



*A Golden Past.  
A Shining Future.*

## Finance Committee Meeting Minutes

Glynn County Board of Commissioners

**2:00 PM, Tuesday, February 25, 2020**

**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, R. Cason, J. Catron, K. Downs, J. Dunnagan, L. Gurganus, M. Hardin, H. Hatcher, T. Johnson, B. Jones, M. Kent, C. Kinstle, V. Lane, A. Ours, D. Patel, J. Powell, A. Sapp, A. Trapp, W. Worley

**Others:** T. Cooper, J. Kilgore, 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). (J. Dunnagan)

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

**Move Item: #23 To the beginning of the Agenda FC VOTE: 3-0**

**Pull Items: #3 and #32 to future Finance Committee Meeting FC Vote: 3-0**

23. Consider recommending the Board of Commissioners

- a) Reject all bids for the Kings Park Pickleball Court Construction Project, direct staff to revise the scope of work, and re-advertise the project; OR,
- b) Award a contract to the lowest responsive bidder with FY2020 Recreation Capital excess with the possibility of exploring value engineering options; OR,
- c) Provide alternative motion.

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

**Defer to the full Board of Commissioners for consideration to:**

- a) Reject all bids for the Kings Park Pickleball Court Construction Project, direct staff to revise the scope of work, and re-advertise the project; OR,
- b) Award a contract to the lowest responsive bidder with FY2020 Recreation Capital excess with the possibility of exploring value engineering options; OR,
- c) Provide alternative motion. (L. Gurganus) [REPORT](#) FC VOTE: 3-0

2. Consider approving the January 28, 2020 Finance Committee Minutes.

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

**Approved the January 28, 2020 Finance Committee Minutes. (J. Dunnagan) [REPORT](#) FC VOTE: 3-0**

3. *Consider recommending the Board of Commissioners authorize the write-off of uncollectible receivables from Brunswick Glynn County Joint Water Sewer Commission (BGJWSC) in the amount of \$35,363 with funding provided by the General Fund undesignated fund balance. (J. Dunnagan) [REPORT](#)*

**This item was deferred to a future Finance Committee Meeting.**

#### **Public Safety Items**

4. *Consider recommending the Board of Commissioners authorize the issuance of a Purchase Order for the purchase and training of three Police Service Dogs and training for the dogs' assigned handlers per IFB # 01148 to Highland Canine Training, Harmony, NC, in the amount of \$35,445 with funding to be provided by the Police Seizure Fund.*

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

**Recommend the Board of Commissioners authorize the issuance of a Purchase Order for the purchase and training of three Police Service Dogs and training for the dogs' assigned handlers per IFB # 01148 to Highland Canine Training, Harmony, NC, in the amount of \$35,445 with funding to be provided by the Police Seizure Fund. (J. Powell) [REPORT](#)  
FC VOTE: 3-0**

5. *Consider recommending the Board of Commissioners submit the 2020 Community Oriented Policing Grant application requesting the salaries and benefits of eight additional sworn officers.*

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

**Recommend the Board of Commissioners submit the 2020 Community Oriented Policing Grant application requesting the salaries and benefits of eight additional sworn officers. (J. Dunnagan) [REPORT](#) FC Vote: 3-0**

6. *Consider recommending the Board of Commissioners increase the FY20 Fire Fund Budget revenue and expenditures in the amount of \$5,000 with funding to be provided by the donation from ADT in order to purchase "Freddy the Fire Truck" fire prevention robot.*

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

**Recommend the Board of Commissioners increase the FY20 Fire Fund Budget revenue and expenditures in the amount of \$5,000 with funding to be provided by the donation from ADT in order to purchase "Freddy the Fire Truck" fire prevention robot. (R. Jordan) [REPORT](#) FC VOTE: 3-0**

7. *Consider recommending the Board of Commissioners approve the contract for Medical Director services for the calendar year 2020 with Todd Lucas M.D., with funding to be provided by the FY2020 and FY2021 EMS Budgets.*

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

**Recommend the Board of Commissioners approve the contract for Medical Director services for the calendar year 2020 with Todd Lucas M.D., with funding to be provided by the FY2020 and FY2021 EMS Budgets. (R. Jordan) [REPORT](#)  
FC VOTE: 3-0**

8. Consider recommending the Board of Commissioners approve the submittal of the AFG grant application requesting 92 breathing apparatus for the Fire Department.

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

**Recommend the Board of Commissioners approve the submittal of the AFG grant application requesting 92 breathing apparatus for the Fire Department. (R. Jordan) [REPORT](#) FC VOTE: 3-0**

#### **Tax Commissioner's Item**

9. Consider recommending the Board of Commissioners **approve or deny** a request from Donald H. Harbaugh that penalties and interest paid on 2019 property taxes for parcels 04-13331 and 04-13332 in the amounts of \$20.72 and \$14.33, respectively, be refunded.

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

**Recommend the Board of Commissioners deny a request from Donald H. Harbaugh that penalties and interest paid on 2019 property taxes for parcels 04-13331 and 04-13332 in the amounts of \$20.72 and \$14.33, respectively, be refunded. (J. Chapman) [REPORT](#) FC VOTE: 3-0**

10. Consider recommending the Board of Commissioners **approve or deny** a request from Carol Lane that penalties and interest paid on 2019 property taxes on account #215311 in the amount of \$91.32 be refunded.

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

**Recommend the Board of Commissioners deny a request from Carol Lane that penalties and interest paid on 2019 property taxes on account #215311 in the amount of \$91.32 be refunded. (J. Chapman) [REPORT](#) FC VOTE: 3-0**

11. Consider recommending the Board of Commissioners **approve or deny** a request from Charles N. Smaha that penalties and interest paid on 2018 property taxes on parcel #04-11340 in the amount of \$970.95 be refunded.

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 Charles N. Smaha that penalties and interest paid on 2018 property taxes on parcel #04-11340 in the amount of \$970.95 be refunded. (J. Chapman) [REPORT](#) FC VOTE: 3-0**

#### **Budget/Grants**

12. Consider recommending the Board of Commissioners amend the FY20 budgets as follows for each department with funding to be provided by the revenue stabilization fund.

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

**Recommend the Board of Commissioners amend the FY20 budgets as follows for each department with funding to be provided by the revenue stabilization fund. (J. Dunnagan) [REPORT](#) FC VOTE: 3-0**

**Contracts/Procurement**

13. *Consider recommending the Board of Commissioners exercise the 3rd year option with Ameris Bank for the County's banking services at no cost to Glynn County.*

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

**Recommend the Board of Commissioners exercise the 3rd year option with Ameris Bank for the County's banking services at no cost to Glynn County. (J. Dunnagan) [REPORT](#) FC VOTE: 3-0**

14. *Consider recommending the Board of Commissioners exercise the 2nd year extension option for Audit Services with Nichols, Cauley & Associates, LLC, Dublin, GA, in the amount of \$55,000 with funding to be provided by the FY21 Finance Department Operating Budget.*

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

**Recommend the Board of Commissioners exercise the 2nd year extension option for Audit Services with Nichols, Cauley & Associates, LLC, Dublin, GA, in the amount of \$55,000 with funding to be provided by the FY21 Finance Department Operating Budget. (B. Jones) [REPORT](#) FC VOTE: 3-0**

15. *Consider recommending the Board of Commissioners to authorize the agreement with Stifel relating to a potential municipal securities transaction*

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

**Recommend the Board of Commissioners to authorize the agreement with Stifel relating to a potential municipal securities transaction. (A. Ours) [REPORT](#) FC VOTE: 3-0**

16. *Consider recommending the Board of Commissioners approve the amendment to the Tyler Technologies Munis contract to remove the project cost of unused data conversions in the amount of \$16,000 and adding 100 implementation hours in the amount of \$16,000 with a net change in the contract amount of zero.*

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

**Recommend the Board of Commissioners approve the amendment to the Tyler Technologies Munis contract to remove the project cost of unused data conversions in the amount of \$16,000 and adding 100 implementation hours in the amount of \$16,000 with a net change in the contract amount of zero. (J. Catron) [REPORT](#) FC VOTE: 3-0**

17. *Consider recommending the Board of Commissioners approve the Elavon Merchant Processing Service for online payment processing utilizing the Information Technology Purchasing Exemption, with funding provided by the Community Development Operating Budget and amend RSA Ameris Bank agreement for merchant processing, 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 the Elavon Merchant Processing Service for online payment processing utilizing the Information Technology Purchasing Exemption, with funding provided by the Community Development Operating Budget and amend RSA Ameris Bank agreement for merchant processing, subject to the County Attorney's approval. (J. Catron) [REPORT](#) FC VOTE: 3-0**

18. *Consider recommending the Board of Commissioners approve the Lighting Services Agreement with Georgia Power to provide additional exterior lighting at Selden Park ~~and authorize Commission Chair Mike Browning to execute the agreement on behalf of the County with funding to be provided by the Facilities Management's Operating Budget.~~*

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

**Recommend the Board of Commissioners approve the Lighting Services Agreement with Georgia Power to provide additional exterior lighting at Selden Park with funding to be provided by the Facilities Management's Operating Budget. (L. Gurganus) [REPORT](#) FC VOTE: 3-0**

19. *Consider recommending the Board of Commissioners approve the Facility Use Agreement with Aquatic Facility Training and Consultants, LLC, to offer a Certified Pool/Spa Operation Certification Course at Casino Room 114 in October 2020, and authorize waiving the facility rental fee in exchange for allowing two Recreation and Parks employees to attend the course at no charge.*

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

**Recommend the Board of Commissioners approve the Facility Use Agreement with Aquatic Facility Training and Consultants, LLC, to offer a Certified Pool/Spa Operation Certification Course at Casino Room 114 in October 2020, and authorize waiving the facility rental fee in exchange for allowing two Recreation and Parks employees to attend the course at no charge. (L. Gurganus) [REPORT](#) FC VOTE: 3-0**

20. *Consider recommending the Board of Commissioners authorize execution of a Service Agreement for the application of Chipco Choice insecticide to sixty-five (65) acres of athletic fields in ten (10) County parks with Bayer in the amount of \$14,300 with funding to be provided by the FY20 Recreation Operating Budget, subject to 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 authorize execution of a Service Agreement for the application of Chipco Choice insecticide to sixty-five (65) acres of athletic fields in ten (10) County parks with Bayer in the amount of \$14,300 with funding to be provided by the FY20 Recreation Operating Budget, subject to County Attorney's approval. (L. Gurganus) [REPORT](#) FC VOTE: 3-0**

21. *Consider recommending the Board of Commissioners reject all bids for the Neptune Park Kiddie Pool Re-Plaster Project and authorize staff to reduce the scope of work and obtain new quotes.*

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

**Recommend the Board of Commissioners reject all bids for the Neptune Park Kiddie Pool Re-Plaster Project and authorize staff to reduce the scope of work and obtain new quotes. (L. Gurganus) [REPORT](#) FC VOTE: 3-0**

22. *Consider recommending the Board of Commissioners approve the Concession License Agreement for Coast Guard Park and Beach Concessions operations for Summer 2020 to TNR Investments LLC dba Sunset Slush of St. Simons Island in the amount of \$8,513.*

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

**Recommend the Board of Commissioners approve the Concession License Agreement for Coast Guard Park and Beach Concessions operations for Summer 2020 to TNR Investments LLC dba Sunset Slush of St. Simons Island in the amount of \$8,513. (L. Gurganus) [REPORT](#) FC VOTE: 3-0**

24. *Consider recommending the Board of Commissioners*

- a) *Reject all bids for the Kings Park Pickleball Court Construction Project, direct staff to revise the scope of work, and re-advertise the project; OR,*
- b) *Award a contract to the lowest responsive bidder with FY2020 Recreation Capital excess with the possibility of exploring value engineering options; OR,*
- c) *Provide alternative motion.*

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

**Recommend the Board of Commissioners**

- a) **Reject all bids for the Kings Park Pickleball Court Construction Project, direct staff to revise the scope of work, and re-advertise the project; OR,**
- b) **Award a contract to the lowest responsive bidder with FY2020 Recreation Capital excess with the possibility of exploring value engineering options; OR,**
- c) **Provide alternative motion. (L. Gurganus) [REPORT](#) FC VOTE: 3-0**

25. *Consider recommending the Board of Commissioners approve the 1st year option for copier maintenance services to Ashley's Business Solutions, Brunswick, GA, to be provided at an estimated cost not to exceed \$87,944.28 annually with funding to be provided by the FY21 operating budgets of the departments utilizing the service.*

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

**Recommend the Board of Commissioners approve the 1st year option for copier maintenance services to Ashley's Business Solutions, Brunswick, GA, to be provided at an estimated cost not to exceed \$87,944.28 annually with funding to be provided by the FY21 operating budgets of the departments utilizing the service. (B. Jones) [REPORT](#) FC VOTE: 3-0**

26. *Consider recommending the Board of Commissioners approve a request to develop a scope of work and solicit an Invitation for Bid to determine the cost of contract maintenance for the Courthouse grounds maintenance.*

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

**Recommend the Board of Commissioners approve a request to develop a scope of work and solicit an Invitation for Bid to determine the cost of contract maintenance for the Courthouse grounds maintenance. (D. Austin) [REPORT](#) FC VOTE: 3-0**

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

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

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

28. *Consider recommending the Board of Commissioners approve the reallocation of funding currently established within the Animal Control Facility purchase order to Ussery-Rule Architects of St. Simons Island, Georgia, in the amount of \$172,000, with a transfer of funds in the amount of \$7,500 from the Geotechnical Allowance to the Plans and Specifications item to cover redesign expenses required by changes in the building codes in the time since substantial completion of the plans and submittal for review.*

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

**Recommend the Board of Commissioners approve the reallocation of funding currently established within the Animal Control Facility purchase order to Ussery-Rule Architects of St. Simons Island, Georgia, in the amount of \$172,000, with a transfer of funds in the amount of \$7,500 from the Geotechnical Allowance to the Plans and Specifications item to cover redesign expenses required by changes in the building codes in the time since substantial completion of the plans and submittal for review. (D. Austin) [REPORT](#) FC VOTE: 3-0**

29. *Consider recommending the Board of Commissioners award a contract for the On-call Contract Services for Stormsewer Cleaning and Rehabilitation, to Southeast Pipe Survey, Inc., of Patterson, GA in the amount of \$40,000 with funding to be provided by the FY20 Public Works Department Operating Budget.*

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

**Recommend the Board of Commissioners award a contract for the On-call Contract Services for Stormsewer Cleaning and Rehabilitation, to Southeast Pipe Survey, Inc., of Patterson, GA in the amount of \$40,000 with funding to be provided by the FY20 Public Works Department Operating Budget. (D. Austin) [REPORT](#) FC VOTE: 3-0**

30. *Consider recommending the Board of Commissioners approve demolition of the Demere Park Community Building by the Public Works Department.*

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

**Recommend the Board of Commissioners approve demolition of the Demere Park Community Building by the Public Works Department.(D. Austin) [REPORT](#) FC VOTE: 3-0**



31. Consider recommending the Board of Commissioners award a contract for the Blackbank River Tributary Bridge Repair Project, to the lowest responsive and responsible bidder, Massana, Inc, Tyrone, GA, in the amount of \$172,013 with funding to be provided by the FY2020 Capital Projects Fund, with an additional amount of \$30,000 for project contingency, for a total of \$202,013 and amend the capital projects budget for FY20 LMIG as follows for the FY20 Grant award of \$1,032,681 received as follows:
- Decrease FY20 Capital Projects Fund Bridges Revenue in the amount of \$36,350 and Expenditures in the amount of \$47,254; and,
  - Increase FY20 Capital Projects Fund Roads Revenue and Expenditures in the amount of \$722,877 each.

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

**Recommend the Board of Commissioners award a contract for the Blackbank River Tributary Bridge Repair Project, to the lowest responsive and responsible bidder, Massana, Inc., Tyrone, GA, in the amount of \$172,013 with funding to be provided by the FY2020 Capital Projects Fund, with an additional amount of \$30,000 for project contingency, for a total of \$202,013 and amend the capital projects budget for FY20 LMIG as follows for the FY20 Grant award of \$1,032,681 received as follows:**

- **Decrease FY20 Capital Projects Fund Bridges Revenue in the amount of \$36,350 and Expenditures in the amount of \$47,254; and,**
  - **Increase FY20 Capital Projects Fund Roads Revenue and Expenditures in the amount of \$722,877 each.**
- (D. Austin) [REPORT](#) FC VOTE: 3-0**

32. Consider recommending the Board of Commissioners exercise the first-year option for collection of Commercial Solid Waste at County buildings and parks effective July 1, 2020 to Republic Services of Georgia at a projected cost of \$147,489.27 with funding to be provided by various FY21 operating budgets. (D. Austin) [REPORT](#)

**This item was deferred to a future Finance Committee Meeting.**

33. Consider recommending the Board of Commissioners exercise the first option for ground maintenance services at the Recreation Department, Facilities Maintenance, and Fire Department to Creative Landscapes, Brunswick, GA, in the amount of \$82,020 with funding to be provided by the FY21 Recreation Department, Facilities Maintenance and Fire Department's operating budgets.

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

**Recommend the Board of Commissioners exercise the first option for ground maintenance services at the Recreation Department, Facilities Maintenance, and Fire Department to Creative Landscapes, Brunswick, GA, in the amount of \$82,020 with funding to be provided by the FY21 Recreation Department, Facilities Maintenance and Fire Department's operating budgets.(D. Austin) [REPORT](#) FC VOTE: 3-0**

34. Consider recommending the Board of Commissioners exercise the second option year for right-of-way mowing and landscaping services at the Demere/Frederica Roundabout (Task 1) in the amount of \$7,500; for the Frederica/Lawrence Roundabout (Task 2) in the amount of \$2,800; for Sea Island Road-Demere to Frederica (Task 3) in the amount of \$8,700; for Lawrence Rd Roundabout to Hampton Point (Task 4) in the amount of \$16,600 with Creative Landscapes for a total project amount of \$37,600 with funding to be provided by the FY21 Public Works Operating Budget.

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



**Recommend the Board of Commissioners exercise the second option year for right-of-way mowing and landscaping services at the Demere/Frederica Roundabout (Task 1) in the amount of \$7,500; for the Frederica/Lawrence Roundabout (Task 2) in the amount of \$2,800; for Sea Island Road-Demere to Frederica (Task 3) in the amount of \$8,700; for Lawrence Rd Roundabout to Hampton Point (Task 4) in the amount of \$16,600 with Creative Landscapes for a total project amount of \$37,600 with funding to be provided by the FY21 Public Works Operating Budget. (D. Austin) [REPORT](#) FC VOTE: 3-0**

35. *Consider recommending the Board of Commissioners approve the first year option for the provision of inspection, surveillance, chemical control, biological control, efficacy testing, and reporting with Mosquito Control Services of Georgia effective January 1, 2020 at a yearly cost of \$1,005,407 with funding to be provided by the FY20 and FY21 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 approve the first year option for the provision of inspection, surveillance, chemical control, biological control, efficacy testing, and reporting with Mosquito Control Services of Georgia effective January 1, 2020 at a yearly cost of \$1,005,407 with funding to be provided by the FY20 and FY21 Public Works Operating Budget. (D. Austin) [REPORT](#) FC VOTE: 3-0**

36. *Consider recommending the Board of Commissioners exercise the first-year option for maintenance of the two South Harrington Park ponds to Estate Management Service, Inc. of Brunswick, GA, in the amount of \$6,034.20 with funding provided by the FY2020 and FY2021 Public Works Operating Budget*

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

**Recommend the Board of Commissioners exercise the first-year option for maintenance of the two South Harrington Park ponds to Estate Management Service, Inc. of Brunswick, GA, in the amount of \$6,034.20 with funding provided by the FY2020 and FY2021 Public Works Operating Budget. (D. Austin) [REPORT](#) FC VOTE: 3-0**

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

**Items #3 and #32 defer to future Finance Committee.**

**Items #4-22, #24-26, 28-31, #33-#36 will be placed on the March 5, 2020 Board of Commissioner's Consent Agenda.**

**Items #23, and #27 will be placed on the March 5, 2020 Board of Commissioner's General Business Agenda.**

**Items #1- #2 and 37 will not be forwarded to the Board of Commissioner's Agenda.**