

# Houston County Commissioners Meeting

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

Call to Order

Pledge of Allegiance – Commissioner Byrd

Invocation

Presentation Magistrate Court

Approval of Minutes from October 3, 2023

New Business

- 1. Bid Approval (Waterline Extension) – Commissioner Byrd**
- 2. Board Appointment – Commissioner Byrd**
- 3. Public Hearing (Siting Decision Meeting) – Robert Brown of Atlantic Coast Consulting**
- 4. Water Purchase Agreement (City of Perry) – Commissioner Talton**
- 5. Bid Approval (Tandem Dump Trucks) – Commissioner Talton**
- 6. Service Agreement (Accounting Department) – Commissioner Robinson**
- 7. Service Agreement (Credit Card Processing) – Commissioner Robinson**
- 8. Board of Elections (Poll Workers)– Commissioner Gottwals**
- 9. Personnel Request (Roads & Bridges) – Commissioner Gottwals**
- 10. Personnel Request (Landfill) – Commissioner Gottwals**
- 11. Approval of Bills – Commissioner Gottwals**

Public Comments

Commissioner Comments

Motion for Adjournment

# 1. Bid Approval (Waterline Extension) – Commissioner Byrd

Public Works requests approval of a bid on the Waterline Extension to serve Scott Road & Scott Road Extension project. After reviewing the bids, staff and engineering consultant, Carter and Sloope, recommend award to John R. Walker, Inc., of Macon in the amount of \$595,426.05.

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

approve

disapprove

table

authorize

**the award of a bid on the Waterline Extension to serve The Scott Road & Scott Road Extension project to John R. Walker, Inc., of Macon, in the amount of \$595,426.05. This project will be funded by ARPA.**



# 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

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 BCJ*  
Date: October 4, 2023  
Re: Waterline Extension to serve Scott Road & Scott Road Ext.

Please see below a recap of bids received for the Waterline Extension to serve Scott Road & Scott Road Ext.

John R. Walker, Inc.	\$595,426.05
Pyles Plumbing	\$689,000.40
SCI Construction, Inc.	\$689,658.00
Scarbor Land Planning, LLC	\$776,476.25
Helix Grading & Utility	\$939,317.80

These bids were evaluated by Water Department Staff and Carter and Sloope, the Water Department's engineering consultant. Staff recommends the Board of Commissioners award the contract to *John R. Walker, Inc.*, for **\$595,426.05**. John R. Walker, Inc., was the lowest qualified bidder. This project will be funded by ARPA funds (230-4400-54.1400 SFR4)

Thank you for your consideration of this request.

## 2. Board Appointment – Commissioner Byrd

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

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the appointment of Katie Barrs to the MHDDAD / Region 6 DBHDDAC board for a term of 10/18/2023 thru 11/03/2025.

### **3. Public Hearing (Siting Decision Meeting) – Robert Brown of Atlantic Coast Consulting**

Public Works Staff and our consultants, Atlantic Coast Consulting, will present a *Siting Decision Meeting*. This is the second step in addressing the limited capacity in our construction and demolition landfill (C&D). The first meeting and Public Hearing was held at the September 19, 2023 Board of Commissioner's Meeting.



# Houston County Public Works

## Memorandum

### Office

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County Engineer

Travis McLendon  
Roads Superintendent

Terry Dietsch  
Utility Director

**To:** Houston County Commissioners

**From:** Terry Dietsch, Utility Director *TJD BJ*

**Date:** September 12, 2023

**Re:** Siting Decision Meeting C& D Landfill

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Public Works Staff and our consultants, Atlantic Coast Consulting, Inc., request a "Siting Decision Meeting" for the October 17<sup>th</sup> meeting agenda. This is the second 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 siting decision and / or the expansion of the existing facility.

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

## **4. Water Purchase Agreement (City of Perry) – Commissioner Talton**

The City of Perry requests the following be added to the water agreement between Houston County and the City of Perry:

1. Two master meters to be installed for The Orchard Subdivision (one 8-inch meter at the entrance off Kings Chapel Road and one 6-inch meter installed from Evening Shade Subdivision)
2. One master meter to be installed for Avion Park Subdivision contingent upon the developer connecting at Daisy Drive to loop the system with no extra meters.

Both requests were reviewed by the Water Department and consultant, Carter & Sloope, and found to have an adequate supply of water to meet the needs as presently designed.

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

approve

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the addition of the following to the water purchase agreement between Houston County and the City of Perry:

1. Two master meters to be installed for The Orchard Subdivision (one 8-inch meter at the entrance off Kings Chapel Road and a 6-inch meter installed from Evening Shade Subdivision)
2. One master meter to be installed for Avion Park Subdivision contingent upon the developer connecting at Daisy Drive to loop the system with no extra meters.

This approval is contingent upon the following:

- Developer posting a bond covering more than 125% of the construction cost for work performed on the Houston County Water System.
- Issuance of utility permit to City of Perry based on all conditions being met according to “Houston County Utility Accommodations.”
- Adherence to the rate structure approved by the Houston County Board of Commissioners on November 19, 2019.



# Houston County Public Works

## Memorandum

### Office

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Perry, Georgia 31069  
478-987-4280  
FAX 478-988-8007

Brian Jones, PE  
Director of Operations

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Office Manager

Michael Phillips  
Facilities Superintendent

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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:** October 5, 2023  
**Re:** Water Purchase Requests from the City of Perry

Please find attached **two** water purchase requests from the City of Perry. One request is for two master meters to be installed for The Orchard Subdivision. Plans show one 8-inch meter to be installed at the entrance off Kings Chapel Road and a second 6-inch meter to be installed coming from Evening Shade Subdivision.

The second request is for one 8-inch master meter to be installed for Avion Park Subdivision at the entrance on Gurr Road. This request is contingent upon the developer connecting at Daisy Drive to loop the system and does not require any additional meters.

Both developments were reviewed by the Water Department and by its consultant, Carter & Sloope, to verify flows and pressure. There is an adequate supply water to meet the needs of both developments as presently designed.

Adhering to the rate structure approved by the Houston County Board of Commissioners on November 19, 2019, please consider this request contingent upon the developers posting a bond covering 125% of the construction cost for work performed on the Houston County Water System. Thank you for your cooperation.



## **5. Bid Approval (Tandem – Axle Dump Trucks) – Commissioner Talton**

The Purchasing Department requests approval of a bid on two Tandem – Axle Dump Trucks. Four bids were received. Staff recommends award to Middle Georgia Freightliner, of Macon, with the lowest bid at \$145,015 per truck.

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

approve

disapprove

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**the purchase of two Tandem - Axle Dump Trucks from Middle Georgia Freightliner of Macon at a total cost of \$290,030 or \$145,015 per truck. The delivery of these trucks will be as follows: one truck in the 3rd quarter of FY24 and delivery of the second truck in FY25. This purchase will be paid 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:** October 10, 2023  
**SUBJECT:** Purchase of Two (2) 2025 Tandem Dump Truck  
(Bid # 24-04)

The Purchasing Department solicited prices for One (1) New 2024 Tandem Dump Truck in September for the Houston County Roads & Bridges Department.

The Purchasing Department recommends that the Houston County Board of Commissioners purchase the Tandem Dump Truck from Middle Georgia Freightliner for \$145,015.00. However, since the delivery of the truck will be in the 3<sup>rd</sup> Quarter of 2024, a second Tandem Dump Truck should be purchased for FY25 at the same time. A total of \$290,030.00 will be charged to the 2012 SPLOST account 320-4200-54.2200.

<u>Company</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Bid Amount</u>
Middle Georgia Freightliner	2025	Freightliner	114SD	\$145,015.00
Worldwide Equipment	2025	Mack	64FR	\$197,419.00
Southland Transportation Group	2025	International	HV613	\$197,540.20
Peterbilt of Atlanta	2025	Peterbilt	567	\$200,550.00

## **6. Service Agreement (Accounting Department) – Commissioner Robinson**

The Accounting Department requests approval to enter into a service agreement with ClearGov Inc. of Maynard, MA. This agreement to provide services to track operational, capital, and personnel budgeting will create a more efficient flow of budget and spending information. This subscription term for this agreement is a pro-rated annual term set to expire July 1, 2024 in the amount of \$25,783.33.

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

approve

disapprove

table

authorize

**the signing of a service agreement with ClearGov Inc. for a pro-rated annual term set to expire July 1, 2024 in the amount of \$25,783.33.**



## Houston County Board of Commissioners

*Accounting Department*

**Danyelle George, Director**

200 Carl Vinson Parkway

Warner Robins, GA 31093

Phone: 478-542-2015

# MEMORANDUM

**To:** Houston County Board of Commissioners

**From:** Danyelle George – Director of Finance

**Date:** 10/12/2023

**Re:** ClearGov Budget Software

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The Accounting Department recommends entering into an agreement with ClearGov, Inc for subscription services to track operational, capital, and personnel budgeting. This software will create a more efficient flow of budget and spending information between department heads and senior staff. This process eliminates labor and supply expenses for print and distribution of monthly green bar budget/actual reports. The subscription term outlined in this agreement is 1 pro-rated annual term for \$25,783.33, which will expire July 1, 2024.

A handwritten signature in blue ink, appearing to read "Danyelle George".

Danyelle George, CPA

Director of Finance

## **7. Service Agreement (Credit Card Processing) – Commissioner Robinson**

Chairman Perdue requests approval of an agreement with Government Window to provide credit card processing services in the Commissioner’s Office for Business Licensing. The MIS department as well as the County Attorney have reviewed the agreement and are satisfied with the terms.

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

approve

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table

authorize

**the signing of a service agreement, with Government Window of Kennesaw, Georgia, to provide card payment services for Business Licensing. The funds for this will be paid from the Commissioner’s Office Professional Services.**



Houston County Board of Commissioners  
200 Carl Vinson Parkway  
Warner Robins, Georgia 31088  
478-542-2115  
478-923-5697 (fax)

## Memorandum

**To:** Robbie Dunbar  
**From:** Jake Cox  
**Date:** October 6, 2023  
**Re:** Credit card processing capability for business licenses

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Mr. Dunbar –

Government Window, a company that handles credit card payments for governments, has prepared an agreement for the County's review. This action was taken in advance of securing their services to provide credit card payment capabilities in the Commissioners Office for business license payments and renewals. In the past, business owners were not able to pay their yearly license fees due to not having cash or checks with them, only a credit card.

County Attorney Tom Hall has read the service agreement emailed from Government Window and he found no issues with the contents of the agreement. MIS Director Gail O'Quinn has also been involved with this process with Government Window through her participation in webinar with one of their associates. Her questions were answered and she too has seen the service agreement and has no issues with it.

I am requesting that at the October 17<sup>th</sup> meeting, the Commissioners vote to enter into a contract with Government Window to provide credit card readers at the Commissioners Office to allow for business license holders to pay for their business license or business license renewal in the office.

## 8. Board of Elections (Poll Workers)– Commissioner Gottwals

The Board of Elections requests approval to hire poll workers for the upcoming November 7, 2023 General/Special Election.

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

approve

disapprove

table

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hiring the following poll workers for the November 7, 2023 election, and for Accounting to make any and all budget adjustments:

	AMOUNT	TOTAL
8 Managers (Precinct)	\$ 175.00	\$ 1,400.00
16 Assistant Managers (Precinct)	\$ 125.00	\$ 2,000.00
28 Clerks	\$ 115.00	\$ 3,220.00
6 Janitors	\$ 15.50	\$ 93.00
1 Janitors	\$ 25.00	\$ 25.00
132 BMD (Ballot Marking Device)	\$ 2.00	\$ 264.00
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
8 Supply pick-up / return supplies (Managers)	\$ 10.00	\$ 80.00
8 Cell Phones	\$ 10.00	\$ 80.00
2 Ballot Scan Clerks	\$ 100.00	\$ 200.00
1 Election Day Techs	\$ 250.00	\$ 250.00
TOTAL		\$ 8,287.00

# BOARD OF ELECTIONS

HOUSTON COUNTY GOVERNMENT BUILDING  
2030 KINGS CHAPEL ROAD  
POST OFFICE BOX 945  
PERRY, GA 31069

478-987-1973

FAX 478-988-0699

TO: Houston County Commissioners

FROM: Debra Presswood  
Registration/Election Supervisor

RE: Election Workers – November 7, 2023 General/Special Election

DATE: October 6, 2023

=====  
The Board of Elections requests hiring the following election workers for the November 7, 2023  
General / Special Election.

		AMOUNT	TOTAL
8	Managers (Precinct)	\$175.00	\$1,400.00
16	Assistant Managers (Precinct)	125.00	2,000.00
28	Clerks	115.00	3,220.00
6	Janitors	15.50	93.00
1	Janitors	25.00	25.00
132	BMD (Ballot Marking Device)	2.00	264.00
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
8	Supply pick-up / return supplies (Managers)	10.00	80.00
8	Cell Phones	10.00	80.00
2	Ballot Scan Clerks	100.00	200.00
1	Election Day Techs	250.00	250.00
	<b>TOTAL</b>		<b>\$8,287.00</b>



## 9. Personnel Request (Roads & Bridges) – Commissioner Gottwals

Roads and Bridges requests creating a Senior Crew Leader position and eliminating a Crew Leader position and Heavy Equipment Operator position. These changes to the Houston County Position Control Listing will create budget savings of \$60,000.

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

approve

disapprove

table

authorize

the following changes to the Houston County Position Control Listing:

### Eliminate

- Heavy Equipment Operator (Pos #323) – Grade 13
- Crew Supervisor (Pos # 327) – Grade 15

### Create

- Senior Crew Supervisor (Pos # 326) – Grade 18

And also, to authorize Accounting to make the necessary budget adjustments.



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## 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)

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To: County Commissioners  
From: Kenneth Carter, Director of Personnel  
Date: September 11, 2023  
Re: Roads and Brides Staffing

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Travis Mclendon is in need of a Senior Crew Supervisor to assist with the supervision of road maintenance and crews. To accomplish this, Travis is asking to eliminate one Heavy Equipment Operator position to reclassify one Crew Supervisor position to a Senior Crew Supervisor. I have reviewed similar positions at other counties and evaluated our internal structure and have graded the Senior Crew Supervisor position at a grade 18. By doing this there will be budget savings of over \$60,000.

For the position control this will be as follows:

### **Eliminate**

- Heavy Equipment Operator (Pos #323) – Grade 13
- Crew Supervisor (Pos # 327) – Grade 15

### **Create**

- Senior Crew Supervisor (Pos # 326) – Grade 18

Please consider this request to eliminate the one (1) Heavy Equipment Operator and one (1) Crew Supervisor to create one (1) Senior Crew Supervisor on the position control effective September 20, 2023.

## 10. Personnel Request (Landfill) – Commissioner Gottwals

The Landfill requests approval to hire Mr. Jatyvin Kelly to fill the vacant Equipment Operator position, at a Grade 10 Step C. Staff has reviewed his experience and concurs with the request.

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

approve

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authorize

**the hiring of Mr. Jatyvin Kelly, to fill the vacant Equipment Operator position at the Landfill, at a Grade 10 Step C with an effective date of October 18, 2023.**



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## 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)

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To: County Commissioners  
From: Kenneth Carter, Director of Personnel  
Date: October 2, 2023  
Re: Request to hire Jatyvin Kelley – Equipment Operator

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Terry Dietsch is requesting to hire Jatyvin Kelley for the vacant Equipment Operator position at the Landfill. Based on Mr. Kelley's experience, Mr. Dietsch would like to hire at grade 10 step C. I have reviewed the qualifications and experience and Mr. Kelley does meet the requirements for the C step.

Please consider this request to hire effective October 18, 2023.

# 11. Approval of Bills – Commissioner Gottwals

Summary of bills by fund:

General Fund (100)	\$849,236.14
Drug Abuse Treatmt. & Educ. (212)	\$9,528.50
Emergency 911 Telephone Fund (215)	\$22,796.60
American Rescue Plan Act (230)	\$49,889.47
Fire District Fund (270)	\$30,921.82
2006 SPLOST Fund (320)	\$0.00
2012 SPLOST Fund (320)	\$177,368.77
2018 SPLOST Fund (320)	\$162,354.45
Water Fund (505)	\$105,041.02
Solid Waste Fund (540)	\$643,020.57
<b>Total</b>	<b>\$ 2,050,157.34</b>

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

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disapprove

table

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the payment of the bills totaling \$2,050,157.34