



Hancock County Board of Supervisors

Regular Meeting Agenda

June 5, 2023 at 9:00 AM

Board Meeting Room

1. Call to Order

- A) Pledge of Allegiance
- B) Invocation

2. Roll Call

3. Amendments to the Agenda

- A) Motion to accept the agenda.

4. Announcements

- A) The next regular scheduled Board of Supervisor's meeting will be held at 9:00 a.m., on Monday, June 19, 2023.
- B) The bi-weekly payroll with a check date of May 26, 2023 totaled \$796,451.74.

5. Presentation of 2023 MAS County Employee Scholarship

- A) Motion to present the 2023 Hancock County, Mississippi Association of Supervisors, Hancock County Employee Scholarship Certificate of Recognition and \$500.00 Award Check to Katlyn G. Cousins, and spread all documents on the Minutes.

6. Presentation of Retirement Commendation

- A) Presentation of Commendation to Glen Meranto for his retirement.

7. External Business Agenda

A) Port & Harbor Commission

1. Motion to accept the Hancock County Port & Harbor Commission's Resolution #20230522-01, Docket of Claims for May 22, 2023, in the amount of \$496,310.63 - (GO \$136,080.71, RR \$115,556.11, IP \$138,619.45, AP \$83,978.59, FAA \$22,075.77).
2. Motion to accept the Hancock County Port & Harbor Commission's Resolution #2023522-05, authorizing the Execution of Amendment One to the Omnibus Port Services and Marine Transfer Facilities Lease Agreement with DAK Americas Mississippi Inc., effective May 1, 2023.
3. Discussion of (CTAP) County Tuition Assistance Program.
4. Discussion of (ARPA) American Rescue Plan Act.

B) Digital Engineering

1. Presentation of Stormwater Program Project Status as of June 2, 2023.
2. Motion to approve and authorize the Board President to sign the Notice To Proceed to Apple Construction Company for Project 1.1 Bayside Park Drainage Improvements, Phase 1.
3. Discussion/Motion to approve and authorize the Board President to sign Change Order No. 1 for the Texas Flat Road and Pontiac Drive Drainage Improvements Project.

C) The Blood Center - Beverly Clark

1. Presentation/Introduction from Beverly Clark with the Blood Center regarding the upcoming Blood Drive.

8. Departmental Agendas

A) Emergency Management Agency

1. Discussion regarding ambulance operations from Dana Thrower, Operations Manager with American Medical Response (AMR), and Motion to spread on the Minutes, April 2023 Hancock County All Zones Report as well as the May 2023 Hancock County Report.
2. Motion to spread on the Minutes, the letter from Mississippi State Rating Bureau regarding West Hancock Fire Grading District improving from a Tenth Class to a Seventh Class fire insurance classification, effective May 15, 2023.
3. Motion to approve payment to KS StateBank from Bayside Fire Department 1/4 mil. money (117-253-710). This is the yearly payment for the purchase of SCBA equipment in the amount of \$6,552.48.
4. Motion to authorize Holly Bilbo to take home a county vehicle due to being on call to respond to emergencies 24/7.

B) E-911/Dispatch

1. Motion to approve the termination of Christopher Webb as a full-time dispatcher, effective May 16, 2023.
2. Motion to remove Tempest Martin from the Hancock County Jail payroll, effective June 5, 2023, and add Tempest Martin as a full-time dispatcher at the rate of pay of \$14.50 per hour, effective June 5, 2023.
3. Motion to accept the resignation of Taylor Holston as a full-time dispatcher, she is transferring to the Sheriff's Office as a full-time Correction Officer, effective June 5, 2023.

C) Animal Shelter

1. Motion to accept and add to the Animal Shelter's budget, a donation to the Animal Shelter in the amount of \$5,000.00 from Dempsey's Seafood and Steak, LLC for the costs of dog and cat food and spread the documentation on the Minutes.
2. Motion to remove Sierra Rich from the Animal Shelter's payroll, effective June 4, 2023, she is moving to a full-time position with the Hancock County Justice Court as a Deputy Clerk.
3. Motion to add Crystal Cooley to the Animal Shelter's payroll, part-time, at a rate of pay of \$10.93 per hour, effective June 12, 2023, pending successful completion of physical and drug screens.

D) Justice Court

1. Motion to spread on the Minutes, the resignation of Jada Haynes as Justice Court Deputy Clerk, effective June 2, 2023.
2. Motion to approve Constable Terry Necaise, to attend the MCA 2023 Convention & Training Seminar in Biloxi, Mississippi on June 12-16, 2023; the Training Seminar/Convention Fee & 2023-2024 Association Dues are \$450.00.
3. Motion to approve the 2023-2024 Mississippi Constable Association membership dues for Constable Paul Taylor in the amount of \$150.00.
4. Motion to approve Justice Court Judge Desmond Hoda, Brian Necaise and Eric Moran to attend the MJCJA 2023 Summer Convention in Biloxi, Mississippi on July 17-21, 2023; the Convention Fee is \$500.00 each.
5. Motion to spread on the Minutes, the Oath of Office for Hancock County Justice Court Deputy Clerks for June 2023.
6. Motion to approve the transfer of Sierra Rich, currently part-time at the Hancock County Animal Shelter, to full-time with Hancock County Justice Court as a Deputy Clerk at the rate of pay of \$11.50 per hour, effective June 8, 2023. Sierra Rich has already successfully completed her drug screen and

physical.

E) IT Department

F) Purchasing

1. Motion to approve and spread on the Minutes, the Credit Card Report for June 5, 2023. This report reflects all credit card charges that are presently on the docket for payment.
2. Motion to approve the repair service of a JD 6110 in the amount of \$10,217.78 from AgUp for the Road Department.
3. Motion to approve the purchase of 18 Powerware batteries for the amount of \$7,740 from IT1 for the Sheriff's Department, and spread both quotes on the Minutes.
4. Motion to approve advertising for the County's six-month Term Bids for Office Supplies & Janitorial Supplies.
5. Motion to approve a transmission repair of a Mack Dumptruck in the amount of \$5,164.41 from Gulf Truck Parts for the Road and Bridge Department, and spread the quote on the Minutes.
6. Motion to approve advertisement for Portable Toilet Services term bid.

G) Planning and Zoning

1. Motion to approve the Planning Commission Meeting Minutes held on May 4, 2023.
2. Motion to approve the Planning Commission Meeting Minutes held on May 18, 2023.

H) Parks & Recreation

1. Motion to approve hiring Nicholas Hewlett part-time for McLeod Park, at the rate of pay of \$11.00 per hour, pending physical and drug screening.
2. Discussion regarding discounts for McLeod Park.

I) Inventory Clerk

1. Motion to approve the removal of the attached assets from inventory as they have been either sold, upgraded or broken beyond repair.

J) Comptroller

1. Motion to approve the docket of claims for June 5, 2023, in the amount of \$1,898,748.79.
2. Budget request sheets will be sent to departments by June 9, 2023.

3. Motion to approve the attached budget amendments for June 5, 2023.
4. Motion to approve the following Interfund Transfers:
 - a. Transfer into Fleet Maintenance \$50,000, of that \$14,000 from the general fund, \$33,000 from the road fund, and \$3,000 from the seawall fund.

K) Board Secretary

1. Motion to approve the Regular Meeting Minutes of Monday, May 15, 2023 at 9:00 a.m.

9. Elected/Appointed Agendas

A) Sheriff's Office

1. Motion to spread on the Minutes, acknowledgment of the receipt of the monthly inmate meal log from the Hancock County Adult Detention Center for the month of May 2023, as on file with the County Administrator, pursuant to Mississippi State Statute 19-25-74.
2. Motion to spread on the Minutes, the following Personnel Changes:
 - a. Add the following to the payroll as full-time Correction Officers, at a rate of \$15.50 per hour, effective June 05, 2023: Amanda Falk, Cameron Dear, and Taylor Holston.
 - b. Remove the following from the payroll: Michael Blackwell - effective May 24, 2023, Amy Marquar - effective May 25, 2023, and Reginald Fowler - effective May 30, 2023.
 - c. Transfer Daysha Smith from Hancock County Payroll Clerk to the Sheriff's Office as the Grant Coordinator, at a rate of \$20.50 per hour, effective June 12, 2023.

B) Tax Assessor

1. Motion to spread on the Minutes the fully executed Govease Contract for the 2022 tax sale.
2. Motion to spread on the Minutes, the resignation of Kirsten Muirhead.
3. Motion to spread on the Minutes, the hiring of Sandy Cooley, effective June 5, 2023, at a rate of \$11.00 per hour.
4. Motion to spread on the Minutes, the retirement of Glen Meranto, effective June 30, 2023.
5. Motion to approve and spread on the Minutes, the attached tax sales to be voided.
6. Motion to approve and spread on the Minutes, the Increase/Decrease in Assessments and have the Board President and the Chancery Clerk sign where appropriate.

C) Circuit Clerk

1. Motion to authorize the purchase of additional voting equipment from Election Systems & Software, in the amount of \$123,485.00, and spread the grant application and sole source letter on the minutes. This purchase will require an additional \$15,415.00 per year for maintenance and support.

D) County Court

E) Youth Court/Family Treatment Court

F) Chancery Clerk

1. Motion to spread on the Minutes the Records Management Claim for May 2023.

G) County Engineer

1. Motion to approve and authorize the Board President to sign the Mississippi Office of Pollution Control (OPC) letter in regards to the proposed connection of the Hancock County Arena and Fairgrounds Wastewater System to the Hancock County Utility Authority's Wastewater System.
2. Motion to spread on the Minutes, the Addendum No. 1 for Hurricane Zeta Beach Boulevard Repairs ER-0023-00(056) LPA/108754-701000 Project.
3. Motion to spread on Minutes, the Addendum No. 1 for Rotten Bayou Road Drainage Project.
4. Motion to spread on the Minutes, the ROW Request from Telepak Networks to install underground conduit and fiber optic cable along Fred and Al Key Road.
5. Motion to spread on the Minutes, the ROW Request from Telepak Networks to install underground conduit and fiber optic cable in front of Hancock Middle School.
6. Motion to spread on the Minutes, the ROW Request from AT&T to replace an existing buried copper line on the North Side of W. Green Street.
7. Motion to spread on the Minutes, the ROW Request from Hancock County Utility Authority to install 4.7 miles of 8" sewer force main pipe along Whites Road, Whipple Road, and Logtown Road.

H) Road Manager

1. Motion to approve hiring William Alligood in Buildings & Grounds as a Class III Grounds Keeper, at a rate of pay of \$12.50 per hour, effective upon successful completion of physical and drug test.
2. Motion to approve the petition request from E911 to name a private road off of Ashlake Farms Road, "Wild Goose Lane" for E911 addressing purposes.

3. Discussion regarding adding an additional employee to the Seawall Department.

I) Grant Administrator

1. Motion to approve and authorize the Board President to sign the MDEQ Mississippi Municipality and County Water Infrastructure Grant Subaward Agreement No. 411-2-SW-5.6 for the Texas Float Road drainage project.
2. Motion to authorize the Board President to sign the MCWI Reimbursement Request Certification Form and spread on the Minutes, the reimbursement request package for agreement number 410-SW-5.6 Kapalama Drive drainage project.
3. Motion to authorize the Board President to sign the MCWI Reimbursement Request Certification Form and spread on the Minutes, the reimbursement request package for agreement number 412-1-SW-5.6 Leetown Road drainage project.
4. Motion to spread on the Minutes, the consultant selection letter in support of Neel-Schaffer acquiring Compton Engineering's CE&I contract for Hurricane Zeta Repairs to Beach Boulevard ER-0023-00(056)LPA/108754-701000.
5. Motion to approve and authorize Board President to sign the Small Purchase Procedures letter selecting Neel-Schaffer, Inc., for the engineering of the Texas Flat Road Reconstruction Project STP-1126-00(002)LPA/109415-701000 funded through The Gulf Coast Transportation Improvement Program (TIP).
6. Motion to approve and authorize Board President to sign the Small Purchase Procedures letter selecting Neel-Schaffer, Inc., for the engineering of the Santa Rosa Pathway project STP-0023-00(058)LPA/109416-701000 funded through The Gulf Coast Transportation Improvement Program (TIP).

J) County Administrator

1. Motion to authorize the County Administrator to announce the Hancock County Payroll Clerk job vacancy on the employee paystubs and via email, inviting any interested Hancock County employee to apply.
2. Discussion regarding the City of Diamondhead drainage project.

K) County Attorney

10. Supervisors Items

A) District 1

B) District 2

C) District 3

D) District 4

E) District 5

11. Public Comment

12. Executive Session

13. Bid Openings

- A) Motion to open and take under advisement Bids received for the construction of removal and replacement of damaged concrete rail and roadway along Beach Blvd in Hancock County, Mississippi for a distance of approximately 1 mile, Federal Aid Project No. ER-0023-00(056)LPA /108754-701000.**
- B) Motion to spread on the Minutes the following documents for the construction of removal and replacement of damaged concrete rail and roadway along Beach Blvd in Hancock County, Mississippi for a distance of approximately 1 mile, Federal Aid Project No. ER-0023-00(056)LPA /108754-701000:**
 - a. Certified Proof of Publication in the Sea Coast Echo,**
 - b. Certified Proof of Publication in the Clarion Ledger,**
 - c. MPTAP Bid Submission,**
 - d. Women and Minority business enterprises solicitation letters.**
- C) Motion to open and take under advisement Bids received for the construction of the Hancock County Drainage Improvements - Rotten Bayou Road.**
- D) Motion to spread on the Minutes, the Certified Proof of Publication and MPTAP Bid Submission for the construction of the Hancock County Drainage Improvements - Rotten Bayou Road.**

14. Adjourn/Recess