



Houston County Board of Commissioners Meeting

Perry Georgia

October 4, 2022

9:00 a.m.

HOUSTON COUNTY COMMISSIONERS MEETING

Perry, Georgia
October 4, 2022
9:00 A.M.

Call to Order

Turn Off Cell Phones

Invocation - Commissioner Talton

Pledge of Allegiance – Chief Master Sergeant Luis Magana

Approval of Minutes from September 20, 2022

New Business:

1. Public Hearing on Special Exception Applications #2636 - #2642 – Commissioner Walker
2. Benefits Broker (MSI Benefits Group) – Commissioner Walker
3. Alcohol License Application – Director of Administration Robbie Dunbar
4. Bid Approval (GMP Houston County Fire Station #2/EMS/Sheriff's Precinct)– Commissioner Byrd
5. City of Warner Robins Temporary Construction Easement – Commissioner Byrd
6. Personnel Request (Two new School Resource Officers) – Commissioner Robinson
7. Bid Approval (Two SUVs for SRO Department) - Commissioner Robinson
8. Bid Approval (One In-Stock SUV for Investigations Department) – Commissioner Robinson
9. Bid Approval (Two Trucks for Tax Assessor's Office) – Commissioner Talton
10. City of Warner Robins Water Purchase Requests – Commissioner Talton
11. Approval of Bills – Commissioner Talton

Public Comments

Commissioner Comments

Motion for Adjournment

Special Exception Summary

Application	Applicant	Location	Proposed Use	Z & A Recommendation/Comments
2636	Nathan McDaris	503 Mosby Court	Irrigation Repair	Approved unanimously
2637	Allen Lincoln	104 Beechwood Drive	Home & Apartment Remodeling	Denied unanimously, due to applicant's failure to appear at the hearing
2638	Sandrea Jackson Diamond	162 Amelia Drive	Carpet Cleaning	Approved unanimously, with the condition to allow the use of a 6 ft x 10 ft enclosed trailer for the business
2639	Carmelita Williams	115 Lookout Trail	Quilting	Withdrawn
2640	Hali Roddey	110 Wilkes Court	Mobile Pet Grooming	Approved unanimously
2641	Kenyoha Scott	504 Dora Lane	Laundry Service	Approved unanimously
2642	Kenyoha Scott	504 Dora Lane	Tax Services	Approved unanimously

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

Application No. 2636

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 Nathan McDaris
2. Applicant's Phone Number 478-737-2802
3. Applicant's Mailing Address 503 Mosby Court Bonaire, GA 31005
4. Property Description LL 88, 11th Land District of Houston County, Georgia, Lot 6, Block "C", Section 3, Phase 2 of Southfield Plantation Subdivision, consisting of 0.79 Acres
5. Existing Use Residential
6. Present Zoning District R-1
7. Proposed Use Special Exception for a Home Occupation for a Irrigation Repair 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.

Sep 8 22
Date

Nathan McDaris
Applicant

Application # 2636

For Official Use Only
(Zoning and Appeals Commission)

Houston County Zoning and Appeals Commission

Date Filed: August 9, 2022

Date of Notice in Newspaper: September 7 & 14, 2022

Date of Notice being posted on the property: September 9, 2022

Date of Public Hearing: September 26, 2022

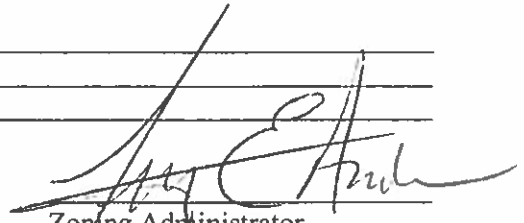
Fee Paid: \$100.00 Receipt # 42112

Recommendation of Board of Zoning & Appeals:

Approval X Denial _____ Tabled _____

Comments: Approved unanimously.

September 26, 2022
Date


Zoning Administrator

For Official Use Only
(Houston County Board of Commission)

Date of Recommendation Received: October 4, 2022

Date of Notice in Newspaper: September 7 & 14, 2022

Date of Public Hearing: October 4, 2022

Action by Houston County Commissioners:

Approval _____ Denied _____ Tabled _____

Comments: _____

_____ Date

_____ Clerk

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

Application No. 2636

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 Nathan McDaris
2. Applicant's Phone Number 478-737-2802
3. Applicant's Mailing Address 503 Mosby Court Bonaire, GA 31005
4. Property Description LL 88, 11th Land District of Houston County, Georgia, Lot 6, Block "C", Section 3, Phase 2 of Southfield Plantation Subdivision, consisting of 0.79 Acres
5. Existing Use Residential
6. Present Zoning District R-1
7. Proposed Use Special Exception for a Home Occupation for a Irrigation Repair 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.

Sep 8 22
Date

Nathan McDaris
Applicant

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

Application No. 2637

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:

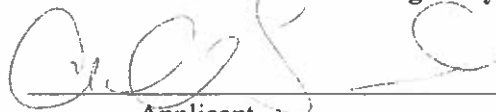
1. Name of Applicant Allen Lincoln
2. Applicant's Phone Number 478-442-3221
3. Applicant's Mailing Address 104 Beechwood Drive Bonaire, GA 31005
4. Property Description LL 222, 10th Land District of Houston County, Georgia, Lot 19, Block "F", Section 5 of Idlewood Acres Subdivision, consisting of 0.6 Acres
5. Existing Use Residential
6. Present Zoning District R-1
7. Proposed Use Special Exception for a Home Occupation
for a Home and Apartment Remodeling 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.

12 Aug 2022
Date


Applicant

Application # 2637

For Official Use Only
(Zoning and Appeals Commission)

Houston County Zoning and Appeals Commission

Date Filed: August 12, 2022

Date of Notice in Newspaper: September 7 & 14, 2022

Date of Notice being posted on the property: September 9, 2022

Date of Public Hearing: September 26, 2022

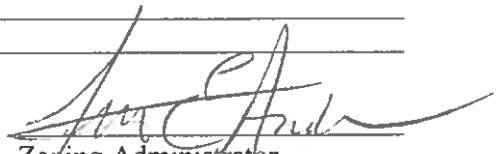
Fee Paid: \$100.00 Receipt # 42113

Recommendation of Board of Zoning & Appeals:

Approval _____ Denial X Tabled _____

Comments: Denied unanimously, due to the applicant's failure to appear at the hearing.

September 26, 2022
Date


Zoning Administrator

For Official Use Only
(Houston County Board of Commission)

Date of Recommendation Received: October 4, 2022

Date of Notice in Newspaper: September 7 & 14, 2022

Date of Public Hearing: October 4, 2022

Action by Houston County Commissioners:

Approval _____ Denied _____ Tabled _____

Comments: _____

Date

Clerk

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

Application No. 2638

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 Sandra Jackson Diamond
2. Applicant's Phone Number 619-679-8012
3. Applicant's Mailing Address 162 Amelia Drive Byron, GA 31008
4. Property Description LL 73, 5th Land District of Houston County, Georgia, Lot 173, Phase 6 of Amelia Place Subdivision, consisting of 0.19 Acres
5. Existing Use Residential
6. Present Zoning District R-3
7. Proposed Use Special Exception for a Home Occupation
for a Carpet Cleaning 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.

08/29/2022
Date

Sandra Jackson Diamond
Applicant

Application # 2638

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

Houston County Zoning and Appeals Commission

Date Filed: August 29, 2022

Date of Notice in Newspaper: September 7 & 14, 2022

Date of Notice being posted on the property: September 9, 2022

Date of Public Hearing: September 26, 2022

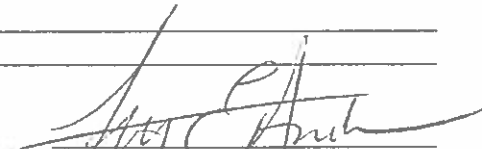
Fee Paid: \$100.00 Receipt # 42114

Recommendation of Board of Zoning & Appeals:

Approval X Denial _____ Tabled _____

Comments: Approved unanimously, with the condition to allow the use of a 6 ft. x 10 ft. enclosed trailer for the business.

September 26, 2022
Date


Zoning Administrator

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

Date of Recommendation Received: October 4, 2022

Date of Notice in Newspaper: September 7 & 14, 2022

Date of Public Hearing: October 4, 2022

Action by Houston County Commissioners:

Approval _____ Denied _____ Tabled _____

Comments: _____

_____ Date

_____ Clerk

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

Application No. 2639

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 Carmelita Williams
2. Applicant's Phone Number 808-781-1925
3. Applicant's Mailing Address 115 Lookout Trail Warner Robins, GA 31093
4. Property Description LL 102, 5th Land District of Houston County, Georgia, Lot 28, Block "B", Phase 1 of The Overlook Subdivision, consisting of 0.60 Acres
5. Existing Use Residential
6. Present Zoning District R-1
7. Proposed Use Special Exception for a Home Occupation
for a Quilting 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.

30 AUG 2022
Date


Applicant

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

Application No. 2640

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 Hali Roddey
2. Applicant's Phone Number 478-397-9231
3. Applicant's Mailing Address 110 Wilkes Court Warner Robins, GA 31088
4. Property Description LL 132, 10th Land District of Houston County, Georgia, Lot 36, Block "C", Section 3 of Tara Estates Subdivision, consisting of 0.48 Acres
5. Existing Use Residential
6. Present Zoning District R-1
7. Proposed Use Special Exception for a Home Occupation
for a Mobile Pet Grooming 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.

8-31-22

Date

Hali Roddey

Applicant

Application # 2640

For Official Use Only
(Zoning and Appeals Commission)

Houston County Zoning and Appeals Commission

Date Filed: August 31, 2022

Date of Notice in Newspaper: September 7 & 14, 2022

Date of Notice being posted on the property: September 9, 2022

Date of Public Hearing: September 26, 2022

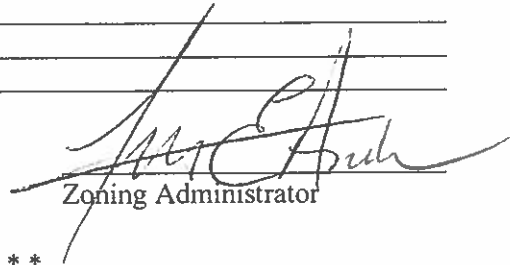
Fee Paid: \$100.00 Receipt # 42116

Recommendation of Board of Zoning & Appeals:

Approval X Denial _____ Tabled _____

Comments: Approved unanimously.

September 26, 2022
Date


Zoning Administrator

For Official Use Only
(Houston County Board of Commission)

Date of Recommendation Received: October 4, 2022

Date of Notice in Newspaper: September 7 & 14, 2022

Date of Public Hearing: October 4, 2022

Action by Houston County Commissioners:

Approval _____ Denied _____ Tabled _____

Comments: _____

Date

Clerk

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

Application No. 2641

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 Kenyoha Scott
2. Applicant's Phone Number 478-954-5040
3. Applicant's Mailing Address 504 Dora Lane Byron, GA 31008
4. Property Description LL 73, 5th Land District of Houston County, Georgia, Lot 191, Phase 6 of Amelia Place Subdivision, consisting of 0.18 Acres
5. Existing Use Residential
6. Present Zoning District R-3
7. Proposed Use Special Exception for a Home Occupation
for a Laundry Service 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.

8/31/2022
Date

Kenyoha Scott
Applicant

Application # 2641

For Official Use Only
(Zoning and Appeals Commission)

Houston County Zoning and Appeals Commission

Date Filed: August 31, 2022

Date of Notice in Newspaper: September 7 & 14, 2022

Date of Notice being posted on the property: September 9, 2022

Date of Public Hearing: September 26, 2022

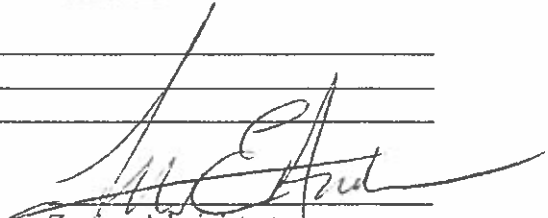
Fee Paid: \$100.00 Receipt # 42117

Recommendation of Board of Zoning & Appeals:

Approval X Denial _____ Tabled _____

Comments: Approved unanimously.

September 26, 2022
Date



Zoning Administrator

For Official Use Only
(Houston County Board of Commission)

Date of Recommendation Received: October 4, 2022

Date of Notice in Newspaper: September 7 & 14, 2022

Date of Public Hearing: October 4, 2022

Action by Houston County Commissioners:

Approval _____ Denied _____ Tabled _____

Comments: _____

Date

Clerk

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

Application No. 2642

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 Kenyoha Scott
2. Applicant's Phone Number 478-954-5040
3. Applicant's Mailing Address 504 Dora Lane Byron, GA 31008
4. Property Description LL 73, 5th Land District of Houston County, Georgia, Lot 191, Phase 6 of Amelia Place Subdivision, consisting of 0.18 Acres
5. Existing Use Residential
6. Present Zoning District R-3
7. Proposed Use Special Exception for a Home Occupation
for a Tax Services 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.

8/31/2022
Date

Kenyoha Scott
Applicant

Application # 2642

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

Houston County Zoning and Appeals Commission

Date Filed: August 31, 2022

Date of Notice in Newspaper: September 7 & 14, 2022

Date of Notice being posted on the property: September 9, 2022

Date of Public Hearing: September 26, 2022

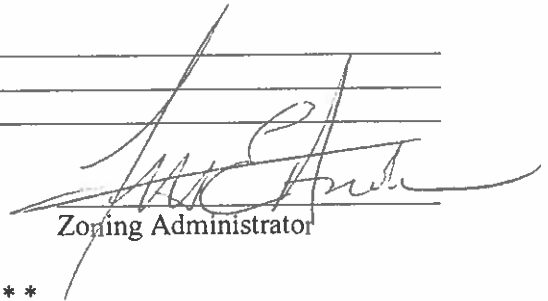
Fee Paid: \$100.00 Receipt # 42117

Recommendation of Board of Zoning & Appeals:

Approval X Denial _____ Tabled _____

Comments: Approved unanimously.

September 26, 2022
Date


Zoning Administrator

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

Date of Recommendation Received: October 4, 2022

Date of Notice in Newspaper: September 7 & 14, 2022

Date of Public Hearing: October 4, 2022

Action by Houston County Commissioners:

Approval _____ Denied _____ Tabled _____

Comments: _____

Date

Clerk

2

The representative of our current benefits broker has retired presenting us with an opportunity to evaluate other options for benefits consultants or brokers. A committee was formed to evaluate our current broker along with other consultants/brokers who were deemed to be potential fits with our benefit strategies.

The committee recommends MSI Benefits Group as our new consultant and broker, to be effective October 5, 2022, to allow time to prepare for January 1, 2023 renewals.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

Chairman Stalnaker signing a Professional Services Agreement for Insurance Brokerage and Consulting Services with MSI Benefits Group of Kennesaw, Georgia. This agreement to be effective October 5, 2022, to allow time to prepare for January 1, 2023 renewals.



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: September 21, 2022
Re: Benefits Consultant

OK
[Signature]

The announcement of the retirement of our representative for the current benefits broker presented the opportunity to evaluate other options for benefits consultants or brokers. A committee was formed to evaluate our current broker along with other consultants / brokers who were deemed to be potential fits with our benefit strategies. The committee focused on consulting (benefits design), implementation (employee/county enrollment), and support (claims and availability). While all the companies presented themselves as a good option, the committee feels that MSI Benefits Group presented the best match for what Houston County needs. Therefore, it is my recommendation that we select MSI Benefits Group as our new consultant and broker. Please consider this request effective October 5, 2022, to allow time to prepare for January 1 renewals.

DRAFT
PROFESSIONAL SERVICES AGREEMENT
FOR INSURANCE BROKERAGE AND CONSULTING SERVICES

This Professional Services Agreement (“Agreement”) is entered into as of the DATE, by and between Houston County, Georgia, acting by and through its elected Board of Commissioners, 200 Carl Vinson Parkway, Warner Robins, Georgia 31088 (hereinafter referred to as “HCBOC) and **MSI Benefits Group, Inc.**, 245 TownPark Drive, Suite 100 Kennesaw, GA 30144 (hereinafter referred to as “MSI”).

WITNESETH

WHEREAS HCBOC desires to engage MSI to render certain employee benefits insurance brokerage services hereinafter described; and

WHEREAS, MSI desires to render such services and warrants that it has the knowledge, skill, experience, diligence and ability to provide or perform such services for the benefit of HCBOC; and

WHEREAS, MSI and HCBOC desire to enter into and conduct business under this Agreement as independent contractors and not as employees, agents, partners, or as a joint venture.

NOW, THEREFORE, for and in consideration of the mutual promises, covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, HCBOC and MSI hereby agree as follows:

1. **Services.** Subject to the terms and conditions of this Agreement, HCBOC hereby engages MSI as an independent contractor to perform Insurance Brokerage and Consulting Services and MSI hereby accepts such engagement. Furthermore, MSI is authorized to contact any outside agency or administrator for the purpose of obtaining HCBOC plan, benefit, and eligibility data. A summary of our services is included in with this agreement under **Exhibit A.**

2. **Term and Termination.**

2.1. **Initial Term.** The initial term of this Agreement shall begin on **DATE** (hereinafter referred to as the “**Effective Date**”).

2.2. **Renewals.** This Agreement may be renewed at the sole discretion of HCBOC on a year-to-year basis; provided, however, that during any such renewal term, HCBOC may terminate this Agreement without further obligation by providing the termination notice as set forth below. The terms and conditions of this Agreement shall apply during any such renewal term.

2.3. **Termination.**

2.3.1. **Termination by HCBOC for Convenience.** HCBOC may at any time, for any reason or no reason, without cause and irrespective of whether or not MSI is in default of any of its obligations hereunder, terminate this Agreement by providing written notice to MSI specifying the termination date of the Agreement; provided, however, that the termination date shall not be earlier than seven (7) days from the date of such written notice. MSI shall be paid for Services provided at the request of HCBOC through the termination date.

2.3.2. **Termination for Cause.** In the event that any provision of this Agreement is violated by MSI, HCBOC may terminate this Agreement by providing written notice to MSI that it is in default and specifying the termination date of the Agreement. HCBOC, in its sole discretion, may elect to grant MSI a time period to cure its default, but is not obligated to do so. In the event of such a termination, HCBOC shall not have any further obligation whatsoever to MSI as of the termination date. In addition to the basis for termination set forth previously, HCBOC may terminate this Agreement, in whole or in part, immediately, without notice, if: (a) HCBOC deems that such termination is necessary to prevent or protect against fraud or otherwise protect the health, life, or property of HCBOC, the State of Georgia or the general public; or (b) MSI is convicted of any crime or offense, fails or refuses to comply with the written policies or reasonable directives of the HCBOC, is guilty of serious misconduct in connection with its performance hereunder, or breaches any material provisions of this Agreement.

2.3.3. **Termination by MSI.** In the event HCBOC breaches any material provisions of this Agreement, MSI may terminate this Agreement by providing 90 days prior written notice to HCBOC.

3. **Compensation.** A description of our compensation is included under **Exhibit B** of this agreement.
4. **Independent Contractor.** Both HCBOC and MSI agree that MSI shall act as an independent contractor in the performance of the Services under this Agreement. Accordingly, MSI shall be responsible for payment of all taxes including Federal, State, and local taxes arising out of MSI's activities in accordance with this Agreement, including by way of illustration but not limited to: Federal and State income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes or business license fees as required. MSI acknowledges and agrees that MSI shall be responsible for and provide the appropriate insurance coverage for any injury of any nature suffered by MSI or its employees that may occur in the performance of the Services under this Agreement.
5. **Warranty.** MSI hereby expressly warrants that the Services to be performed hereunder will be performed in a workmanlike manner, that all work assigned will be performed in a manner consistent with that level of care and skill ordinarily exercised by other providers of similar services under similar circumstances at the time the Services are provided, and that MSI shall comply with HCBOC's reasonable confidentiality and security requirements. In addition, MSI represents and warrants that the Services will not violate nor in any way infringe upon the rights of third parties, including proprietary information and non-disclosure rights, or any Intellectual Property rights. As used herein, "Intellectual Property" shall mean any and all know-how, inventions, patents, copyrights, models, designs, trademarks, trade secrets, test results, knowledge, techniques, discoveries, regulatory filings, or other information (whether or not patentable and whether or not in tangible or intangible form), and any other industrial or proprietary rights, and any documentation relating thereto, and any and all applications for any of the forgoing, whether or not registered as of the Effective Date or at any later date.
6. **Confidentiality.** MSI's employees, agents and subcontractors may have access to confidential data maintained by HCBOC to the extent necessary to carry out MSI's responsibilities under this Agreement. MSI shall presume that all information received pursuant to this Agreement that is not publicly available is confidential unless otherwise designated by HCBOC. No reports, information or other material given to MSI by HCBOC or prepared by MSI under this Agreement shall be made available by MSI to any outside person or entity without the prior written approval of HCBOC, unless otherwise required by law.

7. Insurance.

7.1. **Liability Insurance.** MSI understands that HCBOC is not providing any liability insurance coverage under this Agreement. However, MSI is required to maintain liability coverage on MSI's behalf.

8. Drug-Free Work Place.

8.1. MSI is an entity other than an individual and it hereby certifies that a drug free work place will be provided for MSI's employees during the term of this Agreement; and that MSI's agents, employees, subcontractors, or others working at the direction or on behalf of MSI shall not engage in the unlawful sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this Agreement.

8.2. This Agreement may be suspended, terminated, or debarred without further obligation on behalf of HCBOC, if it is determined that:

8.2.1. MSI has made a false certification hereinabove.

8.2.2. MSI has violated such certification by failure to carry out the requirements of Official Code of Georgia Annotated Section 50-24-3.

9. **Notices.** All notices, requests, or other communications hereunder shall be in writing and either transmitted via overnight courier, electronic mail, hand delivery or certified or registered mail, postage prepaid and return receipt requested to the parties at the addresses set forth below. Notices will be deemed to have been given when received.

MSI Benefits Group, Inc.	Houston County
245 TownPark Drive, Suite 100	200 Carl Vinson Parkway
Kennesaw, GA 30144	Warner Robins, GA 31088
Attn: Les Szabolcsi, President	Attn: CONTACT

10. **Waiver and Severability.** The waiver by either party of any breach of any provision contained in this Agreement shall not be deemed to be a waiver of such provision on any subsequent breach of the same or any other provision contained in this Agreement. Any such waiver must be in writing in order to be effective, and no such waiver or waivers shall serve to establish a course of performance between the parties, contradictory to the terms hereof. All provisions of this Agreement are severable, and the unenforceability or invalidity of any of the provisions will not affect the validity or enforceability of the remaining provisions. The remaining provisions will be construed in such a manner as to carry out the full intention of the parties. Section titles or references used in this Agreement have no substantive meaning or content and are not a part of this Agreement.

11. **Assignment.** MSI shall not assign any of its rights under this Agreement or delegate the performance of any of its duties hereunder, without the prior written consent of HCBOC.

12. **Applicable Law and Venue.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Georgia, without regard to its conflict of laws principles.

Entire Agreement. This Agreement, including all exhibits and documents incorporated hereunder, constitutes the entire agreement between the parties with respect to the subject matter and supersedes any and all other prior and contemporaneous agreements and understandings between the parties, whether oral or written. No amendment to this Agreement shall be valid unless made in a writing of equal dignity and signed by both parties.

13. No representation, request, instruction, directive, or order made or given by any official of HCBOC or of any agency of the State of Georgia, whether verbal or written, shall be effective to amend this Agreement or excuse or modify performance hereunder unless reduced to a formal amendment and executed as set forth above.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the Effective Date set forth above.

MSI Benefits Group, Inc.

Houston County BOC

By: _____

By: _____

Name: **Les Szabolcsi** _____

Name: _____

Title: **President** _____

Title: _____

Date: _____

Date: _____

Exhibit A
MSI Benefits Group
Summary of Services

Consultation

- Formal meetings on a Quarterly basis
- Plan Analytics and Modeling
- Vendor Review and Recommendations
- Cost Projections and Plan Design Analysis
- Benefit Plan Review and Audit
- Provider Network Evaluation
- Medical Claims Analysis
- Health Plan Reserves Estimates
- Specific and Aggregate leveling and analysis
- Prescription Drug Analysis
- Plan Eligibility
- Compliance Assistance (Federal and State Regulations)
- Utilization and Disease Management Consultation
- Annual review of contribution strategy
- Review flexible benefits program

Integrated Wellness Program

- Strategic Wellness Plan Consultation, Development, and Implementation Support
- Participate in annual Health Fair
- Assist with developing a mission statement
- Advocate for the establishment of a wellness program
- Present wellness program options
- Design and implement the chosen wellness program components
- Bring in industry/health experts as appropriate
- Communicate to employees the wellness program to encourage and increase participation
- Evaluate wellness program effectiveness
- Monitor legal/regulatory changes which may impact on the program
- Recommend and implement periodic improvements in the wellness program

Insurance Brokerage

- Annual evaluation of current carrier's products and competitiveness
- Yearly marketing of insurance products
- Development of RFPs to market all lines of coverage to ensure lowest costs
- Complete Market Analysis and Carrier Negotiations
- Implementation of Insurance Programs

Administration

- Eligibility Team tracks and processes new hire enrollments, changes in coverage/personal information and terminations and feeds information/data to the Billing Team
- Enrollment Team - conduct monthly new hire enrollments and annual open enrollment meetings on a one-on-one, face-to-face basis.
- Customer Service Team responds to service requests, coverage questions, claims issues, requests for administrative assistance and coordination with doctors and hospitals to facilitate claim payments. Answers employee calls (live operator).
- Billing Team reconciles monthly invoices with on-going eligibility and provides audited premium invoices to HR/finance/accounting department
- IT/Compliance Team manages all data flow of eligibility and member information via EDI with insurance carriers, TPAs and clients. Handles 1094/1095 reporting to employees and IRS. Enrollment buildout.
- Advise benefits staff on regulatory requirements of compliance including HIPAA, COBRA and PPACA
- Dependent Eligibility Audits

Communication

- Conduct Open Enrollment with MSI staff
- Return monthly for new hire orientation and enrollments
- Design and publish Employee Benefits Handbook
- Design and publish Total Compensation Statements
- Live Customer Service – MSI representatives answer the phone (Mon-Fri, 8a-5p) to assist with benefit related questions of claim issues
- Text messaging of benefit info
- Email blasts
- Quarterly Benefit Committee participation and meetings

Technology

- Zevo
 - True EDI. Information is mapped directly into the eligibility data base of the appropriate carrier.
 - Carrier data feeds, payroll data uploads
 - All programming and data mapping is performed by MSI employees who are licensed and trained in the insurance products being enrolled
- MSI Employer Portal – provided to the HR and Benefit Staff to communicate to us New Hires, Terminations and Changes
- MSI Employee Portal – Online portal with username access that allows employees the ability to view/print benefit summaries, plan documents, claim forms and to contact MSI directly with service requests
- MSI HR Online – platform that provides a comprehensive view of Human Resources management as a whole both on a federal and state level.
- Training Videos – feature of MSI – HR Online. Over 200 training videos for both employees and management

Exhibit B - MSI Compensation:

MSI compensation for medical/dental insurance is derived as a Per Medical Subscriber Per Month (PMSPM) fee that Anthem BlueCross BlueShield bills as part of their fixed cost. The fee is paid by Houston County on a monthly basis and varies based on the current membership details each month.

The proposed PMSPM fee is \$10.50

All other benefit plans to be administered by MSI (vision, life, disability, etc.) shall include standard level commissions currently built into the plans.

Role of the Broker:

By law and regulation, the broker bears a fiduciary duty to the carrier to accurately and honestly define the risk which they will take in exchange for the premium you pay.

Simultaneously, the broker acts as an aggressive advocate on behalf of the client by “packaging the risk” in ways that the carrier can more easily understand and process within their own unique underwriting criteria and which is the most favorable for the client.

As such, as a successful and trusted brokerage, there are four broad categories of “value” that we deliver from which derive our compensation:

- Consulting services for the client (best product at the best price)
- Added value Implementation and Service/Support for the client
- “Packaging the risk” / product distribution for the carrier
- Added value Implementation and Service/Support for the carrier

3

Director of Administration Robbie Dunbar will present the first reading of an Alcohol License Application submitted by List Tutherow representing Pines on Parkway for the sale of beer and wine at 400 B Perry Parkway, Perry. The property is zoned C-2.

A second reading and public hearing will be held October 18, 2022, at the Houston County annex during the 5:00 pm meeting after which the Board will vote on the issue.

4

At the June 7, 2022, meeting the Board approved Parrish Construction of Perry as the Construction Manager (at risk) for the Fire Station #2, EMS, and Sheriff's Precinct project in Bonaire. After receiving 62 bids for 22 bid packages Parrish Construction Group submitted a Guaranteed Maximum Price (GMP) of \$4.1 million. The Purchasing Department along with SP Design Group recommends acceptance of the GMP.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the acceptance of the Guaranteed Maximum Price (GMP) of \$4.1 million submitted by the Construction Manager (at risk) for the Fire Station #2, EMS and Sheriff's Precinct project in Bonaire, Parrish Construction of Perry




HOUSTON COUNTY BOARD OF COMMISSIONERS

MARK E. BAKER
PURCHASING AGENT

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

MEMORANDUM

To: Houston County Board of Commissioners
From: Mark E. Baker 
Cc: Robbie Dunbar
Date: September 26, 2022
Subject: Bid# 22-20 Houston County Fire Station #2, EMS & Sheriff's Precinct

The Purchasing Department along with SP Designs recommends acceptance of the Guaranteed Maximum Price (GMP) provided by Parrish Construction Group of \$4.1 million per attached.

September 22, 2022

Mark Baker
Houston County

RE: GMP for the Public Safety Complex Houston County in Bonaire, Ga.

Mr. Baker,

After receiving 62 bids for 22 bid packages on September 15, 2022, for the Public Safety Complex Houston County, we are pleased to present the attached information listed below.

Appendix	Description
A	Guaranteed Maximum Price (GMP)
B	Project Alternates
C	Allowances
D	Bid Tabulation

Should you have any questions concerning the attached information please feel free to contact me at any time. As always, we thank you for the opportunity to serve Houston County.

Sincerely,


David Thompson
Preconstruction Manager
Parrish Construction Group, Inc.

Cc: File

Bid Pkg	Description	Grand Total
01.100	General Conditions	163,000
01.105	Bonds and Insurance	23,615
01.115	Preconstruction	9,500
01.200	CMP Monitoring	3,000
02.100	Sitework	1,028,340
02.171	Site Utilities	180,450
03.100	Concrete	387,644
04.100	Masonry	269,072
05.100	Structural Steel	24,480
06.100	Rough Carpentry	318,700
06.110	Millwork	39,500
06.115	Cast Shower Basins	2,400
07.100	Roofing	131,899
07.110	Sealants and Caulking	22,220
07.150	EIFS/DEFS	34,250
08.100	Doors and Hardware	70,910
08.120	Glass and Glazing	2,670
08.130	Overhead Doors	68,495
09.100	Metal Studs, Drywall, etc.	111,222
09.130	Floor Coverings	26,951
09.190	Painting	39,500
10.110	Toilet Partitions and Accessories	10,688
10.120	Signage	11,430
12.150	Blinds	3,528
15.100	HVAC	134,000
15.200	Plumbing	153,110
15.300	Fire Sprinkler	9,500
16.100	Electrical	485,325

Estimate Totals

Description	Amount	Totals
Insurance Adjustment	4,027	
Allowances	150,000	
Construction Contingency	50,000	
Overhead & Profit	165,393	
Total		4,134,819

Appendix B

Parrish Construction Group

Project Alternates

Public Safety Complex

Bonair Ga

9/22/2022

#	Type	Bid Package	Scope	Add Amount	Deduct Amount	Approval	Accepted Changes
1	Bid	Electrical	Delete Fire Alarm Conduit Above Ceiling			Yes	
2	Bid	Milwork	Plastic Laminate Tops in Lieu of Solid Surface			No	
3	VE1	Electrical	Change Generator to LP per Initial Design	\$3,700		No	\$ -
4	VE2	Electrical	Change Feeders From Copper to Aluminum			Yes	
5	VE3	Electrical	Change Data/Tele Service From 8 Conduits to 4 Conduits			No	
6	VE4	Multiple	Delete Solid Surface Shower Basins(-\$10,062) and add tile shower floors (\$2,621)			No	\$ -
7	VE5	Roofing	Replace .032 aluminum with pre finished 24 gauge galvanized metal			No	\$ -
8	VE6	Multiple	Delete Solid Surface Shower Basins(-\$10,062) and add 42"x42" cultured marble (\$2,400)			Yes	
				Potential Add	\$ 3,700.00	Total Changes	
				Potential Savings			

Appendix C

Parrish Construction Group
Project Allowances

Public Safety Complex Houston County
Bonaire, Ga.
9/22/2022

#	Type	Scope	Value
1	Contingency	Construction Contingency.....	\$ 50,000.00
2	Allowance	Misc. Specialties- I.E. Flag Poles, Fire Extinguishers, ect.	\$ 15,000.00
3	Allowance	3.2 A. Unforseen Utility Provider Allowance	\$ 10,000.00
4	Allowance	3.2 B. Door Harware Allowance	\$ 35,000.00
5	Allowance	3.2 C. Landscaping Allowance	\$ 40,000.00
6	Allowance	3.2 D. Permanent Sign Allowance	\$ 20,000.00
7	Allowance	E2.2 Allowance for Intercom System	\$ 5,000.00
8	Allowance	DV1 Allowance for CCTV System	\$ 25,000.00
Total Contingencies & Allowances			\$ 200,000.00

Appendix D

Parrish Construction Group
 Bid Tabulation
 Public Safety Complex Houston County
 Bonaire, Georgia
 9/22/2022

01.200 CMP Monitoring

Bidder Name	Addenda	Base Bid
Enviro Green Services		\$3,000

02.100 Sitework

Bidder Name	Addenda	Base Bid
Appling Brothers	#1-#5	\$1,028,340
Buxton Construction	#1-#5	\$1,055,051

02.171 Site Utilities

Bidder Name	Addenda	Base Bid
Pyles Plumbing & Utility Contractors Inc	#1-#5	\$180,450

03.100 Concrete (Labor Only)

Bidder Name	Addenda	Base Bid
L & D Concrete	#1-#5	\$86,783
EPM Concrete		\$101,000
LDC Concrete	#1-#5	\$95,000
Parrish Turnkey Concrete Total		\$387,644

04.100 Masonry (Labor Only)

Bidder Name	Addenda	Base Bid
Candela Masonry LLC	#1-#5	\$116,440
Vega Masonry LLC	#1-#5	\$131,572
S&G Masonry Inc	#1-#4	\$126,900
Parrish Turnkey Masonry Total		\$269,072

05.100 Structural Steel

Bidder Name	Addenda	Base Bid
Carter Mechanical Inc		\$24,480
Jarriel's Welding Service LLC		\$26,680

06.100 Rough Carpentry

Bidder Name	Addenda	Base Bid
Deam States Construction (includes exterior windows)		\$318,700
West Construction	#1-#5	\$374,362
RS Wilson Construction		\$377,593

06.110 Cast Shower Basins

Bidder Name	Addenda	Base Bid
Marble Masters	#1	\$10,062

Appendix D

Parrish Construction Group
 Bid Tabulation
 Public Safety Complex Houston County
 Bonaire, Georgia
 9/22/2022

06.115 Millwork

Bidder Name	Addenda	Base Bid
Interior Wood Design		\$39,500
CBD Casework Millwork LLC	#1-#5	\$40,890

07.100 Roofing

Bidder Name	Addenda	Base Bid
Pittman Waller Roofing Inc	#1-#4	\$131,899
West Construction (will not do without framing package award)	#1-#5	\$110,175
Bates Roofing	#1-#5	\$155,760

07.110 Sealants and Caulking

Bidder Name	Addenda	Base Bid
Maverick Restoration & Waterproofing	#1-#3	\$22,220
Chambless Construction Specialties	#1-#4	\$39,950

07.150 EIFS and Manufactured Stone

Bidder Name	Addenda	Base Bid
Grimes Diversified Services Inc		\$34,250
Brothers Stucco LLC		\$38,869
Mid State Synthetic Walls Inc	#1-#5	\$44,844

08.100 Doors, Frames, and Hardware

Bidder Name	Addenda	Base Bid
BHE Openings	#1-#4	\$70,910
Valdosta Commercial Doors	#1-#4	\$89,477
Georgia Hardware Distributors Inc	#1-#5	\$89,785

08.120 Glass and Glazing

Bidder Name	Addenda	Base Bid
Glass Technologies	#1-#5	\$2,670

08.130 Overhead Doors

Bidder Name	Addenda	Base Bid
Overhead Door Company of Macon	#1-#2	\$68,495
River City Doors	#1-#4	\$104,824
Acousti Doors & Specialties LLC		\$137,730

Appendix D

Parrish Construction Group
 Bid Tabulation
 Public Safety Complex Houston County
 Bonaire, Georgia
 9/22/2022

09.100 Metal Studs, Drywall, Acoustical Ceilings, and Insulation

Bidder Name	Addenda	Base Bid
Rightway Drywall Inc	#1-#5	\$111,222
Schell Acoustical & Drywall Co	#1-#5	\$140,987
Gilmer Acoustics Inc	#1-#5	\$140,932

09.130 Floor Coverings

Bidder Name	Addenda	Base Bid
Elite Flooring Contractors LLC	#1-#4	\$26,951
DCO Commercial Floors	#1-#4	\$29,910
Custom Floors of Ga.	#1-#5	\$31,850

09.190 Painting

Bidder Name	Addenda	Base Bid
Full Coverage Painting		\$39,500
Southern Painting Perfection		\$39,800

10.110 Toilet Accessories

Bidder Name	Addenda	Base Bid
BHE Openings	#1-#3	\$10,688
Donco Inc (waiting on shower door pricing)	#1 -#5	\$1,465

10.120 Signage

Bidder Name	Addenda	Base Bid
REI Signs Inc	#1-#4	\$11,430

12.150 Window Treatments

Bidder Name	Addenda	Base Bid
Mr. Blinds		\$3,528
DCO Commercial Floors	#1-#5	\$3,771
Georgia Blinds		\$5,983

Appendix D

Parrish Construction Group
 Bid Tabulation
 Public Safety Complex Houston County
 Bonaire, Georgia
 9/22/2022

15.100 HVAC

Bidder Name	Addenda	Base Bid
Pruett Air Conditioning	#1-#5	\$134,000
Air Conditioning Specialists Inc	#1-#5	\$151,325
Hokes Heating & Air	#1-#5	\$151,500
Wilson Bryant	#1-#4	\$171,000
Green & Associates Inc	#1-#4	\$189,810

15.200 Plumbing

Bidder Name	Addenda	Base Bid
Pyles Plumbing & Utility Contractors Inc	#1-#5	\$153,110
Green & Associates Inc.	#1-#4	\$157,920

15.300 Fire Protection

Bidder Name	Addenda	Base Bid
Georgia Automatic Sprinkler		\$9,500
Acom Fire Solutions	#1-#5	\$29,350

16.100 Electrical

Bidder Name	Addenda	Base Bid
Speir & Associates	#1-#5	\$505,325
All-State Electrical Contractors	#1-#5	\$598,400
Ace Electric Inc	#1-#5	\$716,765
Six Rivers Electrical Contractors	#1-#5	\$369,700

5

The City of Warner Robins is requesting a temporary construction easement on property located on the north side of Old Highway 96 at the intersection of Elm Street, known as Tax Parcel 001250 114000. The parcel currently has a 20' wide permanent sewer easement along the north property line. The City requires an additional 30' of temporary easement for construction of the improvements. The easement would terminate once the construction is accepted by the City of Warner Robins.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

Chairman Stalnaker signing a temporary construction easement on property located on the north side of Old Highway 96 at the intersection of Elm Street, known as Tax Parcel 001250 114000.



Houston County Public Works

Office

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

Brian Jones, PE
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

Terry Dietsch
Solid Waste Superintendent

MEMORANDUM

To: Houston County Board of Commissioners

From: Brian Jones, Director of Operations *BJ*

Date: Monday, September 26, 2022

RE: Temporary Construction Easement for City of Warner Robins Sanitary Sewer Improvements

The City of Warner Robins is planning to improve its sanitary sewer mains serving areas of Bonaire. Warner Robins wishes to acquire from the County a temporary easement for construction of these improvements. Specifically, the easement would be located on Parcel Number 001250 114000 and is located on the north side of Old Highway 96 at the intersection of Elm Street. The property is the proposed site for Fire Station # 2.

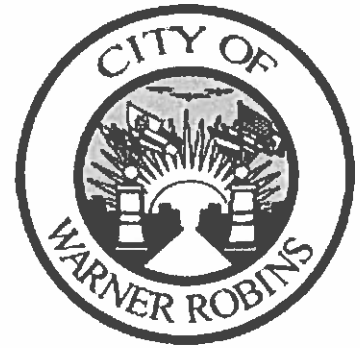
The parcel currently has a 20' wide permanent sewer easement along the north property line. The City requires an additional 30' of temporary easement for construction of the improvements. The easement would terminate once the construction is accepted by the City.

For your reference, I have included with this memo the Temporary Easement, which includes a layout showing the location of the easements. This has been reviewed by the Engineering Department, SP Design Group, and Saunders Engineering.

I recommend to the Board of Commissioners that the Temporary Easement be approved. I appreciate your time and consideration of this request.

July 5th, 2022

BOARD OF COMMISSIONERS OF HOUSTON COUNTY
200 CARL VINSON PKWY
WARNER ROBINS, GA 31088



RE: Parcel #: **001250 114000**
OLD HWY 96
Bonair, GA 31005

Dear Property Owner:

The City of Warner Robins (City) and Ardurra Group Inc. are currently working together to improve the sewer services in your area. GWES is contracted to assist with this effort. By this letter, the City is asking for your cooperation during this process.

Design plans are complete, and construction is anticipated to begin in the fall of 2022. During the design phase, the City identified several properties in which a permanent easement or temporary construction easement is necessary for the installation of sewer infrastructure upgrades. The property at the address listed above is one of those properties. Most of the construction will take place inside of the City's existing permanent easement as shown on the included easement exhibit.

Should you have any questions or comments, please contact Brianna Richardson of GWES via email at brianna.richardson@gwesllc.com.

Please note that GWES may not be able to answer all your questions. However, all questions and comments will be provided to Ardurra for coordination. If you have no questions or comments, within the next three weeks, the City's agent will be in touch with you directly.

Thank you for your patience and cooperation during this time and we look forward to hearing from you.

Brianna Richardson
Engineer Technician
GWES, LLC
Phone: (478) 342.2224
Email: brianna.richardson@gwesllc.com

Dan Huggins, PE
Senior Project Manager
Ardurra Group, Inc.
Phone: (843) 628.3352
Email: dhuggins@ardurra.com

Attachments:

Easement Exhibit
Temporary Easement Agreement



PARCEL: 001250 114000
 PROPERTY ADDRESS: OLD HWY 96
 BONAIRE, GA 31005
 TOTAL PROPOSED TEMPORARY CONSTRUCTION EASEMENT: 8917 SF (0.20 AC.)
 TOTAL PROPOSED PERMANENT EASEMENT: N/A

- PERM. EASEMENT / BOUNDARY
- - - - - TEMP. EASEMENT / BOUNDARY
- PROPERTY LINE / BOUNDARY
- GRAVITY MAIN LINE A
- GRAVITY MAIN LINE B
- GRAVITY MAIN LINE C



Project Title CITY OF WARNER ROBINS BONAIRE-KROGER GRAVITY TRUNK MAIN UPGRADES	
Project Location CITY OF WARNER ROBINS	
Applicant CITY OF WARNER ROBINS	
Project Engineer CONSTANTINE ENGINEERING	
Parcel ID: 001250 114000	Date: APRIL, 2022
Drawing Scale: 1" = 100'	SHEET 1 OF 1

Revisions	
Date	By
4/2022	CSB



STATE OF GEORGIA
COUNTY OF HOUSTON

TEMPORARY EASEMENT

THIS CONVEYANCE, made and entered into this ____ day of _____, 2022, to
THE CITY OF WARNER ROBINS, GEORGIA, from , the owner of a tract of land to which the
City of Warner Robins desires to acquire a utility easement, hereinafter described, said land being
more particularly described as follows:

All that tract or parcel of land situate, lying and being in Land Lot
21 of the **11th** Land District of Houston County, Georgia, being
known and designated as Parcel **001250 114000**, consisting of **0.20**
acres as shown on exhibits prepared by Constantine Engineering,
Georgia Registered Land Surveyor No. __, dated _____, a
copy of which is of record in Plat Book __, Page __, Clerk's
Office, Houston Superior Court. Said plat and the recorded copy
thereof are incorporated herein by reference for all purposes.

NOW, THEREFORE, in consideration of the sum of _____
and other valuable consideration, in hand paid, the receipt of which is hereby acknowledged, the
undersigned does hereby grant, bargain, sell and convey unto the City of Warner Robins, Georgia,
and its successors and assigns, the following-described utility easement upon, across, and over the
tract of land hereinabove described.

Said easement being defined as the right to encroach upon these areas for any purpose
incidental to the proper construction of a utility main, and the right to utilize said area during the
construction of said improvements and extending until said improvements are completed and
accepted.

Grantor reserves the right to use said easement area in any manner that does not obstruct
said easement or interfere with same; provided, however, that Grantee shall be responsible for
stabilizing such area against erosion by use of whatever materials it deems necessary.

Grantee agrees to restore the contour of the land used during the construction period to its
previous condition to any and all state and federal requirements.

All work performed by Grantee shall be done in a good and workmanlike manner and in

such fashion as to minimize disruption to or interference with the use of Grantor's property. TO HAVE AND TO HOLD the interest as aforesaid. IN WITNESS WHEREOF, we have hereunto set our hands and seal the day and year first above written.

Signed, sealed and delivered
in the presence of:

Witness

Notary Public

6

In September a request was made for the Houston County Sheriff's Office to take over the entire School Resource Officer Program. Consequently, the Sheriff's Office is requesting 2 additional School Resource Officers be added to the Position Control Listing.

The cost of both new positions to include salary, equipment and vehicles will be reimbursed by the Houston County Board of Education.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the addition of 2 additional School Resource Officers (Pos. #222) be added to the Position Control Listing. The cost of both new positions to include salary, equipment and vehicles will be reimbursed by the Houston County Board of Education. The Comptroller is authorized to make the necessary budget adjustment.

W.H. Rape, Jr.
Chief Deputy

Major Tommy Jackson
Chief Administrator

Major David Carrick
Jail Administrator

Captain Ricky Harlowe
Warrants/CMI Division

Cullen Talton
Sheriff, Houston County
202 CARL VINSON PARKWAY
WARNER ROBINS, GEORGIA 31088
478-542-2125 • FAX 478-328-1544

Captain Clay Chambers
Patrol/Traffic Division

Captain Jon Holland
Investigations Division

Captain Mikki Quinones
911 Emergency Services

Captain Randy Banks
Juvenile Division

September 23, 2022

To: Chairman Stalnaker

From: Sheriff Cullen Talton

Ref: 2 New SRO Positions

On September 14, 2022, a request was made for the Houston County Sheriff's Office to take over the entire School Resource Officer Program. The Board approved two (2) additional positions.

Chairman Stalnaker we are submitting this request to add 2 new SRO positions.

The cost for both SRO positions which includes personnel salary, equipment and vehicles will be reimbursed by the Houston County Board of Education Department # 3320.

Thank you for your consideration of this matter.



Cullen Talton

Sheriff

CULLEN TALTON
SHERIFF, HOUSTON COUNTY

202 CARL VINSON PARKWAY
WARNER ROBINS, GEORGIA 31088
478-542-2085/FAX 478-329-9715

Maj. Tommy Jackson
Chief Administrator

Capt. Ron Brainard
Chief Investigator

Wm. H. Rape, Jr. *Chief Deputy*

Capt. Clay Chambers
Patrol Commander

Maj. Dave Carrick
Chief Detention Officer

Cullen Talton

To: Sheriff Talton

approved 9-23-2022

From: Captain Clay Chambers

Date: September 23, 2022

Subject: New Personnel School Resource Officer

Sir,

On September 14, 2022, we met with Dr. Scott and Dr. Rogers in your office about the Houston County Sheriff's Office taking over the entire school resource officer (SRO) program for the Houston County Board of Education. Dr. Scott requested that we fill two (2) additional SRO positions, the equipment for the SRO deputies, and purchase 2 fulling functional SRO vehicles. The cost for both SRO positions which includes personnel salary, equipment, and vehicles will be reimbursed by the Houston County Board of Education.

Thank you in advance for your consideration in this matter.

Clay Chambers

Clay Chambers/Captain
Patrol Commander
Houston County Sheriff's Office

The Purchasing Department is requesting approval of a bid on two SUV PPV's for use by the Houston County SRO Department. Staff recommends the purchase of two new 2022 Ford Police Interceptors from Phil Brannen Ford of Perry with an expected delivery of two weeks and a purchase price of \$34,900 each for a total of \$69,800. The funds for this purchase will be reimbursed by the Houston County Board of Education.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the purchase of two new 2022 Ford Police Interceptors for use by the Houston County SRO Department from Phil Brannen Ford of Perry with an expected delivery of two weeks and a purchase price of \$34,900 each for a total of \$69,800. The funds for this purchase will be reimbursed by the Houston County Board of Education.



**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 *msb*
CC: Robbie Dunbar
DATE: September 26, 2022
SUBJECT: Purchase of Two (2) 2022 Ford Police Interceptors

The Purchasing Department solicited pricing for Two (2) SUV PPV's in September 2022 for use by the Houston County SRO Department.

The Purchasing Department recommends that the Houston County Board of Commissioners purchase Two (2) New 2022 Ford Police Interceptors from Phil Brannen Ford of Perry at a price of \$34,900.00 each. Therefore, a total of \$69,800.00 will be charged to 100-3300-54.2200 and reimbursed by the Board of Education. Delivery expected in 2 weeks.

8

The Purchasing Department is requesting approval of a bid on one new in-stock SUV for use in the Investigations Department. Staff recommends the purchase of one new in-stock 2022 Dodge Durango PPV from Ginn Motor Company of Covington Georgia at the price of \$40,470. The purchase of the vehicle with be funded by the 2018 SPLOST.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the purchase of one new in-stock 2022 Dodge Durango PPV from Ginn Motor Company of Covington Georgia at the price of \$40,470. The purchase of the vehicle with be funded by the 2018 SPLOST.




**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: Robbie Dunbar
DATE: September 26, 2022
SUBJECT: Purchase of One (1) New 2022 SUV

The Purchasing Department located one (1) new in-stock SUV at Ginn Motor Company. This vehicle will be used by the Investigations department.

The Purchasing Department recommends that the Houston County Board of Commissioners go forward and purchase the 2022 Dodge Durango PPV. The cost of \$40,470 will be charged to the 2018 SPLOST account 320-3300-54.2200. Delivery expected in 4 weeks.

9

The Purchasing Department is requesting approval of a bid on two new small trucks for use in the Houston County Tax Assessor's Office. Staff recommends purchase of two new Maverick Trucks from Phil Brannen Ford of Perry at a unit price of \$22,975 for a total of \$45,950. Funds for this purchase will come from 2018 SPLOST.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the purchase of two new Maverick Trucks from Phil Brannen Ford of Perry at a unit price of \$22,975 for a total of \$45,950. Funds for this purchase will come from 2018 SPLOST.



**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 *MS*
CC: Robbie Dunbar
DATE: September 26, 2022
SUBJECT: Purchase of Two (2) 2023 Maverick Trucks

The Purchasing Department solicited pricing for Two (2) New Small Trucks in September 2022 for use by the Houston County Tax Assessor's Department.

The Purchasing Department recommends that the Houston County Board of Commissioners purchase Two (2) New Maverick Trucks from Phil Brannen Ford of Perry at a price of \$22,975.00 each. Therefore, a total of \$45,950.00 will be charged to the 2018 SPLOST 320-1550-54.2200. Delivery expected in 8 months.

10

The City of Warner Robins is requesting the following 3 additions to the city/county water purchase agreement.

1. The Cottages at Warner Robins, 91 Bass Road, Warner Robins
2. Leverette Road Apartment Community, Leverette Road, Warner Robins
3. Lofts at Houston Central, Sutherlin Drive, Warner Robins

The developments have been reviewed by the Water Department and by its consultant, Carter & Sloope, where needed, to verify flow and pressure in the developments. Staff recommends approval contingent upon the rate structure approved by the Houston County Board of Commissioners on November 19, 2019, is followed and the developer posting a bond covering 125% of construction cost for work performed on the Houston County Water System.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
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the following 3 additions to the city/county water purchase agreement, contingent upon the rate structure approved by the Houston County Board of Commissioners on November 19, 2019, is followed and the developer posting a bond covering 125% of construction cost for work performed on the Houston County Water System.

1. **The Cottages at Warner Robins, 91 Bass Road, Warner Robins**
2. **Leverette Road Apartment Community, Leverette Road, Warner Robins**
3. **Lofts at Houston Central, Sutherlin Drive, Warner Robins**



Houston County Public Works

Office

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

Brian Jones, PE
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

Terry Dietsch
Solid Waste Superintendent

MEMORANDUM

To: Houston County Board of Commissioners

From: Brian Jones, Director of Operations *BJ*

Date: Monday, September 26, 2022

RE: Water Purchase Requests from the City of Warner Robins

Please find listed below 3 requests from the City of Warner Robins to serve developments under our city/county water purchase agreement.

1. The Cottages at Warner Robins, 91 Bass Road, Warner Robins
2. Leverette Road Apartment Community, Leverette Road, Warner Robins
3. Lofts at Houston Central, Sutherlin Drive, Warner Robins

The developments have been reviewed by the Water Department and by its consultant, Carter & Sloope, where needed, to verify flow and pressure in the developments.

In keeping with the Water Use Agreement between the Houston County Board of Commissioners and the City of Warner Robins, and adhering to rate structure approve by Houston County Board of Commissioners on November 19, 2019, please favorably consider this request contingent upon the developer posting a bond covering 125% of construction cost for work performed on the Houston County Water System.

Thank you for your consideration of this request.

CITY OF WARNER ROBINS
GEORGIA'S INTERNATIONAL CITY - CHARTERED 1943
"A CITY OF CHARACTER"

**REQUEST FOR MASTER WATER METER CONNECTION
TO HOUSTON COUNTY WATER SYSTEM**

June 16, 2022

MAYOR
LaRhonda W. Patrick

**MEMBERS OF
COUNCIL**

Post 1
Derek Mack
Post 2
Charlie Bibb
Post 3
Keith Lauritsen
Post 4
Kevin Lashley
Post 5
Clifford Holmes, Jr.
Post 6
Larry Curtis, Jr.

CITY CLERK
Mandy Stella

CITY ATTORNEY
Julia Bowen Mize

Mr. Tommy Stalnaker, Chairman
Houston County Board of Commissioners
200 Carl Vinson Parkway
Warner Robins, Georgia 31088

**RE: Leverette Road Apartment Community
Located on Leverette Road & Deerfield Circle
Warner Robins, GA 31088
Eight (8") Inter Utility Master Meter**

Gentlemen,
The City of Warner Robins has received plans for the above development.

Developer: Hillpointe, LLC
1031 W Morse Blvd, Suite 240
Winter Park, FL 32789
Phone: 407-752-9004

Engineer: Carter Engineering Group
6310 Peake Road
Macon, GA 31210
Phone: 478-219-2600

This is for compliance with the Infrastructure agreement. Plans will show this meter being installed at the entrance to the complex on Leverette Road to serve the Apartment Community.

Consider this letter as The City of Warner Robins request for this servicing.
If you have any questions, please call me at (478) 302-5449.

Sincerely,

City of Warner Robins



William Abarca, P.E.
Utilities Engineer

700 WATSON BLVD • P.O. Box 8629 • WARNER ROBINS, GEORGIA 31095

(478) 293-1000 • FAX (478) 929-1124 • www.wrqa.gov

CITY OF WARNER ROBINS
GEORGIA'S INTERNATIONAL CITY - CHARTERED 1943
"A CITY OF CHARACTER"

**REQUEST FOR MASTER WATER METER CONNECTION
TO HOUSTON COUNTY WATER SYSTEM**

June 16, 2022

MAYOR
LaRhonda W. Patrick

**MEMBERS OF
COUNCIL**

Post 1
Derek Mack
Post 2
Charlie Bibb
Post 3
Keith Lauritsen
Post 4
Kevin Lashley
Post 5
Clifford Holmes, Jr.
Post 6
Larry Curtis, Jr.

CITY CLERK
Mandy Stella

CITY ATTORNEY
Julia Bowen Mize

Mr. Tommy Stalnaker, Chairman
Houston County Board of Commissioners
200 Carl Vinson Parkway
Warner Robins, Georgia 31088

RE: The Cottages at Warner Robins
91 Bass Road
Warner Robins, GA 31088
Eight (8") Inter Utility Master Meter

Gentlemen,
The City of Warner Robins has received plans for the above development.

Developer: Capstone Communities
431 Office Park Drive
Birmingham, AL 35223
Phone: 205-414-6400

Engineer: Maxwell-Reddick & Associates, Inc.
40 Joe Kennedy Blvd
Statesboro, GA 30458
Phone: 912-489-7112

This is for compliance with the Infrastructure agreement. Plans will show this meter being installed at the entrance to the complex on Bass Road to serve the apartment complex.

Consider this letter as The City of Warner Robins request for this servicing. If you have any questions, please call me at (478) 302-5449.

Sincerely,

City of Warner Robins



William Abarca, P.E.
Utilities Engineer

700 WATSON BLVD • P.O. Box 8629 • WARNER ROBINS, GEORGIA 31095

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CITY OF WARNER ROBINS
GEORGIA'S INTERNATIONAL CITY - CHARTERED 1943
"A CITY OF CHARACTER"

**REQUEST FOR MASTER WATER METER CONNECTION
TO HOUSTON COUNTY WATER SYSTEM**

June 21, 2022

MAYOR
LaRhonda W. Patrick

**MEMBERS OF
COUNCIL**

Post 1
Derek Mack
Post 2
Charlie Bibb
Post 3
Keith Lauritsen
Post 4
Kevin Lashley
Post 5
Clifford Holmes, Jr.
Post 6
Larry Curtis, Jr.

Mr. Tommy Stalnaker, Chairman
Houston County Board of Commissioners
200 Carl Vinson Parkway
Warner Robins, Georgia 31088

**RE: Lofts at Houston Central
 Located on Sutherlin Drive
 Warner Robins, GA 31088
 Eight (8") Inter Utility Master Meter**

Gentlemen,
The City of Warner Robins has received plans for the above development.

CITY CLERK
Mandy Stella

Developer: Sierra Development Group, Inc.
 401 Cherry Street, Suite 600
 Macon, GA 31201
 Phone: 478-477-8885

CITY ATTORNEY
Julia Bowen Mize

Engineer: Carter Engineering Group
 6310 Peake Road
 Macon, GA 31210
 Phone: 478-219-2600

This is for compliance with the Infrastructure agreement. Plans will show this meter being installed at the entrance to the complex on Ivan Allen Blvd. to serve the Apartment Community.

Consider this letter as The City of Warner Robins request for this servicing. If you have any questions, please call me at (478) 302-5449.

Sincerely,

City of Warner Robins



William Abarca, P.E.
Utilities Engineer

700 WATSON BLVD • P.O. Box 8629 • WARNER ROBINS, GEORGIA 31095

(478) 293-1000 • FAX (478) 929-1124 • www.wrqa.gov

Summary of bills by fund:

• General Fund (100)	\$1,489,851.92
• Emergency 911 Telephone Fund (215)	\$ 72,237.07
• American Rescue Pan Act	\$1,083,761.57
• Fire District Fund (270)	\$ 50,445.52
• 2006 SPLOST Fund (320)	\$ 22,650.00
• 2012 SPLOST Fund (320)	\$ 11,972.72
• 2018 SPLOST Fund (320)	\$1,234,483.88
• Water Fund (505)	\$ 184,962.36
• Solid Waste Fund (540)	<u>\$ 250,009.25</u>
Total for all Funds	\$4,400,374.29

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the payment of the bills totaling \$4,400,374.29