



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes
Glynn County Board of Commissioners
8:30 a.m., Tuesday, April 10, 2012
Third Floor Conference Room
W. Harold Pate Courthouse Annex
Brunswick, Georgia

Present:

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

Other Commissioners:

Staff: *B. Aldinger, C. Carter, J. Catron, R. Coolidge, W. Davis, D. Deloach, M. Doering, D. Hainley, J. Johnson, B. Mauney, P. McNicoll, A. Ours, A. Randolph, O. Reed, B. Rowell, A. Sapp, A. Thomas, D. West, W. Worley*

Press: *G. Jackson, M. Permar*

Others: *M. Smith*

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

- 1) Consider approval of the March 6, 2012 Finance Committee Minutes. (P. McNicoll)

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

Recommend approval of the March 6, 2012 Finance Committee Minutes. (Vote: 3-0) 2 pages [LINK](#)

- 2) Receive the monthly Workers Compensation Report. (R. Coolidge)

Mr. Rick Coolidge stated that there were 22 incidents in March which was higher than the last couple of months but he was not atypical for this time of year. Eight of the incidents were report only and fourteen required medical attention. He stated that there had been \$84,283.97 in recoveries this year with additional recoveries expected soon. Commissioner Taylor commented that some accidents in the report do not make sense and the employees need to be more observant. Mr. Coolidge responded that he has seen more carelessness resulting in incidents and is stressing that to the supervisors. Commissioner Taylor questioned if employees report unsafe working conditions and Mr. Coolidge stated that they do and that he does site inspections. No vote was taken on this item. 8 pages [LINK](#) [LINK](#)

Surplus Property

- 3) Consider recommending that the Board of Commissioners declare the unusable items listed on the attached pages as surplus and approve the disposal of these items in the best interest of the County. (B Aldinger)

Mr. Bob Aldinger, Accountant, presented this item and stated that the County has two helicopters – one was parked four years ago and the County is paying hangar rental, and the second is inoperable and can be sold for parts. The third item on the surplus list is parts for the helicopter. If approved, these items will be posted on the Public Surplus website. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners declare the unusable items listed on the attached pages as surplus and approve the disposal of these items in the best interest of the County. (Vote: 3-0) 11 pages [LINK](#)

Tax Commissioner Item

- 4) Consider recommending that the Board of Commissioners approve or deny a request from Mr. William G. Hardin III that \$309.52 paid in penalties and interest on his 2009 property taxes be refunded. (F. Dees)

The Tax Commissioner's Office did not notify Mr. Hardin that this item would be heard by the Finance Committee and the following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Defer the consideration of a request from Mr. William G. Hardin III that \$309.52 paid in penalties and interest on his 2009 property taxes be refunded until the next Finance Committee meeting. (Vote: 3-0) 6 pages [LINK](#)

- 5) Consider recommending that the Board of Commissioners deny a request from Ms. Anne Waters that \$20.00 paid in penalties and late fees for two vehicles paid for tax year 2012 be refunded. (F. Dees)
- 6) Consider recommending that the Board of Commissioners deny a request from Ms. Xiaoming Zhao that \$224.75 paid in penalties and interest on her 2011 property taxes be refunded. (F. Dees)

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

Recommend that the Board of Commissioners

- a) **deny a request from Ms. Anne Waters that \$20.00 paid in penalties and late fees for two vehicles paid for tax year 2012 be refunded;** 4 pages [LINK](#)
- b) **deny a request from Ms. Xiaoming Zhao that \$224.75 paid in penalties and interest on her 2011 property taxes be refunded. (Vote: 3-0) 4 pages [LINK](#)**

Property Appraisal Items

- 7) 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, March 6, 2012 meeting with clarification that this does not approve a tax refund. (C. Carter)

Mr. Cary Carter, Interim Chief Appraiser, stated that the only item on the list was a portion of a nine-hole golf course at Sea Palms West that was duplicated. 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, March 6, 2012 meeting with clarification that this does not approve a tax refund. (Vote: 3-0) 2 pages [LINK](#)

Bids and Contracts

- 8) Consider recommending that the Board of Commissioners award the bid for Ballard Parking Lot Improvements to Seaboard Construction from Brunswick, GA in the amount of \$224,935.88 with funding to be provided by SPLOST 5. (W. Davis)

Mr. Wesley Davis, Recreation Director, presented this item and stated that five bids had been received for this project and he recommended award to the lowest responsive and responsible bidder. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners award the bid for Ballard Parking Lot Improvements to Seaboard Construction from Brunswick, GA in the amount of \$224,935.88 with funding to be provided by SPLOST 5. (Vote: 3-0) 2 pages [LINK](#) [LINK](#)

- 9) Consider recommending that the Board of Commissioners approve the Concession License Agreement with Holy Smoke Cuisine, LLC at the Coast Guard Concession Facility in the total amount of \$8,000 and authorize the vendor to start facility operation on 4-20-12; to extend hours of operation to 10:00am until 9:00pm or as the number of customers would dictate; and to open the Coast Guard Concession facility for GA/FL Football week at an additional payment amount to the County of \$250. (W. Davis)

Mr. Wesley Davis, Recreation Director, presented this item and stated that only one bid was received for the Coast Guard Concession. He stated that the bidder, Holy Smoke Cuisine, had requested that they be allowed to open the concession stand earlier in the year and extend the daily operating hours. He also would like to open the concession stand for the GA/FL Football weekend. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners approve the Concession License Agreement with Holy Smoke Cuisine, LLC at the Coast Guard Concession Facility in the total amount of \$8,000 and authorize the vendor to start facility operation on 4-20-12; to extend hours of operation to 10:00am until 9:00pm or as the number of customers would dictate; and to open the Coast Guard Concession facility for GA/FL Football week at an additional payment amount to the County of \$250. (Vote: 3-0) 8 pages [LINK](#) [LINK](#)

- 10) Consider recommending that the Board of Commissioners approve the Concession License Agreement with Coasters, LLC as the sole concession operator at Massengale Park in the total amount of \$2,550 and authorize the vendor to start operation of his concession stand on 4-20-12; to extend hours of operation to 10:00 am until 8:00 pm through duration of the season; and to operate his mobile concession stand at Massengale Park for GA/FL Football weekend at an additional payment amount to the County of \$250. (W. Davis)

Mr. Wesley Davis, Recreation Director, stated that Coasters was the successful bidder for the Massengale and requested that he be the sole concession operator for the park. This bidder also asked for a longer season and extended hours and the authorization to open the concession on the GA/FL Football week. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Recommend that the Board of Commissioners approve the Concession License Agreement with Coasters, LLC as the sole concession operator at Massengale Park in the total amount of \$2,550 and authorize the vendor to start operation of his concession stand on 4-20-12; to extend hours of operation to 10:00 am until 8:00 pm through duration of the season; and to operate his mobile concession stand at Massengale Park for GA/FL Football weekend at an additional payment amount to the County of \$250. (Vote: 3-0) 7 pages [LINK](#) [LINK](#)

- 11) Consider recommending that the Board of Commissioners award the contract for the 2nd Floor Office park Sprinkler System to the lowest responsive and responsible bidder, Harvin Carter & Associates, Inc., in the amount of \$31,340 with funding to be provided by SPLOST 4. (B. Mauney)

Mr. Ben Mauney, Facilities Supervisor, stated that the south and west wings of the Office Park Building 2nd floor do not have a water-based fire protection system and the award of this bid would complete the sprinkler system in Office Park. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Recommend that the Board of Commissioners award the contract for the 2nd Floor Office park Sprinkler System to the lowest responsive and responsible bidder, Harvin Carter & Associates, Inc., in the amount of \$31,340 with funding to be provided by SPLOST 4. (Vote: 3-0) 2 pages [LINK](#)

- 12) Consider recommending that the Board of Commissioners approve negotiating a fiber sharing agreement between the Glynn County Board of Commissioners and the Glynn County Board of Education. In addition, authorize the Glynn County Information Technology Department to solicit bids for the fiber optic cabling audit with an amount not to exceed \$35,000 with funding provided by the SPLOST 5 Communications budget. (J. Catron)

Mr. John Catron, Information Technology Director, presented this item and stated that it would save money to share fiber with the Board of Education. An audit of all fiber optic cabling locations between the County and the Board of Education would be necessary to implement the sharing. Estimated cost of the audit is \$35 thousand. Mr. Catron stated that if the County installed all fiber on its own it would cost approximately \$892.5 thousand but would cost \$624 thousand if the sharing agreement is approved. Commissioner Sublett commented that it was great that the County is considering a partnership with the Board of Education. Commissioner Taylor stated that the Joint Water & Sewer Commission is also interested in sharing fiber. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners approve negotiating a fiber sharing agreement between the Glynn County Board of Commissioners and the Glynn County Board of Education. In addition, authorize the Glynn County Information Technology Department to solicit bids for the fiber optic cabling audit with an amount not to exceed \$35,000 with funding provided by the SPLOST 5 Communications budget. (Vote: 3-0) 14 pages [LINK](#)

- 13) Consider recommending that the Board of Commissioners approve the contract with Keep Brunswick Golden Isles Beautiful for an initial one year contract with an option to renew annually for three additional years. (D. Hainley)

Mr. David Hainley, Community Development Director, stated that the contract is for \$51,924 which will remain at that amount for three additional years if approved in subsequent years. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners approve the contract with Keep Brunswick Golden Isles Beautiful for an initial one year contract with an option to renew annually for three additional years. (Vote: 3-0) 7 pages [LINK](#)

- 14) Consider recommending that the Board of Commissioners reject all bids for the Detention Center Phase I Environmental and Wetlands Delineation Report Group 1 Site. (D. Hainley)

Mr. David Hainley, Community Development Director, stated that the County had received bids for the Phase I Environmental and Wetlands Delineation for the property adjacent to the Public Safety site. Since the decision was made to move the Detention Center to another location, those bids need to be rejected. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Recommend that the Board of Commissioners reject all bids for the Detention Center Phase I Environmental and Wetlands Delineation Report Group 1 Site. (Vote: 3-0) 1 page [LINK](#)

- 15) Consider recommending that the Board of Commissioners award the bid for tree removal and maintenance services with Locke Farms, LLC at the bid pricing shown with funding provided from the Public Works Department operating budget: (B. Rowell)

Tree removal, trimming limbs with traffic control, per hour	\$150
Tree removal, trimming limbs w/o traffic control, per hour	\$125
Palm tree trimming per each	\$25
Stump grinding, per inch diameter	\$2.00
Crane & operator, per hour	\$85 - \$115

Ms. Becky Rowell, Assistant County Administrator/Public Works Director, stated that Locke Farms is the County’s current contractor and has performed well on the previous contract. Commissioner Taylor questioned if they could grind the stumps on Sea Island Road. Ms. Rowell stated that she would see what could be done. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners award the bid for tree removal and maintenance services with Locke Farms, LLC at the bid pricing shown with funding provided from the Public Works Department operating budget: (B. Rowell)

Tree removal, trimming limbs with traffic control, per hour	\$150
Tree removal, trimming limbs w/o traffic control, per hour	\$125
Palm tree trimming per each	\$25
Stump grinding, per inch diameter	\$2.00
Crane & operator, per hour	\$85 - \$115

(Vote: 3-0) 2 pages [LINK](#)

Other

16) Consider recommending that the Board of Commissioners approve the list of roads proposed for repair/resurfacing as submitted in priority order and authorize staff to go out to bid for repair/resurfacing of these roads with funding for construction provided from SPLOST 4 interest funds. (B. Rowell)

Ms. Becky Rowell, Assistant County Administrator/Public Works Director, stated that this would be the last of the SPLOST resurfacing and that the notice to proceed could be postponed until after Labor Day. Mr. David Deloach stated that some of this would be night work and he also expects the bid to come in under the estimate. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners approve the list of roads proposed for repair/resurfacing as submitted in priority order and authorize staff to go out to bid for repair/resurfacing of these roads with funding for construction provided from SPLOST 4 interest funds. (Vote: 3-0) 6 pages [LINK](#)

17) Consider recommending that the Board of Commissioners approve the request from the Linkside Village Condominium Association to participate in the County's Street Lighting Program. (B. Rowell)

Ms. Becky Rowell, Assistant County Administrator/Public Works Director, presented this item and stated that this was a regular request for the neighborhood street lighting program. The association has met all requirements and GA Power has approved it. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners approve the request from the Linkside Village Condominium Association to participate in the County's Street Lighting Program. (Vote: 3-0) 6 pages [LINK](#)

18) Consider recommending that the Board of Commissioners change the intersection approach from Kings Way to Sea Island Road from YIELD control to STOP control and realign the pavement markings with work being performed by the Glynn County Public Works Department with funding from the FY 12 operating budget. (B. Rowell)

Ms. Becky Rowell, Assistant County Administrator/Public Works Director, explained the problems with the intersection and showed pictures to illustrate. She stated that the County's new Traffic Engineer, David Olson, had designed the solution which would only require signs and pavement markings. Commissioner Taylor stated that he does not think drivers will stop as required by the signage. Mr. Olson stated that the traffic already stops when there is heavy traffic. Police Chief Matt Doering stated that there were 20 accidents at the intersection in 2011. Fifteen accidents were read-end collisions and 5 were failure to yield violations. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Recommend that the Board of Commissioners change the intersection approach from Kings Way to Sea Island Road from YIELD control to STOP control and realign the pavement markings with work being performed by the

Glynn County Public Works Department with funding from the FY 12 operating budget. (Vote: 3-0) 4 pages[LINK](#)

- 19) Consider recommending that the Board of Commissioners accept a grant from the Federal Emergency Management (FEMA) and Department of Homeland Security in the amount of \$626,960 with a local match from the City of Brunswick and Glynn County in the amount of \$156,740 with County funding to be provided in the amount of \$81,080 from the Fire Fund Balance and \$45,540 from the General Fund Balance for EMS. (D. Hainley)

Mr. David Hainley, Community Development Director, and Fire Chief Al Thomas presented this item. Chief Thomas stated that this grant would be used to replace analog radios for the County and City Fire Departments and outdated defibrillators for the Emergency squads. Commissioner Taylor asked if the City had agreed to their match and Chief Thomas stated that he had talked to Fire Chief House and they agree to the match. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners accept a grant from the Federal Emergency Management (FEMA) and Department of Homeland Security in the amount of \$626,960 with a local match from the City of Brunswick and Glynn County in the amount of \$156,740 with County funding to be provided in the amount of \$81,080 from the Fire Fund Balance and \$45,540 from the General Fund Balance for EMS. (Vote: 3-0) 6 pages

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- 20) Consider recommending that the Board of Commissioners approve the Cancellation of Promissory Note and Deed to Secure Debt for the Economic Development Revolving Loan to the Brunswick and Glynn County Authority involving Keebler Company. (A Mumford)

Mr. Will Worley, Assistant County Attorney, stated that the loan to the Development Authority for the Keebler Company had been paid in full and the County now needs to cancel the Promissory Note and Deed to Secure Debt. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Recommend that the Board of Commissioners approve the Cancellation of Promissory Note and Deed to Secure Debt for the Economic Development Revolving Loan to the Brunswick and Glynn County Authority involving Keebler Company. (Vote: 3-0) 3 pages

[LINK](#)

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

- a) Items 2-3, 5-7, 9-11, 13-15, and 17-18 will be placed on the Board of Commissioners' Consent Agenda.
- b) Items 8, 12, 16, and 19 will be placed on the Board of Commissioners' Regular Agenda.
- c) Items 1 and 4 will not be forwarded to the Board of Commissioners' Agenda