

Houston County Commissioners Meeting

Warner Robins, Georgia | April 22, 2025 | 5:00 P.M.

Call to Order

Pledge of Allegiance – Commissioner Byrd

Invocation – Commissioner Gottwals

Approval of Minutes from April 8, 2025

New Business

- 1. Annexation Request (City of Warner Robins) – Commissioner Byrd**
- 2. Intergovernmental Agreement Amendment (E-911) – Commissioner Byrd**
- 3. Amendment to Water Purchase Agreement (City of Perry) – Commissioner Talton**
- 4. Quote Approval (Network Switch) – Commissioner Talton**
- 5. Change Order (Fire Trucks) – Commissioner Talton**
- 6. Bid Approval (Ford F-150) – Commissioner Robinson**
- 7. Board of Elections (Poll Workers) – Commissioner Robinson**
- 8. Personnel Request (District Attorney's Office) – Commissioner Robinson**
- 9. Personnel Request – Commissioner Gottwals**
- 10. Personnel Request (Public Defender's Office)- Commissioner Byrd**
- 11. Approval of Bills – Commissioner Gottwals**

Public Comments

Commissioner Comments

Motion for Adjournment

1. Annexation Request (City of Warner Robins) – Commissioner Byrd

This request from the City of Warner Robins is for the annexation of property located at 120 Kennel Drive.

Motion by _____, second by _____ and carried _____ to

concur

non-concur

with the annexation of property located at 120 Kennel Drive containing 22.97 acres, known as tax parcel 000730 032000, with a zoning change of County R-1 to City of Warner Robins R-4, with the following stipulation:

- All access will be from Watson Blvd., with only emergency vehicle access on Mauk Circle.

2. Intergovernmental Agreement Amendment (E-911) – Commissioner Byrd

This request is for approval of an amendment to the Intergovernmental Agreement for E-911 services.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

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authorize

the amendment to the E-911 Intergovernmental Agreement which updates the funding terms of the agreement between Houston County, the City of Warner Robins, the City of Centerville, and the City of Perry.

3. Amendment to Water Purchase Agreement (City of Perry) – Commissioner Talton

This request is from the City of Perry for an addition to the Water Purchase Agreement. The development was reviewed by the Water Department and the County consultant to verify flow and pressure.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

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the addition of the Remington Chase Phase II subdivision located on Gurr Road in Perry to the Water Purchase Agreement between the Houston County Board of Commissioners and the City of Perry, with the following stipulations:

- **The developer posts a bond covering 125% of the construction cost for work performed on the Houston Water System.**
- **Adherence to the rate structure approved by the Houston County Board of Commissioners on February 18, 2025.**
- **The issuance of a utility permit to the City of Perry based on all conditions being met according to “Houston County Utility Accommodations”.**

4. Quote Approval (Network Switch) – Commissioner Talton

This request is for the approval of a quote to replace IT network switches at the Courthouse and Detention Center.

Motion by _____, second by _____ and carried _____ to

approve

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authorize

the quote from CNP Technologies, LLC of Charlotte, North Carolina, in the amount of \$198,745.07, with half (\$99,372.53) being paid upfront, and the remainder paid at completion of the project. 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: James Faulkner, Assistant Director - Eric Mitchell, System Administrator II
Date: 4/16/2025
Re: Network Switch Refresh for Perry Courthouse and Jail

The network switches for our Courthouse and Jail currently are at the product's end of life and will not be supported going forward. The new system will have increased performance and offer greater insight into troubleshooting network issues. The price is lower than the State Contract pricing. The total cost of this project is \$198,745.07. Half (\$99,372.53) will be paid upfront, and the remainder will be paid after the project is complete. This project was listed in the 2024-2025 SPLOST budget. This will be charged to the 2018 SPLOST.

5. Change Order (Rescue Trucks) – Commissioner Talton

This request is for a change order in the purchase agreement of the two new rescue trucks approved at the December 17, 2024, meeting.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

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authorize

the change order in the amount of \$1,138 per truck, bringing the total price for 2 trucks plus equipment to \$1,123,137.04. This purchase will be paid for using ARPA and SPLOST funds with this change order being funded by the 2018 SPLOST. There will be no additional time added to delivery.

Memo



To: Vanessa Zimmerman, Purchasing Director
From: Christopher Stoner, Chief *CRS*
cc: Brain Jones, Director of Operations
Date: April 14, 2025
Re: Rescue Truck Change Orders

The Houston County Fire Department Apparatus Committee traveled to Rosenbauer's plant in South Dakota in January to review and finalize the build specifications on the 2 new custom Rescues ordered in December 2024. During this visit, committee members were able to tour the plant and inspect similar vehicles in various build stages. Each item on the build sheets was verified for accuracy and visually referenced on other vehicles. As a result of these inspections, it was made apparent that certain changes in design were necessary to ensure functionality, longevity, and enhance operator safety. Attached is the change order that resulted from these recommended changes.

The total increase of this change order is \$1,138 per truck bringing the total vehicle price to \$505,154. This change does not impact the equipment previously approved with the trucks.

By completing this change order during the pre-construction phase, no additional time is added to the delivery schedule.

Thank you for your consideration of these changes.

6. Bid Approval (Ford F-150) – Commissioner Robinson

This request is for the approval of a bid on one new Ford F-150.

Motion by _____, second by _____ and carried _____ to

approve

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the bid on one new 2025 Ford F-150 4X4 Supercrew, for use by the District Attorney, from Phil Brannen Ford of Perry, Georgia. This truck will replace the current 2019 GMC Yukon that will be reassigned. This purchase in the amount of \$65,429 will be reimbursed with Drug Forfeiture Funds.



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: Chairman Dan Perdue
SUBJECT: Vehicle for the DA
DATE: April 15, 2025

The Purchasing Department solicited bids for One (1) New Ford F-150 4X4 Supercrew. The truck will replace the current DA's vehicle, that is a 2019 GMC Yukon. It is being reassigned. Phil Brannen Ford of Perry was able to locate one new vehicle at the cost of \$65,429.00, and it will be charged to the 100-2200-54.2200, then reimbursed by Drug Forfeiture Funds.

Company	Cost
Phil Brannen Ford of Perry	\$65,429.00
Hardy Automotive Fleet Group	Did not meet Specs

7. Board of Elections (Poll Workers) – Commissioner Robinson

The Board of Elections requests approval to hire poll workers for the upcoming June 17, 2025, Special Election.

Motion by _____, second by _____ and carried _____ to

approve

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authorize

hiring the following poll workers for the June 17, 2025 election, and for Accounting to make any and all budget adjustments:

		AMOUNT	TOTAL
17	Managers (Precinct)	175.00	2,975.00
34	Assistant Managers (Precinct)	125.00	4,250.00
30	Clerks	115.00	3,450.00
81	Training	25.00	2025.00
12	Training (Backup Workers)	25.00	300.00
5	Janitors -Schools	15.50	77.50
2	Janitors	25.00	50.00
85	BMD (Ballot Marking Device)	2.00	170.00
2	Election Supply Load Out Help	75.00	150.00
2	Election Night Equipment Return Help	75.00	150.00
3	Election Night Check-In Clerks	75.00	225.00
17	Supply pick-up / return supplies (Managers)	10.00	170.00
17	Cell Phones	10.00	170.00
1	Ballot Scan Clerk	100.00	100.00
	TOTAL		14,262.50

BOARD OF ELECTIONS

HOUSTON COUNTY GOVERNMENT BUILDING
2030 KINGS CHAPEL ROAD
POST OFFICE BOX 945
PERRY, GA 31069

478-987-1973

FAX 478-988-0699

TO: Houston County Commissioners
FROM: Debra Presswood
Registration/Election Supervisor
RE: Election Workers – Special Election, June 17, 2025
DATE: April 15, 2025

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The Board of Elections requests hiring the following election day workers for the June 17, 2025 Public Service Commissioner (PSC) Special Election.

		AMOUNT	TOTAL
17	Managers (Precinct)	175.00	2,975.00
34	Assistant Managers (Precinct)	125.00	4,250.00
30	Clerks	115.00	3,450.00
81	Training	25.00	2025.00
12	Training (Backup Workers)	25.00	300.00
5	Janitors -Schools	15.50	77.50
2	Janitors	25.00	50.00
85	BMD (Ballot Marking Device)	2.00	170.00
2	Election Supply Load Out Help	75.00	150.00
2	Election Night Equipment Return Help	75.00	150.00
3	Election Night Check-In Clerks	75.00	225.00
17	Supply pick-up / return supplies (Managers)	10.00	170.00
17	Cell Phones	10.00	170.00
1	Ballot Scan Clerk	100.00	100.00
	TOTAL		14,262.50

8. Personnel Request (District Attorney's Office) – Commissioner Robinson

This request is to fill the vacant Assistant District Attorney position.

Motion by _____, second by _____ and carried _____ to

approve

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hiring Brandi Holland to fill the vacant Assistant District Attorney position at a Grade 30 Step C effective April 23, 2025.



Houston County Personnel Department

Houston County Board of Commissioners

200 Carl Vinson Parkway

Warner Robins, Georgia 31088

(478) 542-2005 Fax (478) 542-2118

To: County Commissioners
From: Kenneth Carter, Director of Personnel
Date: April 9, 2025
Re: Personnel Request – District Attorney

District Attorney Eric Edwards is requesting to hire Brandi Holland for the vacant Assistant District Attorney's position in his office. Based on Ms. Holland's experience and she is currently working in the office as a state ADA, Mr. Edwards is requesting to hire at Grade 30-C. I have reviewed Ms. Holland's qualifications, and she does meet the qualifications for the higher step.

Please consider this request to hire Brandi Holland at Grade 30-C effective April 23, 2025.

9. Personnel Request – Commissioner Gottwals

This request is for approval to begin phase 1 of a leadership development program for Department Heads.

Motion by _____, second by _____ and carried _____ to

approve

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authorize

beginning phase 1 of the leadership development program for department heads with Axis Leadership, LLC. The cost of phase 1, including course materials for 25 participants, will be \$34,625. This training will be paid for using the General Fund Balance previously designated for Leadership and Development.



Houston County Personnel Department

Houston County Board of Commissioners

200 Carl Vinson Parkway

Warner Robins, Georgia 31088

(478) 542-2005 Fax (478) 542-2118

To: County Commissioners
From: Kenneth Carter – Director of Personnel
Date: April 15, 2025
Re: Leadership Training for Department Heads

In efforts to increase personal and professional leadership development for department heads who are within the purview of the commissioners, I have been in communication with Dr. Joseph Richardson with Axis Leadership to assist in developing a training model that will provide a consistent culture of leadership within the county. The targeted results are to have an effective cohesive senior leadership team that can effectively communicate and build morale across their departments and county wide. Dr. Richardson has come up with an initial two-phase model that will assist in identifying and growing their leadership abilities. If this training is successful, the goal will be to continue ongoing training for department heads for future years.

I am requesting approval to begin phase 1 of this department head level training with Axis Leadership, LLC to provide nine (9) total training sessions (3 groups/3 sessions per group) and one year membership for all participants for a leadership digital community exclusively for Houston County department heads. The cost of this initial phase including course materials for 25 participants will be \$34,625. The funding for this will come from the Leadership and Development reserve that was allocated last fiscal year. Please consider this request effective April 23, 2025.

10. Personnel Request (Public Defender's Office)- Commissioner Byrd

This request is to fill the vacant Legal Secretary position in the Public Defender's Office.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

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authorize

hiring Jana Dingmore to fill the vacant Legal Secretary position in the Public Defender's Office at a Grade 13 Step B effective April 23, 2025.



Houston County Personnel Department

Houston County Board of Commissioners

200 Carl Vinson Parkway

Warner Robins, Georgia 31088

(478) 542-2005 Fax (478) 542-2118

To: County Commissioners
From: Kenneth Carter, Director of Personnel
Date: April 9, 2025
Re: Personnel Request – Public Defender

Sara Meyers is requesting to hire Jana Dingmore for the vacant Legal Secretary position in her office. Based on Ms. Dingmore's experience and education, Ms. Meyers is requesting to hire at Grade 13 – B. I have reviewed Ms. Dingmore's qualifications, and she does meet the qualifications for the higher step.

Please consider this request to hire Jana Dingmore at Grade 13-B effective April 23, 2025.

11. Approval of Bills – Commissioner Gottwals

Summary of bills by fund:

General Fund (100)	\$768,101.85
Drug Abuse Treatment & Education (212)	\$5,994.00
Emergency 911 Telephone Fund (215)	\$34,496.99
American Rescue Plan Act	\$2,105,334.79
Fire District Fund (270)	\$40,283.48
2006 SPLOST Fund (320)	\$886.50
2012 SPLOST Fund (320)	\$98,907.85
2018 SPLOST Fund (320)	\$553,868.90
Water Fund (505)	\$215,276.95
Solid Waste Fund (540)	\$318,081.20
Internal Service Fund (600)	\$34,081.20
Total	\$4,175,313.71

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the payment of the bills totaling \$4,175,313.71.