

Houston County Commissioners Meeting

Perry, Georgia | January 7, 2025 | 9:00 A.M.

Call to Order

Invocation – Commissioner Robinson

Pledge of Allegiance – Commissioner Gottwals

Military Speaker – Col. Michael Middents
950th Spectrum Warfare Group commander

Approval of Minutes from December 17, 2024 meeting

New Business

- 1. Personnel Request (Accounting) – Commissioner Gottwals**
- 2. Employee Contract (Court Reporter) – Commissioner Gottwals**
- 3. Board Appointments – Commissioner Talton**
- 4. Grant Approval (VOCA Grant C23-8-249) – Commissioner Talton**
- 5. Project SOAP Funds Distribution (Development Authority) – Commissioner Byrd**
- 6. Final Audit Budget Adjustments (FY24) – Commissioner Byrd**
- 7. Memorandum of Agreement (LMIG) – Commissioner Byrd**
- 8. 2025 LMIG Road List – Commissioner Robinson**
- 9. Approval of Bills – Commissioner Robinson**
- 10. Executive Session – Commissioner Robinson**

Public Comments

Commissioner Comments

Motion for Adjournment

1. Personnel Request (Accounting) – Commissioner Gottwals

This request is to add the position of Finance Clerk (0017) to the position control listing.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

adding the position of Finance Clerk (0017) to the Houston County Position Control list at Grade 17.



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: November 18, 2024
Re: Additional Staffing - Accounting

Danyelle George is requesting to add the position of Finance Clerk. This position is being requested at Grade 17 and typically hired at the "A" step.

Please consider this request to add 1 Finance Clerk position (0017) to the position control effective December 4, 2024.

2. 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

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signing an employment contract with Ms. Courtney Bridges for court reporting services on a full-time basis for Judge Amy Smith for the period of January 8, 2025, and continuing until June 30, 2025. This six-month term will be paid as follows: \$4,483.85 for January 2025, \$5,791.66 for February 2025 through May 2025, and \$5,791.74 for June 2025, for a total of \$33,442.23. Also to allow Accounting to make any necessary budget adjustments.

3. Board Appointments – Commissioner Talton

Motion by _____, second by _____ and carried _____ to

approve

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the following Board appointments:

Hospital Authority

Gail Robinson 01/01/2025 - 12/31/2028

Dan Perdue 01/01/2025 - 12/31/2028

Land Bank

Dan Perdue 01/01/2025 - 11/5/2028

**Mental Health Developmental Disabilities & Addictive Diseases Advisory Council. Region 6
Department of Behavioral Health and Developmental Disabilities Advisory Committee**

Brian Wise 11/5/24 - 11/3/2027

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

This request from the Solicitor General’s Office is for approval of a grant that supports direct victim services to crime victims.

Motion by _____, second by _____ and carried _____ to

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acceptance of the 2025 VOCA Grant C23-8-249 for \$96,505 for the Solicitor General’s Office from the Prosecuting Attorney’s Council of Georgia. The required matching funds for this grant have been waived.

Amy E. Smith
Solicitor-General
asmith@houstoncountyga.org

Erikka B. Williams
Chief Assistant Solicitor-General
cwilliams@houstoncountyga.org

Andrew W. Jenkins
Senior Assistant Solicitor-General
ajenkins@houstoncountyga.org

Office of the Solicitor-General
Houston County
201 North Perry Parkway
Perry, Georgia

Telephone: 478-218-4880 / Facsimile: 478-218-4885

Emery Sims
Office Manager
esims@houstoncountyga.org

Jennifer Noler
Administrative Assistant
jnoler@houstoncountyga.org

Jeff McCommon
Investigator
jmccommon@houstoncountyga.org

December 20, 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 Solicitor General's Office in the amount of \$96,505.00 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,



Amy E. Smith
Solicitor General

5. Project SOAP Funds Distribution (Development Authority) – Commissioner Byrd

At the May 16, 2023, Houston County Board of Commissioners meeting, the original distribution of Project SOAP funds to the Development Authority of Houston County was approved. These funds are to be used to buy additional properties in the abatement zone surrounding Robins Air Force Base. An additional installment of funds was received by Houston County on October 16, 2024. This request is for the distribution of those funds.

Motion by _____, second by _____ and carried _____ to

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the distribution of Project SOAP funds in the amount of \$429,176.04 to the Development Authority of Houston County.

6. Final Audit Budget Adjustments (FY24) – Commissioner Byrd

At the December 17, 2024 meeting temporary delegating authority to approve the final audit budget adjustment for FY24 was given to Chairman Perdue, Director of Administration Robbie Dunbar, and Director of Finance Danyelle George, with the approval being ratified at the first meeting in January of 2025. This request is to ratify those adjustments.

Motion by _____, second by _____ and carried _____ to

approve

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ratification of the following budget adjustments made during the FY24 audit process:

General Fund				Water Fund			
100	100-1555	\$ (409,967.00)	Decrease	505	505-0000	\$ (880,046.00)	Increase
100	100-1540	\$ 10,200.00	Increase	505	505-4400	\$ 880,046.00	Increase
100	100-2155	\$ 233,054.00	Increase	<hr/>			
100	100-2600	\$ 80,000.00	Increase	Total For Fund 505 \$ -			
100	100-3320	\$ 5,013.00	Increase	Solid Waste Fund			
100	100-3600	\$ 12,000.00	Increase	540	540-0000	\$ (625,891.00)	Increase
100	100-5452	\$ 7,000.00	Increase	540	540-4530	\$ 625,891.00	Increase
100	100-6100	\$ 62,700.00	Increase	<hr/>			
<hr/>				Total For Fund 540 \$ -			
Total For Fund 100 \$ -				Internal Service Fund			
Fire Fund				600	600-1555	\$ (562,818.31)	Decrease
270	270-3500	\$2,161,276.24	Increase	600	600-1556	\$ 562,818.31	Increase
<hr/>				<hr/>			
Total For Fund 270 \$2,161,276.24				Total For Fund 600 \$ -			
SPLOST Fund				Special Revenue Funds			
320	320-2300	\$ (1,545,444.00)	Decrease	<i>Law Library</i>		\$ 50,000.00	Increase
320	320-4200	\$ (7,121,638.00)	Decrease	<i>District Attorney</i>		\$ 150,000.00	Increase
320	320-1400	\$ 1,800.00	Increase	<hr/>			
320	320-1517	\$ 800.00	Increase	Total Special Rev Funds \$ 200,000.00			
320	320-1530	\$ 2,700.00	Increase				
320	320-1545	\$ 5,900.00	Increase				
320	320-1565	\$ 6,026,980.00	Increase				
320	320-2320	\$ 1,600.00	Increase				
320	320-2450	\$ 300.00	Increase				
320	320-2800	\$ 13,000.00	Increase				
320	320-3600	\$ 327,031.00	Increase				
320	320-3800	\$ 5,300.00	Increase				
320	320-3910	\$ 38,221.00	Increase				
320	320-4250	\$ 368,700.00	Increase				
320	320-4960	\$ 1,635,450.00	Increase				
320	320-6100	\$ 67,300.00	Increase				
320	320-6500	\$ 172,000.00	Increase				
<hr/>							
Total For Fund 320 \$ -							

7. Memorandum of Agreement (LMIG) – Commissioner Byrd

This request is for approval of a Memorandum of Agreement to combine LMIG projects for the bidding process to increase the possibility of lower costs.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

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authorize

signing a Memorandum of Agreement with The City of Warner Robins, The City of Centerville, The City of Perry, and The City of Byron to bid all Local Maintenance and Improvement Grant projects together for the purpose of gaining a lower bid price.



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: Thursday, January 2, 2025

CC: Ronnie Heald, County Engineer
Ken Robinson, Traffic Engineer

RE: Memorandum of Agreement for Joint LMIG Bidding Process

Public Works recommends approval of the Memorandum of Agreement (MOA) for the Joint LMIG bidding process. Houston County, along with Warner Robins, Centerville, Perry and Byron, combine their LMIG projects to increase the potential for better costs from local paving contractors. The MOA details the steps that the participants will follow to present bid recommendations to their individual governing bodies. Each participant will execute a contract separately with the selected paving contractor.

I appreciate your consideration of this request.

8. 2025 LMIG Road List – Commissioner Robinson

This request is for approval of the 2025 LMIG road list. Upon approval, the application will be sent to the Georgia Department of Transportation for review.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the following list of roads for the 2025 LMIG totaling 8.07 miles:

Road Name	Beginning	Ending	Length (Miles)	Description of Work
Macy Ave	Second Street	Dead End	0.30	Resurface
Second Street	SR127	Macy Ave	0.07	Resurface
Third Street	SR127	Macy Ave	0.10	Resurface
Saddle Creek Rd	SR 247 Spur	US 341	2.58	Base Repair/Resurface
Tidwell Rd	Mt. Zion Rd	Moody Rd	0.97	Resurface
Willingham Dr	Mt. Zion Rd	Moody Rd	1.06	Base Repair/Resurface
Mt. Zion Rd	Country Rd	Houston Lake Rd	1.00	Resurface
Williams Circle	Old Vienna Rd	Whitfield Rd	1.99	Resurface



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

Christopher Stoner
Fire Chief/ EMA Director

Ronnie Heald, PLS
County Engineer

Travis McLendon
Roads Superintendent

To: Houston County Board of Commissioners

From: Ronnie Heald, County Engineer *RJH*

BJ

Date: December 9, 2024

CC: Brian Jones, Director of Operations
Travis McLendon, Road & Bridges Superintendent

RE: 2025 LMIG

Please find attached the proposed roads for the 2025 LMIG List. Upon approval by the Board of Commissioners, the list will be sent to the Georgia Department of Transportation for review. The estimated costs to perform the work will meet or exceed the minimum requirement of 30% matching funds by Houston County. Grant allocation and match requirements are shown below:

GDOT 2024 LMIG Allocation for Unincorporated Houston County	\$984,338.65
Minimum Mandatory Match (30%)	\$295,301.60

If approved by the Board of Commissioners, we will make an application to GDOT for grant funding. If the application is approved by GDOT, Houston County Public Works will administer the project.

Thank you for your consideration of this request.

9. Approval of Bills – Commissioner Robinson

Summary of bills by fund:

General Fund (100)	\$987,399.50
Emergency 911 Telephone Fund (215)	\$17,459.01
American Rescue Plan Act (230)	\$153,834.35
Fire District Fund (270)	\$29,182.70
2006 SPLOST Fund (320)	\$15,877.74
2012 SPLOST Fund (320)	\$4,279.76
2018 SPLOST Fund (320)	\$15,787.11
2024 SPLOST (320)	\$1,237,421.00
Water Fund (505)	\$ 297,883.62
Solid Waste Fund (540)	\$424,366.92
Total	\$3,183,491.71

Motion by _____, second by _____ and carried _____ to

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authorize

the payment of the bills totaling **\$3,183,491.71**.

10. Executive Session – Commissioner Robinson

Motion by _____, second by _____ and carried _____ to

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disapprove

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authorize

Entering into Executive Session for Attorney Client Matters as set out in O.C.G.A. 50-14-2(1).