



## HANCOCK COUNTY BOARD OF SUPERVISORS



### Agenda

September 6, 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 September 15, 2016 at 9:00 a.m. This meeting will replace the second meeting in September that would have been normally scheduled on September 19, 2016.
- B. Bi-weekly payroll for period ending August 20, 2016 totaled \$563,468.56.
- C. There will be a bid opening today at 10:00a.m. to receive the proposals for Mosquito Control Services in Hancock County.
- D. There will be a Public Hearing regarding the proposed ad valorem tax revenue increase for fiscal year 2016-2017 and on its proposed budget and proposed tax levies for fiscal year 2016-2017 on September 8, 2016 at 8:00a.m. here in the Board Room.
- E. There will be a meeting September 15, 2016 at 2:00p.m. with the Hancock Medical Center Board of Trustees and Physicians.
- F. Hancock County Hazardous Waste Collection Event is October 1, 2016 and will be located at the Coast Electric Power Association Parking Lot on Highway 603 in Kiln, MS from 8:00 a.m. – 1:00 p.m.

**5. Motion to approve the Board Minutes for the August 9, 2016, August 15, 2016 and August 16, 2016 meetings.**

**6. Motion to approve the Docket of Claims for September 6, 2016, totaling \$1,434,148.34.**

**7. Departmental Agendas**

- A. Karen Ruhr – Circuit Clerk
  - 1) Motion to approve the Election Commissioners to use the Longfellow Civic Center for election training on October 10-13 from 5:00p.m. -7:30p.m. They will take care of cleaning and setup.

B. Brian Adam – EMA Director

- 1) Motion to approve the Holly Bilbo to attend the Fourth Annual Geospatial Conference on October 20-21, 2016 at the Southern Mississippi Gulf Coast Campus.
- 2) Motion to approve the Ashley Zuvicah and Alisha Robin to attend the IAED Emergency Telecommunicator Basic 40 Hour Course in Gulfport MS, on September 19-23, 2016 at \$395.00 per person. This is a required Class that all new Dispatcher must have to work at E-911 Central Dispatch. The E-911 Board approved it on August 23, 2016. Attached is the E-911 Board Minute Sheet approving this class.
- 3) Motion to approve Brittany Bellais, Kristi Agiular and Tessa Delsied to attend the IAED Emergency Telecommunicator Basic 40 Hour Course in Gulfport Ms, on November 14-18, 2016 at \$395.00 per person. This is a required Class that all new Dispatcher must have to work at E-911 Central Dispatch. The E-911 Board approved it on August 23, 2016. Attached is the E-911 Board Minute Sheet approving this class.
- 4) Motion to approve the Motorola Invoice for \$475,080.88. This is 20% of the contract value due upon system acceptance and \$17, 131.28 for Change Order 2. Attached is the E-99 Board Minutes Approving this.

C. Kevin Ladner – Recreation Director

- 1) Motion to approve moving Trevor Smith from part-time to full-time at McLeod Park at the rate of \$11.00 (Level 2) per hour.

D. 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: 7115 (1999 Jeep Cherokee); 7002 (2000 Chevrolet Truck); 7224 (2003 Toyota Pre Runner); 6494 (2002 Chevrolet Tahoe); 7301 (2009 Nissan Altima); 7158 (2002 BWM); 7285 (2005 Cadillac Deville-returning to lienholder); 7003 (1996 Ford Ranger); 7329 (1997 Ford Expedition)
  - b. McLeod Park: 5295 (pressure washer)
- 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. 2008 Ford Crown Victoria VIN# 2FAFP71V18X140585
  - b. 1998 Ford Crown Victoria` VIN# 2FAF973W0WX109850
- 3) Motion to approve spreading the inventory reports for August 2016 on the minutes.

E. Robin Benoit – Purchasing Clerk

- 1) Approval to purchase the following vehicles for the Sheriff's Dept.
  - 4 – Chevrolet Caprice Police Pursuit off MS State Contract @ \$26,572.00 each
  - 1 – Chevrolet Pursuit Tahoe off MS State Contract @ \$34,892.66(MS State Contract# 8200021688, effective dates: 10/1/2015 – 9/30/2016)  
Total contract price is \$141,180.66 from Roger-Dabbs Chevrolet

- 2) Approval to purchase for the Sheriff's Dept.
  - 4 – emergency light systems & installation for Chevrolet Caprice @ \$4,263.00 each
  - 1 – emergency light system & installation for Chevrolet Tahoe @ \$4,618.00Total low quote is \$21,670.00 from Roger-Dabbs Chevrolet
  
- 3) Approval to purchase for the Sheriff's Dept.
  - 4 – computer mount kits with locks & power cords for Chevrolet Caprice @ \$706.00 each
  - 1 – computer mount kit with lock & power cord for Chevrolet Tahoe @ \$724.00Total price is \$3,548.00 from True Service Electronics, LLC

F. Anthony Cuevas – Building Official

- 1) Motion to approve the Planning Commission Meeting Minutes held on August 4, 2016
  
- 2) Motion to consider approving the request from Baxter Beavers who has submitted a request for a waiver to the Temporary Moratorium on the filing of applications for RV Parks/Trailer Parks within Hancock County to allow a Recreational Vehicle Park on his property located at Lots 52 and 103 Lambert Lane. (Request dated August 15, 2016). The property is located in the C-4 Zone.
  
- 3) Motion to consider approving the request from Kenneth E. Naquin Sr. who has submitted a request for a waiver to the Temporary Moratorium on the filing of applications for RV Parks/Trailer Parks within Hancock County to allow a Recreational Vehicle Park on his property located at 5095 Lambert Lane. (Request dated August 17, 2016) The property is located in the C-4 Zone.
  
- 4) Motion to consider approving the request from Bailey Pittman who requests a refund or partial refund from the rental of the Longfellow Civic Center that she rented on Sunday August 28, 2016. Mrs. Bailey explained to me that she did not receive the keys on the day of her rental until 11:30 p.m.
  
- 5) Motion to approve a request to only accept cash or credit card within two weeks of rental for the rental facilities on contracts not paid in full. The two weeks would establish whether a personal check is valid and prevent accepting insufficient fund checks.
  
- 6) Motion to approve a request to have Compton Engineering assist on a Storm Water Complaint located on Cuevas Rd. Kiln, Ms. 39556.
  
- 7) Motion to approve a request for a meeting with MEMA and the Board of Supervisors to discuss the Acquisition Programs future.

G. Nancy Kelly-Comptroller

- 1) Motion to approve Interfund transfers.
  
- 2) Motion to approve Budget amendments.
  
- 3) Motion to spread on the minutes financial statements for the prior month presented as follows:
  - a. Cash balances by fund
  - b. Budgeted revenue & expenditures

- 4) Motion to approve and authorize Nancy Kelly as the point of contact for CIAP Funds and \_\_\_\_\_ and \_\_\_\_\_ as the authorizing officials to have authority to draw funds down on the ASAP (Automated Standard Application for Payments) and remove Eric Church from the same.

## 8. External Business Agenda

- A. Gulf Restoration Network –Andrew Whitehurst
  - 1) Presentation
- B. Hancock County Chamber – Linda McCarthy
  - 1) Presentation of Analysis of RFQ for Professional Marketing Services for Hancock County
  - 2) Motion to approve The Ad Group as the lowest and most qualified proposer for the Hancock County Professional Marketing request for proposals and to authorize Board President to sign any and all documentation to contract with them for these services, contingent upon Board Attorney approval.
- C. Youth Court – Judge Elise Deano
  - 1) Motion to spread on the Minutes the resignation of the following:
    - a. Chere Hayward--Director of Youth Drug Court, effective September 19, 2016
    - b. Michelle Monti--Case Coordinator of Youth Drug Court, effective August 22, 2016.
    - c. D'Angela Brenza-Director of Youth Court, effective September 9, 2016.
- D. Port and Harbor Commission
  - 1) Motion to approve the Hancock County Port & Harbor Commission's resolution accepting approving payment of the August 22, 2016 Claims Docket as presented.
  - 2) Motion to approve the Hancock County Port & Harbor Commission's resolution approving the Hancock County Port and Harbor Commission's FY 2016/2017 Budget in the amount of \$25,123,278.00 and to delegate certain authorities for execution of same.
  - 3) Motion to approve the Hancock County Port & Harbor Commission's resolution accepting and authorizing the President of the Commission to execute any and all documents necessary for Alexander, Van Loon, Sloan, Levens & Favre, PLLC to perform the FY 2016 base audit engagement for a fee of \$33,900.00 and single audit, if required for 1 program, for a fee of \$4,600.00 for the TOTAL Audit Engagement Fee NOT TO EXCEED \$38,500.00(*if required to audit additional major federal programs, the fee would be \$4,000.00 for each additional program*).
  - 4) Motion to approve the Hancock County Port & Harbor Commission's resolution accepting and authorizing the President and Secretary of the Hancock County Port & Harbor Commission to execute an EXCLUSIVE AUTHORIZATION TO SELL Agreement with Coldwell Banker Alfonso Realty for a period of nine months for sale of real property situated at 706 US Hwy 90, Waveland, MS for a listing price of \$341,000.00 and authorize the Professional Broker fee of 6% of the selling price for said services;

- 5) Motion to approve the Hancock County Port & Harbor Commission's resolution accepting proposal and authorizing the Executive Director or his designee to execute proposal and any and all documents necessary for the purchase of office furniture for the Administration Building Project from AOS at a cost NOT TO EXCEED \$104,748.38 AND authorize Hancock County Port & Harbor Commission to make payment of 50% deposit upon ordering;
  - 6) Motion to approve the Hancock County Port & Harbor Commission's resolution accepting and authorizing the President and Secretary of the Hancock County Port & Harbor Commission to execute an Agreement for Professional Services with Neel-Schaffer, Inc. for professional engineering services to support on-going Commission operations as HCPHC's representative and to provide general staff engineering support.
  - 7) Motion to approve the Hancock County Port & Harbor Commission's resolution spreading in the minutes a copy of letter dated August 2, 2016 from Rosenbauer and approving the request of Rosenbauer Minnesota, LLC for an additional 60 days to complete the Stennis International Airport Purchase of a new Index "A" Aircraft Rescue and Fire Fighting (ARFF) Vehicle Project {AIP3-28-0005-029-2015}, moving the projected completion date to early to mid-October due to delays in production.
  - 8) Motion to approve the Hancock County Port & Harbor Commission's resolution accepting and authorizing the President of the Hancock County Port & Harbor Commission to execute FACILITIES LICENSE AGREEMENT with RFB Flying Services, LLC for use of Hangar B-1 for Flight Instruction & Aircraft Rental, as well as Aircraft, Engine, Propeller & Accessory Maintenance at Stennis International Airport, on a month-to-month basis, for monthly rents of \$600.00 per month plus an allocable share of property insurance coverages.
  - 9) Motion to approve the Hancock County Port & Harbor Commission's resolution spreading and approving the request of PHI, Inc. to extend their Stennis International Airport Facilities License Agreement to a month-to-month agreement, effective August 1, 2016 with the same terms and conditions of the current ground lease.
- E. Clayton Fucich –(228-518-0510) re: Hancock Cty Water and Sewer
- 1) Discussion regarding Lakeshore Road residents connection costs to the sewer line located on Lakeshore Road.
- F. Gulf Regional Planning Commission – Jeff Loftus
- 1) Motion to authorize Jeff Loftus with Gulf Regional Planning Commission to prepare a request to DMR authorizing the County to modify the scope for McLeod Park Projects Tideland's Grant FY2015-P501-22HN and FY2016-P610-02HN to address McLeod Park's RV Campsite Expansion.
  - 2) Motion to authorize approval of Tideland's Grant FY2014-P401-1HN Payment Request #6 for \$7,850.00 to reimburse the county for payment of Engineering and Design services.

- 3) Motion to approve \_\_\_\_\_ as the best bid proposer for the collection of Electronic Waste Collection during the county's October 1, 2016 Household Hazardous Waste Day Event.
- 4) Motion to authorize \$250.00 for Waste Oil Collectors, Inc. to handle the collection of the Waste Oil during the county's October 1, 2016 Household Hazardous Waste Day Event.

**9. Elected/Appointed Agendas**

**A. Ricky Adam – Sheriff**

- 1) Motion to spread on the Minutes the following personnel changes:
  - a. Remove Patricia Denardo and Gregory Frierson Jr. from payroll, effective September 6, 2016.
  - b. Hire part-time deputies Matthew Kutcher, Kristie Long and Russell Shoultz at a rate of \$8.25 per hour, effective September 6, 2016.
  - c. Move full-time Investigator Brandon Norman to part-time deputy with a decrease in pay from \$17.00 per hour to \$8.25 per hour, effective September 10, 2016.
- 2) Motion to approve the following to go to an advanced open water course and rescue diver course in Vortex Springs, FL on September 24-25, 2016. The total tuition for all four is \$2,465.56. (See Attachment)
  - a. Jeremy Skinner
  - b. Darrell Russell
  - c. Justin Faia
  - d. Casey Piazza
- 3) Motion to approve to add to the docket and cut a check today in the amount \$10,400.00 to Mississippi Office of Surplus for a 2008 International Armored Vehicle Serial Number – 1HTWEADR58J699578. This will come out of Narcotics 116-200-915 (See attachment)
- 4) Motion to approve a 5 year contract with Metrix Solutions for 10 Body Worn cameras and 2 Body cameras with in-car video in the amount \$86,700.00. Attached is the quote and the sole source letter. This will be taking out of Gaming.
- 5) Motion to approve the Securus Technologies proposed amendment for Location Based Services, see attachment.

**B. Jimmie Ladner – Tax Assessor**

**C. Tim Kellar – Chancery Clerk**

D. Geoffrey Clemens – County Engineer

- 1) Motion to approve a request to review quotes for Guardrail Installation on Caesar Necaize Road that were received on August 29, 2016 at the Hancock County Purchasing Office. AND approve and authorize any and all correspondence necessary to execute the contract for the project to \_\_\_\_\_, contingent upon Board Attorney approval.
- 2) Motion to approve and authorize Board President to sign the request for approval and notification for a temporary pipeline diversion to the Office of Pollution Control for Washington Street Bridge replacement project.
- 3) Motion to approve and authorize Board President to sign Sub-Contract for STP-0023-00(048)LPA/106743-701000 in the amount of \$20,926.75 to RJM McQueen Contracting, Inc. for the Safety Improvements Project currently contracted to Huey Stockstill.

E. Vic Johnson – Road Manager

- 1) Motion to remove Taylor Adam from payroll due to his resignation effective Aug. 25th 2016. Also approval to post in upcoming checks job opening to replace Taylor Adams as grass cutter/labor at north maintenance.

F. Felicity Edwards – County Administrator

- 1) Motion to spread on the minute the final Employee Handbook, as accepted on July 13, 2016. (This version includes updates to pagination, typographical errors, and the requirement that employees take vacation leave before sick leave, remove reference to Road Department working 10 hours days on holiday weeks – they have switched to 8 hour days.)
- 2) Motion to authorize the Veterans Service Officer to attend required VSO training in Biloxi, Mississippi from October 19 – 21, 2016.
- 3) Motion to publicly advertise a systems administrator position for the IT Department; notifications will also be placed in employee pay checks. (*The IT Director will draft the qualifications and job description for this position.*)
- 4) Motion to spread on the minutes the results of the August 11, 2016, monitoring visit and closeout review for Soccerplex Improvements Project (Katrina CDBG Project R-109-023-04-KCR), which reflects no findings or concerns.
- 5) Motion to spread on the minutes the final closeout package for the City of Waveland Sewer Improvements Project – Jeff Davis Avenue (Katrina CDBG Project R-109-379-06-KCR)
- 6) Motion to approve Coroner Jim Faulk's August 24, 2016, request to accept Joseph Willette, who was pronounced dead on August 11, 2016, as a pauper pursuant to the provisions of MS Code §41-39-5 and authorize publication of any required notices to dispose of the decedent's assets.

- 7) Motion to ratify the animal shelter part time workers exceeding the approved 19.5 hour limit due to a hoarding case on August 19, 2016.
- 8) Motion to authorize the Supervisors, Chancery Clerk, County Administrator, County Attorney, County Engineer, County Road Manager, and other necessary officials to attend the MAS 2016 Fall Educational Workshop in Starkville, MS, from October 24-26, 2016, and to authorize payment of registration fees, and payment for (or reimbursement of) travel, meals, and lodging expenses.
- 9) Motion to authorize a refund of \$75.00 to Mr. Paul Macuick, Jr., who resides at 532 Fellgrass Street, Waveland, MS, for the adoption of dog intake #05664 from the Hancock County Animal Shelter. *(The dog was adopted on August 12, 2016, but did not make it through the surgery to be neutered.)*
- 10) Motion to spread on the Minutes the letter dated July 26, 2016 from Hancock Medical Center wherein they are requesting additional capital funding.
- 11) Motion to spread on the Minutes the Audit Committee Meeting Minutes for the following meeting dates:
  - a) May 2, 2016
  - b) August 15, 2016
- 12) Motion to spread on the Minutes the IT Department and Handbook Policy Committee Meeting Minutes for the following meeting dates:
  - a) May 31, 2016
  - b) June 13, 2016
  - c) June 20, 2016
  - d) June 24, 2016
  - e) July 6, 2016
  - f) July 11, 2016
  - g) July 26, 2016
- 13) Motion to approve the following 16th Section Land Lease changes:
  - a) Cancellation – James Peters AND strike all prior taxes
  - b) New Lease – Benjamin Reyes
  - c) New Lease – Ervin J. Storey, Jr. and Christine S. Sumrall
  - d) New Lease – Tracy Ladner and Stephanie Shawver
  - e) Amendment – Sandra Shaw
  - f) Addendum – Norma J. Hester
- 14) Motion to spread on the Minutes the executed contract with Gulf Regional Planning Commission for extension of their administrative services for Tidelands Grants awarded to Hancock County. This was Board approved on July 18, 2016.

- 15) Spread on the minutes the Notice of Non-Payment from Keeling Company for the Hancock County Sports Complex project, and spread on the minutes the corresponding Notice of Retraction for the referenced claim.
- 16) Spread on the minutes the August 1, 2016, Notice of Programming Approval for the Project No. SAP-23(13)M, Old Kiln Picayune Road.
- 17) Discussion: The Port Bienville Railroad Project Public Officials meeting is scheduled for September 8, 2016 at 10:00a.m. which is currently in conflict with the September 8, 2016 Public Hearing for the Budget.
- 18) Discussion: Order of the Board of Supervisors re: Real and Personal Property Assessment Rolls.
- 19) Discussion: Rental of Longfellow Civic Center, request for 50% refund.

G. Gary Yarborough Jr. – Board Attorney

- 1) Mr. Scott Phillips to discuss long term plans and options for Hancock Medical Center and its clinics.
- 2) Motion to spread on the minutes a gun shooting range agreement with Tyonek.
- 3) Motion to approve and authorize Board President to execute Legal Services agreement with Dukes, Dukes, Keating and Faneca, and to spread on the minutes.
- 4) Motion to authorize county personnel to coordinate with Hancock County Port and Harbor Commission's agent for health, dental and life insurance services to seek options for joint benefit arrangements among County, Port and Harbor and Hancock Medical Center.

H. Supervisors Items

- 1) District 1 – Supervisor David Yarborough
- 2) District 2 – Supervisor Greg Shaw
- 3) District 3 – Supervisor Blaine LaFontaine
  - a. Motion to approve appointing \_\_\_\_\_ to the Mississippi Regional Housing Authority Board of Commissioners.
- 4) District 4 – Supervisor Scotty Adam
- 5) District 5 – Supervisor Darrin Ladner

**10. Public Comments**

**11. Executive Session**

- 1) Motion to consider entering into Executive Session to discuss insurance claims presented by Frank Bordeaux.
- 2) Motion to enter Executive Session to discuss insurance claims presented by Frank Bordeaux.
- 3) Motion to exit Executive Session to discuss insurance claims presented by Frank Bordeaux.

A. Attorney Motions

## **12. Adjourn/Recess**