

**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

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**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](mailto: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

<b>State:</b> Mississippi		<b>Project Number:</b> 28-RTP-0234	
<b>Project Sponsor:</b> The Honorable Gordon Gollott Mayor, City of Gautier 3330 Highway 90 Gautier, MS 39553		<b>Project Contact:</b> Patty Huffman <a href="mailto:phuffman@gautier-ms.gov">phuffman@gautier-ms.gov</a> 228-219-8016 Samantha Abell <a href="mailto:sabell@gautier-ms.gov">sabell@gautier-ms.gov</a>	
<b>Project Period:</b> January 16, 2014 - June 30, 2015		<b>Project Stage:</b> Trail Improvements	
<p><b>Project Title:</b> Shepard State Park Trail Improvements</p> <p><b>Project Type:</b> Non-Motorized - Single Use</p> <p><b>Project Location:</b> 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><b>Project Scope (Description of Project):</b> 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>			
<b>Project Cost 80/20 Reimbursement</b>		<b>Project Sponsor:</b> Mayor, City of Gautier	
RTP Reimbursement	\$99,840.00	Gordon Gollott	Date
Sub recipient Share	\$24,960.00		
Total Agreement Cost	\$124,800.00	Jean Caraway, RTP Administrator	
Total Project Cost		<a href="mailto:jean@mdwfp.state.ms.us">jean@mdwfp.state.ms.us</a> Date:01/08/2014 Agreement Prepared	