

**REGULAR MEETING OF THE CITY COUNCIL
TUESDAY, DECEMBER 6, 2011, AT 6:00 P. M.
CITY HALL, PASCAGOULA, MISSISSIPPI**

The City Council of the City of Pascagoula, Mississippi, met at City Hall in a regular meeting on Tuesday, December 6, 2011, at 6:00 p.m. Mayor Pro Tem Abston called the meeting to order with the following officials present:

Mayor Pro Tem Joe Abston
Councilman Frank Corder
Councilman Jim Milstead
Councilman Harold Tillman, Jr.
Councilman George L. Wolverton, Sr.

Mayor Robert H. Maxwell was absent.
Councilman Robert Stallworth, Sr. was absent.

City Manager Joe Huffman
City Attorney Eddie Williams
Asst. City Clerk Brenda Reed
City Clerk/Comptroller Robert J. Parker

Mayor Pro Tem Abston welcomed everyone to the meeting. Mayor Pro Tem Abston then gave the invocation and the pledge of allegiance was recited before the commencing of business.

Carl B. Smith addressed the Council regarding a property cleanup matter at 3019 Market Street. Mr. Smith advised he has a contractor that works part time who will do the work. Eddie Williams, City Attorney, advised the Council that a hearing was held for this property on November 1, 2011, and the matter was continued until the Council meeting of January 3, 2012; however, the Council had requested that an actual plan be presented to them at tonight's meeting. Mr. Smith did not bring a plan or timeline for work to be done on the property with him tonight. The Council encouraged him to work with the contractor in order that progress can be made on the property.

Rebecca Whitehead addressed the Council on behalf of her sister, Deborah Ann Johnson, who is the property owner of 2914 Frederic Street. Ms. Whitehead gave an update on the progress of the structure and requested additional time to make repairs. She has applied for the Neighborhood Grant Program and awaiting the status of the application. The City Attorney advised that the Council adopted a Resolution on August 3, 2010, for this property which the Council could rescind and allow the Code Enforcement Department to work with Ms. Whitehead.

After discussion, Councilman Wolverton made a motion to rescind the Resolution adopted by the City Council on August 3, 2010, for property located at 2914 Frederic Street, and allow the Code Enforcement Department to monitor the progress of repairs. The motion was seconded by Councilman Milstead and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". (Approved 12-6-11)

A property cleanup hearing was held for 2116 Alex, 1141 Del Norte, 3407 Ingalls, 2303 Lewis, 4711 Oneida, 4506 Robinhood, and 1109 Skip. Brad Crocker, Code Enforcement Department, gave an update on each parcel.

Regarding 1141 Del Norte, Cindy Murphy, 1137 Del Norte Circle, and Beth Keenan, 1144 Del Norte Circle, expressed their concerns, as well as other neighbors about the condition of the house and the need for something to be done.

Regarding 3407 Ingalls Avenue, Reginald Eubanks and his mother, Priscilla Eubanks, gave an update on the property and advised it is for sale. The City Attorney provided the Council with a history of the property and advised there is a need to have the power disconnected at this location by Singing River Electric Power Association.

The Council then considered the following Resolution:

RESOLUTION

WHEREAS, by order dated November 1, 2011, this Council authorized giving notice to the owners of the parcels of land listed in Exhibit A of a hearing before this Council at 6:00 P.M., December 6, 2011, to determine whether the parcels listed are in such a state of uncleanliness as to be a menace to the public health and safety of the community; and

WHEREAS, notice of the hearing has been given in the manner and time required by law; and

WHEREAS, the Council has received evidence from the staff of the City as to the condition of each parcel listed and the owners have been given an opportunity to be heard; and

WHEREAS, we find that the parcels of land listed in the exhibit are in such a state of uncleanliness as to be a menace to the public health and safety of this community:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PASCAGOULA, MISSISSIPPI, AS FOLLOWS:

SECTION 1. That the parcels of land listed in Exhibit A are hereby found and determined to be in such a state of uncleanliness as to be a menace to the public health and safety of the community.

SECTION 2. That, if the parcels are not cleaned by the owners within seven days of this date, the City Manager, by use of City personnel or a private contractor, shall have each parcel cleaned by removing any dilapidated buildings thereon, removing any standing water, by cutting any excess vegetation thereon, and by removing rubbish and debris. Thereafter, this Council shall adjudicate the actual cost of cleaning the parcels and such costs shall be an assessment against each parcel.

EXHIBIT A

<u>Tax Parcel Number and Property Address</u>	<u>Owner(s) and Mailing Address</u>	<u>Described at the following Jackson County, MS, Deed Books and Pages</u>
41702939.000 2116 Alex	Michael Selmon Address Unknown	Deed Book 958, Page 16
42010049.000 1141 Del Norte	Anna Cumbest 618 Market Street Pascagoula, MS 39567	Deed Book 396, Page 300
40230016.000 3407 Ingalls	Priscilla Eubanks 14716 Bourne Road Moss Point, MS 39562	Deed Book 1568, Page 421
41780338.000 2303 Lewis	Willie D. Martin 2303 Lewis Avenue Pascagoula, MS 39567	Deed Book 123, Page 456
41335236.000 4711 Oneida	Michael & Lillie McKissack Address Unknown	Deed Book 1213, Page 590
41570067.000	Andresa McNair	Deed Book 1100, Page 679

4506 Robinhood

110 Indian Forest Trail
Warner Robbins, GA 31088

41413021.000
1109 Skip

Augustine Durden
1109 Skip
Pascagoula, MS 39567
(Footnote 1)

Deed Book 463, Page 149

PARTIES WITH INTEREST

Footnote 1: Associates Financial Services Company of MS, Inc., 3141 Market Street, Pascagoula, MS 39567

The following actions were taken by the City Council:

2116 Alex

Councilman Tillman made a motion to adopt the Resolution for 2116 Alex as recommended. The motion was seconded by Councilman Corder and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". The Mayor Pro Tem then declared the Resolution adopted on the 6th day of December, 2011.

1141 Del Norte

Councilman Corder made a motion to adopt the Resolution for 1141 Del Norte as recommended. The motion was seconded by Councilman Tillman and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". The Mayor Pro Tem then declared the Resolution adopted on the 6th day of December, 2011.

3407 Ingalls

Councilman Corder made a motion to adopt the Resolution for 3407 Ingalls Avenue as recommended and authorize the City Attorney to file a suit against Singing River Electric Power Association to have power disconnected at this location. The motion was seconded by Councilman Tillman and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". The Mayor Pro Tem then declared the Resolution adopted on the 6th day of December, 2011.

2303 Lewis

Councilman Milstead made a motion to adopt the Resolution for 2303 Lewis Avenue as recommended. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". The Mayor Pro Tem then declared the Resolution adopted on the 6th day of December, 2011.

4711 Oneida

Councilman Corder made a motion to adopt the Resolution for 4711 Oneida as recommended. The motion was seconded by Councilman Tillman and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". The Mayor Pro Tem then declared the Resolution adopted on the 6th day of December, 2011.

4506 Robinhood

Councilman Wolverton made a motion to adopt the Resolution for 4506 Robinhood as recommended. The motion was seconded by Councilman Corder and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". The Mayor Pro Tem then declared the Resolution adopted on the 6th day of December, 2011.

1109 Skip

Councilman Corder made a motion to adopt the Resolution for 1109 Skip as recommended. The motion was seconded by Councilman Tillman and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". The Mayor Pro Tem then declared the Resolution adopted on the 6th day of December, 2011.

A property cleanup hearing was held for 1303 Commanche, 5007 Machpelah, and 2214 Taft. These properties were continued from the Council meeting of September 6, 2011. Brad Crocker, Code Enforcement Department, gave an update on each property.

Regarding 5007 Machpelah, Joe Crawford was present to provide an update on the property and requested additional time for repairs.

The Council then considered the following Resolution:

RESOLUTION

WHEREAS, by order dated June 7, 2011, this Council authorized giving notice to the owners of the parcels of land listed in Exhibit A of a hearing before this Council at 6:00 P.M., July 5, 2011, to determine whether the parcels listed are in such a state of uncleanliness as to be a menace to the public health and safety of the community; and

WHEREAS, notice of the hearing has been given in the manner and time required by law; and

WHEREAS, this matter was continued at the July 5, 2011, meeting until September 6, 2011; and

WHEREAS, this matter was continued at the September 6, 2011, meeting until December 6, 2011; and

WHEREAS, the Council has received evidence from the staff of the City as to the condition of each parcel listed and the owners have been given an opportunity to be heard; and

WHEREAS, we find that the parcels of land listed in the exhibit are in such a state of uncleanliness as to be a menace to the public health and safety of this community:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PASCAGOULA, MISSISSIPPI, AS FOLLOWS:

SECTION 1. That the parcels of land listed in Exhibit A are hereby found and determined to be in such a state of uncleanliness as to be a menace to the public health and safety of the community.

SECTION 2. That, if the parcels are not cleaned by the owners within seven days of this date, the City Manager, by use of City personnel or a private contractor, shall have each parcel cleaned by removing any dilapidated buildings thereon, removing any standing water, by cutting any excess vegetation thereon, and by removing rubbish and debris. Thereafter, this Council shall adjudicate the actual cost of cleaning the parcels and such costs shall be an assessment against each parcel.

EXHIBIT A

<u>Tax Parcel Number and Property Address</u>	<u>Owner(s) and Mailing Address</u>	<u>Described at the following Jackson County, MS, Deed Books and Pages</u>
41335303.000 1303 Commanche	Andrew Duane Boswell and Christie Lynn Boswell	Deed Book 1505, Page 760

1303 Commanche Street
Pascagoula, MS 39567
(Footnote 1)

41470113.000
5007 Machpelah

Terrell Waters
and
Pauline Waters Crawford
2969 Southaven Drive
Annapolis, MD 21401

Deed Book 1247, Page 521

41450424.000
2214 Taft

Childress Management, LLC
4306 Orchard Avenue
Pascagoula, MS 39567

Deed Book 1574, Page 33

PARTIES WITH INTEREST

Footnote 1: -Trustmark National Bank, P.O. Box 522, Jackson, MS 39205
-The First Bank, P.O. Box 15549, Hattiesburg, MS 39404

The following actions were taken by the Council:

1303 Commanche -

Councilman Corder made a motion to continue this property cleanup matter until the Council meeting of February 7, 2012. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE".
(Continued 12-6-11)

5007 Machpelah -

Councilman Corder made a motion to continue this property cleanup matter until the Council meeting of February 7, 2012. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE".
(Continued 12-6-11)

2214 Taft -

Councilman Corder made a motion to continue this property cleanup matter until the Council meeting of February 7, 2012. The motion was seconded by Councilman Milstead and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE".
(Continued 12-6-11)

The consent agenda was considered at this time.

The City Manager requested that Item R (Supplemental Agreement #7 with SCI, Inc. for Pascagoula Street between Ingalls Avenue and Highway 90) be removed from tonight's agenda:

The first item for consideration was the minutes from the recessed regular Council meeting held on November 15, 2011, as recommended by Brenda Reed, Asst. City Clerk.

Councilman Corder made a motion to approve and adopt the minutes from the recessed regular Council meeting of November 15, 2011, as recommended. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". (Approved 12-6-11)

Minutes of the Recreation Commission meeting of November 9, 2011, were acknowledged by the Council.

Minutes of the Historic Preservation Commission meeting of October 26, 2011, were acknowledged by the Council.

Minutes of the Pascagoula Redevelopment Authority meeting of October 20, 2011, were acknowledged by the Council.

Minutes of the Strategic Plan Steering Committee meeting of October 20, 2011, were acknowledged by the Council.

Minutes of the Main Street Board and All Committees meetings of November 7, 2011, and November 28, 2011, were acknowledged by the Council.

The next item for consideration was a request to advertise for bids for street milling (Annual Bid # 316) as recommended by Steve Mitchell, Operations Manager.

Councilman Corder made a motion to authorize the City Clerk to advertise for bids for street milling (Annual Bid # 316) as recommended. The motion as seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". (Approved 12-6-11)

The next item for consideration was a request to advertise for bids for concrete (Annual Bid # 317) as recommended by Steve Mitchell, Operations Manager.

Councilman Corder made a motion to authorize the City Clerk to advertise for bids for concrete (Annual Bid # 317) as recommended. The motion as seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". (Approved 12-6-11)

The next item for consideration was the FY 2011 Solid Waste Grant for \$5,000.00 through the Mississippi Department of Environmental Quality as recommended by Harry Schmidt, Community and Economic Development Director. The grant will cover \$1,500.00 for illegal dump site cleanup and \$3,500.00 for educational materials for the public.

Councilman Corder made a motion to approve the FY 2011 Solid Waste Grant through the Mississippi Department of Environmental Quality and authorize the Mayor to execute the award documents for the grant as recommended. The motion as seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". (Approved 12-6-11)

(A copy of the related documents is filed in the minute file of this meeting and incorporated herein by reference.)

The next item for consideration was approval of closeout documents for the Mississippi Arts Commission Grant as recommended by Harry Schmidt, Community and Economic Development Director. The reimbursement will be for \$22,200.00.

Councilman Corder made a motion to approve the closeout documents for the Mississippi Arts Commission Grant and authorize the Mayor to execute the related documents as recommended. The motion as seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". (Approved 12-6-11)

(A copy of the related documents is filed in the minute file of this meeting and incorporated herein by reference.)

Next for consideration was the annual renewal of the Advertising Contract with The Mississippi Press for display advertising space as recommended by Brenda Reed, Asst. City Clerk. The contract period will be December 1, 2011, through November 30, 2012.

Councilman Corder made a motion to approve the annual renewal of the Advertising Contract with The Mississippi Press for display advertising space and authorize the City Manager to execute the related documents as recommended. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". (Approved 12-6-11)

(A copy of the related documents is filed in the minute file of this meeting and incorporated herein by reference.)

The next item for consideration was Supplemental Agreement No. 1 (SA1) to the contract with B & B Electrical & Utility Contractors, Inc., for the MDOT Traffic Loop Project, as recommended by Jaci Turner, Program Manager, and Compton Engineering, Inc. The supplemental agreement will add 50 days to the contract and there is no cost for the adjustment. This matter was previously approved by Council on April 5, 2011, but it was named SA2; therefore, this will authorize the same change but as SA1, as approved by MDOT.

Councilman Corder made a motion to approve Supplemental Agreement No. 1 (SA1) to the contract with B & B Electrical & Utility Contractors, Inc., and authorize the City Manager to execute the related documents as recommended. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". (Approved 12-6-11)

(A copy of the related documents is filed in the minute file of this meeting and incorporated herein by reference.)

The next item for consideration was the Lowry Island MDA/CDBG Budget Modification #1 (Contract/Grant No. R-190-290-05-KCR) as recommended by Jaci Turner, Program Manager. This will adjust the full grant funding to move \$10,000.00 from the application fee to construction. The environmental clearance from MDA was recently approved which allowed the City to move forward with the full grant process.

Councilman Corder made a motion to approve Lowry Island MDA/CDBG Budget Modification #1 (Contract No./Grant No. R-190-290-05-KCR) as recommended and authorize the Mayor to execute the related documents. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". (Approved 12-6-11)

(A copy of the related documents is filed in the minute file of this meeting and incorporated herein by reference.)

The City Manager requested that Supplemental Agreement #7 (SA7) for Pascagoula Street between Ingalls and Highway 90 (Item R) be removed from the agenda tonight.

Next for consideration was Supplemental Agreement #6 (SA6) to the contract with SCI, Inc. for Pascagoula Street between Beach Boulevard and Ingalls Avenue as recommended by Jaci Turner, Program Manager. This will allow the substitution of MT asphalt in place of HT

asphalt as specified. The change is recommended by MDOT and there is no cost or time associated with the proposed change.

Councilman Corder made a motion to approve Supplemental Agreement #6 (SA6) to the contract with SCI, Inc. for Pascagoula Street between Beach Boulevard and Ingalls Avenue as recommended and authorize the Mayor to execute the related documents. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". (Approved 12-6-11)

(A copy of the related documents is filed in the minute file of this meeting and incorporated herein by reference.)

The next item for consideration was closeout documents with Graham Construction Company, Inc. for repairs to the north wall of the Transfer Station as recommended by Jaci Turner, Program Manager, and Compton Engineering, Inc.

Councilman Corder made a motion to approve closeout documents with Graham Construction Company, Inc. for repairs to the north wall of the Transfer Station as recommended and authorize the City Manager to execute the related documents. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". (Approved 12-6-11)

(A copy of the related documents is filed in the minute file of this meeting and incorporated herein by reference.)

The next item for consideration was closeout documents with Graham Construction Company, Inc. for the Chipley (W-26 and S-32) DEQ/CDBG project as recommended by Jaci Turner, Program Manager, and Compton Engineering, Inc. This includes final summary change order for an increase of \$32,137.12 and an additional 51 days, approval of final payments for \$72,796.27 (W-26), \$3,101.75 (W-26A), \$100,707.08 (S-32), and \$11,700.80 (S-32A) for a total amount of \$188,305.90.

Councilman Corder made a motion to approve closeout documents with Graham Construction Company, Inc. for the Chipley (W-26 and S-32) DEQ/CDBG project as recommended, authorize the City Manager to execute the related documents, and approve a manual check for \$188,305.90. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". (Approved 12-6-11)

(A copy of the related documents is filed in the minute file of this meeting and incorporated herein by reference.)

Next for consideration was Change Order #1 to the contract with Commercial Contracting Services, Inc. for the HMGP Wind Retrofit Project at Public Works, Code Enforcement, and Police Department buildings as recommended by Jaci Turner, Program Manager, and Compton Engineering, Inc. This is an increase of \$12,746.29 and would extend the contract until January 12, 2012, to add to the scope of work certain necessary items which have been reviewed by MEMA and determined eligible under the 95/5 grant.

Councilman Corder made a motion to approve Change Order #1 to the contract with Commercial Contracting Services, Inc. for the HMGP Wind Retrofit Project at Public Works, Code Enforcement, and Police Department buildings as recommended and authorize the City Manager to execute the related documents. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". (Approved 12-6-11)

(A copy of the related documents is filed in the minute file of this meeting and incorporated herein by reference.)

The next item for consideration was a Resolution regarding job creation relating to the LaFont Infrastructure Grant Project as recommended by Jaci Turner, Program Manager. The Resolution is spread on the minutes as follows:

**RESOLUTION STATING A FIRM COMMITMENT TO COMPLYING WITH THE
NATIONAL POLICY OBJECTIVE OF COMMUNITY DEVELOPMENT BLOCK
GRANT ECONOMIC DEVELOPMENT
PROJECT No. R-103-290-01-KED
CITY OF PASCAGOULA, MISSISSIPPI**

WHEREAS, The City of Pascagoula has applied for and received a Katrina Supplemental Community Development Block Grant (CDBG) for infrastructure developments to serve the La Font Inn Redevelopment Project in Pascagoula, Mississippi; and

WHEREAS, as a part of said CDBG Project, WWT Enterprises, LLC has executed a Memorandum of Agreement to create at least 100 full-time and/or full-time equivalent jobs of which a minimum of fifty-one percent (51%) will be made available to persons from low and moderate income households; and

WHEREAS, the Grant Agreement for said CDBG Project No. R-103-290-01-KED requires that The City of Pascagoula shall submit to the Mississippi Development Authority, an official resolution stating its firm commitment to the National Policy Objective for this CDBG Project, which is making at least fifty-one percent (51%) of 100 total full-time and/or full-time equivalent direct jobs to be created by WWT Enterprises, LLC available to persons from low and moderate income households.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pascagoula that:

The City of Pascagoula stands firm in its commitment to ensure that at least fifty-one percent (51%) of the 100 full-time and/or full-time equivalent direct jobs to be created by the WWT Enterprises, LLC are made available to persons from low to moderate income households.

RESOLVED this the 6th day of December, 2011.

The above Resolution was introduced by Councilman Corder, seconded for adoption by Councilman Wolverton, and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". Mayor Pro Tem Abston then declared the Resolution adopted on the 6th day of December, 2011.

City of Pascagoula, Mississippi

Attest:

City Clerk

Joe Abston, Mayor Pro Tem

Next for consideration was Supplemental Agreement #8 (SA8) to the contract with SCI, Inc. for the Pascagoula Street between Ingalls Avenue and Highway 90 Project as recommended by Jaci Turner, Program Manager. The supplemental agreement would allow the substitution of MT asphalt in place of the HT asphalt as specified. There is no cost or time associated with the proposed change and the change is being recommended by MDOT staff.

Councilman Corder made a motion to approve Supplemental Agreement #8 (SA8) to the contract with SCI, Inc. for the Pascagoula Street between Ingalls Avenue and Highway 90 Project as recommended and authorize the Mayor to execute the related documents. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". (Approved 12-6-11)

(A copy of the related documents is filed in the minute file of this meeting and incorporated herein by reference.)

Next for consideration was Change Order #2 to the contract with Gill Contractors, LLC, for the Façade Grant Project as recommended by Jaci Turner, Program Manager, and Compton Engineering, Inc. The change order is for an additional \$7,578.64 to the contract. It will add windows for Johnson Brothers Jewelry, remove the metal parapet coping on the Cumbest building, and extend the contract time to January 16, 2012, which would allow additional time to

make adjustments that have been requested by the property owners regarding this program. The costs are included in the CDBG grant budget and the local match from the business owners.

Councilman Corder made a motion to approve Change Order #2 to the contract with Gill Contractors, LLC, for the Façade Grant Project as recommended and authorize the City Manager to execute the related documents. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". (Approved 12-6-11)

(A copy of the related documents is filed in the minute file of this meeting and incorporated herein by reference.)

The next item for consideration was approval of the conference fee and travel expenses for the City Council to attend the Mississippi Municipal League (MML) 2012 Mid-Winter Legislative Conference in Jackson, MS, on January 24-26, 2012, as presented by Joe Huffman, City Manager.

Councilman Corder made a motion to approve the conference fee and travel expenses for the City Council to attend the Mississippi Municipal League (MML) 2012 Mid-Winter Legislative Conference in Jackson, MS, on January 24-26, 2012, as presented. The motion was seconded by Councilman Milstead and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". (Approved 12-6-11)

The next item for consideration was a consulting proposal from Anne Davidson Consulting, Mount Holly, NC, for leadership training and consultation on enhancing organizational effectiveness through creating a learning organization for the Executive Management Team in January, 2012, in an amount not to exceed \$12,000.00 as recommended by Joe Huffman, City Manager.

The proposal is spread on the minutes as follows:

Anne S. Davidson Consulting
Proposed Statement of Work

Client: City of Pascagoula Executive Management Team

Description of Services: Leadership Training and Consultation on Enhancing Organizational Effectiveness through Creating a Learning Organization

Design:

1. **Learning Organization Introduction and Planning Meeting** (1 day). An introduction to Learning Organization concepts, including how leading in a learning organization is different and the competencies required of leaders. This day will also include introductions, lessons learned from other organizations, and a joint assessment by the team and two outside consultants to determine the team's training needs. At the end of this session, the team and consultants will decide whether and how they want to move forward in working together.
2. **Learning Organization Training and Skills Practice.** (1 day preparation, 2 days on site training). The goals of this session are to introduce and practice critical Learning Organization concepts and communication skills. At the end of the session, team members should have enough information to decide whether and how to implement Learning Organization concepts and tools personally and with the Executive Management Team.
3. **Consultation and Facilitation with the Executive Management Team.** (1 day, divided as necessary for virtual or face-to-face participation in team meetings). The purpose of this time is to support team members as they learn to apply their training to actual day-to-day interactions and decisions as well as to re-design or create systems and processes that support Learning Organization approaches throughout the organization. The consultants will assist the team in developing organization-specific, measurable outcomes desired from Learning Organization practices.

Terms:

Price – \$1,600 per day plus airfare, lodging and meals. Total fees for professional services and all related travel expenses shall not exceed an amount of \$12,000.

Timetable – The City of Pascagoula and Anne Davidson have tentatively agreed to the following schedule:

January 5, 2012 – Introduction & Planning Meeting

January 26-27 – Learning Organization Training

February forward – Consultation and Facilitation at dates to be determined.

Invoicing and Payment – Services and expenses will be invoiced within 7 days of completion of this Statement of Work. Invoices are due payable within 45 days of receipt.

Agreement -

By signing in the spaces below, Anne S. Davidson and the City of Pascagoula agree to the terms and conditions of this Statement of Work.

NAME (for Anne Davidson Consulting)

NAME (for City of Pascagoula)

TYPED/PRINTED NAME

TYPED/PRINTED NAME

TITLE

TITLE

DATE

DATE

Anne Davidson Consulting
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704.820.0581 704.576.3588 (mobile)

Anne S. Davidson



Anne Davidson is a consultant, coach and trainer who specializes in facilitation, leadership, and personal and organizational development. She has over thirty years of experience as an internal organization development director and teacher. Anne serves as Executive Vice President of the Roger Schwarz & Associates consulting firm where she works internationally with corporate, non-profit and local government clients. She leads workshops on facilitation and facilitative leadership and frequently facilitates management groups, boards and community meetings. Anne also works with private facilitation and coaching clients through Anne Davidson Consulting to help individuals and teams reclaim their natural creativity and maximize their gifts and develop learning organizations.

Anne is an author and co-editor of *The Skilled Facilitator Fieldbook*, (2005) and co-author of *Facilitative Coaching* (2008). Before joining Roger Schwarz & Associates, she served as Instructor of Public Management and Government at The University of North Carolina at Chapel Hill and as an Instructor in Marketing and Management at Western Carolina University.

Anne earned her B.A. from Presbyterian College. She holds a Master of Library Science from The University of North Carolina at Chapel Hill and an M.B.A. from Western Carolina University.

e-mail Anne at anne@schwarzassociates.com or asdavidson@earthlink.net
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Some of Anne's current clients include

- Moog International
- Duke Clinical Research Institute
- TransCanada Corporation
- BioTek Instruments
- Mecklenburg County, NC
- Town of Davidson, NC
- Town of Chapel Hill, NC
- U.S. Department of Agriculture

If you would like to speak with current or former clients, please contact Anne directly for detailed project descriptions and references.

After a brief discussion, Councilman Milstead made a motion to approve the consulting proposal from Anne Davidson Consulting for leadership training and consultation in an amount not to exceed \$12,000.00 as recommended and authorize the City Manager to execute the related documents. The motion was seconded by Councilman Tillman and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “ABSENT”, Tillman “AYE”, and Wolverton “AYE”. (Approved 12-6-11)

(A copy of the related documents is filed in the minute file of this meeting and incorporated herein by reference.)

At this time, the City Manager recommended a mini retreat for the City Council on January 19, 2012, as a follow-up session from the retreat held in July, 2011.

After brief comments, Councilman Milstead made a motion to approve the mini retreat for the City Council to be held on January 19, 2012, as recommended. The motion as seconded by Councilman Corder and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “ABSENT”, Tillman “AYE”, and Wolverton “AYE”. (Approved 12-6-11)

The next item for consideration was Budget Amendment No. 12.09 in the General Fund for the 404 –Retrofit Three Buildings Project as recommended by Bobby Parker, City Clerk/Comptroller. This represents the City’s five percent (5%) match. The budget amendment is spread on the minutes as follows:

**City of Pascagoula
Budget Amendment # 12.09
December 6, 2011**

	<u>Current Budget</u>	<u>Budget Amendment</u>	<u>Amended Budget</u>
<u>General Fund</u>	-	-	-
<u>Expenditures:</u>	-		-
- <u>Grants Administration:</u>			
- <u>Other Services & Charges:</u>			
- 404 - Retrofit Three Buildings	-	33,440	33,440
-			
-			
Total Expenditures	-	33,440	33,440

Net Change in Fund Balance		(33,440)	
To amend budget to provide expenditure authority for the carryover of the unused portion of the 404 - Retrofit Three Buildings Project.			

Councilman Milstead made a motion to approve the budget amendment as recommended and presented above. The motion was seconded by Councilman Corder and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “ABSENT”, Tillman “AYE”, and Wolverton “AYE”.
(Approved 12-6-11)

The next item for consideration was a job description for the Human Resources Assistant/Receptionist as recommended by Glenda Singleton-Beal, Human Resources Director. The job description is spread on the minutes as follows:

Human Resources Assistant/Receptionist

DEPARTMENT: Human Resources	LABOR GRADE: 105
EXEMPT(Y/N): No	POSITION CODE: 70060
REPORTS TO: Human Resources Director	

MEETING PERFORMANCE EXPECTATIONS

To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUMMARY:

This position is responsible for providing administrative support to the Human Resources department in accordance with all applicable laws and City of Pascagoula policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Greets applicants and visitors; maintains a professional area to provide a good first impression; stays in the front area unless relieved by another employee; uses tact and professionalism at all times when dealing with the public or fellow employees.
- Provides general information concerning job openings and application process.
- Answers switchboard telephone and transfers calls to the appropriate person/location; gives general information in response to inquiries.
- Prepares announcements of job openings and ensures that all postings are distributed and posted in a timely manner.
- Prepares employment ads; ensures that ads are sent to the appropriate advertising source; processes invoices for ads upon receipt.
- Accepts, sorts, and files applications; ensures that applications are completed properly.
- Enters all applicant information into MUNIS.
- Schedules applicants for interviews upon request of hiring departments.
- Assist in conducting reference checks, employment verifications, and education verification.
- Prepares offer and rejection letters as directed by HR Director.
- Coordinates and schedules pre-employment physical examinations and drug tests.
- Explains benefit options and assists with orientation of new employees.
- Processes personnel action forms; inputs necessary information into the system in a timely manner.
- Manages the City employee badge program.
- Provides assistance to HR Director by taking minutes for meetings; scheduling appointments, returning telephone calls, managing telephone calls.
- Uses current Office programs to upgrade departmental programs.
- Continuously looks for ways to streamline and improve all processes.
- Maintains confidential personnel files and attendance records; receives, processes, and files vacation request forms.
- Receives and completes verification of employment requests in accordance with department guidelines and procedures.
- Manages the distribution of City parking permits.
- Orders and maintains inventory of materials, supplies, and personnel forms.
- Manages City phone listing.
- Assist HR team as needed to address efficiencies of HR operations.
- Any other duties assigned by the Human Resources Director.

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.

SUPERVISORY REQUIREMENT:

This position does not supervise any employees.

EDUCATION and/or EXPERIENCE:

An Associate’s degree in an administrative field and three (3) years clerical experience in a human resources office or any combination of education and experience that results in the required knowledge, skills, and abilities is required.

SPECIAL QUALIFICATIONS:

A high level of ability in the current MS Office Suites is required; previous experience with MUNIS software is preferred. Thorough knowledge of personnel recordkeeping requirements is essential. This position will receive highly confidential information and have knowledge of sensitive personnel issues so the highest level of confidentiality, tact, and good judgment is required. A valid driver’s license is required.

LANGUAGE AND REASONING SKILLS:

Ability to understand written or oral instructions; read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential. Excellent communication skills are required to effectively present information in a one-on-one and small group setting. Strong interpersonal skills are essential to maintain effective working relationships with others. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential. Must have demonstrated, through prior work experience, the ability to identify and resolve complex issues and problems while adhering to an appropriate policy and procedure.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work is largely sedentary; may occasionally require lifting boxes of records. Requires manual dexterity to perform computer entry and file maintenance.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is typically performed in a well-lit and adequately heated and ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards.

Councilman Corder made a motion to approve the job description for the Human Resources Assistant/Receptionist as recommended. The motion was seconded by Councilman Tillman and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “ABSENT”, Tillman “AYE”, and Wolverton “AYE”. (Approved 12-6-11)

The next item for consideration was a job description for the Planning & Building Administrative Assistant as recommended by Glenda Singleton-Beal, Human Resources Director. The job description is spread on the minutes as follows:

Planning & Building Administrative Assistant

DEPARTMENT:	Planning & Building	LABOR GRADE:	105
EXEMPT(Y/N):	No	POSITION CODE:	
REPORTS TO:	Program Manager		

MEETING PERFORMANCE EXPECTATIONS

To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUMMARY:

This position is responsible for performing a variety of complex clerical and administrative tasks in support of the City Planning & Building department, Code Enforcement department, and Planning and/or Engineering functions. The position includes frequent interaction with the public and representation of City staff in accordance with all applicable laws and City of Pascagoula policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Maintains a positive and courteous attitude in dealing with the public in a fast paced and stressful environment
- Keeps abreast of changes and developments related to building, plumbing, mechanical and electrical codes, as well as city ordinances
- Determines flood zones from available documents and conveys information to appropriate parties
- Responds to inquiries of developers, architects, property owners and others by providing information related to permit procedures and policies either at the public counter or over the phone

- Responds to written queries and correspondence relating to Planning & Building procedures
- Reviews permit applications and examines plans for completeness prior to submission
- Issues oral and/or written interpretations of codes based on facts and circumstances, with support from co-workers as appropriate
- Resolves complaints or refers to supervisory staff, as appropriate
- Issues permits
- Inputs data into permit software
- Maintains reports, records and documents relating to zoning and inspections
- Oversees maintenance of records relating to property addresses and property history
- Prepares statistical and other required reports
- Responsible for issuing privilege licenses to businesses and companies that wish to do business in the City of Pascagoula and maintains records of issuance
- Responsible for mailing privilege license renewal notices
- Calculates and collects fees
- Reviews and verifies bank deposits
- Develops, maintains and revises inspection schedule for all Building Inspectors
- Promotes efficient time management in making work assignments
- Oversees maintenance of facility, supplies and equipment
- Recommends changes in procedures to promote efficiency
- Deals with co-workers in a professional and courteous manner
- Seeks/promotes resolution of internal disagreements or conflicts
- Writes purchase orders
- General office administrative duties to support related staff functions
- Adheres to cities policies, procedures and ordinances
- Any other duties assigned by the City Manager or designee.

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.

SUPERVISORY REQUIREMENT:

None

EDUCATION and/or EXPERIENCE:

High School Diploma or its equivalent and minimum one (1) year clerical experience or any combination of education and experience that results in the required knowledge, skills and abilities is required.

SPECIAL QUALIFICATIONS:

Computer proficiency in MS Word and MS Excel is required. A valid driver's license is required. General awareness of City of Pascagoula Code of Ordinances; International Building Code, Plumbing Code, Mechanical Code and Electrical Code; Knowledge of record keeping principles and practices; Knowledge of basic mathematics; Skill in oral and written communications; Ability to prepare statistical reports and required records; Ability to review permit applications and development plans for completeness; Ability to apply the policies and procedures for the processing of permits; Ability to enter data into a computer terminal; Ability to prepare and maintain accurate records and files; Ability to establish and maintain effective working relationships with co-workers, other city employees and the public.

LANGUAGE AND REASONING SKILLS:

Ability to understand written or oral instructions; read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential. Excellent communication skills are required to effectively present information in a one-on-one and small group setting. Strong interpersonal skills are essential to maintain effective working relationships with others. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential. Must have demonstrated, through prior work experience, the ability to identify complex issues/problems and resolve issues/problems while adhering to an appropriate policy and procedure.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position is required to sit for long periods of time and the ability to see and hear.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position typically works in a well-lit, climate controlled and ventilated office environment and requires observance of safe work practices, fire regulations and avoidance of falls, trips and similar office work hazards.

Councilman Corder made a motion to approve the job description for the Human Resources Assistant/Receptionist as recommended. The motion was seconded by Councilman Milstead and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". (Approved 12-6-11)

The City Manager requested that the job description for the Code Enforcement Officer (Item FF) be removed from tonight's agenda.

The next item was the Order for the docket of claims. The Order is spread on the minutes as follows:

ORDER

WHEREAS, the attached docket of claims for the period November 11, 2011, through December 2, 2011, has been presented to the City Council for allowance and approval.

WHEREAS, it appears that all of said claims are proper and should be allowed;

NOW, THEREFORE, IT IS ORDERED that all claims shown on said dockets are hereby allowed and approved for payment.

The above Order was introduced by Councilman Corder, seconded for adoption by Councilman Milstead, and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverson "AYE". Mayor Pro Tem Abston then declared the Order adopted on the 6th day of December, 2011.

The City Manager commented on the "Downtown for the Holidays" event held last Friday night and also reminded the Council of the Christmas tree lighting ceremony at Beach Park on Friday, December 9, 2011, at 6:00 p.m.

Councilman Tillman and Councilman Corder commended the EMT staff at the Fire Department for the quick emergency medical response they provided to Pastor Jim Fisher at First United Methodist Church on Sunday, December 4, 2011.

Councilman Corder thanked the staff for the educational tour they provided to the Eastlawn Elementary School Student Council members on Monday. He also expressed concern regarding CSX Transportation and the length of time the trains remain on the tracks periodically, especially during the rush hours.

Councilman Corder stated Pascagoula has many exciting events taking place during the holidays and commented on the need to publicize them more in the future.

Councilman Milstead stated that Ward 5 looks very good and commended the City Manager and staff for the progress made in his ward.

Councilman Corder made a motion to close the meeting to consider going into executive session. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE".

Councilman Corder made a motion to go into executive session for the purpose of discussing potential litigation matters. The motion was seconded by Councilman Milstead and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE". Mayor Pro Tem Abston then announced to the public and others in attendance that the Council had voted to go into executive session for the purpose stated above. The Council then began the executive session.

Councilman Milstead made a motion to end the executive session and return to open session. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE".

The executive session ended at 7:04 p.m. No action was taken in executive session.

There being no further business to come before the Council at this time, Councilman Wolverton made a motion to recess until Tuesday, December 20, 2011, at 6:00 p.m. to transact such business as may lawfully come before the Council. The motion was seconded by Councilman Milstead and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE".

The meeting ended at 7:05 p.m.

APPROVED:

Joe Abston, Mayor Pro Tem

Frank Corder, Councilman

Jim Milstead, Councilman

Harold Tillman, Jr., Councilman

George Wolverton, Sr.

ATTEST:

Brenda J. Reed, Asst. City Clerk