Houston County Commissioners Meeting

Perry, Georgia | February 6, 2024 | 9:00 A.M.

Call to Order

Invocation – Commissioner Talton

Pledge of Allegiance - Commissioner Talton

Military Speaker – MSgt. Linda Curtis 116th Air Control Wing

Approval of Minutes from January 16, 2024 meeting

New Business

- 1. Public Hearing on Special Exception Application Commissioner Byrd
- 2. Public Hearing on Rezoning Application Commissioner Byrd
- 3. Service Contract (Tax Assessors Office) Commissioner Byrd
- 4. Bid Approval (Kubota RTV & Fire Foam Unit) Commissioner Byrd
- 5. Change Order (State Court & Sheriff's Office Remodel) -Commissioner Byrd
- 6. Change Order (Houston County Public Safety Complex) Commissioner Byrd
- 7. First Reading of Capital Budget Policies Ordinance Change County Attorney Tom Hall
- 8. Grant Approval (Homeland Security) Commissioner Robinson
- 9. Board Appointment Commissioner Robinson
- 10. Professional Service Agreement (Judges' Chambers) Commissioner Robinson
- 11. Independent Contractor Agreement (Juvenile Court) Commissioner Robinson
- 12. Intergovernmental Agreement (City of Perry) Commissioner Robinson
- 13. Board of Elections (Poll Workers) Commissioner Gottwals
- 14. Personnel Request (Tax Commissioner) Commissioner Gottwals
- 15. Personnel Request (Juvenile Court) Commissioner Gottwals
- 16. Personnel Request (Public Buildings) Commissioner Gottwals
- 17. Memorandum of Understanding (Business Licensing) Commissioner Gottwals
- 18. Loan Agreement (City of Perry) Commissioner Talton
- 19. Approval of a Bid (Hwy 341 & Graham Road) Commissioner Talton
- 20. Change Order (Water System Improvements to Serve AE Harris Road Phase II) Commissioner Talton
- 21. Change Order (Water System Improvements to Serve AE Harris Road) Commissioner Talton
- 22. Approval of Bills Commissioner Talton

Public Comments

Commissioner Comments

23. Executive Session for O.C.G.A. 50-14-3(b)(2) Personnel Issue- Commissioner Gottwals

Motion for Adjournment

1. Public Hearing on Special Exception Application – Commissioner Byrd

			Recommendation	Vote
#2733	Daniel Pitts / Letoria Mays	Food Truck	Approval	Unanimous
#2734	Marx Ivandich / Mildred Canales	Taxi Service	Approval	Unanimous
#2735	Andrew & Amie Willard	Mobile Welding	Approval	Unanimous
#2737	Andrew Cannon	Landscaping	Approval	Unanimous
#2738	Justin & Christin Key	Landscaping	Tabled	Unanimous
#2739	La Kisha Harris	Plants & Crafts (Online)	Approval	Unanimous
#2740	Cameron Thrift	Landscaping	Approval	Unanimous
#2742	Miranda Stewart	Special Events Facility	Tabled	Unanimous
#2743	Stephanie Phillips	Riding Stable & Academics	Approval	Unanimous
Motion	by, second	l by and	carried	to
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the following Special Exception Applications to include any and all stipulations as noted on the Zoning & Appeals recommendation and Section 95 Requirements staff report:

#2733	Daniel Pitts & Letoria Mays	Food Truck	
#2734	Marx Ivandich & Mildred Canales	Taxi Service	
#2735	Andrew & Amie Willard	Mobile Welding	
#2737	Andrew Cannon	Landscaping	
#2739	La Kisha Harris	Plants & Crafts (Online)	
#2740	Cameron Thrift	Landscaping	
#2743	Stephanie Phillips	Riding Stable & Academics	
And also Motion I	o: by, second by	and carried	to
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the following Special Exception Applications:

#2738	Justin & Christin Key	Landscaping
#2742	Miranda Stewart	Special Events Facility

2. Public Hearing on Rezoning Application – Commissioner Byrd

			Recommendation	Vote
#2736 Steve Wiley	Property located at	806 Hwy 26 E	Approval	Unanimous
Motion by	, second by	and	carried	to
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the following Rezoning Application as recommended by the Houston County Planning Commission:

#2736Steve WileyProperty located at 806 Hwy 26 E

3. Service Contract (Tax Assessors Office) – Commissioner Byrd

This request is for approval of a contract for evaluation of commercial properties in Houston County.

Motion by	, second by	and carried	to
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the signing of a contract with Georgia Mass Appraisal Solutions & Services, Inc., of Norwood, Georgia, in the amount of \$264,500. This contract provides revaluation & field review of commercial, industrial and low-income housing tax credit apartments, and new commercial/industrial land schedules and improvement schedules. This contract will also provide appeals review and representation, to include representation at the Board of Equalization, Certified Hearing Officer and Superior Court hearings if necessary. This contract will start within thirty business days of signing and will expire by mid-May 2025. This contract will be funded from the Tax Assessor Professional Services line item.

Houston County Board of Tax Assessors

201 Perry Parkway

Assessors

William E. Fowler Jr., Chairman Joyce J. Herndon, Vice-Chairman Ronald B Grace Bill Phelps Stephen Thublin

Perry, Georgia 31069 (478) 218-4750

www.houstoncountyga.com

January 26, 2024

Dan Perdue, Chairman Houston County Board of Commissioners 200 Carl Vinson Pkwy Warner Robins, GA 31088

Dear Chairman Perdue,

The Houston County Board of Tax Assessors would like to request an item be added to the Commissioner's agenda for the next meeting on February 6, 2024.

We would like for the Board to consider a contract with Georgia Mass Appraisal Solutions & Services, Inc. for a revaluation & field review of commercial, industrial and low-income housing tax credit apartments. This will also include new commercial/industrial land schedules and improvement schedules. GMASS will also provide appeals review and representation. This will also include representation at the Board of Equalization, Certified Hearing Officer and Superior Court hearings if necessary.

The total cost will be \$264,500 for this revaluation.

Thank you for your consideration of this request.

Respectfully submitted,

James Moore

James Moore Chief Appraiser Houston County Tax Assessors Office

CC: Robbie Dunbar, Director of Administration Dawn Ramirez, Administrative Secretary Main Number (478) 218-4750 Fax (478) 218-4755

Personal Property: (478) 218-4760 Fax (478) 218-4775

Mapping / GIS (478) 218-4770

4. Bid Approval (Kubota RTV & Fire Foam Unit) – Commissioner Byrd

This request is for approval of a bid on one Kubota RTV to be fitted with a fire foam unit. This purchase will be an asset for fire protection at the Landfill.

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the bid on one Kubota RTV from Southside Equipment Company of Milledgeville, Georgia in the amount of \$20,870. Also, on the bid of one Enforcer 10 skid fire foam unit with two air cylinders from Municipal Equipment Company of Orlando, Florida in the amount of \$9,105.66. This total cost of \$29,975.66 will be paid from the Landfill Equipment line item.



Houston County Public Works

Memorandum

To: Houston County Board of Commissioners

From: Terry Dietsch, Utility Director 120

Date: January 17, 2024

Re:

Purchase - Kubota RTV & Fire Foam Unit

Public Works staff requested quotes for the purchase of one new RTV Kubota side by side for use at the Landfill. Three quotes were received, and staff recommends purchase from **Southside Equipment Company in Milledgeville, Georgia for \$20,870.00.**

Public Works staff also requested quotes from the Houston County Fire Department for a fire foam unit skid to be placed and attached in the bed of the RTV side by side for emergency response at the Landfill. One sole source quote was obtained from Municipal Equipment Company of Orlando, Florida for an Enforcer 10 skid fire foam unit for a cost of \$6,094.00. Foam unit requires two air cylinders for a cost of \$3,011.66.

Please consider this recommendation to purchase this equipment for the Landfill as this will be an asset for fire protection for a total of **\$29,975.66**. It will be paid from 540-4530-11.7500.

Kubota RTV		
South Side Equipment	\$20,870.00	
Mason Tractor Company	\$23,250.00	
Mid-State Tractor	\$24,530.00	
Fire Foam Unit / 2 Cylinders	\$ 9,105.66	- 12

<u>Office</u>

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

5. Change Order (State Court & Sheriff's Office Remodel) -Commissioner Byrd

This request is for approval of Change Order #2 for the State Court & Sheriff's Office Remodel to include signage on the front face of the building.

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Change Order #2, for the State Court & Sheriff's Office Remodel, with ICB Construction Group of Macon, Georgia. This change order in the amount of \$65,125.68 will increase the total contract amount to \$6,297,455.89. This project is funded by 2018 SPLOST.



Houston County Public Works

MEMO

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: Michael Phillips

Date: 1/30/2024

Re: Change Order #2 for State Court and Sheriff's Office Remodel

Please consider approving the attached Change Order from <u>ICB</u> <u>Construction</u> for the State Court and Sheriff's Office Renovation. This Change Order includes exterior signage on the front face of the building. Public Works and the architect for the project, SP Design Group Architects & Engineers Inc., recommend this Change Order for \$65,125.68. The new total contract amount will be <u>\$6,297,455.89</u>.

6. Change Order (Houston County Public Safety Complex) – Commissioner Byrd

This request is for approval of Change Order #1 for the Houston County Public Safety Complex.

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Change Order #1, for the Houston County Public Safety Complex, with Parrish Construction of Perry, Georgia. This change order will decrease the contract amount by \$17,859.39 bringing the contract amount to \$4,116,959.61.



Houston County Public Works

MEMO

To: Houston County Board of Commissioners From: Michael Phillips MP BD Date: 1/30/2024

Re: Change Order #1 for the Houston County Public Safety Complex

Please consider approving the attached Change Order from <u>Parrish</u> <u>Construction Group</u> for the Houston County Public Safety Complex. This Change Order includes the return of unused contingency and allowances. Public Works and the architect for the project, SP Design Group Architects & Engineers Inc., recommend this Change Order to <u>decrease</u> the contract amount by \$17,859.39. The new total contract amount will be **\$4,116,959.61**.

Office

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> Terry Dietsch Utility Director

7. First Reading of Capital Budget Policies Ordinance Change – County Attorney Tom Hall

County Attorney, Tom Hall will conduct the first reading of a proposed amendment to Section 2-273(b) of the Houston County Code of Ordinances regarding Capital Budget Policies. The proposed amendment will redefine a capital project for inclusion in the Capital Improvement Program (CIP) as being any asset or project "in excess of \$5,000.00" to be "in excess of \$10,000.00".

A second reading and public hearing will be held at the February 20, 2024, meeting after which action may be taken.

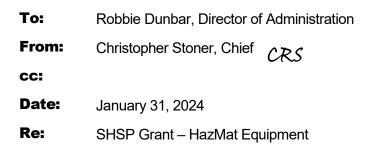
8. Grant Approval (Homeland Security) – Commissioner Robinson

Georgia Emergency Management and Homeland Security Agency released additional funds from their 2021 State Homeland Security Program and Houston County has been awarded \$29,972.53. These funds will be used to purchase much-needed Hazardous Materials suits and other protective equipment. This grant is nonmatching and funded 100% by the State.

Motion by	, second by	and carried	to
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the acceptance of the Georgia Emergency Management and Homeland Security Agency Grant in the amount of \$29,972.53.

Memo





Georgia Emergency Management and Homeland Security Agency released additional funds from their 2021 State Homeland Security Program and Houston County has been awarded \$29,972.53. These funds, if approved by the Board of Commissioners, would be used to purchase much needed Hazardous Materials suits and other protective equipment that would replace aging and out of service suits. The full list of items as well as grant documents are attached.

The SHSP Grant is nonmatching and funded 100% by the State.

I would ask the grant agreement for the 2021 SHSP be added to the next Commissioners agenda and reviewed for approval.

Thank you for your time, consideration, and support of Houston County Fire Department.

9. Board Appointment – Commissioner Robinson

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the reannaintment of	Danisa Davis to the House	tan County Library Roard for	r a tarm ta hagi

the reappointment of Denisa Davis to the Houston County Library Board for a term to begin 02/06/2024 and expire 01/31/2028.

10. Professional Service Agreement (Judges' Chambers) – Commissioner Robinson

This request is for approval of a service contract for the schematic design of the Superior Court judges' chambers.

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the signing of a contract with SP Design Group Architects & Engineers, Inc. of Macon, Georgia, for the schematic design of the Superior Court judges' chambers in the amount of \$5,960.

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

This request is for approval of an Independent Contractor Agreement for Juvenile Court.

Motion by	, second by	and carried	to
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the signing of an Independent Contractor Agreement with Glenda Harper for services as a part-time contract attorney to represent certain juveniles appearing in Juvenile Court. This annual contract will be prorated as follows; February at \$1,101.51, March, April, and May at \$1,388,83, and June at \$1,388.87, for a total of \$6,656.87.

12. Intergovernmental Agreement (City of Perry) – Commissioner Robinson

This request is for approval of an intergovernmental agreement with the City of Perry and the Houston County Board of Elections for the purpose of conducting an upcoming special election. The Board of Elections shall be responsible for providing special election materials, securing of poll workers, contract workers, and temporary workers as needed to facilitate the early voting, absentee voting, and the special election process. And also, for the logic and accuracy testing on the voting equipment utilized. The City shall be responsible for payment of all invoices and expenses which are incurred in the conduct of the special election.

Motion by	, second by	and carried	to
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the signing of an intergovernmental agreement with the City of Perry and the Houston County Board of Elections to conduct the upcoming special election.

13. Board of Elections (Poll Workers) – Commissioner Gottwals

The Board of Elections requests approval to hire poll workers for the upcoming March 12, 2024 Presidential Primary Election.

Motion by	, second by	and carried	to
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hiring the following poll workers for the March 12, 2024 election, and for Accounting to make any and all budget adjustments:

		AMOUNT	TOTAL
17	Managers (Precinct)	\$175.00	\$2975.00
34	Assistant Managers (Precinct)	\$125.00	\$4250.00
103	Clerks	\$115.00	\$11,845.00
154	Training	\$25.00	\$3850.00
5	Janitors	\$15.50	\$77.50
1	Janitor	\$25.00	\$25.00
225	BMD (Ballot Marking Device)	\$2.00	\$450.00
3	Election Supply Load Out Help	\$75.00	\$225.00
3	Election Night Equipment Return Help	\$75.00	\$225.00
3	Election Night Check-In Clerks	\$75.00	\$225.00
17	Supply pick-up/return supplies (Managers)	\$10.00	\$170.00
17	Cell Phones	\$10.00	\$170.00
2	Ballot Scan Clerks	\$100	\$200.00
	TOTAL		\$24,687.50

14. Personnel Request (Tax Commissioner) – Commissioner Gottwals

This request is to add a Tax/Tag Supervisor position to the Houston County Position Control Listing.

Motion by	, second by	and carried	to
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the addition of one Tax/Tag Supervisor position to the Houston County Position Control Listing at Grade 17. Also, to authorize Accounting to make any necessary budgetary adjustments.



To:	County Commissioners
From:	Kenneth Carter, Director of Personnel
Date:	January 21, 2024
Re:	Additional Staffing – Tax Commissioner

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. Some of those requests were placed on hold for proper time to add those requests.

With the opening of the new Tax Commissioners office, one of the positions that the Tax Commissioner Mark Kushinka has requested is to add a Tax/Tag Supervisor. This position is needed for the Warner Robins office and is a Grade 17 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 Tax/Tag Supervisor (position #0045) to the position control effective February 7, 2024.

15. Personnel Request (Juvenile Court) – Commissioner Gottwals

This request is to fill the vacant Deputy Clerk position in the Juvenile Court.

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hiring Ms. Pink Woodward to fill the vacant Deputy Clerk position in the Juvenile Court at Grade 14 Step B effective February 7, 2024. Staff has reviewed her qualifications, and she meets the requirements for the B step.



To:	County Commissioners
From:	Kenneth Carter, Director of Personnel
Date:	January 26, 2024
Re:	Request to hire Pink Woodward – Deputy Clerk

Judge Wilburn is requesting to hire Ms. Pink Woodward for the vacant Deputy Clerk position at the Juvenile Court. Based on Ms. Woodward's experience, Judge Wilburn would like to hire at grade 14 step B. I have reviewed the qualifications and Ms. Woodward does meet the requirements for the B step.

Please consider this request to hire effective February 7, 2024.

16. Personnel Request (Public Buildings) – Commissioner Gottwals

This request is to fill the vacant Building Engineer Technician position in Public Buildings.

Motion by	, second by	and carried	to
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hiring Mr. Matthew Meeks to fill the vacant Building Engineer Technician position in Public Buildings at Grade 21 Step F effective February 7, 2024. Staff has reviewed his qualifications, and he exceeds the requirements for the F step.



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 24, 2024
- Re: Request to hire Matthew Meeks Building Engineer Technician

Michael Phillips is requesting to hire Matthew Meeks for the vacant Building Engineer Technician position in Public Buildings. Based on Mr. Meek's experience, Mr. Phillips would like to hire at grade 21 step F. I have reviewed the qualifications and Mr. Meeks does exceed the requirements for the F step.

Please consider this request to hire effective February 7, 2024.

17. Memorandum of Understanding (Business Licensing) – Commissioner Gottwals

At the January 16th Board of Commissioners meeting, a memorandum of understanding between the Houston County Sheriff's Office and the Houston County Board of Commissioners Office was approved. During a subsequent Georgia Bureau of Investigation audit, the state requested some changes to the wording of this agreement. This request is to ratify those changes made.

Motion by	, second by	and carried	to
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the changes made to the Memorandum of Understanding between the Houston County Board of Commissioners and the Houston County Sheriff's Office for the purpose of fingerprinting applicants for business licenses.

18. Loan Agreement (City of Perry) – Commissioner Talton

This request is for approval of a loan to the City of Perry for gas line expansion.

Motion by	, second by	and carried	to
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Loaning up to one million dollars (\$1,000,000.00) to the City of Perry for the expansion of a gas line serving the property of Link Snacks, Inc. This shall be a construction loan on which no interest shall accrue until a draw is made on the principal balance and any such amount that is drawn shall bear interest at the rate of 5.3% per annum, accruing daily. The Loan together with accrued and unpaid interest and all other charges, costs, and expenses, is due and payable in Five (5) annual installments beginning July 10th, 2025 and continuing on the same date until the final installment July 10th, 2029.

19. Approval of a Bid (Hwy 341 & Graham Road) – Commissioner Talton

This request is for approval of a bid on the Waterline Extension to Serve Hwy 341 and Graham Road. Staff and our engineering consultants, Carter & Sloope, Inc., of Macon Georgia evaluated the bids.

Motion by	, second by	and carried	to
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the award of the bid on the Waterline Extension to Serve Hwy 341 and Graham Road to Pyles Plumbing & Utility Contractors, Inc., of Macon Georgia, in the amount of \$894,860. This project will be paid for by ARPA funds.



Houston County Public Works

Memorandum

To: Houston County Board of Commissioners

From: Terry Dietsch, Utility Director T21

Date: January 16, 2024

Re: Waterline Extension to Serve Hwy 341 and Graham Road

Please see below a recap of bids received for the Waterline Extension to Serve Hwy 341 and Graham Road.

Pyles Plumbing &	
Utility Contractors, Inc.	\$894,860.00
John R. Walker, Inc.	\$933,035.74
Coggins Construction	
Company	\$1,316,566.52

These bids were evaluated by Water Department staff and our water department engineering consultants, Carter & Sloope. *Staff recommends award of this project to Pyles Plumbing & Utility Contractors, Inc. for \$894,860.00.* This project will be funded by ARPA funds. (230-4400-54.1400 SFR3)

Thank you for your consideration of this request.

<u>Office</u>

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

20. Change Order (Water System Improvements to Serve AE Harris Road Phase II) – Commissioner Talton

This request is for approval of Change Order #1 for the Water System Improvements to Serve AE Harris Road Phase II.

Motion by, second by	and carried	to	
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Change Order #1, to decrease the contract price in the amount of \$37,300.00 on the Water System Improvements to Serve AE Harris Road Phase II. This decrease will bring the total contract price from \$564,082 to \$526,782.



Houston County Public Works

Memorandum

To: Houston County Board of Commissioners

From: Terry Dietsch, Utility Director

Date: January 12, 2024

Change Order No.1 – Water System Improvements to Serve AE Harris Road Phase II

Please consider this final adjusting Change Order No.1 for the Water System Improvements to Serve AE Harris Road Phase II. The decrease in the contract price of \$37,300.00 represents actual quantities constructed on this project. This final adjusting change order represents a decrease in the total contract amount from \$564,082.00 to \$526,782.00. Thank you for your consideration.

Office

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

Brian Jones, PE Director of Operations

Re:

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

21. Change Order (Water System Improvements to Serve AE Harris Road) – Commissioner Talton

This request is for approval of Change Order #1 for the Water System Improvements to Serve AE Harris Road.

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change order #1, to decrease the contract price by \$233,170 on the Water System Improvements to Serve AE Harris Road. This change order will decrease the amount of the contract from \$1,400,309.25 to \$1,167,139.25.



Houston County Public Works

Memorandum

To: Houston County Board of Commissioners

From: Terry Dietsch, Utility Director

Date: January 12, 2024

Re: Change Order No.1 – Water System Improvements to Serve AE Harris Road

Please consider this final adjusting Change Order No.1 for the *Water System Improvements to Serve AE Harris Road*. The decrease in the contract price of \$223,170.00 represents actual quantities constructed on this project. This final adjusting change order represents a decrease in the total contract amount from \$1,400,309.25 to \$1,177,139.25. Thank you for your consideration.

Office

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Michael Phillips Facilities Superintendent

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> Ronnie Heald, PLS County Engineer

Travis McLendon Roads Superintendent

> Terry Dietsch Utility Director

22. Approval of Bills – Commissioner Talton

Summary of bills by fund:

General Fund (100)	\$2,240,181.55
Drug Abuse Treatment & Educ (212)	\$10,704.04
Emergency 911 Telephone Fund (215)	\$65,104.86
American Rescue Plan Act (230)	\$307,192.89
Fire District Fund (270)	\$255,387.92
2006 SPLOST Fund (320)	\$3,228.00
2012 SPLOST Fund (320)	\$198,037.70
2018 SPLOST Fund (320)	\$2,665,810.63
Water Fund (505)	\$378,399.78
Solid Waste Fund (540)	\$1,539,323.45
Total	\$7,663,370.82

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the payment of the bills totaling \$7,663,370.82

23. Executive Session is O.C.G.A. 50-14-3(b)(2) Personnel Issue – Commissioner Gottwals