



A Golden Past.
A Shining Future.

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 pm, Tuesday, March 10, 2015

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building
Brunswick, Georgia

Present:

Committee Members: B. Brunson and R. Strickland

Elected Officials/Staff: P. Andrews, D. Austin, W. Davis, F. Dees, D. DeLoach, M. Doering, S. Gardner, R. Glisson, R. Grolemond, M. Herndon, N. Jump, B. Mauney, C. Overstreet, V. McClinton, T. Miller, A. Ours, O. Reed, and W. Worley

Press: M. Permar

Other: Grant Buckley, David Crews

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

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

Add another item to the agenda. (Vote: 2-0)

- 1) Consider approval of the February 12, 2015 Finance Committee Minutes.

Commissioner Brunson clarified his comments on the sale of property and how it was reflected in the minutes – a correction was made.

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

Approve the February 12, 2015 Finance Committee Minutes. (Vote: 2-0) (T. Miller) 8 pages [REPORT](#)

- 2) Receive the monthly Workers Compensation Report. (O. Reed) 12 pages [REPORT](#)

Ms. Reed gave the report.

- 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 gave the report.

The following motion made by Commissioner Brunson 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. (Vote: 2-0) (R. Grolemond) 2 pages [REPORT](#)

- 4) Consider recommending that the Board of Commissioners authorize the Recreation Department to advertise a public hearing to increase the fees charged and add two new participation options at the Neptune Fun Zone.

Mr. Davis gave the report. Commissioner Strickland asked when the fees were raised last and Mr. Davis responded that the amount for passes has changed but not the \$7 fee. Mr. Ours then reminded Commissioners that this request was brought forward from the Commissioners at their retreat.

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

Recommend that the Board of Commissioners authorize the Recreation Department to advertise a public hearing to increase the fees charged and add two new participation options at the Neptune Fun Zone. (Vote: 2-0) (W. Davis) 2 pages [REPORT](#)

- 5) *Consider recommending that the Board of Commissioners accept the vehicles listed (2-1987 AM General Hummers and a 1992 Harsco-BMY, 5-ton truck) donated by GEMA.*

The Sheriff presented this item and explained that he would use these vehicles for man hunts and hurricane evacuations. Commissioner Strickland asked who would actually hold the keys and the Sheriff responded that his office would have them but that Jay (EMA) or the Chief (of Police) could use the vehicles as needed.

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

Recommend that the Board of Commissioners accept the vehicles listed (2-1987 AM General Hummers and a 1992 Harsco-BMY, 5-ton truck) donated by GEMA. (Vote: 2-0) (N. Jump) 3 pages [REPORT](#)

- 6) *Consider recommending that the Board of Commissioners accept the vehicle listed that is being donated by the Darien Police Department. (2015 Ford F150 Police Package Truck).*

The Sheriff presented this item.

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

Recommend that the Board of Commissioners accept the vehicle listed that is being donated by the Darien Police Department. (2015 Ford F150 Police Package Truck). (Vote: 2-0) (N. Jump) 2 pages [REPORT](#)

- 7) *Consider recommending that the Board of Commissioners authorize acceptance of the grant awards in the amount of \$4,348 and the Chairman be authorized to executed said grant contracts subject to final approval by the County Attorney.*

Ms. Miller presented this item.

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

Recommend that the Board of Commissioners authorize acceptance of the grant awards in the amount of \$4,348 and the Chairman be authorized to executed said grant contracts subject to final approval by the County Attorney. (Vote: 2-0) (T. Miller) pages [REPORT](#)

- 8) *Consider recommending that the Board of Commissioners approve the attached Cancellation of Promissory Note and Release of Security Interest for Glynco Machine Company, Inc.*

Ms. Miller presented this item.

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

Recommend that the Board of Commissioners approve the attached Cancellation of Promissory Note and Release of Security Interest for Glynco Machine Company, Inc. (Vote: 2-0) (T. Miller) 4 pages [REPORT](#)

Tax Commissioner Items

9) Consider recommending that the Board of Commissioners approve or deny a request from Mr. Charles J. Cole, attorney for Distinctive Housing Solutions, that the following taxes be waived:

<u>Parcel</u>	<u>Tax Year</u>	<u>Total Due</u>
03-05595	2011	\$2,377.93
	2010	\$2,580.97
03-18946	2011	\$1,964.83
	2010	\$2,130.27
	2009	\$2,274.19
	2008	\$3,062.44
03-02333	2010	\$9,593.11
03-14387	2011	\$5,456.51
	2010	\$5,929.84

Ms. Dees presented this item and stated that DHS should have never been on the tax rolls – she stated that she is requesting the Commissioners E & R (Error & Release) it. She stated that this is just fixing the books.

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

Recommend Board of Commissioners approve a request from Mr. Charles J. Cole, attorney for Distinctive Housing Solutions, that the following taxes be waived:

<u>Parcel</u>	<u>Tax Year</u>	<u>Total Due</u>
03-05595	2011	\$2,377.93
	2010	\$2,580.97
03-18946	2011	\$1,964.83
	2010	\$2,130.27
	2009	\$2,274.19
	2008	\$3,062.44
03-02333	2010	\$9,593.11
03-14387	2011	\$5,456.51
	2010	\$5,929.84. (Vote: 2-0) (F. Dees) 8 pages REPORT

10) Consider recommending that the Board of Commissioners approve or deny a request from Ms. Nicole Bagley, representing the Brenn Foundation, that penalties and interest paid for tax year 2014 on Parcel #04-00216 in the amount of \$796.85, and parcel #04-0223 in the amount of \$771.96 be refunded.

Ms. Dees presented this item and stated that they got the bill back in the mail – but that taxes are due every year.

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

Recommend that the Board of Commissioners deny a request from Ms. Nicole Bagley, representing the Brenn Foundation, that penalties and interest paid for tax year 2014 on Parcel #04-00216 in the amount of \$796.85, and parcel #04-0223 in the amount of \$771.96 be refunded. (Vote: 2-0) (F. Dees) 10 pages [REPORT](#)

11) Consider recommending that the Board of Commissioners approve or deny a request from Mr. Mitul Patel, Welcome Hotels of Brunswick, that penalties and interest paid for tax years 2011-2013 on PP#156561-1 in the amount of \$1,029.61 be refunded.

Ms. Dees presented this item.

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

Recommend that the Board of Commissioners deny a request from Mr. Mitul Patel, Welcome Hotels of Brunswick, that penalties and interest paid for tax years 2011-2013 on PP#156561-1 in the amount of \$1,029.61 be refunded. (Vote: 2-0) (F. Dees) 14 pages [REPORT](#)

- 12) *Consider recommending that the Board of Commissioners approve or deny a request from Mr. Jaye Parsons that interest paid for tax year 2014 on parcel #06-0549 in the amount of \$55.53 be refunded.*

Ms. Dees presented this item and stated that the taxpayer said he did not get his bill. The bill was stamped “temporarily away.”

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

Recommend that the Board of Commissioners deny a request from Mr. Jaye Parsons that interest paid for tax year 2014 on parcel #06-0549 in the amount of \$55.53 be refunded. (Vote: 2-0) (F. Dees) 6 pages [REPORT](#)

Property Appraisal items

- 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 5, 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 Strickland passed unanimously.

Recommend 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 5, 2015 meeting with clarification that this does not approve a tax refund. (Vote: 2-0) (R. Glisson) 3 pages [REPORT](#)

- 14) *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 19, 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 Strickland passed unanimously.

Recommend 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 19, 2015 meeting with clarification that this does not approve a tax refund. (Vote: 2-0) (R. Glisson) 4 pages [REPORT](#)

Budget

- 15) *Consider recommending that the Board of Commissioners approve a budget amendment to use \$20,000 from the Drug Abuse, Treatment, and Education Fund (DATE) fund balance to be transferred to the Drug Court Scholarship Fund.*

Ms. Miller presented this item.

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

Recommend Board of Commissioners approve a budget amendment to use \$20,000 from the Drug Abuse, Treatment, and Education Fund (DATE) fund balance to be transferred to the Drug Court Scholarship Fund. (Vote: 2-0) (S. Kelley) 2 pages [REPORT](#)

- 16) *Consider recommending that the Board of Commissioners authorize a budget increase in the amount of \$10,000.00 to purchase a Utility Vehicle for use on the beaches of St. Simons for daily trash removal with funding to be provided by the Accommodations Excise Tax Fund fund balance.*

Mr. Davis presented this item and stated that there was a desperate need for the item. He said that he has asked for it two years in a row and it was cut. He said that they've done without the equipment as long as they can now.

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

Recommend Board of Commissioners authorize a budget increase in the amount of \$10,000.00 to purchase a Utility Vehicle for use on the beaches of St. Simons for daily trash removal with funding to be provided by the Accommodations Excise Tax Fund fund balance. (Vote: 2-0) (W. Davis) 1 page [REPORT](#)

- 17) *Consider recommending that the Board of Commissioners authorize a budget increase in the amount of \$32,750.00 to cover operating costs in the Police Department's Animal Control program budget, with funding to be provided by the general fund, fund balance.*

Chief Doering presented this item. He explained that intakes were down about 9% but that adoptions were up 41% and transfers out were up 80%. He stated that more money was needed to pay for services for increased adoptions and transfers.

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

Recommend Board of Commissioners authorize a budget increase in the amount of \$32,750.00 to cover operating costs in the Police Department's Animal Control program budget, with funding to be provided by the general fund, fund balance. (Vote: 2-0) (M. Doering) 2 pages [REPORT](#)

Bids, Contracts, and Agreements

- 18) *Consider recommending that the Board of Commissioners authorize the Chairman to execute the University System of Georgia's Cooperative Extension Office personnel contract documents to extend the County Ag Agent contract and amend the contract to include the Cooperative Extension Coordinator position through June 30, 2016.*

Mr. Ours presented this item.

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

Recommend Board of Commissioners authorize the Chairman to execute the University System of Georgia's Cooperative Extension Office personnel contract documents to extend the County Ag Agent contract and amend the contract to include the Cooperative Extension Coordinator position through June 30, 2016. (Vote: 2-0) (A. Ours) 4 pages [REPORT](#)

- 19) *Consider recommending that the Board of Commissioners award a purchase order in the amount of \$23,511.37 to Akins Ford Dodge Jeep Chrysler and approve additional purchases in the amount of \$1,702.99 for equipment with the remaining funds in the Capital Projects Fund.*

Sheriff Jump presented this item.

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

Recommend Board of Commissioners award a purchase order in the amount of \$23,511.37 to Akins Ford Dodge Jeep Chrysler and approve additional purchases in the amount of \$1,702.99 for equipment with the remaining funds in the Capital Projects Fund. (Vote: 2-0) (N. Jump) 12 pages [REPORT](#)

- 20) *Consider recommending that the Board of Commissioners award the July 4, 2015 fireworks show to J&M Displays for \$35,000 with funding coming from the FY15 operating budget and the administrator's contingency.*

Ms. Miller presented this item.

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

Recommend Board of Commissioners award the July 4, 2015 fireworks show to J&M Displays for \$35,000 with funding coming from the FY15 operating budget and the administrator's contingency. (Vote: 2-0) (T. Miller) 6 pages [REPORT](#)

- 21) *Consider recommending that the Board of Commissioners award the bid for replacing the roof at Fire Station 1 to Brazos Ureathan, Inc. in the amount of \$71,317 with funding in the amount of \$42,750 to be provided by the FY15 Fire Department Budget and \$28,567 to be provided from the Fire Fund fund balance.*

Chief Gardner presented this item.

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

Recommend Board of Commissioners award the bid for replacing the roof at Fire Station 1 to Brazos Ureathan, Inc. in the amount of \$71,317 with funding in the amount of \$42,750 to be provided by the FY15 Fire Department Budget and \$28,567 to be provided from the Fire Fund fund balance. (Vote: 2-0) (S. Gardner) 2 pages [REPORT](#)

- 22) *Consider recommending that the Board of Commissioners award the bid for ADA compliance of Glynn County Selden Park located at 100 Genoa Martin Drive to the lowest responsive bidder, A&M Builders & Erectors of Brunswick, GA in the amount of \$241,845 with funding to be provided by the General Fund fund balance.*

Mr. Mauney presented this item.

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

Recommend Board of Commissioners award the bid for ADA compliance of Glynn County Selden Park located at 100 Genoa Martin Drive to the lowest responsive bidder, A&M Builders & Erectors of Brunswick, GA in the amount of \$241,845 with funding to be provided by the General Fund fund balance. (Vote: 2-0) (B. Mauney) 2 pages [REPORT](#)

- 23) *Consider recommending that the Board of Commissioners award the bid for the ADA compliance of the Selden Park Playground Equipment located at 100 Genoa Martin Drive, Brunswick, GA to the lowest responsive bidder, Southern Playgrounds, Inc. of Marietta, GA in the amount of \$115,680 with funding to be provided by the General Fund fund balance.*

Mr. Mauney presented this item.

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

Recommend Board of Commissioners award the bid for the ADA compliance of the Selden Park Playground Equipment located at 100 Genoa Martin Drive, Brunswick, GA to the lowest responsive bidder, Southern Playgrounds, Inc. of Marietta, GA in the amount of \$115,680 with funding to be provided by the General Fund fund balance. (Vote: 2-0) (B. Mauney) 1 page [REPORT](#)

- 24) *Consider recommending that the Board of Commissioners authorize staff to issue a solicitation for the A&E services and upgrades to the Animal Control Building, located at 4765 US Highway 17 N, with funding to be provided by the General Fund fund balance.*

Mr. Mauney presented this item and stated that the building has been there since 2001. Mr. Ours further explained the need for upgrades to the building.

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

Recommend Board of Commissioners authorize staff to issue a solicitation for the A&E services and upgrades to the Animal Control Building, located at 4765 US Highway 17 N, with funding to be provided by the General Fund fund balance. (Vote: 2-0) (B. Mauney) 1 page [REPORT](#)

- 25) *Consider recommending that the Board of Commissioners award a contract for the 2015 LMIG Resurfacing and Restriping of County Roads to Seaboard Construction Company of Brunswick, Georgia, the lowest responsive and responsible bidder, in the amount of \$1,175,831 with funding from 4580.54390.LMIG in the amount of \$900,000 and \$275,831 from Capital Projects Fund fund balance.*

Mr. Austin presented this item.

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

Recommend Board of Commissioners award a contract for the 2015 LMIG Resurfacing and Restriping of County Roads to Seaboard Construction Company of Brunswick, Georgia, the lowest responsive and responsible bidder, in the amount of \$1,175,831 with funding from 4580.54390.LMIG in the amount of \$900,000 and \$275,831 from Capital Projects Fund fund balance. (Vote: 2-0) (D. Austin) 2 pages [REPORT](#)

- 26) *Consider recommending that the Board of Commissioners approve a bid award with Lindsay Precast in the amount of \$506,706.00 to furnish the Concrete 10'x4' Box culvert for the Canal Road Improvement project subject to the "Canal Crossing Development Project Resolutions" conditions being met and authorize the Chairman to sign the contract when all conditions have been met.*

Mr. Andrews presented this item.

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

Recommend Board of Commissioners approve a bid award with Lindsay Precast in the amount of \$506,706.00 to furnish the Concrete 10'x4' Box culvert for the Canal Road Improvement project subject to the "Canal Crossing Development Project Resolutions" conditions being met and authorize the Chairman to sign the contract when all conditions have been met. (Vote: 2-0) (D. Hainley) 1 page [REPORT](#)

- 27) *Consider recommending that the Board of Commissioners approve a bid award with East Coast Asphalt, LLC in the amount of \$2,919,440.60 to perform the Canal Road Improvement project subject to the "Canal Crossing*

Development Project Resolutions” conditions being met and authorize the Chairman to sign the contract when all conditions have been met.

Mr. Andrews also presented this item.

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

Recommend Board of Commissioners approve a bid award with East Coast Asphalt, LLC in the amount of \$2,919,440.60 to perform the Canal Road Improvement project subject to the “Canal Crossing Development Project Resolutions” conditions being met and authorize the Chairman to sign the contract when all conditions have been met. (Vote: 2-0) (D. Hainley) 1 page [REPORT](#)

- 28) *Consider recommending that the Board of Commissioners authorize the Fire Department to have JWSC complete the hook-up to public water for Fire Station 6 based on the submitted estimate of \$6,137.84 along with an additional amount not to exceed \$800.00 to make the connection to the Station with funding to be provided by the Fire Fund fund balance.*

Chief Gardner explained the need for this item. Commissioner Brunson asked if the current well would be capped off and Chief Gardner stated that it would be.

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

Recommend Board of Commissioners authorize the Fire Department to have JWSC complete the hook-up to public water for Fire Station 6 based on the submitted estimate of \$6,137.84 along with an additional amount not to exceed \$800.00 to make the connection to the Station with funding to be provided by the Fire Fund fund balance. (Vote: 2-0) (S. Gardner) 4 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 #2-21, #24, and #28 will be placed on the Board of Commissioners’ Consent Agenda.**
 - b) **Items #22-23 and #25-27 will be placed on the Board of Commissioners’ Regular Agenda.**
 - c) **Items #1 and #29 will not be forwarded to the Board of Commissioners’ Agenda.**