



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

3:00 pm, Tuesday, December 10, 2013

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building
Brunswick, Georgia

Present:

Committee Members: *A. Booker, B. Coleman and D. Provenzano*

Elected Officials/Staff: *F. Dees, M. Doering, R. Grolemond, D. Hainley, Sheriff Jump, V. McClinton, T. Miller, A. Ours, O. Reed, B. Rowell, D. Strickland, A.L. Thomas, D. West, and W. Worley*

Press: *Matthew Permar and Kelly Quimby*

Other: *Patti Deveaux, Jim Ingram, Gary Jackson, Mr. and Mrs. Larry Johnson, Donna Livingston*

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

- 1) *Consider approval of the November 12, 2013 Finance Committee Minutes.*

There were no corrections to the minutes.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Approval of the November 12, 2013 Finance Committee Minutes. (T. Miller) *9 pages* [LINK](#) **(Vote: 3-0)**

- 2) *Receive the monthly Workers Compensation Report.* (O. Reed) *8 pages* [LINK](#)

Ms. Reed presented this item. She reported on trends as requested at the last meeting. She listed injury types and the associated amounts. Commissioner Provenzano questioned whether we could target our training based on this data and Ms. Reed responded that we could. Commissioner Provenzano then asked whether we were ahead of the game or behind the game based on last year's dollar amounts. Ms. Reed responded that we were ahead of the game.

- 3) *Consider recommending that the Board of Commissioners authorize payment of the excess tax proceeds from the tax sales of parcel no. 03-03609 in the amount of four thousand six hundred seventy nine and 57/100 dollars (\$4,679.57) to Gilbert, Harrell, Sumerford & Martin for distribution per legal priorities.*

Mr. Worley presented this item.

The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

Recommend that the Board of Commissioners authorize payment of the excess tax proceeds from the tax sales of parcel no. 03-03609 in the amount of four thousand six hundred seventy nine and 57/100 dollars (\$4,679.57) to Gilbert, Harrell, Sumerford & Martin for distribution per legal priorities. (Vote: 3-0) (W. Worley) 9 pages [LINK](#)

- 4) *Consider recommending that the Board of Commissioners that it approve the attached new Leasehold Agreement between Glynn County and Coastal Islands Theater, Inc.*

Mr. Worley presented this item.

The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

Recommend that the Board of Commissioners that it approve the attached new Leasehold Agreement between Glynn County and Coastal Islands Theater, Inc. (Vote: 3-0) (A. Mumford) 14 pages [LINK](#)

- 5) *Consider recommending that the Board of Commissioners approve the Glynn County Economic Development Revolving Loan in the amount of \$40,000 to Interior Products, Inc.*

Mr. Worley recommended that this item be pulled.

This item was pulled from the agenda. No vote was taken. [LINK](#)

- 6) *Consider recommending that the Board of Commissioners approve the change in collateral for the Glynn County Economic Development Revolving Loan Glynco Machine Company, Inc., and that the loan document amendments, consisting of an amendment to the Loan Agreement and Security Agreement, be approved by the Board of Commissioners and executed where necessary by the Chairman.*

Mr. Worley presented this item.

The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

Recommend that the Board of Commissioners approve the change in collateral for the Glynn County Economic Development Revolving Loan Glynco Machine Company, Inc., and that the loan document amendments, consisting of an amendment to the Loan Agreement and Security Agreement, be approved by the Board of Commissioners and executed where necessary by the Chairman. (Vote: 3-0) (A. Mumford) 10 pages [LINK](#)

Budget

- 7) *Consider recommending that the Board of Commissioners adopt the Resolution to amend the FY13/14 Budget.*

Mr. Grolemond presented this item. Commissioner Booker asked why the DHS budget for grant money was being removed and Ms. Miller replied that Juvenile Court did not get the grant this year. She then stated that another grant was obtained so their programs/services could continue.

The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

Recommend that the Board of Commissioners adopt the Resolution to amend the FY13/14 Budget. (Vote: 3-0) (R. Grolemond) 11 pages [LINK](#)

Tax Commissioner Items

- 8) *Consider recommending that the Board of Commissioners approve or deny a request from Mr. Gary Jackson for a refund of overpayment of property taxes for the years 2005-2009 for parcel #03-16391 be refunded. (F. Dees) 3 pages [LINK](#)*

Ms. Florence Dees presented this item. Mr. Jackson was also present. Commissioner Provenzano asked how he found out his taxes were wrong. Mr. Jackson responded that he has a friend that has a similar business with a similar structure just down the street from him and he found out he was paying a lot less than his friend. After much discussion Mr. Worley stated that the error was due to incorrect square footage being reported on his shop from the day it was built and put on the tax digest. Mr. Worley further explained that the Commission is limited to refunding the money due to errors by law to three years from the date of payment and that there was one more year the Commission could legally refund. Ms. Dees pointed out that if the state had made an error they had the capability to go back seven years against the taxpayer to make him pay but that the Commission can only go back three for a refund.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Recommend that the Board of Commissioners approve a request from Mr. Gary Jackson for a refund of overpayment of property taxes for the year 2009 for parcel #03-16391 be refunded in the amount of \$1,220.27. (Vote: 3-0) (F. Dees) 3 pages [LINK](#)

- 9) *Consider recommending that the Board of Commissioners approve or deny a request from Mr. Larry C. Johnson that \$988.43 paid in property taxes for tax years 2011 and 2012 for parcel #03-01225 be refunded.*

Ms. Dees presented this item. She was in concurrence that Mr. and Mrs. Johnson filed for disability in 2010 and the paperwork did not get approved by the federal government until 2013. She was in concurrence with the requested refund for the adjusted tax bills from 2010 with the disability applied to those years.

The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

Recommend that the Board of Commissioners approve or deny a request from Mr. Larry C. Johnson that \$988.43 paid in property taxes for tax years 2011 and 2012 for parcel #03-01225 be refunded. (Vote: 3-0) (F. Dees) 7 pages [LINK](#)

Water and Sewer Variances

- 10) *Consider recommending that the Board of Commissioners approve application WSV2732 – Whispering Pines, to utilize individual water and sewer due to public sewer infrastructure constraints.*

Mr. Hainley presented this item. Commissioner Provenzano inquired as to how many home sites and how big the sites were. Mr. Hainley responded that it was from four home sites in excess of one acre each. Commissioner Provenzano asked if there would be wells and septic tanks and Mr. Hainley responded in the affirmative for each.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Recommend that the Board of Commissioners approve application WSV2732 – Whispering Pines, to utilize individual water and sewer due to public sewer infrastructure constraints. (Vote: 3-0) (D. Hainley) 4 pages [LINK](#)

- 11) *Consider recommending that the Board of Commissioners approve application WSV2733 – 12 Star Ranch, to utilize individual water and sewer due to public sewer infrastructure constraints.*

Mr. Hainley presented this item.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Defer approval application WSV2733 – 12 Star Ranch, to utilize individual water and sewer due to public sewer infrastructure constraints until zoning approval is complete. (Vote: 3-0) (D. Hainley) 4 pages [LINK](#)

Grants

12) *Consider recommending 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 2014.*

Mr. Hainley presented this item.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman 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 2014. (Vote: 3-0) (D. Hainley) 1 page [LINK](#)

Bids, Contracts, and Agreements

13) *Consider recommending that the Board of Commissioners approve the new agreements with WorldPay for credit card processing at the indicated locations and authorize the Chairman to sign the agreement.*

Ms. Miller presented this item.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Recommend that the Board of Commissioners approve the new agreements with WorldPay for credit card processing at the indicated locations and authorize the Chairman to sign the agreement. (Vote: 3-0) (T. Miller) 14 pages [LINK](#)

14) *Consider recommending that the Board of Commissioners approve the request to issue purchase orders to Georgia State Contract, Cisco Systems Inc. through DISYS Solutions, Inc. in the amount of \$84,682.90, the telephone system equipment to National Contract, Mitel Business Systems Inc. in the amount of \$65,001.63, and programming and installation of the telephone system as a sole source to Integrated Network Solutions in the amount of \$21,577.50 with all funding provided by Detention Center Improvements 3515.54375.*

Mr. West presented this item and explained that this was a very complicated task as commissioners who have visited the site have seen. This portion is infrastructure for administrative support – they are building out the network for administrative support. Commission Provenzano asked who was putting the equipment in and Mr. West responded that our staff would design the network and connectivity and install it. He also stated that county staff would not be doing the telephone system.

The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

Recommend that the Board of Commissioners approve the request to issue purchase orders to Georgia State Contract, Cisco Systems Inc. through DISYS Solutions, Inc. in the amount of \$84,682.90, the telephone system equipment to National Contract, Mitel Business Systems Inc. in the amount of \$65,001.63, and programming and installation of the telephone system as a sole source to Integrated Network Solutions in the amount of \$21,577.50 with all funding provided by Detention Center Improvements 3515.54375. (Vote: 3-0) (D. West) 7 pages [LINK](#)

15) *Consider recommending that the Board of Commissioners declare the facilities located at 701 H Street also known as the Glynn County Courthouse and Ballard Ball Park located on Nimitz Drive as out of compliance and approve the improvements be made to bring them up to ADA standards in the amount of \$626,336, with funding to be provided by the General Fund fund balance and funds currently set aside for ADA improvements.*

David Strickland and Becky Rowell presented this item.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Recommend that the Board of Commissioners declare the facilities located at 701 H Street also known as the Glynn County Courthouse and Ballard Ball Park located on Nimitz Drive as out of compliance and approve the improvements be made to bring them up to ADA standards in the amount of \$626,336, with funding in the amount of \$408,918 to be provided by the General Fund fund balance and \$217,418 to be provided by funds currently budgeted for ADA improvements. (Vote: 3-0) (B. Mauney) 6 pages [LINK](#)

16) *Consider recommending that the Board of Commissioners award the bid for (10) 2014 Ford Taurus Interceptors for the Police Department to the lowest responsive vendor, Kings Colonial Ford, Brunswick, Georgia, in the amount of \$337,230.00 with funding to be provided by the Capital Improvement Fund.*

Chief Doering presented this item.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Recommend that the Board of Commissioners award the bid for (10) 2014 Ford Taurus Interceptors for the Police Department to the lowest responsive vendor, Kings Colonial Ford, Brunswick, Georgia, in the amount of \$337,230.00 with funding to be provided by the Capital Improvement Fund. (Vote: 3-0) (M. Doering) 3 pages [LINK](#)

17) *Consider recommending that the Board of Commissioner award the bid for the purchase fire department vehicles meeting the required specs to the lowest responsive bidder, Kings Colonial Ford, in the amount of \$78,335 with funding to be provided by the Fire Fund Capital in the amount of \$71,000 and a transfer from the Fire Fleet Operations in the amount of \$7,335 as budgeted.*

Chief Thomas presented this item.

The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

Recommend that the Board of Commissioner award the bid for the purchase fire department vehicles meeting the required specs to the lowest responsive bidder, Kings Colonial Ford, in the amount of \$78,335 with funding to be provided by the Fire Fund Capital in the amount of \$71,000 and a transfer from the Fire Fleet Operations in the amount of \$7,335 as budgeted. (Vote: 3-0) (A. Thomas) 3 pages [LINK](#)

18) Consider recommending that the Board of Commissioners approve submitting a request for proposal for reroofing Glynn County Fire Station 1, located at 4310 Community Road.

Chief Thomas presented this item. Commissioner Coleman questioned where the heating and A/C units were and Chief Thomas responded that one was in the apparatus bay and that one was on the roof.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Recommend that the Board of Commissioners approve submitting a request for proposal for reroofing Glynn County Fire Station 1, located at 4310 Community Road. (Vote: 3-0) (A. Thomas) 4 pages [LINK](#)

19) Consider recommending that the Board of Commissioners authorize the Chair to: (1) sign the deed accepting the property from Plum Creek Land Company, (2) accept the construction, drainage and utilities easements and (3) authorize staff to seek bids for construction of the well, elevated tank and water distribution system with funding to come from SPLOST 4 and 5.

Mr. Hainley presented this item.

The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

Recommend that the Board of Commissioners authorize the Chair to: (1) sign the deed accepting the property from Plum Creek Land Company, (2) accept the construction, drainage and utilities easements and (3) authorize staff to seek bids for construction of the well, elevated tank and water distribution system with funding to come from SPLOST 4 and 5. (Vote: 3-0) (D. Hainley) 17 pages [LINK](#)

20) Consider recommending that the Board of Commissioners authorize staff to design and seek bids for construction of the park with a budget of \$292,500 coming from SPLOST 5.

Mr. Hainley presented this item. Commissioner Coleman asked if it was ADA compliant and Mr. Hainley responded that it would be when it was built. Commissioner Provenzano stated that he would like the final agreement to include a maintenance agreement with the Land Trust or Hamilton School Coalition. Commissioner Provenzano also stated that this hits on two or three of the eight goals listed in the county's strategic plan. Ms. Patti Deveaux also spoke about this project. She stated that they (Land Trust) had already done a lot and that they are just trying to complete it. Commissioner Booker stated that the African American Commission has this as a top priority as well. Mr. Worley questioned if the greenspace requirements were being met and Mr. Hainley responded that both the 15% and the 5% requirements have been met.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Recommend that the Board of Commissioners authorizing staff to design and seek bids for construction of the South Harrington Park with a budget of \$292,500 coming from SPLOST and develop a maintenance agreement with stakeholders. (Vote: 3-0) (D. Hainley) 1 page [LINK](#)

21) Consider recommending that the Board of Commissioners approve the approve funding for Change Order #22 for the new Detention Center. Total amount of the Change Order is \$19,279.02. (D. Hainley) 2 pages [LINK](#)

Mr. Hainley presented this item. Mr. Jim Ingram spoke and stated that there would be about \$75,000 left in contingency after potential change orders and that there was about \$175,000 in other line items that was not committed right now.

Mr. Ours asked if there was a plan to punch out as the buildings were finished and Mr. Ingram stated that that was the plan.

The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

Recommend that the Board of Commissioners approve the approve funding for Change Order #22 for the new Detention Center. Total amount of the Change Order is \$19,279.02. (Vote: 3-0) (D. Hainley) 2 pages [LINK](#)

Other Items

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