

# **Houston County Commissioners Meeting**

Warner Robins, Georgia | May 20, 2025 | 5:00 P.M.

Call to Order

Pledge of Allegiance – Commissioner Robinson

Invocation – Daryl McElwain

*Flint River FCA Multi-Area Director*

Approval of Minutes from the May 6, 2025 meeting.

New Business

- 1. Public Hearing (Short Term Rental Ordinance) – Commissioner Robinson**
- 2. Public Hearing (Lodging Tax Ordinance) – Commissioner Robinson**
- 3. Certification of Roll Back Millage – Commissioner Robinson**
- 4. Annexation (City of Perry) – Commissioner Talton**
- 5. Contract for Services (Reconnect) – Commissioner Talton**
- 6. Service Agreement (Cox Communications, LLC, Cox Georgia Telcom, LLC) - Commissioner Talton**
- 7. Independent Contractor Addendum – Commissioner Gottwals**
- 8. Personnel Request – Commissioner Gottwals**
- 9. Personnel Request– Commissioner Gottwals**
- 10. Amendment to Water Purchase Agreement (City of Warner Robins) – Commissioner Byrd**
- 11. Mass Notification System – Commissioner Byrd**
- 12. Approval of Bills – Commissioner Byrd**

Public Comments

Commissioner Comments

Motion for Adjournment

# **1. Public Hearing (Short Term Rental Ordinance) – Commissioner Robinson**

County Attorney Tom Hall will conduct a second reading of a proposed amendment to the Houston County Code of Ordinances, followed by a public hearing. The proposed amendment will add a new article to Chapter 19 titled Article III – Short-Term Rentals. to the Code of Ordinances. The new article will regulate the use of, establish standards for, and ensure proper taxation of privately owned residential property used as vacation homes and rented to transient occupants within the unincorporated area of Houston County.

The first reading of this proposed amendment to the Houston County Code of Ordinances was held at the May 6, 2025, Houston County Board of Commissioners meeting.

**Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to**

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**the addition of Article III titled Short-Term Rentals, to Chapter 19 of the Houston County Code of Ordinances.**

## **2. Public Hearing (Lodging Tax Ordinance) – Commissioner Robinson**

County Attorney Tom Hall will conduct a second reading of a proposed amendment to the Houston County Code of Ordinances, followed by a public hearing. The proposed amendment will add a new article to Chapter 58, titled Article V – Lodging Tax. to the Code of Ordinances. The new article will permit Houston County to levy and collect an excise tax to provide additional funding for the promotion of tourism, conventions, and trade shows in the county.

The first reading of this proposed amendment to the Houston County Code of Ordinances was held at the May 6, 2025, Houston County Board of Commissioners meeting.

**Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to**

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**the addition of Article V titled Lodging Tax to Chapter 58 of the Houston County Code of Ordinances.**

### **3. Certification of Roll Back Millage – Commissioner Robinson**

In accordance with the requirements of the new Floating Homestead Tax Exemption and based on consultations with the Board of Assessors and the Director of Administration, the Board of Commissioners must certify an estimated rollback millage rate using current digest data. Given the ongoing uncertainty surrounding the net digest and the fiscal impact of the new floating homestead exemption, the Board will certify the estimated rollback rate at 8.501 mills, which matches the County's current millage rate. This approach maintains compliance while allowing flexibility as digest figures continue to evolve.

**Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to**

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**to approve certifying the estimated rollback millage rate at 8.501 mills for tax year 2025.**

#### **4. Annexation (City of Perry) – Commissioner Talton**

This request from the City of Perry is to annex property located at 130 Mack Thompson Road.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

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**with the annexation of 130 Mack Thompson Road known as Tax Parcel 000300 040000 with a zoning change of County C-1 to City of Perry C-1 with the following stipulations:**

- All current County utilities will stay with the County.

## 5. Contract for Services (Reconnect) – Commissioner Talton

This request is to enter a Contract for Services for an app to help with the supervision and monitoring of Accountability Court participants. This app will give location services and notifications for drug screens, Court dates, and sobriety dates.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

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the signing of a contract for services with Reconnect Inc. of Portland, ME. This 12-month contract will begin on July 1, 2025, and will cost \$500 per month, to be paid by the DATE Fund.



Houston Judicial Circuit

Accountability Court

FROM: Katie Barrs

TO: Houston County Board of Commissioners

SUBJECT: Mental Health Accountability Court RECONNECT Contract

Please consider the RECONNECT telephone app contract attached to this memo for approval at the Board of Commissioners meeting on May 20, 2025. The Court has been approved a budget item for this telephone app. The app helps monitor Accountability Court participants with location services, gives notifications for drug screens, Court dates, and sobriety dates. The app will help the Court with supervision monitoring and the Contract is for these services to begin on July 1, 2025.

Katie M. Barrs  
5/20/25

## **6. Service Agreement (Cox Communications, LLC, Cox Georgia Telcom, LLC) - Commissioner Talton**

This request is for approval of a service agreement to replace the obsolete telephony infrastructure at the E-911 Center.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

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signing a Commercial Services Agreement with Cox Communications Georgia, LLC, Cox Georgia Telcom, LLC, of Macon, Georgia. This 36-month agreement will cost \$896.81 per month and will require a one-time installation fee of \$345.



**W.H. Rape, Jr.**  
Chief Deputy

**Major 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: Houston County Board of Commissioners

From: Sheriff Matt Moulton 

Date: May 12, 2025

Ref: Service Agreement – Cox Communications

The Communications Division of the Houston County Sheriff's Office will be changing their Commercial Service Phone provider for their 11 business/non-emergency phone lines to Cox Communications. Cox Cable, as a local vendor, will be able to give the 911 center priority given the need for service resolution and will be replacing the current antiquated telephony infrastructure for these 11 lines with more up-to-date technology providing stability and redundancy.

## **7. Independent Contractor Addendum – Commissioner Gottwals**

Attorney Carl Veline has terminated his independent contractor agreement, with his last day being May 30, 2025. This Addendum to the FY25 Independent Contractor Agreement Between the Board of Commissioners of Houston County and Carl Veline is for Matthew Pollard to fulfill the last month of the agreement.

**Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to**

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**signing an addendum, for \$7,500 for June 2025 for contract attorney services with Matthew Pollard.**

## MEMORANDUM

TO: Board of Commissioners

FROM: Superior Court Judges 

DATE: May 12, 2025

RE: Matthew R. Pollard Independent Contractor Addendum

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Attorney Carl Veline has terminated his independent contractor agreement, with his last day being May 30, 2025. In this position, Attorney Veline provided defense of indigent people in conflicted cases 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 Matthew R. Pollard for the term of June 1, 2025, to June 30, 2025. Mr. Pollard'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 June 1, 2025, please consider placing this agreement on the next agenda date.

Thank you.

## 8. Personnel Request – Commissioner Gottwals

This request is for the reclassification of the Records Retention and Inventory Warehouse Manager position.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

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**the reclassification of the Records Retention and Inventory Warehouse Manager position (Grade 16) to Records Retention and Surplus Manager (Grade 14), effective May 26, 2025, and to eliminate the Warehouse Associate position.**



# Houston County Personnel Department

Houston County Board of Commissioners

200 Carl Vinson Parkway

Warner Robins, Georgia 31088

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

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To: County Commissioners  
From: Kenneth Carter, Director of Personnel  
Date: May 12, 2025  
Re: Personnel Request – Purchasing Reclassification

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With the impending closure of the inventory supply and warehouse operations, Ms. Venessa Zimmerman has requested a reclassification of the Records Retention and Inventory Warehouse Manager position (Grade 16) to Records Retention and Surplus Manager (Grade 14). As warehouse operations wind down, the inventory management responsibilities, previously a significant component of the role, will be eliminated. The revised position will focus primarily on records retention, with surplus management duties occurring on an as-needed basis and during the annual auction cycle.

I have reviewed Ms. Zimmerman's request, including the updated job description, and find that the proposed Grade 14 aligns appropriately with other positions of similar scope and responsibility.

Therefore, I recommend approval of the position reclassification effective May 26, 2025, and the promotion of Brian Taylor to this role. In conjunction with this change, I also recommend that the Warehouse Associate position be eliminated and no longer funded.

## 9. Personnel Request– Commissioner Gottwals

This request is for the reclassification of the Custodian and Senior Custodian positions.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

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**the reclassification of the Custodian and Senior Custodian positions to Grade 6, and to make the Senior Custodian title a legacy position, converting the position Custodian, effective May 26, 2025. Also, to allow Accounting to make any necessary budget adjustments.**



# Houston County Personnel Department

Houston County Board of Commissioners

200 Carl Vinson Parkway

Warner Robins, Georgia 31088

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

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To: County Commissioners  
From: Kenneth Carter, Director of Personnel  
Date: May 8, 2025  
Re: Personnel Request – Custodian Reclassification

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To support ongoing recruitment efforts, Michael Phillips is requesting the reclassification of the Custodian (Position #3001) and Senior Custodian (Position #3002) positions to Grade 6.

Based on a review of comparable positions in the Middle Georgia region, custodian pay typically ranges from \$14.25 to \$16.50 per hour. This reclassification will help align our compensation with regional standards and improve our ability to attract qualified candidates. In addition, it will increase the starting pay for all full-time positions from \$12.78 to \$14.96 per hour.

As part of this change, the Senior Custodian title will become a legacy position and will no longer be active going forward. This position will be converted to a custodian.

The annual cost of this reclassification is \$19,828.33, with a prorated cost of \$3,035.84 for the remainder of Fiscal Year 2025. The personnel services section of Public Buildings' budget has sufficient funds to cover this cost for FY25.

I respectfully request the Board's approval to implement this reclassification effective May 26, 2025.

## **10. Amendment to Water Purchase Agreement (City of Warner Robins) – Commissioner Byrd**

This request is from the City of Warner Robins 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**

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**the addition of the Morgan Ranch Subdivision Phase 2 located at 227 Wilson Road, and a second connection at Lafayette Drive to existing 8-inch water main, to the Water Purchase Agreement between the Houston County Board of Commissioners and the City of Warner Robins, 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 Warner Robins based on all conditions being met according to “Houston County Utility Accommodations”.**



## 11. Mass Notification System – Commissioner Byrd

This request is for approval of a proposal for a mass notification system. A request for proposal was sent out and six vendors responded. The review committee has recommended acceptance of the proposal from Rave (Motorola).

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

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acceptance of a proposal from Rave Mobile Safety, a Motorola Solutions Company, of Framingham Massachusetts. First year cost for this service will be \$32,980.00. Second- and third-year costs will be \$24,080.00 annually.

# Memo



**To:** Robbie Dunbar, Director of Administration  
**From:** Christopher Stoner, EMA Director *CRS*  
**cc:** Vanessa Zimmerman, Purchasing Director  
**Date:** May 15, 2025  
**Re:** RFP 25-13 Award Recommendation

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Houston County EMA recently sent out a Request for Proposals regarding Mass Notification Systems. 6 vendors responded with proposals as outlined below.

**Annual Cost:**

Rave: \$24,080.00

Everbridge: \$37,371.04

Blackberry: \$33,844.14

Regroup: \$28,250.00

Hyper-Reach: \$36,950.00

Onsolve: \$26,000.00

A review committee was formed and observed demonstrations from each of the responding vendors. A thorough review was also conducted on each proposal focusing on ease of use, enhanced functionality over our existing system, sustainability, company history, and cost. After this review it is recommended to accept the proposal from Rave (Motorola). First year cost for this service will be \$32,980.00. Second and third year cost will be \$24,080.00 annually. The first year cost includes 2 days of onsite training for staff as well as initial set up fees. This cost reflects an overall savings of \$10,000.00 from our current provider annually.

Motorola is deeply rooted in Houston County and has provided exceptional services for many years through our 911 system and public safety radios. Due to this we believe Rave will integrate well with our existing 911 systems and provide additional improvements moving forward.

Thank you for your consideration of this request.

## 12. Approval of Bills – Commissioner Byrd

Summary of bills by fund:

General Fund (100)	\$1,185,323.87
Drug Abuse Treatment & Education (212)	\$8,007.10
Emergency 911 Telephone Fund (215)	\$49,485.68
American Rescue Plan Act (230)	\$788,155.77
Fire District Fund (270)	\$42,168.78
2006 SPLOST Fund (320)	\$2,790.50
2012 SPLOST Fund (320)	\$62,354.42
2018 SPLOST Fund (320)	\$283,342.35
Water Fund (505)	\$452,622.21
Solid Waste Fund (540)	\$ 529,276.71
Internal Service Fund (600)	\$28,780.46
<b>Total</b>	<b>\$3,432,307.85</b>

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

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the payment of the bills totaling \$3,432,307.85.