



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

3:00 PM, Tuesday, June 29, 2021

Present:

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

Elected Officials/Staff: *D. Austin, D. Bragdon, I. Carter, J. Dunnagan, R. Glisson, L. Gurganus, T. Hill, C. Kinstle, M. Hardin, K. Munoz-Strickland, T. Munson, B. Nyers, O. Reed, C. Richardson, T. Vincent, D. West, and W. Worley*

Others: *The Brunswick News – Gordon Jackson and The Islander – Matthew Permer*

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).*
2. *Consider approving the May 25, 2021 Finance Committee Minutes.*

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

Approved the May 25, 2021 Finance Committee Minutes. (J. Dunnagan) [REPORT](#) FC Vote: 3-0

3. *Consider recommending the Board of Commissioners accept donation from The John and Elizabeth Killgallon Fund and increase the Police Department's FY22 revenue and expenditures budget by \$350.*

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

Recommend the Board of Commissioners accept donation from The John and Elizabeth Killgallon Fund and increase the Police Department's FY22 revenue and expenditures budget by \$350. (R. Evans) [REPORT](#) FC Vote: 3-0

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 last meeting, Thursday, May 6, 2021 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 last meeting, Thursday, May 6, 2021 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 Leasehold Agreement by and between Glynn County and St. Simons Surf Sailors, Inc. for a portion of Coast Guard Park for a rental rate of \$1,000.00 per term of the agreement.*

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

Recommend the Board of Commissioners approve the Leasehold Agreement by and between Glynn County and St. Simons Surf Sailors, Inc. for a portion of Coast Guard Park for a rental rate of \$1,000.00 per term of the agreement. (C. Provano) [REPORT](#) FC Vote: 3-0

6. *Consider recommending the Board of Commissioners approve the Amendment to the Personnel Contract for FY22 with the University System of Georgia's (UGA) Cooperative Extension Office to provide for a cost of living adjustment for the 4-H Agent/ Extension Coordinator and the County Extension 4-H Educator for the period of July 1, 2021 - June 30, 2022. The amended annual cost total is \$100,197, an increase of \$3,397 over the original contract, 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 Amendment to the Personnel Contract for FY22 with the University System of Georgia's (UGA) Cooperative Extension Office to provide for a cost of living adjustment for the 4-H Agent/ Extension Coordinator and the County Extension 4-H Educator for the period of July 1, 2021 - June 30, 2022. The amended annual cost total is \$100,197, an increase of \$3,397 over the original contract, to be provided by the FY22 GA Extension Operating Budget. (T. Munson) [REPORT](#) FC Vote: 3-0

7. *Consider recommending the Board of Commissioners approve the Collateral Assignment for property located on 3510 Brailsford Avenue, Brunswick, GA 31520 owned by Mr. Myron D. Hodge, a Glynn County resident.*

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

Recommend the Board of Commissioners approve the Collateral Assignment for property located on 3510 Brailsford Avenue, Brunswick, GA 31520 owned by Mr. Myron D. Hodge, a Glynn County resident. (J. Dunnagan) [REPORT](#) FC Vote: 3-0

8. *Consider recommending the Board of Commissioners approve the intergovernmental rental agreement between Glynn County, Georgia and the State Properties Commission acting on behalf of the Georgia Public Defender's Council in regard to the rooms 219, 225, 229 and 230 on the second floor of the Glynn County Office Park Building located at 11 Judicial Lane, Brunswick, Georgia.*

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

Recommend the Board of Commissioners approve the intergovernmental rental agreement between Glynn County, Georgia and the State Properties Commission acting on behalf of the Georgia Public Defender's Council in regard to the rooms 219, 225, 229 and 230 on the second floor of the Glynn County Office Park Building located at 11 Judicial Lane, Brunswick, Georgia. (J. Dunnagan) [REPORT](#) FC Vote: 3-0

9. *Consider recommending the Board of Commissioners approve the intergovernmental rental agreement between Glynn County, Georgia and the State Properties Commission acting on behalf of the Department of Veterans Services*

in regard to the rooms 201, 203, 205 and the closet adjacent to room 201 on the second floor of the Glynn County Office Park Building located at 11 Judicial Lane, Brunswick, Georgia.

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

Recommend the Board of Commissioners approve the intergovernmental rental agreement between Glynn County, Georgia and the State Properties Commission acting on behalf of the Department of Veterans Services in regard to the rooms 201, 203, 205 and the closet adjacent to room 201 on the second floor of the Glynn County Office Park Building located at 11 Judicial Lane, Brunswick, Georgia. (J. Dunnagan) [REPORT](#) FC Vote: 3-0

10. Consider recommending the Board of Commissioners accept the property damage release for the \$25,000 for the damaged 2018 Pierce Enforcer fire truck and pay the balance from the Fleet Fire Budget-Outsourced Repairs.

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

Recommend the Board of Commissioners accept the property damage release for the \$25,000 for the damaged 2018 Pierce Enforcer fire truck and pay the balance from the Fleet Fire Budget-Outsourced Repairs. (K. Munoz-Strickland) [REPORT](#) FC Vote: 3-0

11. 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 with a minimum bid of \$200. (D. Austin) [REPORT](#) FC Vote: 3-0

12. Consider recommending the Board of Commissioners approve the Bissell Pet Foundation Empty the Shelter event agreement for the July 2021, which will bring in a grant award of \$100 for each dog adoption and \$50 for each cat adoption during the event.

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

Recommend the Board of Commissioners approve the Bissell Pet Foundation Empty the Shelter event agreement for the July 2021, which will bring in a grant award of \$100 for each dog adoption and \$50 for each cat adoption during the event. (T. Hill) [REPORT](#) FC Vote: 3-0

13. Consider recommending the Board of Commissioners accept the grant contract and awarded funding in the amount of \$113,900 from the Georgia Criminal Justice Coordinating Council and increase the Glynn County Police Department's FY22 revenue and expenditures budget by \$113,900 and authorize the Chair to sign the approved contract.

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

Recommend the Board of Commissioners accept the grant contract and awarded funding in the amount of \$113,900 from the Georgia Criminal Justice Coordinating Council and increase the Glynn County Police Department's FY22 revenue and expenditures budget by \$113,900 and authorize the Chair to sign the approved contract. (J. Dunnagan) [REPORT](#) FC Vote: 3-0

14. *Consider recommending the Board of Commissioners accept the grant contract in the amount of \$78,872 from the Georgia Criminal Justice Coordinating Council (CJCC), authorize the Chairman to sign the approved FY22 Juvenile Justice Incentive Grant contract (JJIG) and amend the FY22 Juvenile Court's budget, increasing revenues and expenditures by \$14,463.*

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

Recommend the Board of Commissioners accept the grant contract in the amount of \$78,872 from the Georgia Criminal Justice Coordinating Council (CJCC), authorize the Chairman to sign the approved FY22 Juvenile Justice Incentive Grant contract (JJIG) and amend the FY22 Juvenile Court's budget, increasing revenues and expenditures by \$14,463. (J. Dunnagan) [REPORT](#) FC Vote: 3-0

15. *Consider recommending the Board of Commissioners accept the GDOT Special LMIG grant award for the Spur 25 project in the amount of \$190,500 with a local match of \$81,633 being funded by the SPLOST 2016 Spur 25 project.*

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

Recommend the Board of Commissioners accept the Georgia Department of Transportation (GDOT) Special Local Maintenance & Improvement Grant (LMIG) grant award for the Spur 25 project in the amount of \$190,500 with a local match of \$81,633 being funded by the SPLOST 2016 Spur 25 project. (J. Dunnagan) [REPORT](#) FC Vote: 3-0

16. *Consider recommending the Board of Commissioners renew the agreement with QPublic for the Property Information Portal for \$11,640 with funding to be provided by the FY22 GIS Operating Budget.*

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

Recommend the Board of Commissioners renew the agreement with QPublic for the Property Information Portal for \$11,640 with funding to be provided by the FY22 GIS Operating Budget. (B. Nyers) [REPORT](#) FC Vote: 3-0

17. *Consider recommending the Board of Commissioners approve the extension of the Contract for Services with Onsolve to provide for the communication of essential information to ensure the safety and preparedness of citizens during threatening situations in the amount of \$19,126.80 with funding to be provided by the FY22 E911 IT budget.*

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

Recommend the Board of Commissioners approve the extension of the Contract for Services with Onsolve to provide for the communication of essential information to ensure the safety and preparedness of citizens during threatening situations in the amount of \$19,126.80 with funding to be provided by the FY22 E911 IT budget. (C. Richardson) [REPORT](#) FC Vote: 3-0

18. *Consider recommending the Board of Commissioners exercise the second option year (2022) with Bull City Financial with payment to be with the retaining of a percentage of the collected fees.*

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

Recommend the Board of Commissioners exercise the second option year (2022) with Bull City Financial with payment to be with the retaining of a percentage of the collected fees. (J. Dunnagan) [REPORT](#) FC Vote: 3-0

19. *Consider recommending the Board of Commissioners approve the Blythe Island Regional Park Advisory Board's recommendation to authorize County personnel to initiate the process to issue Requests for Proposals and/or Invitations for Bids for park improvement projects at Blythe Island Regional Park to include campground electrical upgrades/repairs, marina parking expansion and additional vehicle lane, timber cutting services, and future campground expansion; and authorize County staff to develop/design bid packages, site plans, and other documentation required prior to issuing bids per the County's Procurement Ordinance; with the intended funding source for these projects to be the Capital Projects Fund District 1 capital allocation.*

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

Recommend the Board of Commissioners approve the Blythe Island Regional Park Advisory Board's recommendation to authorize County personnel to initiate the process to issue Requests for Proposals and/or Invitations for Bids for park improvement projects at Blythe Island Regional Park to include campground electrical upgrades/repairs, marina parking expansion and additional vehicle lane, timber cutting services, and future campground expansion; and authorize County staff to develop/design bid packages, site plans, and other documentation required prior to issuing bids per the County's Procurement Ordinance; with the intended funding source for these projects to be the Capital Projects Fund District 1 capital allocation. (L. Gurganus) [REPORT](#) FC Vote: 3-0

20. *Consider recommending the Board of Commissioners authorize County personnel to initiate the process to issue an Invitation for Bids for a covered batting pavilion at North Glynn Recreation Complex; and authorize County staff to develop/design a bid package, site plans, and other documentation required prior to issuing bids per the County's Procurement Ordinance; with the intended funding source for these projects to be the Capital Projects Fund District 3 capital allocation.*

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

Recommend the Board of Commissioners authorize County personnel to initiate the process to issue an Invitation for Bids for a covered batting pavilion at North Glynn Recreation Complex; and authorize County staff to develop/design a bid package, site plans, and other documentation required prior to issuing bids per the County's Procurement Ordinance; with the intended funding source for these projects to be the Capital Projects Fund District 3 capital allocation. (L. Gurganus) [REPORT](#) FC Vote: 3-0

21. *Consider recommending the Board of Commissioners approve the ACCG-IRMA renewal for property and liability insurance coverage at a cost of \$784,168 for the July 1, 2021 – July 1, 2022 period and flood insurance for selected buildings at standard NFIP rates for Glynn County with funding to be provided in the General Fund.*

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

Recommend the Board of Commissioners approve the ACCG-IRMA renewal for property and liability insurance coverage at a cost of \$784,168 for the July 1, 2021 – July 1, 2022 period and flood insurance for selected buildings at standard NFIP rates for Glynn County with funding to be provided in the General Fund. (O. Reed) [REPORT](#) FC Vote: 3-0

22. Consider recommending the Board of Commissioners approve the contract for Cyber Insurance in the amount of \$2,000,000 with a \$75,000 retention at an estimated annual premium of \$28,103 effective August 1, 2021 with funding to come from the General Fund.

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

Recommend the Board of Commissioners consider approving the contract for Cyber Insurance in the amount of \$2,000,000 with a \$75,000 retention at an estimated annual premium of \$28,103 effective August 1, 2021 with funding to come from the General Fund without a recommendation from the Finance Committee. (O. Reed) [REPORT](#) FC Vote: 3-0

23. Consider recommending the Board of Commissioners approve the FY22 contract with Georgia Department of Transportation for the mowing of rights-of-way and litter pickup on 22.23 miles of state routes in Glynn County at a reimbursement rate of \$2,625 per mile for a total annual reimbursement of \$58,353.75.

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

Recommend the Board of Commissioners approve the FY22 contract with Georgia Department of Transportation for the mowing of rights-of-way and litter pickup on 22.23 miles of state routes in Glynn County at a reimbursement rate of \$2,625 per mile for a total annual reimbursement of \$58,353.75. (D. Austin) [REPORT](#) FC Vote: 3-0

24. Consider recommending the Board of Commissioners exercise the first option year contract for county wide facilities pest control service to Knox Pest Control Co. from Brunswick, GA in the amount of \$5,400 with funding to be provided by Public Works Department, Facilities Division operating budgets.

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

Recommend the Board of Commissioners exercise the first option year contract for county wide facilities pest control service to Knox Pest Control Co. from Brunswick, GA in the amount of \$5,400 with funding to be provided by Public Works Department, Facilities Division operating budgets. (D. Austin) [REPORT](#) FC Vote: 3-0

25. Consider recommending the Board of Commissioners approve the contract with the Department of Corrections for three work details at a cost of \$49,318 per year per detail at a total contract cost of \$147,954 with funding to be provided by the Public Works FY22 Operating Budget, subject to the County Attorneys approval.

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

Recommend the Board of Commissioners approve the contract with the Department of Corrections for three work details at a cost of \$49,318 per year per detail at a total contract cost of \$147,954 with funding to be provided by the Public Works FY22 Operating Budget, subject to the County Attorneys approval. (D. Austin) [REPORT](#) FC Vote: 3-0

26. Consider recommending the Board of Commissioners approve the issuance of a Purchase Order to Midland Equipment Company of Lakeville, Minnesota for the Hydraulic Truck Conveyer 1800 with a quote of \$18,223.92 with funding to be provided by the Capital Projects Fund undesignated fund balance.

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 Midland Equipment Company of Lakeville, Minnesota for the Hydraulic Truck Conveyor 1800 with a quote of \$18,223.92 with funding to be provided by the Capital Projects Fund undesignated fund balance. (D. Austin) [REPORT](#) FC Vote: 3-0

27. *Consider recommending the Board of Commissioners*

- *approve the bid for construction of the stormwater system to fix ponding in front of the Taylor House on Frederica Road to the lowest bidder, Seaboard Construction of Brunswick, GA, in the amount of \$247,842.44 with \$50,000 funded by the FY21 Capital Projects Fund budget for this project;*
- *reallocate \$125,000 in FY21 Capital Projects Funds remaining from the River Ridge drainage improvement project to the Taylor House stormwater project; and*
- *allocate \$72,842.44 from the Capital Projects Fund undesignated fund balance to the Taylor House stormwater project.*

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

Recommend the Board of Commissioners

- **approve the bid for construction of the stormwater system to fix ponding in front of the Taylor House on Frederica Road to the lowest bidder, Seaboard Construction of Brunswick, GA, in the amount of \$247,842.44 with \$50,000 funded by the FY21 Capital Projects Fund budget for this project;**
- **reallocate \$125,000 in FY21 Capital Projects Funds remaining from the River Ridge drainage improvement project to the Taylor House stormwater project; and**
- **allocate \$72,842.44 from the Capital Projects Fund undesignated fund balance to the Taylor House stormwater project. (D. Austin) [REPORT](#) FC Vote: 3-0**

28. *Consider recommending the Board of Commissioners authorize Public Works to bid construction for 4th Street Sidewalk from Marnier Way to the Glynn County Health Department with funding provided by the Capital Projects Fund allocation for District 4.*

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

Recommend the Board of Commissioners authorize Public Works to bid construction for 4th Street Sidewalk from Marnier Way to the Glynn County Health Department with funding provided by the Capital Projects Fund allocation for District 4. (D. Austin) [REPORT](#) FC Vote: 3-0

29. *Consider recommending the Board of Commissioners authorize Public Works staff to bid construction for an Old Jesup Road and Canal Road Intersection improvement with funding to be provided by the Capital Projects Fund allocation for District #4.*

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

Recommend the Board of Commissioners authorize Public Works staff to bid construction for an Old Jesup Road and Canal Road Intersection improvement with funding to be provided by the Capital Projects Fund allocation for District #4. (D. Austin) [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 # 3-21 and 23-29 will be placed on the Board of Commissioners' July 15, 2021 consent Agenda.

Item #22 will be placed on the Board of Commissioners' July 15, 2021 Genal Business Agenda.

Items #1-3 and #30 will not be forwarded to the Board of Commissioners Agenda.