

**RECESSED REGULAR MEETING OF THE CITY COUNCIL
TUESDAY, FEBRUARY 16, 2010, 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, February 16, 2010, at 6:00 p.m. Mayor Maxwell called the meeting to order with the following officials present:

Mayor Robert H. Maxwell
Councilman Joe Abston
Councilman Frank Corder
Councilman Jim Milstead
Councilman Robert Stallworth, Sr.
Councilman Harold Tillman, Jr.
Councilman George L. Wolverton, Sr.

City Manager Kay J. Kell
City Attorney Eddie Williams
City Clerk Brenda Reed

Mayor Maxwell welcomed everyone to the meeting, and the invocation was given by Councilman Milstead.

Janice Mabry addressed the Council regarding the Jackson County Business Incubator project and gave an update. They continue to provide training and counseling services. Two tenants attended the meeting tonight and briefed the Council on their success story.

Councilman Corder made a motion to approve the quarterly payment of \$2,500.00 to the Institute for Compatible Development for the Jackson County Business Incubator Project. The motion was seconded by Councilman Abston and received the following vote: Mayor Maxwell "AYE". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 2-16-10)

The letter of appreciation to Amy Thompson from the U. S. Census Bureau was tabled at tonight's meeting.

A property cleanup hearing was held for 4802 Legare Drive. This was continued from the Council meeting of November 3, 2009. Steve Mitchell, Operations Manager, provided an update on the property wherein he advised that significant work has been done by the owner. He recommended this case be continued until the meeting of April 20, 2010.

After discussion, the Council considered the following Resolution:

RESOLUTION

WHEREAS, by order dated April 21, 2009, this Council authorized giving notice to the owner of the parcel of land listed in Exhibit A of a hearing before this Council at 6:00 P.M., June 2, 2009, to determine whether the parcel listed is 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 June 2, 2009, meeting until August 4, 2009; and

WHEREAS, this matter was continued at the August 4, 2009, meeting until November 3, 2009; and

WHEREAS, this matter was continued at the November 3, 2009, meeting until February 16, 2010; and

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

WHEREAS, we find that the parcel of land listed in the exhibit is 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 parcel of land listed in Exhibit A is 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 parcel is not cleaned by the owner within seven days of this date, the City Manager, by use of City personnel or a private contractor, shall have the 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 parcel and such costs shall be an assessment against the 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>
41785173.000 4802 Legare Dr.	Charles R. Stephens 10132 Graystone Drive Moss Point, MS 39562	Deed Book 1521, Page 435

The above Resolution was adopted with the following amendment:

Councilman Stallworth made a motion to “CONTINUE” this property cleanup matter until the Council meeting of April 20, 2010. The motion as seconded by Councilman Wolverton and received the following vote: Mayor Maxwell “AYE”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. The Mayor then declared the Resolution adopted, as amended, on the 16th day of February, 2010.

A property cleanup hearing was held for 1206 Cook Avenue. This was continued from the Council meeting of November 3, 2009. Steve Mitchell, Operations Manager, gave an update on the property. Antrice Berry, property owner, addressed the Council wherein she advised a church has agreed to help her demolish the house in order to rebuild. She requested an additional six months to work on the house. The Council recommended that Ms. Berry proceed to board the windows and clean up around the property.

The Council then considered the following Resolution:

RESOLUTION

WHEREAS, by order dated September 15, 2009, this Council authorized giving notice to the owner of the parcel of land listed in Exhibit A of a hearing before this Council at 6:00 P.M., November 3, 2009, to determine whether the parcel listed is 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 November 3, 2009, meeting until February 16, 2010; and

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

WHEREAS, we find that the parcel of land listed in the exhibit is 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 parcel of land listed in Exhibit A is 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 parcel is not cleaned by the owner within seven days of this date, the City Manager, by use of City personnel or a private contractor, shall have the 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 parcel and such costs shall be an assessment against the 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>
41940115.000 1206 Cook Ave.	Antrice Berry 1008 School Ave. Pascagoula, MS 39567	Deed Book 1517, Page 680

The above Resolution was adopted with the following amendment:

Councilman Abston made a motion to “CONTINUE” this matter until the Council meeting of March 16, 2010. The motion was seconded by Councilman Stallworth and received the following vote: Mayor Maxwell “AYE”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. The Mayor then declared the Resolution adopted, as amended, on the 16th day of February, 2010.

Minutes of the Planning Board meeting of February 10, 2010, and actions by the Council are as follows:

**REGULAR MEETING OF THE PASCAGOULA PLANNING BOARD
WEDNESDAY, FEBRUARY 10, 2010 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, February 10, 2010 at 6:00 P. M.

The following official(s) were present:

Linda Tillman
Stephen Parker
Leah Rollins
Joseph Odom
Wesley Smith (Vice-Chairman)
Etienne Melcher

The following official(s) were absent:

Roy Williams (Chairman)

Other officials present:

A. PUBLIC HEARINGS:

1. Colle Towing Co. Inc.

3802 Port River Rd. The property is zoned SU. The request is for a Special Use Permit to permit the placement of a 12' x 60' temporary trailer in an SU zone for office use.

Mr. Charlie McVea was present to explain the application. After hearing Mr. McVea's request, and there being no protest, a motion was made by Linda Tillman to "APPROVE" the application. The motion was seconded by Joseph Odom and the vote thereupon was as follows: Linda Tillman "AYE", Stephen Parker "AYE", Wesley Smith "ABSTAINED", Leah Rollins "AYE", Joseph Odom "AYE", Etienne Melcher "AYE".

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

COUNCIL ACTION:

Councilman Stallworth made a motion to "APPROVE" the request of Colle Towing Co., Inc. as recommended by the Planning Board. The motion was seconded by Councilman Corder and received the following vote: Mayor Maxwell "AYE". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE".
(Approved 2-16-10)

2. Nicholas Robinson

4404 Fair St. The property is zoned R-2. The request is for a 20' lot width variance of the required 70' to add onto existing MEMA cottage to meet the 1000 sq. ft. requirements for a permanent residence or construct a new residence with all setback requirements being met.

Mr. Nicholas Robinson was present to explain the application. After hearing Mr. Robinson's request, and there being no protest, a motion was made by Linda Tillman to "APPROVE" the application. The motion was seconded by Leah Rollins and the vote thereupon was as follows: Linda Tillman "AYE", Stephen Parker "AYE", Wesley Smith "ABSTAINED", Leah Rollins "AYE", Joseph Odom "AYE", Etienne Melcher "AYE".

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

COUNCIL ACTION:

Councilman Stallworth made a motion to "APPROVE" the request of Nicholas Robinson as recommended by the Planning Board. The motion was seconded by Councilman Corder and received the following vote: Mayor Maxwell "AYE". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE".
(Approved 2-16-10)

3. **Walter Randle**

Bayou Cassotte Pkwy. (PIDN: 40208036.060). The property is zoned R-3. The request is to change the zoning of “Parcel A” (35.39 acres) from R-3 to Industrial.

Due to a letter of request to continue the application; received from Mr. Walter Randle via Brian Nelson, City Planner, a decision was made to “**CONTINUE**” the application to the March 10, 2010, Planning Board meeting. A motion was made by Wesley Smith to “**CONTINUE**” the application. The motion was seconded by Stephen Parker and the vote thereupon was as follows: Linda Tillman “**AYE**”, Leah Rollins “**AYE**”, Joseph Odom “**AYE**”, Wesley Smith “**ABSTAINED**”, Stephen Parker “**AYE**”, Etienne Melcher “**AYE**”.

The application will go to the City Council with the recommendation to “**CONTINUE**” to the March 10, 2010, Planning Board meeting.

COUNCIL ACTION:

This application was “**CONTINUED**”; therefore, no action was required by the Council tonight.

4. **Jemsite Development , LLC**

3301 Denny Ave. The property is zoned C-1A. The request is for a Special Use Permit to permit the construction and operation of a gas station in a C-1A zone. A 2’ setback variance of the required 25’ for the placement of underground gas tanks, a 147.35 sq. ft. variance over the allowed 44 sq. ft. to construct a pole sign with 2 signs totaling 191.35 sq. ft., a variance to allow 2 signs totaling 41.69 sq. ft. on front of the building facing north towards Lowes, a variance to allow 1 additional wall sign totaling 8.56 sq. ft. facing south towards Denny Ave. and a variance to allow 4 – 17 sq. ft. signs above the gas pump islands totaling 68 sq. ft.

Mr. Patrick Rivers, of Land Planning Associates, was present to explain the application. Mr. Rivers stated he would like to withdraw the request for a 2’ setback variance for the placement of the underground gas tanks. Mr. Brian Nelson, City Planner, stated Staff recommends denying the request for the 147.35 sq. ft. sign variance to an allowable sign area. He also requested the Board to empower the Director of Code Enforcement and City Planner to work with the applicant to come to a reasonable solution, and authorize the installation. Mr. Rivers stated he plans to come to an agreement on the signage. Mrs. Etienne Melcher questioned the landscaping around the structure. Mrs. Susan Moore, Director of Code Enforcement, stated the applicant will have to meet all landscaping requirements. Mr. Rivers stated he will far exceed the landscaping requirement. After hearing Mr. Rivers’ request, and there being no protest, a motion was made by Leah Rollins to “**APPROVE**” the application with the stipulation to deny the 147.35 sq. ft signage and the applicant come to a reasonable solution with the Director of Code Enforcement and the City Planner. The motion was seconded by Joseph Odom and the vote thereupon was as follows: Linda Tillman “**AYE**”, Stephen Parker “**AYE**”, Wesley Smith “**ABSTAINED**”, Leah Rollins “**AYE**”, Joseph Odom “**AYE**”, Etienne Melcher “**AYE**”.

The application will go to the City Council with the recommendation to “**APPROVE**” with stipulation.

COUNCIL ACTION:

Councilman Stallworth made a motion to “APPROVE” the request of Jemsite Development, LLC, as recommended by the Planning Board and with the stipulation to “DENY” the 147.35 sq. ft. signage and the applicant come to a reasonable solution with the Director of Code Enforcement and the City Planner. The motion was seconded by Councilman Corder and received the following vote: Mayor Maxwell “AYE”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. (Approved 2-16-10)

5. Wilton Turk

2313 Lewis Ave. The property is zoned R-2. The request is for a Special Use Permit to permit the construction of a 20’ x 30’ building for the operation of a Snowball & Snack Stand in an R-2 zone.

No one was present, so a decision was made to “**CONTINUE**” the application to the March 10, 2010, Planning Board meeting. A motion was made by Wesley Smith to “CONTINUE” the application. The motion was seconded by Stephen Parker and the vote thereupon was as follows: Linda Tillman “AYE”, Leah Rollins “AYE”, Joseph Odom “AYE”, Wesley Smith “ABSTAINED”, Stephen Parker “AYE”, Etienne Melcher “AYE”.

The application will go to the City Council with the recommendation to “**CONTINUE**” to the March 10, 2010, Planning Board meeting.

COUNCIL ACTION:

This application was “CONTINUED”; therefore, no action was required by the Council tonight.

6. Pascagoula School District

2022 Buena Vista St. The property is zoned R-2. The request is for a Special Use Permit to permit the construction and use of a support building for school operation in an R-2 zone.

Mr. Phillip Norwood was present to explain the application. Mr. Stephen Parker questioned what the support building will be used for? Mr. Norwood stated the building will be used for storage of goods (supplies, paper, etc). Mr. Stephen Parker questioned what the cafeteria is now used for? Mr. Norwood stated the cafeteria is now the middle schools dressing room. Mrs. Etienne Melcher questioned the structure type of the building. Mr. Norwood stated the structure will be a 60’x40’ metal building on concrete slab. After hearing Mr. Norwood’s request, and there being no protest, a motion was made by Etienne Melcher to “APPROVE” the application. The motion was seconded by Linda Tillman and the vote thereupon was as follows: Linda Tillman “AYE”, Stephen Parker “AYE”, Wesley Smith “ABSTAINED”, Leah Rollins “AYE”, Joseph Odom “AYE”, Etienne Melcher “AYE”.

The application will go to the City Council with the recommendation to “**APPROVE**”.

COUNCIL ACTION:

Councilman Stallworth made a motion to “APPROVE” the request of the Pascagoula School District, as recommended by the Planning Board. The motion was seconded by Councilman Corder and received the following vote: Mayor Maxwell “AYE”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. (Approved 2-16-10)

B. OTHER MATTERS:

On behalf of Mr. Roy Williams, Mr. Wesley Smith stated Mr. Williams recommended adopting an ordinance to ban smoking on all public property. After hearing the request, a motion was made by Wesley Smith to “APPROVE” the recommendation to adopt an ordinance to ban smoking on all public property. The motion “FAILED” for a lack of a second.

The recommendation to adopt an ordinance to ban smoking on all public property will go to the City Council with no recommendation.

COUNCIL ACTION:

No action was taken by the City Council at tonight’s meeting. A brief discussion followed. The City Attorney advised he will get sample ordinances for the Council to review.

The consent agenda was considered at this time.

The first items for consideration were minutes from the Council meetings of February 2, 2010, and February 9, 2010, as recommended by Brenda Reed, City Clerk.

Councilman Stallworth made a motion to adopt and approve minutes of the Council meetings of February 2, 2010, and February 9, 2010, as recommended. The motion was seconded by Councilman Milstead and received the following vote: Mayor Maxwell “AYE”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. (Approved 2-16-10)

Minutes of the Recreation Commission meeting of February 3, 2010, were acknowledged by the Council.

The next item for consideration was an Order for property cleanup matters as follows:

ORDER

WHEREAS, on its own motion the City Council of the City of Pascagoula, Mississippi, alleges that the parcels of land listed in Exhibit A hereto are in need of cleaning; and

WHEREAS, the parcels are described by reference to the appropriate book and page of the Land Deed Records of Jackson County, Mississippi, or by a detailed description; the property owner or owners, if known, and their mailing addresses, if known, are listed; and the tax parcel numbers and addresses of the parcels are listed;

THEREFORE, IT IS ORDERED that the owners of the parcels listed on the exhibit shall be given notice by the City Clerk as provided in Section 21-19-11, Mississippi Code of 1972, that a hearing shall be held by the City Council on April 6, 2010, in the City Hall of the City at 6:00 P.M. to determine whether the parcels of land as shown on the exhibit are in such a state of uncleanness as to be a menace to the public health and safety of this community.

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>
42150003.000 2108 Chickasaw	Donald L. Huffman And Ethel M. Huffman 6991 March Road Theodore, AL 36582 (Footnote 1)	Deed Book 1168, Page 389
42150009.000 2210 Chickasaw	Victor L. Williams 4207 Jefferson Avenue Moss Point, MS 39563 (Footnote 2)	Deed Book 1192, Page 577
42150145.000 2309 Chickasaw	Jessie F. Williams P.O. Box 8434 Moss Point, MS 39562-8434 (Footnote 3)	Deed Book 1104, Page 606

42150029.000 2114 Edgewood	Mary Alice Gaskin 834 Jefferson Heights Avenue New Orleans, LA 70121	Deed Book 994, Page 749
42150155.000 2314 Edgewood	Ray V. Davison And Amanda Davison 1402 Polk Avenue Pascagoula, MS 39567 (Footnote 4)	Deed Book 1117, Page 905

PARTIES WITH INTEREST

- Footnote 1:** -Small Business Administration, 801 Tom Martin Drive, Suite 120, Birmingham, AL 35211
 -Coldwell Banker, 1509 Jackson Avenue, Pascagoula, MS 39567
 -Chase Manhattan Mortgage Company, 1500 North 19th Street, Monroe, LA 71201
- Footnote 2:** Small Business Administration, 801 Tom Martin Drive, Suite 120, Birmingham, AL 35211
- Footnote 3:** Coldwell Banker, Attn: Cheryl Bullock, 1509 Jackson Avenue, Pascagoula, MS 39567
- Footnote 4:** -Trustmark National Bank, P.O. Box 291, Jackson, MS 39206
 -Small Business Administration, 801 Tom Martin Drive, Suite 120, Birmingham, AL 35211

The above Order was introduced by Councilman Stallworth, seconded for adoption by Councilman Milstead, and received the following vote: Mayor Maxwell "AYE". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". The Mayor then declared the Order adopted on the 16th day of February, 2010.

The next item to be considered was an award to Artisan Pyrotechnics, Inc., Wiggins, MS, for their proposal of the 4th of July fireworks show for \$19,000.00 with 1,516 display effects as recommended by Darcie Crew, Parks and Recreation Director, and Helen Mitchell, Purchasing Agent.

Councilman Stallworth made a motion to approve the award of the 4th of July fireworks show to Artisan Pyrotechnics, Inc. for \$19,000.00 as recommended and authorized the City Manager to execute the agreement. The motion was seconded by Councilman Milstead and received the following vote: Mayor Maxwell "AYE". Councilmen Abston "AYE", Corder

“AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”.
(Approved 2-16-10)

(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 wind insurance settlement with Landmark American Insurance Company (carrier) for Hurricane Katrina damages as recommended by Jeane Bull, Assistant Comptroller. The final settlement amount is \$1,360,696.73.

Councilman Stallworth made a motion to approve the final settlement of loss and policyholder’s release from Landmark American Insurance Company for \$1,360,696.73 and authorized the City Manager to execute the related documents. The motion was seconded by Councilman Milstead and received the following vote: Mayor Maxwell “AYE”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. (Approved 2-16-10)

(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 a banner request for the Jackson County Industrial Trade Show as recommended by Rebecca Davis, Main Street Director. The event will be held on March 23-24, 2010, at the B. E. McGinty Civic Center in Pascagoula. The banner sign will be placed at Highway 90 and Pascagoula Street to advertise the event.

Councilman Stallworth made a motion to approve the banner request for the Jackson County Industrial Trade Show as recommended. The motion was seconded by Councilman Milstead and received the following vote: Mayor Maxwell “AYE”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. (Approved 2-16-10)

Next for consideration was the Annual Support Agreement and License Agreement for MUNIS Software with Tyler Technologies as recommended by Stephen Newell, MIS Director. The coverage period is from February 21, 2010, through March 31, 2011, at the renewal cost of \$36,558.00, which reflects a cost increase of \$191.00 per month over last year’s renewal. Payments will be made quarterly in arrears.

Councilman Stallworth made a motion to approve the Annual Support Agreement and License Agreement for MUNIS Software with Tyler Technologies as recommended and authorized the City Manager to execute the related documents. The motion was seconded by Councilman Milstead and received the following vote: Mayor Maxwell “AYE”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. (Approved 2-16-10)

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

A budget amendment was considered at this time in the General Fund for the Mississippi Forestry Commission Grant as recommended by Jeane Bull, Assistant Comptroller. The budget amendment is spread on the minutes as follows:

CITY OF PASCAGOULA
Budget Amendment # 10.13
February 16, 2010

	<u>Original Appropriation</u>	<u>Budget Amendment</u>	<u>Amended Budget</u>
<u>General Fund</u>			
<u>Revenues:</u>			
Grants:			
Forestry Grant	<u>0</u>	<u>11,250</u>	<u>11,250</u>
Total Expenditures	0	11,250	11,250
<u>Expenditures:</u>			
Beautification:			
Other Charges:			
Tree Planting	<u>0</u>	<u>11,250</u>	<u>11,250</u>
Total Expenditures	0	11,250	11,250
Net Change in Fund Balance		-	

PURPOSE: To amend budget to provide for expenditure authority for the MS Forestry Commission Grant approved by the Council on August 4, 2009

Councilman Stallworth made a motion to approve the budget amendment as presented above. The motion was seconded by Councilman Milstead and received the following vote: Mayor Maxwell "AYE". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 2-16-10)

Financial reports for the month of January 2010 were filed by the City Clerk and acknowledged by the City Council.

The new business items were considered at this time.

(Councilman Abston left the meeting at 6:15 p.m.)

The Council considered an appointment to the School Board at this time. Five applicants submitted resumes for the position and were interviewed at the Council meeting held on February 9, 2010. They were Sonny Backs, Cynthia Black, M. R. (Ray) Cole, Matthew Lachaussee, and Sandra Kay Morgan. The Council expressed appreciation to all of the applicants for their interest.

After discussion, Councilman Corder made a motion to appoint Sonny Backs to the Pascagoula School Board for a five year term beginning Saturday, March 6, 2010, to replace M. R. (Ray) Cole whose term will expire in March. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "AYE". Councilmen Abston "ABSENT", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 2-16-10)

Councilman Corder recommended that a resolution and plaque be presented to M. R. (Ray) Cole for his 25 years of service on the School Board.

(Councilman Abston returned to the meeting at 6:20 p.m.)

The next item for consideration was travel authorization for the Council to meet with the congressional delegation in Washington, D.C. on March 10-12, 2010, as recommended by the City Manager.

Councilman Stallworth made a motion to approve travel for the Council to meet with the congressional delegation in Washington, D.C. on March 10-12, 2010, as recommended. The motion was seconded by Councilman Corder and received the following vote: Mayor Maxwell "AYE". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 2-16-10)

Next for consideration was travel authorization for Councilman Corder to attend the National League of Cities (NLC) City Futures Panel on Democratic Governance meetings for 2010, as recommended by the City Manager. His term became effective on January 29, 2010, and will end at the conclusion of the 2010 Congress of Cities Conference in December, 2010. The Council congratulated him on the appointment and thanked him for his willingness to serve.

Councilman Stallworth made a motion to approve travel for Councilman Corder to attend the National League of Cities (NLC) City Futures Panel on Democratic Governance meetings for 2010, as recommended. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "AYE". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 2-16-10)

The next item to be considered was an updated job description and duty title for the Assistant City Clerk as recommended by Bruce Knott, Human Resources Director. Mr. Knott advised this would not affect the individual in the position now. The grade for this position is being downgraded from a 116 to a 115. The job description is spread on the minutes as follows:

Assistant City Clerk

**City of Pascagoula
Job Description**

DEPARTMENT:	City Clerk	LABOR GRADE:	115
EXEMPT(Y/N):	Yes	POSITION CODE:	
REPORTS TO:	City Clerk/Comptroller		

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 having charge and safely keeping all the books, documents and records of the city required by law or ordinance in accordance with all applicable laws and City of Pascagoula policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Serves as custodian of official City records, public documents, and seal; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, orders, contracts, easements, deeds, bonds, or other documents requiring certification as directed by the City Clerk/Comptroller;
- Countersigns municipal checks with City Manager for payroll and accounts payable items as directed by the City Clerk/Comptroller;
- Prepares departmental budget;
- Certifies and publishes the annual budget and tax levy as directed by the City Clerk/Comptroller;
- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress and directs change as needed;
- Attends and contributes to conferences and meetings with City Manager and other operating officials regarding programs, operations, services, and procedures;

- Prepares, or oversees preparation, and distribution of agenda packets with supporting information for review by City Council, staff members, and local media;
- Attends regular and special City Council meetings; oversees or performs an accurate recording of the proceedings, preparation of the minutes, recording, indexing, and filing for the public record; distributes information to departments;
- Files ordinances and resolutions of the City Council and oversees the codification of ordinances into the municipal code as directed by the City Clerk/Comptroller;
- Coordinates and schedules legal notices for bids; receives bids, and oversees bid openings;
- Prepares or oversees property cleanup notifications through personal service or legal notice publication;
- Provides public records and information to citizens, civic groups, the media, and other agencies as requested;
- Processes tax exemption requests in accordance with state law;
- Accepts claims and other legal documents (i.e. lawsuits, garnishments) served on the City;
- Manages bonds required by state statute and/or contracts with City;
- Has administrative control of the cemeteries. Assists the public and funeral homes with lots; issues deeds; handles complaints;
- Registers voters; maintains voter records, and poll books as needed.
- Supervises and conducts regular and special elections. Assists the Municipal Election Commission and Party Executive Committees with elections, including selection, assignment, and preparation of polling places, training, workers, and vote tabulation;
- Serves as a notary public;
- Oversees janitorial, HVAC, pest control, and maintenance contracts for work performed at various City buildings; orders supplies and materials as needed;
- Maintains list of boards and commissions for City; notifies new appointees;
- Maintains current copy of codes for building, fire, mechanical, plumbing, gas, and residential;
- Files necessary documents with the Chancery Clerk with regard to delinquent land tax sales;
- Any other duties assigned by the City Clerk/Comptroller;.

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 directly supervises the staff assigned to the City Clerk's office on a daily basis. This position also supervises employees that work during elections.

EDUCATION and/or EXPERIENCE:

A bachelor’s degree with a major in accounting, business education, business administration, or public administration are required. Experience with local government or any combination of education and experience that results in the required knowledge, skills, and abilities is acceptable.

SPECIAL QUALIFICATIONS:

Computer proficiency in the current Office Suites package is required; previous experience with MUNIS software is preferred. Comprehensive knowledge of general laws and administrative policies governing municipal practices and procedures is essential. Thorough knowledge of general office practices and procedures as well as standard office equipment 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 requiring occasional bending, squatting, and reaching. Requires the ability to see and hear and manual dexterity to operate a computer.

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 indoors in a well-lit, climate controlled office environment. The noise level for this position is low.

Councilman Milstead made a motion to approve the updated job description and duty title for the Assistant City Clerk as recommended. The motion was seconded by Councilman Corder and received the following vote: Mayor Maxwell “AYE”. Councilmen Abston “AYE”, Corder

“AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”.
(Approved 2-16-10)

The next item for consideration was an updated job description for the Grant’s Administrator as recommended by Bruce Knott, Human Resources Director. This position is being downgraded from a 108 to a 105. The job description is spread on the minutes as follows:

Grant’s Administrator	City of Pascagoula Job Description
DEPARTMENT: Community Development	LABOR GRADE: 105
EXEMPT(Y/N): No	POSITION CODE:
REPORTS TO: Community Development 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 performing various skilled clerical tasks and providing support services to the Community Development Department in accordance with all applicable laws and City of Pascagoula policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Opens, sorts, and distributes departmental mail.
- Serves as department receptionist, directing callers to the proper person or office; gives general information in response to public or official inquiries.
- Maintains office supplies; orders supplies as needed.
- Prepares and proofreads letters, memos, reports, accounting and financial statements, vouchers, requisitions, and other documents.
- Sorts, indexes, and files materials according to established filing system.
- Maintains a variety of records and reports; receives, distributes, and sends documents specific to area of assignment.
- Performs reviews of grant applications, accounts, reports, and other documents for completeness, accuracy, and conformance with established procedures.

- Maintains, at least monthly, grant filing system regarding legal, grant, and auditing requirements, reporting any items of note to the Grants Accounting Specialist and the Community Development Director. Follow up on any discrepancies and their resolution.
- Gathers information and materials needed to compile various reports.
- Provides technical assistance in Community Development and related programs.
- Prepares grant applications with the assistance and guidance of the Community Development Director.
- Researches and identifies potential grant opportunities, reviews opportunities with Grants Accounting Specialist and Community Development Director regarding applicability and availability of matching funds.
- Prepares agenda, meeting notices and minutes for the Historic Preservation Committee.
- Schedules and coordinates various departmental activities.
- Any other duties assigned by the Community Development 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:

A high school graduate or its equivalent, including or supplemented by business school training 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, MS Excel, and Outlook is required; previous experience with MUNIS software is preferred. Knowledge of office machines, terminology and procedures is essential. Some knowledge of fundamental bookkeeping is desired.

LANGUAGE AND REASONING SKILLS:

Ability to understand written or oral instructions; read, analyze and interpret documents, instruction manuals, policies and procedures is essential. Strong interpersonal skills are essential to maintain effective working relationships with others. The ability to work effectively and efficiently to ensure deadlines are met is essential. Ability to convey information in a concise, well-written, timely manner is essential. Ability to apply logical reasoning application to carry-out instructions furnished in written, oral or diagram form is critical.

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.

While performing the duties of this job, the employee is regularly required to talk, see or hear; to stand; walk; sit; and use hands to finger, handle or feel objects, tools or controls.

WORKING ENVIRONMENT:

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

The noise level in the work environment is usually low and work is performed in a well lit, adequately ventilated, climate controlled office.

CouncilmanWolverton made a motion to approve the updated job description and duty title for the Grant’s Administrator as recommended. The motion was seconded by Councilman Abston and received the following vote: Mayor Maxwell “AYE”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. (Approved 2-16-10)

The next item for consideration was an updated job description for the Code Enforcement Administrative Assistant as recommended by Bruce Knott, Human Resources Director. The grade is being downgraded from a 110 to a 105. The job description is spread on the minutes as follows:

**City of Pascagoula
Job Description**

Code Enforcement Assistant

DEPARTMENT:	Code Enforcement	LABOR GRADE:	105
EXEMPT(Y/N):	No	POSITION CODE:	
REPORTS TO:	Director, Code Enforcement		

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 developing and implementing the City's rebuilding efforts post Hurricane Katrina in accordance with all applicable laws and City of Pascagoula policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Adheres to cities policies, procedures and ordinances
- Keeps abreast of changes and developments related to building, plumbing, mechanical and electrical codes, as well as city ordinances
- Maintains a positive and courteous attitude in dealing with the public in a fast paced and stressful environment
- Deals with co-workers and subordinates in a professional and courteous manner
- Seeks/promotes resolution of internal disagreements or conflicts
- Promotes efficient time management in making work assignments
- Develops, maintains and revises inspection schedule for all Code Enforcement officers and inspectors
- Reviews permit applications and examines plans for completeness prior to submission
- Issues permits
- Facilitates and coordinates GIS system as it relates to planning, zoning and inspections
- Calculates and collects fees
- 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
- Prepares and correlates materials for consideration by the Planning Board and City Council
- Attends Planning Board meetings and keeps and prepares Planning Board minutes for submission to the City Council
- Reviews and approves legal notices of zoning matters prior to publication
- Determines flood zones from available documents and conveys information to appropriate parties
- Supervises input and maintenance of data into permit software
- Prepares statistical and other required reports
- Provides training and instruction regarding operation of permit software
- Oversees maintenance of records relating to property addresses and property history
- Reviews and verifies bank deposits
- Maintains reports, records and documents relating to zoning and inspections
- Responds to written queries and correspondence
- Oversees maintenance of facility, supplies and equipment
- Resolves complaints or refers to Code Enforcement Director, as appropriate
- Recommends changes in procedures to promote efficiency

- Writes purchase orders
- Issues oral and/or written interpretations of codes based on facts and circumstances
- 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
- Any other duties assigned by the Director, Code Enforcement.

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:

Associates Degree or its equivalent and three (3) years 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. Knowledge of City of Pascagoula Code of Ordinances; Knowledge of International Building Code, Plumbing Code, Mechanical Code and Electrical Code; Knowledge of record keeping principles and practices; Knowledge of supervisory 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 subordinates, 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 Wolverton made a motion to approve the updated job description for the Code Enforcement Administrative Assistant as recommended. The motion was seconded by Councilman Abston and received the following vote: Mayor Maxwell "AYE". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 2-16-10)

The next item was approval of Change Order No. 2 to the contract with Magnolia Construction Company, LLC, Baton Rouge, LA, for the Beach Boulevard Water and Sewer Project for \$4,782.12, contingent upon approval from the funding agency, as recommended by Jaci Turner, Program Manager, and Compton Engineering, Inc. The Change Order work includes a SCADA system on the lift station and will be fully reimbursable with grant funding.

Councilman Corder made a motion to approve Change Order No. 2 for the Beach Boulevard Water and Sewer Project with Magnolia Construction Company, LLC, for \$4,782.12 to include a SCADA system on the lift station as recommended, contingent upon approval from the funding agency, and authorized the City Manager to execute the related documents upon approval. The motion was seconded by Councilman Tillman and received the following vote: Mayor Maxwell "AYE". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 2-16-10)

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

The next item was approval of Change Order No. 2 to the contract with Hemphill Construction Company, Inc., Florence, MS, for the River Park Water and Sewer Project (W-25 and S-30) for \$22,872.00, contingent upon approval from the funding agency, as recommended by Jaci Turner, Program Manager, and Compton Engineering, Inc. The Change Order work includes a SCADA system on the lift station and a change of the pipe and gasket material for the water line due to contaminated soils in the area. It will be fully reimbursable with grant funding.

Councilman Corder made a motion to approve Change Order No. 2 to the contract with Hemphill Construction Company, Inc., Florence, MS, for the River Park Water and Sewer Project (W-25 and S-30) for \$22,872.00, as recommended, contingent upon approval from the funding agency, and authorized the City Manager to execute the related documents upon approval. The motion was seconded by Councilman Tillman and received the following vote: Mayor Maxwell "AYE". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 2-16-10)

(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 Task Order to design and bid the Frederic Street ARRA (Stimulus) Project with Neel Schaffer, Pascagoula, MS, as recommended by Jaci Turner, Program Manager. This is for the street milling and overlay project in conjunction with the Historic Pathway design efforts.

Councilman Stallworth made a motion to approve a Task Order to design and bid the Frederic Street ARRA (Stimulus) Project with Neel Schaffer, Pascagoula, MS, as recommended and authorized the City Manager to execute the related documents. The motion was seconded by Councilman Abston and received the following vote: Mayor Maxwell "AYE". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 2-16-10)

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

Next for consideration were proposals for real estate appraisal of the Templet property for acquisition through the CIAP Grant as recommended by Harry Schmidt, Community Development Director. It was recommended that Council approve the proposal from Heidelberg and Associates for \$950.00.

Councilman Corder made a motion to approve the proposal of \$950.00 from Heidelberg and Associates for the Templet property for acquisition through the CIAP Grant as recommended. The motion was seconded by Councilman Stallworth and received the following vote: Mayor Maxwell "AYE". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 2-16-10)

The City Manager requested that the item regarding a proposal for a market analysis by Resource Development, LLC, for the Ticonderoga and Maritime Museum Project be postponed tonight due to changes.

The next item to be considered was the Order for the docket of claims as follows:

ORDER

WHEREAS, the attached docket of claims for the period of January 29, 2010 through February 12, 2010 , has been presented to the City Council for allowance and approval; and

WHEREAS, the below claim numbers 01-08-01, 01-22-02, and 0103 have also been presented to the City Council for allowance and approval:

<u>January 8, 2010</u>		<u>Claim # 01-08-01</u>
010	General Fund	\$ 472,076.01
180	Code Enforcement Grant	716.70
400	Pascagoula Utilities	31,463.74
475	Transfer Station	12,204.28
480	Solid Waste Mgmt.	<u>327.80</u>
	Total	<u>\$ 516,788.53</u>
 <u>January 22, 2010</u>		 <u>Claim # 01-22-02</u>
010	General Fund	\$ 412,180.72
180	Code Enforcement Grant	3921.18
400	Pascagoula Utilities	31,774.85
475	Transfer Station	11,165.87
480	Solid Waste Mgmt.	<u>546.33</u>
	Total	<u>\$ 459,588.95</u>
 <u>Miscellaneous Claim</u>		 <u>Claim # 0103</u>
1000	City Share FICA	\$ 48,501.28
1100	City Share Medicare	11,343.22
7000	City Share PERS	<u>95,505.59</u>
	Total	<u>\$ 155,350.09</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 Stallworth, seconded for adoption by Councilman Abston, and received the following vote: Mayor Maxwell "AYE". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". The Mayor then declared the Order adopted on the 16th day of February, 2010.

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

Councilman Corder made a motion to go into executive session for the purpose of discussing pending and prospective litigation and an investigation at the Police Department. The motion was seconded by Councilman Abston and received the following vote: Mayor Maxwell "AYE". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE", after which the Mayor announced to the public and those in attendance that the Council had voted to go into executive session for the purpose stated herein. The Council then began the executive session.

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

The City Manager requested approval of a manual check for \$204.50 to Councilman George Wolverton for reimbursement of out-of-pocket expenses incurred (mileage) while attending the MML Mid-Winter Legislative Conference in Jackson, MS, on January 26-28, 2010.

Councilman Corder made a motion to approve a manual check for \$204.50 to Councilman George Wolverton for mileage reimbursement while attending the recent MML Mid-Winter Legislative Conference in Jackson, MS. The motion was seconded by Councilman Abston and received the following vote: Mayor Maxwell "AYE". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 2-16-10)

At this time, the City Manager introduced Bobby Parker, CPA, as the new City Clerk/Comptroller. Mr. Parker provided the Council with a brief background. The Council welcomed him to the City of Pascagoula.

Councilman Wolverton requested that the railroad track be repaired at the east end of Old Mobile Highway.

Councilman Corder reminded the Council of the first Strategic Plan Update meeting to be held on Thursday, February 18, 2010, from 11:00 a.m. – 1:00 p.m. at the NOAA Building in Pascagoula.

There being no further business to come before the Council at this time, Councilman Stallworth made a motion to adjourn. Councilman Corder seconded the motion which received the following vote: Mayor Maxwell “AYE”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”.

The meeting adjourned at 7:25 p.m.

APPROVED:

Robert H. Maxwell, Mayor

ATTEST:

Brenda J. Reed, City Clerk