

MUNICIPAL DOCKET

REGULAR MEETING OF FEBRUARY 3, 2015

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.

- I. CALL TO ORDER
- II. INVOCATION AND PLEDGE OF ALLEGIANCE
- III. ROLL CALL AND ESTABLISH QUORUM
- IV. PUBLIC HEARINGS (RESCHEDULE)
 - 1. Zoning Text Change - Add Section 42; Area and Height Requirements, Table 1 (Front Setback Requirements on Arterial Streets)
 - 2. Zoning Text Change - Replace Article XVI Signs
- V. BIDS
- VI. ANNOUNCEMENTS; PRESENTATIONS; PROCLAMATIONS
- VII. AMENDMENTS TO THE MUNICIPAL DOCKET
- VIII. * PUBLIC COMMENTS-AGENDA ITEMS ONLY
- IX. APPROVE MINUTES:
 - 1. MAYOR AND BOARD OF ALDERMEN
 - a. January 20, 2015
 - 2. PLANNING COMMISSION
 - a. January 22, 2015
- X. APPROVE DOCKET OF CLAIMS NUMBER(S):
 - 1. 020315
- XI. DEPARTMENTAL BUSINESS
 - 1. MAYOR'S OFFICE
 - 2. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
 - 3. POLICE DEPARTMENT
 - a. Personnel-(7) Step Increases
 - 4. CITY CLERK
 - a. Appointment to School Board; March 2015-2020
 - b. Main Street-Letter of Agreement & Main Street Membership
 - c. Oath of Office-Luke Wilson, Municipal Court Prosecuting Attorney
 - d. Request to Sell Cemetery Property; John M. Richardson Estate
 - 5. DERELICT PROPERTIES-DISCUSSION/SCHEDULE PUBLIC HEARINGS
- XII. NEW BUSINESS
 - 1. Special Event Application-Long Beach Concert Choir Association
 - 2. Special Event Application-Long Beach Chamber Games on the Green
- XIII. REPORT FROM CITY ATTORNEY
- XIV. * PUBLIC COMMENTS-MATTERS NOT APPEARING ON THE AGENDA
- XV. ADJOURN (OR) RECESS

* ALL PUBLIC COMMENTS ARE LIMITED TO A MAXIMUM OF TWO (2) MINUTES PER PERSON, NOT TO EXCEED A TOTAL OF TEN (10) MINUTES EACH FOR PUBLIC COMMENTS.

Minutes of February 3, 2015
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 Meeting Room, 201 Jeff Davis Avenue, in said City, it being the first Tuesday in February, 2015, 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, Ronnie Hammons, Jr., Mark E. Lishen, Alan Young, City Clerk Rebecca E. Schruoff, and City Attorney James C. Simpson, Jr.

Alderman Kelly Griffin was absent the meeting due to surgery.

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

The meeting was called to order and there came on for consideration two (2) public hearings scheduled for this meeting as follows:

- Zoning Text Change – Add Section 42; Area and Height Requirements, Table 1 (Front Setback Requirements on Arterial Streets)
- Zoning Text Change – Replace Article XVI Signs

Upon discussion, the Clerk reported that, due to a miscommunication, the legal notices as sent to The Sun Herald were not published.

Alderman Carrubba made motion seconded by Alderman Young and unanimously carried to reschedule said public hearings, Tuesday, March 3, 2015, at 5:00 o'clock p.m., City Hall Meeting Room, 201 Jeff Davis Avenue, Long Beach, Mississippi.

There were no bids, announcements, presentations, proclamations, amendments, or comments to the agenda.

Alderman Parker made motion seconded by Alderman Young and unanimously carried to approve the regular meeting minutes of the Mayor and Board of Aldermen dated January 20, 2015, as submitted.

Alderman Carrubba made motion seconded by Alderman Parker and unanimously carried to approve the regular meeting minutes of the Long Beach Planning Commission dated January 22, 2015, as submitted.

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Alderman Ponthieux made motion seconded by Alderman Parker and unanimously carried to approve payment of invoices as listed in Docket of Claims number 020315.

The Mayor reported that a new "City of Long Beach" sign will be purchased to replace the dilapidated sign at Klondyke Road and 28th Street.

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The Mayor announced that the Water Management District will conduct a public hearing, Wednesday, February 4, 2015, at 6:00 p.m., in the City Hall Meeting Room, 201 Jeff Davis Avenue, Long Beach, Mississippi.

There was no action required or taken regarding CDBG matters.

Based upon the recommendation of Police Chief Wayne McDowell and certification by the Civil Service Commission, Alderman Parker made motion seconded by Alderman Carrubba and unanimously carried to approve Police Department personnel matters, as follows:

- Step Increase, Dispatcher Thomas Allen, PS-3-IV, effective March 1, 2015;
- Step Increase, Assistant Chief Alan Bond, PSA-16-VII, effective February 1, 2015;
- Step Increase, Police Officer 2nd Class Joshua Bundy, PS-7-B, effective February 16, 2015;
- Step Increase, Police Officer 1st Class Phillip Carden, PS-9-IV, effective February 1, 2015;
- Step Increase, Records Clerk Chrystal Dubose, CSA-3-XIII, effective March 1, 2015;
- Step Increase, Lieutenant Kenneth Lassabe, PS-12-VIII, effective March 16, 2015;
- Step Increase, Dispatcher Donna McArthur, PS-3-VIII, effective February 16, 2015.

Due to a possible conflict of interest, Alderman Parker was recused from the public meeting.

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Alderman Ponthieux made motion seconded by Alderman Young to reappoint Timothy I. Pierce to the Long Beach School Board of Trustees for the term, March, 2015 –

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March, 2020; the motion carried upon the affirmative voice vote of all the Aldermen present and voting, with Alderman Parker Absent, Not Voting.

* * *

Alderman Parker returned to the open meeting.

Alderman Ponthieux made motion seconded by Alderman Parker and unanimously carried to approve the Main Street Letter of Agreement and Membership, as follows:



Mississippi Main Street Association
DOWNTOWN NETWORK LETTER OF AGREEMENT
2015

THIS AGREEMENT is entered into and executed by the Mississippi Main Street Program and the local Mississippi Downtown Network program, _____ for the purpose of implementing the Mississippi Downtown Network program in the local community, as well as maintaining the Mississippi Downtown Network designation and affiliation with the Mississippi Main Street Association Network program.

SECTION I

MMSA agrees to do as follows:

1. Designate a Mississippi Main Street District Director to handle all communications between the community and the MMSA;
2. Conduct quarterly meetings and workshops to further develop and refine the skills of local program directors and board members;
3. Conduct training for the local program director, board and/or committee members and city representatives;
4. Designate state staff to participate in selection and hiring of a new program director.
5. Conduct a goal-setting, visioning and/or development workshop with the community board if requested;
6. Provide advice and information to the local program's contact person or program director on a continuing basis, including telephone consultation;
7. Facilitate on-going media coverage of the Mississippi Main Street program;
8. Collect and publish economic development statistics both statewide and by community;
9. Make on-site visits as needed to monitor local programs and advise the local contact person or executive director and board;
10. Provide design assistance service to assist property owners and merchants in rehabilitating storefronts and buildings. Design service includes a telephone consultation with the local program's contact person or executive director.

SECTION II

The local program agrees to:

1. Maintain the focus of the local Mississippi Downtown Network program on the downtown district as designated in the local program's Downtown Network application.
2. Maintain broad-based community support for the program by the public and private sectors through financial contributions and in-kind or volunteer support.
3. Promote a historic preservation ethic, specifically:
 - a. encourage appropriate building renovation, restoration and rehabilitation projects;
 - b. ensure that financial and technical incentives are in place to facilitate the process of attracting investment in the historic commercial district; and
 - c. build public awareness for the commercial historic district's buildings.
4. Maintain program commitment to the comprehensive Main Street Four-Point Approach™ as advocated by the National Main Street Center.

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5. Develop a written work plan that is based on vision and mission statements for the local Mississippi Downtown Network program. Once completed, a copy should be provided to Mississippi Main Street Association.
6. Maintain data for monitoring the progress of the Downtown Network program by submitting monthly reports online, using the format provided by Mississippi Main Street Association. Completed monthly reports that indicate an active Downtown Network program must be submitted by the fifteenth day of the following month. Downtown Network programs that have not submitted reports are not eligible for services until reports are completed and submitted online to the Mississippi Main Street Association.
7. Promote and encourage board member/volunteer attendance at local, state and national training opportunities as identified by Mississippi Main Street Association. Attendance expectations at local presentations may be set by Mississippi Main Street Association in advance of the visit; **One board member/volunteer is required to attend each Mississippi Main Street Association quarterly training.** The local program shall be responsible for travel costs and other expenses associated with these meetings.
8. Assist as requested by Mississippi Main Street Association in arrangements for technical assistance and public relations visits to the community.
9. Provide the Mississippi Main Street Association with one copy of any materials relating to the Main Street program published or produced during the program year.
10. Be a current member of the National Main Street Network by paying the annual fee to the National Main Street Center.
11. Pay \$1,000 annual dues to the Mississippi Main Street Association. Invoices are mailed in January.

SECTION III

Mississippi Main Street Association and the local program jointly agree that:

1. This agreement may be modified only by written amendment executed by all parties hereto, and approved by the Mississippi Main Street Association Executive Director.
2. This agreement may be terminated by either party by giving written notice to the other at least 60 days before the effective date of such termination.
3. This agreement shall not be binding upon the parties until it is approved by the Mississippi Main Street Association Executive Director.
4. The term of this agreement shall be from January 1, 2015 through December 31, 2015.

If a local Mississippi Downtown Network program fails to comply with the provisions of this annual letter of agreement, the Mississippi Main Street Executive Director may choose to send that program a written Initial Warning. At that time, the local program will be placed on probationary status. The warning will include a summary of violations and provide guidance on how to correct the problem. The local program will be reevaluated by the Mississippi Main Street Executive Director 90 days following the first warning. If the local program has failed to correct the violations noted in the first warning, the Mississippi Main Street Executive Director may issue a Final Warning. If the local program is not in compliance within 90 days after the Final warning is sent, the Mississippi Main Street Executive Director may terminate the letter of agreement with the local program and discontinue all Mississippi Main Street services and activities provided in the agreement. Once the letter of agreement is terminated, the local program must reapply for Mississippi Downtown Network membership before it can receive Mississippi Main Street program services.

If a local Mississippi Downtown Network program has received either an Initial Warning or Final Warning and is not yet in compliance when annual letters of agreement are signed, the Mississippi Main Street Executive Director may postpone signing that program's letter of agreement until compliance is regained.

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IN WITNESS WHEREOF, the parties have executed this agreement.

BY: _____
PROGRAM COORDINATOR NAME (printed) Community

_____ DATE: _____
PROGRAM COORDINATOR SIGNATURE

_____ Telephone _____
Mailing Address

_____ Email address _____
City, State, Zip

BY: _____ DATE: _____
MMSA BOARD OF DIRECTORS PRESIDENT

BY: _____ DATE: _____
MMSA EXECUTIVE DIRECTOR

Please return this completed document to:
Mississippi Main Street Association
308 East Pearl Street, Suite 101
Jackson, MS 39201

Or you may PDF and email the signed document to denisehalbach@msmainstreet.com, or fax to 601.353.3469.
When signed by the MMSA Executive Director and current Board President, a copy will be returned to you.

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**National Main Street
Center**
a subsidiary of the
National Trust for Historic Preservation

**Yes, I want to get connected today by becoming a member of the
National Main Street Network®**

Complete this form and send with payment to:

National Main Street Center
Attention: Main Street Membership
53 W. Jackson, Suite 350
Chicago, IL 60604

Select Your Dues Level

Designated Member - \$350

(if you've been designated or accredited as a Main Street community by a Coordinating Program or use Main Street in your name, you must join as a Designated Member)

Standard Member - \$250

(open to any group or individual involved or interested in revitalizing a traditional downtown or neighborhood commercial district)

Allied Member - \$495

(open to vendors and consultants interested in connecting with and providing services to Main Street communities)

Contact Name & Title:

Organization Name:

Address:

Phone & Fax:

Email & Website:

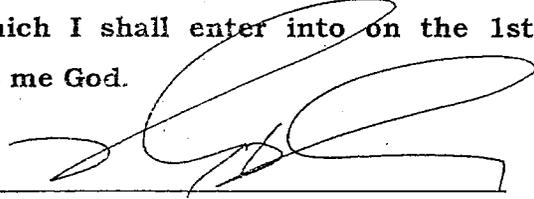
53 W. Jackson Boulevard, Suite 350 Chicago, IL 60604
E Mainsstreet@savingplaces.org P 312.939.5547 F 312.939.5851 www.mainstreet.org

Alderman Parker made motion seconded by Alderman Young and unanimously carried to spread the Oath of Office, Municipal Court Prosecuting Attorney Luke Wilson, upon the minutes of this meeting in words and figures, as follows:

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Mayor and Board of Aldermen

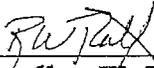
OATH

I, Luke Wilson, do solemnly swear that I will faithfully support the Constitution of the United States of America, the Constitution of the State of Mississippi, the ordinances of the City of Long Beach and to obey the laws thereof; that I am not disqualified from holding the office of Municipal Court Prosecuting Attorney in and for the City of Long Beach, Mississippi; that I will faithfully discharge the duties of the office which I shall enter into on the 1st day of February, 2015. So help me God.



Luke Wilson, Prosecuting Attorney
City of Long Beach, Mississippi

WITNESS:



Bradley W. Rath
Municipal Court Judge

Sworn to and subscribed before me, this the 1st day of February, 2015.





Rebecca E. Schuff, City Clerk

There came on for consideration a request from Janet McKenzie requesting that the City purchase two cemetery plots, as follows:

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Mayor and Board of Aldermen

J.K. & Janet McKenzie
2402 West 20th Street
Panama City, Florida 32405-2415
E-mail: jkmckenzie@comcast.net
CP1: 850-624-5724/CP2: 850-624-5872

November 28, 2014

City of Long Beach
ATTN: City Clerk, Becky Schruoff
201 Jeff Davis Avenue
P.O. Box 929
Long Beach, Mississippi 39560-0929

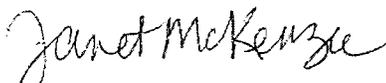
To Whom It May Concern:

I am writing on behalf of my father, the late John M. Richardson. He passed away on November 4, 2014. As Executrix of his estate, I am writing to request that his payment for the unused plot in the Long Beach Cemetery be refunded to his estate. My father did not inform me nor my husband of his burial arrangements with a funeral home prior to his passing. I made alternative arrangements with Reiman Family Funeral Home in Long Beach for him to be buried alongside my mother at Evergreen Cemetery in Gulfport. My husband and I only recently found his plot paperwork for Long Beach and I called Becky to discuss the possibility of a refund for his estate.

On a side note, please pass along my sincere appreciation to Ward 1 Alderman Gary J. Ponthieux for stopping by my father's house shortly after his passing and expressing his condolences and good wishes.

If you require a copy of the Death Certificate dated November 18, 2014, I can mail it you upon request. Thank You for your consideration regarding this important matter.

Sincerely,



Janet McKenzie
Panama City, Florida

ATTACHMENT(S): Copy of City of Long Beach Receipt # 11320 dated 3/10/10
Diagram of Long Beach Cemetery Lot 189

Upon discussion, Alderman Ponthieux made motion seconded by Alderman Lishen and unanimously carried to approve the request, authorizing the City Clerk to execute a municipal warrant in the amount of \$1,000.00 to Janet McKenzie, Executrix, Estate of John M. Richardson, for two cemetery plots, SW ¼ of Lot 189 of the 1989 Extension, Long Beach Cemetery, upon receipt of a fully executed Quit Claim Deed.

There was no action required or taken regarding derelict properties.

**Minutes of February 3, 2015
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Alderman Parker made motion seconded by Alderman Lishen and unanimously carried to approve the Special Event Application/Town Green Application submitted by the Long Beach Concert Choir Association – Christmas on the Avenue, waiving associated fees, as follows:

*December 12, 2015
Christmas on the Ave
Saturday
9:00 - 5:00*

**CITY OF LONG BEACH
SPECIAL EVENT APPLICATION**
City Clerk's Office * 201 Jeff Davis Avenue * P.O. Box 929 * Long Beach, MS 39560.

Date Received By Clerk's Office: 12/19/14 Time: 4:05 By: CS

Please complete this application in accordance with the City of LONG BEACH Special Events Policy, and return it to the Office of the City Clerk at least 90 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: Long Beach Concert Choir Association

Organization Address: P.O. Box 518, Long Beach, MS 39560

Organization Agent: Lena Beth Chaney Title: LBCCA President

Phone: 228-326-0331 ^{husband's} Work Home 239-8695 During event _____

Agent's Address: _____

Agent's E-Mail Address: bchaney@cablcone.net

Event Name: Christmas on the Avenue

Please give a brief description of the proposed special event: Arts and Craft festival

Event Day(s) & Date(s): Saturday, 12/12 Event Time(s): 9 AM - 5 PM

Set-Up Date & Time: Friday, 12/11 ^{Vendor set up 9-9} per vendor Tear-Down Date & Time: 5 PM 12/12

Event Location: Harper McCumhen Town Green ^{space markings}

ANNUAL EVENT: Is this event expected to occur next year? YES NO

How many years has this event occurred? at least 20-25 years

ADOPTED: 11.15.11-BOARD ACTION

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Mayor and Board of Aldermen**

MAP: (a) If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. (b) Show any streets or parking lots that you are requesting to be blocked off, and location of vendors, if any. A final map, if different, must be provided seven (7) days before the event. (c) Please show an emergency vehicle access lane.

STREET CLOSURES: Start Date/ Time: _____ through Date/ Time _____

RESERVED PARKING: Are you requesting reserved parking? YES NO

If yes, list the number of street spaces, City lots or locations where parking is requested:

for the train ride, please barricade 5 spaces
on north side of property - mid way down.

VENDORS: Food Concessions? YES NO Other Vendors? YES NO

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO

If yes, are liquor license and liquor liability insurance attached? YES NO
If yes, what time? _____ Until _____

ENTERTAINMENT: Are there any entertainment features related to this event? YES NO

If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? _____

AMUSEMENT: Do you plan to have any amusement or carnival rides? YES NO

If yes, you are required to obtain a permit through the City Clerk's Office.

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO
If yes, how many? _____

As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

OTHER REQUESTS: (i.e., Police Department assistance; Fire Dept., street closures, electrical, etc.)

ADOPTED: 11.15.11-BOARD ACTION

**Minutes of February 3, 2015
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INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Long Beach as an additional insured party on the policy. A sponsor of a Low Hazard event may request that Board of Aldermen waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:

See Attached

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that: A Certificate of Insurance must be provided which names the City of Long Beach as an additional named insured party on the policy or I am requesting that Board of Aldermen waive the insurance requirement for this Low Hazard Event as identified in paragraph above

related to insurance, and I have executed the Hold Harmless and Indemnification Agreement on behalf of the event sponsor.

All food vendors must be approved by the Harrison County Health Department, and each food or other vendor must provide the City of Long Beach with a Certificate of Insurance which names the City of Long Beach as an additional named insured party on the policy.

The approval of this special event may include additional requirements or limitations, based on the City's review of this application. Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.

As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

12/19/14
Date

Gene B. Chavary on behalf of ABCA
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least ninety (90) days before the first day of the event to:
CITY CLERK'S OFFICE - 201 JEFF DAVIS AVENUE - P.O. BOX 929 - LONG BEACH, MS
39560

ADOPTED: 11.15.11-BOARD ACTION

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Event Title: Christmas on the Avenue

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's Office, as soon as possible.

Approvals noted below, by departments, indicate they have been made aware of the request and the reasonability of their department has been met.

Police Dept.: [Signature] Recommend Approval: YES NO Est. Economic Impact: \$ [Signature]

Fire Dept.: [Signature] Recommend Approval: YES NO Est. Economic Impact: \$ _____

Public Works: [Signature] Recommend Approval: YES NO Est. Economic Impact: \$ _____

Traffic Eng.: _____ Recommend Approval: YES NO Est. Economic Impact: \$ _____

Parks/REC: [Signature] Recommend Approval: YES NO Est. Economic Impact: \$ [Signature]

Have businesses been notified for street closures?: YES NO

Reason for disapproval _____

Any special requirements/conditions _____

Insurance / Indemnification Received: _____

Insurance Approved: _____

Board of Aldermen Approved: _____ Denied: _____

Approval-Denial-Mailed: _____

ADOPTED: 11.15.11-BOARD ACTION

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Vendor parking:
 North east corner of
 Town Green property

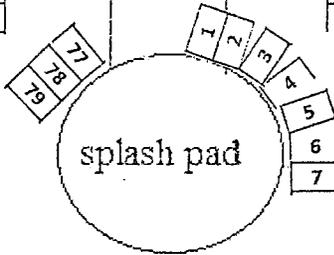
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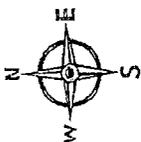
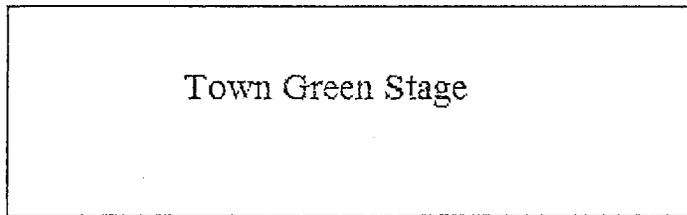


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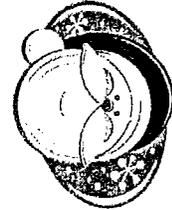
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Harper McCaughan Town Green
 301 Jeff Davis Avenue ~ Long Beach, MS



Long Beach Concert Choir
 Christmas on the Avenue

Minutes of February 3, 2015
Mayor and Board of Aldermen



January 19, 2015

City of Long Beach
Attn: Mayor Billy Skelli
Jeff Davis Avenue
Long Beach, MS 39560

Re: Long Beach Concert Choir Association

Dear Mayor Skelli:

The purpose of this letter is to confirm that BancorpSouth Insurance Services will provide General Liability Insurance for Long Beach Concert Choir Association for the December 12, 2015 event. We are unable to provide a Certificate of Insurance at this time because the event is too far in the future. We will, however, provide a Certificate of Insurance 30 days prior to the event.

If you have any questions, please let me know.

Thank you!

Sincerely,

A handwritten signature in cursive script that reads "Carrie A. Hebert".

Carrie A. Hebert
Assistant Vice President
BancorpSouth Insurance Services
866-239-8180 X9003

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Mayor and Board of Aldermen



P.O. Box 518 • Long Beach, MS 39560-0518

Rec'd (CS)
 ENTERED
 DEC 19 2014

December 19, 2014

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

Dear Mayor Skelli and Board of Aldermen:

Attached is the Long Beach High School Concert Choir Association's application to use the Harper McCaughan Town Green, Saturday, December 12, 2015 for its annual Christmas on the Avenue fund-raiser. This event provides a majority of funds for the Concert Choir to represent the city and school at state contests, honor choir events and provide assistance to students for choir expenses.

Since this event is a fund-raiser, we would like to request that the fees associated with using the Harper McCaughan Town Green be waived.

Your consideration is appreciated.

Sincerely,

Lena Beth Chancey
LBCCA President

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CITY OF LONG BEACH
PARKS AND RECREATION DEPARTMENT
APPLICATION FOR PERMIT

TOWN GREEN

Group / Individual Name (Permit tee):

Long Beach Concert Choir Association

Telephone Number:

Home

Work

Cell

Street Address: P.O. Box 518;

City Long Beach

State MS

Zip 39540

Type of Event: Arts & Craft Festival

Start Time: 9:00 AM

Closing Time: 5:00 PM

It is agreed between the City of Long Beach and the permit fee that the named facility is reserved on

December 12, 2015 - Saturday

(Date)

The person(s) requesting this permit

1. Agrees to personally accept responsibility for any damage done to the facility, grounds or equipment by persons in his/her group during the reserved period of time, and will hold the City of Long Beach harmless of any damage done to permit tee or permit tee's equipment.
2. Agrees to maintain order and control over persons in the group.
3. Agrees to abide by all policies and procedures of the City of Long Beach, the Long Beach Parks and Recreation Department as directed by the contents of the Town Green policy statement.
4. Understands that failure to comply with all the terms of the aforementioned policy as well as any violation of federal, state, or municipal law in conjunction with the use of this facility will result in the cancellation of the privilege of using this facility and will jeopardize any future permit grants for this or any other facility. I hereby agree that I have read and understand the regulations and policies governing the use of the Long Beach Town Green, including the deck area and shoe-fly.

Signature Law B. Chaney

on behalf of LBCCA

Date: 12/19/14

Rental Fee \$ _____ Receipt # _____ Date _____

Deposit Fee \$ _____ Receipt # _____ Date _____

Clean-up Fee \$ _____ Receipt # _____ Date _____

PLEASE REVIEW THE POLICY AND RETAIN FOR YOUR RECORDS

~ 1 ~

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Mayor and Board of Aldermen

STATE OF MISSISSIPPI
COUNTY OF HARRISON
SECOND JUDICIAL DISTRICT

RELEASE AND IDNEMINITY

WHEREFORE, for and in consideration of the use of the ground of the City of Long Beach, Town Green and structures erected upon it owned by the City of Long Beach, Mississippi, and located at 115 East 3rd Street, I _____, do hereby release, acquit and forever discharge the City of Long Beach, Mississippi, and all of its respective agents, servants, employees, elected and non-elected officials, successors, predecessors, insurers, attorneys, and any and all other legal entities and persons, of and from any and all claims, demands, actions, damages, liability, or legal recourse of any type, and expenses (including attorneys' fees) in connection with or arising from or out of my use of the Town Green.

WHEREFORE, PREMISES CONSIDERED:

The undersigned further agrees that he/she shall indemnify and hold harmless the City against and from all claims, demands, actions, rights of action, liabilities, losses, judgments, costs, expenses, and attorney fees which shall or may rise by virtue of anything done or omitted to be done by us, including through or by its agents, employees, or other representatives, arising out of, claimed on account of, or in any manner predicated upon the use of the above mentioned property. The undersigned further agrees to protect and save and keep the City harmless and indemnify the City against and from any and all claims, demands, actions, liabilities, judgments, losses, costs, damages or expenses (including attorneys' fees) arising out of, claimed on account of, or in any manner predicated upon any accident or other occurrence arising from the use of the above mentioned property causing injury to person(s) (including death) or property to whomsoever or whatever in law and equity.

Furthermore, as part of the consideration for using the abovementioned property, the undersigned agree to assume full responsibility and liability for any and all risk of loss by theft, vandalism, destruction, or otherwise, of any and all items of personal property belonging to the organization, group or members thereof while in and about said facility, regardless of whether or not said loss relates to, or arises out of, the use of said facility and, in addition, said organization or group agrees to indemnify and hold the City of Long Beach, its agents and servants, and employees harmless from and against all claims and expenses for same, including attorneys fees.

This, the 19 day of December, 2014.

Authorized Signature Jean Beth Charney
on behalf of LBCCA

Witness _____

~ 2 ~

Alderman Ponthieux made motion seconded by Alderman Young and unanimously carried to approve the Special Event Application/Town Green Permit, submitted by the Long Beach Chamber of Commerce – Games on the Green, waiving associated fees, as follows:

Minutes of February 3, 2015
Mayor and Board of Aldermen

CITY OF LONG BEACH
SPECIAL EVENT APPLICATION
City Clerk's Office * 201 Jeff Davis Avenue * P.O. Box 929 * Long Beach, MS 39560

Date Received By Clerk's Office: 1/28/15 Time: _____ By: [Signature]

Please complete this application in accordance with the City of LONG BEACH Special Events Policy, and return it to the Office of the City Clerk at least 90 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: Mississippi Gulf Coast Chamber of Commerce, Inc
Organization Address: 11975 Seaway Road Gulfport, MS 39503 dba Long Beach Chamber of Commerce
Organization Agent: Kimberly Nastasi Title: CEO
Phone: 228.604.0014 Work Home _____ During event 228.861.3707
Agent's Address: 11975 Seaway Road
Agent's E-Mail Address: jenny@mscoastchamber.com
Event Name: Long Beach Chamber of Commerce Games on the Green

Please give a brief description of the proposed special event: _____

The Long Beach Chamber of Commerce will hold their 2nd annual Games on the Green Spring Event for the kids to play games and enjoy outdoor activities.

Event Day(s) & Date(s): 5.2.15 Event Time(s): 8am to 5pm

Set-Up Date & Time: 5.1.15 afternoon Tear-Down Date & Time: 5.2.15 5-6pm

Event Location: Harper McCaughan Town Green

ANNUAL EVENT: Is this event expected to occur next year? YES NO

How many years has this event occurred? 2nd

ADOPTED: 11.15.11-BOARD ACTION

Minutes of February 3, 2015
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MAP: (a) If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. (b) Show any streets or parking lots that you are requesting to be blocked off, and location of vendors, if any. A final map, if different, must be provided seven (7) days before the event. (c) Please show an emergency vehicle access lane.

STREET CLOSURES: Start Date/ Time: _____ through Date/ Time _____

RESERVED PARKING: Are you requesting reserved parking? YES NO

If yes, list the number of street spaces, City lots or locations where parking is requested:

VENDORS: Food Concessions? YES NO Other Vendors? YES NO

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO

If yes, are liquor license and liquor liability insurance attached? YES NO

If yes, what time? _____ Until _____

ENTERTAINMENT: Are there any entertainment features related to this event? YES NO

may have small one man band

If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? 2,000

AMUSEMENT: Do you plan to have any amusement or carnival rides? YES NO

If yes, you are required to obtain a permit through the City Clerk's Office.

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO

If yes, how many? _____ *use the town green*

As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)

ADOPTED: 11.15.11-BOARD ACTION

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INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Long Beach as an additional insured party on the policy. A sponsor of a Low Hazard event may request that Board of Aldermen waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:

See Attached

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that: A Certificate of Insurance must be provided which names the City of Long Beach as an additional named insured party on the policy or I am requesting that Board of Aldermen waive the insurance requirement for this Low Hazard Event as identified in paragraph above related to insurance, and I have executed the Hold Harmless and Indemnification Agreement on behalf of the event sponsor.

All food vendors must be approved by the Harrison County Health Department, and each food or other vendor must provide the City of Long Beach with a Certificate of Insurance which names the City of Long Beach as an additional named insured party on the policy.

The approval of this special event may include additional requirements or limitations, based on the City's review of this application. Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.

As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

1-27-15
Date

Laura D. Wilson, CEO
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least ninety (90) days before the first day of the event to:
CITY CLERK'S OFFICE - 201 JEFF DAVIS AVENUE - P.O. BOX 929 - LONG BEACH, MS 39560

Laura D. Wilson 1-27-15



ADOPTED: 11.15.11-BOARD ACTION

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Mayor and Board of Aldermen

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1-27-15
Date

Vannoy Nustosa, CEO
Signature of Sponsoring Organization's Agent

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CITY CLERK'S OFFICE - 201 JEFF DAVIS AVENUE - P.O. BOX 929 - LONG BEACH, MS 39560

Laura D. Wilson 1-27-15



ADOPTED: 11.15.11-BOARD ACTION

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Event Title: Long Beach Chamber of Commerce Games on the Green

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's Office, as soon as possible.

Approvals noted below, by departments, indicate they have been made aware of the request and the reasonability of their department has been met.

Police Dept.: [Signature] Recommend Approval: YES NO Est. Economic Impact: \$ _____

Fire Dept.: [Signature] Recommend Approval: YES NO Est. Economic Impact: \$ _____

Public Works: [Signature] Recommend Approval: YES NO Est. Economic Impact: \$ _____

Traffic Eng.: _____ Recommend Approval: YES NO Est. Economic Impact: \$ _____

Parks/REC: [Signature] Recommend Approval: YES NO Est. Economic Impact: \$ 0

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions: Waive fees

Insurance / Indemnification Received: _____

Insurance Approved: _____

Board of Aldermen Approved: _____ Denied: _____

Approval/ Denial Mailed: _____

ADOPTED: 11.15.11-BOARD ACTION

Minutes of February 3, 2015
Mayor and Board of Aldermen



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/27/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BancorpSouth Insurance Services, Inc. Stewart Sneed Hewes - Gulfport 2909 13th Street, 4th Floor Gulfport MS 39501		CONTACT NAME: PHONE (A/C No., Ext): 228-863-5362 FAX (A/C No.): 228-863-1957 E-MAIL: ADDRESS:	
INSURED MISSGUL-01 MS Gulf Coast Chamber of Commerce, Inc. 11975E Seaway Road Gulfport MS 39503		INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Philadelphia Indemnity Ins Co 18058 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: 1899448575 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			PHPK1180672	5/16/2014	5/16/2015	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/POP AGG \$
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTIONS \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			W/C STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Games on the Green May 2, 2015

CERTIFICATE HOLDER City of Long Beach 201 Jeff Davis Long Beach MS 39560	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

Minutes of February 3, 2015
Mayor and Board of Aldermen



January 26, 2015

Mayor Billy Skellie
City of Long Beach
201 Jeff Davis Ave
Long Beach, MS 39560

Dear Mayor Skellie and Board,

On behalf of the Long Beach Chamber of Commerce Board of Directors, I would like to thank you again for your continued support of our events and the Long Beach Chamber of Commerce. We would like to ask for City of Long Beach permission to hold our 2nd Annual Games on the Green at the Harper McCaughan Town Green. We would like to ask that the City waive all fees for the Long Beach Chamber of Commerce to use the facilities.

The 2015 Games on the Green committee has been busy organizing the 2nd Annual Games on the Green to be held on Saturday, May 2, 2015.

Games on the Green is a fun-filled family event that will be held in downtown Long Beach at the Harper McCaughan Town Green. Games on the Green will include inflatables (no waterslides), games and relays for the kids.

I hope you will join us for the 2nd Annual Games on the Green on Saturday, May 2nd from 9:00 a.m. – 3:00 p.m. at the Harper McCaughan Town Green. For questions or additional information about the event, please contact me at (228) 861.3707 or Jenny@mscoastchamber.com.

I look forward to seeing you on May 2nd.

Sincerely,

A handwritten signature in cursive script that reads "Jenny Levens".

Jenny Levens
Director, Long Beach Chamber of Commerce

11975 E Seaway Rd. Gulfport, Mississippi 39503
www.mscoastchamber.com Phone: (228) 604-0014 Jenny@mscoastchamber.com

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Mayor and Board of Aldermen

CITY OF LONG BEACH
PARKS AND RECREATION DEPARTMENT
APPLICATION FOR PERMIT

TOWN GREEN

Group / Individual Name (Permit tee):

Mississippi Gulf Coast Chamber of Commerce, Inc dba: Long Beach Chamber of Commerce

Telephone Number: 229.604.0014

Street Address: 11975 Seaway Road

City: Gulfport State: MS Zip: 39503

Type of Event: Games on the Green

Start Time: 9am

Closing Time: 3pm

It is agreed between the City of Long Beach and the permit fee that the named facility is reserved on
May 2, 2015
(Date)

The person(s) requesting this permit

1. Agrees to personally accept responsibility for any damage done to the facility, grounds or equipment by persons in his/her group during the reserved period of time, and will hold the City of Long Beach harmless of any damage done to permit tee or permit tee's equipment.
2. Agrees to maintain order and control over persons in the group.
3. Agrees to abide by all policies and procedures of the City of Long Beach, the Long Beach Parks and Recreation Department as directed by the contents of the Town Green policy statement.
4. Understands that failure to comply with all the terms of the aforementioned policy as well as any violation of federal, state, or municipal law in conjunction with the use of this facility will result in the cancellation of the privilege of using this facility and will jeopardize any future permit grants for this or any other facility. I hereby agree that I have read and understand the regulations and policies governing the use of the Long Beach Town Green, including the deck area and shoo-fly.

Signature: Jimmy Lovem Date: 2.3.15

Rental Fee \$ 0 Receipt # Date

Deposit Fee \$ 0 Receipt # Date

Clean-up Fee \$ 0 Receipt # Date

PLEASE REVIEW THE POLICY AND RETAIN FOR YOUR RECORDS

Minutes of February 3, 2015
Mayor and Board of Aldermen

STATE OF MISSISSIPPI
COUNTY OF HARRISON
SECOND JUDICIAL DISTRICT

RELEASE AND INDEMNITY

WHEREFORE, for and in consideration of the use of the ground of the City of Long Beach, Town Green and structures erected upon it owned by the City of Long Beach, Mississippi, and located at 115 East 3rd Street, I Jenny Lewis, do hereby release, acquit and forever discharge the City of Long Beach, Mississippi, and all of its respective agents, servants, employees, elected and non-elected officials, successors, predecessors, insurers, attorneys, and any and all other legal entities and persons, of and from any and all claims, demands, actions, damages, liability, or legal recourse of any type, and expenses (including attorneys' fees) in connection with or arising from or out of my use of the Town Green.

WHEREFORE, PREMISES CONSIDERED:

The undersigned further agrees that he/she shall indemnify and hold harmless the City against and from all claims, demands, actions, rights of action, liabilities, losses, judgments, costs, expenses, and attorney fees which shall or may rise by virtue of anything done or omitted to be done by us, including through or by its agents, employees, or other representatives, arising out of, claimed on account of, or in any manner predicated upon the use of the above mentioned property. The undersigned further agrees to protect and save and keep the City harmless and indemnify the City against and from any and all claims, demands, actions, liabilities, judgments, losses, costs, damages or expenses (including attorneys' fees) arising out of, claimed on account of, or in any manner predicated upon any accident or other occurrence arising from the use of the above mentioned property causing injury to person(s) (including death) or property to whomsoever or whatever in law and equity.

Furthermore, as part of the consideration for using the abovementioned property, the undersigned agree to assume full responsibility and liability for any and all risk of loss by theft, vandalism, destruction, or otherwise, of any and all items of personal property belonging to the organization, group or members thereof while in and about said facility, regardless of whether or not said loss relates to, or arises out of, the use of said facility and, in addition, said organization or group agrees to indemnify and hold the City of Long Beach, its agents and servants, and employees harmless from and against all claims and expenses for same, including attorneys fees.

This, the 3 day of February, 2015
Authorized Signature Jenny Lewis
Witness Kimi Lonsdale

There was no report from the City Attorney.

There were no public comments regarding general matters not appearing on the agenda.

Minutes of February 3, 2015
Mayor and Board of Aldermen

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

APPROVED:

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

Alderman Gary J. Ponthieux, Ward 1

Alderman Bernie Parker, Ward 2

Alderman Kelly Griffin, Ward 3

Alderman Ronnie Hammons, Jr., Ward 4

Alderman Mark E. Lishen, Ward 5

Alderman Alan Young, Ward 6

Date

ATTEST:

Rebecca E. Schruoff, City Clerk