



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 pm, Tuesday, July 11, 2017

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building

Brunswick, Georgia

Present:

Committee Members: *P. Murphy, J.R. Stambaugh, and R. Strickland*

Elected Officials/Staff: *P. Andrews, D. Austin, B. Bryson, J. Catron, R. Glisson, M. Hardin, V. McClinton, R. Jordan, N. Jump, T. Miller, K. Moreland, J. Powell, O. Reed, A. Sapp, and W. Worley*

Press: *M. Permar, The Islander and T. Cooper, The Brunswick News*

Others: *S. Ambrose, B. Brunson, and J.M. Powell*

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

- 1) Consider approval of the June 6, 2017 Finance Committee Minutes. (V. McClinton)

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

Recommend approval of the June 6, 2017 Finance Committee Minutes. (FC: 3-0) [REPORT](#)

- 2) Consider recommending that the Board of Commissioners authorize bidding of those materials, goods, projects, or services whose funding has been approved in the Fiscal Year 2018 and SPLOST 2016 budgets. (T. Miller)

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

Recommend that the Board of Commissioners authorize bidding of those materials, goods, projects, or services whose funding has been approved in the Fiscal Year 2018 and SPLOST 2016 budgets. (3-0) [REPORT](#)

- 3) Consider recommending that the Board of Commissioners authorize the Chairman to sign various financial reports for Fiscal Year 2018. (T. Miller)

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

Recommend that the Board of Commissioners authorize the Chairman to sign various financial reports for Fiscal Year 2018. (3-0) [REPORT](#)

- 4) Consider recommending that the Board of Commissioners authorize staff to submit an application for \$2,336,639 to ACCG for the lease purchase of two pumpers and a 95' platform aerial truck. (T. Miller)

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

Recommend that the Board of Commissioners authorize staff to submit an application for \$2,336,639 to ACCG for the lease purchase of two pumpers and a 95' platform aerial truck. (3-0) [REPORT](#)

- 5) Consider recommending that the Board of Commissioners authorize a fee waiver for the rental fee in the amount of \$3,600 for the use of the Selden Park Gym for the Navarati Festival from September 21, 2017 – September 29, 2017, and to provide a Recreation staff person to supervise the event. (J. Powell)

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

Recommend that the Board of Commissioners authorize a fee waiver for the rental fee in the amount of \$3,600 for the use of the Selden Park Gym for the Navarati Festival from September 21, 2017 – September 29, 2017, and to provide a Recreation staff person to supervise the event. (3-0) [REPORT](#)

Tax Commissioner Items

- 6) Consider recommending that the Board of Commissioners approve or deny a request from Edmond Jackson for refund of Title and Ad Valorem Tax in the amount of \$532. (J. Chapman)

This item was pulled, due to being heard and voted on at the June Finance Committee Meeting.

- 7) Consider recommending that the Board of Commissioners approve or deny refunding the interest and penalties on Mark McDonald's parcel # 04-10600 in the amount of \$7,013.67. (J. Chapman)

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed.

Recommend that the Board of Commissioners deny refunding the interest and penalties on Mark McDonald's parcel # 04-10600 in the amount of \$7,013.67. (2-0-1) [REPORT](#)

- 8) Consider recommending that the Board of Commissioners approve or deny refunding the interest and penalties on Richard Inman's tax Bill #1151824 (2011 taxes) in the amount of \$808.69. (J. Chapman)

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

Recommend that the Board of Commissioners deny refunding the interest and penalties on Richard Inman's tax Bill #1151824 (2011 taxes) in the amount of \$808.69. (3-0) [REPORT](#)

- 9) Consider recommending that the Board of Commissioners approve refunding the interest and penalties on Jack Powell's tax Bill #1432983 (2014 taxes) in the amount of \$2,059.92. (J. Chapman)

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

Recommend that the Board of Commissioners approve refunding the interest and penalties on Jack Powell's tax Bill #1432983 (2014 taxes) in the amount of \$2,059.92. (3-0) [REPORT](#)

- 10) Consider recommending that the Board of Commissioners approve or deny refunding the interest and penalties on Luis Parras tax Bill #1243472 (2012 taxes) in the amount of \$223.57. (J. Chapman)

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

Recommend that the Board of Commissioners approve refunding the interest and penalties on Luis Parra's tax Bill #1243472 (2012 taxes) in the amount of \$223.57. (3-0) [REPORT](#)

- 11) Consider recommending that the Board of Commissioners approve or deny refunding the interest and penalties on Jody Haley's tax Bill #1136165 (2011 taxes) in the amount of \$136.49. (J. Chapman)

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

Recommend that the Board of Commissioners deny refunding the interest and penalties on Jody Haley's tax Bill #1136165 (2011 taxes) in the amount of \$136.49. (3-0) [REPORT](#)

Budget/Grants

12) Consider recommending that the Board of Commissioners Board of Commissioners adopt the Resolution to amend the FY16/17 Budget. (V. McClinton)

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

Recommend that the Board of Commissioners Board of Commissioners adopt the Resolution to amend the FY16/17 Budget. (3-0) [REPORT](#)

13) Consider recommending that the Board of Commissioners authorize an increase in the FY18 Marshes of Glynn Libraries Budget for the annual allocation of funds from the State of Georgia through the State Grant Zero-Based Budget Formula in the amount of \$7,511 with the funding provided by the Georgia Public Library Service. (G. Mullis)

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

Recommend that the Board of Commissioners authorize an increase in the FY18 Marshes of Glynn Libraries Budget for the annual allocation of funds from the State of Georgia through the State Grant Zero-Based Budget Formula in the amount of \$7,511 with the funding provided by the Georgia Public Library Service. (3-0) [REPORT](#)

14) Consider recommending that the Board of Commissioners accept the Targeted Early Literacy Parental Involvement Initiative Grant from Communities of Coastal Georgia Foundation and the increase the FY18 Marshes of Glynn Libraries revenue and expenditures in the amount of \$5,000. (G. Mullis)

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

Recommend that the Board of Commissioners accept the Targeted Early Literacy Parental Involvement Initiative Grant from Communities of Coastal Georgia Foundation and the increase the FY18 Marshes of Glynn Libraries revenue and expenditures in the amount of \$5,000. (3-0) [REPORT](#)

15) Consider recommending that the Board of Commissioners accept the Juvenile Justice Incentive Grant award from the Criminal Justice Coordinating Council and amend the Juvenile Courts FY18 revenue and expenditures budget by \$96,300 each. (V. McClinton)

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

Recommend that the Board of Commissioners accept the Juvenile Justice Incentive Grant award from the Criminal Justice Coordinating Council and amend the Juvenile Courts FY18 revenue and expenditures budget by \$96,300 each. (3-0) [REPORT](#)

16) Consider recommending that the Board of Commissioners Board of Commissioners accept the grant funded by the Walmart Foundation and amend the Emergency Management Agency's FY17 revenue and expenditures budget by \$1,000 each. (V. McClinton)

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

Recommend that the Board of Commissioners accept the grant funded by the Walmart Foundation and amend the Emergency Management Agency's FY17 revenue and expenditures budget by \$1,000 each. (3-0) [REPORT](#)

- 17) Consider recommending that the Board of Commissioners accept the grant funded by the Firefighters Charitable Foundation, Inc. and amend the Fire Department's FY17 revenue and expenditures budget by \$300 each. (V. McClinton)

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

Recommend that the Board of Commissioners accept the grant funded by the Firefighters Charitable Foundation, Inc. and amend the Fire Department's FY17 revenue and expenditures budget by \$300 each. (3-0) [REPORT](#)

- 18) Consider accepting the grant from the Hello Goodbuy Outreach Program for a new Youth Leadership program and increase the FY18 Glynn County Juvenile Court's revenue and expenditures budget by \$3,000 each. (V. McClinton)

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

Recommend that the Board of Commissioners accept the grant from the Hello Goodbuy Outreach Program for a new Youth Leadership program and increase the FY18 Glynn County Juvenile Court's revenue and expenditures budget by \$3,000 each. (3-0) [REPORT](#)

Property Appraisal Items

- 19) Consider recommending that the Board of Commissioners approve Real Property corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, May 18, 2017 meeting, with clarification that this does not approve a tax refund. (R. Glisson)

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

Recommend that the Board of Commissioners approve Real Property corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, May 18, 2017 meeting, with clarification that this does not approve a tax refund. (3-0) [REPORT](#)

Bids, Contracts and Agreements

- 20) Consider recommending that the Board of Commissioners approve the request to piggyback on the State of Florida contract for Bulk Fuel Delivery Services with First Coast Biofuels for \$.039 markup on unleaded and diesel fuels, freight for unleaded deliveries made by transport truck \$.044 per gallon diesel and \$.041 per gallon unleaded and tank wagon freight will be between .071 and .096. (T. Miller)

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

Recommend that the Board of Commissioners approve the request to piggyback on the State of Florida contract for Bulk Fuel Delivery Services with First Coast Biofuels for \$.039 markup on unleaded and diesel fuels, freight for unleaded deliveries made by transport truck \$.044 per gallon diesel and \$.041 per gallon unleaded and tank wagon freight will be between .071 and .096. (2-1) [REPORT](#)

- 21) Consider recommending that the Board of Commissioners approve the Tower and Lease Agreement with New Cingular Wireless PCS, LLC for space on the tower and use of the Frederica Tower for a term of 5 years with the option of extending the lease for two additional periods of 5 years each with a first year payment of \$21,000. (J. Catron)

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

Recommend that the Board of Commissioners approve the Tower and Lease Agreement with New Cingular Wireless PCS, LLC for space on the tower and use of the Frederica Tower for a term of 5 years with the option of extending the lease for two additional periods of 5 years each with a first year payment of \$21,000. (3-0) [REPORT](#)

22) Consider recommending that the Board of Commissioners approve the proposal from EMC Engineering, the original Engineer of Record on the previous US Highway 341 Sidewalk Improvement Project, for the approved SPLOST 2016 US Highway 341 Sidewalk Expansion Project in the amount of \$20,000 with funding to be provided by SPLOST 2016. (D. Austin)

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

Recommend that the Board of Commissioners approve the proposal from EMC Engineering, the original Engineer of Record on the previous US Highway 341 Sidewalk Improvement Project, for the approved SPLOST 2016 US Highway 341 Sidewalk Expansion Project in the amount of \$20,000 with funding to be provided by SPLOST 2016. (3-0) [REPORT](#)

23) Consider recommending that the Board of Commissioners award a contract for the Sea Island Road Bridge Repair, to the lowest responsive and responsible bidder, Intron Technologies, Inc. of Jacksonville, FL, the lowest responsive and responsible bidder, in the amount of \$144,150, with funding to be provided by \$100,000 from the FY 17-18 Capital Projects Fund 4580.54390, \$35,000 from FY 16-17 Capital Projects Fund fund balance, and \$9,150 from FY 17-18 LMIG Fund. (D. Austin)

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

Recommend that the Board of Commissioners award a contract for the Sea Island Road Bridge Repair, to the lowest responsive and responsible bidder, Intron Technologies, Inc. of Jacksonville, FL, in the amount of \$144,150, with funding to be provided by \$100,000 from the FY 17-18 Capital Projects Fund 4580.54390, \$35,000 from FY 16-17 Capital Projects Fund fund balance, and \$9,150 from FY 17-18 LMIG Fund. (3-0) [REPORT](#)

24) Consider recommending that the Board of Commissioners approve the contract with the Department of Corrections for three work details at a cost of \$39,500 per year per detail at a total contract cost of \$118,500 with funding from the Public Works FY 17/18 operating budget subject to the County Attorney's approval. (D. Austin)

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

Recommend that the Board of Commissioners approve the contract with the Department of Corrections for three work details at a cost of \$39,500 per year per detail at a total contract cost of \$118,500 with funding from the Public Works FY 17/18 operating budget subject to the County Attorney's approval. (3-0) [REPORT](#)

25) Consider recommending that the Board of Commissioners award a contract for building custodial services to the lowest bidder, Helix Enterprises, LLC., dba Specialty Cleaning Company, St. Simons Island, GA, in the amount of \$211,440 for the base year with funding to be provided by the FY18 Operating Budget. (D. Austin)

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

Recommend that the Board of Commissioners award a contract for building custodial services to the lowest bidder, Helix Enterprises, LLC, d/b/a Specialty Cleaning Company, St. Simons Island, GA, in the amount of \$211,440 for the base year with funding to be provided by the FY18 Operating Budget. (3-0) [REPORT](#)

- 26) Consider recommending that the Board of Commissioners authorize the purchase of two (2) Pierce engines and one (1) platform truck, as specified in an amount not to exceed \$2,336,639 with funding to be financed with ACCG's lease purchase program. (R. Jordan)

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

Recommend that the Board of Commissioners authorize the purchase of two (2) Pierce engines and one (1) platform truck, as specified, in an amount not to exceed \$2,336,639 with funding to be provided by the ACCG's lease purchase program; the purchase is subject to approval of the ACCG lease purchase agreement by the Board of Commissioners. I further move to defer consideration of this item by the full Board of Commissioners to the meeting on August 20, 2017. (3-0) [REPORT](#)

- 27) Consider recommending that the Board of Commissioners Board of Commissioners exercise the second option year with ShawHankins, Inc. for the provision of employee benefit consultation and insurance brokerage services at a cost not to exceed \$24,000 for the option year. (O. Reed)

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

Recommend that the Board of Commissioners exercise the second option year with ShawHankins, Inc. for the provision of employee benefit consultation and insurance brokerage services at a cost not to exceed \$24,000 for the option year. (3-0) [REPORT](#)

- 28) Consider recommending that the Board of Commissioners approve the ACCG-IRMA renewal for property and liability insurance coverage at a cost of \$614,728 for the July 1, 2017 – June 30, 2018 period and flood insurance for selected buildings at standard NFIP rates for Glynn County with funding to be provided by the County Insurance Fund. (O. Reed)

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

Recommend that the Board of Commissioners approve the ACCG-IRMA renewal for property and liability insurance coverage at a cost of \$614,728 for the July 1, 2017 – June 30, 2018 period and flood insurance for selected buildings at standard NFIP rates for Glynn County with funding to be provided by the County Insurance Fund. (3-0) [REPORT](#)

- 29) Consider recommending that the Board of Commissioners approve a purchase order for four (4) 2017 Dodge Charger Pursuit Vehicles and one (1) SUV in the amount of \$149,821.00 and West Chatham Warning Devices in the amount of \$ 15,504 with all funding provided by the Capital Projects Fund. (N. Jump)

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

Recommend that the Board of Commissioners approve a purchase order for four (4) 2017 Dodge Charger Pursuit Vehicles and one (1) SUV in the amount of \$149,821.00 and West Chatham Warning Devices in the amount of \$15,504 with all funding provided by the Capital Projects Fund. (3-0) [REPORT](#)

- 30) Consider recommending that the Board of Commissioners authorize funds in the amount of \$16,000 to Advanced Environmental Management, Inc. for third year option landfill monitoring services with funding provided by the Solid Waste Disposal Fund. (P. Andrews)

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

Recommend that the Board of Commissioners authorize funds in the amount of \$16,000 to Advanced Environmental Management, Inc. for third year option landfill monitoring services with funding provided by the Solid Waste Disposal Fund. (3-0) [REPORT](#)

Other Items

31) 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, 7-19, 21-25, and 27-30 will be placed on the Board of Commissioners' Consent Agenda.**
- b) **Items #4 and 20 will be placed on the Board of Commissioners' Regular Business Agenda.**
- c) **Item #26 will be placed on the Board of Commissioners' August 20, 2017 Regular Business Agenda.**
- d) **Item #6 was pulled by staff.**
- e) **Item #1 will not be forwarded to the Board of Commissioners' Agenda.**