



HANCOCK COUNTY BOARD OF SUPERVISORS



Agenda

April 4, 2016 at 9:00 a.m.

1. Call to order

- A. Pledge of Allegiance
- B. Invocation

2. Amendments to the Agenda

- A. County Officials

- B. Others

3. Motion to accept the Agenda

4. Announcements

- A. The next regularly scheduled meeting is April 18, 2016 at 9:00 a.m.
- B. The bi-weekly payroll period ending March 19, 2016 totaled \$599,979.65.
- C. Supervisors will complete the Stormwater Training Certification for Public Officials during lunch today.
- D. The County Library System will hold their Annual Luncheon on April 18th at 11:30 a.m.
- E. Supervisors are scheduled to tour the Public Safety Complex on April 18th at 2:30 p.m.

5. Motion to approve the Board Minutes for the month of March 2016.

6. Motion to approve the Docket of Claims for the month of March 2016 totaling \$1,937,597.39.

7. Business Agenda

- A. Proclamation for Child Abuse Prevention and Awareness Month: Cynthia Chauvin with Hancock County CASA will receive the proclamation and give a short presentation.
- B. Lora Mederos – Hancock County Human Resource Agency: Discussion about MOU to take over the Emergency Children’s Shelter (Brenda’s House).
- C. Kathy Wilson – Excel by 5: Informative Presentation
- D. Alan Hodges and Bryan Hall of Carr, Riggs & Ingram, CPA – Hancock Medical Center: Presentation of Audit for FY ending 2015

E. Hancock County Port and Harbor Commission

- 1) Asking for acceptance of the Hancock County Port & Harbor Commission's resolution approving payment of the March 28, 2016 Claims Dockets as presented.
- 2) Asking for acceptance of the Hancock County Port & Harbor Commission's resolution accepting and authorizing the President of the Hancock County Port & Harbor Commission to execute a Hancock County Port & Harbor Commission Stennis International Airport FACILITIES LICENSE AGREEMENT with Freeman Holdings of Mississippi L.L.C. for the right to use the Quonset Hangar at Stennis International Airport for aircraft storage and aircraft maintenance, repair, and overhauls for a period beginning March 1, 2016 and ending on February 28, 2018 for a fee of \$850.00 per month, plus an allocable share of property insurance coverage and electrical utilities for the designate area to be paid on a monthly basis bringing the total monthly fee to \$900.00 per month.
- 3) Asking for acceptance of the Hancock County Port & Harbor Commission's resolution accepting and authorizing the President and Secretary of the Hancock County Port & Harbor Commission to execute the U.S. Government Lease for Real Property (DACW01-5-16-302) {U.S. Army Corps of Engineers (COE)} with the United States of America (U.S. Government) for the lease of approximately 9,500 square feet of office space and 420 square feet of warehouse space located at Stennis International Airport, Suite 100, 7225 Stennis Airport Drive, Kiln, MS for a period of one (1) year beginning April 1, 2016 with the right to renew in accordance with the terms in the Lease for a period not to extend beyond March 31, 2021 for an annual rent of \$194,740.00 at the rate of \$16,228.33 per calendar month in arrears.
- 4) Asking for acceptance of the Hancock County Port & Harbor Commission's resolution accepting and authorizing the President and Secretary of the Hancock County Port & Harbor Commission to execute the Second Amendment To Lease with Daybrook Fisheries to assign lease to Westbank Fishing, LLC, effective as of March 1, 2016, with all other terms and conditions remaining the same.
- 5) Asking for acceptance of the Hancock County Port & Harbor Commission's resolution accepting and authorizing the President of the Hancock County Port & Harbor Commission to execute Work Authorization Four to the Prime Agreement for Professional Services dated April 2, 2012 with Neel-Schaffer, Inc. for design development phase, construction documents phase, bidding phase and construction phase engineering services needed for the AIP FY2016 Expand Terminal Apron, Phase III a and III b Project at Stennis International Airport for the lump sum total basic services amount of \$133,200.00(\$105,760.00 for the BASE BID; \$17,150.00 for BID Alternate 1; \$10,290.00 for BID Alternate 2) AND Special Services to include Grant Administration in the not to exceed amount of \$4,400.00; Resident Project Representation in the not to exceed amount of \$52,000.00 (\$31,200.00 for the BASE BID; \$13,00.00 for BID Alternate 1; \$7,800.00 for BID Alternate 2); Topographic Survey in the not to exceed amount of \$5,000.00; Geotechnical Investigation in the not to exceed amount of \$5,600.00; Hazardous Materials Survey in the not to exceed amount of \$5,000.00; Quality Assurance Testing in the not to exceed amount of \$25,400.00 (\$15,240.00 for the BASE BID; \$6,350.00 for BID Alternate 1; \$3,810.00 for BID Alternate 2); and DBE Plan Preparation and Monitoring in the not to exceed amount of \$3,500.00 for a GRAND TOTAL CONTRACT amount Not to Exceed \$234,100.00 without written work authorization or amendment CONTINGENT upon third party Independent Fee Estimate (IFE) review and their agreement with Neel Schaffer's rates and charges shown in Work Authorization Four.

- 6) Asking for acceptance of the Hancock County Port & Harbor Commission's resolution authorizing the President and Secretary of the Hancock County Port & Harbor Commission to execute any and all documents necessary to complete the ASSIGNMENT AND ASSUMPTION with SELEX GALILEO, INC. and TYONEK SERVICES GROUP, INC., CONTINGENT upon final review and approval by legal counsel, AND then bring back to the Commission to ratify and spread in the minutes such documents at the next Commission meeting. CONTINGENT UPON ATTORNEY APPROVAL
- 7) Asking for acceptance of the Hancock County Port & Harbor Commission's resolution accepting and authorizing the President and Secretary of the Hancock County Port & Harbor Commission to execute a Lease Agreement with MAC, LLC for Lease of 8.6 acres land located in Port Bienville Industrial Park on Site #3 for term beginning April 1, 2016 and ending on March 30, 2017 with automatic renewal for a period of one (1) year, unless either party provides notice to the other party of its intent not to renew the Lease more than thirty (30) days prior to the Expiration Date of the term then in effect for the annual rent of \$30,000.00 to be paid in twelve equal, monthly installments of \$2,500.00 in accordance with the terms and conditions of the Lease Agreement PLUS any other amounts owed in accordance with the terms and conditions of the agreement.

F. Jason Chiniche: Discussion re: retaining wall repairs at the Cedar Point Boat Launch

G. Chere Hayward – Youth Court:

- 1) Motion to approve hiring a full time Case Coordinator and a part time Drug Testing Analyst AND approve advertising these open positions in the Sea Coast Echo on April 9, 2016 and in each Hancock County employee's paychecks on April 7, 2016, contingent upon Department of Public Safety's approval of budget modification to the Justice Assistance Grant for these new positions.

H. Jeff Loftus – Gulf Regional Planning Commission

- 1) Motion to approve request for payment #2 in the amount of \$5,011.02 for county reimbursement for building supplies for pavilion construction on the FY2015 Curtis Johnson Boat Launch Improvements project.
- 2) Motion to approve request for payment #4 in the amount of \$7,469.29 for county reimbursement for engineering services for RV campsite expansion on the FY2014 McLeod Park Improvements project.
- 3) Motion to approve request for payment #3 in the amount of \$6,228.75 for county reimbursement for legal fees for the purchase of property on the FY 2009 Pearlington Pier and Boat launch Improvements project.

8. County Departments

A. Ricky Adam – Sheriff

- 1) Motion to spread on the minutes the following personnel modifications:
 - a. Part-time officer Michael Taylor's decrease in pay from \$13.00 to \$8.50, effective April 4, 2016;
 - b. Resignation of part-time dispatcher Chasity Taveras, effective April 4, 2016;
 - c. Hiring of Tessa Thibault as a part time dispatcher at a rate of \$9.50 per hour, effective April 4, 2016;

- d. Full-time dispatcher Marie Kieff's moving from full-time to part-time with a decrease in pay to \$9.50 per hour, effective April 4, 2016;
 - e. Removal of Deputy Dustyn Franklin from payroll, effective April 4, 2016;
 - f. Resignation of Ricky Fayard, effective April 8, 2016;
 - g. Remove Joseph Banashak from payroll and approve hiring him as the Independent Contract Facilitator for the Alcohol and Drug Program at a rate of \$10.00 per hour.
 - h. Part-time Deputy Ronald Slaughter's moving to full-time Correction Officer with an increase in pay to \$12.50 per hour, effective April 3, 2016;
 - i. Hiring of Ronald Stoltz as a full-time employee at a rate of \$10.00 per hour;
 - j. Hiring of Brett Lacoste as a full-time employee at a rate of \$12.00 per hour; and
 - k. Hiring of Jerry Beeson as a full-time employee at a rate of \$16.50 per hour until completion of a six (6) month probation period.
- 2) Motion to approve Israel Neff to attend a Taser re-certification class on May 9, 2016 in Raceland, LA. Cost for tuition is \$225.00.
 - 3) Motion to approve the renewal of the following contracts:
 - a. Icotech, Inc. for the video visitation in the amount of \$3,794.00 annually
 - b. Accurate Controls Inc. for the security system in the amount of \$10,972.00 annually
 - c. Siemens for monitoring the heat and air for the facility in the amount of \$7,974.00 annually.
- B. Jimmie Ladner – Tax Assessor NONE
- C. Brian Adam – EMA Director NONE
- D. Karen Ruhr – Circuit Clerk NONE
- E. Kevin Ladner – Recreational Director
- 1) Motion to approve the McLeod Park Rules, which will be signed by each camper at check-in. Violation may result in temporary or permanent eviction from the park at the Park Director's sole discretion.
 - 2) Motion to approve purchase of Golf Cart for McLeod Park, to be reimbursed from Pearl River Basin Recreational Equipment Grant monies.
 - 3) Motion to approve payment for an additional \$2,000.00 to complete bathroom renovations to be paid for from the \$50,000.00 Capital Outlay budget.
 - 4) Motion to approve moving Bridgett Lacoste from a part-time employee to a full-time seasonal employee beginning April 6, 2016, not to exceed four (4) months with the same rate of pay.
- F. Michelle Cuevas – Inventory Control
- 1) Motion to approve of the removal and disposal of the listed assets from inventory as they are no longer needed for County purposes:
 - a. Sheriff's Office: 6845 (cell phone); 6623 (cell phone); 6627 (cell phone); 6632 (cell phone); 6652 (cell phone); 6959 (cell phone); 6789 (cell phone); 7201 (mifi card); 7173 (mifi card); 7197 (mifi card); 6584 (cell phone); 7010 (phone); 6584 (cell phone); 6578 (cell phone); 6647 (car); 6606 (cell phone)
 - b. Bookkeeping: 3943 (scanner)

- 2) Motion to authorize the Inventory Clerk to submit an application for untraceable tags to the Mississippi Department of Revenue for the following Sheriff's Office vehicles; AND authorize the Board President to sign the Confirmation of Approval required by the application:
 - a. 2016 Chevrolet Tahoe VIN # 1GNSKFEC3GR327594
 - b. 2016 Chevrolet Traverse VIN # 1GNKRFKD8GJ306263
- 3) Motion to approve spreading the inventory reports for March 2016 on the minutes.

G. Robin Benoit – Purchasing Clerk

- 1) Motion to approve E-911 to purchase the ArcGIS mapping software and network analyst single use license (Esri MPA #2003MPA6052) from MS State EPL 3774-D, effective dates June 9, 2015 through January 31, 2021 for \$9,500.00 from Environmental Systems Research Institute, Inc.
- 2) Motion to accept the low proposal from Safety Systems of Biloxi on our annual fire extinguisher/annual hood inspections as recommended by the Fire Marshal.
- 3) Motion to spread on the Minutes the monthly credit card report for March 2016. This report reflects all credit card charges that are presently on the docket today for payment.

H. Anthony Cuevas – Building Official NONE

I. Geoffrey Clemens – County Engineer

- 1) Motion to approve Change Order No. 1 for Colom Construction in the amount of \$32,475.93 for the Old Kiln Road-Leetown project (TABLED on 3/21/16)
- 2) Motion to approve Amendment No. 1 to Compton Engineering's Standard form of Agreement between Owner and Engineer for the Sewer Collection System in the Ansley, Lakeshore, Heron Bay area (TABLED on 3/21/16)
- 3) Motion to approve and authorize Board President to sign a Construction Engineering & Inspection (CE&I) Services Contract with Compton Engineering, Inc., for Hancock County Safety Improvements at Various Locations, Countywide (Project No. STP-0023-00(048)LPA/106743-701000) on a labor-hour/unit cost basis, with a total not-to-exceed amount of \$61,741.37 without prior written consent.
- 4) Motion to approve and authorize Board President to sign a Supplemental Agreement with TL Wallace Construction, Inc., for State Aid Project SAP-23(8)S in the amount of \$2,250.00 for fog sealant on areas of recent patching and leveling.

J. Kathy Brooks- Board Secretary

- 1) Motion to spread on the minutes a letter of appeal from John Schaffer along with his appeal check in the amount of \$500.00. He is appealing the decision of the Planning and Zoning to construct three additional apartment buildings. An appeal hearing date needs to set also.
- 2) Motion to spread on the Minutes the following Resolutions for appointment:
 - a. Jamie Bennet to the Hancock County Water and Sewer District
 - b. Tommy Hayes to the Hancock County Water and Sewer District
 - c. Brent Anderson to the Hancock Medical Center Board of Trustees
 - d. Gene Bennett to the Hancock County Parks and Recreation Board

K. Eric Church – Grant Administrator

- 1) Motion to approve payment to Miller Enterprises for Pay App # 10 in the amount of \$305,296.17 for the Ansley, Lakeshore, Heron Bay Sewer Implementation project. CIAP – MS.23.701
- 2) Motion to approve payment to Gulf Coast Custom Homes for Pay App # 3 in the amount of \$58,846.80 for the Parks & Trails in Hancock County project. CIAP – MS.23.703
- 3) Motion to approve payment to Compton Engineering for invoice # 212-066-31 in the amount of \$2,972.00 for the Parks & Trails in Hancock County project. CIAP – MS.23.703
- 4) Motion to approve payment to James J. Chiniche for invoice # 15-0105 in the amount of \$3,360.00 for the Cedar Point Boat Launch project. CIAP – MS.R.753
- 5) Motion to approve payment to Compton Engineering for invoice # 214-109-7 in the amount of \$7,000.00 for the McLeod Park Improvements project. TIDELANDS – FY2014-P401-1HN

L. Nancy Kelly – Comptroller

- 1) Provide a report of the General Ledger Cash Balances through March 2016.
- 2) Provide a report of the Budgeted Revenue & Expenditures through March 2016.
- 3) Motion to approve the Budget Amendments as presented.

M. Vic Johnson – Road Manager

- 1) Motion to approve a request from Dawn Brenagan for a street light to be placed at the corner of Dean Road and Old Highway 90 in Pearlington (Dist. 1).
- 2) Motion to approve a request from Kenny Cuevas for a street light to be placed at the corner of Road 387 and Standard Dedeaux Road (Dist. 5)
- 3) Motion to approve hiring Carrier Commercial Services for the repairs to the air conditioning unit at the Health and Human Services Building for \$4,941.00 to replace the compressor. There will be an additional two (2) hour charge for the service call to diagnose the problem.

N. Felicity Arcement – County Administrator

- 1) Motion to spread on the minutes the removal of James Burch, Vincent Mikelonis and Lester Owens Jr. from payroll as Circuit Court Bailiffs.
- 2) Motion to authorize attendance at the 87th Annual Mississippi Association of Supervisors Convention in Biloxi, Mississippi, on June 13 – 16, 2016, for the following:
 - a. Board of Supervisors
 - b. County Administrator
 - c. County Comptroller
 - d. County Engineer
 - e. County Attorney
 - f. County Road Manager
- 2) Motion to authorize the County Administrator to attend the Mississippi Association of County Administrators/Comptrollers (MACAC) Spring Educational Workshop in Jackson, Mississippi, on April 26 – 27, 2016.

- 3) Motion to authorize the solicitation of proposals for qualified firms to coordinate dredging permits at/near Bayou Caddy.
- 4) Motion to authorize publication of a Request for Proposals for Advanced Life Support Emergency Medical Service.
- 5) Motion to approve an agreement with the Stennis Institute of Government and Community Development – Mississippi State University to perform a 2016 Salary Study of Comparable County Salaries to compare the salaries of Hancock County employees with those of 20 other similar counties.

O. Gary Yarborough Jr. – Board Attorney

- 1) Motion to approve Amended Memorandum of Agreement with the Selex and Tyonek.
- 2) Motion to approve consent of the Hancock County Board of Supervisors to the assignment of its Terminal Hangar lease agreements from Selex to Tyonek.
- 3) Motion to approve Certification concerning the Selex lease agreement.
- 4) Motion to spread on the Minutes mid-project report regarding Selex project from MDA.
- 5) Motion to approve Operating Agreement with the Human Resource Agency for its operation of Brenda's House.
- 6) Motion to approve settlement agreement with Michelle Gross.
- 7) Motion to approve waiver with Yarborough Law Firm regarding annexation.

P. Tim Kellar – Chancery Clerk

- 1) Motion to spread on the Minutes the 2016 Homestead Exemptions disallowances as signed by Chancery Clerk Tim Kellar for his submission to the State Department of Revenue.

Q. Supervisors Items

- 1) District 1 – Supervisor David Yarborough
- 2) District 2 – Supervisor Greg Shaw
- 3) District 3 – Supervisor Blaine LaFontaine
- 4) District 4 – Supervisor Scotty Adam
- 5) District 5 – Supervisor Darrin Ladner

9. Public Comments

10. Executive Session

A. Attorney Motions

11. Adjourn/Recess