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## Finance Committee Meeting Minutes

Glynn County Board of Commissioners

**2:00 PM, Tuesday, March 24, 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, D. Bragdon, J. Catron, K. Downs, R. Glisson, L. Gurganus, H. Hatcher, B. Jones, M. Kent, A. Ours, A. Sapp, A. Trapp, and W. Worley

**Others:** Mr. McKie

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)
2. Consider approving the February 25, 2020 Finance Committee Minutes.

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

**Approved the February 25, 2020 Finance Committee Minutes. (J. Dunnagan) [REPORT](#) FC Vote: 3-0**

3. Consider recommending the Board of Commissioners **approve or deny** a request from Mr. Warren McKie that interest accrued on a County held tax deed for 2010-2014 taxes on parcel #03-14143 in the amount of \$1,730.77 be waived and / or allow Mr. McKie to make monthly payments.

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

**Deferred to a later Finance Committee Meeting with instruction - Per Commissioner B. Brunson a payment plan should be created from Finance Department for Mr. McKie to make monthly payments for tax deed 2010 – 2014 taxes. (J. Dunnagan) [REPORT](#) FC Vote: 3-0**

### Public Safety Items

4. Consider recommending the Board of Commissioners award the contract for the July 4th fireworks show to Starfire Corporation in the amount of \$35,000 with funding to be provided by the FY20 Recreation 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 the contract for the July 4th fireworks show to Starfire Corporation in the amount of \$35,000 with funding to be provided by the FY20 Recreation Operating Budget. (R. Jordan) [REPORT](#) FC Vote: 3-0**

5. Consider recommending the Board of Commissioners accept the 2020 Georgia County Internship Grant and to amend the FY20 Police Fund Budget revenues and expenditures in the amount of \$2,607.60

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

**Recommend the Board of Commissioners accept the 2020 Georgia County Internship Grant and to amend the FY20 Police Fund Budget revenues and expenditures in the amount of \$2,607.60.**

**(J. Dunnagan) [REPORT](#) FC Vote: 3-0**

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

6. Consider recommending the Board of Commissioners **approve or deny** a request from Gigi Capes on behalf of property owner, Peggy Capes, to refund penalties and interest in the amount of \$2,044.54 paid for 2018 taxes on Parcel #04-06279.

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 Gigi Capes on behalf of property owner, Peggy Capes, to refund penalties and interest in the amount of \$2,044.54 paid for 2018 taxes on Parcel #04-06279. (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, February 13, 2020 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, February 13, 2020 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 approve the use of \$60,000 in General Fund undesignated fund balance to cover the incurred and expected legal fees related to the Coleman lawsuit.

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

**Recommend the Board of Commissioners approve the use of \$60,000 in General Fund undesignated fund balance to cover the incurred and expected legal fees related to the Coleman lawsuit.**

**(J. Dunnagan) [REPORT](#) FC Vote: 3-0**

9. Consider recommending the Board of Commissioners revise the January 16, 2020 Board of Commissioners budget adjustment to the Demere Road - East Beach Causeway Roundabout Project to reflect the use of \$66,155 to be

*provided by the SPLOST 2016 North Harrington Drainage Outfall Project and \$37,245 to be provided by SPLOST 2016 St. Simons Village Drainage Project.*

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

**Recommend the Board of Commissioners revise the January 16, 2020 Board of Commissioners budget adjustment to the Demere Road - East Beach Causeway Roundabout Project to reflect the use of \$66,155 to be provided by the SPLOST 2016 North Harrington Drainage Outfall Project and \$37,245 to be provided by SPLOST 2016 St. Simons Village Drainage Project. (D. Austin) [REPORT](#) FC Vote: 3-0**

*10. Consider recommending the Board of Commissioners approve the grant application for the FY21 Promoting Safe and Stable Families and associated documents and the submittal of such application to the Georgia Department of Human Services.*

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

**Recommend the Board of Commissioners approve the grant application for the FY21 Promoting Safe and Stable Families and associated documents and the submittal of such application to the Georgia Department of Human Services. (J. Dunnagan) [REPORT](#) FC Vote: 3-0**

#### **Contracts/Procurement**

*11. Consider recommending the Board of Commissioners approve and execute the addendum with Coastal Regional Commission for FY21 appropriation in the amount of \$36,000 and dues in the amount of \$83,516.*

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

**Recommend the Board of Commissioners approve and execute the addendum with Coastal Regional Commission for FY21 appropriation in the amount of \$36,000 and dues in the amount of \$83,516. (J. Dunnagan) [REPORT](#) FC Vote: 3-0**

*12. Consider recommending the Board of Commissioners approve the Concession License Agreement for Neptune Park for Summer 2020 with TNR Investments LLC dba Sunset Slush, St. Simons Island, GA, in the amount of \$7,706.*

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 Neptune Park for Summer 2020 with TNR Investments LLC dba Sunset Slush, St. Simons Island, GA, in the amount of \$7,706. (L. Gurganus) [REPORT](#) FC Vote: 3-0**

*13. Consider recommending the Board of Commissioners approve the Concession License Agreement for Massengale Park for Summer 2020 with Sno Biz Shaved Ice, Adel, GA, in the amount of \$6,550.*

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

**Recommend the Board of Commissioners approve the Concession License Agreement for Massengale Park for Summer 2020 with Sno Biz Shaved Ice, Adel, GA, in the amount of \$6,550. (L. Gurganus) [REPORT](#)**  
**FC Vote: 3-0**

14. *Consider recommending the Board of Commissioners enter into instructor agreements with Jeanne Dimer, Alex Binkney, and Romina Lopez-Ortiz to instruct Swim lessons at Neptune Park pool and with Bluewater Diving, Inc. to instruct Snorkeling and Scuba lessons at Howard Coffin Park and Neptune Park pools with funds from the FY20 and FY21 Recreation and Parks Budgets.*

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

**Recommend the Board of Commissioners enter into instructor agreements with Jeanne Dimer, Alex Binkney, and Romina Lopez-Ortiz to instruct Swim lessons at Neptune Park pool and with Bluewater Diving, Inc. to instruct Snorkeling and Scuba lessons at Howard Coffin Park and Neptune Park pools with funds from the FY20 and FY21 Recreation and Parks Budgets. (L. Gurganus) [REPORT](#) FC Vote: 3-0**

15. *Consider recommending the Board of Commissioners approve the Blythe Island Regional Park Campground Host Agreements with Stacey Beasley and Donna Briley.*

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

**Recommend the Board of Commissioners approve the Blythe Island Regional Park Campground Host Agreements with Stacey Beasley and Donna Briley. (L. Gurganus) [REPORT](#) FC Vote: 3-0**

16. *Consider recommending the Board of Commissioners approve the issuance of a Request for Proposal for a logging contractor to remove all harvestable trees from the new Animal Control Facility at the Safety Complex on Carl Alexander Way and approve the clearing and grubbing operations by Public Works staff.*

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

**Recommend the Board of Commissioners approve a proposal from Southeast Logging, Inc. to remove all harvestable trees from the new Animal Control Facility at the Safety Complex on Carl Alexander Way and approve the clearing and grubbing operations by Public Works staff. (D. Austin) [REPORT](#) FC Vote: 3-0**

17. *Consider recommending the Board of Commissioners award a contract for the LMIG 2020 Project to East Coast Asphalt, Douglas, Georgia, in the amount of \$1,582,011 and \$90,000 of contingency for a total of \$1,672,011 with funding to be provided by the Georgia Department of Transportation LMIG 2020 in the amount of \$722,876.88 with the remaining amount of \$949,134.12 to be provided by SPLOST 2016; reject the bid alternative for the Demere Road turn lane Construction in the amount of \$402,520; and rebid that project separately.*

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 LMIG 2020 Project to East Coast Asphalt, Douglas, Georgia, in the amount of \$1,582,011 and \$90,000 of contingency for a total of \$1,672,011 with funding to be provided by the Georgia Department of Transportation LMIG 2020 in the amount of \$722,876.88 with the remaining amount of \$949,134.12 to be provided by SPLOST 2016; reject the bid alternative for the**

**Demere Road turn lane Construction in the amount of \$402,520; and rebid that project separately. (D. Austin) [REPORT](#) FC Vote: 3-0**

18. *Consider recommending the Board of Commissioners exercise the first year option with Thompson Consulting Services to provide Debris Monitoring services in the event of a man-made or natural disaster.*

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

**Recommend the Board of Commissioners exercise the first year option with Thompson Consulting Services to provide Debris Monitoring services in the event of a man-made or natural disaster. (D. Austin) [REPORT](#) FC Vote: 3-0**

19. *Consider recommending the Board of Commissioners contract for tree removal and maintenance services with Jones Maintenance Company of St. Simons Island with funding to be provided by the FY21 Public Works Department operating budget effective July 1, 2020.*

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

**Recommend the Board of Commissioners contract for tree removal and maintenance services with Jones Maintenance Company of St. Simons Island with funding to be provided by the FY21 Public Works Department operating budget effective July 1, 2020. (D. Austin) [REPORT](#) FC Vote: 3-0**

20. *Consider recommending the Board of Commissioners approve the FY21 contract with Georgia Department of Transportation for the mowing of rights-of-way and litter pickup on 22.23 miles of state routes in Glynn County at a reimbursement rate of \$2,625 per mile for a total annual reimbursement of \$58,353.75.*

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

**Recommend the Board of Commissioners approve the FY21 contract with Georgia Department of Transportation for the mowing of rights-of-way and litter pickup on 22.23 miles of state routes in Glynn County at a reimbursement rate of \$2,625 per mile for a total annual reimbursement of \$58,353.75. (D. Austin) [REPORT](#) FC Vote: 3-0**

21. *Consider recommending the Board of Commissioners approve demolition of the Glynn County Gun Range Structures by 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 Glynn County Gun Range Structures by Public Works Department. (D. Austin) [REPORT](#) FC Vote: 3-0**

22. *Consider recommending the Board of Commissioners award the first-year option for Commercial Solid Waste Services to Republic Services effective January 1, 2020 at a projected cost of \$151,057.28 with funding to be provided by various FY20 and FY21 operating budgets, 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 exercise the first-year option for Commercial Solid Waste Services to Republic Services effective January 1, 2020 at a projected cost of \$151,057.28 with funding to be provided by various FY20 and FY21 operating budgets. (D. Austin) [REPORT](#) FC Vote 3-0**

*23. Consider recommending the Board of Commissioners approve the Elavon Merchant Processing Service new fees for online payment processing utilizing the Information Technology Purchasing Exemption, with funding provided by the Community Development Operating Budget.*

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

**Recommend the Board of Commissioners rescind approval of the Elavon Merchant Processing Service contract approved by the Board on March 5, 2020 and approve a new agreement with Elavon Merchant Processing Service with revised fees, not to include accepting American Express, for online payment processing utilizing the Information Technology Purchasing Exemption, with funding provided by the Community Development Operating Budget. (J. Catron) [REPORT](#) FC Vote 3-0**

**Other Items**

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

**Items #4-6, 7-15, and 17 -22 will be placed on the April 2, 2020 Board of Commissioners' Consent Agenda.**

**Item #16 and # 23 will be placed on the April 2, 2020 Board of Commissioner's General Business Agenda.**

**Items #1-3 and 24 will not be forwarded to the Board of Commissioners Agenda.**