



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

3:00 pm, Tuesday, November 12, 2013

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building
Brunswick, Georgia

Present:

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

Elected Officials/Staff: *P. Andrews, C. Browning, L. Daniels, W. Davis, F. Dees, M. Doering, R. Glisson, R. Grolemond, G. Grovner, D. Hainley, Sheriff Jump, Judge Kelley, V. McClinton, S. Mellinger, T. Miller, B. Morris, K. Nesbitt, P. Nicometo, A. Ours, C. Overstreet, O. Reed, Judge Rountree, B. Rowell, S. Santee, W. Worley*

Press: *Matthew Permar and Kelly Quimby*

Other: *Lee Bledsoe, Ms. Edwards-Ndhlovu and her husband*

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

- 1) *Consider approval of the October 8, 2013 Finance Committee Minutes.*

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

Approval of the October 8, 2013 Finance Committee Minutes. (T. Miller) *9 pages* [LINK](#) (Vote: 2-0)

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

Ms. Reed presented the report and stated that the safety officer has a new schedule coming out in December for January-March training. She has also started tracking back injury claims and reports that the number of injuries is about the same amount as previous years, but the severity of the injuries is not. Commissioner Provenzano said he would like us to pay attention to trends. Commissioner Booker asked how often the safety team met and who was on the committee. Ms. Reed stated that they meet monthly and that each department is represented. Commissioner Booker then asked if each division manager met with their teams regularly and Ms. Reed stated that they do and that the larger ones meet with their departments monthly. Her staff meets with the smaller departments. Commissioner Booker then asked if she met with the higher risk departments to communicate the risks and Ms. Reed responded that she does.

- 3) *Consider recommending that the Board of Commissioners authorize payment of the excess tax proceeds from the tax sale of parcel no. 04-02297 in the amount of nine thousand four hundred sixty seven and 69/100 dollars (\$9,467.69) to Clinton Pearson for distribution per legal priorities.*

Mr. Worley presented this item.

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

Recommend that the Board of Commissioners authorize payment of the excess tax proceeds from the tax sale of parcel no. 04-02297 in the amount of nine thousand four hundred sixty seven and 69/100 dollars (\$9,467.69) to Clinton Pearson for distribution per legal priorities. (Vote: 2-0) (W. Worley) 5 pages [LINK](#)

- 4) *Consider recommending that the Board of Commissioners that it approve the attached Memorandum of Agreement by and between the Glynn County Tax Commissioner, the City of Brunswick, and Glynn County Regarding the Billing and Collection of City Ad Valorem Property Taxes and Solid Waste Collection Fees.*

Mr. Ours presented this item. Commissioner Provenzano questioned whether we had ever had this agreement in writing and Mr. Ours responded that we did in 2003. Ms. Dees and Mr. Mumford spoke to the previous City Attorney and were never able to get a contract. The new City Attorney recognizes the need for the contract.

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

Recommend that the Board of Commissioners that it approve the attached Memorandum of Agreement by and between the Glynn County Tax Commissioner, the City of Brunswick, and Glynn County Regarding the Billing and Collection of City Ad Valorem Property Taxes and Solid Waste Collection Fees. (Vote: 2-0) (A. Ours) 6 pages [LINK](#)

Budget

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

Ms. Miller presented this item.

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

Recommend that the Board of Commissioners adopt the Resolution to amend the FY12/13 Budget. (Vote: 2-0) (R. Grolemond) 11 pages [LINK](#)

- 6) *Consider recommending that the Board of Commissioners approve the revised budget which reflects current known levels of expenditure and does not change the base line budget for the project.*

Mr. Hainley presented this item.

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

Recommend that the Board of Commissioners approve the revised budget which reflects current known levels of expenditure and does not change the base line budget for the project. (Vote: 2-0) (D. Hainley) 3 pages [LINK](#)

- 7) *Consider recommending that the Board of Commissioners approve the transfer of Juvenile Court's remaining balance of its FY13/14 transport budget to the Glynn County Sheriff's Department, which is approximately \$36,618.00, in exchange for the Sheriff's Department providing all juvenile transports for the Juvenile Court through the remainder of FY13/14.*

Judge Rountree presented this item. He explained that they have a real problem keeping transport officers for Juvenile Court. Sheriff Jump spoke and explained that this was the same as doing transports for other prisoners and stated that he would like for the Sheriff's Office to do the juvenile transports.

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

Recommend that the Board of Commissioners approve the transfer of Juvenile Court's remaining balance of its FY13/14 transport budget to the Glynn County Sheriff's Department, which is approximately \$36,000, in exchange for the Sheriff's Department providing all juvenile transports for the Juvenile Court through the remainder of FY13/14. (Vote: 2-0) (G. Rountree) 3 pages [LINK](#)

- 8) *Consider recommending that the Board of Commissioners amend the FY14 budget to include a transfer of \$1,408 from the General Fund fund balance to the liability account for the Animal Control Advisory Board for monies received for fiscal years 2009 – 2012 for contributions to animal services.*

Ms. Miller presented this request.

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

Recommend that the Board of Commissioners amend the FY14 budget to include a transfer of \$1,408 from the General Fund fund balance to the liability account for the Animal Control Advisory Board for monies received for fiscal years 2009 – 2012 for contributions to animal services. (Vote: 2-0) (T. Miller) 2 pages [LINK](#)

- 9) *Consider recommending that the Board of Commissioners approve the budget adjustments for SPLOST 4 and SPLOST 5 projects as outlined in the attached reports.*

Ms. Miller presented this item.

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

Recommend that the Board of Commissioners approve the budget adjustments for SPLOST 4 and SPLOST 5 projects as outlined in the attached reports. (Vote: 2-0) (T. Miller) 5 pages [LINK](#)

Tax Commissioner Items

- 10) *Consider recommending that the Board of Commissioners approve or deny a request from Ms. Edwards-Ndhlovu that \$51.67 paid in in penalties on her 2011 and 2012 Motor Vehicle Registration be refunded.*

Ms. Dees presented this item. Ms. Edwards-Ndhlovu was present and explained that she went to serve in the Peace Corps for two years and prior to leaving she called the Tax Commissioner's office and let them know she was going to be gone and they told her they would cancel her license plate. When she returned and reinstated her license plate there were taxes and penalties due. Ms. Dees then explained that taxes are due every year. Her office will cancel license plates to keep citizens out of trouble with insurance companies, but the taxes are due annually regardless of whether the license plate has been canceled.

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

Recommend that the Board of Commissioners approve a request from Ms. Edwards-Ndhlovu that \$51.67 paid in penalties on her 2011 and 2012 Motor Vehicle Registration be refunded. (Vote: 2-0) (F. Dees) 11 pages [LINK](#)

Property Appraisal Items

- 11) 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 Thursday, October 3, 2013 meeting with clarification that this does not approve a tax refund.

Mr. Glisson presented this item. He stated that there were a lot of mobile home corrections because the mobile home digest is due December 31st.

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

Recommend Board of Commissioners approve the corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, October 3, 2013 meeting with clarification that this does not approve a tax refund. (Vote: 2-0) (R. Glisson) 9 pages [LINK](#)

- 12) 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 Thursday, October 17, 2013 meeting with clarification that this does not approve a tax refund.

Mr. Glisson presented this item.

The following motion made by Commissioner Booker and seconded by Commissioner Provenzano 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 Thursday, October 17, 2013 meeting with clarification that this does not approve a tax refund. (Vote: 2-0) (R. Glisson) 7 pages [LINK](#)

Grants

- 13) Consider recommending that the Board of Commissioners approve the FY13 JAG contract and authorize the Chair to sign the contract after approval by the County Attorney.

Mr. Hainley presented this item. He stated that the County Attorney's office had approved the contract and that there were no matching requirements. Commissioner Provenzano questioned whether there were any strings attached and Mr. Hainley stated that there were not.

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

Recommend that the Board of Commissioners approve the FY13 JAG contract and authorize the Chair to sign the contract after approval by the County Attorney. (Vote: 2-0) . (D. Hainley) 13 pages [LINK](#)

- 14) Consider recommending that the Board of Commissioners accept the 2014 Prime Time Family Reading Time grant in the amount of \$11,250 and consent to the grant contract.

Mr. Hainley presented this item. He explained that what was needed was the Board's consent to allow the Library Board Chairman to sign the contract.

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

Recommend that the Board of Commissioners accept the 2014 Prime Time Family Reading Time grant in the amount of \$11,250 and consent to allow the Library Board Chairman to sign the grant contract. (Vote: 2-0) (D. Hainley) 13 pages [LINK](#)

15) *Consider recommending that the Board of Commissioners authorize the Chair to sign the 2013/14 grant contract with the Georgia Criminal Justice Coordinating Council in the amount of \$35,650 for funds to support the Crime Victim Liaison.*

Mr. Hainley presented this item. Commissioner Provenzano asked if this paid for personnel and Mr. Hainley responded that it did and that there was already a staff in the position.

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

Recommend that the Board of Commissioners authorize the Chair to sign the 2013/14 grant contract with the Georgia Criminal Justice Coordinating Council in the amount of \$35,650 for funds to support the Crime Victim Liaison. (Vote: 2-0) (D. Hainley) 30 pages [LINK](#)

Bids, Contracts, and Agreements

16) *Consider recommending that the Board of Commissioners not approve the 4th option year of the contract for Drug Court services to Resiliency Institute, Inc. and allow the contract to expire on December 31, 2013.*

Judge Kelley presented this item. Commissioner Provenzano and Commissioner Booker expressed concern about what would happen to services for clients of the Drug Court if this contract was not renewed. Judge Kelley stated that he would like to hire some independent contractors and evaluate the options for the next three to five months. The State has issued best practices that Drug Court must comply with and he needs time to assess our needs, other county's practices, and other areas to determine the best route for us to take in the next few months.

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

Recommend that the Board of Commissioners not approve the 4th option year of the contract for Drug Court services to Resiliency Institute, Inc. and allow the contract to expire on December 31, 2013. (Vote: 2-0) (Judge Kelley) 2 pages [LINK](#)

17) *Consider recommending that the Board of Commissioners authorize the issuance of an Invitation for Bid for the sale of Timber at Blythe Island Regional Park with all proceeds received for BIRP Timber Sales to be deposited in the BIRP Development Account for BIRP improvements.*

Mr. Davis presented this item. He stated that Mr. Hilburn (a timber expert) had encouraged them to hold off on selling the timber until the prices were better and that now is a good time. Commissioner Provenzano asked Mr. Davis if he had an idea of what price we would get and Mr. Davis responded that he did not.

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

Recommend that the Board of Commissioners authorize the issuance of an Invitation for Bid for the sale of Timber at Blythe Island Regional Park with all proceeds received for BIRP Timber Sales to be deposited in the BIRP Development Account for BIRP improvements. (Vote: 2-0) (W. Davis) 1 page [LINK](#)

18) Consider recommending that the Board of Commissioners approve the award of contract for North Glynn Park ADA Improvements to include sidewalks, bleacher pads and dugout ramps at a cost of \$135,800 to R. H. Tyson Construction from Blackshear, GA with funding to be provided by SPLOST 5 Interest Funds. (W. Davis) 2 pages [LINK](#)

Mr. Davis presented this item. Commissioner Provenzano asked about options if the County decided to utilize the fields differently than the current set up and Mr. Davis responded that our options would be limited. He then stated that none of the current county programs would be affected – only special events like Frisbee tournaments. Ms. Rowell then stated that if the County has bleacher pads, it is required to make them accessible.

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

Recommend that the Board of Commissioners approve the award of contract for North Glynn Park ADA Improvements to include sidewalks, bleacher pads and dugout ramps at a cost of \$135,800 to R. H. Tyson Construction from Blackshear, GA with funding to be provided by SPLOST 5 Interest Funds. (Vote: 2-0) (W. Davis) 2 pages [LINK](#)

19) Consider recommending that the Board of Commissioners declare the building located at 155 Park Street also known as the Blythe Island Community Building as surplus and approve demolition of the structure with disposal costs in the amount of \$3,600. with funding to be provided by the General Fund fund balance; declare the playground equipment salvable, moved to be used as spare parts for equipment in other parks; receive approval for future plans to convert the site into a paved parking lot and green space with a portion of the funding to be provided by the General Fund fund balance and a portion from the DNR.

Mr. Ours presented this request.

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

Recommend that the Board of Commissioners declare the building located at 155 Park Street also known as the Blythe Island Community Building as surplus and approve demolition of the structure with disposal costs in the amount of \$3,600. with funding to be provided by the General Fund fund balance; declare the playground equipment salvable, moved to be used as spare parts for equipment in other parks; receive approval for future plans to convert the site into a paved parking lot and green space with a portion of the funding to be provided by the General Fund fund balance and a portion from the DNR. (Vote: 2-0) (B. Mauney) 4 pages [LINK](#)

20) Consider recommending that the Board of Commissioners that it does not approve the bid from Norton Medical Industries, Van Nuys, CA and reopen the bid for 30 more days.

Ms. Nicometo presented the item. She explained that only one bid was received and that due to the unexpected high price for the service, the County would like to put this item out for bid again.

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

Recommend that the Board of Commissioners that it does not approve the bid from Norton Medical Industries, Van Nuys, CA and reopen the bid for 30 more days. (Vote: 2-0) (P. Nicometo) 3 pages [LINK](#)

21) *Consider recommending that the Board of Commissioners approve the second option year of the contract with Republic Services of Georgia d/b/a Southland Waste Systems for the requested services effective January 1, 2014 at the Calendar Year 2014 pricing as bid.*

Ms. Rowell presented this item. Commissioner Provenzano asked how many option years there were and Ms. Rowell responded that there were five and that this was for option year #2.

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

Recommend that the Board of Commissioners approve the second option year of the contract with Republic Services of Georgia d/b/a Southland Waste Systems for the requested services effective January 1, 2014 at the Calendar Year 2014 pricing as bid. (Vote: 2-0) (B. Rowell) 2 pages [LINK](#)

22) *Consider recommending that the Board of Commissioners approve the Proposal from Heery Design Firm in the amount of \$63,513 to conduct a space needs assessment and develop cost estimates for renovation of the existing Detention Center. Funding to be provided by the General Fund fund balance.*

Mr. Ours presented this item. Commissioner Provenzano stated that he wanted to more fully understand the scoring system and the points and costs.

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

Recommend that the Board of Commissioners approve the Proposal from Heery Design Firm in the amount of \$63,513 to conduct a space needs assessment and develop cost estimates for renovation of the existing Detention Center. Funding to be provided by the General Fund fund balance. (Vote: 2-0) (B. Mauney) 3 pages [LINK](#)

23) *Consider recommending that the Board of Commissioners accept the Detention Center/Sherriff's Complex Landscape/Irrigation proposal from Coastal Landscape & Design, Inc. in the amount of \$92,222 with funding to come from the approved project budget funding sources.*

Mr. Hainley presented this item.

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

Recommend that the Board of Commissioners accept the Detention Center/Sherriff's Complex Landscape/Irrigation proposal from Coastal Landscape & Design, Inc. in the amount of \$92,222 with funding to come from the approved project budget funding sources. (Vote: 2-0) (D. Hainley) 3 pages [LINK](#)

24) *Consider recommending that the Board of Commissioners authorize staff to award a contract to JH Stone Construction Inc. for the required water and sewer relocation work for this project not to exceed \$496,852.80 with funds in the amount of \$194,124.51 from SPLOST 3 and \$302,728.29 from the SPLOST 4 interest and authorize the transfer of \$302,728.29 from SPLOST 4 Interest to the Miscellaneous Road Improvement project for this work.*

Mr. Andrews presented this request. He explained that the bulk of this was lowering the casing further than it was originally done.

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

Recommend that the Board of Commissioners authorize staff to award a contract to JH Stone Construction Inc. for the required water and sewer relocation work for this project not to exceed \$496,852.80 with funds in the amount of \$194,124.51 from SPLOST 3 and \$302,728.29 from the SPLOST 4 interest and authorize the transfer of \$302,728.29 from SPLOST 4 Interest to the Miscellaneous Road Improvement project for this work. (Vote: 2-0) (P. Andrews) 10 pages [LINK](#)

25) Consider recommending that the Board of Commissioners authorize staff to submit the project list and application to GDOT for the FY 2014 LMIG program, authorize the allocation of funds as outlined above, and authorize the staff to solicit bids for the project once LMIG funds are available from the State.

Mr. Andrews presented this item. He explained that this was for approximately \$800,000 in resurfacing and \$700,000 in restriping. Commissioner Provenzano inquired as to how this affected the TEA projects currently on hold and Mr. Andrews responded that it did not affect those at all and that was a totally separate issue. Commissioner Provenzano then asked when the work would be done and Ms. Rowell responded that it would be done by this time next year.

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

Recommend that the Board of Commissioners authorize staff to submit the project list and application to GDOT for the FY 2014 LMIG program, authorize the allocation of funds as outlined above, and authorize the staff to solicit bids for the project once LMIG funds are available from the State. (Vote: 2-0) (P. Andrews) 6 pages [LINK](#)

26) Consider recommending that the Board of Commissioners award a contract for the installation of a traffic signal at US 341/SR27 and McKenzie Road to Bass Signal Corporation in the amount of \$149,646.05 with funding from General Fund fund balance.

Ms. Rowell presented this request. She stated that there was one responsive, responsible bidder. She further explained that this light would only be functional during school times. She stated that there would be significant utility relocate costs and that the County has worked with this company before and that they were reputable. Commissioner Provenzano expressed his concern that school projects were often done that resulted in costs for the County. He questioned whether ESPLOST dollars could be used for these projects and Mr. Worley explained that this issue had arisen before and that the law was specific about the use of ESPLOST funds and that they could not be used for County projects.

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

Recommend that the Board of Commissioners award a contract for the installation of a traffic signal at US 341/SR27 and McKenzie Road to Bass Signal Corporation in the amount of \$149,646.05 with funding from General Fund fund balance. (Vote: 2-0) (B. Rowell) 2 pages [LINK](#)

Other Items

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