

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Babs Logan, Planning Technician
Through: Chandra Nicholson, Director of Economic Development and Planning
Date: January 14, 2014
Subject: Gautier Historic Preservation Commission Appointment

REQUEST:

The Gautier Historic Preservation Commission would like to request that the City Council consider their recommendation of Bill Bray to fill the position vacated by Theresa Jackson.

BACKGROUND:

Pursuant to the City of Gautier Historic Preservation Commission's Rules of Procedure Section III (B), members who miss three or more meetings per year will be removed from the Commission. Chairman Leonard Fuller has made several attempts to get in touch with Ms. Jackson regarding attendance at the meetings but has been unable to reach her. Because of her absence from more than three meetings he has requested that she be replaced.

"The city is authorized to establish a preservation commission to preserve, promote, and develop the city's historical resources and to advise the city on the designation of historic districts, landmarks, and landmark sites and perform such other functions as may be provided by law. All members of the commission are appointed by the city and shall serve at the will and pleasure of the city and shall serve staggered terms. The commission shall consist of 9 members residing in the City of Gautier.

All members of the commission shall serve for terms of 3 years and shall be eligible for reappointment. All commission members shall have a demonstrated knowledge of or interest, competence, or expertise in historic preservation. To the extent available in the community, the city shall appoint professional members from the primary historic preservation-related disciplines such as urban planning, American studies, American civilization, cultural geography, cultural anthropology, interior design, law, and related fields."

DISCUSSION:

Mr. Leonard Fuller, Chairman of the Historic Preservation Commission, has requested that Theresa Jackson be removed from the Commission due to the number of meetings she has not attended. The Rules of Procedure for the Commission states that "Members who miss three or more meetings per year will be removed from the Commission". Her term is set to expire on January 5, 2015. The Gautier Historic Preservation Commission has recommended that Bill Bray be appointed to serve the remainder of her term.

RECOMMENDATION:

The Economic Development and Planning Department staff recommends that City Council approve the appointment of Bill Bray to the Historic Preservation Commission as proposed based on his qualifications and experience.

City Council may:

- 1) Approve the new appointment to the Historic Preservation Commission as presented;
or
- 2) Disapprove the proposed appointment.

ATTACHMENT:

Bill Bray's Resume'

Bill Bray

2005 Heron Ln, Gautier, MS 39553 228 522-6268

Experience

1989 – 2006

**Owner – William G. Bray Insurance Agency, Inc.
Colorado Springs, Colorado**

- From standing start developed agency into top 5% of district agencies
- Four time life sales leader
- Tripled agency revenues for each sales representative
- Implemented training courses for new recruits
- **Instructor P/C-Life-Health pre-licensing and continuing education**

1985 – 1989

General Manager – Consulting Organization

- Marketing of technical product lines through various distribution channels
- Developed/implemented strategic business plans for domestic and international channels
- Implemented product positioning, pricing, financial reporting, co-op advertising plans
- Developed distribution channels, public relations and joint venture proposals with corporate giants (ITT, ATT, NEC, Samsung)

1981 – 1985

Vice President National/International Marketing

- Developed/implemented total business plan for profitable product introduction
- Established distribution channels/dealer networks, OEM's and national accounts
- Increased major account sales and gross revenues to highest in company history
- Recruited, trained and managed regional, national and local staff
- Contributed 1/3 of total sales and ½ of operating profit of total corporate operations

Education

- BA – Special Education/Audiology, University of Colorado
- Post-Graduate, Developmental Psychology
- Member, Society for Training and Development
- Instructor for Insurance Pre-licensing/Continuing Education

To: Leonard Fuller, President, Gautier Historical Society

From: Bill Bray

Subject: Resume Synopsis

Leonard listed below are some of the accomplishments and activities I've been involved in since relocating to the Gulf Coast. Also, attached is a resume of past accomplishments prior to our moving to Gautier.

I've served as President of Gautier Pride and as President worked with the City as a catalyst for community development, most notably working with City officials to plan and promote the Streetscape Project of Gautier. This entailed leading Gautier Pride from a city beautification organization to an integral part of the Economic development of the City. This effort included developing community sub committees, creating a Gautier Pride Web Site, and fund raising efforts centering around the City's development of its planned Streetscape and Town Center project.

I serve on the Mullet Festival Committee, participate in the GBA, member of Friends of the library, participated in the bicycle rodeo, assisted in Garden Club activities and participated in the initiative to rename our city park in honor of George Martin. I also serve as the Treasurer of the Gautier Rotary Club and am active in their various community activities. Most recently I am a representative of the Gulf Coast Retirement/Relocation of the HCDC of the Mississippi Gulf Coast. I am also an Instructor of Insurance Pre-licensing/continuing education for the State of Mississippi.

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

ORDER NUMBER 013-2014

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 enter into a Project Agreement with the Mississippi Department of Wildlife, Fisheries and Parks for a Recreational Trails Program Grant for Trail Improvements at Shepard State Park.

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 Guillotte**, seconded by **Councilman Anderson** and the following vote was recorded:

AYES: Gordon Gollott
 Mary Martin
 Johnny Jones
 Hurley Ray Guillotte
 Casey Vaughan
 Rusty Anderson
 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 January 21, 2014.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager

From: Patty Huffman, Grants and Projects Manager

Through: Chandra Nicholson, Director of Economic Development and Planning

Date: January 13, 2014

Subject: Authorization for a Project Agreement with the MS Dept. of Wildlife, Fisheries and Parks for a MS Recreational Trails Program Grant

REQUEST:

The Economic Development and Planning Department requests City Council authorization to enter into a Project Agreement with the Mississippi Department of Wildlife, Fisheries and Parks for a Recreational Trails Program Grant for Trail Improvements at Shepard State Park.

BACKGROUND:

The Recreational Trails Program provides funds to states to develop and maintain recreational trails and trail-related facilities for motorized and non-motorized recreational trail uses. The City of Gautier submitted a grant application for non-motorized use for Shepard State Park trail improvements and was approved for \$99,840.00 in funding with an in-kind match of \$24,960.00. (The maximum funding amount allowed was \$100,000.00.)

DISCUSSION:

The Recreational Trails Program is a reimbursement program that requires grant recipients to pay 100% of the cost before submitting a request for payment for 80% of the eligible costs. The 20% match can be from cash or the donation of materials or services at fair market value. The City plans to use volunteer and staff labor for the required in-kind match.

RECOMMENDATION:

The Economic Development and Planning Department staff recommends that City Council authorize the attached Project Agreement with the Mississippi Department of Wildlife, Fisheries and Parks for the Recreational Trails Program Grant for Shepard State Park Trail Improvements.

City Council may:

1. authorize the attached Project Agreement; or
2. Disapprove the attached Project Agreement.

ATTACHMENT(S):

Notification to Proceed Letter from the MS Dept. of Wildlife, Fisheries and Parks
Project Agreement with the MS Dept. of Wildlife, Fisheries and Parks



**MISSISSIPPI
DEPARTMENT OF WILDLIFE, FISHERIES, AND PARKS**

Sam Polles, Ph.D.
Executive Director

January 9, 2014

The Honorable Gordon Gollott
Mayor, City of Gautier
3330 Highway 90
Gautier, MS 39553

Re: Recreational Trail Program #28-RTP-0234
Shepard State Park

Dear Mayor Gollott:

Your application for funding assistance from the Recreational Trails Program (RTP) has been finalized. Enclosed you will find two Project Agreements, both of which need to be signed. Return one (1) to this office and keep the second for your files.

This letter and the signed Project Agreement will serve as your notification to proceed with your trail agreement. Construction of the project should start within 60 days on-site and be completed before June 30, 2015. The project should not change in scope and only approved trail related items listed in the project agreement and proposed budget are eligible for reimbursement. Should the scope of the trail project change, please notify this office in writing. The RTP office will notify you in writing if the change is eligible for reimbursement.

If In-Kind services will be used for the match, please contact this office jean@mdwfp.state.ms.us to request the forms that will be used during the project period. Quarterly Progress Reports will be due quarterly, Jan 10, April 10, July 10, Oct 10 - the progress report will be emailed to you two weeks prior to due date.

Please feel free to contact me at 601-432-2225, if you have questions or need assistance with information concerning this project.

Sincerely,

A handwritten signature in cursive script that reads "Jean Caraway".

Jean Caraway, Administrator
Recreational Trails Program

Enclosures

**Project Agreement
between**
Mississippi Department of Wildlife, Fisheries and Parks
Recreational Trails Program
1505 Eastover Drive
Jackson, MS 39211-6374
and
Project Sponsor

State: Mississippi		Project Number: 28-RTP-0234	
Project Sponsor: The Honorable Gordon Gollott Mayor, City of Gautier 3330 Highway 90 Gautier, MS 39553		Project Contact: Patty Huffman phuffman@gautier-ms.gov 228-219-8016 Samantha Abell sabell@gautier-ms.gov	
Project Period: January 16, 2014 - June 30, 2015		Project Stage: Trail Improvements	
<p>Project Title: Shepard State Park Trail Improvements</p> <p>Project Type: Non-Motorized - Single Use</p> <p>Project Location: from 1505 Eastover Drive, Jackson MS - Highway 49 South to Highway 90 to Gautier - MS 57 intersects with Highway 90 - approx 4.5 miles to Ladnier Road - turn right - 1.5 miles to Graveline Road turn left.</p> <p>Project Scope (Description of Project): Trail cost / design / development include limited engineering fees, (up to 8% of total PROJECT agreement cost) site preparation. Repair approximately 5000 linear feet of existing trail - removal of trees and bridge construction, rental equipment (bobcat, pile driver, walk behind compactor, marker/sign footings - concrete, Boardwalk / piling - (8") 1500 lf, piling - (10") 260 lf, 2400 concrete pavers, drainage pipe, 100 trail markers, trail map, utility trailer to maintain trail, and other trail amenities as approved - ADA Compliance - 1 marked Handicap Parking Space per 25 parking spaces and Required Recreational Trail Program Signage.</p>			
Project Cost 80/20 Reimbursement		Project Sponsor: Mayor, City of Gautier	
RTP Reimbursement	\$99,840.00	Gordon Gollott	Date
Sub recipient Share	\$24,960.00	 Jean Caraway, RTP Administrator jean@mdwfp.state.ms.us Date:01/08/2014 Agreement Prepared	
Total Agreement Cost	\$124,800.00		
Total Project Cost			

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

ORDER NUMBER 014-2014

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the final Summary Change Order to close out the Hurricane Katrina Community Revitalization Streetscape Project #R-109-192-01-KCR is hereby approved.

IT IS FURTHER ORDERED that approval of the final Summary Change Order is contingent upon MDA approval.

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

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

AYES: Gordon Gollott
 Mary Martin
 Johnny Jones
 Hurley Ray Guillotte
 Casey Vaughan
 Rusty Anderson
 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 January 21, 2014.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Patty Huffman, Grants and Projects Manager
Through: Chandra Nicholson, Economic Development & Planning Director
Date: January 15, 2014
Subject: Streetscape Project #R-109-192-01-KCR Final Summary Change Order for Project Close-Out

REQUEST:

A final Summary Change Order to close out the Hurricane Katrina Community Revitalization Streetscape Project #R-109-192-01-KCR is presented for City Council approval.

DISCUSSION:

A final Summary Change Order is needed to revise all quantities to final actual installed amounts to close-out the project.

RECOMMENDATION:

The Economic Development and Planning Department recommends that City Council authorize the final Summary Change Order for the Streetscape Project as attached in order to finalize the project.

City Council may:

- 1) Approve the Summary Change Order for the Streetscape Project as presented; or
- 2) Disapprove the Summary Change Order for the Streetscape Project

ATTACHMENT(S):

Change Order Request Form

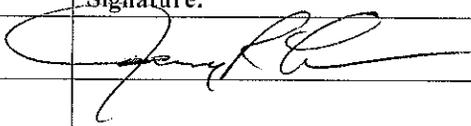
Change Order Request Form

Applicant Name:	City of Gautier
Project Description:	Gautier Downtown Streetscape – Phase 2
Contract Number:	CDBG Project No. R-109-192-01-KCR
Change Order Request Number:	Eleven - Summary

Please include the following information:

REQUIRED INFORMATION	EXPLANATION
Description of the change	Summary Change Order to revise all quantities to final actual installed amounts.
A justification of the need for the change	Summary Change Order to revise all quantities to final actual installed amounts.
A justification of the need for time extension	No time extension requested.
Revised plans, specifications, and contract documents as needed	
Engineering computations and sketches, if necessary to justify the change	
Contractor certification in writing that the cost of the change order has been analyzed and found to be unreasonable	

Signatures:

	Signature:	Date:
Contractor		
Responsible Entity		
DRD Staff		
DRD Bureau Manager		

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

ORDER NUMBER 015-2014

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

AYES: Gordon Gollott
 Mary Martin
 Johnny Jones
 Hurley Ray Guillotte
 Casey Vaughan
 Rusty Anderson
 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 January 21, 2014.