

**RECESSED REGULAR MEETING OF THE CITY COUNCIL
TUESDAY, APRIL 21, 2015, AT 6:00 P. M.
CITY HALL, PASCAGOULA, MISSISSIPPI**

The City Council of the City of Pascagoula, Mississippi, met at City Hall in a recessed regular meeting on Tuesday, April 21, 2015, at 6:00 p.m. Mayor Blevins called the meeting to order with the following officials present:

Mayor Harry J. Blevins
Councilman Burt Hill
Councilman Freddy Jackson
Councilman Marvin Pickett, Sr.
Councilwoman Brenda Simkins
Councilman David Tadlock
Councilman Scott Tipton

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

Mayor Blevins welcomed everyone to the meeting. The invocation was given by Councilman Hill. The pledge of allegiance was led by Councilman Jackson.

Mayor Blevins recognized everyone in attendance who has served in the military. Councilman Hill commented on the 2nd Annual "Free Flowin on the River" event held on Saturday, April 18, 2015. He felt it was very successful and well attended.

Mayor Blevins announced that he would like to recognize a very special person tonight and introduced former Mayor Robbie Maxwell at this time. Councilman Tadlock read and presented Mr. Maxwell with the following Proclamation:

PROCLAMATION

WHEREAS, Mayor Robert H. "Robbie" Maxwell is a Pascagoula, Mississippi native; and

WHEREAS, Mayor Maxwell earned his Bachelor's degree at The University of Southern Mississippi, where he also completed graduate coursework and taught Criminal Justice; and

WHEREAS, Mayor Maxwell has an extensive background in law enforcement, including the Mississippi Law Enforcement Officers Association, and is a graduate of the FBI National Academy and the Secret Service Dignitary Protection Program; and

WHEREAS, Mayor Maxwell served as the Jackson County Youth Court Administrator; and

WHEREAS, Mayor Maxwell also served as a field representative and economic development specialist for Senator Trent Lott, actively supporting the passage of the legislation that ultimately became the Police Corps Act; and

WHEREAS, Mayor Maxwell was appointed National Director of the Office of the Police Corps and Law Enforcement Education at the United States Department of Justice by President George W. Bush in November 2001; and

WHEREAS, Mayor Maxwell returned to his hometown of Pascagoula in 2001 after 23 years of federal service; and

WHEREAS, Mayor Maxwell has rendered exceptional service to the City of Pascagoula, not just as Mayor but also as an officer, board director, or member of numerous communities, organizations; and

WHEREAS, Mayor Maxwell was elected Mayor of Pascagoula in 2009, leading the City's continuing Katrina recovery efforts and the response to Deepwater Horizon Oil Spill; and

WHEREAS, Mayor Maxwell's administration achieved many things, including the establishment of Anchor Square and Arts on the Avenue, the relocation of the Pascagoula Senior Center, construction of the Pascagoula Historic Pathway, completion of the Pascagoula River Blueway, and construction of the Pascagoula Riverfront Development;

NOW, THEREFORE, I, Harry J. Blevins, Mayor of Pascagoula, do hereby recognize and commend Mayor Robbie Maxwell for his civic and professional leadership, and do hereby proclaim today, April 21, 2015

ROBBIE MAXWELL DAY

in the City of Pascagoula, and call upon all residents and visitors to honor Mayor Maxwell for his outstanding contributions.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Pascagoula to be affixed hereto.

Harry J. Blevins, Mayor

(S E A L)

After a standing ovation, Mr. Maxwell gave brief remarks and thanked the Council for this great honor. He expressed appreciation to everyone for this special recognition and stated how much he loves Pascagoula and the many things that have been accomplished over the years and foresees much progress in the future.

At this time, Mayor Blevins introduced Vincent Darrow with the Commission on Accreditation for Law Enforcement Agencies (CALEA). Mr. Darrow presented a certificate to Police Chief Kenny Johnson and his team for their hard work in meeting all requirements to achieve the national accreditation status. Mr. Darrow stated that the national CALEA

accreditation represents the gold standard in public safety and the very best in law enforcement policy, practice, and management. The Council congratulated the Police Department for this national accreditation recognition.

Councilman Tipton read and presented a Proclamation to Darcie Crew, Parks & Recreation Director, and Kristi Ducote, Outdoor Recreation Specialist.

The Proclamation is spread on the minutes as follows:

P R O C L A M A T I O N

WHEREAS, for more than a century, the bicycle has been an important part of the lives of most Americans; and

WHEREAS, today, millions of Americans engage in bicycling because it is a viable and environmentally-sound form of transportation, an excellent form of fitness and provides quality family recreation; and

WHEREAS, the education of cyclists and motorists as to the proper and safe operation of bicycles is important to ensure the safety and comfort of all users; and

WHEREAS, the League of American Bicyclists and independent cyclists throughout our state are promoting greater public awareness of bicycle operation and safety education in an effort to reduce accidents, injuries and fatalities for all.

NOW, THEREFORE, I, Harry J. Blevins, Mayor of the City of Pascagoula, Mississippi, do hereby proclaim the month of May 2015, as

BIKE MONTH

In Pascagoula and encourage its observance to all citizens.

/s/ Harry J. Blevins
Honorable Harry J. Blevins
Mayor

Brief comments were made by Ms. Crew and Ms. Ducote. They thanked the City Council for its continued support of the various programs offered. Ms. Ducote encouraged everyone to participate in the bike ride on Saturday, May 2, 2015, in Pascagoula.

Dr. Jack Hoover addressed the Council regarding the Mississippi Maritime Museum. Several board members were in attendance and were introduced. Terry Bolland then gave a presentation regarding progress that has been made and future plans for the museum. He advised that their membership is growing, the project is gaining momentum, and they appreciate the support of the City Council on this project.

Mayor Blevins thanked everyone for attending the meeting tonight and encouraged them to provide more updates in the future.

PUBLIC HEARING – PLANNING BOARD MEETING OF APRIL 8, 2015

Next on the agenda was a public hearing for several Planning Board items. Donovan Scruggs, City Planner, gave a presentation on each one.

The first item was a request to rezone certain parcels of land along the East side of Buena Vista Street between Communy and Ingalls Avenue from Single Family Residential 6 (SFR6) district to Neighborhood Commercial (NC) district. Mark Cumbest, Cumbest Realty, gave brief comments on this item.

After discussion, the Council considered the following Ordinance:

**ORDINANCE NO. 4-2015
CITY OF PASCAGOULA, MISSISSIPPI**

AN ORDINANCE TO AMEND ORDINANCE NO. 1-2011 (UNIFIED DEVELOPMENT ORDINANCE) TO CHANGE THE ZONING OF CERTAIN LAND LYING GENERALLY ALONG THE EAST SIDE OF BUENA VISTA STREET, SOUTH OF COMMUNY AVENUE, AND NORTH OF INGALLS AVENUE FROM SINGLE FAMILY RESIDENTIAL 6 TO NEIGHBORHOOD COMMERCIAL

WHEREAS, the City of Pascagoula proposes to have the zoning of the land described below changed from Single Family Residential 6 to Neighborhood Commercial; and

WHEREAS, a public hearing on the proposal was held by the Pascagoula Planning Board on the 8th day of April, 2015, after due notice thereof, at which time all interested persons were given an opportunity to be heard; and

WHEREAS, after hearing the matter, the Planning Board recommended to the City Council that the application to change the zoning be granted; and

WHEREAS, a second public hearing on the proposal was held by the City Council on the 21th day of April, 2015, after due notice thereof, at which time all interested persons were given an opportunity to be heard; and

WHEREAS, we find that the zoning change is supported by the evidence adduced at the hearing, is reasonable and in the public interest; and

WHEREAS, we further find that the character of the neighborhood wherein the property is located has changed substantially over the years and that the property no longer has a viable residential use and public necessity requires a change in the zoning designation; and

WHEREAS, we further find that the change in zoning will not create any non-conforming uses within the area described herein:

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PASCAGOULA, MISSISSIPPI:

SECTION 1: Ordinance 1-2011 (Unified Development Ordinance) is hereby amended to change the zoning of the following described land from Single Family Residential 6 to Neighborhood Commercial:

"TRACT A"

SITUATED IN THE CITY OF PASCAGOULA, COUNTY OF JACKSON AND STATE OF MISSISSIPPI. KNOWN AS BEING PARCEL "D" CONVEYED TO ALLEN S. PRINCE II BY DEED RECORDED IN DEED BOOK 1678, PAGE 612 IN THE JACKSON COUNTY CHANCERY CLERKS OFFICE;

BEGINNING AT A CAPPED 5/8" IRON REBAR SET IN A SOUTHERLY LINE OF LAND CONVEYED TO THE TRUSTEES OF THE KENNEDY FAMILY TRUST BY DEED RECORDED IN DEED BOOK 1276, PAGE 639 IN THE JACKSON COUNTY CHANCERY CLERKS OFFICE;

THENCE ALONG SOUTH 78°01'56" EAST A DISTANCE OF 170.05; THENCE SOUTH 00°20'56" EAST A DISTANCE OF 82.19 FEET; THENCE SOUTH 89°36'53" WEST A DISTANCE OF 165.5 FEET TO THE EASTERLY RIGHT-OF-WAY OF BUENA VISTA STREET (WIDTH VARIES); THENCE ALONG SAID EASTERLY RIGHT-OF-WAY NORTH 00°40'47" WEST A DISTANCE OF 118.57 FEET TO THE PLACE OF BEGINNING CONTAINING 16635 SQ.FT. OR 0.38 ACRES (MORE OR LESS) OF LAND.

"TRACT B"

SITUATED IN THE CITY OF PASCAGOULA, COUNTY OF JACKSON AND STATE OF MISSISSIPPI. KNOWN AS BEING A PARCEL OF LAND CONVEYED TO THOMAS & DELORES FRILEY BY DEED RECORDED IN DEED BOOK 425, PAGE 466 IN THE JACKSON COUNTY REGISTER OF DEEDS OFFICE;

BEGINNING AT A SOUTHWESTERLY CORNER OF LAND CONVEYED TO ALLEN S. PRINCE, II BY DEED RECORDED IN DEED BOOK 1678, PAGE 612 IN THE JACKSON COUNTY CHANCERY CLERKS OFFICE;

THENCE NORTH 89°36'53" EAST A DISTANCE OF 165.45 FEET; THENCE SOUTH 00°20'56" EAST A DISTANCE OF 100.06 FEET; THENCE SOUTH 89°36'53" WEST A DISTANCE OF 164.87 FEET TO THE EASTERLY RIGHT-OF-WAY OF BUENA VISTA STREET (WIDTH VARIES); THENCE ALONG SAID EASTERLY RIGHT-OF-WAY NORTH 00°40'47" WEST A DISTANCE OF 100.06 FEET TO THE PLACE OF BEGINNING CONTAINING 16525 SQ.FT. OR 0.38 ACRES (MORE OR LESS) OF LAND.

"TRACT C"

SITUATED IN THE CITY OF PASCAGOULA, COUNTY OF JACKSON AND STATE OF MISSISSIPPI. KNOWN AS BEING A PARCEL OF LAND CONVEYED TO WILLIE C. & LILLIAN RUTH TRIPLET BY DEED RECORDED IN DEED BOOK 1536, PAGE 63 IN THE JACKSON COUNTY CHANCERY CLERKS OFFICE;

BEGINNING AT A SOUTHWESTERLY CORNER OF LAND CONVEYED TO THOMAS & DELORES FRILEY BY DEED RECORDED IN DEED BOOK 425, PAGE 466 IN THE JACKSON COUNTY CHANCERY CLERKS OFFICE;

THENCE NORTH 89°36'53" EAST A DISTANCE OF 164.87 FEET; THENCE SOUTH 00°20'56" EAST A DISTANCE OF 50.03 FEET; THENCE SOUTH 89°36'53" WEST A DISTANCE OF 164.58 FEET TO THE EASTERLY RIGHT-OF-WAY OF BUENA VISTA STREET (WIDTH VARIES); THENCE ALONG SAID EASTERLY RIGHT-OF-WAY NORTH 00°40'47" WEST A DISTANCE OF 50.03 FEET TO THE PLACE OF BEGINNING CONTAINING 8241 SQ.FT. OR 0.19 ACRES (MORE OR LESS) OF LAND.

"TRACT D"

SITUATED IN THE CITY OF PASCAGOULA, COUNTY OF JACKSON AND STATE OF

MISSISSIPPI. KNOWN AS BEING A PARCEL OF LAND CONVEYED TO JAMES & PATRICIA MINGO BY DEED RECORDED IN DEED BOOK 1525, PAGE 842 IN THE JACKSON COUNTY CHANCERY CLERKS OFFICE;

BEGINNING AT A SOUTHWESTERLY CORNER OF LAND CONVEYED TO WILLIE C. & LILLIAN RUTH TRIPLET BY DEED RECORDED IN DEED BOOK 1536, PAGE 63 IN THE JACKSON COUNTY CHANCERY CLERKS OFFICE;

THENCE NORTH 89°36'53" EAST A DISTANCE OF 164.58 FEET; THENCE SOUTH 00°20'56" EAST A DISTANCE OF 49.79 FEET; THENCE SOUTH 89°36'53" WEST A DISTANCE OF 164.30 FEET TO THE EASTERLY RIGHT-OF-WAY OF BUENA VISTA; THENCE ALONG SAID EASTERLY RIGHT-OF-WAY NORTH 00°40'47" WEST A DISTANCE OF 49.79 FEET TO THE PLACE OF BEGINNING CONTAINING 8188 SQ.FT. OR 0.19 ACRES (MORE OR LESS) OF LAND.

SECTION 2. The zoning map adopted by and incorporated in Ordinance 1-2011 (Unified Development Ordinance) shall be revised to show this change.

SECTION 3. This ordinance shall become effective as provided by law.

The above Ordinance was introduced in writing by Councilwoman Simkins, seconded for adoption by Councilman Hill, and the motion received the following vote: Mayor Blevins voted "AYE", Councilman Hill voted "AYE", Councilman Jackson voted "AYE", Councilman Pickett voted "AYE", Councilwoman Simkins voted "AYE", Councilman Tadlock voted "AYE", and Councilman Tipton voted "AYE".

Passed this the 21st day of April, 2015.

APPROVED:

/s/ Harry J. Blevins
Harry J. Blevins, Mayor

ATTEST:

/s/ Brenda J. Reed
Brenda J. Reed, Asst. City Clerk

(S E A L)

The next item for consideration was a request by Carlson Consulting Engineers for Special Use Permits for 2203 Market Street and adjacent parcels as presented by Donovan Scruggs, City Planner.

Councilman Hill made a motion to approve the Special Use Permits for 2203 Market Street and adjacent parcels as requested by Carlson Consulting Engineers. The motion was seconded by Councilman Tadlock and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 4-21-15)

The next item for consideration was a request by Carlson Consulting Engineers for variances for 2203 Market Street and adjacent parcels as presented by Donovan Scruggs, City Planner.

Councilman Hill made a motion to approve the variances for 2203 Market Street and adjacent parcels as requested by Carlson Consulting Engineers. The motion was seconded by Councilman Tadlock and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 4-21-15)

Minutes of the Planning Board meeting held on December 10, 2014, were filed by Donovan Scruggs, City Planner, and spread on the minutes as follows:

REGULAR MEETING OF THE PASCAGOULA PLANNING BOARD
WEDNESDAY, APRIL 8, 2015 AT 6:00 PM
CITY OF PASCAGOULA, MISSISSIPPI

The Planning Board of the City of Pascagoula, Mississippi, met at City Hall in a Regular Meeting on Wednesday, April 8, 2015 at 6:00 P. M.

The following official(s) were present:

Wesley Smith (Chairman)
Mike Gilly
Linda Tillman
Joseph Odom
Stephen Parker (Vice Chairman)
Jimmy Krebs

Official(s) not present:

Stewart P. Keene

Other officials present:

Eddie Williams, City Attorney
Donovan Scruggs, City Planner
Angelia Kimbrough, Permit Tech

A. **PUBLIC HEARINGS:**

1. **CARLSON CONSULTING ENGINEERS**

The request is to rezone certain parcels of land generally lying along the east side of Buena Vista Street between Communny and Ingalls Avenues from Single Family Residential 6 (SFR6) district to a Neighborhood Commercial (NC) district.

Donovan Scruggs was present to explain the application. He identified changes in the area that included an increased number building vacancies and nonconforming uses. This included information about the number of different uses in the immediate area such as housing types, public infrastructure/structures, recreational facilities, and commercial uses. He addressed the shift toward a more retail focused corridor with less automobile related uses. He spoke of the public need to improve the economic viability of the area and consistency of the proposed rezoning with the Comprehensive Plan in terms of uses, stormwater, and greenspaces.

The Staff recommended approval of adopting an ordinance to rezone the properties from SFR6 to NC based on a change in Neighborhood Character evidenced by the relocation of the automobile dealership and vacancy of surrounding properties. This basis is also supported by the existence of non-residential uses along Buena Vista and Communny Avenue. The Public Need for this rezoning is evidenced by an increased number of vacant buildings along Market Street that could cause blight and discourage investment in the area.

After hearing the staff's report and recommendation, Charles F. Green voiced concerns regarding properties along Buena Vista that were not included in the rezoning. Mary Spaulding was in opposition because she did not see a need for another Market or Convenience Store in Pascagoula. The City Attorney Eddie Williams addressed her concerns.

There being no further comments, a motion was made by Mike Gilly to "APPROVE" the staff's recommendation to adopt an ordinance to rezone the properties from SFR6 to NC. The motion was seconded by Joseph Odom and the vote thereupon was as follows: Linda Tillman "AYE", Wesley Smith "AYE", Mike Gilly "AYE", Joseph Odom "AYE", Stephen Parker "AYE", Jimmy Krebs "AYE".

The application will go to the City Council with the recommendation to "ADOPT", the ordinance.

ORDINANCE NO. _____ 2014
CITY OF PASCAGOULA, MISSISSIPPI

AN ORDINANCE TO AMEND ORDINANCE NO. 1-2011 (UNIFIED DEVELOPMENT ORDINANCE) TO CHANGE THE ZONING OF CERTAIN LAND LYING GENERALLY ALONG THE EAST SIDE OF BUENA VISTA STREET, SOUTH OF COMMUNY AVENUE, AND NORTH OF INGALLS AVENUE FROM SINGLE FAMILY RESIDENTIAL 6 TO NEIGHBORHOOD COMMERCIAL

WHEREAS, the City of Pascagoula proposes to have the zoning of the land described below changed from Single Family Residential 6 to Neighborhood Commercial; and

WHEREAS, a public hearing on the proposal was held by the Pascagoula Planning Board on the 8th day of April, 2015, after due notice thereof, at which time all interested persons were given an opportunity to be heard; and

WHEREAS, after hearing the matter, the Planning Board recommended to the City Council that the application to change the zoning be granted; and

WHEREAS, a second public hearing on the proposal was held by the City Council on the 21st day of April, 2015, after due notice thereof, at which time all interested persons were given an opportunity to be heard; and

WHEREAS, we find that the zoning change is supported by the evidence adduced at the hearing, is reasonable and in the public interest; and

WHEREAS, we further find that the character of the neighborhood wherein the property is located has changed substantially over the years and that the property no longer has a viable residential use and public necessity requires a change in the zoning designation; and

WHEREAS, we further find that the change in zoning will not create any non-conforming uses within the area described herein:

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SECTION 2. The zoning map adopted by and incorporated in Ordinance 1-2011

(Unified Development Ordinance) shall be revised to show this change.

SECTION 3. This ordinance shall become effective as provided by law.

2. **CARLSON CONSULTING ENGINEERS**

APPLICATIONS FOR SPECIAL USE PERMITS AND VARIANCES AT 2203

MARKET STREET AND ADJACENT PARCELS: The request is for a special use permit to develop a pharmacy with drive-through service; a special use permit for a *grocery store/retail sales establishment, other* with an area greater than 10,000 square feet; a special use permit to develop a convenience store with gasoline sales; a variance to increase the maximum allowable exterior light height to 28 feet; a variance to reduce the required buffer width of 20 feet between commercial and residential uses to approximately 10 feet; a variance to remove all foundation planting; and a variance to allow off-street parking between the primary building entrance and the street the building faces.

Donovan Scruggs was present to explain the Special Use and Variance applications. He addressed the relocation of Estabrook Toyota automobile dealership in 2014. He stated a development group has proposed to redevelop the site for a neighborhood grocery store. This effort will include purchasing additional lots along Market Street and to the rear along Buena Vista. He identified similar structures with larger area between 20,000 and 40,000 square feet. In addition, he identified buildings with drive through services. He indicated that the uses were much more consistent with the UDO because the uses are permitted as a Special Use while the previous use would be considered nonconforming. He indicated that the variances were need to allow better location and function of the building and site.

The Staff recommended approving the Special Use Permits for: 1.) Grocery/Retail with an area greater than 10,000 square feet; 2.) Drive through Pharmacy; and 3.) Convenience Store with gasoline sales. The recommendation is supported by consistency with the review standards cited in the staff report. Specifically, the Special Use Permits will be more compatible with character of surrounding lands and uses and allows for the protection of property values.

There were no comments, and a motion was made by Mike Gilly to "APPROVE" the staff's recommendation to approve the Special Use permits. The motion was seconded by Joseph Odom and the vote thereupon was as follows: Linda Tillman "AYE", Wesley Smith "AYE", Mike Gilly "AYE", Joseph Odom "AYE", Stephen Parker "AYE", Jimmy Krebs "AYE".

The application will go to the City Council with the recommendation to "APPROVE".

Mr. Scruggs indicated a separate vote was needed for the Variance applications and the Staff recommendation is to approve the following variances: 1.) Parking permitted between building and street; 2.) removal of foundation planting requirement; 3.) reduction in buffer yard requirement from 20 feet to approximately 10 feet in two locations; and 4.) increased height for parking lot and property lights. Lack of existing pedestrian traffic and connectivity makes placement of building along the street impractical and could conflict with traffic. In addition, the building orientation would not front Market Street if parking was along sides and rear of building. The buffer yard variances are necessitated by the building position and maintaining a manageable north-south traffic pattern along Weaver Street between Community Avenue and Ingalls Avenue. Increasing the height of lights along the east side of the building and within the parking lot provides better greenspaces, enhances the safety, and reduces the possibility of damage to the lights and vehicles.

There were no comments, and a motion was made by Mike Gilly to "APPROVE" the staff's recommendation to approve the variances. The motion was seconded by Joseph Odom and the vote thereupon was as follows: Linda Tillman "AYE", Wesley Smith "AYE", Mike Gilly "AYE", Joseph Odom "AYE", Stephen Parker "AYE" Jimmy Krebs "AYE".

The application will go to the City Council with the recommendation to "APPROVE".

There being no further business to discuss the meeting was adjourned at 6:42 p.m.

MARCH 31, 2015

TO: MEMBERS OF THE PASCAGOULA PLANNING BOARD
JOSEPH HUFFMAN, CITY MANAGER
EDDIE WILLIAMS, CITY ATTORNEY

DONOVAN SCRUGGS, CITY PLANNER
ANGELIA KIMBROUGH, PERMIT TECH

FROM: PLANNING & BUILDING DEPARTMENT

SUBJECT: REGULAR MEETING OF THE PASCAGOULA PLANNING BOARD
WEDNESDAY APRIL 8, 2015 AT 6:00 P.M.

AGENDA

A. PUBLIC HEARINGS:

1) CARLSON CONSULTING ENGINEERS

The request is to rezone certain parcels of land generally lying along the east side of Buena Vista Street between Communy and Ingalls Avenue from Single Family Residential 6 (SFR6) district to a Neighborhood Commercial (NC) district.

2) CARLSON CONSULTING ENGINEERS

2203 MARKET STREET AND ADJACENT PARCELS DESCRIBED BELOW

The request is for a special use permit to develop a pharmacy with drive-through service; a special use permit for a *grocery store/retail sales establishment, other* with an area greater than 10,000 square feet; a special use permit to develop a convenience store with gasoline sales; a variance to increase the maximum allowable exterior light height to 28 feet; a variance to reduce the required buffer width of 20 feet between commercial and residential uses to approximately 10 feet; a variance to remove all foundation planting; and a variance to allow off-street parking between the primary building entrance and the street the building faces.

Councilman Hill made a motion to acknowledge receipt of the minutes of the Planning Board meeting of April 8, 2015, as recommended. The motion was seconded by Councilman Tadlock and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE",

Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE".
(Approved 4-21-15)

The consent agenda was considered at this time:

The first item for consideration was the minutes of the regular Council meeting of April 7, 2015, as recommended by Brenda Reed, Asst. City Clerk.

Councilwoman Simkins made a motion to adopt and approve the minutes of the regular Council meeting of April 7, 2015, as recommended. The motion was seconded by Councilman Hill and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE".
(Approved 4-21-15)

Minutes of the Pascagoula Redevelopment Authority meeting of March 12, 2015, were acknowledged by the Council.

Minutes of the Pascagoula Mayor's Youth Council meeting of February 23, 2015, were acknowledged by the Council.

Minutes of the Recreation Commission meeting of March 4, 2015, were acknowledged by the Council.

The next item for consideration was a request to advertise the resources of the City through the Pascagoula Athletic Foundation in the amount of \$1,500.00 for the Hall of Fame Banquet as recommended by Eddie Williams, City Attorney. The banquet will be held on Saturday, June 20, 2015.

Councilwoman Simkins made a motion to advertise the resources of the City through the Pascagoula Athletic Foundation in the amount of \$1,500.00 for the Hall of Fame Banquet as recommended. The motion was seconded by Councilman Hill and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 4-21-15)

The next item for consideration was a request to advertise the resources of the City through the Jackson County Sheriff's 14th Annual Rodeo for \$300.00 as recommended by Eddie Williams, City Attorney. The event will be held on May 8-9, 2015.

Councilwoman Simkins made a motion to advertise the resources of the City through the Jackson County Sheriff's 14th Annual Rodeo in the amount of \$300.00 as recommended. The

motion was seconded by Councilman Hill and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 4-21-15)

Next for consideration was a request to approve banners and signs for the Flagship Ride to be placed at major intersections two weeks prior to the event as recommended by Darcie Crew, Parks & Recreation Director. The Flagship Ride will be held on Saturday, May 2, 2015, and includes 5, 10, and 25 mile rides.

Councilwoman Simkins made a motion to approve the request to place banners and signs for the Flagship Ride as recommended. The motion was seconded by Councilman Hill and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 4-21-15)

Next for consideration was a Digital Recording System Remote Support Agreement with Business Information Systems, Inc., Ft. Lauderdale, FL, for the recording, transcription, and surveillance equipment for criminal investigation at the Police Department as recommended by Police Chief Kenny Johnson.

Councilwoman Simkins made a motion to approve the Digital Recording System Remote Support Agreement with Business Information Systems, Inc. for the Police Department as recommended and authorize the City Manager to execute the related documents. The motion was seconded by Councilman Hill and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 4-21-15)

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

Next for consideration was a request to approve registration fees and travel expenses for the City Council to attend a CMO Elective Course through the Mississippi Municipal League (MML) on May 7, 2015, in Pearl, MS, as presented by Joe Huffman, City Manager.

Councilwoman Simkins made a motion to approve registration fees and travel expenses for the City Council to attend a CMO Elective Course through the Mississippi Municipal League as presented. The motion was seconded by Councilman Hill and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 4-21-15)

The next item for consideration was a request to approve registration fees and travel expenses for the City Council to attend the 2015 Mississippi Municipal League (MML) Annual Conference in Biloxi, MS, as presented by Joe Huffman, City Manager.

Councilwoman Simkins made a motion to approve registration fees and travel expenses for the City Council to attend the 2015 MML Annual Conference in Biloxi, MS, as presented. The motion was seconded by Councilman Hill and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 4-21-15)

The next item for consideration was a contract with Compton Engineering, Inc., Pascagoula, MS, for the Mississippi Department of Transportation (MDOT) Safe Routes to School Grant Professional Services for Beach Elementary as recommended by Jen Dearman, Community and Economic Development Director. This is contingent upon approval from the Mississippi Department of Transportation.

Councilwoman Simkins made a motion to approve a contract with Compton Engineering, Inc. for the MDOT Safe Routes to School Grant Professional Services for Beach Elementary as recommended, contingent upon approval from MDOT, and authorize the City Manager to execute the related documents after final approval has been received. The motion was seconded by Councilman Hill and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 4-21-15)

(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 for the Lowry Island Project – Grant No. R-103-290-05KCR, as recommended by Jen Dearman, Community and Economic Development Director.

Councilwoman Simkins made a motion to approve the closeout documents for the Lowry Island Project – Grant Number R-103-290-05KCR, as recommended and authorize the Mayor to execute the related documents. The motion was seconded by Councilman Hill and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 4-21-15)

(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 Singing River Electric Neighbors Helping Neighbors Grant application for lighting improvements at the Pascagoula Recreation Center as recommended by Jen Dearman, Community and Economic Development Director.

Councilwoman Simkins made a motion to approve the Singing River Electric Neighbors Helping Neighbors Grant application as recommended and authorize the City Manager to execute the related documents. The motion was seconded by Councilman Hill and received the following vote: Mayor Blevins “AYE”. Councilmen Hill “AYE”, Jackson “AYE”, Pickett “AYE”, Simkins “AYE”, Tadlock “AYE”, and Tipton “AYE”. (Approved 4-21-15)

(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 bid award for the 4th of July Fireworks Display to J&M Displays, Yarmouth, IA, as recommended by Robin Wood, Purchasing Agent.

Councilwoman Simkins made a motion to award the 4th of July Fireworks Display bid to J&M Displays as recommended. The motion was seconded by Councilman Hill and received the following vote: Mayor Blevins “AYE”. Councilmen Hill “AYE”, Jackson “AYE”, Pickett “AYE”, Simkins “AYE”, Tadlock “AYE”, and Tipton “AYE”. (Approved 4-21-15)

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

The following new business items were considered at this time:

The first item for discussion was consideration of hosting a Hurricane Katrina tenth anniversary event and a possible date. Ann Pitre, Public Relations Specialist, shared several ideas with the Council and advised event dates for Biloxi and Gulfport. The Council was encouraged to select a date and offer any comments.

The next item for consideration was Change Order No. 1 to the contract with Twin L. Construction, Inc., Pass Christian, MS, for the Round Island Lighthouse Interior Restoration - Phase IV Project as recommended by Jen Dearman, Community and Economic Development Director. This change order is for \$5,483.00 and provides a savings related to the electrical service while adding the following: an additional receptacle at the lantern gallery, resetting the platform to provide proper clearance, sealing the lantern roof to prevent further leaks, and concrete steps with handrails to provide access to the lighthouse from the ground level.

Councilwoman Simkins made a motion to approve Change Order No. 1 to the contract with Twin L. Construction, Inc. for the Round Island Lighthouse Interior Restoration – Phase IV Project as recommended and authorize the City Manager to execute the related documents. The motion was seconded by Councilman Tadlock and received the following vote: Mayor Blevins “AYE”. Councilmen Hill “AYE”, Jackson “AYE”, Pickett “AYE”, Simkins “AYE”, Tadlock “AYE”, and Tipton “AYE”. (Approved 4-21-15)

(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 professional services Memorandum of Understanding for Services between the University of Southern Mississippi (USM) and the City of Pascagoula for the Community Strategic Plan Update (revised 3/24/15) as recommended by Jen Dearman, Community and Economic Development Director.

The MOU is spread on the minutes as follows:

**MEMORANDUM OF UNDERSTANDING FOR SERVICES
BETWEEN
THE UNIVERSITY OF SOUTHERN MISSISSIPPI (USM)
AND
CITY OF PASCAGOULA
FOR
COMMUNITY STRATEGIC PLAN UPDATE (revised 3/24/15)**

I. PARTIES AND PURPOSE

This Memorandum of Understanding (MOU), effective as of the date of execution by both parties (“Effective Date”) is prepared by The University of Southern Mississippi (“USM”) for City of Pascagoula (“CoP”).

The purpose of this MOU is to provide scope of work for technical and facilitation assistance in conducting a COMMUNITY STRATEGIC PLAN UPDATE (“Scope of Work”). This MOU will define the responsibilities between USM and CoP to be completed in the Scope of Work.

II. BACKGROUND

USM is a publically-funded research university governed under Mississippi’s State Institutions of Higher Learning. The mission of USM is to cultivate intellectual development and creativity through the generation, dissemination, application and preservation of knowledge.

CoP is a municipal organization and one of Mississippi’s largest cities. It is the county seat of Jackson County. It is home to approximately 24,000 residents with a daytime population of perhaps twice that many.

III. AUTHORITIES

USM may participate in activities described in Section IV of this agreement with CoP under the authorization of the Office of the Vice-President for Research.

CoP may participate in activities described in Section IV of this agreement with USM under the authorization of the Office of Community and Economic Development.

IV. SCOPE OF WORK

USM will facilitate a strategic planning process for the CoP. Effective strategic planning consists of a set of concepts, procedures, and tools designed to help leaders, managers, and planners think and act strategically. It can be an indispensable resource for community leaders to bring together both public sector and private sector leaders to further the CoP's mission, meet its mandates, and satisfy key stakeholders. The strategic planning process is a disciplined effort to produce fundamental decisions and actions that make the most efficient and effective use of resources. This proposal will draw upon the *10-Step Strategic Planning Process* methodology developed by John M. Bryson. This process was designed specifically for public and nonprofit organizations, and the steps include:

1. Initiate and agree upon a strategic planning process.
2. Identify organizational mandates.
3. Clarify organizational mission and values.
4. Assess the organization's external and internal environments to identify strengths, weaknesses, opportunities, and threats.
5. Identify the strategic issues facing the organization.
6. Formulate strategies to manage these issues.
7. Review and adopt the strategic plan.
8. Review organizational vision to determine alignment with strategic issues.
9. Develop an effective implementation process.
10. Reassess strategies and the strategic planning process.

Being that CoP has an existing strategic plan, the process will begin with Step 10 and then place particular emphasis on Steps 4-7.

Phase I: Preliminary work of the Strategic Planning Committee (Timeframe: 4-6 weeks from start of contract)

USM will facilitate a preliminary working session of the Strategic Planning Committee to conduct the following tasks:

- A. Determine key internal and external stakeholders to include in the strategic planning process including, but not limited to, representatives from the following groups: residents, those who participated in previous City strategic plan developments, business owners/representatives, commuters who work in Pascagoula, health industry, manufacturing industry, real estate industry, private and public school systems, general public, etc. to gather input.
- B. Develop survey questions to gather information from residents and targeted groups.
- C. USM will administer the survey through an electronic survey instrument and other means to gather a targeted 240 or greater number of completed surveys (representative of 1% of the population). USM will summarize and communicate the survey results to the

Strategic Planning Team. The survey results will be used as a guide during the planning retreat.

Phase II: Planning Retreat of Intermediate Progress and Update of Strategic Plan for Next 5 Years (Timeframe: 4-6 weeks to conduct planning session(s) until completion of final report)

USM will facilitate a planning retreat to include the City's Strategic Plan Steering Committee members and other key participants in a combination of two days of planning.

If needed, the planning process can be adjusted into a one-day format.

Day 1

- A. USM will provide an overview of the strategic planning process.
- B. USM will provide a summary report of the survey findings from residents and key stakeholders.
- C. The Steering Committee will provide an update on the intermediate progress, outcomes, financing options from the previous strategic plan.
- D. USM will guide the planning team through the process of assessing internal and external factors to determine strengths, weaknesses, opportunities, and threats. The planning team will formulate strategic issues. The strategic issues will contain three elements:
 - a. It should be framed as a question that the City can do something positive to answer.
 - b. It should list the factors that make the issue a fundamental challenge (in terms of the City's mission, values, SWOT analyses) for maximizing its strengths and minimizing its weaknesses.
 - c. A prepared statement of the consequences of failing to address the issue (in terms of prosperity and effectiveness of the City).

It is recommended that a break between Day 1 and Day 2 of the planning process will allow the planning team time to reflect upon the discussions centered on the strategic issues for the City.

Day 2:

- A. USM will:
 - a. Guide the planning team through the prioritization of its strategic issues and formulation of strategies/plans for addressing the issues. Development of strategies will include
 - i. Identification of alternatives, where needed, of how to address the issue.
 - ii. Identification of barriers that will prevent success from being achieved.
 - iii. Development of a work program that defines tasks to be completed, by whom, in what timeframe, and resources needed.
 - b. Provide a final report of the Strategic Plan Committee's results from the planning retreat within thirty (30) days of the final planning session and

submit six (6) hard copies and one (1) electronic copy of the final report to CoP.

- c. Guide the planning team through decisions for how frequently the team will conduct progress meetings and how to communicate the strategic plan to residents and key stakeholders.

Other services provided:

USM will:

- A. Assign work in the field and for facilitation to qualified staff experienced in conducting strategic planning sessions (see attached credentials).
- B. Furnish all services and materials required to fully perform and complete the services required.
- C. Perform satisfactory services for CoP within the scope of Work Assignment.

CoP will:

- A. Provide to USM pertinent supporting data and channels of communication for ensuring success of survey response rates from residents and key stakeholders.
- B. Provide an appropriate location for the planning retreat including refreshments, meals, or other amenities. Provide adequate projection screen and electrical outlets for conducting electronic presentations.
- C. Communicate and invite key stakeholders to the planning retreat.
- D. Distribute final report and communicate results to stakeholders.
- E. Provide technical support in answering questions and clarifying information before, during, and after the strategic plan update.
- F. Approve the cost estimate of work to be performed prior to USM beginning the work assignment and pay final invoices upon completion of the Work Assignment.

V. FUNDING, PAYMENT, AND REIMBURSEABLE ARRANGEMENTS

USM will submit one (1) final billing to CoP at the conclusion of Work Assignment. Once CoP has reviewed and approved the final report, CoP will pay USM for work based upon the following costs incurred for rendered services. These estimates represent the maximum amount to be billed to CoP upon completion of work and are negotiable upon awarding of proposed services.

Phase I: Costs associated with preliminary planning meeting and survey administration:

- Lead facilitator time allocated at \$750 per day for one (1) day to meet with Strategic Planning Committee to define stakeholders and develop survey questions = \$750
- Lead facilitator time allocated at \$750 per day for five (5) days of work to create, disseminate, and tally surveys= \$3,750
- Graduate Assistant time allocated at 60 hours to assist with surveys @ \$12.50 per hour = \$750
- Development of final report for survey results: \$500

- Travel reimbursement for reasonable and necessary expenses for travel incurred and reimbursed in accordance with the laws of the State of Mississippi not to exceed: \$450

Phase I subtotal: \$6,200

Phase II: Costs associated with facilitation of planning retreat:

- Lead researcher/facilitator time to prepare and facilitate planning session: \$2,250
- Development of final report from planning retreat: \$500
- Travel reimbursement for reasonable and necessary expenses for travel incurred and reimbursed in accordance with the laws of the State of Mississippi not to exceed: \$450

Phase II subtotal: \$3,200

TOTAL PROJECT COST: \$9,400

VI. CONTACTS

The Points of Contact for coordinating activities under this proposal are:

Programmatic: The University of Southern Mississippi
 Name: Shannon Campbell
 Title: Director, Trent Lott National Center
 Address: 118 College Drive, #5191, Hattiesburg, MS 39406
 Phone number: 601.266.6239
 Email address: shannon.campbell@usm.edu

Financial: The University of Southern Mississippi
 Name: Tasha May
 Title: Marketing Coordinator, Trent Lott National Center
 Address: 118 College Drive, #5191, Hattiesburg, MS 39406
 Phone number: 601.266.6239
 Email address: tasha.may@usm.edu

Organization: City of Pascagoula
 Name: Jenn Dearman
 Department: Community and Economic Development
 Address: 630 Delmas Avenue, Pascagoula, MS 39568
 Phone number: (228) 938-6651 - office
 Email address: j.dearman@cityofpascagoula.com

XII. AUTHORIZATION

Both parties hereto represent that they have authority to enter into the Memorandum of Understanding and that the individuals executing this agreement are authorized to execute it and bind their respective parties to it.

WITNESS this my signature in execution hereof, this the ____ day of _____, _____.

CITY OF PASCAGOULA

Mr. Joseph R. Huffman,
City Manager

WITNESS this my signature in execution hereof, this the ____ day of _____, _____.

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Dr. Gordon Cannon,
Vice President for Research

Research/Facilitation Experience and Credentials

Shannon L Campbell, PhD
The University of Southern Mississippi
118 College Drive #5191
Hattiesburg, Mississippi 39406

EDUCATION

2003-2007 University of Southern Mississippi, Hattiesburg, Mississippi
PhD in International Development-Workforce Development Emphasis
1997-2001 University of Southern Mississippi, Hattiesburg, Mississippi
Master of Science Degree in Workforce Training and Development
1989-1991 Mississippi State University, Starkville, Mississippi
Bachelor of Science Degree in Industrial Engineering

PROFESSIONAL EXPERIENCE

2013—current Director, Trent Lott National Center for Economic Development
and Entrepreneurship, The University of Southern Mississippi
2014—current Secretary/Treasurer, GNC Cattle Company, Inc.
2014—current Secretary/Treasurer, NMC Rentals LLC
2014—current Secretary/Treasurer, Terrible Creek Cattle Company, Inc.
2008—current Dean of Liberal Arts, Industrial Services, and Advanced Technology
Center, Jones County Junior College
2010—current Adjunct Instructor, Human Capital Development Program, The
University of Southern Mississippi
1993—current Vice President, SH&M, Incorporated
1997-2008 Dean and director positions, Jones County Junior College
1992-1997 Quality Engineer/Manager of Technical Resources, Sunbeam
Household Products

GRANTS & RESEARCH

2008 Director of State Board for Community and Junior Colleges Challenge Grant #2007-208-048 totaling \$2.25 million; JCJC received \$750,000

2008 Director of Twin Districts Workforce Investment projects totaling \$72,000 for enhancing technology in Adult Education classes

2008 Director of Department of Labor WIRED Momentum Grant #S90-016-W6867-1 totaling \$5 million in which JCJC received \$1.3 million

2007 Dissertation Author, *Impact of National Emergency Grant on Rural Mississippi*, UMI Number 3293009

2006 Director of Department of Labor WIRED Grant CFDA #17.261 involving \$15 million partnership among eight community colleges in which JCJC received over \$560,000

2006 Director of State Board for Community and Junior College High Growth Grant #5-S90-004-W7079-1 totaling \$471,661

2005 Director of Department of Education FIPSE Grant CFDA #84.116Z totaling \$297,000

2005 Director of Twin Districts Workforce Investment Area projects totaling over \$460,000 to conduct pre-employment training

2003 Co-Principal Investigator of Department of Labor National Emergency Grant #2-S86-026-W7035-1 totaling \$3.2 million

PRESENTATIONS & FACILITATIONS

2015 Presenter, Waynesboro Rotary Club

2015 Presenter, MS Municipal League Mid-Winter Conference

2014 Presenter, USM True South Economic Development Course

2014 Facilitator, Yazoo County Strategic Planning Process

2014 Presenter, MS Municipal League Annual Conference

2014 Panelist, MS BIO Conference

2013 Facilitator, MS Development Authority Entrepreneur Planning Team

2013 Panelist, MS Development Authority Asset Development Meeting

2013 Panelist, Area Development Partnership Business Expo

2012 Facilitator, Covington County Strategic Planning Process

2011 Facilitator, Phi Theta Kappa Student Leadership Training,

2010 Keynote Presenter, Phi Theta Kappa Induction Ceremony

2009 Facilitator, Wayne County Post-Secondary Planning Session

2008 Presenter, USM New South Economic Development Program

2007 Presenter, Richton School District Teacher Professional Development

2006 Keynote Presenter, Perry County Chamber Annual Banquet

2006 Panelist, South Mississippi, Inc.

2006 Presenter, Leadership Jones County

2005 Presenter, Mid-South Partnership Conference

2003 Panelist, Southeastern Employment & Training Conference

2003 Presenter, Return-On-Investment in the Public Sector Conference

2003 Presenter, Creating Futures Through Technology Conference

2003 Presenter, WIN-ing in Mississippi Conference

1999 Presenter, International Quality and Productivity Conference

1997 Facilitator, Phi Theta Kappa Leadership Certification Training

PROFESSIONAL AFFILIATIONS

2014 Member, International Economic Development Council

2013 Member, MEDC Competitiveness Task Force

2013 Member, Mississippi Economic Development Council

2011-2013 President, Covington County Economic Development Authority

2010 Participant, Mississippi Community College Leadership Academy

2008-2013 Board Member, Covington County Economic Development Authority

2009—current Member, Covington County Chamber of Commerce

2009	Member, Alpha Sigma Delta Chapter of Alpha Sigma Lambda Honor Society for Adult Learners in Continuing Higher Education
2008	Chairman, Jones County Economic Development Strategic Planning Initiative, Government and Infrastructure Committee
2008	Chairman, Covington County Chamber of Commerce Business and Industry Committee
2007	Participant, Amatrol Technology Transfer Institute
2006	Participant, Jasper County Strategic Planning Initiative
2005	Community Volunteer, Mississippi Scholar's Program
1999	Participant, Introduction to ArcView GIS Training, ESRI Course
1998	Participant, Workforce Training and Development Certificate Program, Southern Miss
1997-1998	Examiner, Mississippi Quality Award, State Board for Community and Junior Colleges

HONORS AND AWARDS

2013	Recipient, Phi Theta Kappa International Honor Society, Administrator Excellence Award
2004	Recipient, Mississippi Business Journal's Top 40 Under 40 Award
2001	Fellow, Mid-South Community College Fellowship Program
2000	Discussion Meet Winner, State Champion for Farm Bureau Federation Young Farmer and Rancher Competition

Councilman Tadlock made a motion to approve the MOU between the University of Southern Mississippi (USM) and the City of Pascagoula for technical and facilitation services for the Strategic Plan update as recommended and authorize the City Manager to execute the related documents. The motion was seconded by Councilman Hill and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 4-21-15)

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

Next for consideration was a request to approve the purchase and distribution of USB drives for the ICSC Conference as necessary economic development expenditures pursuant to SB 3238 and recommended by Jen Dearman, Community and Economic Development Director. The USB drives will include multiple economic development marketing materials to be provided to developers, franchisees and retailers.

Councilman Hill made a motion to approve the purchase and distribution of USB drives for the ICSC Conference as necessary economic development expenditures pursuant to SB 3238 and as recommended. The motion was seconded by Councilman Tadlock and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 4-21-15)

The next item for consideration was a Memorandum of Understanding between the City of Pascagoula and the Children's Clinic of Pascagoula authorizing preferred provider status

for a period of 90 days retroactive to April 1, 2015, as recommended by Brenda Germany, Human Resources Generalist.

The MOU is spread on the minutes as follows:

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF PASCAGOULA UNDER ITS EMPLOYEE HEALTH CARE PLAN (CITY) AND THE FOLLOWING MEDICAL HEALTH PROFESSIONALS: ALTAF A. JAMAL, M.D., THEODORE M. MILLETTE, M.D., GRAZYNA WIEZBICKA, M.D. AND CHASSIDY N. HAMMOND, N.P.; COLLECTIVELY KNOWN AS CHILDREN'S CLINIC OF PASCAGOULA (CLINIC).

WHEREAS, Premier Health Inc., a Preferred Provider Organization (PPO) for the City entered into an agreement with the Clinic whereby the Medical Professionals associated with the Clinic would be considered Preferred Providers under the City's Employee Health Care Plan (Plan); and

WHEREAS, the Medical Professionals comprising the Clinic notified the PPO of their intent not to renew the agreement and the same terminated at midnight on March 31, 2015; and

WHEREAS, the effect of the termination of the agreement was to remove the Clinic and its Medical Professionals as Preferred Providers pursuant to the City's Plan; and

WHEREAS, the City wishes to continue treating the Medical Health Professionals at the Clinic as Preferred Providers under the Plan for a transitional period; and

WHEREAS, it is necessary for the City to amend its Plan in order to accommodate this arrangement with the Clinic:

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

SECTION 1. The City of Pascagoula Employee Health Care Plan is hereby amended so as to allow the Children's Clinic of Pascagoula and its Medical Professionals, to remain as Preferred Providers under the Plan, notwithstanding the fact that the Clinic and its Medical Health Professionals are no longer recognized by the PPO, for a period of ninety (90) days beginning April 1, 2015 and terminating at midnight, Central Standard Time, on June 30, 2015.

SECTION 2. During this ninety (90) day period, the Medical Health Professionals at the Clinic agree to accept the current PPO physician fee schedule as the basis for payment for medical services for City employees covered under the City's Plan and agree not to "balance bill" any

City employee covered by the City's Plan any amounts over and above their Plan participant responsibility as stated in the existing Plan.

SECTION 3. The Plan shall treat the services of the Clinic and its Medical Health Professionals as "in-network" for benefit payment purposes for the participants in the City's Plan during the ninety (90) day period set forth herein.

SECTION 4. This Memorandum of Understanding shall stand as the required amendment to the City of Pascagoula Employee Health Care Plan.

WITNESS THE SIGNATURES of the respective parties herein below.

Children's Clinic of Pascagoula

City of Pascagoula

By: _____
Altaf A. Jamal, M.D.

By: _____
Joe Huffman, City Manager

By: _____
Theodore M. Millette, M.D.

By: _____
Grazyna Wiezbicka, M.D.

By: _____
Chassidy N. Hammond, N.P.

Councilwoman Simkins made a motion to approve the MOU between the City of Pascagoula and the Children's Clinic of Pascagoula authorizing preferred provider status for a period of 90 days retroactive to April 1, 2015, as recommended and authorize the City Manager to execute the related documents. The motion was seconded by Councilman Hill and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 4-21-15)

(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 Budget Amendment No. 15.21 in the Community Development Fund for the Land & Water Conservation Grant as presented by Bobby Parker, City Clerk/Comptroller. A discussion followed regarding changing the location from Canty Street to River Park. Jen Dearman, Community and Economic Development Director, advised a

location change is allowed and would be an easy transfer according to the Land & Water Conservation office.

After comments, Councilman Tadlock made a motion to change the site of the kayak launch to River Park rather than the Canty Street site for the Land & Water Conservation Grant. The motion was seconded by Councilman Pickett and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 4-21-15)

Mr. Parker stated that Budget Amendment No. 15.21 will be revised and Budget Amendment No. 15.22 will no longer be necessary.

Eddie Williams, City Attorney, requested approval of a Resolution tonight regarding emergency repairs at 1020 Eastwood. The Resolution is spread on the minutes as follows:

**RESOLUTION AUTHORIZING EMERGENCY REPAIRS
TO STORM DRAIN SYSTEM LOCATED AT
1020 EASTWOOD IN THE CITY OF PASCAGOULA**

WHEREAS, on or about Friday, April 17, 2015, the City Manager was put on notice of a potential emergency situation occurring at a residence located at 1020 Eastwood Avenue; and

WHEREAS, upon inspection by the City Engineer, it was determined that a concrete storm drain pipe passing in close proximity to the residence located at that address had partially failed resulting in a void being created near the foundation of the home and under the concrete driveway; and

WHEREAS, due to the recent heavy rains experienced in this area, the soil in and around the storm drain was rendered unstable and immediate steps had to be taken in order to prevent damage to the home; and

WHEREAS, Section 31-7-13(k) of the Mississippi Code allows a governing authority to waive bid requirements when faced with emergency situations that are injurious to the citizens or their property due to the failure of a public structure; and

WHEREAS, the City Manager has now engaged the services of a structural engineer to assist the City Engineer and is in need of contracting with URETEK U.S.A., INC., a sole source provider of "flowable" fill that is needed to stabilize the soil beneath the residence and prevent serious structural damage thereto:

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City Manager is authorized and directed to continue to engage the services of Holon Engineering and Construction, LLC. previously called to the site by the City Engineer and to pay for the services of such structural engineer as set forth in the letter attached hereto as Exhibit A.

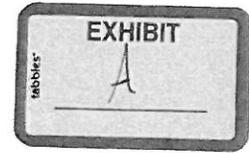
SECTION 2. The City Manager is further authorized and directed to engage the services URETEK U.S.A., INC. to inject the flowable fill into the voids around the storm drain in order to stabilize the soil under and near the house located at 1020 Eastwood Avenue and to execute the contract with URETEK, a copy of which is attached hereto as Exhibit B.

SECTION 3. The City Manager is further authorized and directed to engage any other contractors that may be needed to redirect the flow of storm water from the existing storm drain away from the foundation of the residence and to make such repairs to the residential property as may be required to return the same to its status quo prior to the incident giving rise to the emergency.

SECTION 4. The City Manager shall file his report with the City Council upon completion of the repairs so that any other contracts or purchases made in respect to the emergency may be properly ratified and approved and spread upon the minutes of the City Council.

The above Resolution was introduced by Councilman Tadlock, seconded for adoption by Councilman Hill, and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". The Mayor then declared the Resolution adopted on the 21st day of April, 2015.

The exhibits are spread on the minutes as follows:



April 17, 2015

The City of Pascagoula
P.O. Drawer 908
Pascagoula, MS 39568

Attention: Jaclyn Turner
Subject: Structural Consulting for Foundation Repairs for the Residence at
1020 Eastwood, Pascagoula, MS
Holon Project Number: H15527

Dear Mrs. Turner,

Pursuant to your request, we are presenting this proposal for engineering services on the above project.

Scope of Work

Holon will provide structural consulting services for the required remediation of the foundation for the aforementioned residence. Consulting services will consist of providing field observations of the damaged structure and offering structural opinions on the recommended repair methods.

Fee Proposal

Holon Engineering and Construction, LLC proposes to provide the above services on a Time and Material basis using our standard rates as follows:

<u>Service Description</u>	<u>Hourly Rate</u>
Senior Engineer	\$120.00
Engineer	\$110.00

Reimbursable expenses shall be billed at 1.10 times the actual cost. Reimbursable expenses include travel costs, reproduction costs, shipping expenses, authorized sub-contract consulting/testing services, equipment rental expenses, etc. Copies of receipts for all expenses will accompany the invoices.

The majority of the work will be performed by an Engineer and will be reviewed by a Senior Engineer.

Schedule

Services within the scope of work shall commence immediately upon receipt of this signed document.

Payment Schedule

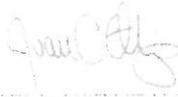
Engineering services for this work will be invoiced bi-weekly based on progress to date. Payment shall be made within 45 days from date of invoice.

HOLON ENGINEERING AND CONSTRUCTION, LLC
1020 Eastwood, Pascagoula, MS 39568

We are assuming that this proposal is not being used for competitive price comparisons. Most State Boards of Licensure for Professional Engineers and Land Surveyors do not allow competitive price comparisons for engineering or land surveying services. Our proposed professional fees, therefore, must not be used for that purpose. Should price comparison of proposals be the intent, please return this proposal to us and exclude our firm from any competitive price comparison.

Please sign, date, and return this proposal as indication of acceptance and notice for Holon Engineering and Construction to begin work on this project. In the absence of another written agreement or contract, this signed proposal shall constitute a contract for us to perform the professional services proposed above.

Thank you for the opportunity to present this proposal for your project.



Holon Engineering and Construction, LLC

Accepted this _____ day of _____, 2015

Company: _____

By: _____

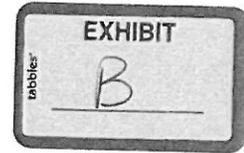
Title: _____



The URETEK Method™
Deep Injection™

April 21, 2015

Ms. Jaci Turner
City Engineer
City of Pascagoula
4015 14th Street
Pascagoula, MS 39567



RE: Proposal – 36” RCP Repair

Dear Ms. Turner:

URETEK Holdings, Inc. (URETEK) proposes to use its patented Geotechnical “Deep Injection System®” of ground densification, utilizing lightweight, expanding, high-density, hydro-insensitive polyurethane structural polymer (URETEK 486 Star) to fill subsurface voids, stabilize and densify the soils to support the 36” RCP storm drain, and seal joints, as illustrated in ATTACHMENT #1. URETEK will provide all supervision, labor, materials, supplies, insurance, tools, and equipment necessary to complete this project.

URETEK offers this ground densification process as a permanent repair method to stabilize earth-supported structures. The lightweight nature of the URETEK material when compared to competing cementitious products used for the same purpose, allows for a shallower scope of injections that essentially transfers the loads across weaker layers of soil deeper down without the necessity of injecting full depth to a deeper load-bearing stratum.

Since it is not possible to accurately verify the size and extent of all possible voids and soil conditions in the project area, all work will be performed and invoiced under the unit price method. However, based upon our observations of the project area and information provided, we would estimate the cost of filling the subsurface voids, stabilizing and densifying the supporting soils and sealing joints in the RCP to be \$28,896.30, plus a mobilization charge of \$2,000.00. Based upon our inspection of the site and the information provided, this amount should be sufficient to complete the repairs. However, due to unknown circumstances should any additional URETEK 486 Star material be required to complete this repair, it would be invoiced at \$9.93 per pound. We will not inject any material above the quantities estimated in ATTACHMENT #1 without your prior approval. Should less than the estimated quantity of URETEK 486 Star material be required to complete the repair, you will only be invoiced for the amount of material actually injected at \$9.93 per pound.

URETEK Holdings,
Inc.
482 Hannah Road
Newnan, GA 30263

(888) 621-7533
Fax (630) 839-0761
www.uretekicr.com

Controlling Concrete Lifting & Soil Stabilization

Ms. Jaci Turner
April 21, 2015
Page Two

All work under this proposal shall be performed under and subject to the attached Specifications (EXHIBIT I) and the attached Terms and Conditions (EXHIBIT II). Any Contract or Purchase Order covering work performed from this proposal shall include and reference this proposal, including said Specifications and Terms and Conditions.

The contract, purchase order, or change orders should be made to:

URETEK Holdings, Inc.
4759 Drane Field Road
Lakeland, FL 33811

ATTN: Robert D. Emfinger

Phone: 888-621-7533
FAX: 630-839-0761

We look forward to working with you on this project. If you have any questions or need any additional information, please contact me.

Sincerely,



Robert D. Emfinger

Attachments (4)

Controlling Concrete Lifting & Soil Stabilization

UNDERSEALING WITH POLYURETHANE MATERIAL
SOIL DENSIFICATION WITH POLYURETHANE MATERIAL

7.0 Description. This work shall consist of filling voids, undersealing, and stabilizing and densifying the soils, by furnishing, hauling and injecting polyurethane material under the structure or into the base soils at locations shown in the attachments.

2.0 Material.

2.1 The material for raising and undersealing concrete structures shall be a water-blown, closed cell, high density polyurethane system with the following physical characteristics and properties:

Technical Property	Requirement
Density, min., per ASTM D1622 (air rise)	3.69 lbs / ft ³
Compressive strength, min., per ASTM D 1621	60 psi
Density, max., per ASTM D1622 (air rise)	4.2 lbs / ft ³
Volume Change, max. shrinkage (10 years)	5.0 percent
Curing Rate	90 percent of compressive strength within 15 minutes after injection

2.2 The material used for raising and/or undersealing structures shall be a high-density polyurethane material, such as URETEK 486 Star or equivalent. The material shall be a polyurethane-forming mixture, having a water insoluble diluent, that permits the formation of polyurethanes in excess water. The presence of these water insoluble diluents provides polyurethane foam with improved dimensional stability properties. This formula and these characteristics must be certified by the manufacturer.

2.3 All stored polyurethane material shall be sealed and protected from contamination of dust or any foreign material.

3.0 Contractor Pre-Qualification Requirements.

3.1 The contractor shall have a minimum of three years of experience in performing this type of work and a minimum of 50 projects on which the contractor has successfully done this type of work.

4.0 Equipment Requirements. The contractor shall provide at minimum, the following equipment:

Controlling Concrete Lifting & Soil Stabilization

(a) A truck-mounted pumping unit capable of injecting the high-density polyurethane material beneath the pavement. The pumping unit shall be equipped with a dial gauge in increments of 1/10 pound (45 g) and shall be capable of controlling the rate of flow of material as well as the rate of rise of the pavement.

(b) Pressure and temperature control devices capable of maintaining proper temperature and proportionate mixing of the polyurethane component materials.

(c) Pneumatic or electric drills capable of efficiently drilling 9/16 to 3/4-inch (14-19 mm) diameter injection holes through the pavement without damaging the structural integrity of the existing pavement.

(d) Laser levels or dial indicator devices capable of monitoring and verifying that the underlying soils have been densified to the point of adequately supporting the pavement.

(e) All necessary electric generators, compressors, heaters, hoses, containers, valves and gauges to efficiently conduct and control the work.

(f) A dynamic cone penetrometer device, used to locate weak soil strata and to insure that soils are sufficiently densified.

5.0 Construction Requirements.

- 5.1 The contractor shall provide the profile from laser level readings or string lines of each area where the injection process is performed.
- 5.2 At locations where the structure is to be raised or undersealed, a series of holes shall be drilled through the structure surface and underlying base at the appropriate locations and depths as determined by the contractor. The area surrounding each hole shall not be damaged.
- 5.3 The polyurethane material shall be injected through the drilled holes until all known or encountered voids under the structure are filled and the soils properly densified. The rate and amount of material injection shall be determined by the contractor.
- 5.4 Injection nozzles shall prevent leakage during injection and shall be removed at completion of the injection or driven into the injection hole to a minimum of 3/4 inches below the surface. Any excessive material on the surface shall be removed from the area and the holes shall be sealed with polyurethane material or a non-expansive cementitious grout.
- 5.5 All drill tailings, excess polyurethane material and other debris shall be cleaned up and removed at the end of each working day. All removed material shall be disposed of in an environmentally acceptable manner in accordance with all federal, state and local regulations.

Controlling Concrete Lifting & Soil Stabilization

- 5.6 For soil densification and compaction of unconsolidated base soils, a series of 5/8 inch holes (as required for tube placement) shall be drilled at approximately 3-4 foot spaced intervals through the concrete above the area requiring soil emediation. The exact location, spacing, hole size and depth shall be determined by the contractor.
- 5.7 The Polyurethane material shall be injected through injection tubes inserted into the drilled holes to the proper depth or depths as determined by on-site soils analysis, or dynamic cone penetrometer testing. The rate and amount of material injected shall be determined by the contractor.
- 5.8 Continuous laser level or dial indicator micrometer readings shall be in place and monitored by the contractor during injection to determine sufficient material usage and soils densification as indicated by surface movement of 1-2 mm.
- 6.0 **Method of Measurement.** Polyurethane material will be measured to the nearest tenth of a pound.
- 7.0 **Basis of Payment.** The accepted quantities of polyurethane material injected beneath the pavement will be paid for at the contract unit price.

Controlling Concrete Lifting & Soil Stabilization

TERMS AND CONDITIONS

The Customer understands that the patented, proprietary URETEK methods involve drilling small diameter holes through the structure, installation of injection tubes, and the injection of the special URETEK synthetic resins, which expand to fill voids, compact, stabilize and densify sub-soils.

URETEK acts on the basis of the information provided by the Customer, or his engineering or external advice/assistance agents in preparing estimates of the materials required.

URETEK carries workman's compensation and limited general liability insurance.

URETEK will not be held liable for damages to other parts of the structure or finish work within the work area, which may result from void filling, soil densification, or structure realignment, and will not repair any such damages.

URETEK makes no representations and takes no responsibility for subsurface or subsoil conditions, which could cause future residual movement or shifting of the foundation structure.

URETEK will not be responsible for, or repair damage to utilities, including but not limited to, electrical or phone cabling, water lines, sewer lines or drains.

URETEK will exercise due caution, but will not be held responsible for damage to, or repair or replace, plants and landscaping.

The Customer will provide --

- Adequate access to the work sites.
- Any necessary authorizations or permits.
- Locate all subsurface electrical, water, and drain lines in work area.
- Customer or representative on site during the time work is taking place

The work area will be left free from trash and debris related to our work.

This offer is valid for thirty (30) days from the date of the attached proposal.

Payment due, in full, net thirty (30) days from the completion of the project.

Controlling Concrete Lifting & Soil Stabilization

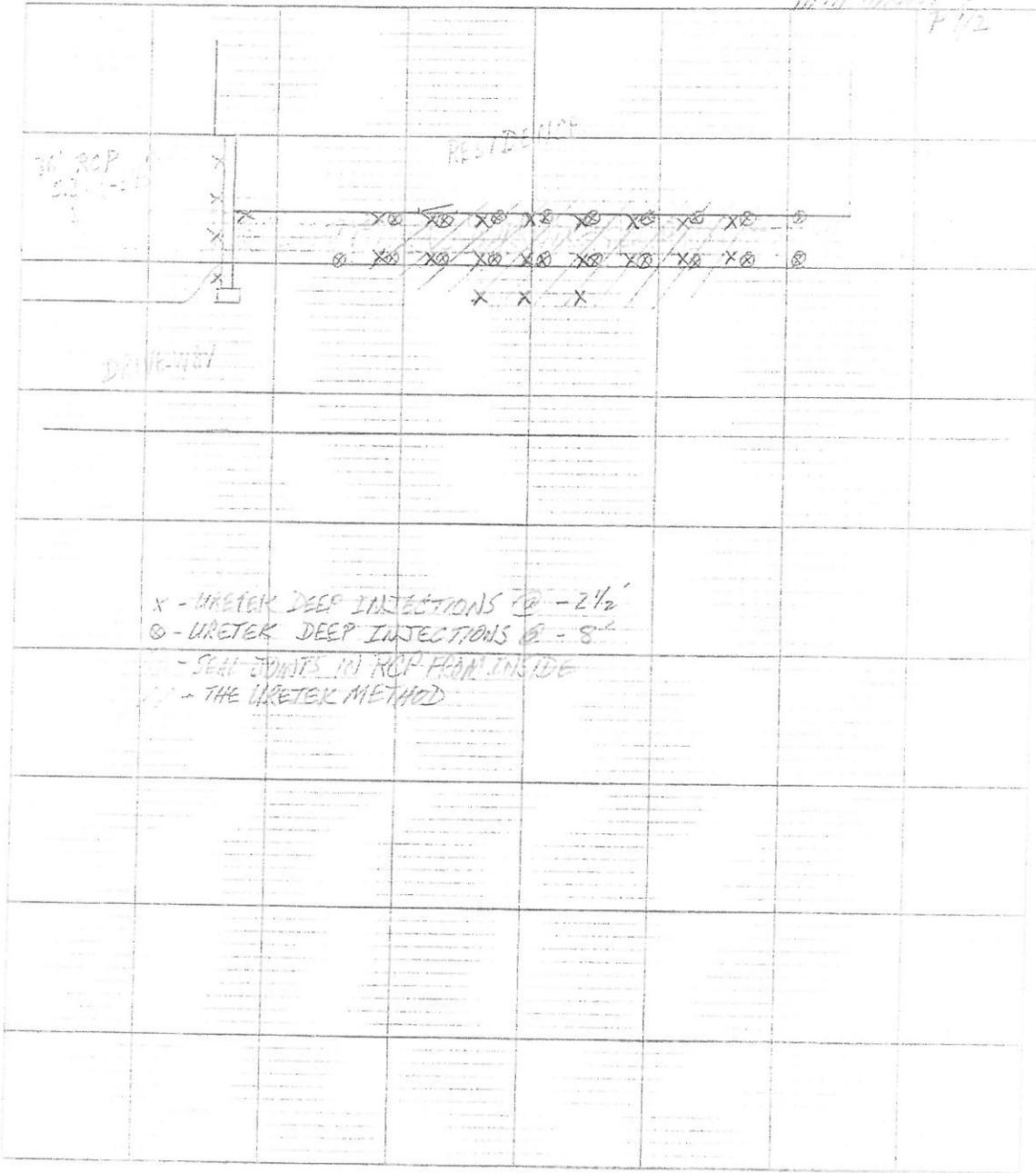


Client: MR & MRS. AQUILA
 Location: 1000 E. RESIDENCE
245 W. 24TH ST., AB
 By: P. J. JAMES Date: 3/20/15

Title: 3" RCP STORM DRAIN Notes:

Scale
 0 10 20'

ATTACHMENT #1
 P. 1/2



City of Pascagoula, MS
 36" RCP Repair
 Decoteau Residence

Description	Number of Injections	URETEK 486 / Injection(Lbs.)	Estimated URETEK 486(Lbs.)
URETEK DI @ -2.5'	24	25	600
URETEK DI @ -8'	19	40	760
Seal RCP Joints and Void-fill			950
The URETEK Method			<u>600</u>
Total Estimated URETEK 486			2,910
		@ Cost per Lb	<u>\$ 9.93</u>
Estimated Cost of Repair			\$ 28,896.30
Plus - Mobilization			<u>\$ 2,000.00</u>
Total Estimated Cost			<u>\$ 30,896.30</u>

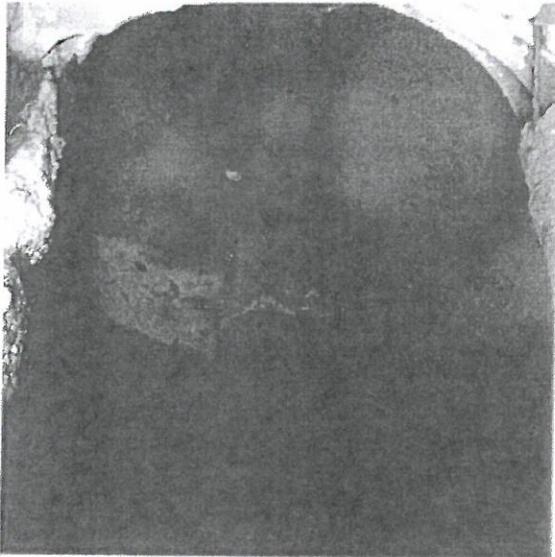
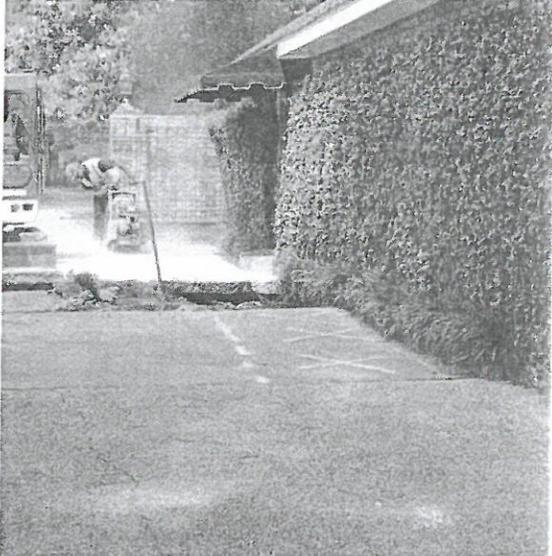
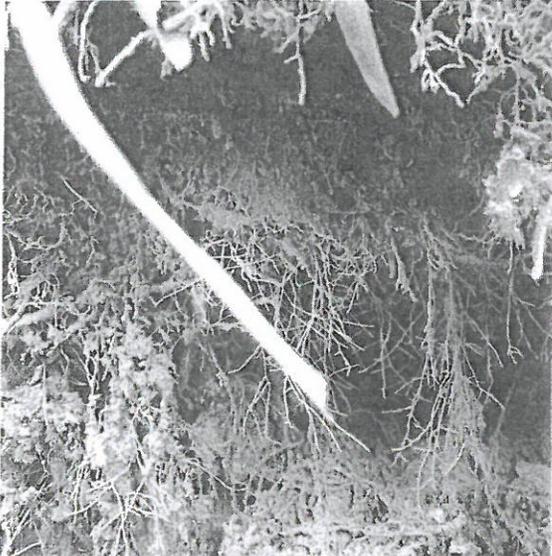
City of Pascagoula, MS
36" RCP Storm Drain
Decoteau Residence

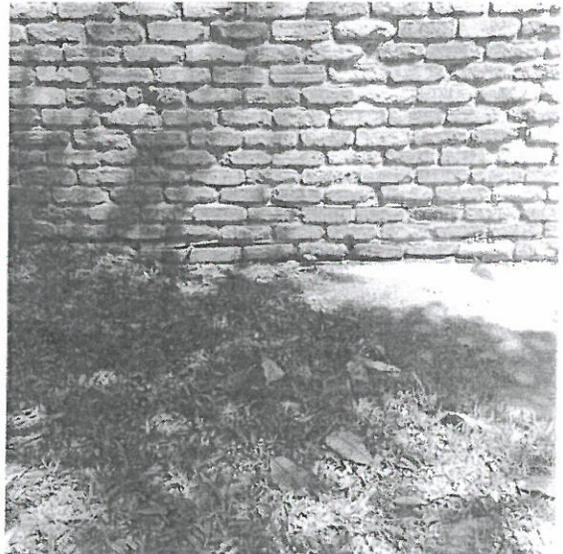
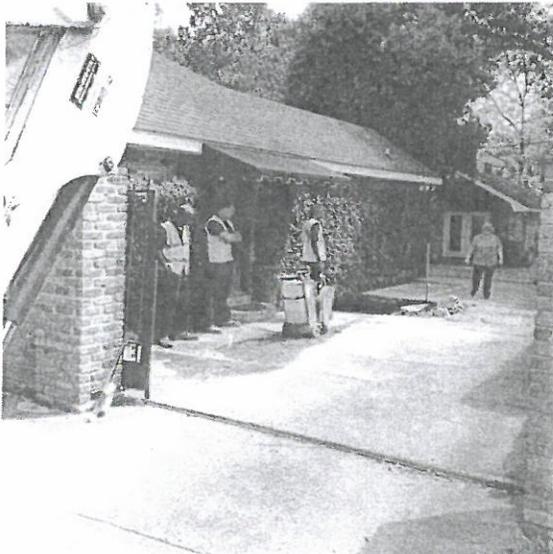
ATTACHMENT #2



City of Pascagoula, MS
36" RCP Storm Drain
Decoteau Residence

ATTACHMENT #2





(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 Order for the docket of claims as follows:

ORDER

WHEREAS, the attached docket of claims for the period of April 3, 2015, through April 17, 2015, has been presented to the City Council for allowance and approval; and

WHEREAS, the below claim numbers 03-13-01, 03-27-02, and 03-03 have also been presented to the City Council for allowance and approval:

<u>March 13, 2015</u>		<u>Claim # 03-13-01</u>
010	General Fund	\$448,619.38
400	Pascagoula Utilities	24,044.28
480	Solid Waste Mgmt.	<u>561.39</u>
	Total	<u>\$473,225.05</u>
<u>March 27, 2015</u>		<u>Claim # 03-27-02</u>
010	General Fund	\$456,090.66
400	Pascagoula Utilities	23,888.22
480	Solid Waste Mgmt.	<u>561.39</u>
	Total	<u>\$480,540.27</u>
<u>Miscellaneous Claim</u>		<u>Claim # 03-03</u>
1000	City Share FICA	\$ 45,885.12
1100	City Share Medicare	10,731.25
7000	City Share PERS	<u>119,987.62</u>
	Total	<u>\$176,603.99</u>

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 Hill, seconded for adoption by Councilman Pickett, and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". The Mayor then declared the Order adopted on the 21st day of April, 2015.

Councilman Tadlock commented on the “Free Flowin on the River” event held last Saturday. He also thanked City staff for their quick response regarding the emergency situation at 1020 Eastwood. Councilman Pickett thanked councilmembers who attended the Freedom Banquet recently. Mayor Blevins stated that “Cruisin the Coast” will again have its opening day in Pascagoula. Jaci Turner, City Engineer, advised that the bond projects are moving along.

Mayor Blevins advised the Council will hold a special meeting on Monday, May 4, 2015, at 11:00 a.m. at the Pascagoula Senior Center for the purpose of gathering sports league input in the development of the Parks & Recreation Capital Project plan.

There being no further business to come before the Council at this time, Councilman Tadlock made a motion to adjourn. The motion was seconded by Councilman Hill and received the following vote: Mayor Blevins “AYE”. Councilmen Hill “AYE”, Jackson “AYE”, Pickett “AYE”, Simkins “AYE”, Tadlock “AYE”, and Tipton “AYE”.

The meeting ended at 7:30 p.m.

APPROVED:

Harry J. Blevins, Mayor

ATTEST:

Brenda J. Reed, Asst. City Clerk