



**Finance Committee Meeting Minutes**  
**Glynn County Board of Commissioners**  
8:30 a.m., Tuesday, April 12, 2011  
Third Floor Conference Room  
W. Harold Pate Courthouse Annex  
Brunswick, Georgia

**Present:**

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

**Other Commissioners:** M. Hunt

**Staff:** P. Andrews, J. Catron, W. Davis, D. Deloach, M. Doering, R. Gerhardt, D. Hainley, A. Hunter, H. Key, P. McNicoll, P. Nicometo, A. Ours, A. Randolph, O. Reed, B. Rowell, C. Temple, D. West, W. Worley

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

**Others:** Cap Fendig, James Smartt

Commissioner Callaway was not yet at the meeting and Commissioner Strickland chaired the meeting until she arrived.

- 1) Consider approval of the March 8, 2011 Finance Committee Minutes. (P. McNicoll) 11 pages [LINK](#)

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

**Approve the March 8, 2011 Finance Committee Minutes. (Vote: 2-0)**

**Tax Commissioner's Items**

- 2) Consider recommending that the Board of Commissioners approve or deny a request from Mr. James Smartt that \$102.70 paid in penalties and interest for parcel #04-04848 for 2010 property taxes be refunded. (F. Dees) 12 pages [LINK](#)

Ms. Alberta Randolph, Deputy Tax Commissioner, stated that the Tax Commissioner's Office used the address that they had in their file to send Mr. Smartt's tax bill. She said that Mr. Smartt said he had given the correct address to the Property Appraisal office but not to the Tax Commissioner's Office. Mr. Smartt stated that he had given the new address to the Property Appraisal Office and he had requested the refund as a matter of principle. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

**Recommend that the Board of Commissioners approve a request from Mr. James Smartt that \$102.70 paid in penalties and interest for parcel #04-04848 for 2010 property taxes be refunded. (Vote: 2-0)**

- 3) Consider recommending that the Board of Commissioners approve or deny a request from Ms. Nancy Ward that \$2,125.69 paid in penalties and interest for parcel #04-09697 for 2009 property taxes be refunded. (F. Dees) 4 pages [LINK](#)

Ms. Alberta Randolph, Deputy Tax Commissioner, stated that Mr. Ward's property value was under appeal and in her letter Ms. Ward stated that someone "mistakenly" told her not to pay the bill. Ms. Randolph stated that the Tax Commissioner's Office did not tell her to not pay the bill. Mr. Will Worley, Assistant County Attorney, told the Committee that he has worked with the Property Appraisal Office on tax cases and that he found it hard to believe that anyone in the Property Appraisal Office told her not to pay the bill. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

**Recommend that the Board of Commissioners deny a request from Ms. Nancy Ward that \$2,125.69 paid in penalties and interest for parcel #04-09697 for 2009 property taxes be refunded. (Vote: 2-0)**

- 4) Consider recommending that the Board of Commissioners approve a request from Mr. Kenneth Parris that \$98.88 paid in interest for parcel #04-06329 for 2010 property taxes be refunded. (F. Dees) 6 pages [LINK](#)

Ms. Alberta Randolph stated that Mr. Parris's address had not changed and that his bill was not returned in the mail so it must have been lost by the Postal Service. The Tax Commissioner's Office recommended approval of the refund. The Committee did not agree and 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. Kenneth Parris that \$98.88 paid in interest for parcel #04-06329 for 2010 property taxes be refunded. (Vote: 2-0)**

### Grants

Commissioner Callaway arrived during the discussion of Item #5.

- 5) Consider recommending that the Board of Commissioners authorize the Glynn County Administrator to execute the supplemental agreement between the Georgia Department of Transportation and Glynn County for carry over funding in the amount of \$192,731.76. (D. Hainley) 3 pages [LINK](#)

Mr. David Hainley, Community Development Director, presented this item and stated that this is the last year that the federal government will carry over funds. He stated that the \$192 thousand has built up over 2 ½ years of unused grant funds. He stated that this is a reimbursement Transportation grant and it partially reimburses the County for staff time involved in the Transportation Study. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

**Recommend that the Board of Commissioners authorize the Glynn County Administrator to execute the supplemental agreement between the Georgia Department of Transportation and Glynn County for carry over funding in the amount of \$192,731.76. (Vote: 3-0)**

### Recreation Items

- 6) Consider recommending that the Board of Commissioners authorize the Recreation Department to advertise to hold a public hearing to increase rental fees for Postell Park. (W. Davis) 1 page [LINK](#)

Mr. Wesley Davis, Recreation Director, presented this item and stated that the requested fees are based on actual rentals in the past year. He stated that the rental fees of \$6,750 would increase to \$42,050 if the fee increase is approved. Commissioner Strickland asked how many rental spaces will be available and Mr. Davis responded that he thought there would be ninety spots. Commissioner Taylor questioned why the 501c3 organization would not get the discount and Mr. Davis stated that the main renter would be discounted but the individual lot fees would not be discounted because they are currently paying the event organizer the full price. Mr. Davis stated that the recommended lot fee of \$20 is based on Jacksonville and Savannah fees. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners authorize the Recreation Department to advertise to hold a public hearing to increase rental fees for Postell Park. (Vote: 3-0)**

### **Concession Agreements**

- 7) Consider recommending that the Board of Commissioners approve the Concession License Agreement with Cap Fendig d/b/a Cap's Place at the Neptune Park Concession Facility in the total amount of \$7,500 to be received in 3 installments of \$2,500 on May 1<sup>st</sup>, 2011, June 1<sup>st</sup>, 2011 and July 1<sup>st</sup>, 2011 with the approval subject to him providing all the check-list items prior to operating this concession facility. (W. Davis) 1 page [LINK](#)

Mr. Wesley Davis, Recreation Director, stated that the Recreation Department had requested bids for the Concession locations and had held a pre-bid meeting. Prior to the bid opening, Mr. Cap Fendig, emailed the Recreation Department and stated that he would pay \$7,500 for the Neptune Park Concession Facility, to be paid in three installments, if no one else placed a bid. Since the Recreation Department received no sealed bids, Mr. Davis recommended awarding the contract to Mr. Fendig. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve the Concession License Agreement with Cap Fendig d/b/a Cap's Place at the Neptune Park Concession Facility in the total amount of \$7,500 to be received in 3 installments of \$2,500 on May 1<sup>st</sup>, 2011, June 1<sup>st</sup>, 2011 and July 1<sup>st</sup>, 2011 with the approval subject to him providing all the check-list items prior to operating this concession facility. (Vote: 3-0)**

- 8) Consider recommending that the Board of Commissioners approve the Concession License Agreement with Charlie Turner from Brunswick, GA at the Coast Guard Concession Facility in the amount of \$5,000 with the stipulation that he will not open the concession facility on Sundays due to ministerial responsibilities and with the approval subject to him providing all the check-list items prior to operating this concession facility. (W. Davis) 1 page [LINK](#)

Mr. Wesley Davis stated that Charlie Turner was the only bidder for the Coast Guard Concession Facility and requested that the agreement with Mr. Turner be approved even though he would not open the concession on Sundays. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

**Recommend that the Board of Commissioners approve the Concession License Agreement with Charlie Turner from Brunswick, GA at the Coast Guard Concession Facility in the amount of \$5,000 with the stipulation that he will not open the concession facility on Sundays due to ministerial responsibilities and with the approval subject to him providing all the check-list items prior to operating this concession facility. (Vote: 3-0)**

- 9) Consider recommending that the Board of Commissioners approve the Concession License Agreement with Dawson Robertson from Jacksonville, FL for the #1 site at Massengale Park for the bid amount of \$1,001, with the approval subject to him providing all the check-list items prior to operating this concession site. (W. Davis) 1 page [LINK](#)

Mr. Wesley Davis stated that Dawson Robertson was the sole bidder for the Massengale Park concession and stated that Mr. Robertson had a concession at Massengale last year and there were no complaints about his operation. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

**Recommend that the Board of Commissioners approve the Concession License Agreement with Dawson Robertson from Jacksonville, FL for the #1 site at Massengale Park for the bid amount of \$1,001, with the approval subject to him providing all the check-list items prior to operating this concession site. (Vote: 3-0)**

### **Contracts/Change Orders**

- 10) Consider recommending that the Board of Commissioners approve the St. Simons Island Pier Renovations Phase I- Change Order #1 in the amount of \$15,300 for the St. Simons Island Pier Renovations Phase I project for a new total of \$270,400.00 with funding provided from the Administrator's contingency fund. (D. Deloach) 2 pages [LINK](#)

Mr. David Deloach, Engineering Supervisor, stated that when the existing handrails on the Pier were taken down, there were three sections in which the concrete was found to be severely damaged and the steel was also damaged due to salt and water intrusion. He stated that it was necessary to perform additional repair work on those sections as it would have been impossible to reinstall the handrails if the repairs were not done. Commissioner Strickland asked if the project was on schedule and Mr. Deloach responded that it was. He stated that the pier would definitely be open for the Easter sunrise service. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve the St. Simons Island Pier Renovations Phase I- Change Order #1 in the amount of \$15,300 for the St. Simons Island Pier Renovations Phase I project for a new total of \$270,400.00 with funding provided from the Administrator's contingency fund. (Vote: 3-0)**

Mr. Alan Ours, County Administrator, commented that Commissioner Strickland has questioned whether the County could install steps over the rocks next to the pier. Mr. Paul Andrews stated that the cost estimate was \$30 thousand and Mr. David Deloach stated that it would require approval from DNR and would have to be ADA compliant.

- 11) Consider recommending that the Board of Commissioners exercise the second year option of the Tree Removal/Maintenance Services contract with Locke Farms as follows with funding provided from the Engineering Department operating budget:

Tree removal, trimming limbs with traffic control, per hour	\$145
Tree removal, trimming limbs w/o traffic control, per hour	\$120
Palm tree trimming per each	\$25
Stump grinding, per inch diameter	\$2
Crane & operator, per hour	\$85-\$115. (P. Andrews) 2 pages <a href="#">LINK</a>

Mr. Paul Andrews, Acting County Engineer, requested that the Board exercise the second option year of the Tree Removal/Maintenance Services contract. He stated that Locke Farms has performed well under the current contract. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

**Recommend that the Board of Commissioners exercise the second year option of the Tree Removal/Maintenance Services contract with Locke Farms as follows with funding provided from the Engineering Department operating budget:**

<b>Tree removal, trimming limbs with traffic control, per hour</b>	<b>\$145</b>
<b>Tree removal, trimming limbs w/o traffic control, per hour</b>	<b>\$120</b>
<b>Palm tree trimming per each</b>	<b>\$25</b>
<b>Stump grinding, per inch diameter</b>	<b>\$2</b>
<b>Crane &amp; operator, per hour</b>	<b>\$85-\$115. (Vote: 3-0)</b>

**Funding Approval**

- 12) Consider recommending that the Board of Commissioners approve funding for the construction of an 18' x 24' pavilion at Ellis Point Park in an amount not to exceed \$16,900 to be provided by General Fund fund balance to be reimbursed by SPLOST #5 Funds with interest when funds become available. (W. Davis) 1 page [LINK](#)

Mr. Wesley Davis, Recreation Direct, presented this item and requested funding for the pavilion from SPLOST #5. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve funding for the construction of an 18' x 24' pavilion at Ellis Point Park in an amount not to exceed \$16,900 to be provided by General Fund fund balance to be reimbursed by SPLOST #5 Funds with interest when funds become available. (Vote: 3-0)**

- 13) Consider recommending that the Board of Commissioners approve funding for two MAYLINE 4/3 filing units which will be used to store employee records in the Human Resources Department in an amount not to exceed \$16,629 with funding to be provided by SPLOST #5 Pate Building Project. (O. Reed) 3 pages [LINK](#)

Ms. Orah Reed, Human Resources Director, presented this item and stated that the file room new office space on the first floor was smaller would contain more equipment than the current file room. Commissioner Callaway questioned if the filing system was originally budgeted in the Pate project and Mr. Alan Ours stated that he didn't know if all of the furniture, fixtures and equipment were identified in the budget but that there is sufficient

funds to purchase the filing system. The following motion made by Commissioner Strickland seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve funding for two MAYLINE 4/3 filing units which will be used to store employee records in the Human Resources Department in an amount not to exceed \$16,629 with funding to be provided by SPLOST #5 Pate Building Project. (Vote: 3-0)**

- 14) Consider recommending that the Board of Commissioners approve funding for the purchase of Data Center Equipment in an amount not to exceed \$115,000, with funding to be provided by the SPLOST 5 Pate Building Project. (D. West) 1 page [LINK](#)

Mr. John Catron, Information Technology Director, and Mr. David West, Network Engineer, presented this item. Mr. Catron stated that this was a request for equipment to go into the computer room and that it was always a part of the Pate project. Mr. West stated that this is an all-inclusive solution that will support growth. He stated that the vendor will set up the equipment and that it will be a turn-key operation. Commissioner Taylor questioned if the existing server room equipment would be used. Mr. Catron stated that most of the servers would be moved into the new room but the racks would be new. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve funding for the purchase of Data Center Equipment in an amount not to exceed \$115,000, with funding to be provided by the SPLOST 5 Pate Building Project. (Vote: 3-0)**

### Miscellaneous

- 15) Consider recommending that the Board of Commissioners approve the list of roads suggested for patching/pothole repair and resurfacing in the priority as submitted for the Patching and Resurfacing of Various Roads in Glynn County project with funding for construction provided from the FY11 Public Works Budget. (D. Deloach) 9 pages [LINK](#)

Mr. David Deloach, Engineering Supervisor, presented a list of roads that needed patching and/or pothole repairs and a list of roads for resurfacing. He stated that all of the patching/pothole repair work would be done and the amount of road resurfacing work would be based on what could be done with available funds. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve the list of roads suggested for patching/pothole repair and resurfacing in the priority as submitted for the Patching and Resurfacing of Various Roads in Glynn County project with funding for construction provided from the FY11 Public Works Budget. (Vote: 3-0)**

- 16) Consider recommending that the Board of Commissioner approve a change in the Glynn County property record web portal free viewer to include the features of:
- Search by Legal Information, Subdivision, Neighborhood, Condo, Zoning, Sales, & Sales List;

- the property record card aspects of Building improvement information, building photo, and building sketch; and
- the functionality of sales queries, labels and excel lists. (J. Catron) 7 pages [LINK](#)

Mr. John Catron, Information Technology Director, and Mr. Hunter Key, GIS Manager, presented this item. Mr. Key stated that public safety boundaries, water & sewer layers, and plat access would continue to be available with a paid subscription. He stated that the previous vendor (Binary Bus) charged a hosting fee of \$20 thousand per year and the current vendor (QPublic) charges \$11 thousand for two years and \$7 thousand per year after two years. The increase in free services was feasible because of the decrease in the hosting fees. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

**Recommend that the Board of Commissioners approve a change in the Glynn County property record web portal free viewer to include the features of:**

- **Search by Legal Information, Subdivision, Neighborhood, Condo, Zoning, Sales, & Sales List;**
- **the property record card aspects of Building improvement information, building photo, and building sketch; and**
- **the functionality of sales queries, labels and excel lists. (Vote: 3-0)**

17) Review the proposed SPLOST #5 Budget adjustments. (P. McNicoll) 4 pages [LINK](#)

Mr. Alan Ours, County Administrator, requested that this item be tabled to a date uncertain. He stated that the staff SPLOST Team will reconvene to review the SPLOST #5 progress and budget.

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

**Motion to add an item to the agenda. (Vote: 3:0)**

17b) Consider recommending that the Board of Commissioners approve the initiation of the Glynn County Recycling Program to begin on May 1, 2011 with FY11 funding from the County Administrator's Contingency Budget in the amount of \$25,722.

Mr. Wesley Davis, Recreation Director, and Ms. Becky Rowell, Assistant County Administrator, presented this item and suggested that Glynn County should consider setting an example as a Green Eco-Friendly Community by taking the lead in recycling. They stated that County parks would be a good place to start if approved by the Board of Commissioners. The initial cost for equipment purchase is estimated at \$8,862 annual costs for bags and contaminated pulls is estimated at \$7,375 and \$9,535, respectively, for a total initial cost of \$25,772. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve the initiation of the Glynn County Recycling Program to begin on May 1, 2011 with FY11 funding from the Administrator's Contingency budget in the amount of \$25,722. (Vote: 3-0) [LINK](#)**

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

**Items 2-4, 6-13 and 16, will be placed on the Board of Commissioners' Consent Agenda.  
Items 5, 14, 15, and 17b will be placed on the Board of Commissioners' Regular Agenda.  
Items 1 and 17 will not be forwarded to the Board of Commissioners' Agenda.**