CITY OF PASS CHRISTIAN
REGULAR MEETING OF THE MAYOR AND BOARD OF ALDERPERSONS February 18, 2025, at 6:00 P.M.

1. Call to Order
2. Roll Call
3. Prayer and Pledge

1. Consider hearing from Denise Smith with the American Red Cross about the Blood Drive they had at the Randolph Center to thank and present a certificate to the City from the Red Cross.

2. Proclamation for Thomas Ruspoli.

3. Proclamation for Sally James who was very instrumental in bringing the Library back after Hurricane Katrina

4. Pass Christian earns 2024 Tree City USA Recognition from Arbor Day Foundation

Consider adoption of the agenda for February 18, 2025, Board of Alderperson Meeting

Administrative

1. Consider hearing quarterly report update from Pass Christian Main Street Board President, Wendy Diaz, as requested by Susan Putnam. A-1

2. Consider accepting easement from K &H Investments, LLC for a portion of the right-of-way for the "Woodman Avenue extension" bordering the St. Paul project on its Western boundary in exchange for the City's contractor extending water and sewer connections under the proposed public street to be constructed to accommodate future development by K & H Investments. A-2

3. Consider approving changing the March 4, 2025, Board meeting to March 5, 2024, since it is Fat Tuesday/Mardi Gras. A-3

4. Consider approving changing the June 3, 2025, Board meeting to June 4, 2025, due to the 2025 Municipal General Election. A-4
5. Consider authorizing overtime pay to City Clerk and Deputy clerks to conduct the 2021 Municipal Primary and General Elections as needed/or for other related duties and as required by law on the following Saturdays: A-5

March 1, 2025 – Voter Registration	May 3, 2025 - Voter Registration
March 22, 2025 – In Person Absentee Voting	May 24, 2025 – In person Absentee Voting
March 29, 2025 – In Person Absentee Voting	May 31, 2025 – In Person Absentee Voting

6. Consider hearing an update from the City Attorney and the Code Department as to the violation of PM gas station formerly known as CJ's gas station on the corner of Henderson and North Street regarding the City's lighted sign ordinance that states no digital lit billboards as requested by Alderman Pickich and Alderman Kimball. A-6
7. Consider the motion to approve Change Order #1 in favor of DNA Underground LLC, for the West North Street and Cedar Avenue Drainage Repairs in the amount of $6,676.00 which decreases the contract for a final total contract amount of $27,023.00 and authorize the Final Pay Application #1 in the amount of $27,023.00 to be paid from Account 400-704-600 (Utility Contractual). The proposed change is necessary or incidental to the completion of the work as originally bid, is commercially reasonable and not made to circumvent the public purchasing status, and that any increase or decrease in cost is reasonable. A-7

8. Consider motion to approve Change Order #1 in favor of DNA Underground LLC, for the Woodman Avenue Lift Station Emergency Repairs in the amount of $3,420.00 which increases the contract for a final total contract amount of $43,940.00 and authorize the Final Pay Application #1 in the amount of $43,940.00 to be paid from account 400.704.600 (Utility Contractual). The prosed change is necessary or incidental to the completion of the work as originally bid, is commercially reasonable and not made to circumvent the public purchasing status, and that any increase or decrease in cost is reasonable. A-8
9. Consider approving Pay Application #9 to Bottom 2 Top Construction, LLC in the amount of $11,302.64 for the GOMESA North Street Gravity Sewer project, as requested by Bob Escher, City Engineer. Funds will be reimbursed by the GOMESA grant. A-9
10. Consider approving Work Order #3 in the amount of $59,644.00 to DNA Underground LLC for the work to be done on the Cedar Avenue Sewer Replacement to be paid from 118.301.911 (MIT Construction in progress), as requested by Bob Escher. A-10
11. Consider approving Application Payment #1 in the amount of $124,995.78 to DNA Underground LLC for the work done on the Emerald Avenue Lift Station Rehabilitation, as requested by Bob Escher. A-11
12. Consider accepting the recommendation to reject all bids received for the construction of the Beautification Building as requested by the City Engineer, Bob Escher. A-12
13. Consider approving transfer of $800,000 from the Peoples Bank Utility Operating account to the Hancock Whitney Utility Operating account. A-13

14. Consider approving the supplemental contract for additional services on an hourly basis for Neel-Schaffer for engineering services for the construction of a sidewalk from Cedar Avenue to Pine Avenue along W. North Street to include a new concrete sidewalk 10 to 5 feet wide with drainage improvements. The proposed sidewalk will be located on the south side of W. North Street and crosswalks will be improved in front of the Pass Christian High School. The Engineer will provided additional services as related to the W. North Street Sidewalk Project, including but not limited to, obtaining an update to wetlands delineation and permit submittal to Army Corp. Engineers, updating plans and contract documents to comply with current MDOT requirements that may have changed since the documents were last submitted, finalize right-of-way files with approval from MDOT and Plan revisions to accommodate the existing gas pipeline. A-14

Community Development

1. Consider hearing an update on the Community Development Tyler software upgrade as requested by Alderwoman Charlot. COMMUNITY DEVELOPMENT-1

Events

1. Consider moving the Pass Christian Farmers Market to the Harbor Green Space on Saturday, March 22, 2025, due to the two events that will be using War Memorial Park on the same day and time. Harbormaster, James Butcher has already agreed to let the Market use the Harbor Green Sparce, as requested by Susan Putnam. E-1

2. Consider allowing the LAD Project to use the “Green Space” at the West Pass Christian Harbor for “The LAD Project 2025 Children’s Fest” on April 26, 2025. This event is a fun and educational gathering to bring awareness to citizens about the services and programs the LAD Project offers. There will be family entertainment, community resources, vendors, inflatable house/slide, and a silent auction. This bringing favorable notice to the resources and opportunities of the City. E-2

    - City Stage
    - City Generator
    - Circuit Board Panel
    - Trash Cans
    - City Barricades
    - One Police Officer
    - Two Beautification Employees
    - Spray area for ants
    - Anything deemed necessary by the Mayor

3. Consider allowing the Pass Christian Library to use War Memorial Park for the Butterflies in the Pass Monarch Festival on Saturday, October 4, 2025, from 10am-1pm and waive any fees, this bringing favorable notice of the resources and opportunities of the City. E-3

Library

1. Consider approving request from the Pass Christian Garden Club to have the City declare Friday, February 20th as Arbor Day in Pass Christian. The Garden Club will be donating a tree to be planted that day as well, this bringing favorable notice to the resources and opportunities of the City, as requested by Wendy Allard, Librarian. L-1

Public Works

1. Consider approving the request to hire Robert Spencer as a Laborer at the Public Works Department with an hourly pay rate of $14.00 per hour with a start date of February 19, 2025, pending drug screen and background check, as requested by Kirk Ladner. PW-1

Water

1. Consider approving a refund check request from Southern Paradise Homes LLC, for a sewer tap located at 537 Royal Oak Dr., that was found to have an existing tap in the amount of $306.25, as requested by Jennifer Lizana. W-1

2. Consider the request from a resident for a refund on a commode that was leaking when she moved into her home in Bethel/Pass Estates. The resident moved in on 10/31/2024 and it took up to December 2024 to repair the problem. The bill was 44,000 and her average is 8,000 gallons. If you choose to approve the adjustment it would be as listed as follows: Water: $48.60 for 18,000 / Sewer: $208.80 for 36,000, as requested by Jennifer Lizana. W-2

3. Consider giving an adjustment to Kimberlee Mahony at 131 Northwood St., in the amount of $34.80 (6 x $5.80) for sewer over the average. The resident left a hose on and is requesting an adjustment. The repair does not fall under the lead adjustment policy so it would require Board approval, as requested by Jennifer Lizana. W-3

4. Consider giving request from Bill Wingfield at 915 East Scenic Dr., for an adjustment in the amount of $2,113.70 ($396.90 water and $1,716.80 sewer) for a broken pipe fitting that he had repaired. An adjustment over $500.00 requires Board approval, as requested by Jennifer Lizana. W-4

Consent Agenda

1. Code Department: Consider refunding a permit fee of $1,110.00 to James Development. The contractor did not use the permit to build. The $200.00 application fee is not refundable, as requested by Mark Savasta. CA-1

2. Code Department: Consider reimbursing Mark Savasta, $100.00 for the Plumber's Continuing Education Online Webinar Class he took on March 11, 2025. CA-2

3. Fire Department: Consider approving the request to send Dia'mond Woodman to attend MFIA SPRING SEMINAR Fatal Fire Investigation Course March 26-28 there is a $225 Course fee, and the use of City Vehicle, as requested by Chief Dia'mond Woodman. CA-3

4. Fire Department: Consider approving the request to send David Easterling to FIREFIGHTER LEVEL I & II, at The MSFA February 23rd through April 10, 2025. There is a $500 course fee, per diem $784, and the use of a City Vehicle, as requested by Fire Chief, Dia'mond Woodman. CA-4

5. Fire Department: Consider approving the request to send Marcos Chacon to FIREFIGHTER INTERVENTION RESCUE SURVIVAL TECHNIQUEST at The MSFA March 24th -27th There is a $250.00 course fee, per diem $112 and use of City Vehicle, as requested by Fire Chief, Dia'mond Woodman. CA-5

6. Harbor: Consider approving the request from Pass Christian Yacht Club for the use of transient slips only on P-4 south-side for hosting the Star Class North American Championship April 6th – 13th. Constituting public entertainment, and this bringing favorable notice to the resources and opportunities of the City, as requested by James Butcher, Harbormaster. CA-6

7. Police Department: Consider adopting the State of Mississippi State and Local Cybersecurity Grant Program Memorandum of Understanding / Consent Form Batch 2 and the Interest Survey Form Batch 2 for the purpose of supporting interest in current and future State and local Cybersecurity Grant Program (SLCGP) funding. This is a requirement for the purchases of LPR's through the MS Office of Homeland Security Grant, as requested by Chief Daren Freeman. CA-7

8. Police Department: Consider adopting Memorandum of Understanding and HOTLIST Access Request form for the purpose of information sharing from Genetec, Inc. This is a requirement for the Free Trial Testing of Genetec License Plate Readers (not affiliated with the purchase of LPRs through the MS Office of Homeland Security Grant), as requested by Chief Daren Freeman. CA-8

9. Police Department: Consider accepting resignation for the retirement of Officer John W. Dedeaux effective March 3, 2025, as requested by Chief Daren Freeman. CA-9

10. Police Department: Consider adopting the Resolution declaring Gloc 9mm handgun (SN# BHMP723) previously assigned to Officer John W. Dedeaux as surplus property upon resignation and retirement and authorizing same to be disposed of by private sale of One Dollar ($1.00) to John W. Dedeaux after resigning from employment (ref: MCA Section 45-9-131), as requested by Chief Daren Freeman. CA-10

11. Administrative: Consider approving purchases of supplies for March 2, 2025, Mardi Gras Parade, authorized by Section 17-31 which allows advertising and promotional expenditures to advance the moral, financial and other interest of the municipality, for public entertainment. This will bring favorable notice to the resources and opportunities of the City. Not to exceed $1,000.00. CA-11

12. Consider accepting the January 2025 budget report. (will be emailed to the Board over the weekend). CA-12

13. Consider approving minutes of December 17, 2024, Regular Mayor and Board of Alderpersons meeting, with changes, as requested by Deputy City Clerk, Shannon Starita. CA-13

14. Consider approving minutes of January 7, 2025, Regular Mayor and Board of Alderpersons meeting, with changes, as requested by Deputy City Clerk, Shannon Starita. CA-14

15. Consider approving the minutes of January 21, 2025, Special Recess Meeting of the Mayor and Board of Alderperson, with changes, as requested by Deputy City Clerk, Shannon Starita. CA-15

16. Consider approving the minutes of January 22, 2025, Regular Mayor and Board of Alderpersons meeting, with changes, as requested by Deputy City Clerk, Shannon Starita. CA-16

Motion to approve the Claims Docket in the amount of $118,220.74   CD-1

PUBLIC COMMENT

THE MAYOR AND BOARD OF ALDERPERSONS WILL ALLOW RESIDENTS AN OPPORTUNITY TO SPEAK WITH A THREE-MINUTE TIME LIMIT ON EACH SPEAKER. NO PUBLIC QUESTIONING COMMENTS ARE ALLOWED DURING THE MEETING, UNLESS THE MAYOR RECOGNIZES SUCH PERSON.

EXECUTIVE SESSION

1. Consider going into Closed Session to determine Executive Session for Litigation, as requested by Alderman Pickich and Alderman Kimball.

2. Consider going into Executive Session to receive update from Skip Negrotto on pending Litigation.

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025

- Consider hearing from Denise Smith with the American Red Cross about the Blood Drive they had at the Randolph Center to thank and present a certificate to the City from the Red Cross.
- Proclamation for Thomas Ruspoli.
- Proclamation for Sally James who was very instrumental in bringing the Library back after Hurricane Katrina.
- Pass Christian earns 2024 Tree City USA Recognition from Arbor Day Foundation.

accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED [ ]   ADDITIONAL INFORMATION NEEDED [ ]

Arbor Day Foundation®
211 N. 12th Street · Lincoln, NE 68508 · 888-448-7337 · arborday.org

We inspire people to plant, nurture, and celebrate trees.

FOR IMMEDIATE RELEASE
Pass Christian Contact:
{Name}
{Phone}
{Email}

Arbor Day Foundation Contact:
Jasmine Putney
Arbor Day Foundation
402-216-9307
jputney@arborday.org

PASS CHRISTIAN EARNS 2024 TREE CITY USA RECOGNITION FROM ARBOR DAY FOUNDATION

PASS CHRISTIAN, Mississippi (1/17/2025) – The Arbor Day Foundation named Pass Christian a 2024 Tree City USA in honor of its commitment to plant, grow, and maintain trees to benefit its community.

The Arbor Day Foundation is a global nonprofit with a mission to inspire people to plant, nurture and celebrate trees. Its network of more than a million supporters and partners has helped the organization plant more than 500 million trees in forests and communities across more than 60 countries since 1972. The Tree City USA program has recognized cities and towns that leverage urban forestry to enhance the livability and sustainability of their local area for over 40 years.

"We all have a role to play in shaping our future and tree champions like Pass Christian are leading the way," said Michelle Saulnier, Vice President of Programs at the Arbor Day Foundation. "Trees are critical infrastructure, building resiliency and fostering good health in our nation's cities. We're proud Pass Christian is among the Arbor Day Foundation's growing network of communities dedicated to creating positive impact through trees."

In cities and neighborhoods, trees are proven to help mitigate the urban heat island effect, reduce stormwater runoff, improve air quality, and boost mental and physical health. When the right trees are planted in the right places, they can also reduce traffic noise, increase property values, and lower energy costs for homeowners.

{OPTIONAL QUOTE FROM CITY OFFICAL/LOCAL TREE CITY REPRESENTATIVE}

To earn Tree City USA recognition, a city must uphold four core standards including maintaining a tree board or department, having a community tree ordinance, spending at least $2 per capita on urban forestry, and participating in an Arbor Day celebration.

The Arbor Day Foundation's Tree City USA program is operated in partnership with the National Association of State Foresters and the USDA Forest Service. To learn more about the program or how to apply, visit **arborday.org**.

About the Arbor Day Foundation
The Arbor Day Foundation is a global nonprofit inspiring people to plant, nurture, and celebrate trees. They foster a growing community of more than 1 million leaders, innovators, planters, and supporters united by their bold belief that a more hopeful future can be shaped through the power of trees. For more than 50 years, they've answered critical need with action, planting more than half a billion trees alongside their partners. And this is only the beginning.

The Arbor Day Foundation is a 501(c)(3) nonprofit pursuing a future where all life flourishes through the power of trees. Learn more at **arborday.org**.

Arbor Day Foundation®
211 N. 12th Street • Lincoln, NE 68508 • 888-448-7337 • arborday.org

We inspire people to plant, nurture, and celebrate trees.

Mayor Jimmy Rafferty
200 West Scenic Dr.
Pass Christian, MS 39571

Dear Mayor Jimmy Rafferty,

On behalf of the Arbor Day Foundation, I'm happy to extend my warmest congratulations to Pass Christian on successfully achieving 2024 Tree City USA status. This well-deserved recognition is a testament to your community's unwavering commitment to the planting, care, and celebration of trees.

In an era where cities and towns are facing increasing challenges related to air quality, public health, and climate resilience, nurturing urban forests has never been more important. By prioritizing tree stewardship, you've not only helped enhance Pass Christian's beauty and livability, but you've also invested in a healthier, more sustainable future for your residents.

The Arbor Day Foundation's Tree City USA program has a long legacy of supporting a nationwide network of passionate organizers and tireless tree planters. Since 1976, we've connected with more than 3,500 communities of all sizes to create and maintain green spaces. While we may all work in different corners of the country, we are all working in unison to create positive change through trees.

To be named a Tree City USA is to be part of something bigger.

Whether Pass Christian is newer to the Tree City USA recognition program, or you've been part of our network for decades, we hope you are as excited as we are to share this accomplishment with your local media and your residents. To that end, we've included a press release for you to distribute at your convenience. A digital copy of the press release and other materials can be found in the Tree City USA Resource Center online at **arborday.org/TreeCitytoolkit**.

Once again, congratulations on this outstanding achievement and thank you for your dedication to Pass Christian's tree canopy. We believe cities that take care of their trees, take care of their people.

Best Regards,

Dan Lambe
Chief Executive of the Arbor Day Foundation

A-1

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025

REQUESTING DEPARTMENT: Administrative

REQUEST LOCATIONON AGENDA:

Administrative	[ ]
Requesting Department	[X]
Consent	[ ]
Executive Session	[ ]
Other ________________	[ ]

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund	[]
BP Fund	[]
001 - __ - __	[]
Other ____________	[]

AGENDA REQUEST: ATTACHMENT(S) Yes [ ] No [ ]

Consider hearing the Pass Christian Main Street quarterly Report from Board President, Wendy Diaz, as requested by Susan Putnam.

accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

A-2

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025

REQUESTING DEPARTMENT: Administrative

REQUEST LOCATIONON AGENDA:

Administrative	[ ]
Requesting Department	[X]
Consent	[ ]
Executive Session	[ ]
Other ________________	[ ]

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund	[]
BP Fund	[]
001 - ___ - ___	[]
Other ____________	[]

AGENDA REQUEST: ATTACHMENT(S) Yes [ ] No [ ]

Consider accepting easement from K &H Investments, LLC for a portion of the right-of-way for the "Woodman Avenue extension" bordering the St. Paul project on its Western boundary in exchange for the City's contractor extending water and sewer connections under the proposed public street to be constructed to accommodate future development by K & H Investments.

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APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

A-3

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025

REQUESTING DEPARTMENT: Administrative

REQUEST LOCATIONON AGENDA:

Administrative	[ ]
Requesting Department	[X]
Consent	[ ]
Executive Session	[ ]
Other ________________	[ ]

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund	[]
BP Fund	[]
001 - ___ - ___	[]
Other ___________	[]

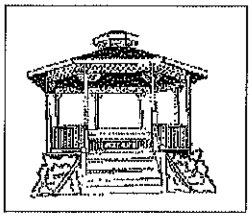
AGENDA REQUEST: ATTACHMENT(S) Yes [ ] No [ ]

Consider approving changing the March 4, 2025, board meeting to March 5, 2024, since it is Fat Tuesday/*Mardi Gras*

accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

A-4



AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025

REQUESTING DEPARTMENT: Administrative

REQUEST LOCATIONON AGENDA:

Administrative	[ ]
Requesting Department	[X]
Consent	[ ]
Executive Session	[ ]
Other ________________	[ ]

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund	[]
BP Fund	[]
001-__-__	[]
Other ___________	[]

AGENDA REQUEST: ATTACHMENT(S) Yes [ ] No [ ]

Consider approving changing the June 3, 2025, board meeting to June 4, 2025, due to the 2025 Municipal General Election.

accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

A-5

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025

REQUESTING DEPARTMENT: Administrative

REQUEST LOCATIONON AGENDA:

Administrative	[ ]
Requesting Department	[X]
Consent	[ ]
Executive Session	[ ]
Other ________________	[ ]

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund	[]
BP Fund	[]
001 - __ - __	[]
Other ____________	[]

AGENDA REQUEST: ATTACHMENT(S) Yes [ ] No [ ]

Consider authorizing overtime pay to City Clerk and Deputy clerks to conduct the 2021 Municipal Primary and General Elections as needed/or for other related duties and as required by law on the following Saturdays:

March 1, 2025 – Voter Registration	May 3, 2025 - Voter Registration
March 22, 2025 – In Person Absentee Voting	May 24, 2025 – In person Absentee Voting
March 29, 2025 – In Person Absentee Voting	May 31, 2025 – In Person Absentee Voting

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APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

A-6

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025

REQUESTING DEPARTMENT: Administrative

REQUEST LOCATIONON AGENDA:

Administrative	[ ]
Requesting Department	[X]
Consent	[ ]
Executive Session	[ ]
Other ________________	[ ]

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund	[]
BP Fund	[]
001 - __ - __	[]
Other ___________	[]

AGENDA REQUEST: ATTACHMENT(S) Yes [ ] No [ ]

Consider hearing an update from the City Attorney and the Code Department as to the violation of PM gas station formerly known as CJ's gas station on the corner of Henderson and North Street regarding the City's lighted sign ordinance that states no digital lit billboards as requested by Alderman Pickich and Alderman Kimball.

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APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

A-7

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025

REQUESTING DEPARTMENT: Administrative

REQUEST LOCATIONON AGENDA:

Administrative	[ ]
Requesting Department	[X]
Consent	[ ]
Executive Session	[ ]
Other ________________	[ ]

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund	[ ]
BP Fund	[ ]
001 - __ - __	[ ]
Other ___________	[ ]

AGENDA REQUEST: ATTACHMENT(S) Yes [ ] No [ ]

Consider motion to approve Change Order #1 in favor of DNA Underground LLC, for the West North Street and Cedar Avenue Drainage Repairs in the amount of $6,676.00 which decreases the contract for a final total contract amount of $27,023.00 and authorize the Final Pay Application #1 in the amount of $27,023.00 to be paid from Account 400-703-911. 4 600 The proposed change I necessary or incidental to the completion of the work as originally bid, is commercially reasonable and not made to circumvent the public purchasing status, and that any increase or decrease in cost is reasonable.

Utility Cont.

accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

COVINGTON
CIVIL AND ENVIRONMENTAL

February 11, 2025

City of Pass Christian
200 West Scenic Drive
Pass Christian, MS 39571

Attn: Mayor and Board of Alderpersons

Re: Recommendation of Payment Application No. 1 (FINAL)
City of Pass Christian
West North Street and Cedar Avenue Drainage Repairs

Dear Mayor and Board of Alderpersons:

This is to advise and certify that the above-referenced repair project has been satisfactorily completed in conformance with the contract requirements. We therefore now recommend final settlement with the contractor, in accordance with the following documents:

1. Change Order Number 1 (FINAL - Summary Change Order), adjusting the contract quantities to conform to the completed work, for a net decrease in the contract in the amount of $6,676.00. The final amount of the Work Order is $27,023.00;

2. Payment Application No. 1 (FINAL) in the amount of $27,023.00;

If you have any questions, please do not hesitate to contact me.

Sincerely,

COVINGTON CIVIL & ENVIRONMENTAL, LLC

Robert A. Escher

Bob Escher, P.E.

Fax: (228) 396-0487
2300 14th Street
Gulfport, Mississippi 39501
Phone: (228) 396-0486

CHANGE ORDER

No. 1 (FINAL)

Dated 2/11/2025

Owner's Project No. WO # 3 Engineer's Project No. 16481.08

Project West North Street @ Cedar Avenue Drainage Repairs

Owner City of Pass Christian

Contractor DNA Underground, LLC Contract Date 3/9/2023

Contract For West North Street @ Cedar Avenue Drainage Repairs

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To: DNA Underground, LLC Contractor:

Your are directed to make the changes noted below in the subject contract:

Owner City of Pass Christian

By ______________________
Mayor

Date ______________________

Nature of the Change
Adjust Final Quantities

Enclosures:

The changes result in the following adjustment of Contract Price and Contract Time:

Original Work Order Price	$ 33,699.00
Work Order Price Prior to This Change Order	$ 33,699.00
Net Decrease R esultingfrom this Change Order	$ (6,676.00)
Current Contract Price Including This Change Order	$ 27,023.00

Contract Time Prior to This Change Order 30 Calendar Days.

Net Increase Resulting From This Change Order	0	Calendar Days.
Current Contract Time Including This Change Order	30	Calendar Days.

The Above Changes Are Approved:

Covington Civil and Environmental, LLC
ENGINEER

by Robert A. Escher

Date 2/11/2025

The Above Changes Are Accepted:

DNA Underground, LLC
CONTRACTOR

by

Date 2/11/2025

ATTACHMENT TO CHANGE ORDER NO. 2 - WO #12

PROJECT NO. 16481.08

Item No.	Description	Qty	Units	Unit Price	Ext. Total	Quantity this C.O.	Unit Price	Extension this C.O.	Revised Contract Quantity	Revised Contract Extension
BID ITEMS										
2	Mobilization (Work Order $10,001-$50,000)	1	EA	$ 6,000.00	$ 6,000.00	0.00	$ 6,000.00	0.00	1.00	$ 6,000.00
5	Removal of Asphalt Pavement	27	SY	$ 8.00	$ 216.00	-17.00	$ 8.00	-136.00	10.00	$ 80.00
9	Sawcutting Asphalt Pavement	56	LF	$ 3.00	$ 168.00	-10.00	$ 3.00	-30.00	46.00	$ 138.00
10	Structural concrete for Poured-in-place drainage headwall	1.75	CY	$ 1,500.00	$ 2,625.00	0.00	$ 1,500.00	0.00	1.75	$ 2,625.00
12	Reinforcing Steel	650	LBS	$ 2.00	$ 1,300.00	0.00	$ 2.00	0.00	650.00	$ 1,300.00
22	24" Concrete Pipe Collar	1	EA	$ 450.00	$ 450.00	0.00	$ 450.00	0.00	1.00	$ 450.00
44	24" RCP (Class III) (6'-10')	48	LF	$ 133.00	$ 6,384.00	-8.00	$ 133.00	-1,064.00	40.00	$ 5,320.00
265	Pipe Foundation Material (PM)	8	CY	$ 90.00	$ 720.00	-2.00	$ 90.00	-180.00	6.00	$ 540.00
266	Select Sandy Backfill (FM)	30	CY	$ 18.00	$ 540.00	-20.00	$ 18.00	-360.00	10.00	$ 180.00
268	Geotextile Fabric	30	SY	$ 2.00	$ 60.00	-20.00	$ 2.00	-40.00	10.00	$ 20.00
269	8" Thick Limestone Base Restoration (Compacted and Tested)	27	SY	$ 75.00	$ 2,025.00	-17.00	$ 75.00	-1,275.00	10.00	$ 750.00
270	2" Hot Bituminous Surface Course (9.5 mm Mixture)	27	SY	$ 38.00	$ 1,026.00	-17.00	$ 38.00	-646.00	10.00	$ 380.00
271	4" Hot Bituminous Base Course (19.0 mm Mixture)	27	SY	$ 55.00	$ 1,485.00	-17.00	$ 55.00	-935.00	10.00	$ 550.00
277	Vegetative Cover (Seeding)	50	SY	$ 3.00	$ 150.00	-20.00	$ 3.00	-60.00	30.00	$ 90.00
278	Solid Sod	40	SY	$ 10.00	$ 400.00	-40.00	$ 10.00	-400.00	0.00	$ -
284	Traffic Control Barrel	60	Ea/Day	$ 20.00	$ 1,200.00	0.00	$ 20.00	0.00	60.00	$ 1,200.00
285	Traffic Control - Type III Barricade	24	Ea/Day	$ 20.00	$ 480.00	0.00	$ 20.00	0.00	24.00	$ 480.00
286	Traffic Control Signs	36	Ea/Day	$ 20.00	$ 720.00	0.00	$ 20.00	0.00	36.00	$ 720.00
288	Maintenance Limestone (LVM)	5	CY	$ 100.00	$ 500.00	-3.00	$ 100.00	-300.00	2.00	$ 200.00
289	Maintenance of Traffic (Flagger)	4	Man/Day	$ 1,000.00	$ 4,000.00	0.00	$ 1,000.00	0.00	4.00	$ 4,000.00
290	Silt Fence	50	LF	$ 3.00	$ 150.00	-50.00	$ 3.00	-150.00	0.00	$ -
292	Hay Bales	10	Each	$ 10.00	$ 100.00	-10.00	$ 10.00	-100.00	0.00	$ -
299	Stormwater Bypass Pumping	3	Day	$ 1,000.00	$ 3,000.00	-1.00	$ 1,000.00	-1,000.00	2.00	$ 2,000.00
TOTAL REVISED WORK ORDER AMOUNT					$ 33,699.00			$ (6,676.00)		$ 27,023.00

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 1

To (Owner): City of Pass Christian	Application Period: through 1/30/25	Application Date: 1/30/2025
	From (Contractor): DNA Underground LLC	Via (Engineer):
Project: WO#3 W. North Street Drainage	Contract:	
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.:

Application For Payment
Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
TOTALS		
NET CHANGE BY CHANGE ORDERS		

1. ORIGINAL CONTRACT PRICE........ $ $33,699.00
2. Net change by Change Orders........ $
3. Current Contract Price (Line 1 ± 2)........ $ $33,699.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)........ $ $27,023.00
5. RETAINAGE:
   a. X $27,023.00 Work Completed........ $
   b. 5% X ________ Stored Material........ $
   c. Total Retainage (Line 5.a + Line 5.b)........ $
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)........ $ $27,023.00
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)........ $
8. AMOUNT DUE THIS APPLICATION........ $ $27,023.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)........ $ $6,676.00

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: [signature] Date: 1/30/25

Payment of: $ 27,023.00
(Line 8 or other - attach explanation of the other amount)

is recommended by: Robert A. Esche [signature] 2/11/25
(Engineer) (Date)

Payment of: $ ________
(Line 8 or other - attach explanation of the other amount)

is approved by: ________ ________
(Owner) (Date)

Approved by: ________ ________
Funding or Financing Entity (if applicable) (Date)

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):	WO#3 W. North Street Drainage
Application Period:	
Application Number:	1
Application Date:	30-Jan-25

A					B	C	E	C	D	E	F		
Item		Contract Information											
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item ($)	Quantity Previous App	Value Previous	Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored	Total Completed and Stored to Date (E+F+G)	% (F / B)	Balance to Finish (B - H)
2	Mobilization (Work Order $10,001-$50,000)	1	EA	$6,000.00	$ 6,000.00		$ -	1	$6,000.00		$6,000.00	100.0%	$ -
5	Removal of Asphalt Pavement	27	SY	$8.00	$ 216.00		$ -	10	$80.00		$80.00	37.0%	$ 136.00
9	Sawcutting Asphalt Pavement (All Depths)	56	LF	$3.00	$ 168.00		$ -	46	$138.00		$138.00	82.1%	$ 30.00
10	Structural Concrete for Poured-in-Place drainage structures	1.75	CY	$1,500.00	$ 2,625.00		$ -	1.75	$2,625.00		$2,625.00	100.0%	$ -
12	Reinforcing Steel	650	LBS	$2.00	$ 1,300.00		$ -	650	$1,300.00		$1,300.00	100.0%	$ -
22	24" Concrete Pipe Collar	1	EA	$450.00	$ 450.00		$ -	1	$450.00		$450.00	100.0%	$ -
44	24" RCP (Class III)(6'-10')	48	LF	$133.00	$ 6,384.00		$ -	40	$5,320.00		$5,320.00	83.3%	$ 1,064.00
265	Pipe Foundation Material (PM)	8	CY	$90.00	$ 720.00		$ -	6	$540.00		$540.00	75.0%	$ 180.00
266	Select Sandy Backfill (FM)	30	CY	$18.00	$ 540.00		$ -	10	$180.00		$180.00	33.3%	$ 360.00
268	Geotextile Fabric	30	SY	$2.00	$ 60.00		$ -	10	$20.00		$20.00	33.3%	$ 40.00
269	6" Thick Limestone Base Restoration (Compacted and Tested)	27	SY	$75.00	$ 2,025.00		$ -	10	$750.00		$750.00	37.0%	$ 1,275.00
270	2" Hot Bituminous Surface Course (9.5mm Mixture)	27	SY	$38.00	$ 1,026.00		$ -	10	$380.00		$380.00	37.0%	$ 646.00
271	4" Hot Bituminous Base Course (19.0mm Mixture)	27	SY	$55.00	$ 1,485.00		$ -	10	$550.00		$550.00		$ 935.00
277	Vegetative Cover (Seeding)	50	SY	$3.00	$ 150.00		$ -	30	$90.00		$90.00		$ 60.00
278	Solid Sod	40	SY	$10.00	$ 400.00		$ -						$ 400.00
284	Traffic Control Barrel	60	EA/DAY	$20.00	$ 1,200.00		$ -	60	$1,200.00		$1,200.00		$ -
285	Traffic Control - Type III Barricade	24	EA/DAY	$20.00	$ 480.00		$ -	24	$480.00		$480.00		$ -
286	Traffic Control Signs	36	EA/DAY	$20.00	$ 720.00		$ -	36	$720.00		$720.00		$ -
288	Maintenance Limestone (LVM)	5	CY	$100.00	$ 500.00		$ -	2	$200.00		$200.00	40.0%	$ 300.00
289	Maintenance of Traffic (Flagger)	4	MAN/DAY	$1,000.00	$ 4,000.00		$ -	4	$4,000.00		$4,000.00	100.0%	$ -
290	Silt Fence	50	LF	$3.00	$ 150.00		$ -						$ 150.00
292	Hay Bales	10	EA	$10.00	$ 100.00		$ -						$ 100.00
299	Stormwater Bypass Pumping	3	Day	$1,000.00	$ 3,000.00		$ -	2	$2,000.00		$2,000.00		$ 1,000.00
					$ -		$ -						$ -
	Totals	-			$ 33,699.00		$ -		$27,023.00		$27,023.00	80.2%	$ 6,676.00

A-8

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025

REQUESTING DEPARTMENT: Administrative

REQUEST LOCATIONON AGENDA:

Administrative	[ ]
Requesting Department	[X]
Consent	[ ]
Executive Session	[ ]
Other ___________________	[ ]

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund	[]
BP Fund	[]
001 - __ - __	[]
Other ____________	[]

AGENDA REQUEST: ATTACHMENT(S) Yes [ ] No [ ]

Consider motion to approve Change Order #1 in favor of DNA Underground LLC, for the Woodman Avenue Lift Station Emergency Repairs in the amount of $3,420.00 which increases the contract for a final total contract amount of $43,940.00 and authorize the Final Pay Application #1 in the amount of $43,940.00 to be paid from Account 400-703-911 9600. The prosed change is necessary or incidental to the completion of the work as originally bid, is commercially reasonable and not made to circumvent the public purchasing status, and that any increase or decrease in cost is reasonable. Utility Cont.

accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

CIVIL AND ENVIRONMENTAL

February 11, 2025

City of Pass Christian
200 West Scenic Drive
Pass Christian, MS 39571

Attn: Mayor and Board of Alderpersons

Re: Recommendation of Payment Application No. 1 (FINAL)
City of Pass Christian
Woodman Avenue Lift Station Emergency Repairs

Dear Mayor and Board of Alderpersons:

This is to advise and certify that the above-referenced repair project has been satisfactorily completed in conformance with the contract requirements. We therefore now recommend final settlement with the contractor, in accordance with the following documents:

1. Change Order Number 1 (FINAL - Summary Change Order), adjusting the contract quantities to conform to the completed work and to add cost for replacing pump seals and bearings, for a net **increase** in the work order in the amount of **$3,420.00**. The final amount of the work order is $43,940.00;

2. Payment Application No. 1 (FINAL) in the amount of $43,940.00;

If you have any questions, please do not hesitate to contact me.

Sincerely,

COVINGTON CIVIL & ENVIRONMENTAL, LLC

Robert A. Escher

Bob Escher, P.E.

Fax: (228) 396-0487
2300 14th Street
Gulfport, Mississippi 39501
Phone: (228) 396-0486

SUMMARY CHANGE ORDER

No. 1 - (FINAL) - Woodman Ave. LS Repairs

Dated 2/6/2025

Owner's Project No. ____________ Engineer's Project No. 16481.08

Project Woodman Avenue Lift Station Repairs

Owner City of Pass Christian

Contractor DNA Underground, LLC Contract Date 7/18/2023

Contract For Woodman Avenue Lift Station Repairs

To: DNA Underground, LLC Contractor:

Your are directed to make the changes noted below in the subject contract:

Owner City of Pass Christian.

By ____________
Mayor

Date ____________

Nature of the Change
1. Cost for replacing pump seals and bearings as a result of seal failure that was not readily obvious when the pump bowls were being repaired.

Enclosures:

The changes result in the following adjustment of Contract Price and Contract Time:

Original Contract Price	$ 40,520.00
Contract Price Prior to This Change Order	$ 40,520.00
Net Increase Resulting from this Change Order	$ 3,420.00
Current Contract Price Including This Change Order	$ 43,940.00

Contract Time Prior to This Change Order 30 Calendar Days.

Net Increase Resulting From This Change Order	0	Calendar Days.
Current Contract Time Including This Change Order	30	Calendar Days.

The Above Changes Are Approved:

Covington Civil and Environmental, LLC
ENGINEER

by

Date 1/30/2025

The Above Changes Are Accepted:

DNA Underground, LLC
CONTRACTOR

by

Date 1/30/2025

ATTACHMENT TO SUMMARY CHANGE ORDER NO. 1 (FINAL)
SUMMARY CHANGE ORDER

PROJECT NO. 16481.08

	Bid Items									
Item No.	Description	Qty	Units	Unit Price	Woodman Av	Quantity this C.O.	Unit Price	Extension this C.O.	Revised Contract Quantity	Revised Contract Extension
BID SCHEDULE NO. 1										
2	Mobilization (Work Order $10,000- $50,000)	1.00	Each	$ 6,000.00	$ 6,000.00		$ 6,000.00	$ -	1	$ 6,000.00
212	4" Check Valve	2.00	EA	$ 1,600.00	$ 3,200.00		$ 1,600.00	$ -	2	$ 3,200.00
218	Sewer Bypass Pumping	4.00	Day	$ 3,000.00	$ 12,000.00		$ 3,000.00	$ -	4	$ 12,000.00
229	4" Stainless Steel Full Circle Repair Clamp	2.00	Each	$ 200.00	$ 400.00		$ 200.00	$ -	2	$ 400.00
284	Traffic Control Barrel	20.00	Ea/Day	$ 20.00	$ 400.00	-20	$ 20.00	$ (400.00)	0	$ -
289	Maintenace of Traffic (Flagger)	2.00	MAN/DAY	$ 1,000.00	$ 2,000.00	-2	$ 1,000.00	$(2,000.00)	0	$ -
XXX	Clean Lift Station, Remove (2) Pumps, Supply and Install (2) new pump bowls on the existing pumps, and Reinstall (2) pumps for Woodman Ave Lift Station	1.00	EA	$ 12,200.00	$ 12,200.00		$ 12,200.00	$ -	1	$ 12,200.00
XXX	Remove and replace pump cables	2	EA	$ 2,160.00	$ 4,320.00		$ 2,160.00	$ -	2	$ 4,320.00
XXX	Replace Seals and Bearing in the Pump Motors		EA	$ 2,910.00		2	$ 2,910.00	$ 5,820.00	2	$ 5,820.00
	SUBTOTAL				**$ 40,520.00**			**$ 3,420.00**		
TOTAL REVISED CONTRACT AMOUNT										**$ 43,940.00**

PAYMENT APPLICATION AND CERTIFICATE

INVOICE NO: **1 (FINAL)**

TAX ID #:

APPLICATION NO: 1

DATE: 2/6/2025

PERIOD: FROM 1/18/2025 TO 2/6/2025

SHEET: 1 - 3

PROJECT: Woodman Avenue Lift Station Repairs

CONTRACTOR: DNA Underground, LLC

1.	ORIGINAL CONTRACT SUM	$40,520.00
2.	CONTRACT MODIFICATIONS APPROVED IN PREVIOUS PAY APPLICATIONS:	
	ADDITIONS: DEDUCTIONS: $ -	
3.	CONTRACT MODIFICATIONS APPROVED THIS PERIOD:	
	(List Contract Modification Nos. 1)	
	ADDITIONS: $ 3,420.00 DEDUCTIONS:	
4.	NET CHANGE BY CONTRACT MODIFICATIONS (Sum of Lines 2 & 3)	$ 3,420.00
5.	REVISED CONTRACT AMOUNT: (Sum of Lines 1 & 4)	$ 43,940.00
6.	TOTAL VALUE OF WORK TO DATE (Attached Payment Breakdown)	$ 43,940.00
7.	PERCENT PROJECT COMPLETE: (Line 6 ÷ Line 5 x 100)	100%
8.	PERCENT COMPLETION BY TIME: (Elapsed Days ÷ Contract Days x 100)	63%
9.	MATERIALS ON HAND (Listing Attached)	$ -
10.	PARTIAL PAYMENT UNDELIVERED EQUIPMENT (Listing Attached)	$ -
11.	SUBTOTAL OF WORK AND MATERIAL (Sum of Lines 6, 9, & 10)	$ 43,940.00
12.	LESS-AMOUNT RETAINED (5%)	$ -
13.	APPROVED RETAINAGE REDUCTION	$ -
14.	TOTAL AMOUNT RETAINED TO DATE (Line 12 - Line 13)	$ -
15.	SUBTOTAL OF DUE PAYMENT (Line 11 - Line 14)	$ 43,940.00
16.	LESS PREVIOUS CERTIFICATES FOR PAYMENT (Item 15 from Previous Application)	$ -
17.	CURRENT PAYMENT DUE: (Line 15 - Line 16)	$ 43,940.00

The undersigned Contractor certifies that the Work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by him for Work which previous Certificates for Payments were issued and payments received from the Owner, and that the current payments shown herein is now due.

DNA Underground, LLC
Contractor

By [signature]

Date 2/6/25

I HEREBY ACKNOWLEDGE THAT THE MATERIAL AND LABOR INVOLVED ON THE ABOVE ESTIMATE ARE CORRECT AND PAYMENT IS DUE THE CONTRACTOR

Covington Civil and Environmental, LLC
Engineer

By Robert A. Fisher

Date 2/6/25

	BID SCHEDULE			Bid Amount		Previous Application		Current Application		Total-To-Date		% Complete	% Complete
Item #	Description	Qty.	Units	Unit Price	Ext. Total	Qty.	Amount	Qty.	Amount	Qty.	Amount	Current Appl	Total-To-Date
2	Mobilization (Work Order $10,000- $50,000)	1.00	Each	$ 6,000.00	$ 6,000.00		$ -	1.00	$ 6,000.00	1.0	$ 6,000.00	100.00%	100.00%
212	4" Check Valve	2.00	EA	$ 1,600.00	$ 3,200.00		$ -	2.00	$ 3,200.00	2.0	$ 3,200.00	100.00%	100.00%
218	Sewer Bypass Pumping	4.00	Day	$ 3,000.00	$ 12,000.00			4.00	$ 12,000.00	4.0	$ 12,000.00	100.00%	100.00%
229	4" Stainless Steel Full Circle Repair Clamp	2.00	Each	$ 200.00	$ 400.00			2.00	$ 400.00	2.0	$ 400.00	100.00%	100.00%
284	Traffic Control Barrel		Ea/Day	$ 20.00	$ -				$ -		$ -	#DIV/0!	#DIV/0!
289	Maintenance of Traffic (Flagger)		MAN/DAY	$ 1,000.00	$ -				$ -		$ -	#DIV/0!	#DIV/0!
XXX	Clean Lift Station, Remove (2) Pumps, Supply and Install (2) new pump bowls on the existing pumps, and Reinstall (2) pumps for Woodman Ave Lift Station	1.00	EA	$ 12,200.00	$ 12,200.00			1.00	$ 12,200.00	1.0	$ 12,200.00	100.00%	100.00%
XXX	Remove and replace pump cables	2	EA	$ 2,160.00	$ 4,320.00			2	$ 4,320.00	2.0	$ 4,320.00	100.00%	100.00%
XXX	Replace Seals and Bearing in the Pump Motors	2	EA	$ 2,910.00	$ 5,820.00			2	$ 5,820.00	2.0	$ 5,820.00	100.00%	100.00%
	Total Work Order Amount				$43,940.00		$ -		$43,940.00		$43,940.00	100.00%	100.00%

VALUE OF COMPLETED WORK	$43,940.00
MATERIAL INVENTORY	$ -
SUBTOTAL	$ 43,940.00
LESS 5% RETAINAGE	
APPROVED RETAINAGE REDUCTION	$ -
TOTAL AMOUNT RETAINED TO DATE	$ -
NET DUE	$ 43,940.00
LESS PREVIOUS PAYMENTS	
TOTAL THIS ESTIMATE	$ 43,940.00

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AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025

REQUESTING DEPARTMENT: Administrative

REQUEST LOCATIONON AGENDA:

Administrative	[ ]
Requesting Department	[X]
Consent	[ ]
Executive Session	[ ]
Other ________________	[ ]

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund	[]
BP Fund	[]
001 - __ - __	[]
Other ___________	[]

AGENDA REQUEST: ATTACHMENT(S) Yes [ ] No [ ]

Consider approving Pay Application #9 to Bottom 2 Top Construction, LLC in the amount of $11,302.64 for the North Street Gravity Sewer project, as requested by Bob Escher, City Engineer.

accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

OVERSTREET & ASSOCIATES
CONSULTING ENGINEERS

overstreeteng.com
161 Lameuse St. Suite 203
Biloxi, MS 39530
228.967.7137

February 11, 2025

Attn: Mayor and Board of Alderman:
City of Pass Christian
200 West Scenic Drive
Pass Christian, MS 39571

RE: City of Pass Christian
North Street Gravity Sewer – Pay Application 9

Mayor and Board of Alderman:

Based on in-the-field inspection and our review and verification, we transmit the attached Pay Application 9 for Bottom 2 Top Construction, LLC in reference to the North Street Gravity Sewer project for your approval and payment. Should you have any questions or need any additional information, please do not hesitate to call.

Sincerely,

David Ball, P.E.

DB:1256
Enclosure

APPLICATION FOR PAYMENT NO. 9

TO: City of Pass Christian (OWNER)
Contract for: North Street Gravity Sewer - Phase 1 Dated: 2/7/2025

OWNER'S Project No.: 3000030941 ENGINEER'S Project No.: 1256
For work accomplished through the date of: 1/31/2025
CURRENT CONTRACT AMOUNT: $1,467,119.01

ITEM		CONTRACTOR's Schedule of Values			Work Completed	
		Unit Price	Quantity	Amount	Quantity	Amount
COMPLETED WORK						$869,923.57
STORED MATERIALS						$0.00
TOTAL	$1,467,119.01					$869,923.57
(Orig. Contract)	$1,075,859.00					
CO 1	$125,988.12					
CO 2	$265,271.89					

Accompanying Documentation:

GROSS AMOUNT DUE	$ 869,923.57
LESS 5% RETAINAGE	$ 43,496.18
AMOUNT DUE TO DATE	$ 826,427.39
LESS PREVIOUS PAYMENTS	$ 815,124.75
AMOUNT DUE THIS APPLICATION	$ 11,302.64

CONTRACTOR'S Certification:
The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with Work covered by prior Applications for Payment numbered 1 thru 9 inclusive; and (2) title to all materials and equiment incorporated in said Work or otherwise listed in or covered by this Application for payment will pass to OWNER at time of payment free and clear of all liens, claims, security interests and encumbrances (except such as covered by Bond acceptable to OWNER).

Bottom 2 Top Construction, LLC
16708 Hwy 67
Biloxi, MS 39532
CONTRACTOR

Dated: February 10, 2025

By: Joseph R Raffeo Jr.

ENGINEER'S Recommendation:

This Application (with accompanying documentation) meets the requirements of the Contract Documents and payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated: 2/11, 2025

Overstreet & Associates, PLLC
ENGINEER

By:

ITEM NO.	DESCRIPTION	CURRENT CONTRACT QUANTITY		UNIT PRICE	CURRENT CONTRACT AMOUNT	PREVIOUS QUANTITY	PREVIOUS EXTENSION	QUANTITY THIS. EST.	EXTENSION THIS EST.	QUANTITY TO DATE	EXTENSION TO DATE
	ALTERNATE BID 1										
1505	MOBILIZATION	1	L.S.	$81,612.50	$81,612.50	65.91%	$53,792.95		$0.00	0.66	$53,792.95
02050-A	REMOVAL OF PAVEMENT (ALL TYPES, ALL THICKNESSES)	1525	S.Y.	$10.35	$15,783.75	1023.20	$10,590.12		$0.00	1023.20	$10,590.12
02050-B	SAWCUT (ALL TYPES, ALL THICKNESSES)	850	L.F.	$10.35	$8,797.50	348	$3,601.80		$0.00	348.00	$3,601.80
02050-C	REMOVAL OF CURB AND GUTTER	50	L.F.	$10.35	$517.50	50.00	$517.50		$0.00	50.00	$517.50
02050-D	REMOVAL OF CONCRETE DRIVEWAY	300	S.Y.	$10.35	$3,105.00	274.00	$2,835.90		$0.00	274.00	$2,835.90
02050-G	REMOVAL OF SEWER MANHOLES	13	EA.	$310.50	$4,036.50	11.0	$3,415.50		$0.00	11.00	$3,415.50
02050-H	REMOVAL OF EXISTING SEWER PIPE (24" AND SMALLER)	3793	L.F.	$10.35	$39,257.55	3279.00	$33,937.65	99.00	$1,024.65	3378.00	$34,962.30
02050-K	REMOVAL OF CULVERTS 12'-23'	1400	L.F.	$10.35	$14,490.00	1351.00	$13,982.85		$0.00	1351.00	$13,982.85
02050-M	REMOVAL OF DEBRIS (LVM)	100	C.Y.	$12.42	$1,242.00	0.00	$0.00		$0.00	0.00	$0.00
02111-A	CLEARING AND GRUBBING	1	AC.	$6,727.50	$6,727.50	0.50	$3,363.75		$0.00	0.50	$3,363.75
02221-A	SELECT BEDDING MATERIAL (PM) (MDOT CLASS B3 SAND)	570	C.Y.	$16.56	$9,439.20	226.30	$3,747.53		$0.00	226.30	$3,747.53
02221-B	SELECT FOUNDATIN MATERIAL (PM) (#610 STONE AND SAND)	380	C.Y.	$89.48	$34,002.40	305.43	$27,329.88	21.30	$1,905.92	326.73	$29,235.80
02226-A	BORROW MATERIAL, TYPE B (LVM)	600	C.Y.	$16.56	$9,936.00	425.50	$7,046.28	76.40	$1,265.18	501.90	$8,311.46
02226-B	EXCESS EXCAVATION (LVM)	475	C.Y.	$12.42	$5,899.50	281.00	$3,490.02	21.30	$264.55	302.30	$3,754.57
02226-F	UNCLASSIFIED EXCAVATION (FM)	50	C.Y.	$12.42	$621.00	0.00	$0.00		$0.00	0.00	$0.00
02295-A	SILT FENCE	750	L.F.	$4.18	$3,135.00	542.00	$2,265.56		$0.00	542.00	$2,265.56
02295-B	STRAW WATTLES	15	EA.	$42.41	$636.15	15	$636.15		$0.00	15.00	$636.15
02295-D	DITCH CHECK DAMS	5	EA.	$584.00	$2,920.00	0	$0.00		$0.00	0.00	$0.00
02234-A	GRANULAR BASE COURSE (LIMESTONE) (PM)	570	C.Y.	$89.48	$51,003.60	51.30	$4,590.32		$0.00	51.30	$4,590.32
02234-B	LIMESTONE GRANULAR BASE COURSE FOR DRIVEWAYS (PM)	210	C.Y.	$89.48	$18,790.80	373.40	$33,411.83		$0.00	373.40	$33,411.83
02234-C	GEOTEXTILE FABRIC	475	S.Y.	$3.48	$1,653.00	215.70	$750.64		$0.00	215.70	$750.64
02512-A	HOT BITUMINOUS PAVEMENT (ST-12.5 MM) (2" THICK)	808	S.Y.	$22.79	$18,414.32	672.80	$15,333.11		$0.00	672.80	$15,333.11
02512-B	HOT BITUMINOUS PAVEMENT (ST-19 MM) (4" THICK)	1627	S.Y.	$44.59	$72,547.93	813.20	$36,260.59		$0.00	813.20	$36,260.59
02513-A	COLD MILLING OF PAVEMENTS (ALL PAVEMENTS, ALL DEPTHS)	1636	S.Y.	$14.70	$24,049.20	0.00	$0.00		$0.00	0.00	$0.00
02522-B	CONCRETE DRIVE RESTORATION	330	S.Y.	$110.25	$36,382.50	274.40	$30,252.60		$0.00	274.40	$30,252.60
02522-C	CURB AND GUTTER RESTORATION	51	L.F.	$20.83	$1,062.33	51.00	$1,062.33		$0.00	51.00	$1,062.33
02585-A	REFLECTORIZED TRAFFIC SIGNS	4	EA.	$318.96	$1,275.84	0	$0.00		$0.00	0.00	$0.00
02668-C	24" STEEL CASING (BORE AND JACK)	0	L.S.	$75,622.93	$0.00	0.00	$0.00		$0.00	0.00	$0.00
02723-D	12" SMOOTH HDPE PIPE (IPS)	102	L.F.	$53.78	$5,485.56	0.00	$0.00		$0.00	0.00	$0.00
02730-A	12" SDR, PVC SEWER PIPE (6' TO 10' CUT)	2652	L.F.	$56.36	$149,466.72	2497.00	$140,730.92		$0.00	2497.00	$140,730.92
02730-A2	12" SDR 26, PVC SEWER PIPE (10' TO 14' CUT)	565	L.F.	$57.39	$32,425.35	556.00	$31,908.84		$0.00	556.00	$31,908.84
02730-A3	15" SDR 26, PVC SEWER PIPE (10' TO 14' CUT)	583	L.F.	$75.89	$44,243.87	165.00	$12,521.85	98.00	$7,437.22	263.00	$19,959.07
02730-E	SINGLE SEWER SERVICE	22	EA.	$1,788.30	$39,342.60	22	$39,342.60		$0.00	22.00	$39,342.60
02730-G	LOCATE AND CONNECT EXISTING SEWER SERVICE	15	EA.	$1,345.00	$20,175.00	15	$20,175.00		$0.00	15.00	$20,175.00
02731-A	4' DIA. SEWER MANHOLES, 6' TO 10' DEPTH	8	EA.	$5,977.85	$47,822.80	8	$47,822.80		$0.00	8.00	$47,822.80
02731-A2	4' DIA. SEWER MANHOLES, 10' TO 14' DEPTH	5	EA.	$7,242.63	$36,213.15	5	$36,213.15		$0.00	5.00	$36,213.15
02731-B	DROP ASSEMBLY	3	EA.	$1,598.88	$4,796.64	2	$3,197.76		$0.00	2.00	$3,197.76
02739-A	SEWER MAIN POINT REPAIR (PVC)	2	EA.	$2,034.94	$4,069.88	0	$0.00		$0.00	0.00	$0.00
02722-A	18" RCP	1145	L.F.	$54.80	$62,746.00	1145	$62,746.00		$0.00	1145.00	$62,746.00
02721-E	JUNCTION BOX	6	EA.	$2,171.25	$13,027.50	6	$13,027.50		$0.00	6.00	$13,027.50
02931-B	PLANT ESTABLISHMENT (HYDRO-SEEDING)	3287	S.Y.	$2.45	$8,053.15	1128.50	$2,764.83		$0.00	1128.50	$2,764.83
02931-C	EROSION CONTROL MAT FOR DITCH LINING	3429.4	S.Y.	$1.53	$5,246.98	3429.40	$5,246.98		$0.00	3429.40	$5,246.98
02935-A	MAINTENANCE OF TRAFFIC (ALTERNATE BID 1)	1	L.S.	$25,875.00	$25,875.00	75%	$19,406.25		$0.00	0.75	$19,406.25
CO1-1	ADDT'L MARKET ST. BORE	1	L.S.	$64,630.00	$64,630.00	100%	$64,630.00		$0.00	1.00	$64,630.00
CO1-2	ADDT'L MARKET ST. BORE CASING	1	L.S.	$36,616.00	$36,616.00	100%	$36,616.00		$0.00	1.00	$36,616.00
CO1-3	ADDT'L MARKET ST. BORE PITS	1	L.S.	$25,300.00	$25,300.00	100%	$25,300.00		$0.00	1.00	$25,300.00

ITEM NO.	DESCRIPTION	CURRENT CONTRACT QUANTITY	UNIT PRICE	CURRENT CONTRACT AMOUNT	PREVIOUS QUANTITY	PREVIOUS EXTENSION	QUANTITY THIS. EST.	EXTENSION THIS EST.	QUANTITY TO DATE	EXTENSION TO DATE
CO1-4	ADDT'L MARKET ST. BORE CONC. REMOVAL	300 S.Y.	$17.25	$5,175.00	75.70	$1,305.83		$0.00	75.70	$1,305.83
CO1-5	ADDT'L MARKET ST. BORE CONC. INSTALL	1 LS.	$20,987.50	$20,987.50	0%	$0.00		$0.00	0.00	$0.00
CO2-1	29"X18" RCAP	8 L.F.	$82.50	$660.00	8.00	$660.00		$0.00	8.00	$660.00
CO2-2	10" CITY PROVIDED GRAVITY SEWER (LABOR ONLY)	48 L.F.	$21.00	$1,008.00	48.00	$1,008.00		$0.00	48.00	$1,008.00
CO2-3	24" RCP	16 L.F.	$74.18	$1,186.88	16.00	$1,186.88		$0.00	16.00	$1,186.88
CO2-2581-B	6" THERMOPLASTIC TRAFFIC STRIPE (WHITE)	8360 L.F.	$2.45	$20,482.00	0.00	$0.00		$0.00	0.00	$0.00
CO2-2581-C	6" THERMOPLASTIC TRAFFIC STRIPE, SOLID OR SKIP (YELLOW)	4180 L.F.	$2.45	$10,241.00	0.00	$0.00		$0.00	0.00	$0.00
CO2-4	THERMOPLASTIC STOP BARS (WHITE)	16 EA.	$690.00	$11,040.00	0.00	$0.00		$0.00	0.00	$0.00
CO2-5	RAISED PAVEMENT MARKERS	210 EA.	$17.25	$3,622.50	0.00	$0.00		$0.00	0.00	$0.00
CO2-6	1-1/2" ASPHALT OVERLAY	14554 S.Y.	$17.34	$252,366.36	0.00	$0.00		$0.00	0.00	$0.00
CO2-7	ASPHALT LEVELING	200 TON	$201.25	$40,250.00	0.00	$0.00		$0.00	0.00	$0.00
CO2-8	ADDITIONAL MOBILIZATION & MAINTENANCE OF TRAFFIC FOR	1 LS.	$6,325.00	$6,325.00	0%	$0.00	0.00	$0.00	0.00	$0.00
CO2-9	1-1/2" MANHOLE RISER RINGS FOR OVERLAY	6 EA.	$150.00	$900.00	0.00	$0.00		$0.00	0.00	$0.00
	TOTAL ALTERNATE BID 1			$1,467,119.01		$858,026.05		$11,897.52		$869,923.57

STATE OF MISSISSIPPI
COUNTY OF HARRISON

INTERIM WAIVER AND RELEASE UPON PAYMENT

THE UNDERSIGNED mechanic and/or materialman has been employed by City of Pass Christian to furnish labor and services or materials for the construction improvements known as North Street Gravity Sewer Repair Phase 1, which is located in the Harrison County, First Judicial District, Mississippi, and is owned by City of Pass Christian, a Mississippi limited liability company, and more particularly described as follows:

SEE EXHIBIT ATTACHED

Upon the receipt of the sum of $ 11,302.64 the mechanic and/or materialman waives and releases any and all liens or claims of liens it has upon the foregoing described property of any rights against any labor and/or material bond through the date of February 10th, 2024 and excepting those rights and liens that the mechanic and/or materialman might have in any retained amounts, on account of labor or materials, or both, furnished by the undersigned to or on account of said contractor for said building or premises.

Sworn to and subscribed before me, this the 10 th day of February, 2024.

Bottom 2 Top Construction Contractor

By: Joseph R Raffeo Jr.

Its: Owner

NOTICE: WHEN YOU EXECUTE THIS DOCUMENT, YOU SHALL BE CONCLUSIVELY DEEMED TO HAVE BEEN PAID IN FULL THE AMOUNT STATED ABOVE, EVEN IF YOU HAVE NOT ACTUALLY RECEIVED THE PAYMENT, SIXTY (60) DAYS AFTER THE DATED STATED ABOVE UNLESS YOU FILE EITHER AN AFFIDAVIT OF NONPAYMENT OR A CLAIM OF LIEN BEFORE THE EXPIRATION OF THE SIXTY-DAY PERIOD. THE FAILURE TO INCLUDE THIS NOTICE LANGUAGE ON THE FACE OF THE FORM SHALL RENDER THE FORM UNENFORCEABLE AND INVALID AS A WAIVER AND RELEASE UNDER SECTION 85-7-419, MISSISSIPPI CODE OF 1972.

STATE OF Mississippi

COUNTY OF Harrison

Personally appeared before me, the undersigned authority in and for the said county and state, on this 10 th day of February 2025, within my jurisdiction, the within named Joseph Raffeo Jr who acknowledged to me that he is Owner of Bottom 2 Top Construction LLC, a corporation/limited liability company/sole proprietorship, and that for and on of said corporation, he executed the above and foregoing instrument, after first having been duly authorized by said corporation so to do.

NOTARY PUBLIC

Michele Gillihan

My Commission Expires:

June 11, 2025

STATE OF MISSISSIPPI
NOTARY PUBLIC
ID # 120480
MICHELE D. GILLIHAN
Commission Expires
June 11, 2025
HARRISON COUNTY

A-10

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025

REQUESTING DEPARTMENT: Administrative

REQUEST LOCATIONON AGENDA:

Administrative	[ ]
Requesting Department	[X]
Consent	[ ]
Executive Session	[ ]
Other ________________	[ ]

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund	[]
BP Fund	[]
001-__-__	[]
Other ___________	[]

AGENDA REQUEST: ATTACHMENT(S) Yes [ ] No [ ]

Consider approving Work Order #3 in the amount of $59,644.00 to DNA Underground LLC for the work to be done on the Cedar Avenue Sewer Replacement to be paid from 118.301.911 (MIT Construction in progress), as requested by Bob Escher.

accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

WORK ORDER

No. 3

Dated 2/11/2025

Owner's Project No. ______ Engineer's Project No. 16481.08.24-01

Project Cedar Avenue Sewer Replacement

Owner City of Pass Christian

Contractor DNA Underground, LLC Contract Date 3/3/2023

Contract For Cedar Avenue Sewer Replacement

To: DNA Underground, LLC Contractor:

Your are authorized to perform the following scope of work:

Owner City of Pass Christian

By ______
MAYOR

Date ______

Nature of the Work

1. Labor and equipment to remove and replace failing 8" clay pipe gravity sewer on Cedar Avenue between Brill Street and Bayview Avenue. Asphalt repairs only include the affected areas of the sewer replacement and do not represent the total cost associated with an overlay of the entire intersection that may be experiencing settlement/base failure. Costs for providing an overlay of the entire intersection of Bayview Avenue and Cedar Street including the repair area are estimated to be an additional $17,820.00, if requested.

The scope of work in this Work Order represents an estimated cost and duration as presented below:

Work Order Price $ 59,644.00

Contract Time* 45 Calendar Days.
* From the date of material delivery

The Attached Scope of Work, Cost Estimate and Contract Time Are Approved:

Covington Civil and Environmental
ENGINEER

by Robert A. Escher

Date 2/11/2025

The Attached Scope of Work, Cost Estimate and Contract Time
Are Approved:

DNA Underground, LLC
CONTRACTOR

by

Date 2/11/2025

ATTACHMENT TO WORK ORDER NO. 3

Item No.	Description of Unit Price Items	Qty	Units	Unit Price	Ext. Total
3	Mobilization (Work Order $50,001 - $100,000)	1.00	Each	$8,000.00	$ 8,000.00
5	Removal of Asphalt Pavement	110.00	SY.	$8.00	$ 880.00
9	Sawcutting Asphalt Pavement (All Depths)	200.00	LF	$3.00	$ 600.00
77	Connect to Existing Manhole	2.00	Each	$1,500.00	$ 3,000.00
83	8" Sewer Pipe (PVC) (8'-10')	77.00	LF	$52.00	$ 4,004.00
218	Sewer Bypass Pumping	1.00	Day	$3,000.00	$ 3,000.00
265	Pipe Foundation Material (PM)	45.00	C.Y.	$90.00	$ 4,050.00
266	Select Sandy Backfill (FM)	250.00	C.Y.	$18.00	$ 4,500.00
268	Geotextile Fabric	125.00	S.Y.	$2.00	$ 250.00
269	8" Thick Limestone Base Restoration (Compacted and Tested)	110.00	S.Y.	$75.00	$ 8,250.00
270	2" Hot Bituminous Surface Course (9.5 mm Mixture)	110.00	S.Y.	$38.00	$ 4,180.00
271	4" Hot Bituminous Base Course (19.0 mm Mixture)	110.00	S.Y.	$55.00	$ 6,050.00
284	Traffic Control Barrel	175.00	Ea/Day	$20.00	$ 3,500.00
285	Traffic Control - Type III Barricade	24.00	Ea/Day	$20.00	$ 480.00
286	Traffic Control Signs	70.00	Ea/Day	$20.00	$ 1,400.00
288	Maintenance Limestone (LVM)	10.00	CY	$100.00	$ 1,000.00
289	Maintenace of Traffic (Flagger)	4.00	MAN/DAY	$1,000.00	$ 4,000.00
300	Dewatering	5.00	Day	$500.00	$ 2,500.00
TOTAL AMOUNT					**$ 59,644.00**

Shannon Starita

From:	alderman 4 victor pickich <victorpickichalderman4@gmail.com>
Sent:	Wednesday, February 12, 2025 10:52 AM
To:	Bob Escher
Cc:	Marian Governor; Shannon Starita; Teri Anthony
Subject:	Re: Agenda Item - 2-18-25 Mtg - WO #3 - Cedar Avenue Gravity Sewer Replacement

Caution: THIS IS AN EXTERNAL EMAIL AND MAY BE MALICIOUS. PLEASE TAKE CARE WHEN CLICKING LINKS OR OPENING ATTACHMENTS.

Thank you for preparing this.
Please add my name to this agenda item.
On Wed, Feb 12, 2025 at 10:43 AM Bob Escher <bob.escher@ccellc.us> wrote:

Would you please add this to the upcoming BOA meeting agenda?

CELEBRATING 30 yrs 1992 - 2022

COVINGTON

CIVIL AND ENVIRONMENTAL

Bob Escher, P.E.
Mobile: 228-493-1442
Email: Bob.Escher@ccellc.us

2300 14th Street
Gulfport, MS 39501
www.ccellc.us

Shannon Starita

From: Marian Governor
Sent: Wednesday, February 12, 2025 11:08 AM
To: Shannon Starita
Cc: victorpickichalderman4@gmail.com
Subject: RE: Agenda Item - 2-18-25 Mtg - WO #3 - Cedar Avenue Gravity Sewer Replacement

Shannon,

Please include that we are paying for this from Mod Use Tax 118.301.911

Thanks,
Marian

From: Bob Escher <bob.escher@ccellc.us>
Sent: Wednesday, February 12, 2025 10:43 AM
To: Marian Governor <mgovernor@pass-christian.ms.gov>
Cc: Shannon Starita <sstarita@pass-christian.ms.gov>; Teri Anthony <wpscopc@gmail.com>; victorpickichalderman4@gmail.com
Subject: Agenda Item - 2-18-25 Mtg - WO #3 - Cedar Avenue Gravity Sewer Replacement

Caution: THIS IS AN EXTERNAL EMAIL AND MAY BE MALICIOUS. PLEASE TAKE CARE WHEN CLICKING LINKS OR OPENING ATTACHMENTS.

Would you please add this to the upcoming BOA meeting agenda?

Bob Escher, P.E.
Mobile: 228-493-1442
Email: Bob.Escher@ccellc.us

2300 14th Street
Gulfport, MS 39501
www.ccellc.us

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A-11

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025

REQUESTING DEPARTMENT: Administrative

REQUEST LOCATIONON AGENDA:

Administrative	[ ]
Requesting Department	[X]
Consent	[ ]
Executive Session	[ ]
Other ___________________	[ ]

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund	[ ]
BP Fund	[ ]
001 - ___ - ___	[ ]
Other _____________	[ ]

AGENDA REQUEST: ATTACHMENT(S) Yes [ ] No [ ]

Consider approving Application Payment #1 in the amount of $124,995.78 to DNA Underground LLC for the work done on the Emerald Avenue Lift Station Rehabilitation, as requested by Bob Escher.

accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 1

To (Owner): City of Pass Christian	Application Period: through 2/7/25	Application Date: 2/10/2025
	From (Contractor): DNA Underground LLC	Via (Engineer):
Project: Emerald Avenue Lift Station Rehabilitation	Contract:	
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.:

Application For Payment
Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
TOTALS		
NET CHANGE BY CHANGE ORDERS		

1. ORIGINAL CONTRACT PRICE.......... $ $333,150.00
2. Net change by Change Orders.......... $
3. Current Contract Price (Line 1 ± 2).......... $ $333,150.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).......... $ $131,574.50
5. RETAINAGE:
   a. 5% X $131,574.50 Work Completed.......... $ $6,578.73
   b. 5% X ______ Stored Material.......... $
   c. Total Retainage (Line 5.a + Line 5.b).......... $ $6,578.73
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).......... $ $124,995.78
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).......... $
8. AMOUNT DUE THIS APPLICATION.......... $ $124,995.78
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).......... $ $201,575.50

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature
By: [signature] Date: 2/11/25

Payment of: $ 124,995.78
(Line 8 or other - attach explanation of the other amount)

is recommended by: Robert A. Fischer 2/11/25
(Engineer) (Date)

Payment of: $ ______
(Line 8 or other - attach explanation of the other amount)

is approved by: ______ ______
(Owner) (Date)

Approved by: ______ ______
Funding or Financing Entity (if applicable) (Date)

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):	Emerald Avenue Lift Station Rehabilitation	Application Number:	1
Application Period:		Application Date:	10-Feb-25

A					B	C	E	C	D	E	F		
Item		Contract Information											
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item ($)	Quantity Previous App	Value Previous	Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored	Total Completed and Stored to Date (E+F+G)	% (H / B)	Balance to Finish (B - H)
1-A	Mobilization	1	LS	$25,000.00	$ 25,000.00		$ -	0.85	$21,250.00		$21,250.00	85.0%	$ 3,750.00
2-A	Demobilization	1	LS	$25,000.00	$ 25,000.00		$ -	0.25	$6,250.00		$6,250.00	25.0%	$ 18,750.00
7-A	4" Ductile Iron Sewer Force Main	400	LF	$100.00	$ 40,000.00		$ -	380	$38,000.00		$38,000.00	95.0%	$ 2,000.00
7-B	Ductile Iron Fittings	5000	LBS	$3.00	$ 15,000.00		$ -	419.5	$1,258.50		$1,258.50	8.4%	$ 13,741.50
10-A	Sewer Bypass Pumping	1	LS	$30,000.00	$ 30,000.00		$ -						$ 30,000.00
16-A	Select Sandy Backfill (Plan Measure)	200	CY	$15.00	$ 3,000.00		$ -						$ 3,000.00
16-B	Pipe Foundation Material (Plan Measure)	45	CY	$80.00	$ 3,600.00		$ -	8	$640.00		$640.00	17.8%	$ 2,960.00
17-A	8" Crushed Limestone Base for Cuts in Street R-O-W	75	SY	$36.00	$ 2,700.00		$ -	36	$1,296.00		$1,296.00	48.0%	$ 1,404.00
17-B	Hot Bituminous Pavement (MDOT ST, 12.5 mm mix)(2" Thick)(PM)	75	SY	$48.00	$ 3,600.00		$ -						$ 3,600.00
17-C	Hot Bituminous Pavement (MDOT ST, 19 mm mix)(4" Thick)(PM)	75	SY	$82.00	$ 6,150.00		$ -						$ 6,150.00
17-D	Concrete Sidewalk (5' Wide)(PM)	10	LF	$100.00	$ 1,000.00		$ -						$ 1,000.00
17-E	Plant Establishment (Seeding)	400	SY	$4.00	$ 1,600.00		$ -						
18-B	New Wet Well Concrete Top and Traffic Rated Hatch Cover (HL93 Loading)	1	LS	$28,500.00	$ 28,500.00		$ -	400	$1,600.00		$1,600.00	100.0%	$ -
18-C	Concrete Valve Vault w/Concrete Top and Traffic Rated Hatch Cover (HL93 Loading)	1	LS	$20,000.00	$ 20,000.00		$ -	1	$20,000.00		$20,000.00	100.0%	$ 28,500.00
18-D	Station Piping (4" Discharge Piping with Bypass Assembly including gate and check valves)	1	LS	$56,000.00	$ 56,000.00		$ -	0.63	$35,280.00		$35,280.00	63.0%	$ -
18-E	Replace Pump Bowl with Horizontal Discharge, Install New Base Elbow and Install Guide Rail System	1	LS	$43,000.00	$ 43,000.00		$ -						$ 20,720.00
18-F	Relocate and Reconnect Existing Electrical and Controls	1	LS	$17,000.00	$ 17,000.00		$ -						$ 43,000.00
19-A	Maintenance of Traffic	1	LS	$12,000.00	$ 12,000.00		$ -	0.5	$6,000.00		$6,000.00	50.0%	$ 17,000.00
					$ -		$ -						$ 6,000.00
					$ -		$ -						$ -
													$ -
	Totals				$ 333,150.00		$ -		$131,574.50		$131,574.50	39.5%	$ 201,575.50

A-12

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025

REQUESTING DEPARTMENT: Administrative

REQUEST LOCATIONON AGENDA:

Administrative	[ ]
Requesting Department	[X]
Consent	[ ]
Executive Session	[ ]
Other ____________	[ ]

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund	[ ]
BP Fund	[ ]
001 - __ - __	[ ]
Other ________	[ ]

AGENDA REQUEST: ATTACHMENT(S) Yes [ ] No [ ]

Consider accepting the recommendation to reject all bids received for the construction of the Beautification Building as requested by the City Engineer, Bob Escher.

accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

COVINGTON
CIVIL AND ENVIRONMENTAL

February 10, 2025

City of Pass Christian
200 West Scenic Drive
Pass Christian, MS 39571

Attn: Mayor and Board of Alderpersons

Re: Recommendation to Reject Bids
City of Pass Christian
Construction of the Beautification Building

Dear Mayor and Board of Alderpersons:

Bids were received from seven (7) contractors on February 4, 2025. The bids ranged from $781,400.00 to $1,086,550.00. It is our understanding the City's budget for construction of the project was approximately in the range of $300,000 to $325,000. The lowest base bid received was more than twice what the amount estimated and budgeted by the City. According to Mississippi Code 31-5-39, "Additional funds may not be allocated after the date and time established for the receipt of bids for the purpose of increasing negotiation authority". Because of the estimated and budgeted amount of funds intended to be allocated for this project and the prohibition by state law to allocate additional funds, we recommend the City reject all bids and reevaluate the desired final delivery on the building contents.

If you have any questions, please do not hesitate to contact us.

Sincerely,

COVINGTON CIVIL & ENVIRONMENTAL, LLC

Bob Escher, P.E.

Fax: (228) 396-0487
2300 14th Street
Gulfport, Mississippi 39501
Phone: (228) 396-0486

G A BID			Twin L		DNP		Hopkins		Phoenix		Kaufman		Apple Constructio	
No.:			08365-MC		07575-MC		19759-MC		19024		11993-MC		09785-MC	
			✓		✓		✓		✓		✓		✓	
:			✓		✓		✓		✓		✓		✓	

ems	Qty	Units	Unit Price	Ext. Total	Unit Price	Ext. Total	Unit Price	Ext. Total	Unit Price	Ext. Total	Unit Price	Ext. Total	Unit Price	Ext. T
	1	LS	$ 50,800.00	$ 50,800.00	15,000.00	15,000.00	$ 87,993.00	$ 87,993.00	$ 10,000.00	$ 10,000.00	$ 51,503.87	$ 51,503.87	$ 97,183.89	$ 97,
	1	LS	$ 14,000.00	$ 14,000.00	5,000.00	5,000.00	$ 4,000.00	$ 4,000.00	$ 3,500.00	$ 3,500.00			$ 2,910.60	$ 2,
	1	LS	$ 4,500.00	$ 4,500.00	10,000.00	10,000.00	$ 4,000.00	$ 4,000.00	$ 15,000.00	$ 15,000.00	$ 19,965.00	$ 19,965.00	$ 6,300.00	$ 6,
concrete erior	1	LS	$609,000.00	$609,000.00	579,000.00	579,000.00	$513,601.00	$513,601.00	$635,250.00	$ 635,250.00	$ 657,184.46	$ 657,184.46	$698,735.04	$ 698,
wance)	1	LS	$ 3,750.00	$ 3,750.00	$ 3,750.00	3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,
ce)	1	LS	$ 3,500.00	$ 3,500.00	$ 3,500.00	3,500.00	$ 3,500.00	$ 3,500.00	$ 3,500.00	$ 3,500.00	$ 3,500.00	$ 3,500.00	$ 3,500.00	$ 3,
nder)	1	LS	$ 19,000.00	$ 19,000.00	43,200.00	43,200.00	$ 49,848.00	$ 49,848.00	$ 56,000.00	$ 56,000.00	$ 90,750.00	$ 90,750.00	$109,683.00	$ 109,
on, testing, dicapped	1	LS	$ 76,850.00	$ 76,850.00	122,000.00	122,000.00	$165,234.00	$165,234.00	$110,000.00	$ 110,000.00	$ 109,278.00	$ 109,278.00	$ 78,756.30	$ 78,
				$781,400.00		$781,450.00		$831,926.00		$ 837,000.00		$ 935,931.33		$ 1,000,

ems	Qty	Units	Unit Price	Ext. Total	Unit Price	Ext. Total	Unit Price	Ext. Total	Unit Price	Ext. Total	Unit Price	Ext. Total	Unit Price	Ext. T
	1	LS	$ 50,800.00	$ 50,800.00	5,000.00	5,000.00	$ 87,993.00	$ 87,993.00	$ 10,000.00	$ 10,000.00	$ 51,503.87	$ 51,503.87	$ 98,949.69	$ 98
	1	LS	$ 14,000.00	$ 14,000.00	1,500.00	1,500.00	$ 4,000.00	$ 4,000.00	$ 3,500.00	$ 3,500.00			$ 2,190.60	$ 2
	1	LS	$ 5,100.00	$ 5,100.00	3,000.00	3,000.00	$ 6,000.00	$ 6,000.00	$ 15,000.00	$ 15,000.00	$ 19,965.00	$ 19,965.00	$ 6,300.00	$ 6
concrete erior	1	LS	$729,600.00	$729,600.00	86,580.00	86,580.00	$553,202.00	$553,202.00	$744,250.00	$ 744,250.00	$ 657,184.46	$ 688,568.23	$909,340.44	$ 909
wance)	1	LS	$ 3,750.00	$ 3,750.00	$ 3,750.00	3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3
ce)	1	LS	$ 3,500.00	$ 3,500.00	$ 3,500.00	3,500.00	$ 3,500.00	$ 3,500.00	$ 3,500.00	$ 3,500.00	$ 3,500.00	$ 3,500.00	$ 3,500.00	$ 3
nder)	1	LS	$ 19,000.00	$ 19,000.00	1,500.00	1,500.00	$ 49,848.00	$ 49,848.00	$ 56,000.00	$ 56,000.00	$ 90,750.00	$ 90,750.00	$109,683.00	$ 109
on, testing, dicapped	1	LS	$ 76,850.00	$ 76,850.00	10,400.00	10,400.00	$228,611.00	$228,611.00	$110,000.00	$ 110,000.00	$ 109,278.00	$ 109,278.00	$ 72,816.03	$ 72
				* $902,600.00		$115,230.00		$936,904.00		$ 946,000.00		$ 967,315.10		* $ 1,206

IS A TRUE
OF BIDS

ROBERT A. ESCHER
CENSED PROFESSIONA
ENGINEER

A-13

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025

REQUESTING DEPARTMENT: Administrative

REQUEST LOCATIONON AGENDA:

Administrative	[ ]
Requesting Department	[X]
Consent	[ ]
Executive Session	[ ]
Other ___________________	[ ]

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund	[]
BP Fund	[]
001 - ___ - ___	[]
Other _____________	[]

AGENDA REQUEST: ATTACHMENT(S) Yes [ ] No [ ]

Consider approving transfer of $800,000 from the Peoples Bank Utility Operating account to the Hancock Whitney Utility Operating account.

accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

A-14

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025

REQUESTING DEPARTMENT: Administrative

REQUEST LOCATIONON AGENDA:

Administrative	[ ]
Requesting Department	[X]
Consent	[ ]
Executive Session	[ ]
Other ________________	[ ]

AGENDA REQUEST: ATTACHMENT(S) Yes [ ] No [ ]

Consider approving the supplemental contract for additional services on an hourly basis for Neel-Schaffer for engineering services for the construction of a sidewalk from Cedar Avenue to Pine Avenue along W. North Street to include a new concrete sidewalk 10 to 5 feet wide with drainage improvements. The proposed sidewalk will be located on the south side of W. North Street and crosswalks will be improved in front of the Pass Christian High School. The Engineer will provided additional services as related to the W. North Street Sidewalk Project, including but not limited to, obtaining an update to wetlands delineation and permit submittal to Army Corp. Engineers, updating plans and contract documents to comply with current MDOT requirements that may have changed since the documents were last submitted, finalize right-of-way files with approval from MDOT and Plan revisions to accommodate the existing gas pipeline.

accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

Comm Devel-1

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025

REQUESTING DEPARTMENT: Administrative

REQUEST LOCATIONON AGENDA:

Administrative	[ ]
Requesting Department	[X]
Consent	[ ]
Executive Session	[ ]
Other ________________	[ ]

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund	[ ]
BP Fund	[ ]
001-__-__	[ ]
Other ___________	[ ]

AGENDA REQUEST: ATTACHMENT(S) Yes [ ] No [ ]

Consider hearing an update on the Community Development software upgrade as requested by Alderwoman Charlot.

accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

Events - 1

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025

REQUESTING DEPARTMENT: Administrative

REQUEST LOCATIONON AGENDA:

Administrative	[ ]
Requesting Department	[X]
Consent	[ ]
Executive Session	[ ]
Other ________________	[ ]

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund	[]
BP Fund	[]
001-__-__	[]
Other ____________	[]

AGENDA REQUEST: ATTACHMENT(S) Yes [ ] No [ ]

Consider moving the Pass Christian Farmers Market to the Harbor Green Space on Saturday, March 22, 2025, due to the two events that will be suing War Memorial Park on the same day and time. Harbormaster, James Butcher has already agreed to let the Market us the Harbor Green Sparce, as requested by Susan Putnam.

accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

Events-2

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025

REQUESTING DEPARTMENT: Administrative

REQUEST LOCATIONON AGENDA:

Administrative	[ ]
Requesting Department	[X]
Consent	[ ]
Executive Session	[ ]
Other ____________	[ ]

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund	[ ]
BP Fund	[ ]
001 - __ - __	[ ]
Other ________	[ ]

AGENDA REQUEST: ATTACHMENT(S) Yes [ ] No [ ]

Consider allowing the LAD Project to use the "Green Space" at the West Pass Christian Harbor for "The LAD Project 2025 Children's Fest". This event is a fun and educational gathering to bring awareness to citizens about the services and programs the LAD Project offers. There will be family entertainment, community resources, vendors, and a silent auction. This bringing favorable notice to the resources and opportunities of the City.

accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

Events 3

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025

REQUESTING DEPARTMENT: Administrative

REQUEST LOCATIONON AGENDA:

Administrative	[ ]
Requesting Department	[X]
Consent	[ ]
Executive Session	[ ]
Other ________________	[ ]

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund	[]
BP Fund	[]
001 - __ - __	[]
Other ____________	[]

AGENDA REQUEST: ATTACHMENT(S) Yes [ ] No [ ]

Consider allowing the Pass Christian Library to use War Memorial Park for the Butterflies in the Pass Monarch Festival on Saturday, October 4, 2025, from 10am-1pm. The Library is also asking for all fees to be waived for the event. This will bring favorable notice of the resources and opportunities of the City.

accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

HARRISON
County Library System

PASS CHRISTIAN PUBLIC LIBRARY
111 Hiern Avenue • Pass Christian, MS 39571 • (228) 452-4596 • (228) 452-1111

February 6th, 2025

Honorable Jimmy Rafferty, Mayor

Alderperson Betty Sparkman, Ward 1

Alderperson Regina Charlot, Ward 2

Alderperson Kirk Kimball, Ward 3

Alderperson Victor Pickich, Ward 4

Alderperson Kenny Torgeson, At Large

City of Pass Christian

200 West Scenic Drive

Pass Christian, MS 39571

Dear Mayor Rafferty and Board of Alderpersons:

This letter is to seek the permission of the Mayor and Board of Alderpersons for the City of Pass Christian for the Butterflies in the Pass Monarch Festival Committee to use War Memorial Park for the Butterflies in the Pass Monarch Festival which will be held on Saturday, October 4th, 2025 from 10am-1pm. The committee is asking the City to waive the Park Rental Fee and the liability insurance coverage requirement for this event. The completed Park Use Permit Application; the City of Pass Christian Special Event Application; and the Pass Christian Event Indemnity and Hold Harmless Agreement for this event are attached to this letter.

The festival will be located near the gazebo and the Billy Bourdin Butterfly Garden and along the sidewalk north of the gazebo inside War Memorial Park. This event will feature two (2) speakers and educational and hands on activities for all ages. There will also be a walking parade through the park for anyone in butterfly regalia (including pets). The goal of the festival is to educate the public about Monarch butterflies and other pollinators and how our community can help preserve and protect them with Monarch Way Stations and other landscaping choices. Pass Christian is located along the migration path for Monarch butterflies both in the spring as they migrate north from Mexico and again in the fall as they return to their winter home in Mexico. We will have several speakers and exhibitors from various educational groups. We anticipate we will have a vendor on site to sell native plants.

Our 2024 butterfly festival brought and estimated 1,000 visitors to the park. Exhibitors at the 2024 event included the Mississippi Forestry Commission, Mississippi Bug Blues, Mississippi Natural Science Museum, the Crosby Arboretum, Hancock County Master Gardeners, the Mississippi Aquarium, Audubon Coastal Conservation, Infinity Science Center, the Beach Beekeepers, Dr. Jeffrey Harris (the state apiarist) and the Pass Christian Garden Club. We feel this festival brings our residents together and brings people to our community for a fun and educational, family friendly event. We hope it brings good publicity and notice to our town. We partner and coordinate this event with the weekly Market in the Park. It has been a wonderful collaboration.

We would like to ask the City to provide the following:

8 barricades (to mark the unloading zone for the exhibitors);

Extra Trash Removal and cleaning/re-stocking of the public restrooms;

Mowing and fire ant treatment the week prior to the event;

Permission to place festival signs around the city up to 2 weeks prior to the event;

And, other resources as deemed necessary by the Mayor.

If you have any questions or need further information please do not hesitate to call or email (w.allard@harrison.lib.ms.us). Thank you for your consideration and attention to this matter.

Sincerely,

Wendy Allard

WENDY ALLARD, Head Librarian

Pass Christian
Park Use Permit Application

Submit to Pass Christian Parks and Recreation Department. Upon submission of application for use of park facilities, all required fees and proof of liability insurance shall be submitted at least <u>one week</u> prior to event. A copy will be signed by the Park Director of designee and returned to you. This copy must be available for presentation to authorities upon request during use of the facility under the permit. Please **note that failure to clean up after an event will leave** the applicant liable **for a fine.**

Pursuant to the rules and regulations of the Pass Christian Parks and Recreation Code, the undersigned does hereby apply for a permit to use the following facilities of said park for the times, dates and purposes indicated, and in so doing, does hereby certify that all persons connected with the group or organization authorized to use said facility under this permit, will comply with all rules and regulations of the parks.

PLEASE COMPLETE ALL SECTIONS (please print or type)

Name of applicant Wendy Allard

Name of organization Pass Christian Library / Butterflies In the Pass

Address 111 Hiern Avenue Pass Christian, MS 39571

Email address w.allard@harrison.lib.ms.us

Contact phone number(s) 228-452-4596

Park facility requested for use: War Memorial Park X Gazebo

Date(s) request for facility use Saturday, Oct. 4, 2025

Times requested: arrival 8am departure 2:30pm

Description of activity Educational Festival

Expected number of people 700 people

I have read the rules and regulations and agree to follow them. Signature [signature] Date 9/6/25

Print Name Wendy Allard

FOR OFFICE USE ONLY

Documents **received:**

Copy of driver's license ____________________

Proof of liability insurance coverage __________ Events (more than 50 people)

Fees - (Cash, Checks or Money Orders only.) (Note all fees are non-refundable)

Gazebo Use Fee ($50) ________

Park Rental ($25) __________

Parks Administration ____________________ Date ______________

Pass Christian Parks Indemnity and Hold Harmless Agreement

The undersigned User hereby agrees to defend, indemnify and hold harmless the Pass Christian Park Commission and City of Pass Christian, its director, officers, employees and agents, from and/or against any loss, expense, claim, liability, or asserted liability incurred as a result of any and all claims, proceedings, or actions (whether brought by private party or related to enforcement action or disputed) for bodily injury, death, property damage, abatement or remediation, environmental damage or impairment of any other injury or damage arising or resulting from or relating directly or indirectly from activities the User and the User's members, invitees, or guests may engage in while utilizing any and or all Park facilities or adjacent areas in the City of Pass Christian.

Pass Christian Library by Wendy Allard

User Name Wendy Allard

Date: 2/6/25

____

Witness

The City of Pass Christian appreciates your efforts in contributing to the heart and vitality of the City through your proposed Special Event. We recognize that the City of Pass Christian is fortunate to have many varied and beautiful parks and friendly streets and neighborhoods, all of which provide wonderful venues at which to hold Special Events.

A special event is defined as one or more of the following situations occur: (1) Outdoor entertainment is being offered; (2) An admission fee is charged; (3) Vendors sell food products/wares; (4) Carnival games/amusement rides are offered; (5) Attendance is double the estimated population in the area where the event is to be held; (6) Purpose of event is a fundraiser; (7) It interferes with parking, safe movement of pedestrians and/or vehicular traffic in the area; (8) Alcoholic beverages are sold; or (9) a sports tournament is involved.

To preserve the City's natural resources, while still offering enjoyment, the City may permit the temporary use of public properties or roadways for special activities. The City coordinates the review of these events with various City departments to ensure that the events are conducted safely.

The City Clerk's Office will distribute copies of your application to all City departments or agencies affected by your event. These department or agencies will contact you individually **only** if they have specific questions or concerns about your event.

PURPOSE: The purpose of the Special Events Policy is to promote uniform procedures to regulate and permit special event activity at locations under the jurisdiction of the City of Pass Christian. The Special Event Application is a starting point for any group or individual who wishes to hold an event, parade, assembly, festival, or similar affair, within the municipal limits of the City of Pass Christian.

SPECIAL EVENT APPLICATION REQUIRED: This Policy Statement on Special Events covers all special events. Any organization wishing to sponsor or hold a Special Event in the City of Pass Christian that takes place on public lands or lands that are controlled by the City of Pass Christian will be required to complete the City of Pass Christian Special Event Application.

A Special Event within the City of Pass Christian that will be conducted on the streets, parks or other public area is required to be approved by the Mayor and Board of Aldermen. Applications to conduct a Special Event must be made in writing to the Office of the City Clerk. **The Mayor and Board of Aldermen meet on the first and third Tuesday of each month; applications must be received no later than noon on Wednesday prior to Tuesday's meeting.** Applications are available from the City Clerk's Office and via the City's website at www.pass-christian.com.

The City will provide a complete review of any special event application, including consultation with the applicant as may be reasonably necessary to resolve problems and/or concerns.

Sponsors of Special Events should be aware that noise generated by the event could have an impact on the neighborhoods near the event site. Sponsors must be considerate of the neighborhood and be aware of the City Noise Ordinance.

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

IMPLEMENTATION

Eligibility Requirements: The application or representative of any business, group or organization that seeks approval to conduct a special event, must be 21 years of age or older and officially designated as the agent of the sponsoring business, group, or organization.

Application Procedure: A Special Event Application must be received in the City Clerk's Office no later than ninety (90) days before the first day of the event. An incomplete application may result in denial of your request. We ask that applicants begin the process as early as possible in order that proper approvals and deadlines are met.

Please submit the following information:

- Signed application
- Map (sketch) of event site, detailing street closures, parking requirements, etc.
- Schedule of Event
- Proof of insurance/indemnification (naming City of Pass Christian as an additional insured")

Mapped Routes

A detailed map or diagram indicating the specific locations and layout of the event must be submitted. This should also include any proposed street closures, proposed route and direction of route including all turns and the number of traffic lanes to be used, if applicable.

Routes for special events must be submitted with the license application, regardless of historical precedent. Proposed routes may be altered at the discretion of the Police Department and the Department of Public Works. In the event that the organizer or sponsor of any special event deviates from the route submitted without the approval of the city, the organizer or sponsor of such special event may be denied a permit for any special event for the following calendar year.

EMERGENCY MEDICAL SERVICES: Due to the vast number of different types of events, along with the anticipated crowd sizes, at a minimum, all event holders should have knowledge of 911 access and someone who is certified in First Aid/CPR. Also, basic First Aid Stations and/or kits should be on site.

LIABILITY INSURANCE REQUIREMENTS: To comply with the City's insurance liability carrier, the City must require that all sponsors of a special event carry liability insurance with coverage of at least $500,000. An event sponsor must provide a valid certificate of insurance naming the City of Pass Christian as an additional named insured party on the policy and subrogation waived.

An event sponsor may request that the Mayor and Board of Aldermen waive the insurance coverage for an event classified as Low Hazard. A Low Hazard event is a small gathering or ceremony involving not more than 50 people, who are passively participating in the activity, without any physical activity by participants or severe exposure to spectators, and no City services are required. An event sponsor of a Low Hazard event must sign a Hold Harmless and Indemnification Agreement as part of its application process.

City Services: All costs are the responsibility of the permit holder. The Pass Christian Police Department reviews and determines which police services the event requires, and if necessary, the amount of security services for the event. Each City Department will list their cost on the Departmental Use form of the application packet.

CLEAN UP: Applicants are responsible for clean up and repairs. Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.

WRITTEN CONFIRMATION OF CITY APPROVAL: It is expected that the event coordinator or a representative be present at the Board of Aldermen meeting to answer any possible questions that the officials or staff may have regarding your proposed event. **Please note, if questions arise at the Board of Aldermen meeting, and a representative is not present, your request may be denied.**

Upon approval of the Special Event Application, a written confirmation as to the action of the Board of Aldermen will be forwarded to the individual or organization requesting the event by the City Clerk's Office. This confirmation will outline any special conditions that must be met if the event is to be held.

PLEASE CONTACT THE CITY CLERKS OFFICE, WITH QUESTIONS REGARDING THIS POLICY AT (228) 452-3311.

CITY OF PASS CHRISTIAN
SPECIAL EVENT APPLICATION
City Clerk's Office* 200 West Scenic Drive*Pass Christian, MS 39571

Date Received By Clerk's Office:,__________ Time:_______ By: ______________

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

Sponsoring Organization's Legal Name: Pass Christian Public Library

Organization Address 111 Hiern Avenue Pass Christian, MS 39571

Organization Agent: Wendy Allard Title: Head Librarian

Phone: 228-452-4596 Work Home 228-452-4596 During event 228-342-5438

Agent's Address 111 Hiern Avenue Pass Christian, MS 39571

Agent's E-Mail Address w.allard@harrison.lib.ms.us

Event Name: Butterflies In the Pass Monarch Festival

Please give a brief description of the proposed special event: This is an educational Festival focusing on Monarch Butterflies & pollinators. There will be 2 educational speakers, exhibitors & a walking parade in the park.

Event Day(s) & Date(s): Sat., 10/4/25 Event Time(s): 10am-1pm

Set-Up Date & Time: 8am 10/4/25 Tear-Down Date & Time: 1pm, 10/4/25

Event Location: North side of Gazebo and along sidewalk to 2nd street

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

How many years has this event occurred? 5

ADOPTED November 21, 2017, Board Action

MAP: **(a)** If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. **(b)** Show any streets or parking lots that you are requesting to be blocked off, and location of vendors, if any. A final map, if different, must be provided seven (7) days before the event. (c) Please show an emergency vehicle access lane. Not Applicable

STREET CLOSURES: Start Date/ Time:__________through Date/ Time__________

MUNICIPAL STAGE: Yes No **See separate stage use policy**
Use of stage in War Memorial Park is allowed only in designated area that is located West of Gazebo behind the Hurricane Camille monument.

RESERVED PARKING: Are you requesting reserved parking? YES NO

If yes, list the number of street spaces, City lots or locations where parking is requested:
4 spots along 2nd street for 3 Exhibitors

____

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

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO
If yes, are liquor license and liquor liability insurance attached? YES NO
If yes, what time? Until__________

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

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

ATTENDANCE: What is the expected (estimated) attendance for this event? 700

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

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

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

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

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

____

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

We are asking for this to be waived. This is a small educational festival with no hazardous activities

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

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

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

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

2/6/25

Date

Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least ninety (90) days before the first day of the event to: CITY CLERK'S OFFICE – 200 West Scenic Drive, - PASS CHRISTIAN, MS. 39571.

Event Title:____

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

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

Police Dept.: Recommend Approval: YES NO Est. Economic Impact: $

Fire Dept.: Recommend Approval: YES NO Est. Economic Impact: $

Public Works: Recommend Approval: YES NO Est. Economic Impact: $

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

Parks/REG: Recommend Approval: YES NO Est. Economic Impact: $

Have businesses been notified for street closures?: YES NO

Reason for disapproval____

____

Any special requirements/conditions____

____

Insurance /Indemnification Received: ____

Insurance Approved: ____

Board of Aldermen Approved:________________ **Denied:**________________

Approval/ Denial Mailed:________________

Library - 1

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025

REQUESTING DEPARTMENT: Administrative

REQUEST LOCATIONON AGENDA:

Administrative	[ ]
Requesting Department	[X]
Consent	[ ]
Executive Session	[ ]
Other ________________	[ ]

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund	[]
BP Fund	[]
001 - __ - __	[]
Other ___________	[]

AGENDA REQUEST: ATTACHMENT(S) Yes [ ] No [ ]

On behalf of the Pass Christian Garden Club, we are requesting that the City declare Friday, February 20^{th} as Arbor Day in Pass Christian. The Garden Club will be donating a tree to be planted that day as well. This bringing favorable notice to the resources and opportunities of the City. As requested by Wendy Allard, Librarian.

accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

ARBOR DAY PROCLAMATION

Whereas, Mississippi has been celebrating Arbor Day since 1926 as a special day to recognize the contributions of trees and forests; and

Whereas, trees and forests provide beauty, jobs, tax revenue, energy, fuel, clean air, water, reduced energy consumption, outdoor recreation opportunities and abundant wildlife habitats, while slowing the loss of topsoil due to soil erosion; and

Whereas, the City of Pass Christian benefits from trees and forest resources to enhance the beauty of the community, enhance economic development, provide environmental benefits and educational opportunities, reduce the impact of pollution, and enhance the quality of life for the citizens of Pass Christian; and

Whereas, on Arbor Day community partners, families, and friends join together to celebrate the benefits of trees and urban forests and to recognize the unique beauty and diversity of our native trees, which provide a powerful and lasting impression on visitors and lifelong memories for residents; and

Whereas, trees planted in the community will create a lasting legacy for future generations,

Now, therefore, we, the Mayor and Board of Alderpersons for the City of Pass Christian, do hereby adopt this proclamation proclaiming February 20th, 2025, as Arbor Day in Pass Christian and encourage all the citizens of our community to plant a tree.

Adopted, this the 18th day of February 2025.

____________________	____________________
Mayor Renaud "Jimmy" Rafferty	Alderman Kenny Torgeson
____________________	____________________
Alderwoman Betty Sparkman	Alderwoman Regina Charlot
____________________	____________________
Alderman Kirk Kimball	Alderman Victor Pickich

PW-1

City of Pass Christian
AGENDA REQUEST FORM
(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025.

REQUESTING DEPARTMENT: PUBLIC WORKS DEPARTMENT

REQUEST LOCATIONON AGENDA:

- Administrative ☐
- Requesting Department ☑
- Consent ☐
- Executive Session ☐
- Other ________ ☐

FUNDS TO BE PAID OUT OF:

- Capital Improvement Fund ☐
- BP Fund ☐
- 001- ___ -___ ☐
- Other ________ ☐

AGENDA REQUEST: ATTACHMENT(S) Yes ☑ No ☐

Consider approving request to hire Robert Spencer as a Laborer at the public works department with a salary of $14.00 per hour start date February 19,2025 pending drug screen

, as requested by Kirk Ladner PW-1.

(approving, accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED ☐ ADDITIONAL INFORMATION NEEDED ☐

Water 1

City of Pass Christian
AGENDA REQUEST FORM
(MUST BE EMAILED)

DATE OF MEETING: FEB 18, 2025.

REQUESTING DEPARTMENT: WATER

REQUEST LOCATIONON AGENDA:

Administrative ☐
Requesting Department ☑
Consent ☐
Executive Session ☐
Other ________ ☐

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund ☐
BP Fund ☐
001- ___ - ___ ☐
Other ________ ☐

AGENDA REQUEST: ATTACHMENT(S) Yes ☑ No ☐

Consider Approving refund check request from Southern Paradise Homes LLC, for a sewer tap for 537 Royal Oak Dr. that was found to have an existing tap in the amount of $306.25

, as requested by Jennifer Lizana.

(approving, accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED ☐ ADDITIONAL INFORMATION NEEDED ☐

February 11, 2025

Southern Paradise Homes LLC
PO Box 1612
Long Beach, MS 39560
Glynn Illich 228-760-5455
Jamey Jones 228-669-4194

537 Royal Oak Dr
Pass Christian, MS 39571
Account #05-00537001-00

To Whom it May Concern,

On November 21, 2024 we paid for a water tap to be installed at 537 Royal Oak Dr. Pass Christian, MS.

WPSCO's original field assessment (11/1/24) determined that a water tap did not exist per city as-builts and that we would need to pay for a new water tap.

On February 4, 2025 original water line was discovered and moved/buried.

We would like to request a refund of $306.25 for this tap.

Thank you,

Southern Paradise Homes LLC

Southern Paradise Homes LLC
PO Box 1612
Long Beach, MS 39560

RECEIVED
NOV 2 1 2024
BY: rlb

City of Pass Christian
Water & Sewer Service Availability
Permit for New Construction / Remodeling Questionnaire

Teryl Anthony, WPSCO General Manager
Office (228) 452-2031
Fax (228) 452-4313
Email: terylba@cableone.net

Date: 11-1-24
Owners Name: Southern Paradise
Phone #:
Contractors Name: *Full Armour
Phone #: 228-666-4194
Construction Address: 537 Royal Oak
Nearest Intersection:
Parcel #: 0363I-08-004.000
Lot/Block:

☑ Preliminary (NO building permit submitted)

☐ Standard

WPSCO Use Only

Is Water Available? ☑ Yes ☐ No

Is Sewer Available? ☑ Yes ☐ No

Is Sewer Gravity or Pressure? ☑ Gravity ☐ Pressure

REQUIRE A GRINDER PUMP STATION

Front Setback:

Are any City owned water and sewer infrastructure, utility mains, manholes and/or easements located within or on the Applicant's private property? ☐ Yes ☑ No

Is yes, please indicate general location on a map and the flag the site. Date flagged:

Notes: there is City infrastructure available on Royal Oak, however a water Tap and Meter will need to be installed for the property. A sewer Tap does exist, the sewer is gravity sewer.

Acct.

EARL

WASTEWATER PLANT SERVICE COMPANY, INC.

KEG 11-18-24

WORK ORDER Preliminary Assesm't

WO # CODES

TO BE FILLED IN BY OFFICE

ACCT. NO. City P.C.

DATE 11-18-24

NAME OF CUSTOMER Full Armour

REQUESTED BY CODES

ADDRESS 537 Royal Oak

WORK TO BE DONE W & S Avail. Form

PHONE NO. 228 669-4194

MISSISSIPPI ONE CALL

REMARKS Field Assessment for W & Sewer Availability.

RECEIVED NOV 20 2024 BY: rd

TO BE FILLED IN BY FIELD

OLD METER READING

OLD METER #

NEW METER READING

NEW METER #

REMARKS

SIGNATURE OF OUTSIDE MAN

DATE

DISPATCHED TO

DATE

TIME

WORK DONE BY

DATE COMPLETED 11-19-24

LABOR CHARGES

Name	Hours	Rate	Amount
11-19 E.B	1.0		

Need to pay for Water Tap

Name	Hours	Rate	Amount
11-19 ST	1.0		

Sewer Tap Exist

MATERIAL CHARGES

Part #	Item	Qty.	Unit Price	Total
*11-19	WATER TAP NEED + Meter			
11-19	SEWER TAP EXIST			
*Install EM				
	GET TO TBA	COPY		

500 00
80 00
15 00
6 25
004
401 25

Total Material Charges →

OUTSIDE VENDOR CHARGES

Name	PO Number	Job Da

Total Vendor Charges →

CHARGE SUMMARY

...s	
...harges	
...ges	
... Charges	
Total →	

My Map

HARRISON COUNTY, MISSISSIPPI

DISCLAIMER: THIS MAP IS FOR PROPERTY TAX ASSESSMENT PURPOSES ONLY. IT WAS CONSTRUCTED FROM PROPERTY INFORMATION RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS AND IS NOT CONCLUSIVE AS TO LOCATION OF PROPERTY OR LEGAL OWNERSHIP. TAL FLURRY, TAX ASSESSOR

MAP DATE: November 15, 2024

0 390 780
Feet

CITY OF PASS CHRISTIAN, MS

DATE : 11/21/2024 11:17 AM
OPER : RBRADLEY
TKBY : Remelda Bradley
TERM : 11
REC# : 00327366
02.01 CONNECT
SOUTHERN PARADISE HOMES LLC * 537 ROYAL OAK DR 15.00

02 UTILITY DEPOSIT
Utility Deposit 80.00
05-00537001-09 : Deposit: 100

02.10 TAP - WA - RES
SOUTHERN PARADISE HOMES LLC - 537 ROYAL OAK DR 306.25

Paid By:SOUTHERN PARADISE HOMES LLC * 537 ROYAL OAK DR
CHECK 401.25 REF:6997 * N SRVCS

Water - 2

City of Pass Christian
AGENDA REQUEST FORM
(MUST BE EMAILED)

DATE OF MEETING: FEB 18, 2025.

REQUESTING DEPARTMENT: Water

REQUEST LOCATIONON AGENDA:

- Administrative ☐
- Requesting Department ☑
- Consent ☐
- Executive Session ☐
- Other ________ ☐

FUNDS TO BE PAID OUT OF:

- Capital Improvement Fund ☐
- BP Fund ☐
- 001- ___ - ___ ☐
- Other ________ ☐

AGENDA REQUEST: ATTACHMENT(S) Yes ☑ No ☐

Consider resident is requesting a refund on a commode that was leaking when she moved into her house in Bethel/Pass Estates that took them till 12/24 to repair as she moved in 10/31/24. The bill was 44,000 and her average is 8. If you choose to approve the adjustment would be as listed below. 8,000 gallons
water $48.60 for 18,000
sewer $208.80 for 36,000

, as requested by Jennifer Lizana.

(approving, accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

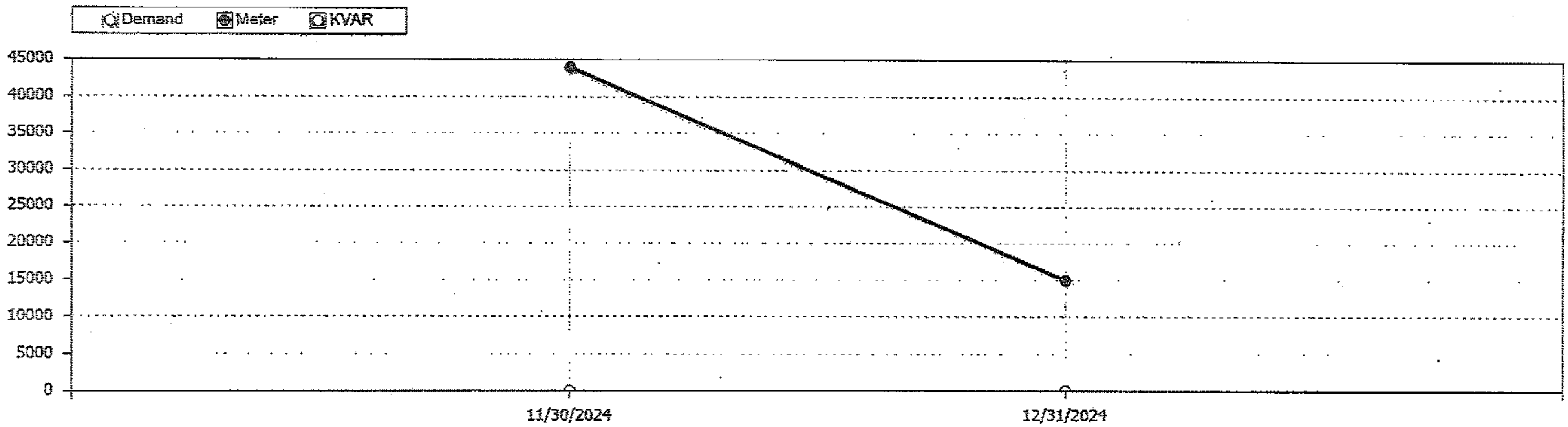
APROVED ☐ ADDITIONAL INFORMATION NEEDED ☐

City of Pass Christian, MS

Consumption History Report

Account: 06-00779001-05 | Service Address: 779 CANE ST | Service Category: WA - WATER

Meter Number: 10124189 | Name: ODONNIS K GARLAND



1/2025 928 7,000

Year	Month	Bill Date	Begin Read	End Read	Billed Consumption	Metered Consumption	Demand	KVAR
2024	12	12/31/2024	906	921	15,000	15,000	0	0
	11	11/30/2024	862	906	44,000	44,000	0	0

RECEIVED
DEC 11 2024
BY: r/b

City of Pass Christian
Water Leak Adjustment Request Form

Date of Request: 12/11/24 Number of residents: 2

No adjustment will be made for commode repairs or any repair that enters the sewer system
Adjustments are considered for over the average sewer usage and half of the water usages

Customer Name	Odonnis Garland
Service Address	779 Cane St
Account Number	06-00779001-06
Phone Number and Email	682-990-1115

I understand that payment may not be withheld; the payment must be current to avoid the penalty charges and possible termination of service.

Repair bill/receipts attached? Yes___ No___ Date repaired: ________

Statement of Repair

Please see the attached statement from Pass Estates and the 'Mayor' ask that you get with him about this matter. He came by the office on 12-10-24 regarding this matter.

- ✓ I am applying for a possible credit adjustment on my utility account with the understanding that once the review process has been completed, the account MAY NOT be eligible for a credit. The review process is performed in the order the requests are received, and credits issued will be reflected on my utility statement as an adjusted amount. There will not be an adjusted bill sent out.
- ✓ I understand that payment may not be withheld; the amount must be current to avoid the penalty charges and possible termination of service.
- ✓ By your signature, you are stating you understand the terms of this request.
- ✓ In the event your account qualifies for an adjustment, the credit will be issued for no more than three months on any one leak per year. Applying for an adjustment on a past due account does not exempt a customer from making payment. You must keep your account in good standing to avoid possible termination of services.
- ✓ Once the adjustment has been reviewed, a representative will attempt to make contact with the customer.
- ✓ The customer will be responsible for all past due balances to be paid within three business days of adjustment decision to avoid termination of services. Only two adjustments may be requested per the calendar year.

Customer Signature: Stapi Coued Date: 12-11-24

SCANNED
DEC 11 2024

SENTRI ASSET

12/11/24

779 Cane Street

To whom it may concern

Our maintenance has made repairs to the broken water valve on the toilet that was causing the water leak at 779 Cane Street. If you have any questions, please call the office Monday through Friday from 8:00-5:00 at 228-452-4016.

Pass/Bethel Estates Management

CITY OF PASS CHRISTIAN, MS - 103 S HIERN AVE - PASS CHRISTIAN, MS 39571 Tray #:1 Bundle #:3 Item #:1271

Customer/Meter Service: (228) 452-3312

PRESORTED FIRST CLASS MAIL U.S. POSTAGE PAID PASS CHRISTIAN, MS PERMIT NO. 14

AUTO

SERVICE FROM	SERVICE TO	BILLING DATE	PRIOR BALANCE
10/31/2024	11/20/2024	11/30/2024	0.00

METER READING PREVIOUS	METER READING PRESENT	USAGE	*CODE	AMOUNT
862	906	44000	WA	118.80
			SW	255.20
			GB	15.10

OFFICE HOURS
8:00 AM - 4:30 PM

STATUS	
New	
ACCOUNT NUMBER	DUE DATE
06-00779001-05	12/10/2024
TAX	AFTER DUE DATE PAY
0.00	428.01
	AMOUNT DUE
	389.10

PAY YOUR WATER BILL ONLINE AT
www.municipalonlinepayments.com/passchristianms/utilities
Offices will be closed on Thursday, November 28 and Friday, November 29, 2024, in observance of Thanksgiving. We will reopen on Monday, December 2, 2024.

LOCATION: 779 CANE ST

PLEASE RETURN BOTTOM STUB WITH PAYMENT
* SEE REVERSE SIDE FOR CODE EXPLANATION

ACCOUNT NUMBER
06-00779001-05
DUE DATE
12/10/2024
AFTER DUE DATE PAY
428.01
AMOUNT DUE
389.10

ADDRESS SERVICE REQUESTED

ODONNIS K GARLAND
779 CANE ST
PASS CHRISTIAN, MS 39571-8041

Water - 3

City of Pass Christian
AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: FEB 18, 2025.

REQUESTING DEPARTMENT: Water

REQUEST LOCATIONON AGENDA:

- Administrative ☐
- Requesting Department ☑
- Consent ☐
- Executive Session ☐
- Other ________ ☐

FUNDS TO BE PAID OUT OF:

- Capital Improvement Fund ☐
- BP Fund ☐
- 001- ___ - ___ ☐
- Other ________ ☐

AGENDA REQUEST: ATTACHMENT(S) Yes ☑ No ☐

Consider adjustment in the amount of $34.80 (6 x $5.80) for sewer over the average.
Resident left a hose on and is requesting an adjustment.
Repair does not fall under the lead adjustment policy so would require Board approval.

, as requested by Jennifer Lizana.

(approving, accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED ☐ ADDITIONAL INFORMATION NEEDED ☐

SCANNED

DEC 0 2 2024

RECEIVED
DEC 0 2 2024
BY: rlb

City of Pass Christian
Water Leak Adjustment Request Form

Date of Request: 12-2-2024 Number of residents: 2

No adjustment will be made for commode repairs or any repair that enters the sewer system
Adjustments are considered for over the average sewer usage and half of the water usages

Customer Name	KIMBERLEE MAhony
Service Address	131 NORThwood St.
Account Number	05-00131002-03
Phone Number and Email	228-341-1275 WEMMSBHAUIO@AOL.COM

I understand that payment may not be withheld; the payment must be current to avoid the penalty charges and possible termination of service.

Repair bill/receipts attached? Yes___ No X Date repaired: ________

Statement of Repair

I LEFT A LAWN SPRINKLER ON OVERNIGHT
THE EXTRA WATER DID NOT GO TO
THE SEWERAGE SYSTEM

✓ I am applying for a possible credit adjustment on my utility account with the understanding that once the review process has been completed, the account MAY NOT be eligible for a credit. The review process is performed in the order the requests are received, and credits issued will be reflected on my utility statement as an adjusted amount. There will not be an adjusted bill sent out.

✓ I understand that payment may not be withheld; the amount must be current to avoid the penalty charges and possible termination of service.

✓ By your signature, you are stating you understand the terms of this request.

✓ In the event your account qualifies for an adjustment, the credit will be issued for no more than three months on any one leak per year. Applying for an adjustment on a past due account does not exempt a customer from making payment. You must keep your account in good standing to avoid possible termination of services.

✓ Once the adjustment has been reviewed, a representative will attempt to make contact with the customer.

✓ The customer will be responsible for all past due balances to be paid within three business days of adjustment decision to avoid termination of services. Only two adjustments may be requested per the calendar year.

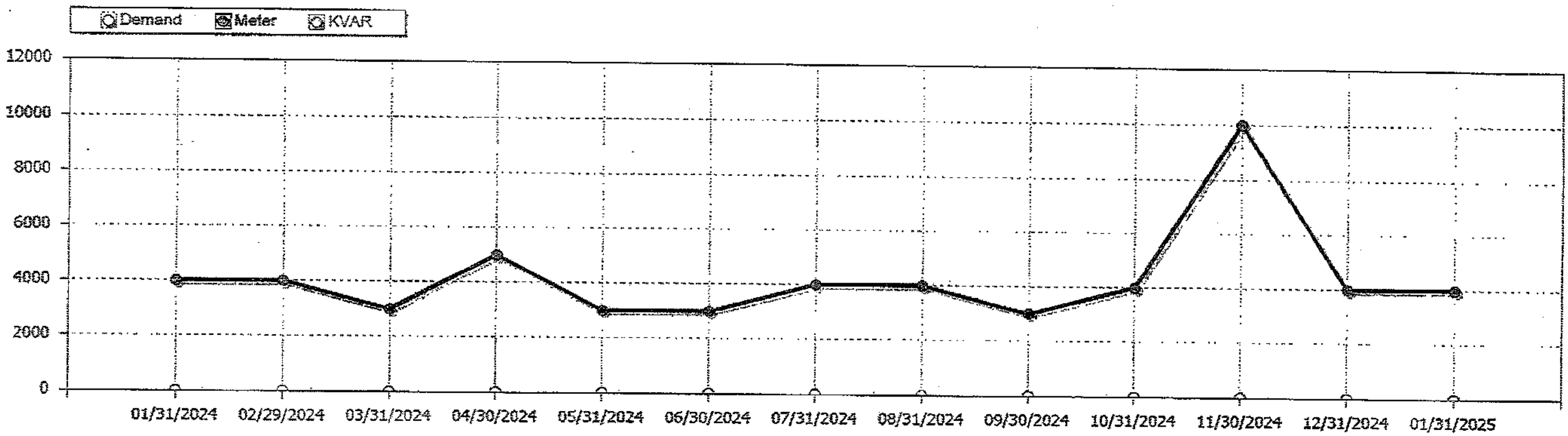
Customer Signature: Bill Mahoney Date: 12-2-2024

Consumption History Report

City of Pass Christian, MS

Account: 05-00131002-03 | Service Address: 131 NORTHWOOD DR | Service Category: WA - WATER

Meter Number: 93999886 | Name: KIMBERLEE M MAHONEY



Year	Month	Bill Date	Begin Read	End Read	Billed Consumption	Metered Consumption	Demand	KVAR
2025	1	1/31/2025	60	64	4,000	4,000	0	0
2024	12	12/31/2024	56	60	4,000	4,000	0	0
	11	11/30/2024	46	56	10,000 −4 = 6	10,000	0	0
	10	10/31/2024	42	46	4,000	4,000	0	0
	9	9/30/2024	39	42	3,000	3,000	0	0
	8	8/31/2024	35	39	4,000	4,000	0	0
	7	7/31/2024	31	35	4,000	4,000	0	0
	6	6/30/2024	28	31	3,000	3,000	0	0
	5	5/31/2024	25	28	3,000	3,000	0	0
	4	4/30/2024	20	25	5,000	5,000	0	0
	3	3/31/2024	17	20	3,000	3,000	0	0
	2	2/29/2024	13	17	4,000	4,000	0	0
	1	1/31/2024	9	13	4,000	4,000	0	0

6×5.80=

−34.80

Water - 4

City of Pass Christian
AGENDA REQUEST FORM
(MUST BE EMAILED)

DATE OF MEETING: FEB 18, 2025.

REQUESTING DEPARTMENT: Water

REQUEST LOCATIONON AGENDA:

- Administrative ☐
- Requesting Department ☑
- Consent ☐
- Executive Session ☐
- Other ______ ☐

FUNDS TO BE PAID OUT OF:

- Capital Improvement Fund ☐
- BP Fund ☐
- 001- ___ - ___ ☐
- Other ______ ☐

AGENDA REQUEST: ATTACHMENT(S) Yes ☑ No ☐

Consider adjustment in the amount of $2,113.70 ($396.90 water and $1716.80 sewer)
Repaired broken pipe fitting

Adjustments over $500.00 require BOA approval if it is approved.

, as requested by Jennifer Lizana.

(approving, accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED ☐ ADDITIONAL INFORMATION NEEDED ☐

WOODS PUMP & WELL SERVICES, LLC

woodspumpandwell@gmail.com
(228) 669-2257

INVOICE

Customer: Bill WingField	Phone #: 504 423 3481	Email:	Date: 11-6-24
Street: 915 East Scenic DR	City: PC	Zip: 39571	Jet Size: ☐ 8 ☐ 12
PUMP: ☐ Jet ☑ Submersible	HP	Brand Name	App. Gal Per Minute
Well Dept. FT		Number of Feet of Screens	WELL CASING: ☐ GAV ☑ PVC

JOB - Customer Requested: ☐ Service Call ☐ Drill New Well

WELL SIZE: ☐ 2" ☐ 3" ☑ 4"

DESCRIPTION OF WORK

Service Call 120.00
Repair broken pipe fitting 30.00

Paid
CK# charge

Mail check TO!
Woods Pump + Well
21486 Tucker Rd
Long Beach MS.
39560

Thank You

Job Cost	150.00
Tax	10.50
TOTAL	160.50

Above service has been completed to my satisfaction.

Customer's Signature: ____________________

Service Technician: Kevin Woods

SCANNED

NOV 21 2024

RECEIVED
NOV 20 2024
BY: rlb

City of Pass Christian
Water Leak Adjustment Request Form

Date of Request: 11/13/2024 Number of residents: 4

No adjustment will be made for commode repairs or any repair that enters the sewer system
Adjustments are considered for over the average sewer usage and half of the water usages

Customer Name	Angela Wingfield
Service Address	915 E Scenic Dr
Account Number	11-00915001-03
Phone Number and Email	(228)547 0802 wwingfield228@gmail.com

I understand that payment may not be withheld; the payment must be current to avoid the penalty charges and possible termination of service.

Repair bill/receipts attached? Yes ✓ No___ Date repaired: 11/6/24

Statement of Repair

We use a well to irrigate our yard/garden and it broke. In the process of repairing and diagnosing the problem, a technician switched the valve to city water and we found out when the water bill arrived.

- ✓ I am applying for a possible credit adjustment on my utility account with the understanding that once the review process has been completed, the account MAY NOT be eligible for a credit. The review process is performed in the order the requests are received, and credits issued will be reflected on my utility statement as an adjusted amount. There will not be an adjusted bill sent out.
- ✓ I understand that payment may not be withheld; the amount must be current to avoid the penalty charges and possible termination of service.
- ✓ By your signature, you are stating you understand the terms of this request.
- ✓ In the event your account qualifies for an adjustment, the credit will be issued for no more than three months on any one leak per year. Applying for an adjustment on a past due account does not exempt a customer from making payment. You must keep your account in good standing to avoid possible termination of services.
- ✓ Once the adjustment has been reviewed, a representative will attempt to make contact with the customer.
- ✓ The customer will be responsible for all past due balances to be paid within three business days of adjustment decision to avoid termination of services. Only two adjustments may be requested per the calendar year.

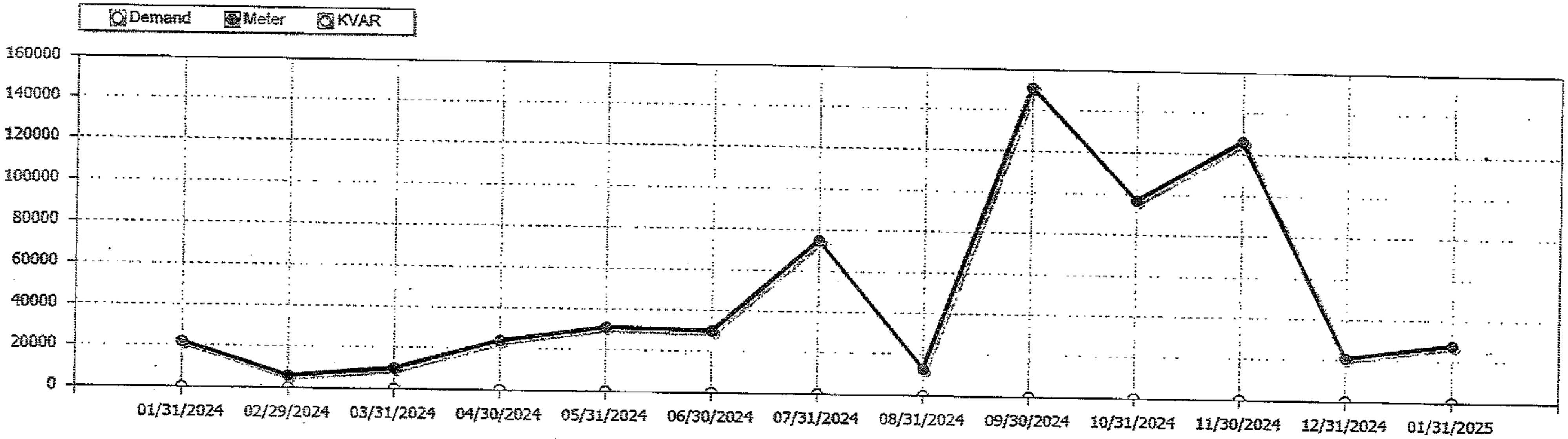
Customer Signature: AWingfield Date: 11/13/24

City of Pass Christian, MS

Consumption History Report

Account: 11-00915001-03 — Service Address: 915 E SCENIC Dr — Service Category: WA - WATER

Meter Number: 14462540 — Name: ANGELA B WINGFIELD



Year	Month	Bill Date	Begin Read	End Read	Billed Consumption	Metered Consumption	Demand	KVAR
2025	1	1/31/2025	14,355	14,383	28,000	28,000	0	0
2024	12	12/31/2024	14,334	14,355	21,000	21,000	0	0
	11	11/30/2024	14,208	14,334	126,000 −26=100	126,000	0	0
	10	10/31/2024	14,111	14,208	97,000 −26=71	97,000	0	0
	9	9/30/2024	13,960	14,111	151,000 −26=125	151,000	0	0
	8	8/31/2024	13,947	13,960	13,000	13,000	0	0
	7	7/31/2024	13,872	13,947	75,000	75,000	0	0
	6	6/30/2024	13,842	13,872	30,000	30,000	0	0
	5	5/31/2024	13,811	13,842	31,000	31,000	0	0
	4	4/30/2024	13,787	13,811	24,000	24,000	0	0
	3	3/31/2024	13,777	13,787	10,000	10,000	0	0
	2	2/29/2024	13,771	13,777	6,000	6,000	0	0
	1	1/31/2024	13,749	13,771	22,000	22,000	0	0

50x2.70: 135.00
100x 5.80 580.00
35x2.70 94.50
71 x 5.80 411.80
62x2.70 −167.40
125x5.80 725.00

2/12/2025 10:53:51 AM

CA-1

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 4, 2025

REQUESTING DEPARTMENT: Code

REQUEST LOCATIONON AGENDA:

Administrative [ ]
Requesting Department [X]
Consent [ ]
Executive Session [ ]
Other ________________ [ ]

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund [ ]
BP Fund [ ]
001-__-__ [ ]
Other ____________ [ ]

AGENDA REQUEST: ATTACHMENT(S) Yes [ ] No [ ]

Consider refunding a permit fee of $1,110.00 to James Development. The contractor did not use the permit to build. The $200.00 application fee is not refundable, as requested by Mark Savasta.

accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

CITY OF PASS CHRISTIAN

200 WEST SCENIC DR
PASS CHRISTIAN, MS 39571
228-452-3324

RESIDENTIAL BUILDING PERMIT

PERMIT #:	220363	DATE ISSUED:	1/13/2023
JOB ADDRESS:	120 BEACHVIEW DRIVE	LOT #:	9
PARCEL ID:	0313L-02-055.000	BLK #:	2
SUBDIVISION:	BEACHVIEW	ZONING:	T3R
ISSUED TO:	JAMES DEVELOPMENT, LLC	CONTRACTOR:	JAMES DEVELOPMENT, LLC
ADDRESS:	P.O. BOX 4017	ADDRESS:	P.O. BOX 4017
CITY, STATE ZIP:	BAY ST LOUIS MS 39521	CITY, STATE ZIP:	BAY ST LOUIS MS 39521
PHONE:		PHONE:	
WORK TYPE:			
VALUATION:	$ 210,000.00	LENGTH:	
SQ FT:	0.00	WIDTH:	
OCCP TYPE:		HEIGHT:	
CNST TYPE:			

FEE CODE	DESCRIPTION	AMOUNT
BL010	BUILDING PERMIT FEE 500	$ 965.00
BL015	FLOOD PLAN FEE	$ 20.00
BL011	BUILDING ISSUANCE FEE	$ 25.00
BL020	PLAN REVIEW FEE	$ 100.00
APPFEERES	APPLICATION FEE RESIDENTIAL	$ 200.00
	TOTAL	~~$ 1,310.00~~ $1,100.00

NOTES:

NOTICE

THIS PERMIT IS ISSUED SUBJECT TO THE PARTY TO WHOM IT IS ISSUED FULLY COMPLYING WITH ALL REQUIREMENTS OF THE BUILDING CODE AND ALL PERTINENT LAWS AND ORDINANCES REGULATING THE USE AND CONSTRUCTION OF STRUCTURES AND THE WORK AUTHORIZED BY THIS PERMIT, OTHERWISE IT SHALL BECOME VOID AND THE PARTY LIABLE TO SUCH PENALTIES AS MAY BE PROVIDED FOR VIOLATION OF SAID ORDINANCES.

THIS PERMIT SHALL BE VOID IF NOT KEPT AT APPROVED LOCATION OF WORK. THIS PERMIT IS VALID FOR 6 MONTHS. AFTER 6 MONTHS, PERMIT MUST BE RENEWED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

______________________________ (SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT) ____/____/____ DATE

______________________________ (APPROVED BY) ____/____/____ DATE

CITY OF PASS CHRISTIAN, MS

DATE : 1/13/2023 12 13 PM
OPER : J LOWERY
TKBY : Jenny Lowery
TERM : 41
REC# : 01285245

BP Payment Permit Payment 1310.00
22 1363 1,310.00CR
JAMES DEVELOPMENT, LLC
21 BEACHVIEW DRIVE
BLD-R 1,310.00CR

Paid By: JAMES DEVELOPMENT, LLC
CHECK 1310.00 REF:1308

APPLIED	1310.00
TENDERED	1310.00
CHANGE	0.00

Project Management - (View)

File Edit Options Functions Help Chat

Project #	220363	New Project # ** Notes **	Description	RESIDENTIAL BUILDING
Property	120 BEACHVIEW DRIVE		Issued to	JAMES DEVELOPMENT, LLC

General Segments Financial Property Info Information Comments History Footprint Conditions Description

Segment	Description	Status	Fee	Payments	Balance
[illegible]	ELECTRICAL	Open	149.00	149.00CR	0.00
BLD-R	RESIDENTIAL BUILDING	Not Started	1,310.00	1,310.00CR	0.00
PLAN-VAR	PLANNING VARIANCE	Not Started	200.00	200.00CR	0.00
3 records			1,659.00	1,659.00CR	0.00

Edit This Record

Clear

View | jenny

Project Management - (View)

File Edit Options Functions Help Chat

Project # 220363 [illegible] ** Notes **

Property 120 BEACHVIEW DRIVE

Description RESIDENTIAL BUILDIN

Issued to JAMES DEVELOPMEN

General | Segments | Financial | Property Info | Information | Comments | History | Footprint | Conditions | Description

Segment	Description	Status	Fee	Payments	Balance
ELE	ELECTRICAL	Open	149.00	149.00CR	0.00
BLD-R	RESIDENTIAL BUILDING	Not Started	1,310.00	1,310.00CR	0.00
PLAN-VAR	PLANNING VARIANCE	Not Started	200.00	200.00CR	0.00
3 records			1,659.00	1,659.00CR	0.00

Edit This Record

View jenny

CA-2

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025

REQUESTING DEPARTMENT: Administrative

REQUEST LOCATIONON AGENDA:

Administrative	[ ]
Requesting Department	[X]
Consent	[ ]
Executive Session	[ ]
Other __________________	[ ]

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund	[]
BP Fund	[]
001 - __ - __	[]
Other ____________	[]

AGENDA REQUEST: ATTACHMENT(S) Yes [ ] No [ ]

Consider reimbursing Mark Savasta, $100.00 for the Plumber's Continuing Education Online Webinar taken on March 11, 2025.

accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

WINN'S CAREER EDUCATION

Order Received

We have received your order (details below).

Order: 87816

001-110-610

Product	Quantity	Price
Plumber's Continuing Education, Online (Live Webinar), March 11	1	$100.00
Subtotal:		$100.00
Payment method:		Credit / Debit Card
Total:		$100.00

Paul Ratliff

From:	Mark Savasta
Sent:	Wednesday, February 5, 2025 1:08 PM
To:	Paul Ratliff
Subject:	FW: Order Received

Paul, please reimburse.

Thank you,

City of Pass Christian
On the Mississippi Gulf Coast

Mark Savasta
CFM, CBO, MCP, FM, MCEP
Community Development Director

200 West Scenic Drive • Pass Christian, Mississippi 39571
Phone: (228) 452-3316

Caution: THIS IS AN EXTERNAL EMAIL AND MAY BE MALICIOUS. PLEASE TAKE CARE WHEN CLICKING LINKS OR OPENING ATTACHMENTS.

From: Mark Savasta <mgsavasta@msn.com>
Sent: Wednesday, February 5, 2025 11:20 AM
To: Mark Savasta <msavasta@pass-christian.ms.gov>
Subject: Fwd: Order Received

Sent from my iPhone

Begin forwarded message:

> **From:** Winn's CE <info@winnsce.com>
> **Date:** February 5, 2025 at 9:10:00 AM CST
> **To:** MGSAVASTA@msn.com
> **Subject: Order Received**
> **Reply-To:** Winn's CE <Info@winnsce.com>

Customer details

Email: mgsavasta@msn.com

Tel: 228 761 6449 & 228-452-3324

Billing address

MARK SAVASTA
THE CITY OF PASS CHRISTIAN
4617 NEWMAN AVE.
PASCAGOULA, MS 39581

228 761 6449 & 228-452-3324
mgsavasta@msn.com

Winn's CE is now a member of the ICC family of solutions!

International Code Council, Inc.
750 E US Hwy 80, STE 200-671
Forney, TX 75126

CA-3

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: Feb 18, 2025.

REQUESTING DEPARTMENT: Fire

REQUEST LOCATIONON AGENDA:

- Administrative ☐
- Requesting Department ☐
- Consent ☑
- Executive Session ☐
- Other ____________ ☐

FUNDS TO BE PAID OUT OF:

- Capital Improvement Fund ☐
- BP Fund ☐
- 001- 220 - 610 ☑
- Other ____________ ☐

AGENDA REQUEST: ATTACHMENT(S) Yes ☑ No ☐

Consider Consider approving the request to send Dia'mond Woodman to attend MFIA SPRING SEMINAR Fatal Fire Investigation Course March 26-28 there is a $225 Course fee, and the use of City Vehicle.

, as requested by Fire Chief, Dia'Mond Woodman.

(approving, accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED ☐ ADDITIONAL INFORMATION NEEDED ☐

MISSISSIPPI FIRE INVESTIGATORS ASSOCIATION

2025 MFIA SPRING SEMINAR
MARCH 26TH, 27TH, & 28TH

[illegible]

Elayne Pope Ph.D. Forensic Anthropologist
...al Fire Research and Education, Director

Keith L. Black, CFI/CFEI/CFVI, Forensic Fire Investigator, HAZMAT/HAZWOPER Instructor

MFIA MEMBER - $225

NON-MEMBER - $275

NAME: Dia'Mond Woodman

AGENCY: Pass Christian Fire Department

PHONE #: 228-425-3325

E-MAIL: Dwoodman@pass-christian.ms.gov

IAAI I.D.#: 1408796

EXP. DATE: 10/01/2025

ABOVE INFORMATION IS REQUIRED

[illegible]

YOU MAY REGISTER
BY U.S. MAIL OR E-MAIL
M.F.I.A/LISA JONES
711 CAMP DANTZLER ROAD
HATTIESBURG, MS 39401
msfireinvassoc@gmail.com
or PAYPAL @
www.msfireinvestigators.com

[illegible]

CA-4

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: Feb 18, 2025.

REQUESTING DEPARTMENT: Fire

REQUEST LOCATIONON AGENDA:

- [ ] Administrative
- [ ] Requesting Department
- [x] Consent
- [ ] Executive Session
- [ ] Other ______

FUNDS TO BE PAID OUT OF:

- [ ] Capital Improvement Fund
- [ ] BP Fund
- [x] 001- 220 - 610
- [ ] Other 116-220-610

AGENDA REQUEST: ATTACHMENT(S) Yes [x] No [ ]

Consider Consider approving the request to send David Easterling to FIREFIGHTER LEVEL I /II, at The MSFA February 23rd - April 10, there is a $500 Course fee, per diem $784, and use of City Vehicle.

, as requested by Fire Chief, Dia'Mond Woodman.

(approving, accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

Enrollment Request

Please supply the following information to request enrollment. Requests will be reviewed prior to final enrollment. The Privacy Act of 1974 may apply to this form. Additional Details

STUDENT INFORMATION

Delivery	FIREFIGHTER LEVEL I /II, NFPA 1001-I-II - 107 - Class 214
Student	Easterling, David J (2740-5858)
Sending Organization	PASS CHRISTIAN FIRE DEPT.

ASIC FIREFIGHTING PROGRAMS	
IREFIGHTER LEVEL I /II, NFPA 1001-I-II	$ 500.00

CA-5

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: Feb 18, 2025.

REQUESTING DEPARTMENT: Fire

REQUEST LOCATIONON AGENDA:

- [ ] Administrative
- [ ] Requesting Department
- [x] Consent
- [ ] Executive Session
- [ ] Other ______

FUNDS TO BE PAID OUT OF:

- [ ] Capital Improvement Fund
- [ ] BP Fund
- [x] 001- 220 - 610
- [ ] Other 116-220-610

AGENDA REQUEST: ATTACHMENT(S) Yes [x] No [ ]

Consider Consider approving the request to send Marcos Chacon to FIREFIGHTER INTERVENTION RESCUE SURVIVAL TECHNIQUES at The MSFA March 24-27 there is a $250 Course fee, per diem $112, and use of City Vehicle.

, as requested by Fire Chief, Dia'Mond Woodman.

(approving, accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

Caution: THIS IS AN EXTERNAL EMAIL AND MAY BE MALICIOUS. PLEASE TAKE CARE WHEN CLICKING LINKS OR OPENING ATTACHMENTS.

ıgratulations! This email confirms your enrollment for training with the Mississippi State Fire Academy (see below for specific details). Please verify the information provided below and report ·issues to the registrar as soon as possible.

itudent	CHACON, MARCOS A
elivery	FIREFIGHTER INTERVENTION RESCUE SURVIVAL TECHNIQUES - 100 (03/24/2025 - 03/27/2025)
Status	Enrolled

FIREFIGHTER INTERVENTION RESCUE SURVIVAL TECHNIQUES	$ 250.00

CA-6

City of Pass Christian
AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: Feb 18th, 2025.

REQUESTING DEPARTMENT: Harbor

REQUEST LOCATIONON AGENDA:

- Administrative ☐
- Requesting Department ☑
- Consent ☐
- Executive Session ☐
- Other ________ ☐

FUNDS TO BE PAID OUT OF:

- Capital Improvement Fund ☐
- BP Fund ☐
- 001- ___ - ___ ☐
- Other ________ ☐

AGENDA REQUEST: ATTACHMENT(S) Yes ☑ No ☐

Consider Consider approving request from Pass Christian Yacht Club for the use of transient slips only on P-4 south-side for hosting the Star Class North American Championship April 6th-13th. Constituting public entertainment, and this bringing favorable notice and resources to the City.

, as requested by James Butcher.

(approving, accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED ☐ ADDITIONAL INFORMATION NEEDED ☐

From: Samson Vasquez
To: Harbor
Subject: PCYC Request to added to 2/18/25 Council Meeting
Date: Tuesday, February 11, 2025 2:04:45 PM

Caution: THIS IS AN EXTERNAL EMAIL AND MAY BE MALICIOUS. PLEASE TAKE CARE WHEN CLICKING LINKS OR OPENING ATTACHMENTS.

PCYC Request to be added to 2/18/25 Council Meeting Agenda

Dear Council Members,

I am requesting permission to use the small boat ramp area the Harbor Master's Office and a few slips along the connecting pier from April 6th to 13th.

We are hosting the Star Class North American Championship during this time and will need to launch and retrieve over 30 two-person sailboats (23' in length) each day.

I appreciate your consideration and we would like to be added to the 2/18/25 Council Meetings Agenda.

Thank you,
Samson Vasquez
Sailing Director
Pass Christian Yacht Club
228-596-7686

...../)..../)......

CA-7

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025.

REQUESTING DEPARTMENT: PD

REQUEST LOCATIONON AGENDA:

Administrative	☐
Requesting Department	☑
Consent	☐
Executive Session	☐
Other ______	☐

***** Please place item on agenda as designated by PD, per the request of the BOA on 11/19/24.***

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund	☐
BP Fund	☐
001- ___ - ___	☐
Other ______	☐

AGENDA REQUEST: ATTACHMENT(S) Yes ☑ No ☐

Consider adopting State of Mississippi State and Local Cybersecurity Grant Program Memorandum of Understanding/Consent Form Batch 2 AND the Interest Survey Form Batch 2 for the purpose of supporting interest in current and future State and Local Cybersecurity Grant Program (SLCGP) funding. This IS a requirement for the purchases of LPRs through the MS Office of Homeland Security grant.

, as requested by Chief Daren Freeman.

(approving, accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED ☐ ADDITIONAL INFORMATION NEEDED ☐

State of Mississippi
State and Local Cybersecurity Grant Program
Memorandum of Understanding/Consent Form
Batch 2

I, Renaud "Jimmy" Rafferty (Printed Name), the duly appointed authorized agency on behalf of the City of Pass Christian- Police Department ("Local Governmental Entity"), located at 525 Espy Avenue, Pass Christian MS 39571 (Physical Address) hereby **expressly consent** to the State of Mississippi's State Administrative Agency (SAA), namely the Mississippi Office of Homeland Security (MOHS), undertaking the following acts in accordance with the State and Local Cybersecurity Grant Program (SLCGP) for Fiscal Years (FY) 2022-2024, Funding Opportunity: EMW-2022-CY-00005-SO1; EMW-2023-CY-00002-SO1; EMW-2024-CY-0509 and subsequent grant awards, as authorized by Section 2220A of the Homeland Security Act of 2022, as amended (Pub. L. No. 107-296) (6 U.S.C. §665g):

1. Retain **$2,989,537.80** in SLCGP funds for FY2022-FY2024 at the State Level, as Management and Administration Costs, as well as SLCGP Operations Costs. Funds are in alignment and compliance with Federal allowances.
2. Utilize **$11,958,151.20** in SLCGP funds for FY2022-FY2024 and subsequent grant awards as follows:
   a. **98.75%** for Asset Management Systems; Cybersecurity Assessments and Cybersecurity Sub-Grants for local and rural entities. Assessments will provide an overall assessment of Mississippi cybersecurity structure, gaps, vulnerabilities, and capabilities.
   b. **1.25%** for cybersecurity training for local and rural entities, to include training sessions, cybersecurity exercises and training software programs.

This consent is given to be in the best interest of the Local Government Entity and is provided without duress or fear of reprisal. This consent is only effective for FY2022-FY2024 and subsequent grant awards for SLCGP federal funds.

Signed, on 18th (day), February (month) 2025 (year),

in Harrison County, Mississippi.

____
(Signature)

Renaud "Jimmy" Rafferty
(Printed Name)

Mayor (Title)

State of Mississippi
State and Local Cybersecurity Grant Program
Interest Survey Form
Batch 2

City of Pass Christian- Police Department ("Local Governmental Entity"), located at 525 Espy Avenue, Pass Christian MS 39571 (Physical Address)

_____ **IS NOT** interested in participating in the State and Local Cybersecurity Grant Program; or

XX **IS** interested in participating in the State and Local Cybersecurity Grant Program Grant Program (SLCGP) for Fiscal Years (FY) 2022-2024, Funding Opportunity: EMW-2022-CY-00005-SO1; EMW-2023-CY-00002-SO1; EMW-2024-CY-0509 and subsequent grant awards, as authorized by Section 2220A of the Homeland Security Act of 2022, as amended (Pub. L. No. 107-296) (6 U.S.C. §665g):

Organization Type: Municipality- Law Enforcement Agency

Point of Contact: Jimmy Rafferty/ Daren Freeman/ Sue Young

Contact Phone Number: 228-363-6041

Contact E-mail Address: dfreeman@pass-christian.ms.gov/ syoung@pass-christian.ms.gov

Is your organization interested in services/solutions procured, managed, and deployed by the state providing support to local government jurisdictions: XX YES _____ NO.

Signed, on _____ (day), February (month) 2025 (year), in Harrison County, Mississippi.

____
(Signature)

Renaud "Jimmy" Rafferty
(Printed Name)

Mayor
(Title)

CA-8

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025.

REQUESTING DEPARTMENT: PD

REQUEST LOCATIONON AGENDA:

- Administrative ☐
- Requesting Department ☑
- Consent ☐
- Executive Session ☐
- Other ________ ☐

*** Please place item on agenda as designated by PD, per the request of the BOA on 11/19/24.*

FUNDS TO BE PAID OUT OF:

- Capital Improvement Fund ☐
- BP Fund ☐
- 001- ___ - ___ ☐
- Other ________ ☐

AGENDA REQUEST: ATTACHMENT(S) Yes ☑ No ☐

Consider adopting Memorandum of Understanding and HOTLIST Access Request Form for the purpose of information sharing from Genetec, Inc. This is a requirement for the free trial testing of Genetec license plate readers (not affiliated with the purchase of LPRs through the MS Office of Homeland Security grant).

, as requested by Chief Daren Freeman,

(approving, accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED ☐ ADDITIONAL INFORMATION NEEDED ☐

Genetec
Global Headquarters
Genetec Inc.
2280 Alfred Nobel Blvd.
Montreal, Quebec, H4S 2A4
Canada
T: +1 514.332.4000
F: +1 514.332.1692

February 12, 2025

Pass Christian Police Department
525 Espy Avenue
Pass Christian, MS 39571
USA

Genetec Cloud Services for License Plate Reader

The purpose of this Letter Agreement (the "Letter Agreement") is to set forth the understanding of Pass Christian Police Department (the Agency) with a principal place of business at 525 Espy Avenue, Pass Christian, MS and Genetec Inc. ("Genetec") with its principal place of business at 2280 Alfred Nobel Blvd. Montreal, Quebec, H4S 2A4 Canada, regarding Agency's use of Genetec's Cloud Services (the "Services"), in support of Agency's License Plate Reader ("LPR") program (the "LPR Program"), purchased by Agency through an authorized Genetec reseller ("Reseller") as per the Reseller's quote and order process which is subject to the purchase agreement between Agency and Reseller.

NOW THEREFORE, the parties agree as follows:

1. This Letter Agreement will be effective from the date of last signature below (the "Effective Date").

2. All capitalized terms not otherwise defined in this Letter Agreement will have the same meaning as provided for in the Genetec Terms of Service (the "Terms of Service") found at https://www.genetec.com/legal/tos.

3. The Parties agree that they are bound by the Terms of Service and that it shall not be modified except by as expressly written by the parties to this Letter Agreement and only insofar as it relates to LPR.

4. Responsibilities of Agency:

   a) Provide a copy of this Letter Agreement between the Agency and Genetec for review.
   b) Notify the Mississippi Department of Public Safety ("MS-DPS") of any data breach once found.
   c) Notify the MS-DPS of any change in the Terms of Service or this Letter Agreement or termination of service with Genetec.

5. Responsibilities of Genetec:

   a) Upload the agency provided National Crime Information Center ("NCIC") list into the agency's Cloudrunner Tenant.

6. Responsibilities of both Agency and Genetec:

   a) The parties must be aware and adhere to any applicable state and federal requirements including the need to update their local databases as FBI updates become available, ensuring that those numbers deleted from the originating system(s) are also deleted from all local databases.
   b) The transmission and storage of National Crime Information Center ("NCIC") information will comply with any relevant and applicable Criminal Justice Information Services ("CJIS") security policy and all relevant policies and regulations.

7. Each of the parties confirms that except as amended and pursuant hereto, the Terms of Service shall remain in full force and effect in accordance with the terms thereof. In the event of a

conflict between the terms of this Letter Agreement and the terms of the Agreement, the terms of this Letter Agreement shall prevail to the extent required to resolve such conflict.

The parties have caused this Letter Agreement to be duly executed. Each party represents that its respective signatories whose signatures appear below have been and are on the date of signature duly authorized to execute this Letter Agreement.

Pass Christian Police Department (the "Agency")	**Genetec Inc. ("Genetec")**
Authorized Signature	Authorized Signature
	François Touchette
Print Name	Print Name
Renaud "Jimmy" Rafferty	VP Legal Affairs – General Counsel
Title	Title
Mayor	
Month/Day/Year	Month/Day/Year
Date	Date

FBI HOTLIST Access Procedures & Request Form

The FBI HOTLIST, hereafter referred to as HOTLIST contains LAW ENFORCEMENT SENSITIVE data.

The following procedure is required by the Mississippi Department of Public Safety, hereafter referred to as MS-DPS, to provide security for the HOTLIST data.

The law enforcement agency, hereafter referred to as Agency, requesting vendor access to the HOTLIST must:

1. Provide a copy of the agreement between the Agency and the vendor for review. The agreement must specifically state the responsibilities of each entity concerning data security and use.
2. Notify the MS-DPS of any data breach once found.
3. Notify the MS-DPS of any change in the agreement or termination of service with the vendor.

The vendor must:

Provide a ten-finger fingerprint card for a fingerprint based background check for any vendor employee accessing the HOTLIST data.

Following the background check completion, the MS-DPS will provide the vendor with a unique login and password to enable access to the specific Agency HOTLIST data.

The HOTLIST data or any product created using the HOTLIST data must not be made available to anyone outside of the requesting law enforcement agency.

If at any time the HOTLIST data is used outside of this agreement, access will be terminated.

______________________________ ______________________________
Agency Name Vendor Name

______________________________ ______________
Agency Official Date

______________________________ ______________
MS-DPS Designated Official Date

CA-9

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025.

REQUESTING DEPARTMENT: PD

REQUEST LOCATIONON AGENDA:

- Administrative ☐
- Requesting Department ☑
- Consent ☐
- Executive Session ☐
- Other ________ ☐

***Please place item on agenda as designated by PD, per the request of the BOA on 11/19/24.*

FUNDS TO BE PAID OUT OF:

- Capital Improvement Fund ☐
- BP Fund ☐
- 001- ___ - ___ ☐
- Other ________ ☐

AGENDA REQUEST: ATTACHMENT(S) Yes ☑ No ☐

Consider accepting resignation for the retirement of Officer John W. Dedeaux effective March 3, 2025, as request by Chief Daren Freeman,

, as requested by Chief Daren Freeman.

(approving, accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED ☐ ADDITIONAL INFORMATION NEEDED ☐

February 11, 2025

Dear Mayor and Board of Aldermen,

Please accept this letter as my notice of resignation and retirement effective March 3, 2025, with my last day of work as March 2, 2025.

I have thoroughly enjoyed and loved my long career with the City of Pass Christian and feel as if the community is part of my extended family. I will miss many of you and will cherish the lifelong friendships I have made over the years. I feel the City will continue to grow with many prosperities and I will still proudly celebrate them with you after retirement.

Sincerely,

John W. Dedeaux

CA-10

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025.

REQUESTING DEPARTMENT: PD

REQUEST LOCATIONON AGENDA:

Administrative ☐
Requesting Department ☑
Consent ☐
Executive Session ☐
Other ________ ☐

***** Please place item on agenda as designated by PD, per the request of the BOA on 11/19/24.***

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund ☐
BP Fund ☐
001- ___ - ___ ☐
Other ________ ☐

AGENDA REQUEST: ATTACHMENT(S) Yes ☑ No ☐

Consider adopting Resolution declaring Glock 9mm handgun (SN# BHMP723) previously assigned to Officer John W. Dedeaux as surplus property upon resignation and retirement, and authorizing same to be disposed of by private sale for One Dollar ($1.00) to John W. Dedeaux after resigning from employment (ref: MCA Section 45-9-131),

, as requested by Chief Daren Freeman.

(approving, accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED ☐ ADDITIONAL INFORMATION NEEDED ☐

RESOLUTION

WHEREAS, Patrol Officer John W. Dedeaux has notified the City officials that he intends to retire under the PERS retirement system on or about March 3, 2025, and he has requested the City to allow him to purchase his firearm issued to him by the City; and

WHEREAS, MCA Section 45-9-131, as amended, authorizes a retiring law enforcement officer eligible for retirement under PERS, the State Retirement System, to purchase from the City the sidearm that was issued to him by the City Police Department with the governing authorities of the City to determine the amount to be paid for such firearm; and

WHEREAS, the City finds and adjudicates that the personal property to be sold is not needed for municipal or related purposes and is not to be used in the operation of the municipality; and

WHEREAS, the City of Pass Christian, Mississippi, finds it is not necessary for the City to advertise for the disposal of the firearm to solicit competitive bids and the surplus property may be disposed of by private sale pursuant to MCA Section 17-25-25(4), as amended,

NOW, THEREFORE, BE IT RESOLVED, BY THE MAYOR AND THE BOARD OF ALDERMEN OF THE CITY OF PASS CHRISTIAN, MISSISSIPPI, AS FOLLOWS:

Section I

Pursuant to MCA Section 17-25-25(5), as amended, Section 45-9-131, as amended, and the aforementioned findings, the Mayor and the City Clerk are hereby authorized and empowered to execute for and on behalf of the City of Pass Christian a Bill of Sale and transfer to Officer John W. Dedeaux his firearm for the sum of One Dollar ($1.00) when he is no longer a City employee, and to execute such other documents and to do such other things as shall be necessary to accomplish these purposes and otherwise as provided by law.

Section II

The Resolution shall be in full force and effect from and after its adoption.

THE ABOVE AND FOREGOING RESOLUTION HAVING BEEN INTRODUCED AND BEING PUT TO A VOTE BY THE MAYOR, THE RESULT WAS AS FOLLOWS:

ALDERWOMAN B. SPARKMAN	VOTED _____
ALDERWOMAN R. CHARLOT	VOTED _____
ALDERMAN K. KIMBALL	VOTED _____
ALDERMAN V. PICKICH	VOTED _____
ALDERMAN K. TORGESON	VOTED _____

The question having received the Affirmative vote of all the Aldermen resent and voting, the Mayor declared the motion carried and the resolution and order adopted and approved this _____ day of ________________, 2025.

CITY OF PASS CHRISTIAN, MS

BY: ________________________________
MAYOR

ATTEST:

____
CITY CLERK

CA -11

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025

REQUESTING DEPARTMENT: Administrative

REQUEST LOCATIONON AGENDA:

Administrative	[ ]
Requesting Department	[X]
Consent	[ ]
Executive Session	[ ]
Other ________________	[ ]

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund	[]
BP Fund	[]
001 - ___ - ___	[]
Other ___________	[]

AGENDA REQUEST: ATTACHMENT(S) Yes [ ] No [ ]

Consider approving purchases of supplies for March 2, 2025, Mardi Gras Parade, authorized by Section 17-31 which allows advertising and promotional expenditures to advance the moral, financial and other interest of the municipality, for public entertainment. This will bring favorable notice to the resources and opportunities of the City. Not to exceed $1,000.00.

accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]

CA-12

AGENDA REQUEST FORM

(MUST BE EMAILED)

DATE OF MEETING: February 18, 2025

REQUESTING DEPARTMENT: Administrative

REQUEST LOCATIONON AGENDA:

Administrative	[ ]
Requesting Department	[X]
Consent	[ ]
Executive Session	[ ]
Other ____________	[ ]

FUNDS TO BE PAID OUT OF:

Capital Improvement Fund	[]
BP Fund	[]
001 - __ - __	[]
Other __________	[]

AGENDA REQUEST: ATTACHMENT(S) Yes [ ] No [ ]

Consider accepting the January 2025 budget report. (will be emailed to the Board over the weekend)

accepting, hearing from, discussing, appointing, declaring, awarding, making, rescinding, ratifying, correcting, etc.)

APROVED [ ] ADDITIONAL INFORMATION NEEDED [ ]