



A Golden Past.
A Shining Future.

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 PM, Tuesday, January 26, 2021

Present:

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

Elected Officials/Staff: D. Austin, D. Bragdon, J. Chapman, C. Downs, J. Dunnagan, A. Eaton, R. Glisson, L. Gurganus, J. Hagen, M. Hardin, T. Hill, R. Jordan, M. Kent, T. Munson, A. Ours, C. Richardson, D. Stewart, M. Staten, and W. Worley

Others: N/A

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 Fendig passed unanimously.

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

2. Consider approving the December 8, 2020 Finance Committee Minutes.

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

Approved the December 8, 2020 Finance Committee Minutes. (J. Dunnagan) [REPORT](#) FC Vote: 3-0

3. Consider recommending the Board of Commissioners authorize payment of the excess tax proceeds from the tax sale of parcel number 04-11993 in the amount of Issue payment in the total amount of Two Thousand Six-Hundred Fifty-Four and 28/100 dollars (\$2,654.28) to Wanda L. Barnett, Attorney at Law, on behalf of B. Alan Jones.

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

Recommend the Board of Commissioners authorize payment of the excess tax proceeds from the tax sale of parcel number 04-11993 in the amount of Issue payment in the total amount of Two Thousand Six-Hundred Fifty-Four and 28/100 dollars (\$2,654.28) to Wanda L. Barnett, Attorney at Law, on behalf of B. Alan Jones. (C. Provano) [REPORT](#) FC Vote: 3-0

4. Consider recommending the Board of Commissioners authorize payment of the excess tax proceeds from the tax sale of parcel number 01-04488 in the amount of Two Thousand Three Hundred Seventy-Six and 03/100 dollars (\$2,376.03) to Whelchel & McQuigg, LLC f/b/o Estella Smith, Marvin Smith, Grace Smith Lee, Carion Smith and Richard J. Smith.

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

Recommend the Board of Commissioners authorize payment of the excess tax proceeds from the tax sale of parcel number 01-04488 in the amount of Two Thousand Three Hundred Seventy-Six and 03/100 dollars (\$2,376.03) to Whelchel & McQuigg, LLC f/b/o Estella Smith, Marvin Smith, Grace Smith Lee, Carion Smith and Richard J. Smith. (J. Wilbanks) [REPORT](#) FC Vote: 3-0

5. *Consider recommending the Board of Commissioners confirm 2005 Badger County #2254 as surplus and remove it from Glynn County's capital asset listing. Sell County Unit 2254 to the agency referenced, at previously declared surplus amount.*

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

Recommend the Board of Commissioners confirm 2005 Badger County #2254 as surplus and remove it from Glynn County's capital asset listing. Sell County Unit 2254 to the agency referenced, at previously declared surplus amount. (D. Austin) [REPORT](#) FC Vote: 3-0

Public Safety Items

6. *Consider recommending the Board of Commissioners approve the purchase of the LED Lighting System for the 4th Street Public Safety Communications Tower from Mobile Communications of America, in the amount of \$30,485 with funding to be provided by the FY21 E911 Fund Capital (\$30,000) and Operating (\$485) Budgets.*

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

Recommend the Board of Commissioners approve the purchase of the LED Lighting System for the 4th Street Public Safety Communications Tower from Mobile Communications of America, in the amount of \$30,485 with funding to be provided by the FY21 E911 Fund Capital (\$30,000) and Operating (\$485) Budgets. (C. Richardson) [REPORT](#) FC Vote: 3-0

7. *Consider recommending the Board of Commissioners accept the contract for the Medical Director services of Todd Lucas M.D. with funding to be provided by the Emergency Medical Services Fund.*

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

Recommend the Board of Commissioners accept the contract for the Medical Director services of Todd Lucas M.D. with funding to be provided by the Emergency Medical Services Fund. (R. Jordan) [REPORT](#) FC Vote: 3-0

8. *Consider recommending the Board of Commissioners approve the issuance of a Purchase Order to Motorola Solutions of Spartanburg, SC, in the amount of \$26,980 for the purchase of the replacement remote speaker microphones, with the funding to be provided by the FY21 Fire Fund Budget.*

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 Motorola Solutions of Spartanburg, SC, in the amount of \$26,980 for the purchase of the replacement remote speaker microphones, with the funding to be provided by the FY21 Fire Fund Budget. (R. Jordan) [REPORT](#) FC Vote: 3-0

9. *Consider recommending the Board of Commissioners approve the issuance of a Purchase Order, utilizing HGAC Buy Contract, to FRAZER LTD, Houston, TX, in the amount of \$235,600 for the purchase of a 2021 Frazer 14' Ambulance to FRAZER LTD., with funding to be provided by the ACCG Insurance and the EMS Fund 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, utilizing HGAC Buy Contract, to FRAZER LTD, Houston, TX, in the amount of \$235,600 for the purchase of a 2021 Frazer 14' Ambulance to FRAZER LTD., with funding to be provided by the ACCG Insurance and the EMS Fund fund balance. (R. Jordan) [REPORT](#) FC Vote: 3-0

10. *Consider recommending the Board of Commissioners approve the issuance of a Purchase Order to STRYKER Medical, Chicago, IL, in the amount of \$24,444.63 for the purchase of (1) MTS Power Load System with funding to be provided by the EMS Fund fund balance utilizing the Glynn County Glynn County "Single Source Provider" purchasing exemption.*

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 STRYKER Medical, Chicago, IL, in the amount of \$24,444.63 for the purchase of (1) MTS Power Load System with funding to be provided by the EMS Fund fund balance utilizing the Glynn County Glynn County "Single Source Provider" purchasing exemption. (R. Jordan) [REPORT](#) FC Vote: 3-0

Property Appraisal Items

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, December 10, 2020 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, December 10, 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 approve the Bissell Pet Foundation Empty the Shelter event agreement, 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, 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 money awarded to Animal Control from the Bissell Pet Foundation Empty the Shelter winter event and increase the revenues and expenditures in the FY20 Animal Control operating budget in the amount of \$700.*

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

Recommend the Board of Commissioners accept the grant money awarded to Animal Control from the Bissell Pet Foundation Empty the Shelter winter event and increase the revenues and expenditures in the FY20 Animal Control operating budget in the amount of \$700. (T. Hill) [REPORT](#) FC Vote: 3-0

14. *Consider recommending the Board of Commissioners accept the donations made to Animal Control during the first 6 months of this fiscal year and increase the revenues (Contributions 1003910-371000) and expenditures (Animal Food and Supplies 1003910-531715) in the FY21 Animal Control budget by \$7,401.*

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

Recommend the Board of Commissioners accept the donations made to Animal Control during the first 6 months of this fiscal year and increase the revenues (Contributions 1003910-371000) and expenditures (Animal Food and Supplies 1003910-531715) in the FY21 Animal Control budget by \$7,401. (T. Hill) [REPORT](#) FC Vote: 3-0

15. *Consider recommending the Board of Commissioners approve the Hazard Mitigation Grant Program from the Georgia Emergency Management and Homeland Security Agency in the amount of \$30,000 and increase the Glynn County Emergency Management Agency's FY21 Revenue and Expenditures budget by \$22,500 and authorize the Board Chairman to sign the grant contract.*

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

Recommend the Board of Commissioners approve the Hazard Mitigation Grant Program from the Georgia Emergency Management and Homeland Security Agency in the amount of \$30,000 and increase the Glynn County Emergency Management Agency's FY21 Revenue and Expenditures budget by \$22,500 and authorize the Board Chairman to sign the grant contract. (J. Dunnagan) [REPORT](#) FC Vote: 3-0

Contracts/Procurement

16. *Consider recommending the Board of Commissioners award a contract for the Saint Simons Island Pier Rehab 2021 rebid to Intron Technologies, the lowest responsive and responsible bidder, in the amount of \$228,289.60 with additional contingencies of \$20,000 for a total of \$248,289.60 with funding to be provided by the Capital Projects Fund fund balance.*

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

Recommend the Board of Commissioners award a contract for the Saint Simons Island Pier Rehab 2021 rebid to Intron Technologies, the lowest responsive and responsible bidder, in the amount of \$228,289.60 with

additional contingencies of \$20,000 for a total of \$248,289.60 with funding to be provided by the Capital Projects Fund fund balance. (D. Austin) [REPORT](#) FC Vote: 3-0

17. *Consider recommending the Board of Commissioners reject the bid from Curb and Gutter Professionals, redefine the scope of work on Frederica Road, and rebid the project as two separate contracts, one for Frederica Road Improvements and one for Sea Island Causeway.*

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

Recommend the Board of Commissioners reject the bid from Curb and Gutter Professionals, redefine the scope of work on Frederica Road, and rebid the project as two separate contracts, one for Frederica Road Improvements and one for Sea Island Causeway. (D. Austin) [REPORT](#) FC Vote: 3-0

18. *Consider recommending the Board of Commissioners award a contract for the 2021 LMIG Resurfacing and Restriping of County Roads to Seaboard Construction Company of Brunswick, Georgia, the lowest responsive and responsible bidder, in the amount of \$1,752,335.73 with funding to be provided by the Georgia Department of Transportation LMIG 2021 in the amount of \$854,270.16 with the remaining amount of \$898,065.57 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 a contract for the 2021 LMIG Resurfacing and Restriping of County Roads to Seaboard Construction Company of Brunswick, Georgia, the lowest responsive and responsible bidder, in the amount of \$1,752,335.73 with funding to be provided by the Georgia Department of Transportation LMIG 2021 in the amount of \$854,270.16 with the remaining amount of \$898,065.57 to be provided by SPLOST 2016. (D. Austin) [REPORT](#) FC Vote: 3-0

19. *Consider recommending the Board of Commissioners award a contract for the Blythe Island Regional Park Maintenance Access Pier to Intron Technologies, the lowest responsive and responsible bidder, in the amount of \$10,870 plus \$5,629.25 for mobilization for a total award of \$16,499.25, 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 award a contract for the Blythe Island Regional Park Maintenance Access Pier to Intron Technologies, the lowest responsive and responsible bidder, in the amount of \$10,870 plus \$5,629.25 for mobilization for a total award of \$16,499.25, with funding to be provided by the Accommodations Excise Tax Fund fund balance. (D. Austin) [REPORT](#) FC Vote: 3-0

20. *Consider recommending the Board of Commissioners award a contract for the Wells Creek Bridge Repairs to Intron Technologies, the lowest responsive and responsible bidder, in the amount of \$59,893.50 with additional contingencies of \$10,000 for of \$69,893.50 with funding in the amount of \$48,925.45 to be provided by LMIG 2021 and \$20,968.05 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 award a contract for the Wells Creek Bridge Repairs to Intron Technologies, the lowest responsive and responsible bidder, in the amount of \$59,893.50 with additional

contingencies of \$10,000 for a total of \$69,893.50 with funding in the amount of \$48,925.45 to be provided by LMIG 2021 and \$20,968.05 to be provided by the FY21 Capital Projects Fund. (D. Austin) [REPORT](#) FC Vote: 3-0

21. *Consider recommending the Board of Commissioners approve purchase order for the JD 700H Bulldozer undercarriage extensive repairs to Flint Construction & Forestry Division of Brunswick, GA in the amount of \$39,467.86 with funding to be provided by the FY21 Public Works - Fleet Division Operating Budget.*

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

Recommend the Board of Commissioners approve purchase order for the JD 700H Bulldozer undercarriage extensive repairs to Flint Construction & Forestry Division of Brunswick, GA in the amount of \$39,467.86 with funding to be provided by the FY21 Public Works - Fleet Division Operating Budget. (D. Austin) [REPORT](#) FC Vote: 3-0

22. *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.*

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. (D. Bragdon) [REPORT](#) FC Vote: 3-0

23. *Consider recommending the Board of Commissioners enter into an instructor agreement with Waves Volleyball, LLC to instruct volleyball programs at County parks with funds from the FY21 and FY22 Recreation and Parks Budgets.*

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

Recommend the Board of Commissioners enter into an instructor agreement with Waves Volleyball, LLC to instruct volleyball programs at County parks with funds from the FY21 and FY22 Recreation and Parks Budgets. (L. Gurganus) [REPORT](#) FC Vote: 3-0

24. *Consider recommending the Board of Commissioners reject all bids for the Saint Simons Tennis Court Resurfacing Project IFB # 01186, direct staff to revise the scope of work, and re-advertise the project as two separate projects.*

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

Recommend the Board of Commissioners reject all bids for the Saint Simons Tennis Court Resurfacing Project IFB # 01186, direct staff to revise the scope of work, and re-advertise the project as two separate projects. (L. Gurganus) [REPORT](#) FC Vote: 3-0

25. *Consider recommending the Board of Commissioners award a purchase order to Allan Vigil Ford-Lincoln Government Sales to purchase a 2021 Ford Explorer for the Office of Tax Commissioner with the funding to be provided by the FY21 Tax Commissioner's operating budget.*

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

Recommend the Board of Commissioners award a purchase order to Allan Vigil Ford-Lincoln Government Sales to purchase a 2021 Ford Explorer for the Office of Tax Commissioner with the funding to be provided by the FY21 Tax Commissioner's operating budget. (J. Chapman) [REPORT](#) FC Vote: 3-0

26. *Consider recommending the Board of Commissioners approve the personnel contracts with the University System of Georgia's (UGA) Cooperative Extension Office to compensate the Camden County Extension Office Agent for her support from 02/01/2021 to 06/30/2021 with funding in the amount of \$2,923 to be provided by the FY21 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 compensate the Camden County Extension Office Agent for her support from 02/01/2021 to 06/30/2021 with funding in the amount of \$2,923 to be provided by the FY21 GA Extension Operating Budget. (D. Stewart) [REPORT](#) FC Vote: 3-0

Other Items

27. *Discuss future format of in person or virtual FC meetings for the remainder of 2021. (D. O'Quinn, Chairman)*
Discuss future format of in person or virtual FC meetings for the remainder of 2021. (D. O'Quinn, Chairman)
– Commissioner O'Quinn chose to hold meetings in person.
28. *Request that the Chairman identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.*

**Items #3-26 will be placed on the Board of Commissioners' February 4, 2021 consent Agenda.
Items #1-2 and #27-28 will not be forwarded to the Board of Commissioners Agenda.**