



A Golden Past.
A Shining Future.

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 PM, Tuesday, March 23, 2021

Present:

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

Elected Officials/Staff: P. Andrews, D. Austin, D. Bragdon, D. Deloach, J. Dunnagan, B. Fortner, L. Gurganus, J. Hagen, R. Glisson, M. Kent, G. Mullis, T. Munson, A. Ours, P. Thompson, D. West, and W. Worley

Others: The Brunswick News – Taylor Cooper

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 Rafolski and seconded by Commissioner O' Quinn passed unanimously.

Added item 7.1. FC Vote: 2-0

2. Consider approving the February 23, 2021 Finance Committee Minutes. (J. Dunnagan) [REPORT](#)

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

Approved the February 23, 2021 Finance Committee Minutes. (J. Dunnagan) [REPORT](#) FC Vote: 2-0

3. Consider recommending the Board of Commissioners amend the FY21 revenues and expenditures budgets in the Accommodations Excise Tax Fund by \$16,850.05 and approve the purchase of the replacement Service Utility Vehicle with the necessary lighting and siren equipment with funding to be provided by the Accommodation Excise Tax Fund fund balance utilizing state contract 99999-001-SPD0000072-0001.

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

Recommend the Board of Commissioners amend the FY21 revenues and expenditures budgets in the Accommodations Excise Tax Fund by \$16,850.05 and approve the purchase of the replacement Service Utility Vehicle with the necessary lighting and siren equipment with funding to be provided by the Accommodation Excise Tax Fund fund balance utilizing state contract 99999-001-SPD0000072-0001. (R. Jordan) [REPORT](#) FC Vote: 2-0

4. 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, January 14, 2021 meeting, with clarification that this does not approve a tax refund.

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig 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, January 14, 2021 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC Vote: 3-0

5. *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 4, 2021 meeting, with clarification that this does not approve a tax refund.*

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig 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 4, 2021 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC Vote: 3-0

6. *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 Rafolski and seconded by Commissioner Fendig 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. (J. Dunnagan) [REPORT](#) FC Vote: 3-0

7. *Consider recommending the Board of Commissioners approve a new Lease with Village Creek Landing, LLC, for use of the parking area and turn-around at the South Harrington boat ramp; and Consider recommending that the Board of Commissioners approve payment of the 2019 and 2020 invoices from Village Creek Landing, LLC, in the amount of \$5,400 each.*

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

Recommend the Board of Commissioners approve a new Lease with Village Creek Landing, LLC, for use of the parking area and turn-around at the South Harrington boat ramp; and Recommend that the Board of Commissioners approve payment of the 2019 and 2020 invoices from Village Creek Landing, LLC, in the amount of \$5,400 each. (Commissioner O'Quinn) [REPORT](#) FC Vote: 3-0

- 7.1. *Consider recommending the Board of Commissioners approve or deny a request from Mr. C. J. Vickers and Frederica Golf Club that \$331.52 accrued in late fees on the Accommodation Excise Tax Return and Alcohol by the Drink Return for December 2020 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 Mr. C. J. Vickers and Frederica Golf Club that \$331.52 accrued in late fees on the Accommodation Excise Tax Return and Alcohol by the Drink Return for December 2020 in accordance with county ordinances be waived. (J. Dunnagan) [REPORT](#) FC Vote: 3-0

8. *Consider recommending the Board of Commissioners accept the FY21 Marketing Grant and authorize a revenue and expenditure increase in the amount of \$1,500 for the Marshes of Glynn Libraries with the funding to be provided by the Georgia Public Library Service.*

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

Recommend the Board of Commissioners accept the FY21 Marketing Grant and authorize a revenue and expenditure increase in the amount of \$1,500 for the Marshes of Glynn Libraries with the funding to be provided by the Georgia Public Library Service. (G. Mullis) [REPORT](#) FC Vote: 3-0

9. *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 4-H Agent/ Extension Coordinator, one ANR Agent(total County funding to be shared by McIntosh County, amount on budget sheet is to be paid by Glynn County BOC), one County Extension 4-H Educator, and one Family & Consumer Science Educator (total County funding to be shared by McIntosh County, amount on budget sheet is to be paid by Glynn County BOC) for the period of July 1, 2021 - June 30, 2022. The annual cost with funding in the amount of \$96,800 to be provided by the FY22 GA Extension Operating Budget.*

The following motion made by Commissioner Rafolski and seconded by Commissioner Fendig 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 4-H Agent/ Extension Coordinator, one ANR Agent(total County funding to be shared by McIntosh County, amount on budget sheet is to be paid by Glynn County BOC), one County Extension 4-H Educator, and one Family & Consumer Science Educator (total County funding to be shared by McIntosh County, amount on budget sheet is to be paid by Glynn County BOC) for the period of July 1, 2021 - June 30, 2022. The annual cost with funding in the amount of \$96,800 to be provided by the FY22 GA Extension Operating Budget. (D. Stewart) [REPORT](#) FC Vote: 3-0

10. *Consider recommending the Board of Commissioners approve and execute the FY22 contract with the Brunswick Judicial Circuit Public Defender in the amount of \$576,880.*

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

Recommend the Board of Commissioners approve and execute the FY22 contract with the Brunswick Judicial Circuit Public Defender in the amount of \$576,880. (J. Dunnagan) [REPORT](#) FC Vote: 3-0

11. *Consider recommending the Board of Commissioners renew the contract with Keep Golden Isles Beautiful (KGIB) in the amount of \$51,924 with funding to be provided by the FY22 Solid Waste Collection Fund Operating Budget.*

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

Recommend the Board of Commissioners renew the contract with Keep Golden Isles Beautiful (KGIB) in the amount of \$60,000 with funding to be provided by the FY22 Solid Waste Collection Fund Operating Budget. (P. Thompson) [REPORT](#) FC Vote: 3-0

12. *Consider recommending the Board of Commissioners authorize bidding the construction of the widening phase of the Canal Road project with funds currently allocated to the project and understand that additional funds from the SPLOST 2016 fund as required will be required to award the bid.*

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

Recommend the Board of Commissioners not authorize bidding the construction of the widening phase of the Canal Road project, direct staff to continue to work on the acquisition and permitting of this project, and not bid the project until additional funds are identified. (P. Thompson) [REPORT](#) FC Vote: 3-0

13. *Consider recommending the Board of Commissioners approve the addition of four seasonal beach life guard positions (one senior life guard and three life guards) and the purchase of supplies and equipment to place a guard team at Gould's Inlet during peak season beginning in Summer 2021, and amend the Recreation and Parks Department's FY21 budget by increasing revenues and expenditures in the amount of \$61,900 each with funding to be provided by the Accommodations Excise Tax Fund fund balance.*

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

Recommend the Board of Commissioners approve the addition of four seasonal beach life guard positions (one senior life guard and three life guards) and the purchase of supplies and equipment to place a guard team at Gould's Inlet during peak season beginning in Summer 2021, and amend the Recreation and Parks Department's FY21 budget by increasing revenues and expenditures in the amount of \$61,900 each with funding to be provided by the Accommodations Excise Tax Fund fund balance. (L. Gurganus) [REPORT](#) FC Vote: 3-0

14. *Consider recommending the Board of Commissioners authorize the transfer of \$10,800 from Facilities Maintenance-Recreation Repairs and Maintenance to Facilities Maintenance-Capital Buildings and Improvements to purchase a new storage shed at Selden Park.*

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

Recommend the Board of Commissioners authorize the transfer of \$10,800 from Facilities Maintenance-Recreation Repairs and Maintenance to Facilities Maintenance-Capital Buildings and Improvements to purchase a new storage shed at Selden Park. (L. Gurganus) [REPORT](#) FC Vote: 3-0

15. *Consider recommending the Board of Commissioners award a contract for IFB #01194 Kings Park Tennis/Pickleball court resurfacing project to McGrath Industries dba Talbot Tennis in the amount of \$36,300 with funding to be provided by the FY2021 Capital Projects Fund.*

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

Recommend the Board of Commissioners award a contract for IFB #01194 Kings Park Tennis/Pickleball court resurfacing project to McGrath Industries dba Talbot Tennis in the amount of \$36,300 with funding to be provided by the FY2021 Capital Projects Fund. (L. Gurganus) [REPORT](#) FC Vote: 3-0

16. *Consider recommending the Board of Commissioners approve a new contract with Elavon Merchant Processing Service for online payment processing revised to include a 2.75 percent convenience fee charge to cover the online credit card charges for Community Development and rescind the previous contract approved on February 4, 2021.*

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

Recommend the Board of Commissioners approve a new contract with Elavon Merchant Processing Service for online payment processing revised to include a 2.75 percent convenience fee charge to cover the online credit card charges for Community Development and rescind the previous contract approved on February 4, 2021. (D. Bragdon) [REPORT1](#); [REPORT2](#) FC Vote: 3-0

17. *Consider recommending the Board of Commissioners authorize staff to issue a purchase order to the sole bidder, Omicron Technologies for Glynn County's 20% portion of the E-rate purchase in the amount of \$6,516.90 with funding provided by the FY21 Capital Projects Fund.*

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

Recommend the Board of Commissioners authorize staff to issue a purchase order to the sole bidder, Omicron Technologies for Glynn County's 20% portion of the E-rate purchase in the amount of \$6,516.90 with funding provided by the FY21 Capital Projects Fund. (D. West) [REPORT](#) FC Vote: 3-0

18. *Consider recommending the Board of Commissioners award the Sea Island Causeway Sidewalk Addition Rebid to the Curb and Gutter Professionals Inc., of Jesup, GA in the amount of \$153,440 with \$107,544 to be provided by the SPLOST 2016 project line and \$45,896 to be provided by the SPLOST 2016 excess funds.*

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

Recommend the Board of Commissioners award the Sea Island Causeway Sidewalk Addition Rebid to the Curb and Gutter Professionals Inc., of Jesup, GA in the amount of \$153,440 with \$107,544 to be provided by the SPLOST 2016 project line and \$45,896 to be provided by the SPLOST 2016 excess funds. (D. Austin) [REPORT](#) FC Vote: 3-0

19. *Consider recommending the Board of Commissioners award the Frederica Road Improvements Rebid to the M. Mitchel Group of Carrollton, GA, the lowest responsive bidder, in the amount of \$351,264.50 with funding to be provided by SPLOST 2016.*

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

Recommend the Board of Commissioners award the Frederica Road Sidewalk Improvements Rebid to the lowest qualified, responsive and responsible bidder, Alan Owens Construction of Blackshear, GA in the amount of \$436,380 with funding to be provided by SPLOST 2016. (D. Austin) [REPORT](#) FC Vote: 3-0

20. *Consider recommending the Board of Commissioners approve the second option year contract for Striping and Pavement Marking of Various County Roads, with Roadside Specialties per unit price bid in a total amount not to exceed \$75,000 with funding to be provided by the FY21 Capital Projects Fund.*

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

Recommend the Board of Commissioners approve the second option year contract for Striping and Pavement Marking of Various County Roads, with Roadside Specialties per unit price bid in a total amount not to exceed \$75,000 with funding to be provided by the FY21 Capital Projects Fund. (D. Austin) [REPORT](#) FC Vote: 3-0

21. *Consider recommending the Board of Commissioners approve the issuance of a Purchase Order Sapelo Equipment Company of Brunswick, Georgia for the Kubota RTV 520-H with a quote of \$10,700.*

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 Sapelo Equipment Company of Brunswick, Georgia for the Kubota RTV 520-H with a quote of \$10,700. (D. Austin) [REPORT](#) FC Vote: 3-0

22. *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.

Recommend 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

23. *Consider recommending the Board of Commissioners approve a request for staff to develop a scope of work and solicit an IFB for construction of the East Beach Roundabout Planter, associated curb island, and additional traffic signage for truck reroute requirements, and permit the Live Oak Garden Club to plant Muhly Grass around the perimeter of the existing roundabout curb and gutter with plantings to be purchased, installed, and maintained by said club.*

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

Recommend the Board of Commissioners approve a request for staff to develop a scope of work and solicit an IFB for construction of the East Beach Roundabout Planter, and additional traffic signage for truck reroute requirements. (D. Austin) [REPORT](#) FC Vote: 2-1

24. *Consider recommending the Board of Commissioners approve the additional funding for and purchase of \$220,800 in wetland credits necessary to obtain the Corps of Engineers permit for the construction of Pennick Road, approve \$1,800 for right of way acquisition and award the contract to Littlefield Construction for the Base Bid amount of \$5,373,520 or Bid Alternate #1 in the amount of \$5,040,870 with \$2,559,134 to be provided by SPLOST 2016 project line and \$3,036,986 to be provided by the SPLOST 2016 excess funds.*

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

Recommend the Board of Commissioners approve the additional funding for and purchase of \$220,800 in wetland credits necessary to obtain the Corps of Engineers permit for the construction of Pennick Road, approve \$1,800 for right of way acquisition with funding to be provided by SPLOST 2016. (D. Austin) [REPORT](#) FC Vote: 3-0

25. *Consider recommending the Board of Commissioners reject the bid for the Harry Driggers Pedestrian Trail—south project from Swindell Construction Co., rescope and rebid the project.*

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

Recommend the Board of Commissioners reject the bid for the Harry Driggers Pedestrian Trail – south project from Swindell Construction Co., rescope and rebid the project. (P. Andrews) [REPORT](#) FC Vote: 3-0

26. *Consider recommending the Board of Commissioners approve Change Order #1 in the amount of \$48,000 with EMC Engineering for the Canal Road Improvements Project Engineering Contract with funds currently allocated to the project in SPLOST 2016.*

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

Recommend the Board of Commissioners approve Change Order #1 in the amount of \$48,000 with EMC Engineering for the Canal Road Improvements Project Engineering Contract with funds currently allocated to the project in SPLOST 2016. (P. Andrews) [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 #3-18, #20-22, and #24-26 will be placed on the Board of Commissioners' April 1, 2021 consent Agenda.

Items #19 and #23 will be placed on the Board of Commissioners' April 1, 2021 General Business Agenda.

Items #1-2 and #27 will not be forwarded to the Board of Commissioners Agenda.