



*A Golden Past.  
A Shining Future.*

**Finance Committee Meeting Minutes**  
**Glynn County Board of Commissioners**  
**8:30 a.m., Tuesday, September 6, 2011**  
**Third Floor Conference Room**  
**W. Harold Pate Courthouse Annex**  
**Brunswick, Georgia**

**Present:**

**Committee Members:** *A. Callaway and R. Strickland*

**Other Commissioners:**

**Staff:** *P. Andrews, J. Breitenbach, R. Coolidge, W. Davis, M. Doering, B. Gerhardt, D. Hainley, P. McNicoll, A. Mumford, P. Nicometo, D. O'Neal, A. Ours, B. Rowell, A. Thomas*

**Press:** *A. Hall, M. Permar*

**Others:**

- 1) Consider approval of the August 9, 2011 Finance Committee Minutes. (P. McNicoll) *8 pages* [LINK](#)

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

**Approval of the August 9, 2011 Finance Committee Minutes. (Vote: 2-0)**

- 2) Receive the monthly Workers Compensation Report. (R. Coolidge) *5 pages* [LINK](#)

Mr. Rick Coolidge, HR Generalist, presented the August Workers Compensation report and stated that there were only seven incidents reported for the month of August. He stated that there were no incidents reported in the last two weeks of the month. Mr. Coolidge informed the Committee that he was working on the safety incentive program which would be brought to the Board of Commissioners in several months. The following motion made by Commissioner and seconded by Commissioner passed unanimously.

**No action was taken on this item.**

- 3) Consider recommending that the Board of Commissioners approve a request from Mr. Toney Davis that \$235.99 paid in ad valorem taxes for a 2005 Keystone Laredo travel trailer and a 2001 Ford Ranger pickup truck be refunded. (F. Dees) *4 pages* [LINK](#)

Commissioner Strickland stated that he agreed with the request and the following motion made by Commissioner Strickland and seconded by Commissioner Callaway passed unanimously.

**Recommend that the Board of Commissioners approve a request from Mr. Toney Davis that \$235.99 paid in ad valorem taxes for a 2005 Keystone Laredo travel trailer and a 2001 Ford Ranger pickup truck be refunded. (Vote: 2-0)**

- 4) Consider recommending that the Board of Commissioners amend the FY12 budget to include the attached list of prior year encumbrances that were outstanding at June 30, 2011. (P. McNicoll) *4 pages* [LINK](#)

Ms. Phyllis McNicoll, Finance Director, presented the list of encumbrances for which a budget amendment was requested. She stated that this budget amendment would move the budget in place at 6/30/11 for the

purchase orders on the list into the current fiscal year. The following motion made by Commissioner Strickland and seconded by Commissioner Callaway passed unanimously.

**Recommend that the Board of Commissioners amend the FY12 budget to include the attached list of prior year encumbrances that were outstanding at June 30, 2011. (Vote: 2-0)**

- 5) Consider recommending that the Board of Commissioners retire Police Service Dog Samo and allow his previous handler, Sgt. Brian Faulk to adopt him at a purchase of \$1.00 with the condition that he has PSD Samo neutered within 60 days. (M. Doering) 1 page [LINK](#)

Police Chief Matt Doering presented this item and stated that Samo was past his life expectancy as a police service dog. He stated that the only option other than adopting the dog to the handler would be to euthanize him. The following motion made by Commissioner Strickland and seconded by Commissioner Callaway passed unanimously.

**Recommend that the Board of Commissioners retire Police Service Dog Samo and allow his previous handler, Sgt. Brian Faulk to adopt him at a purchase of \$1.00 with the condition that he has PSD Samo neutered within 60 days. (Vote: 2-0)**

- 6) Consider recommending that the Board of Commissioners accept the surplus bus from the Board of Education at no cost to the County. (B. Rowell) 1 page [LINK](#)

Ms. Becky Rowell, Acting Public Works Director, stated that the bus which had been surplus by the Board of Education was in good shape and needed only minor repairs and retrofitting. She stated that it would be used in case of an evacuation and could also be used for County tours, as only half of the seats would be removed. The repairs and retrofitting would be funded in the current Public Works budget. The following motion made by Commissioner Strickland and seconded by Commissioner Callaway passed unanimously.

**Recommend that the Board of Commissioners accept the surplus bus from the Board of Education at no cost to the County. (Vote: 2-0)**

- 7) Consider recommending that the Board of Commissioners allocate \$150,000 from the General Fund fund balance for the purchase of additional mosquito control chemicals. (B. Rowell) 1 page [LINK](#)

Ms. Becky Rowell, Acting Public Works Director, presented this item and stated that they had almost depleted the chemical budget for the fiscal year. She stated that the budget was reduced from the previous year because of actual expenditures in the prior year. The Mosquito Control Division has been very aggressive in the treatment of mosquitoes in the past few months due to the West Nile threat. She stated that this adjustment may not be enough and they may come back to the Board in the spring for another increase in the chemicals budget. The following motion made by Commissioner Strickland and seconded by Commissioner Callaway passed unanimously.

**Recommend that the Board of Commissioners allocate \$150,000 from the General Fund fund balance for the purchase of additional mosquito control chemicals. (Vote: 2-0)**

- 8) Consider recommending that the Board of Commissioners restore the funding for the County Engineer/Public Works Director Position in the FY 12 budget effective January 1, 2012 in the projected amount of \$65,000 with funding to be provided by the General Fund fund balance. (B. Rowell) 6 pages [LINK](#)

Mr. Alan Ours, County Administrator, commented that the request to fill this position was discussed in the goal setting session and was recommended by the board members at that time. He stated that the estimated cost of six months was \$65 thousand. The following motion made by Commissioner Strickland and seconded by Commissioner Callaway passed unanimously.

**Recommend that the Board of Commissioners restore the funding for the County Engineer/Public Works Director Position in the FY 12 budget effective January 1, 2012 in the projected amount of \$65,000 with funding to be provided by the General Fund fund balance. (Vote: 2-0)**

- 9) Consider recommending that the Board of Commissioners direct staff on how to proceed with the Altamaha Park Training Wall Improvements Project. (P. Andrews) 7 pages [LINK](#)

Mr. Paul Andrews, Acting County Engineer, informed the Committee that he had attended an informal meeting with the Corps of Engineers (COE) and stated that the permit request would meet with a fair amount of opposition. The short-nosed sturgeon is in the area and the area is significantly used by the sturgeon. If the County proceeds with the permit, the next step will be the official review by the COE and public comments. Mr. Andrews expects that additional studies and modeling will be required. He stated that aside from the state agencies, probably four federal agencies will be looking at it. He stated that if the County goes forward with the permitting process, we will probably have to get another consultant because the current consultant has recommended against it and is not interested in moving forward with the process. Mr. Andrews stated that dredging would be more likely approved than the other options. Commissioner Strickland questioned where the dredged material would be dumped and Mr. Andrews stated that it would probably be dumped on County land and that part of the permit is to look at environmental issues related to the sediment. The following motion made by Commissioner Strickland and seconded by Commissioner Callaway passed unanimously.

**Defer the request to direct staff on how to proceed with the Altamaha Park Training Wall Improvements Project to the full Board of Commissioners. (Vote: 2-0)**

#### Property Appraisal Items

- 10) Consider recommending 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, July 12, 2011 meeting with clarification that this does not approve a tax refund. (R. Gerhardt) 3 pages [LINK](#)
- 11) Consider recommending 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, July 26, 2011 meeting with clarification that this does not approve a tax refund. (R. Gerhardt) 3 pages [LINK](#)
- 12) Consider recommending that the Board of Commissioners approve the corrections and exemptions to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, August 16, 2011 meeting with clarification that this does not approve a tax refund. (R. Gerhardt) 5 pages [LINK](#)

Mr. Bobby Gerhardt, Chief Appraiser, presented these items and stated that the reports show only decreases in values. He stated that the Property Appraisal Office does not bring increases or no change in values to the Board of Commissioners. The following motion made by Commissioner Strickland and seconded by Commissioner Callaway passed unanimously.

**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, July 12, 2011, July 26, 2011 and August 16, 2011 meetings with clarification that this does not approve a tax refund. (Vote: 2-0)**

#### Bids/Contracts

- 13) Consider recommending that the Board of Commissioners authorize the issuance of an Invitation for Bid for the purchase and installation of 2, two-unit playground structures that would accommodate ages 2-5 and 5-12 at an estimated cost of \$260,000 with funding to be provided by SPLOST #4, North Glynn Park. (W. Davis) 1 page [LINK](#)

Mr. Wesley Davis, Recreation Director, presented this item and Commissioner Strickland questioned where the playgrounds would be located. Mr. Davis stated that it has not been definitely decided yet but one would

probably be placed between the softball and baseball complexes and the other in the existing park in the area of the soccer and football fields. The following motion made by Commissioner Strickland and seconded by Commissioner Callaway passed unanimously.

**Recommend that the Board of Commissioners authorize the issuance of an Invitation for Bid for the purchase and installation of 2, two-unit playground structures that would accommodate ages 2-5 and 5-12 at an estimated cost of \$260,000 with funding to be provided by SPLOST #4, North Glynn Park. (Vote: 2-0)**

- 14) Consider recommending that the Board of Commissioners authorize staff to issue an invitation for bids for Self Contained Breathing Apparatus. (A. Thomas) 1 page [LINK](#)

Fire Chief Al Thomas presented this item and stated that these breathing apparatus would be lighter and reduce fatigue when fighting fires. He stated that they will either use funds from the fund balance or possible to a lease-purchase. The following motion made by Commissioner Strickland and seconded by Commissioner Callaway passed unanimously.

**Recommend that the Board of Commissioners authorize staff to issue an invitation for bids for Self Contained Breathing Apparatus. (Vote: 2-0)**

- 15) Consider recommending that the Board of Commissioners accept Change Order #7 from Thomas & Hutton in the amount not to exceed of \$100,000 with funds to be provided from SPLOST 4 Miscellaneous Road Improvement project and authorize the transfer of \$100,000 from SPLOST 4 Interest to the Miscellaneous Road Improvement project for this work. (P. Andrews) 9 pages [LINK](#)

Mr. Paul Andrews, Acting County Engineer, presented this item and stated that Georgia Department of Transportation (GDOT) will fund the construction and the project is at the point now for GDOT to authorize the County to purchase rights of way. He stated that the County doesn't have staff available to handle the right of way purchases in the time period allowed. The following motion made by Commissioner Strickland and seconded by Commissioner Callaway passed unanimously.

**Recommend that the Board of Commissioners accept Change Order #7 from Thomas & Hutton in the amount not to exceed \$100,000 with funds to be provided from SPLOST 4 Miscellaneous Road Improvement project and authorize the transfer of \$100,000 from SPLOST 4 Interest to the Miscellaneous Road Improvement project for this work. (Vote: 2-0)**

- 16) Consider recommending that the Board of Commissioners accept Change Order #8 from Thomas & Hutton in the amount of \$3,500 with funds to be provided from SPLOST 3 and authorize the transfer of \$3,500 from the SPLOST 3 Road Resurfacing project to the SPLOST 3 SR 25 Spur Extension project. (P. Andrews) 2 pages [LINK](#)

Mr. Paul Andrews, Acting County Engineer, stated that the GDOT previously made copies of plans but are now requiring the County to provide enough plans for their reviewers. The printing costs are in excess of the current contract amount with Thomas & Hutton. The following motion made by Commissioner Strickland and seconded by Commissioner Callaway passed unanimously.

**Recommend that the Board of Commissioners accept Change Order #8 from Thomas & Hutton in the amount of \$3,500 with funds to be provided from SPLOST 3 and authorize the transfer of \$3,500 from the SPLOST 3 Road Resurfacing project to the SPLOST 3 SR 25 Spur Extension project. (Vote: 2-0)**

- 17) Consider recommending that the Board of Commissioners exercise the 3rd Option Year for building custodial services with American Facilities Services as follows with funding provided from the Facilities Maintenance Department operating budget:

Public Safety Center	\$29,301.96/yr
Fire Department @PSC	\$7,800.00/yr
Animal Control Center	\$5,820.00/yr

Public Works	\$6,444.00/yr
Office Park	\$32,520.00/yr
Facilities Maintenance	\$998.88/yr
SSI Police Precinct	\$2,521.32/yr
Restrooms Casino/Neptune Pk.	\$14,514.00/6 months
Restrooms Massengale/Gascoigne	\$10,590.00/6 months
Restrooms USCG	\$13,800.00/yr
(B. Mauney) 2 pages <a href="#">LINK</a>	

Mr. Alan Ours, County Administrator, stated that this is a continuation of the custodial contract that is in place. The following motion made by Commissioner Strickland and seconded by Commissioner Callaway passed unanimously.

**Recommend that the Board of Commissioners exercise the 3rd Option Year for building custodial services with American Facilities Services as follows with funding provided from the Facilities Maintenance Department operating budget:**

Public Safety Center	\$29,301.96/yr
Fire Department @PSC	\$7,800.00/yr
Animal Control Center	\$5,820.00/yr
Public Works	\$6,444.00/yr
Office Park	\$32,520.00/yr
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SSI Police Precinct	\$2,521.32/yr
Restrooms Casino/Neptune Pk.	\$14,514.00/6 months
Restrooms Massengale/Gascoigne	\$10,590.00/6 months
Restrooms USCG	\$13,800.00/yr

(Vote: 2-0)

18) Consider recommending that the Board of Commissioners approve the First Amendment to the Emergency Communications Network Contract for Service to ensure that any unused system minutes from the prior service year will rollover and be available through the current renewal term to communicate essential safety and preparedness information to the citizens of Glynn County. (D. O’Neal) 4 pages [LINK](#)

Mr. David O’Neal, E911 Director, presented this item and stated that the Code Red contract has never had the option to roll over minutes from one contract period to the next. They are now allowing the roll-over for an additional \$500. The following motion made by Commissioner Strickland and seconded by Commissioner Callaway passed unanimously.

**Recommend that the Board of Commissioners approve the First Amendment to the Emergency Communications Network Contract for Service to ensure that any unused system minutes from the prior service year will rollover and be available through the current renewal term to communicate essential safety and preparedness information to the citizens of Glynn County. (Vote: 2-0)**

19) Consider recommending that the Board of Commissioners approve the annual maintenance contract with Integrated Network Solutions Inc. in the amount of \$40,374.37 with funding provided by General Fund FY 11/12 budget. (D. West) 1 page [LINK](#)

Mr. David West, Network Engineer, stated that this is the annual maintenance for the County’s phone system. The following motion made by Commissioner Strickland and seconded by Commissioner Callaway passed unanimously.

**Recommend that the Board of Commissioners approve the annual maintenance contract with Integrated Network Solutions Inc. in the amount of \$40,374.37 with funding provided by General Fund FY 11/12 budget. (Vote: 2-0)**

20) Consider recommending that the Board of Commissioners authorize the Police Department to purchase one motorcycle to enhance its traffic enforcement operations using Seized funds in the amount of \$11,750 as the funding source. (M. Doering) 1 pages [LINK](#)

Police Chief Matt Doering presented this item and stated that he had discussed this with the Board of Commissioners at a previous work session. He stated that the Police Department now has a written policy for the motorcycle usage and is ready to move forward with the purchase. The following motion made by Commissioner Strickland and seconded by Commissioner Callaway passed unanimously.

**Recommend that the Board of Commissioners authorize the Police Department to purchase one motorcycle to enhance its traffic enforcement operations using Seized funds in the amount of \$11,750 as the funding source. (Vote: 2-0)**

21) Consider recommending that the Board of Commissioners award the bid for the high velocity vacuum truck to the lowest responsive responsible bidder, Yancey Truck Center, Blackshear, GA, in the amount of \$290,510.65 with funding to be provided by SPLOST 5. (B. Rowell) 3 pages [LINK](#)

Ms. Becky Rowell, Acting Public Works Director, stated that the vacuum truck is the last of the list of SPLOST 5 equipment that was approved by the Board of Commissioners in the previous year. She stated that seven bids were received and recommended award of the low bid. The following motion made by Commissioner Strickland and seconded by Commissioner Callaway passed unanimously.

**Recommend that the Board of Commissioners award the bid for the high velocity vacuum truck to the lowest responsive responsible bidder, Yancey Truck Center, Blackshear, GA, in the amount of \$290,510.65 with funding to be provided by SPLOST 5. (Vote: 2-0)**

22) Consider recommending that the Board of Commissioners award the bid for aerial mosquito control spray services to Southern Helicopter Leasing in the amounts as follows with funding from the FY 12 Public Works Department operating budget:

- Granular Larviciding \$3,250.00 / mission
- Granular Larviciding over minimum 13.00 / per acre
- Adulticiding 2,880.00 / mission
- Adulticiding over minimum .90 / per acre
- Surveillance 550.00 / per hour. (B. Rowell) 2 pages [LINK](#)

Ms. Becky Rowell, Acting Public Works Director, stated that the County no longer has a pilot or helicopter and began contracting the services out a few years ago. Commissioner Strickland asked Ms. Rowell to explain the "surveillance" item. Ms. Rowell responded that can fly around the County and see balls of mosquitoes breeding and then know where and how to treat them. The following motion made by Commissioner Strickland and seconded by Commissioner Callaway passed unanimously.

**Recommend that the Board of Commissioners award the bid for aerial mosquito control spray services to Southern Helicopter Leasing in the amounts as follows with funding from the FY 12 Public Works Department operating budget:**

- Granular Larviciding \$3,250.00 / mission
- Granular Larviciding over minimum 13.00 / per acre
- Adulticiding 2,880.00 / mission
- Adulticiding over minimum .90 / per acre
- Surveillance 550.00 / per hour

**(Vote: 2-0)**

23) Consider recommending that the Board of Commissioners award the bid for the F-150 Animal Control truck to May Avenue Ford, Oklahoma City, OK, in the amount of \$33,873.00 with funding to be provided by the FY 12 Police Department operating budget. (B. Rowell) 2 pages [LINK](#)



Ms. Becky Rowell, Acting Public Works Director, stated that this truck is budgeted in the current year Police Department budget. Commissioner Strickland questioned if the truck is specially built for Animal Control and Police Chief Matt Doering stated that the truck is not but the box on the back is specialized and can be moved to another vehicle when the truck needs replacing. Commissioner Strickland asked if it has air conditioning and Ms. Rowell responded that it does. The following motion made by Commissioner Strickland and seconded by Commissioner Callaway passed unanimously.

**Recommend that the Board of Commissioners award the bid for the F-150 Animal Control truck to May Avenue Ford, Oklahoma City, OK, in the amount of \$33,873.00 with funding to be provided by the FY 12 Police Department operating budget. (Vote: 2-0)**

24) Consider recommending that the Board of Commissioners rescind the original bid award of \$35,900 to Environmental Services and recommend the award of the bid for the Public Works Site Phase 1 & 2 Environmental Assessment & Wetlands Delineation to the lowest responsive and responsible bidder, Environmental Services, in the amount of \$35,950. (D. Hainley) 1 page [LINK](#)

Mr. David Hainley, Community Development Director, stated that there was a typing error in this item that was presented at the last Finance Committee meeting. The error was not detected until the purchase order was ready for issuance. This motion will correct the error. The following motion made by Commissioner Strickland and seconded by Commissioner Callaway passed unanimously.

**Recommend that the Board of Commissioners rescind the original bid award of \$35,900 to Environmental Services and recommend the award of the bid for the Public Works Site Phase 1 & 2 Environmental Assessment & Wetlands Delineation to the lowest responsive and responsible bidder, Environmental Services, in the amount of \$35,950. (Vote: 2-0)**

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

- a) **Items 2-3, 5-6, 8, 10-12, 14, 16, 18-20 and 22-24, will be placed on the Board of Commissioners' Consent Agenda.**
- b) **Items 4, 7, 9, 13, 15, 17 and 21 will be placed on the Board of Commissioners' Regular Agenda.**
- c) **Item 1 will not be forwarded to the Board of Commissioners' Agenda.**