



## HANCOCK COUNTY BOARD OF SUPERVISORS

### Agenda

October 3, 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 regular scheduled Board of Supervisors meeting is scheduled for October 17, 2016.
  
  - B. Bi-weekly payroll for period ending 9/17/16 totaled \$578,091.41.
  
  - C. There will be a bid opening today at 10:00a.m. for the Repair and Replace Washington Street Bridge Project.
  
  - D. There will be a bid opening today at 11:00a.m. for the McLeod Park Sanitary Sewer System Line Expansion Project.
  
- 5. Motion to approve the Board Minutes for September 15, 2016.**
  
- 6. Motion to approve the Docket of Claims for October 3, 2016, totaling \$1,698,898.33.**
  
- 7. Departmental Agendas**
  - A. Karen Ruhr – Circuit Clerk
  
  - B. Brian Adam – EMA Director
    - 1) Motion to approve the Brian T. Adam, John Albert Evans and Holly Bilbo to attend the 2016 Mississippi Civil Defense/Emergency Management Conference on November 15-17, 2016 at the Silver Star Conventions Center in Choctaw, MS. Registration is \$235.00 per person, lodging is \$79.00 per person per night. Total cost of the conference is \$1,416.00.
  
    - 2) Motion to approve the Yvonne Denise Catone as Fire Commissioner for the Diamondhead Fire Protection District Board. Attached is the letter of request from Yvonne Denise Catone and was sent to the EMA Office by Diamondhead Fire Chief Jerry Dubuisson for approval.
  
    - 3) Motion to approve and authorize Board President to sign any/all documents necessary to complete the application for FEMA – Assistance to Firefighters Grant, contingent upon County Attorney approval before submission.

C. Kevin Ladner – Recreation Director

- 1) Spread on the Minutes the resignation of McKaleb Jordan, effective September 20, 2016.
- 2) Motion to approve hiring Robert Arrowsmith for McLeod Park at a rate of \$11.00 per hour pending drug and physical screenings.

D. Michelle Cuevas – Inventory Control (NONE)

E. Robin Benoit – Purchasing Clerk

- 1) Approval for the Board of Supervisors Office
  - 1 – Canon Imagerunner C5550i multi-function digital copier with maintenance contract (48 month rental/lease off MS State Contract No.8200024359)  
Price is less than state contract price at \$234.11/month from Canon. This will replace the present copier (\$270.00/month) that is expiring.

F. Anthony Cuevas – Building Official

- 1) Motion to approve the Special Meeting and Public Hearing Meeting Minutes held on August 22, 2016 and the resumed Special Meeting and Public Hearing Minutes held on September 1, 2016 to recommend adoption of Textual Amendments to the Hancock County Planning and Zoning Ordinance and Chart of Uses Regarding Recreational Vehicle Park Zoning and Standards. (tabled on 9/15/16)
- 2) Motion to approve the Planning Commission Meeting Minutes held on September 1, 2016.
- 3) Discussion: Received letter from FEMA in regard to the revised Flood Maps for two locations in our County; one location is located off of Preacher Powell Rd known as Catahoula Creek Tributary 1 and the second location is located in the NASA Buffer Zone known as Second Alligator Branch. The letter is informing the County about a 90 day appeal period process. The revised map locations do not affect any structures, only wooded areas.
- 4) Discussion: Received an inquiry from a developer concerning a project located on the corner of Beach Blvd. and Main St. located in the City of Bay St. Louis. The developer is proposing to encroach into the easement area of Beach Blvd.
- 5) Discussion: Invoice concerning the cleaning fees associated with the Longfellow Civic Center.
- 6) Request the County Attorney address the issues concerning the Acquisition Program.

G. Nancy Kelly-Comptroller

- 1) Motion to spread on the Minutes the following
  - a. Cash Balances
  - b. Revenue and Expenditures
- 2) Motion to approve the repayment of the Interfund Loans from gaming.
- 3) Motion to add a check for Wright National Flood Insurance in the amount of \$11,167.00 for the Washington Street Comfort Station, Invoice was not paid in full from a previous docket.

## 8. External Business Agenda

### A. Digital Engineering – Bruce Newton

- 1) Motion to approve and authorize Board President to sign the certificate of substantial completion for the following projects:
  - a. SELEX Water Leaks
  - b. SELEX HVAC Repairs
  - c. SELEX Gate Repairs
  - d. SELEX Driveway Repairs
  - e. SELEX Fire Protection Repairs

### B. Camile Johnston, Department of Human Services

- 1) Presentation

### C. Hub International – Diane Moore

- 1) Presentation regarding mid-year report for health insurance

### D. Caroline Adam, Election Commissioner

- 1) Motion to approve travel to ECAM Convention in Philadelphia, MS on January 25-27, 2016 for Gary Gilmore and Caroline Adam. Cost will be \$310 per person with an additional \$220.34 for mileage reimbursement if a county vehicle is not available to be provided. To be paid from the Election Fund.

### E. Ron Thorp – 102 Leopold Street Bay St. Louis

- 1) Discussion regarding consolidation Committee for the two school districts in Hancock County.

### F. Port and Harbor Commission

- 1) Motion to approve the Hancock County Port & Harbor Commission's resolution accepting approving payment of the July 25, 2016 Claims Docket as presented.
- 2) Motion to approve the Hancock County Port & Harbor Commission's resolution accepting and ratifying the execution by the President of the Hancock County Port & Harbor Commission of the Agreement with Taylor Made Lawn Care in the amount of \$24,900.00 for Landscaping Irrigation Installation on the grounds of the new HCPHC Administration Building located at 14054 Fred and Al Keys Road, Kiln, Mississippi, and further authorizing payment to be made, without additional action by the Commission, upon satisfactory completion at a cost NOT TO EXCEED \$24,900.00.
- 3) Motion to approve the Hancock County Port & Harbor Commission's resolution accepting authorizing the President and the Secretary to execute the First Amendment to Agreement for Landscaping Irrigation Installation with Taylor Made Lawn Care for the purpose of adding landscape materials to the Agreement's scope of work for the INCREASE cost of \$37,206.45 as evidenced in Estimate "2" for the grounds of the new HCPHC Administration Building located at 14054 Fred and Al Keys Road, Kiln, Mississippi, and further authorizing payment to be made, without additional action by the Commission, upon satisfactory completion at a cost NOT TO EXCEED \$37,206.45 bringing the total Agreement to the NOT TO EXCEED amount of \$62,106.45.
- 4) Motion to approve the Hancock County Port & Harbor Commission's resolution accepting the Bid Proposal for Abstract and Report Summary and authorizing the President to execute the Professional Services Agreement with Patriot Title, LLC for abstracting services as detailed in the Bid Proposal for a fee NOT TO EXCEED \$27,000.00.

- 5) Motion to approve the Hancock County Port & Harbor Commission's ratification of and spreading in the minutes the execution by the Chief Executive Officer, William V. "Bill" Cork, of a Port Bienville Industrial Park Short Term Use Agreement with Jindal Tubular for use of Site 10 – Laydown Area only at Port Bienville Industrial Park for storage of steel pipe and / or steel coil for a term of September 13, 2016 to December 13, 2016 6 at a rate of \$2,500.00 per month.
- 6) Motion to approve the Hancock County Port & Harbor Commission's ratification of and spreading in the minutes of the actual amount of the FAA AIP 3-28-0005-030-2016 GRANT AGREEMENT, dated August 24, 2016 in the amount of \$1,072,041.00 for the 2016 – Stennis International Airport Expand Terminal Apron, Phase III A and III B Project at Stennis International Airport.
- 7) 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 Extension Number ONE to the Lease Agreement with Warehouse Services, Inc. for the lease of Warehouse #1 at Port Bienville Industrial Park extending the agreement for a period of one (1) year to October 31, 2017 for a monthly rent of \$7,830.00 per month PLUS the monthly park fee of \$485.00.
- 8) 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 Extension Number FIVE to Lease Agreement and any and all documents that may be necessary to memorialize said extension with TELEDYNE OPTECH, Inc. to extend the agreement for three (3) years through October 31, 2019 under the same terms and conditions of the Lease Agreement for approximately 8,000 square feet of office space in the Technology Building located at Stennis International Airport.
- 9) Motion to approve the Hancock County Port & Harbor Commission's resolution accepting and authorizing the President to execute Change Order Number 003 with Barnard & Sons Construction, LLC on the Hancock County Port & Harbor Commission Administration Building Project to add an additional forty-three (43) days to the contract time bringing the substantial completion date as of this Change order to November 12, 2016 and to furnish labor, material and equipment to install a 200KW generator and transfer switch at the new Hancock County Port & Harbor Commission Administration Building Project located at Stennis International Airpark with Barnard & Sons Construction, LLC for an INCREASE amount NOT TO EXCEED \$73,560.00 bringing the overall contract total at \$2,206,692.00.
- 10) Motion to approve the Hancock County Port & Harbor Commission's resolution accepting and authorizing the President to execute Task Order No. 3 for services on the SSA Bulkhead Improvements Project PB1701 Phase II at Port Bienville Industrial Park in accordance with the Compton Engineering, Inc. agreement for professional Engineering services on Docks and Waterways in an amount NOT TO EXCEED \$68,000.00.

G. Gouras and Associates – Corrine Graham

- 1) Motion to approve request for cash #16 for the MAC, LLC Project in the amount of \$2,500.00 for reimbursement for the following invoices:
  - a. Gouras and Associates Invoice 880 in the amount of \$2,500.00.
- 2) Motion to approve and authorize Board President to sign the Closeout Package for the MAC, LLC Project.
- 3) Motion to approve request for cash # 35 for the Sports Complex in the amount of \$136,484.12 for reimbursement for the following invoices:
  - a. Gouras and Associates Invoice 881 in the amount of \$2,621.37
  - b. Barnard & Sons Invoice 15 in the amount of \$131,237.75
  - c. M3A Invoice CA14.000 in the amount of \$2,625
- 4) Motion to approve request for cash #51 for the SELEX/Tyonek Project in the amount of \$118,802.76 for reimbursement for the following invoices:
  - a. Barnard & Sons Invoice 1 in the amount of \$6,800.00
  - b. Barnard & Sons Invoice 2 in the amount of \$34,500.00
  - c. Barnard & Sons Invoice 3 in the amount of \$14,500.00
  - d. Barnard & Sons Invoice 4 in the amount of \$41,502.76
  - e. DNA Underground Invoice 1 in the amount of \$21,500.00

H. Hancock County Youth Drug Court-Judge Elise Deano

- 1) Motion to approve hiring \_\_\_\_\_ as the new Youth Court Administrator at a rate of \_\_\_\_\_.
- 2) Motion to approve hiring \_\_\_\_\_ as the new Drug Court Administrator at a rate of \_\_\_\_\_.
- 3) Motion to move part time Drug Court employee Eloi Guidry to full time with the same rate of pay, effective September 13, 2016.
- 4) Discussion regarding receiving reports for drug court.

I. Gulf Regional Planning Commission – Jeff Loftus

- 1) Motion to authorize Board to approve Request for Payment #4 for \$4,735.72 Curtis Johnson Boat Launch Improvements FY2015-P501-25HN to reimburse county for the purchase of limestone and supplies to improve the parking area.

J. Gulf Coast Women’s Center for Non Violence – Renè Davis

- 1) Proclamation

K. Hancock Medical Center – Alan Hodges and Tom Ramsey

- 1) Presentation of the FY 2017 Budget.

L. Representative David Baria- Hancock County Task Force

## 9. Elected/Appointed Agendas

### A. Ricky Adam – Sheriff

- 1) Motion to spread on the Minutes the following personnel changes:
  - a. Resignation of the following:
    - i. Dispatcher Sherry MoGollon effective September 28, 2016.
    - ii. Deputy Jerry Fleming effective September 30, 2016.
    - iii. Deputy Clifton Malley, effective September 23, 2016.
  - b. Moving the following from part-time to full-time:
    - i. Dispatcher Ashlea Calvin from part-time to full time at a rate of \$10.50 per hour, effective October 2, 2016.
    - ii. Deputy Daniel Norris with a pay increase to \$13.90, effective October 2, 2016.
    - iii. Deputy James Sanches with a pay increase to \$13.90, effective October 2, 2016.
  - c. Moving the Deputy Gary Gros from full-time to part-time, effective October 2, 2016.
  - d. Increase in pay for the following full time Deputies from \$14.40 to \$14.90, effective October 2, 2016:
    - i. Carl Contranchis
    - ii. Thomas Betha
- 2) Motion to approve and authorize Board President to sign the Annual Jag Grant Application.
- 3) Motion to approve and authorize Board President to sign the agreement and purchase with Metrix Solutions LLC for ten (10) body cameras and two(2) body rockets for a total costs of \$86,700.00. This purchase is considered sole source (please see attached letter).

### B. Jimmie Ladner – Tax Assessor (NONE)

### C. Tim Kellar – Chancery Clerk

- 1) Motion to approve and authorize Board President to sign the contract with Accela for government management software in the amount of \$6,048.00 to be paid for from the Archives and History Fund.

### D. Geoffrey Clemens – County Engineer

- 1) Motion to spread on the Minutes Cancellation of State Aid Program for Project Number STP-0023(13) B in Hancock County.
- 2) Motion to approve Right-of-Way Occupancy request from Mobilitie, LLC to install a 120' utility pole in the public right of way on Royal Oak Road, Hancock County.
- 3) Motion to approve Right-of-Way Occupancy request from Jason Chinichi, P.E. representative for a Private Developer to install a concrete driveway on Beach Blvd between Main Street and State Street.
- 4) Request authorization to advertise Transportation Enhancement Grant-South Beach Blvd (Pathway) (CE-214-054)
- 5) Bid opening for:
  - a. McLeod Park Sanitary Sewer System Line #5 Expansion
  - b. Remove and Replace Washington Street Bridge

E. Road Manager – Vic Johnson

- 1) Motion to approve following personnel changes:
  - a. Remove James Edwards from payroll due to his resignation, effective Aug. 19, 2016. He was a truck driver/labor at North Maintenance.
  - b. Hire Jeffery Chaney to replace James Edwards as truck driver/labor at North Maintenance. This is a full time position at \$11.00 per hr. Contingent upon outcome of physical.
- 2) Motion to approve the request from Christian Stephenson to assist in Coastal Cleanup. The County has done this in the past by placing dumpsters in various locations as well as seawall crew with dump truck and backhoe working comp time. (see attachment)
- 3) Discussion regarding Harrison County assisting with road striping. (see attachment)
- 4) Discussion regarding striping rig. (see attachment)

F. County Administrator – Nancy Kelly

- 1) Motion to approve and authorize advertisement for Request for Proposals for Maintenance of County – Owned Recreation Facilities.
- 2) Motion to approve \_\_\_\_\_ as the Administrator for the HOME Investment partnership Grant and authorize any/all documents necessary to be executed by Board President to contract with them, contingent upon attorney approval.
- 3) Motion to spread on the Minutes the Closeout Letter from MDA for the Health and Human Services Building.
- 4) Motion to spread on the Minutes the Public Trust tidelands lease to Hancock county Board of Supervisors for the Pedestrian/Bicycle Pathway, Lakeshore to Sand Bayou Project.
- 6) Motion to spread on the Minutes the following contractors that are found to be prequalified as Hancock County Emergency Storm Debris Removal Contractors:
  - a. DRC Emergency Services
  - b. Phillips & Jordan
  - c. Crowder Gulf
  - d. Custom Tree Care
  - e. TAG Grinding Services
  - f. TFR Enterprises Inc.
  - g. Worley Tree Service
- 7) Motion to remove the following from part-time payroll at the Animal Shelter
  - a. Caitlin Jewel, effective September 19, 2016
  - b. Trista Fleming, effective September 27, 2016
  - c. Donna Goedde, effective September 22, 2016
- 8) Motion to approve hiring Dylan Head and Christopher Caccioppo as part-time kennel techs at the Animal Shelter for \$8.50 per hour, effective October 3, 2016, contingent upon physical and drug screenings.
- 9) Motion to authorize advertisement for Justice Court Clerk/Public Defender Clerk open position at a rate of \$10.00 per hour in the Sea Coast Echo and in employee paychecks.

- 10) Motion to approve hiring Scott Schaeffer as the new IT Director for Hancock County with a yearly salary of \$72,500.00, effective October 1, 2016.
- 11) Motion to approve hiring Bryan Byers as the new Systems Administrator for Hancock County IT Department with a yearly salary of \$52,000.00, effective October 1, 2016.
- 12) Motion to approve and authorize Board president to sign the Mosquito Control Services contract with Philip's Pest Control in the amount of \$180,000.00.
- 13) Motion to spread on the Minutes the executed contract for Professional Marketing Services with The Ad Group, as presented by the Hancock County Chamber of Commerce.
- 14) Motion to approve the following 16th Section Land Leases:
  - a. Hunting and Fishing Lease, Frankie Saucier
  - b. Residential Lease, Glendal Bazor
  - c. Agricultural Lease, Joseph and Laurence Stockstill

G. Gary Yarborough Jr. – Board Attorney

**10. Supervisors Items**

- A. District 1 – Supervisor David Yarborough
- B. District 2 – Supervisor Greg Shaw
- C. District 3 – Supervisor Blaine LaFontaine
  - 1) Motion to approve appointing \_\_\_\_\_ to the Mississippi Regional Housing Authority Board of Commissioners.
  - 2) Motion to approve appointing \_\_\_\_\_ to the Hancock County Tourism Board. Due Oct. 1, 2016.
  - 3) Motion to approve appointing \_\_\_\_\_ to the Rail Working Group for the Coast.
  - 4) Motion to approve appointing \_\_\_\_\_ to the Pearl River Community College's Board of Trustees.
  - 5) Motion to approve Board President to apply to the Mississippi Economic Council-Leadership Mississippi. Application fee is \$50.00.
  - 6) Motion to spread on the Minutes the
  - 7) Refund for Kiln Storm Shelter due to air conditioning failure.
  - 8) Discussion: Bond

D. District 4 – Supervisor Scotty Adam

E. District 5 – Supervisor Darrin Ladner

**11. Public Comments**

**12. Executive Session**

**13. Adjourn/Recess**