



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes
Glynn County Board of Commissioners
8:30 a.m., Tuesday, February 7, 2012
Third Floor Conference Room
W. Harold Pate Courthouse Annex
Brunswick, Georgia

Present:

Committee Members: *T. Sublett, M. Hunt, C. Taylor*

Other Commissioners:

Staff: *J. Catron, R. Coolidge, W. Davis, M. Doering, B. Gerhardt, D. Hainley, B. Mauney, S. Mellinger, P. McNicoll, O. Reed, A. Ours, D. Strickland, A. Thomas, W. Worley*

Press: *A. Hall, M. Permar*

Others: *C. Creveling, C. Fendig, M. Harris, P. Nermoe, B. Marshall*

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

- 1) Consider approval of the January 10, 2012 Finance Committee Minutes. (P. McNicoll)

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

Recommend approval of the January 10, 2012 Finance Committee Minutes. (Vote: 3-0) pages [LINK](#)

- 2) Receive the monthly Workers Compensation Report. (R. Coolidge) 7 pages [LINK](#)

Mr. Rick Coolidge, HR Generalist, presented the January 2012 Workers Compensation report. He stated that there were nine incidents for the month and seven of those required medical attention. None of the January incidents are expected to be long term. He stated that the monthly costs were lower than usual except for a settlement that was reflected in the January costs. He informed the Committee that the County has a new TPA as of January 1.

- 3) Consider recommending that the Board of Commissioners adopt the Resolution to amend the FY11/12 Budget. (B. Aldinger) 8 pages

Ms. Phyllis McNicoll, Finance Director, stated that this was the regular quarterly budget resolution. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Recommend that the Board of Commissioners adopt the Resolution to amend the FY11/12 Budget. (Vote: 3-0) 8 pages [LINK](#)

Tax Commissioner Items

- 4) Consider recommending that the Board of Commissioners deny a request from New Life Sanctuary, Inc. be approved for exemption status for 2011 for parcel #03-00007. (F. Dees) 17 pages [LINK](#)

Commissioner Hunt explained that the church did not own the property on January 1, 2011 and the County's values are based on ownership on January 1. She stated that the church needs to contact the bank and the County should not be

involved. Mr. Will Worley, Assistant County Attorney, stated that this situation is different than the ones they've gotten from churches in the past which is for churches that owned the property on January 1. He stated that they should not be asking for an exemption but should be asking for a waiver. Commissioner Sublett stated that the Board doesn't have the authority to change the bill to exempt. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners deny a request from New Life Sanctuary, Inc. be approved for exemption status for 2011 for parcel #03-00007. (Vote: 3-0) 17 pages [LINK](#)

Property Appraisal Items

- 5) 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, January 10, 2012 meeting with clarification that this does not approve a tax refund. (R. Gerhardt) 3 pages
- 6) 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, January 24, 2012 meeting with clarification that this does not approve a tax refund. (R. Gerhardt) 2 pages

Commissioner Hunt questioned why, on Pikes Bluff properties, the property appraisers didn't use the PT61 to determine the selling price of the property instead of questioning the sale price further. She questioned how many more properties there were like this and would they make sure that all of them, even the small amounts, were arms-length sales. Mr. Bobby Gerhardt, Chief Appraiser, stated that do this on all property sales. He stated that Frederica Township properties sold for 18 cents on the dollar and Sea Island properties sold for 48 cents on the dollar. Commissioner Hunt stated that the new law went into effect on January 1, 2011 and asked why the County wasn't updated on the possibility of decreases. Mr. Gerhardt stated that he had told the County. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt 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, January 10, 2012 and January 24, 2012 meetings with clarification that this does not approve a tax refund. (Vote: 3-0) 2 pages [LINK](#); [LINK](#)

Grants

- 7) Consider recommending that the Board of Commissioners, pursuant to Section II.B of the County Grants Policy, authorize the County Administrator to approve the filing of grant applications for County projects during Calendar Year 2012. (D. Hainley) 1 page

Mr. David Hainley, Community Development Director, presented this item and stated that the Grants policy requires that the Board annually give the Administrator authority to apply for grants. The grants awards must be approved by the Board of Commissioners. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners, pursuant to Section II.B of the County Grants Policy, authorize the County Administrator to approve the filing of grant applications for County projects during Calendar Year 2012. (Vote: 3-0) 1 page [LINK](#)

- 8) Consider recommending that the Board of Commissioners adopt the resolution authorizing the Glynn County Administrator to file an application on behalf of the Glynn County Board of Commissioners to the Georgia Department of Transportation, to aid in the financing of a technical study grant to implement specific items of the FY 2013 Brunswick Area Transportation Study (BATS) Unified Planning Work Program. (D. Hainley) 4 pages

Mr. David Hainley, Community Development Director, presented this item and stated that this grant deals with the Mass Transit project and it is an 80%/20% grant. He stated that this grant is required as a part of BATS. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Recommend that the Board of Commissioners adopt the resolution authorizing the Glynn County Administrator to file an application on behalf of the Glynn County Board of Commissioners to the Georgia Department of Transportation, to aid in the financing of a technical study grant to implement specific items of the FY 2013 Brunswick Area Transportation Study (BATS) Unified Planning Work Program. (Vote: 3-0) 4 pages [LINK](#)

Bids and Contracts

- 9) Consider recommending that the Board of Commissioners approve the fourth option year of the contract with Republic Services of Georgia d/b/a Southland Waste Systems for collection of commercial garbage at County buildings and parks effective January 1, 2012 at the Calendar Year 2012 pricing as bid, a 1.5% increase. (B. Rowell) 3 pages

Ms. Becky Rowell, Assistant County Administrator/Public Works Director, presented this item and requested that the fourth option year for commercial garbage collection be approved with a 1.5% increase as specified in the bid. She stated that this contract includes County dumpsters and the compactor at the Sheriff's Office. This service will be bid out later in the year. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend Board of Commissioners approve the fourth option year of the contract with Republic Services of Georgia d/b/a Southland Waste Systems for collection of commercial garbage at County buildings and parks effective January 1, 2012 at the Calendar Year 2012 pricing as bid, a 1.5% increase. (Vote: 3-0) 3 pages [LINK](#)

- 10) Consider recommending that the Board of Commissioners exercise the second option year for Fire Department uniforms with Patrick's Uniforms for the individual prices per the attached in an amount not to exceed \$51,274.12. (A. Thomas) 3 pages

Fire Chief Al Thomas presented this item and the following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Recommend that the Board of Commissioners exercise the second option year for Fire Department uniforms with Patrick's Uniforms for the individual prices per the attached in an amount not to exceed \$51,274.12. (Vote: 3-0) 3 pages [LINK](#)

- 11) Consider recommending that the Board of Commissioners rescind the award of the contract for Debt Collection Services for the Glynn County Emergency Medical Services, Client Services Incorporated and award the contract for Debt Collection Services for the Glynn County Emergency Medical Services to the third highest scorer, Security Collection Agency. (A. Thomas) 4 pages

Fire Chief Al Thomas presented this item and stated that the Debt Collection Services was awarded by the Board of Commissioners and subsequent to the award, the company notified the County that they would not provide the service due to internal company changes. Chief Thomas requested that the Board rescind the previous award and award the contract to the third highest scorer. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners rescind the award of the contract for Debt Collection Services for the Glynn County Emergency Medical Services, Client Services Incorporated and award the contract for Debt Collection

Services for the Glynn County Emergency Medical Services to the third highest scorer, Security Collection Agency.
(Vote: 3-0) 4 pages [LINK](#)

- 12) Consider recommending that the Board of Commissioners make an award, as allowed by County Ordinance section 2-2-13(c)9, for two playground systems including the installation to Miracle Recreation Equipment Company, from Monett, MO for the amount of \$293,988 with funding to be provided by SPLOST #4, North Glynn Park, and authorize the Chairman to sign the HGAC Interlocal Contract for Cooperative Purchasing. (W. Davis) 9 pages

Mr. Wesley Davis, Recreation Director, presented this item and stated that staff had visited a similar playground in Griffin Georgia. He stated that the County is required to have an ADA approved ground cover and they would be using a manufactured wood fiber with meets ADA requirements. He stated that the ADA requirements have resulted in an increase in the cost of the playground equipment. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners make an award, as allowed by County Ordinance section 2-2-13(c)9, for two playground systems including the installation to Miracle Recreation Equipment Company, from Monett, MO for the amount of \$293,988 with funding to be provided by SPLOST #4, North Glynn Park, and authorize the Chairman to sign the HGAC Interlocal Contract for Cooperative Purchasing. (Vote: 3-0) 9 pages [LINK](#)

- 13) Consider recommending that Board of Commissioners approve the additional work needed to complete the installation of the 2 multiple unit playground systems at North Glynn Park in an amount not to exceed \$8,681 with funding to come from SPLOST #4 Funds – North Glynn Park. (W. Davis) 1 page

Mr. Wesley Davis, Recreation Director, stated that prior to the installation of the two playground systems at North Glynn, utility lines must be relocated. Facilities Management has determined that it would cost \$8,681 to complete the relocation based on quotes obtained. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Recommend that Board of Commissioners approve the additional work needed to complete the installation of the 2 multiple unit playground systems at North Glynn Park in an amount not to exceed \$8,681 with funding to come from SPLOST #4 Funds – North Glynn Park. (Vote: 3-0) 1 page [LINK](#)

- 14) Consider recommending that the Board of Commissioners accept the proposal for the design of the sewer line extension and approve the contract amendment with IPG in the amount of \$87,300 plus \$3,200 per lift station, if lift stations are required, with funding to be provided by SPLOST 5 Jail Project. (A. Ours) 4 pages

Mr. Alan Ours, County Administrator, stated that sanitary sewer service needs to be extended to the new jail site and at the Jail Kickoff Meeting, IPG Architects was required by the Board to submit a proposal to design the extension of the sewer line to the jail site. He stated that a change order would be required if the Board authorizes IPG to design the sewer line. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners accept the proposal for the design of the sewer line extension and approve the contract amendment with IPG in the amount of \$87,300 plus \$3,200 per lift station, if lift stations are required, with funding to be provided by SPLOST 5 Jail Project. (Vote: 3-0) 4 pages [LINK](#)

- 15) Consider recommending that the Board of Commissioners authorize County staff to send out requests for proposals for the replacement of the 911 call handling system and the 911 computer aided dispatch system. (A. Ours) 5 pages

Mr. Alan Ours, County Administrator, stated that the 911 Center Call Handling System and Computer Aided Dispatch System were included in the proposed SPLOST 6 list and since the SPLOST 6 referendum did not pass, the purchases will need to be made from other funds. He requested approval to issue a request for proposals for the two systems and stated that he would like to be in a position to recommend award of a contract in July, 2012. He recommended funding of \$600 thousand from the E911 fund balance and the additional funds required would be split between the County and the City in fiscal year 2012/2013. Commissioner Taylor asked if Mr. Ours had gotten any response from the City and Mr. Ours stated that they understand the need and have asked several questions. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners authorize County staff to send out requests for proposals for the replacement of the 911 call handling system and the 911 computer aided dispatch system. (Vote: 3-0) 5 pages [LINK](#)

Other

- 16) Consider recommending that the Board of Commissioners authorize the issuance of an Invitation for Bid to design, build and install an irrigation system at the new courthouse at an estimated cost of \$50,000 with funding to be provided by the Administration's Contingency Fund. (W. Davis) 1 page

Mr. Wesley Davis, Recreation Director, presented this item and stated that the current irrigation system is an old hydraulic system and they can no longer get parts to repair it. Commissioner Hunt questioned if the system would be on a well and Mr. Ben Mauney responded that there is a well at the Courthouse that will be used for irrigation. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners authorize the issuance of an Invitation for Bid to design, build and install an irrigation system at the new courthouse at an estimated cost of \$50,000 with funding to be provided by the Administration's Contingency Fund. (Vote: 3-0) 1 page [LINK](#)

- 17) Consider recommending that the Board of Commissioners authorize the Recreation Department to advertise a public hearing to increase swim lesson fees at the Neptune Park Pool and Selden Park Pool. (W. Davis) 1 page

Mr. Wesley Davis, Recreation Director, requested that the swim lesson fees be increased due to increases in costs to the County. He stated that the American Red Cross increased their fees on July 1, 2011. The Red Cross now charges \$5 for each registered swim less on participant. He stated that the proposed fees are more in the line with other aquatic facilities that provide swim lessons. Commissioner Taylor asked if it was realistic to double the private lesson fees and Mr. Davis stated that the proposed fee for private lessons is the same amount that the City charges at Howard Coffin. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners authorize the Recreation Department to advertise a public hearing to increase swim lesson fees at the Neptune Park Pool and Selden Park Pool. (Vote: 3-0) 1 page [LINK](#)

- 18) Consider recommending that the Board of Commissioners approve the renewal of the Concession License Agreement with Cap Fendig d/b/a Cap's Place at the Neptune Park Concession Facility in the total amount of \$7,500 to be received in 3 installments of \$2,500 on March 1, 2012 (already been received), June 1, 2012 and July 1, 2012 with the approval subject to him providing all the check-list items prior to operating this concession facility. (W. Davis) 4 pages

Mr. Wesley Davis, Recreation Director, requested renewal of the Concession License with Cap Fendig. He stated that he had received phone calls informing him that Mr. Fendig has subleased the concession. Mr. Cap Fendig was present and stated that the contract did not disallow the sublease and that he has a pending agreement. Mr. Davis stated that Mr. Fendig had done a good job with the concessions in the past. Mr. Will Worley, Assistant County Attorney, stated that

there was nothing in the contract to prohibit the sublease. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Recommend that the Board of Commissioners approve the renewal of the Concession License Agreement with Cap Fendig d/b/a Cap's Place at the Neptune Park Concession Facility in the total amount of \$7,500 to be received in 3 installments of \$2,500 on March 1, 2012 (already been received), June 1, 2012 and July 1, 2012 with the approval subject to him providing all the check-list items prior to operating this concession facility. (Vote: 3-0) 4 pages [LINK](#)

19) Consider recommending that the Board of Commissioners approve the three year Memorandum of Agreement with The City of Brunswick and Joint Water and Sewer Commission for inclusion in the Multi-Jurisdictional Enterprise License Agreement with Environmental Systems Research Institute, Inc. (ESRI) for GIS Software thus reducing the cost by \$12,000 annually. (H. Key) 10 pages

Mr. Hunter Key, GIS Manager, presented this item and the following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners approve the three year Memorandum of Agreement with The City of Brunswick and Joint Water and Sewer Commission for inclusion in the Multi-Jurisdictional Enterprise License Agreement with Environmental Systems Research Institute, Inc. (ESRI) for GIS Software thus reducing the cost by \$12,000 annually. (Vote: 3-0) 10 pages [LINK](#)

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

- a) Items 2-11 and 13-19 will be placed on the Board of Commissioners' Consent Agenda.
- b) Item 12 will be placed on the Board of Commissioner's Regular Agenda.
- c) Items 1 will not be forwarded to the Board of Commissioners' Agenda.