



Finance Committee Meeting Minutes

Glynn County Board of Commissioners

4:00 P.M., Tuesday, January 29, 2008

Third Floor Conference Room

W. Harold Pate Courthouse Annex

Brunswick, Georgia

Present:

Committee Members: *C. Johnson and U. Keller*

Other Commissioners:

Staff: *J. Carter, J. Catron, P. Christian, D. Chunn, M. Doering, B. Gerhardt, G. Grovener, D. Hainely, B. Mauney, P. McNicoll, D. Newbern, B. Rowell, A. Sapp, G. Spikes, C. Stewart, S. Trautz, W. Worley*

Press: *M. Permar*

Others:

1. *Consider approval of the consent agenda.*
 - a) *Approval of the January 8, 2008 Finance Committee Minutes.*
 - b) *Deny a request from Mr. Jim Cook that \$2,253.45 paid in penalties and interest on parcels #04-12680, #04-12681 and #04-12703 for 2006 property taxes be refunded.*
 - c) *Deny a request from Ms. Linda Hoffman that \$352.23 paid in penalties and interest on parcel #03-17559 for 2006 property taxes be refunded.*
 - d) *Approve the Resolution to amend the FY07/08 Budget.*
 - e) *Authorize payment of the excess tax proceeds from the tax sale of parcel Number 01-02461, in the amount of twelve thousand five hundred forty dollars and seventy-five cents (\$12,540.75) to Jennifer L. MacMillan for distribution per legal priorities pending receipt of the necessary signed documents.*
 - f) *Authorize the County Administrator is authorized to approve the filing of grant applications for County projects during Calendar Year 2008.*
 - g) *Adopt the proposed resolution and amendment to section 2-18-19 of the Code of Ordinances to require collection of franchise fees at the rate of five percent (5%) of annual gross revenues generated by any cable or video service provider providing cable or video services within the unincorporated area of Glynn County pursuant to a state franchise.*

The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Recommend approval of the consent agenda with the exception of item 1(c). (Vote: 2-0-0)

Commissioner Johnson stated that Ms. Linda Hoffman had written a letter explaining that she could not attend the Finance Committee meeting. He requested that the letter be added to the minutes. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Recommend approval of item 1(c). (Vote: 2-0-0)

2. Consider approval of and direct the Chairman to execute the following for the property adjacent to Ft. Federica owned by St. Simons Land Trust:

- a) The Loan Agreement between Glynn County and GEFA;
- b) The Grant Agreement between Glynn County and GEFA;
- c) The Community Land Conservation Agreement between Glynn County and the Land Trust; and
- d) The Deed To Secure A Guaranty, and To Declare Restrictive Covenants between Glynn County and the Land Trust.

Mr. Will Worley, Assistant County Attorney, presented this item and stated that the Board of Commissioners authorized staff to apply for the GEFA loan and grant in August, 2007. He stated that this was a partnership with the St. Simons Island Land Trust. The grant and loan were approved and \$3.5 million is now available to the County. The County has a signed agreement with the Land Trust that requires them to make all loan payments. Mr. Worley stated that there is no cost to Glynn County except for staff time. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Recommend approval of and direct the Chairman to execute the following for the property adjacent to Ft. Federica owned by St. Simons Land Trust:

- a) **The Loan Agreement between Glynn County and GEFA;**
- b) **The Grant Agreement between Glynn County and GEFA;**
- c) **The Community Land Conservation Agreement between Glynn County and the Land Trust; and**
- d) **The Deed To Secure A Guaranty, and To Declare Restrictive Covenants between Glynn County and the Land Trust. (Vote: 2-0-0)**

3. Consider authorizing the police department to use Alltel Communications as their wireless air card provider, and use \$1,320.00 of its seized funds program as a funding source to purchase eight (8) air cards and eight (8) monthly service accounts.

Police Chief Matt Doering presented this item and requested to use police seizure funds to purchase wireless air cards for the department's in-car data mobile system. If approved, service should begin March 1, 2008, for eight wireless accounts. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Recommend authorizing the police department to use Alltel Communications as their wireless air card provider, and use \$1,320.00 of its seized funds program as a funding source to purchase eight (8) air cards and eight (8) monthly service accounts. (Vote: 2-0-0)

4. Consider authorizing the police department to use its seized funds program as a funding source to re-stripe 26 pursuit vehicles and use the lowest bidder, Autographics to perform the re-stripping in the amount of \$6,204.90.

Police Chief Matt Doering requested to use police seizure funds to re-stripe twenty-six vehicles. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Recommend authorizing the police department to use its seized funds program as a funding source to re-stripe 26 pursuit vehicles and use the lowest bidder, Autographics to perform the re-stripping in the amount of \$6,204.90. (Vote: 2-0-0)

5. *Consider awarding a contract in the amount of \$39,989 to Good Ole' Boys Construction Company to construct a 24 x 36 pavilion with eight (8) picnic tables and one grill at Baldwin Park with funding to come from the General Fund fund balance to be reimbursed by SPLOST 5, with interest, when funds become available.*

Mr. George Grovener, Assistant Recreation Director, stated that the public in the Baldwin Park area had been asking for an upgrade to the park for several years and that SPLOST 5 funds could be used for this project. Commissioner Keller commented that there are other parks that do not have picnic areas, such as Epworth Park. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Recommend awarding a contract in the amount of \$39,989 to Good Ole' Boys Construction Company to construct a 24 x 36 pavilion with eight (8) picnic tables and one grill at Baldwin Park with funding to come from the General Fund fund balance to be reimbursed by SPLOST 5, with interest, when funds become available. (Vote: 2-0-0)

6. *Consider adopting the Resolution supporting the federal Coastal Incentive Grant application for 2008 for up to \$50,000 and committing a match of up to \$50,000 to meet the grant requirements with funding to be provided by the FY08 Public Works Operating Budget.*

Mr. Dick Newbern, Grants Administrator, stated that County could apply for funds to conduct a monitoring project for the mosquito marsh ditch improvements planned for north Jekyll Island. The County is currently spending a \$50 thousand DNR grant for pre-assessment. The 2008 grant would ask for \$50 thousand to conduct the monitoring project. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Recommend adopting the Resolution supporting the federal Coastal Incentive Grant application for 2008 for up to \$50,000 and committing a match of up to \$50,000 to meet the grant requirements with funding to be provided by the FY08 Public Works Operating Budget. (Vote: 2-0-0)

7. *Consider adopting a Resolution supporting the continued Georgia DHR funding of the Glynn/Camden County Drug Court at \$310,138 for FY 2008/09 and authorize staff to send copies of the fully executed Resolution to the members of the Glynn County legislative delegation.*

The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Recommend adopting a Resolution supporting the continued Georgia DHR funding of the Glynn/Camden County Drug Court at \$310,138 for FY 2008/09 and authorize staff to send copies of the fully executed Resolution to the members of the Glynn County legislative delegation. (Vote: 2-0-0)

8. *Consider awarding a contract to EMC Engineering, Inc. for the not to exceed amount of \$70,000 to provide engineering services for the Saint Simons Master Trail Plan, Phase I, subject to the County Attorney's approval.*

Mr. Dick Newbern, Grants Administrator, presented this item. Mr. Will Worley stated that EMC had made changes to the County's standard contract and the County Attorney's office could not recommend approving the contract as requested by EMC. He stated that the Finance Committee could defer this item until the County Attorney is satisfied with the contract. Mr. Charles Stewart, County Administrator, suggested that the Finance Committee deny the award and rebid the project. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Recommend awarding a contract to EMC Engineering, Inc. for the not to exceed amount of \$70,000 to provide engineering services for the Saint Simons Master Trail Plan, Phase I, subject to the County Attorney's contract negotiations or recommend rejecting all bids if contract negotiations are unsuccessful. (Vote: 2-0-0)

9. *Consider approving the agreement with Gateway Behavioral Health Services, Inc. that allows Gateway to use \$50,000 in Local Assistance funds that have been awarded to Glynn County from the Georgia Department of Community Affairs, subject to the approval of the County Attorney.*

Mr. Dick Newbern informed the Committee that Glynn County had received a Local Assistance Fund Grant for \$50 thousand which would be used to purchase a van for Gateway Behavioral Health Services. The agreement that the Board of Commissioners is asked to approve will allow the Gateway to purchase the van. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Recommend approving the agreement with Gateway Behavioral Health Services, Inc. that allows Gateway to use \$50,000 in Local Assistance funds that have been awarded to Glynn County from the Georgia Department of Community Affairs, subject to the approval of the County Attorney. (Vote: 2-0-0)

10. *Consider installing twelve street lights to light the area of Frederica Road between the entrances of Retreat Village shopping center going south to the intersection of Kings Way at a cost of \$15,647 with funding to be provided by the General Fund fund balance.*

Mr. John Carter, Public Works Director, showed the Committee a design for the twelve street lights which would cover the entire length of Retreat Place. He stated that the FAA had permitted each light pole with the assumption that the lights would be spaced down the road. Commissioner Keller stated that if the County wants to cover the whole area, they need twenty-four lights and that there is only \$5 thousand difference between twelve and twenty-four lights. There was discussion concerning placing the lights inside the fence and Mr. Carter is to contact Georgia Power to determine if that would be allowed. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Recommend installing twelve street lights to light the area of Frederica Road between the entrances of Retreat Village shopping center going south to the intersection of Kings Way at a cost of \$15,647 with funding to be provided by the General Fund fund balance. (Vote: 2-0-0)

11. *Consider awarding a purchase order, in the amount of \$86,000.00, for pre-construction services for Exit 29 Water Pollution control Plant to The Haskell Company, Jacksonville, Florida and to permit staff to negotiate a final Guaranteed Maximum Price with The Haskell Company and then return to the Board of Commissioners with a recommendation. Funding to be provided from the General Fund fund balance to be reimbursed, with interest, from Splost 5 when funds become available.*

Mr. Charles Stewart, County Administrator, stated that the County had received proposals from seven vendors for the CM@Risk Services at the Exit 29 Water Pollution Control Plant. The Haskell Company received the highest score from the evaluation team. The following motion made by Commissioner Keller and seconded by Commissioner Johnson passed unanimously.

Recommend awarding a purchase order, in the amount of \$86,000.00, for pre-construction services for Exit 29 Water Pollution Control Plant to The Haskell Company, Jacksonville, Florida and to permit staff to negotiate a final Guaranteed Maximum Price with The Haskell

Company and then return to the Board of Commissioners with a recommendation. Funding to be provided from the General Fund fund balance to be reimbursed, with interest, from Splost 5 when funds become available. (Vote: 2-0-0)

12. Discuss County's Check Signing Policy. (P. McNicoll)

Mr. Charles Stewart informed the Committee that he would be on sick leave for several weeks and that he had discussed the need for another check signer with Don Hogan, Chairman of Board of Commissioners. He stated that Mr. Hogan had agreed to sign checks in his absence. The following motion made by Commissioner and seconded by Commissioner passed unanimously.

Designate Commissioner Don Hogan as a check signer during the County Administrator's absence due to illness. (Vote: 2-0-0)

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

Commissioner Johnson identified all items except #8 and #12 to be place on the consent agenda. Item #12 does not need to go to the BOC for action.