

Houston County Commissioners Meeting

Perry, Georgia | July 7, 2026 | 9:00 A.M.

Call to Order

Invocation – Chairman Perdue

Pledge of Allegiance – Commissioner Byrd

Military Speaker – Mr. Phillip Rowan

Division Chief of SWA (Agility)

Proclamation Presentation – 250 Semiquincentennial of the United States

Approval of Minutes from June 16, 2026 meeting

New Business

- 1. Special Exception Applications – Commissioner Talton**
- 2. First Reading of Alcohol License (Keyur Patel) – County Attorney Tom Hall**
- 3. Change Order (Houston Lake Water Treatment Plant Remote Well Addition) – Commissioner Talton**
- 4. Bid Approval (Ford Interceptor) – Commissioner Talton**
- 5. Contract Renewal (Tax Assessor's Office) – Commissioner Byrd**
- 6. Independent Contractor Agreements (Juvenile Court) – Commissioner Byrd**
- 7. Personnel Request (Houston County U) – Commissioner Byrd**
- 8. Donation Request – Commissioner Byrd**
- 9. Banking Request – Commissioner Robinson**
- 10. Amendment to Agreement – Commissioner Robinson**
- 11. Service Agreement (911) – Commissioner Robinson**
- 12. Approval of Bills – Commissioner Robinson**

Public Comments

Commissioner Comments

Motion for Adjournment



A Proclamation Recognizing the Semi quíncentennial of the United States of America and DAR

WHEREAS, on July 4, 2026, our nation commemorated the semi quíncentennial anniversary of the signing of the Declaration of Independence in 1776; and

WHEREAS, the journey toward this historic milestone is an opportunity to reflect on our nation’s past, honor the contributions of all Americans, and look ahead to future generations who will carry forward the ideals of democracy and individual liberty that make the United States a unique nation; and

WHEREAS, the National Society Daughters of the American Revolution (DAR) is a nonpolitical, nonpartisan women’s volunteer organization with the motto, “God, Home, and Country,” and three core pillars - historic preservation, education and patriotism; DAR members are lineal descendants of Patriots of the American Revolution who aided the cause of American independence, believing in the noble cause of liberty and fought valiantly to establish a new nation; and

WHEREAS, Houston County, Georgia joins the General Daniel Stewart and Sukey Hart Chapters, NSDAR, and the community overall in celebrating our nation’s rich history and diversity, recognizing all men and women who achieved American independence, and honoring 250 years of military service and sacrifice; and

WHEREAS, in 2026, we celebrate the American spirit and the semi quíncentennial anniversary of the signing of the Declaration of Independence.

NOW, THEREFORE the Houston County Board of Commissioners commemorate this proclamation in honor of our country’s 250th anniversary.

So proclaimed this 7th day of July 2026

Attested By:

Robbie Dunbar
Director of Administration

Dan Perdue, Chairman

Gail Robinson

Mark Byrd

Tal Talton

Shane Gottwals

1. Special Exception Applications – Commissioner Talton

			Recommendation	Vote
#2936	Anitra Pratt-Smith	Non-Medical Home Care	Approval	Unanimous
#2941	Donald Faith	Construction	Approval	Unanimous
#2945	Alan Thomas	Party Equipment Rental	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:

#2936	Anitra Pratt-Smith	Non-Medical Home Care
#2941	Donald Faith	Construction
#2945	Alan Thomas	Party Equipment Rental

2. First Reading of Alcohol License (Keyur Patel) – County Attorney Tom Hall

County Attorney Tom Hall will present the first reading of a new alcohol license for Keyur Patel for the sale of beer and wine for use off premises at 295 Old Highway 96 Ste-B, Bonaire, Georgia 31005. The second reading and a Public Hearing will be held at the July 21, 2026, Commissioner's Meeting.

3. Change Order (Houston Lake Water Treatment Plant Remote Well Addition) – Commissioner Talton

This request is for approval of change order #1 on the Houston Lake Water Treatment Plant Remote Well Addition.

Motion by _____, second by _____ and carried _____ to

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change order #1 with Hammack Well & Pump, LLC, of Ellaville, Georgia, for the Houston Lake Water Treatment Plant Remote Well Addition, in the amount of \$37,180. This change order will bring the total contract price to \$1,520,525 and will not result in an increase to the contract time for completion. This is an ARPA funded project.



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

A handwritten signature in blue ink, appearing to read "TJD BJ", is written over the printed name of Terry Dietsch.

Date: June 25, 2026

Re: Change Order No. 1 – Houston Lake Water
Treatment Plant Remote Well Addition

Staff and our consultant requests approval for Change Order No. 1 for the above project. This change of order reflects the addition of asphalt paving to the driveway of the project site. The contract amount will increase by \$37,180.00 for a total contract amount of \$1,520,525.00. This project is funded by ARPA. Thank you for your consideration.

4. Bid Approval (Ford Interceptor) – Commissioner Talton

The Sheriff's Office solicited bids in April 2026 for a new Ford Interceptor equipped with a 3.0L EcoBoost V6 engine for the Patrol Division. Wade Ford, of Smyrna, Georgia, submitted a bid in April and has agreed to honor that original bid price of \$50,175.00 for the purchase of a second Interceptor. This request is for approval of that bid.

Motion by _____, second by _____ and carried _____ to

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the bid of \$50,175, from Wade Ford, of Smyrna, Georgia, for one 2026 Ford Interceptor equipped with a 3.0L EcoBoost V6 engine, for use in the Patrol Division of the Sheriff's Office. This vehicle will replace a 2020 Ford Interceptor currently in need of major repair. 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: Interceptor

DATE: June 23, 2026

The Sheriff's Office solicited bids in April 2026 for a new Ford Interceptor equipped with a 3.0L EcoBoost V6 engine for the Patrol Division. Wade Ford of Smyrna, Georgia, has agreed to honor its original bid price of \$50,175.00 for the purchase of a second Interceptor.

The vehicle will replace a 2020 Ford Interceptor (Maint# 972), which is currently in need of a replacement engine at an estimated cost of approximately \$9,000.00. Given the age and condition of the vehicle, replacement is considered the more cost-effective option.

Funding for this purchase will be charged to 320-3300-54.2200 (SPLOST 2018).

5. Contract Renewal (Tax Assessor's Office) – Commissioner Byrd

This request is for approval of a contract renewal for personal property verifications in the Tax Assessor's Office.

Motion by _____, second by _____ and carried _____ to

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the renewal of the FY27 contract with Traylor Business Services, of Kennesaw, Georgia, for personal property verifications.

Houston County Board of Tax Assessors

201 Perry Parkway

P. O. Box 1199

Perry, Georgia 31069

(478) 218-4750

www.houstoncountyga.com

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

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

Mapping / GIS
(478) 218-4770

Assessors

William E. Fowler Jr., Chairman
Joyce J Herndon, Vice-Chairman
Bill Phelps
Stephen Thublin
Tony Wagoner

June 24, 2026

Chairman Dan Perdue
200 Carl Vinson Pkwy
Warner Robins, GA 31088

Dear Chairman Perdue,

Our contract with Traylor Business Services for personal property verification is up for renewal for Fiscal year 2026-2027. I will send 3 copies of the contract to be signed. We request that this contract renewal be put on the agenda for approval by the Board of Commissioners at the July 7th meeting. Thank you for your attention to this matter.

Respectfully,

James Moore, Chief Appraiser
Houston County Tax Assessors Office
201 Perry Pkwy
Perry, GA 31069

6. Independent Contractor Agreements (Juvenile Court) – Commissioner Byrd

This request is for approval to renew three contractor agreements for Juvenile Court to provide legal defense services for certain indigent persons in accordance with constitutional and statutory requirements, as well as the provisions of O.C.G.A. § 15-11-103.

Motion by _____, second by _____ and carried _____ to

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three independent contractor agreements for Juvenile Court. The agreements include one Primary Independent Contractor Agreement with Ms. Kameyan Sims in the amount of \$90,000, to be paid at a monthly rate of \$7,500, with any hours worked more than 125 hours per month compensated at a rate of \$65 per hour. The agreements also include two Secondary Independent Contractor Agreements with Ms. Caralyn J. Huddleston and Ms. Nyonnohweah Snami Seekie, each in the amount of \$43,200, to be paid at a monthly rate of \$3,600, with any hours worked more than 60 hours per month compensated at a rate of \$65 per hour. The contract term for all three agreements shall begin on July 1, 2026, and end on June 30, 2027. These contracts have been reviewed and approved by the Contractor, and the County Attorney's Office.

7. Personnel Request (Houston County U) – Commissioner Byrd

Houston County U was established to identify, develop, and invest in employees who demonstrate leadership potential while increasing their understanding of county government, fostering collaboration across departments, and preparing future leaders within Houston County. This request is for approval to contract with Axis Leadership, LLC to provide leadership instruction.

Motion by _____, second by _____ and carried _____ to

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the contract with Axis Leadership, LLC, in the amount of \$29,677.94, to provide leadership instruction and facilitation for the Houston County U Class of 2027. Also, to approve \$5,000 for program-related expenses. Funding for the program will come from the Comprehensive Leadership and Development Reserve.



Houston County Personnel Department

Houston County Board of Commissioners

200 Carl Vinson Parkway

Warner Robins, Georgia 31088

(478) 542-2005 Fax (478) 542-2118

To: County Commissioners
From: Kenneth Carter – Director of Personnel
Date: June 25, 2026
Re: Leadership Training – HOCO U

Houston County U was established to identify, develop, and invest in employees who demonstrate leadership potential while increasing their understanding of county government, fostering collaboration across departments, and preparing future leaders within Houston County. Following the success of the first two Houston County U classes, I recommend continuing the program with the Houston County U Class of 2027.

I am requesting approval to contract with Axis Leadership, LLC to provide leadership instruction and facilitation for the Houston County U Class of 2027. The program will include approximately ten leadership development sessions conducted throughout the program year for a class of 10 to 12 participants. The cost for Axis Leadership will be \$29,677.94. In addition, approximately \$5,000 will be used for program-related expenses including meals, transportation, and supplies. Funding for the program will come from the comprehensive Leadership and Development reserve established in FY2024. Please consider this request effective July 8, 2026.

8. Donation Request – Commissioner Byrd

This request is to donate a surplus vehicle to the Perry-Houston County Airport Authority.

Motion by _____, second by _____ and carried _____ to

approve

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the donation of a surplus 2006 Ford Ranger to the Perry-Houston County Airport Authority, eliminating any future maintenance, inventory, and insurance responsibilities for Houston County.



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: Request for Approval of Vehicle Donation

DATE: June 26, 2026

Approval is requested to donate, a **2006 Ford Ranger (1FTYR14U86PA58224)**, that has been sent to Surplus to the Perry-Houston County Airport Authority.

Upon approval of the donation, ownership of the vehicle will be transferred to the Airport Authority through the title transfer process. The vehicle will subsequently be removed from Houston County's fixed asset inventory and insurance coverage records.

This donation will allow the Airport Authority to utilize the vehicle for its operational needs while eliminating any future maintenance, inventory, and insurance responsibilities for Houston County.

9. Banking Request – Commissioner Robinson

This request is to transition the County's credit card program to align with the County's banking relationship.

Motion by _____, second by _____ and carried _____ to

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the transition of the County's credit card program to the Synovus/Pinnacle Merchant Purchasing Credit Card program.



Houston County Board of Commissioners

Accounting Department

Danyelle George, Director

200 Carl Vinson Parkway

Warner Robins, GA 31093

Phone: 478-542-2015

MEMORANDUM

To: Houston County Board of Commissioners

From: Danyelle George – Director of Finance

Date: 7/7/2026

Re: Request to Change Credit Card Vendor and Approve Credit Limit

Accounting is requesting approval to transition the County's credit card program to the Synovus/Pinnacle Merchant Purchasing Credit Card program. The proposed program would establish a total County credit card limit of \$250,000, with individual card limits and cardholder assignments administered in accordance with County policy and internal controls. This transition aligns with the County's banking relationship and provides an opportunity to improve administration of the County credit card program. Thank you for your consideration.

A handwritten signature in blue ink, appearing to read "Danyelle George".

Danyelle George, CPA

Director of Finance

10. Amendment to Agreement – Commissioner Robinson

This request is for approval of amendment #3 to the Software License Agreement with Catalis Courts & Land Records, LLC.

Motion by _____, second by _____ and carried _____ to

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Amendment #3 to the Software License Agreement with Catalis Courts & Land Records, LLC, of Alpharetta, Georgia, to add e-communication/text messaging functionality to the existing Benchmark Case Management System. The five-year cost of this amendment is \$5,107.99 and will be paid from the State Court Software Subscription Fund.



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: 06/12/2026

Re: Amendment No. 3 to Software License Agreement with Catalis Courts & Land Records, LLC

Attached is a proposed amendment to the Software License Agreement with Catalis Courts & Land Records, LLC for the addition of e-communication/texting functionality within the County's existing Benchmark Case Management System.

This amendment will allow Houston County system users to create and send text notifications directly through the current Benchmark CMS platform. The service includes up to 50,000 texting segments per year. The amendment includes a one-time professional services fee of \$2,250.00 for setup and configuration, along with annual subscription fees beginning at \$507.00 in Year 1. The total five-year subscription cost is \$2,857.99, bringing the total five-year cost, including implementation, to \$5,107.99.

Funding for this amendment will be provided from State Court Judge Software Subscriptions, account 100-2300-521310.

Respectfully,

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

Will Davis

11. Service Agreement (911) – Commissioner Robinson

The RUOK system at the 911 center has reached the end of its life and is no longer supported or capable of software updates. This request is to enter into an agreement with ConfirmOK to replace the existing RUOK system.

Motion by _____, second by _____ and carried _____ to

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signing a one-year service agreement with ConfirmOK, of Carlsbad, California, in the amount of \$3,000 for welfare check services. County Attorney Tom Hall has reviewed the agreement. This is a FY27 budget approved item.

Colonel Tommy Jackson
Chief of Staff

Major Brian Blanton
Detention Division

Major Clay Chambers
Operations Division

Major Mikki Quinones
Administrative Division

Matthew L. Moulton
Sheriff, Houston County

202 CARL VINSON PARKWAY
WARNER ROBINS, GEORGIA 31088
478-542-2125 FAX 478-328-1544

W. H. Rape, Jr.
Chief Deputy

Captain Nate Noler
Criminal Investigations Division

Captain Randy Banks
Juvenile Investigations Division

Captain Ricky Harlowe
Warrants/Civil Division

Captain Veronica Edens
Communications Division

Memorandum

To: Robbie Dunbar

From: Captain Veronica Edens

Date: June 25, 2026

Re: Replacement of RUOK System

The Houston County 911 Center respectfully requests that the following item be placed on the next Board of Commissioners agenda for consideration and approval.

Houston County 911 is requesting approval to enter into an agreement with ConfirmOK to replace the existing RUOK system. The annual cost of the ConfirmOK service is **\$3,000.00**.

The current RUOK system has reached its end of life and is no longer supported or capable of receiving software updates. ConfirmOK provides the same essential welfare check service currently offered through RUOK by placing automated daily calls to enrolled citizens.

Unlike the existing system, ConfirmOK is a cloud-based platform that is accessed securely through the internet, eliminating the need for a dedicated computer at the 911 Center and providing a more reliable and supportable solution. This program is provided to Houston County citizens at no cost and serves as an important resource for elderly, disabled, and at-risk residents.

Funding for this agreement is included in the FY27 approved budget. The proposed contract has been reviewed and approved by County Attorney Tom Hall.

Respectfully,



Captain / Houston County 911

12. Approval of Bills – Commissioner Robinson

Summary of bills by fund:

General Fund (100)	\$2,367,638.01
Drug Abuse Treatment & Edu. (212)	\$5,731.79
Opioid Fund (213)	\$750.00
Emergency 911 Telephone Fund (215)	\$72,012.78
American Rescue Plan Act (230)	\$51,395.00
Fire District Fund (270)	\$60,181.09
2018 SPLOST Fund (320)	\$1,228,020.21
2024 SPLOST Fund (320)	\$1,302,175.89
Water Fund (505)	\$307,524.94
Solid Waste Fund (540)	\$401,897.69
Internal Service Fund (600)	\$3,500.00
Total	\$ 5,800,827.40

Motion by _____, second by _____ and carried _____ to

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the payment of the bills totaling \$5,800,827.40.