



## **Finance Committee Meeting Minutes**

Glynn County Board of Commissioners

**4:00 p.m., Tuesday, May 12, 2009**

**Third Floor Conference Room**

**W. Harold Pate Courthouse Annex**

**Brunswick, Georgia**

### **Present:**

**Committee Members:** *T. Sublett, and T. Thaw*

**Other Commissioners:** *A. Callaway*

**Staff:** *J. Bruner, D. Chunn, J. Catron, M. Doering, B. Gerhardt, P. McNicoll, B. Rowell, A. Sapp, C. Stewart, A. Thomas, W. Worley*

**Press:** *J. Davis, M. Permar*

**Others:** *S. Thompson*

1. *Consider approval of the consent agenda.*
  - a) *Approve of the April 28, 2009 Finance Committee Minutes.*
  - b) *Recommend that the Board of Commissioners approve a request from Mr. Thompson, STS Properties, LLC, that \$722.97 paid in interest for 2007 and 2008 property taxes be refunded.*
  - c) *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 21, 2009 meeting.*
  - d) *Recommend that the Board of Commissioners declare the unusable items listed on the attached pages as surplus and approve the disposal of these items in the best interest of the County.*
  - e) *Recommend approval of the second year extension with Bamaco, Inc for debris removal services at no cost to Glynn County unless services are requested, at which time the approved unit rate prices would apply.*

The following motion made by Commissioner Sublett and seconded by Commissioner Thaw passed unanimously.

### **Recommend approval of the consent agenda. (Vote: 2-0)**

2. *Consider recommending to the Glynn County Board of Commissioners to award the contract for providing testing and inspection services for the Exit 29 WPCP expansion project to WPC, Inc. of Savannah, Georgia in accordance with the unit pricing on the attached bid dated April 21, 2009 with a not-to-exceed amount of \$60,000.*

Mr. Jim Bruner, County Engineer, presented this item and stated that certain construction materials testing and inspection services would be necessary to help assure the quality of construction of the Water Pollution Control Plant Expansion. Commissioner Sublett questioned whether this contract would be for one year and Mr. Bruner responded that it would be for the duration of the construction project. Commissioner Thaw asked how many local companies submitted bids and Mr. Bruner stated that Ellis & Associates was the only bidder from Brunswick. The following motion made by Commissioner Sublett and seconded by Commissioner Thaw passed unanimously.

**Recommend awarding the contract for providing testing and inspection services for the Exit 29 WPCP expansion project to WPC, Inc. of Savannah, Georgia in accordance with the unit pricing on the attached bid dated April 21, 2009 with a not-to-exceed amount of \$60,000. (Vote: 2-0)**

3. *Consider recommending to the Glynn County Board of Commissioners to award the contract for design and construction of a new communication tower to Sabre Communications Corporation of Sioux City, Iowa in accordance with their proposal number 09-8127-MEG-R1, Option II in the amount of \$164,846 with funding provided by the General Fund fund balance.*

Mr. Jim Bruner, County Engineer, stated that the Frederica Road water tower which has several communication antennas installed on it has been deemed unsafe for personnel access and was previously declared as surplus by the County. Since a communications tower is needed by the County for its E-911 system and other cell phone companies as well, the County requested proposals for the construction of a new tower to be used instead of the unsafe water tower. Six proposals were received and County staff recommended award of the contract for design and construction to Sabre Communications Corporation of Sioux City, Iowa. Mr. Bruner stated that staff had negotiated the terms with Sabre as their proposal had received the highest score. Assistant County Attorney Will Worley stated that he would review the negotiation process before the Board of Commissioners meeting. The following motion made by Commissioner Sublett and seconded by Commissioner Thaw passed unanimously.

**Recommend awarding the contract for design and construction of a new communication tower to Sabre Communications Corporation of Sioux City, Iowa in accordance with their proposal number 09-8127-MEG-R1, Option II in the amount of \$164,846 with funding provided by the General Fund fund balance. (Vote: 2-0)**

4. *Consider recommending that the Board of Commissioners award the bid for FY09 Audit Services to Karp, Ronning & Tindol, CPAs, Savannah, Georgia, at a cost of \$55,000 with funding to be provided in the FY 09-10 budgets of funds receiving audit services and authorize the Chairman to sign the audit engagement letter.*

Ms. Phyllis McNicoll, Finance Director, presented this item and stated that the previous contract for audit services had expired and that a request for proposals had been issued for the FY09 annual audit with provisions for three one-year extension options. Four CPA firms responded with proposals which were evaluated by staff and Karp, Ronning, and Tindol received the highest score. Commissioner Sublett asked if Ms. McNicoll thought that the auditors should be changed and she stated that she thought the audit services should be bid on a regular schedule. The following motion made by Commissioner Sublett and seconded by Commissioner Thaw passed unanimously.

**Recommend awarding the bid for FY09 Audit Services to Karp, Ronning & Tindol, CPAs, Savannah, Georgia, at a cost of \$55,000 with funding to be provided in the FY 09-10 budgets of funds receiving audit services and authorize the Chairman to sign the audit engagement letter. (Vote: 2-0)**

5. *Budget update.*

Mr. Bobby Gerhardt, Chief Appraiser, stated that the Property Appraisal Office was scheduled to mail the value change notices on Friday, May 15 but that it was more likely that they would send them out the week of the 18<sup>th</sup>. Mr. Gerhardt informed the Committee that values had decreased by \$663 million in fair market values and \$265 million in assessed values due to the implementation of House Bill 233.

Mr. Charles Stewart, County Administrator, stated that he had contacted the Sheriff and Police Chief concerning their requested budgets and they had both been reduced to approximately the same as the current year's budgets.

Mr. Stewart stated that the proposed General Fund budget had been reduced by approximately \$3.3 million and that no property tax growth had been used in the recommended budget. He requested that a public hearing be held at 5 p.m. before the Board of Commissioners meeting on June 4 and that the budget be adopted on June 18. Commissioner Thaw requested that a public hearing be held on St. Simons on June 3 also. Mr. Stewart stated that the proposed budget would be given to the Commissioners on May 15 and would be advertised that it is available for public review at that time.

6. *Request that Chairman Thaw identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.*

**Chairman Thaw requested that all items except Item #5 be placed on the Board of Commissioners' Consent Agenda. Item #5 will be submitted to the Board of Commissioners as a separate document and will not be placed on the agenda.**