

Houston County Commissioners Meeting

Warner Robins, Georgia | December 17, 2024 | 5:00 P.M.

Call to Order

Pledge of Allegiance – Commissioner Byrd

Invocation – County Attorney Tom Hall

Recognition – Fire Chief/EMA Director Chris Stoner

Approval of Minutes from the December 3, 2024 meeting.

New Business

1. **Board Appointments – Commissioner Talton**
2. **Bid Approval (Wilson Drive /Elberta Road Widening Phase 1) – Commissioner Talton**
3. **Bid Approval (2 new 2025 Rescue Trucks) – Commissioner Talton**
4. **Vehicle Requests – Commissioner Talton**
5. **Fuel Bids – Commissioner Talton**
6. **Change Order (Phase 6, Stage 1C and 2A Cell Construction) – Commissioner Robinson**
7. **Change Orders (Catalis Professional Services)- Commissioner Robinson**
8. **Grant Approval (VOCA Grant C23-8-249) – Commissioner Robinson**
9. **Approval of a Quote – Commissioner Robinson**
10. **Abandonment of Easement (120 Sparrow ST) – Commissioner Byrd**
11. **Memorandum of Understanding (Storm Drainage Department) – Commissioner Byrd**
12. **Budget Adjustments – Commissioner Byrd**
13. **ARPA Budget Adjustments – Commissioner Byrd**
14. **Amendment to Water Purchase Agreement (Warner Robins) – Commissioner Byrd**
15. **Change Order (Superior Court Renovations) – Commissioner Byrd**
16. **Officials Salaries – Commissioner Gottwals**
17. **Personnel Requests – Commissioner Gottwals**
18. **Employee Contract (Court Reporter) – Commissioner Gottwals**
19. **Appointment of Vice Chair – Commissioner Gottwals**
20. **Approval of Bills – Commissioner Gottwals**

Public Comments

Commissioner Comments

Motion for Adjournment

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

BRIAN P. KEMP
GOVERNOR



JAMES C. STALLINGS
DIRECTOR

November 21, 2024

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

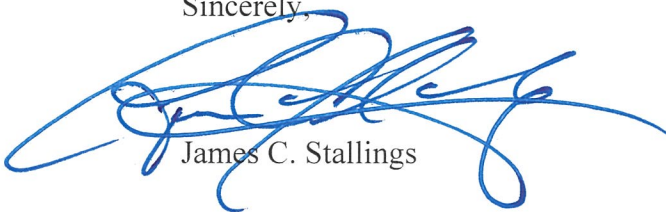
Dear Commissioner Perdue,

I am writing to express my deepest gratitude for the exemplary leadership and commitment demonstrated by Fire Chief Chris Stoner during the activation and response to Hurricane Helene. His dedication, professionalism, and proactive efforts were invaluable in ensuring the safety and well-being of the State during a time of significant challenge.

Chief Stoner's assistance to Wheeler County was vital for the response and recovery of the county. His leadership was instrumental in minimizing the storm's impact on their residents and infrastructure.

Please convey my heartfelt appreciation to Chief Stoner for his outstanding contributions. The positive impact of their work reflects not only on them but also on the support of the Board of Commissioners. You should take great pride in having such an exceptional leader serving your community.

Sincerely,



James C. Stallings

/al

1. Board Appointments – Commissioner Talton

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

The reappointment of the following to the Tax Assessors Board for a term of January 1, 2025, through December 31, 2027:

Mr. Stephen Thublin

Ms. Joyce Herndon

and also to acknowledge the appointment of Ms. Susan Lemme to the Board of Elections by the Democratic Party of Houston County for a four-year term from January 1, 2025, to December 31, 2028.

2. Bid Approval (Wilson Drive /Elberta Road Widening Phase 1) – Commissioner Talton

This request is for bid approval on the Wilson Drive/Elberta Road Widening project.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

acceptance of the low bid of \$4,534,588.90 from McLeRoy, Inc. of Zebulon Georgia, for the Wilson Drive/Elberta Road Widening Phase 1 project. The relocation of the water main will be paid for by the City of Centerville directly in the amount of \$455,420.50. This project is funded by 2018 SPLOST.



Houston County Public Works

Office

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

Brian Jones, PE
Director of Operations

Terry Dietsch
Director of Utilities

Nancy Lancaster
Office Manager

Michael Phillips
Facilities Superintendent

Ronnie Heald, PLS
County Engineer

Travis McLendon
Roads Superintendent

Christopher Stoner
Fire Chief / EMA Director

To: Houston County Board of Commissioners

From: Ronnie Heald, County Engineer

Handwritten signature of Ronnie Heald in blue ink.

Date: Monday, December 2, 2024

RE: Bid Recommendation for Wilson Drive/ Elberta Road Widening Phase 1
(CW18-02, Bid # 25-02)

Please consider this request to accept the bid for the above referenced project. Four bids were received on Thursday, November 21, 2024. Listed below is a summary of the bids:

<u>Bidder</u>	<u>Amount of Bid</u>
McLeRoy, Inc.	\$4,534,588.90
McCoy Grading, Inc.	\$4,994,618.63
C. W. Matthews Contracting Company	\$5,416,243.74
Reeves Construction Company	\$5,924,874.18

Based on evaluation scores, the Engineering Department recommends the selection of **McLeRoy, Inc.** to perform the construction at the bid price of **\$4,534,588.90**. The water mains belong to the City of Centerville. Centerville will pay the contractor directly for the work. The amount for the water main relocation is \$455,420.50. This project is being funded by the 2018 SPLOST.

3. Bid Approval (2 new 2025 Rescue Trucks) – Commissioner Talton

This request is for bid approval on two new rescue trucks for the Fire Department. These trucks will replace two 2001 units with F-350 chassis. The new trucks will have an F-550 chassis, which will be better suited to support the equipment and operations of the rescue trucks.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the bid from NAFECO of Decatur, AL, at a bid price of \$1,008,032.00 for both units, and the purchase of additional equipment totaling \$112,829.04 needed to complete the trucks. The estimated delivery date is February 2026. The total cost of \$1,120,861.04 will be paid for by ARPA and SPLOST 2018 funding.



**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: December 10, 2024
SUBJECT: Purchase of Two (2) New 2025 Rescue Trucks

The Purchasing Department solicited pricing for Two (2) New 2025 Rescue Trucks in December 2024 for use by the Fire Department. The trucks will be used to replace two 2001 units with F-350 chassis versus the new F-550 chassis, which will be better suited for all the necessary equipment carried.

The Purchasing Department recommends that the Houston County Board of Commissioners purchase the trucks from NAFECO of Decatur, AL, who provided a bid price of \$1,008,032.00 for both units, and the earliest delivery date. Additional equipment totaling \$112,829.04 will be needed to complete the trucks. The total cost of \$1,120,861.04 will be paid for by ARPA and SPLOST 2018 funding and will be charged to 320-3500-54.2200.

Vendor / Manufacturer	Total Bid Price	Estimated Delivery Date
NAFECO / Rosenbauer	\$1,008,032 ***	February 2026
Fire Line / E-One	\$1,022,730	June 2027
Ten-8 / Skeeter	\$1,180,288	September 2026

4. Vehicle Requests – Commissioner Talton

The Purchasing Department solicited bids for four vehicles: two Sheriff's Office Interceptors and two trucks for the Water Department. This request is to approve the low bids.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the award of the bids on the following vehicles:

Vehicle	Seller	Amount	Funding Source
1 New ½ Ton Crew Cab Truck	Phil Brannen Ford of Perry	\$41,808	Water Capital Funds
1 New ½ Ton Extended Cab	Phil Brannen Ford of Perry	\$39,042	Water Capital Funds
2 In-stock 2025 Ford Police Interceptors	Phil Brannen Ford of Perry	\$46,289 Each	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: December 9, 2024
SUBJECT: Purchase of Two (2) New 2025 Ford Police Interceptors 3.0L EcoBoost

The Purchasing Department solicited prices for Two (2) new in-stock 2025 Ford Police Interceptors 3.0L Ecoboost in December 2024 for use by the Patrol Division. The vehicles will be used to replace two units that were totaled in accidents.

The Purchasing Department recommends that the Houston County Board of Commissioners purchase the vehicles from Phil Brannen Ford of Perry, GA, who provided a bid price of \$46,289.00. The cost of the vehicles are SPLOST 2018 funded and will be charged to 320-3300-54.2200.

Company

Bid Amount

Phil Brannen Ford	\$46,289.00 stock
Hardy Family Ford	\$48,860.00 only 1 in stock (state contract pricing)
Woody Folsom Ford	No bid/No stock



HOUSTON COUNTY BOARD OF COMMISSIONERS

VANESSA ZIMMERMAN
DIRECTOR OF PURCHASING

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

MEMORANDUM

TO: Houston County Board of Commissioners
FROM: Vanessa Zimmerman
CC: Robbie Dunbar
DATE: December 6, 2024
SUBJECT: Trucks for the Water Department

The Purchasing Department solicited bids for One (1) New Half Ton Crew Cab Truck and One (1) New Half Ton Extended Cab Truck for use by the Water Department. It is recommended that the Houston County Board of Commissioners purchase both from Phil Brannen Ford of Perry. The cost of \$80,850.00 will be charged to the 505-11.7500. These trucks are to replace Maint# 3803 a 2019 Ram 1500 Quad Cab with over 105,000 miles and a blown engine, and Maint# 3871 a 2012 Ford F150 with over 216,000 miles.

Crew Cab:

Company	Cost
Phil Brannen Ford of Perry	\$41,808.00
Woody Folsom Automotive, Inc. (Ford)	\$42,750.00
Woody Folsom Automotive, Inc. (GMC)	\$44,572.00
Woody Folsom Automotive, Inc. (Chevrolet)	\$46,625.00

Extended Cab:

Company	Cost
Phil Brannen Ford of Perry	\$39,042.00
Woody Folsom Automotive, Inc. (Ford)	\$40,750.00

5. Fuel Bids – Commissioner Talton

The Purchasing Department solicited bids for the gasoline and diesel fuel required for January 1, 2025, through December 31, 2025. Prices are quoted based on a cents-per-gallon markup on the State of Georgia OPIS average daily price quote and includes freight charges. Prices do not include GUST and applicable taxes.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the award of the fuel contract to Petroleum Traders Corp. of Ft Wayne, Indiana for the following prices:

E10 Unl Plus 89 Octane: -\$0.1141

Diesel – Ultra Low Sulfur: -\$0.0449

Average: -\$0.07950



**HOUSTON COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT**

200 CARL VINSON PKWY • WARNER ROBINS, GEORGIA 31088
(478) 236-1700

**VANESSA A.
ZIMMERMAN**
DIRECTOR OF PURCHASING

Memorandum

To: Houston County Board of Commissioners
 From: Vanessa A. Zimmerman, Director of Purchasing
 cc: Robbie Dunbar, Director of Administration
 Date: December 09, 2024
 Re: Unleaded Plus Gasoline (10% Ethanol) / Diesel Fuel Bid Recap

Bids were solicited for gasoline and diesel fuel requirements covering the period beginning January 1, 2025, and continuing through December 31, 2025. Eight (8) bids were received and recapped as follows:

Bidders	E10 Unl Plus 89 Octane	Diesel – Ultra Low Sulfur	<u>Average</u>
<i>James River, Ashland, VA (LATE 3:10pm 12/5/24)</i>	<i>-0.1090</i>	<i>-0.1090</i>	<i>-0.1090</i>
Petroleum Traders Corp, Ft Wayne, IN	-0.1141	-0.0449	-0.07950
Indigo Energy Partners, Gainesville, GA	-0.1067	-0.0407	-0.07370
Sunoco, LLC, Dallas, TX	-0.0900	-0.0334	-0.06170
Campbell Oil, Elizabethtown, NC	-0.1103	-0.0106	-0.06045
Mansfield Oil, Gainesville, GA	-0.0942	-0.0264	-0.06030
Global Partners, Waltham, MA	-0.1141	0.0169	-0.04860
<i>Walthall Oil, Macon, GA (LATE pm 12/6/24)</i>	<i>-0.0550</i>	<i>-0.0175</i>	<i>-0.0363</i>
<i>World Fuel Services, Doral, FL (no to Opt 1)</i>	<i>-0.0637</i>	<i>0.0105</i>	<i>-0.02660</i>

Prices are quoted based on a cents-per-gallon mark-up on the State of Georgia OPIS average daily price quote and include freight charges. Prices do not include GUST and applicable taxes. **Petroleum Traders Corp. Ft Wayne, IN** is Low Average Bid on both fuels.

Request approval to award contract to **Petroleum Traders Corp. Ft Wayne, IN** for the period indicated.

6. Change Order (Phase 6, Stage 1C and 2A Cell Construction) – Commissioner Robinson

This request is to approve the final adjusting change order for Phase 6, Stages 1C and 2A Cell Construction Project. This increase is due to additional work, including a liner repair, C&D ditch construction, locating Phase II liner edge, storm drain bedding in the void area, and repair of the Outfall 6 trench.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

Change Order #1 from CBP Environmental, Inc. of Statham, Georgia, for Phase 6, Stages 1C and 2A Cell Construction, totaling \$238.62, bringing the contract total to \$6,210,836.10.



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

Terry Dietsch
Director of Utilities

Nancy Lancaster
Office Manager

Michael Phillips
Facilities Superintendent

Ronnie Heald, PLS
County Engineer

Travis McLendon
Roads Superintendent

Christopher Stoner
Fire Chief / EMA Director

To: Houston County Board of Commissioners

From: Terry Dietsch, Utilities Director *TJD BJ*

Date: December 9, 2024

Re: Final Adjusting Change Order – Phase 6, Stage 1C and 2A Cell Construction

Please consider this final adjusting Change Order No. 1 for the Phase 6, Stage 1C and 2A Cell Construction. **The increase in the contract price of \$238.62** is an increase in the unit cost of quantities installed for additional work performed to include a liner repair, C&D ditch construction, locating Phase II liner edge, storm drain bedding in the void area and repair of Outfall 6 trench. The final adjusting Change Order No.1 represents an increase to the contract amount from \$6,210,597.48 to **\$6,210,836.10**. Thank you for your consideration.

7. Change Orders (Catalis Professional Services)- Commissioner Robinson

This request for approval is for four change orders for the Catalis (Benchmark) Court System.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the following Catalis (Benchmark) Professional Services Change Orders:

- **Catalis will add a software fix to not create duplicate parties on a case – No Charge**
- **Catalis will add a software fix to merge duplicate Officer parties – No Charge**
- **Catalis will add software that will allow attorneys to view dockets that are hidden from the web if they are a party on the case - \$14,000 Charge**
- **Catalis will add software that removes items from the E-Filing proposed order screen that are not needed for the Houston E-Filing project. This will streamline the E-Filing of proposed orders for attorneys. - \$10,500 Charge**



Houston County Board of Commissioners

MIS Department
200 Carl Vinson Parkway
Warner Robins, GA 31088

Memorandum

To: Houston County Board of Commissioners
From: Gail O'Quinn – Director of MIS *Gail O'Quinn*
Date: 12/11/2024
Re: Catalis (Benchmark) Change Orders

There are four change orders for our Benchmark Court System. Two of the change orders are no charge.

- Catalis will add a software fix to not create duplicate parties on a case.
- Catalis will add a software fix to merge duplicate Officer parties

Judge Katherine Lumsden requests the two change orders that have a cost associated with them as they are both vital for the Houston E-Filing project.

- This will allow Attorneys to view dockets that are hidden from the web if they are a party on the case.
The cost for this software change is \$14,000.00
- Remove items from the E-Filing proposed order screen that are not needed for the Houston E-Filing project. This will streamline the E-Filing of proposed orders for attorneys.
The cost for this software change is 10,500.00

8. Grant Approval (VOCA Grant C23-8-249) – Commissioner Robinson

This request from the District Attorney's Office is for approval of a grant that supports direct victim services to crime victims.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

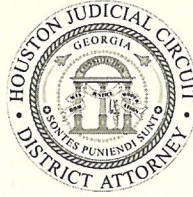
acceptance of the 2025 VOCA Grant C23-8-249 for \$66,830 for the District Attorney's Office from the Prosecuting Attorney's Council of Georgia. The required matching funds for this grant have been waived.

Eric Z. Edwards
Chief Asst. District Attorney

Greg W. Winters
Deputy Chief Assistant DA

Bobby Brantley
Chief Investigator

OFFICE OF THE DISTRICT ATTORNEY
WILLIAM KENDALL, DISTRICT ATTORNEY
HOUSTON JUDICIAL CIRCUIT



Tom Daly
Investigator

Jeff Kujawa
Investigator

Brittany Greene
Investigator

December 5, 2024

Dawn Ramirez
Houston County Board of Commissioners
201 Carl Vinson Parkway
Warner Robins, GA 31088

MEMORANDUM:

Please place on the Agenda for the next Commissioner's Meeting a request to accept the 2025 VOCA Grant C23-8-249 for the District Attorney's Office in the amount of \$66,830.00 from the Prosecuting Attorney's Council of Georgia. This grant supports direct victim services to crime victims. The required matching funds have been waived.

Thank you.

Sincerely,

William M. Kendall
District Attorney

Felony Division
201 N. Perry Parkway
Perry, Georgia 31069
Office 478.218.4810 Fax 478.218.4815

Juvenile Division
206 Carl Vinson Parkway
Warner Robins, Georgia 31088
Office 478.542.2065 Fax 478.542.2137

E-mail: wkendall@houstonda.org

9. Approval of a Quote – Commissioner Robinson

This request is for approval of a quote to add access controls at the Juvenile Justice Complex. .

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the \$70,514.88 quote from BTV Systems of Macon, Georgia. This will place the Juvenile Complex on the same system as the rest of the county's facilities with access control. This project 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*

Date: 12/2/2024

Re: Access Control for Juvenile Justice Complex

Please consider this memo for adding access controls at the Juvenile Justice Complex. The staff has requested this be installed due to the security risk with the current set up. This will place this complex on the same system as the rest of the County's facilities that we have put access control on. Public Works Staff recommend giving the job to BTV Systems of Macon, Ga. for the price of \$70,514.88, this will be paid out of 2018 Splost.

10. Abandonment of Easement (120 Sparrow ST) – Commissioner Byrd

On behalf of the property owners, Leigh Kersey, doing business as Kersey Home Builders LLC, submitted an Abandonment of County Easement/Right-of-Way Request Form requesting the abandonment of any and all interest that Houston County may have in a portion of an existing 20' drainage easement that traverses the property located at 120 Sparrow Street, Perry, Georgia 31069. The purpose of the abandonment request is to relocate the drainage easement on the property and make it possible for a residential home to be built.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the signing of the Resolution Abandoning County Interest in Drainage Easement, approving the application submitted by Leigh Kersey, doing business as Kersey Home Builders LLC, for the abandonment of any and all interest Houston County may have in a portion of a 20' drainage easement that traverses the property located at 120 Sparrow Street, Perry, Georgia 31069. The approval and signing of said Resolution will further authorize Chairman Perdue to sign a quit claim deed conveying any and all interest Houston County may have in a portion of the existing drainage easement to the property owner. The approval of this application will be pending the recording of the plat of survey that designates the portion to be abandoned and the relocation of the drainage easement.

This abandonment is made pursuant to the understanding that the drainage easement was rerouted, designed, and installed by a private engineer group and any future issues that may arise from the rerouting of the drainage easement will not be remedied by the County and the County will not be held liable for such issues.

**RESOLUTION ABANDONING
COUNTY INTEREST IN
DRAINAGE EASEMENT
120 SPARROW STREET**

WHEREAS, Leigh Kersey doing business as Kersey Home Builders LLC, hereinafter referred to as “Applicant”, submitted an Abandonment of County Easement/Right-of-Way Request Form on behalf of the property owners of the property located at 120 Sparrow Street, Perry, Georgia, 31069, hereinafter referred to as the “Property”; and

WHEREAS, the Applicant is requesting the abandonment of any and all interest the County may have in a portion of an existing 20' drainage easement traversing the Property. The portion of the 20' drainage easement is designated as “Existing 20' DE - To Be Relocated” on a plan prepared by Chad Russell Bryant November 12, 2024. Said plan is attached hereto as Exhibit “A”; and

WHEREAS, it is agreed that the drainage easement will be relocated and remain on the Property. The relocated drainage easement will follow the proposed relocated 20' drainage easement designated as “PR 20' DE/UE” on the plan attached hereto as Exhibit “A”; and

WHEREAS, the following departments of Houston County have reviewed and approved the requests submitted by the Applicant: Inspections/P&Z, Environmental Health, Engineering, Roads & Bridges, Water, Fire/E911, and County Attorney. Some departments have made specific comments regarding this request, a copy of the comments is attached hereto as Exhibit “B”; and

WHEREAS, the Houston County Board of Commissioners have the authority to abandon any and all interest that Houston County may have in the portion of the drainage easement.

NOW, THEREFORE, BE IT RESOLVED by the Houston County Board of Commissioners that any and all interest Houston County may have in the portion of the 20' drainage easement that traverses the Property located at 120 Sparrow Street, Perry, Georgia, 31069, and being designated as “Existing 20' DE - To Be Relocated” on a plan prepared by Chad

Russell Bryant November 12, 2024, and attached hereto as Exhibit “A”, is hereby abandoned by the Houston County Board of Commissioners by and through a Quit Claim Deed conveying any and all interest Houston County may have in the portion of the existing 20' drainage easement to be abandoned and relocated.

NOW, THEREFORE, BE IT FUTHER RESOLVED that the existing portion of the drainage easement to be abandoned will be relocated to follow the proposed relocated 20' drainage easement designated as “PR 20' DE/UE” on the plan attached hereto as Exhibit “A”. The Quit Claim Deed will be signed and recorded pursuant to the signing of this resolution and the recording of a plat of survey reflecting the plan attached hereto as Exhibit “A”.

This 17th day of December, 2024.

HOUSTON COUNTY BOARD OF
COMMISSIONERS

Chairman Dan Perdue

Commissioner Mark Byrd

Commissioner Shane Gottwals

Commissioner Gail Robinson

Commissioner Tal Talton

Attest:

Robbie Dunbar
Director of Administration

11. Memorandum of Understanding (Storm Drainage Department) – Commissioner Byrd

This request is for approval of a memorandum of understanding between the Board of Commissioners and the Houston County Storm Drainage Department.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the signing of a memorandum of understanding obligating \$150,350.36 of ARPA funds to the Houston County Storm Drainage Department for the repair or replacement of damaged stormwater pipes ensuring proper water flow and helping to mitigate flooding within Houston County's stormwater infrastructure system.

12. Budget Adjustments – Commissioner Byrd

The fiscal year 2024 audit process is nearing completion, and it is essential to ensure that all budget adjustments are finalized promptly to meet statutory requirements and maintain the County’s financial integrity. This request is to delegate authority to approve the final audit budget adjustments for FY24.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

temporarily delegating authority to approve the final audit budget adjustment for FY24 to Chairman Perdue, Director of Administration Robbie Dunbar, and Director of Finance Danyelle George, to be ratified by the Commissioners at the first meeting in January 2025.



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: 12/17/2024

Re: FY2024 Final Budget Audit Adjustments

The fiscal year 2024 audit process is nearing completion, and it is essential to ensure that all budget adjustments are finalized promptly to meet statutory requirements and maintain the County's financial integrity.

In lieu of a special called meeting and to streamline this process and maintain efficiency, Accounting is recommending that the Board of Commissioners delegate authority to the Executive Team (Chairman, Director of Administration, or Director of Finance) to approve the final audit budget adjustments for FY 2024 and have the board ratify those adjustments at the 1st meeting in January 2025. This delegation of authority will enhance efficiency and support compliance with financial reporting deadlines.

We respectfully request that the Board of Commissioners adopt this recommendation to ensure a smooth and effective conclusion to the fiscal year 2024 audit process.

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

Danyelle George, CPA

Director of Finance

13. ARPA Budget Adjustments – Commissioner Byrd

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the following adjustments to the ARPA Budget:

Standard Allowance	Health Dept Addition	6,195,341.68
	Airport T-Hangars	1,000,000.00
	Public Safety (LPR) Cameras	945,200.00
	State Court Addition (FFE)	315,651.80
	State Court Parking Lot Addition	344,437.55
	911 Water Damage Remediation/Remodel	361,157.07
	Non-Profit Org Revenue Support	105,000.00
	Fire Department Rescue Trucks	733,211.90
	Subtotal	10,000,000.00
State Fiscal Recovery Projects	Ph II Gilbert Rd W/L Ext	916,768.40
	Ph III Sewell Rd W/L Ext	1,071,760.40
	Hwy 341 & Graham Rd W/L Ext	1,533,326.00
	Scott Rd & Scott Rd Ext W/L Ext	576,585.80
	W/S Impr to Serve Cemex	2,076,756.89
Subtotal	6,175,197.49	
Major Category	Bear Branch Remote Well	2,208,027.50
	Bear Branch Remote Well Piping	267,914.00
	Dunbar Rd Well Site/Facilities	2,437,578.71
	Middle Flint Mental Health	200,000.00
	Bonaire Elevated Tank	6,721,293.42
	Houston Healthcare - EMS	2,000,000.00
	Woodfield Drainage Improv PH2	646,952.00
	Davidson Road Paving	1,093,245.31
	LMIG Resurfacing Project- Houston Lake	937,549.31
	ARPA Paving	1,378,698.90
	Stormwater Projects	150,350.36
Subtotal	18,041,609.51	
Total	34,216,807.00	

This request is the final adjustment and reflects contract amounts, accepted bids, or obligated amounts.



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
 Date: December 09, 2024
 Re: American Rescue Plan Act (ARPA) Budget Adjustments

This request is for the following adjustments to the ARPA budget.

ARPA Budget			
	Project Code	Name	Current Budget
Standard Allowance	SA1	Health Dept Addition	6,195,341.68
	SA2	Airport T-Hangars	1,000,000.00
	SA3	Public Safety (LPR) Cameras	945,200.00
	SA4	State Court Addition (FFE)	315,651.80
	SA5	State Court Parking Lot Addition	344,437.55
	SA6	911 Water Damage Remdiation/Remodel	361,157.07
	SA7	Non-Profit Org Revenue Support	105,000.00
	SA8	Fire Department Rescue Trucks	733,211.90
			Subtotal
State Fiscal Recovery 50% Match By State	SFR1	Ph II Gilbert Rd W/L Ext	916,768.40
	SFR2	Ph III Sewell Rd W/L Ext	1,071,760.40
	SFR3	Hwy 341 & Graham Rd W/L Ext	1,533,326.00
	SFR4	Scott Rd & Scott Rd Ext W/L Ext	576,585.80
	SFR5	W/S Impr to Serve Cemex	2,076,756.89
		Subtotal	6,175,197.49
Major Category	WMC6	Bear Branch Remote Well	2,208,027.50
	WMC7	Bear Branch Remote Well Piping	267,914.00
	WMC8	Dunbar Rd Well Site/Facilities	2,437,578.71
	9MC9	Middle Flint Mental Health	200,000.00
	10MC	Bonaire Elevated Tank	6,721,293.42
	11MC	Houston Healthcare - EMS	2,000,000.00
	12MC	Woodfield Drainage Improv PH2	646,952.00
	13MC	Davidson Road Paving	1,093,245.31
	14MC	LMIG Resurfacing Project- Houston Lake	937,549.31
	15MC	ARPA Paving	1,378,698.90
	16MC	Stormwater Projects	150,350.36
		Subtotal	18,041,609.51
		Total	34,216,807.00

This request is the final adjustment and reflects contract amounts, accepted bids, or obligated amounts.

Thank you for your consideration of this request.

14. Amendment to Water Purchase Agreement (Warner Robins) – Commissioner Byrd

This request from the City of Warner Robins is to add to the Water Purchase Agreement between Houston County and the City of Warner Robins. The Water Department and their consultants reviewed the requests to verify flow and pressure requirements.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

an amendment to the Water Purchase Agreement between Houston County and the City of Warner Robins to add the following:

Residence Inn – 450 Houston Lake Road – 6-inch master Meter

This addition is contingent upon the following:

- That the developer posts a bond covering 125% of the construction cost for work performed on the Houston Water System.**
- Adherence to the rate structure approved by the Houston County Board of Commissioners on November 19, 2019.**



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

Terry Dietsch
Director of Utilities

Nancy Lancaster
Office Manager

Michael Phillips
Facilities Superintendent

Ronnie Heald, PLS
County Engineer

Travis McLendon
Roads Superintendent

Christopher Stoner
Fire Chief / EMA Director

To: Houston County Board of Commissioners

From: Terry Dietsch, Utilities Director *TAD BJ*

Date: December 2, 2024

Re: Water Purchase Request – City of Warner Robins

Please consider listed below a water purchase request from the City of Warner Robins to serve a development under our city/county water purchase agreement.

1. Residence Inn – 450 Houston Lake Road 6-Inch Master Meter

This development was reviewed by the Water Department and our consultants to verify flow and pressure. There is an adequate water supply to meet the needs of this development. This request is contingent upon the developer posting a bond of 125 percent of the construction cost for work performed on the Houston County Water System. *In keeping with the Water Use Agreement between the Houston County Board of Commissioners and the City of Warner Robins please consider approval.*

15. Change Order (Superior Courthouse Modifications) – Commissioner Byrd

This request is for approval of a change order for the Superior Courthouse Modifications Project.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

signing Change Order #1 for the Houston County Superior Courthouse Modifications for \$425,279, bringing the total contract amount to \$937,530. This change order is for the increase in the scope of work, including new flooring and painting of Courtrooms, District Attorney's Office, and Judges' Chambers. Law Library funds will fund this change order the Law Library funds in the amount of \$250,000 and reserve funds in the amount of \$175,279.



Houston County Public Works

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

MEMORANDUM

To: Houston County Board of Commissioners

From: Brian Jones, Director of Operations

Date: Wednesday, December 11, 2024

CC: Michael Phillips, Facilities Superintendent

RE: Superior Court Modifications Contract – Parrish Construction Group

Please find attached Change Order No. 1 for the **Houston County Superior Court Modifications** contract with **Parrish Construction Group**. The change order is for increasing the scope of work that includes new flooring and painting for: Courtrooms, the District Attorney's office, Judges' chambers, and selected corridors. This change order will increase the contract amount by **\$425,279.00** from its current amount of \$512,251.00 to **\$937,530.00**. This change order will be funded from Law Library funds (\$250,000) and reserve funds (\$175,279).

Thank you for your consideration of this request.

16. Officials’ Salaries – Commissioner Gottwals

This request is to establish newly elected officials’ salary and supplements, and to adjust current elected officials’ salaries as mandated by the State.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

establishing and adjusting the following elected officials’ salaries according to state mandate effective January 1, 2025:

Official	Recommended	Current	Mandated	Adjustment	Reason
Judge Sammons		\$134,667.69	\$128,567.99	\$137,667.69	State COLA
Judge Turner		\$16,947.87	\$18,075.60	\$18,075.60	Mandate
Judge Campbell		\$16,515.35	\$17,625.78	\$17,625.78	Mandate
Mark Kushinka		\$147,556.92	\$133,982.52	\$152,556.92	State COLA
Commissioner Robinson		\$22,388.16		\$22,943.69	Longevity & State COLA
Commissioner Byrd		\$20,200.00		\$21,290.00	Longevity & State COLA
Commissioner Talton		\$19,000.00		\$19,760.00	State COLA
Commissioner Gottwals		\$19,000.00		\$19,760.00	State COLA
Sheriff	\$144,643.20				Newly Elected
Superior Court Clerk	\$109,907.20				Newly Elected
District Attorney	\$15,000.00				Newly Elected
Solicitor	\$133,702.40				Appointment
Superior Court Judge	\$50,000.00				Newly Elected



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: December 5, 2024
Re: Commissioner Salaries

Local legislation sets the salary and longevity increases for all commissioners. Additionally, the state legislature will approve a cost-of-living increase for all elected officials to include the commissioners. Below are the Commissioners that will need to be adjusted beginning January 1, 2025.

Official	Current Salary	Adjustment 1/1/2021	Reason
Commissioner Gail Robinson	\$22,388.16	\$23,943.69	Longevity and State COLA
Commissioner Mark Byrd	\$20,200.00	\$21,290.00	Longevity and State COLA
Commissioner Tal Talton	\$19,000.00	\$19,760.00	State COLA (longevity is after a full term)
Commissioner Shane Gottwals	\$19,000.00	\$19,760.00	State COLA

Please consider this request to approve these adjustments and additions effective January 1, 2025.



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: December 5, 2024
Re: County Officials' Salaries

Due to mandatory minimum salary guidelines set by the state of Georgia and local legislation, below are the County Officials that will need to be adjusted beginning January 1, 2025.

Official	Current Salary	Mandated Minimum	Adjustment 1/1/2025	Reason
Judge Sammons	\$134,667.69	\$128,567.99	\$137,667.69	State COLA
Judge Turner	\$16,947.87	\$18,075.60	\$18,075.60	Mandate Calculation
Judge Campbell	\$16,515.35	\$17,625.78	\$17,625.78	Mandate Calculation
Mark Kushinka	\$147,556.92	\$133,982.52	\$152,556.92	State COLA

The Coroner, Magistrate Judge, and Probate Judge were all reviewed, and the current salary exceeds the mandated minimum with the State Cost of Living and any longevity adjustments. The calculations can be provided if necessary.

Please consider this request to approve these adjustments effective January 1, 2025.



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: December 5, 2024
Re: Newly Elected Officials and Salary

Please consider this request to establish the salary and supplement for the following newly elected officials and potential appointed officials. The following are recommendations based on the mandated minimum and how those positions may fall within our compensation structure. Please consider the following:

Official	Recommended Salary	Notes
Sheriff	\$144,643.20	Newly Elected
Clerk of Superior Court	\$109,907.20	Newly Elected
District Attorney	\$15,000	Newly Elected (Supplement to state Salary)
Solicitor	\$133,702.40	Appointment
Superior Court Judge	\$50,000	Appointment - 4 th Judge Supplement

Please consider this request to approve these salaries effective January 1, 2025.

17. Personnel Requests – Commissioner Gottwals

The Commissioners' office has received three requests to hire employees at a step above A. Director of Personnel Ken Carter has reviewed the applicants' qualifications and agrees they have the experience to merit the step and grade requested by the Department Head.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

hiring the following individuals at the grade, step, and position indicated based on experience:

Name	Grade Step	Position	Department	Effective Date
Keith Rutland	15D	IT Specialist	MIS	December 18, 2024
Alasen Schell	30C	Assistant Solicitor	Solicitor	December 18, 2024
Maggie Hernandez	14B	Deputy Clerk	State Court Clerk	December 23, 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: December 4, 2024
Re: New Hire – Solicitor’s Office

Amy Smith is requesting to hire Alasen Schell for the vacant Assistant Solicitor position in the Solicitor’s Office. Based on experience Mrs. Smith is requesting to hire at the 30-C step. I have reviewed the qualifications and Mr. Schell does meet the qualifications for the C step. Approval is requested to hire at Grade 30-C effective December 18, 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: December 4, 2024
Re: New Hire – IT Specialist I, MIS

Gail O'Quinn is requesting to hire Keith Rutland for the vacant IT Specialist I position in the MIS Department. Based on experience Mrs. O'Quinn is requesting to hire at the 15-D step. I have reviewed the qualifications and Mr. Rutland does meet the qualifications for the D step. Approval is requested to hire at Grade 15-D effective December 18, 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: December 3, 2024
Re: New Hire – Deputy Clerk, State Court Clerk’s Office

Teresa Hathaway is requesting to hire Maggie Hernandez for the vacant Deputy Clerk position in the State Court Clerk’s Office. Based on experience Mrs. Hathaway is requesting to hire at the 14-B step. I have reviewed the qualifications and Ms. Hernandez does meet the qualifications for the B step. Approval is requested to hire at Grade 14-B effective December 23, 2024.

18. Employee Contract (Court Reporter) – Commissioner Gottwals

This request is for approval of an employment contract for a court reporter for the new Superior Court Judge.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

signing an employment contract with Ms. Halee Paige Nelson for court reporting services on a full-time basis for Judge Amy Smith for the period of January 1, 2025 and continuing until June 30, 2025. This six-month term will be paid as follows: \$5,791.66 for January 2025 through May 2025 and \$5,791.70 for June for a total of \$34,750.00.

19. Appointment of Vice Chair – Commissioner Gottwals

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the appointment of Gail Robinson as the Houston County Board of Commissioners Vice Chairman for the calendar year of 2025.

20. Approval of Bills – Commissioner Gottwals

Summary of bills by fund:

General Fund (100)	\$993,607.82
Drug Abuse Treatment & Education (212)	\$7,160.81
Emergency 911 Telephone Fund (215)	\$28,308.76
American Rescue Plan Act (230)	\$118,677.38
Fire District Fund (270)	\$15,680.50
2006 SPLOST Fund (320)	\$2,908.00
2012 SPLOST Fund (320)	\$5,941.33
2018 SPLOST Fund (320)	\$666,193.52
Water Fund (505)	\$411,336.34
Solid Waste Fund (540)	\$714,977.01
Total	\$2,964,791.47

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the payment of the bills totaling \$2,964,791.47.