



Finance Committee Meeting Minutes

Glynn County Board of Commissioners

4:00 p.m., Tuesday, April 28, 2009

Third Floor Conference Room

W. Harold Pate Courthouse Annex

Brunswick, Georgia

Present:

Committee Members: *D. Hogan, T. Sublett, and T. Thaw*

Other Commissioners: *B. Coleman*

Staff: *J. Bruner, D. Chunn, W. Davis, B. Gerhardt, D. Harrison, P. McNicoll, S. Santee, A. Sapp, A. Thomas, S. Trautz, J. Wiggins, W. Worley*

Press: *J. Davis, P. Shierling*

Others: *C. Fendig*

1. *Consider approval of the consent agenda.*
 - a) *Approve of the March 24, 2009 Finance Committee Minutes.*
 - b) *Approve of the April 7, 2009 Finance Committee Minutes.*
 - c) *Recommend that the Board of Commissioners deny a request from Mr. Royce E. Layman that \$34.48 paid in interest on his 2008 property taxes be refunded.*
 - d) *Recommend that the Board of Commissioners deny a request from Mrs. Arlene Meikle that \$34.42 paid in interest on their 2008 property taxes be refunded.*
 - e) *Recommend that the Board of Commissioners deny a request from Mrs. Catherine Wood that \$195.22 paid in interest on their 2008 property taxes be refunded.*
 - f) *Recommend that the Board of Commissioners approve the corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, April 7, 2009 meeting.*
 - g) *Recommend that the Board of Commissioners adopt the Resolution to amend the FY08/09 Budget.*
 - h) *Recommend that the Board of Commissioners award the bid for Police Department uniforms to the companies offering the lowest price per uniform and gear items, as provided for in the attached Uniform bid price sheet with funding to be provided from the Police Department's Operating Budget.*
 - i) *Recommend that the Board of Commissioners approve the water and sewer variances for the proposed Dolphins Pass subdivision, due to the lack of available public water and sewer. The project is a seven-lot subdivision consisting of 12.5 acres located on the east side of Blythe Island Drive opposite its intersection with Dell Drive (Andy's Drive). This recommendation includes incorporating the following statement on the recorded plat:*

"All lots will be permitted on a lot-by-lot basis with special conditions outlined on each on-site sewage disposal permit. In addition, some lots may require submission of a Level 4 Soil Report prior to issuance of a building permit or septic permit due to site and soil conditions. All permit applications will be required to include a site plan showing locations of the initial on-site disposal and replacement areas. One

combined area equal to twice the area needed to install the original on-site sewage disposal system must be left on property free of buildings, concrete pads and major trees to accommodate original system and future repairs. A single-family residence must not exceed 4 bedrooms total, some lots may be limited to 3 due to soils, site limitations and off site well setbacks. Environmental Health Services will perform a sanitary survey at the time of the permit site visit to locate all offsite wells which impact the subject property."

- j) *Recommend that the Board of Commissioners declare the 2000 Ford F-350 Transmed Type 1 ambulance, County ID #1992, as surplus and approve the donation of this item to the Golden Isles Career Academy as a training aid for the EMS curriculum and approve disposing of the 1997 Ford F-350 First Response Type 1 ambulance, County ID #1865, by auction.*

The following motion made by Commissioner Hogan and seconded by Commissioner Sublett passed unanimously.

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

- 2. *Receive the FY09 Third Quarter Financial Report.*

Ms. Phyllis McNicoll, Finance Director, presented the 3rd quarter financial report and stated that several revenue items are projected to have a shortfall compared to budget at year-end. She stated that expenditures are within budgeted amounts except for overtime in two departments. She summarized several cost containment measures that the County Administrator has implemented in order to offset the projected decreases in revenue. She informed the Committee that she still had not received the FY08 audit from the Joint Water & Sewer Commission which must be sent to the County's bond repositories as required by the bond's Continuing Disclosure Certificate.

- 3. *Consider recommending to the Board of Commissioners extend the first option year of the contract for tree removal/maintenance services with Locke Farms as follows with funding provided from the Engineering Department operating budget:*

<i>Tree removal, trimming limbs with traffic control, per hour</i>	<i>\$157.50</i>
<i>Tree removal, trimming limbs w/o traffic control, per hour</i>	<i>\$130.00</i>
<i>Palm tree trimming per each</i>	<i>\$30.00</i>
<i>Stump grinding, per inch diameter</i>	<i>\$2.50</i>
<i>Crane & operator, per hour</i>	<i>\$90.00-\$165.00</i>

This item was pulled at the request of staff.

- 4. *Consider recommending to the Glynn County Board of Commissioners to award the contract for construction of the Island Trail, Phase II project to Woodard Construction Company in the amount of \$264,765 with funding of \$247,000 from the Lawrence Road Bike Path project budget (Program Object 4933.54375) and \$17,765 from the St. Simons Land Trust through the PATH Foundation.*

Mr. Jim Bruner, County Engineer, presented this item and stated that nine bids had been received for the project and he recommended award to the lowest bidder. Commissioner Sublett commented on the variance between the bids and questioned if the low bidder would be able to do the job according to the specs. Mr. Bruner stated that he could. Mr. Bruner stated that the St. Simons Land Trust was participating in this project and had committed \$250 thousand for Phase II and Phase III and \$17,654

of that amount would be spent on Phase II. The following motion made by Commissioner Sublett and seconded by Commissioner Hogan passed unanimously.

Recommend that the Board of Commissioners to award the contract for construction of the Island Trail, Phase II project to Woodard Construction Company in the amount of \$264,765 with funding of \$247,000 from the Lawrence Road Bike Path project budget (Program. Object 4933.54375) and \$17,765 from the St. Simons Land Trust through the PATH Foundation. (Vote: 3-0)

5. *Consider recommending that the Board of Commissioners approve to hold a public hearing to establish and/or raise fees for the Recreation Department. The Neptune Park Pool, Miniature Golf and Selden Park new Pavilion becomes effective upon Commission approval. All other fees would take effect July 1, 2009.*

Mr. Wesley Davis, Recreation Director, requested authorization to hold a public hearing in order to establish fees for the new activities at Neptune and Selden Parks and to increase fees already in place. Commissioner Sublett questioned whether the County would be required to hold more than one public hearing and Mr. Davis stated that only one is required. Commissioner Sublett stated that the fees seemed reasonable and Mr. Davis stated that the County had not raised these fees in several years and that he had surveyed other governments and had presented the fee proposals to both advisory boards. Commissioner Hogan questioned whether there would be a family membership fee and Mr. Davis stated that there would. The following motion made by Commissioner Hogan and seconded by Commissioner Sublett passed unanimously.

Recommend that the Board of Commissioners approve to hold a public hearing to establish and/or raise fees for the Recreation Department. The Neptune Park Pool, Miniature Golf and Selden Park new Pavilion becomes effective upon Commission approval. All other fees would take effect July 1, 2009. (Vote: 3-0)

6. *Consider recommending agreements with the highest bidders.*
 - a) *the Neptune Park Concession facility received a pledge for the bid amount of \$18,501.99 from the highest bidding vendor; and*
 - b) *the Coast Guard Park Concession facility received a pledge for the bid amount of \$5,502.00 from the highest bidding vendor.*

Mr. Wesley Davis stated that the requests for bids had been advertised in the newspaper and that staff held a pre-bid meeting and showed the interested bidders the sites. He stated that there were quite a few people attending the meeting. Only two bidders submitted bids and he recommended approval of the agreements with the two bidders. The following motion made by Commissioner Sublett and seconded by Commissioner Hogan passed unanimously.

Recommend that the Board of Commissioners approve agreements with the highest bidders.

- a) **the Neptune Park Concession facility received a pledge for the bid amount of \$18,501.99 from the highest bidding vendor; and**
- b) **the Coast Guard Park Concession facility received a pledge for the bid amount of \$5,502.00 from the highest bidding vendor. (Vote: 3-0)**

7. *Consider recommending that the Board of Commissioners approve the 2008 Performance Partnership Agreement with the Office of Homeland Security/Georgia Emergency Management Agency, and authorize the Glynn County EMA Director and the Glynn County Board of Commissioner's Chairman to execute the applicable Performance Partnership Agreement subject to the County Attorney's approval.*

Mr. Jay Wiggins, EMA Director, presented this item and requested approval which would result in revenue of \$30,512 from GEMA. The following motion made by Commissioner Hogan and seconded by Commissioner Sublett passed unanimously.

Recommend that the Board of Commissioners approve the 2008 Performance Partnership Agreement with the Office of Homeland Security/Georgia Emergency Management Agency, and authorize the Glynn County EMA Director and the Glynn County Board of Commissioner's Chairman to execute the applicable Performance Partnership Agreement subject to the County Attorney's approval. (Vote: 3-0)

8. *Consider recommending that the Board of Commissioners accept the \$700,000 federal grant that is being awarded through Chatham County from the Georgia Emergency Management Agency's Public Safety Interoperable Communications (PSIC) grant program. The funds will be used to implement the first phases of upgrading the County's 911 communications system. The County Attorney is asked to develop an appropriate interlocal agreement between Glynn County and Chatham County that will allow for the grant funds to be spent on Glynn County's project.*

Deputy Police Chief Scott Trautz presented this item and stated that the grant in question had already been awarded to Area 5 in the amount of \$7.711 million with Chatham County identified as the lead agency. Glynn County was granted \$700 thousand of the area-wide grant. As several other counties did their projects, their match was large enough to cover Glynn County's match so Glynn County will be able to spend the \$700 thousand with no local cash match. The following motion made by Commissioner Hogan and seconded by Commissioner Sublett passed unanimously.

Recommend that the Board of Commissioners accept the \$700,000 federal grant that is being awarded through Chatham County from the Georgia Emergency Management Agency's Public Safety Interoperable Communications (PSIC) grant program. The funds will be used to implement the first phases of upgrading the County's 911 communications system. The County Attorney is asked to develop an appropriate interlocal agreement between Glynn County and Chatham County that will allow for the grant funds to be spent on Glynn County's project. (Vote: 3-0)

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

Chairman Thaw requested that all items except #3 be placed on the Board of Commissioners' Consent Agenda. Item #3 was pulled from the Finance Committee agenda and will not go forward to the BOC.