



## Finance Committee Meeting Minutes

Glynn County Board of Commissioners

4:00 p.m., Tuesday, September 28, 2010

Third Floor Conference Room

W. Harold Pate Courthouse Annex

Brunswick, Georgia

### Present:

**Committee Members:** *J. Clark, D. Hogan and T. Thaw*

**Other Commissioners:**

**Staff:** *D. Bragdon, J. Carter, M. Doering, D. Hainley, P. McNicoll, A. Ours, Y. Phillips, A. Randolph, S. Santee, C. Temple, A. Thomas, W. Worley, T. Wright*

**Press:**

**Others:** *Matt Berberick, Bruce Dixon, B. Edenfield, Robert Ussery,*

1. Consider approval of the consent agenda.
  - a) Approval of the September 7, 2010 Finance Committee Minutes.
  - b) Recommend that the Board of Commissioners deny a request from Ms. Carla Futch, that \$10.00 paid in penalties for her 2010 tag be refunded.
  - c) Recommend that the Board of Commissioners deny a request from Mr. Louis Monti, that \$36.34 paid in penalties for his 2010 tag renewals be refunded.
  - d) Recommend that the Board of Commissioners authorize payment of the excess tax proceeds from the tax sale of parcel no. 01-00391 in the amount of seven thousand three hundred eighteen and 36/100 dollars (\$7,318.36) to Douglas J. Mathis for distribution per legal priorities.
  - e) Recommend that the Board of Commissioners authorize payment of the excess tax proceeds from the tax sale of parcel no. 04-05099 in the amount of eighteen thousand sixty eight and 04/100 dollars (\$18,068.04) to attorney Adam C. Caskey for distribution per legal priorities.
  - f) Recommend that the Board of Commissioners exercise the third year extension from GILA Corporation d/b/a Municipal Services Bureau (MSB) for debt collection services.
  - g) Recommend that the Board of Commissioners exercise the first option year extension from Patrick's Uniforms for the individual prices per the attached with funding to be provided by the Fire Department operating budget.
  - h) Recommend that the Board of Commissioners carryforward the FY10 Encumbrances Budget to the FY11 Budget.

The following motion made by Commissioner Hogan and seconded by Commissioner Thaw passed unanimously. Commissioner Clark had not yet arrived at the meeting.

**Recommend approval of the consent agenda. (Vote: 2-0)**

2. Discuss Accommodation Excise Tax Penalties. (Mr. Bruce Dixon, Fairfield Inn & Suites)

Mr. Bruce Dixon, Manager of the Fairfield Inn and Holiday Inn, informed the Committee that the hotels' bed taxes for June, 2010, had been mailed on July 20 in Vidalia but the Vidalia post office did not postmark the mail locally. They send all mail to Savannah to be postmarked and it therefore received a later postmark date than the actual date that it was submitted to the Vidalia Post Office. Mr. Dixon referred to a letter that he received from the Vidalia Postmaster confirming that process. Mr. Dixon requested that penalties and interest be waived due to the post office procedure. Mr. Will Worley, Assistant County Attorney, stated that the letter from the Postmaster could be used to support the mailing date of July 20, 2010. The following motion made by Commissioner Hogan and seconded by Commissioner Clark passed unanimously.

**Recommend that the Board of Commissioners consider that the payment received from Fairfield Inn & Suites and Holiday Inn Hotel for accommodation excise taxes for the month of June 2010 was received on time and waive the penalties and interest. (Vote: 3-0)**

3. Consider recommending to the Board of Commissioners that the agreement between Glynn County and the Golden Isles Career Academy be amended to allow the Golden Isles Career Academy to utilize the previously donated ambulance as a mobile unit in the broadcast and video production program.

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

**Recommend that the Board of Commissioners that the agreement between Glynn County and the Golden Isles Career Academy be amended to allow the Golden Isles Career Academy to utilize the previously donated ambulance as a mobile unit in the broadcast and video production program. (Vote: 3-0)**

4. Consider recommending that the Board of Commissioners authorize the Police Department to add a mixed fleet vehicle for the Gang/Drug Investigator position.

Police Chief Matt Doering presented this item and stated that the vehicle requested had been seized and there would be no money outlay to add this vehicle to the fleet. The following motion made by Commissioner Hogan and seconded by Commissioner Clark passed unanimously.

**Recommend that the Board of Commissioners authorize the Police Department to add a mixed fleet vehicle for the Gang/Drug Investigator position. (Vote: 3-0)**

5. Consider recommending that the Board of Commissioners
  - authorize the payment to Tyler Technologies in the sum of \$265,334 for the Odyssey system software and services;

- that \$145,334 be paid now and \$120,000 of the payment be withheld until the issues list attached is resolved and final payment is approved by the County Administrator; and
- approve funding to be provided by the County Administrator's Contingency budget.

Ms. Debra Bragdon, Information Technology Systems Analyst, presented this item and state that the project is moving forward and they are looking at an upgrade which should resolve most of the outstanding issues. Mr. Alan Ours, County Administrator, informed the Committee that he and Mr. John Catron had met with the Sheriff in the previous week. He said that Tyler had made progress in the last few months and he believed that contractually the County needs to pay something. The Sheriff agreed as long as a substantial amount is withheld. He stated that they are on target to finish by March 2011. Commissioner Thaw asked if \$120 thousand was enough to withhold to cover the list of items to resolve. After discussion the following motion made by Commissioner Clark and seconded by Commissioner Hogan passed unanimously.

**Recommend that the Board of Commissioners**

- **authorize the payment to Tyler Technologies in the sum of \$265,334 for the Odyssey system software and services;**
  - **that \$120,000 be paid now and \$145,334 of the payment be withheld until the issues list attached is resolved and final payment is approved by the County Administrator; and**
  - **approve funding to be provided by the County Administrator's Contingency budget. (Vote: 3-0)**
6. Consider recommending that the Board of Commissioners award the bid for the North Glynn Recreation Pavilions to the lowest responsive and responsible bidder, Southern Contractors of Glynn, Brunswick, GA, in the amount of \$160,925 with funding to be provided by SPLOST 4 Funds.

There was no discussion on this item and the following motion made by Commissioner Hogan and seconded by Commissioner Clark passed unanimously.

**Recommend that the Board of Commissioners award the bid for the North Glynn Recreation Pavilions to the lowest responsive and responsible bidder, Southern Contractors of Glynn, Brunswick, GA, in the amount of \$160,925 with funding to be provided by SPLOST 4 Funds. (Vote: 3-0)**

7. Consider recommending that the Board of Commissioners authorize the issuance of an Invitation for Bid for land clearing and installation of sewer drain field lines at Blythe Island Regional Park with funding to be provided the General Fund fund balance, to be repaid with interest by SPLOST #5 when funds become available.

Mr. Wesley Davis, Recreation Director, stated that the drain lines are failing at Blythe Island Regional Park and this project is recommended by the Health Department. The following motion made by Commissioner Clark and seconded by Commissioner Hogan passed unanimously.

**Recommend that the Board of Commissioners authorize the issuance of an Invitation for Bid for land clearing and installation of sewer drain field lines at Blythe Island Regional Park with funding to be provided the General Fund fund balance, to be repaid with interest by SPLOST #5 when funds become available. (Vote: 3-0)**

8. Consider recommending that the Board of Commissioners accept Mr. John Varner's offer to pay for materials and timing coordination, in the amount of \$58,152.72, for a traffic signal to be installed at the intersection of Sea Island Rd. at the Harris Teeter entrance in the December 2010/January 2011 time frame.

Mr. John Carter, Public Works Director, presented this item. There were questions from Commissioners Thaw and Hogan concerning the need for a new traffic light at that location. Mr. Carter responded that it was not needed now but would be in the future. He said they would be installing it as soon as it is approved. Mr. Bill Edenfield stated that Thomas & Hutton had estimated the need for the light in five years. Mr. Carter stated that a roundabout at Frederica and Sea Island Causeway would work in concert with the traffic lights. The following motion made by Commissioner Hogan and seconded by Commissioner Clark passed unanimously.

**Recommend that the Board of Commissioners accept Mr. John Varner's offer to pay for materials and timing coordination, in the amount of \$58,152.72, for a traffic signal to be installed at the intersection of Sea Island Rd. at the Harris Teeter entrance in the December 2010/January 2011 time frame. (Vote: 3-0)**

9. Consider recommending that the Board of Commissioners approve a Change Order to New South Construction in the amount of \$366,380.80 for a full furniture package that will accommodate relocating Glynn County Engineering, Community Development and GIS departments to the new Pate Addition with funding to be provided by SPLOST #5.

Mr. Paul Christian, Assistant County Administrator, presented this item and stated that the Pate project would be completed in March 2011. He said that the original bid was for \$515 thousand but had been trimmed down. Commissioner Hogan asked if Mr. Ours had any reservations about this. Mr. Ours responded that this bid was not all for furniture. He stated that \$130 thousand was for cubicles which costs 25% less than if individual officers were build. He stated that he thought the costs were very reasonable. The following motion made by Commissioner Clark and seconded by Commissioner Hogan passed unanimously.

**Recommend that the Board of Commissioners approve a Change Order to New South Construction in the amount of \$366,380.80 for a full furniture package that will accommodate relocating Glynn County Engineering, Community Development and GIS departments to the new Pate Addition with funding to be provided by SPLOST #5. (Vote: 3-0)**

10. Consider recommending that the Board of Commissioners make a final selection for the location of the St. Simons Island Sports Complex and authorize staff to move forward with the project.

Mr. Paul Christian presented this item. Commissioner Thaw questioned whether there were deed restriction on the Lawrence Road parcel. Mr. Worley stated that he was not familiar with that property. Mr. Hainley stated that he had submitted to FAA for a final decision of whether the building could be built next to the Airport. He said he has received no response from FAA. Commissioner Thaw requested a drawing of the proposed building and said it needed to be priced out no matter where it sits. Commissioner Thaw said that he will have a town meeting and he will be in charge of the meeting. No action was taken on the item.

11. Consider recommending that the Board of Commissioners direct Ussery-Rule to prepare a scope of work for the master plan for the St Simons Island Coast Guard and Massengale Park parking plan to include paving, landscaping and lighting in the amount of \$49,500 with funding to be provided by the General Fund fund balance.

Mr. Paul Christian and Mr. Robert Ussery presented this item. Mr. Ussery stated that the additional services and reimbursables that were shown in his proposal would be covered in the \$49,500 fee. Mr. Ours asked if bid documents would be included and Mr. Ussery stated that they would not. That would be another step in the process. He stated that it would take a couple of months to complete this part of the project. The following motion made by Commissioner Hogan and seconded by Commissioner Clark passed unanimously.

**Recommend that the Board of Commissioners direct Ussery-Rule to prepare a scope of work for the master plan for the St Simons Island Coast Guard and Massengale Park parking plan to include paving, landscaping and lighting in the amount of \$49,500 with funding to be provided by the Administrators Contingency Budget. (Vote: 3-0)**

12. Consider recommending that the Board of Commissioners direct Ussery-Rule to prepare a scope of work for Phase III of the Village Master Plan project known as "Postell Market" for a total of \$48,500.00 with funding to be provided by General Fund fund balance.

After discussion it was determined that this project needed to be competitively bid. The following motion made by Commissioner Hogan and seconded by Commissioner Clark passed unanimously.

**Recommend that the Board of Commissioners direct staff to bid Phase 3 of the Neptune Park Village Master Plan project known as Postell Market. (Vote: 3-0)**

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

**Commissioner Thaw requested that all items except #10 be placed on the Board of Commissioners consent agenda. No action was taken on #10.**