



Houston County Board of Commissioners Meeting

Warner Robins, Georgia

April 20, 2021

5:00 P.M.

HOUSTON COUNTY COMMISSIONERS MEETING
Warner Robins, Georgia
April 20, 2021
5:00 P.M.

Call to Order

Turn Off Cell Phones

Invocation & Pledge of Allegiance – Commissioner Perdue

Perdue Foundation Presentation to Fire Department

MGRC Presentation on Joint Comprehensive Plan Update

Approval of Minutes from April 6, 2021

New Business:

1. Perry Annexation Request (Sandefur Road & Danny Carpenter Drive) – Commissioner Perdue
2. Personnel Request (Deputy Clerk / State Court Clerk) – Commissioner Walker
3. Maintenance Contract Extension (Dixie Lawn / Stormwater Facilities) – Commissioner Byrd
4. Bond Extensions (Engineering) – Commissioner Robinson
5. Approval of Bills – Commissioner Perdue

Public Comments

Commissioner Comments

Motion for Adjournment

Scott Free, representing property owner Gordon Matthews, has requested annexation into the City of Perry for a 1.62-acre property located at the northeast corner of Sandefur Road and Danny Carpenter Drive (Tax Parcel 000520 14C000). The property is currently zoned County R-1 and the proposed zoning upon annexation is Perry C-2 General Commercial District. Although the property is contiguous to the Perry City limits and annexation would not create an unincorporated island, the surrounding area is a combination of R-AG and R-1 residential properties only.

Motion by _____, second by _____ and carried _____ to

- concur
- non-concur
- table

with a City of Perry annexation request for a 1.62-acre property located at the northeast corner of Sandefur Road and Danny Carpenter Drive (Tax Parcel 000520 14C000).



Where Georgia comes together.

Department of Community Development

Received

MAR 22 2021

Houston County Commissioners
Warner Robins, GA

March 16, 2021

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

CERTIFIED MAIL

Dear Commissioners,

Please be advised the City of Perry, Georgia, has received an application requesting annexation into the City of Perry for the property listed below:

Property is located on Sandefur Road

Parcel (HC 000520 014C000) 1.62 acres

Legal description as attached labeled Exhibit A

Current zoning for the property within Houston County is R-1. The request is for annexation and rezoning into the City of Perry for C-2, General Commercial District. The property is currently undeveloped and is proposed for commercial development.

Pursuant to O.C.G.A. § 36-66-4 a public hearing on zoning of the property to be annexed as noted above will be held at 6:00PM, May 4, 2021 at the Perry Events Center 1121 Macon Road, Perry. If the county has any objection under O.C.G.A. § 36-36-113, in accordance with the objection and resolution process, you must notify the City of Perry Community Development Department within thirty (30) calendar days of this notice.

Best Regards,

Bryan Wood, Director
Community Development

Enclosures



Where Georgia comes together.

**Annexation
Application for Rezoning**

Contact Community Development (478) 988-2720

Application: Annex 0073 -
2021

Applicant/Owner Information

*Indicates Required Field

	Applicant	Property Owner
*Name	Scott Free	Gordon Matthews
*Title	Agent For Owner	Owner
*Address	1271 S. Houston Lake Road W.R.	102 Las Vegas Rd, Drinda, CA 94563
*Phone	478-218-2600	925-254-3533 Office
*Email	Scott.free@cbfreerealty.com	gwmattthews@comcast.net

Property Information

*Street Address or Location	Sandefur Road
*Tax Map #(s)	000520 14C000
*Legal Description	A. Provide a copy of the deed as recorded in the County Courthouse, or a metes and bounds description of the land if a deed is not available; B. Provide a survey plat of the property and/or a proposed site plan; C. For Annexation, a survey must be tied to the Georgia Planes Coordinate System.

Request

*Current Zoning District	County R-1	*Proposed Zoning District	City C-2
*Please describe the existing and proposed use of the property			
The Property is currently vacant and will be good for Commercial use such as Neighborhood Strip Center, Offices, etc.			

Instructions

- The application and fee (made payable to the City of Perry) must be received by the Community Development Office no later than 4:30 pm on the date reflected on the attached schedule.
- Fees:
 - Residential - \$137.00 plus \$16.00/acre (maximum \$1,650.00)
 - Planned Development - \$158.00 plus \$16.00/acre (maximum \$2,900.00)
 - Commercial/Industrial - \$240.00 plus \$22.00/acre (maximum \$3,100.00)
- The applicant/owner must respond to the 'standards' on page 2 of this application (you must answer 'why' you believe the application meets the tests for granting the rezoning). See Sections 2-2 and 2-3.1 of the Land Management Ordinance for more information. You may include additional pages when addressing the standards.
- The staff will review the application to verify that all required information has been submitted. The staff will contact the applicant with a list of any deficiencies which must be corrected prior to placing the application on the planning commission agenda.
- Rezoning applications require an informational hearing before the planning commission and a public hearing before City Council. The property must be posted at least 15 days prior to the scheduled hearing dates.
- An application for rezoning affecting the same parcel shall not be submitted more often than once every six months.
- The applicant must be present at the hearings to present the application and answer questions that may arise.
- Campaign Notice required by O.C.G.A. Section 36-67A-3: Within the past two years, have you, the applicant, made either campaign contributions and/or gifts totaling \$250.00 or more to a local government official? Yes ___ No ___
If yes, please complete and submit the attached Disclosure Form.



Overview



Legend

-  Parcels
-  Roads

Parcel ID	000520 14C000	Owner	IRA FINANCIAL TRUST COMPANY	Last 2 Sales			
Class Code	Residential		CFBO	Date	Price	Reason	Qual
Taxing District	County		3329 N HASKELL AVE	11/24/2020	\$7350	LM	Q
Acres	1.62		DALLAS, TX 75204	3/28/2019		23	U
		Physical Address	SANDEFUR RD				
		Assessed Value	Value \$30200				
		Land Value	Value \$30200				
		Improvement Value					
		Accessory Value					

(Note: Not to be used on legal documents)

Date created: 3/22/2021
 Last Data Uploaded: 3/22/2021 6:02:08 AM

8. The applicant and property owner affirm that all information submitted with this application, including any/all supplemental information, is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.

9. Signatures:

*Applicant	<i>Scott [Signature]</i>	*Date	<i>3/11/2021</i>
*Property Owner/Authorized Agent	<i>[Signature]</i>	*Date	<i>3/15/2021</i>

Standards for Granting a Zoning Classification

1. Are there covenants and restrictions pertaining to the property which would preclude the uses permitted in the proposed zoning district? *There are no covenants or restrictions placed on the property.*
2. Describe how uses permitted in the proposed zoning district are compatible with the uses and development of surrounding properties. *It is compatible for that side of the road. Has Mossy Creek Middle School, ball fields and Regional Detention.*
3. Describe why the proposed zoning district will not adversely impact the use of surrounding properties. *Zoning to Commercial will give the neighborhoods across both streets convenience to local business area. will no impact any values of properties.*
4. Describe how the proposed zoning district is consistent with the Comprehensive Plan. *Do not know or have seen the Comprehensive Plan.*
5. Describe how the proposed zoning district will not cause an excessive burden upon existing public facilities and services. *Water & Sewer both are on the property with capacity to serve both.*
6. Describe any other existing or changing conditions affecting the use and development of the subject property which support approval of the requested zoning district. *With the current zoning of R-1 would allow residential development for 1 property next to school & Detention. The rezoning will allow commercial development that will not devalue the surrounding properties and will add convenient commercial area for the neighborhoods.*

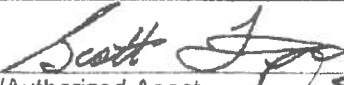

Revised 7/17/20

For Office Use (receipt code 204.1)

Date received	Fee paid	Date deemed complete	Public Notice Sign	Legal Ao	County Notification
Notice to Applicant	Routed to PC	Date of PC	Date of Public Hearing	Date of Council action	Notice of action

9. The applicant and property owner affirm that all information submitted with this application, including any/all supplemental information, is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.

10. Signatures:

*Applicant		*Date 3-11-2021
*Property Owner/Authorized Agent		*Date 3/15/2021

Standards for Granting a Rezoning

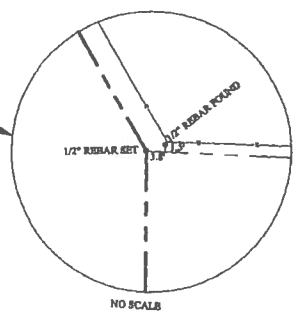
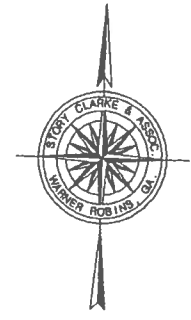
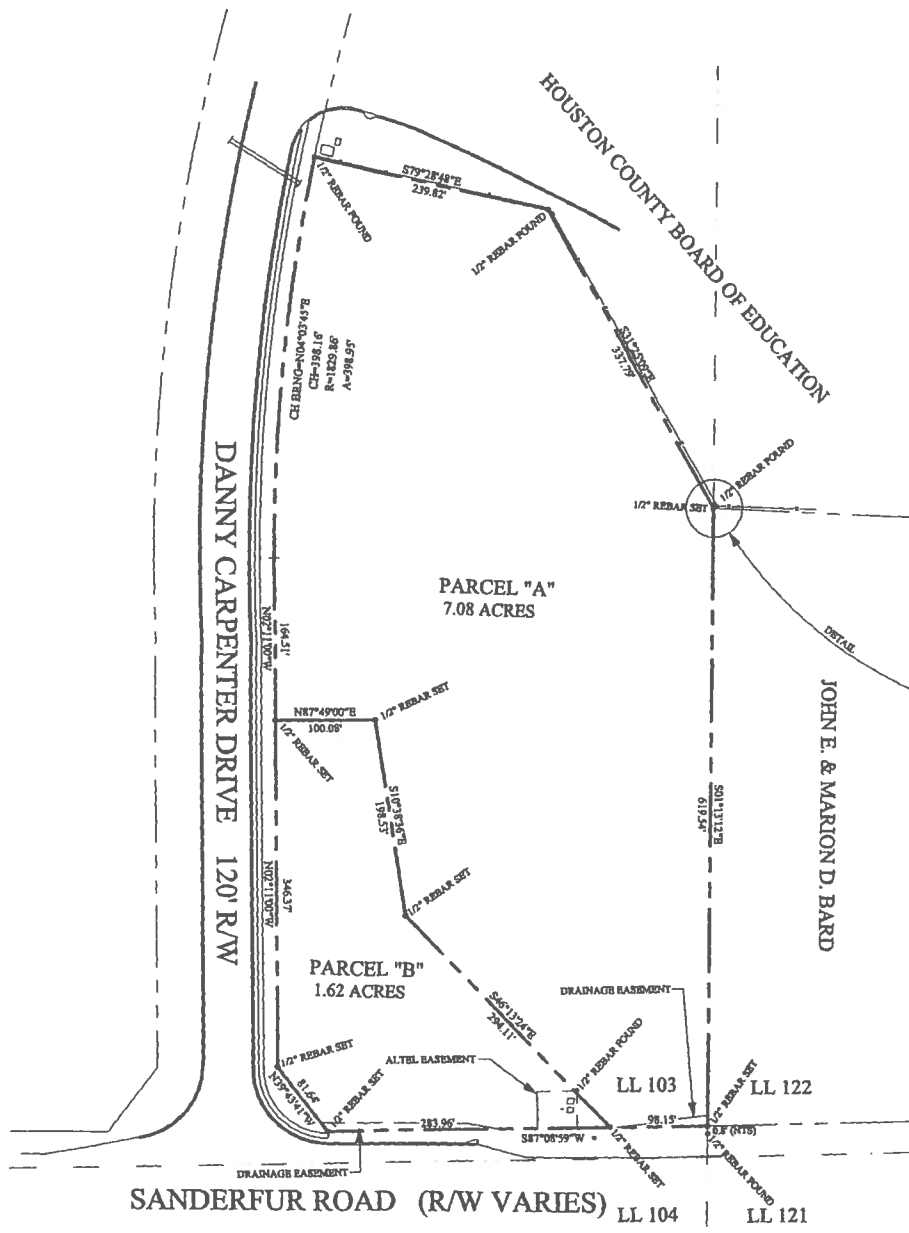
- Are there covenants and restrictions pertaining to the property which would preclude the uses permitted in the proposed zoning district? *NONE*
- Describe the existing land uses and zoning classifications of surrounding properties. *Mossy Creek Middle School, North - Large Detention Pond behind Site, East. There is Residential Across Sandefur and G.U. R1 Danny Carpenter R-1 County R-3 City*
- Describe the suitability of the subject property for use as currently zoned. *This Parcel is not a good site for R-1 zoning, highest & best use would be Commercial.*
- Describe the extent to which the value of the subject property is diminished by the current zoning designation. *Highest & Best use is for Commercial use, lot not good for Residential use*
- Describe the extent to which the diminished property value promotes health, safety, morals, and general welfare of the public. *It does not.*
- Describe the relative gain to the public compared to any hardship imposed on the property owner. *Great for neighborhood. Strip Center, Offices*
- Describe how the subject property has no reasonable economic use as currently zoned. *The property is a single development lot that has regional Detention Bordering ba side. I would not be a good single Family Home lot.*
- How long has the subject property been vacant as currently zoned, considering development in the vicinity? *Property has never been built on and has been Zoned R-1 since 20*
- Describe how uses permitted in the proposed zoning district are compatible with the uses and development of surrounding properties. *Compatible with the same side of the street with Mossy Creek Middle School and Regional Detention.*
- Describe why the proposed zoning district will not adversely impact the use of surrounding properties. *Rezoning will not adversely impact the values of the surrounding Prop*
- Describe how the proposed zoning district is consistent with the Comprehensive Plan. *I do not have the Comprehensive Plan.*
- Describe how the proposed zoning district will not cause an excessive burden upon existing public facilities and services. *It should not, there is adequate roads with Sandefur and Danny Carpenter Drive to support Traffic. Water & Sewer bot are Awaite*
- Describe any other existing or changing conditions affecting the use and development of the subject property which support approval of the requested zoning district. *As stated in #6 The rezoning will allow commercial development that will not devalue the Surrounding Properties and will add convenient commercial Area.*

Revised 7/17/20

For Office Use (receipt code 204.1)

Date received	Fee paid	Date deemed complete	Public Notice Sign	Legal Ad	County Notification
Notice to Applicant	Routed to PC	Date of PC	Date of Public Hearing	Date of Council action	Notice of action

DOC ID: 011973740001 Type: PLT
Filed: 08/08/2010 at 09:28:00 AM
Fee Amt: \$8.00 Page 1 of 1
Houston, Ga. Clerk Superior Court
Carolyn V. Sullivan Clerk
BK 72 PG 198

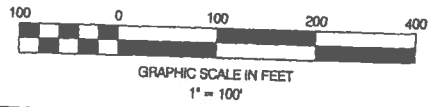


CERTIFICATION
THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 18,300 FEET AND AN ANGULAR ERROR OF 05' PER ANGLE POINT, AND WAS ADJUSTED USING THE COMPASS RULE.
THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 287,000 FEET.
THE LINEAR AND ANGULAR MEASUREMENTS SHOWN ON THIS PLAT WERE OBTAINED BY USING A TOPCON GTS-313 AND 100' TAPE.

OWNERS CERTIFICATION
STATE OF GEORGIA, COUNTY OF HOUSTON,
THE UNDERSIGNED CERTIFIES THAT HE IS THE OWNER OF THE LAND SHOWN ON THIS PLAT AND ACKNOWLEDGES THIS PLAT AND ALLOTMENT TO BE HIS FREE ACT AND DEED AND DEDICATES TO PUBLIC USE FOREVER ALL AREAS SHOWN OR INDICATED ON THIS PLAT AS STREETS, ALLEYS, EASEMENTS OR PARKS.
8/2/10 DATE
[Signature] OWNERS SIGNATURE

Approved
8/2/10
Houston County Planning Commission
[Signature]
Secretary

I CERTIFY THAT THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH THE MINIMUM STANDARDS AND REQUIREMENTS OF GEORGIA LAW.
[Signature]
ROBERT L. SPORY GLEND, 1662



SURVEY FOR THE HOUSTON COUNTY BOARD OF COMMISSIONERS
LAND LOT 103 HOUSTON COUNTY 10th DISTRICT GEORGIA

SCALE: 1"=100'
DATE: 27 APR 2010
DWN BY: RLS
DWG: 10-024-C1

STORY CLARKE & ASSOCIATES
LAND SURVEYING
LAND PLANNING
LANDSCAPE ARCHITECTURE
251 CARL VINSON PKWY WARNER ROBINS, GA. 31088

Exhibit A

Type: GEORGIA LAND RECORDS
Recorded: 12/1/2020 12:35:00 PM
Fee Amt: \$32.40 Page 1 of 2
Transfer Tax: \$7.40
Houston, Ga. Clerk Superior Court
Carolyn V. Sullivan Clerk

Return:
IRA Financial Trust Company
221 South Phillips Avenue, Ste. 206
Sioux Falls, SD 57104

Participant ID: 7491002503

BK 8892 PG 274 - 275

20-27968-R

WARRANTY DEED

**STATE OF TEXAS
COUNTY OF DALLAS**

THIS INDENTURE, Made the 24th day of November, in the year two thousand twenty,
between

ALEXANDER DAVID PERRY

as party of the first part, hereinafter called Grantor, and

IRA FINANCIAL TRUST COMPANY CFBO GORDON MATTHEWS

as party of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

W I T N E S S E T H that: Grantor, for and in consideration of the sum of **TEN DOLLARS (\$10.00) AND OTHER GOOD AND VALUABLE CONSIDERATIONS**, in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, have granted, bargained, sold, alienated, conveyed and confirmed and by these presents do grant, bargain, sell, alien, convey and confirm unto the said Grantee, all the following described property, to wit:

All that tract or parcel of land lying and being in Land Lot 103 of the Tenth Land District, Houston County, Georgia, and being known and designated as Parcel "B", consisting of 1.62 acres, more or less, according to a Property Plat for the Houston County Board of Commissioners prepared by Story Clarke & Associates on April 27, 2010, a copy of which is of record in Plat Book 72, Page 198, Clerk's Office, Houston Superior Court. Said plat and the record thereof are incorporated herein by reference for all purposes.

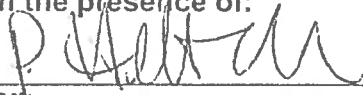
TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantee forever in **FEE SIMPLE**.

AND THE SAID Grantor warrants and will forever defend the right and title to the above described property unto the said Grantee against the claims of all persons whomsoever.

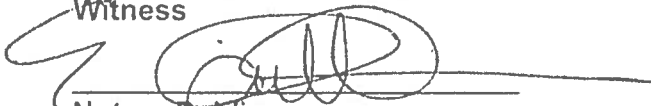
IN WITNESS WHEREOF, the Grantor has signed and sealed this deed, the day and year above written.


_____(SEAL)
Alexander David Perry

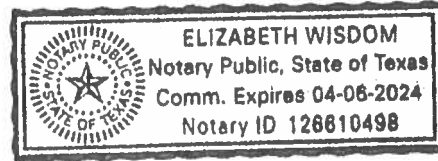
Signed, sealed and delivered
in the presence of:



Witness



Notary Public



ANNEXATION

Please have this page with any comments and concerns back to Barry Holland by 4/13/2021 to be put on the 4/20/2021 agenda. Property known as 1.62 acres on Sandefur Road tax parcel 000520 14C000.

COMMENTS The property is adjacent to the Perry city limits.
Annexation does not create an unincorporated island.

CONCERNS The zoning map does not show any commercial use
near this property. The property is surrounded by R-1 and R-AG.
Preserve County utilities

Tim Andrews / Building Inspection

Robbie Dunbar / Public Works

Debra Presswood / Board of Elections

Tom Hall / County Attorney

Alan Smith / Animal Control

Sheriff Talton / Sheriff's Office

Chief Stoner / Fire -HEMA

Capt. Ricky Harlowe / E911

James Moore / Tax Assessors



ANNEXATION

Please have this page with any comments and concerns back to Barry Holland by 4/13/2021 to be put on the 4/20/2021 agenda. Property known as 1.62 acres on Sandefur Road tax parcel 000520 14C000.

COMMENTS *C-2 would not be the proper zoning for the property because the C-2 zoning would allow a broad range of permitted uses that may not be ~~cont~~ compatible to the residential area.*

CONCERNS _____

Tim Andrews / Building Inspection

Robbie Dunbar / Public Works

Debra Presswood / Board of Elections

Tom Hall / County Attorney

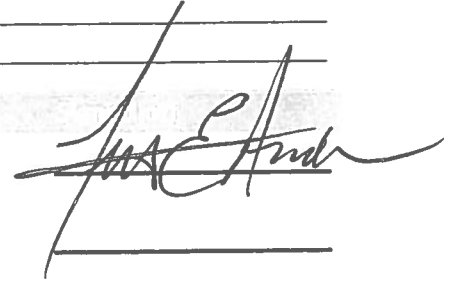
Alan Smith / Animal Control

Sheriff Talton / Sheriff's Office

Chief Stoner / Fire -HEMA

Capt. Ricky Harlowe / E911

James Moore / Tax Assessors



ANNEXATION

Please have this page with any comments and concerns back to Barry Holland by 4/13/2021 to be put on the 4/20/2021 agenda. Property known as 1.62 acres on Sandefur Road tax parcel 000520 14C000.

COMMENTS This development is on the outer edge of the ISO required 5 road mile response for Perry Fire Department. Houston County has a 24 hr staffed fire station 1.6 miles from this location.

CONCERNS This development would place a commercial strip center in the heart of a residential area. Would also recommend ensuring adequate water supply is available for commercial use. This area has seen a significant increase in residential development.

Tim Andrews / Building Inspection

Robbie Dunbar / Public Works

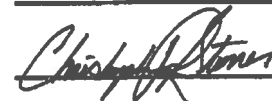
Debra Presswood / Board of Elections

Tom Hall / County Attorney

Alan Smith / Animal Control

Sheriff Talton / Sheriff's Office

Chief Stoner / Fire -HEMA



Capt. Ricky Harlowe / E911

James Moore / Tax Assessors




HOUSTON COUNTY
PUBLIC WORKS DEPARTMENT

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


Annexation

Please review, sign and return to Jordan Kelley


Robbie Dunbar



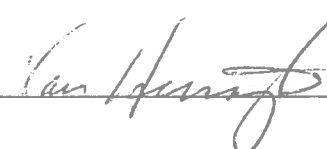
Terry Dietsch



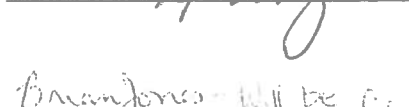
Ronnie Heald

 - City to annex detention pond

Van Herrington



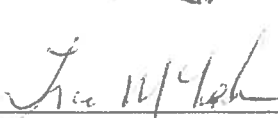
Brian Jones

 (unless they are doing it)
Brian Jones - Will be County Custodian, and preside

Allen Mason



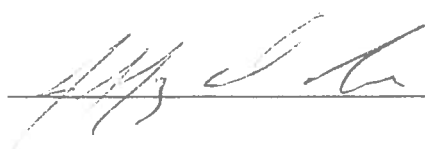
Travis McLendon

 City Annex
Detention Pond

Ken Robinson



Jeff Smith



ANNEXATION

Please have this page with any comments and concerns back to Barry Holland by 4/13/2021 to be put on the 4/20/2021 agenda. Property known as 1.62 acres on Sandefur Road tax parcel 000520 14C000.

COMMENTS COUNTY WATER CUSTOMER

CONCERNS _____

Tim Andrews / Building Inspection

Robbie Dunbar / Public Works

Debra Presswood / Board of Elections

Tom Hall / County Attorney

Alan Smith / Animal Control

Sheriff Talton / Sheriff's Office

Chief Stoner / Fire -HEMA

Capt. Ricky Harlowe / E911

James Moore / Tax Assessors

RECEIVED
MAR 2 2021
BY:

State Court Clerk Teresa Hathaway is requesting permission to hire Gretchen Roberts to fill the vacant Deputy Clerk position in her office at a Grade 12-C. Staff agrees that Ms. Roberts possesses the requisite qualifications and experience to qualify for the C-step.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

hiring Gretchen Roberts for the vacant Deputy Clerk position in the State Court Clerk's office at a Grade 12-C effective April 20, 2021.



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: April 13, 2021
Re: Deputy Clerk – State Court Clerk’s Office

Teresa Hathaway is requesting to hire Gretchen Roberts for the vacant Deputy Clerk position that is open due to a transfer. Based on Ms. Roberts experience it is requested to hire her at grade 12-C or \$35,588.80 effective April 20, 2021 as this is the start of the pay period. I have reviewed this request and the experience and Ms. Roberts does meet the qualifications. Please consider this request.

Elle Mullens
*Chief Deputy
Clerk*

Faith Peeples
Deputy Clerk

STATE COURT OF HOUSTON COUNTY
202 CARL VINSON PARKWAY
WARNER ROBINS, GEORGIA 31088
(478) 542-2105 FAX (478) 542-2077
www.houstoncountyga.org

Teresa M. Hathaway, Clerk

Robert Mitchell
Deputy Clerk

Kathy Ray
Deputy Clerk

April 12, 2021

Mr. Ken Carter
Personnel Director, Houston County

RE: Gretchen Roberts

Dear Ken:

It is my understanding that Gretchen Roberts will be hired at 12A job grade; however, I am requesting that she be hired at the job grade of 12C, pending approval by the Board of Commissioners.

Gretchen comes to us from the Bibb County Sheriff's Department where her job duties include performing backgrounds checks thru GCIC which is a program that our office is required to use to update criminal records on individuals. It will be an asset to our office to have another person qualified in GCIC. Also, prior to working with the Bibb County Sheriff's Dept., Gretchen worked with Dallas (Georgia) police department for one year and Lakeland City Court Clerk's office for two years. Her job duties included, preparing the officers' records for court; inputting traffic citations in their computer system; maintaining the court records; typing subpoenas; filing dispositions and bench warrants, as well as using GCIC, and reporting points, etc. to the Department of Driver Services. This knowledge will benefit her in her job duties with us. One of her main responsibilities will be inputting traffic citations and dispositions. She will also prepare cases for court. It is an advantage to our office that she has experience dealing with the Department of Driver Services and GCIC.

I respectfully request that she be hired at 12C due to her experience and knowledge that will benefit our office greatly.

If you have any questions or if I can answer any questions regarding Gretchen's experience, please feel free to reach out to me.

Sincerely,

Teresa M. Hathaway
Clerk, State Court of Houston County

GRETCHEN ROBERTS

Warner Robins, GA | [REDACTED]

Career minded professional with the willingness to accept new ideas and challenges. Vast experience in sectors of Law Enforcement, Veterinary, Office Administration and Communications, including office management, health awareness, and customer focused service.

CORE COMPETENCIES

Supply Purchasing Customer Service Workplace Organization Conflict Resolution
Multitasking Effective Listening Database Management Critical Thinking
Action Oriented Time Management Patient Assessment Safety Skills

Professional Experience

Records Clerk

Macon Bibb County Sheriff's Office - Macon, GA September 2020- Present

- Enters reports into computer system; assigns UCR codes; IBR checks on reports for NIBRS.
- Receives, processes, files and maintains various reports and documents.
- Compiles monthly activity reports for departments records, including incident reports filed.
- Assist the public, answer telephones, route calls, take messages, make copies, accept fees, issue receipts, and other office support related services.
- Performs extensive data entry.
- Conducts research for special projects for gang and violent crime units.
- Fingerprints applicants for privileged licenses, and public safety employment
- Conducts Georgia background checks on individuals using Georgia Crime Information Center.

911 Communications Officer

Dallas Police Department Dallas, Ga June 2019 August 2020 - 40 Hours per week

- Answering emergency and non emergency calls on a multi-frequency console.
- Transmitting and receiving messages to police officers through a console.
- Entering arrest and inmate information in a jail manager database.
- Running driver history, criminal history and driver's license information through GCIC
- logging all call remarks and officer radio traffic in a CAD database system.
- Operating telecommunications equipment.

Lakeland Police Department - Lakeland, GA April 2017 - May 2019- 40 Hours per week

Municipal Court Clerk

- Provided administrative and clerical support in the police department and city hall.
- Entered in traffic citations into a computerized database.
- Prepared court dockets for court.
- Contacted witnesses, attorneys, and litigants to obtain information for court.
- Maintained court records and prepared incident reports for investigative information.
- Read driver's histories looking for habitual violators.
- Typed subpoenas and notices of DPS 912s, filled dispositions and bench warrants.

Animal Health Center – Valdosta, GA 2015-5/2016 - 40 Hours per week

ANIMAL HEALTH CLERK

- Scheduled all animal/patient appointments, as well as conducted follow-up checks post appointments.
- Collected, processed, and recorded animal/patient files within an electronic record management system.
- Educated owners on tactics regarding heartworms and fleas, while assisting them with choosing proper preventive care options.
- Carried out all procedures that did not require veterinarian or vet tech assistance.

Moody Air Force Base Veterinary Clinic – Valdosta, GA 2013-3/2015 - 40 Hours per week

ANIMAL HEALTH CLERK/OFFICE ADMINISTRATION/TECH

- Handled animals during intake, transported animals from confinement space to alternate confinement space, and assisted with providing vaccinations.
- Scheduled animal/patient appointments and managed the front desk phone system.
- Reviewed forms, data, and other documents and information to ensure accuracy and conformance within the record management system.
- Created/developed international health certificates for Military Working Dogs deploying with families moving overseas.
- Performed administrative support such as: word processing, development of income spreadsheets, data entry/retrieval.
- Maintained clinic standards regarding treatment, exam, and lab room sanitation.
- Conducted basic procedures to prep animals/patients for surgery to include: nail trimming, and ear cleaning.
- Assisted in necropsies on occasion on military working dogs.
- Rabies Vaccinated

Western Missouri Medical Center – Warrensburg, MO 2010-5/2012 - 40 Hours per week

UNIT COORDINATOR: EMERGENCY ROOM, SURGICAL, AND AMBULATORY

- Ensured that doctor's orders were prepared and organized.
- Developed and maintained charts for new and current patients, while taking corrective actions to maintain accuracy in the electronic database system.
- Prepared documents and checklists for doctor review prior to entering surgery to ensure delivery of quality patient care.
- Performed administrative duties to include: multitasking between family & patient phone calls, delivery of faxes, updating unit calendar, and processing requests.
- Maintained established standards of care, values, goals, and policies of Western Missouri Medical Center.

Turner Pediatric Dentistry – Hiram, GA 2008-6/2009 - 40 Hours per week

STERILIZATION TECHNICIAN AND DENTAL ASSISTANT

- Prepared patients for dental cleaning, cavity fillings, and x-rays.
- Performed, documented, and monitored quality control tools/systems.
- Sterilized all dental instruments/equipment according to recommended procedures.
- Developed and processed digital dental radiographs and accurately filed all necessary dental charts.

Certifications/Training

- Georgia Municipal Courts Certificate of Training (Expired)
- CJIS Network Operator Training 4 (Current)
- Security Awareness Training and Awareness Statement (Current)
- Certificate of Appointment of Notary Public (Current)
- Basic Certification Communication Officer (O Key # 0240334)
- FEMA NIMS ICS-100 Introduction to the Incident Command System Course
- Open Records Training Class, completed at Valdosta, Ga Police Department.

The Engineering Department has requested approval to exercise a one-year extension to an existing contract with Dixie Landscaping for the continuation of maintenance on County-owned stormwater management facilities. These facilities are located within Forestbrooke/Stratford Hills subdivision (detention pond), McCarley Downs subdivision (water quality pond), and Harley Farms subdivision Phase I (water quality device).

Motion by _____, second by _____ and carried _____ to

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Chairman Stalnaker signing a one-year option with Dixie Lawn & Landscaping, Inc. of Cochran, GA in the total amount of \$17,300 effective May 1, 2021 and expiring April 30, 2022.



**HOUSTON COUNTY
PUBLIC WORKS DEPARTMENT**

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

MEMORANDUM

OK

To: Houston County Board of Commissioners

From: Jeff Smith, Civil Engineer *JPS*

Date: 4/15/2021

CC: Ronnie Heald, County Engineer; Robbie Dunbar, Director of Operations

RE: Storm Water Maintenance Contract

The Engineering Department requests permission to exercise a one-year extension to an existing contractual agreement between Houston County and Dixie Landscaping, Inc. to perform routine maintenance on Houston County owned stormwater management facilities. These facilities are located within Forestbrooke/Stratford Hills S/D (detention pond), McCarley Downs S/D (water quality pond) and Harley Farms S/D, PH. I (water quality device).

I appreciate your consideration regarding this matter.

EXERCISE OF OPTION

The undersigned Parties agree to exercise the option for one additional year contained in the Agreement between Owner and Contractor for Maintenance Contract executed between the Parties May 1, 2020. The expiration date of the option year shall be April 30, 2022. All other terms of the contract shall remain in full force and effect.

SO AGREED this 4th day of April, 2021

OWNER:

HOUSTON COUNTY

By: _____
Chairman

Attest: _____
Director of Administration

CONTRACTOR:

DIXIE LAWN AND
LANDSCAPING, INC.

By: _____
Title: President

Attest: Conner S. Wilson
Title: Office Manager

AGREEMENT BETWEEN OWNER AND CONTRACTOR FOR MAINTENANCE CONTRACT

Agreement is by and between **Houston County Board of Commissioners** ("Owner") and **Dixie Lawn & Landscaping, Inc** ("Contractor").

Owner and Contractor hereby agree as follows:

Work:

Contractor shall complete all Work as specified or indicated in Contract Documents. The Work is generally described as follows: **2020 Stormwater Management Facility Maintenance Program.**

Contract Times:

The work will begin on May 1, 2020 and end on April 30, 2021. The Contract will last one year with the option of Houston County and agreement by the contractor to renew the contract for one (1) additional one-(1) year period. This option agreement will be based in services rendered by the contractor during the original contract period.

Contract Price:

Owner shall pay Contractor for completion of Work in accordance with the Contract Documents, the amounts that follow, subject to adjustments under the Contract.

Lump Sum Work			
Facility #	Description	Unit	Price
1.1	Forestbrooke and Stratford Hills, Detention Pond	Annually	\$12,000.00
2.1	McCarley Downs Subdivision, Water Quality Pond	Annually	\$3,500.00
3.1	Harley Farms Subdivision, Phase 1 Water Quality Device	Annually	\$1,800.00

Total Contract Amount \$17,300.00

Payment Procedures:

Monthly invoices shall be provided at the end of the month for the previous month's work. The maintenance checklist for each facility shall be signed and completed at time of each maintenance event. The completed checklist shall be submitted to Houston County along with the monthly invoice.

Contract Documents:

The term "Contract Documents" means and includes the following:

- Stormwater Management Facility Maintenance Program
- General Terms and Conditions
- Bid Form
- Signed Agreement
- Bid Advertisement

This agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

This agreement is entered between Houston County and the Contractor and any disputes arising thereunder, shall not be subject to arbitration.

IN WITNESS WHEREOF, Owner and Contractor has signed this agreement.

This Agreement will be effective on 5/01/2020 (which is effective date of the Contract)

OWNER (Houston County, Georgia)

CONTRACTOR:

Signed by: *Tommy Stalwaker*

Signed by: *Josh Wilson*

Printed Name: TOMMY STALWAKER

Printed Name: JOSH WILSON

Title: CHAIRMAN

Title: PRESIDENT

(Seal)

(Seal)

ATTEST

ATTEST

Signed by: *Barry Holland*

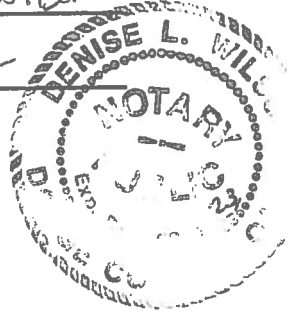
Signed by: *Denise L. Wilson*

Printed Name: BARRY HOLLAND

Printed Name: Denise L. Wilson

Title: DIRECTOR OF ADMINISTRATION

Title: Office Manager



Public Works staff has requested the extension of the following bonds since the subdivisions have not been completed in accordance with the Comprehensive Land Development Requirements for Houston County:

Rosales Drive of Harley Estates Extension, Phase 2 – Cul-de-Sac bond

McCarley Downs, Section 1, Phase 3 – Performance Bond

McCarley Downs, Section 1, Phase 3 – Cul-de-Sac bond

McCarley Downs, Section 1, Phase 3 – Maintenance Bond

Motion by _____, second by _____ and carried _____ to

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the extension of the cul-de-sac bond (Persons Banking Company Letter of Credit #432946 expiring May 1, 2021) at Rosales Drive of Harley Estates Subdivision Phase 2 for one year to give the developer an opportunity to perform the required work; the extension of the performance bond (SunMark Letter of Credit #210230-8 expiring April 29, 2021), the extension of the cul-de-sac bond (SunMark Letter of Credit #210230-9 expiring May 2, 2021), and the extension of the maintenance bond (SunMark Bank Letter of Credit #210230-10 expiring May 2, 2021) for one year each to give the developer an opportunity to perform the required work. If the bond(s) are not extended by their respective expiration dates the County will draw the bond(s) and contract the work.



**HOUSTON COUNTY
PUBLIC WORKS DEPARTMENT**

2018 Kings Chapel Road
Perry, Georgia 31069
P: (478) 987-4280 F: (478) 988-8007

MEMORANDUM

OK
[Handwritten signature]

To: Houston County Board of Commissioners

From: Ken Robinson, Traffic Engineer
KER

Date: April 13, 2021

RE: Cul-de-sac Bond; Harley Estates Extension Subdivision, Ph 2; Persons Banking Company; Letter of Credit #432946; Expires May 1, 2021

This matter is in reference to **Rosales Drive of Harley Estates Extension, Phase 2**. This phase of the subdivision has not been completed in accordance with "*The Comprehensive Land Development Regulations for Houston County*." Please consider this request to extend the above referenced bond for one year to give the developer an opportunity to perform the required work. If the bond is not extended by May 1, 2021, we will draw this bond and contract the work.



**HOUSTON COUNTY
PUBLIC WORKS DEPARTMENT**

2018 Kings Chapel Road
Perry, Georgia 31069
P: (478) 987-4280 F: (478) 988 8007

MEMORANDUM

OK


To: Houston County Board of Commissioners

From: Ken Robinson, Traffic Engineer
KER

Date: April 13, 2021

RE: Performance Bond; McCarley Downs Section 1, Phase 3; Sun Mark Bank; Letter of Credit #210230-8; Expires April 29, 2021

This matter is in reference to **McCarley Downs Section 1, Phase 3 Subdivision**. This phase of the subdivision has not been completed in accordance with "*The Comprehensive Land Development Regulations for Houston County*." Please consider this request to extend the above referenced bond for one year to give the developer an opportunity to perform the required work. If the bond is not extended by April 29, 2021, we will draw this bond and contract the work.



**HOUSTON COUNTY
PUBLIC WORKS DEPARTMENT**

2018 Kings Chapel Road
Perry, Georgia 31069
P: (478) 987-4280 F: (478) 988-8007

MEMORANDUM

To: Houston County Board of Commissioners

From: Ken Robinson, Traffic Engineer

Date: April 13, 2021

RE: Cul-de-sac Bond; McCarley Downs Section 1, Phase 3; Sun Mark Bank; Letter of Credit #210230-9; Expires May 2, 2021

OK
[Signature]

This matter is in reference to **McCarley Downs Section 1, Phase 3 Subdivision**. This phase of the subdivision has not been completed in accordance with "*The Comprehensive Land Development Regulations for Houston County*." Please consider this request to extend the above referenced bond for one year to give the developer an opportunity to perform the required work. If the bond is not extended by May 2, 2021, we will draw this bond and contract the work.



**HOUSTON COUNTY
PUBLIC WORKS DEPARTMENT**

2018 Kings Chapel Road
Perry, Georgia 31069
P: (478) 987-4280 F: (478) 988-8007

MEMORANDUM

To: Houston County Board of Commissioners

From: Ken Robinson, Traffic Engineer
KOR

Date: April 13, 2021

RE: Maintenance Bond; McCarley Downs Section 1, Phase 3; Sun Mark Bank; Letter of Credit #210230-10; Expires May 2, 2021

OK
[Signature]

This matter is in reference to **McCarley Downs Section 1, Phase 3 Subdivision**. This phase of the subdivision has not been completed in accordance with "*The Comprehensive Land Development Regulations for Houston County*." Please consider this request to extend the above referenced bond for one year to give the developer an opportunity to perform the required work. If the bond is not extended by May 2, 2021, we will draw this bond and contract the work.

5

Summary of bills by fund:

• General Fund (100)	\$ 844,033.19
• Emergency 911 Telephone Fund (215)	\$ 1,675.95
• Fire District Fund (270)	\$ 9,693.48
• 2006 SPLOST Fund (320)	\$ 316.80
• 2012 SPLOST Fund (320)	\$ 155,568.26
• 2018 SPLOST Fund (320)	\$ 1,120.90
• Water Fund (505)	\$1,487,271.44
• Solid Waste Fund (540)	<u>\$ 400,505.33</u>
Total for all Funds	\$2,900,185.35

Motion by _____, second by _____ and carried _____ to

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the payment of the bills totaling \$2,900,185.35