



CITY OF WALTHOURVILLE

The Honorable Mayor Sarah B. Hayes, Presiding

March 10, 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 |
| | • Moment of Silence for the Nations Fallen Heroes. | |
| IV. | Pledge of Allegiance | In Unison |
| V. | Approval of Agenda | Councilmembers |
| VI. | Approval of Minutes | Councilmembers |
| | • February 24, 2026 Regular Meeting Minutes. | |
| VII. | Presentation | |
| | Girl Scouts of America Proclamation | Mayor and Council |
| | Keep Liberty Beautiful-Earth Day Proclamation | Mayor and Council |
| VIII. | Agenda Items | |
| | 1. LCPC | Mrs. Lori Parks |
| | Business License Request for Huntress Woods-N-Water. | |
| | 2. City of Walthourville | Mayor and Council |
| | Water Towers RFP | |
| | 3. Employee Wage Study Update | Mayor Sarah B. Hayes |
| | Global Business Development Strategy | |

4. City of Walthourville
Road Improvement Update.

Commissioner Gary Gillard and Mayor Sarah B. Hayes

- | | | |
|--------------|--|-------------------------------|
| IX. | Citizens Comments | Walthourville Citizens |
| | Each citizen is allocated three (3) minutes. | |
| X. | Elected Officials' Comments | |
| | Mayor Pro Tem Mitchell Boston | |
| | Councilmember Patrick Underwood | |
| | Councilmember Bridgette Kelly | |
| | Councilmember Luciria Luckey Lovette | |
| | Councilmember Robert Dodd | |
| XI. | Mayor's Updates | Mayor Sarah B. Hayes |
| XII. | Executive Session | None |
| XIII. | 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
February 24, 2026@ 6:00 PM
Walthourville Police Department**

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

Mayor Pro Tem Mitchell Boston
Councilmember Patrick Underwood

Councilmember Luciria Luckey Lovette
Councilmember Bridgette Kelly

The attendance of the council constituted a quorum.

Councilmember Robert Dodd was absent due to a conference out of town.

Attorney Luke R. Moses arrived at 6:40PM due to another engagement.

- III. Invocation: The invocation was given by Mayor Hayes.
- IV. The Pledge of Allegiance was recited in unison.
- V. Approval of Agenda: The motion to approve the agenda by Councilmember Lovette and seconded by Councilmember Kelly. Vote: 4-0: Motion Passed Unanimously.

- VI. Approval of Minutes:

The motion to approve February 10, 2026, regular meeting minutes with two corrections was made by Councilmember Kelly and the second was by Councilmember Lovette. The two corrections to be made: The RFP was voted for both towers not one and on page three for Councilmember Kelly comments should reflect that three council members will host a townhall meeting and not two council members.

Vote: 4-0: Motion Passed Unanimously

- VII. Presentation:

HineSite Community Services, LLC and 501 (3) (c) dba/HOPE on Wheels:

The three partners and drivers wanted to provide awareness of their transportation services that they provide throughout the towns and cities of Liberty County. They have a flat rate of \$7 for 6AM-9PM and if before 6am or after 9am an extra \$5 is added to the standard rate of \$7. A need was seen when Liberty Transit was cancelled. Sponsorship awareness will be obtaining a vehicle with a wheelchair lift in the future.

VIII. Agenda Item:

1. City of Walthourville Update on City Roads Discussion led by Mayor Sarah B. Hayes.

Mayor Hayes met with engineers and the road list is incorrect and needs to be updated for both paved and unpaved roads in Walthourville. The list will be sent once it is received from the Engineer. She also stated she met with Liberty County Commissioners to discuss assistance Walthourville will need from them to repair the roads. The Council stated they would like to see the repairs by the end of the week. Councilmember Kelly added that she will give an update on the suggested road repairs when the list is received. She further added that a citizen phoned her about Arnall Drive that has potholes from the new road construction that needs to be fixed as soon as possible.

IX. Citizen Comment:

Ms. S. Danielle Miller of 79 East Kinney Drive addressed the Mayor and Council about the increase in property taxes.

X. Department Updates

City of Walthourville

Water Department

Mr. Patrick Golphin

Reported that utility non pay disconnects occurred on February 9, 2026, and there were 154 Water and Garbage Citizens and 60 Garbage only Citizens.

Fire Department

Chief Nicolas Maxwell

Chief Maxwell gave the department statistics. Fire Cat came to perform the annual hose test, had issues, and due to the weather, it fell behind on the schedule of one day to a two-day inspection. We are getting updated with state audits are on the fast track to getting our audits update. (GCIC yearly, NCIC yearly and ISO 5-10 years). Congratulations to Chief Maxwell from Mayor Pro Tem Boston and Councilmember Kelly on an interview they conducted with him.

Police Department

Chief Christopher Reed

Chief Reed gave the department statistics. He stated the department was progressing well. Officers have and will be going to the range.

XI. Elected Officials' Comments:

Mayor Pro Tem Mitchell Boston wanted to get further information on financials. Full financials were provided at the 1st meeting of each month instead of the 2nd meeting per council request. CKH and the city finance department has complied with the request. Councilmember Underwood did not receive the email, but Councilmember Kelly advised that it was sent.

Councilmember Patrick Underwood wants to see the next Town Hall meeting advertised on the Water Bill, Facebook and Text alert. A motion was made by Councilmember Underwood to advertise the next Town Hall meeting on the Water Bill, Facebook Page and Text alert and was seconded by Councilmember Lovette. Vote: 4-0 Motion Passed Unanimously.

Attorney Moses and Mayor Hayes advised that the Saturday Town Hall Meeting held by the three Councilmembers was not advertised in the newspaper as outlined by GA Sunshine Law. He added if any City business is scheduled to be discussed and a quorum is present it must be advertised per guidelines.

Councilmember Underwood invited Barbara Gooby Runing for GA State Senate District 1 given a platform to speak. The community is still asking for donations for filled eggs for the Easter Egg Hunt and they can be dropped off at the Police Department.

Councilmember Bridgette Kelly addressed the 2025 policy rewrite for the Charter. Attorney Mosses sent an email to all council members for details of the changes, and no one responded. Then Councilmember Kelly questioned Attorney Moses about updating the Charter, he advised that certain Legislature items must be met and the changes must be voted on by council. Councilmember Kelly will ask for this to be added to the agenda for the next meeting. Councilmember Kelly wants a work session meeting to update and add ordinances. Chief Reed reminded them that he is the code enforcement. He reminded Council they voted to adopt and operate under the county's unified codes and all codes are covered.

Councilmember Luciria Luckey Lovette commented on the Charter changes and that the millage and fire fee is a lot on the citizens and all at the same time. Attorney Moses advised that the fire fee should be removed from the water bill and added into the mileage rate next year.

XII. Mayor's Updates:

Mayor Sarah B. Hayes

Mayor Hayes stated she and Mayor Pro Tem Boston and Mrs. Cliff met and discussed the next phase in the employee pay study and it will be to shadow employees beginning with City Hall on March 9, 2026. GMA Small Cities Conference will be held May 13th-16th in Gainesville and she urged the councilmember to please select their classes.

Baconton Baptist Church, Pastor Hermon Scout will have sunrise service at the Pavilion from 7am-8am on Easter Sunday (1st Sunday in April) all invited. She asked if any Elected Officials

would be attending the Liberty County/ Fort Stewart Day and the State Capital on February 25th, 2026. Mayor Pro Tem Boston and Councilmember Kelly said they would be attending.

XIII. Executive Session: None

XIV. Adjournment: at 7:20PM the motion to adjourn was made by Mayor Pro Tem Boston and the second was provided by Councilmember Kelly.

Vote: 4:0: Motion Passed Unanimously.

DRAFT

City of Walthourville
Mayor and Council Meeting Minutes
February 10, 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	

The attendance of the Council Constituted a quorum.

Attorney Luke R. Moses was present.

- III. Invocation: The Invocation was given by Councilmember Dodd.
- IV. Pledge of Allegiance: The Pledge of Allegiance was recited in unison.
- V. Approval of Agenda: The motion to approve the agenda was made by Councilmember Dodd and the second was added by Mayor Pro Tem Boston.

Vote: 4-1: Motion Passed.
Opposed: Councilmember Lovette.
- VI. Approval of Minutes:
January 27, 2026, Regular Meeting Minutes: the motion to approve was made by Mayor Pro Tem Boston and the second was added by Councilmember Dodd.

Vote: 4-1: Motion Passed.
Opposed: Councilmember Lovette.

January 27, 2026, Executive Session Minutes: the motion to approve was made by Councilmember Kelly and the second was added by Councilmember Dodd.

Vote: 4-1: Motion Passed.
Opposed: Councilmember Lovette.

- VII. Presentations:

Keep Liberty Beautiful Dr. Karen Bell
Mayor Hayes presented Dr. Bell and members of KLB with the Arbor Day Proclamation, proclaiming February 20, 2026 as Arbor Day in the City of Walthourville. Dr. Bell stated that Arbor Day is always about trees and KLB will have trees to giveaway, citizens will need to register on the KLB site to reserve their trees. On February 20th, there will be a Recycle Fair and the Shred Truck will be onsite at Walthourville City Hall. Also, there will be a Tire Amnesty Day, citizens can bring their old tires in, all tires except commercial (18-Wheeler) tires will be accepted. These events will take place from 9:00 AM-1:00 PM.

250 Liberty Committee

Mrs. Michelle Ricketson

Mrs. Ricketson stated she was happy to provide an update on the Liberty 250 Celebration. She said 2027 will be the 250th year of the Founding of Liberty County and the 250th year of the signing of the Declaration of Independence. Liberty County had three signers of the Declaration of Independence.

Mrs. Ricketson explained the 250 Liberty Committee had been creating a plan of action to celebrate the semi quincennial of the signing of the Declaration of Independence for 2026. She added the committee purchased a large (5" x 7.5'), red/white/blue Liberty Bell. She showed a picture of the bell and added that it is available to borrow for festivals, special events and to stage in public spaces.

Mrs. Ricketson added that the committee have a metal sign for each community with the word Liberty translated into approximately 30 languages, (she had the visual with her). They want residents to be able to read the word Liberty in their native tongue. The committee will offer a buy one, get one free deal to each city in Liberty County for up to five banners. The cost for all additional banners and all the hardware to hang the banners will be the responsibility of the city. This was informational presentation only.

VIII. Agenda Items

1. LCPC

Mrs. Lori Parks

Business License Request for On the Go. The business owner is Mr. Alex Baptiste, Jr. and he is will be located at 4981 West Oglethorpe Highway, Suite 15. This business is an on-the-go fruit juice, and smoothies. He added that he will be open from 9:00 AM-6:00 PM. The motion to approve was made by Mayor Pro Tem Boston and the second was added by Councilmember Lovette.

Vote: 5-0: Motion Passed Unanimously.

2. LCPC

Mr. Jeff Ricketson

Boundary Hall Modification.

Mr. Ricketson, LCPC Executive Director, stated he wanted to present a special request from Dryden Enterprises regarding Boundary Hall Subdivision Phase 1B for a Certificate of Occupancy. He stated the Mayor and Council requested that the fencing, pump station and connector street be completed before a Certificate of Occupancy be issued and the fencing and pump station have been completed. However, due to waiting for DOT to connect the lines and they are behind the Certificate of occupancy could not be issued without the Elected Body's consent. He added that Dryden Enterprises has homes that can be sold; however, the connector road is the issue. Dryden Enterprises is asking for a special permit to allow the occupancy while DOT prepares for the connector road. The motion to approve the request was made by Councilmember Kelly and the second was added by Councilmember Dodd.

Vote: 5-0: Motion Passed Unanimously.

3. City of Walthourville

Mayor and Council

Mayor Hayes asked the council if they wanted to vote on the RFP for the maintenance of the city's water Tower and what specifics did, they want in the RFP. American Tank Maintenance made a presentation to the Mayor and Council on August 26, 2025, about the work that needed to be done on the tower. Councilmember Kelly said, "do we need an RFP because the representative stated since this was an emergency one was not needed." Mayor Hayes added, "we just want to be right

legally.”CityClerk Moss said the city has conducted RFP’s before for any of their contracts and pursuant to Georgia Law and advice from GMA any work over \$100K must be bid and placed on the State of Georgia Procurement site. Attorney Moses stated he was not sure about what constituted an “emergency,” status; however, he will research it and let the Mayor and Council know. The motion to approve with the stipulation that if a bid is not needed due to the emergency clause, then the city will move forward

with American Tank Maintenance was made by Councilmember Kelly and the second was added by Councilmember Dodd
Vote: 5-0: Motion Passed Unanimously.

IX. Citizens Comments

Walthourville Citizens

No citizens had comments.

X. Elected Officials’ Comments

Mayor Pro Tem Mitchell Boston stated the issue of the city’s credit card processing fee had arisen last year. He would like to see the city recapture some of the money. Finance Manager Mrs. Ivy Norris stated the city did not have the ability to differentiate the cost. The city has two options to collect ourselves or let the other company collect the fee from the citizen. The Merchant company will collect the credit card processing fee from the customer; thus, alleviating the processing fee to be included in our cost. He asked about the city’s new billing system. City Clerk Ms. Moss stated the city was working with the new vendor and getting our company’s software aligned. She stated she had been sending emails (the latest update was sent on January 29, 2026) to keep the Elected Body updated. With the new system the customer will be able to view their daily water consumption, and they will have to set up their own account with Express Bill pay. The city anticipates receiving the new processing machines soon.

Councilmember Patrick Underwood said Happy Birthday to employees Ashton C. Kirk who had a birthday on February 14th and Justin Jordan who had a birthday on February 24th. He reported the city will have its annual Easter Egg Hunt on Saturday April 4th and donations are being accepted for filled eggs. Donations can be dropped off at the Police Department.

Councilmember Bridgette Kelly stated on February 21st, two councilmembers will host a conversation with Council at the Career Academy from 4:00 PM-6:00 PM. **Councilmember Kelly made a correction to these minutes on 02-24-2026, she stated she said three members instead of two. These corrections will become a part of the official approved minutes.**

Councilmember Lovette stated she is glad that maintenance will begin on the Water Tower. **Councilmember Lovette made a correction to these minutes on 02-24-2026, she stated she said water towers-plural. These corrections will become a part of the official approved minutes.**

Councilmember Dodd encouraged citizens that we are having frigid temperatures and to be safe and protect themselves. He also Congratulated City Clerk Shana T. Moss for being nominated and installed as the District 12 City Clerks Director.

XI. Mayor’s Update

Mayor Sarah B. Hayes

Mayor Hayes added that there are three council members who are on the Liberty 250 Committee and she looks forward to receiving updates about the celebration from them. She further advised that on February 21st, KLB

will have the Recycle Fair from 9:00 AM-1:00 PM and the Shred Truck will be located at City Hall. Citizens may bring in their old medications and there will also be a Clean Up, she is looking for volunteers. Also, Senior Citizens adult toiletries will be given away.

XII. Executive Session

None

XIII. Adjournment; At 6: 49 PM a motion to adjourn was made by Councilmember Dodd and the second was added by Councilmember Kelly.

Sarah B. Hayes, Mayor

Shana T. Moss, City Clerk



GIRL SCOUT WEEK PROCLAMATION CELEBRATING 114 YEARS

WHEREAS, March 12th marks the 114th Anniversary of Girl Scouts of the USA, founded by Juliette Gordon Low in 1912 in Savannah, Georgia; and,

WHEREAS, throughout its long and distinguished history, Girl Scouting has inspired millions of girls and women with the highest ideals of character, conduct and patriotism, including the 5, 800 current members of Girl Scouts of Georgia and;

WHEREAS, Girl Scouts of Georgia provides a space for Girl Scouts to dream big, be themselves, and find adventure, they have made a difference in our community for many years, and

WHEREAS, every girl deserves the opportunity to thrive and through its programming Girl Scouts of Georgia works to ensure girls in our communities know they can do anything they put their minds to doing, and encourages them to feel empowered and embrace their unique strengths; and

WHEREAS, more than 2.6 million current Girl Scout members nationwide will be celebrating 114 years of this American tradition, with nearly 50 million women who are former Girl Scouts and living proof of the impact of this amazing Movement.

NOW, THEREFORE, I Mayor Sarah B. Hayes, along with Mayor Pro Tem Mitchell Boston and Councilmembers: Robert Dodd, Bridgette Kelly, Luciria Luckey Lovette, and Patrick Underwood, by the authority vested in me as Mayor of the City of Walthourville, do hereby applaud the commitment Girl Scouting has made to America's girls and proudly proclaim the week of Sunday March 8th as Girl Scout Week.

Sarah B. Hayes, Mayor

Shana T. Moss, City Clerk



Proclamation Designating April 18, 2026, as Earth Day in the City of Walthourville

Whereas, the first Earth Day was created 56 years ago, recognizing the importance of every person in preserving our natural resources; and on that first Earth Day, 20 million Americans rallied for a healthy, sustainable environment; and

Whereas, the global community now faces extraordinary challenges, such as global health issues, food and water shortages, extreme weather events, and economic struggles; and

Whereas, all life forms on Earth have a right to a healthy, sustainable environment, and as caretakers of the planet, we all have an obligation to change the human behaviors that contribute to climate change and environmental degradation to preserve the Earth's beauty and its resources; and

Whereas, this obligation extends not only to today's caretakers but also to the future generations of caretakers who will inherit the planet from us; and

Whereas, the City of Walthourville is blessed with a wealth of green space, which enriches the lives of both residents and visitors alike, providing habitat for varied flora and fauna, sustainable natural resources, and many diverse recreational opportunities; and

Whereas, the City of Walthourville supports projects that demonstrate and encourage energy conservation, sustainability, and the usage of renewable energy; and

Whereas, many local community members, schools, businesses, and environmental organizations are working together in the interest of the planet to inspire intergenerational participation through local actions and global environmental consciousness.

Now, Therefore, be it resolved I, Mayor Sarah B. Hayes, along with Mayor Pro Tem Mitchell Boston and Councilmembers: Robert Dodd, Bridgette Kelly, Luciria Luckey Lovette and Patrick Underwood do hereby proclaim April 18, 2026, as Earth Day in the City of Walthourville and I encourage all citizens to become engaged in local and global efforts to help improve the environment.

Sarah B. Hayes, Mayor

Shana T. Moss, City Clerk

Liberty Consolidated Planning Commission – Report

Governing Authority: The City of Walthourville



Mayor & Council Date: March 10, 2026

Business License: Huntress Woods-N-Water

Business Owner: Charlena McNeil

Address: 33 East Kenny Drive, Smiley Woods Subdivision

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

Comments: Home base nonprofit promoting outdoor education.

Recommendation: APPROVAL

LCPC Staff:

Lori Parks

Lori Parks

Zoning Administrator

3-4-26

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 Huntress Woods-N-Water Outdoors Business Phone#(912) 977-2415
Name of Corporation/LLC* _____
Business Address 33 East Kenny Drive
Mailing Address 33 East Kenny Drive
Email Address Huntressb@yahoo.com

Full Detailed Description of
Business Home base nonprofit promoting outdoor education through hunting, fishing, conservation awareness, and community engagement through workshops, outreach programs. Administrative operations conducted from residence.

Date Business began in City of Walthourville _____
#of employees in City of Walthourville 0 E-verify# (Required if 11 or more employees _____
State Sales Tax ID# 26009706 Federal ID # 41-3360432
Owner Name Charlena McNeil SS# _____ DOB 2/28/1971
Home Address 33 East Kenny Drive 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.

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) X 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:
Georgia Driver's License and IRS 501(C)(3)

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).

*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*

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) 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:

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.

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: CM (initials)

Signature: Charlena McNeil

I Charlena McNeil, 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 2nd day of March, 2026.

Signature of applicant Charlena McNeil legibly print name Charlena McNeil

This application must be approved by the Liberty County Planning Commission

Tax Map & Parcel# 040D058

Zoning Classification R8

Approved by: Roi Parks

Date Approved: 3-2-26

Date the request will be presented to Mayor and Council: March 10, 2026

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



Liberty County Property Record Card

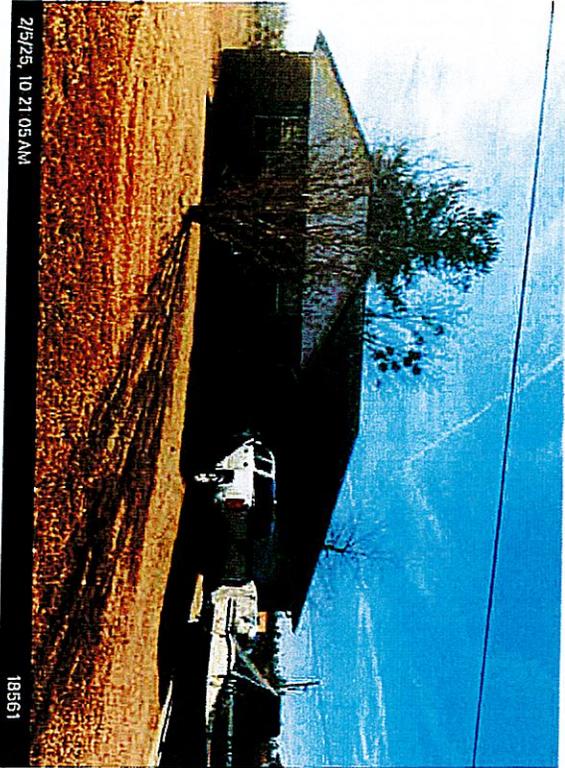
2025 Digest

PIN#: 040D058

Date: 03-02-2026

Page: 3

FRONT:



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: CM
(initials)

Signature: Charlena McNeil

I Charlena McNeil, 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 2nd day of March, 20 26.

Signature of applicant _____ legibly print name _____

This application must be approved by the Liberty County Planning Commission

Tax Map & Parcel# 040D058

Zoning Classification R8

Approved by: Lori Parks

Date Approved: 3-2-26

Date the request will be presented to Mayor and Council: March 10, 2026

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



City of Walthourville

Water Towers RFP

Mayor and Council



City of Walthourville

Employee Wage Study Update

Mayor Sarah B. Hayes



City of Walthourville

Road Improvement Update

**Commissioner Gary Gillard
& Mayor Sarah B. Hayes**