Hancock County Board of Supervisors

Regular Meeting Agenda

June 19, 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, July 3, 2023.
   B) Bi-weekly payroll for the ending date of June 9, 2023 totaled $831,755.88.
   C) The Board of Supervisors will be receiving sealed bids until 10:00 a.m., for Office & Janitorial Supplies and Portable Toilet Services.
5. **External Business Agenda**
   A) Port & Harbor Commission
      1. Motion to accept the Hancock County Port and Harbor Commission's Resolution #20230612-01, Claims Docket for June 12, 2023, in the amount of $2,345,332.52 (GO $190,066.99, RR $103,696.44, IP $495,054.92, AP $170,415.46, FAA $1,386,098.71).
      2. Motion to accept the Hancock County Port and Harbor Commission's

Resolution #20230612-12, authorizing the execution of the Ports Improvement Grant Agreement from the Mississippi Development Authority for PB2306 Warehouse 3 Development in the amount of $2,000,000.

3. Motion to accept the Hancock County Port and Harbor Commission's Resolution #20230612-13, declaring an emergency related to the Main Crossing in Port Bienville Industrial Park and spreading on the Minutes, the Executed Contract with Alabama Railroad to Replace the Main Railroad Crossing on Port and Harbor Drive, and Budget Amendment #4 to add funding for rail repairs in the amount of $150,327.

B) Digital Engineering - Bruce Newton

1. Discussion/Motion to approve and authorize the Board President to sign the Final Change Order No. 2 as part of the Close Out Package for Lawrence Ladner Road Drainage Improvements Project.
2. Discussion/Motion to approve and authorize the Board President to sign Change Order No. 2 for the Texas Flat Road and Pontiac Drive Drainage Improvements Project.
3. Motion to spread on the Minutes, the engineer’s recommendation letter and certified bid tabulation for the project Hancock County Drainage Improvements Rotten Bayou Road.
4. Motion to approve and authorize the Board President to sign the Notice of Award to LJ Construction, Inc. for the project Hancock County Drainage Improvements Rotten Bayou Road.

C) Jeff Loftus – GRPC

1. Motion to spread on the Minutes, the MDEQ Executed Grant Agreement for Solid Waste Assistance Grant No. 1383 to support FY23 and FY24 Household Hazardous Waste Day.
2. Motion to approve and authorize the Board President to sign Payment Request 8 for FY21 Bayou Caddy Marina.
3. Motion to approve and authorize the Board President to sign Payment Request 6 for FY16 Clermont Harbor Pier Expansion.
4. Discussion regarding FY25 Tidelands applications that are due July 1, 2023.

D) Judge Favre - Hancock County Youth Court

1. Motion to proclaim the month of June 2023 as Family Reunification Month in Hancock County, Mississippi and present the Proclamation to the Honorable Judge Favre with the Hancock County Youth Court.

E) Tim Ray - Mississippi State Extension

1. Presentation and introduction of Katie Mayfield, the new 4-H agent for Mississippi State Extension.

6. Departmental Agendas

A) Emergency Management Agency

1. Motion to appoint Mr. Doug Cuevas and Mr. Tim Davis as Commissioners of the Post 58 Fire District Board for a term of 5 years each, beginning June 19, 2023 and expiring June 18, 2028.
2. Motion to approve Brian Adam, John Albert Evans, and Holly Bilbo to attend the 2023 MCDEMA Annual Business Meeting in Choctaw, Mississippi, July 11-12, 2023, at a total cost of $138.00 ($46.00 per diem per person). Approval for John Albert Evans will be contingent on his medical release date.
3. Motion to approve Brian Adam and John Albert Evans to attend the 2023 MCDEMA Board Workshop in Waveland, Mississippi July 18-20, 2023, at no cost to the County. Approval for John Albert Evans will be contingent on his medical release date.
4. Motion to spread on the Minutes, the resignation of Commissioner Peyton Lee from the Leetown Fire District Board, effective May 8, 2023.
5. Motion to approve the appointment of Mrs. Tammy Neighbors-Dearman to the Leetown Fire District Board of Commissioners to fill the unexpired term of Mr. Peyton Lee, due to his resignation. Mrs. Neighbors-Dearman's term will be effective June 19, 2023 and expires on February 2, 2025.
6. Motion to accept the transfer of a 2001 International Model 380 Bus from the Hancock County School District to the Hancock County EMA for use as during emergency evacuations.

B) E-911/Dispatch

1. Motion to approve and authorize the Board President to execute the contract for Data Systems Management for E-911, for the fiscal year 2023-2024, in the amount of $80 per month, beginning October 1, 2023 - September 30, 2024.
2. Motion to approve Brianna Page and Chrystain Barnett to attend the mandatory 16-hour training in Canton, Mississippi, on August 14-15, 2023, with two hotel rooms at the cost of $98 per night for 2 nights with meal and mileage reimbursement.

C) Animal Shelter

D) Justice Court

E) IT Department

F) Purchasing

1. Motion to approve and spread on the Minutes, the Credit Card Report for June 19, 2023. This report reflects all credit card charges that are presently on the docket for payment.
2. Motion to approve the installation of a Kayak Launch at Cedar Point for the amount of $20,500 from Gill's Crane & Dozer, and authorize the Board President to sign the Additional Terms and Conditions acknowledgment, and spread both quotes on the Minutes.
3. Discussion regarding Lakeshore Playground.

G) Planning and Zoning

1. Motion to approve the Planning Commission Meeting Minutes held on June 1, 2023.

H) Parks & Recreation

1. Motion to remove Weston Liesch from McLeod Park payroll, effective June 17, 2023, due to his resignation.
2. Motion to approve hiring Jeremy Brewer for McLeod Park at a rate of pay of $12.50 per hour, pending successful completion of a physical and drug screen., effective June 19, 2023.
3. Discussion regarding the possibility of the Leetown Football league placing cameras around the Leetown concession stand.
4. Discussion regarding the cable railing along the river at McLeod Park.

I) Inventory

1. Motion to approve the removal of the attached assets as they have been a part of a buyback program. One asset is broken beyond repair and will be discarded.
2. Motion to authorize Board President to sign the attached lost or stolen property affidavit to adjust asset #6380.

J) Comptroller

1. Motion to approve the docket of claims for June 19, 2023, in the amount of $146,618.30.

K) Board Secretary

1. Motion to approve the Regular Meeting Minutes of Monday, June 5, 2023 at 9:00 a.m.

7. Elected/Appointed Agendas

A) Sheriff's Office

1. Motion to authorize the Board President to sign and approve Daysha Smith as secondary signatory official for all Sheriff’s Office Grants.

2. Motion to spread on the Minutes the following personnel changes:
   a. Add Gabrielle Lauga to the payroll as a full-time DUI deputy at a rate of pay of $21.50 per hour, effective June 19, 2023.
   b. Remove Dustin Moeller from the payroll, effective June 16, 2023.
   c. Daniel Sullivan's pay will be increased to Investigation's pay at a rate of pay of $21.50 per hour, effective June 18, 2023.

3. Motion to authorize the Board President to sign the MSDH Subgrantee Audit Information form for FY2022.

B) Tax Assessor

1. Motion to approve and authorize the Board President to execute the contract for Data Systems Management for the Tax Assessor's Office, for the fiscal year 2023-2024, in the amount of $1,848.00 per month, beginning October 1, 2023 - September 30, 2024.

C) Circuit Clerk

D) County Court

E) Youth Court/Family Treatment Court

1. Motion to approve and authorize the Board President to sign the Grant Writer Independent Contract for Youth Court with Brooke Ellen LLC, Brooke O'Byrne, Grant Writer, for a one-year position, effective May 1, 2023 and continuing through December 31, 2023. The Grant Consultant will be compensated at a rate of $99 per hour and is not to exceed $5,000 for the total of the project.

2. Motion to accept the Order Appointing Youth Court Family Representative, Samuel Newman, effective June 19, 2023, with a yearly salary of $70,000.00, an increase from the previous salary of $66,950, and requesting a budget amendment if necessary.

3. Motion to approve travel to the MADCP Conference in Oxford, Mississippi, Wednesday August 23- Friday August 25th 2023 for Sarah Johnson, Cecile Tebo, April Johnson, and Judge Trent Favre. $800.00 total for conference fees, travel and meal reimbursement. Hotel stay for two nights, 4 rooms, @ $146.00 per night at the Graduate Hotel in Oxford. All fees will be paid out of the OJJDP Grant funds.

F) Chancery Clerk

1. Motion to spread on the Minutes the Homestead Exemption Disallowances for the reimbursement year 2022, signed by the Chancery Clerk, objections, and responses from the MS Department of Revenue, and authorize notice and setting the hearing date for Monday, July 17, 2023 at 1:00 p.m.

2. Motion to spread on the Minutes the Chancery Clerk's May Land Redemption Settlement Check in the amount of $8,477.25 to the General Fund, and the Settlement Report.

3. Motion to approve and authorize the Board President to sign a CDMS Software Support Agreement from Data Systems Management, Inc., for the Chancery Clerk's Office, in the amount of $220.00 monthly, for a one-year term beginning October 1, 2023 through September 30, 2024, and to spread the agreement on the Minutes.

G) County Engineer

1. Motion to approve the Letter of Recommendation to Landmark Contractors, Inc., for the Hurricane Zeta Repairs to Beach Boulevard, Federal Aid Project No. ER-0023-00(056) / 108754-701000, in the amount of $1,311,734.29, contingent upon final review and approval from the Mississippi Department of Transportation LPA Division, and authorize Board President and County Personnel to execute documents required for completion of the Concurrence Package.

H) Road Manager

1. Motion to approve hiring Damon Peterson in Road Department North as a Class III Laborer at a rate of pay of $12.50 per hour, effective upon successful completion of physical and drug screening.

2. Motion to approve hiring Richard Martin in the Road Department North as a Class III Tractor operator/laborer at a rate of pay of $13.50 per hour, effective upon successful completion of physical and drug screening.

3. Motion to approve the attached Hancock County paving list for late 2023.

I) Grant Administrator

1. Motion to approve and authorize the Board President to sign the GOMESA Bond Request 22-DGT for Reimbursement from Hancock Bank in the amount of $181,227.31.

2. Motion to approve and authorize the Board President to execute Request for Cash No. 4 for the Taxilane Sierra Project in the amount of $6,720.00.

3. Motion to approve and authorize the Board President to execute Request for Cash No. 4 for the Aircraft Packaging Hangar in the amount of $71,532.06.

4. Motion to authorize the Board President's signature and spread on the Minutes, the quarterly report to be submitted to the Department of Finance and Administration for the Arena Fairgrounds Improvement project.

5. Motion to authorize the Board President's signature on the MDOT Certification Form for Sub-Awards.

6. Motion to authorize the Board President's signature on the funding overage letter for the Lakeshore Road Resurfacing project.
7. Motion to authorize the Board President's signature on Modification No. 1 for MDEQ Agreement No. 412-1-SW-5.6 (Leetown Stormwater Project) and MDEQ Agreement No. 410-1-SW-5.6 (Kapalama Stormwater project).
8. Motion to spread on the Minutes, the fully executed Mississippi Municipality and County Water Infrastructure Subaward Agreement between MDEQ and Hancock County Water and Sewer District for the Port Bienville Well & Tank project and Subaward Agreement between MDEQ and Hancock County Board of Supervisors for the Texas Flat drainage project.

J) County Administrator

1. Motion to spread on the Minutes the following from American Medical Response:
   a. May 2023 Response Time Report;
   b. May 2023 Medical Supplies Report;
   c. 1st Quarter Uncompensated Care Report;
   d. Jun 2023 Rapport Newsletter.
2. Motion to approve and authorize the Board President to execute the contract for Data Systems Management for the Board of Supervisor's Office, for the fiscal year 2023-2024, in the amount of $1,360.00 per month, beginning October 1, 2023 - September 30, 2024.
3. Motion to spread on the Minutes, VDCI's Monthly Mosquito Report for May 2023.
4. Motion to spread on the Minutes, the Financial Capability form as submitted to DOJ for the Family Treatment Court Grant.
5. Motion to approve the Vector Disease Control International (VDCI) Mosquito Control Program Contract for a period of two (2) years beginning on the date of execution, pending County Attorney review and final approval.

K) County Attorney

8. Supervisors Items

A) District 1

B) District 2

C) District 3

D) District 4

E) District 5

9. Public Comment

10. Executive Session

11. Bid Openings

A) Motion to spread on the Minutes, the Certified Proof of Publications for term bids for Office Supplies & Janitorial Supplies and Portable Toilet Services.

B) Motion to open and take under advisement bids received for term bids, Office and Janitorial Supplies and Portable Toilet Services.

12. Adjourn/Recess

13. Public Hearing

A) Motion to spread on the Minutes, the Notice of Public Hearing to Consider Changes to the Road Registry and submissions as follows:
(1) Petition for abandonment of a portion of 128 feet of Wisteria Street;
(2) Petition for the addition of the entirety of Mint Julep Drive, being 5,965 feet to the road registry;
(3) Petition for the addition of 574 feet of McKay Lane to the road registry;
(4) Petition for the addition of 2,328 feet of Road 374 to the road registry;
(5) Submissions received from Peter Coleman regarding the abandonment of a portion of 128 feet of Wisteria Street.

14. Adjourn/Recess