

Houston County Commissioners Meeting

Warner Robins, Georgia | January 16, 2024 | 5:00 P.M.

Call to Order

Pledge of Allegiance – Commissioner Robinson

Invocation – Executive Pastor Gary Morton
Second Baptist Church Warner Robins

Presentation - Brandi McGonagill
Houston County Extension Office

Approval of Minutes from January 2, 2024

New Business

- 1. Purchase Request (Used 2014 826H Caterpillar Trash Compactor) – Commissioner Talton**
- 2. Intergovernmental Agreement (City of Perry) – Commissioner Talton**
- 3. Bid Approval (Pressure Reducing Valve & Vault) – Commissioner Talton**
- 4. Personnel Request (Public Buildings) – Commissioner Gottwals**
- 5. Personnel Request (Probate Court) – Commissioner Gottwals**
- 6. Personnel Request (Juvenile Court) – Commissioner Gottwals**
- 7. Independent Contractor Agreement (Juvenile Court) – Commissioner Robinson**
- 8. Statewide Mutual Aid and Assistance Agreement – Commissioner Robinson**
- 9. Intergovernmental Agreement (Tommy Stalnaker Aquatic Center) – Commissioner Byrd**
- 10. Memorandum of Understanding (Houston County Sheriff's Office) – Commissioner Byrd**
- 11. Approval of Bills – Commissioner Byrd**

Public Comments

Commissioner Comments

Motion for Adjournment

1. Purchase Request (Used 2014 826H Caterpillar Trash Compactor) – Commissioner Talton

This request by the Public Works Department is for the purchase of a used trash compactor to replace the existing trash compactor, which was destroyed by fire.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the purchase of a used 2014 826H Caterpillar trash compactor from Yancey Brothers Company for \$472,000.

The compactor will be purchased with the proceeds from the ACCG insurance claim for the loss due to the accidental fire.



Houston County Public Works

Memorandum

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

To: Houston County Board of Commissioners

From: Terry Dietsch, Utility Director *TZO BJ*

Date: January 3, 2024

Re: Purchase – 2014 Used Landfill Trash Compactor

Please consider this request to purchase a used 2014 826H Caterpillar trash compactor from Yancey Brothers Company for \$472,000.

On 11/29/2023, the 826K trash compactor at the landfill caught fire and was a total loss. Public Works requested from Yancey Brothers Company prices and lead times for a new and used compactor. There was only one used compactor found that was available. New compactors suitable for use at the landfill have lead times approximately a year. These very significant factors, coupled with the financial analysis of buying used versus renting and purchasing, have led Public Works to recommend the purchase of the used compactor.

The compactor will be paid from the proceeds of the ACCG insurance claim for the loss due to the accidental fire.

2. Intergovernmental Agreement (City of Perry) – Commissioner Talton

This request is for approval of an intergovernmental agreement with the City of Perry for the relocation of their force main sewer as part of the Talton Road Widening Project. The City of Perry will oversee all aspects of the project relating to the force main sewer relocation and will be billed separately by the contractor for all costs associated with its relocation.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

The signing of an Intergovernmental Agreement with the City of Perry for relocation of their force main sewer.

3. Bid Approval (Pressure Reducing Valve & Vault) – Commissioner Talton

The Water Department is requesting approval of a bid for the installation of a pressure reducing valve and vault for the Stratford Hills subdivision. Bids were solicited, and staff recommend the award to Pyles Plumbing & Utility Contractors, Inc. as low bidder.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

awarding Pyles Plumbing & Utility Contractors, Inc. the contract to install a pressure reducing valve and vault for the Stratford Hills subdivision at a cost of \$76,650. This project will be paid for by the Water Department.



Houston County Public Works

Memorandum

Office

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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: Terry Dietsch, Utility Director

Date: January 2, 2024

Re: Stratford Hills- Pressure Reduction Valve

Please consider this request to award the installation of a pressure reducing valve and vault for the Stratford Hills subdivision to *Pyles Plumbing & Utility Contractors, Inc.* for a total base bid of **\$76,650.00**.

It was recommended by our consultants, Carter & Sloope to install a reduction valve to this area because of the frequent water main breaks experienced in this subdivision. Carter & Sloope requested bids for this project and a bid tabulation is attached for your review. This project will be funded from 505-4400-52.2200.

Thank you for your consideration.

4. Personnel Request (Public Buildings) – Commissioner Gottwals

This request is to add a Building Engineer Technician position to the Houston County Position Control Listing. This position would be hired at a grade 21.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the addition of one Building Engineer Technician to the Houston County Position Control Listing at a Grade 21, effective January 17, 2024. Also, to approve the Accounting Department to make any necessary budget adjustments.



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: January 8, 2024
Re: Staffing Adjustments – Public Buildings

Michael Phillips is requesting to restructure his positions to have the ability to have a position who specializes in low voltage systems. This need has become necessary as new buildings and remodeling are now having complex access controls, lighting, fire alarm systems, and cameras.

To be able to add this position and stay within the current budget, Mr. Phillips is proposing to eliminate 1 full-time position and three part-time positions. This would result in net savings over the current budgets salaries and temporary line items. Additionally, there could be considerable savings by not having to contract design, installation, and repairs in the future.

Please consider this request as follows:

Add: 1 Building Engineer Technician (position number 3088) Grade 21

Eliminate: 1 Lead laborer (position number 3004)

Eliminate: 3 P/T Laborer (position number 6065)

Please consider this request effective January 17, 2024.

5. Personnel Request (Probate Court) – Commissioner Gottwals

Probate Judge Kristen Harris has requested to add an additional Deputy Clerk to the Houston County Position Control Listing. This position is Grade 14 and typically hired at the “A” step.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the addition of one Deputy Clerk to the Houston County Position Control Listing at Grade 14 effective January 22, 2024. Also, to approve the Accounting Department to make any necessary budget adjustments.



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: January 4, 2024
Re: Additional Staffing – Probate Court

As part of the budget process, requests for new positions were submitted by various departments. All the requests were evaluated, and several positions were identified by the budget summary as having an immediate need. It was determined that the best method to add those positions was to add them thorough out the fiscal year.

One of the positions that the Probate Judge Kristen Harris has requested is to add an additional Deputy Clerk to the staffing. This position is Grade 14 and typically hired at the “A” step. I have confirmed that there is office space currently available to accommodate this addition.

Please consider this request to add 1 Deputy Clerk position (#1011) to the position control effective January 22, 2024.

6. Personnel Request (Juvenile Court) – Commissioner Gottwals

Judge Monica Wilburn has requested to add an additional Chief Deputy Clerk to the Houston County Position Control Listing. This position is Grade 16 and typically hired at the “A” step. There has not been a Chief Deputy Clerk position in the Juvenile Court in the past.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the addition of one Chief Deputy Clerk to the Houston County Position Control Listing at Grade 16 effective January 22, 2024. Also, to approve the Accounting Department to make any necessary budget adjustments.



Houston County Personnel Department

Houston County Board of Commissioners
200 Carl Vinson Parkway
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478/542-2005 (Office) 478/542-2118 (Fax)

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From: Kenneth Carter, Director of Personnel
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As part of the budget process, requests for new positions were submitted by various departments. All the requests were evaluated, and several positions were identified by the budget summary as having an immediate need. It was determined that the best method to add those positions was to add them thorough out the fiscal year.

One of the positions that the Juvenile Court Judge Monica Wilburn has requested is to add a Chief Deputy Clerk to the staffing. This position is Grade 16 and typically hired at the “A” step. There has not been a Chief Deputy position in the Juvenile Court in the past. I have confirmed that there is office space currently available to accommodate this addition.

Please consider this request to add 1 Chief Deputy Clerk position (#1023) to the position control effective January 22, 2024.

7. Independent Contractor Agreement (Juvenile Court) – Commissioner Robinson

This request is for approval of an independent contract attorney agreement for Juvenile Court.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the signing of an independent contract attorney agreement with April Neal in the amount of \$20,833.38 to be broken down as follows: \$4,166.66 for the months of February, March, April, and May of 2024, and \$4,166.74 for the month of June 2024.

8. Statewide Mutual Aid and Assistance Agreement – Commissioner Robinson

This is a mutual aid agreement between the Georgia Emergency Management and Homeland Security Agency and Houston County/ Houston County Emergency Management.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the signing of the Statewide Mutual Aid and Assistance Agreement between Houston County/Houston County Emergency Management and the Georgia Emergency Management and Homeland Security Agency.

This agreement, once executed, is valid until March 1, 2028 with the option to renew the agreement for four additional years.

9. Intergovernmental Agreement (Tommy Stalnaker Aquatic Center) – Commissioner Byrd

This request is for approval of an intergovernmental agreement for operations of the Tommy Stalnaker Aquatic Center.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

entering into an Intergovernmental Agreement between Houston County and the Houston County School District for operations, maintenance, repair, management, staffing, and scheduling of the Tommy Stalnaker Aquatic Center.

10. Memorandum of Understanding (Houston County Sheriff's Office) – Commissioner Byrd

This request is for a MOU between the Houston County Board of Commissioners and the Houston County Sheriff's Office for fingerprinting.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

Chairman Perdue signing a MOU between the Houston County Board of Commissioners and the Houston County Sheriff's Office for the purpose of fingerprinting applicants for alcohol licenses and solicitors, peddlers and taxicab licenses.

The MOU, with a term of January 16, 2024 through December 31, 2028, states the roles and responsibilities of each party.

This agreement may be amended only by written agreement signed by each agency head.

11. Approval of Bills – Commissioner Byrd

Summary of bills by fund:

General Fund (100)	\$1,432,871.54
Drug Abuse Treatment. & Education (212)	\$3,438.34
Emergency 911 Telephone Fund (215)	\$68,650.05
American Rescue Plan Act (230)	\$400,061.45
Fire District Fund (270)	\$46,727.94
2006 SPLOST Fund (320)	\$2,105.80
2012 SPLOST Fund (320)	\$342,343.66
2018 SPLOST Fund (320)	\$382,137.09
Water Fund (505)	\$315,703.09
Solid Waste Fund (540)	\$961,282.18
Internal Service Fund (600)	\$2,160.00
Total	\$3,957,481.14

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the payment of the bills totaling \$3,957,481.14