



Hancock County Board of Supervisors Agenda

March 7, 2016 at 9:00 a.m.



1. Call to Order

- a. Pledge of Allegiance
- b. Invocation

2. Amendments to Agenda

- a. County Officials
- b. Others

3. Accept Agenda

4. Announcements

- a. The next regularly scheduled meeting is March 21, 2016
- b. Bi-Weekly Payroll Amount – \$567,836.40
- c. Accountability Luncheon with MSU Extension Services Department – 11:30 a.m.

5. Approve Board Minutes

- a. February 16, 2016

6. Approve Claims Docket – \$2,762,604.99

7. Business Agenda

- a. Proclamation Declaring March Red Cross Month
- b. Steve Landry – Hancock County Port and Harbor Commission
- c. Rene Areng – Visit Mississippi Gulf Coast (aka Convention and Visitor's Bureau)
- d. D'Angela Brenza – Hancock County Youth Court
- e. Rhonda Rhodes – Hancock County Resource Agency
- f. Jina Necaise – Charles B. Benvenuti, CPA, PA – Grant Administrator
- g. Trent Favre – E911 Attorney
- h. Butch McPherson – Gulf Caribbean Lines
- i. Chere Hayward – Youth Drug Court
- j. Food Pantry Update
- k. Mike Davis – Pearl River Basin Development District (10:00 a.m.)
- l. Dean Oden – Selex Galileo, Inc.



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8. Consent Agenda

a. Ricky Adam- Sheriff

- 1) The attached paper work is for reimbursement from MDOC for the month of December \$35,440.00 and January \$34,580.00 and the Board President needs to sign the paper work.
- 2) The following full time Correction Officers need to be taken off of payroll due to their resignation:
 - Robert Dorsey – Effective 2-10-16
 - Eddie Lambert – Effective 2-23-16
- 3) The following people need to be hired and added to payroll as full time Correction Officers effective 3-07-16:
 - Joseph Jofferion – \$12.50 an hour
 - Anthony Holland – \$12.50 an hour
- 4) The following people need to be hired and added to payroll as part time Deputies effective 3-07-16:
 - Donald Siebenkittel – \$8.25 an hour
 - Linda McKibban – \$8.25 an hour
 - Joseph Kersanac, Jr. – \$8.25 an hour
- 5) The following full time Deputies need to be taken off of payroll, due to their resignations:
 - Jesse Fineran – Effective 3-05-16
 - Jerry Fleming – Effective 3-11-16
 - Jeremiah Banashak – Effective 2-29-16
- 6) The following part time Deputies need to be moved to full time Deputies, with pay increased from \$8.25 to \$13.90 an hour, effective 3-06-16:
 - Amanda Bourn – **Taking Denise Sutter's place**
 - William Morgan – **Taking Jerry Fleming's place**
- 7) The following person needs to be hired and added to payroll as a full time Deputy effective 03-15-16:
 - Jason Scott – \$14.40 an hour – **Taking Jesse Fineran's place**
- 8) Part time Dispatcher Megan Chatman needs to be taken off of payroll due to termination effective 3-07-16.
- 9) The following people need to be hired and added to payroll as part time Dispatchers effective 3-07-16:
 - Chasity Taveras – \$9.50 an hour
 - Randi Bellais – \$9.50 an hour
 - Brittany Bellais – \$9.50 an hour
 - Kristi Aguilar – \$9.50 an hour
 - Alisha Robin – \$9.50 an hour



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b. Jimmie Ladner – Tax Assessor

- 1) Spread on the minutes the hiring of Carrie McQueen, effective March 14, 2016, at \$10.00 per hour
- 2) Request approval of a Freeport Warehouse Application for Lazy Magnolia Brewing Company, LLC.
- 3) Request approval of a contract with Diversified Companies, LLC, to mail car tag renewals.
- 4) General Discussion Items

c. Karen Ruhr – Circuit Clerk – No Agenda

d. Brian Adam – EMA Director

- 1) Request approval to Re-Appoint Eddie Moran to the Kiln Utility and Fire District Board.
- 2) Request approval to upgrade the EMA ID Badge Machine at the Cost of \$1,967.00. We have not updated our badge machine since 2010 and are definitely in need of an upgrade. The cost will come out of 001-260-922 account.
- 3) Request approval to declare 7188 Lake Drive in White Cypress Lakes a Fire and Safety Hazard and have the house and property cleaned up.
- 4) Request approval to declare 9205 Sellers Place a Fire and Safety Hazard and have the house and property cleaned up. This was turned in to the Board of Supervisors on May 18, 2015.
- 5) Request approval of the E-911 Board Resolution requesting the Mississippi Department of Transportation (MDOT) make available to the Hancock County E-911 Commission Microwave Equipment that will help enhance the E-911 Radio System.
- 6) Request approval of the E-911 Board Waiver of Conflict for the Lease Purchasing between Hancock Bank and Hancock County.
- 7) Request approval of the E-911 Board Essential Use Letter. This is for the agreement between Hancock County and Whitney Bank.
- 8) Request approval of the Memorandum of Understanding between the Hancock County E-911 Board and the Mississippi Wireless Commission to get on the Wireless Commission Radio System. This was approved by the E-911 Board on November 20, 2015, and approved by the Board of Supervisors; however, the signed originals were misplaced and need to be resigned.
- 9) Request approval of the Memorandum of Understanding between the Hancock County E-911 Board and the Mississippi Wireless Commission for the Interoperability Channel Plan. This was approved by the E-911 Board on November 20, 2015, and approved by the Board of Supervisors; however, the signed originals were misplaced and need to be resigned.

e. Kevin Ladner – Recreation Director

- 1) Discussion: Gap in racetrack
- 2) Discussion: Equipment for Sports Complex (Approximately \$130,000.00 Total)
- 3) Authorize publication of a Request for Proposals for installation of Wi-Fi at McLeod Park



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- 4) Authorize remodeling of McLeod Park bathhouse not to exceed \$15,000.00, with Purchasing Clerk to procure in accordance with State purchasing law. Work will include replacement of showers, replacement of partitions in bathrooms, replacement of countertops, replacement of light fixtures, replacement of plumbing fixtures, and painting.
- 5) Authorize the hiring of a seasonal worker for McLeod Park to temporarily replace a full time employee currently on worker's comp.

f. Anthony Cuevas – Building Official

- 1) Approve the Planning Commission Meeting Minutes held on February 18, 2016
- 2) Approve Membership Dues in the amount of \$200.00 for the Building Officials Association of Mississippi.
- 3) Approve Membership Dues in the amount of \$120.00 for the Mississippi Coast Building Officials Association.
- 4) Approve Membership Dues in the amount of \$75.00 for the Association of Floodplain Managers of Mississippi.
- 5) Approve Anthony Cuevas, Clarence Wilson, and John White to attend the Building Officials Association of Mississippi's Summer Conference with registration fee of \$125.00 each, for a total cost of \$375.00, held on July 11-15, 2016, in Biloxi at the Golden Nugget

g. Robin Benoit – Purchasing Clerk

- 1) Request approval to purchase for McLeod Park (bath house) a 2.5 ton heat pump unit with hardware (duct, vents, wire, etc.). The price is \$2,249.70 from Malley's Supply, LLC.
- 2) Request approval to purchase for McLeod Park (bath house) plumbing fixtures to include: shower stalls, toilets, faucets, lavatories with hardware. The low Quote is \$4,854.00 from Southern Pipe & Supply Co. Inc.
- 3) Approval to purchase for McLeod Park (bath house) partitions for both men's and women's restrooms with hardware. The low quote is \$6,400.00 from One Point Partitions.
- 4) Approval to spread the monthly credit card report on the minutes. This report reflects all credit card charges that are presently on the docket today for payment.

h. Michelle Cuevas – Inventory Control

- 1) Approve the removal and disposal of the listed assets from inventory, as they are no longer needed for County purposes:
 - Planning and Zoning: 6561 (cell phone); 6559 (cell phone)
 - EOC: 5593 (switch—replaced under warranty due to lightning strike)
- 2) Approve intergovernmental transfer agreement between Hancock County Sheriff's Office and the City of Bay St Louis Police Department for a 1999 Ford Crown Victoria (VIN # 2FAFP73WOWX109850).
- 3) Spread February inventory reports on the minutes.



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i. Geoffrey Clemens – County Engineer

- 1) Request authorization for Change Order #1 – Old Kiln Road-Leetown (215-050)
- 2) Letter of recommendation – Lakeshore Recreational Park Walking Trail
- 3) Sand Beach Change Order #1 for Sand Retrieval Informational – no action required
- 4) Request approval for electric meter on office at Children’s Shelter.

j. Eric Church- Grant Administrator

- 1) **CIAP** – MS.R.755, Ansley Lakeshore & Heron Bay Sewer Implementation
 - a. Request approval for payment to The Kirby Law Firm, Invoice # 10, in the amount of \$8,800.00
 - b. Request approval for payment to The Kirby Law Firm, Invoice # 11, in the amount of \$2,750.00
- 2) **CIAP** – MS.23.701, Ansley Lakeshore & Heron Bay Sewer Implementation
 - a. Request approval for payment to Miller Enterprises, Pay Application # 9, in the amount of \$147,422.12
 - b. Request approval for payment to Compton Engineering, Invoice # 210-013-78, in the amount of \$7,412.50
 - c. Request approval for payment to The Beta Group, Invoice # 4072022416, in the amount of \$940.25
- 3) **CIAP** – MS.23.703, Parks & Trails in Hancock County
 - a. Request approval for payment to Compton Engineering, Invoice # 212-066-30, in the amount of \$2,972.00
 - b. Request approval for payment to Gulf Coast Custom Homes, Pay App # 2, in the amount of \$69,255.00
- 4) **MDOT** – STP002300(046)LPA/106449-701000, Scenic Byways Signage
 - a. Request approval for payment to Compton Engineering, Invoice # 212-120-8, in the amount of \$750.00
- 5) **MDOT** – STP935400(005)LPA/106620-701000, Pedestrian Beach Pathway
 - a. Request approval for payment to Compton Engineering, Invoice # 214-054-11, in the amount of \$2,407.80
- 6) **TIDELANDS** – FY2014-P401-1HN, McLeod Park Improvements
 - a. Request approval for payment to Compton Engineering, Invoice # 214-109-6, in the amount of \$2,00.00
- 7) **TIDELANDS** – Administration
 - a. Request approval for payment to Gulf Regional Planning Commission, February 12,2016, in the amount of \$3,306.27



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k. Nancy Kelly – Accountant/Comptroller

- 1) Request approval of Interfund transfers
- 2) Request approval of Budget amendments
- 3) The following financial statements for the prior month are presented for your information and review:
 - a. Cash balances by fund
 - b. Budgeted revenue & expenditures

i. Kathy Brooks – Board Secretary

- 1) Spread on the minutes a letter regarding Medir Chambers, LLC Software License Agreement terminating the contract with the Chancery Clerk's Office.
- 2) Spread on the minutes a letter to Mr. Kelly Castleberry, MDOT District 6 Engineer, regarding the proposed Highway 603/43 Kiln Bypass Project.
- 3) Spread on the minutes the Hancock County Tourism Development Bureau January 20, 2016, Minutes.
- 4) Motion to approve and authorize Board president to sign 16th Section Lease for Tandra Boudreaux, as requested by Hancock County School District
- 5) Motion to approve and authorize Board President to sign 16th Section Lease for Jessie Stanley, as requested by Hancock County School District
- 6) Motion to approve and authorize Board President to sign an Amendment of a 16th section lease for Virginia and Lamar Steinkamp (16 year reappraisal – change in rent)

- 7) Motion to approve and authorize Board President to sign an amendment of 16th section lease for Rose and Johnathan Bonner (16 year reappraisal – change in rent)
- 8) Motion to approve and authorize Board President to sign an Amendment of a 16th Section lease for Dawn M. Ladner (16 year reappraisal - change in rent)
- 9) Motion to approve and authorize Board President to sign an amendment of a 16th Section Lease for Ray Taylor (16 year reappraisal - change in rent)

m. Vic Johnson – Road Manager

- 1) ROAD AND BRIDGES
 - a) Per Supervisor Shaw, Approve a street light at Bud Lee Rd. and Leetown Rd.
 - b) In August of last year, Supervisor Yarborough got Board approval to rent a long stick excavator for a dredging project at Pleasure St. Marina. The Board approved use of Tidelands funds from the marina expansion project. Since that time we have been acquiring necessary permit from DMR, permission from land owner to dump spoils, rental quotes and some dry weather. The low quote on state contract is CLM Equipment \$2,940.00 per week. The problem now is there are no funds left in that tideland project fund. What is the Boards pleasure? (See Attachments.)
 - c) Approve revised school bus turn around list dated 3/1/2016.



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- 2) BRIDGE CONSTRUCTION (INCLUDES DRAINAGE) – NOTHING FOR THIS MEETING
- 3) FLEET MAINTENANCE (INCLUDES MULTI DEPARTMENT'S VEHICLES/EQUIPMENT) – NOTHING FOR THIS MEETING
- 4) SEAWALL (INCLUDES ITEMS OTHER THAN SAND BEACH CONTRACT) – NOTHING FOR THIS MEETING
- 5) BUILDINGS AND GROUNDS
 - a) We have had a problem with people tripping and falling in front of the HHS building where they are stepping up and down at curb. This area is about 21 ft. wide one suggestion is to install rails on each side closing the gap to about 3 ft. and giving them something to grab on to. We have a quote from Glenn Smith Enter. (see attachment)What is the Boards pleasure?
- 6) ANIMAL SHELTER
 - a) The following employee needs to be taken off payroll due to her termination (Stacey Cooper) effective 2/23/2016.
- 7) MARINA – NOTHING FOR THIS MEETING
- 8) SOLID WASTE – NOTHING FOR THIS MEETING

n. Felicity Arcement – County Administrator

- 1) Authorize Hancock County's withdrawal from the Pearl River Basin Development District effective July 1, 2016, to be submitted to the District not later than March 15, 2016, in accordance with MS Code § 51-11-87 (2014).
- 2) Emergency Purchase of Equipment for EMA and Tax Assessor's Office:
 - a) Designate the current County Administrator the County's Emergency Designee for the purpose of declaring local emergencies as defined in MS Code §31-7-1(f).
 - b) Ratify and spread on the minutes the emergency declared on Tuesday, February 16, 2016, regarding damaged telephone and internet equipment at the Emergency Management Agency and Tax Assessor's Office, as defined by MS Code §31-7-1(f), as the delay incident to obtaining competitive bids for damaged equipment could cause adverse impact upon the affected governing agencies, its employees, and its citizens.
 - c) Ratify and spread on the minutes the February 17, 2016, the emergency purchase of equipment required to restore telephone and internet service to the Emergency Management Agency and Tax Assessor's Office through TekLinks, Inc. in the total amount of \$13,738.74, as a result of the emergency outage of all telephone and internet service at these offices.
- 3) Designate the current County Administrator as the County's ADA coordinator.



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- 4) Approve the following appointments to the County Fair Committee effective January 1, 2016, for a term of three years: Paul Harris, Roland Cuevas, Blue Jordan, Madella Jordan, Lynn Seal, Laura Serpas, and, Aaron Lee.
- 5) Authorize the release of funding for the Hancock County Fair as needed and as approved by either the County Administrator or Comptroller. (Originally approved by Board Order in May 2013.)
- 6) Authorize the expenditure of not more than \$1,500.00 from the County Fair Fund for organization of a 501(c)3 tax exempt entity, including submittal of required applications to the State of Mississippi and Internal Revenue Service.
- 7) Approve payment of the following unpaid invoices from the Office of the State Auditor for review of the County's 2013 annual audit in the total amount of \$1,260.36:
 - a) Tracking #0046426, Project #1232013 - \$1,140.04
 - b) Tracking #0046576, Project #1232013 - \$120.32
- 8) Authorize publication of a Request for Proposals for design and development of a county website and social media applications.
- 9) Authorize publication of a Request for Proposals for IT services for all Hancock County departments.
- 10) Approve and accept the County Administrator's recommendation to hire Maureen Anderson as Secretary to the Board of Supervisors at an hourly rate of \$13.00 per hour.
- 11) Spread on the minutes the 2:00 closure of County Offices on Tuesday, February 23, 2016, due to threatening weather conditions.
- 12) Approve Terry Necaise's request to attend the Mississippi Constables Association Quarterly Board Meeting and authorize payment of (or reimbursement for) related travel expenses (lodging, meals, and mileage).
- 13) Authorize the Board President to sign the Letter of Commitment for South Mississippi Contract Procurement Center's (SMCPC) Procurement Technical Assistance Program (PTAP) committing \$5,000.00 to support the program. (This is a budgeted contribution.)



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14) American Cancer Society – Relay for Life:

- a) Spread on the minutes a letter from the American Cancer Society requesting permission to utilize the Hancock Medical Center Walking Track for the April 30, 2016, Relay for Life event.
- b) Authorize the American Cancer Society to use of the Hancock Medical Center Walking Track for the April 30, 2016, Relay for Life Event.

o. Gary Yarborough, Jr. – Board Attorney

p. Tim Kellar – Chancery Clerk – No agenda

9. Supervisors' Items

a. District 1 – David Yarborough

b. District 2 – Greg Shaw

- 1) Herschel Spiers Private Cemetery

c. District 3 – Blaine LaFontaine

- 1) Discussion and potential motion authorizing Board President and County Administrator to coordinate with Miss. State Government Extension Center regarding a salary study to compare Hancock County employees pay to other comparable Counties in size and assessed value
- 2) Motion to reinstate the budget for office of Chancery Clerk for FY 2016
- 3) Motion to reinstate the budget for office of Circuit Clerk for FY 2016
- 4) Motion to reinstate the budget for office of Tax Assessor/Collector for FY 2016
- 5) Spread Board Attorney letter on the minutes to Hancock County Library Board about returning all equipment that was acquired through grant funding to the East Hancock Library
- 6) Discussion regarding CIAP – Ansley, Heron Bay Sewer Project

d. District 4 – Scotty Adam

e. District 5 – Darrin Bo Ladner

10. Public Comments

11. Executive Session – Board Attorney

12. Adjourn/Recess