

Houston County Commissioners Meeting

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

Call to Order

Invocation – Commissioner Gottwals

Pledge of Allegiance – Commissioner Gottwals

Military Speaker – Chief Master Sergeant Ronald Bartsch
Senior Enlisted Leader, 51st Combat Communications Squadron

Approval of Minutes from April 23, 2024 meeting

New Business

- 1. Public Hearing on Special Exception Application – Commissioner Talton**
- 2. Public Hearing on Rezoning Application – Commissioner Talton**
- 3. Grant Approval (EMPG) – Commissioner Talton**
- 4. Approval of Quote (Roadside Cleanup) – Commissioner Talton**
- 5. Public Hearing on Rezoning Applications – Commissioner Gottwals**
- 6. Bid Approval (Vehicle Maintenance) – Commissioner Gottwals**
- 7. Grant Approval (Violence Against Women Act) – Commissioner Gottwals**
- 8. Personnel Request (Water Department) – Commissioner Gottwals**
- 9. Public Hearing on Rezoning Application – Commissioner Byrd**
- 10. Approval of Quote (Seal Coating & Striping) – Commissioner Byrd**
- 11. Grant Approval (Hazard Mitigation Grant Program) – Commissioner Byrd**
- 12. Amendment to Water Purchase Agreement (City of Warner Robins) – Commissioner Byrd**
- 13. Public Hearing on Rezoning Application – Commissioner Robinson**
- 14. Bid Approval (Elberta Water Treatment Plant Renovation) – Commissioner Robinson**
- 15. Bid Approval (Ed Dunbar Law Enforcement Training Facility) – Commissioner Robinson**
- 16. Warehouse Inventory – Commissioner Robinson**
- 17. Approval of Bills – Commissioner Robinson**

Public Comments

Commissioner Comments

Motion for Adjournment

1. Public Hearing on Special Exception Application – Commissioner Talton

			Recommendation	Vote
#2755	Alvin Striggles	Framing Contractor Business	Approval	Unanimous
#2757	Antti Palomaki	Painting and Art Sales	Approval	Unanimous
#2762	Tamyrik Andrews	Dessert Baking	Approval	Unanimous
#2763	Walter Biavaschi	Seal Coating & Striping	Approval	Unanimous
#2764	Austin Clements & Baylee Irby	Fencing & Patio	Disapprove	Unanimous
#2765	William & Wendy Bellamy	Accounting	Approval	Unanimous
#2769	Jason Bright	Metal Artwork	Approval	Unanimous
#2770	Charlie Kersey	Mobile Automotive Repair	Disapprove	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:

#2755	Alvin Striggles	Framing Contractor Business
#2757	Antti Palomaki	Painting and Art Sales
#2762	Tamyrik Andrews	Dessert Baking
#2763	Walter Biavaschi	Seal Coating & Striping
#2765	William & Wendy Bellamy	Accounting
#2769	Jason Bright	Metal Artwork

and to

approve disapprove table

the following Special Exception Applications:

#2764	Austin Clements & Baylee Irby	Fencing & Patio
#2770	Charlie Kersey	Mobile Automotive Repair

2. Public Hearing on Rezoning Application – Commissioner Talton

			Recommendation	Vote
#5759	Mitulkumar Barot	1058 Hwy 247	Approval	Unanimous

Motion by _____, second by _____ and carried _____ to

approve disapprove table

the following Rezoning Application as recommended by the Houston County Planning

#5759	Mitulkumar Barot	1058 Hwy 247
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3. Grant Approval (EMPG) – Commissioner Talton

Georgia Emergency Management and Homeland Security Agency has awarded Houston County additional grant funds from the FY22 Emergency Management Performance Grant (EMPG) in the amount of \$26,000. This grant requires a 50% match from the County.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the acceptance of an Emergency Management Performance Grant (EMPG) to install county-owned generators and transfer switches at three fire stations and replace ten mobile message board batteries. The total cost breakdown will be grant funds of \$26,000 and Houston County matching funds of \$26,319.40, for a total of \$52,319.40. Matching funds will be funded from the 2018 SPLOST.

Memo



To: Robbie Dunbar, Director of Administration
From: Christopher Stoner, Chief *CRS*
cc: Brian Jones, Director of Operations
Date: April 30, 2024
Re: EMPG FY22 Additional Funding

Georgia Emergency Management and Homeland Security Agency has awarded Houston County additional grant funds from the FY22 Emergency Management Performance Grant (EMPG) in the amount of \$26,000.00.

This additional funding will be utilized to install county owned generators and transfer switches at 3 fire stations as well as replace batteries in 10 mobile message boards.

Funding for this grant requires a 50% match from Houston County. The total of the proposed projects is \$52,319.40.

Funding Breakdown:

- GEMA - \$26,000.00
- Houston County - \$26,319.40 (50% Match plus overage)

Houston County funding to come from 2018 SPLOST.

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

4. Approval of Quote (Roadside Cleanup) – Commissioner Talton

This request, from Public Works, is for approval of a quote for roadside litter pickup along routes to our County Landfill. Quotes were solicited, and staff recommend approval of the quote from Dixie Lawn & Landscaping Inc.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

a quote from Dixie Lawn & Landscaping Inc. of Cochran Georgia at a cost of \$285.00 per mile of service or \$6,968.25 per service. This cost will be funded by Host Fees.



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 *TJD BJ*

Date: April 18, 2024

Re: Commercial Roadside Litter Pickup

Public Works staff solicited quotes from Lovin Contracting Company and Dixie Lawn & Landscaping Inc. for roadside litter pickup. Attached is a proposal from Dixie Lawn & Landscaping Inc. and Lovin Contracting Company did not bid.

Staff recommends hiring Dixie Lawn & Landscaping Inc. to pick up litter along routes to our County Landfill to include Hwy 247 from the Landfill to Hwy 96, 247 Spur, Saddle Creek Road, Bear Branch Road and Hwy 127 from Houston Lake Road to Hwy 247 for a cost of \$285.00 per mile or \$6,968.25 per service. Staff is hopeful of adding additional inmate details in the future for policing these areas.

Thank you for your consideration.

5. Public Hearing on Rezoning Applications – Commissioner Gottwals

			Recommendation	Vote
#2767	Oliver Bateman	104 Hunt Road	Approval	Unanimous
#2768	Oliver Bateman	1609 S Houston Lake Road	Approval	Unanimous

Motion by _____, second by _____ and carried _____ to

approve disapprove table

the following Rezoning Application as recommended by the Houston County Planning Commission:

#2767	Oliver Bateman	104 Hunt Road
#2768	Oliver Bateman	1609 S Houston Lake Road

6. Bid Approval (Vehicle Maintenance) – Commissioner Gottwals

In April, the Purchasing Department solicited bids from dealers for Vehicle Maintenance for our Fleet of over 200 vehicles. After receipt of three bids, staff recommend acceptance of two bids, Five Star in Warner Robins, and Phil Brannen Ford in Perry. This acceptance of the two bids will provide closer service locations for employees.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the acceptance of two bids for vehicle maintenance, Five Star of Warner Robins, and Phil Brannen Ford of Perry. The term of this bid is July 1, 2024 through June 30, 2025 with an option to extend from July 1, 2025 through June 30, 2026.



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: May 1, 2024

SUBJECT: Vehicle Maintenance Fees

In April, the Purchasing Department solicited bids from dealers for Vehicle Maintenance for our Fleet of 200+ vehicles.

Three vendors responded:
Five Star, Warner Robins
Phil Brannen Ford, Perry
Brannen Motors, Unadilla

Their pricing is attached.

Purchasing recommends that it would be advantageous for Houston County to agree with the quotes from both Five Star and Phil Brannen Ford to provide various locations in the county for service.

7. Grant Approval (Violence Against Women Act) – Commissioner Gottwals

This request, from the District Attorney’s office, is for approval of the acceptance of the FY24 Violence Against Women Act Grant (VAWA).

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the acceptance of the FY24 Violence Against Women Act Grant for the time period of January 1, 2024 through December 31, 2024. The grant, in the amount of \$64,842, will be administered by the District Attorney’s Office. The County’s required matching funds of \$21,614 will be funded by the General Fund.



Houston County Board of Commissioners

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

Memorandum

To: Dawn Ramirez
From: Jake Cox
Date: April 29, 2024
Re: DA VAWA Grant Acceptance by the Board



The Violence Against Women Act for FY24 was awarded to Houston County in the amount of \$86,456. The breakdown of funds is Federal Funds of \$64,842 with matching funds of \$21,614.

This grant covers the period of 01/01/2024 – 12/31/2024 and will be administered through the District Attorney's Office.

Please place this request for acceptance of the grant by the Board on the May 7th Commission meeting agenda.

8. Personnel Request (Water Department) – Commissioner Gottwals

This request is to fill the vacant Lab Analyst II position at the Water Department.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the hiring of Matthew Scott to fill the vacant Lab Analyst II position at the Water Department at a Grade 17 Step B effective May 8, 2024. Staff has reviewed his qualifications, and Mr. Scott does exceed the requirements. Also, for the Accounting Department to make any necessary adjustments.



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: April 25, 2024
Re: Request to hire – Water Treatment

Terry Dietsch is requesting to hire Matthew Scott for the vacant Lab Analyst II position at the Water Department. Based on Mr. Scott's education and experience, Mr. Dietsch would like to hire at grade 17 step B. I have reviewed the qualifications and Mr. Scott does exceed the requirements for the B step.

Please consider this request to hire effective May 8, 2024.

9. Public Hearing on Rezoning Application – Commissioner Byrd

			Recommendation	Vote
#5761	Jason Maloy	120 Old Hwy 96	Approval	Unanimous

Motion by _____, second by _____ and carried _____ to

approve disapprove table

the following Rezoning Application as recommended by the Houston County Planning

#5761	Jason Maloy	120 Old Hwy 96
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10. Approval of Quote (Seal Coating & Striping) – Commissioner Byrd

This request, from Public Works, is for approval of a quote to seal and stripe the County’s parking lot at 310 Snellgrove Drive. Three quotes were received, and staff recommend the acceptance of the quote in the amount of \$19,800 from Houston Asphalt Paving and Sealcoating.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the acceptance of a quote from Houston Asphalt Paving and Sealcoating, of Macon Georgia, in the amount of \$19,800 to seal and stripe the County’s parking lot at 310 Snellgrove Drive. This project will be funded by Host Fees, and has a completion date of June 28, 2024.



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 Director

MEMORANDUM

To: Houston County Board of Commissioners

From: Ronnie Heald, County Engineer *RJH*

Date: April 29, 2024

CC: Brian Jones, Director of Operations *B*

RE: Sealing and Striping of Parking Lot at 310 Snellgrove Drive

Houston County Public Works requested quotes to seal and stripe the County's parking lot at 310 Snellgrove Drive that is used by the Warner Robins American Little League and the Central Georgia Soccer Association. Listed below are the quotes.

Contractor	Quote
Houston Asphalt Paving and Sealcoating	\$19,800.00
Mid-State Striping, Inc.	\$36,000.00
Asphalt Specialty Services, LLC	\$40,000.00

Houston County Public Works recommends the quote submitted by Houston Asphalt and Sealcoating at **\$19,800.00**. The work has a completion date of June 28, 2024.

Thank you for your consideration of this request.

11. Grant Approval (Hazard Mitigation Grant Program) – Commissioner Byrd

The Georgia Emergency Management and Homeland Security Agency has awarded Houston County grant funds from the Hazard Mitigation Grant Program (HMGP) to purchase and install 4 fixed generators at different remote wells and water treatment sites. The total amount of the grant is \$409,800.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the acceptance of the Hazard Mitigation Grant in the amount of \$409,800 with a breakdown as follows: Federal Funds of \$368,820, State Funds Share of \$16,392, and the County's share of \$24,588. Based on the current pricing quote of \$502,219, the County would be responsible for an additional \$92,419. The County's portion will be funded by Water Capital Funds.

Memo



To: Robbie Dunbar, Director of Administration
From: Christopher Stoner, Chief *CRS*
cc: Brian Jones, Director of Operations
Date: April 24, 2024
Re: HMGP 4579-0009 (Water Department Generators)

Georgia Emergency Management and Homeland Security Agency has awarded Houston County grant funds from the Hazard Mitigation Grant Program (HMGP) to purchase and install 4 fixed generators at different remote well and water treatment sites. Locations are listed below for reference.

1. Elberta Treatment Plant (\$62,500)
2. Highway 96 Remote Well (\$139,900)
3. Lakeview Remote Well (\$139,900)
4. Tidwell Remote Well (\$67,500)

The total approved cost in the grant is \$409,800.00 with a federal share of \$368,820.00, a state share of \$16,392.00, and a local share of \$24,588.00.

This grant was originally submitted to GEMA/HHS in 2021 for approval. Despite the grant being awarded in 2024, the amount is still awarded on those 2021 numbers. Based on current pricing quotes the County would be responsible for an additional \$92,419.00. This would bring the County's total share of the project to \$117,007.00.

There is a possibility of receiving additional funding to offset that increase, however that will not be announced until the statewide grant is closed out for all jurisdictions. If there is any money returned to the state from the other award recipients, it will be made available.

The budget line for the County's share will be 505-4400-11.7500.

I would ask the grant agreement for the HMGP 4579-0009 be added to the next Commissioners agenda and reviewed for approval.

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

12. Amendment to Water Purchase Agreement (City of Warner Robins) – Commissioner Byrd

The City of Warner Robins is requesting that the commercial property located at 951 Feagin Mill Road be added to the Water Use Agreement between the Houston County Board of Commissioners and the City of Warner Robins with two 8-inch Master Meters. Also, the commercial property located at 946 Hwy 96 be added to the Water Use Agreement between the Houston County Board of Commissioners and the City of Warner Robins with one 6-inch Master Meter. The requests were reviewed by the Water Department, and the County consultants, to verify flow and pressure in the development.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the addition of commercial properties located at 951 Feagin Mill Road and at 946 Hwy 96 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”.**



Houston County Public Works

Memorandum

Office

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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 BJ*
Date: April 18, 2024
Re: Water Purchase Request from the City of Warner Robins

Please consider listed below two requests from the City of Warner Robins to serve developments under our city/county water purchase agreement.

- 1. The Avondale Townhomes, 951 Feagin Mill Road - Two 8-Inch Master Meters.*
- 2. The HOCO Plaza, 946 HWY 96 – One 6- Inch Master Meter.*

The developments were reviewed by the Water Department and our consultants to verify flow and pressure. There is an adequate water supply to meet the needs of these developments. These requests are contingent upon the developers posting a bond of \$100,000 or 125 percent of the construction cost, whichever is greater for work performed on the Houston County Water System.

In keeping with the Water Use Agreement between the Houston County Board of Commissioners and the City of Warner Robins please consider favorable requests.

13. Public Hearing on Rezoning Application – Commissioner Robinson

			Recommendation	Vote
#5766	Katie Greer-Davis	Commodore Drive	Approval	Unanimous

Motion by _____, second by _____ and carried _____ to

approve disapprove table

the following Rezoning Application as recommended by the Houston County Planning

#5766	Katie Greer-Davis	Commodore Drive
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14. Bid Approval (Elberta Water Treatment Plant Renovation) – Commissioner Robinson

This request, from the Public Works Department, is for approval of a bid on the Elberta Water Treatment Plant Renovation. Bids were solicited with two bids received. Staff recommend award to Plumblin Construction, LLC.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the bid on the Elberta Water Treatment Plant Renovation from Plumblin Construction, LLC of Warner Robins, Georgia in the amount of \$47,737.30 for the renovations of the exterior of the Elberta Water Treatment Plant. This project will be funded by Water Funds.



Houston County Public Works

Memorandum

Office

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

Brian Jones, PE
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Travis McLendon
Roads Superintendent

Terry Dietsch
Utility Director

To: Houston County Board of Commissioners

From: Terry Dietsch, Utility Director

Handwritten initials in blue ink, "TJD" and "BJ", next to the name Terry Dietsch.

Date: April 19, 2024

Re: Elberta Water Treatment Plant Renovation

Public Works staff solicited bids for the exterior renovation of the water treatment plant on Elberta Road from ICB Construction Group, Plumblin Construction LLC, and Parrish Construction Group. See bid recap below.

Plumblin Construction LLC.	-	\$47,737.30
ICB Construction Group	-	\$94,546.00
Parrish Construction Group	-	No bid.

The staff is recommending Plumblin Construction LLC. for \$47,737.30 to complete the exterior renovation of the Elberta water treatment plant. Thank you for your consideration.

15. Bid Approval (Ed Dunbar Law Enforcement Training Facility) – Commissioner Robinson

This request, from the Public Works Department, is for the installation of a sidewalk and concrete pad at the Ed Dunbar Law Enforcement Training Facility. This proposal includes all associated improvements necessary to complete the work.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the bid from Appling Brothers Company, of Macon Georgia, in the amount of \$38,975 to install a sidewalk connecting the parking lot to the pole barn, and a concrete pad under the pole barn at the Ed Dunbar Law Enforcement Training Facility. This project will be funded by 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
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Nancy Lancaster
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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 *MP* *BJ*

Date: 4/22/24

Re: Proposal - concrete pad and sidewalk for Firing Range pole barn

Please consider approving the attached proposal from **Appling Brothers Company** for concrete work at the Houston County Sheriff's Office Firing Range. This proposal includes construction of the following items:

1. A sidewalk connecting the parking lot to the pole barn; and
2. A concrete parking pad under the pole barn.

This proposal includes all associated improvements necessary to complete the work.

This proposal is **\$38,975.00** and will be paid out of the **2018 SPLOST**.

16. Warehouse Inventory – Commissioner Robinson

Over the last five months, the Purchasing Warehouse inventory has been thoroughly reviewed. In doing so, items have been identified as obsolete and/or expired. This request from Purchasing is to dispose of \$9,665.40 worth of items that are no longer used by the county or are expired. The items that are not expired will be put in the Annual Surplus Auction to try and recoup some of the lost funds.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the write off of the expired and obsolete merchandise at the Purchasing Warehouse in the amount of \$9,665.40.



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: April 30, 2024

SUBJECT: Expired or Obsolete Inventory

Over the last five months the Purchasing Warehouse inventory has been thoroughly reviewed. In doing so, items have been identified as obsolete and/or expired. Purchasing would like the permission to dispose of \$9,665.40 worth of items that are no longer used by the county or are expired. The items, that are not expired, will be put in the Annual Surplus Auction to try and recoup some of the lost funds. Attached is a breakdown.

17. Approval of Bills – Commissioner Robinson

Summary of bills by fund:

General Fund (100)	\$1,557,917.51
Drug Abuse Treatment & Educ (212)	\$5,961.72
Emergency 911 Telephone Fund (215)	\$61,657.55
American Rescue Plan Act (230)	\$473,543.85
Fire District Fund (270)	\$42,596.93
2006 SPLOST Fund (320)	\$86,076.32
2012 SPLOST Fund (320)	\$22,845.12
2018 SPLOST Fund (320)	\$1,169,723.03
Water Fund (505)	\$288,020.89
Solid Waste Fund (540)	\$813,446.30
Total	\$4,521,789.22

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the payment of the bills totaling \$4,521,789.22