

BE IT REMEMBERED THAT THERE WAS BEGUN AND HELD THE REGULAR MEETING OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF PETAL, MISSISSIPPI ON TUESDAY JANUARY 16, 1990 AT 7:00 PM IN THE BOARD ROOM OF SAID CITY.

THOSE PRESENT	MAYOR JACK GAY, JR
CITY ATTORNEY	THOMAS W TYNER
ALDERMEN	REUBEN CLEPPER JERRY CROWE DONALD H ROWELL BOBBY RUNNELS LEROY SCOTT
OTHERS PRESENT	CHARLES COATS RAYMOND DEARMAN

THE MAYOR DECLARED A QUORUM PRESENT AND DECLARED THE CITY COUNCIL IN SESSION.

THE INVOCATION WAS OFFERED BY BOBBY RUNNELS.

WHEREAS, ALDERMAN CLEPPER MADE A MOTION TO ACCEPT THE MINUTES OF JANUARY 2, 1990 AS WRITTEN. ALDERMAN CROWE SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER  
ALDERMAN JERRY CROWE  
ALDERMAN DONALD H ROWELL  
ALDERMAN BOBBY RUNNELS  
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

WHEREAS, MAYOR GAY CALLED FOR PUBLIC COMMENT, BUT THERE WAS NONE.

WHEREAS, THE HOUR OF 7:00 PM HAVING ARRIVED THE MAYOR AND BOARD OF ALDERMEN PROCEEDED TO PUBLICLY OPEN AND READ THE SEALED PROPOSALS FOR THE PLANNING AND ADMINISTRATION OF THE CITY'S 1990 CDBG APPLICATION. THE PROPOSALS READ AS FOLLOWS TO-WIT:

EXHIBIT "A"

- |  |  |
|--|--|
| 1) NEEL-SCHAFFER, INC.<br>ENGINEERS & PLANNERS<br>P O BOX 982<br>HATTIESBURG MS 39403-0982 | 2) NIXON AND ASSOCIATES<br>P O BOX Q<br>PICAYUNE, MS 39466 |
| 3) JOYCE HALL, CONSULTANT<br>210 MITCHELL STREET<br>PICAYUNE, MS.. 39466                   |  |

THEREUPON, ALDERMAN SCOTT MADE A MOTION TO TAKE THE FOREGOING BIDS UNDER ADVISEMENT TO ALLOW THE MAYOR THE OPPORTUNITY TO RATE AND RANK THE PROPOSALS AS REQUIRED. ALDERMAN CROWE SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER  
ALDERMAN JERRY CROWE  
ALDERMAN DONALD H ROWELL  
ALDERMAN BOBBY RUNNELS  
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

WHEREAS, CITY ENGINEER RAYMOND DEARMAN PRESENTED THE COMPLETED PLANS AND SPECIFICATIONS FOR THE PHASE ONE AND TWO OF THE SEWER PROJECTS WITH BASE BIDS AND ALTERNATE BIDS.

THEREUPON, ALDERMAN RUNNELS MADE A MOTION TO ADVERTISE FOR BIDS FOR THE SEWER PROJECT AS PROPOSED. ALDERMAN SCOTT SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER  
ALDERMAN JERRY CROWE  
ALDERMAN DONALD H ROWELL  
ALDERMAN BOBBY RUNNELS  
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

WHEREAS, CHARLES COATS STATED THAT HE WOULD LIKE TO ADDRESS THE BOARD CONCERNING THE ACTIONS OF A CITY EMPLOYEE.

THEREUPON, ALDERMAN CROWE MADE A MOTION TO CLOSE THE MEETING TO DETERMINE IF AN EXECUTIVE SESSION IS NEEDED. ALDERMAN ROWELL SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER  
ALDERMAN JERRY CROWE  
ALDERMAN DONALD H ROWELL  
ALDERMAN BOBBY RUNNELS  
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

THEREUPON, ALDERMAN RUNNELS MADE A MOTION TO OPEN THE MEETING. ALDERMAN SCOTT SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER  
ALDERMAN JERRY CROWE  
ALDERMAN DONALD H ROWELL  
ALDERMAN BOBBY RUNNELS  
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

THEREUPON, MAYOR GAY STATED THAT THE EXECUTIVE SESSION WILL BE DECLARED TO DISCUSS THE ACTIONS OF THE CITY BUILDING INSPECTOR, DAN TOLBERT.

THEREUPON, ALDERMAN RUNNELS MADE A MOTION TO ENTER INTO EXECUTIVE SESSION. ALDERMAN ROWELL SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER  
ALDERMAN JERRY CROWE  
ALDERMAN DONALD H ROWELL  
ALDERMAN BOBBY RUNNELS  
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

THEREUPON, ALDERMAN CLEPPER MADE A MOTION TO ADJOURN THE EXECUTIVE SESSION. ALDERMAN SCOTT SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER  
ALDERMAN JERRY CROWE  
ALDERMAN DONALD H ROWELL  
ALDERMAN BOBBY RUNNELS  
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

THEREUPON, MAYOR GAY STATED TO LET THE MINUTES REFLECT THAT NO OFFICIAL ACTION WAS TAKEN WHILE IN THE EXECUTIVE SESSION.

WHEREAS, MAYOR GAY PRESENTED THE LETTER FROM THE CITY OF PETAL PLANNING COMMISSION RECOMMENDING THE CITY GRANT JAMES H STEWART THE ZONING CHANGE REQUESTED FOR HIS PROPERTY AT 202 SOUTH GEORGE STREET FROM R-3 TO C-3.

THEREUPON, ALDERMAN RUNNELS MADE A MOTION TO GRANT MR STEWART HIS ZONING CHANGE REQUESTED AND TO ADOPT THE FOLLOWING ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF PETAL. ALDERMAN CLEPPER SECONDED THE MOTION.

ORDINANCE 1979(42A-61) EXHIBIT "B"

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER  
ALDERMAN JERRY CROWE  
ALDERMAN DONALD H ROWELL  
ALDERMAN BOBBY RUNNELS  
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

WHEREAS, MAYOR GAY PRESENTED W J MILEY'S RESIGNATION FROM THE PETAL PLANNING COMMISSION EFFECTIVE DECEMBER 31, 1989.

THEREUPON, ALDERMAN RUNNELS MADE A MOTION TO ACCEPT MR MILEY'S RESIGNATION EFFECTIVE DECEMBER 31, 1989. ALDERMAN CLEPPER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER  
ALDERMAN JERRY CROWE  
ALDERMAN DONALD H ROWELL  
ALDERMAN BOBBY RUNNELS  
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

WHEREAS, MAYOR GAY STATED THAT ALDERMAN CLEPPER HAS RECOMMENDED CAREY MCCOY, JR TO FILL THE UNEXPIRED TERM FOR THE AT-LARGE POST ON THE PLANNING COMMISSION.

THEREUPON, ALDERMAN CROWE MADE A MOTION THAT CAREY MCCOY, JR. BE APPOINTED TO FILL THE TERM EXPIRING JULY 1994 FOR THE AT-LARGE POST ON THE PLANNING COMMISSION. ALDERMAN CLEPPER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER  
ALDERMAN JERRY CROWE  
ALDERMAN DONALD H ROWELL  
ALDERMAN BOBBY RUNNELS  
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

WHEREAS, MAYOR GAY PRESENTED A PROPOSAL FROM THE CHIEF OF POLICE TO PAY OVERTIME TO THE METRO OFFICER WITH A 50/50 FEDERAL GRANT NOT TO EXCEED \$2,300. AS THE CITY'S MATCHING SHARE.

THEREUPON, ALDERMAN SCOTT MADE A MOTION TO ACCEPT THE PROPOSAL AND TO AUTHORIZE THE PAYMENT OF OVERTIME TO THE METRO NARCOTICS OFFICER IN AN AMOUNT NOT TO EXCEED \$2,300. AS THE CITY'S MATCHING SHARE DURING THE YEAR 1990. ALDERMAN CROWE SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER  
ALDERMAN JERRY CROWE  
ALDERMAN DONALD H ROWELL  
ALDERMAN BOBBY RUNNELS  
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

WHEREAS, MAYOR GAY PRESENTED THE FOLLOWING PROOFS OF PUBLICATION TO THE BOARD:

- 1) ORDINANCE 1979 (42-A 59)
- 2) ORDINANCE 1979 (42-A 60)
- 3) ORDINANCE 1984 (57-C)

THEREUPON, ALDERMAN CROWE MADE A MOTION THAT THE FOREGOING PROOFS OF PUBLICATION BE ACCEPTED AND FILED. ALDERMAN RUNNELS SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER  
ALDERMAN JERRY CROWE  
ALDERMAN DONALD H ROWELL  
ALDERMAN BOBBY RUNNELS  
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

WHEREAS, MAYOR GAY PRESENTED A REQUEST FROM THE PETAL OPTIMIST CLUB FOR THE CITY TO PURCHASE ADVERTISING FOR THE CITY ON 3 BILLBOARDS AT \$200. EACH.

THEREUPON, ALDERMAN RUNNELS MADE A MOTION THAT THE CITY PURCHASE THE ADVERTISING FROM THE OPTIMIST CLUB. ALDERMAN CLEPPER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER  
ALDERMAN JERRY CROWE  
ALDERMAN DONALD H ROWELL  
ALDERMAN BOBBY RUNNELS  
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

WHEREAS, THE MAYOR PRESENTED THE REVENUES & EXPENDITURES REPORT FOR THE MONTH OF DECEMBER TO THE BOARD.

THEREUPON, ALDERMAN RUNNELS MADE A MOTION TO ACCEPT THE REVENUES AND EXPENDITURES REPORT. ALDERMAN ROWELL SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER  
ALDERMAN JERRY CROWE  
ALDERMAN DONALD H ROWELL  
ALDERMAN BOBBY RUNNELS  
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

WHEREAS, MAYOR GAY PRESENTED THE FOLLOWING ORDER HIRING JOE KNIGHT AS ANIMAL WARDEN AT \$4.90 PER HOUR SUBJECT TO THE RESULTS OF THE DRUG SCREENING TEST.

ORDER

WHEREAS, THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF PETAL, MISSISSIPPI, DEEM IT NECESSARY TO HIRE AN ANIMAL WARDEN.

IT IS THEREFORE ORDERED THAT JOE KNIGHT BE, AND HE IS HEREBY HIRED AS THE ANIMAL WARDEN AT A RATE OF PAY OF \$4.90 PER HOUR.

IT IS THEREFORE ORDERED THAT THIS PAY SCALE BECOME EFFECTIVE JANUARY 17, 1990.

SO ORDERED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF PETAL, MISSISSIPPI, ON THIS THE 16TH DAY OF JANUARY, A.D., 1990.

THEREUPON, ALDERMAN SCOTT MADE A MOTION TO ADOPT THE FOREGOING ORDER HIRING JOE KNIGHT AS ANIMAL WARDEN FOR THE CITY AT A RATE OF \$4.90 PER HOUR AND TO PAY MR KNIGHT \$60.00 PER MONTH FOR A UNIFORM ALLOWANCE. ALDERMAN RUNNELS SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER  
ALDERMAN JERRY CROWE  
ALDERMAN DONALD H ROWELL  
ALDERMAN BOBBY RUNNELS  
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

WHEREAS, MAYOR GAY RECOMMENDED THAT THE BOARD CONSIDER SOLICITING PROPOSALS FOR THE CITY'S INSURANCE COVERAGE FOR PROPERTY AND EQUIPMENT AS IT COMES DUE FOR RENEWAL.

THEREUPON, ALDERMAN ROWELL MADE A MOTION TO RESCIND THE AGENT OF RECORD STATUS FOR BROCK-WYMAN INSURANCE INC. ALDERMAN CROWE SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER  
ALDERMAN JERRY CROWE  
ALDERMAN DONALD H ROWELL  
ALDERMAN BOBBY RUNNELS  
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

THEREUPON, ALDERMAN CROWE MADE A MOTION TO SOLICIT PROPOSALS FROM VARIOUS LOCAL AGENTS FOR THE UPCOMING RENEWALS. ALDERMAN SCOTT SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER  
ALDERMAN JERRY CROWE  
ALDERMAN DONALD H ROWELL  
ALDERMAN BOBBY RUNNELS  
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

WHEREAS, MAYOR GAY REQUESTED THE WISHES OF THE BOARD CONCERNING FLOWERS FOR LYDIA EDWARDS, PETAL'S JR MISS AT THE STATE PAGEANT IN MERIDIAN.

THEREUPON, ALDERMAN SCOTT MADE A MOTION TO SEND FLOWERS TO PETAL'S JR MISS WHILE SHE IS PARTICIPATING IN THE STATE PAGEANT. ALDERMAN RUNNELS SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER  
ALDERMAN JERRY CROWE  
ALDERMAN DONALD H ROWELL  
ALDERMAN BOBBY RUNNELS  
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

WHEREAS, MAYOR GAY STATED THAT TERRY DUCKWORTH'S RATE OF PAY HAD PREVIOUSLY BEEN APPROVED AT \$5.72 PER HOUR AND THE CORRECT RATE SHOULD HAVE BEEN \$5.187 PER HOUR.

THEREUPON, ALDERMAN SCOTT MADE A MOTION TO ADOPT THE FOLLOWING ORDER SETTING TERRY DUCKWORTH'S RATE OF PAY AT \$5.187 EFFECTIVE JANUARY 11, 1990. ALDERMAN ROWELL SECONDED THE MOTION.

ORDER

WHEREAS, THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF PETAL, MISSISSIPPI DEEM IT NECESSARY TO CHANGE TERRY DUCKWORTH'S RATE OF PAY FROM \$5.72 TO \$5.187 PER HOUR AS AN ERROR WAS MADE WHEN SETTING THE PAY AT HIRE.

IT IS THEREFORE ORDERED THAT TERRY DUCKWORTH BE PAID AT A RATE OF \$5.187 PER HOUR EFFECTIVE JANUARY 11, 1990.

SO ORDERED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF PETAL, MISSISSIPPI ON THIS THE 16TH DAY OF JANUARY, A.D., 1990.

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER  
ALDERMAN JERRY CROWE  
ALDERMAN DONALD H ROWELL  
ALDERMAN BOBBY RUNNELS  
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

WHEREAS, MAYOR GAY STATED THAT SINCE THE CITY OF PETAL HAS NUMEROUS RESIDENTS THAT WORK AT CAMP SHELBY AND THE CITY BENEFITS ECONOMICALLY FROM THE FACILITY AT SHELBY HE FEELS THAT THE CITY SHOULD GO ON RECORD SUPPORTING THE PROPOSED LAND SWAP.

THEREUPON, ALDERMAN CROWE MADE A MOTION TO AUTHORIZE THE CITY ATTORNEY TO DRAFT AN APPROPRIATE RESOLUTION IN SUPPORT OF THE PROPOSED CAMP SHELBY LAND SWAP. ALDERMAN CLEPPER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER  
ALDERMAN JERRY CROWE  
ALDERMAN DONALD H ROWELL  
ALDERMAN BOBBY RUNNELS  
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

THEREUPON, ALDERMAN CLEPPER MADE A MOTION TO RECESS THIS MEETING UNTIL 10:00 AM JANUARY 23, 1990. ALDERMAN ROWELL SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE":

ALDERMAN REUBEN CLEPPER  
ALDERMAN JERRY CROWE  
ALDERMAN DONALD H ROWELL  
ALDERMAN BOBBY RUNNELS  
ALDERMAN LEROY SCOTT

THOSE PRESENT AND VOTING "NAY":

NONE

THEREBEING NO FURTHER BUSINESS, THE REGULAR MEETING OF THE MAYOR AND BOARD OF ALDERMAN OF THE CITY OF PETAL, MISSISSIPPI WAS RECESSED ON THIS THE 16TH DAY OF JANUARY, A D, 1990 UNTIL 10:00 AM ON JANUARY 23, 1990.



JACK GAY, SR.  
MAYOR

(SEAL)

ATTEST:

  
PRISCILLA C. DANIEL  
CITY CLERK

EXHIBIT "A"



January 16, 1990

Mayor and Board of Aldermen  
City of Petal  
P. O. Box 564  
Petal, Mississippi 39465

RE: Proposal for Technical Assistance and Preparation of the  
CDBG Application and the 1990 Needs Assessment

Gentlemen:

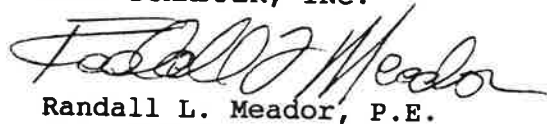
We are pleased to present our proposal for professional services to the City of Petal. Our services include providing assistance in the preparation of the 1990 CDBG application and the 1990 needs assessment.

You will find that our firm has extensive experience and is uniquely qualified to provide professional services in connection with your 1990 Community Development Block Grant Project. Please pay particular attention to Section 2 which lists our experience in the planning, administration and engineering of CDBG Projects.

We appreciate the opportunity to submit this information to you. Please feel free to call us for additional information or to contact any of our references submitted concerning our capacity with the type project you anticipate. We look forward to working with you on this most important project.

Sincerely,

NEEL-SCHAFFER, INC.



Randall L. Meador, P.E.  
Vice President

RLM/am



EXHIBIT "A"

---

**Section 1. .... Profile of Firm**

Quality Control

Cost Control



EXHIBIT "A"

---

## Profile of Neel-Schaffer

---

Neel-Schaffer, Inc. is a consulting engineering firm incorporated in Jackson, Mississippi, providing general consulting engineering, planning and community development services through its Jackson, Hattiesburg and Oxford, Mississippi, New Orleans, Louisiana and Nashville, Tennessee offices.

Neel-Schaffer has a staff of approximately 75 professional and technical employees including 20 registered professional engineers eight of whom have advanced degrees. Expertise based in Neel-Schaffer includes:

- Civil
- Hydrology and Hydraulics
- Water and Wastewater
- Highway and Bridge
- Solid Waste
- Surveying
- Community Development
- Structural
- Environmental
- Traffic and Transportation
- Electrical and Mechanical
- Landscape Architecture
- Urban Planning
- Land and Site Development

Professional services can be provided for the planning, surveying, design and construction phases.

Staff engineers and technicians have access to over 15 computers systems dedicated solely to engineering and are trained in computer analysis, modeling and design techniques. Our technicians have available a complete library of the latest engineering software including AUTOCAD and INTERGRAPH CADD systems. Survey operations are conducted with modern, state-of-the-art equipment.

Every project undertaken by Neel-Schaffer is evaluated and approached individually to ensure the assembly of the appropriate professional and technical staff. A project manager is selected and has direct responsibility for the scope, quality, cost, and time control of your project. It is the policy of Neel-Schaffer that *each* project manager be an experienced, licensed and registered Professional Engineer. All project managers for Neel-Schaffer are *required* to have extensive experience on both large and small scale assignments. The project manager has direct responsibility for communications with the client and his staff; however, principals of Neel-Schaffer also play an active role in client communications. Neel-Schaffer emphasizes *strong* project management and we consider our project teams an extension of our client's staff.

Senior management at Neel-Schaffer is committed to providing the corporate resources necessary to develop a professional product in a timely manner within the scheduling and funding constraints. Critical path method scheduling is used to ensure that critical schedules are met and that the projects are managed professionally. Neel-Schaffer emphasizes cost and quality control methods in all phases of its work assignments.



EXHIBIT "A"

### **Cost Control at Neel-Schaffer**

---

Neel-Schaffer has achieved an excellent record of cost control during the design and construction phases of its contracts. Cost control methods used by Neel-Schaffer are based on the early development of all viable design alternatives, maintenance of current construction cost files (computer) and consultation with experienced construction professionals. Neel-Schaffer stays abreast of new construction materials and techniques. In-depth experience with Federal and State agencies, local County and Municipal governments and Private Sector projects indicate that thoroughly complete and detailed construction documents help achieve a good record of low bid vs. estimate and minimize change orders during construction.

During the design of a project, Neel-Schaffer integrates the latest design techniques to develop a set of construction plans and contract documents that reflect the current design and construction industry. In addition, Neel-Schaffer analyzes the project from the perspective of a contractor to insure a design that is constructable in a timely, efficient manner while still maintaining the high quality construction required in the construction plans and contract documents. This method of analyzing a project from the perspective of a contractor has helped Neel-Schaffer develop an excellent record of cost control throughout the project.



EXHIBIT "A"

---

## **Quality Control at Neel-Schaffer**

---

Quality Assurance begins with staffing the project with quality people who have proven experience and who are responsible, creative and motivated. Organization of the project, stability of this team and effective communications are emphasized by Neel-Schaffer.

The performance of most engineering design requires the efforts of several individuals and can involve multi-disciplines. These people may be working on the project simultaneously over an extended period of time. Consequently, Neel-Schaffer has developed the team approach for accomplishing work with the project manager as team leader. The project manager is completely responsible for quality, time and cost control. The team approach ensures organization, continuity, awareness and a formal mechanism for exchange of information and coordination among team members whether they are employees or consultants.

The principal-in-charge is responsible for selecting the project manager. He must ensure that a professional with in-depth, proven experience in projects of similar size and scope and preferably familiarity with the owner, is named project manager. The project manager, with approval of the principal-in-charge, selects an engineer who will be responsible for each discipline required. These individuals must be registered professionals and have experience in similar projects. Stability of project staffing during the entire project is a key ingredient in quality assurance.

Immediately upon notice to proceed, Neel-Schaffer will develop the project program with the owner. This program includes the owner's objectives and concepts, defines the functions of the project, indicating future expansion. It also sets the budget and cost limitations and the schedule for accomplishing the design and construction.

Internal reviews are performed on all design work prior to submittal. Design is critiqued for technical adequacy and costs and conformance with owner goals in the project program. Neel-Schaffer involves very experienced professionals in the internal reviews.

Plan-in-hand reviews of contract drawings in the field are conducted to assess constructability of the project. The principal-in-charge will continuously monitor the project schedule and provide additional staff and resources to the project manager as necessary to keep the project on schedule. As part of the quality control procedures, Neel-Schaffer has developed extensive checklists for checking design calculations, drawings, specifications and shop drawings.



EXHIBIT "A"

## **Past Performance of Neel-Schaffer**

Neel-Schaffer emphasizes and applies quality control measures in their survey, design and construction procedures. The following is a portion of the remarks concerning Neel-Schaffer's excellent performance rating from the Vicksburg District, Corps of Engineers:

*"The Neel-Schaffer, Inc., firm consistently produced well organized, well engineered, professional work. Their engineers and managers were a pleasure to work with. Their spirit of cooperation was a major asset to the contract. They not only met the specifics of their work orders but were anxious to meet any reasonable desires of the Government representatives. This was especially noteworthy in maintaining milestone dates when Government-furnished data was not available when specified and by beating several of their submission dates. Neel-Schaffer, Inc., is highly recommended for future work within their capabilities."*

### **Awards**

Neel-Schaffer recently won the Grand Conceptor Award from the Consulting Engineers Council of Mississippi signifying the first place award in the design competition among Mississippi firms for 1988. The Pelahatchie Bay Causeway project at the Ross Barnett Reservoir was the firm's winning submittal. This project involved design of roads, utilities, bridges and various traffic engineering features. In March of 1989, Neel-Schaffer earned the Consulting Engineers Council Engineering Excellence Award of Merit for design work regarding the renovation of the 75-year old J.H. Fewell Water Treatment Plant (52 MGD) in Jackson, Mississippi.

### **Peer Review**

In October 1988, Neel-Schaffer participated in a Peer Review by a team from the American Consulting Engineers Council. During this review, all areas of the firm's practice were reviewed to include technical, administrative and financial. Neel-Schaffer elected to participate in this Peer Review in order to enhance the quality of the firm's practice.



EXHIBIT "A"

**American Consulting Engineers Council**



*This certifies that*

**Neel-Schaffer, Inc.  
Jackson, Mississippi**

*has participated in an Organizational Peer Review  
of Practices and Procedures, and in so doing has demonstrated an interest  
in enhancing the quality of the firm's professional practice.*

Date of Review: October 19-20, 1988

*Robert E. Hogan*  
President

*Harold J. Tramm*  
Secretary

EXHIBIT "A"

---

PROPOSAL

FOR

PLANNING AND ADMINISTRATIVE SERVICES

FOR

CITY OF PETAL, MISSISSIPPI

Joyce Hall, Consultant  
210 Mitchell Street  
Picayune, MS 39466

EXHIBIT "A"

---

PROPOSAL  
PLANNING AND ADMINISTRATIVE SERVICES

In response to your recent legal notice, we would like to offer the following proposal for planning and administrative services for your FY1990 CDBG project. This proposal is divided into three categories: application preparation, environmental review, and administration. The scope of services for each of these categories would include, but not necessarily be limited to, the following:

I. SCOPE OF SERVICES

A. Application Preparation

1. Attend workshop conducted by the State;
2. Prepare legal notice for public hearing and transmit to the paper;
3. Conduct the required public hearing;
4. Obtain all documentation to support leveraging, prior efforts, conformance with comprehensive plan, general taxing effort, and cost benefit ratio;
5. Obtain all documentation to support number and percent of persons served, low-moderate benefit, per capita tax burden, and local financial commitment;
6. Prepare application in accordance with State regulations;
7. Provide any additional information which may be required by the State.

B. Environmental Review

1. Prepare environmental assessment in accordance with environmental regulations;
2. Prepare, publish, and disseminate Notice of Finding;
3. Prepare and publish Notice of Request for Release of Funds;
4. Prepare and submit Request for Release of Funds;
5. Establish and maintain Environmental Review Record in accordance with environmental regulations.

C. Administration

1. General
  - a. Assist during signing of Grant Agreement with State;



EXHIBIT "A"

- b. Establish letter of credit;
  - c. Establish policies and procedures for prompt implementation of applicable State and Federal laws, regulations, and requirements;
  - d. Provide complete financial management of the project including all accounting, record-keeping, contract monitoring, and submission of required reports to the State;
  - e. Establish and maintain complete filing system;
  - f. Assure compliance with all citizen participation, fair housing and equal opportunity requirements;
2. Public Facilities
- a. Confer with local officials and engineer on scheduling, etc.;
  - b. Order and distribute wage rate;
  - c. Review plans and specifications for compliance with State and Federal regulations;
  - d. Submit bid advertisement and confer with engineer on bid opening and tabulation;
  - e. Conduct preconstruction conference and prepare minutes;
  - f. Prepare required notifications to the State;
  - g. Conduct payroll interviews and review payroll reports;
  - h. Resolve any EO or labor disputes;
  - i. Prepare required labor standards reports.

II. QUALIFICATIONS

Joyce M. Hall, Owner

July, 1976 to Present:

Owner of the firm of Joyce Hall, Consultant, a women's business enterprise, since January, 1988.

Co-owner of the firm of Dunaway and Hall, Inc. During the past thirteen years, our firm successfully filed applications for Community Development Block Grant funds which totaled in excess of \$15,000,000. Additionally, we were responsible for complete management of programs in excess of \$25,000,000. The programs which we have managed included activities such as public

EXHIBIT "A"

improvements (water, sewer, streets, recreation, etc.), acquisition of real property, clearance, relocation, rehabilitation of substandard structures, economic development, and planning. As a principal of the firm, I have been directly involved with every detail required in management of a block grant program. This direct involvement has included personally performing accounting duties, maintaining files, contacting homeowners and processing applications, participating in monitoring visits, etc.

July, 1970 through June, 1976:

Rehabilitation Finance Advisor, Gulfport Community Development Commission

During this period I was involved in Urban Renewal, Code Enforcement, and Community Development Programs which involved all types of renewal activities, including public improvements, acquisition, relocation, voluntary code enforcement, clearance, and rehabilitation. The expenditure for these activities was well in excess of \$10,000,000.

As a finance specialist, I was responsible for processing loans and grants for rehabilitation of substandard structures, establishing methods of financing rehabilitation through private and public sources of funds, and working with the Building Official in successfully clearing 100 dilapidated structures through voluntary code enforcement.

III. EXPERIENCE

Dunaway and Hall, Inc., has provided service in planning, engineering and management to all sizes of local governments throughout Mississippi, Alabama, and Louisiana for the past thirteen years.

Two primary areas of services provided are application preparation and complete administration and management of Community Development Block Grant programs. Attached are more specific details of services offered and local governments for whom these services have been provided.

IV. TIME OF PERFORMANCE

- A. Application Preparation - All activities listed will be completed prior to the deadline established by the State of Mississippi.
- B. Environmental Review - Activities in this category will begin immediately upon notification of grant approval and will be completed within 45 days.
- C. General Administration - Activities in this category will begin immediately upon notification of grant approval and will be completed within twelve (12) months.

EXHIBIT "A"

---

PROPOSAL FOR PROFESSIONAL  
APPLICATION/ADMINISTRATION SERVICES

SUBMITTED TO:

CITY OF PETAL, MISSISSIPPI

SUBMITTED BY:

NIXON & ASSOCIATES, INC.  
MAGNOLIA FEDERAL BUILDING  
211 HIGHWAY 11, SOUTH  
SUITE 208  
P. O. BOX Q  
PICAYUNE, MS 39466

EXHIBIT "A"

---

A listing of funded activities is given for each of our grant recipients to show the diversity of activities we are currently under contract to implement and administer in accordance with Federal, State and Local laws, rules, regulations, and other applicable policies pertaining to administration of the federally financed programs.

In addition to the projects currently under contract, Mr. Nixon have administered complex multi-year funded CDBG/HUD programs when respectively employed as Director of Picayune Community Development Program. Details on these programs and their success is provided in the following sections and in Appendix A—Resumes.

Funding Rounds

During the State of Mississippi's fiscal year 1982 funding round for CDBG, Nixon & Associates, Inc., submitted seven (7) applications for local Mississippi towns and counties; four (4) out of seven (7) of the project applications we prepared were funded. During the State of Mississippi funding round for CDBG-Jobs Bill, Nixon & Associates, Inc., submitted two (2) applications, one (1) of the project applications we prepared were funded. During the State of Mississippi funding round for 1983, Nixon & Associates, Inc., submitted five (5) applications; three (3) of these applications were funded. Also, during the November funding round for small cities, UDAG, Nixon & Associates, Inc., submitted one (1) application, this application was funded. During the State of Mississippi Funding round for 1984, Nixon & Associates, Inc., submitted five (5) application; two of the applications were funded. During the State of Mississippi funding round for 1985, Nixon & Associates, Inc., submitted five (5) applications; two (2) of these applications were funded. We credit a great deal of this success to the fact that our staff has 26 years of combined experience in application preparation and administration of CDBG/HUD projects.

Leveraging Experience

The principal of our firm, Harvey Nixon, have actively promoted and advanced leveraging techniques to access other federal programs during previous funding rounds.

EXHIBIT "A"

er's Home Administration, Environmental Protection Agency, Revenue Sharing, private and local funds are all eligible leverage funds which can be matched with CDBG funds to show local commitment and improve chances for project approval. Mr. Nixon will work directly with the elected officials and the local citizens, to include and make maximum use of eligible leverage sources which will enforce project goals and objectives.

Further detail on our experience with federally financed programs and contracting with units of local government is provided in the following section and in Appendix

A — Resumes of Proposed Personnel.

PROFESSIONAL QUALIFICATIONS AND CDBG RELATED EXPERIENCE

The following information will provide a summary of our administrative staff's background and history with community development Block Grant/HUD programs and activities. This summary is being provided to give additional back ground and experience not included in staff resumes.

Harvey Nixon, President/Consultant/Administrator:

Prior to organizing Nixon & Associates, Inc., Mr. Nixon was employed by the City of Picayune as Administrator of the Picayune Community Development Program, he brings over 12 years of CDBG experience to the proposed project. Mr. Nixon administered CDBG programs in Picayune with no outstanding monitoring findings. As Director of the Picayune, CDBG Program, Mr. Nixon has prove himself as one of the best administrators in the State. He has administered over 11.5 million in CDBG funds over the past years.

Working in conjunction with the Jackson Area HUD Office and the USDA Farmer's Home Administration, Mr. Nixon helped develop an approved FmHA/HUD procedure for leveraging nationally pooled FmHA 502/504 funds with CDBG housing projects. This experience and technical knowledge will be essential in implementing similar CD activities, if proposed in the project.

Debra R. Jones, Vice-President/Administrative Assistant/Secretary/Acquisition  
Relocation Officer:

Mrs. Jones was employed with the City of Picayune Community Development Block Grant Program for over six (6) years. Her primary responsibility has been preparing grant applications, composing filing system consistent with HUD and State requirements, preparing contracts, preparation of budgets, submitting special reports to HUD and State offices, set-up and maintain project area residents folders for audit and monitoring purposes, and the Acquisition/Relocation Officer for Nixon & Associates, Inc.

EXHIBIT "A"

---

Mrs. Jones will work with the elected officials and the residents of the project area throughout the course of application preparation and submittal. She has a thorough understanding of the problems and approach needed to successfully implement the proposed project activities in accordance with Local, State and Federal guideline.

Virginia Teague, Administrative Assistant/Finance Officer:

Mrs. Teague was employed with the Picayune Community Development Program for over five (5) years. Her primary responsibility has been financial program accounting and progress report preparation. Mrs. Teague will be responsible for all record keeping pertaining to the financial management requirements of the Funding Agency.

Note: Complete resumes for the above personnel may be found in Appendix A of this Proposal.

Technical Capability

For a complete experience listing of technical staff proposed to work on the proposed project, please see Appendix A -Resumes of Proposed Personnel.

ABILITY TO PERFORM IN A TIMELY MANNER

A history of our firm's past experience and present workload is set out and detailed in the previous sections of this proposal. Performance on all of our past or present CDBG/HUD programs is at or above the goals and objectives as set out in the approved program funding agreements.

We have some of the best qualified CDBG/HUD personnel in the State and more years of experience than most private CDBG administrative firms in South Mississippi. Two (2) of our staff members are certified Community Development Specialists.

Resumes

Detailed resumes for all personnel outlined in this proposal, as well as additional personnel, are provided in Appendix A of this proposal. In addition to the administrative background given in the previous sections, we would note here that Mr. Nixon and Mrs. Teague have received certification as Community Development Specialists through the Department of Housing and Urban Development's Professional Certification and Training Program.

EXHIBIT "A"

ORGANIZATION SIZE AND MAKE-UP OF PERSONNEL ASSIGNED

NIXON & ASSOCIATES, INC.

Type of Organization

Nixon & Associates, Inc., is a private for profit community Development/Planning/Management Consulting Firm. We specialize in the provision of professional management and technical assistance to local units of government and private sector clients needing professional administration and/or planing services related to federal and private grant/loan programs.

Location of Office

Magnolia Federal Bank Building  
211 Hwy 11, South  
Suite 208, P. O. Box Q  
Picayune, MS 39466  
601/798-8220

Francis Vining Building  
401 Brinson Street  
Monticello, MS 39654  
601/587/7691

Cuevan Interprise Building  
Hwy 5, 89 North on Chancey Curb  
Purivs, MS 39475

Rutland Building  
Manin Street  
Collins, MS 39428

of Staff

Harvey Nixon, Principal in Firm  
Debra R. Jones, Administrative Assistant/Secretary/Acquisition-Relocation Officer  
Virginia Teague, Administrative Assistant/Finance Officer  
Dortha Lipscomb, Secretary/Acquisition-Relocation Officer  
Bertha Govan, Acquisition-Relocation Officer  
Clara Jones, Secretary/Acquisition-Relocation Officer  
William T. Lumpkin, Inspector

Board of Directors

Harvey Nixon, President  
Debra R. Jones, Vice President  
Virginia Teagaue, Secretary/Treasurer

Service Team Make-up and Supervisors of Project

The following staff will be assigned to work under the direct supervision of Mr. Nixon, who will be the Project Director. Mr. Nixon will directly supervise all work to be performed under Contract 1 and Contract 2, if awarded.

EXHIBIT "A"

Debra R. Jones, Administrative Assistant/Secretary/Acquisition-Relocation Officer  
Virginia Teague, Administrative Assistant/Finance Officer  
Dortha Lipscomb, Secretary/Acquisition-Relocation Officer  
Bertha Govan, Acquisition-Relocation Officer  
Clara Jones/ Secretary/Acquisition-Relocation Officer  
William T. Lumpkin, Inspector

UNDERSTANDING OF THE SERVICES TO BE PROVIDED

Scope of Services

Contract 1 — APPLICATION PREPARATION

Nixon & Associates, Inc., will furnish qualified staff technicians during the application process to develop an application as specified in the Request for Proposals and accompanying Technical Schedule.

Services will include but not be limited to: (1) Collection of data, surveys of proposed project area, if needed; (2) Preparation of all authorizing resolutions, public hearing notices, and board orders directly related to application preparation and submittal; (3) Review draft application with Board and Public at an open public hearing; (4) Make necessary corrections, deletions, or additions; and (5) Present the required number of copies to the Board for forwarding to the State or HUD offices.

Contract 2 — ADMINISTRATION

We propose to furnish the necessary personnel to insure proper implementation of the following professional administrative services:

(a) Environmental Review Record — within one week after receipt of a notice to commence work, an environmental review record will be submitted to the grant recipient for approval. We (the Offeror) will prepare all required paper work, clearance notices, and liaison as required by the Mississippi Community Development Block Grant and HUD Programs.

Upon acceptable review by the State/HUD, we will prepare a request for release of funds acceptable to the state/HUD funding agency and publish same in accordance with applicable State/HUD and Federal laws, rules, and regulations.



EXHIBIT "A"

- (b) Historical review/clearance — a simultaneous historical review and clearance will be conducted along with the environmental review record.
- (c) General administration, including accounting, reports required by the State/HUD and Monthly progress reports to the elected officials of the applicant/grant recipient.
- (d) Coordination with Farmer's Home Administration on leverage funds, if applicable.
- (e) Assist Project Engineer with Labor Standards Enforcement.
- (f) Citizen Participation.
- (g) Davis-Bacon Wage Rates.
- (h) Equal Employment Opportunities.
- (i) Activities Administration and Implementation.
- (j) All other requirements imposed on the grantee by the State/HUD program policy statement and the grant agreement; with the exception of auditing, legal, engineering, other professional or contractual agreements to be secured to complete non-administrative or non-planning functions.
- (k) Program close-out requirements and all administrative/coordination efforts.

Directly Related CDBG Administrative Experience

Sufficient overall administrative background has been given in Appendix A to provide an overview of our experience and qualification, however we would note here the specific experience that qualify us to implement this program in a timely and efficient manner:

- 1) Administration of CDBG/HUD programs for over 18 years administrative experience.
- 2) Acquisition/Relocation Leverage Programs in Poplarville, Monticello, and Picayune; utilizing FmHA funds and matching them 50/50 with CDBG.
- 3) Development and implementation of a successful voluntary code enforcement and demolition program resulted in redeveloped neighborhoods, rather than cosmetic rehabilitation.
- 4) Planning and grant preparation by our firm during past funding cycles.
- 5) Successful program administration and timely implementation with no outstanding audit findings.

EXHIBIT "A"

SPICIFICATION SCHEDULE AND  
PRICE FOR SERVICES RENDERED

Nixon & Associates, Inc., makes the following offer and will provide all services as outlined in the proposal instruction package.

APPLICATION PREPARATION

CONTRACT 1: Services will be provided for a contract upset figure not to exceed  
\$ 4,000.00.

Reimbursement to Nixon & Associates, Inc., is contingent upon funding of the application by the State/HUD funding agency. The city will only be responsible for payment of direct out-of-pocket expenses such as publication of legal notice, reproduction costs for application, census data, maps and other miscellaneous expenses. Said payment to be made upon presentation of an itemized list of out-of-pocket expenses, but only after expenses have been approved by the Board at the regular monthly meeting. We will prepare and submit an application for funding in accordance with all program guidelines released by the State of Mississippi, and will further adhere to all applicable HUD rules and regulations pertaining to application preparation.

Contract 2 — ADMINISTRATION

If elected to prepare an application and said application is funded, we will negotiate a fixed contract upset price for Administrative Services to be reimbursed through the CDBG/HUD program. The cost for Administration shall not exceed the funded amount for Administrative Services, as set out in the Grant Offer and Award Statement, if the application is approved.

Since the services to be provided are to be billed at an hourly rate under a fixed price contract with a ceiling upset figure, we have provided in Appendix B our current rate fee schedule for staff members proposed to work on the project. Services provided

EXHIBIT "A"

---

will be billed on a monthly basis. All costs for administration are to be paid for out of the CDBG/HUD program.

Housing Application (if a survey is needed)	\$5,000.00
Regular Application	4,000.00

Note: Should the Scope of Services be increased or decreased during the course of the project, both the city and we, the Offeror, may renegotiate contract price adjustment subject to the funding agency approval and in accordance with all contract terms and conditions.

NIXON & ASSOCIATES, INC.

EXHIBIT "B"

ORDINANCE 1979 (42-A 61)

ORDINANCE CHANGING AND AMENDING THE COMPREHENSIVE ZONING DISTRICT MAP, -  
OPTED AS PART OF COMPREHENSIVE ZONING ORDINANCE NO. 1979 (42) OF THE  
CITY OF PETAL, MISSISSIPPI AS AMENDED BY ORDINANCE NUMBERS 1979 (42-1)  
THROUGH 1979 (42-A60) SO AS TO CHANGE THE ZONING CLASSIFICATION OF  
CERTAIN LAND IN SAID CITY FROM R-3 (MEDIUM DENSITY RESIDENTIAL) TO  
C-3 (CENTRAL BUSINESS DISTRICT

BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF  
PETAL, MISSISSIPPI:

SECTION 1. That the comprehensive Zoning District Map adopted as part  
of the Comprehensive Zoning Ordinance Number 1979 (42) of the City of Petal,  
Mississippi, as amended by Ordinance Numbers 1979 (42-1) through 1979 (42-  
A60) be and the same is hereby changed and amended as per petition filed in  
conjunction therewith so that the land described as:

1. Beg. 418ft N & 30ft W SE COR NW 1/4 NE 1/4 W 109ft N 110ft E  
109 ft S 110ft to POB

As per map or plat thereof on file in the Office of the Chancery  
Clerk of Forrest County, Ms.

SECTION II. Except as hereby expressly changed and amended, the afore-  
said Comprehensive Zoning Ordinance Number 1979 (42) of the City of Petal,  
Mississippi as amended by Ordinance Numbers 1979 (42-1) through 1979 (42-A60)  
shall be and remain in full force and form as adopted on April 5, 1979.

SECTION III. This ordinance shall take effect and be in full force  
from and after its passage.

The above and foregoing ordinance having been reduced to writing, the  
same was read and voted upon, first section by section, and then upon the  
ordinance as a whole.

Those present and voting "AYE" and in favor of the passage, adoption  
and approval of Sections 1, 2, and 3 of the foregoing Ordinance:

Reuben Clepper  
Jerry Crowe  
Donald H. Rowell  
Bobby Runnels  
Leroy Scott

Those present and voting "NAY" or against any of said Sections of the  
foregoing Ordinance:

None

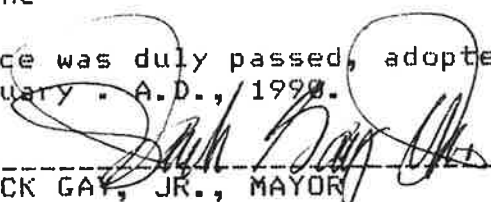
Those present and voting "Aye" and in favor of the passage, adoption  
and approval of the ordinance as a whole:

Reuben Clepper  
Jerry Crowe  
Donald H. Rowell  
Bobby Runnels  
Leroy Scott

Those present and voting "NAY" or against the passage, adoption and  
approval of the foregoing ordinance as a whole:

None

WHEREFORE the foregoing Ordinance was duly passed, adopted and  
approved on this the 16th day of January, A.D., 1979.

  
-----  
JACK GAY, JR., MAYOR

(SEAL)

ATTEST:

