



*A Golden Past.  
A Shining Future.*

## Finance Committee Meeting Minutes

Glynn County Board of Commissioners

3:00 pm, Tuesday, March 12, 2013

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building  
Brunswick, Georgia

### Present:

**Committee Members:** *A. Booker, B Coleman, and D. Provenzano*

**Staff:** *B. Aldinger, P. Andrews, J. Breitenbach, C. Browning, R. Coolidge, W. Davis, F. Dees, D. Hainley, N. Jump, A. Lawson, V. McClinton, A. Thomas, S. Trautz, D. O'Neal, A. Ours, O. Reed, B. Rowell, D. West, W. Worley*

**Press:** *G. Jackson, Matthew Permar,*

**Other:** *Patricia Fratherstone, John Eichner, Cheryl Popiel*

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

- 1) Consider approval of the February 12, 2013 Finance Committee Minutes.

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

**Approve the February 12, 2013 Finance Committee Minutes. (Vote: 3-0) (V. McClinton) 7 pages [LINK](#)**

- 2) Consider recommending that the Board of Commissioners adopt two resolutions authorizing Glynn County to invest county funds in Georgia Fund 1.

Tonya Miller, Finance Director presented this item. Currently we have General Fund -LOST proceeds, and Splost 5 funds invested. The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

**Recommend that the Board of Commissioners adopt two resolutions authorizing Glynn County to invest county funds in Georgia Fund 1. (Vote: 3-0) (T. Miller) 5 pages [LINK](#)**

- 3) Consider recommending that the Board of Commissioners approve request from the Caleb's Crossing Homeowners' Association to participate in the County's Street Lighting Program.

Becky Rowell, Public Works Director, presented this item. When the program began it was done as a service to the Homeowner Association's (HOA). Georgia Power bills the County monthly and the County Finance Department bills the HOA quarterly. A 5% administrative fee is added to each invoice and HOA is not responsible for the sales tax that would have been assessed if they would have received the bill themselves. The Board of Commissioners has to approve new HOA entry into the Street Lighting Program as well as the discontinuance of the program. The HOA must pay for all hardware before they can be added to the program. Ms. Rowell was asked to bring to the Finance Committee the true savings and rates of the program. Commissioner Provenzano would like to discontinue the

program. The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

**Recommend that the Board of Commissioners approve request from the Caleb's Crossing Homeowners' Association to participate in the County's Street Lighting Program. (Vote: 3-0) (B. Rowell) 6 pages [LINK](#)**

- 4) Consider recommending that the Board of Commissioners authorize the addition of Private Schools to groups approved for fee waivers for the Recreation Department with this new group fee waiver addition to become effective on March 22, 2013.

Mr. Wesley Davis, Recreation Director, presented this item. He requested that the Board add Private Schools to the list of groups approved for a fee waiver for activities conducted during normal school hours for school functions. The County does not assume any additional liability. The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

**Recommend that the Board of Commissioners authorize the addition of Private Schools to groups approved for fee waivers for the Recreation Department with this new group fee waiver addition to become effective on March 22, 2013. (Vote: 3-0) (W. Davis) 1 page [LINK](#)**

### Grant

- 5) Consider recommending that the Board of Commissioners authorize submission of the 2014 grant application the Governor's Office of Highway Safety for \$85,203.92 in funds to support the HEAT program and the Commission Chairman be authorized to execute the grant application.

David Hainley, Community Development Director presented this item. This grant is a continuation of the existing HEAT grant which is used to enhance highway safety. The County has received this grant for five years. The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

**Recommend that the Board of Commissioners authorize submission of the 2014 grant application the Governor's Office of Highway Safety for \$85,203.92 in funds to support the HEAT program and the Commission Chairman be authorized to execute the grant application. (Vote: 3-0) (D. Hainley) 2 pages [LINK](#)**

- 6) Consider recommending that the Board of Commissioners approve the adoption of the resolution to allow the Glynn County Juvenile Court to receive the grant in the amount of \$73,095.00 from the Georgia Department of Human Services and authorize the Chairman to sign the resolution document.

David Hainley, Community Development Director presented this item. This grant is a continuation of an existing grant. The matching funds are included in the Juvenile Courts Operating Budget. The only difference in this year's grant is the inclusion of a resolution to allow the Juvenile Court to receive the grant. The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

**Recommend that the Board of Commissioners approve the adoption of the resolution to allow the Glynn County Juvenile Court to receive the grant in the amount of \$73,095.00 from the Georgia Department of Human Services and authorize the Chairman to sign the resolution document. (Vote: 3-0) (D. Hainley) 4 pages [LINK](#)**

- 7) Consider recommending that the Board of Commissioners authorize submission of the application to the Criminal Justice Coordinating Council Grant in the amount of \$8,523 and the Commission Chairman be authorized to execute the grant application.

David Hainley, Community Development Director presented this item. This is a new grant. This grant will be used to purchase an intoxilyzer. The existing intoxilyzer has to be replaced by December 31, 2014. If the grant is not awarded, the intoxilyzer will have to be purchased out of the Glynn County Police Department Operating Budget. The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

**Recommend that the Board of Commissioners authorize submission of the application to the Criminal Justice Coordinating Council Grant in the amount of \$8,523 and the Commission Chairman be authorized to execute the grant application. (Vote: 3-0) (D. Hainley) 2 pages [LINK](#)**

### **Property Appraisal Item**

- 8) 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, February 7, 2013 meeting with clarification that this does not approve a tax refund.

Mr. Ron Glisson, Chief Appraiser, was available for questions. The following motion made by Commissioner Booker and seconded by Commissioner Coleman 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, February 7, 2013 meeting with clarification that this does not approve a tax refund. (Vote: 3-0) (R. Glisson) 4 pages [LINK](#)**

- 9) 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, February 21, 2013 meeting with clarification that this does not approve a tax refund.

Mr. Ron Glisson, Chief Appraiser, was available for questions. The following motion made by Commissioner Booker and seconded by Commissioner Coleman 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, February 21, 2013 meeting with clarification that this does not approve a tax refund. (Vote: 3-0) (R. Glisson) 5 pages [LINK](#)**

### **Bids, Contracts, and Agreements**

- 10) Consider recommending that the Board of Commissioners extend the contract for the County banking services with BB&T for the 1<sup>st</sup> option year.

Ms. Tonya Miller, Glynn County Finance Director presented this item. Commissioner Coleman asked if this contract went out to bid this year. Mr. Alan Ours, Glynn County Administrator stated that it went out one year ago. Commissioner Coleman questioned whether we rebid. Mr. Ours requested that they allow Ms. Miller one year to work with BB & T and revisit the bid process next year. The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

**Recommend recommending that the Board of Commissioners extend the contract for the County banking services with BB&T for the 1st option year. (Vote: 3-0) (T. Miller) 1 page [LINK](#)**

- 11) Consider recommending that the Board of Commissioners authorize to exercise the 2nd year extension option for Grounds Maintenance Services for County Parks with Creative Landscapes, Inc. in the amount of \$40,800 with funding to come from the Operating Budget of the Recreation Department.

Mr. Wesley Davis, Recreations Director requested authorization to enter into the 2nd year extension option with Creative Landscape. Mr. Davis stated that he was satisfied with Creative Landscapes ' work and there was no price increase. The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

**Recommend that the Board of Commissioners authorize to exercise the 2nd year extension option for Grounds Maintenance Services for County Parks with Creative Landscapes, Inc. in the amount of \$40,800 with funding to come from the Operating Budget of the Recreation Department. (Vote: 3-0) (W. Davis) 1 page [LINK](#)**

12) Consider recommending Board of Commissioners

- approve the Fiber Sharing Agreement between Glynn County Board of Commissioners and Glynn County Board of Education with a one-time payment to the Glynn County Board of Education in the amount of \$158,700 with funding provided by General Fund fund balance;
- authorize staff to solicit bids for Coastal Academy Fiber Optic Cabling with an amount not to exceed \$4,000 with funding provided by the General Fund fund balance; and
- authorize staff to solicit bids to complete the tasks required to merge the Glynn County Board of Commissioners and Glynn County Board of Education fiber optic backbones and connect Joint Public Safety, Fourth Street Tower, North Glynn Recreation, Fire Station 3, Fire Station 5, Fire Station 6, Blythe Island Regional Park, Selden Park, and the Records Retention Center with funding in the amount of \$138,358.41 to be provided by SPLOST 5 Network Enhancements and \$158,641.59 to be provided by the General Fund fund balance.

Mr. John Catron Information Technology Director presented this item. They would like to take existing Board of Education fiber and attach it to our fiber in an effort to extend the network system to other Glynn County facilities. This would eliminate duplication and result in reduced costs for both the Board of Commissioners and the Board of Education. Commissioner Provenzano questioned the age of the fiber as well as repairs. Mr. Canton stated that the fiber was established in 2006. All repair costs will have to be agreed upon and will be shared between the two entities based on an agreed percentage. The Board of Education has the primary responsibility for repairs. The contract has been approved to form. The Board of Education still needs to approve this contract. The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

**Recommend that the Board of Commissioners**

- **approve the Fiber Sharing Agreement between Glynn County Board of Commissioners and Glynn County Board of Education with a one-time payment to the Glynn County Board of Education in the amount of \$158,700 with funding provided by General Fund fund balance;**
- **authorize staff to solicit bids for Coastal Academy Fiber Optic Cabling with an amount not to exceed \$4,000 with funding provided by the General Fund fund balance; and**
- **authorize staff to solicit bids to complete the tasks required to merge the Glynn County Board of Commissioners and Glynn County Board of Education fiber optic backbones and connect Joint Public Safety, Fourth Street Tower, North Glynn Recreation, Fire Station 3, Fire Station 5, Fire Station 6, Blythe Island Regional Park, Selden Park, and the Records Retention Center with funding in the amount of \$138,358.41 to be provided by SPLOST 5 Network Enhancements and \$158,641.59 to be provided by the General Fund fund balance. (Vote: 3-0) (D. West) 13 pages [LINK](#)**

13) Consider recommending that the Board of Commissioners authorize staff to implement Odyssey File and Serve Manager for the courts who wish to provide a service to the attorneys and that the Chairman is authorized to sign the agreement with Tyler Technologies.

John Catron, Information Technology Director presented this item. Tyler Technology will provide a service to registered attorneys. Attorneys will be able to E-file specific court documents. This contract is no cost to the County. The various courts will have to decide if they would like to participate. Attorneys will have to pay Tyler

Technology to participate. County Attorney Wil Worley mentioned that federal courts have an E-File mandate. The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

**Recommend that the Board of Commissioners authorize staff to implement Odyssey File and Serve Manager for the courts who wish to provide a service to the attorneys and that the Chairman is authorized to sign the agreement with Tyler Technologies. (Vote: 3-0) (J. Catron) 13 pages [LINK](#)**

- 14) Consider recommending that the Board of Commissioner authorize staff to implement ePayment Manger to the courts who wish to provide on-line payments to the public and that the Chairman is authorized to sign the agreement with Tyler Technologies.

John Catron, Information Technology Director presented this item. Tyler Technology will provide this service. The customer is responsible for paying the fees along with their fines. This contract will save staff time and effort. There are no costs to the County. Tyler Technology provides the scanners. The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

**Recommend that the Board of Commissioner authorize staff to implement ePayment Manger to the courts who wish to provide on-line payments to the public and that the Chairman is authorized to sign the agreement with Tyler Technologies. (Vote: 3-0) (J. Catron) 9 pages [LINK](#)**

- 15) Consider recommending that the Board of Commissioners award a contract for the SPLOST Drainage Projects to JH Stone Construction of Brunswick, Georgia, in the amount of \$340,629 with funding from SPLOST 5.

Becky Rowell, Public Works Director, presented this item. JH Stone a local contractor will perform this work. Commissioner Provenzano questioned if this project would close out SPLOST 5 Drainage Projects. Ms. Rowell stated that there would be some remaining funds for a few additional projects – Highway 17 and US 82 & Baumgardner Road. Commissioner Coleman suggested reviewing Mariner Drive by the College to the Health Department. The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

**Recommend that the Board of Commissioners award a contract for the SPLOST Drainage Projects to JH Stone Construction of Brunswick, Georgia, in the amount of \$340,629 with funding from SPLOST 5. (Vote: 3-0) (B. Rowell) 3 pages [LINK](#)**

- 16) Consider recommending that the Board of Commissioners approve bidding out the construction of ADA upgrades of Glynn County Fire Station 1, located at 4310 Community Road and authorize the funding for this project to be provided from the Fire Fund Balance.

Mr. Al Thomas, Glynn County Fire Chief presented this item. Chief Thomas stated that Fire Station 1 was built in 1963 and does not meet the ADA requirements. He is requesting to go out to bid for the construction of the ADA upgrades. County Administrator Alan Ours explained that the Fire Fund comes from a separate millage of several districts not all County. Per Chief Tomas showers, kitchen counters, and public facilities were among the repairs. Becky Rowell, Assistant County Administrator explained that the County entered into a settlement agreement in 2009 with the Department of Justice. This agreement stated that the County would become ADA compliant within 5 years. We are coming up on the 5<sup>th</sup> year. The County will be fined if repairs are not made. Commissioner Provenzano asked Ms. Rowell to provide all Commissioners with a listing of buildings that still need to become ADA compliant. The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

**Recommend that the Board of Commissioners approve bidding out the construction of ADA upgrades of Glynn County Fire Station 1, located at 4310 Community Road and authorize the funding for this project to be provided from the Fire Fund Balance. (Vote: 3-0) (A. Thomas) 1 page [LINK](#)**

- 17) Consider recommending that the Board of Commissioners approve bidding the refurbishment of the storage building of Glynn County Fire Station 6, located at 3320 Highway 17 South and approve the use of funding from the Fire Fund Balance for this project.

Mr. Al Thomas, Glynn County Fire Chief presented this item. At the end of 2012 there was a fire in the storage facility at Fire Station 6. The building is used to store fire apparatus, pumps, etc. The building has been salvaged; however items in the building – fire safety house and mass causally trainer were burned. Preliminary estimates of \$30,000 -\$40,000 for repairs were given. The approximate size of the building was 40x24X26. The following motion made by Commissioner Booker and seconded by Commissioner Coleman passed unanimously.

**Recommend that the Board of Commissioners approve bidding the refurbishment of the storage building of Glynn County Fire Station 6, located at 3320 Highway 17 South and approve the use of funding from the Fire Fund Balance for this project. (Vote: 3-0) (A. Thomas) 1 page [LINK](#)**

- 18) Consider recommending that the Board of Commissioners approve funding for the new Detention Center / Public Works Access road and other facilities in the amount of \$394,200, with funding to be provided by the General Fund fund balance.

Mr. David Hainley, Community Development Director, and Ms. Becky Rowell, Public Works Director, presented this item. Ms. Rowell explained the new Public Works proposed parking plan as well as the future Public Works Master Plan. The proposed parking will accommodate 110 employees. The Road will need to be open before the 2014 jail opening. Commissioner Provenzano wants to see how the entire plan will work before he votes, and expressed concern about the use of Fund Balance without seeing the entire project. She explained that the Glynn County Police Department will lose its precinct. Chief Matthew Doering mentioned that he has had discussions with Mr. Wesley Davis, Recreation Director for a possible precinct at the Ballard Ball Field. Ms. Rowell stated that they are close to completing the Master Plan. It will be completed no later than the April 16, 2013 Work Session. The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

**Recommend this item come back to Finance Committee at a later date. (Vote: 3-0) (D. Hainley) 3 pages [LINK](#)**

- 19) Consider recommending that the Board of Commissioners approve Change Orders 8-17 for the new Detention Center. The funding in the amount of \$68,600.09 will come from the project contingency fund balance.

David Hainley, Community Development Director presented this item. Mr. Hainley began this discussion by stating that he needed to change the recommendation. He needed to eliminate item 8 on his memo. This change order was to replace previously requested change order number 5 which was never authorized but appeared in the chain of requests. In addition, item 13 and 15 are estimates and will need to be taken off. Mr. Jim Ingram, Architect, explained the purpose of each change order. Commissioner Booker expressed concern about the number of changes that were being made. The following motion made by Commissioner Coleman and seconded by Commissioner Booker passed unanimously.

**Recommend that the Board of Commissioners approve Change Orders #9-12, 14, and 16-17 for the new Detention Center with funding in the amount of \$104,642.46 to be provided by the project contingency balance and \$300.00 from the architect's contingency fund. (Vote: 3-0) (D. Hainley) 3 pages [LINK](#)**

### Other Items

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

- a) Items #2-11, 13-14, and 16-17 will be placed on the Board of Commissioners' Consent Agenda.
- b) Items #12, 15, and 19 will be placed on the Board of Commissioners' Regular Agenda.
- c) Items # 1 and 18 will not be forwarded to the Board of Commission.