



CITY OF WALTHOURVILLE

The Honorable Mayor Sarah B. Hayes, Presiding

**August 11, 2026 @ 6:00 PM
Walthourville Police Department**

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

**The Honorable Patrick Underwood
The Honorable Luciria Luckey Lovette**

The Honorable Robert (Bob) Dodd

Mr. Luke R. Moses

City Attorney

AGENDA

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

- July 28, 2026, Regular Meeting Minutes
- July 28, 2026, Executive Session Minutes

VII. Presentation

- | | |
|---------------------------------|------------------------------|
| 1. LCPC | Mrs. Mardee Sanchez |
| Project Update. | |
| 2. City of Walthourville | Chief Nicolas Maxwell |
| Fire Code Update. | |

VIII. Agenda Items:

- | | |
|--|-----------------------------|
| 1. LCPC | Mrs. Lori Parks |
| Business License Request for Shan Autos LLC. The Business Owner is Mr. Michael Hunt. | |
| 2. City of Walthourville | Mayor Sarah B. Hayes |
| SPLOST Projects. | |
| 3. City of Walthourville | Mayor Sarah B. Hayes |
| SPLOST IGA. | |
| 4. City of Walthourville | Mayor Sarah B. Hayes |
| Road Selection Update. | |

Agenda Item (Con't)

5. City of Walthourville
Johnnie Frasier Park.

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)
O.C.G.A. § (50-14-1)**

City of Walthourville
Mayor and Council Meeting Minutes
July 28, 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 Bridgette Kelly

Councilmember Robert Dodd

Councilmember Patrick Underwood
Councilmember Luciria Luckey Lovette

The attendance of the Council Constituted a quorum.

Attorney Luke R. Moses was present via telephonic call.

- III. Invocation: The invocation was given by Mayor Hayes.
- IV. Pledge of Allegiance was recited in unison.
- V. Approval of Agenda: The motion to approve was made by Councilmember Dodd and the second was added by Councilmember Kelly. Vote: 5-0: Motion Passed Unanimously.

VI. Approval of Minutes:

- June 23, 2026, Regular Meeting Minutes (corrections requested by Councilmember Kelly), 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.
- July 14, 2026, Regular Meeting Minutes, the motion to approve was made by Councilmember Kelly and the second was added by Mayor Pro Tem Boston. Vote: 4-1: Motion Passed.
Opposed: Councilmember Lovette.
- July 14, 2026, Executive Session Minutes, the motion to approve was made by Councilmember Kelly and the second was added by Mayor Pro Tem Boston. Vote: 4-1: Motion Passed.
Opposed: Councilmember Lovette.

VII. Presentation

SPLOST Update

Attorney Kelly Davis

Liberty County Board of Commissioners Attorney Kelly Davis stated that he had been invited by Mayor Hayes to provide an overview of the Special Purpose Local Option Sales Tax (SPLOST).

Attorney Davis explained that SPLOST is a one-cent sales tax imposed in Liberty County that must be approved by the voters through a referendum. He stated that SPLOST revenues are distributed pursuant to a written Intergovernmental Agreement (IGA) between Liberty County and the municipalities and are typically collected over a six-year period.

Attorney Davis explained that SPLOST funds are intended for capital improvement projects and the purchase of equipment, particularly for public safety departments. He noted that once SPLOST is approved and the projects are identified in the referendum, the funds are generally dedicated to those approved projects and cannot be redirected to operating expenses or projects that were not authorized by the voters.

Councilmember Lovette asked when a SPLOST allocation could be changed. Attorney Davis responded that the approved allocation itself cannot be changed because it is based on estimates developed during the SPLOST negotiation process. He explained that while the actual revenue collected may differ from the original estimate, funds may, in certain circumstances, be reallocated if the reallocation is consistent with the projects and purposes approved in the referendum. "Councilmember Lovette stated it was \$49,000.00 listed in the SPLOST agreement for Walthourville and it is no where to be found now." Attorney Davis stated he would have to check.

Councilmember Kelly asked for clarification as to whether SPLOST funds could be reallocated. Attorney Davis confirmed that they could, provided the reallocation complies with the referendum and applicable law. He explained that each municipality's Mayor and Council must identify and approve a list of SPLOST projects during the negotiation process, and those projects must be included in the referendum presented to the voters. Attorney Davis also noted that a significant portion of Liberty County's SPLOST revenue is generated by visitors from outside the county.

Mayor Pro Tem Boston asked whether SPLOST distributions must be allocated based on population. Attorney Davis responded that there is no legal requirement mandating population as the distribution method. He explained that the Intergovernmental Agreement provides the county and municipalities with flexibility to negotiate and determine an allocation formula that is mutually agreeable.

Attorney Davis provided an example of a permissible reallocation of SPLOST funds. He explained that certain capital projects, such as a jail, courthouse, or health department, serve the entire county. He cited Liberty County's construction of a new Health Department, noting that the project was completed under budget. As a result, the remaining SPLOST funds were reallocated to another project that had also been authorized in the voter-approved referendum. Mayor Hayes called County Manager, Mr. Joseph Mosley, to the podium and asked him, "can you get us information stating if the \$49,000.00 (Councilmember Lovette) is listed on the IGA. County Manager Mosley stated he would.

VIII. Agenda Items

1. LCPC

Mrs. Mardee Sanchez

Presented the Final Plat and Dedication for the Shaw Road Townhomes. The developer is JC Vision and Associates and the engineer is T.R. Long Engineering. The plat is for 10 townhomes on 1.67 acres located on Shaw Road. The site has been cleared, curb and gutters have been installed, initially these were two separate parcels and they have been combined. The townhomes will be located on a cul-de-sac with five townhomes on each side with the minimum lot size being 2,000 square feet, the setbacks are 35 feet along Shaw Road, 10 feet front and side for end units and 20 feet for rear. Dedications to the city are Covenant Court consisting of 328 feet, water, sewer and stormwater improvements and associated easements.

The HOA will be responsible for the general maintenance of the ponds. There is a bond of \$46,000 intact in the event there is a problem within the first 2 years, and the developer does not repair the problem. The City of Walthourville is only responsible for outlet structures, pipes, etc. The motion to approve was made by Councilmember Dodd and the second was added by Councilmember Lovette.

Vote: 5-0: Motion Passed Unanimously.

2. City of Walthourville Police Department Chief Christopher Reed
Training Aid Presentation. Stated that the individual scheduled to conduct the active shooter simulator training had experienced a scheduling conflict. He informed the Council that the training had been rescheduled and would be conducted on July 29, 2026, at 3:00 p.m. No action taken.

3. City of Walthourville Mayor Sarah B. Hayes
Park and Recreation Update. Mayor Hayes stated that she had requested the assistance of Councilmember Underwood in obtaining estimates for new playground equipment. Councilmember Underwood reported that he had obtained two estimates, one that included mulch and another that did not. He stated that he preferred the turf option and anticipated presenting that estimate at the next Council meeting.

Mayor Hayes emphasized that any playground equipment selected should be fully compliant with the Americans with Disabilities Act (ADA). Mayor Pro Tem Boston requested that a canopy be included over the playground area as part of the project.

Councilmember Underwood presented the following estimates for the Council's consideration:

- Without Mulch \$40,000.00
- With Mulch \$72,999.00

No action was taken, additional information will be presented at the August 11, 2026, meeting.

4. City of Walthourville Mayor Sarah B. Hayes
FY 2027 Budget Meeting Update. She stated she wanted to remind everyone that the first Budget meeting will be August 17, 2026, from 6:00 PM-8:00 PM at the Police Department. She will begin meeting with Department Heads on their department's individual budgets.

5. City of Walthourville Mayor Sarah B. Hayes

Employee Pay Study Update. She stated Mrs. Clift has completed the pay study, and she needs the council to identify a date and time for the pay study to be presented. Copies of Global Business Development Strategy findings were distributed to the council for them to review. The Council selected August 11, 2026 at 5:00 PM, prior to the regular scheduled Mayor and Council Meeting.

IX. Citizens Comments

Walthourville Citizens

There were no citizens comments.

X. Department Reports

Public Works, Mr. Dave Martin reported that the Public Works Department has been working to catch up on projects after experiencing staffing shortages. Current work includes edging sidewalks, patching roads, with particular attention to Dorsey Road, and filling in the City's unpaved roads.

Mr. Martin also reported that the department mechanic has been repairing several lawnmowers, although some units are beyond repair. He recommended declaring four inoperable lawnmowers and an old tire balancer as surplus property to be sold for scrap.

Councilmember Dodd asked Mr. Martin what additional equipment was needed for the department. Mr. Martin responded that the department is in need of one additional lawn mower, noting that the existing Spartan mowers are aging and require frequent maintenance. He also stated that the department needs two weed eaters.

Councilmember Kelly stated that she could not recall what funding had been allocated for Public Works in the current budget and questioned why the matter was being brought before the Council if the funds were already budgeted.

City Clerk Moss explained that the matter was being presented to the Council in the interest of transparency. She stated that had the equipment been purchased without first bringing the request before the governing body, staff could have been accused of acting without authorization. Presenting the request to the Council ensures openness and allows the governing body to provide directions before any purchases are made.

Water Department, Mr. Patrick Golphin, reported that utility disconnections will be conducted in the upcoming billing cycle. He also reported that the Water Department has completed a water line installation project on Arnall Drive.

Mr. Golphin further stated that the department will begin work at the new duplex development on Carter Road, where crews will be installing water and sewer lines to provide utility services to the new development.

Fire Department Chief Nicolas Maxwell gave the department statistics 74 - total calls, 46 Medical, 2 Fires, 14 Motor Vehicle Accidents, and 11 Miscellaneous. Fire Chief Maxwell also reported that the Fire Department continues to emphasize physical fitness, which is why citizens may see firefighters exercising throughout the city. He stated that the department has been conducting inspections and evaluations of the city's fire hydrants to ensure they remain in proper working condition. Additionally, he shared that the

Fire Department maintains a School Supply Closet to assist families who experience a house fire, ensuring that students have the necessary school supplies, so their education is not interrupted. Chief Maxwell further noted that, with the increase in new construction throughout the city, the department's workload will continue to grow, as each new development requires a fire flow and water pressure test to verify adequate fire protection. Lastly, he encouraged everyone to stay hydrated due to the current heat advisory.

He also reminded everyone that Griffin Road is permanently closed, per GDOT. With the road closing it is important that we (Public Safety) know the area, he and his command staff have driven the area and perhaps the city might want to consider renaming a portion of Griffin Road so it will not be confusing to 911 personnel. Councilmember Dodd said he would look into the situation with Liberty County 911. City Clerk Moss stated through her communication with GDOT, (911) had been informed of the closure.

Police Department Chief Christopher Reed gave the department's statistics, consisting of total calls for service 560. Total incident reports 40, total crash reports 40, total citations, 250 and total warnings 46. Chief Reed reported that the demonstration scheduled for this evening had been canceled due to a scheduling conflict. He advised that the representative will instead be onsite tomorrow at 3:00 p.m. to conduct the demonstration and invited anyone interested to attend. He also announced that the Neighborhood Watch meeting has been canceled because of school open houses and new school year orientations. Chief Reed further stated that the Police Department will be out in full force monitoring school zones, bus stops, and enforcing traffic laws related to school buses. He reminded the public that motorists are required to stop for a school bus displaying its stop arm unless there is a raised median or physical divider separating the lanes of travel.

XI. Elected Officials Comments

Mayor Pro Tem Boston had no comments.

Councilmember Underwood, thanked citizens for donating to the uniform drive. Liberty County Summer Lunch Program and the City of Walthourville will have an End of Summer/Back to School Bash on July 30th from 11:00 AM-1:00 PM. There will be school supplies and backpacks given out while supplies last.

He also spoke about Operation Kid Forward, which was shoes for the less fortunate saying, "I just want to thank Operation Kid Forward for your generous donation of shoes to our Walthourville Families. Thank you, Ms. Nisha, and thank you to everyone who helped make this possible. Your kindness and support mean so much to our community. On behalf of the City of Walthourville, thank you for showing love and support to our families. We truly appreciate you! I also want to thank my fellow Mayor Pro Tem, Mitchell Boston, for his support and involvement in helping make this donation possible. Thank you for continuing to serve our community and for helping bring resources and support to the families of Walthourville.

He added that Keisha Lance Bottoms will be in Jesup on July 29, 2026. Attorney Moses added that She will be in Savannah on Friday (July 31st) and Saturday (August 1st). He also read a statement about children in Liberty County receiving free lunch and the parents being negative about the free lunches.

Councilmember Kelly, stated she had inquired about information on renaming streets. She has the information and she will share it via email with the Mayor and Council.

Councilmember Lovette had no comments.

Councilmember Dodd had no comments.

XII. Mayor's Updates

Mayor Sarah B. Hayes

Councilmember Underwood thanked everyone for recognizing the upcoming Back-to-School Bash. She explained that the event was initiated by the Liberty County Free Lunch Coordinator, who contacted him to assist with its planning. He reported that the event will feature a bounce house, food, and free books for children and families.

Mayor Hayes added that, as part of the Mayor's Reading Club, she will be participating in the event by reading to the children during the Back-to-School Bash. She also announced that the first day of school for Liberty County students is August 4, 2026.

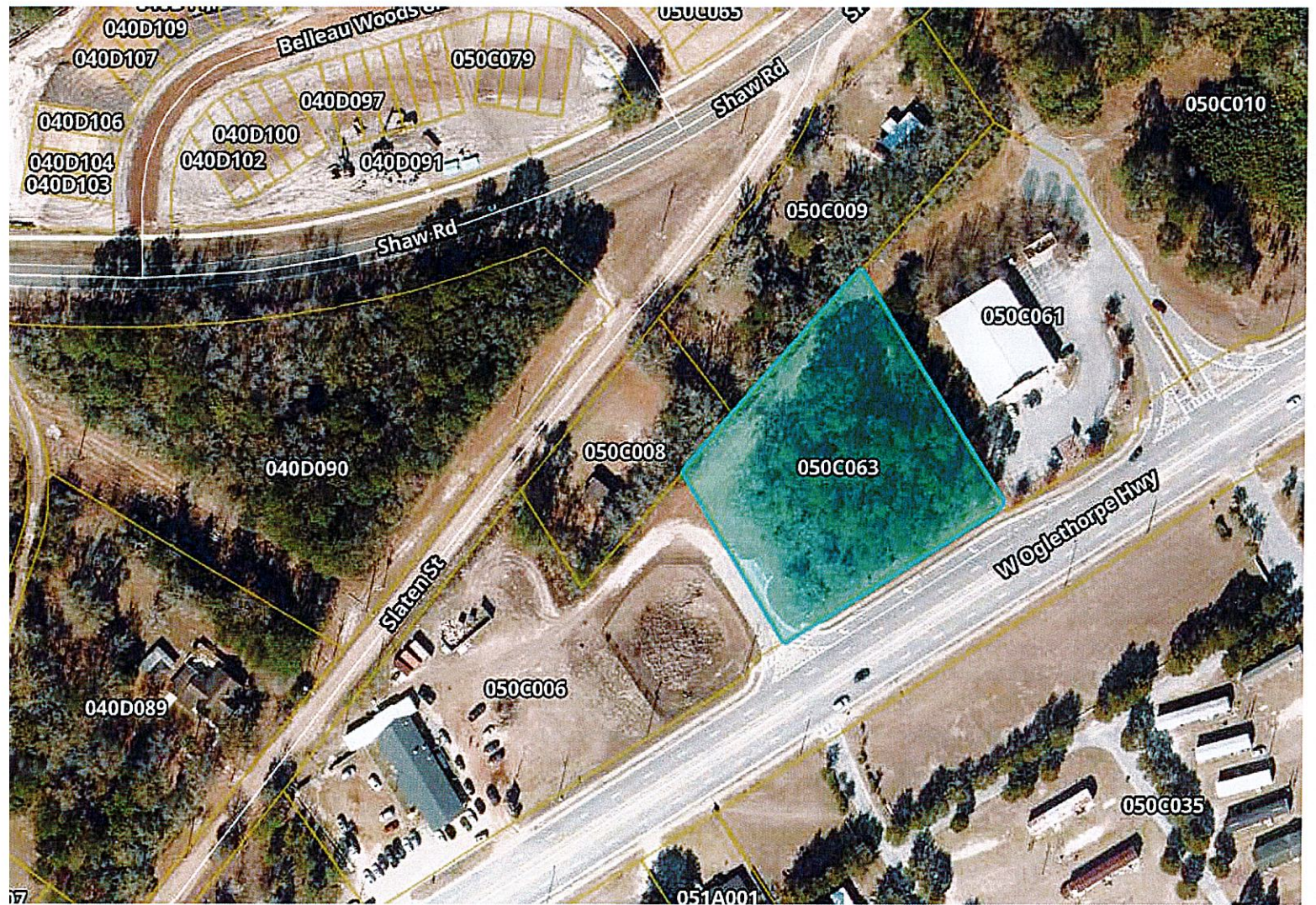
Mayor Hayes further announced that Municipal Court is scheduled for August 18, 2026. She reminded everyone that the Recycle Fair will be held on August 22, 2026, and that a shred truck will be available at City Hall during the event. She also noted that the City's first FY 2027 budget workshop is scheduled for August 17, 2026.

XIII. Executive Session: At 7:11 PM the motion to enter into Executive Session for potential litigation was made by Mayor Pro Tem Boston and the second was added by Councilmember Dodd.

Vote: 5-0: Motion Passed Unanimously.

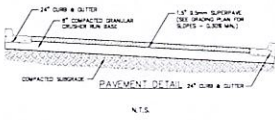
XIV. Adjournment: At 7:48 the motion to adjourn was made by Councilmember Kelly and the second was added by Councilmember Dodd.

Vote: 5-0: Motion Passed Unanimously.

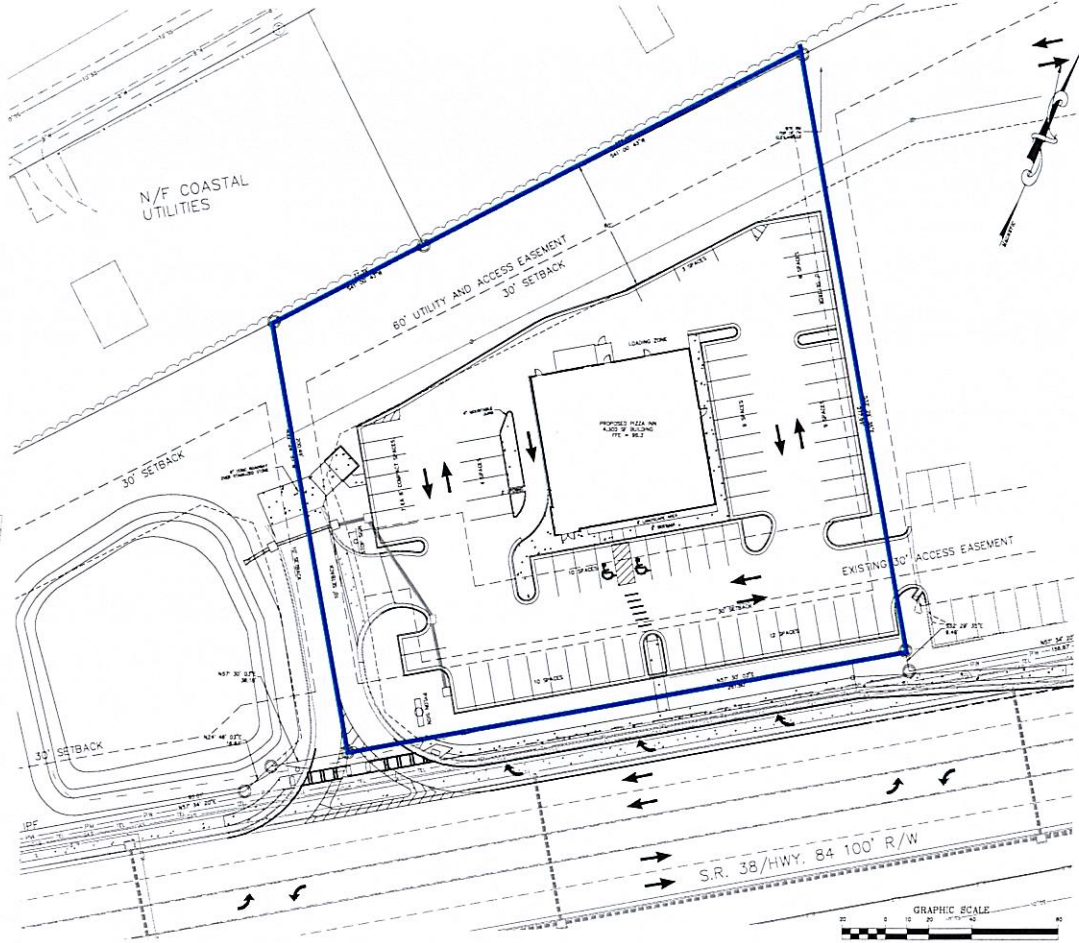


GENERAL NOTES:

1. ZONING: C-2
2. TOTAL LOTS: 10
3. LOTS: 10
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100. LOTS: 10



PARKING SUMMARY:
 5,000 SF BUILDING
 REQUIREMENT = 1 SPACE PER 75 SF BUILDING = 71 SPACES
 TOTAL SPACES PROVIDED = 72 SPACES
 PLAN ONE SPACE SHORT OF UDD PARKING REQUIREMENT



Walthourville Plaza Inn
 Site Development
 JH&R Holdings LLC
 Liberty County, Georgia

Simonton Engineering
 1000 Peachtree Street, NE
 Suite 1000
 Atlanta, GA 30309
 404.525.1234
 www.simontonengineering.com

Liberty Consolidated Planning Commission – Report

Governing Authority: The City of Walthourville



Mayor & Council Date: August 11, 2026

Business License: Shan Autos LLC

Business Owner: Michael Hunt

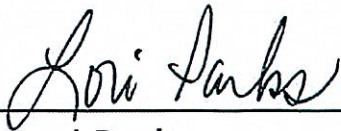
Address: 4981 W Oglethorpe Highway, Suite 17

Zoned: C-3 (Highway Commercial District)

Comments: Online Auto Broker

Recommendation: APPROVAL

LCPC Staff:

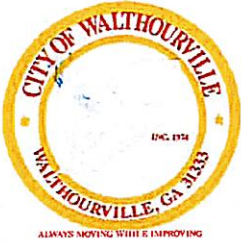


Lori Parks

Zoning Administrator



Date



City of Walthourville Business License Division

Application for corporation or Limited Liability Company LLC Occupation Tax Certificate

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

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

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

Name business as Shan Autos LLC
Business Phone#() 912-508-8427
Name of Corporation/LLC* Shan Autos
Business Address 4981 W. Oglethorpe Hwy #17
Mailing Address 4703 Meabows Ave
Home Address 2606 Louisiana ave City Savannah State GA Zip 31404
Email Address ShanautosLLC@gmail.com
Full Detailed Description of Business used car dealer

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

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

State Sales Tax ID# 20318752559 Federal ID # 93-4279328

Owner Name Michael Hunt SS# _____ - JB 10/27/1991

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

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

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

FOR OFFICE USE ONLY
ZONING DEPT ☒ APPROVED () DISAPPROVED BY Ray Parks DATE 8-7-26
FIRE DEPT () APPROVED () DISAPPROVED BY _____ DATE _____
CITY COUNCIL () APPROVED () DISAPPROVED BY _____ DATE _____
BUSINESS LICENSE DEPT DATE RECEIVED _____
BUSINESS LICENSE ISSUANCE DATE _____

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

Phone: (912) 368-7501

Office Location: 222 Busbee Road, Walthourville, GA 31333

Web site address: www.cityofwalthourville.com

City of Walthourville Business License Division



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.

MH If this property is zoned residential, no clients, employees, sales, deliveries, storage of inventory, or equipment (initials) are allowed on the premises. Only one commercial vehicle not to exceed 12,500 lbs Gross weight used as transportation by the occupant may be parked at the residence.

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

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

I Michael Hunt, affirm that the facts stated by me are true, I understand any misrepresentation or fraudulent statement is grounds for automatic dismissal of this application and/revocation of the license. I understand that all signs displayed on my premise must be permitted by the City of Walthourville, I further understand that my business must operate in compliance with all applicable state, federal and local laws, ordinances and regulations, and that the granting of this occupation tax certificate or payment of this occupation tax does not waive the right of any federal, state or local entity to regulate and enforce laws, ordinances and regulations. I understand that all decisions of the Business License Division may be appealed to the City of Walthourville.

This 4th day of Aug, 20 26.

Legibly print name Michael Hunt

Signature of applicant Michael Hunt

This application must be approved by the Liberty County Planning Commission

Tax Map & Parcel# 050A163

Zoning Classification C3

Approved by: Ami Parks

Date Approved: 8-7-26

Date the request will be presented to Mayor and Council: 8-11-26

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

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

Phone: (912) 368-7501

Office Location: 222 Busbee Road, Walthourville, GA 31333

Web site address: www.cityofwalthourville.com

- 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.

Web site address: www.cityofwalthourville.com

CITY OF WALTHOURVILLE BUSINESS LICENSE DIVISION – PRIVATE EMPLOYER AFFIDAVIT

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

Section 1. Please check only one:

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

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

(B) _____ 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 _____, __,
20____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

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

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.

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

STATE OF GEORGIA

Secretary of State

Corporations Division

313 West Tower

2 Martin Luther King, Jr. Dr.

Atlanta, Georgia 30334-1530

CERTIFICATE OF ORGANIZATION

I, **Brad Raffensperger**, the Secretary of State and the Corporation Commissioner of the State of Georgia, hereby certify under the seal of my office that

Shan Autos LLC

a Domestic Limited Liability Company

has been duly organized under the laws of the State of Georgia on **08/22/2023** by the filing of articles of organization in the Office of the Secretary of State and by the paying of fees as provided by Title 14 of the Official Code of Georgia Annotated.

WITNESS my hand and official seal in the City of Atlanta
and the State of Georgia on **08/30/2023**.



Brad Raffensperger

Brad Raffensperger
Secretary of State

Lori Parks

From: ShanAutosLLC <shanautosllc@gmail.com>
Sent: Tuesday, August 4, 2026 12:48 PM
To: Lori Parks
Subject: Shan autos LLc / Michael hunt brief description of the business

Only online sales, no cars will be parked at the business suite . Unless I'm driving it to the business suite. Used car dealer only online. Just need an office space, to conduct meetings and to fill out paperwork for the buyer and show off inventory on the laptop.



Agenda Item # 2

SPLOST Projects

Mayor Sarah B. Hayes



Agenda Item # 3

SPLOST IGA

Mayor Sarah B. Hayes



Agenda Item # 4

Road Selection Update

Mayor Sarah B. Hayes



Agenda Item # 5

Johnnie Frasier Park

Mayor Sarah B. Hayes