



*A Golden Past.  
A Shining Future.*

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

**Present:**

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

**Other Commissioners:**

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

**Press:** *A. Hall, P. Shierling*

**Others:** *C. Fendig, W. Pentak, J. Wright,*

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

- 1) Consider approval of the October 11, 2011 Finance Committee Minutes.

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

**Approval of the October 11, 2011 Finance Committee Minutes. (Vote: 3-0) [LINK](#)**

- 2) Receive the monthly Workers Compensation Report. [LINK](#)

Mr. Rick Coolidge presented this item and stated that September was a typical months for the frequency of incidents but said that all of the incidents required medical attention. The accident review process is on schedule to start at the November meeting of the Safety Committee. Commissioner Taylor questioned if the committee had considered incentive programs and Mr. Coolidge stated that they had but original plan was not approved by the Management Team so the Safety Committee will be revising the program.

- 3) Consider recommending that the Board of Commissioners adopt the Resolution to amend the FY10/11 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) [LINK](#)**

- 4) Consider recommending that the Board of Commissioners adopt the Resolution to amend the FY11/12 Budget.

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

**Recommend that the Board of Commissioners adopt the Resolution to amend the FY11/12 Budget. (Vote: 3-0) [LINK](#)**

## Water and Sewer Variances

- 5) Consider recommending that the Board of Commissioners approve application WSV2304 Portion of Ratcliffe Tract for a water and sewer variance, due to the distance to public water and sewer.

Mr. David Hainley, Community Development Director, stated that the variance was recommended by the CICC as the property was four thousand and six thousand feet from water and sewer, respectively. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve application WSV2304 Portion of Ratcliffe Tract for a water and sewer variance, due to the distance to public water and sewer. (Vote: 3-0) [LINK](#)**

## Property Appraisal Items

- 6) Consider recommending 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, October 18, 2011 meeting with clarification that this does not approve a tax refund.

Mr. Bobby Gerhardt, Chief Appraiser, presented this item and Commissioner Taylor commented on the lot size errors. 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 Tuesday, October 18, 2011 meeting with clarification that this does not approve a tax refund. (Vote: 3-0) [LINK](#)**

## Recreation Items

- 7) Consider recommending that the Board of Commissioners authorize the Recreation Department to advertise a public hearing to establish a new rental fee for Mallery Park to include the park grounds that are outside ball field fencing.

Mr. Wesley Davis, Recreation Director, stated that the County had rented Mallery Park while Postell was under construction and it worked very well. He recommended no rentals from March through June because they would interfere with baseball and softball in the area. He stated that the vendor fee at Postell is \$20 and he requested \$5 vendor fees at Mallery. Commissioner Taylor asked if there were electrical outlets and Mallery and Mr. Davis stated that there were none. Ms. Jennifer Wright, Festival Director at Glynn Arts Association, informed the Committee that Mr. Burkhart had told her that not being allowed to use the park in the spring would impact his operation. She also commented that allowing lower rentals at Mallery would result in less use of Postell. She stated that Postell is more pleasant to the vendors due to the pavers and suggested that if the fees were reduced at Postell, the park would get more use. After further discussion, the following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Defer until the December 13, 2011 Finance Committee meeting the consideration to authorize the Recreation Department to advertise a public hearing to establish a new rental fee for Mallery Park to include the park grounds that are outside ball field fencing. (Vote: 3-0) [LINK](#)**

- 8) Consider recommending that the Board of Commissioners
- authorize for a special account to be set up for donations to Selden Park,
  - these funds would be available to spend for Selden Park under the stipulations of the Glynn County Purchasing Ordinance, and

- Unused funds would be allowed to be moved forward into the next fiscal year by Budget Resolution for use on a continuing basis.

Mr. Wesley Davis, Recreation Director, presented this item and Commissioner Callaway asked Ms. Phyllis McNicoll, Finance Director, for her opinion. Ms. McNicoll stated that this could prove to be burdensome on the Finance Department if other county boards decided to set up the same arrangement. If this request is granted the Selden park Board would be required to abide by the Purchasing Ordinance which would restrict the method in which the funds are spent. After further discussion, the following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners deny the request to authorize**

- a special account to be set up for donations to Selden Park,
- that these funds would be available to spend for Selden Park under the stipulations of the Glynn County Purchasing Ordinance, and
- that unused funds would be allowed to be moved forward into the next fiscal year by Budget Resolution for use on a continuing basis. (Vote: 3-0) [LINK](#)

**Grants**

- 9) Consider recommending that the Board of Commissioners accept the Victim’s Assistance Grant and approve the contract between the Criminal Justice Coordinating Council and Glynn County Board of Commissioners.

Mr. David Hainley presented this item and stated that this is an annual grant renewal. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

**Recommend that the Board of Commissioners accept the Victim’s Assistance Grant and approve the contract between the Criminal Justice Coordinating Council and Glynn County Board of Commissioners. (Vote: 3-0) [LINK](#)**

- 10) Consider recommending that the Board of Commissioners accept the Justice Assistance Grant and approve the contract between the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance and Glynn County.

Mr. David Hainley, Community Development Director, presented this grant and stated that there was no cash match required. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

**Recommend that the Board of Commissioners accept the Justice Assistance Grant and approve the contract between the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance and Glynn County. (Vote: 3-0) [LINK](#)**

**Bids/Contracts**

- 11) Consider recommending to the Board of Commissioners that it approve a Memorandum of Agreement between Glynn County and Coastal Georgia Historical Society, Inc.

Mr. Will Worley, Assistant County Attorney, stated that Glynn County issued a five year lease in 2003 with option to renew for an additional five year. He stated that the lease had not been formally renewed and requested that action at this time. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

**Recommend that the Board of Commissioners that it approve a Memorandum of Agreement between Glynn County and Coastal Georgia Historical Society, Inc. (Vote: 3-0) [LINK](#)**

12) Consider recommending that the Board of Commissioners renew the contract for Drug Court services to Resiliency Institute, Inc. in the amount of \$662,400 with funding provided by Drug Court Fund budget.

Ms. Phyllis McNicoll, Finance Director, presented this item and stated that Judge Williams had recommended renewal. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners renew the contract for Drug Court services to Resiliency Institute, Inc. in the amount of \$662,400 with funding provided by Drug Court Fund budget. (Vote: 3-0) [LINK](#)**

13) Consider recommending that the Board of Commissioners approve the proposed Change Order for the Patching/Pothole Repair and Resurfacing contract to Ricketson Construction Company of Douglas, Georgia, for the repair of the Dunbar Creek Bridge in the amount of \$79,003.79 with funding provided from the Contingency Fund.

Ms. Becky Rowell, Acting Public Works Director, stated that according to GDOT, the Dunbar Creek bridge needed immediate attention. She stated that the bridge is not structurally unsafe but is rough and if the work is not done soon, the bridge will continue to deteriorate. Commissioner questioned the feasibility of constructing a bike path at this time also. Mr. David Deloach, Public Works Inspector, stated that it would require massive construction to add the bike path to the bridge. Mr. Will Worley, Assistant County Attorney, stated that the work requested is the same type of work as the original bid is for and the change order can be allowed. He stated that the scope of work is not so different as to prohibit the change order. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve the proposed Change Order for the Patching/Pothole Repair and Resurfacing contract to Ricketson Construction Company of Douglas, Georgia, for the repair of the Dunbar Creek Bridge in the amount of \$79,003.79 with funding provided from the Contingency Fund. (Vote: 3-0) [LINK](#)**

14) Consider recommending that the Board of Commissioners approve the purchase of the 2011 Hyundai R2109 excavator from the lowest responsive bidder, Grove River, Richmond Hill, in the amount of \$169,455.00 with funding to be provided by the Buildings, Roads, and Equipment Fund.

Ms. Becky Rowell, Acting Public Works Director, presented this item and stated that the excavator was budgeted in the previous year. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve the purchase of the 2011 Hyundai R2109 excavator from the lowest responsive bidder, Grove River, Richmond Hill, in the amount of \$169,455.00 with funding to be provided by the Buildings, Roads, and Equipment Fund. (Vote: 3-0) [LINK](#)**

15) Consider recommending that the Board of Commissioners award the Tour Operator License Agreement for the five available time slots to Marshland Communications d/b/a St. Simons Trolley, Inc. for the total license fee amount of \$23,306 for one year with a one year option.

Ms. Phyllis McNicoll, Finance Director, stated that the recommendation is the result of the rebidding that the Finance Committee had requested. She stated that St. Simons Trolley, Inc. was the high bidder for all time slots. Mr. Will Worley, Assistant County Attorney, stated that the contract is written so that if a time slot is not used for 30 consecutive days, the County can terminate that time slot but the money would not be refunded. The following motion made by Commissioner Taylor and seconded by Commissioner Callaway passed with Commissioner Strickland voting against the motion.

**Recommend that the Board of Commissioners award the Tour Operator License Agreement for the five available time slots to Marshland Communications d/b/a St. Simons Trolley, Inc. for the total license fee amount of \$23,306 for one year with a one year option. (Vote: 2-1) [LINK](#)**

16) Consider recommending that the Board of Commissioners approve the three- year Multi-Jurisdictional Enterprise License Agreement with Environmental Systems Research Institute, Inc (ESRI) for GIS Software in the amount of \$50,000 annually, with funding to be provided by Information Technology Department operating budget with the inclusion of the authorized entities pages for partnering local agencies.

Mr. Hunter Key, GIS Division Manager, stated that this is the GIS annual license agreement. He stated that the only difference in the agreement from the previous agreement is the inclusion of authorized entities. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve the three- year Multi-Jurisdictional Enterprise License Agreement with Environmental Systems Research Institute, Inc. (ESRI) for GIS Software in the amount of \$50,000 annually, with funding to be provided by Information Technology Department operating budget with the inclusion of the authorized entities pages for partnering local agencies. (Vote: 3-0) [LINK](#)**

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

**a) Items 2-6, 9-11, 13, and 15-16 will be placed on the Board of Commissioners' Consent Agenda.**

**b) Items 8, 12 and 14 will be placed on the Board of Commissioners' Regular Agenda.**

**c) Items 1 and 7 will not be forwarded to the Board of Commissioners' Agenda.**