

# Houston County Commissioners Meeting

Warner Robins, Georgia | September 19, 2023 | 5:00 P.M.

Call to Order

Pledge of Allegiance – Commissioner Robinson

Invocation

Presentation of Resolution to Sheriff Talton

Approval of Minutes from September 5, 2023

Old Business

## 1. Mitel Phone Project (Annex)

New Business

1. **Public Hearing (Waste Management Needs Meeting) – Richie Deason of Atlantic Coast Consulting**
2. **Alcohol License (Second Reading & Public Hearing) – Commissioner Robinson**
3. **Competitive Bidding Amendment (Second Reading & Public Hearing)– Commissioner Robinson**
4. **Development Authority Amendment (Second Reading & Public Hearing) – Commissioner Robinson**
5. **3A-6 Exception Clause Amendment (Second Reading & Public Hearing) – Commissioner Robinson**
6. **Personnel Request (Projects Coordinator) – Commissioner Gottwals**
7. **Personnel Request (Building Maintenance) – Commissioner Gottwals**
8. **Personnel Request (Solicitor’s Office) – Commissioner Gottwals**
9. **Personnel Request (Sheriff’s Department) – Commissioner Gottwals**
10. **Board Appointment – Commissioner Gottwals**
11. **Bid Approval (145 HP Tractor) – Commissioner Talton**
12. **Bid Approval (Flex Wing Rotary Cutter) – Commissioner Talton**
13. **Bid Approval (Ford Explorer) – Commissioner Talton**
14. **Bid Approval (2 Ford Mavericks) – Commissioner Talton**
15. **Bid Approval (RAM 1500 Crew 4X4) – Commissioner Talton**
16. **Surplus Auction – Commissioner Byrd**
17. **Amendment to Water Purchase Agreement (City of Warner Robins) – Commissioner Byrd**
18. **Disbursement Approval (Non-Profit Organization Support) – Commissioner Byrd**
19. **Approval of Bills – Commissioner Byrd**

Public Comments

Commissioner Comments

Motion for Adjournment

# 1. Mitel Phone Project (Annex) – Commissioner Byrd

This request, from the MIS Department, is for approval of a quote to complete the installation of the VOIP phone system at the Houston County Annex. This quote includes equipment to promote redundancy between the Courthouse and the Annex, Headsets, and Mitel Appliances for analog devices. After review, staff recommend approval of the quote from CNP Technologies, LLC., in the amount of \$72,826.50.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

table

authorize

the quote from CNP Technologies, LLC., of Charlotte, North Carolina in the amount of \$72,826.50. This is a 2018 SPLOST funded project.

# **1. Public Hearing (Waste Management Needs Meeting) – Richie Deason of Atlantic Coast Consulting**

Public Works Staff and our consultants, Atlantic Coast Consulting, Inc, are presenting a “Waste Management Needs Meeting”. This is the first step in addressing the 6 years of remaining capacity left in our construction and demolition landfill (C&D). The second meeting and Public Hearing will be held at the October 17, 2023 Board of Commissioner’s Meeting.



# 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

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  
Utility Director

**To:** Houston County Board of Commissioners

**From:** Terry Dietsch, Utility Director

*TJD BJ*

**Date:** August 14, 2023

**Re :** **Waste Management Needs Meeting**

---

Public Works Staff and our consultants, Atlantic Coast Consulting, Inc., request a "Waste Management Needs Meeting" for the September 19<sup>th</sup> meeting agenda. This is the first step in addressing the 6 years of remaining capacity left in our construction and demolition landfill (C&D).

The county is required to hold this meeting as it is beginning a process to select a site or expand an existing facility. The purpose of this public meeting shall be to discuss the waste management needs of the county and to describe the siting or expansion process to follow.

Keep in mind that a typical permit process for a new C&D facility or an expansion of existing facility will take up to five years.

The next public participation required by the rules is a siting decision meeting.



**ATLANTIC COAST  
CONSULTING, INC.**

***Our work helps produce  
a cleaner environment for all.***

August 4, 2023

Mr. Terry Dietsch  
Utility Director - Houston County  
2018 Kings Chapel Road  
Perry, Georgia 31069

**RE: Houston County C&D Landfill  
Waste Needs Meeting**

Dear Mr. Dietsch:

In preparation for evaluating options for Construction and Demolition (C&D) debris landfill facility, a Waste Needs Meeting must be completed. The Waste Management Needs Meeting will be conducted in accordance with O.C.G.A. 12-8-26(a); 391-3-4-.03(1). The public notices required and additional information pertaining to the meeting is as follows:

**Public Notices Required:** Newspaper once per week for at least two weeks preceding meeting. Legal Organ is the Houston Home Journal & The Daily Sun.

**Purpose:** Discuss waste management needs of local government or region and describe the process of siting facilities to the public.


**Additional considerations:** Public meetings are subject to the Georgia Open Meetings Act (51-14-1). Public meetings require a quorum of the local governing body. Public meetings do NOT necessarily result in a vote or action; they also include presentation or discussion of official business and policy. This meeting must be conducted by the host local government.

**Implementation of meeting:** ACC will prepare the Waste Needs meeting agenda and remarks for County input. We will conduct the first public meeting during the regular BOC meeting with a quorum of commissioners present. ACC will coordinate placing the ad two weeks prior to the meeting and will obtain a publisher's affidavit. ACC will submit the documentation of the meeting to GA EPD.

Please let us know when this can get on the agenda or if you have any questions.

Sincerely,

**ATLANTIC COAST CONSULTING, INC.**

  
Robert Brown, P.E.  
Vice President - Engineering Services

7414 Hodgson Memorial Drive, Suite 2B  
Savannah, GA 31406  
912.236.3471

1150 Northmeadow Parkway, Suite 100  
Roswell, GA 30076  
770.594.5998

8848 Cedar Springs Lane, Suite 202  
Knoxville, TN 37923  
865.531.9143

## **2. Alcohol License (Second Reading & Public Hearing) – Commissioner Robinson**

County Administrator Robbie Dunbar will present the second reading of a new Alcohol License for Saira LLC. for the sale of beer and wine retail on premises and liquor package store. The first reading was held at the September 5, 2023 meeting.

**Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to**

**approve**

**disapprove**

**table**

**authorize**

the alcohol license for the sale of beer and wine on premises and liquor package retail store at 2919 U.S. Hwy 341 South, Hawkinsville, GA.

### **3. Competitive Bidding Amendment (Second Reading & Public Hearing)– Commissioner Robinson**

County Attorney Tom Hall will conduct a second reading of a proposed amendment to the Houston County Code of Ordinances. The proposed amendment would add a paragraph to the code concerning the purchases the County makes for the county road systems. The paragraph would be added to Chapter 2, Article V Purchase of Materials and Services.

The first reading of this proposed amendment to the Houston County Code of Ordinances was held at the September 5, 2023 meeting. Public notification of the proposed amendment was published in the Houston Home Journal legal section for three consecutive weeks. A copy of the proposed amendment was on file at the Superior Court Clerk’s office for examination and inspection by the public.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

table

authorize

**an amendment to the Houston County Code of Ordinances by adding a paragraph to Chapter 2, Article V Purchase of Materials and Services. The paragraph shall read as follows:**

**Any purchases for materials, supplies, equipment or services to be utilized for the construction and maintenance of the county road systems shall comply with O.C.G.A. § 32-4-63.**

## **4. Development Authority Amendment (Second Reading & Public Hearing) – Commissioner Robinson**

County Attorney Tom Hall will conduct a second reading of a proposed amendment to the Houston County Code of Ordinances. The proposed amendment would remove and replace the current Sec. 2-555 of Chapter 2, Article III, Division 9 titled Development Authority. The replacement of this paragraph is necessary to update the Houston County Code of Ordinances regarding the number of term years for Development Authority Board Members to be in compliance with O.C.G.A. § 36-62-4(a). This amendment will not apply to board members that are currently serving on the Development Authority. The amendment will only apply to board members appointed or reappointed after the amendment is heard and approved by the Board of Commissioners.

The first reading of this proposed amendment to the Houston County Code of Ordinances was held at the September 5, 2023 meeting. Public notification of the proposed amendment was published in the Houston Home Journal legal section for three consecutive weeks. A copy of the proposed amendment was on file at the Superior Court Clerk’s office for examination and inspection by the public.

**Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to**

**approve**

**disapprove**

**table**

**authorize**

**an amendment to the Houston County Code of Ordinances by removing the current Sec. 2-555 of Chapter 2, Article III, Division 9 titled Development Authority. The revised paragraph shall read as follows:**

**Sec. 2-555.-Membership.**

**The board shall consist of 7 directors. Each director shall be appointed by resolution of the Board of Commissioners to a four-year term of office. If, at the end of any term of office of any director, a successor thereto has not been elected, the director whose term of office has expired shall continue to hold office until his or her successor is so elected.**



## 5. 3A-6 Exception Clause Amendment (Second Reading & Public Hearing) – Commissioner Robinson

County Attorney Tom Hall will conduct a second reading of a proposed amendment to the Regulations for Access Management and Encroachment Control, Chapter 3 – Commercial Driveways, Sec. 3A – When are Permits Required, as adopted in the Code of Ordinances, Houston County, Georgia at Chapter 54, Article IV, Sec. 54-90. The proposed amendment would add an exception clause to Paragraph 3A-6 of the Regulations for Access Management and Encroachment Control.

The first reading of this proposed amendment to the Houston County Code of Ordinances was held at the September 5, 2023 meeting. Public notification of the proposed amendment was published in the Houston Home Journal legal section for three consecutive weeks. A copy of the proposed amendment was on file at the Superior Court Clerk’s office for examination and inspection by the public.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

table

authorize

an amendment to Paragraph 3A-6 of the Regulations for Access Management and Encroachment Control which shall read as follows [new language is italicized for emphasis only]:

**3A-6 A Commercial driveway will not be permitted on any county road determined to be used primarily for residential purposes by the Houston County Public Works Department, *except for property that was zoned commercial prior to the adoption of the amendment dated December 17, 2019.***

## **6. Personnel Request (Projects Coordinator) – Commissioner Gottwals**

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 a more immediate need. One of the positions is to add a previous position that was part of the Commissioner’s office that has not been funded. This position is the Projects Coordinator. It is requested to classify this position at a grade 16 and to utilize it for various administrative tasks.

**Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to**

**approve**

**disapprove**

**table**

**authorize**

**the funding of a Projects Coordinator position (#016) at Grade 16 effective September 20, 2023, and also for the accounting department to make any necessary budgetary 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: September 12, 2023  
Re: Projects Coordinator

---

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 a more immediate need. It was determined that the best method to add those positions was to add them over the fiscal year.

One of the positions is to add a previous position that was part of the Commissioner's office that has not been funded. This position is the Projects Coordinator. It is requested to classify this position at a grade 16 and will be utilized for various administrative tasks.

Please consider this request to fund the Projects Coordinator position (#016) at Grade 16 effective September 20, 2023.

## **7. Personnel Request (Building Maintenance) – Commissioner Gottwals**

This request is to add a Senior Building Maintenance and Construction Supervisor position to the Houston County Position Control Listing. This position will be responsible for overseeing the day-to-day functions of the Public Buildings department and providing guidance when the superintendent is absent. In completing a study of other counties and looking at our internal positions, staff has determined that this position should be a Grade 23.

**Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to**

**approve**

**disapprove**

**table**

**authorize**

**the addition of a Senior Building Maintenance and Construction Supervisor position to the Houston County Position Control Listing at Grade 23 effective September 20, 2023. Also, to approve the Accounting Department to make any necessary budgetary adjustment.**



---

---

## 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 11, 2023  
Re: Senior Building Maintenance and Construction  
Supervisor

---

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 over the fiscal year.

One of the positions that Michael Phillips has requested is to add a Senior Building Maintenance and Construction Supervisor. This position will be responsible for overseeing the day-to-day functions of the Public Buildings department and providing guidance when the superintendent is absent. In completing a study of other counties and looking at our internal positions, I have determined that this position should be a Grade 23.

Please consider this request to add 1 Senior Building Maintenance and Construction Supervisor position (#330) to the position control effective September 20, 2023.

## **8. Personnel Request (Solicitor's Office) – Commissioner Gottwals**

As one of the new positions, Solicitor General Amy Smith has requested to add an additional Assistant Solicitor to the Houston County Position Control Lising. This position is Grade 30 and typically hired at the "A" step.

**Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to**

**approve**

**disapprove**

**table**

**authorize**

**the addition of one Assistant Solicitor to the Houston County Position Control Lising at Grade 30 Step A, effective September 20, 2023. Also, to approve the Accounting Department to make any necessary budgetary adjustment.**



---

---

## 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 11, 2023  
Re: Additional Assistant Solicitor

---

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 over the fiscal year.

One of the positions that the Solicitor General Amy Smith has requested is to add an additional Assistant Solicitor. This position is Grade 30 and typically hired at the "A" step.

Please consider this request to add 1 Assistant Solicitor position (#137) to the position control effective September 20, 2023.

## 9. Personnel Request (Sheriff's Department) – Commissioner Gottwals

This new position request is from the Sheriff's Department. This request is to add a Clerk to work at the new Bonaire precinct. This position is Grade 10 and will be utilized for clerical and receptionist duties at the new precinct.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

table

authorize

**the addition of a Clerk Position to the Houston County Position Control Listing at Grade 10 and being effective September 20, 2023. Also, to approve the Accounting Department to make any necessary budgetary adjustment.**





---

---

## 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 12, 2023  
Re: Additional Clerk – Sheriff

---

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 a more immediate need. It was determined that the best method to add those positions was to add them over the fiscal year.

One of the positions that the Sheriff has requested is to add a Clerk to work at the new Bonaire precinct. This position is Grade 10 and will be utilized for clerical and receptionist duties at the new precinct.

Please consider this request to add 1 Clerk position (#008) to the position control effective September 20, 2023.

## 10. Board Appointment – Commissioner Gottwals

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

table

authorize

**the appointment of Alan Everidge to the DFCS Board to fulfil the unexpired term of Kathy Wallace. The term will be 09/19/2023 through 06/30/2025.**

## 11. Bid Approval (145 HP Tractor) – Commissioner Talton

The Purchasing Department is requesting approval of a bid on one (1) new 145 HP Tractor for use at the Landfill. Bids were solicited and staff recommend the award to Lasseter Tractor Company for the purchase of John Deere over the low bid of Case. This recommendation is based on the John Deere's being more conducive to scope maintenance at the Landfill. The purchase price is \$146,816.82 with the option of a 60 mos./5000 hrs. extended warranty for an additional \$7,569.00.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

table

authorize

**the award of the bid for one new 145 HP Tractor to Lasseter Tractor of Unadilla, Georgia, for a total purchase price of \$154,385.82. This purchase will be funded from Landfill Capital Funds. Delivery is expected in April 2024.**



**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:** September 12, 2023  
**SUBJECT:** Purchase of One (1) 145 HP Tractor

The Purchasing Department solicited prices for One (1) New 145 HP Tractor in September. This equipment will be used by the Houston County Landfill.

The Purchasing Department recommends that the Houston County Board of Commissioners purchase the 145 HP Tractor from Lasseter Tractor Company for \$146,816.82 with the option of a 60 mos./5000 hrs. extended warranty for an additional \$7569.00. A total of \$154,385.82 will be charged to 540-11.7500. Delivery is expected in April of 2024.

John Deere was chosen over the low bid of Case, because of the lower profile, wider wheelbase, and lower weight to prevent rollovers more conducive to the Landfill. Houston County also has had more experience working with John Deere equipment.

<u>Company</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Bid Amount</u>
Lasseter Tractor	2024	John Deere	6145M	\$146,816.82 + \$7569.00 = \$154,385.82
Blanchard Equipment	2024	John Deere	6145M	\$148,250.00 + \$7569.00 = \$155,819.00
Ag-Pro	2024	John Deere	6145M	\$149,604.59 + \$7569.00 = \$157,173.59
Tidewater Equipment	2023	Case	MAXXUM 150	\$134,000.00 + \$12,880.00 = \$146,880.00

## 12. Bid Approval (Flex Wing Rotary Cutter) – Commissioner Talton

The Purchasing Department is requesting approval of a bid on one (1) new Flex Wing Rotary Cutter for use at the Landfill. Bids were solicited, and staff recommends award to low bidder Atlantic & Southern in the amount of \$32,295.68 for one Schulte Model FX-1800 Flex Wing Rotary Cutter.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

table

authorize

**the award of a bid for one Schulte Model FX-1800 Flex Wing Rotary Cutter in the amount of \$32,295.68 to Atlantic & Southern of Dothan Alabama. This purchase will be funded from Landfill Capital Funds. Delivery is expected in March of 2024.**



## 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:** September 12, 2023  
**SUBJECT:** Purchase of One (1) Flex Wing Rotary Cutter

The Public Works Department solicited prices for One (1) New Flex Wing Rotary Cutter in August. This equipment will be used by the Houston County Landfill.

The Purchasing Department recommends that the Houston County Board of Commissioners purchase the Flex Wing Rotary Cutter from Atlantic & Southern for \$32,295.68, charged to 540-11.7500. Delivery is expected in March 2024.

<b><u>Company</u></b>	<b><u>Make</u></b>	<b><u>Model</u></b>	<b><u>Bid Amount</u></b>
<b>Atlantic &amp; Southern</b>	<b>Schulte</b>	<b>FX-1800</b>	<b>\$32,295.68</b>
<b>Blanchard Equipment</b>	<b>Schulte</b>	<b>FX-1800</b>	<b>\$32,500.00</b>
<b>Tidewater</b>	<b>Schulte</b>	<b>FX-1800</b>	<b>\$34,967.00</b>

### **13. Bid Approval (Ford Explorer) – Commissioner Talton**

Purchasing is requesting approval of a bid on One (1) new in-stock 2023 Ford Explorer (Admin Pkg.) for use by the Houston County Sheriff's Department, Juvenile Division. Bids were solicited and staff recommends award to low bidder Phil Brannen Ford in Perry, GA in the amount of \$40,775.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

table

authorize

**the award of a bid on One (1) new in-stock 2023 Ford Explorer (Admin Pkg.) to Phil Brannen Ford in Perry, GA in the amount of \$40,775. This purchase will be funded 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

**M E M O R A N D U M**

**To:** Houston County Board of Commissioners  
**FROM:** Vanessa Zimmerman  
**CC:** Robbie Dunbar  
**DATE:** September 12, 2023  
**SUBJECT:** Purchase of One (1) New 2023 Ford Explorer (Admin Pkg)

The Purchasing Department solicited prices for One (1) new in-stock 2023 Ford Explorer (Admin Pkg.) in September 2023. The vehicle will be used by HCSO Juvenile Division.

The Purchasing Department recommends that the Houston County Board of Commissioners purchase the vehicle from Phil Brannen Ford in Perry, GA, who provided a bid price of \$40,775.00. The cost of the vehicle is a SPLOST 2018 funded and will be charged to 320-3325-54.2200.

**Company**

**Bid Amount**

<b>Phil Brannen Ford</b>	<b>\$40,775.00</b>
<b>Brannen Motor Company</b>	<b>\$45,000.00</b>



## **14. Bid Approval (2 Ford Mavericks) – Commissioner Talton**

The Purchasing Department is requesting approval of a bid on Two (2) New 2023 Ford Mavericks, for use in the Tax Assessors Office. Bids were solicited, and staff recommends award to Phil Brannen Ford of Perry Georgia, in the amount of \$29,200 each. Although not the low bidder, Phil Brannen bid is for XLT Hybrid, which will give better gas mileage, and a delivery of 4-5 weeks.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

table

authorize

**the award of a bid on two (2) New 2023 Ford Mavericks to Phil Brannen Ford of Perry Georgia in the total amount of \$58,400 with a delivery of 4–5 weeks. This purchase will be funded 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

**M E M O R A N D U M**

**To:** Houston County Board of Commissioners  
**FROM:** Vanessa Zimmerman  
**CC:** Robbie Dunbar  
**DATE:** September 12, 2023  
**SUBJECT:** Purchase of Two (2) New 2023 Ford Mavericks

The Purchasing Department solicited prices for Two (2) New 2023 Ford Mavericks in September 2023. The trucks will be used by the Tax Assessor’s Office.

The Purchasing Department recommends that the Houston County Board of Commissioners purchase the vehicles from Phil Brannen Ford in Perry, GA, who provided a bid price of \$29,200.00 and a better gas mileage option. The total cost of the vehicles is \$58,400.00, funded by SPLOST 2018, and will be charged to 320-1550-54.2200.

**Company**

**Bid Amount**

<b>Phil Brannen Ford</b>	<b>\$29,200.00 XLT hybrid (delivery in 4-5 weeks)</b>
<b>Alan Vigil Ford</b>	<b>\$24,524.00 XLT non-hybrid (no delivery estimate)</b>
<b>Brannen Motor Company</b>	<b>No bid</b>

## **15. Bid Approval (RAM 1500 Crew 4X4) – Commissioner Talton**

The Purchasing Department is requesting approval of a bid for one (1) new in-stock RAM 1500 Crew 4X4 to be used in the Roads and Bridges Department. Jeff Smith Chrysler of Perry Georgia has located one in-stock at a cost of \$48,900, and staff recommends purchase due to lead times on newly ordered vehicles.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

table

authorize

**the award of a bid on one (1) new in-stock RAM 1500 Crew 4X4 to Jeff Smith Chrysler of Perry Georgia at a cost of \$48,900. This purchase will be funded from 2012 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:** September 12, 2023  
**SUBJECT:** Purchase of One (1) 2023 RAM 1500 CREW 4X4

---

The Jeff Smith Chrysler located one (1) new in-stock RAM with vinyl interior in North Carolina. This vehicle will be used by Travis McLendon of the Roads and Bridges Department.

The Purchasing Department recommends that the Houston County Board of Commissioners go forward and purchase the in-stock vehicle due to lead times on newly ordered vehicles. The cost of \$48,900 will be charged to the 2012 SPLOST account 320-4200-54.2200.

## 16. Surplus Auction – Commissioner Byrd

This request from Purchasing is to hold a public auction for the sale of items declared surplus by the Houston County Commissioners. The auction would be held on Wednesday, October 4, 2023, at 10:00 a.m. at the Houston County Warehouse. A rain date has been scheduled Wednesday, October 11, 2023, at 10:00 a.m.

The public will be notified via newspaper advertisements (in both the Houston Home Journal and the Macon Telegraph-Houston edition) as well as postings on the county's website and in prominent locations at the Purchasing Office, the Courthouse, the Government Building, and the Annex Building.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

table

authorize

**a Surplus Auction for the sale of items declared surplus by the Houston County Commissioners. The auction would be held on Wednesday, October 4, 2023, at 10:00 a.m. at the Houston County Warehouse, with a rain date of Wednesday, October 11, 2023, at 10:00 a.m.**



## HOUSTON COUNTY BOARD OF COMMISSIONERS

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

VANESSA  
ZIMMERMAN  
PURCHASING  
DIRECTOR

**To: Houston County Commissioners**

**From: Vanessa Zimmerman**

**CC: Robbie Dunbar**

**Date: September 19, 2023**

**Re: Surplus Vehicles / Miscellaneous – Public Auction**

---

Approval is requested to hold a public auction for the sale of items declared surplus to the Houston County Commissioners. A preliminary list of items currently held in surplus is attached.

Contingent upon your approval, the auction would be held on Wednesday, October 4, 2023, at 10:00 a.m. at the Houston County Warehouse. A rain date of Wednesday, October 11, 2023, at 10:00 a.m. would also be scheduled in the case of severe weather on the 4th.

The public will be notified via newspaper advertisements (in both the Houston Home Journal and the Macon Telegraph-Houston edition) as well as postings on the county's website and in prominent locations at the Purchasing Office, the Courthouse, the Government Building, and the Annex Building.







## **17. Amendment to Water Purchase Agreement (City of Warner Robins) – Commissioner Byrd**

This request from the City of Warner Robins is for the addition of the following to the Water Purchase Agreement:

- 1.The Valvoline Instant Oil Change, 758 Hwy 96
- 2.The Central Retail Plaza Phase 4, 860 Hwy 96
- 3.The Robins Pharmacy & Shops, 608 S. Houston Lake Rd.

The developments have been reviewed by the Water Department to verify flow and pressures. There is an adequate water supply to meet the needs of all three of these developments.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

table

authorize

**the addition the following to the Water Purchase Agreement between Houston County and The City of Warner Robins contingent upon the developers posting a bond covering more than 125% of the construction cost for work performed on the Houston County Water System:**

- 1.The Valvoline Instant Oil Change, 758 Hwy 96**
- 2.The Central Retail Plaza Phase 4, 860 Hwy 96**
- 3.The Robins Pharmacy & Shops, 608 S. Houston Lake Rd.**

## **18. Disbursement Approval (Non-Profit Organization Support) – Commissioner Byrd**

At the August 15, 2023 meeting, the Board approved the addition of Non-Profit Organizations Revenue Support as line item #7 to the ARPA Budget Plan. This is the second request for distribution of those funds.

**Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to**

**approve**

**disapprove**

**table**

**authorize**

**the issue of funds from the Non-Profit Organizations Revenue Support line item of ARPA Funds to the Houston County Volunteer Medical Clinic in the amount of \$35,000.**

## 19. Approval of Bills – Commissioner Byrd

Summary of bills by fund:

General Fund (100)	\$572,263.78
Drug Abuse Treatmt. & Educ. (212)	\$8,554.53
Emergency 911 Telephone Fund (215)	\$194,844.56
American Rescue Plan Act (230)	\$1,038,119.20
Fire District Fund (270)	\$574,905.01
2006 SPLOST Fund (320)	\$0.00
2012 SPLOST Fund (320)	\$7,959.96
2018 SPLOST Fund (320)	\$560,986.82
Water Fund (505)	\$328,734.95
Solid Waste Fund (540)	\$321,500.94
<b>Total</b>	<b>\$3,607,869.75</b>

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

table

authorize

the payment of the bills totaling \$3,607,869.75