Tuesday
September 18, 2012
Gautier, Mississippi

BE IT REMEMBERED THAT A RECESSED MEETING of the Mayor and Members of the Council of the City of Gautier, Mississippi was held September 18, 2012 at 6:30 PM in the in City Hall Municipal Building, 3330 Highway 90, Gautier, Mississippi.

Those present were Mayor Tommy Fortenberry, Council Members Johnny Jones, Hurley Ray Guillotte, Gordon Gollott, Mary Martin, Scott Macfarland, Adam Colledge, City Manager Samantha Abell, Interim City Clerk Teresa Montgomery, other concerned citizens. Absent was City Attorney Robert Ramsay.

AGENDA
CITY OF GAUTIER, MISSISSIPPI
CITY HALL COUNCIL CHAMBERS
September 18, 2012 @ 6:30 PM

I. Call to Order

1 Prayer

2 Pledge of Allegiance

II. Agenda Order Approval

III. Announcements

1 Veterans Tribute Ceremony and Bell Casting October 11-12, 2012

2 22nd Annual Gautier Mullet and Music Fest October 20-21, 2012

IV. Presentation Agenda (None)

V. Public Agenda

1 Agenda Comments

VI. Business Agenda

1 Consider Order approving agreement with Arrington & Associates, LLC for monitoring of storm debris removal caused by Hurricane Isaac

2 Consider Order approving $5,000.00 contribution to the 22nd Annual Mullet and Music Fest from the City's Cultural Support fund

3 **Consider Order authorizing Patty Huffman, Grants & Projects Manager, to Serve as the Applicant's Agent for the federal disaster Hurricane Isaac**

4 **Consider Order approving Change Order No. 4 from Lane Construction Inc., for Gautier Streetscape-Phase 2, Project #R-109-192-01-KCR**

5 **Consider Resolution approving payment from the Jackson County Board of Supervisors general fund in the amount of $5,000.00 to the City of Gautier to be used as a local match of a $460,000.00 grant to be used for Town Center TE Project**

6 **Consider Order approving FY 2013 three (3) year renewal agreement with Fox Everett Inc.**

7 **Consider Order approving funding rates for City of Gautier Health Insurance renewal FY 2013**

8 **Consider Order approving renewal of FY 2013 Employee Voluntary Insurance Benefits**

9 **Consider Order approving professional services contracts for commercial insurance with Fox Everett Inc. and Lemon-Mohler Insurance**

10 **Consider Order approving Docket of Claims**

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

1 **Consider Order to set public hearing date for 1428 Rue De Courmont abatement**

2 **Consider Order to set public hearing date 7213 River Music abatement**

3 **Consider Order approving Lien assessment for fees and charges incurred to abate 7213 Pineview Drive**

4 **Consider Order to receive August 2012 Privilege License report**

5 **Consider Order authorizing the City to scrap approximately 300 water meters**

6 **Consider Order approving minutes from Council Meetings held August 7, 2012; August 14, 2012; August 21, 2012; August 23, 2012; August 27, 2012; August 28, 2012; August 31, 2012 and September 4, 2012**

STUDY AGENDA
CITY OF GAUTIER, MISSISSIPPI
September 18, 2012

1 **Discuss Citizen Comments**

2 **Discuss Council Comments**

3 **Discuss City Manager Comments**

4 **Discuss Interim City Clerk Comments**

5 **Discuss City Attorney Comments**

Recess until September 24, 2012 @ 6:30 PM
www.gautier-ms.gov

Motion was made by Mayor Fortenberry, seconded by Councilman Gollott and unanimously carried to approve the agenda order.

Announcements

1 **Veterans Tribute Ceremony and Bell Casting October 11-12, 2012**
2 **22nd Annual Gautier Mullet and Music Fest October 20-21, 2012**

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

ORDER NUMBER 213-2012

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the service agreement with Arrington & Associates, LLC for monitoring of storm debris removal services cause by Hurricane Isaac is hereby approved.

IT IS FURTHER ORDERED that the City Manager or Interim 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:

_____
INTERIM CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of September 18, 2012.

CITY OF GAUTIER
MEMORANDUM

To: Samantha Abell, City Manager

From: Cindy Steen, Purchasing Agent

Through: Teresa Montgomery, Interim City Clerk

Date: August 30, 2012

Subject: Agreement for Monitoring of Storm Debris Removal

REQUEST:
City Council authorization is requested for the City of Gautier to enter into a service agreement with Arrington & Associates, LLC for Monitoring of Storm Debris Removal Services for debris caused by Hurricane Isaac, if a determination by the City of Gautier is made that these services are required.

BACKGROUND:
The Purchasing Department has received information concerning the monitoring services for debris removal from Arrington & Associates, LLC. This local firm has extensive experience working with emergency management and has submitted information for the monitoring of debris for the City.

RECOMMENDATION:
Based on the attached information, City staff recommends that City Council authorize entering into a service agreement with Arrington & Associates for the monitoring services, if City Council determines that such services are required.

The City Council may:

1. Authorize entering into a service agreement (if needed) with the selected contractor; or
2. Authorize entering into a service agreement (if needed) with a different contractor; or
3. Determine that monitoring of debris removal services is not required at this time.

ATTACHMENT(S):
Arrington & Associates, LLC Information

Arrington & Associates, LLC

Environmental and Engineering

Post Office Box 1175, Gautier Mississippi 39553 • Phone: 228-627-0727 • Fax: 228-497-1942
Website: www.arringtonassociates.net • Email: info@arringtonassociates.net

City of Gautier, Mississippi
3330 Highway 90
Gautier, MS 39553

Re: Statement of Qualifications for Disaster Debris Monitoring Services for The City of Gautier, Mississippi

Dear Sir or Madam,

Arrington & Associates, LLC is pleased to submit this Statement of Qualifications for Disaster Debris Monitoring and other related services of FEMA/MEMA Programs.

All services will be provided in accordance with applicable federal and state laws, rules, regulations and procedures and in compliance with applicable FEMA/ MEMA program regulations and policies.

Our experience includes providing services related to project design/review, project management, project implementation, compliance monitoring and final project closeout for City and County Governments as a Project Manager; for State Government as a Project Officer for MEMA; and for Federal Government as a Project Officer, Project Specialist and Deputy Debris Operations Manager for FEMA. Including, serving as FEMA Debris Specialist and Deputy Debris Operations Manager for Hurricane Katrina Recovery in a 5 county area in south Mississippi.

Our team of professionals has over 90 years experience practicing as respected scientists, engineers and emergency management consultants and have throughout their careers, proven a commitment to excellence through superior performance, professionalism, integrity and judgment, making our firm capable of managing even the most complex projects with great accuracy and efficiency. We put great emphasis on project planning and firm wide communication to ensure our clients a standard of performance that goes far beyond normal or necessary requirements. We are committed to providing the most comprehensive, cost effective, sustainable, "long-term" solutions available and are constantly looking for innovative ways to significantly reduce the ecological footprint of our company, our clients and our community.

Thank you for inviting our firm to submit this Statement of Qualifications for Disaster Debris Monitoring Services. We look forward to building a strong working relationship with City of Gautier, Mississippi on this project.

Sincerely,

Andy Arrington, President

STATEMENT OF QUALIFICATIONS

- Performance of services related to project design/review, project management, project implementation, compliance monitoring and final project closeout for City and County Governments as a Project Manager; for State Government as a Project Officer for MEMA; and for Federal Government as a Project Officer, Project Specialist and Deputy Debris Operations Manager for FEMA.

- Performance of all activities necessary and related to management of FEMA/MEMA projects including all aspects of project design/design review, project implementation, project management, and compliance monitoring including:

    - Design/Review of project plans and specifications, preparation/review of bid specifications and construction/distribution of bid packets (ensuring that all Federal and State requirements are met in contract preparation), coordination of pre-bid meetings, preparation of addendums and change orders, assistance in bid openings and preparation of bid tabulations, project monitoring and inspections to ensure work being performed conforms to plans and specifications, conducting work-in-progress inspections and prepare monthly/quarterly progress reports, review and approval of all payment applications and requests, any and all construction phase and removal services necessary for project implementation, coordination with FEMA/MEMA and other applicable regulatory agencies as necessary, compliance monitoring to ensure all work performed is in accordance with applicable state and federal laws, rules, regulations, procedures, program standards and policies, preparation and submittal of all required documentation

- Performance of all activities necessary and related to final closeout of FEMA Project Worksheets, including compliance with FEMA project documentation requirements by establishing and maintaining accurate records of events and expenditures throughout the duration of the project, compilation of all documents upon project completion and, the ultimate submittal of these required documents to FEMA, including:

    - Documentation required for events that demonstrate the damage and that work performed is in compliance with program standards and policies including preparation of applicable: Drawings, sketches, plans, photographs, engineering/technical reports and specifications, calculations sheets, job orders, permits and documents supporting compliance with environmental and historical preservation.

    - Documentation required for expenditures such as disbursement and accounting records shall demonstrate that all incurred costs are associated with the approved scope of work including preparation of applicable: Force account labor records (payroll information and timesheets), force account equipment usage and rate schedules, material usage from inventory, records of donated labor, materials, and equipment, contracts or contractor bids, rental and lease agreements, invoices, warrants, and checks, and inspection/ monitoring logs.

- Performance in ALL Categories of Work detailed below (Emergency Work, Permanent Work and Hazard Mitigation Measures) by providing Project Management, final closeout and all other related services related to management of FEMA/MEMA projects including all aspects of project design/design review, project implementation, project management, and compliance monitoring.

- Emergency Work
  - Category A: Debris Removal
  - Category B: Emergency Protective Measures
- Permanent Work
  - Category C: Roads and Bridges
  - Category D: Water Control Facilities
  - Category E: Buildings and Equipment
  - Category F: Utilities
  - Category G: Parks, Recreational, and Other Facilities
- Hazard Mitigation Measures

SUMMARY OF EXPERIENCE

Our engineers and consultants come together with years of experience and knowledge in planning, designing, reviewing, and managing large state and federally funded projects. They have gained years of experience in working with State and Federal Grant programs including Federal Emergency Management Agency, Mississippi Emergency Management Agency Community Development Block Grant, Tidelands, Mississippi Department of State Aid Road and Bridge Construction, Federal Highway Administration, among others. Our consulting engineers and project managers have worked on hundreds of large projects that were federally funded as FEMA Project Officers, Project Specialist, and Debris Operations Manager, MEMA Project Officer, State Aid Engineer, State Bridge Engineer and District Engineers for multiple Mississippi Districts with the Mississippi Department of Transportation.

EXAMPLES OF FEDERAL/ STATE FUNDED PROJECT EXPERIENCE

2010-2012: Federal Emergency Management Agency (FEMA), Public Assistance Declaration No. 1604-DR-LA. Served as a Project Specialist in New Orleans, LA writing PW's for flood damaged roads, bridges and drainage structures.

2010: American Recovery and Reinvestment Act (ARRA) – Recovery JELA 146423. Debris removal and dredging from waterways and canals - Jean Lafitte National Historic Park & Preserve, Barataria Unit New Orleans, LA. Project Funding Amount: $692,749.00. Verified channel excavations and alignment requirements.

2009: Katrina Supplemental Community Development Block Grant (CDBG) – Project No. R-103-030-04-KED. Dredging of Dry Dock Basin – Signal International Pascagoula, MS. Project Funding Amount: $7,045,180.00. Environmental & Project Management, ensured National Pollution Discharge Elimination System permit compliance, monitored contractor's progress, verified all pay requests.

2009: Federal Emergency Management Agency (FEMA), Public Assistance. Declaration No. 1604-DR-MS. Ocean Springs Fishing Bridge Demolition, PW 10706. Project Funding Amount: $945,900.00. Prepared and submitted all environmental permits, prepared and reviewed bid specifications, addendums, change orders and assisted in bid opening/ bid tabulation. Monitored and documented contractor's progress, verified and processed pay requests, coordinated with FEMA, compiled and submitted required project documentation for project closeout.

2009: Federal Emergency Management Agency (FEMA), Public Assistance Declaration No. 1831-DR-FL. Served as a Project Specialist in Florida writing PW's for flood damaged roads, bridges and drainage structures.

2008-2009: Federal Emergency Management Agency (FEMA), Public Assistance. Declaration No. 1604-DR-MS. Jackson County, MS. Project Management, monitored and documented all FEMA funded dredging projects for Jackson County Board of Supervisors, verified and processed all pay requests, coordinated with FEMA and compiled all supporting documentation for FEMA project closeout.

Project Worksheet	Site	Cost
PW 10786	Ocean Springs Harbor	$ 491,528.49
PW 10787	St. Martin Bayou	$ 386,629.47
PW 10788	Graveline Bayou	$ 589,849.62
PW 10789	Fort Bayou	$ 568,611.33
PW 10790	Moreton Bayou	$ 1,122,717.40
PW 10866	Bayou Chicot	$ 615,352.30
PW 10702	Bayou Chicot Jetty	$ 381,893.04
PW 10703	Ocean Springs Harbor Jetty	$ 151,484.85

2008: Federal Emergency Management Agency (FEMA), Public Assistance Declaration No. 1773-DR-MO. Served as a Project Officer in Missouri, writing PW's for flood damaged roads, bridges and drainage structures.

2007: Federal Emergency Management Agency (FEMA), Public Assistance. Declaration No. 1604-DR-MS. Mississippi Gulf Coast. Project Officer for the Mississippi Emergency Management Agency (MEMA) assisting applicants with identifying and documenting storm related debris and sediment.

Project Worksheet	Site	Cost
Jackson County, Mississippi		
PW 10786	Ocean Springs Harbor	$ 491,528.49
PW 10787	St. Martin Bayou	$ 386,629.47
PW 10788	Graveline Bayou	$ 589,849.62
PW 10789	Fort Bayou	$ 568,611.33
PW 10790	Moreton Bayou	$ 1,122,717.40
PW 10866	Bayou Chicot	$ 615,352.30
Harrison County, Mississippi		
PW 8727	Point Cadet Marina	$ 888,247.10
PW 9440	Long Beach S.C. Harbor	$ 57,583.20
PW 10859	Bert Jones Harbor	$ 2,770,486.74
PW 10781	Biloxi S.C. Harbor	$ 485,791.48
PW 10870	Biloxi Commercial Dock	$ 32,161.13
PW 10845	Courthouse Road Launch	$ 125,545.70
PW 10865	Pass Christian Harbor	$ 304,945.34
Hancock County, Mississippi		
PW 8301	Port Bienville Industrial Park	$ 457,424.28

2007: Federal Emergency Management Agency (FEMA), Public Assistance. Declaration No. 1604-DR-MS. Served and debris specialist and Deputy Debris Operations Manager for Hurricane Katrina in a 5 county area in south Miss. Assisted the Debris Operation Manager with scheduling, reviewing project worksheets, meeting with Project Officers, personnel matters and daily accountability reports for over 50 employees.

2006: Federal Emergency Management Agency (FEMA), Public Assistance. Served as debris specialist for Hurricane Ivan in Covington, La. Reviewed demolition applications and inspected demolition operations.

2005: Federal Emergency Management Agency (FEMA), Public Assistance. Served for 4 months as debris specialist for Hurricane Ivan debris removal. Served for two months as Project Officer preparing PDA's for 4 counties in the Florida Panhandle and preparing Project Worksheets for Bay County damage to the beach drainage systems and the city pier in Panama City Beach, FL. caused by Hurricane Dennis.

2004: Federal Emergency Management Agency (FEMA), Public Assistance. Project Officer preparing Project Worksheets for flood damaged roads, bridges, and drainage structures in the Paintsville, KY area.

2003: Federal Emergency Management Agency (FEMA), Public Assistance. 2003:: Project Officer preparing Project Worksheets for flood damaged roads, and drainage structures in the Birmingham, Al area.

EXPERIENCE AND QUALIFICATIONS OF MANAGEMENT TEAM

Andy Arrington – President, Sr. Scientist, Emergency Mgt. Specialist Andy graduated from Mississippi State University with a B.S. degree in Wildlife and Fisheries Science in 2001 and was then a Graduate Research Assistant of the Department of Wildlife and Fisheries at Mississippi State from 2001-2005, completing all required graduate-level coursework and field studies towards an M.S. in Fisheries Science, before returning home to the Gulf Coast after Hurricane Katrina. While working Hurricane Katrina recovery for Post, Buckley, Schuh & Jernigan, Inc., (PBS&J) Andy was the Wet Debris Project Officer of MEMA for Mississippi's three coastal counties (Jackson, Hancock and Harrison) and assisted the State and sub-applicants in identifying and documenting debris and sedimentation issues resulting from the storm and coordinating with FEMA to ensure all eligible work be addressed and tracked. He also assisted MDMR in evaluating and developing a plan to address a 200 acre debris field located in the marsh/ wetlands interface with the uplands coastal forest. Working with MEMA he was directly involved in policy and procedure development including assisting the Office of Inspector General (OIG) in developing guidelines and procedures for FEMA funded dredging operations. In addition, he assisted in the development and review of dredging project worksheets and then managed all FEMA funded dredging projects for Jackson County, MS as a lead environmental scientist and project manager with Seymour Engineering, including conducting pre and post hydrographic surveys. He worked directly with FEMA for recovery reimbursement, contract development, monitoring contractor progress, and completing final project closeout documentation. In addition, Andy assisted MDMR in the beneficial use of dredged material removed from Graveline Bayou to help restore Deer Island, conducted wetland delineations, performed SAV & shellfish surveys, and managed wetland restoration and creation projects. Andy has completed training courses in wetlands plant identification, wetlands identification and delineation, wetlands and water quality as related to construction impacts in coastal areas, responsible site design by implementing innovative post-construction stormwater management strategies, in addition to attending countless other environmental and emergency management seminars and related training courses. He constantly strives to be the best example of a "good steward of the environment" and frequently volunteers his time. Currently he serves on the Board of Directors of the Gautier Business Association, as their Treasurer and as the Lead Biologist for the Aquatic Arthropod portion of the Pascagoula Audubon Society's Pascagoula River Biodiversity Inventory.

Alton P. Arrington, PE, PLS, Principal Engineer, Sr. Emergency Mgt. Specialist Alton has a B.S. degree in both Civil Engineering and Business Administration from Mississippi State University and is a licensed Professional Engineer in both Mississippi and Florida, as well as, a Professional Land Surveyor in Mississippi. Prior to 1968 Alton worked as a structural design Engineer for NASA at the Michoud Plant in New Orleans and at the Mississippi Test Facility before beginning a 31 year long career with Mississippi Department of Transportation (MDOT). Working as an engineer for MDOT from 1968-1999 he served 16 years as Project Engineer, 10 years as Resident Engineer and 5 years as District Area Engineer where he was responsible for construction management on I-10, all state highway and bridge projects, rest areas, welcome centers, and road maintenance in southeast Mississippi. He was also responsible for the supervision of all phases of major highway projects, review of plans and specifications prior to the letting of contracts as well as documenting all construction pay items, and preparing monthly estimates for contractor payment. After retiring from MDOT Alton worked as a Senior Engineer with Neel-Schaffer, Inc. from 1999-2002 where he conducted plan and specification reviews and was responsible for the construction management for a variety of projects including the upgrading and overlay of the Trent Lott International Airport in Moss Point, MS. From 2003-present Alton serves as a part time Disaster Assistance Employee and Special Project Officer for the Federal Emergency Management Agency (FEMA). He has worked on nine disasters during the past nine years holding positions in Public Assistance as a Project Officer and Project Specialists for roads, bridges and drainage structures, and Deputy Debris Operation Manager. He has performed Preliminary Damage Assessments (PDA's), QA/QC, has written hundreds of PW's, is trained in Cost Estimating Format, and is especially knowledgeable in Demolition and Debris Operations.

Joe R. Clark, PE – Senior Advisory Engineer (State and Federally Funded Projects).
Joe has a B.S. Degree in Civil Engineering from Mississippi State University and has been a Licensed Professional Engineer for over 35 years. During his career he has worked on hundreds of projects, and served in some of the State's highest Engineering positions. His expertise in construction, program management, design, plans, specifications, inspection and technical review is proven through a career of exemplary performance. During the 26 years he worked for the Mississippi Office of State Aid Road and Bridge Construction, Joe served as District Engineer for 14 counties in S.W. Mississippi and 14 counties in N.E Mississippi, he then served as State Bridge Engineer and later went on to serve eight years as the State Aid Engineer, the agencies director. As State Aid Engineer, it was his responsibility to prepare and adopt uniform design standards and specifications for the construction and maintenance of State Aid projects, approve all additions to the State Aid System, approve and disburse all payments made from the project fund; approve the final acceptance of completed projects and make annual and other periodic inspections of completed projects to see that they were properly maintained by the respective Board of Supervisors. Since retirement from State Aid Joe has worked 10 years for private consultants in Mississippi and Alabama practicing road and bridge design.

Stephanie Kelly – Compliance/ Environmental Specialist Stephanie joined Arrington & Associates, LLC in 2011 shortly after completing her Masters Degree in Environmental Management. She has over five (5) years experience performing and reporting on emergency management related projects and is an experienced team leader, having managed as many as 15 people on a given project. Stephanie's other areas of expertise include, management of land and water resources, environmental law and compliance auditing, waste management and pollution control, management of air quality and environmental operations management, federal, state and local regulations.