



Finance Committee Meeting Minutes
Glynn County Board of Commissioners
8:30 a.m., Tuesday, June 7, 2011
Third Floor Conference Room
W. Harold Pate Courthouse Annex
Brunswick, Georgia

Present:

Committee Members: *A. Callaway, R. Strickland and C. Taylor*

Other Commissioners:

Staff: *B. Aldinger, D. Bragdon, P. Christian, R. Coolidge, W. Davis, F. Dees, P. McNicoll, D. O'Neal, A. Ours, B. Rowell, C. Temple, S. Trautz, W. Worley*

Press: *A. Hall, M. Permar*

Others: *Charlie Creveling, Russell Hightower, Betty Knight*

To view an item's support documentation, click on its [LINK](#).

- 1) Consider approval of the May 10, 2011 Finance Committee Minutes. (P. McNicoll) 9 pages [LINK](#)

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

Approval of the May 10, 2011 Finance Committee Minutes. (Vote: 3-0)

- 2) Receive Workers Compensation Report. (R. Coolidge) 6 pages [LINK](#)

This item was postponed until after item #10 as Mr. Coolidge was not yet at the meeting.

No action was taken on this item.

Tax Commissioner's Items

- 3) Consider recommending that the Board of Commissioners approve a request from Mr. Stewart Sadler that \$153.04 paid in interest for parcel #04-02542 property taxes be refunded. (F. Dees) 24 pages [LINK](#)
- 4) Consider recommending that the Board of Commissioners approve a request from Ms. Chandra Capps that \$417.76 paid in penalties and interest for parcel #03-11390 property taxes be refunded. (F. Dees) 6 pages [LINK](#)

The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

Recommend that the Board of Commissioners approve a request from

- **Mr. Stewart Sadler that \$153.04 paid in interest for parcel #04-02542 property taxes be refunded.**
- **Ms. Chandra Capps that \$417.76 paid in penalties and interest for parcel #03-11390 property taxes be refunded. (Vote: 3-0)**

- 5) Consider recommending that the Board of Commissioners approve a request from Mr. James Bishop that \$5,551.80 paid in penalties and interest for parcel #04-12413 and 04-12414 property taxes be refunded. (F. Dees) 2 pages [LINK](#)

Commissioner Strickland questioned if the address problem happened periodically. Tax Commissioner Florence Dees responded that the Tax Assessors Office uses the Govern system now and she is hoping that these problems will be eliminated. Commissioner Strickland stated that even though there was a bad address, the property owners still have the responsibility to pay their taxes. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners approve a request from Mr. James Bishop that \$5,551.80 paid in penalties and interest for parcel #04-12413 and 04-12414 property taxes be refunded. (Vote: 3-0)

- 6) Consider recommending that the Board of Commissioners approve a request from Marshland Credit Union that \$154.13 paid in interest for parcel #03-12675 property taxes be refunded. (F. Dees) 13 pages [LINK](#)

Mr. Will Worley, Assistant County Attorney, informed the Committee that Ms. Lopez is an accountant who signed the letter requesting the refund but the refund should be given to Marshland Credit Union. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners approve a request from Marshland Credit Union that \$154.13 paid in interest for parcel #03-12675 property taxes be refunded. (Vote: 3-0)

- 7) Consider recommending that the Board of Commissioners approve a request from Mr. Johnny Johnson that \$1,177.47 paid in penalties, interest, and collection fees for parcel #03-08383 property taxes be refunded. (F. Dees) 15 pages [LINK](#)

The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners approve a request from Mr. Johnny Johnson that \$1,177.47 paid in penalties, interest, and collection fees for parcel #03-08383 property taxes be refunded. (Vote: 3-0)

- 8) Consider recommending that the Board of Commissioners approve a request from Mr. David Whitworth that \$45.84 paid in interest for parcel #04-05111 property taxes be refunded. (F. Dees) 5 pages [LINK](#)

The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

Recommend that the Board of Commissioners approve a request from Mr. David Whitworth that \$45.84 paid in interest for parcel #04-05111 property taxes be refunded. (Vote: 3-0)

- 9) Consider recommending that the Board of Commissioners approve a request from Mr. and Mrs. Timothy Keadle that \$54.28 paid in interest for parcel #04-10460 property taxes are refunded. (F. Dees) 5 pages [LINK](#)

The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners approve a request from Mr. and Mrs. Timothy Keadle that \$54.28 paid in interest for parcel #04-10460 property taxes are refunded. (Vote: 3-0)

Solid Waste Item

- 10) Consider rescinding the action taken on March 8, 2011 to refund 2008, 2009 and 2010 solid waste fees for Ms. Betty Knight as Ms. Knight did not and does not own the property. (B. Rowell) 5 pages [LINK](#)

Tax Commissioner Florence Dees stated that the property was not owned by Ms. Betty Knight and she was therefore not eligible for a refund. Ms. Knight stated that her brother paid the taxes and she is paying him back. She stated that she owns the trailer. Ms. Dees stated that the brother owns the property and paid the tax bill. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Rescind the action taken on March 8, 2011 to refund 2008, 2009 and 2010 solid waste fees for Ms. Betty Knight as Ms. Knight did not and does not own the property. (Vote: 3-0)

- 2) Receive Workers Compensation Report. (R. Coolidge) 6 pages [LINK](#)

Mr. Rick Coolidge, Human Resources, presented this item and stated that the report took into account the Subsequent Injury Trust Fund reimbursements but not other reimbursements. Commissioner Taylor stated that significant savings could be realized if the County gets workers compensation accidents under control. He stated that staff should concentrate on Public Works and Fire because most of the claims are in those departments. Commissioner Strickland stated that Ms. Becky Rowell, Acting Public Works Director, had really cut back on workers comp accidents in Public Works. He stated that some of the accidents in the Fire Department are unavoidable.

No action was taken on this item.

Human Resources Item

- 11) Consider recommending that the Board of Commissioners increase the co-pay for hospital emergency room visits to \$150 effective July 1, 2011. (O. Reed) 2 pages [LINK](#)

Ms. Orah Reed, Human Resources Director, presented this item and stated that emergency room costs for calendar year 2010 amounted to \$442,705 for 237 claims. She stated that the emergency room is being used for non-emergency situations in some cases. The increase in the co-pay should be incentive for employees to use a primary physician or urgent care facility instead of the emergency room. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

Recommend that the Board of Commissioners increase the co-pay for hospital emergency room visits to \$150 effective July 1, 2011 and approve the amendment to the CIGNA contract. (Vote: 3-0)

Recreation Item

- 12) Consider recommending that the Board of Commissioners authorize the Recreation Department to advertise to hold a public hearing to initiate additional passes for purchase at the Miniature Golf Course in Neptune Park. (W. Davis) 1 page [LINK](#)

Mr. Wesley Davis, Recreation Director, requested that the County sell family passes for miniature golf as well as the individual passes that were approved last year. Mr. Davis stated that two individual passes had been sold in the past year. The following motion made by Commissioner and Strickland seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners authorize the Recreation Department to advertise to hold a public hearing to initiate additional passes for purchase at the Miniature Golf Course in Neptune Park. (Vote: 3-0)

Contracts/Bids

- 13) Consider recommending that the Board of Commissioners award the bid for Neighborhood Parks Grounds Maintenance Services to the lowest responsive and responsible bidder, Creative Landscapes from Brunswick, GA, in the amount of \$40,800 with funding to be provided by the Recreation Department operating budget. (W. Davis) 2 pages [LINK](#)

Mr. Wesley Davis, Recreation Director, stated that bids had been opened and recommended award to the low bidder, Creative Landscapes. He stated that the County has 12 parks totaling 51.4 acres on St. Simons and 15 parks totaling 59 acres on the mainland. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners award the bid for Neighborhood Parks Grounds Maintenance Services to the lowest responsive and responsible bidder, Creative Landscapes from Brunswick, GA, in the amount of \$40,800 with funding to be provided by the Recreation Department operating budget. (Vote: 3-0)

- 14) Consider recommending that the Board of Commissioners approve the contract with Civic Plus to redesign the County's website. (J. Catron) 10 pages [LINK](#)

Ms. Debra Bragdon, Information Technology Analyst, presented this item and stated that the County has had the current website design for five years and that it was time to upgrade the website. She stated that Civic Plus hosts the current website and that this would be a complete redesign. Commissioner Callaway questioned whether this went out to bid and Ms. Bragdon stated that Civic Plus is the County's vendor and it did not go to bid because the County was not looking for another vendor at this point. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners approve the contract with Civic Plus to redesign the County's website. (Vote: 3-0)

- 15) Consider recommending that the Board of Commissioners approve the contract with the Department of Corrections for a work detail from the Appling Pre-Release Center at a cost of \$39,500 per year with funding from the Public Works FY 12 operating budget. (B. Rowell) 7 pages [LINK](#)

Ms. Becky Rowell, Acting Public Works Director, presented this item and stated that the County has utilized these services for several years and it has been a very successful project. She stated that the Warden thinks they will be able to provide the service through December but changes in the prison system may affect this contract in January. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

Recommend that the Board of Commissioners approve the contract with the Department of Corrections for a work detail from the Appling Pre-Release Center at a cost of \$39,500 per year with funding from the Public Works FY 12 operating budget. (Vote: 3-0)

- 16) Consider recommending that the Board of Commissioners award the bid for the purchase of a sidewalk sweeper to Mark C. Pope Associates in the amount of \$31,145.78 with funds to be provided by SPLOST 5. (B. Rowell) 2 pages [LINK](#)

Ms. Becky Rowell, Acting Public Works Director, stated that this is a replacement of a current sidewalk sweeper that is now out of service. The original budget for this item was \$40 thousand. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners award the bid for the purchase of a sidewalk sweeper to Mark C. Pope Associates in the amount of \$31,145.78 with funds to be provided by SPLOST 5. (Vote: 3-0)

- 17) Consider recommending that the Board of Commissioners award the bid for the purchase of a fuel truck to Freightliner of Savannah in the amount of \$106,794.00 with funds to be provided by SPLOST 5. (B. Rowell) 2 pages [LINK](#)

Ms. Becky Rowell, Acting Public Works Director, stated that the fuel truck recommended is a 2009 model demo unit with less than ten thousand miles. She stated that the budget amount was \$135 thousand so this is a good price. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners award the bid for the purchase of a fuel truck to Freightliner of Savannah in the amount of \$106,794.00 with funds to be provided by SPLOST 5. (Vote: 3-0)

- 18) Consider recommending that the Board of Commissioners award the bid for the purchase of a low boy tractor to Yancey Truck centers in the amount of \$96,583.39 with funds to be provided by SPLOST 5. (B. Rowell) 2 pages [LINK](#)

Ms. Becky Rowell presented this item and stated that this tractor will replace an 88 model that will be retired. This item was originally budgeted at \$130 thousand. Commissioner Taylor asked what would be done with the old unit and Ms. Rowell stated that it would be brought back to the Board of Commissioners requested that it be declared surplus. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners award the bid for the purchase of a low boy tractor to Yancey Truck centers in the amount of \$96,583.39 with funds to be provided by SPLOST 5. (Vote: 3-0)

- 19) Consider recommending that the Board of Commissioners approve the purchase of the 2004 John Deere 700H LGP Bulldozer from the City of Screven at a cost of \$49,978 from surplus funds in SPLOST 5 equipment purchases. (B. Rowell) 5 pages [LINK](#)

Ms. Becky Rowell stated that the Public Works Department is in need of a large bulldozer to use for land clearing and burning of debris. She stated that Public Works employees had found this used machine that the City of Screven wanted to sell. The City of Screven had brought the machine to Glynn County Public Works and County employees have tried it out and mechanics have checked it out. Mr. Will Worley, Assistant County Attorney, stated that the Purchasing Ordinance doesn't have a provision for exemption from the bidding process but those are Board of Commissioners requirements and they can change the ordinance to allow these types of purchases. Commissioner Callaway stated that they need to change the ordinance to allow this. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Defer this item to the July 7, 2011 Board of Commissioners along with a change to the Purchasing Ordinance. (Vote: 3-0)

- 20) Consider recommending that the Board of Commissioners authorize staff to purchase 50 Motorola Astro Digital XTS 1500 single band portable radios at a cost of \$65,800 through the state contract with funding to be provided by the Public Works Department FY 11 operating budget. (B. Rowell) 3 pages [LINK](#)

Ms. Becky Rowell presented this item and stated that the radios were budgeted in the FY11 budget. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

Recommend that the Board of Commissioners authorize staff to purchase 50 Motorola Astro Digital XTS 1500 single band portable radios at a cost of \$65,800 through the state contract with funding to be provided by the Public Works Department FY 11 operating budget. (Vote: 3-0)

- 21) Consider recommending that the Board of Commissioners exercise the second option year with Express Lube Car Wash at \$9.33/basic wash and \$9.98/special wash per vehicle per month with costs to come from each user's operating budget. (B. Rowell) 7 pages [LINK](#)

Ms. Becky Rowell, Acting Public Works Director, stated that the first option year of this contract ends June 30, 2011 and there are provisions for three, one year extensions. Approximately 225 vehicles use the service, primarily in the Sheriff's Office and Police Department. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners exercise the second option year with Express Lube Car Wash at \$9.33/basic wash and \$9.98/special wash per vehicle per month with costs to come from each user's operating budget. (Vote: 3-0)

- 22) Consider recommending that that the Board of Commissioners award the bid for residential solid waste and recycling services for the base year beginning January 1, 2012 to Southland Waste Services for the unit prices shown on the attached Southland Waste Systems bid with funding from the annual solid waste fee. (B. Rowell) 10 pages [LINK](#)

Ms. Becky Rowell, Acting Public Works Director, presented this item and stated that staff recommended awarding the bid to Southland Waste Services. Mr. Russ Hightower, Waste Management, was allowed to speak to the Committee and stated that they would offer enhanced recycling services than Southland. Commissioner Taylor questioned if Mr. Hightower had discussed this with the Purchasing Agent and he said that he had not. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Defer this item to a date uncertain. (Vote: 3-0)

- 23) Consider recommending that the Board of Commissioners award the bid for the Bayberry N. Water System Improvement project to Allen Owens Construction,

Blackshear, Georgia, in the amount of \$92,308.20 with funding from program/object 4303.54375. (P Andrews) 2 pages [LINK](#)

Mr. Paul Andrews, Acting County Engineer, presented this item and stated that this project was for the rehabilitation of an existing water line in Sea Palms Subdivision. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners award the bid for the Bayberry N. Water System Improvement project to Allen Owens Construction, Blackshear, Georgia, in the amount of \$92,308.20 with funding from program/object 4303.54375. (Vote: 3-0)

24) Consider recommending that the Board of Commissioners approve Change Order #6 from Thomas & Hutton for the Spur 25 Design Project in the amount of \$19,000 with funds to be provided by SPLOST 3. (P. Andrews) 1 page [LINK](#)

Mr. Paul Andrews, Acting County Engineer, presented this item and explained the reasons for the requested change order. Commissioner Callaway requested an update on the project to include the amount of funds expended, change orders, and a timeline. Commissioner Strickland requested the update at the June worksession and asked that Thomas and Hutton and GA DOT representative also attend that meeting. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Defer this item to the Finance Committee meeting on July 12, 2011. (Vote: 3-0)

25) Consider recommending that the Board of Commissioners approve Change Order #1 from Thomas & Hutton Engineering Co. for the Hwy 82 Drainage Project in the amount of \$67,500 with funds to be provided by SPLOST 4. (P. Andrews) 2 pages [LINK](#)

Mr. Paul Andrews, Acting County Engineer, presented this item and stated that there would be a cost savings on the overall project if the specifications are changed. There was discussion as to whether the property owner would be willing to provide the County with the property needed. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Defer this item until all questions can be answered. (Vote: 3-0)

26) Consider recommending that the Board of Commissioners approve the 2012 fiscal year Public Defender appropriation of \$432,679 and execute the contract with the Brunswick Judicial Circuit Public Defender. (P. McNicoll) 14 pages [LINK](#)

Ms. Phyllis McNicoll, Finance Director, explained that the Public Defender appropriation had been approved in the FY12 budget and that this was the annual contract with the Circuit Public Defender. The following motion made by Commissioner Taylor and seconded by Commissioner Strickland passed unanimously.

Recommend that the Board of Commissioners approve the 2012 fiscal year Public Defender appropriation of \$432,679 and execute the contract with the Brunswick Judicial Circuit Public Defender. (Vote: 3-0)

- 27) Consider recommend that the Board of Commissioners
- approve the Bill of Sale, Transfer and Conveyance and Acknowledgement of Receipt of Equipment Purchased with Public Safety Interoperable Communication (PSIC) Grant Funds in the amount of \$1.00, and;
 - accept the Motorola Consolette XTL 5000, Model No. L20URRS9PWIAN, Serial No. 276CLV0072, PSIC Tag No. 226, together with one installation tray and one interface cable,
- to be used at the Glynn Brunswick E911 Communications Center to provide effective, reliable access to interoperable communications should a severe weather event or other disaster threaten the Glynn County area. (D. O'Neal) 43 pages [LINK](#)

Mr. David O'Neal, Glynn Brunswick E-911 Director, explained that the Consolette purchased using PSIC Grant funds has been made available to Glynn County at no cost to the County. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners

- **approve the Bill of Sale, Transfer and Conveyance and Acknowledgement of Receipt of Equipment Purchased with Public Safety Interoperable Communication (PSIC) Grant Funds in the amount of \$1.00, and;**
- **accept the Motorola Consolette XTL 5000, Model No. L20URRS9PWIAN, Serial No. 276CLV0072, PSIC Tag No. 226, together with one installation tray and one interface cable,**

to be used at the Glynn Brunswick E911 Communications Center to provide effective, reliable access to interoperable communications should a severe weather event or other disaster threaten the Glynn County area. (Vote: 3-0)

County Attorney Item

- 28) Consider recommending that the Board of Commissioners approve the sale of the equipment by Innovative Foam and authorize the release of Glynn County's security interest in the equipment in exchange for \$18,000. Should the sale between the prospective buyer and Innovative Foam not occur as anticipated, I move, in the alternative, to recommend to the Board of Commissioners that staff be authorized to take the actions necessary to sell the equipment in the manner provided under the loan documents between the county and Innovative Foam, including a possible sale to Marx Industries, Inc. for \$18,000, and to apply the proceeds of any sale to the loan obligations. I further move to recommend to the Board of Commissioners that staff be authorized to process the appropriate document(s) to accomplish and complete the action(s) authorized hereunder and that the Chairman be authorized to execute same, if necessary. (A. Mumford) 3 pages [LINK](#)

Mr. Will Worley, Assistant County Attorney, explained that Innovative Foam had defaulted on the loan issued by the County through the County's Revolving Loan Fund and requested approval in order to close the loan. He stated that the Department of Community Affairs had been contacted and informed of what was going on with the loan and they agreed with the action requested. The following motion made by Commissioner Strickland and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners approve the sale of the equipment by Innovative Foam and authorize the release of Glynn County's security interest in the equipment in exchange for \$18,000. Should the sale between the prospective buyer and Innovative Foam not occur as anticipated, I move, in the alternative, to recommend to the Board of Commissioners that staff be authorized to take the actions necessary to sell the equipment in the manner provided under the loan documents between the county and Innovative Foam, including a possible sale to Marx Industries, Inc. for \$18,000, and to apply the proceeds of any sale to the loan obligations. I further move to recommend to the Board of Commissioners that staff be authorized to process the appropriate document(s) to accomplish and complete the action(s) authorized hereunder and that the Chairman be authorized to execute same, if necessary. (Vote: 3-0)

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

Items 2-16, 18, 20-21, 23 and 27-28, will be placed on the Board of Commissioners' Consent Agenda.

Items 17 and 26 will be placed on the Board of Commissioners' Regular Agenda.

Items 1 and 9 will not be forwarded to the Board of Commissioners' Agenda.

Item 19 was deferred until the July 7, 2011 Board of Commissioners' Meeting.

Items 22 and 25 were deferred to a date uncertain.

Item 24 was deferred to the July 12, 2011 Finance Committee Meeting.