

CITY OF WALTHOURVILLE

Mayor Sarah B. Hayes



Elected Officials

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

City Administration

Nicolas Maxwell, Fire Chief
Mrs. Ivy Norris, Finance Manager
Christopher Reed, Police Chief
Mr. Dave Martin, Public Works Administrator
Mr. Luke R. Moses, City Attorney

*Mayor and Council Meeting
April 22, 2025 @ 6:00 PM
Walthourville Police Department*

- | | | |
|-------|--|-----------------------|
| I. | Call to Order | Mayor Sarah B. Hayes |
| II. | Roll Call | City Clerk |
| III. | Invocation | Appointee |
| IV. | Pledge of Allegiance | In Unison |
| V. | Adoption of Meeting Agenda | Councilmembers |
| VI. | Adoption of Meeting Minutes | Councilmembers |
| | <ul style="list-style-type: none">• April 8, 2025, Regular Meeting Minutes• April 15, 2025, GMA Meeting | |
| VII. | Presentation(s) | None |
| VIII. | Agenda Item(s) | |
| | 1. LCPC | Mr. Todd Kennedy |
| | Business License Request for a Bakery/Coffee Shop. | |
| | 2. LCPC | Mr. Todd Kennedy |
| | Business License Request for a Type B Home Occupation and a request for Type B Home Occupational Approval. | |
| | 3. City of Walthourville | City of Walthourville |
| | GIRMA (Georgia Interlock Risk Management Agency) 2025-2025 Property and Liability Insurance Renewal. | |
| | 4. City of Walthourville | Mayor and Council |
| | Millage/Rollback. | |

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

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

, City of Walthourville
Mayor and Council Meeting Minutes
April 8, 2025 @ 6:00 PM
Walthourville Police Department

- I. Call to Order: The meeting was called to order at 6:00 PM by Mayor Sarah B. Hayes
- II. Roll Call: The Roll was taken by the City Clerk and in addition to Mayor Hayes the following members were present:
- | | |
|----------------------------------|-------------------------------|
| Mayor Pro Tem Luciria L. Lovette | Councilmember Mitchell Boston |
| Councilmember Patrick Underwood | Councilmember Robert Dodd |
- The attendance of the Council constituted a quorum.
- Attorney Luke R. Moses was present.
- III. Invocation: The invocation was rendered by Mayor Hayes.
- IV. A Moment of Silence was observed in honor of the Fort Stewart Fallen Soldier who tragically lost their lives in Africa.
- V. The Pledge of Allegiance was recited in unison.
- VI. Adoption of Meeting Agenda: The Motion to approve was made by Mayor Pro Tem Lovette and the second was added by Councilmember Kelly. Vote: 5-0: Motion Carried.
- VII. Adoption of Meeting Minutes:
- March 25, 2025, Regular Meeting Minutes the motion to approve was made by Councilmember Boston and the second was provided by Councilmember Underwood. Vote: 4-1: Motion Passed.
Councilmembers voting favorably were: Boston, Kelly, Underwood and Dodd.
Councilmember Opposed: Mayor Pro Tem Lovette.
 - March 25, 2025 Executive Session Meeting Minutes, the motion to approve was made by Councilmember Kelly and the second was added by Councilmember Boston. Vote: 4-1: Motion Passed.
Councilmembers voting favorably were: Boston, Kelly, Underwood and Dodd.
Councilmember Opposed: Mayor Pro Tem Lovette.
- VIII. Presentation(s). There were none.

IX. Agenda Item(s).

1. LCPC

Mrs. Mardee Sanchez

Mrs. Sanchez presented Boundary Hall Phase 1A Final Plat. She stated the developer is Liberty Properties and Holding Co, LLC (Dryden Enterprises). The Engineer for this project is T.R. Long Engineering and the property is located on Hardman Road. Phase 1A will consist of forty-four lots on 15.67 acres which will consist of single-family dwellings and will be zoned PUD. There will be forty-two Standard Lots consisting of minimum gross lot areas of 6,000 and 4,500 square feet. There will be two Garden Lots with a minimum gross lot areas of 4,500 and 4,000 square feet.

Mrs. Sanchez added that there will be an HOA for the subdivision and the city will supply water and sewer. Certificate of occupancy and Letters of credit are required for this project and will be obtained. A lift station will be erected on the property. Certificates of occupancy will not be issued for any house in this phase until the fencing around the pond is installed. The City of Walthourville will not accept the dedication of the drainage easement for the pond until the entire pond has been platted. The motion to approve was made by Councilmember Kelly and the second was added by Mayor Pro Tem Lovette.

Vote: 5-0: Motion Passed Unanimously.

2. City of Walthourville

Mayor and Council

Sewer Tap in Fees. The city's current tap in fee is \$5,420.00 and with the rapid construction growth and labor cost associated with tap in fees the fee needs to be increased. They discussed when the new fee would increase and who would be grandfathered in at the old rate. The new tap in fee will be \$8500.00 (Sewer \$5800.00 + Two-inch line \$2750 = \$8500.00). The motion to increase the tap in fees effective immediately for any construction that is not platted was made by Councilmember Dodd and the second was added by Councilmember Kelly. Construction that has been approved with a final plat approved by the Mayor and Council will cost \$5,420.00.

Vote: 5-0: Motion Passed Unanimously.

3. City of Walthourville

Mayor and Council

Millage. Mayor Hayes stated she spoke with the Liberty Tax Commissioner, Mr. James Sharp, and he will charge the city a two percent fee to collect the property tax. She added that it is the standard rate that is being charged to Hinesville. Attorney Moses will be drafting the contract that will be sent to the County. No action was taken as this was an informational update item.

X. Department Comments

City of Walthourville

Water Department

Mayor Sarah B. Hayes

Reported on April 7th, there were 362 disconnects for non-payment. Of the 362 disconnects 79 of those were Senior Citizens. The Water Department restores services when the bill is paid. Payment arrangements were only made by Elected Officials, Mayor Hayes and Councilmembers Kelly and Underwood. The city staff was given directions at the March 25, 2025 meeting to disconnect anyone that had a balance of \$30.00 or more and no payment arrangements. Attorney Moses stated from a legal perspective, elected officials did not need to be involved in making payment arrangements.

Fire Department

Chief Nicolas Maxwell

Reported that the Fire Department had answered 38 calls since March 25, 2025. They responded to twenty-nine medical calls, four fire related calls, five miscellaneous calls. He urged everyone to be cautious when burning.

Police Department

Chief Christopher Reed

Reported that the department had issued 70 tickets since March 25, 2025. He added the fine in the State of Georgia for passing or non-adherence to a school bus stop sign was \$1,000.00. He further added that if there is no physical divider in the highway to separate the lanes, traffic in both directions must stop for the school bus. The department wants to offer the Citizens Academy again, but the number has been low for citizens wanting to participate. The Citizens Academy class consists of twelve weeks. The next Neighborhood Watch meeting will be held on April 24, 2025, at 6:30 PM at the Police Department. Lastly, he urged citizens to please call 911 if they need the police, please do not call the Police Department. The Police Department's office is not staffed 24 hours a day and could result in a citizen not being assisted. Chief Reed gave the non-emergency number for citizens to call, which is 912-368-9311. Also, he stressed to citizens to lock their vehicles, there has been an increase in entering autos. Senior Citizens Bingo is held on the third Friday of each month.

XI. Citizens Comments: Three Minutes Walthourville Citizens

1. Ms. Sylvia Boyd, stated she was upset about the disconnects. She arrived home from work on April 7th and her water was off. She stated she is a Senior Citizen and on a fixed income. She stated the Water Bills are too high.
2. Ms. Brenda Withers, stated she wanted to Thank who put the sand out at her home. She is very appreciative. Also, she is a Senior Citizen and is concerned about the water bills.
3. Mr. Hakeem Cleare, stated he appreciate the sand also, that was placed on his road. He was alarmed by the number of Senior Citizens that had their services interrupted. He added the city needed to have a resource for the Seniors.
4. Ms. Sherry Baker stated she wanted to address the Senior Disconnects. She said Georgia Power makes exceptions, and they have a program for Seniors. She added that perhaps the city could look at giving the Seniors an extension. She urged the Elected Officials to show some grace. She said they were placed in an office to work for the people, and she encouraged them to find some resources to assist their constituents.

XII. Mayor's Update

Mayor Sarah B. Hayes

She reported that Earth Day sponsored by Keep Liberty Beautiful would be observed on Saturday April 12, 2025, and she will be representing the city. On Saturday April 26th, 2025, the city will have the Great American Cleanup. This event is historic because for the first time in history, three municipalities are working together. The Cities of Allenhurst, Flemington and Walthourville will join forces. The event will be held at Johnnie Frasier Park on Shaw Road. Also, April is Autism Awareness Month and on April 26th after the cleanup from 12 PM-2:00 PM, there will be an Autism Awareness event. Also, the GMA District 12 Meeting will be held on April 15, 2025, at the Performing Arts Center. After the District 12 Meeting, Mrs. Pam Helton with GMA will meet with the Mayor and Council at 6:00 PM at the Police Department.

XIII. Elected Officials' Comments

- **Mayor Pro Tem Lovette** stated she appreciated everyone who checked on her when she was out of town attending her son's promotion ceremony. He was promoted to the rank of Colonel in the United State Army.
- **Councilmember Boston** stated he had an idea to put the city's TSPLOST Funds into an account that bears interest. He received the Master Billing List that he requested, and he also wanted to obtain the Master Billing Registry for March. He asked, Ms. Moss when could he expect it. She replied, "after the billing was complete and submitted electronically." She added that meters were read on Saturday April 5th and the billing was being compiled. He addressed the city's garbage truck and stated that it was just sitting as well as the grapple truck. He added that he had both trucks inspected, the garbage and grapple truck. The Grapple Truck needs repairs due to the malfunction of the boom arm on the truck. He said the repairs on that truck would cost \$10,000. The grapple truck is a single axle unit, and it has a Mercedes engine. He added that the Trash Truck, the city could easily get \$125,000 and Atlantic Waste was interested in purchasing the truck. Selling this truck would eliminate the \$80,000+ payment that is owed.

Attorney Moses said, "we cannot just sell it, it has to go through a bid process." The bid process can consist of 1. Live Auction, 2. Sealed Bids and 3 GovDeals. Councilmember Boston stated GovDeals charges too much for their fees.

The Motion to amend the agenda, sell the garbage truck by conducting a live auction on the steps of City Hall on May 15 at noon was made by Councilmember Boston and the second was added by Mayor Pro Tem Lovette.

Vote: 5-0: Motion Passed Unanimously.

Attorney Moses will prepare the advertisement for the Coastal Courier.

- **Councilmember Underwood** stated, "I don't care who this offends, citizens you must pay your water bills, if your bill is not paid, you will be disconnected." He added on April 19, 2025, from 12:00 PM-1:00 PM there will be an Easter Egg Hunt at Johnnie Frasier Park on Shaw Road. Everyone is invited to come and participate. Lastly, he read the following and it is listed below in its entirety.

"To the Citizens of Walthourville,

Serving you as a member of the Walthourville City Council has been an honor, and I want to take a moment to share some of the progress we've made together.

When I came into office, I made a commitment to work for the good of the people—to make tough but necessary decisions that help move our city forward. Here's some of what we've done:

Coming Out of Financial Default: One of the biggest achievements is that we are working our way out of a \$600,000 negative default. Through careful planning, budgeting, and tough financial decisions, we are restoring our city's financial health and rebuilding a stronger foundation for the future.

Updated Water Rates: After a professional assessment, we learned that our water rates had not increased in over 20 years. To ensure the sustainability of our water system and to continue providing clean, reliable service, we adjusted the rates accordingly. This was not an easy decision, but it was a necessary one for the long-term health of our infrastructure.

Trash Service Improvements: We contracted out our trash services to save the city money while still maintaining quality service. This helps us reduce costs and redirect funds to other areas in need.

Mileage Rate Coming Soon: We're preparing to implement a mileage rate to generate additional revenue for the city. This will help support city services, maintain infrastructure, and improve the overall quality of life in Walthourville.

Accountability in Billing: We are making sure all citizens stay current on their water bills. Timely payments ensure that services continue smoothly for everyone, and that the city remains financially stable.

These are just a few steps we've taken to make sure Walthourville grows stronger and more sustainable—not just for today, but for the future. I remain committed to transparency, community engagement, and smart planning.

- **Councilmember Kelly** stated the RFP for the Auditor has been advertised and the deadline is April 25.
- **Councilmember Dodd** had no comment.

XIV. Executive Session. There was not one.

XV. Adjournment: At 7:56 PM the motion to adjourn was made by Mayor Pro Tem Lovette and the second was added by Councilmember Kelly. Vote: 5-0: Motion Passed Unanimously.

City of Walthourville
Mayor and Council GMA Meeting Minutes
April 15, 2025 @ 6:00 PM.

- I. Call to Order: The meeting was called to order at 6:00 PM by Mayor Sarah B. Hayes.
- II. Roll Call was taken by the City Clerk. In addition to Mayor Sarah B. Hayes, the following members were in attendance.

Councilmember Mitchell Boston
Councilmember Bridgette Kelly

Councilmember Patrick Underwood
Councilmember Robert Dodd

The attendance of the Council constituted a quorum.

Councilmember Absent: Mayor Pro Tem Lovette

Attorney Luke R. Moses was not in attendance.

- III. Georgia Municipal Association Mrs. Pam Helton
- Mrs. Helton stated she was happy to be in Walthourville. She and Mayor Hayes previously spoke about her coming for a retreat, but her schedule did not permit at that time. She began by reviewing the GMA Civility Pledge and Pillars that are visible in the Mayor and Council Chamber. She asked if anyone knew what the acronym QTIP meant? She said Quit Taking It Personally. She stated so many disagreements occur because things are taken personally. Mrs. Helton asked, "what does success look like?" Councilmember Underwood replied, "everyone involved," and Councilmember Boston replied, "balanced budget."

She asked, "why is it important to have a balanced budget?" Councilmember Boston stated, it is important that expenses are lower than revenue. Mrs. Helton added, "if revenue and expenses are lower, you don't have a balanced budget. She informed the Elected Officials that she had watched the city's Mayor and Council meetings, and she wanted to come and see if she could assist with harmonizing everyone. She asked, what do they think the problems are? Councilmember Underwood said, "people been doing it the same way and don't want to change." Mrs. Helton asked for specific examples. Councilmember Boston replied, "the utility billing wasn't getting added correctly, and when I was comparing it did not add up." Mrs. Helton asked, how did he know he wasn't right? "did he inquire or ask anyone. She asked what happens, when we assume? Councilmember Kelly stated you make an ass of me and you.

Mrs. Helton further added that it is essential and important that questions are asked to the people that are in positions to answer the questions. Councilmember Kelly said, "we ask questions that we don't get answered? She referenced a question that she had asked," about the daily deposit and water funds going into the general fund." She stated she was given it has been done this way. She advised her to ask more questions or for the elected officials to come and stay in City Hall one day and watch what is done. Mrs. Helton stated a lot of questions can be solved by talking with one another. She advised that saying something is wrong or being done wrong without actually knowing can lead to unnecessary chaos.

She told the Mayor and Council their roles are to develop policies that the city must/should abide by. She said she has worked with Walthourville and “you have a whole lot of motions, but no policies.” She stated, “they can develop policies and have exceptions to the policies.

Councilmember Boston referenced the Master Billing Registry being wrong. Mrs. Helton, posed the question, “how did he know it was wrong?? She said, if we are assuming without getting all of the information. She asked if they communicated with the employees. Mrs. Helton said, “Employees should be the greatest asset.” Councilmember Boston said he has been told the reason for the errors he found on the Master Billing Registry was, “City Hall don’t have time. He said he has told City Hall if they don’t have time and the support to go through line by line I will help you. He said the errors had happened over one thousand times.

Mrs. Helton asked if he felt there was a problem to have CKH conduct an internal audit on Utility Billing. She stated the Elected Officials should not be doing that, they should hire a third party or someone.

Mrs. Helton asked, “why are you all bringing all complaints/concerns to the Council Meeting. She said, “I have watched your meetings and watched all of you, if there is a complaint or concern it should be directed to the appropriate personnel to follow up on. She said the Mayor is the presiding officer and everything should go through her. Boston added, when he encounters a problem that a citizen has, he will obtain their name and say, call the Mayor or City Hall. Mayor Hayes said she will go and visit the citizens and take pictures or video of the problem that they are experiencing.

At 6:21 PM Councilmember Kelly exited the meeting.

Mrs. Helton advised the Elected Officials to develop and have policies on board. They should think about, “what policies do we have?” Let’s work on solving and having a plan instead of causing the problems. She said they must think about the city and be mindful of where they are headed in the plan. She closed by saying, “the way Walthourville is headed now, it is not good. I want the best for Walthourville, we must live by our civility pledge, be respectful and be kind. They must try to move together as a team. I want to see you all succeed. Let’s come together and have a plan. She added that she would be willing to return and have strategic training with them if they desired it.

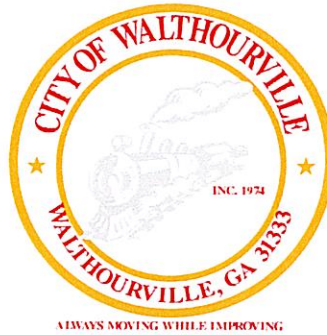
IV. Mayor and Council Comments:

Mayor Hayes, Thanked Mrs. Helton for coming and said the Elected Officials have a lot of work to do. They were elected by the people, and they all need to work together.

Councilmember Boston added, “Thank You for taking time to come out. Mrs. Helton responded, “I know you all have potential.”

There were no additional Elected Officials’ comments.

- V. Adjournment: At 6:36 PM the motion to adjourn was made by Councilmember Boston and the second was added by Councilmember Underwood. Vote: 3-0: Motion Passed.
Councilmembers voting were Boston, Underwood and Dodd.
Councilmember Kelly exited the meeting at 6:21 PM.



AGENDA ITEM 1

LCPC

Mr. Todd Kennedy

Liberty Consolidated Planning Commission – Report

Governing Authority: The City of Walthourville



Mayor & Council Date: April 22, 2025

Type of Permit: Business License – Bakery/Coffee Shop

Owner of Business: Alexis Scott

Business Managed By: Alexis Scott

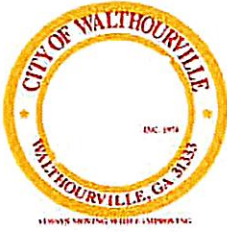
Property Zoned: C-3 (Highway Commercial)

Comments: This proposed business is a bakery and coffee shop located inside of an existing building. The name of the business is HMBL with a corporation name of Chosen Hands & Humble Beginnings, LLC. The location is 4981 W Oglethorpe Hwy. The Parcel Number is 050A163.

LCPC Zoning Recommendation: **APPROVAL**

* Contingent upon any other applicable requirements.

LCPC Staff:  4/16/25
Todd Kennedy 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.cityofwalthorville.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 HMBL Business Phone# (912) 980-0135
Name of Corporation/LLC* Chosen Hands & Humble Beginnings LLC
Business Address 4181 W Ogeithorpe Hwy Suite 7
Mailing Address 194 Alcott Cir
Email Address alexisscott0425@gmail.com
Full Detailed Description of
Business bakery / coffee shop

Date Business began in City of Walthourville 12/27/2024
#of employees in City of Walthourville 1 E-verify# (Required if 11 or more employees) _____
State Sales Tax ID# _____ Federal ID # _____
Owner Name Alexis Scott SSI _____ DOB 09/25/1998
Home Address 194 Alcott Cir Apt# _____ 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.

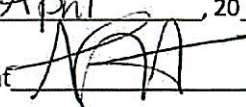
I swear or affirm that I have obtained or will obtain within thirty days of the date of this application a City of Walthourville Certificate of Occupancy as required by the city ordinances.

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

Signature: 

I Alexis Scott, 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 9th day of April, 2025.


Signature of applicant 

legibly print name Alexis Scott

This application must be approved by the Liberty County Planning Commission

Tax Map & Parcel# 050A163

Zoning Classification C-3

Approved by: LCPC - 

Date Approved: 4/16/25

Date the request will be presented to Mayor and Council: 4/22/25

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

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) AS 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: _____.

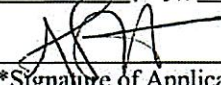
The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G. A. § 50-36-1(e)(1), with this affidavit.

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 9th day of April, 2025 in Hinesville (city), Georgia (state).


*Signature of Applicant

Alexis Scott
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*

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2
Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 ("IIREA") provides that "[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law's website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General." O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

- 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)]

Private Employer Affidavit Pursuant To O.C.G.A. § 36-60-6(d)

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

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

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

NOTARY PUBLIC

My Commission Expires: _____

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.



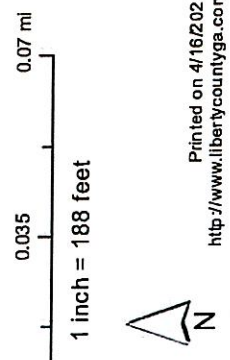
This map shows for illustration purposes only. It is not suitable for site-specific decision making. The area depicted by this map is approximate and is not necessarily accurate to surveying or engineering standards. Liberty County estimates no responsibility for the accuracy contained herein.

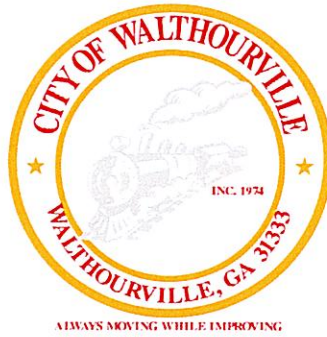
Liberty County PRISYM 2.0

- Areas
- Carto Line
- Override 1
- Land Hook
- Roads
- Parcels



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





AGENDA ITEM 2

LCPC

Mr. Todd Kennedy

Liberty Consolidated Planning Commission – Report

Governing Authority: The City of Walthourville



Mayor & Council Date: April 22, 2025

Type of Permit: Business License – Type B Home Occupation

Owner of Business: LaToya Inman

Business Managed By: LaToya Inman

Property Zoned: R-8 (Single-Family Residential-8)

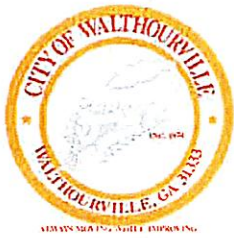
Comments: This proposed business is a Type B Home Occupation to have a Commissary/Base of Operation for a Food Truck at a residence. The name of the business is South Peach Cuisine, LLC. The location is 146 Stephanie Drive. The Parcel Number is 050D063. The LCPC recommended approval at their hearing on 4/15/25.

LCPC Zoning Recommendation: **APPROVAL**

* Contingent upon any other applicable requirements.

LCPC Staff: 
Todd Kennedy

4/16/25
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 Latoya Inman Business Phone# (803) 805-738-6272

Name of Corporation/LLC* South Peach Cuisine, LLC

Business Address 1416 Stephanie Dr. Allenhurst Ga. 31301

Mailing Address Same as above

Email Address latoya.inman79@gmail.com

Full Detailed Description of

Business South Peach is a mobile food service specializing in Southern Comfort food with a peach-inspired twist. I aim to provide quick-high quality meals while keeping it

Date Business began in City of Walthourville TBD

#of employees in City of Walthourville 1 E-verify# (Required if 11 or more employees _____)

State Sales Tax ID# _____ Federal ID # _____

Owner Name Latoya Inman SS# _____ B 010-18-1979

Home Address 1416 Stephanie Dr. Apt# _____ City Allenhurst State Ga. Zip 31301

simple + efficient

*** 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? _____ If yes, please indicate the type of tax or fee, and the amount due with the reason the tax is delinquent.

NO

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: LD1
(initials)

Signature: Latoya D. Inman

I LD Inman, 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 20th day of February, 2025.

Signature of applicant LD Inman legibly print name LaToya Inman

This application must be approved by the Liberty County Planning Commission

Tax Map & Parcel# 050D063

Zoning Classification R-8

Approved by: LCPC - [Signature]

Date Approved: 4/15/25

Date the request will be presented to Mayor and Council: 4/22/25

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

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:

Drivers License, SS card, Passport

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 20th day of February, 2025 in _____ (city), Georgia (state).

K. D. Inman
*Signature of Applicant

Latoya Inman
Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

11 DAY OF March, 2025

Kelly Wiggins
NOTARY PUBLIC
My Commission Expires:

3-19-28



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

Private Employer Affidavit Pursuant To O.C.G.A. § 36-60-6(d)

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):

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

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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 Feb, 20, 2015 in _____ (city), Pa. (state).

Signature of Authorized Officer or Agent

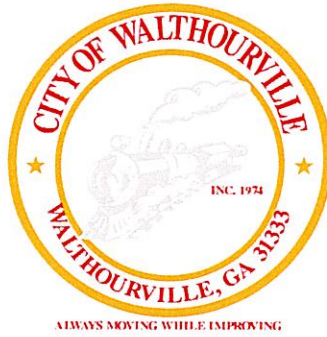
Printed Name and Title of Authorized Officer or Agent

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

NOTARY PUBLIC

My Commission Expires: _____

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.



AGENDA ITEM 3

City of Walthourville

2025-2026 GIRMA Renewal

Georgia Interlocal Risk Management Agency

GMA Property & Liability Self-Insurance Program

CONTRIBUTION PAYMENT TERMS

CITY OF WALTHOURVILLE

RLFC# WA4

INVOICE NUMBER	360490
EFFECTIVE DATE	05/01/2025
INVOICE AMOUNT	\$131,795
PROPOSAL NUMBER	RWA4-PR2025-1

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	05/01/2025
GENERAL LIABILITY		
Grants Administered	\$0	
GROSS OPERATING EXPENDITURES	\$8,650	
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	\$2,823	
REFUSE COLLECTION	\$0	
SCHOOLS - ALL OTHER STUDENTS	\$0	
SCHOOLS - TRADE OR VOCATIONAL STUDENTS	\$0	
WATER RELATED ACTIVITIES - # BEACHES, LAKES, POOLS	\$0	
GENERAL LIABILITY TOTALS		\$11,473

Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE	Contribution Breakdown		Contribution Total
AUTOMOBILE LIABILITY	Number of Vehicles	Contrib Per Vehicle	Total Contribution
Buses - Public Transit Buses	0	\$0.00	\$0.00
Buses - School Buses	0	\$0.00	\$0.00
Motorcycles	0	\$0.00	\$0.00
Private Passenger - All Other Type Cars	0	\$0.00	\$0.00
Private Passenger - Fire Cars	0	\$0.00	\$0.00
Private Passenger - Police Cars	19	\$2,088.80	\$39,687.20
Trailers - Semi Trailers	0	\$0.00	\$0.00
Trailers - Trailers	0	\$0.00	\$0.00
Trucks - Ambulances or Paramedic Vehicles	0	\$0.00	\$0.00
Trucks - Extra Heavy Weight	0	\$0.00	\$0.00
Trucks - Fire Trucks	3	\$927.43	\$2,782.29
Trucks - Garbage	5	\$927.43	\$4,637.15
Trucks - Heavy Weight	1	\$386.43	\$386.43
Trucks - Medium Weight	3	\$309.14	\$927.42
Trucks - Van, Pickups, Light Trucks	14	\$231.86	\$3,246.04
AUTO LIABILITY TOTALS	45		\$51,667

Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

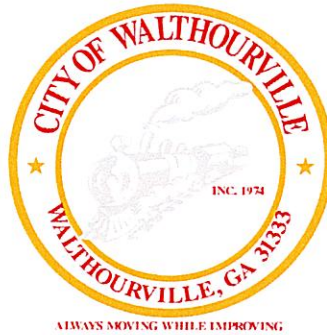
LINE OF COVERAGE	Contribution Breakdown		Contribution Total
AUTOMOBILE PHYSICAL DAMAGE	Number of Vehicles	Contrib Per Vehicle	Total Contribution
Trucks - Van, Pickups, Light Trucks	14	\$159.89	\$2,238.46
Trucks - Medium Weight	3	\$159.89	\$479.67
Trucks - Heavy Weight	1	\$159.89	\$159.89
Trucks - Extra Heavy Weight	0	\$0.00	\$0.00
Trucks - Ambulances or Paramedic Vehicles	0	\$0.00	\$0.00
Trucks - Garbage	5	\$319.78	\$1,598.90
Trucks - Fire Trucks	3	\$479.68	\$1,439.04
Private Passenger - Fire Cars	0	\$0.00	\$0.00
Private Passenger - Police Cars	19	\$596.95	\$11,342.05
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
PHYSICAL DAMAGE TOTALS	45		\$17,258

Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE	Contribution Breakdown	Contribution Total
UNINSURED MOTORIST LIABILITY		\$3,252
LAW ENFORCEMENT LIABILITY	\$1,740.13 per officer	\$13,921
PUBLIC OFFICIALS LIABILITY		\$12,925
PROPERTY (including Mobile Equipment and Boiler & Machinery)	Values / Rates	\$23,540
Total Insured Value	\$6,611,744	
Rate per \$100 of Value	\$0.3560	
POLICE ANIMALS	\$0	\$0
CRIME	\$23.82 per employee	\$929
TOTAL CONTRIBUTION*		\$134,964

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



AGENDA ITEM 4

City of Walthourville

Mayor and Council

Millage/Estimated Rollback

The City of Walthourville of Liberty County
Estimated Roll-Back Millage Rate Certification
2025 Tax Year

	<u>2024</u> <u>Millage Rate</u>	<u>2025</u> <u>Estimated</u> <u>Roll-Back Millage</u>
City of Walthourville		

I, _____ (name), _____ (title), hereby certify on this _____ day of _____ (month), 2025 that the above 2025 Estimated Roll-Back Millage rate presents fairly, in all respects, the value that the City of Walthourville wishes to be included on the 2025 Assessment Notices.

_____ Signature	_____ Date
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