

Houston County Commissioners Meeting

Perry, Georgia | January 6, 2026 | 9:00 A.M.

Call to Order

Invocation – Commissioner Talton

Pledge of Allegiance – Commissioner Gottwals

Approval of Minutes from the December 16, 2025 meeting

New Business

1. **Approval of GMP (HEMA Storage Warehouse) – Commissioner Gottwals**
2. **Approval of a Memorandum of Understanding (Sheriff's Department) – Commissioner Robinson**
3. **Surplus – Commissioner Robinson**
4. **Approval of a Bid (Public Works Truck) – Commissioner Byrd**
5. **Personnel Request (MIS Director) – Commissioner Byrd**
6. **Approval of Bills – Commissioner Talton**

Public Comments

Commissioner Comments

Motion for Adjournment

1. Approval of GMP (HEMA Storage Warehouse) – Commissioner Gottwals

On August 19, 2025, Parrish Construction Group, Inc., was awarded the contract for Construction Manager at Risk Services for Houston County HEMA Storage Warehouse project. Public Works is seeking approval of the Guaranteed Maximum Price (GMP) proposal submitted by Parrish.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the GMP for \$1,679,073.00, submitted by Parrish Construction Group, Inc., of Perry, Georgia. This project will be funded by reserve funds and was included in the FY25 Budget.



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

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

MEMORANDUM

To: Houston County Board of Commissioners

From: Brian Jones, Director of Operations *BJ*

Date: Friday, December 19, 2025

CC: Michael Phillips, Public Buildings Superintendent

RE: Houston County HEMA Storage Warehouse – GMP Amendment

On August 19, 2025, Parrish Construction Group, Inc., was awarded the contract for Construction Manager at Risk Services for Houston County HEMA Storage Warehouse project. Public Works is seeking approval of the Guaranteed Maximum Price (GMP) proposal submitted by Parrish, which amounts to \$1,679,073.00. This proposal has been reviewed and approved by Public Works staff. The project will be paid for using reserve funds.

Thank you for your time and consideration of this request.

2. Approval of a Memorandum of Understanding (Sheriff's Department) – Commissioner Robinson

This request is for an MOU between the Houston County Board of Commissioners and the Houston County Sheriff's Department for background checks.

Motion by _____, second by _____ and carried _____ to

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Chairman Perdue signing a MOU between the Houston County Board of Commissioners and the Houston County Sheriff's Department for fingerprinting applicants and obtaining background checks for alcohol licenses, solicitors, peddlers, and taxicab licenses.

The MOU, with a term of January 1, 2026 through December 31, 2027, states the roles and responsibilities of each party.

This agreement may be amended only by a written agreement signed by each agency head.

Memorandum of Understanding

The Houston County Board of Commissioners and the Houston County Sheriff's Department have entered into a Memorandum of Understanding for the purpose of fingerprinting applicants for business licenses for alcohol sales, liquor sales, peddlers, taxies, and solicitors.

The Houston County Board of Commissioners Office, a non-criminal justice agency, will accept application paperwork, issue the Applicant Privacy Rights, obtain a signature of acceptance, and complete the fingerprint background request. The applicant will deliver the fingerprint background request (Criminal History Record Information) to the Warrants Division of the Sheriff's Department, a criminal justice agency. An authorized Deputy will put the application into the Georgia Crime Information Center Criminal Justice Information System Network. The Deputy will relay the Criminal History Record Information results to the Houston County Board of Commissioner's Office representative in charge of Business Licensing.

The role of the Houston County Board of Commissioner's Office is the issuance of the application and Applicant Privacy Rights, collecting the signature of acceptance for the Applicant Privacy Rights. Afterwards, the applicant is sent to the Houston County Sheriff's Department for the Criminal History Record Information request. And finally, reviewing and storing the delivered Criminal History Record as it applies to the business license request.

The role of the Houston County Sheriff's Department is acceptance of the Criminal History Record Information request, inputting the application into the Georgia Crime Information Center Criminal Justice Information System Network. And finally, delivering the Criminal History Record to the Houston County Commissioner's Office representative in charge of Business Licensing.

The term of this Memorandum of Understanding will commence on January 1, 2026, and will dissolve at the end of the term on December 31, 2027.

This Memorandum of Understanding is the complete agreement between Houston County Board of Commissioners, a non-criminal justice agency, and the Houston County Sheriff's Department a criminal justice agency. This agreement may be amended only by a written agreement signed by each agency head.

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

Matt Moulton, Sheriff
Houston County Sheriff's Department
200 Carl Vinson Parkway
Warner Robins GA 31088

3. Surplus – Commissioner Robinson

This request is to declare items surplus and sell them on GovDeals.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

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declaring the following items surplus to be sold on GovDeals:

- **17 Monitors**
- **27 Desktop Computers**
- **5 Walk-Behind Mowers**



Houston County Commissioners

Purchasing Department

Director of Purchasing

Vanessa Zimmerman

Office

200 Carl Vinson Parkway
Warner Robins, GA 31088

478-236-1700

M E M O R A N D U M

TO: Houston County Commissioners

FROM: Vanessa Zimmerman

CC: Robbie Dunbar

SUBJECT: Surplus Approval

DATE: December 23, 2025

Approval is requested to declare the following surplus to be sold on GovDeals:

17 Monitors & 27 Desktop Computers, (that have been replaced due to age)

5 2013-2016 Walk Behind Mowers, (that have no further use to the County)

4. Approval of a Bid (Public Works Truck) – Commissioner Byrd

This request is for approval of a bid for a truck to be used in the Roads and Bridges area of Public Works.

Motion by _____, second by _____ and carried _____ to

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the bid from Phil Brannen Ford of Perry, Georgia, for one new F-550 Cab & Chassis to replace a 2020 F-550 with a blown engine. This purchase of \$72,077 will be paid from 2018 SPLOST funds.



Houston County Commissioners

Purchasing Department

Director of Purchasing

Vanessa Zimmerman

Office

200 Carl Vinson Parkway
Warner Robins, GA 31088

478-236-1700

M E M O R A N D U M

TO: Houston County Commissioners

FROM: Vanessa Zimmerman

CC: Robbie Dunbar

SUBJECT: Truck for Roads & Bridges

DATE: December 29, 2025

The Purchasing & Public Works Departments solicited bids for a F-550 Cab & Chassis or like item. It is to replace a 2020 Ford F550 (Maint# 381) with a blown engine and 93,136 miles. 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 \$72,077.00 will be charged to SPLOST 320-4200-542200. It is within the 3% local preference of the low bid.

Company	Cost
Phil Brannen Ford	\$72,077.00 (2025 F-550 w/payload plus pkg)
Way Brothers Ford	\$72,950.00 (2025 F-550 w/o payload plus pkg)
Speedway Ford	\$76,924.00 (2026 F-550 w/payload plus pkg)
Woody Folsom Auto Group	\$80,340.00 (2025 F-550 no additional info)
Woody Folsom Auto Group	\$71,712.00 (2026 RAM 5500)
NexTran Truck Center	Bid did not meet Specs

5. Personnel Request (MIS Director) – Commissioner Byrd

With the upcoming retirement of Gail O’Quinn, Director of Management Information Systems, the recruitment process for her replacement has been completed. It is recommended that Will Davis be appointed to the position of Director of Management Information Systems at Grade 33, Step B.

Motion by _____, second by _____ and carried _____ to

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appointing Will Davis as the Head of the MIS Department, a position that will become vacant upon Gail O’Quinn’s retirement, with an effective date of January 5, 2026. Personnel has reviewed his qualifications and confirms that he qualifies for placement at Grade 33, Step B.



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: January 2, 2026
Re: Request to hire – Director of MIS

With the upcoming retirement of Gail O'Quinn, Director of Management Information Systems, the recruitment process for her replacement has been completed. It is recommended that Will Davis be appointed to the position of Director of Management Information Systems at Grade 33, Step B.

Mr. Davis is a current county employee with experience in both the Management Information Systems Department and the Accounting Department, providing him with a strong understanding of county operations and systems.

Approval is requested for this appointment effective January 5, 2026. Please advise if additional information is needed to support this request.

6. Approval of Bills – Commissioner Talton

Summary of bills by fund:

General Fund (100)	\$1,258,065.23
Drug Abuse Treatment & Education (212)	\$13,043.12
Emergency 911 Telephone Fund (215)	\$41,062.93
American Rescue Plan Act (230)	\$131,932.00
Fire District Fund (270)	\$53,141.48
2006 SPLOST Fund (320)	\$40,374.00
2018 SPLOST Fund (320)	\$352,499.14
2024 SPLOST (320)	\$1,588,834.17
Water Fund (505)	\$271,333.57
Solid Waste Fund (540)	\$1,537,864.51
Total	\$5,288,150.15

Motion by _____, second by _____ and carried _____ to

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the payment of the bills totaling \$5,288,150.15.