



A Golden Past.
A Shining Future.

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 PM, Tuesday, May 28, 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, J. Catron, K. Downs, R. Glisson, L. Gurganus, R. Jordan, M. Jump, M. Kent, V. Lane, B. Mauney, T. Munson, A. Ours, J. Powell, O. Reed, M. Reynolds, B. Westberry, and W. Worley

Others: T. Cooper, J. Kilgore, and M. Permar

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

1. Consider accepting the agenda as is (or to add items/ defer items if needed). (T. Munson)

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

Accepted the agenda and deferred item #9. (T. Munson) FC Vote: 3-0

2. Consider approval of the April 23, 2019 Finance Committee Minutes.

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

Approved the April 23, 2019 Finance Committee Minutes. (T. Munson) [REPORT](#) FC: 3-0

3. Consider recommending the Board of Commissioners authorize the Chairman to sign various financial reports for Fiscal Year 2020.

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

Recommend the Board of Commissioners authorize the Chairman to sign various financial reports for Fiscal Year 2020. (T. Munson) [REPORT](#) FC Vote: 3-0

4. Consider recommending the Board of Commissioners authorize bidding of those materials, goods, projects, or services whose funding will be approved in the FY20 budget.

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

Recommend the Board of Commissioners authorize bidding of those materials, goods, projects, or services whose funding will be approved in the FY20 budget. (T. Munson) [REPORT](#) FC Vote: 3-0

5. Consider recommending the Board of Commissioners approve the proposed changes to the Purchasing Ordinance subject to the County Attorney's approval.

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

Recommend the Board of Commissioners approve the proposed changes to the Purchasing Ordinance with the exception of item #4 subject to the County Attorney's approval. (T. Munson) [REPORT](#) FC Vote: 3-0

6. Consider recommending the Board of Commissioners approve or deny the request for a fee waiver for the park rental fee in the amount of \$400 for the use of Gascoigne Bluff Park for the Glynn County Division of Family and Children Services reunification event on June 15, 2019.

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

Recommend the Board of Commissioners approve the request for a fee waiver for the park rental fee in the amount of \$400 for the use of Gascoigne Bluff Park for the Glynn County Division of Family and Children Services reunification event on June 15, 2019. (L. Gurganus) [REPORT](#) FC Vote: 3-0

Budget/Grants

7. Consider recommending the Board of Commissioners accept the donation from the Colonial Dames of the 17th Century and increase the Police Department's FY19 revenue and expenditures budget by \$699.

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

Recommend the Board of Commissioners accept the donation from the Colonial Dames of the 17th Century and increase the Police Department's FY19 revenue and expenditures budget by \$699. (J. Powell) [REPORT](#) FC Vote: 3-0

8. Consider recommending the Board of Commissioners approve the use of \$103,279 in General Fund undesignated fund balance to cover the incurred and expected legal fees related to the Coleman lawsuit.

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

Recommend the Board of Commissioners approve the use of \$103,279 in General Fund undesignated fund balance to cover the incurred and expected legal fees related to the Coleman lawsuit. (T. Munson, A. Mumford, and O. Reed) [REPORT](#) FC Vote: 3-0

Tax Commissioner's Items

9. Consider recommending the Board of Commissioners **approve or deny** a request from Mr. Charles A. Monahan that the Title Ad Valorem Tax fee paid on his 2016 Audi Q5 in the amount of \$2,136.75 for 2019 be refunded.

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

Defer the consideration of a request from Mr. Charles A. Monahan that the Title Ad Valorem Tax fee paid on his 2016 Audi Q5 in the amount of \$2,136.75 for 2019 be refunded to a future Finance Committee. (J. Chapman) [REPORT](#) FC Vote: 3-0

Property Appraisal Items

10. 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, March 21, 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, March 21, 2019 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC Vote: 3-0

11. 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, April 25, 2019 meeting, with clarification that this does not approve a tax refund.

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson 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, April 25, 2019 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC Vote: 3-0

Contracts/Bids

12. Consider recommending the Board of Commissioners approve and execute the addendum with Coastal Regional Commission.

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

Recommend the Board of Commissioners approve and execute the addendum with Coastal Regional Commission. (T. Munson) [REPORT](#) FC Vote: 3-0

13. Consider recommending the Board of Commissioners approve and execute the FY20 contract with the Brunswick Judicial Circuit Public Defender in the amount of \$555,856.

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

Recommend the Board of Commissioners approve and execute the FY20 contract with the Brunswick Judicial Circuit Public Defender in the amount of \$555,856. (T. Munson) [REPORT](#) FC Vote: 3-0

14. Consider recommending the Board of Commissioners approve the personnel contracts with the University System of Georgia's (UGA) Cooperative Extension Office to extend the contracts of one County Ag Agent, one County Extension Associate, one Cooperative Extension Coordinator and one Family & Consumer Science Educator (50% of the cost,

50% to be paid by McIntosh County) through June 30, 2020 with funding in the amount of \$97,810 to be provided by the FY20 GA Extension Operating Budget.

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

Recommend the Board of Commissioners approve the personnel contracts with the University System of Georgia's (UGA) Cooperative Extension Office to extend the contracts of one County Ag Agent, one County Extension Associate, one Cooperative Extension Coordinator and one Family & Consumer Science Educator (50% of the cost, 50% to be paid by McIntosh County) through June 30, 2020 with funding in the amount of \$97,810 to be provided by the FY20 GA Extension Operating Budget. (A. Ours) [REPORT](#) FC Vote: 3-0

15. *Consider recommending the Board of Commissioners award a contract for construction of an outdoor basketball court at Madge Merritt/Brunswick Villas Park to Altamaha Building Systems in the amount of \$66,000 with funding to be provided by the FY2019 Capital Projects Fund.*

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

Recommend the Board of Commissioners award a contract for construction of an outdoor basketball court at Madge Merritt/Brunswick Villas Park to Altamaha Building Systems in the amount of \$66,000 with funding to be provided by the FY2019 Capital Projects Fund. (L. Gurganus) [REPORT](#) FC Vote: 3-0

16. *Consider recommending the Board of Commissioners approve the Memorandum of Understanding between Glynn County and the City of Brunswick for the establishment and operation of the Brunswick-Glynn Special Investigations Unit.*

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

Recommend the Board of Commissioners consider approval of the Memorandum of Understanding between Glynn County and the City of Brunswick for the establishment and operation of the Brunswick-Glynn Special Investigations Unit without a recommendation from Finance Committee. (J. Powell) [REPORT](#) FC Vote: 3-0

17. *Consider recommending the Board of Commissioners authorize entering into the attached intergovernmental agreement with the City of Brunswick for engineering services to design the College Park Drainage Basin Outfall, with funding in the amount of \$211,050 provided in SPLOST 2016-Drainage Projects (College Park). (*

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

Recommend the Board of Commissioners authorize entering into the attached intergovernmental agreement with the City of Brunswick for engineering services to design the College Park Drainage Basin Outfall, with funding in the amount of \$211,050 provided in SPLOST 2016-Drainage Projects (College Park). (P. Thompson) [REPORT](#) FC Vote: 3-0

18. *Consider recommending the Board of Commissioners exercise the first option year for professional services for National Pollutant Discharge Elimination System (NPDES) phase 2 permit contract with Goodwyn Mills & Cawood, Inc. in the amount of \$49,967 with funding to be provided by the FY20 Community Development Regulatory Engineering operating budget.*

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

Recommend the Board of Commissioners exercise the first option year for professional services for National Pollutant Discharge Elimination System (NPDES) phase 2 permit contract with Goodwyn Mills & Cawood, Inc. in the amount of \$49,967 with funding to be provided by the FY20 Community Development Regulatory Engineering operating budget. (P. Thompson) [REPORT](#) FC Vote: 3-0

19. *Consider recommending the Board of Commissioners award the contract amendment for copier lease/maintenance services to Ashley's Business Solutions at an estimated cost not to exceed \$87,944.28 annually with funding to be provided by the FY20 operating budgets of the departments utilizing the service.*

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

Recommend the Board of Commissioners award the contract amendment for copier lease/maintenance services to Ashley's Business Solutions at an estimated cost not to exceed \$87,944.28 annually with funding to be provided by the FY20 operating budgets of the departments utilizing the service. (T. Munson) [REPORT](#) FC Vote: 3-0

20. *Consider recommending the Board of Commissioners award the bid for the Historic Courthouse Chiller Replacement using local preference to Certified Electric, Brunswick, GA, in the amount of \$64,175 with funding to be provided by the FY19 Capital Projects Fund 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 Historic Courthouse Chiller Replacement using local preference to Certified Electric, Brunswick, GA, in the amount of \$64,175 with funding to be provided by the FY19 Capital Projects Fund Budget. (D. Austin) [REPORT](#) FC Vote: 3-0

21. *Consider recommending the Board of Commissioners approve an additional \$34,943 for the Tax Commissioner's Office Renovations Project with funding to be provided by the Capital Projects Fund undesignated fund balance.*

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

Recommend the Board of Commissioners approve an additional \$34,943 for the Tax Commissioner's Office Renovations Project with funding to be provided by the Capital Projects Fund undesignated fund balance. (D. Austin) [REPORT](#) FC Vote: 3-0

22. *Consider recommending the Board of Commissioners exercise first year option with Intercontinental Commercial Services, Inc., Suwanee, GA for custodial services in county building with funding provided from the Facilities Maintenance Department FY20 operating budgets.*

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

Recommend the Board of Commissioners exercise first year option with Intercontinental Commercial Services, Inc., Suwanee, GA for custodial services in county building with funding provided from the Facilities Maintenance Department FY20 operating budgets. (D. Austin) [REPORT](#) FC Vote: 3-0

23. *Consider recommending the Board of Commissioners approve the "Eleventh Amendment to Contract for Service by and between Glynn County, Georgia and Spillman Technologies, Inc." for the purchase of Spillman's NIBRS module in the amount of \$39,284 with funding to be provided by the FY20 Glynn-Brunswick E-911 Capital budget.*

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

Recommend the Board of Commissioners approve the “Eleventh Amendment to Contract for Service by and between Glynn County, Georgia and Spillman Technologies, Inc.” for the purchase of Spillman’s NIBRS module in the amount of \$39,284 with funding to be provided by the FY20 Glynn-Brunswick E-911 Capital budget. (J. Catron) [REPORT](#) FC Vote: 3-0

24. *Consider recommending the Board of Commissioners authorize staff to issue a purchase order for Phase II of the Fire Station Alert System from Purvis Systems Incorporated for the purchase of equipment, software and setup for the seven remaining Fire Stations in the amount of \$177,394.32 with funding to be provided by the FY19 Capital Projects Fund – Information Technology Budget.*

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

Recommend the Board of Commissioners authorize staff to issue a purchase order for Phase II of the Fire Station Alert System from Purvis Systems Incorporated for the purchase of equipment, software and setup for the seven remaining Fire Stations in the amount of \$177,394.32 with funding to be provided by the FY19 Capital Projects Fund – Information Technology Budget. (J. Catron) [REPORT](#) FC Vote: 3-0

Other Items

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

- **Items #3-8, #10-15, and #17-24 will be placed on the June 6, 2019 Board of Commissioners’ Consent Agenda.**
- **Item #9 is deferred to the July Finance Committee Agenda.**
- **Item #16 will be placed on the June 6, 2019 Board of Commissioners General Business Agenda for discussion.**
- **Items #1-2 will not be forwarded to the Board of Commissioners’ Agenda.**