

# Houston County Commissioners Meeting

Warner Robins, Georgia | November 21, 2023 | 5:00 P.M.

Call to Order

Pledge of Allegiance – Commissioner Robinson

Invocation – Pastor Tommy Odum

*The Well at Centerville*

Presentation Mental Health Resolution

Approval of Minutes from November 7, 2023

New Business

- 1. Intergovernmental Agreement (CorrectHealth Houston, LLC) – Commissioner Robinson**
- 2. Change Order (State Court Expansion) – Commissioner Robinson**
- 3. Personnel Request (District Attorney’s Office) – Commissioner Gottwals**
- 4. Personnel Request (Purchasing Staffing) – Commissioner Gottwals**
- 5. Board Appointments – Commissioner Gottwals**
- 6. Lease Agreement (Postage Meter) – Commissioner Talton**
- 7. Expired Inventory (Purchasing Department) – Commissioner Talton**
- 8. Approval of a Bid (Window Repair) – Commissioner Byrd**
- 9. License Agreement (Georgia Grown Building at Fairgrounds)– Commissioner Byrd**
- 10. Approval of Bills – Commissioner Byrd**

Public Comments

Commissioner Comments

Motion for Adjournment

**RESOLUTION URGING THE GOVERNOR AND GENERAL ASSEMBLY OF  
GEORGIA TO CONTINUE EFFORTS TO REFORM AND IMPROVE MENTAL  
HEALTH SERVICES FOR THE CITIZENS OF GEORGIA**

**WHEREAS**, being the constitutional level of government closest to their constituents, Georgia counties are on the front lines of responding to mental health issues within the community as well as the development of mental health reform efforts; and

**WHEREAS**, the Houston County Board of Commissioners supports efforts designed to provide every citizen in need to have accessible, affordable, and adequate mental health services; and

**WHEREAS**, the Houston County Board of Commissioners is grateful for the efforts of Georgia's executive, legislative, and judicial branches in working towards mental health reform in recent years, such as the passage of HB 1013 (2022) and introduction of HB 520 (2023), Chief Justice Boggs's work on jail diversion initiatives, and Governor Kemp's commitment to expanding mental health resources in schools for children and young adults; and

**WHEREAS**, despite these prior steps and successes, the Houston County Board of Commissioners recognizes that there is still a tremendous amount of work for the citizens of Houston County and other citizens across Georgia to receive adequate healthcare for mental health and substance abuse disorders; and

**NOW, THEREFORE, BE IT RESOLVED** by the Houston County Board of Commissioners that Houston County government reaffirms its commitment to reforming and improving mental health services for its citizens and all citizens of the state of Georgia.

**BE IT FURTHER RESOLVED**, that the Houston County Board of Commissioners specifically urges the Governor and General Assembly to continue efforts in the 2024 Session of the Georgia General Assembly to enhance Georgia citizens' access to vital mental health services, including the provision of state budgetary funding for additional behavioral health crisis centers across the state, additional co-responder units, and other resources to assist those with mental health and substance abuse disorders.

**BE IT FURTHER RESOLVED**, that the Director of Administration to the Board of Commissioners is hereby directed to provide an executed copy of this Resolution to each member of the Houston County delegation to the Georgia Senate and Georgia House of Representatives and to the Association County Commissioners of Georgia.

This 21<sup>st</sup> day of November, 2023.

ATTEST:

**HOUSTON COUNTY  
BOARD OF COMMISSIONERS:**

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Robbie Dunbar  
Director of Administration

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Chairman Dan Perdue

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Commissioner Mark Byrd

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Commissioner Shane Gottwals

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Commissioner Gail Robinson

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Commissioner Tal Talton

# **1. Intergovernmental Agreement (CorrectHealth Houston, LLC) – Commissioner Robinson**

This request is for acknowledgement of an intergovernmental agreement for blood draws.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

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authorize

**the intergovernmental agreement between Houston County Sheriff’s Office, The City of Perry, with Acknowledging Consent by Houston County Board of Commissioners and CorrectHealth Houston, LLC. This agreement will facilitate the Perry Police Department’s ability to utilize the services provided by CorrectHealth Houston, LLC at the Houston County Detention Center to obtain blood draws on suspected driving under the influence detainees that are brought to the Detention Center by the City of Perry Police Department. This agreement shall run concurrently with the agreement signed by Sheriff Talton on February 13, 2023.**

## **2. Change Order (State Court Expansion) – Commissioner Robinson**

This request is for approval of the final change order for the *State Court Expansion*.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

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**change order #8, the final adjusting change order on the State Court Expansion for a decrease in the contract price of \$91,529.74. This decrease will reduce the contract amount from \$20,596,537.35 to \$20,505,007.61.**



# 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 Engineer

## Memo

To: Houston County Board of Commissioners  
From: Michael Phillips, Facilities Superintendent *MP* *BJ*  
Date: November 8, 2023  
Re: State Court Expansion Change Order #8 (Final)

Please find attached proposal for Change Order No. 8 for decrease in contract price of **\$91,529.74** for the *State Court Expansion*. This change order will reduce the contract amount from **\$20,596,537.35** to **\$20,505,007.61**. Please consider this request for approval of this final adjusting change order.

Thank you for your consideration of this request.

Attachments - Change Order No. 8 (Final)

### **3. Personnel Request (District Attorney's Office) – Commissioner Gottwals**

This request is for the addition of a new position in the District Attorney's Office.

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**the addition of an Assistant District Attorney to the Houston County Position Control Listing. This position will be listed as a Grade 30 and is typically hired at a Step "A". This addition is to become effective November 22, 2023.**

**Also, to approve the Accounting Department to make any necessary budgetary adjustments.**



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## 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)

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To: County Commissioners  
From: Kenneth Carter, Director of Personnel  
Date: November 10, 2023  
Re: Additional District Attorney

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As part of the budget process, requests for new positions were submitted by various departments. All the requests were evaluated, and several positions were identified by the budget summary as having an immediate need. It was determined that the best method to add those positions was to add them over the fiscal year.

One of the positions that the District Attorney Will Kendall has requested is to add an additional Assistant District Attorney. This position is Grade 30 and typically hired at the "A" step.

Please consider this request to add 1 Assistant District Attorney position (#156) to the position control effective November 22, 2023.

## **4. Personnel Request (Purchasing Staffing) – Commissioner Gottwals**

This request is to restructure the Records and Inventory Manager Position.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

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**the restructuring of the Records and Inventory Manager Position in Purchasing to become effective November 22, 2023 as follows:**

### **Eliminate**

- **Inventory Warehouse Clerk (Pos #0061) – Grade 13**

### **Change**

- **Records Retention Manager (Pos #0062) – Grade 13 to Inventory and Records Manager (Same Pos No.) – Grade 16**

**This change will not affect the Detention Officer/Inmate Detail position.**

**Also, to approve the Accounting Department to make any necessary budgetary adjustments.**



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## 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)

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To: County Commissioners  
From: Kenneth Carter, Director of Personnel  
Date: November 10, 2023  
Re: Purchasing Staffing

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Venessa Zimmerman needs an Inventory Manager to assist with the management of the inventory in the warehouse. To accomplish this, Ms. Zimmerman is asking to combine the records retention manager position with the unfilled inventory warehouse clerk position. This Change does not affect the Detention Officer/Inmate Detail position and that will position/arrangement will remain.

For the position control purposes this will be as follows:

### **Eliminate**

- Inventory Warehouse Clerk (Pos #0061) – Grade 13

### **Change**

- Records Retention Manager (Pos # 0062) – Grade 13 to  
Inventory and Records Manager (same pos no.) – Grade 16.

Please consider this request to be effective November 22, 2023.

## 5. Board Appointments – Commissioner Gottwals

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

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**The following to the Adjustments and Appeals Board:**

**Mr. Mark Buzzell for a term of 11/17/2023 thru 07/01/2025**

**Mr. Dave Cyr for a term of 11/17/2023 thru 10/30/2026**

**Mr. Luther Solomon for a term of 11/17/2023 thru 10/30/2026**

**Mr. Dylan Wingate for a term of 11/17/2023 thru 10/30/2026**

## 6. Lease Agreement (Postage Meter) – Commissioner Talton

This request is to approve a new postage meter in the Commissioner's Office.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

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**the Lease Agreement with Pitney Bowes, of Stamford, CT, to replace the current postage meter that is being phased out. The terms of the new lease will be 60 months at a cost of \$265.62 quarterly or an annual fee of \$1,062.48. This is a decrease in cost from our current lease and will be an annual savings of \$259.20. This lease will be paid from the Commissioner's Office Equipment budget line item.**



## Houston County Board of Commissioners

200 Carl Vinson Parkway  
Warner Robins, Georgia 31088  
478-542-2115  
478-923-5697 (fax)

# Memorandum

**To:** Robbie Dunbar  
**From:** Jake Cox   
**Date:** November 13, 2023  
**Re:** Pitney Bowes Postage Meter Rental Agreement

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Mr. Dunbar:

I was informed by Mr. Keith Macintosh with Pitney Bowes that our lease agreement with the company had ended and that the current postage meter was being phased out and that new equipment was needed.

Because of this, I am requesting the Commissioners approve a new lease agreement with Pitney Bowes for 60 months at a cost of \$265.62 quarterly. Our current rate is \$330.42 so entering into this new agreement will save the County \$64.80 each quarter.

The new postage equipment to be installed by a Pitney Bowes technician is the same set up as our current meter which meets our needs adequately.

The Commissioners Office General Fund office equipment line item will cover the cost for this lease agreement with Pitney Bowes.

## **7. Expired Inventory (Purchasing Department) – Commissioner Talton**

This request is to write off expired inventory in the Purchasing Warehouse.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

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**the write off of expired filters that have accumulated in the Purchasing Warehouse. These filters are for equipment we no longer own and have a 5-year shelf life. These expired filters represent an expense of \$19,402.81.**

**In addition to the filters to write off expired first aid refills representing an expense of \$660.70.**



## 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:** November 13, 2023  
**SUBJECT:** Expired Inventory

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It has come to my attention that over the last 20 years a large number of expired filters have accumulated in the Purchasing Warehouse. This may be the result of having unused filters from equipment we no longer own or a lack of awareness that filters have a 5-year shelf life. In addition, our shop foreman has concerns that use of expired filters could have potential to harm the engines of some of our equipment.

In an effort to prevent this from happening in the future, a filter survey was done in August based on our fleet serviced at the County Shop to be sure we acquire the appropriate filters and quantities.

These expired filters represent an expense of \$19,402.81. I am requesting the opportunity to write off the filters and have them destroyed.

In addition to the expired filters, we have \$660.70 of expired first aid refills that need to be disposed of with your permission.

## **8. Approval of a Bid (Window Repair) – Commissioner Byrd**

This request is for approval of a bid for work at the Public Works Office.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

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**the award of a bid to replace two windows and repair damage due to termites at the Public Works Office, to Plumb Line Construction LLC of Warner Robins, GA. This bid in the amount of \$22,300 will be paid from 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

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: Michael Phillips, Facilities Superintendent *MP BJ*

Date: 10/27/2023

Re: Window Replacement at Public Works Office

The Public Buildings Department solicited bids from three contractors for the replacement of two windows, and subsequent painting/ drywall repair due to termite damage. Public Works recommends awarding the project to **Plumb Line Construction LLC** for the amount of **\$22,300.00.** This project will be funded out of the 2018 Public Buildings SPLOST budget.

## **9. License Agreement (Georgia Grown Building at Fairgrounds)– Commissioner Byrd**

This request is for approval of a License Agreement with the Georgia Agricultural Exposition Authority.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

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**entering into an agreement with Georgia Agricultural Exposition Authority for the use of the Georgia Grown Building at the Georgia National Fairgrounds on December 12, 2023 for the Houston County Christmas Party in the amount of \$525. This will be funded by Host Fees.**



## Houston County Board of Commissioners

200 Carl Vinson Parkway  
Warner Robins, GA 31088  
Phone: (478) 542-2115  
Fax: (478) 923-5697

Jordan Kelley  
Project Coordinator

### MEMORANDUM

To: Houston County Board of Commissioners  
From: Jordan Kelley, Project Coordinator (JK) *OK*  
Date: November 8, 2023  
Re: Georgia Agricultural Exposition Authority Agreement-  
Christmas Party

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Please consider entering into the attached agreement with Georgia Agricultural Exposition Authority for the Houston County Christmas Party. This agreement is for use of the GA Grown Building at the Georgia National Fairgrounds on December 12, 2023, for the staff Christmas Party.

Thank you for your consideration of this request.

## 10. Approval of Bills – Commissioner Byrd

Summary of bills by fund:

General Fund (100)	\$340,591.27
Drug Abuse Treatmt. & Educ. (212)	\$11,046.17
Emergency 911 Telephone Fund (215)	\$2,170.61
American Rescue Plan Act (230)	\$115,224.55
Fire District Fund (270)	\$131,320.79
2006 SPLOST Fund (320)	\$0.00
2012 SPLOST Fund (320)	\$335,676.85
2018 SPLOST Fund (320)	\$1,032,968.27
Water Fund (505)	\$150,553.82
Solid Waste Fund (540)	\$403,692.52
<b>Total</b>	<b>\$2,523,244.85</b>

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve

disapprove

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the payment of the bills totaling **\$2,523,244.85**