



*A Golden Past.  
A Shining Future.*

## Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 pm, Tuesday, September 6, 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:** *P. Andrews, D. Deloach, K. Downs, R. Glisson, J. Howes, R. Jordan, C. Kinstle, N. Mann, B. Mauney, G. Mullis, T. Miller, A. Ours, C. Overstreet, and J. Powell*

**Press:** *Matthew Permar, The Islander; Taylor Cooper, The Brunswick News*

**Others:** *Jane Lafferty, Julian Smith and Monica Smith*

**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 ITEM 18: (FC Vote: 3-0)**

- 1) Consider approval of the August 9, 2016 Finance Committee Minutes. (V. McClinton) *5 pages*

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

### **Approved the August 9, 2016 Finance Committee Minutes. (V. McClinton) [REPORT](#) Recommend (FC Vote: 3-0)**

- 2) Consider recommend that the Board of Commissioners approve the Concession License Agreement with Russ Cope for 20 percent of Gross Revenue for operations of concession facilities at Glynn County Recreation athletic events and activities in Brunswick from September 2016 to August 2017, subject to County Attorney's approval. *2 pages*

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

### **Recommend that the Board of Commissioners approve the Concession License Agreement with Russ Cope for 20 percent of Gross Revenue for operations of concession facilities at Glynn County Recreation athletic events and activities in Brunswick from September 2016 to August 2017, subject to County Attorney's approval. (J. Powell) [REPORT](#) (FC Vote: 3-0)**

- 3) Consider recommending that the Board of Commissioners authorize a modification to the FY16 Indigent Defense Services Agreement with the Brunswick Judicial Circuit Public Defender for the purpose of carrying forward surplus monies to the FY17 supplement budget. *2 pages*

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

### **Recommend that the Board of Commissioners authorize a modification to the FY16 Indigent Defense Services Agreement with the Brunswick Judicial Circuit Public Defender for the purpose of carrying forward surplus monies to the FY17 supplement budget. (T. Miller) [REPORT](#) (FC Vote: 3-0)**

- 4) Consider recommending that the Board of Commissioners increase the FY17 Budget revenue and expenditures in the amount of \$18,500 and accept a 2005 24' Bayliner boat and trailer to be placed in the EMA's Search and Rescue Fleet for use by the EMA Volunteer Search and Rescue Squad. *9 pages*

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

**Recommend that the Board of Commissioners increase the FY17 Budget revenue and expenditures in the amount of \$18,500 and accept a 2005 24' Bayliner boat and trailer pending approval of the donor. (J. Wiggins) [REPORT](#) (FC Vote: 3-0)**

- 5) Consider recommending that the Board of Commissioners authorize staff to purchase lifesaving floatation devices for use at the Blythe Island Regional Park in an amount not to exceed \$544 with funding to be provided by the BIRP Development Fund fund balance. *2 pages*

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

**Recommend that the Board of Commissioners authorize staff to purchase lifesaving floatation devices for use at the Blythe Island Regional Park in an amount not to exceed \$544 with funding to be provided by the BIRP Development Fund fund balance. (J. Powell) [REPORT](#) (FC Vote: 3-0)**

- 6) 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. *2 pages*

The following motion made by Commissioner Stambaugh and seconded by Commissioner Coleman 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. Mack) [REPORT](#) (FC Vote: 3-0)**

#### **Property Appraisal Items**

- 7) 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, August 18, 2016, with clarification that this does not approve a tax refund. *7 pages*

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, August 18, 2016, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) (FC Vote: 3-0)**

#### **Budget/Grants**

- 8) Consider recommending that the Board of Commissioners accept the FY17 MRR Technology Grant from Georgia Public Library Service and increase the FY17 revenue and expenditures budget in the amount of \$14,306 for the libraries. *4 pages*

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

**Recommend that the Board of Commissioners accept the FY17 MRR Technology Grant from Georgia Public Library Service and increase the FY17 revenue and expenditures budget in the amount of \$14,306 for the libraries. (G. Mullis) [REPORT](#) (FC Vote: 3-0)**

- 9) Consider recommending that the Board of Commissioners accept the FY17 STEAM Mini-Grant from Georgia Public Library Service and increase the FY17 revenue and expenditures budget in the amount of \$15,000 for the libraries. *5 pages*

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

**Recommend that the Board of Commissioners accept the FY17 STEAM Mini-Grant from Georgia Public Library Service and increase the FY17 revenue and expenditures budget in the amount of \$15,000 for the libraries. (G. Mullis) [REPORT](#) (FC Vote: 3-0)**

**Bids, Contracts and Agreements**

- 10) Consider recommending that the Board of Commissioners approve the expenditure of approximately \$34,109.80 for overtime for the Wings Over Golden Isles Air Show with funding to be provided by the Accommodation Excise Tax Fund fund balance. *6 pages*

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

**Recommend that the Board of Commissioners approve the expenditure of approximately \$34,109.80 for overtime for the Wings Over Golden Isles Air Show with funding to be provided by the Accommodation Excise Tax Fund fund balance. (J. Powell) [REPORT](#) (FC Vote: 3-0)**

- 11) Consider recommending that the Board of Commissioners approve the 3rd year option for County Custodial Services to American Facility Services, with funding to be provided by the FY17 Operating Budget. *29 pages*

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

**Recommend that the Board of Commissioners approve the 3rd year option for County Custodial Services to American Facility Services, with funding to be provided by the FY17 Operating Budget. (B. Mauney) [REPORT](#) (FC Vote: 3-0)**

- 12) Consider recommending that the Board of Commissioners approve the Support Agreement with Stryker® with funding to be provided by the FY17 Operating Budget. *7 pages*

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

**Recommend that the Board of Commissioners approve the Support Agreement with Stryker® with funding to be provided by the FY17 Operating Budget. (N. Mann) [REPORT](#) (FC Vote: 3-0)**

- 13) Consider recommending that the Board of Commissioners award a contract for Tree Maintenance and Removal Services, with an option to renew at the rates bid for three consecutive years, to Jones Maintenance Company Inc. of Saint Simons Island, Georgia, the lowest responsive and responsible bidder, with funding to be provided by the FY17 Operating Budget. *3 pages*

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

**Recommend that the Board of Commissioners award a contract for Tree Maintenance and Removal Services, with an option to renew at the rates bid for three consecutive years, to Jones Maintenance Company Inc. of Saint Simons Island, Georgia, the lowest responsive and responsible bidder, with funding to be provided by the FY17 Operating Budget. (D. Deloach) [REPORT](#) (FC Vote: 3-0)**

- 14) Consider recommending that the Board of Commissioners approve Change Order #3 in the amount of \$10,000 to extend the contract length with Daniel McFee, Minserv, for construction inspection services through final completion of the Canal Crossing Project with funding to be provided from the fund balance previously committed for the Canal Road project. *3 pages*

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

**Recommend that the Board of Commissioners approve Change Order #3 in the amount of \$10,000 to extend the contract length with Daniel McFee, Minserv, for construction inspection services through final completion of the Canal Crossing Project with funding to be provided from the fund balance previously committed for the Canal Road project. (P. Andrews) [REPORT](#) (FC Vote: 3-0)**

- 15) Consider recommending that the Board of Commissioners
- authorize Change Order #2b in the amount of \$27,330.10 to the East Coast Construction contract for the Canal Road Improvements contract to be funded by the JWSC, and
  - increase revenues and expenditures in the amount of \$27,330.10 for the Canal Road Improvement Project. *3 pages*

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

**Recommend that the Board of Commissioners**

- authorize Change Order #2b in the amount of \$27,330.10 to the East Coast Construction contract for the Canal Road Improvements contract to be funded by the JWSC, and
- increase revenues and expenditures in the amount of \$27,330.10 for the Canal Road Improvement Project. (P. Andrews) [REPORT](#) (FC Vote: 3-0)

### Other Items

- 16) Recommend that the Commissioners consider deferring the upgrading of the Traffic Safety Bucket Truck to a date uncertain. (T. Miller)

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

**Recommend deferring the upgrading of the Traffic Safety Bucket Truck to a date uncertain. (T. Miller) (FC Vote: 3-0)**

- 17) Request that the Chairman identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.
- a) **Items # 2-3, 5-9, 11-15 and #18 will be placed on the Board of Commissioners' Consent Agenda.**
  - b) **Items #4 and #10 will be placed on the Board of Commissioners' General Business Agenda.**
  - c) **Items #1 and #16-17 will not be forwarded to the Board of Commissioners' Agenda.**

- 18) Consider recommending that the Board of Commissioners authorize the issuance of a Purchase Order for Fire Department uniforms and equipment to NAFCO in an amount not to exceed \$45,000, with funding to be provided by the FY17 Fire Department Budget subject to the County Attorney's approval. (R. Jordan) *2 pages*

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

**Recommend Board of Commissioners authorize the issuance of a Purchase Order for Fire Department uniforms and equipment to NAFCO in an amount not to exceed \$45,000, with funding to be provided by the FY17 Fire Department Budget subject to the County Attorney's approval. (R. Jordan) [REPORT](#) (FC Vote: 3-0)**