



A Golden Past.
A Shining Future.

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 PM, Tuesday, March 26, 2019

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, B. Brunson, and D. O'Quinn

Elected Officials/Staff: D. Austin, D. Bragdon, J. Chapman, K. Munoz-Strickland, G. Mullis, J. Catron, L. Gurganus, R. Jordan, N. Jump, M. Kent, V. Lane, T. Munson, Z. Pafford, D. Patel, A. Sapp, P. Thompson, W. Worley

Others: T. Cooper, M. Permar

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

1. Consider approval of the February 26, 2019 Finance Committee Minutes.

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Approved the February 26, 2019 Finance Committee Minutes. (T. Munson) [REPORT](#) **FC Vote: 3-0**

2. Consider recommending 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.

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend 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. Munson) [REPORT](#) **FC Vote: 3-0**

3. Consider recommending the Board of Commissioners declare Glynn County unit 1924 as surplus, remove it from Glynn County's inventory, and donate it to the Jekyll Island Fire Department.

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners declare Glynn County unit 1924 as surplus, remove it from Glynn County's inventory, and donate it to the Jekyll Island Fire Department. (R. Jordan) [REPORT](#) **FC Vote: 3-0**

4. Consider recommending the Board of Commissioners declare the Glynn County Fire Department's Training Trailer surplus property and authorize the Public Works Department staff to demolish and remove the debris.

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners declare the Glynn County Fire Department’s Training Trailer surplus property and authorize the Public Works Department staff to demolish and remove the debris. (R. Jordan) [REPORT](#) **FC Vote: 3-0**

5. Consider recommending the Board of Commissioners authorize the Recreation and Parks Department to advertise a public hearing to consider implementation of a \$5 non-refundable processing fee for youth athletic leagues, instructional programs, day camps, and adult athletic leagues with an effective date of July 1, 2019 and seek approval of the Board of Commissioners to approve the recommended Refund Guidelines and Procedures for Recreation and Parks activities.

The following motion made by Commissioner O’Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners authorize the Recreation and Parks Department to advertise a public hearing to consider implementation of a \$5 non-refundable processing fee for youth athletic leagues, instructional programs, day camps, and adult athletic leagues with an effective date of July 1, 2019 and seek approval of the Board of Commissioners to approve the recommended Refund Guidelines and Procedures for Recreation and Parks activities. (L. Gurganus) [REPORT](#) **FC Vote: 3-0**

6. Consider recommending the Board of Commissioners authorize the Recreation and Parks Department to advertise a public hearing to consider implementation of a Tennis Court Rental Agreement with associated rental fees, with an effective date of July 1, 2019 if approved.

The following motion made by Commissioner O’Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners authorize the Recreation and Parks Department to advertise a public hearing to consider implementation of a Tennis Court Rental Agreement with associated rental fees, with an effective date of July 1, 2019 if approved. (L. Gurganus) [REPORT](#) **FC Vote: 3-0**

7. Consider recommending the Board of Commissioners authorize a public hearing and consider the proposed rental fees for the meeting and conference rooms at the Brunswick Library as follows:

Room Rates			
Area	Projected Capacity	½ Day Cost	Full Day Cost
Meeting Room 1	20	\$20.00	\$40.00
Meeting Room 2	30	\$30.00	\$60.00
Conference Room A	160	\$150.00	\$300.00
Conference Room B	160	\$150.00	\$300.00
Conference Room C	80	\$80.00	\$160.00
Conference Room A & B	320	\$250.00	\$500.00
Conference Room B & C	240	\$200.00	\$400.00
Conference Room A – C	400	\$300.00	\$600.00
Other Fees			
Non-Profit Rate (must provide proof of status)		15% discount (on room rates only)	
Deposit for event without alcohol		\$100.00	
Deposit for event with alcohol		\$250.00	
After hours rate (before/after library closure)		\$30 per hour	
Rental Cop (for event with alcohol)		\$30 per hour (minimum of 3 hours)	

The following motion made by Commissioner O’Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners authorize a public hearing and consider the proposed rental fees for the meeting and conference rooms at the Brunswick Library as follows:

Room Rates			
Area	Projected Capacity	½ Day Cost	Full Day Cost
Meeting Room 1	20	\$20.00	\$40.00
Meeting Room 2	30	\$30.00	\$60.00
Conference Room A	160	\$150.00	\$300.00
Conference Room B	160	\$150.00	\$300.00
Conference Room C	80	\$80.00	\$160.00
Conference Room A & B	320	\$250.00	\$500.00
Conference Room B & C	240	\$200.00	\$400.00
Conference Room A – C	400	\$300.00	\$600.00
Other Fees			
Non-Profit Rate (must provide proof of tax status)		15% discount (on room rates only)	
Deposit for event without alcohol		\$100.00	
Deposit for event with alcohol		\$250.00	
After hours rate (before/after library closure)		\$30 per hour	
Police Officer Rental (for event with alcohol)		\$30 per hour (minimum of 3 hours)	

(G. Mullis) [REPORT FC Vote: 3-0](#)

8. Consider recommending the Board of Commissioners accept the settlement offer for unit 2710, a Ford F- 150 XL assigned to Community Development in the amount of \$18,930.75.

The following motion made by Commissioner O’Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners accept the settlement offer for unit 2710, a Ford F- 150 XL assigned to Community Development in the amount of \$18,930.75. (O. Reed) [REPORT FC Vote: 3-0](#)

Budget/Grants

9. Consider recommending the Board of Commissioners authorize an increase in the revenue and expenditure budgets in the Jail Commissary Fund to cover projected remaining needs for FY19 inmate medical and prescription costs.

The following motion made by Commissioner Brunson and seconded by Commissioner O’Quinn passed unanimously.

Recommend the Board of Commissioners authorize an increase in the revenue and expenditure budgets in the Jail Commissary Fund to cover projected remaining needs for FY19 inmate medical and prescription costs. (N. Jump) [REPORT FC Vote: 3-0](#)

Contracts/Bids

10. Consider recommending the Board of Commissioners increase P016883 issued to Datamatx, Inc. by the amount of \$6,000 to cover postage for mailing tag renewal pre-bills for Glynn County with funding to be provided by the FY19 Tax Commissioner’s budget for postage.

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners authorize staff to increase P016883 issued to Datamatx, Inc. by the amount of \$6,000 to cover postage for mailing tag renewal pre-bills for Glynn County with funding to be provided by the FY19 Tax Commissioner's budget for postage. (J. Chapman) [REPORT](#) **FC Vote: 3-0**

11. *Consider recommending the Board of Commissioners enter into instructor agreements with Alex Binkney and Jeannie Dismar to instruct swim lessons at Neptune Park Pool for Summer 2019.*

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners enter into instructor agreements with Alex Binkney and Jeannie Dismar to instruct swim lessons at Neptune Park Pool for Summer 2019. (L. Gurganus) [REPORT](#) **FC Vote: 3-0**

12. *Consider recommending the Board of Commissioners consider authorizing the issuance of a purchase order to Bliss Products and Services, Inc. in the amount of \$16,505 to replace sun shades at Neptune Park Fun Zone pool with funding to be provided by the Accommodation Excise Tax Fund undesignated fund balance.*

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners authorize staff to issue a purchase order to Bliss Products and Services, Inc. in the amount of \$16,505 to replace sun shades at Neptune Park Fun Zone pool with funding to be provided by the Accommodation Excise Tax Fund undesignated fund balance. (L. Gurganus) [REPORT](#) **FC Vote: 3-0**

13. *Consider recommending the Board of Commissioners authorize to issue a purchase order for the audio/video system installation in the courthouse to Miller Electric under State Contract in the amount of \$99,484.09 with funding provided by the FY19 Capital Projects Fund (1922.54720).*

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners authorize to issue a purchase order for the audio/video system installation in the courthouse to Miller Electric under State Contract in the amount of \$99,484.09 with funding provided by the FY19 Capital Projects Fund (1922.54720). (J. Catron) [REPORT](#) **FC Vote: 3-0**

14. *Consider recommending the Board of Commissioners authorize staff to issue a purchase order for 13 laptop computers for Police vehicles in the amount of \$24,949.99 to the County's preferred solution provider Dell with funding to be provided by the FY19 Capital Projects Fund – Police Vehicles (3225.54550).*

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners authorize staff to issue a purchase order for 13 laptop computers for Police vehicles in the amount of \$24,949.99 to the County's preferred solution provider Dell with funding to be provided by the FY19 Capital Projects Fund – Police Vehicles (3225.54550). (J. Catron) [REPORT](#) **FC Vote: 3-0**

15. *Consider recommending the Board of Commissioners approve the "Tenth Amendment to Contract for Service by and between Glynn County, Georgia and Spillman Technologies, Inc." for the purchase of Spillman's UNIX to Linux Server*

Migration in the amount of \$228,087 with funding to be provided by the FY19 E911 Budget and for five years of Managed Services by Solutions II for \$264,025.

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners approve the "Tenth Amendment to Contract for Service by and between Glynn County, Georgia and Spillman Technologies, Inc." for the purchase of Spillman's UNIX to Linux Server Migration in the amount of \$228,087 with funding to be provided by the FY19 E911 Budget and for five years of Managed Services by Solutions II for \$264,025. (J. Catron) [REPORT](#) **FC Vote: 3-0**

16. Consider recommending the Board of Commissioners approve the FirstNet Agency Agreement with AT&T.

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners approve the FirstNet Agency Agreement with AT&T. (J. Catron) [REPORT](#) **FC Vote: 3-0**

17. Consider recommending the Board of Commissioners award a contract for the SPLOST 2016 North Harrington Road Drainage Project, to Griffin-Folsom Construction, LLC, of Cordele GA. in the amount of \$296,600 with funding to be provided by SPLOST 2016 Fund, and the FY19 Capital Projects Fund.

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners award a contract for the SPLOST 2016 North Harrington Road Drainage Project, to Griffin-Folsom Construction, LLC, of Cordele GA. in the amount of \$296,600 with funding to be provided by SPLOST 2016 Fund, and the FY19 Capital Projects Fund. (D. Austin) [REPORT](#) **FC Vote: 3-0**

18. Consider recommending the Board of Commissioners award a contract for the Fiscal Year 2019 Stormsewer System Cleaning Inspection and Rehabilitation Project, to Gulf Coast Underground, of Theodore AL. in the amount of \$125,000 with funding to be provided by the FY19 Capital Projects Fund Budget.

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners award a contract for the Fiscal Year 2019 Stormsewer System Cleaning Inspection and Rehabilitation Project, to Gulf Coast Underground, of Theodore AL. in the amount of \$125,000 with funding to be provided by the FY19 Capital Projects Fund Budget. (D. Austin) [REPORT](#) **FC Vote: 3-0**

19. Consider recommending the Board of Commissioners approve the amendment to the Medical Directors contract to increase the one-time payment from \$3,500 to not to exceed \$4,000 for the required insurance policy.

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners approve the amendment to the Medical Directors contract to increase the one-time payment from \$3,500 to not to exceed \$4,000 for the required insurance policy. (R. Jordan) [REPORT](#) **FC Vote: 3-0**

20. Consider recommending the Board of Commissioners reject the formal bid for physicals received from Site Med Inc. and accept the revised proposal to provide a limited scope physical for all uniformed fire department personnel and authorize a Purchase Order to be issued in an amount of \$52,635 with funding provided by FY19 approved operating budget.

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners reject the formal bid for physicals received from Site Med Inc. and accept the revised proposal to provide a limited scope physical for all uniformed fire department personnel and authorize a Purchase Order to be issued in an amount of \$52,635 with funding provided by FY19 approved operating budget. (R. Jordan) [REPORT](#) **FC Vote: 3-0**

21. Consider recommending the Board of Commissioners authorize the following:

- a) The execution of the contract for DigEplan in the amount of \$9,651.55 with funding to be provided by Building Inspection funds previously committed by the Board on December 6, 2018.
- b) The execution of the contract for Rhythm with funding provided by the General Fund Building Inspections fund balance for \$11,734.62.
- c) The purchase of Professional Services from TruePoint Solutions in the amount of \$96,200 with funding provided by the General Fund Building Inspections fund balance.

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners authorize the following:

- a) The execution of the contract for DigEplan and Rythm in the amount of \$21,386.17 with funding in the amount of \$9,651.55 to be provided by Building Inspection funds previously committed by the Board on December 6, 2018, and in the amount of \$11,734.62 to be provided by the General Fund Building Inspections fund balance;
- b) The purchase of Professional Services from TruePoint Solutions in the amount of \$96,200 with funding provided by the General Fund Building Inspections fund balance. (P. Thompson) [REPORT](#) **FC Vote: 3-0**

Other Items

22. Request that the Chairman identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.

- **Items #2-21 will be placed on the April 4, 2019 Board of Commissioners' Consent Agenda.**
- **Items #1 will not be forwarded to the Board of Commissioners' Agenda.**