

Houston County Commissioners Meeting

Warner Robins, Georgia | February 17, 2026 | 5:00 P.M.

Call to Order

Pledge of Allegiance – Commissioner Byrd

Invocation – Mr. Robbie Dunbar

Approval of Minutes from February 3, 2026

New Business

- 1. First Reading of Alcohol License (Saurin Jayantibhai Patel) – County Administrator Robbie Dunbar**
- 2. Approval of an Agreement (Traffic Study) – Commissioner Byrd**
- 3. Bid Approval (LMIG SAP) – Commissioner Byrd**
- 4. Contract Renewal (Hauling) – Commissioner Talton**
- 5. Surplus – Commissioner Talton**
- 6. Independent Contractor Agreement (Juvenile Court) – Commissioner Gottwals**
- 7. Personnel Request (MIS) – Commissioner Gottwals**
- 8. Approval of Bills – Commissioner Robinson**

Public Comments

Commissioner Comments

Motion for Adjournment

1. First Reading of Alcohol License (Saurin Jayantibhai Patel) – County Administrator Robbie Dunbar

County Administrator Robbie Dunbar will present the first reading of a new Alcohol License for Saurin Jayantibhai Patel for the sale of beer and wine and liquor retail for use off premises at 271 GA Highway 26 East, Elko, Georgia 31025. The second reading and a Public Hearing will be held at the March 3, 2026 Commissioner's Meeting.

2. Approval of an Agreement (Traffic Study) – Commissioner Byrd

This request is for approval to enter into an agreement with R.K. Shah & Associates, Inc., to provide a traffic study with concept plans.

Motion by _____, second by _____ and carried _____ to

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signing an agreement with R.K. Shaah & Associates, Inc., of Suwanee, Georgia, in the amount of \$41,000, to conduct a comprehensive traffic study with concept plans for the North Houston Lake Road / Dunbar Road improvements. This project will be funded by the 2024 SPLOST and has a timeline of eight weeks from the Notice to Proceed.



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: Ronnie Heald, County Engineer

Date: Tuesday, February 10, 2026

CC: Brian Jones, Director of Operations

A handwritten signature in blue ink, appearing to be "BJ", written over the CC line.

RE: N Houston Lake Rd / Dunbar Rd Improvement SPLOST CW24-001

The Engineering Department requests permission to enter into an agreement with **R.K. Shah & Associates, Inc.**, to provide a comprehensive Traffic Study with Concept Plans for the N. Houston Lake Road / Dunbar Road improvements. The fee for the work will be **\$41,000**, and the time to complete the study is 8 weeks from the Notice to Proceed. This project will be funded by the 2024 SPLOST funds.

I appreciate your consideration of this request

3. Bid Approval (LMIG SAP) – Commissioner Byrd

This request is for approval of a bid for striping and other pavement markings for White Road, Dunbar Road, Story Road, Hatcher Road, Hunt Road, Sandy Run Road, Arena Road, Bear Branch Road, Felton Road, Kersey Road, Elko Road, and Sandefur Road.

Motion by _____, second by _____ and carried _____ to

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the acceptance of the bid from Mid-State Construction & Striping, Inc., of Perry, Georgia, in the amount of \$351,741 for striping and other pavement markings on various County roads. This project will be funded through LMIG, with a 30% County match utilizing 2018 SPLOST 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

Date: February 9, 2026

To: Houston County Board of Commissioners

From: Ronnie Heald, County Engineer

Re: Bid No. 26-08 Recommendation for 2025 Houston County Safety Action Plan

Please consider this request to accept the bid for the above referenced project. The project will consist of striping/other pavement markings for White Road, Dunbar Road, Story Road, Hatcher Road, Hunt Road, Sandy Run Road, Arena Road, Bear Branch Road, Felton Road, Kersey Road, Elko Road, and Sandefur Road. Bids were received on Friday, February 6, 2026. Listed below is a summary of the results:

<u>Bidder</u>	<u>Bid Amount</u>
Mid-State Construction & Stripeing, Inc.	\$351,741.00
Mid-State Striping, Inc.	\$354,443.00
Peek Pavement Marking, LLC	\$385,883.50
NPR South, LLC	\$457,378.90

The funding mechanism for this project will be through additional LMIG funding from the Georgia Department of Transportation and 2018 SPLOST funding. This project will require a 30% match from Houston County.

Engineering recommends awarding the contract to **Mid-State Construction & Stripeing, Inc.** from Perry, Ga as the lowest bidder.

4. Contract Renewal (Hauling) – Commissioner Talton

This request is for approval of a trucking contract renewal.

Motion by _____, second by _____ and carried _____ to

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a contract renewal with DeCarlton Mims d/b/a Mid Georgia Trucking, of Macon Georgia, to haul and deliver leachate generated from the Houston County Landfill to a wastewater treatment facility with all contractual terms remaining the same. The current agreement is set to expire, and a contract renewal is needed for services to continue.

5. Surplus – Commissioner Talton

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

Motion by _____, second by _____ and carried _____ to

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declaring the following items surplus to be sold on GovDeals:

- One 2020 Ford F-550
- Five 10 lug Aluminum Wheels (11R22.5)



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

DATE: February 10, 2026

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

-2020 Ford F-550 with 93,552 miles (has been replaced due to valve train noise & intermittent skipping)

-(5) Used 10 Lug Aluminum Wheels for tire size 11R22.5 (upgraded to more durable wheels)

6. Independent Contractor Agreement (Juvenile Court) – Commissioner Gottwals

This request is for a revised compensation and contract structure for Juvenile Court contract attorneys. The proposed structure establishes monthly contract amounts with defined hour thresholds to ensure consistent court coverage, align compensation with current market conditions, and provide predictable budgeting.

Motion by _____, second by _____ and carried _____ to

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the revised Juvenile Court contract attorney compensation structure and to authorize staff to execute amendments to the current fiscal year agreements to reflect the proposed structure as follows:

Primary Juvenile Defense Contractor

- \$7,500 per month
- Covers up to 125 hours per month
- Hours exceeding 125 paid at \$65 per hour

Secondary Juvenile Defense Contractors

- \$3,600 per month per contractor
- Covers up to 60 hours per month
- Hours exceeding 60 paid at \$65 per hour



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: February 10, 2026
Re: Juvenile Court Contract Attorney Compensation Structure

Staff is requesting approval of a revised compensation and contract structure for Juvenile Court contract attorneys. The proposed structure establishes monthly contract amounts with defined hour thresholds to ensure consistent court coverage, align compensation with current market conditions, and provide predictable budgeting.

Based on recent workload data and regional benchmarks, staff recommends approval of the attached compensation framework and authorization to execute amendments to the current fiscal year agreements to reflect this proposed contract structure.

7. Personnel Request (MIS) – Commissioner Gottwals

This request is for approval of organizational and staffing changes within the MIS Department, and also to appoint individuals to the two new vacant Assistant Director positions within the MIS Department.

Motion by _____, second by _____ and carried _____ to

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the renaming and reclassification of the following positions:

Rename the vacant Assistant Director position to Assistant Director – Infrastructure & Operations (Grade 27).

Reclassify one System Administrator II position to Assistant Director – Enterprise Systems & Data (Grade 27).

Rename the remaining System Administrator II position to Network / Systems Engineer (Grade 25).

To add a new position of Enterprise Application Specialist at a Grade 22.

Additionally, to approve the appointment of the following individuals to the two vacant Assistant Director positions within the MIS Department:

Ryan Hale – Assistant Director, Infrastructure & Operations (Grade 27, Step F)

Eric Mitchell – Assistant Director, Enterprise Systems & Data (Grade 27, Step F)



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: February 6, 2026
Re: Request to Restructure – MIS

Will Davis is requesting to restructure and reassign duties of several positions within the MIS Department. As outlined in the attached letter from Mr. Davis he requests the following:

- Rename the vacant Assistant MIS Director position to Assistant Director of Infrastructure and Operations Grade 27 and promote Ryan Hale to Grade 27 Step F.
- Reclassify and rename System Administrator II position to Assistant MIS Director Enterprise Systems & Data to Grade 27 and promote Eric Mitchell in that position at Grade 27 Step F.
- Rename the vacant System Administrator II (Ryan Hale) to Network & Systems Engineer at Grade 25.
- Add a new position Enterprise Application Specialist at Grade 22.

With the savings due to the recent retirements the total cost of this is anticipated to be \$3,915.93 for fiscal year 2026.

Please consider this request effective March 2, 2026.



Houston County Board of Commissioners
Management Information Systems

Will Davis, Director
200 Carl Vinson Parkway
Warner Robins, GA 31093
Phone: 478-542-2030

MEMORANDUM

To: Houston County Board of Commissioners
From: Will Davis – Director of Management Information Systems
Date: 02/06/2025
Re: Personnel Changes

I am requesting approval for several personnel changes within the MIS Department to better align the organization with current operational demands, cybersecurity requirements, and best practices for local government information technology operations. These changes are intended to strengthen leadership capacity, improve service delivery, and reduce operational risk as the County's reliance on technology continues to grow.

Rename the vacant Assistant Director position to Assistant Director – Infrastructure & Operations (Grade 27)
Reclassify one System Administrator II position to Assistant Director – Enterprise Systems & Data (Grade 27)

As the County's IT environment has expanded to include complex enterprise financial systems, utility billing, public safety applications, and heightened cybersecurity and data integrity requirements, establishing two Assistant Director positions provides focused leadership, reduces operational risk, and aligns the department with best practices used by peer local governments.

Rename the remaining System Administrator II position to Network / Systems Engineer (Grade 25)

Network / Systems Engineer better reflects the position's infrastructure-focused responsibilities and aligns with industry-standard terminology. There is no change to duties, grade, FTE, or budget.

Create a new position Enterprise Applications Specialist (Grade 22).

The Enterprise Applications Specialist position will provide dedicated support, configuration, and troubleshooting for the County's ERP and other enterprise business systems. This role will improve service delivery to departments, strengthen system reliability and data integrity, and reduce reliance on higher-level technical staff for routine application support and maintenance.

Collectively, these changes strengthen accountability, support continuity of operations, and ensure the MIS Department is structured to reliably support critical County services now and into the future.

Respectfully,
Will Davis

A handwritten signature in black ink, appearing to read "Will Davis", written over a horizontal line.



Houston County Board of Commissioners

Management Information Systems

Will Davis, Director

200 Carl Vinson Parkway

Warner Robins, GA 31093

Phone: 478-542-2030

MEMORANDUM

To: Houston County Board of Commissioners

From: Will Davis – Director of Management Information Systems

Date: 02/06/2025

Re: Request to Hire

I am requesting approval to hire Ryan Hale and Eric Mitchell into the two vacant Assistant Director positions within the MIS Department. Both individuals have demonstrated sustained performance, strong institutional knowledge, and leadership within the County's IT department during periods of growth and change.

Ryan Hale – Assistant Director, Infrastructure & Operations (Grade 27, Step F)

Eric Mitchell – Assistant Director, Enterprise Systems & Data (Grade 27, Step F)

Mr. Hale and Mr. Mitchell have been performing at a level beyond their current classifications. Formalizing these roles strengthens leadership continuity, reduces operational risk, and ensures experienced personnel remain responsible for the County's most critical technology systems.

Respectfully,

Will Davis

A handwritten signature in black ink, appearing to read "Will Davis", with a large, stylized flourish at the end.

8. Approval of Bills – Commissioner Robinson

Summary of bills by fund:

General Fund (100)	\$2,185,215.62
Drug Abuse Treatment & Educ (212)	\$18,695.70
Opioid Fund (213)	\$6,496.30
Emergency 911 Telephone Fund (215)	\$107,919.04
Fire District Fund (270)	\$93,524.28
2006 SPLOST Fund (320)	\$0.00
2018 SPLOST Fund (320)	\$129,942.33
2024 SPLOST Fund (320)	\$2,957.55
Water Fund (505)	\$624,848.08
Solid Waste Fund (540)	\$341,028.11
Internal Service Fund (600)	\$0.00
Total	\$3,510,627.01

Motion by _____, second by _____ and carried _____ to

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the payment of the bills totaling \$3,510,627.01.