

Houston County Commissioners Meeting

Warner Robins, Georgia | August 19, 2025 | 5:00 P.M.

Call to Order

Pledge of Allegiance – Commissioner Byrd

Invocation – Commissioner Robinson

Special Presentation – Sheriff Matt Moulton

Approval of Minutes from the August 5, 2025 meeting.

New Business

- 1. Annexation Request (City of Warner Robins) – Commissioner Byrd**
- 2. Annexation Request (City of Warner Robins) – Commissioner Byrd**
- 3. Public Hearing (Right-of-Way Abandonment) – Commissioner Byrd**
- 4. Resolution (GOSP) – Commissioner Byrd**
- 5. Bid Approval (Truck) – Commissioner Talton**
- 6. Bid Approval (Septic Tank Repair) - Commissioner Talton**
- 7. Mutual Aid Agreement (City of Perry) – Commissioner Talton**
- 8. Approval of a Proposal (HEMA Warehouse) - Commissioner Robinson**
- 9. Quote Approval (BTV Systems) – Commissioner Robinson**
- 10. Grant Approval (Juvenile Court) – Commissioner Robinson**
- 11. Surplus - Commissioner Robinson**
- 12. Board Appointment – Commissioner Gottwals**
- 13. Approval of a Proposal (Granicus) – Commissioner Gottwals**
- 14. Personnel Request (Building Inspection) – Commissioner Gottwals**
- 15. Bills – Commissioner Gottwals**

Commissioner Comments

Motion for Adjournment

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

This request from the City of Warner Robins is for annexation of property located on Air Park Drive.

Motion by _____, second by _____ and carried _____ to

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table

with the annexation of property containing 45.69 acres on Air Park Drive, also known as Tax
Parcels 000770 101000 and 000770 102000 with the stipulation that all current County
utilities remain with the County. Current zoning is County R-2 and zoning after annexation
will be Warner Robins R-2.

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

This request from the City of Warner Robins is for annexation of property located on Sutherlin Drive.

Motion by _____, second by _____ and carried _____ to

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with the annexation of property containing 13.38 acres on Sutherlin Drive also known as Tax Parcel 000780 227000, with the stipulation that all current County utilities remain with the County. Current zoning is County C-2. Zoning after annexation will be Warner Robins R-4.

3. Public Hearing (Right-of-Way Abandonment) – Commissioner Byrd

This request from James J. Evans Jr., is for the abandonment of an unimproved section of First Avenue adjacent to his property in Lashley Subdivision, Lots 246 & 247, having an address of 606 Second Street Bonaire. This abandonment was advertised in the Houston Home Journal on August 6, 2025 and on August 13, 2025.

Motion by _____, second by _____ and carried _____ to

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Authorize

the abandonment of the unimproved section of First Avenue adjacent to property in Lashley Subdivision known as Lots 246 & 247, having an address of 606 Second Street in Bonaire, Georgia. Also, to authorize the signing of the Deed of Abandonment, and the Resolution of Right-of-Way Abandonment.

4. Resolution (GOSP) – Commissioner Byrd

Houston County is partnering with the Middle Georgia Regional Commission to pursue a Georgia Outdoor Stewardship Program (GOSP) grant through the Georgia Department of Natural Resources. The proposed project involves the redevelopment of County-owned property located at the Bibb/Houston County line along Echeconnee Creek into a recreational park. This initiative aims to revitalize the area and enhance community access to outdoor spaces.

Motion by _____, second by _____ and carried _____ to

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Authorize

signing a resolution in support of applying for a Georgia Outdoor Stewardship Program grant.




Houston County Board of Commissioners

200 Carl Vinson Parkway
Warner Robins, Georgia 31088
478-542-2115
478-923-5697 (fax)

Memorandum

To: Chairman Perdue
From: Jake Cox
Date: August 13, 2025
Re: Georgia Outdoor Stewardship Resolution

A handwritten signature in blue ink, appearing to be "JC", is written over the "To:" and "From:" lines.

Chairman Perdue:

This is a resolution of support for the County's pursuit of the Georgia Outdoor Stewardship Program (GOSP) grant through the Georgia Department of Natural Resources.

Houston County is working with the Middle Georgia Regional Commission to apply for this State grant to redevelop County-owned property at the Bibb/Houston County line at the Echconnee Creek for a passive recreational park to help revitalize and improve that area.

Improved parking, a canoe/kayak launch, a boardwalk with wildlife viewing and fishing areas and bathrooms are planned. The road to the Echeconnee creek will also be improved.

Having this resolution of support also satisfies one of the requirements for the grant application as well.



A Resolution Supporting Houston County's Georgia Outdoor Stewardship Program Application

WHEREAS, The Georgia Outdoor Stewardship Program Grant is a competitive grant program administered by the Georgia Department of Natural Resources which establishes funding for recreational opportunities and improvements in the State of Georgia, and;

WHEREAS, Houston County is applying for this grant to create the new Echeconnee Creek Park, and;

WHEREAS, This new park, to be established for the enjoyment and use by all Houston County and Middle Georgia residents, will be located on 12 acres of existing County property along the Echeconnee Creek and SR247 South near the Bibb/Houston County line, and;

WHEREAS, It is envisioned that several recreational opportunities will be available at this new park to include: a walking trail, canoe and kayak launch, fishing areas and picnic areas along with parking and restrooms.

NOW THEREFORE, BE IT PROCLAIMED that the Chairman and Commissioners of Houston County fully endorse, support and approve of this grant application with the Georgia Outdoor Stewardship Program.

AND, BE IT FURTHER RESOLVED that the Chairman and Commissioners of Houston County look forward to the creation and establishment of the new Echeconnee Creek Park which will benefit all citizens of Houston County and Middle Georgia.

SO PROCLAIMED this 19th day of August 2025

Attested By:

Robbie Dunbar
Director of Administration

Dan Perdue, Chairman

Gail Robinson

Mark Byrd

Tal Talton

Shane Gottwals

5. Bid Approval (Truck) – Commissioner Talton

This request is for approval of a bid on a new Ford Maverick Hybrid to replace a 2019 Dodge Ram with a blown engine.

Motion by _____, second by _____ and carried _____ to

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authorize

the bid from Five Star Ford of Warner Robins, GA in the amount of \$30,275 for a new 2025 Ford Maverick Hybrid for use in the Water Department. This purchase will be funded using Water Capital 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: Robbie Dunbar

SUBJECT: Truck for Water

DATE: August 12, 2025

The Purchasing Department solicited bids for a New Ford Maverick Hybrid for the Water Department. It is to replace a 2019 Dodge RAM (Maint# 3802) with a blown engine. Purchasing was able to locate, and recommend, that the Houston County Board of Commissioners purchase the vehicle from Five Star Ford of Warner Robins, GA. The total cost of \$30,275.00 will be charged to 505-4400-54.2200.

Company	Cost
Five Star Ford of WR	\$30,275.00
Phil Brannen Ford	\$30,640.00
Hardy Family Ford	No stock

6. Bid Approval (Septic Tank Repair) - Commissioner Talton

This request is for approval of a bid for septic tank repair at the Landfill.

Motion by _____, second by _____ and carried _____ to

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authorize

the bid from Plumblin Construction LLC., of Warner Robins, GA in an amount not to exceed \$80,000 for the repair or replacement of the septic tank, drain lines, and drain field at the Landfill. This project will be funded with Landfill Capital Funds.



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

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

TJD BJ

Date: August 7, 2025

Re: Landfill – Septic System

Public Works staff solicited bids from four contractors for repair of the septic system that serves the office and maintenance shop at the landfill. The septic tank, drain lines and drain field are all in failure and not performing as intended.

One bid was received from Plumblin Construction, LLC. This estimate is to repair or replace the septic tank, drain lines and drain field not to exceed \$80,000. Staff recommendation is for approval of Plumblin Construction, LLC. to make the necessary repairs.

We appreciate your consideration for this request.

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

This request is for approval of a Specific Mutual Aid Agreement with the City of Perry.

Motion by _____, second by _____ and carried _____ to

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authorize

signing a Specific Mutual Aid Agreement with the City of Perry for mutual aid assistance provided only on August 29, 2025, during the Perry/Houston County game at Freedom Field.

8. Approval of a Proposal (HEMA Warehouse) - Commissioner Robinson

This request is to award the Design-Build services for the HEMA Warehouse project. Six proposals were received and were thoroughly evaluated and scored according to various relevant criteria.

Motion by _____, second by _____ and carried _____ to

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Approve

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authorize

the award of the Design-Build services for the HEMA Warehouse project to Parrish Construction Group Inc., of Perry, Georgia.



Houston County Board of Commissioners

200 Carl Vinson Parkway
Warner Robins, GA 31088
Phone: (478) 542-2115
Fax: (478) 923-5697

Jordan Kelley
Project Coordinator

MEMORANDUM

To: Houston County Board of Commissioners
From: Jordan Kelley, Project Coordinator
Date: July 28, 2025
Re: Design-Build Services- HEMA Warehouse

Please consider this request to award the Design-Build services for the HEMA Warehouse project.

Proposals were received on Tuesday, July 22, 2025, from ICB Construction Group, Turner Construction Management LLC, Renfroe Construction, Allstate Construction, and Parrish Construction Group, Inc. The proposals were thoroughly evaluated and scored according to various relevant criteria. The selection committee recommends awarding the project to Parrish Construction Group Inc.

Thank you for your consideration of this request.

9. Quote Approval (BTV Systems) – Commissioner Robinson

This request is for approval to update the camera system at the Juvenile Court building and align it with the camera system that is used in the County infrastructure.

Motion by _____, second by _____ and carried _____ to

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authorize

the quote from BTV Systems, of Macon, Georgia, in the amount of \$56,470.70, to update the camera system at the Juvenile Court building. This project will be funded by the 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: 8/13/2025
Re: Juvenile Camera Upgrades

The Juvenile building's camera system is currently outdated, and it's getting hard to find replacements for broken components. We are looking to align this camera system with the more recent technology that is currently being used in the rest of the county infrastructure. The total cost is \$56,470.70, which was listed in the 2025-2026 budget. This will be charged to the 2018 SPLOST.

10. Grant Approval (Juvenile Court) – Commissioner Robinson

This request is for approval to accept the State Juvenile Justice Grant.

Motion by _____, second by _____ and carried _____ to

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accepting Juvenile Justice Grant AW-JJIG-26-191-024 in the amount of \$300,000 for the period of July 1, 2025, through June 30, 2026. There are no matching funds required.



Houston County Board of Commissioners

200 Carl Vinson Parkway
Warner Robins, Georgia 31088
478-542-2115
478-923-5697 (fax)

Memorandum

To: Chairman Perdue
From: Jake Cox, Community Planner
Date: August 13, 2025
Re: State Juvenile Justice Incentive Grant

jc

This is a request for the Board to approve and accept the State Juvenile Justice Grant for the Houston County Juvenile Court Clerk's Office in the amount of \$300,000.

The award period of this grant will be July 1, 2025 to June 30, 2026 and there will be no matching funds required.

The Juvenile Justice Incentive Grant program targets youth who have a delinquent adjudication and are assessed as moderate to high risk for reoffending, as identified by the Pre-Disposition Risk Assessment (PDRA). The grant also emphasizes community involvement, encouraging collaboration between system stakeholders, community leaders, and residents to develop comprehensive support systems for youth involved with the juvenile justice system.

The grant subaward number will be AW-JJIG-26-191-024.

11. Surplus - Commissioner Robinson

This request from the Purchasing Department is to declare items surplus.

Motion by _____, second by _____ and carried _____ to

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declaring the following surplus for sale on GovDeals:

- 1990 OshKosh Fuel Tanker Truck
- 12 Tractor Suitcase Counterweights
- 6 Dell desktops without hard drives
- 24 Monitors
- 18 Fabric Chairs (set of 6 & set of 12 stackable)
- 70 Dell keyboards

In addition, approval is requested to declare the following surplus for disposal:

- 5 Chairs
- 100 Desktop Phones



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: Surplus Items
DATE: August 12, 2025

Approval is requested to declare the following surplus for sale on GovDeals:

- 1990 OshKosh Fuel Tanker Truck (donated from RAFB), age and no longer of use to the County
- 12 Tractor Suitcase Counterweights
- 6 Dell desktops without hard drives, that have been replaced
- 24 Monitors, that have been replaced
- 18 Fabric Chairs (set of 6 & set of 12 stackable)
- 70 Dell keyboards, that have been replaced

In addition, approval is requested to declare the following surplus for disposal:

- 5 Chairs with "torn vinyl"
- 100 Desktop Phones, that have been replaced with a new system and are no longer of use to the County.

12. Board Appointment – Commissioner Gottwals

Motion by _____, second by _____ and carried _____ to

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appointing Josh Waters to fulfill the unexpired term of Daniel Bibler on the Houston County Library Board. This term will begin on 08/20/2025 and end on 02/01/2026.

13. Approval of a Proposal (Granicus) – Commissioner Gottwals

At the May 20, 2025, Board of Commissioners meeting, an amendment to the Code of Ordinances was approved, adding a new article to Chapter 19, titled Article III – Short-Term Rentals. This request is to enter a contract to provide services to regulate the use of, establish standards for, and ensure the proper taxation of privately owned residential properties used as vacation homes and rented to transient occupants within the unincorporated area of Houston County as set in the amendment.

Motion by _____, second by _____ and carried _____ to

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authorize

signing a contract with Granicus, of Denver, Colorado, for a total cost of \$15,191.61. The contract will begin on September 1, 2025, with a startup phase including training and property identification, and a go-live date of January 1, 2026.



Houston County Commissioners

Serving All of Houston County

Office

200 Carl Vinson Parkway
Warner Robins, GA 31088
478-542-2115
FAX 478-923-5697
www.houstoncountygga.org

Commissioners

Dan Perdue
Chairman

Mark Byrd
Tal Talton
Gail C. Robinson
Shane Gottwals

MEMORANDUM

To: Houston County Commissioners
From: Dawn Wilkins
Subject: Granicus (Hotel/Motel & Short-Term Rental Tax)

At the May 20, 2025, Board of Commissioners meeting, an amendment to the Code of Ordinances was approved, adding a new article to Chapter 19, titled Article III – Short-Term Rentals. This new article is intended to regulate the use of, establish standards for, and ensure the proper taxation of privately owned residential properties used as vacation homes and rented to transient occupants within the unincorporated area of Houston County.

This request seeks approval to enter into a contract with Granicus, based in Denver, Colorado, to provide services including:

- Identification and location of addresses and owners of active short-term rentals
- Notification to property owners regarding newly adopted taxes and fees
- Ongoing compliance monitoring
- Fee collection

The total cost for this service is \$15,191.61. The contract will begin on September 1, 2025, with a startup phase including training and property identification, and a go-live date of January 1, 2026.

This agreement will also provide the County with sufficient time to explore potential options with our current service provider, Tyler Technologies.

Approval of this request is respectfully submitted.

14. Personnel Request (Building Inspection) – Commissioner Gottwals

This request is to fill the vacant Building Inspector position in Building Inspections.

Motion by _____, second by _____ and carried _____ to

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authorize

hiring Mr. Roscoe Miller to fill the vacant Building Inspector position at a Grade 19 Step F effective August 25, 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: August 8, 2025
Re: Request to hire – Building Inspections

Tim Andrews is requesting approval to hire Roscoe Miller for the vacant Building Inspector position in his department. Based on Mr. Miller's prior experience, Mr. Andrews is recommending that he be hired at Grade 19, Step F.

I have reviewed Mr. Miller's qualifications and confirm that he meets the criteria for placement at the F step.

Please consider this request for a hire effective August 25, 2025. Let me know if additional information is needed to support this request.

15. Bills – Commissioner Gottwals

Summary of bills by fund:

General Fund (100)	\$1,460,510.47
Drug Abuse Treatment & Education (212)	\$12,080.39
Opioid Fund (231)	\$11,590.00
Emergency 911 Telephone Fund (215)	\$139,428.16
American Rescue Plan Act (230)	\$589,353.32
Fire District Fund (270)	\$76,799.18
2006 SPLOST Fund (320)	\$ 188,633.17
2012 SPLOST Fund (320)	\$ 770,160.16
2018 SPLOST Fund (320)	\$ 760,412.93
Water Fund (505)	\$338,725.46
Solid Waste Fund (540)	\$325,383.56
Total	\$ 4,673,076.80

Motion by _____, second by _____ and carried _____ to

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authorize

the payment of the bills totaling \$4,673,076.80