

**MINUTES OF THE REGULAR MEETING
OF THE MAYOR AND BOARD OF ALDERMEN
The City of Starkville, Mississippi
November 1, 2016**

Be it remembered that the Mayor and Board of Alderman met in a Regular Meeting on November 1, 2016 at 5:30 p.m. in the Courtroom of City Hall, located at 110 West Main Street, Starkville, MS. Present were Mayor Parker Wiseman, Aldermen Ben Carver, Lisa Wynn, David Little, Jason Walker, Scott Maynard, Roy A.' Perkins, and Henry Vaughn, Sr. Attending the Board were City Clerk Lesa Hardin and Attorney Chris Latimer.

Mayor Parker Wiseman opened the meeting with the Pledge of Allegiance followed by a moment of silence.

Mayor Parker Wiseman asked for any revisions to the Official Agenda.

REQUESTED REVISIONS TO THE OFFICIAL AGENDA:

Alderman Wynn requested the following changes to the published November 1, 2016 Official Agenda:

Remove Agenda Item X. B. at request of Project Counsel. Discussion and consideration of approval of a Resolution of the Mayor and Board of Aldermen of the City of Starkville, Mississippi approving the adoption and implementation of the tax increment financing plan, Starkville neighborhood market project, City of Starkville, Mississippi, September 2016 and authorizing the issuance of tax increment financing revenue bonds in an amount not to exceed one million three hundred fifty thousand dollars (\$1,350,000); and for related purposes.

Remove Agenda Item X. C. at request of Project Counsel. Consideration of a Resolution of the Mayor and Board of Aldermen of the City of Starkville, Mississippi, adopting, approving and authorizing the execution of the development and reimbursement agreement in connection with the Starkville neighborhood market project.

Remove Agenda Item XI. E. 3. at request of Board Attorney. Consideration of a Kone no-charge maintenance service contract rider to the maintenance agreement between City of Starkville and Kone Inc., dated 11/01/2016 for elevator maintenance, pending review of the Board Attorney.

The Mayor asked for further revisions to the published November 1, 2016 Official Agenda. There were no further revisions.

1. A MOTION TO APPROVE THE OFFICIAL AGENDA.

Alderman Little offered a motion, duly seconded by Alderman Wynn, to approve the November 1, 2016 Official Agenda. The Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion carried.

**OFFICIAL AGENDA OF
THE MAYOR AND BOARD OF ALDERMEN
OF THE
CITY OF STARKVILLE, MISSISSIPPI
REGULAR MEETING OF TUESDAY, NOVEMBER 1, 2016
5:30 P.M., COURT ROOM, CITY HALL
110 WEST MAIN STREET**

- I. CALL THE MEETING TO ORDER**
- II. PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE**
- III. APPROVAL OF THE OFFICIAL AGENDA**
- IV. APPROVAL OF THE BOARD OF ALDERMEN MINUTES**

CONSIDERATION OF THE MINUTES OF THE OCTOBER 4, 2016 MEETING OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF STARKVILLE, MS INCORPORATING ANY AND ALL CHANGES RECOMMENDED BY THE CITY ATTORNEY.

- V. ANNOUNCEMENTS AND COMMENTS**

A. MAYOR'S COMMENTS:

B. BOARD OF ALDERMEN COMMENTS:

- VI. CITIZEN COMMENTS**

- VII. PUBLIC APPEARANCES**

- VIII. PUBLIC HEARING**

PUBLIC HEARING ON CONDITIONAL USE REQUEST CU 16-05 TO ALLOW A WIRELESS COMMUNICATION TOWER IN A C-2 ZONE LOCATED AT 602.5 MARTIN LUTHER KING JR DRIVE WEST

- IX. MAYOR'S BUSINESS**

A. DISCUSSION AND CONSIDERATION APPROVAL TO INSTALL 4-WAY STOP AND BAG EXISTING TRAFFIC SIGNALS AT THE INTERSECTION OF LAMPKIN STREET AND SOUTH WASHINGTON STREET FOR FOUR (4) WEEKS TO OBSERVE IMPACT ON TRAFFIC FLOW. IF RESULTS ARE AS EXPECTED, REQUEST AUTHORIZATION TO REMOVE TRAFFIC SIGNALS AND PERMANENTLY MOVE TO THE 4-WAY STOP CONFIGURATION AT THIS INTERSECTION.

B. UPDATE BY CHIEF R. FRANK NICHOLS ON THE RENOVATION OF THE STARKVILLE POLICE DEPARTMENT.

C. DISCUSSION AND CONSIDERATION FOR MAYOR PARKER WISEMAN TO ATTEND THE MISSISSIPPI MUNICIPAL LEAGUE 2017 MID-WINTER LEGISLATIVE

CONFERENCE, JANUARY 10-12, 2017, JACKSON, MS; REQUESTING ADVANCE TRAVEL NOT TO EXCEED \$683.74.

X. BOARD BUSINESS

- A. CONSIDERATION OF A SPECIAL EVENT REQUEST FOR THE 2016 CHRISTMAS PARADE EVENT WITH IN-KIND SERVICES.
- B. CONSIDERATION OF APPROVAL TO REPAIR SECTIONS OF SIDEWALK ON NORTH MONTGOMERY AND TREE/STUMP REMOVAL IN ORDER TO MAKE THE SIDEWALK ADA COMPLIANT WITH PROJECT TO BE PAID FROM WARD 5 DISCRETIONARY FUNDS AND AUTHORIZATION FOR THE MAYOR TO EXECUTE A CONTRACT WITH LOWEST CONTRACTOR WHICH INCLUDES A CONTRACT TIME OF 20 CALENDAR DAYS.
- C. CONSIDERATION OF A RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF STARKVILLE, MISSISSIPPI REGARDING COLOR OF OFFICIAL CITY VEHICLES.
- D. REPORT FROM FIRE CHIEF REGARDING TRIP TO FLORIDA FOR INSPECTION OF TWO NEW FIRE TRUCKS.
- E. DISCUSSION AND CONSIDERATION OF APPOINTING JERRY JEFFERSON TO THE BOARD OF ADJUSTMENT AND APPEALS TO REPRESENT WARD 2.

XI. DEPARTMENT BUSINESS

- A. AIRPORT
 - THERE ARE NO ITEMS FOR THIS AGENDA*
- B. COMMUNITY DEVELOPMENT DEPARTMENT
 - 1. CODE ENFORCEMENT
 - THERE ARE NO ITEMS FOR THIS AGENDA*
 - 2. PLANNING
 - a. DISCUSSION AND CONSIDERATION OF APPROVAL OF THE CONTRACT BETWEEN THE CITY OF STARKVILLE, MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY, AND SCHNEIDER HISTORIC PRESERVATION, LLC FOR THE PROPOSED OKTIBBEHA GARDENS NATIONAL HISTORIC DISTRICT AND SURVEY.
 - b. DISCUSSION AND CONSIDERATION FOR THE CITY, THROUGH THE CITY ATTORNEY, TO NOTIFY THE OWNER OF TAX PARCELS 117E-00-029.00, 117E-00-028.01, 117E-00-28.02, AND 117E-00-028.00 THAT A PUBLIC HEARING SHALL OCCUR ON DECEMBER 6, 2016, AT WHICH TIME THE BOARD OF ALDERMEN SHALL CONSIDER WHETHER THE PROPERTY IS IN SUCH A STATE OF UNCLEANLINESS AS TO BE A MENACE TO THE HEALTH, SAFETY AND WELFARE OF THE MUNICIPALITY PURSUANT TO MISS. CODE ANN. 21-19-11.

- c. DISCUSSION AND CONSIDERATION OF THE PURCHASE OF IWORQ SOFTWARE FOR COMMUNITY DEVELOPMENT.
- d. DISCUSSION AND CONSIDERATION OF THE CONDITIONAL USE REQUEST CU 16-05 TO ALLOW A WIRELESS COMMUNICATION TOWER IN A C-2 ZONE LOCATED AT 602.5 MARTIN LUTHER KING JR DRIVE WEST WITH THE PARCEL NUMBER 118N-00-0097.03

C. COURTS

THERE ARE NO ITEMS FOR THIS AGENDA

D. ENGINEERING

THERE ARE NO ITEMS FOR THIS AGENDA

E. FINANCE AND ADMINISTRATION

- 1. REQUEST APPROVAL OF THE CITY OF STARKVILLE CLAIMS DOCKET FOR ALL DEPARTMENTS INCLUDING STARKVILLE UTILITIES DEPARTMENT AS OF OCTOBER 26, 2016 FOR FISCAL YEAR ENDING 9/30/17.
- 2. CONSIDERATION OF THE APPROVAL OF TRAVEL FOR DEPUTY CLERK LASHONDA WILSON TO THE DECEMBER DEPUTY CLERK ELECTION TRAINING IN JACKSON, MS, DECEMBER 15 – 16, DEPUTY CLERK KANISHA HENDRIX TO THE IIMC MEETING IN JACKSON, MS, DECEMBER 13 – 14, 2016, AND DEPUTY CLERK ASHLEY WIGGLESWORTH TO THE MMCCA BUSINESS MEETING ON DECEMBER 16, WITH ADVANCE TRAVEL.

F. FIRE DEPARTMENT

THERE ARE NO ITEMS FOR THIS AGENDA

G. INFORMATION TECHNOLOGY

THERE ARE NO ITEMS FOR THIS AGENDA

H. PARKS

THERE ARE NO ITEMS FOR THIS AGENDA

I. PERSONNEL

- 1. DISCUSSION AND CONSIDERATION TO HIRE DAVID LEAL AS A LEAD LINE FOREMAN IN THE STARKVILLE UTILITY DEPARTMENT, SUBJECT TO ONE (1) YEAR PROBATIONARY PERIOD.
- 2. DISCUSSION AND CONSIDERATION TO HIRE TIMOTHY LYNCH AS A CERTIFIED FIREFIGHTER AND KENNETH WILSON AS AN ENTRY LEVEL FIREFIGHTER IN THE FIRE DEPARTMENT, SUBJECT TO ONE (1) YEAR PROBATIONARY PERIOD.
- 3. REQUEST AUTHORIZATION TO ADVERTISE TO FILL VACANT POSITION OF FIREFIGHTERS IN THE FIRE DEPARTMENT.
- 4. DISCUSSION AND CONSIDERATION OF THE JOB DESCRIPTION FOR THE POSITION OF DIRECTOR OF MAINTENANCE OPERATIONS IN THE PARKS AND RECREATION DEPARTMENT AND TO ADVERTISE THE POSITION ON THE SPORTS TURF MANAGERS ASSOCIATION WEBSITE AND THE NATIONAL RECREATION AND PARK ASSOCIATION WEBSITE FOR 30 DAYS.

5. DISCUSSION AND CONSIDERATION OF THE JOB DESCRIPTION FOR THE POSITION OF DIRECTOR OF RECREATION AND SPORTS IN THE PARKS AND RECREATION DEPARTMENT AND TO ADVERTISE THE POSITION ON THE SPORTS TURF MANAGERS ASSOCIATION WEBSITE AND THE NATIONAL RECREATION AND PARK ASSOCIATION WEBSITE FOR 30 DAYS.

J. POLICE DEPARTMENT

1. REQUEST APPROVAL TO ALLOW CHIEF R. FRANK NICHOLS TO ATTEND THE 2016 CHIEF'S OF POLICE WINTER CONFERENCE, IN OLIVE BRANCH, ON DECEMBER 12-16, 2016 AS AN EXECUTIVE MEMBER OF THE ASSOCIATION SERVING ON THE PLANNING AND EVENTS COMMITTEE WITH ALL COSTS TO BE REIMBURSED THROUGH THE CHIEF'S ASSOCIATION WITH ADVANCED TRAVEL.
2. REQUEST AUTHORIZATION TO REMOVE EIGHT TASERS FROM CITY INVENTORY.
3. REQUEST APPROVAL TO ADD FOUR TASERS TO CITY INVENTORY.

K. SANITATION DEPARTMENT

THERE ARE NO ITEMS FOR THIS AGENDA

L. UTILITIES DEPARTMENT

1. REQUEST AUTHORIZATION FOR STARKVILLE UTILITIES TO ACCEPT THE LOWEST AND BEST BID FROM MITSUBISHI ELECTRIC POWER PRODUCTS, INC. AND PURCHASE VACUUM CIRCUIT BREAKERS FOR THE NORTHEAST STARKVILLE SUBSTATION AT A COST OF \$94,162.00

XII. CLOSED DETERMINATION SESSION

XIII. OPEN SESSION

XIV. EXECUTIVE SESSION

A. PERSONNEL

XV. OPEN SESSION

XVI. RECESS UNTIL NOVEMBER 15, 2016 @ 5:30 IN THE COURT ROOM AT CITY HALL LOCATED AT 110 WEST MAIN STREET.

The City of Starkville is accessible to persons with disabilities. Please call the ADA Coordinator, Joyner Williams, at (662) 323-2525, ext. 3121 at least forty-eight (48) hours in advance for any services requested.

2. CONSIDERATION OF THE MINUTES OF THE OCTOBER 4, 2016 MEETING OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF STARKVILLE, MS INCORPORATING ANY AND ALL CHANGES RECOMMENDED BY THE CITY ATTORNEY.

Upon the motion of Alderman Maynard, duly seconded by Alderman Carver, to approve the minutes of the October 4, 2016 meeting of the Mayor and Board of Aldermen of the City of Starkville, MS incorporating any and all changes recommended by the City Attorney, the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

ANNOUNCEMENTS AND COMMENTS:

MAYOR'S COMMENTS: None

BOARD OF ALDERMEN COMMENTS:

Alderman Wynn recognized Herman Peters and the recent Truck or Treat event at the Sportsplex with approximately 600 children participating. Alderman Wynn also recognized Chief Nichols for an award recently received from the President Task Force on 21st Century Policing for the Starkville Police Walk and Talk Program.

Alderman Vaughn noted the City Comprehensive Plan will be presented December 20, 2016 and encouraged everyone to call the Community Development Director with any questions or comments.

CITIZEN COMMENTS:

Alvin Turner, Ward 7, asked the City to look into offering a homeless shelter. He also asked where D. L. Conner Drive starts and ends.

Alderman Perkins explained the history of D. L. Conner Drive and offered a description of the location.

June Carpenter, Ward 5, spoke on behalf of the need for a market on the Northeast side of the City. She listed several points and asked the Board to work with Wal-Mart to see that a market is built.

Chris Taylor, asked that the City and County work together to bring the Wal-Mart Marketplace to the North side of the City. He reminded everyone to vote on Nov. 8. He also asked that a railing be placed along the Long Street sidewalk.

Alderman Vaughn noted he had been working on a solution with the City Engineer.

Scott Bane, Oktibbeha Gardens, noted that as a teacher he has seen many students work at Wal-Mart in unsatisfactory conditions for low pay and feels Wal-Mart should not be granted any tax relief.

Dorothy Isaac, Ward 6, spoke against a TIF for a Wal-Mart Marketplace.

PUBLIC HEARING

PUBLIC HEARING ON CONDITIONAL USE REQUEST CU 16-05 TO ALLOW A WIRELESS COMMUNICATION TOWER IN A C-2 ZONE LOCATED AT 602.5 MARTIN LUTHER KING JR DRIVE WEST

Buddy Sanders presented the Conditional Use Request CU 16-05 submitted by GST Capital Partners, LLC. Sixteen property owners of record within 300 feet of the subject property were notified directly by mail of the request. A public hearing notice was published in the Starkville Daily News on Wednesday, October 12, 2016 and a placard was posted on the property concurrent with publication of the notice. As of this date, the Planning Office had received one letter against the conditional use request and one letter of support.

There being no comments from the Aldermen, Mayor Wiseman opened the Public Hearing to the Public.

James Peden, legal counsel for the applicant, presented the following criteria for conditional use:

1. Land use compatibility. The applicant believes that the subject property will adequately accommodate the coverage capacity needs of its growing consumer base. The applicant intends to maintain the undeveloped character of the property. There will be no trade or manufacturing activity associated with the facility's presence which in turn will not alter the normal traffic flow within the area.
2. Sufficient site size and adequate site specifications to accommodate the proposed use. The subject property is approximately 1.51-acres of land in size with sufficient area available to provide for the secured fenced 75'x75' compound and connected 12' wide driveway for vehicular and utility access from Abernathy Drive.
3. Proper use of mitigative techniques. The construction of the wireless tower/facility site will be in compliance with all local, state and federal codes and requirements, which include, but are not limited to the FAA and FCC. The tower structure and site compound will also be constructed to allow for the co-location of three (3) additional wireless providers.
4. Hazardous waste. No hazardous wastes or materials would be generated, used or stored at the site.
5. Compliance with applicable laws and ordinances. The construction of the tower/facility will require adherence to all adopted City ordinances as well as adopted building and fire codes. An FAA Determination of No Hazard and State Historic Preservation Office letter has been issued.

Guy Smith, owner of GST Capital Partners, LLC, spoke of the need for additional coverage in that area and presented a map. He asked that the Board allow the tower to be constructed at a cost of \$400,000 to be added to the tax rolls.

Mayor Wiseman called for additional Public Comments. There being none, he closed the Public Hearing.

3. DISCUSSION AND CONSIDERATION OF APPROVAL TO INSTALL 4-WAY STOP AND BAG EXISTING TRAFFIC SIGNALS AT THE INTERSECTION OF LAMPKIN STREET AND SOUTH WASHINGTON STREET FOR FOUR (4) WEEKS TO OBSERVE IMPACT ON TRAFFIC FLOW. IF RESULTS ARE AS EXPECTED, REQUEST AUTHORIZATION TO REMOVE TRAFFIC SIGNALS AND PERMANENTLY MOVE TO THE 4-WAY STOP CONFIGURATION AT THIS INTERSECTION.

The discussion opened with Alderman Maynard asking Starkville Utility Director Terry Kemp if this is the best time for traffic signal changes with the renovation currently underway of the Police Department near that intersection. Mr. Kemp stated that if changes were deemed favorable, then A T & T could assist with any infrastructure work. Alderman Perkins asked that decisions be studied carefully and not rushed. Alderman Walker asked that the method of testing for the traffic study be presented to the Mayor and Board before any decisions are made. Discussion closed with no motions offered.

4. UPDATE BY CHIEF R. FRANK NICHOLS ON THE RENOVATION OF THE STARKVILLE POLICE DEPARTMENT.

Chief Nichols presented photos of the progress of the renovation of the Police Department and reported construction to be on schedule.

5. DISCUSSION AND CONSIDERATION FOR MAYOR PARKER WISEMAN TO ATTEND THE MISSISSIPPI MUNICIPAL LEAGUE 2017 MID-WINTER LEGISLATIVE CONFERENCE, JANUARY 10-12, 2017, JACKSON, MS; REQUESTING ADVANCE TRAVEL NOT TO EXCEED \$683.74.

Alderman Carver offered a motion to approve Mayor Parker Wiseman to attend the Mississippi Municipal League

2017 Mid-Winter Legislative Conference, January 10-12, 2017, Jackson, MS; requesting advance travel not to exceed \$683.74. Alderman Wynn seconded the motion and the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

6. CONSIDERATION OF A SPECIAL EVENT REQUEST FOR THE 2016 CHRISTMAS PARADE EVENT WITH IN-KIND SERVICES.

Alderman Carver offered a motion to approve with condition the Special Events request for the 2016 Christmas Parade event with in-kind services. This year the event will be held on Monday, November 28, 2016. Setup will begin at 4:00 and teardown will end at 7:30 pm. Lineup will begin at 4:30 pm. The event will start at 6:00 pm and will end at 8:00 pm. The requested services include SPD, Sanitation and SFD with a total cost \$5,005.00. Alderman Wynn seconded the motion and the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

7. CONSIDERATION OF APPROVAL TO REPAIR SECTIONS OF SIDEWALK ON NORTH MONTGOMERY AND TREE/STUMP REMOVAL IN ORDER TO MAKE THE SIDEWALK ADA COMPLIANT WITH PROJECT TO BE PAID FROM WARD 5 DISCRETIONARY FUNDS AND AUTHORIZATION FOR THE MAYOR TO EXECUTE A CONTRACT WITH LOWEST CONTRACTOR WHICH INCLUDES A CONTRACT TIME OF 20 CALENDAR DAYS.

Alderman Carver offered a motion to approve the repair of sections of sidewalk on North Montgomery and tree/stump removal in order to make the sidewalk ADA compliant with project be paid from Ward 5 discretionary funds and authorization for the Mayor to execute a contract with lowest contractor which includes a contract time of 40 calendar days. Alderman Wynn seconded the motion. Alderman Walker asked that if the tree must be removed, that it be replaced. The Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

8. CONSIDERATION OF A RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF STARKVILLE, MISSISSIPPI REGARDING COLOR OF OFFICIAL CITY VEHICLES.

Alderman Little explained that after being contacted by a prior Board member as to a motion in the Minutes of March 7, 1989, he had designed the following Resolution. Alderman Little offered a motion to approve offered a Resolution regarding the color of official city vehicles. Alderman Carver seconded the motion and the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF STARKVILLE, MISSISSIPPI REGARDING COLOR OF OFFICIAL CITY VEHICLES

WHEREAS, the Mayor and Board of Aldermen of the City of Starkville, Mississippi, (the "Board" of the "City"), acting for and on behalf of the City, hereby find, determine and adjudicate as follows:

1. On March 7, 1989, the Board entered an Order on its minutes directing that all vehicles purchased by the City be white in color. A copy of that Order is attached and incorporated as Exhibit "A."
2. Over time, the City has strayed from the dictates of that Order.
3. It is important to the appearance and functionality of the City for its vehicle fleet to be uniform in color.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

SECTION 1. The City shall comply with its Order of March 7, 1989.

SECTION 2. All vehicles purchased by the City shall be white in color unless falling under one of the exceptions listed below.

SECTION 3. All vehicles purchased for the Starkville Fire Department shall be red in color.

SECTION 4. Any other color deviation must be considered and approved by the Starkville Board of Aldermen before purchase.

SECTION 5. This Resolution shall apply to vehicles purchased by the City following the date of this Resolution and shall not apply retroactively to vehicles purchased or ordered prior to the date of this Resolution.

Alderman _____ moved and Alderman _____ seconded the motion to adopt the foregoing resolution, and the question being put to a vote, the result was as follows:

Alderman Ben Carver	voted: _____
Alderman David Little	voted: _____
Alderman Scott Maynard	voted: _____
Alderman Roy A.' Perkins	voted: _____
Alderman Jason Walker	voted: _____
Alderman Lisa Wynn	voted: _____
Alderman Henry Vaughn, Sr.	voted: _____

The motion having received the affirmative vote of a majority of the members present, the Mayor declared the motion carried and the resolution adopted this, the 1st day of November, 2016.

City of Starkville, Mississippi

Parker Wiseman, Mayor

ATTEST:

Lesa Hardin, City Clerk

9. REPORT FROM FIRE CHIEF REGARDING TRIP TO FLORIDA FOR INSPECTION OF TWO NEW FIRE TRUCKS.

On October 4, 2016, the Board authorized the SFD Truck Committee (Chief Charles Yarbrough, Lt. Jerome Clark, Lt. Dewayne Davis, Lt. Jonathan Wade, Sgt. Chance Cummings, Sgt. Brian Clark) to travel to Ocala, FL, to perform final inspections on the (2) incoming Fire Apparatus. The travel dates were Oct. 26, 27, & 28, and were at no cost to the City. Chief Yarbrough presented photos of the trucks. The committee drove the trucks and recommended changes had been corrected. The trucks will be striped and lettered in Fairhope, AL and should be delivered to Starkville the third week of November. Following training and a dedication service, the trucks will be in service by Monday, November 28, 2016.

10. CONSIDERATION OF APPOINTING JERRY JEFFERSON TO THE BOARD OF ADJUSTMENT AND APPEALS TO REPRESENT WARD 2.

Upon the motion of Alderman Wynn, duly seconded by Alderman Walker, to appoint Jerry Jefferson to the Board of Adjustment and Appeals to represent Ward 2 in a 4-year term ending November 30, 2020, the Board voted as follows to approve the motion:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion carried.

11. CONSIDERATION OF THE APPROVAL OF THE CONTRACT BETWEEN THE CITY OF STARKVILLE, MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY, AND SCHNEIDER HISTORIC PRESERVATION, LLC FOR THE PROPOSED OKTIBBEHA GARDENS NATIONAL HISTORIC DISTRICT AND SURVEY.

A motion was offered by Alderman Maynard to approve the contract between the City of Starkville, Mississippi Department of Archives and History, and Schneider Historic Preservation, LLC for the proposed Oktibbeha Gardens National Historic District and survey. The motion was seconded by Alderman Little and the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion carried.

CONTRACT
SURVEY AND NATIONAL REGISTER NOMINATION
FOR THE CITY OF STARKVILLE, OKTIBBEHA COUNTY

THIS CONTRACT between the Historic Preservation Division, Mississippi Department of Archives and History (by and through the State Historic Preservation Officer), the City of Starkville (hereinafter called **The City**), and David Schneider of Schneider Historic Preservation, LLC, (hereinafter called the **Consultant**) relates to a survey and National Register nomination project to be undertaken by the Consultant for the Mississippi Department of Archives and History (hereinafter called **MDAH**) and The City in a specified area known as Oktibbeha Gardens within the city limits of Starkville, Oktibbeha County.

MDAH, The City, and the Consultant agree as follows:

1. Work Program

The Consultant shall carry out project work as specified in the "Work Program" for this project, and further delineated in attached "Map" which are hereby incorporated into and made a part of this contract as **Attachments A and B**. MDAH survey standards are incorporated into and made a part of this contract as **Attachment C**.

2. Compensation

The Consultant agrees to perform the work outlined in Attachment A and further described in Attachment B for the total of **\$10,000.00**. Under no circumstances will the amount of compensation under this contract exceed **\$10,000.00**. The City is expected to be able to cover all costs incurred during the course of the project, prior to reimbursement of the grant funds.

Compensation to the Consultant shall be made upon satisfactory completion and submission to the Historic Preservation Division, MDAH, of the products of the project as specified below and upon receipt of invoices for the project. Compensation may be made incrementally, with the following completion points:

Phase 1: Completion of survey fieldwork (as defined in Attachment A), survey forms (with revisions if needed), digital photographs, and survey report. 50% of project cost. (Estimated to be **\$5,000.00** based on a total project cost of **\$10,000.00**.)

Phase 2: Completion of National Register nomination to all MDAH/National Park Service standards and requirements (as defined in Attachments A & C). 50% of project cost. (Estimated to be **\$5,000.00** based on a total project cost of **\$10,000.00**.)

The Consultant's invoices for the project cost up to the amount of **\$10,000.00** should be made to the City of Starkville, and must be electronically forwarded to MDAH for review and comment before MDAH will pass the invoice on to the City for payment. Final compensation to the Consultant shall be made upon satisfactory completion and submission to the Historic Preservation Division, MDAH, and the City of the products of the project as specified below. Final invoices must be dated and **received** no later than **August 1, 2017**.

3. Amendment Provision

The terms of the Contract may be amended by written agreement, signed by all parties.

4. Termination for Cause

(a) Default. If the Consultant refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract or any extension thereof, or otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of contract, MDAH or the City of Starkville shall notify the Consultant in writing of the delay or nonperformance, and if not cured in ten (10) days or any longer time specified in writing by MDAH or the City, MDAH or the City may terminate the Consultant's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform.

(b) Excuse for Nonperformance or Delayed Performance. The Consultant shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by the Consultant to make progress in the prosecution of the work hereunder which endangers such performance) if the Consultant has notified MDAH and the City of Starkville within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of the public enemy; acts of the State and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. Upon request of the Consultant, MDAH shall ascertain the facts and extent of such failure, and if the Survey Manager or National Register Coordinator determine that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable clause, the Consultant's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly, if possible.

(c) Additional Rights and Remedies. The rights and remedies provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

5. Reports

The Consultant shall advise the MDAH Survey Manager and National Register Coordinator of the progress of the project by telephone, e-mail, or by letter at least once every month while the project is underway. The Consultant shall contact the Survey Manager or National Register Coordinator immediately if any situation should arise which will affect the timely or successful completion of this project and/or the final submission of the completed nomination.

6. Submission of Materials Which May Require Revision

February 17, 2017: The Consultant shall submit all research materials, printed survey forms, and digital photographs on portable media for review by the Historic Preservation Division, MDAH.

March 3, 2017: The Consultant shall submit a final draft of the Survey Report.

April 7, 2017: The Consultant shall submit draft National Register materials, including a draft nomination(s), required photos and maps for review and comment.

April 28, 2017: The Consultant shall submit final National Register materials, incorporating changes requested by MDAH.

July 20, 2017: The Consultant shall present the historic district nomination to the Mississippi National Register Review Board meeting in Jackson, Mississippi.

Materials from each review will be returned by MDAH for revision in a timely manner, and **this project will not be considered complete until changes requested by MDAH have been made and the finished product has been received by MDAH.**

7. Copyright

The copyright for any publication resulting from materials, information, and data assembled due to this contract shall be available to the MDAH and the City of Starkville, and the MDAH and the City of Starkville shall retain the right of printing and reprinting any publications using said materials, information, and data. The Consultant waives any claim to a copyright involving said materials, information, and data.

8. General Provisions

The Consultant agrees to comply with all federal and state laws and regulations concerning equal opportunity, affirmative action, and fair employment practices. The Consultant further agrees to comply with all applicable regulations, laws, policies, guidelines, and requirements of this federal/state program. The Consultant shall indemnify and hold harmless the MDAH and the City of Starkville, and all of their officers, agents, and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the Consultant in executing work under this contract.

FEDERAL AND STATE PAYROLL TAXES: Neither federal nor state income tax nor payroll tax shall be withheld or paid by the Department or the City of Starkville on behalf of the Consultant or the employees of the Consultant. The Consultant shall not be treated as an employee by MDAH or the City of Starkville with respect to the services performed hereunder for federal or state tax purposes.

FRINGE BENEFITS: Because the Consultant is an Independent Contractor, the Consultant is not eligible for, and shall not participate in, any employee pension, health, or other fringe benefit plan of MDAH, the City of Starkville, or of the State of Mississippi.

WORKERS' COMPENSATION: No Workers' Compensation insurance shall be obtained by MDAH or the City of Starkville concerning the Consultant or Consultant's employees. Any insurance that is required by law shall be obtained by the Consultant.

STATEMENT OF COMPLIANCE WITH FEDERAL NON-DISCRIMINATION LAWS: By execution of the contract, Consultant affirms that Consultant is an equal opportunity employer and, therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful, and Consultant acknowledges that Consultant will strictly adhere to this policy in the performance of Consultant's obligations under the terms of this Contract.

9. Special Condition

No part of the money appropriated for this project shall be used directly or indirectly to pay for any personal service, telegram, advertisement, telephone, letter, printed, or written matter or other device, intended or designed to influence in any manner a Member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or its Departments or agencies from communicating to members of Congress at the request of any Member, or to Congress through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business. Thus costs associated with activities to influence legislation pending before the Congress, commonly referred to as "lobbying," are unallowable as charges to historic preservation fund-assisted grants, either on a direct or indirect cost basis.

THIS CONTRACT becomes effective upon signature of the parties below.

Mississippi Department of Archives and History

By Katie Blount
Katie Blount
State Historic Preservation Officer

10-12-16
Date

The City of Starkville

By _____
Parker Wiseman, Mayor
City of Starkville

Date

Consultant

By _____
David Schneider, Principal
Schneider Historic Preservation, LLC

Date

ATTACHMENT A: WORK PROGRAM

Scope of Work

This project consists of two components: An intensive-level, comprehensive survey, and a National Register District Nomination.

Phase I: Completion of the survey of Oktibbeha Gardens subdivision. The survey area is delineated by the shaded areas on the attached map and is estimated to contain approximately 190 resources. This is merely an estimate, and this scope of work covers the entire boundary as indicated by the shaded areas of the attached map and is not constrained by the preliminary estimate. Upon completion of the survey, the Consultant will complete a survey report, following the format specified in the attached Survey Standards.

Phase II: Completion of a National Register District Nomination for the Oktibbeha Gardens subdivision. Final boundaries for the National Register District will be determined at the conclusion of the survey in consultation with the National Register Coordinator.

Survey materials will be submitted to MDAH Survey Manager, and be copied to the City of Starkville according to the following schedule:

The Consultant shall submit all research materials, printed survey forms and digital photographs on portable media for review by the Historic Preservation Division, MDAH. **February 17, 2017.**

The Consultant shall submit a final draft of the Survey Report for review by **March 3, 2017.**

The Consultant shall submit draft National Register materials, including a draft nomination(s), required photos and maps for review and comment by **April 7, 2017.**

The Consultant shall submit final National Register materials, incorporating changes requested by MDAH, by **April 28, 2017.**

The Consultant shall present the historic district nomination to the Mississippi National Register Review Board meeting in Jackson, Mississippi, currently scheduled for **July 20, 2017.**

Materials from each review will be returned by MDAH for revision in a timely manner, and this **project will not be considered complete until changes requested by MDAH have been made and the finished product has been received by both MDAH and the City of Starkville.**

Survey Phase

The Consultant shall conduct a survey of properties within the specified area of Starkville (see **Attachment B**), which is estimated to contain 190 structures.

A. Survey Inclusion Criteria

1. All properties within the proposed survey area (**Attachment B**) shall be recorded on a Historic Resources Inventory form.

2. Subsidiary buildings such as garages and storage sheds will not normally be recorded on individual Historic Resources Inventory forms, but instead on the form for the building to which they are subsidiary. However, an individually notable subsidiary building, such as a carriage house or barn, should be recorded individually.
3. A vacant lot or a site where a building no longer stands will not normally be recorded on a Historic Resources Inventory form, except when the building previously there was of importance in understanding the historical or architectural development of the community and when sufficient information (such as photos or Sanborn maps) exist to justify the preparation of an inventory form.

B. Survey Documentation

The survey shall consist of at least three phases: archival research, fieldwork, and compilation onto Historic Resources Inventory forms. Archival research will primarily take place at the local library, and should include Sanborn map research, whether undertaken online or in a local collection. Fieldwork will take place principally on foot and includes a digital photograph of each major structure on a property and field notes about the building including a site plan drawn on the scene. Compilation of the archival research and field notes and photos will result in a completed survey form for each major building within the survey boundary.

The survey shall be recorded on Historic Resources Inventory forms which will be provided by the HPD, or a computer-based equivalent approved by HPD. The forms shall be completed according to the instructions provided by HPD and to the standards adopted by HPD in its "Survey Standards" (**Attachment C**). **Original survey forms with attached photo shall be provided to MDAH as part of the final project materials and a second set provided to the City of Starkville.**

C. Digital Photography

1. At least one, clear, sharp digital image must be taken for the main façade of every surveyed property.
2. Digital images must be six megapixels or greater (2000x3000 pixel image at 300 dpi), and be in compliance with NPS Photo Policy standards for National Register properties and National Historic Landmarks. This information can be found at the following line.
<http://www.nps.gov/nR/publications/bulletins/photopolicy/index.htm>
3. Digital photographs are expected to be high-quality--not blurry, washed-out, or grainy--showing the complete facade of the building or the most significant part of a landscape, structure, or other resource. Digital photographs that do not provide adequate representations of resources will be sent back to the consultant and must be re-shot before the survey will be approved by the Survey Manager.
4. While one photo is required for each structure, additional photos of significant buildings may be necessary as well.

5. Significant outbuildings, such as carriage houses, kitchen dependencies, etc. should be photographed and surveyed on a separate survey form.
6. Copies of digital images for each surveyed property must be submitted on a CD or other acceptable forms of portable media such as flash drives.
 - **Each image must be labeled with the address of the property, number followed by street.**
 - Digital images may be in .JPEG or .TIFF formats.
 - Images must be organized in folders according to street name.
 - CD or portable media must be labeled with the Consultant's name, project name, and date (month/year) of photos. When multiple CDs are needed, discs should be numbered sequentially.

D. Printing Digital Photographs

All digital photographs are to be printed out on professional quality photo paper in 4x6 format at 300 dpi and attached to the HRI form using archival glue (see Attachment C for full printing standards). Photographs stapled to the HRI form will not be accepted by the Survey Manager.

E. Maps

- a. The location of all surveyed properties shall be indicated on large-scale maps, keyed to the survey sequence number. Copies of city engineering maps or the county property ownership maps are normally sufficient for this purpose.
- b. Originals of all maps will be given to MDAH. A second original or a high-quality copy of each map will be made and deposited with the City of Starkville.

F. Survey Report:

A survey report shall be prepared discussing the project objectives, historical research, methodology, and findings. A copy of the report will be submitted in draft form for review by the survey manager, Historic Preservation Division (HPD).

National Register Historic District Phase

The Consultant will also prepare a National Register of Historic Places district nomination for a Historic District within the survey area. The preliminary boundaries for this district are delineated on the map (See **Attachment B**). Final district boundaries will be determined by the Consultant and MDAH National Register Coordinator once the Survey Phase is completed. The National Register historic district nomination will be prepared according to the guidelines promulgated by the National Register office and in the format specified by the Historic Preservation Division, according to the above schedule.

Any corrections or additional information required by the Mississippi National Register Review Board or the National Park Service (NPS) shall be provided by the Consultant in a timely manner.

A. National Register Materials

1. An original, fully completed electronic version (preferably created in MS Word) of the National Register of Historic Places Registration Form (NPS form 10-900, October 1990) for each nominated district and each nominated property. All documentation must be in conformance with standards established by the National Register office and set forth in National Register Bulletin 16-A.
2. Two 5" x 7" color photographic prints and a digital image are required for each view submitted. For historic district nominations, photographic coverage should include all properties of major significance, representative streetscapes, representative boundary shots, representative contributing properties, and representative non-contributing properties. Photographs should be labeled as specified by the National Register Office and the Historic Preservation Division. Photographs and digital images should adhere to the following National Register photo standards as outlined by the National Park Service.

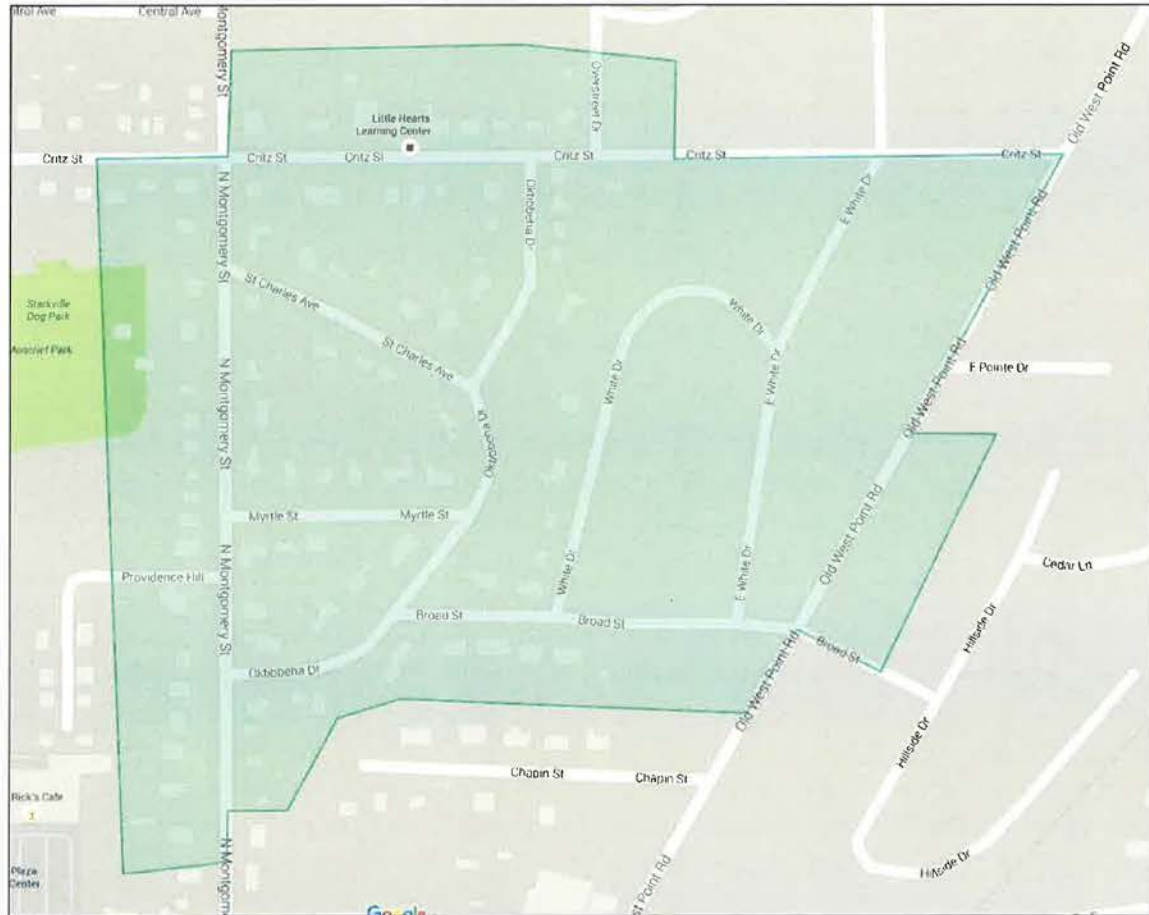
[http://www.cr.nps.gov/nr/publications/bulletins/photopolicy/Photo Policy update 2013 05 15.pdf](http://www.cr.nps.gov/nr/publications/bulletins/photopolicy/Photo_Policy_update_2013_05_15.pdf)

3. One original and one duplicated map for each historic district, indicating the locations of all inventoried elements of the district referenced by inventory number and showing the status of each property as contributing or non-contributing. Each map must also show the district boundaries, a north arrow, street names, and photo locations for general or streetscape views. Lot lines must also be indicated. These maps must be archivally stable, black-line prints or originals. Blue-line prints or other ammonia-process maps will not be accepted.

B. Review Board Presentation

The consultant shall be available to make a presentation about any nominations completed under this contract to the Mississippi National Register Review Board at its next scheduled meeting that falls more than sixty-five days after the receipt of the final nomination by the Historic Preservation Division. In the case of this contract, the presentation of the district nomination should occur at the National Register Review Board meeting currently scheduled for **July 20, 2017**.

ATTACHMENT B: SURVEY AREA BOUNDARIES



ATTACHMENT C:

**Mississippi Department of Archives and History
Historic Preservation Division**

Survey Standards
(Revised August 2016)

Survey work contracted or managed through the Department of Archives and History (MDAH), Historic Preservation Division (HPD) or through a Certified Local Government (CLG) must meet the following standards to be considered complete:

Survey Forms:

- The Historic Resources Inventory (HRI) form is intended to be a permanent paper record kept in files maintained by the HPD and should be completed as neatly and accurately as possible. All relevant sections of the form need to be completed in order to be accepted by HPD. Step-by-step instructions for completing the HRI form are available upon request.
- HRI forms will be created using 'Consultant Inventory' a Microsoft Access Database provided by HPD. This database will generate a template for printing Historic Resource Inventory forms (HRI), as well as a .TXT file for incorporation into MDAH's online database. Instructions for using 'Consultant Inventory' are available from MDAH upon request.
- Upon completion of the survey, the consultant shall print out HRI forms on single, (front and back) sheets of white, acid free, 8.5x11 inch, 65# cardstock. Use of 'quilted' cardstock is strictly forbidden.
- A site or building plan **must** be completed for each resource surveyed. These do not need to be to scale, but should be neatly drawn and show details such as porches and roof types. In addition, the building's relation to the street or surrounding structures **must** be shown. The site plan may be hand-drawn or drawn on a computer.
- All sources used for research on each individual building should be entered under the section entitled 'Bibliographic Resources.' This includes Sanborn maps (for all years in which that building appears), City Directories, and the locations of any unusual or unpublished materials. **If Sanborn maps were made for any part of the survey area, the Consultant is expected to use them in researching each building and cite them in the 'Bibliographic Resources' section.**
- A printed photograph of the surveyed property **must** be attached to the survey form. **Photos must be printed on photo paper** (see below) **and attached with archival glue, but may not under any circumstances be stapled to the survey form.** Forms submitted without printed photos will not be accepted by the Survey Manager.

Digital Photographs

- At least one, clear, sharp digital image must be taken of the main façade of each surveyed property.
- Digital images must be six megapixels or greater (2000x3000 pixel image at 300 dpi), and be in compliance with NPS Photo Policy standards for National Register properties and National Historic

Landmarks. This information can be found at the following link.
<http://www.nps.gov/nR/publications/bulletins/photopolicy/index.htm>

- Photographs are expected to be high-quality--not blurry, washed-out, or grainy--showing the complete facade of the building or the most significant part of a landscape, structure, or other resource. Photographs that do not provide adequate representations of resources will have to be retaken before the final survey will be approved by the Survey Manager.
- While one photo is required for each structure, additional photos of significant buildings may be necessary as well.
- Significant outbuildings, such as carriage houses, kitchen dependencies, etc. should be photographed and surveyed on a separate survey form.
- Copies of digital images for each surveyed property must be submitted on a CD or other acceptable forms of portable media such as flash drives.
 - **Each image must be labeled with the address of the property, number followed by street**
 - Digital images **must be** in .JPEG or .TIFF formats.
 - Images must be organized in folders according to street name.
 - CD or portable media must be labeled with the Consultant's name, project name, and date (month/year) of photos. When multiple CDs are needed, discs should be numbered sequentially.

Printing Digital Photographs

- All digital photographs are to be printed out on professional quality photo paper in 4x6 format at 300 dpi and attached to the HRI form using archival glue. **Photographs stapled to the HRI form will not be accepted by the survey manager.**
- Photos printed at a professional-quality photo shop are preferred, but consultants who choose to print their own photos may use the following ink and paper combinations, in keeping with NPS photographic standards.

	Paper	Ink
Epson	• Premium Gloss Photo Paper • Premium Semigloss Photo Paper • Premium Luster Photo Paper • Premium Semimatte Photo Paper • UltraSmooth Fine Art Paper • Somerset Velvet • Velvet Fine Art Paper • Enhanced Matte Paper • PictureMate Photo Paper	• UltraChrome pigmented inks • Claria Hi-Definition Inks • DuraBrite Ultra Pigmented Inks • Picture Mate Inks

Hewlett-Packard	• Premium Plus Photo and Proofing Gloss • Premium Plus High Gloss Photo Paper • Premium Gloss Photo Paper • Premium Soft Gloss Photo Paper • Professional Satin Photo Taker	• 84/85 dye-based inkset • Vivera inks (95 & 97 tri-color cartridges)
Kodak	• Ultra Photo Premium	• No. 10 Pigmented Inks

Maps: The location of all surveyed properties shall be indicated on large-scale maps keyed to the survey sequence number. All maps should feature a prominent north arrow, display consistent symbology, and be clearly readable whether printed in color or grayscale. For properties within towns, copies of city engineering maps or the county property ownership maps are normally sufficient. All other maps must be approved by the Survey Manager before being submitted as the map for the survey area.

Survey Report: A survey report shall be prepared discussing the project objectives, historical research, methodology, and findings. A copy of the report will be submitted in draft form for review by the survey manager, Historic Preservation Division (HPD).

The final survey report (when required) will be arranged in the following order:

- *Title Page:* The title page should include the title of the project, including the nature and location of the survey, the author of the report, the principal investigator(s), the project director, the sponsoring institution, association, or agency, and the date the report was prepared.
- *Acknowledgment:* The acknowledgment of state assistance should be stated on the title page or on the page immediately following the title page.
- *Project Description:* The introduction should summarize the objectives for conducting the intensive survey project, the scope of the project, the agencies involved, and the dates within which the project was accomplished. A map showing the location of the project must be included.
- Chapter 1: Survey Background and Methodology. Explanations of how the survey project came about and of the procedures used to execute the work program should be included in this section. Items that should be discussed include the following: which organizations were involved in initiating the survey; who surveyed the area and how the survey was conducted; phases of the survey, including a description of geographic or political areas that contributed to the phasing; types of properties surveyed and the criteria for coverage; and sources that contributed to the research effort. Public education efforts conducted in conjunction with the project should be discussed. The role of any volunteer or advisory groups and the success of their participation should be described.
- Chapter 2: Historical Summary or Context. A concise historical, cultural, and geographical background of the survey area should be included in this section. This should answer the following questions: What geographic or geologic features are unique to the area or supported its founding? What spurred the growth and or/development of the survey area? What were important events, whether national or local, that brought about change or decline in the area? What important people

lived or did business in the area and why were they important? If the area has distinct geographic sub-areas, how and why did those sections develop and what characteristics defined each section? Which (if any) historically important buildings located within the area are now non-extant?

- Chapter 3: Survey Findings. This section shall describe the character and distribution of the properties examined in the course of the survey project. For a typical architectural survey of a city or town, this section would include a description of the styles, types, and periods of buildings, the numbers or proportions of each, their relative architectural importance, and rates of survival. Individually important buildings should be cited. Important historical themes and developments (from Chapter 2) should be addressed and properties associated with those developments should be cited. Local historic district areas should be identified and described, and potential National Register district(s) should be noted. **The survey findings chapter of the survey report will normally not include a list of all surveyed properties. The list of surveyed properties should be attached to the report as one of the Appendices (typically as Appendix C).**
- Chapter 4: Survey Products and Documentation. This chapter must contain a description of the products of the survey (such as Historic Resources Inventory Forms, maps, historic context reports, photographic materials, and informational files) and any related documentation (including planning documents, designation reports, and bibliographies).
- Chapter 5: Recommendations for Further Research, Documentation, and Registration. This chapter should identify additional research and survey work that should be done, and should include recommendations for National Register nominations, Historic American Buildings Survey recordation, potential National Historic Landmark designation, and other documentation and registration proposals. These recommendations should be prioritized.
- Chapter 6: Recommendations for Resource Preservation. This chapter should begin with an account of the status of preservation interest and activity in the survey area or related to the surveyed properties up to the present time. It should address threats to the resources and make recommendations for mitigating those threats. This chapter should also make recommendations relating to the actions or policies of local governments, state or federal agencies, non-profit organizations, business firms, and other parties, with regard to the protection, preservation, development, or interpretation of historic resources in the survey area. Recommendations about educational or promotional activities may also be included.
- Appendices. The following documents will normally be attached as appendices:
 - A. A copy of the work program.
 - B. A list of any surveyed properties that are already listed on the National Register.
 - C. A comprehensive list of all surveyed properties, arranged alphabetically and numerically by street address and keyed to the survey map. This list should only include addresses, not descriptions of each building.

General Requirements:

- The consultant will submit all pertinent materials by the deadlines specified, to the standards required within the three-party contract.

- The consultant will inform the Survey Manager in writing of the status of the project on a monthly basis.

Termination from Consultancy List:

- If MDAH is forced to terminate with cause a survey or National Register contract, the consultant's name will be removed from MDAH's Survey Consultants List. Following a period of two (2) years after the official date of removal, the consultant may submit a written request for reinstatement to MDAH, (along with evidence of satisfactorily completed projects). MDAH will respond to a request within thirty (30) days.
- If MDAH receives a written complaint from a private individual or organization regarding professional lapses of or terminated contracts with a consultant on MDAH's Survey Consultants List, MDAH will ask the consultant to provide justification of his or her actions in writing. If MDAH finds the consultant's actions unprofessional or unethical, the consultant will be removed from the MDAH Consultants List. Prior to removal, the consultant will be notified of MDAH's actions in writing. The consultant may appeal permanent removal, and receive a hearing with MDAH, after which MDAH will render a final decision. After a period of two (2) years, the consultant may submit a written request for reinstatement to MDAH, (along with evidence of satisfactorily completed projects). MDAH will respond to a request within 30 days.

Survey Preliminary Deadline: If the survey project involves a National Register phase, all survey material, including completed inventory forms, contact sheets and photo indices, and maps, must be submitted for review and comment to the Survey Manager at least one month before HPD's due date for preliminary review of National Register nominations. This early deadline will allow the Survey Manager to review the survey and suggest corrections before the National Register nomination is completed and will ensure high-quality project materials.

Public Meeting: The HPD requires that the consultant meet with interested citizens and local officials at the beginning of any survey project to explain the purpose of the survey. A representative of the HPD, either the Survey Manager or Regional CLG Coordinator, may also be present and available to handle questions and comments. If the project includes a National Register phase, HPD **requires** at least one public meeting during the nomination phase of the project, but this meeting will be set up by MDAH's National Register coordinator. Consultants are also required to present completed National Register nominations to the scheduled meeting of the Mississippi National Register Board and include a prepared PowerPoint presentation of about 10 minutes summarizing the significance and character of the proposed

12. CONSIDERATION FOR THE CITY, THROUGH THE CITY ATTORNEY, TO NOTIFY THE OWNER OF TAX PARCELS 117E-00-029.00, 117E-00-028.01, 117E-00-28.02, AND 117E-00-028.00 THAT A PUBLIC HEARING SHALL OCCUR ON DECEMBER 6, 2016, AT WHICH TIME THE BOARD OF ALDERMEN SHALL CONSIDER WHETHER THE PROPERTY IS IN SUCH A STATE OF UNCLEANLINESS AS TO BE A MENACE TO THE HEALTH, SAFETY AND WELFARE OF THE MUNICIPALITY PURSUANT TO MISS. CODE ANN. 21-19-11.

A motion was offered by Alderman Perkins for the City, through the City Attorney, to notify the owner of tax parcels 117E-00-029.00, 117E-00-028.01, 117E-00-28.02, and 117E-00-028.00 that a public hearing shall occur on December 6, 2016, at which time the Board of Aldermen shall consider whether the property is in such a state of uncleanliness as to be a menace to the health, safety and welfare of the municipality pursuant to Miss. Code Ann. 21-19-11. The motion was seconded by Alderman Little and the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion carried.

History of the property:

August 8, 2016: Code complaint filed by Starkville Utilities regarding sewer overflow.

August 11, 2016: Property owner stated that the sewer issue would be fixed.

August 15, 2016: Code Enforcement letter issued.

August 30, 2016: Inspection made and sewage violation still exists.

September 1, 2016: Mississippi State Department of Health issues letter.

September 9, 2016: Mississippi Department of Environmental Quality investigates sewer issue.

October 4, 2016: Public hearing on considering the property a menace does not take place due to notice concerns.

October 18, 2016: Inspection made and sewage violation still e exists.

October 18, 2016: Code violation letter issued.

October 26, 2016: Inspection made and cap was placed on pipe where overflow was occurring. However, sewage overflow is now occurring from other areas of subject property.

13. DISCUSSION AND CONSIDERATION OF THE PURCHASE OF IWORQ SOFTWARE FOR COMMUNITY DEVELOPMENT.

Alderman Maynard offered a motion, seconded by Alderman Vaughn, to purchase iWorQ as Community Development's permit management software. Alderman Walker noted free training was included and asked that staff be trained and present training opportunities to the public. The Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion carried.

14. DISCUSSION AND CONSIDERATION OF THE CONDITIONAL USE REQUEST CU 16-05 TO ALLOW A WIRELESS COMMUNICATION TOWER IN A C-2 ZONE LOCATED AT 602.5 MARTIN LUTHER KING JR DRIVE WEST WITH THE PARCEL NUMBER 118N-00-0097.03

Alderman Vaughn offered a motion, duly seconded by Alderman Perkins, that the Conditional Use Request, CU 16-05, to allow a wireless communication tower in a C-2 zone located at 602.5 Martin Luther King Jr., Drive West with the Parcel Number 118N-00-0097.03 shall be denied based upon the following Findings of Fact:

1. The requested use is not harmonious and compatible with the adjacent land use; and
2. It adversely impacts land use activity in the immediate vicinity.

Alderman Walker asked how the City of Starkville Ordinance relates to other cities of comparable size. Following discussion and the understanding that the Community Development department will present recommendations for Ordinance updates in the near future, the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Nay
Alderman David Little	Voted: Nay
Alderman Jason Walker	Voted: Nay
Alderman Scott Maynard	Voted: Nay
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having not received a majority affirmative vote, the Mayor declared the motion failed.

A motion was then offered by Alderman Maynard to approve the Conditional Use request CU 16-05 to allow a wireless communication tower in a C-2 zone located at 602.5 Martin Luther King Jr Drive West with the parcel number 118N-00-0097.03 with the following conditions as recommended by the Planning and Zoning Commission as well as additional conditions by the Board of Aldermen on October 4, 2016:

1. The applicant shall submit a complete site plan package with landscaping of the 75' x 75' equipment compound to the City's Development Review Committee and receive approval within one-hundred-eighty (180) days of approval of the conditional use request by the Mayor and Board of Aldermen.
2. The applicant shall gain approval by the City's Mayor and Board of Alderman of the Board of Adjustments & Appeals recommendation for approval of (2) two variances requested to grant a 250-foot setback distance in lieu of the required 300-foot setback distance and a +-380-foot setback radius in lieu of the required 2,640-foot radius from a residential district
3. The applicant shall obtain a building permit (for tower and antenna) and begin construction within ninety (90) days of the approval of the site plan by the City's Development Review Committee.
4. Unless required by the FAA, the subject tower shall have no lighting
5. The maximum above ground level (AGL) height shall be 140 feet.
6. The proposed tower shall have the appearance of a monopine communication structure- as indicated in the Friday September 30, 2016 communication from Guy Smith.

The motion was seconded by Alderman Little and the Board voted as follows:

Alderman Ben Carver	Voted: Nay
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Nay
Alderman Henry Vaughn, Sr.	Voted: Nay

Having received a majority affirmative vote, the Mayor declared the motion carried.

15. REQUEST APPROVAL OF THE CITY OF STARKVILLE CLAIMS DOCKET FOR ALL DEPARTMENTS AS OF OCTOBER 26, 2016 FOR FISCAL YEAR ENDING 9/30/17.

Upon the motion of Alderman Walker to move approval of the City of Starkville Claims Docket for all departments as of October 26, 2016 for fiscal year ending 9/30/17, duly seconded by Alderman Wynn, the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Nay
Alderman Henry Vaughn, Sr.	Voted: Nay

Having received a majority affirmative vote, the Mayor declared the motion passed.

General Fund	001	\$ 624,771.12
Restricted Police Fund	002	393.94
Restricted Fire Fund	003	99,429.00
Restricted Airport	016	190,827.86
Airport Fund	015	88,067.11
Sanitation	022	21,158.03
Landfill	023	3,535.77
Computer Assessments	107	21,859.72
Park and Rec Tourism	375	15,514.13
Water & Sewer Dept	400	0
Trust & Agency	610	22,561.64
Economic Dev, Tourism & Conv	630	81,402.82
Sub Total Before Stk Utilities	Sub	\$ 1,169,521.14
Utilities Dept.	SED	3,651,936.52
Total Claims	Total	\$4,821,457.66

16. CONSIDERATION OF THE APPROVAL OF TRAVEL FOR DEPUTY CLERK LASHONDA WILSON TO THE DECEMBER DEPUTY CLERK ELECTION TRAINING IN JACKSON, MS, DECEMBER 15 – 16, DEPUTY CLERK KANISHA HENDRIX TO THE IIMC MEETING IN JACKSON, MS, DECEMBER 13 – 14, 2016, AND DEPUTY CLERK ASHLEY WIGGLESWORTH TO THE MMCCA BUSINESS MEETING ON DECEMBER 16, WITH ADVANCE TRAVEL.

Upon the motion of Alderman Little to approve travel for Deputy Clerk LaShonda Wilson to the December Deputy Clerk Election Training in Jackson, MS, December 15 – 16, Deputy Clerk Kanisha Hendrix to the IIMC Meeting in Jackson, MS, December 13 – 14, 2016, and Deputy Clerk Ashley Wigglesworth to the MMCCA Business Meeting on December 16, with advance travel, duly seconded by Alderman Wynn, the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

17. DISCUSSION AND CONSIDERATION TO HIRE DAVID LEAL AS A LEAD LINE FOREMAN IN THE STARKVILLE UTILITY DEPARTMENT, SUBJECT TO ONE (1) YEAR PROBATIONARY PERIOD.

A motion was offered by Alderman Maynard to hire David Leal as a Lead Line Foreman in the Starkville Utility Department, subject to one (1) year probationary period, at a salary grade 16. The motion was seconded by Alderman Little and the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Nay
Alderman Henry Vaughn, Sr.	Voted: Nay

Having received a majority affirmative vote, the Mayor declared the motion carried.

18. DISCUSSION AND CONSIDERATION TO HIRE TIMOTHY LYNCH AS A CERTIFIED FIREFIGHTER AND KENNETH WILSON AS AN ENTRY LEVEL FIREFIGHTER IN THE FIRE DEPARTMENT, SUBJECT TO ONE (1) YEAR PROBATIONARY PERIOD.

A motion was offered by Alderman Maynard to hire Timothy Lynch as a certified Firefighter and Kenneth Wilson as an Entry Level Firefighter in the Fire Department, subject to one (1) year probationary period. The motion was seconded by Alderman Wynn and the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion carried.

19. REQUEST AUTHORIZATION TO ADVERTISE TO FILL VACANT POSITION OF TWO FIREFIGHTERS IN THE FIRE DEPARTMENT.

A motion was offered by Alderman Walker to advertise to fill two vacant positions of Firefighters in the Fire Department. The motion was seconded by Alderman Maynard and the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea

Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion carried.

20. DISCUSSION AND CONSIDERATION OF THE JOB DESCRIPTION FOR THE POSITION OF DIRECTOR OF MAINTENANCE OPERATIONS IN THE PARKS AND RECREATION DEPARTMENT AND TO ADVERTISE THE POSITION ON THE SPORTS TURF MANAGERS ASSOCIATION WEBSITE AND THE NATIONAL RECREATION AND PARK ASSOCIATION WEBSITE FOR 30 DAYS.

A motion was offered by Alderman Walker to advertise to approve the job description, as corrected, for the position of Director of Maintenance Operations at salary grade 13 in the Parks and Recreation Department and to advertise the position on the Sports Turf Managers Association website and the National Recreation and park Association website for thirty (30) days. The motion was seconded by Alderman Little and the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

**CITY OF STARKVILLE
JOB DESCRIPTION**

Title: Director of Maintenance Operations

Department: Parks and Recreation

Reports to: Director of Parks and Recreation

Classification: Non Exempt, Salary Grade 13

Date Prepared: 11/1/2016

Approved by Board:

GENERAL POSITION SUMMARY:

Under the general direction of the Parks and Recreation Director, the Director of Maintenance Operations performs a variety of administrative and supervisory duties in the daily operation of the Starkville parks and recreation facilities. Supervise and train employees. Evaluate performance to ensure that the building, equipment, and grounds are maintained in good order and that preventative maintenance measures are taken to extend the life and value of the facilities.

ESSENTIAL JOB FUNCTIONS:

1. Assists the Director of Parks and Recreation in the interpretation and execution of the City of Starkville's policies and procedures
2. Plans and organizes all department maintenance operations
3. Develops and maintain a Parks Maintenance Management Plan (PMMP) that includes operational standards for the parks

4. Develops a work order system for emergencies and vandalism for the parks
5. Develops and maintain a preventative maintenance schedule for the parks
6. Responsible for equipment purchases, repair, and replacement for park assets
7. Plans and schedules maintenance for all department vehicles and equipment
8. Supervises and directs training of parks maintenance personnel
9. Supervises safety measures on all park facilities and grounds
10. Assists Director in preparation of department budget
11. Performs related duties as required by the Director of Parks and Recreation
12. Recommends and coordinates any and all contractual maintenance services
13. Conducts interviews and makes hiring recommendations for parks maintenance personnel
14. Evaluates and monitors visitor impact on recreation areas to protect natural resources and assess developmental needs for long range planning
15. Enforces park regulations to ensure the safety of the general public

OTHER FUNCTIONS:

1. Ability to establish and maintain effective working relationships with employees, other agencies and the public
2. Ability to effectively administer planning, operations, and personnel in all maintenance areas
3. Ability to communicate effectively and professionally at all times
4. Ability to assist the Director in planning for new and improved parks and recreation facilities
5. Knowledge and skills of safety, safety standards, and ability to convey these skills

INTERPERSONAL CONTACTS:

The Director of Maintenance Operations has regular contact with internal and external sources, including employees, Department Heads, outside agencies, the media, and other governmental agencies. Has frequent contact with vendors and consultants.

EDUCATION AND/OR EXPERIENCE REQUIRED:

Bachelor's Degree in Recreation Administration, Public Administration, Management, Landscape Contracting and Management, or related field.

At least three (3) years of full time experience in maintenance operations including turf, tree and landscape experience; at least one (1) of which must have been in a supervisory capacity. A minimum of ten (10) years of full time experience is considered an equivalent combination of education and training that provides the requisite knowledge, skills, and abilities for this job.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually quiet within in the office, or moderately noisy when in the field.

Physical: The physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk to or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; a reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must frequently lift and or move up to 25/50 pounds and to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. Specific vision abilities required by this job includes: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the City and requirements of the job change.

Regular and consistent attendance is a condition of continuing employment.

21. DISCUSSION AND CONSIDERATION OF THE JOB DESCRIPTION FOR THE POSITION OF DIRECTOR OF RECREATION AND SPORTS IN THE PARKS AND RECREATION DEPARTMENT AND TO ADVERTISE THE POSITION ON THE MISSISSIPPI RECREATION AND PARK ASSOCIATION WEBSITE AND THE NATIONAL RECREATION AND PARK ASSOCIATION WEBSITE FOR 30 DAYS.

A motion was offered by Alderman Walker to advertise to approve the job description, as corrected, for the position of Director of Maintenance Operations at salary grade 13 in the Parks and Recreation Department and to advertise the position on the Mississippi Recreation and Park Association website and the National Recreation and Park Association website for thirty (30) days. The motion was seconded by Alderman Little and the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

**CITY OF STARKVILLE
JOB DESCRIPTION**

Title: DIRECTOR of RECREATION & SPORTS

Department: Parks and Recreation

Reports to: Director of Parks and Recreation

Classification: Non Exempt, Salary Grade 13

Date Prepared: 11/1/2016

Approved by Board:

GENERAL POSITION SUMMARY:

Under the general direction of the Parks and Recreation Director, the Director of Recreation and Sports will perform administrative and supervisory work in directing the programming, planning, and implementation of recreation and sports.

ESSENTIAL JOB FUNCTIONS:

1. Assists the Director of Parks and Recreation in the interpretation and execution of the City of Starkville's policies and procedures
2. Plans, promotes, organizes, and supervises a diversified program of athletics, sports, and programs for all age groups
3. Plans, schedules, and administers all facilities with staff, under the discretion of the Director of Parks and Recreation
4. Supervises and directs training and evaluation of sports and programming employees
5. Develops and maintain an Athletic Field Calendar
6. Assists the Director in developing a Service Provider Agreement and assist in determination of community needs for programs and facilities
7. Maintains records and reports for budgeting and planning for the athletic and programming division
8. Prepares media information for release, including flyers, brochures and press releases associated with athletics and other non-sport programs
9. Operates and maintain online program registrations
10. Supervises safety measures on all activities and ensures all division personnel are properly trained in all procedures
11. Assists Director in preparation of the department budget
12. Conducts interviews and makes hiring recommendations for athletic and programming personnel
13. Maintains a complete record system of activities conducted, participation, results of league contests, and recommendation for change or expansion of various programs
14. Performs related duties as required by the Director of Parks and Recreation

OTHER FUNCTIONS:

1. Ability to establish and maintain effective working relationships with employees, other agencies and the public
2. Ability to effectively administer the facilities, programs and personnel in recreation and sports.
3. Ability to communicate effectively and professionally at all times with parent groups, civic clubs, city authorities and participants
4. Ability to assist the Director in planning for new and improved parks and recreation facilities
5. Knowledge and skills of safety, safety standards, and the ability to convey these skills
6. Ability to possess qualities, which characterize a promoter, organizer, and administrator

INTERPERSONAL CONTACTS:

The Director of Recreation and Sports has regular contact with internal and external sources, including employees, Department Heads, outside agencies, the media, and other governmental agencies. Has frequent contact with vendors and consultants.

EDUCATION AND/OR EXPERIENCE REQUIRED:

1. Bachelor's Degree in Parks, Recreation, Business, Health, Sports Management or related field. At least (3) years of full time experience managing various recreational programs. Recreation and Parks Association Certification referable
2. Must be bondable
3. Must possess a valid driver's license
4. CPR/First Aid/AED training/certification desirable

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical: The physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk to or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and or move up to 25/50 pounds and to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. Specific vision abilities required by this job includes: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the City and requirements of the job change.

Regular and consistent attendance is a condition of continuing employment.

22. REQUEST APPROVAL TO ALLOW CHIEF R. FRANK NICHOLS TO ATTEND THE 2016 CHIEF'S OF POLICE WINTER CONFERENCE, IN OLIVE BRANCH, ON DECEMBER 12-16, 2016 AS AN EXECUTIVE MEMBER OF THE ASSOCIATION SERVING ON THE PLANNING AND EVENTS COMMITTEE WITH ALL COSTS TO BE REIMBURSED THROUGH THE CHIEF'S ASSOCIATION WITH ADVANCED TRAVEL.

Alderman Little offered a motion to allow Chief R. Frank Nichols to attend the 2016 Chief of Police Winter Conference, in Olive Branch, on December 12-16, 2016. Chief Nichols is an executive member of the association serving on the planning and events committee. This conference is reimbursable through the Chief's Association. The motion was seconded by Alderman Wynn and the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

23. REQUEST AUTHORIZATION TO REMOVE EIGHT TASERS FROM CITY INVENTORY.

Alderman Little offered a motion to remove the following eight tasers from city inventory:

Serial #X00-434423, Serial#X00-430007, Serial#X00-561854, Serial#X00-561262, Serial#X00-563156, Serial#X00-239708, Serial#X00-429965 and Serial#X00-254624.

The motion was seconded by Alderman Walker and the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

24. REQUEST APPROVAL TO ADD FOUR TASERS TO CITY INVENTORY.

Alderman Little offered a motion to add the following four tasers to city inventory:

Serial # X13004F33, Serial # X13004F3P, Serial # X13004ENH and Serial # X13004F35.

The motion was seconded by Alderman Wynn and the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

25. REQUEST AUTHORIZATION FOR STARKVILLE UTILITIES TO ACCEPT THE LOWEST AND BEST BID FROM MITSUBISHI ELECTRIC POWER PRODUCTS, INC. AND PURCHASE VACUUM CIRCUIT BREAKERS FOR THE NORTHEAST STARKVILLE SUBSTATION AT A COST OF \$94,162.00

Alderman Little offered a motion to accept the lowest and best bid submitted by Mitsubishi Electric Power Products, Inc. for four (4) Substation Vacuum Circuit Breakers for the Northeast Starkville Substation at a cost of \$94,162.00.

The motion was seconded by Alderman Walker and the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

**CITY OF STARKVILLE UTILITIES
STARKVILLE, MISSISSIPPI**

**TABULATION OF BIDS
FOR FOUR (4) 13 kV VACUUM CIRCUIT BREAKERS
FOR NORTHEAST STARKVILLE 161/13 kV SUBSTATION**

BIDDER	SUPPLIER	DELIVERY TIME	TOTAL BASE BID PRICE	LIFE CYCLE COST EVALUATION ADDER	TOTAL LIFE CYCLE EVALUATED COST
Mitsubishi Electric Power Products, Inc.	MEPPI	16 Weeks ARO	\$94,162.00	\$42,000.00	\$136,162.00
Garner Lumley Electric Supply Co.	ABB	15-20 Weeks ARO	\$84,158.00	\$60,000.00	\$144,158.00

Notes: Owner's Life Cycle Cost Evaluation calculated as described in Materialman's Proposal Form and shown below:

MEPPI: (3 Service * \$3,500.00/Service * 4 CB) = \$42,000.00

ABB: (3 Services * \$3,500.00/Service * 4 VCB) + (Replacement ED2 Board * 3 Services * \$1,500.00 * 4 VCB) = \$60,000.00

I hereby certify that this is a true and correct tabulation of the Bids for four (4) 13 kV Vacuum Circuit Breakers received by Starkville Utilities on October 20, 2016.


Jeffrey Atwell, P.E.

 **Atwell & Gent, P.A.**
Electrical & Consulting Engineers

26. A MOTION TO ENTER INTO A CLOSED SESSION TO DETERMINE IF THERE IS PROPER CAUSE FOR EXECUTIVE SESSION.

There came for consideration the matter of entering a closed session to determine if there is a proper cause for executive session. Upon the Motion of Alderman Little to enter into a Closed Session to determine if there is proper cause for Executive Session, the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.
The Board entered closed session.

27. A MOTION TO ENTER EXECUTIVE SESSION FOR THE PURPOSE OF PENDING LITIGATION RELATED TO EMINENT DOMAIN AND A PERSONAL INJURY CLAIM.

Alderman Perkins offered a motion to enter Executive Session for the purpose of pending litigation related to eminent domain and a personal injury claim on a finding that the proposed topics qualified for Executive Session. Following a second by Alderman Walker, the Board voted as follows to enter Executive Session:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea

Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received an affirmative vote, the Mayor declared the motion passed.

The Mayor invited the public back in, and after allowing the public time to enter the room, made the announcement of the Board's decision to enter into Executive Session for the purpose of pending litigation related to eminent domain and a personal injury claim on a finding that the proposed topics qualified for Executive Session.

At this time the Board entered Executive Session.

28. A MOTION TO RETURN TO OPEN SESSION.

Upon the motion of Alderman Maynard, duly seconded by Alderman Perkins, to return to Open Session, the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

The Mayor invited the public back in and then announced that the Board had taken no action in Executive Session.

29. A MOTION TO RECESS UNTIL NOVEMBER 15, 2016 @ 5:30 IN THE COURT ROOM AT CITY HALL LOCATED AT 110 WEST MAIN STREET.

Upon the motion of Alderman Perkins, duly seconded by Alderman Little, for the Board of Aldermen to recess the meeting until November 15, 2016 @ 5:30 at 110 West Main Street in the Court Room of City Hall, the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

SIGNED AND SEALED THIS THE _____ DAY OF _____ 2016.

Attest:

PARKER WISEMAN, MAYOR

LESA HARDIN, CITY CLERK

(SEAL)