



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

8:30 am, Tuesday, October 9, 2012

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building

Brunswick, Georgia

Present:

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

Other Commissioners: *J. Clark*

Staff: *B. Aldinger, R. Cook, R. Coolidge, W. Davis, M. Doering, R. Glisson, D. Hainley, P. Jamsky, B. Mauney, P. McNicoll, G. Rountree, B. Rowell, D. Taylor, A. Thomas, W. Worley*

Press: *G. Jackson, P. Shierling*

Others: *Mike Harris,*

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

- 1) Consider approval of the September 11, 2012 Finance Committee Minutes.

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

Approve the September 11, 2012 Finance Committee Minutes. (Vote: 2-0) (P. McNicoll) 8 pages [LINK](#)

- 2) Receive the monthly Workers Compensation Report.

Mr. Rick Coolidge, Human Resources Generalist, presented the September report. He stated that there were ten incidents during the month of September. Three of the incidents were report only and seven required medical attention but none were lost time accidents. He stated that the 5 minute safety talks are underway and that he had spoken to 110 employees. The Fire Department is doing its own 5 minute training also.

No action was taken on this item. (R. Coolidge) 6 pages [LINK](#)

- 3) Receive the monthly EMS Collection report.

Fire Chief Al Thomas presented the September report and stated that \$4,815.54 had been collected during the month with commissions of \$914.95 for a net to the County of \$3,900.59. The County turned no accounts over to collections during the previous month.

No action was taken on this item. (A. Thomas) 1 page [LINK](#)

- 4) Consider recommending that the Board of Commissioners amend the FY13 budget to include the attached list of prior year encumbrances that were outstanding at June 30, 2012.

Ms. Phyllis McNicoll, Finance Director, presented this item and explained that the purpose of the budget amendment was to move budget forward into the current fiscal year for purchase order and encumbrances outstanding at year end. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners amend the FY13 budget to include the attached list of prior year encumbrances that were outstanding at June 30, 2012. (Vote: 2-0) (P. McNicoll) 3 pages [LINK](#)

5) Consider recommending that the Board of Commissioners adopt the Resolution to amend the FY12/13 Budget.

Mr. Bob Aldinger, Accountant, presented this item and stated that this was the regular 1st quarter budget resolution. He explained several of the larger adjustments and the amounts affecting fund balance. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners adopt the Resolution to amend the FY12/13 Budget. (Vote:2-0) (B. Aldinger) 11 pages [LINK](#)

6) Consider recommending that the Board of Commissioners approve the alternative fuel pilot program as proposed at an estimated cost of \$48,000 with funding from the General Fund fund balance.

Ms. Becky Rowell, Assistant County Administrator/Public Works Director, stated that the pilot program was being recommended at the request of the Board of Commissioners. She stated that eight vehicles, with 60-65 thousand miles on them, had been selected for the program and will be converted at a cost of \$6 thousand to a dual fuel system to run on either gasoline or propane. Commissioner Hunt questioned how long it would take to recoup the \$6 thousand and Ms. Rowell responded that it is estimated to take 2-5 years but that will be part of the study. She stated that she will report back to Finance Committee in six months. Commissioner Hunt was concerned about the use of fund balance to fund the pilot program and Commissioner Taylor stated that it seemed to be worth the exploration. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners approve the alternative fuel pilot program as proposed at an estimated cost of \$48,000 with funding from the General Fund fund balance. (Vote: 2-0) (B. Rowell) 2 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, September 18, 2012 meeting with clarification that this does not approve a tax refund.

Mr. Ron Glisson, Chief Appraiser, was available for questions. Commissioner Hunt asked if they had as many tax appeals as in the previous year and Mr. Glisson responded that they had approximately 5,500 in 2011 and 3,500 in 2012. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve 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, September 18, 2012 meeting with clarification that this does not approve a tax refund. (Vote: 2-0) (R. Glisson) 15 pages [LINK](#)

Contracts and Agreements

8) Consider recommending that the Board of Commissioners authorize the Chairman to sign the First Amendment to Tower and Ground Lease Agreement with Verizon Wireless of the East LP for the placement of a 4' microwave Dish on the Brookman tower with Verizon for an annual amount of \$4800.

Mr. Robert Cook, Information Technology, presented this item and stated that Verizon had requested to add an antenna to the Brookman tower. He stated that the engineering study had been done and Verizon would be charged \$4,800 annually for the addition. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners authorize the Chairman to sign the First Amendment to Tower and Ground Lease Agreement with Verizon Wireless Of the East LP for the placement of a 4' microwave Dish on the Brookman tower with Verizon for an annual amount of \$4800. (Vote: 2-0) (J. Catron) 6 pages [LINK](#)

Bids, Request for Procurement, and Procurement Contracts

- 9) Consider recommending that the Board of Commissioners approve the expenditure of an additional \$5,000.00 from SPLOST 5 Communications Network Enhancement and award the contract for the Public Works Fiber System project to the lowest responsive and responsible bidder, Worth Cable of Darien, Georgia, in the amount of \$63,335.52 with funding provided from SPLOST 5 Communications Network Enhancement.

Mr. Robert Cook, Information Technology, stated that this project is the first leg to Public Works and the new Detention Center would also be tied in. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners approve the expenditure of an additional \$5,000.00 from SPLOST 5 Communications Network Enhancement and award the contract for the Public Works Fiber System project to the lowest responsive and responsible bidder, Worth Cable of Darien, Georgia, in the amount of \$63,335.52 with funding provided from SPLOST 5 Communications Network Enhancement. (Vote: 2-0) (D. West) 3 pages [LINK](#)

- 10) Consider recommending that the Board of Commissioners award the bid for the Epworth Park Tennis Courts to the lowest responsive and responsible bidder, Court Surfaces, Jacksonville, FL, in the amount of \$79,940 with funding to be provided by SPLOST #4 SSI Sports Complex.

Mr. Wesley Davis, Recreation Director, informed the Committee that four bids had been received and ranged from \$77 to \$90 thousand. He stated that the only part of the park that this addition affects is the ball field and that they plan to move the fence and use the remainder of the park for a dog park. Commissioner Hunt stated that they had approved eight tennis courts at North Glynn and now the addition of two courts at Epworth would allow both parks to have tournaments and the County would be competing with itself for tournaments. She stated that she was not in favor of this for that reason. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Motion to defer this item to the next Finance Committee meeting. (Vote: 2-0) (W. Davis) 2 pages [LINK](#)

- 11) Consider recommending that the Board of Commissioners authorize the issuance of an Invitation for Bid to construct and install the replacement of the Selden Park Kiddie Pool with a Splash Pad at an estimated cost of \$82,000 with funding to be provided by the FY 13 Capital Projects Fund.

Mr. Wesley Davis, Recreation Director, stated that Markey & Associates had provided design services for the Selden Park Pool project and had provided him with estimates for the project. He stated that the kiddie pool at Selden was unsafe because they had no lifeguards for it and it would be safer to build a splash pad. Commissioner Hunt stated that their only discussion had been to fix the pool and a splash pad replacement for the kiddie pool had not been discussed. Commissioner Taylor questioned the estimated use of the Kiddie Pool and Mr. Davis stated that it averaged 8,000 per year. Mr. Davis requested authorization to bid the kiddie pool and splash pad both as he believed that the splash pad would get more usage. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners authorize the issuance of an Invitation for Bid to construct and install the replacement of the Selden Park Kiddie Pool and include a Splash Pad as an alternate at an estimated cost of \$82,000 with funding to be provided by the FY 13 Capital Projects Fund. (Vote: 2-0) (W. Davis) 2 pages [LINK](#)

- 12) Consider recommending that the Board of Commissioners authorize the issuance of an Invitation for Bid to reconstruct and install the main swimming pool system at Selden Park at an estimated cost of \$185,000 with funding to be provided by the FY 13 Capital Projects Fund.

Mr. Wesley Davis, Recreation Director, stated that Markey & Associates had estimated that the Selden Park Swimming Pool would cost \$175 thousand plus \$10 thousand for an ADA compliant fixed handicap lift. Mr. Davis requested authorization to issue an invitation for bid to reconstruct the pool. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners authorize the issuance of an Invitation for Bid to reconstruct and install the main swimming pool system at Selden Park at an estimated cost of \$185,000 with funding to be provided by the FY 13 Capital Projects Fund. (Vote: 2-0) (W. Davis) 2 pages [LINK](#)

- 13) Consider recommending that the Board of Commissioners award the bid for the Stripe Replacement Project on various County roads to Diversified Traffic Services, Inc., of Blackshear, GA, the lowest responsive and responsible bidder, in the amount of \$181,842.50 with funding provided by Georgia Department of Transportation Off System Safety Program.

Ms. Becky Rowell, Assistant County Administrator/Public Works Director, presented this item and stated that the County had entered into an agreement with the GA Department of Transportation in September which would road striping. The Stripe Replacement Project was bid and Ms. Rowell recommended awarding the bid to Diversified Traffic Services. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners award the bid for the Stripe Replacement Project on various County roads to Diversified Traffic Services, Inc., of Blackshear, GA, the lowest responsive and responsible bidder, in the amount of \$181,842.50 with funding provided by Georgia Department of Transportation Off System Safety Program. (Vote: 2-0) (B. Rowell) 3 pages [LINK](#)

Grant Funding and Grant Contracts

- 14) Consider recommending that the Board of Commissioners approve the use of Juvenile Services Fund fund balance in the amount of \$6,438 to meet the local match requirements for the Governor's Office for Children and Families Federal Grant.

Juvenile Court Judge George Rountree presented this item and stated that these types of projects have been very successful in Juvenile Court and there were funds in the Juvenile Services fund balance to use for the cash match. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners approve the use of Juvenile Services Fund fund balance in the amount of \$6,438 to meet the local match requirements for the Governor's Office for Children and Families Federal Grant. (Vote: 2-0) (G. Rountree) 1 page [LINK](#)

- 15) Consider recommending that the Board of Commissioners amend the FY12/13 Juvenile Court Budget with an increase of \$24,365, the required cash match in the Promoting Safe and Stable Families Grant, with funding to be provided by the General Fund fund balance.

Juvenile Court Judge George Rountree stated that his office thought they could use the unspent money from a previous grant and therefore didn't budget for this match. He stated that they would budget for the grant matches in the future. Commissioner Hunt requested that they make sure the cash match is budgeted for the next year. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners amend the FY12/13 Juvenile Court Budget with an increase of \$24,365, the required cash match in the Promoting Safe and Stable Families Grant, with funding to be provided by the General Fund fund balance. (Vote: 2-0) (G. Rountree) 1 page [LINK](#)

16) Consider recommending that the Board of Commissioners approve the contract with the Georgia Department of Human Services for funds to support the Juvenile Court in the amount of \$73,095, subject to the matching funds being allocated.

Mr. David Hainley, Community Development Director, requested that the Committee recommend approval of the contract that was discussed by Judge Rountree in the previous item. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners approve the contract with the Georgia Department of Human Services for funds to support the Juvenile Court in the amount of \$73,095, subject to the matching funds being allocated. (Vote: 2-0) (D. Hainley) 46 pages [LINK](#)

17) Consider recommending that the Board of Commissioners approve the agreement with the Georgia Department of Natural Resources for funds to assist in the reconstruction of the Blythe Island Boat Lift in the amount of \$150,000.

Mr. David Hainley, Community Development Director, stated that there was budget in the Capital Projects fund for this project and this grant would lessen the County's financial obligation. Mr. Wesley Davis, Recreation Director, stated that the new lift would be able to handle larger boats. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve recommending that the Board of Commissioners approve the agreement with the Georgia Department of Natural Resources for funds to assist in the reconstruction of the Blythe Island Boat Lift in the amount of \$150,000. (Vote: 2-0) (D. Hainley) 25 pages [LINK](#)

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

- a) Items #4-9, 11-12, and 14-17 will be placed on the Board of Commissioners' Consent Agenda.
- b) Item #13 will be placed on the Board of Commissioners' Regular Agenda.
- c) Items #1-3 and 10 will not be forwarded to the Board of Commissioners' Agenda. Item #10 was deferred to the next Finance Committee meeting.