



Finance Committee Meeting Minutes

Glynn County Board of Commissioners

10:00 a.m., Tuesday, November 25, 2008

First Floor Conference Room

Historic Courthouse

Brunswick, Georgia

Present:

Committee Members: *C. Johnson, U. Keller and T. Thaw*

Other Commissioners:

Staff: *J. Breitenbach, J. Bruner, E. Carter, J. Carter, J. Catron, E. Chew, W. Davis, M. Doering, D. Hainely, C. Johnson, P. McNicoll, B. Nyers, B. Rowell, A. Sapp, C. Stewart, C. Temple, A. Thomas, S. Trautz, W. Worley*

Press: *M. Starr*

Others: *M. Berberick and J. Hegstrom*

1. *Consider approval of the consent agenda.*
 - a) *Approve of the November 12, 2008 Finance Committee Minutes.*
 - b) *Recommend that the Board of Commissioners approve a request from Ms. Anita L. Lefty, representing Brunswick Winlectric company, that \$903.40 paid in penalties and interest on 2007 personal property taxes be refunded.*
 - c) *Recommend that the Board of Commissioners exercise the first year extension from Harrison Uniforms for the individual prices per the attached, not to exceed \$47,160.09, with funding to be provided by the Fire Department's Operating Budget.*
 - d) *Recommend that the Board of Commissioners exercise the first year extension from GILA Corporation d/b/a Municipal Services Bureau for Fire Department Debt Collection Services.*

The following motion made by Commissioner Johnson and seconded by Commissioner Keller passed unanimously.

Recommend approval of the consent agenda. (Vote: 3-0)

2. *Consider recommending that the Board of Commissioners approve the contract assignment, from W.G. Pitts to Pickett & Associates, for Architectural and Engineering Services for the Fire Department Maintenance Garage.*

Fire Chief Al Thomas presented this item and stated that the architect that had designed the Maintenance Garage building no longer worked for W. G. Pitts and had started his own firm called Pickett & Associates. He left the company due to downsizing in the W.G. Pitts Company. Pitts no longer has an architect on staff and therefore has no one to stamp the plans. Pitts and Pickett agreed to assign the architecture to Pickett if the County approved the assignment. This assignment will require no additional funding from the County. Mr. Matt Berberick, Carter Goble Lee, stated that the design is 90 percent complete and specifications for bidding are 80 percent complete. He stated that Pickett will provide inspection for the project. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Recommend that the Board of Commissioners approve the contract assignment, from W.G. Pitts to Pickett & Associates, for Architectural and Engineering Services for the Fire Department Maintenance Garage pending a signed contract assignment. (Vote: 3-0)

3. *Consider recommending that the Board of Commissioners award the contract for construction of Lift Station 109, Georgia Air National Guard to Underground Excavating in the amount of \$343,355 with funding provided from Program.Object 4225.54375.*

Mr. Jim Bruner, County Engineer, presented this item and stated that staff was recommending award to the lowest responsive bidder. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Recommend that the Board of Commissioners award the contract for construction of Lift Station 109, Georgia Air National Guard to Underground Excavating in the amount of \$343,355 with funding provided from Program.Object 4225.54375. (Vote: 3-0)

4. *Consider recommending that the Board of Commissioners issue a Change Order not to exceed \$175,000 to Douglas Electrical and Plumbing Co., Inc. to pave the remaining dirt streets on East Beach that need to be paved in accordance with their contract terms, conditions and unit prices with funding to be provided by SPLOST 2 remaining funds and the General Fund fund balance to be repaid, with interest, from SPLOST 5, Dirt Road Paving, when these funds are available.*

Mr. Bruner presented this item and stated that the County had been contacted by residents at East Beach concerning paving remaining dirt roads. He stated that there were funds available in Splost 5 to accomplish this project. Mr. Bruner stated that the commitment was made to East Beach residents to repair and resurface roads during the project. He stated that dirt roads would be damaged in the project and dirt would have to be replaced. Mr. Bruner stated that paving would be more desirable than replacing dirt. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Recommend that the Board of Commissioners issue a Change Order not to exceed \$175,000 to Douglas Electrical and Plumbing Co., Inc. to pave the remaining dirt streets on East Beach that need to be paved in accordance with their contract terms, conditions and unit prices with funding to be provided by SPLOST 2 remaining funds and the General Fund fund balance to be repaid, with interest, from SPLOST 5, Dirt Road Paving, when these funds are available. (Vote: 3-0)

5. *Consider recommending that the Board of Commissioners approve the Board of Elections supplemental budget request for FY09 in the amount of \$19,400.*

Ms. Cindy Johnson, Board of Elections Director, informed the Committee that they had several thousand people register to vote and an overwhelming turnout to vote and sufficient funds were not available so they used Runoff election funds. The Runoff is in the pre-voting status currently and the election will be held on December 2. She requested an appropriation from the General Fund fund balance to fund the runoff election. Commissioner Thaw commented that the Board of Elections had done a great job with the elections. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Recommend that the Board of Commissioners approve the Board of Elections supplemental budget request for FY09 in the amount of \$19,400. (Vote: 3-0)

6. *Consider recommending that the Board of Commissioners approve the Fuel Team recommendations as follows:*

- *provide a monthly fuel allowance in the amount of \$400 in lieu of a vehicle for three positions currently assigned vehicles, Assistant County Administrator, Assistant Public Works Director and Building Official, effective January 1, 2009*
- *amend the April 2008 vehicle matrix to include General Motors products and, as vehicles are replaced, purchase smaller, more fuel efficient vehicles.*

Mr. Charles Stewart, County Administrator, presented this item and stated that fuel costs had risen significantly in the past three years and even though fuel prices have dropped, it is expected that they will rise again in the near future. Commissioner Johnson questioned why it was recommended that Mr. Ellis Carter use a personal vehicle and receive a travel allowance instead of driving a County vehicle. He requested that all employees driving personal vehicles for County business have a magnetic sign on the personal vehicle. After further discussion the following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Motion to defer the consideration to provide a monthly fuel allowance in the amount of \$400 in lieu of a vehicle for three positions currently assigned vehicles, Assistant County Administrator, Assistant Public Works Director and Building Official, effective January 1, 2009;

and

Recommend that the Board of Commissioners amend the April 2008 vehicle matrix to include General Motors and Chrysler projects and, as vehicles are replaced, purchase smaller, more fuel efficient vehicles. (Vote: 3-0)

7. *Consider recommending that the Board of Commissioners authorize the GIS Division to provide a full dataset of LiDAR Infrared and ortho-photography to Georgia Department of Natural Resources Coastal Resource Division with these use and cost stipulations –*
 - *Payment will be required in the amount of \$1000.00 for the LiDAR dataset to cover the costs of producing the dataset for the CRD.*
 - *Payment will be required in the amount of \$1,000.00 for the true color/color infrared photography to cover the costs of producing the dataset for the CRD.*
 - *The GADNR will not sell or distribute any of the dataset in its raw format. Maps, models and analysis of the data may be provided to those requesting it.*
 - *The data is provided for mapping and analysis to aid in the further progress of the two original projects. Any additional projects that require the use of the data will need to be requested of Glynn County.*
 - *Glynn County will have full participation and input in the sea level change pilot project. A liaison from the County will be chosen to work directly with the CRD and University of Georgia River Basin Center to provide information about the County's needs and to relay project updates to County Administration.*

Ms. Becky Rowell, Assistant County Administrator, stated that DNR representatives had planned to attend the meeting but were unable to do so because of a staff member's funeral. Mr. John Catron, Information Technology Director, presented this item and stated that the \$1,000 charges would be one-time payments. He stated that DNR would not get updated data automatically when the County flies again. Commissioner Johnson questioned how much a citizen would pay for the data and Mr. Catron stated that the charge would be \$30 thousand. Commissioner Keller made a motion to approved staff's recommendation with the provision that the data would be for internal use only and subsequently withdrew his motion. Commissioner Johnson stated that he would like to defer this item until the cost is fairer to the citizens. Mr. Bob Nyers, GIS Analyst, stated that most sales to the public are for a mile square tile at a charge of \$225. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Motion to defer this item to the next Finance Committee meeting (Vote: 3-0)

8. *Discuss the liability insurance situation at the Altamaha Park as outlined in Mr. Vernon Lewis's letter of October 9, 2008.*

The following motion made by Commissioner Johnson and seconded by Commissioner Keller passed unanimously.

Motion to defer this item to the next Finance Committee meeting. (Vote: 3-0)

9. *Consider recommending that the Board of Commissioners approve the Amendment to the Agreement by and between The Glynn County Board of Commissioners and The Brunswick and The Golden Isles of Georgia Convention and Visitors Bureau as proposed.*

Mr. Charles Stewart, County Administrator, presented this item and the following motion made by Commissioner Johnson and seconded by Commissioner Keller passed unanimously.

Recommend that the Board of Commissioners approve the Amendment to the Agreement by and between The Glynn County Board of Commissioners and The Brunswick and The Golden Isles of Georgia Convention and Visitors Bureau as proposed. (Vote: 3-0)

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

Commissioner Thaw designated items as Consent Agenda items except items #7 and #8 which were deferred to the next Finance Committee meeting.