



*A Golden Past.  
A Shining Future.*

## Finance Committee Meeting Minutes

Glynn County Board of Commissioners

**3:00 PM, Tuesday, August 24, 2021**

### **Present (Virtually):**

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

**Elected Officials/Staff:** *P. Andrews, D. Austin, D. DeLoach, J. Dunnagan, L. Gurganus, M. Hardin, R. Jordan, M. Kent, K. Munuz-Strickland, T. Munson, C. Toler, D. West, and W. Worley*

**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 O'Quinn passed unanimously.

**Added item 21-1 – "Recommend the Board of Commissioners approve issuance of a purchase order for evidence room design to Ussery Rule Architect in the amount of \$13,500 with funding provided by the At-Large Post #1 Capital Funds allocation." FC Vote: 2-0**

2. *Consider approving the July 27, 2021 Finance Committee Minutes.*

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

**Approved the July 27, 2021 Finance Committee Minutes. (J. Dunnagan) [REPORT](#) FC Vote: 2-0**

### **Public Safety Item**

3. *Consider recommending the Board of Commissioners reject the bids for firefighter physicals, amend the Invitation for Bid and re-bid the project.*

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

**Recommend the Board of Commissioners reject the bids for firefighter physicals, amend the Invitation for Bid and re-bid the project. (R. Jordan) [REPORT](#) FC Vote: 2-0**

### **Property Appraisal**

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, August 5, 2021 with clarification that this does not approve a tax refund.*

The following motion made by Commissioner Rafolski 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 last meeting, Thursday, August 5, 2021 with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC Vote: 2-0**

### **Other**

5. *Consider recommending the Board of Commissioners accept the total loss settlement of \$8,723 from Liberty Mutual for Unit 2762 a 2014 Ford Police Interceptor and remove useable equipment and gear.*

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

**Recommend the Board of Commissioners accept the total loss settlement of \$8,723 from Liberty Mutual for Unit 2762 a 2014 Ford Police Interceptor and remove useable equipment and gear. (K. Munoz-Strickland) [REPORT](#) FC Vote: 2-0**

6. *Consider recommending the Board of Commissioners accept the total loss settlement of \$16,359.78 from Farm Bureau for Unit 2413 a 2008 Ford Super Duty F-250 pickup and transfer ownership to Farm Bureau.*

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

**Recommend the Board of Commissioners accept the total loss settlement of \$16,359.78 from Farm Bureau for Unit 2413 a 2008 Ford Super Duty F-250 pickup and transfer ownership to Farm Bureau. (K. Munoz-Strickland) [REPORT](#) FC Vote: 2-0**

7. *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 Department of Community Supervision regarding the two rooms, 207 and 209 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 O'Quinn 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 Department of Community Supervision regarding the two rooms, 207 and 209 on the second floor of the Glynn County Office Park Building located at 11 Judicial Lane, Brunswick, Georgia. (J. Dunnagan) [REPORT](#) FC Vote: 2-0**

8. Consider recommending the Board of Commissioners approve staff to do the following regarding American Rescue Act Funds:
- Allow for an open application process, requesting local non-profits to submit their proposal, rather than selecting a few to operate these proposed programs.
  - Invite local non-profits to assist in housing related services such as providing systems navigators and financial counseling to assist tenants and home owners in the online navigation processes for access to available aid.
  - Refrain from offering back rental assistance until DCA has used all their rental assistance program funds or until DCA is able and willing to share their database with local governments. Having local rental programs run concurrent with DCA's program may create a duplication of services and funds.
  - Offer a mortgage assistance program to work with homeowners and lenders to provide up to six months of back mortgage with related utilities for qualified applicants.
  - Offer various outreach/marketing strategies to increase awareness of local and state resources.
  - Partner with America's Second Harvest to conduct the main food distribution program for Glynn County.

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

**Recommend the Board of Commissioners approve staff to do the following regarding American Rescue Act Funds:**

- **Allow for an open application process, requesting local non-profits to submit their proposal, rather than selecting a few to operate these proposed programs.**
- **Invite local non-profits to assist in housing related services such as providing systems navigators and financial counseling to assist tenants and home owners in the online navigation processes for access to available aid.**
- **Refrain from offering back rental assistance until DCA has used all their rental assistance program funds or until DCA is able and willing to share their database with local governments. Having local rental programs run concurrent with DCA's program may create a duplication of services and funds.**
- **Offer a mortgage assistance program to work with homeowners and lenders to provide up to six months of back mortgage with related utilities for qualified applicants.**
- **Offer various outreach/marketing strategies to increase awareness of local and state resources.**
- **Partner with America's Second Harvest to conduct the main food distribution program for Glynn County. (T. Munson) [REPORT](#) FC Vote: 2-0**

9. 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 23, 2021 for the purpose of a fund-raising kickball tournament.

The following motion made by Commissioner Rafolski 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 23, 2021 for the purpose of a fund-raising kickball tournament. (L. Gurganus) [REPORT](#) FC Vote: 2-0**

10. Consider recommending the Board of Commissioners designate funds collected from Fiscal Year 2022 Mainland Athletics Concessions operations to be held in a segregated account to be used as the initial funding source to implement the Athletics4All Scholarship Program for youth athletic leagues in Fiscal Year 2023.

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

**Recommend the Board of Commissioners designate funds collected from Fiscal Year 2022 Mainland Athletics Concessions operations to be held in a segregated account to be used as the initial funding source to implement the Athletics4All Scholarship Program for youth athletic leagues in Fiscal Year 2023. (L. Gurganus) [REPORT](#) FC Vote: 2-0**

11. Consider recommending that the Board of Commissioners authorize payment of the excess tax proceeds from the tax sale of parcel number 03-00563 in the amount of Eighteen Thousand Five Hundred and 00/100 dollars (\$18,500.00) to the Ligon Firm, P.C., on behalf of the Estate of Jerry R. Bradford and Josephine H. Lane.

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

**Recommend that the Board of Commissioners authorize payment of the excess tax proceeds from the tax sale of parcel number 03-00563 in the amount of Eighteen Thousand Five Hundred and 00/100 dollars (\$18,500.00) to the Ligon Firm, P.C., on behalf of the Estate of Jerry R. Bradford and Josephine H. Lane. (W. Worley) [REPORT](#) FC Vote: 2-0**

#### **Budget/Grants**

12. Consider recommending the Board of Commissioners approve reallocating FY22 Capital Project Fund budget in the amount of \$40,000 from Ballard Park Tennis Court Resurfacing Project to North Glynn Tennis Court Resurfacing Project.

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

**Recommend the Board of Commissioners approve reallocating FY22 Capital Project Fund budget in the amount of \$40,000 from Ballard Park Tennis Court Resurfacing Project to North Glynn Tennis Court Resurfacing Project. (L. Gurganus) [REPORT](#) FC Vote: 2-0**

#### **Contracts/Procurement**

13. Consider recommending the Board of Commissioners approve the contract with Southeast Publications, Inc.

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

**Recommend the Board of Commissioners approve the contract with Southeast Publications, Inc. (L. Gurganus) [REPORT](#) FC Vote: 2-0**

14. Consider recommending the Board of Commissioners approve the Officials Agreement with Gold Coast Officials Association to provide officiating services for Glynn County Recreation and Parks Department Youth Football games for the 2021 Fall Season in an amount not to exceed \$15,000 with funding to be provided by the FY2022 Recreation Operating Budget.

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

**Recommend the Board of Commissioners approve the Officials Agreement with Gold Coast Officials Association to provide officiating services for Glynn County Recreation and Parks Department Youth Football games for the 2021 Fall Season in an amount not to exceed \$15,000 with funding to be provided by the FY2022 Recreation Operating Budget. (L. Gurganus) [REPORT](#) FC Vote: 2-0**

15. Consider recommending the Board of Commissioners approve the Blythe Island Regional Park Campground Host Agreements with Otis "Ted" Hartley and Donna Briley.

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

**Recommend the Board of Commissioners approve the Blythe Island Regional Park Campground Host Agreements with Otis "Ted" Hartley and Donna Briley. (L. Gurganus) [REPORT](#) FC Vote: 2-0**

16. Consider recommending the Board of Commissioners approve amendment number 3 to the Civic Plus, LLC agreement for the Platinum level of service for a total of \$9,450.

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

**Recommend the Board of Commissioners approve amendment number 3 to the Civic Plus, LLC agreement for the Platinum level of service for a total of \$9,450. (D. Bragdon) [REPORT](#) FC Vote: 2-0**

17. Consider recommending the Board of Commissioners approve using \$12,500 from Capital fund allocation for Commission District #2 to award contract to EMC Engineering to provide survey services as required for permitting for the East Beach Coast Guard Parking Lot Expansion project.

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

**Recommend the Board of Commissioners approve using \$12,500 from Capital fund allocation for Commission District #2 to award contract to EMC Engineering to provide survey services as required for permitting for the East Beach Coast Guard Parking Lot Expansion project. (D. Austin) [REPORT](#) FC Vote: 2-0**

18. Consider recommending the Board of Commissioners exercise the third-year option for Commercial Trash Service to Republic Services of Georgia effective January 1, 2022, at a projected cost of \$160,366 with funding to be provided by various FY22 and FY 23 operating budgets.

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

**Recommend the Board of Commissioners exercise the third-year option for Commercial Trash Service to Republic Services of Georgia effective January 1, 2022, at a projected cost of \$160,366 with funding to be provided by various FY22 and FY 23 operating budgets. (D. Austin) [REPORT](#) FC Vote: 2-0**

19. Consider recommending the Board of Commissioners approve the following Glynn County storm water drainage improvement projects with funding to be provided by the American Rescue Plan Act Glynn County allocation: 1) Perry Lane Box Culvert at CSX and Perry Lane ditch piping for design and construction bidding; 2) Cains Trace outfall at US 82 for drainage basin calculations, permitting, design and construction bidding; and 3) Somersby Points roadway and drainage improvement drainage study, evaluation, design, and construction bidding.

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

**Recommend the Board of Commissioners approve the following Glynn County storm water drainage improvement projects with funding to be provided by the American Rescue Plan Act Glynn County allocation: 1) Perry Lane Box Culvert at CSX and Perry Lane ditch piping for design and construction bidding; 2) Cains Trace outfall at US 82 for drainage basin calculations, permitting, design and construction bidding; and 3) Somersby Points roadway and drainage improvement drainage study, evaluation, design, and construction bidding. (D. Austin) [REPORT](#) FC Vote: 2-0**

20. Consider recommending the Board of Commissioners approve the third-year option with Mosquito Control Services of Georgia for the provision of inspection, surveillance, chemical control, biological control, efficacy testing, and reporting effective January 1, 2022 in the amount of \$1,028,541.82 with funding to be provided by the FY22 and FY23 Public Works Budgets.

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

**Recommend the Board of Commissioners approve the third-year option with Mosquito Control Services of Georgia for the provision of inspection, surveillance, chemical control, biological control, efficacy testing, and reporting effective January 1, 2022 in the amount of \$1,028,541.82 with funding to be provided by the FY22 and FY23 Public Works Budgets. (D. Austin) [REPORT](#) FC Vote: 2-0**

21. Consider recommending the Board of Commissioners accept Change Order #3 from EMC Engineering for the Canal Road widening Roundabout Engineering in the amount of \$40,000 with funding to be provided by funds currently allocated to the project in SPLOST 2016.

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

**Recommend the Board of Commissioners accept Change Order #3 from EMC Engineering for the Canal Road widening Roundabout Engineering in the amount of \$40,000 with funding to be provided by funds currently allocated to the project in SPLOST 2016. (P. Thompson) [REPORT](#) FC Vote: 2-0**

21-1. Consider recommending the Board of Commissioners approve issuance of a purchase order for evidence room design to Ussery Rule Architect in the amount of \$13,500 with funding provided by the At-Large Post #1 Capital Funds allocation.

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

**Recommend the Board of Commissioners approve issuance of a purchase order for evidence room design to Ussery Rule Architect in the amount of \$13,500 with funding provided by the At-Large Post #1 Capital Funds allocation. (D. Austin) [REPORT 1](#) and [REPORT 2](#) FC Vote: 2-0**

**Other Items**

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

**Items #3-21-1 will be placed on the Board of Commissioners' September 2, 2021 consent Agenda.**

**Items #1-2 and #22 will not be forwarded to the Board of Commissioners Agenda.**