



Houston County Board of Commissioners Meeting

Perry Georgia

July 5, 2022

9:00 a.m.

HOUSTON COUNTY COMMISSIONERS MEETING
Perry, Georgia
July 5, 2022
9:00 A.M.

Call to Order

Turn Off Cell Phones

Invocation – Commissioner Byrd

Pledge of Allegiance – Capt. Brayden Thomas, USAF

Approval of Minutes from June 21, 2022

Old Business:

1. Public Hearing on Special Exception Application #2611 – Commissioner Talton

New Business:

2. Public Hearing on Special Exception Applications #2619, #2620 and #2622 – Commissioner Talton
3. Public Hearing on Re-Zoning Application #2621 (Jerles / Hwy. 247) – Commissioner Talton
4. Public Hearing on Re-Zoning Application #2623 (Clarke / Old Hwy. 96) – Commissioner Talton
5. Personnel Request (Utility Service Worker / Water) – Commissioner Walker
6. Contract for Services (iHOPE, Inc. / Accountability Court) – Commissioner Walker
7. Lighting Agreement (SR11/US41 @ Lakeview Road / GDOT) – Commissioner Byrd
8. Vehicles Purchase (District Attorney) – Commissioner Byrd
9. Personal Property Audits Agreement (Traylor Business Services) – Commissioner Byrd
10. Board Appointments – Commissioner Robinson
11. FY23 Juvenile Justice Incentive Grant Acceptance – Commissioner Robinson
12. Request to Surplus Equipment (Radios / E911) – Commissioner Robinson
13. Approval of Bills – Commissioner Robinson

Public Comments

Commissioner Comments

Motion for Adjournment

Special Exception Summary

Application	Applicant	Location	Proposed Use	Z & A Recommendation/Comments
2611	Sherri & James Nance	268 Whitfield Road	Trucking	Approved unanimously
2619	Demetria & Alanna Bennett	123 Shenandoah Trail	Vending Machine	Approved unanimously
2620	Gregory & Kimberly Dismuke	1036 Hwy. 247 S	Lawn Care	Approved unanimously, with the condition to allow the use of a 10 ft x 12 ft open trailer for the business
2622	Bryan Meeks	106 Frog Holler	Photography and Web Design	Approved unanimously

At the June 7, 2022 meeting the Board tabled the following application and sent it back to Zoning & Appeals for reconsideration:

Application #2611 Sherri and James Nance Trucking Business

Application #2611 is now recommended unanimously for approval with stipulations as noted on the Zoning & Appeals recommendation and Section 95 Requirements staff report.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

Application #2611 to include any and all stipulations as noted on the Zoning & Appeals recommendation and Section 95 Requirements staff report.

**APPLICATION FOR ~~RE-ZONING~~/SPECIAL EXCEPTION/VARIANCE
HOUSTON COUNTY**

Application No. 2611

The undersigned owner(s) of the following legally described property hereby request the consideration of change in zoning district classification or use as specified below:

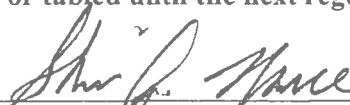
1. Name of Applicant Sherri and James Nance
2. Applicant's Phone Number 229-938-6005
3. Applicant's Mailing Address 268 Whitfield Road Elko, GA 31025
4. Property Description LL 301, 14th Land District of Houston County, Georgia, as shown on a plat of survey for Jack Colter, consisting of 0.52 Acres
5. Existing Use Residential
6. Present Zoning District R-AG
7. Proposed Use Special Exception for a Home Occupation
for a Trucking Business
8. Proposed Zoning District Same
9. Supporting Information: Attach the following item to the application:
A. Surveyed plat of the property and easements.
10. The following disclosure is required of the applicant(s) by Section 36-67A-3 of the O.C.G.A. This information is for disclosure purposes only and does not disqualify the petition.

Within the past two years, have you made either campaign contributions totaling \$250 or more and/or given gifts having a value of \$250 or more to a local government official who will be responsible for making a decision on this application? Yes () No (X). If yes, then complete Form "A" attached and return within ten (10) days after filing this application for rezoning.

- A) The name(s) of the local government official(s) to whom a cash contribution or gift was made;
- B) The dollar amount(s) and date(s) of each campaign contribution made by the applicant to each local government official during the two years immediately preceding the filing of this application; and
- C) An enumeration and description of each gift having a value of \$250 or more made by the applicant to any local government official within the past two years.

Note: The applicant or his/her Agent should be present at the meeting in order to address any concerns that may be generated by the Board or General Public. Failure to be present may result in the applicant's request being denied or tabled until the next regularly scheduled meeting.

4/6/2022
Date


Applicant

file Thompson 04/17/07 6/9/16

Ronnie Neal
HOUSTON COUNTY ENGINEERING
 9-5-07

IN MY OPINION THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH THE MINIMUM STANDARDS AND REQUIREMENTS BY GEORGIA LAW.



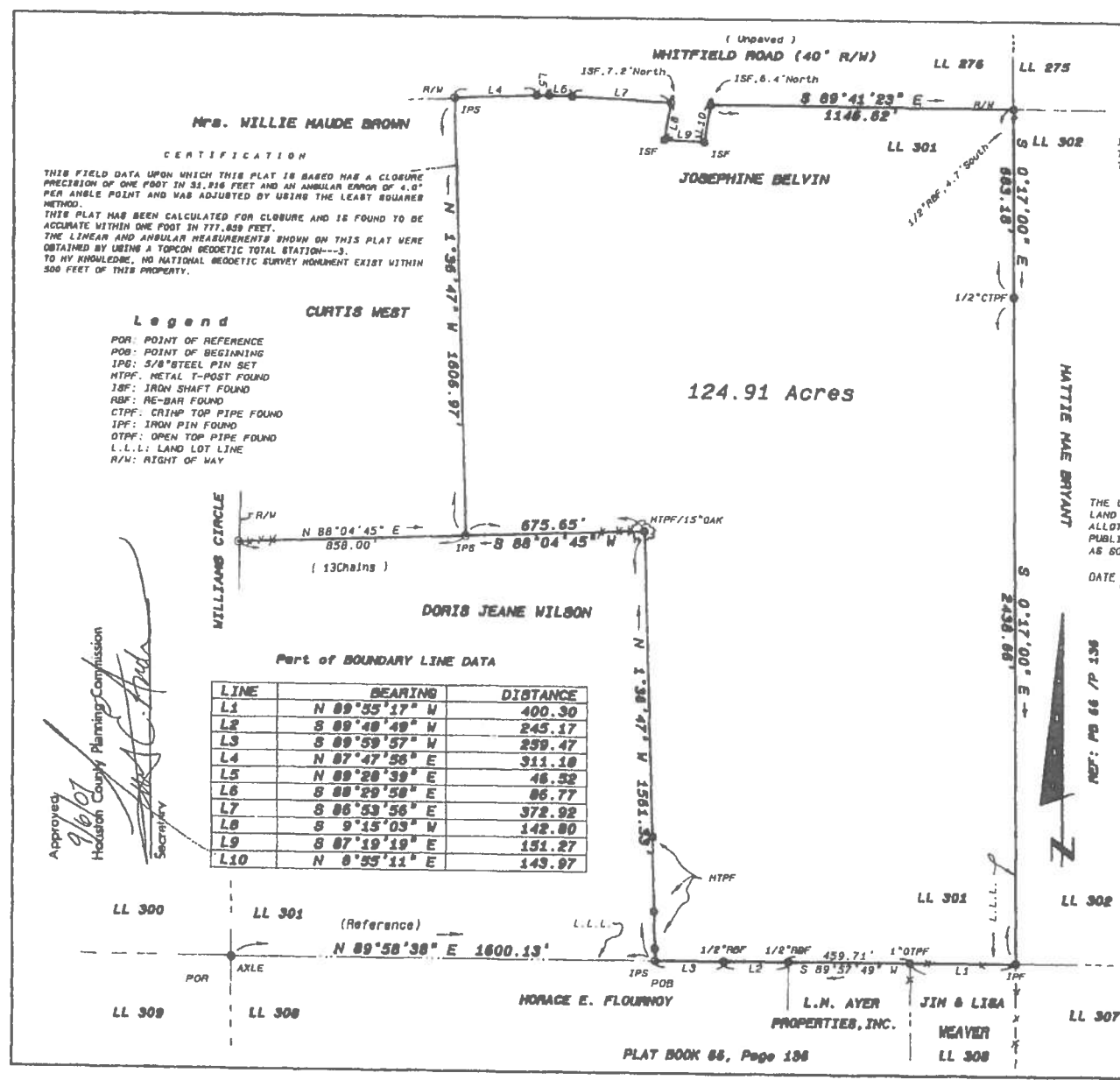
HOUSTON COUNTY, OWNERSHIP AND DEDICATION

THE UNDERSIGNED DOES CERTIFY THAT THEY ARE THE OWNERS OF THE LAND SHOWN ON THIS PLAT AND HEREBY ACKNOWLEDGES THIS PLAT AND ALLTMENT TO BE THEIR FREE ACT AND DEED AND HEREBY DEDICATES TO PUBLIC USE AS STREETS, ALLEYS, PARKS, AND EASEMENTS FOREVER ALL AS SO SHOWN OR INDICATED ON THIS PLAT.

DATE *4/11/07* *Jared Colter*

Doc ID: 009702740001 Type: PLT
 Filed: 09/10/2007 at 05:00:00 PM
 Fee Amt: \$8.00 Page 1 of 1
 Houston, Ga. Clerk Superior Court
 Carolyn V. Sullivan Clerk
 BK 69 PG 62

Graphic Scale: 1" = 400'



PLAT OF SURVEY FOR

JACK COLTER

IN LAND LOT 302 14th LAND DISTRICT
 HOUSTON COUNTY, GEORGIA

21 JUNE 2007 Scale: 1" = 400'

J.D. PRIEST and ASSOCIATES
 SURVEY CONSULTANTS
 HAWKINSVILLE, GEORGIA 31036
 (478) 783-1301 Project No. 07 - 1057

Requirements - Section 95

	Comments	Complies	Doesn't Comply
<p>1. The applicant must be the owner of the property on which the home occupation is to be located, or must have written approval of the owner of the property if the applicant is a tenant.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>2. The home occupations shall be operated only by the members of the family residing on the premises and no article or service shall be sold or offered for sale except as may be produced by the members of the immediate family residing on the premises.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>3. The home occupation shall be restricted to the main building only and shall not occupy more than twenty-five (25%) percent of the floor area within said building.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>4. The home occupation shall not generate excessive traffic or produce obnoxious odors, glare, noise, vibration, electrical disturbance, or radio-activity or other condition that will be a nuisance to the surrounding area.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>5. Any business sign placed on the premises shall not be larger than two (2) square feet in sign area, unlighted and fixed to the wall of the principal dwelling.</p>	<p><i>No Signage</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Home Office uses shall be limited to professional and routine office, clerical, computer, bookkeeping, broker or similar procedures which can be conducted within a residence. A home office may also be maintained for a business conducted away from home, as long as the home office complies with all other requirements.</p>			
<p>1. Home offices shall not include any business which involves the sale, manufacture, repair or assembly of merchandise on the premises, or the storage of inventory, raw materials, equipment or other materials to be used in the business.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>2. Home offices shall not include any business requiring regular access by the public, including but not limited to customers, clients or vendors, patients, etc.</p>	<p><i>No clients will come to the home</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>3. Home offices shall be limited to no more than twenty-five percent (25%) of the floor area within said building. The proposed size of the home business shall be specified at the time of application.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Requirements - Section 95

	Comments	Complies	----- Comply
4. There will be no changes which would alter the character of the dwelling or reveal from the exterior that the dwelling is being used in part for other than residential purposes.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. No outside storage or display is permitted.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Home Businesses are small offices, or small-scale retail or service businesses which are clearly incidental and secondary to the use of the dwelling for residential dwelling purposes, and must comply with the following standards:</p>			
1. Home businesses may include, but are not limited to, one chair beauty shop or barber shops, minor repair shops, home day care or retail sale of goods or services produced on the premises.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
2. Home businesses shall not include the repair and/or maintenance of motor vehicles, large scale manufacturing, cabinet or furniture shops or any use which will create noise, noxious odors or any hazard that may endanger the health, safety, or welfare of the neighborhood.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
3. The home business shall not involve group instruction or group assembly of people on the premises.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
4. The dwelling must be the bona fide residence of the principal practitioner at the time of the application, and if approved, the home business shall be valid only as long as the principal practitioner resides in the dwelling, is conducting business and has a current business certificate.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
5. The portion of the residence in which the business is conducted shall be completely enclosed in a manner that the business is not visible from the surrounding property.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
6. No outside storage is allowed.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
7. The Board of Zoning Appeals may place any reasonable conditions on the application deemed necessary to insure the orderly operation of the proposed business and its compatibility with the surrounding properties.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
8. The principal practitioner shall be permitted to park one commercial vehicle in the approved parking area. The commercial vehicle is limited to a passenger car, van or light truck of up to one-ton carrying capacity.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
9. Any utility trailer needed for the orderly operation of the business must be specifically requested and approved by the Board of Zoning Appeals. The request must include the proposed use and size of the trailer.	N/A	<input type="checkbox"/>	<input type="checkbox"/>

**Zoning & Appeals
Recommendation**

		<u>Vote</u>	<u>Approval</u>	<u>Denial</u>	<u>Table</u>
#2619 – Demetria & Alanna Bennet	Vending Machines	Unanimous	X		
#2620 – Gregory & Kimberly Dismuke	Lawn Care	Unanimous	X		
#2622 – Bryan Meeks	Photography & Web Design	Unanimous	X		

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the applications as presented to include any and all stipulations as noted on the Zoning & Appeals recommendation and Section 95 Requirements staff report.

**APPLICATION FOR RE-ZONING/SPECIAL EXCEPTION/VARIANCE
HOUSTON COUNTY**

Application No. 2619

The undersigned owner(s) of the following legally described property hereby request the consideration of change in zoning district classification or use as specified below:

1. Name of Applicant Demetria and Alanna Bennett
2. Applicant's Phone Number 580-483-6101
3. Applicant's Mailing Address 123 Shenandoah Trail Warner Robins, GA 31088
4. Property Description LL 223, 10th Land District of Houston County, Georgia, Lot 4, Block "D", Section 2, Phase 2 of South Oaks Subdivision, consisting of 0.52 Acres
5. Existing Use Residential
6. Present Zoning District R-1
7. Proposed Use Special Exception for a Home Occupation
for a Vending Machine Business
8. Proposed Zoning District Same
9. Supporting Information: Attach the following item to the application:
A. Surveyed plat of the property and easements.
10. The following disclosure is required of the applicant(s) by Section 36-67A-3 of the O.C.G.A. This information is for disclosure purposes only and does not disqualify the petition.

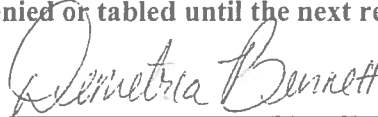
Within the past two years, have you made either campaign contributions totaling \$250 or more and/or given gifts having a value of \$250 or more to a local government official who will be responsible for making a decision on this application? Yes () No (X). If yes, then complete Form "A" attached and return within ten (10) days after filing this application for rezoning.

- A) The name(s) of the local government official(s) to whom a cash contribution or gift was made;
- B) The dollar amount(s) and date(s) of each campaign contribution made by the applicant to each local government official during the two years immediately preceding the filing of this application; and
- C) An enumeration and description of each gift having a value of \$250 or more made by the applicant to any local government official within the past two years.

Note: The applicant or his/her Agent should be present at the meeting in order to address any concerns that may be generated by the Board or General Public. Failure to be present may result in the applicant's request being denied or tabled until the next regularly scheduled meeting.

2 May 2022

Date



Applicant

Application # 2619

For Official Use Only
(Zoning and Appeals Commission)

Houston County Zoning and Appeals Commission

Date Filed: May 2, 2022

Date of Notice in Newspaper: June 8 & 15, 2022

Date of Notice being posted on the property: June 10, 2022

Date of Public Hearing: June 27, 2022

Fee Paid: \$100.00 Receipt # 42094

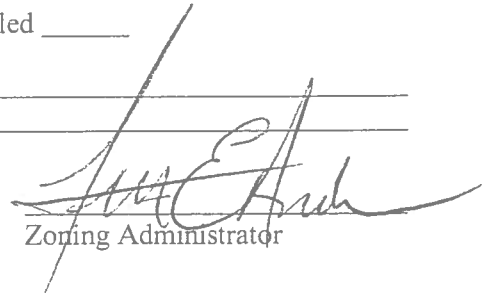
Recommendation of Board of Zoning & Appeals:

Approval X Denial _____ Tabled _____

Comments: Approved unanimously.

June 27, 2022

Date


Zoning Administrator

For Official Use Only
(Houston County Board of Commission)

Date of Recommendation Received: July 5, 2022

Date of Notice in Newspaper: June 8 & 15, 2022

Date of Public Hearing: July 5, 2022

Action by Houston County Commissioners:

Approval _____ Denied _____ Tabled _____

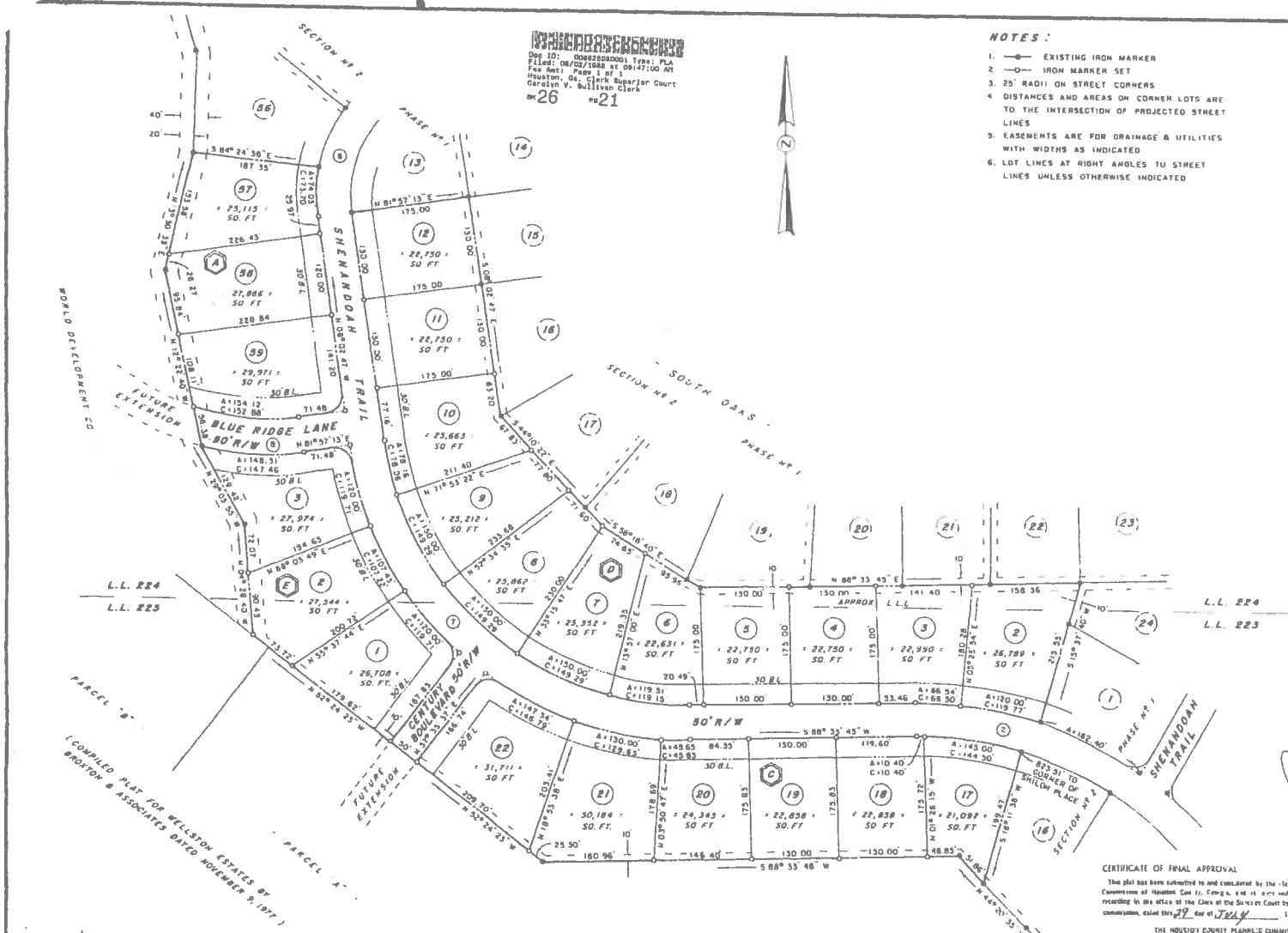
Comments: _____

Date

Clerk

Recorded August 7, 1983

26/24



Dep. ID: 00000000000000000000
 Filed: 06/09/1983 at 09:47:00 AM
 Fee Recd: None
 Houston, Ga. Clerk Superior Court
 Carolyn V. Sullivan Clerk
 No. 26 No. 21

- NOTES:**
- EXISTING IRON MARKER
 - IRON MARKER SET
 - 25' RADII ON STREET CORNERS
 - DISTANCES AND AREAS ON CORNER LOTS ARE TO THE INTERSECTION OF PROJECTED STREET LINES
 - EASEMENTS ARE FOR DRAINAGE & UTILITIES WITH WIDTHS AS INDICATED
 - LOT LINES AT RIGHT ANGLES TO STREET LINES UNLESS OTHERWISE INDICATED

CURVE DATA			
CURVE	Δ	RADIUS	TANGENT
②	99° 58' 00"	550.00	246.96
⑥	90° 00' 00"	200.00	200.00
⑦	85° 25' 28"	470.00	418.89
⑧	50° 00' 00"	375.00	174.86

FILED
 1983 AUG -2 AM 9 47
 HASTON COUNTY CLERK
 MARK WATKINS

COMPILED PLAN FOR SELLSTON ESTATES BY
 BROXTON & ASSOCIATES DATED NOVEMBER 9, 1977

CERTIFICATE OF FINAL APPROVAL BY COUNTY ENGINEER
 "I certify that the owner, or his agent, has completed the construction and installation of the streets, fire hydrants, utilities, and other improvements in accordance with the Regulations of Health to County, Georgia, or has posted a performance bond or cashier's check in lieu thereof."
 7/26/83 *Tommy M. Conaway*
 Date Engineer

FIELD EQUIPMENT USED
 LINEAR MEASUREMENT STEEL TAPE
 ANGULAR MEASUREMENT TRANSIT
FIELD DATA CLOSURE
 LINEAR PRECISION ONE FOOT IN 5,000 FEET
 ANGULAR PRECISION 00'05"00" PER ANGLE POINT
PLAT CLOSURE
 ACCURATE WITHIN ONE FOOT IN 100,000 FEET

CERTIFICATE OF FINAL APPROVAL
 This plat has been submitted to and approved by the Planning Commission of Houston County, Georgia, and is a true and correct copy of the same as the same was approved by the Planning Commission, dated this 27th day of JULY, 1983.
 THE HOUSTON COUNTY PLANNING COMMISSION
Thomas J. Moore
 Chairman

Health Department Approval Relates to the General Lot Layout only. Individual Site Inspected at the time of permit application.
Carolyn V. Sullivan
 Registered Sanitarian
 Date
 Houston County Health Department

The undersigned hereby acknowledges this plat and allotment to be his free act and deed and hereby dedicates to public use streets, alleys, easements, parks, and open spaces forever all areas so shown on said plat.
 7/26/83 *Charles N. McWhorter*
 Date Signed



John J. Proff
 SCALE IN FEET
 0 100 200 300

SUBDIVISION	
SECTION NO. 2	PHASE NO. 2
SOUTH OAKS	
IN LAND LOTS 223 & 224 HOUSTON COUNTY JUNE 24, 1983	TENTH DISTRICT GEORGIA SCALE: 1" = 100'
BROXTON & ASSOCIATES WAHNER ROBINS, GA. DRAWING NO. 8080-D	

12/90

**APPLICATION FOR RE-ZONING/SPECIAL EXCEPTION/VARIANCE
HOUSTON COUNTY**

Application No. 2620

The undersigned owner(s) of the following legally described property hereby request the consideration of change in zoning district classification or use as specified below:

1. Name of Applicant Gregory and Kimberly Dismuke
2. Applicant's Phone Number 478-256-7765
3. Applicant's Mailing Address 1036 Hwy. 247 S Kathleen, GA 31047
4. Property Description LL 6 & 27, 11th Land District of Houston County, Georgia, Parcel Z as shown on a plat of survey for Kyle C. Dismuke, consisting of 2.45 Acres
5. Existing Use Residential
6. Present Zoning District R-AG
7. Proposed Use Special Exception for a Home Occupation
for a Lawn Care Business
8. Proposed Zoning District Same
9. Supporting Information: Attach the following item to the application:
A. Surveyed plat of the property and easements.
10. The following disclosure is required of the applicant(s) by Section 36-67A-3 of the O.C.G.A. This information is for disclosure purposes only and does not disqualify the petition.

Within the past two years, have you made either campaign contributions totaling \$250 or more and/or given gifts having a value of \$250 or more to a local government official who will be responsible for making a decision on this application? Yes () No (X). If yes, then complete Form "A" attached and return within ten (10) days after filing this application for rezoning.

- A) The name(s) of the local government official(s) to whom a cash contribution or gift was made;
- B) The dollar amount(s) and date(s) of each campaign contribution made by the applicant to each local government official during the two years immediately preceding the filing of this application; and
- C) An enumeration and description of each gift having a value of \$250 or more made by the applicant to any local government official within the past two years.

Note: The applicant or his/her Agent should be present at the meeting in order to address any concerns that may be generated by the Board or General Public. Failure to be present may result in the applicant's request being denied or tabled until the next regularly scheduled meeting.

May 4th 2022
Date

Greg Dismuke
Applicant

Application # 2620

**For Official Use Only
(Zoning and Appeals Commission)**

Houston County Zoning and Appeals Commission

Date Filed: May 4, 2022

Date of Notice in Newspaper: June 8 & 15, 2022

Date of Notice being posted on the property: June 10, 2022

Date of Public Hearing: June 27, 2022

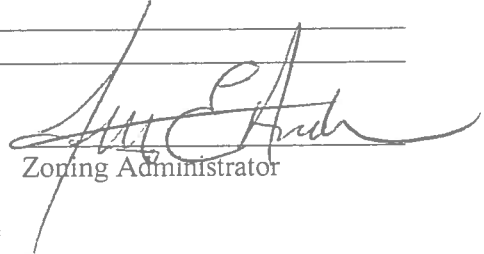
Fee Paid: \$100.00 Receipt # 42095

Recommendation of Board of Zoning & Appeals:

Approval X Denial _____ Tabled _____

Comments: Approved unanimously, with the condition to allow the use of a 10 ft. x 12 ft. open trailer for the business

June 27, 2022
Date


Zoning Administrator

**For Official Use Only
(Houston County Board of Commission)**

Date of Recommendation Received: July 5, 2022

Date of Notice in Newspaper: June 8 & 15, 2022

Date of Public Hearing: July 5, 2022

Action by Houston County Commissioners:

Approval _____ Denied _____ Tabled _____

Comments: _____

_____ Date

_____ Clerk

**APPLICATION FOR RE-ZONING/SPECIAL EXCEPTION/VARIANCE
HOUSTON COUNTY**

Application No. 2622

The undersigned owner(s) of the following legally described property hereby request the consideration of change in zoning district classification or use as specified below:

1. Name of Applicant Bryan Meeks
2. Applicant's Phone Number 478-737-3085
3. Applicant's Mailing Address 106 Frog Holler Warner Robins, GA 31093
4. Property Description LL 135, 5th Land District of Houston County, Georgia, Lots 16 & 17, Block "B" of Heritage Subdivision, consisting of 1.84 Acres
5. Existing Use Residential
6. Present Zoning District R-1
7. Proposed Use Special Exception for a Home Occupation
for a Photography and Web Design Business
8. Proposed Zoning District Same
9. Supporting Information: Attach the following item to the application:
 - A. Surveyed plat of the property and easements.
10. The following disclosure is required of the applicant(s) by Section 36-67A-3 of the O.C.G.A. This information is for disclosure purposes only and does not disqualify the petition.

Within the past two years, have you made either campaign contributions totaling \$250 or more and/or given gifts having a value of \$250 or more to a local government official who will be responsible for making a decision on this application? Yes () No (X). If yes, then complete Form "A" attached and return within ten (10) days after filing this application for rezoning.

- A) The name(s) of the local government official(s) to whom a cash contribution or gift was made;
- B) The dollar amount(s) and date(s) of each campaign contribution made by the applicant to each local government official during the two years immediately preceding the filing of this application; and
- C) An enumeration and description of each gift having a value of \$250 or more made by the applicant to any local government official within the past two years.

Note: The applicant or his/her Agent should be present at the meeting in order to address any concerns that may be generated by the Board or General Public. Failure to be present may result in the applicant's request being denied or tabled until the next regularly scheduled meeting.

5/12/22

Date


Applicant

Application # 2622

For Official Use Only
(Zoning and Appeals Commission)

Houston County Zoning and Appeals Commission

Date Filed: May 12, 2022

Date of Notice in Newspaper: June 8 & 15, 2022

Date of Notice being posted on the property: June 10, 2022

Date of Public Hearing: June 27, 2022

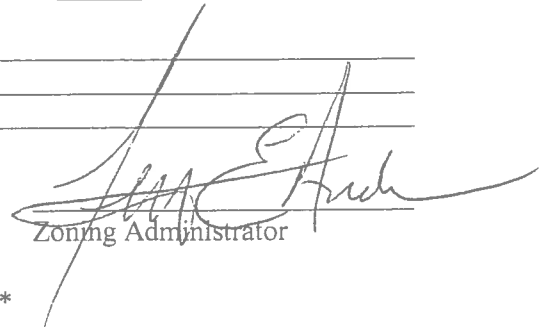
Fee Paid: \$100.00 Receipt # 42097

Recommendation of Board of Zoning & Appeals:

Approval X Denial _____ Tabled _____

Comments: Approved unanimously.

June 27, 2022
Date


Zoning Administrator

For Official Use Only
(Houston County Board of Commission)

Date of Recommendation Received: July 5, 2022

Date of Notice in Newspaper: June 8 & 15, 2022

Date of Public Hearing: July 5, 2022

Action by Houston County Commissioners:

Approval _____ Denied _____ Tabled _____

Comments: _____

Date

Clerk

Re-Zoning Summary

Application	Applicant	Location	Proposed Use	P & Z Recommendation/Comments
2621	William R. Jerles Jr.	Highway 247	Rezoning from R-1 to M-1	Approved unanimously
2623	Michael Clarke	Old Highway 96	Rezoning from R-1 to C-2	Tabled unanimously, for further information on the design of the project to be presented at the next scheduled hearing

Public Hearing on Re-Zoning Application #2621 submitted by William R. Jerles, Jr. on behalf of Unique Property Holdings, LLC for a 1-acre property located at 458 Hwy. 247. Present zoning is R-1 Single-Family Residential, and the proposed zoning is M-1 Light Industrial. Planning & Zoning recommends unanimous approval.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

Re-Zoning Application #2621 submitted by William R. Jerles, Jr. on behalf of Unique Property Holdings, LLC for a 1-acre property located at 458 Hwy. 247 also known as Lot 6 as shown on a plat of survey for E.B. Weatherly Estate.

**APPLICATION FOR RE-ZONING/~~SPECIAL EXCEPTION~~/VARIANCE
HOUSTON COUNTY**

Application No. 2621

The undersigned owner(s) of the following legally described property hereby request the consideration of change in zoning district classification or use as specified below:


1. Name of Applicant William R. Jerles Jr.
2. Applicant's Phone Number 478-987-2622
3. Applicant's Mailing Address P.O. Box 89, Perry, Ga. 31069
4. Property Description LL 20, 11th Land District of Houston County, Georgia, Lot 6 as shown on a plat of survey for E.B. Weatherly Estate, Consisting of 1.0 acres
5. Existing Use Residential
6. Present Zoning District R-1
7. Proposed Use Re-Zoning for Industrial Use
8. Proposed Zoning District M-1
9. Supporting Information: Attach the following item to the application:
 - A. Surveyed plat of the property and easements.
10. The following disclosure is required of the applicant(s) by Section 36-67A-3 of the O.C.G.A. This information is for disclosure purposes only and does not disqualify the petition.

Within the past two years, have you made either campaign contributions totaling \$250 or more and/or given gifts having a value of \$250 or more to a local government official who will be responsible for making a decision on this application? Yes () No (X). If yes, then complete Form "A" attached and return within ten (10) days after filing this application for rezoning.

 - A) The name(s) of the local government official(s) to whom a cash contribution or gift was made;
 - B) The dollar amount(s) and date(s) of each campaign contribution made by the applicant to each local government official during the two years immediately preceding the filing of this application; and
 - C) An enumeration and description of each gift having a value of \$250 or more made by the applicant to any local government official within the past two years.

Note: The applicant or his/her Agent should be present at the meeting in order to address any concerns that may be generated by the Board or General Public. Failure to be present may result in the applicant's request being denied or tabled until the next regularly scheduled meeting.

5/12/22
Date


Applicant
*Attorney at Law and
General Counsel*

Application # 2621

For Official Use Only
(Planning & Zoning Commission)

Houston County Planning and Zoning Commission

Date Filed: May 12, 2022

Date of Notice in Newspaper: June 1 & 8, 2022

Date of Notice being posted on the property: May 27, 2022

Date of Hearing: June 21, 2022

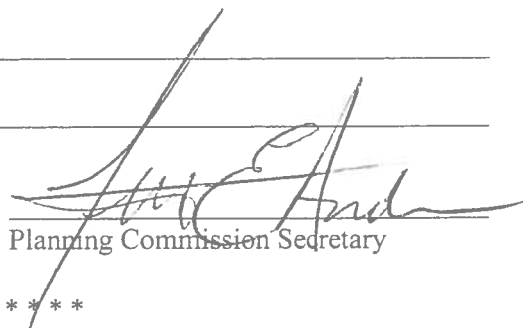
Fee Paid: \$300 Receipt # 42096

Recommendation of Board of Planning & Zoning:

Approval X Denial _____ Tabled _____

Comments: Approved unanimously.

June 21, 2022
Date



Planning Commission Secretary

For Official Use Only
(Houston County Board of Commission)

Date of Recommendation Received: July 5, 2022

Date of Notice in Newspaper: June 1 & 8, 2022

Date of Public Hearing: July 5, 2022

Action by Houston County Commissioners:

Approval _____ Denied _____ Tabled _____

Reason if denied or tabled: _____

Date

Clerk

Re-Zoning Application #2623 submitted by Michael Clarke for a 13.73-acre property located at Old Highway 96 and Ammons Road. Present zoning is R-1 Single-Family Residential, and the proposed zoning is C-2 General Commercial. Planning & Zoning recommends unanimously tabling this application so that additional information concerning planned driveway access and any necessary buffers can be presented at the next P & Z hearing.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

• **Re-Zoning Application #2623 submitted by Michael Clarke.**

**APPLICATION FOR RE-ZONING/~~SPECIAL EXCEPTION~~/VARIANCE
HOUSTON COUNTY**

Application No. 2623

The undersigned owner(s) of the following legally described property hereby request the consideration of change in zoning district classification or use as specified below:

1. Name of Applicant Michael Clarke
2. Applicant's Phone Number 478-922-7724
3. Applicant's Mailing Address 253 Carl Vinson Pkwy, Warner Robins, Ga. 31088
4. Property Description LL 21, 11th Land District of Houston County, Georgia, Parcel "C-2" as shown on a plat of survey for Bonaire Land Company LLC, Consisting of 13.73 acres
5. Existing Use Vacant
6. Present Zoning District R-1
7. Proposed Use Re-Zoning for Commercial Use
8. Proposed Zoning District C-2
9. Supporting Information: Attach the following item to the application:
A. Surveyed plat of the property and easements.


10. The following disclosure is required of the applicant(s) by Section 36-67A-3 of the O.C.G.A. This information is for disclosure purposes only and does not disqualify the petition.

Within the past two years, have you made either campaign contributions totaling \$250 or more and/or given gifts having a value of \$250 or more to a local government official who will be responsible for making a decision on this application? Yes () No (X). If yes, then complete Form "A" attached and return within ten (10) days after filing this application for rezoning.

- A) The name(s) of the local government official(s) to whom a cash contribution or gift was made;
- B) The dollar amount(s) and date(s) of each campaign contribution made by the applicant to each local government official during the two years immediately preceding the filing of this application; and
- C) An enumeration and description of each gift having a value of \$250 or more made by the applicant to any local government official within the past two years.

Note: The applicant or his/her Agent should be present at the meeting in order to address any concerns that may be generated by the Board or General Public. Failure to be present may result in the applicant's request being denied or tabled until the next regularly scheduled meeting.

05.13.22
Date


Applicant

Application # 2623

For Official Use Only
(Planning & Zoning Commission)

Houston County Planning and Zoning Commission

Date Filed: May 13, 2022

Date of Notice in Newspaper: June 1 & 8, 2022

Date of Notice being posted on the property: May 27, 2022

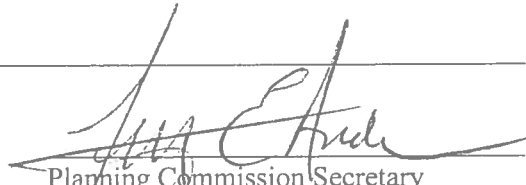
Date of Hearing: June 21, 2022

Fee Paid: \$300 Receipt # 42098

Recommendation of Board of Planning & Zoning:
Approval _____ Denial _____ Tabled X

Comments: Tabled unanimously, for further information on the design of the project to be presented at the next scheduled hearing.

June 21, 2022
Date



Planning Commission Secretary

For Official Use Only
(Houston County Board of Commission)

Date of Recommendation Received: July 5, 2022

Date of Notice in Newspaper: June 1 & 8, 2022

Date of Public Hearing: July 5, 2022

Action by Houston County Commissioners:

Approval _____ Denied _____ Tabled _____

Reason if denied or tabled: _____

_____ Date

_____ Clerk

Utilities Engineer Brian Jones is requesting to hire Quentin Cainion to fill the vacant Utility Service Worker position in the Water Department. Staff agrees that Mr. Cainion possesses the requisite qualifications and experience to qualify for the D-step.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

hiring Quentin Cainion for the vacant Utility Service Worker position in the Water Department at a Grade 9-D effective July 6, 2022.



Houston County Personnel Department

Houston County Board of Commissioners
200 Carl Vinson Parkway
Warner Robins, GA 31088
478/542-2005 (Office) 478/542-2118 (Fax)

To: County Commissioners
From: Kenneth Carter, Director of Personnel
Date: June 24, 2022
Re: Quentin Cainion – Utility Service Worker

Brian Jones is requesting to hire Quentin Cainion at the 9 (D) step for the vacant Utility Service Worker position. I have reviewed his experience and request approval to hire at the 9 (D) step effective July 6, 2022.



Houston County Public Works

Office

2018 Kings Chapel Road
Perry, Georgia 31069
478-987-4280
FAX 478-988-8007

Robbie Dunbar
Director of Operations

Jordan Kelley
Office Manager

Michael Phillips
Facilities Superintendent

Christopher Stoner
Fire Chief/ EMA Director

Ronnie Heald, PLS
County Engineer

Travis McLendon
Roads Superintendent

Brian Jones, PE
Utility Engineer

Terry Dietsch
Solid Waste Superintendent

MEMORANDUM

To: Ken Carter

From: Brian Jones

Date: Thursday, June 09, 2022 (corrected 6/24/22)

RE: Water Department Utility Service Worker Position

Please consider this request to hire Mr. Quentin Cainion for the position of Utility Service Worker at Grade 9, Step D. Mr. Cainion's interview showed him to be fine candidate for the position and he would be an excellent addition to the Water Department team.

Thank you very much for your time and consideration with this request.

HOUSTON COUNTY APPLICATION FOR EMPLOYMENT

It is the policy of Houston County to select new employees and to promote current employees without regard to race, sex, religion, national origin, marital status or disability.

INSTRUCTIONS: You must answer all items on this application fully and accurately. The information that you give will be used in determining your qualifications and rating for employment. If an item does not apply to you, or if there is no information to be given, write the letters "N/A" for Not Applicable. **PRINT IN INK OR TYPE.** A resume may be attached **BUT WILL NOT** be accepted in lieu of this application. In order to be assured consideration for employment, your application must be received no later than the closing date of the vacancy announcement.

Position(s) Desired: (1) Utility Service Worker (2) (3) Date: 6/3/2022

Full Time Part Time Temporary Salary Desired: \$ 17.50/hr

PERSONAL DATA

Name: Last Cannon First Quentin Middle _____ Social Security Number _____

Address: No. & Street _____ Apt. No. _____ City, State, Zip _____

Telephone Numbers: Home _____ Business: _____ Are you between the ages of 17 and 70? Yes No

U. S. Citizen or Permanent VISA Yes No If no, give work permit number: _____

Have you ever been convicted of a crime other than a minor traffic violation? (A conviction does not automatically exclude you from employment consideration) Yes No If yes, explain on a separate sheet. Do you have a relative working for the county? Yes No If yes, give name(s) and relationship.

Have you ever been employed by Houston County? Yes No If yes, give dates, location and job classification: _____

Do you possess a valid motor vehicle Driver's License? Yes No Class C Lic No. _____

EDUCATION

	Name and Location	From Mo/Yr	To Mo/Yr	Highest Grade Completed	Did You Graduate	Type Degree	Major	Date Degree Obtained or To Be Obtained
High School	Houston County High	8/97	5/01	12th	Yes			
College(s)								
(Other if Applicable)								
Graduate School								

MILITARY

Branch of U.S. Service United States Navy From Mo/Yr. 06/01 To Mo/Yr. 9/05 Rank E-4

Major Duties: (Explain on separate sheet) _____

Honorable Discharge: Yes Yes _____ No (If no, explain on separate sheet)

Service Schools or special training (Explain on separate sheet) _____

Do you have a Reserve Obligation? No Yes _____ No (If yes, please describe) _____

EMPLOYMENT HISTORY: Please provide a complete employment history, listing all positions held, including **military**, part-time, summer, and volunteer. It is most important that you provide exact dates of employment, exact title or position, and detailed description of duties. If you held more than one position with an employer, please treat each position separately. This information will help determine eligibility. If submitting a resume, complete all information except Job Duties.

Were you ever discharged or asked to resign from any position? Yes No May we contact your present employer Yes No

Name of Employer <u>DeKalb County Watershed</u>		Address <u>4572 Memorial Dr, Decatur Ga 30030</u>	
Employment Dates (mo/yr) from <u>September / 2021</u> to <u>Present /</u>	Salary _____ hrs/wk Starting: \$ <u>19.56</u> per hr Present: \$ <u>19.14</u> per hr	Name and Title of Supervisor <u>Paul Vang</u>	Telephone Number [REDACTED]
Position Title <u>Senior Flow Monitor</u>		Job Duties	
Reason for Leaving <u>Still Employed</u>		<u>790 2nd St, Macon, Ga 31201</u>	
Name of Employer <u>Macon Water Authority</u>		Address	
Employment Dates (mo/yr) from <u>September / 2019</u> to <u>August / 2021</u>	Salary _____ hrs/wk Starting: \$ <u>14.70</u> per hr Present: \$ <u>15.19</u> per hr	Name and Title of Supervisor <u>Mike Beard</u>	Telephone Number [REDACTED]
Position Title <u>Sewer Conveyance Technician</u>		Job Duties	
Reason for Leaving <u>Better Pay / Wastewater License</u>		<u>700 Watson Blvd, Warner Robins, Ga 31091</u>	
Name of Employer <u>City of Warner Robins</u> Stormwater Crew Leader		Address	
Employment Dates (mo/yr) from <u>December / 2012</u> to <u>October / 2019</u>	Salary _____ hrs/wk Starting: \$ <u>9.90</u> per hr Present: \$ <u>13.54</u> per hr	Name and Title of Supervisor <u>Kenny Allen</u>	Telephone Number
Position Title <u>Storm Water Crew Leader</u>		Job Duties	
Reason for Leaving			

REFERENCES

List three references (NOT minors, relatives or former employers) who have known you well during the past few years.

NAME	ADDRESS	OCCUPATION	PHONE NO.	NO. YEARS KNOWN
<u>Amber Sandifer</u>		<u>Laboratory Analyst</u>	[REDACTED]	<u>3</u>
<u>Jamica Hardin</u>		<u>Goodwill Manager</u>	[REDACTED]	<u>10</u>
<u>Katissa Smith</u>		<u>Teacher</u>	[REDACTED]	<u>16</u>

CERTIFICATION AND AUTHORIZATION FOR RELEASE OF INFORMATION

I CERTIFY that the information given by me in this application is true and complete to the best of my knowledge knowing that any false information, misrepresentation, or concealment of fact is sufficient grounds for my application to be rejected or, if employed, my employment terminated.

I UNDERSTAND AND AGREE that all information furnished in this application may be verified by the County. I further understand that any offer of employment may be revoked in the event a drug test, given by the County discloses information on me which is considered disqualifying. I hereby authorize all individuals and organizations named or referred to in this application and any law enforcement organization to give the Houston County Government all information relative to my employment, education and character, and hereby release such individuals, organizations, and Houston County from any liability for any claim or damage which may result.

Laurenza Pinn

6/3/2022



Quentin Cainion

Objective

Diligent and reliable sewer conveyance that focuses on going above and beyond to support my team and serve customers. Trained in variety of work related to wastewater and stormwater conveyance and offering top-notch maintenance activities in wastewater collection system. Motivated to continue to learn and grow as a wastewater professional.

Experience

September 7, 2021- DeKalb County Watershed Management Decatur, GA
Current

Senior Flow Monitor

- Performs confined space entry for the installation and remove flow monitoring equipment within sanitary sewage lines.
- Inspect installed meters
- Retrieve data from installed units for the County's Flow and Rainfall Monitoring Program.
- Provides assistance in pollutant tracking in sewage and surface waters.
- Responding to hazardous material spills or other emergencies and locating and accessing manholes and rain gauge sites in unimproved areas.
- Utilizing maps and/or electronic geographical information systems.

September 16, 2019- Macon Water Authority Macon, GA
August 22, 20221

Sewer Conveyance

- Investigate and determine sources and causes of inflow and infiltration to the wastewater and sewer conveyance system.
- Investigate and determine sources and causes of illicit discharges into wastewater and stormwater conveyance system.
- Investigate and determine sources and causes of sanitary system overflow from the wastewater conveyance system.

December, 2012- City of Warner Robins Warner Robins, GA
October, 2019

Stormwater Crew Leader

- Visually examine sites and structures to determine extent of required remedial actions.
- Reports circumstance to superior and notify qualified personnel and organizations.
- Perform emergency service on roads of stormwater facilities in conjunction with other departments and agencies; ensures proper placement of barricades and warning signs.
- Maintains city pump station sites.
- Administrated crews to up keeping of lawns, installing playground equipment and

resurfacing football and baseball field.

Education/License

1998- 2001	Houston County High School	Warner Robins, GA
October 2021	Confined Space Certified	
March 2022	Wastewater Collection Operator	

References

References are available on request.



STATE OF GEORGIA
BRAD RAFFENSPERGER, Secretary of State
 State Board of Examiners for Certification of Water and
 Wastewater Treatment Plant Operators and Laboratory Analysts
 LICENSE NO. WWC033687

Quentin Cainion

714 American Blvd
 Warner Robins GA 31093

Wastewater Collect Sys Oper

EXP DATE - 06/30/2023 Status: Active
 Issue Date: 04/26/2022

A pocket-sized license card is below. Above is an enlarged copy of your pocket card.
 Please make note of the expiration date on your license. It is your responsibility to renew your
 license before it expires. Please notify the Board if you have a change of address.
 Wall certificates suitable for framing are available at cost, see board fee schedule. To order a wall
 certificate, please order from the web site -- www.sos.ga.gov/plb.
 Please refer to Board Rules for any continuing education requirements your profession may require.

Georgia State Board of Professional Licensing
 237 Coliseum Drive
 Macon GA 31217
 Phone: (404) 424-9966
www.sos.ga.gov/plb

Quentin Cainion
 714 American Blvd
 Warner Robins GA 31093



STATE OF GEORGIA
BRAD RAFFENSPERGER, Secretary of State
 GA State Board of Examiners for Certification of Water and
 Wastewater Treatment Plant Operators and Laboratory Analysts
 License No. WWC033687

Quentin Cainion

714 American Blvd
 Warner Robins GA 31093

Wastewater Collect Sys Oper

EXP DATE - 06/30/2023 Status: Active
 Issue Date: 04/26/2022

This request from the Superior Court Accountability Court is to renew the contract with iHOPE, Inc. to provide services covered under the current grant program.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

Chairman Stalanker signing a contract for services with iHOPE, Inc. to provide Peer-to Peer Transportation, Peer Recovery Phone Support Service, 12-Step Support Groups, All Recovery Meeting, Certified Recovery Coaching Services, and Evidence Based Recovery Groups for participants of the Houston County Accountability Court. The term of the contract will be effective July 1, 2022 and terminate June 30, 2023.

MEMORANDUM OF AGREEMENT

STATE OF GEORGIA

HOUSTON COUNTY

THIS AGREEMENT is made and entered into this 06 day of June 2022, by and between Houston County, Georgia, a political subdivision of the State of Georgia ("County") and IHOPE INC. ("Contractor").

WITNESSETH:

WHEREAS, Houston County wishes to engage the services of IHOPE INC (Contractor), for the purposes and during the time set out below; and,

WHEREAS, Houston County has the power and authority to utilize independent contractors in order to provide professional services.

NOW, THEREFORE, in consideration of the mutual covenants and obligations herein contained, the parties hereby agree as follows:

1. Designation of Contractor. Said Contractor represents that they are qualified to perform the duties of Peer Support Services.
2. Services Provided by Contractor. Contractor shall provide services agreed to by Houston County and the Contractor in cooperation with program staff. The services to be provided by the Contractor shall include, but are not limited to, the following:

IHOPE INC. agrees to:

- a) Within 7 business day register the participant with their organization and place them in services that would best fit their individual treatment needs.
- b) Attend treatment team meeting as needed and participate compliance reviews, with the goal of maximizing participation and outcomes.
- c) Provide appropriate services to include but not limited to: Peer-to-Peer Transportation, Peer Recovery Phone Support Service, 12 step Support Groups, All Recovery Meetings, Certified Recovery Coaching Services, and Evidence Based Recovery Groups.
- d) Provide gender specific treatment if necessary.
- e) Provide Mental Health Court Coordinator bi-weekly updates on each participant's attendance at appointments and compliance with treatment recommendations progress
- f) Appear in court and treatment team meetings as needed.
- g) Other duties as required by the Mental Health Court Coordinator or Judge Katherine K. Lumsden.

3. Classification of Contractor. The relationship between Houston County and Contractor shall be that of an independent contractor. Nothing in this Agreement is intended nor shall it be construed to create an agency relationship, an employer-employee relationship, or a joint venture relationship between Contractor and Houston County, nor between Contractor and the State of Georgia merit System or the Superior Courts of Houston Judicial Circuit. As such, Houston County shall not be liable or responsible for any acts and/or omissions of Contractor with respect to the services to be provided by Contractor hereunder. Further, Contractor agrees to release, indemnify and hold harmless Houston

County and each of its staff members, employees, officers, directors, agents and representatives (“Indemnitees”) from and against all claims, suits, actions, liability, losses, damages, costs, charges, expenses, judgements, and settlements caused or alleged to be caused in whole or in part by any act or omission by Houston County or by any act or omission by any Indemnatee arising out of contractor’s provision of services as set forth in the Agreement.


4. Compensation. Houston County shall pay to IHOPE INC. a sum not to exceed \$30.00 for 30 minutes of Gender Specific Recovery Check in Groups. The sum is for the group, as a whole, and not for each individual participating in said group. Contractor agrees to provide appropriately itemized statements rendering such services on a monthly basis, and payment shall be made by Houston County promptly thereafter according to its schedule for payment of bills.
5. Duration of Contract. This contract may be terminated by either party for any reason by giving thirty (30) days written notice of termination to the other party. Unless terminated by either party in the manner provided above, the duration of this contract will be for the period of July 1, 2022 until June 30, 2023.
6. Entire Agreement. This Agreement constitutes the entire agreement of the parties and is intended as a complete and exclusive statement of the promises, representation, negotiations, discussions and agreements that have been made in connection with the subject matter hereof. No modifications or amendments to the Agreement shall be binding upon the parties hereto. All prior negotiations, agreements, and understandings with respect to the subject matter of this Agreement are superseded hereby.

7. Grounds for Termination. Paragraph 5 herein notwithstanding, commission of any of the below listed offenses by Contractor may result in immediate termination of this Contract:

- a) Arrest for a felony offense.
- b) Arrest and conviction for a misdemeanor offense which involves substance abuse.
- c) Acts involving moral turpitude.
- d) Fraternalization outside the professional context with any participant of the Program.
- e) Conduct detrimental to the goals of the Program in the sole discretion of the Superior Court.
- f) Inability to provide contracted services.

IN WITNESS WHEREOF, these parties have caused this agreement to be executed the day and year first above written.

CONTRACTOR

BY: 

WITNESS: 

HOUSTON COUNTY, GEORGIA

BY: _____
Chairman, Houston County Board of Commissioners

At the February 15, 2022 meeting the Board approved the execution of an Indication of Lighting Support document with Georgia DOT on the SR11/US41 @ Lakeview Road roundabout whereby the County agreed to pay for the entire cost to energize the lighting system, to be installed by GDOT, and to provide for the operation and maintenance afterward. This agreement formalizes that arrangement. This will be a combination of conventional overhead lighting as well as a lighted bollard.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

Chairman Stalnaker to sign the Local Government Lighting Project Agreement (LGLPA) for the SR11/US41 @ Lakeview Road roundabout with the Georgia Department of Transportation (GDOT).

AGREEMENT
BETWEEN
GEORGIA DEPARTMENT OF TRANSPORTATION
AND
HOUSTON COUNTY

This Agreement is made and entered into this _____ day of _____, 20__,
by and between the GEORGIA DEPARTMENT OF TRANSPORTATION, an agency of the State of
Georgia, hereinafter called the **DEPARTMENT**, and HOUSTON COUNTY, GEORGIA acting by
and through its Board of Commissioners, hereinafter called the **COUNTY**.

WHEREAS, the COUNTY has represented to the DEPARTMENT a desire to obtain roadway
lighting and lighted bollards as part of the **SR 11/US 41 @ Lakeview Road** project, Houston County;

WHEREAS, the COUNTY has represented to the DEPARTMENT a desire to participate in:
1) Providing the Energy and 2) the Operation and Maintenance of said lighting system at the aforesaid
location, and the DEPARTMENT has relied upon such representation; and

WHEREAS, the DEPARTMENT has indicated a willingness to fund the materials and installation for the said lighting system at the aforesaid location, with funds of the DEPARTMENT, funds apportioned to the DEPARTMENT by the Federal Highway Administration under Title 23, United States Code, Section 104, or a combination of funds from any of the above sources.

NOW, THEREFORE, in consideration of the mutual promises made and of the benefits to flow from one to the other, the DEPARTMENT and the COUNTY hereby agree each with the other as follows:

1. The DEPARTMENT or its assigns shall cause the installation of all materials and equipment necessary for roadway lighting and lighted bollards as part of the **SR 11/US 41 @ Lakeview Road** project, Houston County as shown on Attachment "A" attached hereto and made a part hereof.

2. Upon completion of installation of said lighting system, and acceptance by the DEPARTMENT, the COUNTY shall assume full responsibility for the operation, the repair and the maintenance of the entire lighting system, including but not limited to repairs of any damages, replacement of lamps, ballasts, luminaires, lighting structures, associated equipment, conduit, wiring and service equipment, and the requirements of the Georgia Utility Facility Protection Act. The COUNTY further agrees to provide and pay for all the energy required for the operation of said lighting system.

3. The DEPARTMENT shall retain ownership of all materials and various components of the entire lighting system. The COUNTY, in its operation and maintenance of the lighting system, shall not in any way alter the type or location of any of the various components which make up the entire lighting system without prior written approval from the DEPARTMENT.

4. This Agreement is considered as continuing for a period of fifty (50) years from the date of execution of this Agreement. The DEPARTMENT reserves the right to terminate this Agreement, at any time for just cause, upon thirty (30) days written notice to the COUNTY.

5. It is understood by the COUNTY that the DEPARTMENT has relied upon the COUNTY'S representation of providing for the energy, maintenance, and operation of the lighting represented by this Agreement; therefore, if the COUNTY elects to de-energize or fails to properly maintain or to repair the lighting system during the term of this Agreement, the COUNTY shall reimburse the DEPARTMENT the materials cost for the lighting system. If the COUNTY elects to de-energize or fails to properly maintain any individual unit within the lighting system, the COUNTY shall reimburse the DEPARTMENT for the material cost for the individual unit which will include all costs for the pole, luminaires, foundations, and associated wiring. The DEPARTMENT will provide the COUNTY with a statement of material costs upon completion of the installation.

The covenants herein contained shall, except as otherwise provided accrue to the benefit of and be binding upon the successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

RECOMMENDED:

HOUSTON COUNTY

BY: _____
Chairman, Board of Commissioners

(SEAL)

GA DEPARTMENT OF TRANSPORTATION

WITNESS

BY _____
Commissioner

Notary Public

(SEAL)

This Agreement approved by the Board of Commissioners at a meeting held at

this _____ day of _____,

20__.

ATTEST:

Treasurer

Commission Clerk

Attachment "A"



Project Location Map

**SR 11/US 41 @ Lakeview Road
Houston County**

The District Attorney has a need to replace two vehicles in his office. Purchasing has found suitable vehicles through Brannen Motor Company and recommends that the County purchase them. DA Kendall will reimburse the County for the cost both vehicles from available forfeiture funds.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the purchase of one new 2022 Ford Explorer at a cost of \$36,200 and one new 2022 Chevrolet Silverado at a cost of \$42,600 for use in the District Attorney's office from Brannen Motor Company of Perry. The cost of these vehicles will be reimbursed 100% from DA Forfeiture Funds.



**HOUSTON COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT**

2020 KINGS CHAPEL ROAD • PERRY, GEORGIA 31069-2828
(478) 218-4800 • FACSIMILE (478) 218-4805

MARK E. BAKER
PURCHASING AGENT

M E M O R A N D U M

TO: Houston County Board of Commissioners
FROM: Mark E. Baker
CC: Barry Holland
DATE: June 27, 2022
SUBJECT: Purchase of One (1) New 2022 Ford Explorer &
One (1) New 2022 Chevrolet Silverado

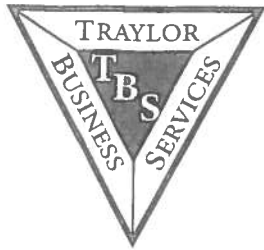
The Purchasing Department is recommending that the Houston County Board of Commissioners purchase One (1) New 2022 Ford Explorer for \$36,200.00 and One (1) New 2022 Chevrolet Silverado for \$42,600.00 needed for the DA's Office from Brannen Motor Company. The vehicles will be charged to 100-2200-54.2200 and reimbursed by Forfeiture Funds.

This contract between Houston County and Traylor Business Services, Inc. (TBS) provides personal property verification reviews of business taxpayers only when requested by the Chief Tax Appraiser. The County will pay a set fee amount pursuant to the fee schedule outlined in the contract.

Motion by _____, second by _____ and carried _____ to

- approve**
- disapprove**
- table**
- authorize**

Chairman Stalnaker to sign an agreement (#1036) with Traylor Business Services, Inc. (TBS) for personal property audits in FY2023. Audits will only be performed when requested specifically by the Chief Tax Appraiser.



TRAYLOR BUSINESS SERVICES INC.

BUSINESS PERSONAL PROPERTY VERIFICATION PROGRAM

TBS CONTRACT #1036...BETWEEN

HOUSTON COUNTY BOARD OF ASSESSORS

(Hereafter called "**the Board**"), and **Traylor Business Services Inc.**,

(Hereafter called "**TBS**"), having its principal office located in Kennesaw, Georgia.

PROCESS OF THE VERIFICATION PROGRAM

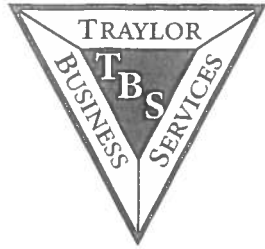
The purpose of this program is to assure that equal treatment is provided to all taxpayers by establishing a verification program in which all accounts are examined. TBS is to assist the Board by providing consultation in organizing this program and by performing personal property verification reviews of Houston County's business taxpayers. Verification reviews will be executed in compliance with all principles set forth by the Board, and as detailed in the TBS Personal Property Audit Services Proposal prepared especially for Houston County. The Proposal is incorporated herein by reference and made a part of the contract, except for any sample dates, account numbers or estimated costs. The Board will make all decisions relating to the accounts selected for review and to any final assessments. The Board will furnish to TBS the personal property records of all accounts to be reviewed. TBS and the Board will meet as needed to address any concerns which arise and to discuss the status of the program. TBS will provide monthly reports showing the progress of each account assigned for review. TBS shall supply the Board the needed expertise in dealing with any appeals which may occur from any discovery in Houston County. If any questions or inconsistencies occur, as seen by the Board, TBS agrees to reexamine the results of this account at no additional cost. TBS agrees to provide its services in accordance with Generally Accepted Accounting Principles (GAAP) as a guideline, and follow the methodologies taught by the Georgia Department of Revenue.

ADDITIONAL BENEFITS OF PROGRAM

The Houston County Appraisal staff and Board of Assessors shall have each TBS employee working on this program available for any questions and services needed, and, shall have the right of denying their participation in this program for Houston County for any reason. TBS provides on the job training to any employee of Houston County, which includes all aspects of the verification program. The Board is liable for any expenses that these employees incur. TBS will pay all expenses incurred by its employees for travel relating to this verification program. TBS will also defend all of our audit findings before the taxpayer, taxpayer's agent, Board of Assessors, Board of Equalization, Arbitration or the Superior Court, if necessary, at no additional charge to the county.

ADMINISTRATION PERIOD OF CONTRACT

The original period of this Contract shall begin June 23, 2022 and shall run for a twelve month period from said date. This agreement, if neither party is in default hereunder, will automatically renew itself for successive periods of one year each unless either of the parties furnishes to the other written notice to the contrary. The Board agrees to pay TBS during their fiscal year, or contract period if contract is not renewed, for accounts assigned. Accounts already assigned to TBS cannot be put on hold to be paid by the Board in a later fiscal year. If the Board cannot fulfill its obligation for payment to complete the accounts during the fiscal year for which the accounts were assigned, the Board is to notify TBS immediately and those accounts are to be pulled and billed for the amount of work already completed by TBS. TBS and the Board may terminate this Contract at any time by giving a thirty day notice to the other party. Notices given by either party to the other, shall be made in writing and sent by First Class, U.S. Mail, postage prepaid. If this Contract is terminated before all reviews are complete, TBS will complete the review of all accounts assigned (copied and in their possession) by the Board for review before termination and the Board agrees to pay TBS for those reviews. If for any reason the Board desires to pull (cancel or void) any accounts originally assigned, the fees for these accounts will be reduced as follows: Account file data entered and set up in TBS database is reduced to 35% of original fee; Review information letter prepared and/or mailed out is reduced to 65% of original fee; and Appointment made and/or appointment letter mailed out is reduced to 85% of original fee. Work performed after the appointment is made will be billed at 100% of original fees.



FEES FOR VERIFICATION PROGRAM

The Board agrees to pay TBS a set amount per review for all accounts assigned by the Board for review, based upon the actual Fair Market Value (FMV) of the business personal property account for the 2021 tax year. The account will be sized before any exemptions are taken, including Freeport and Payroll Development Authority Agreements. The fees per size of account are listed below:

Account Class	FMV Size	Fees Per Review
1	UNDER \$ 50,000	\$ 325
2	\$ 50,000 - \$ 250,000	\$ 475
3	\$ 250,001 - \$ 1,000,000	\$ 850
4	\$ 1,000,001 - \$ 5,000,000	\$ 1,850
5	\$ 5,000,001 - \$ 50,000,000	\$ 4,150
6	OVER \$ 50,000,000	\$ 5,500

The amounts charged per review are all-inclusive of TBS's expenses in performing its responsibilities under this Contract. TBS shall bill the Board on a monthly basis for completed reviews only. The Board shall pay TBS the total amount due within sixty (60) days of the billing date. A 2% discount will be given if bill is paid within 30 days of invoice date, and a 5% discount will be given if bill is paid within 10 days of invoice date. For any bill not paid within 60 days, 10% interest will accrue annually along with a late fee of \$25 per month for the outstanding amount owed.

ACCOUNTS AND LETTER PREPARATION

Copies of the needed records from the accounts to be reviewed shall be furnished by the Board. The Board will also furnish stationary and postage required for correspondence and notices to be sent to taxpayers of Houston County, and shall approve and sign all such correspondence. TBS shall review three prior tax years and obtain the current years information if applicable for each account assigned by the Board.

EMPLOYMENT LAWS

TBS shall adhere to all employment laws, federal and state, including the Fair Labor Standard Act and Title VII of the Civil Rights Act of 1964 as amended, and shall hold the Board and Houston County harmless from any actions that could result from violating those statutes.

TAXPAYER CONFIDENTIALITY

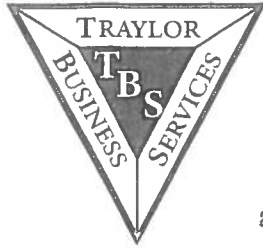
As written in the Georgia Code, O.C.G.A. Section 48-5-314 requires confidentiality of taxpayer records. TBS shall adhere to these same statutes and hold the Board and Houston County innocent from any actions that could result from breaking this statute. TBS shall not entertain interviews or answer questions concerning any variances which may be found during the verification review in Houston County without prior approval.

EXCLUSIVE RIGHTS

The Board shall have all exclusive rights to the actual verification reports of all accounts reviewed. TBS shall have all exclusive rights to the Business Personal Property Verification Program. The Board shall not sell, lease, or permit access to this program to any other person, company, or taxing jurisdiction, except for employees of Houston County.

EFFECTS OF SEVERABILITY

This Contract is approved in the general terms allowed in Georgia's Revenue and Taxation Statutes O.C.G.A. Sections 48-5-298. Should a court of law determine any section of this Contract illegal, the Board and TBS shall arbitrate new terms for said illegal section. All other sections shall remain enforceable, so that the full intention and results of this Verification Program may be fulfilled.



The Boards and TBS acknowledge that they have read this agreement, understand it, and agree to be bound by its terms and conditions. This Contract will be governed by the laws of the State of Georgia. Signed and entered into by the parties hereto:

Approved: **TRAYLOR BUSINESS SERVICES INC.**

Authorized Signature: Bryan E Traylor
Name: Bryan E. Traylor
Title: President
Date: 6-9-22

Approved: **HOUSTON COUNTY BOARD OF ASSESSORS**

Authorized Signature: William Fowler
Name: William Fowler
Title: Chairman
Date: 6-28-22

Approved: **HOUSTON COUNTY BOARD OF COMMISSIONERS**

Authorized Signature: _____
Name: Tommy Stalnaker
Title: Chairman
Date: _____

Board Appointments:

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the reappointment of the following:

Central Georgia Joint Development Authority:

Rob Brooks 7/07/22 thru 7/06/26

and the appointment of the following:

Airport Authority:

Hamilton Halford 8/01/22 thru 12/31/26

(to fill the unexpired term of Ned Sanders ending 12/31/22 and a new 4-year term beginning 1/01/23)

The Juvenile Court has applied for, and been awarded, the FY23 Juvenile Justice Incentive Grant in the amount of \$310,000. This continued grant funding will assist us in our overall goal of reducing felony commitments to the Department of Juvenile Justice. The Juvenile Court would continue to serve as the referral source for youth to receive Multi-Systemic Therapy (MST) services that will be provided by Community Solutions, Inc.

Motion by _____, second by _____ and carried _____ to

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Chairman Stalnaker signing all documents necessary to accept the 2023 Juvenile Justice Incentive Grant award in the amount of \$310,000 (Grant# Y23-8-019) which will provide funding for a local Multi-Systemic Therapy (MST) program designed to serve youth in the community who would otherwise be committed to the Georgia's Department of Juvenile Justice; and to sign the Service Contract and Memorandum of Understanding with Community Solutions, Inc.

From: Stephanie Mikkelsen

Sent: Thursday, June 16, 2022 3:40 PM

To: Houston - DeKesha Bridgeforth <dbridgeforth@houstoncountyga.org>

Cc: Houston - Debra Edwards <dedwards@houstoncountyga.org>; Laura Oropeza <laura.oropeza@cicc.ga.gov>

Subject: FY23 JJIG Award Notification

Good Afternoon,

Congratulations. It's my pleasure to inform you that the Criminal Justice Coordinating Council has awarded Houston County a total of \$310,000 as part of the FY23 Juvenile Justice Incentive Grant Program.

We will be sending a separate email containing the award packet, instructions on how to submit the packet, and additional guidance regarding budgets no later than early next week.

Thank you for your dedication to helping our youth and we look forward to continue working with you all!

Respectfully,
Stephanie

Stephanie Mikkelsen

Juvenile Justice Program Director

Criminal Justice Coordinating Council

104 Marietta St. NW, Suite 440, Atlanta, GA 30303

M: 404.275.6511 | VRI: 404.902.8826



CRIMINAL JUSTICE COORDINATING COUNCIL
SUBGRANT EXPENDITURE REPORT/REQUEST FOR FUNDS # 1
FEDERAL GRANT #

EXPENDITURES FOR THE PERIOD OF _____ THRU _____ FINAL RPT? (Y/N) _____

SUBGRANTEE: Houston County Board of Commissioners
 201 N. Perry Parkway, PROJECT NAME: FY23 Juvenile Justice Incentive Grant
 Perry, GA 31069 PROJECT PERIOD: 07/01/22 to 06/30/23

COMBINED FEDERAL & MATCH EXPENDITURES					
	APPROVED BUDGET	PREVIOUSLY APPROVED N/A THIS RPT	EXPENDITURES N/A THIS RPT	REMAINING BALANCE	EXPENDED THIS PERIOD
PERSONNEL	\$ 0	\$ 0	\$ 0	\$ 0	\$ _____
EQUIPMENT	0	0	0	0	_____
SUPPLIES	0	0	0	0	_____
TRAVEL	0	0	0	0	_____
PRINTING	0	0	0	0	_____
OTHER	310,000	0	0	310,000	_____
TOTAL	\$ 310,000	\$ 0	\$ 0	\$ 310,000	\$
FEDERAL	310,000	0	0	310,000	_____
MATCH	0	0	0	0	_____

EARNED PROJECT INCOME FOR THE PERIOD: FORFEITED \$ _____ OTHER \$ _____	EARNED PROJECT STATUS INCOME FOR THE PERIOD: EXPENDED \$ _____ UNEXPENDED \$ _____
--	---

CERTIFICATION: I certify that the above statements are accurate based on official records, that expenditures shown have been made for the purpose of, and in accordance with, applicable grant terms and conditions, and that appropriate supportive documentation relative to all expenditures is attached.

SUBGRANTEE OFFICIAL APPROVAL:

PREPARED BY: _____ OFFICIAL'S SIGNATURE _____ DATE _____

PHONE NUMBER: _____ TYPED NAME & TITLE _____

FOR CRIMINAL JUSTICE COORDINATING COUNCIL USE ONLY

SUBGRANT #: _____ Y23-8-019 AMOUNT REQUESTED THIS REPORT: _____

SUBGRANT AWARD: \$ 310,000 REVIEWED BY (INITIALS & DATE): _____

REQUESTED TO DATE: _____ AUTHORIZED BY _____ DATE _____

BALANCE: _____

* Substantiated _____ Advanced _____

FOR ACCOUNTING USE ONLY						DISCOUNT	PO/AUTH	PAY DATE
						Tif EI - Partial Order		
						Tif ED - Schedule Pay Date		
DEPARTMENT	FUND SOURCE	PROJECT	PROGRAM	CLASS	ACCOUNT	INVOICE	AMOUNT	
4710606000	01	01	0630104	315	707002	Y23-8-019E01		

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Utilizing 2018 County-Wide SPLOST funds we replaced every portable radio on the 800 MHz system for both County and all other entities. Each one has been swapped out and we now have a total of 262 old radios. Purchasing is requesting approval to designate these radios as surplus so that we can sell them to the highest bidder. Bids will be evaluated, recapped, and presented to the Board at the August 2nd meeting.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
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designate the following 262 radios as surplus to the County's needs and to authorize the Purchasing Department to accept bids:

- 139 each XTS-5000 Portable Radio**
- 38 each XTS-3000 Portable Radio**
- 54 each XTS-2500 Portable Radio**
- 16 each XTS-1500 Portable Radio**
- 15 each XTS-1500 Model 1 Portable Radio**



HOUSTON COUNTY BOARD OF COMMISSIONERS

2020 KINGS CHAPEL ROAD * PERRY, GA 31069-2828
TELEPHONE (478) 218-4800 * FACSIMILE (478) 218-4805

MARK E. BAKER
PURCHASING AGENT

To: Houston County Commissioners

From: Mark Baker

CC: Barry Holland

Date: June 27, 2022

Re: E911 Surplus Radios

Approval is requested to E911 surplus XTS Series Radios listed in HCSO XTS SERIES INVENTORY. These radios are being replaced by new ones.

Contingent upon your approval, the bids would be due on Friday, July 22, 2022, at 2:00 p.m. at the Houston County Purchasing Department.

Bids will be evaluated, recapped and presented to the Board of Commissioners during their regularly scheduled meeting on Tuesday, August 2, 2022 at 9:00 a.m. at the Houston County Courthouse in Perry, Georgia. Bid award will be based on the best value to Houston County.

Summary of bills by fund:

• General Fund (100)	\$2,889,414.88
• Emergency 911 Telephone Fund (215)	\$ 98,168.60
• Fire District Fund (270)	\$ 103,059.06
• 2006 SPLOST Fund (320)	\$ 3,750.00
• 2012 SPLOST Fund (320)	\$ 466,827.12
• 2018 SPLOST Fund (320)	\$1,218,273.36
• Water Fund (505)	\$ 283,016.70
• Solid Waste Fund (540)	<u>\$ 859,452.14</u>
Total for all Funds	\$5,921,961.86

Motion by _____, second by _____ and carried _____ to

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the payment of the bills totaling \$5,921,961.86