



A Golden Past.
A Shining Future.

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 PM, Tuesday, November 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, and D. O'Quinn

Elected Officials / Staff: A. Ours, L. Batten, D. Bragdon, J. Catron, A. Crews, K. Downs, J. Dunnagan, R. Glisson, L. Gurganus, M. Hardin, H. Hatcher, J. Manning, B. Pierce, J. Powell, Jerry Ramsey, A. Sapp, S. Tindall, and W. Worley

Others: M. Permar, T. Cooper, 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). (J. Dunnagan)

The following motion made by Commissioner D. O'Quinn and seconded by A. Booker passed unanimously

Pull Items #9. #20. FC VOTE: 2-0

2. Consider approving the October 29, 2019 Finance Committee Minutes.

The following motion made by Commissioner D. O'Quinn and seconded by Commissioner A. Booker passed unanimously.

Recommend the Board of Commissioners approve the October 29, 2019 Finance Committee Minutes. (J. Dunnagan)
[REPORT](#) FC VOTE: 2-0

3. Consider recommending the Board of Commissioners authorize staff to follow the approved procedure to dispose of the county owned real properties at 501 J Street and at 2003 Reynolds Street, parcels 01-02743 & 01-02744.
(A. Ours)

The following motion made by Commissioner D. O'Quinn and seconded by Commissioner A. Booker passed unanimously.

Defer considering authorizing staff to follow the approved procedure to dispose of the county owned real properties at 501 J Street and at 2003 Reynolds Street, parcels 01-02743 & 01-02744 to an uncertain date. (A. Ours)
[REPORT](#) FC Vote: 2-0

Public Safety Items

4. Consider recommending the Board of Commissioners approve the issuance of a purchase order to West Chatham Warning Devices in the amount of \$48,428.40, to purchase and install police equipment for 10 Dodge Charger pursuit vehicles with funding to be provided by the FY20 Police Fund. (J. Powell)

The following motion made by Commissioner D. O'Quinn and seconded by Commissioner A. Booker passed unanimously.

Recommend the Board of Commissioners approve the issuance of a purchase order to West Chatham Warning Devices in the amount of \$48,428.40, to purchase and install police equipment for 10 Dodge Charger pursuit vehicles with funding to be provided by the FY20 Police Fund. (J. Powell) [REPORT](#) FC VOTE: 2-0

5. *Consider recommending the Board of Commissioners declare the unusable items as surplus and approve trading the items to Dana Safety Supply for a credit on \$29,225 to be used for the purchase of 22 Sig patrol rifles and accessories and three Tango 6 Scopes and accessories. (J. Powell)*

The following motion made by Commissioner D. O'Quinn and seconded by Commissioner A. Booker passed unanimously.

Recommend the Board of Commissioners declare the unusable items as surplus and approve trading the items to Dana Safety Supply for a credit on \$29,225 to be used for the purchase of 22 Sig patrol rifles and accessories and three Tango 6 Scopes and accessories. (J. Powell) [REPORT](#) FC VOTE: 2-0

Tax Commissioners Items

6. *Consider recommending the Board of Commissioners **approve or deny** a request from Michael J. Kronn on behalf of Satilla Sands Home Owners Association that \$634.87 paid in penalties and interest for 2015 – 2019 property taxes on Parcel #03-23171 be refunded. (J. Chapman)*

The following motion made by Commissioner D. O'Quinn and seconded by Commissioner A. Booker passed unanimously.

Recommend the Board of Commissioner deny a request from Michael J. Kronn on behalf of Satilla Sands Home Owners Association that \$634.87 paid in penalties and interest for 2015 – 2019 property taxes on Parcel #03-23171 be refunded. (J. Chapman) [REPORT](#) FC Vote: 2-0

7. *Consider recommending the Board of Commissioners **approve or deny** a request from Ralph and Ashley Cavalier that \$664.10 paid in penalties and interest for 2018 property taxes on Account #190517 (Parcel # 04-12727) be refunded. (J. Chapman)*

The following motion made by Commissioner D. O'Quinn and seconded by Commissioner A. Booker passed unanimously.

Recommend the Board of Commissioners deny a request from Ralph and Ashley Cavalier that \$664.10 paid in penalties and interest for 2018 property taxes on Account #190517 (Parcel # 04-12727) be refunded. (J. Chapman) [REPORT](#) FC VOTE: 2-0

Property Appraisal Item

8. *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, November 14, 2019 meeting, with clarification that this does not approve a tax refund. (R. Glisson)*

The following motion made by Commissioner D. O'Quinn and seconded by Commissioner A. Booker 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, November 14, 2019 meeting, with clarification that this does not approve a tax refund. [REPORT](#) FC Vote: 2-0

Budget / Grants

9. *Consider recommending the Board of Commissioners approve the transfer of \$785,071 from the General Fund to the Capital Projects Fund to correct the FY19 budgeting error. (J. Dunnagan)*

The following motion made by Commissioner D. O' Quinn and seconded by Commissioner A. Booker passed unanimously.

Recommend the Board of Commissioners approve the transfer of \$635,071 from the General Fund to the Capital Projects Fund to correct the FY19 budgeting error and decrease the FY20 revenue and expenditures Capital Budget by the \$150,000 designated for the Pickleball Courts and include the \$150,000 for the Pickleball Courts in the Capital Budget Request for FY21. (J. Dunnagan) [REPORT](#) FC Vote: 2-0

10. *Consider recommending the Board of Commissioners approve the Collateral Assignment for property located on 3510 Brailsford Avenue, Brunswick, GA 31520 owned by Ms. Linda Mason, a Glynn County resident. (J. Dunnagan)*

The following motion made by Commissioner D. O' Quinn and seconded by Commissioner A. Booker passed unanimously.

Recommend the Board of Commissioners approve the Collateral Assignment for property located on 3510 Brailsford Avenue, Brunswick, GA 31520 owned by Ms. Linda Mason, a Glynn County resident. (J. Dunnagan) [REPORT](#) FC VOTE: 2-0

11. *Consider recommending the Board of Commissioners approve increasing the FY20 State Court Solicitor's Office operating budget in the amount of \$36,000 to hire a contract attorney to assist with court with funding to be identified. (M. Lugue)*

The following motion made by Commissioner D. O' Quinn and seconded by Commissioner A. Booker passed unanimously.

Recommend the Board of Commissioners approve increasing the FY20 State Court Solicitor's Office operating budget in the amount of \$21,000 to hire a contract attorney to assist with court with funding from the State Court FY19 – FY20 may be sufficient funding for the fiscal year. (M. Lugue) [REPORT](#) FC VOTE: 2-0

Contracts / Procurement

12. *Consider recommending the Board of Commissioners approve the contract and purchase of the PACE-10 training for 10 additional sessions for finance employees, year-end close-out training and three personnel to attend the annual Munis seminar in the amount of \$8,775 with funding to be provided by the FY20 Finance Operating Budget. (J. Dunnagan)*

The following motion made by Commissioner D. O' Quinn and seconded by Commissioner A. Booker passed unanimously.

Recommend the Board of Commissioners approve the contract and purchase of the PACE-10 training for 10 additional sessions for finance employees, year-end close-out training and three personnel to attend the annual Munis seminar in the amount of \$8,775 with funding to be provided by the FY20 Finance Operating Budget. (J. Dunnagan) [REPORT](#) FC VOTE: 2-0

13. *Consider recommending the Board of Commissioners approve entering into the Shelter Management Agreement with Wesley Davis for the operation of the Glynn County Employee's Emergency Shelter in Waycross, GA, from January 1, 2020 through December 31, 2020. (L. Gurganus)*

The following motion made by Commissioner D. O' Quinn and seconded by Commissioner A. Booker passed unanimously.

Recommend the Board of Commissioners approve entering into the Shelter Management Agreement with Wesley Davis for the operation of the Glynn County Employee's Emergency Shelter in Waycross, GA, from January 1, 2020 through December 31, 2020. (L. Gurganus) [REPORT](#) FC VOTE: 2-0

14. *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 Youth Basketball Games (Mainland League) for the 2019-2020 season in an amount not to exceed \$12,000 with funding to be provided by the FY2020 Operating Budget. (L. Gurganus)*

The following motion made by Commissioner D. O' Quinn and seconded by Commissioner A. Booker 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 Youth Basketball Games (Mainland League) for the 2019-2020 season in an amount not to exceed \$12,000 with funding to be provided by the FY2020 Operating Budget. (L. Gurganus) [REPORT](#) FC VOTE: 2-0

15. *Consider recommending the Board of Commissioners approve the execution of instructor agreements with current program instructors for the programs as listed below:*
a) Dixie Howell – Tai Chi
b) Mary Brooke Kersey – Tennis Lessons
c) Robert Brown – Tennis Lessons
d) Judie Wallace – Clogging
e) Frank Solana – Tennis and Pickleball Lessons. (L. Gurganus)

The following motion made by Commissioner D. O' Quinn and seconded by Commissioner A. Booker passed unanimously.

Recommend the Board of Commissioners approve the execution of instructor agreements with current program instructors for the programs as listed below: Defer to the board with the money for the pickleball courts to be included in budget and request for next year. Budget Amendment to decrease the recreation 150,000 that was approved to FY20 to FY21
a) Dixie Howell – Tai Chi
b) Mary Brooke Kersey – Tennis Lessons
c) Robert Brown – Tennis Lessons
d) Judie Wallace – Clogging
e) Frank Solana – Tennis and Pickleball Lessons. (L. Gurganus) [REPORT](#) FC VOTE: 2-0

16. Consider recommending the Board of Commissioners approve the Blythe Island Regional Park Campground Host Agreement with David Minshew. (L. Gurganus)

The following motion made by Commissioner D. O' Quinn and seconded by Commissioner A. Booker passed unanimously.

Recommend the Board of Commissioners approve the Blythe Island Regional Park Campground Host Agreement with David Minshew. (L. Gurganus) [REPORT](#) FC VOTE: 2-0

17. Consider recommending the Board of Commissioners approve to cancel support of Blue Dot Solutions – Infor Hansen Mobile 311 Subscription Fee for \$14,855.94 annually and not renew the contract for Infor's Mobile App License and Services agreement. (J. Catron)

The following motion made by Commissioner D. O' Quinn and seconded by Commissioner A. Booker passed unanimously.

Recommend the Board of Commissioners approve to cancel support of Blue Dot Solutions – Infor Hansen Mobile 311 Subscription Fee for \$14,855.94 annually and not renew the contract for Infor's Mobile App License and Services agreement. (J. Catron) [REPORT](#) FC VOTE: 2-0

18. Consider recommending the Board of Commissioners approve the "Twelfth Amendment to Contract for Service by and between Glynn County, Georgia and Spillman Technologies, Inc." where the contractor has discontinued and will not implement the Community Connect Module described in the Eight Amendment and cancel purchase order 20000129 for \$26,478 that was issued for Community Connect. (J. Catron)

The following motion made by Commissioner D. O' Quinn and seconded by Commissioner A. Booker passed unanimously.

Recommend the Board of Commissioners approve the "Twelfth Amendment to Contract for Service by and between Glynn County, Georgia and Spillman Technologies, Inc." where the contractor has discontinued and will not implement the Community Connect Module described in the Eight Amendment and cancel purchase order 20000129 for \$26,478 that was issued for Community Connect. (J. Catron) [REPORT](#) FC VOTE: 2-0

19. Consider recommending the Board of Commissioners approve the purchase of 38 time clocks in the amount of \$95,980 from Tyler Technologies with installation to be done by professional services not to exceed \$34,020 with funding to be provided by the FY20 Information Technology Capital Projects Fund budget. (J. Catron)

The following motion made by Commissioner D. O' Quinn and seconded by Commissioner A. Booker passed unanimously.

Recommend the Board of Commissioners approve the purchase of 38 time clocks in the amount of \$95,980 from Tyler Technologies with installation to be done by professional services not to exceed \$34,020 with funding to be provided by the FY20 Information Technology Capital Projects Fund budget. (J. Catron) [REPORT](#) FC VOTE: 2-0

20. Consider recommending the Board of Commissioners

- a) approve the Glynn County 2020 LMIG suggested bridge to repair as the Georgia Department of Transportation (GDOT) 2020 LMIG project,
- b) authorize the Glynn County Commission chairperson to sign the 2020 LMIG agreement on behalf of Glynn County, and;
- c) authorize staff issue an Invitation for Bid for the project once the application has been approved by GDOT. (D. Austin)

The following motion made by Commissioner D. O' Quinn and seconded by Commissioner A. Booker passed unanimously.

Approved rescinding Item #20 (Item included with Item #21) [REPORT](#) FC VOTE: 2-0

21. Consider recommending the Board of Commissioners

- a) *approve the Glynn County 2020 LMIG suggested list of roads and bridges as the Georgia Department of Transportation (GDOT) 2020 LMIG project with funding from SPLOST 2016, FY20 Capital Budget and the GDOT 2020 LMIG funding,*
- b) *authorize the Chairperson to sign the 2020 LMIG application on behalf of Glynn County, and;*
- c) *authorize staff to issue an invitation to bid for the proposed work once the application has been approved by GDOT. (D. Austin)*

The following motion made by Commissioner D. O' Quinn and seconded by Commissioner A. Booker passed unanimously.

Recommend the Board of Commissioners

- a) **approve the Glynn County 2020 LMIG suggested list of roads and bridges as the Georgia Department of Transportation (GDOT) 2020 LMIG project with funding from SPLOST 2016, FY20 Capital Budget and the GDOT 2020 LMIG funding,**
- b) **authorize the Chairperson to sign the 2020 LMIG application on behalf of Glynn County, and;**
- c) **authorize staff to issue an invitation to bid for the proposed work once the application has been approved by GDOT. (D. Austin) [REPORT](#) FC VOTE: 2-0**

Other Items

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

Items #4-8, 10-19 and 21 will be placed on the December 5, 2019 Board of Commissioners' Consent Agenda.

Item #9 will be placed on the December 5, 2019 Board of Commissioners General Business Agenda.

Items #1-3, 20 and 22 will not be forwarded to the Board of Commissioners' Agenda.