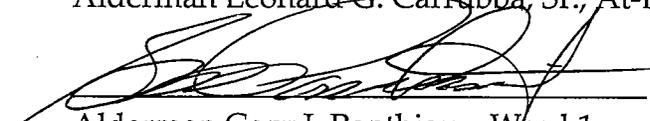
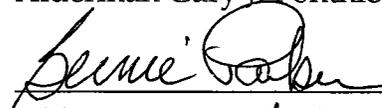


Minutes of September 15, 2015  
Mayor and Board of Aldermen

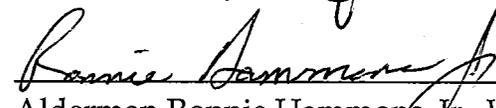
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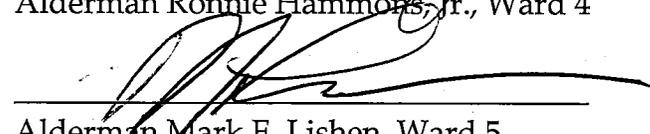
  
Alderman Leonard G. Carrubba, Sr., At-Large

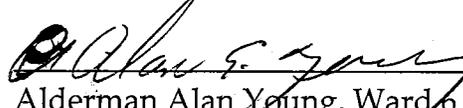
  
Alderman Gary I. Ponthieux, Ward 1

  
Alderman Bernie Parker, Ward 2

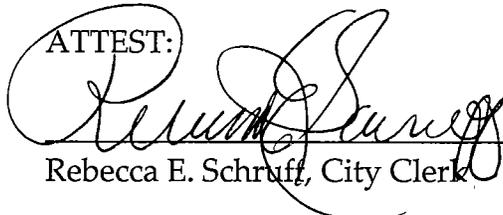
  
Alderman Kelly Griffin, Ward 3

  
Alderman Ronnie Hammons, Jr., Ward 4

  
Alderman Mark E. Lishen, Ward 5

  
Alderman Alan Young, Ward 6

  
Date

ATTEST:  
  
Rebecca E. Schruff, City Clerk

MUNICIPAL DOCKET  
REGULAR MEETING OF OCTOBER 6, 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
  - 1. Derelict Property-106 Winters Lane; Edward and Delores Kowall
  - 2. Comprehensive Zoning Map Change; R-1 Single Family Residential to ~~Low~~ Low Density; Area Encompassing East of Cleveland Ave.; South of Allen Road; North of East Old Pass Road; and West of McCaughan Ave.
- V. BIDS
  - 1. Advertise-Water Main Improvements North Seashore Drive
- VI. ANNOUNCEMENTS; PRESENTATIONS; PROCLAMATIONS
  - 1. Proclamation-Mississippi Coastal Cleanup Day
  - 2. Proclamation-Domestic Violence Awareness Month
- VII. AMENDMENTS TO THE MUNICIPAL DOCKET
- VIII. \* PUBLIC COMMENTS-AGENDA ITEMS ONLY
- VIX. APPROVE MINUTES:
  - 1. MAYOR AND BOARD OF ALDERMEN
    - a. September 15, 2015-Public Hearings/Regular
  - 2. PLANNING COMMISSION
    - a. September 24, 2015
  - 3. PORT COMMISSION
    - a. September 17, 2015
      - 1) Change Order #2-FY2015 Tidelands Excursion Pier Contract
- X. APPROVE DOCKET OF CLAIMS NUMBER(S):
  - 1. 100615-A
  - 2. 100615-B
- XI. NEW BUSINESS
  - 1. Special Event Application-CALB Boo Bash Halloween Event
  - 2. Resolution-Negative Impact Biggert-Waters Flood Insurance Reform Act
  - 3. Request Funding for Christmas Decorations-Main Street
- XII. DEPARTMENTAL BUSINESS
  - 1. MAYOR'S OFFICE
  - 2. PERSONNEL
    - a. Police-(2) Resignations; (1) Education Pay
    - b. Harbor-(1) Resignation; (1) Full Time Hire; (1) Part Time Hire
    - c. Recreation-(1) Step Increase
    - d. Senior Citizens-(1) Step Increase
  - 3. CITY CLERK
    - a. Revenue/Expense Report August, 2015
    - b. Long Beach Garden Club; Purchase Ad - Pilgrimage Brochure
    - c. Certificate of Attendance-Municipal Court Clerk
    - d. Employee Benefit Package FY 2015-2016
    - e. Municipal Compliance Questionnaire FY 2014-2015
    - f. FY 2014-2015 Audit; Engagement Letter-Wolfe, McDuff & Oppie
    - g. Request to Exchange Cemetery Plots-William and Ashleigh Seal
  - 4. DERELICT PROPERTIES-DISCUSSION/SCHEDULE PUBLIC HEARINGS
    - a. Schedule-129 Dearman Ave., Steven Kanay ~Estate~
    - b. Resolution-Assess Cleaning Costs
      - 1) 117 & 119 Beach View Cr.-Niann Cooper
      - 2) 106 Beach View Cr.-Wilma Durant & Kecia Chason Gay
      - 3) 310 South Seashore Dr.-Gerald Trabosh
- 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 October 6, 2015  
Mayor and Board of Aldermen**

Be it remembered that two (2) public hearings before the Mayor and Board of Aldermen, Long Beach, Mississippi, were begun and held, at 5:00 o'clock p.m., Tuesday, the 6<sup>th</sup> day of October, 2015, in the Long Beach City Hall Meeting Room, 201 Jeff Davis Avenue, in said City, and the same being the time, date and place fixed by order of the Mayor and Board of Aldermen for holding said public hearings.

There were present and in attendance on said board and at the public hearings the following named persons: Mayor William Skellie, Jr., Aldermen Leonard G. Carrubba, Sr., Gary J. Ponthieux, Bernie Parker, Kelly Griffin, Ronnie Hammons, Jr., Mark E. Lishen, Alan Young, City Clerk Rebecca E. Schruff and City Attorney James C. Simpson, Jr.

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

\*\*\*\*\*

The first public hearing was called to order to determine whether or not a parcel of property situated in the City of Long Beach, located at 106 Winters Lane and assessed to Edward and Delores Kowall, is in such a state of uncleanliness as to constitute a menace to the public health and safety of the community.

The Mayor recognized the City Clerk for her report, whereupon, Alderman Carrubba made motion seconded by Alderman Griffin and unanimously carried to make said report a part of the record of this public hearing, as follows:

- The Clerk reported that on September 15, 2015, pursuant to that certain order of the Mayor and Board of Aldermen at a regular meeting duly held and convened on September 16, 2015, she did cause to be sent via certified mail, electronic receipt requested, Notice of Hearing, to Edward and Delores Kowall, 2331 Poppy Lane, Horn Lake, MS, 38637, as the same appears of record on the Harrison County 2014 Official Real Property Rolls; the Notice of Hearing was delivered by the USPS on September 19, 2015; said Notice is as follows:

Minutes of October 6, 2015  
Mayor and Board of Aldermen

City of Long Beach

BOARD OF ALDERMEN

Leonard G. Carrubba, Sr. - At-Large  
Gary J. Ponthieux - Ward 1  
Bernie Parker - Ward 2  
Kelly Griffin - Ward 3  
Ronnie Hammons, Jr. - Ward 4  
Mark E. Lishen - Ward 5  
Alan Young - Ward 6



WILLIAM SKELLIE, JR.  
MAYOR

CITY CLERK  
TAX COLLECTOR  
Rebecca E. Schruoff

CITY ATTORNEY  
James C. Simpson, Jr.

September 15, 2015

MAILED

Date: 9/16/15

Edward and Delores Kowall  
2331 Poppy Lane  
Horn Lake, MS 38637

91 7199 9991 7035 1110 9742

NOTICE OF HEARING

NOTICE IS HEREBY GIVEN that the Mayor and Board of Aldermen of The City of Long Beach, Mississippi, will, in accordance with motion duly made, seconded and adopted at its regular meeting September 15, 2015, hold a public hearing at 5:00 p.m., Tuesday, October 6, 2015, at the Long Beach City Hall Meeting Room, 201 Jeff Davis Avenue, Long Beach, Mississippi, to determine whether or not a parcel of land owned by and/or assessed to Edward and Delores Kowall, and situated in the City of Long Beach, Mississippi, at 106 Winters Lane, is in such a state of uncleanness as to be a menace to the public health and safety of the community, all in accordance with Section 21-19-11 of the Mississippi Code of 1972, as amended. Said property is more particularly described, as follows:

Address: 106 Winters Lane, Long Beach, Mississippi  
Parcel Number: 0612F-02-016.012  
Legal Description: LOT 13 LONG BEACH OAKS SUBD REPLAT

If at such hearing, the governing authority shall, in its resolution, adjudicate such parcel of land in its then condition to be a menace to the public health and safety of the community, the governing authority shall, if the owner does not do so himself, proceed to clean the land, by the use of municipal employees or by contract, by cutting weeds; filling cisterns; removing rubbish, dilapidated fences, outside toilets, dilapidated buildings and other debris; filling swimming pools; and draining cesspools and standing water therefrom. Thereafter, the governing authority shall, at its next regular meeting, by resolution adjudicate the actual cost of cleaning the property and may also impose a penalty of One Thousand Five Hundred Dollars (\$1,500.00) or fifty (50%) of such actual cost, whichever is more. The cost and any penalty may become a civil debt against the property owner, or, at the option of the governing authority, an assessment against the property. The cost assessed against the property means the cost to the municipality of using its own employees to do the work or the cost to the municipality of any contract executed by the municipality to have the work done. The action herein authorized shall not be undertaken against any one (1) parcel of land more than six (6) times in any one (1) calendar year, and the

201 Jeff Davis • P.O. Box 929 • Long Beach, MS 39560 • 863-1556 • FAX 865-0822  
www.cityoflongbeachms.com

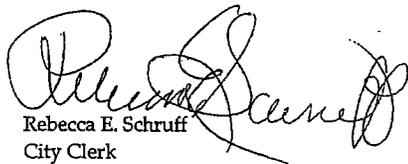
Minutes of October 6, 2015  
Mayor and Board of Aldermen

Page 2 of 2

expense of cleaning of said property shall not exceed an aggregate amount of Twenty Thousand Dollars (\$20,000.00) per year, or the fair market value of the property subsequent to cleaning, whichever is less. If it is determined by the governing authority that it is necessary to clean the property or land more than once within a calendar year, then the municipality may clean it provided notice to the property owner is given by United States mail to the last known address at least ten (10) days before cleaning the property. The governing authority may assess the same penalty for each time the property or land is cleaned as otherwise provided in this section. The penalty provided herein shall not be assessed against the State of Mississippi upon request for reimbursement under Section 29-1-145, nor shall a municipality clean a parcel owned by the State of Mississippi without first giving notice. In the event the governing authority declares, by resolution, that the cost and any penalty shall be collected as a civil debt, the governing authority may authorize the institution of a suit on open account against the owner of the property in court of competent jurisdiction in the manner provided by law for the cost and any penalty, plus court costs, reasonable attorney's fees and interest from the date that the property was cleaned. In the event that the governing authority does not declare that the cost and any penalty shall be collected as a civil debt, then the assessment above provided for shall be a lien against the property and may be enrolled in the office of the circuit clerk of the county as other judgments are enrolled, and the tax collector of the municipality shall, upon order of the board of governing authorities, proceed to sell the land to satisfy the lien as now provided by law for the sale of lands for delinquent municipal taxes as provided by *Section 21-19-11 Mississippi Code, Annotated.*

All decisions rendered under the provisions of this section may be appealed in the same manner as other appeals from municipal boards or courts are taken.

Done by order of the Mayor and Board of Aldermen of the City of Long Beach, Mississippi, this the 15<sup>th</sup> day of September, 2015.



Rebecca E. Schruoff  
City Clerk

# Minutes of October 6, 2015 Mayor and Board of Aldermen

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Page 1 of 2

English

Customer Service

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Have questions? We're here to help.



Get Easy Tracking Updates ›  
Sign up for My USPS.

Tracking Number: 9171999991703511109742

Updated Delivery Day: Saturday, September 19, 2015

### Product & Tracking Information

Postal Product:  
First-Class Mail®

Features:  
Certified Mail™

Return Receipt Electronic

DATE & TIME	STATUS OF ITEM	LOCATION
September 19, 2015, 10:12 am	Delivered	HORN LAKE, MS 38637
Your item was delivered at 10:12 am on September 19, 2015 in HORN LAKE, MS 38637.		
September 19, 2015, 7:14 am	Out for Delivery	HORN LAKE, MS 38637
September 19, 2015, 7:04 am	Sorting Complete	HORN LAKE, MS 38637
September 19, 2015, 6:38 am	Arrived at Unit	HORN LAKE, MS 38637
September 18, 2015, 11:04 pm	Departed USPS Facility	MEMPHIS, TN 38101
September 18, 2015, 7:18 am	Arrived at USPS Origin Facility	MEMPHIS, TN 38101
September 16, 2015, 7:22 pm	Departed USPS Facility	GULFPORT, MS 39503
September 16, 2015, 7:10 pm	Arrived at USPS Origin Facility	GULFPORT, MS 39503
September 16, 2015, 5:55 pm	Accepted at USPS Origin Sort Facility	LONG BEACH, MS 38560
September 18, 2015	Pre-Shipment Info Sent to USPS	

### Available Actions

Text Updates

Email Updates

### Track Another Package

Tracking (or receipt) number

Track It

### Manage Incoming Packages

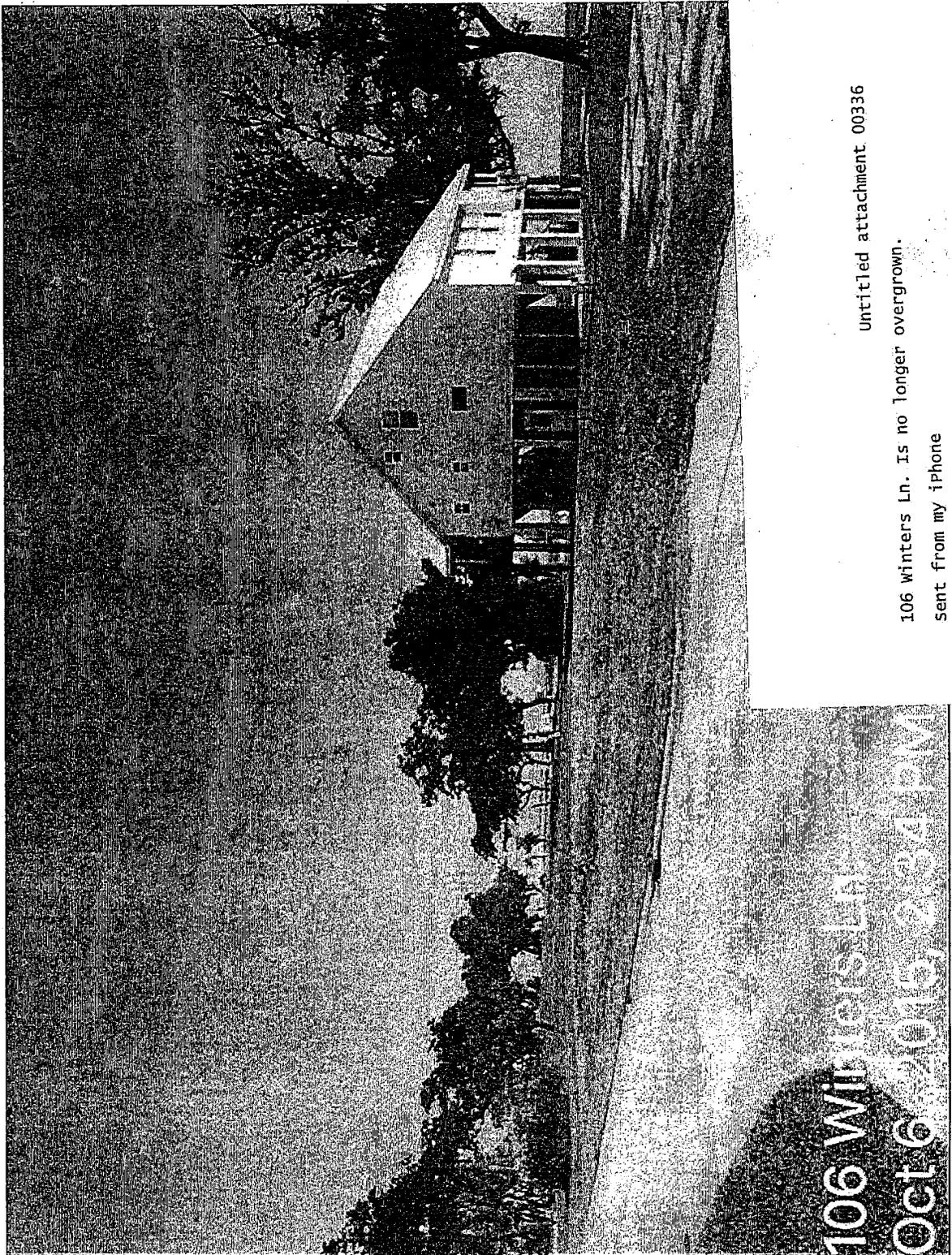
Track all your packages from a dashboard.  
No tracking numbers necessary.

Sign up for My USPS ›



<https://tools.usps.com/go/TrackConfirmAction.action?tRef=fullpage&tLc=1&text28777=...> 9/30/2015

- The Clerk further reported that the Notice of Hearing was posted on the subject property, 106 Winters Lane, Long Beach, Mississippi; the bulletin board at City Hall, the Water Department and the Building Department, 201 Jeff Davis Avenue, Long Beach, Mississippi; and the Long Beach Public Library, 209 Jeff Davis Avenue, Long Beach, Mississippi.
- The Clerk submitted photographs taken by Building Official Josh Hayes on October 6, 2015, depicting the subject property, 106 Winters Lane, Long Beach, Mississippi, in its present condition, as follows:



- The Clerk submitted a sworn affidavit from Building Official Josh Hayes affirming that photographs were taken of the subject property, 106 Winters Lane, Long Beach, Mississippi, on September 15, 2015, and the Notice of Hearing was posted on said subject property on September 16, 2015; said affidavit is as follows:

Minutes of October 6, 2015  
Mayor and Board of Aldermen

AFFIDAVIT

STATE OF MISSISSIPPI  
COUNTY OF HARRISON  
CITY OF LONG BEACH

BEFORE ME, the under signed legal authority authorized to administer oaths in and for the jurisdiction aforesaid, on this day personally appeared JOSH HAYES, known to me to be the Building Official of the City of Long Beach, Mississippi, who being by me first duly sworn, deposes and says on oath as follows, to-wit:

1. That he is the duly appointed and acting Building Official of the City of Long Beach, Mississippi;

2. That in such capacity, he is responsible for the posting of notices of public hearings for the purpose of determining whether or not certain properties are in such a state of uncleanliness as to constitute a menace to the public health and safety of the community; he is responsible for the taking of photographs of those certain properties to determine the state of the properties in their then condition on the date of such public hearings; and other matters pertaining to such public hearings and the business of the zoning/code enforcement in and for the City of Long Beach;

3. That on September 16, 2015, he did cause to be posted, Notice of Hearing, a copy of which is attached hereto, on property assessed to Edward and Delores Kowall, 106 Winters Lane, Long Beach, Mississippi and at the City Hall, 201 Jeff Davis Avenue, Long Beach, Mississippi; and that on October 6, 2015, he did take and cause to be processed photographs depicting said property in its then condition, to be submitted as exhibits at the public hearing scheduled for October 6, 2015.

This the 6<sup>th</sup> day of October, 2015.

  
REBECCA E. SCHRUFF, AFFIANT

SWORN TO AND SUBSCRIBED before me on this the 6<sup>th</sup> day of October, 2015.

  
NOTARY PUBLIC

-My Commission Expires-



AFFIDAVIT-PHOTOS;POST NOTICE

Minutes of October 6, 2015  
Mayor and Board of Aldermen

The Mayor opened the floor for public comments from the property owners or their representative and no one came forward to be heard.

\*

\*

There being no further discussion, Alderman Carrubba made motion seconded by Alderman Griffin and unanimously carried to close the public hearing and take official action as follows:

Based upon discussion held and information obtained during the course of this public hearing, Alderman Ponthieux made motion seconded by Alderman Carrubba and unanimously carried that the subject property, 106 Winters Lane, Long Beach, Mississippi, assessed to Edward and Delores Kowall, is in compliance with Mississippi Code §21-19-11, city ordinances and property maintenance codes at this time.

\*\*\*\*\*

The Clerk reported that the legal notice of public hearing to consider a Comprehensive Zoning Map Change from R-1 Single-Family Residential to R-2 Low Density Multi-Family Residential for property generally described and encompassing the East of Cleveland Avenue, South of Allen Road, North of East Old Pass Road and West of McCaughan Avenue was insufficient due to an error in publication.

Alderman Lishen made motion seconded by Alderman Parker and unanimously carried to reschedule the public hearing at the next regular meeting, October 20, 2015.

\*\*\*\*\*

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 October, 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, Kelly Griffin, Ronnie Hammons, Jr., Mark E. Lishen, Alan Young, City Clerk Rebecca E. Schruoff, and City Attorney James C. Simpson, Jr.

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

\*\*\*\*\*

Minutes of October 6, 2015  
Mayor and Board of Aldermen

The meeting was called to order and Alderman Carrubba made motion seconded by Alderman Lishen and unanimously carried to advertise for bids, Water Main Improvements, North Seashore Drive.

\*\*\*\*\*

The Mayor and Board of Aldermen proclaimed October 17, 2015, as Mississippi Coastal Cleanup Day.

\*

\*

The Mayor and Board of Aldermen proclaimed the Month of October, 2015, as Domestic Violence Awareness Month.

\*

\*

The Mayor and Board of Aldermen recognized Mr. Ethan Lishen on a grant award from the Mississippi Municipal League for his essay entitled "Why I Should Consider a Career in Municipal Government".

\*\*\*\*\*

Alderman Carrubba made motion seconded by Alderman Lishen and unanimously carried to amend the Municipal Docket to include the following:  
Item XI.4. NEW BUSINESS; Clarification from the City Attorney Regarding Port Commission Authority, Duties and Responsibilities.

\*\*\*\*\*

The Mayor opened the floor for public comments regarding agenda items, as follows:

**Minutes of October 6, 2015  
Mayor and Board of Aldermen**

**PUBLIC COMMENTS PERTAINING TO MATTERS ON THE AGENDA  
ONLY**

**NOTE:** All comments shall be directed to the Chairman (Mayor).  
 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 will not be permitted.  
 Public Comments will be limited to a total of **ten (10) minutes** and limited to a maximum of **two (2) minutes** per person.  
 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.

	<b>PLEASE PRINT: NAME / ADDRESS / TELEPHONE</b>	<b>AGENDA ITEM NO.</b>	<b>AGENDA ITEM SUBJECT MATTER</b>
1	Shelda Jones 380-6851	X1 3	Funding
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-AGENDA

\*\*\*\*\*

Alderman Lishen made motion seconded by Alderman Griffin and unanimously carried to approve the public hearing and regular meeting minutes of the Mayor and Board of Aldermen dated September 15, 2015, as submitted.

\*\*\*\*\*

Alderman Lishen made motion seconded by Alderman Carrubba and unanimously carried to approve the regular meeting minutes of the Long Beach Planning Commission dated September 24, 2015, as submitted, noting for the record that was an insufficient number of duly appointed commissioners present to constitute a quorum.

Minutes of October 6, 2015  
Mayor and Board of Aldermen

\*\*\*\*\*

Alderman Lishen made motion seconded by Alderman Hammons and unanimously carried to approve the regular meeting minutes of the Long Beach Port Commission dated September 17, 2015, as submitted, inclusive of Change Order #2, FY2015 Tidelands Excursion Pier Contract, M&D Construction, Inc., in the amount of \$1,500.00.

\*\*\*\*\*

Alderman Griffin made motion seconded by Alderman Carrubba and unanimously carried to approve payment of invoices as listed in Docket of Claims Number 100615-A and 100615-B.

\*\*\*\*\*

Alderman Hammons made motion seconded by Alderman Griffin and unanimously carried to approve the Special Event Application, Carnival Association of Long Beach Boo Bash, as follows:

Minutes of October 6, 2015  
Mayor and Board of Aldermen

October 17, 2015  
Saturday

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: 9/17/15 Time: 12:00 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: Carnival Association of Long Beach

Organization Address: P.O. Box 120, Long Beach, MS, 39560

Organization Agent: Jennifer Gleim Title: Vice-President

Phone: 228-860-4000 Work Home 228-2147245 During event 810-4000

Agent's Address: 617 Wright Ave. MS 39560

Agent's E-Mail Address: gleim@cableone.net

Event Name: Boo Bash - Halloween Event

Please give a brief description of the proposed special event: outdoor concert & dinner in the Oyster Reef Club parking lot.

Event Day(s) & Date(s): 10-17-15 Event Time(s): 6-11 pm

Set-Up Date & Time: 4:00 10/16 Tear-Down Date & Time: 10:00 10/18 morning

Event Location: Oyster Reef Club & Parking lot

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

How many years has this event occurred? First year

ADOPTED: 11.15.11-BOARD ACTION

Minutes of October 6, 2015  
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: N/A through Date/ Time: N/A

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 *Waiting for ADL permit*  
If yes, what time? 7:00 AM Until 10:00 PM

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? 100

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? 2

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.)  
Barriers for blocking off the parking lot

ADOPTED: 11.15.11-BOARD ACTION

Minutes of October 6, 2015  
Mayor and Board of Aldermen

**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:

*Insurance will be submitted*

**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.

*9-16-15*  
Date

*[Signature]*  
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

Minutes of October 6, 2015  
Mayor and Board of Aldermen

Event Title: BOO-BASH HALLOWEEN EVENT

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: 36 Recommend Approval: YES NO Est. Economic Impact: \$ 0

Harbor  
Traffic Eng.: [Signature] 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 \_\_\_\_\_  
\_\_\_\_\_

Insurance / Indemnification Received: yes

Insurance Approved: yes

Board of Aldermen Approved: 10/6/15 Denied: \_\_\_\_\_

Approval/ Denial Mailed: \_\_\_\_\_

ADOPTED: 11.15.11-BOARD ACTION

Minutes of October 6, 2015  
 Mayor and Board of Aldermen



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
 10/6/2015

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): 228-863-5382 FAX (A/C, No): 228-863-1957 E-MAIL ADDRESS:	
INSURED CARNASS-01 Carnival Association of Long Beach, Inc. P.O. Box 120 Long Beach MS 39560		INSURER(S) AFFORDING COVERAGE INSURER A: Mount Vernon Fire Insurance Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 26522	

COVERAGES CERTIFICATE NUMBER: 2143345151 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	ADD'L (INSR) (SUBR) (NSD) (WVO)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO <input type="checkbox"/> JECT <input type="checkbox"/> LOC OTHER:		NBP2551522	8/15/2015	8/15/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/POP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					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	Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 10/17/2015 Boo Bash, Oyster Reef Club

CERTIFICATE HOLDER The City of Long Beach	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 
--	---

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**Minutes of October 6, 2015  
Mayor and Board of Aldermen**

There came on for consideration at a duly constituted meeting of the Mayor and Members of the Board of Alderman of the City of Long Beach, Mississippi, held on the 6<sup>th</sup> day of October, 2015, consideration of a Resolution urging and memorializing the Mississippi Legislature to appropriate funding to the South Mississippi Planning and Development District to assist with costs associated with attempts by the three coastal counties to mitigate the negative impacts of the Biggert-Waters Flood Insurance Reform Act of 2012. After discussion of the subject, Alderman Carrubba offered and moved the adoption of the following Resolution and Order:

**A RESOLUTION BY THE GOVERNING AUTHORITIES OF THE CITY OF LONG BEACH URGING AND MEMORIALIZING THE MISSISSIPPI LEGISLATURE TO APPROPRIATE FUNDING TO THE SOUTH MISSISSIPPI PLANNING AND DEVELOPMENT DISTRICT TO ASSIST WITH COSTS ASSOCIATED WITH ATTEMPTS BY THE THREE COASTAL COUNTIES TO MITIGATE THE NEGATIVE IMPACTS OF THE BIGGERT-WATERS FLOOD INSURANCE REFORM ACT OF 2012 AND FOR RELATED PURPOSES**

**WHEREAS**, the National Flood Insurance Program (NFIP) was created by the United States Congress in 1968 with the passage of the National Flood Insurance Act of 1968 (P.L. 90-448) to enable property owners in participating communities to purchase insurance protection from the government against losses from flooding; and

**WHEREAS**, the NFIP insures over 5 million homes in the United States, the large majority of which are along the Atlantic, Gulf, Pacific and Great Lakes shore lines of the United States; and

**WHEREAS**, the NFIP, historically, has provided insurance which, in an effort to create economic benefit, encouraged and incentivized coastal communities to develop their shore lines, including the concentration of economic production, population and infrastructure along the coast; and

**WHEREAS**, shoreline communities around the country, and certainly in the State of Mississippi, have become a stronghold for economic vitality by providing not only major economic engines (including transportation and access to trade corridors), but also for activities that are major contributors to the Mississippi Coast's historic economic success and strength: tourism, recreation, and cultural activities; and

**WHEREAS**, in recent years, the United States Congress passed the Biggert-Waters Flood Insurance Reform Act of 2012 (Biggert-Waters) which significantly overhauled the National Flood Insurance Program (NFIP); and

**WHEREAS**, while ensuring the long term solvency and long-term sustainability of the NFIP are valid goals of the US Congress, those goals must take into account the negative side-

**Minutes of October 6, 2015  
Mayor and Board of Aldermen**

effects associated with Biggert-Waters flood mapping efforts including, but not limited to, the increased difficulties to conduct business, trade, and live in these shoreline communities throughout the Country, including communities along the Mississippi Gulf Coast caused by such mapping; and

**WHEREAS**, shoreline communities that have undergone the FEMA and NFIP required process to revise their flood maps are discovering that the maps are flawed, inconsistent from one community to another and, effectively, have been improperly drawn; and

**WHEREAS**, communities that have recently had FEMA flood map changes, like communities all along the Mississippi Gulf Coast, will pay higher rates due to Biggert-Waters than communities in other areas of the Country that, though built at similar flood elevations, have not had recent flood map studies, or have had studies that are inconsistent with the findings in other but related areas; and, as a result of incomplete flood map studies and changes, communities like those along the Mississippi Gulf Coast will likely bear a larger burden of the NFIP program and thus suffer competitive trade and other disadvantages; and

**WHEREAS**, now, after a September of 2015 notice from FEMA, it appears that FEMA will be re-mapping the Mississippi Gulf Coast yet again, even though there are large areas of the entire country that have yet to be mapped once, and that preliminary data shows this re-mapping is placing new areas of Mississippi in FEMA-created flood zones; and

**WHEREAS**, in an effort to achieve reasonable and deserved relief, certain communities outside of Mississippi have undertaken the arduous and expensive task of challenging the revised and amended flood maps, and are winning their challenges in cases where the communities can present well-prepared and drafted engineering studies in support of their position that the flood maps for their communities are not properly created; and

**WHEREAS**, individually, no Mississippi coastal community, city or county has the financial resources or wherewithal to undertake the required engineering studies, but together, the communities of the Mississippi Gulf Coast, with financial assistance from the state to fund the aforementioned studies, can work together to ensure that a consistent map for the entire Mississippi Gulf Coast and, indeed, our coastal region, is prepared and submitted to NFIP and FEMA as part of a regional challenge to the post-Katrina (i.e., current) flood maps currently governing the Mississippi Gulf Coast; and

**WHEREAS**, in an effort to mitigate the effects of Biggert-Watters and to ensure that flood maps governing the City of Long Beach and other Mississippi Coastal communities are

## Minutes of October 6, 2015 Mayor and Board of Aldermen

accurate, the governing authorities of the City of Long Beach hereby memorialize the legislature of the State of Mississippi to appropriate funds to the South Mississippi Planning and Development District to help offset and fund the costs of engaging an expert engineer or engineers to remap the flood zones and flood elevations in the three coast counties (Harrison, Hancock, and Jackson) in order to facilitate and support a comprehensive challenge to the flood zones and elevations as may be or as have been determined by FEMA to be applicable in the three coast counties.

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMAN OF THE CITY OF LONG BEACH, MISSISSIPPI, AS FOLLOWS, TO WIT:**

**Section 1.** That the matters, facts and things recited in the Preamble hereto are hereby adopted as the official findings of the Governing Authority.

**Section 2.** That the Governing Authority of the City of Long Beach, Mississippi, hereby urges and memorializes the Coast Legislative delegation to pursue actively an appropriation in the amount of \$1,500,000.00 to the South Mississippi Planning and Development District to offset and fund the costs of engaging an expert engineer or engineers to remap the flood zones and flood elevations in the three coast counties (Harrison, Hancock, and Jackson) in order to facilitate and support a challenge to the flood zones and elevations as may be or as have been determined by FEMA to be applicable in the three coast counties.

**Section 3.** That this Resolution is hereby ordered to be spread on the minutes of the Governing Authority, and to be in full force and effect immediately upon its passage and enactment according to law.

**Section 6.** That a copy of this resolution shall be provided to each member of the Coast Legislative Delegation, as follows: Representatives and Senators representing districts comprised, in whole or in part, of Hancock County, Harrison County and Jackson County, all located on the Mississippi Gulf Coast.

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 Kelly Griffith	voted	Aye
Alderman Alan Young	voted	Aye
Alderman Leonard G. Carrubba, Sr.	voted	Aye
Alderman Mark E. Lishen	voted	Aye
Alderman Ronnie Hammons, Jr.	voted	Aye

Minutes of October 6, 2015  
Mayor and Board of Aldermen

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 6th day of October, 2015.

APPROVED:

William Skellie, Jr.  
William Skellie, Jr., Mayor

ATTEST:

Rebecca E. Schreff  
Rebecca E. Schreff, City Clerk

\*\*\*\*\*

Minutes of October 6, 2015  
Mayor and Board of Aldermen

Alderman Hammons made motion seconded by Alderman Griffin and unanimously carried to allocate \$2,500.00 to the Long Beach Community Development Association (Main Street) for the purchase of Christmas decorations at the Town Green.

\*\*\*\*\*

The City Attorney explained differences in the authority, duties and responsibilities between the Long Beach Port Commission and the Mayor and Board of Aldermen regarding harbor matters; no official action was required or taken.

\*\*\*\*\*

There was no report from the Mayor's Office.

\*\*\*\*\*

Based upon the recommendation of Department Heads and certification by the Civil Service Commission, Alderman Griffin made motion seconded by Alderman Young and unanimously carried to approve personnel matters, as follows:

POLICE DEPARTMENT:

- Resignation, Police Officer 1<sup>st</sup> Class Marcus Bergeron, effective September 23, 2015;
- Resignation, Police Officer 1<sup>st</sup> Class Scott Grady, effective September 29, 2015;
- Education Pay, Police Officer 1<sup>st</sup> Class Joshua Bundy, Bachelor of Arts, effective October 1, 2015.

HARBOR:

- Resignation, Harbor Guard Christine Mercer, effective September 30, 2015;
- Hire Harbor Guard Bobby McClellan, CSH-2, effective October 1, 2015;
- Hire Part-Time Harbor Guard Pamela Blanchard, \$10.00 per hour effective October 1, 2015.

RECREATION:

- Step Increase, Laborer Sebastian Claveau, CSH-1-I, effective October 1, 2015.

SENIOR CITIZENS:

- Step Increase, Senior Citizen Director Mary Cabrini Cadrecha, CSA-4-II, effective March 16, 2015.

\*\*\*\*\*

Alderman Carrubba made motion seconded by Alderman Ponthieux and unanimously carried acknowledging receipt of the August, 2015, Revenue/Expense Report.

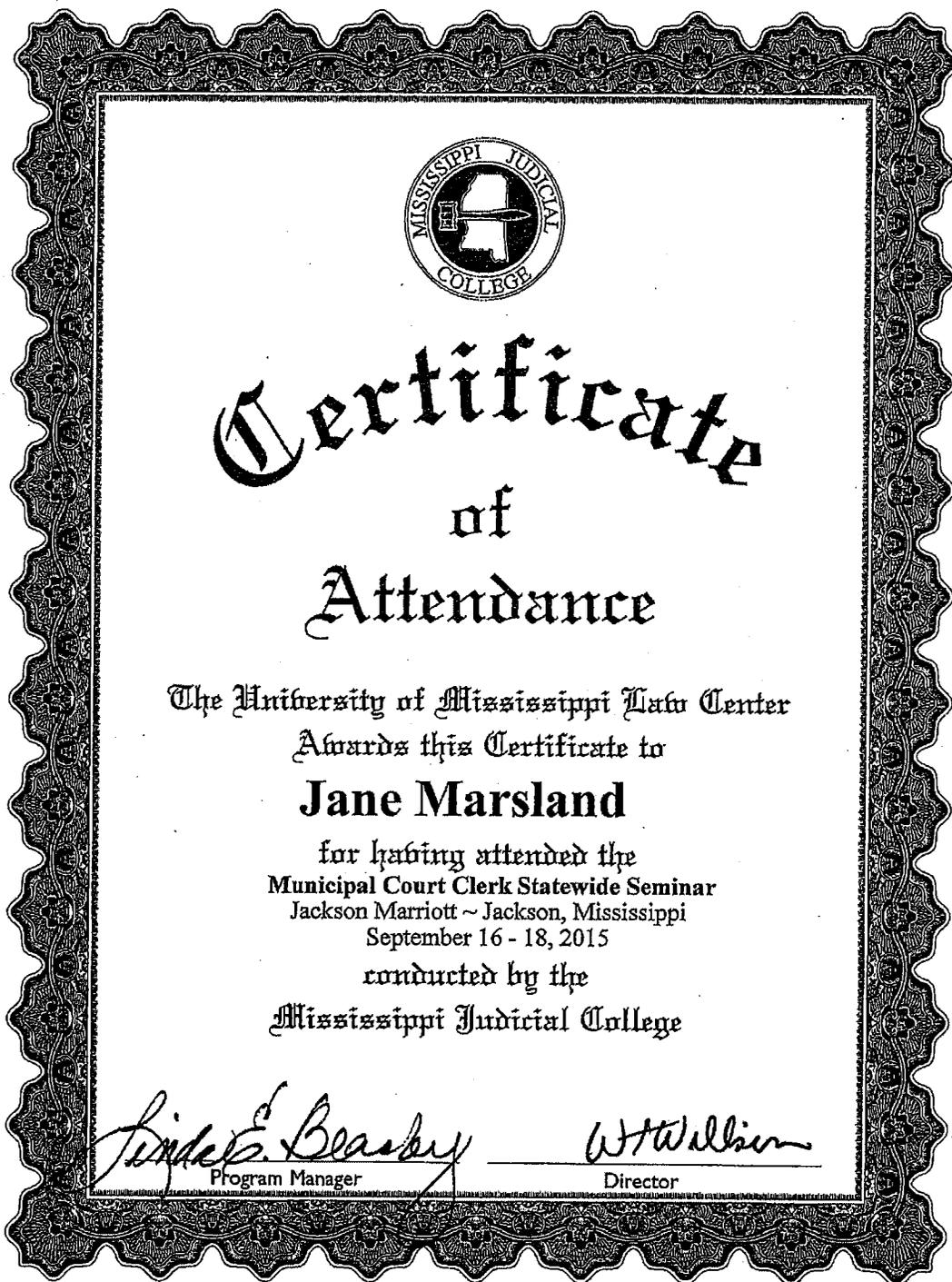
\*\*\*\*\*

Minutes of October 6, 2015  
Mayor and Board of Aldermen

Alderman Ponthieux made motion seconded by Alderman Parker and unanimously carried to purchase a Five Hundred (\$500.00) advertisement in the April 14, 2016, Gulf Coast Council of Garden Clubs Pilgrimage brochure, to promote the City of Long Beach and advertise the opportunities and resources available.

\*\*\*\*\*

Alderman Carrubba made motion seconded by Alderman Griffin and unanimously carried to spread the Certificate of Attendance, Municipal Court Clerk, upon the minutes of this meeting in words and figures, as follows:



Minutes of October 6, 2015  
Mayor and Board of Aldermen

\*\*\*\*\*

Based upon the recommendation of the Employee Insurance Committee, Alderman Young made motion seconded by Alderman Hammons and unanimously carried to approve the Employee Insurance Benefit Package FY 15/16, as follows:

City of Long Beach

BOARD OF ALDERMEN  
Leonard G. Carrubba, Sr. - At-Large  
Gary J. Ponthieux - Ward 1  
Bernie Parker - Ward 2  
Kelly Griffin - Ward 3  
Ronnie Hammons, Jr. - Ward 4  
Mark E. Lishen - Ward 5  
Alan Young - Ward 6



WILLIAM SKELLIE, JR.  
MAYOR

CITY CLERK  
TAX COLLECTOR  
Rebecca E. Schruff

CITY ATTORNEY  
James C. Simpson, Jr.

September 28, 2015

RE: Employee Insurance Benefit Package FY 15/16

Dear Mayor and Board of Aldermen,

After careful consideration, several quotes, and discussion with Ms. Sherry Baker, Agent of Record, Coast Benefit Professionals, LLC, the insurance committee respectfully recommends the City of Long Beach continue our employee medical benefit insurance with Blue Cross Blue Shield of MS, life with Lincoln National, and combined vision/dental with Assurant.

We further recommend our continued voluntary participation with American Heritage Insurance Company and Life of Alabama, continuing to designate Charles Lowe as the Agent of Record for the Section 125 Cafeteria Plan.

The aforesaid recommendations are well within our departmental budgets for the Fiscal Year 2015/2016..

Thanking you in advance for your consideration in this matter.

Sincerely,

Chief Mike Brown  
Insurance Committee Chairman

201 Jeff Davis • P.O. Box 929 • Long Beach, MS 39560 • 863-1556 • FAX 865-0822  
www.cityoflongbeachms.com

\*\*\*\*\*

Alderman Griffin made motion seconded by Alderman Hammons and unanimously carried to accept the October 1, 2014 – September 30, 2015 Fiscal Year Municipal Compliance Questionnaire, as follows:

## Minutes of October 6, 2015 Mayor and Board of Aldermen

### MUNICIPAL COMPLIANCE QUESTIONNAIRE

As part of the municipality's audit, the governing authorities of the municipality must make certain assertions with regard to legal compliance. The municipal compliance questionnaire was developed for this purpose.

The following questionnaire and related certification must be completed at the end of the municipality's fiscal year and entered into the official minutes of the governing authorities at their next regular meeting.

The governing authorities should take care to answer these questions accurately. Incorrect answers could reduce the auditor's reliance on the questionnaire responses, resulting in the need to perform additional audit procedures at added cost.

### INFORMATION

*Note: Due to the size of some municipalities, some of the questions may not be applicable. If so, mark N/A in answer blanks. Answers to other questions may require more than "yes" or "no", and as a result, more information on this questionnaire may be required and/or separate work papers may be needed.*

1. Name and address of municipality: City of Long Beach, 201 Jeff Davis Ave., P.O. Box 929, Long Beach, MS, 39560
2. List the date population of the latest official U.S. Census or most recent official census:  
2010 - 14,792
3. Names, addresses and telephone numbers of officials (include elected officials, chief administrative officer, and attorney).  
Mayor William Skellie, Jr., 20122 Pineville Road, Long Beach, MS 38560 (228) 863.1698  
Alderman Leonard G. Carrubba, Sr., 105 Summer Lane, Long Beach, MS 39560 (228) 224-4694  
Alderman Gary J. Ponthieux, 212 South Seashore Avenue, Long Beach, MS 39560 (228) 563-5264  
Alderman Bernie Parker, 103 Summer Lane, Long Beach, MS 39560 (228) 868-2116  
Alderman Kelly Griffin, 731 North Nicholson Avenue, Long Beach, MS 39560 (228-860-0241  
Alderman Ronnie Hammons, Jr., 631 West Old Pass Road, Long Beach, MS 39560 (228) 596-4447  
Alderman Mark E. Lishen, 9 Ashley Court, Long Beach, MS 39560, (228) 575.8583  
Alderman Alan Young, 211 Alverado Drive, Long Beach, MS 39560 (228) 860-6281  
Attorney James C. Simpson, Jr., 1105 30<sup>th</sup> Avenue, Ste. 300, Gulfport, MS 39501 (228) 867-7141
4. Period of time covered by this questionnaire:  
From: October 1, 2014 To: September 30, 2015
5. Expiration date of current elected officials' term: July, 2017

Minutes of October 6, 2015  
 Mayor and Board of Aldermen

MUNICIPAL COMPLIANCE QUESTIONNAIRE  
 Year Ended September 30, 20\_\_

Answer All Questions: Y - YES, N - NO, N/A - NOT APPLICABLE

PART I - General

- 1. Have all ordinances been entered into the ordinance book and included in the minutes? (Section 21-13-13) Y
- 2. Do all municipal vehicles have public license plates and proper markings? (Sections 25-1-87 and 27-19-27) Y
- 3. Are municipal records open to the public? (Section 25-61-5) Y
- 4. Are meetings of the board open to the public? (Section 25-41-5) Y
- 5. Are notices of special or recess meetings posted? (Section 25-41-13) Y
- 5. Are all required personnel covered by appropriate surety bonds?
  - Board or council members (Sec. 21-17-5) Y
  - Appointed officers and those handling money, see statutes governing the form of government (i.e., Section 21-3-5 for Code Charter) Y
  - Municipal clerk (Section 21-15-38) Y
  - Deputy clerk (Section 21-15-23) Y
  - Chief of police (Section 21-21-1) Y
  - Deputy police (Section 45-5-9) (if hired under this law) Y
- 7. Are minutes of board meetings prepared to properly reflect the actions of the board? (Sections 21-15-17 and 21-15-19) Y
- 8. Are minutes of board meetings signed by the mayor or majority of the board within 30 days of the meeting? (Section 21-15-33) Y
- 9. Has the municipality complied with the nepotism law in its employment practices? (Section 25-1-53) Y
- 10. Did all officers, employees of the municipality, or their relatives avoid any personal interest in any contracts with the municipality during their term or within one year after their terms of office or employment? (Section 25-4-105) Y
- 11. Does the municipality contract with a Certified Public Accountant or an auditor approved by the State Auditor for its annual audit within twelve months of the end of each fiscal year? (Section 21-35-31) Y

IV-B1

Minutes of October 6, 2015  
Mayor and Board of Aldermen

12. Has the municipality published a synopsis or notice of the annual audit within 30 days of acceptance? (Section 21-35-31 or 21-17-19)

Y

PART II - Cash and Related Records

1. Where required, is a claims docket maintained? (Section 21-39-7)

Y

2. Are all claims paid in the order of their entry in the claims docket? (Section 21-39-9)

Y

3. Does the claims docket identify the claimant, claim number, amount and fund from which each warrant will be issued? (Section 21-39-7)

Y

4. Are all warrants approved by the board, signed by the mayor or majority of the board, attested to by the clerk, and bearing the municipal seal? (Section 21-39-13)

Y

5. Are warrants for approved claims held until sufficient cash is available in the fund from which it is drawn? (Section 21-39-13)

Y

6. Has the municipality adopted and entered on its minutes a budget in the format prescribed by the Office of the State Auditor? (Sections 21-35-5, 21-35-7 and 21-35-9)

Y

7. Does the municipality operate on a cash basis budget, except for expenditures paid within 30 days of fiscal year end or for construction in progress? (Section 21-35-23)

Y

8. Has the municipality held a public hearing and published its adopted budget? (Sections 21-35-5, 27-39-203, & 27-39-205)

Y

9. Has the municipality complied with legal publication requirements when budgetary changes of 10% or more are made to a department's budget? (Section 21-35-25)

Y

10. If revenues are less than estimated and a deficit is anticipated, did the board revise the budget by its regular July meeting? (Section 21-35-25)

N/A

IV-B2

**Minutes of October 6, 2015  
Mayor and Board of Aldermen**

- |  |   |
|--|---|
| 11. Have financial records been maintained in accordance with the chart of accounts prescribed by the State Auditor? (Section 21-35-11)  | Y |
| 12. Does the municipal clerk submit to the board a monthly report of expenditures against each budget item for the preceding month and fiscal year to date and the unexpended balances of each budget item? (Section 21-35-13) | Y |
| 13. Does the board avoid approving claims and the city clerk not issue any warrants which would be in excess of budgeted amounts, except for court-ordered or emergency expenditures? (Section 21-35-17)                       | Y |
| 14. Has the municipality commissioned municipal depositories? (Sections 27-105-353 and 27-105-363)   | Y |
| 15. Have investments of funds been restricted to those instruments authorized by law? (Section 21-33-323)  | Y |
| 16. Are donations restricted to those specifically authorized by law? [Section 21-17-5 (Section 66, Miss. Constitution) -- Sections 21-19-45 through 21-19-59, etc.]   | Y |
| 17. Are fixed assets properly tagged and accounted for? (Section II - Municipal Audit and Accounting Guide)  | Y |
| 18. Is all travel authorized in advance and reimbursements made in accordance with Section 25-3-41?  | Y |
| 19. Are all travel advances made in accordance with the State Auditor's regulations? (Section 25-3-41)   | Y |
| <b>PART III - Purchasing and Receiving</b>   |   |
| 1. Are bids solicited for purchases, when required by law (written bids and advertising)? [Section 31-7-13(b) and (c)]   | Y |
| 2. Are all lowest and best bid decisions properly documented? [Section 31-7-13(d)]   | Y |
| 3. Are all one-source item and emergency purchases documented on the board's minutes? [Section 31-7-13(m) and (k)]   | Y |
| 4. Do all officers and employees understand and refrain from accepting gifts or kickbacks from suppliers? (Section 31-7-23)  | Y |

IV-B3

Minutes of October 6, 2015  
Mayor and Board of Aldermen

**PART IV - Bonds and Other Debt**

- 1. Has the municipality complied with the percentage of taxable property limitation on bonds and other debt issued during the year? (Section 21-33-303) Y
- 2. Has the municipality levied and collected taxes, in a sufficient amount for the retirement of general obligation debt principal and interest? (Section 21-33-87) Y
- 3. Have the required trust funds been established for utility revenue bonds? (Section 21-27-65) Y
- 4. Have expenditures of bond proceeds been strictly limited to the purposes for which the bonds were issued? (Section 21-33-317) Y
- 5. Has the municipality refrained from borrowing, except where it had specific authority? (Section 21-17-5) Y

**PART V - Taxes and Other Receipts**

- 1. Has the municipality adopted the county ad valorem tax rolls? (Section 27-35-167) Y
- 2. Are interest and penalties being collected on delinquent ad valorem taxes? (Section 21-33-53) Y
- 3. Has the municipality conducted an annual land sale for delinquent ad valorem taxes? (Section 21-33-63) Y
- 4. Have the various ad valorem tax collections been deposited into the appropriate funds? (Separate Funds for Each Tax Levy) (Section 21-33-53) Y
- 5. Has the increase in ad valorem taxes, if any, been limited to amounts allowed by law? (Sections 27-39-320 and 27-39-321) Y
- 6. Are local privilege taxes collected from all businesses located within the municipality, except those exempted? (Section 27-17-5) Y
- 7. Are transient vendor taxes collected from all transient vendors within the municipality, except those exempted? (Section 75-85-1) Y
- 8. Is money received from the state's "Municipal Fire Protection Fund" spent only to improve municipal fire departments? (Section 83-1-37) Y

IV-B4

Minutes of October 6, 2015  
 Mayor and Board of Aldermen

- 9. Has the municipality levied or appropriated not less than 1/4 mill for fire protection and certified to the county it provides its own fire protection or allowed the county to levy such tax? (Sections 83-1-37 and 83-1-39) Y
- 10. Are state-imposed court assessments collected and settled monthly? (Section 99-19-73, 83-39-31, etc.) Y
- 11. Are all fines and forfeitures collected when due and settled immediately to the municipal treasury? (Section 21-15-21) Y
- 12. Are bids solicited by advertisement or, under special circumstances, three appraisals obtained when real property is sold? (Section 21-17-1) Y
- 13. Has the municipality determined the full and complete cost for solid waste for the previous fiscal year? (Section 17-17-347) Y
- 14. Has the municipality published an itemized report of all revenues, costs and expenses incurred by the municipality during the immediately preceding fiscal year in operating the garbage or rubbish collection or disposal system? (Section 17-17-348) N/A
- 15. Has the municipality conducted an annual inventory of its assets in accordance with guidelines established by the Office of the State Auditor? (MMAAG) Y

IV-B5

Minutes of October 6, 2015  
Mayor and Board of Aldermen

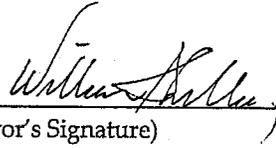
Long Beach, Mississippi

Certification to Municipal Compliance Questionnaire

Year Ended September 30, 2015

We have reviewed all questions and responses as contained in this Municipal Compliance Questionnaire for the Municipality of Long Beach, and, to the best of our knowledge and belief, all responses are accurate.

  
(City Clerk's Signature)

  
(Mayor's Signature)

October 6, 2015  
(Date)

October 6, 2015  
(Date)

Minute Book References:

Book Number 81

Page 448

*(Clerk is to enter minute book references when questionnaire is accepted by board.)*

\*\*\*\*\*

Alderman Young made motion seconded by Alderman Parker and unanimously carried to engage the professional services of the firm of Wolfe, McDuff & Oppie, Certified Public Accountants, to conduct the Fiscal Year 2014-2015 Audit, as follows:

Minutes of October 6, 2015  
Mayor and Board of Aldermen



**Wolfe • McDuff & Oppie**  
CERTIFIED PUBLIC ACCOUNTANTS  
(A Professional Association)

Michelle Oppie Gist, CPA

K. Jessica Mavromihalis, CPA  
Jesse J. Wolfe, CPA (1927-2009)  
Grover B. McDuff, CPA (Retired)  
Jack A. Oppie, CPA (Retired)

3103 Pascagoula Street • Pascagoula, MS 39567 • Phone: 228-762-6348 • Fax: 228-762-4498 • www.wmocpas.com

September 9, 2015

To the Honorable Mayor and Board of Alderman  
The City of Long Beach, Mississippi  
Long Beach, Mississippi

We are pleased to confirm our understanding of the services we are to provide the City of Long Beach, Mississippi for the year ended September 30, 2015. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City of Long Beach, Mississippi as of and for the year ended September 30, 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Long Beach, Mississippi's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Long Beach, Mississippi's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedule

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Long Beach, Mississippi's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Schedule of expenditures of federal awards.

*Membership in:*

American Institute of Certified Public Accountants • Mississippi Society of Certified Public Accountants • AICPA Private Companies Practice Section  
AICPA Governmental Audit Quality Center • AICPA Center for Audit Quality • AICPA Employee Benefit Plan Audit Quality Center



## Minutes of October 6, 2015 Mayor and Board of Aldermen

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

### 1) Schedule of Surety Bonds of Municipal Officers

#### Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The OMB Circular A-133 report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to Management and Board of Alderman of the City of Long Beach, Mississippi. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

#### Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or

## Minutes of October 6, 2015 Mayor and Board of Aldermen

governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risk of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Long Beach, Mississippi's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective

## Minutes of October 6, 2015 Mayor and Board of Aldermen

of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City of Long Beach, Mississippi's major programs. The purpose of these procedures will be to express an opinion on the City of Long Beach, Mississippi's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

### Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City of Long Beach, Mississippi in conformity with U.S. generally accepted accounting principles and OMB Circular A-133 based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

### Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and

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grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on April 1, 2016.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

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### Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Wolfe, McDuff & Oppie, P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Auditor's Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Wolfe, McDuff & Oppie, P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State Auditor's Office. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately April 1, 2016 and to issue our reports no later than June 15, 2016. Michelle Oppie Gist, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$30,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our

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firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the City of Long Beach, Mississippi and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*Wolfe McDuff & Oppie*

Wolfe, McDuff & Oppie, P.A.

RESPONSE:

This letter correctly sets forth the understanding of the City of Long Beach, Mississippi.

Management signature: \_\_\_\_\_

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

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

Governance signature: \_\_\_\_\_

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

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

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**City of Long Beach  
Audit Documentation Request List  
For the Year Ended 9/30/2015**

**Please provide electronic copies if possible**

**-General Information:**

- Trial Balance as of 9/30/15
- Copy of municipal compliance report for 9/30/2015
- Budget breakdown spreadsheet
- Name and address of any attorney that has handled business for the City
- Addresses of City officials (to send confirmations)
- Organizational chart (if changed from PY)
- Letterhead (for confirmations)

**-For all grants:**

- List of CFDA numbers
- List of Program numbers
- List of Funds applicable to each grant
- Grant agreement (made available for viewing)
- Access to all FY 14/15 grant files for review

**-For all checking accounts:**

- Copy of the check register for 10/2014 thru 9/2015
- Copy of the bank statements and reconciliations at 9/30/15, 10/31/15, & 11/30/15
- Collateral Sufficiency Report at 9/30/15 (from each banking institution)

**-For Debt:**

- Annual actuarial valuation report for Mississippi Municipal Retirement Systems
- Copies of all debt agreements (including leases), with related amortization schedules

**For Capital Assets:**

- Complete asset listing with the necessary information (Asset description, Date of purchase, Cost, Salvage value, Assigned Dept/Fund, etc)
  - List of additions and disposals for fiscal year 2015

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-Revenue and A/R:

- Municipal Court deposits
- Utility deposits
- Franchise tax files, including 3<sup>rd</sup> Qtr 2015 payments received
- Chancery Clerk assessment
- Court fines and fees report
- Ad Valorem taxes:
  - Oct & Nov 2015 receivables
  - 2013 tax remittals
  - Breakdown of 2014 collections that are allocated to other entities
- Utility Department reports showing collections, billings, and receivables through Nov 2015

-Expenses and A/P:

- Cash disbursement report from 10/1/15 – 11/30/15
- Court assessment report
- Copy of MS Sales Tax Return for Sept 2015
- Copy of MS Sales Tax Return for Sept 2015
- List of projects completed during the 14-15 FY and construction in progress at 9/30/15
- Payroll:
  - All quarterly 941's
  - Census for PERS
  - YTD reports for all departments as of 9/30/2015
  - Payroll distribution report for first two pay periods in October 2015
  - Report showing Compensated Absences as of 9/30/2015

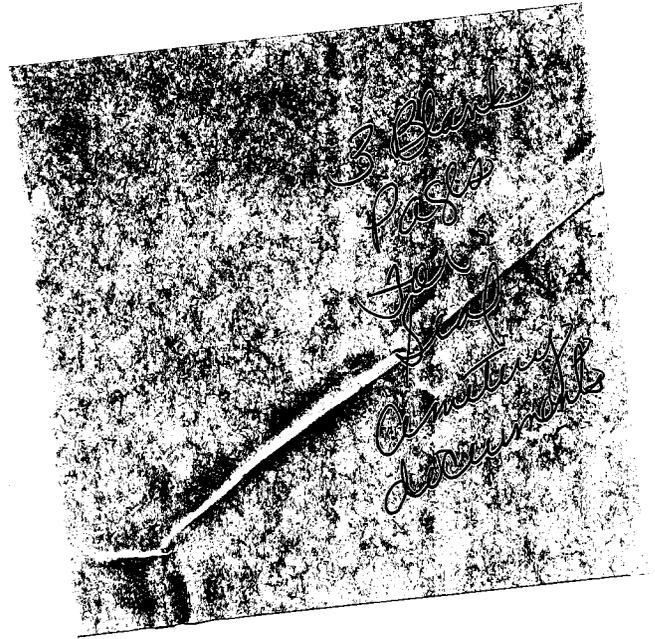
-Reporting:

- Current projects in process – Need name of project, amount expended through 9/30/2015, and remaining commitment to project.
- Resolution for setting millage for 2014-2015.
- Schedule of Surety Bonds for all municipal officials.
- Partner contracts (such as Utility)

\*\*\*\*\*

Alderman Carrubba made motion seconded by Alderman Griffin and unanimously carried to approve the exchange of cemetery plots/deeds, requested by William Anthony Seal and Ashleigh Seal, as follows:

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Alderman Ponthieux made motion seconded by Alderman Griffin and unanimously carried to schedule a public hearing, Tuesday, November 3, 2015, at 5:00 o'clock p.m., City Hall Meeting Room, 201 Jeff Davis Avenue, to determine whether or not a parcel of property situated in the City of Long Beach, located at 129 Dearman Avenue and assessed to the Steven Kanay ~Estate~, is in such a state of uncleanness as to constitute a menace to the public health and safety of the community.

\*\*\*\*\*

The Mayor and Board of Aldermen took up the matter of assessing the costs of cleaning property located at 117 and 119 Beach View Circle, Long Beach, Mississippi, and assessed to Niann Cooper. After a discussion of the subject, Alderman

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 117 and 119 BEACH VIEW CIRCLE, 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 117 and 119 Beach View Circle, 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 July 7, 2015, 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 August 4, 2015, 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 August 4, 2015, 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;
3. That the Mayor and Board of Aldermen having considered testimony evidence adduced at hearing regarding the condition of the subject property and the

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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 117 and 119 Beach View Circle, Long Beach, Mississippi, which parcel of land is identified by Harrison County Tax Parcel Number 0612E-03-076.001 and according to said tax records is owned by Niann Cooper, having heretofore been adjudicated to be a menace to the public health and safety of the community in accordance with Miss. Code 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

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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.

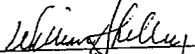
3. The lien assessed and imposed hereby is in the total amount of \$1,536.06, \$1,024.04, being the actual cost of such cleanup in accordance with the attached Exhibit A, together with a penalty of \$512.02, not more than One Thousand Five Hundred Dollars (\$1,500.00) or fifty percent (50%) of the actual cost of cleanup in accordance with Miss. Code Annotated Section 21-19-11, whichever is greater, as allowed by law, to be assessed against said parcel of land.

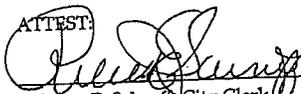
Alderman Young seconded the motion to adopt the foregoing resolution and order, and the question being put to a roll call vote by the Mayor, the result was as follows:

Alderman Bernie Parker	voted	Aye
Alderman Gary J. Ponthieux	voted	Aye
Alderman Kelly Griffin	voted	Aye
Alderman Alan Young	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 the 6<sup>th</sup> day of October, 2015.

APPROVED:

  
William Skellie, Jr., Mayor

ATTEST:  
  
Rebecca E. Schruif, City Clerk



## Memo

**To:** MAYOR SKELLIE & BOARD OF ALDERMEN  
**From:** DERREL WILSON, PROJECT MANAGER  
**CC:** REBECCA SCHRUFF, CITY CLERK  
**Date:** SEPTEMBER 15, 2015  
**Re:** PROPERTY CLEANUP – 117 & 119 BEACH VIEW CIRCLE

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Attached is the cost summary for cleaning abandoned lots located at 117 and 119 Beach View Circle, Long Beach, MS, as directed by the Mayor and Board of Aldermen by letter dated August 19, 2015. Additionally, the work order outlining equipment, employees, time and materials used to perform this task is attached.

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**JOB SITE:** 117 & 119 Beach View Circle, Long Beach, MS

**SERVICE PERFORMED:** Cleaning and removing debris from lots

**DATE OF SERVICE:** September 11 and 14, 2015

**EQUIPMENT COST:**

314 Trackhoe – 4 hours @ \$44/hr	176.00
161 Trackhoe – 8 hours @ \$21/hr	168.00
Knuckleboom Loader – 4 hrs @ \$75/hr	<u>300.00</u>

**TOTAL EQUIPMENT COST:** \$ 644.00

**TOTAL LABOR COST:** \$ 328.42

**FUEL CHARGE** 48.62

**TOTAL PROJECT COST:** \$1,021.04

812.22

**PLEASE REMIT EQUIPMENT COST TO:** \$ 644.00

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

**PLEASE REMIT LABOR & FUEL COST TO:** \$ 377.04

Utility Partners, LLC  
P.O. Box 591  
Long Beach, MS 39560

\*

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## Minutes of October 6, 2015 Mayor and Board of Aldermen

The Mayor and Board of Aldermen took up the matter of assessing the costs of cleaning property located at 106 Beach View Circle, Long Beach, Mississippi, and assessed to Wilma Durant and Keria Chason Gay. After a discussion of the subject, Alderman Ponthieux 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 106 BEACH VIEW CIRCLE, 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 106 Beach View Circle, 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 July 7, 2015, 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 August 4, 2015, 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 August 4, 2015, 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 October 6, 2015  
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 106 Beach View Circle, Long Beach, Mississippi, which parcel of land is identified by Harrison County Tax Parcel Number 0612E-03-065.000 and according to said tax records is owned by Wilma Durant and Kecia Chason Gay, having heretofore been adjudicated to be a menace to the public health and safety of the community in accordance with Miss. Code 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,

# Minutes of October 6, 2015 Mayor and Board of Aldermen

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.

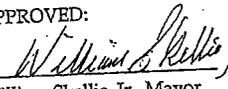
3. The lien assessed and imposed hereby is in the total amount of \$1,218.33, \$812.22, being the actual cost of such cleanup in accordance with the attached Exhibit A, together with a penalty of \$406.11, not more than One Thousand Five Hundred Dollars (\$1,500.00) or fifty percent (50%) of the actual cost of cleanup in accordance with Miss. Code Annotated Section 21-19-11, whichever is greater, as allowed by law, to be assessed against said parcel of land.

Alderman Hammons 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 Kelly Griffin	voted	Aye
Alderman Alan Young	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 the 6<sup>th</sup> day of October, 2015.

APPROVED:

  
William Skellie, Jr., Mayor

ATTEST:  
  
Rebecca E. Schruft, City Clerk

Minutes of October 6, 2015  
Mayor and Board of Aldermen



## Memo

**To:** MAYOR SKELLIE & BOARD OF ALDERMEN  
**From:** DERREL WILSON, PROJECT MANAGER  
**CC:** REBECCA SCHRUFF, CITY CLERK  
**Date:** SEPTEMBER 15, 2015  
**Re:** PROPERTY CLEANUP – 106 BEACH VIEW CIRCLE

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Attached is the cost summary for cleaning an abandoned lot located at 106 Beach View Circle, Long Beach, MS, as directed by the Mayor and Board of Aldermen by letter dated August 19, 2015. Additionally, the work order outlining equipment, employees, time and materials used to perform this task is attached.

Minutes of October 6, 2015  
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JOB SITE: 106 Beach View Circle, Long Beach, MS  
SERVICE PERFORMED: Cleaning and removing debris from lot  
DATE OF SERVICE: September 11, 2015

EQUIPMENT COST:

161 Trackhoe – 4 hours @ \$21/hr 84.00  
Knuckleboom Loader – 4 hrs @ \$75/hr 300.00

TOTAL EQUIPMENT COST: \$ 384.00

TOTAL LABOR COST: \$ 389.54

FUEL CHARGE 38.68

TOTAL PROJECT COST: \$ 812.22

PLEASE REMIT EQUIPMENT COST TO: \$ 384.00

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

PLEASE REMIT LABOR & FUEL COST TO: \$ 428.22

Utility Partners, LLC  
P.O. Box 591  
Long Beach, MS 39560

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## Minutes of October 6, 2015 Mayor and Board of Aldermen

The Mayor and Board of Aldermen took up the matter of assessing the costs of cleaning property located at 310 South Seashore Drive, Long Beach, Mississippi, and assessed to Gerald Trabosh. After a discussion of the subject, Alderman Ponthieux 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 310 SOUTH SEASHORE DRIVE, 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 310 South Seashore Drive, 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 July 7, 2015, 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 August 4, 2015, 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 August 4, 2015, 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;
3. That the Mayor and Board of Aldermen having considered testimony evidence adduced at hearing regarding the condition of the subject property and the

## Minutes of October 6, 2015 Mayor and Board of Aldermen

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 310 South Seashore Drive, Long Beach, Mississippi, which parcel of land is identified by Harrison County Tax Parcel Number 0512I-03-006.004 and according to said tax records is owned by Gerald Trabosh, having heretofore been adjudicated to be a menace to the public health and safety of the community in accordance with Miss. Code 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

Minutes of October 6, 2015  
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lien against the property to be enrolled in the office of the circuit clerk of the county as other judgments are enrolled.

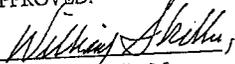
2. That further, the City hereby orders and directs the tax collector of the municipality proceed to sell the land to satisfy the lien now imposed at its next tax sale date as provided by law for the sale of lands for delinquent municipal taxes.

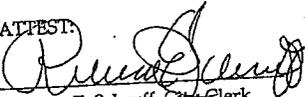
3. The lien assessed and imposed hereby is in the total amount of \$762.05, \$508.03, being the actual cost of such cleanup in accordance with the attached Exhibit A, together with a penalty of \$254.02, not more than One Thousand Five Hundred Dollars (\$1,500.00) or fifty percent (50%) of the actual cost of cleanup in accordance with Miss. Code Annotated Section 21-19-11, whichever is greater, as allowed by law, to be assessed against said parcel of land.

Alderman Hammons 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 Kelly Griffin	voted	Aye
Alderman Alan Young	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 the 6<sup>th</sup> day of October, 2015.

APPROVED:  
  
William Skellie, Jr., Mayor

ATTEST:  
  
Rebecca E. Schruoff, City Clerk

**Minutes of October 6, 2015  
Mayor and Board of Aldermen**



## Memo

**To:** MAYOR SKELLIE & BOARD OF ALDERMEN  
**From:** DERREL WILSON, PROJECT MANAGER  
**CC:** REBECCA SCHRUFF, CITY CLERK  
**Date:** SEPTEMBER 15, 2015  
**Re:** PROPERTY CLEANUP – 310 SOUTH SEASHORE DRIVE

---

Attached is the cost summary for cleaning an abandoned lot located at 310 South Seashore Drive, Long Beach, MS, as directed by the Mayor and Board of Aldermen by letter dated August 19, 2015. Additionally, the work order outlining equipment, employees, time and materials used to perform this task is attached.

Minutes of October 6, 2015  
Mayor and Board of Aldermen

JOB SITE: 310 South Seashore Dr., Long Beach, MS  
SERVICE PERFORMED: Cleaning and removing debris from lot  
DATE OF SERVICE: September 10, 2015

EQUIPMENT COST:

314 Trackhoe – 3 hours @ \$43/hr 139.00  
Knuckleboom Loader – 3 hrs @ \$75/hr 225.00

TOTAL EQUIPMENT COST: \$ 364.00

TOTAL LABOR COST: \$ 389.54

FUEL CHARGE 24.19

TOTAL PROJECT COST: \$ 508.03

PLEASE REMIT EQUIPMENT COST TO: \$ 364.00

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

PLEASE REMIT LABOR & FUEL COST TO: \$ 144.03

Utility Partners, LLC  
P.O. Box 591  
Long Beach, MS 39560

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**Minutes of October 6, 2015  
Mayor and Board of Aldermen**

**ORDINANCE NO. 612**

**AN ORDINANCE BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF LONG BEACH, MISSISSIPPI, AMENDING SECTION 1 OF ORDINANCE NO. 356 WHICH FIXES AND ESTABLISHES THE SALARY AND COMPENSATION OF THE MAYOR OF SAID CITY, PROVIDES FOR PAYMENT OR REIMBURSEMENT OF EXPENSES OF SAID MAYOR WHICH ARE REASONABLY AND NECESSARILY INCURRED IN THE PERFORMANCE OF THE OFFICIAL DUTIES OF SAID MAYOR, AND FOR RELATED PURPOSES, AS AMENDED BY ORDINANCE 512, TO INCREASE THE ANNUAL SALARY AND COMPENSATION OF THE MAYOR, AND FOR RELATED PURPOSES.**

WHEREAS, the Mayor and Board of Aldermen (the "Governing Body") of the City of Long Beach, Mississippi, (the "Municipality") having made due investigation therefore, do now find, determined, adjudicate and declare as follows:

1. That the Municipality is a Code Charter Municipality organized and existing under and by virtue of the laws of the State of Mississippi, operating under an aldermanic form of government.

2. That the Governing Body now consists of a Mayor and seven (7) aldermen, elected as follows:

a. A Mayor elected or to be elected at large by vote of the entire electorate of the Municipality; and

b. Six (6) Aldermen, each to reside in and elected or to be elected, respectively, by vote only of the electorate residing in each of the wards, numbered, respectively, Ward 1, Ward 2, Ward 3, Ward 4, Ward 5 and Ward 6; and one (1) Alderman at large elected by a vote of the entire electorate of the Municipality; and

3. That it is reasonable, necessary and proper that the salary and compensation of the Mayor be fixed and established from time to time as may be reasonably determined necessary by the Governing Authorities, to take effect on and after the effective date of the Ordinance fixing same; and

4. That the present salary of the Mayor is \$56,000.00 per year, was fixed by Ordinance No. 512, adopted June 25, 2005, and is significantly less than that warranted by the responsibilities and duties of the Mayor of the Municipality and is substantially inadequate to compensate the Mayor for the demands of the office he holds; and

4. It is reasonable, necessary and proper that the salary and compensation of the Mayor of the Municipality be increased, and said Ordinance No. 356, as amended by said Ordinance No. 512, should be amended to increase by the sum of \$ 900.00. Now therefore,

**BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF LONG BEACH, MISSISSIPPI, AS FOLLOWS:**

**SECTION 1. Salary and Compensation of the Mayor.**

In order to provide a salary commensurate with the duties and responsibilities of Mayor of the City of Long Beach, Mississippi, and to reflect the demands of the office he holds, Section 1 of Ordinance No. 356 of the City of Long Beach, Mississippi, as amended by Ordinance No. 512, is hereby amended to read as follows:

**Minutes of October 6, 2015  
Mayor and Board of Aldermen**

“Section 1. Salary and Compensation of Mayor.

(a) As of October 1, 2015, the annual salary of the Mayor of the City of Long Beach, Mississippi, is hereby fixed and established in the sum and amount of Fifty-six Thousand Nine Hundred and No/100 Dollars (\$56,900.00) per year.

(b) In addition to his or her salary, the Mayor of the Municipality shall be furnished by the Municipality the use of a four-door passenger vehicle, together with all maintenance, upkeep and equipment to be provided by the Municipality, the same to be used by the Mayor in and about the reasonable performance of his or her duties, as Mayor. The personal use of such vehicle by the Mayor, if any there be, shall be reimbursed to the Municipality in conformance with all present and future laws and regulations of the Federal and State of Mississippi Revenue Codes.”

**SECTION 2. Severability**

If any section, subsection, sentence, clause or phrase of this Ordinance, or the application thereof, be held by any court of competent jurisdiction to be invalid or unconstitutional, such holding shall not affect the remaining portions of this Ordinance.

**SECTION 3. Effective Date**

This ordinance shall take effect and be and force thirty (30) days after its adoption, publication and enrollment thereof as provided by law.

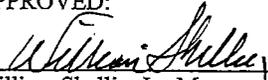
The above and foregoing Ordinance No. 612 was introduced in writing by Alderman Young who moved its adoption. Alderman Parker seconded the motion to adopt the Ordinance, and after discussion, no member of the Board of Aldermen having requested the Ordinance to be read by the City Clerk, and the question being put to a roll call vote, the result was as follows:

Alderman Bernie Parker	voted	Aye
Alderman Gary J. Ponthieux	voted	Aye
Alderman Kelly Griffith	voted	Aye
Alderman Alan Young	voted	Aye
Alderman Leonard G. Carrubba, Sr.	voted	Aye
Alderman Mark E. Lishen	voted	Aye
Alderman Ronnie Hammons, Jr.	voted	Aye

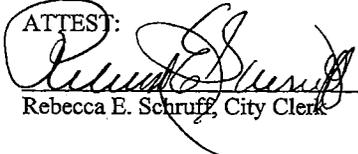
The question having received the Affirmative vote of all the Aldermen present and voting, the Mayor declared the motion carried and the resolution and order adopted and approved this 6th day of October, 2015.

Minutes of October 6, 2015  
Mayor and Board of Aldermen

APPROVED:

  
William Skellie, Jr., Mayor

ATTEST:

  
Rebecca E. Schuff, City Clerk

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**Minutes of October 6, 2015  
Mayor and Board of Aldermen**

**ORDINANCE NO. 613**

**AN ORDINANCE BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF LONG BEACH, MISSISSIPPI, AMENDING SECTIONS 1 AND 2 OF ORDINANCE NO. 357 OF THE CITY, ENTITLED, "AN ORDINANCE BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF LONG BEACH, MISSISSIPPI, FIXING AND ESTABLISHING THE SALARIES AND COMPENSATION OF THE ALDERMEN OF SAID CITY, PROVIDING FOR THE PAYMENT OF EXPENSES OF SAID ALDERMEN AND OTHER OFFICERS AND EMPLOYEES OF SAID CITY REASONABLY AND NECESSARILY INCURRED IN THE PERFORMANCE OF THEIR RESPECTIVE OFFICIAL DUTIES, AND FOR RELATED PURPOSES" AS AMENDED BY ORDINANCE NO. 511, SO AS TO INCREASE THE ANNUAL SALARY AND COMPENSATION OF EACH ALDERMAN, AND FOR RELATED PURPOSES.**

WHEREAS, the Mayor and Board of Aldermen (the "Governing Body") of the City of Long Beach, Mississippi, (the "Municipality") having made due investigation therefore, do now find, determined, adjudicate and declare as follows:

1. That the Municipality is a Code Charter Municipality organized and existing under and by virtue of the laws of the State of Mississippi, operating under an aldermanic form of government, consisting of a Mayor and seven (7) aldermen, six of which aldermen are elected by a vote of the electors residing in each of their respective Wards, and one of which aldermen is elected at large; and

2. That total assessed value of property within the Municipality subject to levy of ad valorem taxes for the 2015-2016 fiscal year is \$109,068,724; that the budget for the Municipality for the 2015-2016 fiscal year, compiled by the Governing Body, provides for expenditure of the total sum of \$17,741,521.00; and that approximately 135 persons are employed, full time, by the Municipality; and

3. That the present salary and compensation of each alderman of the Municipality is \$9,600.00 per year, was fixed by Ordinance No. 511, adopted June 25, 2005, and which salary is significantly less than that warranted by the responsibilities of and duties placed upon each alderman of the Municipality as reflected by the information set forth in paragraph 2, above, and further, which sum is substantially inadequate to compensate each alderman of the Municipality for the demands of the office he holds; and

4. It is reasonable, necessary and proper that the salary and compensation of each of the aldermen be increased, and said Ordinance No. 357, as amended by said Ordinance No. 511, should be amended to increase by the sum of \$900.00 the annual salary of each alderman of the Municipality. Now therefore,

**BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF LONG BEACH, MISSISSIPPI, AS FOLLOWS:**

**SECTION 1. Salary and Compensation of Ward Aldermen.**

In order to provide a salary commensurate with the duties and responsibilities of Ward Aldermen in the City of Long Beach, Mississippi, and to reflect the demands of the office they hold, Section 1 of Ordinance No. 357 of the City of Long Beach, Mississippi, as amended by Ordinance No. 511, is hereby amended to read as follows:

**"Section 1. Salary and Compensation of Ward Aldermen.**

As of October 1, 2015, the annual salary of each alderman elected by vote of the

**Minutes of October 6, 2015  
Mayor and Board of Aldermen**

electorate, respectively, in his or her respective ward of residence is hereby fixed and established in the sum and amount of Ten Thousand Five Hundred and No/100 Dollars (\$10,500.00) per year.”

**SECTION 2. Salary and Compensation of Alderman at Large.**

In order to provide a salary commensurate with the duties and responsibilities of Alderman at Large in the City of Long Beach, Mississippi, and to reflect the demands of the office he holds, Section 2 of Ordinance No. 357 of the City of Long Beach, Mississippi, as amended by Ordinance No. 511, is hereby amended to read as follows:

“SECTION 2. Salary and Compensation of Alderman at Large.

As of October 1, 2015, the annual salary of the alderman at large, elected by vote of the entire electorate of the Municipality, is hereby fixed and established in the sum and amount of Ten Thousand Five Hundred and No/100 Dollars (\$10,500.00) per year.”

**SECTION 3. Severability**

If any section, subsection, sentence, clause or phrase of this Ordinance, or the application thereof, be held by any court of competent jurisdiction to be invalid or unconstitutional, such holding shall not affect the remaining portions of this Ordinance.

**SECTION 4. Effective Date**

This ordinance shall take effect and be and force thirty (30) days after its adoption, publication and enrollment thereof as provided by law.

The above and foregoing Ordinance No. 613 was introduced in writing by Alderman Young who moved its adoption. Alderman Parker seconded the motion to adopt the Ordinance, and after discussion, no member of the Board of Aldermen having requested the Ordinance to be read by the City Clerk, and the question being put to a roll call vote, the result was as follows:

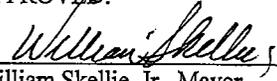
Alderman Bernie Parker	voted	Aye
Alderman Gary J. Ponthieux	voted	Aye
Alderman Kelly Griffith	voted	Aye
Alderman Alan Young	voted	Aye
Alderman Leonard G. Carrubba, Sr.	voted	Aye
Alderman Mark E. Lishen	voted	Aye
Alderman Ronnie Hammons, Jr.	voted	Aye

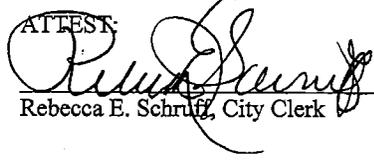
The question having received the Affirmative vote of all the Aldermen present and voting, the Mayor declared the motion carried and the resolution and order adopted and approved this 6th day of October, 2015.

Minutes of October 6, 2015  
Mayor and Board of Aldermen

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APPROVED:

  
William Skellie, Jr., Mayor

ATTEST:  
  
Rebecca E. Schuff, City Clerk

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**Minutes of October 6, 2015  
Mayor and Board of Aldermen**

Discussion was held regarding notification for Zone Changes in regards to sending public hearing notices via certified mail, return receipt requested, to property owners within 160 feet of the subject property.

It was noted for the record that neither state law nor city ordinances require that such notices be sent certified.

After considerable discussion, it was the consensus of the Mayor and Board of Aldermen that public hearing notices for zone changes before the Planning Commission and the Mayor and Board of Aldermen would be sent to property owners within 160 feet of the subject property via the regular mail service.

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

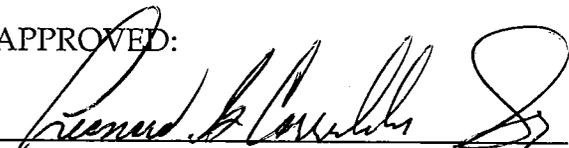
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There being no further business to come before the Mayor and Board of Aldermen at this time, Alderman Young made motion seconded by Alderman Griffin and unanimously carried to adjourn until the next regular meeting in due course.

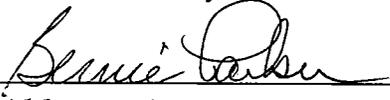
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Minutes of October 6, 2015  
Mayor and Board of Aldermen

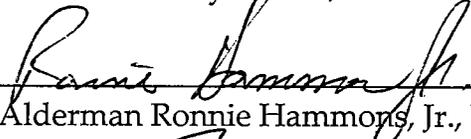
APPROVED:

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

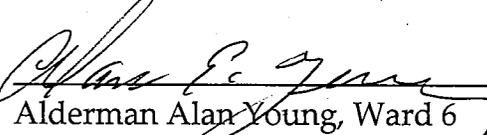
  
Alderman Gary J. Ponthieux, Ward 1

  
Alderman Bernie Parker, Ward 2

  
Alderman Kelly Griffin, Ward 3

  
Alderman Ronnie Hammons, Jr., Ward 4

  
Alderman Mark E. Lishen, Ward 5

  
Alderman Alan Young, Ward 6

10/20/15  
Date

ATTEST:

  
Rebecca E. Schruff, City Clerk