



A Golden Past.
A Shining Future.

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

10:00 AM, Friday, December 21, 2018

Second Floor Conference Room 224

W. Harold Pate Courthouse Annex Building
Brunswick, Georgia

*Anyone requiring additional information or disability assistance,
please call the Board of Commissioners Office at 554-7400.*

Present:

Committee Members: A. Booker, P. Murphy, and R. Strickland

Elected Officials/Staff: L. Batten, B. Boone-Cove, J. Carroll, B. Coleman, D. Austin, K. Downs, R. Glisson, L. Gurganus, M. Kent, C. Kinstle, G. Mullis, T. Munson, A. Ours, D. Patel, J. Powell, O. Reed, C. Richardson, A. Sapp, P. Thompson, and W. Worley

Others: T. Cooper, C. Creveling, I. Figueroa, A. Hornbuckle, J. Kilgore, D. Miller, and Shoemaker/Lightfoot

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

1. Consider approval of the November 27, 2018 Finance Committee Minutes.

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

Approved the November 27, 2018 Finance Committee Minutes. (T. Munson) [REPORT](#) FC Vote: 2-0 – with Commissioner Booker out of the room

2. Consider recommending the Board of Commissioners enter into an instructor agreement with Robert Brown to instruct tennis lessons at Glynn County Recreation and Parks facilities.

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

Recommend the Board of Commissioners enter into an instructor agreement with Robert Brown to instruct tennis lessons at Glynn County Recreation and Parks facilities. (L. Gurganus) [REPORT](#) FC Vote: 2-0 – with Commissioner Booker out of the room

3. Consider recommending the Board of Commissioners approve the retirement of Police Service Dog Ellie and allow her to be transferred to the McIntosh County Sheriff's Office at no charge.

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

Recommend the Board of Commissioners approve the retirement of Police Service Dog Ellie and allow her to be transferred to the McIntosh County Sheriff's Office at no charge. (J. Powell) [REPORT](#) FC Vote: 2-0 – with Commissioner Booker out of the room

Tax Commissioner Items

4. Consider recommending the Board of Commissioners consider the following requests:

- a) *Request from property owner to waive penalties & interest from a late property tax payment and refund the property owner GREF – Ocean Lodge LLC \$4,612.99 on 2017 taxes – Parcel #04-04006*

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

Deny a request from property owner to waive penalties & interest from a late property tax payment and refund the property owner GREF – Ocean Lodge LLC \$4,612.99 on 2017 taxes – Parcel #04-04006 [REPORT](#) FC Vote: 3-0

- b) *Request from property owner to waive penalties & interest from a late property tax payment and refund the property owner, Rialto Holdings, LLC \$46.87 for 2016 and 2017 taxes - Parcel 01-03254*

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

Approve a request from property owner to waive penalties & interest from a late property tax payment and refund the property owner, Rialto Holdings, LLC \$46.87 for 2016 and 2017 taxes - Parcel 01-03254 [REPORT](#) FC Vote: 3-0

- c) *Request from property owner to waive penalties & interest from a late property tax payment and refund the property owner, Southeast Lung Associates \$466.63 for 2015 and 2016 taxes – PP-211665-1.*

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

Deny a request from property owner to waive penalties & interest from a late property tax payment and refund the property owner, Southeast Lung Associates \$466.63 for 2015 and 2016 taxes – PP-211665-1 [REPORT](#) FC Vote: 3-0

- d) *Request from property owner to waive penalties & interest from property owner, Tonya's Treasures, Inc., Tonya Brown-Owner \$150.08 – PP-102465-1, -2, -3*

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

Deny a request from property owner to waive penalties & interest from property owner, Tonya's Treasures, Inc., Tonya Brown-Owner \$150.08 – PP-102465-1, -2, -3 [REPORT](#) FC Vote: 3-0

- e) *Request from property owner to waive penalties & interest from a late property tax payment and refund the property owner, TKO Motor Sales, Inc. \$7,455.52 for 2013 taxes – PP-115351-1*

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

Deny a request from property owner to waive penalties & interest from a late property tax payment and refund the property owner, TKO Motor Sales, Inc. \$7,455.52 for 2013 taxes – PP-115351-1 [REPORT](#) Fc Vote: 3-0

- f) *Request from property owner to waive penalties & interest from a late property tax payment and refund the property owner, E. A. Shoemaker/M. P. Lightfoot \$319.79 for 2016 and 2017 taxes – Parcel #03-11487.*

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

Approve a request from property owner to waive penalties & interest from a late property tax payment and refund the property owner, E. A. Shoemaker/M. P. Lightfoot \$319.79 for 2016 and 2017 taxes – Parcel #03-11487. [REPORT](#) FC Vote: 2-1

- g) Request from property owner to waive penalties & interest from a late property tax payment and refund the property owner, Cynthia Ann Hyde \$1,023.32 for 2016 & 2017 taxes on Parcels #04-12767 and 04-06831.*

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

Deny a request from property owner to waive penalties & interest from a late property tax payment and refund the property owner, Cynthia Ann Hyde \$1,023.32 for 2016 & 2017 taxes on Parcels #04-12767 and 04-06831. [REPORT](#) FC Vote: 3-0

- h) Request from property owner to waive penalties & interest from a late property tax payment and refund the property owner, Dara L. Burgess on Parcel #04-10734 for 2017 and on Parcel #04-01852 for 2017.*

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

Deny a request from property owner to waive penalties & interest in the amount of \$894.95 from a late property tax payment and refund the property owner, Dara L. Burgess on Parcel #04-10734 for 2017 and on Parcel #04-01852 for 2017. [REPORT](#) FC Vote: 3-0

- i) Request from Robert Burtha for a refund for inadvertently paying another property owner's bill for Parcel #02-00226 (Satilla Sea Farms) that was mailed to his address in Florida.*

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

Approve a request from Robert Burtha for a refund in the amount of \$56.76 for inadvertently paying another property owner's bill for Parcel #02-00226 (Satilla Sea Farms) that was mailed to his address in Florida. [REPORT](#) FC Vote: 3-0

- j) Request from property owner to waive penalties & interest and refund property owner, Maggie Parker for school tax exemption that was applied for in 2012 for Parcel #01-04262 and not removed for 2015, 2016, & 2017.*

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

Approve a request from property owner to waive penalties & interest in the amount of \$173.20 and refund property owner, Maggie Parker for school tax exemption that was applied for in 2012 for Parcel #01-04262 and not removed for 2015, 2016, & 2017. [REPORT](#) FC Vote: 3-0

- k) Request from property owner to waive penalties & interest and refund the property owner, Harrison & Buck Investments, LLC (James Hornbuckle III, President), Parcel #01-02646.*

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

Approve a request from property owner to waive penalties & interest in the amount of \$611.17 and refund the property owner, Harrison & Buck Investments, LLC (James Hornbuckle III, President), Parcel #01-02646. [REPORT](#) FC Vote: 3-0

- l) Request from property owner, McRealty Group LLC or/Crystal A. McCallen-Member, Parcel #04-08988, for refund on dispute of solid waste fees.*

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

Approve a request from property owner, McRealty Group LLC or/Crystal A. McCallen-Member, Parcel #04-08988, for refund in the amount of \$1,750 for dispute of solid waste fees. [REPORT](#) FC Vote: 3-0

Property Appraisal Items

- 5. *Consider recommending the Board of Commissioners approve the Real and Personal Property corrections and exemptions as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, November 15, 2018 meeting, with clarification that this does not approve a tax refund.*

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

Recommend the Board of Commissioners approve the Real and Personal Property corrections and exemptions as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, November 15, 2018 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC Vote: 3-0

- 6. *Consider recommending the Board of Commissioners approve the Real and Personal Property corrections and exemptions as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, December 13, 2018 meeting, with clarification that this does not approve a tax refund.*

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

Recommend the Board of Commissioners approve the Real and Personal Property corrections and exemptions as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, December 13, 2018 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC Vote: 3-0

Budget and Grant Items

- 7. *Consider recommending the Board of Commissioners amend the FY19 Operating Budget for Probate Court by increasing revenues and expenditures by \$8,000 to fund an Associate Judge.*

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

Recommend the Board of Commissioners amend the FY19 Operating Budget for Probate Court by increasing revenues and expenditures by \$8,000 to fund an Associate Judge. (D. Duncan) [REPORT](#) FC Vote: 3-0

8. *Consider recommending the Board of Commissioners amend the FY19 budget for an increase in revenues and expenditures in the Clerk of State Court's budget by \$25,000 each for the purpose of hiring and training a new Accounting Technician II.*

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

Recommend the Board of Commissioners amend the FY19 budget for an increase in revenues and expenditures in the Clerk of State Court's budget by \$25,000 each for the purpose of hiring and training a new Accounting Technician II. (B. Boone-Cove) [REPORT](#) FC Vote: 3-0

9. *Consider recommending the Board of Commissioners accept the grant contract and awarded funding in the amount of \$5,950 from the Bissell Pet Foundation and increase the Glynn County Animal Control's FY19 revenue and expenditure budgets by \$5,950 each and authorize the Board Chairman to sign the grant agreement, subject to the approval of the County Attorney.*

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

Recommend the Board of Commissioners accept the grant contract and awarded funding in the amount of \$5,950 from the Bissell Pet Foundation and increase the Glynn County Animal Control's FY19 revenue and expenditure budgets by \$5,950 each and authorize the Board Chairman to sign the grant agreement, subject to the approval of the County Attorney. (T. Munson) [REPORT](#) FC Vote: 3-0

10. *Consider recommending the Board of Commissioners accept the grant award and equipment provided by the Spirit of Blue in the amount of \$7,040, increase the Glynn County Police Department's FY19 revenue and expenditure budgets by \$7,040 each, and authorize the Board Chairman to sign the grant award letter, subject to the approval of the County Attorney.*

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

Recommend the Board of Commissioners accept the grant award and equipment provided by the Spirit of Blue in the amount of \$7,040, increase the Glynn County Police Department's FY19 revenue and expenditure budgets by \$7,040 each, and authorize the Board Chairman to sign the grant award letter, subject to the approval of the County Attorney. (T. Munson) [REPORT](#) FC Vote: 3-0

11. *Consider recommending the Board of Commissioners increase FY19 Public Works Operating revenue and expenditure budgets in the amount of \$6,000 for the South Harrington Park maintenance.*

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

Recommend the Board of Commissioners increase FY19 Public Works Operating revenue and expenditure budgets in the amount of \$6,000 for the South Harrington Park maintenance. (D. Austin) [REPORT](#) FC Vote: 3-0

12. *Consider recommending the Board of Commissioners accept the FY19 Lib Tech Funding Grant and authorize a revenue and expenditure increase in the amount of \$14,929 for the Marshes of Glynn Libraries with the funding to be provided by the Georgia Public Library Service.*

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

Recommend the Board of Commissioners accept the FY19 Lib Tech Funding Grant and authorize a revenue and expenditure increase in the amount of \$14,929 for the Marshes of Glynn Libraries with the funding to be provided by the Georgia Public Library Service. (G. Mullis) [REPORT](#) FC Vote: 3-0

Contracts/Bids

13. *Consider recommending the Board of Commissioners renew the contract for workers' compensation administration and insurance with the Association of County Commissioners of Georgia-Georgia Self Insured Workers' Compensation Fund for January 1, 2019 – December 31, 2019 at an estimated contribution of \$267,442 and a deductible of \$500,000.*

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

Recommend the Board of Commissioners renew the contract for workers' compensation administration and insurance with the Association of County Commissioners of Georgia-Georgia Self Insured Workers' Compensation Fund for January 1, 2019 – December 31, 2019 at an estimated contribution of \$267,442 and a deductible of \$500,000. (O. Reed) [REPORT](#) FC Vote: 3-0

14. *Consider recommending the Board of Commissioners approve the continuation/extension of the Quality Recording Solutions, LLC, Maintenance Services Agreement with funding to be provided by the 911 Centers FY 18/19 operating budget.*

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

Recommend the Board of Commissioners approve the continuation/extension of the Quality Recording Solutions, LLC, Maintenance Services Agreement with funding to be provided by the 911 Centers FY 18/19 operating budget. (S. Usher) [REPORT](#) FC Vote: 3-0

15. *Consider recommending the Board of Commissioners approve the issuance of a Purchase Order for three one-half ton Chevrolet Silverado pickups at \$24,600 per unit for a total of \$73,800 to Lansdale Chevrolet with funding to be provided by the FY19 Capital Projects Fund budget in 315.7320.7355.54550.*

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

Recommend the Board of Commissioners approve the issuance of a Purchase Order for three one-half ton Chevrolet Silverado pickups at \$24,600 per unit for a total of \$73,800 to Lansdale Chevrolet with funding to be provided by the FY19 Capital Projects Fund budget in 315.7320.7355.54550. (P. Thompson) [REPORT](#) FC Vote: 3-0

16. *Consider recommending the Board of Commissioners approve the comprehensive wayfinding design proposal submitted by National Sign Plaza and approve the funding for the portion designated as the County's responsibility in the estimated amount of \$176,000 to implement the plan with funding provided by the Accommodations Excise Tax Fund undesignated fund balance.*

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

Deferred considering recommending the Board of Commissioners approve the comprehensive wayfinding design proposal submitted by National Sign Plaza and approve the funding for the portion designated as the County's responsibility in the estimated amount of \$176,000 to implement the plan with funding provided by the Accommodations Excise Tax Fund undesignated fund balance to a date uncertain. (K. Downs) [REPORT](#) FC Vote: 3-0

17. Consider recommending the Board of Commissioners approve the bid from CCS Presentation System with the suggested alternates for the approved Brunswick Library Renovation project in the amount of \$51,217.14 with funding from the Capital Outlay Grant from the Georgia Public Library Service and the Glynn County FY19 Budgeted Debt.

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

Recommend the Board of Commissioners approve the bid from CCS Presentation System with the suggested alternates for the approved Brunswick Library Renovation project in the amount of \$51,217.14 with funding from the Capital Outlay Grant from the Georgia Public Library Service and the Glynn County FY19 Budgeted Debt. (G. Mullis) [REPORT](#) FC Vote: 3-0

18. Consider recommending the Board of Commissioners approve Change Order No. 010 from Benning Construction Company for a total of \$650.16 for a new contract amount of \$2,518,045.92 with funding from the Capital Outlay Grant from the Georgia Public Library Service and the Glynn County FY19 Budgeted Debt.

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

Recommend the Board of Commissioners approve Change Order No. 010 from Benning Construction Company for a total of \$650.16 for a new contract amount of \$2,518,045.92 with funding from the Capital Outlay Grant from the Georgia Public Library Service and the Glynn County FY19 Budgeted Debt. (G. Mullis) [REPORT](#) FC Vote: 3-0

19. Consider recommending the Board of Commissioners approve the second option year for the Solid Waste Collection and Recycle Services with Republic Services of Georgia d/b/a Southland Waste Systems for the requested services effective January 1, 2019, at a unit price of \$102.72 for solid waste collection and \$40.68 for recycling with funding to be provided by the Special Assessment Fee and the Solid Waste Collection Fund.

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

Recommend the Board of Commissioners approve the second option year for the Solid Waste Collection and Recycle Services with Republic Services of Georgia d/b/a Southland Waste Systems for the requested services effective January 1, 2019, at a unit price of \$102.72 for solid waste collection and \$40.68 for recycling with funding to be provided by the Special Assessment Fee and the Solid Waste Collection Fund. (D. Austin) [REPORT](#) FC Vote: 3-0

20. Consider recommending the Board of Commissioners establish a contract with Estate Management Services, Inc. in the amount of \$8,219.40 to remove the sediment that the Grand Oaks Home Owners Association is requesting to remove, with funding to be provided by the County Manager's Contingency.

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

Recommend the Board of Commissioners issue a purchase order to Estate Management Services, Inc. in the amount of \$8,219.40 to remove the sediment that Grand Oaks Home Owners Association is requesting to remove, with funding to be provided by the County Manager's Contingency. (D. Austin) [REPORT](#) FC Vote: 3-0

21. *Consider recommending the Board of Commissioners authorize Change Order #1 for the Rehabilitation of Old Jesup Road-Rebid Project Contract with East Coast Asphalt in the amount of \$53,234 with funding to be provided by SPLOST 2016.*

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

Recommend the Board of Commissioners authorize Change Order #1 for the Rehabilitation of Old Jesup Road-Rebid Project Contract with East Coast Asphalt in the amount of \$53,234 with funding to be provided by SPLOST 2016. (D. Austin) [REPORT](#) FC Vote: 3-0

22. *Consider recommending the Board of Commissioners exercise the second option year with Ceres, Inc. for debris removal and disposal services should such services be needed following an event resulting in large quantities of debris.*

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

Recommend the Board of Commissioners exercise the second option year with Ceres, Inc. for debris removal and disposal services should such services be needed following an event resulting in large quantities of debris. (D. Austin) [REPORT](#) FC Vote: 3-0

23. *Consider recommending the Board of Commissioners award a contract for the SPLOST 2016 Federica Road Resurfacing Project to East Coast Asphalt, LLC., Douglas, GA, in the amount of \$1,871,829.60 with funding to be provided by SPLOST 2016.*

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

Recommend the Board of Commissioners award a contract for the SPLOST 2016 Federica Road Resurfacing Project to East Coast Asphalt, LLC., Douglas, GA, in the amount of \$1,871,829.60 with funding to be provided by SPLOST 2016. (D. Austin) [REPORT](#) FC Vote: 3-0

24. *Consider recommending the Board of Commissioners approve the Memorandum of Understanding with the Glynn County Airport Commission to provide two police officers to provide security services at the Brunswick Golden Isles Airport and authorize the increase of the number of sworn officers at the Glynn County Police Department by two with positions to be hired upon full execution of the MOU with funding to be provided by the Glynn County Airport Commission.*

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

Recommend the Board of Commissioners approve the Memorandum of Understanding with the Glynn County Airport Commission to provide two police officers to provide security services at the Brunswick Golden Isles Airport

and authorize the increase of the number of sworn officers at the Glynn County Police Department by two with positions to be hired upon full execution of the MOU with funding to be provided by the Glynn County Airport Commission. (J. Powell) [REPORT](#) FC Vote: 3-0

25. Consider recommending the Board of Commissioners approve the issuance of a purchase order to Dana Safety Supply in the amount of \$62,676.12, utilizing GSA contract GS07F0512T to purchase and install police equipment for 13 Dodge Charger pursuit vehicles with funding to be provided by the FY19 Capital Projects Fund.

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

Recommend the Board of Commissioners approve the issuance of a purchase order to Dana Safety Supply in the amount of \$62,676.12, utilizing GSA contract GS07F0512T to purchase and install police equipment for 13 Dodge Charger pursuit vehicles with funding to be provided by the FY19 Capital Projects Fund. (J. Powell) [REPORT](#) FC Vote: 3-0

26. Consider recommending the Board of Commissioners approve the Taser 60 Unlimited Agreement with Axon Enterprise, Inc. and approve the issuance of a purchase order for the first year in the amount of \$28,191 with funding to be provided by the Police Department Operating Budget.

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

Recommend the Board of Commissioners approve the Taser 60 Unlimited Agreement with Axon Enterprise, Inc. and approve the issuance of a purchase order for the first year in the amount of \$28,191 with funding to be provided by the Police Department Operating Budget. (J. Powell) [REPORT](#) FC Vote: 3-0

Other Items

27. Request that the Chairman identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.
- Items #2-15 and #17-26 will be placed on the December 6, 2018 Board of Commissioners' Consent Agenda.
 - Item #16 deferred to a date uncertain.
 - Items #1 and #27 will not be forwarded to the Board of Commissioners' Agenda.