

**Tuesday
February 5, 2013
Gautier, Mississippi**

BE IT REMEMBERED THAT A REGULAR MEETING of the Mayor and Members of the Council of the City of Gautier, Mississippi was held February 5, 2013 at 6:30 PM in the City Hall Municipal Building, 3330 Highway 90, Gautier, Mississippi.

Those present were Mayor Fortenberry, Council Members Johnny Jones, Hurley Ray Guillotte, Gordon Gollott, Mary Martin, Scott Macfarland, Adam Colledge, City Manager Samantha Abell, City Clerk Cynthia Russell, City Attorney Robert Ramsay and other concerned citizens.

**REVISED-AGENDA
CITY OF GAUTIER, MISSISSIPPI
CITY HALL COUNCIL CHAMBERS
February 5, 2013 @6:30 PM**

I. Call to Order

- 1 Prayer**
- 2 Pledge of Allegiance**

II. Agenda Order Approval

III. Announcements

- 1 Office closed Monday, February 18, 2013 in observance of George Washington's Birthday**
- 2 Town Hall Meeting Tuesday, March 12, 2013 5:00 PM – 7:00 PM at the Mississippi Gulf Coast Community College Student Center (Cafeteria)**

IV. Presentation Agenda

- 1 2012 Firefighter of the Year presentation by Mayor Fortenberry**
- 2 2012 Police Officer of the Year presentation by Mayor Fortenberry**

V. Public Agenda

- 1 Agenda Comments**

VI. Business Agenda

- 1 Consider Order approving Tony Luong appeal of Gautier Planning Commission to occupy a structure as a residence in a C-3 Highway Commercial zoning district**

- 2 Conduct public hearing and consider Order approving abatement of substandard property at 7728 Narcissus Drive
- 3 Conduct public hearing and consider Order approving abatement of substandard property conditions at 1930 Greycliffe Drive
- 4 Consider Resolution adopting Multi-Hazard Mitigation Plan
- 5 Consider Order approving three (3) part-time firefighters for the Gautier Fire Department
- 6 Consider Order approving part-time firefighter program for Gautier Fire Department
- 7 Consider Order approving amendments to the schedule of authorized positions and organizational chart
- 8 Consider Order approving new City policies to amend Employee Handbook
- 9 Consider Order approving Shepard State Park mobile home lease agreement
- 10 Consider Resolution approving in-kind services for Blessing of the Bikes
- 11 Consider Order approving to rescind August 21, 2012 Council Meeting Minutes relative to the consideration of the Preliminary Plat approval of Cypress Landing
- 12 Consider Order accepting temporary easement for drainage improvements at 2209 Bayou View Circle
- 13 Consider Order requesting Jackson County to pave identified roads
- 14 Consider Order approving Docket of Claims
- 15 Consider Order approving professional services agreement with Thompson Engineering for Ward 5 drainage improvements

VII. Consent Agenda (All items approved in one motion)

- 1 Consider Order approving lien assessment for fees and charges at 1428 Rue De Courmont
- 2 Consider Order to set public hearing for abatement at 5501 Roxanne Street
- 3 Consider Order accepting Recreation Advisory Committee resignation
- 4 Consider Order approving Recreation Advisory Committee appointments
- 5 Consider Resolution approving the continuance of Deep Water Horizon local emergency
- 6 Consider Order approving minutes from Council Meeting held January 15, 2013
- 7 Consider Order approving December 2012 Privilege License Report
- 8 Consider Order approving minutes from Civil Service Meetings held June 4, 2012; July 12, 2012; August 9, 2012; September 13, 2012; and October 11, 2012

- 9 Consider Order approving maintenance plan agreement with South Mississippi Business Machines
- 10 Consider Order approving surplus vehicle 1948 fire truck
- 11 Consider Order approving annual renewal agreement with Redd Pest Solutions

**STUDY AGENDA
CITY OF GAUTIER, MISSISSIPPI
February 5, 2013**

- 1 Discuss Citizen Comments
- 2 Discuss Council Comments
- 3 Discuss City Manager Comments
- 4 Discuss City Clerk Comments
- 5 Discuss City Attorney Comments

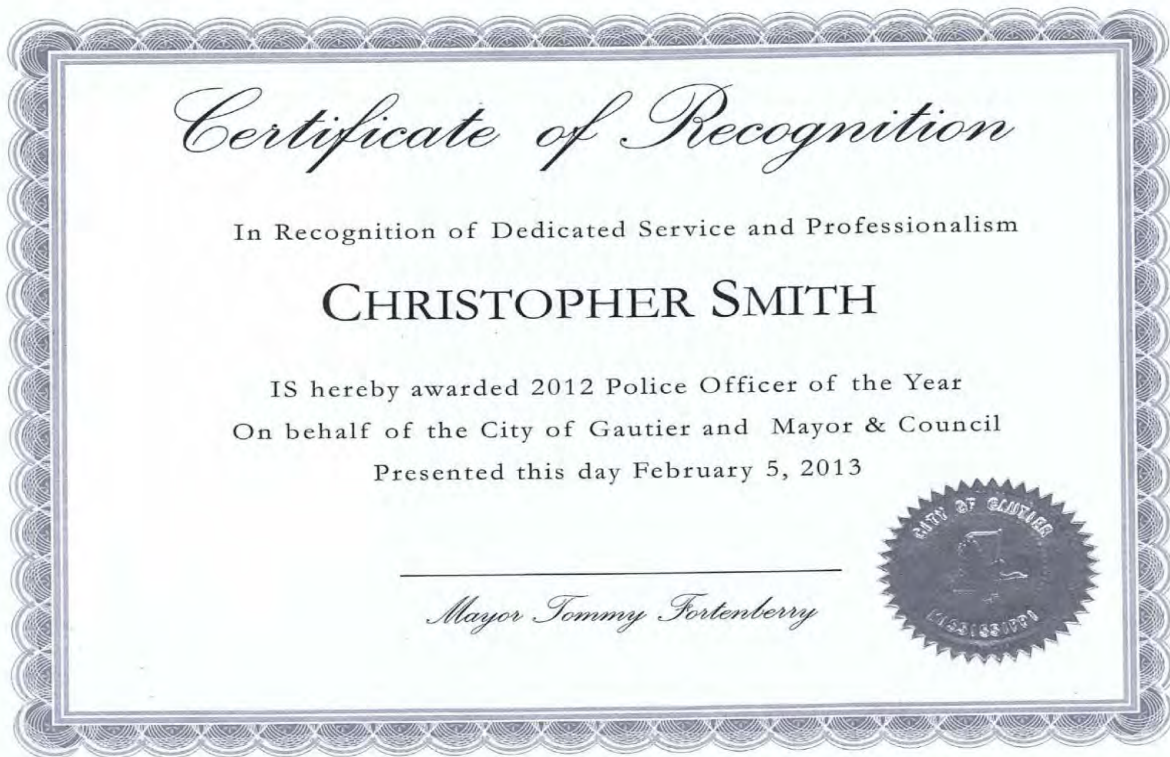
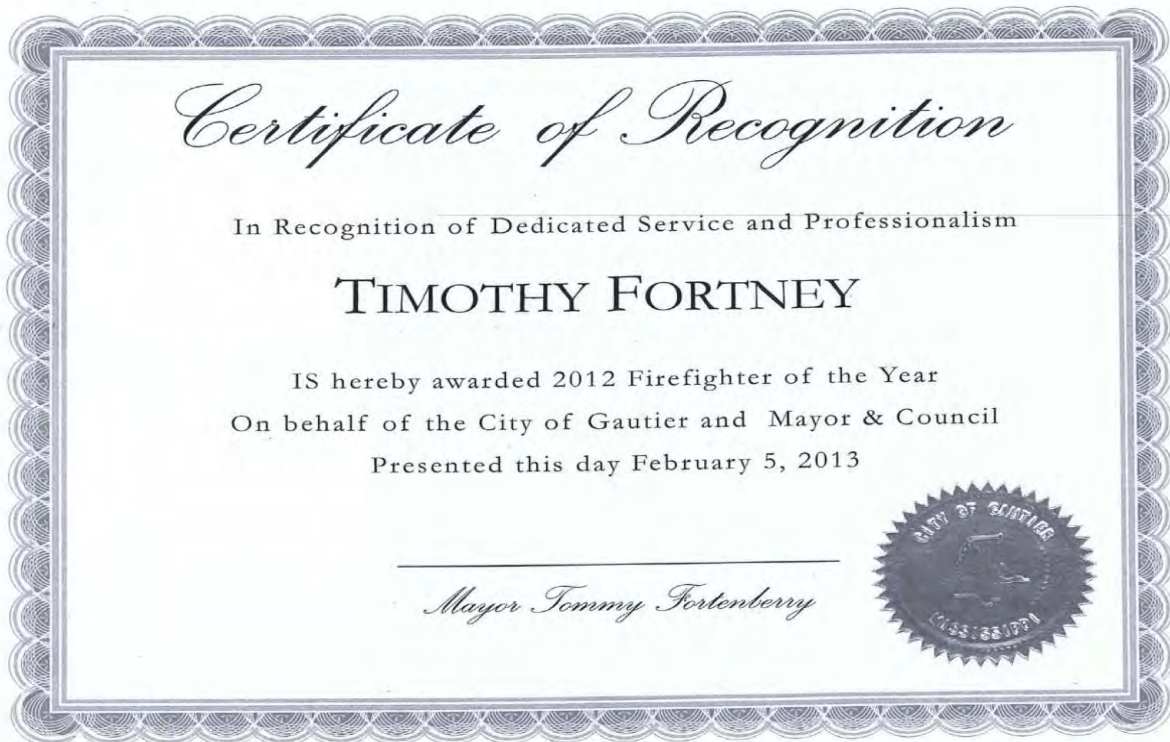
Recess until February 19, 2013
www.gautier-ms.gov

Motion was made by Councilman Macfarland, seconded by Councilman Colledge and unanimously carried to approve the revised agenda.

Announcements

- 1 Office closed Monday, February 18, 2013 in observance of George Washington's Birthday
- 2 Town Hall Meeting Tuesday, March 12, 2013 5:00 PM – 7:00 PM at the Mississippi Gulf Coast Community College Student Center (Cafeteria)

PRESENTATION AGENDA



Motion was made by Councilman Guillotte to return structure to Nonconforming Residential Use. Motion was seconded by Councilman Gollott and the following vote was recorded:

AYES: Hurley Ray Guillotte
Gordon Gollott
Mary Martin

NAYS: Tommy Fortenberry
Johnny Jones
Scott Macfarland
Adam Colledge

Motion died from lack of vote.

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 019-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the property at 3608 Highway 90, owned by Tony Luong dba HLV, LLC is allowed to return to Nonconforming Residential Use due to the City not requiring a signed affidavit from the owners allowing the tenant to operate a Commercial Business at the residence.

IT IS FURTHER ORDERED that the City Manager and City Clerk are authorized to execute any and all documents necessary.

Motion was made by Councilman Colledge, seconded by Councilman Jones and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Adam Colledge

NAYS: Scott Macfarland

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by the Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Babs Logan, Planning Technician
Thru: Eric Meyer, Economic Development Director
Date: January 23, 2013
Subject: Appeal to Staff Decision Regarding Occupying a Structure in a C-3 Zoning District as a Residence (GPC Case No. 12-26-AP)

REQUEST:

The applicant, Tony Luong dba HLV, LLC, requested to occupy a house located in a C-3 Highway Commercial zoning district as a residence. The house is located at 3608 Highway 90, PID #82434024.000, and has most recently been occupied by a commercial business which caused it to lose its legal nonconforming status. Staff denied the request and the applicant appealed the decision to the Planning Commission.

DISCUSSION:

Staff has attached a Staff Report with detailed project analysis. The Planning Commission held a public hearing on January 3, 2013 to consider the appeal request. Commissioner Dailey made a motion to reverse the Staff decision and allow the structure to be occupied as a residence. Commissioner Dailey stated that his motion was based on the fact that, after hearing the information given by Staff and the applicant, his opinion is that the residential status was never changed, that it was maintained as a residence for the entire time of occupancy and that he does not feel that the lease reflects the intention of the land owner for the use of that property. The motion did not receive a majority vote and the applicant opted to appeal to Council.

ATTACHMENTS:

Staff Report with Back Up

Gautier Planning Commission

Regular Meeting Agenda

January 3, 2013

VII. NEW BUSINESS

A. APPEAL

1. REQUEST FOR AN APPEAL TO STAFF DECISION REGARDING OCCUPYING A HOUSE IN A C-3 ZONING DISTRICT AS A RESIDENCE, 3608 HIGHWAY 90, (TONY LUONG DBA HLV, LLC) (GPC CASE #12-26-AP)

QUASI-JUDICIAL PROCEDURES

1. Announcement of Matter. Read the matter title to be considered.
2. Swear the Witnesses. All witnesses, parties, citizen participants and City Staff who plan to speak at the hearing shall collectively be sworn at the beginning of the hearing by the City Attorney
3. Ex Parte Disclosure. All members must disclose on the record any ex parte communications, to include any physical inspections of the subject property. The disclosure should include with whom any communication has taken place, a summary of the substance of the communication, and the date of the site visit, if any. If anyone has received written communications, the writing must be presented, read into record or a copy provided to all participants, and made a part of the official record.
4. Applicant Presentation.
5. Questions directed to Applicant. The applicant should answer any questions by the public, the Council, or others.
6. Staff Presentation. This includes presentation of the staff report into the official record.
7. Objections from Applicant. Confirm whether there are objections from the applicant regarding the staff report or development order.
8. Questions directed to Staff. The staff answers any questions by the public, the Council, or others.
9. Public Comments. Members of the public should be allowed to make comments regarding the application.
10. Applicant rebuttal/final comments
11. Staff rebuttal/final comments
12. Call for final questions.
13. Close public portion of the hearing.
14. Motion & Deliberation. Council makes a motion, and debates and deliberates regarding the application and development order.
15. Vote.
16. Close the quasi-judicial proceeding.

**CITY OF GAUTIER
STAFF REPORT**

To: Chairman and Members, Planning Commission
From: Babs Logan, Planning Technician
Through: Eric Meyer, Economic Development Director
Date: December 19, 2012
Subject: Appeal to Staff Decision Regarding Occupying a Structure in a C-3 Zoning District as a Residence (GPC Case No. 12-26-AP)

REQUEST:

The Economic Development/Planning Department has received an Appeal to Staff Decision from Tony Luong dba HLV, LLC, regarding occupying a house located in a C-3 Highway Commercial zoning district as a residence. The house is located at 3608 Highway 90, PID #82434024.000, and has most recently been occupied by a commercial business. The application fee of \$100 was paid on November 20, 2012. All public notice requirements have been met.

BACKGROUND:

The request property is located in a C-3 Highway Commercial zoning district which does not allow single-family dwellings. The house was recently occupied by a Psychic Reading business. In March 2008, a residential transitional home for women was approved at that location as a conditional use but was only at that location for about a year.

General Features:

Location: (See Exhibit A)
Collector Street: Highway 90
Gross Lot Acreage: approximately 1.35 acres
Potable Water and Wastewater Services: Existing from City

Zoning and Land Use:

Current zoning of the applicant's property – C-3 Highway Commercial

Current Surrounding Zoning (See Exhibit B) – C-3 Highway Commercial to the south, east and west; R-1 Low Density Single Family Residential to the north

Current Surrounding Existing Land Use (See Exhibit C): Commercial to the south, east and west, vacant to the north

Comprehensive Plan Future Land Use Designation (See Exhibit D): High Impact Commercial

DISCUSSION:

The house in question is located in a C-3 Highway Commercial zoning district which does not allow single-family dwellings. The property, with its existing residence, was annexed in 2002 and zoned C-3. As long as the house was occupied as a residence it was considered a legal non-conforming use, but once it was used as a commercial business it lost its legal non-conforming status.

A Physic Reading business was located in the structure prior to closing in September, 2012. The structure has been occupied with a commercial use and can no longer be used as a residence, because single-family dwellings are not allowed in a C-3 Highway Commercial zoning district.

DETERMINATION OF APPLICABLE LAW:

SECTION 3.7: Appeals

Persons aggrieved with decisions of administrative staff or decisions of the Planning Commission may appeal the decisions

3.7.1 Appeal of Administrative Decision

Appeals from written administrative decisions of the Economic Development Director in the administration and enforcement of the provisions of this Ordinance shall be heard by the City Planning Commission. A "Notice of Appeal" in the form of a letter with necessary documentation shall be filed within ten (10) days from the date of the decision with the Economic Development Director outlining the circumstances and the ground of the appeal. The Economic Development Director shall place the Notice of Appeal on the agenda of the Planning Commission meeting. Appropriate fees shall apply.

Upon hearing such appeal the Planning Commission may, in conformance with the provisions of these regulations, reverse or affirm, or may modify, wholly or partially, any order, requirement, decision, or determination of the Economic Development Director and/or his staff.

RECOMMENDATION:

Based on the appropriateness of the request and the information provided, the Commission may:

- a) Reverse the Staff Decision and Allow the Structure to be Occupied as a Residence;

- b) Affirm the Staff Decision and Not Allow the Structure to be Occupied as a Residence; or
- c) Modify the Staff Decision, wholly or partly.

ATTACHMENTS:

- 1. Applicant's Exhibit 1 – Application
- 2. City's Exhibit A – Location Map
- 3. City's Exhibit B – Existing Zoning Map
- 4. City's Exhibit C – Existing Land Use Map
- 5. City's Exhibit D – Future Land Use Map

EXHIBIT #1

GAUTIER, MISSISSIPPI
ECONOMIC DEVELOPMENT/PLANNING DEPARTMENT
PUBLIC HEARING APPLICATION

Public Hearing Number

102-12-210-116

PERMIT REQUESTED:

TO BE HEARD BY GAUTIER PLANNING COMMISSION:		FEE:
Change in Zoning District	_____	\$300.00
Major Development	_____	No Fee
Home Occupation	_____	\$100.00
Variance (greater than 30%)	_____	\$100.00
Appeal to Staff Decision	<u> / </u>	\$100.00

TO BE HEARD BY ECONOMIC DEVELOPMENT/PLANNING DIRECTOR ON STAFF REVIEW:		FEE:
Home Occupation	_____	\$100.00
Variance (30% or less)	_____	\$100.00

See Attachment for Application Procedure

Name of Applicant: HLV, LLC Tony Luong Tonyluong@gmail.com
 Name of Business: HLV LLC Phone: 228-396-3389
 Business Address: 333 Oak Street Mailing Address (if Different): _____
Biloxi, MS 39530
 Reason for request, location and intended use of Property: Attached
(2nd & Hwy 90, Lot # 84741, 21.600)

ATTACHMENTS REQUIRED AS APPLICABLE:

- _____ 1. Diagram of intended use, showing dimensions and distances of property, building with setbacks, parking spaces, entrances and exits.
- _____ 2. Legal descriptions and street address.
- _____ 3. A detailed project narrative.
- _____ 4. Copy of protective covenants or deed restrictions, if any.
- _____ 5. Copies of approvals, or requests for approval, from other agencies, such as, but not limited to, the Mississippi State Department of Health, U.S. Army Corp of Engineers, Mississippi Department of Environmental Quality and Department of Marine Resources.
- _____ 6. Any other information requested by the Economic Development/Planning Director and/or members of the Site Plan Review Committee.

Signature of Applicant: Tony LuongDate of Application: 11-20-12

FOR OFFICE USE ONLY	
Date Received	<u>11/20/12</u> Verify as Complete <u>BT</u>
Fee Amount Received	<u>\$100.00</u>
Initials of Employee Receiving Application	<u>BT</u> <u>Jan 3, 2013</u>

EXHIBIT #1

HLV, LLC
Lien Nguyen
Tony Luong
333 Oak Street
Biloxi, MS 39530
228-326-3389

To whom this concerns,

Our family has a rental house on 3608 Hwy 90 in Gautier, MS. For as long as we have owned the home, we have rented this house out as a residential home. We recently evicted the tenants out of this home recently in the past month. We went to try to get an inspection on the home to turn on power to make repairs. Little that we know, we found out that our residential status of the home was taken away. As stated by Gautier city officials, the home was used a commercial building. And explained to us that if the home is used as a commercial building it will be classified as commercial use and will no longer be classified as residential. This came as a surprise to us because we have no knowledge of this stipulation. We were never informed of this lost of residential status. If we had known this, we would never let the property get to this stage. Also, the tenant were the ones that came to the city and asked for use as a commercial. We never came here as owners and asked for this house to be used as commercial. If anyone has seen or been in this house, it cannot be used as commercial because it looks more of a home and function as a home than it does as commercial. So, therefore, we want to ask the city to grant us a waiver of your stipulation on making this home as commercial. Please let us have a chance to present it to the city council. Thank you for your time.

Sincerely,

Tony Luong
HLV, LLC

EXHIBIT #1

BOOK 1232 PAGE 232

STATE OF MISSISSIPPI
COUNTY OF JACKSON

01-05404

7.00 STATE OF MISSISSIPPI, COUNTY OF JACKSON

I, Certify that this instrument was filed for record in my office at 7:25 o'clock A.M., on the 7th day of March, 2001, and duly recorded on the 7th day of March, 2001, DE Book 1232 Page 232-33.

Witness my hand and seal this 7th day of March, 2001.
Terry Miller, Chancery Clerk
By: Barbara J. Jurek, D.C.

CORRECTED WARRANTY DEED

FOR AND IN CONSIDERATION of the sum of ten (\$10.00), cash in hand paid, and other good and valuable consideration, the receipt of which is hereby acknowledged, I, MARYANN TREVILLION HILL, TRUSTEE OF THE MARY H. TREVILLION REVOCABLE TRUST DATED July 7, 1998, do hereby sell, convey, and warrant unto LIEN T. NGUYEN and HANH VAN LUONG, the following described property, together with all improvements thereon, situated in Jackson County, Mississippi, and more fully described as follows, to-wit:

The property situated in U.S. Government Lot 1, in Section 34, Township 7 south, Range 7 West, Jackson County, Mississippi, to-wit: Commencing at the Southeast corner of said Lot 1 and run thence South 0 degrees 54' West along the Section line of said Section 34, a distance of 612.1 ft. and to the North margin of Old Hwy. 90; thence run North 76 degrees 39' West 1320 ft. along the North margin of Old Hwy. 90; thence run North 0 degrees 54' East 1349.2 feet, and to the North margin of New U. S. Hwy. 90 and the point of beginning, thence run South 79 degrees 44' East along the North margin of U. S. Hwy. 90 199.4 feet; thence run North 0 degrees 54' East 333.3 feet; thence run North 89 degrees 38' West 196.0 feet; thence run South 0 degrees 54' West 299 feet and back to the point of beginning.

The Grantee assumes all taxes for the tax years 2001 forward.

This conveyance is made subject to any and all restrictive covenants, rights-of-way and easements applicable to subject property which are on file and of record in the office of the Chancery Clerk of Jackson County, Mississippi

WITNESS MY signatures this the 19 day of February, 2001.

Maryann Trevillion Hill
MARYANN TREVILLION HILL, Trustee
of the Mary H. Trevillion Revocable Trust

PREPARED BY:

JOHN G. McDONNELL
Post Office Box 1403
Biloxi, MS 39533
(228) 432-7092

INDEXING INFORMATION: Lot 1, Section 34, Township 7 South, Range 7 West, Jackson Co. Ms

EXHIBIT #1

STATE OF MISSISSIPPI
COUNTY OF HARRISON

BOOK 1232 PAGE 233

Personally came and appeared before me, on the 14th day of February,
2001, MARYANN TREVILLION HILL Trustee of the Mary H. Trevillion Revocable
Trust, who acknowledged that she signed and delivered the foregoing Warranty
Deed on the day and year therein mentioned.

WITNESS my signature and seal of office on this the 14th day of
February, 2001.



MY COMMISSION EXPIRES:
NOTARY PUBLIC STATE OF MISSISSIPPI AT LARGE.
MY COMMISSION EXPIRES: June 16, 2001.
BONDED THREE NOTARY PUBLIC UNDERWRITERS.

Lien T. Nguyen
NOTARY PUBLIC

GRANTORS:
Maryann. Trevillion, Trustee
300 Quail creek Drive
Oxford, Ms 38655
Telephone No. (662) 234-5861

GRANTEES:
Lien T. Nguyen & Hanh Van Luong
333 Oak Street
Biloxi, Ms 39530
Telephone No. (228) 432-7092

END OF
DOCUMENT

EXHIBIT #1

Parcel Information

PIDN: 82434024.000
GISP: 778.34-00-0076.00

Owner Information

Name: HLV LLC Percent of Ownership: 100
Name2:
Mailing Address: 333 OAK ST Physical Address: 3608 HWY 90 GAUTIER
BILOXI MS 39533

Land Information

Section, Township, Range: 34 7S 7W Acreage: 1.35
Street Name: HWY 90

Value and Tax Information

Total Assessed Value: 14179 Total Appraised Value: 94520
Improvement Value: 83490 Land Value: 11030
Tax Amount: 1869 SQ. FT: 1988 Year Built: 1964

Legal Description

Description: COM N/M OLD SPANISH TRAIL & E/L SEC 34 N 76 DEG W 1320' N TO N/M HWY 90 FOR POB S 79 DEG E
199.4' N 333.3' W 196' S 299' TO POB DB 1551-634 (76 MAP778.34)
Deed Book / Page: 1551 / 634

EXHIBIT #1

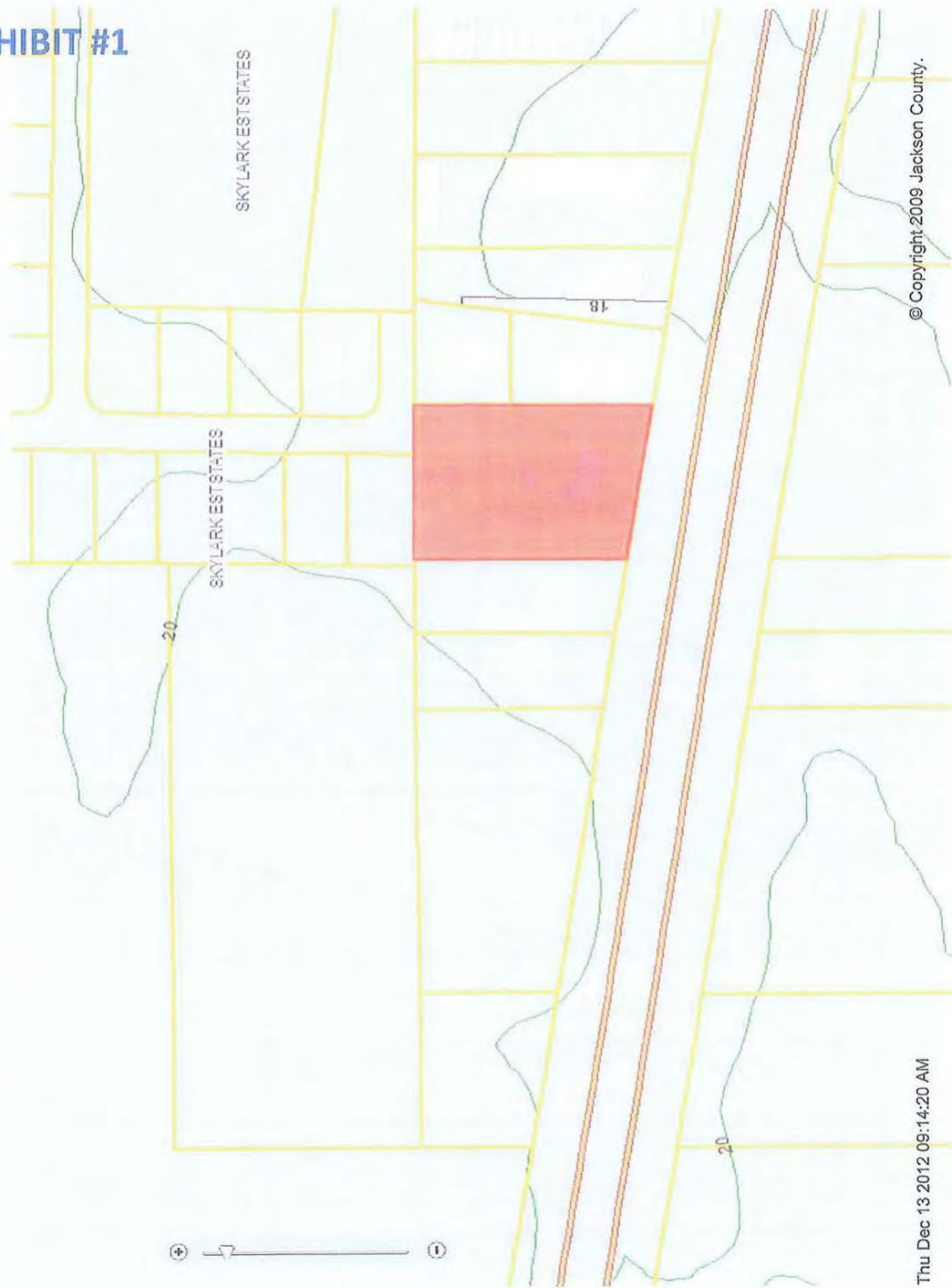
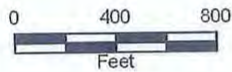


EXHIBIT "A"

Location Map

3608 Hwy 90

City Of Gautier
Economic Development/Planning



Prepared by the
City of Gautier
GIS Division



EXHIBIT "B"

Existing Zoning Map

City Of Gautier
Economic Development/Planning



Prepared by the
City of Gautier
GIS Division

Legend

- AG Agricultural
- PL Public/Semi-Public
- PUD Planned Unit Development
- R-1 Low Density Residential
- R-2 Multi-Family Residential
- R-3 Mobile Home District
- MUM
- TC
- MURC-1
- MURC-2
- MURC-MW
- C-1 Neighborhood Commercial
- C-2 Community Commercial
- C-3 Highway Commercial
- I-2 Industrial

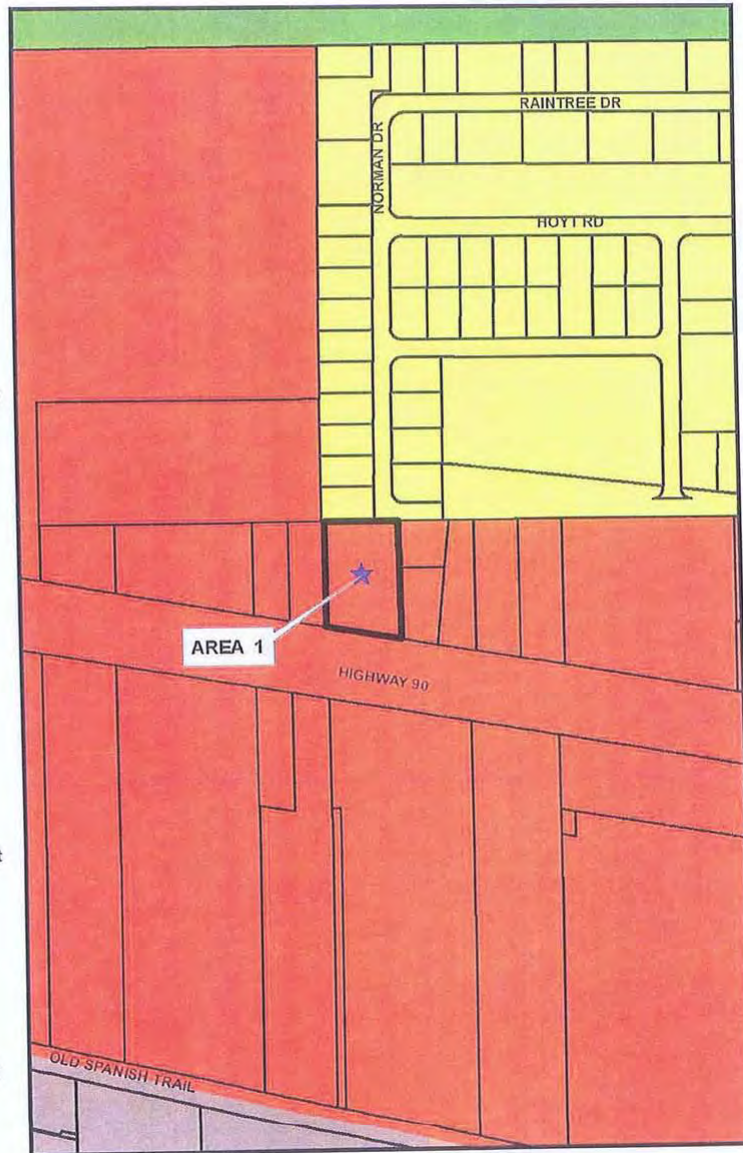


EXHIBIT "C"

Existing Land Use Map

City Of Gautier
Economic Development/Planning



Prepared by the
City of Gautier
GIS Division

Legend

EXISTING LAND USE

- Commercial-Retail
- Conservation
- Civic
- Industrial
- Marina/Fish Camps
- High Density Residential
- Mobile Home
- Mobile Home Park
- Medium Density Residential
- Office
- Recreation
- Very Low to Low Density Residential
- Utility
- Vacant

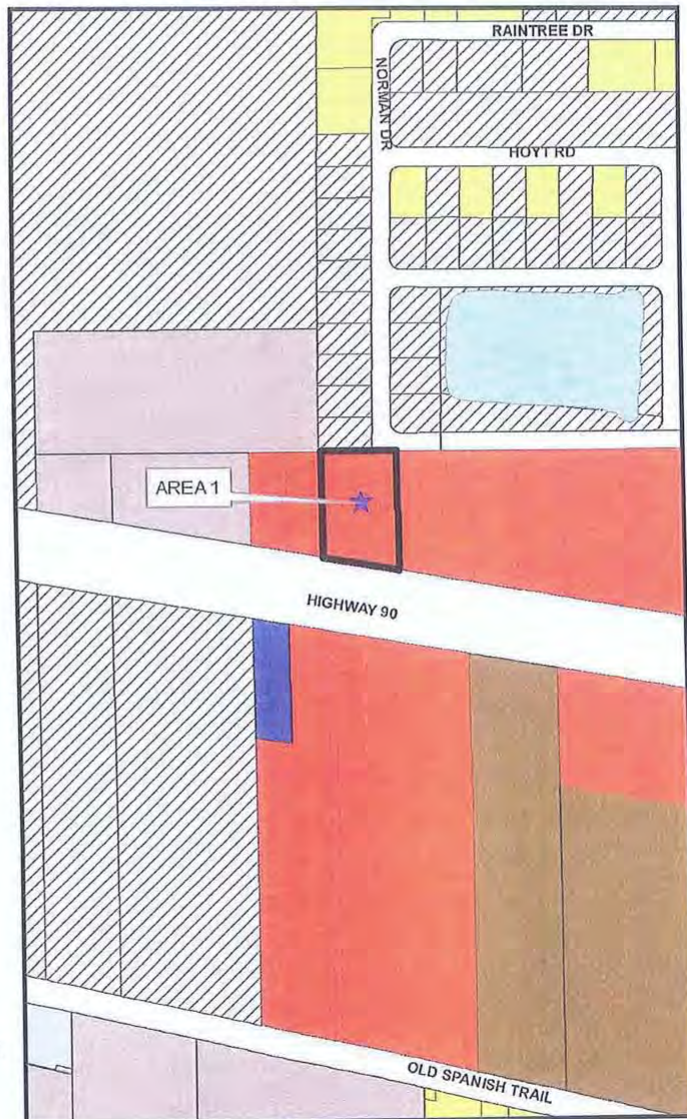


EXHIBIT "D"

Future Land Use Map

City Of Gautier
Economic Development/Planning



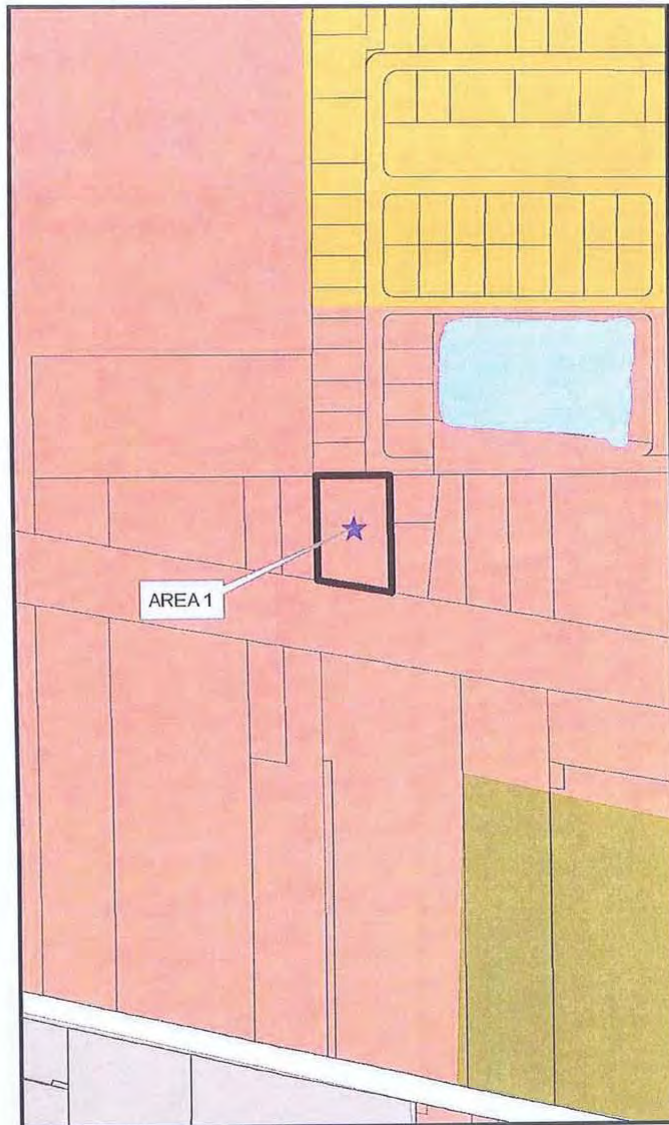
0 400 800
Feet



Prepared by the
City of Gautier
GIS Division

Legend

- Civic
- High Impact Commercial
- Conservation
- High Density Residential
- Industrial
- Low Density Residential
- Medium Density Residential
- Mobile Home Residential
- Low Impact Commercial
- Recreational
- Recreational Commercial
- Regional Scale Commercial
- Mixed Use Residential
- Town Center
- Very Low Density Residential



There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 020-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, pursuant to the Mississippi Codes Annotated, 1972 & Title 21, Chapter 19, Section 11 and based on all evidence and testimony presented at the public hearing, including the Planning and Economic Development Department's discussion paper, that the property owned by – Evelina Carter, 7728 Narcissus Drive, Lot #187 Hickory Hill Estate Subdivision and made the subject of this public hearing, to be in substandard conditions.

Based on these findings, the Mayor and Members of the Council hereby approve and authorize abatement proceedings as recommended by the Planning and Economic Development Department – Evelina Carter, 7728 Narcissus Drive, Lot #187 Hickory Hill Estate Subdivision.

IT IS FURTHER ORDERED that the City Manager and City Clerk are authorized to execute any and all documents necessary.

Motion was made by Councilman Macfarland, seconded by Councilman Colledge and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by the Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

MEMORANDUM

DATE: January 14, 2013

TO: Samantha D. Abell, City Manager

THRU: Patty Huffman, Grants and Projects Manager
Eric Meyer, Planning and Economic Development Director

FROM: Joseph E. Belles, Code Enforcement Officer

SUBJECT: Public Hearing for Substandard Property Conditions, 7728 Narcissus Drive
Gautier, Mississippi 39553

ISSUE:

Pursuant to the Mississippi Codes Annotated, 1972 § Title 21, Chapter 19, Section 11, the City Council has set the date of February 5, 2013, in order to conduct a public hearing and receive public comment(s) regarding the abatement of the subject property.

BACKGROUND:

Code enforcement identified and substantiated visible code violations and contacted the property owner by telephone from a number located on a For Sale sign in the window of this vacant mobile home. Code enforcement notified the owner of existing code violation and the City's current manufactured home requirements in accordance with the Unified Development Ordinance. A letter was also mailed to the property address after the owner informed code enforcement she still picked up mail at this address. A follow up inspection of the property March 7, 2011 reflected the grass was cut but the other code violations were not corrected. Code enforcement mailed a second letter of violation March 7, 2011. Code enforcement received a hand written note written on the first letter mailed to Ms. Carter and post marked March 14, 2011 informing code enforcement she paid to have the grass cut and was moving back into the home on Friday. Another inspection of the property April 28, 2011 found the property again overgrown and still vacant, code enforcement mailed Ms. Carter a final letter of violation. On May 12, 2011, the property remained in violation and a summons to appear in municipal court was mailed with a court date of June 13, 2011. Code enforcement received an undated letter from Ms Carter, post marked May 17, 2011. The brief letter simply stated a church was having her electrical power turned on and she was moving back into the home on Wednesday. During court, the municipal judge allowed her one week to correct the code violations or return to court June 20, 2011. On June 20, 2011, the property was not in compliance and the owner was fined \$179.50 per day until the violations were corrected or a maximum fine of \$1,000.00 was reached. The code violations were never corrected and the fined reached the maximum limit.

The property owner failed to pay the fine and a warrant was issued for Contempt of Court. In June 2012, another summons to appear July 2, 2012 was mailed and the owner did not appear in municipal court. Court enforcement added this property to the departments list of potential

abatement properties. Neighbors have cleaned the vacant property during the past year but have since relocated, the property has continued to become overgrown, and rodent infested.

Property owners in the vicinity are concerned with the visible appearance of this noncompliant structure and overgrown property. Citizens are concerned for their health, safety and the blight this property reflects on their neighborhood. Code enforcement informed the owner by letter on December 10, 2012, the property would be recommended for an abatement hearing if not in compliance by January 15, 2013.

The property was posted with a copy of the hearing notification letter on January 10, 2013. Additionally, the parcel of land and City of Gautier, bulletin board were posted with a copy of the public hearing notice.

LEGAL DESCRIPTION:

This property listed on the land assessment roll more generally described as:

Legal Description: PIDN 85441260.000
Lot 187 HICKORY HILL ESTATE SUBDIVISION
Unit # 10 Deed Book 1479, page 367

Property Address: 7728 NARCISSUS DRIVE

Owners of Record: Evelina Carter
Last Known Address: 7728 Narcissus Drive
Gautier, Mississippi 39553

RECOMMENDATION:

The City Council should make a determination to find the property a menace to public health, safety and welfare of the community and direct staff to commence with the abatement of the dilapidated structure and surrounding property after the statutory 10-day appeal period from the date of Council action and adjournment.

Parcel Information

PIDN: 85441260.000
GISP: 771.12-02-0366.00

Owner Information

Name: CARTER EVELINA Percent of Ownership: 100
Name2:
Mailing Address: 7728 NARCISSUS DR Physical Address: 7728 NARCISSUS DR GAUTIER
GAUTIER MS 39553

Land Information

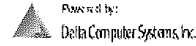
Section, Township, Range: 12 7S 7W Acreage: .00
Street Name: NARCISSUS DR

Value and Tax Information

Total Assessed Value: 620 Total Appraised Value: 4130
Improvement Value: 0 Land Value: 4130
Tax Amount: 81 SQ. FT: 0 Year Built: 1992

Legal Description

Description: LOT 187 HICKORY HILL EST S/D UNIT #10 DB 1479-367 (366 Map771.12-02) TRL#71603 '92 16X56
APLAUSE
Deed Book / Page: 1479 / 367



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Property Link

JACKSON COUNTY, MS

Current Date 6/ 6/2012

Tax Year 2011
Records Last Updated 6/ 5/2012

OWNER CARTER EVELINA
7728 NARCISSUS DR

GAUTIER MS 39553

ACRES : **NA**
LAND VALUE : 4130
IMPROVEMENTS : **NA**
TOTAL VALUE: 4130
ASSESSED : 620

PARCEL 85441260.000
ADDRESS 7728 NARCISSUS

TAX INFORMATION

YEAR 2011	TAX DUE	PAID	BALANCE
COUNTY	31.85	0.00	33.44
CITY	19.90	0.00	20.90
SCHOOL	30.00	0.00	31.50
TOTAL	81.75	0.00	85.84 5% Penalty

To Pay Online, WWW.MS1STOP.COM**LAST PAYMENT DATE **NA****

TAXES DELINQUENT PRIOR YEAR
MISCELLANEOUS INFORMATION

EXEMPT CODE
HOMESTEAD
CODE

None

TAX DISTRICT

5840

PPIN

069629

SECTION

12

TOWNSHIP

7S

RANGE

7W

LEGAL LOT 187 HICKORY HILL EST S/D

UNIT #10 DB 1479-367

(366 Map771.12-02)

TRL#71603 '92 16X56 APLAUSE

Book**Page****TAX SALES**PURCHASE COUNTY TAX SALE FILESYearSold ToRedeemed Date/By

2010

LARRY ELLIOTT

UNKNOWN

2009

DOUBLE HELIX LAND INVESTMENTS

UNKNOWN

2008

MELVINA TAYLOR

8/22/2011 BOYCE HOLLEMAN &
ASSOCIATES[Back](#)

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<http://www.deltacomputersystems.com/cgi-lrm5/LRMCgi02?HTMCNTY=MS30&HTMB...> 6/6/2012

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Owner Name

CARTER E

Go

User Guide

Parcel ID: 85441260.000

Owner Name 1: CARTER EVELINA

Owner Name 2:

Owner Address: 7728 NARCISUS DR

Owner City: GAUTIER MS

Owner ZIP: 39553

Parcel Location: 7728 NARCISUS DR GAUTIER

Zoning Code: R-3

Legal Description 1: LOT 187 HICKORY HILL EST S/D

Legal Description 2: UNIT # 10 DB 1479-367

Legal Description 3: (366 Map) 771.12-02

Legal Description 4: TRL # 71603 '92 16X56 APLAUSE

Clear Info

City of Gautier, MS

Downloaded by: GCBTIS.COM

Scale: 1:600

50 ft

20 m

7737

7736

7732

7728

7724

NARCISUS DR

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 021-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, pursuant to the Mississippi Codes Annotated, 1972 & Title 21, Chapter 19, Section 11 and based on all evidence and testimony presented at the public hearing, including the Planning and Economic Development Department's discussion paper, that the property owned by – Travis Ward and John D. Ward, 1930 Greycliffe Drive, Lot #124 Hickory Hill Estate Subdivision and made the subject of this public hearing, to be in substandard conditions.

Based on these findings, the Mayor and Members of the Council hereby approve and authorize abatement proceedings as recommended by the Planning and Economic Development Department – Travis Ward and John D. Ward, 1930 Greycliffe Drive, Lot #124 Hickory Hill Estate Subdivision.

IT IS FURTHER ORDERED that the City Manager and City Clerk are authorized to execute any and all documents necessary.

Motion was made by Mayor Fortenberry, seconded by Councilwoman Martin and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by the Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

MEMORANDUM

DATE: January 14, 2013

TO: Samantha D. Abell, City Manager

THRU: Patty Huffman, Grants and Projects Manager
Eric Meyer, Planning and Economic Development Director

FROM: Joseph E. Belles, Code Enforcement Officer

SUBJECT: Public Hearing for Substandard Property Conditions, 1930 Greycliffe Drive
Gautier, Mississippi 39553

ISSUE:

Pursuant to the Mississippi Codes Annotated, 1972 § Title 21, Chapter 19, Section 11, the City Council has set the date of February 5, 2013, in order to conduct a public hearing and receive public comment(s) regarding the abatement of the subject property.

BACKGROUND:

An initial telephone complaint from a neighbor concerned with visible code violations were reviewed and substantiated by code enforcement and a code violation file was opened again against the property in December 2010. Code enforcement has dealt with repeated minor code violations with this property since October 2008. Code enforcement identified the 1984 model manufactured home in a state of disrepair and more specifically cited the vacant home filled with trash and debris visible through the windows and a small dog always running loose behind a three-foot chain link fence. The City of Gautier, Water Department advised code enforcement the water has been disconnected since October 2008. The United States Postal Service returned both letters mailed to the out-of-state owners at their address reflected on the Jackson County Tax Records as, insufficient address, unable to forward, and return to sender. Additionally copies of the returned letters were posted on the front door to the manufactured home. In January 2011, Ms Sunny Wilson who claimed to be the two owner's mother had the property cleaned and was informed of the City's revised manufactured home requirements when homes are vacant more than sixty days. After the manufactured home and property were cleaned, the code violation case was closed.

Code enforcements reopened the case when the property was observed in a state of disrepair and overgrown. The property is now unsecured, had malicious damage done to the inside of the home and presents blight to the neighborhood. The property was sold for the 2008 unpaid taxes to Mr. Henry Cornelius Edwards. Mr. Edwards was contacted three times by telephone and another letter of violation was posted on the front door November 1, 2012. Mr. Edwards address was located and a letter of violation was mailed notifying him of the property condition and possible potential abatement request by Code Enforcement to the City Manager and Council.

Property owners in the vicinity remain concerned with the visible appearance of this dilapidated structure, overgrown property and are concerned for the health, safety and welfare of their neighborhood. Code enforcement informed the owner by letter on December 10, 2012, the property would be recommended for an abatement hearing if not in compliance by January 31, 2013.

The property was posted with a copy of the hearing notification letter on January 10, 2013. Additionally, the parcel of land and City of Gautier, bulletin board were posted with a copy of the public hearing notice.

LEGAL DESCRIPTION:

This property listed on the land assessment roll more generally described as:

Legal Description: PIDN 85441211.000
Lot 124 HICKORY HILL ESTATE SUBDIVISION
Unit # 10 Deed Book 1420, page 872

Property Address: 1930 GREYCLIFFE DRIVE

Owners of Record: Travis Ward & John D. Ward
Last Known Address: 62200 West End Blvd # 3214
Slidell, LA 70461

RECOMMENDATION:

The City Council should make a determination to find the property a menace to public health, safety and welfare of the community and direct staff to commence with the abatement of the dilapidated structures and surrounding property after the statutory 10-day appeal period from the date of Council action and adjournment.

Parcel Information

PIDN: 85441211.000
GISP: 771.12-02-0314.00

Owner Information

Name: WARD TRAVIS C & WARD JOHN D Percent of Ownership: 100
Name2:
Mailing Address: 62200 WEST END BLVD #3214 Physical Address: 1930 GREYCLIFFE DR GAUTIER
SLIDELL LA 70461

Land Information

Section, Township, Range: 12 7S 7W Acreage: .00
Street Name: GREYCLIFFE DR

Value and Tax Information

Total Assessed Value: 1275 Total Appraised Value: 8500
Improvement Value: 0 Land Value: 8500
Tax Amount: 168 SQ. FT: 0 Year Built: 1984

Legal Description

Description: LOT 124 HICKORY HILL EST S/D UNIT #10 DB 1420-872 (314 MAP771.12-02)

Deed Book / Page: 1420 / 872

Jackson County Mississippi


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Property Link

JACKSON COUNTY, MS

Current Date 11/27/2012

 Tax Year 2012
 Records Last Updated 11/26/2012
PROPERTY DETAIL
OWNER WARD TRAVIS C & WARD JOHN D
 62200 WEST END BLVD #3214

SLIDELL LA 70461

PARCEL 85441211.000
ADDRESS 1930 GREYCLIFFE

ACRES : **NA**
LAND VALUE : 8500
IMPROVEMENTS : **NA**
TOTAL VALUE: 8500
ASSESSED : 1275
TAX INFORMATION

YEAR 2012	TAX DUE	PAID	BALANCE
COUNTY	65.50	0.00	65.50
CITY	40.93	0.00	40.93
SCHOOL	59.15	0.00	59.15
TOTAL	165.58	0.00	165.58

To Pay Online, WWW.MS1STOP.COM

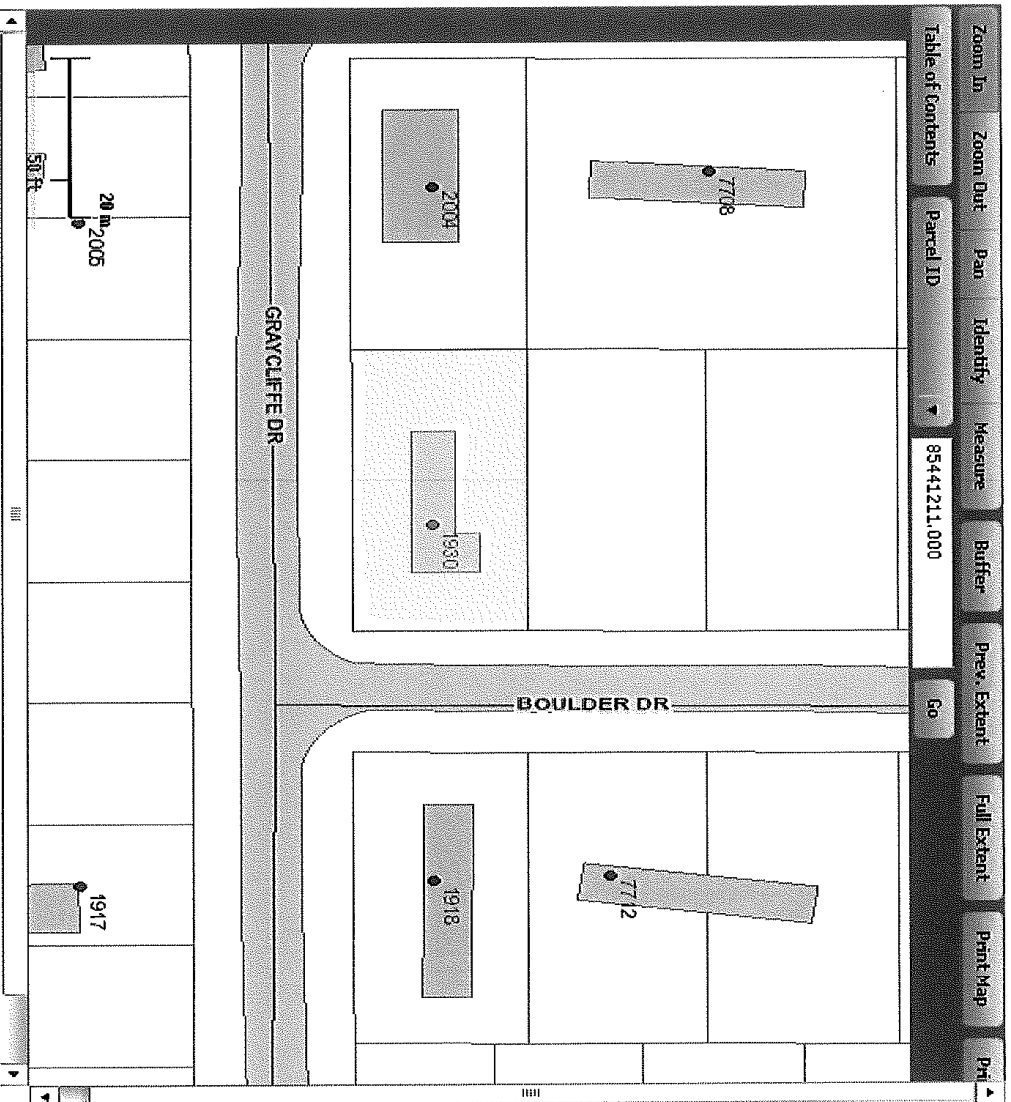
LAST PAYMENT DATE **NA**

TAXES DELINQUENT PRIOR YEAR
MISCELLANEOUS INFORMATION
EXEMPT CODE
HOMESTEAD CODE None
TAX DISTRICT 5840
PPIN 069581
SECTION 12
TOWNSHIP 7S
RANGE 7W

LEGAL LOT 124 HICKORY HILL EST S/D
 UNIT #10 DB 1420-872
 (314 MAP771.12-02)
Book **Page****TAX SALES**PURCHASE COUNTY TAX SALE FILES

<u>Year</u>	<u>Sold To</u>	<u>Redeemed Date/By</u>
2011	JAMES F DOBSON	UNKNOWN
2010	ON POINT LLC	UNKNOWN
2009	JOSEPH A SKELTON	9/ 7/2012 BETTY EDWARDS
2008	HENRY CORNELIUS EDWARDS	UNKNOWN
2006	INTREPID GROUP LLC	8/ 4/2008 TRAVIS WARD
2005	J T GREAT, LLC	8/ 4/2008 TRAVIS WARD

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<http://www.deltacomputersystems.com/cgi-lrm5/LRMCGI02?HTMCNTY=MS30&HTM...> 11/27/2012



User Guide

Parcel ID:
85441211.000

Owner Name 1: WARD
TRAVIS C & WARD JOHN
D

Owner Name 2:
WEST END BLVD #3214

Owner City: SLIDELL LA

Owner ZIP: 70461

Parcel Location: 1930
GREYCLIFFE DR GAUTIER

Zoning Code: R-3

Legal Description 1:
LOT 124 HICKORY HILL
EST S/D

Legal Description 2:
UNIT #10 DB 1420-872

Legal Description 3:
(314 MAP71.12-02)

Legal Description 4:

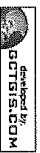
Legal Description 5:

Legal Description 6:

Clear Info



City of Gautier, MS



There came for consideration of the Mayor and Council of the City of Gautier, Mississippi the following:

Multi-Hazard Mitigation Plan Adoption Resolution

RESOLUTION NUMBER 003-2013

**Adopting the Jackson County Multi-Jurisdictional
Hazard Mitigation Plan**
(In compliance with the Disaster Mitigation Act of 2000)

Whereas, the City of Gautier, Mississippi participated in development of the Jackson County Multi-Jurisdictional Hazard Mitigation Plan; and

Whereas, the City of Gautier recognizes the threat that natural hazards pose to people and property within our community; and

Whereas, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

Whereas, an adopted Multi-Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multi-jurisdictional FEMA pre- and post-disaster mitigation grant programs; and

Whereas, numerous public, private, government and district stakeholders within and in the vicinity of the City of Gautier and Jackson County Planning Area participated in the mitigation planning process to prepare this Multi-Hazard Mitigation Plan; and

Whereas, the Mississippi Emergency Management Agency and Federal Emergency Management Agency, Region IV officials have reviewed the Jackson County Multi-Jurisdictional Hazard Mitigation Plan and approved it contingent upon this official adoption of the plan;

Now, therefore, be it resolved, that the City Council of Gautier, Mississippi hereby adopts the Jackson County Multi-Jurisdictional Hazard Mitigation Plan as an official plan; and

Be it further resolved, that the City of Gautier will submit this Adoption Resolution to the Mississippi Emergency Management Agency and Federal Emergency Management Agency, Region IV officials to enable final approval of Jackson County's Multi-Jurisdictional Hazard Mitigation Plan.

Motion made by Councilman Colledge, seconded by Councilman Macfarland and the following vote was recorded:

Mayor Tommy Fortenberry	<u>YES</u>
Councilman Johnny Jones	<u>YES</u>
Councilman Hurley Ray Guillotte	<u>YES</u>
Councilman Gordon Gollott	<u>YES</u>
Councilwoman At Large Mary Martin	<u>YES</u>
Councilman Scott Macfarland	<u>YES</u>
Councilman Adam Colledge	<u>YES</u>

Passed: February 5, 2013

Mayor Tommy Fortenberry

Certifying Official

City Clerk Cynthia Russell

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Patty Huffman, Grants & Projects Manager
Through: Eric Meyer, Economic Development and Planning Director
Date: January 28, 2013
Subject: Resolution Adopting the Jackson County Multi-Jurisdictional Hazard Mitigation Plan

REQUEST:

The Economic Development and Planning Department requests that City Council adopt the attached resolution for the 2012 Jackson County Multi-Jurisdictional Hazard Mitigation Plan

BACKGROUND:

In an effort to reduce mounting natural disaster losses, the U.S. Congress passed the Disaster Mitigation Act of 2000 which requires that local governments have a hazard mitigation plan in place in order to apply for federal mitigation grant funds. "The mission of the Jackson County Multi-jurisdictional Hazard Mitigation Plan is to plan for and reduce the impact of identified hazards on the community by means of sustainable and resilient measures and activities." The Jackson County Board of Supervisors contracted planning consultants Neel-Schaffer, Inc. and Witt Associates, LLC to assist the County and City of Gautier with an update to the 2005 plan. The City of Gautier and Jackson County participated in a planning process which included Hazard Mitigation Council meetings, focus groups, and assessments, as well as surveys and public meetings for citizen review. The completed plan meets all applicable FEMA and state requirements for hazard mitigation plans and has been prepared in coordination with FEMA Region IV and the Mississippi Emergency Management Agency (MEMA). Final approval by MEMA and FEMA will be given upon receipt of the approved Adoption Resolution. See the attached Resolution and Table of Contents/Introduction for more information. Additional chapters cover community profiles, the planning process, assessments, mitigation strategies, capability assessments, and plan maintenance. (A binder containing the complete plan is located at City Hall.)

RECOMMENDATION:

City staff recommends that City Council adopt the 2012 Jackson County Multi-Hazard Mitigation Plan.

City Council may:

1. Adopt the resolution as presented; or
2. Adopt the resolution with changes; or
3. Disapprove adoption of the resolution.

ATTACHMENT(S):

Multi-Hazard Mitigation Plan Adoption Resolution
Multi-Hazard Mitigation Plan Table of Contents and Introduction

2012 Jackson County Multi-Jurisdictional Hazard Mitigation Plan

GAUTIER • VANCELEAVE • ESCATAWPA • HURLEY



DEVELOPED BY THE
JACKSON COUNTY
HAZARD MITIGATION COUNCIL

IN ASSOCIATION WITH
NEEL-SCHAFER, INC AND
WITT GROUP HOLDINGS, LLC

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Chapter One--Introduction

1 Introduction and Background to Hazard Mitigation Planning

1.1 Hazard Mitigation Planning

Hazard mitigation can be defined as the use of short- and long-term strategies that will permanently reduce or alleviate the loss of injuries, life, and property resulting from hazards. A comprehensive mitigation approach addresses hazard vulnerabilities that exist today and in the foreseeable future. Implementation strategies include structural changes such as strengthening or protecting buildings and infrastructure from the destructive forces of potential hazards as well as non-structural strategy such as land-use policies and the creation of public awareness programs. It is widely accepted that the most effective mitigation measures are implemented at the local level, where decisions on the regulation and control of development are ultimately made. Therefore, it is essential that projected patterns of future development are evaluated and considered in terms of how that growth will increase or decrease a community's overall hazard vulnerability.

A key component in the formulation of a comprehensive approach to hazard mitigation is to develop, adopt, and update as needed a local hazard mitigation plan. A hazard mitigation plan establishes the broad community vision and guiding principles for reducing hazard risks and further proposes specific mitigation actions to eliminate or reduce identified vulnerabilities.

FEMA Definition of Hazard Mitigation: "Any sustained action taken to reduce or eliminate the long-term risk to human life and property from hazards."

Mitigation planning and activities provides jurisdictions with a number of benefits such as:

- Reduced loss of life, property, essential services, critical facilities and economic hardship
- Reduced short-term and long-term recovery and reconstruction costs
- Increased cooperation and communication within the community through the planning process
- Increased potential for state and federal funding for recovery and reconstruction projects

Figure 1.1 Understanding Risk



Figure 1.1 illustrates the concepts of risk reduction.

Chapter One--Introduction

1.2 The Disaster Mitigation Act and the Flood Insurance Reform Act

In an effort to reduce mounting natural disaster losses, the U.S. Congress passed the Disaster Mitigation Act of 2000 (DMA 2000) amending the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Section 322 of DMA 2000 emphasizes the need for state and local government entities to closely coordinate mitigation planning activities and makes the development of a hazard mitigation plan a specific eligibility requirement for any local government applying for federal mitigation grant funds. These funds include the Hazard Mitigation Grant Program (HMGP) and the Pre-Disaster Mitigation (PDM) program, both of which are administered by the Federal Emergency Management Agency (FEMA) under the Department of Homeland Security.

The Flood Insurance Reform Act of 2004 (P.L. 108-264) created two grant programs, Severe Repetitive Loss (SRL) and Repetitive Flood Claim (RFC), and modified the existing Flood Mitigation Assistance (FMA) program. This act requires completion of a FEMA-approved Hazard Mitigation Plan in order for communities to be eligible for these FEMA mitigation programs. Communities with an adopted and federally-approved hazard mitigation plan thereby become pre-positioned and more apt to receive available mitigation funds before and after the next disaster strikes.

The Jackson County Multi-Jurisdictional Hazard Mitigation Plan meets all applicable FEMA and state requirements for hazard mitigation plans and has been prepared in coordination with FEMA Region IV and the Mississippi Emergency Management Agency (MEMA).

1.3 Purpose and Mission Statement

The purpose of the plan is to document specific natural hazards that are most probable to occur within the study area, evaluate the anticipated risks and potential damage, and identify feasible and cost-effective pre-disaster actions that will reduce risks. In accordance with the purpose of the Hazard Mitigation Plan, the following mission statement was adopted to guide the planning process:

"The mission of the Jackson County Multi-jurisdictional Hazard Mitigation Plan is to plan for and reduce the impact of identified hazards on the community by means of sustainable and resilient measures and activities."

Chapter One--Introduction

1.4 Authority and Adoption

Requirement §201.6(c)(5): [The local hazard mitigation plan shall include] documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval of the plan. For multi-jurisdictional plans, each jurisdiction requesting approval of the plan must document that it has been formally adopted.

1.4.1 Authority

The Jackson County Board of Supervisors and the City of Gautier City Council initiated development of this Multi-Jurisdictional Hazard Mitigation Plan ("the Plan"). The County applied for and received a grant through the Hazard Mitigation Grant Program (HMGP) to prepare an update to the November 2005 Hazard Mitigation Plan. The HMGP is sponsored by the Federal Emergency Management Agency (FEMA) and administered by the Mississippi Emergency Management Agency (MEMA). A copy of the grant approval letter is provided in Appendix 8.1-A.

1.4.2 Plan Adoption

A public meeting was held on August 15, 2012 for citizens to formally review and accept this Plan prior to sending to MEMA and FEMA for state and federal approval. As a multi-jurisdictional effort, the Jackson County Multi-Jurisdictional Hazard Mitigation Plan meets the requirements of Section 201.6(c)(5) and was approved by FEMA on January 14, 2013. Each jurisdiction then proceeded to adopt this Plan as demonstrated by the executed Resolutions provided in Appendix 8.1-B along with the approval letter and copy of completed crosswalk.

1.5 Multi-Jurisdictional Planning Participation

Requirement §201.6(a)(3): Multi-jurisdictional plans may be accepted, as appropriate, as long as each jurisdiction has participated in the process.

The 2005 plan included the jurisdictions of Gautier, Moss Point, Ocean Springs, Pascagoula and Jackson County. However, the cities of Moss Point, Ocean Springs and Pascagoula elected to each participate in separate hazard mitigation plans for 2012 that were under development during the update of this plan.

Gautier and Jackson County participated as planning partners for the 2012 update. Both jurisdictions designated representatives to serve on the Hazard Mitigation Council (HMC) in an effort to provide specific planning guidance relevant to their needs. Chapter Three identifies the individuals who served on the planning committees and also stakeholders who were invited to participate in public meetings held during the planning process.

Chapter One--Introduction

1.6 Summary of Contents

The contents of this plan are designed to coordinate with the layout of the State of Mississippi's Hazard Mitigation Plan. Below is a summary of the contents presented in chapters 2 through 7.

Chapter 2: **Community Profiles** of the participating jurisdictions include demographic, geographic, and economic characteristics. This information sets the stage for defining the special characteristics that are useful in understanding their unique vulnerabilities.

Chapter 3: **Planning Process** describes a complete account of the Council, subcommittee, and public meetings held during the planning process and who these individuals are.

Chapter 4: **Hazard Mitigation and Risk Assessment** contains five areas of study for each participating jurisdiction: **Risk Assessment, Hazard Identification, Vulnerability Assessment, Estimating Potential Losses, and Analyzing Development Trends.** Historical data is used to identify and prioritize appropriate mitigation actions that will reduce/eliminate losses from potential hazards. HAZUS-MH software was also utilized to assist with estimating potential losses from future impacts.

Chapter 5: **Mitigation Strategy** includes the goals and objectives that were developed to provide a strong foundation for implementing hazard mitigation strategies in each of the participating jurisdictions. Individual **Actions** were identified by goal and objective and include a mitigation group and priority. An **implementation** process is also defined which includes how **priorities** were established. **Funding Sources** and Hazard Mitigation Assistance eligibility criteria are also included.

Chapter 6: **Capability Assessment** on the ability of the jurisdictions to implement strategies and **incorporate mitigation principles into other planning initiatives.**

Chapter 7: **Plan Maintenance** presents the process in which the Council and other identified departments will ensure that the Plan is integrated with all other planning documents, regulations, and ordinances and that the public is engaged in any and all updates. Procedures are also defined in evaluating the effectiveness of mitigation actions and the status of pending/in process projects.

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 022-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that three (3) Part-time Firefighter positions and job description for the Gautier Fire Department are hereby approved.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Councilman Macfarland, seconded by Councilwoman Martin and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED BLANK by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason Pugh, Human Resources Director
Date: January 28, 2013
Subject: Request to Approve Three (3) Part-time Firefighter Positions

REQUEST:

The Human Resources Department requests that the Gautier City Council consider approving the creation of three (3) part-time firefighter positions at a pay rate of \$10.00 per hour.

BACKGROUND:

With the approval of the budget for 2013, the Gautier City Council approved a modification to the firefighters' monthly schedule to reduce built in overtime. During those budget discussions, the hiring of part-time firefighters and the creation of a part-time firefighter program were also discussed as a means to further reduce overtime costs.

DISCUSSION:

A proposed part-time firefighter program has been developed and awaits implementation. However, before the program can be implemented, the fire department's authorized strength should be increased to include three (3) part-time firefighter positions. These part-time firefighters will be utilized to ensure the fire shifts are maintained at a minimum safe staffing level when full-time firefighters are away from work on leave.

Part-time firefighters will be paid a rate of \$10.00 per hour, plus FICA, Workers' Compensation and PERS contributions. Part-time firefighters will be paid out of the approved overtime budget for FY 2012/2013.

The benefits of hiring part-time firefighters are monetary savings to the city due to not paying a full-time firefighter overtime to cover an undermanned fire shift. Furthermore, fire protection services should not decrease as the part-time firefighter will be state certified and trained in firefighting per State of Mississippi minimum standards.

** Full-time firefighters' overtime rates vary between \$16.13 - \$23.27 per hour plus and city contributions for FICA, Workers' Compensation, and PERS.

RECOMMENDATION:

The Human Resources Department recommends that the Gautier City Council approve the three (3) part-time firefighter positions.

ATTACHMENT(S):

Part-Time Firefighter Job Description

**FIREFIGHTER
(Part-time)**

Pay Rate: \$10.00 per hour

NATURE OF WORK

This is skilled public safety work involving the protection of life and property through firefighting. Work involves an element of danger and incumbent must be able to exercise independent discretion in emergencies.

Firefighting duties include: training and participation in the operation of department apparatus and the performance of hazardous duties under emergency conditions; combating, extinguishing, and preventing fires; and routine maintenance of equipment, apparatus, and quarters. Work may require strenuous exertion under such handicaps as smoke, fire, heat, and cramped surroundings.

Work is normally performed under close supervision in accordance with established policies and procedures. Supervision is received from superior officers who review work methods and results for adherence to standards through accomplishments, personal inspection, review of written reports covering activities, and discussion.

ILLUSTRATIVE EXAMPLES OF WORK

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Work involves knowledge, skills, and abilities in the following areas:

Rules and Regulations	Fire Department Apparatus
Hose Lays	Fire Chemistry
Ladder Raises	Fire Service Hydraulics
Rescue & Protective Breathing	First Aid
Ventilation	Salvage & Overhaul
Forcible Entry	Portable Fire Extinguisher
Rope Slides, Knot Tying	Fire Prevention
Physical Training	Basic Tools & Their Use

Responds to fire alarms with a company; lays and connects hose; holds nozzles and directs water streams; climbs ladders; uses chemical fire extinguisher, bars, hooks, lines and other equipment.

Participates in fire drills; and studies assigned materials relating to firefighting, fire prevention, and EMS.

Ventilates burning buildings by opening windows and skylights or by chopping holes in roofs and floors.

Removes persons from danger; administers first aid to injured persons; performs salvage operations such as sweeping water, and removing debris.

Inspects buildings and premises for familiarization; checks for fire hazards.

May drive and operate motor driven equipment under special instructions and limited conditions on relief basis.

Performs other duties as determined by Fire Chief or supervisor.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of English, spelling, and math.

Knowledge of occupational hazards involved in the work and the safety precautions for safe performance of the job.

City of Gautier
City Manager _____

Date _____

FIREFIGHTER

(Part-time)

Ability to act quickly and calmly in emergency situations; to determine proper course of action in various dangerous situations, and use sound judgment in handling them.

Ability to read and write.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relations with co-workers and the public.

Ability and physical strength to do prolonged and arduous work.

Ability to climb ladders and work at considerable heights.

Ability to bend and crawl in cramped area.

Ability to lift, carry, push or pull heavy loads.

Ability to react to change productively and to handle other tasks as assigned.

Must maintain a valid Mississippi vehicle operator's license.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

Graduation from a high school or acceptable equivalent.

MINIMUM SPECIAL REQUIREMENTS-FIRE FIGHTER

1. Must be 21 years of age.
2. Must be Firefighter 1001 qualified.
3. Applicant(s) with Firefighter 1001 and 1002 will be given preference.

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 023-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the part-time firefighter program for the Gautier Fire Department is hereby approved.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Councilman Macfarland, seconded by Councilwoman Martin and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason Pugh, Human Resources Director
Date: 01/28/13
Subject: Request to Approve a Part Time Firefighter Program

REQUEST:

The Human Resources Department requests that the Gautier City Council consider approving the implementation of a Part Time Firefighter Program.

BACKGROUND:

With the approval of the budget for 2013, the Gautier City Council approved a modification to the firefighter's monthly schedule to reduce built in overtime. During those budget discussions, the hiring of part time firefighters and the creation of a part time firefighter program were also discussed as a means to further reduce overtime costs.

DISCUSSION:

A proposed part time firefighter program has been developed and awaits implementation. As part of this program, the Fire Chief will develop a roster of state certified firefighters who are employed at other fire departments in our region. These firefighters will be on call on their days off and will fill in for our fire shifts that are short handed due to our firefighters being away from work on leave. We will pay these part time firefighters \$10.00 per hour in lieu of paying our fulltime firefighters overtime to cover undermanned shifts. Fulltime firefighter's overtime rates vary between \$16.13 and \$23.27 per hour.

This program will be administered by the Fire Chief.

RECOMMENDATION:

The Human Resources Department recommends that the Gautier City Council approve the implementation of a Part Time Firefighter Program.

ATTACHMENT(S):

Part time firefighter information packet (Fire Chief Ray Frair)

PART-TIME FIREFIGHTER PROGRAM

QUALIFICATIONS

Part-time firefighters must have a current Mississippi Firefighter I qualification. Firefighters requesting part-time employment with the City of Gautier who also have Mississippi Firefighter II qualification will be given preference.

Part-time firefighters must have a current Mississippi or other state driver's license.

Part-time firefighters must fill out an application for part-time employment and provide a copy of their Mississippi State Certification as a Firefighter I prior to employment.

HOURS OF WORK

Part-time firefighters will be scheduled on an as-needed basis, but shall work no more than 120 hours in a 30 day period of time. The Administrative Assistant shall keep a personal record of all hours worked by part-time employees and shall notify the shift supervisors when part-time employees are within 24 hours of meeting the 120 hour maximum hours for the 30 day period of time.

Part-time firefighters will only be utilized to supplement the number of on-duty firefighters to a total of seven (7). Employment of part-time firefighters for the purpose of allowing for vacation, training or other such activities shall be prohibited except with the approval of the office of the chief.

BENEFITS

Part-time firefighters will be covered by Workers' Compensation while in the employment of the City of Gautier.

Part-time firefighters who are in the PERS program with their primary employer or other employer will be required to make the employee contribution to the program and the City shall be required to make the normal contribution required by the employer.

Part-time firefighters shall not accrue or utilize sick leave, vacation, K-days, training or other such special amenities or be entitled to same.

Part-time firefighters are not covered by Civil Service Rules and Regulations and therefore serve "at will".

TAXES

Part-time firefighters are not contract workers or independent contractors and therefore wages earned will be subject to all taxes and other deductions as paid by full-time employees.

UNIFORMS AND PPE'S

Station uniforms for part-time firefighters shall consist of the following:

1. Dark blue t-shirt as provided by the City of Gautier. (2 t-shirts shall be issued)
2. Dark blue PDU style pants (as approved by the Office of the Chief).
3. Black footwear (boots or oxford type supplied by the part-time firefighter and approved by the office of the chief).
4. Dark blue jacket for cold weather (provided by the part-time firefighter and as approved by the Office of the Chief.)

NOTE: Uniform components shall be at the discretion of the Office of the Chief and are subject to change as necessary.

Personal Protective Equipment (PPE's):

Part-time firefighters shall provide their own NFPA approved Personal Protective Equipment that is in serviceable condition, not in need of repair and approved by the Office of the Chief. The personal protective equipment shall consist of:

1. One Nomex or other approved hood.
2. One bunker coat
3. One bunker pants
4. One pair of suspenders
5. One helmet
6. One pair of firefighting gloves
7. One pair of fire boots (rubber or leather)

NOTE: The Office of the Chief reserves the right to substitute part-time employee provided personal protective equipment components with City of Gautier personal protective equipment when supplies are available.

All uniform components shall be clean, free of wrinkles and where necessary shined, at the start of each shift.

SCHEDULING OF PART-TIME FIREFIGHTERS

Part-time firefighters shall be used to supplement the number of on-duty firefighters to not more than 7 on any shift.

The Office of the Chief shall develop and provide to the three (3) shift supervisors a list of all qualified part-time firefighters. This list shall consist of the names of the part-time firefighter, contact number and shifts available to work.

When the on-duty shift supervisor develops information that a firefighter position for any given shift will require the need to replace the firefighter due to sickness, funeral, or other such activity, steps shall be taken to place a part-time firefighter in the needed position.

All part-time firefighters must be contacted by the shift supervisor prior to assigning a City of Gautier firefighter to the position on overtime. Efforts made by the shift supervisor to contact the part-time firefighters shall be documented in the narrative portion of the Station Log at Central Station.

If contact is made with a part-time firefighter and they accept the assignment, but will be delayed on arriving due to being still on duty at another department, or distance of travel or a previous commitment such as a doctor's appointment, and no other part-time firefighter is available, the on-duty shift supervisor shall detain one City of Gautier firefighter on overtime until the part-time firefighter arrives for duty. A notation into Central Station Daily Activity Log shall be made by the shift supervisor stating the need to provide a Gautier firefighter on a limited basis and the reason why.

Part-time firefighters shall not be utilized to allow vacation, training, K-days, or any other such activity without prior approval from the Office of the Chief. Part-time firefighters shall be used for increasing on-duty staffing levels to seven (7).

DUTIES OF PART-TIME FIREFIGHTERS

Part-time firefighters shall become familiar with all Rules and Regulations, Policy and Procedures and Standard Operating Guidelines adopted by the City of Gautier Fire Department. Shift supervisors shall provide guidance when necessary. Such guidance could be, but not limited to, needed interpretation of stated rules, regulations, policy and procedures, and SOG's. Part-time firefighters who willfully violated stated rules, regulations, policy and procedures, and SOG's shall be reported to the Office of the Chief in written form stating the violation.

NOTE: The exception to the statement above is the modification of the station uniform. As this program progresses, we can expect changes for station uniform compliance.

Part-time firefighters are subject to all duties assigned to City of Gautier firefighters and are expected to participate in training, building inspections as needed, hydrant inspections as needed, all station tasks and any task determined to be necessary by the Office of the Chief.

All part-time firefighters shall obey all legal directives given to them by superior officers whether they are in the fire house, on an incident scene or in the public domain.

Part-time firefighters shall not be utilized as primary drivers/operators unless under extreme emergency situations.

Shift supervisors shall insure part-time firefighters are familiar with and are qualified with the use of the MSA respiratory system used by the Gautier Fire Department.

Part-time firefighters are responsible for familiarizing themselves with the location of and use of all tools and equipment utilized by the Gautier Fire Department. Shift supervisors are responsible for insuring compliance.

Part-time firefighters are responsible for providing a current contact number that they can be contacted at for possible employment. If the numbers change, contact with the Administrative Assistant is mandatory.

PERFORMANCE EVALUATION

Every 60 days, shift supervisors shall review the work ethics, duty performance and dependability of part-time firefighters that have been assigned to their shifts. This evaluation shall be in the form of a letter listing the part-time firefighters who have worked on their shifts and shall also list the evaluation as "excellent, satisfactory, or unsatisfactory". All unsatisfactory ratings shall include an explanation of why the rating was given.

Part-time firefighters who are rated "unsatisfactory" shall be eliminated from the program by the authority of the Fire Chief and City Manager.

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

RESOLUTION NUMBER 004-2013

A RESOLUTION APPROVING THE SCHEDULE OF AUTHORIZED POSITIONS AND REORGANIZATION CHART

WHEREAS, it is the desire of the Mayor and Council to approve the Schedule of Authorized Positions and Organizational Chart on February 5, 2013 as presented by the City Manager in accordance with Mississippi Code of 1972 Section 21-9-45.

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GAUTIER, MISSISSIPPI, THAT:

SECTION 1. The schedule of authorized funded full-time, part-time, and reserve positions listed below is hereby adopted, as amended.

CITY OF GAUTIER FY 2013 SCHEDULE OF AUTHORIZED POSITIONS (Underline New/Strike-Thru ~~Old~~)

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
<u>JUDICIAL</u>					
City Judge	N/A	N/A		1	
City Attorney	N/A	N/A		1	
Total Funded				2	
Total Non-Funded					
<u>EXECUTIVE DEPT</u>					
City Manager	N/A	N/A	1		
Executive Asst	2080	10	1		
Total Funded			2		
Total Non-Funded					
<u>FINANCE DEPT</u>					
<u>Comptroller</u>	2080	<u>21</u>	1		
Finance Support Specialist	2080	11	1		
Accounting Generalist	2080	10	1		
Total Funded			3		
Total Non-Funded					
<u>HUMAN RESOURCES DEPT</u>					
Director	2080	21	1		
HR Generalist	2080	10	1		

Custodian	2080	6	1		
Multi-Craft Maintenance Worker	2080	10	1		
<i>Fleet Maintenance</i>					
Mechanic II	2080	11	1		
Mechanic I	2080	10	1		
Total Funded			6		
Total Non-Funded					
<u>CITY CLERK DEPT</u>					
City Clerk	2080	21	1		
DCC / Executive Assistant	2080	11	1		
Purchasing Agent	2080	10	1		
Administrative Clerk	2080	8	1		
<i>Court Division</i>					
Court Clerk II	2080	10	1		
Deputy Court Clerk	2080	8	1		
Total Funded			6		
Total Non-Funded					
	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
<u>POLICE DEPT</u>					
Police Chief	2080	22	1		
Admin Assistant	2080	9	1		
<i>CID</i>					
Detective Captain	2080	15	1		
Detective Lieutenant	2080	14	1		
Detective Sergeant	2080	13/14	1		
Detective	2080	11/13	3		
FBI Task Force Officer	2080	13	1		
Narcotics Officer	2080	11	1		
Crime Prevention Officer	2080	11	1		
Records Clerk II	2080	7	1		
<i>Patrol</i>					
Patrol Captain	2080	15	1		
Patrol Lieutenant	2184	11	4		
Patrol Sergeant	2184	10S	4		
Patrol Officer **	2184	9/10	14		
Dispatcher / TAC Officer	2080	10	1		
Dispatcher	2184	7	7		
<i>Traffic/Admin</i>					
Traffic/Admin Captain	2080	15	1		
K9 Officer	2080	13	1		
Traffic Sergeant	2184	10S	1		
Traffic Officer	2184	10	4		
Animal Control Officer	2080	6	1		

School Guards	N/A	N/A		4	
Patrol Officer	N/A	N/A			21
Total Funded			51	4	21
Total Non-Funded					

** Probationary officer 9
Certified officer 10

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
FIRE DEPT					
Fire Chief	2080	22	1		
Fire Marshall	2080	15	1		
Admin Assistant	2080	9	1		
Fire Captains	2808	10	3		
Fire Lieutenant	2808	9	6		
Firefighters ***	2808	9/10	18	<u>3</u>	
Total Funded			30	<u>3</u>	
Total Non-Funded					

*** Probationary firefighter 9
Firefighter 10
PT Firefighters (\$10.00/hr.)

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
ECONOMIC DEV DEPT					
Director	2080	22	1		
Administrative Bookkeeper	2080	10	1		
Administrative Clerk	2080	8	1		
Building & Zoning					
Building & Zoning Administrator	2080	13	1		
GIS Analyst/Draftsman	2080	11	1		
Neighborhood Services					
Grants and Projects Manager	2080	13	1		
Code Enforcement Officer	2080	10	1		
Planning Tech	2080	11	1		
Neighborhood Improv Coord	2080	10	unfunded		
Cultural Services					
Cultural Services Manager	2080	14	1		
Recreation Coordinator	2080	11	1		
Parks Supervisor	2080	11	1		
Equip Operator	2080	8	1		
Total Funded			12		
Total Non-Funded			1		
	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
PUBLIC WORKS DEPT					
Utility Services					

Division Manager	2080	14	1		
Field Supervisor	2080	13	1		
Total Funded			2		
Total Non-Funded					

Summary of Authorized Positions	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
Judicial Dept: Funded		2	
Executive Dept: Funded	2		
Finance Dept: Funded	3		
Human Resources Dept: Funded	6		
City Clerk Dept: Funded	6		
Police Dept: Funded	51	4	21
Non-Funded			
Fire Dept: Funded	30	3	
Econ Dev Dept: Funded	12		
Public Works Dept: Funded	2		
Non-Funded	1		
Total	112	9	21
Total Non-Funded	1		

SECTION 2. The City Manager is authorized and encouraged to supplement authorized personnel strength with voluntary workers, community service workers, and prisoners labor from any available source.

SECTION 3. The City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Councilman Macfarland, seconded by Councilwoman Martin and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by the Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason Pugh, Human Resources Director
Date: 01/28/13
Subject: Request to Approve Amended Schedule of Authorized Positions and Amended Organizational Chart.

REQUEST:

The Human Resources Department requests that the Gautier City Council approve the Amended Schedule of Authorized Positions and Organizational Chart.

DISCUSSION:

Upon council approval of part time firefighter positions and a part time firefighter program, the Schedule of Authorized Positions and Organizational Chart should be updated and approved by Council. The attached Schedule of Authorized Positions and Organizational Chart reflects the addition of three (3) part time firefighter positions as well as two (2) residual changes for internal consistency as adopted in the 2013 budget.

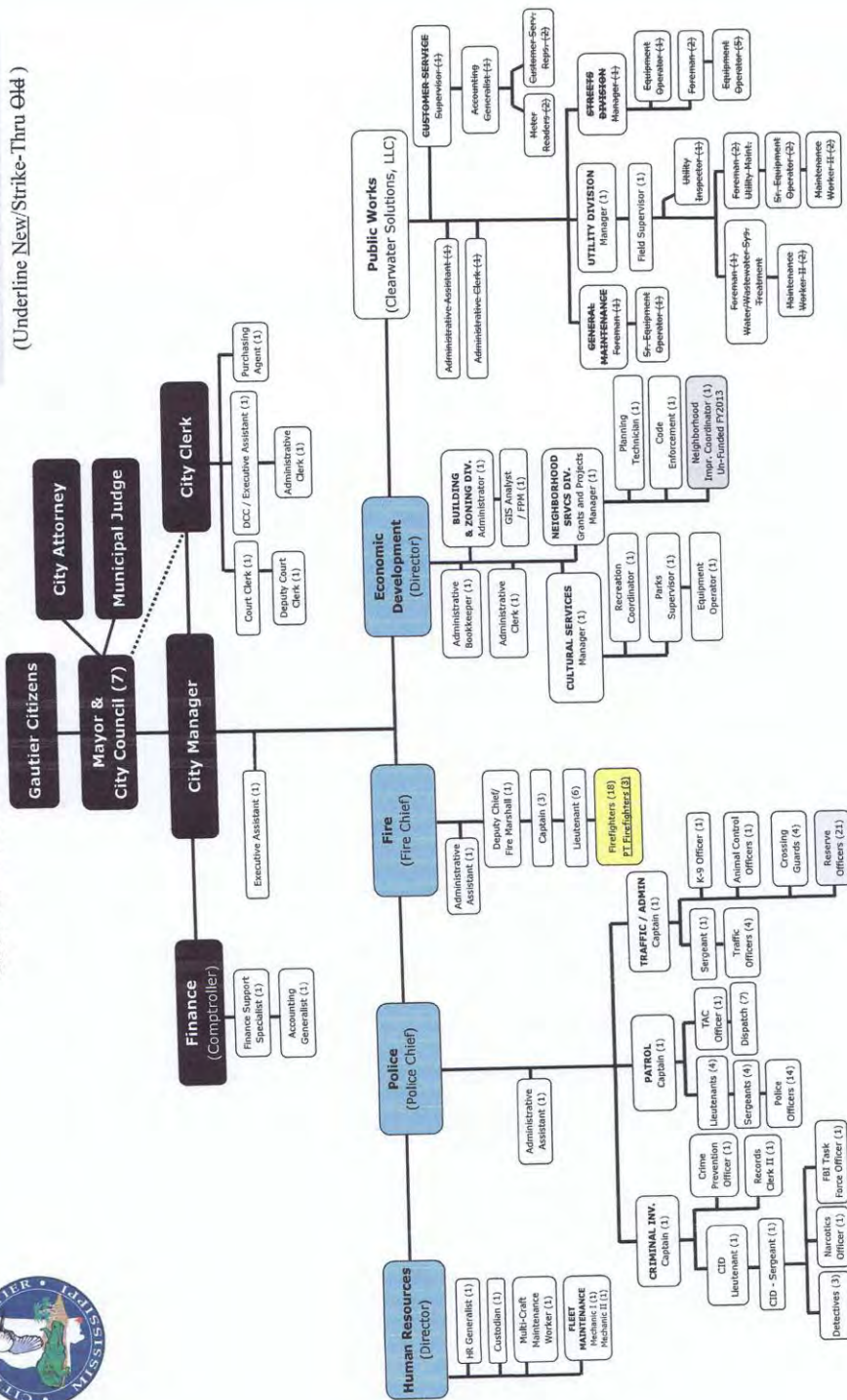
FINANCIAL IMPACT: The creation of the part time firefighters is established to reduce overtime expenses. The residual changes relating to grade modification for city clerk and comptroller positions is a nominal change of less than \$300 annually.

RECOMMENDATION:

The Human Resources Department recommends that the Gautier City Council approve the amended Schedule of Authorized Positions and Organizational Chart.

ATTACHMENT(S):

Amended Schedule of Authorized Positions
Amended Organizational Chart



There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 025-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Employee Handbook be amended to include new city policies on Fuelman Fleet Cards, Social Media, Sick Leave Abuse and Overtime is hereby approved.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Councilman Macfarland, seconded by Councilwoman Martin and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason Pugh, Human Resources Director
Date: 01/28/13
Subject: Request to Approve New City Policies

REQUEST:

The Human Resources Department requests that the Gautier City Council consider approving three (3) new policies to be added to the Employee Handbook. Additionally, it is requested that the Gautier City Council consider revising the city Overtime policy (Adopted April 17, 2012) of the Employee Handbook.

BACKGROUND:

The Human Resources Department has reviewed the current employee handbook and determined that additional policies are needed and should be added. Additionally, a change to the approved Overtime policy is requested, (See Attachment 4).

DISCUSSION:

The Human Resources Department has researched and developed three (3) additional policies which should be considered for addition to the Employee Handbook. A change to the Overtime policy (adopted April 17, 2012) is also requested.

- | | |
|------------------------------|--|
| Fuelman Fleet Cards - | Establishes proper use and procedures for fueling city vehicles under the Fuelman Program, (Attachment 1). |
| Social Media - | Provides for the benefits of social media in the workplace and establishes provisions for City sponsored sites, (Attachment 2). |
| Sick Leave Abuse - | Establishes sick leave abuse and provides directors a safeguard to control overtime costs due to sick leave abuse, (Attachment 3). |
| Overtime - | Improves budget practice for fiduciary control. FLSA establishes that only <u>actual hours worked</u> count when calculating overtime. With the city's austerity measures, it's necessary to revise the city's past policy of counting paid or unpaid time off for holidays, annual leave or sick leave when calculating overtime, (Attachment 4). |

Upon approval, these new policies will be evaluated periodically to determine their effectiveness in meeting the city's goals.

RECOMMENDATION:

The Human Resources Department recommends that the Gautier City Council approve the three (3) new policies (Fuelman, Social Media, Sick Leave Abuse) and authorize the City Manager and Human Resources Department to add these policies to the Employee Handbook. Additionally, the Human Resources Department recommends the Gautier City Council approve the requested change to the city Overtime policy.

ATTACHMENT(S):

1. New Fuelman Fleet Card Policy
2. New Social Media Policy
3. New Sick Leave Abuse Policy
4. Revised Overtime Policy

Fuelman Fleet Cards

Standards and Guidelines

The City of Gautier has developed this Fuelman policy to establish minimum standards for use of the Fuelman fuel card. This policy will be the official document governing the City of Gautier Fuelman program.

General Information

It is important that the City of Gautier properly safeguard and account for purchases of gasoline and diesel fuel for city owned vehicles. Under the direction of the City Clerk, Fuelman cards will be used by designated City of Gautier employees to make authorized fuel purchases for city vehicles. The City Clerk's office will track and review fuel transactions to maintain records for each city vehicle; these records will track vehicle and driver purchasing and reflect any misuse of the cards.

Procedures

Except when delegated, the authority to issue Fuelman cards resides exclusively with the City Manager. Fuelman cards shall be issued to vehicles, not individuals, and are restricted to use with the vehicle to which it was issued. Only one Fuelman card shall be issued to a vehicle. An additional Fuelman card may be issued to employees for the purchase of fuel for gas powered lawn maintenance equipment where applicable. Employees required to drive vehicles and operate equipment will receive a Personal Identification Number (PIN) that can be used with any Fuelman card assigned to vehicles owned and operated by the city. The issuance of PINs will be managed by the City Clerk or his/her designee. PIN creation, assignment and usage must comply with the following requirements:

- A. PINs shall not be shared by employees.
- B. Use of the PIN serves as an electronic "signature" of the person to whom it is issued.
- C. PINs can be used by the individual with any card on the account.
- D. Generic PINs are prohibited (e.g. one PIN for an entire office or department)

- E. Vehicle numbers, employee numbers and other easily obtained or guessed numbers shall not be used as PINs
- F. PINs shall not be written on the card or on the protective card sleeve.
- G. Compromised PINs must be cancelled immediately and a new PIN issued.
- H. Lost, stolen or damaged cards shall be reported to the City Clerk or his/her designee and the card replaced immediately.

Responsibilities

Employees will be held personally liable for all unauthorized and/or unallowable Fuelman card purchases. Under no circumstances is an employee permitted to use the Fuelman card for personal purchases, including fuel for personal vehicles or other non-city owned or operated vehicles. Such use will be considered theft and will result in disciplinary action, up to and including termination, and may result in criminal prosecution. Supervisors or other approving officials who knowingly, or through willful neglect, approve personal or fraudulent purchases are subject to the same disciplinary actions as fuel card users.

Other Requirements

In order to assist the city in monitoring its fleet costs, card users shall completely fill the fuel tank at each fill up and shall make every reasonable effort to enter the accurate vehicle odometer reading at the time the fueling transaction takes place to ensure detailed vehicle mileage data is calculated.

Social Media

Purpose

The City of Gautier will employ the use of social media web sites to reach citizens it might not otherwise reach through other traditional means. It is understood that social media sites provide an excellent resource for communicating the city's various messages and promoting the city's services, programs and initiatives. Social media allows real time interaction with citizens, and increases efficiency as it pertains to news, special events and advertising, and also provides a nontraditional support device to internal departments and divisions.

General Provisions

The city, through the City Manager's office, may create and operate a web site on Facebook, Twitter and any other reputable social networking site. The creation of additional sites by individual city departments is allowed with City Manager approval (e.g. Police Department, Fire Department). All sites representing the City of Gautier must strictly adhere to city policy. Content posted to any City of Gautier social media site must be approved by the Director of the department establishing the site. Content posted to city managed social media sites may include news releases, approved photos and videos, agendas, announcements, promotional tools, and similar material.

Guidelines

- The City Manager's designee will create and maintain the city's official social media accounts.
- Under certain circumstances, individual city departments may want to create and maintain social media sites that are separate from those maintained by the City Manager's designee. Departments are required to obtain approval from the City Manager before implementing separate social media sites.
- Department Directors must provide specific justification and reasons for maintaining separate social media sites. If approved, the City Manager or his/her designee will periodically review each city managed social media site. Those sites that do not meet the city's intended goals and objectives may be removed at any time.

- Unless a social media site has been authorized to accept comments, unofficial or public comments may not be posted by followers.
- Some avenues to allow user comments may be turned off, including discussion boards, “walls” and comments sections.
- If the public is allowed to post comments to a social media account or page, the following posts are inconsistent with the city’s policies and will not be allowed:
 - Obscene or racist content
 - Personal attacks, insults, or threatening language
 - Potentially libelous statements
 - Private, personal information published without consent
 - Comments totally unrelated to the content of the post
 - Links to material that is not directly related to the discussion
 - Commercial promotions or spam
 - Political activity in any form
 - Pornographic or sexually explicit content
- Anyone may become a “fan” of the city operated sites. However, individuals who display objectionable profile pictures or who do not follow the above guidelines on the city social media sites will not be accepted as “fans” or allowed to “follow” the site(s).

Prohibited Content

Prohibited content on city managed social media sites include political activity, offensive, harassing or sexually explicit imagery or language, endorsements of any product, service or private organization, or commercial or fund-raising activities, except those sponsored or sanctioned by the City of Gautier.

Personal Social Media Accounts

Employees shall refrain from posting information about the City of Gautier using their personal social media accounts. Any person identified as an employee of the City of Gautier on a publicly accessible site is expected to maintain a positive online image and shall avoid conduct that is inappropriate or unbecoming a City of Gautier employee. Any conduct on a social media site that brings discredit upon the City of Gautier, its employees, its services or any of the City of

Gautier's legitimate business interests may result in disciplinary action up to and including termination. (Examples of conduct that may bring discredit upon the city would include discriminatory or derogatory remarks, inflammatory or offensive language, harassment, threats of violence or any other similar inappropriate or unlawful conduct.)

DRAFT

Section 14.1 Sick Leave Abuse

Directors shall closely monitor use of sick leave by their employees. Sick leave shall not be considered as a right which an employee may use at the employee's discretion, but shall be considered a privilege and allowed only in cases of actual sickness or disability of the employee or in circumstances where illness in the employee's immediate family makes it necessary for the employee to be absent. (Authorized uses of paid sick leave are established in the city sick leave policy, Section 14)

It is anticipated that employees using paid city sick time for their own illness/injury or that of a family member will use their sick leave time to recuperate or care for their family member. Trips to the doctor, hospital stays or other justifiable illness related travels which take the employee away from home are acceptable; however, employees who establish a pattern of non-illness related personal pursuits during sick leave may subject themselves to disciplinary action up to and including termination.

Furthermore, employees who consistently use sick leave in any observable pattern may be considered to be abusing sick leave privileges. Examples of patterns that may indicate sick leave abuse include, but are not limited to:

- Consistently using sick leave as soon as it is accrued.
- Consistently using sick leave on Fridays and/or Mondays.
- Consistently using sick leave the day before or after an approved holiday.
- Consistently using sick leave in conjunction with approved vacation.
- Consistently using sick leave during certain days of the week, weeks of the year, seasons of the year, etc.
- Consistently using sick time on days where vacation was denied.
- Consistently using sick leave in any other similar observable pattern.

Employees who abuse sick leave will be subject to disciplinary action up to and including termination and may render themselves ineligible for paid sick leave benefits.

SECTION 6. Overtime/Compensatory Time.

An employee who is not exempt from the provisions of the Fair Labor Standards Act (FLSA) who works unscheduled hours and/or works hours beyond the threshold of FLSA for their job will be paid one and one-half times their regular rate of pay for each overtime hour worked. Paid or unpaid time off for holidays, annual leave or sick leave will not be counted as hours worked for the purposes of overtime calculations. ~~Council directive to Interim City Manager~~

All overtime must be pre-approved by the department head and documented; working unauthorized overtime may be grounds for discharge even though compensation for those hours will be paid in accordance with FLSA.

The City compensates overtime for all employees as follows:

- a) Non-Exempt – Non Public Safety: Overtime is compensated at a rate of one and a half (1.5) times the normal rate of pay for hours worked in excess of forty (40) hours per week.
- b) Non-Exempt – Fire Department: Shift personnel (Schedule 2808) shall refer to Article 24, Hours worked – Overtime of labor agreement between the City of Gautier and Local 3290.
- c) Police Officers. The scheduled hours worked for uniformed sworn personnel with powers of arrest, shall be 168 hours per 28-day work cycle. Overtime shall be paid at a rate of time and a half (1.5) the normal rate of pay for those police officers working more than 168 hours in a 28-day work cycle.
- d) Detectives and Non-Uniformed. The scheduled hours worked for non-uniformed sworn personnel with powers of arrest, shall be 160 hours per 28-day work cycle. Overtime shall be paid at a rate of one and a half (1.5) times the normal rate of pay for those Detectives working more than 160 hours in a 28-day work cycle.
- e) Dispatchers. The scheduled hours worked for uniformed dispatchers, covered by this agreement, vary from 36 hours to 48 hours per seven (7) day work cycle. Overtime shall be paid at a rate of one and a half (1.5) times the normal rate of pay for those Dispatchers actually working more than 40 hours in a seven (7) day work cycle.
- f) Office and other. The scheduled hours worked for office and other employees, including the Animal Control Officer, shall be 40 hours per seven (7) day work cycle. Overtime shall be paid at a rate of one and a half (1.5) times the normal rate of pay to office and other employees actually working more than 40 hours in a seven (7) day work cycle.

Compensatory time: The City of Gautier does not use Compensatory time.

Exempt employees are expected to work the hours required to accomplish their jobs, which may be in excess of forty (40) hours per week. Exempt employees may take short periods of leave (four (4) hours or less without charge to their accruals, if approved by the Department Director and City Manager. Leave exceeding four (4) hours or more must be charged against the appropriate leave accrual.

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 026-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Shepard State Park mobile home lease agreement between the City of Gautier and Mike Hooks is hereby approved.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Councilman Colledge, seconded by Councilwoman Martin and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Patty Huffman, Grants and Projects Manager
Through: Eric Meyer, Director of Economic Development and Planning
Date: January 30, 2013
Subject: Shepard State Park Mobile Home Lease Agreement

REQUEST:

The Economic Development and Planning Department requests City Council approval of the attached lease agreement for a three-bedroom mobile home located on the premises of Shepard State Park.

BACKGROUND:

The City of Gautier assumed the administration of Shepard State Park on January 28, 2013. A three-bedroom mobile home is located on the property. Since the Park includes RV and tent camping sites, the City needs to have on-call staff available for maintenance issues after business hours on weekdays and on weekends.

DISCUSSION:

City staff proposes to allow a current City employee (Michael Hooks and family) to reside in the mobile home in exchange for performing eight (8) hours of maintenance work (such as lawn mowing and weed-eating) per week and serving as the on-call worker during off hours. This agreement will be in effect for one year and is automatically renewable for a period of three (3) months unless written notice is received from either party at least 60 days prior to the end of the term. The Cultural Services Manager will be responsible for scheduling work and supervision.

RECOMMENDATION:

The Economic Development and Planning Department staff recommends that City Council approve the Lease Agreement as described above. City Council may

- 1) authorize the Lease Agreement outlining maintenance work and on-call duties at Shepard State Park in lieu of rent for a three-bedroom mobile home located on the property;
- 2) authorize the Lease Agreement with changes; or
- 3) disapprove the Lease Agreement as presented.

ATTACHMENT(S):

Real Estate Lease

REAL ESTATE LEASE

This Lease Agreement (this "Lease") is dated January 28, 2013, by and between City of Gautier ("Landlord") and Mike Hooks ("Tenant"). The parties agree as follows:

PREMISES. Landlord, in consideration of the lease payments provided in this Lease, leases to the Tenant the 3 bedroom mobile home that is located at Shepard Park (the "Premises") located at 1034 Graveline Rd, Gautier, Mississippi 39553.

TERM. The lease term will begin on January 28, 2013 and will terminate on January 28, 2014, and thereafter shall be automatically renewed for three months on the same terms and conditions as stated herein, save any changes made pursuant to law, until terminated.

MANAGEMENT. The Tenant is hereby notified that City of Gautier is the Property Manager in charge of the Property. Should the tenant have any issues or concerns, the Tenant may contact City of Gautier at 228 497-1878 or by mailing a letter to 3330 Hwy 90, Gautier, Mississippi 39553.

LEASE PAYMENTS. In lieu of a rental fee, the Tenant is to provide general maintenance at the Park for 8 hrs/per week, and to be the "on call" person from 5 p.m.-7 a.m. (Monday through Sunday), and to perform any other duties assigned by the City of Gautier. Whenever possible, time-off should be requested and approved by the Cultural Services Manager at least 24 hours in advance.

POSSESSION. Tenant shall be entitled to possession on the first day of the term of this Lease, and shall yield possession to Landlord on the last day of the term of this Lease, unless otherwise agreed by both parties in writing. At the expiration of the term, Tenant shall remove its goods and effects and peaceably yield up the Premises to Landlord in as good a condition as when delivered to Tenant, ordinary wear and tear excepted.

USE OF PREMISES/ABSENCES. Tenant shall occupy and use the Premises as a full-time residential dwelling unit. Tenant shall notify Landlord of any anticipated extended absence from the Premises not later than the first day of the extended absence.

No retail, commercial or professional use of the Premises is allowed unless the Tenant receives prior written consent of the Landlord and such use conforms to applicable zoning laws. In such case, Landlord may require Tenant obtain liability insurance for the benefit of Landlord.

The failure to abide by the provisions of this section shall constitute a material breach of this Agreement and is a just cause for eviction.

OCCUPANTS. No more than 5 person(s) may reside on the Premises unless the prior written consent of the Landlord is obtained.

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This Lease and occupancy of the premises is binding, individually and severally, on each person(s) specifically named and who signs this Lease, regardless of the named person's occupancy of the Premises.

Authorized Tenants/Occupants:

Mike Hooks
Immediate Family Members

Tenant may have overnight guests on the Premises for not over 7 consecutive days or 14 days in a calendar year, and no more than two guests per bedroom at any one time. Persons staying more than 7 consecutive days or more than 14 days in any calendar year shall NOT be considered original tenants of the Premises. Tenant must obtain the prior written approval of Landlord if an invitee of Tenant will be present at the Premises for more than 7 consecutive days or 14 days in a calendar year.

FURNISHINGS. The following furnishings or appliances will be provided by Landlord: Washer and Dryer. Tenant shall return all such items at the end of the lease term in a condition as good as existed at the beginning of the lease term, normal wear and tear excepted.

RENEWAL TERMS. This Lease shall automatically renew for an additional period of 3 months per renewal term, unless either party gives written notice of termination no later than 60 days prior to the end of the term or renewal term. The lease terms during any such renewal term shall be the same as those contained in this Lease unless Landlord makes changes in writing to the assigned duties in lieu of rent.

PETS. No pets, dogs, cats, birds, fish or other animals shall be allowed on the Premises, even temporarily or with a visiting guest, without prior written consent of Landlord. As required by law, Service Animal(s) are the only exception to this rule. If a pet has been in a Tenant's apartment or allowed into the building, even temporarily (with or without Landlord's permission) Tenant may be charged for cleaning, de-fleaing, deodorizing or shampooing any portion of the building or Premises at the discretion of Landlord.

Strays shall not be kept or fed in or about the Premises. Strays can be dangerous and Landlord must be notified immediately of any strays in or about the Premises.

KEYS. Tenant will be given 2 key(s) to the Premises. All keys must be returned to Landlord following termination of the Lease. Tenant is not permitted to change any locks or place additional locking devices on any door or window of the Premises without Landlord's approval prior to installation. If changes are allowed, Tenant must provide Landlord with keys to any changed locks immediately upon installation.

STORAGE. Tenant shall be entitled to store items of personal property in the maintenance barn. Storage will be allowed at the maintenance barn if it does not interfere with everyday maintenance during the term of this Lease. Landlord shall not be liable for loss of, or damage to, such stored items.

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MAINTENANCE. Landlord shall have the responsibility to maintain the Premises in good repair at all times and perform all repairs necessary to satisfy any implied warranty of habitability except that Tenant will be responsible for: Grass cutting and weed eating for 8 hr. per week, and being on call from 5 p.m.-7 a.m., and any other duties assigned.

Except in an emergency, all maintenance and repair requests must be made in writing and delivered to Landlord or its Agent. A repair request will be deemed permission for the Landlord or its Agent to enter the Premises to perform such maintenance or repairs in accordance with ACCESS BY LANDLORD TO PREMISES herein unless otherwise specifically requested, in writing, by Tenant. Tenant may not place any unreasonable restrictions upon Landlord's or Landlord's Agent's access or entry. Landlord shall have expectation that the Premises is in a safe and habitable condition upon entry.

UTILITIES AND SERVICES. Landlord shall be responsible for all utilities and services incurred in connection with the Premises.

TAXES. If applicable, taxes attributable to the Premises or the use of the Premises shall be allocated as follows:

REAL ESTATE TAXES. Landlord shall pay all real estate taxes and assessments for the Premises.

PERSONAL TAXES. Landlord shall pay all personal taxes and any other charges which may be levied against the Premises which are attributable to Tenant's use of the Premises, along with all sales and/or use taxes (if any) that may be due in connection with lease payments.

PROPERTY INSURANCE. Landlord shall be responsible to maintain appropriate insurance for the mobile home and other property located on the Premises.

OTHER. The Tenant will receive his work assignments from the Cultural Services Manager.

DEFAULTS. Tenant shall be in default of this Lease if Tenant fails to fulfill any lease obligation or term by which Tenant is bound. Subject to any governing provisions of law to the contrary, if Tenant fails to cure any financial obligation within 7 days (or any other obligation within 7 days) after written notice of such default is provided by Landlord to Tenant, Landlord may elect to cure such default and the cost of such action shall be added to Tenant's financial obligations under this Lease or additional work duties may be assigned. The rights provided by this paragraph are cumulative in nature and are in addition to any other rights afforded by law.

TERMINATION CLAUSE. Tenant may, upon 45 days written notice to Landlord, terminate this lease. Termination will be effective as of the last day of the calendar month following the end of the 45 day notice period.

MILITARY TERMINATION CLAUSE. In the event, the Tenant is, or hereafter becomes, a member of the United States Armed Forces on extended active duty and hereafter the Tenant

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receives permanent change of station orders to depart from the area where the Premises are located, or is relieved from active duty, retires or separates from the military, or is ordered into military housing, then in any of these events, the Tenant may terminate this lease upon giving thirty (30) days written notice to the Landlord. The Tenant shall also provide to the Landlord a copy of the official orders or a letter signed by the tenant's commanding officer, reflecting the change, which warrants termination under this clause.

DESTRUCTION OR CONDEMNATION OF PREMISES. If the Premises are partially destroyed by fire or other casualty to an extent that prevents the conducting of Tenant's use of the Premises in a normal manner, and if the damage is reasonably repairable within sixty days after the occurrence of the destruction, Landlord shall repair the Premises and a just proportion of the work assignments shall abate during the period of the repair according to the extent to which the Premises have been rendered untenable. However, if the damage is not repairable within sixty days, or if Landlord is prevented from repairing the damage by forces beyond Landlord's control, or if the property is condemned, this Lease shall terminate upon twenty days' written notice of such event or condition by either party. Tenant shall give Landlord immediate notice of any damage to the Premises.

HABITABILITY. Tenant has inspected the Premises and fixtures (or has had the Premises inspected on behalf of Tenant), and acknowledges that the Premises are in a reasonable and acceptable condition of habitability for their intended use, and the agreed work schedule in lieu of rent payment is fair and reasonable. If the condition changes so that, in Tenant's opinion, the habitability and rental value of the Premises are adversely affected, Tenant shall promptly provide reasonable notice to Landlord.

CUMULATIVE RIGHTS. The rights of the parties under this Lease are cumulative, and shall not be construed as exclusive unless otherwise required by law.

REMODELING OR STRUCTURAL IMPROVEMENTS. Tenant shall be allowed to conduct construction or remodeling (at Tenant's expense) only with the prior written consent of the Landlord which shall not be unreasonably withheld. At the end of the lease term, Tenant shall be entitled to remove (or at the request of Landlord shall remove) any such fixtures, and shall restore the Premises to substantially the same condition that existed at the commencement of this Lease.

ACCESS BY LANDLORD TO PREMISES. Subject to Tenant's consent (which shall not be unreasonably withheld), Landlord shall have the right to enter the Premises to make inspections, provide necessary services, or show the unit to prospective tenants or workers. Landlord will provide reasonable notice of its intention to enter the Premises. If Tenant has, after written notice to cease, continued to deny Landlord access to the unit, as required by State law, such failure is a substantial breach of this agreement and is a just cause for eviction. However, Landlord does not assume any liability for the care or supervision of the Premises. As provided by law, in the case of an emergency, Landlord may enter the Premises without Tenant's consent.

INDEMNITY REGARDING USE OF PREMISES. To the extent permitted by law, Tenant agrees to indemnify, hold harmless, and defend Landlord from and against any and all losses, claims, liabilities, and expenses, including reasonable attorney fees, if any, which Landlord may

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suffer or incur in connection with Tenant's possession, use or misuse of the Premises, except Landlord's act or negligence. Tenant hereby expressly releases Landlord and/or Agent from any and all liability for loss or damage to Tenant's property or effects whether in the Premises, storerooms or any other location in or about the Premises, arising out of any cause whatsoever, including but not limited to rain, plumbing leakage, fire or theft, except in the case that such damage has been adjudged to be the result of the gross negligence of Landlord, Landlord's employees, and/or Agents.

ACCOMMODATION. Landlord agrees to and is committed to complying with all applicable laws providing equal housing opportunities. To ensure compliance, Landlord will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or a tenant, unless undue hardship would result. It is the applicant or Tenant's responsibility to make Landlord aware of any required accommodation. In writing, the individual with the disability should specify the nature and effect of the disability and any accommodation he or she needs. If after thoughtful consideration and evaluation, the accommodation is reasonable and will not impose an undue hardship, Landlord will make the accommodation. Landlord reserves the right to require appropriate medical verification of the disability.

DANGEROUS MATERIALS. Tenant shall not keep or have on the Premises any article or thing of a dangerous, flammable, or explosive character that might substantially increase the danger of fire on the Premises, or that might be considered hazardous by a responsible insurance company, unless the prior written consent of Landlord is obtained and proof of adequate insurance protection is provided by Tenant to Landlord.

COMPLIANCE WITH REGULATIONS. Tenant shall promptly comply with all laws, ordinances, requirements and regulations of the federal, state, county, municipal and other authorities, and the fire insurance underwriters. However, Tenant shall not by this provision be required to make alterations to the exterior of the building or alterations of a structural nature.

MECHANICS LIENS. Neither Tenant nor anyone claiming through the Tenant shall have the right to file mechanics liens or any other kind of lien on the Premises and the filing of this Lease constitutes notice that such liens are invalid. Further, Tenant agrees to (1) give actual advance notice to any contractors, subcontractors or suppliers of goods, labor, or services that such liens will not be valid, and (2) take whatever additional steps that are necessary in order to keep the premises free of all liens resulting from construction done by or for the Tenant.

ASSIGNABILITY/SUBLETTING. Tenant may not assign or sublease any interest in the Premises, nor assign, mortgage or pledge this Lease. This is a blanket prohibition, meaning no replacement tenant(s) will be permitted and no additional tenant or occupant will be allowed in the Premises even if a Tenant leaves the Premises. This prohibition applies to each and every term of this Lease in regard to space leased to Tenant. Any waiver of this prohibition must be secured from the Landlord in writing. In the event the prohibition is invalidated or lifted, Tenant, Landlord and any subtenant or assignee agrees to be bound by each and every provision contained in this Lease.

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NOTICE. Notices under this Lease shall not be deemed valid unless given or served in writing and forwarded by mail, postage prepaid, addressed to the party at the appropriate address set forth below. Such addresses may be changed from time to time by either party by providing notice as set forth below. Notices mailed in accordance with these provisions shall be deemed received on the third day after posting.

LANDLORD:

City of Gautier
3330 Hwy 90
Gautier, Mississippi 39553

TENANT:

Mike Hooks
8108 Meadowdale Rd
Gautier, Mississippi 39553

Such addresses may be changed from time to time by either party by providing notice as set forth above.

GOVERNING LAW. This Lease shall be construed in accordance with the laws of the State of Mississippi.

ENTIRE AGREEMENT/AMENDMENT. This Lease contains the entire agreement of the parties and there are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Lease. This Lease may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.

SEVERABILITY. If any portion of this Lease shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Lease is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

WAIVER. The failure of either party to enforce any provisions of this Lease shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Lease.

BINDING EFFECT. The provisions of this Lease shall be binding upon and inure to the benefit of both parties and their respective legal representatives, successors and assigns.

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LANDLORD:

City of Gautier

Dated: _____

TENANT:

Mike Hooks

Dated: _____

REAL ESTATE LEASE INSPECTION CHECKLIST

Tenant has inspected the Premises and states that the Premises are in satisfactory condition, free of defects, except as noted below: *(Mark any non-applicable items as N/A.)*

	SATISFACTORY	COMMENTS
Bathrooms	_____	_____
Carpeting	_____	_____
Ceilings	_____	_____
Closets	_____	_____
Dishwasher	_____	_____
Disposal	_____	_____
Doors	_____	_____
Fireplace	_____	_____
Lights	_____	_____
Locks	_____	_____
Refrigerator	_____	_____
Screens	_____	_____
Stove	_____	_____
Walls	_____	_____
Windows	_____	_____
Window coverings	_____	_____
_____	_____	_____
_____	_____	_____

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Date

Tenant Signature:

Mike Hooks

Acknowledged by Landlord:

Date:

City of Gautier

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There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

RESOLUTION NUMBER 005-2013

WHEREAS, the Gautier Men's Club has requested the Members of the Council of the City of Gautier to provide four (4) trash barrels and scalpel for the Blessing of the Bikes, which is scheduled to be held on March 16, 2013 8:00 AM – 2:00 PM.

WHEREAS, the Mayor and Council have determined that this event will bring into favorable notice the opportunities, possibilities and resources of the City of Gautier.

NOW, THEREFORE, be it resolved by the Mayor and Members of the Council of the Council of the City of Gautier, MS as follow to-wit:

SECTION 1. That the Cultural Services Department shall four (4) trash barrels and scalpel on March 15th & 16th, 2013.

SECTION 2. That the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by **Councilman Gollott**, seconded by **Councilwoman Martin** and the following vote was recorded:

AYES: **Tommy Fortenberry**
 Johnny Jones
 Hurley Ray Guillotte
 Gordon Gollott
 Mary Martin
 Scott Macfarland
 Adam Colledge

NAYS: **None**

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by the Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

There came for consideration of the Mayor and Council of the City of Gautier, Mississippi the following:

ORDER NUMBER 027-2013

WHEREAS, the minutes of the August 21, 2012 Council meeting contain errors concerning the Motion and Order relative to the consideration of the Preliminary Plat Approval for Cypress Landing, and do not accurately reflect the action taken by the Council;

NOW, THEREFORE, IT IS HEREBY ORDERED BY the Mayor and Council of the City of Gautier, Mississippi, that the minutes of the Council Meeting on August 21, 2012 concerning the action taken regarding the Preliminary Plat Approval for Cypress Landing are hereby rescinded, and the following Motion and Order are adopted as the minutes for the action taken on August 21, 2012.

Motion was made by Councilman Colledge to deny GPC Case 11-11-SD for the Subdivision Preliminary Plat Approval for Cypress landing, a subdivision comprising of plus or minus 17 acres, for the following reasons:

Section 1. Section 4.1.8, Major Development, Section B, following the required public notice of hearing, City Council shall either approve, approve with conditions, approve with modifications or deny the Technical Review Committee's recommendation and shall determine conformity of the proposed development with the Comprehensive Plan, this code and other applicable requirements.

Section 2. This proposed major development does not conform and is not consistent with the goals and objectives and policies of the City's comprehensive plan and does not conform to the existing character of the neighborhood.

Section 3. The Comprehensive Plan designates this area as low residential. It's primarily of homes on larger lots and larger homes. This proposed development involves lot sizes smaller that are not in the current character with the neighborhood. You have to preserve the character. It's not compatible. It does not conform.

Section 4. Some types of infill development are desired. However, care must be taken to ensure the new development fits in contextually with existing development; part of the Comprehensive Plan adopted September 2009. This development does not.

Section 5. Per the Comprehensive Plan, as new homes are being built, a concentrated, sustained effort must be made to preserve the integrity of existing neighborhoods. This development does not preserve the integrity and conform with the existing neighborhood.

Section 6. Per the Comprehensive Plan, protecting existing single-family neighborhoods from excessive through traffic, commercial encroachment and inappropriate subdivision of lots. Once again, this development is inappropriate for this area, does not conform, does not fit in contextually.

Based on those items, we must deny this subdivision plan.

Motion was made by Councilman Colledge, seconded by Councilman Gollott and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi the following:

ORDER NUMBER 028-2013

IT IS HEREBY ORDERED by the Mayor and Member of the Council of the City of Gautier, Mississippi that the acceptance of a temporary easement, to enter property and perform work necessary to repair/replace infrastructure at 2209 Bayou View Circle is hereby approved.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Councilman Colledge, seconded by Councilman Macfarland and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

Tricia Thigpen

From: Samantha Abell <sabell@gautier-ms.gov>
Sent: Thursday, January 31, 2013 10:53 AM
To: tthigpen@gautier-ms.gov
Subject: FW: Bayou View Circle Drainage Easement
Attachments: Bayou View Circle Easement Sketch.pdf; Right of Entry.doc

Tricia,
Per Bob Ramsay please add to agenda, along with this email from Chad.

TY

From: Chad Jordan [<mailto:chad.jordan@clearwatersol.com>]
Sent: Thursday, January 31, 2013 8:22 AM
To: sabell@gautier-ms.gov
Cc: adamcolledge@aol.com
Subject: RE: Bayou View Circle Drainage Easement

Sam,
As we discussed on Monday, the owner is not willing to execute a permanent easement. I will have the attached sketch revised to show as a temporary easement. Also, please find attached a Right of entry form I intend to have the owner sign giving us permission to enter private property and perform work. Let me know if we need council / legal approval before presenting to the owner or if you have any recommendations. Thanks.

Chad N. Jordan, PE
Project Manager
ClearWater Solutions, LLC
3305 Gautier Vancleave Rd.
Gautier, Ms 39553
Cell Phone 251-209-6292
www.clearwatersol.com

From: Chad Jordan [<mailto:chad.jordan@clearwatersol.com>]
Sent: Thursday, January 17, 2013 1:04 PM
To: sabell@gautier-ms.gov
Cc: adamcolledge@aol.com
Subject: FW: Bayou View Circle Drainage Easement

Sam, please see attached and let me know if your legal counsel or anyone else needs to review before executing. The property owner has agreed to sign whatever documents required in order to get the drainage problem fixed. Let me know if any questions. Thanks.

Chad N. Jordan, PE
Project Manager
ClearWater Solutions, LLC
3305 Gautier Vancleave Rd.
Gautier, Ms 39553
Cell Phone 251-209-6292
www.clearwatersol.com

From: Kirk Clayton [<mailto:kclayton@gmcnetwork.com>]
Sent: Thursday, January 17, 2013 11:06 AM
To: Chad Jordan (chad.jordan@clearwatersol.com)
Subject: Bayou View Circle Drainage Easement

Chad,

Attached are the documents we have been discussing for the referenced project. Please don't hesitate to contact me if you have any questions.

Thanks,
Kirk Clayton PLS
Surveying

Tel	251.964.8866
Fax	251.964.8869
Cell	251.370.0630

Kirk.Clayton@gmcnetwork.com
2127 North HickorySt.
Suite F
Loxley, AL 36551

GOODWYN | MILLS | CAWOOD
GMCNETWORK.COM

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**TEMPORARY RIGHT OF ENTRY
TO ENTER AND PERFORM WORK ON PRIVATE PROPERTY**

I _____, do hereby attest to be the owner of the property
located at _____, and give ClearWater Solutions, LLC, agent for
the City of Gautier, permission to enter said property and perform work necessary to repair/replace
infrastructure on said property in accordance with the attached sketch.

Attest: _____
ClearWater Solutions, LLC

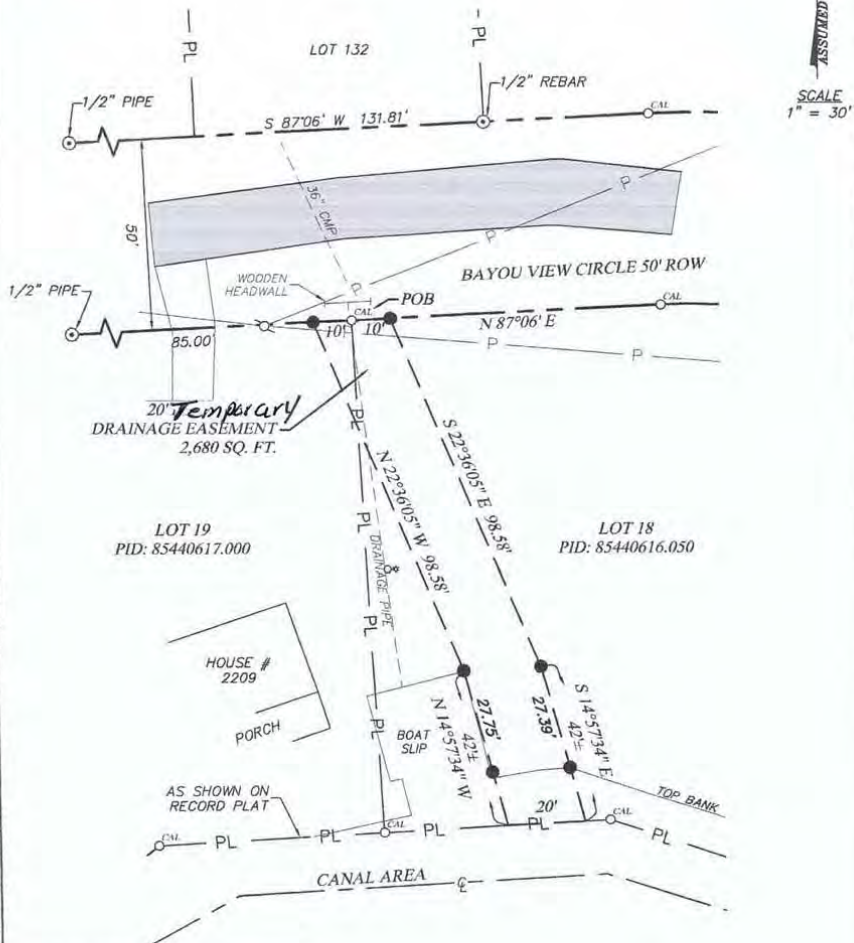
Date: _____

Attest: _____
Property Owner

Date: _____

ASSUMED

SCALE
1" = 30'



SYMBOL LEGEND	
	LIGHT POLE / POWER POLE
	5/8" REBAR (GMC CAP)
	PROPERTY CORNER AS NOTED
PID	PARCEL IDENTIFICATION NUMBER
	CENTERLINE
— PL —	PROPERTY LINE
ROW	RIGHT-OF-WAY
	ASPHALT PAVEMENT/IMPROVED ROADWAY
	CALCULATED POINT
POB	POINT OF BEGINNING
GMP	CORRUGATED METAL PIPE

GENERAL NOTES:
1. ~~PURPOSE OF THIS SKETCH~~
~~IS TO ACCOMPANY A LEGAL~~
~~DESCRIPTION.~~

1/ BASIS OF BEARINGS: N. ROW
LINE OF BAYOU VIEW
CIRCLE (S87°06'W) -
HICKORY HILL EST UNIT 7

EASEMENT SKETCH
PARCEL NUMBER: 85440616.050 & 617.000
BRANDI ANN NELSON

2209 Bayou View Cir, Gautier, MS 39553
GMC # CMOB130001

SECTION: 12
TOWNSHIP: 7 SOUTH
RANGE: 7 WEST
COUNTY: JACKSON
SCALE: 1" = 20'
DATE: 01/10/2013
SHEET: 1 OF 1
+N

GOODWYN | MILLS | CAWOOD

2127 North Hickory Street, Suite F | Loxley, AL 36551
Tel 251.964.8866 | GMCNETWORK.COM

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 029-2013

**ORDER APPROVING JACKSON COUNTY DISTRICT 5 PAVING IMPROVEMENTS FOR
ROADS MORE Particularly DESCRIBED IN THE BODY OF THIS ORDER**

WHEREAS, the City of Gautier has an inter-local agreement with Jackson County, Mississippi for the paving of certain roads in the City of Gautier; and

WHEREAS, the City of Gautier identifies roads necessary for repair and asphalt paving by Jackson County, Mississippi.

NOW, THEREFORE, IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that Jackson County, Mississippi add Lark Street from Martin Bluff Road to the turn into Buddy Davis (East-West run only at 63,500 square feet more or less) and Hastings Road from Martin Bluff Road to Meadowfair Drive (63,800 square feet approximately) for necessary repair and asphalt paving.

IT IS FURTHER ORDERED that the City Manager is to submit this Order to Jackson County, Mississippi for approval by the Board of Supervisors, along with any and all associated documents necessary.

Motion was made by Councilman Macfarland, seconded Councilman Colledge and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 030-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Docket of Claims is hereby approved, provided that all entries thereon are true, correct, properly entered and not fraudulent.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Mayor Fortenberry, seconded by Councilwoman Martin and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

Docket of Claims
Release date from 02/05/2013 thru 02/05/2013

Pund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	JERRY LEE'S, NO. 4	130800	02/05/2013	01/29/2013			167.28	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-021-559	TS ISAAC-PROVISION	08272012	01/29/2013		167.28		
001	TRICIA THIGPEN	130822	02/05/2013	01/30/2013			41.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-040-681	PER DIEM:ELECTION TRAINING	02072013	01/17/2013		41.00		
001	CHRISTOPHER W SMITH	130823	02/05/2013	01/30/2013			410.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-681	PER DIEM:ACCIDENT RECON II	02182013	01/22/2013		410.00		
001	FRAIR, RAYMOND	130824	02/05/2013	01/30/2013			85.53	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-161-638	FUSE,FUSE HOLDER	07302012	01/16/2013		18.17		
	001-161-500	DISC,DVD	07302012	01/16/2013		24.60		
	001-092-510	TIDE	07312012	01/16/2013		9.63		
	001-161-635	ANT SPRAY	08032012	01/16/2013		4.25		
	001-161-500	BINDERS	08062012	01/16/2013		7.46		
	001-161-682	NBFSPQ-HAMMOND	09042012	01/16/2013		15.00		
	001-161-559	FRYPAN	01162013	01/16/2013		6.42		
001	AD2 INC	130825	02/05/2013	01/30/2013			275.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-698	JAN 2013 WEBSITE MAINT	2088	01/15/2013		250.00		
	001-092-698	DEC 2013 HOST FEE	2088	01/15/2013		25.00		
001	AIRGAS USA, LLC	130826	02/05/2013	01/30/2013			187.76	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-205-588	CYLINDER RENTAL	9906321981	12/31/2012		187.76		
001	AT&T	130828	02/05/2013	01/30/2013			51.90	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-605	MONTHLY SERVICE	2284977070	01/14/2013		51.90		
001	AT&T	130829	02/05/2013	01/30/2013			51.46	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-605	MONTHLY SERVICE	2284972172	01/14/2013		51.46		
001	AT&T	130830	02/05/2013	01/30/2013			1,415.45	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-605	MONTHLY SERVICE	2284978000	01/14/2013		1,415.45		
001	CABLE ONE	130834	02/05/2013	01/30/2013			107.26	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-698	MONTHLY 02/05-03/04/13	02052013	01/25/2013		107.26		

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Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	CABLE ONE	130835	02/05/2013	01/30/2013			200.56	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-699	MONTHLY 01/11-02/10/13	01112013	01/08/2013		200.56		
001	C SPIRE WIRELESS	130836	02/05/2013	01/30/2013			513.90	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-605	POLICE CELL PHONES	0012680896	01/11/2013		513.90		
001	DELTA COMPUTER SYSTEMS INC	130839	02/05/2013	01/30/2013			330.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-698	ACCTG SOFTWARE MAINT	95442	01/15/2013		230.00		
	001-092-698	VOTER REG SOFTWARE MAINT	95442	01/15/2013		20.00		
	001-092-698	PRIV LIC SOFTWARE MAINT	95443	01/15/2013		80.00		
001	MS DEPT OF FINANCE & ADMIN	130840	02/05/2013	01/30/2013			15,541.25	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-000-300	DEC 2012 COURT ASSESSMENTS	12312012	01/10/2013		15,541.25		
001	DPS CRIME LAB	130842	02/05/2013	01/30/2013			150.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-699	ANALYTICAL FEES	0000783	01/08/2013		150.00		
001	FUELMAN OF MS	130843	02/05/2013	01/30/2013			4,306.04	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-090-525	UNL FUEL	NP36906304	01/14/2013		226.54		
	001-092-525	UNL FUEL	NP36906304	01/14/2013		124.56		
	001-100-525	UNL FUEL	NP36906304	01/14/2013		3,379.76		
	001-161-525	UNL & DSL FUEL	NP36906304	01/14/2013		317.05		
	001-170-525	UNL & DSL FUEL	NP36906304	01/14/2013		182.22		
	001-205-525	UNL FUEL	NP36906304	01/14/2013		75.91		
001	FUELMAN OF MS	130846	02/05/2013	01/30/2013			3,581.68	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-525	UNL FUEL	NP36949932	01/21/2013		68.69		
	001-100-525	UNL FUEL	NP36949932	01/21/2013		2,848.76		
	001-161-525	UNL & DSL FUEL	NP36949932	01/21/2013		491.47		
	001-170-525	UNL & DSL FUEL	NP36949932	01/21/2013		69.72		
	001-205-525	UNL FUEL	NP36949932	01/21/2013		103.04		
001	GEOTECHNICAL ENGINEERING TESTING INC	130847	02/05/2013	01/30/2013			6,630.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-201-698	SOIL EXPLORATION-ALLEN ROAD	1219512124	01/08/2013		6,630.00		
001	GLOBALSTAR	130848	02/05/2013	01/30/2013			84.97	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-605	MONTHLY SERVICE	4407556	12/16/2012		42.58		
	001-092-605	MONTHLY SERVICE	4472228	01/16/2013		42.39		

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Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	IDENTI-KIT SOLUTIONS	130849	02/05/2013	01/30/2013			408.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-559	ANNUAL SOFTWARE LEASE FY12	101726	09/01/2011		408.00		
001	IBM CORPORATION	130850	02/05/2013	01/30/2013			1,124.52	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-040-699	ANNUAL MAINT: AS400 SERVER	1305173	01/06/2013		1,124.52		
001	LMS INC	130852	02/05/2013	01/30/2013			400.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-625	BOAT-POLICY CHANGE	250756	01/29/2013		400.00		
001	LLOYD B MARSHALL, JR. CPA	130853	02/05/2013	01/30/2013			1,096.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-600	PROGRESS RMT FY 2012	7	01/29/2013		1,096.00		
001	INFORMATION TECHNOLOGY SERVICE	130855	02/05/2013	01/30/2013			448.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-640	DEC 2012	5220234	12/31/2012		224.00		
	001-100-640	JAN 2012	5220579	01/31/2013		224.00		
001	OLDE MILL IMPRESSIONS	130856	02/05/2013	01/30/2013			159.43	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-714	4X8 ENGRAVED PAVERS (2)	4689	01/07/2013		39.00		
	001-092-714	SHIPPING	4689	01/07/2013		48.00		
	001-092-714	4X8 ENGRAVED PAVERS (3)	4730	01/20/2013		58.50		
	001-092-714	SHIPPING	4730	01/20/2013		13.93		
001	PITNEY BOWES PURCHASE POWER	130857	02/05/2013	01/30/2013			600.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-607	POSTAGE METER	20060869	01/04/2013		600.00		
001	SECURE NETWORKS LLC	130859	02/05/2013	01/30/2013			425.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-699	FD FIREWALL MAINT RENEWAL	1659	01/16/2013		425.00		
001	SINGING RIVER E.P.A.	130860	02/05/2013	01/30/2013			9,484.95	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-201-633	STREET LIGHTING	01182013	01/28/2013		4,947.11		
	001-201-629	SIGNAL LIGHTS	01182013	01/28/2013		1,700.20		
	001-092-631	CITY HALL	01182013	01/28/2013		1,407.46		
	001-170-631	FRASIER PARK	01182013	01/28/2013		41.66		
	001-170-631	SENIOR BLDG	01182013	01/28/2013		519.46		
	001-161-631	CENTRAL PD	01182013	01/28/2013		359.45		
	001-170-631	CITY PARK	01182013	01/28/2013		132.33		
	001-092-631	PUBLIC WORKS	01182013	01/28/2013		357.03		
	001-092-631	HWY 90 SIGN	01182013	01/28/2013		20.25		

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Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	SINGING RIVER S.P.A.	130861	02/05/2013	01/30/2013			1,371.45	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-161-631	MARTIN BLUFF FD	58380001	01/17/2013	01/25/2013	195.20		
	001-201-629	SIGNAL LIGHTS	17546	01/17/2013	01/25/2013	32.60		
	001-092-631	CITY LIMIT SIGN	17546	01/17/2013	01/25/2013	20.25		
	001-161-631	SOUTH FD	76008001	01/20/2013	01/29/2013	238.93		
	001-170-631	HACUT PARK	10137	01/20/2013	01/29/2013	742.96		
	001-201-629	SIGNAL LIGHTS	10138	01/20/2013	01/29/2013	141.51		
001	SINGING RIVER S.P.A.	130862	02/05/2013	01/30/2013			2,481.25	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-631	POLICE STATION	66298004	01/18/2013	01/28/2013	1,299.34		
	001-201-629	SIGNAL LIGHT	89113001	01/18/2013	01/28/2013	61.11		
	001-170-631	CITY PARK RESTROOMS	89912001	01/18/2013	01/28/2013	459.21		
	001-201-633	STREET LIGHTS	90345002	01/18/2013	01/28/2013	564.90		
	001-092-631	RECORDS BLDG	90790001	01/18/2013	01/28/2013	96.69		
001	SOUTHERN PEST CONTROL INC	130867	02/05/2013	01/31/2013			221.90	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-161-698	FIRE STATIONS (3)	258931	01/22/2013		136.20		
	001-092-698	CITY HALL	258918	01/22/2013		85.70		
001	STAPLES CREDIT PLAN	130868	02/05/2013	01/31/2013			220.94	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-040-800	MOUSE,ASST INK CARTRIDGES	32439	01/14/2013		220.94		
001	STEWART-SNEED-HENNES, INC.	130869	02/05/2013	01/31/2013			150.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-625	PUBLIC OFFICIAL BOND-ABELL	168341	01/16/2013		150.00		
001	THOMPSON ENGINEERING	130870	02/05/2013	01/31/2013			6,137.76	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-201-603	SEABASS SHEU DRAINAGE PROJECT	12082221	08/31/2012		6,137.76		
001	CINDY RUSSELL, CUSTODIAN	130872	02/05/2013	01/31/2013			113.63	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-201-559	TITLE REPLACEMENT (2)	08222012	01/31/2013		78.00		
	001-040-559	INSPECTION STICKER	10032012	01/31/2013		5.00		
	001-092-714	VTT CEREMONY SUPPLIES	10112012	01/31/2013		6.42		
	001-092-635	CHRISTMAS LIGHTS	12042012	01/31/2013		24.21		
001	JERRY LEE'S, NO. 4	130875	02/05/2013	01/31/2013			1,357.39	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-161-559	TS ISAAC-PROVISIONS	08272012	01/25/2013	121441	612.34		
	001-100-559	TS ISAAC-PROVISIONS	08272012	01/25/2013	121438	745.05		
001	REYNOLDS WHOLESALE CO.	130876	02/05/2013	01/31/2013			192.20	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-510	24 X 33 WHITE CAN LINERS	34454	01/11/2013	130313	65.85		
	001-092-510	30 X 36 WHITE CAN LINERS	34454	01/11/2013	130313	56.85		

Docket of Claims
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Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	REYNOLDS WHOLESALE CO.	130876	02/05/2013	01/31/2013			192.20	(CONTINUED)
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-510	BRAVO STIPPER 5 GALLON	14454	01/11/2013	130313	69.50		
001	ACTION PRINTING CENTER INC	130877	02/05/2013	01/31/2013			72.50	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-040-615	BUSINESS CARDS: C RUSSELL	78928	01/24/2013	130329	72.50		
001	CUMMINS MID-SOUTH INC.	130878	02/05/2013	01/31/2013			100.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-161-638	WARRANTY DEDUCTIBLE	010-15513	01/09/2012	130090	100.00		
001	MID SOUTH UNIFORM & SUPPLY, INC.	130879	02/05/2013	01/31/2013			190.38	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-535	2 LS WHITE SHIRT:SMITH	492579	01/17/2013	130310	94.90		
	001-100-535	2 NAVY PANT W/ LT BLUE	492579	01/17/2013	130310	80.80		
	001-100-535	SEM ON PATCHES	492579	01/17/2013	130310	2.68		
	001-100-535	BRAID: NAVY	492579	01/17/2013	130310	8.00		
	001-100-535	BRAID: LT BLUE CONTRAST	492579	01/17/2013	130310	4.00		
001	MISSISSIPPI FIRE ACADEMY	130880	02/05/2013	01/31/2013			200.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-161-681	CHALLENGE TEST: VAUGHN,JC	20336	01/11/2013	130291	200.00		
001	CUSTOM PRODUCTS CORPORATION	130882	02/05/2013	01/31/2013			732.20	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-201-680	GREEN PANEL-WAYFINDING SIGN	234995	01/15/2013	130282	44.69		
	001-201-680	PURPLE PANEL-WAYFINDING SIGN	234995	01/15/2013	130282	670.35		
	001-201-680	SHIPPING	234995	01/15/2013	130282	17.16		
001	HAYGOOD'S INDUSTRIAL ENGRAVERS, INC.	130884	02/05/2013	01/31/2013			85.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-040-500	DESK NAMEPLATE:C RUSSELL	15672	01/11/2013	130283	30.00		
	001-100-559	ENGRAVED PLAQUE:C SMITH	15737	01/23/2013	130337	50.00		
	001-161-559	ENGRAVED NAMEPLATE:T FORTNEY	15775	01/29/2013	130352	5.00		
001	CRAIN TRACTORS	130887	02/05/2013	01/31/2013			12.50	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-201-639	FREIGHT	CS80153	12/27/2012	130235	12.50		
001	PASCAGOULA TIRE & SERVICE	130889	02/05/2013	01/31/2013			494.12	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-638	4 FS FIREHAWKS: UNITY 14405	51798	01/03/2012	130262	494.12		
001	COMM-TECH SOLUTIONS INC	130894	02/05/2013	01/31/2013			899.80	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-639	REPAIR:PD BOOKING PHONE	14182	01/10/2013	130299	65.00		
	001-092-635	MOVE: HR PHONE LINES	14181	01/10/2013	130300	132.55		
	001-010-639	REPAIR: COURT CC LINE	14179	01/10/2013	130302	65.00		
	001-092-635	REPAIR: FINANCE PHONE LINE	14179	01/10/2013	130302	65.00		
	001-092-635	REPAIR: DCC PHONE LINE	14178	01/10/2013	130303	32.50		
	001-092-635	MOVE: CITY CLERK LINE	14177	01/10/2013	130304	65.00		
	001-090-639	INSTALL PRINTER DATA CIRCUITS	14176	01/10/2013	130305	312.25		

Docket of Claims
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Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	COMM-TRCH SOLUTIONS INC	130894	02/05/2013	01/31/2013			899.80	(CONTINUED)
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-639	REPAIR:PD BOOKING PHONE	14173	01/10/2013	130306		65.00	
	001-092-635	REMOVE LINES: C CLERK PHONE	14175	01/10/2013	130307		97.50	
001	SECURE NETWORKS LLC	130898	02/05/2013	01/31/2013			250.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-040-500	MS OFFICE 2010:RUSSELL,C	1667	01/23/2013	130339		250.00	
001	STAPLES BUSINESS ADVANTAGE DEPT ATL	130899	02/05/2013	01/31/2013			1,041.19	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-001-559	PILOT PENS	3189488932	01/03/2013	130265		18.84	
	001-001-559	2013 WEEKLY PLANNER	3189488932	01/03/2013	130265		10.79	
	001-170-559	2013 WEEKLY PLANNER	3189488932	01/03/2013	130265		10.79	
	001-030-559	WHITE POSTERBOARD	3190419251	01/18/2013	130330		2.06	
	001-030-559	SHARPIE JUMBO MARKER	3190419251	01/18/2013	130330		9.56	
	001-030-559	LEDGER BOOK	3190419251	01/18/2013	130330		15.74	
	001-030-559	YARDSTICK	3190419251	01/18/2013	130330		3.70	
	001-010-559	10 CS COPY PAPER	3190419254	01/18/2013	130332		368.20	
	001-010-559	CORRECTION TAPE	3190419254	01/18/2013	130332		3.94	
	001-010-559	AA BATTERIES 20 PK	3190419254	01/18/2013	130332		12.99	
	001-010-559	SHARP UX-C709 CARTRIDGE	3190419254	01/18/2013	130332		156.20	
	001-010-559	SEB REMAN TONER HP 64A	3190419254	01/18/2013	130332		261.12	
	001-010-559	HP CE505A BK TONER	3190419254	01/18/2013	130332		167.26	
001	VULCAN SIGNS	130901	02/05/2013	01/31/2013			1,373.96	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-201-559	STREET SIGNAGE:QUOTE 279604	229943	01/25/2013	130255		1,293.96	
	001-201-559	FREIGHT	229943	01/25/2013	130255		80.00	
001	GULF COAST DIESEL	130903	02/05/2013	01/31/2013			225.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-161-638	REPAIR RESCUE 33	01282013	01/28/2013	130203		225.00	
001	RJ YOUNG	130905	02/05/2013	01/31/2013			12,880.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-040-730	COPIER FOR CITY HALL	EC0001	01/22/2013	130249		12,880.00	
FUND TOTAL	1 Claims	to	Checks	51 Total	79,080.11 Manual	Held	Total	79,080.11

Docket of Claims
Release date from 02/05/2013 thru 02/05/2013

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
007	HANCOCK BANK	130817	02/05/2013	01/31/2013			248,637.50	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	007-680-805	BOND FRN GAUTIER210	03012013	01/07/2013		215,000.00		
	007-680-807	BOND INT GAUTIER210	03012013	01/07/2013		33,637.50		
FUND TOTAL	7 Claims	to	Checks	1 Total	248,637.50 Manual	Held	Total	248,637.50

Docket of Claims
Release date from 02/05/2013 thru 02/05/2013

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
012	LANE CONSTRUCTION CO OF MS INC	130815	02/05/2013	01/31/2013			553,744.94	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	012-021-750	STREETSCAPE II	14	12/14/2012		553,744.94		
012	URBAN PLANNING CONSULTANTS, INC	130816	02/05/2013	01/31/2013			8,452.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	012-021-750	ADMIN SERVS-DOWNTOWN REVIT	9474	10/30/2012		4,226.00		
	012-021-750	ADMIN SERVS-DOWNTOWN REVIT	9479	11/30/2012		4,226.00		
FUND TOTAL	12 Claims	to	Checks	2 Total	562,196.94 Manual	Held	Total	562,196.94

Docket of Claims
Release date from 02/05/2013 thru 02/05/2013

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
130	THE LPA GROUP INCORPORATED	130854	02/05/2013	01/30/2013			2,084.33	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	130-130-770	ENGINEERING-MDOT		16	01/13/2013		2,084.33	
130	SOUTHERN WATERWORKS SUPPLY, INC	130896	02/05/2013	01/31/2013			70.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	130-130-756	6" SURE STOP GASKET		46273	01/18/2013	130321	70.00	
FUND TOTAL 130 Claims	to	Checks	2 Total	2,154.33 Manual		Held	Total	2,154.33

Docket of Claims
Release date from 02/05/2013 thru 02/05/2013

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
160	INTERNATIONAL CODE COUNCIL INC	130851	02/05/2013	01/30/2013			90.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	160-090-681	IPC COMMENTARY & TABS	0215947	10/31/2012		90.00		
FUND TOTAL 160 Claims	to	Checks	1 Total	90.00 Manual	Held	Total	90.00	

Docket of Claims
 Release date from 02/05/2013 thru 02/05/2013

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
172	JACKSON-GEORGE REGIONAL LIBRARY	110794	02/05/2013	01/22/2013			31,023.81	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	172-350-650	LIBRARY SUPPORT	JAN 2013	01/22/2013		31,023.81		
FUND TOTAL	172 Claims	to	Checks	1 Total	31,023.81 Manual	Held	Total	31,023.81

Docket of Claims
Release date from 02/05/2013 thru 02/05/2013

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
176	KEITH YOUNG, CUSTODIAN	130814	02/05/2013	01/31/2013			100.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	176-000-104	SHEPARD PARK CHANGE FUND	02012013	01/31/2013		100.00		
FUND TOTAL 176 Claims	to	Checks	1 Total	100.00 Manual		Held	Total	100.00

Docket of Claims
Release date from 02/05/2013 thru 02/05/2013

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	CITY OF GAUTIER	130780	02/05/2013	01/12/2013			42,945.67	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-000-104	TR ISAAC:PW415,467,508	12282012	01/12/2012		42,945.67		
400	CITY OF GAUTIER	130786	02/05/2013	01/16/2013			43,427.11	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-680-821	ST LNS #3 90/57 SWR	01162012	01/16/2012		7,877.45		
	400-680-822	ST LNS #4 90/57 WTR	01162012	01/16/2012		10,948.67		
	400-680-822	ST LNS #4 90/57 SWR	01162012	01/16/2012		9,019.22		
	400-680-823	ST LNS #5 ALLEN RD	01162012	01/16/2012		2,149.95		
	400-680-824	ST LNS #6 OLD SPAN TR	01162012	01/16/2012		3,765.83		
	400-680-825	ST LNS #7 OLD SPAN TR	01162012	01/16/2012		9,665.99		
400	2012 GUD BONDS DEBT SERVICE	130819	02/05/2013	01/31/2013			120,000.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-680-816	FEB 2013 PMT	02012013	01/31/2013		85,800.00		
	400-680-817	FEB 2013 INT PMT	02012013	01/31/2013		34,200.00		
400	ARISTA INFORMATION SYSTEMS INC	130827	02/05/2013	01/30/2013			1,571.67	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-650-698	DBC 2012 STATEMENTS	14065	01/17/2013		1,135.52		
	400-650-698	DBC 2012 POSTAGE	1425201301	01/18/2013		2,436.15		
400	AT&T	130831	02/05/2013	01/30/2013			1,729.95	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-650-605	MONTHLY SERVICE	2284978000	01/14/2013		1,729.95		
400	AT&T	130832	02/05/2013	01/30/2013			129.31	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-650-605	MONTHLY SERVICE	2284975234	01/14/2013		129.31		
400	AT&T	130833	02/05/2013	01/30/2013			73.84	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-650-605	MONTHLY SERVICE	2284972276	01/06/2013		73.84		
400	COMPTON ENGINEERING INC	130837	02/05/2013	01/30/2013			7,000.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-698	WATER MODEL	211-073-9	10/31/2012		7,000.00		
400	DELTA COMPUTER SYSTEMS INC	130838	02/05/2013	01/30/2013			250.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-650-698	UTILITY SOFTWARE MAINT	95444	01/15/2013		200.00		
	400-650-698	WORK ORDER SOFTWARE MAINT	95444	01/15/2013		50.00		
400	DPC ENTERPRISES, L.P.	130841	02/05/2013	01/30/2013			1,277.93	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-580	CHLORINE 150# CYL	2120000511	01/09/2013		681.56		
	400-651-580	CHLORINE 150# CYL	2120001491	01/22/2013		596.37		

Docket of Claims
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Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	FUELMAN OF MS	130844	02/05/2013	01/30/2013			123.54	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-525	UNL & DSL FUEL	NP36906304	01/14/2013		123.54		
400	FUELMAN OF MS	130845	02/05/2013	01/30/2013			197.88	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-525	UNL & DSL FUEL	NP36948932	01/21/2013		197.88		
400	FITNEY BOWSS PURCHASE POWER	130858	02/05/2013	01/30/2013			619.99	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-650-500	POSTAGE METER	20060869	01/04/2013		619.99		
400	SINGING RIVER E.P.A.	130863	02/05/2013	01/31/2013			2,394.84	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-631	LIFT STATIONS 20649	01152013	01/23/2013		877.12		
	400-651-631	SCHOONER WELL 20688	01122013	01/21/2013		1,273.14		
	400-651-631	LIFT STATIONS 20688	01122013	01/21/2013		162.70		
	400-651-631	LIFT STATIONS 28779	01152013	01/23/2013		81.88		
400	SINGING RIVER E.P.A.	130864	02/05/2013	01/31/2013			4,092.76	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-631	LIFT STNS 17881	01172013	01/25/2013		2,148.48		
	400-651-631	WATER WELLS 17881	01172013	01/25/2013		1,842.28		
	400-651-631	LIFT STNS 89627001	01152013	01/25/2013		57.14		
	400-651-631	LIFT STNS 89702001	01172013	01/25/2013		44.86		
400	SINGING RIVER E.P.A.	130865	02/05/2013	01/31/2013			6,113.17	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-631	LIFT STATIONS 17882	01182013	01/28/2013		1,854.54		
	400-651-631	WATER WELLS 17882	01182013	01/28/2013		2,740.27		
	400-651-631	CITY HALL SOUTH 17882	01182013	01/28/2013		1,518.36		
400	SINGING RIVER E.P.A.	130866	02/05/2013	01/31/2013			2,611.50	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-631	LIFT STNS 17875	01202013	01/29/2013		200.40		
	400-651-631	LIFT STNS 17884	01202013	01/29/2013		1,235.74		
	400-651-631	LIFT STNS 17883	01202013	01/29/2013		1,124.03		
	400-651-631	WATER WELL 17883	01202013	01/29/2013		51.33		
400	CINDY RUSSELL, CUSTODIAN	130873	02/05/2013	01/31/2013			52.71	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-559	TITLE REPLACEMENT	08222012	01/31/2013		39.00		
	400-651-559	TITLE FEE	10022012	01/31/2013		13.71		
400	BELL AUTO PARTS, INC.	130881	02/05/2013	01/31/2013			718.88	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-639	STEERING MOTOR: POND TRACTOR	39526	01/16/2013	130323	718.88		

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Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	AIRGAS USA, LLC	130883	02/05/2013	01/31/2013			39.12	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-583	NICKEL ELECTRODE NICKEL	9011825930	01/15/2013	130322	39.12		
400	DOLPHIN SAFETY SUPPLY	130885	02/05/2013	01/31/2013			121.20	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-583	NITRILE GLOVES XL PONDAR FREE	72065	01/08/2013	130279	102.20		
	400-651-559	STEEL TOE BOOT:RICKS,M	72347	01/24/2013	130347	19.00		
400	CONSOLIDATED PIPE & SUPPLY	130886	02/05/2013	01/31/2013			169.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-581	6 GIG REFR CPLG 52662	3028594000	01/16/2013	130242	65.00		
	400-651-581	6 FERNCO 1056-66 PVCXPCV CPLG	3028594000	01/16/2013	130242	100.00		
400	CRAIN TRACTORS	130888	02/05/2013	01/31/2013			825.23	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-639	HKT 3N00-8220 PUMP-KUBOTA	CS80435	01/22/2013	130281	765.23		
	400-651-639	FREIGHT	CS80435	01/22/2013	130281	60.00		
400	PASCAGOULA TIRE & SERVICE	130890	02/05/2013	01/31/2013			780.88	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-638	WHEEL BALANCE WEIGHTS	52098	01/24/2013	130327	12.00		
	400-651-638	WHEEL BALANCE LABOR	52098	01/24/2013	130327	34.00		
	400-651-638	VALVE STEM	52098	01/24/2013	130327	6.00		
	400-651-638	TIRE DISPOSAL FEE	52098	01/24/2013	130327	12.00		
	400-651-638	4 FS TRANSFORCE HT	52098	01/24/2013	130327	716.88		
400	M T DEASON COMPANY INC	130891	02/05/2013	01/31/2013			808.84	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-581	HIGHFIELD #4 W/CAP	25596	01/14/2013	130317	760.00		
	400-651-581	HIGHFIELD PLASTIC CAPS	25596	01/14/2013	130317	30.00		
	400-651-581	SHIPPING	25596	01/14/2013	130317	18.84		
400	COAST CHLORINATOR & PUMP CO., INC.	130892	02/05/2013	01/31/2013			802.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-581	REPAIR SWITCH OVER INJECTOR	58404	01/29/2013	130273	802.00		
400	SHIPTARD SUPPLY	130893	02/05/2013	01/31/2013			84.75	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-583	BOX WHITE COTTON BAGS (3)	057876	01/17/2013	130328	84.75		
400	CONV-TECH SOLUTIONS INC	130895	02/05/2013	01/31/2013			65.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-650-586	REPAIR: 497-8031	14180	01/10/2013	130301	65.00		
400	SOUTHERN WATERWORKS SUPPLY, INC	130897	02/05/2013	01/31/2013			2,061.50	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-581	3/4 CURB STOPS BRASS	46274	01/18/2013	130324	649.20		
	400-651-581	3/4 SERVICE TUBING	46274	01/18/2013	130324	62.25		
	400-651-581	3/4 BRASS COUP CTS/CTS	46274	01/18/2013	130324	258.00		

Docket of Claims
Release date from 02/05/2013 thru 02/05/2013

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	SOUTHERN WATERWORKS SUPPLY, INC	130897	02/05/2013	01/31/2013			2,061.50	(CONTINUED)
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-581	3/4 BRASS COUP CTS/MIPT	46274	01/18/2013	130324	192.00		
	400-651-581	3/4 BRASS COUP CTS/PVC	46274	01/18/2013	130324	180.00		
	400-651-581	3/4 BRASS COUP CTS/MIPT	46274	01/18/2013	130324	75.60		
	400-651-581	3/4 PVC COMP COUP CTS/MIPT	46274	01/18/2013	130324	45.00		
	400-651-581	4" SDR 35 FEMALE ADAPT	46272	01/18/2013	130325	26.40		
	400-651-581	4" SDR 35 MIPT PLUG	46272	01/18/2013	130325	18.60		
	400-651-581	4" SDR 34 WYE S/W	46272	01/18/2013	130325	42.60		
	400-651-581	4" SDR 35 45	46272	01/18/2013	130325	43.20		
	400-651-581	12" AVK FIRE HYDRANT RISER	46232	01/16/2013	130319	403.65		
	400-651-581	18 X 24 VALVE BOX TOP	46233	01/16/2013	130318	16.00		
	400-651-581	24-36 CAST IRON TOP ONLY	46233	01/16/2013	130318	27.00		
	400-651-581	5 1.4 VALVE BOX LID	46233	01/16/2013	130318	22.00		
400	STAPLES BUSINESS ADVANTAGE DEPT ATL	130900	02/05/2013	01/31/2013			167.33	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-650-500	2013 BLUELINE PLANNER #669337	3190201083	01/12/2013	130248	25.38		
	400-650-500	GEL PENS ASSTD	3190201083	01/12/2013	130248	9.19		
	400-650-500	HP 96/97 PRINTER CARTRIDGE	3190419253	01/18/2013	130333	132.76		
400	BILL JOHNSON	130904	02/05/2013	01/31/2013			95.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-581	MIDWEST 844-F GAUGE 306299	3486	01/09/2013	130326	75.00		
	400-651-581	SHIPPING	3486	01/09/2013	130326	20.00		
400	LYMAN WELL COMPANY	130906	02/05/2013	01/31/2013			400.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-584	75 HP MOTOR - WELL #8	17318	01/14/2013	130330	400.00		
400	RED RIVER SPECIALTIES, INC	130907	02/05/2013	01/31/2013			71.50	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-581	2.5 GALLON RAZOR PRO	403827	01/02/2013	130252	60.00		
	400-651-581	SHIPPING	403827	01/02/2013	130252	11.50		
400	J H WRIGHT & ASSOCIATES, INC.	130908	02/05/2013	01/31/2013			950.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-584	LC1D25G7 W/LRD32 (2)	365167	01/15/2013	130284	390.00		
	400-651-584	SERVICE LABOR	365167	01/15/2013	130284	560.00		
FUND TOTAL 400 Claims to		Checks	34 Total	244,768.10 Manual		Held	Total	244,768.10

Docket of Claims
Release date from 02/05/2013 thru 02/05/2013

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
602	FIRST NATIONAL BANK TRUST DEPT	110818	02/05/2013	01/31/2013			1,361,850.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	602-000-133	MAR 2013 UTILITY BOND PMT	03012013	01/15/2013		1,361,850.00		
FUND TOTAL 602 Claims	to	Checks	1 Total	1,361,850.00	Manual	Held	Total	1,361,850.00

Docket of Claims
Release date from 02/05/2013 thru 02/05/2013

SUMMARY OF ALL FUNDS

FUND 1 Claims	to	Checks	51 Total	79,080.11 Manual	Held	Total	79,080.11
FUND 7 Claims	to	Checks	1 Total	248,637.50 Manual	Held	Total	248,637.50
FUND 12 Claims	to	Checks	2 Total	562,196.94 Manual	Held	Total	562,196.94
FUND 130 Claims	to	Checks	2 Total	2,154.33 Manual	Held	Total	2,154.33
FUND 160 Claims	to	Checks	1 Total	90.00 Manual	Held	Total	90.00
FUND 172 Claims	to	Checks	1 Total	31,023.81 Manual	Held	Total	31,023.81
FUND 176 Claims	to	Checks	1 Total	100.00 Manual	Held	Total	100.00
FUND 400 Claims	to	Checks	34 Total	244,768.10 Manual	Held	Total	244,768.10
FUND 602 Claims	to	Checks	1 Total	1,361,850.00 Manual	Held	Total	1,361,850.00
Total for all Funds			94 Total	2,529,900.79 Manual	Held	Total	2,529,900.79

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi the following:

ORDER NUMBER 031-2013

IT IS HEREBY ORDERED by the Mayor and Member of the Council of the City of Gautier, Mississippi that the professional services agreement with Thompson Engineering for Ward 5 drainage improvements is hereby approved. Professional services will be paid from Ward 5 remaining bond funds.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Councilman Colledge, seconded by Councilwoman Colledge and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.



**Single Project Agreement
General Terms and Conditions**

Exhibit A

ACKNOWLEDGMENT OF ORDER

7/31/2012

Revised: 1/21/13

Proposal No. 12-2111-8101

City of Gautier
3330 Highway 90
Gautier, MS 39553

Chad Jordan, PE
Project Manager
ClearWater Solutions, LLC
251.209.6292

SERVICES REQUIRED:

Perform survey services within the Hickory Hills development and develop survey drawings from the field data for the City of Gautier.

Project deliverables shall be survey drawings showing elevation contours and existing drainage structures within the Hickory Hills development.

Once the survey drawings have been developed and submitted to the City, an engineering design fee shall be submitted, upon the City's request.

Additional scope changes shall be at the direction of the City as mutually agreed.

FEE:

All work to be performed on a time and material basis as per the included fee estimate (Exhibit B). Rates shown on Exhibit fee are taken from the Thompson Engineering standard fee schedule. Invoiced amount for the above referenced services shall not exceed the total amount shown on Exhibit B.

The fee estimate has been broken into segments, based on four preliminary drainage improvement phases as designated on the Exhibit C, Project Limits and Preliminary Phasing.



Single Project Agreement General Terms and Conditions

This Agreement is made by and between Thompson Engineering, Inc. (hereinafter **Thompson Engineering**) and the undersigned Client ("referred to herein as the "Client"). In consideration of the mutual covenants to be performed by the parties pursuant to this Agreement, each party hereby represents, warrants and agrees as follows:

1. SCOPE OF WORK

Thompson Engineering shall perform such services as are described in this contract and as described in **Exhibit A** (the "Work").

2. INVOICES

The Client shall pay **Thompson Engineering** for the Work performed under this Agreement a sum to be calculated as described on **Exhibit A** or, if no such description is provided or any portion of the Work is not specifically provided for in said description, at the rates shown on **Thompson Engineering's** standard fee schedules which are in effect as of the time of execution hereof, or as may be otherwise specifically described herein. **Thompson Engineering** will submit invoices to Client no more than monthly and a final bill upon completion of the Work. Invoice will show charges for different personnel and expense classifications. A more detailed separation of charges and back-up data will be provided at Client's request. Payment is due upon presentation of invoice and is past due thirty (30) days from invoice date. Client shall pay a finance charge of one and one-half percent (1 ½ %) per month, or the maximum rate allowed by law, on past due accounts.

If **Thompson Engineering** personnel are called or subpoenaed for depositions, examinations, or court appearances in any dispute arising out of any project on which Work was performed, **Thompson Engineering** shall be reimbursed on a time and material basis in accordance with **Thompson Engineering's** then current, standard billing rates for such matters, including all out-of-pocket costs incurred in connection with such matters.

3. RIGHT OF ENTRY

The Client will provide for right of entry of **Thompson Engineering** personnel and all necessary equipment, in order to complete the Work.

While **Thompson Engineering** will take all reasonable precautions to minimize any damage to Client's property, it is understood by the Client that in the normal course of Work some damage may occur, the correction of which shall not be **Thompson Engineering's** responsibility.

4. UTILITIES

In the execution of its Work, **Thompson Engineering** will take all reasonable precautions to avoid damage or injury to subterranean structures or utilities. The Client agrees to hold **Thompson Engineering** harmless for any damages to subterranean structures or utilities which are not called to **Thompson Engineering's** attention and correctly shown on the plans furnished by the Client.

5. SAMPLES

Thompson Engineering will retain all samples for thirty (30) days. Further storage or transfer of samples can be made at Client's expense upon written request.

6. OWNERSHIP OF DOCUMENTS

All reports, boring logs, field data, field notes, laboratory test data, calculations, estimates and other documents prepared by **Thompson Engineering**, as instruments of service, shall remain the property of **Thompson Engineering**. Client agrees that all reports and other work furnished to the Client or his

agents, which are not paid for, will be returned upon demand and will not be used by the Client for any purpose whatsoever.

Thompson Engineering will retain all pertinent records relating to the services performed for a period of five (5) years following submission of the report, during which period the records will be made available to the Client at all reasonable times.

All documents are for the exclusive use and benefit of the Client only. Others who use the documents do so at their own peril. **Thompson Engineering** consents that its information and reports may be furnished to and used by others participating in the financing and/or development of the project (and for reports involving real property transactions, other parties of the transaction), but only in the same manner and extent as if such others were the addressee and the Client. The terms, conditions, and limitations of liability contained in the Agreement shall apply to others to whom Client furnishes such information and reports. No one other than the Client is authorized to rely, in any way, on any information or reports issued pursuant to this Agreement.

7. DISPUTES

In the event that a dispute should arise relating to the obligations of the parties under this Agreement, the prevailing party shall be entitled to recover all reasonable costs incurred in connection with such dispute, including staff time, court costs, attorney's fees and other related expenses.

8. PROFESSIONAL RESPONSIBILITY

Thompson Engineering represents that the Work shall be performed in a manner consistent with that level of care and skill ordinarily exercised by other professionals under similar circumstances at the time services are performed. No other representation to the Client, expressed or implied, and no warranty or guarantee is included or intended hereunder, or in any work performed under this Agreement.

Client recognizes that subsurface conditions may vary from those encountered at the location where borings, surveys, or explorations are made by **Thompson Engineering** and that the data interpretations and recommendations of **Thompson Engineering's** personnel are based solely on the information available to them. **Thompson Engineering** will be responsible for those data interpretations, and recommendations, but shall not be responsible for the interpretation by others of the information developed.

9. LIMITATION OF LIABILITY

A. This Agreement shall exclude all losses of all types including but not limited to property damage, bodily injury, third party liability or any other claim, cost or expense directly or indirectly arising out of, resulting from, or relating to mold, mildew, fungus, spores or other microorganisms of any type, nature, or description or any by-product thereof including but not limited to any substance whose presence poses an actual or potential threat to human health.

B. For claims not excluded by Paragraph A, the Client agrees to limit **Thompson Engineering's** liability to the Client for any and all claims, losses, costs, or damages whatsoever on any project arising from this Agreement and/or performance of the work by **Thompson Engineering**, such that the total aggregate liability of **Thompson Engineering** to the Client shall not exceed \$50,000 or **Thompson Engineering's** total fee for the services rendered on the project, whichever is less. The Client further agrees to require of any contractor and subcontractors an identical limitation of liability to **Thompson Engineering**, which liability may arise on account of **Thompson Engineering's** performance of services or its acts, errors and omissions.

As used in this article 9, the term **Thompson Engineering** shall mean to include any parent, subsidiary or affiliated companies of **Thompson Engineering** and any directors, officers and employees of any of the same.



Single Project Agreement General Terms and Conditions

10. INSURANCE

Thompson Engineering represents and warrants that it and its agents, staff and consultants employed by it and are protected by worker's compensation insurance and that it has such coverage under public liability and property damage insurance policies which **Thompson Engineering** deems to be adequate. Certificates for all such policies of insurance shall be provided to Client upon request in writing. **Thompson Engineering** shall not be responsible for any loss, damage or liability arising from any acts by Client, its agents, staff or other consultants employed by Client.

11. INDEMNIFICATION

The Client shall indemnify and hold **Thompson Engineering** harmless from and against any and all losses, claims (including third party claims), damages, judgments, fees, fines, penalties and other amounts (including, without limitation, any with respect to sickness, bodily injury, wrongful death and property damage), including attorneys fees and court costs, arising directly or indirectly out of or alleged to have arisen out of the performance of Work under this Agreement or any breach by Client of its obligations hereunder, which indemnity shall not be limited by reason of the existence or nonexistence of any insurance.

As used in this paragraph, the term **Thompson Engineering** shall mean to include any parent, subsidiary or affiliated companies of **Thompson Engineering** and any directors, officers and employees of any of the same.

12. ASSIGNS

Neither the Client nor **Thompson Engineering** may delegate, assign sublet or transfer his duties or interest in this Agreement without the written consent of the other party.

13. SAMPLING OR TEST LOCATION

Client may be charged additional fees for costs associated with surveying of the site for the accurate horizontal and vertical locations of any tests. Field tests or boring locations described in **Thompson Engineering's** report or shown on sketches will be based upon information furnished by others or estimates made in the field by **Thompson Engineering's** representatives. Such dimensions, depths or elevations should be considered as approximations unless otherwise stated. If the Client specifies a test or boring location, **Thompson Engineering** reserves the right to deviate a reasonable distance from the location specified. **Thompson Engineering** reserves the right to terminate its obligation to perform any Work if site conditions prevent drilling at or near the designated boring locations and these conditions were not revealed to **Thompson Engineering** prior to agreeing to perform the Work. If, in order to complete the borings to their designated depths, a re-drilling is necessitated by encountering impenetrable subsurface objects, this will be charged to Client at the appropriate rates contained in **Thompson Engineering's** standard fee schedule.

14. RIGHT TO STOP WORK

Stopping the construction work is an extreme action which should be taken only by the Client after giving serious consideration to the effects of such an order. Under no circumstances will **Thompson Engineering** take the initiative in issuing this order. **Thompson Engineering** will only provide data and recommendations.

15. ROOF CUTS

To obtain accurate information in a roof investigation, roof cuts may be necessary. It is the responsibility of our Client to make the appropriate repairs to these roof cuts using materials consistent with the roofing system and in accordance with any existing material manufacturer's warranties. A roofing contractor or maintenance personnel selected by Client should be on the roof to make repairs at the time the samples are obtained. **Thompson Engineering** can make temporary repairs at the time of **Thompson Engineering's**

inspections, but additional charges may be incurred. Although every attempt will be made to make these repaired areas water tight, **Thompson Engineering** will in no way be responsible for any water damage to the roofing system, building, or its contents resulting from **Thompson Engineering's** temporary repairs.

16. FIELD MONITORING AND TESTING

If the Scope of Work in Exhibit A includes construction field monitoring and/or testing, **Thompson Engineering** shall visit the project site at intervals appropriate to the stage of construction or as agreed to in writing by the Client and **Thompson Engineering**, in order to observe the progress and quality of the work completed by the contractor. Such visits and observations are not intended to be an exhaustive check or a detailed inspection of the contractor's work but rather are to allow **Thompson Engineering** to become generally familiar with the work in progress and to determine in general if the work is proceeding in accordance with the contract documents.

Thompson Engineering shall not supervise, direct or have control over the Client's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the contractor nor for the contractor's safety precautions or programs in connection with the work. These rights and responsibilities are solely those of the contractor in accordance with the contract documents. **Thompson Engineering** shall not be responsible for any acts or omissions of the contractor, subcontractor, any entity performing any portion of the work, or any agents or employees of any of them. **Thompson Engineering** does not guarantee the performance of the contractor and shall not be responsible for the contractor's failure to perform its work in accordance with the contract documents or any applicable laws, codes, rules or regulations.

17. SAFETY

Should **Thompson Engineering** provide observations or monitoring services at the job site during construction, Client agrees that, in accordance with the generally accepted construction practice, the contractor will be solely and completely responsible for working conditions on the job site, including the safety of all persons and property during the performance of the work, and for compliance with OSHA regulations. These requirements will apply continuously and will not be limited to normal working hours. Any monitoring of the contractor's procedures conducted by **Thompson Engineering** does not include review of the adequacy of the contractor's safety measures in, on, adjacent to, or near the construction site.

18. HAZARDOUS SUBSTANCES

Client agrees to advise **Thompson Engineering**, prior to beginning work, of any hazardous substance on or near the site. In the event that test samples obtained during our work contain substances hazardous to health, safety or the environment, these samples remain the property of the Client. Likewise, any equipment contaminated as a result of the Work which cannot be reasonably decontaminated shall become the property and responsibility of the Client. Client agrees to pay transportation costs for samples and equipment and the fair market value of contaminated equipment.

19. REUSE OF DOCUMENTS AND ELECTRONIC MEDIA

Any and all documents and electronic media including Drawings, CADD files and Specifications prepared or furnished by **Thompson Engineering** (and **Thompson Engineering's** independent professional associates and consultants) pursuant to this Agreement are instruments of service of the Project and **Thompson Engineering** shall retain an ownership and property interest therein whether or not the Project is completed. Information contained in signed or sealed drawings should be deemed to be correct and superior to electronic information. Client may make and retain copies for information and reference in connection with use and occupancy of the Project by Client and others; however, such documents are not intended or represented to be suitable for



Single Project Agreement General Terms and Conditions

reuse by Client or others on extensions of the Project or on any other project. Any reuse without written authorization or adaptation by Thompson Engineering for the specific purpose intended will be at Client's sole risk and without liability or legal exposure to Thompson Engineering, or to Thompson Engineering's subsidiaries, holding company, independent professional associates or consultants, and Client shall indemnify and hold harmless Thompson Engineering and Thompson Engineering's subsidiaries, holding company, independent professional associates and consultants from any and all claims (third party or otherwise), damages, losses and expenses, including attorney's fees, arising out of or resulting therefrom.

20. GOVERNING LAW

This agreement shall be governed by the laws of the State of Alabama and the United States.

21. ENTIRE AGREEMENT

This Agreement represents the entire agreement between Client and Thompson Engineering and supersedes all prior negotiations, representations

and agreements, either oral or written. No modification to the terms hereof shall be made unless agreed to in writing by both parties.

22. SEVERABILITY

In the event any provision, or any portion of any provisions of this Agreement is held invalid, the other provisions of this Agreement and the remaining portion of said provision, shall not be affected thereby and shall continue in full force and effect.

Approved and Authorized by:

(Client)
By: _____
As its: _____
Date: _____

Address: _____

Thompson Engineering, Inc.

By: _____
As its: _____
Date: _____

Address: 4006 Kreole Avenue, Suite. B
Moss Point, MS 39563

Individual with authority and the company responsible for payment of Thompson Engineering's services.

Please return executed copy of these terms and conditions to the attention of:

Davis Sellers
(228) 509-7850
(251) 666-6422

EXHIBIT B: City of Gautier; Hickory Hills Drainage Improvements
(revised to include area 1b)



EXHIBIT B

TE Fee Services Estimate No. 12-2111-8101

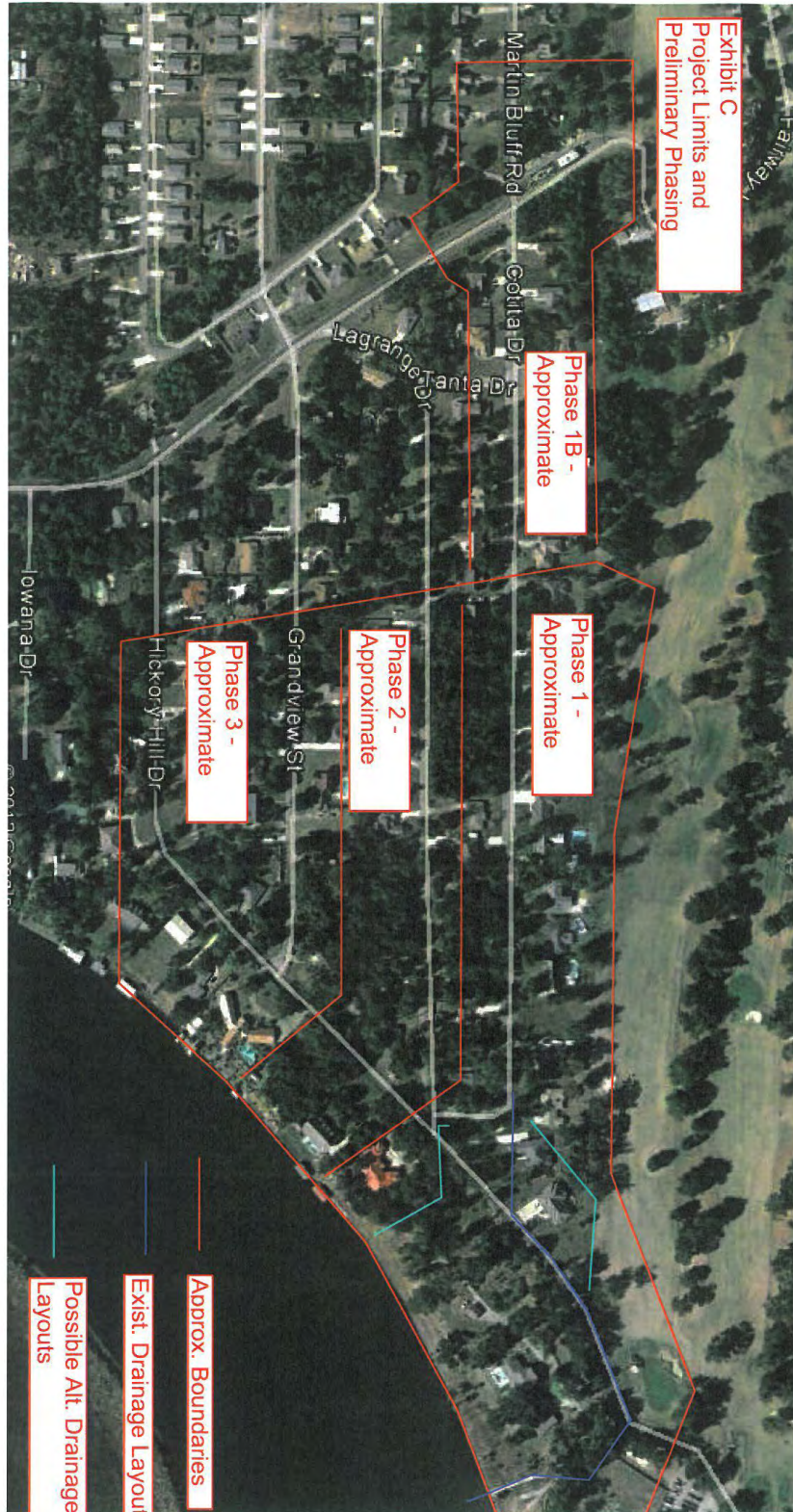
Rev. 1/21/13

Description	Unit	Estimated Quantity	Unit Fees	Subtotal
SURVEY SERVICES - Phase 1				
Registered Professional Land Surveyor I	Hour	5	\$ 110.00	\$ 550.00
Survey Crew - Party Chief and Instrument Man	Hour	65	\$ 150.00	\$ 9,750.00
Designer Level IV	Hour	24	\$ 85.00	\$ 2,040.00
Phase 1 Survey Services Subtotal =				\$ 12,340.00
SURVEY SERVICES - Phase 1B				
Registered Professional Land Surveyor I	Hour	5	\$ 110.00	\$ 550.00
Survey Crew - Party Chief and Instrument Man	Hour	35	\$ 150.00	\$ 5,250.00
Designer Level IV	Hour	18	\$ 85.00	\$ 1,530.00
Phase 1 Survey Services Subtotal =				\$ 7,330.00
SURVEY SERVICES - Phase 2				
Registered Professional Land Surveyor I	Hour	5	\$ 110.00	\$ 550.00
Survey Crew - Party Chief and Instrument Man	Hour	25	\$ 150.00	\$ 3,750.00
Designer Level IV	Hour	16	\$ 85.00	\$ 1,360.00
Phase 2 Survey Services Subtotal =				\$ 5,660.00
SURVEY SERVICES - Phase 3				
Registered Professional Land Surveyor I	Hour	5	\$ 110.00	\$ 550.00
Survey Crew - Party Chief and Instrument Man	Hour	45	\$ 150.00	\$ 6,750.00
Designer Level IV	Hour	20	\$ 85.00	\$ 1,700.00
Phase 3 Survey Services Subtotal =				\$ 9,000.00
TOTAL FEE				\$ 34,330.00

Prepared by D. Sellers / Helen Adams-Morales, P.E.

Thompson Engineering, Inc.
4006 Kreole Ave., St. B
Moss Point, MS 39563





There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 032-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that Consent Agenda Item #1 would be pulled for further discussion and Consent Agenda items 2-11 are hereby approved.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Mayor Fortenberry, seconded by Councilman Macfarland and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED BLANK by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 033-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, to set the date for the following public hearing as requested by the Planning and Economic Development Director is hereby authorized:

WHEN:	March 5, 2013
WHERE:	Gautier Municipal Building-Council Chambers
TIME:	6:30 p.m.
PURPOSE:	5501 Roxanne Street
LEGAL DESCRIPTION:	PIDN 85260001.000 Lot# 1, 2 & 3 Driftwood Park Subdivision Deed Book 1648 page 36
Owners of Record:	Anthony D. and Patricia G. Mattina
Last Known Address:	3112 Chatham Road D'Iberville, MS 39540

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Mayor Fortenberry, seconded by Councilman Macfarland and the following vote was recorded:

AYES:	Tommy Fortenberry Johnny Jones Hurley Ray Guillotte Gordon Gollott Mary Martin Scott Macfarland Adam Colledge
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NAYS:	None
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MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by the Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

MEMORANDUM

DATE: January 15, 2013
TO: Samantha D. Abell, City Manager
THRU: Eric Meyer, Planning and Economic Development Director
Patty Huffman, Grants and Projects Manager
FROM: Joseph E. Belles, Code Enforcement Officer
SUBJECT: Abatement of Substandard Property Conditions, 5501 Roxanne Street Gautier,
Mississippi 39553

ISSUE:

Pursuant to the Mississippi Codes Annotated, 1972 § Title 21, Chapter 19, Section 11, Staff requests that the City Council set a public hearing date for March 5, 2013, to receive public comment regarding the abatement of the subject property.

LEGAL DESCRIPTION:

This property listed on the land assessment roll more generally described as:

Legal Description: PIDN 85260001.000
Lots 1, 2 & 3 DRIFTWOOD PARK SUBDIVISION
Deed Book 1648, page 36

Property Address: 5501 Roxanne Street (Old Mailing Address)

Owners of Record: Anthony D. & Patricia G. Mattina

Last Known Address: 3112 Chatham Road
D'Iberville, Mississippi 39540

BACKGROUND:

A written complaint was received and requested code enforcement address property code maintenance violations; scattered trash, debris and overgrown property. Code enforcement verified the violations and established a code violation file against the property in December 2008. The minor code violations were repeatedly addressed to the joint owners by letters of violation between December 2008 and February 2009. By late April 2009, the code violations were corrected and the case was closed. When the new Planning Director had code enforcement begin addressing dilapidated structures within the city limits, code enforcement reopened the case in February 2012, with another letter of violation mailed to the current property owners as reflected on the Jackson County Parcel Information and Tax Data. Code enforcement identified

the two vacant structures and requested the owners bring the structures into compliance with existing building code standards or remove the structures from their location. Code enforcement also identified the structures were vacant more than sixty days and would need to comply with the current Unified Development Ordinance (UDO). When any structures within the city are vacant for any reason more than sixty days, they lose their pre-existing non-conforming status and must comply with the current UDO requirements.

Code enforcement sent a second letter to the owners in July 2012, and advised the owners code enforcement had observed recent work to repair or demolish the structures but could not find a building permit to either make repairs or demolish the structures. Code enforcement again requested the structures come into compliance by August 3, 2012, and suggested either repairing the structure to building code requirements or removing the structures from their present location. The owners scheduled to meet and discuss the options available with the building official and floodplain manager at the property location. At the prearranged meeting, the owner was unable to attend and sent a person to represent him. The building official and floodplain manager advised the representative what the available options were to repair one or both of the remaining structures located on the property.

Code enforcement was later contacted by a Legal Administrator (Ben Tremonte) from the law office of Tom Payne, Biloxi, Mississippi. Subsequently code enforcement received two letters September 11, 2012, and September 19, 2012, from the owner's attorney Mr. Tom Payne. Code enforcement discussed the two letters received with the department director and with advice from the city attorney; a letter addressing the questions from the owner's attorney was mailed to the owner's attorney on September 28, 2012.

The 1920 built wooden structure and cinder block building at 5501 Roxanne Street (St Ann Lots 1, 2, and 3) remain in a serious state of disrepair and no authorized repairs have been accomplished since the code violation case was opened in December 2008. The property is now subject to the 2009 Digital Flood Insurance Rate Maps (DFIRM), which increased the required elevation for this property on this parcel of land.

The property has continued to fall into a state of disrepair and the owners have not repaired the property as requested to the International Building Code Standards. Code enforcement has corresponded with the owner(s) at least six times and has received three letters from the owner's attorney. The owner requested to discuss the two dilapidated structures with the Mayor and Council.

Mr. Mattina appeared before council at a scheduled Public Hearing on Nov 6, 2012. After presenting his concerns, he stated his desire to meet the building code and floodplain requirements and satisfy all code violations. The Mayor and Council in lieu of approving, the departments request to abate the substandard conditions, provided Mr. Mattina sixty days to submit plans to the Building and Floodplain Administrators by January 6, 2013. Since November, Code Enforcement has only received the attached letter from the property owners' attorney and the Building Administrator was contacted one time by telephone by an architect who never submitted any of the required engineered approved documents as requested. The City of Gautier's Floodplain Administrators letter dated September 28, 2012, clearly outlines the current options available to the property owner.

APPLICABLE LAW:

Mississippi Code of 1972, Section 21-19-11, provides procedures to municipalities to clean private property determined to be a menace to those in the municipal community thus:

(1) To determine whether property or parcel of land located within a municipality is in such a state of uncleanness as to be a menace to the public health, safety and welfare of the community, a governing authority of any municipality shall conduct a hearing, on its own motion, or upon the receipt of a petition signed by a majority of the residents residing within four hundred (400) feet of any property or parcel of land alleged to be in need of the cleaning. Notice shall be provided to the property owner by:

(a) United States mail two (2) weeks before the date of the hearing mailed to the address of the subject property and to the address where the ad valorem tax notice for such property is sent by the office charged with collecting ad valorem tax; and

(b) Posting notice for at least two (2) weeks before the date of a hearing on the property or parcel of land alleged to be in need of cleaning and at city hall or another place in the municipality where such notices are posted.

Any notice required by this section shall include language that informs the property owner that an adjudication at the hearing that the property or parcel of land is in need of cleaning will authorize the municipality to reenter the property or parcel of land for a period of one (1) year after the hearing without any further hearing if notice is posted on the property or parcel of land and at city hall or another place in the municipality where such notices are generally posted at least seven (7) days before the property or parcel of land is reentered for cleaning. A copy of the required notice mailed and posted as required by this section shall be recorded in the minutes of the governing authority in conjunction with the hearing required by this section.

If, at such hearing, the governing authority shall adjudicate the property or parcel of land in its then condition to be a menace to the public health, safety and welfare of the community, the governing authority, if the owner does not do so himself, shall proceed to clean the land, by the use of municipal employees or by contract, by cutting grass and weeds; filling cisterns; removing rubbish, dilapidated fences, outside toilets, dilapidated buildings, personal property, which removal of personal property shall not be subject to the provisions of Section 21-39-21, and other debris; and draining cesspools and standing water there from. The governing authority may by resolution adjudicate the actual cost of cleaning the property and may also impose a penalty not to exceed One Thousand Five Hundred Dollars (\$1,500.00) or fifty percent (50%) of the actual cost, whichever is more. The cost and any penalty may become a civil debt against the property owner, or, at the option of the governing authority, an assessment against the property. The "cost assessed against the property" means either the cost to the municipality of using its own employees to do the work or the cost to the municipality of any contract executed by the municipality to have the work done, and administrative costs and legal costs of the municipality. For subsequent cleaning within the one-year period after the date of the hearing at which the property or parcel of land was adjudicated in need of cleaning, upon seven (7) days' notice posted both on the property or parcel of land adjudicated in need of cleaning and at city hall or another place in the municipality where such notices are generally posted, and consistent with the municipality's adjudication as authorized in this subsection (1), a municipality may reenter the property or parcel of land to maintain cleanliness without further notice or hearing no more than six (6) times in any twelve-month period with respect to removing dilapidated buildings,

dilapidated fences and outside toilets, and no more than twelve (12) times in any twenty-four-month period with respect to cutting grass and weeds and removing rubbish, personal property and other debris on the land, and the expense of cleaning of the property shall not exceed an aggregate amount of Twenty Thousand Dollars (\$20,000.00) per year, or the fair market value of the property subsequent to cleaning, whichever is less. The governing authority may assess the same penalty for each time the property or land is cleaned as otherwise provided in this section. The penalty provided herein shall not be assessed against the State of Mississippi upon request for reimbursement under Section 29-1-145, nor shall a municipality clean a parcel owned by the State of Mississippi without first giving notice.

(2) If the governing authority declares, by resolution, that the cost and any penalty shall be collected as a civil debt, the governing authority may authorize the institution of a suit on open account against the owner of the property in a court of competent jurisdiction in the manner provided by law for the cost and any penalty, plus court costs, reasonable attorney's fees and interest from the date that the property was cleaned.

(3) If the governing authority does not declare that the cost and any penalty shall be collected as a civil debt, then the assessment above provided for shall be a lien against the property and may be enrolled in the office of the circuit clerk of the county as other judgments are enrolled, and the tax collector of the municipality shall, upon order of the board of governing authorities, proceed to sell the land to satisfy the lien as now provided by law for the sale of lands for delinquent municipal taxes.

(4) All decisions rendered under the provisions of this section may be appealed in the same manner as other appeals from municipal boards or courts are taken.

(5) Nothing contained under this section shall prevent any municipality from enacting criminal penalties for failure to maintain property so as not to constitute a menace to public health, safety and welfare.

RECOMMENDATION:

Staff recommends City Council hold a public hearing on March 5, 2013, in order to determine if the property is a menace to the public health, safety and welfare of citizens and listen to the property owners request to repair the structures, as they have deemed appropriate.

Parcel Information

PIDN: 85260001.000
GISP: 764.19-02-0135.00M

Owner Information

Name: MATTINA ANTHONY D SR & Percent of Ownership: 100
Name2: PATRICIA G
Mailing Address: 3112 CHATHAM RD Physical Address: ST ANN ST GAUTIER
D IBERVILLE MS 39540

Land Information

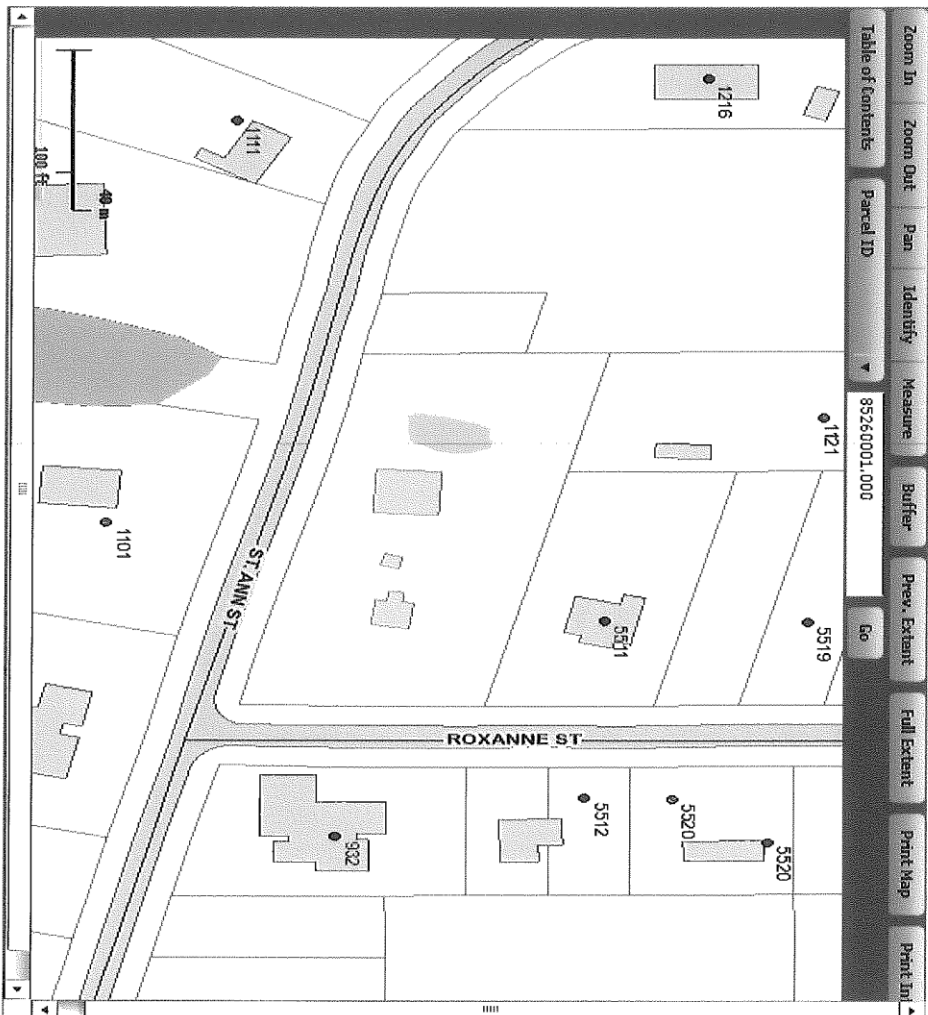
Section, Township, Range: 07 7S 6W Acreage: .00
Street Name: ST ANN ST

Value and Tax Information

Total Assessed Value: 4857 Total Appraised Value: 32380
Improvement Value: 2560 Land Value: 29820
Tax Amount: 640 SQ. FT: 0 Year Built: 1920

Legal Description

Description: LOTS 1;2;3;56 DRIFTWOOD PARK S/D DB 1396-309 DB 1396-311 DB 1396-313 (135M MAP764.19-02) DB
1589-125 DB 1648-36
Deed Book / Page: 1648 / 36



User Guide

Parcel ID:
85260001.000
Owner Name 1:
MATTINA ANTHONY D SR
&
Owner Name 2:
PATRICIA G
Owner Address: 3112
CHATHAM RD
Owner City: D
IBERVILLE MS
Owner ZIP: 39540
Parcel Location: ST ANN
ST GAUTIER
Zoning Code: R-1
Legal Description 1:
LOTS 1,2,3,56
DRIFTWOOD PARK
Legal Description 2:
S/D DB 1396-309 DB
1396-311
Legal Description 3: DB
1396-313 (135M)
Clear Info



City of Gautier, MS



There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 034-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the resignation of Tracy Walker from the Recreation Advisory Committee is hereby accepted.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Mayor Fortenberry, seconded by Councilman Macfarland and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

Tricia Thigpen

From: Walker, Tracy A <Tracy_Walker@KinderMorgan.com>
Sent: Thursday, January 24, 2013 9:45 AM
To: tthigpen@gautier-ms.gov
Subject: FW: Recreation Advisory Committee

Tricia,

I am sorry to say that I will need to resign from the Recreation Advisory committee.
I will be doing more traveling during the next 6 months that will not allow me to appropriately be of assistance on this board.

I wish all well.
Thank you for considering me.

Have a Fabulous Day!

Tracy A. Walker
Office: 228-202-3652



**City of Gautier
Recreation Advisory Committee**

1. Harvey Adams
2406 Holiday Drive
Gautier, MS 39553
harveyadams@bellsouth.net
228-497-5369
2. Larry Dailey
2135 Kingslea Drive
Gautier, MS 39553
larrydailey@cableone.net
228-238-6675
3. Emily Fortney
1412 Cotita Drive
Gautier, MS 39553
emileefortney@yahoo.com
228-990-6680
4. Drew Pickens (Active National Guard)
4901 Forrestwood Drive
Gautier, MS 39553
andrew.l.pickensmil@mail.mil
228-327-2702
5. LaFreida C. Ray
2009 Dartmouth Drive
Gautier, MS 39553
lrays@bgcjc.org
228-497-8030
6. Kenny Smith
1103 Hickory Hills Drive
Gautier, MS 39553
kenny.smith@cbunitedms.com
228-497-1800

7. Steve Torres
3404 Seabass Road
Gautier, MS
msttorressr@yahoo.com
228-355-1312
8. James Torrey
4904 Fordham Drive
Gautier, MS
jatorrey25@yahoo.com
228-497-6636
9. Tracey Walker
2016 Bacot Drive
Gautier, MS 39553
fabulouspools@cablone.net
228-219-6870

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 035-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the appointments of Amanda Magee and Gary Kinsey are hereby appointed to the Recreation Advisory Committee.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Mayor Fortenberry, seconded by Councilman Macfarland and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

**City of Gautier
Recreation Advisory Committee**

1. Harvey Adams
2406 Holiday Drive
Gautier, MS 39553
harveyadams@bellsouth.net
228-497-5369
2. Larry Dailey
2135 Kingslea Drive
Gautier, MS 39553
larrydailey@cablone.net
228-238-6675
3. Emily Fortney (Youth Member)
1412 Cotita Drive
Gautier, MS 39553
emileefortney@yahoo.com
228-990-6680
4. Amanda Magee
2529 Caravelle Circle
Gautier, MS 39553
amagee6558@gmail.com
228-623-4415
5. Drew Pickens (Active National Guard)
4901 Forrestwood Drive
Gautier, MS 39553
andrew.l.pickensmil@mail.mil
228-327-2702
6. LaFreida C. Ray
2009 Dartmouth Drive
Gautier, MS 39553
lrays@bgcjc.org
228-497-8030

7. Kenny Smith (Senior Member)
1103 Hickory Hills Drive
Gautier, MS 39553
kenny.smith@cbunitedms.com
228-497-1800
8. Steve Torres
3404 Seabass Road
Gautier, MS
msttorressr@yahoo.com
228-355-1312
9. James Torrey
4904 Fordham Drive
Gautier, MS
jatorrey25@yahoo.com
228-497-6636
10. Gary Kinsey
990-5681
Gary.r.kinsey.mil@mil@mail.mil.com

Revised 2/1/2013 tlt

There came on for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

**RESOLUTION NUMBER 006-2013
PROCLAMATION
(A Local Emergency)**

WHEREAS, the City Council of the City of Gautier, Mississippi does hereby find that the conditions of extreme peril to the safety of persons and property within the City of Gautier, Mississippi, is forecast to receive oil slick in the Gulf of Mexico due to the explosion and collapse of the Deep Water Horizon oil rig in the Gulf of Mexico.

NOW, THEREFORE, BE IT RESOLVED that a local emergency does exist throughout said City of Gautier, Mississippi; and

IT IS FURTHER PROCLAIMED AND RESOLVED that said local emergency shall be deemed to continue to exist until further notice.

IT IS FURTHER PROCLAIMED AND RESOLVED that the City Manager or Interim City Clerk is hereby authorized to executed any and all documents necessary.

Motion was made by Mayor Fortenberry, seconded by Councilman Macfarland and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by the Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 036-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Minutes from Council Meeting held January 15, 2013 are hereby approved.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Mayor Fortenberry, seconded by Councilman Macfarland and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 037-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Privilege License Report for December 2012 is hereby received.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Mayor Fortenberry, seconded by Councilman Macfarland and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

Passed and Adopted by the Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

City of Gautier
Business Registry
Dec-12

<u>Acct.</u>	<u>License #</u>	<u>Business Name /Owner</u>	<u>Amt.</u>
118	2013-11-0003436	Sears Optical #5141	\$20.00
84	2013-11-0003437	Dj's Automotive	\$22.00
1191	2013-12-0003438	Edible Bouquets	\$20.00
1035	2013-12-0003439	Sioux Bayou	\$35.00
1192	2013-12-0003440	Universal Imports, LLC	\$20.00
533	2013-09-0003441	Gautier Automotive	\$22.40
1107	2013-11-0003442	SCB Enterprises, LLC	\$22.00
438	2013-12-0003444	Vision Painting & Construction	\$20.00
1193	2013-12-0003445	Tradewinds DBA/Bob the Plumber	\$20.00
158	2013-12-0003446	Mallette Bros. Construction	\$150.00
166	2013-12-0003447	Southern Hideaway Estates	\$20.00
161	2013-12-0003448	Allen Beverages, Inc. DBA/Pepsi	\$160.00
799	2013-11-0003449	Calco Industries	\$22.00
139	2013-12-0003450	Blue Jay Trailer Park	\$20.00
154	2013-12-0003451	Exactac Service, Inc./dba Jackson Hewitt	\$20.00
802	2013-11-0003452	Dallas Flint Consulting	\$22.00
*1194	2013-12-0003453	Clearwater Solutions, LLC	\$80.00
134	2013-11-0003454	United Parcel Services	\$92.40
946	2013-12-0003455	Sarah Bragg Real Estate	\$20.00
*1195	2013-12-0003456	Suzanne Johnson Insurance	\$20.00
148	2013-12-0003457	Dodge Store, #685	\$82.50
179	2013-12-0003458	Vulcan Construction Materials	\$200.00
174	2013-12-0003459	Mingledorff's, Inc Store #56	\$150.00
150	2013-12-0003460	Flowers By Evelyn/ T&E Apparel	\$20.00
140	2013-12-0003461	Brewer Optical	\$45.00
1112	2013-11-0003462	CJ Bailey Skill Academy	\$22.00
159	2010-12-0003463	Mitchell Bros., LLC	\$62.50

1114	2013-12-0003464	Greenacres	\$20.00
159	2013-12-0003465	Mitchell Bros., LLC	\$62.50
135	2013-12-0003466	Advance Auto Parts, #1403	\$92.50
168	2013-12-0003467	Gautier Bowling Palace/DBA	\$45.00
Total			<u>\$1,629.80</u>

*	New Business	5
**	Slot Amusement	0
***	Due Refund	0
****	Transient Vendor	0
*****	Closed Business	1
*****	Delinquent Renewals Issued	0

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 038-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Minutes from Civil Service Meetings held June 14, 2012; July 12, 2012; August 9, 2012; September 13, 2012; & October 11, 2012 are hereby approved.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Mayor Fortenberry, seconded by Councilman Macfarland and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

MINUTES
Gautier Civil Service Commission
June 14, 2012

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on June 14, 2012. Those present were Commissioners Doug Mansfield, Susan Parol, and Phil Torjusen; and other concerned employees.

The agenda was as follows:

AGENDA
Civil Service Commission
June 14, 2012
6:00 p.m.

1. Approve Agenda Order
Motion _____ Second _____ AYES: _____ NAYS: _____
2. Approve Minutes for CSC Meeting held May 10, 2012
Motion _____ Second _____ AYES: _____ NAYS: _____

(Please consider one motion to receive items 3 thru 7)

3. Receive Personnel Order: Permanent Appointment/Smith, Christopher W./Patrolman/effective March 21, 2012
4. Receive Personnel Order: Permanent Appointment/Montgomery, Glen R./Patrolman/effective April 18, 2012
5. Receive Personnel Order: Probationary Appointment/Vaughn, Joshua C./Firefighter/effective April 21, 2012
6. Receive Personnel Order: Probationary Appointment/Mixon, Zachery T./Foreman-Equipment Operator/effective May 20, 2012
7. Receive Vacancy Announcement: Equipment Operator/posted May 25 thru June 5, 2012

ITEMS 3 THRU 7

- Motion _____ Second _____ AYES: _____ NAYS: _____
8. Approve Eligibility List for Equipment Operator/posted May 25 thru June 5, 2012
Motion _____ Second _____ AYES: _____ NAYS: _____
 9. Induct the following employees who have successfully completed probation into Civil Service:

Christopher W. Smith	Patrolman
Glen W. Montgomery	Patrolman

Motion _____ Second _____ AYES: _____ NAYS: _____
 10. Other Business.
 11. Adjourn meeting until July 12, 2012 at 6:00 p.m.

Motion was made by Parol, seconded by Torjusen, to approve agenda order; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve the minutes of the Civil Service Meeting held May 10, 2012; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to receive items 3 thru 7; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol

NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve Eligibility List for Equipment Operator/
posted May 25 thru June 5, 2012; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Mansfield, to induct the following employees who have successfully completed probation into Civil Service:

Christopher W. Smith
Glen W. MontgomeryPatrolman
Patrolman

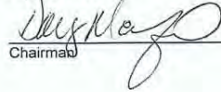
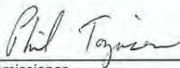
And the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

There being no further business, the meeting was adjourned until July 12, 2012, at 6:00 p.m.

APPROVED:


Chairman
Commissioner

MINUTES
Gautier Civil Service Commission
July 12, 2012

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on July 12, 2012. Those present were Commissioners Doug Mansfield and Susan Parol; and other concerned employees. ABSENT: Phil Torjusen

The agenda was as follows:

AGENDA
Civil Service Commission
July 12, 2012
6:00 p.m.

1. Approve Agenda Order
Motion _____ Second _____ AYES: _____ NAYS: _____
2. Approve Minutes for CSC Meeting held June 14, 2012
Motion _____ Second _____ AYES: _____ NAYS: _____

(Please consider one motion to receive items 3 thru 9)

3. Receive Personnel Order: Termination of Employment/Patrolman
4. Receive Personnel Order: Termination of Employment/Patrolman
5. Receive Personnel Order: Termination of Employment/Patrolman
6. Receive Personnel Order: Probationary Appointment/Ezell, Melissa A./Dispatcher-TAG Officer/
effective June 2, 2012
7. Receive Vacancy Announcement: Police Chief/posted June 18 thru July 3, 2012

8. Receive Vacancy Announcement: Police Officer/posted June 18 thru July 10, 2012
9. Receive Vacancy Announcement: Fire Fighter/posted June 18 thru July 20, 2012

ITEMS 3 THRU 9

- Motion _____ Second _____ AYES: _____ NAYS: _____
10. Approve Eligibility List for Police Chief/posted June 18 thru July 3, 2012
Motion _____ Second _____ AYES: _____ NAYS: _____
 11. Issue Selection Register for Dispatcher/Test Date: November 02, 2011
Motion _____ Second _____ AYES: _____ NAYS: _____
 12. Receive Gautier Fire Department Seniority Roster
Motion _____ Second _____ AYES: _____ NAYS: _____
 13. Other Business.
 14. Adjourn meeting until August 09, 2012 at 6:00 p.m.

Motion was made by Parol, seconded by Mansfield, to approve agenda order; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol
NAYS: None
ABSENT: Phil Torjusen

Motion carried.

Motion was made by Parol, seconded by Mansfield, to approve the minutes of the Civil Service Meeting held June 14, 2012; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol
NAYS: None
ABSENT: Phil Torjusen

Motion carried.

Motion was made by Parol, seconded by Mansfield, to receive items 3 thru 9; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol
NAYS: None
ABSENT: Phil Torjusen

Motion carried.

Motion was made by Parol, seconded by Mansfield, to approve Eligibility List for Police Chief/posted June 18 thru July 3, 2012; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol
NAYS: None
ABSENT: Phil Torjusen

Motion carried.

Motion was made by Parol, seconded by Mansfield, to issue Selection Register for Dispatcher/Test Date November 02, 2011; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol
NAYS: None
ABSENT: Phil Torjusen

Motion carried.

Motion was made by Parol, seconded by Mansfield, to receive Gautier Fire Department Seniority Roster; and the following vote was recorded:

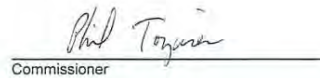
AYES: Doug Mansfield, Susan Parol
NAYS: None
ABSENT: Phil Torjusen

Motion carried.

There being no further business, the meeting was adjourned until August 09, 2012, at 6:00 p.m.

APPROVED:


Chairman


Commissioner

MINUTES
Gautier Civil Service Commission
August 09, 2012

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on August 09, 2012. Those present were Commissioners Doug Mansfield, Phil Torjusen, and Susan Parol; and other concerned employees.

The agenda was as follows:

AGENDA
Civil Service Commission
August 09, 2012
6:00 p.m.

1. Approve Agenda Order
Motion _____ Second _____ AYES: _____ NAYS: _____
2. Approve Minutes for CSC Meeting held July 12, 2012
Motion _____ Second _____ AYES: _____ NAYS: _____

(Please consider one motion to receive items 3 thru 7)

3. Receive Personnel Order: Termination of Employment/Police Chief
4. Receive Personnel Order: Termination of Employment/Firefighter
5. Receive Personnel Order: Probationary Appointment/Hooks, Michael L./Equipment Operator/ effective July 9, 2012
6. Receive Personnel Order: Probationary Appointment/Elbin, Dante L./Police Chief/ effective July 16, 2012
7. Receive Personnel Order: Temporary Appointment/Pugh, Jason D./Human Resources Director/ effective July 30, 2012

ITEMS 3 THRU 7

- Motion _____ Second _____ AYES: _____ NAYS: _____
8. Approve Eligibility List for Police Officer/posted June 18 thru July 10, 2012
Motion _____ Second _____ AYES: _____ NAYS: _____
 9. Approve Master Register for Police Officer/Test Date: August 01, 2012
Motion _____ Second _____ AYES: _____ NAYS: _____

10. Receive Memo concerning Firefighter Physical Agility Exam
Motion_____ Second_____ AYES:_____ NAYS: _____
11. Approve Eligibility List for Firefighter/posted June 18 thru July 20, 2012
Motion_____ Second_____ AYES:_____ NAYS: _____
12. Approve request to waive 90 day notification requirement as stated in Rule 7 Section 7.1.1 to allow certified firefighter candidate to be processed as a lateral hire
Motion_____ Second_____ AYES:_____ NAYS: _____
13. Other Business.
14. Adjourn meeting until September 13, 2012 at 6:00 p.m.

Motion was made by Torjusen, seconded by Parol, to approve agenda order; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve the minutes of the Civil Service Meeting held July 12, 2012; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to receive items 3 thru 7; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve Eligibility List for Police Officer/posted June 18 thru July 10, 2012; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve Master Register for Police Officer/Test Date: August 01, 2012; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to receive Memo concerning Firefighter Physical Agility Exam; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve Eligibility List for Firefighter/posted June 18 thru July 20, 2012; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

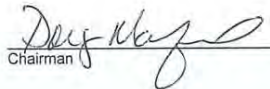
Motion was made by Torjusen, seconded by Parol, to approve request to waive 90 day notification requirement as stated in Rule 7 Section 7.1.1 to allow certified firefighter candidate to be processed as a lateral hire; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

There being no further business, the meeting was adjourned until September 13, 2012, at 6:00 p.m.

APPROVED:


Chairman


Commissioner

MINUTES
Gautier Civil Service Commission
September 13, 2012

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on September 13, 2012. Those present were Commissioners Doug Mansfield, Phil Torjusen, and Susan Parol; Samantha D. Abell, City Manager; Jason D. Pugh, Interim HR Director; Chief Dante Elbin and other concerned employees.

The agenda was as follows:

AGENDA
Civil Service Commission
September 13, 2012
6:00 p.m.

1. Approve Agenda Order
Motion _____ Second _____ AYES: _____ NAYS: _____
2. Approve Minutes for CSC Meeting held August 9, 2012
Motion _____ Second _____ AYES: _____ NAYS: _____

(Please consider one motion to receive items 3 thru 7)

3. Receive Personnel Order: Probationary Appointment/Robert J. Noonan/Firefighter/ effective August 18, 2012
4. Receive Vacancy Announcement: Human Resources Director/posted August 21 thru September 4, 2012
5. Receive Vacancy Announcement: Police Captain/posted August 21 thru September 4, 2012
6. Receive Vacancy Announcement: Police Lieutenant/posted August 21 thru September 4, 2012
7. Receive Vacancy Announcement: Police Sergeant/posted August 21 thru September 4, 2012

ITEMS 3 THRU 7

- Motion _____ Second _____ AYES: _____ NAYS: _____
8. Approve Eligibility List for Human Resources Director/posted August 21 thru September 4, 2012
Motion _____ Second _____ AYES: _____ NAYS: _____
 9. Approve Eligibility List for Police Captain/posted August 21 thru September 4, 2012
Motion _____ Second _____ AYES: _____ NAYS: _____

10. Approve Eligibility List for Police Lieutenant/posted August 21 thru September 4, 2012
Motion _____ Second _____ AYES: _____ NAYS: _____
11. Approve Eligibility List for Police Sergeant/posted August 21 thru September 4, 2012
Motion _____ Second _____ AYES: _____ NAYS: _____
12. Receive memo concerning amendment of Firefighter Eligibility List approved August 9, 2012.
Motion _____ Second _____ AYES: _____ NAYS: _____
13. Approve Master Register for Firefighter/ Test Date: September 5, 2012
Motion _____ Second _____ AYES: _____ NAYS: _____
14. Approve request to waive 1 year probationary period for Jerry R. Killingsworth as stated in Rule 13 Section 13.2 to allow applicant to test for Police Sergeant.
Motion _____ Second _____ AYES: _____ NAYS: _____
15. Approve request to waive 2 year Sergeants' experience for Police Lieutenant as stated in Rule 11 Section 11.2 to allow all applicants to test for Police Lieutenant.
Motion _____ Second _____ AYES: _____ NAYS: _____
16. Other Business.
17. Adjourn meeting until October 11, 2012 at 6:00 p.m.

Motion was made by Torjusen, seconded by Parol, to approve agenda order; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve the minutes of the Civil Service Meeting held September 13, 2012; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to receive items 3 thru 7; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Mansfield, to approve Eligibility List for Human Resources Director/posted August 21 thru September 4, 2012; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve Eligibility List for Police Captain/posted August 21 thru September 4, 2012; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve Eligibility List for Police Lieutenant/posted August 21 thru September 4, 2012; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Mansfield, to approve Eligibility List for Police Sergeant/ posted August 21 thru September 4, 2012; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve amendment to Eligibility List for Firefighter approved August 9, 2012; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve Master Register for Firefighter/Test Date: September 5, 2012; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve request to waive one (1) year probationary period for Jerry R. Killingsworth as stated in Rule 13 Section 13.2 to allow applicant to test for Police Sergeant; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

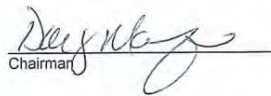
Motion was made by Torjusen, seconded by Parol, to approve request to waive two (2) year Sergeants' experience for Police Lieutenant as stated in Rule 11 Section 11.2 to allow all applicants to test for Police Lieutenant; and the following vote was recorded:

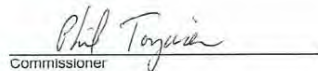
AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

There being no further business, the meeting was adjourned until October 11, 2012, at 6:00 p.m.

APPROVED:


Chairman


Commissioner

MINUTES
Gautier Civil Service Commission
October 11, 2012

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on September 13, 2012. Those present were Commissioners Doug Mansfield, Phil Torjusen, and Susan Parol; Samantha D. Abell, City Manager; Jason D. Pugh, HR Director; Teresa L. Montgomery, Interim City Clerk and other concerned employees.

The agenda was as follows:

AGENDA
Civil Service Commission
October 11, 2012
6:00 p.m.

1. Approve Agenda Order
Motion _____ Second _____ AYES: _____ NAYS: _____
2. Approve Minutes for CSC Meeting held September 13, 2012
Motion _____ Second _____ AYES: _____ NAYS: _____

(Please consider one motion to receive items 3 thru 14)

3. Receive Personnel Order: Termination of Employment/Patrolman
4. Receive Personnel Order: Termination of Employment/Neighborhood Improvement Coordinator
5. Receive Personnel Order: Termination of Employment/Sr. Equipment Operator
6. Receive Personnel Order: Termination of Employment/Maintenance Worker II
7. Receive Personnel Order: Probationary Appointment/Pugh, Jason D./Human Resources Director/
effective September 14, 2012
8. Receive Personnel Order: Probationary Appointment/Allmand, Johnathan G./Patrolman/effective
September 24, 2012
9. Receive Personnel Order: Probationary Appointment/Cagle, Justin A./Patrolman/effective
September 24, 2012
10. Receive Personnel Order: Probationary Appointment/Richardson, Matthew
T./Patrolman/effective
October 8, 2012
11. Receive Personnel Order: Reclassification/Bang, Addie L./Administrative Clerk/effective October
1, 2012
12. Receive Personnel Order: Temporary Appointment/Honea, Rachel/Administrative
Bookkeeper/effective October 1, 2012
13. Receive Schedule of Authorized Positions approved September 24, 2012
14. Receive City of Gautier Organization Chart approved September 24, 2012

ITEMS 3 THRU 14

- Motion _____ Second _____ AYES: _____ NAYS: _____
15. Receive complaint and request for an investigation into the hiring procedures for Human
Resources Director.
Motion _____ Second _____ AYES: _____ NAYS: _____
 16. Receive request for an investigation and public hearing into the termination of Jerry P. Lowe.
Motion _____ Second _____ AYES: _____ NAYS: _____
 17. Receive request for an investigation and public hearing into the termination of Anissia L.
White.
Motion _____ Second _____ AYES: _____ NAYS: _____
 18. Receive waiver request for Jason D. Pugh as Human Resources Director.
Motion _____ Second _____ AYES: _____ NAYS: _____
 19. Other Business.
 20. Adjourn meeting until November 8, 2012 at 6:00 p.m.

Motion was made by Torjusen, seconded by Parol, to approve agenda order; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve the minutes of the Civil Service Meeting held September 13, 2012; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to receive items 3 thru 14; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to receive the complaint and request for an investigation into the hiring procedures of Human Resources Director; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

The Commission conducted a public hearing into the hiring procedures of the Human Resources Director position. Prior to the commencement of said hearing, Commissioner Mansfield addressed the open assembly stating that CSC would conduct the hearing in accordance with Civil Service regulations and would be confined to the determination of whether the hiring procedures for the Human Resources Director were or were not made in good faith or cause. The following individuals were present for testimony:

Samantha D. Abell, City Manager, City of Gautier
Teresa L. Montgomery, Interim City Clerk, City of Gautier
Veneice Barnett, HR Generalist, City of Gautier
Joseph E. Belles Jr., Code Enforcement Officer, Complainant

Motion was made by Torjusen, seconded by Parol, and the findings were recorded; the Commission finds that all CSC hiring procedures of the Human Resources Director position were followed and the complaint received for item #15 was fully investigated in accordance with CSC Rule 16, Section 16.1.

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to receive requests for investigations and public hearings from Jerry P. Lowe and Anissia L. White and to conduct a combined Public Hearing into their terminations to be held October 18, 2012, and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

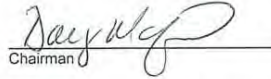
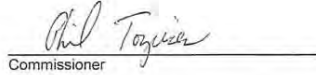
Motion was made by Torjusen, seconded by Mansfield, to receive the waiver request for Jason D. Pugh as Human Resources Director; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

There being no further business, the meeting was recessed until October 18, 2012, at 6:00 p.m.

APPROVED:


Chairman
Commissioner

MINUTES
Gautier Civil Service Commission
October 18, 2012

The meeting was called to order by Commissioner Mansfield in the Gautier Police Department/Municipal Courtroom at 6:00 p.m. on September 13, 2012. Those present were Commissioners Doug Mansfield, Phil Torjusen, and Susan Parol; Samantha D. Abell, City Manager; Robert G. Ramsay, City Attorney; Jason D. Pugh, Interim HR Director; Chief Dante Elbin and other concerned employees.

The agenda was as follows:

October 16, 2012

CALL FOR SPECIAL MEETING

WHEREAS, there exists certain matters which the Chairman of the Civil Service Commission desires to handle prior to the next regular meeting; and

NOW, THEREFORE, the Chairman of the Civil Service Commission of the City of Gautier hereby calls for a Special Meeting of the Civil Service Commission of the City of Gautier. Said meeting to be held in the Gautier Police Department/Municipal Courtroom – 3329 Hwy 90, Gautier, Mississippi, on October 18, 2012 at 6:00 p.m.

The Agenda of said Special Meeting shall be as follows:

AGENDA
Civil Service Commission
October 18, 2010
6:00 p.m.

1. Public Hearing for requests received by Jerry P. Lowe Jr. and Anissia L. White.
2. Adjourn until November 8, 2012 at 6:00 p.m.

The Commission conducted a public hearing into the termination actions of Jerry P. Lowe and Anissia L. White in accordance with CSC Rule 16, Section 16.2.1. The City of Gautier was represented by Robert G. Ramsay, City Attorney.

Mr. Ramsay subpoenaed the following witnesses for testimony:

Samantha D. Abell, City Manager, City of Gautier
Jason D. Pugh, HR Director, City of Gautier
Catherine Huyett, Meter Reader, City of Gautier
Ruby Mitchell, Meter Reader, City of Gautier

Mr. Lowe and Ms. White failed to appear before the Commission for the public hearing.

Motion was made by Mansfield, seconded by Parol, to affirm the City of Gautier's termination actions of Jerry P. Lowe and Anissia L. White in accordance with CSC Rule 16, Section 16.2.2; and the following vote was recorded:

AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 039-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the City is hereby authorized to enter into a maintenance plan agreement with South Mississippi Business Machines for the Police Department's Sharp MX-M550U copier in the amount of one thousand one hundred and sixty four dollars (\$1,164.00).

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Mayor Fortenberry, seconded by Councilman Macfarland and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Cindy Steen, Purchasing Agent
Through: Cindy Russell, Interim City Clerk
Date: January 29th, 2013
Subject: Maintenance Plan Agreement with South Mississippi Business Machines

REQUEST:

City Council authorization is requested for the City of Gautier to accept the maintenance plan agreement between South Mississippi Business Machines agreement and the City of Gautier for the Police Department's Sharp MX-M550U Copier. This agreement will be in the amount of one thousand one hundred and sixty four dollars (\$1,164.00).

BACKGROUND:

This plan is designed to prevent untimely and costly breakdowns and maintain the highest print quality available. This plan includes the following:

- All parts, labor and supplies, inclusive of toner, developer, drum, cleaning rollers and heat rollers. Contract allows one toner for every sixty four thousand eight hundred (64,800) black copies. Any toner used above these limits will be chargeable at current SMBM rate.
- Loaner machine delivered within 24 hours if technician determines that machine cannot be repaired on-site in a timely manner.
- Periodic service checks performed with the customer first initiating the call.
- Free phone support during normal business hours for hardware related service issues.

RECOMMENDATION:

Based on the attached information from South Mississippi Business Machines, City staff recommends that City Council authorize renewal of the agreement for maintenance plan agreement in the amount of one thousand one hundred and sixty four dollars (\$1,164.00).

FINANCIAL:

The cost of the renewal agreement will be funded out of fund 001-100-639 Police Department Repair and Maintenance – Equipment

ATTACHMENT(S):

South Mississippi Business Machines



PO Box 697 · Gulfport, MS. 39502 · Tel: 228-864-4845 · Fax: 228-868-9546 · Email: contracts@smbm.net

DIGITAL COPIER SERVICE AGREEMENT

Account # 043300 Customer Name CITY OF GAUTIER
Mach ID# 6941 Address or Location POLICE DEPT. 3330 HWY 90
Contract # MC 13590 City, State, Zip GAUTIER, MS 39553 Phone # 497-8007 SHANNON
Install Date 7-9-2007 Model # SHARP MX-M550U Serial # 75005953

Our Full Service Agreement has been designed to insure a longer and more productive life for your equipment. This agreement is designed to prevent untimely and costly breakdowns and maintain the highest print quality available. We will provide quality factory trained technicians as well as the highest quality parts and supplies for your equipment.

Hardware Terms

On-site service will be provided during normal business hours (Mon-Fri, 7:30am-4:30pm). Non-contract on-site service rate is \$115.00 per hour, minimum one hour per call. Service performed on-site after 5pm weekdays is charged at a rate of \$175.00 per hour, minimum one hour per call.

Agreement includes the following:

- All parts, labor and supplies, inclusive of toner, developer, drum, cleaning rollers and heat rollers. Contract allows one toner for every 64,800 black copies. Any toner used above these limits will be chargeable at current SMBM rate.
- Loaner machine delivered within 24 hours if technician determines that machine cannot be repaired on-site in a timely manner.
- Periodic service checks performed with the customer first initiating the call.
- Free phone support during normal business hours for hardware related service issues.

Agreement excludes the following:

- Staples, toner collection bottles, broken cassettes, damaged exit trays or paper, unless noted by a SMBM representative in writing. See note below for any exceptions to these terms.
- Service due to the use of inferior or incompatible supplies.
- Service or repairs made necessary due to accident, general misuse or abuse, neglect, theft, riot, vandalism, lightning, electrical power failure, power surges, fire or water casualty, or any other Act of God.
- Key operator functions (such as loading paper, changing toner and/or toner collection bottles, removing simple paper jams, cleaning the glass).
- Printer monitoring software, scanning software and/or network configuration, maintenance or restoration.
- Print drivers, print controllers, print servers, network interface cards (NIC) and network switches will not be covered under this agreement. These units will require an additional MFP Software Agreement.

Hardware Conditions

- Agreement will automatically renew year to year at the prevailing rate.
- Agreement shall remain in effect until either party elects to cancel with a 30 day advance written notice.
- Customer agrees to install SMBM approved surge protection devices on all equipment. Failure to do so may void agreement.
- All equipment under this agreement must have proper electrical supply/grounding per the manufacturer's specifications.
- SMBM reserves the right to change the terms/conditions of this agreement with a 30 day advance written notice.
- Agreement is not subject to any other terms/conditions either stated or implied, unless agreed upon by SMBM in writing.
- Any changes to this agreement by anyone other than a SMBM representative voids the agreement.
- Signature, purchase order and/or payment constitutes acceptance of terms as stated.

Beginning Date 9-29-12 Contract Type: Monthly Quarterly Semi-Annually ☒ Annually

Black Base Rate \$ 1164.00 Copy Allowance 20,000 QTR Overage Rate .017 CPC Rate -----

Exceptions to this Agreement: -----

Printed Name: ----- Purchase Order # 130171 Beginning Meter: -----

Signature: ----- Title: ----- Date: -----

Revised Jan 2012

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 040-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the City is hereby authorized to declare and remove 1948 fire truck serial number 1SWSE2794 and sell to the Gautier Fire Association in the amount of one dollar (\$1.00).

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Mayor Fortenberry, seconded by Councilman Macfarland and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Cindy Steen, Purchasing Agent
Through: Cindy Russell Interim City Clerk
Date: January 29th, 2013
Subject: Surplus Vehicle 1948 Fire Truck

REQUEST:

City Council authorization is requested for the City of Gautier to declare and remove one (1) 1948 Fire Truck serial number 1SWSE2794 and to be sold to the Gautier Fire Association in the amount of one dollar (\$1.00)

BACKGROUND:

This Fire Truck can no longer be used by the City. The Gautier Fire Association intends to turn this truck into a Pink Heals Truck to assist with fund raising for cancer awareness. The Association will support cancer patients with funds raised from this project. "Gautier Wears Pink"

RECOMMENDATION:

Based on the attached surplus vehicle, City staff recommends that City Council authorize declaring this item to be surplus and removed from City inventory and to be sold to the Gautier Fire Association in the amount of one dollar (\$1.00)

ATTACHMENT(S):

BILL OF SALE

The, City of Gautier, (*seller*) *for and*, do hereby sell, transfer and convey to Gautier Fire Association, (*buyer*), the following vehicle:

1948 Fire truck serial number 1SWSE2794

I, the undersigned seller, do sell the above-described vehicle to the buyer for the amount shown and certify that all of the information provided in this Bill of Sale is true and accurate to the best of my knowledge.

I, the undersigned buyer, acknowledge receipt of this Bill of Sale and understand there is no guarantee or warranty, expressed or implied, with respect to the above-described vehicle. It is also understood that the above-stated vehicle is sold in "as is" condition.

Dated this _____ day of _____, 2013.

Samantha D. Abell
City Manager (Seller)

Gautier Fire Association
(Buyer)

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 041-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the City is hereby authorized to enter into an annual renewal agreement between Redd Pest and the City of Gautier for termite protection and inspection at Senior Center in the amount of one hundred fifteen dollars (\$115.00).

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Mayor Fortenberry, seconded by Councilman Macfarland and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Cindy Steen, Purchasing Agent
Through: Cindy Russell, Interim City Clerk
Date: January 29th, 2013
Subject: Annual Renewal Agreement with Redd Pest Solutions

REQUEST:

City Council authorization is requested for the City of Gautier to accept the annual renewal agreement between Redd Pest Solutions and the City of Gautier for the termite protection and inspection at the Senior Citizens Building located at City Park in the amount of one hundred fifteen dollars (\$115.00).

RECOMMENDATION:

Based on the attached information from Redd Pest Solutions, City staff recommends that City Council authorize renewal of the agreement for the termite protection and inspection at the Senior Citizens Building in the amount of one hundred fifteen dollars (\$115.00).

FINANCIAL:

The cost of the renewal agreement will be funded out of fund 001-170-639 Recreation Department Repair and Maintenance – Equipment

ATTACHMENT(S):

Redd Pest Solutions

RENEWAL NOTICE

Redd Pest Solutions
P.O. Box 2245
Gulfport, MS 39505-2245
888-733-3626

Renewal Date: 02/18/13
Renewal Amount 115.00
Tax 0.00

115.00

Bill-To: 12245
City of Gautier
Po Box 670
Gautier, MS 39553-0670

Location: 12245
City Park
914 De La Pointe
Gautier, MS 39553

Your agreement for termite protection and inspection is due for annual renewal (Please refer to your agreement).

A very important part of protecting your home or building from termites is the termite warranty. Don't allow this protection to lapse.

Here is what the warranty covers:

1. All chemicals, labor and services needed to control any active infestation of the pest described
2. Annual inspection
3. Free consultation and advice concerning other pests that may invade your home.
4. Annual inspection anytime during warranty if you suspect a termite problem.
5. This warranty does not include replacement of damaged wood unless prior written agreement has been entered into (see your agreement).
6. The company will not be responsible for inspection and treatment unless the warranty is renewed
7. If this property has been sold, please advise us of the name of the new owner as this warranty is transferrable.

If you have already submitted your payment, please disregard this notice.

Redd Pest Solutions has been providing superior termite protection for Mississippi and Alabama residents for over 50 years. During this time, your Redd Pest technician has performed Annual Termite Re-Inspections on your home and or business as part of your current termite protection agreement. In the past the state regulations governed by the Bureau of Plant Industries has only required an exterior inspection. However, new regulations have been implemented by the Mississippi Department of Agriculture (Bureau of Plant Industries) that requires an interior/exterior inspection in conjunction with a signed receipt of said inspection.

Redd Pest Solutions welcomes these regulation changes as a positive augmentation to your current termite protection agreement. Redd Pest Solutions greatly appreciates your confidence in our ability to provide these enhanced inspections for your properties. Please call customer care at 888.733.3626 to schedule an appointment for your inspection.

Please include this notice with your remittance. To receive this notice via email, please include your email address.

Bill-To: 12245
Work Location: 12245

Start Date: 02/18/10
Service Type: TCRWL
Renewal Date: 02/18/13
115.00

Redd Pest Solutions
P.O. Box 2245
Gulfport, MS 39505-2245
888-733-3626

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 042-2013

AN ORDER DIRECTING THE PLACEMENT OF A LIEN ON PROPERTY LOCATED AT 1428 RUE DE COURMONT, GAUTIER, MS 39553 FOR FEES AND CHARGES INCURRED BY THE CITY OF GAUTIER TO ABATE THE UNSAFE CONDITIONS OF VACANT STRUCTURES

WHEREAS, the City of Gautier, in accordance with procedures established under 21-19-11 of the Codes of Mississippi of 1972, as amended, incurred expenses in the amount of \$315.70 for the (demolition and removal of a derelict residential structure, considered a menace to the public health, safety, and welfare of the community) located at 1428 Rue De Courmont, in the City of Gautier, Jackson County, Mississippi; and

WHEREAS, the City of Gautier is entitled to an administrative fee of \$1,500.00.

NOW THEREFORE, IT IS HEREBY ORDERED by the Mayor and Council of the City of Gautier, Mississippi that a lien of \$1,815.70 is hereby placed on the following described property at 1428 Rue De Courmont, Gautier, Mississippi.

That certain property listed on the Jackson County land rolls as Lot #105 LA VILLE DE COURMONT S/D Deed Book 1374 page 866 (46 MAP764.19-03)

Name and Address:
Everett B Smith Sr.
1428 Rue De Courmont
Gautier, MS 39553
Parcel Identification Number 85909105.000

IT IS FURTHER ORDERED that said lien is to be satisfied upon the first subsequent sale of the referenced property following passage of this order and the filing of said lien; or by other means as determined by the Mayor and Council to be necessary in order to protect the well-being of the City of Gautier.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Councilman Colledge, seconded by Councilman Macfarland and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by the Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

MEMORANDUM

DATE: January 14, 2013
TO: Samantha D. Abell, City Manager
THRU: Patty Huffinan, Grants and Projects Manager
Eric Meyer, Planning and Economic Development Director
FROM: Joseph E. Belles, Code Enforcement Officer
SUBJECT: Lien/Council Order Request to Adjudicate Abatement Costs for 1428 Rue De
Courmont Gautier, Mississippi 39553

ISSUE:

Pursuant to the Mississippi Codes Annotated, 1972 § Title 21, Chapter 19, Section 11, the property identified below was abated to the satisfaction of the Planning and Economic Development Director and City Manager.

A team of five Planning Department City Employees removed and placed the scattered trash, debris and household items into a Waste Pro Sanitation provided dumpster. The team of five city workers took one hour to clean the property at a nominal cost of \$13.14 per hour for a total of \$65.70. Per the attached invoice from Waste Pro Sanitation, who was authorized to deliver and remove a thirty yard commercial dumpster containing the trash, debris and household furniture items scattered in the back yard at a cost of \$250.00. The City of Gautier, incurred a cost of \$ 315.70 combined with a penalty fee of \$1,500.00 equals a sum of \$1,815.70.

BACKGROUND:

This property was approved for abatement during a regular scheduled City of Gautier, Council Meeting and public hearing held on October 16, 2012. After considering all comments during the public hearing, the mayor and city council approved the recommendation of staff to abate the property but agreed to allow the owner an additional thirty days to comply with property code violations or abate the property on his/her own accord. Code Enforcement notified the bank appointed property manager three times of the need to clean the property of the trash, debris and household items but was informed they never received authorization from the owning bank to proceed with the clean up. City Personnel completed the property abatement on December 19, 2012 to the satisfaction of the Planning and Economic Development Department Director.

APPLICABLE LAW:

Mississippi Statute establishes the abatement process for public health, safety and welfare thus:

The governing authority may by resolution adjudicate the actual cost of cleaning the property and may impose a penalty not to exceed One Thousand Five Hundred Dollars (\$1,500.00) or

fifty percent (50%) of the actual cost, whichever is more. The cost and any penalty may become a civil debt against the property owner, or, at the option of the governing authority, an assessment against the property. The "cost assessed against the property" means either the cost to the municipality of using its own employees to do the work or the cost to the municipality of any contract executed by the municipality to have the work done, and administrative costs and legal costs of the municipality.

(1) If the governing authority does not declare the cost and any penalty shall be collected as a civil debt, then the assessment above provided for shall be a lien against the property and may be enrolled in the office of the circuit clerk of the county as other judgments are enrolled, and the tax collector of the municipality shall, upon order of the board of governing authorities, proceed to sell the land to satisfy the lien as now provided by law for the sale of lands for delinquent municipal taxes.

(2) All decisions rendered under the provisions of this section may be appealed in the same manner as other appeals from municipal boards or courts are taken.

LEGAL DESCRIPTION:

This property listed on the land assessment roll more generally described as:

PIDN 85909105.000
Lot 105 LA VILLA DE COURMONT SUBDIVISION
Deed Book 1374, page 833

Property Address: 1428 Rue De Courmont

Owners of Record: Everett B Smith Sr.

Last Known Address: 1677 C 162
Westville Florida 32464

RECOMMENDATION:

The City of Gautier, Code Enforcement Officer be authorized to place a lien against the property in accordance with the attached ORDER and the provisions set forth pursuant of Mississippi Code Annotated, 1972 § 21-19-11, Cleaning and Clearing of Private Property.

2013-01-10 16:36

123

123 >> 971038

P 1/1

Delta Sanitation
a Waste Pro Company
PO Box 669
Ocean Springs, MS 39566
(228) 818-5393

INVOICE # 0000219634
ACCOUNT # 003196
INVOICE DATE: 01/01/2013
INVOICE DUE DATE: 1/1/2013

497-1038

Bill To: City of Gautier
Po Box 670
Gautier, MS 39553-0670

DATE PAID _____

CHECK NO. _____

AMOUNT _____

This invoice is an attempt to collect a debt.

For proper credit please return top portion.

DATE	REF #	DESCRIPTION	QTY	UNIT PRICE	SUB TOTAL
12/20/12	Service Loc. 0000584775	059 - City of Gautier - 1428 rue de Courmont	1.00	242.50	242.50
12/20/12	0000584775	DISPOSAL CHARGE - ROLL OFF	30.00	0.25	7.50
		MS STATE LANDFILL TAX			
Email questions or concerns to jadkins@wastoprousa.com				Current Charges:	250.00
				Sales Tax:	0.00
				Fuel Surcharge:	0.00
				Invoice Total:	250.00

Invoice Total

\$250.00

Account # 003195

Please pay from this statement. This includes your remittance portion.

Delta Sanitation

Waste Pro Company PO Box 669 Ocean Springs, MS 39566 (228) 818-5

Motion was made by Mayor Fortenberry, seconded by Councilwoman Martin and unanimously carried recess until February 19, 2013 at 6:30 PM.

APPROVED BY:

MAYOR

ATTEST:

CITY CLERK

Submitted for approval of the Mayor and Members of the Council of the City of Gautier, Mississippi at the meeting of February 19, 2013.