

**Minutes of February 1, 2011  
Mayor and Board of Aldermen**

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, 201 Jeff Davis Avenue, in said City, it being the first Tuesday in February, 2011, 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 William Skellie, Jr., Aldermen Leonard G. Carrubba, Sr., Gary J. Ponthieux, Bernie Parker, Kaye H. Couvillon, Ronnie Hammons, Jr., Mark E. Lishen, Carolyn J. Anderson, City Clerk Rebecca E. Schruff, and James C. Simpson, Jr.

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

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Alderman Anderson arrived late and was preliminarily absent the meeting.

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The meeting was called to order and there were no bids.

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The Mayor and Board of Aldermen recognized Jerry Edward Rouse and commended him for his induction into the 2003 Mississippi Gulf Coast Community College Athletic Hall of Fame.

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There were no amendments to the Municipal Docket.

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There were no public comments regarding agenda items.

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Alderman Parker made motion seconded by Alderman Ponthieux and unanimously carried to approve the regular meeting minutes of the Mayor and Board of Aldermen dated January 18, 2011, as submitted.

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After considerable discussion, Alderman Hammons made motion seconded by Alderman Couvillon and unanimously carried to approve the January 27, 2011, Planning Commission minutes, as submitted.

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**Minutes of February 1, 2011  
Mayor and Board of Aldermen**

After considerable discussion, Alderman Carrubba made motion seconded by Alderman Ponthieux and unanimously carried to approve the January 20, 2011, Port Commission minutes, as submitted.

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Alderman Anderson arrived at the public meeting.

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Alderman Hammons made motion seconded by Alderman Parker and unanimously carried to approve payment of invoices as listed in Docket of Claims number 020111.

\* \* \* \* \*

Upon further discussion, Alderman Lishen made motion seconded by Alderman Anderson and unanimously carried to donate \$350.00 to the Long Beach Garden Club for the citywide tree and flower bulb give-a-way, February 12, 2011, to promote the City of Long Beach and advertise the resources available.

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Alderman Parker made motion seconded by Alderman Hammons and unanimously carried to extend the Proclamation of Civil Emergency, Hurricane Katrina, to protect and preserve the public health and safety of the community.

\*\*\*\*\*

Alderman Hammons made motion seconded by Alderman Parker and unanimously carried to approve CDBG five (5) Requests for Cash and payment of eight (8) invoices, as follows:

**Minutes of February 1, 2011  
Mayor and Board of Aldermen**

**MEMO**

**DATE:** January 30, 2011  
**TO:** Honorable William Skellie, Jr.  
City of Long Beach  
**FROM:** Ann Frazier  
Jimmy G. Gouras Urban Planning  
**RE:** **City of Long Beach**  
**Community Revitalization Grant**  
**CDBG Project #R-109-235-03-KCR**  
**Town Green**  
**Request for Cash and Summary Support Sheet**

Enclosed please find the following invoices for the above referenced project:

1. AFC  
Invoice number 8 in the amount of \$132,970.45  
For Town Green Construction expense
2. JBHM  
Invoice number 19 in the amount of \$6,506.75  
For Special Consultants expense

Also enclosed is "Request for Cash and Summary Support Sheet No. 21" in the amount of \$139,477.20 for payment of the above invoices.

Please have the above invoices and Request for Cash and the supporting documentation placed on your next agenda for approval. After its approval, the appropriate official should sign the "Request for Cash and Cash Summary Support Sheet No. 21" and return it along with the supporting documentation for processing to our office at the following address:

Debra Tompkins  
Jimmy Gouras Urban Planning  
100 Cherry Street  
Vicksburg, MS 39183

If you have any questions, please do not hesitate to call me or Debra Tompkins at (601)638-7121.

**JIMMY G. GOURAS**

URBAN PLANNING CONSULTANTS, INC.

1100 CHERRY ST. • VICKSBURG, MS 39183 • 601-638-7121 • FAX 601-638-5292 • Email: [jggouras@bellsouth.net](mailto:jggouras@bellsouth.net)

**Minutes of February 1, 2011  
Mayor and Board of Aldermen**

**MEMO**

**DATE:** January 30, 2011  
**TO:** Honorable William Skellie, Jr.  
City of Long Beach  
**FROM:** Ann Frazier  
Jimmy G. Gouras Urban Planning  
**RE:** City of Long Beach  
CDBG Project #R-109-235-04-KCR  
Fire Station  
Request for Cash and Summary Support Sheet

Enclosed please find the following invoices for the above referenced project:

1. Reflectech  
Invoice number 13 in the amount of \$212,543.50  
For Fire Protection expense  
Ins. \$14,261.25 FEMA \$36,591.76 CDBG \$161,690.49
2. JBHM  
Invoice number 22 in the amount of \$733.00  
For Architect/Engineering expense

Also enclosed is "Request for Cash and Summary Support Sheet No. 29" in the amount of \$162,423.40 for payment of the above invoices.

Please have the above invoices and Request for Cash and the supporting documentation placed on your next agenda for approval. After its approval, the appropriate official should sign the "Request for Cash and Cash Summary Support Sheet No. 29" and return it along with the supporting documentation for processing to our office at the following address:

Debra Tompkins  
Jimmy Gouras Urban Planning  
1100 Cherry Street  
Vicksburg, MS 39183

If you have any questions, please do not hesitate to call me or Debra Tompkins at (601)638-7121.

**REMINDER**

From the date of deposit into your account you have only three (3) working days to distribute funds to avoid penalties from MDA.

**JIMMY G. GOURAS**

URBAN PLANNING CONSULTANTS, INC.

1100 CHERRY ST. • VICKSBURG, MS 39183 • 601-638-7121 • FAX 601-638-5292 • Email: jggouras@bellsouth.net

**Minutes of February 1, 2011  
Mayor and Board of Aldermen**

**MEMO**

**DATE:** January 30, 2011  
**TO:** Honorable William Skellie, Jr.  
City of Long Beach  
**FROM:** Ann Frazier  
Jimmy G. Gouras Urban Planning  
**RE:** City of Long Beach  
Community Revitalization Grant  
CDBG Project #R-103-235-01-KCR  
Streetscape Improvements - Jeff Davis Avenue  
Request for Cash and Summary Support Sheet

Enclosed please find the following invoices for the above referenced project:

1. J. Levens  
Invoice number 22 in the amount of \$48,760.00  
For Street & Road Improvement

Also enclosed is "Request for Cash and Summary Support Sheet No. 48 in the amount of \$48,760.00 for payment of the above invoices.

Please have the above invoices and Request for Cash and the supporting documentation placed on your next agenda for approval. After its approval, the appropriate official should sign the "Request for Cash and Cash Summary Support Sheet No. 48" and return it along with the supporting documentation for processing to our office at the following address:

Debra Tompkins  
Jimmy Gouras Urban Planning  
1100 Cherry Street  
Vicksburg, MS 39183

If you have any questions, please do not hesitate to call me or Debra Tompkins at (601)638-7121.

**REMINDER**

From the date of deposit into your account you have only three (3) working days to distribute funds to avoid penalties from MDA.

Enclosures

**JIMMY G. GOURAS**

URBAN PLANNING CONSULTANTS, INC.  
1100 CHERRY ST. • VICKSBURG, MS 39183 • 601-638-7121 • FAX 601-638-5292 • Email: [jggouras@bellsouth.net](mailto:jggouras@bellsouth.net)

**Minutes of February 1, 2011  
Mayor and Board of Aldermen**

**MEMO**

**DATE:** January 30, 2011  
**TO:** Honorable William Skellie, Jr.  
City of Long Beach  
**FROM:** Ann Frazier  
Jimmy G. Gouras Urban Planning  
**RE:** City of Long Beach  
CDBG Project #R-103-235-01-KP  
Request for Cash and Summary Support Sheet

Enclosed please find the following invoices for the above referenced project:

1. Ayers/Saint/Gross Inc.  
Invoice Number 20606.02-0000010 in the amount of \$36,000.00  
For Planning expense

Also enclosed is "Request for Cash and Summary Support Sheet No. 17" in the amount of \$36,000.00 for payment of the above invoices.

Please have the above invoices and Request for Cash and the supporting documentation placed on your next agenda for approval. After its approval, the appropriate official should sign the "Request for Cash and Cash Summary Support Sheet No. 17" and return it along with the supporting documentation for processing to our office at the following address:

Debra Tompkins  
Jimmy Gouras Urban Planning  
100 Cherry Street  
Vicksburg, MS 39183

If you have any questions, please do not hesitate to call me or Debra Tompkins at (601)638-7121.

Enclosures

**JIMMY G. GOURAS**

URBAN PLANNING CONSULTANTS, INC.

1100 CHERRY ST. • VICKSBURG, MS 39183 • 601-638-7121 • FAX 601-638-5292 • Email: [jggouras@bellsouth.net](mailto:jggouras@bellsouth.net)

**Minutes of February 1, 2011  
Mayor and Board of Aldermen**

**MEMO**

**DATE:** January 30, 2011  
**TO:** Honorable William Skellie, Jr.  
City of Long Beach  
**FROM:** Ann Frazier  
Jimmy G. Gouras Urban Planning  
**RE:** City of Long Beach  
Community Revitalization Grant  
CDBG Project #R-109-235-02-KCR  
Municipal Complex Project  
Request for Cash and Summary Support Sheet

Enclosed please find the following invoices for the above referenced project:

1. JBHM  
Invoice number 31 in the amount of \$636.34  
For Architect/Engineering expense
2. Jimmy Gouras  
Invoice number 9026 in the amount of \$5,011.16  
For Administration expense

Also enclosed is "Request for Cash and Summary Support Sheet No. 35" in the amount of \$5,647.50 for payment of the above invoices.

Please have the above invoices and Request for Cash and the supporting documentation placed on your next agenda for approval. After its approval, the appropriate official should sign the "Request for Cash and Cash Summary Support Sheet No. 35" and return it along with the supporting documentation for processing to our office at the following address:

Debra Tompkins  
Jimmy Gouras Urban Planning  
100 Cherry Street  
Vicksburg, MS 39183

If you have any questions, please do not hesitate to call me or Debra Tompkins at (601)638-7121.

**REMINDER**

From the date of deposit into your account you have only three (3) working days to distribute funds to avoid penalties from MDA.

**JIMMY G. GOURAS**

URBAN PLANNING CONSULTANTS, INC.

1100 CHERRY ST. • VICKSBURG, MS 39183 • 601-638-7121 • FAX 601-638-5292 • Email: jggouras@bellsouth.net

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Alderman Lishen made motion seconded by Alderman Hammons and unanimously carried to approve CDBG Budget Modification #4, Town Green, as follows:

**Minutes of February 1, 2011  
Mayor and Board of Aldermen**

**MEMO**

**DATE:** January 27, 2011  
**TO:** Ms. Becky Schruff, City Clerk  
City of Long Beach  
**FROM:** Ann Frazier, Associate Consultant  
Jimmy Gouras Urban Planning  
**RE:** **City of Long Beach – Town Green  
Katrina Project #R-109-235-03-KCR**

I have enclosed four copies of Budget Modification Number Four (4) for the above referenced project. If the modification meets with the city's approval, please have Mayor Skellie sign all four copies, keep one copy for your files and return the remaining copies to our office for further processing. This modification will shift \$3,000 from the Survey/Geotech line item to the Special Consultants line item to allow for reimbursable expenses incurred by the project architect.

If you have any questions concerning this information, please feel free to contact me at 601-638-7121.

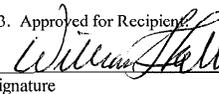
Enclosures

**JIMMY G. GOURAS**

URBAN PLANNING CONSULTANTS, INC.

1100 CHERRY ST. • VICKSBURG, MS 39183 • 601-638-7121 • FAX 601-638-5292 • Email: [jggouras@bellsouth.net](mailto:jggouras@bellsouth.net)

# Minutes of February 1, 2011 Mayor and Board of Aldermen

MISSISSIPPI DEVELOPMENT AUTHORITY MODIFICATION SIGNATURE SHEET				
DISASTER RECOVERY DIVISION POST OFFICE BOX 849 JACKSON, MISSISSIPPI 39205-0849				
1. Recipient's Name, Address, and Telephone No.  City of Long Beach Post Office Box 929 Long Beach, MS 39560-0929  228-863-1556	2. Effective Date: January 27, 2011  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">3. Contract Number: R-109-235-03-KCR</td> <td style="width: 50%; padding: 2px;">Grant Number: R-109-235-03-KCR</td> </tr> </table> 4. Modification Number: 4  5. Grant Identifier: (Funding Source & Year) CFDA Number: 14.219 & 14.228  6. Beginning and Ending Date January 2, 2008 – March 31, 2011  7. Page 1 of <u>3</u>		3. Contract Number: R-109-235-03-KCR	Grant Number: R-109-235-03-KCR
3. Contract Number: R-109-235-03-KCR	Grant Number: R-109-235-03-KCR			
8. As a result of this modification, funds obligated are changed as follows:				
<b><u>KCDBG</u></b>	<b><u>OTHER FEDERAL</u></b>	<b><u>OTHER (LOCAL-PRIVATE)</u></b>		
FROM: No change	FROM: N/A	FROM: N/A		
TO:	TO:	TO:		
INCREASE:	INCREASE:	INCREASE:		
DECREASE:	DECREASE:	DECREASE:		
9. The above recipient is hereby modified as follows: The purpose of this modification is to shift \$3,000 from the Surveying/Geotech line item to the Special Consultants to allow for reimbursable expenses incurred by the project Architect.				
10. Except as hereby modified, all terms and conditions of the subcontract remain unchanged.				
12. Approved for Agency:  <u>No signature required (Local Mod)</u> Signature _____ Date _____  Name: Jon Mabry  Title: Director, Disaster Recovery Division	13. Approved for Recipient:   Signature _____ Date <u>2/1/11</u>  Name: William Skellie, Jr.  Title: Mayor			

# Minutes of February 1, 2011 Mayor and Board of Aldermen

## Katrina Supplemental CDBG Program Budget Summary

**Applicant:** Long Beach – Town Green

**Funding Year:** \_\_\_\_\_ **Grant Year:** \_\_\_\_\_ **Contract: #** \_\_\_\_\_

Description	MDA	IDIS	Other Funding Sources			Total
Administration			Katrina CDBG			
General Administration			\$72,100.00			\$72,100.00
Application Prep.			\$10,000.00			\$10,000.00
Audit						\$ 0.00
<b>Subtotal (A)</b>			\$82,100.00	\$0.00	\$0.00	\$0.00
\$82,100.00			\$0.00	\$0.00	\$0.00	\$82,100.00
Description	MDA	IDIS	Other Funding Sources			Total
Public Facilities			Katrina CDBG			
Acquisition						\$ 0.00
Architectural/Engineering			\$91,982.00			\$91,982.00
Bridges						\$ 0.00
Construction of Public Building						\$ 0.00
Contingency			\$73,158.00			\$73,158.00
Demolition						\$ 0.00
Drainage & Flood Protection						\$ 0.00
Fire protection						\$ 0.00
Legal			\$8,589.00			\$8,589.00
Public Service						\$ 0.00
Rail						\$ 0.00
Renovation of Public Building						\$ 0.00
Sewage Pumping Station						\$ 0.00
Sewage Treatment						\$ 0.00
Sewer Line(s)						\$ 0.00
Street & Road Improvements						\$ 0.00
Water Booster Station						\$ 0.00
Water Line(s)						\$ 0.00
Water Tank						\$ 0.00
Water Treatment						\$ 0.00
Water Well						\$ 0.00
Other-Surveying/Geotech			\$24,055.00			\$24,055.00
Town Green Construction			\$1,342,000.00			\$1,342,000.00
Special Consultants			\$37,845.00			\$37,845.00
<b>Subtotal (B)</b>			\$1,577,629.00	\$0.00	\$0.00	\$0.00
\$1,577,629.00			\$0.00	\$0.00	\$0.00	\$1,577,629.00
<b>Grand Total (A + B)</b>			\$1,659,729.00	\$0.00	\$0.00	\$0.00
\$1,659,729.00			\$0.00	\$0.00	\$0.00	\$1,659,729.00

# Minutes of February 1, 2011 Mayor and Board of Aldermen

## BUDGET MODIFICATION WORKSHEET

Recipient: City of Long Beach Contract Number: R-109-235-03-KCR

Activity	Current Budget	Proposed Budget	Change (+ -)
Special Consultants	\$ 34,845.00	\$ 37,845.00	+\$ 3,000.00
Surveying/Geotech	\$ 27,055.00	\$ 24,055.00	-\$ 3,000.00
	<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>
	\$ 61,900.00	\$ 61,900.00	\$ 0.00

**Comments:**

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Alderman Parker made motion seconded by Alderman Ponthieux and unanimously carried to approve AMEC - HMGP Task Order Amendment Number 4c, Fire Station #2, as follows:

**Minutes of February 1, 2011  
Mayor and Board of Aldermen**



January 25, 2011

Mayor Skellie  
City of Long Beach, Mississippi

**Re: City of Long Beach  
Fire Station #2, HMGP FEMA 361 Shelter Upgrade Project  
FEMA Project Number: DR-1604-0006-MS  
AMEC HMGP Project Management Task Order No: 4c (Amendment)**

Mayor Skellie,

Attached please find task order amendment number 4c from AMEC Earth and Environmental regarding HMGP project management services for Fire Station #2, FEMA 361 Shelter Upgrades. In the attached task order amendment, AMEC is asking the City to extend our period of performance for services until December 31, 2011. All cost and scope of work items remain unchanged as stated in task order 4b dated October 7, 2009. Approval to extend the period of performance of our task order will allow AMEC to complete the HMGP project management task, closeout the project, and file for FEMA reimbursement. If you have any questions or need additional information, please contact me at 228-327-5166.

Sincerely,

*Patrick Moore*

Project Manager  
AMEC Earth and Environmental  
13109 HWY 67, Suite E  
Biloxi, MS 39532

**Minutes of February 1, 2011  
Mayor and Board of Aldermen**

**TASK ORDER TO MASTER SERVICES AGREEMENT  
Between  
CITY OF LONG BEACH, MISSISSIPPI  
And  
AMEC EARTH & ENVIRONMENTAL, INC.**

**Task Order No: 4c  
(Amendment to Task Order No. 4b)  
Project Management of HMGP Project Grant (1604-0006-MS)  
for the Retrofit of Fire Station #2**

Pursuant to the Agreement between the *City of Long Beach, MS* (Client) and *AMEC Earth & Environmental, Inc.* (AMEC), dated April 21, 2006, City hereby authorizes AMEC to perform services as specified in this Task Order and in accordance with the above-mentioned Agreement.

**The purpose of this Task Order Amendment is to change the date of performance from December 31, 2010 to December 31, 2011. This change is reflected in the task order summary below and in the detailed scope of services in attachment 1. All cost and other scope items remain unchanged.**

1. Project Name: Project Management of HMGP Project Grant to (1604-0006-MS) for the Retrofit of Fire Station #2.
2. Scope of Work: The Contractor shall perform services as described in Attachment 1.
3. Schedule: The Contractor shall complete all work by December 31, 2011 in accordance with the schedule described in Attachment 1.
4. Compensation: AMEC's total payment authorized under this Task Order is a fixed fee of: \$92,452.00
5. Payment Schedule: Payment will be made within 45 days of receipt of AMEC's invoice.
6. Invoices: For this Task Order there will be monthly invoices.

ISSUED & AUTHORIZED BY:

ACCEPTED & AGREED TO BY:

CITY OF LONG BEACH

AMEC EARTH & ENVIRONMENTAL

By: William H. Helms

By: \_\_\_\_\_

Title: Mayor

Title: \_\_\_\_\_

Date: 2/1/11

Date: \_\_\_\_\_

# Minutes of February 1, 2011 Mayor and Board of Aldermen

## Attachment 1

### Task Order No. 4c

#### Objective

The objective of this task order is to assist the City of Long Beach with the project management and administrative requirements of their Hazard Mitigation Grant Program (HMGP) FEMA project number: 1604-0006-MS for Fire Station #2, design and construction to FEMA 361 Shelter standards.

#### Scope of Work

AMEC shall perform project management requirements of the HMGP project grant which include project specific activities, such as construction oversight, and administrative activities such as quarterly reports, record keeping, and filing claims to the state for reimbursement. The following project management and administrative activities, as related to the tasks outlined in the approved grant application, shall be performed as necessary:

#### *Advertise, accept, and award bid*

- Assist with Bidding process
- Preside at bid opening

#### *Construction Process*

- Attend pre-construction meetings
- Conduit wage interviews
- Verify compliance with wage determinations
- Perform periodic job site visits to verify mitigation progress
- Prepare and submit HMGP project grant forms, as applicable
  - Hazard Mitigation Grant Program Summary of Documentation in Support of the amount claimed.
  - Request for payment of Hazard Mitigation Assistance
  - Unmet Needs Program
  - Pre-Disaster Mitigation Grant Form
  - Hazard Mitigation Bureau Quarterly Report
  - Maintain project files

#### *Final Inspection and Closeout*

- Reconciliation/adjustment of project cost
  - Prepare and submit change orders to FEMA/EMMA, as necessary
- Site Visit
  - Accompany state and federal officials on inspection tours, as necessary
- Deliver documents and files to community for storage
- Assist with final audit of project, maintaining the following documents:
  - Acquisition/real property project records (deed, title, easements, etc.)
  - Engineering certificates

The City of Long Beach is responsible for performing and maintaining all project accounting documents.

# Minutes of February 1, 2011 Mayor and Board of Aldermen

## Schedule

All HMGP project management and administrative services will be completed during the approved period of performance ending December 31, 2011.

## Cost

The cost of project specific management activities is detailed in the project grant application. The cost of administrative services is based on a sliding scale established by FEMA.

<b>Task Order No. 4c</b>	
HMGP Project Management Cost	\$64,895.00
HMGP Administrative Cost	\$27,557.00
<b>TOTAL TASK ORDER FEE</b>	<b>\$92,452.00</b>

## Items not included under this Task Order:

AMEC will not be responsible for other professional services required for this project. Funding for other necessary professional services will be included in the project budget and it will be the responsibility of the Client to procure other professional services in compliance with applicable State and Federal regulations. Services not provided include the following:

- Legal services
- Accounting Services
- Appraisals
- Review of Appraisals
- Asbestos Inspections
- Construction
- Engineering and/or Surveying
- Architectural Design Services
- Inspections that are the responsibility of the local Building Official

Minutes of February 1, 2011  
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Minutes of October 6, 2009  
Mayor and Board of Aldermen

and Hurricane Gustav, to protect and preserve the public health and safety of the community.

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Alderman Parker made motion seconded by Alderman Anderson and unanimously carried to approve Task Order No. 4b, AMEC Earth and Environmental, Inc., Project Management, Retrofit Fire Station #2, as follows:

TASK ORDER TO MASTER SERVICES AGREEMENT  
Between  
CITY OF LONG BEACH, MISSISSIPPI  
And  
AMEC EARTH & ENVIRONMENTAL, INC.  
Task Order No. 4b  
(Amendment to Task Order No. 4 and 4a)  
Project Management of HMGP Project Grant (1604-0006-MS)  
for Retrofit of Fire Station #2

Pursuant to the Agreement between City of Long Beach, Mississippi [CITY] and AMEC Earth & Environmental, Inc. [AMEC], dated April 21, 2006, CITY hereby authorizes AMEC to perform services as specified in this Task Order and in accordance with the above-mentioned Agreement, as of April 21, 2006.

The purpose of this Task Order Amendment is to change the scope and costs to reflect the change in project management requirements. This change is reflected in the Task Order summary below and in the detailed scope of services in Attachments 1 and 2.

1. Project Name: Project Management of HMGP Project Grant for Retrofit of Fire Station #2.
2. Scope of Work: The Contractor shall perform services as described in Attachments 1 and 2.
3. Schedule: The Contractor shall complete all work by December 31, 2010 in accordance with the schedule described in Attachments 1 and 2.
4. Compensation: AMEC's total payment authorized under this amended Task Order is a fixed fee of: \$92,452.00.  
Original Task Order 4 and 4a: \$36,437.00.  
Task Order Amendment 4b: \$56,015.00.
5. Payment Schedule: Payment will be made within 30 days of receipt of AMEC's invoice.
6. Invoices: For this Task Order there will be monthly invoices.

ISSUED & AUTHORIZED BY:	ACCEPTED & AGREED TO BY:
CITY OF LONG BEACH, MISSISSIPPI	AMEC EARTH & ENVIRONMENTAL
By: <u>William Sullivan</u>	By: <u>Cheryl K. Beck</u>
Title: <u>Mayor</u>	Title: <u>Director Response Recovery</u>
Date: <u>10/7/09</u>	Date: <u>10/8/09</u>

M.B. 65  
REG:10.06.09

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Alderman Carrubba made motion seconded by Alderman Anderson and unanimously carried to approve HMGP Task Order Number 13, Police Shelter and Retrofit, as follows:

M.B.70  
REG:02.01.11

**Minutes of February 1, 2011  
Mayor and Board of Aldermen**



January 28, 2011

Mayor Skellie  
City of Long Beach, Mississippi

**Re: City of Long Beach  
FEMA 361 First Responders Shelter and Police Department Shutter Retrofit  
FEMA Project Number: DR-1604-MS-0375  
HMGP Project Administration Task Order No: 13**

Mayor Skellie,

The City has been awarded Hazard Mitigation Grant Program (HMGP) funds for the purpose of constructing a new FEMA 361 First Responders Shelter and installing exterior window shutters on the City's Police Department, FEMA project number DR-1604-MS-0375. In accordance with the grant obligation report, FEMA has obligated \$4,799.00 for grant administration cost to the City for this program. FEMA uses a sliding scale based on the current HMGP funding obligated to the City when determining the amount of reimbursement for sub-grantee (City) administrative cost.

We have enclosed a task order regarding project administration services in the amount of \$4,700.00 and a copy of the project obligation report identifying the sub-grantee administrative allocations for the City's review and approval. Thank you for the opportunity to present this task order. If you have any questions or need additional information, please contact me at 228-327-5166.

Sincerely,  
*Patrick Moore*  
Project Manager  
AMEC Earth and Environmental  
13109 HWY 67, Suite E  
Biloxi, MS 39532

**Minutes of February 1, 2011  
Mayor and Board of Aldermen**

**TASK ORDER TO MASTER SERVICES AGREEMENT**

Between  
City of Long Beach, Mississippi  
And  
AMEC EARTH & ENVIRONMENTAL, INC.

**Task Order No: 13**

**Administrative Services of a Hazard Mitigation Grant Program (HMGP) for the  
City of Long Beach, Mississippi, HMGP First Responders Shelter and  
Police Station Wind Retrofit**

Pursuant to the Agreement between the *City of Long Beach, MS* (Client) and *AMEC Earth & Environmental, Inc.* (AMEC), approved December 20, 2005, the City hereby authorizes AMEC to perform services as specified in this Task Order and in accordance with the above-mentioned Agreement.

1. Project Name: Administrative Services for the City of Long Beach, Construction of a First Responders Shelter and Police Station Wind Retrofit, FEMA Project No. DR-1604-MS-0375.
2. Scope of Work: The Contractor shall perform services as described in Attachment 1.
3. Schedule: The Contractor shall complete all work by September 29, 2012 in accordance with the schedule described in Attachment 1.
4. Compensation: AMEC's total payment authorized under this Task Order is a fixed fee of: \$4,700.00
5. Payment Schedule: Payment will be made within 45 days of receipt of AMEC's invoice.
6. Invoices: For this Task Order there will be monthly invoices.

ISSUED & AUTHORIZED BY:

ACCEPTED & AGREED TO BY:

CITY OF LONG BEACH

AMEC EARTH & ENVIRONMENTAL

By: William Skelley

By: \_\_\_\_\_

Title: Mayor

Title: \_\_\_\_\_

Date: 2/1/11

Date: \_\_\_\_\_

# Minutes of February 1, 2011 Mayor and Board of Aldermen

## Attachment 1

### Task Order No. 13

#### Objective

The objective of this Task Order is to assist the City of Long Beach with Administrative requirements of their Hazard Mitigation Grant Program (HMGP) for the Construction of a First Responders Shelter and Police Station Wind Retrofit.

#### Scope of Work

AMEC shall assist the City with HMGP Administrative requirements of this project, which includes administrative specific activities as follows and to be performed as necessary.

#### HMGP Administrative Activities:

- Prepare and submit HMGP project grant forms, as applicable;
- Prepare and submit Hazard Mitigation Bureau Quarterly Reports, as required;
- Maintain HMGP grant project files;
- Assist with HMGP grant closeout process;
- Assist Client when filing claims to State for HMGP grant reimbursement;
- Attend and assist the Client during State and Federal monitoring visit(s);
- Prepare a response to State or Federal monitor findings;
- Prepare and submit Scope of Work change requests as required;
- Prepare and submit Period of Performance extension requests as required;
- Submit to Client – HMGP summary of documentation in support of the amount of reimbursement claimed;
- Deliver HMGP documents and files to Client.

#### Client Responsibility

City of Long Beach is responsible for performing and maintaining all project accounting documents, and shall provide AMEC any project required documents and signatures in a timely manner as not to delay progression of the project or grant reimbursement.

#### Schedule

Administrative Services will be completed within 90 days past the grant approved period of performance ending June 29, 2012, as specified in the grant agreement articles.

#### Cost

AMEC will provide HMGP Administrative Services for a fixed fee of \$4,700.00, as detailed below, based on FEMA's obligation report date June 29, 2009.

<b>Task Order No. 13</b>	
HMGP Administrative Services Fee	\$4,700.00
<b>TOTAL TASK ORDER FEE</b>	<b>\$4,700.00</b>

# Minutes of February 1, 2011 Mayor and Board of Aldermen

**Items not included under this Task Order:**

AMEC will not be responsible for other professional services required for this project. Funding for other necessary professional services will be included in the project budget and it will be the responsibility of the Client to procure other professional services in compliance with applicable State and Federal regulations. Services not provided include the following:

- Legal services
- Accounting Services
- Appraisals
- Review of Appraisals
- Asbestos Inspections
- Construction
- Engineering and/or Surveying
- Architectural Design Services
- Inspections that are the responsibility of the local Building Official

# Minutes of February 1, 2011 Mayor and Board of Aldermen

06/25/2009  
15:26

**FEDERAL EMERGENCY MANAGEMENT AGENCY  
HAZARD MITIGATION GRANTS PROGRAM  
Obligation Report w/ Signatures**

HMGP-OB-02

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Grantee
1604	375-R	0	634	1	467	MS Statewide	
Subgrantee: Long Beach				Project Title : Long Beach Police Shelter 361 Upgrade/Retrofit Wind MM#1101			
Subgrantee FIPS Code: 047-41880							

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation	Project Amount	Grantee Admin Est	Subgrantee Admin Est	Total Obligation	IFMIS Date	IFMIS Status	FY
\$359,930	\$359,930	\$0	\$0	\$369,930	\$1,823	\$4,799	\$366,552	06/25/2009	Accept	2009

**Comments**

Date: 06/25/2009 User Id: FWILL16

Comment: Project # 1604-0375, Long Beach Police Shelter 361 Upgrade Wind Retrofit, Regular Project, Federal Share \$359,930, 75/25%

**Authorization**

Preparer Name: PATRICIA WILLIAMS

Preparation Date: 06/25/2009

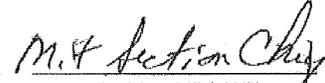
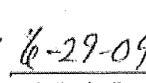
HMO Authorization Name: JOHN LA BRUNE

HMO Authorization Date: 06/25/2009

**Admin Calculation**

Admin Cost Calculation: Sliding Scale Calculation Percentage: N/A

Justification:

\_\_\_\_\_  
 Authorizing Official Signature      Authorizing Official Title      Authorization Date

\_\_\_\_\_  
 Authorizing Official Signature      Authorizing Official Title      Authorization Date

**Sliding Scale Percentage:**

up to	\$100,000	=	3.00%
up to	\$1,000,000	=	2.00%
up to	\$5,000,000.00	=	1.00%
Excess		=	0.50%

\*\*\*\*\*

There came on for discussion derelict properties and official action was taken as follows:

# Minutes of February 1, 2011

## Mayor and Board of Aldermen

The Mayor and Board of Aldermen took up the matter of assessing the costs of cleaning property located at 449 Klondyke Road, Long Beach, Mississippi. After a discussion of the subject, Alderman Carrubba offered and moved the adoption of the following Resolution and Order:

**RESOLUTION AND ORDER BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF LONG BEACH, MISSISSIPPI ASSESSING THE COSTS OF CLEANING CERTAIN PROPERTY LOCATED AT 449 KLONDYKE ROAD, LONG BEACH, MISSISSIPPI, PREVIOUSLY ADJUDICATED BY THE CITY TO BE A MENACE TO THE PUBLIC HEALTH AND SAFETY OF THE COMMUNITY, AND ORDERING SAME TO BE ENROLLED AS A LIEN AGAINST THE PROPERTY, AND THE PROPERTY TO BE SOLD FOR COLLECTION OF SAME BY THE COLLECTOR OF MUNICIPAL TAXES AND THE NEXT SALE CONDUCTED BY SUCH TAX COLLECTOR FOR SUCH PURPOSES, AND RELATED PURPOSES.**

WHEREAS, the Mayor and Board of Aldermen having made due investigation therefore do now find, determine, declare and order as follows:

1. That on complaint and motion of the Governing Authorities of the City of Long Beach wherein lies the property known as 449 Klondyke Road, Long Beach, Mississippi, (hereinafter referred to as the subject parcel), and after discussion of same, the Mayor and Board of Aldermen, at its regular meeting of December 7, 2010, on its own motion did set a hearing to determine whether or not the subject parcel, in its then condition, was in such a state of uncleanness as to be a menace to the public health and safety of the community in accordance with Miss Code Annotated Section 21-19-11, as amended, said hearing to be held January 4, 2011, and directed notice of said hearing be served on the owner of said property in the manner as provided by said MCA Section 21-19-11;

2. That such hearing was conducted on January 4, 2010, having previously served the owner of said property, either by registered mail as is evidenced by the return receipt included in the materials produced at said hearing, or by personal service by police officer as evidenced by the return of service of such police officer, or by posting and publication of same, such service being in accordance with said MCA Section 21-19-11, and proof of same being spread upon the minutes of the Governing Authorities taken of such hearing;

# Minutes of February 1, 2011

## Mayor and Board of Aldermen

3. That the Mayor and Board of Aldermen having considered testimony evidence adduced at hearing regarding the condition of the subject property and the observations of individual Aldermen concerning the condition of the subject property in its condition on the date of hearing, and being fully advised in the premises, did find and adjudicate on the hearing date that the property was in such a state of uncleanness as to be a menace to the public health and safety of the community;

4. That having adjudicated such property to be in such a state of uncleanness as to be a menace to the public health and safety of the community, notice of such adjudication was provided to the owner of same in accordance with the Resolution and as required by law, proof of which is attached hereto as Exhibit A, without action by the owner to resolve and remedy the condition of said property in the time allowed in accordance with Miss. Code Annotated Section 21-19-11, the City thereupon proceeded to cause same to be cleaned as allowed by law.

5. That it is now the intention of the City of Long Beach, in accordance with Miss. Code Annotated Section 21-19-11 to assess the costs of such cleanup against the property, to impose a lien against the said property as allowed by law, to cause such assessment to be a lien against the property and enrolled in the office of the circuit clerk of the county as other judgments are enrolled.

6. That further, the City desires that tax collector of the municipality proceed to sell the land to satisfy the lien now imposed at its next tax sale date as provided by law for the sale of lands for delinquent municipal taxes.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF LONG BEACH, MISSISSIPPI, AS FOLLOWS:

1. That the parcel of land lying and being situated in the City of Long Beach, First Judicial District of Harrison County, Mississippi, and having the street address of 449 Klondyke Road, Long Beach, Mississippi, which parcel of land is identified by Harrison County Tax Parcel Number 0611N-01-001.000, and according to said tax records is owned by Todd Smith, having heretofore been adjudicated to be a menace to the public health and safety of the community in accordance with Miss. Code

# Minutes of February 1, 2011 Mayor and Board of Aldermen

Annotated Section 21-19-11, and the owner of same failing to have same cleaned as required within the time allowed by law; and same being thereupon cleaned by the City, the City does hereby assess the costs of such cleanup against the property, does hereby impose same as a lien against the property as allowed by law, and does hereby order and direct such lien against the property to be enrolled in the office of the circuit clerk of the county as other judgments are enrolled.

2. That further, the City hereby orders and directs the tax collector of the municipality proceed to sell the land to satisfy the lien now imposed at its next tax sale date as provided by law for the sale of lands for delinquent municipal taxes.

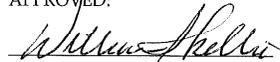
3. The line assessed and imposed hereby is in the amount of \$2,753.22, being the cost of such clean up in accordance with the attached Exhibit A, which sum includes a penalty of \$1,500.00 being not more than either One Thousand Five Hundred Dollars (\$1,500.00) or fifty percent (50%) of the actual cost of clean up as indicated on the attached Exhibit B, whichever is greater, as allowed by law, all to be assessed against the said parcel of land.

Alderman Parker seconded the motion to adopt the foregoing resolution and order, and the question being put to a roll call vote by the Mayor, the result was as follows:

Alderman Bernie Parker	voted	Aye
Alderman Gary J. Ponthieux	voted	Aye
Alderman Kaye H. Couvillon	voted	Aye
Alderman Carolyn J. Anderson	voted	Aye
Alderman Leonard G. Carrubba, Sr.	voted	Aye
Alderman Mark E. Lishen	voted	Aye
Alderman Ronnie Hammons, Jr.	voted	Aye

The question having received the Affirmative vote of all the Aldermen present and voting, the Mayor declared the motion carried and the resolution and order adopted and approved this 1<sup>st</sup> day of February, 2011.

APPROVED:

  
William Skellie, Jr., Mayor

ATTEST:

  
Rebecca E. Schruff, City Clerk

\*\*\*\*\*

The position of Economic Development Director was tabled until further notice from the City Attorney.

\*\*\*\*\*

The drainage project bond issue was taken under advisement for further consideration at the next regular meeting, February 15, 2011.

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**Minutes of February 1, 2011  
Mayor and Board of Aldermen**

There came on for consideration the School Board Trustee appointment and, citing a possible conflict of interest, Mayor William Skellie, Jr., Alderman Bernie Parker, and Alderman Carolyn J. Anderson were recused from the public meeting.

\* \* \*

Alderman-at-Large Leonard G. Carrubba, Sr., chaired the meeting, serving in his capacity as Mayor Pro-Tempore.

\* \* \*

After considerable discussion, Alderman Ponthieux made motion seconded by Alderman Hammons to re-appoint Claire Leatherwood for the five year term March, 2011 to March, 2016, noting for the record that Ms. Leatherwood is an independent contractor for the City of Long Beach, receives a 1099 and pays her own taxes.

The question being put to a roll call vote by the Mayor Pro-Tempore, the result was as follows:

Alderman Bernie Parker	voted	Absent, Not Voting
Alderman Gary J. Ponthieux	voted	Aye
Alderman Kaye H. Couvillon	voted	Present, Not Voting
Alderman Carolyn Anderson	voted	Absent, Not Voting
Alderman Leonard G. Carrubba, Sr.	voted	Present, Not Voting
Alderman Mark E. Lishen	voted	Aye
Alderman Ronnie Hammons, Jr.	voted	Aye

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

\*\*\*\*\*

The friendly annexation, Industrial Park, was taken under advisement until the next regular meeting, February 15, 2011.

\* \* \*

Upon further discussion regarding annexation, Alderman Carrubba made motion seconded by Alderman Parker and unanimously carried authorizing the Mayor to sign the Pass Christian annexation documents and authorizing the City Attorney to respond.

\*\*\*\*\*

Alderman Carrubba made motion seconded by Alderman Parker and unanimously carried approving the Mayor's appointments to the Hazard Mitigation Council, as follows: Ricky Marie and Jimmy Johnson.

**Minutes of February 1, 2011  
Mayor and Board of Aldermen**

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There came on for consideration a letter with attachments from Municipal Court Clerk Jane Marsland, as follows:

Long Beach Municipal Court  
201 Jeff Davis Avenue  
P. O. Box 929  
Long Beach, Ms 39560  
January 28, 2011

William Skellie, Mayor  
Board of Aldermen  
Rebecca Schruoff, City Clerk

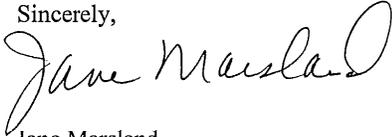
Dear Mayor, Board and City Clerk:

The board recently approved Ncourt as our on-line payment company for fines to be paid to the municipal court. We have since begun our transition to the new software provided by the grant for the new program OmniCourt.

The new program has a built in on-line company that we are required to use as it is the sole source provider for OmniCourt. Please see the attached information sheet provided by Rebecca Singleton, the Vice President of the company who has been teaching the court personnel the new software.

We respectfully request that you approve our changing to the on-line payment company for Omnicourt.

Sincerely,



Jane Marsland  
Court Clerk

Copyright © 1998 by Ann Poe

# Minutes of February 1, 2011

## Mayor and Board of Aldermen

Long Beach Mayor, Board and City Clerk  
January 28, 2011  
Page 2

Paymyfineonline.com

Utilizing the services provided for in the grant/purchase of new software paymyfineonline.com payments will automatically be posted to OmniCourt (Case management software for Court). Resulting in the following:

Automatic update of court/defendant records immediately as payment is received/approved (eliminating the court personnel keying in payment information, balancing to emails of payments, closing cases etc)

Funds are deposited in the city's bank account as the payments are received (no waiting on a check to be received for internet payments)

Financial reporting reflects internet payments daily, weekly, monthly etc.

Cost: Defendant pays a convenience fee for service- no cost to the city. Paymyfineonline cost are significantly below the average (\$4.50 per transaction plus 3% credit card fee)

# Minutes of February 1, 2011 Mayor and Board of Aldermen



612 Wheelers Farms Road • Milford, CT 06461  
Phone (203) 882-8597 • Fax (203) 882-8875  
www.bankcarddepot.com

Merchant # \_\_\_\_\_  
 Auto App  
 New Location  Additional Location  
 Sales Office/ISO # BCD Location # \_\_\_\_\_ of \_\_\_\_\_

### MERCHANT APPLICATION

Legal Name: <u>City of Long Beach</u> Legal Address: <u>201 Jeff Davis Ave</u> Legal City, State, Zip: <u>Long Beach, MS 39560</u> Legal Phone No.: <u>228 803 1552</u> Contact: <u>Kini Gonsoulin</u> Fax No.: <u>228 805 0822</u> Cust. Svc. # (if different): _____	DBA Name: _____ DBA Address (No PO Box): _____ DBA City, State, Zip: _____ DBA Phone No. (non-mobile is preferred): _____ Website Address: www. _____ Email Address (required to receive E-statement availability notification): _____																		
Type of Ownership: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Not For Profit																			
Type of Goods or Services Sold: _____ SIC Code: _____																			
Do you currently process Credit Cards? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Name of current processor: _____ (If yes, submit three current months' processing statements) Has Merchant or any associated principal disclosed below filed bankruptcy or been subject to any involuntary bankruptcy? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, date filed: _____																			
<b>VISA/MASTERCARD INFO</b> Total Must Equal 100%																			
Processing Profile (be accurate): Initials: <u>KG</u>																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Retail</td> <td>Card Swiped</td> <td style="text-align: right;">%</td> </tr> <tr> <td><input type="checkbox"/> Restaurant</td> <td>Manual Key Entry with Imprint, Card Present with Signature</td> <td style="text-align: right;">%</td> </tr> <tr> <td><input type="checkbox"/> Lodging</td> <td>Mail/Telephone Order</td> <td style="text-align: right;">%</td> </tr> <tr> <td><input type="checkbox"/> Service</td> <td>E-Commerce</td> <td style="text-align: right;">%</td> </tr> <tr> <td><input type="checkbox"/> Mail/Telephone Order</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> E-Commerce</td> <td></td> <td></td> </tr> </table>		<input type="checkbox"/> Retail	Card Swiped	%	<input type="checkbox"/> Restaurant	Manual Key Entry with Imprint, Card Present with Signature	%	<input type="checkbox"/> Lodging	Mail/Telephone Order	%	<input type="checkbox"/> Service	E-Commerce	%	<input type="checkbox"/> Mail/Telephone Order			<input type="checkbox"/> E-Commerce		
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<input type="checkbox"/> Mail/Telephone Order																			
<input type="checkbox"/> E-Commerce																			
Federal Tax #: <u>64-6000637</u> # of Locations: <u>1</u> Years in Business: <u>106</u> Years Owned Business: <u>NA</u>																			
Bank Name: <u>Hancock Bank</u> Routing #: <u>065503681</u> Checking Account #: <u>10016454</u> Bank Phone #: <u>228 808 4760</u>																			
MEMBER BANK INFORMATION HSBC Bank USA, National Association, Merchant Support Group P. O. Box 3263, Buffalo, NY 14240 716-841-6360																			
<b>IMPORTANT MEMBER BANK RESPONSIBILITIES</b> 1. A Visa Member is the only entity approved to extend acceptance of Visa products directly to a merchant. 2. A Visa Member must be a principal (signer) to the Merchant Agreement. 3. The Visa Member is responsible for educating Merchants on pertinent Visa Operating Regulations with which Merchants must comply. 4. The Visa Member is responsible for and must provide settlement funds to the Merchant. 5. The Visa Member is responsible for all funds held in reserve that are derived from the settlement.																			
<b>IMPORTANT MERCHANT RESPONSIBILITIES</b> 1. Merchant must ensure compliance with cardholder data security and storage requirements. 2. Merchant must maintain fraud and chargebacks below thresholds. 3. Merchant must review and understand the terms of the Merchant Agreement. 4. Merchant must comply with Visa Operating Regulations. The responsibilities listed above do not supersede terms of the Merchant Agreement and are provided to ensure the merchant understands these specific responsibilities.																			
***** Payment Card Industry Data Security Standards ("PCI DSS") and card association rules prohibit storage of track data under any circumstances. If you or your Point of Sale ("POS") system pass, transmit, store or receive full cardholder's data, then the POS software must be Payment Application Data Security Standard ("PA DSS") compliant or you (merchant) must validate PCI DSS compliance (see #1(b) below and questions #3 and #4 must be completed). If you use a payment gateway, they must be PCI DSS compliant.*****																			
1. Have you ever experienced an Account Data Compromise ("ADC")? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide date of compromise: _____ a) Have you validated PCI DSS compliance? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, go to #1(b); If no, go to #2 b) Date of compliance, Report on Compliance ("ROC") or Self Assessment Questionnaire ("SAQ"): _____ c) What is the name of your Qualified Security Assessor ("QSA")? _____ or SAQ (circle one): A, B, C, or D d) Date of last scan: _____ Approved Scanning Vendor's name: _____																			
2. Are you using a "dial-up" terminal or Touch Tone Capture ("TTC")? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 3. Do you or your Service Provider(s) receive, pass, transmit or store the Full Cardholder Number ("FCN"), electronically? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No a) If yes, where is card data stored? <input type="checkbox"/> Merchant's location only <input type="checkbox"/> Primary Service Provider <input type="checkbox"/> Other Service Provider: _____ <input type="checkbox"/> Merchant's Headquarters/Corp office only <input type="checkbox"/> Both Merchant and Service Provider(s) <input checked="" type="checkbox"/> All Apply																			
4. What Primary Service Provider/Software Developer did you purchase your POS application from (i.e., software, gateway)? _____ Software Version #: _____ a) What is the name of the Service Provider/Software Developer's application? b) Do your transactions process through any other Service Provider (i.e., web hosting companies, gateways, corporate office)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No c) If yes, name the other Service Provider: _____																			
(Individual Ownership Must be Equal to or Greater than 50%) Name: _____ Title: _____ Date of Birth: _____ Social Security #: _____ % Equity Ownership: _____ Residence Address: _____ City: _____ State: _____ Zip: _____ # yrs: _____ Home Phone #: _____ Driver's Lic. #: _____ ST: _____ Name: _____ Title: _____ Date of Birth: _____ Social Security #: _____ % Equity Ownership: _____ Residence Address: _____ City: _____ State: _____ Zip: _____ # yrs: _____ Home Phone #: _____ Driver's Lic. #: _____ ST: _____																			
(To Be Completed by Sales Representative) Merchant Location: <input type="checkbox"/> Retail Location with Store Front <input type="checkbox"/> Office Building <input type="checkbox"/> Residence <input type="checkbox"/> Other: _____ Area Zoned: <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential Square Footage: <input type="checkbox"/> 0-250 <input type="checkbox"/> 251-500 <input type="checkbox"/> 501-2,000 <input type="checkbox"/> 2,001 + Does the amount of inventory/merchandise on shelves and floor appear consistent with the type of business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If No, explain: _____ The Merchant: <input type="checkbox"/> Owns <input type="checkbox"/> Leases the Business Premises Landlord Name & Phone #: _____ Does the Merchant use a Fulfillment House? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, was the Fulfillment House inspected? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Further comments by Inspector (required): _____																			

BUSINESS NAMES

MERCHANT PROFILE

MERCHANT RESPONSIBILITIES & SERVICE PROVIDER

MERCHANT OR OFFICER(S)

SURVEY REPORT

I hereby verify that this application has been fully completed by merchant applicant and that I have physically inspected the business premises of the merchant at this address and the information stated above is true and correct to the best of my knowledge and belief.  
 Verified and Inspected by: \_\_\_\_\_ Merchant Initials (required) KG  
 Date: 1-25-11

Representative Print Name \_\_\_\_\_ Representative Signature \_\_\_\_\_  
 BCD IS A REGISTERED SERVICEMARK OF MERCHANT SERVICES, INC. 09/10 15  
 Page 2 of 3

# Minutes of February 1, 2011 Mayor and Board of Aldermen

## MERCHANT NEW ACCOUNT ORDER FORM

<b>TERMINAL TYPE:</b>			
<input type="checkbox"/> NURIT 3020 (repro only, *NOS 7 required)	<input type="checkbox"/> VERIFONE VX570 <input type="checkbox"/> IP <input type="checkbox"/> DIAL UP	<input type="checkbox"/> INGENICO 5100 (repro only) <input type="checkbox"/> IP <input type="checkbox"/> DIAL UP	<input type="checkbox"/> EVO Charge
<input type="checkbox"/> NURIT 2085 (repro only, *NOS 7 required)	<input type="checkbox"/> OMNI VX510 LE	<input type="checkbox"/> INGENICO Aqua (repro only)	<input type="checkbox"/> PC Charge
<input type="checkbox"/> NURIT 2085+ (repro only, *NOS 7 required)	<input type="checkbox"/> OMNI VX510 IP	<input type="checkbox"/> HYPERCOM T7 Plus	<input type="checkbox"/> Payware
<input type="checkbox"/> NURIT 8320 (repro only, *NOS 7 required) <input type="checkbox"/> IP <input type="checkbox"/> DIAL UP	<input type="checkbox"/> OMNI VX510 (repro only)	<input type="checkbox"/> HYPERCOM T7P (repro only) <input type="checkbox"/> THERMAL <input type="checkbox"/> FRICTION	<input type="checkbox"/> PC Software (repro only): _____
<input type="checkbox"/> NURIT 8320L (repro only, *NOS 7 required)	<input type="checkbox"/> OMNI 3740 (repro only) <input type="checkbox"/> IP <input type="checkbox"/> DIAL UP	<input type="checkbox"/> HYPERCOM T77 (repro only) <input type="checkbox"/> THERMAL <input type="checkbox"/> FRICTION	<input type="checkbox"/> Other: _____
<input type="checkbox"/> NURIT 8400 <input type="checkbox"/> IP <input type="checkbox"/> DIAL UP	<input type="checkbox"/> OMNI 3750 (repro only) <input type="checkbox"/> IP <input type="checkbox"/> DIAL UP	<input type="checkbox"/> HYPERCOM T4210 (repro only)	
<input type="checkbox"/> NURIT 8400L	<input type="checkbox"/> DEJAVOO X5 (repro only)	<input type="checkbox"/> HYPERCOM T4220 (repro only)	
	<input type="checkbox"/> DEJAVOO X8 IP		
<b>TERMINAL APPLICATION:</b>			
<input type="checkbox"/> OPS <input type="checkbox"/> WITH TIPS <input type="checkbox"/> WITHOUT TIPS <input type="checkbox"/> MOTO <input type="checkbox"/> LODGING			
Merchant Refund Policy: <input type="checkbox"/> No Refund <input type="checkbox"/> Exchange Only <input type="checkbox"/> In-Store Credit Only			
<b>PINPAD TYPE:</b>			
<input type="checkbox"/> HYPERCOM PINPad S9 PCI (repro only) <input type="checkbox"/> HYPERCOM PINPad P1300 <input type="checkbox"/> HYPERCOM PINPad 1320 (EVO Charge)			
<input type="checkbox"/> INGENICO PINPad 3010 (repro only) <input type="checkbox"/> VERIFONE PINPad 1000SE			
<b>ACCESSORIES:</b> MAGTEK Mini Swipe Card Reader USB (choose one): <input type="checkbox"/> Authorize.Net <input type="checkbox"/> EVO Charge <input type="checkbox"/> PC Charge <input type="checkbox"/> Payware			
<b>WIRELESS TERMINAL TYPE:</b> BCD SIM CARD \$10.00 REQUIRED FOR ALL GPRS REPROGRAMS			
<input type="checkbox"/> Way 5000 Wireless Combo S/N _____ KIT/MTT/SIM# _____			
<input type="checkbox"/> Way MTT 15XX Wireless Combo (repro only) S/N _____ KIT/MTT/SIM# _____			
<input type="checkbox"/> NURIT 8000 Wireless (GPRS) (repro only) S/N _____			
<input type="checkbox"/> NURIT 8000 Wireless (RAM) (repro only) S/N _____ MAN/ESN# _____			
<input type="checkbox"/> NURIT 8010 Wireless (GPRS) (repro only) S/N _____			
<input type="checkbox"/> NURIT 8020 Wireless (GPRS) S/N _____			
<input type="checkbox"/> DEJAVOO M3 S/N _____			
<input type="checkbox"/> Other: _____			
<b>GATEWAY:</b> <input type="checkbox"/> Authorize.Net <input type="checkbox"/> PayPal (choose one): <input type="checkbox"/> PayFlow Pro <input type="checkbox"/> PayFlow Link			Gateway Administrator email address (required): _____
<input type="checkbox"/> Global Transport <input type="checkbox"/> Other: _____			
By signing this application it is agreed that BCD shall not be held responsible for (a) any wireless terminal repairs or (b) providing a replacement wireless terminal due to equipment failure. The terminal manufacturer shall handle all wireless terminal repairs and replacements. I also understand that due to the complexity of these wireless terminals, the manufacturer may not be able to provide a replacement while completing repairs. In addition, I further agree that a wireless terminal is NOT covered by participation in the BCD Supply/Replacement Program. BCD will not be responsible for any problems with the wireless services provided pursuant to this agreement. *See Rate Schedule for Wireless Rates.* Fees are subject to change.			
<b>EQUIPMENT SELECTION MAY BE SUBJECT TO AVAILABILITY/PROCESSING REQUIREMENTS.</b>			
<b>Equipment:</b> <input type="checkbox"/> Purchase from BCD <input type="checkbox"/> Reprogram Merchant's existing equipment			
<b>If purchase, choose equipment:</b> <input type="checkbox"/> Terminal <input type="checkbox"/> Printer <input type="checkbox"/> PINPad <input type="checkbox"/> Software <input type="checkbox"/> Other: _____			
<b>Ship equipment to:</b> <input type="checkbox"/> Merchant <input type="checkbox"/> ISO <input type="checkbox"/> Other: _____ <b>Ship to:</b> <input type="checkbox"/> Commercial <input type="checkbox"/> Residential			
<b>Choose shipment method:</b> <input type="checkbox"/> Overnight <input type="checkbox"/> 2nd Day <input type="checkbox"/> Ground			
<b>BCD needs to send (must choose one):</b> <input type="checkbox"/> Starter Kit <input type="checkbox"/> Starter Package (includes manual imprinter)			
<b>If lease, indicate:</b> <input type="checkbox"/> LSI <input type="checkbox"/> Other: _____			
<b>ADDITIONAL SERVICES:</b>			
<input type="checkbox"/> Check Services Type: _____ List Existing Merchant #: _____			
Check Equipment: <input type="checkbox"/> MAGTEK Reader <input type="checkbox"/> MAGTEK Imager <input type="checkbox"/> RDM Imager			
<input type="checkbox"/> MasterCard PayPass™/Visa payWave <input type="checkbox"/> Merchants Capital Access*			
<b>Other Card Types:</b> NEW    EXISTING    LIST EXISTING MERCHANT NUMBERS			
<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> ESA <input type="checkbox"/> OnePoint (default if none checked)
<input type="checkbox"/> EBT*	N/A	N/A	Existing FCS #:
<input type="checkbox"/> DEBIT	N/A	N/A	Supplied by BCD
<input type="checkbox"/> GIFT*	N/A	N/A	Supplied by BCD
<input type="checkbox"/> LOYALTY*	N/A	N/A	Supplied by BCD
<input type="checkbox"/> VOYAGER*	<input type="checkbox"/>	N/A	Supplied by BCD
<input type="checkbox"/> WRIGHT EXPRESS*	<input type="checkbox"/>	N/A	Supplied by BCD
Upon Approval of Visa/MasterCard/Discover processing, allow 48-72 hours for new non-bankcard(s) to be added.			
*Addendum/Application Required			
<b>SPECIAL INSTRUCTIONS (requests are subject to management approval, please print clearly):</b>		Other: _____	
<input type="checkbox"/> Request change of ownership. Existing MID number to close: _____		_____	
_____		_____	
_____		_____	
_____		<input type="checkbox"/> Merchant elects to receive monthly merchant account statements via U.S. Mail to: <input type="checkbox"/> Legal Address    or <input type="checkbox"/> DBA Address	

Merchant Initials (required) *DM*

# Minutes of February 1, 2011 Mayor and Board of Aldermen

<input type="checkbox"/> Interchange Plus	<input type="checkbox"/> Three Tier				
Visa / MasterCard / Discover Credit Card Discount Rate:	_____ %	Visa / MasterCard / Discover Offline Debit Discount Rate:	_____ %		
American Express Discount Rate*:	_____ %	Monthly Minimum:	\$20.00	Monthly	
Transaction Fee:	_____ Per Item	EBT Transaction Fee:	_____ Per Item		
Offline Debit Transaction Fee:	_____ Per Item	Gift Card / Loyalty Card Transaction Fee:	_____ Per Item		
Debit Transaction Fee (Plus Debit Network Fees):	_____ Per Item	Voice Authorization Fee:	\$ 1.50	Per Call	
Visa Authorization/Settlement Network Access/Usage Fee:	\$ 0.03 Per Item	Annual Fee (billed in advance for the following year):	\$79.00	Per Year	
MasterCard Authorization/Settlement Network Access/Usage Fee:	\$ 0.02 Per Item	ACH Reject Fee:	\$25.00	Per Item	
Discover Authorization/Settlement Network Access/Usage Fee:	\$ 0.02 Per Item	Retrieval Fee:	\$10.00	Per Item	
Bank Service Fee:	_____ Monthly	Chargeback Fee:	\$25.00	Per Item	
AVS Surcharge:	\$ 0.05 Per Item	<input type="checkbox"/> BCD Supply/Replacement Program (optional):	\$ 9.50	Monthly	
Batch Fee:	\$ 0.35 Per Batch	<input type="checkbox"/> Each Additional Terminal Quantity: _____	\$ 4.75	Monthly	
Split Batch Fee (additional):	\$ 0.10 Per Batch	Gateway Activation Fee:	_____	One Time	
Wireless Activation Fee:	\$25.00 One Time	Gateway Access Fee:	_____	Monthly	
Wireless Access Fee:	\$17.00 Monthly	eCommerce / Gateway Item Fee:	\$ 0.05	Per Item	
Wireless Item Fee:	\$ 0.05 Per Item	MICROS Transaction Fee (if applicable):	\$ 0.05	Per Item	

*(We understand and agree to the following: 1) Discount rate as stated above will be charged on "Qualified Rate" transactions. Qualified Rate transactions are defined as electronically authorized and swiped transactions that are batched and closed daily. In addition, sales volume may be charged for Association dues and assessments at a rate of up to 0.11%. 2) All lodging, car rental, small ticket, convenience and Express Services transactions may have a surcharge of up to 0.45% added to the Qualified Rate. 3) Discover transactions may have a surcharge of up to 0.50% added to the Qualified Rate. 4) A "Mid-Qualified" surcharge of up to 1.48% + \$0.20 will be added to the Qualified Rate under the following circumstances: a) Cardholder and card present at merchant's point of sale device, key entered, signature obtained, Address Verification Service ("AVS") with full match of billing zip code, settled within three days of authorization; settle amount must equal authorized amount; b) Card not present, single authorization only, order number required, AVS with full match of billing zip code, settled within two days of authorization, settle amount must equal authorized amount; c) Certain Discover, Visa Rewards & Visa Signature, MasterCard Enhanced Value & MasterCard World Card transactions. 5) A "Non-Qualified" surcharge of up to 1.98% + \$0.20 may be added to the Qualified Rate for transactions that do not meet the requirements stated above and may also apply to transactions on Bus, Corp, Int'l, Purch, & Comm Cards; T & E, Mail/Telephone, e-Commerce, certain Discover, Visa Rewards & Visa Signature, MasterCard Enhanced Value & MasterCard World Card. 6) If Interchange/Cost Plus: All transactions will be assessed the current, published interchange rates, dues, and assessments in addition to the basis points as stated above. The published rates for Visa and MasterCard can be viewed at: www.visa.com and www.mastercard.com. 7) Merchants may be charged a Cross Border transaction assessment of up to 1.00%, in addition to the applicable rate, on transactions when the country code of the Card Issuer differs from the country code of the Merchant. 8) On International transactions Merchants may be charged a rate of up to 0.55% for Visa's International Acquirer Fee, Maestro U.S. and MasterCard's Acquirer Program Support Fee and Discover's International Service Fee and International Processing Fee. 9) POS high-speed processing and/or gateway activation may be subject to a one time set up fee of up to \$100.00, depending on provider. 10) An early closure fee of \$250.00 will be paid to BankCard Depot if I/We terminate the Agreement before the end of the initial three-year term, and/or if the Merchant Processing Agreement is not terminated in accordance with the Terms and Conditions. 11) Merchant will also be assessed the following fees on Visa transactions: the Visa Misuse of Authorization System Fee, which will be assessed on authorizations that are approved but not settled in a timely manner; the Visa Zero Floor Limit Fee, which will be assessed on settled transactions that do not correspond to a valid authorization within the prior 30 days; and the Visa Zero Dollar Verification Fee, which will be assessed on transactions where Merchant requested an address verification response without an authorization. These fees of up to \$0.10 per transaction will be displayed as separate items on Merchant's monthly statement and may include fees assessed by both the applicable card association and Bank or Global.*

**American Express Fees:** Retail: \$0.10 transaction fee \*\*; Services, Wholesale and All Other: \$0.15 transaction fee.  
\* A .30% CNP fee will be charged for any transaction where the Card is not presented at the time of the transaction.

**AMERICAN EXPRESS:** I represent that I have read and am authorized to sign and submit this application for the above entity which agrees to be bound by the American Express® Card Acceptance Agreement ("Agreement", which is available at www.goveo.com), and that all information provided herein is true, complete, and accurate. I authorize American Express Travel Related Services Company, Inc. ("AXP") and AXP's agents and Affiliates to verify the information in this application and receive and exchange information about me personally, including by requesting reports from consumer reporting agencies, and disclose such information to their agent, subcontractors, Affiliates and other parties for any purpose permitted by law. I authorize and direct AXP and AXP agents and Affiliates to inform me directly, or through the entity above, of reports about me that they have requested from consumer reporting agencies. Such information will include the name and address of the agency furnishing the report. I also authorize AXP to use the reports from consumer reporting agencies for marketing and administrative purposes. I understand that upon AXP's approval of the application, the entity will be enrolled, either in AXP's OnePoint® program for MSI to perform services for AXP or for AXP's standard Card acceptance program which has different servicing terms. I understand that if the entity does not qualify for the OnePoint program, then the entity may be enrolled in AXP's standard Card acceptance program, and the entity may terminate the Agreement. By accepting the American Express Card for the purchase of goods and/or services, or otherwise indicating its intention to be bound, the entity agrees to be bound by the Agreement.

Merchant authorizes any party to the Agreement to present Automated Clearing House credits, Automated Clearing House debits, wire transfers, or depository transfer checks to and from the following account and to and from any other account for which any such parties are authorized to perform such functions under the Merchant Processing Agreement, for the purposes set forth in the Merchant Processing Agreement. This authorization extends to such entities in said account concerning lease, rental or purchase agreements for POS terminals and/or accompanying equipment and/or check guarantee fees and amounts due for supplies and materials. This Automated Clearing House authorization cannot be revoked until all Merchant obligations under this Agreement are satisfied, and Merchant gives written notice of revocation as required by this Agreement.

**INVESTIGATIVE CONSUMER REPORT:** An investigative or consumer report may be made in connection with application. MERCHANT authorizes ANY PARTY TO THE AGREEMENT or any of their agents to investigate the references provided or any other statements or data obtained from MERCHANT, and from any of the undersigned personal guarantor(s), or from any other person or entity with any financial obligations under this Agreement. You have a right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation requested.

<b>BANK CARD:</b>	<b>AVERAGE TICKET SIZE:</b>	<b>HIGHEST TICKET SIZE:</b>	<b>MONTHLY VOLUME:</b>
<b>AMEX:</b>	<b>AVERAGE TICKET SIZE:</b>	<b>HIGHEST TICKET SIZE:</b>	<b>MONTHLY VOLUME:</b>

Each person certifies that the average ticket size and sales volume indicated is accurate and agrees that any transaction or monthly volume that exceeds either of the above amounts could result in delayed and/or withheld settlement of funds. Also, see paragraphs 4.C, 9 and 13.B of the MERCHANT Processing Agreement regarding suspension and termination of MERCHANT. \*Highest ticket for informational purposes only.

**IMPORTANT NOTICE:** All information contained in this application was completed or supplied by all contracting parties. Any change in printed terms shall be of absolutely no force or effect unless specifically agreed to in writing by all contracting parties. By signing below on either the original or a facsimile you are agreeing to the provisions stated within the Terms and Conditions of the Merchant Processing Agreement and the Merchant Application on the reverse side, and you are acknowledging that you have carefully read each of those provisions before signing.

**FOR ALL CORPORATIONS CORP. RESOLUTION**—The indicated officer(s) identified in numbers 1 and/or 2 below have the authorization to execute the MERCHANT Processing Agreement on behalf of the herewithin named corporation. MERCHANT UNDERSTANDS THAT THIS AGREEMENT SHALL NOT TAKE EFFECT UNTIL MERCHANT HAS BEEN APPROVED BY BANK AND A MERCHANT NUMBER IS ISSUED.

By signing below, the undersigned Guarantor(s) jointly and severally, unconditionally and irrevocably, personally guarantee the continuing full and faithful performance and payment by Merchant of each of its duties and obligations under the attached Merchant Processing Agreement, as such Agreement now exists or as may be amended from time to time, with or without notice. Guarantor(s) understands further that any party to the Merchant Processing Agreement may proceed directly against Guarantor(s) without first exhausting their remedies against any other person or entity or any security being held pursuant to the Merchant Processing Agreement. Guarantor(s) waive trial by jury with respect to any litigation arising out of or relating to this personal guaranty. This guaranty will not be discharged or affected by the death of the undersigned, will bind all heirs, administrators, representatives and assigns, and may be enforced by or for the benefit of a successor of any party to the Merchant Processing Agreement. Guarantor(s) understand that the inducement to the parties to enter into the Merchant Processing Agreement is consideration for this guaranty, and that this guaranty remains in full force and effect even if the Guarantor(s) receive no additional benefit from the guaranty.

AGREED AND ACCEPTED

X \_\_\_\_\_  
#1 From Application—Signature Date

X \_\_\_\_\_  
#2 From Application—Signature Date

**PRINT LEGAL NAME OF MERCHANT BUSINESS**

If Merchant submits a transaction hereunder, Merchant will be deemed to have accepted the Terms and Conditions of the Merchant Processing Agreement. For Merchants who have elected to accept the American Express Card, the submission of an American Express Card transaction will be deemed to be an acceptance of the American Express Card Acceptance Agreement and the above American Express provisions.

X *Robert E. Schuff* 2/1/11  
#1 From Application—Signature Date

X \_\_\_\_\_  
#2 From Application—Signature Date

X \_\_\_\_\_  
Accepted by Merchant Services, Inc. d/b/a BankCard Depot

X \_\_\_\_\_  
Accepted by HSBC Bank USA, National Association

X \_\_\_\_\_  
Accepted by Global Payments Direct, Inc.

Merchant Initials (required) *JS*

BankCard Depot is a registered ISO/MSP for HSBC Bank USA, National Association, Buffalo, NY

Upon discussion, Alderman Hammons made motion seconded by Alderman Ponthieux to approve the agreement with Omnicourt for on-line payments, Municipal Court. It was noted for the record that there is a savings to customers and the Clerk was authorized to research utilizing Omnicourt for on-line payments in other departments.

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The City Attorney had no additional information to report.

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## Minutes of February 1, 2011 Mayor and Board of Aldermen

The Mayor opened the floor for public comments not appearing on the agenda, as follows:

PUBLIC COMMENTS PERTAINING TO MATTERS <u>NOT</u> APPEARING ON THE AGENDA	
<p><b>NOTE:</b> All comments <u>shall</u> be directed to the Chairman (Mayor) at the end of the meeting.</p> <p>Comments of a personal nature regarding individual members of the Governing Authority (Mayor and Board of Aldermen), City Staff and/or Personnel, other Citizens, disruptive comments or improper actions <u>will not</u> be permitted.</p> <p>Public Comments will be limited to a total of <b>ten (10) minutes</b> and limited to a maximum of <b>two (2) minutes</b> per person.</p> <p>Except as otherwise directed by the Chairman (Mayor), Public Comments will not be permitted before or after the allotted time. Disruption of the regular business meeting will be cause for removal from the public meeting.</p>	
PLEASE PRINT: NAME / ADDRESS / TELEPHONE	SUBJECT MATTER
1	DAVID REIMS 129 SEA OAKS BLVD 410 458 8358 SEA OAKS IMPROVEMENTS
2	
3	
4	
5	
6	
7	
8	
9	
10	

City of Long Beach, Mississippi  
 Mayor and Board of Aldermen Meeting  
 Date: \_\_\_\_\_

Excel Worksheet: public comments - agenda PUBLIC COMMENTS-NOT ON AGENDA

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

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**Minutes of February 1, 2011  
Mayor and Board of Aldermen**

APPROVED:

\_\_\_\_\_  
Alderman Leonard G. Carrubba, Sr., At-Large

\_\_\_\_\_  
Alderman Gary J. Ponthieux, Ward 1

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

\_\_\_\_\_  
Alderman Kaye H. Couvillon, Ward 3

\_\_\_\_\_  
Alderman Ronnie Hammons, Jr., Ward 4

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

\_\_\_\_\_  
Alderman Carolyn J. Anderson, Ward 6

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Rebecca E. Schruff, City Clerk