

**Tuesday
May 7, 2013
Gautier, Mississippi**

BE IT REMEMBERED THAT A REGULAR MEETING of the Mayor and Council of the City of Gautier, Mississippi was held May 7, 2013 at 5:30 PM in the 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, Finance Director Teresa Montgomery, City Attorney Robert Ramsay and other concerned citizens.

**AGENDA
CITY OF GAUTIER, MISSISSIPPI
CITY HALL COUNCIL CHAMBERS
May 7, 2013 @ 5:30 PM**

- I. Call to Order**
 - 1 Prayer**
 - 2 Pledge of Allegiance**
- II. Agenda Order Approval**
- III. Announcements**
 - 1 JC Ducks Walk/Run May 11th, 7AM at MGCCC Gautier Campus**
 - 2 2nd Annual Gautier Bicycle Safety Rodeo Saturday, May 18th 10AM – 2PM**
 - 3 Office closed Monday, May 27th in observance of Memorial Day**
- IV. Presentation Agenda**
- V. Public Agenda**
 - 1 Agenda Comments**
- VI. Business Agenda**
 - 1 Order approving Dixie League Facility Use Agreement**
 - 2 Order approving Streetscape Project #R-109-192-01-KCR Budget Modification #9**
 - 3 Resolution approving amendments to the Schedule of Authorized Positions and Organizational Chart for the purpose of Animal Control**
 - 4 Order authorizing Fire Marshal Charles Thornburg to retain badge and name plate due to retirement**

5 Order approving Change Order #2 for the Gautier Fire Station Project #BL1102

6 Order approving Docket of Claims

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

1 Resolution authorizing a ballot measure on June 4th to levy a 2% sales tax for the purpose of parks and recreation, contingent upon citizens approval

2 Order approving a request to waive fees in the amount of \$2400.00 for the purpose of the business expansions of B & D Plastics

3 Order approving Civil Service minutes from October 18, 2012; November 8, 2012; and December 13, 2012

4 Order approving Gautier Election Commission

5 Order approving Gautier Resolution Board

6 Order accepting donation of netting from Omega Protein Inc.

7 Order approving Planning Commission minutes from October 18, 2012; December 6, 2012; January 3, 2013; and February 7, 2013

8 Order approving Council Meeting minutes from April 16, 2013

9 Order approving Gautier Police Department body armor policy and safety procedures

10 Order approving submission of grant application for bulletproof vests to the U.S. Department of Justice, Bureau of Justice

11 Order approving Forfeited Assets

12 Order accepting a 15' utility easement conveyed by Mildred G. and Howard J. Green located at 2201 Guillotteville Road Lot #17

**STUDY AGENDA
CITY OF GAUTIER, MISSISSIPPI
May 7, 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 May 21, 2013 @ 6:30 PM
www.gautier-ms.gov

Motion was made by Councilman Macfarland, seconded by Councilwoman Martin and unanimously carried to approve the agenda order.

ANNOUNCEMENTS

Gautier's 2nd Annual
BICYCLE SAFETY RODEO

Hosted by...
Gautier Police Department
Gautier Fire Fighters Assoc.
Jackson County 4-H Club

Saturday, May 18, 2013 • 10 am - 2pm
MGCCC North Parking Lot

Obstacle Course Training *Bicycle Safety Tips*
Helmet Safety *Bicycle Repair* *First Aid Training*
Bicycle Registration *Helmet Design Station* and More...



All kids invited!
Bring your bicycle and helmet if you can or use ours!
Parents must remain on site with children



JC Ducks Walk/Run



May 11, 2013 Fundraiser for Boston Marathon Victims

On May 11, 2013 at the MGCCC Gautier Campus the JC Ducks and City of Gautier will host its first annual 5K Run/Walk event.

Registration will begin at 7am
Pre-registration: Shepard State Park 228-497-2244
Address: 1034 Graveline Dr. Gautier MS 39553

!!!LETS RUN FOR BOSTON!!!

Contact for Questions

☎ 228-731-7515/228-497-2244
🌐 leaguelineup.com/jacksoncountyducks
✉ cjbaileyacademy@gmail.com

For the Love of the Game : About us

JCDucks is a Youth Football Organization committed to teaching young male athletes the skills and discipline needed to become successful men in their communities.

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

ORDER NUMBER 103-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Dixie League Facility Use Agreement 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 May 7, 2013.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Keith Young, Cultural Service Manager
Through: Eric Meyer, Director of Economic Development and Planning
Date: May 1, 2013
Subject: Facility Use Agreement

REQUEST:

The Cultural Services Division requests City Council approval of the Facility Use Agreement.

BACKGROUND:

This Facility Use Agreement sets forth the terms and limits associated with the use of Cultural Services Division's athletic facilities. The terms of this agreement are not subject to alteration and must be signed annually by both the league/association President and the Cultural Services Division, before any use will be assigned.

DISCUSSION:

In the past the City's Parks and Recreation Division has never had a Facility Use Agreement with any of our recreation leagues. In October 2012, the City of Gautier formed a Cultural Service Division which produced this Facility Use Agreement that sets out the responsibilities for the City and the recreation leagues and other potential users.

RECOMMENDATION:

The Cultural Services and Parks Department staff recommends that City Council approve the Facility Use Agreement as described above. City Council may

- 1) Authorize the Facility Use Agreement.
- 2) Authorize the Facility Use Agreement with changes; or
- 3) Disapprove the Facility Use Agreement as presented.

ATTACHMENT(S):

Facility Use Agreement



City of Gautier's Cultural Services Division Facility Use Agreement

This agreement sets forth the terms and limits associated with the use of City of Gautier Cultural Services Division athletic facilities. The terms of this agreement are not subject to alteration and must be signed annually by both the League/Association president and the Cultural Services Manager, or designee, before any use will be assigned.

Facility Requested _____

Date(s) Requested _____

League/Association Making Request _____

The City of Gautier's Cultural Services Division supports the **F.U.N. Principles** in all of our Youth Programs:

- F – Fun-** Making sure every participant has fun while learning to play the game the right way.
- U - Understanding** – Every participant will learn the proper rules of the game, and the concepts of teamwork, self-esteem, and good sportsmanship.
- N – Never Quit-** Participants learn to work hard and never give up no matter what the score. When they do that, win or lose, everyone is a winner.

A violation of the F.U.N. Principles will be deemed grounds for termination of this Facility Agreement.

League Responsibilities/Guidelines

1. The League will furnish the City of Gautier's Cultural Services Division (CSD) with a copy of all rosters (to include name, address, phone #, email) of all participants prior to the start of the season.
2. All youth coaches and volunteers must complete an approved coach's application on an annual basis and a criminal background check must be passed prior to the coach being assigned a team each season.
3. The League will furnish CSD with a list of contacts (to include name, address, phone #, email) for League officials before registration and a coach's contact list (to include name, address, phone #, email) prior to the start of the season.
4. The League will furnish CSD with a copy of their articles of organization, by-laws, and a copy of their playing rules for all ages. If at any time rules or by-laws are changed a copy must be provided to CSD.
5. The League shall notify CSD of all registration dates, times, etc. at least two weeks prior to the start of registration. All schedules (games, tournaments, etc.) shall be provided to CSD as soon as they are available, but no less than one week prior to game play. Any changes made to the schedule must be provided in writing to CSD.
6. The League shall be responsible for all daily clean-up of concession areas, storage facilities, dug-out areas, and the removal of all litter into provided trash receptacles. Restrooms must be maintained in clean operating condition.
7. The League must also maintain their own cleaning supplies with the exception of paper towels and toilet paper for the restrooms.
8. The League will provide at least two work days per season with at least five volunteers where painting, pressure washing, fence repair, goal anchoring, net install/repair, and other maintenance work is performed by League volunteers. The League will notify the Recreation Coordinator of the work days and the materials needed to perform the work one week prior to the work days.
9. The League shall report any maintenance problems to CSD the morning after the problem was noted by the League. CSD will then place a work order for the problem to be corrected as soon as possible.
10. All changes or improvements made to the facilities must be requested in writing and approved, prior to any action being taken by the League, by the City of Gautier Cultural Services Manager.
11. The League will handle all disciplinary problems in the manner prescribed by their by-laws. Any disciplinary problems involving fighting or physical altercations, or anytime the police are called, the League must notify the CSD in writing within 24 hours of the incident.
12. The League shall maintain accident insurance for participants. The League will report all accidents or injuries requiring medical assistance to the CSD in writing within 24 hours of the incident.
13. All signs to be placed on fences or buildings must be approved by the CSD.
14. In the event of inclement weather, the CSD will make the determination of unsafe or unplayable conditions by 2:00pm weekdays. It is the responsibility of the League to contact the Recreation Coordinator.

15. The League officials' meetings will be considered public and it is recommended that a one week notification be made of all public meetings. Notify the CSD as soon as a meeting is called.
16. The League is responsible for the collection of all litter created by concession sales. This includes, but is not limited to, peanut hulls and paper from straws. All boxes will be placed in a dumpster located at the site.
17. The League is responsible to collect state taxes as set forth by the MS State Tax Commission to include sales and admissions. The payment of these taxes will be the responsibility of the League and paid directly to the Tax Commission. The League will provide proof to CSD that they have met this responsibility.

The City of Gautier Cultural Services Division (CSD) will be responsible for the following:

1. CSD will provide safe playing fields and facilities for the League practices and games.
2. CSD will provide the League with materials for the two scheduled work days such as paint, fence materials, goal anchors, nets, etc. The Cultural Services Division Manager shall approve/disapprove the list of improvements based on budgetary constraints.
3. CSD will ensure that the grass is cut on a planned rotation, lay-out and line fields for scheduled games. CSD will construct pitching mounds, repair dug-outs and handle all general maintenance such as plumbing and electrical repairs to facilities.
4. CSD will provide training to coaches upon request from the League. It is recommended that all coaches be certified.
5. CSD will allow the League to use the facilities for meetings and registration at no cost. Facilities will be scheduled based on availability.
6. CSD will empty trash barrels at all facilities for the League at regularly scheduled games. Special events, tournaments and other functions requiring extra trash removal must be approved by the CSD.
7. CSD will pay all utilities for all fields and facilities. CSD will furnish and maintain all lighting at fields and make repairs as necessary. CSD will furnish bases, home plates, pitching rubbers, goals, nets, etc.
8. CSD will assist the League, if needed, with scheduling, clerical assistance, team organization, etc. The CSD may make recommendations for scheduling in the best interest of players. It is expected that if the League has too few teams register, then the League will seek games with nearby Leagues in order to afford players more experience and competition.
9. CSD will offer training clinics for League coaches and volunteers, based on availability. Clinics will be scheduled in advance at a convenient time for the League and the CSD.
10. CSD may charge the League a fee for repair of damages to any facility, caused by negligence of the League or board members. The League may also be charged for items lost (such as locks or CSD equipment).
11. CSD is here to assist your League in any way to make your season a success. Please keep us informed of League needs in a timely manner.

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

ORDER NUMBER 104-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Streetscape Project #R-109-192-01-KCR Budget Modification #9 to extend the current project ending date from April 30, 2013 to June 30, 2013 allowing time for completion of construction activities and final project monitoring is hereby approved.

IT IS FURTHER ORDERED that approval is contingent upon Mississippi Development Authority (MDA) review and approval of project close-out documents.

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 Gollott, 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 May 7, 2013.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Patty Huffman, Grants and Projects Manager
Through: Eric Meyer, Economic Development/Planning Director
Date: April 23, 2013
Subject: Streetscape Project #R-109-192-01-KCR Modification #9
(Ending Date Change)

REQUEST:

Budget Modification #9 for the above referenced Streetscape Project is presented for City Council approval. The purpose of this modification is to extend the current Project ending date from April 30, 2013 to June 30, 2013 to allow time for completion of construction activities, final project monitoring, and MDA review and approval of project close-out documents.

DISCUSSION:

The City Manager's signature is needed on five (5) originals.

ATTACHMENT(S):

Mississippi Development Authority Modification Signature Sheet (5 originals)

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

RESOLUTION NUMBER 016-2013

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 May 7, 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)
JUDICIAL					
City Judge	N/A	N/A		1	
City Attorney	N/A	N/A		1	
Total Funded				2	
Total Non-Funded					
EXECUTIVE DEPT					
City Manager	N/A	N/A	1		
Executive Asst	2080	10	1		
Total Funded			2		
Total Non-Funded					
FINANCE DEPT					
Comptroller	2080	21	1		
Finance Support Specialist	2080	11	1		
Accounting Generalist	2080	10	1		
Total Funded			3		
Total Non-Funded					
HUMAN RESOURCES DEPT					
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					
<i>CITY CLERK DEPT</i>					
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)
<i>POLICE DEPT</i>					
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	4		
School Guards	N/A	N/A		4	
Patrol Officer	N/A	N/A			21
Total Funded			54-50	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	3	
Total Funded			30	3	
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		
Animal Control/ Code Enforcement Officer	2080	9	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			12-13		
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-	Number of Part-	Number of Reserve
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	Time Authorized Positions	Time Authorized Positions	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	54 50	4	21
Non-Funded			
Fire Dept: Funded	30	3	
Econ Dev Dept: Funded	12 13		
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 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 May 7, 2013.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason Pugh, Human Resources Director
Date: 04/30/13
Subject: Approve updated Schedule of Authorized Positions, Organizational Chart and revised Animal Control job description.

REQUEST:

The Human Resources Department requests that the Gautier City Council approve the attached Schedule of Authorized Positions, Organizational Chart and Job Description reflecting the reorganization and transfer of the Animal Control Officer from the Gautier Police Department to the Neighborhood Services Division within the Economic Development Department.

BACKGROUND:

Animal Control services have traditionally been handled by the Gautier Police Department. By transferring Animal Control to the Neighborhood Services Division, Animal Control can also enforce ordinances and related codes relative to care of premises and property when not enforcing Animal Control ordinances.

DISCUSSION:

The attached Schedule of Authorized Positions and Organizational Chart reflect the reorganization of Animal Control Services from the Gautier Police Department to the Economic Development Department where it will be overseen and supervised by Neighborhood Services and specifically Code Enforcement. Under this reorganization, the Animal Control Officer will be directly supervised by the Code Enforcement Officer. The Animal Control Officer's primary duties will be animal control but will also assist with code enforcement duties as assigned.

RECOMMENDATION:

The City Manager and Human Resources Director recommend that the Gautier City Council approve the attached Schedule of Authorized Positions, Organizational Chart and Job Description.

ATTACHMENT(S):

Revised Schedule of Authorized Positions
Revised Organizational Chart
Revised Animal Control/Code Enforcement Officer Job Description



ANIMAL CONTROL/CODE ENFORCEMENT OFFICER

Department:	Economic Development/Planning Department	Pay Grade:	06-09 (Schedule 2080)
Reports To:	Code Enforcement Officer Neighborhood Services Division	Exempt (Y/N):	No

NATURE OF WORK

This is semi-skilled work in the answering of complaints and enforcing ordinances regulating the keeping of animals within the City of Gautier. This position operates under the supervision of the Code Enforcement Officer in the Neighborhood Services Division of the Economic Development/Planning Department. General code enforcement duties shall be assigned as necessary.

An employee in this class is usually responsible for the apprehension of animals and enforcement of laws and ordinances governing animals. Work is performed in accordance with departmental rules and regulations and consists of routine patrol answering calls from citizens. Employee will be required to work independently, and initiative is required as experience is gained. Work is usually reviewed through reports and accomplishment of desired results.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(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.)

Answers call and complaints involving animals running at large.

Contacts owners of dogs and other animals running at large and has them confined or places them in the Jackson County animal shelter.

Makes arrangement to confine any animal suspected to be rabid.

Responds to all major calls concerning animals.

Appears in municipal court to present evidence and testify against persons accused of violation of City ordinance.

Prepares reports on animal control activities.

Drives a light duty truck when performing patrol functions.

Performs other Code Enforcement duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the geography of the City of Gautier or the ability to acquire this knowledge rapidly.

Thorough knowledge of the principles and skills used to capture a variety of animals.

Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.

Ability to understand and carry out oral and written instructions.

Ability to deal with citizens to elicit their support for the animal control policies of the City.

Ability to analyze situations and to adopt quick, effective and reasonable course of action.

Ability to understand and follow oral and written instructions.

Ability to express ideas effectively, orally and in writing.

City of Gautier
City Manager _____

Page 1 of 2

Date _____



ANIMAL CONTROL/CODE ENFORCEMENT OFFICER

Ability to prepare clear and comprehensive reports in writing of activities.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Physical condition adequate to perform activities such as running, jumping, throwing, and other such physical actions which may be necessary to catch and control animals.

Ability to read, comprehend, and explain City ordinances especially as they relate to animal control.

Skill in the operation and care of a light duty truck.

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

Must have and maintain a valid Mississippi vehicle operator's license.

SUPERVISORY RESPONSIBILITIES

None

WORK ENVIRONMENT

Ability to work a flexible and adaptable schedule, including evenings, weekends, and holidays, as well as a rotating "on call" schedule. Work is predominantly performed outdoors, driving, and in animal shelter environments in varying temperatures; exposure to excessive noise (such as barking dogs); aggressive and/or dangerous animals; animal waste and dead animals; dust, chemicals from cleaning agents; disinfectants; and sewage. Work performed in this job may place the employee at risk of occupational exposure to blood borne pathogens. (Vaccinations will be offered.)

PHYSICAL DEMANDS

Constant lifting and carrying of objects weighing up to 10 pounds and occasionally up to 100 pounds with maximum distance of five (5) feet. Frequent standing and walking; sufficient stamina to exert physical effort to restrain animals for a substantial period. Work requires climbing, balancing, crouching, crawling, reaching, standing, walking, lifting, and grasping. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

Graduation from high school or acceptable equivalent and four (4) years of related experience.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

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

ORDER NUMBER 106-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that Fire Marshal Charles Thornburg is here authorized to retain his fire department badge and name plate due to his retirement effective May 10, 2013.

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 May 7, 2013.

Mayor
Tommy Fortenberry

Council
At Large Mary F. Martin
Ward 1 Johnny Jones
Ward 2 Hurley Ray Guillotte
Ward 3 Gordon J. Sallott
Ward 4 Scott D. Macfarland
Ward 5 Adam D. Colledge

City of Gautier
Gautier, Mississippi



City Manager
Samantha D. Abell
Interim City Clerk
Teresa L. Montgomery
3330 Highway 90
Gautier, MS 39558
Phone: (228) 497-8000
Fax: (228) 497-8028
Email: gautier@gautier-ms.gov
Website: www.gautier-ms.gov

TO: Samantha Abell, City Manager *SA*

FROM: Chief Ray Frair, Gautier Fire Department

DATE: April 22, 2013

SUBJECT: Request for Fire Marshal Charles Thornburg to Retain Badge and Name Plate Due to Retirement

REQUEST:

The Gautier Fire Department requests that Fire Marshal Thornburg be allowed to retain his fire department badge and name plate due to his retirement effective May 10, 2013.

BACKGROUND:

Fire Marshal Thornburg became a member of the Gautier Fire Department on November 18, 1989. He has had a very productive and beneficial career with the Gautier Fire Department. He worked his way through the ranks as a firefighter, lieutenant, captain and finally was promoted to the rank Fire Marshal/Deputy Chief in the summer of 2010.

DISCUSSION:

During a previous City Manager's presence, a directive was given to the fire chief to personalize the badges for the fire chief and the fire marshal/deputy chief. Therefore, when the badges were ordered, Fire Marshal Thornburg's name was included on the badge. And it goes without saying that his name plate was also personalized.

RECOMMENDATION:

The Gautier Fire Department recommends Fire Marshal Thornburg be allowed to keep his badge and name plate because since these two items were personalized for Fire Marshal Thornburg they cannot be reissued to his successor and therefore they are of no value to the Gautier Fire Department.

The City Council may:

1. Approve this request; or
2. Disapprove this request.