



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 pm, Tuesday, September 8, 2015

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building
Brunswick, Georgia

Present:

Committee Members: *B. Brunson, J.R. Stambaugh and R. Strickland*

Elected Officials/Staff: *P. Andres, D. Austin, R. Cason, J. Catron, W. Davis, M. Doering, K. Downs, R. Glisson, D. Hainley, H. Herndon, W. N. Mann, B. Mauney, V. McClinton, T. Miller, G. Mullis, P. Nicometo, A. Ours, C. Overstreet, O. Reed, A. Sapp, and W. Worley*

Press: *M. Permar*

Other: *Jane Lafferty, Ralph Powers, Monica Smith, Jamie Young and Kate Zidar*

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

- 1) *Consider approval of the August 11, 2015 Finance Committee Minutes.*

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Approved the August 11, 2015 Finance Committee Minutes. (T. Miller) 7 pages [REPORT](#) (Vote: 3-0)

- 2) *Consider recommending that the Board of Commissioners declare the unusable items listed on the attached page as surplus and approve disposing of these items in the best interest of the County.*

Ms. Miller presented this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners declare the unusable items listed on the attached page as surplus and approve disposing of these items in the best interest of the County. (T. Miller) 2 pages [REPORT](#) (Vote: 3-0)

- 3) *Consider recommending that the Board of Commissioners accept three buses that have been donated from the Glynn County Board of Education.*

Chief Herndon explained this item and stated that the county has all of the stretcher racks for a mass casualty. One of the other vehicles is for the volunteers to use instead of using an old squad. Commissioner Stambaugh asked about the condition of the buses and Chief Herndon responded that they were in really good condition. Commissioner Strickland asked if they were just going to sit in a back lot somewhere if we got them and Chief Herndon said they would not.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners accept three buses that have been donated from the Glynn County Board of Education. (H. Herndon) 2 pages [REPORT](#) (Vote: 3-0)

Tax Commissioner Items

- 4) *Consider recommending that the Board of Commissioners approve a request from Mr. James Young that interest and penalties paid for tax year 2014 on Parcel #02-00512 in the amount of \$750.91 be refunded.*

Ms. Sapp presented this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously. **Recommend that the Board of Commissioners approve a request from Mr. James Young that interest and penalties paid for tax year 2014 on Parcel #02-00512 in the amount of \$750.91 be refunded. (F. Dees) 10 pages [REPORT](#) (Vote: 3-0)**

Property Appraisal Office

- 5) *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, July 30, 2015 meeting with clarification that this does not approve a tax refund.*

Mr. Glisson presented this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh 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, July 30, 2015 meeting with clarification that this does not approve a tax refund. (R. Glisson) 3 pages [REPORT](#) (Vote: 3-0)

- 6) *Consider recommending that the Board of Commissioners approve the corrections and exemptions to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, August 20, 2015 meeting with clarification that this does not approve a tax refund.*

Mr. Glisson presented this. Commissioner Strickland asked why it took us so long to figure out why half of this was taxable and half was not. Mr. Glisson did not know and stated that the taxpayer brought it to the attention of the Property Appraiser's Office. Commissioner Stambaugh asked if there were any types of spot audits and Mr. Glisson responded that there definitely were and that at year-end audits were run.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners approve the corrections and exemptions to the .digest as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, August 20, 2015 meeting with clarification that this does not approve a tax refund. (R. Glisson) 27 pages [REPORT](#) (Vote: 3-0)

Budget/Grants

- 7) *Consider recommending that the Board of Commissioners accept and sign the Construction Grant Application that will add the Brunswick-Glynn County Library Renovation project to the Georgia Public Library Capital Outlay Grants Program list for FY17.*

Ms. Mullis gave a presentation for this item. She showed parts of the Facilities Master Plan on renovation. She stated that this was just to get on the list for FY17, but that it would not be the recommended list. She stated that Glynn County could always pull their name/spot on the list. She further stated that the project probably wouldn't cost the full \$4 million because three rooms have already been done. Commissioner Brunson said it would be prudent to get the County put on the list. Commissioner Strickland stated that we needed to talk to the City about this as well.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners accept and sign the Construction Grant Application that will add the Brunswick-Glynn County Library Renovation project to the Georgia Public Library Capital Outlay Grants Program list for FY17. (G. Mullis) 20 pages [REPORT](#) (Vote: 3-0)

8) *Consider recommending that the Board of Commissioners authorize acceptance of the grant award in the amount of \$22,481 and the Grant Award and Special Conditions between the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance and Glynn County, and authorize an increase in the revenues and expenditures of the Law Enforcement Fund by said amount.*

Ms. Miller presented this item.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners authorize acceptance of the grant award in the amount of \$22,481 and the Grant Award and Special Conditions between the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance and Glynn County, and authorize an increase in the revenues and expenditures of the Law Enforcement Fund by said amount. (T. Miller) 14 pages [REPORT](#) (Vote: 3-0)

9) *Consider recommending that the Board of Commissioners approve the contract with the Georgia Department of Behavioral Health and Developmental Disabilities for funds to support the Drug Court in the amount of \$199,631 subject to approval from the County Attorney.*

Ms. Miller presented this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners approve the contract with the Georgia Department of Behavioral Health and Developmental Disabilities for funds to support the Drug Court in the amount of \$199,631 subject to approval from the County Attorney. (T. Miller) 28 pages [REPORT](#) (Vote: 3-0)

10) *Consider recommending that the Board of Commissioners acceptance of the Health Promotion and Wellness Grant from Association County Commissioners of Georgia Group Health Benefits Program in the amount of \$5,000 and to authorize an increase in the revenues and expenditures of the Employee Benefit Fund by said amount subject to the County Attorney's approval.*

Ms. Orah presented this item and explained that this is the second year we have applied for and received this grant.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners acceptance of the Health Promotion and Wellness Grant from Association County Commissioners of Georgia Group Health Benefits Program in the amount of \$5,000 and to authorize an increase in the revenues and expenditures of the Employee Benefit Fund by said amount subject to the County Attorney's approval. (O. Reed) 4 pages [REPORT](#) (Vote: 3-0)

11) *Consider recommending that the Board of Commissioners accept the FY16 MRR Grant and approve a FY16 budget increase of \$29,615.40 for new flooring and a new service desk at the St. Simons Island Public Library with \$14,807.70 of the project coming from the County Manager's Contingency Budget and \$14,807.70 from a Georgia Public Library Services FY16 MRR Grant.*

Ms. Mullis presented this item and stated this was Major Renovation and Repair money. She said that last year the County got money and the state said we can use it for other repairs. She further explained that the counter at the St. Simons Island library is not ADA compliant and in making it so there has been a bit more of a redesign to meet their needs. She said that their flooring is not the best and that it is coming up in places. Commissioner Brunson asked about asbestos and Ms. Mullis responded that it was built in 2006 so there is none. Commission Stambaugh asked if she had looked at something other than carpet and she said they had but that it was hard to not have carpet because of the sound. She said they also plan to have it cleaned a lot more than the old carpet.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners accept the FY16 MRR Grant and approve a FY16 budget increase of \$29,615.40 for new flooring and a new service desk at the St. Simons Island Public Library with \$14,807.70 of the project coming from the County Manager's Contingency Budget and \$14,807.70 from a Georgia Public Library Services FY16 MRR Grant. (G. Mullis) 5 pages [REPORT](#) (Vote: 3-0)

12) *Consider recommending that the Board of Commissioners approve the Cycle 18 Coastal Incentive Grant with the Coastal Resources Division of the Georgia Department of Natural Resources in the amount of \$20,000 and commit to the \$20,075 in kind services match subject to the approval from the County Attorney.*

Mr. Hainley presented this item.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously. **Recommend that the Board of Commissioners approve the Cycle 18 Coastal Incentive Grant with the Coastal Resources Division of the Georgia Department of Natural Resources and increase revenues and expenses in the FY16 Solid Waste Collection Fund in the amount of \$20,000 and commit to the \$20,075 in kind services match subject to the approval from the County Attorney. (D. Hainley) 23 pages [REPORT](#) (Vote: 3-0)**

13) *Consider recommending that the Board of Commissioners accept the grant contract and awarded funding in the amount of \$63,172 from the Division of Children and Family Services increase the Juvenile Court's FY16 revenue and expenditures budget by \$47,379 and authorize the Chair to sign the approved FY16 contract subject to the approval of the County Attorney.*

Ms. Miller presented this item.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners accept the grant contract and awarded funding in the amount of \$63,172 from the Division of Children and Family Services increase the Juvenile Court's FY16 revenue and expenditures budget by \$47,379 and authorize the Chair to sign the approved FY16 contract subject to the approval of the County Attorney. (T. Miller) 65 pages [REPORT](#) (Vote: 3-0)

Bids, Contracts and Agreements

14) *Consider recommending that the Board of Commissioners approve the request to cancel the contract with Profiles International, Inc. for their Applicant Tracking.*

Ms. Nicometo was available to present this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners approve the request to cancel the contract with Profiles International, Inc. for their Applicant Tracking. (O. Reed) 2 pages [REPORT](#) (Vote: 3-0)

15) Consider recommending that the Board of Commissioners approve the rural land revaluation contract with Georgia Mass Appraisal Solutions & Services, Inc., as requested by the Board of Assessors and the County's Chief Appraiser, and designate the funding come from the General Fund fund balance for the contract amount of \$37,150.

Mr. Glisson presented this item and stated that every year they are bound to uphold Title 48-5 rules and regulations. He said that 2016 is a review year (of a three-year review cycle). He further explained that he has no one in-house that can implement this evaluation and that Glynn County has never been APM compliant. It is important to do it now because it is a review year and this company is one of only a few who have proven track records. Commissioner Strickland asked why this was not included in the budget and Mr. Glisson responded that he saw this gentleman in May at Caveat and that Glynn County had to wait until he was available. Commissioner Brunson expressed that he thought the company was teaching our staff to do the work and Mr. Glisson responded that that was not the case and that the company would be doing the work. Commissioner Brunson then asked what would happen in subsequent years and Mr. Glisson said that he would recommend contracting it out again in 2019 and every three years after that. Commissioner Brunson then said he would feel a lot better if it was a one-time expense and our staff was gaining the knowledge and he asked if that was not the case. Mr. Glisson responded that it was not. Commissioner Strickland said that he had heartache with spending fund balance this early to which Mr. Glisson responded they have never spent more than budgeted and would not have asked for this if there was any other way to fund it. Commissioner Stambaugh stated that he would like to see this come out of their FY16 budget, and if they are short later in the year they can come back to request the funds.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners approve the rural land revaluation contract with Georgia Mass Appraisal Solutions & Services, Inc., as requested by the Board of Assessors and the County's Chief Appraiser, and designate the funding to be provided by the FY16 Property Appraisal Operating Budget for the contract amount of \$37,150. (R. Glisson) 22 pages [REPORT](#) (Vote: 3-0)

16) Consider recommending that the Board of Commissioners enter into the agreement with Dr. Todd Lucas, M. D. for \$3,000 per month with funding to be provided by the FY 16 EMS Operating Budget.

Captain Mann presented this item and gave the history of medical directors in Glynn County. He also stated that the State of Georgia requires a medical director if a county has a population of more than 12,000. Dr. Lucas has agreed to do all the requirements of the position and look into the mobile healthcare paramedic program. Commissioner Stambaugh asked if this was an annual contract and Captain Mann responded that it was.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners enter into the agreement with Dr. Todd Lucas, M. D. for \$3,000 per month with funding to be provided by the FY 16 EMS Operating Budget. (N. Mann) 17 pages [REPORT](#) (Vote: 3-0)

17) Consider recommending that the Board of Commissioners approve the purchase and sign the agreement with Mitchell1 for their Truckworks subscription on fleet repair information for heavy to medium duty trucks for a second location for \$2,700 from the Public Works FY16 Operating Budget - 4525.52560.

Mr. Catron presented this item and explained that it was for a second location to our existing license. Commissioner Stambaugh asked if it was a totally separate location and Mr. Catron responded in the affirmative.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners approve the purchase and sign the agreement with Mitchell1 for their Truckworks subscription on fleet repair information for heavy to medium duty trucks for a second location for \$2,700 from the Public Works FY16 Operating Budget - 4525.52560. (J. Catron) 8 pages [REPORT](#) (Vote: 3-0)

18) Consider recommending that the Board of Commissioners allow the Issuance of an Invitation for bid for the Glynn County Courthouse Irrigation System at 701 H Street with funding to be provided by carried over funds from the FY15 Facilities Maintenance Budget (\$50,000).

Mr. Maoney presented this item with contributions from Mr. Hainley and Mr. Austin. Commissioner Brunson asked if the County did not have an irrigation system and Mr. Maoney responded that the one in the ground is about 22 years old and it has not worked in over 10 years. Commissioner Strickland asked if it was all around the Courthouse and Mr. Austin responded that it was just the new courthouse. Mr. Hainley stated that they proofed the system and there were geysers coming up so it needs to be redone. Commissioner Strickland then asked how far it was for the new system and Mr. Maoney responded that it was from the fountain to H Street.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners allow the Issuance of an Invitation for bid for the Glynn County Courthouse Irrigation System at 701 H Street. (B. Maoney) 1 page [REPORT](#) (Vote: 3-0)

19) Consider recommending that the Board of Commissioners declare the Glynn County Historical Courthouse located at 701 G Street, as out of compliance and approve the improvements be made to bring them up to ADA standards in the amount of \$45,700 with funding to be provided by the FY16 Capital Projects Fund budget for ADA improvements. (B. Maoney) 1 page [REPORT](#)

Mr. Maoney presented this item. Commissioner Stambaugh asked what was not in compliance and Mr. Maoney responded that the handicap ramp going in, the sidewalks going in, and in the Commissioners' meeting room the ramp is not wide enough.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommending that the Board of Commissioners declare the Glynn County Historical Courthouse located at 701 G Street, as out of compliance and approve the improvements be made to bring them up to ADA standards in the amount of \$45,700 with funding to be provided by the FY16 Capital Projects Fund budget for ADA improvements. (B. Maoney) 1 page [REPORT](#) (Vote: 3-0)

20) Consider recommending that the Board of Commissioners declare the facilities located at Coast Guard Bathhouse located at 4101 First Street, Saint Simons Island, as out of compliance and approve the improvements be made to bring them up to ADA standards in the amount of \$31,800 with funding to be provided by the FY16 Capital Projects Fund budget for ADA improvements.

Mr. Maoney presented this. Commissioner Strickland asked when we redid this and Mr. Maoney responded that it was completely redone in 2006. Commissioner Strickland then asked how we missed it and Mr. Maoney said that DOJ said we were not in ADA compliance which included the signage and concrete parking pads.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommending that the Board of Commissioners declare the facilities located at Coast Guard Bathhouse located at 4101 First Street, Saint Simons Island, as out of compliance and approve the improvements be made to bring them

up to ADA standards in the amount of \$31,800 with funding to be provided by the FY16 Capital Projects Fund budget for ADA improvements. (B. Mauney) 1 page [REPORT](#) (Vote: 3-0)

21) *Consider recommending that the Board of Commissioners declare the facilities at Neptune Park Fun Zone located at 550 Beach View Drive, Saint Simons Island, as out of compliance and approve the improvements be made to bring them up to ADA standards in the amount of \$31,500 with funding to be provided by the FY16 Capital Projects Fund budget for ADA improvements.*

Mr. Mauney presented this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners declare the facilities at Neptune Park Fun Zone located at 550 Beach View Drive, Saint Simons Island, as out of compliance and approve the improvements be made to bring them up to ADA standards in the amount of \$31,500 with funding to be provided by the FY16 Capital Projects Fund budget for ADA improvements. (B. Mauney) 1 page [REPORT](#) (Vote: 3-0)

22) *Consider recommending that the Board of Commissioners award the contract for Car Wash Services to Express Lube for (insert option).*

Ms. Miller presented this item. Commissioners wanted to know if both locations were open 24/7 and staff stated that the response only said one location was. Commissioners wanted more information.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Defer the full Board of Commissioners to consider awarding the contract for Car Wash Services to Express Lube for (insert option). (T. Miller) 2 pages [REPORT](#) (Vote: 3-0)

23) *Consider recommending that the Board of Commissioners issue a purchase order to Cost Control Alliance, Inc. in the amount of 40% of the recovered revenue from refunds and/or credit of billing errors for all forms of energy utilities, water and sewer, telecommunications and cable service.*

Ms. Miller presented this item. Commissioners wanted to know if this covered 911 fees that should be collected and Ms. Miller responded that it did not.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners issue a purchase order to Cost Control Alliance, Inc. in the amount of 40% of the recovered revenue from refunds and/or credit of billing errors for all forms of energy utilities, water and sewer, telecommunications and cable service. (T. Miller) 2 pages [REPORT](#) (Vote: 3-0)

24) *Consider recommending that the Board of Commissioners authorize awarding the contract for NPDES Professional Services Implementation and Assistance to Ecological Planning Group in the amount of \$22,400 with funding to be provided by carrying forward funds from the FY15 Engineering budget.*

Mr. Andrews presented this item. He stated that the permit got renewed three years ago. Commissioner Brunson asked if this was a federal permit and Mr. Andrews responded that it was but that we only respond to the State.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners authorize awarding the contract for NPDES Professional Services Implementation and Assistance to Ecological Planning Group in the amount of \$22,400 with funding to be provided by carrying forward funds from the FY15 Engineering budget. (P. Andrews) 3 pages [REPORT](#) (Vote: 3-0)

25) *Consider recommending that the Board of Commissioners authorize the purchase of a Toro MultiPro 1750 Sprayer and attachments from Wesco Turf in the amount of \$36,812.80 with funding to be provided by the Capital Projects Fund budget.*

Mr. Davis and Mr. Cason presented this item. Mr. Davis stated that the current equipment was worn out and that there were safety issues because they had to lift the current one to attach parts. He also stated that this was in the capital budget and the cost was under what was budgeted. Commissioner Stambaugh asked if this was for ball fields and Mr. Davis responded that it was mostly for ball fields.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners authorize the purchase of a Toro MultiPro 1750 Sprayer and attachments from Wesco Turf in the amount of \$36,812.80 with funding to be provided by the Capital Projects Fund budget. (W. Davis) 3 pages [REPORT](#) (Vote: 3-0)

Other Items

26) *Request that the Chairman identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda. Commissioner Strickland identified as follows:*

- a) **Items #2-6 and #12-23 will be placed on the Board of Commissioners' Consent Agenda.**
- b) **Items #7 and #22 will be placed on the Board of Commissioners' General Business Agenda.**
- c) **Item #1 and #26 will not be forwarded to the Board of Commissioners' Agenda.**