

# Houston County Commissioners Meeting

Perry, Georgia | April 9, 2024 | 9:00 A.M.

Call to Order

Invocation – Chairman Perdue

Pledge of Allegiance – Commissioner Talton

Military Speaker – 2nd Lieutenant Paul Wagner  
*407 Supply Chain Management Squadron*

Proclamation – Safe Digging Month

Approval of Minutes from March 19, 2024 meeting

New Business

- 1. Public Hearing on Special Exception Application – Commissioner Robinson**
- 2. HMGP Grant (Pre-disaster Mitigation Plan Update) – Commissioner Robinson**
- 3. Ground Lease (Central Georgia Soccer Association) – Commissioner Robinson**
- 4. Land Acquisition (Henderson Tank Access) – Commissioner Byrd**
- 5. Budget Adjustments (ARPA Funds) – Commissioner Byrd**
- 6. LMIG Application (SR11) – Commissioner Byrd**
- 7. Local Road Assistance Application (Houston Lake Road) – Commissioner Gottwals**
- 8. Memorandum of Understanding (Outdoor Classroom) – Commissioner Gottwals**
- 9. Personnel Request (Public Defender) – Commissioner Gottwals**
- 10. Timber Sale (Landfill) – Commissioner Talton**
- 11. Auditing Firm Selection – Commissioner Talton**
- 12. Approval of Bills – Commissioner Talton**

Public Comments

Commissioner Comments

Motion for Adjournment



## A Proclamation Recognizing April as Safe Digging Month in Houston County

**WHEREAS**, thousands of times each year, the underground infrastructure in Georgia is damaged by those who do not have underground lines located prior to digging, resulting in service interruption, environmental damage and threats to public safety, and;

**WHEREAS**, in 2005, the Federal Communications Commission designated 811 to provide contractors and homeowners a simple number to contact utility operators to request the location of underground lines at the intended dig site, and;

**WHEREAS**, the Houston County Utility Coordinating Committee, a stakeholder-driven organization dedicated to the prevention of damage to underground utilities in Georgia, promotes the National 811 Notification System and Georgia 811 in an effort to reduce these damages, and;

**WHEREAS**, damage prevention is a shared responsibility; by using safe digging practices, the contractors and homeowners of Houston County can save time, money and help keep our infrastructure safe and connected.

**NOW THEREFORE, BE IT PROCLAIMED** by the Houston County Board of Commissioners that the month of April 2024 is proclaimed Safe Digging Month in Houston County and that all contractors and homeowners throughout Houston County are encouraged to always contact 811 before digging - because safe digging is no accident.

**SO PROCLAIMED** this 9<sup>th</sup> day of April 2024

Attested By:

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Robbie Dunbar  
Director of Administration

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Dan Perdue, Chairman

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Gail Robinson

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Mark Byrd

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Tal Talton

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Shane Gottwals

# 1. Public Hearing on Special Exception Application – Commissioner Robinson

|       |                              |                              | <b>Recommendation</b> | <b>Vote</b>          |
|-------|------------------------------|------------------------------|-----------------------|----------------------|
| #2750 | Keshier and Mandisa Randolph | Vegan Deserts (Internet)     | Approval              | Unanimous            |
| #2751 | Stacy Yearby                 | DIY Parties Business         | Approval              | Unanimous            |
| #2753 | Brittany Newkirk             | Short-term Rentals Business  | Approval              | Unanimous            |
| #2754 | Gail McLoon                  | Accounting Business          | Approval              | Unanimous            |
| #2755 | Alvin Striggles              | Framing Contractor Business  | Approval              | 3 in favor 1 opposed |
| #2756 | Daniel and Brittany Tate     | Jewelry Business (Internet)  | Approval              | Unanimous            |
| #2757 | Antti Palomaki               | Painting and Art Sales       | Tabled                | Unanimous            |
| #2758 | Marcus and Sabrina Pinkney   | Home Healthcare Business     | Approval              | Unanimous            |
| #2760 | David and Mary Hankinson     | Tile and Remodeling 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:

|       |                                     |                                     |
|-------|-------------------------------------|-------------------------------------|
| #2750 | <b>Keshier and Mandisa Randolph</b> | <b>Vegan Deserts (Internet)</b>     |
| #2751 | <b>Stacy Yearby</b>                 | <b>DIY Parties Business</b>         |
| #2753 | <b>Brittany Newkirk</b>             | <b>Short-term Rentals Business</b>  |
| #2754 | <b>Gail McLoon</b>                  | <b>Accounting Business</b>          |
| #2755 | <b>Alvin Striggles</b>              | <b>Framing Contractor Business</b>  |
| #2756 | <b>Daniel and Brittany Tate</b>     | <b>Jewelry Business (Internet)</b>  |
| #2758 | <b>Marcus and Sabrina Pinkney</b>   | <b>Home Healthcare Business</b>     |
| #2760 | <b>David and Mary Hankinson</b>     | <b>Tile and Remodeling Business</b> |

and to

approve     disapprove     table

the following Special Exception Applications:

|       |                       |                               |
|-------|-----------------------|-------------------------------|
| #2757 | <b>Antti Palomaki</b> | <b>Painting and Art Sales</b> |
|-------|-----------------------|-------------------------------|

## **2. HMGP Grant (Pre-Disaster Mitigation Plan Update) – Commissioner Robinson**

Georgia Emergency Management and Homeland Security Agency has awarded Houston County grant funds from the Hazard Mitigation Grant Program (HMGP) to update the County’s Pre-Disaster Mitigation Plan. Our current plan expires on May 2, 2026. Starting the update now will allow ample time to meet the submitting timelines required for approval prior to the expiration date of our current plan.

The total approved cost is \$24,444.00 with a federal share of \$21,999.60, a state share of \$977.76, a local share of \$1,466.64, and a Subrecipient Management cost of \$1,635.60.

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

approve

disapprove

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authorize

**the acceptance of the Hazard Mitigation Grant Program (HMGP) to update the County’s Pre-Disaster Mitigation Plan in the amount of \$24,444.00 with a federal share of \$21,999.60, a state share of \$977.76, a local share of \$1,466.64, and Subrecipient Management cost of \$1,635.60. The County’s portion will be “in-kind” funding as labor cost.**

# Memo



**To:** Robbie Dunbar, Director of Administration  
**From:** Christopher Stoner, Chief *CRS*  
**cc:**  
**Date:** April 1, 2024  
**Re:** HMGP Grant (Pre-Disaster Mitigation Plan Update)

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Georgia Emergency Management and Homeland Security Agency has awarded Houston County grant funds from the Hazard Mitigation Grant Program (HMGP) to update the County's Pre-Disaster Mitigation Plan. These funds, if approved by the Board of Commissioners, would be used to contract the Middle Georgia Regional Commission to update this plan. This is a federal grant funneled through GEMA to ensure the federal requirements of the Disaster Mitigation Act of 2000 are met.

The total approved cost is \$24,444.00 with a federal share of \$21,999.60, a state share of \$977.76, a local share of \$1,466.64, and Subrecipient Management cost of \$1,635.60.

I would ask the grant agreement for the 2024 HMGP be added to the next Commissioners agenda and reviewed for approval. Our current plan expires on May 2, 2026. Starting the update now will allow ample time to meet the submitting timelines required for approval prior to the expiration date of our current plan.

Thank you for your time, consideration, and support of this request.

### **3. Ground Lease (Central Georgia Soccer Association) – Commissioner Robinson**

The Houston County Board of Commissioners owns property at the corner of Perry Parkway and Kings Chapel Road. The Central Georgia Soccer Association would like to lease this property for the purpose of recreational soccer, and parking. This ground lease, with a term of 10 years, between the Board of Commissioners of Houston County and the Central Georgia Soccer Association, grants them the use of the land.

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

**approve**

**disapprove**

**table**

**authorize**

**the signing of a lease between the Board of Commissioners of Houston County and Central Georgia Soccer Association for a term of 10 years on property located at the corner of Perry Parkway and Kings Chapel Road.**

#### **4. Land Acquisition (Henderson Tank Access) – Commissioner Byrd**

This request for the purchase of 1.18 acres of property will provide access to the Henderson Water Tower Site from Hwy 41. Staff recommends the approval of this property.

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

approve

disapprove

table

authorize

**the purchase of property totaling 1.18 acres, located on South Hwy 41, from David G. Puryear in the amount of \$13,000 to provide access to the Henderson Water Tower Site. This purchase is being paid from Water 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

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:** Terry Dietsch, Utility Director

**Date:** March 26, 2024

**Re:** Land Acquisition – Henderson Tank Access SR 41

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Public Works staff recommends the purchase of 1.18 acres of property for the Henderson Water Tower Site Expansion. This provides access to the water tower from SR 41. Public Works request payment of \$13,000.00 to David G. Puryear.

Thanks for your consideration.



## 5. Budget Adjustments (ARPA Funds) – Commissioner Byrd

This request is for budget adjustment to the ARPA Fiscal Recovery Fund.

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

approve

disapprove

table

authorize

Of the following adjustments to the ARPA Fiscal Recovery Fund:

### Revenue Loss Projects

|   |  |                    |
|---|--|--------------------|
| 1 | <i>Health Department Addition</i>              | <i>\$6,195,342</i> |
| 2 | <i>Airport T-Hangers</i>                       | <i>\$1,000,000</i> |
| 3 | <i>Public Safety (LPR) Cameras</i>             | <i>\$1,000,000</i> |
| 4 | <i>State Court Addition (FFE)</i>              | <i>\$ 315,652</i>  |
| 5 | <i>State Court Parking Lot Addition</i>        | <i>\$ 344,438</i>  |
| 6 | <i>911 Water Damage Remediation/Renovation</i> | <i>\$ 361,157</i>  |
| 7 | <i>Non-Profit Org. Revenue Support</i>         | <i>\$ 105,000</i>  |

### Major Category Projects

|    |  |                    |
|----|--|--------------------|
| 1  | <i>Phase II Gilbert Road W/L Ext</i>   | <i>\$ 916,768</i>  |
| 2  | <i>Phase III Sewell Road W/L Ext</i>   | <i>\$1,544,400</i> |
| 3  | <i>Hwy 341 &amp; Graham Rd W/L Ext</i>   | <i>\$1,082,400</i> |
| 4  | <i>Scott Road &amp; Scott Road Ext W/L Ext</i>   | <i>\$ 887,040</i>  |
| 5  | <i>Hwy 341/Kings Crest Sub W/L Ext</i>   | <i>\$2,669,700</i> |
| 6  | <i>Bear Branch Remote Well</i>   | <i>\$2,208,028</i> |
| 7  | <i>Bear Branch Remote Well Piping</i>  | <i>\$ 267,914</i>  |
| 8  | <i>Dunbar Road Well Site/Facilities</i>  | <i>\$3,000,000</i> |
| 9  | <i>Middle Flint Behavioral Health Care Crisis Stabilization Unit Repairs &amp; Modifications</i> | <i>\$ 200,000</i>  |
| 10 | <i>Bonaire Elevated Tank</i>   | <i>\$7,000,000</i> |
| 11 | <i>Houston Healthcare- EMS</i>   | <i>\$2,000,000</i> |
| 12 | <i>Woodfield Drainage Improvements Phase II</i>  | <i>\$ 700,000</i>  |

## **6. LMIG Application (SR11) – Commissioner Byrd**

This request is to apply for additional LMIG funds from the Georgia Department of Transportation to be used for pedestrian improvements at the intersection of SR11 Connector (Perry Parkway) and SR11 (US 341).

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

**approve**

**disapprove**

**table**

**authorize**

**submitting an application for additional LMIG funds to be used for pedestrian improvements at the intersection of SR11 Connector (Perry Parkway) and SR11 (US 341).**



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Ronnie Heald, PLS  
County Engineer

Travis McLendon  
Roads Superintendent

Terry Dietsch  
Utility Director

## MEMORANDUM

**To:** Houston County Board of Commissioners

**From:** Brian Jones, Director of Operations

**Date:** Wednesday, April 3, 2024

**RE:** Supplemental LMIG funds for pedestrian improvements at intersection of Sam Nunn Boulevard and the Perry Parkway

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Please consider this request to allow for additional LMIG funds from the Department of Transportation to be used for pedestrian improvements at a proposed traffic signal. The signal is to be located at the intersection of SR 11 Connector (Perry Parkway) and SR 11 (US 341 AKA Sam Nunn Blvd).

Thank you for your time and consideration of this request.

## **7. Local Road Assistance Application (Houston Lake Road) – Commissioner Gottwals**

This request is to apply for the 2024 Local Road Assistance Administration Grant (LRA). This funding, in the amount of \$1,195,568.94, does not require matching funds from the county and will be used to resurface a portion of Houston Lake Road.

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

**approve**

**disapprove**

**table**

**authorize**

**submitting the LRA application for \$1,195,568.94 to resurface Houston Lake Road, beginning at SR127 and ending at Hunt Road, for a length of 2.0 miles.**

## **8. Memorandum of Understanding (Outdoor Classroom) – Commissioner Gottwals**

At the February 20, 2024 Houston County Board of Commissioners meeting, a memorandum of understanding between the Houston County Board of Commissioners, the Georgia 4-H Foundation, and Parrish Construction Group, Inc. was approved. During a subsequent review, the Georgia 4-H Foundation requested a small change. This request is to ratify the change made to term number 5 in the agreement.

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

**approve**

**disapprove**

**table**

**authorize**

**the ratification of a Memorandum of Understanding between the Houston County Board of Commissioners, the Georgia 4-H Foundation, and Parrish Construction Group, Inc.**



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Travis McLendon  
Roads Superintendent

Terry Dietsch  
Utility Director

## MEMORANDUM

**To:** Houston County Board of Commissioners

**From:** Ronnie Heald, County Engineer

RJH

**Date:** March 25, 2024

**CC:** Brian Jones, Director of Operations  
Travis McLendon, Road & Bridges Superintendent

**RE:** 2024 Local Road Assistance Administration Funding

Please find attached the proposed road for the 2024 Local Road Assistance Administration Funding (LRA) List. Upon approval by the Board of Commissioners, the list will be submitted to the Georgia Department of Transportation (GDOT) for review. LRA funds will require NO match. Grant allocation is shown below:

|   |                |
|---|----------------|
| GDOT 2024 LRA Allocation for<br>Unincorporated Houston County | \$1,195,568.94 |
|---|----------------|

If approved by the Board of Commissioners, we will make an application to GDOT for grant funding. If the application is approved by GDOT, Houston County Public Works will administer the project.

Thank you for your consideration of this request.

## Proposed 2024 LRA Route

### Houston County

| Road Name         | Beginning | Ending    | Length (Miles) | Description of Work | Project Cost   | Project Let Date |
|-------------------|-----------|-----------|----------------|---------------------|----------------|------------------|
| Houston Lake Road | SR 127    | Hunt Road | 2.0            | Mill/Resurface      | \$1,195,568.94 | May 2024         |

Total Miles= 2.0

\$1,195,568.94

## 9. Personnel Request (Public Defender) – Commissioner Gottwals

This request from the Public Defender’s Office is to fill the vacant Assistant Public Defender’s position.

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

approve

disapprove

table

authorize

**the hiring of Kyle Holloman to fill the vacant Assistant Public Defender’s position at Grade 30 step C effective April 15, 2024. Staff have reviewed his qualifications, and he does exceed the requirements for the C step.**



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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: April 1, 2024  
Re: Request to hire – Assistant Public Defender

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Sara Meyers is requesting to hire Kyle Holloman for the vacant Assistant Public Defender position in the Public Defender's office. Based on Mr. Holloman's experience, Ms. Meyers would like to hire at grade 30 step C. I have reviewed the qualifications and Mr. Holloman does exceed the requirements for the C step.

Please consider this request to hire effective April 15, 2024.

## 10. Timber Sale (Landfill) – Commissioner Talton

The future landfill expansion requires the clearcutting of 36.7 acres and the clearing of 20 acres of timber that does not meet the requirements for merchantability. Staff, and consultants, American Forest Management, recommend proceeding with the bidding process for the sale of the 36.7 acres of clearcut timber and negotiation with any potential revenue in the clearing of the additional 20 acres.

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

approve

disapprove

table

authorize

**Public Works and American Forest Management starting the bidding process for clearcutting 36.7 acres and the clearing of 20 acres of timber for future expansion at the Landfill.**



# Houston County Public Works

## Memorandum

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County Engineer

Travis McLendon  
Roads Superintendent

Terry Dietsch  
Utility Director

**To:** Houston County Board of Commissioners

**From:** Terry Dietsch, Utility Director

*TJD DJ*

**Date:** March 27, 2024

**Re:** Timber Sale

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American Forest Management and Public Works staff recommend the sale of **36.7 acres** to be clearcut for future landfill expansion. Estimated revenue from the timber will generate +/- **\$2150 per acre**. This area was reviewed by Atlantic Coast Consulting, and they concur with the sale. Proposed area shown on "Exhibit A" is outlined in black.

Also, the need for the landfill to expand eastward will require the clearing of 20 acres of timber that does not meet the specifications required for merchantability. This area shown on "Exhibit A" is outlined in red. Public Works staff and Atlantic Coast Consulting recommend for American Forest Management pursue value options of various means during the bidding process for the sale of the above mentioned 36.7 acres.

It is our recommendation to proceed with the bidding process for the sale of the 36.7 acres and to negotiate with the buyer for any potential revenue in clearing the additional 20 acres.

## 11. Auditing Firm Selection – Commissioner Talton

Requests for statements of qualifications were sent out for auditing services, with three firms responding.

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

approve

disapprove

table

authorize

the selected firm for auditing purposes for Houston County.

## 12. Approval of Bills – Commissioner Talton

Summary of bills by fund:

|                                    |                       |
|------------------------------------|-----------------------|
| General Fund (100)                 | \$1,593,796.99        |
| Drug Abuse Treatment & Educ (212)  | \$ 7,305.97           |
| Emergency 911 Telephone Fund (215) | \$67,799.41           |
| American Rescue Plan Act (230)     | \$155,586.24          |
| Fire District Fund (270)           | \$73,704.41           |
| 2006 SPLOST Fund (320)             | \$778.12              |
| 2012 SPLOST Fund (320)             | \$269,471.83          |
| 2018 SPLOST Fund (320)             | \$1,781,809.85        |
| Water Fund (505)                   | \$277,179.62          |
| Solid Waste Fund (540)             | \$1,518,532.74        |
| <b>Total</b>                       | <b>\$5,745,965.18</b> |

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

approve

disapprove

table

authorize

the payment of the bills totaling \$ 5,745,965.18