

# Houston County Commissioners Meeting

Warner Robins, Georgia | December 19, 2023 | 5:00 P.M.

Call to Order

Pledge of Allegiance – Commissioner Byrd

Invocation – Bishop Harvey Bee  
*The Winning Church*

Proclamation Honoring Bill Schwanebeck

Recognition of 21<sup>st</sup> Century Partnership's 30<sup>th</sup> Anniversary

Approval of Minutes from December 5, 2023

New Business

1. **Abandonment of Easement (Mossy Lake Rd) – Commissioner Byrd**
2. **Annexation Request (City of Warner Robins) – Commissioner Byrd**
3. **Annexation Request (City of Warner Robins) – Commissioner Byrd**
4. **Water Purchase Request (City of Warner Robins) – Commissioner Byrd**
5. **Change Order (2023 LMIG) – Commissioner Talton**
6. **Change Order (Houston County State Court & Sheriff's Department Renovation) – Commissioner Talton**
7. **Bid Approval (Woodfield Drainage Improvement Phase 2) – Commissioner Talton**
8. **Donate Surplus Vehicle (2011 Camry Hybrid) – Commissioner Talton**
9. **Appointment of 2024 Vice-Chairman – Commissioner Talton**
10. **Grant Approval (Victims of Crime Act) – Commissioner Robinson**
11. **Grant Approval (Victims of Crime Act) – Commissioner Robinson**
12. **Services Agreement (P&B Cleaning) – Commissioner Robinson**
13. **ARPA Budget Adjustment for Houston Hospitals – Commissioner Robinson**
14. **Fuel Fees – Commissioner Robinson**
15. **Marketing Management Contract – Commissioner Gottwals**
16. **Personnel Request (Sheriff's Department) – Commissioner Gottwals**
17. **Personnel Request (Elected Officials Salary Adjustment)– Commissioner Gottwals**
18. **Approval of Bills – Commissioner Gottwals**

Public Comments

Commissioner Comments

Motion for Adjournment

# 1. Abandonment of Easement (Mossy Lake Rd) – Commissioner Byrd

On behalf of the property owners, J & B Capital Group submitted an Abandonment of County Easement/Right-of-Way Request Form requesting the abandonment of any and all interest that Houston County may have in an existing 20' drainage easement that traverses the property located at 235 Mossy Lake Road, Perry, Georgia 31069. The purpose of the abandonment request is to relocate the drainage easement on the property and make it possible for a residential home to be built.

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

approve

disapprove

table

authorize

**the signing of the Resolution Abandoning County Interest in Drainage Easement approving the application submitted by J & B Capital Group for the abandonment of any and all interest Houston County may have in a 20' drainage easement that traverses the property located at 235 Mossy Lake Road, Perry, Georgia 31069. The approval and signing of said Resolution will further authorize Chairman Perdue to sign a quit claim deed conveying any and all interest Houston County may have in the existing drainage easement to the property owner.**

**RESOLUTION ABANDONING  
COUNTY INTEREST IN  
DRAINAGE EASEMENT**

**WHEREAS**, J & B Capital Group, LLC, hereinafter referred to as “Applicant”, submitted an Abandonment of County Easement/Right-of-Way Request Form on behalf of the property owners of the property located at 235 Mossy Lake Road, Perry, Georgia, 31069, hereinafter referred to as the “Property”; and

**WHEREAS**, the Applicant is requesting the abandonment of any and all interest the County may have in a 20' drainage easement traversing the Property. The 20' drainage easement is designated as “20' Existing Drainage Easement (To Be Abandoned)” on a plan prepared by Brian Hill Braun November 10, 2023. Said plan is attached hereto as Exhibit “A”; and

**WHEREAS**, it is agreed that the drainage easement will be relocated and remain on the Property. The relocated drainage easement will follow the southern and eastern property lines as designated on the plan attached hereto as Exhibit “A”; and

**WHEREAS**, the following departments of Houston County have reviewed and approved the requests submitted by the Applicant: Inspections/P&Z, Environmental Health, Engineering, Roads & Bridges, Water, Fire/E911, and County Attorney; and

**WHEREAS**, the Houston County Board of Commissioners have the authority to abandon any and all interest that Houston County may have in the drainage easement.

**NOW, THEREFORE, BE IT RESOLVED** by the Houston County Board of Commissioners that any and all interest Houston County may have in the 20' drainage easement that traverses the Property located at 235 Mossy Lake Road, Perry, Georgia, 31069, and being designated as "20' Existing Drainage Easement (To Be Abandoned)" on a plan prepared by Brian Hill Braun November 10, 2023, and attached hereto as Exhibit "A", is hereby abandoned by the Houston County Board of Commissioners by and through a Quit Claim Deed conveying any and all interest Houston County may have in the existing 20' drainage easement.

**NOW, THEREFORE, BE IT FUTHER RESOLVED** that the existing drainage easement will be relocated to follow the southern and eastern property lines as designated in Exhibit "A". The Quit Claim Deed will be signed and recorded pursuant to the signing of this resolution and the recording of a plat of survey reflecting the plan attached hereto as Exhibit "A".

This 19<sup>th</sup> day of December, 2023.

HOUSTON COUNTY BOARD OF  
COMMISSIONERS

\_\_\_\_\_  
Chairman Dan Perdue

\_\_\_\_\_  
Commissioner Mark Byrd

\_\_\_\_\_  
Commissioner Shane Gottwals

Attest:

\_\_\_\_\_  
Commissioner Gail Robinson

\_\_\_\_\_  
Robbie Dunbar  
Director of Administration

\_\_\_\_\_  
Commissioner Tal Talton

# EXHIBIT "A"



**SITE INFORMATION**

PROJECT ADDRESS	28 MARKET LANE MOSSY LAKE, GEORGIA 31099
PARCEL NUMBER	0000240000
PROJECT AREA	100 ACRES
JURISDICTION	HOUSTON COUNTY
ZONING INFORMATION	MAP
CLIENT/TITLE ZONING	N/A
PROPOSED ZONING	N/A
LOCAL ZONING	N/A
DEVELOPMENT	LANDSCAPE ARCHITECTURE
DESIGN	DESIGN
PHASE	N/A
DATE	N/A
SCALE	N/A

**CONCEPTUAL DISCLAIMER:**  
 INFORMATION SHOWN ON THIS PLAN IS FOR CONCEPTUAL PURPOSES ONLY AND IS NOT TO BE USED FOR CONSTRUCTION. THE BOUNDARY AND SETBACK INFORMATION SHOWN MAY NOT BE FIELD LOCATED OR VERIFIED AND ARE SUBJECT TO CHANGE. MEASUREMENTS SHOWN ARE BASED ON THIS INFORMATION.

**THE WINDMILL AT MOSSY LAKE LOT B30**

J&B CAPITAL GROUP, LLC

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EASEMENT EXHIBIT

HOUSTON COUNTY, GEORGIA

1 OF 2 SHEETS



## **2. Annexation Request (City of Warner Robins) – Commissioner Byrd**

This request from the City of Warner Robins is to annex property located at 2717 HWY 127 and 727 Old Perry Road.

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

concur

nonconcur

**the annexation of property located at 2717 HWY 127 and 727 Old Perry Road containing 13.53 acres, also known as Tax Parcels # 001050 085000 and #00105 038000. This property is zoned RAG and proposed zoning is City R1 & City C2.**

### **3. Annexation Request (City of Warner Robins) – Commissioner Byrd**

This request from the City of Warner Robins is to annex the property located on Latham Drive containing 4.4 acres.

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

concur

nonconcur

**the annexation of property located on Latham Drive containing 4.4 acres, also known as Tax Parcel #000770 082000. This property is zoned County R-2 and proposed zoning is City R2.**

## **4. Water Purchase Request (City of Warner Robins) – Commissioner Byrd**

The City of Warner Robins is requesting that the commercial property located at 1277 Houston Lake Road, to serve Surcheros Fresh Mex, be added to the Water Use Agreement between the Houston County Board of Commissioners and the City of Warner Robins. The requests were reviewed by the Water Department to verify flow and pressure in the development.

approve

disapprove

table

authorize

**addition of the commercial property, located at 1277 Houston Lake Road, to the Water Use Agreement between the Houston County Board of Commissioners and The City of Warner Robins with the following stipulations:**

- **That the developer posts a bond covering 125% of construction cost for work performed on the Houston Water System.**
- **Adherence of the rate structure approved by the Houston County Board of Commissioners on November 19, 2019.**
- **The issuance of a utility permit to the City of Warner Robins based on all conditions being met according to “Houston County Utility Accommodations.”.**

## 5. Change Order (2023 LMIG) – Commissioner Talton

This request is for approval of a change order for the 2023 LMIG.

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

approve

disapprove

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authorize

**Change Order #1 for the 2023 Houston County Local Maintenance and Improvement Grant (LMIG) project. This change is an adjustment to increase the contract price \$29,426.61 from \$1,145,231.30 to \$1,174,657.91 with no change in contract time. This will meet the short fall in our 30% matching funds as required by the Georgia Department of Transportation for the LMIG.**



# Houston County Public Works

## MEMORANDUM

### Office

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

Brian Jones  
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:** Houston County Board of Commissioners

**From:** Ken Robinson, Senior Civil Engineer *KER*

**Date:** December 8, 2023

**CC:** Brian Jones, Director of Operations *BJ*  
Ronnie Heald, County Engineer *RH*

**RE:** 2023 Houston County Local Maintenance and Improvement Grant (LMIG)

Please consider this request to approve Change Order No. 1 for the above-referenced project. The change order is an adjustment to increase the contract price from \$1,145,231.30 to \$1,174,657.91. This change order is recommended by the staff to meet the short fall in our 30% matching funds as required by the Georgia Department of Transportation for the LMIG.

The increase in cost for the change order is \$29,426.61 with no change in contract time.

Thank you for your time and consideration of this matter.

## **6. Change Order (Houston County State Court & Sheriff's Department Renovation) – Commissioner Talton**

This request is for approval of a change order on the Houston County State Court & Sheriff's Department Renovation.

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

approve

disapprove

table

authorize

**Change Order #1 for the Houston County State Court and Sheriff's Department Renovation in the amount of \$232,330.21 bringing the contract total to \$6,232,330.21. These additional funds will include additional sitework, additional landscaping, replacement of doors on the Annex side, and handrails on the employee entrance by the drive-through.**



# Houston County Public Works

## MEMO

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County Engineer

Travis McLendon  
Roads Superintendent

Terry Dietsch  
Utility Director

To: Houston County Board of Commissioners  
From: Michael Phillips, Facilities Superintendent *MP BJ*  
Date: 12/7/2023  
Re: Change order #1 for Houston County State Court and  
Sheriff's Department Renovation

Please consider approving the attached Change Order from ICB Construction for the State Court and Sheriff's Department Renovation. This Change Order includes additional sitework, additional landscaping, replacement of doors on the Annex side, and handrails on the employee entrance by the drive-through. This change order will increase the contract amount by \$232,330.21. The new total contract amount will be \$6,232,330.21.

## **7. Bid Approval (Woodfield Drainage Improvement Phase 2) – Commissioner Talton**

This request is for approval of a bid on the Woodfield Drainage Improvement Phase 2 project.

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

approve

disapprove

table

authorize

**the award of a bid on the Woodfield Drainage Improvement Phase 2 project to Meriwether Site Solutions, Inc. of Greenville, GA, in the amount of \$646,952, to install new storm drainage per the approved plans. This project will be funded by ARPA funds.**



# Houston County Public Works

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County Engineer

Travis McLendon  
Roads Superintendent

Terry Dietsch  
Utility Director

**To:** Houston County Board of Commissioners

**From:** Ronnie Heald, County Engineer *RJH*

**CC:** Brian Jones, Director of Operations *BJ*

**Date:** December 12, 2023

**RE:** Woodfield Drainage Improvement Phase 2 Bid# 24-08

The County along with the City of Warner Robins had Integrated Science & Engineering, Inc. perform a drainage study of the Woodfield Subdivision. The study recommended that the plans for "Woodfield Subdivision Drainage Improvements" be completed.

We received the following bids below to complete the installation of new storm drainage per the plans.

Johnny R. Walker, Inc.	\$658,981.00
Meriwether Site Solutions, Inc.	\$646,952.00

The Engineering Department request permission to award the contract to Meriwether Site Solutions, Inc. to perform the work for **\$646,952.00**. This project will be funded by ARPA funds.

## **8. Donate Surplus Vehicle (2011 Camry Hybrid) – Commissioner Talton**

This request is to donate a surplus vehicle to the Perry-Houston County Airport Authority.

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

approve

disapprove

table

authorize

**the donation of one surplus 2011 Toyota Camry Hybrid VIN #4T1BB3EK1BU142203 to the Perry-Houston County Airport Authority. Once the title is transferred the vehicle will be removed from the County's inventory and insurance.**



**HOUSTON COUNTY BOARD OF COMMISSIONERS  
PURCHASING DEPARTMENT**

2020 KINGS CHAPEL ROAD • PERRY, GEORGIA 31069-2828  
(478) 218-4800 • FACSIMILE (478) 218-4805

**VANESSA ZIMMERMAN**  
DIRECTOR OF PURCHASING

## **M E M O R A N D U M**

**To:** Houston County Board of Commissioners  
**FROM:** Vanessa Zimmerman  
**CC:** Robbie Dunbar  
**DATE:** December 7, 2023  
**SUBJECT:** Donation of One Surplus Vehicle to Perry-Houston County Airport Authority

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The Chairman would like to donate one 2011 Toyota Camry Hybrid Vin# 4T1BB3EK1BU142203 to the Perry-Houston County Airport Authority. The vehicle will be titled over to the Airport Authority and removed from the County's inventory and insurance.

## **9. Appointment of 2024 Vice-Chairman – Commissioner Talton**

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

approve

disapprove

table

authorize

**the appointment of Shane Gottwals as the Houston County Board of Commissioners Vice-Chairman for the calendar year of 2024.**

## **10. Grant Approval (Victims of Crime Act) – Commissioner Robinson**

This request is for approval of 2024 VOCA Grant C23-8-101 for the Solicitor General’s Office.

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

approve

disapprove

table

authorize

**the acceptance of VOCA Grant C23-8-101, for the Solicitor General’s Office, in the amount of \$96,505 from the Prosecuting Attorney’s Council of Georgia. This grant supports direct services to crime victims. The required matching funds have been waived.**

## **11. Grant Approval (Victims of Crime Act) – Commissioner Robinson**

This request is for approval of 2024 VOCA Grant C23-8-101 for the District Attorney’s Office.

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

approve

disapprove

table

authorize

**the acceptance of VOCA Grant C23-8-101, for the District Attorney’s Office, in the amount of \$66,830 from the Prosecuting Attorney’s Council of Georgia. This grant supports direct services to crime victims. The required matching funds have been waived.**

## **12. Services Agreement (P&B Cleaning) – Commissioner Robinson**

This request is for approval of a services agreement for cleaning services.

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

approve

disapprove

table

authorize

**the signing of an agreement with P&B Cleaning Services of Georgia, LLC, of Bonaire, GA for cleaning services at various Houston County buildings. This is a twelve-month agreement with monthly payments of \$17,800.**

### **13. ARPA Budget Adjustment for Houston Hospitals – Commissioner Robinson**

The County holds the license for EMS service throughout Houston County. Houston Healthcare provides the EMS service and does not charge the County or require us to contribute. Houston County has in the past contributed to EMS service through our SPLOST and has frequently looked for ways to partner with Houston Healthcare on various projects throughout the county to increase services to the citizens of Houston County as efficiently and effectively as possible. Disbursements to hospitals and medical providers for capital expenses are eligible expenditures under ARPA.

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

**approve**

**disapprove**

**table**

**authorize**

**a disbursement of \$2,000,000 from the county’s ARPA funds to Houston Healthcare for capital expenditures.**

# 14. Fuel Fees – Commissioner Robinson

This request is for approval of a bid for fuel fees for the calendar year of 2024.

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

approve

disapprove

table

authorize

the award of the bid for the calendar year 2024 to James River Solutions, of Ashland VA, for the amounts listed below:

Bidder	E10 Uni Plus 89 Octane	Diesel-Ultra Low Sulfur	Average
James River Solutions	-0.1090	-0.0560	-0.08250

Prices are quoted based on a cents-per-gallon mark-up on the State of Georgia OPIS average daily price quote and include freight charges. Prices do not include GUST and applicable taxes.



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PURCHASING DEPARTMENT**

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**VANESSA A.  
ZIMMERMAN**

DIRECTOR OF PURCHASING

# Memorandum

To: Houston County Board of Commissioners  
From: Vanessa A. Zimmerman, Director of Purchasing  
cc: Robbie Dunbar, Director of Administration  
Date: December 07, 2023  
Re: Unleaded Plus Gasoline (10% Ethanol) / Diesel Fuel Bid Recap

Bids were solicited for gasoline and diesel fuel requirements covering the period beginning January 1, 2024, and continuing through December 31, 2024. ten (10) bids were received and re recapped as follows:

Bidders	E10 Unl Plus 89 Octane	Diesel – Ultra Low Sulfur	<u>Average</u>
James River Solutions, Ashland, Va	-0.1090	-0.0560	-0.08250
Petroleum Traders Corp, Ft Wayne, IN	-0.1085	-0.0443	-0.07640
Campbell Oil, Elizabethtown, NC	-0.0862	-0.0178	-0.05200
Saratoga Rack Marketing, Houston, TX	-0.1022	0.0067	-0.04775
Mansfield Oil, Gainesville, GA	-0.0589	-0.0090	-0.03395
Indigo Energy Partners, Gainesville, GA	-0.0612	0.0005	-0.03035
World Fuel Services, Miami, FL	-0.0544	0.0116	-0.02140
Walthall Oil, Macon, GA	-0.0100	-0.0175	-0.01375
PS Energy Group, Dunwoody, GA	-0.0121	0.0650	0.02645
Colonial Oil Industries, Savana, GA	0.0417	0.0705	0.05610

Prices are quoted based on a cents-per-gallon mark-up on the State of Georgia OPIS average daily price quote and include freight charges. Prices do not include GUST and applicable taxes. **James River Solutions, Ashland, Va** is Low Average Bid on both fuels.

Request approval to award contract to **James River Solutions, Ashland, Va** for the period indicated.

## **15. Marketing Management Contract – Commissioner Gottwals**

This request is for approval of a Marketing Management Contract.

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

approve

disapprove

table

authorize

**entering into a Marketing Management Contract with M&R Marketing Group of Macon, GA for branding work and to manage the County’s social media for twelve months. This contract, in the amount of \$14,190 will be charged to Commissioners Office Professional Fees.**

## 16. Personnel Request (Elected Officials Salary Adjustment)– Commissioner Gottwals

This request is for approval of mandatory minimum salary adjustments.

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

approve

disapprove

table

authorize

the following State of Georgia and local legislation mandated salary adjustments:

Official	Current Salary	Mandated Minimum	Adjustment 1/1/2024	Reason
Commissioner	\$17,000.00	\$19,000.00	\$19,000.00	State COLA
Commissioner	\$20,388.16	\$22,388.16	\$22,388.16	State COLA
Commissioner	\$17,000.00	\$19,000.00	\$19,000.00	State COLA
Commissioner	\$17,000.00	\$19,000.00	\$19,000.00	State COLA
Judge	\$15,704.23	\$16,947.87	\$16,947.87	Mandated Calculation
Judge	\$15,249.83	\$16,515.35	\$16,515.35	Mandated Calculation

The Coroner, Chief Magistrate Judge, Magistrate Judge, Sheriff, Tax Commissioner, Clerk of Superior Court, and Probate Judge were all reviewed, and the current salary exceeds the mandated minimum with the State Cost of Living and any longevity adjustments. The calculations can be provided if necessary.

## 17. Approval of Bills – Commissioner Gottwals

Summary of bills by fund:

General Fund (100)	\$7,050,814.18
Drug Abuse Treatmt. & Educ. (212)	\$24,804.96
Emergency 911 Telephone Fund (215)	\$789,510.03
American Rescue Plan Act (230)	\$81,881.94
Fire District Fund (270)	\$775,240.13
2006 SPLOST Fund (320)	\$0.00
2012 SPLOST Fund (320)	\$37,011.51
2018 SPLOST Fund (320)	\$1,558,322.07
Water Fund (505)	\$635,195.40
Solid Waste Fund (540)	\$1,665,662.00
<b>Total</b>	<b>\$12,618,442.22</b>

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

approve

disapprove

table

authorize

the payment of the bills totaling \$12,618,442.22