

Houston County Commissioners Meeting

Warner Robins, Georgia | July 18, 2023 | 5:00 P.M.

Call to Order

Pledge of Allegiance – Commissioner Robinson

Invocation

Recognition of Seniority Awards – Chairman Perdue

Approval of Minutes from July 5, 2023

New Business

- 1. Annexation (City of Warner Robins) – Commissioner Byrd**
- 2. Water Purchase (City of Warner Robins) – Commissioner Byrd**
- 3. Personnel Request (UGA Extension Office) – Commissioner Byrd**
- 4. Budget Adjustment (ARPA Revenue Loss Projects) – Commissioner Gottwals**
- 5. Internal Water Remediation (911 Center) – Commissioner Gottwals**
- 6. Bathroom/Kitchen Remodel (911 Center) – Commissioner Gottwals**
- 7. Furniture, Fixtures & Equipment (Bonaire Fire Station) – Commissioner Talton**
- 8. Contract Renewal (Houston County Board of Tax Assessors) – Commissioner Talton**
- 9. Bad Debt Write Off (Utility System)– Commissioner Talton**
- 10. Bid Approval (SRO Vehicles) – Commissioner Robinson**
- 11. Contract for Services (Accountability Court) – Commissioner Robinson**
- 12. Approval of Bills – Commissioner Robinson**

Public Comments

Commissioner Comments

Motion for Adjournment

1. Annexation (City of Warner Robins) – Commissioner Byrd

This annexation request from the City of Warner Robins is for property located at 108 Crestview Dr. and 0 Crestview Dr. 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 108 Crestview Dr. and 0 Crestview Dr., containing 3.22 acres and also known as Tax Parcels # 00122A 053000 (0.54 acres) # 00122A 047000 (1.07 acres) and # 00122A 046000 (1.61 acres) with the stipulations that any County utilities remain with the County. The property is currently zoned County R-4 and proposed zoning is City R-4.

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

06/06/2023

RECEIVED
6/26/23



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

MAYOR
LaRhonda W. Patrick

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

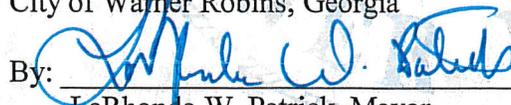
Re: Initiation of Annexation Pursuant to the 100% Application Method to the City of Warner Robins -- three parcels of property, including all right-of-ways, totaling 3.22 acres, located at 109 Maxwell Dr., 108 Crestview Dr. and 0 Crestview Dr., also known as tax parcels, [00122A 053000] 0.54 acres, [00122A 046000] 1.61 acres, and [00122A 047000] 1.07 acres.

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, who has filed a written request for annexation is, Ernest W. Livingston Jr. 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 for both properties is R-4 [Multi-Family Residential District] [County], and the proposed zoning and land use for this tract upon annexation is R-4 [Multi-Family Residential 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

2. Water Purchase (City of Warner Robins) – Commissioner Byrd

The City of Warner Robins is requesting that the property located at Georgia Highway 127 and Roberts Road, to serve Phase 8 of The Woodlands Subdivision, be added to the Water Use Agreement between the Houston County Board of Commissioners and the City of Warner Robins. The requests were reviewed by the Water Department and its consultant, Carter & Sloope of Macon, Georgia to verify flow and pressure in the development.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

addition of the following property, located at Georgia Highway 127 and Roberts Road, to the Water Use Agreement between the Houston County Board of Commissioners and The City of Warner Robins with the stipulations that the developer posts a bond covering 125% of construction cost for work performed on the Houston Water System, adherence of the rate structure approved by the Houston County Board of Commissioners on November 19, 2019, and the issuance of a utility permit to the City of Warner Robins based on all conditions being met according to “Houston County Utility Accommodations.”



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: Houston County Board of Commissioners

From: Terry Dietsch, Utility Director *TJD BJ*

Date: July 5, 2023

Re : Water Purchase Request from the City of Warner Robins

Please consider the attached request from the City of Warner Robins to serve Phase 8 of The Woodlands Subdivision under our city/county water purchase agreement.

The Woodlands Subdivision is located at Georgia Highway 127 and Roberts Road. One 8-inch utility master meter is to be installed according to Houston County specifications. Request is contingent upon developer posting a bond covering 125 percent of the construction cost for work performed on the Houston County Water System.

This development was reviewed by Water Department staff and our consultants, Carter & Sloope to verify flow and pressures. There is an adequate water supply to meet the needs of this development.

In keeping with the Water Use Agreement between the Houston County Board of Commissioners and the City of Warner Robins please consider a favorable request.

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

**REQUEST FOR MASTER WATER METER CONNECTION
TO HOUSTON COUNTY WATER SYSTEM**

MAYOR
LaRhonda W. Patrick

May 22, 2023

**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.

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

**RE: The Woodlands Phase 8
Located at GA Hwy 127 and Roberts Road
8" Inter Utility Master Meter**

Gentlemen,
The City of Warner Robins has received plans for the above development.

CITY ADMINISTRATOR
James Dodson

Owner: Alexis Investments LLC
3528 US Hwy 41 North
Byron, GA 31008
Phone: 478-953-1100

CITY CLERK
Mandy Stella

CITY ATTORNEY
Julia Bowen Mize

Engineer: Bryant Engineering
Chad Bryant - President
906 Ball Street, Suite A
Perry, GA 31069
Phone: 478-224-7070

This is for compliance with the Infrastructure agreement. Plans will show the master water meter in the right of way of GA Hwy 127, north side, and connecting to the existing 8" county water main via a road bore to include a 16" casing.

Consider this letter as The City of Warner Robins request for this servicing. If you have any questions, please call me at (478) 302-5449.

Sincerely,

City of Warner Robins



William Abarca, P.E.
Utilities Engineer

3. Personnel Request (UGA Extension Office) – Commissioner Byrd

The Houston County extension service employees are paid by quarterly invoice instead of the County's portion being paid through payroll. This request is for approval to fill the upcoming vacant administrative assistant position at the new state pay structure showing an increase of \$2,064.59 to the County's portion of the starting salary.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the signing of an agreement with the UGA Extension Office allowing them to fill the upcoming vacancy in the Administrative Assistant position.



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 11, 2023
Re: Cooperative Extension Contract

The county extension service employees are paid by quarterly invoice instead of the County's portion being paid through payroll. Recently, the administrative assistant offered her resignation to pursue another position. The current starting salary for this position has increased in the state pay structure to include the county's portion of the salary and retirement. This increase is as follows:

- \$1,617.64 for salary
- \$123.75 for FICA SS/Medicare
- \$323.20 for TRS
- Totaling \$2,064.59.

It is requested to authorize Director of Operations Robbie Dunbar to sign the agreement with UGA Extension to allow them to fill the Administrative Assistant position.

4. Budget Adjustment (ARPA Revenue Loss Projects) – Commissioner Gottwals

At the September 20, 2022 meeting, a FY23 Budget for ARPA (American Rescue Plan) Fiscal Recovery Fund was approved, with the provision to make revisions at a later date. This second request for a revision is to add the 911 Water Damage Remediation and Remodel Project to the Revenue Loss Projects in the amount of \$400,000.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

**the revision to the Revenue Loss Projects of the ARPA Fiscal Recovery Fund FY2023
Budget as follows:**

1	Health Department Addition	\$6,000,000.00
2	Airport T-Hangars	\$1,000,000.00
3	Public Safety (LPR) Cameras	\$1,000,000.00
4	State Court Addition (FFE)	\$350,000.00
5	State Court Parking Lot Addition	\$350,000.00
6	911 Water Damage Remediation & Remodel	\$400,000.00

5. Internal Water Remediation (911 Center) – Commissioner Gottwals

This request from Public Works is for internal water remediation at the 911 Center. This work is to repair water damage to offices and bathrooms along the north wall of the building. Staff recommends awarding the project to ICB Construction Group in the amount of \$193,646.00.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the award of the Internal Water Remediation Project at the 911 Center to ICB Construction Group of Macon, Georgia in the amount of \$193,646.00.



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 

Date: Thursday, July 13, 2023

CC: Michael Phillips, Public Buildings

RE: 911 Center Emergency Repairs - Water Damage

Please consider this request to approve work at the Houston County 911 Center. The work is to repair water damage to offices and bathrooms along the north wall of the building. The repairs would be performed by **ICB Construction Group** at a cost of **\$193,646.00**. The work includes demolition and replacement of sheetrock, ceiling, flooring, and fixtures; temporary restroom facilities; and re-installation of existing fixtures where possible.

I appreciate your time and attention to this matter.

6. Bathroom/Kitchen Remodel (911 Center) – Commissioner Gottwals

This request from Public Works is for bathroom and kitchen remodel at the 911 Center. This renovation will increase the capacity of the kitchen to match the staff and add a shower to the restrooms for long-term emergency operations. Staff recommends awarding the project to ICB Construction Group in the amount of \$167,511.00.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the award of the bathroom and kitchen remodel at the 911 Center to ICB Construction Group of Macon, Georgia in the amount of \$167,511.00.



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: Thursday, July 13, 2023

CC: Michael Phillips, Public Buildings

RE: 911 Center – Bathroom and Kitchen Renovation

Please consider this request to approve renovation at the Houston County 911 Center for the existing kitchen and adjoining bathroom. The renovation will increase the capacity of the kitchen to more appropriately match the staff at the facility and convert the restroom to include a shower for long term emergency operations. The renovations would be performed by **ICB Construction Group** at a cost of **\$167,511.00**. The work includes demolition and replacement of sheetrock, ceiling, flooring, fixtures, and cabinet work; and appliances.

I appreciate your time and attention to this matter.

7. Furniture, Fixtures & Equipment (Bonaire Fire Station) – Commissioner Talton

This request from the Fire Department is to purchase the furniture, fixtures and equipment for the new Bonaire Public Safety Complex. The total amount including an EMS credit and contingency is \$98,526.20, and is broken down as follows:

Phillips Furniture Outlet	\$25,704.00
Lowe's	\$4,710.23
Wholesale Commercial Laundry Equipment	\$7,567.00
Municipal Equipment Company	\$54,763.00
Walmart	\$3,463.00
Amazon	\$5679.00
Contingency	\$5000.00
EMS Credit	(\$8,360.03)

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the purchase of furniture, fixtures and equipment for the new Bonaire Public Safety Complex in the amount of \$98,526.20

8. Contract Renewal (Houston County Board of Tax Assessors) – Commissioner Talton

This request from the Tax Assessors Office is to renew a contract with Traylor Business Services for personal property verification.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the signing of the contract for the Fiscal years 2023-2024 with Traylor Business Services.

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
Ronald B. Grace
Bill Phelps
Stephen Thublin

June 29, 2023

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 2023-2024. I have enclosed 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 next possible meeting. Thank you for your attention on this matter.

Respectfully,



James Moore, Chief Appraiser
Houston County Tax Assessor's Office
201 Perry Pkwy
Perry, GA 31069

9. Bad Debt Write Off (Utility System)– Commissioner Talton

Uncollected (bad) debt needs to be written-off for the following departments:

	Bad Debt	Revenue
Water System	\$20,746.48	\$10.052M
Solid Waste Collection (Sanitation)	\$18,393.62	\$3.9M
Solid Waste Disposal (Landfill)	\$0.00	\$6.6M

The total of uncollected debt is \$39,141.10 which is a 14.69% increase over FY2022.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the FY23 Water Fund debt write-off of \$20,746.48) \$20536.48 for the water system and \$210.00 for stormwater management); the Waste Collection (Sanitation) debt write-off of \$18,393.62 (\$13,989.57 for Routes 10-80 and \$4,404.05 for route 90). The Solid Waste Disposal (Landfill) has no debt to write-off.

10. Bid Approval (SRO Vehicles) – Commissioner Robinson

This request from Purchasing is to approve the bid on five (5) Ford Explorers from Phil Brannen Ford of Perry for use in the SRO Department of the Sheriff's Office. The vehicles are available at an in-stock purchase price of \$43,600 each or a total price of \$218,000. Staff recommends the purchase of these in-stock vehicles due to the lead times on newly ordered vehicles.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the award of the bid for five (5) in-stock Ford Explorers from Phil Brannen Ford of Perry for use in the SRO Department. Four units will be charged to line item 100-3320-54.2200 and reimbursed by the Board of Education, and one unit will be charged to line item 100-3321-54.2200 and reimbursed by the Westfield School in Perry, Georgia at a total cost of \$218,000.



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 11, 2023
SUBJECT: SRO Vehicles

The Purchasing Department located Five (5) Ford Explorers at Phil Brannen Ford of Perry. The units are available at a price of \$43,600.00 each. Four units would be charged to 100-3320-54.2200 and reimbursed by the Board of Education. One unit would be charged to 100-3321-54.2200 and reimbursed by the Westfield School in Perry, GA. The total purchase price would therefore be \$218,000. It is recommended that the Houston County Board of Commissioners go forward and purchase the in-stock vehicles due to lead times on newly ordered vehicles

11. Contract for Services (Accountability Court) – Commissioner Robinson

This is a request for approval of a Contract for Services renewal between Houston County and IHOPE Inc., to provide transportation for assigned participants in the accountability program, to court dates, drug tests and other appointments. The term of the contract will be July 10, 2023 through June 30, 2024.

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

**the signing of a Contract for Services renewals between Houston County and IHOPE Inc.,
for a term of July 10, 2023 through June 30, 2024.**

12. Approval of Bills – Commissioner Robinson

Summary of bills by fund:

General Fund (100)	\$711,410.30
Emergency 911 Telephone Fund (215)	\$102,428.47
American Rescue Plan Act (230)	\$121,998.06
Fire District Fund (270)	\$537,357.57
2006 SPLOST Fund (320)	\$0.00
2012 SPLOST Fund (320)	\$426,907.13
2018 SPLOST Fund (320)	\$515,329.69
Water Fund (505)	\$592,954.80
Solid Waste Fund (540)	\$355,981.91
Total	\$3,364,367.93

Motion by _____, second by _____ and carried _____ to

approve

disapprove

table

authorize

the payment of the bills totaling \$3,364,367.93