



HANCOCK COUNTY BOARD OF SUPERVISORS

Agenda

July 5, 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 July 18, 2016, at 9:00 a.m.
 - B. Bi-weekly payroll for period ending June 25, 2016, totaled \$570,372.86.
 - C. Pending today's authorization to publish the required notices, there will be a public hearing on July 18, 2016 at 1:00 p.m. to discuss the Board of Supervisors considering applying to the Mississippi Development Authority for a Katrina Supplemental Community Development Block Grant of up to \$1,557,850.40 for a Community Revitalization Project in the County.
 - D. There will be a bid opening today at 10:00 a.m. for Request for Qualifications for Storm Debris Removal here in the Board Room.
 - E. There will be a bid opening today at 11:00 a.m. for the following items:
 - 1) Cold Bituminous – picked up at plant
 - 2) Hot Bituminous – picked up at plant
 - 3) Hot Bituminous in place, hot mix asphalt, grades SC-1, SC-2, BC-1 and BC-2
 - 4) Liquid Asphalt
 - 5) Microsurface, Scrub Seal and Slurry Seal
 - 6) Office and Janitorial Supplies
- 5. Motion to approve the Board Minutes for the June 20, 2016 meeting.**
- 6. Motion to approve the Docket of Claims for July 5, 2016 totaling \$1,398,571.04.**
- 7. Departmental Agendas**
 - A. Brian Adam – EMA Director
 - 1) Motion to approve not using the Dedeaux Shelter as a General Population Shelter for Tropical Storms/Hurricane and/or a Heavy Rain Fall Event until the severe leaks are mitigated due to Safety Concerns.
 - B. Kevin Ladner – Recreation Director
 - 1) Discussion regarding the Playground on Cuevas Town Road. Will the pavilion (currently being built) be open to the public or be a facility for rent?

C. Michelle Cuevas – Inventory Control (NONE)

D. Robin Benoit – Purchasing Clerk

- 1) Motion to approve the purchasing for Clermont Harbor VFD the following items:
 - a. 5 sets – Fire Dex turnout gear
 - b. 5 pair – BootsThese items are on MS State Contract# 8200022855, effective dates 3/1/16 – 2/28/2017.
Total price is \$14,295.60 from Emergency Equipment Professionals Inc.

E. Anthony Cuevas – Building Official

- 1) Motion to approve a request from Tiara Peterson of 2290 Rd 358 in Kiln, MS, for a partial refund of her rent fee for use of the Dedeaux Shelter on June 25, 2016 for her wedding. Her request for a partial refund is due to the Shelter not being cooled and uncomfortable for the event. The rent for the Shelter is \$150.00 per day with a \$100.00 security deposit.
- 2) Discussion: Consider temporarily suspending the rental process of the Dedeaux Shelter until an evaluation of the building for leaks and air conditioning system can be performed and possibly corrected. The inspection of the Shelter on Monday June 27, 2016, after the rental and the heavy rains earlier that morning revealed a tremendous amount of standing water across the shelter floor.

F. Nancy Kelly

- 1) Motion to approve Interfund transfers as presented.
- 2) Motion to approve Budget amendments as presented.
- 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
- 4) Discussion item: Schedule workshop for appropriations requests.

8. External Business Agenda

A. Jeff Loftus – Gulf Regional Planning Commission

- 1) Motion to approve the Service Agreement-Grant Coordination & Administration for Hancock County's 2016 Household Hazardous Waste Collection Day in the amount of \$4,500.00
- 2) Motion to authorize advertisement a Request for Proposals for the Collection and Disposal Services during the 2016 Household Hazardous Waste Collection Event.
- 3) Motion to authorize the county purchasing clerk to request bid proposals from contractors for the collection of E-waste.

B. Ada Mangin – Creek Side Estates (off Highway 603 North Kiln)

Discussion: A request for County attorney to draft a letter in support of the property owners requesting assistance regarding plumbing and sewer issues in Creekside Estates. This subdivisions property owners pay separate sewer maintenance fees to Creekside Estates Homeowner's Association (the bank that currently owns the subdivisions sewer system) for approximately \$45 per month for sewer maintenance, but the property owners have made several requests to them regarding environmental issues regarding these sewer leaks and breaks with no avail.

C. Port and Harbor Commission

- 1) Asking for acceptance of the Hancock County Port & Harbor Commission's resolution accepting approving payment of the June 27, 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 the Amendment to the Protective Covenants for the Parrish Family Lots 38, 39 & 45;
- 3) Asking for acceptance of the Hancock County Port & Harbor Commission's resolution accepting the Application and Certification and authorizing President and Secretary to issue final payment to Continental Rails and Excavating, Inc. and to execute any and all requisite closeout documents pertaining to the Project RMM 14-004;
- 4) Asking for acceptance of the Hancock County Port & Harbor Commission's resolution accepting and authorizing the President and the Secretary of the Hancock County Port & Harbor Commission to execute the Amendment to the Lease agreement between The Beta Group and the Commission D/B/A Stennis International Airport;
- 5) Asking for acceptance of the Hancock County Port & Harbor Commission's resolution accepting and authorizing the President and the Secretary of the Hancock County Port & Harbor Commission to execute Change Order No. 1 with Barnard & Sons Construction, LLC in the amount of \$2,132.00;
- 6) Asking for acceptance of the Hancock County Port & Harbor Commission's resolution accepting and authorizing the President and the Secretary of the Hancock County Port & Harbor Commission to execute any and all documents related to the Multi-Modal Airport Grant for Project No. MM-0005-1217 in the amount of \$252,561.00;
- 7) Asking for acceptance of the Hancock County Port & Harbor Commission's resolution accepting and authorizing the President and the Secretary of the Hancock County Port & Harbor Commission to execute any and all documents related to the Multi-Modal Transportation Improvement Fund (MMTIF) Funding Agreement in the amount of \$357,000.00.

D. Kevin Haas

- 1) Discussion regarding his request for a Dirt Pit.

E. Anthony Ernaci

- 1) Discuss Pearlington Civic Organization.

- F. Constable Terry Necaise
 - 1) Discuss the changes for travel reimbursements and Hancock County paying a portion of Constables retirement. Constables are County employees and no longer considered contractors. This request is only asking for the Constables benefits to match the benefits of all other County employees.
- G. Youth Court – D’Angela Brenza
 - 1) Motion to approve hiring Maritza Dequeant as full time secretary for Hancock County Youth Court at a rate of \$10.00 per hour, effective July 5, 2016.
- H. Rhonda Rhodes – Hancock Resource Center
Presentation: HOME Program Application for Funding

9. Elected/Appointed Agendas

- A. Ricky Adam – Sheriff
 - 1) Motion to approve the MDOC reimbursements for the months of April 2016 in the amount of \$49,360.00 and May 2016 in the amount of \$50,040.00 and authorize Board President to sign the same.
 - 2) Motion to approve and authorize Board President to sign the Domestic Violence Grant Agreement (15SL1231).
 - 3) Motion to approve and authorize Board President to sign the Securus Technologies addendum to their contract due to the rate change for the inmate phone billing from the FCC.
 - 4) Motion to spread on the Minutes the following personnel changes:
 - a. Increase in pay from \$8.25 per hour to \$13.90 per hour for the following Deputies:
 - i. Cody Fayard, effective July 5, 2016
 - ii. Adam Penton, effective July 5, 2016
 - b. Increase in pay for Investigator Lynn Jones from \$15.00 per hour to \$17.00 per hour effective July 5, 2016.
 - c. Hire the following part time Deputies at a rate of \$8.25 per hour:
 - i. Jacob Fail, effective July 5, 2016
 - ii. Tylor Reed, effective July 5, 2016
 - 5) Motion to spread on the Minutes the 2016-2017 Fiscal Year Budget request from the Sheriff’s Office.
- B. Jimmie Ladner – Tax Assessor
 - 1) Motion to spread on the Minutes the 2016-2017 Fiscal Year Budget request from the Tax Assessor’s Office.
 - 2) Motion to spread on the Minutes the 2016 Land Rolls as presented by the Tax Assessor.
 - 3) Motion to approve tax exemption for Wet Mine Assets Holding, LLC.
 - 4) Motion to approve tax exemption for Jindal Tubular USA LLC.

- C. Karen Ruhr – Circuit Clerk (NONE)
- D. Tim Kellar – Chancery Clerk (NONE)
- E. Geoffrey Clemens – County Engineer
 - 1) Motion to approve Permit Application for Use and Occupancy Agreement from Coast Electric Power Association to construct temporary relocation of OH electric lines and poles along or across Rocky Hill Dedeaux Road.
 - 2) Motion to approve and authorize Board President sign Change Order #3 for Gulf Coast Custom Homes for Rocky Hill Dedeaux Walking Trail. This Change Order reflects a contract decrease in an amount of \$0.
 - 3) Motion to approve a request to conduct a full bridge inspection for Caesar Necaise Bridge due to an accident where a concrete truck caused possible bridge damage and prepare a scope of work for any repairs found to be necessary.
- F. Vic Johnson – Road Manager
 - 1) Motion to spread on the minutes the following personnel changes:
 - a. Remove Henry (Joe) Lee from payroll due retirement effective June 30, 2016. He was a truck driver/grass cutter at North Maintenance.
 - b. Remove Wendell Ladner from payroll due to retirement effective June 30, 2016. He was a truck driver/labor at North Maintenance.
 - c. Change Blake Lafontaine from Grass cutter/labor to Truck driver/grass cutter and increase pay from \$10.50 to \$11.50 per hr. This will replace Jaxine Morgan.
 - d. Motion to approve Board President to sign commendations for Henry (Joe) Lee and Wendell Ladner.
 - 2) Motion to approve request from James Butcher with Bayside Fire Dep. to assist in removing water tank from fire truck to be repaired and reinstall. (see attachment)
 - 3) Discussion: It was approved by the previous Board for the road dep. to take our lowboy truck and trailer to Texas and haul back a piece of equipment for the Sheriff's Dep. but was postponed. They are ready to do so now.
- G. Felicity Arcement – County Administrator
 - 1) Motion to adopt the Records Retention Schedules for Counties as issued by the Department of Archives and History, Local Government Records Office, as the Record Retention policy for all Hancock County departments. (*This was circulated to all department heads on April 28th for comment; no comments were received.*)
 - 2) Motion to spread on the minutes the June 21, 2016, Invitation for Application from the Mississippi Development Authority inviting the County to submit an application for CDBG funding in the amount of \$1,557,850.40 for intersection improvements in Hancock County.

- 3) Motion to approve the Resolution Authorizing Preparation And Submittal Of An Application For Funds From The Mississippi Development Authority authorizing:
 - a. Submittal of an application for CDBG Funds for proposed intersection improvements in Hancock County in the amount of \$1,557,851.00;
 - b. Publication of necessary notices that may be required by the CDBG application process, including, but not limited to, notices related to professional services procurement, required public hearings, and environmental reviews;
 - c. Execution of any and all documents necessary and pertinent to the application by the Board President; and
 - d. Execution of grant offers and other related documents necessary for acceptance and implementation of the program, should funds be awarded, by the Board President.
- 4) Motion to take the following action regarding personnel at the Animal Shelter:
 - a. Spread on the minutes the termination of Jeffery McNeese from the Animal Shelter effective June 23, 2016;
 - b. Accept the resignation of LeAn Hudson from the Animal Shelter effective June 25, 2016 Authorize the hire of David Durham as a part-time Kennel Technician for the Animal Shelter at a rate of \$8.50, not to exceed 19.5 working hours per week; and
 - c. Authorize the hire of Victor Reed as a part-time Kennel Technician for the Animal Shelter at a rate of \$8.50, not to exceed 19.5 working hours per week
- 5) Motion to authorize the Justice Court Clerk and Deputy Clerks to attend the Mississippi Justice Court Clerks Association Annual Convention on September 7-9, 2016, at the Beau Rivage Resort & Casino in Biloxi, MS. The registration fee is \$100.00 for the Court Clerk and \$50.00 for each Deputy Clerk; total estimated cost is \$250.00.
- 6) Motion to spread on the minutes the October 14, 2016, letter from the Mississippi Department of Revenue certifying that Hancock County has complied with the criteria set forth in MS Code §27-39-329(2)(b), and authorizing the County to expend the avails of the (1) mil levy collected for the 2015 roll year and any previous years under the above code sections.
- 7) Motion to authorize publication of an RFQ for grant application preparation and grant administration for the HOME Investment Partnerships Program (HOME) Homeowner Rehabilitation Program.
- 8) Motion to authorize publication of necessary notices that may be required by the HOME Investment Partnerships Program (HOME) Homeowner Rehabilitation Program application process, including, but not limited to, notices related to professional services procurement, required public hearings, and environmental reviews.

- 9) Motion to spread in the minutes the Cremation Authorization and Release form for Ms. Charlene Dupree, which was required because the next of kin could not be located when the cremation was required. (The next of kin have since been located and the County should incur no cost related to this action.)
- 10) Motion to authorize payment of the following invoices for the Cedar Point Boat Launch Project, which are not included on the June 2016 docket, but require payment for project closeout purposes:
 - a. Invoice #15-0108 – James J. Chiniche, P. A., Inc - \$8,400.00
 - b. Pay Application #3 – Final – J. E. Borries, Inc. – \$212,426.50
- 11) Motion to approve the Hancock County Board of Supervisors Employee Cellular Phone Policy, which was most recently approved and amended in February 2014.
- 12) Discussion: Handbook Committee Recommendation

H. Gary Yarborough Jr. – Board Attorney

- 1) 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
 - a. Spread on the Minutes he resignation of Charles “Dusty” Rhodes from the Hancock Medical Center Board of Trustees
 - 5) District 5 – Supervisor Darrin Ladner

10. Public Comments

11. Workshop:

A. Tax Assessor Jimmie Ladner

Discussion regarding requested 16-17 FY Budget

B. Handbook Committee

Discuss Changes to the current Hancock County Employee Handbook

12. Executive Session

13. Adjourn/Recess