

Houston County Commissioners Meeting

Perry, Georgia | October 3, 2023 | 9:00 A.M.

Call to Order

Invocation – Commissioner Robinson

Pledge of Allegiance – Commissioner Gottwals

Military Speaker – Lt. Col. Matthew Dolan

Deputy Chief, Special Operations Forces/Personnel Recovery (SOF/PR) & Rotary Division, Air Force Life Cycle Management Center

Recognition of State Court

Approval of Minutes from September 19, 2023 meeting

New Business

- 1. Public Hearing on Special Exception Application – Commissioner Gottwals**
- 2. Personnel Request (Magistrate Court) – Commissioner Gottwals**
- 3. Board Appointment – Commissioner Gottwals**
- 4. Water Purchase Request (City of Centerville) – Commissioner Gottwals**
- 5. Annexation (City of Warner Robins) – Commissioner Byrd**
- 6. Change Order (Phase 6, Stage 1B Cell Construction) – Commissioner Byrd**
- 7. Bid Approval (2018 SPLOST Road Improvement Project) – Commissioner Byrd**
- 8. Bid Approval (HVAC Controls for Annex) – Commissioner Robinson**
- 9. Bid Approval (Body Cameras) – Commissioner Robinson**
- 10. Bid Approval (2023 ½ Ton Crew Cab Pickup Trucks) -Commissioner Robinson**
- 11. Bid Approval (2023 F-150 Extended Cab) – Commissioner Talton**
- 12. Bid Approval (Tahoe PPV's) – Commissioner Talton**
- 13. Approval of Bills – Commissioner Talton**

Public Comments

Commissioner Comments

Motion for Adjournment



Judicial Council of Georgia

Administrative Office of the Courts

Chief Justice Michael P. Boggs
Chair

Cynthia H. Clanton
Director

September 6, 2023

To: All Georgia Court Judges and Clerks:

The Office of Research and Data Analysis wishes to inform you that the Judicial Council's Standing Committee on Judicial Workload Assessment recognizes your court as a Clearance Rate Excellence Award recipient. Congratulations on this remarkable achievement!

The Clearance Rate Excellence Award recognizes the top 10% of courts in each class of court that demonstrate exceptional performance in maintaining clearance rates, a key indicator of a court's ability to effectively manage its caseload. Clearance rates are calculated by dividing the number of disposed cases by the number of filed cases and expressing the result as a percentage. Cases not disposed of in a timely manner contribute to a backlog of cases awaiting disposition. A clearance rate of 100% or higher demonstrates a court ability to resolve at least as many cases as were filed each year.

Your court's outstanding performance in meeting or exceeding 100% or better clearance rate has distinguished itself amongst its peer courts. This achievement reflects your court's dedication, efficiency, and commitment to ensuring the timely resolution of cases.

Thank you for your participation in the annual caseload reporting project and your courts continued efforts to improve the administration of justice in all Georgia Courts through collaboration, innovation, and information.

Sincerely,

The Office of Research and Data Analysis
Judicial Council of Georgia
Administrative Office of the Courts



The Standing Committee on Judicial Workload Assessment

recognizes the

State Court of Houston County
for
CLEARANCE RATE EXCELLENCE

Thank you for your service and continued efforts to improve the administration of justice in all Georgia Courts through collaboration, innovation, and information.

A handwritten signature in black ink, appearing to read 'R. Leonard II', written over a horizontal line.

Judge Robert D. Leonard II
Chair, JWAC

A handwritten signature in black ink, appearing to read 'C. Clanton', written over a horizontal line.

Cynthia H. Clanton,
Director, Administrative Office of the Courts



1. Public Hearing on Special Exception Application – Commissioner Gottwals

			Recommendation	Vote
#2716	Olie and Teresa Burkes	Medical Transport Business	Approval	Unanimous
#2717	Arthur Crawford	Landscaping and Irrigation Business	Approval	Unanimous
#2718	Matthew and Jesica Martin	Rental Properties Business	Approval	Unanimous
#2719	Karena Zaloudek	Handywoman Business	Tabled	Unanimous
#2720	Channel Brantley	Daycare Business	Approval	Unanimous
#2721	Marc and Rebecca Clay	Cleaning 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.

#2716	Olie and Teresa Burkes	Medical Transport Business
#2717	Arthur Crawford	Landscaping and Irrigation Business
#2718	Matthew and Jesica Martin	Rental Properties Business
#2720	Channel Brantley	Daycare Business
#2721	Marc and Rebecca Clay	Cleaning Business

Motion by _____, second by _____ and carried _____ to

approve disapprove table

the following Special Exception Application

#2719 Karena Zaloudek Handywoman Business

2. Personnel Request (Magistrate Court) – Commissioner Gottwals

The Magistrate Court is requesting approval to hire Ms. Jill Jennings to fill the vacant Deputy Clerk position. Staff has reviewed her qualifications and recommends hiring Ms. Jennings at a Grade 14 Step C effective October 4, 2023.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

hiring Ms. Jill Jennings to fill the vacant Deputy Clerk position in the Magistrate Court at a Grade 14 Step C effective October 4, 2023.



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: September 25, 2023
Re: Request to hire Jill Jennings – Deputy Clerk

Judge Sammons is requesting to hire Jill Jennings for the vacant Deputy Clerk position. Based on Ms. Jennings's experience, Judge Sammons would like to hire at grade 14 step C. I have reviewed the qualifications and experience and Ms. Jennings does exceed the requirements for the C step.

Please consider this request to hire effective October 4, 2023.

3. Board Appointment – Commissioner Gottwals

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the reappointment of Lisa Bowen to the Zoning Appeals Board for a term of 06/06/2023 – 06/05/2027.

4. Water Purchase Request (City of Centerville) – Commissioner Gottwals

The City of Centerville is requesting the addition of the Emerald Oaks Subdivision on Dunbar Road to the Water Purchase Agreement between Houston County and the City of Centerville. This development will be served by the addition of two 8-inch master meters. One meter installed at Sugar Maple Drive and Dunbar Road the second meter installed at Longleaf Road and Dunbar. Staff and our consultants, Carter & Sloope, have verified the flows and pressures and found that there is an adequate supply.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the addition the Emerald Oaks Subdivision to include the installation of two 8-inch master meters to the Water Purchase Agreement between Houston County and the City of Centerville. This approval is contingent upon the following:

- 1. Developer posting a bond covering more than 125% of the construction cost for work performed on the Houston County Water System.**
- 2. Issuance of utility permit to City of Centerville based on all conditions being met according to “Houston County Utility Accommodations.”**
- 3. Adherence of the rate structure approved by the Houston County Board of Commissioners on November 19, 2019, is followed.**



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

Jordan Kelley
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: Houston County Board of Commissioners

From: Terry Dietsch, Utility Director *TJD BJ*

Date: September 26, 2023

Re: Water Purchase Request from the City of Centerville

Please consider a request from *the City of Centerville to serve the Emerald Oaks Subdivision located on Dunbar Road*. The development will be served through two 8-inch master meters. One meter is to be installed at Sugar Maple Drive and Dunbar Road. The second meter will be installed at Longleaf Road and Dunbar Road.

This development was reviewed by the Water Department and our consultants, Carter & Sloope to verify flows and pressures. There is an adequate water supply to meet the needs of this development as designed today.

This request is contingent upon the developer posting a bond covering more than 125 percent of the construction cost for work performed on the Houston County Water System.

Thank you for your consideration.



Governor's All-Star City

* * * *

CITY OF CENTERVILLE

300 East Church Street
Centerville, Georgia 31028-1099
Phone: (478) 953-4734 Fax: (478) 953-4797

JOHN R. HARLEY
MAYOR

Date: September 25, 2023

Mike Brumfield
Dir of Operations

Krista Bedingfield
City Clerk

Rebecca L. Tydings
City Attorney

**Members
Of
Council**

Robert D. Bird, Jr.
Post 1

Justin Wright
Post 2

J. Micheal Evans
Post 3

Edward D. Armijo
Post 4

Mr. Terry Dietsch
Utility Director
Houston County Public Works

Re: Emerald Oaks Subdivision

To whom it may concern,

This letter is to request two master meters be installed at the entrances to the new approved subdivision located on Dunbar Road. The City of Centerville will accept billing for these meters.

Should you have any questions or require additional information, please contact me at 478-953-4734.

Thank You,

Mike Brumfield
Director of Operations, City of Centerville

5. Annexation (City of Warner Robins) – Commissioner Byrd

This request from the City of Warner Robins is for the annexation of property located on S. Houston Lake Road containing 1.84 acres. The property is contiguous to the City limits and does not create an unincorporated island.

Motion by _____, second by _____ and carried _____ to

concur

non-concur

with the City of Warner Robins annexation request for property located on S. Houston Lake Road containing 1.84 acres and known as Tax Parcel # 00074E 173000. The property is currently zoned County C-2 and proposed zoning is City of Warner Robins C-2.

6. Change Order (Phase 6, Stage 1B Cell Construction) – Commissioner Byrd

Public Works is requesting approval of Change Order #1 on the Phase 6 Stage 1B Cell Construction Project. This change is for the installation of an unforeseen underdrain, the cleaning of Phase 6 sediment pond, and some additional grassing. This increase of \$93,528.23 will bring the total cost to \$4,033,828.43.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

change order #1 on the Phase 6 Stage 1B Cell Construction Project in the amount of \$93,528.23 bringing the total cost to \$4,033,828.43. This project is funded by Solid Waste Capital Funds.



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

Jordan Kelley
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: Houston County Board of Commissioners

From: Terry Dietsch, Utility Director *TJD BJ*

Date: September 21, 2023

Re: Phase 6, Stage 1B Cell Construction- Contract Change Order

Please consider the attached Change Order No. 1 for an increase in the contract price of **\$93,582.23** for *Phase 6, Stage 1B cell construction project*. This change order represents installation of an unforeseen underdrain, cleaning of Phase 6 sediment pond and some additional grassing. This change order represents an increase in the total contract amount from **\$3,940,246.20 to \$4,033,828.43**. Please consider this request for approval of this final adjusting change order.

Thank you for your consideration.

7. Bid Approval (2018 SPLOST Road Improvement Project) – Commissioner Byrd

The Public Works Department is requesting approval of a bid for the 2018 SPLOST Road Improvement Project (Talton Road/ State Route 127 Improvements). Bids were accepted and based on evaluation scores, staff recommends award to McCoy Grading, Inc. of Greenville, Georgia for the cost of \$5,411,085.45. Included in this amount is an existing City of Perry sanitary sewer force main which will need to be relocated and will be paid for by the City of Perry, at a cost of \$93,377.50.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the award of a bid on the 2018 SPLOST Road Improvement Project to McCoy Grading Inc. in the amount of \$5,411,085.45. This project will be paid for by the 2018 SPLOST and the City of Perry.

8. Bid Approval (HVAC Controls for Annex) – Commissioner Robinson

The Public Works Department is requesting approval of a bid to add Building Automated Controls to the HVAC system at the Houston County Annex. These controls were removed during the remodel of the State Court Building. This addition of new controls will give staff the ability to view and work on the current HVAC system. Staff recommends award to Commercial Controls Group, Incorporated of Macon, Georgia in the amount of \$55,051.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the award of the bid to add controls to the HVAC system at the Annex, to Commercial Controls Group of Macon Georgia, in the amount of \$55,051. This project will be funded by 2018 SPLOST.



**HOUSTON COUNTY
PUBLIC WORKS DEPARTMENT**

2018 Kings Chapel Road
Perry, Georgia 31069
(478) 987-4280 • Fax (478) 988-8007

MEMORANDUM

To: Houston County Board of Commissioners

From: Ronnie Heald, County Engineer *RJH BJ*

Cc: Robbie Dunbar, Director of Operations

Date: Tuesday, September 26, 2023

RE: Bid Recommendation for 2018 SPLOST Road Improvement Project
Talton Road / State Route 127 Improvements
(CW18-05D, Bid No. 24-01)

Please consider this request to accept a bid for the above referenced project. Bids were received on Thursday, September 21, 2023. Listed below is a summary of the unit cost bids.

<u>Bidder</u>	<u>Amount of Bid</u>
McCoy Grading, Inc.	\$5,411,085.45
C W Matthews Contracting Company	\$5,485,500.00
Reeves Construction Company	\$5,552,942.15

Based on the evaluation scores, the Engineering Department recommends the selection of **McCoy Grading, Inc.**, to perform the construction at the cost of **\$5,411,085.45**. There is an existing sanitary sewer force main which is to be relocated with the project. The force main belongs to the City of Perry. Perry will pay the contractor directly for the work. The amount for the force main is \$93,377.50.

This project is to be funded by the 2018 SPLOST.

9. Bid Approval (Body Cameras) – Commissioner Robinson

The Sheriff's Department is requesting approval of a bid for 34 body cameras, and the equipment needed to operate them, from Motorola Solutions.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the approval of a bid for 34 body cameras, and the equipment needed to operate them, from Motorola Solutions of Chicago, IL in the amount of \$94,367.13. This purchase will be funded from 2018 SPLOST and the General Fund Small Equipment.

**CULLEN TALTON
SHERIFF, HOUSTON COUNTY**

202 CARL VINSON PARKWAY
WARNER ROBINS, GEORGIA 31088
478-542-2085/FAX 478-329-9715

Maj. Tommy Jackson
Chief Administrator

Capt. Ron Brainard
Chief Investigator

Wm. H. Rape, Jr. *Chief Deputy*

Capt. Clay Chambers
Patrol Commander

Maj. Brian Blanton
Chief Detention Officer

To: Houston County Board of Commissioners

From: Chief Deputy William Rape

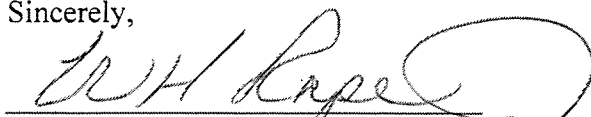
Ref: Purchase of body cameras

Date: September 15, 2023

Greetings Board Members,

I am requesting the Board of Commissioners' approval on the purchase of thirty-four (34) body cameras and the equipment needed to operate them. The quote # 2330234, \$94,367.13. The funding for the purchase will come from the 2018 SPLOST \$89,627.00 and \$4,950.00 from the general fund line item# 53.1600 of this current fiscal year. I have attached the quote from Motorola Solutions. Thank you in advance for your consideration in this matter.

Sincerely,


Chief Deputy William Rape

10. Bid Approval (2023 ½ Ton Crew Cab Pickup Trucks) - Commissioner Robinson

The Purchasing Department is requesting approval on a bid for five 2023 ½ Ton Crew Cab Pickup Trucks. This bid, of \$41,162 per truck, was accepted in December of 2022 and the vehicles will finally arrive in November. Four of these vehicles will be used in the Warrants Division of the Sheriff's Department and one will be for use in the Tax Assessors Office.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the bid for five 2023 ½ Ton Crew Cab Pickup Trucks from Phil Brannen Ford of Perry in the amount of \$41,162 each or a total of \$164,648. This purchase will be funded from 2018 SPLOST.



HOUSTON COUNTY BOARD OF COMMISSIONERS

2020 KINGS CHAPEL ROAD * PERRY, GA 31069-2828
TELEPHONE (478) 218-4800 * FACSIMILE (478) 218-4805

VANESSA ZIMMERMAN
DIRECTOR OF PURCHASING

MEMORANDUM

TO: Houston County Board of Commissioners

FROM: Vanessa Zimmerman

CC: Robbie Dunbar

DATE: September 27, 2023

SUBJECT: Purchase of Five (5) 2023 One-Half (1/2) Ton Pickup Truck w/ Crew Cab
(Bid # 23-16)

The Purchasing Department solicited prices for Five (5) 2023 One-Half (1/2) Ton Pickup Truck w/ Crew Cabs in December 2022. These vehicles will finally arrive the end of November and will be used by the Houston County Warrants Department (4) and Tax Assessor's Office (1).

The Five (5) 2023 One-Half (1/2) Ton Pickup Truck w/ Crew Cab from Phil Brannen Ford of Perry are for \$41,162.00 each. A total of \$164,648.00 will be charged to 320-3300-54.2200 and \$41,162.00 will be charged to 320-1550-54.2200 both SPLOST 2018.

11. Bid Approval (2023 F-150 Extended Cab) – Commissioner Talton

The Purchasing Department is requesting approval of a bid on one 2023 F-150 Extended Cab 4X2 Truck with a six-foot bed for use in the Animal Control Department.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the approval of a bid on one 2023 F-150 Extended Cab 4X2 Truck with a six-foot bed for use by Animal Control from Phil Brannen Ford of Perry in the amount of \$38,971. This truck will be funded by 2018 SPLOST and has an estimated delivery of November.



HOUSTON COUNTY BOARD OF COMMISSIONERS

2020 KINGS CHAPEL ROAD * PERRY, GA 31069-2828
TELEPHONE (478) 218-4800 * FACSIMILE (478) 218-4805

VANESSA ZIMMERMAN
DIRECTOR OF PURCHASING

MEMORANDUM

TO: Houston County Board of Commissioners

FROM: Vanessa Zimmerman

CC: Robbie Dunbar

DATE: September 27, 2023

SUBJECT: Purchase of One (1) 2023 F-150 Extended Cab 4x2 Truck w/6' bed
(Bid # 23-18)

The Purchasing Department solicited prices for one (1) 2023 F-150 Extended Cab 4x2 Truck w/6' bed in December 2022. This vehicle will finally arrive at Phil Brannen Ford of Perry the end of November and will be used by the Houston County by Animal Control.

A total of \$38,971.00 will be charged to 320-1300-54.2200 (SPLOST 2018).

12. Bid Approval (Tahoe PPV's) – Commissioner Talton

Purchasing is requesting approval of a bid on two Tahoe PPV's for use in the Sheriff's Department. The Purchasing Department located Two (2) Tahoe PPV's at Hardy Chevrolet, these vehicles are at state contracted pricing. A 2WD unit for use by Patrol at \$39,274, and a 4WD unit for use by Investigations for \$44,788.00.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the bid on two Tahoe PPV's for use in the Sheriff's Department from Hardy Chevrolet of Gainesville, Georgia in the total purchase amount of \$84,062. This purchase will be funded by 2018 SPLOST.



HOUSTON COUNTY BOARD OF COMMISSIONERS

2020 KINGS CHAPEL ROAD * PERRY, GA 31069-2828
TELEPHONE (478) 218-4800 * FACSIMILE (478) 218-4805

VANESSA ZIMMERMAN
DIRECTOR OF PURCHASING

MEMORANDUM

TO: Houston County Board of Commissioners
FROM: Vanessa Zimmerman
CC: Robbie Dunbar
DATE: September 27, 2023
SUBJECT: Tahoe PPV's

The Purchasing Department located Two (2) Tahoe PPV's at Hardy Chevrolet. The units are at state contracted pricing. A 2WD unit will be assigned to Patrol for \$39,274.00 and a 4WD unit will be assigned to Investigations for \$44,788.00. The total purchase price would be \$84,062 and charged to 320-3300-54.2200 (SPLOST 2018). It is recommended that the Houston County Board of Commissioners go forward and purchase the in-stock vehicles.

13. Approval of Bills – Commissioner Talton

Summary of bills by fund:

General Fund (100)	\$1,741,577.85
Drug Abuse Treatment & Educ (212)	\$11,865.98
Emergency 911 Telephone Fund (215)	\$184,185.27
American Rescue Plan Act (230)	\$5,942.50
Fire District Fund (270)	\$63,357.52
2006 SPLOST Fund (320)	\$192.50
2012 SPLOST Fund (320)	\$245,038.74
2018 SPLOST Fund (320)	\$1,160,976.29
Water Fund (505)	\$221,805.55
Solid Waste Fund (540)	\$478,820.67
Total	\$4,114,762.87

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the payment of the bills totaling \$4,114,762.87