

Houston County Commissioners Meeting

Warner Robins, Georgia | March 19, 2024 | 5:00 P.M.

Call to Order

Pledge of Allegiance – Commissioner Robinson

Invocation –

Approval of Minutes from March 5, 2024

New Business

1. **Second Reading of Amendment to Code of Ordinances – Commissioner Robinson**
2. **Second Reading of Amendment to Code of Ordinances – Commissioner Robinson**
3. **Annual Road Race to Benefit Central GA Alzheimer’s Association – Commissioner Robinson**
4. **Authorization to Establish Investment Account – Commissioner Talton**
5. **Intergovernmental Agreement (City of Warner Robins) – Commissioner Talton**
6. **Option to Purchase (Property on Old Perry Road) – Commissioner Talton**
7. **Contract Amendment (Correcthealth Houston, LLC) – Commissioner Gottwals**
8. **Personnel Request – Commissioner Gottwals**
9. **Personnel Request (Landfill) – Commissioner Gottwals**
10. **Bond Release – Commissioner Byrd**
11. **Approval of Bills – Commissioner Byrd**

Public Comments

Commissioner Comments

Motion for Adjournment

1. Second Reading of Amendment to Code of Ordinances – Commissioner Robinson

County Attorney Tom Hall will conduct a second reading of a proposed repeal of Section 14-1 of Chapter 14; Article I of the Houston County Code of Ordinances titled Board of Adjustment and Appeals. This action is necessary because the Board adopted Article III – Building Inspection Department Administration; Division 4 – Construction Board of Adjustment and Appeals; Sec. 14-111 titled Appointment which redefined the establishment of the construction board of adjustment and appeals, effectively replacing Sec. 14-1. This action is made to update the Houston County Code of Ordinances to reflect the current definition.

The first reading of this proposed amendment to the Houston County Code of Ordinances was held at the March 5, 2024 meeting. Public notification of the proposed amendment was published in the Houston Home Journal legal section for three consecutive weeks. A copy of the proposed amendment was on file at the Superior Court Clerk’s office for examination and inspection by the public.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

an amendment to the Houston County Code of Ordinances to REPEAL Sec. 14-1 of the Houston County Code of Ordinances.

The section to be repealed reads as follows:

Sec. 14-1. - Board of adjustments and appeals.

There is hereby established a board of adjustments and appeals for the county. This board is to consist of one licensed architect, one engineer or general contractor and five other people involved in some capacity in the building business.

**AMENDMENT TO
CODE OF ORDINANCES
HOUSTON COUNTY, GEORGIA
REPEAL SECTION 14-1**

WHEREAS, it came to the attention of the Board of Commissioners of Houston County that Chapter 14; Article I; Sec. 14-1, titled Board of Adjustments and Appeals of the Code of Ordinances, Houston County, Georgia was replaced by Chapter 14; Article III; Division 4; Sec. 14-111 titled Appointments of the Code of Ordinances, Houston County, Georgia.

WHEREAS, the Board of Commissioners of Houston County wants to repeal Section 14-1 in order to reflect the replacement of said section with Sec. 14-111.

BE IT ORDAINED by the Board of Commissioners of Houston County as follows:

Sec. 14-1 titled Board of Adjustments and Appeals of Chapter 14 titled Buildings and Building Regulations; Article I titled In General, is hereby **REPEALED**.

The section to be repealed read as follows:

Sec. 14-1. - Board of adjustments and appeals.

There is hereby established a board of adjustments and appeals for the county. This board is to consist of one licensed architect, one engineer or general contractor and five other people involved in some capacity in the building business.

SO APPROVED, this 19th day of March, 2024, by the Board of Commissioners of Houston County, Georgia.

**BOARD OF COMMISSIONERS
OF HOUSTON COUNTY**

Chairman

Commissioner

Commissioner

Commissioner

Commissioner

2. Second Reading of Amendment to Code of Ordinances – Commissioner Robinson

County Attorney Tom Hall will conduct a second reading of a proposed amendment to Section 2-274(f) of the Houston County Code of Ordinances regarding Reserve Fund Policies. The proposed amendment will increase the unassigned general fund reserve accumulation for the County to strive for being at least equal to six months instead of three months of the total general fund budget.

The first reading of this proposed amendment to the Houston County Code of Ordinances was held at the March 5, 2024 meeting. Public notification of the proposed amendment was published in the Houston Home Journal legal section for three consecutive weeks. A copy of the proposed amendment was on file at the Superior Court Clerk's office for examination and inspection by the public.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

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authorize

an amendment to the Houston County Code of Ordinances Section 2-274(f) to increase the unassigned general fund reserve accumulation for the County to strive for being at least equal to six months instead of three months of the total general fund budget. The amended Section 2-274(f) shall read as follows:

Sec. 2-274 – Reserve fund policies.

(f) The general fund may maintain all five classifications of fund balance. Houston County will strive to accumulate an unassigned general fund reserve at least equal to six months of the total general fund budget.

**AMENDMENT TO CODE
SECTION 2-274(f)
CODE OF ORDINANCES
HOUSTON COUNTY, GEORGIA**

BE IT ORDAINED by the Board of Commissioners of Houston County as follows:

That the Code of Ordinances, Houston County, Georgia, Section 2-274(f) is hereby amended by increasing the unassigned general fund reserve accumulation for the County to strive for from at least equal to three months to at least equal to **six** months of the total general fund budget, the section shall now read as follows:

Sec. 2-274. – Reserve fund policies.

- (f) The general fund may maintain all five classifications of fund balance. Houston County will strive to accumulate an unassigned general fund reserve at least equal to six months of the total general fund budget.

SO APPROVED, this 19th day of March 2024, by the Board of Commissioners of Houston County, Georgia.

**BOARD OF COMMISSIONERS
OF HOUSTON COUNTY**

Chairman

Commissioner

Commissioner

Commissioner

Commissioner

3. Annual Road Race to Benefit Central GA Alzheimer’s Association – Commissioner Robinson

A request was received from Mr. John Rowlands, Race Director of the Annual “Run 2 End Alzheimer’s at the Landings” to benefit Alzheimer’s, for approval of a race on Saturday, April 6, 2024. The Landing Pointe Plaza in Bonaire will serve as both the start and finish for the 5K and 10K runs. The Statham’s Landing Homeowners' Association and the owners of the Landing Pointe shopping center have both approved the event and the date; additionally, the Central Georgia Alzheimer's Association supports and endorses this event. The Sheriff’s Department has agreed to help with traffic control. Last year’s event raised \$37,726 for the Alzheimer's Association, which is a direct reflection of our generous and concerned community.

Motion by _____, second by _____ and carried _____ to

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the use of county roads for the upcoming Annual “Run 2 End Alzheimer’s at the Landings” to benefit the Georgia Alzheimer’s Association. This event will take place on Saturday, April 6, 2024. The Landing Pointe Plaza in Bonaire will serve as both the start and finish for the 5K and 10K runs. The Sheriff’s Department has agreed to help with traffic control.

4. Authorization to Establish Investment Account – Commissioner Talton

In accordance with Houston County's financial policies, authorization is requested to allow Chairman Perdue, Director of Administration Robbie Dunbar, and Chief Financial Officer Danyelle George to establish a deposit account with Morris Bank.

Motion by _____, second by _____ and carried _____ to

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disapprove

table

authorize

the establishment of a fixed term CD at Morris Bank for a term of 12 months at 5% in the amount of \$2,000,000.00. This investment will be purchased from the Water Fund – Renewal and Extension Investments.



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: 03/13/2024

Re: Investments & Cash Management

In accordance with Houston County's Code of Ordinances Sec. 2-278 (Investment Policies and Cash Management), accounting staff recommends purchase of the following investment:

Type: Fixed Term CD

Financial Institution: Morris Bank

Term: 12 Months

Interest Rate: 5%

Deposit Amount: \$2,000,000.00

Investment will be purchased out of the Water Fund – Renewal and Extension Investments account 505-11.6202.

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

Danyelle George, CPA

Director of Finance

5. Intergovernmental Agreement (City of Warner Robins) – Commissioner Talton

This request for approval is for an Intergovernmental Memorandum of Agreement between the Houston County Board of Commissioners and the City of Warner Robins for the relocation of underground City utilities for the Elberta Road Widening Project Phase 2. 2012 SPLOST funds are being used to fund the Elberta Road Widening Project; however, the relocation of utilities is not programmed to be paid for by SPLOST. Therefore, the contractor will invoice the City of Warner Robins for the relocation costs.

Motion by _____, second by _____ and carried _____ to

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the signing of an Intergovernmental Memorandum of Agreement between the Houston County Board of Commissioners and the City of Warner Robins for the portion of the Project for City Utility Relocation for the Elberta Road Widening Project Phase 2.

6. Option to Purchase (Property on Old Perry Road) – Commissioner Talton

This request is to enter an Option to Purchase with Garrette Martin Excavating & Hauling, Inc., for property located on Old Perry Road. This option will begin with the signing of the contract and is set to expire ninety days after.

Motion by _____, second by _____ and carried _____ to

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the signing of an Option to Purchase with Garrette Marting Excavating & Hauling, Inc., of Bonaire, Georgia, for purchase of property described below:

All that tract or parcel of land situate, lying and being in Land Lot 12 of the Eleventh (11th) Land District of Houston County, Georgia, being known and designated as Tract 1, containing 2.25 more or less acres, according to a plat of survey being of record in Plat Book 49, Page 40, Clerk's Office, Houston Superior Court. Said plat and the record thereof are incorporated herein by reference for all purposes.

This conveyance and the warranties hereinafter contained are made subject to any and all restrictions, easements, covenants and rights-of-way affecting said described property.

7. Contract Amendment (Correcthealth Houston, LLC) – Commissioner Gottwals

This request is for an amendment to a current contract between Correcthealth Houston, LLC, and the Houston County Sheriff’s Office. This amendment will be for the term of March 1, 2024 through June 30, 2025. The rate of this amendment will be a monthly payment of \$181,807.40 for a maximum of 600 inmates. This is a change from a monthly payment of \$138,565.93 for a maximum of 480 inmates. County Attorney Tom Hall has reviewed the amendment.

Motion by _____, second by _____ and carried _____ to

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the signing of an amendment between the Correcthealth Houston, LLC of Atlanta, Georgia, and the Houston County Sheriff’s Department. The amendment, for the term of March 1, 2024 through June 30, 2025, will change the monthly rate to \$181,807.40 for a maximum of 600 inmates.

8. Personnel Request – Commissioner Gottwals

This request is to change the vacant Treatment Plant Lead Operator (#3053) to Lab Analyst II position (#3055) in the Water Department effective March 20, 2024. Both job titles are the same paygrade of 17. Staff has reviewed the request, and Director of Utilities Terry Dietch is aware this will eliminate the Lead Operator position from the Houston County Position Control Listing.

Motion by _____, second by _____ and carried _____ to

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the change to the Houston County Position Control Listing deleting the Treatment Plant Lead Operator (#3053) position and creating a Lab Analyst II position (#3055) effective March 20, 2024. Also, to give accounting approval to make any necessary changes.



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: March 8, 2024
Re: Request to Change Position Titles – Water Treatment

Terry Dietsch is requesting to change the vacant Treatment Plant Lead Operator (# 3053) to Lab Analyst II position (# 3055) which is the same pay grade 17 as the lead operator. I have reviewed this request and have no issues with the change since Mr. Dietsch is aware he is eliminating his Lead Operator position.

Please consider this request to change effective March 20, 2024.

9. Personnel Request (Landfill) – Commissioner Gottwals

This request is to fill the vacant Heavy Equipment Operator position at the Landfill.

Motion by _____, second by _____ and carried _____ to

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the hiring of Mr. Jamie Hernacki, to fill the vacant Heavy Equipment Operator position at the Landfill, at Grade 13 Step C effective March 19, 2024. Staff has reviewed his qualifications, and he does exceed the requirements of the C step.

10. Bond Release – Commissioner Byrd

The below listed section of roadway in The Pines at Mossy Lake Subdivision, Phase 1 has been completed in accordance with "The Comprehensive Land Development Regulations for Houston County. " This request is to release SunMark's Letter of Credit #132/516723800, upon expiration, and to accept the following road recorded for maintenance purposes (ref. PB 83/ PG 168):

Street Name	Street Length	Speed Limit
Old Windmill Road	1684 ft or 0.31 miles	25mph

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the release of SunMark's Letter of Credit #132/516723800, upon expiration. Also, to accept the following road recorded for maintenance purposes (ref. PB 83/ PG 168):

Street Name	Street Length	Speed Limit
Old Windmill Road	1684 ft or 0.31 miles	25mph

11. Approval of Bills – Commissioner Byrd

Summary of bills by fund:

General Fund (100)	\$756,980.08
Drug Abuse Treatment. & Education (212)	\$5,647.23
Emergency 911 Telephone Fund (215)	\$22,728.27
American Rescue Plan Act (230)	\$361,582.62
Fire District Fund (270)	\$12,677.87
2006 SPLOST Fund (320)	\$2,694.40
2012 SPLOST Fund (320)	\$319,868.58
2018 SPLOST Fund (320)	\$498,868.83
Water Fund (505)	\$124,773.88
Solid Waste Fund (540)	\$322,781.70
Internal Service Fund (600)	\$0.00
Total	\$2,428,603.46

Motion by _____, second by _____ and carried _____ to

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authorize

the payment of the bills totaling \$ 2,428,603.46