

MAYOR
Karl Riles

CITY MANAGER
Kenneth Howard

CITY CLERK

CITY ATTORNEY
Linnie Darden III



**MAYOR AND COUNCIL
REGULAR MEETING
AGENDA
3:00 PM
January 4, 2024
Council Chamber**

MAYOR PRO TEM

COUNCIL MEMBERS
Diana F. Reid
Vicky C. Nelson
Jason R. Floyd
Dexter L. Newby
Jose A. Ortiz, Jr.

1. INVOCATION

Bishop Betton of The Cathedral of Praise.

2. MINUTES

Approve the minutes of the December 21, 2023, Council Meeting.

3. UNFINISHED BUSINESS

**3.1. PROPOSED PRIVATELY-OWNED FIRE HYDRANT INSTALLATION AND
MAINTENANCE, ORDINANCE #2023-07**

To Present for Mayor and Council Consideration, Proposed Privately-Owned Fire Hydrant Installation and Maintenance Ordinance #2023-07.

Action Item

3.2. LIBERTY COUNTY BOARD OF HEALTH

To Present for Mayor and Council Consideration, appointment to Replace Mayor Pro Tem Keith Jenkins on the Liberty County Board of Health. This Appointment is made by the Mayor or his appointee.

Action Item

3.3. LIBERTY COUNTY BOARD OF HEALTH

To Present for Mayor and Council Consideration, Liberty County Board of Health Appointment that expired on December 31, 2023. Appointments are Made by Mayor and Council.

Action Item

3.4. LIBERTY COUNTY DEVELOPMENT AUTHORITY

To Present for Mayor and Council Consideration, Liberty County Development Authority Board Appointment that expired on December 31, 2023. Appointments are made by Mayor and Council.

Action Item

4. PRESENTATIONS

4.1. MONTHLY CONSTRUCTION UPDATES

To Present for Mayor and Council Consideration, monthly construction updates.

"Home for a Day or a Lifetime"

Informational Item

5. PLANNING AND ZONING

6. PUBLIC HEARING

6.1. UDO AMENDMENTS FOR SIGNAGE, ORDINANCE #2023-13

To Present for Mayor and Council Consideration, Amendments to the UDO for Signage, Ordinance #2023-13.

Action Item

7. NEW BUSINESS

7.1. HINESVILLE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

An item to appoint a new mayor to the HDDA board.

Informational Item

7.2. MAYOR PRO TEMPORE APPOINTMENT ELECTION

At the first regular meeting of the Mayor and City Council after election and qualification, they shall elect one of their members Mayor Pro Tempore, whose term of office shall be two years.

Action Item

8. PUBLIC COMMENT

8.1. PUBLIC COMMENT

9. MAYOR KARL RILES

9.1. MAYOR KARL RILES' REPORT

10. COUNCILMEMBER REID - DISTRICT 1

10.1. COUNCILMEMBER REID'S REPORT

11. COUNCILMEMBER FLOYD - DISTRICT 2

11.1. COUNCILMEMBER FLOYD'S REPORT

12. COUNCILMEMBER NELSON - DISTRICT 3

12.1. COUNCILMEMBER NELSON'S REPORT

13. COUNCILMEMBER NEWBY - DISTRICT 4

13.1. COUNCILMEMBER NEWBY'S REPORT

14. COUNCILMEMBER ORTIZ, JR. - DISTRICT 5

14.1. COUNCILMEMBER ORTIZ, JR.'S REPORT

15. CITY MANAGER KENNETH HOWARD

15.1. CITY MANAGER KENNETH HOWARD'S REPORT

16. ADJOURN

"Home for a Day or a Lifetime"



City of Hinesville, Georgia, Council Meeting

Date: January 4, 2024

Agenda Item: Proposed Privately-Owned Fire Hydrant Installation and Maintenance, Ordinance #2023-07

Prepared by: Virginia Hendricks

Presented by: Kenneth Howard

PURPOSE: To Present for Mayor and Council Consideration, Proposed Privately-Owned Fire Hydrant Installation and Maintenance Ordinance #2023-07.

BACKGROUND: A private fire hydrant is a fire hydrant that is owned by a non-governmental entity and is located on private property. This includes any private street where there is ownership of the street by an individual, group of individuals, or a legal entity. There are a number of private hydrants in the Hinesville Fire Department's response area that are currently out of service and in need of repair. The hydrant owner is responsible for these repairs. Without an ordinance in place, Hinesville Fire has no authority to ensure these repairs are made.

FUNDING: N/A

RECOMMENDATION: Approval.

ATTACHMENTS:

1. Private Fire Hydrant Ordinance - final 1-3-24

PREVIOUS COUNCIL DISCUSSION: December 7, 2023, & December 21, 2023.

AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF HINESVILLE, GEORGIA, CHAPTER 8 FIRE PREVENTION AND PROTECTION, BY ADDING ARTICLE V – CITY OF HINESVILLE PRIVATELY OWNED FIRE HYDRANT ORDINANCE SECTIONS 8-146 THROUGH 8-154, IN ORDER TO ENSURE THE PROPER INSTALLATION, MAINTENANCE, AND TESTING OF PRIVATELY-OWNED FIRE HYDRANTS WITHIN THE CITY, AND TO ENHANCE FIRE SAFETY AND BETTER PROTECT THE COMMUNITY AND FIREFIGHTING PERSONNEL FROM FIRE-RELATED INJURIES AND FATALITIES.

WHEREAS, the City of Hinesville, Georgia (the “City”) is a municipality duly formed and existing pursuant to Georgia law; and the duly elected governing authority of the City is the Mayor and Council; and

WHEREAS, the Mayor and Council (“the Council”) are authorized under Article 9, Section 2, of the Constitution of the State of Georgia to enact reasonable ordinances to protect the health, safety, morals, convenience, order, propriety, and general welfare of the people of the City; and

WHEREAS, O.C.G.A. Section 25-2-13 (f), authorizes the Council to enact such ordinances as it deems necessary to perform fire safety inspections and related activities; and

WHEREAS, these regulations are designed to ensure that every privately-owned fire hydrant to which the Hinesville Fire Department (“HFP”) or other fire district connects is inspected, serviced, and maintained in accordance with the state’s minimum fire safety standards and requirements, and produces the amount of water required by firefighters to immediately respond to a fire hazard or related emergency; and

WHEREAS, the Mayor and Council have determined that it is in the best interests of the citizens of the City to adopt the following Ordinance in order to provide effective fire protection for its citizens and their property.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF HINESVILLE, GEORGIA , AS FAR AS PRIVATELY-OWNED FIRE HYDRANTS ARE CONCERNED, THE FOLLOWING SHALL APPLY:

SECTION 8-146-TITLE

The Ordinance is titled the “City of Hinesville Privately-Owned Fire Hydrant Ordinance.”

SECTION 8-147-DEFINITIONS

Defines key terms used in this Ordinance, including private fire hydrant, fire department, inspection, maintenance, owner, owner’s designee, qualified, record, and testing.

1. **Private Fire Hydrant/Privately-Owned Fire Hydrant:** A fire hydrant that is installed on private property for the purpose of providing a water supply for firefighting personnel and is owned and maintained by the owner of the property. A private fire hydrant also includes any fire hydrant located in a right-of-way of a public highway or easement within the City of Hinesville that is owned by a fire district or any person other than the COH.
2. **Fire Department:** The City of Hinesville Fire Department (“HFD”)
3. **Inspection:** A visual examination of a private fire hydrant to verify that it appears to be in good operating condition and is free from physical damage.
4. **Maintenance:** Work performed to keep a private fire hydrant operable or to make repairs.
5. **Owner:** Any individual, corporation, partnership, or entity that holds record title to the property upon which a private fire hydrant is installed. For fire hydrants located in the right-of-way of a public highway in the city that are not owned by the City of Hinesville, the owner is the person that owns the fire hydrant itself.
6. **Owner’s Designee:** When the owner is not the occupant of the premises upon which a private fire hydrant is located, the occupant, management firm, or managing individual designated by the Owner through specific provisions in the lease, written use agreement, or management contract owner to assume the responsibility to inspect, test, and maintain, correct, and repair a private fire hydrant located on the Owner’s property.
7. **Qualified:** Having knowledge of the installation, construction, operation, maintenance, correction, or repair of a fire hydrant and the hazards involved.
8. **Record:** Written documentation of the inspection, testing, maintenance, correction, or repair of a private fire hydrant.
9. **Shall:** Indicates a mandatory requirement.
10. **Testing:** A procedure of periodic physical and operational checks used to determine whether a private fire hydrant is capable of being operated and of performing as intended.

SECTION 8-148-INSTALLATION OF PRIVATE HYDRANTS

1. **Approval Required:** Before installing a private fire hydrant on their property, property owners must first obtain written approval from the Chief of the HFD or his/her designee, and comply with all applicable building codes and regulations.

2. **Design and Installation Standards.** Private fire hydrants must be installed in accordance with the design and installation standards specified by the HFD and any relevant national or state fire protection standards.

3. **Location.** Property owners must install private fire hydrants in locations designated by the HFD to ensure easy access for firefighting personnel.

4. **Connection to Water Supply.** Private fire hydrants must be connected to an approved and sufficient water supply, and the water source must comply with all water quality and pressure standards set by the City.

SECTION 8-149-MAINTENANCE AND TESTING

1. **Responsibility.** The responsibility for maintaining private fire hydrants lies with the property owner or the owner's designee.

2. **Maintenance Schedule.** Property owners must establish a maintenance schedule, including periodic inspections, repairs, and flow testing, as required by the HFD. Qualified companies must perform inspection and maintenance annually, while flow testing is required every three (3) years.

3. **Records.** Property owners must maintain records of all maintenance and testing activities and make them available to the HFD.

SECTION 8-150-ACCESS AND TESTING BY THE CITY OF HINESVILLE FIRE DEPARTMENT (HFD)

1. **Access:** The HFD has the right to access private fire hydrants for inspection, testing, or firefighting purposes. Property owners must provide unrestricted access to the hydrants when requested by the HFD.

2. **Qualifications:** No person other than an authorized official of the HFD or a certified private fire hydrant contractor shall open, operate, flow, test, maintain or repair a hydrant.

3. **Testing:** The HFD may conduct periodic testing of private hydrants to ensure their functionality. Property owners are responsible for facilitating such tests.

4. **Inspection:** All private water hydrant systems shall be subject to periodic tests as required by HFD. The testing shall be performed by the HFD in accordance with the NFPA and AWWA Standards.

- A. Private fire hydrants shall be inspected annually, and after each operation; flow testing being done in accordance with AWWA Standards.
- B. Fire service main piping shall be inspected (to the extent exposed) annually, and flow tested every five (5) years.
- C. The Owner or Owner's Designee shall, at least monthly, conduct visual inspections of all private, fire, hydrants, and water sources.

5. **Repair:** Any fire hydrant, which fails inspection, is impaired or otherwise does not function as required by the NFPA Standards, or the manufacture's specifications shall be repaired within thirty (30) days of receiving notice thereof by a certified private fire hydrant contractor on file with the HFD, who shall certify in writing the following:

- A. The persons name, and the date the repairs were performed;
- B. The location of the fire hydrant;
- C. The repairs performed; and
- D. The service condition of the private fire hydrant.

6. **Identification and Notification of Impaired Hydrant:**

- A. The Owner or Owner's Designee shall notify the HFD in advance of a preplanned impairment of a private fire hydrant.
- B. The Owner or Owner's Designee shall notify the HFD immediately of an emergency impairment of a private fire hydrant.
- C. The Owner or Owner's Designee shall affix an impairment tag approved by the HFD to an impaired fire hydrant at the commencement of a preplanned impairment and at the time of discovery of an emergency impairment.
- D. Once the necessary testing confirms that the repairs have restored the fire hydrant to operational status, the Owner or Owner's Designee shall remove the impairment tag and shall notify the HFD that the hydrant is operational.

SECTION 8-151-PENALTIES AND ENFORCEMENT

1. **Violation:** Any violation of this Ordinance may result in penalties, including fines, required maintenance and/or repair, or other actions as determined by the HFD.

2. **Enforcement:** The HFD and other relevant city authorities are responsible for enforcement of this Ordinance.

SECTION 8-152-SEVERABILITY

If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of the ordinance or the application of the provisions to other persons or circumstances shall not be affected.

SECTION 8-153-REPEALER

All ordinances or parts of ordinances in conflict herewith are repealed only to the extent needed to give this Ordinance full force and effect.

SECTION 8-154-AMENDMENT

This Ordinance may be amended as deemed necessary by the City Council of Hinesville.

DULY ADOPTED THIS _____ DAY OF _____, 2024, BY THE
MAYOR AND COUNCIL OF THE CITY OF HINESVILLE, GEORGIA.

Karl A. Riles, Mayor

Dexter L. Newby, Councilmember

Diana F. Reid, Councilmember

Vicky C. Nelson, Councilmember

Jason Floyd, Councilmember

Jose Antonio Ortiz, Jr., Councilmember

ATTEST:

Kenneth Howard, City Manager
Attestor



City of Hinesville, Georgia, Council Meeting

Date: January 4, 2024
Agenda Item: Liberty County Board of Health
Prepared by: Virginia Hendricks
Presented by: Kenneth Howard

PURPOSE: To Present for Mayor and Council Consideration, Appointment to Replace Mayor Pro Tem Keith Jenkins on the Liberty County Board of Health. This Appointment is made by Mayor.

BACKGROUND: Mayor Brown appointed Mayor Pro Tem Jenkins to serve on the Liberty County Board of Health.

FUNDING: N/A

RECOMMENDATION: N/A

ATTACHMENTS:

1. Liberty County Board of Health Spreadsheet (2)
2. Liberty County BOH By-Laws (3)

PREVIOUS COUNCIL DISCUSSION: November 16, 2023, December 7, 2023

STANDING
BOARDS/COMMISSIONS/AUTHORITIES
APPOINTEES

Liberty County Board of Health							
APPOINTED BY	CURRENT APPOINTEES	RESIDES IN DISTRICT	TERMS SERVED	LENGTH OF TERM	TERM BEGAN	TERM EXPIRES	NOTES
Mayor Brown	Keith Jenkins	4		4 years	06/17/2016	12/31/2023	
Mayor and Council	Martha Kitchings*				07/07/2022	12/31/2023	Martha Kitchings is filling the unexpired term of Samantha Roberts

Created by State Law O.C.G.A. 31-3-2 (a) (5)

**BY-LAWS
OF
LIBERTY COUNTY BOARD OF HEALTH**

ARTICLE I

NAME: This Board of Health is a creation of Title 31-3, *Official Code of Georgia Annotated* (O.C.G.A.), which establishes a county Board of Health in each and every county of the state. Consequently, this Board of Health is named the Liberty County Board of Health.

ARTICLE II

FUNCTIONS AND POWERS: The functions and powers of the Liberty County Board of Health are those given it by Titles 31-3-4 and 31-3-5 of the *Official Code of Georgia Annotated*.

A: FUNCTIONS

The Liberty County Board of Health functions are:

- 1) To determine the health needs and resources of its jurisdiction by research, and by collection, analysis, and evaluation of all data pertaining to the health of the community;
- 2) To develop, in cooperation with the health department, programs, activities, and facilities responsive to the needs of its area;
- 3) To secure compliance with the rules and regulations of the health department and have local application; and
- 4) To enforce, or cause enforcement of, all laws pertaining to health unless the responsibility for the enforcement of such laws is that of another agency.

B: POWERS

The Liberty County Board of Health is empowered to:

- 1) Establish and adopt By-Laws for its own governance. Meetings shall be held at least four (4) times per year.
- 2) Exercise responsibility and authority in all matters within the county pertaining to health unless the responsibility for enforcement of such is By-Laws of another agency;

- 3) Take such steps, as may be necessary, to prevent and suppress disease and conditions deleterious to health and to determine compliance with health laws and rules, regulations, and standards adopted;
- 4) Adopt and enforce rules and regulations appropriate to its functions and powers.
- 5) Review and approve annual budget, review and accept the annual audit report and review quarterly financial update on results of operations;
- 6) Propose to the Liberty County Commission fees for the provision of environmental health services provided by the County Board of Health;
- 7) Make contracts and establish fees for the provision of public health services provided by the County Board of Health;
- 8) Contract with Georgia Department of Public Health, or other agencies, for assistance in the performance of its functions and the exercise of its powers and for supplying services which are within its purview to perform, provided that such contracts and amendments thereto shall have first been approved by the Georgia Department of Public Health; and
- 9) Establish rules and regulations which apply to all citizens and premises of the county or to specified areas and citizens therein without regard to the remainder of the county (OCGA 31-3-6).

ARTICLE III

MEMBERSHIP: The Liberty County Board of Health shall be composed of seven members as provided in Title 31-3-2 of the Official Code of Georgia Annotated. Composition of the Board of Health, appointments, terms of members, notification of vacancies, appointment, and qualification of members, to fill vacancies, shall all be according to said Title 31-3-2, and these By-Laws. The composition of the Liberty County Board of Health is listed in the following table:

**GEORGIA HEALTH CODE
CHAPTER 3 COUNTY BOARDS OF HEALTH**

31-3-2

Composition; terms of members (Created by House Bill 1068, 1984 Georgia Legislature)

BOARD OF HEALTH MEMBERS	TERM BEGINS/EXPIRES
1. Chief executive officer of the governing authority of County (Chairperson of County Commission or another member of the County Commission)	Serves While Holding Office
2. County Superintendent of Schools (or an Assistant Superintendent of Schools appointed by the Superintendent)	Serves While Holding Office
3. Physician actively practicing in County (Appointed by governing authority of County [County Commissioners])	Six Year Term
4. Consumer representing consumers of Mental Health, Mental Retardation, and Substance Abuse Services. (Appointed by governing authority of County [County Commissioners])	Six Year Term
5. Consumer or licensed nurse interested in promoting Public Health (Appointed by governing authority of the largest municipality in the county)	Six Year Term
6. Consumer representing the County's needy, underprivileged, or elderly community (Appointed by governing authority of County [County Commissioners])	Six Year Term
7. Chief executive officer of the governing authority of the largest municipality of the County (or a member of the City Commission)	Serves While Holding Office

No member appointed to the Liberty County Board of Health shall be an employee of the Liberty County Government or of the Liberty County Health Department. Appointing authority must provide documentation to Liberty County Board of Health of selection. *When a Board member's term expires, that Board member will continue to hold office and may continue to participate and vote on Board matters until a successor is sworn in.*

ARTICLE IV

TITLES OF OFFICERS: The officers of Liberty County Board of Health shall be the Chairperson, Vice-Chairperson, and Secretary.

ELECTION OF OFFICERS:

Officers shall be elected bi-annually and at the first regular meeting of the Board of Health of the calendar year. To qualify for nomination, as an officer of the Liberty County Board of Health, it is preferred that a person must have been a member of the Board of Health for a minimum of one year. There shall be no limit to the number of terms to which the officers may be elected to serve.

A. DUTIES OF THE BOARD OF HEALTH CHAIRPERSON

1. The Chairperson person shall:
 - a) ensure that all meetings are held as required by these By-Laws;
 - b) preside at all meetings of the Board of Health;
 - c) ensure that provisions in these By-Laws are adhered to;
 - d) ensure that all policies, resolutions, and directives of the Board of Health are carried out;
 - e) serve as an ex-officio member of all committees; and
 - f) perform other appropriate duties as the Board of Health may direct.
2. If the Chairperson does not fulfill his or her duties, resigns, or is no longer eligible to serve, the election of a new Chairperson will be conducted by the Board of Health.

B. DUTIES OF THE BOARD OF HEALTH VICE CHAIRPERSON:

1. In the absence of the Chairperson, the Vice Chairperson shall conduct the Board of Health meeting and perform other duties as requested.
2. In the absence of the Chairperson and the Vice Chairperson, the District Health Director may Chair the Board of Health meetings.

C. DUTIES OF THE BOARD OF HEALTH SECRETARY:

1. Ensure minutes are taken to accurately reflect proceedings of each meeting. A Liberty County Health Department employee may be designated to take the minutes of each meeting.

D. NOMINATING COMMITTEE

1. The Chairperson shall appoint a nominating committee consisting of three Board of Health members. This committee will be appointed two months prior to the meeting where elections are held. Additional nominations may be made from the floor at the time of elections.

E. DUTIES OF THE BOARD OF HEALTH MEMBERS

1. The members shall:
 - a) attend all meetings of the Board of Health if possible, but to remain on the Board of Health members must attend three (3) or more consecutive regular meetings or more than forty-five (45%) of the regularly held and specially called meetings during any calendar year*;

- b) be entitled to absent himself or herself and shall be deemed to have a leave of absence from his or her public duties (1) while engaged in the performance of ordered military duty and while going to and returning from such duty or (2) for other good cause as approved by the Board* ;

****Attendance Policy, Liberty County Board of Commissioners as amended***

- c) removal of any member will require a majority Board of Health vote;
- d) ensure that provisions in these By-Laws are adhered to;
- e) ensure that all policies, resolutions, and directives of the Board of Health are carried out;
- f) serve as an ex-officio member of all committees; and
- g) perform other appropriate duties as the Board of Health may direct.

ARTICLE V

CHIEF EXECUTIVE OFFICER: The District Health Director of Public Health District 9-1 shall serve as the Chief Executive Officer of this Board of Health as provided in Sections 31-3-12 and 31-3-15 of the Official Code of Georgia.

FUNCTIONS AND POWERS: The District Health Director, as Chief Executive Officer of this Board of Health, shall in the name of the Board of Health perform the functions and exercise the powers set forth in Chapter 31-3 of the Official Code of Georgia, except to adopt By-Laws and adopt rules.

COUNTY HEALTH DEPARTMENT LEADERSHIP STAFF (I.E COUNTY NURSE MANAGER, ENVIRONMENTAL HEALTH MANAGER): The County Nurse Manager and the Environmental Health County Manager, of the Liberty County Health Department, will sit on the Board of Health, as ex-officio members.

ARTICLE VI

REGULAR MEETINGS: Regular meetings shall be held no less frequently than quarterly.

SPECIAL MEETINGS: Special meetings may be called by the Chairperson at the request of any member of the Board-Health or as deemed necessary by the Chairperson. No business shall be transacted at a special meeting except that stated in the notice calling the meeting. Notice of any special meeting shall be given at least five days before the time set for the meeting; provided, however, that a meeting called to respond to a public health emergency may be held as soon as a quorum of members is assembled.

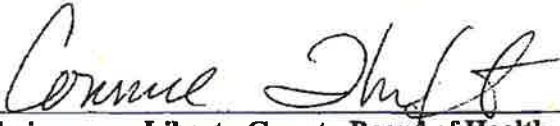
QUORUM: An officer plus 3 members of the Board of Health shall constitute a quorum for the conduct of business.

AMENDMENTS: The By-Laws may be amended, after at least 30 days notice, at any regular meeting of the Board of Health. Such notice shall be referred to a special committee which shall report at the next regular meeting and shall require a majority vote of those present for adoption. Amendments, so made, shall be effective when approved by the Board of Health.

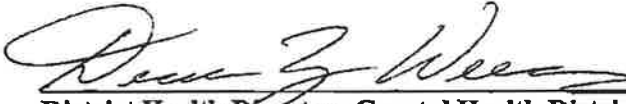
PARLIAMENTARY AUTHORITY: The rules contained in the current edition of *Robert's Rules of Order* shall guide governance in all cases to which they are applicable.

ADOPTION: These By-Laws shall be adopted at any regular meeting of the Board of Health in which there is a quorum and shall replace any previous By-Laws. Members of the Board of Health will need to be notified 30 days in advance if new By-Laws will be presented.

ADOPTED BY THE LIBERTY COUNTY BOARD OF HEALTH, THIS 6 **DAY OF**
March, 2014.



Chairperson, Liberty County Board of Health



District Health Director, Coastal Health District 9-1



City of Hinesville, Georgia, Council Meeting

Date: January 4, 2024
Agenda Item: Liberty County Board of Health
Prepared by: Virginia Hendricks
Presented by: Kenneth Howard

PURPOSE: To Present for Mayor and Council Consideration, Liberty County Board of Health Appointment that expired on December 31, 2023. Appointments are made by Mayor and Council.

BACKGROUND: Martha Kitchings' appointment on the Liberty County Board of Health expired on December 31, 2023. This appointment is made by Mayor and Council.

FUNDING: N/A

RECOMMENDATION: N/A

ATTACHMENTS:

1. Liberty County Board of Health Spreadsheet (1) (1)
2. Liberty County Board of Health By-Laws (1)

PREVIOUS COUNCIL DISCUSSION: November 16, 2023, & December 7, 2023.

STANDING
BOARDS/COMMISSIONS/AUTHORITIES
APPOINTEES

Liberty County Board of Health							
APPOINTED BY	CURRENT APPOINTEES	RESIDES IN DISTRICT	TERMS SERVED	LENGTH OF TERM	TERM BEGAN	TERM EXPIRES	NOTES
Mayor Brown	Keith Jenkins	4		4 years	06/17/2016	12/31/2023	
Mayor and Council	Martha Kitchings*				07/07/2022	12/31/2023	Martha Kitchings is filling the unexpired term of Samantha Roberts

Created by State Law O.C.G.A. 31-3-2 (a) (5)

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LIBERTY COUNTY BOARD OF HEALTH**

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- 2) To develop, in cooperation with the health department, programs, activities, and facilities responsive to the needs of its area;
- 3) To secure compliance with the rules and regulations of the health department and have local application; and
- 4) To enforce, or cause enforcement of, all laws pertaining to health unless the responsibility for the enforcement of such laws is that of another agency.

B: POWERS

The Liberty County Board of Health is empowered to:

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- 3) Take such steps, as may be necessary, to prevent and suppress disease and conditions deleterious to health and to determine compliance with health laws and rules, regulations, and standards adopted;
- 4) Adopt and enforce rules and regulations appropriate to its functions and powers.
- 5) Review and approve annual budget, review and accept the annual audit report and review quarterly financial update on results of operations;
- 6) Propose to the Liberty County Commission fees for the provision of environmental health services provided by the County Board of Health;
- 7) Make contracts and establish fees for the provision of public health services provided by the County Board of Health;
- 8) Contract with Georgia Department of Public Health, or other agencies, for assistance in the performance of its functions and the exercise of its powers and for supplying services which are within its purview to perform, provided that such contracts and amendments thereto shall have first been approved by the Georgia Department of Public Health; and
- 9) Establish rules and regulations which apply to all citizens and premises of the county or to specified areas and citizens therein without regard to the remainder of the county (OCGA 31-3-6).

ARTICLE III

MEMBERSHIP: The Liberty County Board of Health shall be composed of seven members as provided in Title 31-3-2 of the Official Code of Georgia Annotated. Composition of the Board of Health, appointments, terms of members, notification of vacancies, appointment, and qualification of members, to fill vacancies, shall all be according to said Title 31-3-2, and these By-Laws. The composition of the Liberty County Board of Health is listed in the following table:

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2. County Superintendent of Schools (or an Assistant Superintendent of Schools appointed by the Superintendent)	Serves While Holding Office
3. Physician actively practicing in County (Appointed by governing authority of County [County Commissioners])	Six Year Term
4. Consumer representing consumers of Mental Health, Mental Retardation, and Substance Abuse Services. (Appointed by governing authority of County [County Commissioners])	Six Year Term
5. Consumer or licensed nurse interested in promoting Public Health (Appointed by governing authority of the largest municipality in the county)	Six Year Term
6. Consumer representing the County's needy, underprivileged, or elderly community (Appointed by governing authority of County [County Commissioners])	Six Year Term
7. Chief executive officer of the governing authority of the largest municipality of the County (or a member of the City Commission)	Serves While Holding Office

No member appointed to the Liberty County Board of Health shall be an employee of the Liberty County Government or of the Liberty County Health Department. Appointing authority must provide documentation to Liberty County Board of Health of selection. *When a Board member's term expires, that Board member will continue to hold office and may continue to participate and vote on Board matters until a successor is sworn in.*

ARTICLE IV

TITLES OF OFFICERS: The officers of Liberty County Board of Health shall be the Chairperson, Vice-Chairperson, and Secretary.

ELECTION OF OFFICERS:

Officers shall be elected bi-annually and at the first regular meeting of the Board of Health of the calendar year. To qualify for nomination, as an officer of the Liberty County Board of Health, it is preferred that a person must have been a member of the Board of Health for a minimum of one year. There shall be no limit to the number of terms to which the officers may be elected to serve.

A. DUTIES OF THE BOARD OF HEALTH CHAIRPERSON

1. The Chairperson person shall:
 - a) ensure that all meetings are held as required by these By-Laws;
 - b) preside at all meetings of the Board of Health;
 - c) ensure that provisions in these By-Laws are adhered to;
 - d) ensure that all policies, resolutions, and directives of the Board of Health are carried out;
 - e) serve as an ex-officio member of all committees; and
 - f) perform other appropriate duties as the Board of Health may direct.
2. If the Chairperson does not fulfill his or her duties, resigns, or is no longer eligible to serve, the election of a new Chairperson will be conducted by the Board of Health.

B. DUTIES OF THE BOARD OF HEALTH VICE CHAIRPERSON:

1. In the absence of the Chairperson, the Vice Chairperson shall conduct the Board of Health meeting and perform other duties as requested.
2. In the absence of the Chairperson and the Vice Chairperson, the District Health Director may Chair the Board of Health meetings.

C. DUTIES OF THE BOARD OF HEALTH SECRETARY:

1. Ensure minutes are taken to accurately reflect proceedings of each meeting. A Liberty County Health Department employee may be designated to take the minutes of each meeting.

D. NOMINATING COMMITTEE

1. The Chairperson shall appoint a nominating committee consisting of three Board of Health members. This committee will be appointed two months prior to the meeting where elections are held. Additional nominations may be made from the floor at the time of elections.

E. DUTIES OF THE BOARD OF HEALTH MEMBERS

1. The members shall:
 - a) attend all meetings of the Board of Health if possible, but to remain on the Board of Health members must attend three (3) or more consecutive regular meetings or more than forty-five (45%) of the regularly held and specially called meetings during any calendar year*;

- b) be entitled to absent himself or herself and shall be deemed to have a leave of absence from his or her public duties (1) while engaged in the performance of ordered military duty and while going to and returning from such duty or (2) for other good cause as approved by the Board* ;

****Attendance Policy, Liberty County Board of Commissioners as amended***

- c) removal of any member will require a majority Board of Health vote;
- d) ensure that provisions in these By-Laws are adhered to;
- e) ensure that all policies, resolutions, and directives of the Board of Health are carried out;
- f) serve as an ex-officio member of all committees; and
- g) perform other appropriate duties as the Board of Health may direct.

ARTICLE V

CHIEF EXECUTIVE OFFICER: The District Health Director of Public Health District 9-1 shall serve as the Chief Executive Officer of this Board of Health as provided in Sections 31-3-12 and 31-3-15 of the Official Code of Georgia.

FUNCTIONS AND POWERS: The District Health Director, as Chief Executive Officer of this Board of Health, shall in the name of the Board of Health perform the functions and exercise the powers set forth in Chapter 31-3 of the Official Code of Georgia, except to adopt By-Laws and adopt rules.

COUNTY HEALTH DEPARTMENT LEADERSHIP STAFF (I.E COUNTY NURSE MANAGER, ENVIRONMENTAL HEALTH MANAGER): The County Nurse Manager and the Environmental Health County Manager, of the Liberty County Health Department, will sit on the Board of Health, as ex-officio members.

ARTICLE VI

REGULAR MEETINGS: Regular meetings shall be held no less frequently than quarterly.

SPECIAL MEETINGS: Special meetings may be called by the Chairperson at the request of any member of the Board-Health or as deemed necessary by the Chairperson. No business shall be transacted at a special meeting except that stated in the notice calling the meeting. Notice of any special meeting shall be given at least five days before the time set for the meeting; provided, however, that a meeting called to respond to a public health emergency may be held as soon as a quorum of members is assembled.

QUORUM: An officer plus 3 members of the Board of Health shall constitute a quorum for the conduct of business.

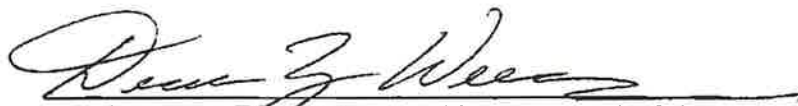
AMENDMENTS: The By-Laws may be amended, after at least 30 days notice, at any regular meeting of the Board of Health. Such notice shall be referred to a special committee which shall report at the next regular meeting and shall require a majority vote of those present for adoption. Amendments, so made, shall be effective when approved by the Board of Health.

PARLIAMENTARY AUTHORITY: The rules contained in the current edition of *Robert's Rules of Order* shall guide governance in all cases to which they are applicable.

ADOPTION: These By-Laws shall be adopted at any regular meeting of the Board of Health in which there is a quorum and shall replace any previous By-Laws. Members of the Board of Health will need to be notified 30 days in advance if new By-Laws will be presented.

ADOPTED BY THE LIBERTY COUNTY BOARD OF HEALTH, THIS 6 **DAY OF**
March, 20 14.


Chairperson, Liberty County Board of Health


District Health Director, Coastal Health District 9-1



City of Hinesville, Georgia, Council Meeting

Date: January 4, 2024

Agenda Item: Liberty County Development Authority

Prepared by: Virginia Hendricks

Presented by: Kenneth Howard

PURPOSE: To Present for Mayor and Council Consideration, Liberty County Development Authority Board Appointment that expired on December 31, 2023. Appointments are made by Mayor and Council.

BACKGROUND: The Liberty County Development Authority Board shall consist of two members appointed by the Council. All members shall be residents of the City of Hinesville and shall serve a four-year term. Appointments are Made by the Mayor and Council. Luke Moses is the current Appointee. His term expired December 31, 2023.

FUNDING: N/A

RECOMMENDATION: N/A

ATTACHMENTS:

1. Liberty County Development Authority Spreadsheet (1) (1)
2. Liberty Council Development Authority - Current
3. Liberty County Development Authority Pertinent Infor

PREVIOUS COUNCIL DISCUSSION: November 16, 2023, & December 7, 2023.

STANDING
BOARDS/COMMISSIONS/AUTHORITIES
APPOINTEES

Liberty County Development Authority							
APPOINTED BY	CURRENT APPOINTEES	RESIDES IN DISTRICT	TERMS SERVED	LENGTH OF TERM	TERM BEGAN	TERM EXPIRES	NOTES
Serves by virtue of position	Allen Brown			4 years	January 2016	End of Term	
Mayor and Council	Luke Moses			4 years	January 2020	12/31/2023	

Created by : General Assembly of Georgia

MAYOR
Allen Brown

CITY MANAGER
Kenneth K. Howard

CITY CLERK
Sarah Lumpkin

CITY ATTORNEY
Linnie L. Darden, III



City Clerk's Office

MAYOR PRO TEM
Jason R. Floyd

COUNCIL MEMBERS
Diana F. Reid
Vicky C. Nelson
Keith Jenkins
Karl A. Riles

February 11, 2020

Luke Moses
Jones, Osteen & Jones
206 East Court Street
Hinesville, Georgia 31313

Dear Mr. Moses:

It is with great pleasure that I inform you that the Hinesville City Council appointed you to serve on the Liberty County Development Authority Board as a representative for the City of Hinesville. Your term began January 16, 2020 and will expire December 31, 2023. The appointment was made at the January 16, 2020 Council Meeting.

We appreciate your willingness to serve your community in this capacity.

Sincerely,

Allen Brown
Mayor

AB/rmk

"Home for a Day or a Lifetime"

115 East M.L. King Jr. Drive, Hinesville, GA 31313 (912) 876-3564
www.cityofhinesville.org

BE IT RESOLVED BY THE GENERAL ASSEMBLY OF
GEORGIA:

Section 1. Article IX, Section IV, Paragraph III of the Constitution is hereby amended by striking in its entirety that certain language which was continued as a part of the Constitution pursuant to Article XIII, Section I, Paragraph II and which reads as follows:

"There is hereby created a body, corporate and politic, to be known as the Liberty County Industrial Authority to consist of one member appointed by the governing authority of Liberty County, one member appointed by the governing authority of the City of Hinesville and one member to be appointed by the governing body of the Liberty County Chamber of Commerce, provided that no member may be an elected official of the City of Hinesville or Liberty County. The members of such authority shall serve a term which shall coincide with the term of the governing authority which shall appoint them, and the member appointed by the governing body of the Liberty County Chamber of Commerce shall serve a term of four years.",

and substituting in lieu thereof the following:

"There is hereby created a body, corporate and politic, to be known as the Liberty County Industrial Authority to consist of seven members as follows: one member appointed by the governing authority of Liberty County from each of the four road districts in the county; the chairman of the governing authority of Liberty County or, if he does not desire to serve, one additional member appointed by the governing authority of Liberty County; one member appointed by the governing authority of the City of Hinesville; and the mayor of the City of Hinesville or, if he does not desire to serve, one additional member appointed by the governing authority of the City of Hinesville. Each of the members appointed by the governing authority of Liberty County shall be appointed for a term of four years and until the appointment and qualification of his successor, except that, of the initial such appointments, one member shall be appointed for a term of one year, one member shall be appointed for a term of two years, one member shall be appointed for a term of three years, and the remaining member or members shall be appointed for a term of four years. Each member appointed by the governing authority of the City of Hinesville shall

serve a term which coincides with the term of office of the governing authority of the City of Hinesville. In addition to such other powers as may be provided by law, the authority may employ an executive director. No member of the authority may serve as executive director."

Section 2. The above proposed amendment to the Constitution shall be published and submitted as provided in Article XII, Section I, Paragraph I of the Constitution.

The ballot submitting the above proposed amendment shall have written or printed thereon the following:

"[] YES Shall the Constitution be amended so as to
change the provisions relating to the member-
[] NO ship of the Liberty County Industrial
Authority?"

All persons desiring to vote in favor of ratifying the proposed amendment shall vote "Yes". All persons desiring to vote against ratifying the proposed amendment shall vote "No".

If such amendment shall be ratified as provided in said Paragraph of the Constitution, it shall become a part of the Constitution of this State.

CITY OF DALTON — HOMESTEAD EXEMPTIONS.

Proposed Amendment to the Constitution.

No. 231 (House Resolution No. 591-1600).

A RESOLUTION

Proposing an amendment to the Constitution so as to provide that residents of the City of Dalton who are 62 years of age or over, or who are totally disabled, and who have an income from all sources, including the income of certain members of the family, not

- "[] YES Shall the Constitution be amended so as to increase the amount of each homestead of each resident of Ben Hill County which is exempt from county and school taxes to \$6,000.00 and so as to increase to \$12,000.00 the amount of the homestead which is exempt from county and school taxes of each resident of Ben Hill County who is sixty-five years of age or over and whose income does not exceed \$4,000.00?"
- [] NO

All persons desiring to vote in favor of ratifying the proposed amendment shall vote "Yes". All persons desiring to vote against ratifying the proposed amendment shall vote "No".

If such amendment shall be ratified as provided in said Paragraph of the Constitution, it shall become a part of the Constitution of this State.

LIBERTY COUNTY INDUSTRIAL AUTHORITY.

Proposed Amendment to the Constitution.

No. 230 (House Resolution No. 587-1593).

A RESOLUTION

Proposing an amendment to the Constitution so as to change the composition of the Liberty County Industrial Authority; to provide for other matters relative to the foregoing; to provide for submission of this amendment for ratification or rejection; and for other purposes.



City of Hinesville, Georgia, Council Meeting

Date: January 4, 2024
Agenda Item: Monthly Construction Updates
Prepared by: Kendra Ivy
Presented by: Ryan Arnold

PURPOSE: To Present for Mayor and Council Consideration, monthly construction updates.

BACKGROUND:

FUNDING: N/A

RECOMMENDATION: N/A

ATTACHMENTS:

1. Construction Updates 1.04.24

PREVIOUS COUNCIL DISCUSSION:

A construction site in the background with a white hard hat and blueprints in the foreground. The hard hat is white with a black chin strap and is resting on a set of blueprints. The blueprints are spread out on a wooden surface. A white plastic cup is visible in the background.

Construction Project Updates

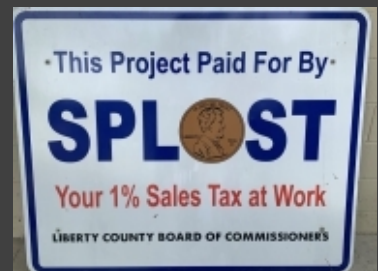
Ryan Arnold, Assistant City Manager

1.04.24

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HFD ADMINISTRATION



Current Status:

Exterior framing

Two-Week Look Ahead:

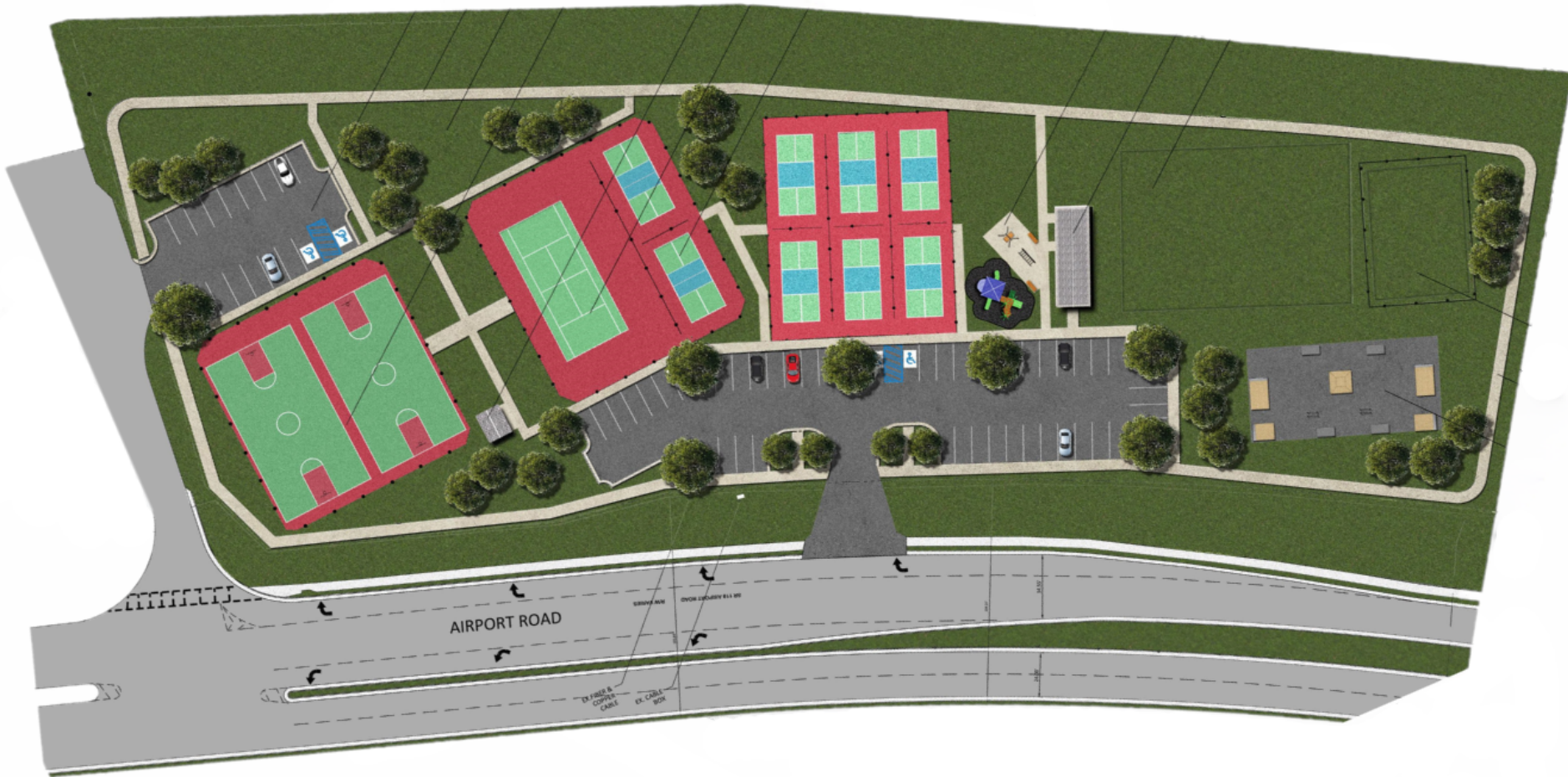
Bricking, MEP

Delays with project:

Anticipated completion date:

May 2024





Krebs Park

Current Status:

Finish Work,
Landscaping

Two-Week Look Ahead:

Pending
Playground

Delays with project:

Anticipated completion date:

Spring 2024





Housing Projects

- Site Plan approved November 27, 2023
- Pending building Plan review



II. Owner-Occupied Rehabilitation

- December 1, 2023,
Building Permits
Approved, Pending Sub-
contractor contracts

-two new roofs installed,
pending windows
- Anticipated Completion
January 2024





City of Hinesville, Georgia, Council Meeting

Date: January 4, 2024

Agenda Item: UDO Amendments for Signage, Ordinance #2023-13

Prepared by: Mardee Sanchez

Presented by: Jeff Ricketson

PURPOSE: Amendments to the UDO for Signage, Ordinance #2023-13

BACKGROUND: The amendments relate to temporary signage in all districts and wall signs in PUDs. With respect to the temporary signs, a few provisions from Hinesville's zoning ordinance were inadvertently left out of the UDO that are to be reinstated.

With respect to wall signs in PUDs, there are currently not allowed but with commercial and other non-residential development being a part of some existing PUDs - and potentially future PUDs, as well - LCPC felt it prudent to not exclude them from having wall signs.

These amendments were before the Planning Commission on November 21, 2023, and they recommend approval.

FUNDING: None.

RECOMMENDATION: Approval.

ATTACHMENTS:

1. Ordinance 2023-13

PREVIOUS COUNCIL DISCUSSION: Presentations for informational purposes only were provide to the Mayor and Council on December 7 and 21, 2023.

AN ORDINANCE TO AMEND THE LIBERTY COUNTY UNIFIED DEVELOPMENT ORDINANCE’S SIGN PROVISIONS FOR TEMPORARY AND DIRECTIONAL SIGNS IN ALL DISTRICTS AND FOR WALL SIGNS IN PLANNED UNIT DEVELOPMENTS, SAID AMENDMENTS TO BE APPLICABLE TO THE CITY OF HINESVILLE; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES ALLOWED BY LAW.

WITNESSETH:

WHEREAS, one of the purposes of the Liberty County Unified Development Ordinance (UDO) to protect the public health, safety and general welfare of individuals and the community; and

WHEREAS, clarification and expansion of the provisions for temporary and directional signs in all districts and for wall signs in PUDs is needed;

NOW AND THEREFORE, the City of Hinesville hereby adopts the amendments below which shall become effective on January 10, 2024.

Amendments to Division VIII – Definitions and Abbreviations

Article 802 Definitions is amended to include the following definitions:

Sign, directional – A sign designed and installed for the sole purpose of directing the public as to the proper movement of vehicles and pedestrians on the property, including but not limited to signs that read “enter”, “exit”, “no parking” and drive-through”, and which do not include any commercial logos, messages or insignia.

Sign, temporary – A sign which is intended for temporary use and limited duration.

Amendments to Division III – Development Provisions

Section 303-6(K) Standards by Sign Type is amended to read as follows:

- K. **Temporary sign:** The following temporary signs require a permit, are only allowed for a limited period specified in the sign permit, and shall meet the requirements below and in Table 303.9:
1. Temporary Subdivision or Construction Sign: One sign structure allowed per development.
 2. Windblown Sign: Pennants, flags, balloons, etc., which act to attract attention to an area shall be permitted only in commercial and industrial districts.
 3. Banner Sign: A lightweight fabric or similar material which is either suspended between poles or mounted against a rigid surface like a wall, roof, or similar structure shall be permitted only in commercial and industrial districts.
 4. Temporary Stanchion Sign: Only permitted in commercial districts.

Section 303-8(A) Signs Allowed in All Districts without a Sign Permit is amended to read as follows:

A. **General.** The following signs are allowed in all districts without a sign permit:

1. Vending machines, ATMs and gasoline pump kiosk signs.
2. Temporary signs not included in Sec. 303-6(K) [Standards by Sign Type - Temporary Signs] provided they are not in place for more than 6 months.
3. Banners mounted on a pole, otherwise known as “quill flags”. However, only one (1) per business or tenant is allowed and such pole-mounted banners must be located no closer than ten (10) feet from the right-of-way or other property line, shall not be larger than 24 sq. ft. in area and shall be placed on poles no more than eight (8) feet in height. They shall be maintained in good physical condition with no tattered edges or tears.
4. Any sign attached to a vehicle or trailer that is used in the normal day-to-day operation of the business advertised on the vehicle. The primary use of any vehicle or trailer which contains a sign must serve a useful function in the transportation or conveyance of persons or commodities from one place to another, including transportation to and from work. A vehicle or trailer primarily used for advertising shall not be considered a vehicle or trailer used in the conduct of business and is prohibited.
5. Signs that are attached to, painted on, or etched into a window or displayed within 12 inches (measured horizontally) of the window and are legible from outside of the window. Such signs shall not exceed 10% of the window area on each façade and, in combination with all other window, wall, projecting, canopy, or awning signs on the lot, shall not exceed the maximum permitted sign area for the building.
6. Identification plates for doors not exceeding 4 in. x 18 in. in size.
7. Alarm company signs and logos not exceeding 1 sq. ft.
8. Numbers identifying the street address of the building not exceeding 6 in. in height on residential properties or 12 in. in height on non-residential properties.
9. Directional signs meeting the requirements below.
 - a. Max. sign area - 4 sq. ft.
 - b. Max. sign height – 2 ft.
 - c. Max. sign lettering – 6 in.
 - d. No more than 2 directional signs per street entrance.
 - e. Signs shall not include any commercial logos, messages or insignia.

The Wall Signs section of Table 303.9 is amended to read as follows:

Wall Signs (also see Sec. 303-6.H)	
Zoning Districts: C-1 OI DD	Two wall, projecting, mansard or awning signs, of which the total area of signage cannot exceed ten percent of the building front of the business.
Zoning Districts: C-2 C-3 LI I-1	Four wall, projecting, mansard or awning signs, of which the total area of signage cannot exceed fifteen percent of the building front.
PUD Zoning Districts	The size, height, and setback limitations for signs in a PUD shall be the same as the size, height, and setback limitations that apply to the most analogous use district.

*** end of amendments ***

APPROVED this 4th day of January, 2024, by the Mayor and Council of the City of Hinesville.

Karl A. Riles, Mayor

Dexter L. Newby

Diana F. Reid

Jason R. Floyd

Vicki C. Nelson

José A. Ortiz, Jr.

ATTEST:

Signature

Printed Name and Title



City of Hinesville, Georgia, Council Meeting

Date: January 4, 2024

Agenda Item: Hinesville Downtown
Development Authority Board

Prepared by: Michelle Ricketson

Presented by: Kenneth Howard

PURPOSE: To notify City Council of a vacancy on the Hinesville Downtown Development Authority/Main Street Board of Directors.

BACKGROUND: Since 2004, the City Council has appointed the sitting Mayor, who has served on the HDDA/MS Board. The Mayor's seat on this board terminates in conjunction with his/her term of office. The board seat occupied by Mayor Brown is now vacant. Board members have four-year terms. The HDDA/MS Board meets on the 4th Wednesday at 4 pm in the second-floor training room in City Hall.

FUNDING:

RECOMMENDATION:

ATTACHMENTS:

1. HDDA Board Appointment Spreadsheet
2. HDDA Bylaws
3. Resolution #2004-04 - HDDA
4. Allen Brown HDDA Letter

PREVIOUS COUNCIL DISCUSSION:

STANDING
BOARDS/COMMISSIONS/AUTHORITIES
APPOINTEES

Hinesville Downtown Development Authority (HDDA)							
APPOINTED BY	CURRENT APPOINTEES	RESIDES IN DISTRICT	TERMS SERVED	LENGTH OF TERM	TERM BEGAN	TERM EXPIRES	NOTES
Mayor and Council	Allen Brown	N/A		4 Years	02/04/2016	End of Term	
Mayor and Council	Thomas J. Ratcliffe	2	6	4 Years	06/16/2016	05/06/2026	Appointed May 2010 until May 2014. Came off board. Returned to fill unexpired term of Babs Holtzman June 16 until May 18. Reappointed May 2018 until May 2022.
Mayor and Council	Marcus Sack	N/A		4 Years	03/04/2021	05/06/2024	Marcus Sack appointed March 2021 to fill unexpired term of Melissa Ray
Mayor and Council	Roger Jones	3	2	4 Years	05/06/2016	05/06/2024	Appointed April 2016 until May 2020. Reappointed May 2020 until May 2024
Mayor and Council	Liston Singletary, III	4		4 Years	05/052022	05/06/2026	Filled unexpired term in 2018 for Ashley Price. Reappointed in May 2014 until May 2018. Again May 2018 until 2022.
Mayor and Council	Sabrina Newby	4		4 Years	05/17/2018	05/06/2026	
Mayor and Council	Shonda Mickel	2		4 Years	09/06/2018	05/06/2026	Shonda Mikel appointed September 2018 filling the unexpired term of Sheela Eichhorn

Resolution #2002-04 Dated May 16, 2004

BY-LAWS OF THE
DOWNTOWN DEVELOPMENT AUTHORITY AND MAIN STREET PROGRAM
OF THE CITY OF HINESVILLE, GEORGIA

ARTICLE I

MEMBERS

Section 1. Management Powers, Number, Qualification and Term.
The property, affairs and business of the Downtown Development Authority of Hinesville, Georgia shall be managed by its directors consisting of seven persons, appointed from time to time as provided by law (O.C.G.A. 36-42-1). The qualifications of the directors shall be as provided by law. Each director shall serve for the length of time provided by law.

Section 2. Powers. The directors shall have such power and authority as is conferred upon them by the Downtown Development Authority Law of 1981, as the same now exists or may hereafter be amended, and such other power and authority as may be contained under the Constitution and the Laws of the State of Georgia as the same may now or hereafter exist.

Section 3. Regular Meetings. Regular meetings of the Authority shall be held on the fourth Thursday of every month beginning June 24, 2004. Notice of the time and place of such meeting may from time to time be fixed by resolution of the Authority, or if not fixed by the Chairman in the same manner as hereinafter specified for giving notice of special meetings. All meetings shall be conducted in accordance with the Georgia Open Code Meetings Act (O.C.G.A. Section 50-14-1 et. seq.)

Section 4. Special Meetings. Special meetings may be held upon the call of the Chairman, Secretary, Treasurer, or any two directors at such time during regular business hours and at such place within the City of Hinesville, Georgia, as shall be specified in the notice of such meeting. Notice of special meetings may be either oral or written. Oral notice may be delivered personally or by telephone and shall be given at least twenty-four (24) hours prior to the time of the meeting. Written notice may be sent by mail, e-mail, or facsimile, or it may be delivered personally. If delivered personally, such notice shall be delivered twenty-four (24) hours prior to the time of the meeting. If written notice is sent by mail, e-mail, or facsimile, then such notice shall be mailed three (3) days prior to the time of the meeting. Unless specified otherwise, any notice hereinafter called for in these by-laws shall be given as specified in this section. No notice of any meeting need be given any director who attends such meeting unless such director attending at the beginning of such meeting states any objection or objections to the place and time of the meeting, to the manner in which it has

been called or convened or to the transaction of business. No notice shall be required to be given any director who at any time before or after the meeting waives notice of the meeting in writing.

Section 5. Quorum. A majority of the directors, at a meeting duly assembled, shall constitute a quorum for the transaction of business. Unless otherwise specifically required by statute or these by-laws, the act of a majority of such directors present at a meeting at which a quorum is present shall be the act of the Authority, and if at any meeting of the Authority there shall be less than a quorum, a majority of those present may adjourn the meeting without further notice, until a quorum shall have been obtained.

Section 6. Parliamentary Procedures. In case of dispute concerning parliamentary procedures governing the conduct of meetings of the Authority, Roberts Rules of Order shall govern.

Section 7. Abandonment of Directorship. If any member of the Board of Directors is absent from three (3) meetings [during any period of six consecutive months] then that Director shall be deemed to have abandoned their membership on the Board of Directors. The Board shall report such instance to the governing authority of the City of Hinesville and request the governing authority to appoint a new director to fill the vacancy left by the abandonment. The new director shall be appointed as provided by law (O.C.G.A. 36-42-1) and shall satisfy the same statutory qualifications as provided by law as were satisfied by the departing director. The new director shall serve the remainder of the term of that abandoned directorship.

Section 8. Conference Telephone Meeting. Directors may participate in a meeting of the Board by means of conference telephone or similar communications equipment whereby all persons participating in the meeting simultaneously may hear each other. Participation in the meeting by such means shall constitute presence in person at the meeting.

ARTICLE II

OFFICERS

Section 1. Number. The directors shall elect from one of their number a Chairman, a Vice Chairman, Secretary, and a Treasurer, or, in the alternative, a Chairman, a Vice Chairman, and a Secretary-Treasurer. The Directors may, from time to time, appoint an Assistant Secretary and Assistant Treasurer, or Assistant Secretary-Treasurer, as the Directors determine shall be necessary to assist in the performance of the duties of the officers. Such persons need not be members of the Board of Directors.

Section 2. Election. A meeting shall be held on June 24, 2004, and thereafter on the fourth Thursday in May of every other year for the purpose of electing new officers. Notice of the time and place of such meeting shall be given by the retiring Chairman.

Section 3. Term and Removal. All officer terms shall be 2-year terms. All officers shall be elected by and serve at the discretion of the directors and any officer may be removed from office, either with or without cause, at any time, by the affirmative vote of the majority of the directors of the authority then in office. A vacancy in any Officer's position because of death, resignation, removal, disqualification or otherwise, shall be filled by the directors for the remaining portion of the term. Resignation shall be submitted in writing to the Chairman.

Section 4. Powers. The powers and duties of the officers shall be as provided from time to time by resolution or other directive of the directors. In the absence of such provisions, respective officers shall have the powers and shall discharge the duties customarily and usually held and performed by like officers of authorities similar in organization and purposes to this Authority. The Assistant Secretary, if a nonmember, shall attend meetings for the purpose of recording the minutes of such meetings, but shall not have any of the powers, rights, or duties of directors.

ARTICLE III

FISCAL YEAR

Section 1. Time. The fiscal year of the Authority shall begin on the first day of November of each year and end on the last day of October of each year.

Section 2. Annual Meetings. An annual meeting of the Authority shall be held on the fourth Thursday in May of each year. Notice of the time and place of such meeting shall be given by the Chairman.

Section 3. Annual Audit. The Treasurer shall cause an annual audit of the books of the Authority to be made by the firm, which audits the books of the City of Hinesville, and present such audit and/or related management letter to the directors of the Authority. A copy of the audit shall be filed with the State Auditor; if necessary, to comply with the Local Government Financial Management Standards Act (Georgia Laws, 1980, p. 1738).

ARTICLE IV

CORPORATE SEAL

Section 1. Seal. The Seal of the Authority shall consist of an impression bearing the name “Downtown Development Authority of Hinesville, Georgia” around the perimeter and the word “SEAL” and the year of activation in the center thereof. In lieu thereof, the Authority may use an impression or writing bearing the word “SEAL” enclosed in parentheses or scroll, which shall also be deemed the seal of the Authority.

ARTICLE V

DEPOSITORIES

Section 1. Depositories. The Authority shall from time to time provide by resolution or resolutions for the establishment of depositories for funds of the Authority.

Section 2. Execution of Notes, Drafts, and Checks. All drafts, checks, etc. drawn against accounts of the Authority shall be signed by the Chairman or such persons as designated by the Authority.

ARTICLE VI

AMENDMENTS

Section 1. Amendments. The by-laws of the Authority shall be subject to alteration, amendment or repeal, and new by-laws not inconsistent with any laws of the State of Georgia creating this Authority may be made by affirmative vote of a majority of the directors then holding office at any regular or special meeting of the directors. Proposed amendments shall be submitted in writing to all directors of the Authority ten (10) days prior to the meeting at which such amendment will be considered. If such written proposed amendment is submitted by mail, it shall be deemed to be delivered when deposited in the United States mail properly addressed and with sufficient postage thereon.

*Adopted on 06/24/04; amended on 11/18/04; amended on 03/31/05; amended on 12/17/14,
corrected typo on 6/23/2016*

A RESOLUTION

Resolution for Activation of a Downtown Development Authority

A RESOLUTION TO DECLARE THE NEED FOR A DOWNTOWN DEVELOPMENT AUTHORITY TO FUNCTION IN THE CITY OF HINESVILLE, GEORGIA, PURSUANT TO THE PROVISION OF THE DOWNTOWN DEVELOPMENT AUTHORITIES LAW O.C.G.A. 36-42-1, et seq. TO APPOINT A BOARD OF DIRECTORS FOR THE DOWNTOWN DEVELOPMENT AUTHORITY; TO DESIGNATE A DOWNTOWN DEVELOPMENT AREA; TO PROVIDE FOR FILING WITH THE SECRETARY OF STATE OF THE STATE OF GEORGIA OF A COPY OF THIS RESOLUTION; TO REPEAL CONFLICTING RESOLUTIONS; TO PROVIDE FOR AN EFFECTIVE DATE AND FOR OTHER PURPOSES:

WITNESSETH:

WHEREAS, it has been determined by the Mayor and Council of the City of Hinesville, Georgia (the "City") that there is a need in the City for the revitalization and redevelopment of the central business district of the City to develop and promote for the public good and general welfare trade, commerce, industry and employment opportunities, to promote the general welfare of the State of Georgia by creating a climate favorable to the location of new industry, trade and commerce, and to develop existing industry, trade and commerce within the City; and

WHEREAS, it has been determined by the Mayor and Council of the City that revitalization and redevelopment of the central business district of the City by financing projects under the Downtown Development Authorities Law (1981 Ga. Laws p. 1744; O.C.G.A. 36-42-1, et seq. - the "Downtown Development Authorities Law") will develop and promote for the public good and general welfare trade, commerce, industry and employment opportunities and will promote the general welfare of the State of Georgia; and

WHEREAS, it has been determined by the Mayor and Council of the City that it is in the public interest and is vital to the public welfare of the people of the City and of the people of the State of Georgia to revitalize and redevelop the central business district of the City; and

WHEREAS, the Downtown Development Authorities Law creates in and for each municipal corporation in the State of Georgia a downtown development authority for the purpose of revitalizing and redeveloping the central business district of such municipal corporation and promoting for the public good and general welfare, trade, commerce, industry and employment opportunities and promoting the general welfare of the State of Georgia; and

WHEREAS, the Mayor and Council of the City, after thorough investigation, have determined that it is desirable and necessary that the Downtown Development Authority of the City be activated immediately, pursuant to the Downtown Development Authorities Law, in order to fulfill the needs expressed herein;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City, and it is hereby resolved by the same, that there is hereby determined and declared to be a present and future need for a Downtown Development Authority (as more fully described and defined in the Downtown Development Authorities Law) to function in the City.

BE IT FURTHER RESOLVED that there is hereby activated in the City the public body corporate and politic known as the "Downtown Development Authority of Hinesville, Georgia" which was created upon the adoption and approval of the Downtown Development Authorities Law.

BE IT FURTHER RESOLVED that there are hereby appointed as members of the first Board of Directors of the Downtown Development Authority of the City the following named persons, each of whom shall be:

(1) a taxpayer residing in the municipal corporation for which the authority is created; or

(2) an owner or operator of a business located within the downtown development area and a taxpayer residing in the County in which is located the municipal corporation for which the authority is created. One such director (authority member) may be a member of the governing body of the municipal corporation and not less than four shall be or represent a party who has an economic interest in the redevelopment and revitalization of the downtown development area (hereinafter defined).

<u>Names</u>	<u>Term of Office</u>
<u>Thomas J. Ratcliffe, Jr.</u>	Two years
<u>Brian Smith</u>	Two years
<u>Kenneth Fussell</u>	Four years
<u>Donald Lovette</u>	Four years
<u>Paul Johnson</u>	Six years
<u>Esther Griffin</u>	Six years
<u>John P. Johnson</u>	Six years

BE IT FURTHER RESOLVED that commencing with the date of adoption of this resolution each of the persons named above as directors shall serve in such capacity for the number of years set forth opposite his or her respective name, however, that the terms shall be four years for those directors appointed or reappointed on or after the initial appointments set forth above. The term of a director who is also a member of the governing body of a municipal corporation shall end when such director is no longer a member of the governing body of the municipal corporation.

BE IT FURTHER RESOLVED that the Board of Directors hereinbefore elected shall organize itself, carry out its duties and responsibilities and exercise its powers and prerogatives in accordance with the terms and provisions of the Downtown Development Authorities Law as it now exists and as it might hereafter be amended or modified.

BE IT FURTHER RESOLVED that the "downtown development area" shall be that geographical area described in Exhibit A, attached hereto and made a part hereof by reference, which area, in the judgment of the Mayor and Council of the City, constitutes the "central business district" of the City as contemplated by the Downtown Development Authorities Law.

BE IT FURTHER RESOLVED that the City shall furnish promptly to the Secretary of State of the State of Georgia a certified copy of this resolution in compliance with the provisions of the Downtown Development Authorities Law.

BE IT FURTHER RESOLVED that the action taken by the Mayor and Council of the City as herein specified is not intended in any way to affect any public corporation, industrial development, downtown development, or payroll authority previously created by legislative act or constitutional amendment including, without limitation, its existence, purpose, organization, powers or function.

BE IT FURTHER RESOLVED that any and all resolutions in conflict with this resolution be and the same are hereby repealed.

BE IT FURTHER RESOLVED that this resolution shall be effective immediately upon its adoption by the Mayor and Council of the City, and from and after such adoption the Downtown Development Authority of the City shall be deemed to be created and activated.

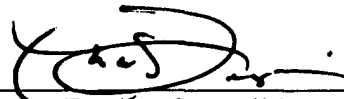
Adopted and approved this 6th day of May, 2004.

CITY OF HINESVILLE, GEORGIA

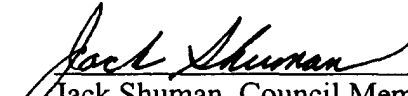
Thomas J. Ratcliffe, Jr., Mayor



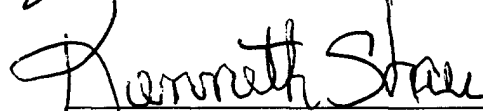
David Anderson, Sr., Mayor Pro Tem



Charles Frasier, Council Member



Jack Shuman, Council Member



Kenneth Shaw, Council Member



Steve Troha, Council Member

ATTEST:



Sarah R. Lumpkin, City Clerk

EXHIBIT "A"

BOUNDARY DESCRIPTION OF DOWNTOWN DEVELOPMENT AREA

City of Hinesville, Georgia

The Hinesville downtown development area shall consist of that area bounded as follows: from the Fort Stewart boundary at West General Stewart Way to the intersection of East General Stewart Way and East Oglethorpe Highway, westerly on West Oglethorpe Highway to the intersection of East General Screven Way, northwest along General Screven Way to the boundary of Fort Stewart. Said area shall include all properties abutting on the north side of General Stewart Way, the east side of East Oglethorpe Highway, and the south and west side of General Screven Way within the area described.

MAYOR
Allen Brown

CITY MANAGER
Kenneth K. Howard

CITY CLERK

CITY ATTORNEY
Linnie L. Darden, III



Mayor's Office

MAYOR PRO TEM
Keith Jenkins

COUNCIL MEMBERS
Diana F. Reid
Jason R. Floyd
Vicky C. Nelson
Karl A. Riles

December 29, 2023

Mr. Allen Brown
Mayor, City of Hinesville
115 East M.L. King Jr., Drive
Hinesville, Georgia 31313

Dear Mr. Howard:

I am resigning from my position as a member of the Hinesville Downtown Development Authority Board, effective December 31, 2023. My term as Mayor of the City of Hinesville ends December 31, 2023.

It has been my pleasure serving as a Board Member on the Hinesville Downtown Development Authority Board.

Best Regards,

A handwritten signature in blue ink, appearing to be "Ar B", with a long horizontal stroke extending to the right.

Allen Brown
Mayor



City of Hinesville, Georgia, Council Meeting

Date: January 4, 2024

Agenda Item: Mayor Pro Tempore Appointment Election

Prepared by: Rose Kenner

Presented by: Kenneth Howard

PURPOSE: To appoint a Mayor Pro Tempore.

BACKGROUND: At the first regular meeting of the Mayor and City Council after election and qualification, they shall elect one of their members, Mayor Pro Tempore, whose term of office shall be two years, and during the sickness, absence or disqualification of the Mayor, the Mayor Pro Tem pore, or in his sickness, absence or disqualification, any one of the Councilmembers chosen by the members present may be appointed Acting Mayor with all the rights and privileges of the office.

FUNDING: N/A

RECOMMENDATION: N/A

ATTACHMENTS:

1. Sec. 2_50. ___ Mayor_Pro_Tempore ___ Acting_Mayor.

PREVIOUS COUNCIL DISCUSSION: None

Sec. 2-50. Mayor Pro Tempore; Acting Mayor.

At the first regular meeting of the Mayor and City Council after election and qualification, they shall elect one of their members Mayor Pro Tempore, whose term of office shall be two years, and during the sickness, absence or disqualification of the Mayor, the Mayor Pro Tempore, or in his sickness, absence or disqualification, any one of the Councilmembers chosen by the members present may be appointed Acting Mayor with all the rights and privileges of the office.

(Code 1978, § 2-48; Ord. No. 2021-07 , 10-7-2021)



City of Hinesville, Georgia, Council Meeting

Date: January 4, 2024
Agenda Item: Public Comment
Prepared by: Christy Deloach
Presented by: Mayor Karl Riles

PURPOSE: To Allow Citizens to Address Mayor and Council.

BACKGROUND:

FUNDING:

RECOMMENDATION:

ATTACHMENTS:

PREVIOUS COUNCIL DISCUSSION:



City of Hinesville, Georgia, Council Meeting

Date: January 4, 2024
Agenda Item: Mayor Karl Riles' Report
Prepared by: Christy Deloach
Presented by: Mayor Karl Riles

ACTION ITEMS:

None

INFORMATIONAL ITEMS:

None



City of Hinesville, Georgia, Council Meeting

Date: January 4, 2024
Agenda Item: Councilmember Reid's Report
Prepared by: Darlene Parker
Presented by: Gary Gillard

ACTION ITEMS:

N/A

INFORMATIONAL ITEMS:

N/A



City of Hinesville, Georgia, Council Meeting

Date: January 4, 2024
Agenda Item: Councilmember Floyd's Report
Prepared by: Virginia Hendricks
Presented by: Councilmember Floyd

ACTION ITEMS:

INFORMATIONAL ITEMS:



City of Hinesville, Georgia, Council Meeting

Date: January 4, 2024
Agenda Item: Councilmember Nelson's Report
Prepared by: Wendy Bruce Sochia
Presented by: Vicky C. Nelson

ACTION ITEMS:

None

INFORMATIONAL ITEMS:

None



City of Hinesville, Georgia, Council Meeting

Date: January 4, 2024
Agenda Item: Councilmember Newby's Report
Prepared by: Christy Deloach
Presented by: Councilmember Newby

ACTION ITEMS:

None

INFORMATIONAL ITEMS:

None



City of Hinesville, Georgia, Council Meeting

Date: January 4, 2024
Agenda Item: Councilmember Ortiz, Jr.'s Report
Prepared by: Jean Marie Reynolds
Presented by: Jose Ortiz, Jr

ACTION ITEMS:

None

INFORMATIONAL ITEMS:

None



City of Hinesville, Georgia, Council Meeting

Date: January 4, 2024
Agenda Item: City Manager Kenneth Howard's Report
Prepared by: Christy Deloach
Presented by: Kenneth Howard

ACTION ITEMS:

None

INFORMATIONAL ITEMS:

None