

Houston County Commissioners Meeting

Perry, Georgia | December 5, 2023 | 9:00 A.M.

Call to Order

Invocation – Commissioner Gottwals

Pledge of Allegiance – Commissioner Talton

Military Speaker – Colonel Lance Myerson
Deputy Commander, Warner Robins Air Logistics Complex

Approval of Minutes from November 21, 2023 meeting

New Business

- 1. Public Hearing on Special Exception Application – Commissioner Byrd**
- 2. Public Hearing on Rezoning Application – Commissioner Byrd**
- 3. 2024 Commissioner’s Meeting Schedule – Commissioner Robinson**
- 4. Board Appointments – Commissioner Robinson**
- 5. Independent Contract Attorney (Juvenile Court) – Commissioner Robinson**
- 6. Personnel Request (District Attorney’s Office) – Commissioner Gottwals**
- 7. Personnel Request (Water Department) – Commissioner Gottwals**
- 8. Bid Approval (Equipment for Detention Center) – Commissioner Gottwals**
- 9. Change Order (2023 Spot Overlay Project) – Commissioner Talton**
- 10. 2024 LMIG Road List – Commissioner Talton**
- 11. Approval of Bills – Commissioner Talton**

Public Comments

Commissioner Comments

Motion for Adjournment

1. Public Hearing on Special Exception Application – Commissioner Byrd

| | | | Recommendation | Vote |
|-------|------------------|--|-----------------------|-------------|
| #2723 | Leslie Taylor | Cleaning Business | Approval | Unanimous |
| #2724 | Stacey Brantley | Crafts, Sewing & Alterations | Approval | Unanimous |
| #2725 | Buffiana Morath | Independent Travel Agency | Approval | Unanimous |
| #2726 | Tyler Martin | Lawn Care Business | Approval | Unanimous |
| #2728 | Mike Thorn | Custom Lego Structures (Internet Sales) | Approval | Unanimous |
| #2729 | Carol Norris | Consulting Business | Approval | Unanimous |
| #2730 | Withdrawn | | Withdrawn | |
| #2731 | Berry Patch Farm | Products & Commodities Raised on the Premises | Approval | Unanimous |
| #2732 | Reagan Warren | Cleaning Business | Approval | Unanimous |

Motion by _____, second by _____ and carried _____ to

approve disapprove table

the following Special Exception Applications to include any and all stipulations as noted on the Zoning & Appeals recommendation and Section 95 Requirements staff report:

| | | |
|-------|------------------|--|
| #2723 | Leslie Taylor | Cleaning Business |
| #2724 | Stacey Brantley | Crafts, Sewing & Alterations |
| #2725 | Buffiana Morath | Independent Travel Agency |
| #2726 | Tyler Martin | Lawn Care Business |
| #2728 | Mike Thorn | Custom Lego Structures (Internet Sales) |
| #2729 | Carol Norris | Consulting Business |
| #2731 | Berry Patch Farm | Products & Commodities Raised on the Premises |
| #2732 | Reagan Warren | Cleaning Business |

2. Public Hearing on Rezoning Application – Commissioner Byrd

| | | | Recommendation | Vote |
|-------|--|--|-----------------------|-------------|
| #2727 | Heidelberg Materials Southeast Agg LLC | Property located on HWY 247 Rezoning from C-1 to M-2 | Approval | Unanimous |

Motion by _____, second by _____ and carried _____ to

approve disapprove table

the following Rezoning Application as recommended by Houston County Planning Commission:

| | | |
|-------|--|--|
| #2727 | Heidelberg Materials Southeast Agg LLC | Property located on HWY 247 Rezoning from C-1 to M-2 |
|-------|--|--|

3. 2024 Commissioner’s Meeting Schedule – Commissioner Robinson

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the 2024 Commissioner’s Meeting Schedule with the change in April and July to the second and fourth Tuesdays for the scheduled meeting due to holidays.

Houston County Board of Commissioners
Scheduled Meetings for 2024
1st and 3rd Tuesday of each month

All 9:00 a.m. meetings are held at the Houston County Courthouse, (Commissioners Boardroom) located at 201 Perry Parkway, Perry, Georgia.

All 5:00 p.m. meetings are held at the Annex Building, (Commissioners Boardroom) located at 200 Carl Vinson Parkway, Warner Robins, Georgia.

| <u>Courthouse Perry</u> | | | <u>Annex – Carl Vinson</u> | | |
|--------------------------------|---------|-----------|-----------------------------------|----------|-----------|
| January | 2, 2024 | 9:00 a.m. | January | 16, 2024 | 5:00 p.m. |
| February | 6, 2024 | 9:00 a.m. | February | 20, 2024 | 5:00 p.m. |
| March | 5, 2024 | 9:00 a.m. | March | 19, 2024 | 5:00 p.m. |
| *April | 9, 2024 | 9:00 a.m. | *April | 23, 2024 | 5:00 p.m. |
| May | 7, 2024 | 9:00 a.m. | May | 21, 2024 | 5:00 p.m. |
| June | 4, 2024 | 9:00 a.m. | June | 18, 2024 | 5:00 p.m. |
| *July | 9, 2024 | 9:00 a.m. | *July | 23, 2024 | 5:00 p.m. |
| August | 6, 2024 | 9:00 a.m. | August | 20, 2024 | 5:00 p.m. |
| September | 3, 2024 | 9:00 a.m. | September | 17, 2024 | 5:00 p.m. |
| October | 1, 2024 | 9:00 a.m. | October | 15, 2024 | 5:00 p.m. |
| November | 5, 2024 | 9:00 a.m. | November | 19, 2024 | 5:00 p.m. |
| December | 3, 2024 | 9:00 a.m. | December | 17, 2024 | 5:00 p.m. |

*April and July meetings moved to second and fourth Tuesdays due to holiday's

4. Board Appointments – Commissioner Robinson

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the following Board Appointments:

Airport Authority:

Dr. Perry Melvin 12/31/23 – 12/30/25

Board of Tax Assessors:

William Fowler 12/31/23 – 12/30/26

Bill Phelps 12/31/23 – 12/30/26

Board of Health:

Dr. Larry Stewart 12/31/2023 -12/30/29

Dr. Bilal Khan to serve the unexpired term of Archie Thompson 12/5/2023 - 12/31/2027

5. Independent Contract Attorney (Juvenile Court) – Commissioner Robinson

This request is for approval of a prorated contract attorney agreement for Juvenile Court.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the signing of a prorated independent contract attorney agreement with Genghis X. Shakhan in the amount of \$19,852.11 to be broken down as follows; \$2,352.13 for December 2023, \$2,916.67 for January, February, March, April, and May of 2024, and \$2,916.63 for June of 2024.

6. Personnel Request (District Attorney's Office) – Commissioner Gottwals

This request from the District Attorney's Office is to fill the vacant Assistant District Attorney position.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

hiring Justin Duane to fill the vacant Assistant District Attorney position at a Grade 30 Step C effective December 6, 2023.



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: November 28, 2023
Re: Request to hire Justin Duane – Assistant ADA

District Attorney William Kendall is requesting to hire Justin Duane for the vacant Assistant District Attorney position in the DA's office. Based on Mr. Duane's experience as a state prosecutor in the DA's office Mr. Kendall would like to hire at grade 30 step C. I have reviewed the qualifications and Mr. Duane does meet the requirements for the C step.

Please consider this request to hire effective December 6, 2023.

7. Personnel Request (Water Department) – Commissioner Gottwals

This request is to fill the vacant Senior Utility Service Worker position in the Water Department.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

hiring Joseph Hay to fill the vacant Senior Utility Service Worker position in the Water Department at a Grade 13 Step D effective December 6, 2023.



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: November 20, 2023
Re: Request to hire Joseph Hay – Senior Utility Service Worker

Terry Dietsch is requesting to hire Joseph Hay for the vacant Senior Utility Service Worker position in the Water Department. Based on Mr. Hay's experience with heavy equipment, Mr. Dietsch would like to hire at grade 13 step D. I have reviewed the qualifications and Mr. Hay does meet the requirements for the D step.

Please consider this request to hire effective December 6, 2023.

8. Bid Approval (Equipment for Detention Center) – Commissioner Gottwals

This request is for approval of a bid on equipment for the Detention Center.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the bid on one whole body security scanning system from low bidder Tek84 in the amount of \$162,500 and an extended warranty for an additional \$8,900 bringing the total amount to \$171,400. This purchase will be paid 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

VANESSA ZIMMERMAN
DIRECTOR OF PURCHASING

MEMORANDUM

To: Houston County Board of Commissioners
FROM: Vanessa Zimmerman
CC: Robbie Dunbar
DATE: November 28, 2023
SUBJECT: Purchase of One (1) Whole Body Security Scanning System

The Detention Center solicited prices for One (1) Whole Body Security Scanning System.

The Purchasing Department recommends that the Houston County Board of Commissioners purchase the body scanner from Tek84, who provided a bid price of \$162,500.00. An extended warranty for an additional year at \$8900.00 is also being requested. The total cost of the unit will be \$171,400.00 and charged to 320-3326-54.2500. (SPLOST 2018)

Company

Bid Amount

| | |
|--------------------------|---------------------|
| Tek 84 | \$171,400.00 |
| Romaine Companies | \$173,500.00 |
| STVS | No bid |

9. Change Order (2023 Spot Overlay Project) – Commissioner Talton

This request is for approval of a change order for the 2023 Spot Overlay Project.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

Change Order No. 1 for an increase in the contract price with Houston Asphalt Paving & Seal Coating of Macon, Georgia for work on the 2023 Spot Overlay project. This increase, in the amount of \$3,402.05, will raise the contracted price of \$130,395.10 to \$133,797.15. This increase will pay for additional quantities of asphalt used for Baker Road and County Road leveling. This increase will be funded by 2012 SPLOST.



Houston County Public Works

MEMORANDUM

Office

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

Brian Jones
Director of Operations

Nancy Lancaster
Office Manager

Michael Phillips
Facilities Superintendent

Christopher Stoner
Fire Chief/ EMA Director

Ronnie Heald, PLS
County Engineer

Travis McLendon
Roads Superintendent

Terry Dietsch
Utility Director

To: Houston County Board of Commissioners

From: Ken Robinson, Senior Civil Engineer

Date: November 21, 2023

CC: Brian Jones, Director of Operations *BJ*
Ronnie Heald, County Engineer *RJH*

RE: 2023 Houston County Spot Overlay Project

Please consider this request for Change Order No. 1 for the above referenced project. The change order is an adjustment to increase the contract price from \$130,395.10 to \$133,797.15. This change order is recommended by the staff to pay for additional quantities of asphalt used for Baker Road and County Road leveling.

The increase in cost for the change order is \$3,402.05 with no change in contract time.

Thank you for your time and consideration of this matter.

10. 2024 LMIG Road List – Commissioner Talton

This request is for approval of the 2024 LMIG Road List. Upon approval the list will be sent to the Georgia Department of Transportation for review. The estimated costs to perform the work will meet or exceed the minimum requirement of 30% matching funds by Houston County Grant allocation and match requirements shown below:

| | |
|---|--------------|
| GDOT 2024 LMIG Allocation for Unincorporated Houston County | \$965,368.74 |
| Minimum Mandatory Match (30%) | \$289,610.62 |

If approved by the Board of Commissioners, the application will be sent to GDOT for grant funding.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the following proposed roads list for the 2024 LMIG:

| Road Name | Beginning | Ending | Length (Miles) | Description of Work |
|--------------------|-------------------|---------------------|----------------|---------------------------|
| Old Perry Road | Woodard Road | Bob White Road | 0.71 | Resurface/ Base Repair |
| Old Simmons Road | Simmons Road | Simmons Road | 0.40 | Resurface |
| Hiwassee Drive | Thompson Mill Rd. | 2036 Hiwassee Drive | 0.52 | Resurface |
| Audrey Way | Governors Walk | South of Leslie Dr. | 0.57 | Resurface |
| Green Street | Juniper Street | Taylor Street | 0.47 | Resurface |
| Belflower Court | Willowgate Drive | Cul-de-sac | 0.06 | Resurface |
| Scarlet Drive | SR96 | Twelve Oaks Dr. | 0.61 | Resurface |
| Mt. Zion Road | SR96 | Willingham Dr. | 0.65 | Resurface |
| Amelia Drive #1 | US41 | Regetta Dr. | 0.30 | Mill/Resurface |
| Amelia Drive #2 | Dora Lane | Amelia Dr | 0.25 | Mill/Resurface |
| Total Miles | | | 4.54 | |



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

Nancy Lancaster
Office Manager

Michael Phillips
Facilities Superintendent

Christopher Stoner
Fire Chief/ EMA Director

Ronnie Heald, PLS
County Engineer

Travis McLendon
Roads Superintendent

Terry Dietsch
Utility Director

MEMORANDUM

To: Houston County Board of Commissioners

From: Ronnie Heald, County Engineer *RJH BJ*

Date: November 22, 2023

CC: Brian Jones, Director of Operations
Travis McLendon, Road & Bridges Superintendent

RE: 2024 LMIG

Please find attached the proposed roads for the 2024 LMIG List. Upon approval by the Board of Commissioners, the list will be sent to the Georgia Department of Transportation for review. The estimated costs to perform the work will meet or exceed the minimum requirement of 30% matching funds by Houston County. Grant allocation and match requirements are shown below:

| | |
|---|--------------|
| GDOT 2024 LMIG Allocation for Unincorporated Houston County | \$965,368.74 |
| Minimum Mandatory Match (30%) | \$289,610.62 |

If approved by the Board of Commissioners, we will make an application to GDOT for grant funding. If the application is approved by GDOT, Houston County Public Works will administer the project.

Thank you for your consideration of this request.

Proposed 2024 LMIG Routes Houston County

| Road Name | Beginning | Ending | Length (Miles) | Description of Work |
|------------------|--------------------|-----------------------|----------------|-----------------------|
| Old Perry Road | Woodard Road | Bob White Road | 0.71 | Resurface/Base Repair |
| Old Simmons Road | Simmons Road | Simmons Road | 0.40 | Resurface |
| Hiwassee Drive | Thompson Mill Road | 2036 Hiwassee Drive | 0.52 | Resurface |
| Audrey Way | Governors Walk | South of Leslie Drive | 0.57 | Resurface |
| Green Street | Juniper Street | Taylor Street | 0.47 | Resurface |
| Belflower Court | Willowgate Drive | Cul-de-sac | 0.06 | Resurface |
| Scarlett Drive | SR 96 | Twelve Oaks Drive | 0.61 | Resurface |
| Mt. Zion Road | SR 96 | Willingham Drive | 0.65 | Resurface |
| Amelia Drive #1 | US 41 | Regetta Drive | 0.30 | Mill/Resurface |
| Amelia Drive #2 | Dora Lane | Amelia Drive | 0.25 | Mill/Resurface |

Total Miles= 4.54

11. Approval of Bills – Commissioner Talton

Summary of bills by fund:

| | |
|------------------------------------|-----------------------|
| General Fund (100) | \$1,730,179.90 |
| Drug Abuse Treatment & Educ (212) | \$1,645.00 |
| Emergency 911 Telephone Fund (215) | \$63,947.71 |
| American Rescue Plan Act (230) | \$105,452.57 |
| Fire District Fund (270) | \$50,757.02 |
| 2006 SPLOST Fund (320) | \$3,600.00 |
| 2012 SPLOST Fund (320) | \$126,979.80 |
| 2018 SPLOST Fund (320) | \$1,133,474.48 |
| Water Fund (505) | \$214,762.32 |
| Solid Waste Fund (540) | \$1,069,869.31 |
| Total | \$4,500,668.11 |

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the payment of the bills totaling \$4,500,668.11