

Houston County Commissioners Meeting

Perry, Georgia | February 3, 2026 | 9:00 A.M.

Call to Order

Invocation – Commissioner Robinson

Pledge of Allegiance – Commissioner Talton

Quarterly Financial Report – Chief Financial Officer Danyelle George

Comprehensive Plan – Mr. Greg Boike

Middle Georgia Regional Commission Director of Planning & Public Administration

Approval of Minutes from January 20, 2026 meeting

New Business

1. **Special Exception Applications – Commissioner Talton**
2. **Capital Improvement Plan – Commissioner Talton**
3. **Approval of a Quote – Commissioner Robinson**
4. **Approval of a Bid (Juvenile Complex) – Commissioner Robinson**
5. **Approval of Bid (Ice Machine Cleaning) – Commissioner Robinson**
6. **SPLOST Disbursement (2018 SPLOST) – Commissioner Byrd**
7. **Memorandum of Agreement (LMIG) – Commissioner Byrd**
8. **Personnel Request (Poll Workers) – Commissioner Gottwals**
9. **Personnel Request (Solid Waste) – Commissioner Gottwals**
10. **Approval of Bills – Commissioner Gottwals**
11. **Executive Session – Commissioner Gottwals**

Public Comments

Commissioner Comments

Motion for Adjournment

1. Special Exception Applications – Commissioner Talton

			Recommendation	Vote
#2900	Courtney Coley	Baking & Pastries Business	Approval	Unanimous
#2901	Chris & Crystal Bixler	Construction Business	Approval	Unanimous
#2902	Jana Blanton	Wallpaper Installation	Approval	Unanimous
#2903	Dashonna Brown	Personal Training & Fitness	Approval	Unanimous
#2904	Donna Crick	CPR & First Aid Training	Approval	Unanimous
#2905	Tyler & Monica Adsit	RV Rental Business	Approval	Unanimous

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:

#2900	Courtney Coley	Baking & Pastries Business
#2901	Chris & Crystal Bixler	Construction Business
#2902	Jana Blanton	Wallpaper Installation
#2903	Dashonna Brown	Personal Training & Fitness
#2904	Donna Crick	CPR & First Aid Training
#2905	Tyler & Monica Adsit	RV Rental Business

2. Capital Improvement Plan – Commissioner Talton

This request from the Accounting Department is for acceptance of a Capital Improvement Plan to serve as a long-range planning and financial document intended to improve coordination of capital projects, enhance transparency, and support informed decision-making.

Motion by _____, second by _____ and carried _____ to

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the 5-Year Capital Improvement Plan for FY2026 – FY2030. Board action at this time is not an appropriation of funds. Individual projects will still require approval through the annual budget process, project approvals, grant awards, or separate board actions as applicable.



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: 01/27/2026

Re: 5 Year Capital Improvement Plan

Staff has compiled a Five-Year Capital Improvement Plan (CIP) for FY2026–FY2030, identifying major capital equipment, infrastructure, facility, and technology needs. The plan was developed in coordination with department leadership and reflects asset replacement schedules, operational requirements, growth-related demands, and modernization efforts. The CIP outlines anticipated funding sources, including SPLOST, ARPA, Enterprise Capital Funds, Grants, and General Fund Reserves.

The Capital Improvement Plan serves as a long-range planning and financial document intended to improve coordination of capital projects, enhance transparency, and support informed decision-making. It aligns with governmental budgeting and GFOA best practices for capital planning.

Board action at this time is **not an appropriation of funds**. Individual projects will still require approval through the annual budget process, project approvals, grant awards, or separate Board actions as applicable.

This request is for the Board to accept the plan as the County's official long-range capital planning document.

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

Danyelle George, CPA
Director of Finance

3. Approval of a Quote – Commissioner Robinson

This request is for approval of a quote to add access controls to the Houston County Magistrate Court building for security reasons.

Motion by _____, second by _____ and carried _____ to

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authorize

the quote from BTV Systems of Macon, Georgia in the amount of \$28,609.74 to add access controls to the Houston County Magistrate Court building. This project will be funded by 2018 SPLOST and will be completed within four weeks of receipt of materials.



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

MEMO

To: Houston County Board of Commissioners

From: Michael Phillips *MP* *BJ*

Date: 1/26/2026

Re: Magistrate Court Access Control

Please consider this memo for adding access controls at Houston County Magistrate Court. 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 \$28,609.74. This will be paid out of 2018 SPLOST and will be completed within a month once material is received.

4. Approval of a Bid (Juvenile Complex) – Commissioner Robinson

This request is for approval of a bid on an upgrade to the current fire alarm system in the Juvenile Complex.

Motion by _____, second by _____ and carried _____ to

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authorize

the bid from BTV Systems of Macon, Georgia in the amount of \$10,346.99 to upgrade the current fire alarm system in the Juvenile Complex. This project will be funded by 2018 SPLOST and will be completed within four weeks of receipt of materials.



Houston County Public Works

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Perry, Georgia 31069
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County Engineer

Travis McLendon
Roads Superintendent

Christopher Stoner
Fire Chief / EMA Director

MEMO

To: Houston County Board of Commissioners

From: Michael Phillips *MP* *BJ*

Date: 1/26/2026

Re: Juvenile Complex Fire Alarm Replacement

Public Buildings staff would like the Board of Commissioners to consider the attached proposal for upgrading the current fire alarm system to a system that county personnel can maintain and work on. Bids were solicited and staff recommend awarding it to BTV Systems of Macon, Ga. for \$10,346.99. This will be paid out of the 2018 SPLOST and will be completed within a month once material is received.

Bidder	Amount
BTV Systems	\$10,346.99
Fire Protection Services	\$15,645.66

5. Approval of Bid (Ice Machine Cleaning) – Commissioner Robinson

This request is for approval of a bid for the annual cleaning of 22 ice machines in various County buildings.

Motion by _____, second by _____ and carried _____ to

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authorize

the bid from Pike's Peak Performance of Perry, Georgia, in the amount of \$10,250 for the annual cleaning of the County's 22 ice machines. This project will be funded by the FY26 Public Buildings operating budget.



Houston County Public Works

Office

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

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Nancy Lancaster
Office Manager

Michael Phillips
Facilities Superintendent

Ronnie Heald, PLS
County Engineer

Travis McLendon
Roads Superintendent

Christopher Stoner
Fire Chief / EMA Director

MEMO

To: Houston County Board of Commissioners

From: Michael Phillips *MP* *BJ*

Date: 1/13/2026

Re: Ice Machine Cleaning Contract

Public Buildings staff would like for the Board of Commissioners to consider the attached proposal for the annual cleaning of 22 ice machines in various county buildings. Bids were solicited and staff recommend awarding it to Pike's Peak Performance of Perry, Ga., for \$10,250.00. This will be paid out of the Public Buildings operating budget for FY 26.

Bidder	Amount
Pike's Peak Performance	\$10,250.00
Sam's Service	No Bid
TWC	No Bid

6. SPLOST Disbursement (2018 SPLOST) – Commissioner Byrd

At a Special Called Meeting held on December 13, 2016, the Houston County Board of Commissioners approved the execution of an Intergovernmental Agreement regarding the use and distribution of proceeds from the 2018 Special Purpose Local Option Sales Tax (SPLOST) for Capital Outlay Projects. This agreement provided for the distribution of funds for recreation facilities and equipment as follows: City of Warner Robins - \$3,500,000; City of Perry - \$1,500,000; City of Centerville - \$1,000,000.

On July 27th, 2021, in an Intergovernmental Agreement between Houston County and the Cities, the Cities agreed to postpone the use of these funds so they could be applied toward the Natatorium project, with the understanding that the funds would be disbursed to the Cities at the conclusion of the 2018 SPLOST period, contingent upon the collection of the specified amounts.

Motion by _____, second by _____ and carried _____ to

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the disbursement of the specific revenue, for recreation facilities and equipment, collected from the 2018 SPLOST in accordance with the Intergovernmental Agreement signed July 27, 2021.



Houston County Commissioners

Serving All of Houston County

Office

200 Carl Vinson Parkway
Warner Robins, GA 31088
478-542-2115
FAX 478-923-5697
www.houstoncountyga.org

Commissioners

Dan Perdue
Chairman

Mark Byrd
Tal Talton
Gail C. Robinson
Shane Gottwals

MEMORANDUM

TO: Board of Commissioners

FROM: Robbie Dunbar

DATE: 01/23/2026

SUBJECT: Request for Agenda Item – Disbursement of 2018 SPLOST Recreation Funds

At a Special Called Meeting held on December 13, 2016, the Houston County Board of Commissioners approved the execution of an Intergovernmental Agreement regarding the use and distribution of proceeds from the 2018 Special Purpose Local Option Sales Tax (SPLOST) for Capital Outlay Projects.

Exhibit "A" of the agreement provided for the following distribution of SPLOST funds for Recreation facilities and equipment:

City of Warner Robins – \$3,500,000

City of Perry – \$1,500,000

City of Centerville – \$1,000,000

On July 27th, 2021 in an Intergovernmental Agreement between Houston County and the Cities, the Cities agreed to postpone the use of these funds so they could be applied toward the Natatorium project, with the understanding that the funds would be disbursed to the Cities at the conclusion of the 2018 SPLOST period, contingent upon the collection of the specified amounts.

Revenue collection for the 2018 SPLOST ended on September 30, 2024. This memorandum serves as a request to place an item on the agenda for consideration and approval of the disbursement of these funds in accordance with the Intergovernmental Agreement.

7. Memorandum of Agreement (LMIG) – Commissioner Byrd

This request is for approval of a Memorandum of Agreement to collaborate with other local governments on LMIG projects for the bidding and contracting process to increase the likelihood of lower costs.

Motion by _____, second by _____ and carried _____ to

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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 on all Local Maintenance and Improvement Grant projects jointly to achieve a lower bid price.

8. Personnel Request (Poll Workers) – Commissioner Gottwals

This request is to hire poll workers for the upcoming February 17, 2026 Special Runoff Election-State Senate District 18.

Motion by _____, second by _____ and carried _____ to

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hiring the following poll workers for the February 17, 2026 Special Runoff Election-State Senate District 18.

		AMOUNT	TOTAL
6	Managers (Precinct)	175.00	1,050.00
12	Assistant Managers (Precinct)	125.00	1,500.00
12	Clerks	115.00	1,380.00
3	Janitors -Schools	15.50	46.50
1	Janitors	25.00	25.00
30	BMD (Ballot Marking Device)	2.00	60.00
2	Election Night Equipment Return Help	75.00	150.00
2	Election Night Check-In Clerks	75.00	150.00
6	Supply pick-up / return supplies (Managers)	10.00	60.00
6	Cell Phones	10.00	60.00
	TOTAL		4,481.50

BOARD OF ELECTIONS

HOUSTON COUNTY GOVERNMENT BUILDING
2030 KINGS CHAPEL ROAD
POST OFFICE BOX 945
PERRY, GA 31069

478-987-1973

FAX 478-988-0699

TO: Houston County Commissioners

FROM: Debra Presswood
Registration/Election Supervisor

RE: Election Workers – Special Runoff Election for State Senate District 18

DATE: January 23, 2026

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The Board of Elections requests hiring the following election day workers for the February 17, 2026 Special Runoff Election-State Senate District 18.

		AMOUNT	TOTAL
6	Managers (Precinct)	175.00	1,050.00
12	Assistant Managers (Precinct)	125.00	1,500.00
12	Clerks	115.00	1,380.00
	Training	25.00	
	Training (Backup Workers)	25.00	
3	Janitors -Schools	15.50	46.50
1	Janitors	25.00	25.00
30	BMD (Ballot Marking Device)	2.00	60.00
0	Election Supply Load Out Help	75.00	0
2	Election Night Equipment Return Help	75.00	150.00
2	Election Night Check-In Clerks	75.00	150.00
6	Supply pick-up / return supplies (Managers)	10.00	60.00
6	Cell Phones	10.00	60.00
0	Ballot Scan Clerk	100.00	0
	TOTAL		4,481.50

9. Personnel Request (Solid Waste) – Commissioner Gottwals

This request is for the reclassification of the Solid Waste Billing Clerk due to a change of responsibilities.

Motion by _____, second by _____ and carried _____ to

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the reclassification of the Solid Waste Billing Clerk position from a Grade 16 to a Grade 15 based on the approved duties of the position. This reclassification will require formal position review, and approval of Human Resources to be considered for reclassification again in the future.



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 22, 2026
Re: Request to Reclassify Position – Solid Waste

Jeff Smith has requested reclassification of the Solid Waste Billing Clerk position due to a reassignment of duties. As outlined in an email from Brian Jones, the proposed reclassification reflects the removal of supervisory responsibilities, elimination of the back-up Public Works Office Manager function, and removal of essential personnel status during emergency response. The revised job description is attached.

The request is to reclassify the position from Grade 16 to Grade 15. The current employee will maintain their existing rate of pay and will not experience a reduction in compensation as a result of this reclassification.

This reclassification is based on the approved duties of the position as outlined in the attached job description. The position shall remain classified at Grade 15 and shall not be subject to future reclassification or restoration of removed duties without a formal position review, approval by Human Resources, and governing authority authorization.

Please consider this request effective February 16, 2026.

10. Approval of Bills – Commissioner Gottwals

Summary of bills by fund:

General Fund (100)	\$1,101,323.88
Opioid Fund (213)	\$1,000.00
Emergency 911 Telephone Fund (215)	\$7,547.68
American Rescue Plan Act (230)	\$123,736.35
Fire District Fund (270)	\$55,355.31
2018 SPLOST Fund (320)	\$6,216,860.36
2024 SPLOST (320)	\$1,501,776.08
Water Fund (505)	\$132,922.82
Solid Waste Fund (540)	\$229,962.46
Total	\$ 9,370,484.94

Motion by _____, second by _____ and carried _____ to

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the payment of the bills totaling **\$9,370,484.94**.

11. Executive Session – Commissioner Gottwals

Motion by _____, second by _____ and carried _____ to

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entering into Executive Session Attorney-Client matters per O.C.G.A. § 50-14-2(1)