



Finance Committee Meeting Minutes
Glynn County Board of Commissioners
8:30 a.m., Tuesday, July 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:

Staff: *J. Breitenbach, J. Catron, R. Coolidge, W. Davis, D. Deloach, M. Doering, R. Gerhardt, D. Hainley, P. McNicoll, A. Ours, B. Rowell, S. Santee, W. Worley*

Press: *A. Hall, M. Morrison*

Others: *Rod Ellis, Tracy Morelan, Robert Ussery*

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

- 1) Consider approval of the June 7, 2011 Finance Committee Minutes. (P. McNicoll) [LINK](#)

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

Approval of the June 7, 2011 Finance Committee Minutes. (Vote: 3-0)

- 2) Receive Workers Compensation Report. (R. Coolidge) 8 pages [LINK](#)

Mr. Rick Coolidge, Human Resources, presented the workers compensation report for the period from July 1, 2010 through June 30, 2011. He stated that there were \$1.231 million in net claims for that period. He reported that there were no significant injuries in June, 2011 and most incidents were in Fire and Public Works. Of the eleven incidents in Fire and Public Works, only three required medical treatments. Commissioner Taylor questioned if they were lost time accidents and Mr. Coolidge responded that they were not. Mr. Coolidge stated that there was approximately \$100 thousand remaining in recoveries to be collected.

Approval of the June 7, 2011 Finance Committee Minutes. (Vote: 3-0)

- 3) Consider recommending that the Board of Commissioners authorize bidding of those materiel, goods, projects, or services whose funding has been approved in the FY 2011/2012 budget. (P. McNicoll) 1 page [LINK](#)

Ms. Phyllis McNicoll, Finance Director, informed the Committee that the Purchasing Ordinance requires that formal bidding must be approved by the Board of Commissioners prior to bidding and that funds must be budgeted prior to making any acquisitions. She stated that each year staff requests that the Board of Commissioners approve the bidding

of all budgeted items for the fiscal year instead of requiring staff to request approval on each item throughout the year. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners authorize bidding of those materiel, goods, projects, or services whose funding has been approved in the FY 2011/2012 budget. (Vote: 3-0)

- 4) Consider recommending that the Board of Commissioners declare county vehicle #'s 2341, 2392, 2400, 2188 and 2189 surplus and unusable for county purposes and donate these vehicles to the Glynn County Schools Police Department. (A. Ours) 2 pages [LINK](#)

Mr. Alan Ours, County Administrator, stated that the County Schools Police Department had requested the transfer of five vehicles that had been assigned to the County Police Department. He stated that the County has donated vehicles to the Board of Education for several years. Mr. Ours stated that the schools don't use the vehicles as heavily as the County Police does. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners declare county vehicle #'s 2341, 2392, 2400, 2188 and 2189 surplus and unusable for county purposes and donate these vehicles to the Glynn County Schools Police Department. (Vote: 3-0)

- 5) Consider recommending that the Board of Commissioners approve the solid waste service fee refund in the amount of \$10,500 as requested and outlined by William Ligon in his letter dated July 6, 2011, subject to the execution of an acceptable indemnification and hold harmless agreement by Halter Properties, LLC, prior to the distribution of any funds. (A. Ours) 10 pages [LINK](#)

Mr. Will Worley, Assistant County Attorney, presented this item and stated that the Grandview at Sea Palms Condominiums had contracted privately for dumpster service for 2009 and 2010 and the County had billed the unit owners individually for garbage collection also. The Condo Association was expected to notify the County that they had private garbage service and the owners would not have been billed, but they had not done so. Mr. Worley stated that if the County paid the refund to Attorney William Ligon, he would then distribute the refunds to the property owners. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

Recommend that the Board of Commissioners approve the solid waste service fee refund in the amount of \$10,500 as requested and outlined by William Ligon in his letter dated July 6, 2011, subject to the execution of an acceptable indemnification and hold harmless agreement by Halter Properties, LLC, prior to the distribution of any funds. (Vote: 3-0)

- 6) Consider recommending that the Board of Commissioners approve the 2011 Performance Partnership Agreement with the Office of Homeland Security/Georgia Emergency Management Agency and authorize the Chairman to execute the applicable Performance Partnership Agreement subject the County Attorney's approval. (J. Wiggins) 7 pages [LINK](#)

Police Chief Matthew Doering presented this item and stated that this was the annual agreement with the federal government and the funds are passed through the State of Georgia to Glynn County. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners approve the 2011 Performance Partnership Agreement with the Office of Homeland Security/Georgia Emergency Management Agency and authorize the Chairman to execute the applicable Performance Partnership Agreement subject the County Attorney's approval. (Vote: 3-0)

Property Appraisal Items

- 7) Consider recommending that the Board of Commissioners approve corrections to the digests as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, May 17, 2011 meeting. (R. Gerhardt) 3 pages [LINK](#)
- 8) Consider recommending that the Board of Commissioners approve corrections to the digests as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, June 7, 2011 meeting. (R. Gerhardt) 5 pages [LINK](#)
- 9) Consider recommending that the Board of Commissioners approve corrections to the digests as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, June 21, 2011 meeting. (R. Gerhardt) 3 pages [LINK](#)

Mr. Robert Gerhardt, Chief Appraiser, stated that most of the corrections were related to mobile homes and that mobile homes were difficult to keep up with. Commissioner Taylor questioned what was difficult about mobile homes and Mr. Gerhardt stated that sometimes they are moved and they don't catch them until they come in for permits. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners approve corrections to the digests as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, May 17, June 7, and June 21, 2011 meetings. (Vote: 3-0)

Recreation Item

- 10) Consider recommending that the Board of Commissioners:
 - a) authorize the sale of memorial plaques to the public by the Recreation Department for a \$50 fee for the county's cost plus the cost of the plaque so interested parties could honor deceased individuals via a memorial plaque to be installed by the county on benches located in Neptune Park;
 - b) approve the Memorial Plaque Acknowledgement and Agreement; and
 - c) approve the Neptune Park Memorial Plaque Policy. (W. Davis) 5 pages [LINK](#)

Mr. Wesley Davis, Recreation Director, stated that he had brought this item before the Finance Committee on March 8, 2011 and the Committee requested that a memorial

plaque policy be written by the County Attorney's Office prior to any action being taken on this item. Mr. Davis stated that the policy had been written and was ready for approval and requested authorization for the Recreation Department to sell the memorial plaques. He stated that the current cost of the plaque was \$135 and requested that the purchaser also be charged \$50 for the County's cost to install the plaque. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

Recommend that the Board of Commissioners:

- a) authorize the sale of memorial plaques to the public by the Recreation Department for a \$50 fee for the county's cost plus the cost of the plaque so interested parties could honor deceased individuals via a memorial plaque to be installed by the county on benches located in Neptune Park;**
- b) approve the Memorial Plaque Acknowledgement and Agreement; and**
- c) approve the Neptune Park Memorial Plaque Policy. (Vote: 3-0)**

- 11) Consider recommending that the Board of Commissioners authorize staff to proceed issuing a request for sealed bids for North Glynn Cameras and Network Infrastructure with funding of approximately \$150,000 to be provided by SPLOST #4. (W. Davis) 1 page [LINK](#)

Mr. Wesley Davis, Recreation Director, stated that he was asking for cameras to cover all areas of the North Glynn Recreation Park. He stated that it would help to investigate vandalism and also provide a safer environment for users of the park. Commissioner Strickland asked how many cameras they were planning to install and Mr. David West, IT Network Engineer, stated that they were planning to install 23 cameras. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners authorize staff to proceed issuing a request for sealed bids for North Glynn Cameras and Network Infrastructure with funding of approximately \$150,000 to be provided by SPLOST #4. (Vote: 3-0)

Contracts/Bids

- 12) Consider recommending that the Board of Commissioners award the bid for Concrete Pads and Collars for the Blythe Island Regional Park Campground to the lowest responsive and responsible bidder, John Hendrix Construction, Waycross, GA, in an amount not to exceed \$33,208.50, with funding to be provided by SPLOST #4. (W. Davis) 2 pages [LINK](#)

Mr. Wesley Davis, Recreation Director, presented this item and stated that eleven vendors bid on this project and he recommended award to the lowest responsive and responsible bidder. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners award the bid for Concrete Pads and Collars for the Blythe Island Regional Park Campground to the lowest responsive and responsible

bidder, John Hendrix Construction, Waycross, GA, in an amount not to exceed \$33,208.50, with funding to be provided by SPLOST #4. (Vote: 3-0)

- 13) Consider recommending that the Board of Commissioners approve Change Order #2 in an amount not to exceed \$24,765 with J Hiers Company for the North Glynn Walking Trail with funding to be provided by SPLOST #4 North Glynn Complex Improvements. (W. Davis) 2 pages [LINK](#)

Mr. Wesley Davis, Recreation Director, stated that this was the first lake project with a walking trail that he or his staff had been involved in. He stated that the change order requested was not the fault of the contractor but was the result of enhancements that County staff had requested. Commissioner Taylor asked if this would complete the walking trail and Mr. Davis responded that there would be additional needs for picnic tables and improvements to the island. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners approve Change Order #2 in an amount not to exceed \$24,765 with J Hiers Company for the North Glynn Walking Trail with funding to be provided by SPLOST #4 North Glynn Complex Improvements. (Vote: 3-0)

- 14) Consider recommending that the Board of Commissioners award the bid for the Data Center Equipment to the lowest responsive and responsible bidder, Anixter International, in the amount of \$114,200 with funding to be provided by SPLOST 5. (D. West) 2 pages [LINK](#)

Mr. David West, IT Network Engineer, stated that this project was estimated to cost \$115 thousand and the lowest bid came in at \$114.2 thousand. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners award the bid for the Data Center Equipment to the lowest responsive and responsible bidder, Anixter International, in the amount of \$114,200 with funding to be provided by SPLOST 5. (Vote: 3-0)

- 15) Consider recommending that the Board of Commissioners approve the contract with the Department of Transportation for the mowing of rights-of-way and litter pickup on 22.23 miles of state routes in Glynn County at a reimbursement rate of \$2,625 per mile per year for a total annual reimbursement of \$58,537.50. (B. Rowell) 12 pages [LINK](#)

Ms. Becky Rowell, Acting Public Works Director, stated that this was an annual contract with GA DOT to mow four state roads and she asked that the Board renew the contract. Commissioner Strickland questioned how often they were mowed and Ms. Rowell responded that they were mowed more than once per month and the Causeway was cleaned up five days per week. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners approve the contract with the Department of Transportation for the mowing of rights-of-way and litter pickup on 22.23

miles of state routes in Glynn County at a reimbursement rate of \$2,625 per mile per year for a total annual reimbursement of \$58,537.50. (Vote: 3-0)

- 16) Consider recommending that the Board of Commissioners award the bid for a Tymco 600 BAH street sweeper to the lowest responsive and responsible bidder, Consolidated Disposal System in the amount of \$190,075.00 with funding from SPLOST 5. (B. Rowell) 3 pages [LINK](#)

Ms. Becky Rowell, Acting Public Works Director, stated that the street sweeper is used for the maintenance of the streets within the County to comply with the NPDES standards and to maintain safe and attractive roads. She stated that nine bids were received and the four lowest bids did not meet the specifications. She recommended award to the lowest responsive and responsible bidder. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners award the bid for a Tymco 600 BAH street sweeper to the lowest responsive and responsible bidder, Consolidated Disposal System in the amount of \$190,075.00 with funding from SPLOST 5. (Vote: 3-0)

- 17) Consider recommending that the Board of Commissioners award the contract for the Patching/Pothole Repair and Resurfacing on Various Glynn Roads project to the lowest responsive and responsible bidder, Ricketson Construction Company of Douglas, Georgia, in the amount of \$1,079,686.65 with funding provided in the amount of \$981,225.00 from the FY 2010 Public Works Budget, (Program 4583 Obj. 54375) and \$98,461.65 from the General Fund fund balance. (B. Rowell) 3 pages [LINK](#)

Ms. Becky Rowell, Acting Public Works Director, presented this item and stated that four bids were received for resurfacing and patching/pothole repair work. The invitation for bid was sent out with several alternatives and she requested that the base bid along with Alternatives 2 and 3 be awarded which would require use of fund balance in the amount of \$98,461.65. After discussion of roads that were on the list, 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 Patching/Pothole Repair and Resurfacing on Various Glynn Roads project to the lowest responsive and responsible bidder, Ricketson Construction Company of Douglas, Georgia, in the amount of \$1,079,686.65 with funding provided in the amount of \$981,225.00 from the FY 2010 Public Works Budget, (Program 4583 Obj. 54375) and \$98,461.65 from the General Fund fund balance. (Vote: 3-0)

- 18) Consider recommending that the Board of Commissioners direct staff to move forward with the Postell Park lighting package at a cost of \$25,900 with funds to be provided through a budget amendment and to contract with Georgia Power for the monthly electric usage at a rate of \$197.40. (A. Ours) 8 pages [LINK](#); [LINK](#)

Mr. Alan Ours, County Administrator, presented this item and recommended that the County purchase the lights at a cost of \$25,900 and then have a monthly lease at a cost of \$197.40 per month. This alternative would have less impact on future budgets. He stated

that Georgia Power would be responsible for maintenance of the lights. Architect Robert Ussery stated that the lights would be on every night and commented that half of the lights are street lights. Commissioner Taylor questioned if this would be the last change order for Postell Park and Mr. Ussery responded that he thought it would be the last. He stated that they were being careful with expenses and would have some money left over at the end of the project. Mr. Will Worley requested that the motion be passed subject to the County Attorney's review. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners direct staff to move forward with the Postell Park lighting package at a cost of \$25,900 with funds to be provided through a budget amendment and to contract with Georgia Power for the monthly electric usage at a rate of \$197.40, subject to the County Attorney's review. (Vote: 3-0)

County Attorney's Items

- 19) Consider recommending that the Board of Commissioners authorize staff to solicit competitive, sealed bids for the opportunity for tour operators to utilize a police parking space in the St. Simons Village. (W. Worley) 16 pages [LINK](#)

Mr. Will Worley, Assistant County Attorney, stated that the current contract began in October, 2009 and is currently in the last option year. After discussion about signage, the following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners authorize staff to solicit competitive, sealed bids for the opportunity for tour operators to utilize a police parking space in the St. Simons Village. (Vote: 3-0)

- 20) Consider recommending that the Board of Commissioners approve, and authorize the Chairman to sign, the Tower and Ground Lease Agreement and the Memorandum of Lease between Glynn County and Verizon Wireless of the East for the placement of twelve (12) antennas on the communications tower located at 1543 Firetower Road for an initial annual base rental amount of \$20,000. (W. Worley) 32 pages [LINK](#)

Mr. Will Worley, Assistant County Attorney, presented this item and requested approval of the tower lease with Verizon Wireless of the East. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

Recommend that the Board of Commissioners approve, and authorize the Chairman to sign, the Tower and Ground Lease Agreement and the Memorandum of Lease between Glynn County and Verizon Wireless of the East for the placement of twelve (12) antennas on the communications tower located at 1543 Firetower Road for an initial annual base rental amount of \$20,000. (Vote: 3-0)

Community Development's Items

- 21) Consider recommending that the Board of Commissioners authorize the Chairman to execute the "Metropolitan Transportation Planning Services Contract" for Fiscal Year 2012. (D. Hainley) 77 pages [LINK](#)

Mr. David Hainley, Community Development Director, presented this item and the following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners authorize the Chairman to execute the "Metropolitan Transportation Planning Services Contract" for Fiscal Year 2012. (Vote: 3-0)

- 22) Consider recommending that the Board of Commissioners award the bid for the St. Simons Island Traffic Study to the lowest responsive and responsible bidder, LAI Engineering, in the amount of \$11,500. (D. Hainley) 1 page [LINK](#)

Mr. David Hainley, Community Development Director, stated that the County has identified numerous critical traffic locations on St. Simons Island that will become very congested over the upcoming years. He stated that funding for the study would be provided by the GA DOT Transportation Planning Grant. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners award the bid for the St. Simons Island Traffic Study to the lowest responsive and responsible bidder, LAI Engineering, in the amount of \$11,500. (Vote: 3-0)

- 23) Consider recommending that the Board of Commissioners award the bid for the Public Works Site Phase 1 & 2 Environmental Assessment & Wetlands Delineation to the lowest responsive and responsible bidder, Environmental Services, in the amount of \$35,900. (D. Hainley) 1 page [LINK](#)

Mr. David Hainley, Community Development Director, stated that this project is a part of the Public Works Site Master Plan and would be funded by Splost 5. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners award the bid for the Public Works Site Phase 1 & 2 Environmental Assessment & Wetlands Delineation to the lowest responsive and responsible bidder, Environmental Services, in the amount of \$35,900. (Vote: 3-0)

- 24) Request that Chairman Callaway identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.
- a) Items 2-10, 12-13, 15, 18-21, and 23, will be placed on the Board of Commissioners' Consent Agenda.
 - b) Items 11, 14, 16, 17 and 22 will be placed on the Board of Commissioners' Regular Agenda.
 - c) Item 1 will not be forwarded to the Board of Commissioners' Agenda.