



**Finance Committee Meeting Minutes**  
**Glynn County Board of Commissioners**  
**8:30 a.m., Wednesday, February 2, 2011**  
**Third Floor Conference Room**  
**W. Harold Pate Courthouse Annex**  
**Brunswick, Georgia**

**Present:**

**Committee Members:** A. Callaway, R. Strickland and C. Taylor

**Other Commissioners:**

**Staff:** B. Aldinger, P. Andrews, J. Breitenbach, J. Catron, P. Christian, W. Davis, F. Dees, M. Doering, R. Gerhardt, P. McNicoll, A. Ours, B. Rowell, S. Santee, C. Temple, D. West, W. Worley

**Press:** N. Batiwalla, M. Permar

**Others:** Jeff Kilgore, Bob Torras, Robert Ussery

1. *Consider approval of the consent agenda.*

Chairman Callaway announced that there would be no consent agenda and all items would be discussed.

a) *Approval of the December 7, 2010 Finance Committee Minutes.*

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

**Motion of approve the December 7, 2010 Finance Committee Minutes. (Vote: 3-0)**

b) *Recommend that the Board of Commissioners adopt the Resolution to amend the FY10/11 Budget.*

Commissioner Taylor questioned why the budget had to be amended for prior year encumbrances and Ms. Phyllis McNicoll, Finance Director, stated that appropriations lapse at year-end and encumbrances are legal commitments (purchase orders and contracts) which must be re-budgeted in the subsequent year. Commissioner Taylor asked why staff doesn't know before the current year budget is approved that those commitments would be outstanding and then budget for them in the original budget for 2011. Ms. McNicoll responded that budgeting for them at that time would result in an unbalanced budget and the County is required by law to approve a balanced budget. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners adopt the Resolution to amend the FY10/11 Budget. (Vote 3-0)**

c) *Recommend that the Board of Commissioners approve writing off the Sanitation fee for 2010 on Parcel #04-02248.*

Tax Commissioner Florence Dees stated that the property in question was seized by the federal government and that there had been no electricity on in the house for two years

and no water for three years. She stated that the 2010 tax bill had been adjusted off since it was owned by the federal government and the sanitation bill which is for calendar 2011 should be adjusted also. Commissioner Callaway questioned whether the Commissioners can adjust the sanitation fee. Ms. Becky Rowell, Assistant County Administrator, stated that they could but only if the property is uninhabitable. She stated that she doesn't know the status of the structure. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Motion to defer this item to the next Finance Committee meeting. (Vote: 3-0)**

- d) *Recommend that the Board of Commissioners deny a request from Ms. Tina Lowry that \$207.53 paid for ad valorem taxes on a 2011 Camry be refunded.*

Tax Commissioner Florence Dees stated that Ms. Tina Lowry got false information from her car dealer and that it was not fair to the taxpayer to be penalized because of false dealer information. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve a request from Ms. Tina Lowry that \$207.53 paid for ad valorem taxes on a 2011 Camry be refunded. (Vote: 3-0)**

- e) *Recommend that the Board of Commissioners deny a request from Mr. Robert Shumer that \$840.75 paid in penalties and interest for parcel #02-02335 for tax years 2006 and 2008 be refunded.*

Tax Commissioner Florence Dees stated that Mr. Shumer bought the property through a foreclosure and paid the 2009 taxes but did not pay 2006 and 2008. Commissioner Callaway stated that he is responsible and due diligence is required on foreclosures. Ms. Dees said that the property was bought on the Courthouse steps and no attorney was involved with the purchase. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the board of Commissioners deny a request from Mr. Robert Shumer that \$840.75 paid in penalties and interest for parcel #02-02335 for tax years 2006 and 2008 be refunded. (Vote: 3-0)**

- f) *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 December 7, 2010 meeting.*

Commissioner Callaway questioned item #4 on page 44 on which the Board of Assessors recommend that 2.5 acres in Glynn Haven Subdivision be changed to exempt for 2010 because it belongs to Glynn County. Mr. Bobby Gerhardt, Chief Appraiser, stated that the roads in the subdivision were deeded to Glynn County and therefore should be exempt. The following motion made by Commissioner Strickland 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 December 7, 2010 meeting. (Vote: 3-0)**

- g) *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 December 21, 2010 meeting.*

The following motion made by Commissioner Strickland 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 December 21, 2010 meeting. (Vote: 3-0)**

- h) *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 January 4, 2011 meeting.*

The following motion made by Commissioner Strickland 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 January 4, 2011 meeting. (Vote: 3-0)**

- i) *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 January 18, 2011 meeting.*

The following motion made by Commissioner Strickland 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 January 18, 2011 meeting. (Vote: 3-0)**

- j) *Recommend that the Board of Commissioners exercise the 2nd option year for police department uniform requirements with the companies offering the lowest price per item as shown on the attached spreadsheet with funding to be provided by the departmental operating budget.*

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

**Recommend that the Board of Commissioners exercise the 2<sup>nd</sup> option year for Police Department uniform requirements with the companies offering the lowest price per item as shown on the attached spreadsheet with funding to be provided by the departmental operating budget. (Vote: 3-0)**

- k) *Recommend that the Board of Commissioners, pursuant to Section II.B of the County Grants Policy, authorize the County Administrator to approve the filing of grant applications for County projects during Calendar Year 2011.*

Mr. David Hainley, Community Development Director, presented this item and stated that this is an annual request to authorize the County Administrator to approve grant applications according to the grants policy. He stated that this does not grant the administrator authorization to approve grant agreements. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

**Recommend that the Board of Commissioners, pursuant to Section II.B of the County Grants Policy, authorize the County Administrator to approve the filing of grant applications for County projects during Calendar Year 2011. (Vote: 3-0)**

- l) *Recommend that the Board of Commissioners approve the application WSV2151 from James Clayton for water and sewer variances for 17.844 acres located on the south side of SR 99, approximately 600 feet west of its intersection with Godley Road, due to the distance to public water and sewer.*

Mr. David Hainley, Community Development Director, presented this item and Commissioner Strickland questioned why the County was approving the variance instead of the Joint Water & Sewer Commission. Mr. Will Worley, Assistant County Attorney, stated that this was required in the County's Subdivision Ordinance which states that all new subdivisions must connect to a water and sewer system unless specified distance requirements are met. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve the application WSV2151 from James Clayton for water and sewer variances for 17.844 acres located on the south side of SR 99, approximately 600 feet west of its intersection with Godley Road, due to the distance to public water and sewer. (Vote: 3-0)**

- m) *Recommend that the Board of Commissioners approve the application WSV2143 from Lloyd and Frances Crum for water and sewer variances for 5.4757 acres located on the east side of Oyster Lane, approximately 2,600 feet north of its intersection with Fish Hall Road, due to the distance to public water and sewer.*

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

**Recommend that the Board of Commissioners approve the application WSV2143 from Lloyd and Frances Crum for water and sewer variances for 5.4757 acres located on the east side of Oyster Lane, approximately 2,600 feet north of its intersection with Fish Hall Road, due to the distance to public water and sewer. (Vote: 3-0)**

- n) *Recommend that the Board of Commissioners adopt the resolution authorizing that the Glynn County Administrator is authorized to file application on behalf of the Glynn County Board of Commissioners with the Georgia Department of Transportation, to aid in the financing of a technical study grant to implement specific items of the FY2012 Brunswick Area Transportation Study (BATS) Unified Planning Work Program.*

Community Development Director David Hainley presented this item and stated that this was one of two planning grants from the Georgia Department of Transportation. He stated that staff time is charged to the program and this is the first year that the state has not participated in the program. The County participation is therefore 20% for the current year. Commissioner Taylor questioned where the BATS is located and Mr. Hainley stated that it is on the County's website. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners adopt the resolution authorizing that the Glynn County administrator is authorized to file application on behalf of the Glynn County Board of Commissioners with the Georgia Department of Transportation, to aid in the financing of a technical study grant to implement specific items of the FY2012 Brunswick Area Transportation Study (BATS) Unified Planning Work Program. (Vote: 3-0)**

- 2. Consider recommending that the Board of Commissioners approve a refund to Brunswick Landing, LLC, in the total amount of nine hundred thirty three and 74/100 dollars (\$933.74) for a partial refund of 2008 taxes paid and a full refund of 2009 taxes paid on tax parcels 01-02924 and 01-02938 and that the Board of Commissioners authorize the placement of these two parcels on the exempt 2009 and 2010 tax digests and the cancellation of the 2010 ad valorem tax bills for same, including penalties and interest.*

Mr. Will Worley, Assistant County Administrator, stated that this property was condemned through eminent domain and the question related to taxes is when the County became owner of the property. He stated that Glynn County has consistently claimed ownership of the property even though we were not allowed to take possession of it for some time after the condemnation. He stated that there was an order that the County had title to the property but that order was stayed and Brunswick Landing did rent some of the property at that time. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

**Recommend that the Board of Commissioners approve a refund to Brunswick Landing, LLC, in the total amount of nine hundred thirty three and 74/100 dollars (\$933.74) for a partial refund of 2008 taxes paid and a full refund of 2009 taxes paid on tax parcels 01-02924 and 01-02938 and that the Board of Commissioners authorize the placement of these two parcels on the exempt 2009 and 2010 tax digests and the cancellation of the 2010 ad valorem tax bills for same, including penalties and interest. (Vote: 3-0)**

- 3. Consider recommending that the Board of Commissioners approve the attached Community Service Agency Agreement with Sentinel Offender Services for use of their Community Service Worker's Program with agreement to be provided at no cost to Glynn County.*

Mr. Wesley Davis, Recreation Director, explained to the Committee that the County has had a Community Service Agency Agreement with Sentinel Offender Services for several years and Blythe Island Regional Park and Selden Park have benefited from the services provided at no cost to the County. The Community Service workers performed janitorial services, grounds maintenance, trash collection and manual labor. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve the attached Community Service Agency Agreement with Sentinel Offender Services for use of their Community Service Worker's Program with agreement to be provided at no cost to Glynn County. (Vote: 3-0)**

4. *Consider recommending that the Board of Commissioners approve the advertising contract with Southeast Publications USA, Inc. for the production of the BIRP campsite map at no cost to Glynn County.*

Mr. Wesley Davis, Recreation Director, stated that the County and BIRP campers have benefited from the service provided for many years. Commissioner Strickland asked why the company doesn't charge for the publication and Mr. Davis stated that the map has advertisements on it that the company sells. Commissioner Taylor asked where the maps are distributed and Mr. Stanley Santee, Blythe Island Park Manager, stated that they are placed in welcome centers throughout the south and that there are limited numbers of copies. Commissioner Taylor suggested other locations such as the Visitors Bureau and the Jekyll Island Welcome Center. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve the advertising contract with Southeast Publications USA, Inc. for the production of the BIRP campsite map at no cost to Glynn County. (Vote: 3-0)**

5. *Consider recommending that the Board of Commissioners authorize staff to proceed with Phase 1 of the SPLOST 5 Network Communications project at an estimated cost of \$100,000, with funding to be provided by General Fund fund balance, to be repaid by SPLOST 5, with interest, when funds become available.*

Mr. David West, Network Engineer, presented this item and requested authorization to move forward with this project. Mr. John Catron, Information Technology Director, stated that this is the first phase of installing fiber to the Public Safety Complex. He stated that Public Works communications is at 93% of capacity. Ms. Becky Rowell, Acting Public Works Director, stated that they far exceeded the size of the network when the Temporary Jail Building H was added to the network. She stated that the system is like being on dial-up. Commissioner Callaway questioned whether they should wait until a decision is made on the location of the jail. Mr. Alan Ours, County Administrator, recommended moving ahead with the project. Mr. West stated that the County spends \$500 thousand per year on leased lines and this would reduce recurring charges by \$100 thousand. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

**Recommend that the Board of Commissioners authorize staff to proceed with Phase 1 of the SPLOST 5 Network Communications project at an estimated cost of \$100,000, with funding to be provided by General Fund fund balance, to be repaid by SPLOST 5, with interest, when funds become available. (Vote: 3-0)**

6. *Consider recommending that the Board of Commissioners award the contract for the Fairway Oaks Drainage Improvements project to Palm Coast Utilities, LLC Allenhurst, Georgia, in the amount of \$338,472.00 with funding provided from SPLOST 4 (Program 4526 Obj. 54375).*

Mr. Paul Andrews, Acting County Engineer, presented this item and recommended award to Palm Coast Utilities. Commissioner Taylor questioned the difference between the Fairway Oaks and Belle Point projects. Mr. Andrews stated that in Fairway Oaks, components of the system are falling apart and the project is predominantly rehabilitation. The Belle Point project is more extensive as it is for rehabilitation and rerouting of some drainage. The Belle Point project is

rehabilitation and upgrade. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners award the contract for the Fairway Oaks Drainage Improvements project to Palm Coast Utilities, LLC Allenhurst, Georgia, in the amount of \$338,472.00 with funding provided from SPLOST 4 (Program 4526 Obj. 54375). (Vote: 3-0)**

7. *Consider recommending that the Board of Commissioners award the contract for the Belle Point Drainage Improvements Phase II project to the lowest responsive and responsible bidder, Woodard Construction Company of Waycross, Georgia, in the amount of \$522,477 with funding provided from Public Works budget (Program 4511) in the amount of \$349,973 with the remaining \$172,504 from SPLOST 5.*

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

**Recommend that the Board of Commissioners award the contract for the Belle Point Drainage Improvements Phase II project to the lowest responsive and responsible bidder, Woodard Construction Company of Waycross, Georgia, in the amount of \$522,477 with funding provided from Public Works budget (Program 4511) in the amount of \$349,973 with the remaining \$172,504 from SPLOST 5. (Vote: 3-0)**

8. *Consider recommending that the Board of Commissioners authorize issuing an Invitation for Bid for the construction of ninety-seven 10' X 20' X 4" concrete slabs at BIRP Campground with funding to come from SPLOST #4.*

Mr. Wesley Davis, Recreation Director, presented this item and stated that the estimated cost for the construction of ninety seven slabs is \$80 thousand. He stated that if the slabs are approved and installed, the campground would become more desirable to the camping community and would result in more revenue. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

**Recommend that the Board of Commissioners authorize issuing an Invitation for Bid for the construction of ninety-seven 10' X 20' X 4" concrete slabs at BIRP Campground with funding to come from SPLOST #4. (Vote: 3-0)**

9. *Consider recommending that the Board of Commissioners authorize staff to go out for bid for a vacuum truck, street sweeper, fuel truck, low boy tractor and sidewalk sweeper with funding from SPLOST 5.*

Ms. Becky Rowell, Acting Public Works Director, presented this item and showed the Committee pictures of the current equipment. She stated that if this is approved, they would come back to the Committee with a recommendation to award the bids. If approved, the vacuum truck will be the first to be bid because Public Works is currently renting a vacuum truck at a cost of \$11 thousand per month. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners authorize staff to go out for bid for a vacuum truck, street sweeper, fuel truck, low boy tractor and sidewalk sweeper with funding from SPLOST 5. (Vote: 3-0)**

10. Consider recommending that the Board of Commissioners authorize use of the remaining SPLOST #3 funds for the following projects with any additional funds allocated to Road Resurfacing:
- a. Spur 25 Design and Right-of-Way Acquisition \$ 200,000
  - b. Chapel Crossing & Perry Lane Rd. Design \$ 121,000
  - c. Road Resurfacing (approx. 1.08 miles) \$ 125,000.

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

**Recommend that the Board of Commissioners authorize use of the remaining SPLOST #3 funds for the following projects with any additional funds allocated to Road Resurfacing:**

- a. Spur 25 Design and Right-of-Way Acquisition \$ 200,000
- b. Chapel Crossing & Perry Lane Rd. Design \$ 121,000
- c. Road Resurfacing (approx. 1.08 miles) \$ 125,000. (Vote: 3-0)

11. Consider recommending that the Board of Commissioners accept Change Order #4 from Thomas & Hutton in the amount of \$94,400 to design the roundabout and revise the project documents to include a roundabout at the intersection of Spur-25 Extension and Hwy-99 with funds to be provided from SPLOST 3 remaining funds.

Mr. Paul Andrews, Acting County Engineer, stated that a new DOT initiative for new projects is to require evaluation of the feasibility of constructing a roundabout instead of traffic signals. Commissioner Strickland stated that he has real problems with constructing a roundabout on a busy highway like SR99. He stated that it would increase the possibility of accidents. Commissioner Strickland questioned how many roundabouts had been installed on state roads and the rate of accidents. Mr. Alan Ours, County Administrator, requested that Mr. Andrews provide an opinion about the possibility of accidents caused by a roundabout. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Motion to defer this item to the next Finance Committee meeting. (Vote: 3-0)**

12. Consider recommending that the Board of Commissioners award the bid for the construction of Postell Market Phase 3 of the Village Master Plan at Neptune Park on St. Simons Island, Georgia to Seaboard Construction Company of Brunswick Georgia in the amount of \$671,555.23 with no options.

Mr. Paul Christian, Assistant County Administrator, presented this item along with Mr. Robert Ussery, Architect. Mr. Christian stated that the Board of Commissioner had authorized Ussery Rule to design the concept for the Postell Market on August 5, 2010 and the construction project was subsequently bid. He recommended award of the bid to the lowest bidder. Commissioner Taylor requested to see a copy of the original master plan for the Village which showed this portion of the park and Mr. Ussery showed him the current master plan. Commissioner Taylor requested a revenue projection for Postell Park. Commissioner Strickland asked Mr. Ours about his thoughts of using the General Fund fund balance as the funding source for the project. Mr. Ours stated that he was concerned about groups that had already rented the space and would then have to cancelling during construction. We was also concerned about how taxes are coming in which could impact the fund balance.



He stated that the fund balance will probably need to be used to pay back Splost 5 for the property that was purchased for the jail expansion. He stated that there is quite a bit of uncertainty right now and is hesitant to recommend taking funds from the fund balance. Commissioner Strickland asked for the number of advance reservations and Mr. Davis stated that he would get the figures for him and that rentals can be made twelve months in advance. Commissioner Callaway stated that this project doesn't need to be rushed into. She said that it is a project that needs to be done but now is not the right time. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Motion to defer this item to the February 15, 2011 Work session with revenue projections to be presented at that meeting. (Vote: 3-0)**

13. *Discussion of carryforwards.*

*Questions were asked about several projects such as the SSI Master Trail Plan which Mr. David Hainley explained was the cash match for a TEA project and the GSP Headquarters Building which Mr. Paul Christian explained was for the cover over the parking area. The Committee asked for more information on the report and Commissioner Taylor requested that the report be resubmitted at the next Finance Committee meeting showing amounts need to complete the projects. Mr. Ours suggested that there be a column for amounts available for reallocation and the Committee agreed.*

**No action was taken on this item.**

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

**Commissioner Callaway requested that all items except items #1(I) and #10, which went directly to the Board of Commissioners February 3, 2011 meeting, be placed on the Board of Commissioners consent agenda except the following – items # 5, 6, 7, and 9. Items 1(c), 11 and 13 are deferred to the next Finance Committee, and item 12 is deferred to the 2/15/11 work session.**