

# **MINUTES**

CALLED MEETING OF THE  
COLQUITT COUNTY BOARD OF COMMISSIONERS  
**Tuesday, April 21, 2015**  
5:00 p.m.

**CALL TO ORDER:** The meeting was called to order at 5:00 p.m. by Chairman Terry R. Clark. The purpose of the meeting was to discuss various county issues and any other county business deemed necessary. The meeting was duly called and advertised.

**PRESENT:** Those present were Commissioners Luke Strong, Winfred Giddens, Marc DeMott, Donna Herndon, Paul Nagy, Johnny Hardin, Chairman Terry R. Clark, County Administrator Chas Cannon, County Attorney Lester Castellow, and County Clerk Melissa Lawson.

**ALSO PRESENT:** Solid Waste Manager Stacy Griffin, Finance Director Wayne Putnal, Chief Compliance Officer Justin Cox, Road Superintendent Stan Kirksey, EMS Director Amy Williams, Captain Julius Cox, Lieutenant Rod Howell, Interim Chief Appraiser Jim Davis, Alan Mauldin with the Moultrie Observer, and Mauldin & Jenkins Client Executive Craig Moye.

Mr. Cannon presented a brief overview of items to be discussed during the meeting.

**FY 13 AUDIT REPORT:** Mr. Cannon called upon Craig Moye, Client Executive with Mauldin & Jenkins, LLC, the county's external auditing firm, to present the board with preliminary audit results from fiscal year ending June 30, 2013.

Mr. Moye began by stating that Mauldin & Jenkins specialized in governmental audits and was currently entering its one hundredth year of business.

Mr. Moye presented financial statements to the board, declaring Mauldin & Jenkins opinion of the county's financial condition to be unmodified, stating that this was the highest level of assurance that could be received by an external auditing firm.

Mr. Moye proceeded to review the county's main sources of revenues and expenditures in the General Fund, stating that the county's main expenses existed in the form of public safety and public works. Mr. Moye stated that while fund balance decreased by approximately \$170,000.00 as of June 30, 2013, fund balance remained at approximately \$8,500,000.00.

Mr. Moye presented a summary of the Solid Waste Fund, stating that the fund was operating at a level in which revenue covered all operating expenses.

Mr. Moye stated that, as is typical with a larger county such as Colquitt County, there were some adjustments to the audit. He further stated these adjustments were mainly due to so many individual agencies, such as the office of a constitutional officer or elected official, that play a collaborative role in the county's overall financial reporting process.

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Commissioner Herndon requested copies of the adjustments for the board's review. Mr. Moye replied that copies would be included in the final audit, which was currently in the process of review for quality control.

Mr. Moye stated that the adjustments were small in nature, and by no means significant.

At this time, Mr. Moye recited recommendations to the county included in the preliminary audit, one of which was the increased segregation of duties. Mr. Moye stated that this was common in most counties, due to lack of funding for additional personnel.

Commissioner DeMott asked if there was a minimum level of accountability, requesting assurance that the same individual was not performing duties that should be segregated.

Mr. Moye stated that in some county offices, this was the case, especially in minimally staffed departments.

Commissioner DeMott asked if a specific department was noted in the recommendation. Mr. Moye replied no, that control existed, just not to the extent in which an auditor would like. Mr. Moye also stated he had no suspicion of wrong doing, but as a requirement, the lack of segregation must be reported.

Commissioner Herndon inquired as to why the county was just now reviewing the fiscal audit ending June 30, 2013, further questioning why the county was so far behind in the audit process.

Mr. Moye stated that he suspected recent changes in administration, along with the loss of County Administrator Bryan Shuler in 2013, were the reason for the delay in necessary information being submitted to Mauldin & Jenkins in a timely manner. In spite of this, Mr. Moye declared his belief that future audits would be performed in a more timely manner.

Commissioner Herndon asked when the board could expect the results of the FY 14 financial audit. Mr. Moye stated that he anticipated the completion of this audit in September 2015.

Again, Mr. Moye stated that in light of recent administration changes, Mauldin & Jenkins did not want to pressure county financial staff to produce the financial reports and documents necessary to perform the audit.

Mr. Moye discussed new Governmental Accounting Standards Board (GASB) requirements with the board, specifically GASB 67 and 68. He stated that these new requirements mandated reporting the unfunded portion of the county pension plan on the county wide balance sheet. Mr. Moye stated that this requirement would affect all governmental financial statements.

Mr. Moye asked the board for any questions or concerns regarding the audit presentation.

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Mr. Cannon asked when the county could expect completed copies of the audit. Mr. Moye replied that he would have them ready near the end of the week. Mr. Cannon suggested a follow up meeting to further discuss audit results.

In closing, Mr. Moye thanked the board for their time.

**BUDGET UPDATE:** At this time, Wayne Putnal, Finance Director, presented a monthly budget update to the board.

Mr. Putnal began by reviewing SPLOST accounts, stating that there was very little change in the 1999, 2001, and 2007 SPLOST accounts since his last monthly report.

Mr. Putnal discussed the projected shortfall in the 2013 SPLOST collections with the board. He stated that upon reviewing current calculations and projections, the overall estimated shortfall for this particular SPLOST referendum would be close to \$3,780,000.00. Mr. Putnal projected the county's portion of the shortage to be approximately \$2,346,000.00, stating that this shortfall would have a major impact on county projects.

Overall, Mr. Putnal stated that the budget looked well, with tax collection revenue exceeding original projections. Mr. Putnall further stated that approximately 86% of projected revenue in the General Fund had been collected.

Mr. Putnal briefly reviewed the Emergency Telephone System Fund, Solid Waste Fund, and Special Service District, citing no major problems or concerns.

At this time, Mr. Cannon introduced Jim Davis, Interim Chief Appraiser. Mr. Cannon stated that Mr. Davis had more than forty-two years experience in his field, and was on board to assist the Tax Assessors department on an interim basis.

**TAX ASSESSOR UPDATE:** Mr. Davis presented an assessment concerning the current condition of the Tax Assessors office to the board. Mr. Davis stated that although he had only been in the department for a short time, he had several recommendations that would necessitate funding for implementation.

Mr. Davis declared that considerable property was missing from the tax digest, and informed the board that he had a contractor perform a quick assessment of parcels within the county. Upon the contractor's immediate assessment, several pools located within close proximity in a small subdivision were not on the digest. Mr. Davis stated this was very concerning for such a small, consolidated area.

Mr. Davis voiced the need for uniform, countywide parcel assessments, and stated that upon his initial assessment of the office, he immediately noticed a lack of leadership. As a result, Mr. Davis stressed the need to hire a Chief Appraiser in the Tax Assessors office, and suggested higher compensation for the position.

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Mr. Davis declared that the target date to mail assessment notices was June 1, 2015, and when advertising requirements were taken into consideration, predicted that an extension would be required in order to submit the digest.

In addition to the hiring of a Chief Appraiser, Mr. Davis recommended that another real property appraiser be hired within the department, for a total of four real property appraisers.

Mr. Davis stated that his biggest concern was that property within the county was not uniformly appraised, and further stated that this would be a major point of concern with the Georgia Department of Revenue. Mr. Davis stated that this problem could be addressed with the necessary tools and the addition of another appraiser position.

Mr. Davis commended the work performances of Rebecca Hardy and Deidra McClelland, and further suggested that additional training be provided to GIS mapping staff within the department.

Mr. Davis stated that the addition of competent supplemental staff, as well as the provision of necessary software and mechanical mapping tools, would correct the current situation within the department.

Mr. Davis opened the floor for questions from the board.

Commissioner DeMott asked if the funding to correct the problem would consist mainly of salary and personnel.

Mr. Davis stated that it would, partly, but also stressed the need for the purchase of necessary software tools, stating this software was necessary in order to review the approximately 22,000 parcels within the county.

Mr. Cannon inquired as to the biggest vulnerabilities within the department itself.

Mr. Davis stated that his greatest concern was Coefficient of Dispersion (COD), explaining that this was essentially a measure of uniformity of appraisal for all parcels in the county. Mr. Davis stressed that it was imperative that everyone be treated fairly, firmly stating that the goal of the department was to get the tax digest approved, without errors or fines.

Mr. Cannon stated that there was no short term solution to the problem, but thanked Mr. Davis for his hard work and assistance.

Mr. Davis informed the board that he had presented all information within his presentation to the Board of Assessors.

**2015-2016 LMIG PROJECT RECOMMENDATIONS:** Mr. Cannon reviewed a list of Local Management and Improvement Grant (LMIG) project recommendations with the board, stating that they would require approval by June 3, 2015. Mr. Cannon urged the board to contact Stan Kirksey, Road Superintendent, with any questions or concerns.

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Mr. Cannon stated that approximately 13.62 miles of county roads were included in the LMIG project recommendations, which amounted to less than .03% of county roads overall. Mr. Cannon stated that he expected future LMIG funding to double as a result of the recently approved Transportation bill.

**BID FOR VARIOUS ROAD PAVEMENT MARKING** – Mr. Cannon presented a list of roads, by district, scheduled for pavement marking. Mr. Cannon informed the board that three bids were received regarding the provision of this service, with the bid from Peek Pavement Marking, LLC, in the amount of \$17,316.15, being the lowest and recommended bid. Mr. Cannon also noted that funds were available in the current budget for this purpose.

**APPROVAL OF BID FOR ROAD PAVEMENT MARKING:** Commissioner Hardin made the motion to approve the low and recommended bid from Peek Pavement Marking, LLC, in the amount of \$17,316.15, for the provision of road pavement marking on various county roads. Commissioner Nagy made a second. The motion carried unanimously.

**PURCHASE OF AMBULANCE PATIENT STRETCHER:** Mr. Cannon reminded the board that this request was previously approved at the April board meeting, but due to the submission of an incorrect price quote, necessitated further approval by the board.

Amy Williams, EMS Director, apologized for submitting the incorrect price quote, stating that it did not include service agreement costs, therefore creating the difference in purchase price. Ms. Williams stated that the updated price quote also included additional batteries and chargers.

Commissioner DeMott questioned if the new price was still within budget. Mr. Cannon replied that it was, with funding for the purchase being derived from SPLOST funds.

**APPROVAL OF CLARIFICATION OF PURCHASE PRICE REGARDING AMBULANCE PATIENT STRETCHER:** Commissioner DeMott made the motion to approve the purchase of the PowerPro XT ambulance patient stretcher in the amount of \$18,463.00, from the Stryker Corporation. Commissioner Nagy made a second. The motion carried unanimously.

**BID FOR TWO REAR LOADING GARBAGE TRUCKS – SOLID WASTE DEPARTMENT:** Mr. Cannon reviewed four bids received regarding the provision of two rear loading garbage trucks to be utilized by the solid waste department. Mr. Cannon stated that the bid submitted from Consolidated Disposal Systems for a 2016 MACK LEU/New Way King Cobra Body, in the amount of \$227,270.00 each, was the recommended bid due to the performance of similar models currently in operation.

Mr. Cannon praised the benefits of the buy-back program, and informed the board that funding for the purchase would be included in the upcoming fiscal budget due to the lengthy order process.

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Commissioner Demott requested clarification that funding for the trucks would not be required until the next fiscal year. Mr. Cannon stated that if the trucks were ordered today, they would not be delivered until December 2015, and would not require payment until that time.

Commissioner Giddens questioned if the purchase would be funded through the General Fund. Mr. Cannon replied that the purchase would be funded through the Solid Waste Fund.

Commissioner Herndon questioned if the Solid Waste fund was self sufficient. Mr. Cannon replied that it was.

**APPROVAL OF BID FOR TWO REAR LOADING GARBAGE TRUCKS – SOLID WASTE DEPARTMENT:** Commissioner Hardin made the motion to approve the recommended bid from Consolidated Disposal Systems, in the amount of \$227,270.00 each, for the provision of two rear loading garbage trucks to be utilized by the solid waste department. Commissioner Giddens made a second. The motion carried unanimously.

At this time, Mr. Cannon presented statistical information and replacement plans for the entire garbage truck fleet.

Commissioner DeMott inquired if the garbage truck involved in the recent rollover accident had been salvaged.

Stacy Griffin, Solid Waste Manager, stated that insurance proceeds in the amount of \$40,000.00 had been received for the truck.

**FLEET MAINTENANCE EMPHASIS:** Mr. Cannon declared the importance of ensuring that all existing equipment was accurately inventoried and adequately covered under insurance. Mr. Cannon informed the board that Mac Lawson, Shop Superintendent, was currently in charge of parts requisition, inventory, and tracking.

Mr. Cannon stated that the purpose of monthly heavy equipment meetings with department heads was to discuss fleet maintenance, life cycles of equipment, and effective strategies for purchasing and auction.

**BID FOR SOLID WASTE CARTS:** Mr. Cannon reviewed a bid from Consolidated Disposal Systems, in the amount of \$31,320.00, regarding the provision of 549 carts to be utilized by the Solid Waste Department.

Mr. Griffin stated that current cart inventory was less than 150 and stressed the need to order as soon as possible, due to the four-six week delivery timeline. He also stated that the vendor was honoring a previous price that was obtained in October 2014, when the department last ordered carts.

Mr. Griffin stated that the carts in question would also include radio frequency identification chips, which will ensure the ability to accurately locate any stolen or missing carts.

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Commissioner DeMott questioned if an additional software reader would need to be purchased to read the chips. Mr. Griffin replied that an additional reader would need to be purchased.

Commissioner DeMott inquired as to the existence of a reader that could locate a cart outside of the county. Mr. Griffin stated that there was a phone application available for this purpose, and further stated that many cities and counties were moving toward this technology.

Mr. Cannon stated that the goal was to optimize route efficiency in any way possible in order to decrease operating costs.

**APPROVAL OF BID FOR SOLID WASTE CARTS:** Commissioner Hardin made the motion to approve the recommended bid, in the amount of \$31,320.00, from Consolidated Disposal Services, for the provision of solid waste refuse carts to be utilized by the Solid Waste Department. Commissioner Giddens made a second. The motion carried unanimously.

**COMMERCIAL GARBAGE SERVICE:** Mr. Cannon stated that the county was already prepared for commercial service and further stated that there was an opening in the market for this particular service.

Mr. Cannon presented his proposal for commercial service to the board and explained that it would consist of a five cart package with no more than ten carts total. He further stated that pricing would be the same as residential pricing, but stressed that a commercial solid waste ordinance would need to be drafted to specify products that would not be permissible for pickup by the county.

Mr. Cannon stated the idea was to begin this service on July 1, 2015, and predicted this service would generate additional revenue for the Solid Waste Fund.

Commissioner DeMott questioned the existence of requests for this particular type of service. Mr. Griffin stated that he had received several, but reminded the board that the ordinance did not mandate that commercial entities utilize county service.

Commissioner DeMott inquired as to the specific types of products that would not be allowed for commercial customers. Mr. Cannon replied excessive weight and certain food items would not be allowed, but stated that these instances would be handled on a case by case basis.

**RESOLUTION AUTHORIZING CHAIRMAN CLARK AS DESIGNATED SIGNATORY:** Mr. Cannon stated that the board had verbally approved the adoption of a resolution on April 15<sup>th</sup> authorizing Chairman Clark to serve as designated signatory regarding any and all documents relating to the donation of real property by both Mr. Glen Darbyshire and Ms. Wilma Darbyshire, respectively. Mr. Cannon stated that the vote would require ratification in an open meeting.

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**RATIFICATION OF APPROVAL OF RESOLUTION AUTHORIZING CHAIRMAN CLARK AS DESIGNATED SIGNATORY:** Commissioner Nagy made the motion to ratify the verbal approval of the resolution authorizing Chairman Clark as designated signatory on all documents related to the donation of property by Mr. Glen Darbyshire and Ms. Wilma Darbyshire. Commissioner Hardin made a second. The motion carried unanimously. (Resolution 2015-R-4 is hereby made a portion of the minutes by reference thereto.)

**UPDATE ON DEPARTMENT OF CORRECTIONS NEGOTIATIONS:** Mr. Cannon informed the board that the renewal contract had recently been received by the Georgia Department of Corrections regarding the housing of state inmates at the county prison. Mr. Cannon reminded the board that an increase in the state prisoner supplement was included in the legislative agenda during the recent trip to Atlanta to meet with legislators.

Mr. Cannon stated that the current reimbursement rate of \$20.00 per day had not increased since 1996 and as a result, requested that Warden Howell set up a meeting with Department of Corrections personnel in order to meet with them on an individual basis to request the increase in supplement. If granted, Mr. Cannon explained that an increase of just \$5.00 per prisoner would result in \$600,000.00 annually.

**ROAD CLOSURE – BEATY ROAD:** Mr. Cannon stated that the request for commencement of road closure procedures for Beaty Road was approved at the March board meeting. As a result, Mr. Cannon stated that letters to all surrounding property owners had been generated and public hearing ads would run for two weeks prior to the public hearing that would be held at the May board meeting.

**CELL TOWER EASEMENT** – Mr. Cannon informed the board of another request by SBA Communications to reconsider their previous offer of a lump sum for a perpetual communications easement that the county owns. Mr. Cannon stated that the board should consider the offer, given the location of the area.

Lester Castellow, County Attorney, stated that if the county were to agree, the public bid process would need to be followed.

Commissioner Hardin questioned how much longer remained on the current lease with SBA Communications.

Mr. Cannon stated that in lieu of remitting monthly payment, SBA Communications desired to buy out the lease and would possibly be willing to increase the lump sum offer.

Mr. Cannon requested feedback from the board.

Mr. Castellow stated that the current lease was optionable, and that SBA could choose not to exercise future periods of the lease.

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Commissioner DeMott questioned who remitted property taxes for the location, and stated that technology was constantly changing and evolving.

Commissioner Herndon questioned the acreage. Mr. Cannon replied that it was approximately .096 acres.

Mr. Castellow stated that the property in question was located near a retention pond and was within twenty or thirty feet of a property line, making it virtually unusable.

Commissioner DeMott remarked that it was hard to predict the future advancement of technology.

Discussion ensued regarding a lump sum figure and the possible advantages and disadvantages of a lump sum payment.

Mr. Cannon suggested contacting SBA Communications in order to obtain an actual figure for the easement. It was the consensus of the board for Mr. Cannon to further communicate with SBA Communications regarding a firm lump sum price.

**JOINT CITY-COUNTY RECREATION PROGRAM:** Mr. Cannon informed the board that he had been in ongoing communications with the City of Moultrie to ensure equity among city and county recreational funding.

Mr. Cannon stated that through meetings with the City, he stressed the need for a mutually approved auditable system to verify revenues, fees, expenses, and participants for all recreational programs and/or special events that occur at recreational facilities.

Mr. Cannon referenced the recreational agreement entered into between the City of Moultrie and the Colquitt County Board of Commissioners in 1995 that mandates the provision of a monthly report reflecting the geographical location of all recreation participants, by established residence, for the previous month. Mr. Cannon stated that this report has not been provided for eight of the eleven facilities where no organized recreation events occur.

Commissioner Nagy questioned the likelihood of resolving issues with the recreation program before the new fiscal budget year. Mr. Cannon replied that it was doubtful, but that efforts were on-going.

Mr. Cannon also emphasized that there were many facilities/programs in existence that did not exist at the time of the 1995 agreement.

Mr. Cannon voiced his desire to obtain accurate percentages on use of city and county participants in all recreational programs, stating that equitable funding could not be calculated until this information was received.

Commissioner Nagy questioned the equitable distribution of fees collected for participation in recreational programs.

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Mr. Cannon stated that many participants pay little or no fees at all, and stated that further discussion was necessary in order to obtain common ground in regards to equitable funding.

Commissioner Nagy questioned the amount included for recreational funding in the current budget, by both the city and county. Mr. Cannon replied that the county budgeted approximately \$681,000.00 in the current budget, and the city's portion was similar in amount.

Mr. Cannon declared that he would like to see the city solicit bids for grounds maintenance of all recreational facilities, and in addition, consolidate recreation under one department, rather than facilitating recreational duties across multiple departments. Mr. Cannon also noted that this was a violation of Section 1 of the 1995 agreement, which mandates a sole department to be in charge of the recreational program.

Discussion ensued regarding a former study of the recreational program performed by Maximus in 2001.

Commissioner Herndon questioned if money was owed to the county, by the city, in regards to the recreation program.

Mr. Cannon stated that a true up had not been performed in several years, but stated the city recently concluded that \$74,000.00 was owed to the county, inclusive of indirect costs. Without indirect costs, Mr. Cannon explained, the amount was approximately \$162,000.00.

Commissioner Nagy stated that he desired the equitable distribution of all fees collected for the recreation program.

The board recessed for a five minute break.

**EXECUTIVE SESSION:** Commissioner Strong made a motion at 6:29 p.m. to go into Executive Session to discuss the disposition of real estate. Commissioner Hardin made a second. The motion carried unanimously. (An affidavit, as required by Georgia Law, was executed by all Board members present stating under oath that the subject matter of the closed meeting was devoted to the matters within the exception provided by law and identified the specific relevant exception as provided by law. The affidavit is hereby made a part of the minutes by reference thereto.)

**REGULAR SESSION:** Commissioner DeMott made a motion at 6:57 p.m. to reconvene into regular session. Commissioner Hardin made a second. The motion carried unanimously.

Chairman Clark exited the meeting at 6:58 p.m.

**KEY DATES:** Mr. Cannon reviewed several upcoming dates with the board:

- April 21 7:00 p.m. National Crime Victim Vigil  
Commissioners Meeting Room

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|---------|----------------|--|
| • May 5 | 5:30 p.m.      | Pre-Board Work Session   |
| • May 5 | 7:00 p.m.      | May Board Meeting  |
| • May 7 | 4:00-6:30 p.m. | Retirement Ceremony – Roger King,<br>City of Moultrie Utilities Director |
| • May 8 |                | Budget Books distributed to Board  |

Mr. Cannon reviewed the upcoming budget meeting calendar with the board.

There being no further business to come before the board, the meeting was adjourned by Vice-Chairman Herndon at 7:04 p.m.

Respectfully submitted,

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Terry R. Clark  
Chairman

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Melissa Lawson  
County Clerk

Approved: \_\_\_\_\_

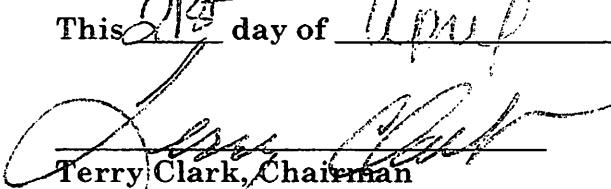
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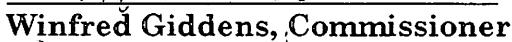
This is to certify that the Colquitt County Board of Commissioners held an Executive Session Meeting (closed meeting) on April 21, 2015 at 6:29 o'clock a.m./p.m. The majority of the quorum present voted in the open meeting to go into Executive Session (closed meeting). The subject matter discussed was applicable under the following code section(s):

- O.C.G.A. 50-14-2(1) – Consultation with an attorney regarding pending or potential legal action.
- O.C.G.A. 50-14-3(4) – Discussion of future acquisition of real estate. *Administrative*  
(Notice was given as required and minutes taken.)
- O.C.G.A. 50-14-3(6) – Discussion of personnel matters.

I further certify that the subject matter of the Executive Session (closed meeting) was devoted to matters within the exception provided by law and the above checked identifies the specific relevant exception.

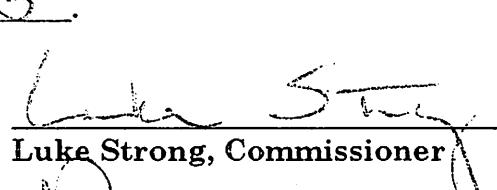
This 21<sup>st</sup> day of April, 2015.

  
Terry Clark, Chairman

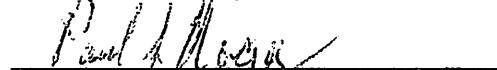
  
Winfred Giddens, Commissioner

  
Donna Herndon, Commissioner

  
Johnny Hardin, Commissioner

  
Luke Strong, Commissioner

  
Marc DeMott, Commissioner

  
Paul Nagy, Commissioner

Sworn to and subscribed  
before me, this 21<sup>st</sup> day of  
April, 2015.

County Clerk or Notary Public  
My Commission Expires:

