

HOUSTON COUNTY COMMISSIONERS MEETING

Perry, Georgia

April 21, 2020

3:00 P.M.

Call to Order

Turn Off Cell Phones

Invocation - Commissioner Robinson

Pledge of Allegiance

Approval of Minutes from April 7, 2020

New Business:

1. Personnel Request (Tax Assessors) – Commissioner Walker
2. Personnel Request (Water Department) – Commissioner Walker
3. Grant Application (Federal Off-System Safety Program) – Commissioner Thomson
4. Bid Approval (Stormwater Facilities Maintenance Contract) – Commissioner Thomson
5. Bid Approval (Terrell Road Project) – Commissioner McMichael
6. Cul-de-Sac and Maintenance Bond Extensions – Commissioner Robinson
7. Approval of Bills – Commissioner Robinson

Public Comments

Commissioner Comments

Motion for Adjournment

Chief Tax Appraiser James Moore has requested to change the title of the vacant CAD Operator (pay grade 15) to an Administrative Supervisor. There would be no change to the pay grade or budget only a change in the position title and responsibilities. Staff recommends approval of this request.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

changing the Tax Assessors vacant CAD Operator position title to Administrative Supervisor effective April 22, 2020. The pay grade will remain unchanged at a Grade 15.



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 14, 2020
Re: Tax Assessor Position Title Change

The Tax Assessors has a recent vacancy for the position of CAD operator (pay grade 15). Since the needs of the office have changed the Board of Tax Assessors is requesting to change the title of this position to Administrative Supervisor and keep the pay grade as grade 15. This change is comparable to other supervisory administrative positions in the county's position control. There will be no change in funding or budget only a change in position title and responsibilities. I would recommend approval for this change effective April 22, 2020.

Assessors

William E. Fowler Jr., Chairman
Brian C. Jones, Vice-Chairman
Joyce J. Herndon
Ronald B. Grace
David W. Grossnickle

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

April 14, 2020

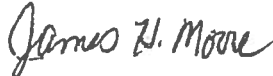
Mr. Ken Carter, Director
Houston County Personnel Department
200 Carl Vinson Parkway
Warner Robins, GA 31088

Dear Mr. Carter:

I would like to request a change of our vacant CAD Operator position (Grade 15-A) to an Administrative Supervisor position (Grade 15-A). This is due to technology changing the need for this position. The duties of the CAD Operator position will be assigned to the GIS Technician.

Thank you for your assistance,

James H. Moore



Chief Appraiser

Director of Operations Robbie Dunbar has requested the reorganization of certain positions within the Water Department. This action will provide for a more structured administration within the utility system and it will result in a small savings to the Water Fund. Staff recommends approval of this action.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the requested reorganization of the positions within the Water Department as outlined in a memorandum from Director of Operations Robbie Dunbar dated April 15, 2020 to be effective May 5, 2020.



**HOUSTON COUNTY
PUBLIC WORKS DEPARTMENT**

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

Memo

To: Houston County Board of Commissioners

From: Robbie Dunbar *RD*

Date: April 15, 2020

RE: Personnel Request

With the nearing retirement date of Dan Walker (April 17, 2020), please consider the following reorganization of positions at Houston County Utility System:

Cost of Reorganization of Utility System Administration

Current Organization

<u>Position</u>	<u>Grade/Step</u>	<u>Salary</u>
Utility Service Manager	23A	\$50,710.40
Utility Maint. Supervisor	17H	\$52,769.60
Utility Superintendent	25G	\$69,326.40
Treatment Plant Manager	23A	\$50,710.40
Utility Service Worker	9A	<u>\$29,265.60</u>
Total Cost		\$252,782.40

Reorganization Option

<u>Position</u>	<u>Reorganized Position</u>	<u>Grade/Step</u>		<u>Salary</u>
Upgrade Utility Superintendent	Utility Engineer	30C	Not to Exceed	\$72,155.20
Upgrade Utility Maint. Supervisor	Superintendent of Distribution	23D	Not to Exceed	\$56,950.40
Change title of Util Svc Mngr.	Superintendent of Billing and Trmt.	23D	Not to Exceed	\$56,950.40
Downgrade Trmt. Plant Mngr.	Treatment Plant Operator	13A	Not to Exceed	\$34,278.40
Fill Unfilled Position	Utility Service Worker	9A	Not to Exceed	<u>\$29,265.60</u>
Total Cost				\$249,600.00
Difference		Fund Decrease		\$3,182.40

This reorganization results in savings of \$3,182.40 to the Utility Fund. Please favorably consider this request. If approved, please make this effective May 5, 2020. Thank you for your consideration.

Houston County has been selected to receive approximately \$333,000 from the 2023 Federal Off-System Safety Program. These federal funds come through the Georgia Department of Transportation and are typically used to upgrade signage and markings or to widen roadways. There is no required match from the County. Public Works is requesting approval to submit the attached list of projects to GDOT for their consideration under this program. If approved, an MOU will be signed at a later date obligating the County to provide shoulder clipping and sign removal.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

Public Works to submit the following projects to the Georgia Department of Transportation for consideration in the 2023 Federal Off-System Safety Program and to make any necessary adjustments to the list to meet the requirements:

Old Perry Road	Pavement Markings and Signs	Est. Cost \$63,700
Moody Road	Pavement Markings	Est. Cost \$75,700
Houston Lake Road	Pavement Markings	Est. Cost \$79,500
Saddle Creek Road	2-Foot Widening	Est. Cost \$114,750



**HOUSTON COUNTY
PUBLIC WORKS DEPARTMENT**

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

MEMORANDUM

To: Houston County Board of Commissioners

From: Robbie Dunbar, Director of Operations *[Signature]*

Date: April 14, 2020

CC: Brian Jones, P.E., County Engineer
Ken Robinson, Traffic Engineer

RE: 2023 Federal Off-System Safety Program Kickoff Information

The Georgia Department of Transportation has advised Houston County that it has been chosen to receive funding from the Federal Off-System Safety Program for fiscal year 2023. This funding is in the amount of \$333,000.00.

Houston County Public Works has reviewed the criteria for submittal of projects to the Department and is submitting the below list:

County Road Name	Description of Work	Estimated Cost
Old Perry Road	Pavement Markings and Signs	\$63,700
Moody Road	Pavement Markings	\$75,700
Houston Lake Road	Pavement Markings	\$79,500
Saddle Creek Road	2-foot Widening	\$114,750

The Georgia Department of Transportation advises there will be no match required by Houston County. The project will be let to construction by the Georgia Department of Transportation.

I am requesting that the Houston County Board of Commissioners authorize Houston County Public Works to submit the above list to the Georgia Department of Transportation for consideration in the 2023 Federal Off-System Safety Program. I am also requesting that Houston County Public Works be allowed to make necessary adjustments to the list to meet the Department of Transportation's requirements.

Bids were solicited for the 2020 Stormwater Management Facility Maintenance Program with four contractors submitting. Staff recommends award to low bidder Dixie Lawn and Landscaping, Inc. at a yearly cost of \$17,300.

The contractor will maintain the residential stormwater maintenance facilities that are owned by the County under this contract. There are currently two stormwater management ponds in the Forestbrooke and McCarley Downs subdivisions and one water quality unit (manhole that filters trash) in the Harley Farms subdivision. Each residence in these subdivisions pays a \$10 per month stormwater fee that will cover the cost of this maintenance.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the award of the 2020 Stormwater Management Facility Maintenance Program contract to Dixie Lawn and Landscaping, Inc. of Cochran for the yearly amount of \$17,300 to include an option to renew for one additional year.



**HOUSTON COUNTY
PUBLIC WORKS DEPARTMENT**

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

MEMORANDUM

OK Res

To: Houston County Board of Commissioners

From: Blake Studstill, Environmental Engineer *BS*

Date: Tuesday, April 14, 2020

RE: Bid Recommendation for 2020 Stormwater Management Facility Maintenance Program (Bid No. 20-28)

Please consider this request to approve the bid for the 2020 Stormwater Management Facility Maintenance Program. After soliciting bids from four contractors, Public Works received bids on Tuesday, April 14, 2020. Listed below is a summary of the results.

Bid Summary	
Paulk Landscaping & Nursery, Inc	\$21,040.00
Southern Environmental LLC	\$17,765.00
TMT Utilities	\$156,000.00
Dixie Lawn and Landscaping, Inc	\$17,300.00

Engineering recommends awarding the contract to **Dixie Lawn and Landscaping, Inc** as the lowest bidder at **\$17,300.00**.

Thank you for your time and consideration of this request.

2020 Stormwater Management Facility Maintenance Program

Summary Notes 4.15.2020

- The length of contract will be 1 year (May 1st – June 30) with the option to renew for one additional year at the end of the contract.
- *Scope of Work:* maintain residential stormwater maintenance facilities that are owned by Houston County.
- The stormwater facilities have been built in accordance to Houston County Ordinance.
- The residential homes in these subdivisions contribute a \$10/month stormwater fee that go directly to maintaining these stormwater facilities.
- *Inventory:*
 - Two stormwater management ponds in the Forestbrooke and McCarley Downs Subdivisions
 - One water quality unit (manhole that collects trash) in the Harley Farms Subdivision.
- *Maintenance Frequency:*
 - Stormwater ponds will be maintained monthly.
 - Water quality units will be maintained quarterly.
- Each maintenance event will include mowing all vegetation, disposing of any accumulated debris, and disposing of household litter.

<u>Houston County Stormwater Maintenance Fee</u>									
These values are as of 3/20/2020									
Date Approved	Date Accepted	SWM ID #	Facility Name	Total Lots	Charged Lots	Vacant Lots	Current/ Year	Anticipated /Year	
2/22/2017	7/30/2019	1.1	Forestbrooke and Stratford Hills Detention Pond	66	35	31	\$4,200.00	\$7,920.00	
2/23/2018	9/3/2019	2.1	McCarley Downs Section 2 Phase 3 WQ Pond	156	145	11	\$17,400.00	\$18,720.00	
5/2/2019		2.2	McCarley Downs Section 1 Phase 3 Detention Pond						
1/16/2018	12/5/2019	3.1	Harley Farms, Phase 1 WQ Structure (Includes Phase 1 and 2)	104	61	43	\$7,320.00	\$12,480.00	
2/12/2020		4.1	Southfield Plantation Sec 7, (3) WQ Structures	35	0	35	\$0.00	\$4,200.00	
Total Values				361	241	120	\$28,920.00	\$43,320.00	

The stormwater fee will be applied once the lot has requested a water meter to be installed. Houston County Water service is the charging mechanism for the stormwater fee.

Bids were solicited for the Terrell Road – Base, Grading and Paving project with five contractors submitting. Staff recommends award to low bidder Middle Georgia Paving in the amount of \$789,048.50. This is a 2006 SPLOST funded project.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the award of the Terrell Road – Base, Grading and Paving project to Middle Georgia Paving, Inc. of Cochran in the amount of \$789,048.50. SPLOST 2006 will fund this project.



**HOUSTON COUNTY
PUBLIC WORKS DEPARTMENT**

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

MEMORANDUM

To: Houston County Board of Commissioners

OK *[Signature]*

From: Brian Jones, County Engineer *[Signature]*

Date: April 14, 2020

RE: Terrell Road – Base, Grading and Paving (SPLOST HC06-28)

Please consider this request to accept the bid for the above referenced project. Bids were received on Thursday, April 9, 2020. Listed below is a summary of the results:

<u>Bidder</u>	<u>Bid Amount</u>
Everett Dykes Grassing Co, Inc.	\$874,696.80
McCoy Grading, Inc.	\$1,157,668.75
Middle Georgia Paving, Inc.	\$789,048.50
Reeves Const. Co.	\$875,459.55
Southeastern Site Development, Inc	\$864,006.39

The Houston County Engineering Department recommends awarding the Terrell Road Base, Grading and Paving contract to **Middle Georgia Paving, Inc.**, in the amount of **\$789,048.50**.

Thank you for your consideration.

Public Works staff has requested the extension of the following bonds:

Harley Estates Extension Subdivision, Phase 2 – Cul-de-Sac bond
McCarley Downs Subdivision, Section 1, Phase 3 – Cul-de-Sac bond
McCarley Downs Subdivision, Section 1, Phase 3 – Maintenance bond

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the extension of the cul-de-sac bond (Persons Banking Company Letter of Credit #432946 expiring May 1, 2020) at Rosales Drive of Harley Estates Extension Subdivision, Phase 2 for one year to give them an opportunity to extend Rosales Drive; the extension of the cul-de-sac bond (SunMark Bank Letter of Credit #210230-9 expiring May 2, 2020) at McCarley Downs Drive of McCarley Downs Subdivision, Section 1, Phase 3 for one year to give them the opportunity to extend McCarley Downs Drive; and the extension of the maintenance bond (SunMark Bank Letter of Credit #210230-10 expiring May 2, 2020) at McCarley Downs Subdivision, Section 1, Phase 3 for one year to give the developer an opportunity to perform the required work to meet the Comprehensive Land Development Regulations.



**HOUSTON COUNTY
PUBLIC WORKS DEPARTMENT**

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

MEMORANDUM

OK
BS

To: Houston County Board of Commissioners

From: Blake Studstill, Environmental Engineer *BS*

Date: April 13, 2020

RE: Cul-De-Sac Bond Renewal; Harley Estates Extension Subdivision, Ph. 2; Persons Banking Company Bank, Letter of Credit #432946; Expires May 1, 2020

Please accept this request to renew the cul-de-sac bond at **Rosales Drive of Harley Estates Extension, Phase 2** for one year to give them an opportunity to extend Rosales Drive. If the bond extension is not received by May 1, 2020, 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: Blake Studstill, Environmental Engineer *BS*

Date: April 13, 2020

RE: Cul-de-sac Bond; McCarley Downs Subdivision, Section 1 Phase 3; SunMark Bank Letter of Credit #210230-9; Expires May 2, 2020 *OK*

Please accept this request to renew the cul-de-sac bond at **McCarley Downs Drive of McCarley Downs Subdivision, Section 1 Phase 3** for one year to give them an opportunity to extend McCarley Downs Drive. If the bond extension is not received by May 2, 2020, 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: Blake Studstill, Environmental Engineer *BS*

Date: April 13, 2020

RE: Maintenance Bond; McCarley Downs Subdivision, Section 1 Phase 3; SunMark Bank Letter of Credit #210230-10; Expires May 2, 2020

OK
[Signature]

McCarley Downs Subdivision, Section 1 Phase 3 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, 2020, we will draw the bond and contract the work.

Summary of bills by fund:

• General Fund (100)	\$417,696.00
• Emergency 911 Telephone Fund (215)	\$ 2,467.96
• Fire District Fund (270)	\$ 4,020.51
• 2006 SPLOST Fund (320)	\$ 6,817.33
• 2012 SPLOST Fund (320)	\$ 46,799.88
• 2018 SPLOST Fund (320)	\$118,960.43
• Water Fund (505)	\$122,626.38
• Solid Waste Fund (540)	<u>\$303,746.81</u>
 Total for all Funds	 \$1,023,135.39

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the payment of the bills totaling \$1,023,135.39