

**MINUTES OF THE REGULAR MEETING
OF THE MAYOR AND BOARD OF ALDERMEN**

The City of Starkville, Mississippi

Be it remembered that the Mayor and Board of Aldermen met in a Regular Meeting on March 16, 2010 5:30 p.m. in the Courtroom of City Hall, located at 101 Lampkin Street, Starkville, MS.

There being present were Mayor Parker Wiseman , Alderman Ben Carver Ward 1, Sandra C. Sistrunk Ward 2, Eric Parker Ward 3, Richard Corey Ward 4, Jeremiah Dumas Ward 5, Roy A.' Perkins Ward 6, and Henry N. Vaughn Sr., Ward 7.

Attending the Mayor and Board were Deputy City Clerk, Emma Gibson-Gandy and Municipal Attorney Chris Latimer.

1. AN ORDER APPROVING THE OFFICIAL AGENDA OF THE MARCH 16, 2010 BOARD MEETING WITH AMENDMENTS AS FOLLOWS:

**OFFICIAL AGENDA
THE MAYOR AND BOARD OF ALDERMEN
OF THE
CITY OF STARKVILLE, MISSISSIPPI**

REGULAR MEETING OF TUESDAY, March 16, 2010
5:30 P.M., COURT ROOM, CITY HALL
101 EAST LAMPKIN STREET

PROPOSED CONSENT AGENDA ITEMS ARE NOTED ### AND PROVIDED AS
APPENDIX A ATTACHED

******ITEMS SHOWN IN ITALICS WITH AN ASTERISK HAVE BEEN ADDED, ~~DELETED~~ OR
MODIFIED FROM THE ORIGINAL AGENDA*

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

- A. CONSIDERATION OF THE APPROVAL OF THE CONSENT AGENDA (SEE APPENDIX A)

IV. INTERVIEW OF APPLICANTS FOR THE VACANT SCHOOL BOARD POSITION.

V. APPROVAL OF BOARD OF ALDERMEN MINUTES

- A. REQUEST APPROVAL OF THE MINUTES OF THE RECESS MEETING OF THE CITY OF STARKVILLE BOARD OF ALDERMEN OF DECEMBER 15, 2009.

**** B. *REQUEST APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 5, 2010.*

VI. ANNOUNCEMENTS AND COMMENTS

- A. MAYOR'S COMMENTS:

INTRODUCTION OF NEW EMPLOYEES:

UYLESS GRAY – MAINTENANCE WORKER IN THE WATER DEPARTMENT

DONNA DOLLARHIDE – RADIO OPERATOR/RECORDS CLERK IN THE POLICE DEPARTMENT

STEPHANNE DRUMMOND – RADIO OPERATOR/RECORDS CLERK IN THE POLICE DEPARTMENT

- B. BOARD COMMENTS:

- C. CITIZEN'S COMMENTS:

VII. PUBLIC APPEARANCES

- A. PUBLIC APPEARANCE BY NISREEN CAIN TO DISCUSS THE CITY'S RECOGNITION OF EARTH HOUR.

- B. PUBLIC APPEARANCE BY FENLY AKERS REQUESTING SPONSORSHIP BY THE CITY FOR THE MISS MISSISSIPPI STATE UNIVERSITY PROGRAM AD.

***** C. ~~PUBLIC APPEARANCE BY CHRIS HUGHES PRESENTING A~~

~~HOUSING PROJECT PLAN AND REQUESTING CITY SUPPORT
FOR THE DEVELOPMENT.~~

VIII. PUBLIC HEARINGS

- A. FIRST PUBLIC HEARING ON THE CHILD SAFETY PROTECTIVE HELMET ORDINANCE.

IX. MAYOR'S BUSINESS

- ~~***** A. CONSIDERATION OF APPROVING THE LETTER TO BE SENT TO THE DEVELOPER ON BEHALF OF THE CITY IN SUPPORT OF THE MISSISSIPPI HOME CORPORATION DEVELOPMENT PROJECT.~~

- *****### B. CONSIDERATION OF APPROVING THE OUT-OF-STATE TRAVEL TO AUSTIN, TEXAS, FOR THE CHIEF ADMINSTRATIVE OFFICER TO ATTEND A FACILITIES PLANNING CLASS AT A COST OF \$550.00 FOR TUITION ONLY.

- C. DISCUSSION OF ADOPTING A PROCESS AND BUDGETARY POLICY ON BOARD CONSIDERATION OF OUTSIDE CONTRIBUTIONS FOR PROGRAM ADS AUTHORIZED IN ACCORDANCE WITH MISSISSIPPI CODE OF 1972 §17-3-1.

X. BOARD BUSINESS

- A. CONSIDERATION OF MAKING AN APPOINTMENT TO THE STARKVILLE SCHOOL BOARD FOR THE TERM BEGINNING MARCH 6, 2010.

- ### B. CONSIDERATION OF ADVERTISING FOR BIDS FOR THE MOWING CONTRACT FOR THE CITY'S ODDFELLOWS CEMETERIES FOR THE CALENDAR YEARS 2010 AND 2011.

- ### C. CONSIDERATION OF ISSUING A PROCLAMATION FROM THE CITY OF STARKVILLE TO DECLARE THE HOUR FROM 8:30 TO 9:30 PM ON MARCH 27, 2010 AS EARTH HOUR IN THE CITY OF STARKVILLE.

- D. CONSIDERATION OF CALLING FOR A PUBLIC HEARING TO AMEND THE SIGN ORDINANCE 2008-10 AND THE CITY OF STARKVILLE CODE OF ORDINANCES, APPENDIX A TO

PROVIDE ADDITIONAL CATEGORIES OF EXEMPTIONS FOR SIGNAGE LOCATED IN CITY RIGHTS OF WAY.

E. CONSIDERATION OF APPROVING A PROGRAM AD FOR THE MISS MISSISSIPPI STATE UNIVERSITY PAGEANT PROGRAM BOOK IN ACCORDANCE WITH MISSISSIPPI CODE OF 1972, § 17-3-1.

F. CONSIDERATION OF HOSTING AN AREA WORKSHOP THROUGH THE MISSISSIPPI URBAN FOREST COUNCIL.

G. DISCUSSION AND CONSIDERATION OF ESTABLISHING AN INTERNAL INFRASTRUCTURE COMMITTEE RESULTING FROM BOARD RETREAT PROCESS.

**** H. *CONSIDERATION OF AMENDING THE JOB DESCRIPTION OF THE ADMINISTRATIVE ASSISTANT TO THE MAYOR'S OFFICE AND THE BOARD OF ALDERMEN.*

XI. DEPARTMENT BUSINESS

A. AIRPORT

THERE ARE NO ITEMS FOR THIS AGENDA

****### B. BUILDING, CODES AND PLANNING DEPARTMENT (ALL ITEMS ON CONCENT)

1. CONSIDERATION TO APPROVE P&Z ITEM #FP 09-06: A REQUEST BY RMR INVESTMENTS, LLC, FOR A FINAL PLAT APPROVAL OF "WESTERN CROSSING DEVELOPMENT—PHASE II" IN A C-2 (GENERAL BUSINESS) AND R-5 (MULTI-FAMILY, HIGH-DENSITY) ZONING DISTRICT LOCATED NORTHWEST OF THE INTERSECTION OF NEW LIGHT ROAD AND THE MS HIGHWAY 25 BYPASS IN WARD 1.

2. CONSIDERATION TO APPROVE P&Z ITEM #FP 10-01: A REQUEST BY RMR INVESTMENTS, LLC, A FINAL CONDO

PLAT APPROVAL OF “UNIVERSITY CROSSING CONDO PLAT REVISION #1” IN A C-2 (GENERAL BUSINESS) ZONING DISTRICT LOCATED AT THE 600 BLOCK OF MS HIGHWAY 12 EAST IN WARD 4.

C. OFFICE OF THE CITY CLERK

- ### 1. REQUEST APPROVAL OF THE CLAIMS DOCKET AS OF MARCH 11, 2010, FOR THE CITY OF STARKVILLE DEPARTMENTS EXCEPT FOR THE FIRE DEPARTMENT.
- 2. REQUEST APPROVAL OF THE CONTRACT WITH REYNOLDS INSURANCE, THE LOWEST AND BEST BID FOR THE CITY OF STARKVILLE PROPERTY INSURANCE SERVICES FOR THE YEAR 2010/2011.

D. COURTS

THERE ARE NO ITEMS FOR THIS AGENDA

E. ELECTRIC DEPARTMENT (ALL ITEMS ON CONSENT)

- 1. REQUEST AUTHORIZATION TO PURCHASE A REPLACEMENT SUBSTATION VACUUM CIRCUIT BREAKER FROM WESCO/DIVERSIFIED SUPPLY COMPANY OF NORTH LITTLE ROCK, ARKANSAS FOR THE LOW BID OF \$20,500.00.
- 2. REQUEST AUTHORIZATION FOR THE MAYOR TO SIGN A CHANGE ORDER FOR THE REPAIR AND REPLACEMENT OF THE RETAINER WALL THAT IS LOCATED ON THE EAST BOUNDARY OF THE SED PROPERTY AND WESTERN BOUNDARY OF PROPERTY OWNED BY MR. LARRY TABOR AT A COST OF \$28,087.00.

F. ENGINEERING AND STREETS

- ### 1. REQUEST AUTHORIZATION TO ADVERTISE FOR BIDS FOR SC-1 ASPHALT SOURCE OF SUPPLY FOR THE SECOND QUARTER OF 2010.
2. REQUEST APPROVAL OF THE LOWEST AND BEST BID FOR THE HOSPITAL ROAD PEDESTRIAN PROJECT TO INCLUDE AUTHORIZATION TO ENTER INTO CONTRACTUAL AGREEMENT WITH SAID PROVIDER.
- ### 3. REQUEST AUTHORIZATION TO ADVERTISE FOR BIDS FOR THE 2010 STREET IMPROVEMENT PROGRAM.
- ### 4. REQUEST AUTHORIZATION TO ADVERTISE THE REQUEST FOR QUALIFICATIONS (RFQ) FOR THE LYNN LANE MULTI-USE PATH PROJECT.
5. REQUEST CONSIDERATION OF AUTHORIZING A RECOMMENDATION COMMITTEE CONSISTING OF CITY ENGINEER, ENGINEERING ASSISTANT AND CHIEF ADMINISTRATIVE OFFICER TO ASSESS THE RFQ FOR THE LYNN LANE MULTI-USE PATH PROJECT.
6. REQUEST AUTHORIZATION OF AN AMENDMENT TO THE PAT STATION ROADWAY ENGINEERING SERVICES CONTRACT TO INCLUDE CONSTRUCTION ENGINEERING AND TESTING.

****### G. FIRE DEPARTMENT (ALL ITEMS ON CONSENT)

1. REQUEST PERMISSION TO PAY NORTH GREENVILLE FITNESS \$12,796.35 FOR ANNUAL FIREFIGHTER PHYSICAL FITNESS TESTING AS BUDGETED.

H. PERSONNEL

- ****###1. REQUEST AUTHORIZATION TO TRANSFER TAMMY CARLISLE FOR THE POSITION OF STAFF SUPPORT TECHNICIAN LEVEL 2 FOR THE POLICE DEPARTMENT WITH AN ANNUAL SALARY OF \$27,765.62, EFFECTIVE MARCH 26, 2010.

**** 2. REQUEST AUTHORIZATION TO ADVERTISE FOR THE POSITION OF ADMINISTRATIVE ASSISTANT TO THE MAYOR'S OFFICE AND THE BOARD OF ALDERMEN.

**** 3. REQUEST AUTHORIZATION TO ADVERTISE FOR AN INDEPENDENT CONTRACTOR TO TAKE AND PROCESS MINUTES

I. POLICE DEPARTMENT

1. REPORT BY THE CHIEF OF POLICE AS PROVIDED FOR IN THE CITY OF STARKVILLE CODE OF ORDINANCES, TRAFFIC AND VEHICLES, SECTION 106-40. ANNUAL TRAFFIC SAFETY REPORT

2. REQUEST AUTHORIZATION FOR LIEUTENANT MALVIN DAILEY TO TAKE SIX (6) CREDIT HOURS AT KAPLAN UNIVERSITY AS ALLOWED BY CITY POLICY FOR REIMBURSABLE EDUCATIONAL COURSES.

J. PUBLIC SERVICES

THERE ARE NO ITEMS FOR THIS AGENDA

K. SANITATION DEPARTMENT

THERE ARE NO ITEMS FOR THIS AGENDA

XII. CLOSED DETERMINATION SESSION

XIII. EXECUTIVE SESSION

A. PENDING LITIGATION

B. PERSONNEL

XIV. ADJOURN UNTIL APRIL 6, 2010 @ 5:30 AT 101 LAMPKIN STREET IN THE CITY HALL COURTROOM.

APPENDIX A

PROPOSED CONSENT AGENDA

IX. MAYOR'S BUSINESS – NO ITEMS

X. BOARD BUSINESS

- B. CONSIDERATION OF ADVERTISING FOR BIDS FOR THE MOWING CONTRACT FOR THE CITY'S ODDFELLOWS CEMETERIES FOR THE CALENDAR YEARS 2010 AND 2011.
- C. CONSIDERATION OF ISSUING A PROCLAMATION FROM THE CITY OF STARKVILLE TO DECLARE THE HOUR FROM 8:30 TO 9:30 PM ON MARCH 27, 2010 AS EARTH HOUR IN THE CITY OF STARKVILLE.

XI. DEPARTMENT BUSINESS

A. AIRPORT – NO ITEMS

B. BUILDING DEPARTMENT

- 1. CONSIDERATION TO APPROVE P&Z ITEM #FP 09-06: A REQUEST BY RMR INVESTMENTS, LLC, FOR A FINAL PLAT APPROVAL OF "WESTERN CROSSING DEVELOPMENT—PHASE II" IN A C-2 (GENERAL BUSINESS) AND R-5 (MULTI-FAMILY, HIGH-DENSITY) ZONING DISTRICT LOCATED NORTHWEST OF THE INTERSECTION OF NEW LIGHT ROAD AND THE MS HIGHWAY 25 BYPASS IN WARD 1.



THE CITY OF STARKVILLE PLANNING & ZONING COMMISSION CITY HALL,

101 E. LAMPKIN STREET STARKVILLE, MISSISSIPPI 39759-2944

STAFF REPORT

TO: Members of the Planning & Zoning Commission

FROM: Ben Griffith, AICP, City Planner (662-323-8012 ext. 119)

CC: RMR Investment Company, LLC, Applicant

SUBJECT: FP 09-06: “Western Crossing Development Phase II Preliminary-Final Plat” located northwest of the intersection of New Light Road and Carter Boulevard; Parcel Number 103J-08-001.00

DATE: March 3, 2010

The purpose of this report is to provide you with information regarding the request of RMR Investment Company, LLC, to review a proposed final subdivision plat of 7 lots for an approximate 116.74 acre site. The proposed plat will require review and approval by the Mayor and Board of Aldermen.

BACKGROUND INFORMATION

The preliminary plat and phase one portion of the “Western Crossing Development” was approved in September of 2004. The former “Team Chevrolet” building is the only developed parcel. Since the plat pre-dates the City’s stormwater and sidewalk ordinances, both improvements will be addressed as each parcel is developed. The proposed “Phase II” plat will complete the platting process for the “Western Crossing” project, unless platted lots are further subdivided in the future as part of their development.

The final layer of asphalt was inadvertently installed on both Phase I and Phase II during construction of the roadways. Typically, the final layer of asphalt is installed after 85% build-out of a project. Since the final layer of asphalt has already been installed, the City is still requiring a bond for 150% of the required cost to install the final layer of asphalt. The bond originally accepted for the Phase I portion of the plat has expired and it is recommended to require an updated bond of 150% of the required cost to install the final layer of asphalt for Phase I, as well as an additional bond for Phase II. At 85% build-out of either phase of the plat, the contractor will be responsible for making any and all repairs necessary to the roadways prior to release of the bond. The applicant’s engineer has provided asphalt square footages to the City Engineer, who has in turn provided construction estimates for the bond amounts for each phase of the plat.

PLAT PROPOSAL

General Information Table 32 of the City’s Comprehensive Plan allows a maximum gross density of 15 dwelling units per acre for the R-5 (Multi-Family, High-Density) zoning district, which is categorized as High Density Residential. The gross density calculation for the multi-family residential portion of the proposed final plat would be approximately 816.3 dwelling units for the 54.42 acres which is zoned R-5.

Easements and Dedications All easements and dedications are provided on the final plat. The roadways will be dedicated to the City. The electrical service will be placed underground. Electrical service will be provided by 4-County EPA. Potable water is provided by both the City of Starkville and Bluefield Water Association, depending on the lot location since the plat straddles both service areas. The City of Starkville is also providing sanitary sewer service. Street numbers will be assigned during site plan review for construction permitting. The City department heads have recommended approval of the final subdivision plat as proposed, with the attached conditions.

Findings and Comments The preliminary plat is a Class "C" survey prepared by a professional licensed by the Mississippi Board of Licensure for Professional Engineers and Surveyors and meets the minimum standards for the State of Mississippi, as required by §17-1-23 and §17-1-25 of the Mississippi Code of 1972, as amended. The proposed subdivision meets all C-2 and R-5 zoning dimensions and City roadway requirements.

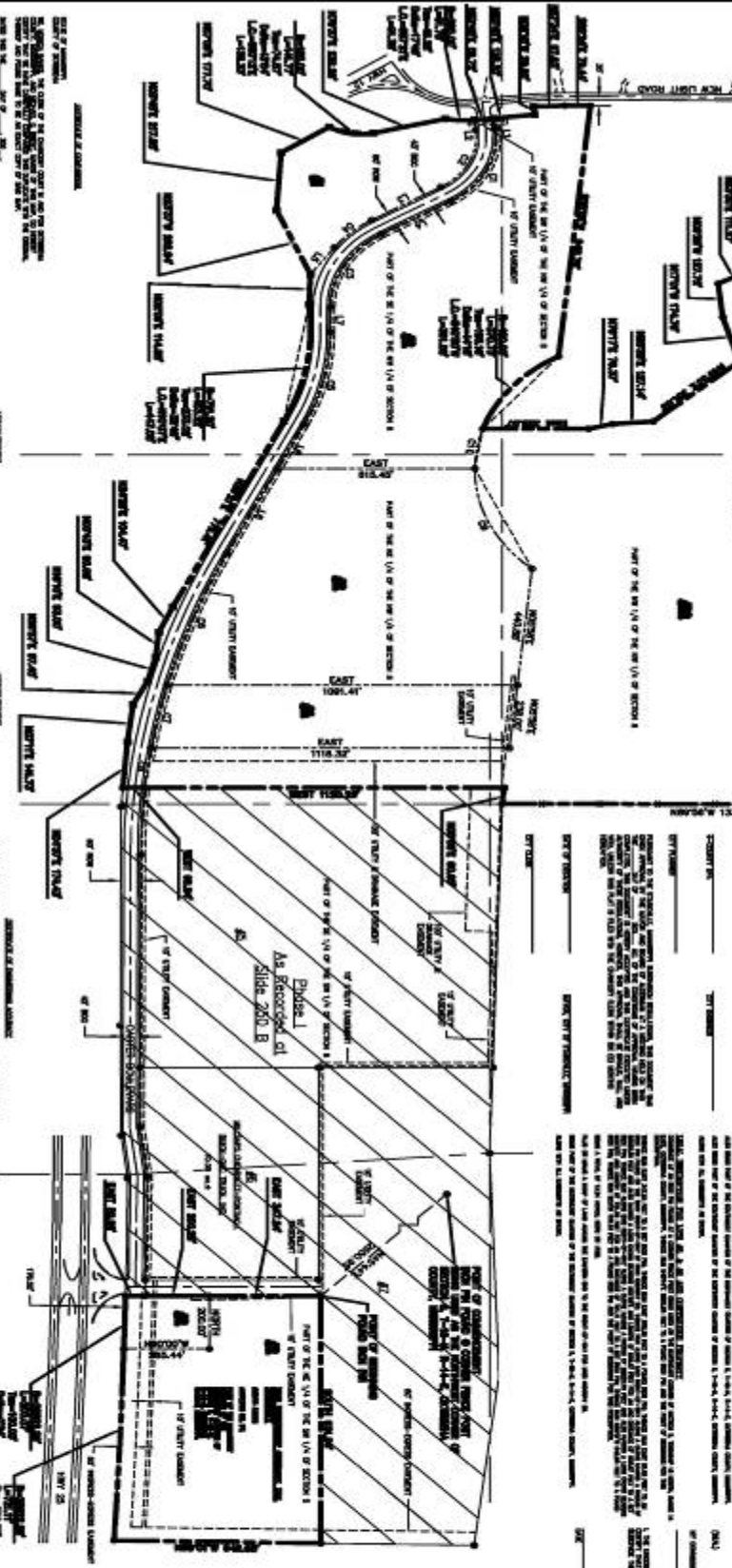
STAFF RECOMMENDATIONS

The Planning & Zoning Commission's recommendation for approval of the "Western Crossing Development Phase II Preliminary-Final Plat" located northwest of the intersection of New Light Road and Carter Boulevard would be based on the final plat dated September 29, 2009, the findings of fact and conclusions of this staff report dated March 3, 2010, and the following conditions:

1. The final plat shall meet the minimum standards for the State of Mississippi, as required by §17-1-23 and §17-1-25 of the Mississippi Code of 1972, as amended.
2. The final plat shall meet the minimum requirements for C-2 and R-5 zoning dimensions.
3. All public utilities are currently in place.
4. Erosion control vegetation shall be established on all disturbed areas and all drainage ways shall be protected, shaped and properly stabilized prior to approval by the Mayor and Board of Aldermen.
5. The applicant shall provide adequate and satisfactory test reports for roadways, curbs and all drainage structures and facilities.
6. Financial assurance for the cost of the final layer of asphalt shall be in the amount of \$89,135.89 for Phase I and \$129,551.26 for Phase II, and shall be provided to the City Engineer prior to approval by the Mayor and Board of Aldermen.
7. The applicant shall execute the standard agreement ("developer contract") for the financial guarantee of the completion of the final requirements for acceptance of the streets and utilities and the Board of Aldermen shall authorize the Mayor to execute same.
8. The applicant shall provide two paper copies of the recorded plat to the City, along with a digital copy in "AutoCAD" format in standard state plane coordinates.
9. The applicant shall provide "as-built" drawings of all infrastructure improvements (water, sewer, storm drainage, roadways, etc.) in "AutoCAD" format as well as a paper copy that is signed and sealed by a licensed design professional, guaranteeing accuracy.
10. The final plat shall be recorded at the Oktibbeha County Chancery Clerk's Office within thirty (30) days of the approval by the Mayor and Board of Aldermen.

NO. OF SHEETS	1
SHEET NO.	1
DATE	1964
PROJECT	STATE ST. BRIDGE
LOCATION	STATE ST. BRIDGE
DRAWN BY	...
CHECKED BY	...
APPROVED BY	...

SECTION 1
 PART OF THE W. 1/4 OF THE NW 1/4 OF SECTION 1
 TOWNSHIP 106 N. R. 10 E. S. 1 E.



SECTION 1
 PART OF THE W. 1/4 OF THE NW 1/4 OF SECTION 1
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SECTION 2
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SECTION 3
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SECTION 5
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SECTION 6
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SECTION 7
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SECTION 14
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SECTION 22
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SECTION 25
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SECTION 26
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SECTION 27
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SECTION 31
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SECTION 32
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SECTION 33
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SECTION 34
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SECTION 35
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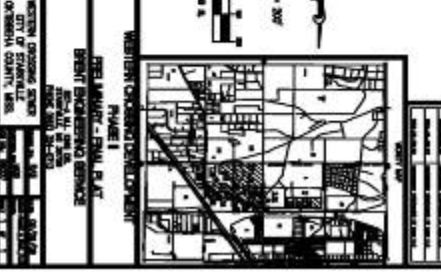
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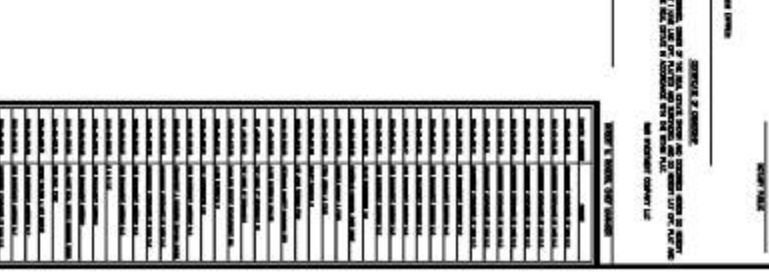
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DEPARTMENT BUSINESS cont.

BUILDING DEPARTMENT

1. CONSIDERATION TO APPROVE P&Z ITEM #FP 10-01: A REQUEST BY RMR INVESTMENTS, LLC, A FINAL CONDO PLAT APPROVAL OF "UNIVERSITY CROSSING CONDO PLAT REVISION #1" IN A C-2 (GENERAL BUSINESS) ZONING DISTRICT LOCATED AT THE 600 BLOCK OF MS HIGHWAY 12 EAST IN WARD 4.



STARKVILLE PLANNING & ZONING COMMISSION CITY HALL,
101 E. LAMPKIN STREET STARKVILLE, MISSISSIPPI 39759-2944

STAFF REPORT

TO: Members of the Planning & Zoning Commission

FROM: Ben Griffith, AICP, City Planner (662-323-8012, ext. 119)

CC: RMR Investment Company, LLC, Applicant

SUBJECT: EP 10-01: “University Crossing Condo Plat Revision #1” located at the 600 block of Highway 12 East; Parcel Numbers 101E-00-002.00, -003.00 and -004.00

DATE: March 3, 2010

The purpose of this report is to provide you with information regarding the request of RMR Investment Company, LLC, to review a proposed condominium plat revision for an approximate 7.23 acre site. The proposed condo plat will require review and approval by the Mayor and Board of Aldermen.

BACKGROUND INFORMATION

The shopping center properties were first platted as a condo plat in September of 2008 to establish a condominium association for care and maintenance of all common areas. The owner now seeks to move interior walls, rearranging interior spaces to create an additional unit, requiring a revision to the condo plat. No new construction is to take place on the site, only renovations to the interior units of the shopping center as the spaces are leased and/or sold to individual businesses.

PLAT PROPOSAL

General Information The subject property consists of three separate structures on approximately 7.23 acres. Two outparcels consisting of a bank and copy/reprographics business, are included in the plat as unit numbers 11 and 12. An ice manufacturing and vending operation has been relocated to another location in the City and no other business is expected to take its place. Staff has reviewed the proposed condominium documents and they include sections for common area maintenance as well as the City’s standard hold-harmless indemnification clause required by the City Attorney.

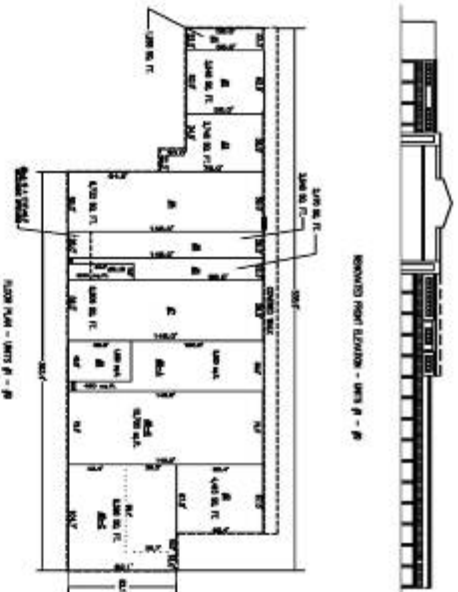
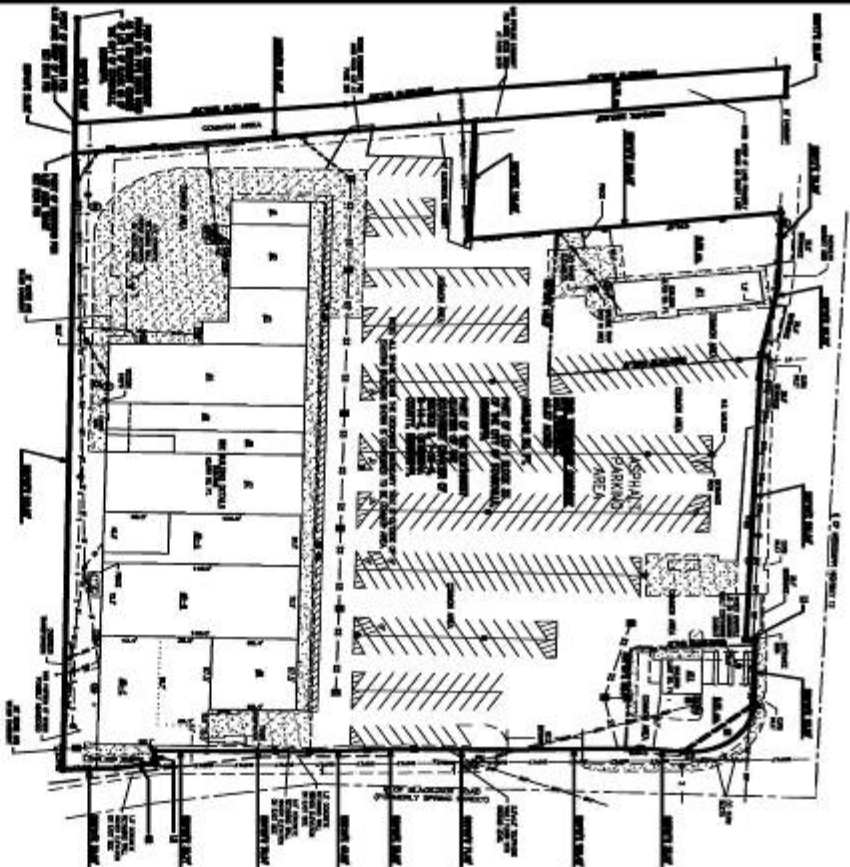
Easements and Dedications All utilities are in place and easements have been dedicated to the City of Starkville. There are no streets on the site, only driveways and parking areas. A note has been placed on the plat stating that common areas are to be maintained by the condominium owners association. The City department heads have recommended approval of the revised final condo plat as proposed.

Findings and Comments The preliminary plat is a Class “A” survey prepared by a professional licensed by the Mississippi Board of Licensure for Professional Engineers and Surveyors and meets the minimum standards for the State of Mississippi, as required by §17-1-23 and §17-1-25 of the Mississippi Code Annotated (1972), as amended. The proposed subdivision meets all C-2 zoning dimension.

STAFF RECOMMENDATIONS

The Planning & Zoning Commission's recommendation for approval of the "University Crossing Condo Plat" located at the 600 block of Highway 12 East would be based on the final plat dated February 4, 2010 the findings of fact and conclusions of this staff report dated March 3, 2010, and the following conditions:

- 1 The final plat shall meet the minimum standards for the State of Mississippi, as required by §17-1-23 and §17-1-25 of the Mississippi Code Annotated (1972), as amended.
- 2 All public utilities are currently in place.
3. The condominium documents shall include the City Attorney's standard hold-harmless indemnification clause.
4. The final plat shall be recorded at the Oktibbeha County Chancery Clerk's Office within thirty (30) days of the approval by the Mayor and Board of Aldermen.
5. Two paper copies of the recorded plat shall be provided to the City, along with a digital copy in "AutoCAD" format in standard state plane coordinates.



UNIT NO.	AREA (SQ. FT.)	TYPE
101	1,200	RESIDENTIAL
102	1,200	RESIDENTIAL
103	1,200	RESIDENTIAL
104	1,200	RESIDENTIAL
105	1,200	RESIDENTIAL
106	1,200	RESIDENTIAL
107	1,200	RESIDENTIAL
108	1,200	RESIDENTIAL
109	1,200	RESIDENTIAL
110	1,200	RESIDENTIAL
111	1,200	RESIDENTIAL
112	1,200	RESIDENTIAL
113	1,200	RESIDENTIAL
114	1,200	RESIDENTIAL
115	1,200	RESIDENTIAL
116	1,200	RESIDENTIAL
117	1,200	RESIDENTIAL
118	1,200	RESIDENTIAL
119	1,200	RESIDENTIAL
120	1,200	RESIDENTIAL
121	1,200	RESIDENTIAL
122	1,200	RESIDENTIAL
123	1,200	RESIDENTIAL
124	1,200	RESIDENTIAL
125	1,200	RESIDENTIAL
126	1,200	RESIDENTIAL
127	1,200	RESIDENTIAL
128	1,200	RESIDENTIAL
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138	1,200	RESIDENTIAL
139	1,200	RESIDENTIAL
140	1,200	RESIDENTIAL
141	1,200	RESIDENTIAL
142	1,200	RESIDENTIAL
143	1,200	RESIDENTIAL
144	1,200	RESIDENTIAL
145	1,200	RESIDENTIAL
146	1,200	RESIDENTIAL
147	1,200	RESIDENTIAL
148	1,200	RESIDENTIAL
149	1,200	RESIDENTIAL
150	1,200	RESIDENTIAL

GENERAL NOTES:

1. ALL DIMENSIONS ARE IN FEET AND INCHES.
2. FINISHES ARE AS SHOWN ON THE DRAWINGS.
3. REFER TO THE SPECIFICATIONS FOR MATERIALS AND METHODS OF CONSTRUCTION.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
5. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
6. ALL UTILITIES SHALL BE PROTECTED AND DEEPER THAN THE FOUNDATION.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES.
8. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND REGULATIONS.
9. THE CONTRACTOR SHALL MAINTAIN A RECORD OF ALL CHANGES AND REVISIONS TO THE DRAWINGS.
10. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE ARCHITECT.

NOTES:

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES.
2. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND REGULATIONS.
3. THE CONTRACTOR SHALL MAINTAIN A RECORD OF ALL CHANGES AND REVISIONS TO THE DRAWINGS.
4. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE ARCHITECT.

UNIT NO.	AREA (SQ. FT.)	TYPE
101	1,200	RESIDENTIAL
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143	1,200	RESIDENTIAL
144	1,200	RESIDENTIAL
145	1,200	RESIDENTIAL
146	1,200	RESIDENTIAL
147	1,200	RESIDENTIAL
148	1,200	RESIDENTIAL
149	1,200	RESIDENTIAL
150	1,200	RESIDENTIAL

UNIVERSITY CONDOMINIUM PLAN
REVISION #

PREPARED BY:
ARCHITECT:

DATE:

SCALE:

PROJECT NO.:

CLIENT:

LOCATION:

DESCRIPTION:

UNIVERSITY CONDOMINIUM PLAN
REVISION #

PREPARED BY:
ARCHITECT:

DATE:

SCALE:

PROJECT NO.:

CLIENT:

LOCATION:

DESCRIPTION:

UNIVERSITY CONDOMINIUM PLAN
REVISION #

PREPARED BY:
ARCHITECT:

DATE:

SCALE:

PROJECT NO.:

CLIENT:

LOCATION:

DESCRIPTION:

UNIVERSITY CONDOMINIUM PLAN
REVISION #

PREPARED BY:
ARCHITECT:

DATE:

SCALE:

PROJECT NO.:

CLIENT:

LOCATION:

DESCRIPTION:

C. OFFICE OF THE CITY CLERK

1. REQUEST APPROVAL OF THE CLAIMS DOCKET AS OF MARCH 11, 2010, FOR THE CITY OF STARKVILLE DEPARTMENTS EXCEPT FOR THE FIRE DEPARTMENT.

CLAIMS DOCKET

02-16-10-B

MARCH 11, 2010

GENERAL FUND(EX. FIRE)	001	\$996,097.56
AIRPORT	015	\$5,603.47
SANITATION	022	\$104,349.64
LANDFILL	023	\$5,688.30
CAPITAL IMPROVEMENTS	105	\$17,500.00
COMPUTER ASSESSMENT	107	\$4,836.67
CITY BONDS & INTEREST	202	\$894,991.25
2009 ROAD BOND MAINT.	304	\$59,853.20
FIRE STATION #5	306	\$27,031.01
PARK & REC TOURISM	375	\$1,192.89
WATER/SEWER	400	\$128,931.18
VEHICLE MAINT	500	\$19,153.73
TRUST & AGENCY	610	\$12,402.79
ECON. DEV TOURISM	630	\$28,671.48
ELECTRIC DEPT	001	\$14,932.60

TOTAL CLAIMS \$2,306,303.17

DEPARTMENT BUSINESS cont.

D. COURTS – NO ITEMS

E. ELECTRIC DEPARTMENT

1. REQUEST AUTHORIZATION TO PURCHASE A REPLACEMENT SUBSTATION VACUUM CIRCUIT BREAKER FROM WESCO/DIVERSIFIED SUPPLY COMPANY OF NORTH LITTLE ROCK, ARKANSAS FOR THE LOW BID OF \$20,500.00.



ATWELL & GENT, P.A.
CONSULTING ENGINEERS
P.O. Box 2558
Starkville, Mississippi 39760-2558

Telephone (662) 324-5658

Facsimile (662) 324-6073

March 1, 2010

Mr. Edd Hattaway, Manager
City of Starkville Electric Department
P.O. Box 927
Starkville, Mississippi 39760-0927

Re: Substation Vacuum Circuit Breaker
Northwest Starkville 69/13 kV Substation

Dear Edd:

Please find the enclosed certified Tabulation of Quotes received by the City of Starkville on February 24, 2010, for a replacement substation vacuum circuit breaker for the Northwest Starkville 69/13 kV substation. You should purchase this circuit breaker from Wesco/Diversified Supply, who submitted the lower of the two bids received for the circuit breaker. The total price for this circuit breaker is \$20,500.00. I am also enclosing a sample purchase order for your use in purchasing this equipment.

Please call me if you have questions or need anything further.

Sincerely,

ATWELL & GENT, P.A.
CONSULTING ENGINEERS

Jeffrey Atwell, P.E.
President

JA/km


Enclosures

CITY OF STARKVILLE ELECTRIC DEPARTMENT
STARKVILLE, MISSISSIPPI

TABULATION OF QUOTES RECEIVED ON FEBRUARY 24, 2010
FOR
SUBSTATION VACUUM CIRCUIT BREAKER

PROPOSER	MANUFACTURER	DELIVERY DATE	BID ITEM ELECTRICAL VAULTS TOTAL
Wesco/Diversified Supply North Little Rock, Arkansas	ABB	14 weeks ARO	\$ 20,500.00
Statewide Electric Supply Lafayette, Louisiana	ABB	14 weeks ARO	\$ 21,385.10

I hereby certify that this is a true and correct tabulation of the Quotes received for Substation Vacuum Circuit Breaker received by the City of Starkville Electric Department on February 24, 2010.


Jeffrey Atwell, P.E.

 ATWELL & GENT, P.A.
CONSULTING ENGINEERS

DEPARTMENT BUSINESS cont.

ELECTRIC DEPARTMENT

2. REQUEST AUTHORIZATION FOR THE MAYOR TO SIGN A CHANGE ORDER FOR THE REPAIR AND REPLACEMENT OF THE RETAINER WALL THAT IS LOCATED ON THE EAST BOUNDARY OF THE SED PROPERTY AND WESTERN BOUNDARY OF PROPERTY OWNED BY MR. LARRY TABOR AT A COST OF \$28,087.00.

F. ENGINEERING AND STREETS

1. REQUEST AUTHORIZATION TO ADVERTISE FOR BIDS FOR SC-1 ASPHALT SOURCE OF SUPPLY FOR THE SECOND QUARTER OF 2010.

3. REQUEST AUTHORIZATION TO ADVERTISE FOR BIDS FOR THE 2010 STREET IMPROVEMENT PROGRAM.
 4. REQUEST AUTHORIZATION TO ADVERTISE THE REQUEST FOR QUALIFICATIONS (RFQ) FOR THE LYNN LANE MULTI-USE PATH PROJECT.
- G. FIRE DEPARTMENT – NO ITEMS
- H. PERSONNEL – NO ITEMS
- I. POLICE DEPARTMENT
2. REQUEST AUTHORIZATION FOR LIEUTENANT MALVIN DAILEY TO TAKE SIX (6) CREDIT HOURS AT KAPLAN UNIVERSITY AS ALLOWED BY CITY POLICY FOR REIMBURSABLE EDUCATIONAL COURSES.
- J. PUBLIC SERVICES – NO ITEMS
- K. SANITATION DEPARTMENT – NO ITEMS

There came for consideration the matter of the approval of a motion approving the Official Agenda and Consent Agenda of the March 16, 2010, Board Meeting as presented with the amendments enumerated above and with orders contained in the aforementioned agenda effectuated upon the approval of said agenda(s). After discussion, and upon the motion of Alderman, Richard Corey, duly seconded by Alderman Henry Vaughn, Sr.

The members of the Board present, voted unanimous approval of the Official Agenda of the March 16, 2010, Board Meeting with the amendments enumerated above with orders contained in the aforementioned agenda are effectuated upon the approval.

FINAL INTERVIEW OF APPLICANTS FOR THE VACANT SCHOOL BOARD POSTION

The Mayor and Board concluded the final interviews with the three remaining applicants to fill the vacant School Board position. The three applicants being: Mr. Walter Conley, Mr. N. Eric Heiselt and Ms. Susan Tomlinson.

****PLEASE NOTE: ALDERMAN ERIC PARKER EXITED THE MEETING****

2. AN MOTION APPROVING OF THE MINUTES OF DECEMBER 15, 2009, RECESS MEETING OF THE CITY OF STARKVILLE BOARD OF ALDERMEN

There came for consideration the matter of the approval of a motion approving the Minutes of the Recess Meeting of the Mayor and Board of Aldermen of December 15, 2009. After discussion,

and upon the motion of Alderman Richard Corey, duly seconded by Alderman Henry Vaughn Sr.,

The members of the Board present voted unanimous approval of the Minutes of the Recess meeting of December 15, 2009.

3. AN MOTION APPROVING OF THE MINUTES OF JANUARY 5, 2010, REGULAR MEETING OF THE CITY OF STARKVILLE BOARD OF ALDERMEN

There came for consideration the matter of the approval of a motion approving the Minutes of the Regular Meeting of the Mayor and Board of Aldermen of January 5, 2010. After discussion,

and upon the motion of Alderman Jeremiah Dumas, duly seconded by Alderman Richard Corey,

The members of the Board present voted unanimous approval of the Minutes of the Regular Meeting of January 5, 2010.

ANNOUNCEMENTS AND COMMENTS BY THE MAYOR AND BOARD

The Mayor announced that on March 26, 2010, the Oktibbeha County Health Department will host a H1N1 vaccination event at City Hall, from 10:00 am to 2:00p.m. Anyone wishing to receive the H1N1 vaccine may do so at this time.

****PLEASE NOTE: ALDERMAN ERIC PARKER REJOINED THE MEETING****

The Mayor welcomed the City's new employee, Uyles Gray to the City's workforce. Mr. Gray will be joining the Water Department as a Maintenance Worker.

Alderman Roy A'. Perkins commended the Starkville High School Boys Basketball Team on their victory over Jackson Callaway to win the Gran Slam Tournament. Alderman Perkins further commended the team on their recent as the new 6A State Championship. "Having won the both the 6A State Championship and the Gran Slam Tournament, makes this Team the Best of the Best", Alderman Perkins stated.

Alderman Roy A'. Perkins notified his constituents of a Public Hearing to be held on Friday, March 19, 2010 at 6:00 p.m., in the meeting room #2 in the Sportsplex on Lynn Lane. The subject of the Public Hearing is a project that is being proposed for the east side of Reed Road across from the Starkville Mini Storage, south of Garrard Road. The reason for the Public Hearing is that the Developer is seeking housing tax credits that will allow the housing project to be offered at a lease purchase plan. This will allow for a reduce rent rate, and will allow the future home owner to purchase the home after a period of time, that the home have been leases. The current zoning is R2, and the Developer is planning a project that will fit within that zoning. Alderman Perkins encouraged all the constituents and neighbors in questioned to attend the public Hearing to voice their thoughts, comments and concerns regarding this project.

CITIZEN COMMENTS

Mr. Alvin Turner, resident of Ward 7, addressed the Mayor and Board relative to some of his concerns regarding stray animals in the Plantation Homes Subdivision, the dress code for the Starkville Public School District and that the upcoming proms will be for couples that are males and females.

Ms. Sarah Cole, resident of Ward 1, addressed the Mayor and Board concerning the academic failure of the Starkville School District and the appointment of the new School Board member.

Ms. Sally Gray, addressed the Mayor and Board concerning the academic failure of the Starkville School District and the appointment of the new School Board member.

Ms. Anastasia Elder, resident of Ward 3, addressed the Mayor and Board concerning the dress code for the Starkville School District, the current School Board members' unwillingness to work with parents and the appointment of the new School Board member.

Ms. Kate Fable, addressed the Mayor and Board concerning current School Boards unwillingness to work with parents and the appointment of the new School Board member.

Ms. Dorothy Isaac, resident of Ward 6, addressed the Mayor and Board concerning the negative effect the new Housing Development Project will have on the Rolling Hills Subdivision. Ms. Isaac, also encouraged the citizens to put aside the issue of the school uniforms and focus on the more important things such as making sure that text books were available for every student, a curfew to get the children off the streets at night, and creating jobs for the youth in the community.

Ms. April Highself, addressed the Mayor and Board concerning the appointment of the new School Board member.

PUBLIC APPERANCE

Ms. Nisreen Cain, addressed the Mayor and Board with a request to proclaim March 27, 2010, from 8:30pm to 9:30 pm Earth Hour. Ms. Cain gave a brief synopsis on the history of Earth Hour, which showed that some cities had a 1-3% energy saving during Earth Hour.

Ms. Fenly Akers, Miss Mississippi State University 2010, appeared before the Mayor and Board with a request for sponsorship in the Miss Mississippi Pageant. The Miss Mississippi Pageant is the number one organization in the United States providing scholarship to young women to pursue their academics goals. Sponsor can purchase display advertisement that will appear in the program book. Ms. Akers provided the Mayor and Board with a list of display option ranging from \$50.00 to \$300.00. The funds collected from the purchase of ads are put into the scholarship fund for the Miss Mississippi Corporation.

PUBLIC HEARING

FIRST PUBLIC HEARING ON AN ORDINANCE CREATING THE REQUIREMENTS FOR THE USE OF PROTECTIVE SAFETY HELMET BY CHILDREN UNDER THE AGE OF SIXTEEN WHEN OPERATING OR RIDING AS A PASSENGER ON BICYCLES OR ALTERNATIVE TRANSPORTATION DEVICES

The Mayor and Board held the first public hearing on an ordinance creating the requirements for the use of protective safety helmet by children under the age of sixteen when operating or riding as a passenger on bicycles or alternative transportation devices.

After discussion between the Mayor, Board and City Staff, the Mayor opened the discussion for comments from the public body in favor of and in opposition to the proposed ordinance.

Having heard comments from the public body in favor of and in opposition to the proposed ordinance, the Mayor declared the first public hearing on an ordinance creating the requirements for the use of protective safety helmet by children under the age of sixteen when operating or riding as a passenger on bicycles or alternative transportation devices closed.

BOARD BUSINESS

4. AN MOTION TO APPOINT DR. WALTER J. CONLEY TO THE VACANT TERM ON THE STARKVILLE BOARD OF TRUSTEES OF THE STARKVILLE SCHOOL DISTRICT FOR A FIVE (5) YEAR TERM

There came for consideration the matter of the approval of a motion to appoint Dr. Walter J. Conley to the vacant term on the Starkville Board of Trustee for the Starkville School District for a term of five (5) years. After discussion,

and upon the motion of Alderman Roy A'. Perkins, duly seconded by Alderman Henry Vaughn Sr.,

The motion to appoint Dr. Walter J. Conley to the vacant term on the Starkville Board of Trustee for the Starkville School District for a term of five (5) years, was put to a vote with the results as follows:

Alderman Ben Carver	Voted: NAY
Alderman Sandra Sistrunk	Voted: ABSTAINED
Alderman Eric Parker	Voted: NAY
Alderman Richard Corey	Voted: NAY
Alderman Jeremiah Dumas	Voted: NAY
Alderman Roy A.' Perkins	Voted: YEA
Alderman Henry Vaughn	Voted: YEA

Failing to receive a majority of the affirmative vote of those members present, the Mayor declared the motion to appoint Dr. Walter J. Conley to the vacant term on the Starkville Board of Trustee for the Starkville School District for a term of five (5) years, failed.

5. **AN MOTION TO APPOINT SUSAN TOMLINSON TO THE
STARKVILLE BOARD OF TRUSTEES FOR THE TERM BEGINNING
MARCH 6, 2010**

There came for consideration the matter of the approval of a motion to appoint Susan Tomlinson to the Starkville Board of Trustee for the term beginning March 6, 2010. After discussion,

and upon the motion of Alderman Susan Sistrunk, duly seconded by Alderman Jeremiah Dumas,

The motion to appoint Susan Tomlinson to the Starkville Board of Trustee for the term beginning March 6, 2010, was put to a vote with the results as follows:

Alderman Ben Carver	Voted: YEA
Alderman Sandra Sistrunk	Voted: YEA
Alderman Eric Parker	Voted: YEA
Alderman Richard Corey	Voted: YEA
Alderman Jeremiah Dumas	Voted: YEA
Alderman Roy A.' Perkins	Voted: NAY
Alderman Henry Vaughn	Voted: NAY

Having received a majority of the affirmative vote of the members present, the Mayor declared the motion appoint Susan Tomlinson to the Starkville Board of Trustee for the term beginning March 6, 2010 passed, approved and adopted.

****PLEASE NOTE: ALDERMAN SANDRA SISTRUNK EXITED THE MEETING****

6. **AN MOTION TO CALL FOR A PUBLIC HEARING TO AMEND
THE SIGN ORDINANCE 2008-10 FOR THE CITY OF STARKVILLE
AND THE CODE OF ORDINANCES, APPENDIX A
ZONING ARTICLE VI SECTION C**

There came for consideration the matter of the approval of a call for a Public Hearing to amend the Sign Ordinance 2008-10 for the City of Starkville and the Code of Ordinances, Appendix A Zoning Article VI, Section C. After discussion,

and upon the motion of Alderman Eric Parker, duly seconded by Alderman Ben Carver,

The members of the Board present voted unanimous approval of a call for a Public Hearing to amend the Sign Ordinance 2008-10 for the City of Starkville and the Code of Ordinances, Appendix A Zoning Article VI, Section C.

****PLEASE NOTE: ALDERMAN SANDRA SISTRUNK REJOINED THE MEETING****

7. A MOTION TO AUTHORIZE THE PURCHASE AN ADVERTISEMENT IN THE AMOUNT OF FIFTY DOLLAR (\$50.00) FOR THE MISS MISSISSIPPI 2010 PAGEANT PROGRAM, THIS AD WILL NOT PROMOTE ANY INDIVIDUAL BUT RATHER PROMOTE AND GIVE NOTICE TO THE OPPORTUNITIES, POSSIBILITIES AND RESOURCES OF THE CITY OF STARKVILLE

There came for consideration the matter of the approval of a motion to authorize the purchase an advertisement in the amount of fifty dollar (\$50.00) for the Miss Mississippi 2010 Pageant Program, this ad will not promote any individual but rather, promote and give notice to the opportunities, possibilities and resources of the City of Starkville. After discussion,

and upon the motion of Alderman Richard Corey, duly seconded by Alderman Eric Parker,

The members of the Board present voted unanimous approval of a motion to authorize the Purchase of an advertisement in the amount of fifty dollar (\$50.00) for the Miss Mississippi 2010 Pageant, this ad will not promote any individual but rather, promote and give notice of the opportunities, possibilities and the resources of the City of Starkville.

8. AN MOTION TO APPROVE THE CITY OF STARKVILLE HOSTING AN AREA WORKSHOP THROUGH THE MISSISSIPPI URBAN FOREST COUNCIL TO BE HELD AT THE SPORTSPLEX ATA DATE TO BE DETERMINED AND TO AUTHORIZE EXPENDITURES NOT TO EXCEED ONE HUNDRED DOLLAR (\$100.00) FOR THE PURPOSES OF PROVIDING REFRESHMENTS FOR THE EVENT

There came for consideration the matter of the approval of a motion to approve the City of Starkville hosting an area workshop through The Mississippi Urban Forest Council to be held at the Sportsplex at a date to be determined and to authorize expenditures not to exceed one hundred dollars (\$100.00), for the purpose of providing refreshments for the event. After discussion,

and upon the motion of Alderman Richard Corey duly seconded by Alderman Jeremiah Dumas,

The members of the Board present and voting moved unanimous approval of the motion to approve the City of Starkville hosting an area workshop through The Mississippi Urban Forest Council to be held at the Sportsplex at a date to be determined and to authorize expenditures not to exceed one hundred dollars (\$100.00), for the purpose of providing refreshments for the event.

9. **A MOTION TO AUTHORIZE CITY STAFF TO PROVIDE THE BOARD OF ALDERMEN WITH A THOROUGH DESCRIPTION OF THE COMPOSITION AND STRUCTURE OF AN INFRASTRUCTURE COMMITTEE FOR THE CITY OF STARKVILE AT THE NEXT BOARD MEETING (APRIL 6, 2010)**

There came for consideration the matter of the approval of a motion to authorize city staff to provide the Board of Aldermen a thorough description of the composition and structure of an Infrastructure Committee for the City of Starkville at the next board meeting (April 6, 2010). After discussion,

and upon the motion of Alderman Richard Corey duly seconded by Alderman Roy A'. Perkins,

The members of the Board present and voting moved unanimous approval of the motion to authorize city staff to provide the Board of Aldermen a thorough description of the composition and structure of an Infrastructure Committee for the City of Starkville at the next board meeting (April 6, 2010).

10. **A MOTION TO AMEND THE JOB DESCRIPTION OF THE ADMINISTRATIVE ASSISTANT TO THE MAYOR'S OFFICE AND THE BOARD OF ALDERMEN AS PRESENTED**

There came for consideration the matter of the approval of a motion to amend the job description of the Administrative Assistant to the Mayor's Office and the Board of Aldermen as presented.

Title: ADMINISTRATIVE ASSISTANT

Department: Mayor's Office

Reports to: Mayor

Classification: NON-EXEMPT

GENERAL POSITION SUMMARY:

The Administrative Assistant will perform a variety of highly responsible and confidential complex administrative tasks; serve as a special assistant to the Mayor, Board of Aldermen and others as may be designated by the Mayor; conduct a variety of public relations tasks; assist with staff reports; and to perform other related duties as assigned.

ESSENTIAL JOB FUNCTIONS:

Duties may include, but are not limited to, the following:

- Perform a wide variety of complex, responsible, and confidential duties for the Mayor and Mayor's office including screening and handling of calls.
- Assist in the organization, staffing, and operational activities of the Mayor's office.
- Assist in the preparation and administration of the office budget.
- Develop and implement new and revised office procedures and forms.
- Participate in maintaining a wide variety of correspondence, agendas of meetings, reports, and other materials.
- Perform research on a variety of administrative, fiscal, and operational problems.
- Handles all public records requests in accordance with established City policy and mandated guidelines.
- Assist in preparing speeches, news releases, radio broadcasts, and other media information.
- Coordinate commendation, certificate, and award programs.
- Participate in the scheduling of the Mayor's, other elected officials, and designated staff appointments and civic and social engagement.
- Receive, respond to, and refer citizen complaints and reports.
- Coordinate office activities with other City departments and divisions and with outside agencies.
- Independently respond to letters and general correspondence of a routine nature.
- Notarize documents as may be required for the Mayor's office and City staff.
- The nature of this position requires that time away from the work station be kept to a minimum in order to be accessible as may be required.

OTHER FUNCTIONS:

- Organization, procedures, and operating details of municipal government.
- City rules, regulations, and policies.
- Record keeping principles and procedures.
- Modern office methods, procedures, equipment, and business letter writing.
- Personal computer operation and software applications.
- Public relations and information techniques.
- Research techniques, methods, and procedures and report presentation.

ABILITY TO:

- Interpret and apply administrative and departmental policies, laws, and rules.
- Analyze situations carefully and adopt effective courses of action.
- Organize workload to ensure responsibilities are carried out in a timely manner.
- Communicate clearly and concisely, orally and in writing.
- Work independently in the absence of supervision.
- Establish and maintain effective and cooperative working relationships; promote good public relations; meet the general public with courtesy and tact.
- Maintain the confidentiality of privileged information.
- Operate standard office equipment including a typewriter, personal computer, and applicable software programs, fax, telephone, copier, postage machine, calculator, and other office equipment as may be required.

SUPERVISORY RESPONSIBILITY:

None

INTERPERSONAL CONTACTS:

Has regular contact with internal and external sources, including employees, Department Heads, outside agencies, the media, and other governmental agencies.

PHYSICAL, MENTAL, and OTHER CAPABILITIES

Requires the ability to sit, stand, walk, see, and effectively communicate with others for extended periods of time. May be required to lift objects weighing up to 25 pounds without assistance. Must be able to handle multiple tasks or projects simultaneously, work with numerous interruptions, and adjust to changing priorities. Must demonstrate good use of judgment and demonstrate the ability to properly deal with confidential matters. Must use good interpersonal skills.

JOB CONDITIONS:

The job is performed primarily indoors in an office setting.

EDUCATION, QUALIFICATIONS, AND/OR EXPERIENCE REQUIRED:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade supplemented by specialized training or college course work in public or business administration, public relations, communications, or a closely related field.

Experience: Three or more years of responsible administrative support experience including public information and public relations responsibilities.

Other: Must be or within sixty (60) days become commissioned as a Notary Public in the State of Mississippi.

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.

After discussion, and upon the motion of Alderman Jeremiah Dumas, duly seconded by Alderman Ben Carver,

The members of the Board present and voting moved unanimous approval of the motion to amend the job description of the Administrative Assistant to the Mayor's Office and the Board of Aldermen as presented.

****PLEASE NOTE: ALDERMAN JEREMIAH DUMAS EXITED THE MEETING****

DEPARTMENT BUSINESS

11. A MOTION TO APPROVE THE LOWEST AND BEST BID FROM REYNOLDS INSURANCE IN THE AMOUNT OF \$87,973.00 FOR THE PURPOSE OF PROVIDING INSURANCE SERVICES FOR THE CITY OF STARKVILLE FOR THE 2010-2011 YEAR

There came for consideration the matter of the approval of a motion to approve the lowest and best bid from Reynolds Insurance in the amount of \$87,973.00 for the purpose of providing insurance services for the City of Starkville for the 2010-2011 year.

CITY OF STARKVILLE, MISSISSIPPI PROPERTY INSURANCE QUOTES		
COMPANY NAME	PROPOSAL	APPARENT BEST BID
HOPKINS INSURANCE	\$103,095.00	
REYNOLDS INSURANCE	\$87,973.00	APPARENT BEST BID

After discussion,

and upon the motion of Alderman Richard Corey duly seconded by Alderman Ben Carver,

The members of the Board present and voting moved unanimous approval of the motion to approve the lowest and best bid from Reynolds Insurance in the amount of \$87,973.00 for the purpose of providing insurance services for the City of Starkville for the 2010-2011 year.

12. A MOTION TO APPROVE THE LOWEST AND BEST BID FOR THE HOSPITAL ROAD PEDESTRIAN PROJECT AND AUTHORIZE THE CITY OF STARKVILLE TO ENTER INTO CONTRACTUAL AGREEMENT WITH WEATHERS CONSTRUCTION IN THE AMOUNT OF \$67,816.80

There came for consideration the matter of the approval of a motion to approve the lowest and best bid for the Hospital Road Pedestrian Project and authorize the City of Starkville to enter into contractual agreement with Weathers Construction in the amount of \$67,816.80. After discussion,

and upon the motion of Alderman Richard Corey duly seconded by Alderman Ben Carver,

The members of the Board present and voting moved unanimous approval of the motion to approve the lowest and best bid for the Hospital Road Pedestrian Project and authorize the City of Starkville to enter into contractual agreement with Weathers Construction in the amount of \$67,816.80.

13. A MOTION AUTHORIZING A RECOMMENDATION COMMITTEE CONSISTING OF CITY ENGINEER, ENGINEERING ASSISTANT

**AND CHIEF ADMINISTRATIVE OFFICER TO ASSESS THE RFQ
FOR THE LYNN LANE MULTI-USE PATH PROJECT**

There came for consideration the matter of the approval of a motion authorizing a Recommendation Committee consisting of City Engineer, Engineering Assistant and Chief Administrative Officer to assess the RFQ for the Lynn Lane Multi-Use Path Project. After discussion,

and upon the motion of Alderman Roy A'. Perkins, duly seconded by Alderman Richard Corey,

The members of the Board present and voting moved unanimous approval of the motion authorizing a Recommendation Committee consisting of City Engineer, Engineering Assistant and Chief Administrative Officer to assess the RFQ for the Lynn Lane Multi-Use Path Project.

**14. A MOTION TO AUTHORIZE AN AMENDMENT TO THE PAT
STATION ROADWAY ENGINEERING SERVICES CONTRACT TO
INCLUDE CONSTRUCTION ENGINEERING AND TESTING**

There came for consideration the matter of the approval of a motion to authorize an amendment to the Pat Station Roadway Engineering Services Contract to include construction engineering and testing. After discussion,

and upon the motion of Alderman Richard Corey, duly seconded by Alderman Eric Parker, further discussion would follow. Alderman Richard Corey offered an amendment to the original motion. The amendment being:

To add an amount of 10% of the total construction cost in addition to an amount not to exceed \$7,500.00 for the purpose of testing. The amendment to the original motion was, duly seconded by Alderman Roy A'. Perkins. The Board vote unanimous approval of the amended motion.

The original motion came back for consideration. The members of the Board present and voting moved unanimous to authorize an amendment to the Pat Station Roadway Engineering Services Contract to include construction engineering in the amount of 10% of the total construction cost in addition to an amount not to exceed \$7,500.00 for the purpose of testing.

15. A MOTION TO AUTHORIZE THE ADVERTISEMENT TO FILL POSITION OF ADMINISTRATIVE ASSISTANT TO THE MAYOR'S OFFICE AND THE BOARD OF ALDERMEN IN A GRADE 9, STEP 1 PAY RATE BASED ON 2080 ANNUAL HOURS

There came for consideration the matter of the approval of a motion to authorize the advertisement to fill position of Administrative Assistant to the Mayor's Office and the Board of Aldermen in a grade 9, step 1 pay rate based on 2080 annual hours. After discussion,

and upon the motion of Alderman Richard Corey, duly seconded by Alderman Ben Carver,

The members of the Board present and voting moved unanimous approval of a motion to authorize the advertisement to fill position of Administrative Assistant to the Mayor's Office and the Board of Aldermen in a grade 9, step 1 pay rate based on 2080 annual hours.

16. AN ORDER TO MOVE INTO CLOSED SESSION

There came for consideration the matter of the approval of the motion to move into a closed determination session. After discussion,

and upon the motion of Alderman Richard Corey, duly seconded by Alderman Eric Parker,

The members of the Board present and voting moved unanimous approval of the motion to move into a closed determination session.

17. AN ORDER TO MOVE INTO EXECUTIVE SESSION

There came for consideration the matter of the approval of the motion to move into executive session for the discussion for the purpose of the discussion pending litigation, land acquisition, personnel and potential litigation. After discussion,

and upon the motion of Alderman Sandra Sistrunk, duly seconded by Alderman Ben Carver

The members of the Board present and voting moved unanimous approval of the motion move into executive session for the discussion for the purpose of the discussion of pending litigation.

18. A MOTION TO ALLOW MR. J.P. BUFORD TO RETAIN HIS CURRENT POSITION AS DRIVER IN THE SANITATION

There came for consideration the matter of the approval of a motion to allow Mr. J.P. Buford to retain his current position as Driver in the Sanitation Department. After discussion,

and upon the motion of Alderman Ben Carver, duly seconded by Alderman Roy A' Perkins,

The motion to allow Mr. J.P. Buford to retain his current position as Driver in the Sanitation Department, was put to a vote with the results as follows:

Alderman Ben Carver	Voted: YEA
Alderman Sandra Sistrunk	Voted: NAY
Alderman Eric Parker	Voted: NAY
Alderman Richard Corey	Voted: NAY
Alderman Jeremiah Dumas	Voted: ABSENT NOT VOTING
Alderman Roy A.' Perkins	Voted: YEA
Alderman Henry Vaughn	Voted: YEA

After receiving a tie vote from members present and voting, Mayor Parker Wiseman would vote Nay in the tie breaking decision.

Failing to receive a majority of the affirmative vote of those members present, the Mayor declared the motion to allow Mr. J.P. Buford to retain his current position as Driver in the Sanitation Department, failed.

19. A MOTION TO TERMINATE THE EMPLOYMENT OF MR. J.P. BUFORD AS DRIVER IN THE SANITATION

There came for consideration the matter of the approval of a motion to terminate the employment of Mr. J.P. Buford as Driver in the Sanitation Department. After discussion,

and upon the motion of Alderman Richard Corey, duly seconded by Alderman Eric Parker,

The motion to terminate the employment of Mr. J.P. Buford as Driver in the Sanitation Department, was put to a vote with the results as follows:

Alderman Ben Carver	Voted: NAY
Alderman Sandra Sistrunk	Voted: YEA
Alderman Eric Parker	Voted: YEA

Alderman Richard Corey	Voted: YEA
Alderman Jeremiah Dumas	Voted: ABSENT NOT VOTING
Alderman Roy A.' Perkins	Voted: NAY
Alderman Henry Vaughn	Voted: NAY

After receiving a tie vote from members present and voting, Mayor Parker Wiseman would vote Yea in the tie breaking decision.

Having received a majority of the affirmative vote from members present and voting, the Mayor declared the motion to terminate the employment of Mr. J.P. Buford as Driver in the Sanitation Department, passed.

****PLEASE NOTE: ALDERMAN BEN CARVER EXITED THE MEETING****

20. AN ORDER TO MOVE OUT OF EXECUTIVE SESSION

There came for consideration the matter of the approval of the motion to move out of executive session. After discussion,

and upon the motion of Alderman Roy A'. Perkins, duly seconded by Alderman Henry Vaughn,

The motion to move out of executive session was put to a vote with the results as follows:

Alderman Ben Carver	Voted: ABSENT NOT VOING
Alderman Sandra Sistrunk	Voted: NAY
Alderman Eric Parker	Voted: NAY
Alderman Richard Corey	Voted: NAY
Alderman Jeremiah Dumas	Voted: ABSENT NOT VOTING
Alderman Roy A.' Perkins	Voted: YEA
Alderman Henry Vaughn	Voted: YEA

Having received a majority of the affirmative vote of the members present, the Mayor declared the motion to move out of executive session, failed.

****PLEASE NOTE: ALDERMAN ROY A'. PERKINS EXITED THE MEETING****

21. A MOTION TO AUTHORIZE THE MAYOR AND THE CHIEF ADMINISTRATIVE OFFICER ON BEHALF OF THE CITY OF STARKVILLE TO MEET WITH BRETT HARVEY

CONCERNING THE MMCO CASE

There came for consideration the matter of the approval of a motion to authorize the Mayor and the Chief Administrative Officer to meet with Brett Harvey on behalf of the City of Starkville concerning the MMCO case. After discussion,

and upon the motion of Alderman Richard Corey, duly seconded by Alderman Henry Vaughn,

The members of the Board present and voting moved unanimous approval of a motion to authorize the Mayor and the Chief Administrative Officer to meet with Brett Harvey on behalf of the City of Starkville concerning the MMCO case.

22. AN ORDER TO MOVE OUT OF EXECUTIVE SESSION

There came for consideration the matter of the approval of the motion to move out of executive session. After discussion,

and upon the motion of Alderman Sandra Sistrunk, duly seconded by Alderman Henry Vaughn,

The members of the Board present and voting moved unanimous approval of the motion to move out of executive session.

23. A MOTION TO ADJOURN UNTIL 5:30 PM ON TUESDAY APRIL 6, 2010

Alderman Henry Vaughn, moved that the Board of Aldermen adjourn until 5:30 p.m. on Tuesday April 6, 2010, in the Court Room of City Hall located at 101 Lampkin Street, Starkville, MS. Alderman Ben Carver., seconded, with the motion carrying unanimously.

PARKER WISEMAN, MAYOR

EMMA GIBSON-GANDY,
DEPUTY CITY CLERK

SIGNED AND SEALED THIS ___ DAY OF _____ 2010.