

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.

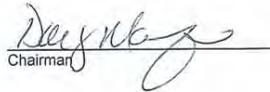
Motion was made by Torjusen, seconded by Parol, to approve request to waive two (2) year Sergeants' experience for Police Lieutenant as stated in Rule 11 Section 11.2 to allow all applicants to test for Police Lieutenant; and the following vote was recorded:

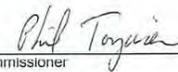
AYES: Doug Mansfield, Phil Torjusen, Susan Parol  
NAYS: None

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.

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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.

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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.

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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.

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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.

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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.

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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.

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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 29<sup>th</sup>, 2013  
**Subject:** Maintenance Plan Agreement with South Mississippi Business Machines

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**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](mailto: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-M650U 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

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**MAYOR**

**ATTEST:**

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**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 29<sup>th</sup>, 2013  
**Subject:** Surplus Vehicle 1948 Fire Truck

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**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

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**MAYOR**

**ATTEST:**

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**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 29<sup>th</sup>, 2013  
**Subject:** Annual Renewal Agreement with Redd Pest Solutions

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**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