



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 PM, Tuesday, August 27, 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: P. Andrews, D. Austin, D. Bragdon, Chief Cook, R. Glisson, R. Jordan, N. Jump, M. Kent, S. Leif, V. McClinton, G. Mullis, T. Munson, J. Powell, A. Randolph, D. West, and W. Worley

Others: T. Cooper, B. Hyde, J. Kilgore, Attorney McQuigg, M. Permar, and Mr. Wade

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.

Add item 3.1. Move items 15-16 and 28-29 up to the beginning of the Agenda. FC Vote: 3-0

2. *Consider approving the July 23, 2019 Finance Committee Minutes. (T. Munson) [REPORT](#)*

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

Recommend the Board of Commissioners approve a collection agreement with Bull City Financial Solutions for debt collection services. (R. Jordan) [REPORT](#) FC Vote: 3-0

15. *Consider recommending the Board of Commissioners approve a collection agreement with Bull City Financial Solutions for debt collection services, pending approval of the County Attorney's office.*

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

Recommend the Board of Commissioners approve a collection agreement with Bull City Financial Solutions for debt collection services. (R. Jordan) [REPORT](#) FC Vote: 3-0

16. *Consider recommending the Board of Commissioners approve the issuance of a Purchase Order, utilizing state contract # 99999-SPD-E540199409-0002, to Hardy Chevrolet, Dallas, GA, in the amount of \$37,309 for the purchase of a one 2020 Chevrolet Tahoe Battalion Chief Response Vehicle to ~~Hardy Chevrolet~~, with funding to be provided by the FY20 Fire Fund Budget.*

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

Recommend the Board of Commissioners approve the issuance of a Purchase Order, utilizing state contract # 99999-SPD-E540199409-0002, to Hardy Chevrolet, Dallas, GA, in the amount of \$37,309 for the purchase of a one 2020 Chevrolet Tahoe Battalion Chief Response Vehicle with funding to be provided by the FY20 Fire Fund Budget. (R. Jordan) [REPORT](#) FC Vote: 3-0

28. Consider recommending the Board of Commissioners approve the Agreement for Use of Subscription Material with Lexipol, LLC and approve the issuance of a purchase order in the amount of \$18,210 for the purchase of the initial services and one-year subscription with funding to be provided by the FY20 Police Fund.

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

Recommend the Board of Commissioners approve the Agreement for Use of Subscription Material with Lexipol, LLC and approve the issuance of a purchase order in the amount of \$18,210 for the purchase of the initial services and one-year subscription with funding to be provided by the FY20 Police Fund. (J. Powell) [REPORT](#) FC Vote: 3-0

29. Consider recommending the Board of Commissioners authorizing the issuance of a purchase order to Akins Ford for seven (7) 2020 Dodge Charger Pursuit Vehicles utilizing state contract in the amount of \$198,947 and the balance of \$25,332 will be used to purchase additional components and equipment with all funding provided by the FY20 Capital Projects Fund.

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

Recommend the Board of Commissioners authorizing the issuance of a purchase order to Akins Ford for seven (7) 2020 Dodge Charger Pursuit Vehicles utilizing state contract in the amount of \$198,947 and the balance of \$25,332 will be used to purchase additional components and equipment with all funding provided by the FY20 Capital Projects Fund. (N. Jump) [REPORT](#) FC Vote: 3-0

3. 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 O'Quinn and seconded by Commissioner Brunson 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: 3-0

3.1 Consider recommending the Board of Commissioners accept the recommended changes to the Check Signing Policy, allowing for the designation of the Finance Manager or Assistant County Manager in the event the CFO or County Manager position is vacant.

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

Recommend the Board of Commissioners accept the recommended changes to the Check Signing Policy, allowing for the designation of the Finance Manager or Assistant County Manager in the event the CFO or County Manager position is vacant. (T. Munson) [REPORT](#) FC Vote: 3-0 [REPORT](#)

4. Consider recommending the Board of Commissioners authorize payment of the excess tax proceeds from the tax sale of parcel number 03-17686 in the amount of One Thousand Five-Hundred Fifty-Six and 60/100 dollars (\$1,556.60) to Britton A. Smith, Attorney at Law, on behalf of Sean R. Johnson and Cindy T. Johnson.

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

Recommend the Board of Commissioners authorize payment of the excess tax proceeds from the tax sale of parcel number 03-17686 in the amount of One Thousand Five-Hundred Fifty-Six and 60/100 dollars (\$1,556.60) to Britton A. Smith, Attorney at Law, on behalf of Sean R. Johnson and Cindy T. Johnson. (C. Provano) [REPORT](#) FC Vote: 3-0

5. *Consider recommending the Board of Commissioners authorize payment of the excess tax proceeds from the tax sale of parcel number 03-15865 in the amount of Two Thousand Seventy-Three and 32/100 dollars (\$2,073.32) to Whelchel & McQuigg, LLC f/b/o New Jesup Investments, Inc.*

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

Recommend the Board of Commissioners authorize payment of the excess tax proceeds from the tax sale of parcel number 03-15865 in the amount of Two Thousand Seventy-Three and 32/100 dollars (\$2,073.32) to Whelchel & McQuigg, LLC f/b/o New Jesup Investments, Inc. (J. Wilbanks) [REPORT](#) FC Vote: 3-0

6. *Consider recommending the Board of Commissioners approve the Blythe Island Regional Park Campground Host Agreement with David Minshew.*

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 David Minshew. (L. Gurganus) [REPORT](#) FC Vote: 3-0

7. *Consider recommending the Board of Commissioners **approve or deny** a fee waiver for United Way of Coastal Georgia, Inc. in the amount of \$300 plus the \$100 deposit and the cost of staff time for use of three ball fields at Mallery Park on Saturday, October 26, 2019 for the purpose of a fund-raising kickball tournament.*

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

Recommend the Board of Commissioners approve a fee waiver for United Way of Coastal Georgia, Inc. in the amount of \$300 plus the \$100 deposit and the cost of staff time for use of three ball fields at Mallery Park on Saturday, October 26, 2019 for the purpose of a fund-raising kickball tournament. (L. Gurganus) [REPORT](#) FC Vote: 3-0

8. *Consider recommending the Board of Commissioners **approve or deny** a request from Mr. Brian Scott Hyde that he paid in fees, interest, and penalties on his 2016 Property Taxes on Parcel #03-12267 in the amount of \$146.01 be refunded.*

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

Recommend the Board of Commissioners deny a request from Mr. Brian Scott Hyde that he paid in fees, interest, and penalties on his 2016 Property Taxes on Parcel #03-12267 in the amount of \$146.01 be refunded. (J. Chapman) [REPORT](#) FC Vote: 3-0

9. *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, July 25, 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, July 25, 2019 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC Vote: 3-0

10. *Consider recommending the Board of Commissioners amend the FY20 budget to include the attached list of prior year budgeted items that were not expended or encumbered in FY19.*

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

Recommend the Board of Commissioners amend the FY20 budget to include the attached list of prior year budgeted items that were not expended or encumbered in FY19. (T. Munson) [REPORT](#) FC Vote: 3-0

11. *Consider recommending the Board of Commissioners amend the FY20 budget to include the attached list of prior year encumbrances that were outstanding at June 30, 2019.*

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

Recommend the Board of Commissioners amend the FY20 budget to include the attached list of prior year encumbrances that were outstanding at June 30, 2019. (T. Munson) [REPORT](#) FC Vote: 3-0

12. *Consider recommending the Board of Commissioners accept the grant funds of \$2,000 from the Communities of Coastal Georgia Foundation and increase the Glynn County Animal Control's FY20 revenue and expenditures budget by \$2,000 each.*

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

Recommend the Board of Commissioners accept the grant funds of \$2,000 from the Communities of Coastal Georgia Foundation and increase the Glynn County Animal Control's FY20 revenue and expenditures budget by \$2,000 each. (T. Munson) [REPORT](#) FC Vote: 3-0

13. *Consider recommending the Board of Commissioners authorize the County Chairman to execute the FY20 Metropolitan Transportation Services Contract between the Georgia Department of Transportation and Glynn County for funding in the amount of \$119,779.20.*

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

Recommend the Board of Commissioners authorize the County Chairman to execute the FY20 Metropolitan Transportation Services Contract between the Georgia Department of Transportation and Glynn County for funding in the amount of \$119,779.20. (P. Thompson) [REPORT](#) FC Vote: 3-0

14. Consider recommending the Board of Commissioners authorize the County Chairman to execute the FY20 Transit Planning Assistance Contract between the Georgia Department of Transportation and Glynn County for funding in the amount of \$47,861 subject to the County Attorney's approval.

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

Recommend the Board of Commissioners authorize the County Chairman to execute the FY20 Transit Planning Assistance Contract between the Georgia Department of Transportation and Glynn County for funding in the amount of \$47,861. (P. Thompson) [REPORT](#) FC Vote: 3-0

17. Consider recommending the Board of Commissioners approve the agreement with Equity Cash Systems which will provide the County \$1.00 of each \$3.00 transaction fee and authorize staff to sell the ATMs to Equity Cash Systems.

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

Recommend the Board of Commissioners approve the agreement with Equity Cash Systems which will provide the County \$1.00 of each \$3.00 transaction fee and authorize staff to sell the ATMs to Equity Cash Systems. (T. Munson) [REPORT](#) FC Vote: 3-0

18. Consider recommending the Board of Commissioners approve the Officials Agreement with Gold Coast Officials Association to provide officiating services for Glynn County Recreation and Parks Department Youth Football games for the 2019 Fall Season in an amount not to exceed \$18,000 with funding to be provided by the FY2020 Recreation 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 Gold Coast Officials Association to provide officiating services for Glynn County Recreation and Parks Department Youth Football games for the 2019 Fall Season in an amount not to exceed \$18,000 with funding to be provided by the FY2020 Recreation Operating Budget. (L. Gurganus) [REPORT](#) FC Vote: 3-0

19. Consider recommending the Board of Commissioners approve the Officials Agreement with Golden Isles Soccer Officials Association to provide officiating services for Glynn County Recreation and Parks Department Mainland Youth Soccer games for the 2019 Fall and 2020 Spring Seasons in an amount not to exceed \$15,000 with funding to be provided by the FY2020 Recreation Operating Budget.

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

Recommend the Board of Commissioners approve the Officials Agreement with Golden Isles Soccer Officials Association to provide officiating services for Glynn County Recreation and Parks Department Mainland Youth Soccer games for the 2019 Fall and 2020 Spring Seasons in an amount not to exceed \$15,000 with funding to be provided by the FY2020 Recreation Operating Budget. (L. Gurganus) [REPORT](#) FC Vote: 3-0

20. Consider recommending the Board of Commissioners approve the Bait Sales Agreement with Ronnie Barwick to provide local bait for resale at Blythe Island Regional Park with funding to be provided by the Recreation and Parks FY2020 Operating Budget.

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

Recommend the Board of Commissioners approve the Bait Sales Agreement with Ronnie Barwick to provide local bait for resale at Blythe Island Regional Park with funding to be provided by the Recreation and Parks FY2020 Operating Budget. (L. Gurganus) [REPORT](#) FC Vote: 3-0

21. *Consider recommending the Board of Commissioners award a contract for the September 2019 Asphalt Patching Project, to Georgia Asphalt Producers, Baxley, GA, in the amount of \$73,836 with funding to be provided by the FY20 General Fund Public Works Operating Budget.*

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 September 2019 Asphalt Patching Project, to Georgia Asphalt Producers, Baxley, GA, in the amount of \$73,836 with funding to be provided by the FY20 General Fund Public Works Operating Budget. (D. Austin) [REPORT](#) FC Vote: 3-0

22. *Consider recommending the Board of Commissioners approve the AT&T for ip Flex SIP, Internet Transport, and Bandwidth on Demand contracts and authorize the Chairman to sign as the subscriber.*

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

Recommend the Board of Commissioners approve the AT&T for ip Flex SIP, Internet Transport, and Bandwidth on Demand contracts and authorize the Chairman to sign as the subscriber. (J. Catron) [REPORT](#) FC Vote: 3-0

23. *Consider recommending the Board of Commissioners authorize the purchase of the Microsoft Enterprise Agreement renewal from Dell Marketing L.P. in the amount of \$200,968.08 with funding to be provided by the FY20 General Fund Information Technology Department's Operating Budget and sign the Enterprise Update Statement to confirm no increase in number of licenses.*

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

Recommend the Board of Commissioners authorize the purchase of the Microsoft Enterprise Agreement renewal from Dell Marketing L.P. in the amount of \$200,968.08 with funding to be provided by the FY20 General Fund Information Technology Department's Operating Budget and sign the Enterprise Update Statement to confirm no increase in number of licenses. (J. Catron) [REPORT](#) FC Vote: 3-0

24. *Consider recommending the Board of Commissioners authorize staff to implement the FY20 Information Technology Cyber Security and Network Infrastructure Cost Schedule by issuing a Purchase Order to Cisco/DSI utilizing State Contract in the amount of \$149,157.42 with funding to be provided by the FY20 General 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 implement the FY20 Information Technology Cyber Security and Network Infrastructure Cost Schedule by issuing a Purchase Order to Cisco/DSI utilizing State Contract in

the amount of \$149,157.42 with funding to be provided by the FY20 General Fund Information Technology Budget. (J. Catron) [REPORT](#) FC Vote: 3-0

25. Consider recommending the Board of Commissioners approve Change Order No. 014 from Benning Construction Company for a total of \$2,950.75 and Change Order No. 015 for a credit of \$1,628.44 for a new contract amount of \$2,554,122.12 with funding to be provided by the Capital Outlay Grant from the Georgia Public Library Service and the Glynn County FY19 Budget being carried forward to FY20.

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

Recommend the Board of Commissioners approve Change Order No. 014 from Benning Construction Company for a total of \$2,950.75 and Change Order No. 015 for a credit of \$1,628.44 for a new contract amount of \$2,554,122.12 with funding to be provided by the Capital Outlay Grant from the Georgia Public Library Service and the Glynn County FY19 Budget being carried forward to FY20. (G. Mullis) [REPORT](#) FC Vote: 3-0

26. Consider recommending the Board of Commissioners authorize awarding the contract for the Engineering Services for Drainage Basin Concept Planning Golden Isles Parkway project to Pittman Engineering, with funding in the amount of \$42,660 (\$35,550 bid + 20% contingency) to be provided by SPLOST 2016-Drainage Projects (Golden Isles Parkway Extension Drainage Improvements).

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

Recommend the Board of Commissioners authorize awarding the contract for the Engineering Services for Drainage Basin Concept Planning Golden Isles Parkway project to Pittman Engineering, with funding in the amount of \$42,660 (\$35,550 bid + 20% contingency) to be provided by SPLOST 2016-Drainage Projects (Golden Isles Parkway Extension Drainage Improvements). (P. Thompson) [REPORT](#) FC Vote: 3-0

27. Consider recommending the Board of Commissioners authorize the County Manager to execute the attached contract for professional services related to an impact fee program, with the cost not to exceed \$76,450.

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

Recommend the Board of Commissioners authorize the County Manager to execute the attached contract for professional services related to an impact fee program, with the cost not to exceed \$76,450. (P. Thompson) [REPORT](#) FC Vote: 3-0

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

Items #3-26 and #28-29 will be placed on the September 5, 2019 Board of Commissioners' Consent Agenda. Item #27 will be placed on the September 5, 2019 Board of Commissioners' General Business Agenda. Items #1-2 will not be forwarded to the Board of Commissioners' Agenda.