

Houston County Commissioners Meeting

Warner Robins, Georgia | January 21, 2025 | 5:00 P.M.

Call to Order

Pledge of Allegiance – Commissioner Robinson

Invocation – Chairman Perdue

Employee Service Recognition Presentation – Chairman Perdue

Airport Update Presentation – James Marquardt

Approval of Minutes from January 7, 2025

New Business

- 1. First Reading of a new Alcohol License (Monica Kennebrew) – County Administrator Robbie Dunbar**
- 2. Bid Approval (HVAC Units at Magistrate Court) – Commissioner Talton**
- 3. Bid Approval (Dodge Durango) – Commissioner Talton**
- 4. Personnel Request (Fire Department) – Commissioner Robinson**
- 5. Personnel Request (Fire Department) – Commissioner Robinson**
- 6. Personnel Request (Roads and Bridges) – Commissioner Gottwals**
- 7. Personnel Request (District Attorney's Office) – Commissioner Gottwals**
- 8. Personnel Request – Commissioner Byrd**
- 9. Intergovernmental Agreement (Conduct of City Elections)- Commissioner Byrd**
- 10. Approval of Bills – Commissioner Byrd**

Public Comments

Commissioner Comments

Motion for Adjournment

1. First Reading of a new Alcohol License (Monica Kennebrew) – County Administrator Robbie Dunbar

County Administrator Robbie Dunbar will present the first reading of a new Alcohol License for Monica Kennebrew for the sale of beer and wine retail on premises at 2802 US Hwy. 41S Elko, Georgia 31025. The second reading and a Public Hearing will be held at the February 4, 2025 Commissioner's Meeting.

2. Bid Approval (HVAC Units at Magistrate Court) – Commissioner Talton

This request for approval is for the emergency procurement of 6 new HVAC units for the Magistrate Court. Four of the current units are non-functioning and cost prohibits repair. Bids were solicited and staff recommended award to low bidder Wilson Bryant Air for the price of \$57,975.00.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

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authorize

award of the bid of 6 new HVAC Units from Wilson Bryant Air Conditioning of Macon, Georgia for the price of \$57,975.00. This purchase will be paid out of the 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: Brian Jones

From: Michael Phillips *MP* *BJ*

Date: 1/6/2025

Re: Roof Top HVAC Units at Magistrate Court

Please consider this memo for the roof top hvac units at Magistrate Court under emergency procurement. 4 out of the 6 units are non-functioning and would need extensive repair. They are original to the building. It is not recommended to proceed with trying to repair the units given their age and the possibility of something else being damaged in the process. It is also recommended to change all 6 units at this time due to the fact of the 410A refrigerant being replaced by a new refrigerant called 454B in 2025. The price of the new units with the new refrigerant will be more costly than what is in stock at this time and all the units will be the same. Public Works Staff solicited prices for replacement and recommend giving the job to Wilson Bryant Air Conditioning of Macon Georgia for the price of \$57,975.00 this will be paid out of 2018 Splost. See chart below for price comparison.

Wilson Bryant	\$57,975.00
Bucky Holland Heating & Air	\$59,980.00
Hamlin Air Conditioning	\$61,313.00

3. Bid Approval (Dodge Durango) – Commissioner Talton

This request is for approval of a bid on one new in stock Dodge Durango for use as an Admin SUV at the Detention Center. This purchase will replace a vehicle that was damaged in an accident.

Motion by _____, second by _____ and carried _____ to

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award of the bid on one new in stock 2023 Dodge Durango from Woody Folsom Chrysler Dodge Jeep Ram, Inc of Baxley, Georgia in the amount of \$43,000. This purchase will be funded by 2018 SPLOST.



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: January 14, 2025

SUBJECT: Durango for the Detention Center

The Purchasing Department solicited bids for One (1) New Dodge Durango for an Admin SUV. It is to replace a 2020 Ford Explorer (Maint# 250), that was in an accident. The Sheriff has requested that the Houston County Board of Commissioners purchase the vehicle from Woody Folsom Chrysler Dodge Jeep Ram, Inc of Baxley, GA. The cost of \$43,000.00 will be charged to the 320-3326-54.2200.

Company		Cost
Woody Folsom Dodge	2023 V8 "in stock"	\$43,000.00
Five Star Dodge	2025 V6 "in stock"	\$41,330.00
Jeff Smith Dodge		No Bid/No stock

4. Personnel Request (Fire Department) – Commissioner Robinson

This request is for approval of the reclassification of the current investigator position and the addition of two new administrative positions in the fire Department.

Motion by _____, second by _____ and carried _____ to

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reclassification of the Investigator Position, #2060 (Grade 19) to Deputy Chief – Prevention (Grade 23) and adding a Deputy Chief – Training, position #2070 (Grade 23) and Captain – Prevention position #2071 (Grade 19), to be effective February 3, 2025. Also, for accounting to make all necessary budget adjustments.



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: January 8, 2025
Re: Additional Staffing and Reclassification - Fire

Chief Stoner is requesting to add the following positions and reclassifications due to the increased need for command staffing and fire services. The positions are as follows:

- Reclassify Investigator position # 2060 (grade 19) to Deputy Chief – Prevention (grade 23)
- Add Deputy Chief (Training) position # 2070 (grade 23)
- Add Captain (Prevention) position #2071 (grade 19)

Please consider this request effective February 3, 2025.

Memo



To: Ken Carter, Personnel Director
From: Christopher Stoner, Chief *CRS*
cc: Brian Jones, Director of Operations
Date: January 9, 2025
Re: Reclassification and Additional Positions

The fire department is requesting to reclassify the current investigator position held by William Smith and add two new administrative positions. Below is a summary of the changes requested, and job classification/description pages are attached for each.

Reclassification

Investigator (Grade 19): Reclassify to Deputy Chief – Prevention (Grade 23)

- William Smith - Grade 19, Step M changed to Grade 23, Step J

New Positions

Deputy Chief – Training (Grade 23)

Captain – Prevention (Grade 19)

These positions fall in line with our department's growth plan and will greatly enhance the service level provided to the citizens of Houston County. It is requested that these be added to the next Commissioner's agenda for consideration.

5. Personnel Request (Fire Department) – Commissioner Robinson

This request is for the approval of a pay matrix for the Fire Department to encourage advanced training and certification for Houston County Fire Fighters. Personnel estimated first-year costs to be \$67,000 with subsequent years decreasing due to time involved and number of staff achieving certifications. Approval of the certification matrix will allow the submission of these achievements to personnel for step increase approval without requiring further approval.

Motion by _____, second by _____ and carried _____ to

approve

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a pay matrix for the Houston County Fire Department that would award a step increase once a year for each certification or advanced training completed to improve retention and encourage advanced training of Houston County Fire Fighters effective February 3, 2025. Also, for accounting to make any necessary budget adjustments.



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: January 8, 2025
Re: HCFD Certification Pay Matrix

Attached is a memo and pay matrix that Chief Stoner is proposing for the Fire Department. To encourage advanced training and improve retention, the proposal requests that as staff obtain a certification that is beyond the base requirements, they will be rewarded with a step increase that will be limited to one per year. This is like what has been approved for other departments that have had employees earn certifications that are not required for their current position.

I have reviewed the attached matrix and evaluated the cost involved with implementing this program. While the first year will have a cost estimated at \$67,000 it is anticipated that subsequent years would not cost as much due to the time involved and number of staff achieving the certifications.

I would recommend approving the certification matrix effective February 3, 2025. By approval of this matrix this will allow Chief Stoner to submit the achievements to personnel for step increase approval without requiring any further approval.

Memo



To: Ken Carter, Personnel Director
From: Christopher Stoner, Chief *CRS*
cc: Brian Jones, Director of Operations
Date: January 6, 2025
Re: FD Certification Pay Matrix

Attached to this memo is the proposed Fire Department Certification Pay Matrix. This matrix provides a framework for growth and reward to employees that choose to advance their certifications above the base requirements for their current positions. This will also enhance our retention of current employees and marketability for recruitment. All certifications listed are relevant to the fire service and enable the employee to provide a higher level of service to the citizens of Houston County. Rules for the application of this matrix are listed at the bottom of the page.

I ask this please be considered for the next Commissioners Agenda. Thank you for your time and consideration of this request.

6. Personnel Request (Roads and Bridges) – Commissioner Gottwals

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

Motion by _____, second by _____ and carried _____ to

approve

disapprove

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authorize

hiring Mr. Darrien Lester for the vacant equipment operator position in the Roads and Bridges Department at Grade 10-B step based on his experience effective January 21, 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: January 8, 2025
Re: New Hire – Roads and Bridges

Travis McLendon is requesting to hire Darrien Lester for the vacant Equipment Operator position in the Roads and Bridges Department. Based on experience Mr. McLendon is requesting hire at Grade 10 step B. I have reviewed the qualifications, and Mr. Lester does meet the qualifications for the B step. Approval is requested to hire at Grade 10-B effective January 21, 2025.



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

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: Ken Carter, Director of Personnel

From: Travis McLendon, Roads and Bridges Superintendent

Date: January 02, 2025

Re: Hire Darrien Lester as an Equipment Operator at a 10-B Pay Grade

Please consider hiring Darrien Lester as the Equipment Operator at a 10-B pay grade effective January 21, 2025.

Thank you for your consideration of this request.

7. Personnel Request (District Attorney's Office) – Commissioner Gottwals

This request is to reclassify one Secretary position (009) from Grade 8 to a Secretary II position (1007) Grade 11 in the District Attorney's Office. This reclassification is due to increased job responsibilities being assigned. To offset the cost of this reclassification the vacant Chief Assistant position (grade 35) will be left vacant, and a Senior District Attorney (grade 34) will be hired. This adjustment will exceed the cost of the reclassification.

Motion by _____, second by _____ and carried _____ to

approve

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authorize

reclassification of a position in the District Attorney's Office from Secretary at a Grade 8 to Secretary II at a Grade 11 effective February 3, 2025. Also, for accounting to make any necessary budget adjustments.



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: January 10, 2025
Re: Position Reclassification - DA

District Attorney Eric Edwards is requesting the reclassify one (1) Secretary position (009) which is a grade 8 to Secretary II (1007) Grade 11. This is due to increased responsibilities that this position has been assigned over the past few years. To offset the cost of this reclassification, Mr. Edwards has agreed to not fill his vacant Chief Assistant position (grade 35) and hire a Senior District Attorney (grade 34). This adjustment will exceed the cost of the reclassification.

Please consider this request effective February 3, 2025.

From: [Eric Edwards](#)
To: [Ken Carter](#)
Subject: Re: Assistant DA hiring inquiry
Date: Tuesday, January 7, 2025 8:58:08 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hey Ken,

I know we had put a pin in this for a while, but regarding the options you laid out for me in the above email, I just want to make sure I'm understanding something correctly. If I chose to try to go forward with reclassifying one of our secretaries from a grade 8 to a grade 13 legal assistant, do you think the commissioners would consider that prior to budget time if I downgraded the grade-35 chief slot to a 34 senior position? Or would I need to downgrade that spot all the way to a regular ADA position to make that swap work? If I could still have a senior ADA position, I would gladly downgrade the chief ADA slot in exchange for reclassifying Brittany Smith's role to grade-13. The work she is currently doing for us now far outpaces the job duties she originally had in the secretary position, and she is functioning as a legal assistant that specializes in the front-end work of a case rather than the trial side.

Thanks for the clarification for me!
Eric

8. Personnel Request – Commissioner Gottwals

This request is for approval of a 3% salary adjustment.

Motion by _____, second by _____ and carried _____ to

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a 3% salary adjustment for all merit system employees, full-time employees of all constitutional officers who are eligible for merit adjustments, full-time county elected and appointed officials, and salary adjustments on those eligible full-time employees receiving county supplements. Also, for accounting to make any necessary adjustments.



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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: January 13, 2025
Re: Salary Adjustments

With the completion of the audit for Fiscal Year 2024, once again the county has had an excellent year. A major factor in this successful year is the wise and economical way the elected officials, department heads, and employees were with their budgetary allotment. In addition, the Consumer Price Index is trending at 2.7% based on the current report. With these factors, it is recommended that a three (3) percent cost of living or salary adjustment for all merit system employees, full-time employees of all constitutional officers who are eligible for merit adjustments, full-time county elected and appointed officials, and salary adjustments on those eligible full-time employees receiving county supplements be made.

Please consider this request effective February 3, 2025.

Chairman Dan Perdue

Robbie Dunbar, Director of Administration

9. Intergovernmental Agreement (Conduct of City Elections)- Commissioner Byrd

This request is for approval of Intergovernmental Agreements with the City of Centerville, The City of Perry, The City of Warner Robins, and the Houston County Board of Elections, for the conduct of city elections.

Motion by _____, second by _____ and carried _____ to

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signing an Intergovernmental Agreements with Houston County Board of Elections, The City of Warner Robins, The City of Perry, and The City of Centerville for the conduct of city elections for the 2025 election year.

10. Approval of Bills – Commissioner Byrd

Summary of bills by fund:

General Fund (100)	\$863,313.33
Drug Abuse Treatment & Education (212)	\$10,983.36
Emergency 911 Telephone Fund (215)	\$11,572.48
American Rescue Plan Act	\$118,601.81
Fire District Fund (270)	\$17,660.01
SPLOST Fund (320) (Project SOAP Proceeds)	\$429,176.04
2006 SPLOST Fund (320)	\$1,124.40
2012 SPLOST Fund (320)	\$393,630.87
2018 SPLOST Fund (320)	\$295,137.12
Water Fund (505)	\$222,267.16
Solid Waste Fund (540)	\$264,320.78
Total	\$2,627,787.36

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the payment of the bills totaling \$2,627,787.36.