



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

3:00 pm, Tuesday, June 11, 2013

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building
Brunswick, Georgia

Present:

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

Staff: *P. Andrews, J. Breitenbach, J. Catron, W. Davis, M. Doering, R. Grolemond, D. Hainley, H. Key, B. Mauney, V. McClinton, T. Miller, A. Ours, O. Reed, B. Rowell, W. Worley, A. Thomas, Press: Matthew Permar, Martin Rand, III*

Other: *Kevin Gough, Mike Scherneck, Nathan Sparks*

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

A motion was made by Commissioner Coleman and seconded by Commissioner Booker to add an item to the published agenda. The motion carried unanimously.

- 1) *Consider recommending that the Board of Commissioners approve an amendment to the original contract for the building custodial services with Performance Cleaning Group, Tampa FL, adding the Three Rivers Regional Library System for an annual amount of \$41,040 with funding provided from the Facilities Maintenance Department operating budget and exercise the first option year of the contract in the amount of \$234,545.80.*

Mr. Mauney presented the item and let the Commissioners know that he has been satisfied with the work of Performance Cleaning group.

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

Recommend that the Board of Commissioners approve an amendment to the original contract for the building custodial services with Performance Cleaning Group, Tampa FL, adding the Three Rivers Regional Library System for an annual amount of \$41,040 with funding provided from the Facilities Maintenance Department operating budget and exercise the first option year of the contract in the amount of \$234,545.80. (B. Mauney) 2 pages (Vote: 3-0) [LINK](#)

- 1.5) *Consider approval of the May 7, 2013 Finance Committee Minutes.*

There were no changes or additions.

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

Recommend approval of the May 7, 2013 Finance Committee Minutes. (T. Miller) 7 pages (Vote: 3-0) [LINK](#)

- 2) *Receive the monthly aging EMS Collection report. (A. Thomas) 3 pages [LINK](#)*

Chief Thomas explained the aging report. Commissioner Coleman asked Commissioner Booker if he still had questions of the hospital and he did. Mr. Mike Scherneck (CFO of Southeast Georgia Health System) explained the revenue receipts at the hospital and their indigent care trust fund and why it was not possible for the County to participate in that program. He explained that they were able to collect about \$3.4 million net while they were having to write off \$50 million as uncollectible indigent care expenses and that they are writing off about \$42 million for other bad debts. Commissioner Provenzano and Commissioner Coleman mentioned looking in to privatizing EMS.

- 3) *Receive the monthly Workers Compensation Report. (O. Reed) 8 pages [LINK](#)*

Ms. Reed presented the report. She also reported that staff is continuing (on a smaller scale currently due to a lack of a risk management employee) their safety training. Commissioner Provenzano asked Ms. Reed if the County was doing better or worse. She stated that we were doing better based on the comparison of FY13 to the prior year. She stated that there have been a lot of claims but that the dollar amounts were lower overall. Ms. Reed stated that she would let Commissioner Provenzano know how much the County should set aside for these claims.

- 4) *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.*

Mr. Grolemond presented this item. There were no questions.

The following motion made by Commissioner Coleman and seconded by Commissioner Booker 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. (R. Grolemond) 2 pages (Vote: 3-0) [LINK](#)

- 5) *Consider recommending that the Board of Commissioners approve the Glynn County Economic Development Revolving Loan in the amount of \$100,000 to Scojet, Inc., and that the loan documents, consisting of the Loan Agreement, Promissory Note, and Security Agreement be approved by the Board of Commissioners and executed where necessary by the Chairman.*

Mr. Nathan Sparks, Executive Director of the Brunswick and Glynn County Development Authority, was present and available for questions. Commissioner Provenzano explained the revolving loan fund program. Mr. Sparks further explained the fund, in particular the job creation aspect of the fund. He stated that both projects meet (exceed) the threshold for job creation/retention. Mr. Sparks also explained that we need to use the funds so we don't lose them and that they (Development Authority) are happy to talk to anyone about these loans or the program.

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

Recommend that the Board of Commissioners approve the Glynn County Economic Development Revolving Loan in the amount of \$100,000 to Scojet, Inc., and that the loan documents, consisting of the Loan Agreement, Promissory Note, and Security Agreement be approved by the Board of Commissioners and executed where necessary by the Chairman. (A. Mumford) 34 pages (Vote: 3-0) [LINK](#)

- 6) *Consider recommending that the Board of Commissioners approve the Glynn County Economic Development Revolving Loan in the amount of \$80,000 to Triangle-T Corporation and that the loan documents, consisting of the Loan Agreement, Promissory Note, and Security Agreement be approved by the Board of Commissioners and executed where necessary by the Chairman.*

Mr. Sparks discussed job retention and future job growth that this funding could provide. He also stated that this loan is slightly different from the previous ones in that this is for working capital. The State of Georgia has different terms for this type of loan but the provisions are available for the loan.

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

Recommending that the Board of Commissioners approve the Glynn County Economic Development Revolving Loan in the amount of \$80,000 to Triangle-T Corporation and that the loan documents, consisting of the Loan Agreement, Promissory Note, and Security Agreement be approved by the Board of Commissioners and executed where necessary by the Chairman. (A. Mumford) 27 pages (Vote: 3-0) [LINK](#)

- 7) *Consider recommending that the Board of Commissioners approve and execute the contract with the Brunswick Judicial Circuit Public Defender.*

Mr. Kevin Gough, Public Defender of the Brunswick Judicial Circuit Public Defender was present and available for questions. Mr. Gough explained the 2003 law and the partnership that the State has with the Circuits. Commissioner Provenzano asked if all of the counties in the circuit had the same contract and Mr. Gough responded that although they are similar each county has a separate, different contract. Commissioner Booker asked Mr. Gough if he worked with Georgia Legal Services and Mr. Gough responded that he did not and that they were entirely a separate entity.

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

Recommend that the Board of Commissioners approve and execute the contract with the Brunswick Judicial Circuit Public Defender. (T. Miller) 15 pages (Vote: 3-0) [LINK](#)

- 8) *Consider recommending that the Board of Commissioners rescind the action taken on October 16, 2012 to approve an alternative fuel pilot program at an estimated cost of \$48,000 with funding from the General Fund fund balance.*

Becky Rowell and Joe Breitenbach were present and available for questions. Ms. Rowell explained that the Commissioners authorized the program last year but Fleet had tested several vehicles and there were limited, if any, benefits to the program and that there were harmful side effects.

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

Recommend that the Board of Commissioners rescind the action taken on October 16, 2012 to approve an alternative fuel pilot program at an estimated cost of \$48,000 with funding from the General Fund fund balance. (B. Rowell) 2 pages (Vote: 3-0) [LINK](#)

- 9) *Consider recommending that the Board of Commissioners amend the Fiscal Year 2013 Sheriff's Office budgets with an increase of \$37,389 in order to fund operations of the Sheriff's Office for the remainder of the fiscal year with funding to be provided by the General Fund fund balance. This item was pulled from the agenda.*

Proposed Fee Changes/Establishment

- 10) *Consider recommending that the Board of Commissioners grant the sale of scanned plats by the GIS department in bulk to a customer's requesting the inventory of final, as-built, deeds and other documents stored by the GIS department based on the price listing in Exhibit A.*

Hunter Key explained the proposal. Commissioner Provenzano asked about prices for Open Records Act requests. Mr. Worley and Mr. Key are going to look in to this further before the public hearing is held. Mr. Worley clarified that this request is to have a public hearing.

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

Recommending that the Board of Commissioners hold a public hearing to approve the fees in the sale of scanned plats by the GIS department in bulk to customer's requesting the inventory of final, as-built, deeds and other documents stored by the GIS department based on the price listing in Exhibit A. (B. Nyers) 3 pages (Vote: 3-0) [LINK](#)

Bids, Contracts, and Agreements

- 11) *Consider recommending that the Board of Commissioners approve the extension of the Contract for Services with Emergency Communications Network to provide for the communication of essential information to ensure the safety and preparedness of citizens during threatening situations in the amount of \$10,750 with funding to be provided by the proposed FY14 E911 operating budget. **This item was pulled from the agenda.***
- 12) *Consider recommending that the Board of Commissioners contract for tree removal and maintenance services with Jones Maintenance Company of St. Simons Island at the bid pricing shown below with funding provided from the Public Works Department operating budget:*
 - Tree removal, trimming limbs with traffic control, per hour \$200
 - Tree removal, trimming limbs w/o traffic control, per hour \$150
 - Palm tree trimming per each \$35
 - Stump grinding, per inch diameter \$2
 - Crane & operator, per hour \$85

Ms. Rowell explained this request. Commissioner Provenzano asked approximately how much was spent annually for these services and Ms. Rowell responded that it was about \$100,000 with \$50,000 for removal and \$50,000 for maintenance.

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

Recommend that the Board of Commissioners contract for tree removal and maintenance services with Jones Maintenance Company of St. Simons Island at the bid pricing shown below with funding provided from the Public Works Department operating budget:

- Tree removal, trimming limbs with traffic control, per hour \$200
- Tree removal, trimming limbs w/o traffic control, per hour \$150
- Palm tree trimming per each \$35
- Stump grinding, per inch diameter \$2.00
- Crane & operator, per hour \$85. (B. Rowell) 2 pages (Vote: 3-0) [LINK](#)

- 13) *Consider recommending that the Board of Commissioners approve the purchase of two 2013 New Holland tractors from Dixon New Holland, Blackshear in the amount of \$43,200.00 which includes pick-up and delivery of machinery for the first two years of warranty coverage for a total cost of \$86,400 with funding from the Capital Projects Fund.*

Ms. Rowell and Mr. Breitenbach explained this request and that the request was to purchase from the 2nd lowest bidder because the 1st lowest bidder did not meet specs. Mr. Breitenbach also explained that the specs were not met because of a warranty issue and the 1st lowest bidder charged for pick-up and delivery – the 2nd lowest bidder did not charge for that.

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

Recommend that the Board of Commissioners approve the purchase of two 2013 New Holland tractors from Dixon New Holland, Blackshear in the amount of \$43,200.00 which includes pick-up and delivery of machinery for the first two years of warranty coverage for a total cost of \$86,400 with funding from the Capital Projects Fund. (B. Rowell) 3 pages (Vote: 3-0) [LINK](#)

- 14) *Consider recommending that the Board of Commissioners approve the purchase of the 2013 rotary mower & finish mower from the lowest responsive bidder that meets the equipment specifications, Mason Tractor Co. McDonough, GA, in the amount of \$8,352.50 with funding from the Capital Projects Fund.*

Ms. Rowell and Mr. Breitenbach explained that this was similar to the last item in that the 2nd lowest bidder won the bid because of the same reasons as above. There were no further questions.

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

Recommend that the Board of Commissioners approve the purchase of one 2013 rotary mower & one finish mower from the lowest responsive bidder that meets the equipment specifications, Mason Tractor Co., McDonough, GA, at a total cost of \$8,352.50 with funding from the Capital Projects Fund. (B. Rowell) 3 pages (Vote: 3-0) [LINK](#)

- 15) *Consider recommending that the Board of Commissioners authorize the execution of a contract with Seaboard Construction for water and sewer work on the SR25 Spur Extension project once approved by the Purchasing Agent and the County Attorney not to exceed \$288,000 with funds from the fund balance.*

Mr. Paul Andrews was present and explained the request. He explained that this request is using the remainder of SPLOST 3 monies. Commissioner Provenzano reiterated that this was SPLOST 3 funding and that this was going out to bid.

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

Recommend that the Board of Commissioners authorize staff to solicit bids for the required water and sewer relocation work for the Spur 25 Extension Project with funding in the amount of \$194,124.51 to be provided by SPLOST #3 and \$93,875.49 to be provided by General Fund fund balance. (P. Andrews) 8 pages (Vote: 3-0) [LINK](#)

- 16) *Consider recommending that the Board of Commissioners authorize staff to solicit bids for the work listed as Option 1 for the Oak Grove Island Causeway Pipe Rehabilitation Project in the EMC Engineering, Inc. report and commit \$153,000 from the fund balance for the project.*

Mr. Paul Andrews presented this item. Commissioner Provenzano asked how long this work would last and Mr. Andrews responded that it was estimated to last for five to ten years and that this is simply a patch for the existing system. Commissioner Provenzano questioned whether it was this option or the million dollar option and Mr. Andrews stated that that was correct and that the other option included pulling it all out and redoing it. Mr. Andrews also showed the project on maps and explained that the County would be using the same tide gates. Mr. Ours then explained that doing nothing was not an option and that the County needs to be proactive. He further explained that to replace all of it would take a while due to permitting and he stated that what is in place now may not hold until we get it permitted.

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

Recommend that the Board of Commissioners authorize staff to solicit bids for the work listed as Option 1 for the Oak Grove Island Causeway Pipe Rehabilitation Project in the EMC Engineering, Inc. report for both sets of culverts with funding in the amount of \$247,000 be provided by General Fund fund balance. (P. Andrews) 15 pages (Vote: 3-0) [LINK](#)

- 17) *Consider recommending that the Board of Commissioners approve the approve funding for Change Order #20 for the new Detention Center. Total amount of the Change Order is \$2,429.51.*

Mr. David Hainley explained this change order. Commissioner Booker asked for an estimated percentage of completion on the project right now and Mr. Hainley responded that it was probably about 50% complete. Commissioner Coleman asked how much was in the contingency and how much the contingency was when the project was started. Mr. Hainley responded that the contingency currently has \$150,000 - \$200,000 and that the original amount was \$600,000.

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

Recommend that the Board of Commissioners approve the approve funding for Change Order #20 for the new Detention Center. Total amount of the Change Order is \$2,429.51. (D. Hainley) 2 pages (Vote: 3-0) [LINK](#)

Other Items

- 18) *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 #1-2, 4-6, 8, 10, 12-14, and 17 will be placed on the Board of Commissioners' Consent Agenda.
 - b) Item #3, 7, and 15-16 will be placed on the Board of Commissioners' Regular Agenda.
 - c) Items #1.5, 9, 11, and 18 will not be forwarded to the Board of Commission.