



A Golden Past.
A Shining Future.

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

10:00 AM, Friday, October 26, 2018

Second Floor Conference Room 224

W. Harold Pate Courthouse Annex Building
Brunswick, Georgia

*Anyone requiring additional information or disability assistance,
please call the Board of Commissioners Office at 554-7400.*

Present:

Committee Members: P. Murphy, and R. Strickland

Elected Officials/Staff: R. Adams, P. Andrews, A. Atwood, D. Austin, D. Bragdon, J. Catron, D. Dagenhart, K. Downs, L. Gurganus, V. Lane, N. Mann, T. Miller, G. Mullis, B. Munden, T. Munson, A. Ours, and W. Worley

Others: T. Cooper, J. Kilgore, P. Shierling, and M. Spencer

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

1. Consider approval of the September 26, 2018 Finance Committee Minutes.

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Approved the September 26, 2018 Finance Committee Minutes. (T. Munson) [REPORT](#) FC Vote: 2-0

2. Consider recommending the Board of Commissioners accept the final payment for the missing monies from the Clerk of Superior Court office in the amount of \$225,000 and increase the FY19 revenue and expenditure budgets in the insurance fund.

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners accept the final payment for the missing monies from the Clerk of Superior Court office in the amount of \$225,000 and increase the FY19 revenue and expenditure budgets in the insurance fund. (O. Reed) [REPORT](#) FC Vote: 2-0

3. Consider recommending the Board of Commissioners accept the donation of a Belgian Malinois from Celeste Morris to be trained as a K9 officer.

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners accept the donation of a Belgian Malinois from Celeste Morris to be trained as a K9 officer. (J. Powell) [REPORT](#) FC Vote: 2-0

4. Consider recommending 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.

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend 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. Munson) [REPORT](#) FC Vote: 2-0

5. Consider recommending the Board of Commissioners authorize the Recreation and Parks Department to advertise a public hearing to consider the following:
 - a) Increase certain fees and charges at Blythe Island Regional Park and restrict monthly rentals from May through September;
 - b) Increase Summer Day Camp weekly registration fee from \$45 to \$55; and
 - c) Add the Sunset Pool Admission Fee at Neptune Park Pool, Brunswick Aquatics Center (Howard Coffin Park), and Selden Park, effective in 2019.

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners authorize the Recreation and Parks Department to advertise a public hearing to consider the following:

- a) Increase certain fees and charges at Blythe Island Regional Park and restrict monthly rentals from May through September;
- b) Increase Summer Day Camp weekly registration fee from \$45 to \$55; and
- c) Add the Sunset Pool Admission Fee at Neptune Park Pool, Brunswick Aquatics Center (Howard Coffin Park), and Selden Park, effective in 2019. (L. Gurganus) [REPORT](#) FC Vote: 2-0

Budget and Grant Items

6. Consider recommending the Board of Commissioners amend the FY18 Budget as follows:
 - a) Accommodations Excise Tax Fund – Increase in revenue and expenditures in the amount of \$339,702
 - b) Insurance Premium Tax Fund – Increase in revenue and expenditures in the amount of \$252,688
 - c) Jail Commissary Fund – Increase in revenue and expenditures in the amount of \$1,731
 - d) Sea Island Police Fund – Increase in revenue and expenditures in the amount of \$12,337
 - e) Capital Projects Fund – Bond – Increase in revenue and expenditures in the amount of \$14,813
 - f) Debt Service Fund– Increase revenue and expenditures in the amount of \$1,076,383
 - g) Revolving Loan Fund – Increase revenue and expenditures in the amount of \$17
 - h) Insurance Fund (Property & Liability) – Increase revenue and expenditures in the amount of \$315,739
 - i) Employee Benefits Fund – Increase in revenue and expenditures in the amount of \$120,175
 - j) Pension Fund – Increase in revenue and expenditures in the amount of \$2,071,336
 - k) General Fund – Increase revenue and expenditures in the amount of \$222,709.

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners amend the FY18 Budget as follows:

- a) Accommodations Excise Tax Fund – Increase in revenue and expenditures in the amount of \$339,702
- b) Insurance Premium Tax Fund – Increase in revenue and expenditures in the amount of \$252,688
- c) Jail Commissary Fund – Increase in revenue and expenditures in the amount of \$1,731
- d) Sea Island Police Fund – Increase in revenue and expenditures in the amount of \$12,337
- e) Capital Projects Fund – Bond – Increase in revenue and expenditures in the amount of \$14,813
- f) Debt Service Fund– Increase revenue and expenditures in the amount of \$1,076,383
- g) Revolving Loan Fund – Increase revenue and expenditures in the amount of \$17

- h) Insurance Fund (Property & Liability) – Increase revenue and expenditures in the amount of \$315,739
- i) Employee Benefits Fund – Increase in revenue and expenditures in the amount of \$120,175
- j) Pension Fund – Increase in revenue and expenditures in the amount of \$2,071,336
- k) General Fund – Increase revenue and expenditures in the amount of \$222,709. (T. Miller) [REPORT](#) FC Vote: 2-0

7. Consider recommending the Board of Commissioners uncommit \$559,428 of fund balance committed for the Canal Crossing Project and return the funds to unassigned fund balance.

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners uncommit \$559,428 of fund balance committed for the Canal Crossing Project and return the funds to unassigned fund balance. (T. Miller) [REPORT](#) FC Vote: 2-0

8. Consider recommending the Board of Commissioners authorize an increase in revenues and expenditures in the amount of \$1,753,326 for the Brunswick Library Renovation project and \$50,000 for bond closing costs with funding provided by the Capital Outlay Grant from the Georgia Public Library Service and the revenue bonds for this purpose.

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners authorize an increase in revenues and expenditures in the amount of \$1,753,326 for the Brunswick Library Renovation project and \$50,000 for bond closing costs with funding provided by the Capital Outlay Grant from the Georgia Public Library Service and the revenue bonds for this purpose. (T. Miller) [REPORT](#) FC Vote: 2-0

9. Consider recommending the Board of Commissioners amend the FY19 budget to include the attached list of prior year budgeted items that were not expended or encumbered in FY18.

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners amend the FY19 budget to include the attached list of prior year budgeted items that were not expended or encumbered in FY18. (T. Munson) [REPORT](#) FC Vote: 2-0

10. Consider recommending the Board of Commissioners amend the FY19 budget to include the attached list of prior year encumbrances that were outstanding at June 30, 2018.

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners amend the FY19 budget to include the attached list of prior year encumbrances that were outstanding at June 30, 2018. (T. Munson) [REPORT](#) FC Vote: 2-0

11. Consider recommending the Board of Commissioners authorize acceptance of the Health Promotion and Wellness Grant from Association County Commissioners of Georgia Group Health Benefits Program in the amount of \$7,000 and to authorize an increase in the revenues and expenditures of the Employee Benefit Fund by said amount.

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners authorize acceptance of the Health Promotion and Wellness Grant from Association County Commissioners of Georgia Group Health Benefits Program in the amount of \$7,000 and to authorize an increase in the revenues and expenditures of the Employee Benefit Fund by said amount. (O. Reed) [REPORT](#) FC Vote: 2-0

12. *Consider recommending the Board of Commissioners approve twelve equal payments of \$4,375 for FY19 for the Department of Family and Children Services for a total of \$52,500.*

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners approve twelve equal payments of \$4,375 for FY19 for the Department of Family and Children Services for a total of \$52,500. (T. Miller) [REPORT](#) FC Vote: 2-0

13. *Consider recommending the Board of Commissioners authorize staff to submit the 2018 Performance Partnership application to the Office of Homeland Security/Georgia Emergency Management Agency and authorize the Chairman to execute the application Performance Partnership Agreement, subject to the Glynn County Attorney's approval.*

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners authorize staff to submit the 2018 Performance Partnership application to the Office of Homeland Security/Georgia Emergency Management Agency and authorize the Chairman to execute the application Performance Partnership Agreement, subject to the Glynn County Attorney's approval. (T. Munson) [REPORT](#) FC Vote: 2-0

14. *Consider recommending the Board of Commissioners approve the FY 2018 Bulletproof Vest Partnership Grant Program subject to the County Attorney's approval and increase the Police Department's FY19 revenue and expenditure budgets in the amount of \$21,224 each.*

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners approve the FY 2018 Bulletproof Vest Partnership Grant Program subject to the County Attorney's approval and increase the Police Department's FY19 revenue and expenditure budgets in the amount of \$21,224 each. (T. Munson) [REPORT](#) FC Vote: 2-0

15. *Consider recommending the Board of Commissioners approve the new Loan Agreement on property located at 3908 Hill Street, Brunswick, GA, owned by Ms. Judith Bens (CHIP Grant), the Deed to Secure Debt and the Promissory Note on above property, pending Glynn County Attorney's approval.*

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners approve the new Loan Agreement on property located at 3908 Hill Street, Brunswick, GA, owned by Ms. Judith Bens (CHIP Grant), the Deed to Secure Debt and the Promissory Note on above property, pending Glynn County Attorney's approval. (T. Munson) [REPORT](#) FC Vote: 2-0

16. Consider recommending the Board of Commissioners accept the 2018 Victims of Crime Act (VOCA) grant in the amount of \$51,787 with a local match of \$12,947 for a total grant program of \$64,734 and amend the Police Department's FY19 revenue and expenditure budgets in the amount of \$19,830 each.

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners accept the 2018 Victims of Crime Act (VOCA) grant in the amount of \$51,787 with a local match of \$12,947 for a total grant program of \$64,734 and amend the Police Department's FY19 revenue and expenditure budgets in the amount of \$19,830 each. (T. Munson) [REPORT](#) FC Vote: 2-0

17. Consider recommending the Board of Commissioners accept the additional grant funds from the Georgia Trauma Care Network Commission and amend the EMS FY19 revenue and expenditure budgets by \$4,924.53 each, subject to the approval of the County Attorney.

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners accept the additional grant funds from the Georgia Trauma Care Network Commission and amend the EMS FY19 revenue and expenditure budgets by \$4,924.53 each, subject to the approval of the County Attorney. (T. Munson) [REPORT](#) FC Vote: 2-0

18. Consider recommending the Board of Commissioners authorize a revenue and expenditure increase in the amount of \$4,625 for the Marshes of Glynn Libraries with funding provided by the 2019 PRIME TIME LSTA Mini-Grant.

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners authorize a revenue and expenditure increase in the amount of \$4,625 for the Marshes of Glynn Libraries with funding provided by the 2019 PRIME TIME LSTA Mini-Grant. (G. Mullis) [REPORT](#) FC Vote: 2-0

Contracts/Bids

19. Consider recommending the Board of Commissioners approve exercising the option to extend the Shelter Management agreement with Wesley Davis for one additional year for the operation of the Glynn County Employee's Emergency Shelter in Waycross, GA, at a cost of \$500 per day while the shelter is activated.

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners approve exercising the option to extend the Shelter Management agreement with Wesley Davis for one additional year for the operation of the Glynn County Employee's Emergency Shelter in Waycross, GA, at a cost of \$500 per day while the shelter is activated. (L. Gurganus) [REPORT](#) FC Vote: 2-0

20. Consider recommending the Board of Commissioners approve the application with Elan OneCard for the County's purchasing card program.

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners approve the application with Elan OneCard for the County's purchasing card program. (T. Munson) [REPORT](#) FC Vote: 2-0

21. *Consider recommending the Board of Commissioners authorize the chairman of the Board of Commissioners to sign the Emergency Medical Services Licensure Application to renew the Emergency Medical Services Provider License for Glynn County.*

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners authorize the chairman of the Board of Commissioners to sign the Emergency Medical Services Licensure Application to renew the Emergency Medical Services Provider License for Glynn County. (R. Jordan) [REPORT](#) FC Vote: 2-0

22. *Consider recommending the Board of Commissioners authorize the issuance of a purchase order for the anywhereWarrant System from Palatine Technology Group in the amount of \$53,000 with annual support in the amount of \$10,000 with funding to be provided by FY19 Capital Projects Fund Budget (3416.54710) using the information technology exemption and approve the agreement subject to the County Attorney's approval.*

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners authorize the issuance of a purchase order for the anywhereWarrant System from Palatine Technology Group in the amount of \$53,000 with annual support in the amount of \$12,000 with funding to be provided by FY19 Capital Projects Fund Budget (3416.54710) using the information technology exemption and approve the agreement subject to the County Attorney's approval. (J. Catron) [REPORT](#) FC Vote: 2-0

23. *Consider recommending the Board of Commissioners approve the agreement for the Small Government ELA Training Package in an amount of \$3,710 with funding to be provided by the FY19 GIS Operating Budget.*

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners approve the agreement for the Small Government ELA Training Package in an amount of \$3,710 with funding to be provided by the FY19 GIS Operating Budget. (J. Catron) [REPORT](#) FC Vote: 2-0

24. *Consider recommending the Board of Commissioners approve the Mitchell 1 Subscription Addition for Repair Connect Agreement in the amount of \$660 with funding to be provided by the FY19 Public Works Fleet Operating Budget.*

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners approve the Mitchell 1 Subscription Addition for Repair Connect Agreement in the amount of \$660 with funding to be provided by the FY19 Public Works Fleet Operating Budget. (J. Catron) [REPORT](#) FC Vote: 2-0

25. *Consider recommending the Board of Commissioners approve the furniture bid from CBI Workplace Solutions with the suggested alternates for the approved Brunswick Library Renovation project in the amount of \$256,184.84 with funding from the Capital Outlay Grant from the Georgia Public Library Service and the Glynn County FY19 Budgeted Debt.*

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners approve the furniture bid from CBI Workplace Solutions with the suggested alternates for the approved Brunswick Library Renovation project in the amount of \$256,184.84 with funding from the Capital Outlay Grant from the Georgia Public Library Service and the Glynn County FY19 Budgeted Debt. (G. Mullis) [REPORT](#) FC Vote: 2-0

26. *Consider recommending the Board of Commissioners award a contract for the Sea Island Road Intersection Improvement Projects, to Allen Owens Construction and Paving, Inc., of Waycross, GA, in the amount of \$197,484.83 with funding to be provided by the SPLOST 2016 Fund.*

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners award a contract for the Sea Island Road Intersection Improvement Projects, to Allen Owens Construction and Paving, Inc., of Waycross, GA, in the amount of \$197,484.83 with funding to be provided by the SPLOST 2016 Fund. (D. Austin) [REPORT](#) FC Vote: 2-0

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

27. *Consider recommending the Board of Commissioners award a contract for the Village Drainage Improvement Project, to Georgia Asphalt Producers, of Baxley, Ga. in the amount of \$661,705 plus \$35,000 for contingency for a total contract amount of \$696,705 with funding to be provided by the SPLOST 2016 Fund from Village Drainage Improvement Project (\$493,898), Resurfacing Projects (\$119,000), South Harrington Sidewalk Project (\$54,000), and Pepper Creek Drainage Project (\$29,807).*

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners award a contract for the Village Drainage Improvement Project, to Georgia Asphalt Producers, of Baxley, Ga. in the amount of \$661,705 plus \$35,000 for contingency for a total contract amount of \$696,705 with funding to be provided by the SPLOST 2016 Fund from Village Drainage Improvement Project (\$493,898), Resurfacing Projects (\$119,000), South Harrington Sidewalk Project (\$54,000), and Pepper Creek Drainage Project (\$29,807). (D. Austin) [REPORT](#) FC Vote: 2-0

28. *Consider recommending the Board of Commissioners authorize staff to utilize the professional services exemption to work with a consultant that specializes in coastal management to develop a proposed contract which defines a scope of work, conducts public outreach, prepares plans and specifications, and obtains necessary permits for a beach restoration project on St. Simons Island utilizing the OneGeorgia/DCA grant money awarded to Glynn County. I further move that such a contract be brought before the Board of Commissioners for consideration as quickly as possible in lieu of proceeding with the issuance of the Request for Proposal authorized by the Board on October 4th, 2018.*

The following motion made by Commissioner Strickland and seconded by Commissioner Murphy passed unanimously.

Recommend the Board of Commissioners authorize staff to utilize the professional services exemption to work with an engineering firm that specializes in coastal management to develop a proposed contract which defines a scope of work, conducts public outreach, and obtains necessary permits for a beach restoration project on St. Simons Island

utilizing the OneGeorgia/DCA grant money awarded to Glynn County. I further move to Recommend to the Board of Commissioners that such a contract be brought before the Board of Commissioners for consideration as quickly as possible in lieu of proceeding with the issuance of the Request for Proposal authorized by the Board on October 4th, 2018. (K. Downs) [REPORT](#) FC Vote: 2-0

Other Items

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

- **Items #3-19 and #21-28 will be placed on the November 1, 2018 Board of Commissioners' Consent Agenda.**
- **Items #2 and #20 will be placed on the November 1, 2018 Board of Commissioners' General Business.**
- **Items #1 and #29 will not be forwarded to the Board of Commissioners' Agenda.**