



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

10:00 am, Thursday, February 12, 2015

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building
Brunswick, Georgia

Present:

Committee Members: *B. Brunson, M. Stambaugh, and R. Strickland*

Elected Officials/Staff: *D. Austin, D. Bragdon, W. Davis, M. Doering, K. Downs, R. Glisson, R. Grolemond, D. Hainley, F. Lockey, J. Johnson, N. Jump, N. Mann, B. Mauney, G. Mullis, C. Overstreet, V. McClinton, T. Miller, A. Ours, O. Reed, S. Usher, D. West, and W. Worley*

Press: *D. Stillinger*

Other: *M. Smith*

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

- 1) *Consider approval of the January 8, 2015 Finance Committee Minutes.*

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Approve the January 8, 2015 Finance Committee Minutes. (Vote: 3-0) - (T. Miller) 5 pages [REPORT](#)

- 2) *Consider recommending that the Board of Commissioners approve Change Order #31 for the new Detention Center in the amount of \$1,535.22 with funding to be provided by the project contingency budget.*

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners approve Change Order #31 for the new Detention Center in the amount of \$1,535.22 with funding to be provided by the project contingency budget Approve the January 8, 2015 Finance Committee Minutes. (Vote: 3-0) (D. Hainley) 3 pages [REPORT](#)

- 3) *Receive the monthly Workers Compensation Report. (O. Reed) 11 pages [REPORT](#)*

Commissioner Stambaugh asked if the County had an insurance policy and Ms. Reed responded that the County is self-insured. Mr. Ours also stated that the Stop Loss for our policy is \$550,000.

- 4) *Consider recommending that the Board of Commissioners authorize the write-off of uncollectible receivables in the General Fund for three customers who have outstanding late penalties and interest on Alcohol by the Drink Excise tax totaling \$1,961.82, two customers who have outstanding invoices for compactor fees in the amount of \$2,076 and one customer with a miscellaneous billing in the amount of \$26.64, for a total of \$4,024.46.*

Ms. Miller explained the receivables. Mr. Hainley also explained the one specifically for the Village Alley Compactor fees. Commissioner Stambaugh questioned why the County was trying to write off a receivable instead of going after the customers and Ms. Miller and Mr. Hainley explained that neither had seen a written contract and believed the contract was verbal.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners authorize the write-off of uncollectible receivables in the General Fund for three customers who have outstanding late penalties and interest on Alcohol by the Drink Excise tax totaling \$1,961.82, two customers who have outstanding invoices for compactor fees in the amount of \$2,076 and one customer with a miscellaneous billing in the amount of \$26.64, for a total of \$4,024.46. (Vote: 3-0) (T. Miller) 2 pages [REPORT](#)

5) *Consider recommending that the Board of Commissioners declare the property located at 6102 New Jesup Highway surplus and authorize staff to publish notice of the sale (which will include the following conditions: buyer will pay closing costs, buyer will be required to make a non-refundable cash deposit of 5% of the purchase price after notice), receive bids, and bring back the sale to the Board of Commissioners for approval after receipt of bids.*

Mr. Ours discussed this item. He explained where the property is located and that the buildings had been demolished. He stated that the site had been appraised. Mr. Worley then discussed the disposal options and recommended that the buyer pay the closing costs. Commissioner Brunson stated that he would like to put a timeframe on the closing of the property and Mr. Worley responded that staff would present a contract to the Commission that contained a timeframe for the sale.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners declare the property located at 6102 New Jesup Highway surplus and authorize staff to publish notice of the sale (which will include the following conditions: buyer will pay closing costs, buyer will be required to make a non-refundable cash deposit of 5% of the purchase price after notice), receive bids, and bring back the sale to the Board of Commissioners for approval after receipt of bids. (Vote: 3-0) (Noah Priest-Goodsett) 2 pages [REPORT](#)

6) *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.*

Commissioner Brunson asked for clarification on some of the equipment, specifically what a London Fogger was, and Mr. Austin responded that it was some of the old mosquito control equipment. Commissioner Stambaugh asked if the 4-wheelers were worth anything and Mr. Austin responded that they were all rusted out.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson 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. (Vote: 3-0) (R. Grolemond) 3 pages [REPORT](#)

Property Appraisal items

7) *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 8, 2015 meeting with clarification that this does not approve a tax refund.*

Mr. Glisson presented the report. Commissioner Brunson questioned the amount for Longview Road and Mr. Glisson stated that the taxpayer requested this correction (on acreage).

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh 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 8, 2015 meeting with clarification that this does not approve a tax refund. (Vote: 3-0) (R. Glisson) 4 pages [REPORT](#)

- 8) *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 22, 2015 meeting with clarification that this does not approve a tax refund.*

Mr. Glisson presented this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh 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 22, 2015 meeting with clarification that this does not approve a tax refund. (Vote: 3-0) (R. Glisson) 5 pages [REPORT](#)

Budget

- 9) *Consider recommending that the Board of Commissioners authorize a budget increase in the amount of \$15,000 to sandblast and repaint the Kiddie Pool structure at the Neptune Fun Zone on St. Simons Island with funding to be provided by the Accommodation Excise Tax Fund fund balance.*

Commissioner Strickland asked when the Fun Zone opened and Mr. Davis responded 2009. Commissioner Strickland asked if this was the first time there was a request for sandblasting and painting and Mr. Davis responded that it was done last year and that it did not hold up. Commissioner Stambaugh stated that he thought Mr. Davis needed to find the money within his budget somewhere. Commissioner Brunson asked whether the sandblasting and painting was done separately or by the same company and Mr. Mauney stated that it was the same company.

The following motion made by Commissioner Brunson and seconded by Commissioner Strickland passing 2-1 with Commissioner Brunson voting no.

Recommend that the Board of Commissioners authorize a budget increase in the amount of \$15,000 to sandblast and repaint the Kiddie Pool structure at the Neptune Fun Zone on St. Simons Island with funding to be provided by the Accommodation Excise Tax Fund fund balance. (Vote: 2-1) (W. Davis) 1 page [REPORT](#)

- 10) *Consider recommending that the Board of Commissioners adopt the Resolution to amend the FY14/15 Budget.*

Mr. Grolemond presented this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners adopt the Resolution to amend the FY14/15 Budget. (Vote: 3-0) (R. Grolemond) 12 pages [REPORT](#)

Water & Sewer Variances

- 11) *Consider recommending that the Board of Commissioners approval of application WSV2974 – A Portion of Parcel 'A' of the R.W. Quinnelly Estate to the Board of Commissioners, for individual sewer under §606.1 of the Glynn County Subdivision Regulations for a subdivision due to public sewer infrastructure constraints.*

Mr. Hainley presented this item and requested that the motion be amended to include water and sewer. He stated that the water across the street was a private system and that they met all the distance requirements for a variance. Commissioner Brunson asked why these items were presented to the Finance Committee and after much discussion the Commissioners instructed staff to take these items straight to the Board of Commissioners from now on.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners approval of application WSV2974 – A Portion of Parcel ‘A’ of the R.W. Quinnely Estate to the Board of Commissioners, for individual water and sewer under §606.1 of the Glynn County Subdivision Regulations for a subdivision due to public sewer infrastructure constraints. (Vote: 3-0) (D. Hainley) 4 pages [REPORT](#)

12) *Consider recommending that the Board of Commissioners approve application WSV2992 – A 4.264 acre portion of “Tract 5” of Whispering Pines (Phase IV) for individual water and sewer under §606.1 of the Glynn County Subdivision Regulations for a subdivision due to the lack of availability of public water and sewer near the subject site.*

Mr. Hainley presented this item.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners approve application WSV2992 – A 4.264 acre portion of “Tract 5” of Whispering Pines (Phase IV) for individual water and sewer under §606.1 of the Glynn County Subdivision Regulations for a subdivision due to the lack of availability of public water and sewer near the subject site. (Vote: 3-0) (D. Hainley) 4 pages [REPORT](#)

Bids, Contracts, and Agreements

13) *Consider recommending that the Board of Commissioners authorize the release of Request for Qualifications for St. Simons Island Traffic Study Consultant.*

Mr. Hainley presented this item and stated that this was part of the BATS program with 80% funding from the federal government and 20% from a local match – which is budgeted in FY15. Commissioner Stambaugh questioned how much this would cost the county and Mr. Hainley responded that it was approximately \$20,000. Commissioner Stambaugh then asked if this was a part of the strategic plan and Mr. Ours responded in the affirmative.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners authorize the release of Request for Qualifications for St. Simons Island Traffic Study Consultant. (Vote: 3-0) (D. Hainley) 2 pages [REPORT](#)

14) *Consider recommending that the Board of Commissioners authorize the release of Request for Qualifications for bike/multipurpose trail study consultant.*

Mr. Hainley presented this item. Commissioner Stambaugh asked why staff could not do this and Mr. Hainley responded that he did not have the staff to do it. Commissioner Stambaugh then stated that traffic studies were okay but bike paths are just nice amenities. Mr. Hainley then said that the County could use the plan to shop for grants like the TEA (transportation) grants. Commissioner Brunson asked if staff had talked to the Land Trust and Mr. Hainley responded that we had about trails on the island. Commissioner Strickland then explained a bit of the history with communications with the Land Trust and stated that they wanted the county to participate in funding the trails. Commissioner Stambaugh then stated that with the current financial situation the county did not need to spend any money on bike trails and that just because items are budgeted, that did not mean that we needed to spend the money. He further stated that the county needs to focus on roads. Mr. Hainley commented that the feds were talking about pulling back planning monies. Commissioner Stambaugh asked how much this was going to cost and Mr. Hainley responded that it would be about \$7,000.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners authorize the release of Request for Qualifications for bike/multipurpose trail study consultant. (Vote: 3-0) (D. Hainley) 1 page [REPORT](#)

15) Consider recommending that the Board of Commissioners authorize the issuance of an Invitation for Bid to for the installation of a parking fee mechanism at both Massengale and Coast Guard beach accesses on St. Simons Island with funding to be provided by Accommodation Excise Tax Fund fund balance.

Commissioner Strickland asked if this was just for the mechanisms and wanted to make sure this had nothing to do with paving or anything else. He asked if this was just for a trial and Mr. Ours responded in the affirmative. Commissioner Brunson confirmed that this was just a request for a bid, nothing else and Mr. Ours responded that it was. After further questions, Mr. Ours explained that each unit was approximately \$7,000-\$10,000 and that the county probably needed 3-5 per site.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Refer to the full Board of Commissioners consideration of the issuance of an Invitation for Bid to for the installation of a parking fee mechanism at both Massengale and Coast Guard beach accesses on St. Simons Island with funding to be provided by Accommodation Excise Tax Fund fund balance. (Vote: 3-0) (W. Davis) 1 page [REPORT](#)

16) Consider recommending that the Board of Commissioners allow the Issuance of an Invitation for Bid for the Old Detention Center Abatement at 1812 Newcastle Street, at an estimated cost of \$51,000 with funding to be provided by Capital Projects Fund fund balance.

Mr. Mauney presented this item. He explained that the county had the required testing done and that the floor tile was the only "hot" spot. Commissioner Stambaugh asked if the county had funding to tear down the old building and Commissioner Strickland responded that it would come from fund balance. Commissioner Stambaugh commented that the county did not have the money for it and that there was no time frame we were working with. Mr. Ours then stated that the directive was to demolish the building within nine months from when the decision was made to demolish it. Commissioner Stambaugh said the county should hold back on demolishing it in case a decision was made to sell the property.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed 2-1 with Commissioner Strickland opposing.

Recommend that the Board of Commissioners deny the Issuance of an Invitation for Bid for the Old Detention Center Abatement at 1812 Newcastle Street, at an estimated cost of \$51,000 with funding to be provided by Capital Projects Fund fund balance. (Vote: 2-1) (B. Mauney) 1 page [REPORT](#)

17) Consider recommending that the Board of Commissioners authorize staff to issue an Invitation for Bid for the carpet replacement in the Children's Room, Teen Room, and Heritage Room at the Brunswick Library.

Ms. Mullis presented this item. She stated that there were three reasons for the request. 1) There is a 50% grant match. 2) This can be completed with no construction; and 3) The current state of the carpet. She stated that the state was offering the match this fiscal year because of the library's recently completed master plan. Commissioner Stambaugh asked if since the state was basing the funding on the master plan the county was on the hook to complete this, and Ms. Mullis stated that the county was not on the hook but that since the study was done, the state saw that the county was serious about its plans and found the money this fiscal year.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners authorize staff to issue an Invitation for Bid for the carpet replacement in the Children's Room, Teen Room, and Heritage Room at the Brunswick Library. (Vote: 3-0) (G. Mullis) 4 pages [REPORT](#)

18) Consider recommending that the Board of Commissioners exercise the 3rd year extension option with BB&T for the County's banking services.

Ms. Miller presented this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Strickland passed 2-1 with Commissioner Stambaugh abstaining.

Recommend that the Board of Commissioners exercise the 3rd year extension option with BB&T for the County's banking services. (Vote: 2-0-1) – Commissioner Stambaugh abstained. (T. Miller) 1 page [REPORT](#)

19) *Consider recommending that the Board of Commissioners exercise the 2nd year extension option with KRT, CPAs P.C., Savannah, Georgia, to conduct the annual County audit at a cost of \$62,000 with funding to be provided in the FY16 budgets of funds receiving audit services.*

Ms. Miller presented this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners exercise the 2nd year extension option with KRT, CPAs P.C., Savannah, Georgia, to conduct the annual County audit at a cost of \$62,000 with funding to be provided in the FY16 budgets of funds receiving audit services. (Vote: 3-0) (T. Miller) 2 pages [REPORT](#)

20) *Consider recommending that the Board of Commissioners 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. Commissioner Stambaugh asked what KBGIB did with \$50,000 and Mr. Hainley responded that they coordinated litter pickup, school programs, hazardous (electronics) waste, and recycling.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

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

21) *Consider recommending that the Board of Commissioners approve the attached Subscriber Agreement for Westlaw with a term of twelve months for the County Attorney's office.*

Mr. Worley presented this item and stated that this was just an online research tool.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners approve the attached Subscriber Agreement for Westlaw with a term of twelve months for the County Attorney's office. (Vote: 3-0) (A. Mumford) 6 pages [REPORT](#)

22) *Consider recommending that the Board of Commissioners approve renewing the Annual Support Agreement with EMS Consultants for technical support and billing services according the schedule of costs submitted.*

Chief Gardner presented this item.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners approve renewing the Annual Support Agreement with EMS Consultants for technical support and billing services according the schedule of costs submitted. (Vote: 3-0) (S. Gardner) 5 pages [REPORT](#)

23) *Consider recommending that the Board of Commissioners reject all bids received for an Emergency Medical Dispatch (EMD) system and reissue an Invitation for Bid.*

Chief Gardner presented this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners reject all bids received for an Emergency Medical Dispatch (EMD) system and reissue an Invitation for Bid. (Vote: 3-0) (S. Gardner) 1 page [REPORT](#)

24) Consider recommending that the Board of Commissioners approve the terms and conditions with Emergency Reporting Software and the purchase of the interface at a cost of \$2,500 and that the Chairman be authorized to sign the contract upon approval of the contract by the County Attorney.

Mr. Catron presented this item.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners approve the terms and conditions with Emergency Reporting Software and the purchase of the interface at a cost of \$2,500 and that the Chairman be authorized to sign the contract upon approval of the contract by the County Attorney. (Vote: 3-0) (J. Catron) 5 pages [REPORT](#)

25) Consider recommending that the Board of Commissioners reject all bids received for Invitation for Bid #00913(Trailer Mounted 6”Suction Trash Pump) and do not re-bid for the equipment.

Mr. Austin presented this item and stated that we did not need the equipment. His recommendation is to rent a pump if one is needed.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners reject all bids received for Invitation for Bid #00913(Trailer Mounted 6”Suction Trash Pump) and do not re-bid for the equipment. (Vote: 3-0) (D. Austin) 2 pages [REPORT](#)

26) Consider recommending that the Board of Commissioners approve EMC Engineering Services, Inc. to proceed with all tasks in Option 1 Task 1 of the Engineering Services for Buck Swamp Road, Glynco Parkway, and Ocean Boulevard Project 2014 RFP in the amount of \$74,000 with funding to be provided by SPLOST #5.

Mr. Austin presented this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners approve EMC Engineering Services, Inc. to proceed with all tasks in Option 1 Task 1 of the Engineering Services for Buck Swamp Road, Glynco Parkway, and Ocean Boulevard Project 2014 RFP in the amount of \$74,000 with funding to be provided by SPLOST #5. (Vote: 3-0) (D. Austin) 3 pages [REPORT](#)

27) Consider recommending that the Board of Commissioners approve the professional exemption of Ussery-Rule Architects, P.C. to complete the Build-out construction drawings for the H Building for Traffic Safety and Public Works Administration Offices in the amount of \$75,000 with funding to be provided by SPLOST #5.

Mr. Austin presented this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners approve the professional exemption of Ussery-Rule Architects, P.C. to complete the Build-out construction drawings for the H Building for Traffic Safety and Public Works Administration Offices in the amount of \$75,000 with funding to be provided by SPLOST #5. (Vote: 3-0) (D. Austin) 2 pages [REPORT](#)

28) *Consider recommending that the Board of Commissioners award the bid for the ADA compliance of the Glynn County Massengale Park located at 1360 Ocean Blvd. to the lowest responsive bidder, Dogwood Construction, Inc. of Wayne County, GA in the amount of \$355,500 with funding to be provided by the Capital Projects Fund fund balance.*

Mr. Mauney presented this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners award the bid for the ADA compliance of the Glynn County Massengale Park located at 1360 Ocean Blvd. to the lowest responsive bidder, Dogwood Construction, Inc. of Wayne County, GA in the amount of \$355,500 with funding to be provided by the General Fund fund balance. (Vote: 3-0) (B. Mauney) 2 pages [REPORT](#)

Other Items

29) *Request that the Chairman 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 #2-14 and 17-27 will be placed on the Board of Commissioners' Consent Agenda.**
- b) **Items #15-16 and 28 will be placed on the Board of Commissioners' Regular Agenda.**
- c) **Items #1 will not be forwarded to the Board of Commissioners' Agenda.**