



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 PM, Tuesday, February 23, 2021

Present:

Committee Members: C. Fendig, D. O'Quinn, and W. Rafolski

Elected Officials/Staff: P. Andrews, D. Austin, D. Bragdon, K. Downs, J. Dunnagan, R. Evans, L. Gurganus, J. Hagen, R. Glisson, C. Kinstle, R. Jordan, N. Jump, T. Munson, A. Ours, P. Thompson, D. West, and W. Worley

Others: The Brunswick News

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 Fendig and seconded by Commissioner Rafolski passed unanimously.

Added items 26.1 and 26.2. Move items 7-9 to after item 2. FC Vote: 3-0

2. Consider approving the January 26, 2021 Finance Committee Minutes.

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Approved the January 26, 2021 Finance Committee Minutes. (J. Dunnagan) [REPORT](#) FC Vote: 3-0

Public Safety Items

7. Consider recommending the Board of Commissioners accept the donation by Ms. Sylvia Phillips for the Police K9 program and increase the Police Department's FY21 revenue and expenditures budget by \$500.

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners accept the donation by Ms. Sylvia Phillips for the Police K9 program and increase the Police Department's FY21 revenue and expenditures budget by \$500. (R. Evans) [REPORT](#) FC Vote: 3-0

8. Consider recommending the Board of Commissioners approve the agreement with NITV Federal Services, LLC for equipment, software, and training for CVSA III, pending approval by the County Attorney and issue a Purchase Order in the amount of \$6,785 with funding to be provided by the FY21 Police Fund.

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners approve the agreement with NITV Federal Services, LLC for equipment, software, and training for CVSA III, pending approval by the County Attorney and issue a Purchase Order in the amount of \$6,785 with funding to be provided by the FY21 Police Fund. (R. Evans) [REPORT](#) FC Vote: 3-0

9. *Consider recommending the Board of Commissioners issue a purchase order for a 2021 Dodge Charger Pursuit Vehicle to Woody Folsom Dodge in the amount of \$26,937 and a purchase order to Mobile Communications America (Hasty's Communications) in the amount of \$3,549.25 for equipment for said vehicle with funding to be provided by the General Fund Undesignated Fund Balance.*

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners authorize the emergency purchase of a 2021 Dodge Charger Pursuit Vehicle to Woody Folsom Dodge in the amount of \$26,937 (\$1,522 above state contract price) and a purchase order to Mobile Communications America (Hasty's Communications) in the amount of \$3,549.25 for equipment for said vehicle with funding to be provided by the General Fund Undesignated Fund Balance. (N. Jump) [REPORT](#) FC Vote: 3-0

3. *Consider recommending the Board of Commissioners authorize payment of the excess tax proceeds from the tax sale of parcel number 04-08854 in the amount of Eight-Thousand Four-Hundred Sixty-Seven and 14/100 dollars (\$8,467.14) to Whelchel & McQuigg, LLC, for the disbursement of funds pursuant to the agreement dated January 13, 2021 made between Hampton Plantation Property Owners Association, Inc. and B. Alan Jones.*

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners authorize payment of the excess tax proceeds from the tax sale of parcel number 04-08854 in the amount of Eight-Thousand Four-Hundred Sixty-Seven and 14/100 dollars (\$8,467.14) to Whelchel & McQuigg, LLC, for the disbursement of funds pursuant to the agreement dated January 13, 2021 made between Hampton Plantation Property Owners Association, Inc. and B. Alan Jones. (C. Provano) [REPORT](#) FC Vote: 3-0

4. *Consider recommending the Board of Commissioners **approve or deny** a request from Ms. Brittain that \$43.75 accrued in late penalties on her Accommodation Excise Tax Return in accordance with county ordinances be waived.*

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners deny a request from Ms. Brittain that \$43.75 accrued in late penalties on her Accommodation Excise Tax Return in accordance with county ordinances be waived. (J. Dunnagan) [REPORT](#) FC Vote: 3-0

5. *Consider recommending the Board of Commissioners authorize the Recreation and Parks Department to advertise a public hearing to consider changing certain fees at Blythe Island Regional Park as outlined in Attachment A.*

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners authorize the Recreation and Parks Department to advertise a public hearing to consider changing certain fees at Blythe Island Regional Park as outlined in Attachment A. (L. Gurganus) [REPORT](#) FC Vote: 3-0

6. Consider recommending the Board of Commissioners **approve or deny** a request from the Brunswick-Golden Isles Chamber of Commerce to use Gascoigne Bluff Park from 12pm Friday, June 18, 2021 to 12pm Sunday, June 21, 2021 at no cost for the Chamber Experience and Business & Bites: Together in 2021 event, contingent upon Police Department approval of a Public Conduct Permit.

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners approve a request from the Brunswick-Golden Isles Chamber of Commerce to use Gascoigne Bluff Park from 12pm Friday, June 18, 2021 to 12pm Sunday, June 20, 2021 at no cost for the Chamber Experience and Business & Bites: Together in 2021 event, contingent upon Police Department approval of a Public Conduct Permit. (L. Gurganus) [REPORT](#) FC Vote: 3-0

Budget/Grants

10. Consider recommending the Board of Commissioners accept the 2020 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 Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners accept the 2020 Performance Partnership grant funds in the amount of \$30,512 from the Office of Homeland Security/Georgia Emergency Management Agency. (J. Dunnagan) [REPORT](#) FC Vote: 3-0

11. Consider recommending the Board of Commissioners accept the 2021 Georgia County Internship Grant and to amend the revenues and expenditures of the FY21 budget of the Glynn County Emergency Management Agency in the amount of \$2,607.60.

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners accept the 2021 Georgia County Internship Grant and to amend the revenues and expenditures of the FY21 budget of the Glynn County Emergency Management Agency in the amount of \$2,607.60. (J. Dunnagan) [REPORT](#) FC Vote: 3-0

12. Consider recommending the Board of Commissioners adopt the Resolution to amend the FY20/21 Budget.

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners adopt the Resolution to amend the FY20/21 Budget. (T. Munson) [REPORT](#) FC Vote: 3-0

Contracts/Procurement

13. Consider recommending the Board of Commissioners exercise the 3rd year extension option for Audit Services with Nichols, Cauley & Associates, LLC, Dublin, GA, in the amount of \$57,500 with funding to be provided by the FY22 Finance Department Operating Budget.

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners exercise the 3rd year extension option for Audit Services with Nichols, Cauley & Associates, LLC, Dublin, GA, in the amount of \$57,500 with funding to be provided by the FY22 Finance Department Operating Budget. (J. Dunnagan) [REPORT](#) FC Vote: 3-0

14. *Consider recommending the Board of Commissioners issue an Invitation for Bids for a 3-ton boat hoist system at Blythe Island Regional Park as recommended by the Park Advisory Board with funding to be provided by the General Fund Undesignated Fund Balance.*

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners issue an Invitation for Bids for a 3-ton boat hoist system at Blythe Island Regional Park as recommended by the Park Advisory Board with funding to be provided by the General Fund Undesignated Fund Balance. (L. Gurganus) [REPORT](#) FC Vote: 3-0

15. *Consider recommending the Board of Commissioners approve the Officials Agreement with Corey Bosarge to provide officiating services for Glynn County Recreation and Parks Mainland Youth Baseball and Softball Games for the 2021 season in an amount not to exceed \$15,000 with funding to be provided by the FY2021 Operating Budget.*

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners approve the Officials Agreement with Corey Bosarge to provide officiating services for Glynn County Recreation and Parks Mainland Youth Baseball and Softball Games for the 2021 season in an amount not to exceed \$15,000 with funding to be provided by the FY2021 Operating Budget. (L. Gurganus) [REPORT](#) FC Vote: 3-0

16. *Consider recommending the Board of Commissioners approve the Concession License Agreement for Neptune Park for Summer 2021 with St. Simons Sweets, LLC in the amount of \$10,001.*

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners approve the Concession License Agreement for Neptune Park for Summer 2021 with St. Simons Sweets, LLC in the amount of \$10,001. (L. Gurganus) [REPORT](#) FC Vote: 3-0

17. *Consider recommending the Board of Commissioners exercise the fourth-year option of the contract for Bulk Fuel Delivery to Sommers Oil Company, Richmond Hill, GA, for .060 total mark-up over Opus low rack Regular Unleaded 87 Octane fuel and .067 total mark-up over Opus low rack #2 Low Sulfur Diesel fuel which includes freight with funding to be provided by the FY22 Fuel Budget in Various funds.*

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners exercise the fourth-year option of the contract for Bulk Fuel Delivery to Sommers Oil Company, Richmond Hill, GA, for .060 total mark-up over Opus low rack Regular Unleaded 87 Octane fuel and .067 total mark-up over Opus low rack #2 Low Sulfur Diesel fuel which includes freight with funding to be provided by the FY22 Fuel Budget in Various funds. (D. Austin) [REPORT](#) FC Vote: 3-0

18. Consider recommending the Board of Commissioners exercise the second-year option for ground maintenance services to Creative Landscapes, with funding to be provided by the FY2022 Recreation Department, Facilities Maintenance, and Fire Department's operating budgets in the total amount of \$89,700.

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners exercise the second-year option for ground maintenance services to Creative Landscapes, with funding to be provided by the FY2022 Recreation Department, Facilities Maintenance, and Fire Department's operating budgets in the total amount of \$89,700. (D. Austin) [REPORT](#) FC Vote: 3-0

19. Consider recommending the Board of Commissioners exercise first year option to Elite Maintenance and Contracting (formerly US Lawns) for Tasks 1,2 and 3 along with change order one for a total amount of \$45,080.64 with funding to be provided by the FY21 and FY22 Public Works Operational Budget.

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners exercise first year option to Elite Maintenance and Contracting (formerly US Lawns) for Tasks 1,2 and 3 along with change order one for a total amount of \$45,080.64 with funding to be provided by the FY21 and FY22 Public Works Operational Budget. (D. Austin) [REPORT](#) FC Vote: 3-0

20. Consider recommending the Board of Commissioners exercise the second-year option with Thompson Consulting Services to provide Debris Monitoring services in the event of a man-made or natural disaster.

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners exercise the second-year option with Thompson Consulting Services to provide Debris Monitoring services in the event of a man-made or natural disaster. (D. Austin) [REPORT](#) FC Vote: 3-0

21. Consider recommending the Board of Commissioners exercise third year option with Intercontinental Commercial Services, Inc., Suwanee, GA, for county buildings custodial services along with the three change orders in the amount of \$391,557 with funding to be provided by the FY22 Facilities Maintenance Operating Budgets.

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners exercise third year option with Intercontinental Commercial Services, Inc., Suwanee, GA, for county buildings custodial services along with the three change orders in the amount of \$391,557 with funding to be provided by the FY22 Facilities Maintenance Operating Budgets. (D. Austin) [REPORT](#) FC Vote: 3-0

22. Consider recommending the Board of Commissioners exercise the fourth option year with Ceres, Inc. for debris removal and disposal services should such services be needed following an event resulting in large quantities of debris.

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners exercise the fourth option year with Ceres, Inc. for debris removal and disposal services should such services be needed following an event resulting in large quantities of debris. (D. Austin) [REPORT](#) FC Vote: 3-0

23. *Consider recommending the Board of Commissioners exercise the second option year with Creative Landscapes for right-of-way mowing and landscaping services at the Demere/Frederica Roundabout (Task 1) in the amount of \$7,500; for the Frederica/Lawrence Roundabout (Task 2) in the amount of \$2,800; for Sea Island Road-Demere to Frederica (Task 3) in the amount of \$8,700 for Lawrence Rd Roundabout to Hampton Point (Task 4) in the amount of \$16,600 and Demere East Beach roundabout change order for \$6,000 for a total project amount of \$43,600 with funding to be provided by the FY22 Public Works Operating Budget.*

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners exercise the second option year with Creative Landscapes for right-of-way mowing and landscaping services at the Demere/Frederica Roundabout (Task 1) in the amount of \$7,500; for the Frederica/Lawrence Roundabout (Task 2) in the amount of \$2,800; for Sea Island Road-Demere to Frederica (Task 3) in the amount of \$8,700 for Lawrence Rd Roundabout to Hampton Point (Task 4) in the amount of \$18,600 and Demere East Beach roundabout change order for \$3,000 for a total project amount of \$40,600 with funding to be provided by the FY22 Public Works Operating Budget. (D. Austin) [REPORT](#) FC Vote: 3-0

24. *Consider recommending the Board of Commissioners exercise the first-year option for tree removal and maintenance services with Jones Maintenance Company of St. Simons Island with funding to be provided by the FY22 Public Works Department operating budget effective July 1, 2021.*

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommending the Board of Commissioners exercise the first-year option for tree removal and maintenance services with Jones Maintenance Company of St. Simons Island with funding to be provided by the FY22 Public Works Department operating budget effective July 1, 2021. (D. Austin) [REPORT](#) FC VOTE: 3-0 – STAFF requested not to forward to the Board of Commissioners due to errors.

25. *Consider recommending the Board of Commissioners approve the issuance of a purchase order to Miller Electric in the amount of \$88,820.14 for replacement of the door control system at the Joint Public Safety Building, Fire Administration Building and key components in the Harold Pate Datacenter with Genetec's Access Control Platform utilizing a cooperative procurement GSA Contract for parts and Miller Electric's labor resources for the installation exercising Information Technologies Professional Services Exemption with funding provided by the Fire Fund (\$33,500) and Capital Projects Fund (\$55,320.14) and authorize a budget transfer in the Fire Fund from the software maintenance account to the other equipment capital account in the amount of \$33,500.*

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners approve the issuance of a purchase order to Miller Electric in the amount of \$88,820.14 for replacement of the door control system at the Joint Public Safety Building, Fire Administration Building and key components in the Harold Pate Datacenter with Genetec's Access Control Platform utilizing a cooperative procurement GSA Contract for parts and Miller Electric's labor resources for the installation exercising Information Technologies Professional Services Exemption with funding provided by the Fire Fund (\$33,500) and Capital Projects Fund (\$55,320.14) and authorize a budget transfer in the Fire Fund

from the software maintenance account to the other equipment capital account in the amount of \$33,500. (D. West) [REPORT](#) FC Vote: 3-0

26. Consider recommending the Board of Commissioners approve the issuance of a purchase order for new Server Data Storage utilizing "Single Source" to Dell Technologies in the amount of \$85,210.64 with funding to be provided by the FY21 Capital Projects Fund and E911 Fund Budgets.

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners approve the issuance of a purchase order for new Server Data Storage utilizing "Single Source" to Dell Technologies in the amount of \$85,210.64 with funding to be provided by the FY21 Capital Projects Fund and E911 Fund Budgets. (D. West) [REPORT](#) FC Vote: 3-0

26.1 Consider recommending the Board of Commissioners award a contract to JW Oliver Construction in the amount of \$957,020 (full project scope plus 10% contingency) for construction of the Harry Driggers Pedestrian Trail Project with funding from SPLOST 2016.

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommend the Board of Commissioners award a contract to JW Oliver Construction in the amount of \$957,020 (full project scope plus 10% contingency) for construction of the Harry Driggers Pedestrian Trail Project with funding from SPLOST 2016. (P. Thompson) [REPORT](#) FC Vote: 3-0

26.2. Consider recommending the Board of Commissioners:

- Allocate \$1,737,821 of the SPLOST 5 funds as listed above to SPLOST 5 Drainage rehabilitation and improvements and commit it to this project
- Allocate \$141,715 of the Capital Project Fund Balance and commit it to this project
- Award a contract to Underground Excavating in the amount of \$1,848,536 (full project scope plus 10% contingency) for construction of the Oak Grove Island Causeway – pipe rehabilitation project
- Authorize EMC Engineering's change in work scope in the of \$31,000 to provide engineering services during and after construction.

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig passed unanimously.

Recommending the Board of Commissioners:

- **Allocate \$1,737,821 of the SPLOST 5 funds as listed above to SPLOST 5 Drainage rehabilitation and improvements and commit it to this project**
- **Allocate \$141,715 of the Capital Project Fund Balance and commit it to this project**
- **Award a contract to Underground Excavating in the amount of \$1,848,536 (full project scope plus 10% contingency) for construction of the Oak Grove Island Causeway – pipe rehabilitation project**
- **Authorize EMC Engineering's change in work scope in the of \$31,000 to provide engineering services during and after construction. (P. Thompson) [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 # 3-23 and 25-26.2 will be placed on the Board of Commissioners' March 4, 2021 consent Agenda.
Items #1-2 will not be forwarded to the Board of Commissioners Agenda.
Item #24 will not be forwarded to the Board of Commissioners at the request of staff.