



MINUTES  
FINANCE COMMITTEE REGULAR SESSION  
FINANCE COMMITTEE  
W. HAROLD PATE COURTHOUSE ANNEX 2ND FLOOR,  
MEETING ROOM 224  
TUESDAY, MARCH 28, 2023 AT 2:00 PM

**Present:**

**Committee Members:** *D. Sweat and W. Rafolski*

**Elected Officials/Staff:** *P. Andrews, D. Austin, D. Bragdon, C. Cary, C. Channel, J. Dunnagan, W. Fallon, J. Gentry, R. Glisson, L. Gurganus, J. Hagen, M. Hardin, T. Harris, J. Hartman, O. Jackson, W. Knighton, S. Leif, T. Moran, T. Munson (online), M. Neu, C. Richardson, R. Talbert, and W. Worley*

**Others:**

1. *Accepting the agenda as is (or to add items / defer items if needed).*

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

**Accepted the agenda as is. FC Vote: 2-0**

CONSENT

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

**Recommend the Board of Commissioners approve the March 28, 2023 Finance Committee Consent Agenda. FC Vote: 2-0**

2. *Approve the February 14, 2023 Finance Committee Minutes. (J. Dunnagan) [REPORT](#)*
3. *Accept the donation of furniture from FLETC for the Board of Elections Department. (C. Channell) [REPORT](#)*
4. *Accept the donation of the \$1,000 from Ms. Joyce Bankston for use by the Glynn County Police Department. (O. Jackson) [REPORT](#)*
5. *Approve the Real and Personal Property corrections and exemptions as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, February 16, 2023 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#)*
6. *Approve the Real and Personal Property corrections and exemptions as recommended by the Board of Assessors and the Chief Appraiser at their Thursday, March 16, 2023 meeting, with clarification that this does not approve a tax refund. (R. Glisson) [REPORT](#)*
7. *Authorize payment of the excess tax sale proceeds from the tax sale of parcel number 04-09794 in the amount of \$4,318.00 to Williams, Rentz & Moulton, P.C., f/b/o M. Frank DeLoach III. (W. Worley) [REPORT](#)*

8. Authorize payment of a portion of the excess tax sale proceeds from the tax sale of parcel number 01-04862 in the amount of \$5,703.01 to the City of Brunswick for unpaid ad valorem taxes. (W. Worley) [REPORT](#)
9. Authorize payment of excess tax proceeds from the tax sale of parcel number 03-10744 in the amount of One Thousand Eight Hundred Twenty-Seven Dollars and Fifty Cents (\$1,827.50) to Jenny Dills. (J. Wilbanks) [REPORT](#)
10. Authorize payment of the excess tax proceeds from the tax sale of parcel number 02-01233 in the amount of Five Thousand and Fifty-One Dollars (\$5,051.00) to McQuigg, Smith & Corry, LLC, f/b/o James A. Bailey. (J. Wilbanks) [REPORT](#)
11. Authorize payment of excess tax proceeds from the tax sale of parcel number 03-02653 in the amount of Eight Thousand Five Hundred Dollars and Fifty Cents (\$8,500.50) to Gomez & Golomb f/b/o Joshua Relihan. (J. Wilbanks) [REPORT](#)
12. 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](#)
13. Accept the recommended changes to Glynn County's Financial Management Policies. (T. Munson) [REPORT](#)
14. Approve the Instructor Agreement with Paytin Snowball to offer tennis lessons, camps, and clinics at Glynn County Recreation and Parks Department facilities. (L. Gurganus) [REPORT](#)
15. Authorize a budget amendment to increase General Fund revenue and expenditure budgets in the amount of \$17,400 to fund anticipated cost overruns in the Coastal Regional Commission transport program. (T. Munson) [REPORT](#)
16. Accept the FY23 Adult Felony Drug Court – Technology Grant from the Georgia Criminal Justice Coordinating Council in the amount of \$17,058 and amend the Drug Court's revenues and expenditure budgets in said amount. (J. Dunnagan) [REPORT](#)
17. Accept the grant monies from the Georgia Trauma Commission in the amount of \$7,659.60 to be used for the specific purpose of purchasing trauma-related equipment and increase the FY23 Emergency Medical Services Fund revenue and expenditures in said amount. (V. DiCristofalo) [REPORT](#)
18. Approve a subscription agreement with Fifth Asset, Inc. D/B/A DebtBook at a cost of \$13,000 with funding to be provided by the FY23 Information Technology Operating Budget. (D. Bragdon) [REPORT](#)
19. Approve the change order for Intercontinental Commercial Services, Inc., Suwanee, GA, for the addition of two county buildings for custodial services in the amount of \$1,825 monthly until the contract expires on Jun 30, 2023, with funding by the FY23 Facilities Maintenance Operating Budgets. (D. Austin) [REPORT](#)

20. *Approve the agreement with Bluebeam, Inc. for Electronic plans software for \$11,340 via single source exemption with funding to be provided by SPLOST 2022, funded with an advance from Capital Projects Fund unreserved cash which will be paid back once SPLOST 2022 collections begin for the Community Development portion. (D. Bragdon) [REPORT](#)*
21. *Approve contract between CCGA and GB-911 via external entities agreement, to provide dispatch and call taking services for the College of Coastal Georgia Police Department. (C. Richardson) [REPORT](#)*

GENERAL BUSINESS

22. *Award the contract for the College Park Phase II-IV – Preliminary Engineering and Construction Administration Services Project to EMC Engineering Services, Inc., in the amount of \$573,000 with funding in the amount of \$527,075 to be provided by SPLOST 2016-Drainage Projects (College Park Drainage Outfall Improvements) and \$45,925 to be provided by the CDBG Grant for the same project.*

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

**Recommend the Board of Commissioners award the contract for the College Park Phase II-IV – Preliminary Engineering and Construction Administration Services Project to EMC Engineering Services, Inc., in the amount of \$573,000 with funding in the amount of \$527,075 to be provided by SPLOST 2016-Drainage Projects (College Park Drainage Outfall Improvements) and \$45,925 to be provided by the CDBG Grant for the same project. (P. Andrews) FC Vote: 2-0 [REPORT](#)**

23. *Approve Change Order #1 to the contract with Michael Baker Associates for the Sea Island Road Corridor Study in the amount of \$39,148, with funding from the GAMPO Grant funds allocated to the County for this project.*

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

**Recommend the Board of Commissioners Approve Change Order #1 to the contract with Michael Baker Associates for the Sea Island Road Corridor Study in the amount of \$39,148, with funding from the GAMPO Grant funds allocated to the County for this project (P. Andrews) FC Vote: 2-0 [REPORT](#)**

24. *Approve a contract for Phase 1 and 2 of the Wayfinding Signage Project to Waybaytay Holdings, dba Signs Etc. with funding in the amount of \$153,350 to be provided by the FY23 Accommodation Excise Tax Fund Community Development Administration Budget.*

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

**Recommend the Board of Commissioners approve a contract for Phase 1 and 2 of the Wayfinding Signage Project to Waybaytay Holdings, dba Signs Etc. with funding in the amount of \$153,350 to be provided by the FY23 Accommodation Excise Tax Fund Community Development Administration Budget. (C. Cary) FC Vote: 2-0 [REPORT](#)**

25. *Approve the installation and funding of a flashing pedestrian beacon at existing crossing at Lawrence Road and Frederica Road roundabout at a total cost of \$9,767.45 to be provided by the Capital Projects Fund allocation – Commissioner District 2.*

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

**Recommend the Board of Commissioners Approve the installation and funding of a flashing pedestrian beacon at existing crossing at Lawrence Road and Frederica Road roundabout at a total cost of \$9,767.45 to be provided by the Capital Projects Fund allocation – Commissioner District 2. (D. Austin) FC Vote: 2-0 [REPORT](#)**

26. *Award a contract for the Somersby Pointe Roadway and Drainage Improvement Construction to Swindell Construction Company, Inc. of Glennville, Georgia, in the amount of \$1,198,083.00 with funding to be provided by the American Rescue Plan Act funds.*

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

**Recommend the Board of Commissioners Award a contract for the Somersby Pointe Roadway and Drainage Improvement Construction to Swindell Construction Company, Inc. of Glennville, Georgia, in the amount of \$1,198,083.00 with funding to be provided by the American Rescue Plan Act funds. (D. Austin) FC Vote: 2-0 [REPORT](#)**

27. *Approve a budget amendment to increase the Coroner's FY23 expenditure budget in the amount of \$30,000 with funding to be provided by the General Fund undesignated fund balance.*

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

**Recommend the Board of Commissioners Approve a budget amendment to increase the Coroner's FY23 expenditure budget in the amount of \$30,000 with funding to be provided by the General Fund undesignated fund balance. (M. Neu) FC Vote: 2-0 [REPORT](#)**

28. *Approve proposal from Robert Civil Engineering in the amount of \$28,900 for the design of Mallery Park Parking Improvements with funds to be provided by SPLOST 2022, funded with an advance from Capital Projects Fund unreserved cash which will be paid back once SPLOST 2022*

*collections begin for the Mallery Park Improvements.*

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

**Recommend the Board of Commissioners Approve proposal from Robert Civil Engineering in the amount of \$28,900 for the design of Mallery Park Parking Improvements with funds to be provided by SPLOST 2022, funded with an advance from Capital Projects Fund unreserved cash which will be paid back once SPLOST 2022 collections begin for the Mallery Park Improvements. (D. Austin) FC Vote: 2-0 [REPORT](#)**

29. *Authorize the issuance of an Invitation to Bid for design for the replacement of an undersized culvert underneath the railroad tracks at Emmanuel Church Road and Head Drive with funding to be provided by SPLOST 2022, funded with an advance from Capital Projects Fund unreserved cash which will be paid back once SPLOST 2022 collections begin for the Public Works Roads.*

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

**Recommend the Board of Commissioners Authorize the issuance of an Invitation to Bid for design for the replacement of an undersized culvert underneath the railroad tracks at Emmanuel Church Road and Head Drive with funding to be provided by SPLOST 2022, funded with an advance from Capital Projects Fund unreserved cash which will be paid back once SPLOST 2022 collections begin for the Public Works Roads. (D. Austin) FC Vote: 2-0 [REPORT](#)**