



A Golden Past.
A Shining Future.

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 PM, Tuesday, September 22, 2020

VIRTUAL TELECONFERENCE MEETING VIA MICROSOFT TEAMS SIMULTANEOUS PUBLIC

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Present:

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

Elected Officials/Staff: P. Andrews, D. Austin, J. Bergquist, J. Dunnagan, L. Gurganus, M. Kent, M. Hardin, N. Jump, S. Leif, T. Munson, B. Nyers, A. Ours, T. Small, E. Smith, C. Toler, D. West, W. Worley, and T. York

Others: B. O'Hare (Item #13)

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 Brunson and seconded by Commissioner O'Quinn passed unanimously.

Added Items 6-1 and 6-2. FC Vote: 3-0

2. Consider approving the August 25, 2020 Finance Committee Minutes.

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

Approved the August 25, 2020 Finance Committee Minutes. (J. Dunnagan) **REPORT** FC Vote: 3-0

3. Consider recommending the Board of Commissioners approve the request from 90% of the property owners on Bel Air Drive to install speed humps in accordance with the Glynn County Speed Hump Policy in an estimate amount of \$3,600 with funding to be provided by the FY21 Public Works Operating Budget.

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

Recommend the Board of Commissioners approve the request from 90% of the property owners on Bel Air Drive to install speed humps in accordance with the Glynn County Speed Hump Policy in an estimate amount of \$3,600 with funding to be provided by the FY21 Public Works Operating Budget. (D. Austin) **REPORT FC Vote: 3-0**

4. Consider recommending the Board of Commissioners **approve or deny** a fee waiver for United Way of Coastal Georgia, Inc. in the amount of \$300 plus the \$100 deposit and the cost of staff time for use of three ball fields at Mallery Park on Saturday, October 24, 2020 for the purpose of a fund-raising kickball tournament.

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

Recommend the Board of Commissioners *approve* a fee waiver for United Way of Coastal Georgia, Inc. in the amount of \$300 plus the \$100 deposit and the cost of staff time for use of three ball fields at Mallery Park on Saturday, October 24, 2020 for the purpose of a fund-raising kickball tournament. (L. Gurganus) [REPORT](#) FC Vote: 3-0

Public Safety Items

5. *Consider recommending the Board of Commissioners approve the purchase of Investigation software from Grayshift for a total of \$18,075 and the End User License Terms Agreement ("EULA") for software and equipment for the Police Department with funding provided by FY21 Police IT Capital Budget for \$18,000 and FY21 Police Operations Budget for \$75 for shipping and handling subject to the County Attorney's approval.*

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

Recommend the Board of Commissioners approve the purchase of Investigation software from Grayshift for a total of \$18,075 and the End User License Terms Agreement ("EULA") for software and equipment for the Police Department with funding provided by FY21 Police IT Capital Budget for \$18,000 and FY21 Police Operations Budget for \$75 for shipping and handling subject to the County Attorney's approval. (J. Wiggins/D. Bragdon) [REPORT](#) FC Vote: 3-0

6. *Consider recommending the Board of Commissioners accept the FY21 Highway Enforcement of Aggressive Traffic Grant Program pending the County Attorney's approval and amend the Police Department's FY21 budget by reducing revenues and expenditures by \$5,985 each.*

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

Recommend the Board of Commissioners accept the FY21 Highway Enforcement of Aggressive Traffic Grant Program pending the County Attorney's approval and amend the Police Department's FY21 budget by reducing revenues and expenditures by \$5,985 each. (J. Wiggins/J. Dunnagan) [REPORT](#) FC Vote: 3-0

- 6-1. *Consider recommending the Board of Commissioners approve and accept the 2020 grant in the amount of \$15,704 in federal grant dollars from the Edward Byrne Memorial Justice Assistance Program (JAG) offered by the Department of Justice (DOJ), Office of Justice Programs, Bureau of Justice Assistance, for equipment for the Glynn County Police Department and amend the Police Department's FY21 revenues and expenditures in the amount of \$15,704- (Pending Glynn County's Attorneys approval).*

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

Recommend the Board of Commissioners approve and accept the 2020 grant in the amount of \$15,704 in federal grant dollars from the Edward Byrne Memorial Justice Assistance Program (JAG) offered by the Department of Justice (DOJ), Office of Justice Programs, Bureau of Justice Assistance, for equipment for the Glynn County Police Department and amend the Police Department's FY21 revenues and expenditures in the amount of \$15,704- (Pending Glynn County's Attorneys approval). (J. Wiggins/J. Dunnagan) [REPORT](#) FC Vote: 3-0

- 6-2. *Consider recommending the Board of Commissioners approve the issuance of a Purchase Order, through GA State Contract, to Akins Ford Dodge Jeep Chrysler of Winder, GA in the amount of \$111,292 for the purchase of four (4) Dodge Charger Pursuit Vehicles with funding to be provided by the FY21 Police Fund.*

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, through GA State Contract, to Akins Ford Dodge Jeep Chrysler of Winder, GA in the amount of \$111,292 for the purchase of four (4) Dodge Charger Pursuit Vehicles with funding to be provided by the FY21 Police Fund. (J. Wiggins) [REPORT](#) FC Vote: 3-0

- 7. Consider recommending the Board of Commissioners approve a purchase order to Akins Ford, Jeep and Dodge utilizing State Contract #99999-SPD-ES40199409-0001 for eight (8) 2021 Dodge Charger Pursuit Vehicles in the amount of \$203,320 and the balance will be used to purchase additional components and equipment with all funding provided by the Capital Projects Fund.*

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

Recommend the Board of Commissioners approve a purchase order to Akins Ford, Jeep and Dodge utilizing State Contract #99999-SPD-ES40199409-0001 for eight (8) 2021 Dodge Charger Pursuit Vehicles in the amount of \$203,320 and the balance will be used to purchase additional components and equipment with all funding provided by the Capital Projects Fund. (N. Jump) [REPORT](#) FC Vote: 3-0

- 8. Consider recommending the Board of Commissioners authorize approval for the First Amendment to the CivicPlus, LLC, agreement with Glynn County and to purchase a subsite for the Sheriff Department in the amount of \$8,058.50 with funding provided by the FY21 Sheriff Operating Budget.*

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

Recommend the Board of Commissioners authorize approval for the First Amendment to the CivicPlus, LLC, agreement with Glynn County and to purchase a subsite for the Sheriff Department in the amount of \$8,058.50 with funding provided by the FY21 Sheriff Operating Budget. (N. Jump/D. Bragdon) [REPORT](#) FC Vote: 3-0

Property Appraisal Items

- 9. 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, July 23, 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, July 23, 2020 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC Vote: 3-0

- 10. 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, August 20, 2020 meeting, with clarification that this does not approve a tax refund.*

The following motion made by Commissioner Brunson and seconded by Commissioner O'Quinn 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, August 20, 2020 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC Vote: 3-0

11. *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, September 3, 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, September 3, 2020 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC Vote: 3-0

Budget / Grants

12. *Consider recommending the Board of Commissioners accept the Health Promotion and Wellness Grant from Association County Commissioners of Georgia Group Health Benefits Program in the amount of \$7,000.*

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

Recommend the Board of Commissioners accept the Health Promotion and Wellness Grant from Association County Commissioners of Georgia Group Health Benefits Program in the amount of \$7,000. (O. Reed) [REPORT](#) FC Vote: 3-0

13. *Consider recommending the Board of Commissioners adopt the proposed FY 2021/2022 Budget Calendar as presented by the Budget Team.*

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

Recommend the Board of Commissioners adopt the proposed FY 2021/2022 Budget Calendar as presented by the Budget Team. (T. Munson) [REPORT](#) FC Vote: 3-0

14. *Consider recommending the Board of Commissioners approve a repayment from SPLOST 2016 excess proceeds to the General Fund Undesignated Fund Balance in the amount of \$2,837,800.*

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

Recommend the Board of Commissioners approve a repayment from SPLOST 2016 excess proceeds to the General Fund Undesignated Fund Balance in the amount of \$2,837,800. (T. Munson) [REPORT](#) FC Vote: 3-0

15. *Consider recommending the Board of Commissioners accept the Georgia Department of Transportation, Brunswick Area Transportation Study Grant in the amount of \$121,383.73 Pending County Attorney's approval.*

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

Recommend the Board of Commissioners accept the Georgia Department of Transportation, Brunswick Area Transportation Study Grant in the amount of \$121,383.73. (J. Dunnagan) [REPORT](#) FC Vote: 3-0

Contracts/Procurement

16. *Consider recommending the Board of Commissioners approve the Blythe Island Regional Park Campground Host Agreement with Donna Briley.*

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

Recommend the Board of Commissioners approve the Blythe Island Regional Park Campground Host Agreement with Donna Briley. (L. Gurganus) [REPORT](#) FC Vote: 3-0

17. *Consider recommending the Board of Commissioners approve the Second Amendment to the Coast Guard Park Concession License Agreement with TNR Investments, LLC dba Sunset Slush.*

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 Coast Guard Park Concession License Agreement with TNR Investments, LLC dba Sunset Slush. (L. Gurganus) [REPORT](#) FC Vote: 3-0

18. *Consider recommending the Board of Commissioners approve the First Amendment to the Massengale Park Concession License Agreement with TNR Investments, LLC dba Sunset Slush.*

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

Recommend the Board of Commissioners approve the First Amendment to the Massengale Park Concession License Agreement with TNR Investments, LLC dba Sunset Slush. (L. Gurganus) [REPORT](#) FC Vote: 3-0

19. *Consider recommending the Board of Commissioners approve entering into an instructor agreement with SSI Tennis Academy, LLC to instruct tennis lessons at Glynn County Recreation and Parks facilities.*

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

Recommend the Board of Commissioners approve entering into an instructor agreement with SSI Tennis Academy, LLC to instruct tennis lessons at Glynn County Recreation and Parks facilities. (L. Gurganus) [REPORT](#) FC Vote: 3-0

20. *Consider recommending the Board of Commissioners de-obligate \$146,200 from SPLOST 5 Coast Guard Beach Parking Improvements, authorize the allocation of \$146,200 from SPLOST 5 – District 2 Recreation to fund the Kings Park Pickleball Court Construction Project; award the bid for construction of four (4) new Pickleball courts to the lowest responsive bidder McGrath Industries dba Talbot Tennis in the amount of \$142,574; and hold the remaining balance of \$3,626 as needed for construction contingency for this project.*

The following motion made by Commissioner Brunson and seconded by Commissioner Booker passed.

Recommend the Board of Commissioners de-obligate \$146,200 from SPLOST 5 Coast Guard Beach Parking Improvements, authorize the allocation of \$146,200 from SPLOST 5 – District 2 Recreation to fund the Kings Park

Pickleball Court Construction Project; award the bid for construction of four (4) new Pickleball courts to the lowest responsive bidder McGrath Industries dba Talbot Tennis in the amount of \$142,574; and hold the remaining balance of \$3,626 as needed for construction contingency for this project. (L. Gurganus) [REPORT](#) FC Vote: 2-0-1

21. *Consider recommending the Board of Commissioners approve the Software Maintenance Agreement with ESRI as budgeted in the amount of \$55,000 with funding to be provided by the FY21 Operating Budget.*

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

Recommend the Board of Commissioners approve the Software Maintenance Agreement with ESRI as budgeted in the amount of \$55,000 with funding to be provided by the FY21 Operating Budget. (D. Bragdon/B. Nyers) [REPORT](#) FC Vote: 3-0

22. *Consider recommending the Board of Commissioners authorize renewing a three year Software Enterprise Enrollment agreement with Microsoft Corporation and approve issuing a purchase order through Dell Inc. for year 1 payment of \$215,291.48 with funding to be provided by the FY 21 Information Technology Operations Budget and authorization for the Chairman to sign any related documents.*

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

Recommend the Board of Commissioners authorize renewing a three year Software Enterprise Enrollment agreement with Microsoft Corporation and approve issuing a purchase order through Dell Inc. for year 1 payment of \$215,291.48 with funding to be provided by the FY 21 Information Technology Operations Budget and authorization for the Chairman to sign any related documents. (D. Bragdon) [REPORT](#) FC Vote: 3-0

23. *Consider recommending the Board of Commissioners approve a LMIG 2020 change order # 2 in the amount of \$48,697.80 with East Coast Asphalt of Douglas, Georgia, to finish the resurfacing of Palm Drive in Sea Palms with funding to be provided by the excess SPLOST 2016 collections.*

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

Recommend the Board of Commissioners approve a LMIG 2020 change order # 2 in the amount of \$48,697.80 with East Coast Asphalt of Douglas, Georgia, to finish the resurfacing of Palm Drive in Sea Palms with funding to be provided by the excess SPLOST 2016 collections. (D. Austin) [REPORT](#) FC Vote: 3-0

24. *Consider recommending the Board of Commissioners approve the issuance of a Purchase Order for Wade Ford of Smyrna, Georgia for a Ford Transit Wagon 12/15 Passenger Van in the amount of \$41,410 with funding to be provided by the FY21 Capital Projects Fund Budget, utilizing State Contract #99999-SPD-ES40199373-009S.*

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 Wade Ford of Smyrna, Georgia for a Ford Transit Wagon 12/15 Passenger Van in the amount of \$41,410 with funding to be provided by the FY21 Capital Projects Fund Budget, utilizing State Contract #99999-SPD-ES40199373-009S. (D. Austin) [REPORT](#) FC Vote: 3-0

25. Consider recommending the Board of Commissioners award a contract for the September 2020 Asphalt Patching Project, to Poppell-Eller, Inc, of Brunswick, GA in the amount of \$109,004 with funding to be provided by the FY21 General Fund Public Works Operating Budget.

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

Recommend the Board of Commissioners award a contract for the September 2020 Asphalt Patching Project, to Poppell-Eller, Inc, of Brunswick, GA in the amount of \$109,004 with funding to be provided by the FY21 General Fund Public Works Operating Budget. (D. Austin) [REPORT](#) FC Vote: 3-0

26. Consider recommending the Board of Commissioners approve the agreements for the installation of LED fixtures at Ballard Complex and North Glynn Park parking areas with Georgia Power with funding to be provided by FY21 Operating Budget.

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

Recommend the Board of Commissioners approve the agreements for the installation of LED fixtures at Ballard Complex and North Glynn Park parking areas with Georgia Power with funding to be provided by FY21 Operating Budget. (D. Austin) [REPORT](#) FC Vote: 3-0

27. Consider recommending the Board of Commissioners award a contract for the FY21 On-call Contract Services for Stormsewer Cleaning and Rehabilitation, to Gulf Coast Underground, of Theodore AL in the amount of \$70,000 with funding to be provided by the FY21 General Fund Public Works Operating Budget.

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

Recommend the Board of Commissioners award a contract for the FY21 On-call Contract Services for Stormsewer Cleaning and Rehabilitation, to Gulf Coast Underground, of Theodore AL in the amount of \$70,000 with funding to be provided by the FY21 General Fund Public Works Operating Budget. (D. Austin) [REPORT](#) FC Vote: 3-0

28. Consider recommending the Board of Commissioners approve the fourth option year for the Solid Waste Collection and Recycle Services with Republic Services of Georgia d/b/a Southland Waste Systems for the requested services effective January 1, 2021, at a unit price of \$106.80 for solid waste collection and \$42.36 for recycling with funding to be provided by the Special Assessment Fee and the Solid Waste Collection Fund.

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

Recommend the Board of Commissioners approve the fourth option year for the Solid Waste Collection and Recycle Services with Republic Services of Georgia d/b/a Southland Waste Systems for the requested services effective January 1, 2021, at a unit price of \$106.80 for solid waste collection and \$42.36 for recycling with funding to be provided by the Special Assessment Fee and the Solid Waste Collection Fund. (D. Austin) [REPORT](#) FC Vote: 3-0

29. Consider recommending the Board of Commissioners approve additional funding from the excess proceeds of SPLOST 2016 in the amount of \$30,250 to cover the JWSC tap fee for the Animal Control Project.

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

Recommend the Board of Commissioners approve additional funding from the excess proceeds of SPLOST 2016 in the amount of \$30,250 to cover the JWSC tap fee for the Animal Control Project. (D. Austin) [REPORT](#) FC Vote: 3-0

30. Consider recommending the Board of Commissioners accept the Sea Island proposal to buy, install and establish a mature live oak tree for the center of the Demere East Beach Roundabout.

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

Recommend the Board of Commissioners accept the Sea Island proposal to buy, install and establish a mature live oak tree for the center of the Demere East Beach Roundabout. (D. Austin) [REPORT](#) FC Vote: 3-0

Other Items

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

Items #3-#19 and #21-#30 will be placed on the October 1, 2020 Board of Commissioners' Consent Agenda.

Item #20 will be placed on the October 2, 2020 Board of Commissioner's General Business Agenda.

Items #1-2 and #31 will not be forwarded to the Board of Commissioners Agenda.