

MINUTES
HARRISON COUNTY DEVELOPMENT COMMISSION
May 21, 2019

A special called meeting of the Harrison County Development Commission was called to order at 8:17 am on Tuesday, May 21, 2019 at Harrison County Development Commission, Gulfport, Mississippi.

Commissioners present: President Jimmy Levens, Brian Gollott, John "Shorty" Sneed, Cliff Kirkland, Mark Schloegel, Sam LaRosa, Frankie Castiglia, and Sharon Bentz-Mustered.,

Staff members present: Executive Director Bill Lavers, Marcia Crawford, Michelle McGraw, Lori Frazier, and Michelle Walker as recording secretary.

Consultants present: Legal Counsel Jim Simpson and Don Clark with DCC Consultants.

The media was notified of this meeting.

I. CALL TO ORDER

President Jim Levens called the meeting to order at this time.

II. Agenda Adjustment

President Jimmy Levens announced the agenda adjustments which were the following:

- Retention Policy on inventory was added,
- Employee use of Publicly Owned Vehicles

Commissioner Castiglia made a motion to put personnel issue under legal and seconded by Commissioner Sneed. After discussion, the motion carried unanimously. Commissioner Sam questioned the other agenda items that were tabled from the last meeting which was not advertised properly and the reason for this special called meeting.

III. INTRODUCTION OF GUESTS

NO GUESTS ATTENDED THIS MEETING.

IV. MEETING MINUTES

Motion was made by Commissioner Cliff Kirkland to approve the April 16, 2019 meeting minutes and seconded by Commissioner Frank Castiglia. After discussion, the motion carried unanimously.

GUESTS / COMMENTS

Executive Director Bill Lavers introduced Derek Duckworth as our new intern. Derek gave a brief description of his background and expressed his appreciation to be a part of the HCDC.

V. Vote Items

- **Retention Policy** – A brief discussion took place on policy updates, record holding time frames and the need for updated policy. Commissioner Frank Castiglia made motion to approve the Retention Policy and was seconded by Commission John Sneed (Shorty).

- **Open Records Request Policy Review** – Attorney Jim Simpson stated he has not completed the policy reviews and the item was tabled. Commissioner Sam LaRosa made a motion to table it and Commissioner Cliff Kirkland seconded the motion. No other discussion took place, the motion carried unanimously.

- **Land Sale VPD, LLC** – Commissioner Frank Castiglia made a motion to table this and Commissioner Cliff Kirkland seconded the motion. After discussion, Sam LaRosa stated we need a copy of the appraisal when it comes up again for approval. Executive Director Bill Lavers stated we had that but the deal changed in acreage and needed to be redone and already requested an update. Commissioner Sam LaRosa made a motion to table it and Commissioner Cliff Kirkland seconded it. No further discussion took place and the motion carried unanimously.

- **Declaration of Covenants Rewrite** – Frank Castiglia made a motion to table it, Commissioner John Sneed (Shorty) seconded the motion. No other discussion took place, the motion carried unanimously.

- **The Innovation Center Roof Resolution _ Emergency Declaration**
Commissioner Frank Castiglia made a motion to approve and seconded by Commissioner Cliff Kirkland. No other discussion took place, all in favor Aye. A Roll call vote took place. 11-1 Affirmative vote motion passed. Commissioner Brian Gollott, Cliff Kirkland, Frank Castiglia, Sam LaRosa, Sharon Mustered-Bentz, Mark Schloegel, John Sneed (Shorty), and Jim Levens voted Aye.

- **Auto Lease** - Frank Castiglia made a motion to table it, Commissioner Mark Schloegel seconded the motion. No other discussion took place, the motion carried unanimously.

Commissioner Sam LaRosa questioned why we had to do this meeting over again. Attorney Jim Simpson stated we were redoing it to make sure we followed all procedures. We were legal on the first meeting but felt the need to recall it since the original meeting that took place was not advertised on the website properly.

A. Finance (Sneed, Chairman)

- **Operations Financial Statements for April 2019**

Commissioner John Sneed (Shorty) made a motion to approve the March 2019 Operation financial statements and seconded by Commissioner Mark Schoegel. After discussion, the motion carried unanimously.

- **Utilities Financial Statements for April 2019**

Commissioner John Sneed (Shorty) made a motion to approve the March 2019 Operation financial statements and seconded by Commissioner Mark Schoegel. After discussion, the motion carried unanimously.

- **Operations Claims for April 2019**

Commissioner John Sneed (Shorty) made a motion to approve all claims for Operations for April 2019 Commissioner Frank Castiglia seconded the motion. After discussion, motion was approved unanimously. After discussion, Sam LaRosa wanted to confirm we were not paying Innovation Center travel expenses or anything that has nothing to do with the

building. When the new board comes in we need to make this clear. Motion was approved with one Naye vote by Commissioner Sam LaRosa.

- **Utilities Claims for April 2019**
Commissioner Sneed made the motion to approve all claims for Utilities for April 2019 and Commissioner Castiglia seconded the motion. After discussion, the motion carried unanimously.

COMMITTEE REPORTS

A. Marketing & Industrial

- **Brandi Hough** – gave a brief update.

B. Innovation Center

Stephen Whitt was not present to give a report on the status of the Innovation Center.

- **Discussion – The Innovation Center**
Executive Director Bill Lavers stated they met with board leaders on The Innovation Center by-laws and no action taken at this time. They will appt 4 board members which have not been posted yet and the HCDC will appoint 3 which will be Jay Lee, John Atherton, and Mark Schloegel.

C. Administrative, Engineering & Maintenance

- **New Bush Hog**
The Engineering Committee approved a new bush hog purchase and approved documents for payment.
- **Pumps Station #4**
Consultant Don Clark and President Jim Levens had a discussion on this and agreed to put a bid out for new pumps and advertise accordingly. We will call for a mandatory approved bid. Update on cost pumps will be about 50K plus or minus plus labor to install.

Team Reports

Team Reports was provided.

VI. Directors Report

Bill Lavers provided a Directors Report.

VII. Old/New Business

- **Zoning Variance**
Bill Lavers gave an update on the zoning variance, it was approved and staying on top of Jeramiah at FL Crane for building plans.
- **Trust Balance/Lori**
Executed Director Bill Lavers stated Attorney Jim Simpson was working on the trust balance.

- **Wolf River**
Executive Director Bill Lavers stated we closed the land sale on the Wolf River yesterday, and Lori Frazier our Finance Director made the deposit yesterday.
- **BP Award – Seawall**
Executive Director Bill Lavers stated 2 meetings taking place today, one at 10 am and 2 pm, on rules, paperwork and how the process will , meeting today at 10 and another at 2 pm on rules and paperwork for the grant. Al
- **Attendance Policy**
Executive Director Bill Lavers just wanted to keep the board in the know on internal policy updates.
- **Knight Abbey Commitment Letter**
Executive Director Bill Lavers stated it was talked about. No additional updates at this time.
- **Plat-North Harrison County Industrial Complex (NHCIC)**
Executive Director Bill Lavers gave an update on the plat-NHCIC, stated it was completed and recorded.
- **MDA Site Development**
Executive Director Bill Lavers stated it was talked about, no additional update to give.
- **Seaway Parking Plan**
Executive Director Bill Lavers announced an idea to create a Parking plan to be in place for boats on the seaway when hurricanes were to hit. Discussion took place and it will be determined later if a plan is put together.
- **Executive Session**
President Jim Levens stated there was no need to go into executive session today.

No action taken.

VIII. **Legal**

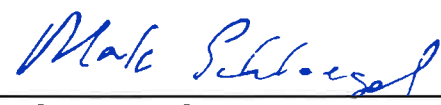
IX. **Announcements/Notices**

X. **ADJOURN**

There being no further business to come before the Commission, Commissioner Cliff Kirkland made a motion to adjourn and seconded by Commissioner Mark Schloegel.



Jimmy Levens, President



Mark Schloegel, Secretary