

Houston County Commissioners Meeting

Warner Robins, Georgia | October 15, 2024 | 5:00 P.M.

Call to Order

Pledge of Allegiance – Commissioner Byrd

Invocation – Pastor Steven Byrd

Central Baptist Church

ACCG Legislative Service Award Presentation

Recognition of Cub Scout Pack 127

Approval of Minutes from October 1, 2024

New Business

- 1. Approval of Proposal (Juvenile Court) – Commissioner Robinson**
- 2. Bid Approval (Chevrolet Tahoe) – Commissioner Robinson**
- 3. Service Agreement (South Pleasant Hill Road Sidewalk Addition) – Commissioner Byrd**
- 4. Intergovernmental Agreement (City of Warner Robins) – Commissioner Byrd**
- 5. Change Order (HWY 341 & Graham Road) – Commissioner Talton**
- 6. Surplus Vehicle – Commissioner Talton**
- 7. Personnel Request (Juvenile Court) – Commissioner Gottwals**
- 8. Memorandum of Agreement (Middle Georgia Regional Commission)- Commissioner Gottwals**
- 9. Approval of Bills – Commissioner Gottwals**

Public Comments

Commissioner Comments

Motion for Adjournment

1. Approval of Proposal (Juvenile Court) – Commissioner Robinson

This request for approval is to update the cameras and microphones in courtrooms A and B at Juvenile Court to provide better documentation and recording of the proceedings occurring in those courtrooms.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the proposal from BIS Digital of Fort Lauderdale, Florida in the amount of \$12,100. This project, scheduled for November, will be funded by 2018 SPLOST.

MEMORANDUM

TO: Board of Commissioners

FROM: Honorable Monica Wilburn
Judge, Houston County Juvenile Court

DATE: October 8, 2024

RE: Camera and Microphone Add to Court Rooms A & B
BISDIGITAL Proposal dated September 26, 2024

The Juvenile Court of Houston County respectfully requests that the Court Rooms' Camera and microphones be upgraded to meet the legal requirements of having a good record of a case. Currently, the statements made in the galley of the courtroom, where the Department of Family and Children Services (DFCS), CASA (Court Appointed Special Advocate Volunteers) and families sit, are not captured or recorded properly as part of the hearing record. ***By statute we are required to maintain a complete and accurate record of everything that transpires during a hearing.*** The microphones will allow multiple family members involved in the conversation with the Judge to be heard and recorded properly. A good record means that if the case were appealed, the parties involved are heard on the recording and said recording will serve as the minutes of the hearing. Also, the recording would be heard properly for a transcriptionist, if needed.

Additionally, since COVID, we continue to have Zoom hearings on occasion. The quality of the camera for the Court to view the witness, and/or party, is important. In addition, the party on the Zoom hearing can see all the witnesses, the Judge, and attorneys who are involved in the case.

Thank you for your consideration.

A handwritten signature in blue ink, appearing to be 'M. Wilburn', is written over the text 'Thank you for your consideration.'

2. Bid Approval (Chevrolet Tahoe) – Commissioner Robinson

This request for approval is for one new Chevrolet Tahoe SUV.

Motion by _____, second by _____ and carried _____ to

approve

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authorize

the bid for one new in-stock 2024 Chevy Tahoe SUV for use as an administrative vehicle in the Sheriff's Office from Brannen Motor Company of Unadilla, Georgia, for \$58,990. The Sheriff's Drug Fund will reimburse the General Fund for this vehicle purchase.



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: October 7, 2024

SUBJECT: Admin Tahoe Purchase

The Purchasing Department solicited bids for One (1) New Chevrolet Tahoe for Admin SUV. It is recommended that the Houston County Board of Commissioners purchase the vehicle from Brannen Motor Co. The cost of \$58,990.00 will be charged to the 100-3300-54.2200 and reimbursed by Sheriff's Drug Fund.

Company	Cost
Brannen Motor Company *in stock*	\$58,990.00
Hardy Automotive Fleet Group (to place order)	\$57,695.00
Hamby Automotive	No Bid/No stock

3. Service Agreement (South Pleasant Hill Road Sidewalk Addition) – Commissioner Byrd

This request from the Engineering Department is for approval of an agreement for engineering services for the South Pleasant Hill Road Sidewalk project.

Motion by _____, second by _____ and carried _____ to

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entering into an agreement with Saunders Engineering Consultants, Inc., of Centerville, Georgia, for engineering services on the South Pleasant Hill Road project, including adding a sidewalk and required drainage to the east side of the road. This agreement, for \$76,000, will be funded by 2018 SPLOST.



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

Terry Dietsch
Director of Utilities

Nancy Lancaster
Office Manager

Michael Phillips
Facilities Superintendent

Ronnie Heald, PLS
County Engineer

Travis McLendon
Roads Superintendent

Christopher Stoner
Fire Chief / EMA Director

MEMORANDUM

To: Houston County Board of Commissioners

From: Ronnie Heald *RJH* 

CC: Brian Jones

Date: September 23, 2024

RE: Agreement for Engineering Services for South Pleasant Hill Road Sidewalk Improvements, SPLOST (CW18-04)

The Engineering Department requests permission to enter into an agreement for engineering services on South Pleasant Hill Road. The improvements will include adding a sidewalk and required drainage to the east side of the road. The cost for the design work is **\$76,000.00**, as quoted by Saunders Engineering Consultants, Inc., and should be completed in 6 months.

Pleasant Hill Road will be funded from the 2018 SPLOST, project number CW18-04.

I appreciate your consideration in this matter.

4. Intergovernmental Agreement (City of Warner Robins) – Commissioner Byrd

This request is for approval of an Intergovernmental Agreement between the Houston County Board of Commissioners and the City of Warner Robins.

Motion by _____, second by _____ and carried _____ to

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signing an Intergovernmental Agreement with the City of Warner Robins to relocate their underground utilities in conjunction with the South Pleasant Hill Road Project. Per the agreement, approved at the October 7, 2024, Warner Robins Council meeting, the contractor will bill the City of Warner Robins separately to relocate their utilities.

5. Change Order (HWY 341 & Graham Road) – Commissioner Talton

This request is for the approval of a change order to extend the 8-inch water line to Lee Paul Road and Short Road for the HWY 341 & Graham Road Water Project.

Motion by _____, second by _____ and carried _____ to

approve

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authorize

the \$638,466 change order to the contract with Pyles Plumbing & Utility Contractors, Inc. of Macon, GA, for the HWY 341 & Graham Road Water Project, bringing the contract amount to \$1,533,326 and allowing accounting to make any necessary budget adjustments. ARPA will fund this change order.



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: Terry Dietsch, Utility Director *TJD*

Date: October 9, 2024

Re: Change Order – Hwy 341 & Graham Road

Staff and our consultant requests approval for a change order in the amount of **\$638,466.00 to a contract with Pyles Plumbing & Utility Contractors, Inc. for the waterline extension to serve HWY 341 & Graham Road.** This change order extends the 8-inch waterline to serve Lee Paul and Short Road as part the above contract. This change order will be funded from ARPA.

Thank you for your consideration.

6. Surplus Vehicle – Commissioner Talton

This request from the Purchasing Department is to declare a dump truck, that was recently replaced due to age and electrical issues, surplus and auction it.

Motion by _____, second by _____ and carried _____ to

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declaring a 2003 International 7600 Tandem Dump Truck as surplus and placing it on GovDeals for an online auction.



HOUSTON COUNTY BOARD OF COMMISSIONERS

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

VANESSA
ZIMMERMAN
PURCHASING
DIRECTOR

To: Houston County Commissioners

From: Vanessa Zimmerman

CC: Robbie Dunbar

Date: October 7, 2024

Re: GovDeals Sale

Approval is requested to declare a 2003 International 7600 Tandem Dump Truck as surplus and place it on GovDeals for online auction. This dump truck has recently been replaced.

7. Personnel Request (Juvenile Court) – Commissioner Gottwals

This request is to fill the vacant Deputy Clerk position at Juvenile Court.

Motion by _____, second by _____ and carried _____ to

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the hiring of Shanavia Rogers to fill the vacant Deputy Clerk position in Juvenile Court at grade 14 step B, effective October 16, 2024. The Personnel Department has reviewed her qualifications, and she meets the B-step requirements.



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: October 7, 2024
Re: Request to hire – Juvenile Court

Judge Wilburn is requesting to hire Shanavia Rogers for the vacant Deputy Clerk position in the Juvenile Court at grade 14 step B. I have reviewed the qualifications and her experience she does meet the requirements for the B step.

Please consider this request to hire effective October 16, 2024.

8. Memorandum of Agreement (Middle Georgia Regional Commission)- Commissioner Gottwals

Houston County was awarded grant money through the GEMA Hazard Mitigation Program to update the Houston County Pre-Disaster Mitigation Plan. This plan must be updated every 5 years to stay in compliance. This request is to enter into a Memorandum of Agreement with the Middle Georgia Regional Commission to review and update the current Pre-Disaster Mitigation Plan. Staff and the County Attorney have reviewed and approved this agreement.

Motion by _____, second by _____ and carried _____ to

approve

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authorize

the signing of a Memorandum of Agreement with the Middle Georgia Regional Commission to review and update the Houston County Pre-Disaster Mitigation Plan. This agreement, in an amount not to exceed \$22,000, will be reimbursed by Hazard Mitigation Grant Program funds.

Memo



To: Robbie Dunbar, Director of Administration
From: Christopher Stoner, EMA Director *CRS*
cc:
Date: October 3, 2024
Re: PDMP Update MOA

Houston County was awarded grant money through the GEMA Hazard Mitigation Program to update the Houston County Pre-Disaster Mitigation Plan. To maintain compliance this plan must be updated every 5 years. In previous years, Middle Georgia Regional Commission has been utilized to update this plan. I have contacted them again this year and provided them copies of the grant award documents for review.

Middle Georgia Regional Commission has accepted this request and provided the attached MOA for consideration.

I would respectfully ask this MOA to be reviewed and considered for approval during the next Commission meeting.

9. Approval of Bills – Commissioner Gottwals

Summary of bills by fund:

General Fund (100)	\$584,389.31
Drug Abuse Treatment & Education (212)	\$9,942.09
Emergency 911 Telephone Fund (215)	\$13,707.68
Fire District Fund (270)	\$19,517.94
2006 SPLOST Fund (320)	\$88,196.99
2012 SPLOST Fund (320)	\$6,999.76
2018 SPLOST Fund (320)	\$595,136.65
Water Fund (505)	\$474,285.57
Solid Waste Fund (540)	\$459,595.15
Total	\$2,251,771.14

Motion by _____, second by _____ and carried _____ to

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the payment of the bills totaling \$2,251,771.14.