

OCEAN SPRINGS REDEVELOPMENT AUTHORITY

Meeting Minutes
City Hall Board Room
August 6, 2024
9:00 AM

Board Members Attending

Mr. Greg Cronin
Mr. Ken Williams
Mr. Doug Roll
Mr. Todd Coulter

Others in Attendance

Mayor Kenny Holloway
Community Relations Coordinator, Ravin Nettles
Vicky Hupe, Executive Director
Board Attorney, Josh Danos

Call to Order

It was determined that a quorum was present and the meeting was called to order at 9:00 AM.

Agenda Order Approval

A motion was made by Mr. Roll to approve the agenda order, as presented. The motion was seconded by Dr. Coulter and passed unanimously.

Consent Agenda

Mr. Roll made a motion to approve the items on the consent agenda, including approval of the minutes from meetings occurring on 7/2/24 and 7/23/24. The motion was seconded by Mr. Williams and passed unanimously.

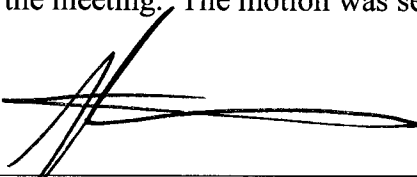
New Business

Mayor Holloway provided an update regarding the GCRF application, and no action was taken.

A motion was made by Mr. Roll to discuss the OSRA Public Records Policy. The motion was seconded by Dr. Coulter and passed unanimously. The OSRA Public Records Policy was presented by the board attorney. A motion was made by Mr. Williams to approve the OSRA Public Records Policy, as presented. The motion was seconded by Dr. Coulter and passed unanimously.

Adjournment

A motion was made by Dr. Coulter to adjourn the meeting. The motion was seconded by Mr. Cronin and passed unanimously.



Ken Williams, Interim Board Secretary

OCEAN SPRINGS REDEVELOPMENT AUTHORITY

Regular Meeting
City Hall Board Room
August 6, 2024
9:00 AM

AGENDA ITEMS

1. Determination of Quorum
2. Call to Order
3. Agenda Order Approval
4. Consent Agenda
 - a. Approval of 7/2/24 Meeting Minutes.
 - b. Approval of 7/23/24 Meeting Minutes.
5. Old Business
 - a. None.
6. New Business
 - a. Approval of Public Records Policy.
7. Executive Session
 - a. None.
8. Adjournment

**RESOLUTION OF THE OCEAN SPRINGS REDEVELOPMENT AUTHORITY
ESTABLISHING PUBLIC RECORD REQUEST POLICY**

COMES NOW, the Board of Commissioners of the Ocean Springs Redevelopment Authority and finds that:

WHEREAS, Section 25-61-1, *et seq.* of the Mississippi Code is known as the "Mississippi Public Records Act of 1983" ("the Act"); and

WHEREAS, Section 25-61-5 permits public bodies to adopt written procedures concerning the cost, time, place and method of access to public records pursuant to the limitations set forth therein; and

WHEREAS, the Board of Commissioners of the Ocean Springs Redevelopment Authority hereby adopts this resolution approving its policy and establishing the Redevelopment Authority Public Records Policy, attached hereto as Exhibit 'A', in order to fully comply with the Act; and

WHEREAS, all words and phrases used in the Redevelopment Authority Public Records Policy shall have the same meaning as used in the Act.

The motion to approve the foregoing resolution was made by Ken Williams and seconded by Todd Coulter, and the following vote was recorded:

Greg Cronin	<u> Aye </u>
Todd Coulter	<u> Aye </u>
Ken Williams	<u> Aye </u>
Jeff Shepard	<u> Absent </u>
Doug Roll	<u> Aye </u>

RESOLVED by the Board of Commissioners of the Ocean Springs Redevelopment Authority on this the 5th day of August, 2024.



Vicky Hupe
Executive Director

ATTEST:



Secretary

**PUBLIC RECORDS POLICY OF THE
OCEAN SPRINGS REDEVELOPMENT AUTHORITY**

This statement of policy and procedure is drafted and published in compliance with the Mississippi Public Records Act of 1983, codified as Section 25-61-1, *et seq.* of the Mississippi Code. The Mississippi Public Records Act of 1983 and all amendments thereto are incorporated into this policy. The procedures and policies herein shall be complied with by the Ocean Springs Redevelopment Authority ("the Authority"), and by any person exercising the right to inspect, copy, or mechanically reproduce or obtain a reproduction of any public record held and controlled by the Authority.

1. A person requesting any public record held or controlled by the Authority may do so in writing on a form provided at City Hall and delivered in person at City Hall or delivered via U.S. mail. Requests by mail shall be submitted to P.O. Box 1800, Ocean Springs, MS 39566-1800, addressed to "The Executive Director of the Ocean Springs Redevelopment Authority". In no case will the request be deemed made until received at City Hall by the Executive Director. The date of the request shall be the date such request on proper form is received by the Executive Director, who shall require the request to prominently display the correct date on its face. Emails or other correspondence not on a proper form will not be considered as compliant requests.
2. All requests shall be clear and concise, and records are to be requested with all reasonable particularity in accordance with the record keeping procedures in place for the Authority.
3. The Authority shall produce the requested records or deny all requests for inspection within seven (7) working days of the request, subject to the extended time permitted by Section 25-61-9 for certain records. The Authority shall notify the person requesting the information if the request will not be honored, as well as set forth in writing the reason(s) said

request could not be fulfilled, whether in whole or in part. If the Authority is to produce records but is unable to comply with the seven (7) working day mandate, the requesting party shall be notified and the production shall be made within fourteen (14) working days of when the request was received. Requests for records related to sealed proposals shall be governed by Section 25-61-5(1)(b).

4. If the request is to be honored, the requesting party shall be given a reasonable estimate of the costs incurred by the Authority in locating and producing the records for inspection and/or production. Copies shall be charged at fifty cents (\$.50) per page for letter size and legal sized documents. Architectural drawings or documents of similar size, if subject to production, shall be charged at five dollars (\$5.00) per page. All copies and/or printed documents will be one-sided only. All time of Authority employees to comply with the request shall be charged at twenty dollars (\$20.00) per hour. Electronic production via flash drive, CD, or other method can be had by payment of the cost of the medium utilized and reasonable labor, subject to the capability of the Authority to create said device in a manner compatible with the requestor's electronic equipment. Requestors will not be permitted to supply their own electronic medium. Arrangements for electronic production can be made by contacting the Executive Director. All charges associated with a request shall be to reimburse the Authority for time and materials utilized in fulfilling the request and shall not exceed the actual cost to the Authority of producing the requested records. The Executive Director shall collect all such fees prior to providing records to the requesting party or permitting review of records.
5. Requesting parties shall not be given access to computers of the Authority. If records are stored electronically, the requesting party will be responsible for paying appropriate costs as set forth in Paragraph 5 in order to view said records. If the search of computer records, emails, or any electronically stored information is of such complexity that it requires the assistance of a

third party contractor, the requesting party shall be notified prior to the contractor beginning said work. The rate charged for such work shall be equal to the amount charged by the contractor to the Authority.

6. Requests to inspect records will be done at a mutually agreeable date and time. Except upon agreement of the Authority and requesting party, the inspection shall occur within the time for production as established by this policy.
7. If records are to be provided via mail, the requesting party shall submit postage fees prior to the records being provided. Records can be provided via electronic mail only upon mutual agreement of the Authority and the requesting party and subject to the capabilities of their respective systems.
8. Records of all denials of record requests, whether in whole or in part, shall be maintained by the Executive Director for a minimum period of three (3) years.
9. All requests shall be subject to the privilege and confidentiality guidelines set forth in Sections 25-61-9 and 25-61-11.
10. If any part of this policy is deemed illegal, unconstitutional, or unenforceable for any reason, the remainder of the policy shall remain in full force and effect.



REDEVELOPMENT AUTHORITY
Public Records Officer: Executive Director

Public Records Request – Must be Submitted In Person or by Mail

Legal Name: _____

Date: _____

Street Address: _____

Email Address: _____ Phone Number: _____

SUBJECT MATTER

Record Request are to be specific, not overly expansive in scope

MANNER OF COMPLIANCE

- Personally Inspect (Flat rate of \$10 plus time, APPOINTMENT REQUIRED)
- Cause to be Copied
- Email

MANNER OF DELIVERY DESIRED

- By mail to the address above
- In person
- Email

RATES

- Copy rate per BW page - \$0.25 -- Copy rate per Color page - \$0.50 -- Standard Letter or Legal Size
- Postage – Current Rate
- Search, Review, Reproduction (per hour/per staff member) - \$20.00
- Email files under 25MB - No charge
- USB Flash Drive (up to 1GB)/ CD - \$10 each
- Inspect in person - \$10.00 plus staff hourly rate in 15-minute increments.
- Email Searches will be charged at AGJ set rate - \$150/hour M-F 8-5 or \$175/hour Weekend and after hours.
- Email Search Estimate provided by AGJ - \$37.50 must be submitted before the estimate is given
- A \$1.00 charge will be added, following Section 25-60-5 MS Code requirements.

Disclaimer and Signature

ACKNOWLEDGEMENT OF COST – By signing below, I understand a fee may be charged to cover the direct costs of search, review, and reproduction. I understand such costs must be paid PRIOR to the production of the public record(s). I understand the costs for searching, reviewing, and reproducing the records may exceed initial estimates and I agree to pay additional costs if they exceed the original estimate. Should the request require extensive research or copies, the requestor agrees to allow additional time for processing the requested documentation to be mutually agreed upon by the parties. IMPORTANT: THEFT OR ALTERATION OF STATE RECORDS IS A CRIME PUNISHABLE BY LAW, MISS. CODE ANN 25-59-23 (1972).

Signature: _____

Date: _____

Approval Granted by: _____