



Finance Committee Meeting Minutes

Glynn County Board of Commissioners
W. Harold Pate Courthouse Annex, 2nd Floor Meeting Room 224
2:00 PM, Tuesday, September 27, 2022

A Golden Past.
A Shining Future.

Present:

Committee Members: A. Booker, W. Neal, and W. Rafolski

Elected Officials/Staff: D. Austin, D. Bragdon, I. Carter, V. DiCristafalo, J. Dunnagan, W. Fallon, R. Glisson, L. Gurganus, J. Hagen, C. Kinstle, S. Leif, K. Munson, T. Munson-(online), B. Nyers, A. Sapp, R. Talbert, and J. Wilbanks

Others: S. Bush

To view an item's support documentation, click on its [REPORT](#).

1. *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 Neal passed unanimously.

Accepted the agenda as is (or to add items / defer items if needed). (J. Dunnagan) **FC Vote: 3-0**

Consent Agenda

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

I move to approve the Consent Agenda. FC Vote: 3-0

2. *Approve the August 23, 2022 Finance Committee Minutes.* (J. Dunnagan) [REPORT](#)
3. *Recommend the Board of Commissioners amend the FY23 budget to include the attached list of prior year budgeted items that were not completed in FY22.* (T. Munson) [REPORT](#)
4. *Recommend the Board of Commissioners adopt the proposed FY 2023/2024 Budget Calendar as presented by the Budget Team.* (T. Munson) [REPORT](#)
5. *Recommend the Board of Commissioners accept the FY23 Highway Enforcement of Aggressive Traffic Grant in the amount of \$165,825.60 with funding to be provided by State funds in the amount of \$99,495.36 and a required local match by the FY23 Police Fund in the amount of \$66,330.24 and amend the Police Department's FY23 budget by reducing revenues and expenditures by \$50,504.64.* (J. Dunnagan) [REPORT](#)
6. *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, August 18, 2022 meeting, with clarification that this does not approve a tax refund.* (R. Glisson) [REPORT](#)
7. *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, September 8, 2022 with clarification that this does not approve a tax refund.* (R. Glisson) [REPORT](#)
8. *Recommend the Board of Commissioners approve the renewal of the Software Maintenance Agreement with ESRI in the amount of \$55,000 with funding to be provided by the FY23 GIS Operating Budget.* (B. Nyers) [REPORT](#)

9. Recommend the Board of Commissioners authorizes awarding the contract for the Sea Island at Dunbar Creek Corridor Study to Michael Baker International, with funding in the amount of \$27,068.00 from Federal PL Funds and \$6,767.00 local match with funding to be provided by the FY23 Community Development Budget. (S. Leif) [REPORT](#)
10. Recommend the Board of Commissioners approve the annual renewal of the TargetSolutions Learning, LLC, dba Vector Solutions subscription for training management for Fire Rescue for \$23,056.89 with funding to be provided by the FY23 Information Technology Budget. (D. Bragdon) [REPORT](#)
11. Recommend the Board of Commissioners
 - approve the Fourteenth Amendment to the Contract for Service by and between Glynn County, Georgia and Spillman Technologies, Inc. which will cancel the Thirteenth Amendment to the same contract;
 - approve giving a 90-day notice and canceling the agreements of the LexisNexis Coplogic software; and
 - approve canceling the opt in on the BuyCrash agreement to receive \$5.00 for each accident report sold through the BuyCrash website with Lexis Nexis. (D. Bragdon) [REPORT](#)
12. Recommend the Board of Commissioners approve the First Amendment to the Client Success Management and Consulting Agreement from Tyler Technologies. (D. Bragdon) [REPORT](#)
13. Recommend the Board of Commissioners approve the annual Microsoft Enterprise Update Statement from Microsoft with no increase in the number of required licenses. (D. Bragdon) [REPORT](#)
14. Recommend the Board of Commissioners approve the purchase of BOSSDesk IT work order software subscription for \$14,974 with funding provided by the FY23 Information Technology Capital Budget. (D. Bragdon) [REPORT](#)
15. Recommend the Board of Commissioners approve the second renewal option of the Neptune Park Fun Zone Pool Concession License Agreement with St. Simons Sweets, LLC for Summer 2023. (L. Gurganus) [REPORT](#)
16. Recommend the Board of Commissioners approve the instructor agreement with Paint and Positivity LLC as presented. (L. Gurganus) [REPORT](#)
17. Recommend the Board of Commissioners accept a donation of two 8' benches and funds to cover the cost to expand the spectator area at Kings Park Pickleball courts from SSI Pickleball. (L. Gurganus) [REPORT](#)
18. Recommend the Board of Commissioners approve Glynn County Recreation and Parks Department's Volunteer Coach Refund Policy and Procedures as presented effective for the Fall 2022 season. (L. Gurganus) [REPORT](#)
19. Recommend the Board of Commissioners authorize the Recreation and Parks Department to rent Glynn County Stadium to host the GRPA District 2 All-Star Football Tournament semi-final and championship games. (L. Gurganus) [REPORT](#)
20. Recommend the Board of Commissioners rescind its approval of the Independent Contractor Agreement with Otis "Ted" Hartley and enter into an Independent Contractor Agreement with Melanie Parnell to serve as a campground host at Blythe Island Regional Park as presented. (L. Gurganus) [REPORT](#)

General Business

21. Recommend the Board of Commissioners approve the purchase of the Fire Pumper Apparatus utilizing the NPP.Gov Purchase Contract obtained through a local government cooperative program in the amount of \$719,650 (prepayment required) with funding to be provided by the FY23 Fire Fund Budget. (V. DiCristofalo) [REPORT](#)

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

Recommend the Board of Commissioners approve the purchase of the Fire Pumper Apparatus utilizing the NPP.Gov Purchase Contract obtained through a local government cooperative program in the amount of \$719,650 (prepayment required) with funding to be provided by the FY23 Fire Fund Budget. (V. DiCristofalo) [REPORT](#) FC Vote: 3-0

22. *Recommend the Board of Commissioners approve the issuance of a Purchase Order utilizing "Sole Source Provider" to Rescue Systems Unlimited of Tallahassee, FL, in the amount of \$35,940 to purchase one set of Genesis emergency extrication equipment with funding to be provided by the FY23 Fire Fund Budget. (V. DiCristofalo) [REPORT](#)*

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

Recommend the Board of Commissioners approve the issuance of a Purchase Order utilizing "Sole Source Provider" to Rescue Systems Unlimited of Tallahassee, FL, in the amount of \$35,940 to purchase one set of Genesis emergency extrication equipment with funding to be provided by the FY23 Fire Fund Budget. (V. DiCristofalo) [REPORT](#) FC Vote: 3-0

23. *Recommend the Board of Commissioners **approve or deny** a request from Hal Harper representing property owner, Elizabeth M. Robinson, to refund interest, penalties and fees paid on property taxes for 2021 in the amount of \$3,102.48 on Parcel 05-00645 located at 214 W. 17th Street, Sea Island, GA 31561. (J. Chapman) [REPORT](#)*

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

Recommend the Board of Commissioners deny a request from Hal Harper representing property owner, Elizabeth M. Robinson, to refund interest, penalties and fees paid on property taxes for 2021 in the amount of \$3,102.48 on Parcel 05-00645 located at 214 W. 17th Street, Sea Island, GA 31561. (J. Chapman) [REPORT](#) FC Vote: 3-0

24. *Recommend the Board of Commissioners **approve or deny** a request from Lori Chalmers representing property owner, Laurel Grove Plantation, POA Inc., to refund fees, penalties, and interest paid on property taxes for 2009-2017 in the amount of \$901.90 on Parcel 03-1110 located at 101 Laurel Grove Plantation Rd., Brunswick, GA 31523. (J. Chapman) [REPORT](#)*

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

Recommend the Board of Commissioners deny a request from Lori Chalmers representing property owner, Laurel Grove Plantation, POA Inc., to refund fees, penalties, and interest paid on property taxes for 2009-2017 in the amount of \$901.90 on Parcel 03-1110 located at 101 Laurel Grove Plantation Rd., Brunswick, GA 31523. (J. Chapman) [REPORT](#) FC Vote: 3-0

25. *Recommend the Board of Commissioners award the bid for the ADA Modifications of Fire Station #2 to the lowest responsive and responsible bidder M.D. McDonald Construction Co., in the amount of \$123,809 with funding provided by the FY23 Fire Fund Budget. (D. Austin) [REPORT](#)*

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

Recommend the Board of Commissioners award the bid for the ADA Modifications of Fire Station #2 to the lowest responsive and responsible bidder M.D. McDonald Construction Co., in the amount of \$123,809 with funding provided by the FY23 Fire Fund Budget. (D. Austin) [REPORT](#) FC Vote: 3-0

26. *Recommend the Board of Commissioners award the bid for the Department of Public Health ADA Modifications to the lowest responsive and responsible bidder M.D. McDonald Construction Co., in the amount of \$206,404 with funding provided by the FY23 Capital Projects Fund Budget. (D. Austin) [REPORT](#)*

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

Recommend the Board of Commissioners award the bid for the Department of Public Health ADA Modifications to the lowest responsive and responsible bidder M.D. McDonald Construction Co., in the amount of \$206,404 with funding provided by the FY23 Capital Projects Fund Budget. (D. Austin) [REPORT](#) FC Vote: 3-0

27. *Recommend the Board of Commissioners approve the Blythe Island Regional Park Advisory Board's recommendation to allocate remaining District 1 capital project funds for Blythe Island Regional Park projects prioritized as 1) restroom/bathhouse upgrades and renovations, 2) extra vehicle lane near the campground office, and 3) park entrance/security gate enhancements; and authorize GCRPD staff to seek bids and issue purchase orders to complete the recommended projects. (L. Gurganus) [REPORT](#)*

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

Recommend the Board of Commissioners approve the Blythe Island Regional Park Advisory Board's Recommendation to allocate remaining District 1 capital project funds for Blythe Island Regional Park projects prioritized as 1) restroom/bathhouse upgrades and renovations, 2) extra vehicle lane near the campground office, and 3) park entrance/security gate enhancements; and authorize GCRPD staff to seek bids and issue purchase orders to complete the Recommended projects. (L. Gurganus) [REPORT](#) FC Vote: 3-0

28. *Recommend the Board of Commissioners award the contract for IFB 23014 Neptune Park Main Pool Re-Plaster Project to Stellar Pools and Spas of Brunswick, GA in the amount of \$109,392 with funds to be provided by the FY23 Accommodations Excise Tax Fund (\$100,000) and At-Large Post 1 Capital Allocation Fund (\$9,392). (L. Gurganus) [REPORT](#)*

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

Recommend the Board of Commissioners award the contract for IFB 23014 Neptune Park Main Pool Re-Plaster Project to Stellar Pools and Spas of Brunswick, GA in the amount of \$109,392 with funds to be provided by the FY23 Accommodations Excise Tax Fund (\$100,000) and At-Large Post 1 Capital Allocation Fund (\$9,392). (L. Gurganus) [REPORT](#) FC Vote: 3-0

29. *Recommend the Board of Commissioners exempt the bidding requirements for these professional services and accept the updated Service Agreement by and between the Glynn County Board of Commissioners and Bryant Appraisal and Consultant Services, Inc (attached) with funds available in the approved FY23 Community Development Department budget. (P. Andrews) [REPORT](#)*

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

Recommend the Board of Commissioners exempt the bidding requirements for these professional services and accept the updated Service Agreement by and between the Glynn County Board of Commissioners and Bryant Appraisal and Consultant Services, Inc (attached) with funds available in the approved FY23 Community Development Department budget. (P. Andrews) [REPORT](#) FC Vote: 3-0

[Other Items](#)

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

Items # 3-29 will be placed on the Board of Commissioners' October 6, 2022 consent Agenda.

Items #1-2 and #30 will not be forwarded to the Board of Commissioners' Agenda.