



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

1:00 pm, Tuesday, July 8, 2014

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building
Brunswick, Georgia

Present:

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

Elected Officials/Staff: *D. Austin, D. Bragdon, W. Davis, F. Dees, M. Doering, R. Glisson, R. Grolemond, D. Hainley, M. Lague, V. McClinton, T. Miller, G. Mullis, C. Overstreet, O. Reed, and W. Worley*

Press: *Kelly Quimby, Matthew Permar*

Other: *Travis Ostrom, Nicole, Todisco, Mark Johnson*

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

- 1) *Consider approval of the June 10, 2014 Finance Committee Minutes.*

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

Approve the June 10, 2014 Finance Committee Minutes. (T. Miller) *11 pages* [REPORT](#) **(Vote: 2-0)**

- 2) *Receive the monthly Workers Compensation Report.* (O. Reed) *17 pages* [REPORT](#)

Ms. Reed gave the report. Commissioner Taylor questioned whether this was a trend and whether the county was looking good and Ms. Reed responded that she thinks so especially if there are no big claims in the near future.

- 3) *Consider recommending that the Board of Commissioners enter into a contract in the form attached hereto for the Blythe Island Regional Park Campground Host. Once the contract is complete, authorize the Chairman to sign the agreement for the contracted Campground Host.*

Mr. Davis presented this item and stated that this was simply a request for renewal. Commissioner Strickland stated that this was not the park manager and Mr. Davis affirmed that he was correct and that this person reported to the park manager. He also stated that this was in lieu of rent and that this was a good deal for both the person and the County. Commissioner Strickland asked how long this had been in effect and Mr. Davis responded that this was for the second six-months and that there had been no problems.

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

Recommend that the Board of Commissioners enter into a contract in the form attached hereto for the Blythe Island Regional Park Campground Host. Once the contract is complete, authorize the Chairman to sign the agreement for the contracted Campground Host. (W. Davis) *4 pages* [REPORT](#) **(Vote: 2-0)**

- 4) *Consider recommending that the Board of Commissioners authorize Jim Richard (JR) Coen and Kim Coen to cover all expenses for the purchase and installation of a sign as a memorial to their son Dylan Michael Coen on Field #4 at the North Glynn Baseball Complex.*

Mr. Davis presented this item and stated that this is something that the County has done from time to time. He then explained that this young man had played in the County's recreation programs. Mr. Davis reported that this was the second of eight of the fields at North Glynn to have plaques with names of participants on the fields and that there are plaques at Saint Simons Island and Ballard. Commissioner Taylor asked where the plaques were placed and Mr. Davis responded that they were in the outfield.

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

Recommend that the Board of Commissioners authorize Jim Richard (JR) Coen and Kim Coen to cover all expenses for the purchase and installation of a sign as a memorial to their son Dylan Michael Coen on Field #4 at the North Glynn Baseball Complex. (W. Davis) 2 pages [REPORT](#) (Vote: 2-0)

- 5) *Consider recommending that the Board of Commissioners authorize bidding of those materials, goods, projects, or services whose funding has been approved in the FY 2014/2015 budget.*

Ms. Miller presented this item and explained that this is done annually.

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

Recommend that the Board of Commissioners authorize bidding of those materials, goods, projects, or services whose funding has been approved in the FY 2014/2015 budget. (T. Miller) 1 page [REPORT](#) (Vote: 2-0)

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 Thursday, June 30, 2014 meeting with clarification that this does not approve a tax refund.*

Mr. Glisson presented this report.

The following motion made by Commissioner Taylor and seconded by Commissioner Strickland 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 Thursday, June 30, 2014 meeting with clarification that this does not approve a tax refund. (R. Glisson) 5 pages [REPORT](#) (Vote: 2-0)

Tax Commissioner Items

- 7) *Consider recommending that the Board of Commissioners approve or deny a request from Mr. Travis K. Ostrom that penalties and interest paid in the amount of \$3,787.11 on parcel #03-22620 for tax year 2013 be refunded.*

Ms. Dees presented this item and explained that there was an error and recommended that the Commissioners approve the request for a refund.

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

Recommend that the Board of Commissioners approve a request from Mr. Travis K. Ostrom that penalties and interest paid in the amount of \$3,787.11 on parcel #03-22620 for tax year 2013 be refunded. (F. Dees) 11 pages [REPORT](#) (Vote: 2-0)

8) *Consider recommending that the Board of Commissioners approve or deny a request from Mr. Steven Floyd, representing Pine Haven Baptist Church, that penalties and interest paid in the amount of \$476.25 on parcel #03-03143 for tax years 2008-2013 be refunded.*

Ms. Dees presented this item and stated that there was an error on this and recommended that the Commissioners approve this request for a refund.

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

Recommend that the Board of Commissioners approve a request from Mr. Steven Floyd, representing Pine Haven Baptist Church, that penalties and interest paid in the amount of \$476.25 on parcel #03-03143 for tax years 2008-2013 be refunded. (F. Dees) 5 pages [REPORT](#) (Vote: 2-0)

9) *Consider recommending that the Board of Commissioners approve or deny a request from Mr. Mark Johnson, representing 514 Investments, LLC, that penalties and interest paid in the amount of \$20,980.76 on various parcels for tax years 2009-2012 be refunded.*

Ms. Dees presented this and recommended that it be approved.

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

Recommend that the Board of Commissioners approve a request from Mr. Mark Johnson, representing 514 Investments, LLC, that penalties and interest paid in the amount of \$20,980.76 on various parcels for tax years 2009-2012 be refunded. (F. Dees) 11 pages [REPORT](#) (Vote: 2-0)

10) *Consider recommending that the Board of Commissioners approve or deny a request from Ms. Muriel Joan Christin that the late fees paid in the amount of \$10.00 for her 1995 Honda Odyssey 2014 ad valorem taxes be refunded.*

Ms. Dees presented this item and stated that the County had done nothing wrong. She recommends denial.

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

Recommend that the Board of Commissioners deny a request from Ms. Muriel Joan Christin that the late fees paid in the amount of \$10.00 for her 1995 Honda Odyssey 2014 ad valorem taxes be refunded. (F. Dees) 3 pages [REPORT](#) (Vote: 2-0)

Budget

11) *Consider recommending that the Board of Commissioners amend the FY14 budget to include the \$300 that was received in June 2014 from the Alcohol Marijuana Awareness Program.*

Ms. Miller presented this and stated that it would be the last one for 2014. She also stated that she would bring an item to the August Finance Committee meeting requesting an amount of money in revenues and expenditures so that these small amounts were not presented at every meeting.

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

Recommend that the Board of Commissioners amend the FY14 budget to include the \$300 that was received in June 2014 from the Alcohol Marijuana Awareness Program. (T. Miller) 1 page [REPORT](#) (Vote: 2-0)

12) *Consider recommending that the Board of Commissioners amend the fiscal year 2014 budget to include the \$85,229.14 grant from the Georgia Public Library Service, Division of the Georgia Board of Regents for the Fiscal Year 2014 State Aid Grant.*

Ms. Miller presented this item. Commissioner Taylor asked if there was a similar grant this year and Ms. Mullis responded that it was more than last year.

The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.
Recommend that the Board of Commissioners amend the fiscal year 2014 budget to include the \$85,229.14 grant from the Georgia Public Library Service, Division of the Georgia Board of Regents for the Fiscal Year 2014 State Aid Grant. (T. Miller) 1 page [REPORT](#) (Vote: 2-0)

13) *Consider recommending that the Board of Commissioners amend the Solicitor FY14 expenditure budget in the amount of \$22,000 and the FY15 expenditure budget by \$14,435, with funding to be provided by the General Fund fund balance.*

Ms. Luge presented this item and stated that they needed help. She stated that their workload had increased by 50% and they need help to simply keep up with it. Commissioner Strickland questioned why the Solicitor's office needed an investigator and Ms. Luge responded that it was needed due to the volume. She stated that Judge Altman makes sure victims are present and that she has the authority as the Solicitor to make him an investigator. Commissioner Strickland then asked if there was a legal secretary if there was not some type of background training needed for that position. Ms. Luge responded that it is so much better now that Judge Altman mandates that victims are present. Commissioner Strickland asked if there was a job description and Ms. Luge stated that there was for a legal secretary but that as Solicitor she had the authority to make him an investigator. Commissioner Strickland then asked how many other Solicitors' offices in the State of Georgia had investigators and Ms. Luge responded that probably about 95% had full-time investigators. Commissioner Strickland asked if she had any other expenses that needed to be covered and she responded that she did not.

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

Recommend that the Board of Commissioners amend the Solicitor FY14 expenditure budget in the amount of \$22,000 and the FY15 expenditure budget by \$14,435, with funding to be provided by the General Fund fund balance. (M. Luge) 2 pages [REPORT](#) (Vote: 2-0)

Grants

14) *Consider recommending that the Board of Commissioners approve the contract with the Georgia Department of Behavioral Health and Developmental Disabilities for funds to support the Drug Court in the amount of \$199,631 and the Commission Chairman be authorized to execute the contract upon approval from the County Attorney.*

Mr. Hainley presented this item and stated that there was no match required.

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

Recommend that the Board of Commissioners approve the contract with the Georgia Department of Behavioral Health and Developmental Disabilities for funds to support the Drug Court in the amount of \$199,631 and the Commission Chairman be authorized to execute the contract upon approval from the County Attorney. (D. Hainley) 29 pages [REPORT](#) (Vote: 2-0)

15) *Consider recommending that the Board of Commissioners accept the grant award from the Governor's Office of Highway Safety in the amount of \$8,000 for an intoxilyzer.*

Mr. Hainley presented this item and stated that this needed to be subject to the County Attorney approving the contract.

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

Recommend that the Board of Commissioners accept the grant award from the Governor's Office of Highway Safety in the amount of \$8,000 for an intoxilyzer subject to the County Attorney approving the contract. (D. Hainley) 3 pages [REPORT](#) (Vote: 2-0)

Bids, Contracts, and Agreements

16) *Consider recommending that the Board of Commissioners approve, and authorize the Chairman to sign, the Memorandum of Agreement with the Georgia Department of Driver Services and the Georgia Emergency Management Agency for use of the CDL facilities in the event of a manmade or natural disaster necessitating full or partial evacuation from the coast.*

Mr. Worley presented this item.

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 Memorandum of Agreement with the Georgia Department of Driver Services and the Georgia Emergency Management Agency for use of the CDL facilities in the event of a manmade or natural disaster necessitating full or partial evacuation from the coast. (W. Worley) 9 pages [REPORT](#) (Vote: 2-0)

17) *Consider recommending that the Board of Commissioners award the contract for copier lease/maintenance services to Herrin Document Systems at an estimated cost of \$52,704 for the base year with funding to be provided by the FY15 operating budgets of the departments utilizing the service.*

Ms. Miller presented this item. Commissioner Strickland asked if this was the same vendor we had used for a while. Ms. Miller responded that it was and that there were no problems with the vendor.

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

Recommend that the Board of Commissioners award the contract for copier lease/maintenance services to Herrin Document Systems at an estimated cost of \$52,704 for the base year with funding to be provided by the FY15 operating budgets of the departments utilizing the service. (T. Miller) 2 pages [REPORT](#) (Vote: 2-0)

18) *Consider recommending that the Board of Commissioners authorize the Chairman to sign the Contract to Provide Franchise Fee Audit Services Relative to Comcast pending the County Attorney's approval and to amend the FY15 budget to increase Franchise Fees revenue and Professional Services expenditures to fund the review.*

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 authorize the Chairman to sign the Contract to Provide Franchise Fee Audit Services Relative to Comcast pending the County Attorney's approval and to amend the FY15 budget to increase Franchise Fees revenue and Professional Services expenditures to fund the review. (T. Miller) 9 pages [REPORT](#) (Vote: 2-0)

19) *Consider recommending that the Board of Commissioner approve and sign the new agreement with Digital Rez for the Online Campground Reservation System and direct the County Attorney's office to compose and send Digital Rez a letter as recommended by the County Attorney's office.*

Ms. Bragdon presented this item and stated that the County has been using this company and their software for 12 years now with no problems. Mr. Worley reiterated that the County Attorney's office does not recommend approval. Commissioner Taylor asked if the staff at Blythe Island used the software a lot and Ms. Bragdon responded that they use it daily. He then asked if there were other alternatives and Ms. Bragdon responded that the County could search for another system.

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

Recommend that the Board of Commissioner approve and sign the new agreement with Digital Rez for the Online Campground Reservation System and direct the County Attorney's office to compose and send Digital Rez a letter as recommended by the County Attorney's office. (J. Catron) 7 pages [REPORT](#) (Vote: 2-0)

20) *Consider recommending that the Board of Commissioners award the bid for Blythe Island Community Parking and Playground Improvements project to the lowest responsive and responsible bidder, Southern Contractors of Glynn, Inc. in the amount of \$73,391.79 with funding in the amount of \$50,000 provided by the grant from the Georgia Department of Natural Resources, and \$23,391.79 from the General Fund fund balance.*

Mr. Austin presented this item and stated that it was for a playground and ADA compliance. Commissioner Taylor asked if it was only boat ramps or if there was more and Mr. Austin responded that it was more than ramps. Commissioner Taylor then asked if this included cleaning stations and water stations. Commissioner Strickland said that there had been a lot of issues with the well and that they needed another well. Mr. Austin stated that there was a cleaning station on the plan. Commissioner Strickland then commented that the project name was misleading and staff responded that the name would be changed to more accurately reflect the project. Mr. Ours then stated that this project came about because there was discussion about tearing down the building, but the County asked DNR for help and they agreed to help fund this.

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

Recommend that the Board of Commissioners award the bid for Blythe Island Community Parking and Playground Improvements project to the lowest responsive and responsible bidder, Southern Contractors of Glynn, Inc. in the amount of \$73,391.79 with funding in the amount of \$50,000 provided by the grant from the Georgia Department of Natural Resources, and \$23,391.79 from the General Fund fund balance. (D. Austin) 2 pages [REPORT](#) (Vote: 2-0)

21) *Consider recommending that the Board of Commissioners renew the contract with ACCG-IRMA for property and liability insurance coverage at a cost of \$635,595 for the July 1, 2014 – June 30, 2015 period and flood insurance for selected buildings at standard NFIP rates for Glynn County with funding to be provided by the County Insurance Fund.*

Ms. Reed presented this item and stated that the increase in the contribution is due to an increase in the property being insured. She also stated that the cost per unit for property values went up slightly.

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

Recommend that the Board of Commissioners renew the contract with ACCG-IRMA for property and liability insurance coverage at a cost of \$635,595 for the July 1, 2014 – June 30, 2015 period and flood insurance for selected buildings at standard NFIP rates for Glynn County with funding to be provided by the County Insurance Fund. (O. Reed) 2 pages [REPORT](#) (Vote: 2-0)

Other Items

22) *Request that the Chairman Hunt identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda. Commissioner Strickland identified as follows:*

- a) Items #2-13, and 15-20 will be placed on the Board of Commissioners' Consent Agenda.
- b) Items #14 and #21 will be placed on the Board of Commissioners' Regular Agenda.
- c) Items #1 and #22 will not be forwarded to the Board of Commissioners' Agenda.