

Houston County Commissioners Meeting

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

Call to Order

Invocation – Commissioner Byrd

Pledge of Allegiance – Commissioner Talton

Approval of Minutes from November 18, 2025 meeting

New Business

- 1. Special Exception Applications – Commissioner Talton**
- 2. Public Hearing (Rezoning Application) – Commissioner Talton**
- 3. Annexation Request (City of Warner Robins) – Commissioner Talton**
- 4. Selection of Architect – Commissioner Talton**
- 5. Memorandum of Understanding (Rebuilding Together Warner Robins) – Commissioner Robinson**
- 6. Approval of Grant (Juvenile Court) – Commissioner Robinson**
- 7. Approval of Contract (Tax Assessor) – Commissioner Robinson**
- 8. Approval of Bid (Sheriff's Office) – Commissioner Robinson**
- 9. Approval of Bid (Public Buildings) – Commissioner Byrd**
- 10. Approval of Bid (Water System) – Commissioner Byrd**
- 11. Surplus – Commissioner Byrd**
- 12. 2026 Meeting Schedule – Commissioner Byrd**
- 13. Personnel Request (Building Inspection) – Commissioner Gottwals**
- 14. Personnel Request (Solicitor General's Office) – Commissioner Gottwals**
- 15. Approval of Grant (Historical Records) – Commissioner Gottwals**
- 16. Approval of Bills – Commissioner Gottwals**
- 17. Executive Session – Commissioner Gottwals**

Public Comments

Commissioner Comments

Motion for Adjournment

1. Special Exception Applications – Commissioner Talton

		Recommendation	Vote
#2891	Kelli Hamilton	Sale of Commodities Raised on Premises	Approval Unanimous
#2892	Stephanie Smith	Bookkeeping	Approval Unanimous
#2893	Valerie Rogers	Crafts (Internet Sales)	Approval Unanimous
#2894	Randy & Kimberly Cornwell	BBQ Sauce (Broker)	Approval Unanimous
#2899	Janet Jernigan	Vinyl & Epoxy Resin Craft	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:

#2891	Kelli Hamilton	Sale of Commodities Raised on Premises
#2892	Stephanie Smith	Bookkeeping
#2893	Valerie Rogers	Crafts (Internet Sales)
#2894	Randy & Kimberly Cornwell	BBQ Sauce (Broker)
#2899	Janet Jernigan	Vinyl & Epoxy Resin Craft

2. Public Hearing (Rezoning Application) – Commissioner Talton

			Recommendation	Vote
#2895	Teramore Development LLC C/O Kathryn Willis	Rezoning R-1 to C-2	Approval	Unanimous

Motion by _____, second by _____ and carried _____ to

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the Rezoning Application #2895 as recommended by the Houston County Planning Commission.

3. Annexation Request (City of Warner Robins) – Commissioner Talton

This request from the City of Warner Robins is for annexation of property located at 901 S. Houston Lake Rd.

Motion by _____, second by _____ and carried _____ to

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with the annexation of property, containing 12.65 acres, located at 901 S. Houston Lake Road known as Tax Parcels 000750 017000; 000750 087000; and 000750 080000 with the following stipulations:

- The City of Warner Robins entering into an updated infrastructure agreement with Houston County.
- All existing County utilities stay with the County.

Current zoning is County R-1, proposed zoning will be City C-2.

4. Selection of Architect – Commissioner Talton

Houston County and the City of Warner Robins are collaborating to construct a new senior center. Houston County requested assistance from the Middle Georgia Regional Commission in evaluating architectural firms for this project. Approval of the architectural firm is part of the grant application process. Approval is requested for the selection of the highest-scoring architectural firm.

Motion by _____, second by _____ and carried _____ to

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the selection by the Middle Georgia Regional Commission of Praxis3, LLC of Atlanta, Georgia.



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 JC
Date: November 25, 2025
Re: Senior Center Architect

Chairman Perdue:

Houston County has requested the assistance of the Middle Georgia Regional Commission to evaluate the qualifications of architectural firms for a CDBG grant project. This project will be a joint partnership between Houston County and the City of Warner Robins for a new senior center.

Three architectural firms – Carter and Sloope Consulting Engineers & WM2A Architects, McCall Architecture and Praxis3, LLC – were all scored by MGRC staff.

This highest scoring architectural firm, Praxis3, LLC will be the firm that the County would like to choose to assist with this project.

County Attorney Tom Hall has reviewed all documents submitted by Praxis3, LLC and has requested changes to be made to the firm's submitted AIA contract. Praxis3, LLC has agreed to these changes as shown in the attached email and will submit an updated AIA to the County in the coming days reflecting these requested changes.

Thank you for your favorable approval to go with Praxis3, LLC for architectural support for the Houston County/Warner Robins Senior Center project.

5. Memorandum of Understanding (Rebuilding Together Warner Robins) – Commissioner Robinson

Houston County has an vacant building located at 220 Church Street (the old Bonaire fire station). This request is to enter a Memorandum of Understanding that will grant tenant access to Rebuilding Together Warner Robins.

Motion by _____, second by _____ and carried _____ to

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signing the Memorandum of Understanding with Rebuilding Together Warner Robins for the lease of the unoccupied property at 220 Church Street.

6. Approval of Grant (Juvenile Court) – Commissioner Robinson

This request is for the approval of grant AW-CHINS-2026-043-010 for the Juvenile Court to cover the expense for the Truancy to Triumph Program. Also, to approve the services contract with Mental Health Matters to provide counselling services that will be covered by the grant.

Motion by _____, second by _____ and carried _____ to

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Criminal Justice Coordinating Council 2026 Children in Need of Services Grant Juvenile Justice Grant AW-CHINS-2026-043-010 in the amount of \$100,000 with no matching funds required. Also, for Chairman Perdue signing the 2026 Services Contract with Mental Health Matters to provide programming and support for the Truancy to Triumph Program funded by the 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: November 20, 2025
Re: Juvenile Court Grant

JC

This is a request for the Board to approve and accept the Juvenile Justice grant for the Houston County Juvenile Court Clerk's Office in the amount of \$100,000.

The award period of this grant will be October 1, 2025 to September 30, 2026.

Program Objective

The Title II Formula Grants Program provides funding to support state and local efforts to plan, establish, operate, coordinate, and evaluate policies and projects, directly or through grants and contracts with public and private agencies, for the development of more effective education, training, research, prevention, diversion, treatment, and rehabilitation, compliance with the core requirements and overall juvenile justice system improvement efforts. The objectives are the following: (1) grant funding to states to assist them in planning, establishing, operating, coordinating, and evaluating projects for the development of more effective juvenile delinquency programming (i.e., education, training, research, prevention, diversion, treatment, and rehabilitation); (2) facilitate state compliance with the core requirements under the JJDP Act (34 USC 11131(a)(11), (12), (13), and (15)); (3) provide and support training and technical assistance to benefit the Formula Grants Program; and (4) support research, evaluation, and statistics activities designed to benefit the Formula Grants Program. The performance measures associated with assistance listing are: 1: Number of individuals served (by population) 2: Percentage of training participants who reported they applied training knowledge or skills within 3 months of attending a training.

The grant subaward number is AW-CHINS-2026-043-010

7. Approval of Contract (Tax Assessor) – Commissioner Robinson

This request from the Tax Assessor's Office is for approval of a contract for real estate data for valuation purposes of commercial and industrial properties.

Motion by _____, second by _____ and carried _____ to

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the contract with CoStar Group, of Atlanta Georgia, in the amount of \$430 per month or \$5,160 annually to provide real estate data for the valuation purposes of commercial and industrial properties. This contract will be funded by the Tax Assessor's 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

11/18/2025

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

Dear Mr. Perdue,

I would like to request that a contract with CoStar Group be put on the agenda for the next available Commissioner's meeting. The contract term would be one year initially, with the option for renewal in twelve months. The program will have a cost of \$430.00 per month and provide our office with valuable real estate data for valuation purposes of commercial and industrial properties. Thank you for your consideration.

Respectfully,



James Moore
Chief Appraiser
Houston County Tax Assessors Office

8. Approval of Bid (Sheriff's Office) – Commissioner Robinson

This request is for approval of a bid on a new in-stock 2025 Ford Police Interceptor for use by the Traffic Division replacing a vehicle damaged in an accident.

Motion by _____, second by _____ and carried _____ to

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the bid from Brannen Ford of Unadilla, Georgia in the amount of \$46,500 for one new in-stock 2025 Ford Police Interceptor 3.0L EcoBoost. This purchase will be paid from the General Fund and reimbursed by the Drug Fund.



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: Ford Interceptor

DATE: November 24, 2025

The Purchasing Department solicited prices for new in-stock 2025 Ford Police Interceptors 3.0L EcoBoost for use by the Traffic Divisions. Maint# 970 needs to be replaced after a recent accident.

The Purchasing Department recommends that the Houston County Board of Commissioners purchase the vehicle from Brannen of Unadilla, GA, who provided a bid price of \$46,500.00. The cost of the vehicle will be reimbursed by the drug fund.

Company

Bid Amount

Brannen of Unadilla	\$46,500.00 ea. (stock)
Phil Brannen Ford	\$46,790.00 ea. (8 weeks)
Hardy Family Ford	\$48,765.00 ea. (8 weeks)

9. Approval of Bid (Public Buildings) – Commissioner Byrd

This request is for approval of a bid on one new Ford F-150 for use in the Public Buildings Department.

Motion by _____, second by _____ and carried _____ to

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the bid from Phil Brannen Ford of Perry, Georgia in the amount of \$47,016 for one new Ford F-150 4WD V8 to replace a 2014 Ford F-150 with high mileage in the Public Buildings Department with an estimated delivery date of January 2026. 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: Truck for Buildings

DATE: November 24, 2025

The Purchasing Department solicited bids for a New Ford F-150 4WD V8 for the Public Buildings Department. It is to replace a 2014 Ford F-150 with 204,670 miles (Maint#147). Purchasing recommends that the Houston County Board of Commissioners purchase the vehicle from Phil Brannen Ford of Perry, GA. The total cost is \$47,016.00 and will be charged to the 2018 SPLOST account, 320-1565-54.2200.

Company	Cost
Phil Brannen Ford	\$47,016.00 available in January
Hardy Family Ford	\$47,745.72 8 weeks after order
Five Star Ford	Bid did not meet specs. (V8)

10. Approval of Bid (Water System) – Commissioner Byrd

This request from Public Works is to approve a bid for drilling the local well to serve the SR 127 Water Supply and Treatment Facility. Bids were evaluated by Carter & Sloope, the Water Department's engineering consultant, and County Staff. Final recommendation is for the Board of Commissioners to award the contract to DJ & G Holdings, LLC dba Greene's Water Wells.

Motion by _____, second by _____ and carried _____ to

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the bid to DJ & G Holdings, LLC dba Greene's Water Wells, of Gray Georgia, in the amount of \$985,085 for drilling the local well to serve the SR 127 Water Supply and Treatment Facility. This project will be paid by Water Department Capital Funds.



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

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: November 19, 2025

Re: Bid No. 26-03, SR 127 Water Supply

This request is to approve a bid for drilling the local well to serve the SR 127 Water Supply and Treatment Facility. Bids were evaluated by staff and Carter & Sloope, the Water Department's engineering consultant. Staff recommends the Board of Commissioners award the contract to **DJ & G Holdings, LLC dba Greene's Water Wells** with low bid of **\$985,085**. The project will be paid for using Water Department capital funds.

Thank you for your consideration.

11. Surplus – Commissioner Byrd

This request from the Purchasing Department is to declare items surplus and place them on GovDeals for online auction or disposal.

Motion by _____, second by _____ and carried _____ to

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the following items being declared surplus and placed on GovDeals for online auction:

- 1 2017 Miller Trailblazer 325 Engine Welder
- 1 2012 Ford F750 Flat Bed Truck
- Various old Tahoe Model and Charger safety equipment

also, to declare the following surplus and dispose of:

- 1 green bar printer



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 Approval

DATE: November 25, 2025

Approval is requested to declare the following surplus:

a 2017 Miller Trailblazer 325 Engine Welder and place it on GovDeals for online auction. This item was replaced due to its unreliability.

a 2012 Ford F-750 Flat Bed Truck with 209,095 miles in need of VGT Turbo and Actuator Assemblies to place on GovDeals for online auction.

various Old Tahoe Model and Charger safety equipment due to vehicle models no longer being used and place them on GovDeals for free to other Public Safety Departments ONLY.

and to dispose of a Green Bar Printer located at the Landfill, that is now obsolete due to technology and software changes.

12. 2026 Meeting Schedule – Commissioner Byrd

Motion by _____, second by _____ and carried _____ to

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the 2026 Board of Commissioner's meeting schedule.

Houston County Board of Commissioners
Scheduled Meetings for 2026
1st and 3rd Tuesday of each month

All 9:00 a.m. meetings are held at the Houston County Courthouse, (Commissioners Boardroom) located at 201 Perry Parkway, Perry, Georgia.

All 5:00 p.m. meetings are held at the Annex Building, (Commissioners Boardroom) located at 200 Carl Vinson Parkway, Warner Robins, Georgia.

Courthouse Perry

January	6, 2026	9:00 a.m.
February	3, 2026	9:00 a.m.
March	3, 2026	9:00 a.m.
April	7, 2026	9:00 a.m.
May	5, 2026	9:00 a.m.
June	2, 2026	9:00 a.m.
July	7, 2026	9:00 a.m.
August	4, 2026	9:00 a.m.
September	1, 2026	9:00 a.m.
October	6, 2026	9:00 a.m.
November	3, 2026	9:00 a.m.
December	1, 2026	9:00 a.m.

Annex – Carl Vinson

January	20, 2026	5:00 p.m.
February	17, 2026	5:00 p.m.
March	17, 2026	5:00 p.m.
April	21, 2026	5:00 p.m.
May	19, 2026	5:00 p.m.
June	16, 2026	5:00 p.m.
July	21, 2026	5:00 p.m.
August	18, 2026	5:00 p.m.
September	15, 2026	5:00 p.m.
October	20, 2026	5:00 p.m.
November	17, 2026	5:00 p.m.
December	15, 2026	5:00 p.m.

13. Personnel Request (Building Inspection) – Commissioner Gottwals

At the May 6, 2025, Commissioners meeting, approval was granted for Rebecca Kidd to receive system administrator training for the Tyler Technologies permitting software module. Ms. Kidd has successfully completed this training and has fully adapted to the advanced functions associated with this module. In recognition of this accomplishment and the additional responsibilities she is now performing, Chief Building Inspector Tim Andrews is requesting a step increase for Ms. Kidd.

Motion by _____, second by _____ and carried _____ to

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the step increase from Grade 13 Step F to Grade 13 Step G for Rebecca Kidd effective December 8, 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: November 20, 2025
Re: Request for Step Increase for Completion

At the May 6, 2025, Commissioners meeting, approval was granted for Rebecca Kidd to receive system administrator training for the Tyler Technologies permitting software module. Tim Andrews has confirmed that Rebecca has successfully completed this training and has fully adapted to the advanced functions associated with this module.

In recognition of this accomplishment and the additional responsibilities she is now performing, Mr. Andrews is requesting a step increase for Ms. Kidd. This adjustment would move her from Grade 13, Step F to Grade 13, Step G, effective December 8, 2025.

Please consider this request for approval and let me know if additional information is needed to support this request.

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

This request is to fill the vacant Office Assistant position in the Solicitor General's Office.

Motion by _____, second by _____ and carried _____ to

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hiring Brandy Wigg to fill the vacant Office Assistant position in the Solicitor General's Office at a Grade 8 Step C effective December 3, 2025. Personnel staff have reviewed her qualifications, and she meets the criteria for the C step placement.



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: November 14, 2025
Re: Request to hire – Solicitor's Office

Ryan English is requesting approval to hire Brandy Wigg for the vacant Office Assistant position in his office. Based on Ms. Wigg's prior experience, Mr. English is requesting that she be hired at Grade 8, Step C.

I have reviewed Ms. Wigg's qualifications and confirm that she meets the criteria for placement at the C Step.

Please consider this request for a hire effective December 3, 2025. Let me know if any additional information is needed to support this recommendation.

15. Approval of Grant (Historical Records) – Commissioner Gottwals

This request is for approval to apply for the *National Endowment for the Humanities* (NEH) under the Rediscovering Our Revolutionary Tradition grant program in celebration of the United States Bicentennial. The funds from this grant will be used to preserve and digitize county historical documents.

Motion by _____, second by _____ and carried _____ to

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applying for the Rediscovering Our Revolutionary Tradition grant in the amount of \$750,000. Also, authorizing Chairman Perdue to enter an agreement with the Perry Area Historical Society to provide services of grant writing and grant administration.

Houston County Commissioners

Purchasing Department

200 Carl Vinson Parkway
Warner Robins, Georgia 31088
(478) 218-4800



Re: Request for Approval to Apply for NEH "Rediscovering Our Revolutionary Tradition" Grant

Dear Board of Commissioners,

After extensive discussion and consideration with Commissioner Perdue and Mr. Dunbar, I am requesting the Board's approval to submit a grant application to the National Endowment for the Humanities (NEH) under the Rediscovering Our Revolutionary Tradition program in celebration of the United States Bicentennial.

The next application deadline is January 15th, 2026. If awarded with the \$750,000 grant, the funds will be allocated by November of 2026. The project must start between November 1, 2026, and January 1, 2027, following the award there will be three years to allocate funds.

This grant opportunity supports projects that preserve, digitize, conserve, and improve public access to historical primary source materials related to the founding era of the United States and the history of American government. This grant is a cornerstone to understanding our past in Houston County. The books and documents are currently in a condition where they can't be moved or touched without risk of damaging the invaluable information within. We are in a day and age where risk of losing this information shouldn't be a possibility.

The goal with this grant is as follows:

- Conservation work for original County documents/books (Grant Funding)
- Treatment for mold on documents/books (Grant Funding)

Once the documents are treated, that gives us the ability to digitize the information with the help of volunteers through the Perry Historical Society, MGA, and DAR. This will open doors for research, community and educational purposes.

Thank you for your consideration. I respectfully request approval to proceed with applying NEH Rediscovering Our Revolutionary Tradition grant.

Sincerely,
Hannah Perry
Purchasing Clerk

Hannah Perry

Ray

16. Approval of Bills – Commissioner Gottwals

Summary of bills by fund:

General Fund (100)	\$ 9,589,001.69
Drug Abuse Treatment & Education (212)	\$ 21,174.83
Emergency 911 Telephone Fund (215)	\$ 728,318.86
Fire District Fund (270)	\$ 722,181.76
2018 SPLOST Fund (320)	\$ 686,135.22
2024 SPLOST (320)	\$ 1,198,433.35
Water Fund (505)	\$ 627,638.54
Solid Waste Fund (540)	\$ 2,048,467.02
Total	\$ 15,621,351.27

Motion by _____, second by _____ and carried _____ to

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the payment of the bills totaling \$ 15,621,351.27.

17. Executive Session – Commissioner Gottwals

Motion by _____, second by _____ and carried _____ to

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entering Executive Session for Attorney-Client per O.C.G.A. § 50-14-2(1)