



A Golden Past.
A Shining Future.

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 PM, Tuesday, July 28, 2020

VIRTUAL TELECONFERENCE MEETING VIA MICROSOFT TEAMS SIMULTANEOUS PUBLIC

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please call the Board of Commissioners Office at 554-7400.*

Present:

Committee Members: A. Booker, B. Brunson, and D. O'Quinn

Elected Officials/Staff: D. Austin, D. Bragdon, J. Dunnagan, L. Gurganus, M. Hardin, T. Hill, R. Jordan, M. Kent, T. Munson, D. Patel, E. Smith, S. Usher, D. West, W. Worley, and T. York

Others: M. Johnson

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 O'Quinn and seconded by Commissioner Brunson passed unanimously.

Accept Agenda as is. FC Vote: 3-0

2. Consider approving the June 9, 2020 Finance Committee Minutes.

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

Approved the June 9, 2020 Finance Committee Minutes. (J. Dunnagan) [REPORT](#) FC Vote: 3-0

3. Direct staff how the Board wishes to proceed on excess tax sale funds claim from Mary Johnson in the amount of \$22,072.00 for 2919 Demere Road, St. Simons Island.

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

Refer to the full Board of Commissioners to direct staff how to proceed on excess tax sale funds claim from Mary Johnson in the amount of \$22,072.00 for 2919 Demere Road, St. Simons Island. (W. Worley) [REPORT](#)

FC: 2-0-1

4. Consider recommending the Board of Commissioners authorize the Chairman to sign various financial reports for Fiscal Year 2021.

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

Recommend the Board of Commissioners authorize the Chairman to sign various financial reports for Fiscal Year 2021. (J. Dunnagan) [REPORT](#) FC VOTE: 3-0

5. *Consider recommending the Board of Commissioners authorize bidding of those materials, goods, projects, or services whose funding will be approved in the FY21 budget.*

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

Recommend the Board of Commissioners authorize bidding of those materials, goods, projects, or services whose funding will be approved in the FY21 budget. (J. Dunnagan) [REPORT](#) FC VOTE: 3-0

6. *Consider recommending the Board of Commissioners approve advertising a public hearing to authorize a \$5 convenience fee paid to Adopets.com by adopters who choose to complete their adoption online and the acceptance of the Adopets.com Terms of Service without the County Attorney's approval.*

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

Recommend the Board of Commissioners approve advertising a public hearing to authorize a \$5 convenience fee paid to Adopets.com by adopters who choose to complete their adoption online and the acceptance of the Adopets.com Terms of Service without the County Attorney's approval. (T. Hill) [REPORT](#) FC VOTE: 3-0

7. *Consider recommending the Board of Commissioners allow the Golden Isles Kingfish Tournament the use of Gascoigne Bluff Park on August 14 and 15, 2020 at no cost for their 2020 Kingfish Tournament, contingent upon Police Department approval of a Public Conduct Permit.*

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

Recommend the Board of Commissioners allow the Golden Isles Kingfish Tournament the use of Gascoigne Bluff Park on August 14 and 15, 2020 at no cost for their 2020 Kingfish Tournament, contingent upon Police Department approval of a Public Conduct Permit. (L. Gurganus) [REPORT](#) FC VOTE: 3-0

8. *Consider recommending the Board of Commissioners approve advertising a public hearing to authorize a 3% convenience fee on all credit card and debit card transactions to offset the cost of credit card processing fees charged to the County.*

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

Recommend the Board of Commissioners approve advertising a public hearing to authorize a 3% convenience fee on all credit card and debit card transactions to offset the cost of credit card processing fees charged to the County. (T. Munson) [REPORT](#) FC VOTE: 3-0

Public Safety Items

9. *Consider recommending the Board of Commissioners accept the 2020 COPS Hiring Program Grant.*

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

Recommend the Board of Commissioners accept the 2020 COPS Hiring Program Grant. (T. Munson & J. Wiggins)
[REPORT](#) FC VOTE: 3-0

10. *Consider recommending the Board of Commissioners approve the application of the FY2020 Edward Byrne Memorial Justice Assistance Grant.*

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

Recommend the Board of Commissioners approve the application of the FY2020 Edward Byrne Memorial Justice Assistance Grant. (T. Munson & J. Wiggins) [REPORT1](#); [REPORT2](#) FC VOTE: 3-0

11. *Consider recommending the Board of Commissioners approve to authorize the issuance of a Purchase Order to Advanced Covert Technology in the amount of \$47,464 for the purchase of surveillance equipment with funding to be provided by the Project Safe Neighborhoods Grant.*

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

Recommend the Board of Commissioners approve to authorize the issuance of a Purchase Order to Advanced Covert Technology in the amount of \$47,464 for the purchase of surveillance equipment with funding to be provided by the Project Safe Neighborhoods Grant. (J. Wiggins) [REPORT](#) FC VOTE: 3-0

12. *Consider recommending the Board of Commissioners approve the 1-year contract between the JPSCD and the CCGA, that GB-911 provide dispatch services to the CCGA Police Department for FY2021.*

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

Recommend the Board of Commissioners approve the 1-year contract between the JPSCD and the CCGA, that GB-911 provide dispatch services to the CCGA Police Department for FY2021. (S. Usher) [REPORT](#) FC VOTE: 3-0

13. *Consider recommending the Board of Commissioners approve the Motorola Service Upgrade Agreement Contract to ensure the continuation of the necessary infrastructure support services for the Public Safety Communications System with funding to be provided by the E911 Fund Budget.*

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

Recommend the Board of Commissioners approve the Motorola Service Upgrade Agreement Contract to ensure the continuation of the necessary infrastructure support services for the Public Safety Communications System with funding to be provided by the E911 Fund Budget. (S. Usher) [REPORT](#) FC VOTE: 3-0

Property Appraisal Item

14. *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, June 11, 2020 meeting, with clarification that this does not approve a tax refund.*

The following motion made by Commissioner O'Quinn and seconded by Commissioner Brunson 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, June 11, 2020 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC VOTE: 3-0

Budget / Grants

15. *Consider recommending the Board of Commissioners adopt the Resolution to amend the FY19/20 Budget.*

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

Recommend the Board of Commissioners adopt the Resolution to amend the FY19/20 Budget. (J. Dunnagan) [REPORT](#) FC VOTE: 3-0

16. *Consider recommending the Board of Commissioners submit the six month no cost grant extension on the Coastal Incentive Grant, Cycle 22 to the Georgia Department of Natural Resources, Coastal Resource Division.*

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

Recommend the Board of Commissioners submit the six month no cost grant extension on the Coastal Incentive Grant, Cycle 22 to the Georgia Department of Natural Resources, Coastal Resource Division. (J. Dunnagan) [REPORT](#) FC VOTE: 3-0

17. *Consider recommending the Board of Commissioners accept the grant funded by the Georgia Recreation and Park Association for the 2020 Jolly Jamboree and amend the Recreation and Parks Department FY2021 Budget revenue and expenditures budget by \$1000 each.*

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

Recommend the Board of Commissioners accept the grant funded by the Georgia Recreation and Park Association for the 2020 Jolly Jamboree and amend the Recreation and Parks Department FY2021 Budget revenue and expenditures budget by \$1000 each. (L. Gurganus) [REPORT](#) FC VOTE: 3-0

18. *Consider recommending the Board of Commissioners accept the \$1,900 spring Bissell Pet Foundation Empty the Shelter donation and increase the FY21 Animal Control revenue and expenditures budget in said amount.*

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

Recommend the Board of Commissioners accept the \$1,900 spring Bissell Pet Foundation Empty the Shelter donation and increase the FY21 Animal Control revenue and expenditures budget in said amount. (T. Hill) [REPORT](#) FC VOTE: 3-0

19. *Consider recommending the Board of Commissioners approve the use of \$75,000 of Fund Balance from the Solid Waste Fund and increase revenues and expenditures by \$75,000 each in FY20.*

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

Recommend the Board of Commissioners approve the use of \$75,000 of Fund Balance from the Solid Waste Fund and increase revenues and expenditures by \$75,000 each in FY20. (T. Munson) [REPORT](#) FC VOTE: 3-0

Contracts/Procurement

20. *Consider recommending the Board of Commissioners enter into an instructor agreement with Allan Rosing to instruct Shotokan Karate classes for Glynn County Recreation and Parks Department.*

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

Recommend the Board of Commissioners enter into an instructor agreement with Allan Rosing to instruct Shotokan Karate classes for Glynn County Recreation and Parks Department. (L. Gurganus) [REPORT](#) FC VOTE: 3-0

21. *Consider recommending the Board of Commissioners approve the Second Amendment to the Concession License Agreement with Tara C. Davis.*

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

Recommend the Board of Commissioners approve the Second Amendment to the Concession License Agreement with Tara C. Davis. (L. Gurganus) [REPORT](#) FC VOTE: 3-0

22. *Consider recommending the Board of Commissioners approve the final renewal year of the agreement with QPublic\Schneider Corp for the Property Information Portal in the amount of \$10,500 with funding to be provided by the FY21 GIS Operating Budget.*

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

Recommend the Board of Commissioners approve the final renewal year of the agreement with QPublic\Schneider Corp for the Property Information Portal in the amount of \$10,500 with funding to be provided by the FY21 GIS Operating Budget. (B. Nyers/J. Catron) [REPORT](#) FC VOTE: 3-0

23. *Consider recommending the Board of Commissioners exercise the first option year of the contract for the Striping and Pavement Marking of Various County Roads with Roadside Specialties, Blackshear, GA, 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 Brunson and seconded by Commissioner O'Quinn passed unanimously.

Recommend the Board of Commissioners exercise the first option year of the contract for the Striping and Pavement Marking of Various County Roads with Roadside Specialties, Blackshear, GA, 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

24. *Consider recommending the Board of Commissioners approve the Statement of Credit Availability as required for the purchase of 23.92 wetland bank mitigation credits from the Wilkinson-Oconee Land Bank in the amount of \$239,200 to satisfy the required Corp of Engineers wetlands permit for the construction of Pennick Road with funding to be provided by SPLOST 2016.*

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

Recommend the Board of Commissioners approve the Statement of Credit Availability as required for the purchase of 23.92 wetland bank mitigation credits from the Wilkinson-Oconee Land Bank in the amount of \$239,200 to satisfy the required Corp of Engineers wetlands permit for the construction of Pennick Road with funding to be provided by SPLOST 2016. (D. Austin) [REPORT1](#); [REPORT2](#) FC VOTE: 3-0

25. *Consider recommending the Board of Commissioners approve the issuance of a purchase order to purchase six (6) Steril-Koni ST-1085-#FBA Battery Powered Mobil Lifts under the Cooperative Purchasing Contract from Sourcewell Contract # 061015-SKI in the amount of \$58,063.90 with funding to be provided in the amount of \$28,063.90 by FY21 Capital Projects Fund Budget, the amount of \$15,000 by the FY21 Fire Protection Fund Budget, and the amount of \$15,000 by the FY21 Emergency Medical Services Fund Budget.*

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

Recommend the Board of Commissioners approve the issuance of a purchase order to purchase six (6) Steril-Koni ST-1085-#FBA Battery Powered Mobil Lifts under the Cooperative Purchasing Contract from Sourcewell Contract # 061015-SKI in the amount of \$58,063.90 with funding to be provided in the amount of \$28,063.90 by FY21 Capital Projects Fund Budget, the amount of \$15,000 by the FY21 Fire Protection Fund Budget, and the amount of \$15,000 by the FY21 Emergency Medical Services Fund Budget. (D. Austin) [REPORT](#) FC VOTE: 3-0

26. *Consider recommending the Board of Commissioners approve the issuance of a Purchase Order for one (1) Tymco Sweeper Model 600 as a Single Source using the Statewide HGACBUY Contract SW04-20 to Tymco Inc. in the amount of \$275,960 with funding to be provided by the FY21 Capital Projects Fund Budget.*

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

Recommend the Board of Commissioners approve the issuance of a Purchase Order for one (1) Tymco Sweeper Model 600 as a Single Source using the Statewide HGACBUY Contract SW04-20 to Tymco Inc. in the amount of \$275,960 with funding to be provided by the FY21 Capital Projects Fund Budget. (D. Austin) [REPORT](#) FC VOTE: 3-0

27. *Consider recommending the Board of Commissioners authorize staff to implement the FY21 Information Technology Cyber Security and Network Infrastructure Cost Schedule by issuing a Purchase Order to Cisco/DSI utilizing State Contract in the amount of \$107,732.17 with funding to be provided by the FY21 General Fund Information Technology Budget.*

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

Recommend the Board of Commissioners authorize staff to implement the FY21 Information Technology Cyber Security and Network Infrastructure Cost Schedule by issuing a Purchase Order to Cisco/DSI utilizing State Contract in the amount of \$107,732.17 with funding to be provided by the FY21 General Fund Information Technology Budget. (J. Catron) [REPORT](#) FC VOTE: 3-0

28. *Consider recommending the Board of Commissioners approve the contract with Hill's Pet Nutrition Sales, Inc., so that Glynn County Animal Control can participate in the Hill's Science Diet Food, Shelter & Love program with funding to be provided by the FY21 Animal Control Budget.*

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

Recommend the Board of Commissioners approve the contract with Hill's Pet Nutrition Sales, Inc., so that Glynn County Animal Control can participate in the Hill's Science Diet Food, Shelter & Love program with funding to be provided by the FY21 Animal Control Budget. (T. Hill) [REPORT](#) FC VOTE: 3-0

Surplus

29. *Consider recommending the Board of Commissioners declare six excess mobile mechanical lifts as surplus, approve the transfer of the lifts to the City of Brunswick Fleet Division and remove the said equipment from the Glynn County capital equipment asset inventory list.*

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

Recommend the Board of Commissioners declare six excess mobile mechanical lifts as surplus, approve the transfer of the lifts to the City of Brunswick Fleet Division and remove the said equipment from the Glynn County capital equipment asset inventory list. (D. Austin) [REPORT](#) FC VOTE: 3-0

30. *Consider recommending the Board of Commissioners declare Fire Rescue 2 Truck, County # 1619 as surplus and remove it from Glynn County's capital asset listing, donate County Unit 1467 to McIntosh County Emergency Management and approve the agreement with the agency referenced.*

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

Recommend the Board of Commissioners declare Fire Rescue 2 Truck, County # 1619 as surplus and remove it from Glynn County's capital asset listing, donate County Unit 1619 to McIntosh County Emergency Management and approve the agreement with the agency referenced. (D. Austin) [REPORT](#) FC VOTE: 3-0

31. *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 O'Quinn and seconded by Commissioner Brunson 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

Other Items

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

Items #4-31 will be placed on the August 6, 2020 Board of Commissioners' Consent Agenda.

Item #3 will be placed on the August 6, 2020 Board of Commissioner's General Business Agenda.

Items #1-2 and #32 will not be forwarded to the Board of Commissioners Agenda.