



*A Golden Past.  
A Shining Future.*

**Finance Committee Meeting Minutes**  
**Glynn County Board of Commissioners**  
8:30 a.m., Tuesday, January 10, 2012  
Third Floor Conference Room  
W. Harold Pate Courthouse Annex  
Brunswick, Georgia

**Present:**

**Committee Members:** *T. Sublett, M. Hunt, C. Taylor*

**Other Commissioners:**

**Staff:** *J. Breitenbach, R. Coolidge, W. Davis, M. Doering, B. Gerhardt, D. Hainley, P. McNicoll, P. Nicometo, D. O'Neal, A. Ours, C. Temple, A. Thomas, W. Worley*

**Press:** *A. Hall, M. Permar*

**Others:** *D. Cowart, T. Crenshaw*

To view an item's support documentation, click on its [Link](#).

- 1) Consider approval of the December 6, 2011 Finance Committee Minutes. (P. McNicoll)

The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend approval of the December 6, 2011 Finance Committee Minutes. (Vote: 3-0) 4 pages [LINK](#)**

- 2) Receive the monthly Workers Compensation Report. (R. Coolidge) 6 pages [LINK](#)

Mr. Rick Coolidge, HR Generalist, presented the Workers Compensation Report. He stated that there were five reported incidents in December, three of which required medical attentions. He stated that there are several long term cases that are moving toward settlements in the next few months. He stated that costs have been down this year as new cases have been less expensive. The Safety committee is now doing accident reviews.

- 3) Receive FY11 Comprehensive Annual Financial Report. (P. McNicoll) 2 pages [LINK](#)

Mr. Derrick Cowart, Karp Ronning Tindol CPA, reported to the Committee that everything went well with the audit and an unqualified opinion was issued. He stated that the General Fund ended with a good fund balance.

### Water and Sewer Variances

- 4) Consider recommending that the Board of Commissioners approve application WSV2314 (M) Henry Sams Estate for a water and sewer variance under §606.1 of the Glynn County Subdivision Regulations for an expedited subdivision due to a lack of available water and sewer. The project is a four-lot subdivision (XS2226) consisting of a total of 8.8 acres located west of New Jesup Road, southwest of its intersection with Keith Road and WOW Camp Road, in the Sterling Area. The nearest public water is approximately 3,000 feet and the nearest public sewer is approximately 3,000 feet. Parcel ID 03-14375. Gene Brockington, Quality Development & Rentals, Co. Inc., owner. (I. Scheff)

Mr. David Hainley, Community Development Director, presented this item and stated that this variance was previously requested as a 3-lot project but their plans fell through and they have now requested the variance for a 4-lot project. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend approval of application WSV2314 (M) Henry Sams Estate for a water and sewer variance under §606.1 of the Glynn County Subdivision Regulations for an expedited subdivision due to a lack of available water and sewer. The project is a four-lot subdivision (XS2226) consisting of a total of 8.8 acres located west of New Jesup Road, southwest of its intersection with Keith Road and WOW Camp Road, in the Sterling Area. The nearest public water is approximately 3,000 feet and the nearest public sewer is approximately 3,000 feet. Parcel ID 03-14375. Gene Brockington, Quality Development & Rentals, Co. Inc., owner (Vote: 3-0) 3 pages [LINK](#)**

### **Property Appraisal Items**

- 5) Consider recommending that the Board of Commissioners approve the corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, December 6, 2011 meeting with clarification that this does not approve a tax refund. (R. Gerhardt)

Mr. Bobby Gerhardt, Chief Appraiser, stated that the changes shown would decrease the prior digests. Commissioner Hunt discussed exemptions for churches and that there should be no requirements for or deadline for filing for the exemption. Mr. Will Worley, Assistant County Attorney, stated that state law says that if property is owned by a church on January 1, the property is exempt and he could not find that an application must be filed. Mr. Gerhardt stated that the Department of Revenue recommends that an application be filed. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend approval of the corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, December 6, 2011 meeting with the exception of the denial of an E2 exemption for parcel no. 03-04211 for tax year 2011; and recommend cancellation of the tax bill for the 2011 ad valorem property taxes on parcel no. 03-04211 for the Georgia-Cumberland Association of the Seventh-Day Adventists, Inc. due to the parcel being owned by a religious group as of January 1, 2011. (Vote: 3-0) 4 pages [LINK](#)**

- 6) Consider recommending that the Board of Commissioners approve the corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, December 20, 2011 meeting with clarification that this does not approve a tax refund. (R. Gerhardt)

There was no discussion on the item and the following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

**Recommend approval of the corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, December 20, 2011 meeting with clarification that this does not approve a tax refund (Vote: 3-0) 3 pages [LINK](#)**

### **Bids and Contracts**

- 7) Consider recommending that the Board of Commissioners authorize the issuance of an Invitation for Bid for the Ballard Paving Project at an estimated cost of \$260,000 with funding to be provided by SPLOST #5, District 4. (W. Davis)

Mr. Wesley Davis, Recreation Director, presented this item and stated that drainage is incorporated into the project. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

**Recommend authorizing the issuance of an Invitation for Bid for the Ballard Paving Project at an estimated cost of \$260,000 with funding to be provided by SPLOST #5, District 4. (Vote: 3-0) 1 pages [LINK](#)**

- 8) Consider recommending that the Board of Commissioners approve the continuation of the Quality Recording Solutions, LLC, Maintenance Services Agreement. (D. O'Neal)

Mr. David O'Neal, E-911 Director, presented this item and stated that this is the ongoing contract for maintenance on the logging recording system and it is budgeted in the E-911 fund budget. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend approval of the continuation of the Quality Recording Solutions, LLC, Maintenance Services Agreement. (Vote: 3-0) 5 pages [LINK](#)**

- 9) Consider recommending that the Board of Commissioners award the contract for replacement of the digital controller for the emergency generator at the Public Safety Building to the lowest responsive and responsible bidder, Cummins Power South in the amount of \$78,351.00 with funding to be provided by the Facilities Management budget. (B. Mauney)

Mr. Alan Ours, County Administrator, requested approval of this item and stated the generator need the digital controller in order for the generator to operate efficiently. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

**Recommend awarding the contract for replacement of the digital controller for the emergency generator at the Public Safety Building to the lowest responsive and responsible bidder, Cummins Power South in the amount of \$78,351.00 with funding to be provided by the Facilities Management budget. (Vote: 3-0) 2 pages [LINK](#)**

- 10) Consider recommending that the Board of Commissioners award the bid for the Slope Mower for the Recreation Department to the lowest responsive and responsible bidder, Kut Kwick Corp, from Brunswick, GA in an amount not to exceed \$54,147.00 with funding to be provided by the Administrator's Contingency Fund. (W. Davis)

Mr. Wesley Davis, Recreation Director, and Mr. Joe Breitenbach, Fleet Manager, presented this item and Kut Kwik had given them a demo to operate and they were satisfied with this machine. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend awarding the bid for the Slope Mower for the Recreation Department to the lowest responsive and responsible bidder, Kut Kwick Corp, from Brunswick, GA in an amount not to exceed \$54,147.00 with funding to be provided by the Administrator's Contingency Fund. (Vote: 3-0) 2 pages [LINK](#)**

- 11) Consider recommending that the Board of Commissioners award the contract for debt collection services for Glynn County Emergency Medical Services to the second highest scorer, Client Services Incorporated. (A. Thomas)

Fire Chief Al Thomas recommended the second highest scorer because the highest scorer did not include all information that was requested in the RFP. Commissioner Taylor asked if the County files Medicare claims and Chief Thomas responded that they do. Chief Thomas stated that 45-55% of services are covered by Medicare/Medicaid. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend awarding the contract for debt collection services for Glynn County Emergency Medical Services to the second highest scorer, Client Services Incorporated. (Vote: 3-0) 3 pages [LINK](#)**

- 12) Consider recommending that the Board of Commissioners award the bid for Police Department vehicles to the lowest responsive vendors, Kings Colonial Ford, Brunswick, GA, in the amount of \$558,402, and Rountree Moore Auto Group of Lake City, FL, in the amount of \$83,932 with funding to be provided by SPLOST 5. (M. Doering)

Police Chief Matt Doering presented this item and stated that this would be the first time that all police car purchases would be for V6 engines. He stated that he hoped they would not need as many vehicles in the next fiscal year. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend awarding the bid for Police Department vehicles to the lowest responsive vendors, Kings Colonial Ford, Brunswick, GA, in the amount of \$558,402, and Rountree Moore Auto Group of Lake City, FL, in the amount of \$83,932 with funding in the amount of \$625,570 to be provided by SPLOST 5 and \$16,764 to be provided by the Police Seizure Fund. (Vote: 3-0) 3 pages [LINK](#)**

- 13) Consider recommending that the Board of Commissioners award the bid for the Beach Access Signage to the lowest responsive responsible bidder, Middle Georgia Signage – Designeffex Inc. in the amount of \$52,000 with funding to be provided by SPLOST 5. (D. Hainley)

Mr. David Hainley, Community Development Director, presented this item and stated that there would be signs at every beach access and also signs in the sandbar areas warning swimmers of high tides. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend awarding the bid for the Beach Access Signage to the lowest responsive responsible bidder, Middle Georgia Signage – Designeffex Inc. in the amount of \$52,000 with funding to be provided by SPLOST 5. (Vote: 3-0) 2 pages [LINK](#)**

- 14) Consider recommending that the Board of Commissioners approve the amendment to Chapter 2-6.5 of the Glynn County Code of Ordinances to enact Sections 2-6.5-111 through 2-6.5-115 to codify the levy and collection of the existing financial institutions business license tax pursuant to O.C.G.A. § 48-6-93. (W. Worley)

Mr. Will Worley, Assistant County Attorney, stated that a resolution was passed in 1983 authorizing the collection of these taxes but the County should have an ordinance passed to authorize the taxes. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend approving the amendment to Chapter 2-6.5 of the Glynn County Code of Ordinances to enact Sections 2-6.5-111 through 2-6.5-115 to codify the levy and collection of the existing financial institutions business license tax pursuant to O.C.G.A. § 48-6-93. (Vote: 3-0) 7 pages [LINK](#)**

- 15) Consider recommending that the Board of Commissioners rescind the current Glynn County Travel Policy and adopt the proposed Travel Policy. (P. McNicoll)

Ms. Phyllis McNicoll, Finance Director, stated that current travel policy was adopted in 1993 and had been revised multiple times. There had been several requests to amend the current policy but a complete rewrite of the policy was determined to be the most feasible. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend rescinding the current Glynn County Travel Policy and adopting the proposed Travel Policy. (Vote: 3-0) 16 pages [LINK](#)**

- 16) Receive Finance Committee Meeting schedule for 2012. (P. McNicoll) 1 page [LINK](#)

Ms. Phyllis McNicoll, Finance Director, presented the meeting schedule for 2012. No action was required.

17) Request that Chairman Sublett identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.

- a) **Items 2-11, and 13-15 will be placed on the Board of Commissioners' Consent Agenda**
- b) **Item 12 will be placed on the Board of Commissioners' Regular Agenda.**
- c) **Items 1 and 16 will not be forwarded to the Board of Commissioners' Agenda.**