

**Minutes of November 20, 2018  
Mayor and Board of Aldermen**

**MUNICIPAL DOCKET  
REGULAR MEETING OF NOVEMBER 20, 2018  
THE MAYOR AND BOARD OF ALDERMEN  
THE CITY OF LONG BEACH, MISSISSIPPI  
5:00 O'CLOCK P.M. LONG BEACH CITY HALL, 201 JEFF DAVIS AVE.  
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- I. CALL TO ORDER**
- II. INVOCATION AND PLEDGE OF ALLEGIANCE**
- III. ROLL CALL AND ESTABLISH QUORUM**
- IV. ANNOUNCEMENTS; PRESENTATIONS; PROCLAMATIONS**
  - 1. Road Study Update - SMPDD
- V. AMENDMENTS TO THE MUNICIPAL DOCKET**
- VI. APPROVE MINUTES:**
  - 1. MAYOR AND BOARD OF ALDERMEN
    - a. November 6, 2018 - Regular
  - 2. PLANNING & DEVELOPMENT COMMISSION
    - a. November 8, 2018 - No Quorum
  - 3. PORT COMMISSION
    - a. November 15, 2018 - Regular
- VII. APPROVE DOCKET OF CLAIMS NUMBER(S):**
  - 1. 112018
- VIII. UNFINISHED BUSINESS**
  - 1. Library Board Appointment
  - 2. Restate Building & Water/Sewer Ordinances
- IX. NEW BUSINESS**
  - 1. Schedule Work Session for School Board Interviews
  - 2. 168 South Ocean Wave - Temp CO - Alderman Frazer
  - 3. Notice Under the Americans With Disabilities Act
- X. DEPARTMENTAL BUSINESS**
  - 1. MAYOR'S OFFICE
  - 2. PERSONNEL
    - a. Police Department - Step Increase (5)
    - b. Fire Department - Step Increase (1)
    - c. Library - Step Increase (1)
  - 3. CITY CLERK
    - a. October 2018 Revenue/Expense Report
  - 4. FIRE DEPARTMENT
  - 5. POLICE DEPARTMENT
  - 6. ENGINEERING
    - a. Amendment - Topographic Survey; Jeff Davis Gateway Project
  - 7. PUBLIC WORKS
  - 8. DERELICT PROPERTIES
- XI. REPORT FROM CITY ATTORNEY**
- XII. ADJOURN (OR) RECESS**

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Be it remembered that a regular meeting of the Mayor and Board of Aldermen, Long Beach, Mississippi, was begun and held at 5:00 o'clock p.m., Long Beach City Hall Meeting Room, 201 Jeff Davis Avenue, in said City, it being the third Tuesday in November, 2018, and the same being the time, date and place fixed by Laws of the State of Mississippi and ordinance of the City of Long Beach for holding said meeting.

There were present and in attendance on said board and at the meeting the following named persons: Mayor George L. Bass, Aldermen Donald Frazer, Ronald Robertson, Bernie Parker, Kelly Griffin, Timothy McCaffrey, Jr., Patricia Bennett, Deputy City Clerk Kini Gonsoulin, and City Attorney James C. Simpson, Jr.

Alderman Mark E. Lishen was absent the meeting.

There being a quorum present sufficient to transact the business of the City, the following proceedings were had and done.

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Kristen Gunter, Business/Outreach Division Director of South Mississippi Development District, gave an update on the Road Study project.

\* \* \*

Alderman Frazer made motion seconded by Alderman McCaffrey and unanimously carried to schedule a work session for a more in-depth review of the deliverables of the Road Study project for 5:00 p.m., Tuesday, December 11, 2018.

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Alderman Frazer made motion seconded by Alderman Griffin and unanimously carried to approve the regular minutes of the Mayor and Board of Aldermen dated November 6, 2018, as submitted.

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The Mayor and Board of Aldermen acknowledged the minutes of the no quorum meeting of the Planning & Development Commission dated November 8, 2018, as submitted.

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Alderman Frazer made motion seconded by Alderman Griffin and unanimously carried to approve the regular minutes of the Port Commission dated November 15, 2018, as submitted.

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Alderman Griffin made motion seconded by Alderman Frazer and unanimously carried to approve payment of invoices as listed in Docket of Claims number 112018.

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The Library Board Appointment was tabled until the December 4, 2018 meeting.

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The Restate Building & Water/Sewer Ordinances was tabled until City Attorney Jim Simpson could meet with Municode regarding codification of ordinances.

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Alderman Frazer made motion seconded by Alderman McCaffrey and unanimously carried to schedule a work session for 9:00 a.m. on Saturday, January 5, 2019 to interview School Board Trustee applicants.

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168 South Ocean Wave was removed by Alderman Frazer.

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Alderman Parker made motion seconded by Alderman Frazer and unanimously carried to adopt the Notice Under the Americans with Disability Act (ADA), appointing Building Official Mike Gundlach as the ADA Coordinator, as follows:



**NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT**

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Long Beach will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** The City of Long Beach does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

**Effective Communication:** The City of Long Beach will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City of Long Beach's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The City of Long Beach will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the City of Long Beach offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Long Beach, should contact the office of Mike Gundlach, ADA Coordinator, (228) 863-1554 as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City of Long Beach to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

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Complaints that a program, service, or activity of The City of Long Beach is not accessible to persons with disabilities should be directed to Mike Gundlach, ADA Coordinator, (228) 863-1573.

The City of Long Beach will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

**City of Long Beach  
Grievance Procedure under  
The Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Long Beach. The City of Long Beach's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**Mike Gundlach  
ADA Coordinator/ Building Official  
P.O. Box 929  
Long Beach, MS 39560**

Within 15 calendar days after receipt of the complaint, Mike Gundlach, or his designee, Griff Skellie, will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Mike Gundlach or his designee, Griff Skellie, will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Long Beach and offer options for substantive resolution of the complaint.

If the response by Mike Gundlach or his designee, Griff Skellie, does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the City Clerk or her designee.

Within 15 calendar days after receipt of the appeal, the City Clerk, Stacey Dahl, or her designee, Kini Gonsoulin will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Clerk, Stacey Dahl, or her designee, Kini Gonsoulin, will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Mike Gundlach or his designee, Griff Skellie, appeals to the City Clerk, Stacey Dahl or her designee, Kini Gonsoulin, and responses from these two offices will be retained by the City of Long Beach for at least three years.

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The Mayor distributed information regarding a caution light at White Harbor and 2<sup>nd</sup> Street, that would be on the next agenda.

\* \* \*

The Mayor distributed information for purchasing a new vacuum truck and asked the Aldermen to consider it when the FY 2020 budget is discussed.

\* \* \*

There came on for discussion the issue of children being dropped off in the neighborhood adjoining the Harper McCaughan elementary school. Alderman Bennett apprised the Board that she had spoken with the school and they would be sending notices home with the students notifying parents that children are not to be dropped off there. Discussion was also had regarding the size and frequency of drop off signage.

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Based on the recommendations of the Department Heads and certification by the Civil Service Commission, Alderman Frazer made motion seconded by Alderman McCaffrey and unanimously carried to approve personnel matters, as follows:

Police Department:

- Step Increase, Detective Craig DeRoche, PSA-10-XII, effective December 1, 2018
- Step Increase, Dispatcher 1<sup>st</sup> Class Amy Johnson, PS-3-XII, effective January 1, 2019
- Step Increase, Clerk Debbie Korte, CSA-3-XV, effective December 16, 2018
- Step Increase, Dispatcher 1<sup>st</sup> Class Dorothy Pannell, PS-3-I, effective January 16, 2019
- Step Increase, Lieutenant Kipper Thomas, PS-12-XVI, effective January 16, 2019

Fire Department:

- Step Increase, Firefighter 1<sup>st</sup> Class Tyler Slocum, FS-9-I, effective January 1, 2019

Library:

- Step Increase, Library Director Harriett (Denise) Saucier, CSA-8-I, effective January 1, 2019

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Alderman Frazer made motion seconded by Alderman Griffin and unanimously carried to accept the October 2018 Revenue/Expense report, as submitted.

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Alderman Robertson made motion seconded by Alderman Frazer and unanimously carried to approve the Amendment Number 2018-2 to the contract with Overstreet & Associates for the Topographic Survey – Jeff Davis Gateway Project, as follows:

161 Lameuse St., Suite 203  
Biloxi, MS 39530  
228-967-7137



630 Delmas Ave., Suite B  
Pascagoula, MS 39567  
228-967-7137

November 15, 2018

City of Long Beach  
P.O. Box 929  
Long Beach, MS 39560

**RE: Amendment 2018-2  
Topographic Survey – Jeff Davis Gateway Project  
City Engineering Services**

Ladies and Gentlemen:

We've attached a proposed amendment to the Master Services Agreement which allows for topographic surveying in support of the Jeff Davis Gateway project currently being performed by Christian Preus, Landscape Architect. This information is necessary to facilitate the design of the improvements in the large parking area south of Hwy. 90. There will likely be additional survey to be performed later; however, the scope of that work is not yet clear.

This work will be performed in accordance with the requirements of the Master Services Agreement. We request your approval of this amendment so that the referenced project may proceed.

Sincerely,

David Ball, P.E.

DB:539  
Attachment

# Minutes of November 20, 2018 Mayor and Board of Aldermen

## AMENDMENT NUMBER 2018-2 TO MASTER AGREEMENT BETWEEN CITY OF LONG BEACH AND OVERSTREET & ASSOCIATES, PLLC.

It is agreed to perform the below described services in accordance with the provisions contained in the Master Agreement dated August 7, 2018:

**A. SCOPE**

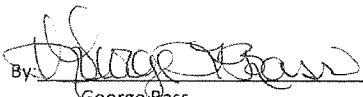
- 1. Perform topographic survey in the parking lot south of Hwy. 90 generally between Jeff Davis Ave. and S. Burke Ave. for the Jeff Davis Gateways project

**B. BASIS OF COMPENSATION & TIME OF COMPLETION**

- 1. Fees for the above described services shall be made based on the cumulative hours charged by each class of ENGINEER'S employees times the Standard Hourly Rates included in the current Master Services Agreement.
- 2. Fees for the above described services will not exceed \$3,700 without further authorization by the City.
- 3. The work shall be scheduled to be completed by Dec. 5, 2018 assuming agreeable weather.

OWNER:

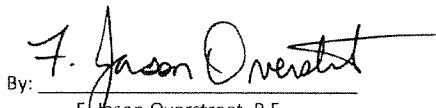
CITY OF LONG BEACH, MISSISSIPPI

By:   
 George Bass  
 Mayor

Date Signed: 11/20/18

ENGINEER:

OVERSTREET & ASSOCIATES, PLLC.

By:   
 Jason Overstreet, P.E.  
 President  
 MS PE #18601

Date Signed: 11/15/2018

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City Attorney Simpson apprised the Board of a change in interpretation of law by the Ethics Commission. It is no longer required to go into Closed Session to determine the need for Executive Session if the reason can be justified in Open Session.

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Alderman Griffin made motion seconded by Alderman Robertson and unanimously carried to declare an Executive Session for the transaction of public

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business, to wit: To discuss with and seek legal advice and counsel of the City Attorney regarding pending litigation.

The question having received the affirmative voice vote of all of the Aldermen present and voting, the Mayor declared the motion carried.

\* \*

The meeting resumed in open session, and based upon discussion held and information obtained in Executive Session, no official action was required or taken at this time.

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There being no further business to come before the Mayor and Board of Aldermen at this time, Alderman Griffin made motion seconded by Alderman Robertson and unanimously carried to adjourn until the next regular meeting in due course.

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APPROVED:

\_\_\_\_\_  
Alderman Donald Frazer, At-Large

\_\_\_\_\_  
Alderman Ronald Robertson, Ward 1

\_\_\_\_\_  
Alderman Bernie Parker, Ward 2

\_\_\_\_\_  
Alderman Kelly Griffin, Ward 3

\_\_\_\_\_  
Alderman Timothy McCaffrey, Jr., Ward 4

\_\_\_\_\_  
Alderman Mark E. Lishen, Ward 5

\_\_\_\_\_  
Alderman Patricia Bennett, Ward 6

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Kini Gonsoulin, Deputy City Clerk