

Houston County Commissioners Meeting

Perry, Georgia | August 1, 2023 | 9:00 A.M.

Call to Order

Invocation – Commissioner Byrd

Pledge of Allegiance – Commissioner Talton

Military Speaker – Col. Eric Smith
Commander of the 116th Operations Group

Approval of Minutes from July 18, 2023

New Business

- 1. Public Hearing on Special Exception Application – Commissioner Byrd**
- 2. August 15, 2023 Meeting – Commissioner Byrd**
- 3. 2024 SPLOST Resolution and Approval of IGA and Resolution for Calling an Election to Impose a County SPLOST– Commissioner Byrd**
- 4. Annexation (City of Warner Robins) – Commissioner Gottwals**
- 5. Commodore Drive Extension – Commissioner Gottwals**
- 6. Wastewater T.F. City Code Enforcement IGA (City of Perry) – Commissioner Gottwals**
- 7. Change Request (Two Trucks for the Water Department) – Commissioner Gottwals**
- 8. Emergency Repair of Becky Drive Culverts – Commissioner Robinson**
- 9. Bid Approval (Flournoy Road Paving) – Commissioner Robinson**
- 10. Public Hearing (Animal Limitation Waiver) – Commissioner Robinson**
- 11. Personnel Request (Animal Control) – Commissioner Talton**
- 12. Personnel Request (Landfill) – Commissioner Talton**
- 13. Personnel Request (SRO Officers) - Commissioner Talton**
- 14. Approval of Bills – Commissioner Talton**

Public Comments

Commissioner Comments

Motion for Adjournment

1. Public Hearing on Special Exception Application – Commissioner Byrd

			Recommendation	Vote
#2707	Evan Godbee	Screen Printing (Internet Sales)	Approval	Unanimous

Motion by _____, second by _____ and carried _____ to

approve disapprove table

the Special Exception Application #2707 for Even Godbee for a screen printing (internet sales) business to include any and all stipulations as noted on the Zoning & Appeals recommendation and Section 95 Requirements staff report.

Special Exception Summary

Application	Applicant	Location	Proposed Use	Z & A Recommendation/Comments
2707	Evan Godbee	100 Darin Drive	Screen printing (Internet Sales)	Approved unanimously

**APPLICATION FOR ~~RE-ZONING~~/SPECIAL EXCEPTION/VARIANCE
HOUSTON COUNTY**

Application No. 2707

The undersigned owner(s) of the following legally described property hereby request the consideration of change in zoning district classification or use as specified below:

1. Name of Applicant Evan Godbee
2. Applicant's Phone Number 478-335-8377
3. Applicant's Mailing Address 100 Darin Drive, Byron, Ga. 31008
4. Property Description LL 59, 5th Land District of Houston County, Georgia, Lot 2 of Wexford Plantation Subdivision, consisting of 0.70 Acres
5. Existing Use Residential
6. Present Zoning District R-1
7. Proposed Use Special Exception for a Home Occupation for Screen printing (Internet Sales) Business
8. Proposed Zoning District Same
9. Supporting Information: Attach the following item to the application:
 - A. Surveyed plat of the property and easements.
10. The following disclosure is required of the applicant(s) by Section 36-67A-3 of the O.C.G.A. This information is for disclosure purposes only and does not disqualify the petition.

Within the past two years, have you made either campaign contributions totaling \$250 or more and/or given gifts having a value of \$250 or more to a local government official who will be responsible for making a decision on this application? Yes () No (X). If yes, then complete Form "A" attached and return within ten (10) days after filing this application for rezoning.

- A) The name(s) of the local government official(s) to whom a cash contribution or gift was made;
- B) The dollar amount(s) and date(s) of each campaign contribution made by the applicant to each local government official during the two years immediately preceding the filing of this application; and
- C) An enumeration and description of each gift having a value of \$250 or more made by the applicant to any local government official within the past two years.

Note: The applicant or his/her Agent should be present at the meeting in order to address any concerns that may be generated by the Board or General Public. Failure to be present may result in the applicant's request being denied or tabled until the next regularly scheduled meeting.

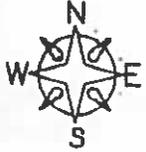
6/13/23

Date

Evan Godbee

Applicant

48/11



FILED
HOUSTON COUNTY
1995 10 20 PM 1:24
CLERY SUPERIOR COURT

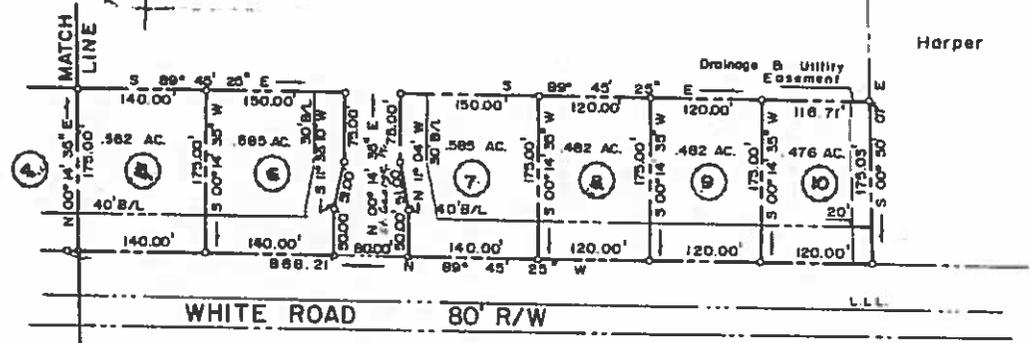
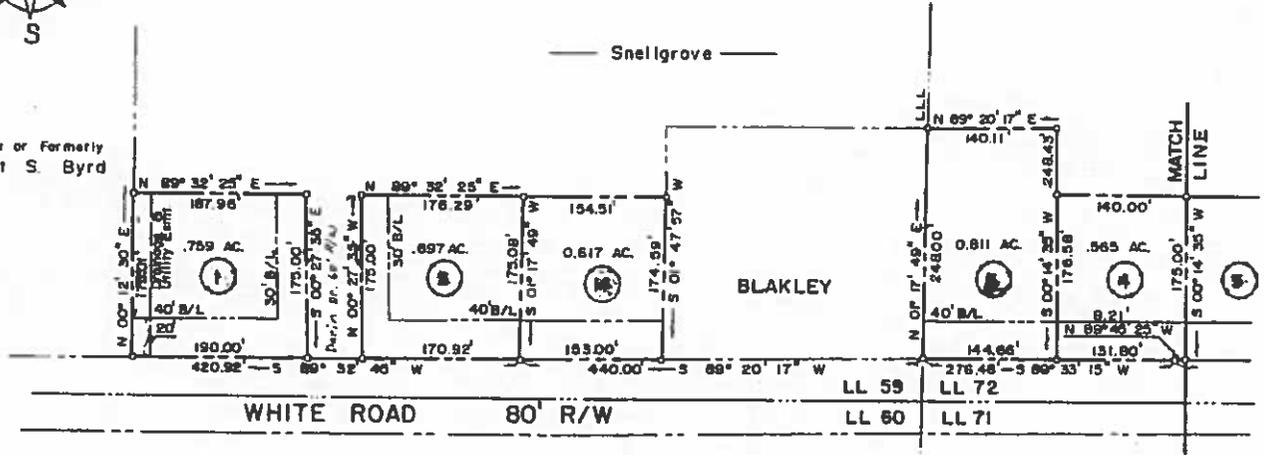
CERTIFICATE OF FINAL APPROVAL BY COUNTY ENGINEER

I certify that the owner, or his agent, has concluded the construction and installation of the streets, drainage, utilities, and other improvements in accordance with the Regulations of Houston County, Georgia; or has posted a performance bond or cashier's check to insure completion as required by County Engineer.

11/27/95 *Robert E. Bunker*
Date Engineer

"This approval in no way relieves the property owner or contractor of his duty to adjacent and downstream property and liability resulting therefrom and shall not constitute an assumption of liability by the County of Houston for damages caused by construction and/or grading performed under said plans and permits."
RES
11/27/95

Now or Formerly
Robert S. Byrd



CERTIFICATION

THE FIELD DATA UPON WHICH THIS MAP OR PLAN IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 2,500 FEET AND AN ANGULAR ERROR OF 2" PER ANGLE POINT, AND WAS ADJUSTED USING THE *Least Squares* METHOD.
THE MAP OR PLAN HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 2,500 FEET.
THE LINEAR AND ANGULAR MEASUREMENTS SHOWN ON THIS PLAN WERE OBTAINED BY USING A *Surveying* AND *Leveling*.

I certify that the general lot layout shown on this plat has been approved by the Houston County Health Department for development with city or county water and individual sewage. Individual lot approval required for each lot prior to construction.
Environmental Health Specialist
Houston County Health Department
Dated 11-29-95

CERTIFICATE OF FINAL APPROVAL

This plat has been submitted to and considered by the Planning Commission of Houston County, Georgia, and is approved for recording in the office of the Clerk of the Superior Court by said Commission, dated this *27th* day of *November*, 1995.

THE HOUSTON COUNTY PLANNING COMMISSION
Secretary

REVISED: MAY 25, 1994 TO CREATE LOT II B TO INCREASE SIZE OF LOT 3.
REVISED: NOVEMBER 21, 1995 TO SHOW BEARING CORRECTION ON LOTS 1 & 2.

OWNER'S CERTIFICATION:

STATE OF GEORGIA, COUNTY OF HOUSTON.
THE UNDERSIGNED CERTIFIES THAT HE IS THE OWNER OF THE LAND SHOWN ON THIS PLAN AND ACKNOWLEDGES THIS PLAN AND AGREES TO BE HIS FREE ACT AND DEED, AND DEDICATES TO PUBLIC USE FOREVER ALL AREAS SHOWN OR INDICATED ON THIS PLAN AS STREETS, ALLEYS, EASEMENTS OR PARKS.
4-29-94 *Robert S. Byrd*
DATE OWNER'S SIGNATURE

I CERTIFY THAT THIS MAP IS A "TRUST REPRESENTATION OF THE" AND THAT THE SAME HAS BEEN PREPARED IN ACCORDANCE WITH THE MEASUREMENT STANDARDS AND REQUIREMENTS OF THE STATE OF GEORGIA.

ROBERT L. STUBBS, CLERK OF SUPERIOR COURT, NO 1053

Doc ID: 00844380001 Type: PLA
Filed: 11/29/1995 at 03:18:00 PM
Fee Act: Page 1 of 1
Houston, Ga. Clerk Superior Court
Carolin V. Sullivan Clerk
#48 PD11

	SUBDIVISION	
	FOR	
Wexford Plantation		
LAND LOTS 59 & 72		5TH DISTRICT
HOUSTON COUNTY		GEORGIA
STORY & COMPANY, INC. 2050 F WATSON BLVD. WARNER ROBINS, GEORGIA		SCALE 1" = 100' DATE: APRIL 29, 1994 DRAWING NO. 94-193-C

48/11

Requirements - Section 95

	Comments	Complies	Doesn't Comply
<p>1. The applicant must be the owner of the property on which the home occupation is to be located, or must have written approval of the owner of the property if the applicant is a tenant.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>2. The home occupations shall be operated only by the members of the family residing on the premises and no article or service shall be sold or offered for sale except as may be produced by the members of the immediate family residing on the premises.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>3. The home occupation shall be restricted to the main building only and shall not occupy more than twenty-five (25%) percent of the floor area within said building.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>4. The home occupation shall not generate excessive traffic or produce obnoxious odors, glare, noise, vibration, electrical disturbance, or radio-activity or other condition that will be a nuisance to the surrounding area.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>5. Any business sign placed on the premises shall not be larger than two (2) square feet in sign area, unlighted and fixed to the wall of the principal dwelling.</p>	<p>No signage</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Home Office uses shall be limited to professional and routine office, clerical, computer, bookkeeping, broker or similar procedures which can be conducted within a residence. A home office may also be maintained for a business conducted away from home, as long as the home office complies with all other requirements.</p>			
<p>1. Home offices shall not include any business which involves the sale, manufacture, repair or assembly of merchandise on the premises, or the storage of inventory, raw materials, equipment or other materials to be used in the business.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>2. Home offices shall not include any business requiring regular access by the public, including but not limited to customers, clients or vendors, patients, etc.</p>	<p>No customers will come to the home.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>3. Home offices shall be limited to no more than twenty-five percent (25%) of the floor area within said building. The proposed size of the home business shall be specified at the time of application.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Requirements - Section 95

Comments

Complies

Comply

<p>4. There will be no changes which would alter the character of the dwelling or reveal from the exterior that the dwelling is being used in part for other than residential purposes.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>5. No outside storage or display is permitted.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Home Businesses are small offices, or small-scale retail or service businesses which are clearly incidental and secondary to the use of the dwelling for residential dwelling purposes, and must comply with the following standards:</p>			
<p>1. Home businesses may include, but are not limited to, one chair beauty shop or barber shops, minor repair shops, home day care or retail sale of goods or services produced on the premises.</p>	<p>N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Home businesses shall not include the repair and/or maintenance of motor vehicles, large scale manufacturing, cabinet or furniture shops or any use which will create noise, noxious odors or any hazard that may endanger the health, safety, or welfare of the neighborhood.</p>	<p>N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. The home business shall not involve group instruction or group assembly of people on the premises.</p>	<p>N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. The dwelling must be the bona fide residence of the principal practitioner at the time of the application, and if approved, the home business shall be valid only as long as the principal practitioner resides in the dwelling, is conducting business and has a current business certificate.</p>	<p>N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. The portion of the residence in which the business is conducted shall be completely enclosed in a manner that the business is not visible from the surrounding property.</p>	<p>N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. No outside storage is allowed.</p>	<p>N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. The Board of Zoning Appeals may place any reasonable conditions on the application deemed necessary to insure the orderly operation of the proposed business and its compatibility with the surrounding properties.</p>	<p>N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. The principal practitioner shall be permitted to park one commercial vehicle in the approved parking area. The commercial vehicle is limited to a passenger car, van or light truck of up to one-ton carrying capacity.</p>	<p>N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. Any utility trailer needed for the orderly operation of the business must be specifically requested and approved by the Board of Zoning Appeals. The request must include the proposed use and size of the trailer.</p>	<p>N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>

2. Public Hearing Schedule on 2023 Tax Levy – Commissioner Byrd

Due to the intention to not roll back the mileage rate entirely, the Houston County Board of Commissioners must hold three public hearings. These will take place at special called meetings.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the following schedule for special called meetings and public hearings regarding the 2023 Tax Levy and Millage Rate.

August 8, 9:00am in the Board Room at the Houston County Courthouse

August 15, 9:00am in the Board Room at the Houston County Annex

August 15, 6:00pm in the Board Room at the Houston County Annex

3. 2024 SPLOST Resolution and Approval of IGA and Resolution for Calling an Election to Impose a County SPLOST– Commissioner Byrd

The Houston County Board of Commissioners, in conjunction with the City of Perry, the City of Centerville and the City of Warner Robins, all recognizing the need to call for a 2024 SPLOST, held two Public Hearings soliciting public input regarding the need for a future SPLOST.

The attached resolutions authorize the Board to execute a SPLOST IGA and take all necessary action to call a referendum to be held November 7, 2023 on a one percent SPLOST on all sales and uses within Houston County for a period of six years, beginning October 1, 2024.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the signing of the 2024 Intergovernmental Agreement for the Use and Distribution of Proceeds From the 2024 Special Purpose Local Option Sales Tax for Capital Outlay Projects, the Resolution Approving a SPLOST Intergovernmental Agreement and Authorizing the Chairman to Execute the Agreement on behalf of the County, and the Resolution Calling for an Election to Impose a County Special Purpose Local Option Sales Tax.

4. Annexation (City of Warner Robins) – Commissioner Gottwals

This annexation request from the City of Warner Robins is for property located at the south side of Watson Blvd., 2,150 feet west of the intersection of Watson Blvd and HWY 41. The property is contiguous to the Warner Robins city limits and does not create an unincorporated island.

Motion by _____, second by _____ and carried _____ to

concur

non-concur

with the City of Warner Robins annexation request for property located at the south side of Watson Blvd., 2,150 feet west of the intersection of Watson Blvd and HWY 41, containing 2.64 acres and also known as Tax Parcel # 000480 02B000. The property is currently zoned County C-2 and proposed zoning is City C-2.

CITY OF WARNER ROBINS
GEORGIA'S INTERNATIONAL CITY - CHARTERED 1943
"A CITY OF CHARACTER"

06/13/2023

MAYOR
LaRhonda W. Patrick

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

RECEIVED
7/14/23
KA

**MEMBERS OF
COUNCIL**

Post 1
Derek Mack
Post 2
Charlie Bibb
Post 3
Keith Lauritsen
Post 4
Kevin Lashley
Post 5
Clifford Holmes, Jr.
Post 6
Larry Curtis, Jr.

CITY CLERK
Mandy Stella

CITY ATTORNEY
Julia Bowen Mize

Re: Initiation of Annexation Pursuant to the 100% Application Method to the City of Warner Robins –a portion of the property totaling 2.64 acres, located at, the south side of Watson Blvd., 2,150 feet, west of the intersection of Watson Blvd. and HWY 41, also known as tax parcel, [000480 02B000]

Dear Commissioners:

Notice is hereby given, pursuant to O.C.G.A. §36-36-6, that the City of Warner Robins, Georgia, has accepted a petition for annexation, pursuant to O.C.G.A. §36-36-20, *et seq.* (Article II or 100% Application Method). The owner of this property Wanda Watson, who has filed a written request for annexation is, As required by law, a copy of the application showing the legal description is attached. A tax map showing the boundaries of the proposed annexed area is attached as Exhibit "A". The present zoning is RAG [Residential Agricultural District] [County] and the proposed zoning is C-2 [General Commercial District] [City], under the zoning ordinance of the City of Warner Robins.

Respectfully,

City of Warner Robins, Georgia

By: 

LaRhonda W. Patrick, Mayor
For the Mayor and Council

cc: Robbie Dunbar, County Administrator
Julia Mize, City Attorney

700 WATSON BLVD • P.O. Box 8629 • WARNER ROBINS, GEORGIA 31095

(478) 293-1000 ♦ FAX (478) 929-1124 ♦ www.wrga.gov

5. Commodore Drive Extension – Commissioner Gottwals

The Planning and Zoning Board was presented with a request from The City of Perry at their May 15th meeting. This request for Transportation Corridor Protection is for the extension of Commodore Drive from GA Highway 127 to Saddlecreek Road. In accordance with the Comprehensive Land Development Regulations for Houston County Section 133.3, the Planning and Zoning Board voted unanimously to recommend to the Houston County Board of Commissioners approval of the plan as presented.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the Transportation Corridor Protection for the extension of Commodore Drive from GA Highway 127 to Saddlecreek Road.

6. Wastewater T.F. City Code Enforcement IGA (City of Perry) – Commissioner Gottwals

On February 7, 2023, the County conveyed a 79.62-acre parcel of land to the City of Perry for a proposed wastewater treatment facility. This Intergovernmental Agreement covers the enforcement of state minimum standard codes within the boundaries of the wastewater treatment facility project.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the signing of the Intergovernmental Agreement between the Houston County Board of Commissioners and The City of Perry for the enforcement of state minimum standard codes within the boundaries of the wastewater treatment facility project.

7. Change Request (Two Trucks for the Water Department) – Commissioner Gottwals

At the December 20th, 2022 Board of Commissioners Meeting, a bid of \$77,942 from Phil Brannen Ford was approved for two 2023 Ford F-150 Extended Cab trucks (\$38,971. Each) for the Houston County Water Department. Seven months after placing the order, the manufacturer still does not have a production date. Purchasing has, however, located two 2023 Ram 1500 Quad Cabs in stock from Jeff Smith Chrysler Dodge Jeep of Perry for an additional \$3,929.00 each. This brings the total purchase price to \$85,800 or \$42,900 each. Purchasing recommends proceeding with the increased cost based on availability and need by the department.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the purchase of two 2023 Ram 1500 Quad Cabs in stock, from Jeff Smith Chrysler Dodge Jeep of Perry at a total purchase price to \$85,800 or \$42,900 each, which is an increase of \$7,858. over the purchase price approved on December 20th, 2022. Funds for this purchase will be paid from Water System Capital Funds.



HOUSTON COUNTY BOARD OF COMMISSIONERS

2020 KINGS CHAPEL ROAD * PERRY, GA 31069-2828
TELEPHONE (478) 218-4800 * FACSIMILE (478) 218-4805

VANESSA ZIMMERMAN
DIRECTOR OF PURCHASING

MEMORANDUM

TO: Houston County Board of Commissioners

FROM: Vanessa Zimmerman

CC: Robbie Dunbar

DATE: July 25, 2023

SUBJECT: Trucks for the Water Department.

At the December 20th Board of Commissioners Meeting, a bid of \$38,971.00 from Phil Brannen Ford was approved for two 2023 Ford F-150 Extended Cab trucks for the Houston County Water Department. Now, 7 months after placing the order, the manufacturer still does not have a production date. Purchasing has however, located two 2023 Ram 1500 Quad Cabs in stock, from Jeff Smith Chrysler Dodge Jeep of Perry, for an additional \$3,929.00 each. Purchasing recommends proceeding with the increased cost based on availability and need by the department.

8. Emergency Repair of Becky Drive Culverts – Commissioner Robinson

The conditions of the Becky Drive Culverts have been found to warrant an emergency repair to maintain the quality of life and welfare of the residents. Public Works solicited bids from four contractors for the emergency replacement of the culverts that are within the limits of the pond. Staff recommends the bid be awarded to Southern Concrete Construction, Inc. for the replacement of the culverts under Becky Drive for the cost of \$181,000.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the bid of \$181,000 to Southern Concrete Construction, Inc., of Albany Georgia for the emergency replacement of the culverts under Becky Drive. This project will be paid from Insurance Premium funds.



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

Jordan Kelley
Office Manager

Michael Phillips
Facilities Superintendent

Christopher Stoner
Fire Chief/ EMA Director

Ronnie Heald, PLS
County Engineer

Travis McLendon
Roads Superintendent

Terry Dietsch
Solid Waste Superintendent

MEMORANDUM

To: Houston County Board of Commissioners

From: Brian Jones, Director of Operations *BJ*

Date: Friday, July 21, 2023

CC: Ronnie Heald, County Engineer
Travis McLendon, Roads & Bridges Superintendent

RE: Emergency Repair of Becky Drive Culverts

Public Works solicited bids from four contractors for the emergency replacement of the Becky Drive culverts that are within the limits of the pond. The results are as follows:

Contractor	Bid Amount	Time to Complete Project
Southern Concrete Construction, Inc.	\$181,000.00	4 weeks
John R. Walker, Inc.	\$198,783.30	4 weeks
JWS, LLC	\$215,354.00	13 weeks
LeClay Construction, Inc.	No bid	No bid

Public Works recommends **Southern Concrete Construction, Inc.**, for the replacement of the culverts under Becky Drive for the cost of **\$181,000.00**.

I appreciate your time and consideration of this matter.

9. Bid Approval (Flournoy Road Paving) – Commissioner Robinson

The Engineering Department is requesting approval of a bid on the Flournoy Road Paving project. After review, staff recommends the bid go to The Scruggs Company at a price of \$1,914,004.22.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the award of the bid on the Flournoy Road Paving Project go to The Scruggs Company of Valdosta, Georgia in the amount of \$1,914,004.22. This project will be funded by the 2006 SPLOST.



**HOUSTON COUNTY
PUBLIC WORKS DEPARTMENT**

2018 Kings Chapel Road
Perry, Georgia 31069
(478) 987-4280 • Fax (478) 988-8007

MEMORANDUM

To: Houston County Board of Commissioners

From: Ronnie Heald, County Engineer

REH BJ

Date: Friday, July 21, 2023

RE: Bid Recommendation for Flournoy Road Paving
2006 SPLOST Project HC06-30 Bid # 23-14

Please consider this request to accept the bid for the above referenced project. Bids were received on Thursday, July 20, 2023. Listed below is a summary of the bids:

<u>Bidder</u>	<u>Amount of Bid</u>
The Scruggs Company	\$1,914,004.22
Griffin Grading & Concrete, LLC	\$1,984,488.50

Based on evaluation scores, the Engineering Department recommends the selection of **The Scruggs Company**, to perform the construction at the bid price of **\$1,914,004.22**. This project will be funded by the 2006 SPLOST.

10. Public Hearing (Animal Limitation Waiver) – Commissioner Robinson

This request is for a waiver of the animal limitation ordinance to allow five (5) dogs for Gary and Alissa Steverson, at 104 Wedge Way. The Local County Animal Ordinance 10-19 allows for 3 dogs and three cats per residential lot in an R-PUD zone. The applicant is requesting a waiver to keep all five dogs and reduce them to three over time through attrition.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the animal limitation waiver for Gary and Alissa Steverson at 104 Wedge Way, with the stipulation that no new animals be acquired as the number reduces through attrition to the number allowed by ordinance.

In Reference to the Animal Waiver Limitation

A request has been made to seek more animals, (5) five dogs at 104 Wedge Way, that are allowed by local County Animal Ordinances.

Please submit this request to be placed on the agenda and heard before the County Commissioners Meeting, held on, Tuesday, August 1, 2023.

I will be placing a sign in the yard approximately the week of July 12, 2023 and a newspaper notice will be submitted at the same time.

Thanks

Alan

Director of Animal Control

Houston County, GA

478.542.2033

11. Personnel Request (Animal Control) – Commissioner Talton

Animal Control is requesting to hire Bruce Rozier for the vacant animal control officer position. Based on Mr. Rozier's 10+ years of experience, staff would like to hire at grade 11 step E. Staff have reviewed the qualifications and experience and concur with the request.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the hiring of Bruce Rozier to fill the vacant animal control officer position at a Grade 11 Step E, effective August 2, 2023.



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: July 20, 2023
Re: Request to hire Bruce Rozier – Animal Control

Alan Smith is requesting to hire Bruce Rozier for the vacant animal control officer position. Based on Mr. Rozier's 10+ years of experience, Mr. Smith would like to hire at grade 11 step E. I have reviewed the qualifications and experience and Mr. Rozier does exceed the requirements for the E step.

Please consider this request to hire effective August 2, 2023.

12. Personnel Request (Landfill) – Commissioner Talton

Utility Director Terry Dietsch is requesting to reclassify the Senior Clerk position (#0021) at the landfill to an Office Manager (#0015) due to the increased responsibility added to the Senior Clerk. Staff have reviewed the request and concur with the request.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the reclassification of the Senior Clerk position (#0021) to an Office Manager (#0015), for the Landfill position only, effective August 7, 2023.



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: July 20, 2023
Re: Reclassification of Senior Clerk – Landfill

Terry Dietsch is requesting to reclassify the Senior Clerk position (#0021) to an Office Manager (#0015) due to the increased responsibility added to the Senior Clerk. I have reviewed the request and verified that this position is performing the advanced responsibilities. This will be for the landfill position only.

Please consider this request to reclassify the Senior Clerk at the landfill effective August 7, 2023.



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

Jordan Kelley
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

To: Ken Carter, Personnel Director

From: Terry Dietsch, Utility Director

A handwritten signature in blue ink that reads "Terry Dietsch".

Date: July 12, 2023

Re : Office Manager - Solid Waste Disposal

Please consider this request to reclassify Ms. Sherry McAtee from a senior utility clerk to an office managers position. Over the years the job duties have grown for this position as well as the responsibilities. This position is essentially the supervisor for the other utility clerks in the office. She is responsible for managing the billing, reporting, bad debt and all functions associated with the solid waste disposal business at the Landfill. She corresponds with audit request and monitors the daily receipts. Request is for a paygrade 12 to a 16. Thank you for your consideration.

13. Personnel Request (SRO Officers) - Commissioner Talton

Over the past year, the Houston County Sheriff's Office has been asked to provide School Resource Officers (SRO's) for all the schools under the Houston County Board of Education. These positions are reimbursed by the Board of Education and previously approved by the Board of Commissioners; however, authorization is now needed to add the 3 additional positions to the position control for the SRO. In addition, the Sheriff has been asked by Westfield School to provide a School Resource Officer at their school. This position and all associated costs will be reimbursed by Westfield School.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the addition of four (4) School Resource Officer (SRO) positions to the Houston County Position Control effective August 1, 2023, and to authorize the Accounting Department to make any necessary changes to budget line items.



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: July 20, 2023
Re: School Resource Officers

Over the past year, the Sheriff's Office has been asked to staff school resource officers for all the schools under the board of education. While these positions are reimbursed by the board of education and approved earlier, authorization is needed to add the 3 additional positions to the position control for the SRO. Additionally, the Sheriff has been asked by Westfield School about having a school resource officer at their school. This will also be reimbursed by Westfield School.

Please consider this request to add 4 SRO positions to the position control effective August 1, 2023.

14. Approval of Bills – Commissioner Talton

Summary of bills by fund:

General Fund (100)	\$1,729,774.92
Emergency 911 Telephone Fund (215)	\$65,172.66
American Rescue Plan Act (230)	\$504,244.35
Fire District Fund (270)	\$90,537.28
2006 SPLOST Fund (320)	\$6,057.75
2012 SPLOST Fund (320)	\$721,121.44
2018 SPLOST Fund (320)	\$1,285,054.49
Water Fund (505)	\$285,265.79
Solid Waste Fund (540)	\$814,307.64
Total	\$5,501,536.32

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the payment of the bills totaling \$5,501,536.32