

Houston County Commissioners Meeting

Warner Robins, Georgia | September 16, 2025 | 5:00 P.M.

Call to Order

Pledge of Allegiance – Commissioner Robinson

Invocation – Chairman Perdue

Approval of Minutes from September 2, 2025

New Business

- 1. Public Hearing (Alcohol License) – Commissioner Robinson**
- 2. Property Acquisition (Nunn Property) – Commissioner Robinson**
- 3. Purchase of Property (Fitzpatrick Property) – Commissioner Robinson**
- 4. Engagement Letter (Accounting) – Commissioner Robinson**
- 5. Personnel Request (Fire Department) – Commissioner Gottwals**
- 6. Personnel Request (Solicitor's Office) – Commissioner Gottwals**
- 7. Personnel Request (Sheriff's Office) – Commissioner Gottwals**
- 8. Interim Event License Agreement – Commissioner Gottwals**
- 9. Vehicle Donation (Sheriff's Department) – Commissioner Talton**
- 10. Bid Approval (Sheriff's Department) – Commissioner Talton**
- 11. Surplus Auction – Commissioner Talton**
- 12. Supplemental Agreement (Pleasant Hill Road) – Commissioner Byrd**
- 13. Bid Approval (Pleasant Hill Road) – Commissioner Byrd**
- 14. Approval of Bills – Commissioner Byrd**

Public Comments

Commissioner Comments

Motion for Adjournment

1. Public Hearing (Alcohol License) – Commissioner Robinson

Robbie Dunbar will give the second reading of a request for an alcohol license to include the retail sale of Beer, Wine, and Liquor for use off premises at 295 Old Hwy 96 Bonaire, Georgia. The first reading was held at the September 2, 2025 meeting.

Motion by _____, second by _____ and carried _____ to

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the alcohol license for the retail sale of beer, wine and liquor for use off premises at 295 Old Hwy 96 Bonaire, Georgia

2. Property Acquisition (Nunn Property) – Commissioner Robinson

Houston County would like to accept property ownership from Sam Nunn Farms, LLLP to be utilized as a utility easement exclusively for Houston County water systems and continue as an emergency ingress-egress easement for adjacent subdivisions. Sam Nunn Farms, LLLP will continue to be permitted to utilize the property as an easement to transport cut timber from their currently landlocked property.

Motion by _____, second by _____ and carried _____ to

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the Chairman to sign any and all documents to accept ownership of the below described property from Sam Nunn Farms, LLLP to be utilized as a utility easement exclusively for Houston County water systems and continue to be used as an emergency ingress-egress easement and a timber harvesting easement:

All that tract or parcel of land lying and being in Land Lots 178 and 207 of the Tenth Land District of Houston County, Georgia, comprising 7.3 acres, having such shapes, metes, bounds, courses and distances as are shown on a plat of survey made by Milton Beckham, Surveyor, on March 6, 1964, a copy of said plat being of record in Map Book 9, Page 245, Clerk's Office, Houston Superior Court. Said plat and the recorded copy thereof are hereby made a part of this description by reference thereto.

LESS AND EXCEPT that portion conveyed to Houston County by Right-of-Way Deed recorded in Deed Book 422, Page 540, said Clerk's Office.

Deed Reference: Deed Book 7090, Pages 204-205, said Clerk's Office
Houston County Tax Map Parcel No. 000830 005000

3. Purchase of Property (Fitzpatrick Property) – Commissioner Robinson

Houston County would like to purchase 6.27 acres of property that sits adjacent to county landfill property and borders the Big Indian Creek for \$10,000.00 plus all closing costs. The purchase of this property will serve as a buffer between the existing landfill property and neighboring property.

Motion by _____, second by _____ and carried _____ to

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the Chairman to sign any and all documents to purchase the following property for the amount of \$10,000.00 plus closing cost of \$1,159.06 to be paid from landfill capital funds:

All that tract or parcel of land lying and being in Land Lots 89 of the Twelfth Land District of Houston County, Georgia, and being known and designated as Tract “B” containing 6.27 acres, as shown on a plat of survey made by Marty A. McLeod, Surveyor, on January 1, 2019, a copy of said plat being of record in Map Book 80, Page 232, Clerk's Office, Houston Superior Court. Said plat and the recorded copy thereof are hereby made a part of this description by reference thereto.

4. Engagement Letter (Accounting) – Commissioner Robinson

In 1982, Houston County voters approved a tax cap limiting the growth of taxes to be levied. The County remains committed to complying with this law. This item requests approval to sign an engagement letter for professional services to identify pertinent information and processes that will assist the County in ensuring compliance with the 1982 Tax Cap.

Motion by _____, second by _____ and carried _____ to

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the signing of an engagement letter with Mr. Charles Hall of Macon, Georgia, to provide professional services in researching information and processes concerning the 1982 Tax Cap. The engagement letter covers the period from September 17, 2025, through April 30, 2026, at a rate of \$250 per hour. Funding for this engagement will come from Accounting Professional Services, and the Director of Administration is authorized to make any necessary budget adjustments to fund the project.

5. Personnel Request (Fire Department) – Commissioner Gottwals

As part of the recently approved Fire Millage increase, nine (9) new firefighter positions were included for addition to the Houston County Fire Department. Chief Stoner requests authorization to begin recruiting immediately so that these positions can be hired, trained, and fully operational by January 1, 2026.

Motion by _____, second by _____ and carried _____ to

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the addition of the following to the Houston County Position Control List; nine (9) firefighter positions at a total annual cost of \$794,477.07, effective September 17, 2025. Also, for the Accounting Department to make any necessary budgetary adjustments.



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: September 9, 2025
Re: Personnel Request – Fire Department

As part of the recently approved Fire Millage increase, nine (9) new firefighter positions were included for addition to the department. Chief Stoner requests authorization to begin recruiting immediately so that these positions can be hired, trained, and fully operational by January 1, 2026.

To meet that timeline, recruitment and onboarding must begin this fall. Therefore, approval is requested for the creation and funding of nine (9) firefighter positions at a total annual cost of \$794,477.07, effective September 17, 2025.

6. Personnel Request (Solicitor's Office) – Commissioner Gottwals

As part of the FY 2026 budget process, Solicitor General Ryan English requested the addition of one (1) Office Assistant (Grade 8) position to provide dedicated receptionist and general office support. Approval of this position will ensure consistent coverage at the front desk, allow existing staff to focus on their assigned duties, and improve overall customer service for the public.

Motion by _____, second by _____ and carried _____ to

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authorize

the addition to the Houston County Position Control List; one (1) Office Assistant position (Grade 8) at a total annual cost of \$54,311.79, effective September 17, 2025. Also, for the Accounting Department to make any necessary budgetary adjustments.



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: September 9, 2025
Re: Personnel Request – Sheriff's Office

As part of the FY 2026 budget process, Solicitor General Ryan English requested the addition of one (1) Office Assistant (Grade 8) position to provide dedicated receptionist and general office support. Currently, front desk responsibilities are being rotated among available staff, which impacts efficiency and reduces the level of service provided to visitors.

Approval of this position will ensure consistent coverage at the front desk, allow existing staff to focus on their assigned duties, and improve overall customer service for the public. Therefore, authorization is requested to add one (1) Office Assistant position (Grade 8) at a total annual cost of \$54,311.79, effective September 17, 2025.

7. Personnel Request (Sheriff's Office) – Commissioner Gottwals

As part of the FY 2026 budget process, Sheriff Matt Moulton requested the addition of six (6) positions within the Sheriff's Office to strengthen operations and improve service delivery.

Motion by _____, second by _____ and carried _____ to

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the addition to the Houston County Position Control List the following positions:

Two (2) Deputy Sheriff positions – Traffic Division

One (1) Court Services Deputy – Juvenile Court

Two (2) Corporal positions – Warrants/Civil Division

One (1) Major – Administration Division

To partially offset the cost of the Major position, the Sheriff has agreed not to fund one (1) additional Jail position. With this adjustment, the total estimated annual cost of the requested positions is \$525,189.28, effective September 17, 2025. Also, for the Accounting Department to make any necessary budgetary adjustments.



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: September 9, 2025
Re: Personnel Request – Sheriff's Office

As part of the FY 2026 budget process, Sheriff Matt Moulton requested the addition of six (6) positions within the Sheriff's Office to strengthen operations and improve service delivery. The requested positions are as follows:

- Two (2) Deputy Sheriff positions – Traffic Division
- One (1) Court Services Deputy – Juvenile Court
- Two (2) Corporal positions – Warrants/Civil Division
- One (1) Major – Administration Division

To partially offset the cost of the Major position, the Sheriff has agreed not to fund one (1) additional Jail position. With this adjustment, the total estimated annual cost of the requested positions is **\$525,189.28**, effective **September 17, 2025**.

8. Interim Event License Agreement – Commissioner Gottwals

This request is to enter into an agreement with the Georgia Agricultural Exposition Authority for the use of Murphy Hall in the Miller-Murphy-Howard Building for the staff Christmas party.

Motion by _____, second by _____ and carried _____ to

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the signing of an Interim Event License Agreement between the Houston County Board of Commissioners and the Georgia Agricultural Exposition Authority of Perry, Georgia, for the use of Murphy Hall on December 9, 2025.

9. Vehicle Donation (Sheriff's Department) – Commissioner Talton

This request from the Sheriff's Department is for approval to donate vehicle number 905 (2013 Ford F-150), that is marked as surplus due to mileage and age, to the Marion County School Board Police Department.

Motion by _____, second by _____ and carried _____ to

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the donation of a 2013 Ford F-150 marked as surplus to the Marion County School Board Police Department.

W.H. Rape, Jr.
Chief Deputy

Colonel 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

Major Clay Chambers
Patrol/Traffic Division

Captain Nate Noler
Investigations Division

Captain Ricky Harlowe
Warrants/Civil Division

Captain Randy Banks
Juvenile Division

Monday, August 18, 2025

To: Sheriff Moulton

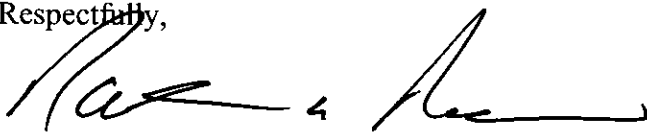
Ref: Vehicle Donation to Marion County School Board Police Department

Sheriff, On Friday, August 15th, 2025, I spoke telephonically with Chief Ralph Perkins of the Marion County School Board Police Department. He explained that he is the head of a newly formed police department and is trying to overcome the hurdles of working within a limited budget to outfit his employees with vehicles and equipment. He currently has one Officer who is working without a government vehicle. He learned that the Houston County Sheriff's Office may be retiring some vehicles and reached out to me to inquire if we had a vehicle due to go to surplus.

Vehicle number 905 (2013 Ford F-150, 121,040 miles) is slated to go to surplus due to mileage and is being replaced by a new vehicle. This truck is operational and equipped with emergency equipment. I described this vehicle to Chief Perkins, and he requested that it be considered for donation to the Marion County School Board Police Department, as it would fulfill an immediate need.

I have attached the letter of request from Chief Perkins and unit 905's asset disposal form. This vehicle is scheduled to have its emergency equipment removed, but I will cancel that action if you approve for it to be donated to the Marion County School Board.

Respectfully,



Captain Nate Noler

10. Bid Approval (Sheriff's Department) – Commissioner Talton

This request is for approval of a bid on two new 2025 Toyota 4Runners for the Investigations Department in the Sheriff's Office. They are to replace a 2013 Ford F-150 due age & mileage and a Chevrolet Tahoe 4WD due to transmission failure at 89,438 miles.

Motion by _____, second by _____ and carried _____ to

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the bid from Lowe Toyota of Warner Robins for two new 2025 Toyota 4Runners in the amount of \$42,426.57 each, or total cost of \$84,853.14, This purchase will be funded by 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: 4Runners for Investigations

DATE: September 5, 2025

The Purchasing Department quoted two (2) New 2025 Toyota 4Runners for the Investigations department. They are to replace a 2013 Ford F-150 due age & mileage (Maint# 905) and a Chevrolet Tahoe 4WD due to transmission failure at 89,438 miles (Maint# 840). The Purchasing Department recommends that the Houston County Board of Commissioners purchase the vehicles for \$42,426.57 each from Lowe Toyota of Warner Robins, GA. The total cost of \$84,853.14 will be charged to 320-3300-54.2200. SPLOST 2018

Company	Cost
Lowe Toyota of Warner Robins	\$42,426.57
Pitts Toyota of Dublin	\$44,398.00
Rivertown Toyota of Columbus	No bid

11. Surplus Auction – Commissioner Talton

This request from Purchasing is to declare items surplus and schedule a public auction of said items. The public will be notified via newspaper advertisements (in both the Houston Home Journal and the Macon Telegraph-Houston edition), postings on the county's website, and prominent locations at the Purchasing Office, the Courthouse, the Government Building, and the Annex Building.

Motion by _____, second by _____ and carried _____ to

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declaring the items listed on the document titled FY26 Surplus Memo Items surplus and scheduling a Public Auction to sell the items. The auction will be held on Thursday, October 2, 2025, at 10:00 a.m. at the Houston County Warehouse, with a rain date of Thursday, October 9, 2025, at 10:00 a.m.



HOUSTON COUNTY BOARD OF COMMISSIONERS

200 CARL VINSON PKWY
TELEPHONE (478) 236-1700

* WARNER ROBINS, GA 31088
* VZIMMERMAN@HOUSTONCOUNTYGA.GOV

VANESSA
ZIMMERMAN
DIRECTOR OF
PURCHASING

To: Houston County Board of Commissioners

From: Vanessa Zimmerman

CC: Robbie Dunbar

Date: September 9, 2025

Re: Surplus Vehicles / Miscellaneous – Public Auction

Approval is requested to hold a public auction for the sale of items declared surplus from the Houston County Commissioners. A preliminary list of items currently held in surplus is attached. Some items are simply in need of disposal.

Contingent upon your approval, the auction would be held on Thursday, October 2, 2025, at 10:00 a.m. at the Houston County Purchasing Warehouse. A rain date of Thursday, October 9, 2025, at 10:00 a.m. would also be scheduled in case of severe weather on the 2nd.

The public will be notified via newspaper advertisements (in both the Houston Home Journal and the Macon Telegraph-Houston edition) as well as postings on the county's website and in prominent locations at the Public Works Office, the Courthouse, the Government Building, and the Annex Building.

12. Supplemental Agreement (Pleasant Hill Road) – Commissioner Byrd

This request from Public Works is to enter into a Supplemental Agreement for engineering services.

Motion by _____, second by _____ and carried _____ to

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entering into a Supplemental Agreement with Saunders Engineering Consultants, Inc., of Centerville, Georgia, in the amount of \$21,000 bringing the total contract price, for the Pleasant Hill Road Project, to \$97,000. This agreement will provide for subsurface utility engineering to more accurately locate existing utilities and incorporate them into the construction drawings. Work will be completed at the signing of the agreement.



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

MEMORANDUM

To: Houston County Board of Commissioners

From: Ronnie Heald *RJH* *RJH*

CC: Brian Jones

Date: September 8, 2025

RE: Supplemental Agreement for Engineering Services
Pleasant Hill Road Resurfacing and Sidewalks, SPLOST (CW18-04)

The Engineering Department requests permission to enter into an agreement for additional services for Pleasant Hill Road Resurfacing and Sidewalks in the amount of \$21,000.00 from Saunders Engineering Consultants, Inc. This cost will be added to the existing contract which is \$76,000.00 to make a total cost of \$97,000.00 for design services.

This request for additional services is for subsurface utility engineering to more accurately locate existing utilities and include in the construction drawings.

Thank you for your consideration in this matter.

13. Bid Approval (Pleasant Hill Road) – Commissioner Byrd

This request from Public Works is for approval of a bid.

Motion by _____, second by _____ and carried _____ to

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the bid in the amount of \$2,641,193.07 from C.W. Matthews Contracting Company, of Juliette, Georgia, to perform the construction on the Pleasant Hill Road Resurfacing and Sidewalks Project. The water mains and sanitary sewer belong to the City of Warner Robins, who will pay the contractor directly for the work. The amount for the water main relocations of water and sanitary sewer adjustments is \$188,866.87. This project is being funded by the 2018 SPLOST and has a completion date of 210 days.



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: Ronnie Heald, County Engineer *RJH* *BS*

Date: Wednesday, August 26, 2025

RE: Bid Recommendation for Pleasant Hill Road Resurfacing and Sidewalks
(CW18-04, Bid # 25-11)

Please consider this request to accept the bid for the above referenced project. Three bids were received on Friday, August 15, 2025. Listed below is a summary of the bids:

<u>Bidder</u>	<u>Amount of Bid</u>
C. W. Matthews Contracting Company	\$2,641,193.07
Reeves Construction Company	\$3,339,313.60
McCoy Grading, Inc.	\$3,469,297.65

Based on evaluation scores, the Engineering Department recommends the selection of **C. W. Matthews Contracting Company** to perform the construction at the bid price of **\$2,641,193.07**. The water mains and sanitary sewer belong to the City of Warner Robins who will pay the contractor directly for the work. The amount for the water main relocations and sanitary sewer adjustments is \$188,866.87. This project is being funded by the 2018 SPLOST.

14. Approval of Bills – Commissioner Byrd

Summary of bills by fund:

General Fund (100)	\$968,151.59
Drug Abuse Treatment & Educ (212)	\$12,182.32
Opioid Fund (213)	\$ 7,321.25
Emergency 911 Telephone Fund (215)	\$44,067.88
American Rescue Plan Act (230)	\$878,747.56
Fire District Fund (270)	\$45,483.11
2006 SPLOST Fund (320)	\$2,733.40
2012 SPLOST Fund (320)	\$158,567.55
2018 SPLOST Fund (320)	\$115,872.80
Water Fund (505)	\$123,747.26
Solid Waste Fund (540)	\$202,290.80
Total	\$2,559,165.52

Motion by _____, second by _____ and carried _____ to

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the payment of the bills totaling \$2,559,165.52.