



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

1:00 pm, Tuesday, February 11, 2014

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building
Brunswick, Georgia

Present:

Committee Members: *M. Hunt, R. Strickland, C. Taylor*

Elected Officials/Staff: *P. Andrews, D. Bragdon, J. Catron, W. Davis, M. Doering, T. Edwards, R. Glisson, R. Grolemond, D. Hainley, V. McClinton, T. Miller, A. Ours, R. Powers, O. Reed, B. Rowell, S. Santee, A. Thomas, S. Usher, D. West and W. Worley*

Press: *Kelly Quimby, M. Permar*

Other: *C. Fendig*

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

- 1) *Consider approval of the January 7, 2014 Finance Committee Minutes.*

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

Approve the January 7, 2014 Finance Committee Minutes. (T. Miller) 4 pages [LINK](#) (Vote: 3-0)

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

Ms. Reed gave the Workers Compensation report. She stated that the Safety Officer is currently working with one department (Parks and Recreation) and is developing SOPs for safety issues. They have also reinstated the five-minute safety talks in smaller departments. The Safety Committee is active and is working on a Safety Incentive Program which they hope to launch in FY15.

- 3) *Consider recommending that the Board of Commissioners declare the unusable items listed on the attached pages as surplus and approve the disposal of these items in the best interest of the County.*

Mr. Grolemond presented the item. Commissioner Strickland asked if the County had been successful in selling surplus items and Ms. Miller stated that it had been.

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

Recommend that the Board of Commissioners declare the unusable items listed on the attached pages as surplus and approve the disposal of these items in the best interest of the County. (R. Grolemond) 4 pages [LINK](#) (Vote: 3-0)

- 4) *Consider recommending that the Board of Commissioners authorize the demolition of the fresh water pier at Blythe Island Regional Park to be performed in-house by the department with the small cost that would be incurred to be covered by the Recreation Department's FY14 Operating Budget.*

Mr. Davis presented this item. He stated that the pier was unsafe now and was roped-off.

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

Recommend that the Board of Commissioners authorize the demolition of the fresh water pier at Blythe Island Regional Park to be performed in-house by the department with the small cost that would be incurred to be covered by the Recreation Department's FY14 Operating Budget. (W. Davis) 1 page [LINK](#) (Vote: 3-0)

- 5) *Consider recommending that the Board of Commissioners authorize the demolition of the archery range structure at Blythe Island Regional Park to be performed in-house by the department with the small cost that would be incurred to be covered by the Recreation Department's FY14 Operating Budget.*

Mr. Davis presented this item. He stated that the structures were unsafe and that they are not being utilized. It is also not ADA compliant. Commissioner Taylor questioned whether there were any requests for using the range and Mr. Davis responded that there was not. Commissioner Hunt asked if it was dangerous to have the range there, and Mr. Davis responded that it was now, but that previously the County had a lease from the Archery Club – so the County is liable now. Mr. Davis also stated that the Fishing Club was interested in the area.

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

Recommend that the Board of Commissioners authorize the demolition of the archery range structure at Blythe Island Regional Park to be performed in-house by the department with the small cost that would be incurred to be covered by the Recreation Department's FY14 Operating Budget. (W. Davis) 1 page [LINK](#) (Vote: 3-0)

- 6) *Consider recommending that the Board of Commissioners authorize free use of the North Glynn Soccer Complex to Jennifer Sapp on behalf of Remnant Church to host a free Community Egg Drop event at the North Glynn Soccer Complex from 11:00 am until 1:00 pm on April 19, 2014. The event will be open community wide for the public to attend.*

Mr. Davis presented this item and stated that this was requested last year too. Commissioner Hunt asked Mr. Worley who the exempt groups on the list were currently and Mr. Worley explained that the Board of Commissioners approved a list of groups including other governmental agencies and non-profit groups that use the facilities. Commissioner asked Mr. Davis how much 50% would be for a non-profit and Mr. Davis responded that it varied but that this cost would be \$400. Commissioner Taylor asked who would clean the area when the group finished their event and Mr. Davis responded that the groups using the facilities/parks cleaned-up after themselves usually and that this specific group did a good job of clean-up last year.

The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed with Commissioner Hunt voting no.

Recommend that the Board of Commissioners authorize free use of the North Glynn Soccer Complex to Jennifer Sapp on behalf of Remnant Church to host a free Community Egg Drop event at the North Glynn Soccer Complex from 11:00 am until 1:00 pm on April 19, 2014. The event will be open community wide for the public to attend. (W. Davis) 1 page [LINK](#) (Vote: 2-1)

- 7) *Consider recommending that the Board of Commissioners authorize staff to Bid the approved project plans for the Phase I of the St Simons Trail Master Plan project.*

Mr. Andrews presented this item. Commissioner Hunt asked for clarification on the location and Mr. Andrews showed the location on a map.

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

Recommend that the Board of Commissioners authorize staff to Bid the approved project plans for the Phase I of the St Simons Trail Master Plan project. (P. Andrews) 2 pages [LINK](#) (Vote: 3-0)

Budget

- 8) *Consider recommending that the Board of Commissioners amend the FY14 budget to include the additional \$150 that was paid back to the Drug Court Fund for scholarships that were repaid.*

Ms. Miller presented this request.

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

Recommend that the Board of Commissioners amend the FY14 budget to include the additional \$150 that was paid back to the Drug Court Fund for scholarships that were repaid. (T. Miller) 1 page [LINK](#) (Vote: 3-0)

- 9) *Consider recommending that the Board of Commissioners amend the SSI Land Trust GEFA Loan revenue and expenditure budget in the amount of \$2,011,960.*

Ms. Miller presented this item.

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

Recommend that the Board of Commissioners amend the SSI Land Trust GEFA Loan revenue and expenditure budget in the amount of \$2,011,960. (T. Miller) 1 page [LINK](#) (Vote: 3-0)

- 10) *Consider recommending that the Board of Commissioners approve the budget adjustments for SPLOST 4 and 5 projects as outlined.*

Ms. Miller presented this item.

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

Recommend that the Board of Commissioners approve the budget adjustments for SPLOST 4 and 5 projects as outlined. (T. Miller) 1 page [LINK](#) (Vote: 3-0)

- 11) *Consider recommending that the Board of Commissioners approve the budget adjustments for SPLOST 5 projects as outlined.*

Ms. Miller presented this item. There was some discussion about projects that needed to be completed whether on SPLOST V interest or with General Fund fund balance.

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

Recommend that the Board of Commissioners approve the budget adjustments for SPLOST 5 projects as outlined. (T. Miller) 1 page [LINK](#) (Vote: 3-0)

12) *Consider recommending that the Board of Commissioners amend the FY 14 Board of Elections operating budget to add \$50,322 for two elections.*

Ms. Edwards presented this item. She explained that there was a federal order for the state to change the election calendars.

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

Recommend that the Board of Commissioners amend the FY 14 Board of Elections operating budget to add \$50,322 for two elections. (T. Edwards) 3 pages [LINK](#) (Vote: 3-0)

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

Mr. Grolemond presented this item for the 2nd quarter budget amendment.

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 FY13/14 Budget. (R. Grolemond) 11 pages [LINK](#) (Vote: 3-0)

14) *Consider recommending that the Board of Commissioners approve the transfer of \$88,851.56 in encumbrances from SPLOST 3 to SPLOST 4 and use the remaining SPLOST 3 balance for the SPUR 25 Extension Project.*

Ms. Miller presented this item. There was discussion about current work on Perry Lane and Commissioner Taylor asked if there would be a traffic light at the intersection. Mr. Hainley responded in the affirmative.

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

Recommend that the Board of Commissioners approve the transfer of \$88,851.56 in encumbrances from SPLOST 3 to SPLOST 4 and use the remaining SPLOST 3 balance for the SPUR 25 Extension Project. (T. Miller) 2 page [LINK](#) (Vote: 3-0)

Property Appraisal Items

15) *Consider recommending that the Board of Commissioners approve the exemptions to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, December 19, 2013 meeting with clarification that this does not approve a tax refund.*

Mr. Glisson presented this item.

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

Recommend that the Board of Commissioners approve the exemptions to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, December 19, 2013 meeting with clarification that this does not approve a tax refund. (R. Glisson) 2 pages [LINK](#) (Vote: 3-0)

16) *Consider recommending that the Board of Commissioners approve the corrections and exemptions to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, January 9, 2014 meeting with clarification that this does not approve a tax refund.*

Mr. Glisson presented this item.

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

Recommend that the Board of Commissioners approve the corrections and exemptions to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, January 9, 2014 meeting with clarification that this does not approve a tax refund. (R. Glisson) 5 pages [LINK](#) (Vote: 3-0)

17) *Consider recommending that the Board of Commissioners approve the corrections and exemptions to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, January 23, 2014 meeting with clarification that this does not approve a tax refund.*

Mr. Glisson presented this item.

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

Recommend that the Board of Commissioners approve the corrections and exemptions to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, January 23, 2014 meeting with clarification that this does not approve a tax refund. (R. Glisson) 3 pages [LINK](#) (Vote: 3-0)

Bids, Contracts, and Agreements

18) *Consider recommending that the Board of Commissioners approve the renewal of 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 March 1ST, 2014, June 1ST, 2014 and July 1ST, 2014 with the approval subject to him providing all the check-list items prior to operating this concession facility.*

Mr. Davis presented this item and stated that this will be the final year of the three-year contract. He also stated that he did not see any problems with extending the contract.

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

Recommend that the Board of Commissioners approve the renewal of 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 March 1ST, 2014, June 1ST, 2014 and July 1ST, 2014 with the approval subject to him providing all the check-list items prior to operating this concession facility. (W. Davis) 3 pages [LINK](#) (Vote: 3-0)

19) Consider recommending that the Board of Commissioners adopt the attached Memorandum of Understanding with Job Corps.

Mr. Hainley presented this item and explained that the County had used students to work at North Glynn with county staff. Commissioner Taylor questioned if it worked okay and Mr. Hainley responded in the affirmative.

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

Recommend that the Board of Commissioners adopt the attached Memorandum of Understanding with Job Corps. (D. Hainley) 4 pages [LINK](#) (Vote: 3-0)

20) Consider recommending that the Board of Commissioners approve the second year contract extension with Keep Brunswick Golden Isles Beautiful for the contact amount of \$51,294.

Mr. Hainley presented this item and stated that this was the second year of the existing contract. Commissioner Strickland asked if staff was working closely with these folks and letting know that this was a high priority for Commissioners. Mr. Ours responded that staff had been and that he was meeting with them on Thursday, 2/13.

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

Recommend that the Board of Commissioners approve the second year contract extension with Keep Brunswick Golden Isles Beautiful for the contact amount of \$51,294. (D. Hainley) 1 page [LINK](#) (Vote: 3-0)

21) Consider recommending that the Board of Commissioners exercise the first option year extension from Azar's Uniforms for the individual prices per the attached, in an amount expended not to exceed \$53,035.92 with funding to be provided by the Fire Department operating budget.

Chief Thomas presented this item and stated that this is the first option year renewal. Commissioner Strickland questioned if staff was happy with the vendor and Chief Thomas stated that they were alright stating that they had supplied what they were supposed to by the contract. He further explained that the turnaround time was a little longer than the previous vendor and that the vendor was out of Tallahassee. Commissioner Hunt asked if there was still a need for better uniforms and the Chief responded that staff was good for now and that the issue at hand had died down at this point.

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

Recommend that the Board of Commissioners exercise the first option year extension from Azar's Uniforms for the individual prices per the attached, in an amount expended not to exceed \$53,035.92 with funding to be provided by the Fire Department operating budget. (A. Thomas) 2 pages [LINK](#) (Vote: 3-0)

22) Consider recommending that the Board of Commissioners approve the request to issue purchase orders to Dell Computer Corporation in the amount of \$77,571.25 and \$54,420.94, PC Mall Gov in the amount of \$2,994.48, and Dysys Solutions in the amount of \$3,283.50 with all funding provided by Detention Center Improvements 3515.54375.

Mr. West presented this item. Commissioner Hunt asked if this was under budget and Mr. West responded in the affirmative. Commissioner Hunt then asked what the original budget was and Mr. West responded that was originally

\$500,000 but now it is \$399,000 and they are on target. Commissioner Taylor asked about the equipment and if it would be upgraded and Mr. West responded in the affirmative.

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

Recommend that the Board of Commissioners approve the request to issue purchase orders to Dell Computer Corporation in the amount of \$77,571.25 and \$54,420.94, PC Mall Gov in the amount of \$2,994.48, and Disys Solutions in the amount of \$3,283.50 with all funding provided by Detention Center Improvements 3515.54375. (D. West) 18 pages [LINK](#) (Vote: 3-0)

23) *Consider recommending that the Board of Commissioners authorize staff to issue a PO to Digital Rez for the software (for Blythe Island) and the County Commission to sign the agreement with funding from IT Budget -1921.52736.*

Mr. Catron and Ms. Bragdon presented this item. They explained that the county has used this software for over nine years and that the vendor had eliminated the server and gone to an internet-based system. The company has been good to work with over the years. This is a cloud-based system and the data is stored on the Amazon Cloud. She also stated that we could cancel the service after three months if need be. Mr. Worley expressed concerns because the contract states that the laws of Barbados will be followed and any suit against the company had to be filed in Barbados. Commissioner Taylor questioned whether the cost of the service was different and Mr. Catron explained that the costs were essentially the same as there is a per transaction cost.

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

Recommend that the Board of Commissioners authorize staff to issue a PO to Digital Rez for the software (for Blythe Island) and the County Commission to sign the agreement with funding from IT Budget -1921.52736. (J. Catron) 8 pages [LINK](#) (Vote: 3-0)

24) *Consider recommending that the Board of Commissioners approve the contract with Brian McKee of South Georgia Wildlife Management for beaver management at no cost to Glynn County.*

Mr. Rowell presented this item and stated that Mr. McKee is fully licensed and insured.

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

Recommend that the Board of Commissioners approve the contract with Brian McKee of South Georgia Wildlife Management for beaver management at no cost to Glynn County. (B. Rowell) 5 pages [LINK](#) (Vote: 3-0)

Other Items

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

- a) Items #2-9, 12-13, 15-21, and 23-24 will be placed on the Board of Commissioners' Consent Agenda.
- b) Items #10-11, 14, 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.