

Houston County Commissioners Meeting

Warner Robins, Georgia | June 17, 2025 | 5:00 P.M.

Call to Order

Pledge of Allegiance – Commissioner Byrd

Invocation – Commissioner Gottwals

Extension Office Presentation – Brandi McGonagill

Approval of Minutes from the June 3, 2025 meeting.

New Business

- 1. Budget Adoption Resolution – Commissioner Byrd**
- 2. User Agreement (GAP Group, Inc & WinGap) – Commissioner Byrd**
- 3. Memorandum of Agreement (The Ocmulgee River Soil and Water Conservation District) – Commissioner Robinson**
- 4. Independent Contractor Agreements (Juvenile Court Attorneys) – Commissioner Robinson**
- 5. Intergovernmental Agreement (Georgia Department of Transportation) – Commissioner Talton**
- 6. Board Appointments - Commissioner Talton**
- 7. Personnel Request (MIS Department) – Commissioner Gottwals**
- 8. Personnel Request– Commissioner Gottwals**
- 9. Approval of Bills – Commissioner Gottwals**

Public Comments

Commissioner Comments

Motion for Adjournment

1. Budget Adoption Resolution – Commissioner Byrd

Chairman Perdue will give an overview of the proposed FY26 budget, at which point he will open the floor for Public Comments. A Public Hearing was held at the Commissioner’s meeting on Tuesday, June 3, 2025.

Commissioner Byrd will present a Resolution adopting the FY26 Budget.

Motion by _____, second by _____ and carried _____ to

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table

signing A Resolution Adopting The Fiscal Year 2026 Budget For Houston County.

2. User Agreement (GAP Group, Inc & WinGap) – Commissioner Byrd

This request is to enter into an agreement with GAP Group, Inc & WinGap, a CAMA system designed to function exclusively in Georgia.

Motion by _____, second by _____ and carried _____ to

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table

signing the User Agreement with GAP Group, Inc & WinGap, of Americus, Georgia, for Computer Assisted Mass Appraisal (CAMA) in the Tax Assessors Office. This agreement in the amount of \$5000 annually will be effective July 1, 2025.



HOUSTON COUNTY BOARD OF TAX ASSESSORS

201 Perry Parkway, Perry, Georgia 31069

www.houstoncountygga.gov

phone 478.218.4750 fax 478.218.4755

BOARD OF TAX ASSESSORS

William E Fowler Jr

Joyce J Herndon

Ronald B Grace

Bill Phelps

Stephen Thublin

May 28, 2025

Please put the attached user agreement on the agenda for a signature.

This request is for approval of a user agreement between GAP Group and Houston County Tax Assessors as it relates to Wingap, a CAMA system designed to function exclusively in the State of GA.

Houston County opts for Tier 2 in the amount of \$5,000 per year.

The attached user agreement has been vetted and approved by Tom Hall.

Thank you for your consideration in this matter.

A handwritten signature in blue ink that reads "James H. Moore".

James Moore
Chief Appraiser

asc

3. Memorandum of Agreement (The Ocmulgee River Soil and Water Conservation District) – Commissioner Robinson

Public Works received a request from the Georgia Soil & Water Conservation Commission (GSWCC) to update the 1981 Memorandum of Agreement between the County and the Ocmulgee River Soil & Water Conservation District. This update, to add the requirement of a Public Works representative to attend the monthly meetings and report quarterly on the status of the County erosion and sediment control program. In addition, the County will continue performing the actions as Local Issuing Authority on behalf of the GSWCC is recommended by staff.

Motion by _____, second by _____ and carried _____ to

☐ **approve**

☐ **disapprove**

☐ **table**

☐ **Authorize**

the signing of the Memorandum of Agreement Between the Ocmulgee River Soil and Water Conservation District and Houston County.



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: Brian Jones, Director of Operations *BJ*

CC: Ronnie Heald, County Engineer
Chad Foreman, Civil Engineer

Date: June 10th, 2025

RE: Memorandum of Agreement Between The Ocmulgee River
Soil And Water Conservation District and Houston County

Public Works has received a request by the Georgia Soil & Water Conservation Commission (GSWCC) to update the 1981 Memorandum of Agreement (MOA) between the Ocmulgee River Soil & Water Conservation District and Houston County. This update will add the requirement of a representative from Public Works to attend the monthly meetings and report quarterly on the status of the County erosion and sediment control program.

The Public Works Department recommends this update to the MOA and the continuation of the County performing the actions as Local Issuing Authority on behalf of the GSWCC. I appreciate your time and consideration of this request.

4. Independent Contractor Agreements (Juvenile Court Attorneys) – Commissioner Robinson

This request is to renew the Independent Contractor Agreements with three attorneys who provide legal representation for the defense of certain indigent persons pursuant to constitutional and statutory requirements, as well as the requirements of Uniform Juvenile Court Rule 8.3.

Motion by _____, second by _____ and carried _____ to

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the signing of the FY26 Independent Contract Agreements with Glenda Harper in the amount of \$16,666 per year for part-time services, with Caralyn J. Huddleston in the amount of \$24,500 per year for part-time services, and Kameyan Sims in the amount of \$52,500 per year for services.

MEMORANDUM

TO: Board of Commissioners

FROM: Honorable Monica Wilburn
Judge, Houston County Juvenile Court

DATE: June 6, 2025

RE: Independent Attorney Contractor Renewal

The Juvenile Court of Houston County respectfully requests the renewal of the Independent Attorney Contractor Agreements for Fiscal Year 2026. The Contract Attorneys are as follows:

- Kameyan Sims
- Glenda Harper
- Cari Huddleston

The proof of insurance has been submitted to the Commissioners' Office.

Please consider placing this renewal request on the next agenda date.

Thank you for your consideration.

A handwritten signature in blue ink, appearing to read "Monica Wilburn", with a stylized flourish extending to the right.

5. Intergovernmental Agreement (Georgia Department of Transportation) – Commissioner Talton

This request is to enter an intergovernmental agreement for roundabout lighting at SR 11/ SR 49 at CR 1717/Houston Lake Road.

Motion by _____, second by _____ and carried _____ to

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the signing of the Intergovernmental Lighting Agreement Between Georgia Department of Transportation and Houston County, with the following terms of agreement; GDOT will provide the materials and installation, and the County will provide the energy and maintenance for the roundabout lighting as part of the SR 11/SR 49 at CR 1717/Houston Lake Road project under P.I. no 0019838.

6. Board Appointments - Commissioner Talton

Motion by _____, second by _____ and carried _____ to

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the following Board appointments:

Planning & Zoning Board

the appointment of Mr. Nash Murph to fulfill the unexpired term of Mr. Billy Schwenebeck Jr.'s, and also to serve the term of June 30, 2025 through June 29, 2029

Middle Flint Behavioral Health Board

the appointment of Sheriff Matt Moulton for a term of September 15, 2025 through September 14, 2028

the reappointment of Stacy Maine for a term of September 15, 2025 through September 14, 2028

the appointment of Gail Robinson for a term of September 15, 2025 through September 14, 2028

7. Personnel Request (MIS Department) – Commissioner Gottwals

This request is to fill the vacant IT Specialist I position in the MIS department.

Motion by _____, second by _____ and carried _____ to

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authorize

hiring Joshua Davis to fill the vacant IT Specialist I position at a grade 15, Step B effective June 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: June 9, 2025
Re: Personnel Request – MIS

Gail O'Quinn, MIS Director, is requesting to hire Joshua Davis for the vacant IT Specialist I position in her department. Based on Mr. Davis's experience, education, and certifications, Ms. O'Quinn is recommending a starting salary at Grade 15, Step B.

I have reviewed Mr. Davis's qualifications and confirm that he meets the criteria to justify the higher step placement.

Please consider this request to approve the hiring of Joshua Davis at Grade 15-B, effective June 23, 2025.

Thank you for your consideration.

8. Personnel Request– Commissioner Gottwals

Ms. Leah Waddell, Legal Secretary to the State Court, recently earned a Bachelor's Degree in Criminal Justice from Mercer University. While this degree is not a formal requirement of her current position, it significantly enhances her skillset and overall contribution to the efficiency and effectiveness of State Court operations. Judge Ashford respectfully requests a one-step increase within the current pay grade (Grade 13) for Ms. Waddell.

Motion by _____, second by _____ and carried _____ to

☐ Approve

☐ Disapprove

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☐ authorize

a one-step increase for Ms. Leah Waddell.



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: June 9, 2025
Re: Step Increase - Education

Judge Ashford respectfully requests a one-step increase within the current pay grade (Grade 13) for Ms. Leah Waddell, Legal Secretary to State Court, effective June 21, 2025.

Ms. Waddell recently earned a Bachelor's Degree in Criminal Justice from Mercer University. While this degree is not a formal requirement of her current position, it significantly enhances her skillset, critical thinking abilities, and overall contribution to the efficiency and effectiveness of State Court operations.

Judge Ashford believes this academic achievement merits recognition and will further benefit the court's continued commitment to excellence.

Thank you for your consideration of this request.

9. Approval of Bills – Commissioner Gottwals

Summary of bills by fund:

General Fund (100)	\$1,651,717.45
Drug Abuse Treatment & Education (212)	\$862.26
Emergency 911 Telephone Fund (215)	\$59,028.01
American Rescue Plan Act (230)	\$1,191,951.49
Fire District Fund (270)	\$68,915.63
2006 SPLOST Fund (320)	\$416.00
2012 SPLOST Fund (320)	\$52,923.91
2018 SPLOST Fund (320)	\$611,460.14
Water Fund (505)	\$207,815.53
Solid Waste Fund (540)	\$617,774.98
Internal Service Fund (600)	\$22,945.75
Total	\$ 4,485,811.15

Motion by _____, second by _____ and carried _____ to

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authorize

the payment of the bills totaling \$ 4,485,811.15.