

**MINUTES OF THE  
HATTIESBURG CONVENTION COMMISSION  
&  
MANAGEMENT**

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Minutes of a regularly scheduled meeting of the Board Members of the Hattiesburg Convention Commission of the City of Hattiesburg, Mississippi, held at the Lake Terrace Convention Center on...

**November 9, 2023**

Be it remembered that on the 9<sup>th</sup> of November the Board Members of the Hattiesburg Convention Commission (HCC) met. The meeting was called to order at **12:08 p.m.** by Jennifer Payne, Chair of the Hattiesburg Convention Commission. The following Members of the Board were found to be present:

**PRESENT**

Jennifer Payne  
Andy Stetelman  
Traci Rouse  
Charles Brown  
Charlie Jones via ZOOM

**ABSENT**

Aubrey Lucas  
Clyde Bryant

**ALSO PRESENT**

Rick Taylor, Management  
Carey Varnado, Legal Counsel  
Salem Bunkheila, Administration  
Jessica Cathey, Administration

**Minutes from Previous Board Meeting**

Upon motion made by Andy Stetelman and, duly seconded by Traci Rouse and after a full discussion, there was a unanimous favorable vote of the Board to approve the Minutes as presented.

**Financial Report**

Rick Taylor presented the Financial Report including the Claims Docket for the Operations and Maintenance, and Revenue for ratification. A motion was made by Andy Stetelman, duly seconded by Charles Brown, and after a full discussion, there was a unanimous favorable vote of the Board to accept the financial reports, and ratify the Claims Docket as presented with the exception of the Capital Expansion payment for the Equipment Lease.

**Legal Report**

Carey Varnado notified the Board that there were no current active nor pending legal matters for the Commission. He informed the Board that the Commission received a Freedom of Information Act request for camera footage of the Saenger Theater.

**Old Business**

Rick Taylor updated the Board on the status of the Waterpark development. He informed the Board that the landscaping have been planted in the Lazy River island in order to use heavy equipment prior to the addition of concrete around the river. He recognized Salem Bunkheila for his effort in the acquisition of the 2000 amp switchgear from New Jersey. He added that all plumbing has been installed. This month, a senior inspector from Whitewater inspected the apparatus and left general notes for the installers of areas that needed to be modified. The Commission plans to schedule a meeting for the both the installer and the inspector to meet on site at the same time.

Rick Taylor updated the Board on the status of the projects on the Sixth Street Museum District. He informed the Board that the steel for the Moeller Museum has been delivered to the site. He added that the Oseola Museum exhibit is in production.

Rick Taylor updated the Board of the status of the Hattiesburg Zoo. He informed the Board that the ZooBoo was a strong event due to the great weather and ticket sales. He added that the Zoo has the following new animals: two hyena cubs, a new giraffe (Grace) and a new tiger (Bunga).

Rick Taylor informed the Board that the Saenger Theater has received a grant from the MS Art Commission for the renovation of the 2<sup>nd</sup> floor of the Saenger Annex.

Rick Taylor also reported that the Eureka School Museum must request alcoholic beverage service waivers from three nearby churches do to proximity to the said churches. Latoya is meeting with each pastor to request their signature on a waiver of objection to alcoholic beverage service within 400ft of their facility. If all three churches agree, the waiver will allow functions like the HPSD Foundation Hall of Fame and EUROHA to offer cocktails and wine at their events.

### **New Business**

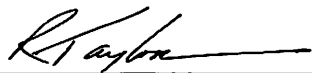
There was no new business to discuss during the meeting.

A motion was made by Charles Brown to adjourn the Commission meeting. This motion was seconded by Andy Stetelman and upon receiving a unanimous favorable vote, the Commission Meeting was adjourned.

Respectfully submitted:

  
Jennifer Payne, Chair

Attest:

  
Richard Taylor, Executive Director

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Minutes of a regularly scheduled meeting of the Board Members of the Hattiesburg Convention Commission of the City of Hattiesburg, Mississippi, held at the Lake Terrace Convention Center on...

**January 25, 2024**

Be it remembered that on the 25<sup>th</sup> of January the Board Members of the Hattiesburg Convention Commission (HCC) met. The meeting was called to order at **12:12 p.m.** by Jennifer Payne, Chair of the Hattiesburg Convention Commission. The following Members of the Board were found to be present:

**PRESENT**

Jennifer Payne  
Andy Stetelman  
Traci Rouse  
Clyde Bryant

**ABSENT**

Aubrey Lucas  
Charles Brown  
Charlie Jones

**ALSO PRESENT**

Rick Taylor, Management  
Carey Varnado, Legal Counsel  
Salem Bunkheila, Administration  
Jessica Cathey, Administration

**Citizen's Forum**

**Minutes from Previous Board Meeting**

Upon motion made by Andy Stetelman and, duly seconded by Traci Rouse and after a full discussion, there was a unanimous favorable vote of the Board to approve the Minutes as presented.

**Financial Report**

Rick Taylor presented the Financial Report including the Claims Docket for the Operations and Maintenance, and Revenue for ratification. A motion was made by Traci Rouse, duly seconded by Clyde Bryant, and after a full discussion, there was a unanimous favorable vote of the Board to accept the financial reports, and ratify the Claims Docket as presented with the exception of the Capital Expansion payment for the Equipment Lease.

The HCC selected and authorized the use of Delta Industries for provision of the apron concrete for the Serengeti Springs as a sole source provider based on their guarantee of compliance with the quantity and service schedule for the sequential multiples pours needed for the extensive amount of required ready-mix concrete. Competitive quotes were received from MMC Concrete and Delta Industries, but MMC Concrete was not able to guarantee the quantities needed on the time schedule required for this part of the Serengeti Springs Waterpark project. Due to the time sensitive nature of this element of the project, and in specific, the sequencing of the numerous components of the project, the Executive Director authorized the selection of Delta Industries as the sole provider able to meet the project requirements.

Traci Rouse made a motion to ratify the selection of Delta Industries for provision of the apron concrete for the Serengeti Springs as a sole source provider based on the details provided and noted herein. Said motion was seconded by Andy Stetelman, and upon a unanimous vote of the Board of Commissioners, ratification was provided.

The HCC selected and authorized the use of Munn Enterprises, Inc. as a sole source vendor for construction and installation of the Serengeti Springs Bus Stop based on their prior research, engineering and construction of the current Hattiesburg Zoo bus stop in accordance with traffic safety standards and regulations of the City of Hattiesburg.

Clyde Bryant made a motion to ratify the selection of Munn Enterprises for the completion of the Serengeti Springs bus stop as a sole source provider based on the details provided and noted herein. Said motion was seconded by Traci Rouse, and upon a unanimous vote of the Board of Commissioners, ratification was provided.

The HCC selected and authorized the use of Precision Service & Installation, LLC for the inspection, servicing, and repairs of 160 HUF COR operable wall panels (air walls) at the Lake Terrace Convention Center. Precision Services & Installations is the HUF COR authorized dealer and service agency for the region that includes Mississippi. Their selection as a sole source vendor for this work is based on their manufacturer (HUF COR) representation for the now-discontinued operable wall panels.

Andy Stetelman made a motion to ratify the selection of Precision Service & Installation, LLC as a sole source provider based on the details provided and noted herein. Said motion was seconded by Traci Rouse, and upon a unanimous vote of the Board of Commissioners, ratification was provided.

### **Legal Report**

Carey Varnado stated that there were no legal matters to be brought before the Commission at this meeting.

### **Old Business**

Rick Taylor gave the Board an update on the projects that were discussed in the November board meeting. He informed the Board that the hyenas had one cub to expire, the remaining cub was announced to be a female during the Gender Reveal Event at the Zoo. Two glass walls have been added to the hyena exhibit to increase guest viewing.

He also reported that the Eureka School Museum request for alcoholic beverage service waivers from three nearby churches has been approved by the churches which allows for a comprehensive food and beverage menu for events at Eureka School.

Rick Taylor updated the Board on the status of the waterpark development. He informed the Board that the waterpark opening is still scheduled for Memorial Day weekend. Both the manufacturer and installer of the Fusion Fortress are in the midst of a survey, balancing, water testing and adjustments of the apparatus this month and the next. Work on the parking lot is beginning, and in the meantime, work on all of the buildings, landscaping, fencing and other elements is underway. He also commended the work of waterpark project managers, Scott Humphrey and Wayne Sullivan on behalf of BW Sullivan Building Contractor.

Rick Taylor updated the Board on the status of the projects in the Sixth Street Museum District. He informed the Board that the African American Military History Museum received a grant from the History Channel's *Save Our History* program. He added that Latoya Norman, the District's Museum Director, would be featured during a segment of the History Channel Original: *The Harlem Hell Fighters* program scheduled for February 4, 2024 at 8:00pm.

He notified Board members that the steel for the Moeller Museum has been delivered to the site and the building frame has been erected. The museum staff are continuing to seek exhibit designers to build backdrops for the vehicles.

He added that Blackstar Exhibits will begin installation of the room-by-room museum exhibits in the Oseola McCarty House in May. In the meantime, HVAC, final electrical and interior walls are being completed. House painting and the outdoor exhibit will start in the spring.

Rick Taylor updated the Board on the status of the Hattiesburg Zoo. He informed the Board that Hattiesburg Zoo is working with a consultant for AZA and ZAA accreditation. He is also working with Missy McGee, Mississippi Representative, for the consideration of a design-build process for Zoo exhibits during the next phase of the Zoo expansion project. He added that they HCC is planning to acquire more housing for the J-1 students participating in cultural and educational exchange opportunities and Hattiesburg Zoo veterinary interns.

Rick Taylor informed the Board that renovation for the second floor of the Saenger Annex is underway. The Commission is also working to create additional parking on the Lake Terrace Convention Center campus for concerts at the Lawn at Lake Terrace.

### **New Business**

There was no new business to discuss during the meeting.

The Board recognized the *Pinebelt News* and *Signature Magazine* **Top 20 under 40** Awardees: Jessica Cathey, Director of Human Resources, Jeremy Cumpton, Director of Conservation, Education and Animal Care, Danielle Herrington, Direct of Accounting and Demetric Kelly, Director of Guest Services and Retail.

A motion was made by Andy Stetelman to adjourn the Commission meeting. This motion was seconded by Traci Rouse and upon receiving a unanimous favorable vote, the Commission Meeting was adjourned.

Respectfully submitted:

  
Jennifer Payne, Chair

Attest:



Richard Taylor, Executive Director

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Minutes of a regularly scheduled meeting of the Board Members of the Hattiesburg Convention Commission of the City of Hattiesburg, Mississippi, held at the Lake Terrace Convention Center on...

**February 22, 2024**

Be it remembered that on the 22<sup>nd</sup> of February the Board Members of the Hattiesburg Convention Commission (HCC) met. The meeting was called to order at **12:13 p.m.** by Jennifer Payne, Chair of the Hattiesburg Convention Commission. The following Members of the Board were found to be present:

**PRESENT**

Jennifer Payne  
Andy Stetelman  
Traci Rouse  
Clyde Bryant  
Aubrey Lucas  
Charles Brown

**ABSENT**

Charlie Jones

**ALSO PRESENT**

Rick Taylor, Management  
Carey Varnado, Legal Counsel  
Salem Bunkheila, Administration  
Jessica Cathey, Administration  
Danielle Herrington, Administration

**Citizen's Forum**

**Minutes from Previous Board Meeting**

Upon motion made by Traci Rouse and, duly seconded by Clyde Bryant and after a full discussion, there was a unanimous favorable vote of the Board to approve the Minutes as presented.

**Financial Report**

Rick Taylor presented the Financial Report including the Claims Docket for the Operations and Maintenance, and Revenue for ratification. A motion was made by Traci Rouse, duly seconded by Aubrey Lucas, and after a full discussion, there was a unanimous favorable vote of the Board to accept the financial reports, and ratify the Claims Docket as presented with the exception of the Capital Expansion payment for the Equipment Lease.

Rick Taylor requested that the Board ratify the Equipment Lease payment to The First Bank for the months of September – January. A motion was made by Aubrey Lucas, duly seconded by Clyde Bryant, and after a full

discussion, there was a unanimous favorable vote of the Board to accept the Capital Expansion September – January payments for the Equipment Lease. The following Board Members abstained: Traci Rouse, Andy Stetelman and Charles Brown

### **Legal Report**

A motion was made by Traci Rouse and, duly seconded by Clyde Bryant and after a full discussion, there was a unanimous favorable vote of the Board to consider going into Executive Session.

A motion was made by Clyde Bryant and, duly seconded by Aubrey Lucas and after a full discussion, there was a unanimous favorable vote of the Board to go into Executive Session for the purpose of discussing potential real estate matters.

A motion was made by Traci Rouse and, duly seconded by Clyde Bryant and after a full discussion, there was a unanimous favorable vote of the Board to go out of Executive Session.

A motion was made by Charles Brown and, duly seconded by Aubrey Lucas and after a full discussion, there was a unanimous favorable vote of the Board to authorize the staff to work with the Commission Attorney to execute necessary documents for the purchase of property near the Hattiesburg Zoo within normal public guidelines for purchases utilizing appraised value.

### **Old Business**

Rick Taylor updated the Board on the status of the waterpark development. He informed the Board that the project manager for Whitewater will be on site next week to review progress and confer with their job superintendent about the commissioning phase of the Fusion Fortress. Taylor thanked Forrest General Hospital for the use of their generator to test the various pumps for both the Fusion Fortress and the Lazy River. The painting of the lazy river, installation of the LifeFloor, electrical components of the swim up bar and the new parking lot are all underway. The waterpark advertising agency, 3i Advertising has been working with the Commission to prepare for the seasonal advertising program that will go live with the commissioning of the Fusion Fortress.

Rick Taylor informed the Board that the viewing glass for the hyena exhibit has been installed at the Zoo to the great interest of the public and interestingly, the hyenas as well. The genet exhibit is under construction in its location adjacent to the hyena exhibit. He also added that the plans for the new ticketing and entrance at the Hattiesburg Zoo are underway.

Rick Taylor updated the Board on the development projects in the Sixth Street Museum District. The Moeller Military Vehicle Museum has been stalled due to “oil canning” of the exterior metal skin of the building. The HCC staff and designated construction manager, Scott Humphrey, are working with Reed Metals to remedy this occurrence and get the project back in construction. Also, within the District, Taylor added that the final electrical wiring and interior walls are being completed at the Oseola McCarty House Museum. Taylor commended Latoya Norman, Director of Museums and Vanessa Molden, Museums Operations and Education Supervisor on all the extensive programming for the District during Black History Month as well as throughout the year.

At the Convention Center, work is underway to add auxiliary parking for various large scale concerts at The Lawn. The April concert by The Revivalists will be the first use of this area and it is paramount to get it completed.

**New Business**


There was no new business to discuss during the meeting.

A motion was made by Aubrey Lucas to adjourn the Commission meeting. This motion was seconded by Traci Rouse and upon receiving a unanimous favorable vote, the Commission Meeting was adjourned.

Respectfully submitted:

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Jennifer Payne, Chair

Attest:



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Richard Taylor, Executive Director

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**MINUTES OF THE  
HATTIESBURG CONVENTION COMMISSION  
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MANAGEMENT**

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Minutes of a Special Called meeting of the Board Members of the Hattiesburg Convention Commission of the City of Hattiesburg, Mississippi, held at the Lake Terrace Convention Center on...

**March 12, 2024**

Be it remembered that on the 12<sup>th</sup> of March the Board Members of the Hattiesburg Convention Commission (HCC) met. The meeting was called to order at **9:11 a.m.** by Jennifer Payne, Chair of the Hattiesburg Convention Commission. The following Members of the Board were found to be present:

**PRESENT**

Jennifer Payne via Zoom  
Andy Stetelman via Zoom  
Traci Rouse via Zoom  
Clyde Bryant via Zoom  
Aubrey Lucas

**ABSENT**

Charles Brown  
Charlie Jones

**ALSO PRESENT**

Rick Taylor, Management  
Carey Varnado, Legal Counsel  
Salem Bunkheila, Administration  
Jessica Cathey, Administration

**New Business**

Rick Taylor introduced *Resolution 03122024* to request the City Council of the City of Hattiesburg to request the Mississippi Legislature to authorize the Hattiesburg Convention Commission to allow the use of the design-build method of contracting for projects and other purposes. All Commissioners received a copy of *Resolution 0312204* for review prior to the meeting. Taylor briefed the Board on the necessity of employing the design-build method, highlighting its relevance to the unique characteristics of the Commission's projects.

A motion was made by Aubrey Lucas, duly seconded by Andy Stetelman, and after a full discussion, there was a unanimous favorable vote of the Board to approve the proposed *Resolution 03122024*.

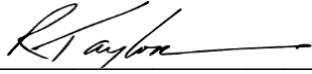
A motion was made by Aubrey Lucas to adjourn the Commission meeting. This motion was seconded by Andy Stetelman and upon receiving a unanimous favorable vote, the Commission Meeting was adjourned.

Respectfully submitted:

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Jennifer Payne, Chair

Attest:



Richard Taylor, Executive Director

DRAFT

**MINUTES OF THE  
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Minutes of a regularly scheduled meeting of the Board Members of the Hattiesburg Convention Commission of the City of Hattiesburg, Mississippi, held at the Lake Terrace Convention Center on...

**March 28, 2024**

Be it remembered that on the 28<sup>th</sup> of March the Board Members of the Hattiesburg Convention Commission (HCC) met. The meeting was called to order at **12:11 p.m.** by Jennifer Payne, Chair of the Hattiesburg Convention Commission. The following Members of the Board were found to be present:

**PRESENT**

Jennifer Payne  
Andy Stetelman  
Traci Rouse  
Clyde Bryant  
Aubrey Lucas  
Charles Brown  
Charlie Jones via Zoom

**ABSENT**

**ALSO PRESENT**

Rick Taylor, Management  
Carey Varnado, Legal Counsel  
Salem Bunkheila, Administration  
Jessica Cathey, Administration  
Danielle Herrington, Administration

**Citizen's Forum**

**Minutes from Previous Board Meeting**

Upon motion made by Aubrey Lucas and, duly seconded by Andy Stetelman and after a full discussion, there was a unanimous favorable vote of the Board to approve the Minutes as presented.

**Financial Report**

Rick Taylor presented the Financial Report including the Claims Docket for the Operations and Maintenance, and Revenue for ratification. A motion was made by Andy Stetelman, duly seconded by Aubrey Lucas, and after a full discussion, there was a unanimous favorable vote of the Board to accept the financial reports, and ratify the Claims Docket as presented with the exception of the Capital Expansion payment for the Equipment Lease.

Rick Taylor requested that the Board ratify the Equipment Lease payment to The First Bank. A motion was made by Clyde Bryant, duly seconded by Aubrey Lucas, and after a full discussion, there was a unanimous favorable vote of the Board to accept the Capital Expansion payment for the Equipment Lease. The following Board Members abstained: Traci Rouse, Andy Stetelman and Charles Brown

### **Legal Report**

Attorney Carey Varnado informed the Board that there were no legal matters to report. He's collaborating with Serengeti Springs' insurance provider to finalize signage addressing potential risks.

### **Old Business**

Rick Taylor updated the Board on the status of the Resolution for the Design-Build Method. The resolution has been approved by the City Council and is awaiting legislative approval.

He updated the Board on various developments: the parking lot pavement is in progress, the Fusion Fortress will be handed over to the HCC on May 1, and cabanas are being constructed onsite. Additionally, facility cleanup has commenced, parabolic umbrellas are now installed, and Greenline has planted palm trees along the fence line, with fence installation upcoming. Additionally, the main entrance and swim-up bar will be completed this month. In May, the HCC plans a staff workday to assemble and install furniture and set up for operations.

The HCC staff requested that the Board of Commissioners declare the provision of flowable fill at a cost of no more than \$10,000 to be applied to the creek bank of Gordon's Creek on the site of the Serengeti Springs Waterpark under Emergency Provisions of state law. This request was based upon damage to the creek bank from recent inclement weather and rapid water flow in the creek that has eroded certain drain connections and culverts along the west side of the creek from Park Avenue to Hardy Street. The Emergency Declaration is necessary to avoid delays in fence installation (and thus, safety issues within the park) and parking lot installation (and thus, opening of the water park on schedule).

Traci Rouse made a motion to authorize the emergency provisions to immediately contract for flowable fill in the areas noted above at the amount also noted. Said motion was seconded by Clyde Bryant, and upon a unanimous vote of the Board of Commissioners, authorization was provided.

Rick Taylor updated the Board on the development projects in the Sixth Street Museum District. The Museum staff have reviewed and given their approval for the displays in both the living room and the bedroom of the Osceola McCarty Museum. Its opening is slated for February 2025. Meanwhile, the African American Military History Museum is addressing a defective HVAC system in its main exhibit hall. The commercial units may be exchanged for residential units, if this change benefits the nature of the building's structure. An irrigation system is being added to Eureka School Museum and the staff are continuing to create exhibits in the museum for children.

The HCC staff requested the authorization of Allen's Construction for provision of metal siding and insulation construction on the Moeller Military Vehicle Museum as a sole source provider based on their existing contract for assembly of the metal building. This decision was based upon a change in the type of metal siding to be used and the necessity of insertion of the insulation in each metal panel as the building is assembled. With the framework already up and installed by Allen's Construction, it was necessary to continue with this same firm for the new metal and insulation because 1) they were the original installer and bear the liability for the full installation, 2) no other

contractor would guarantee the building that they did not install the framework thereof, and 3) the change in the metal and insulation was not due to any delay or fault of the current (Allen's Construction) installer. Due to these reasons, the staff requested that the Board of Commissioners declare Allen's Construction a sole source vendor for the remaining portion of this construction project at a rate of no more than \$45,000.

Clyde Bryant made a motion to select Allen's Construction for provision of the metal siding and insulation to the Moeller Military Vehicle Museum project as a sole source provider based on the details provided and noted herein. Said motion was seconded by Andy Stetelman, and upon a unanimous vote of the Board of Commissioners, the motion was approved.

The Saenger Theater is in need of a HVAC system repair that will require a new installation of coils.

### **New Business**

Rick Taylor informed the Board that the HCC will have created a new recruitment incentive program for seasonal employees styled like the current incentive program.

A motion was made by Clyde Bryant and, duly seconded by Andy Stetelman and after a full discussion, there was a unanimous favorable vote of the Board for consideration of an Executive Session.

A motion was made by Clyde Bryant and, duly seconded by Traci Rouse and after a full discussion, there was a unanimous favorable vote of the Board to go into Executive Session to discuss real estate matters.

A motion was made by Andy Stetelman and, duly seconded by Clyde Bryant and after a full discussion, there was a unanimous favorable vote of the Board to go out of Executive Session.

A motion was made by Aubrey Lucas and, duly seconded by Charles Brown and after a full discussion, there was a unanimous favorable vote of the Board to allow the staff to execute a document and purchase 205 South 19th Avenue for \$200,000.

A motion was made by Traci Rouse and, duly seconded by Clyde Bryant and after a full discussion, there was a unanimous favorable vote of the Board to allow the staff to execute a document and purchase 1609 Concart Street for \$235,000.

A motion was made by Charles Brown to adjourn the Commission meeting. This motion was seconded by Traci Rouse and upon receiving a unanimous favorable vote, the Commission Meeting was adjourned.

Respectfully submitted:

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Jennifer Payne, Chair

Attest:



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Richard Taylor, Executive Director

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