

Houston County Commissioners Meeting

Perry, Georgia | April 8, 2025 | 9:00 A.M.

Call to Order

Invocation – Commissioner Talton

Pledge of Allegiance – Commissioner Talton

Military Speaker – Command Chief Larwens Subtil
78th Medical Group

United Way Presentation - Amber L. Morris & Brandi Rozier
United Way of Central Georgia

Approval of Minutes from March 18, 2024 meeting

New Business

- 1. Special Exception Applications – Commissioner Byrd**
- 2. Annexations (City of Perry) – Commissioner Byrd**
- 3. Grant Approval (2025 VAWA) – Commissioner Byrd**
- 4. Service Agreement (Aviation Tax Recovery) – Commissioner Byrd**
- 5. Quote Approval (Annex Camera System) – Commissioner Byrd**
- 6. Quote Approval (Water Pipe Camera) – Commissioner Gottwals**
- 7. Bid Approval (Ford F-150) – Commissioner Gottwals**
- 8. Personnel Request – Commissioner Gottwals**
- 9. Personnel Request (Personnel Office) – Commissioner Gottwals**
- 10. Personnel Request (Landfill) – Commissioner Gottwals**
- 11. Financial Agreement (Extension Office) – Commissioner Talton**
- 12. Deed Correction (Lydick Avenue) – Commissioner Talton**
- 13. Surplus – Commissioner Talton**
- 14. Donation (2020 Ford Police Interceptor) – Commissioner Talton**
- 15. Approval of Bills – Commissioner Talton**

Public Comments

Commissioner Comments

Motion for Adjournment

1. Special Exception Applications – Commissioner Byrd

		Recommendation	Vote	
#2840	Pedro Calel	Residential & Commercial Painting	Denied	Unanimous
#2841	Larry & Jacquelyn Kijawski	Polish Pottery Business	Approval	Unanimous
#2843	Christie Griffin	Cleaning 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:

#2841	Larry & Jacquelyn Kijawski	Polish Pottery Business
#2843	Christie Griffin	Cleaning Business

and to

approve disapprove Table

the following Special Exception Application:

#2840	Pedro Calel	Residential & Commercial Painting
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2. Annexations (City of Perry) – Commissioner Byrd

This request from the City of Perry is for two annexations, one containing 18.70 acres and one containing 4.88 acres, both located on Airport Road.

Motion by _____, second by _____ and carried _____ to

concur

non-concur

with the annexation of 18.70 acres on Airport Road known as a portion of Tax Parcel 000310 033000, with a zoning change from County R-AG to City of Perry R-TH and 4.88 acres on Airport Road known as Tax Parcels: 000310 032000; 000310 036000; and a portion of 000310 033000 with a zoning change from County R-AG to City of Perry C-2.

3. Grant Acceptance (2025 VAWA) – Commissioner Byrd

This request is to accept the 2025 VAWA Grant, which supports the prosecution and investigation of cases involving domestic violence, sexual assault, and stalking for the District Attorney's Office.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

accepting the 2025 VAWA Grant W24-8-012 for the District Attorney's Office in the amount of \$64,842, from the Criminal Justice Coordinating Council of Georgia, with matching funds from the County in the amount of \$21,614, for a total of \$86,456.00.

Jacob Cox

From: Tamaree Bishop <tbishop@houstonda.org>
Sent: Friday, March 14, 2025 3:25 PM
To: Jacob Cox; Dawn Ramirez
Subject: VAWA Grant Approval
Attachments: Subgrant Award.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Jake and Dawn,

Please place on the next Commissioner's Agenda a request to accept the 2025 VAWA Grant W24-8-012 for the District Attorney's Office in the amount of \$64,842 with matching funds in the amount of \$21,614, for a total of \$86,456.00 from the Criminal Justice Coordinating Council of Georgia. This grant supports prosecution and investigation of domestic violence, sexual assault and stalking cases. I have attached a copy of the award document to this email. Thank you.

Respectfully,

Tamaree Bishop
Finance Manager
Assistant to ADA Brian J. Huckaby
Assistant to ADA Maggie S. Dixon
Houston County District Attorney's Office
201 N. Perry Parkway
Perry, GA 31069
478-218-4810
478-218-4815 Fax
478-218-4838 Direct
tbishop@houstonda.org

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4. Service Agreement (Aviation Tax Recovery) – Commissioner Byrd

This request is for approval of a service agreement to assist the County with the valuation, audit, and appeal support of the aircraft personal property tax process. The audits will be paid for with funds remaining from the Traylor Business Services Agreement in the FY 2025 Budget.

Motion by _____, second by _____ and carried _____ to

approve

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authorize

signing an agreement with Aviation Capital Partners, LLC dba Specialized Tax Recovery of Mayfield Heights, Ohio, in the amount of in the amount of \$5,000. With an option to extend the contract for FY 2027 & FY 2028, and newly discovered aircraft, to be charged at the rate established in section 2 of the agreement.

5. Quote Approval (Annex Camera System) – Commissioner Byrd

This request is for approval of a quote to update the current camera system at the Annex, which has cameras that are starting to fail, to align with the technology currently used in the rest of the County.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the quote from BTV Systems, of Macon, Georgia, to update the camera system at the Annex in the amount of \$69,109.71. This project will be funded by 2018 SPLOST.



Houston County Board of Commissioners

MIS Department
200 Carl Vinson Parkway
Warner Robins, GA 31088

Memorandum

To: Houston County Board of Commissioners
From: Eric Mitchell, System Administrator II
Date: 4/2/2025
Re: Annex Camera Upgrades

The Annex building currently has an old Hikvision camera system which has some cameras that are starting to fail. The camera systems need to be updated to be aligned with the more recent technology that is currently being used in the rest of the county infrastructure. The total cost is \$69,109.71, which was listed in the 2024-2025 budget. This will be charged to the 2018 SPLOST.

6. Quote Approval (Stormwater Pipe Camera System) – Commissioner Gottwals

This request is for approval of a quote for a new stormwater pipe camera system to be used by Public Works.

Motion by _____, second by _____ and carried _____ to

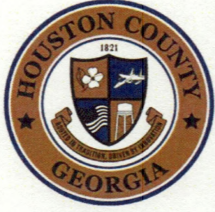
approve

disapprove

table

authorize

the quote from Environmental Products Group, of Atlanta, Georgia, in the amount of \$113,700 for the purchase of one new pipe camera system, to replace the current non-functional one. This purchase will be funded by the 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

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: Brian Jones, Director of Operations *BJ*

Date: Thursday, April 3, 2025

RE: Purchase Request for Storm Water Pipe Camera

The Public Works Department is requesting permission to purchase a new pipe camera system from **Environmental Products Group** for **\$113,700.00**. This camera system will replace the non-functional, 20-year-old camera used previously.

Listed below are the quotes received from the camera system vendors:

Environmental Products Group	\$113,700.00
Adams Equipment	\$129,857.00
Aquip, LLC	\$143,769.00

The camera system will be purchased using **2018 SPLOST** Funds (320-4200-54.2500).

I appreciate your time and consideration of this request.

7. Bid Approval (Ford F-150) – Commissioner Gottwals

This request is for approval of a bid on one new 4WD Ford F-150 for use in the Fire Department.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the bid on one new 4WD Ford F-150 truck for a new position in the Fire Department from Phil Brannen Ford of Perry, Georgia, in the amount of \$51,570. This purchase will be funded by 2018 SPLOST.



Houston County Commissioners

Purchasing Department

Director of Purchasing

Vanessa Zimmerman

Office

200 Carl Vinson Parkway
Warner Robins, GA 31088

478-236-1700

MEMORANDUM

TO: Houston County Commissioners
FROM: Vanessa Zimmerman
CC: Robbie Dunbar
SUBJECT: Truck for the Fire Department
DATE: March 31, 2025

The Purchasing Department solicited bids for a New 4WD Ford F-150 truck for a new position within the Fire Department. Purchasing was able to locate, and recommend, that the Houston County Board of Commissioners purchase the vehicle from Phil Brannen Ford of Perry, GA. The total cost of \$51,570.00 will be charged to the 320-3500-54.2200. SPLOST 2018

Company	Cost
Phil Brannen Ford	\$51,570.00 (stock)
Hardy Family Ford	\$47,965.00 plus bedliner (for order)
Jeff Smith Auto	No Stock

8. Personnel Request (Tax Assessor's Office) – Commissioner Gottwals

This request is to fill the vacant Tax Appraiser II position in the Tax Assessor's Office.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

hiring Tommylee Crosby to fill the vacant Tax Appraiser II position in the Tax Assessor's Office at a Grade 14 Step D effective April 9, 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: April 1, 2025
Re: Request to hire – Tax Assessors

James Moore is requesting to hire Tommylee Crosby for the vacant Tax Appraiser II position. Based on Mr. Crosby's experience, Mr. Moore would like to hire at grade 14 step D. I have reviewed the qualifications, and Mr. Crosby does exceed the requirements for the D step with his experience and the fact that he has his Appraiser III certification already.

Please consider this request to hire effective April 9, 2025.

9. Personnel Request (Personnel Office) – Commissioner Gottwals

This request is to fill the vacant Personnel Clerk position in the Personnel Department.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

hiring Amy Handley to fill the vacant Personnel Clerk position in the Personnel Office at a Grade 12 Step C effective April 9, 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: March 26, 2025
Re: New Hire – Personnel

After a lengthy interview process, I am requesting to hire Amy Handley for the vacant Personnel Clerk position in the Personnel Department. In review of the job requirements and her experience, she exceeds the qualifications to hire at Grade 12 step C. I therefore request approval to hire Mrs. Amy Handley at Grade 12-C effective April 9, 2025.

10. Personnel Request (Landfill) – Commissioner Gottwals

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

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

hiring Christopher Collins to fill the vacant Equipment Operator position at the Landfill at a Grade 10 Step C effective April 9, 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: March 25, 2025
Re: Request to hire – Landfill

Terry Dietsch is requesting to hire Christopher Collins for the vacant Equipment Operator position at the Landfill. Based on Mr. Collins' experience, Mr. Dietsch would like to hire at grade 10 step C. I have reviewed the qualifications, and Mr. Collins does meet the requirements for the C step.

Please consider this request to hire effective April 9, 2025.

11. Financial Agreement (Extension Office) – Commissioner Talton

This request is for approval to renew the financial agreement for the County's contribution to the compensation of County Extension Personnel.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

signing the renewal agreement with the Board of Regents of the University System of Georgia on behalf of the University of Georgia Cooperative Extension Service for the County's FY2026 contribution to the compensation of County Extension Personnel.



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 2, 2025
Re: Cooperative Extension Contract

The county extension service employees are paid the county's portion of salaries by quarterly invoice from UGA instead of being paid through the county payroll. It is time to renew that payment agreement for FY 2026. I have reviewed the attached agreement and breakdown, and it is requested to authorize Chairman Perdue or Director of Operations Robbie Dunbar to sign the agreement with UGA Extension to allow quarterly invoice payments for the county portion of extension employee salaries.

12. Deed Correction (Lydick Avenue) – Commissioner Talton

This request is for approval of a quitclaim deed to correct an erroneous deed filed with the wrong legal description. The original deed contained the legal description of the Lydick Avenue property and not the property located at 414,416 and 418 North Fifth Street. There was a corrective deed recorded, but to properly correct the problem the County and the City need to quit-claim their interest in the wrong property. This will close an issue with the title to the property located on Lydick Avenue.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the signing of a quit-claim deed to correct the Title to 405 Lydick Ave.

MEMORANDUM

To: Dan Perdue, Chairman

From: Tom Hall, County Attorney 

Date: April 2, 2025

Re: Quit-claim Deed to correct Title to 405 Lydick Avenue

The attached quitclaim deed is to correct an erroneous deed that was filed with the wrong legal description. This will close an issue with the title to the property. The property that the County and Warner Robins have an interest in is located at 414, 416 and 418 North Fifth Street.

13. Surplus – Commissioner Talton

This request is to declare items as surplus.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

declaring the following items as surplus to be sold or disposed of:

- a COATS 4046A Tire Changer to be placed on GovDeals for auction. This unit, over 25 years old, has been replaced with a new model.
- a 40-year-old Twin-Cylinder Air Compressor (80-gallon tank), that has been replaced with a new model.
- a 2001-2003 Ford 4.6 Upper Intake Manifold, which has outlived its use.
- a 5 lug F-150 rim with a newer Goodyear LT245/75R16 Duratrac tire, that the County no longer has a truck for, to be put on GovDeals.
- 30 feet of “Employee” Lockers from the Automotive Shop to free up space for supplies.
- 50-55 Dell and Hewlett Packard desktops without hard drives and monitors, that have been replaced, to be put on GovDeals.
- 12 Hewlett Packard printers, to be put on GovDeals.
- and 15 rebuilt starters and 6 rebuilt alternators as surplus to trade for core value at a local salvage yard. The items are for vehicles the County no longer owns.



Houston County Commissioners

Purchasing Department

Director of Purchasing

Vanessa Zimmerman

Office

200 Carl Vinson Parkway
Warner Robins, GA 31088

478-236-1700

MEMORANDUM

TO: Houston County Commissioners
FROM: Vanessa Zimmerman
CC: Robbie Dunbar
SUBJECT: GovDeals Items
DATE: March 31, 2025

Approval is requested to declare the following surplus:

a COATS 4046A Tire Changer surplus to be placed on GovDeals for auction. The unit, which is over 25 years old, has been replaced with a new model.

a 40-year-old Twin Cylinder Air Compressor (80-gallon tank), that has been replaced with a new model.

a 2001-2003 Ford 4.6 Upper Intake Manifold, that has outlived its use.

a 5 lug F150 rim with a newer Goodyear LT24575R16 Duratrak tire, that the County no longer has a truck for, to be put on GovDeals.

30 feet of "Employee" Lockers from the Automotive Shop to free up space for supplies.

50-55 Dell and HP desktops without hard drives and monitors, that have been replaced, to be put on GovDeals.

12 HP printers, to be put on GovDeals.

and 15 rebuilt starters and 6 rebuilt alternators as surplus to trade for core value at a local salvage yard. The items are for vehicles the County no longer has.

14. Donation (2020 Ford Police Interceptor) – Commissioner Talton

This request from Sheriff Moulton is for approval to donate one 2020 Ford Police Interceptor Utility Patrol Vehicle to the Pulaski County Sheriff's Office.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

**the donation of a 2020 Ford Police Interceptor Utility Patrol Vehicle VIN
1FM5K8AC9LGC01779 from the Houston County Sheriff's Office to the Pulaski County
Sheriff's Office.**

W.H. Rape, Jr.
Chief Deputy

Colonel Tommy Jackson
Chief Administrator

Major Brian Blanton
Jail Administrator

Captain Mikki Quinones
911 Emergency Services

Matthew L. Moulton
Sheriff, Houston County

202 CARL VINSON PARKWAY
WARNER ROBINS, GEORGIA 31088
478-542-2125 FAX 478-328-1544

Captain Clay Chambers
Patrol/Traffic Division

Captain Nate Noler
Investigations Division

Captain Ricky Harlowe
Warrants/Civil Division

Captain Randy Banks
Juvenile Division

To: Chairman Dan Perdue

From. Sheriff Matthew L Moulton

Ref: Vehicle Donation

Date: March 14, 2025

Sir,

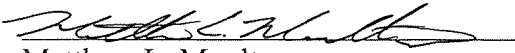
I am writing to formally request the donation of a 2020 Ford Police Interceptor Utility Patrol Vehicle (VIN: 1FM5K8AC9LGC01779) from the Houston County Sheriff's Office to the Pulaski County Sheriff's Office. This vehicle would play a significant role in assisting with an additional reliable and effective patrol fleet, which is crucial in providing high-quality law enforcement services to the citizens of Pulaski County.

As you are aware, ensuring the safety and well-being of our community requires efficient, well-maintained patrol vehicles. A donation of this kind would enhance their ability to respond to emergencies, conduct patrols, and ultimately serve and protect our residents more effectively.

We deeply value the support of our neighboring sheriff's offices, and a contribution such as this would strengthen the bond between our agencies. Your assistance would be a vital step in ensuring that the citizens of Pulaski County continue to receive the highest level of public safety services.

I kindly ask that you consider this request and provide your support in making this donation possible.

Thank you for your time and consideration.


Matthew L. Moulton
Sheriff of Houston County

15. Approval of Bills – Commissioner Talton

Summary of bills by fund:

General Fund (100)	\$1,910,450.39
Drug Abuse Treatment & Education (212)	\$7,991.85
Opioid Fund (213)	\$9,000.00
Emergency 911 Telephone Fund (215)	\$36,850.59
American Rescue Plan Act (230)	\$295,377.80
Fire District Fund (270)	\$43,376.48
2006 SPLOST Fund (320)	\$706.50
2012 SPLOST Fund (320)	\$5,748.45
2018 SPLOST Fund (320)	\$188,290.16
2024 SPLOST (320)	\$1,178,775.08
Water Fund (505)	\$189,514.32
Solid Waste Fund (540)	\$ 472,939.87
Total	\$ 4,339,021.49

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the payment of the bills totaling \$4,339,021.49.