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**Regular Meeting Agenda
March 3, 2015
6:30 p.m.**

3/3/2015 1:46:15 PM

1. Pledge of Allegiance
2. Moment of Silence
3. Public Comments
4. Roll Call
5. Mayor's Report
6. Attorney's Comments
7. Aldermen's Comments
8. Motion to approve the RSVP Claims as submitted.
9. Motion to approve the Docket of Claims dated 03/3/2015 as submitted.
10. Motion to approve the Minutes of the Special Meeting of February 6, 2015 and the Regular Meeting of February 18, 2015 as presented.
11. Hancock County Library System Representatives to discuss directional signage for Waveland Library.
12. Motion to approve a request from Mr. Robert Arrowsmith, owner of Tri-R Bar & Grill to hold the 8th Annual Crawfish Cook-off on Saturday April 18, 2014 from 8 a.m. to 4:30 p.m. on Coleman Avenue (50' north of Tri-R's to Bourgeois Street)
13. Motion to approve a request from the Waveland Civic Association to present its annual St. Patrick's Parade on Saturday March 14, 2015.
14. Ms. Janine Cuevas to discuss signage needed throughout the City of Waveland.
15. Court Clerk Rhonda Cummings to discuss Courts Fines and Fees.
16. **Donald and Janet Wheeler appeared before the commission** with a request for a variance of one foot from the required side yard setback and a variance of two feet from the required rear yard setback in order to construct a new residence on their property located at 129 Hartsie Drive. Legal description: Lot 8 and part of lot 9, Live Oaks Place, City of Waveland, Hancock County, Mississippi.

Jay Fountain moved, seconded by Mike Kopke to recommend that the Board of Mayor and Alderman approve the request as submitted.
17. **Buddy Clarke, representing Pulin and Natasha Shah, appeared before the commission** with a request for a division of a parcel that the own at 823 N. Beach Boulevard in order to build two separate single family homes. The first parcel would include one acre of land fronting on North Beach Boulevard and meets the required lot frontage. The second parcel would contain the remaining two acres with access from Petite Drive. The frontage access from Petite Drive is only twenty one feet, therefore a variance from the lot frontage is required. Legal description: Lot 11A, First Ward Waveland, City of Waveland, Hancock County, Mississippi.

Jay Fountain moved, seconded by Mike Kopke to recommend that the Board of Mayor and Aldermen deny the request for a driveway entrance from Petite Drive.
18. Motion to approve, as a policy implementation and amendment to the City of Waveland Employee Handbook, and as affects any and all employees who handle FEMA/MEMA federal grants, those employees shall comply with all applicable laws and regulations. To this end, Grantee (City of Waveland) shall follow state law and procedures when awarding and administering Subgrants of financial assistance to local, and Indian tribal governments. Grantee shall ensure that every Subgrant includes any clauses required by Federal statute and Executive Orders and their implementing regulations and shall further ensure that Subgrantees are aware of requirements imposed upon them by such Federal statutes and regulations. A non-exclusive list

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of laws, regulations, and Executive orders commonly applicable to FEMA grants follows and is for reference.

The following Office of Management and Budget circulars, as applicable:

OMB Circular A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations;

OMB Circular A-102 Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments as set for the FEMA regulations published at Title 44 Code of Federal Regulations (CFR), Part 13;

OMB Circular A-87 Cost Principles for State and Local Governments;

OMB Circular A-21 Cost Principles for Educational Institutions;

OMB Circular A-122 Cost Principles for Non-Profit Organizations;

OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations Commonly Applicable Statutes, Regulations and Executive Orders:

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C §§5121-5206 (Stafford Act).

(Note: This has been recommended by Auditors for FEMA projects)

19. Motion to approve a City Procurement (Credit) Card, for reserving lodging, purchasing of items that do not accept Purchase Orders or municipal checks, and for payment of City website renewals. This will not be used for any services/items that can be purchased by purchase order; that will be a certainty. Note: Currently needed to pay for DropBox Business which does not take purchase orders or a check from the City. (Card shall be kept in possession of the Comptroller). This is approved by the MS. Department of Finance and Administration as available to municipalities.
20. Spread on the Minutes the resignation of Ms. Sherry Blankenship from the Utility Administration Department effective 2/27/15 at 12:00 noon.
21. Motion to hire Ms. Jennifer Yaniga as Utility, Zoning and Permits Clerk at an annual salary of \$21,320.00 pending passage of drug test (Tabled from the February 18, 2015 Meeting).
22. Motion to approve travel for Personnel Director April Chevis to attend one class at the 2015 Spring Session of the Certification Program for Municipal Clerks and Tax Collectors (Licenses and Permits) in Hattiesburg, Mississippi, March 31, 2015. Cost to the City will be a \$40 registration fee, and use of a City Vehicle.
23. Motion to approve contract with City Attorney Rachel Yarborough.
24. Motion to approve PayPal as current method of payment for web host for Waveland Fire Department in the amount of \$281.88.
25. Motion to authorize the Police Department to apply for the following two MS. Department of Public Safety Grants for Fiscal Year, October 1, 2015 through September 30, 2016 for police personnel overtime:
 - a) Impaired Drivers Grant with the Mississippi Department of Public Safety in the amount of \$42,326.48, 100% federally funded.
 - b) Police Traffic Services Grant with the Mississippi Department of Public Safety in the amount of \$37,206.05, 100% federally funded.
26. Motion to approve Amendment No. 1 to the Contract between the City of Waveland and Compton Engineering for the Citywide Road Overlay Project for the deletion of St. Anthony Street and the addition to Fell Grass, McLaurin North of US Highway 90 to the City Limits, Choctaw Road and Auderer Boulevard as requested by the City.
27. Motion to approve Closeout Documents & Final Pay Application from Huey Stockstill for the Citywide Paving Project and recommend the invoice be placed in line for payment consideration contingent upon receiving funding from grant sources, if required. Documents included as listed (Items a-i) are:
 - a) Change Order No. 1 (Summary Change Order)
 - b) Final Payment Application and Certificate Signature Page
 - c) Huey Stockstill, Inc. Pay Application No. 10 in the amount of \$82,039.71.
 - d) Contract Completion Certificate
 - e) Recommendation for Final Acceptance of Contract
 - f) Final Completion Inspection Report

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- g) Final Waiver of Lien
- h) Consent of Surety to Final Payment
- i) Power of Attorney

28. Motion to approve the following invoices submitted by various contractors and recommended to be placed in line for payment consideration contingent upon receiving funding from grant sources (if required), and listed (Item a)
- a) Pay Application No. 3 from Kappa Development & General Contracting, Inc. in the amount of \$337,395.68 – Citywide Drainage Program, as recommended for payment by Pickering Firm, Inc. and Amec Foster Wheeler.
29. Motion to approve the transfer of funds from the HMGP Anticipation Note in the amount of \$340,000.00 to the Depository Bank Account to pay anticipated construction draws on the HMGP Drainage Project 1604-0420 thru December 15, 2015. This corresponds with Kappa Development Docket Payment Pay App. #3, agenda item #28.
30. Spread on the minutes the following as listed, (Items a-c):
- a) Spread on the minute's correspondence from Bay St. Louis Sergeant Dylan Murphy commending Officer Brad Epperson and Officer Ronald Storey's for their exemplary service during a recent fire at the Bay Tobacco Complex.
 - b) Resignations of Officers William Reid and Natalie Clee from the Waveland Police Department.
31. Motion to declare the following assets as surplus property, as listed (Items 1-76) currently stored on second floor of City Hall. These assets are not being used for Municipal Purposes.
- 1. Fellows PSL Hand Held Meter Reader
 - 2. Scan Meter Reader
 - 3. Magnavox VCR/DVD Player
 - 4. Royal RS 10 Shredder
 - 5. Brother Printer, Copier, Scanner-Model MFC5840CN
 - 6. 4 Bell south Telephones
 - 7. HP Deskjet All-in-One copier, Printer & Scanner Model F4240
 - 8. Cannon Printer & Scanner F131835
 - 9. Hewlett Packer Printer
 - 10. Star Printer Receipt SP200
 - 11. Meter Hand Held Charger Model 00-4832-02
 - 12. Black and White TV Model 1H
 - 13. Motorola CB Radio
 - 14. HP Laser Jet Printer –Model 1020
 - 15. Water Bill Receipt Machine SP200
 - 16. 3-HP Gray Keyboard
 - 17. Black Dell Keyboard
 - 18. 3 ACER Black Monitors AL1715
 - 19. 3 Gray HP Monitors
 - 20. APC Battery Back-Up Surge Protector
 - 21. Brother Model 58YOCN
 - 22. HP Deskjet Model D1520
 - 23. All-in-One Printer
 - 24. OKI Microline Printer
 - 25. OKI Microline Printer-Model 421
 - 26. Compaq Presario Black CPU
 - 27. HP Compaq Gray CPU
 - 28. HP Office Jet J4540 All-in-one
 - 29. 1 Gray Compaq Keyboard
 - 30. 1 HP Black Keyboard
 - 31. Table
 - 32. 2 Brown Desks
 - 33. Brown Printer Table
 - 34. Brown Table
 - 35. Small Brown Printer Table
 - 36. Desktop Cabinet Cherry wood
 - 37. White Erasable Board
 - 38. L Shaped Desk Cherry wood
 - 39. Cream Colored Table

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40. HP Compaq CPU Model MX153900VE
41. Microwave-General electric
42. 3 APC Battery Backup Plus Surge Protectors
43. Netgear Prosafe Switch Model –GS105
44. Brown Desk
45. Copier/Printer
46. HP Compaq Printer
47. HP Compaq CPU Gray
48. HP Pavilion CPU Gray -1329X
49. Fellowes Surge Protector
50. APC Batter Back-Up Plus Surge Protection-ES350
51. OKI Printer-Microline 420
52. Brother Coper Printer Scanner
53. Fellowes White Multi-Media Drawer-93020
54. HP Compaq CPU
55. HP Pavilion CPU Model A1329X
56. HP CPU
57. Compaq Presario CPU
58. 4 HP Laser Jet Printers
59. Gray Metal Desk
60. OKI Printer-Model 3410
61. Metal Shelf-Gray
62. Printer Table-White
63. Tan Table (Broken Leg)
64. Brown Mail Box
65. Cherry wood Desk Top
66. Gray Metal Mirror
67. L Shaped Cherry wood desk
68. Gray and White Desk
69. 2 Cherry wood desks
70. L Shaped Cherry wood desk
71. Chair
72. Gray Map Hangers
73. Q Tech Power Surge
74. HP Silver/Black Keyboard Model – SDM700P
75. HP Monitor Black-Model W1907
76. Brown Metal Desk

32. Adjourn