

Houston County Commissioners Meeting

Warner Robins, Georgia | May 21, 2024 | 5:00 P.M.

Call to Order

Pledge of Allegiance – Commissioner Robinson

Invocation – Bobby Nix

First Baptist Perry Associate Pastor

Presentation – United Way

George McCanless, Amber Morris, Brandi Rozier

Approval of Minutes from May 7, 2024

New Business

- 1. Change Order (State Court & Sheriff's Office Remodel) – Commissioner Robinson**
- 2. Design Contract (Superior Court Judges' Chambers) – Commissioner Robinson**
- 3. Construction Manager at Risk Services (Superior Court Judges' Chambers) – Commissioner Robinson**
- 4. Employment Contracts (Court Reporters) – Commissioner Talton**
- 5. Funds Distribution (Development Authority) – Commissioner Talton**
- 6. Funds Distribution (Ambulance Reimbursement) – Commissioner Talton**
- 7. Personnel Request (Roads & Bridges) – Commissioner Gottwals**
- 8. Board Appointments – Commissioner Gottwals**
- 9. Personnel Matter – Commissioner Gottwals**
- 10. Grant Acceptance – Commissioner Byrd**
- 11. Addition to Water Purchase Agreement (City of Warner Robins) – Commissioner Byrd**
- 12. Approval of Bills – Commissioner Byrd**

Public Comments

Commissioner Comments

Motion for Adjournment

1. Change Order (State Court & Sheriff's Office Remodel) – Commissioner Robinson

This request is for approval of Change Order #3 on the State Court & Sheriff's Office Remodel. This change order is for the interior remodel of the Investigations Division of the Sheriff's Office which is outside the original project scope. Staff and SP Design Group Architects & Engineers Inc., the architect for the project, have reviewed and recommended approval.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the signing of Change Order #3 on the State Court & Sheriff's Office Remodel in the amount of \$125,121.21 bringing the total contract amount to \$6,422,577.10. This change order will be 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 *MP BJ*

Date: 5/10/2024

Re: Change order #3 for State Court and Sheriff's Office Remodel

Please consider approving the attached Change Order from **ICB Construction** for the State Court and Sheriff's Office Renovation. This Change Order includes interior remodel of the Investigations Division of the Sheriff's Office. Public Works and the architect for the project SP Design Group Architects & Engineers Inc., recommend this Change Order for \$125,121.21. The new total contract amount will be **\$6,422,577.10**.

2. Design Contract (Superior Court Judges' Chambers) – Commissioner Robinson

This request is to enter into a professional services agreement with SP Design Group for the architectural and engineering services for the Superior Court modifications project at the Houston County Courthouse.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the signing of an agreement with SP Design Group Architects & Engineers, Inc. of Macon, Georgia for the architectural and engineering services for the Superior Court modifications project in the amount of 6% of the cost of work and \$3,000 for a 3-D walk through. This agreement will be paid from the Public Buildings Professional Services budget.



Houston County Board of Commissioners

200 Carl Vinson Parkway
Warner Robins, GA 31088
Phone: (478) 542-2115
Fax: (478) 923-5697

Jordan Kelley
Project Coordinator

MEMORANDUM

To: Houston County Board of Commissioners

From: Jordan Kelley, Project Coordinator *J. Kelley*

Date: May 08, 2024

Re: Houston County Courthouse Modifications- Judges' Chambers

OK
[Signature]

Please consider entering into a professional services agreement with **SP Design Group** for the modifications to the judges' chambers in the Superior Court section of the Houston County Courthouse. The fees for this agreement are 6% of the cost of work and \$3,000 for a 3-D walk thru, per the attached proposal. This contract covers all architectural and engineering services to include: schematic design, design development, construction documents, procurement, and construction administration. This will be paid for out of Public Buildings professional services.

Thank you for your consideration of this request.

3. Construction Manager at Risk Services (Superior Court Judges' Chambers) – Commissioner Robinson

This request is for approval of the award of the Construction Manager at Risk for the Superior Court modifications project at the Houston County Courthouse.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the award of the Construction Manager at Risk for the Superior Court modifications project at the Houston County Courthouse.

4. Employment Contracts (Court Reporters) – Commissioner Talton

This request for approval is for three employee contract renewals. The current contracts expire on June 30, 2024. These contracts for Ms. Malone, Ms. Montgomery, and Ms. Nelson, were reviewed and approved by each judge and court reporter.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

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authorize

the signing of employment contracts with Ms. Joy Malone with an annual salary of \$69,500, Ms. Connie Montgomery with an annual salary of \$69,500, and Ms. Wendy Nelson with an annual salary of \$69,500. The contract terms for these will be July 1, 2024 through June 30, 2025.

5. Funds Distribution (Development Authority) – Commissioner Talton

This is a request to distribute \$2M of the General Fund Reserve Balance to the Development Authority of Houston County. These funds will be used to reduce the debt incurred from purchasing the Park Place Office Park.

Motion by _____, second by _____ and carried _____ to

approve

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table

authorize

the distribution of \$2,000,000 from General Fund Reserve Balance to the Development Authority of Houston County.

6. Funds Distribution (Ambulance Reimbursement) – Commissioner Talton

This request is to distribute \$327,031 to Houston Healthcare for reimbursement of funds spent on two new ambulances. One 2023 Chevrolet G3500 ambulance at \$163,129, and one 2023 Chevrolet G3500 ambulance at \$163,902.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the distribution of \$327,031 from 2018 SPLOST fund to Houston Healthcare for reimbursement of funds spent on two new ambulances.

7. Personnel Request (Roads & Bridges) – Commissioner Gottwals

This request is to fill the vacant Equipment Operator position in Roads & Bridges.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the hiring of Mr. Corey Selmon to fill the vacant Equipment Operator position in Roads & Bridges at Grade 10 Step C. Staff have reviewed his qualifications, and he has the experience to merit the step and grade. The effective date will be May 22, 2024.



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: May 10, 2024
Re: Request to hire – Equipment Operator

Travis Mclendon is requesting to hire Corey Selmon for the vacant Equipment Operator position in the Roads and Bridges Department. Based on Mr. Selmon's experience, Mr. Mclendon would like to hire at grade 10 step C. I have reviewed the qualifications and Mr. Selmon does exceed the requirements for the C step.

Please consider this request to hire effective May 22, 2024.

8. Board Appointments – Commissioner Gottwals

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the following Board appointments:

Library Board:

Jessica Perdue	07/01/2024 – 06/30/28
Jean Jones	07/01/2024 – 06/30/28
George Nunn	07/01/2024 – 06/30/28

Middle Flint Behavioral Healthcare Community Service Board:

Stacy Bright	05/21/2024 – 09/14/2025
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(Unexpired Term of Sean Whilden)

Department of Family and Children Services Board:

Mikki Quinones	07/01/2024 – 06/30/29
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Region V EMS Board:

Christopher Stoner	07/01/2024 – 06/30/27
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Mental Health Developmental Disabilities & Addictive Diseases Advisory Council, Region 6

Department of Behavioral Health and Developmental Disabilities Advisory Committee:

Stacey Bright	07/01/2024 – 12/31/2026
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9. Personnel Matter – Commissioner Gottwals

This is a request for an additional day off on July 5, 2024 in conjunction with the regularly observed July 4th holiday.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

Friday, July 5, 2024 as a paid day off for Houston County employees. Shift workers scheduled to work those days will be given an additional day off at a later date with their department head's approval.

10. Grant Acceptance – Commissioner Byrd

On Tuesday, May 7, 2024, the board approved the HMGP 4579-0009 Grant for generators at 4 well locations. Later that afternoon, GEMA/HS contacted us about a clerical error on the initial award notification. Commissioners approved the County’s total share of the project to be \$117,007.00 at the previous meeting. Based on the updated award notification, the County’s total share of the project would be \$133,399.00. This request is for approval of the increase in the County’s total share.

Motion by _____, second by _____ and carried _____ to

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authorize

the \$16,392 increase in the County’s total share of the HMGP 4579-0009 grant bringing the total to \$133,399. The County’s portion will be funded by Water Capital Funds.

Memo



To: Robbie Dunbar, Director of Administration
From: Christopher Stoner, Chief *CRS*
cc: Brian Jones, Director of Operations
Date: May 9, 2024
Re: HMGP 4579-0009 – Corrected (Water Department Generators)

On Tuesday, May 7, 2024, the board approved the HMGP 4579-0009 Grant for generators at 4 well locations. Unfortunately, I received an updated award notification from GEMA/HS later that afternoon advising they made a clerical error on the initial award notification. Below are the corrected cost share numbers as detailed in the corrected award letter.

The total approved cost in the grant is \$409,800.00 with a federal share of \$368,820.00 and a local share of \$40,980.00.

The change in cost shares is due to Houston County not being “declared” for the 4579 Disaster Declaration. We are still eligible for the federal mitigation funds, however without the declaration we are not eligible for state funds in the cost share.

Commissioners approved the County’s total share of the project to be \$117,007.00 at the previous meeting. Based on the updated award notification the County’s total share of the project would be \$133,399.00.

The budget line for the County’s share will be 505-4400-11.7500.

I would ask the updated/corrected grant agreement for the HMGP 4579-0009 be added to the next Commissioners agenda and reviewed for approval.

Thank you for your time, consideration, and support of this request.

11. Addition to Water Purchase Agreement (City of Warner Robins) – Commissioner Byrd

The City of Warner Robins is requesting an addition to the Water Purchase Agreement between the Houston County Board of Commissioners and the City of Warner Robins. This request for an 8-inch master meter was reviewed by the Water Department, and the County consultant, to verify flow and pressure in the development.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the addition of property located at 122 Hunt Road, to serve O'Brien Farms Subdivision Phase 2, to the Water Purchase Agreement between the Houston County Board of Commissioners and The City of Warner Robins with the following stipulations:

- **That the developer posts a bond covering 125% of construction cost for work performed on the Houston Water System.**
- **Adherence of the rate structure approved by the Houston County Board of Commissioners on November 19, 2019.**
- **The issuance of a utility permit to the City of Warner Robins based on all conditions being met according to "Houston County Utility Accommodations".**

12. Approval of Bills – Commissioner Byrd

Summary of bills by fund:

General Fund (100)	\$661,965.03
Drug Abuse Treatment & Education (212)	\$12,007.19
Emergency 911 Telephone Fund (215)	\$2,109.82
American Rescue Plan Act (230)	\$194,037.22
Fire District Fund (270)	\$2,427.29
2006 SPLOST Fund (320)	\$42,687.92
2012 SPLOST Fund (320)	\$7,437.56
2018 SPLOST Fund (320)	\$677,874.26
Water Fund (505)	\$300,193.90
Solid Waste Fund (540)	\$720,005.90
Total	\$ 2,620,746.09

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the payment of the bills totaling \$ 2,620,746.09