



*A Golden Past.  
A Shining Future.*

## Finance Committee Meeting Minutes

Glynn County Board of Commissioners

**8:30 am, Tuesday, May 8, 2012**

**Third Floor Conference Room**

W. Harold Pate Courthouse Annex Building

Brunswick, Georgia

### Present:

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

**Other Commissioners:**

**Staff:** *C. Carter, R. Coolidge, W. Davis, M. Doering, D. Hainley, B. Mauney, P. McNicoll, A. Ours, A. Randolph, O. Reed, B. Rowell, S. Santee, W. Worley*

**Press:** *M. Permar*

**Others:**

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

- 1) Consider approval of the April 10, 2012 Finance Committee Minutes. (P. McNicoll)

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

**Recommend approval of the April 10, 2012 Finance Committee Minutes. (Vote: 3-0) 6 pages [LINK](#)**

- 2) Receive the monthly Workers Compensation Report. (R. Coolidge)

Mr. Rick Coolidge, HR Generalist, presented this item and stated that the number of incidents during April was down. There were ten total incidents of which two required medical attention and there were no lost time incidents. He stated that the Sheriff's Office and Recreation Department had no incidents in April. He informed the Committee that the TPA has new reporting software and Commissioner Taylor requested that Mr. Coolidge bring samples of reports to the next meeting. Commissioner Sublett commented that private industry has companies that go years without an accident and said that the goal for the County should be six months without an accident. Commissioner Taylor asked that Mr. Coolidge check with local industries to see how they keep accidents down.

**No vote was taken on this item. 6 pages [LINK](#)**

- 3) Consider recommending a budget increase of \$264,498 for Property and Liability Claims expense with funding to be provided by the Administrator's Contingency Fund. (R. Coolidge)

Mr. Rick Coolidge, HR Generalist, informed the Committee that expenses for Property and Liability claims have exceeded the budget for FY12 and requested additional funds for the remainder of the fiscal year. He stated that twenty six claims were in litigation which is unusually high for Glynn County. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

**Recommend a budget increase of \$264,498 for Property and Liability Claims expense with funding to be provided by the Administrator's Contingency Fund. (Vote: 3-0) 2 pages [LINK](#)**

- 4) Consider recommending that the Board of Commissioners adopt the Resolution to amend the FY11/12 Budget. (B. Aldinger)

Ms. Phyllis McNicoll, Finance Director, presented this item and stated that this was the quarterly budget resolution. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

**Recommend that the Board of Commissioners adopt the Resolution to amend the FY11/12 Budget. (Vote: 3-0) 8 pages [LINK](#)**

### Tax Commissioner Items

- 5) Consider recommending that the Board of Commissioners approve or deny a request from Mr. William G. Hardin III that \$309.52 paid in penalties and interest on his 2009 property taxes be refunded. (F. Dees)

Ms. Alberta Randolph, Deputy Tax Commissioner, stated that the Tax Commissioner's Office mailed the tax bill, it was not returned, and there had been no change of address. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners deny a request from Mr. William G. Hardin III that \$309.52 paid in penalties and interest on his 2009 property taxes be refunded. (Vote: 3-0) 6 pages [LINK](#)**

- 6) Consider recommending that the Board of Commissioners approve or deny a request from Mr. Max Emery that \$459.32 paid in interest and penalties on his mobile home be refunded. (F. Dees)

Ms. Alberta Randolph, Deputy Tax Commissioner, stated that Mr. max Emery was requesting a refund of interest and penalties because he had sold the property. Ms. Randolph stated that the mobile home title was not on the record as being changed and the bill had to go to the owner shown on the title. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

**Recommend that the Board of Commissioners deny a request from Mr. Max Emery that \$459.32 paid in interest and penalties on his mobile home be refunded. (Vote: 3-0) 10 pages [LINK](#)**

- 7) Consider recommending that the Board of Commissioners approve or deny a request from Ms. Betty Sanders that \$70.16 paid in penalties and interest on her 2009 property taxes be refunded. (F. Dees)

Ms. Alberta Randolph, Deputy Tax Commissioner, stated that Ms. Betty Sanders had purchased the property in February 2009 and she therefore would not have gotten a tax bill in 2009 since the tax bill is sent to the owner on January 1. The tax liability should have been handled at the closing of the sale. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners deny a request from Ms. Betty Sanders that \$70.16 paid in penalties and interest on her 2009 property taxes be refunded. (Vote: 3-0) 17 pages [LINK](#)**

### Property Appraisal Items

- 8) 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, March 20, 2012 meeting with clarification that this does not approve a tax refund. (R. Glisson)

Mr. Cary Carter, Deputy Chief Appraiser, explained the changes approved by the Board of Assessors. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

**Recommend 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, March 20, 2012 meeting with clarification that this does not approve a tax refund. (Vote: 3-0) 4 pages [LINK](#)**

- 9) 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, April 3, 2012 meeting with clarification that this does not approve a tax refund. (R. Glisson)

Mr. Cary Carter, Deputy Chief Appraiser, presented this item and Commissioner Sublett questioned how the square footage errors were made. Mr. Carter responded that in multi-level houses, the appraiser doesn't know exactly how much of the house is living space. If the taxpayer contacts the Property Appraisal staff, they will go into the house and take measurements. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend 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, April 3, 2012 meeting with clarification that this does not approve a tax refund. (Vote: 3-0) 2 pages [LINK](#)**

- 10) 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, April 17, 2012 meeting with clarification that this does not approve a tax refund. (R. Glisson)

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

**Recommend 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, April 17, 2012 meeting with clarification that this does not approve a tax refund. (Vote: 3-0) 2 pages [LINK](#)**

### **Bids and Contracts**

- 11) Consider recommending that the Board of Commissioners authorize the Chairman to execute the supplemental agreement between the Georgia Department of Transportation and Glynn County for carry over funding for a total contract of \$346,936.95. (D. Hainley)

Mr. David Hainley, Community Development Director, stated that this was the normal planning contract with DOT for Metropolitan Planning Organizations (MPO). The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

**Recommend that the Board of Commissioners authorize the Chairman to execute the supplemental agreement between the Georgia Department of Transportation and Glynn County for carry over funding for a total contract of \$346,936.95. (Vote: 3-0) 10 pages [LINK](#)**

- 12) Consider recommending that the Board of Commissioners award the bid for bathhouse facility at Blythe Island Regional Park to TRH Construction Company from Brunswick, GA in the amount of \$249,870 with funding to be provided by SPLOST #5. (W. Davis)

Mr. Wesley Davis, Recreation Director, presented this item and stated that the County received three bids for the project ranging from \$249 thousand to \$359 thousand. Mr. Alan Ours, County Administrator, stated that this bathhouse would be ADA compliant. Commissioner Hunt asked what the projected cost had been and Mr. Davis responded that it was \$350 thousand. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

**Recommend that the Board of Commissioners award the bid for bathhouse facility at Blythe Island Regional**

**Park to TRH Construction Company from Brunswick, GA in the amount of \$249,870 with funding to be provided by SPLOST #5. (Vote: 2-0) 2 pages [LINK](#)**

13) Consider recommending that the Board of Commissioners award the bid for the replacement of the Courthouse fire pump controller and power transfer switch to the lowest responsive and responsible bidder, Harvin Carter & Associates, Inc., in the amount of \$28,457 with funds to be provided by the Facilities Maintenance Department operating budget. (B. Mauney)

Mr. Ben Mauney, Facilities Supervisor, stated that they had estimated the cost to be \$38 thousand but the low bid was \$28,457. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners award the bid for the replacement of the Courthouse fire pump controller and power transfer switch to the lowest responsive and responsible bidder, Harvin Carter & Associates, Inc., in the amount of \$28,457 with funds to be provided by the Facilities Maintenance Department operating budget. (Vote: 3-0) 2 pages [LINK](#)**

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

**Motion to add the Custodial Services item to the agenda. (Vote: 3-0)**

14) Consider recommending that the Board of Commissioners award the bid for County Building Custodial Services to the lowest responsive and responsible bidder, Performance Cleaning Group, Tampa, FL., in the amount of \$176,940 with funding to be provided from the Facilities Maintenance Department operating budget. (B. Mauney)

Mr. Ben Mauney, Facilities Supervisor, presented this item and stated that this contract provides various County building with custodial services. Mr. Alan Ours, County Administrator, stated that the Historic Courthouse, Pate Building and the Ballard Building have been added to this contract. He stated that there were 3 County employees that provided custodial services to those three buildings but two have now retired. The remaining employee is still on County staff and will be used as a floater. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

**Recommend that the Board of Commissioners award the bid for County Building Custodial Services to the lowest responsive and responsible bidder, Performance Cleaning Group, Tampa, FL., in the amount of \$176,940 with funding to be provided from the Facilities Maintenance Department operating budget. (Vote: 3-0) 2 pages [LINK](#)**

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

- a) Items 3, 11, 12, and 14 will be placed on the Board of Commissioners' Consent Agenda.
- b) Items 2, 4-10, and 13 will be placed on the Board of Commissioners' Regular Agenda.
- c) Items 1 will not be forwarded to the Board of Commissioners' Agenda