



CITY OF WALTHOURVILLE

*The Honorable Mayor Sarah B. Hayes, Presiding*

May 26, 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**

- |             |                             |                              |
|-------------|-----------------------------|------------------------------|
| <b>I.</b>   | <b>Call to Order</b>        | <b>Mayor Sarah B. Hayes</b>  |
| <b>II.</b>  | <b>Roll Call</b>            | <b>City of Walthourville</b> |
| <b>III.</b> | <b>Invocation</b>           | <b>Appointee</b>             |
| <b>IV.</b>  | <b>Pledge of Allegiance</b> | <b>In Unison</b>             |
| <b>V.</b>   | <b>Approval of Agenda</b>   | <b>Councilmembers</b>        |
| <b>VI.</b>  | <b>Approval of Minutes</b>  | <b>Councilmembers</b>        |

- April 21, 2026, Special Called Payroll Study-Global Business Development Strategist.
- April 28, 2026, Regular Meeting Minutes.
- April 28, 2026, Executive Session Minutes.
- May 12, 2026 (No minutes due to meeting being cancelled due to several Councilmembers attending GMA Small Cities Conference).

**VII. Presentation** **None**

**VIII. Agenda Items**

- |  |                             |
|--|-----------------------------|
| <b>1. LCPC</b>   | <b>Mrs. Lori Parks</b>      |
| Business License Request for JNA's Touch LLC., for a Multipurpose business consisting of lawncare, landscaping and pressure washing. The business owner is Mr. Justice Walthour. |                             |
| <b>2. LCPC</b>   | <b>Mrs. Lori Parks</b>      |
| Business License Request for Elite Waste Management Enterprise, LLC., for a contractor's yard. The business owner is Mr. Javier Martinez   |                             |
| <b>3. City of Walthourville</b>  | <b>Mayor Sarah B. Hayes</b> |
| Emergency Management Agency.   |                             |

**4. City of Walthourville** **Mayor Sarah B. Hayes**  
City Roads.

**5. City of Walthourville** **Mayor Sarah B. Hayes**  
American Tank Maintenance.

**IX. Citizens Comments** **Walthourville Citizens**

Each citizen is allocated three (3) minutes.

**X. Department Updates**

- Public Works Mr. Dave Martin
- Water Department Mr. Patrick Golphin
- Fire Department Chief Nicolas Maxwell
- Police Department Chief Christopher Reed

**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 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 Bridgette Kelly

Councilmember Patick Underwood  
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 Best-fit recommendation for Walthourville**

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 workload of both positions could result in overwork 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 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.

At the April 28<sup>th</sup> Regular Meeting, Mayor Pro Tem Boston requested the following information be added to these minutes. This information is highlighted to illustrate that it has been added and will become a part of the official minutes of the City of Walthourville.

- That the consultant identified the concentration of Human Resources, records management, and payroll-related responsibilities within a single position as presenting a risk to internal controls and limiting proper checks and balances.
- That the consultant noted discrepancies in job descriptions, including the existence of multiple versions for the same position.
- That the consultant recommended benchmarking salaries against comparable municipalities and establishing a structured pay scale.
- That there was discussion, in alignment with the consultant's review of organizational responsibilities, regarding department head accessibility, including the importance of ensuring all department heads have

and actively use official city email addresses for communication to support accountability and responsiveness.

### *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

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," which appears likely to be a data format anomaly and should be used cautiously.

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
  - Dawsonville (4,172): 15.87 to 25.48 hourly (about \$33,010 to \$52,998 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 knows what Fire and Police do. 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



## VIII. Agenda Items

### 1. LCPC

Mrs. Lori Parks

Presented a conditional use request submitted by Mr. Javier Martinez for a contractor's yard located at 5715 East Oglethorpe Highway, identified as Liberty County Tax Map (LCTM) Parcel 050C006. Public notice of the request was properly advertised. The existing Walthourville Meat Market is zoned C-2, while the proposed contractor's yard would utilize C-3 zoning.

Mr. Martinez explained that he would park his trailer at the Walthourville Meat Market location and, upon receiving customer requests for dumpsters, would deliver the dumpsters to the customer's location. Once the rental period expired, he would retrieve the dumpsters and dispose of the contents at the Flemington Transfer Station.

It was noted that the Liberty Consolidated Planning Commission (LCPC) Governing Board recommended disapproval of the request. Attorney Moses inquired as to the reason for the recommendation. Mrs. Parks stated that numerous citizens attended the LCPC meeting and voiced concerns regarding ongoing issues at the Meat Market property, including the presence of buzzards and sections of fencing being down.

Mr. Martinez responded that the fence had been repaired in February and stated that he had photographs documenting the repairs. He further advised that he had invested in commercial dumpsters for trash disposal, specifically for cardboard meat boxes that attract buzzards. He explained that the dumpsters are equipped with lids and screening to help minimize the issue.

Mayor Pro Tem Boston stated that while no property can be completely free from animals, he believed the screened dumpsters were a positive improvement.

Mayor Hayes stated she could attest that Mr. Martinez had followed through on his prior commitments. She confirmed that the fence had been repaired, noting that she personally visited the property earlier in the year and discussed both the fence repairs and concerns regarding the buzzards with Mr. Martinez.

Mr. Martinez further advised that the entire rear portion of the property adjacent to Slaten Street is fenced in. Mayor Pro Tem Boston commented that, based on the photographs included in the meeting packet, the fence appeared taller than some of the containers located on the property. Mr. Martinez confirmed that statement.

Mrs. Parks stated that the site plan would still require approval and would be brought back before the governing body at a later date.

A motion to approve the standard special conditional use request was made by Councilmember Dodd, with a second by Mayor Pro Tem Boston.

Vote: 4-1: Motion Passed.

### 2. LCPC

Mrs. Lori Parks

Presented a Business License Request for Walthour Legacy Enterprises. The owner is Mr. Chad Walthour

for a multipurpose service including renovations improvements, landscaping and pressure washing. The address is 1512 Talmadge Road. There will be no heavy equipment at the residence. The motion to approve was made by Councilmember Dodd and the second provided by Councilmember Underwood.

Vote: 4-0: Motion Passed.

Councilmember Kelly did not vote; she was outside the Chamber when the vote was taken.

### 3. LCPC

Mrs. Lori Parks

Presented a Business License Request for Sincerely D' Renee Designs. The owner is Ms. Dione Renee Ramsey. The business will be located at 4981 West Oglethorpe Highway Suite 15 and it is zoned C-3. The business will involve making T-Shirts with a heat press and a cutting machine. The motion to approve was made by Mayor Pro Tem Boston and the second was added by Councilmember Dodd.

Vote: 4-0: Motion Passed.

Councilmember Kelly did not participate in the vote; she was outside the Chamber when the vote was taken.

### 4. LCPC

Mrs. Lori Parks

Presented a Business License Request for MLA Services. The owner is Mr. Adam Bell and the business request is for a handy man and construction service. There will be no customers coming to the home. The motion to approve was made by Mayor Pro Tem Boston and the second was added by Councilmember Dodd.

Vote: 4-0: Motion Passed.

Councilmember Kelly abstained from the vote. She was entering back into the meeting when this item was presented.

### 5. LCPC

Mrs. Lori Parks

Presented a 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 motion to approve was made by Councilwoman Lovette and the second was added by Mayor Pro Tem Boston.

Vote: 5-0: Motion Passed Unanimously.

### 6. City of Walthourville

Ms. Shana T. Moss

Presented the City's Georgia Interlocal Risk Management Agency (GIRMA) Renewal for the 2026–2027 coverage year. GIRMA serves as the City's Property and Liability Insurance Carrier. The annual premium amount is \$103,850.00. The renewal coverage period will begin on May 1, 2026 and expire on April 30, 2027. Ms. Moss asked the Governing Body which payment option they preferred: Option 1 – payment in full; Option 2 – 50% down payment; or Option 3 – balance due in four (4) monthly installments. A motion was made by Councilmember Dodd to approve the GIRMA Renewal utilizing Payment Option 3, with the balance to be paid in four monthly installments. The motion was seconded by Councilmember Underwood.

Vote: 5-0: Motion Passed Unanimously.

### 7. City of Walthourville

Mayor Sarah B. Hayes

Stated the Council has previously discussed roadway improvements and asked whether the Governing Body had identified which road(s) they would like to address, as well as what type of improvements they preferred, such as paving, crush and run, or millings. It was noted that Transportation Special Purpose Local Option Sales Tax (TSPLOST) funds could be utilized for these projects and that the City currently has approximately \$964,000.00 in TSPLOST funds available. Discussion included the possibility of placing crush and run on Slaten Street and Doby Lane. Councilmember Kelly suggested that the Council

take time to review the information previously provided by the Mayor and revisit the matter at the May 26, 2026, meeting.

8. City of Walthourville

Mayor Sarah B. Hayes

Stated the City of Walthourville will be participating in the Liberty County Summer Youth Program. The City will employ 4 students that will work four hours a day and the students will be paid by Liberty County.

#### IX. Citizens Comments

Walthourville Citizens

*\*Each citizen is given three minutes to speak.*

1. Mr. Rickie McGregory stated that he noticed on the City's website that volunteers are being sought to serve on the Liberty 250 Committee and expressed interest in participating. He also shared information regarding his nonprofit organization, which focuses on fellowship and community engagement through events involving food and automobiles. Mr. McGregory further stated that his organization provides portable restrooms for charitable events and offers free haircuts to young men within the community.
2. Ms. Bridgette Kelly stated that she wanted to address Agenda Item #1 regarding the Walthourville Meat Market. She expressed concerns regarding the cleanliness of the property, traffic issues, and whether the Meat Market is following through with commitments previously made. Ms. Kelly further added that buzzards are still present in the area and noted that the fence had only recently been repaired.
3. Mrs. Mae Francis Anderson spoke regarding concerns related to her property. She stated that she owns property on Slaten Street adjacent to the Walthourville Meat Market and has a clear view of the dumpsters located on the site. Mrs. Anderson stated that despite the presence of three dumpsters on the property, wildlife continues to roam in the area. She further expressed concerns that the business is not following through on the commitments previously made.
4. Mrs. Francine Kelly stated that the area surrounding the Walthourville Meat Market is an eyesore. She expressed concerns that if she chose to develop her property by erecting a building or establishing a business, the condition of the neighboring property could negatively impact both her property value and potential customer base.

#### X. Department Heads

Patrick Golphin

Water Department

Reported the city had 260 disconnects on April 6<sup>th</sup>. The water technicians are continuing to place meters at Boundary Hall Subdivision.

Chief Nicolas Maxwell

Fire Department

Reported that the Fire Department has been extremely busy and has logged approximately 150 man hours actively monitoring the city to help curtail citizens from burning due to the current burn ban in effect. He also discussed the ongoing fires in Brantley County and stated that the Department is prepared to be mobilized if assistance is needed. He further reported that the Fire Department has been visiting businesses throughout the city to introduce themselves and build positive relationships within the community. Additionally, he noted that if food-related operations are involved, the Georgia Department of Public Health and the Georgia Department of Agriculture would also become involved in the regulatory process.

Chief Christopher Reed

Police Department

Reported that the Police Department responded to 927 calls for service and generated 52 reports during the reporting period. A total of 121 citations and 23 warnings were issued, and officers investigated 8 vehicle crashes. He also spoke about public safety awareness, encouraging citizens to lock their vehicle doors and store firearms inside their homes rather than leaving them inside vehicles. Additionally, he advised that it is not legal to shoot someone solely for breaking into a vehicle. He explained that there must be additional circumstances present in which the individual poses a threat of bodily harm to another person before the use of deadly force would be justified.

#### XI. Elected Officials' Comments

**Mayor Pro Tem Mitchell Boston** began by reading a prepared statement. The City Clerk requested that a copy of the statement be submitted to her via email to be included as part of the official meeting minutes. Please be advised that the April 28<sup>th</sup> meeting was not live-streamed due to the city experiencing an internet outage by Comcast. In summary, Mayor Pro Tem Boston stated that Councilmembers have employment obligations during the day and suggested that staff members, specifically the City Clerk and Finance Manager, serve as check signers. He also referenced the April 23, 2026 report prepared by DeLisa Clift, stating that the report indicated the roles of City Clerk and Human Resources Manager should not be held by the same individual due to concerns regarding checks and balances. Additionally, he stated that staff should respond to emails submitted by Elected Officials.

At this time, City Clerk Shana T. Moss requested to be recognized to provide comments regarding the positions she currently holds and requested that her comments be entered into the official meeting minutes. Ms. Moss stated that everyone present at the April 23, 2026 meeting heard the comments made by DeLisa Clift regarding the City Clerk and Human Resources Administrator positions being held by one individual. Ms. Moss stated that she was deeply disturbed by the comments, particularly because everyone present at the meeting, including Mrs. Clift, was fully aware that the City's CPA firm actively reviews and monitors all financial and administrative work performed by City Hall staff, including her work. She further stated that this information has been repeatedly discussed during budget meetings and was also clearly communicated to Ms. Clift during the staff intake process. Ms. Moss further stated that she did not create or request the organizational structure in which the City Clerk and Human Resources functions are combined but rather inherited the structure upon becoming employed with the City. She emphasized that the City does, in fact, have checks and balances in place and that her work is subject to oversight and review by multiple parties.

**Councilmember Patrick Underwood** stated that the City needs to establish a clear and well-defined plan regarding job responsibilities and the process for signing checks. He further stated that the City does not adequately highlight or promote its local businesses and expressed his intention to begin recognizing and spotlighting small businesses within the community.

**Councilmember Bridgette Kelly** stated that she agreed with the comments made by Mayor Pro Tem Boston and felt that the matters he addressed needed to be discussed. She further stated that the City needs to establish and maintain a specific check-signing day. (Checks are typically signed on Wednesdays).

**Councilmember Luciria Luckey Lovette** stated she had no comment.

**Councilmember Robert Dodd** stated the compensation study that had been conducted needed to include

all departments.

XII. Mayor's Update

Mayor Sarah B. Hayes

Stated that she consistently makes the Council aware of events occurring within the City by sending emails and providing notifications; however, she often receives no response. She further stated that, in many instances, Councilmembers do not attend City events after being notified and ignore her correspondences.

She addressed the recent Sri Chinmoy Peace Run that stopped in Walthourville and explained that she received a phone call on Thursday, April 23rd, from an individual in New York with the organization who stated they had seen the City online, as well as the volunteer work she performs, and wanted Walthourville included as a stop during their trek from Savannah to Jesup. She felt this was good publicity for the city and was excited that this organization wanted to stop in Walthourville. She stated that the City had approximately two business days to organize the event, yet the City Hall Team worked diligently alongside the Fire Department, Police Department, and Public Works Department to successfully coordinate and execute the event.

She further added that both verbal and written communications have circulated, alleging that the City experienced a loss of leadership and asserted that such statements are false and damaging to the City. Additionally, she stated that false rumors had been circulated regarding her personal health, and she knew where the rumors originated from, including claims that she had suffered a heart attack and had a stroke. She stated that neither allegation was true and emphasized that her medical condition, like that of any individual, is a private matter. She expressed disappointment that individuals would choose to spread false and malicious rumors rather than simply ask about someone's well-being or hope that someone would be sick.

She further stated that the public observes the conduct and interactions displayed during meetings and that such behavior has negatively impacted the City's reputation and relationships with outside organizations. She explained that a sponsor had initially contacted her expressing interest in bringing three truckloads of toiletries to the City; however, the individual later called back and stated that after watching the City's Mayor and Council meetings, they no longer wished to come to Walthourville. The Mayor further stated that there have been occasions where meetings are scheduled with individuals, yet some fail to attend and do not extend the courtesy of notifying her in advance that they would not be attending.

Lastly, she stated that the Liberty 250 Celebratory Committee some of the Councilmembers had requested to be on the committee for the city. She was informed by the committee that none of them were attending and Walthourville had no representation.

- XIII. Executive Session: At 7:33 PM the motion to exit regular session and enter into executive session for personnel and litigation was made by Councilmember Kelly and the second was added by Mayor Pro Tem Boston. Vote: 5-0: Motion Passed Unanimously.
- XIV. Adjournment: At 8:08 PM the motion to adjourn was made by Councilmember Kelly and the second was added by Councilmember Lovette. Vote: 5-0: Motion Passed Unanimously.

Liberty Consolidated Planning Commission – Report

**Governing Authority: The City of Walthourville**



Mayor & Council Date: May 26, 2026

Business License: JNA's Touch, LLC

Business Owner: Justice Walthour

Address: 172 Bass Road, Parcel 051D040

Zoned: SFMH (Single-family Manufactured Home)

Comments: Multipurpose services including lawncare, landscaping and pressure washing.

Recommendation: APPROVAL

LCPC Staff: *Lori Parks*  
Lori Parks  
Zoning Administrator

5-18-26  
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](http://www.cityofwalthourville.com)

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

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

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

This Business is:             New Application  
                                       Ownership Change / Date ownership changed & Certificate # \_\_\_\_\_  
                                       I am filling a name/or address change for Certificate# \_\_\_\_\_

Name business as JNA's Touch, LLC Business Phone#(912) 486.5091  
Name of Corporation/LLC\* JNA's Touch, LLC  
Business Address 172 Bass Rd Allenhurst, GA 31301  
Mailing Address 172 Bass Rd Allenhurst, GA 31301  
Email Address justicecaliyahllc@gmail.com  
Full Detailed Description of  
Business launcare, landscape, presue washing

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# \_\_\_\_\_ Federal ID # 42-1991734  
Owner Name Justice Walthour SS# \_\_\_\_\_ DOB 10-2-1996  
Home Address 172 Bass Rd Apt# \_\_\_\_\_ City Allenhurst State GA Zip 31301

\*\*\* 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: dw (initials)

Signature: Justice Walthour

I, Justice 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 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 24<sup>th</sup> day of April, 20 26.

Signature of applicant Justice Walthour legibly print name Justice Walthour

**This application must be approved by the Liberty County Planning Commission**

Tax Map & Parcel# 0510040

Zoning Classification SFMH

Approved by: Lori Parks

Date Approved: \_\_\_\_\_

Date the request will be presented to Mayor and Council: 5-26-26

**\*\*\*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) dw 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:

Driver's License

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 25<sup>th</sup> day of April, 2026 in Alenhurst (city), Georgia (state).

Justice Waltham  
\*Signature of Applicant

Justice Waltham  
Printed Name of Applicant

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

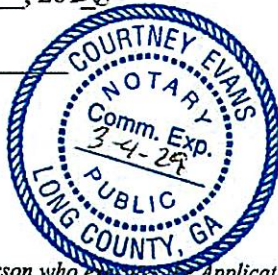
25<sup>th</sup> DAY OF April, 2026

C. Evans

NOTARY PUBLIC

My Commission Expires:

3-4-29



\*This Affidavit must be signed by the same person who executed 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 1<sup>st</sup> of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees<sup>1</sup>.

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

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

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

**Section 2.**

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

\_\_\_\_\_  
Name of Private Employer

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

-----  
**I hereby declare under penalty of perjury that the foregoing is true and correct.**

Executed on April, 25, 2026 in Atlanta (city), Georgia (state).

*Justice Walther*  
Signature of Authorized Officer or Agent

Justice Walther  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE 25<sup>th</sup> DAY OF April, 2026

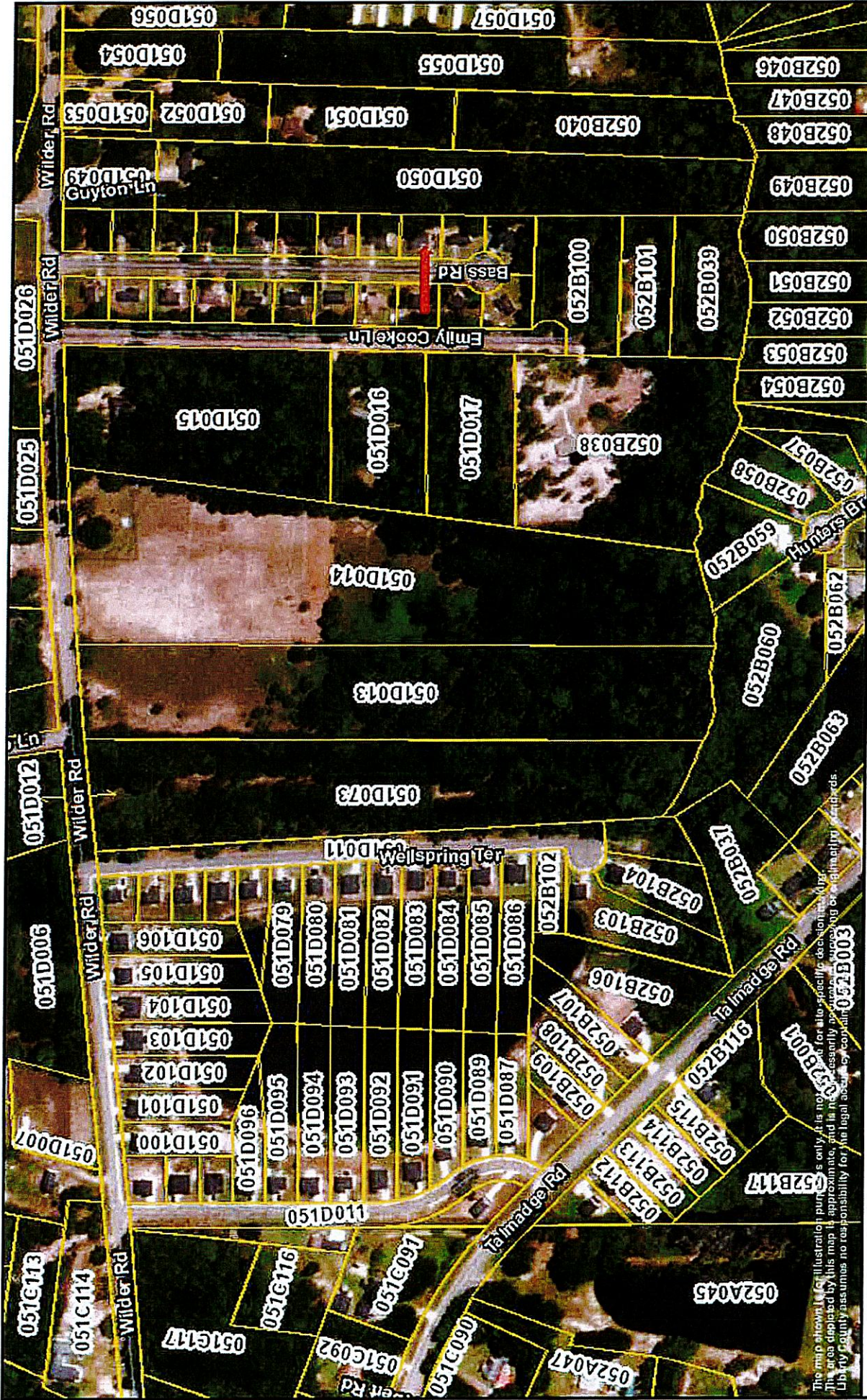
*C. Evans*

NOTARY PUBLIC

My Commission Expires: 3-4-29



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



# Liberty County PRISYM 2.0

- █ Areas
- █ Override 1
- █ Roads
- █ ParcelsCache (Light Outline)
- Parcels
- Carto Line
- Land Hook

The map shown is for illustration purposes only. It is not to be used for any specific decision. The area depicted by this map is approximate, and it is the user's responsibility to verify the accuracy of the information shown. Liberty County assumes no responsibility for the legal accuracy of the information shown.



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



0 0.07 0.14 mi  
1 inch = 376 feet

Liberty Consolidated Planning Commission – Report

**Governing Authority: The City of Walthourville**



Mayor & Council Date: May 26, 2026

Business License: Elite Waste Management Enterprise, LLC

Business Owner: Javier Martinez

Address: 5715 W. Oglethorpe Hwy. Parcel 050C006

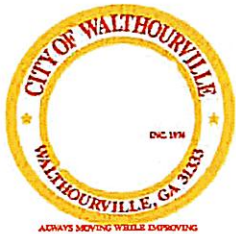
Zoned: C-3 (Highway Commercial)

Comments: Contractor's Yard

Recommendation: APPROVAL

LCPC Staff: *Lori Parks*  
Lori Parks  
Zoning Administrator

5-21-26  
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](http://www.cityofwalthourville.com)

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

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

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

This Business is:  New Application  
 Ownership Change / Date ownership changed & Certificate # \_\_\_\_\_  
 I am filling a name/or address change for Certificate# \_\_\_\_\_

Name business as \_\_\_\_\_ Business Phone# 954 226-0965  
Name of Corporation/LLC\* Elite waste management enterprise LLC  
Business Address 5715 w oglethorpe Hwy kinesville GA 31313  
Mailing Address \_\_\_\_\_  
Email Address Javier M 0603@gmail.com  
Full Detailed Description of Business rent dumpsters dump trash and park them behind fence

Date Business began in City of Walthourville 5-21-26  
#of employees in City of Walthourville 0 E-verify# (Required if 11 or more employees) \_\_\_\_\_  
State Sales Tax ID# \_\_\_\_\_ Federal ID # 41-4305904  
Owner Name Javier Martinez SS# \_\_\_\_\_ DOB 6-23-2003  
Home Address 324 Old Savannah Rd Apt# \_\_\_\_\_ City kinesville 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: \_\_\_\_\_ (initials)

Signature: \_\_\_\_\_

I Javier Martinez 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 may day of 21, 2026.

Signature of applicant JM legibly print name Javier Martinez

**This application must be approved by the Liberty County Planning Commission**

Tax Map & Parcel# 050C006

Zoning Classification C3

Approved by: Rori Parks

Date Approved: \_\_\_\_\_

Date the request will be presented to Mayor and Council: 5-26-26

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

- 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)]

**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]

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:

Social Security number

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 21 day of May, 2016 in hinesville (city), Georgia (state).

Jm  
\*Signature of Applicant

Javier Martinez  
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 1<sup>st</sup> of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees<sup>1</sup>.

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

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

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

**Section 2.**

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

\_\_\_\_\_  
Name of Private Employer

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

-----  
**I hereby declare under penalty of perjury that the foregoing is true and correct.**  
Executed on \_\_\_\_\_, \_\_, 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: \_\_\_\_\_

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

040D090

050C008

Slaten St

GRAVEL DRIVE FROM ROAD TO TRAILER AREA 6FT WIDE



Dumpsters behind fence

050C006

- GREENERY
- FENCE IS 50' WX 18' LX 6' H
- GARBAGE DUMPSTERS

MEAT MARKET

EXISTING PARKING LOT

Corpe Hwy

189.48

506.63

117.38

231.42

144.15

164



AGENDA ITEM # 3

**City of Walthourville**

**Emergency Management Agency**

**Mayor Sarah B. Hayes**



**AGENDA ITEM # 4**

**City of Walthourville**

**City Roads**

**Mayor Sarah B. Hayes**



AGENDA ITEM # 5

**City of Walthourville**

**American Tank Maintenance**

**Mayor Sarah B. Hayes**