



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

1:00 pm, Monday, March 10, 2014

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building
Brunswick, Georgia

Present:

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

Elected Officials/Staff: *J. Catron, W. Davis, M. Doering, R. Glisson, R. Grolemond, D. Hainley, Sheriff Jump, V. McClinton, B. Mauney, T. Miller, A. Ours, O. Reed, B. Rowell, C. Temple, A. Thomas, D. West and W. Worley*

Press: *Kelly Quimby*

Other: *D. Crow, J. Ingram, C. Scragg*

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

- 1) *Consider approval of the February 11, 2014 Finance Committee Minutes.*

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

Approval of the February 11, 2014 Finance Committee Minutes. (Vote: 2-0) (T. Miller) 7 pages [REPORT](#)

- 2) *Receive the monthly Workers Compensation Report. (O. Reed) 10 pages [REPORT](#)*

Ms. Reed presented the report. Commissioner Taylor questioned whether departments could treat minor incidents in-house or on-site. Ms. Reed responded that if there is a very minor incident (paper cut) it may not be reported and that there were first aid kits amongst the various departments. She also stated that the county encourages all of our employees to file a report whether they seek medical attention or not because the possibility is there that medical attention may be sought in the future. All of these incidents as well as ones where employees went to the doctor are on the report. Mr. Ours then stated that there may be possibilities in the future of our employees using our wellness center if the staff is expanded; and, he stated that there had been recent discussions regarding the addition of a Registered Nurse at the Wellness Center. Commissioner Taylor requested that we look into the possibilities.

- 3) *Consider recommending that the Board of Commissioners approve the approve funding for Change Order #24 for the new Detention Center. Total amount of the Change Order is \$13,852.96 with the funding increase to come from the project contingency fund.*

Mr. Hainley presented the item and stated that the money is in the budget and that there is roughly \$275,000 remaining in uncommitted funds right now in the project.

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

Recommend that the Board of Commissioners approve the approve funding for Change Order #24 for the new Detention Center. Total amount of the Change Order is \$13,852.96 with the funding increase to come from the project contingency fund. (Vote: 2-0) (D. Hainley) 4 pages [REPORT](#)

- 4) *Consider recommending that the Board of Commissioners approve the Glynn County Economic Development Revolving Loan in the amount of \$45,000 to Interior Products, Inc., and that the loan documents, consisting of the Loan Agreement, Promissory Note, and Security Agreement be approved by the Board of Commissioners and executed where necessary by the Chairman.*

Mr. Worley presented the item and described the revolving loan program. He stated that on this particular item the County would have a security interest in the piece of equipment that the company is requesting to buy. Commissioner Taylor asked what due diligence the Development Authority followed to ensure that these requests were reasonable. Mr. Chuck Scragg (Development Authority) was in the audience and responded that they look at their financials and that their accountants also look at their financials. He noted that Interior Products, Inc.'s financial position improved in 2013 over 2012.

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

Recommend that the Board of Commissioners approve the Glynn County Economic Development Revolving Loan in the amount of \$45,000 to Interior Products, Inc., and that the loan documents, consisting of the Loan Agreement, Promissory Note, and Security Agreement be approved by the Board of Commissioners and executed where necessary by the Chairman. (Vote: 2-0) (A. Mumford) 26 pages [REPORT](#)

- 5) *Consider recommending that the Board of Commissioners approve the renewal of the Concession License Agreement with Holy Smoke Cuisine at the Coast Guard Concession Facility for the 2014 Season for the already received payment amount of \$6,000 with the approval subject to Holy Smoke Cuisine providing all the check-list items prior to operating this concession facility.*

Mr. Davis presented the item and stated that this was the second-year option being exercised. He also stated that they did a good job last year and that he saw no reason to not honor the second-year option.

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

Recommend that the Board of Commissioners approve the renewal of the Concession License Agreement with Holy Smoke Cuisine at the Coast Guard Concession Facility for the 2014 Season for the already received payment amount of \$6,000 with the approval subject to Holy Smoke Cuisine providing all the check-list items prior to operating this concession facility. (Vote: 2-0) (W. Davis) 3 pages [REPORT](#)

- 6) *Consider recommending that the Board of Commissioners approve the recreation department to advertise a public hearing for the sale of up to 20 memorial benches in Neptune Park.*

Mr. Davis presented the item.

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

Recommend that the Board of Commissioners approve the recreation department to advertise a public hearing for the sale of up to 20 memorial benches in Neptune Park. (Vote: 2-0) (W. Davis) 5 pages [REPORT](#)

- 7) *Consider recommending that the Board of Commissioners approve the University System of Georgia's Cooperative Extension Office personnel contract documents to extend the County Ag Agent contract through June 30, 2015.*

Mr. Ours presented the item and explained that this was for Dr. Gardner. He stated that Dr. Gardner does a good job for the County and its citizens.

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

Recommend that the Board of Commissioners approve the University System of Georgia's Cooperative Extension Office personnel contract documents to extend the County Ag Agent contract through June 30, 2015. (Vote: 2-0) (A. Ours) 5 pages [REPORT](#)

Budget

8) *Consider recommending that the Board of Commissioners amend the FY14 budget to include the additional \$1,830 that was paid back to the Drug Court Fund for scholarships that were repaid.*

Ms. Miller presented this item.

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

Recommend amend the FY14 budget to include the additional \$1,830 that was paid back to the Drug Court Fund for scholarships that were repaid. (Vote: 2-0) (T. Miller) 1 page [REPORT](#)

9) *Consider recommending that the Board of Commissioners authorize a budget adjustment of \$20,000 to provide community services to child offenders with funding to be provided from the Juvenile Services Fund fund Balance.*

Ms. Miller presented this item.

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

Recommend that the Board of Commissioners authorize a budget adjustment of \$20,000 to provide community services to child offenders with funding to be provided from the Juvenile Services Fund fund Balance. (Vote: 2-0) (T. Miller) 2 pages [REPORT](#)

Tax Commissioners Items

10) *Consider recommending that the Board of Commissioners approve or deny a request from Rob and Mary Dunagan that penalties and interest paid on parcel #01-06941 for tax year 2013 be refunded.*

Ms. Dees presented the item. Mr. or Mrs. Dunagan were not present.

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

Recommend that the Board of Commissioners deny a request from Rob and Mary Dunagan that penalties and interest paid on parcel #01-06941 for tax year 2013 be refunded. (Vote: 2-0) (F. Dees) 4 pages [REPORT](#)

11) *Consider recommending that the Board of Commissioners approve or deny a request from Jennifer Borsky that \$83.38 paid in taxes on her 2013 Motor Vehicle Registration be refunded.*

Ms. Dees presented the item. Ms. Borsky was not present.

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

Recommend that the Board of Commissioners deny a request from Jennifer Borsky that \$83.38 paid in taxes on her 2013 Motor Vehicle Registration be refunded. (Vote: 2-0) (F. Dees) 7 pages [REPORT](#)

Property Appraisal Items

12) *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, February 6, 2014 meeting with clarification that this does not approve a tax refund.*

Mr. Glisson presented the item.

The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed.

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, February 6, 2014 meeting with clarification that this does not approve a tax refund. (Vote: 1-0-1; with Commissioner Hunt abstaining.) (R. Glisson) 3 pages [REPORT](#)

13) *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, February 20, 2014 meeting with clarification that this does not approve a tax refund.*

Mr. Glisson Presented the item.

The following motion made by Commissioner Taylor and seconded by Commissioner Hunt 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, February 20, 2014 meeting with clarification that this does not approve a tax refund. (Vote: 2-0) (R. Glisson) 4 pages [REPORT](#)

Bids, Contracts, and Agreements

14) *Consider recommending that the Board of Commissioners accept the amendment to the contract for Frederica Tower with an increase in the rent of \$2,100 per year and that the rent increase be made effective April 10, 2014 and that the Chairman be authorized to sign the contract upon the approval of the County Attorney.*

Mr. Catron presented the item. Commissioner Hunt asked how much their contract was before the increase and Mr. Worley responded that it was \$27,000. Commissioner Taylor asked how the County determines what to charge and Mr. Catron responded that he does market research and gets a fair market price for each.

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

Recommend that the Board of Commissioners accept the amendment to the contract for Frederica Tower with an increase in the rent of \$2,100 per year and that the rent increase be made effective April 10, 2014 and that the Chairman be authorized to sign the contract upon the approval of the County Attorney. (Vote: 2-0) (J. Catron) 3 pages [REPORT](#)

15) *Consider recommending that the Board of Commissioners authorize staff to issue a bid for the cost per copy multi-purpose function copier program.*

Ms. Miller presented this item.

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

Recommend that the Board of Commissioners authorize staff to issue a bid for the cost per copy multi-purpose function copier program. (Vote: 2-0) (T. Miller) 1 page [REPORT](#)

16) *Consider recommending that the Board of Commissioners authorize the issuance of an Invitation for Bid to provide the Recreation Department with comprehensive grounds maintenance services for thirty different County owned or maintained locations as well as Facilities Maintenance with lawn care for Public Safety, CDL Center, Animal Control and Facilities Office, with funding to come from the Recreation Department's and Facilities Maintenance's FY15 Operating Budgets.*

Mr. Davis presented this item and explained how many parks were in the Invitation to Bid. Commissioner Hunt questioned whether the same amount of acreage had been in previous bids and Mr. Davis responded that this bid included more because the County has more parks and facilities.

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

Recommend that the Board of Commissioners authorize the issuance of an Invitation for Bid to provide the Recreation Department with comprehensive grounds maintenance services for thirty different County owned or maintained locations as well as Facilities Maintenance with lawn care for Public Safety, CDL Center, Animal Control and Facilities Office, with funding to come from the Recreation Department's and Facilities Maintenance's FY15 Operating Budgets. (Vote: 2-0) (W. Davis) 1 page [REPORT](#)

17) *Consider recommending that the Board of Commissioners extend the contract for the County banking services with BB&T for the 2nd option year.*

Ms. Miller presented the item.

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

Recommend that the Board of Commissioners extend the contract for the County banking services with BB&T for the 2nd option year. (Vote: 2-0) (T. Miller) 1 page [REPORT](#)

18) *Consider recommending that the Board of Commissioners exercise the 1ST year extension option with Karp Ronning & Tindol, CPAs, Savannah, Georgia, to conduct the annual County audit at a cost of \$61,000 with funding to be provided in the FY15 budgets of funds receiving audit services.*

Ms. Miller presented this item.

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

Recommend that the Board of Commissioners exercise the 1ST year extension option with Karp Ronning & Tindol, CPAs, Savannah, Georgia, to conduct the annual County audit at a cost of \$61,000 with funding to be provided in the FY15 budgets of funds receiving audit services. (Vote: 2-0) (T. Miller) 2 pages [REPORT](#)

19) *Consider recommending that the Board of Commissioners approve the first year option for elevator maintenance service with Atlantic Coast Elevator Company, Savannah, GA, with funding to be provided from the Facilities Management Department operating budget.*

Mr. Mauney presented this item. He stated that there had been no issues with the current vendor and noted that there was a 4% increase for next year's service.

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

Recommend that the Board of Commissioners approve the first year option for elevator maintenance service with Atlantic Coast Elevator Company, Savannah, GA, with funding to be provided from the Facilities Management Department operating budget. (Vote: 2-0) (B. Mauney) 2 pages [REPORT](#)

20) *Consider recommending that the Board of Commissioners award the bid for the ADA Compliance of the Glynn County Courthouse to the lowest responsive and responsible bidder, M.D. McDonald Construction, Co., at a cost of \$309,554 with funding to be provided by the General Fund fund balance.*

Mr. Mauney presented this item. Commissioner Taylor asked when the Courthouse was built and Mr. Mauney responded that the facility was occupied in 1991 or 1992 and that the current ADA standards (2010) were not required.

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

Recommend that the Board of Commissioners award the bid for the ADA Compliance of the Glynn County Courthouse to the lowest responsive and responsible bidder, M.D. McDonald Construction, Co., at a cost of \$309,554 with funding to be provided by the General Fund fund balance. (Vote: 2-0) (B. Mauney) 2 pages [REPORT](#)

21) *Consider recommending that the Board of Commissioners award the bid for the ADA Compliance of the Ballard Complex to the lowest responsive and responsible bidder, Dogwood Construction Group, Inc., at a cost of \$440,700 with funding to be provided by the General Fund fund balance.*

Mr. Mauney presented this item and Commissioner Taylor asked when various facilities were built. Mr. Mauney responded that the Community Building was built around 1960 and the concession stand was built in the late 90's. Commissioner Taylor then questioned whether the County was working under a deadline and Mr. Mauney responded that the work needed to be completed by November, 2014.

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

Recommend that the Board of Commissioners award the bid for the ADA Compliance of the Ballard Complex to the lowest responsive and responsible bidder, Dogwood Construction Group, Inc., at a cost of \$440,700 with funding to be provided by the General Fund fund balance. (Vote: 2-0) (B. Mauney) 2 pages [REPORT](#)

22) *Consider recommending that the Board of Commissioners award RCC Consultants the proposal for the Radio System Consultant contract at a price not to exceed \$199,640 with funding to be provided by the City of Brunswick and General Fund fund balance, and that the Chairman is authorized to sign the contract upon the approval of the County Attorney.*

Mr. Catron presented this item. Commissioner Taylor asked when the study would be completed and Mr. Catron and Chief Thomas responded that it would be 120 days. Mr. Ours also commented that he had spoken to the City Manager for the City of Brunswick and that his intention was to ask the City Commission to put money in next year's budget for this. He also explained that JPSCD has met numerous times on this issue and that the City has been a part of that conversation.

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

Recommend that the Board of Commissioners award RCC Consultants the proposal for the Radio System Consultant contract at a price not to exceed \$199,640 with funding to be provided by the City of Brunswick and General Fund fund balance, and that the Chairman is authorized to sign the contract upon the approval of the County Attorney. (Vote: 2-0) (J. Catron) 33 pages [REPORT](#)

23) Consider recommending that the Board of Commissioners approve the purchase of cubicles and furniture with the total amount for all items is \$198,120.22 with funding to be from the new Detention Center furniture \$350,000 line item budget.

Mr. Hainley presented this item.

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

Recommend that the Board of Commissioners approve the purchase of cubicles and furniture with the total amount for all items is \$198,120.22 with funding to be from the new Detention Center furniture \$350,000 line item budget. (Vote: 2-0) (D. Hainley) 12 pages [REPORT](#)

24) Consider recommending that the Board of Commissioners authorize staff to issue a Request for Proposals for the design of sidewalks 1) on US 341 from the terminus of sidewalks (in front of the Sunoco Station) to McKenzie Road and down to Covington Point Subdivision and 2)) along South Port Parkway beginning at US 17 and ending at the intersection with Martin Palmer Drive with funding from the General Fund fund balance in the estimated amount of \$200,000 to \$250,000.

Ms. Rowell presented this item and explained that this was being presented as a result of the Commissioners' Retreat earlier this year. She explained that it was a complicated project and that there were tricky drainage issues involved. She also stated that this will take DOT permitting. Commissioner Taylor questioned how long it would take for the project to be completed and Ms. Rowell responded that it would be two to three years.

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

Recommend that the Board of Commissioners authorize staff to issue a Request for Proposals for the design of sidewalks 1) on US 341 from the terminus of sidewalks (in front of the Sunoco Station) to McKenzie Road and down to Covington Point Subdivision and 2) along South Port Parkway beginning at US 17 and ending at the intersection with Martin Palmer Drive with funding from the General Fund fund balance in the estimated amount of \$200,000 to \$250,000. (Vote: 2-0) (B. Rowell) 2 pages [REPORT](#)

25) Consider recommending that the Board of Commissioners authorize Glynn County Public Works to issue a Request for Proposals to complete the work outlined above at the Blythe Island Community Park at a cost of \$63,000 with funding from the Federal Sportfish Restorations Fund in the amount of \$50,000 and from the Administrator's Contingency Fund in the amount of \$13,000.

Ms. Rowell presented this item. Commissioner Taylor asked how much this was used and Ms. Rowell responded that it was used a lot. He stated that there had been positive comments from the public regarding the new boat launch/hoist and he was hopeful this would be the same, to which Ms. Rowell responded that it was heavily utilized and she expected the same response.

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

Recommend that the Board of Commissioners authorize Glynn County Public Works to issue a Request for Proposals to complete the work outlined above at the Blythe Island Community Park at a cost of \$63,000 with funding from the

Federal Sportfish Restorations Fund in the amount of \$50,000 and from the Administrator's Contingency Fund in the amount of \$13,000. (Vote: 2-0) (B. Rowell) 2 pages [REPORT](#)

Other Items

26) *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 # will be placed on the Board of Commissioners' Consent Agenda.
- b) Items # will be placed on the Board of Commissioners' Regular Agenda.
- c) Items # will not be forwarded to the Board of Commissioners' Agenda.