



*A Golden Past.  
A Shining Future.*

## Finance Committee Meeting Minutes

Glynn County Board of Commissioners

3:00 pm, Tuesday, May 7, 2013

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building  
Brunswick, Georgia

### Present:

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

**Staff:** *J. Breitenbach, R. Cason, B. Corry, W. Davis, M. Doering, G. Rountree, R. Glisson, D. Hainley, V. McClinton, T. Miller, A. Ours, O. Reed, B. Rowell, A. Sapp, A. Thomas T. York*

**Press:** *Matthew Permar*

**Other:** *Larry and Karen Brantley, David Crow, Ryan Grolemond, and Jim Ingram*

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

- 1) Consider approval of the April 9, 2013 Finance Committee Minutes.

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

**Recommend approval of the April 9, 2013 Finance Committee Minutes. (Vote: 3-0) (T. Miller) 6 pages [LINK](#)**

- 2) Receive the monthly EMS Collection report. (A. Thomas) 1 page [LINK](#) **No action taken.**

Chief Thomas presented his report. Commissioner Provenzano asked the age on the receivables and Chief Thomas stated that usually after an account was three months past due it went to collections. Commissioner Provenzano asked how much of the balance was over one year old and Chief Thomas responded that quite a bit was older than that. Commissioner Provenzano requested an aging report for next month's finance committee meeting. Commissioner Provenzano also said he would like to meet with the Finance Director to discuss at what point the accounts should be written off. Commissioner Booker asked Chief Thomas to look into the possibility of the County being able to utilize some of the hospital foundation's funding to cover these shortfalls. Commissioner Provenzano then asked how long these accounts had been on the aging report and Chief Thomas was uncertain.

- 3) Receive the monthly Workers Compensation Report. (O. Reed) **No action taken.**

Ms. Reed began giving her report. Commissioner Provenzano requested that she come back next month after she has had a chance to make copies for the committee.

### Budget Items

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

Ms. York presented the budget amendment for the 3<sup>rd</sup> quarter of FY 2013.

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

**Recommend that the Board of Commissioners adopt the Resolution to amend the FY12/13 Budget. (Vote: 3-0) (T. York) 11 pages [LINK](#)**

- 5) Consider recommending that the Board of Commissioners increase Glynn County Juvenile Court's funding for object description number 52051 – legal fees for FY 12/13 by \$42,773.64.

Judge Rountree explained the current deficit and the amount of bills that they are holding in Juvenile Court. He also explained that he had taken the same approach that the Commission mentioned and he requested \$30,715 in additional funding for FY13.

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

**Recommend that the Board of Commissioners increase Glynn County Juvenile Court's funding for object description number 52051 – legal fees for FY 12/13 by \$30,715. (Vote: 3-0) (G. Rountree) 11 pages [LINK](#)**

- 6) Consider recommending that the Board of Commissioners allocate \$81,865 from the General Fund fund balance for additional mosquito control chemicals.

Ms. Rowell presented this item. She explained that last year they waited too long to get the needed chemicals to control the mosquito population and as a result had to wait for weeks to get the chemicals. This amount requested buys adulticide and larvicide and will allow the County to have enough chemicals through the end of July 2013. Commissioner Coleman asked about aerial service and Ms. Rowell explained that although aerial service is far more efficient and far more expensive, there is no aerial service available to us currently. The Mosquito Control team treats water and storm drains with larvicide which has granules that last approximately 150 days. The spray, however, only lasts for 12-24 hours and actually has to touch the insects. The County is trapping mosquitos and sending them off to the University of Georgia for testing of various diseases. Ms. Rowell also explained that the budget has been cut but with all of the rain, the additional funding is necessary to control the mosquito population. Commissioner Booker asked who we bought the chemicals from and Ms. Rowell explained that it is going to go out for bid. Commissioner Booker then questioned whether the County can collaborate with any neighboring counties for this service, and Ms. Rowell explained that we have tried that specifically with Chatham County and that it was not an option.

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

**Recommend that the Board of Commissioners allocate \$81,865 from the General Fund fund balance for additional mosquito control chemicals. (Vote: 3-0) (B. Rowell) 2 pages [LINK](#)**

### Water and Sewer Variance

- 7) Consider recommending that the Board of Commissioners approval of application WSV2602 – Bruce Estate, connection to individual sewer due to public sewer infrastructure constraints.

David Hainley presented the item. He explained that JWSC would not allow residential customers to tap into their system at this point because the pipe is too big at this location. Commissioner Provenzano inquired as to how many lots this was for and Mr. Hainley stated four. Commissioner Provenzano then inquired as to whether there could be more houses along the road there and Mr. Hainley stated that there could not be. He stated that there

was about 32 acres total in upland area and the lots were about 8 acres each. They have been limited to two driveways and no other houses can go there. Mr. Coleman questioned whether the County could come up with more strict rules on how far away from the marsh a septic tank can go and Mr. Hainley and Mr. Corry stated that they would have to check in to that. Mr. Coleman stated his concerns about the septic tanks being too close to the marsh areas.

The following motion made by Commissioner Booker and seconded by Commissioner Provenzano passed.

**Recommend that the Board of Commissioners approval of application WSV2602 – Bruce Estate, connection to individual sewer due to public sewer infrastructure constraints. (Vote: 2-1) (D. Hainley) 4 pages [LINK](#)**

### Tax Commissioner Items

- 8) Consider recommending that the Board of Commissioners approve or deny a request from Mr. Ahmad R. Haffar that \$186.77 paid in penalties and interest on his 2012 property taxes be refunded.

Ms. Arlene Sapp from the Tax Commissioner's office presented this item.

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

**Recommend that the Board of Commissioners deny a request from Mr. Ahmad R. Haffar that \$186.77 paid in penalties and interest on his 2012 property taxes be refunded. (Vote: 3-0) (F. Dees) 8 pages [LINK](#)**

### Property Appraisal Items

- 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, April 4, 2013 meeting and
  - their Tuesday, April 18, 2013 meeting
- with clarification that this does not approve a tax refund.

Mr. Ron Glisson presented this item.

The following motion made by Commissioner Coleman and seconded by Commissioner Booker 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, April 4, 2013 meeting and
- their Tuesday, April 18, 2013 meeting

**with clarification that this does not approve a tax refund. (Vote: 3-0) (R. Glisson) 5 pages [LINK](#)**

### Proposed Fee Changes/Establishment

- 10) Consider recommending that the Board of Commissioners authorize the Recreation Department to advertise a public hearing to establish fees for rental option of Selden Park grounds plus addition of extra hour's option for gym rental.

Mr. Wesley Davis presented this item. He explained that other parks have this rental option, just not Selden Park.

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

**Recommend that the Board of Commissioners authorize the Recreation Department to advertise a public hearing to establish fees for rental option of Selden Park grounds plus addition of extra hour's option for gym rental. (Vote: 3-0) (W. Davis) 1 page [LINK](#)**

11) Consider recommend that the Board of Commissioners authorize the Recreation Department to advertise a public hearing to establish a fee for seasonal couple pass at Howard Coffin Park pool.

Mr. Wesley Davis presented this item. He explained that other parks have this fee, just not Howard Coffin Park Pool.

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

**Recommend that the Board of Commissioners authorize the Recreation Department to advertise a public hearing to establish a fee for seasonal couple pass at Howard Coffin Park pool. (Vote: 3-0) (W. Davis) 1 page [LINK](#)**

12) Consider recommending that the Board of Commissioners authorize the Recreation Department to advertise a public hearing to establish fees for seasonal pool passes at Selden Park Pool.

Mr. Wesley Davis presented this item. He explained that other parks have seasonal pool passes, just not Selden Park Pool.

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

**Recommend that the Board of Commissioners authorize the Recreation Department to advertise a public hearing to establish fees for seasonal pool passes at Selden Park Pool. (Vote: 3-0) (W. Davis) 1 page [LINK](#)**

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

13) Consider recommending that the Board of Commissioners approve of the Concession License Agreement with Holy Smoke Cuisine as the sole concession operator at Massengale Park in the total amount of \$2,000; authorize vendor to start operation of concession stands on 5-17-13; to extend hours of operation from 11:00 am to 4:00 pm to 11:00 am to 9:00 pm; and authorize Commission Chair to sign the agreement in the best interest of the County

Mr. Wesley Davis presented this item. Commissioner Booker expressed his concerns about the vendor advertising his involvement in the Feed the Children program. Chief Doering explained that when community events are held Mr. Kyser has extended the Feed the Children program. After discussion with Mr. Corry about a potential advertising clause in the contract, the decision was made that Mr. Davis would discuss potential advertising activities with Mr. Kyser.

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

**Recommend that the Board of Commissioners approve of the Concession License Agreement with Holy Smoke Cuisine as the sole concession operator at Massengale Park in the total amount of \$2,000; authorize vendor to start operation of concession stands on 5-17-13; to extend hours of operation from 11:00 am to 4:00 pm to**

**11:00 am to 9:00 pm; and authorize Commission Chair to sign the agreement in the best interest of the County. (Vote: 3-0) (W. Davis) 8 pages [LINK](#)**

14) Consider recommending that the Board of Commissioners exercise the 4th option year to continue with the cost-per-copy program and exercise its right to extend the current contract with Herrin Document Systems for an additional year at 1.2¢ per copy with funding to be provided by each user's operating budget.

Mrs. Tonya Miller presented this item. She explained that users were satisfied with the current operation and the current contract and requested that the contract be extended.

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

**Recommend that the Board of Commissioners exercise the 4th option year to continue with the cost-per-copy program and exercise its right to extend the current contract with Herrin Document Systems for an additional year at 1.2¢ per copy with funding to be provided by each user's operating budget. (Vote: 3-0) (T. Miller) 1 page [LINK](#)**

15) Consider recommending that the Board of Commissioners award the bid to the lowest responsive and responsible bidder Southern Contractors of Glynn from Brunswick, GA in the amount of \$514,000 for the construction of the Mallery ballpark office facility with funding to be provided by SPLOST #5 – District 2 Sports Complex Improvements in the amount of \$413,504 and the ADA portion to come from the General Fund fund balance in the amount of \$100,496.

Mr. Wesley Davis presented this item. Commissioner Provenzano stated that all of the funding would come from SPLOST V due to recent communications with Mr. Mumford about the project.

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

**Recommend that the Board of Commissioners award the bid to the lowest responsive and responsible bidder Southern Contractors of Glynn from Brunswick, GA in the amount of \$514,000 for the construction of the Mallery ballpark office facility with funding to be provided by SPLOST #5 – District 2 Sports Complex Improvements. (Vote: 3-0) (W. Davis) 2 pages [LINK](#)**

16) Consider recommending recommend that the Board of Commissioners award the bid for the Sport Field Rotary Mower for the Recreation Department to the lowest responsive and responsible bidder, Wesco Turf, from Sarasota, FL for a total amount of \$76,727.70 with funding to be provided by the Capital Projects Fund - 315 Program 6191 Park Areas.

Mr. Wesley Davis presented this item. Mr. Ray Cason was available for questions. He explained that the rotary mower could cut 10.5 acres per hour. Mr. Joe Breitenbach explained that the mowers came with a two-year warranty and they could work on the mowers after that in the fleet shop.

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

**Recommend that the Board of Commissioners award the bid for the Sport Field Rotary Mower for the Recreation Department to the lowest responsive and responsible bidder, Wesco Turf, from Sarasota, FL for a total amount of \$76,727.70 with funding to be provided by the Capital Projects Fund - 315 Program 6191 Park Areas. (Vote: 3-0) (W. Davis) 2 pages [LINK](#)**

17) Consider recommending that the Board of Commissioners authorize a purchase of the portable radios and all accessories from Motorola Solutions, with funding to come from the Police Seizure Fund balance.

Chief Doering presented this item.

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

**Recommend that the Board of Commissioners authorize a purchase of the portable radios and all accessories from Motorola Solutions, with funding to come from the police seizure fund balance. (Vote: 3-0) (M. Doering) 5 pages [LINK](#)**

18) Consider recommending that the Board of Commissioners authorize change order #2 for \$203,312.52 to Seaboard Construction with funds from SPLOST 4 Miscellaneous Road Improvement project.

Mr. David Hainley presented this item. Discussion was had and it was decided that rather than do a change order to the existing project it would be best to bid this project out since the items involved were not included in the original scope of work.

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

**Recommend that the Board of Commissioners authorize the bidding of improvements to Canal Road intersection with Spur 25. (Vote: 3-0) (D. Hainley) 7 pages [LINK](#)**

### **Other Items**

19) Consider recommending that the Board of Commissioners approve the change method/installation of Glynn County Detention Center sewage conveyance to force main.

Mr. David Hainley presented this item. Commissioner Provenzano stated that as long as the project was designed to meet JWSC specs the project was a done deal. He also explained that there would need to be an intergovernmental agreement between the two agencies. Commissioner Coleman asked whether Public Works would be serviced by the system and Commissioner Provenzano explained that not only would Public Works be serviced but also a jail facility with 600-1,200 beds, and Honeywell (if they come on later).

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

**Recommend that the Board of Commissioners approve the change method/installation of Glynn County Detention Center sewage conveyance to force main. (Vote: 3-0) (D. Hainley) 4 pages [LINK](#)**

**A motion was made by Commissioner Coleman and seconded by Commissioner Booker to add the next item to the agenda passed unanimously. (Vote: 3-0)**

Mr. David Hainley presented this item.

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

**Recommend David Hainley present exact items for change orders not to exceed \$3,500 and to eliminate the \$97,000 worth of change orders. (Vote: 3-0)**

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 #4-14 and #16-19a) will be placed on the Board of Commissioners' Consent Agenda.**
- b) **Item #15 will be placed on the Board of Commissioners' Regular Agenda.**
- c) **Items #1-3 and #20 will not be forwarded to the Board of Commission.**