

Regular Meeting of
The Board of Mayor & Aldermen
Tuesday, April 4, 2023
6:30 pm.

The Board of Mayor and Aldermen of the City of Waveland, Mississippi, met in regular session at the Waveland City Hall Boardroom, 301 Coleman Avenue, Waveland, Mississippi, on April 4, 2023 at 6:30 p.m. to take action on the following matters of City business

ROLL CALL

Mayor Trapani noted for the record the presence of Alderman Gamble, Lafontaine, and Clark along with City Clerk, Lisa Planchard and City Attorney, Ronnie Artigues. Alderman Richardson was absent.

MAYOR'S COMMENTS

- a. Award employee, Ms. Kyleigh Seale 'Employee of the Month' for the month of April, 2023
- b. Alice Moseley Foundation, in conjunction with Coca Cola Bottling is donating 15 to 30 35/55 white gallon drums for City use. Items shall be picked up by the City of Waveland and inventoried.

ALDERMAN'S COMMENTS

Re: Alderman Gamble –

- 1) Ms. Gamble asked for an update from Building Official, Josh Hayes, on the Waveland Avenue Apartments. Mr. Hayes said they recently met with the owner of the Apartments and a new contractor he has. They formulated a plan and have been given a deadline by the City. They've pulled permits to roof the buildings and interior repairs; the buildings will be inspected as each building is completed.
- 2) Asked about update on signage violation letters that have been sent out. Ms. Hannah McCraney said right now some owners of businesses have permits pulled to perform signage work; those cases are still open. There are some owners she's received no response from. All the windblown signs have been removed. Mr. Hayes said we have served proper notice to these properties so we can move forward and hold a hearing maybe in May and those that are not in compliance we will make in compliance. The city will hire a contractor to make them in compliance.
- 3) Asked the City Attorney about Beach vending. Mr. Artigues said he is supposed to meet with the County to make sure there are no objections. He's already spoken with the Secretary of State's office and they've signed off on this to the extent we stay within the footprint of the allowed location. He said we're just making sure the County does not have an issue and we'll be good to go.
- 4) Had a few questions about the docket, asked Ms. Boushie for a list of those employees with cellphones and the cost that we're paying for those.
- 5) Asked about employee uniforms and the associated cost analysis, and noted that not all employees wear uniforms. Perhaps we can do something different here.

Re: Alderman Lafontaine –

- 1) Asked when Kathy Walker with Delta Water will give the Board an update with work orders, billing, meter issues, and account activity/missing accounts, etc. Ms. Boushie said it is on tonight's agenda for the City to transfer an employee from Streets to Utilities to track inventory in public works.

Re: Alderman Clark –

- 1) Thought that Sunday's Easter events were very nice and he heard a lot of positive feedback. He knows it's a lot of work to put that on and it was a very nice event for Waveland.

PUBLIC COMMENTS:

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- Ms. Lana Noonan

Ms. Noonan is assisting with keeping our RSVP (Senior Activities) going since the grant ended March 31st and we won't be able to reapply until next year. Ms. Noonan has arranged a coffee social at St. Clare Church's community room. Invitations were sent out by email to current and former volunteers. Ms. Noonan has spoken with Mr. Jimmie Ladner at the County who told her that the county was funding RSVP approximately \$400 per month and he will put us on the County's Funding Consideration list for when they start formulating their next year's budget. Ms. Noonan said she called the 5 libraries in the County and said they are all very interested in volunteers. She will report back to the Board of Mayor and Aldermen after they have their social.

- Mr. Brian Therolf asked if he could be moved to the Agenda of 4/19/23. He was not quite prepared for tonight's meeting.

BOARD BUSINESS:

CASA/PROCLAMATION IN SUPPORT OF CHILD ABUSE PREVENTION
Re: Present Ms. Cynthia Chauvin with Proclamation

Alderman Gamble moved, seconded by Alderman Lafontaine to approve and present to Ms. Cynthia Chauvin, Executive Director of CASA of Hancock County, a Proclamation in support of April 2023 being named Child Abuse Awareness and Prevention month. **(EXHIBIT A)**

A vote was called for with the following results:

Voting Yea: Gamble, Lafontaine and Clark

Voting Nay: None

Absent: Richardson

DOCKET OF CLAIMS

Re: Claims

Alderman Gamble moved, seconded by Alderman Lafontaine to approve the Docket of Claims, paid and unpaid, dated April 4, 2023 in the amount of \$628,489.76. **(EXHIBIT B)**

A vote was called for with the following results:

Voting Yea: Gamble, Lafontaine and Clark

Voting Nay: None

Absent: Richardson

**PROJECTS/ST. JOSEPH STREET SIDEWALK PROJECT/TIP PROJECT/
SIDEWALKS**

Re: Authorize Activation of the TIP – St. Joseph Street Sidewalks Project

Motion to authorize activation of the City of Waveland Transportation Improvements Program (TIP) - St. Joseph Street Sidewalks Project. The scope of work to include sidewalks to improve efficient access to and from the Waveland Elementary School and surrounding neighborhoods. Federal funding from federal Transportation Alternative (TA) is provided by through the MS. Gulf Coast MPO (Metropolitan Planning Organization) in the amount of \$500,000 and the local share is a match in the amount of

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\$125,000 by the City of Waveland. The total cost of the project is \$625,000.

(EXHIBIT C)

A vote was called for with the following results:

Voting Yea: Gamble, Lafontaine and Clark

Voting Nay: None

Absent: Richardson

**ABANDONMENT/STREET ABANDONMENT/IRIS STREET ABANDONMENT
Re: Table Abandonment of Section of Iris Street**

Alderman Gamble moved, seconded by Alderman Lafontaine to **TABLE** the abandonment of a section of Iris Street adjacent to the property of Mr. Kevin Jones, Parcel 138-N-1-33-075.000. This has been advertised on March 2, 2023. **(EXHIBIT D)**

A vote was called for with the following results:

Voting Yea: Gamble, Lafontaine and Clark

Voting Nay: None

Absent: Richardson

**WORK ORDER/STORMWATER MANAGEMENT/MS-4 COORDINATION/
ENGINEERING SERVICES
Re: Approve Work Order #22-002-006 with Chiniche Engineering**

Alderman Gamble moved, seconded by Alderman Lafontaine to approve Work Order #22-002-006 with Chiniche Engineering and Surveying for Stormwater Management Plan development and MS-4 Coordination. **(EXHIBIT E)**

A vote was called for with the following results:

Voting Yea: Gamble, Lafontaine and Clark

Voting Nay: None

Absent: Richardson

**PERSONNEL POLICY/EMPLOYEE HANDBOOK/TERMINATION POLICY/ -
LEAVE POLICY/EMPLOYMENT POLICY/POLICIES
Re: Approve Personnel Policy for Fire and Police Departments to Recapture
Expenses if Employees Leave within the first 2 years of Employment**

Alderman Lafontaine moved, seconded by Alderman Gamble to approve the following Personnel Policy for Fire and Police Departments to recapture expenses if employees leave within the first 2 years of employment:

The City of Waveland, Mississippi, may, during the tenure of police, fire, first responders, and public safety personnel, incur expenses and expend funds necessary for those persons to receive training, education, schooling, instruction, and equipment to further his or her education, professional and career skills, and development. If any full or part-time police, fire, first responders, and public safety personnel who is employed by the City of Waveland shall, within two (2) years of the hire date of his or her employment, resign from, or be terminated from, employment with the City of Waveland and become employed

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by another governmental entity in law enforcement, fire, or public safety capacity, then that full or part-time law enforcement employee, fireman, or public safety officer shall reimburse the City of Waveland for all of that person's education, training, certification, and equipment expenses that were incurred by the City of Waveland. The expenses to be reimbursed to the City of Waveland shall include but are not limited to the expenses incurred for that person's attendance at and completion of The Mississippi Law Enforcement Officer's Training Academy (MLEOTA), an accredited Police Academy, The Mississippi State Fire Academy, an accredited Fire Academy, uniform expenses, and all equipment purchases, and costs incurred on that employee's behalf by the City of Waveland. The City of Waveland shall be entitled to withhold said expenses from the employee's final pay disbursement should the employee fail to reimburse the City of Waveland for said expenses upon his or her departure.

Should any of the employees or personnel described above fail to fully reimburse the City of Waveland for the expenses for which it is obligated to reimburse under this policy, that employee or personnel shall be fully liable and responsible for all costs, fees, and expenses incurred to collect and all remaining principal funds owed to the City of Waveland, including without limitation court costs, service of process fees, and reasonable attorneys' fees.

Nothing in this policy shall in any way alter or change an employee's employment status or relationship with the City of Waveland at any time, regardless of whether the employee is part-time, probationary, a civil service employee, or an at-will employee.

A vote was called for with the following results:

Voting Yea: Gamble, Lafontaine and Clark

Voting Nay: None

Absent: Richardson

**STREETS/ROADWAY REPAIRS/WAVELAND AVENUE ROAD REPAIRS
Re: Manhole and Roadway Repairs on Waveland Avenue, DNA Underground**

Alderman Lafontaine moved, seconded by Alderman Clark to approve DNA Underground to perform manhole and roadway repairs on Waveland Avenue (in front of old Wilcox Pharmacy) at the lowest quoted price of \$34,310.00. **(EXHIBIT F)**

A vote was called for with the following results:

Voting Yea: Gamble, Lafontaine and Clark

Voting Nay: None

Absent: Richardson

**FINANCE AGREEMENT/PROPERTY INSURANCE PREMIUM/INSURANCE
Re: Approve Finance Agreement with Associated Risk Managers Finance Co.**

Alderman Lafontaine moved, seconded by Alderman Clark to approve and authorize required signatures on finance agreement with Associated Risk Managers Finance Co. to finance the Property Insurance Premium recently of \$55,499.80 and financing a balance of \$314,499.34. **(EXHIBIT G)**

A vote was called for with the following results:

Voting Yea: Gamble, Lafontaine and Clark

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Voting Nay: None

Absent: Richardson

EMERGENCY REPAIR/QUOTES/GAS LINE EMERGENCY REPAIR/JOURDAN RIVER GAS LINE REPAIR

Re: Emergency Gas Line Repair under Jourdan River

Alderman Gamble moved, seconded by Alderman Clark to approve lowest and best quote for emergency repair of gas line replacement under the Jourdan River. The Mayor and Board of Alderman do hereby approve the low quote and a contract for the emergency replacement of the City's underground/underwater gas line main on Hwy 603 and under the Jourdan River to Taylor Construction of Laurel, MS in the total sum of \$48,171.66. The Mayor and Board of Aldermen find that there is a failure of the gas main used for the distribution of natural gas to the entire City and that currently creates an immediate threat to the safety of persons and property. There exists an emergency and the delay incident to giving an opportunity for formal bidding would be detrimental to the interest of the City and to the safety and life of persons and property. The Public Service Commission has recently informed the City that due to the current condition of the gas line at this location, this repair must take place as soon as possible. All permits and approvals from the DMR/USACE and MDOT have been secured. **(EXHIBIT H)**

A vote was called for with the following results:

Voting Yea: Gamble, Lafontaine and Clark

Voting Nay: None

Absent: Richardson

BLIGHTED PROPERTIES

Re: 415 Surf Street, Parcel #162K-0-10-041.000 (Tabled from 3/7/23 Board Mtg)

Mr. Don Perschall came forward to explain his position and presented an unsigned building application from 2018 and repairs cost estimate from the same time period. He's had a couple contractors come to the house to look at the job, but he's unable to get a cost estimate at this time because all the contractors are too busy at this time. Mr. Josh Hayes came forward to tell the Board he's never seen this building application or cost estimate provided by Mr. Perschall before tonight; he would have to review it. Mr. Hayes said the application was never signed off on and therefore never approved by anyone and a permit was never issued. Mr. Artigues clarified with the owner that he does intend to repair the house and bring it back up to habitable/usable condition. Mr. Perschall said, "Absolutely". Mr. Artigues continued that in the last 30 days Mr. Perschall said he has had trouble getting actual quotes and commitments from contractors because of the volume of work on them. He added that Mr. Perschall can't get a permit to do the work until he gets a firm quote. Mr. Perschall agreed that he has committed to repair the house and is actively trying to get contractor's quotes so he can authorize them to proceed after he gets a building permit. Mr. Artigues said that without the quote and the cost of the work the City can't do the 50% analysis yet to make sure Mr. Perschall is ok to repair the house. Mr. Artigues clarified with Mr. Perschall that he is asking for an extension of time get the quote and authorize it so the City can then do the 50% analysis, Mr. Perschall agreed. **(EXHIBIT I)**

Alderman Lafontaine moved, seconded by Alderman Clark to **TABLE** discussion of 415 Surf Street, Parcel #162K-0-10-041.000 and bring back before the Board in 30 days, namely the May 2, 2023 Board meeting to give Mr. Perschall time to try and get a contractor's quote and, if able, to provide perhaps an assessed value on the property and a permit to be issued at that time if these conditions are met and the property passes the 50% analysis.

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A vote was called for with the following results:

Voting Yea: Gamble, Lafontaine and Clark

Voting Nay: None

Absent: Richardson

Re: 310 Hwy 90, Parcel #138J-2-34-011.000 (Tabled from 3/7/23 Board Meeting)

Alderman Jeremy Clark left the Board Room at this time.

Ms. Hannah McCraney showed Board members pictures from the 3/7/23 meeting and some from today at 3:30 pm. Ms. McCraney's pictures did not indicate whether some particular issues had been cleaned up. At this time Mr. Cure (owner of the property) came forward to give the Board additional pictures he took this afternoon. Mayor Trapani said that substantial improvements have been done to the property and the Board is satisfied with the cleanup that has been done. They asked Mr. Cure to please keep the property up until he decides what his long-range plan will be. He agreed. **(EXHIBIT J)**

No action was needed or taken by the Board. Alderman Jeremy Clark re-entered the Board Room at this time.

Re: 750 Herlihy Street, Parcel #162G-0-03-111.000

Ms. McCraney spoke with the property owner, Ms. Mary Hawkins, who said the contractor has a very sick family member he's caring for so he had to stop work on the structure and leave town.

She said last time she spoke with him she was trying to get an update on when he will be back. The permit was issued in November 2022 and this is a demo permit. Mr. Josh Hayes said he thought this was a partial demo, but he added that looking at it now, it's fully open to the elements. Mr. Hayes said that demo appears to be about half way done and it appears that it's gone from a partial demo to now, a full demolition. Ms. Hawkins came forward to address the Board saying she does have some material on the ground that the contractor left when he had to leave town, but she says it is usable wood. She said the contractor is supposed to get back with her this week and that the demo is supposed to be a partial demo. She said the main problem was the main roof of the garage was caving in. Mayor Trapani asked if Ms. Hawkins had anyone that could put a tarp over the exposed areas of the house. She did not. Mr. Hayes offered to give Ms. Hawkins some tarps that he had to cover her roof. She said, "Yes, well try that". Mr. Hayes said he fairly certain it's a partial permit that was applied for. Ms. McCraney said the application reads, "demo the home and slab". Alderman Gamble added that it must be a full demo because you can't demo the slab without demolishing the house. Ms. Hawkins said that taking the whole house down and the slab was never discussed; nothing was discussed about the slab. Ms. McCraney said it was on the permit when it was issued to Ms. Hawkins. Ms. Bernice Montgomery, Ms. Hawkins daughter came forward to explain that her mother is saying the demo was partial and she will get the contractor (the man she hired) and he's supposed to tear the 'bad part down' and the 'good part that was new' she was going to turn it into a shed or something; that's what was on the paper for her to do. Bernice said that her mother's been trying to get in touch with the contractor and he told Ms. Mary Hawkins he was supposed to come back to Waveland this weekend. Bernice said she can't say if that will happen, they're going by what he's telling her and her mother. Alderman Gamble said she's concerned that the house being open is very dangerous.

Alderman Gamble moved, seconded by Alderman Lafontaine to **TABLE** discussion of 750 Herlihy Street, Parcel #162G-0-03-111.000 and bring back before the Board at the 4/19/22 meeting, to give the contractor time to get back on the job and let the Board know exactly what's going to happen. **(EXHIBIT K)**

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A vote was called for with the following results:

Voting Yea: Gamble, Lafontaine and Clark

Voting Nay: None

Absent: Richardson

CONSENT AGENDA

Re: Consent agenda items a-n

Alderman Lafontaine moved, seconded by Alderman Gamble to approve the following Consent Agenda being numbered, Items (a-n).

MINUTES

Re: Regular Meeting of March 22, 2023

- a. Minutes of the Regular Meeting of March 22, 2023 **(EXHIBIT L)**

BUILDING DEPARTMENT/REPORTS

Re: Report for the month of March 2023

- b. Court Department report for the Month of March, 2023 **(EXHIBIT M)**

PRIVILEGE LICENSE REPORT/REPORTS/BUILDING DEPT.

Re: Report for the month of March 2023

- c. Building Department report for the month of March, 2023 **(EXHIBIT N)**

**TRAVEL/HUMAN RESOURCES/COMPTROLLER/PAYROLL DEPARTMENTS/
PAYROLL UPDATES**

Re: HR, Comptroller and Payroll Clerk to attend W-4 Webinar

- d. Approve HR Manager Janita Cole, Payroll Clerk Kyleigh Seale and Comptroller Kim Boushie to attend the Form W-4 Changes and Payroll Updates 2023 webinar. Cost to the City will be a copyright file fee in the amount of \$145.00 **(EXHIBIT O)**

INVENTORY/SURPLUS PROPERTY/CELLPHONES

Re: Declare, Surplus and Destroy 11 Cellphones

- e. Spread on the Minutes approval to declare the following list of cellphones as surplus property, remove from inventory and destroy. These cellphones are not operational: **(EXHIBIT P)**

I phone 8+, Serial number DX4X612THG6W
I phone 8, Serial number F7IX2OPAH66W
I phone 8, Serial number DX3X84VEHG6W
I phone 8, Serial number DX3X90GL14671
I phone 8, Serial number DX3X2TWKHG6W
I phone 8, Serial number C8P4LQ7AJC67
I phone XR, Serial number FFWD17MXKXKN
I phone XR, Serial number FFDIRV NKXKN
I phone XR, Serial number DX3C495UKXKN
I phone 8+, Serial number DX32R162JCLY
LG Wine phone, Serial number 905CQJ20020356

INVOICES/

Re: Invoices from Contractors/Engineers

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**THERE WERE NO INVOICES PRESENTED FROM
CONTRACTORS/ENGINEERS**

BANKING/PEOPLES BANK ACCOUNTS/HOTRODS AND HOSPITALITY

Re: Correct Bank Account name to City of Waveland Hotrods & Hospitality

- f. Correct the account name on a recently Board approved (3/22/23) new checking account not yet opened at The Peoples Bank titled 'Waveland Cruisin Committee'. The name shall be corrected to read 'City of Waveland Hotrods and Hospitality'. Signatories shall remain the same, namely Bobby Richardson, Kim Boushie and Jay Trapani.

**GRANTS/OFFICE OF JUSTICE PROGRAMS/COVID EMERGENCY
SUPPLEMENTAL FUNDING GRANT, 2020**

Re: Grant Application for FY2020 OJP/DPS Federal Monies, \$17,220

- g. Approve grant application from the Department of Public Safety, Office of Justice Programs FY 2020 Coronavirus Emergency Supplemental Funding – MS. as submitted by Chief Mike Prendergast. This grant is funded 100% by Federal monies in the amount of \$17,220.00. There is no local match. **(EXHIBIT Q)**

**UTILITY DEPARTMENT/STREETS DEPARTMENT/TRANSFERS/EMPLOYEE
TRANSFER/INVENTORY/WORK ORDERS**

Re: Transfer Employee Bruce Jones from Streets Department to Utility Department

- h. Transfer employee Bruce Jones from Streets Department to Utility Department office at City Hall at a pay rate of \$14.50 per hour effective April 10, 2023. Mr. Jones will be doing inventory, work orders, purchase requisition initialization and other duties as deemed necessary by his supervisor, Julie Bromwell.

UTILITY DEPARTMENT/REFUNDS

Re: Monthly Utility Department Refunds

- i. Approve regular monthly Utility refund checks dated 3/20/23 as presented by Utility Office Manager, Julie Bromwell **(EXHIBIT R)**

**UTILITY DEPARTMENT/REFUNDS/AGEING REPORT REFUNDS-RT. 1/
ROUTE 1 REFUNDS**

Re: Ageing Report Refund Checks, Route 1

- j. Approve refund checks from Ageing Report for Route 1 dated 3/20/23 as presented by Office Manager, Julie Bromwell. Note: There will be 12 more routes to be completed in clearing these old closed accounts off of the books. Amount owed to City is \$2,062.91 and amount owed to customers is \$2,722.09. **(EXHIBIT S)**

**EMPLOYEES/EMPLOYMENT/HUMAN RESOURCES/PAYROLL/TERMED
EMPLOYEES**

Re: Ezell Louis Arnold, Jr. termed effective 3/24/2023

- k. The following employees are no longer employed with the City of Waveland:
- a. Ezell Louis Arnold, Jr. effective 3/24/2023

SURPLUS PROPERTY/FOLDING DOORS/BUILDING DEPARTMENT

Re: Declare surplus folding doors (over counter) in building department

- l. Declare surplus the folding doors (over the counter) in the building department and have disposed of by contractor who is building new entry door system into building department.

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MUSEUM/GROUND ZERO REPORTS/REPORTS
Re: Ground Zero Report for Month of March 2023

m. Spread on the Minutes the Ground Zero Report for the month of March 2023.
(EXHIBIT T)

END CONSENT AGENDA

EXECUTIVE SESSION:

NO EXECUTIVE SESSION

Re: Adjourn the meeting at 7:29 p.m.

Alderman Gamble moved, seconded by Alderman Lafontaine to adjourn the meeting at 7:29 p.m.

A vote was called for with the following results:

Voting Yea: Gamble, Lafontaine and Clark

Voting Nay: None

Absent: Richardson

Lisa Planchard
City Clerk

Jay Trapani
Mayor