



*A Golden Past.  
A Shining Future.*

**Finance Committee Meeting Minutes**  
Glynn County Board of Commissioners  
W. Harold Pate Courthouse Annex, 2<sup>nd</sup> Floor Meeting Room 224  
**3:00 PM, Thursday, February 24, 2022**

**Present:**

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

**Elected Officials/Staff:** *D. Austin, J. Battiste, D. Bragdon, B. Brunson, I. Carter, J. Dunnagan, L. Gurganus, J. Hagen, M. Hardin, R. Jordan, C. Kinstle, A. Mumford, T. Munson (online), C. Richardson, D. Ringle, M. Stewart, and R. Vakulich*

**Others:** *D. Crews, Gateway Behavioral Services Agency*

**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 Neal passed unanimously.

**Move to move Item #10 to before item #3. FC Vote: 3-0**

2. *Consider approving the January 25, 2022 Finance Committee Minutes.*

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

**Approve the January 25, 2022 Finance Committee Minutes. (J. Dunnagan) [REPORT](#) FC Vote: 3-0**

10. *Consider recommending the Board of Commissioners approve the issuance of a purchase order to Mobile Communications America in the amount of \$149,759.16, to purchase and install police equipment for 14 Ford Explorer pursuit vehicles with funding to be provided by the FY22 Police Fund Budget.*

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 to Mobile Communications America in the amount of \$149,759.16, to purchase and install police equipment for 14 Ford Explorer pursuit vehicles with funding to be provided by the FY22 Police Fund Budget. (J. Battiste) [REPORT](#) FC Vote: 3-0**

3. *Consider recommending the Board of Commissioners authorize payment in the amount of Ten-Thousand Two-Hundred Fifty-One and 00/100 dollars (\$10,251.00) to George Barnhill, Attorney at Law f/b/o Mario and Nanette Zepeda-Garcia – excess funds parcels 02-02558 and 02-02559.*

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

**Recommend the Board of Commissioners authorize payment in the amount of Ten-Thousand Two-Hundred Fifty-One and 00/100 dollars (\$10,251.00) to George Barnhill, Attorney at Law f/b/o Mario and Nanette Zepeda-Garcia – excess funds parcels 02-02558 and 02-02559. (C. Provano) [REPORT](#) FC Vote: 3-0**

4. Consider recommending the Board of Commissioners authorize payment in the total amount of Two-Thousand Two-Hundred and Ninety-Three and 61/100 (\$2,293.61) to the Georgia Department of Revenue; and Fifty-Two Thousand Three-Hundred and Seven and 39/100 Dollars (\$52,307.39) to Whelchel & McQuigg, LLC, for the disbursement of funds pursuant to the agreement dated February 9, 2022 made between Bank of America, N.A. and Keith D. Sapp - excess funds parcel 03-03832.

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

**Recommend the Board of Commissioners authorize payment in the total amount of Two-Thousand Two-Hundred and Ninety-Three and 61/100 (\$2,293.61) to the Georgia Department of Revenue; and Fifty-Two Thousand Three-Hundred and Seven and 39/100 Dollars (\$52,307.39) to Whelchel & McQuigg, LLC, for the disbursement of funds pursuant to the agreement dated February 9, 2022 made between Bank of America, N.A. and Keith D. Sapp - excess funds parcel 03-03832. (C. Provano) [REPORT](#) FC Vote: 3-0**

5. Consider recommending the Board of Commissioners authorize the Recreation and Parks Department to advertise a public hearing to consider changing and/or implementing certain fees related to Neptune Park Fun Zone and to recreation programs and classes at County parks.

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

**Recommend the Board of Commissioners authorize the Recreation and Parks Department to advertise a public hearing to consider changing and/or implementing certain fees related to Neptune Park Fun Zone and to recreation programs and classes at County parks. (L. Gurganus) [REPORT](#) FC Vote: 3-0**

#### **Public Safety Items**

6. Consider recommending the Board of Commissioners approve the issuance of a Purchase Order, to Oxygen Generating Systems International, as the "Single Source Provider", North Tonawanda, NY, in the amount of \$36,665 for the purchase of one MOGS-20 Oxygen Generating System with required components with the funding to be provided by the FY22 Emergency Rescue Fund.

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, to Oxygen Generating Systems International, as the "Single Source Provider", North Tonawanda, NY, in the amount of \$36,665 for the purchase of one MOGS-20 Oxygen Generating System with required components with the funding to be provided by the FY22 Emergency Medical Services-Rescue Fund. (R. Jordan) [REPORT](#) FC Vote: 3-0**

7. Consider recommending the Board of Commissioners approve the issuance of a Purchase Order to STRYKER Medical as the "Single Source Provider", Chicago, IL, in the amount of \$37,684.71 for the purchase of (1) LifePak-15 monitor/defibrillator with accessories with the funding to be provided by the FY22 Emergency Medical Services Fund.

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 to STRYKER Medical as the "Single Source Provider", Chicago, IL, in the amount of \$37,684.71 for the purchase of (1) LifePak-15 monitor/defibrillator with accessories with the funding to be provided by the FY22 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, utilizing HGAC Buy Contract, to FRAZER LTD, St. Houston, TX, in the amount of \$235,600 for the purchase of one ambulance with funding to be provided by the FY22 Emergency Medical Services Fund.

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 HGAC Buy Contract, to FRAZER LTD, St. Houston, TX, in the amount of \$235,600 for the purchase of one ambulance with funding to be provided by the FY22 Emergency Medical Services Fund. (R. Jordan) [REPORT](#) FC Vote: 3-0**

9. *Consider recommending the Board of Commissioners approve the Tower and Ground Lease Agreement with Senet Inc. for the lease of space on the Frederica Road Tower in the amount of \$4,800 with an increase of 6% per year for a term of five (5) years with an option of extending the lease for four (4) additional periods of five (5) years each.*

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

**Recommend the Board of Commissioners approve the Tower and Ground Lease Agreement with Senet Inc. for the lease of space on the Frederica Road Tower in the amount of \$4,800 with an increase of 6% per year for a term of five (5) years with an option of extending the lease for four (4) additional periods of five (5) years each. (C. Richardson) [REPORT](#) FC Vote: 3-0**

### **Budget/Grants**

11. *Consider recommending the Board of Commissioners authorize acceptance of the Employee Safety Grant from Association County Commissioners of Georgia Group Self-Insurance Workers' Compensation Fund in the amount of \$5,715.60 and to authorize an increase in the revenues and expenditures of the Workers' Compensation department by said amount.*

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

**Recommend the Board of Commissioners authorize acceptance of the Employee Safety Grant from Association County Commissioners of Georgia Group Self-Insurance Workers' Compensation Fund in the amount of \$5,715.60 and to authorize an increase in the revenues and expenditures of the Workers' Compensation department by said amount. (O. Reed) [REPORT](#) FC Vote: 3-0**

12. *Consider recommending the Board of Commissioners approve a contract with the Coastal Regional Commission to perform grant administration services for the 2016 CHIP grant, compensation for services not to exceed \$6,000, pending County Attorney's approval.*

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

**Recommend the Board of Commissioners approve a contract with the Coastal Regional Commission to perform grant administration services for the 2016 CHIP grant, compensation for services not to exceed \$6,000, pending County Attorney's approval. (J. Dunnagan) [REPORT](#) FC Vote: 3-0**

13. *Consider recommending the Board of Commissioners accept the 2022 Georgia County Internship Grant and amend the FY22 Police Fund Budget revenues and expenditures in the amount of \$2,607.60.*

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

**Recommend the Board of Commissioners accept the 2022 Georgia County Internship Grant and amend the FY22 Police Fund Budget revenues and expenditures in the amount of \$2,607.60. (J. Dunnagan) [REPORT](#) FC Vote: 3-0**

14. *Consider recommending the Board of Commissioners accept the Project Funding Agreement between the Glynn County Board of Commissioners and the Gateway Behavioral Health Services agency, subject to the County Attorney's approval, in an amount not to exceed \$277,200, with funding to be provided by the American Rescue Plan Act (ARPA) funds.*

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

**Recommend the Board of Commissioners accept the Project Funding Agreement between the Glynn County Board of Commissioners and the Gateway Behavioral Health Services agency, subject to the County Attorney's approval, in an amount not to exceed \$277,200, with funding to be provided by the American Rescue Plan Act (ARPA) funds. (T. Munson) [REPORT](#) FC Vote: 3-0**

**Contracts/Procurement**

15. *Consider recommending the Board of Commissioners approve the request to award the contract to Curtron Transport Services for Coroner Transport Services with funding to be provided by the County Coroner's Operating Budget.*

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

**Recommend the Board of Commissioners approve the request to award the contract services for Coroner Transport Servicers to L.W. Jackson to do trips to the crime lab and back and Curtron Transport Services to do local transports with funding to be provided by the County Coroner's Operating Budget. (M. Neu) [REPORT](#) FC Vote: 3-0**

16. *Consider recommending the Board of Commissioners approve the Agreement with CyberSource to provide services in conjunction with Fiserv/First Data for Credit Card Services for our Short-Term Rental Software.*

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

**Recommend the Board of Commissioners approve the Agreement with CyberSource to provide services in conjunction with Fiserv/First Data for Credit Card Services for our Short-Term Rental Software. (J. Dunnagan) [REPORT](#) FC Vote: 3-0**

17. *Consider recommending the Board of Commissioners approve the Second Amendment to the Short-Term Rental agreement to acknowledge that MuniRevs was obtained by GovOS and for a change order for Payment Gateway Integration for \$4,050 funded by the FY-22 IT Operating Budget subject to approval by the County Attorney.*

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

**Recommend the Board of Commissioners approve the Second Amendment to the Short-Term Rental agreement to acknowledge that MuniRevs was obtained by GovOS and for a change order for Payment Gateway Integration for \$4,050 funded by the FY-22 IT Operating Budget subject to approval by the County Attorney. (D. Bragdon) [REPORT](#) FC Vote: 3-0**

18. *Consider recommending the Board of Commissioners approve the FTR Recording Software as a Service agreement with For the Record the amount of \$8,388 with funding to be provided by the FY22 Capital Projects Fund – Information Technology Department Budget.*

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

**Recommend the Board of Commissioners approve the FTR Recording Software as a Service agreement with For the Record the amount of \$8,388 with funding to be provided by the FY22 Capital Projects Fund – Information Technology Department Budget. (D. Bragdon) [REPORT](#) FC Vote: 3-0**

19. *Consider recommending the Board of Commissioners approve the attached Memorandum of Understanding with Social Opportunities & Active Recreation, Inc. (SOAR), and issue payment for \$10,000 to Special Olympics of Georgia in support of the local Special Olympics Program for FY23 which will begin on 07/01/2022 with funding to be provided by the FY23 General Fund Operating Budget.*

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

**Recommend the Board of Commissioners approve the attached Memorandum of Understanding with Social Opportunities & Active Recreation, Inc. (SOAR), and issue payment for \$10,000 to Special Olympics of Georgia in support of the local**

**Special Olympics Program for FY23 which will begin on 07/01/2022 with funding to be provided by the FY23 General Fund Operating Budget. (J. Dunnagan) [REPORT](#) FC Vote: 3-0**

20. *Consider recommending the Board of Commissioners award the contract for the July 4th fireworks show to Starfire Corporation in the amount of \$35,000 with funding to be provided by the FY22 Recreation Operating Budget.*

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

**Recommend the Board of Commissioners award the contract for the July 4th fireworks show to Starfire Corporation in the amount of \$35,000 with funding to be provided by the FY22 Recreation Operating Budget. (J. Hagen) [REPORT](#) FC Vote: 3-0**

21. *Consider recommending the Board of Commissioners approve entering into an instructor agreement with Danny Moore to instruct Pickleball lessons at County parks with funds from the FY22 and FY23 Recreation and Parks Department Operating Budget.*

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

**Recommend the Board of Commissioners approve entering into an instructor agreement with Danny Moore to instruct Pickleball lessons at County parks with funds from the FY22 and FY23 Recreation and Parks Department Operating Budget. (L. Gurganus) [REPORT](#) FC Vote: 3-0**

22. *Consider recommending the Board of Commissioners accept a \$5,000 donation from the Two-Way Sport Fishing Club and a \$4,300 donation from the Blythe Island Regional Park Boating and Fishing Club to be used to complete the Blythe Island Regional Park freshwater fishing platform project and amend the Recreation and Parks FY22 revenues and expenditures budget; and award the bid for IFB 22017 Blythe Island Regional Park Freshwater Fishing Platform to Sapelo Building Solutions, Inc. in the amount of \$119,300 with funding to be provided by the FY22 Capital Projects Budget (\$55,000), the At-Large Post 2 capital allocation of the Capital Projects Fund (\$55,000), and the donations of \$5,000 from the Two-Way Sport Fishing Club and \$4,300 from the Blythe Island Regional Park Boating and Fishing Club.*

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

**Recommend the Board of Commissioners accept a \$5,000 donation from the Two-Way Sport Fishing Club and a \$4,300 donation from the Blythe Island Regional Park Boating and Fishing Club to be used to complete the Blythe Island Regional Park freshwater fishing platform project and amend the Recreation and Parks FY22 revenues and expenditures budget; and award the bid for IFB 22017 Blythe Island Regional Park Freshwater Fishing Platform to Sapelo Building Solutions, Inc. in the amount of \$119,300 with funding to be provided by the FY22 Capital Projects Budget (\$55,000), the At-Large Post 2 capital allocation of the Capital Projects Fund (\$55,000), and the donations of \$5,000 from the Two-Way Sport Fishing Club and \$4,300 from the Blythe Island Regional Park Boating and Fishing Club. (L. Gurganus) [REPORT](#) FC Vote: 3-0**

23. *Consider recommending the Board of Commissioners authorize the use of up to \$15,000 of District 1 capital allocation funds to purchase materials/supplies needed to complete the drainage/pipe work for the Blythe Island Regional Park marina expansion project.*

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

**Recommend the Board of Commissioners authorize the use of up to \$15,000 of District 1 capital allocation funds to purchase materials/supplies needed to complete the drainage/pipe work for the Blythe Island Regional Park marina expansion project. (L. Gurganus) [REPORT](#) FC Vote: 3-0**

24. *Consider recommending the Board of Commissioners exercise second-year option to Elite Maintenance and Contracting (formerly US Lawns) for Tasks 1,2 and 3 along with change order one for a total amount of \$45,080.64 with funding to be provided by the FY22 and FY23 Public Works Operational Budget.*



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

**Recommend the Board of Commissioners exercise second-year option to Elite Maintenance and Contracting (formerly US Lawns) for Tasks 1,2 and 3 along with change order one for a total amount of \$45,080.64 with funding to be provided by the FY22 and FY23 Public Works Operational Budget. (D. Austin) [REPORT](#) FC Vote: 3-0**

25. *Consider recommending the Board of Commissioners exercise the third-year option with Thompson Consulting Services to provide Debris Monitoring services in the event of a man-made or natural disaster.*

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

**Recommend the Board of Commissioners exercise the third-year option with Thompson Consulting Services to provide Debris Monitoring services in the event of a man-made or natural disaster. (D. Austin) [REPORT](#) FC Vote: 3-0**

26. *Consider recommending the Board of Commissioners exercise the second-year option for tree removal and maintenance services with Jones Maintenance Company of St. Simons Island with funding to be provided by the FY22 Public Works Department operating budget effective July 1, 2022.*

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

**Recommend the Board of Commissioners exercise the second-year option for tree removal and maintenance services with Jones Maintenance Company of St. Simons Island with funding to be provided by the FY22 Public Works Department operating budget effective July 1, 2022. (D. Austin) [REPORT](#) FC Vote: 3-0**

27. *Consider recommending the Board of Commissioners exercise the fourth-year option with Creative Landscapes for right-of-way mowing and landscaping services at the Demere/Frederica Roundabout (Task 1) in the amount of \$7,500; for the Frederica/Lawrence Roundabout (Task 2) in the amount of \$2,800; for Sea Island Road-Demere to Frederica (Task 3) in the amount of \$ 8,700 for Lawrence Rd Roundabout to Hampton Point (Task 4) in the amount of \$18,600 and approve a change order for \$3,000 to add Demere East Beach roundabout for a total project amount of \$40,600 with funding to be provided by the FY23 Public Works Operating Budget.*

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

**Recommend the Board of Commissioners exercise the fourth-year option with Creative Landscapes for right-of-way mowing and landscaping services at the Demere/Frederica Roundabout (Task 1) in the amount of \$7,500; for the Frederica/Lawrence Roundabout (Task 2) in the amount of \$2,800; for Sea Island Road-Demere to Frederica (Task 3) in the amount of \$ 8,700 for Lawrence Rd Roundabout to Hampton Point (Task 4) in the amount of \$18,600 and approve a change order for \$3,000 to add Demere East Beach roundabout for a total project amount of \$40,600 with funding to be provided by the FY23 Public Works Operating Budget. (D. Austin) [REPORT](#) FC Vote: 3-0**

28. *Consider recommending the Board of Commissioners exercise the third-year option for ground maintenance services to Creative Landscapes, with funding to be provided by the FY23 Recreation Department, Facilities Maintenance, and Fire Department's operating budgets in the total amount of \$98,100.*

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

**Recommend the Board of Commissioners exercise the third-year option for ground maintenance services to Creative Landscapes, with funding to be provided by the FY23 Recreation Department, Facilities Maintenance, and Fire Department's operating budgets in the total amount of \$98,100. (D. Austin) [REPORT](#) FC Vote: 3-0**

29. *Consider recommending the Board of Commissioners award a contract to GWES, LLS for the St. Simons Island Village Drainage Improvement Project Phase 2 project design in the amount of \$41,300 with funding to be provided by the American Rescue Plan Act.*

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

**Recommend the Board of Commissioners award a contract to GWES, LLC for the St. Simons Island Village Drainage Improvement Project Phase 2 project design in the amount of \$41,300 with funding to be provided by the American Rescue Plan Act. (D. Austin) [REPORT](#) FC Vote: 3-0**

30. *Consider recommending the Board of Commissioners award the bid for the Old Cypress Mill sidewalk construction project to Swindell Construction Company, Inc., of Glennville, GA in the amount of \$814,685.50 with \$ 681,545.87 in funding provided by the Capital fund allocation for Commission District #4 and \$133,139.63 in funding provided by the Capital fund allocation At-Large Post #1. (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 Old Cypress Mill sidewalk construction project to Swindell Construction Company, Inc., of Glennville, GA in the amount of \$814,685.50 with \$ 681,545.87 in funding provided by the Capital fund allocation for Commission District #4 and \$133,139.63 in funding provided by the Capital fund allocation At-Large Post #1. (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 # 2-14 and 16-30 will be placed on the Board of Commissioners' March 3, 2022 Consent Agenda.**

**Item #15 will be placed on the Board of Commissioners' March 3, 2022 General Business Agenda.**

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