

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Samantha Abell, City Manager  
**From:** Patty Huffman, Grants & Projects Manager  
**Through:** Chandra Nicholson, Economic Development and Planning Director  
**Date:** October 29, 2013  
**Subject:** Proposal for Appraisal Services for 32 Acre Town Green Property on Dolphin Drive

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**REQUEST:**

The Economic Development & Planning Department requests authorization to accept a proposal from Global Valuation Services, Inc. to conduct an appraisal of the 32 acre Town Green property located on Dolphin Drive. This is a grant reimbursable expense.

**BACKGROUND:**

In order to meet the requirements of the U.S. Fish and Wildlife Service to reimburse the City of Gautier for the purchase of the 32 acres on Dolphin Drive through the Coastal Impact Assistance Program (CIAP), an appraisal is needed that conforms to U.S. Federal Land Acquisition (“Yellow Book”) Standards. Global Valuation Services, Inc. has submitted a proposal to conduct the required appraisal in approximately five to six weeks for a fee of \$4,000.00. See the attached proposal for additional information.

**RECOMMENDATION:**

City staff recommends that City Council authorize acceptance of the proposal to prepare an appraisal for the 32 acre Town Green property on Dolphin Drive as presented.

The City Council may:

1. Authorize appraisal of the property by Global Valuation Services, Inc. as presented, or
2. Authorize appraisal of the property by Global Valuation Services, Inc. with changes, or
3. Disapprove appraisal of the property by Global Valuation Services, Inc.

**ATTACHMENT(S):**

Appraisal Proposal from Global Valuation Services, Inc.



Mississippi Gulf Coast Offices  
2109 · 22nd Avenue  
Gulfport, MS 39501  
15225 Lemoine Boulevard  
Biloxi, MS 39532

Alabama Gulf Coast  
5315 Montlimar Plaza Drive  
Suite B  
Mobile, AL 36609

Office 228-864-1188 Facsimile 866-313-4903

Martin Winfree, MAI  
Jason Garner  
Leah Garner  
Mindy Whitten  
Kevin Grace  
Danielle Tackett  
Meagan Necaize

Brandon Beaird  
Maranda Henderson

October 22, 2013

City of Gautier  
c/o Chandra Nicolson, Dir. Economic Development  
3330 U. S. Highway 90  
Gautier, MS 39553

Re: Proposal for the Purpose of Preparing an Appraisal of a  
32 Acres of Vacant Land Owned by the City of Gautier  
Located Along Dolphin Drive, Gautier, MS 39553

Dear Ms. Nicholson:

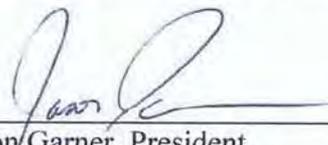
We appreciate the opportunity to provide you with a proposal for our real estate appraisal services. Based upon your email communication, the appraisal will be prepared to meet the guidelines of the Uniform Standards for Federal Land Acquisitions (a.k.a. the Yellowbook). Any modifications needed to achieve Yellow Book compliance as a result of comments made by the U. S. Fish and Wildlife or other reviewer will be addressed in a timely manner. We understand time is of the essence and can therefore begin immediately and complete this assignment with a 5 to 6 week time period.

Our fee for the assignment is as follows:

32 Acres Along Dolphin Drive	Owned by the City of Gautier	\$4,000
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Please let us know if you require further information from us regarding this proposal.

GLOBAL VALUATION SERVICES, INC.

By:   
Jason Garner, President

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

**ORDER NUMBER 272-2013**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the City of Gautier is hereby authorized to accept a proposal for appraisal review services from Teresa Rankin, Real Estate Appraiser for property known as the "Misty Meadows Tract" grant number F12AF00364 in conjunction with the project known as "The City of Gautier Town Green Park".

**IT IS FURTHER ORDERED** that the scope of the work will be to determine if the work under review is in compliance with the Uniform Standards Professional Appraisal Practice and with Uniform Appraisal Standards for Federal Land Acquisitions, "Yellow Book" in effect as of the appraisal date.

**IT IS FURTHER ORDERED** that the fee for the appraisal review will be \$2,500.00 and will be due upon completion and delivery of the appraisal review report.

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

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

AYES:           Gordon Gollott  
                  Mary Martin  
                  Johnny Jones  
                  Hurley Ray Guillotte  
                  Rusty Anderson  
                  Adam Colledge

NAYS:           None

ABSTAINED: Casey Vaughan

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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 November 5, 2013.

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Samantha Abell, City Manager  
**From:** Patty Huffman, Grants & Projects Manager  
**Through:** Chandra Nicholson, Economic Development and Planning Director  
**Date:** October 30, 2013  
**Subject:** Proposal for Review Appraisal Services for 32 Acre Town Green Property on Dolphin Drive

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**REQUEST:**

The Economic Development & Planning Department requests authorization to accept a proposal from Teresa Rankin, Real Estate Appraiser to conduct a review appraisal of the 32 acre Town Green property located on Dolphin Drive. This is a grant reimbursable expense.

**BACKGROUND:**

In order to meet the requirements of the U.S. Fish and Wildlife Service to reimburse the City of Gautier for the purchase of the 32 acres on Dolphin Drive through the Coastal Impact Assistance Program (CIAP), a review appraisal is needed to determine if the appraisal done on the property conforms to U.S. Federal Land Acquisition (“Yellow Book”) Standards. Teresa Rankin, Real Estate Appraiser has submitted a proposal to conduct the required review appraisal for a fee of \$2,500.00. See the attached proposal and resume for additional information.

**RECOMMENDATION:**

City staff recommends that City Council authorize acceptance of the proposal to prepare a review appraisal for the 32 acre Town Green property on Dolphin Drive as presented.

The City Council may:

1. Authorize a review appraisal of the property by Teresa Rankin, Real Estate Appraiser as presented, or
2. Authorize a review appraisal of the property by Teresa Rankin, Real Estate Appraiser with changes, or
3. Disapprove a review appraisal of the property by Teresa Rankin, Real Estate Appraiser.

**ATTACHMENT(S):**

Appraisal Proposal from Teresa Rankin, Real Estate Appraiser  
Resume- Teresa Rankin, Real Estate Appraiser

# Teresa Rankin, Real Estate Appraiser

129 Hopkins Boulevard #5  
Biloxi, Mississippi 39530  
Phone: 228-365-1082  
E-Mail Trankin66@yahoo.com

October 29, 2013

Ms. Chandra Nicholson  
Director of Economic Development and Planning  
City of Gautier  
3330 Highway 90  
Gautier, Mississippi 39553

RE: Proposal for appraisal review services of one real estate appraisal of property known as the "Misty Meadows Tract" grant number F12AF00364 in conjunction with the project known as "The City of Gautier Town Green Park."

Dear Ms. Nicholson:

Thank you for the opportunity to provide appraisal review services on the above referenced property. I will perform a technical review of one appraisal report and prepare a written review report. The subject property of the appraisal to be reviewed is located in Gautier, Mississippi. The appraisal review will be prepared in compliance with the Uniform Standards of Professional Appraisal Practice and The Uniform Appraisal Standards for Federal Land Acquisitions also known as "Yellow Book".

The scope of my work as I understand it, will be to determine if the work under review is in compliance with the Uniform Standards of Professional Appraisal Practice and with Uniform Appraisal Standards for Federal Land Acquisitions, "Yellow Book" in effect as of the appraisal date. The review will be presented in an individual review report.

The fee for the appraisal review will be \$2,500. The fee will be due upon completion and delivery of the appraisal review report addressed to you. The payment of the fee shall not be contingent upon any value opinion or result reported. The approximate time to complete the review report will depend on the review process but I will work to have it to you within your time frame for this project. I can begin immediately on this work after receiving your notice to proceed and the report to be reviewed.

I understand that the U.S. Fish and Wildlife Services will be an additional intended user of my review report. I have attached my resume for your consideration.

If you have any questions, don't hesitate to contact me. Thank you for the opportunity to be of service to you and the City of Gautier.

Respectfully Submitted,



Teresa Rankin, GA-705  
Certified General Real Estate Appraiser

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## **Teresa Rankin, GA-705**

Certified General Real Estate Appraiser

129 Hopkins Boulevard #5  
Biloxi, Mississippi 39530  
228-365-1082

### **Education and Training**

#### **Masters Degree in Business Administration**

University of Southern Mississippi, School of Business Administration  
September 1988 - December 1989

Real Estate Courses include:           Real Estate Finance

#### **Bachelor of Science**

University of Southern Mississippi, School of Business Administration  
September 1984 - May 1988

Real Estate Courses Include:           Principles of Real Estate  
Property Management  
Real Estate Law

### **Professional Involvement**

State Certified General Appraiser, #GA-705

Real Estate Salesperson, License #S-23797

AQB Certified USPAP Instructor, #-10923

Pre-licensing and continuous education instructor for Mississippi Real Estate Salesperson  
License approved by Mississippi Real Estate Commission

Pre-Licensing and continuous education instructor for Mississippi Real Estate Appraiser  
approved by the Mississippi Real Estate Appraiser Licensing and Certification Board

Member, Mississippi Real Estate Appraiser Licensing and Certification Board, 5<sup>th</sup> Congressional  
District 2002-2006 Vice Chairman, 2004-2006

Member- Association of Appraisal Regulatory Officials

1<sup>st</sup> Alternate Delegate Region II, Association of Appraisal Regulatory Officials

Education Committee, Association Appraisal Regulatory Officials

Programming Committee, Association Appraisal Regulatory Officials

Representative for Mississippi on the State Regulators Advisory Group

Course Approval Program Advisory Panel for the Appraisal Qualifications Board

### **Seminars/Meetings Attended**

Association of Appraisal Regulatory Officials, Washington DC, October 2002  
Association of Appraisal Regulatory Officials, New Orleans LA, May 2002  
Association of Appraisal Regulatory Officials, Washington DC, October 2003  
Appraisal Standards Board meeting, New York City, NY  
Appraisal Standards Board meeting, San Diego, CA April 6, 2004  
State Regulators Advisory Group meeting, Cincinnati, OH, April 23, 2004  
Association of Appraisal Regulatory Officials, Cincinnati OH, April 24-26, 2004  
Course Approval Program Advisory Panel meeting in conjunction with The Appraisal Foundation, New Orleans, LA May 19-21, 2004  
Course Approval Program Advisory Panel meeting with Appraisal Qualifications Board Oklahoma City, OK, July 22, 2004  
State Regulators Advisory Group Meeting, Oklahoma City, OK July 23, 2004  
Association of Appraisal Regulatory Officials, St. Louis, MO April 2005  
Association of Appraisal Regulatory Officials, Washington DC, October 2005  
Association of Appraisal Regulatory Officials, San Antonio, TX, April 2006

### **Continuing Education**

Advanced Income Capitalization  
General Appraiser Report Writing and Case Studies  
Advanced Sales Comparison and Cost Approaches  
General Appraiser Market Analysis and Highest and Best Use  
Uniform Appraisal Standards for Federal Land Acquisitions

**Partial Appraisal Client List – Teresa Rankin:**

American General Finance	City of Biloxi
SBI Acquisitions, Corp.	City of Ocean Springs
Associates Financial Services	City of D'Iberville
Blackhawk Mortgage	City of Magee
Bank of Mississippi	City of Mendenhall
Chase Manhattan	Trustmark National Bank
Citizen's State Bank	Union Planters Bank
Sunburst Bank	C. U. Members Mortgage
North American Mortgage	US Portfolio Services
The Money Store	Republic Finance
Cress Mortgage Group	The Mortgage Center
Deposit Guaranty Mortgage Company	Premiere Entertainment LLC
UC Lending	Conseco Mortgage
Real Estate Services	Express Financial Services
Ridge Mortgage Services	Financial Asset Services
Atlantic Assurance	Federated Mortgage
Realty Mortgage	Priority One Bank
First Family Financial Services, Inc.	BancorpSouth
First Tennessee Bank National Association	Transunion
Community Bank Coast	Merchants and Marine Bank
Peoples Bank, Biloxi	Ford Consumer Credit
General American Corporation	Green Tree Financial Corporation
Harvest Mortgage	Investor Services of America
Land Safe Appraisal Service	Laurel Federal Savings and Loan Association
Magee General Hospital	Medicomp, Inc.
Navy Federal Credit Union	People's Bank, Magee
Prism Mortgage	

Councilman Vaughan returned to the meeting.

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Business Item #4 – Professional Services Agreement for Engineering and Related Services – Brown, Mitchell & Alexander, Inc. was tabled.

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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 273-2013**

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

AYES:           Gordon Gollott  
                  Mary Martin  
                  Johnny Jones  
                  Hurley Ray Guillotte  
                  Casey Vaughan  
                  Rusty Anderson  
                  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 November 5, 2013.

Docket of Claims  
Release date from 11/05/2013 thru 11/05/2013

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	AIRGAS USA, LLC	140109	11/05/2013	10/14/2013			184.20	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-205-588	CYLINDER RENTAL	9913366798	09/30/2013			184.20	
001	DELTA COMPUTER SYSTEMS INC	140118	11/05/2013	10/21/2013			330.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-698	ACCTG SOFTWARE MAINT	100007	10/15/2013			230.00	
	001-092-698	VOTER REG SOFTWARE MAINT	100007	10/15/2013			20.00	
	001-092-698	PRIV LIC SOFTWARE MAINT	100008	10/15/2013			80.00	
001	AT&T	140125	11/05/2013	10/24/2013			59.52	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-605	MONTHLY SERVICE	2284972172	10/14/2013			59.52	
001	AT&T	140133	11/05/2013	10/24/2013			52.07	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-605	MONTHLY SERVICE	2284977070	10/14/2013			52.07	
001	AT&T	140138	11/05/2013	10/24/2013			3,513.31	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-605	MONTHLY SERVICE	2284978000	10/14/2013			3,513.31	
001	SAMANTHA ABELL	140141	11/05/2013	10/30/2013			17.99	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-040-559	REIMB: PHONE CASE	10162013	10/16/2013			17.99	
001	CHANDRA NICHOLSON, CUSTODIAN	140143	11/05/2013	10/30/2013			118.40	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-090-559	PLAT COPY	06272013	10/24/2013			5.00	
	001-090-559	INSPECTION STICKER	06272013	10/24/2013			5.00	
	001-090-500	AUDIO CASSETTES	07312013	10/24/2013			2.09	
	001-090-559	RECORD EASEMENT	08152013	10/24/2013			12.00	
	001-090-559	INSPECTION STICKER	08192013	10/24/2013			5.00	
	001-090-559	EVITES:GAUTIER ELEM EVENT	09042013	10/24/2013			10.00	
	001-090-500	ENVELOPES	09092013	10/24/2013			13.58	
	001-090-607	EXPRESS MAIL (GRANT)	09262013	10/24/2013			24.85	
	001-090-559	PHOTOS FOR GRANT	09262013	10/24/2013			21.71	
	001-090-500	BINDERS	10032013	10/24/2013			19.17	
001	SUSAN R. PAROL	140145	11/05/2013	10/30/2013			120.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-022-660	FY 2013 MEETING FEES	09302013	10/29/2013			120.00	
001	PHIL TORJUSEN	140146	11/05/2013	10/30/2013			120.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-022-660	FY 2013 MEETING FEES	09302013	10/29/2013			120.00	

Docket of Claims  
Release date from 11/05/2013 thru 11/05/2013

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	AD2 INC	140147	11/05/2013	10/30/2013			25.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-698	SEP 2013 HOST FEE	2305	10/15/2013			25.00	
001	CABLE ONE	140149	11/05/2013	10/30/2013			99.95	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-698	NOV 2013: 23421-102609-01-6	11052013	10/23/2013			99.95	
001	C SPIRE WIRELESS	140150	11/05/2013	10/30/2013			480.56	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-605	POLICE CELLS	0032680896	10/11/2013			480.56	
001	DOGAN & WILKINSON PLLC	140151	11/05/2013	10/30/2013			7,916.67	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-060-602	OCT 2013 RETAINER FEE	621-0023F	10/08/2013			7,916.67	
001	FOSTER'S AIR CONDITIONING & HEATING INC	140152	11/05/2013	10/30/2013			325.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-698	ESA RENEWAL-2 SYSTEMS	P934858	10/01/2013			325.00	
001	FUELMAN OF MS	140153	11/05/2013	10/30/2013			3,273.20	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-090-525	UNL FUEL	NP39384972	10/14/2013			41.72	
	001-100-525	UNL FUEL	NP39384972	10/14/2013			2,660.53	
	001-161-525	UNL & DSL FUEL	NP39384972	10/14/2013			430.41	
	001-170-525	UNL & DSL FUEL	NP39384972	10/14/2013			140.54	
001	FUELMAN OF MS	140155	11/05/2013	10/30/2013			4,355.94	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-090-525	UNL FUEL	NP39433437	10/21/2013			146.83	
	001-092-525	UNL FUEL	NP39433437	10/21/2013			108.49	
	001-100-525	UNL FUEL	NP39433437	10/21/2013			3,208.02	
	001-161-525	UNL & DSL FUEL	NP39433437	10/21/2013			454.21	
	001-170-525	UNL & DSL FUEL	NP39433437	10/21/2013			297.04	
	001-205-525	UNL FUEL	NP39433437	10/21/2013			141.35	
001	FUELMAN OF MS	140158	11/05/2013	10/30/2013			3,954.62	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-090-525	UNL FUEL	NP39474582	10/28/2013			35.56	
	001-092-525	UNL FUEL	NP39474582	10/28/2013			46.92	
	001-100-525	UNL FUEL	NP39474582	10/28/2013			2,917.09	
	001-161-525	UNL & DSL FUEL	NP39474582	10/28/2013			558.36	
	001-170-525	UNL & DSL FUEL	NP39474582	10/28/2013			334.52	
	001-205-525	UNL FUEL	NP39474582	10/28/2013			62.17	
001	GLOBALSTAR	140161	11/05/2013	10/30/2013			52.90	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-605	MONTHLY SERVICE	5144537	10/16/2013			52.90	

Docket of Claims  
Release date from 11/05/2013 thru 11/05/2013

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	JACKSON COUNTY ADULT DETENTION CENTER	140162	11/05/2013	10/30/2013			34,428.38	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-010-696	AUG 2013 ADC CHGS		08312013	09/19/2013		21,945.00	
	001-010-696	PHARMACY CHARGES		08312013	09/19/2013		386.83	
	001-010-696	SEP 2013 ADC CHGS		09302013	10/11/2013		11,900.00	
	001-010-696	PHARMACY CHARGES		09302013	10/11/2013		196.55	
001	JACKSON COUNTY BOARD OF SUPERVISORS	140163	11/05/2013	10/30/2013			10,560.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-090-698	FY 2014 ANIMAL SHELTER FEE		10152013	10/15/2013		10,560.00	
001	LLOYD B MARSHALL, JR. CPA	140164	11/05/2013	10/30/2013			2,967.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-600	PROGRESS PMT FY 2013		3	10/28/2013		2,967.00	
001	MS DEPT OF FINANCE & ADMIN	140165	11/05/2013	10/30/2013			30,406.15	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-000-300	SEP 2013 COURT ASSESSMENTS		09302013	10/11/2013		30,406.15	
001	MS DEPT OF PUBLIC SAFETY	140166	11/05/2013	10/30/2013			171.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-000-300	SEP 2013 SPECIAL ASSESSMENTS		09302013	10/11/2013		171.00	
001	PITNEY BOWES PURCHASE POWER	140167	11/05/2013	10/30/2013			600.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-607	POSTAGE METER		20060869	10/20/2013		600.00	
001	SINGING RIVER ANIMAL HOSPITAL	140168	11/05/2013	10/30/2013			104.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-514	70# DRY DOG FOOD		69142	10/14/2013		104.00	
001	SOUTH MISSISSIPPI BUSINESS MACHINES, INC	140169	11/05/2013	10/30/2013			50.86	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-559	OVERAGE FY 2013		AR214845	09/30/2013		50.86	
001	SINGING RIVER E.P.A.	140170	11/05/2013	10/30/2013			345.86	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-631	MARTIN BLUFF FD	58380001	10152013	10/23/2013		294.06	
	001-201-629	SIGNAL LIGHTS	17546	10152013	10/23/2013		31.55	
	001-092-631	CITY LIMIT SIGN	17546	10152013	10/23/2013		20.25	
001	SINGING RIVER E.P.A.	140171	11/05/2013	10/30/2013			9,170.03	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-201-633	STREET LIGHTING		10172013	10/24/2013		4,765.08	
	001-201-629	SIGNAL LIGHTS		10172013	10/24/2013		1,330.28	
	001-092-631	CITY HALL		10172013	10/24/2013		1,416.01	
	001-170-631	FRAZIER PARK		10172013	10/24/2013		46.20	
	001-170-631	SENIOR BLDG		10172013	10/24/2013		520.87	
	001-161-631	CENTRAL FD		10172013	10/24/2013		502.86	
	001-170-631	CITY PARK		10172013	10/24/2013		135.71	