

Tuesday
December 3, 2013
Gautier, Mississippi

BE IT REMEMBERED THAT A REGULAR MEETING of the Mayor and Members of the Council of the City of Gautier, Mississippi was held December 3, 2013 at 6:30 PM in the City Hall Municipal Building, 3330 Highway 90, Gautier, Mississippi.

Those present were Mayor Gordon Gollott, Council Members Mary Martin, Johnny Jones, Hurley Ray Guillotte, Casey Vaughan, Rusty Anderson, Adam Colledge, City Manager Samantha Abell, City Clerk Cynthia Russell, City Attorney Charlie McVea and other concerned citizens.

**AGENDA
CITY OF GAUTIER, MISSISSIPPI
CITY HALL COUNCIL CHAMBERS
December 3, 2013 @ 6:30 PM**

- I. Call to Order
 - 1 Prayer
 - 2 Pledge of Allegiance
- II. Agenda Order Approval
- III. Announcements
 - 1 City of Gautier Blood Drive Monday, December 2nd 11:00 A.M. – 4:30 P.M. at City Hall
 - 2 16th Annual Gautier Rotary Club Christmas Parade Saturday, December 7th 11:00 A.M.
 - 3 Canned Food Drive Saturday, December 7th 6:00 P.M. – 10:00 P.M. at Huck's Cove
 - 4 Christmas Carols performed by Gator Chorale (6th Grade Choir) at City Hall Council Chambers Friday, December 13th 10:00 A.M.
 - 5 Toys for Tots drop off site at Gautier City Hall and Utility Department November 25th – December 13th
- IV. Presentation Agenda
 - 1 Resolution of Commendation presented to Mississippi Department of Archives and History by Mayor Gollott
 - 2 MS4 Stormwater Program Update by Tammy Wisco, Senior Planner/Senior Engineer with Eco-Systems Inc.
 - 3 ClearWater Solutions 2013 Annual Report by Chad Jordan, P.E., Project Manager
- V. Public Agenda
 - 1 Agenda Comments
- VI. Business Agenda

- 1 Consideration of a Conditional Use-Major Permit for a Wireless Telecommunications Tower in a TCMU Zoning District at Lot 28, Shamrock Court Subdivision, Jo Beth Terrace (GPC Case No. 13-22-CU)
 - 2 Consideration of an Ordinance Allowing Recreational Vehicles as a Conditional Use-Major in the MURC-MW Zoning District (GPC Case No. 13-23-UDO)
 - 3 Order authorizing acceptance of donation of Real Property on Dolphin Drive Parcel ID# 824352240.012
 - 4 Order authorizing proposal for Phase I Environmental Site Assessment for Dolphin Drive Property donation
 - 5 Order authorizing City Hall Phone System
 - 6 Order approving Docket of Claims
- VII. Consent Agenda **(All items approved in one motion)**
- 1 Order authorizing 2013 Gautier Rotary Club Christmas Parade in-kind services request
 - 2 Order approving November 2013 Utility Adjustments
 - 3 Order authorizing donation of safe for Shepard State Park
 - 4 Order declaring Tuesday, December 24, 2013 as further observance of Christmas Holiday
 - 5 Resolution approving the continuance the Local Emergency for the Deep Water Horizon Oil Spill until further notice
 - 6 Order authorizing City to submit an application for FY 2013 Assistance to Firefighters Grant
 - 7 Order approving Minutes from Recessed Council Meeting held November 19th

**STUDY AGENDA
CITY OF GAUTIER, MISSISSIPPI
December 3, 2013**

- 1 Discuss Citizen Comments
- 2 Discuss Council Comments
- 3 Discuss City Manager Comments
- 4 Discuss City Clerk Comments
- 5 Discuss City Attorney Comments

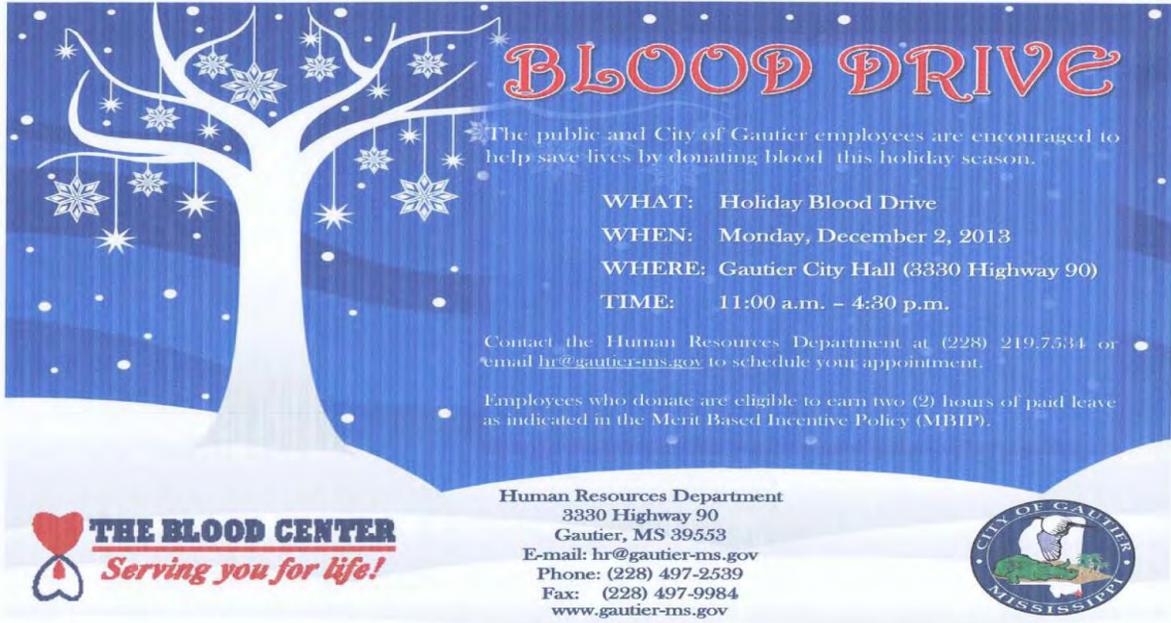
Recess until December 17, 2013 @ 6:30 PM

www.gautier-ms.gov

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

Announcements

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BLOOD DRIVE

The public and City of Gautier employees are encouraged to help save lives by donating blood this holiday season.

WHAT: Holiday Blood Drive
WHEN: Monday, December 2, 2013
WHERE: Gautier City Hall (3330 Highway 90)
TIME: 11:00 a.m. – 4:30 p.m.

Contact the Human Resources Department at (228) 219.7534 or email hr@gautier-ms.gov to schedule your appointment.

Employees who donate are eligible to earn two (2) hours of paid leave as indicated in the Merit Based Incentive Policy (MBIP).

Human Resources Department
3330 Highway 90
Gautier, MS 39553
E-mail: hr@gautier-ms.gov
Phone: (228) 497-2539
Fax: (228) 497-9984
www.gautier-ms.gov

 **THE BLOOD CENTER**
Serving you for life!





**16th Annual
Gautier Rotary Christmas Parade**

DATE: December 7th, 2013
(Always the 1st Saturday in December!)

TIME: 11:00 am (Line-up will be at MGCCC - JC Campus, East parking lot @9am)

WHERE: Parade will start from MGCCC - Jackson County Campus (East parking lot)

For information on entering your organization/group, contact :

*Elaine Rogers, berogers@bellsouth.net or 601.530.2399
Anna Simpson, GautierRotaryClub@bellsouth.net or 228.249.1003
Charles Simpson, geauxtigers@bellsouth.net or 228.249.6664*



Canned FOOD DRIVE Here

They have fed the unemployed, homeless and older people unable to feed themselves for over 25 years on the MS Gulf Coast.

Please stop in and show your support with donations of can goods, meat, vegetables, Styrofoam serving trays, plastic spoons, forks, and knives, etc.

WHO: "Our Daily Bread"
WHERE: Huck's Cove
3000 Oak Street, Gautier, MS 39553
WHEN: December 7th, 2013
6:00p - 10:00p

Live entertainment by several local musicians.



TOYS FOR TOTS

**This Holiday Season...
Help Bring Christmas To Children In Need!**

The City of Gautier has partnered with Toys For Tots as a Drop Off Site. We are collecting new, unwrapped toys November 25th - December 13th for the Marine Toys For Tots Foundation. Collection bins will be located at the following offices:

**Gautier City Hall (3330 Highway 90)
Utility Department (3305 Gautier-Vancleave Road)**

Donations will be accepted during normal business hours. Mon. - Thurs., 7:30a - 5:00p and Fri. 8:00a - 12:00 noon. Each of these gifts will be distributed as Christmas Gifts to less fortunate children in the local community.

Thank You for Your Support!



Presentations

- 1 **Resolution of Commendation presented to Mississippi Department of Archives and History by Mayor Gollott**
- 2 **MS4 Stormwater Program Update by Tammy Wisco, Senior Planner/Senior Engineer with Eco-Systems, Inc.**
- 3 **ClearWater Solutions 2013 Annual report by Chad Jordan, P.E., Project Manager**

Resolution of Commendation

Resolution commending the staff and Board of Trustees of the Mississippi Department of Archives and History for their tireless efforts to save the rich architectural heritage of the Mississippi Gulf Coast following the devastation of Hurricane Katrina

Whereas, on August 29, 2005, Hurricane Katrina slammed into the Mississippi Gulf Coast, leaving behind a landscape of devastation; and

Whereas, Hurricane Katrina has been called the worst historic preservation disaster in the history of our nation, destroying an estimated 75,000 historic resources; and

Whereas, countless other historic resources, including churches, schools, houses and cemeteries, were damaged by the wind and water of the storm; and

Whereas, in the days following Hurricane Katrina, the staff of the Mississippi Department of Archives and History came to the coast to assess the damage and lend assistance to owners of historic properties; and

Whereas, from October 2005 to May 2006, staff members Jennifer Baughn, Russell Archer, Richard Cawthon and Mingo Tingle led ten teams consisting of hundreds of volunteers from organizations including the Texas State Historic Preservation Office, the Association of Preservation Technology, Savannah College of Art and Design, Colonial Williamsburg and the National Trust for Historic Preservation to provide property owners with advice on how to stabilize and repair their damaged historic buildings; and

Whereas, the Mississippi Department of Archives and History worked closely with Mississippi's senators and representatives to lobby successfully for an unprecedented \$27.5 million dollars in funding to restore the architectural resources of Mississippi; and

Whereas, the Mississippi Department of Archives and History established the Gulf Coast Field Office to oversee the Katrina Relief Grant Program; and

Whereas, staff members Chelius Carter, Ron Miller, Leesa Harris, Trevor Brown, Jeff Rosenberg and Christy Worms spent countless hours assisting homeowners, cities, counties and civic organizations in the rebuilding effort; and

Whereas, Director of Historic Preservation Jim Woodrick worked diligently to coordinate the efforts of the Federal Emergency Management Agency, the Mississippi Emergency Management Agency and local officials; and

Whereas, Deputy Director Ken P'Pool labored tirelessly to ensure that all options for restoration were made available to property owners; and

Whereas, Director Hank Holmes and the Board of Trustees worked hand in hand with staff members to support the restoration efforts; and

Whereas, over the past eight years, the Mississippi Department of Archives and History has awarded 315 grants totaling \$27,567,000 for the restoration of 258 historic resources; and

Whereas, on December 31, 2013, the Mississippi Department of Archives and History Gulf Coast Field Office will close its doors; and

Whereas, without the leadership, commitment, professionalism, expertise and compassion of the staff and Board of Trustees of the Mississippi Department of Archives and History, Gautier and the Mississippi Gulf Coast would have lost countless historic treasures that had been damaged by Hurricane Katrina.

Therefore, be it resolved by Gautier, that the staff and Board of Trustees of the Mississippi Department of Archives and History be commended for their tireless efforts to save the rich architectural heritage of the Mississippi Gulf Coast following the devastation of Hurricane Katrina.

In witness whereof, I have hereunto set my hand and caused the Great Seal of Gautier, Mississippi to be affixed on the 3rd day of December 2013.



Gordon Gollott, Mayor

November 25, 2013

Samantha Abell, City Manager
City of Gautier
Gautier, MS 39553

Via email to: Chad Jordan chad.jordan@clearwatersol.com

Re: Dec 3, 2013 Council Agenda Request: MS4 Stormwater Program Update

Dear Ms. Abell,

Eco-Systems, as Jackson County's consultant on Stormwater Management, would like approximately 6-8 minutes of time at the December 3, 2013 Gautier City Council meeting to discuss the Phase II Stormwater Program and the upcoming MDEQ permit for the City of Gautier.

Eco-Systems is currently under contract to manage Gautier's Stormwater Program. The Stormwater Program is a requirement for all MS4s (Municipal Separate Storm Sewer System) and includes several components, such as public education/involvement, illicit discharge identification/elimination, construction site stormwater runoff control, post construction stormwater management and pollution prevention/good housekeeping.

One of the annual requirements of the permit and program that must be completed by December 31, 2013 is that the City's elected officials receive "Growth Management Training," which we have developed as a brief summary of the program and general guidance on development approaches to manage stormwater.

Please let me know if you have any questions or specific requests at tammy.wisco@eco-systemsinc.com or (210) 896-3432.

Thank you,



Tammy L. Wisco, PE
Senior Planner/Senior Engineer

GENERAL INFORMATION

ClearWater Solutions, LLC, (CWS) is pleased to present the 2013 Annual Report for the City of Gautier. The employees at the Gautier project are dedicated to providing the City with highest quality of service at the lowest rate.

In this report we will outline the overall performance of ClearWater for the City during 2013.

CWS's scope of services for the City in general includes operation and maintenance of 107 sewer lift stations, 8 water wells, 5 water storage tanks, 100 miles of streets and drainage, 150 miles of sewer mains, 180 miles of water mains, ROW maintenance, customer service and billing for approximately 8200 customers, stormwater management, grass cutting, regulatory compliance, and debris removal.

CWS has 26 full time employees on our payroll and oversees another 2 City employees. The classification, certifications and duties of the management team are detailed below:

CWS'S PRINCIPALS AND PROJECT MANAGEMENT TEAM

Rick Ailiff, President	Grade IV Water , PACP/MACP	25 yrs experience
Paul Jackson, Sr. VP	Grade IV Water , Grade II WW	20 yrs experience
Kody Walker, VP	Professional Engineer	10 yrs experience
Bill Cook	Environmental Health and Safety	15 yrs experience
Marcus Blevins	Operations Supervisor, PACP/MACP	15 yrs experience
Chad Jordan, PM	Professional Engineer	15 yrs experience
Charles Dickson	Supervisor	20 yrs experience
Darlene Brown	Supervisor	15 yrs experience
Herman Barnett	Supervisor, Class D Water & WW	15 yrs experience
Mark Medlen	Supervisor	20 yrs experience
Mike Hooks	Supervisor	15 yrs experience

CONTRACT TERMS AND CONDITIONS

The City of Gautier and ClearWater Solutions entered into a five (5) year contract beginning on December 1, 2012 and recently negotiated a ten (10) year contract in November 2013. This report covers the first year, 2012, of the contract.

CITY OF GAUTIER CONTACTS

Samantha Abell, City Manager

Gordon Gollott, Mayor

KEY CHANGES DURING PAST YEAR

One of the first changes made in Gautier was to merge the old Water/Sewer department with the Streets department in an effort to cross train employees and maximize employee strengths. Most of the employee's previous titles and positions were eliminated in order to promote a team approach. CWS holds monthly staff meetings in order to establish accountability and buy in from the employees. Our motto in Gautier is ***40 hours of work equals 40 hours of pay.***

Secondly, CWS focused on providing employees with the tools and equipment needed to perform their duties. A mechanic was identified within the existing staff and was tasked with identifying deficiencies in equipment and vehicles. A repair / maintenance plan was developed and needed tools were purchased. The City / CWS now have a dependable fleet of equipment and vehicles.

Next, CWS established a safety program for the employees. An initial safety audit was performed at each facility including the public works building, lift stations, wells and tanks. Safety issues were identified and have been addressed. Each employee was provided safety shoes, safety glasses, safety vests and hardhats. CWS holds a monthly safety meeting which covers a variety of OSHA topics from personal protective equipment to Material Safety Data Sheets. CWS also performs random safety inspections to insure employees and facilities are kept in a safe manner. Our goal is no lost time accidents.

Finally, CWS began planning and prioritizing daily public works activities and capital improvement projects for the City. Schedules were developed for drainage projects, road repairs, street sign replacement, grass cutting, etc., and the fun began.





CAPITAL IMPROVEMENTS 2013

Meter Reading / Billing:

- There were meters found that were not logged in the meter reading books which equals to unaccounted for revenue. That has been resolved and they are now accounted for.
- We are finding meters that are “crossed-up” meaning that customers are receiving the wrong readings and incorrect bills. This is being corrected as it is discovered.
- We are putting meters in more logical routes to make reading more efficient and less time consuming.
- There are dwellings in the city that are not connected to the City’s water system. The infrastructure is in place but the dwellings are not connected. We recommend the City pursue enforcing mandatory connections in order to generate additional revenue and we will assist as the City sees fit.
- We have discovered there is an average of 20% uncollected revenue versus water billed. We will work with the City to collect these revenues in a timely fashion.
- We have discovered there is no detailed policy related to late fees, adjustments, waivers, etc. The council has recently adopted a policy regarding adjustments and we will continue to work with the City to develop a comprehensive policy that is fair and equitable among customers.



Fire Hydrant Maintenance:

- CWS has located and painted approximately 866 Fire Hydrants.
- CWS is in the process of installing blue reflectors to note the location of every hydrant along the road. This will assist the Fire Department with locating hydrants in a timely manner.
- The next step is to document conditions of each hydrant such as available flow, pressure, age of hydrant, exercise valves, etc.

**Martin Bluff Bridge:**

Jackson County assisted with removing the existing bridge and also provided a portion of the materials.

