



TUPELO REGULAR CITY COUNCIL MEETING

SEPTEMBER 17, 2024 AT 6:00 PM
COUNCIL CHAMBERS | CITY HALL

AGENDA

- INVOCATION:** COUNCIL MEMBER NETTIE DAVIS
- PLEDGE OF ALLEGIANCE:** COUNCIL MEMBER JANET GASTON
- CALL TO ORDER:** COUNCIL PRESIDENT NETTIE DAVIS

CONFIRMATION OR AMENDMENT TO THE AGENDA AND AGENDA ORDER

PROCLAMATIONS, RECOGNITIONS AND REPORTS AGENDA

PROCLAMATIONS

RECOGNITION GIRL/BOY SCOUTS

EMPLOYEE RECOGNITION

PUBLIC RECOGNITION

MAYOR'S REMARKS

(CLOSE REGULAR MEETING OPEN PUBLIC AGENDA)

PUBLIC AGENDA

PUBLIC HEARINGS

1. IN THE MATTER OF PUBLIC HEARING FOR LOT MOWING TN

APPEALS

CITIZEN HEARING

(CLOSE PUBLIC AGENDA AND OPEN REGULAR SESSION)

ACTION AGENDA

ROUTINE AGENDA

2. IN THE MATTER OF MINUTES OF REGULAR MEETING OF SEPTEMBER 3, 2024 AND SPECIAL CALL MEETING OF SEPTEMBER 10, 2024

3. IN THE MATTER OF BILL PAY **KH**

Janet Gaston
Nettie Davis
Buddy Palmer

4. IN THE MATTER OF ADVERTISING AND PROMOTIONAL ITEMS **KH**

5. IN THE MATTER OF BUDGET AMENDMENT #13 FOR FY 2024. **KH**

6. IN THE MATTER OF APPROVAL TO SUBMIT AN APPLICATION FOR MS OUTDOOR STEWARDSHIP TRUST FUND GRANT – BALLARD PARK WALKING TRACK IMPROVEMENTS SEPT 2024 **AC**

7. IN THE MATTER OF APPROVAL FOR MAYOR TO SIGN RESOLUTION FOR MS OUTDOOR STEWARDSHIP TRUST FUND GRANT AUTHORIZING THE APPLICATION AND COMMITTING ALL FUNDS TO COMPLETE THE BALLARD PARK WALKING TRACK IMPROVEMENTS – REVISED 17 SEPT 2024 **AC**

8. IN THE MATTER OF LOT MOWING **TN**

9. IN THE MATTER OF REVIEW AND APPROVE LIENS FOR LOT MOWING **TN**

10. IN THE MATTER OF APPROVAL OF MAJOR THOROUGHFARE COMMITTEE MEETING MINUTES AUGUST 12, 2024 **DRB**

11. IN THE MATTER OF APPROVAL OF AWARD FOR THE RFP FOR THE BALLARD PARK ALL ACCESSIBLE PLAYGROUND **AF**

12. IN THE MATTER OF AN AMENDMENT TO DEVELOPMENT CODE CHAPTERS 2, 6, 8 AND 12 CONCERNING THE ADDITIONAL REQUIREMENTS THAT ALL NEW SINGLE-FAMILY HOMES SHALL HAVE CONSTRUCTED A GARAGE OR CARPORT AND THAT ALL APPLICATIONS FOR THE CONSTRUCTION OF SINGLE-FAMILY HOMES BE ACCOMPANIED BY COMPLETE SITE PLANS (TABLED AT SEPTEMBER 3, 2024 MEETING) **SR**

13. IN THE MATTER OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE MISSISSIPPI TRANSPORTATION COMMISSION AND THE CITY OF TUPELO REGARDING THE REIMBURSEMENT OF COSTS ASSOCIATED WITH THE COLLECTION OF LITTER ALONG RIGHT-OF-WAYS OWNED BY THE MTC BY THE CITY'S ALTERNATIVE SENTENCING PROGRAM **SR**

14. IN THE MATTER OF A RESOLUTION APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF A REGIONAL ECONOMIC DEVELOPMENT ACT AGREEMENT BY AND BETWEEN THE CITY OF TUPELO, MISSISSIPPI AND LEE COUNTY, MISSISSIPPI; AND FOR RELATED **BL**

(CLOSE REGULAR SESSION)

STUDY AGENDA

- S1. IN THE MATTER OF DEVELOPMENT CODE AMENDMENTS TA-23-01 **BL**

EXECUTIVE SESSION

ADJOURNMENT



AGENDA REQUEST

TO: Mayor and City Council
FROM: Tanner Newman, Director of Development Services
DATE September 12, 2024
SUBJECT: IN THE MATTER OF PUBLIC HEARING FOR LOT MOWING TN

Request:

Preliminary Lot Mowing Report for 09/17/24

Item # 1.

	Violation Ref	Parcel	Location	Owner	Owner Address	Owner City State Zip	Inspector
1.	47788	088N3305700	151 CANAL ST	WENSLEY COLLEEN M	POST OFFICE BOX 6474	CONCORD, CA 94524-1474	JLB
2.	47822	089F3010501	527 N CHURCH ST	CABRAL SENOVIA	2512 PATTERSON DR	TUPELO, MS 338804	TP
3.	47823	089F3010601	523 N CHURCH ST	CABRAL SENOVIA	2512 PATTERSON DR	TUPELO, MS 338804	TP
4.	47824	089F3010301	704 N MADISON ST	MEREDITH MARTIN	704 N. MADISON	TUPELO, MS 38804	TP
5.	47825	075E1608301	2680 SAINT ANNES DR	GREER MICHAEL D & LORI T	P O BOX 907	TUPELO, MS 38802	TP
6.	47826	075E1608600	4663 SUNNINGDALE DR	BRISTER STEVEN LLOYD & JULIE B	2650 NORTHPLACE DRIVE	TUPELO, MS 38804	TP
7.	47833	078V3402104	W MAIN ST	WESTPARK LAND LLC	324 TROY STREET	TUPELO, MS 38804	DS
8.	47845	077Q3611200	1521 REED ST	PRITCHARD CHRISTOPHER	1521 REED	TUPELO, MS 38801	TP
9.	47846	077Q3612400	1502 REED ST	SWINEA JAMES (LUCILLE)	421 RD 830	PLANTERSVILLE, MS 38862	TP
10	47847	077Q3610700	1507 REED ST	CALLAHAN HOMES LLC	203 LEWIS STREET	FLORENCE, MS 39073	TP
11							
12							



AGENDA REQUEST

TO: Mayor and City Council

FROM: Missy Shelton, Council Clerk

DATE: September 11, 2024

SUBJECT: IN THE MATTER OF MINUTES OF REGULAR MEETING OF SEPTEMBER 3, 2024 AND SPECIAL CALL MEETING OF SEPTEMBER 10, 2024

Request:

For your review and approval.

REGULAR CITY COUNCIL MEETING

MUNICIPAL MINUTES CITY OF TUPELO

STATE OF MISSISSIPPI

SEPTEMBER 3, 2024

Be it remembered that a regular meeting of the Tupelo City Council was held in the Council Chambers in the City Hall building on Tuesday, September 3, 2024, at 6:00 p.m. with the following in attendance: Council Members Chad Mims, Lynn Bryan, Travis Beard, Nettie Davis, Buddy Palmer, Janet Gaston and Rosie Jones; Ben Logan, City Attorney and Missy Shelton, Clerk of the Council. Rev. Lesly Mabry, Pastor of Inspiration Baptist Church, and the Pledge of Allegiance was led by Council Member Janet Gaston.

CONFIRMATION OR AMENDMENT TO THE AGENDA AND AGENDA ORDER

Council Member Gaston moved, seconded by Council Member Beard, to approve the agenda and agenda order, as presented. The vote was unanimous in favor.

PUBLIC RECOGNITION

Council Member Travis Beard recognized Tupelo Water & Light for quickly repairing poles that took out electricity on Saturday and Sunday nights.

Council Member Nettie Davis recognized Omega Psi Phi fraternity for its successful state-wide meeting and thanked the organization for its continued community outreach in Tupelo.

IN THE MATTER OF PUBLIC HEARING-2024 TAX LEVY

No one appeared to speak concerning the 2024 tax levy.

IN THE MATTER OF PUBLIC HEARING FOR LOT MOWING

No one appeared to speak concerning the properties on the final lot mowing list.

<u>Parcel</u>	<u>Location</u>
089B3000700	518 ROGERS LANE
075S1600101	4945 ENDVILLE RD
075S1600102	3424 WALSH RD
089J3118300	920 BLAIR ST

CITIZEN HEARING

Dr. Zowee Shanks detailed the past year services and contributions of SAFE, Inc.

IN THE MATTER OF AN AMENDMENT TO DEVELOPMENT CODE CHAPTERS 2, 6, 8 AND 12 CONCERNING THE ADDITIONAL REQUIREMENTS THAT ALL NEW SINGLE-FAMILY HOMES SHALL HAVE CONSTRUCTED A GARAGE OR CARPORT AND THAT ALL APPLICATIONS FOR THE CONSTRUCTION OF SINGLE-FAMILY HOMES BE ACCOMPANIED BY COMPLETE SITE PLANS

Council Member Bryan moved, seconded by Council Member Beard to approve the Amendment to Development Code Chapters 2,6,8 and 12 Concerning the Additional Requirements That All New Single-Family Homes Shall Have a Constructed Garage or Carport and That All Applications for the Construction of Single-Family Homes be Accompanied by Complete Site Plans. After a discussion by Council, Council Member Bryan moved to table this item. Council Member Gaston duly seconded the motion, and the vote was unanimous in favor. APPENDIX A

IN THE MATTER OF MINUTES OF AUGUST 20, 2024 MEETING

Council Member Palmer moved, seconded by Council Member Jones, to approve the minutes of the August 20, 2024 Regular Council meeting. The mayor's written veto of the city council's action to locate the new pavilion and bathrooms under Option 2 has been appended to the minutes of August 20, 2024. The city council may override that veto at its next regular meeting on September 17, 2024 or allow it to stand. The vote was unanimous in favor.

IN THE MATTER OF BILL PAY

Bills were reviewed at 4:30 p.m. by Council Members Beard, Davis, Gaston, Jones and Bryan. Council Member Beard moved, seconded by Council Member Gaston, to approve the payment of the checks, bills, claims and utility adjustments. The vote was unanimous in favor. APPENDIX B

IN THE MATTER OF BUDGET AMENDMENT #12 FOR FY 2024

Council Member Beard moved, seconded by Council Member Gaston, to approve budget amendment #12 for FY 2024. The vote was unanimous in favor. APPENDIX C

IN THE MATTER OF APPROVAL OF AN AGREEMENT BETWEEN THE MS DEPARTMENT OF HOMELAND SECURITY AND THE CITY OF TUPELO AND TO AUTHORIZE THE MAYOR TO SIGN SAID AGREEMENT – EXTRICATION EQUIPMENT

Council Member Bryan moved, seconded by Council Member Beard, to approve an agreement between the MS Department of Homeland Security and the City of Tupelo and authorize the Mayor to sign said agreement in the amount of \$40,000 for the purchase of extrication equipment (cutter, spreader, ram and accessories). The vote was unanimous in favor. APPENDIX D

IN THE MATTER OF APPROVAL OF AN AGREEMENT BETWEEN THE MS DEPARTMENT OF HOMELAND SECURITY AND THE CITY OF TUPELO AND TO AUTHORIZE THE MAYOR TO SIGN SAID AGREEMENT – ROBOT AND ACCESSORIES

Council Member Beard moved, seconded by Council Member Bryan, to approve an agreement between the MS Department of Homeland Security and the City of Tupelo and authorize the Mayor to sign said agreement in the amount of \$92,450 for the purchase of robot III X-ray system, second table bright S kit and robot C arm kit. The vote was unanimous in favor. APPENDIX E

IN THE MATTER OF APPROVAL TO SUBMIT FOR MS OUTDOOR STEWARDSHIP TRUST FUND – BALLARD PARK WALKING TRACK IMPROVEMENTS

Council Member Beard moved, seconded by Council Member Bryan, to approval the submission for a MS Outdoor Stewardship Trust Fund – Ballard Park Walking Track Improvements. The vote was unanimous in favor. APPENDIX F

IN THE MATTER OF PROPERTIES FOR LOT MOWING

Council Member Bryan moved, seconded by Council Member Gaston, to adjudicate the properties on the final lot mowing list as menaces to the public health, safety and welfare of the community and in need of cleaning and to approve cleaning in accordance with Mississippi Code Annotated Sec. 21-19-11. The vote was unanimous in favor. APPENDIX G

IN THE MATTER OF LIENS FOR UNPAID LOT MOWING INVOICES

Council Member Beard moved, seconded by Council Member Palmer, to approve a Resolution Adjudicating Cost and Assessing Lien Against Real Property associated with property cleanups under Miss. Code Ann. 21-19-11(1972 as amended) for the following properties:

<u>ADDRESS</u>	<u>PARCEL</u>	<u>LIEN AMOUNT</u>
1415 Boggan Drive	077Q-36-102-02	\$300.00
2308 Torrey	077P-35-187-00	\$550.00
2672 Arlington Drive	077E-26-183-00	\$300.00
1507 Trace Avenue	077C-25-016-00	\$300.00
1210 Kelly Street	088J-33-024-00	\$350.00
206 West Dozier Street	089F-30-302-00	\$300.00
517 West Barnes Street	089F-30-050-00	\$300.00
222 West Barnes Street	089F-30-306-00	\$300.00
418 Lakeview Drive	101B-02-130-00	\$300.00
2411 Danny Street	077P-35-006-00	\$300.00

The vote was unanimous in favor. APPENDIX H

IN THE MATTER OF AN ORDER ACCEPTING THE CONVEYANCE OF REAL PROPERTY LOCATED AT 200 WEST DOZIER STREET AND DECLARING AS SURPLUS THE STRUCTURE(S) LOCATED AT SAID PROPERTY AND TO AUTHORIZE THE DEMOLITION OF THE SURPLUS STRUCTURE

Council Member Gaston moved, seconded by Council Member Palmer, to approve an Order Accepting the Conveyance of Real Property Located at 200 West Dozier Street and Declaring as Surplus the Structures(s) Located at Said Property and to Authorize the Demolition of the Surplus Structure. The vote was unanimous in favor. APPENDIX I

IN THE MATTER OF REVIEW/APPROVE THE REAPPOINTMENT OF THE JACKSON WEST REDEVELOPMENT DESIGN REVIEW COMMITTEE MEMBERS

Council Member Palmer moved, seconded by Council Member Beard, to reappoint the Jackson West Redevelopment Design Review Committee Members, as follows:

The term is effective November 1, 2024 - October 31, 2025.

- Neighborhood Development Corp. (NDC) – Appointments Confirmed 8/23/24
 - Ellen Short
 - Louis Marascalco
 - Richie Alvarez
- Jackson West Neighborhood - Voted/Approved by JWNA 8/20/24
 - Foster Billings, II
- Joyner Neighborhood Association - Voted/Approved by JNA 8/19/24
 - Leslie Mart, Chair

The vote was unanimous in favor. APPENDIX J

IN THE MATTER OF RATIFICATION OF CONTRACT FOR BID NO 2024-009PW WARD 7 LAWDALE LPA SIDEWALK IMPROVEMENTS

A contract with J.M. Duncan, Inc. was approved for Bid # 2024-009PW – Ward 7 Lawndale LPA Sidewalk Improvements in the amount of \$219,316.00 at the April 2, 2024 Council meeting. The contract is now presented for ratification. Council Member Gaston moved, seconded by Council Member Jones to approve the ratification of the contract. The vote was unanimous in favor. APPENDIX K

IN THE MATTER OF ACCEPTING BID #2024-044PD - 2 CHEVROLET SILVERADO TRUCKS (TABLED AT AUGUST 20, 2024 MEETING)

Council Member Beard moved, seconded by Council Member Gaston to take this item from the table. The vote was unanimous in favor.

The City advertised and accepted bids for Bid # 2024-044PD – 2 Chevrolet Silverado Trucks. Three bids were received with only one bid meeting the specifications. Council Member Beard moved, seconded by Council Member Mims, to find the bid commercially reasonable and to award the bid to Cannon Chevrolet Nissan in the amount of \$54,217.00. The vote was unanimous in favor. APPENDIX L

IN THE MATTER OF MDOT MATCHING AIP 3-28-0070-056-2024 GRANT FOR TUPELO AIRPORT AUTHORITY

Council Member Palmer moved, seconded by Council Member Mims to approve an MDOT Matching AIP 3-28-0070-059-2024 grant for the Tupelo Airport Authority. The vote was unanimous in favor. APPENDIX M

IN THE MATTER OF CADENCE BANK ARENA MINUTES OF JULY 29, 2024

Council Member Gaston moved, seconded by Council Member Jones, to approve the minutes of July 29, 2024 for the Cadence Bank Arena. The vote was unanimous in favor. APPENDIX N

IN THE MATTER OF TRAFFIC COMMITTEE MINUTES OF AUGUST 22, 2024

Council Member Palmer moved, seconded by Council Member Beard, to approve the Traffic Committee minutes of the August 22, 2024 meeting. The vote was unanimous in favor. APPENDIX O

IN THE MATTER OF BID # 2023-044WL - B&B SEWER OUTFALL LINE CHANGE ORDER # 1

Council Member Palmer moved, seconded by Council Member Beard, to approve change order #1 for Bid 2023-044WL – B & B Sewer Outfall Line. This change order adds an additional 100 days to the contract due to weather conditions during phases in the project and a necessary permit amendment from BNSF Railroad to relocate an underground bore. The vote was unanimous in favor. APPENDIX P

IN THE MATTER OF DEVELOPMENT CODE AMENDMENTS TA-23-01

This item was left on the study agenda.

EXECUTIVE SESSION

Council Member Bryan moved, seconded by Council Member Mims, to determine the need for an executive session. Attorney Ben Logan said the session is for the purchase of property and possible litigation under Miss. Code Anno. 25-41-7(b)(g) (1972 as amended). The vote was unanimous in favor.

Council Member Bryan moved, seconded by Council Member Palmer, to close the regular session and enter executive session for discussion of the purchase of property and possible litigation under Miss. Code Anno. 25-41-7 (b)(g) (1972 as amended), at 6:31 p.m. The vote was unanimous in favor.

After discussion in executive session, Council Member Bryan moved, seconded by Council Member Beard to return to the regular meeting at 7:35 p.m. The vote was unanimous in favor.

IN THE MATTER OF RESOLUTION HIRING REQUIRED LEGAL COUNSEL AND AN INDEPENDENT REGISTERED MUNICIPAL ADVISOR IN CONNECTION WITH THE PREPARATION OF A TAX INCREMENT FINANCING PLAN, A DEVELOPMENT AGREEMENT, AN INTERLOCAL AGREEMENT, IF APPLICABLE, A REGIONAL ECONOMIC DEVELOPMENT ALLIANCE AGREEMENT, AND RELATED DOCUMENTS IN CONNECTION WITH THE ISSUANCE OF TAX INCREMENT FINANCING BONDS, AND FOR RELATED PURPOSES

Council Member Palmer moved, seconded by Council Member Bryan, to approve a Resolution Hiring Required Legal Counsel and an Independent Registered Municipal Advisor in Connection with the Preparation of a Tax Increment Financing Plan, a Development Agreement, if Applicable, a Regional Economic Development Alliance Agreement, and Related Documents in Connection with the Issuance of Tax Increment Financing Bonds, and for Related Purposes. The vote was unanimous in favor. APPENDIX Q

ADJOURNMENT

There being no further business to come before the Council at this time, Council Member Jones moved, seconded by Council Member Bryan, to adjourn the meeting. The vote was unanimous in favor.

This the 3rd day of September, 2024, at 7:39 p.m.

Travis Beard, Council President

ATTEST:

Missy Shelton, Council Clerk

APPROVED

Todd Jordan, Mayor

Date

CITY COUNCIL SPECIAL CALLED MEETING

MUNICIPAL MINUTES CITY OF TUPELO

STATE OF MISSISSIPPI

SEPTEMBER 10, 2024

Be it remembered that a special called meeting of the Tupelo City Council was held in the Council Chambers in the City Hall building on Tuesday, September 10, 2024, at 4:00 p.m. with the following in attendance: Council Members Chad Mims, Lynn Bryan, Travis Beard, Nettie Davis, Buddy Palmer, Janet Gaston and Rosie Jones. Ben Logan, City Attorney, and Missy Shelton, Clerk of the Council.

Council President Nettie Davis called the meeting to order at 4:00 p.m.

The Invocation was led by Council Member Travis Beard and the Pledge of Allegiance was led by Mayor Todd Jordan.

IN THE MATTER OF THE TAX ROLL FOR THE 2024 TAX YEAR

Council Member Bryan moved, seconded by Council Member Beard, to accept the tax roll for the 2024 tax year. The vote was unanimous in favor. APPENDIX A

IN THE MATTER OF RESOLUTION FOR THE LEVYING OF AD VALOREM TAXES FOR THE CITY OF TUPELO AND THE TUPELO MUNICIPAL SEPARATE SCHOOL DISTRICT FOR THE TAX YEAR 2024 AND THE CURRENT FY 2024-2025

Council Member Beard moved, seconded by Council Member Gaston, to adopt the resolution for the levying of ad valorem taxes for the City of Tupelo and the Tupelo Municipal Separate School District for the tax year 2024 and the current FY 2024-2025. The vote was unanimous in favor. APPENDIX B.

IN THE MATTER OF 2025 ADOPTED BUDGET

Council Member Bryan moved, seconded by Council Member Beard, to adopt the City of Tupelo, Mississippi budget for the fiscal year ending September 30, 2025, under the provision of Section 21-35-1 et. seq. of Mississippi Code of 1972 Annotated. The vote to approve the budget was unanimous in favor. The budget for the City of Tupelo, Mississippi, ending on September 30, 2025 is attached to these minutes as APPENDIX C

IN THE MATTER OF THE FIRE & POLICE RETIREMENT 2024

Council Member Bryan moved, seconded by Council Member Beard, to approve the "Resolution of the City Council of the City of Tupelo, Mississippi, Authorizing and Directing There Be a Two Percent (2%) Increase in the Benefits for All Members and Beneficiaries Receiving Retired Relief or Disability Relief Benefits from the Firemen's and Policemen's Disability and Relief Fund", giving those members a 2% increase. The vote was unanimous in favor. APPENDIX D

IN THE MATTER OF BILL PAY

The bills were reviewed by Council Members Beard and Gaston. Council Member Beard moved, seconded by Council Member Gaston, to approve the payment of the checks, bills and claims. The vote was unanimous in favor. APPENDIX E

IN THE MATTER OF APPROVAL FOR MAYOR TO SIGN RESOLUTION FOR MS OUTDOOR STEWARDSHIP TRUST FUND GRANT AUTHORIZING THE APPLICATION AND COMMITTING ALL FUNDS TO COMPLETE THE BALLARD PARK WALKING TRACK IMPROVEMENTS

Council Member Beard moved, seconded by Council Member Bryan, to approve a resolution authorizing the application and committing of all funds to complete the Ballard Park walking track improvements. The vote was unanimous in favor. APPENDIX F

IN THE MATTER OF RESOLUTION FOR APPLICATION OF GRANT(S) FOR GREENWAY PROJECT

Council Member moved, seconded by Council Member Bryan, to delete this item from the agenda. The vote was unanimous in favor.

IN THE MATTER OF BID # 2024-048PW - 12 MONTH MATERIALS SUPPLY

The City advertised and accepted bids for Bid # 2024-048PW – 12 Month Materials Supply. Council Member Palmer moved, seconded by Council Member Jones, to award the lowest and best bids, as indicated, as well as the alternates. The vote was unanimous in favor. APPENDIX G

IN THE MATTER OF CONTRACT APPROVAL BID NO. 2024-005PW W. BRISTOW STREET IMPROVEMENT PROJECT

Council Member Beard moved, seconded by Council Member Palmer, to approve the contract with Hodges Construction, Inc. for bid 2024-005PW – W. Bristow Street Improvement Project in the amount of \$1,184,564.88. This bid was awarded on August 20, 2024. The vote was unanimous in favor. APPENDIX H

ADJOURNMENT

Council Member Palmer moved, seconded by Council Member Gaston, to adjourn the meeting at 4:28 p.m. This the 10th day of September, 2024.

Nettie Davis, Council President

ATTEST:

Missy Shelton, Council Clerk

APPROVED

Todd Jordan, Mayor

Date



AGENDA REQUEST

TO: Mayor and City Council
FROM: Kim Hanna, CFO/City Clerk
DATE September 10, 2024
SUBJECT: IN THE MATTER OF BILL PAY **KH**

Request:

For your review and approval.



AGENDA REQUEST

TO: Mayor and City Council
FROM: Kim Hanna, CFO
DATE September 17, 2024
SUBJECT: IN THE MATTER OF ADVERTISING AND PROMOTIONAL ITEMS **KH**

Request:

Proposed item for approval is for the purpose of advertising and bringing into favorable notice the opportunities, possibilities and resources of the City of Tupelo.

ITEMS:

Various vendors \$10,000.00 Community Forward Festival, September 28, 2024



AGENDA REQUEST

TO: Mayor and City Council
FROM: Kim Hanna, CFO
DATE September 17, 2024
SUBJECT: IN THE MATTER OF BUDGET AMENDMENT #13 FOR FY 2024. **KH**

Request:

Please review and approve amendment #13 which includes:

- To increase the general fund for a MS Department of Archives grant received and transferred to the Tupelo Historic Preservation Society (\$20,000).
- To increase the Use Tax Funds received in the General Fund as well as the transfer to the capital fund (291,032).
- To increase the Coliseum Project Fund and the Coliseum Operating Fund for capital improvements (600,000) and to increase other services in the Coliseum to support event expenditures.
- To increase the Water Bond Fund for additional water tax received which is transferred to the Water District.
- To increase the Water & Sewer Funds for additional expenditures for fiscal year 2024.

ITEMS:

Amendment #13

**City of Tupelo
 FY 2024 Budget Revision #13**

Whereas, the Mayor and City Council of the City of Tupelo have determined that the budget estimates and certain increases are needed in the operating departments, it is hereby resolved to amend the FY 2024 Budget as follows:

	<u>Original Budget</u>	<u>Amendment</u>	<u>Amended Budget</u>
<u>General Fund Revenues</u>			
Local Taxes	8,718,760		8,718,760
Licenses & Permits	1,125,000		1,125,000
Intergovernmental Revenues	38,242,557	291,032	38,533,589
Charges for Services	698,000		698,000
Fines & Forfeits	647,227		647,227
Interest Income & Misc. Revenues	1,733,277	10,000	1,743,277
Other Financing Resources	224,209		224,209
Unreserved Fund Balance	4,005,616	-	4,005,616
Total General Fund Revenues	<u>55,394,646</u>	<u>301,032</u>	<u>55,695,678</u>

Purpose: To budget for additional infrastructure funds received in FY 2024 (281,032).
 To budget for grant and match received for Department of Archives project (SpringHill Baptist)

Expenditures:

City Council

Personnel	310,772		310,772
Supplies	6,000		6,000
Other Services & Charges	196,250		196,250
Capital	-	-	-
Total City Council	<u>513,022</u>	<u>-</u>	<u>513,022</u>

Purpose:

Executive Dept.

Personnel	1,151,489		1,151,489
Supplies	23,500		23,500
Other Services & Charges	289,850		289,850
Capital	-	-	-
Total Executive Dept.	<u>1,464,839</u>	<u>-</u>	<u>1,464,839</u>

Purpose:

City Court

Personnel	1,000,016		1,000,016
Supplies	32,300		32,300
Other Services & Charges	107,342		107,342
Capital	-	-	-
Total City Court	<u>1,139,658</u>	<u>-</u>	<u>1,139,658</u>

Purpose:

	Original Budget	Amendment	Amended Budget
<u>Finance Department</u>			
Personnel	891,767		891,767
Supplies	31,600		31,600
Other Services & Charges	624,325		624,325
Capital	326,400	-	326,400
	<u>1,874,092</u>	<u>-</u>	<u>1,874,092</u>

Purpose:

<u>Human Resources</u>			
Personnel	349,868		349,868
Supplies	4,100		4,100
Other Services & Charges	131,400		131,400
Capital	-	-	-
	<u>485,368</u>	<u>-</u>	<u>485,368</u>

Purpose:

<u>Development Services</u>			
Personnel	1,435,505		1,435,505
Supplies	37,172		37,172
Other Services & Charges	240,960		240,960
Capital	-	-	-
	<u>1,713,637</u>	<u>-</u>	<u>1,713,637</u>

Purpose:

<u>Police Dept</u>			
Personnel	10,029,989		10,029,989
Supplies	783,486		783,486
Other Services & Charges	2,600,455		2,600,455
Capital	505,827	-	505,827
	<u>13,919,757</u>	<u>-</u>	<u>13,919,757</u>

Purpose: To fund unexpected expenditures

<u>Fire Dept</u>			
Personnel	7,233,609		7,233,609
Supplies	435,288		435,288
Other Services & Charges	440,786		440,786
Capital	-	-	-
	<u>8,109,683</u>	<u>-</u>	<u>8,109,683</u>

Purpose: To fund unexpected maintenance needs.

	Original Budget	Amendment	Amended Budget
<u>Public Works</u>			
Personnel	3,339,911		3,339,911
Supplies	406,100		406,100
Other Services & Charges	2,375,258		2,375,258
Capital	<u>17,000</u>	<u>-</u>	<u>17,000</u>
Total Public Works	<u>6,138,269</u>	<u>-</u>	<u>6,138,269</u>
Purpose:			
<u>Parks & Recreation</u>			
Personnel	2,373,364		2,373,364
Supplies	466,385		466,385
Other Services & Charges	1,269,433		1,269,433
Capital	<u>31,659</u>	<u>-</u>	<u>31,659</u>
Total Parks & Rec	<u>4,140,841</u>	<u>-</u>	<u>4,140,841</u>
Purpose:			
<u>Aquatics Facility</u>			
Personnel	487,227		487,227
Supplies	103,500		103,500
Other Services & Charges	512,000		512,000
Capital	<u>17,530</u>	<u>-</u>	<u>17,530</u>
Total Aquatics Facility	<u>1,120,257</u>	<u>-</u>	<u>1,120,257</u>
Purpose:			
<u>Museum</u>			
Personnel	149,110		149,110
Supplies	9,000		9,000
Other Services & Charges	37,600		37,600
Capital	<u>4,000</u>	<u>-</u>	<u>4,000</u>
Total Museum	<u>199,710</u>	<u>-</u>	<u>199,710</u>
Purpose:			
Community Services	<u>1,354,613</u>	<u>20,000</u>	<u>1,374,613</u>
Purpose:			
Debt Service	<u>325,480</u>	<u>-</u>	<u>325,480</u>
Purpose:			
Other Financing Uses	<u>12,895,420</u>	<u>281,032</u>	<u>13,176,452</u>
Purpose To transfer Modern Infrastructure Funds to the Capital fund.			
Reserves	<u>-</u>	<u>-</u>	<u>-</u>
Total General Fund Expenditures	<u>55,394,646</u>	<u>301,032</u>	<u>55,695,678</u>

	Original Budget	Amendment	Amended Budget
Fund 105			
Coliseum Project Fund			
Revenues			
Other Financing Sources	2,215,120		2,215,120
Interest & Miscellaneous Income	-	-	-
Unreserved Fund Balance	<u>2,323</u>	<u>600,000</u>	<u>602,323</u>
Total Revenues	<u>2,217,443</u>	<u>600,000</u>	<u>2,817,443</u>
Expenditures			
Capital Outlay	-		-
Other Financing Uses	<u>2,217,443</u>	<u>600,000</u>	<u>2,817,443</u>
Total Expenditures	<u>2,217,443</u>	<u>600,000</u>	<u>2,817,443</u>

Purpose: To increase the amount of capital funds transferred to the Coliseum Operating for various projects

Fund 109
Coliseum Operating Fund

Revenues			
Charges for Services	4,562,000	600,000	5,162,000
Interest & Miscellaneous Income	10,000		10,000
Other Financing Sources	1,025,830	600,000	1,625,830
Unreserved Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>5,597,830</u>	<u>1,200,000</u>	<u>6,797,830</u>
Expenditures			
Personnel Services	1,617,080		1,617,080
Supplies	508,000		508,000
Other Services & Charges	2,822,750	600,000	3,422,750
Capital Outlay	<u>650,000</u>	<u>600,000</u>	<u>1,250,000</u>
Total Expenditures	<u>5,597,830</u>	<u>1,200,000</u>	<u>6,797,830</u>

Purpose: To increase the amount of revenue and expenditures above the expected amounts in the original budget.

	Original Budget	Amendment	Amended Budget
Fund 201			
Water G.O. Bond Fund			
Revenues			
Intergovernmental Revenues	4,600,000	100,000	4,700,000
Interest	-		-
Transfer from NEMRWSD	325,182		325,182
Unreserved Fund Balance	<u>325,181</u>	-	<u>325,181</u>
Total Revenues	<u>5,250,363</u>	<u>100,000</u>	<u>5,350,363</u>
Expenditures			
Principal Payment	415,000		415,000
Interest Payment	220,363		220,363
Agent Fees	15,000		15,000
Transfer to NEMRWSD	<u>4,600,000</u>	<u>100,000</u>	<u>4,700,000</u>
Total Expenditures	<u>5,250,363</u>	<u>100,000</u>	<u>5,350,363</u>

Purpose: To update the water tax received and transferred to the Water District.

Fund 400
Water & Sewer Fund

Revenues			
SRF Loans	13,000,000	1,500,000	14,500,000
Charges for Services	15,000,000		15,000,000
Interest & Misc Revenues	200,000		200,000
Retained Earnings-Beginning	<u>3,500,000</u>	-	<u>3,500,000</u>
Total Revenues	<u>31,700,000</u>	<u>1,500,000</u>	<u>33,200,000</u>
Expenditures			
Personnel Expenditures	2,955,095		2,955,095
Supplies	626,800	100,000	726,800
Other Services & Charges	5,344,000	300,000	5,644,000
Capital	<u>19,238,048</u>	<u>1,500,000</u>	<u>20,738,048</u>
Total Water & Sewer Expenditures	<u>28,163,943</u>	<u>1,900,000</u>	<u>30,063,943</u>
Debt Service	<u>833,027</u>	<u>-</u>	<u>833,027</u>
Other Financing Uses	<u>1,250,000</u>	<u>200,000</u>	<u>1,450,000</u>
Fund Balance	<u>1,453,030</u>	<u>(600,000)</u>	<u>853,030</u>
Total Expenditures	<u>31,700,000</u>	<u>1,500,000</u>	<u>33,200,000</u>

Purpose: To increase the budget for unexpected expenditures.

Voting

Councilman Chad Mims	_____
Councilman Lynn Bryan	_____
Councilman Travis Beard	_____
Councilman Nettie Davis	_____
Councilman Buddy Palmer	_____
Councilman Janet Gaston	_____
Councilman Rosie Jones	_____

Approved:

 President of the Council
 City of Tupelo

Attest:

 Clerk of the Council

 Mayor
 City of Tupelo

Attest:

 City Clerk



AGENDA REQUEST

TO: Mayor and City Council

FROM: Abby Christian, Grant Writer

DATE: 17 September 2024

SUBJECT: IN THE MATTER OF APPROVAL TO SUBMIT AN APPLICATION FOR MS OUTDOOR STEWARDSHIP TRUST FUND GRANT – BALLARD PARK WALKING TRACK IMPROVEMENTS SEPT 2024 AC

Request: Requesting approval to submit a MOSTF application for the Ballard Park walking track improvements. This request was before Council on 9/3; however, the distance of track we would like to improve (9,375 ft.), match amount and cost of the improvements has increased.

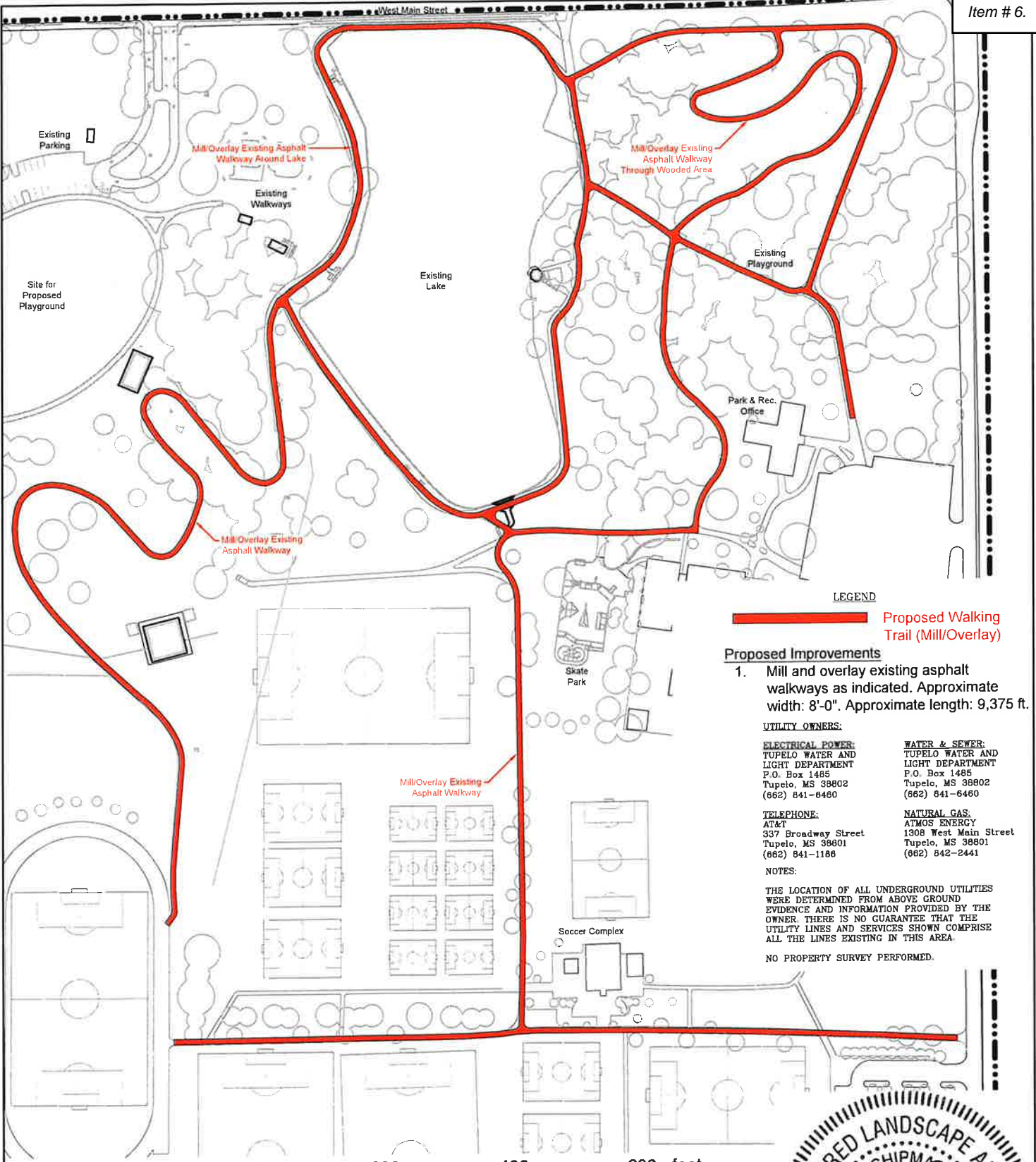
Agency: Mississippi Department of Finance and Administration

Grant: MS Outdoor Stewardship Trust Fund (MOSTF)

Grant #: N/A

Match: 30%

Submission Deadline: Extension to 18 September 2024



LEGEND

Proposed Walking Trail (Mill/Overlay)

Proposed Improvements

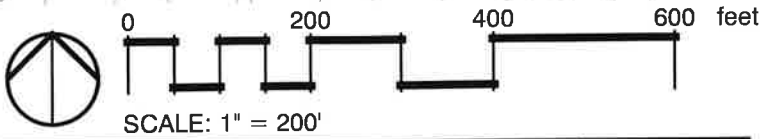
1. Mill and overlay existing asphalt walkways as indicated. Approximate width: 8'-0". Approximate length: 9,375 ft.

UTILITY OWNERS:

ELECTRICAL POWER: TUPELO WATER AND LIGHT DEPARTMENT P.O. Box 1485 Tupelo, MS 38802 (662) 841-6460	WATER & SEWER: TUPELO WATER AND LIGHT DEPARTMENT P.O. Box 1485 Tupelo, MS 38802 (662) 841-6460
TELEPHONE: AT&T 337 Broadway Street Tupelo, MS 38801 (662) 841-1188	NATURAL GAS: ATMOS ENERGY 1308 West Main Street Tupelo, MS 38801 (662) 842-2441

NOTES:

THE LOCATION OF ALL UNDERGROUND UTILITIES WERE DETERMINED FROM ABOVE GROUND EVIDENCE AND INFORMATION PROVIDED BY THE OWNER. THERE IS NO GUARANTEE THAT THE UTILITY LINES AND SERVICES SHOWN COMPRISE ALL THE LINES EXISTING IN THIS AREA.
NO PROPERTY SURVEY PERFORMED.



Sloan Landscape Architecture
321 West Main Street
Suite 2
Tupelo, MS 38804
P: 662-832-8139
F: 662-432-8139

**City of Tupelo, MS- Ballard Park
Walkway Improvements
Site Plan**
2629 West Main Street, Tupelo, MS

Project Number
240029.00
Date: 09.12.2024
Scale: As Indicated
Drawn By: S. Sloan



Ballard Park Walking Trail Improvements

Over 9,000 feet of track

Asphalt, mill, base repairs, site survey and professional services = \$276,025.20

30% match = \$82,807.56



AGENDA REQUEST

TO: Mayor and City Council

FROM: Abby Christian, Grant Writer

DATE 17 September 2024

SUBJECT: IN THE MATTER OF APPROVAL FOR MAYOR TO SIGN RESOLUTION FOR MS OUTDOOR STEWARDSHIP TRUST FUND GRANT AUTHORIZING THE APPLICATION AND COMMITTING ALL FUNDS TO COMPLETE THE BALLARD PARK WALKING TRACK IMPROVEMENTS – REVISED 17 SEPT 2024**AC**

Request: Requesting approval for the Mayor to sign a resolution authorizing the application and committing all funds required to complete the proposed project – Ballard Park walking track improvements.

Agency: Mississippi Department of Finance and Administration

Grant: MS Outdoor Stewardship Trust Fund (MOSTF)

Grant #: N/A

Match: 30%

Submission Deadline: Extension to 18 September 2024



AGENDA REQUEST

TO: Mayor and City Council
FROM: Tanner Newman, Director of Development Services
DATE September 12, 2024
SUBJECT: IN THE MATTER OF LOT MOWING TN

Request:

Please review and approve the final lot mowing list.

Preliminary Lot Mowing Report for 09/17/24

Item # 8.

	Violation Ref	Parcel	Location	Owner	Owner Address	Owner City State Zip	Inspector
1.	47788	088N3305700	151 CANAL ST	WENSLEY COLLEEN M	POST OFFICE BOX 6474	CONCORD, CA 94524-1474	JLB
2.	47822	089F3010501	527 N CHURCH ST	CABRAL SENOVIA	2512 PATTERSON DR	TUPELO, MS 338804	TP
3.	47823	089F3010601	523 N CHURCH ST	CABRAL SENOVIA	2512 PATTERSON DR	TUPELO, MS 338804	TP
4.	47824	089F3010301	704 N MADISON ST	MEREDITH MARTIN	704 N. MADISON	TUPELO, MS 38804	TP
5.	47825	075E1608301	2680 SAINT ANNES DR	GREER MICHAEL D & LORI T	P O BOX 907	TUPELO, MS 38802	TP
6.	47826	075E1608600	4663 SUNNINGDALE DR	BRISTER STEVEN LLOYD & JULIE B	2650 NORTHPLACE DRIVE	TUPELO, MS 38804	TP
7.	47833	078V3402104	W MAIN ST	WESTPARK LAND LLC	324 TROY STREET	TUPELO, MS 38804	DS
8.	47845	077Q3611200	1521 REED ST	PRITCHARD CHRISTOPHER	1521 REED	TUPELO, MS 38801	TP
9.	47846	077Q3612400	1502 REED ST	SWINEA JAMES (LUCILLE)	421 RD 830	PLANTERSVILLE, MS 38862	TP
10	47847	077Q3610700	1507 REED ST	CALLAHAN HOMES LLC	203 LEWIS STREET	FLORENCE, MS 39073	TP
11							
12							



AGENDA REQUEST

TO: Mayor and City Council

FROM: Tanner Newman, Director of Development Services

DATE: September 12, 2024

SUBJECT: IN THE MATTER OF REVIEW AND APPROVE LIENS FOR LOT MOWING
TN

Request:

ADDRESS	PARCEL	LIEN AMOUNT
518 Rogers Lane	089B-30-007-00	\$300.00
4945 Endville Road	075S-16-001-01	\$500.00
3424 Walsh Road	075S-16-001-02	\$500.00
920 Blair Street	089J-31-183-00	\$500.00

**BEFORE THE MAYOR AND CITY COUNCIL OF
THE CITY OF TUPELO, MISSISSIPPI**

CITY OF TUPELO, MISSISSIPPI

LIENOR

VS.

CASE NO. 47718

MARK HARDIN

OWNER

**RESOLUTION ADJUDICATING COST AND ASSESSING LIEN AGAINST REAL PROPERTY UNDER
MISS. CODE ANN. 21-19-11 (1972) AS AMENDED**

1. Pursuant to Miss. Code Ann. §21-19-11 (1972), as amended, the City of Tupelo gave notice of a public hearing before the governing authorities of the City of Tupelo to **MARK HARDIN**, (Owner of the property described herein below) to determine whether the real property described herein below was in such a state of uncleanliness as to be a menace to the public health, safety and welfare of the community.

Property Owner: MARK HARDIN

Address of Owner: 1407 KRAMER DRIVE
 CARSON, CA 90746

Parcel Number: 089B-30-007-00

Address of Violation: 518 ROGERS LANE

2. The hearing was held before the Mayor and City Council of the City of Tupelo on **09/03/2024** following which the property referenced above was found to be a menace to the public health and safety, and the property was ordered to be cleaned immediately. Subsequent to this date, and in accordance with Miss. Code Ann. §21-19-11 (1972), as amended, the City of Tupelo proceeded to have the property mowed.

3. Pursuant to Miss. Code Ann. §21-19-11 (1972, as amended), City of Tupelo shall charge Owner with the actual cost of demolition, including administrative and legal costs of the municipality, and may also impose a penalty of one-half of the actual cost or \$1500.00, whichever is more.

4. The City of Tupelo, by and through its council, at a regularly scheduled meeting held on **09/17/2024**, adjudicated the actual cost of lot mowing to be **\$300.00**. This amount is assessed as a lien on the real property described above.

5. This assessment will be enrolled as a judgment lien on the Lee County, Mississippi judgment roll in the office of the Circuit Clerk of Lee County, Mississippi by providing a certified copy of this resolution to the Circuit Clerk. If unpaid, the lien shall be turned over to the tax collector of the municipality on the 30th day of September, 2024, who shall proceed place on the tax roll and to sell the land to satisfy the lien as now provided by law for the sale of lands for delinquent municipal taxes. The lien against the property shall be an encumbrance upon the property and shall follow title of the property.

6. Prior to its collection as a judgment lien, this assessment may be collected as a civil debt, and the City of Tupelo may institute a suit on open account against the owner of the property in a court of competent jurisdiction in the manner provided by law for the cost and any penalty, plus court costs, reasonable attorney's fees and interest from the date that the property was cleaned. Pursuant to Miss. Code Ann. § 27-41-9 (1972, as amended), an interest charge of one-half of one percent (1/2 of 1%) will accrue monthly on all unpaid liens.

7. The Director of Development Services is hereby directed to cause a copy of this Resolution to be mailed to the owner advising of the assessment of a lien against the property, and the Owner's right to appeal under Miss. Code Ann §11-51-75 (1972, as amended).

WHEREUPON, the foregoing Resolution was declared passed and adopted at a regular meeting of the City Council of Tupelo, Mississippi, on this, the 17th day of September, 2024.

CITY OF TUPELO, MISSISSIPPI

BY: _____
NETTIE DAVIS, Council President

ATTEST:

MISSY SHELTON, Clerk of the Council

APPROVED:

TODD JORDAN., Mayor

Date

**BEFORE THE MAYOR AND CITY COUNCIL OF
THE CITY OF TUPELO, MISSISSIPPI**

CITY OF TUPELO, MISSISSIPPI

LIENOR

VS.

CASE NO. 47759

JUAN & REFUGIO ALVARADO

OWNERS

**RESOLUTION ADJUDICATING COST AND ASSESSING LIEN AGAINST REAL PROPERTY UNDER
MISS. CODE ANN. 21-19-11 (1972) AS AMENDED**

1. Pursuant to Miss. Code Ann. §21-19-11 (1972), as amended, the City of Tupelo gave notice of a public hearing before the governing authorities of the City of Tupelo to **JUAN & REFUGIO ALVARADO**, (Owner of the property described herein below) to determine whether the real property described herein below was in such a state of uncleanness as to be a menace to the public health, safety and welfare of the community.

Property Owner: JUAN & REFUGIO ALVARADO

Address of Owner: 4945 ENDVILLE ROAD
BELDEN, MS 38826

Parcel Number: 075S-16-001-01

Address of Violation: 4945 ENDVILLE ROAD

2. The hearing was held before the Mayor and City Council of the City of Tupelo on **09/03/2024** following which the property referenced above was found to be a menace to the public health and safety, and the property was ordered to be cleaned immediately. Subsequent to this date, and in accordance with Miss. Code Ann. §21-19-11 (1972), as amended, the City of Tupelo proceeded to have the property mowed.

3. Pursuant to Miss. Code Ann. §21-19-11 (1972, as amended), City of Tupelo shall charge Owner with the actual cost of demolition, including administrative and legal costs of the municipality, and may also impose a penalty of one-half of the actual cost or \$1500.00, whichever is more.

4. The City of Tupelo, by and through its council, at a regularly scheduled meeting held on **09/17/2024**, adjudicated the actual cost of lot mowing to be **\$500.00**. This amount is assessed as a lien on the real property described above.

5. This assessment will be enrolled as a judgment lien on the Lee County, Mississippi judgment roll in the office of the Circuit Clerk of Lee County, Mississippi by providing a certified copy of this resolution to the Circuit Clerk. If unpaid, the lien shall be turned over to the tax collector of the municipality on the 30th day of September, 2024, who shall proceed place on the tax roll and to sell the land to satisfy the lien as now provided by law for the sale of lands for delinquent municipal taxes. The lien against the property shall be an encumbrance upon the property and shall follow title of the property.

6. Prior to its collection as a judgment lien, this assessment may be collected as a civil debt, and the City of Tupelo may institute a suit on open account against the owner of the property in a court of competent jurisdiction in the manner provided by law for the cost and any penalty, plus court costs, reasonable attorney's fees and interest from the date that the property was cleaned. Pursuant to Miss. Code Ann. § 27-41-9 (1972, as amended), an interest charge of one-half of one percent (1/2 of 1%) will accrue monthly on all unpaid liens.

7. The Director of Development Services is hereby directed to cause a copy of this Resolution to be mailed to the owner advising of the assessment of a lien against the property, and the Owner's right to appeal under Miss. Code Ann §11-51-75 (1972, as amended).

WHEREUPON, the foregoing Resolution was declared passed and adopted at a regular meeting of the City Council of Tupelo, Mississippi, on this, the 17th day of September, 2024.

CITY OF TUPELO, MISSISSIPPI

BY: _____
NETTIE DAVIS, Council President

ATTEST:

MISSY SHELTON, Clerk of the Council

APPROVED:

TODD JORDAN., Mayor

Date

**BEFORE THE MAYOR AND CITY COUNCIL OF
THE CITY OF TUPELO, MISSISSIPPI**

CITY OF TUPELO, MISSISSIPPI

LIENOR

VS.

CASE NO. 47770

CHARLES FISHER

OWNERS

**RESOLUTION ADJUDICATING COST AND ASSESSING LIEN AGAINST REAL PROPERTY UNDER
MISS. CODE ANN. 21-19-11 (1972) AS AMENDED**

1. Pursuant to Miss. Code Ann. §21-19-11 (1972), as amended, the City of Tupelo gave notice of a public hearing before the governing authorities of the City of Tupelo to **CHARLES FISHER**, (Owner of the property described herein below) to determine whether the real property described herein below was in such a state of uncleanliness as to be a menace to the public health, safety and welfare of the community.

Property Owner: CHARLES FISHER
Address of Owner: 2409 21ST AVENUE NORTH
COLUMBUS, MS 39701
Parcel Number: 089J-31-183-00
Address of Violation: 920 BLAIR STREET

2. The hearing was held before the Mayor and City Council of the City of Tupelo on **09/03/2024** following which the property referenced above was found to be a menace to the public health and safety, and the property was ordered to be cleaned immediately. Subsequent to this date, and in accordance with Miss. Code Ann. §21-19-11 (1972), as amended, the City of Tupelo proceeded to have the property mowed.

3. Pursuant to Miss. Code Ann. §21-19-11 (1972, as amended), City of Tupelo shall charge Owner with the actual cost of demolition, including administrative and legal costs of the municipality, and may also impose a penalty of one-half of the actual cost or \$1500.00, whichever is more.

4. The City of Tupelo, by and through its council, at a regularly scheduled meeting held on **09/17/2024**, adjudicated the actual cost of lot mowing to be **\$500.00**. This amount is assessed as a lien on the real property described above.

5. This assessment will be enrolled as a judgment lien on the Lee County, Mississippi judgment roll in the office of the Circuit Clerk of Lee County, Mississippi by providing a certified copy of this resolution to the Circuit Clerk. If unpaid, the lien shall be turned over to the tax collector of the municipality on the 30th day of September, 2024, who shall proceed place on the tax roll and to sell the land to satisfy the lien as now provided by law for the sale of lands for delinquent municipal taxes. The lien against the property shall be an encumbrance upon the property and shall follow title of the property.

6. Prior to its collection as a judgment lien, this assessment may be collected as a civil debt, and the City of Tupelo may institute a suit on open account against the owner of the property in a court of competent jurisdiction in the manner provided by law for the cost and any penalty, plus court costs, reasonable attorney's fees and interest from the date that the property was cleaned. Pursuant to Miss. Code Ann. § 27-41-9 (1972, as amended), an interest charge of one-half of one percent (1/2 of 1%) will accrue monthly on all unpaid liens.

7. The Director of Development Services is hereby directed to cause a copy of this Resolution to be mailed to the owner advising of the assessment of a lien against the property, and the Owner's right to appeal under Miss. Code Ann §11-51-75 (1972, as amended).

WHEREUPON, the foregoing Resolution was declared passed and adopted at a regular meeting of the City Council of Tupelo, Mississippi, on this, the 17th day of September, 2024.

CITY OF TUPELO, MISSISSIPPI

BY: _____
NETTIE DAVIS, Council President

ATTEST:

MISSY SHELTON, Clerk of the Council

APPROVED:

TODD JORDAN., Mayor

Date

**BEFORE THE MAYOR AND CITY COUNCIL OF
THE CITY OF TUPELO, MISSISSIPPI**

CITY OF TUPELO, MISSISSIPPI

LIENOR

VS.

CASE NO. 47760

JIMMIE WILLIAMS ESTATE

OWNER

**RESOLUTION ADJUDICATING COST AND ASSESSING LIEN AGAINST REAL PROPERTY UNDER
MISS. CODE ANN. 21-19-11 (1972) AS AMENDED**

1. Pursuant to Miss. Code Ann. §21-19-11 (1972), as amended, the City of Tupelo gave notice of a public hearing before the governing authorities of the City of Tupelo to **JIMMY WILLIAMS ESTATE**, (Owner of the property described herein below) to determine whether the real property described herein below was in such a state of uncleanness as to be a menace to the public health, safety and welfare of the community.

Property Owner: JIMMIE WILLIAMS ESTATE

Address of Owner: 3424 WALSH ROAD
BELDEN, MS 38826

Parcel Number: 075S-16-001-02

Address of Violation: 3424 WALSH ROAD

2. The hearing was held before the Mayor and City Council of the City of Tupelo on **09/03/2024** following which the property referenced above was found to be a menace to the public health and safety, and the property was ordered to be cleaned immediately. Subsequent to this date, and in accordance with Miss. Code Ann. §21-19-11 (1972), as amended, the City of Tupelo proceeded to have the property mowed.

3. Pursuant to Miss. Code Ann. §21-19-11 (1972, as amended), City of Tupelo shall charge Owner with the actual cost of demolition, including administrative and legal costs of the municipality, and may also impose a penalty of one-half of the actual cost or \$1500.00, whichever is more.

4. The City of Tupelo, by and through its council, at a regularly scheduled meeting held on **09/17/2024**, adjudicated the actual cost of lot mowing to be **\$500.00**. This amount is assessed as a lien on the real property described above.

5. This assessment will be enrolled as a judgment lien on the Lee County, Mississippi judgment roll in the office of the Circuit Clerk of Lee County, Mississippi by providing a certified copy of this resolution to the Circuit Clerk. If unpaid, the lien shall be turned over to the tax collector of the municipality on the 30th day of September, 2024, who shall proceed place on the tax roll and to sell the land to satisfy the lien as now provided by law for the sale of lands for delinquent municipal taxes. The lien against the property shall be an encumbrance upon the property and shall follow title of the property.

6. Prior to its collection as a judgment lien, this assessment may be collected as a civil debt, and the City of Tupelo may institute a suit on open account against the owner of the property in a court of competent jurisdiction in the manner provided by law for the cost and any penalty, plus court costs, reasonable attorney's fees and interest from the date that the property was cleaned. Pursuant to Miss. Code Ann. § 27-41-9 (1972, as amended), an interest charge of one-half of one percent (1/2 of 1%) will accrue monthly on all unpaid liens.

7. The Director of Development Services is hereby directed to cause a copy of this Resolution to be mailed to the owner advising of the assessment of a lien against the property, and the Owner's right to appeal under Miss. Code Ann §11-51-75 (1972, as amended).

WHEREUPON, the foregoing Resolution was declared passed and adopted at a regular meeting of the City Council of Tupelo, Mississippi, on this, the 17th day of September, 2024.

CITY OF TUPELO, MISSISSIPPI

BY: _____
NETTIE DAVIS, Council President

ATTEST:

MISSY SHELTON, Clerk of the Council

APPROVED:

TODD JORDAN., Mayor

Date



AGENDA REQUEST

TO: Mayor and City Council
FROM: Dennis Bonds, City Engineer
DATE September 12, 2024
SUBJECT: IN THE MATTER OF APPROVAL OF MAJOR THOROUGHFARE COMMITTEE MEETING MINUTES AUGUST 12, 2024 **DRB**

Request: DRB

See attached minutes from the August 12, 2024 Major Thoroughfare Meeting



Tupelo Major Thoroughfare Program Minutes

Date: 08/12/2024 Time: 4:30 PM Call to Order: Greg Pirkle Meeting Adjourned: 5:06 PM

ROLL CALL: Brent Spears

In Attendance

MAJOR THOROUGHFARE MEMBERS PRESENT:

Greg Pirkle	Danny Riley	Bill Cleveland	Jon Milstead	Terry Bullard
Raphael Henry	Stuart Johnson	Charlotte Loden	David Rumbarger	Robert Traylor
Dan Rupert				

MAJOR THOROUGHFARE MEMBERS NOT PRESENT:

Ernie Joyner	Drew Robertson	George Jones	Robin Haire	CW Jackson	Ted Roach
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OTHERS PRESENT:

Dennis Bonds	Brent Spears	John White	Kim Hannah	Don Lewis	Janet Gaston
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Approval of Minutes

Chairman Greg Pirkle asked the Committee to review and approve the minutes of the July 8, 2024 Major Thoroughfare Program regular meeting. David Rumbarger made a motion to accept the minutes. Stuart Johnson seconded the motion.

Minutes were approved unanimously by Committee.

Budget Report

Financials for the Major Thoroughfare Phase VII Budget Report for the month ending July 31, 2024 were unavailable due to computer issues. Dennis Bonds went over the projected numbers from the previous months statement.

Dennis Bonds reviewed updates on the current projects

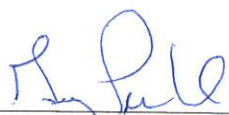
- Maintenance Work
 - Falcon has done Mill & Overlay work on MTP Roads.
- Jackson Street (Madison to Front)
 - Underground Utility work is ongoing.
- New Road (Gloster to Northern Loop)
 - Next step is to share R.O.W. and Construction Easement request with property owners. All owners are agreeable to donate needed R.O.W.
 - John White and I met with Natchez Trace Officials on July 17th to share road plans and discuss Scenic Easement restrictions.

Open Discussion

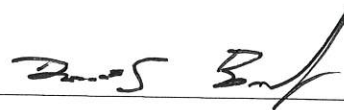
There was discussion of the New Road (Gloster to Northern Loop) Dennis Bonds stated that all the property owners had been contacted with the alignment and are agreeable to donate R.O.W. as long as everyone is agreeable to donate. He stated we are waiting on legal to prepare deeds for signatures.

Charlotte Loden stated the Street Selection Committee had narrowed the list down of potential projects and had traffic counts. Dennis Bonds went thru the list of traffic counts. There was discussion and questions about the traffic counts among the committee.

With no further business to discuss, the meeting was adjourned.



Chairman Greg Pirkle



Recorded by Brent Spears

Submitted by Dennis Bonds



AGENDA REQUEST

TO: Mayor and City Council
FROM: Alex Farned, Director
DATE September 12, 2024
SUBJECT: IN THE MATTER OF APPROVAL OF AWARD FOR THE RFP FOR THE BALLARD PARK ALL ACCESSIBLE PLAYGROUND AF

Request:

We would like for the City Council and Mayor to award the RFP for Ballard Park All Accessible Playground to Bliss Products as the most practical and advantages proposal for the City. A report of the selection committees finding will be attached. This RFP has been approved by legal.

Attachments

1. Recommendation Letter
2. Bid Tab
3. Combined Committee Members Scoring Sheets
4. Individual Committee Member Score Sheet
5. RFP
6. Addendums 1 – 4

Committee Members

Alex Farned, Director of Parks and Recreation
Don Lewis, COO of City of Tupelo
Leigh Ann Mattox, Recreation Director
Shipman Sloan, Architect
Janet Gaston, Council Member of Ward 6

September 12th, 2024

Mr. Alex Farned, Director of Parks and Recreation
City of Tupelo
71 East Troy Street
Tupelo, MS 38804

**RE: City of Tupelo, Department of Parks and Recreation –
Playground at Ballard Park, Request for Proposal**

Dear Mr. Farned:

Proposals were received on Tuesday, August 6th, 2024, on the above-noted project. There were 7 proposals submitted that met the requirements set forth in the RFP listed as follows: Burke Recreation (Planet Recess), Innovative Recreation, Landscape Structures (Moonshot Recreation), Struthers Recreation, Pelican Playgrounds, Bliss Products, and Wilco Services (Midsouth Recreation). All offerers submitted proposals for an ADA accessible playground ranging in cost from \$1,831,341.19 to \$2,000,000.00 (see attached bid tab).

A selection committee ranked proposals based on the scoring criteria specified in the RFP as follows: Bliss Products **93.76%** , Struthers Recreation **93.10%** , Burke Recreation (Planet Recess) **92.99%** , Pelican Playgrounds **92.00%** , Structures (Moonshot Recreation) **89.52%** , Innovative Recreation **87.11%** , and Wilco Services (Midsouth Recreation) **86.28%** . Please see attached scorecards.

Based on the collective scoring criteria, it is my recommendation to accept the proposal from Bliss Products based upon their submitted proposal for the **Base Bid amount of \$2,000,000.00.**

If you have any questions or concerns, please feel free to give me a call at (662) 432-4146.

Sincerely,



Shipman Sloan, PLA

pc: Alex Farned, Director of Parks and Recreation; Don Lewis, COO; Traci Dillard, Finance; Missy Shelton, Council Clerk
File PN: 240018.00, CBN: 2024-040PR

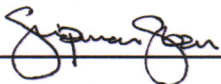
CBN: 2024-040PR

City of Tupelo, MS- Department of Parks and Recreation
Phase II Ballard Park: Playground at Ballard Park RFP

Opening Date: 08/06/2024
Opening Time: 10:00 a.m.

Company:	Bliss Products and Services, Inc.	Evergreen Landscaping (Inovative Recreation)	Great Southern Recreation	Struthers Recreation, LLC
Bid Title, Company Name & Address, Date & Time of Proposal (on outside of envelope)	Yes	Yes		Yes
MS Certificate of Responsibility	22932-SC	Yes		24450-SC
Addendum Acknowledged	Yes	Not Included, Acknowledged via email		Yes
Bid Bond	Merchants National Bonding, Inc.			FCCI Insurance Company
Insurance Requirements	Yes	Yes		Yes
Company Representatives	Yes	Yes		Yes
Company History	Yes	Yes		Yes
Project Summary	Yes	Yes		Yes
Proposed Playground	Yes	Yes		Yes
Materials List	Yes	Yes		Yes
Pricing	\$2,000,000.00	\$1,980,000.00		\$1,994,156.14
Alternate Pricing	\$73,034.00	\$57,000.00		\$58,253.00
Past Performance	Yes	Yes		Yes
Warranties	Yes	Yes		Yes
After Purchase Maintenance	Yes	Yes		Yes

Certified Correct By:



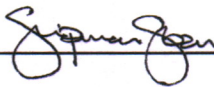
CBN: 2024-040PR

City of Tupelo, MS- Department of Parks and Recreation
Phase II Ballard Park: Playground at Ballard Park RFP

Opening Date: 08/06/2024
Opening Time: 10:00 a.m.

Company:	Mid-South Recreation, Inc. (Wilco Services, LLC)	Moonshot Recreation, LLC (Landscape Structures)	Pelican Playgrounds	Planet Recess
Bid Title, Company Name & Address, Date & Time of Proposal (on outside of envelope)	Yes	Yes	Yes	Yes
MS Certificate of Responsibility	13848-SC	15739-SC	24001-SC	13345-SC
Addendum Acknowledged	Yes	Yes	Yes	Yes
Bid Bond	Old Republic Surety Company	Liberty Mutual Insurance Company	Travelers Casualty and Surety Company of America	Swiss RE Corp. Solutions America Insurance Company
Insurance Requirements	Yes	Yes	Yes	Yes
Company Representatives	Yes	Yes	Yes	Yes
Company History	Yes	Yes	Yes	Yes
Project Summary	Yes	Yes	Yes	Yes
Proposed Playground	Yes	Yes	Yes	Yes
Materials List	No, Requested via email, will submit with Presentation	Yes	Yes	Yes
Pricing	\$2,000,000.00	\$1,998,865.00	\$1,831,341.19	\$2,000,000.00
Alternate Pricing	\$45,000.00	\$153,430.00	\$168,653.00	Included in Base Price
Past Performance	Yes	Yes	Yes	Yes
Warranties	Yes	Yes	Yes	Yes
After Purchase Maintenance	Yes	Yes	Yes	Yes

Certified Correct By:



City of Tupelo, MS Department of Parks and Recreation
 Phase II Ballard Park: All-Accessible Playground
 Proposal Scorecard

Combined Committee Members Scoring

Burke (Planet Recess)			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		34.99
Technical	35%		30.4
Management	15%		12.8
Cost	15%		13.4
Total:			91.59

Innovative Recreation			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		33.11
Technical	35%		30.8
Management	15%		12
Cost	15%		11.6
Total:			87.51

Moonshot (Landscape Structures)			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		32.52
Technical	35%		31
Management	15%		12.8
Cost	15%		11.2
Total:			87.52

Struthers Recreation			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		34.1
Technical	35%		32
Management	15%		13
Cost	15%		13
Total:			92.1

Pelican Playgrounds			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		35
Technical	35%		31.6
Management	15%		13.2
Cost	15%		11.2
Total:			91

Bliss			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		33.76
Technical	35%		34.4
Management	15%		13
Cost	15%		13
Total:			94.16

Midsouth Recreation			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		34.28
Technical	35%		30
Management	15%		11.2
Cost	15%		11.4
Total:			86.88

City of Tupelo, MS Department of Parks and Recreation
 Phase II Ballard Park: All-Accessible Playground
 Proposal Scorecard
 Committee Member #1

Burke (Planet Recess)			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		34.99
Technical	35%		30
Management	15%		14
Cost	15%		14
Total:			92.99

Innovative Recreation			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		33.11
Technical	35%		31
Management	15%		11
Cost	15%		12
Total:			87.11

Moonshot (Landscape Structures)			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		32.52
Technical	35%		32
Management	15%		13
Cost	15%		12
Total:			89.52

Struthers Recreation			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		34.1
Technical	35%		32
Management	15%		14
Cost	15%		13
Total:			93.1

Pelican Playgrounds			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		35
Technical	35%		32
Management	15%		14
Cost	15%		11
Total:			92

Bliss			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		33.76
Technical	35%		34
Management	15%		13
Cost	15%		13
Total:			93.76

Midsouth Recreation			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		34.28
Technical	35%		30
Management	15%		11
Cost	15%		11
Total:			86.28

City of Tupelo, MS Department of Parks and Recreation
 Phase II Ballard Park: All-Accessible Playground
 Proposal Scorecard
Committee Member #2

Burke (Planet Recess)			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		34.99
Technical	35%		30
Management	15%		12
Cost	15%		13
Total:			89.99

Innovative Recreation			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		33.11
Technical	35%		31
Management	15%		13
Cost	15%		12
Total:			89.11

Moonshot (Landscape Structures)			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		32.52
Technical	35%		30
Management	15%		13
Cost	15%		11
Total:			86.52

Struthers Recreation			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		34.1
Technical	35%		33
Management	15%		12
Cost	15%		13
Total:			92.1

Pelican Playgrounds			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		35
Technical	35%		32
Management	15%		12
Cost	15%		11
Total:			90

Bliss			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		33.76
Technical	35%		34
Management	15%		12
Cost	15%		13
Total:			92.76

Midsouth Recreation			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		34.28
Technical	35%		30
Management	15%		12
Cost	15%		11
Total:			87.28

City of Tupelo, MS Department of Parks and Recreation
 Phase II Ballard Park: All-Accessible Playground
 Proposal Scorecard
 Committee Member #3

Burke (Planet Recess)			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		34.99
Technical	35%		32
Management	15%		13
Cost	15%		13
Total:			92.99

Innovative Recreation			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		33.11
Technical	35%		31
Management	15%		11
Cost	15%		12
Total:			87.11

Moonshot (Landscape Structures)			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		32.52
Technical	35%		31
Management	15%		12
Cost	15%		11
Total:			86.52

Struthers Recreation			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		34.1
Technical	35%		31
Management	15%		14
Cost	15%		13
Total:			92.1

Pelican Playgrounds			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		35
Technical	35%		32
Management	15%		14
Cost	15%		12
Total:			93

Bliss			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		33.76
Technical	35%		35
Management	15%		14
Cost	15%		13
Total:			95.76

Midsouth Recreation			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		34.28
Technical	35%		31
Management	15%		11
Cost	15%		12
Total:			88.28

City of Tupelo, MS Department of Parks and Recreation
 Phase II Ballard Park: All-Accessible Playground
 Proposal Scorecard
 Committee Member #4

Burke (Planet Reccess)			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		34.99
Technical	35%		29
Management	15%		12
Cost	15%		13
Total:			88.99

Innovative Recreation			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		33.11
Technical	35%		32
Management	15%		13
Cost	15%		11
Total:			89.11

Moonshot (Landscape Structures)			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		32.52
Technical	35%		31
Management	15%		13
Cost	15%		11
Total:			87.52

Struthers Recreation			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		34.1
Technical	35%		32
Management	15%		12
Cost	15%		13
Total:			91.1

Pelican Playgrounds			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		35
Technical	35%		31
Management	15%		12
Cost	15%		11
Total:			89

Bliss			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		33.76
Technical	35%		34
Management	15%		12
Cost	15%		13
Total:			92.76

Midsouth Recreation			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		34.28
Technical	35%		30
Management	15%		12
Cost	15%		12
Total:			88.28

City of Tupelo, MS Department of Parks and Recreation
 Phase II Ballard Park: All-Accessible Playground
 Proposal Scorecard
 Committee Member #5

Burke (Planet Recess)			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		34.99
Technical	35%		31
Management	15%		13
Cost	15%		14
Total:			92.99

Innovative Recreation			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		33.11
Technical	35%		29
Management	15%		12
Cost	15%		11
Total:			85.11

Moonshot (Landscape Structures)			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		32.52
Technical	35%		31
Management	15%		13
Cost	15%		11
Total:			87.52

Struthers Recreation			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		
Technical	35%		
Management	15%		
Cost	15%		
Total:			

Pelican Playgrounds			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		35
Technical	35%		31
Management	15%		14
Cost	15%		11
Total:			91

Bliss			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		33.76
Technical	35%		35
Management	15%		14
Cost	15%		13
Total:			95.76

Midsouth Recreation			
Scoring Factor	Weighting (%)	Score (1-10)	Weighted Score
Price	35%		34.28
Technical	35%		29
Management	15%		10
Cost	15%		11
Total:			84.28

REQUEST FOR PROPOSAL
PLAYGROUND AT BALLARD PARK
FOR THE
CITY OF TUPELO, MISSISSIPPI



REQUEST FOR PROPOSALS
2024- 040PR
City of Tupelo, Mississippi
REQUEST FOR PROPOSALS (hereinafter "RFP")
Description: Ballard Park All-Accessible Playground
Playground RFP Deadline: 10:00 a.m., July 16, 2024

ADVERTISEMENT FOR PROPOSALS

NOTICE is hereby given that the Mayor and City Council of the City of Tupelo, Mississippi (hereinafter "the CITY) will receive written sealed proposals (RFP) until the hour of 10:00 o'clock A.M. local time on July 16, 2024 at the Tax Collection Office, City Hall 1st Floor, 71 East Troy Street, Tupelo, Mississippi, 38804 for the construction of the project including design, final grading, selection of playground equipment and structures, installation of playground equipment and structures, emplacement of playground safety surfaces and maintenance/replacement aspects of the Project designated as the "PHASE II BALLARD PARK: PLAYGROUND AT BALLARD PARK", RFP No. 2024-040PR, with a copy of this RFP being on file at the office of the City Clerk at City Hall in Tupelo, Mississippi.

Documents, including the full Request for Proposal, Specifications and Exhibits may be obtained in hard copy or electronic format by visiting www.tupelomsbids.com. For questions regarding the website or obtaining documents, you may contact Plan House at 662-407-0193.

A Pre-Proposal Meeting will be held at the Park and Recreation Main Office (Ballard Park), 655 Rutherford Road, Tupelo, MS Time 1:00 p.m., July 2, 2024. Information will be supplemented regarding remote participation. The Pre-Proposal Meeting will include a discussion of the plans, specifications, program requirements, Contract Documents, etc. The Pre-Proposal Meeting is not mandatory but all proposers are encouraged to attend.

Any questions should be directed in writing/email to the Owner's project manager below prior to the deadline between the hours of 8:00a.m. and 4:00p.m. Monday through Thursday.

Owner's Project Manager:**City of Tupelo****Attn: Alex Farned, Director Parks and Recreation****71 East Troy Street, Tupelo, MS 38804,****662-841-6513****alex.farned@tupeloms.gov**

Interested firms are required to submit one original and five (5) copies of their response marked "Request for Proposals – Ballard Park Playground and should be received by 10:00 a.m. on July 16, 2024, in the office of the City Clerk, City Hall 1st Floor Tax Collection Office, 71 East Troy Street, Tupelo MS, 38804. All submittals shall have bid title, company name and address information, date and time of proposal specifications and Mississippi Certificate of Responsibility Number all clearly indicated on the outside of the sealed envelope or container. Submittals without this information may be rejected. The City of Tupelo is not responsible for any submission delivery being delayed for any reason.

Firms interested in providing these services must submit, as a minimum, the following information to meet evaluation factors:

1. Price factors – Price (35%)
2. Technical factors (30%) – Proposal demonstrates a clear understanding of the scope of work and related objectives; proposal is complete and responsive to the specific RFP; past performance of the proposer's methodology has been documented showing experience in all-accessible playground concept, design, construction, equipment, installation, usage through-put, particularly projects

involving governmental agencies; and proposer's submission uses innovative technology and techniques.

3. Management factors (15%) – Proposal provides project management plan which demonstrates proposed scheduling timeline meet the needs of the city; project management plan, history and experience in performing the work on-time, on-budget and contract-compliant; proposal demonstrates availability of personnel, contracted personnel and subcontractors that will be available and dedicated to this project.

4. Cost factors (20%) – Proposal can be evaluated based on relative cost compared to other similarly scored proposals; comparative costs are adequately explained and documented; proposal demonstrates proposer’s ability to obtain and provide required bonds, warranties or guarantees; and proposer demonstrates sufficient financial resources to meet its obligations.

The selection committee will deem the proposals as (a) acceptable; (b) potentially acceptable, which means reasonably susceptible of being made acceptable; or (c) unacceptable. Proposers whose submissions are unacceptable shall be notified promptly.

Discussions may be held with acceptable proposers to: (a) promote understanding of the city's requirements and the proposer's submission and (b) facilitate arriving at a contract that will be the most practicable and advantageous to the city, taking into consideration price and the other evaluation factors set forth in the RFP.

As determined by the selection committee from acceptable proposers, award will be made by the City Council to the best and final proposal. The City Council reserves the right to reject any and all proposals and to waive any irregularities or informalities not violative of statute or not affecting competitive selection.

The OWNER is an Equal Opportunity Employer. The OWNER encourages Minority-owned Business Enterprises (MBE’s) and Women-owned Business Enterprises (WBE’s) to submit bids. The bid solicitation will be submitted to the Agency Bid Bank at agencybidbank@mississippi.org.

BY ORDER OF THE MAYOR AND CITY COUNCIL OF THE CITY OF TUPELO, MISSISSIPPI.

CITY OF TUPELO, MISSISSIPPI

BY: s/b Traci Dillard
TRACI DILLARD, City Controller

Publish Dates: June 14, 2024, and June 21, 2024, in the NE
Mississippi Daily Journal

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SECTION B	PROJECT SCOPE
SECTION C	PROJECT REQUIREMENTS
SECTION D	PROPOSER REQUIREMENTS
SECTION E	EQUIPMENT & SURFACING REQUIREMENTS
SECTION F	PROPOSAL FORMAT REQUIREMENTS

SECTION A PROJECT SUBMISSION GUIDANCE

A1 General Conditions

The City Council has determined that competitive, sealed Request for Proposals would be the most practicable and advantageous procurement method for this project where price alone is a secondary consideration to flexibility, proposer’s relative abilities to perform (including degrees of technical or professional experience or expertise), weighing aesthetic values, conducting discussions with proposers concerning technical and price aspects of their proposals, comparative evaluation of differing price and contractual factors, quality factors that include technical and performance capability, content of the technical proposal , and where marketplace response provides not only a range of alternative proposals but evaluation and discussion of them before making the award.

This is a Request for Proposal (RFP) pertaining to the City of Tupelo, Mississippi, hereinafter referred to as “City”. These requirements are for a Playground at Ballard Park, Tupelo, Mississippi. The proposed playground must be able to support all requirements described in this RFP. Should a proposed playground not meet specifications in the RFP, each exception must be explained in detail, either immediately below the excepted paragraph, or in an attachment referencing each excepted paragraph, with each exception, describing in detail the proposed alternative solution must be provided.

This RFP is intended to provide a standard with which to evaluate submitted alternative proposals for a playground and to allow vendor flexibility in proposing the most appropriate and cost-effective playground. The acceptance of a proposal does not obligate the City to purchase a playground from any vendor. The City reserves the right to reject all proposals and not make a selection. The City further reserves the right to negotiate with the proposers and contract with multiple proposers. In addition, the City may select a portion of the proposal for contract consideration. All costs for proposal preparation are the responsibility of the proposer. Proposals will be evaluated for completeness. Proposers are encouraged to submit their proposals as clearly and concisely as possible in order that a thorough evaluation can be made. The City of Tupelo reserves the right to accept or reject any proposal for any reason if it is in the best interest of the City. Proposals must separate costs for the labor and materials.

Discussions by the City may be conducted with representatives from companies who submit proposals determined to be reasonably susceptible of being selected for award, but proposals may be accepted without such discussions. Preference will be given based on the below evaluation factors in order of their relative importance:

A2 Evaluation Criteria

Proposals will be evaluated based on the following factors using a percentage point system for each item:

1. Price factors – Price (35%)

2. Technical factors (30%) – Proposal demonstrates a clear understanding of the scope of work and related objectives; proposal is complete and responsive to the specific RFP; past performance of the proposer's proposed methodology has been documented showing experience in all-accessible playground concept, design, construction, equipment, installation, usage through-put, particularly projects involving governmental agencies; and proposer's proposal uses innovative technology and techniques. **Special emphasis will be given to attractiveness and style, overall design and layout of playground, value of features, integration of new playground within the existing park and surrounding area scored to ADA/All Inclusive play design and layout of playground to include inclusive play.**

3. Management factors (15%) – Proposal provides project management plan which demonstrates proposed scheduling timeline meet the needs of the city; project management plan, history and experience in performing the work on-time, on-budget and contract-compliant; proposal demonstrates availability of personnel, contracted personnel and subcontractors that will be available and dedicated to this project. **Special emphasis will be given to project management plan including start and finish time of the project within the price proposed, and previous completed jobs of similar scope with references for performance.**

4. Cost factors (20%) – Proposal can be evaluated based on relative cost compared to other similarly scored proposals; comparative costs are adequately explained and documented; proposal demonstrates proposer’s ability to obtain and provide required bonds, warranties or guarantees; and proposer demonstrates sufficient financial resources to meet its obligations. **Special emphasis will be given to relative cost compared to other similarly scored proposals with explanation, proposer’s ability to meet all insurance, state and national licensing standards relative to the project construction and installation requirements of the playground equipment, and warranty and maintenance terms.**

A3 Contact for Clarifications

For questions concerning this Request for Proposal, contact:

Contact Name: Alex Farned
 Mailing Address: P. O. Box 3608, Tupelo, MS 38803
 Number: 662-841-6440
 Email Address: Alex.Farned@TupeloMS.gov

All questions regarding this RFP shall be submitted in writing, to which a written response will be provided by City of Tupelo. No verbal questions will be entertained or answered. Electronic mail (email) is the preferred method for contact since it provides a record copy of the question and answer. Requests for clarifications should be emailed to the email address or mailed to the mailing address listed above. Answers to submitted questions will be emailed to all bidders with an email address on record. The email subject shall be: “Clarification: Playground RFP”. Owner will maintain a complete list of questions and answers. The City is not responsible for postal mail or email that is either undelivered or delayed.

A4 Submission of Proposals

All proposals to this RFP must be submitted to and received, as indicated below:

Deputy City Clerk: Traci Dillard
 Address: City Hall, First Floor Tax Collection Office, 71 East Troy Street, Tupelo, MS 38804
 Due Date: July 16, 2024
 Due Time: 10:00 a.m.

For any questions relating to the proposal process, please call 662-841-6513. After submission, the proposals shall be considered public record. A Register of Proposals must be maintained in the Tupelo City Clerk's office and available to the public. Proposals received after the above-listed date and time will not be accepted. Proposals **will not** be accepted via fax or email. The proposal submitter shall bear all associated costs.

A5 Number of Copies of Submitted Proposals

Provide original and five (5) copies of the proposal including all attachments.

A6 Schedule of Events

<u>Event</u>	<u>Date</u>
Request for Proposal Issued	June 14, 2024
Preproposal Meeting	July 2, 2024
Last Day for Questions/Clarification submissions	July 11, 2024
Proposals Due to the City Clerk	July 16, 2024
Proposer presentations (if needed)	TBD
Purchase Decision	August 13, 2024

A7 Response Format

The format to be used for the proposal is provided in Section F of this RFP. Responses must be in this format to be considered. Each section/paragraph must be addressed with a response in the body of the document following that specification, question, or request for information. Information not in the body or additional information pertinent to a decision should be provided in an Appendix to the proposal, as necessary.

Modifications to, or omission of, any question in this required RFP format by the proposer MAY result in immediate rejection of that proposal. Noting an exception to any specification does not guarantee agreement or acceptance by the City and may disqualify the proposed playground from consideration. Any exception must be noted and referenced immediately following the pertinent paragraph/section or in an Appendix to the proposal.

A8 Preproposal Meeting

A Pre-Proposal Meeting will be held at the Park and Recreation Main Office (Ballard Park), 655 Rutherford Road, Tupelo, MS Time 1:00 p.m., July 2, 2024. Information will be supplemented regarding remote participation. The Pre-Proposal Meeting will include a discussion of the plans, specifications, program requirements, Contract Documents, etc. The Pre-Proposal Meeting is not mandatory but all proposers are encouraged to attend.

A9 Jobsite Visit:

Date and Time: Schedule before July 11, 2024

Location:

The project is located at:

Ballard Park
2629 West Main Street
Tupelo, Mississippi 38801

A jobsite visit is recommended but not required. Although in-person attendance of the Pre-Proposal Conference is not required, that meeting would be a good time to conduct the jobsite visit. Visits are intended to provide perspective and knowledge of the playground area. The park is open from dusk till dawn. Questions arising from the visits must be submitted in writing. The jobsite is located on the west side of Ballard Park, adjacent to the new parking lot. See Exhibit "A" for jobsite specifics such as, location, site, etc.

SECTION B PROJECT SCOPE

The project "PHASE II BALLARD PARK: PLAYGROUND AT BALLARD PARK", RFP No. 2024-040PR includes design, final grading, selection of playground equipment and structures, installation of playground equipment and structures, emplacement of playground safety surfaces and maintenance/replacement aspects.

The proposed playground will be located in a portion of Ballard Park. The proposed location for the playground shall be an oval shape that is 433' x 283' and 96,144 square feet. A parking lot runs along one side of the site and has an 8' wide sidewalk which encompasses the proposed playground site. The site has been rough graded to be ADA compliant. In addition to the playground other elements should be incorporated into the overall design including but not limited to a pavilion(s), restroom facility, seating, fencing, walkways, passive recreation, picnic areas, etc. These features will be constructed in Phase III improvements, but locations should be accounted for in the design. A survey shall be provided as well as a geotechnical report and dwg file(s). Any additional information shall be provided if available. See Exhibit "A".

The budget for this project shall not exceed 2.0 million dollars. Any proposals over the budgeted amount shall be rejected.

Amenities to be included but not limited to:

Components/Inclusive:

- | | | | |
|--------------------|------------------------------------|-------------------------|--------------|
| Slides | Swings | Imaginative Play | Shade |
| Benches | Fencing/gates | Tunnels | Wheel |
| Chair Swing | Ground Level merry-go-round | | |

Equipment in this area should be designed to accommodate all ages 6 months to 15 years old.

Design considerations: Incorporate Ground level play events. Ease of supervision and multiple play events.

Provide multiple access points and transfer stations for connected flow. Ensure ease of maneuvering between playground components and equipment.

NOTE: NO WOOD EQUIPMENT PRODUCTS WILL BE ACCEPTED.

SECTION C PROJECT REQUIREMENTS

The proposer shall furnish all materials and labor necessary to provide a complete playground as specified herein within the boundary outlined in this RFP. It can encompass as much of this area as needed to meet the requirements specified. The playground construction area is to be maintained safely and securely at all times by the proposer. Successful bidder shall use at least 6ft tall chain link fence to protect all areas of construction during the full length of the project. Vinyl fencing with T-post method is not acceptable as a substitute for the above jobsite safety and security requirement, but silt fencing may be required and necessary to prevent erosion from storm water runoff.

SECTION D PROPOSER REQUIREMENTS

- D1 Proposals submitted in response to this RFP shall be based on currently available equipment.
- D2 All equipment and materials proposed in response to this RFP shall be new, of a current manufacturing run, and provided in the manufacturer's original packaging.
- D3 Individual components and equipment types furnished in response to this RFP shall be the standard product of one or multiple manufacturers with the exception of any concrete needed.
- D4 The City reserves the right to withhold playground acceptance and final payment until completion of the installation. Completion of the installation shall be defined as completion of ALL related work to the playground.
- D5 The playground is to be installed fully by the successful proposer at the proposer's expense. The cost for any additional work that must be performed by others to complete the proposer's scope of work will be charged back to the proposer or deducted from that bidder's final payment.
- D6 Any damage or injury to the City's premises caused by the proposer, its employees, agents, or subcontractors shall be repaired at the proposer's expense.

- D7 This agreement shall not be assigned, nor shall the performance of the proposer duties be delegated, without prior written consent of the City.
- D8 Each proposer must provide a written guaranty signed by an authorized representative of the manufacturer insuring availability of parts and service for a minimum of ten (10) years from the date of acceptance by the City.
- D9 The contract award will only be awarded to the proposer licensed and certified to perform the work in the State of Mississippi or those states with which the City has reciprocal agreements. Selections will be based on the proposer’s ability to do the work described in this RFP, in the opinion of the City.
- D10 **NON-RESIDENT CONTRACTORS** – When a non-resident contractor submits a bid or proposal for a Mississippi project, he shall attach there to a copy of his resident State’s current law pertaining to such State’s treatment of non-resident contractors as required by Miss. Code Anno. § 31-3-21 (1972 as amended).
- D11 Per state law, Miss. Code Ann. § 31-3-21 All proposals submitted for public projects where said proposal price exceeds Seventy-Five Thousand Dollars (\$75,000.00) shall contain on the outside or exterior of the envelope or container of such proposal the contractor’s current Mississippi Certificate of Responsibility number, and NO bid shall be opened or considered unless there appears a statement on the outside or exterior of such envelope or container to the effect that the proposal enclosed therewith did not exceed Seventy-Five Thousand Dollars (\$75,000.00). Proposer name must match the name/company listed on the MS Certificate of Responsibility. Company name or individual name on Certificate of Responsibility must match the name on ALL required certifications, insurances and licenses in this RFP.

SECTION E EQUIPMENT AND SURFACING SPECIFICATIONS

E1 Amenities to be included but not limited to: slides, swings, Imaginative Play, shade, benches, fencing/gates, tunnels, wheel chair swing, ground level merry-go-round.

E2 Design considerations:

Incorporate Ground level play events. Provide multiple access points and transfer stations for connected flow. Ensure ease of maneuvering between playground components and equipment.

The entire area must be ADAAG compliant. For mor information please visit <https://www.access-board.gov/ada/guides/chapter-10-play-areas/> . Please include a letter from the manufacturer referencing the playground area is ADAAG compliant with your RFP. **Failure to submit this compliance letter will deem your RFP as non-responsive.**

If the proposed equipment has elevated decking for access to slides or climbers then the tallest deck height must be at least 192 inches above the surface

E3 NOTE: NO WOOD EQUIPMENT PRODUCTS WILL BE ACCEPTED.

SECTION F REQUIRED PROPOSAL FORMAT

The following paragraphs provide the format required for proposal submittal. All paragraphs are required, and the order and content cannot be changed as they serve as the minimum required for the proposal. Changing this format will disqualify the bidder. Additional information may be provided as Appendices to the proposal, as necessary.

F1. Key Personnel

The City considers the qualifications and capability of the proposing company of critical importance. The successful proposer must become a partner with the City in the success of this playground's future. The successful proposal's staff must be accessible and knowledgeable of the playground proposal.

The proposer must also provide the following information on its company and key staff members and certify that each of these staff members speak fluent English:

1.1 Bidding Company Information. Provide the following information on your company.

1.1.1 Proposing Company Name

1.1.2 Proposing Company Address

1.1.3 Proposing company Phone Numbers

1.1.4 Proposing Company History. As part of this history, indicate the number of years the company has been in business, as well as the number of years the business has operated under its current name. Only companies with at least a 10-year track record will be considered. This may be provided as an Appendix to the proposal. If an Appendix is used, it should be noted in this paragraph in the proposal (e.g., "Our company history is provided in Appendix D to this proposal.").

1.1.5 Proposing Company Website. Indicate the URL (web link) for the website. Or specify "none" if the company does not have a website.

1.1.6 Proposer Insurance

1.1.6.1 A "BID BOND" of 5%, or certified funds in the same amount, of the proposed price is required.

- 1.1.6.2 Worker's compensation coverage in accordance with the statutory requirements and limits of the State of Mississippi with a thirty (30) day cancellation clause.
- 1.1.6.3 The City of Tupelo must be listed as an additional insured on proposer's General Liability Insurance for bodily injury and Property Damage Insurance in the amount of \$1,000,000.00 (One Million Dollars) per occurrence minimum coverage.
- 1.1.6.4 The successful proposer must provide a waiver of subrogation in favor of the City on general liability and workers compensation insurance.
- 1.1.6.5 The successful proposer shall supply the City with satisfactory proof of insurance required. The City shall be named on the certificate of insurance as an additional insured.
- 1.1.6.6 The successful proposer will be required to execute a performance bond and payment bond in the amount of 100% (one hundred percent) of the contract amount.

1.1.7 Bidding Company Requirements:

- Please include a copy of your State of Mississippi Certificate of Responsibility. License/Certificate must be in the name of the proposer. License/certificate must be in the name of all required certifications for the lead installer mentioned in the requirements below.
- License/Certificate must have the specialty/sub categories of #1. Building Construction. #2. Install construction of specialties, furniture, and equipment. #3. Playground and Recreation equipment. Companies that are not licensed by the State of Mississippi to perform the installation of playground equipment will not be considered.
- Proposer must be a certified installer of the manufacturer's product they are proposing. Certificates where the name listed does not match the name of the proposer will not be considered.
- Proposer must be in good standing with the State of Mississippi as listed with the Secretary of State. Provide documentation to support with your proposal.
- Proposer must be listed on the National Playground Contractors Association Inc.'s website as an Active/Qualified Contractor ACTIVE Membership only is not equal to Active/Qualified Contractor status.

1.2 **Proposing Company Account Representative Information.** This individual will serve as the award contact as well as the main contact for clarifications to this RFP. Provide the following information:

- 1.2.1 Rep name.
- 1.2.2 Rep Address.
- 1.2.3 Rep Email Address
- 1.2.4 Rep phone number(s)
- 1.2.5 Rep Qualifications
 - * Rep must be a Licensed Certified Playground Safety Inspector (CPSI) as recognized by the National Parks and Recreation Association. Provide certificate with your proposal.

1.3 **Proposing Company Lead Installer** – This individual will be responsible for the installation of the playground. Please provide the following information:

- 1.3.1 Installer Name
- 1.3.2 Installer Address.
- 1.3.3 Installer Email Address
- 1.3.4 Installer phone number(s)
- 1.3.5 Installer Qualifications
 - ** Installer must possess these qualifications:
 - ** Company or lead installer must be a factory trained certified installer of ALL of the equipment you are proposing. Provide all certificates with your proposal.
 - ** Lead Installer must hold a valid Certificate of Achievement from the National Playground Contractors Association as completing the Recreation Installation Specialist Certification Course. Provide Certificate with your proposal.
 - ** Lead Installer must be a Licensed Certified Playground Safety Inspector (CPSI) as recognized by the National Parks and Recreation Association. Provide certificate with your proposal.

F2. Project Summary.

Use this section to introduce the proposed playground solution. Summarize in words only the playground design and describe the equipment features. This section should enable anyone reading it to have a clear overall understanding of the proposed playground.

F3. Proposed Playground

Provide a detailed description of the playground. This description must provide a complete and comprehensive description of the offered playground features and functionality. Omission of this material will disqualify a bidder. Top View drawing(2D) and 3-D color rendering must be shown here. Note: This information can be further outlined and detailed in the presentation to the owner if needed and requested. Provide a detailed description and timeline of the installation process.

F4. Materials List.

Provide a detailed list of the proposed materials with quantity and specifications. The materials list must be separated in the following categories:

- 4.1 Playground equipment. Whichever playground equipment manufacturer you are proposing they must possess the following criteria:
- 4.1.1 Must be an ISO 9001 certified company. Please provide documentation with your proposal.
 - 4.1.2 Must be an ISO 14001 certified company. Please provide documentation with your proposal.
 - 4.1.3 ALL products must be IPEMA certified as recognized by the International Playground Equipment Manufacturers Association. Provide documentation with your proposal.
 - 4.1.4 The designer who designed the layout of the equipment must be a Licensed Certified Playground Safety Inspector (CPSI) as recognized by the National Parks and Recreation Association. Provide certificate with your proposal.
 - 4.1.5 Playground Equipment Manufacturer's Insurance requirements. *Worker's compensation and employer's liability of \$1,000,000.00 each occurrence and \$1,000,000.00 each employee.
 * Umbrella Liability of \$10,000,000.00 each occurrence and Aggregate of \$10,000,000.00.
 Automobile Liability Combined Single Limit of \$1,000,000.00 and an Aggregate of \$10,000,000.00.
 Commercial General Liability of \$2,000,000.00 each occurrence AND \$300,000.00 damage to rented premises. \$2,000,000.00 Personal and ADV injury. \$4,000,000.00 General Aggregate. \$4,000,000.00 Products – Comp/OP AGG. \$50,000.00 SIR – Self Insured Retention.
- 4.2 Playground Surfacing - Whichever playground equipment manufacturer you are proposing they must possess the following criteria:
- 4.2.1 Provide quantity and specifications of any and all surfacing you are proposing.
 - 4.2.2 If you are proposing any Poured In Place rubber surfacing, the product must have a 10 year warranty and ALL materials must be made within the USA. Provide documentation to support with your proposal. The product must be IPEMA certified. Provide the IPEMA certificate with your proposal.
 - 4.2.3 Concrete used as a base (not footings) must be installed with the following criteria:
 - * 3000 lb mix at least 4 inches thick in all areas. Must be reinforced with wire mesh throughout. Light broom finish.

4.2.4 Compacted Stone used as a base must be installed at 4 inches thick in all areas.

4.3 Shade products. IF you are proposing any shade products then provide specifications per shade.

F5. Pricing

Provide a total price of your proposal. You may use your own company quotation/ proposal sheet. The budget for this project is between \$1.5 million and \$2 million. Any proposals received over the budgeted amount shall be rejected. Any proposals received with a price lower than \$1.5 million will neither receive any additional points nor be considered a lower bid.

F6. Past Performance

6.1 Provide at least 5 references of your company's projects. Each reference must contain the following information:

- 6.1.1 Project Name
- 6.1.2 Project Address
- 6.1.3 Main Contact's name
- 6.1.4 Main Contact's Number(s)
- 6.1.5 Project bid amount at the time of the bid.
- 6.1.6 Color image of the project. May be actual photo or 3D images.
- 6.1.7 Each reference must have been open to the public for at least two years with a proven track record of maintenance and durability in a public setting. Do not submit references on project that are less than two years old.

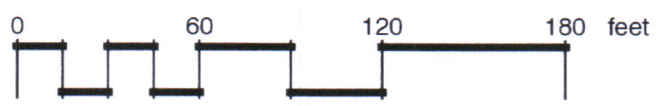
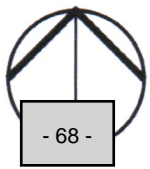
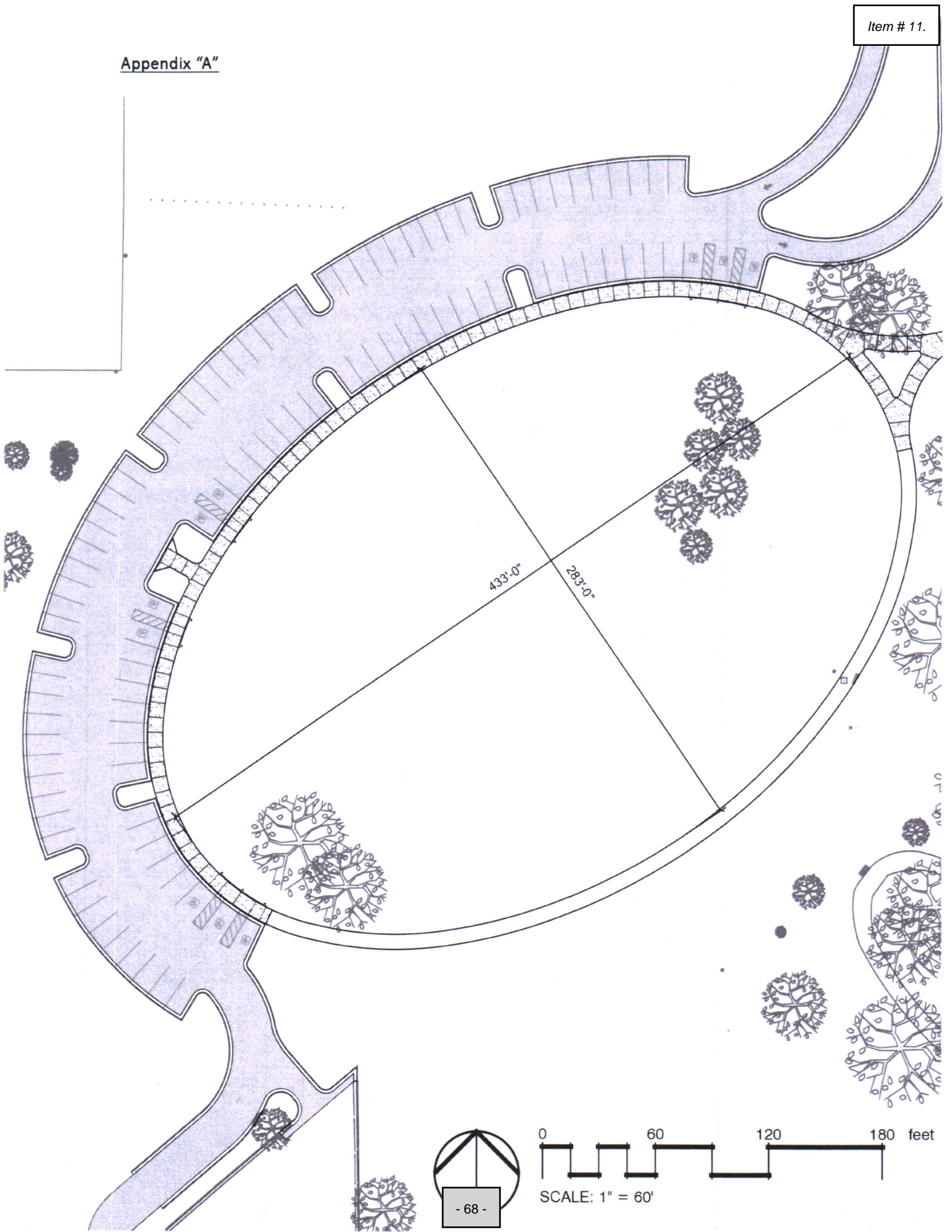
F7. Warranties

Provide a complete description of all component warranties, terms and conditions.

F8. After Purchase Maintenance

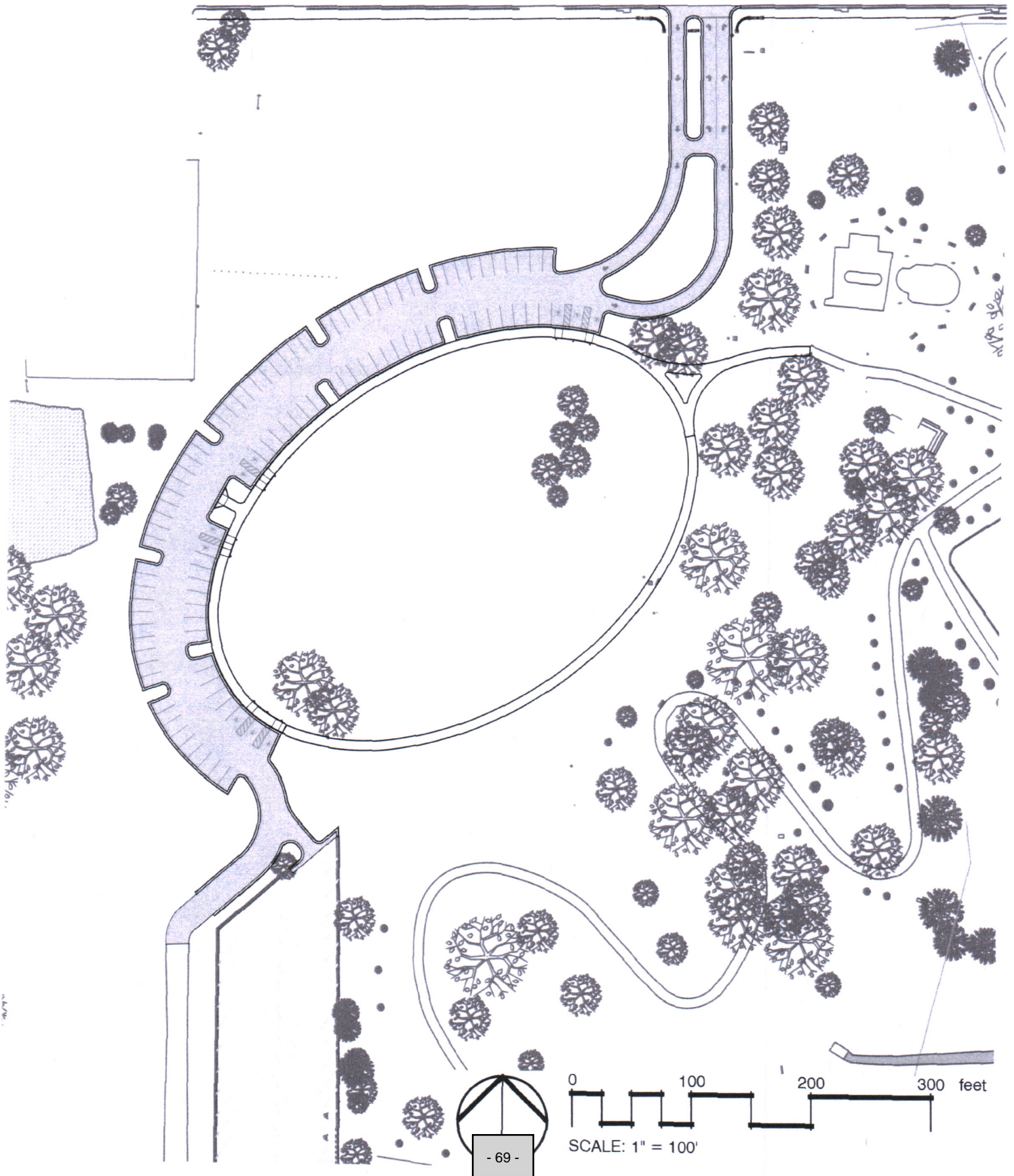
Provide any information concerning future maintenance options. This information should include any local companies who are certified to perform work on the completed proposed project.

Appendix "A"



SCALE: 1" = 60'

Appendix "B"



ADDENDUM NO. 1

PROJECT: City of Tupelo, MS, Department of Parks and Recreation
Ballard Park All-Accessible Playground
CBN: 2024-040PR

CONTACT: Alex Farned, Director of Parks and Recreation
71 East Troy Street, Tupelo, MS 38804
Tupelo, MS 38804
alex.farned@tupeloms.gov

This **Addendum No. 1**, dated **June 25, 2024**, supersedes, and takes precedence over the plans and specifications for the above referenced project, which shall remain in full force and effect, except as herein modified.

Request for Proposals:

1. REF A4 SUBMISSION OF PROPOSALS

Replace RFP Dute Date with the following:
Due Date: July 23, 2024, Due Time: 10:00 a.m.

2. REF A8 PREPROPOSAL MEETING

Replace Pre-Proposal Meeting Date with the following:
Pre-Proposal Meeting Date: July 9, 2024, Time: 1:00 p.m.

3. REF SECTION E EQUIPMENT AND SURFACING SPECIFICATIONS

Delete the following in its entirety from 1.1.7 Bidding Company Requirements:
Proposer must be listed on the National Playground Contractors Association Inc.'s website as an Active/Qualitied Contractor ACTIVE Membership is not equal to Active/Qualified Contractor status.

4. REF SECTION F REQUIRED PROPOSAL FORMAT

Delete the following in its entirety from E2 Design Considerations:
If the proposed equipment has elevated decking for access to slides or climbers then the tallest deck height must be at least 192 inches above the surface.

Total pages this addendum: 1

By: _____
Alex Farned

Signature

Name of Company

ADDENDUM NO. 2

PROJECT: City of Tupelo, MS, Department of Parks and Recreation
Ballard Park All-Accessible Playground
CBN: 2024-040PR

CONTACT: Alex Farned, Director of Parks and Recreation
71 East Troy Street, Tupelo, MS 38804
Tupelo, MS 38804
alex.farned@tupeloms.gov

This **Addendum No. 2**, dated **July 11, 2024**, supersedes, and takes precedence over the plans and specifications for the above referenced project, which shall remain in full force and effect, except as herein modified.

Clarifications:**1. GENERAL**

- A. Proposers are encouraged to design the best playground system with specified amenities within the budget of Two Million Dollars.
- B. The site to encompass the proposed playground is to be rough graded by others to match elevations of perimeter walkway to within a tolerance of .5%. Based on the Proposers design additional grading may be required to implement design, meet ADA requirements, and achieve positive drainage.
- C. Tree removal within the project area is to be by others if necessary.
- D. Perimeter walkway shall meet ADA standards and is to be constructed by others.
- E. Work not in project scope but necessary to the completion of the project is to be part of a separate bid and is to occur concurrently with playground.
- F. Multiple design options are discouraged.

Request for Proposals:**1. REF A4 SUBMISSION OF PROPOSALS**

- A. City of Tupelo Mailing Address is: PO Box 1485, Tupelo, MS 38802-1485
- B. Replace RFP Dute Date with the following:
 Due Date: August 6, 2024, Due Time: 10:00 a.m.

2. REF A6 SCHEDULE OF EVENTS

- A. Replace the following dates:
 - i. Last Day for Questions/Clarification submissions August 1, 2024
 - ii. Proposals Due to City Clerk August 6, 2024
 - iii. Purchase Decision September 3, 2024

3. REF SECTION E EQUIPMENT AND SURFACING SPECIFICATIONS

- A. Add the following: A 4' tall perimeter fence with 5 10' wide openings as well as any additional fencing within the design to designate separate play areas is to be included in proposer's scope of work as an ADDITIVE ALTERNATE. Basis of Design for all fencing, gates, and hardware is to be Montage Plus, Style Majestic 3-rail, provided by Ameristar Perimeter, or an approved equal.

ADDENDUM NO. 2

4. REF SECTION F REQUIRED PROPOSAL FORMAT

- A. Delete the following in its entirety from 1.3.5 Installer Qualifications:
 - i. Lead installer must hold a valid Certificate of Achievement from the National Playground Contractors Association as completing the Recreation Installation Specialist Certification Course. Provide Certificate with your proposal.

Total pages this addendum: 2

By: _____
Alex Farned

Signature

Name of Company

ADDENDUM NO. 3

PROJECT: City of Tupelo, MS, Department of Parks and Recreation
Ballard Park All-Accessible Playground
CBN: 2024-040PR

CONTACT: Alex Farned, Director of Parks and Recreation
71 East Troy Street, Tupelo, MS 38804
Tupelo, MS 38804
alex.farned@tupeloms.gov

This Addendum No. 3, dated July 18, 2024, supersedes, and takes precedence over the plans and specifications for the above referenced project, which shall remain in full force and effect, except as herein modified.

Request for Proposals:

1. GENERAL

A. Due to questions received, an adjustment has been made to the scoring factors:

Price (35%)

Technical (35%)

Management (15%)

Cost (15%)

Price is price, and cost is cost. They are not the same. Price is the amount to be contracted. Look at it in terms of the requirement to award competitive bids to the lowest and lowest and best bid. Best price is the lowest. All the other factors (technical, management and cost) are used to determine the best proposal.

Please refer to the RFP text:

Technical factors (Proposed design):

1. Does the offerer's proposal demonstrate a clear understanding of the scope of work and related objectives?
2. Is the offerer's proposal complete and responsive to the specific request for proposals or request for qualifications requirements?
3. Has the past performance of the offerer's proposed methodology been documented?
4. Does the offerer's proposal use innovative technology? and techniques?

Special emphasis will be given to attractiveness and style, overall design and layout of playground, value of features, integration of new playground within the existing park and surrounding area scored to ADA/All Inclusive play design and layout of playground to include inclusive play.

ADDENDUM NO. 3

Cost factors analysis follow:

- 1. Cost of goods to be provided or services to be performed:
 - a. Relative cost: How does the cost compare to other similarly scored proposals or qualifications?
 - b. Full explanation: Is the price and its component charges, fees, etc. adequately explained or documented?
- 2. Assurances of performance:
 - a. If required, are suitable bonds, warranties or guarantees provided?
 - b. Does the proposal or qualification include quality control and assurance programs?
- 3. Offerer's financial stability and strength: Does the offerer have sufficient financial resources to meet its obligations?

Special emphasis will be given to relative cost compared to other similarly scored proposals with explanation, proposer's ability to meet all insurance, state and national licensing standards relative to the project construction and installation requirements of the playground equipment, and warranty and maintenance terms.

Total pages this addendum: 2

By: _____
Alex Farned

Signature

Name of Company

ADDENDUM NO. 4

PROJECT: City of Tupelo, MS, Department of Parks and Recreation
Ballard Park All-Accessible Playground
CBN: 2024-040PR

CONTACT: Alex Farned, Director of Parks and Recreation
71 East Troy Street, Tupelo, MS 38804
Tupelo, MS 38804
alex.farned@tupeloms.gov

This Addendum No. 4, dated July 31, 2024, supersedes, and takes precedence over the plans and specifications for the above referenced project, which shall remain in full force and effect, except as herein modified.

Clarifications:

1. GENERAL

- A. *For anyone interested in submitting bids electronically in place of a sealed bid, they may do so only through www.tupelomsbids.com. Questions regarding website registration and online orders please contact Plan House Printing (662)407-0193.*
- B. Proposers are to include a copy of their State of Mississippi Certificate of Responsibility. License/Certificate must have one of the following: specialty category of #1 Building Construction **or** sub category of #2 Install Construction of Specialties, Furniture, and Equipment, **or** sub category of #3 Playground and Recreation Equipment.
- C. Proposers that do not have IPEMA certification for specific items reference in the RFP but have applicable certifications are encouraged to note these exceptions per the Response Format section. Applicable certifications if deemed equal will be considered acceptable.
- D. Proposers that do not meet warranty requirements are encouraged to note exceptions as above. If warranties meet industry standards will be considered acceptable.

Total pages this addendum: 1

By: _____
Alex Farned

Signature

Name of Company



AGENDA REQUEST

TO: Mayor and City Council

FROM: Stephen N. Reed, Assistant City Attorney

DATE: August 15, 2024

SUBJECT: IN THE MATTER OF AN AMENDMENT TO DEVELOPMENT CODE CHAPTERS 2, 6, 8 AND 12 CONCERNING THE ADDITIONAL REQUIREMENTS THAT ALL NEW SINGLE-FAMILY HOMES SHALL HAVE CONSTRUCTED A GARAGE OR CARPORT AND THAT ALL APPLICATIONS FOR THE CONSTRUCTION OF SINGLE-FAMILY HOMES BE ACCOMPANIED BY COMPLETE SITE PLANS **SR**

Request:

Attached is an ordinance amending the Development Code to require garages or carports to be constructed as a part of all new single-family residential homes. In addition to this request, the site plan requirements for the construction of new single-family homes will be amended to require a more thorough site plan that includes scaled drawings of the lot, the location of public utilities, a floor plan with square footages, elevation drawings, and an exterior materials list.



AGENDA REQUEST

TO: Mayor and City Council

FROM: Stephen N. Reed, Assistant City Attorney

DATE: September 12, 2024

SUBJECT: IN THE MATTER OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE MISSISSIPPI TRANSPORTATION COMMISSION AND THE CITY OF TUPELO REGARDING THE REIMBURSEMENT OF COSTS ASSOCIATED WITH THE COLLECTION OF LITTER ALONG RIGHT-OF-WAYS OWNED BY THE MTC BY THE CITY'S ALTERNATIVE SENTENCING PROGRAM **SR**

Request:

The Tupelo Municipal Court is authorized by Miss. Code Ann. § 21-23-7 (2) to implement an alternative sentencing program rather than imposing a fine and/or incarceration when the objects of justice would be more likely met. As an alternative to traditional sentencing, the municipal judge has the power to sentence convicted offenders to work on a public service project, and such work shall be commensurate with the fine and/or incarceration that would have ordinarily been imposed.

The Tupelo Municipal Court, pursuant to this authority, has implemented a cleanup program that allows convicted offenders to earn credit towards any fines they owe to the municipality. Credit is earned by picking up litter and refuse on public property in the City. The costs associated with the implementation of the cleanup program are covered by the City, and these costs are typically related to full-time personnel that oversee the program and the provision of tools and transportation.

The Agreement before the Council for approval authorizes the Mississippi Transportation Commission ("MTC"), a public entity that oversees that management of the State's highway system, to reimburse the City for its costs related to the implementation of its cleanup program on property owned by the MTC.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made and entered into by and between the Mississippi Transportation Commission, a body corporate of the State of Mississippi (“MTC”), acting by and through the duly-authorized Executive Director of the Mississippi Department of Transportation (“MDOT”), and the City of Tupelo, Mississippi , (“City”), effective as of the date of latest execution below.

WITNESSTH:

WHEREAS the Mississippi Transportation Commission, through the Mississippi Department of Transportation, is charged with the construction and maintenance of the State Highway System; and,

WHEREAS the City is a Mississippi Municipal Corporation; and,

WHEREAS the Chief of Police is the chief peace officer for the above-named City and is charged with the custody and attendant care of those persons incarcerated in the city jail; and,

WHEREAS the Chief of Police is authorized by statute to provide and the MTC may accept inmate laborers for work on the State Highway System; pursuant to Mississippi Code Section 65-1-8(u) and,

WHEREAS, the City, the Chief of Police and MTC desire to adopt guidelines under which the Chief can provide guarded inmates *or those working off fines* to the MTC.

NOW, THEREFORE, for and in consideration of the mutual promises contained herein, the City, Chief of Police, and MTC do agree as follows:

I. DEFINITIONS:

Chief of Police - the individual occupying the office of Chief of Police in the above-named city.

Inmates - persons: a) who are incarcerated in a facility operated by the City, b) who are on probation, or some form of restricted movement monitored by the Chief of Police, or c) who have been ordered to provide community service under the Chief of Police’s *or his designee’s* supervision.

Police Personnel – Those sworn officers assigned to guard the inmates during their participation on the litter removal crew.

Designated Personnel – Those individuals designated by the Chief of Police to supervise those individuals working off fines per court order.

II. SPECIFIC RECITALS:

In furtherance of this agreements:

THE MTC WILL:

1. furnish the highway routes and instructions on where inmates will pick up litter.
2. furnish trash bags, safety vests, gloves, and advisory signs; and
3. reimburse the city for costs associated with the execution of this agreement, including reimbursement to the city for the actual cost of the Police personnel assigned to this duty, not to exceed \$15.00 per hour, not to exceed \$50,000 per state fiscal year unless expressly authorized in writing by the MTC, and in addition thereto, reimburse the county for travel expenses calculated at the State of Mississippi current mileage rate for transporting inmates to and from the work site.

THE CHIEF OF POLICE WILL:

1. furnish inmates *or those working off fines* to pick up litter or perform maintenance activities on the MTC's maintained highway system or other MTC property within the county.
2. furnish supervision of all inmates/*participants* by Police *or designated Personnel*.
3. furnish transportation for transporting inmates to and from the work site.
4. furnish lunch for all inmates.
5. furnish a minimum of a seven (7) hour workday which includes all breaks and lunch.
6. place MTC-furnished advisory traffic signs in advance of the work sites pursuant to the MUTCD.
7. be responsible for all MTC-furnished equipment, signs, etc.

- 8. place filled litter bags along the shoulder of the highway/street, pick up and dispose of same.
- 9. provide invoices to the District Engineer covering the services outlined in this MOU for review.

THE CITY WILL:

- 1. approve all necessary expenses incurred by the Chief of Police in fulfilling the terms of this MOU.
- 2. adjust the budget of the Chief of Police to allow for sufficient resources to be available for use in implementing the terms of this agreement.
- 3. provide MTC with appropriate accounting of all costs incurred in the execution of the terms of this MOU.

III GENERAL RECITALS:

A. NOTICE AND COMMUNICATION:

Any formal notice required under this Agreement shall be made to the appropriate party at the following addresses:

THE COMMISSION: Mississippi Department of Transportation
P.O. Box 1850
Jackson, MS,39125

THE CITY: City of Tupelo, Mississippi

THE CHIEF: City of Tupelo Police Department

Informal Communication between the Chief of Police and MTC/MDOT shall be directly with each other. There shall be no communication through inmates.

B., AMENDMENTS:

This Memorandum of Understanding may be amended in writing as mutually agreed upon by the parties in writing.

C. TERMINATION:

This Memorandum of Understanding may be terminated by any of the parties by giving sixty (60) days prior written notice to the other.

D SEVERABILITY:

Should any provision of this agreement be found to be unconstitutional, or otherwise be contrary to the laws of the State of Mississippi, the United States of America, to the extent that it is reasonably possibly to do so, the remainder of this agreement shall remain in full force and effect.

E. LIABILITY:

It is further understood and agreed by both parties that the Chief of Police *or his designee* shall maintain full custody and control of all inmates involved in the above-mentioned maintenance and shall be responsible for all inmate conduct and/or actions. The MTC shall in no way whatsoever be responsible for any such inmate conduct and/or actions.

F. RELATIONSHIP OF THE PARTIES:

While performing the duties anticipated by this agreement, the Chief of Police and the Police Personnel, the City, the inmates and the persons performing community service under the supervision of the City, are not officers, agents, or employees of the MTC/MDOT. The said individuals shall not be entitled to any workers compensation, unemployment compensation benefits, personal leave or medical insurance whatsoever. It is further understood that the consideration expressed herein constitutes the full and complete compensation for all services and performances hereunder, and that any sum due and payable to the City shall be paid as a gross sum with no withholdings or deductions being made by MTC/MDOT for any purpose. This agreement shall not inure in any manner to the benefit of any party other than the undersigned.

G. AUTHORITY

The undersigned hereby execute this MOU and assure that the authority to execute this agreement has been granted by the appropriate governing bodies.

**MISSISSIPPI TRANSPORTATION COMMISSION
BY AND THROUGH THE EXECUTIVE DIRECTOR
OF THE MISSISSIPPI DEPARTMENT OF TRANSPORTATION**

Brad White. _____ **DATE**
EXECUTIVE DIRECTOR

_____, **MAYOR,**
CITY OF Tupelo, MISSISSIPPI

SIGNATURE _____ **DATE**

_____, **CHIEF OF POLICE,**
CITY OF Tupelo, MISSISSIPPI

SIGNATURE _____ **DATE**



AGENDA REQUEST

TO: Mayor and City Council

FROM: Ben M. Logan, City Attorney

DATE: September 12, 2024

SUBJECT: IN THE MATTER OF A RESOLUTION APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF A REGIONAL ECONOMIC DEVELOPMENT ACT AGREEMENT BY AND BETWEEN THE CITY OF TUPELO, MISSISSIPPI AND LEE COUNTY, MISSISSIPPI; AND FOR RELATED PURPOSES

Request:

This resolution and agreement represent the next step in the city's due diligence process concerning the retail economic development project discussed in executive session at the September 3, 2024, regular meeting.

Supporting documents will include a Resolution for the purposes cited above and a REDA Agreement.

State law requires thirty (30) days public notice before the city can express its intention to utilize tax increment financing for this project. To meet the city's due diligence requirements, city council approval is requested.



AGENDA REQUEST

TO: Mayor and City Council

FROM: Ben Logan, City Attorney

DATE: April 11, 2024

SUBJECT: IN THE MATTER OF DEVELOPMENT CODE AMENDMENTS TA-23-01

Request:

These development code amendments deal with residential uses by adding and revising definitions, changing uses within base zoning districts, updating tables and providing supplemental standards. These amendments will be considered separately by subject matter below:

- TA 23-01 (1) Definitions. Enacted in part 12-19-2023.
- TA 23-01 (2) Multifamily. Enacted in part 4-2-2024.
- TA 23-01 (3) Temporary Shelters. Moved to Study Agenda 2-20-2024.
- TA 23-01 (4) Congregate Living. Moved to Study Agenda 2-20-2024.
- TA 23-01 (5) Errata and Addenda of Separate Ordinances. Moved to Study Agenda 2-20-2024

These matters will be moved up when completed.