

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Patty Huffman, Grants & Projects Manager
Through: Chandra Nicholson, Economic Development and Planning Director
Date: September 2, 2015
Subject: Designation of a Certified Local Government Coordinator for the Mississippi Department of Archives and History

REQUEST:

The Economic Development and Planning Department requests that the City of Gautier authorize changing the City's Certified Local Government Coordinator with the Mississippi Department of Archives and History (MDAH) from Patty Huffman to Chassity Bilbo.

BACKGROUND:

The Certified Local Government (CLG) Program is a federal-state-local partnership established in 1980 by amendments to the National Historic Preservation Act of 1966. The CLG program permits local governments that have established their own historic preservation programs—meeting both federal and state standards—to participate directly in the national historic preservation program and processes. CLG communities receive special technical assistance and training from MDAH staff, including:

- programs to heighten local preservation awareness,
- assistance with drafting preservation ordinances,
- training workshops for the local preservation commission,
- and assistance in
 - establishing local historic districts,
 - identifying architecturally and historically significant buildings and sites,
 - preparing National Register nominations,
 - compiling design review guidelines for historic districts, and
 - many other kinds of projects to promote preservation of the community's historic resources.

DISCUSSION:

Due to the resignation of the City's current CLG Coordinator, Grants & Projects Manager Patty Huffman, the Gautier Historic Preservation Commission has recommended that the Interim Grants & Projects Manager, Chassity Bilbo be designated as the CLG Coordinator. The responsibilities of this position are outlined in the attached CLG Coordinator Agreement.

RECOMMENDATION:

City staff recommends that Chassity Bilbo be designated as the Certified Local Government Coordinator for the City of Gautier as of the date of this meeting.

ATTACHMENT(S):

State of Mississippi Local Government Coordinator Agreement

STATE OF MISSISSIPPI
CERTIFIED LOCAL GOVERNMENT COORDINATOR AGREEMENT

This agreement between the Mississippi Department of Archives and History, Historic Preservation Division, also known as the State Historic Preservation Office (hereinafter called the SHPO) and the City of Gautier (hereinafter called the Certified Local Government, or CLG) states that **Chassity Bilbo** shall be designated as the Certified Local Government Coordinator for the City of Gautier, and shall serve as CLG Coordinator from the date of this agreement until such time as a new CLG Coordinator shall be appointed.

The Certified Local Government Coordinator shall be responsible for ensuring that the CLG carries out its duties and responsibilities in accordance with state and local preservation law as well as the *State of Mississippi Procedures for the Certified Local Government Program*. These responsibilities include:

implementation of appropriate state or local legislation for the designation and protection of historic properties;

maintaining a system for a building by building survey and inventory of historic properties that is coordinated with, complementary to, and approved by the State Historic Preservation Office;

ensuring that all inventory material is maintained securely, is accessible to the public, and is periodically updated to reflect changes, alterations, and demolitions;

ensuring that the Historic Preservation Commission exists as authorized under the Mississippi Local Government Historic Preservation Act of 1978 (Chapter 472, Laws of Mississippi, 1978, as amended);

ensuring that a current roster of commission members and their current resumes will be forwarded to the Local Government Assistance Coordinator with the Department annually;

ensuring that vacancies on the Historic Preservation Commission are filled as quickly as possible following the procedure established by the CLG's historic preservation ordinance;

ensuring that the business of the Commission is conducted as required by the local ordinance which created it, that all meetings are open to the public and that careful minutes are kept of all the decisions and actions of the Commission, including the reasons for making these decisions, that copies of these minutes are transmitted to the Department's Local Government Assistance Coordinator at the same time they are transmitted to the members of the Commission, and that copies of the minutes are kept on file and made available to the public in accordance with the provisions of the Public Records Act of the State of Mississippi, Section 25-61-1-17, 1972;

ensuring that at least one member of the Commission attends at least one informational or educational meeting, approved by the Department, per year and that material from this meeting is presented at the next regularly scheduled commission meeting;

ensuring that an annual report of the activities of the Commission is transmitted to the State Historic Preservation Office within sixty days from the end of the CLG's fiscal year, that includes, at a minimum, the number of cases reviewed, new designations made, progress to survey activities, revised resumes for Commission members, attendance records, and documentation for any educational and informational meetings attended by any Commissioners;

ensuring that the CLG promotes public participation in the nomination of properties to the National Register of Historic Places as outlined in the *State of Mississippi Procedures for the Certified Local Government Program*, Section III, D;

ensuring that the State Historic Preservation Office is informed of any activity affecting any property listed on the National Register of Historic Places;

ensuring that the CLG is in compliance with the Mississippi Antiquities Law (Section 39-7-1) and with Section 106 of the National Historic Preservation Act of 1966 as amended; and

ensuring that all Certified Local Government Pass-through Grant projects are properly and efficiently administrated by providing such records and reports as required by the Local Government Assistance Coordinator.

At such time as a new person may be designated to replace Chassity Bilbo as the Certified Local Government coordinator, the City will promptly notify the SHPO and a new agreement will be executed.

The Honorable Gordon Gollott
Mayor, City of Gautier

Date

Chassity Bilbo
CLG Coordinator

Date

Barry White
Local Government Assistance Coordinator
Historic Preservation Division
Mississippi Department of Archives and History
State Historic Preservation Office

Date