



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 PM, Tuesday, February 26, 2019

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: A. Booker, B. Brunson, and D. O'Quinn

Elected Officials/Staff: D. Austin, D. Bragdon, B. Bryson, R. Cason, J. Catron, R. Glisson, L. Gurganus, M. Hardin, N. Jump, M. Kent, V. Lane, B. Mauney, T. Munson, Z. Pafford, D. Patel, C. Richardson, A. Sapp, P. Thompson, F. Wallace, J. Wiggins, and W. Worley

Others: T. Cooper

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

- The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

I move to add item #7.1 - 7.1. Consider recommending the Board of Commissioners accept the 2019 Georgia County Internship Grant and to amend the FY19 Budgets for GIS, Parks and Recs, Public Works, and Animal Control, each in the amount of \$2,173. FC Vote: 3-0

1. Consider approval of the January 22, 2019 Finance Committee Minutes.

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Approved the January 22, 2019 Finance Committee Minutes. (T. Munson) [REPORT](#) FC Vote: 3-0

2. Consider recommending the Board of Commissioners approve returning the vehicle donated by Darien Police Department for Deputy Ryan Alexander's use to the Darien Police Department.

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners approve returning the vehicle donated by Darien Police Department for Deputy Ryan Alexander's use to the Darien Police Department. (N. Jump) [REPORT](#) FC Vote: 3-0

3. Consider recommending the Board of Commissioners amend the Vehicle Transfer agreement with the Glynn County Board of Education to add five additional Ford Crown Victoria sedans.

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners amend the Vehicle Transfer agreement with the Glynn County Board of Education to add five additional Ford Crown Victoria sedans. (D. Austin) [REPORT](#) FC Vote: 3-0

Tax Commissioner Items

4. Consider recommending the Board of Commissioners **approve or deny** a request for refund by Angela G. Tucker for solid waste overcharge on years 2014 and 2015 in the amount of \$250.00.

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners approve a request for refund by Angela G. Tucker for solid waste overcharge on years 2014 and 2015 in the amount of \$250.00. (J. Chapman) [REPORT](#) FC Vote: 3-0

5. Consider recommending the Board of Commissioners **approve or deny**
 - a) a request from property owner to waive penalties and interest from a late property tax payment and refund the owner, David L. Patterson, \$2,860.88 for 2017 taxes on Parcels 04-03796, 04-03795 and 04-03794; and

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners deny a request from property owner to waive penalties and interest from a late property tax payment and refund the owner, David L. Patterson, \$2,860.88 for 2017 taxes on Parcels 04-03796, 04-03795 and 04-03794; and FC Vote: 3-0 [REPORT](#) FC Vote: 3-0

- b) a request from property owner to waive penalties and interest from a late property tax payment and refund the owner, Kimberly Dawn Digre, \$16.17 for 2018 taxes on Parcel #03-01779.

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners deny a request from property owner to waive penalties and interest from a late property tax payment and refund the owner, Kimberly Dawn Digre, \$16.17 for 2018 taxes on Parcel #03-01779. (J. Chapman) [REPORT](#) FC Vote: 3-0

Property Appraisal Items

6. Consider recommending the Board of Commissioners approve the Real and Personal Property corrections and exemptions as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, February 7, 2019 meeting, with clarification that this does not approve a tax refund.

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners approve the Real and Personal Property corrections and exemptions as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, February 7, 2019 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC Vote: 3-0

Budget and Grant Items

7. Consider recommending the Board of Commissioners accept the 2018 Performance Partnership Grant funds in the amount of \$30,512 from the Office of Homeland Security/Georgia Emergency Management Agency.

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners accept the 2018 Performance Partnership Grant funds in the amount of \$30,512 from the Office of Homeland Security/Georgia Emergency Management Agency. (T. Munson) [REPORT](#) FC Vote: 3-0

7.1. Consider recommending the Board of Commissioners accept the 2019 Georgia County Internship Grant and to amend the FY19 Budgets for GIS, Parks and Recs, Public Works, and Animal Control, each in the amount of \$2,173.

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners accept the 2019 Georgia County Internship Grant and to amend the FY19 Budgets for GIS, Parks and Recs, Public Works, and Animal Control, each in the amount of \$2,173. (T. Munson) [REPORT](#) FC Vote: 3-0

8. Consider recommending the Board of Commissioners adopt the Resolution to amend the FY18/19 Budget.

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners adopt the Resolution to amend the FY18/19 Budget. (T. Munson) [REPORT](#) FC Vote: 3-0

9. Consider recommending the Board of Commissioners accept the L4GA Grant between the Glynn County School System and the Marshes of Glynn Libraries and increase the Library FY19 revenue and expenditure budgets in the amount of \$11,000 each.

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners accept the L4GA Grant between the Glynn County School System and the Marshes of Glynn Libraries and increase the Library FY19 revenue and expenditure budgets in the amount of \$11,000 each. (G. Mullis) [REPORT](#) FC Vote: 3-0

Contracts/Bids

10. Consider recommending the Board of Commissioners exercise the first option year for landfill monitoring services with Advanced Environmental Management Inc. in the in the amount of \$17,800 with funding to be provided by the FY2020 Solid Waste Disposal Fund.

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners exercise the first option year for landfill monitoring services with Advanced Environmental Management Inc. in the in the amount of \$17,800 with funding to be provided by the FY2020 Solid Waste Disposal Fund. (P. Andrews) [REPORT](#) FC Vote: 3-0

11. *Consider recommending the Board of Commissioners approve the Amendment to Installation and Services Agreement with Comcast Cable Communications Management, LLC for Blythe Island Regional Park to extend the current agreement through July 18, 2019 and to add six automatic renewal periods.*

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners approve the Amendment to Installation and Services Agreement with Comcast Cable Communications Management, LLC for Blythe Island Regional Park to extend the current agreement through July 18, 2019 and to add six automatic renewal periods. (L. Gurganus) [REPORT](#) FC Vote: 3-0

12. *Consider making a recommendation to the Board of Commissioners to approve the Memorandum of Understanding with Coastal Outreach Academies, Inc. D/b/a Coastal Outreach Soccer for use of the soccer field at Paulk Park at a cost of \$25 per hour.*

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed.

Defer to the Board of Commissioners to consider approving the Memorandum of Understanding with Coastal Outreach Academies, Inc. d/b/a Coastal Outreach Soccer for use of the soccer field at Paulk Park at a cost of \$25 per hour. (L. Gurganus) [REPORT](#) FC Vote: 2-0-1

13. *Consider recommending the Board of Commissioners approve the Memorandum of Understanding with Witt Consulting, Inc. D/b/a Savannah Swim team for use of the Aquatic Center at Howard Coffin Park at a cost of \$1,500 per month effective April 1, 2019.*

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed.

Recommend the Board of Commissioners approve the Memorandum of Understanding with Witt Consulting, Inc. D/b/a Savannah Swim team for use of the Aquatic Center at Howard Coffin Park at a cost of \$1,500 per month effective April 1, 2019. (L. Gurganus) [REPORT](#) FC Vote: 2-1-0

14. *Consider recommending the Board of Commissioners approve the Officials Agreement with Golden Isles Officials Association to provide officiating services for Glynn County Recreation and Parks spring youth soccer season for the 2019 season in an amount not to exceed \$2,800 with funding to be provided by the FY2019 Operating Budget.*

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners approve the Officials Agreement with Golden Isles Officials Association to provide officiating services for Glynn County Recreation and Parks spring youth soccer season for the 2019 season in an amount not to exceed \$2,800 with funding to be provided by the FY2019 Operating Budget. (L. Gurganus) [REPORT](#) FC Vote: 3-0

15. *Consider recommending the Board of Commissioners approve the Blythe Island Regional Park Campground Host Agreement with Otis Hartley.*

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners approve the Blythe Island Regional Park Campground Host Agreement with Otis Hartley. (L. Gurganus) [REPORT](#) FC Vote: 3-0

16. Consider recommending the Board of Commissioners approve the quote, end-user license agreement and warranty agreement for the purchase of the Purvis Fire Station Alerting System for \$162,908.35 with funding to be provided by the FY19 Capital Projects Budget.

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners approve the quote, end-user license agreement and warranty agreement for the purchase of the Purvis Fire Station Alerting System for \$162,908.35 with funding to be provided by the FY19 Capital Projects Budget. (J. Catron) [REPORT](#) FC Vote: 3-0

17. Consider recommending the Board of Commissioners approve the quote and "Ninth Amendment to Contract for Service by and between Glynn County, Georgia and Spillman Technologies, Inc." for the interface to Purvis Fire Station Alert System in the amount of \$30,000 with funding to be provided by the FY19 Capital Projects Budget.

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

Recommend the Board of Commissioners approve the quote and "Ninth Amendment to Contract for Service by and between Glynn County, Georgia and Spillman Technologies, Inc." for the interface to Purvis Fire Station Alert System in the amount of \$30,000 with funding to be provided by the FY19 Capital Projects Budget. (J. Catron) [REPORT](#) FC Vote: 3-0

18. Consider recommending the Board of Commissioners approve Concession License Agreements with TNR Investments LLC dba Sunset Slush of SSI as the concession operator for Coast Guard Park and Beach Concessions (RFQ # 1107 for \$10,509), Massengale Park and Beach Concessions (RFQ # 1108 for \$5,009), and Neptune Park Fun Zone Concessions (RFQ # 1109 for \$9,009).

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners approve Concession License Agreements with TNR Investments LLC dba Sunset Slush of SSI as the concession operator for Coast Guard Park and Beach Concessions (RFQ # 1107 for \$10,509), Massengale Park and Beach Concessions (RFQ # 1108 for \$5,009), and Neptune Park Fun Zone Concessions (RFQ # 1109 for \$9,009). (L. Gurganus) [REPORT](#) FC Vote: 3-0

19. Consider recommending the Board of Commissioners approve Change Order No. 012 from Benning Construction Company for a total of \$6,268.41 for a new contract amount of \$2,526,264.81 with funding to be provided by the Capital Outlay Grant from the Georgia Public Library Service and the Glynn County FY19 Capital Projects budgeted debt.

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners approve Change Order No. 012 from Benning Construction Company for a total of \$6,268.41 for a new contract amount of \$2,526,264.81 with funding to be provided by the Capital Outlay Grant from the Georgia Public Library Service and the Glynn County FY19 Capital Projects budgeted debt. (G. Mullis) [REPORT](#) FC Vote: 3-0

20. Consider recommending the Board of Commissioners award a contract for the Fancy Bluff Creek Burnett Creek and Dillard Creek Bridge Repair Project, to E&D Contracting Services of Savannah GA, the lowest responsive and

responsible bidder, with funding to be provided by the FY19 Capital Projects Fund in the amount of \$218,875, with an additional amount of \$50,000 for project contingency, for a total of \$268,875.

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners award a contract for the Fancy Bluff Creek Burnett Creek and Dillard Creek Bridge Repair Project, to E&D Contracting Services of Savannah GA, the lowest responsive and responsible bidder, with funding to be provided by the FY19 Capital Projects Fund in the amount of \$218,875, with an additional amount of \$50,000 for project contingency, for a total of \$268,875. (D. Austin) [REPORT](#) FC Vote: 3-0

21. *Consider recommending the Board of Commissioners award a contract for the Gateway Center Boulevard Sidewalk Project to Swindell Construction Company in the amount of \$148,080 with funding to be provided by SPLOST 2016.*

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners award a contract for the Gateway Center Boulevard Sidewalk Project to Swindell Construction Company in the amount of \$148,080 with funding to be provided by SPLOST 2016. (P. Thompson) [REPORT](#) FC Vote: 3-0

22. *Consider recommending the Board of Commissioners award a contract for the LMIG 2019 Road Resurfacing Project to East Coast Asphalt, LLC., Douglas, GA, in the amount of \$4,108,527 with funding in the amount of \$621,458.22 to be provided by the Georgia Department of Transportation LMIG 2019 and \$3,487,068.78 to be provided by SPLOST 2016.*

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners award a contract for the LMIG 2019 Road Resurfacing Project to East Coast Asphalt, LLC., Douglas, GA, in the amount of \$4,108,527 with funding in the amount of \$621,458.22 to be provided by the Georgia Department of Transportation LMIG 2019 and \$3,487,068.78 to be provided by SPLOST 2016. (D. Austin) [REPORT](#) FC Vote: 3-0

23. *Consider recommending the Board of Commissioners approve the purchase of Tridium Software upgrade and maintenance from Ameresco Inc. utilizing Sole Source documentation in the amount of \$63,050 with funding to be provided by the FY19 Capital Projects Fund and the FY19 Facilities Maintenance Operating Budget.*

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners approve the purchase of Tridium Software upgrade and maintenance from Ameresco Inc. utilizing Sole Source documentation in the amount of \$63,050 with funding to be provided by the FY19 Capital Projects Fund and the FY19 Facilities Maintenance Operating Budget. (D. Austin) [REPORT](#) FC Vote: 3-0

24. *Consider recommending the Board of Commissioners award the bid for Phase 2 of the Tax Commissioner's Office Renovation Project to Altamaha Building Systems, Inc., Baxley, GA, and authorize issuance of a purchase order in the amount of \$268,400 with funding in the amount of \$192,023.15 to be provided by the Capital Projects Fund FY 19 Tax Commissioner Office Renovation budget and \$76,376.85 to be provided by the Capital Projects Fund undesignated fund balance and increase the project budget by \$76,376.85.*

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners award the bid for Phase 2 of the Tax Commissioner's Office Renovation Project to Altamaha Building Systems, Inc., Baxley, GA, and authorize issuance of a purchase order in the amount of \$268,400 with funding in the amount of \$192,023.15 to be provided by the Capital Projects Fund FY 19 Tax Commissioner Office Renovation budget and \$76,376.85 to be provided by the Capital Projects Fund undesignated fund balance and increase the project budget by \$76,376.85. (D. Austin) [REPORT](#) FC Vote: 3-0

25. *Consider recommending the Board of Commissioners increase the budget for the SPLOST 2016 Village Drainage Improvement Project in the amount of \$4,358 with funding to be provided by additional project budget from SPLOST 2016 Pepper Creek Drainage Project.*

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson passed unanimously.

Recommend the Board of Commissioners increase the budget for the SPLOST 2016 Village Drainage Improvement Project in the amount of \$4,358 with funding to be provided by additional project budget from SPLOST 2016 Pepper Creek Drainage Project. (D. Austin) [REPORT](#) FC Vote: 3-0

26. *Consider recommending the Board of Commissioners award the bid for the base year to Estate Management Service, Inc. of Brunswick, GA for maintenance of the two South Harrington Park ponds at a cost of \$5,858.40 with funding provided by the FY19 SSI Parks Maintenance operations budget.*

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners award the bid for the base year to Estate Management Service, Inc. of Brunswick, GA for maintenance of the two South Harrington Park ponds at a cost of \$5,858.40 with funding provided by the FY19 SSI Parks Maintenance operations budget. (D. Austin) [REPORT](#) FC Vote: 3-0

Other Items

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

- **Items #2-11 and #13-26 will be placed on the March 7, 2019 Board of Commissioners' Consent Agenda.**
- **Items #12 will be placed on the March 7, 2019 Board of Commissioners General Business Agenda.**
- **Items #1 and #27 will not be forwarded to the Board of Commissioners' Agenda.**