

**REGULAR MEETING OF THE CITY COUNCIL
TUESDAY, SEPTEMBER 7, 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 regular meeting on Tuesday, September 7, 2010, at 6:00 p.m. Mayor Pro Tem Joe Abston called the meeting to order with the following officials present:

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

City Attorney Eddie Williams
Asst. City Clerk Brenda Reed

Mayor Robert H. Maxwell was absent.
City Manager Kay J. Kell was absent.

Mayor Pro Tem Abston welcomed everyone to the meeting. The invocation was given by Councilman Stallworth which was followed by the Pledge of Allegiance.

Paul Clark addressed the Council regarding a one year extension of a special use permit for Clark Holdings, LLC, at 1903 Market Street which was originally approved by the City Council at its meeting of September 15, 2009. The request was to permit the construction and operation of a gas station, convenience store/pharmacy in a C-3 zone within the downtown development district.

Councilman Tillman made a motion to approve the renewal of a special use permit for 1903 Market Street for one year as requested by Paul Clark. The motion was seconded by Councilman Stallworth and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 9-7-10)

Dr. Randy Roth addressed the Council regarding Resurrection Catholic School youth football for the 11 and 12 year old age group wherein he asked them to consider allowing the 7th graders from Resurrection, who meet the age and weight requirements, to participate in the youth league. They currently have to play with the Resurrection High School team. He has met with Bo Cole and the Recreation Commission previously concerning this matter and asked the

Council to consider his request. Mayor Pro Tem Abston advised the Council would take the matter under advisement.

A property cleanup hearing was held at this time for vacant lots on Mantou, 3207.5 Chicago, 4702 Fairmont, 4808 Fairmont, and 4611 Chippewa.

Vacant lots on Mantou -

Steve Mitchell, Operations Manager, gave a brief report and recommended adoption of the Resolution.

3207.5 Chicago –

Steve Mitchell, Operations Manager, gave a report on this property and advised it was recorded as a half lot, owned by a finance company, and recommended adoption of the Resolution. Natasha Couch, owner of 3207 Chicago, made brief comments.

4702 Fairmont -

Steve Mitchell, Operations Manager, reported that little work has been done since Hurricane Katrina to this property and recommended adoption of the Resolution.

4808 Fairmont –

Steve Mitchell, Operations Manager, gave a report on the property and advised it needs an elevation certificate. Ernest Hudson, property owner, also made comments.

4611 Chippewa -

Steve Mitchell, Operations Manager, gave a report on the property and advised the grass has been cut and new wiring has been done inside the house. Christopher Reeves gave brief comments on the property.

The Council then considered the following Resolution:

RESOLUTION

WHEREAS, by order dated August 3, 2010, this Council authorized giving notice to the owners of the parcels of land listed in Exhibit A of a hearing before this Council at 6:00 P.M., September 7, 2010, to determine whether the parcels listed are in such a state of uncleanliness as to be a menace to the public health and safety of the community; and

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

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

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

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

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

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

EXHIBIT A

<u>Tax Parcel Number and Property Address</u>	<u>Owner(s) and Mailing Address</u>	<u>Described at the following Jackson County, MS, Deed Books and Pages</u>
41855022.050 Vacant Lots on Mantou	Coastal Consolidated, Inc. P.O. Box 884 Pascagoula, MS 39568 (Footnote 1)	Deed Book 1246, Page 564
41555033.000 3207.5 Chicago	American Public Finance, Inc. P.O. Drawer 527 Biloxi, MS 39533	Deed Book 1477, Page 106

41245043.00 4702 Fairmont	Richard T. Hancock 4702 Fairmont Avenue Pascagoula, MS 39567 (Footnote 2)	Deed Book 1127, Page 413
41245047.000 4808 Fairmont	Ernest Hudson 3506 Woodcrest St Pascagoula, MS 39581	Deed Book 1159, Page 73
41335043.000 4611 Chippewa	Kimberly Michelle Neal 4302 Old Mobile Hwy Pascagoula, MS 39581	Deed Book 1204, Page 280

PARTIES WITH INTEREST

Footnote 1: -U.S. Small Business Administration, 2120 Riverfront Drive, Suite100, Little Rock, AR 72202
-Hancock Bank, 3207 Magnolia Street, Pascagoula, MS 39567

Footnote 2: -Chase Mortgage Company, 3415 Vision Drive, Columbus, OH 43219
-Navy Federal Credit Union, 820 Follin Lane, Vienna, VA 22180

The Council adopted the above Resolution with the following amendments:

3207.5 Chicago -

Councilman Milstead made a motion to adopt the Resolution as presented above. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. The Mayor Pro Tem then declared the Resolution adopted on the 7th day of September, 2010.

3207.5 Chicago -

Councilman Corder made a motion to adopt the Resolution as presented above. The motion was seconded by Councilman Stallworth and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. The Mayor Pro Tem then declared the Resolution adopted on the 7th day of September, 2010.

4702 Fairmont -

Councilman Corder made a motion to adopt the Resolution as presented above. The motion was seconded by Councilman Stallworth and received the following vote: Mayor Maxwell

“ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. The Mayor Pro Tem then declared the Resolution adopted on the 7th day of September, 2010.

4808 Fairmont -

Councilman Corder made a motion to adopt the Resolution. After further discussion, Councilman Corder amended his motion to “TABLE” this matter until the Council meeting of November 2, 2010. The motion was seconded by Councilman Milstead and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. (Tabled 9-7-10)

4611 Chippewa -

Councilman Milstead made a motion to “DISMISS” the property cleanup matter at 4611 Chippewa. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. (Dismissed 9-7-10)

A property cleanup hearing was held for parcels located at 1306 Apache, 4510 Chippewa, 1703 E. Street, 2107 Edgewood, 4511 Fisher, 4711 Oneida, 3312 Sumedinger, 812 Lafayette, 927 Beach, and vacant lot on 22nd Street.

1306 Apache –

Steve Mitchell, Operations Manager, gave an update on the property.

4510 Chippewa –

Steve Mitchell, Operations Manager, reported that no permits have been issued for this property. John Sherman advised his mother lives next door to this property and it has not been cleaned in approximately two years.

1703 E. Street -

Steve Mitchell, Operations Manager, advised this property has been an issue since Hurricane Katrina with high grass and weeds.

2107 Edgewood -

Steve Mitchell, Operations Manager, gave an update on the property.

4511 Fisher -

Steve Mitchell, Operations Manager, advised this is a vacant lot.

4711 Oneida -

Steve Mitchell, Operations Manager, advised this is a vacant lot.

3312 Sumedinger –

Steve Mitchell, Operations Manager, advised this property has been flooded three times and recommends that it be demolished.

812 Lafayette -

Steve Mitchell, Operations Manager, advised this property sold to another company and the deed was never recorded. The notice procedure to serve the property owners will have to start over.

927 Beach -

Steve Mitchell, Operations Manager, gave a status report on the property. Brad Paetz, property owner, also made comments on the property wherein he has received notification that he will probably not be able to receive ICC money to remove the slab. The property is up for sale.

Vacant lot on 22nd Street -

Steve Mitchell, Operations Manager, gave a brief report on the property.

The Council then considered the following Resolution:

RESOLUTION

WHEREAS, by order dated August 17, 2010, this Council authorized giving notice to the owners of the parcels of land listed in Exhibit A of a hearing before this Council at 6:00 P.M., September 7, 2010, to determine whether the parcels listed are in such a state of uncleanliness as to be a menace to the public health and safety of the community; and

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

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

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

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

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

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

EXHIBIT A

<u>Tax Parcel Number and Property Address</u>	<u>Owner(s) and Mailing Address</u>	<u>Described at the following Jackson County, MS, Deed Books and Pages</u>
41580136.000 Vacant Lot on 22 nd St	Singing River Carnival Club 4950 Huntington Drive Gautier, MS 39553 (Footnote 1)	Deed Book 1212, Page 201
41335230.000 1306 Apache	Deborah Cornish 13624 Country Trail Vanceleave, MS 39565 (Footnote 2)	Deed Book 772, Page 76
41335013.000 4510 Chippewa	Andresa D. McNair 110 Indian Forest Trail Warner Robins, GA 31088	Deed Book 1100, Page 681
41750006.000 1703 E. St	Countrywide Home Loans, Inc. 2380 Performance Dr Richardson, TX 75082	Deed Book 1601, Page 131
42150043.000 2107 Edgewood	Edward E. & Linda L. Cobbs 9716 Wilkerson Circle Moss Point, MS 39562	Deed Book 855, Page 290

42110121.000 4511 Fisher	Kimble T. Hollingsworth address unknown	Deed Book 1011, Page 712
41335236.000 4711 Oneida	Michael L. & Lillie P. McKissack address unknown	Deed Book 1213, Page 590
42015067.000 3312 Sumedinger	Willie J. Miller address unknown (Footnote 3)	Deed Book 1080, Page 657
41625243.000 812 Lafayette	Billy D. & Ashley D. Vickers 4700 Ashmore Ridge Vanceleave, MS 39565 (Footnote 4)	Deed Book 1199, Page 13
41710017.000 927 Beach	Brad Paetz 7312 Park Ridge Road Moss Point, MS 39562	Deed Book 1305, Page 199

PARTIES WITH INTEREST

Footnote 1: -James Wendell Lee Sr., 3422 Pascagoula Street, Pascagoula, MS 39567

Footnote 2: -Small Business Association, 801 Tom Martin Drive, Suite 120,
Birmingham, AL 35211
-Keesler Federal Credit Union, P.O. Box 7001, Biloxi, MS 39534-7001

Footnote 3: -Mortgage Investors Corp., 6090 Central Avenue, St. Petersburg, FL 33707

Footnote 4: -Magnolia Mortgage, 215 Katherine Drive, Flowood, MS 39232

The above Resolution was adopted with the following amendments.

1306 Apache –

Councilman Wolverton made a motion to “TABLE” this matter until the Council meeting of November 2, 2010. The motion was seconded by Councilman Milstead and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. (Tabled 9-7-10)

4510 Chippewa –

Councilman Wolverton made a motion to adopt the Resolution as presented above. The motion was seconded by Councilman Corder and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”,

Tillman “AYE”, and Wolverton “AYE”. The Mayor Pro Tem then declared the Resolution adopted on the 7th day of September, 2010.

1703 E. Street -

Councilman Wolverton made a motion to adopt the Resolution as presented above. The motion was seconded by Councilman Corder and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. The Mayor Pro Tem then declared the Resolution adopted on the 7th day of September, 2010.

2107 Edgewood -

Councilman Corder made a motion to adopt the Resolution as presented above. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. The Mayor Pro Tem then declared the Resolution adopted on the 7th day of September, 2010.

4511 Fisher -

Councilman Corder made a motion to adopt the Resolution as presented above. The motion was seconded by Councilman Milstead and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. The Mayor Pro Tem then declared the Resolution adopted on the 7th day of September, 2010.

4711 Oneida -

Councilman Milstead made a motion to adopt the Resolution as presented above. The motion was seconded by Councilman Corder and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. The Mayor Pro Tem then declared the Resolution adopted on the 7th day of September, 2010.

3312 Sumedinger –

Councilman Wolverton made a motion to adopt the Resolution as presented above. The motion was seconded by Councilman Corder and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. The Mayor Pro Tem then declared the Resolution adopted on the 7th day of September, 2010.

812 Lafayette -

Councilman Milstead made a motion to “DISMISS” the property cleanup matter at 812 Lafayette as recommended. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”.
(Dismissed 9-7-10)

927 Beach -

Councilman Milstead made a motion to adopt the Resolution. The motion was seconded by Councilman Wolverton. After discussion, Councilman Milstead withdrew his motion and Councilman Wolverton withdrew the second to the motion. Councilman Milstead then made a motion to “TABLE” this matter until the Council meeting of November 2, 2010. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. (Tabled 9-7-10)

Vacant lot on 22nd Street -

Councilman Corder made a motion to adopt the Resolution as presented above. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. The Mayor Pro Tem then declared the Resolution adopted on the 7th day of September, 2010.

Mayor Pro Tem Abston then announced that the Council would hold a public hearing for the FY 2011 budget at this time. A budget highlight sheet was available for review by the Council and the public. Bobby Parker, City Clerk/Comptroller, made brief comments regarding the budget. He advised we have received a verbal agreement from Utility Partners to reduce the increase percentage in their contract by 1.25%. The proposed budget includes a 1.75% COLA for employees. Councilman Milstead made comments regarding the capital items and funding the position at the LaPointe Krebs House (Old Spanish Fort). The Council agreed to include these in the new budget.

After further comments, Councilman Wolverton made a motion to close the budget hearing. The motion was seconded by Councilman Stallworth and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”.

Next was a Planning Board matter for Darren Johnson for property on Victor Street (PIDN 41702953.00) wherein Mr. Johnson requested a special use permit to allow a snowball stand in an R-2 zone. The property is zoned R-2. This matter was tabled from the Council meeting of August 17, 2010. Mr. Johnson briefed the Council on his plans for the business.

After discussion, Councilman Stallworth made a motion to “APPROVE” the request of Darren Johnson for a special use permit for Victor Street (PIDN 41702953.00) to allow a snowball stand in an R-2 zone with staff recommendations and with a review in one year. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. (Approved 9-7-10)

The consent agenda was considered at this time:

The first items for consideration were the minutes of the recessed regular Council meetings of August 17, 2010, August 19, 2010, and August 23, 2010, as recommended by Brenda Reed, Asst. City Clerk. The Council received a copy of some corrections made to the minutes of August 17, 2010 on page 23 regarding the MOU with the City of Pascagoula and the Mississippi Department of Transportation.

Councilman Stallworth made a motion to adopt and approve minutes of the recessed regular Council meetings of August 17, 2010, as amended, August 19, 2010, and August 23, 2010, as recommended. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE".
(Approved 9-7-10)

Minutes of the Recreation Commission meeting of September 1, 2010, were acknowledged by the Council.

The next item for consideration was an Order to adopt the 2010-2011 Motor Vehicle Assessment Schedule as recommended by Eddie Williams, City Attorney. The Order is spread on the minutes as follows:

ORDER

WHEREAS, the City Council by order dated August 17, 2010, acknowledged receipt of the Motor Vehicle Assessment Schedule for the 2010-2011 fiscal year and ordered that such schedule was available for inspection by any interested taxpayer; and

WHEREAS, it was further ordered that on September 7, 2010, at 6:00 P.M. the City Council would convene in a meeting in the City Hall at 603 Watts Avenue to hear and take action on any complaint, filed in writing, objecting to and petitioning for a specified reduction of any portion or portions of said assessment schedule affecting the complainant directly; and

WHEREAS, we hereby find and determine that no complaint has been filed in writing;

NOW, THEREFORE, IT IS ORDERED that the Motor Vehicle Assessment Schedule for the 2010-2011 fiscal year prepared by the Mississippi State Tax Commission is hereby adopted as the Motor Vehicle Assessment Schedule for the City of Pascagoula.

The above Order was introduced by Councilman Stallworth, seconded for adoption by Councilman Wolverton, and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". Mayor Pro Tem Abston then declared the Order adopted on the 7th day of September, 2010.

The next item to come before the Council was a request to advertise for covers, grates, and frames (Annual Bid # 302) as recommended by Steve Mitchell, Operations Manager.

Councilman Stallworth made a motion to approve a request to advertise for covers, grates, and frames (Annual Bid # 302) as recommended. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 9-7-10)

The next item for consideration was a Resolution to set liens for property clean-up at 1406 School, 1109 Skip, and 1007 Tucker as recommended by Eddie Williams, City Attorney. The Resolution is spread on the minutes as follows:

RESOLUTION

WHEREAS, in accordance with Section 21-19-11, Mississippi Code of 1972, this City Council heretofore adjudicated, after lawful notice and hearing, that the parcels of land described hereinafter were in such a state of uncleanliness as to be a menace to the public health and safety of this community and authorized them to be cleaned by the City; and

WHEREAS, the parcels have been cleaned by the City; and

WHEREAS, it is hereby adjudicated that the amount set opposite the parcels listed hereinafter is the actual cost of cleaning of each said parcel;

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

SECTION 1. That the parcels of land listed below, which are described by reference to deeds recorded at the appropriate pages in the Jackson County, Mississippi, Land Deed Books, are hereby charged with the cost of cleaning of each parcel appearing opposite.

SECTION 2. That these amounts are hereby declared to be an assessment and lien against each parcel listed below, which shall be enrolled in the office of the Circuit Clerk of Jackson County, Mississippi, as judgments are enrolled, and the Jackson County Tax Collector, acting as collector of City taxes, is hereby directed to sell each parcel of land to satisfy the liens in the manner provided by law for the sale of land for delinquent taxes, to wit:

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>	<u>Cost of Cleaning</u>
41413021.000 1109 Skip Ave.	Alfred L. Durden and Augustine Durden Address unknown	Deed Book 463, Page 149	\$3,542.00
41413033.000 1007 Tucker St.	Vivian Wilson (Estate) c/o Mary Fantroy P.O. Box 8917 Moss Point, MS 39562	Deed Book 762, Page 595	\$2,742.00
41410616.000 1406 School	Coastwide Investments P.O. Box 1407 Pascagoula, MS 39567	Deed Book 1589, Page 454	\$3,514.00

The above Resolution was introduced by Councilman Stallworth, seconded for adoption by Councilman Wolverton, and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". Mayor Pro Tem Abston then declared the Resolution adopted on the 7th day of September, 2010.

The next item for consideration was a request from Zonta to hang a banner at the corner of Highway 90 and Pascagoula Street at the welcome sign two weeks prior to the festival as recommended by Rebecca Davis, Main Street Director. The event will be held downtown on Saturday, October 2, 2010.

Councilman Stallworth made a motion to approve the request from Zonta to hang a banner at the corner of Highway 90 and Pascagoula Street at the welcome sign two weeks prior to the festival as recommended. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 9-7-10)

The next item for consideration was a request for a banner approval for the March of Dimes Walk as recommended by Rebecca Davis, Main Street Director. The event will be held on Saturday, October 9, 2010, at Beach Park.

Councilman Stallworth made a motion to approve the request for a banner to be placed for the March of Dimes Walk as recommended. The motion was seconded by Councilman Abston and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 9-7-10)

The next item for consideration was a request to approve \$2,500.00 for postage funds for the direct debit/postage-on-call meter setting service with Neo-Post as recommended by Brenda Reed, Asst. City Clerk.

Councilman Stallworth made a motion to approve \$2,500.00 for postage funds for the direct debit/postage-on-call meter setting service with Neo-Post as recommended. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 9-7-10)

The next item for consideration was the award of membrane elements (Bid # 299A) to the low bidder, GE Water & Process Technologies, Minnetonka, MS, for \$138,000.00 as recommended by Steve Mitchell, Operations Manager. The filter model number is MUNI-RO-400-LE-FF-WT, and they are for the Bayou Casotte Water Treatment Plant.

Councilman Stallworth made a motion to award the membrane elements (Bid # 299A) to the low bidder, GE Water & Process Technologies for \$138,000.00 as recommended. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 9-7-10)

The next item for consideration was the award of a fire support apparatus (Bid # 301) to the low bidder, Sunbelt Fire, Inc., Fairhope, AL, for \$155,740.00 as recommended by Robert O'Sullivan, Fire Chief.

Councilman Stallworth made a motion to approve the award of a fire support apparatus (Bid # 301) to Sunbelt Fire, Inc. for \$155,740.00 as recommended. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 9-7-10)

The next item for consideration was a one year extension for the trash disposal contract (landfill site) jointly to Applewhite Recycling Systems, LLC, Gautier, MS, and MacLand Ash Disposal, Inc., Moss Point, MS, as recommended by David Groves, Environmental Compliance Officer, at the current contract price of \$3.75 per cubic yard. The contract dates are from September 17, 2010, through September 16, 2011.

Councilman Stallworth made a motion to approve a one year extension for the trash disposal contract (landfill site) jointly to Applewhite Recycling Systems, LLC, and MacLand Ash Disposal, Inc. at the current contract price of \$3.75 per cubic yard as recommended. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 9-7-10)

(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 the fire and casualty insurance for the Beach Park restrooms and concessions with the current carrier, Landmark American Insurance Company, through Ross-King-Walker, to meet FEMA requirements as recommended by Jeane Bull, Assistant Comptroller. The cost is \$2,973.00 and a manual check was requested.

Councilman Stallworth made a motion to approve the fire and casualty insurance for the Beach Park restrooms and concessions with the current carrier, Landmark American Insurance Company, through Ross-King-Walker, to meet FEMA requirements at a cost of \$2,973.00 and authorized a manual check as recommended. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 9-7-10)

The next item for consideration was authorization to advertise for Requests for Proposals for engineering services for the Highway 90 and Hospital Road development for infrastructure in support of a development at that site as recommended by Jaci Turner, Program Manager.

Councilman Stallworth made a motion to authorize the City Clerk to advertise for Requests for Proposals for engineering services for the Highway 90 and Hospital Road development for infrastructure in support of a development at that site as recommended. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 9-7-10)

The next item for consideration was authorization to advertise for Requests for Proposals for project manager services for infrastructure near Highway 90 and Hospital Road in support of development at that site as recommended by Jaci Turner, Program Manager.

Councilman Stallworth made a motion to authorize the City Clerk to advertise for Requests for Proposals for project manager services for infrastructure near Highway 90 and Hospital Road in support of development at that site as recommended. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 9-7-10)

The next item for consideration was a one month extension of the current janitorial contract with Sparkle Cleaning Service, Moss Point, MS, under the same terms and conditions at the current monthly rate of \$5,700.00 as recommended by Brenda Reed, Asst. City Clerk.

Councilman Stallworth made a motion to approve the one month extension of the current janitorial contract with Sparkle Cleaning Service under the same terms and conditions at the current monthly rate of \$5,700.00 as recommended. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 9-7-10)

The next item for consideration was an Order to adopt part of the Jackson County ad valorem tax assessment rolls as the assessment rolls for the City of Pascagoula and the Pascagoula School District for the year 2010. The Order is spread on the minutes as follows:

ORDER ADOPTING PART OF JACKSON COUNTY, MISSISSIPPI, AD VALOREM TAX ASSESSMENT ROLLS AS THE ASSESSMENT ROLLS FOR THE CITY OF PASCAGOULA AND THE PASCAGOULA SCHOOL DISTRICT FOR THE YEAR 2010

WHEREAS, the 2010 ad valorem tax assessment roll of Jackson County has been filed with the Board of Supervisors; and

WHEREAS, the Chancery Clerk of Jackson County has delivered to and filed with the City Clerk a true copy of the part of the 2010 Jackson County assessment roll containing the property located within the City of Pascagoula and the property located within the added territory of the Pascagoula School District; and

WHEREAS, the total assessed value of the real property within the City of Pascagoula is \$152,609,767; and

WHEREAS, the total assessed value of all personal property within the City of Pascagoula is \$89,177,979; and

WHEREAS, the total assessed value of all property, both real and personal, within the City of Pascagoula is \$241,787,746; and

WHEREAS, the total assessed value of the real property located in the added territory of the Pascagoula School District \$101,992,288; and

WHEREAS, the total assessed value of the personal property located within the added territory of the Pascagoula School District is \$352,467,648; and

WHEREAS, the total assessed value of all property, both real and personal, located within the added territory of the Pascagoula School District is \$454,459,936; and

WHEREAS, the grand total assessed value of all property, both real and personal, in the entire Pascagoula School District, including the City of Pascagoula and the added territory, is \$696,247,682;

NOW, THEREFORE, IT IS ORDERED that said part of the assessment rolls of Jackson County, Mississippi, filed with the City Clerk by the Chancery Clerk of Jackson

County, Mississippi, is hereby adopted as the tax assessment rolls of the City of Pascagoula and the Pascagoula School District for the year 2010.

The above Order was introduced by Councilman Stallworth, seconded for adoption by Councilman Wolverton, and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". Mayor Pro Tem Abston then declared the Order adopted on the 7th day of September, 2010.

The next item for consideration was fire and casualty insurance with our current carrier, Landmark American Insurance Company, through Ross-King-Walker, to add coverage for 16 Katrina Cottages per the Memorandum of Understanding requirements with FEMA as recommended by Jeane Bull, Assistant Comptroller. The cost is approximately \$3,600.00 for the remainder of the policy term which just renewed in June 2010. These cottages will be removed from our fleet policy.

Councilman Stallworth made a motion to approve the fire and casualty insurance with our current carrier, Landmark American Insurance Company, to add coverage for 16 Katrina Cottages per the Memorandum of Understanding requirements with FEMA at an approximate cost of \$3,600.00 as recommended. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 9-7-10)

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

Next for consideration was an Order for the Petty Cash Fund and Confidential Fund for FY 2011 as recommended by Cathy Turner, Accounting Specialist. The Order is spread on the minutes as follows:

ORDER

WHEREAS, a need exists to establish a Petty Cash Fund and a Confidential Fund for Fiscal Year 2011;

NOW, THEREFORE IT IS ORDERED, that a Petty Cash Fund is hereby established with the following amounts allocated as shown under the care and custody of those persons listed:

City Hall (Accounting)	\$500.00	Cathy Turner
Police Department	\$200.00	Kenny Johnson
Recreation Department	\$100.00	Amy Thompson; and

IT IS FURTHER ORDERED that a Confidential Fund is hereby established in the amount of \$2,000.00 with the Police Chief as custodian.

The above Order was introduced by Councilman Stallworth, seconded for adoption by Councilman Wolverton, and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". Mayor Pro Tem Abston then declared the Order adopted on the 7th day of September, 2010.

The next item for consideration was a budget amendment in the General Fund for the Grants Administration Department as recommended by Bobby Parker, City Clerk/Comptroller. The budget amendment is spread on the minutes as follows:

**City of Pascagoula
Budget Amendment # 10.38
September 7, 2010**

	<u>Current Budget</u>	<u>Budget Amendment</u>	<u>Amended Budget</u>
<u>General Fund</u>	-	-	-
- <u>Revenues:</u>	-		-
- <u>Grants:</u>			
- Grants - Other	0	225,303	225,303
Total Revenues	0	225,303	225,303
- <u>Expenditures:</u>	-		-
- <u>Grants Administration</u>			
- Other Services & Charges:			
- Program Outlay & Expense	0	225,303	225,303

-			
Total Expenditures	0	225,303	225,303
Net Change in Fund Balance		-	
To amend budget to provide authority for expenditures stemming from the Cottage Village Grant and the related grant revenue approved by the Council on July 7, 2009.			

Councilman Stallworth made a motion to approve the budget amendment in the General Fund for the Grants Administration Department as presented above. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 9-7-10)

The next item for consideration was a budget amendment in the General Fund for the MIS Department as recommended by Bobby Parker, City Clerk/Comptroller. The budget amendment is spread on the minutes as follows:

**City of Pascagoula
Budget Amendment # 10.39
September 7, 2010**

	<u>Current Budget</u>	<u>Budget Amendment</u>	<u>Amended Budget</u>
<u>General Fund</u>	-	-	-
- <u>Expenditures:</u>	-		-
- <u>Information Systems Mgmt.</u>			
- <u>Other Services & Charges:</u>			
- Software	59,000	33,000	92,000

-			
-			
	Supplies:		
	Computer Maintenance Contr	30,000	-14,000
			16,000
-			
	Software Maintenance Contr	66,060	-19,000
			47,060
-			
	Total Expenditures	155,060	0
			155,060
	Net Change in Fund Balance		-
	To amend budget in order to reallocate budget provisions as needed.		

Councilman Stallworth made a motion to approve the budget amendment in the General Fund for the MIS Department as presented above. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. (Approved 9-7-10)

The following new business items were then considered.

The next item for consideration was a job description for the Director of Planning as recommended by Bruce Knott, Human Resources Director. This position will replace the Director of Public Works position and the grade will decrease from a 123 to a 121. The job description is spread on the minutes as follows:

Director of Planning

**City of Pascagoula
Job Description**

DEPARTMENT:	Code Enforcement	LABOR GRADE: 121
EXEMPT(Y/N):	Yes	POSITION CODE:
REPORTS TO:	Operations Manager	

MEETING PERFORMANCE EXPECTATIONS

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

SUMMARY:

This position is responsible for developing and implementing the City’s redevelopment efforts in accordance with all applicable laws and City of Pascagoula policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Develops implements and manages work activities related to zoning and planning, Development GIS and CADD mapping, and Main Street.
- Provides leadership and direction in the development of short and long term goals and plans for those functions.
- Represents the City on the Gulf Regional Planning Board.
- Provides strategic and policy direction to the City in areas of rebuilding and redeveloping.
- Ensures fiscal responsibility in assigned program areas including budget development and expenditure monitoring
- Coordinates activities with other departments, agencies, boards and the public to ensure the goals and ideas of all stakeholders are heard and considered.
- Identifies long range infrastructure planning requirements.
- Serves as the project manager on various City projects.
- Identifies and coordinates on infrastructure grant opportunities.
- Conducts plan reviews for City projects.
- Any other duties assigned by the Operations Manager

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 GIS/Mapping Coordinator on a daily basis.

EDUCATION and/or EXPERIENCE:

A high school graduate or its equivalent and graduation from an accredited four-year college or university with a degree in public administration, business administration, political science, finance, urban or environmental planning or a combination of education and experience that results in the required knowledge, skills, and abilities are required.

SPECIAL QUALIFICATIONS:

Computer proficiency in MS Word and Excel 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/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 primary sedentary and requires the ability to lift up to thirty (30) pounds. Adequate vision; finger and hand dexterity is essential to operate computer software.

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 performs work in both a well-lit, climate controlled, and adequately ventilated office environment as well as in a poorly lit, inadequately heated/cooled and ventilated

environment. Frequent visits to construction sites necessitate observance of safe work practices and avoidance of falls, trips, and similar construction site hazards. The noise level in the work environment is usually low to moderate. The stress level for this position is high.

Councilman Stallworth made a motion to approve the revised job description for the Director of Planning as recommended. The motion was seconded by Councilman Milstead and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. (Approved 9-7-10)

The next item for consideration was a revised job description for the Information Center Coordinator as recommended by Bruce Knott, Human Resources Director. The job description is spread on the minutes as follows:

Information Center Coordinator	City of Pascagoula Job Description
DEPARTMENT: Community Development	LABOR GRADE: 104
EXEMPT(Y/N): No	POSITION CODE:
REPORTS TO: Main Street Director	

MEETING PERFORMANCE EXPECTATIONS

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

SUMMARY:

This position is responsible for providing general information to tourists, guests, and local citizens about the City of Pascagoula at the train depot in accordance with City of Pascagoula policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Opens and closes the Information Center in accordance to the hours of operations.
- Directs and provides information to tourists, guests, and citizens about local events.
- Maintains adequate supply of brochures, pamphlets, and maps at the Information Center.
- Ensures that the Information Center is neat and clean at all times.

- Answers telephones and provides information, in a friendly manner, to guests or citizens inquiries.
- Maintains office supplies; orders supplies as needed.
- Sorts, indexes, and files materials according to established filing system.
- Provides assistance to the Main Street Manager with special projects as requested.
- Schedules and coordinates departmental activities.
- Uses Office 2007 programs to upgrade departmental programs.
- Prepares and proofreads letters, memos, reports, accounting and financial statements, vouchers, requisitions, and other documents.
- Maintains accurate records of visitors to the Information Center.
- Supports City and Main Street events as required.
- Maintains up to date listings of business and available properties.
- Attends Main Street meetings and assists with distribution of materials.
- Any other duties assigned by the Main Street Director or 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 and five (5) years experience in this field or any combination of education and experience that results in the required knowledge, skills, and abilities is required. Extensive knowledge of the City of Pascagoula and local governmental agencies is essential.

SPECIAL QUALIFICATIONS:

Computer proficiency in MS Word, MS Excel and MS PowerPoint is required. A valid driver's license is required.

LANGUAGE AND REASONING SKILLS:

Ability to understand written or oral instructions; read, analyze and interpret 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. A courteous

and friendly demeanor is essential for this position. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential.

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 requires periods of sustained sitting, standing, and walking and the ability to see, speak, and hear. Work requires physical activity. Some light lifting (10 pounds) required. Requires the use of hands and fingers to input data into computer and move materials for special events.

WORKING ENVIRONMENT:

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

Some work is performed in a well-lit and adequately heated and ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards. Some work is also performed outdoors at events and activities.

Councilman Corder made a motion to approve the revised job description for the Information Center Coordinator as recommended. The motion was seconded by Councilman Stallworth and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 9-7-10)

The next item for consideration was a revised job description for the City Clerk/Comptroller as recommended by Bruce Knott, Human Resources Director. The labor grade is being increased from 123 to 124. Councilman Tillman commented that if we reduce the duties of a position, then we should also reduce the pay. Mr. Knott responded this can be done if the Council would like to do.

City Clerk/Comptroller		City of Pascagoula Job Description	
DEPARTMENT:	Programs	LABOR GRADE:	124
EXEMPT(Y/N):	Yes	POSITION CODE:	50060
REPORTS TO:	City Manager		

MEETING PERFORMANCE EXPECTATIONS

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

SUMMARY:

This position is responsible for the day-to-day operations of the Finance Division, the City Clerk's office, the Court Clerk's office and the financial planning for the City of Pascagoula in accordance with all applicable laws and City of Pascagoula policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Plans, organizes and directs all operations of the Finance Division, City Clerk's office, and the Court Clerk's office including the Utilities Billing Department, Purchasing Department, Accounting Department and Assistant Comptroller.
- Serves as the auditor of the municipality by state law; oversees the filing of monthly financial reports with the City Council, ensures the distribution of budget reports to departments.
- Directs and participates in the development and implementation of municipal finance policies.
- Directs the development of budget preparation forms and procedures.
- Performs various financial internal audits as directed.
- Determines time schedule requirements to permit adequate development of operating budgets.
- Reviews and makes recommendations on finance division budget request.
- Reviews and coordinates policies, procedures and documents managed by the City Clerk's office.
- Serves as Chief Financial Officer to the City Council and provides advice to city officials on financial matters.
- Attends all City Council and department head meetings to explain financial matters.
- Prepares and maintains various fiscal and accounting records, reports, and analyses.
- Supervises the maintenance of historical cost data.
- Directs the purchase of securities required by law and good business practice.
- Any other duties as required by State Law and as assigned by the City Manager.

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 City Clerk’s office, Purchasing Agent, Utilities Business Manager, Assistant Comptroller, and Court Clerk’s office on a daily basis. This position indirectly supervises all employees of each of these divisions.

EDUCATION and/or EXPERIENCE:

A high school graduate or its equivalent and an undergraduate degree from an accredited college with major course work in accounting, business, or public administration is required, as well as, a CPA designation. Five (5) years or more progressively responsible experience in public finance administration is essential.

SPECIAL QUALIFICATIONS:

Thorough knowledge of the principles and practices of public finance administration and governmental accounting and auditing is required. Computer proficiency in MS Word and MS Excel is required; previous experience with MUNIS software is preferred. 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. Strong interpersonal skills are required to ensure the ability to interact well with supervisors and elected officials. Excellent communication skills are required to effectively present information in a one-on-one and small group setting. 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 problems, in a professional and courteous manner, while adhering to 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 primary sedentary and requires the ability to lift up to ten (10) pounds. Adequate vision; finger and hand dexterity is essential to operate computer software.

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 primarily performed indoors in an office setting. The noise level in the work environment is usually low to moderate. The stress level for this position is high.

Councilman Stallworth made a motion to approve the revised job description for the City Clerk/Comptroller and grade increase from 123 to 124 as recommended. The motion was seconded by Councilman Corder and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. (Approved 9-7-10)

The next item for consideration was a revised job description for the Parks and Recreation Director as recommended by Bruce Knott, Human Resources Director. There is no increase in pay. The job description is spread on the minutes as follows:

Parks and Recreation Director	City of Pascagoula Job Description
DEPARTMENT: Parks and Recreation EXEMPT(Y/N): Yes REPORTS TO: City Manager	LABOR GRADE: 121 POSITION CODE: 301114

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, implementing, and directing the City’s recreation programs in accordance with all applicable laws and City of Pascagoula policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Plans and directs an expanding and flexible program of recreational activities for all segments, groups, age, and interest levels of the community.
- Recommends the acquisition and directs the development of park and playground areas of appropriate structures and facilities so as best to serve the widest interests of the

community.

- Allocates and supervises the maintenance and upkeep of all parks and recreation facilities.
- Develops, supports, controls, and administers the budget for the department.
- Works with civic and community groups in developing programs for specific groups.
- Approves advertisements, press releases, and other publications for programs and activities.
- Ensures the preparation of periodic and special reports.
- Oversees the researching, planning, and writing specifications for athletic fields.
- Serves as liaison and secretary to the Recreation Commission; attends monthly meetings.
- Attends committee meetings as directed by the City Manager.
- Attends conferences, workshops, and seminars; maintains membership in professional organizations in order to maintain and develop professional skills;
- Oversees Senior Citizens' Center operations.
- Prepares annual department budget; monitors budget to ensure all purchases are within budgetary constraints.
- Attends staff meetings and makes recommendations on selection of consultants.
- Any other duties assigned by the City Manager.

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 Senior Center Director, Community Events/Museum Director, Athletic Director, Program Director, Office Manager, Grounds Crew Leader, and Maintenance Crew Leader on a daily basis and indirectly supervises all other personnel assigned to the Parks and Recreation Department on a daily basis.

EDUCATION and/or EXPERIENCE:

A high school graduate or its equivalent and a bachelor's degree in Recreation/Leisure Services or Athletic Administration/Physical Education are required. A minimum of three (3) years experience, in a supervisory position, in leisure service programming and administration or any combination of experience and education that results in the required knowledge, skills, and abilities is required. CPR certification is preferred.

SPECIAL QUALIFICATIONS:

Computer proficiency in MS Word, Excel, Publisher, and Outlook is required; previous experience with MUNIS software is preferred. A comprehensive knowledge of all phases, from inception to administration, of community parks and recreational facilities is essential. The ability to organize and direct a well-rounded program of recreational activities 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. 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, in a professional and courteous manner, while adhering to an appropriate policy and procedure. Strong interpersonal skills are essential to develop and maintain effective working relationships with elected officials, employees, and the public.

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 regularly talk, see, and hear. The employee is also regularly required to stand; walk; sit; and use hands to finger, handle or feel objects, tools or controls. The employee is regularly required to reach with hands and arms, and to sit; climb or balance and stoop, kneel, crouch or crawl. Employee may occasionally be required to lift or move heavy objects weighing up to 50 pounds.

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 moderate. The majority of work is performed indoors, but often works outdoors in all types of weather conditions. This position often works non-traditional hours due to night and weekend recreation activities.

Councilman Milstead made a motion to approve the revised job description for the Parks and Recreation Director as recommended. The motion was seconded by Councilman Stallworth and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 9-7-10)

The next item for consideration was a request to continue the state of emergency that was declared on April 21, 2010, until the Council meeting of September 21, 2010, as recommended by Bruce Knott, Human Resources Director.

Councilman Stallworth made a motion to approve the request to continue the state of emergency that was declared on April 21, 2010, until the Council meeting of September 21, 2010, as recommended. The motion was seconded by Councilman Wolverton and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”.
(Approved 9-7-10)

The next item for consideration was a bid award for the Shortcut Road Area Improvements Project (MDOT No. STP-8947-00(001)/105306-701000) to the lowest responsive bidder, Gulf Equipment Corporation, Theodore, AL, in the amount of \$2,990,495.50, contingent upon concurrence by MDOT, as recommended by Jaci Turner, Program Manager, and Neel-Schaffer, Inc. The following bids for this project were received:

<u>NAME</u>	<u>BID AMOUNT</u>	
Gulf Equipment Corporation, Theodore, AL	\$2,990,495.50	
John G. Walton Construction Co., Mobile, AL	\$3,251,357.58	
Jay Bearden Construction, Inc., Richland, MS	\$3,310,969.30	
Lane Construction Company, Ocean Springs, MS	\$3,345,643.13	
Hosea O. Weaver & Sons, Inc., Mobile, AL	\$3,479,799.28	
SCI, Inc., Gulfport, MS	\$3,680,680.68	(irregular bid)

Councilman Wolverton made a motion to approve the bid award for the Shortcut Road Area Improvements Project (MDOT No. STP-8947-00(001)/105306-701000) to the lowest responsive bidder, Gulf Equipment Corporation, Theodore, AL, in the amount of \$2,990,495.50, contingent upon concurrence by MDOT, as recommended and authorized the City Manager or Mayor to execute the related documents upon final approval. The motion was seconded by Councilman Corder and received the following vote: Mayor Maxwell “ABSENT”. Councilmen Abston “AYE”, Corder “AYE”, Milstead “AYE”, Stallworth “AYE”, Tillman “AYE”, and Wolverton “AYE”. (Approved 9-7-10)

(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 request to reject the one bid received from Lane Construction Company, Ocean Springs, MS, for the Streetscape - Phase II, Part B - Project in the amount of \$911,639.00 and authorize the City Clerk to re-advertise for bids based on an adjusted

project scope as recommended by Jaci Turner, Program Manager, and Compton Engineering, Inc. The bid exceeded the project budget.

Councilman Milstead made a motion to reject the bid from Lane Construction Company for the Streetscape - Phase II, Part B - Project and authorized the City Clerk to re-advertise the project with an adjusted project scope as recommended. The motion was seconded by Councilman Tillman and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 9-7-10)

Next for consideration was flood insurance renewal for seven (7) City locations with Fidelity National Property and Casualty through Ross-King-Walker as recommended by Jeane Bull, Assistant Comptroller. Two options were considered on the renewal:

- (Option 1) - regular renewal premium rate of \$3,483.00 or
- (Option 2) - for an additional \$92.00, receive increased coverage of \$15,600.00

After discussion, Councilman Corder made a motion to approve Option 2 for the flood insurance renewal on seven (7) City properties with Fidelity National Property and Casualty through Ross-King-Walker as presented above and authorized a manual check. The motion was seconded by Councilman Stallworth and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 9-7-10)

(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 bid award to Graham Construction Company, Inc., Escatawpa, MS, for \$114,200.00 for the Fluoridation Improvements Project for the water treatment plants as recommended by Steve Mitchell, Operations Manager, and Williford, Gearhart & Knight, Inc. (WGK), Clinton, MS. The three bids received were as follows:

<u>NAME</u>	<u>BID AMOUNT</u>
Graham Construction Co., Inc., Escatawpa, MS	\$114,200.00
Hemphill Construction, Florence, MS	\$133,640.00
Gottfried Contracting, LLC, Covington, LA	\$144,000.00

Councilman Stallworth made a motion to approve the bid award to Graham Construction Company, Inc. for the Fluoridation Improvements Project for \$114,200.00 as recommended and

authorized the Mayor or City Manager to execute the related documents. The motion was seconded by Councilman Milstead and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". (Approved 9-7-10)

(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 the Order for the docket of claims as follows:

ORDER

WHEREAS, the attached docket of claims for the period August 13, 2010, through September 3, 2010, as been presented to the City Council for allowance and approval.

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

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

The above Order was introduced by Councilman Wolverton, seconded for adoption by Councilman Corder, and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE". Mayor Pro Tem Abston then declared the Order adopted on the 7th day of September, 2010.

Councilman Tillman requested a detailed organizational chart with job descriptions as soon as possible from Bruce Knott, Human Resources Director.

Councilman Corder provided a handout to the Council regarding entertainment districts that he would like the Council to review. He also requested that the City Attorney prepare an ordinance regarding this matter for Council to consider on a future agenda.

Councilman Abston thanked Coach Sisson and the Pascagoula Panthers football team for winning the Singing River Classic against Gautier High School recently. He also thanked Councilman Tillman for attending the annual breakfast and representing the City of Pascagoula.

Councilman Milstead commended the staff on the FY'11 budget preparation.

The City Attorney gave an update on two litigation matters wherein the City won the appeal on the Dollar General case and there was a dismissal on the appeal of the jail pods for failure to prosecute. He also noted the Chief Operating Officer for BP Oil will be at La Font at 3:00 p.m. on Wednesday, September 8, 2010. Councilman Corder will attend the meeting on behalf of Mayor Maxwell.

Councilman Milstead 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 "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE".

Councilman Wolverton made a motion to go into executive session for the purpose of discussing a potential litigation matter regarding certain utility accounts and a personnel matter regarding the City Attorney. The motion was seconded by Councilman Stallworth and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE", after which the Mayor Pro Tem announced to the public and those in attendance that the Council had voted to hold an executive session for the purpose stated above. The Council then began the executive session.

During executive session, a discussion was held regarding a request from the City Attorney to receive a five (5) percent adjustment in his pay for additional duties he has assumed while the City Manager is on a leave of absence for one month which began August 24, 2010.

After further discussion, Councilman Stallworth made a motion to approve a five (5) percent adjustment in the City Attorney's pay for additional duties he has assumed while the City Manager is on a leave of absence, retroactive to August 24, 2010, and continue until the Mrs. Kell returns to the office. The motion was seconded by Councilman Milstead and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "AYE", Tillman "AYE", and Wolverton "AYE".
(Approved 9-7-10)

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

Councilman Tillman expressed concerns about the new organizational chart and some employees who will be supervising fewer people and/or fewer duties with no change in their pay. He disagreed with this concept.

(Councilman Stallworth left the meeting at 8:01 p.m.)

There being no further business to come before the Council at this time, Councilman Wolverton made a motion to recess until Tuesday, September 14, 2010, at 5:00 p.m. to transact such business as may lawfully come before the Council. The motion was seconded by Councilman Corder and received the following vote: Mayor Maxwell "ABSENT". Councilmen Abston "AYE", Corder "AYE", Milstead "AYE", Stallworth "ABSENT", Tillman "AYE", and Wolverton "AYE".

The meeting ended at 8:03 p.m.

APPROVED:

Joe Abston, Mayor Pro Tem

Frank Corder, Councilman

Jim Milstead, Councilman

Robert Stallworth, Sr., Councilman

Harold Tillman, Jr., Councilman

George Wolverton, Sr., Councilman

ATTEST:

Brenda J. Reed, Asst. City Clerk