



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 PM, Tuesday, September 24, 2019

Second Floor Conference Room

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: P. Andrews, D. Austin, J. Catron, K. Downs, J. Dunnagan, R. Glisson, L. Gurganus, M. Hardin, H. Hatcher, V. Lane, V. McClinton, T. Munson, A. Ours, J. Powell, A. Sapp, W. Worley

Others: R. Christiansen, T. Cooper, J. Kilgore, and M. Permar

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

1. *Consider accepting the agenda as is (or to add items / defer items if needed). (T. Munson)*

The following motion made by Commissioner B. Brunson and seconded by Commissioner D. O'Quinn passed unanimously. **FC Vote: 3-0**

Adding items: 4.1, 12.1, 17.1, and 17.2 Removing: Item 16 The item was inadvertently placed on the agenda and was already approved.

2. *Consider approving the August 27, 2019 Finance Committee Minutes. (T. Munson)*

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

Approved the August 27, 2019 Finance Committee Minutes. (T. Munson) FC Vote: 3-0 [REPORT](#)

3. *Consider recommending the Board of Commissioners adopt two resolutions authorizing Glynn County to continue investing county funds in Georgia Fund One, deleting Tamara H. Munson as an authorized individual and adding Judith S. Dunnagan, Finance Manager, as an authorized individual.*

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

Recommend the Board of Commissioners adopt two resolutions authorizing Glynn County to continue investing county funds in Georgia Fund One, deleting Tamara H. Munson as an authorized individual and adding Judith S. Dunnagan, Finance Manager, as an authorized individual. (T. Munson) [REPORT](#) FC Vote: 3-0

4. *Consider recommending the Board of Commissioners authorize the Recreation and Parks Department to advertise a public hearing to consider establishing a team registration process and team fees in the amount of \$350 per team for adult kickball and \$450 per team for adult softball beginning in Spring 2020.*

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

Recommend the Board of Commissioners authorize the Recreation and Parks Department to advertise a public hearing to consider establishing a team registration process and team fees in the amount of \$350 per team for adult kickball and \$450 per team for adult softball beginning in Spring 2020. (L. Gurganus) REPORT FC Vote: 3-0

4.1 Consider recommending the Board of Commissioners adopt the proposed FY2020 / 2021 Budget Calendar as presented by the Budget Team.

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

Recommend the Board of Commissioners adopt the proposed FY 2020/2021 Budget Calendar as presented by the Budget Team. (T. Munson) REPORT FC Vote: 3-0

Tax Commissioner's Item

*5. Consider recommending the Board of Commissioners **approve or deny** a request from Rosemarie Christiansen that \$441.68 paid in penalties and interest for 2017 property taxes on Parcel #01-00703.*

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

Recommend the Board of Commissioners deny a request from Rosemarie Christiansen that \$441.68 paid in penalties and interest for 2017 property taxes on Parcel #01-00703. (J. Chapman) REPORT FC Vote: 3-0

6. Consider recommending the Board of Commissioners approve or deny a request from Nicholas & Crystal Graham that \$117.73 paid in penalties and interest for 2017 property taxes on Parcel #03-19098.

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

Recommend the Board of Commissioners deny a request from Nicholas & Crystal Graham that \$117.73 paid in penalties and interest for 2017 property taxes on Parcel #03-19098. (J. Chapman) REPORT FC Vote: 3-0

Property Appraisal Item

7. 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, August 22, 2019 meeting, with clarification that this does not approve a tax refund.

The following motion made by Commissioner B. Brunson and seconded by Commissioner D. O'Quinn 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, August 22, 2019 meeting, with clarification that this does not approve a tax refund. (R. Glisson) REPORT FC Vote: 3-0

Budget/Grants

8. *Consider recommending the Board of Commissioners accept the 2019 Promoting Safe Neighborhoods Grant in the amount of \$53,554 and increase the Police Department's FY20 revenue and expenditure budgets said amount, subject to the County Attorney's approval.*

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

Recommend the Board of Commissioners accept the 2019 Promoting Safe Neighborhoods Grant in the amount of \$53,554 and increase the Police Department's FY20 revenue and expenditure budgets said amount, subject to the County Attorney's approval. (T. Munson) REPORT FC Vote: 3-0

9. *Consider recommending the Board of Commissioners approve and accept the 2019 grant in the amount of \$16,477 in federal grant dollars from the Edward Byrne Memorial Justice Assistance Program (JAG) offered by the Department of Justice (DOJ), Office of Justice Programs, Bureau of Justice Assistance, for equipment for the Glynn County Police Department and amend the Police Department's FY20 budget in the amount of \$16,477, subject to the County Attorney's approval.*

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

Recommend the Board of Commissioners approve and accept the 2019 grant in the amount of \$16,477 in federal grant dollars from the Edward Byrne Memorial Justice Assistance Program (JAG) offered by the Department of Justice (DOJ), Office of Justice Programs, Bureau of Justice Assistance, for equipment for the Glynn County Police Department and amend the Police Department's FY20 budget in the amount of \$16,477. (T. Munson) REPORT FC Vote: 3-0

10. *Consider recommending the Board of Commissioners accept the FY20 Juvenile Court/Kids Net Glynn Promoting Safe and Stable Families Grant in the amount of \$54,640 and decrease the Juvenile Court's FY20 revenue and expenditure budgets by \$3,462.50 each.*

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

Recommend the Board of Commissioners accept the FY20 Juvenile Court/Kids Net Glynn Promoting Safe and Stable Families Grant in the amount of \$54,640 and decrease the Juvenile Court's FY20 revenue and expenditure budgets by \$3,462.50 each. (T. Munson) REPORT FC Vote: 3-0

11. *Consider recommending the Board of Commissioners amend the FY19 Budget as follows:*
- a) *Accommodations Excise Tax Fund – Increase in revenue and expenditures in the amount of \$280,372*
 - b) *Insurance Premium Tax Fund – Increase in revenue and expenditures in the amount of \$79,356*
 - c) *Blythe Island Regional Park Development Fund – Increase in expenditures in the amount of \$448*
 - d) *Police Seizure Fund – Increase in revenue and expenditures in the amount of \$16,324*
 - e) *Sheriff Seizure Fund – Increase in expenditures in the amount of \$1,520*
 - f) *TEA (Transportation Enhancement Fund – Increase in expenditures in the amount of \$15,459*
 - g) *Solid Waste Disposal Fund – Increase in expenditures in the amount of \$10,871*
 - h) *Insurance Fund (Property & Liability) – Increase revenue and expenditures in the amount of \$392,204*
 - i) *Pension Fund – Increase in revenue and expenditures in the amount of \$16,872,139*
 - j) *General Fund – Increase revenue and expenditures in the amount of \$15,289*

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

Recommend the Board of Commissioners amend the FY19 Budget as follows:

- a) Accommodations Excise Tax Fund – Increase in revenue and expenditures in the amount of \$280,372
- b) Insurance Premium Tax Fund – Increase in revenue and expenditures in the amount of \$79,356
- c) Blythe Island Regional Park Development Fund – Increase in expenditures in the amount of \$448
- d) Police Seizure Fund – Increase in revenue and expenditures in the amount of \$16,324
- e) Sheriff Seizure Fund – Increase in expenditures in the amount of \$1,520
- f) TEA (Transportation Enhancement Fund – Increase in expenditures in the amount of \$15,459
- g) Solid Waste Disposal Fund – Increase in expenditures in the amount of \$10,871
- h) Insurance Fund (Property & Liability) – Increase revenue and expenditures in the amount of \$392,204
- i) Pension Fund – Increase in revenue and expenditures in the amount of \$16,872,139
- j) General Fund – Increase revenue and expenditures in the amount of \$15,289 (T. Munson)

REPORT FC Vote: 3-0

12. *Consider recommending the Board of Commissioners approve the contractual agreements for counseling services with Juvenile Court utilizing the funding from the Juvenile Justice incentive Grant, subject to the County Attorney's approval. (T. Munson)*

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

Recommend the Board of Commissioners approve the contractual agreements for counseling services with Juvenile Court utilizing the funding from the Juvenile Justice incentive Grant, subject to the County Attorney's approval. (T. Munson) **REPORT FC Vote: 3-0**

- 12.1 *Consider recommending the Board of Commissioners accept the grant contract and grant funds from the Bissell Pet Foundation.*

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

Recommend that the Board of Commissioners accept the grant contract and grants funds generated from the October 12, 2019 event; funds being provided by the Bissell Pet Foundation, Empty the Shelters Grant 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

Contracts/Procurement

13. *Consider recommending the Board of Commissioners approve a contract change order for the Altama Connector Spur 25 Intersection Improvement Project, to Pond Company, Peachtree Corners, GA, in the amount of \$45,158.20 with funding to be provided from the SPLOST 2016 Fund.*

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

Recommend the Board of Commissioners approve a contract change order for the Altama Connector Spur 25 Intersection Improvement Project, to Pond Company, Peachtree Corners, GA, in the amount of \$45,158.20 with funding to be provided from the SPLOST 2016 Fund. (D. Austin) **REPORT FC Vote: 3-0**

14. Consider recommending the Board of Commissioners authorize a change order for a scope of work change for the 2019 Storm Sewer System Cleaning Inspection and Rehab Project to Gulf Coast Underground of Theodore, AL, in the amount of \$40,000 with funding to be provided by the FY20 Public Works Operating Budget.

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

Recommend the Board of Commissioners authorize a change order for a scope of work change for the 2019 Storm Sewer System Cleaning Inspection and Rehab Project to Gulf Coast Underground of Theodore, AL, in the amount of \$40,000 with funding to be provided by the FY20 Public Works Operating Budget. (D. Austin)

REPORT FC Vote: 3-0

15. Consider recommending the Board of Commissioners approve the third-year optional extension of the Software Maintenance Agreement with ESRI, Redlands, CA, for ArcMap Mapping Software in the amount of \$51,500 with funding to be provided by the FY20 GIS Operating Budget, subject to approval of the County Attorney.

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

Recommend the Board of Commissioners approve the third-year optional extension of the Software Maintenance Agreement with ESRI, Redlands, CA, for ArcMap Mapping Software in the amount of \$51,500 with funding to be provided by the FY20 GIS Operating Budget, subject to approval of the County Attorney. (J. Catron) REPORT

FC Vote: 3-0

16. Consider recommending the Board of Commissioners renew the annual maintenance agreement with CivicPlus, Inc., Manhattan, KS, for hosting and support of the Glynn County website in the amount of \$28,978.23 with funding to be provided by FY20 IT Operating Budget.

Staff requested to remove Item #16 (previously approved).

17. Consider recommending the Board of Commissioners award the bid for the Engineering Services for the Canal Road Improvements Project to EMC Engineering, with funding in the amount of \$280,500 (\$255,000.00 bid + 10% contingency) to be provided by SPLOST 2016- Road Projects (Canal Rd. Project Improvements).

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

Recommend the Board of Commissioners award the bid for the Engineering Services for the Canal Road Improvements Project to EMC Engineering, with funding in the amount of \$280,500 (\$255,000.00 bid + 10% contingency) to be provided by SPLOST 2016- Road Projects (Canal Rd. Project Improvements). (P. Thompson)

REPORT FC Vote: 3-0

17.1 Consider recommending the Board of Commissioners **reject** the bid for engineering services for the Frederica Road realignment at Christ Church project, to incorporate late comments from GDOT and rebid the proposal.

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

Recommend the Board of Commissioners reject the bid for engineering services for the Frederica Road realignment at Christ Church project, to incorporate late comments from GDOT and rebid the proposal. (D. Austin) [REPORT](#)

17.2 Consider recommending the Board of Commissioners authorize the Amendment to the Agreement for CivicPlus, LLC Manhattan, KS for the Civic Rec application for an annual billing of \$4770 with funding to be provided by the FY20 IT Operations Budget and the Chairman be authorized to sign the Amendment to the Agreement.

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

Recommend the Board of Commissioners authorize the Amendment to the Agreement for CivicPlus, LLC Manhattan, KS for the Civic Rec application for an annual billing of \$4770 with funding to be provided by the FY20 IT Operations Budget and the Chairman be authorized to sign the Amendment to the Agreement. (J. Catron) [REPORT](#)

Other Items

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

Items #3-15 and #17-17.2 will be placed on the October 3, 2019 Board of Commissioners' Consent Agenda.

Items #1-2 and #16 will not be forwarded to the Board of Commissioners' Agenda.