: 3-19-28



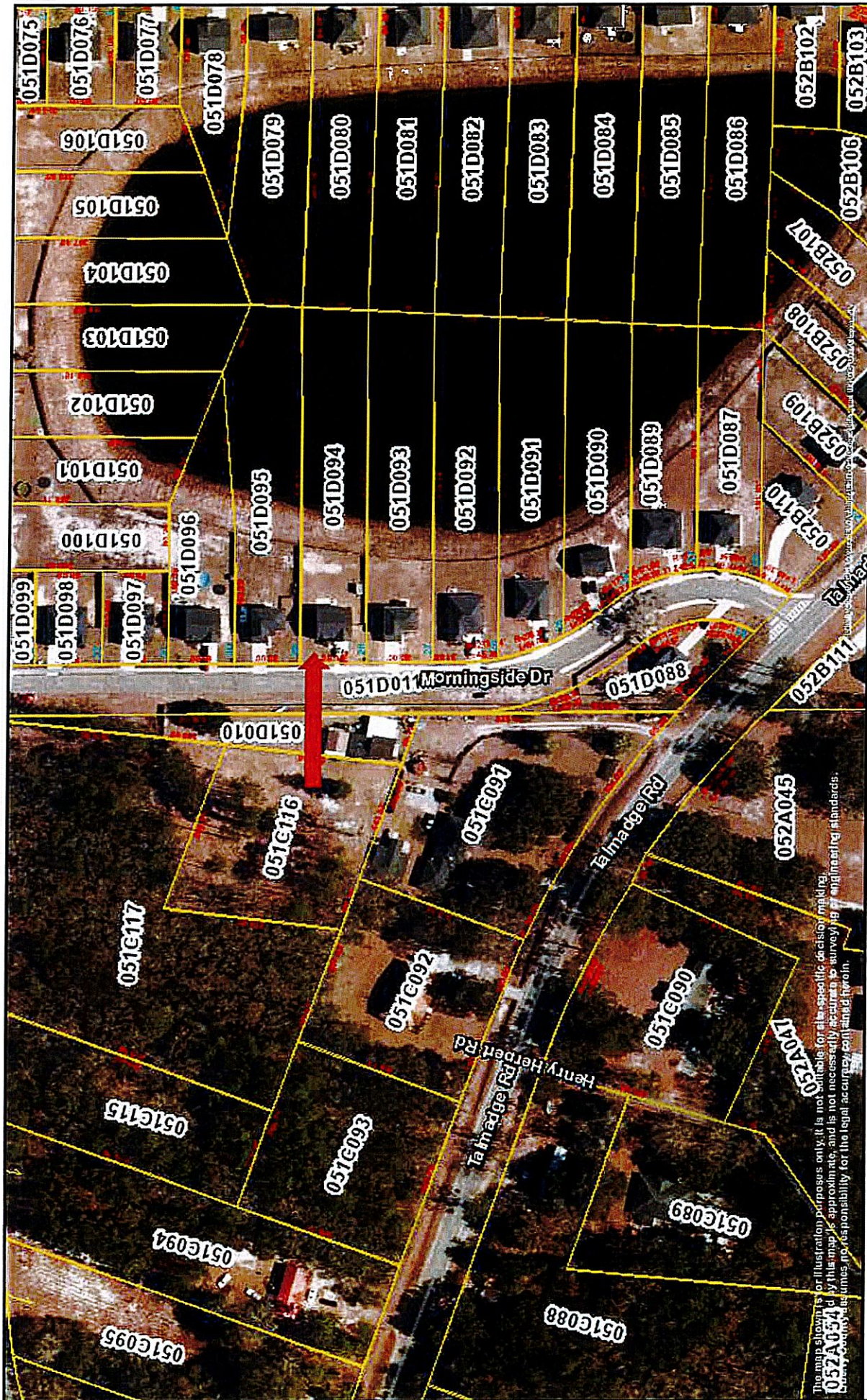
¹ To determine the number of employees for purposes of this affidavit, a business must count its total number of employees company-wide, regardless of the city, state, or country in which they are based, working at least 35 hours a week.

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



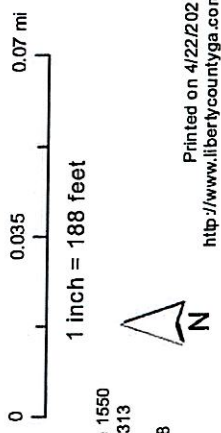
This map is shown for illustration purposes only. It is not a legal document for the specific use of any individual. The map is an approximation, and is not necessarily accurate to surveying or engineering standards. Liberty County Assessor's Office assumes no responsibility for the legal accuracy of any data shown.

Liberty County PRISYM 2.0

- Override 1**
- Green: Band_2**
- Blue: Band_3**
- Parcels**
- Carto Line**
- Land Hook**
- ParcelsCache (Light Outline)**
- Red: Band_1**



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



Liberty Consolidated Planning Commission – Report

Governing Authority: The City of Walthourville



Mayor & Council Date: April 28, 2026

Business License: Gi & Jai Sparkle Clean

Business Owner: Kayeann Ferguson

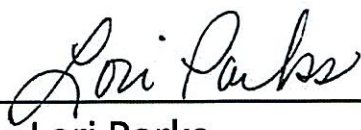
Address: 59 Mikell Court, Parcel 049D112

Zoned: SFMH (Single-family Residential & Manufactured Home).

Comments: Providing cleaning services for both residential and commercial.

Recommendation: APPROVAL

LCPC Staff:



Lori Parks
Zoning Administrator

4.22.26

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

**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 # _____ *personal*
 I am filling a name/or address change for Certificate# _____

Name business as Gier Jai Sparkle clean Business Phone# (478) 954-5037 / 7516254-2206
Name of Corporation/LLC* _____
Business Address 59 Mikell CT, Hinesville GA 31313
Mailing Address 59 Mikell CT, Hinesville GA 31313
Email Address Furgie.furg@gmail.com
Full Detailed Description of Business I will provide cleaning services for both Home & businesses

Date Business began in City of Walthourville _____
#of employees in City of Walthourville 1 E-verify# (Required if 11 or more employees) _____
State Sales Tax ID# _____ Federal ID # _____
Owner Name Hayann Ferguson SS# _____ DOB _____
Home Address 59 Mikell CT, Apt# _____ City Walthourville 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.

- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]

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 _____, 201__ in _____ (city), _____ (state).

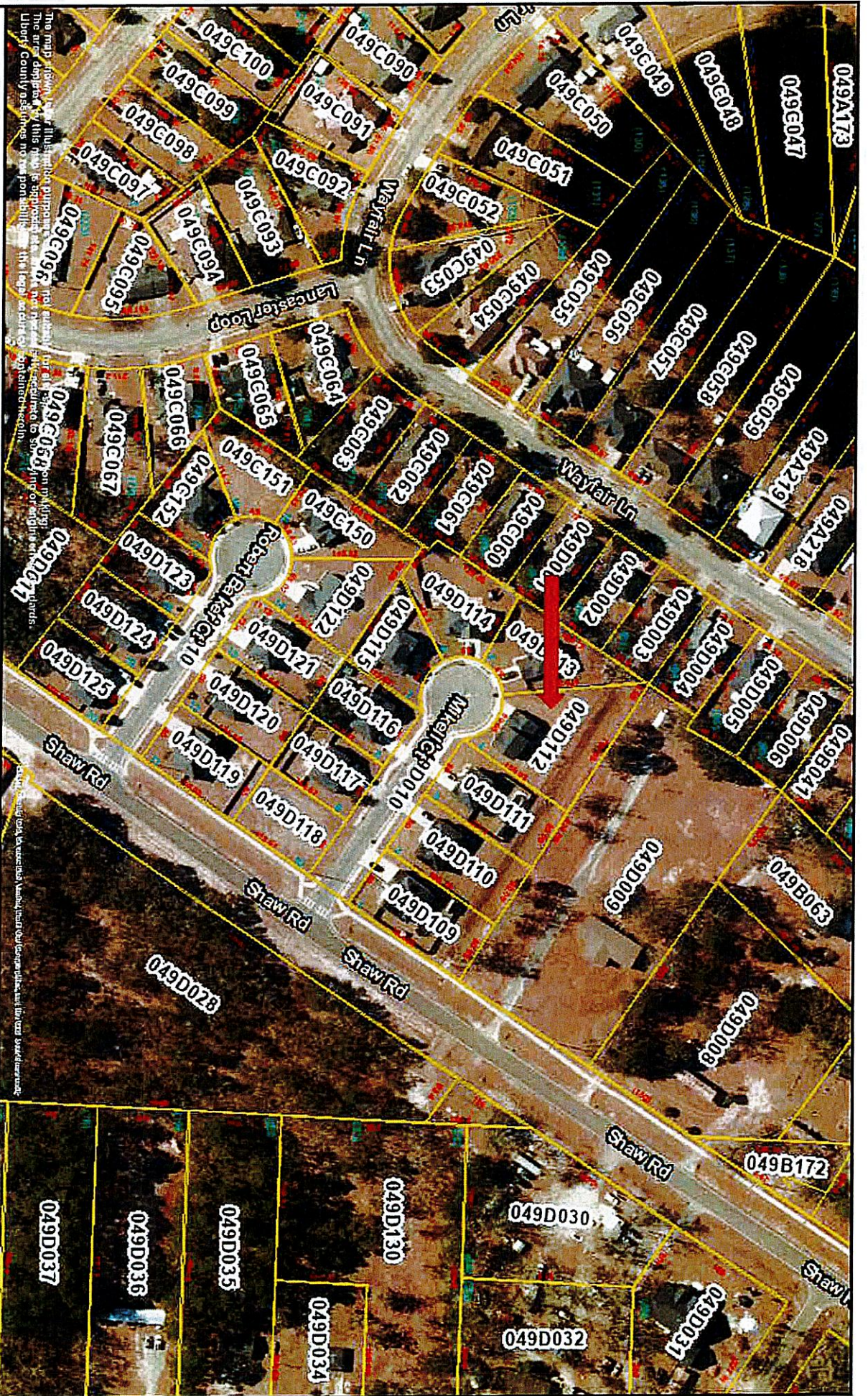
→ K Ferguson
*Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
___ DAY OF _____, 201__

NOTARY PUBLIC
My Commission Expires:

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

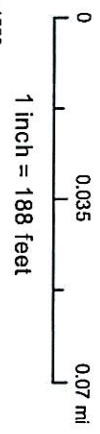


Liberty County PRISYM 2.0

- Areas**
- █ Override 1
 - █ Parcels
 - █ Green: Band_2
 - █ Blue: Band_3
- Roads**
- Land Hook
 - █ Red: Band_1
- ParcelsCache (Light Outline)**
- Carto Line

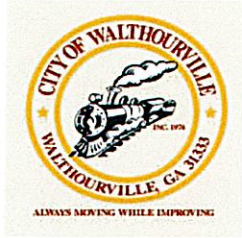


Liberty County
Assessors' Office
100 Main Street, Suite 1550
Hinesville, Georgia 31313
Phone: (912) 876-3568



Printed on 4/16/2026
<http://www.libertycountyga.com>

The map is shown for illustrative purposes only. The map does not constitute a warranty or representation of any kind. The map is subject to change without notice. The map is not intended to be used for legal purposes. The map is not intended to be used for legal purposes. The map is not intended to be used for legal purposes.



CITY OF WALTHOURVILLE
MAYOR AND CITY COUNCIL AGENDA ITEM

SUBJECT: GIRMA RENEWAL FOR 2026-2027

AGREEMENT POLICY / DISCUSSION CONTRACT
 ORDINANCE RESOLUTION/PROCLAMATION OTHER

SUBMITTED: 04-20-2026

Council Meeting: 04-28-2026

DEPARTMENT: Office of the City Clerk

BUDGET IMPACT: City Departments \$103,045.00

PUBLIC HEARING? Yes No

PURPOSE: Presenting the 2026-2027 Georgia Interlock Risk Management Agency Property and Liability Insurance for the City. The Renewal operates from May 1, 2026-April 30, 2027.

HISTORY: The City must maintain property and liability coverage.

FACTS AND ISSUES: The city's annual premium is \$ 103,045.00.

RECOMMENDED ACTIONS: For the Mayor and Council to approve the 2026-2027 Property and Liability GIRMA Renewal.

Office of the City Clerk

Georgia Interlocal Risk Management Agency

GMA Property & Liability Self-Insurance Program

CONTRIBUTION PAYMENT TERMS

CITY OF WALTHOURVILLE

RLFC# WA4

INVOICE NUMBER	373894
EFFECTIVE DATE	05/01/2026
INVOICE AMOUNT	\$103,045
PROPOSAL NUMBER	RWA4-PR2026-7

PAYMENT TERMS:

- OPTION 1: Full Amount Due on Binding
- OPTION 2: 50% Down – Balance due in 30 days
- OPTION 3: 25% Down – Balance due in 4 monthly installments. The entire contribution must be paid within 6 months of the effective date.

Checks should be made payable to **GIRMA**. Please sign and return with your check to:

Georgia Interlocal Risk Management Agency
P.O. Box 105377
Atlanta, Georgia 30348

Please sign and date on the lines below that you have read and accept the limits and deductibles outlined in the renewal terms. Please return the signed invoice with your initial payment to the GIRMA address above.

Authorized Signature

Date

Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE	Contribution Breakdown	Contribution Total
City of Walthourville (WA4)	Effective Date	05/01/2026
GENERAL LIABILITY		
Grants Administered	\$0	
GROSS OPERATING EXPENDITURES	\$9,789	
PARK ACREAGE	\$0	
HOUSING AUTHORITIES - UNITS	\$0	
PUBLIC UTILITIES - CABLE / TELECOM	\$0	
PUBLIC UTILITIES - ELECTRIC	\$0	
PUBLIC UTILITIES - GAS	\$0	
PUBLIC UTILITIES - SEWER	\$0	
PUBLIC UTILITIES - WATER	\$2,568	
REFUSE COLLECTION	\$0	
SCHOOLS - ALL OTHER STUDENTS	\$0	
SCHOOLS - TRADE OR VOCATIONAL STUDENTS	\$0	
WATER RELATED ACTIVITIES - # BEACHES, LAKES, POOLS	\$0	
GENERAL LIABILITY TOTALS		\$12,357

Georgia Interlock Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE	Contribution Breakdown		Contribution	Total
AUTOMOBILE LIABILITY	# of Vehicles	Contrib per vehicles	Total Contrib	
Trucks-Van, Pickups, Light Trucks	9	\$252.93	\$2,276.37	
Trucks-Medium Weight	2	\$337.25	\$674.50	
Trucks-Heavy Weight	0	\$0.00	\$0.00	
Trucks-Extra Heavy Weight	0	\$0.00	\$0.00	
Trucks-Ambulance or Paramedic Vehicles	0	\$0.00	\$0.00	
Trucks-Garbage	0	\$0.00	\$0.00	
Trucks-Fire Trucks	3	\$1,011.74	\$3,035.22	
Private Passenger-Fire Truck	0	\$0.00	\$0.00	
Private Passenger-Police Cars	10	\$2,278.69	\$22,786.90	
Private Passenger-All Other Type Cars	0	\$0.00	\$0.00	
Trailers-Semi Trailers	0	\$0.00	\$0.00	
Trailers-Trailers	0	\$0.00	\$0.00	
Buses-Public Transit Buses	0	\$0.00	\$0.00	
Buses-School Buses	0	\$0.00	\$0.00	
Motorcycles	0	\$0.00	\$0.00	
AUTO LIABILITY TOTALS	24		\$28,773.26	

Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE	Contribution Breakdown	Contribution Total
UNINSURED MOTORIST LIABILITY		\$1,951
LAW ENFORCEMENT LIABILITY	\$1,898.30 per officer	\$18,983
PUBLIC OFFICIALS LIABILITY		\$10,846
PROPERTY (including Mobile Equipment and Boiler & Machinery)	Values / Rates	\$22,068
Total Insured Value	\$6,814,488	
Rate per \$100 of Value	\$0.3238	
POLICE ANIMALS	\$0	\$0
CRIME	\$21.53 per employee	\$646
TOTAL CONTRIBUTION*		\$106,922

* Figures may be off by \$1 due to rounding



AGENDA ITEM # 7

City of Walthourville

City Roads

Mayor Sarah B. Hayes