

# Houston County Commissioners Meeting

Warner Robins, Georgia | June 20, 2023 | 5:00 P.M.

Call to Order

Pledge of Allegiance – Commissioner Gottwals

Invocation – Jerry Bisping, Chaplain, Houston Medical Center

Approval of Minutes from June 6, 2023

New Business

- 1. Personnel Request – Commissioner Byrd**
- 2. Bid Approval (Timber Sale) – Commissioner Byrd**
- 3. Bid Approval (Two Chevrolet Tahoe PPVs) – Commissioner Byrd**
- 4. Personnel Request (Equipment Operator) – Commissioner Byrd**
- 5. Amendment to County Code of Ordinances – County Attorney Tom Hall**
- 6. Deed of Abandonment – Commissioner Talton**
- 7. Bid Approval (Sewell Road) – Commissioner Talton**
- 8. Personnel Request (Utility Service Worker) - Commissioner Talton**
- 9. Houston County Radar List (School Zone Times) – Commissioner Robinson**
- 10. Independent Contractor Agreements (Court Reporter) -Commissioner Robinson**
- 11. Independent Contractor Agreement (Surveillance Officer) – Commissioner Robinson**
- 12. Memorandums of Agreement (Accountability Court) – Commissioner Gottwals**
- 13. Independent Contractor Agreements (Public Defenders Office) – Commissioner Gottwals**
- 14. Approval of Bills – Commissioner Gottwals**

Chairman Perdue will present the FY24 Budget and hold a Public Hearing

Public Comments

Commissioner Comments

Motion for Adjournment

# 1. Personnel Request – Commissioner Byrd

This is a request for an additional day off on July 3, 2023 in conjunction with the regularly observed July 4th holiday.

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

approve

disapprove

table

authorize

Monday, July 3, 2023 as a paid day off for Houston County employees. Shift workers scheduled to work those days will be given an additional day off at a later date with their department head's approval.



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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 15, 2023

Re: Additional paid day off designation for FY 2024

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In years past, the Commissioners have approved additional paid days off under certain circumstances that arise during designated holidays. This memo is for consideration to designate Monday July 3, 2023, as a paid day off. Shift workers scheduled to work this day will be given a day off at a later date with department head approval.

## 2. Bid Approval (Timber Sale) – Commissioner Byrd

This request from Public Works is for approval of a bid on the sale of timber approved at the April 4, 2023 Board Meeting. Six bids were received, Public Works staff and American Forest Management, Inc. have reviewed and recommend accepting the high bid from Cedar Creek Timber Company of Wrightsville, Georgia.

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

approve

disapprove

table

authorize

**the approval of a bid on the sale of timber at the landfill to Cedar Creek Timber Company of Wrightsville, Georgia, in the amount of \$156,459. The contract term is twelve months.**



# 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  
Utility Director

## Memo

**To:** Houston County Board of Commissioners

**From:** Terry Dietsch, Utility Director

Handwritten signature of Terry Dietsch in blue ink.

**Date:** June 6, 2023

**Re:** Timber Sale

On the April 4, 2023, commission meeting it was approved to request bids for the sale of approximately 39 acres of timber to be cut and sold from the Landfill property. On June 1, 2023, American Forest Management, Inc. received the following lump-sum bids:

- |                               |              |
|-------------------------------|--------------|
| 1. Cedar Creek Timber Company | \$156,459.00 |
| 2. Rozier Forest Products     | \$152,505.00 |
| 3. Sanders Logging Company    | \$138,655.00 |
| 4. Timberland Products        | \$136,001.00 |
| 5. Piedmont Forestry          | \$135,659.00 |
| 6. Branch Forestry            | \$ 99,250.00 |

American Forest Management and Public Works staff recommend accepting the high bid of \$156,459.00 from Cedar Creek Timber Company for a contract term of twelve months. A recommendation letter and an exhibit are attached of the sale area.

### **3. Bid Approval (Two Chevrolet Tahoe PPVs) – Commissioner Byrd**

This request is for approval of a bid on two Chevrolet Tahoe PPV's for use in the Fire Department. Purchasing recommends approval of the purchase of the in-stock vehicles due to lead times on newly ordered vehicles.

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

approve

disapprove

table

authorize

**The purchase of two Chevrolet Tahoe PPV's for use in the Fire Department from Brannen Motor Company of Unadilla at a total cost of \$94,800.00 for the two vehicles. One Tahoe at \$47,400.00, will be charged to FY18 SPLOST, and the second Tahoe at \$47,400.00, will be reimbursed by the Fire Reserve 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 13, 2023  
**SUBJECT:** Purchase of Two (2) Chevrolet Tahoe PPV's

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The Fire Department requested Purchasing locate two (2) new in-stock Tahoe PPV's. The Purchasing Department did locate the SUV's at Brannen Motor Company of Unadilla.

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. The total cost will be \$94,800.00 for the two vehicles. One SUV, at \$47,400.00, will be charged to the SPLOST account 320-3500-54.2200 and the other, also \$47,400.00, to 270-3500-54.2200 to be reimbursed by the Fire Reserve Fund.

## **4. Personnel Request (Equipment Operator) – Commissioner Byrd**

Public Works is requesting approval to hire Anthony Chestnut to fill the vacant Equipment Operator position at the Landfill at a grade 10 Step B. Personnel has reviewed his experience and concurs with the request.

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

**approve**

**disapprove**

**table**

**authorize**

**hiring Anthony Chestnut to fill the vacant Equipment Operator position at a Grade 10 Step B effective June 21, 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 12, 2023  
Re: Andrew Chestnut – Equipment Operator

Terry Dietsch is requesting to hire Andrew Chestnut for the vacant Equipment Operator position at the Landfill. Based on Mr. Chestnut's experience, Mr. Dietsch is requesting to hire at Grade 10 (B). I have reviewed his experience and request approval to hire at the 10 (B) step effective June 21, 2023.

## **5. Amendment to County Code of Ordinances – County Attorney Tom Hall**

County Attorney Tom Hall will conduct the first reading of a proposed amendment to the Houston County Code of Ordinances. 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 article is attached to this motion as Exhibit “A”. This is a first reading only. No action will be taken by the Board, nor will there be a public hearing regarding the proposed amendment at this meeting.

A second reading and public hearing will be held at the July 5, 2023, 9:00 am Board of Commissioners meeting to be held in the Commissioners Boardroom, Superior Court Courthouse, 201 N. Perry Parkway, Perry, Georgia at which time action may be taken by the Board.

## 6. Deed of Abandonment – Commissioner Talton

The Houston County Board of Commissioners signed a Resolution of Right-Of-Way Abandonment on December 17, 2019 to abandon property on SR96 after the widening project. At that time Georgia Department of Transportation would not sign a deed to convey the property to Houston County. GDOT sent a letter giving Houston County all rights in and to old Highway 96 and the parcels acquired but not used for the road project. The title company for a new purchase of the property is requiring a deed from GDOT, which has been acquired by the closing attorney. The GDOT deed is to Houston County so the County must now deed the property once again to the new purchaser.

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

approve

disapprove

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authorize

the signing of a Deed of Abandonment of property described as:

**All that tract or parcel of land, situate lying and being in Land Lot 75 of the Eleventh Land District of Houston County, Georgia, being known and designated as Parcel ‘HC’ containing 1.839 acres, on a land survey done by Lee R. Jones dated August 15, 2019, G.R.L.S. No. 2680 as shown by Exhibit “A”, attached hereto and by reference made a part hereof.**

**This conveyance is subject to any easements for drainage or utilities presently existing within the above described property.**

## 7. Bid Approval (Sewell Road) – Commissioner Talton

This request from the Water Department is for approval of a bid for the Water System Improvements to serve Sewell Road, Phase III. Five bids were received, and Water Department Staff and consultants, Carter & Sloope Consulting Engineers, of Macon, recommend award of the contract to John R. Walker, Inc., of Macon.

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

approve

disapprove

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**the award of the bid for the Water System Improvements to serve Sewell Road, Phase III to John R. Walker, Inc., of Macon in the amount of \$1,130,186.40. This will be an ARPA funded project.**



# Houston County Public Works

## Office

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FAX 478-988-8007

Brian Jones, PE  
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Fire Chief/ EMA Director

Ronnie Heald, PLS  
County Engineer

Travis McLendon  
Roads Superintendent

Terry Dietsch  
Utility Director

## Memo

**To:** Houston County Board of Commissioners

**From:** Terry Dietsch, Utility Director *TJD BJ*

**Date:** June 12, 2023

**Re:** Water System Improvements to serve Sewell Road,  
Phase III

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Please see below a recap of bids received for the Water System Improvements to serve Sewell Road, Phase III.

1. John R. Walker, Inc.	\$1,130,186.40
2. SCI Construction	\$1,308,160.00
3. Pyles Plumbing	\$1,338,159.90
4. Coggins Construction	\$1,526,444.52
5. United Consolidated Group	\$1,624,370.75

These bids were evaluated by the Water Department Staff and our consultants, Carter & Sloope. Staff recommends awarding the contract to **John R. Walker, Inc. for \$1,130,186.40**. This project will be funded by ARPA funds (230-4400-54.1400 SFR2).

Thank you for your consideration.

## **8. Personnel Request (Utility Service Worker) - Commissioner Talton**

The Water Department is requesting approval to hire Carl Railey to fill the vacant Utility Service Worker position in the Water Department at Grade 9 Step B. Personnel has reviewed his experience and concur with this request.

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

**approve**

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**table**

**authorize**

**the hiring of Carl Railey to fill the vacant Utility Service Worker position in the Water Department at a Grade 9 Step B effective June 21, 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: May 23, 2023  
Re: Carl Railey - Utility Service Worker

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Terry Dietsch is requesting to hire Carl Railey for the vacant Utility Service Worker position in the Water Department. Based on Mr. Railey's experience, Mr. Dietsch is requesting to hire at Grade 9 (B). I have reviewed his experience and request approval to hire at the 9 (B) step effective June 21, 2023.

## **9. Houston County Radar List (School Zone Times) – Commissioner Robinson**

The Georgia Department of Transportation has requested an update to the Radar List for Houston County. The requested update is for times in established School Zones. The Houston County Sheriff's Office and Houston County Public Works agree with the changes.

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

**approve**

**disapprove**

**table**

**authorize**

**the signing of the updated Houston County Radar List.**



## **10. Independent Contractor Agreements (Court Reporter) - Commissioner Robinson**

This is a request for approval of three contract renewals for Court Reporters in the Houston County Superior Court.

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

approve

disapprove

table

authorize

**the signing of Independent Contractor Agreements with Joy Malone, Connie Montgomery, and Wendy Nelson to supply Court Reporting Services for the Houston County Superior Court. The term of these agreements will be July 1, 2023 through June 30, 2024.**



# Houston County Public Works

## Office

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Christopher Stoner  
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Ronnie Heald, PLS  
County Engineer

Travis McLendon  
Roads Superintendent

Terry Dietsch  
Utility Director

## Memo

**Date:** June 9, 2023  
**To:** Houston County Board of Commissioners  
**From:**  Ken Robinson, Senior Civil Engineer  
**CC:** Captain Clay Chambers, HCSO  
Brian Jones, P.E., Director of Operations  
**RE:** Update Houston County Radar List

The Georgia Department of Transportation has requested that Houston County resubmit the Radar List for Houston County.

The request was made to update the school zone times.

The Houston County Sheriff's Office and Houston County Public Works agree with the changes.



# Houston County Public Works

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Ronnie Heald, PLS  
County Engineer

Travis McLendon  
Roads Superintendent

Terry Dietsch  
Utility Director

## MEMO

**Date: June 9, 2023**

**To: Robbie Dunbar, Director of Administration**

**From: Ken Robinson, Senior Civil Engineer**

**Re: Houston County Radar List**

Please have the Commissioners sign the attached two watermark copies of the Houston County Radar List. Once signed, please forward the list to the office of Public Works to my attention.

## **11. Independent Contractor Agreement (Surveillance Officer) – Commissioner Robinson**

This is a request for approval of a contract renewal agreement with Christopher Gray to provide services as an Accountability Court Surveillance Officer for the Houston County Accountability Court.

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

approve

disapprove

table

authorize

**the signing of the Independent Contractor Agreement with Christopher Gray to provide services as a Surveillance Officer for the Houston County Accountability Court. The term of this agreement is July 1, 2023 through June 30, 2024.**

## **12. Memorandums of Agreement (Accountability Court) – Commissioner Gottwals**

This request from the Superior Court Accountability Court is to renew two Memorandums of Agreement for Therapeutic Individual and Group Counseling Services, Healthcare, Education, Clinical Evaluations and Recommendations with Infinite Health Wellness LLC., and Empowered Living Counseling and Life Coaching LLC.

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

approve

disapprove

table

authorize

**the signing of two Memorandums of Agreement for Therapeutic Individual and Group Counseling Services, Healthcare, Education, Clinical Evaluations and Recommendations with Infinite Health Wellness LLC., and Empowered Living Counseling and Life Coaching LLC., both of Warner Robins. The term of these agreements will be July 1, 2023 through June 30, 2024.**

### **13. Independent Contractor Agreements (Public Defenders Office) – Commissioner Gottwals**

This is a request for approval of four Independent Contractor Agreements renewals to provide legal representation in cases where the Houston County Public Defender’s Office has a conflict of interest.

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

approve

disapprove

table

authorize

**with the signing of Independent Contractor Agreements with David G. Daniell, Jeffrey L. Grube, Carl Veline, and Jonathan Perry Waters for a term of July 1, 2023 through June 30, 2024.**

## 14. Approval of Bills – Commissioner Gottwals

Summary of bills by fund:

General Fund (100)	\$509,006.97
Emergency 911 Telephone Fund (215)	\$64,906.44
American Rescue Plan Act (230)	\$531,780.34
Fire District Fund (270)	\$594,677.73
2006 SPLOST Fund (320)	\$22,650.00
2012 SPLOST Fund (320)	\$186,370.84
2018 SPLOST Fund (320)	\$731,121.65
Water Fund (505)	\$449,357.83
Solid Waste Fund (540)	\$722,551.58
<b>Total</b>	<b>\$3,812,423.38</b>

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

approve

disapprove

table

authorize

the payment of the bills totaling \$3,812,423.38