

Houston County Commissioners Meeting

Warner Robins, Georgia | February 18, 2025 | 5:00 P.M.

Call to Order

Pledge of Allegiance – Commissioner Byrd

Invocation – Director of Administration Robbie Dunbar

Black History Presentation – Dr. Grace Adams-Square
Assistant Professor, Middle Georgia State University

Service & Recognition – Chairman Perdue

Approval of Minutes from the February 4, 2025 meeting.

New Business

- 1. Contract Approval (Jail Services) – Commissioner Byrd**
- 2. Independent Contractor Agreement (Superior Court) – Commissioner Byrd**
- 3. Contract Renewal (Hauling) – Commissioner Byrd**
- 4. Water Rate Adjustments – Commissioner Byrd**
- 5. Contract Approval (Fire Department) – Commissioner Byrd**
- 6. Maintenance Bond Extension (Southfield Section 6) – Commissioner Talton**
- 7. Change Order (Talton Road / SR 127) – Commissioner Talton**
- 8. Personnel Request (Landfill) – Commissioner Talton**
- 9. Solid Waste Collection Rate Adjustment – Commissioner Talton**
- 10. Mutual Aid Agreement (City of Perry)– Commissioner Talton**
- 11. Partnership Agreement (St. Patrick’s Drive) – Commissioner Talton**
- 12. Letter of Support (Dual Roundabouts) – Commissioner Robinson**
- 13. Statement of Work Agreement (Code of Ordinances) – Commissioner Robinson**
- 14. Approval of a Bid (Special Services Vehicles) – Commissioner Robinson**
- 15. Approval of a Bid (Patrol Vehicle) – Commissioner Robinson**
- 16. Approval of a Bid (Warrants Vehicles) – Commissioner Robinson**
- 17. Letter of Support (US 41 / SR 11) – Commissioner Gottwals**
- 18. Personnel Request (Sheriff’s Office) – Commissioner Gottwals**
- 19. Personnel Request (Sheriff’s Office) – Commissioner Gottwals**
- 20. Personnel Request (Roads and Bridges) – Commissioner Gottwals**
- 21.Approval of Bills – Commissioner Gottwals**

Public Comments

Commissioner Comments

Motion for Adjournment

1. Contract Approvals (Jail Services) – Commissioner Byrd

This request is for approval of contracts for jail services at the Houston County Detention Center.

Motion by _____, second by _____ and carried _____ to

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the service contracts between Macon County Sheriff's Office and the Houston County Detention Center, and The City of Oglethorpe and the Houston County Detention Center for Jail services to be billed monthly on a per day per inmate fee schedule. These contracts will be in effect for one year.

2. Independent Contractor Agreement (Superior Court) – Commissioner Byrd

This request from the Superior Court is for the approval of an independent contractor agreement.

Motion by _____, second by _____ and carried _____ to

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the signing of an independent contractor agreement with Sasha Riedel Knight to provide defense of certain indigent persons where there is a conflict of interest with the Public Defender's Office. The term of this contract will be March 1, 2025 through June 30, 2025 at a monthly rate of \$7,500.

MEMORANDUM

TO: Board of Commissioners
FROM:  Superior Court Judges
DATE: February 12, 2025
RE: Sasha Riedel Knight Independent Contractor Agreement

Attorney David G. Daniell resigned as an independent contractor. In this position Attorney Daniell provided defense of conflicted indigent people through the Superior Court Public Defender's Office. Upon this resignation, Indigent Defense Coordinator Savannah Camp, on behalf of the Superior Court Judges, requested the County Attorney's Office to prepare an Independent Contractor Agreement for Attorney Sasha R. Knight for the term of March 1, 2025, to June 30, 2025. Ms. Knight's proof of insurance has been submitted to the Commissioners' Office and W9 has been provided to accounting.

Due to the agreement starting term date of March 1, 2025, please consider placing this agreement on the February 18, 2025, agenda.

Thank you.

3. Contract Renewal (Hauling) – Commissioner Byrd

This request is for approval of a renewal of a trucking contract.

Motion by _____, second by _____ and carried _____ to

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a contract renewal with Decarlton Mims d/b/a Mid Georgia Trucking, of Macon Georgia, to haul and deliver leachate generated from the Houston County Landfill to a water treatment facility with all contractual terms remaining the same. The current agreement is set to expire March 5, 2025, and a contract renewal is needed for services to continue.

MEMORANDUM

TO: Board of Commissioners

FROM: Tom Hall 

DATE: February 10, 2025

RE: Mid Georgia Trucking Hauling Contract

The current Hauling Contract with the Mid Georgia Trucking will expire on March 5, 2025. Therefore, this agreement will need to be renewed to keep it current and continue services. This agreement sets out the terms for Mid Georgia Trucking to haul and deliver leachate generated from the landfill to a water treatment facility.

Please consider placing this on the February 18th agenda to ensure that it will be renewed in a timely manner.

Thank you.

4. Water Rate Adjustments – Commissioner Byrd

This request is for the approval of adjustments to the Water Department fees, rates, and charges.

Motion by _____, second by _____ and carried _____ to

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the adjustment of water rates annually for a period of three years and thereafter increase in accordance with 100% of the *Consumer Price Index for Water, Sewer, and Trash, Not Seasonally Adjusted, All Areas (WST CPI)*, December through December change, as published by the Bureau of Labor Statistics, U.S. Department of Labor. These adjustments will be effective for Water Department customers on July 1st or the first billing cycle of that month.

Meter tap fees and hydrant meter costs will be reviewed annually to ensure that they accurately reflect the actual costs of services provided.



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, Utilities Director

TJO BJ

Date: Thursday, February 6, 2025

RE: Adjustments to Water Department Rates, Fees and Charges

The Houston County Annual Financial Report revealed an operating loss in the Enterprise Fund for the Water Department. The Department's primary objective is to provide safe and reliable water to its customers. To achieve this goal, it is imperative that the Department's revenue is adequate to meet the requirements of the State and Federal governments, as well as the citizens, businesses, and local governments.

Therefore, we humbly request your consideration of this request to approve the adjustments to the consumption rates, fees, and charges that the Houston County Water Department applies to its customers. Accompanying this memorandum is a table detailing these proposed costs.

Water usage rates will be adjusted annually for a period of three years and thereafter increase in accordance with 100% of the Consumer Price Index for Water, Sewer, and Trash, Not Seasonally Adjusted, All Areas (WST CPI), December through December change, as published by the Bureau of Labor Statistics, U.S. Department of Labor.

Meter tap fees and hydrant meter costs will be reviewed annually to ensure that they accurately reflect the actual costs of services provided.

Upon approval of this request, these adjustments will become effective on July 1st, or the first billing cycle of that month, and then adjusted annually for subsequent years. We sincerely appreciate your thoughtful consideration of this request.

5. Contract Approval (Fire Department) – Commissioner Byrd

This request from the Fire Department is for approval of a contract.

Motion by _____, second by _____ and carried _____ to

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an agreement with Life Safety Inspection Vault (LIV) to provide required reports from local businesses at no cost to the Houston County Fire Department. These reports will cover fire protection systems through a portal to be accessed by the Fire Department.

Memo



To: Robbie Dunbar, Director of Administration
From: Christopher Stoner, Chief *CRS*
cc:
Date: February 11, 2025
Re: LIV Agreement

Life Safety Inspection Vault (LIV) provides a no cost service to fire departments to aid in the collection of required reports from local businesses and fire protection inspectors. Each year businesses are required to have components of their fire protection systems inspected and certified. This can include sprinkler systems, cooking hoods, fire extinguishers, as well as several other components. Currently the fire department must rely on businesses to present these during our annual inspections. LIV created a portal where all these reports will be made available to the fire department in one centralized location. This portal will also be updated in real time as these reports are uploaded giving us a much more efficient way to ensure the inspections are completed and the systems are operational. In short, this product will be a force multiplier and save countless man hours.

County Attorney, Tom Hall, has reviewed the agreement and finds it to be in order. Please consider this request to enter into the attached agreement with LIV.

Thank you for your time, consideration, and support of Houston County Fire Department.

6. Maintenance Bond Extension (Southfield Section 6) – Commissioner Talton

This request from Engineering is for approval of an extension of a bond.

Motion by _____, second by _____ and carried _____ to

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the extension of maintenance bond (One South Bank Letter of Credit 411044 expiring February 23, 2025) for Southfield Section 6, to allow the developer to perform the required work. If the bond is not extended by February 23, 2025, it will be drawn, and the bond will be used to contract the work.



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

Christopher Stoner
Fire Chief/ EMA Director

Ronnie Heald, PLS
County Engineer

Travis McLendon
Roads Superintendent

To: Houston County Board of Commissioners

From: Ronnie Heald, County Engineer

REH BJ

Date: February 6, 2025

RE: Maintenance Bond; Southfield Section 6; One South Bank Letter of Credit 411044; Expires February 23, 2025

This matter is in reference to **Southfield Section 6**. This phase of the subdivision has not been completed in accordance with "*The Comprehensive Land Development Regulations for Houston County*." Please consider this request to extend the above referenced bond for one year to give the developer an opportunity to perform the required work. If the bond is not extended by February 23, 2025, we will draw this bond and contract the work.

7. Change Order (Talton Road / SR 127) – Commissioner Talton

This request is for approval of a change order on the Talton Road/SR 127 project.

Motion by _____, second by _____ and carried _____ to

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the approval of Change order #1 for the installation of a traffic signal at Talton Road and State Route 127 with McCoy Grading Inc., of Greenville, Georgia. This change order in the amount of \$493,939.66 will bring the total contract price to \$5,905,025.11 with a completion date of July 15, 2025. This project is funded by 2018 SPLOST.



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Perry, Georgia 31069
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County Engineer

Travis McLendon
Roads Superintendent

Christopher Stoner
Fire Chief / EMA Director

To: Houston County Board of Commissioners

From: Ronnie Heald, County Engineer

RH BJ

Date: Friday, January 24, 2025

CC: Brian Jones, Director of Operations

RE: Change Order No. 1 for Traffic Signal Installation at Talton Road and
State Route 127 / Existing Contract for CW18-05D

Please consider this request to accept the change order pricing for the above referenced project. Traffic signal quotes were solicited by the contractor, McCoy Grading, Inc. Their signal subcontractor is to be Bass Signal Corporation of Milledgeville, Georgia. Bass Signal is a registered contractor for the Georgia Department of Transportation. Through the years they have performed several signal related projects in Houston County. The Engineering Department recommends the approval of the change order to McCoy Grading, Inc. to perform the work at the cost of **\$493,939.66**. We will also provide a completion date of July 15, 2025. This includes time for GDOT to approve the signal materials and strain poles and for fabrication and receipt of same. This project is funded by the 2018 SPLOST.

8. Personnel Request (Landfill) – Commissioner Talton

This request is to fill the vacant Equipment Operator position at the Landfill.

Motion by _____, second by _____ and carried _____ to

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authorize

the hiring of Serod Holston to fill the vacant Equipment Operator position at the Landfill at a Grade 10 step C effective February 19, 2025.



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: February 10, 2025
Re: New Hire – Landfill

Terry Dietsch is requesting to hire Serod Holston for the vacant Equipment Operator position at the Landfill. Based on experience, Mr. Dietsch is requesting hire at Grade 10 step C. I have reviewed the qualifications, and Mr. Holston does meet the qualifications for the C step. Approval is requested to hire at Grade 10-C effective February 19, 2025.

9. Solid Waste Collection Rate Adjustment – Commissioner Talton

This request is for approval of an adjustment to the solid waste collection rate.

Motion by _____, second by _____ and carried _____ to

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the following residential solid waste collection rates to begin July 1, 2025, or the first billing cycle in that month, to coincide with our new solid waste collection contract.

Trash/Refuse Weekly	\$13.95 per month
Recycling Every Other Week	\$8.00 per month
Yard Waste Weekly	\$8.00 per month
Extra Trash Refuse Cart	\$9.00 per month



Houston County Public Works

Memorandum

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2018 Kings Chapel Road
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Brian Jones, PE
Director of Operations

Terry Dietsch
Director of Utilities

Nancy Lancaster
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Michael Phillips
Facilities Superintendent

Ronnie Heald, PLS
County Engineer

Travis McLendon
Roads Superintendent

Christopher Stoner
Fire Chief / EMA Director

To: Houston County Board of Commissioners

From: Terry Dietsch, Utilities Director

TJ *BJ*

Date: January 10, 2025

Re: Residential Solid Waste Collection Rates

Please consider the following residential solid waste collection rates to begin July 1, 2025, or the first billing cycle in that month.

Trash/ Refuse Weekly	\$13.95 per month
Recycling Every Other Week	\$8.00 per month
Yard Waste Weekly	\$8.00 per month
Extra Trash/ Refuse Cart	\$9.00 per month

These rates will coincide with our new solid waste collection contract to begin July 1, 2025, with Ryland Environmental. Thank you for your consideration.

**EXHIBIT A
RATES OF COMPENSATION
For Up To 25,000 Residential Units**

Item	Estimated Quantity	Description	Unit Price	Units	Extended Price
A	20,000	Monthly rate of compensation for once per week collection and disposal of residential refuse per residential account	\$13.65	/EA	\$273,000.00
B	10,000	Monthly rate of compensation for every other week curbside collection of recyclable materials per subscribed residential account	\$8.00	/EA	\$80,000.00
C	15,000	Monthly rate of compensation for once per week pick-up and disposal of yard waste per subscribed residential account	\$8.00	/EA	\$120,000.00
D	4,000	Monthly rate of compensation to provide and pick up an extra roll out container for collection and disposal of residential refuse	\$7.95	/EA	\$31,800.00
		First Service Year – Monthly Proposal Total		/Month	\$504,800.00
		First Service Year – Annual Proposal Total		/Year	\$6,057,600.00
E	–	Rate in \$ per cubic yard for collection and disposal of additional yard waste (from all county customers) from disaster that is reimbursed by FEMA	\$15.00	/CY	–

Notes:

1. Estimated quantities listed in the above table in no way restrict the actual quantities provided. The estimated quantities are provided in order to evaluate proposals and provide a total estimated amount for the first service year.
2. Annual price adjustment for year 2 and each of the following years will be based on the most recent month published 12- month percentage change in Consumer Price Index for Garbage and Trash collection in U.S. City average, All Urban consumers, not seasonally adjusted

Executed Copy

10. Mutual Aid Agreement (City of Perry)– Commissioner Talton

The current Mutual Aid Agreement with the City of Perry will expire on March 5, 2025. This agreement sets forth the terms between the County and City of Perry to provide mutual aid for emergencies or disasters that result from manmade causes, natural causes, or enemy attack. The Mutual Aid Agreement is beneficial in protecting the peace, health, and safety of the public, and to preserve lives and property in the case of such emergencies or disasters. This request is for approval of the renewal of the Mutual Aid Agreement. The City of Perry Council will also hear this item at their February 18th meeting.

Motion by _____, second by _____ and carried _____ to

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the signing of the Mutual Aid Agreement with the City of Perry.

MEMORANDUM

TO: Board of Commissioners

FROM: Tom Hall 

DATE: February 6, 2025

RE: Mutual Aid Agreement – City of Perry

The current Mutual Aid Agreement with the City of Perry will expire on March 5, 2025. Therefore, this agreement will need to be renewed to keep it current. The agreement sets forth the terms between the County and City of Perry to provide mutual aid for emergencies or disasters that result from manmade causes, natural causes, or enemy attack. The Mutual Aid Agreement is beneficial in protecting the peace, health, and safety of the public, and to preserve lives and property in the case of such emergencies or disasters.

Please consider placing this on the February 18th agenda to ensure that it will be renewed in a timely manner. The City of Perry Council will also hear this item at their February 18th meeting.

Thank you.

11. Georgia Department of Transportation Request for Aid (St. Patrick's Drive) – Commissioner Talton

This request is to allow the County to request aid from the Georgia Department of Transportation for the construction of the St. Patrick's Drive Extension SPLOST Project. The project will connect US 341/SR 7 (Sam Nunn Boulevard) to US 341/SR 11 (Perry Parkway). Requesting aid will allow GDOT to contribute financially as well as engineering and environmental reviews.

Motion by _____, second by _____ and carried _____ to

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authorize

requesting aid from the Georgia Department of Transportation for the construction of the St. Patrick's Drive Extension SPLOST Project.



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

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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: Brian Jones, Director of Operations *BJ*

Date: Thursday, February 6, 2025

CC: Ronnie Heald, County Engineer

RE: Department of Transportation – Aid Request Letter for St. Patrick's Drive Extension SPLOST Project

Please consider this request to allow the County to enter into a partnership with the Georgia Department of Transportation for the construction of the St. Patrick's Drive Extension SPLOST Project. The project will connect US 341/SR 7 (Sam Nunn Boulevard) to US 341BY/SR 11 (Perry Parkway). This partnership will allow GDOT to contribute aid financially as well as engineering and environmental reviews.

I have attached a letter requesting the aid from GDOT for consideration by the Board. I appreciate your time and consideration of this request.

12. Letter of Support (Dual Roundabouts) – Commissioner Robinson

This request is for support from the County of the proposed road improvement project at the SR-26/I-75 interchange. The project will involve the construction of roundabouts on both sides of I-75 to improve the safety and performance of the interchange.

Motion by _____, second by _____ and carried _____ to

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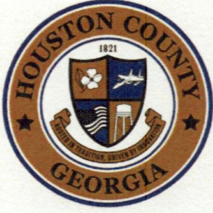
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authorize

the signing of a Letter of Support to the Georgia Department of Transportation for the dual roundabouts at the northbound and southbound intersections of SR 26 and I-75.



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Ronnie Heald, PLS
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Travis McLendon
Roads Superintendent

Terry Dietsch
Utility Director

MEMORANDUM

To: Houston County Board of Commissioners

From: Brian Jones, Director of Operations

A handwritten signature in blue ink, appearing to be "BJ", is written over the name "Brian Jones".

Date: Thursday, February 13, 2025

RE: Georgia Department of Transportation Letter of Support
SR-26 at I-75 Dual Roundabout

Please consider this request on behalf of the Georgia Department of Transportation for support by the County of the proposed road improvement project at the SR-26/I-75 interchange. The project will involve the construction of roundabouts on both sides of I-75 to improve the safety and performance of the interchange. The support by the County would include landscaping and lighting.

I have attached a letter that, if approved, can be signed by the Chairman to indicate the support by the County of the project.

Thank you for your time and consideration of this request.

13. Statement of Work Agreement (Code of Ordinances) – Commissioner Robinson

This request is for approval to enter into a statement of work agreement for updating the Houston County Code of Ordinance page.

Motion by _____, second by _____ and carried _____ to

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the signing of an agreement with CivicPlus of Manhattan, Kansas, to assist the County in providing a more up-to-date online code for all to use. The CodeBank and CodeBank Compare features will permit the County to upload ordinances as they are passed by the Board of Commissioners. They will also build a searchable bank of all resolutions passed to make each ordinance change from this time forward. This agreement in the amount of \$1,375 will be funded by professional services.

MEMORANDUM

TO: Board of Commissioners

FROM: Tom Hall 

DATE: February 10, 2025

RE: CivicPlus Additional Services

Please consider the attached Online Code Hosting Premium Bundle services from CivicPlus. The services included in the bundle will assist the County in providing a more up-to-date online code for all to use. The CodeBank and CodeBank Compare features will permit us to upload ordinances as they are passed by the Board of Commissioners. Once uploaded the ordinance changes will appear in any user search results they may apply to, and by doing so make them available to the public within a short time after being adopted by the Board. They will also build a searchable bank of all resolutions passed to make each ordinance change from this time forward. Other features of the bundle will assist the County Attorney's Office in their research for drafting new ordinances and permit the County to customize the appearance of the Houston County Code of Ordinances page.

Thank you.

14. Approval of a Bid (Special Services Vehicles) – Commissioner Robinson

This request is for approval of a bid for two special services vehicles.

Motion by _____, second by _____ and carried _____ to

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the bid on two new special service vehicles from Phil Brannen Ford of Perry, Georgia, for use in the Sheriff's Department. This purchase in the amount of \$103,000 will be funded by 2018 SPLOST.

15. Approval of a Bid (Patrol Vehicle) – Commissioner Robinson

This request is for approval of a bid for one new patrol vehicle to replace a vehicle damaged in an accident.

Motion by _____, second by _____ and carried _____ to

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the bid on one new patrol vehicle from Phil Brannen Ford of Perry, Georgia, for use in the Sheriff's Department. This purchase in the amount of \$49,850 will be funded from the 2018 SPLOST.

16. Approval of a Bid (Warrants Vehicles) – Commissioner Robinson

This request is for approval of a bid on two vehicles for the Warrants Division to replace two vehicles damaged in two separate accidents.

Motion by _____, second by _____ and carried _____ to

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the approval of a bid from Phil Brannen Ford of Perry, Georgia, for the purchase of two vehicles for use in the Warrants Division of the Sheriff's Department. This purchase in the amount of \$95,555 will be funded from 2018 SPLOST.

17. Letter of Support (US 41 / SR 11) – Commissioner Gottwals

This request is for approval to offer financial support to the Georgia Department of Transportation for improvements to be made to US 41 between Lakeview Road and SR 247C. By entering a partnership, the DOT will be able to advance the project and bring it into construction earlier than planned.

Motion by _____, second by _____ and carried _____ to

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giving financial support to the Georgia Department of Transportation for improvements to be made to US 41 between Lakeview Road and SR 247C. This support in the amount of \$15 million will reimburse the DOT for design fees, right-of-way/easement acquisition in Houston County, and other costs associated with the project. This will be funded from 2006 SPLOST.



Houston County Public Works

Office

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Perry, Georgia 31069
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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 *BJ*

Date: Thursday, February 6, 2025

CC: Ronnie Heald, County Engineer

RE: Department of Transportation Letter of Support for US 41/SR 11
Improvements

Please consider this request to offer financial support to the Georgia Department of Transportation for improvements to be made to US 41 between Lakeview Road and SR 247C. By entering into a partnership with our financial support, the DOT will be able to advance the project and bring it into construction earlier than planned. With the County contributing the **\$15 million** remaining in the 2006 SPLOST, we will benefit from an estimated \$54 million project being constructed in Houston County.

The County will reimburse the DOT for design fees, right-of-way/easement acquisition in Houston County, and other costs associated with the project not to exceed \$15 million. The County portion of the project will be paid for from 2006 SPLOST funds.

I appreciate your time and consideration of this request.

18. Personnel Request (Sheriff's Office) – Commissioner Gottwals

This request is for the addition of a Property and Evidence Manager position to the Houston County Position Control Listing. This area of the Sheriff's Office requires a high level of detail, organization, and security that is difficult for just one person to manage, so a second position is needed.

Motion by _____, second by _____ and carried _____ to

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authorize

the addition of a Property and Evidence Manager to the Houston County Position Control Listing at a Grade 16 effective February 19, 2025. Also, for accounting to make any necessary budget 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: February 7, 2025
Re: Position Request – Sheriff's Office

Sheriff Moulton needs additional staffing in the evidence building to assist the Property and Evidence Manager in evidence building. This is a high liability area of the Sheriff's Office and requires a high level of detail, organization, and security that is difficult for one person to manage. Prior to December a narcotics officer who was placed on light duty for personal medical reasons was assisting in evidence building. That person has since retired and Sheriff Moulton has identified the need to have the assistance full time in the evidence building. The vacant position created due to retirement will need to be filled with a narcotics officer as assigned.

Sheriff Moulton has presented the attached job description and requests that the position of Evidence Technician be added at Grade 16. This will be a civilian position and would report to the Investigations Division. I have reviewed the need, position description, pay grade and agree with this request. Because of vacancies and unfilled positions during this fiscal year, there should be sufficient funding to support the position for the remainder of FY25. Please consider this request effective February 19, 2025.

19. Personnel Request (Sheriff's Office) – Commissioner Gottwals

This request is to fill the new Property and Evidence Manager position at the Sheriff's Office.

Motion by _____, second by _____ and carried _____ to

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authorize

the hiring of Kimberly King to fill the new Property and Evidence Manager position at the Sheriff's Office at a Grade 16 step E effective February 19, 2025.



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: February 7, 2025
Re: Personnel Request – Sheriff's Office

Pending approval of the Evidence Technician position, Sheriff Moulton has identified a candidate who has experience with property/evidence facilities and understands the current technology and the custody protocols needed. Based on this previous experience he is requesting to hire Kimberly King at Grade 16-E. Additionally, even though this will be a civilian position, Ms. King is post certified as a peace officer. I have reviewed Ms. Kings qualifications, and she does exceed the requirements for Grade 16-E. Please consider this request effective February 19, 2025.

20. Personnel Request (Roads and Bridges) – Commissioner Gottwals

This request is to fill the vacant Heavy Equipment Operator position in the Roads and Bridges Department.

Motion by _____, second by _____ and carried _____ to

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authorize

the hiring of Jemembulus King to fill the vacant Heavy Equipment Operator position in the Roads and Bridges Department at a Grade 13 step C effective February 19, 2025.



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: February 3, 2025
Re: New Hire – Roads and Bridges

Travis McLendon is requesting to hire Jermembulus King for the vacant Heavy Equipment Operator position in the Roads and Bridges Department. Based on experience, Mr. McLendon is requesting hire at Grade 13 step C. I have reviewed the qualifications, and Mr. King does meet the qualifications for the C step. Approval is requested to hire at Grade 13-C effective February 19, 2025.

21.Approval of Bills – Commissioner Gottwals

Summary of bills by fund:

General Fund (100)	\$1,552,555.94
Drug Abuse Treatment & Education (212)	\$9,405.58
Opioid Fund (213)	\$16,803.70
Emergency 911 Telephone Fund (215)	\$74,567.80
American Rescue Plan Act (230)	\$1,139,443.67
Fire District Fund (270)	\$78,022.37
2006 SPLOST Fund (320)	\$425.00
2012 SPLOST Fund (320)	\$142,496.84
2018 SPLOST Fund (320)	\$701,051.28
Water Fund (505)	\$229,994.18
Solid Waste Fund (540)	\$325,964.30
Total	\$4,270,730.66

Motion by _____, second by _____ and carried _____ to

☐

approve

☐

disapprove

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table

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authorize

the payment of the bills totaling \$4,270,730.66