

Houston County Commissioners Meeting

Perry, Georgia | September 2, 2025 | 9:00 A.M.

Call to Order

Invocation – Commissioner Talton

Pledge of Allegiance – Commissioner Gottwals

Military Speaker – Col. Jeffrey Peske

Director of Contracting, USAF Sustainment Center

Approval of Minutes from August 19 and August 26, 2025 Meetings

New Business

- 1. Public Hearing (Special Exception Applications) – Commissioner Talton**
- 2. Memorandum of Understanding (Extension Office) – Commissioner Talton**
- 3. First Reading of Alcohol License (Seema Patel) – County Administrator Robbie Dunbar**
- 4. Approval of a Proposal (Houston County Records Storage Building Renovation) – Commissioner Byrd**
- 5. Bid Approval (Storm Pipe Repairs) – Commissioner Byrd**
- 6. Bid Approval (Storm Pipe Replacement) – Commissioner Byrd**
- 7. Contract Renewal (Tax Assessor's Office) – Commissioner Gottwals**
- 8. Public Hearing (Rezoning Application) – Commissioner Gottwals**
- 9. Approval of a Bid (Truck) – Commissioner Robinson**
- 10. Approval of Bills – Commissioner Robinson**

Public Comments

Commissioner Comments

Motion for Adjournment

1. Public Hearing (Special Exception Applications) – Commissioner Talton

			Recommendation	Vote
#2861	Holly Moss	Food Truck Business	Denial	Unanimous
#2865	Brandon & Sarah Graham	Residential Cleaning	Approval	Unanimous
#2869	Hugh Morris Jr	Heating & Air Conditioning	Approval	Unanimous
#2870	Cristian Gutu	Custom Wood Pictures	Approval	Unanimous
#2872	Brandon & Sarah Graham	Residential Cleaning	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:

#2865	Brandon & Sarah Graham	Residential Cleaning
#2869	Hugh Morris Jr	Heating & Air Conditioning
#2870	Cristian Gutu	Custom Wood Pictures
#2872	Brandon & Sarah Graham	Residential Cleaning

and also, to deny the following Special Exception Applications:

#2861	Holly Moss	Food Truck Business
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2. Memorandum of Understanding (Extension Office) – Commissioner Talton

This request is for approval of a Memorandum of Understanding for the Extension Office.

Motion by _____, second by _____ and carried _____ to

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the Memorandum of Understanding between the Board of Regents of the University of System of Georgia by and on behalf of the University of Georgia Cooperative Extension, and Houston County, by and through its Board of Commissioners for the provision of cooperative extension services and personnel in Houston County.

3. First Reading of Alcohol License (Seema Patel) – County Administrator Robbie Dunbar

County Administrator Robbie Dunbar will present the first reading of a new Alcohol License for Seema Patel for the sale of beer and wine, and liquor retail on premises at 295 Old Hwy. 96 Bonaire, Georgia 31005. The second reading and a Public Hearing will be held at the September 16, 2025 Commissioner's Meeting.

4. Approval of a Proposal (Houston County Records Storage Building Renovation) – Commissioner Byrd

This request is for approval of a Professional Services Proposal.

Motion by _____, second by _____ and carried _____ to

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the Professional Services Proposal to SP Design Group of Macon, Georgia, for design services related to the Houston County Records Storage Building Renovation. Services to include architectural, structural, mechanical, plumbing, and electrical drawings and specifications, provided on a fee basis of 5% of the cost of construction. Contract administration services to be billed on an hourly basis, not to exceed 3% of the cost of construction. Contract documents delivery date of March 1, 2026.

5. Bid Approval (Storm Pipe Repairs) – Commissioner Byrd

This request is for approval of a bid for stormwater drainage pipe repair.

Motion by _____, second by _____ and carried _____ to

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award of the bid to Pipe Work Solutions LLC of Anniston, Alabama, in the amount of \$131,932 for the work involving the re-lining of 420 LF of 42" corrugated metal pipe at 112 Fieldfare Drive and rehabilitating 187 LF of pipe at 320 Pheasant Ridge Drive. This project will be funded through ARPA and stormwater funds. This project is estimated to be completed in seven weeks.



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

Christopher Stoner
Fire Chief/ EMA Director

Ronnie Heald, PLS
County Engineer

Travis McLendon
Roads Superintendent

MEMORANDUM

To: Houston County Board of Commissioners

From: Ronnie Heald *RJH BCJ*

CC: Brian Jones

Date: Tuesday, August 26, 2025

RE: Storm Pipe Repairs

Public Works solicited bids to provide professional services for the rehabilitation of stormwater drainage pipes. Specifically, the work involves the re-lining of 420 LF of 42" corrugated metal pipe at 112 Fieldfare Drive and rehabilitating 187 LF of pipe at 320 Pheasant Ridge Drive. The Bids received by public works are listed below.

<u>Bidder</u>	<u>Amount</u>
JWS Trenchless, LLC	\$177,100.00
Utility Asset Management, Inc.	\$162,600.00
Pipe Works Solutions LLC	\$131,932.00

The Engineering Department recommends the selection of **Pipe Work Solutions LLC** to perform the work at the bid price of **\$131,932.00**. This project will be paid for using ARPA funds and the stormwater budget in the General Fund.

6. Bid Approval (Storm Pipe Replacement) – Commissioner Byrd

The request is for approval of a bid for storm pipe replacement.

Motion by _____, second by _____ and carried _____ to

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the bid from Lakay Enterprises, Inc., of Fort Valley, Georgia, in the amount of \$19,800, to replace a 36" corrugated metal pipe near 224 Willingham Drive, and also at the intersection of Fourth and Fifth Streets in the Lashley Subdivision. This project will be funded through ARPA and stormwater funds. This project is estimated to be completed in seven weeks.



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Office

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Nancy Lancaster
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Michael Phillips
Facilities Superintendent

Christopher Stoner
Fire Chief/ EMA Director

Ronnie Heald, PLS
County Engineer

Travis McLendon
Roads Superintendent

MEMORANDUM

To: Houston County Board of Commissioners

From: Ronnie Heald, County Engineer *RJH BG*

CC: Brian Jones

Date: Tuesday, August 26, 2025

RE: Storm pipe replacement

Public Works solicited bids to replace stormwater pipe under two roads. The first is a 36" corrugated metal pipe near 224 Willingham Drive. The second is at the intersection of Fourth and Fifth Streets in the Lashley Subdivision. The bids received by Public Works are listed below.

<u>Bidder</u>	<u>Amount</u>
TMT Utilities Inc.	No Bid
LeClay Construction Inc.	No Bid
Johnny Walker	No Bid
LaKay Enterprises, Inc.	\$ 19,800.00
JWS, LLC	\$ 46,050.00

The Engineering Department recommends the selection of **Lakay Enterprises, Inc.** to perform the work at the bid price of **\$19,800.00**. This project will be paid for using ARPA funds and the stormwater budget in the General Fund.

7. Contract Renewal (Tax Assessor's Office) – Commissioner Gottwals

This request is for approval to renew the contract for the personal property verification program at the Tax Assessor's Office.

Motion by _____, second by _____ and carried _____ to

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the renewal of the contract with Traylor Business Services, Inc. of Kennesaw, Georgia, for Fiscal Year 2026. The contract is based on a fee-per-review basis and will be funded through Professional Services.

Houston County Board of Tax Assessors

201 Perry Parkway

Main Number
(478) 218-4750
Fax (478) 218-4755

Assessors

William E. Fowler Jr., Chairman
Joyce J. Herndon, Vice-Chairman
Ronald B. Grace
Bill Phelps
Stephen Thublin

Perry, Georgia 31069

(478) 218-4750

www.houstoncountyga.com

Personal Property:
(478) 218-4760
Fax (478) 218-4775

Mapping / GIS
(478) 218-4770

July 10, 2025

Dan Perdue, Chairman
Houston County Board of Commissioners
200 Carl Vinson Pkwy
Warner Robins, GA 31088

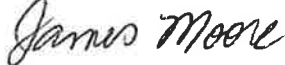
Dear Mr. Perdue,

I would like to request an item to be added to the next available Commissioner Board meeting agenda.

The Board of Tax Assessors approved a contract with Traylor Business Services for 7-1-2025 to 6-30-2026 for personal property auditing on their July 8, 2025 meeting.

I appreciate the consideration given for approval of this contract. A copy of the contract is attached.

Respectfully,



James Moore, Chief Appraiser

8. Public Hearing (Rezoning Application) – Commissioner Gottwals

				Recommendation	Vote
#2871	Jim Farr	314 Ammons Road	Rezoning R-1 to C-2	Approval	Unanimous

Motion by _____, second by _____ and carried _____ to

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the Rezoning Application # 2871 as recommended by the Houston County Planning Commission.

9. Approval of a Bid (Truck) – Commissioner Robinson

This request for approval of a bid on a new truck.

Motion by _____, second by _____ and carried _____ to

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the bid from Phil Brannen Ford of Perry, Georgia, in the amount of \$46,700 for one New Ford F150 4WD Crewcab truck for use in the Extension Office. This purchase will be funded through the 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 Extension Office

DATE: July 29, 2025

The Purchasing Department solicited bids for a New Ford F-150 4WD Crewcab truck for the Extension Office. It is needed to carry passengers in addition to a trailer. 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 \$46,700.00 will be charged to the 320-7130-54.2200.

Company	Cost
Phil Brannen Ford	\$46,700.00 (2024)
Hardy Family Ford	\$49,638.00 (2025)
Five Star Ford of WR	No Stock

10. Approval of Bills – Commissioner Robinson

Summary of bills by fund:

General Fund (100)	\$1,859,692.03
Drug Abuse Treatment & Education (212)	\$2,997.66
Emergency 911 Telephone Fund (215)	\$37,094.78
American Rescue Plan Act (230)	\$246,751.04
Fire District Fund (270)	\$46,640.97
Hotel/Motel Tax Fund (275)	\$15,191.61
2006 SPLOST Fund (320)	\$5,613.20
2012 SPLOST Fund (320)	\$9,322.95
2018 SPLOST Fund (320)	\$18,820.97
2024 SPLOST (320)	\$1,348,621.82
Water Fund (505)	\$239,141.83
Solid Waste Fund (540)	\$532,065.23
Total	\$4,361,954.09

Motion by _____, second by _____ and carried _____ to

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the payment of the bills totaling \$4,361,954.09.