



*A Golden Past.  
A Shining Future.*

## Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 pm, Tuesday, May 10, 2016

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building  
Brunswick, Georgia

### Present:

**Committee Members:** *B. Coleman, D. Provenzano, and J.R. Stambaugh*

**Elected Officials/Staff:** *D. Austin, M. Doering, K. Downs, C. Kinstle, D. Hainley, M. Herndon, R. Glisson, V. McClinton, T. Miller, G. Mullis, A. Ours, C. Overstreet, J. Powell, A. Sapp, S. Usher, D. Waters, and W. Worley*

**Press:** *The Brunswick News*

**Others:** *D. Dunn, J. Howes, J. McQuigg, J. Ring, and K. Waters,*

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

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

### **VOTE TO ADD THREE ITEMS, #23-25: (FC Vote: 3-0)**

- 23) *Consider recommending that the Board of Commissioners authorize the Recreation Department to advertise a public hearing to establish a fee and begin rental of the new deck area at the Neptune Park Fun Zone.*
  - 24) *Consider recommending that the Board of Commissioners*
    - a) *Declare the mobile home at Blythe Island Regional Park surplus;*
    - b) *Authorize staff to obtain an appraisal with funding to be provided by the FY16 BIRP Operating Budget; and*
    - c) *Place the Mobile Home on the Public Surplus Website with a minimum bid determined by the appraisal.*
  - 25) *Consider recommend that the Board of Commissioners approves a budget amendment to use \$20,000 from the DATE Fund fund balance to be transferred to the Drug Court Scholarship Fund.*
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- 1) *Consider approval of the April 12, 2016 Finance Committee Minutes.*

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

### **Approved the April 12, 2016 Finance Committee Minutes. (V. McClinton) 13 pages [REPORT](#) Recommend (FC Vote: 3-0)**

- 2) *Consider recommending that the Board of Commissioners authorize a fee waiver for the rental fee and security deposit for use of the North Glynn Baseball and Softball Complexes for the Dylan Coen Memorial Baseball Tournament on Saturday, May 28, 2016.*

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

**Recommend that the Board of Commissioners authorize a fee waiver for the rental fee and security deposit for use of the North Glynn Baseball and Softball Complexes for the Dylan Coen Memorial Baseball Tournament on Saturday, May 28, 2016. (J. Powell) 2 pages [REPORT](#) Recommend (FC Vote: 3-0)**

- 3) *Consider recommending that the Board of Commissioners authorize a fee waiver for the rental fee and security deposit for the use of the North Glynn Baseball Complex for a fundraising Baseball Tournament on Saturday, July 16, 2016 to benefit Ansley Jones and Connor Pate.*

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

**Recommend that the Board of Commissioners authorize a fee waiver for the rental fee and security deposit for the use of the North Glynn Baseball Complex for a fundraising Baseball Tournament on Saturday, July 16, 2016 to benefit Ansley Jones and Connor Pate. (J. Powell) 2 pages [REPORT](#) (FC Vote: 3-0)**

- 4) *Consider recommending that the Board of Commissioners accept the donated Peace Keeper personnel protection vehicle from the Georgia Emergency Management Agency for the Glynn County Police Department.*

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

**Recommend that the Board of Commissioners accept the donated Peace Keeper personnel protection vehicle from the Georgia Emergency Management Agency for the Glynn County Police Department. (M. Doering) 2 pages [REPORT](#) (FC Vote: 3-0)**

- 5) *Consider recommending that the Board of Commissioners accept the donated microchip scanner valued at \$339.95 from the American Kennel Club for the Glynn County Animal Control.*

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

**Recommend that the Board of Commissioners accept the donated microchip scanner valued at \$339.95 from the American Kennel Club for the Glynn County Animal Control. (T. Miller) 4 pages [REPORT](#) (FC Vote: 3-0)**

#### **Tax Commissioners Items**

- 6) *Consider recommending that the Board of Commissioners approve or deny a request from Mr. John P. McQuigg, attorney representing Pandion Properties, that interest and penalties paid for tax years 2014 and 2015 on Parcel #01-07714 in the amount of \$2,912.16 be refunded.*

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

**Recommend that the Board of Commissioners deny a request from Mr. John P. McQuigg, attorney representing Pandion Properties, that interest and penalties paid for tax years 2014 and 2015 on Parcel #01-07714 in the amount of \$2,912.16 be refunded. (F. Dees) 19 pages [REPORT](#) (FC Vote: 3-0)**

- 7) *Consider recommending that the Board of Commissioners approve or deny a request from Golden Isles Listing Service Inc., that interest and penalties paid for tax year 2015 on Bill#1551389 for personal property taxes in the amount of \$22.05 be refunded.*

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

**Recommend that the Board of Commissioners deny a request from Golden Isles Listing Service Inc., that interest and penalties paid for tax year 2015 on Bill#1551389 for personal property taxes in the amount of \$22.05 be refunded. (F. Dees) 11 pages [REPORT](#) (FC Vote: 3-0)**

**Property Appraisal Office**

- 8) *Consider recommending that the Board of Commissioners approve the Real and Personal Property corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their last meeting, Thursday, April 7, 2016, with clarification that this does not approve a tax refund.*

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

**Recommend that the Board of Commissioners approve the Real and Personal Property corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their last meeting, Thursday, April 7, 2016, with clarification that this does not approve a tax refund. (R. Glisson) 7 pages [REPORT](#) (FC Vote: 3-0)**

- 9) *Consider recommending that the Board of Commissioners approve the Real and Personal Property Mobile Home corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, April 21, 2016 meeting, with clarification that this does not approve a tax refund.*

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

**Recommend that the Board of Commissioners approve the Real and Personal Property Mobile Home corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, April 21, 2016 meeting, with clarification that this does not approve a tax refund. (R. Glisson) 4 pages [REPORT](#) (FC Vote: 3-0)**

**Budget/Grants**

- 10) *Consider recommending that the Board of Commissioners increase the Marshes of Glynn Library FY 16 revenue and travel expenditure budgets by \$1,000 each for the Marshes of Glynn Libraries with funding to be provided by the Georgia Public Library Service.*

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

**Recommend that the Board of Commissioners increase the Marshes of Glynn Library FY 16 revenue and travel expenditure budgets by \$1,000 each for the Marshes of Glynn Libraries with funding to be provided by the Georgia Public Library Service. (G. Mullis) 3 pages [REPORT](#) (FC Vote: 3-0)**

- 11) *Consider recommending that the Board of Commissioners increase the Recreation Department's FY16 Blythe Island revenue and expenditures budget by \$20,000 for bait purchases and sales at Blythe Island Regional Park with funding to be provided by the sale of bait revenue in the Accommodations Excise Tax Fund.*

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

**Recommend that the Board of Commissioners increase the Recreation Department's FY16 Blythe Island revenue and expenditures budget by \$20,000 for bait purchases and sales at Blythe Island Regional Park with funding to be provided by the sale of bait revenue in the Accommodations Excise Tax Fund. (J. Powell) 1 page [REPORT](#) (FC Vote: 3-0)**

- 12) *Consider recommending that the Board of Commissioners adopt the Resolution to amend the FY15/16 Budget.*

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

**Recommend that the Board of Commissioners adopt the Resolution to amend the FY15/16 Budget. (A. Miller) 10 pages [REPORT](#) (FC Vote: 3-0)**

**Bids, Contracts and Agreements**

13) Consider recommending that the Board of Commissioners approve the personnel contracts with the University System of Georgia's (UGA) Cooperative Extension Office to extend the contracts of one County Ag Agent, one County Extension Associate, and one Cooperative Extension Coordinator through June 30, 2017 with funding to be provided by the FY 17 GA Extension Operating Budget.

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

**Recommend that the Board of Commissioners approve the personnel contracts with the University System of Georgia's (UGA) Cooperative Extension Office to extend the contracts of one County Ag Agent, one County Extension Associate, and one Cooperative Extension Coordinator through June 30, 2017 with funding to be provided by the FY 17 GA Extension Operating Budget with recommendations made by the County Manager and subject to approval by the County Attorney's Office. (A. Ours) 5 pages [REPORT](#) (FC Vote: 3-0)**

14) Consider recommending that the Board of Commissioners approve and execute the FY17 contract with the Brunswick Judicial Circuit Public Defender.

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

**Recommend that the Board of Commissioners approve and execute the FY17 contract with the Brunswick Judicial Circuit Public Defender. (T. Miller) pages [REPORT](#) (FC Vote: 3-0)**

15) Consider recommending that the Board of Commissioners award the bid to the lowest responsive and responsible bidder, Jamestown Advanced Products, in the amount of \$29,456 for the purchase of 97 ADA picnic tables, 4 plastic coated picnic tables, 5 grills, and 3 park benches for Blythe Island Regional Park with funding to be provided by the Blythe Island Regional Park FY16 operating budget.

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

**Recommend that the Board of Commissioners award the bid to the lowest responsive and responsible bidder, Jamestown Advanced Products, in the amount of \$29,456 for the purchase of 97 ADA picnic tables, 4 plastic coated picnic tables, 5 grills, and 3 park benches for Blythe Island Regional Park with funding to be provided by the Blythe Island Regional Park FY16 operating budget. (J. Powell) 2 pages [REPORT](#) (FC Vote: 3-0)**

16) Consider recommending that the Board of Commissioners award the bid to Taser International, Inc. for the purchase of 120 body cameras and 76 in-car wireless body camera activation devices in the amount of \$69,843.92 with funding to be provided from the Communities of Coastal Foundation grant donation in the amount of \$53,181.50 and \$16,663 from the FY16 Capital Budget.

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

**Recommend that the Board of Commissioners award the bid to Taser International, Inc. for the purchase of 120 body cameras and 76 in-car wireless body camera activation devices in the amount of \$69,843.92 with funding to be provided from the Communities of Coastal Foundation grant donation in the amount of \$53,181.50 and \$16,663 from the FY16 Capital Budget. (M. Doering) 2 pages [REPORT](#) (FC Vote: 3-0)**

17) Consider recommending that the Board of Commissioners approve the 2nd year option for ground maintenance services to Creative Landscapes, with funding to be provided from the Recreation, Facilities Maintenance, and Fire Department's FY17 Operating Budgets.

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

**Recommend that the Board of Commissioners approve the 2nd year option for ground maintenance services to Creative Landscapes, with funding to be provided from the Recreation, Facilities Maintenance, and Fire Department's FY17 Operating Budgets. (D. Austin) 3 pages [REPORT](#) (FC Vote: 3-0)**

18) *Consider recommending that the Board of Commissioners contract for the East Beach Causeway Bridge Repair to Allen & Graham, Inc. of Brunswick Ga, the lowest responsive and responsible bidder, in the amount of \$27,440 with to be provided by the FY16 Capital Projects Fund.*

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

**Recommend that the Board of Commissioners contract for the East Beach Causeway Bridge Repair to Allen & Graham, Inc. of Brunswick Ga, the lowest responsive and responsible bidder, in the amount of \$27,440 with to be provided by the FY16 Capital Projects Fund. (D. Austin) 2 pages [REPORT](#) (FC Vote: 3-0)**

19) *Consider recommending that the Board of Commissioners approve \$30,000 from SPLOST 5 (Public Works Compound) remaining funds to complete the Information Technologies (IT) build out for the H building for Traffic Safety and Public Works Administration.*

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

**Recommend that the Board of Commissioners approve \$30,000 from SPLOST 5 (Public Works Compound) remaining funds to complete the Information Technologies (IT) build out for the H building for Traffic Safety and Public Works Administration. (D. Austin) 2 pages [REPORT](#) (FC Vote: 3-0)**

20) *Consider recommending that the Board of Commissioners exercise the option to waive the technicality and accept the revised bid bond after the opening of the bids and award a contract for the Striping and Pavement Marking of Various County Roads to Roadside Specialties, LLC of Blackshear, Georgia, the lowest responsive and responsible bidder, in an amount not to exceed \$100,000 with funding to be provided by the FY16 General Fund.*

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

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

**Recommend that the Board of Commissioners exercise the option to waive the technicality and accept the revised bid bond after the opening of the bids and award a contract for the Striping and Pavement Marking of Various County Roads to Roadside Specialties, LLC of Blackshear, Georgia, the lowest responsive and responsible bidder, in an amount not to exceed \$100,000 with funding to be provided by the FY16 General Fund. (D. Austin) 5 pages [REPORT](#) (FC Vote: 3-0)**

21) *Consider recommending that the Board of Commissioners approve the extension of the Contract for Services with the Emergency Communications Network (ECN) 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 FY 17 E911 budget.*

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

**Recommend that the Board of Commissioners approve the extension of the Contract for Services with the Emergency Communications Network (ECN) 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 FY17 E911 budget. (S. Usher) 2 pages [REPORT](#) (FC Vote: 3-0)**

22) Consider recommending that the Board of Commissioners award the bid to The Greenery, Inc. for the Courthouse irrigation system installation project in the amount of \$30,875 with funding to be provided by the ~~FY17~~ FY16 Public Works Capital budget.

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

**Recommend that the Board of Commissioners award the bid to The Greenery, Inc. for the Courthouse irrigation system installation project in the amount of \$30,875 with funding to be provided by the FY16 Public Works Capital budget. (D. Hainley) 1 page [REPORT](#) (FC Vote: 3-0)**

23) Consider recommending that the Board of Commissioners authorize the Recreation Department to advertise a public hearing to establish a fee and begin rental of the new deck area at the Neptune Park Fun Zone.

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

**Recommend that the Board of Commissioners authorize the Recreation Department to advertise a public hearing to establish a \$25 fee and begin rental of the new deck area at the Neptune Park Fun Zone. (J. Powell) [REPORT](#) (FC Vote: 3-0)**

24) Consider recommending that the Board of Commissioners

- a) Declare the mobile home at Blythe Island Regional Park surplus;
- b) Authorize staff to obtain an appraisal with funding to be provided by the FY16 BIRP Operating Budget; and
- c) Place the Mobile Home on the Public Surplus Website with a minimum bid determined by the appraisal.

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

**Recommend that the Board of Commissioners**

- a) **Declare the mobile home at Blythe Island Regional Park surplus;**
- b) **Authorize staff to obtain an appraisal with funding to be provided by the FY16 BIRP Operating Budget; and**
- c) **Place the Mobile Home on the Public Surplus Website with a minimum bid determined by the appraisal.**

**(J. Powell) [REPORT](#) (FC Vote: 3-0)**

25) Consider recommend that the Board of Commissioners approves a budget amendment to use \$20,000 from the DATE Fund fund balance to be transferred to the Drug Court Scholarship Fund.

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

**Recommend that the Board of Commissioners approves a budget amendment to use \$20,000 from the DATE Fund fund balance to be transferred to the Drug Court Scholarship Fund. (S. Kelley) [REPORT](#) (FC Vote: 3-0)**