



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  
2:00 PM, Tuesday, March 29, 2022

**Present:**

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

**Elected Officials/Staff:** J. Battiste, I. Carter, D. Carver, B. Dixon, J. Dunnagan, A. Everett, R. Glisson, L. Gurganus, N. Jump, R. Lawhorn, A. Leanza, K. Munoz-Strickland, K. Munson, T. Munson, A. Sapp, M. Stewart, P. Thompson, J. Wilbanks, W. Worley, R. Vakulich, and T. Vincent

**Others:**

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 Neal and seconded by Commissioner Rafolski passed unanimously.

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

2. Consider approving the February 24, 2022 Finance Committee Minutes.

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

**Approved the February 24, 2022 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 04-07495 in the amount of One Hundred Two Thousand One Hundred One and 00/100 dollars (\$102,101.00) to McQuigg, Smith & Corry, LLC, for the disbursement of funds pursuant to the agreement dated March 15, 2022, made between Timothy Wilson, Conservator of Michael L. Hobson and Stacy Patrick, Administrator of the Estate of Carol Ann Jenke Hobson; Portfolio Recovery Associates, LLC; and Discover Bank.

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

**Recommend the Board of Commissioners authorize payment of the excess tax proceeds from the tax sale of parcel number 04-07495 in the amount of One Hundred Two Thousand One Hundred One and 00/100 dollars (\$102,101.00) to McQuigg, Smith & Corry, LLC, for the disbursement of funds pursuant to the agreement dated March 15, 2022, made between Timothy Wilson, Conservator of Michael L. Hobson and Stacy Patrick, Administrator of the Estate of Carol Ann Jenke Hobson; Portfolio Recovery Associates, LLC; and Discover Bank. (J. Wilbanks) [REPORT](#) FC Vote: 3-0**

4. 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 Rafolski and seconded by Commissioner Neal 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. (D. Austin) [REPORT](#) FC Vote: 3-0**

5. Consider recommending the Board of Commissioners accept the settlement payment of \$3,605 from State Farm Insurance to repair the fence and walking gate at the Blythe Island baseball field and amend the FY22 Recreation and Parks expenditures and revenues budgets in said amount.

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

**Recommend the Board of Commissioners accept the settlement payment of \$3,605 from State Farm Insurance to repair the fence and walking gate at the Blythe Island baseball field and amend the FY22 Recreation and Parks expenditures and revenues budgets in said amount. (K. Munoz-Strickland) [REPORT](#) FC Vote: 3-0**

6. Consider recommending the Board of Commissioners **approve or deny** a fee waiver for the Carl Alexander Memorial Fund fishing tournament at Blythe Island Regional Park to be held October 21-23, 2022 as a fundraising event to support local law enforcement.

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

**Recommend the Board of Commissioners approve a fee waiver for the Carl Alexander Memorial Fund fishing tournament at Blythe Island Regional Park to be held October 21-23, 2022 as a fundraising event to support local law enforcement. (L. Gurganus) [REPORT](#) FC Vote: 3-0**

7. Consider recommending the Board of Commissioners adopt the Language Access Plan as presented, pending County Attorney's approval.

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

**Recommend the Board of Commissioners adopt the Language Access Plan as presented, pending County Attorney's approval. (J. Dunnagan) [REPORT](#) FC Vote: 3-0**

8. Consider recommending the Board of Commissioners approve the consolidation of the Open Records Officer and the Contract Analyst positions into one position titled Compliance Officer at a job grade 28.

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

**Recommend the Board of Commissioners approve the consolidation of the Open Records Officer and the Contract Analyst positions into one position titled Compliance Officer at a job grade 28. (T. Munson) [REPORT](#) FC Vote: 3-0**

### **Public Safety Items**

9. Consider recommending the Board of Commissioners declare the unusable uniforms as surplus and authorize the Police Department to return them to the Forsyth County Sheriff's office.

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

**Recommend the Board of Commissioners declare the unusable uniforms as surplus and authorize the Police Department to return them to the Forsyth County Sheriff's office. (J. Battiste) [REPORT](#) FC Vote: 3-0**

10. Consider recommending the Board of Commissioners declare the unused simulator as surplus, authorize its trade-in, and authorize the issuance of a Purchase Order to TI Training, utilizing GSA Contract, in the amount of \$113,900 for the purchase of a new training simulator with funding to be provided by the FY22 Police Fund.

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

**Recommend the Board of Commissioners declare the unused simulator as surplus, authorize its trade-in, and authorize the issuance of a Purchase Order to TI Training, utilizing GSA Contract, in the amount of \$113,900 for the purchase of a new training simulator with funding to be provided by the FY22 Police Fund. (J. Battiste) [REPORT](#) FC Vote: 3-0**

11. *Consider recommending the Board of Commissioners authorize an increase in the FY22 revenue and expenditure budgets for the Jail Commissary Fund in the amount \$189,000 and authorize the Office of the Sheriff to purchase a Tek84 Intercept Whole Body Security Scanning System utilizing a sole source exemption.*

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

**Recommend the Board of Commissioners authorize an increase in the FY22 revenue and expenditure budgets for the Jail Commissary Fund in the amount \$189,000 and authorize the Office of the Sheriff to purchase a Tek84 Intercept Whole Body Security Scanning System utilizing a sole source exemption. (N. Jump) [REPORT](#) FC Vote: 3-0**

#### **Tax Commissioner Items**

12. *Consider recommending the Board of Commissioners **approve or deny** a request from Mr. Randy Burgess that \$57.35 paid in interest and penalties on 2021 property taxes for parcel 04-11041 be refunded.*

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

**Recommend the Board of Commissioners deny a request from Mr. Randy Burgess that \$57.35 paid in interest and penalties on 2021 property taxes for parcel 04-11041 be refunded. (J. Chapman) [REPORT](#) FC Vote: 3-0**

13. *Consider recommending the Board of Commissioners **approve or deny** a request from Mr. William Mark Churchwell that \$42.20 paid in interest and penalties on 2021 property taxes for parcel 04-03118 be refunded.*

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

**Recommend the Board of Commissioners deny a request from Mr. William Mark Churchwell that \$42.20 paid in interest and penalties on 2021 property taxes for parcel 04-03118 be refunded. (J. Chapman) [REPORT](#) FC Vote: 3-0**

#### **Property Appraisal Items**

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, February 17, 2022 meeting, with clarification that this does not approve a tax refund.*

The following motion made by Commissioner Rafolski and seconded by Commissioner Neal 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, February 17, 2022 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC Vote: 3-0**

15. *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, March 17, 2022 meeting, with clarification that this does not approve a tax refund.*

The following motion made by Commissioner Neal and seconded by Commissioner Rafolski 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, March 17, 2022 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#) FC Vote: 3-0**

### **Budget/Grants**

16. Consider recommending the Board of Commissioners accept the 2022 and the 2023 L4GA Grants between the Glynn County Schools and the Marshes of Glynn Libraries and increase the libraries budgets to reflect the grant funds.

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

**Recommend the Board of Commissioners accept the 2022 and the 2023 L4GA Grants between the Glynn County Schools and the Marshes of Glynn Libraries and increase the libraries budgets to reflect the grant funds. (G. Mullis) [REPORT](#) FC Vote: 3-0**

### **Contracts/Procurement**

17. Consider recommending the Board of Commissioners approve and execute the FY23 contract with the Brunswick Judicial Circuit Public Defender in the amount of \$604,095.20.

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

**Recommend the Board of Commissioners approve and execute the FY23 contract with the Brunswick Judicial Circuit Public Defender in the amount of \$604,095.20. (J. Dunnagan) [REPORT](#) FC Vote: 3-0**

18. Consider recommending the Board of Commissioners approve and execute the FY23 contract with the Coastal Georgia Community Action Authority, Inc. in the amount of \$22,500 with funding to be provided by the FY23 Budget.

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

**Recommend the Board of Commissioners approve and execute the FY23 contract with the Coastal Georgia Community Action Authority, Inc. in the amount of \$22,500 with funding to be provided by the FY23 Budget. (J. Dunnagan) [REPORT](#) FC Vote: 3-0**

19. Consider recommending the Board of Commissioners approve and execute the addendum with Coastal Regional Commission for FY23 appropriation for rural transit in the amount not to exceed \$36,000 and dues in the amount of \$90,075.70.

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

**Recommend the Board of Commissioners approve and execute the addendum with Coastal Regional Commission for FY23 appropriation for rural transit in the amount not to exceed \$36,000 and dues in the amount of \$90,075.70. (J. Dunnagan) [REPORT](#) FC Vote: 3-0**

20. Consider recommending the Board of Commissioners approve the personnel contracts with the University System of Georgia's (UGA) Cooperative Extension Office to extend the contracts for one 4-H Agent/ Extension Coordinator and one ANR Agent at a cost not to exceed \$101,893 with funding from the FY23 GA Extension Operating Budget.

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

**Recommend the Board of Commissioners approve the personnel contracts with the University System of Georgia's (UGA) Cooperative Extension Office to extend the contracts for one 4-H Agent/ Extension Coordinator and one ANR Agent at a cost not to exceed \$101,893 with funding from the FY23 GA Extension Operating Budget. (J. Dunnagan) [REPORT](#) FC Vote: 3-0**

21. Consider recommending the Board of Commissioners award the fourth option year of the contract to Nichols, Cauley & Associates, LLC for Annual Audit Services in the amount of \$57,000 for the County and \$12,500 for the Airport, with funding provided by the FY23 operating budget.

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

**Recommend the Board of Commissioners award the fourth option year of the contract to Nichols, Cauley & Associates, LLC for Annual Audit Services in the amount of \$57,000 for the County and \$12,500 for the Airport, with funding provided by the FY23 operating budget. (T. Munson) [REPORT](#) FC Vote: 3-0**

22. *Consider recommending the Board of Commissioners initiate the process to issue Invitations for Bids to re-landscape the Neptune Park Miniature Golf Course and to obtain pricing to maintain the newly landscaped area through an annual maintenance agreement with the intended funding source to be additional Accommodation Excise Tax collections for FY22.*

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

**Recommend the Board of Commissioners initiate the process to issue Invitations for Bids to re-landscape the Neptune Park Miniature Golf Course and to obtain pricing to maintain the newly landscaped area through an annual maintenance agreement with the intended funding source to be additional Accommodation Excise Tax collections for FY22. (L. Gurganus) [REPORT](#) FC Vote: 3-0**

23. *Consider recommending the Board of Commissioners reject all bids for IFB #22035 Blythe Island Regional Park Maintenance Barn and explore options in FY2023.*

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

**Recommend the Board of Commissioners award IFB # 22035 Blythe Island Regional Park Maintenance Barn project minus the \$20,000 "Tools & Furniture Allowance" to Sapelo Building Supply Solutions, Inc. of St. Simons Island, GA, in the amount of \$276,500 with funding to be provided by the FY22 Capital Projects Fund Budget (\$161,331), the District 1 capital allocation (\$25,169), and the At-Large Post 2 capital allocation (\$90,000). (L. Gurganus) [REPORT](#) FC Vote: 3-0**

24. *Consider recommending the Board of Commissioners approve the Blythe Island Regional Park Advisory Board's recommendation to authorize County personnel to initiate the process to issue an Invitation for Bids for Blythe Island Regional Park Timber Sale of Tract 8.1 (@ 53.8 acres) and Tract 4 (@ 28.2 acres) as noted on the Georgia Forestry Commission map.*

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

**Recommend the Board of Commissioners approve the Blythe Island Regional Park Advisory Board's recommendation to authorize County personnel to initiate the process to issue an Invitation for Bids for Blythe Island Regional Park Timber Sale of Tract 8.1 (@ 53.8 acres) and Tract 4 (@ 28.2 acres) as noted on the Georgia Forestry Commission map. (L. Gurganus) [REPORT](#) FC Vote: 3-0**

25. *Consider recommending the Board of Commissioners award the bid for the Historical Courthouse Roof Spray Foam Insulation project to Certified Electric of Brunswick, Georgia in the amount of \$59,885 with funding to be provided by the Facilities Department FY22 Operating Budget.*

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

**Recommend the Board of Commissioners award the bid for the Historical Courthouse Roof Spray Foam Insulation project to Certified Electric of Brunswick, Georgia in the amount of \$59,885 with funding to be provided by the Facilities Department FY22 Operating Budget. (D. Austin) [REPORT](#) FC Vote: 3-0**

26. *Consider recommending the Board of Commissioners award the contract for the Perry Lane Drainage design project to EMC Engineering Services Inc of Savannah, GA to include option 1 for right of way acquisition services in the amount of \$73,000 with funding to be provided by the American Rescue Plan Act and authorize staff to bid the project for construction.*

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

**Recommend the Board of Commissioners award the contract for the Perry Lane Drainage design project to EMC Engineering Services Inc of Savannah, GA to include option 1 for right of way acquisition services in the amount of \$73,000 with funding to be provided by the American Rescue Plan Act and authorize staff to bid the project for construction. (D. Austin) [REPORT](#) FC Vote: 3-0**

*27. Consider recommending the Board of Commissioners award the contract for the Highway 82 at Cains Trace Drainage Project design to EMC Engineering Services Inc of Savannah, GA in the amount of \$40,500 with funding to be provided by the American Rescue Plan Act and authorize staff to bid the project for construction.*

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

**Recommend the Board of Commissioners award the contract for the Highway 82 at Cains Trace Drainage Project design to EMC Engineering Services Inc of Savannah, GA in the amount of \$40,500 with funding to be provided by the American Rescue Plan Act and authorize staff to bid the project for construction. (D. Austin) [REPORT](#) FC Vote: 3-0**

*28. Consider recommending the Board of Commissioners award the contract for the 4th Street Ditch Piping Project design to EMC Engineering Services Inc of Savannah, GA to include option 1 to identify any necessary right of way acquisition services in the amount of \$61,000 with funding to be provided by the American Rescue Plan Act and authorize staff to bid the project for construction.*

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

**Recommend the Board of Commissioners award the contract for the 4th Street Ditch Piping Project design to EMC Engineering Services Inc of Savannah, GA to include option 1 to identify any necessary right of way acquisition services in the amount of \$61,000 with funding to be provided by the American Rescue Plan Act and authorize staff to bid the project for construction. (D. Austin) [REPORT](#) FC Vote: 3-0**

*29. Consider recommending the Board of Commissioners renew the contract with Keep Golden Isles Beautiful (KGIB) in the amount of \$60,000 with funding to be provided by the FY23 Solid Waste Collection Fund Operating Budget.*

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

**Recommend the Board of Commissioners renew the contract with Keep Golden Isles Beautiful (KGIB) in the amount of \$60,000 with funding to be provided by the FY23 Solid Waste Collection Fund Operating Budget. (P. Thompson) [REPORT](#) FC Vote: 3-0**

*30. Consider recommending the Board of Commissioners approve the construction bid for the modification and renovation of the Glynn County Board of Elections and Registration Building from C. Merrill Construction for \$1,705,000 with funding from the Capital Projects Fund Balance Allocation for the Elections Office.*

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

**Recommend the Board of Commissioners approve the construction bid for the modification and renovation of the Glynn County Board of Elections and Registration Building from C. Merrill Construction for \$1,705,000 with funding from the Capital Projects Fund Balance Allocation for the Elections Office. (P. Thompson) [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 # 3-30 will be placed on the Board of Commissioners' April 7, 2022 Consent Agenda.  
Items #1-2 and #31 will not be forwarded to the Board of Commissioners Agenda.**