

# Houston County Commissioners Meeting

Perry, Georgia | July 5, 2023 | 9:00 A.M.

Call to Order

Invocation – Commissioner Gottwals

Pledge of Allegiance – Commissioner Gottwals

Military Speaker – Lt. Col. Joshua T. Gulbranson  
*Commander 728th Battle Management Control Squadron*

Approval of Minutes from June 20, 2023 and June 29, 2023

New Business

- 1. Public Hearing on Special Exception Applications – Commissioner Gottwals**
- 2. Personnel Request (Purchasing) – Commissioner Gottwals**
- 3. Approval of a Bid (State Court & HCSO Renovation) – Commissioner Gottwals**
- 4. Approval of a Bid (Equipment Fire Station #2) – Commissioner Talton**
- 5. Approval of a Bid (Phase 6, Stages 1C and 2A Landfill) – Commissioner Talton**
- 6. Second Reading of Amendment to an Ordinance – Commissioner Talton**
- 7. Water Purchase Request (City of Perry) – Commissioner Byrd**
- 8. Annexation (City of Warner Robins) - Commissioner Byrd**
- 9. Approval of Bills – Commissioner Byrd**

Public Comments

Commissioner Comments

Motion for Adjournment

# 1. Public Hearing on Special Exception Applications – Commissioner Gottwals

			<b>Recommendation</b>	<b>Vote</b>
#2689	John Donnelly	Ice Cream Truck	Approval	Unanimous
#2692	Tiffany White	Mobile Aesthetics Services	Approval	Unanimous
#2696	Gregory Ford	Landscaping Business	Approval	Unanimous
#2697	Jennifer H. McCarthy	Energy Healing Business	Approval	Unanimous
#2699	James & Danielle McDaniel	Consulting Business	Approval	Unanimous
#2700	Cory Hortman	Gutter Cleaning Business	Approval	Unanimous
#2701	Antwan & Myra Scott	Clothing & Apparel (Internet Sales)	Approval	Unanimous
#2702	Ryan Scott	Screen printing & Apparel	Approval	Unanimous
#2703	John & Kelly Slade	Wildlife Tracking Servies	Approval	Unanimous
#2704	John & Kelly Slade	Ice & Water Vending Machine	Approval	Unanimous
#2705	Bill & Lakisha McMichael	Staffing Agency	Approval	Unanimous
#2706	Ryan & Bridget Strub	Mobile Home Hardship	Approval	Unanimous

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

approve     disapprove     table

the following applications to include any and all stipulations as noted on the Zoning & Appeals recommendation and Section 95 Requirements staff report:

#2689	John Donnelly	Ice Cream Truck
#2692	Tiffany White	Mobile Aesthetics Services
#2696	Gregory Ford	Landscaping Business
#2697	Jennifer H. McCarthy	Energy Healing Business
#2699	James & Danielle McDaniel	Consulting Business
#2700	Cory Hortman	Gutter Cleaning Business
#2701	Antwan & Myra Scott	Clothing & Apparel (Internet Sales)
#2702	Ryan Scott	Screen printing & Apparel
#2703	John & Kelly Slade	Wildlife Tracking Servies
#2704	John & Kelly Slade	Ice & Water Vending Machine
#2705	Bill & Lakisha McMichael	Staffing Agency
#2706	Ryan & Bridget Strub	Mobile Home Hardship

## 2. Personnel Request (Purchasing) – Commissioner Gottwals

The Purchasing Department is requesting approval to hire Ms. Jessica Mitchell to fill the vacant Senior Purchasing Clerk position at Grade 16 Step C. Staff has reviewed her experience and concurs with this request.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

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**the hiring of Ms. Jessica Mitchell to fill the vacant Senior Purchasing Clerk Position at a Grade 16 Step C effective July 6, 2023.**



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## 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)

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To: County Commissioners  
From: Kenneth Carter, Director of Personnel  
Date: June 22, 2023  
Re: Jessica Mitchell – Senior Purchasing Clerk

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Vanessa Zimmerman is requesting to hire Jessica Mitchell for the vacant senior purchasing clerk position in the purchasing department. Based on Ms. Mitchell's experience, Ms. Zimmerman is requesting to hire at Grade 16 (C). I have reviewed her experience and request approval to hire at the 16 (C) step effective July 6, 2023.

### **3. Approval of a Bid (State Court & HCSO Renovation) – Commissioner Gottwals**

The Purchasing Department is requesting approval of a bid on furniture for the State Court & Houston County Sheriff's Office Renovation project. Staff recommend approval of a bid from Phillips Furniture of Warner Robins in the amount of \$151,340.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

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**a bid on furniture for the State Court & Houston County Sheriff's Office Renovation project from Phillips Furniture of Warner Robins in the amount of \$151,340. The furniture will be charged to the 2018 SPLOST Fund.**



**HOUSTON COUNTY BOARD OF COMMISSIONERS  
PURCHASING DEPARTMENT**

2020 KINGS CHAPEL ROAD • PERRY, GEORGIA 31069-2828  
(478) 218-4800 • FACSIMILE (478) 218-4805

**MARK E. BAKER**  
PURCHASING AGENT

## **M E M O R A N D U M**

**To:** Houston County Board of Commissioners  
**FROM:** Mark E. Baker  
**CC:** Robbie Dunbar  
**DATE:** June 27, 2023  
**SUBJECT:** Furniture for the State Court & HCSO Renovation

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The Purchasing Department and Michael Phillips, in coordination with Phillips Furniture, reviewed the needs of furniture for the new space being renovated, where the State Court and the HCSO was/is located. It is recommended that the attached inventory of furniture be purchased from Phillips Furniture in the amount of \$151,340.00. The furniture will be charged to the project account 320-1565-54.1300.

## **4. Approval of a Bid (Equipment Fire Station #2) – Commissioner Talton**

The Fire Department is requesting approval of a bid for equipment for Station #2. Estimated completion date for Station #2 is early August, and with the long lead times for delivery, the request is to order these pieces of equipment in hopes they will be delivered and installed in conjunction with Parrish Construction's estimated completion date. Two vendors submitted bids and staff recommend purchasing this equipment from Municipal Equipment Company for \$45,882.70 with the optional warranty for an additional \$3,454.30 bringing the total price to \$49,377.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

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**the bid on equipment for Fire Station #2 from Municipal Equipment Company of Orlando Florida at a total cost of \$49,377 with a lead time of 8 – 10 weeks. This purchase will be funded from Insurance Premium Funds.**

# Memo



**To:** Brian Jones, Director of Operations  
**From:** Christopher Stoner, Chief *CRS*  
**cc:** Robbie Dunbar, Director of Administration  
**Date:** June 23, 2023  
**Re:** Station 2 Equipment

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As you are aware, Station 2 is progressing rapidly with an estimated completion date in early August. Several pieces of equipment needed for the station have lead times of approximately 8 to 10 weeks. Due to that lead time, and the estimated completion date of the station, I am requesting approval to order these pieces of equipment in hopes they will be delivered and installed in conjunction with Parrish Construction's estimated completion date.

Multiple authorized Arctic vendors were solicited for quotation with the lowest price presented by Municipal Equipment Company. Both vendors quoted identical products and quantities. It is my recommendation to purchase this equipment from Municipal Equipment Company for their quoted price of \$45,882.70 to include the optional warranty for an additional \$3,454.30 bringing the total price to \$49,377.

Both vendor quotes are attached to this memo for reference.

Thank you for your consideration of this request.

## **5. Approval of a Bid (Phase 6, Stages 1C and 2A Landfill) – Commissioner Talton**

**Public Works is requesting approval of a bid on Phase 6, Stages 1C and 2A Cell Construction at the Landfill. Five bids were received. Staff and our consultant, Atlantic Coast Consulting, Inc. of Roswell, Georgia, recommend award to CBP Environmental, Inc of Statham, Georgia.**

**Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to**

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**the bid on Phase 6, Stages 1C and 2A Cell Construction at the Landfill to CBP Environmental, Inc of Statham, Georgia in an amount not to exceed \$6,210,597.48 which includes an opportunity for a 5% early completion bonus. Funds for this project will be paid from Solid Waste Capital 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

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:** June 28, 2023

**Re :** Recommendation of Award Phase 6, Stages 1C and 2A  
Cell Construction ( Bid #23-24 )

Houston County received three bids from a request for proposals to construct our next landfill cell of 9 acres. The bids were from CBP Environmental, Inc., Peed Bros., Inc., and Glover Construction Co., Inc. Bids were evaluated and scored for cost and performance criteria by our consultants, Atlantic Coast Consulting, Inc. The highest score awarded of 97 out of 100 total possible points was to CBP Environmental, Inc.

Public Works staff and Atlantic Coast Consulting, Inc. recommend awarding contract to **CBP Environmental, Inc. for the amount not to exceed \$6,210,597.48**. Included in the total amount is an opportunity for a 5% early completion bonus of the base bid if project is substantially complete within 80% of contract time.

## **6. Second Reading of Amendment to an Ordinance – Commissioner Talton**

County Attorney Tom Hall will conduct a second reading of a proposed amendment to the Houston County Code of Ordinances followed by a public hearing. The proposed amendment will add a new article to Chapter 62 – Traffic and Vehicles titled Article III – Truck Traffic and Truck Parking to the Code of Ordinances. The proposed amendment will regulate truck traffic and parking in specific areas of Houston County.

The first reading of this proposed amendment to the Houston County Code of Ordinances was held at the June 20, 2023 Houston County Board of Commissioners meeting.

**Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to**

**approve**

**disapprove**

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**the amendment to the Houston County Code of Ordinances to regulate truck traffic and parking in specific areas of Houston County effective September 1, 2023.**

## 7. Water Purchase Request (City of Perry) – Commissioner Byrd

The City of Perry is requesting the addition of an eight-inch master meter to be installed to serve the Houston County Board of Education for the new Matt Arthur Primary School at 150 Talton Road. This request was reviewed by the Water Department and there is an adequate water supply to meet the needs of the school.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

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disapprove

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authorize

**the addition of an eight-inch master meter to be installed to serve the Houston County Board of Education for the new Matt Arthur Primary School at 150 Talton Road to the Water Use Agreement between the Houston County Board of Commissioners and The City of Perry 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 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

Handwritten signature of Terry Dietsch in blue ink.

**Date:** June 21, 2023

**Re :** Water Purchase Request from City of Perry

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Please consider the attached request from the City of Perry for a water purchase agreement to serve the Houston County Board of Education for the new Matt Arthur Primary School at 150 Talton Road.

An 8-inch master meter is to be installed per Houston County specifications for the current water use agreement between the City of Perry and Houston County. The work will be performed by a bonded contractor for the Board of Education.

The water requirements were reviewed by the Water Department and there is an adequate water supply to meet the needs of the school.

Thank you for your consideration.



**Where Georgia comes together.**

Department of Community Development

478-988-2733  
Telephone

chad.mcmurrian@perry-ga.gov  
E-mail

June 21, 2023

Terry Dietsch  
Houston County Public Works Department  
2018 King Chapel Road  
Perry, GA 31069

Re: HCBE school at Talton Road – Master Water Meter installation request

Dear Terry,

With this letter, I am requesting that this master meter be included in the current water use agreement between the City of Perry and Houston County.

An 8" Sensus master water meter is proposed to be installed at the location per Houston County specifications.

Thank you and please contact me if you have any questions.

Sincerely,

Chad McMurrian  
Engineering Services Manager

## **8. Annexation (City of Warner Robins) - Commissioner Byrd**

This annexation request from the City of Warner Robins is for property located at 100 – 104 S Amanda Place. The property is contiguous to the Warner Robins city limits and does not create an unincorporated island.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

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**with the City of Warner Robins annexation request for property located at 100 – 104 S. Amanda Place, containing 3.891 acres and also known as Tax Parcels # 00074E 099000 (3.508 acres) and #00074E 172000 (0.383 acres) with the stipulations that any access should be on and off Houston Lake Road, that a buffer between the commercial and residential area be provided, and that any County utilities remain with the County. The property is currently zoned County R-1 and proposed zoning is City C-2.**

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

06/13/2023

**RECEIVED**  
06/26/23  


**MAYOR**  
LaRhonda W. Patrick

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

**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

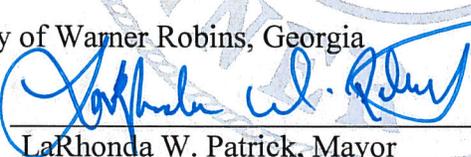
Re: Initiation of Annexation Pursuant to the 100% Application Method to the City of Warner Robins -- two parcels of property, including all right-of-ways, totaling 3.89 acres, located at 100 and 104 S. Amanda Place, also known as tax parcels, [00074E 099000] 3.508 acres, and [00074E 172000] 0.383 acres.

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, Freda Wallentine. 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-1 [Single-Family Residential District] [County], the proposed zoning and land use for tract [00074E 099000] upon annexation is C-2 [General Commercial District] [City], and the proposed zoning and land use for tract [00074E 172000] will be R-1 [Single 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

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

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

## 9. Approval of Bills – Commissioner Byrd

Summary of bills by fund:

General Fund (100)	\$1,326,721.01
Emergency 911 Telephone Fund (215)	\$63,413.67
American Rescue Plan Act (230)	\$0.00
Fire District Fund (270)	\$30,316.04
2006 SPLOST Fund (320)	\$0.00
2012 SPLOST Fund (320)	\$0.00
2018 SPLOST Fund (320)	\$1,046,217.80
Water Fund (505)	\$1,335.69
Solid Waste Fund (540)	\$71,960.00
<b>Total</b>	<b>\$2,539,964.21</b>

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and carried \_\_\_\_\_ to

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the payment of the bills totaling \$2,539,964.21