



*A Golden Past.  
A Shining Future.*

## Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 pm, Tuesday, July 7, 2015

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building  
Brunswick, Georgia

### Present:

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

**Elected Officials/Staff:** *D. Austin, W. Davis, D. DeLoach, K. Downs, M. Hawk, H. Herndon, M. Herndon, W.N. Mann, V. McClinton, T. Miller, G. Mullis, A. Ours, A. Sapp, S. Usher, D. Waters and W. Worley*

**Press:** *M. Permar and D. Stillinger*

**Other:** *Phoung Van Pham, Thoai Pham and James Young*

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

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

### **Add item #19 to the agenda. (Vote: 3-0)**

- 1) Consider approval of the June 9, 2015 Finance Committee Minutes.

Ms. Miller presented this item.

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

### **Approval of the June 9, 2015 Finance Committee Minutes. (T. Miller) 7 pages [REPORT](#) (Vote: 3-0)**

- 2) Consider recommending that the Board of Commissioners declare the unusable items listed on the attached page as surplus and approve disposing of these items in the best interest of the County.

Ms. Miller presented this item. Commissioner Stambaugh asked for a list of all of the surplus property sold during FY15 and Ms. Miller responded that she would send it out.

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

### **Recommend that the Board of Commissioners declare the unusable items listed on the attached page as surplus and approve disposing of these items in the best interest of the County. (T. Miller) 2 pages [REPORT](#) (Vote: 3-0)**

- 3) Consider recommending that the Board of Commissioners deny a request from Mr. Phil Balsamo that Emergency Medical Services (EMS) fees in the amount of \$94.62 be waived.

Captain Mann presented this item. Commissioner Brunson asked how many more patients there were in this same situation and Captain Mann responded that there were certainly some but he did not know how many. Commissioner Brunson then stated that he thought it cost the County more to collect and post the payments than they were worth.

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

**Recommend that the Board of Commissioners deny a request from Mr. Phil Balsamo that Emergency Medical Services (EMS) fees in the amount of \$94.62 be waived. (N. Mann) 4 pages [REPORT](#) (Vote: 3-0)**

#### **Tax Commissioner Items**

- 4) Consider recommending that the Board of Commissioners approve or deny a request from Mr. James Young that interest and penalties paid for tax year 2014 on Parcel #02-00512 in the amount of \$750.91 be refunded.

Ms. Sapp presented this item. Mr. James Young was present and addressed the Commissioners. He stated that the post office marked the envelope undeliverable. Mr. Young recommended that the County remove "Do Not Forward" instructions for their mail.

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

**Recommend that the Board of Commissioners deny a request from Mr. James Young that interest and penalties paid for tax year 2014 on Parcel #02-00512 in the amount of \$750.91 be refunded. (F. Dees) 8 pages [REPORT](#) (Vote: 3-0)**

- 5) Consider recommending that the Board of Commissioners approve or deny a request from Mr. Phoung Van Pham that interest and penalties paid for tax years 2013 and 2014 on Parcel #03-11444 in the amount of \$545.72 be refunded.

Ms. Sapp presented this item. Mr. Pham was present and had his nephew with him to translate as he did not speak English. His nephew stated that his uncle never got a bill in the mail.

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

**Recommend that the Board of Commissioners deny a request from Mr. Phoung Van Pham that interest and penalties paid for tax years 2013 and 2014 on Parcel #03-11444 in the amount of \$545.72 be refunded. (F. Dees) 11 pages [REPORT](#) (Vote: 3-0)**

#### **Property Appraisal Office**

- 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, May 8, 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 to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, May 8, 2015 meeting with clarification that this does not approve a tax refund. (R. Glisson) 5 pages [REPORT](#) (Vote: 3-0)**

- 7) 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 11, 2015 meeting with clarification that this does not approve a tax refund.

Mr. Glisson presented this item. He stated that these changes were due to direct market evidence and that the neighborhood code was wrong since 2014.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh 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 11, 2015 meeting with clarification that this does not approve a tax refund. (R. Glisson) 4 pages [REPORT](#) (Vote: 3-0)**

- 8) 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 25, 2015 meeting with clarification that this does not approve a tax refund.

Mr. Glisson presented this item. Commissioner Stambaugh questioned why there were a lot of problems with acreage and square footage. Mr. Glisson stated that the information came from GIS and that the GIS department was not under the Property Appraiser's office in this county although typically they were in other counties. Mr. Ours responded that the GIS department serves many departments. He further stated that some thought GIS should be under Community Development, others thought it should be under Property Appraisal but that because they serve so many departments it was correctly placed under Information Technology.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh 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 25, 2015 meeting with clarification that this does not approve a tax refund. (R. Glisson) 5 pages [REPORT](#) (Vote: 3-0)**

### **Budget**

- 9) Consider recommending that the Board of Commissioners amend the Drug Court's FY15 grant revenue and expenditures budget by \$1,622 each.

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 amending the Drug Court's FY15 grant revenue and expenditures budget by \$1,622 each. (T. Miller) 3 pages [REPORT](#) (Vote: 3-0)**

- 10) Consider recommending that the Board of Commissioners accept the grant and amend the Library's FY15 revenue and expenditures budget by \$3,639.85 for funding provided by the Georgia Public Library System.

Ms. Mullis presented this item.

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

**Recommend that the Board of Commissioners accept the grant and amend the Library's FY15 revenue and expenditures budget by \$3,639.85 for funding provided by the Georgia Public Library System. (T. Miller) 2 pages [REPORT](#) (Vote: 3-0)**

- 11) Consider recommending that the Board of Commissioners accept the grant and authorize a budget increase for the Marshes of Glynn Libraries in FY16 in the amount of \$4,995.00 with funding provided by the Communities of Coastal Georgia Foundation.

Ms. Mullis presented this item.

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

**Recommend that the Board of Commissioners accept the grant and authorize a budget increase for the Marshes of Glynn Libraries in FY16 in the amount of \$4,995.00 with funding provided by the Communities of Coastal Georgia Foundation. (G. Mullis) 3 pages [REPORT](#) (Vote: 3-0)**

**GRANTS**

12) Consider recommending that the Board of Commissioners accept the grant contract and awarded funding in the amount of \$137,350 from the CJCC, increase the Juvenile Court's FY16 revenue and expenditures budget by \$137,350 and authorize the Chair to sign the approved FY16 JJIG contract.

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 accept the grant contract and awarded funding in the amount of \$137,350 from the CJCC, increase the Juvenile Court's FY16 revenue and expenditures budget by \$137,350 and authorize the Chair to sign the approved FY16 JJIG contract. (T. Miller) 9 pages [REPORT](#) (Vote: 3-0)**

13) Consider recommending that the Board of Commissioners approve the 2016 annual contract between Glynn County and the Governor's Office - Criminal Justice Coordinating Council and authorize the Chairman to execute the contract in the amount of \$328,780 in state funds to support the activities of Drug Court between July 1, 2015 and June 30, 2016 with a \$36,532 County match upon approval from the County Attorney.

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 approve the 2016 annual contract between Glynn County and the Governor's Office - Criminal Justice Coordinating Council and authorize the Chairman to execute the contract in the amount of \$328,780 in state funds to support the activities of Drug Court between July 1, 2015 and June 30, 2016 with a \$36,532 County match upon approval from the County Attorney. (D. Hainley) 9 pages [REPORT](#) (Vote: 3-0)**

**Bids, Contracts and Agreements**

14) Consider recommending that the Board of Commissioners approve the Support Agreement with Physio-Control® and authorize the chairman to sign the agreement as written in the amount of \$29,162 with funding to be provided by the FY16 Emergency Medical Services (EMS) Operating Budget.

Captain Mann presented this budget.

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

**Recommend that the Board of Commissioners approve the Support Agreement with Physio-Control® and authorize the chairman to sign the agreement as written in the amount of \$29,162 with funding to be provided by the FY16 Emergency Medical Services (EMS) Operating Budget. (W. Mann) 12 pages [REPORT](#) (Vote: 3-0)**

15) Consider recommending that the Board of Commissioners approve the extension of the Contract for Services with Emergency Communications Network (CodeRed) to provide for the communication of essential information to ensure the safety and preparedness of citizens during threatening situations with funding to be provided by the E911 Fund budget.

Mr. Usher presented this item and stated that this was an extension of our existing Code Red system.

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

**Recommend that the Board of Commissioners approve the extension of the Contract for Services with Emergency Communications Network (Code Red) to provide for the communication of essential information to ensure the safety and preparedness of citizens during threatening situations with funding to be provided by the E911 Fund budget. (S. Usher) 2 pages [REPORT](#) (Vote: 3-0)**

16) Consider recommending that the Board of Commissioners approve the continuation/extension of the Quality Recording Solutions, LLC, Maintenance Services Agreement, covering the recording equipment located at the Harold Pate Annex with funding to be provided by the FY16 E911 Operating Budget.

Mr. Usher 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 continuation/extension of the Quality Recording Solutions, LLC, Maintenance Services Agreement, covering the recording equipment located at the Harold Pate Annex with funding to be provided by the FY16 E911 Operating Budget. (S. Usher) 5 pages [REPORT](#) (Vote: 3-0)**

17) Consider recommending that the Board of Commissioners approve the attached advertising contract with Good Sam RV Travel Guide and Directory for Blythe Island Regional Park, subject to the County Attorney's review and approval, at a cost of \$4,238.75 with funds to come from the FY16 Blythe Island Operating Budget.

Mr. Davis presented this item and stated that the County has been advertising in the Good Sam book and on their website for 20 years. When asked how many people stay at the campground because of the book, Mr. Davis responded that although they give campers a survey they do not get many back so he did not know. Mr. Davis further stated that most of their business comes from word-of-mouth campers. Commissioner Stambaugh stated that staff should put it on the county's website.

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

**Recommend that the Board of Commissioners deny the attached advertising contract with Good Sam RV Travel Guide and Directory for Blythe Island Regional Park, subject to the County Attorney's review and approval, at a cost of \$4,238.75 with funds to come from the FY16 Blythe Island Operating Budget. (W. Davis) 2 pages [REPORT](#) (Vote: 3-0)**

18) Consider recommending that the Board of Commissioners authorize Change Order #1 in the amount of \$67,798.95 which is \$24,984.28 more than budgeted. This is comprised of \$13,559.79 coming from the SPLOST 5 Sidewalks and Bike Paths project and \$11,424.49 coming from the TE Grant project funds.

Mr. Austin explained this item. Commissioner Stambaugh asked when the estimate for this project was developed and Mr. Deloach responded that the Board of Commissioners authorized the project in 2006 so it was a while ago.

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

**Recommend that the Board of Commissioners authorize Change Order #1 in the amount of \$67,798.95 which is \$24,984.28 more than budgeted. This is comprised of \$13,559.79 coming from the SPLOST 5 Sidewalks and Bike Paths project and \$11,424.49 coming from the TE Grant project funds. (D. Austin) 4 pages [REPORT](#) (Vote: 3-0)**

19) Consider recommending that the Board of Commissioners accept the grant and increase the Drug Court's FY16 revenue and expenditures budget by \$14,806 for funding provided by the Criminal Justice Coordinating Council.

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 accept the grant and increase the Drug Court's FY16 revenue and expenditures budget by \$14,806 for funding provided by the Criminal Justice Coordinating Council. (T. Miller) 3 pages [REPORT](#) (Vote: 3-0)**

**Other Items**

20) 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 #2-19 will be placed on the Board of Commissioners' Consent Agenda.**
- b) **Item #1 will not be forwarded to the Board of Commissioners' Agenda.**