

**Tuesday  
June 4, 2013  
Gautier, Mississippi**

**BE IT REMEMBERED THAT A REGULAR MEETING of the Mayor and Council of the City of Gautier, Mississippi was held June 4, 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, Gordon Gollott, Mary Martin, Scott Macfarland, Adam Colledge, City Manager Samantha Abell, Finance Director Teresa Montgomery, City Attorney Robert Ramsay and other concerned citizens.**

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**AGENDA  
CITY OF GAUTIER, MISSISSIPPI  
CITY HALL COUNCIL CHAMBERS  
June 4, 2013 @ 5:30 PM**

- I. Call to Order**
  - 1 Prayer**
  - 2 Pledge of Allegiance**
- II. Agenda Order Approval**
- III. Announcements**
  - 1 Freedom and Prayer Walk Saturday, June 8<sup>th</sup>, 9AM – 12PM beginning at Gautier City Hall**
- IV. Presentation Agenda**
- V. Public Agenda**
  - 1 Agenda Comments**
- VI. Business Agenda**
  - 1 Order authorizing the acceptance of the base bid and Alternate #1 from Hudson Contracting, Inc. in the amount of \$439,882.50 for the Ocean Beach Estates and Shell Landing Wastewater Collection Systems CIAP #MS.30.713**
  - 2 Order approving FY 2013 Tidelands Grant Agreement with the Mississippi Department of Marine Resources for Tidelands funding**
  - 3 Order approving FY 2013 Tidelands Reallocation Request**
  - 4 Order approving service agreement amendment for Shepard State Park online reservation system**
  - 5 Order approving Docket of Claims**

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

- 1 Order approving Council Meeting minutes from May 21, 2013
- 2 Order approving the Fire Chief, Deputy Fire Chief/Fire Marshall and Fire Captain Job Descriptions

**STUDY AGENDA  
CITY OF GAUTIER, MISSISSIPPI  
June 4, 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 June 18, 2013 at 6:30 PM**

[www.gautier-ms.gov](http://www.gautier-ms.gov)

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Motion was made by Councilman Macfarland to amend the agenda to add Consent Items 3 – Request to authorize contract with Mike Heidelberg to do appraisal and Consent Item 4 – Approval of Change Order #8 Proposed change to include banners. Motion was seconded by Councilwoman Martin and unanimously carried.

Councilman Hurley Ray Guillotte was not present.

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**Announcements**

1. Freedom and Prayer Walk Saturday, June 8<sup>th</sup>, 9AM – 12PM beginning at Gautier City Hall

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**Presentation – None**

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Motion was made by Mayor Fortenberry to table discussion on Ocean Beach Estates and Shell Landing Wastewater Collection Systems CIAP #MS.30.713. Motion seconded by Councilman Gollott and unanimously carried.

Councilman Hurley Ray Guillotte was not present.

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

**ORDER NUMBER 131-2013**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the grant agreement with the Mississippi Department of Marine Resources for FY 2013 tidelands funding 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 Gollott, seconded by Councilwoman Martin and the following vote was recorded:

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

**NAYS:** None

**ABSENT:** Hurley Ray Guillotte

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**PASSED AND ADOPTED** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 4, 2013.

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Samantha Abell, City Manager  
**From:** Patty Huffman, Grants and Projects Manager  
**Through:** Eric Meyer, Economic Development and Planning Director  
**Date:** May 28, 2013  
**Subject:** FY2013 Tidelands Grant Agreement and Reallocation Request

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**REQUEST:**

The Economic Development and Planning Department requests 1) City Council approval of a grant agreement with the Mississippi Department of Marine Resources for FY2013 Tidelands funding along with 2) a reallocation request to transfer this funding to the City's open Tidelands project for the Town Green.

**BACKGROUND:**

The City of Gautier recently received notification from the Mississippi Department of Marine Resources (DMR) of a FY2013 Tidelands grant award in the amount of \$209,758.00 for the Gautier City Park Phase IV (Splash Pad Construction) Project. This grant application was originally submitted in 2011 for the construction of a splash pad at City Park. Since that time, Singing River Mall has agreed to construct a splash pad as part of its re-development. Several other Tidelands grants have been reallocated to the City's ongoing Town Green project. See the attached summary regarding original project scopes, current status, and reallocations.

**DISCUSSION:**

City Council approval of the attached FY2013 grant agreement is requested. In addition, City Council is requested to approve a reallocation request to transfer these funds to the active Tidelands Project- Gautier City Park Community Center Phase III (FY2010-P407) for the ongoing Town Green development project. Once DMR approves the reallocation request, an amended application and budget will be submitted.

**RECOMMENDATION:**

Economic Development and Planning Department staff recommends that City Council approve the FY2013 Tidelands grant agreement and the related reallocation request as outlined above.

City Council may:

1. Approve the grant agreement and reallocation request as presented;
2. Approve the grant agreement with changes to the proposed reallocation request; or
3. Disapprove the grant agreement and/or the proposed reallocation request.

**ATTACHMENT(S):**

Tidelands Grant Agreement-FY2013  
Request for Reallocation of Funds  
Summary of Tidelands Projects (as of May 28, 2013)



MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

Tidelands Grant Agreement
City of Gautier-Gautier City Park Phase IV (Splash Pad Construction)
FISCAL YEAR 2013

City of Gautier hereby agrees to expend funds as authorized by the 2012 Mississippi Legislature in H.B. 1603 and Mississippi Code Section 29-15-9.

The Mississippi Department of Marine Resources will disburse funds in the amount of \$209,758 for this project, Gautier City Park Phase IV (Splash Pad Construction) upon (1) receipt of this signed document; (2) DMR possession of amended application with complete and final project designs and plans; and (3) release of funds from the Mississippi Department of Finance and Administration; and (4) availability of said funds. The Mississippi Department of Marine Resources shall make progress payments in installments based on work completed and material used in the performance of a tidelands project only after receiving written verification using Form TTF-3 (Attachment 1) and Form TTF-4 or Form TTF-5.

The City of Gautier agrees to:

- 1) Expend monies for the project as designated by the Legislature H.B. 1603 for the Gautier City Park Phase IV (Splash Pad Construction) and Mississippi Code Section 29-15-9, and be subject to an audit by the State Auditor.
5) Provide the Department of Marine Resources with detailed reports beginning June 30, 2013, and every six months thereafter for the duration of project, using the attached form TTF-4 (Attachment 2). Project reports will include:
- Final project design
- Benefits to the public and community
- Visual presentation (photographs) of project
- Narrative description of project
- Description of Work Completed
- Milestones for Completion
- Funds expended (to include Tidelands and Matching Funds)
6) Provide the Department of Marine Resources with a Notification of Completion - TTF -5 (to be included in final payment request-Form TTF-3) to include a detailed final report of entire project, using the attached forms (Attachment 3).
7) Erect a prominent, permanent sign to be displayed at all funded public access and construction related projects. The sign shall read "Funds for this project appropriated by the Mississippi Legislature, 2013 Tidelands Trust Fund, through the Secretary of State, Delbert Hosemann, and the Mississippi Department of Marine Resources.

On behalf of City of Gautier, I have read, understand, and agree to all terms listed above, and recognize that failure to comply with any portion of this Grant Agreement could jeopardize the receipt of any future Tidelands Trust Funds Appropriations.

Jamie M. Miller, Executive Director
Department of Marine Resources

5-10-2013
Date

Tommy Fortenberry, Mayor
City of Gautier

Date



## MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

REQUEST FOR REALLOCATION OF FUNDS TIDELANDS TRUST FUND PROGRAM							
<b>APPROPRIATED PROJECT</b> 1. TIDELANDS PROJECT NUMBER  FY2013-P109	2. TIDELANDS PROJECT TITLE  City of Gautier- Gautier City Park Phase IV (Splash Pad Construction)						
<b>REQUESTED REALLOCATION TO</b> 3. TIDELANDS PROJECT NUMBER  FY2010-P407  MUST BE AN INCOMPLETE APPROPRIATED PROJECT	4. TIDELANDS PROJECT TITLE  City of Gautier-City Park Community Center Phase III						
<b>6. REQUESTING ORGANIZATION</b>  NAME           City of Gautier  STREET ADDRESS       3330 Hwy 90  CITY, STATE   Gautier, MS ZIP               39553	<b>8. REQUESTED AMOUNT TO BE REALLOCATED</b>  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">APPROPRIATED PROJECT AWARD</td> <td style="text-align: right;">\$209,758.00</td> </tr> <tr> <td>LESS PROJECT AWARD SPENT</td> <td style="text-align: right;">-       \$0</td> </tr> <tr> <td>REALLOCATION AMOUNT REQUESTED</td> <td style="text-align: right;">\$209,758.00</td> </tr> </table>	APPROPRIATED PROJECT AWARD	\$209,758.00	LESS PROJECT AWARD SPENT	-       \$0	REALLOCATION AMOUNT REQUESTED	\$209,758.00
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<b>8. REASON AND PURPOSE FOR REQUESTED REALLOCATION</b> -REQUEST MUST BE WITHIN THE SCOPE OF THE RECEIVING PROJECT'S APPLICATION  The City of Gautier would like to request a reallocation of the funds awarded to FY2013-P109 for construction of a splash park at City Park to the open project FY2010-P407 to be used instead for the development of a Town Green on the Mary Walker Bayou. (Since the Tidelands 2013 application was submitted, Singing River Mall's redevelopment plans now include a splash pad.) The FY2010 project includes developing the City's Town Green to enhance recreational and tourism-related amenities. The Town Green project will preserve 32 acres with tributaries and wetlands. Boardwalks and educational markers will be used to educate the public about tributaries, wetlands, vegetation and wildlife.							
_____ SIGNATURE OF AUTHORIZED OFFICIAL  Tommy Fortenberry, Mayor- City of Gautier TYPED OR PRINTED NAME AND TITLE	_____ DATE REQUEST SUBMITTED  (228) 497-8000 TELEPHONE						

## Summary of Tidelands Projects (as of 05-28-13)

Original Project Name	Status	Funds Reallocated	Action	Objective
<b>FY2006</b> City Park Community Ctr. Phase II (FY2006-P107)	Project completed.	\$33,712.96	Notice of Completion submitted. Reallocated balance to FY2010 project for City Park Community Ctr. Phase III.	Original Project: City Park restroom project completed as part of City Park Master Plan.  Remaining funds transferred to Town Green Project
<b>FY2008</b> City Park Nature Center (FY2008-P102)	No funds spent-reallocated funds	\$75,000.00	Reallocated full amount to FY2010 project.	Original Project: Nature Center  Changed to Town Green Project.
<b>FY2010</b> North Gautier Recreational Boat Access Develop. (FY2010-P406)	No funds spent-reallocated funds	\$50,000.00	Reallocated full amount to FY2010 project.	Original Project: Boat Launch  Changed to Town Green Project
<b>FY2010</b> City Park Community Ctr. Phase III *** (FY2010-P407)		\$50,000.00	This project serves as the basis for ongoing work at City Park and Town Center	Original Project: nature observation tower, fishing pier extension, boardwalks  Changed to Town Green Project
<b>FY2012</b> City Park Master Design Plan Phase IV (FY2012-P204)	Awarded 01-12-12	\$250,000.00	Reallocated full amount to FY2010 project.	Original Project: Rebuild restrooms by City Park pier, add picnic tables  Changed to Town Green Project
<b>Reallocated TOTAL:</b>		<b>\$458,712.96</b>	Reallocation approved March 29, 2012	
Original Project Name	Status	Funding	Action	Objective
<b>FY2013</b> Gautier City Park Phase IV Splash Park (FY2013-P109)	Requested \$243,000.00.	Awarded \$209,758.00 Spring 2013	Will request reallocation to FY2010 Town Green Project.	Original Project: City Park Splash Pad  To be changed to Town Green Project.
<b>FY2014</b> Graveline Bayou Restoration Project	Requested \$250,000.00	Legislature appropriated funding		Removal of sediment accumulation from Graveline Bayou.

\*\*\*The expanded FY2010-P407 City Park Community Center Project will serve as the basis for all ongoing projects focusing on City Park and the Town Green due to the two locations along Mary Walker Bayou.

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

**ORDER NUMBER 132-2013**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the reallocation request to transfer FY 2013 Tidelands funding to the City's open Tidelands project for the Town Green 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 Councilman Gollott and the following vote was recorded:

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

**NAYS:** None

**ABSENT:** Hurley Ray Guillotte

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**PASSED AND ADOPTED** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 4, 2013.

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Samantha Abell, City Manager  
**From:** Patty Huffman, Grants and Projects Manager  
**Through:** Eric Meyer, Economic Development and Planning Director  
**Date:** May 28, 2013  
**Subject:** FY2013 Tidelands Grant Agreement and Reallocation Request

---

**REQUEST:**

The Economic Development and Planning Department requests 1) City Council approval of a grant agreement with the Mississippi Department of Marine Resources for FY2013 Tidelands funding along with 2) a reallocation request to transfer this funding to the City's open Tidelands project for the Town Green.

**BACKGROUND:**

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**DISCUSSION:**

City Council approval of the attached FY2013 grant agreement is requested. In addition, City Council is requested to approve a reallocation request to transfer these funds to the active Tidelands Project- Gautier City Park Community Center Phase III (FY2010-P407) for the ongoing Town Green development project. Once DMR approves the reallocation request, an amended application and budget will be submitted.

**RECOMMENDATION:**

Economic Development and Planning Department staff recommends that City Council approve the FY2013 Tidelands grant agreement and the related reallocation request as outlined above.

City Council may:

1. Approve the grant agreement and reallocation request as presented;
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**ATTACHMENT(S):**

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The City of Gautier agrees to:

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On behalf of City of Gautier, I have read, understand, and agree to all terms listed above, and recognize that failure to comply with any portion of this Grant Agreement could jeopardize the receipt of any future Tidelands Trust Funds Appropriations.

Jamie M. Miller, Executive Director
Department of Marine Resources

5-10-2013
Date

Tommy Fortenberry, Mayor
City of Gautier

Date



## MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

REQUEST FOR REALLOCATION OF FUNDS TIDELANDS TRUST FUND PROGRAM							
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_____ SIGNATURE OF AUTHORIZED OFFICIAL	_____ DATE REQUEST SUBMITTED						
<u>Tommy Fortenberry, Mayor- City of Gautier</u> TYPED OR PRINTED NAME AND TITLE	<u>(228) 497-8000</u> TELEPHONE						

## Summary of Tidelands Projects (as of 05-28-13)

Original Project Name	Status	Funds Reallocated	Action	Objective
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\*\*\*The expanded FY2010-P407 City Park Community Center Project will serve as the basis for all ongoing projects focusing on City Park and the Town Green due to the two locations along Mary Walker Bayou.

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

**ORDER NUMBER 133-2013**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the City is authorized to amend the service agreement with Ad2, Inc. to include the additional cost of a shopping cart plug-in for Shepard State Park's new online reservation system.

**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 Councilwoman Martin and the following vote was recorded:

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

**NAYS:** None

**ABSENT:** Hurley Ray Guillotte

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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 June 4, 2013.

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Samantha Abell, City Manager  
**From:** Keith Young, Cultural Services Manager  
**Through:** Eric Meyer, Economic Development and Planning Director  
**Date:** May 24, 2013  
**Subject:** Service Agreement Amendment for Shepard State Park online reservation system

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**REQUEST:**

The Economic Development and Planning Department requests authorization to amend the service agreement with Ad2, Inc. to include the additional cost of a shopping cart plug-in for Shepard State Park's new online reservation system.

**BACKGROUND:**

The City of Gautier assumed administration of Shepard State Park from the state of Mississippi on January 28, 2013. The state of Mississippi has allowed the City to use their online system during the transition.

**DISCUSSION:**

Ad2, Inc. has created a website for the park that includes online reservations and booking of amenities. It has been determined that a shopping cart plug-in is needed to enable guests to view available sites by specific dates. This feature will make online reservations faster and more convenient for users. The cost for this service is \$115 per month.

(See the attached proposal/agreement for further details.)

**RECOMMENDATION:**

City staff recommends that City Council authorize amending the current service agreement with Ad2, Inc to include the shopping cart reservation feature at a cost of \$115 per month. City Council may:

1. Authorize entering into the revised service agreement as presented; or
2. Authorize entering into the service agreement with changes; or
3. Disapprove entering into the service agreement as presented.

**ATTACHMENT(S):**

Revised Ad2, Inc. Service Agreement for Shepard State Park Reservation Site



Marketing • PR • Advertising

## Shepard State Park Reservations Site

Job# 29-594-0113

May 23, 2013

Ad2, Inc has been contracted for the creation and launch of the Shepard Park website, including reservations and booking of amenities as follows:

### Scope of Work:

The cost and specifications for the design and development of the website & online reservations application for Shepard Park & Campground is as follows

### Specifications:

Register domain names (ShepardStatePark.com and Shepard-Park.com)  
Direct domains to site  
Create site template including integration and modification of reservations plug in demo, proof for client approval  
Graphic comps and design  
Plug-In Modification  
Application Development  
Website configuration  
Dynamic reservation setting and calendaring  
Assist in and edit content creation/copywriting  
Social Media Integration  
Product/service loading (pavilion rental, boat rental, field rental etc...)  
Shopping cart integration for reservation payment acceptance\*  
Authorize.net software integration with financial institution\*

Integrate preferred reservations plug-in  
Coding  
Browser Testing  
Load / Make Live  
SEO/Analytics  
Install SSL Certificate  
Submission to Free Web Crawling

P.O. Box 336 • Mandeville, LA 70470 • Phone 504.908.2721 • Fax 985.778.0163  
P.O. Box 969 • Gautier, MS 39553 • Phone 228.822.9890 • Fax 228.522.1800



Marketing • PR • Advertising

Art : Photography of each site and the park provided by City staff

Host Server: Ad2, Inc. VPS

**Timeline:**

The estimated timeline is based on the assumption that all approvals, requests for assets, and other client dependant interactions are done in a timely manner. With this in mind, the beta version can be live within 4 weeks of agreement and finalized site within 4 weeks of beta approval. This timeline is dependent upon the client's ability to provide access to requested information.

Site Build Fees: \$3,275.00

**Additional charges:**

SSL Certificate:	\$65/year	Hosting:	\$25/month
Domain Registrations:	\$50/year	Shopping Cart:	\$115/month

\*Additional fees, such as financial processing fees, will be in addition to the contract and will be presented to client for prior approval.

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City of Gautier, P O Box 670, Gautier, MS 39553

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Printed Name, Title

Date

This is an estimate based on current information. Changes in the scope of work will be reflected in the actual billing. Billing may be more or less, in the event changes occur that will increase the cost, the client will be notified in writing for preapproval. Standard terms for website build are 1/2 at template review, 1/4 upon beta version approval; balance due upon site completion or 45 days from work commencement, whichever comes first. Hosting fees listed above provide up to 10GB. Monthly charges will be billed the 15<sup>th</sup> of each month, annual fees will be billed at time of renewal and are due upon receipt. Finance charges of 1.5% will be applied to any/all past due balances. Your signature indicates authorization of the assessment of late charges on any past due amounts and agree to pay any collection expenses incurred by Ad2, Inc. on your account (which includes but is not limited to collections, legal fees, etc.)

Cc: Kimberlie Ritter

Recognized by the Ms. Dept. of Economic Development  
as a Woman Owned Business

P.O. Box 336 • Mandeville, LA 70470 • Phone 504.908.2721 • Fax 985.778.0163  
P.O. Box 969 • Gautier, MS 39553 • Phone 228.822.9890 • Fax 228.522.1800

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

**ORDER NUMBER 134-2013**

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

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

**NAYS:** None

**ABSENT:** Hurley Ray Guillotte

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**PASSED AND ADOPTED** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 4, 2013.