

Houston County Commissioners Meeting

Perry, Georgia | February 4, 2025 | 9:00 A.M.

Call to Order

Invocation – Chairman Perdue

Pledge of Allegiance – Commissioner Talton

Military Speaker – CMSgt Ronnie Stevens
116th Operations Group's senior enlisted leader

Extension Office Update - Brandi McGonagill

Approval of Minutes from January 21, 2025 meeting

New Business

- 1. Alcohol License (Second Reading & Public Hearing) – Commissioner Robinson**
- 2. Special Exception Applications – Commissioner Robinson**
- 3. Memorandum of Understanding (Juvenile Court) – Commissioner Robinson**
- 4. Services Contract (Court Fines and Fees Collection) – Commissioner Byrd**
- 5. Service Contract (GIS Services) – Commissioner Byrd**
- 6. Memorandum of Understanding (Opioid Danger Education)– Commissioner Byrd**
- 7. Bid Approval (Tahoe) – Commissioner Gottwals**
- 8. Personnel Request (District Attorney's office) – Commissioner Gottwals**
- 9. Board Appointment – Commissioner Talton**
- 10. Approval of Bills – Commissioner Talton**

Public Comments

Commissioner Comments

Motion for Adjournment

1. Alcohol License (Second Reading & Public Hearing) – Commissioner Robinson

Director of Administration Robbie Dunbar will give the second reading of the Alcohol License application submitted by Monica Kinnebrew. The first reading was held at the January 21, 2025 meeting.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the alcohol license for the sale of Beer/Wine for off premise consumption to Monica Kinnebrew for the store located at 2802 US Hwy 41 S. Elko, Georgia.

2. Special Exception Applications – Commissioner Robinson

			Recommendation	Vote
#2817	Dylan & Hannah Swafford	Landscaping Business	Tabled	Unanimous
#2820	Stanley Johnson Jr.	Apparel & Vinyl Print Business	Approval	Unanimous
#2821	Jeremy Yuill	Kids Entertainment Business	Approval	Unanimous
#2822	Christopher Shirley	Withdrawn		
#2823	Jeffrey Lake & Megan Norman	Landscaping Business	Approval	Unanimous
#2824	Andrea Brasier	Artwork & Writing Business	Approval	Unanimous
#2825	James Pierce	Construction Business	Denial	Unanimous
#2826	Timothy Winn	Automobile Programming & Accessories Business	Tabled	Unanimous
#2827	Trenton & Juamona Simmons	Medical Case Management	Approval	Unanimous
#2828	Kaleb Turner	Land Clearing & Dirt Work	Approval	Unanimous
#2829	Andy & Lynn Moss	Hair Salon Business	Approval	Unanimous
#2830	Grayland & Tatiana Allen	Graphic Design Business	Approval	Unanimous
#2831	William McGown	Withdrawn		

Motion by _____, second by _____ and carried _____ to

approve disapprove table

the following Special Exception Applications to include any and all stipulations as noted on the Zoning & Appeals recommendation and Section 95 Requirements staff report:

#2820	Stanley Johnson Jr.	Apparel & Vinyl Print Business
#2821	Jeremy Yuill	Kids Entertainment Business
#2823	Jeffrey Lake & Megan Norman	Landscaping Business
#2824	Andrea Brasier	Artwork & Writing Business
#2827	Trenton & Juamona Simmons	Medical Case Management
#2828	Kaleb Turner	Land Clearing & Dirt Work
#2829	Andy & Lynn Moss	Hair Salon Business
#2830	Grayland & Tatiana Allen	Graphic Design Business

and to

approve disapprove table
the following Special Exception Applications:

#2817	Dylan & Hannah Swafford	Landscaping Business
#2826	Timothy Winn	Automobile Programming & Accessories Business

and to

approve disapprove table
the following Special Exception Applications:

#2825	James Pierce	Construction Business
-------	--------------	-----------------------

3. Memorandum of Understanding (Juvenile Court) – Commissioner Robinson

This request from the Juvenile Court is for approval of a Memorandum of Understanding to improve the quality of legal representation provided to children and parents before the Houston County Juvenile Court, and to secure Title IV-E funds through reimbursement.

The Houston County Juvenile Court staff will administer all aspects of the IV-E grant and provide the Commissioner's Office with the necessary documentation for expenditure reimbursement.

Motion by _____, second by _____ and carried _____ to

approve


disapprove

table

authorize

entering a Memorandum of Understanding with the Georgia Office of the Child Advocate to participate in the program and work together to improve the quality of legal representation provided to children and parents before the Court, and secure Title IV-E reimbursement as a funding mechanism.

MEMORANDUM

TO: Robbie Dunbar, Director of Administration
FROM: Jake Cox, Community Planner 
DATE: January 29, 2025
RE: Juvenile Court IV E MOU

The purpose of the MOU is to be an agreement between the Georgia Office of the Child Advocate – OCA – and the Houston County Juvenile Court.

This program is designed to improve the quality of legal representation provided to children and parents before the Houston County Juvenile Court, and to secure Title IV-E funds through reimbursement. These grant resources will be used to improve legal representation of children and parents in dependency and related Houston County Juvenile Court proceedings.

The Houston County Juvenile Court staff will administrate all aspects of the IV E grant and provide the Commissioners Office with the necessary documentation for expenditure reimbursement.

4. Services Contract (Court Fines and Fees Collection) – Commissioner Byrd

This request from the State Court Clerk's Office is for approval of a contract renewal.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the renewal of a contract with Perdue, Brandon, Fielder, Collins & Mott, LLP, of Houston Texas, to serve as the collection agency for all unpaid traffic citations and fees. The contract period will be for two years starting the date of the contract signing.

Elizabeth Mullens
Chief Deputy Clerk

STATE COURT OF HOUSTON COUNTY
201 N. PERRY PARKWAY
PERRY, GA 31069

Renee Hertog
Deputy Clerk

Gretchen Roberts
Deputy Clerk

OFFICE: 478-218-4970 FAX: 478-218-4975
www.houstoncountygga.gov

Maggie Hernandez
Deputy Clerk

Dalia Anguiano
Deputy Clerk

Teresa M. Hathaway, Clerk

MEMORANDUM

TO: Robbie Dunbar

FROM: Teresa Hathaway

DATE: 1/29/25

RE: Renewal of Perdue Brandon collection agency contract

Please consider this memo for the renewal of the contract with Perdue, Brandon, Fielder, Collins & Mott, LLP who serves as the collection agency for all unpaid traffic citations. The contract period is for two years from the date of execution.

5. Service Contract (GIS Services) – Commissioner Byrd

This request from the Tax Assessors' Office is for approval to enter a contract for GIS services.

approve

disapprove

table

authorize

entering a contract with GMASS of Norwood, Georgia, for GIS services. The terms of this contract will be January through June of 2025 at a cost of \$15,212.50, with the option for renewal in July. Also, for the Accounting Department to make any necessary budget adjustments.



HOUSTON COUNTY BOARD OF TAX ASSESSORS

201 Perry Parkway, Perry, Georgia 31069

www.houstoncountyga.gov

phone 478.218.4750 fax 478.218.4755

**BOARD OF TAX
ASSESSORS**

William E Fowler Jr

Joyce J Herndon

Ronald B Grace

Bill Phelps

Stephen Thublin

January 29, 2025

To: Houston County Board of Commissioners

From: James Moore

Cc: Ken Carter

Subject: GIS for Houston County Assessors Office

Attached is the contract for GIS services through Gmass, that we would like to enter into for the remainder of this budget year.

With a Cost of \$15,212.50 for January-June 2025 with option for renewal in July 2025.

Please use funds from the necessary line item in the budget due to the retirement of Rhonda Whitener.

6. Memorandum of Understanding (Opioid Danger Education)– Commissioner Byrd

This request is to enter a Memorandum of Understanding for educational services on the dangers of opioids.

approve

disapprove

table

authorize

entering a Memorandum of Understanding with Reclaiming Ground Inc., of Warner Robins, Georgia, in the amount of \$78,050 to provide education within the school system on the danger of opioid use. The Opioid Settlement Fund will pay for this project.

MEMORANDUM

TO: Robbie Dunbar, Director of Administration
FROM: Jake Cox, Community Planner *JC*
DATE: January 29, 2025
RE: **Reclaiming Your Ground MOU**

The purpose of this MOU is to be an agreement between the Houston County Board of Commissioners and Reclaiming Your Ground, Inc, a 501 c(3) organization to educate students, parents and Houston County citizens about the dangers of opioids.

Houston County will expend \$78,050 from the Opioid Settlement Fund grant it received for the purpose of educating Houston County residents about the dangers of opioids through Reclaiming Your Ground, Inc's educational programs.

7. Bid Approval (Tahoe) – Commissioner Gottwals

This request is for approval of a bid on one new Chevrolet Tahoe LT to replace the Sheriff vehicle that is being reassigned. Three bids were solicited with one company responding.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the bid on one new Chevrolet Tahoe LT from Hamby Automotive Network, Inc. of Perry, Georgia at the cost of \$65,374.70. 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 23, 2025
SUBJECT: Admin Tahoe

The Purchasing Department solicited bids for One (1) New Chevrolet Tahoe LT from three dealerships. The SUV will replace the current Sheriff's vehicle, that is being reassigned. Hamby Automotive Network, Inc. of Perry was able to locate one new vehicle at the cost of \$65,374.70, and it will be charged to the 320-3300-54.2200 (SPLOST 2018).

Company	Cost
Hamby Automotive Network, Inc.	\$65,374.70
Hardy Automotive Fleet Group	No Stock
Woody Folsom Chevrolet	No Stock

8. Personnel Request (District Attorney's office) – Commissioner Gottwals

This request is to fill the vacant Secretary position at the District Attorney's Office.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the hiring of Megan Rodriguez to fill the vacant Secretary position at the District Attorney's Office at a Grade 8 Step C effective February 3, 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 15, 2025
Re: New Hire – Secretary DA's office

District Attorney Eric Edwards is requesting to hire Megan Rodriguez for the vacant Secretary position at Grade 8 step C. I have reviewed Ms. Rodriguez qualifications, and she does qualify for the C step.

Please consider this request effective February 3, 2025.



**Office of the District Attorney
Houston Judicial Circuit**

Eric Z. Edwards, District Attorney

Gregory W. Winters, Chief Assistant District Attorney
Bobby Brantley, Chief Investigator

January 15, 2025

Dir. Ken Carter
Houston County Personnel Department
200 Carl Vinson Parkway
Warner Robins, Georgia 31088

Mr. Carter,

Please accept this letter as the formal request of my office to hire Megan Rodriguez for our currently-open position of Secretary. I am requesting that Ms. Rodriguez be hired at a Grade-8, Class-C, effective Wednesday, January 22, 2025. Ms. Rodriguez's resume is attached hereto for reference. Should anything further be required of me or my office, please let me know.

Respectfully,

Eric Z. Edwards
District Attorney

Superior Court Office
201 Perry Parkway
Perry, Georgia 31069
478-218-4810 (tel)
478-218-4815 (fax)

Juvenile Court Office
206 Carl Vinson Parkway
Warner Robins, Georgia 31088
478-542-2065 (tel)
478-542-2137 (fax)

9. Board Appointment – Commissioner Talton

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the reappointment of Tara Johnson for a two-year term to start January 31, 2025 and end January 30, 2027, to the Middle Georgia Aging Advisory Council.

10. Approval of Bills – Commissioner Talton

Summary of bills by fund:

General Fund (100)	\$1,757,196.57
Drug Abuse Treatment & Educ (212)	\$2,000.00
Emergency 911 Telephone Fund (215)	\$338,834.76
American Rescue Plan Act (230)	\$1,800.00
Fire District Fund (270)	\$76,554.71
2006 SPLOST Fund (320)	\$14,206.14
2012 SPLOST Fund (320)	\$74,754.00
2018 SPLOST Fund (320)	\$414,626.97
2024 SPLOST Fund (320)	\$1,486,563.60
Water Fund (505)	\$370,920.36
Solid Waste Fund (540)	\$498,494.73
Total	\$5,035,951.84

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the payment of the bills totaling \$5,035,951.84