

# **REGULAR CITY COUNCIL MEETING**

## **MUNICIPAL MINUTES CITY OF TUPELO**

### **STATE OF MISSISSIPPI**

**NOVEMBER 17, 2020**

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, November 17, 2020 at 6:00 p.m. with the following in attendance: Council members Markel Whittington, Lynn Bryan, Travis Beard, Nettie Davis, Buddy Palmer and Willie Jennings; Attorney Ben Logan and Missy Shelton, Clerk of the Council. Councilman Mike Bryan was absent.

Councilman Buddy Palmer asked Councilman Travis Beard to give the invocation. Councilman Markel Whittington led the pledge of allegiance.

Vice President Buddy Palmer called the meeting to order at 6:00 PM.

### **CONFIRMATION OR AMENDMENT TO THE AGENDA AND AGENDA ORDER**

Councilman Lynn Bryan moved, seconded by Councilman Willie Jennings, to confirm the agenda and agenda order, with the following amendments:

ADD: Proclamation for Small Business Saturday

DELETE: Item # 10 - Nomination of Police Advisory Board Member

Of those present, the vote was unanimous in favor.

### **PROCLAMATIONS, RECOGNITIONS AND REPORTS AGENDA**

#### **PROCLAMATIONS**

#### **IN THE MATTER OF NATIONAL HUNGER AND HOMELESSNESS AWARENESS WEEK PROCLAMATION**

Mayor Jason Shelton presented a proclamation for National Hunger and Homelessness Awareness Week November 15-22, 2020, to representatives Hannah Maharrey and Jason Martin. **APPENDIX A**

#### **IN THE MATTER OF SMALL BUSINESS SATURDAY**

Mayor Jason Shelton presented a proclamation for Small Business Saturday - November 28, 2020. **APPENDIX B**

## **PUBLIC RECOGNITION**

Councilman Jennings wished everyone a happy and safe Thanksgiving and reminded everyone to wear a mask at all your gatherings.

Councilman Lynn Bryan addressed the homeless situation in Tupelo. He said it is getting out of hand and progressive measures need to be taken. The homeless situation affects property values and the quality of life in the City of Tupelo. He congratulated Captain Carlos Brown for his promotion in the Tupelo Fire Department.

Councilwoman Nettie Davis wished everyone a Happy Thanksgiving in this trying year. She reminded all to protect your families and be safe.

Councilman Buddy Palmer congratulated Alex Farned and all those involved with the Veteran's Day Program held at Veterans Park. He reminded everyone that November 25 is 'No Complaint Wednesday' and that we should all find something good to be thankful for.

## **MAYOR'S REMARKS**

Mayor Jason Shelton congratulated everyone involved on a job well done on the Veteran's Day Program. Tupelo is one of 800 cities across the nation to have the Proclamation for Small Business Saturday. November is also National Hospice Month. All the City buildings will be closed November 26 and 27 as given by Governor Tate Reeves and the City of Tupelo Council. Governor Reeves extended the order concerning protocol for COVID-19 until December 11. The Convention and Visitor's Bureau along with the Administration department will be having a promotional campaign for COVID-19. There are promising vaccinations in trial mode. He suggested a Work Session with the City Council will be scheduled soon for COVID-19 along with other topics. Then, Mayor Shelton announced that his son, William, is 3 months old today.

## **PUBLIC HEARINGS**

### **IN THE MATTER OF DEMOLITION**

Mr. Mark Scales appeared concerning the property located at 334 Lake Street. He requested more time to get his property satisfactorily repaired so it won't be demolished. He also presented several pictures which will be added to the minutes. Mr. Pat Falkner addressed the Council explaining that he felt the Department of Development Services had given Mr. Scales more than enough time to get the property up to code.

David Tutor addressed the Council concerning properties located at 2524 and 2499 Shelton Drive. He asked for an additional 2 weeks to bring his properties up to code. Donna Jarrell told the Council that he had not applied for a building permit to work on the properties. **APPENDIX C**

## **ROUTINE AGENDA**



**IN THE MATTER OF APPROVAL OF MINUTES OF NOVEMBER 3, 2020 REGULAR COUNCIL MEETING**

Councilman L Bryan moved, seconded by Councilman Beard, to approve the minutes of the regular Council meeting dated November 3, 2020. Of those present, the vote was unanimous in favor.

**IN THE MATTER OF REVIEW, PAY BILLS AND APPROVE UTILITY ADJUSTMENTS**

Bills were reviewed at 4:00 p.m. by Council members: Travis Beard, Markel Whittington, Nettie Davis and Buddy Palmer and Accounts Payable Clerk Traci Dillard. Councilman Beard moved, seconded by Councilman L Bryan, to approve the payment of the checks, bills, claims and utility adjustments. Of those present, the vote was unanimous in favor. **APPENDIX D**

**IN THE MATTER OF ADVERTISING AND PROMOTIONAL EXPENSE LIST**

Councilman Whittington moved, seconded by Councilman Jennings, to approve the advertising and promotional expense list, as submitted. Of those present, the vote was unanimous in favor. **APPENDIX E**

**IN THE MATTER OF RFP FOR PAYROLL PROFESSIONAL SERVICES**

The City of Tupelo accepted RFPs for Payroll Professional Services. Councilman Whittington moved, seconded by Councilman L Bryan, to award the RFP to ADP. Of those present, the vote was unanimous in favor. **APPENDIX F**

**IN THE MATTER OF RFP FOR AUDIT SERVICES**

The City received RFPs for audit services for year ending September 30, 2021. After the scoring by CFO Kim Hanna, Rosiland Barr, COO Don Lewis, Councilman Markel Whittington and Councilman Willie Jennings was complete, it was recommended to the Council to approve the proposal of Jarrell Group, PLLC. The audits are for fiscal year end September 30, 2021 for the City and June 30, 2021 for the Electric Department. Councilman Beard moved, seconded by Councilwoman Davis, to engage the services of Jarrell Group, PLLC. Of those present, the vote was unanimous in favor. **APPENDIX G**

**IN THE MATTER OF ONLINE BIDDING VENDOR**

Councilman L Bryan moved, seconded by Councilman Jennings, to approve an order Selecting Plan House Enterprises as a Non-Exclusive Electronic Bidding and Reverse Auction Service Provider. Of those present, the vote was unanimous in favor. **APPENDIX H**

**IN THE MATTER OF HOMETOWN RETIREMENT PROGRAM RESOLUTION**

Councilwoman Davis moved, seconded by Councilman Beard, to approve Resolution by the City of Tupelo to Verify That We Are the Governing Body for the Tupelo, MS Hometown Mississippi Retirement (HMR) Program. This resolution is the formal request for Tupelo to be recertified and continue to be promoted as a Hometown Mississippi Retirement Community. Of those present, the vote was unanimous in favor. **APPENDIX I**

**IN THE MATTER OF AMENDMENT TO ORDINANCE PRESCRIBING AND FIXING RATES AND CHARGES FOR WATER FURNISHED TO CONSUMERS, AND FOR USE OF THE PUBLIC SANITARY SEWER SYSTEM OF THE CITY OF TUPELO, MISSISSIPPI; AND REQUIRING PAYMENT OF SUCH RATES AND CHARGES**

Councilman Beard moved, seconded by Councilman Whittington, to approve the amendment to ordinance prescribing and fixing rates and charges for water furnished to consumers, and for use of the public sanitary sewer system of the City of Tupelo, Mississippi; and requiring payment of such rates and charges. Of those present, the vote was unanimous in favor. **APPENDIX J**

**IN THE MATTER OF PLANNING COMMITTEE MINUTES OF NOVEMBER 2, 2020**

Councilman Whittington moved, seconded by Councilman Beard, to accept the minutes of the Tupelo Planning Committee of November 2, 2020, as submitted, with the exception of Item #2. Of those present, the vote was unanimous in favor. **APPENDIX K**

**IN THE MATTER OF DEMOLITION**

Councilman Whittington moved, seconded by Councilman Beard, to approve the Demolition List, as presented. Of those present, the vote was unanimous in favor. **APPENDIX L**

**IN THE MATTER OF CHANGE ORDER #2 FOR BID 2019-017CO SITE IMPROVEMENTS**

Councilman Jennings moved, seconded by Councilman L Bryan, to approve change order #2 for Bid 2019-017CO Site Improvements contract with DC Services and to find that the change order is commercially reasonable and not made for the purposes of avoiding the procurement laws of the State of Mississippi. This change order changes the original contract of \$678,000 to \$675,998.29 and adds an additional 15 days due to inclement weather and Covid-19. Of those present, the vote was unanimous in favor. **APPENDIX M**

**IN THE MATTER OF CHANGE ORDER #2 FOR BID 2019-018CO STRUCTURAL CONCRETE**

Councilman Whittington moved, seconded by Councilman Jennings, to approve change order #2 for Bid 2019-018CO Structural Concrete contract with Shaw Services, LLC and to find that the change order is commercially reasonable and not made for the purposes of avoiding the procurement laws of the State of Mississippi. This change order changes the original contract of \$959,264 to \$965,814 and adds an additional 15 days due to inclement weather and Covid-19. Of those present, the vote was unanimous in favor. **APPENDIX N**

**IN THE MATTER OF CHANGE ORDER #2 FOR BID 2019-019CO MASONRY**

Councilman Jennings moved, seconded by Councilman L Bryan, to approve change order #2 for Bid 2019-019CO Masonry contract with Bush Masonry, LLC and to find that the change order is commercially reasonable and not made for the purposes of avoiding the procurement laws of the State of

Mississippi. This change order adds an additional 15 days due to inclement weather and Covid-19. Of those present, the vote was unanimous in favor. **APPENDIX O**

#### **IN THE MATTER OF CHANGE ORDER #2 FOR BID 2019-020CO STRUCTURAL STEEL**

Councilman Whittington moved, seconded by Councilman L Bryan, to approve change order #2 for Bid 2019-020CO Structural Steel contract with Harrell's Metal Works, Inc. and to find that the change order is commercially reasonable and not made for the purposes of avoiding the procurement laws of the State of Mississippi. This change order changes the contract amount from \$989,828 to \$988,453 and adds an additional 15 days due to inclement weather and Covid-19. Of those present, the vote was unanimous in favor. **APPENDIX P**

#### **IN THE MATTER OF CHANGE ORDER #2 FOR BID 2019-021CO ROOFING**

Councilwoman Davis moved, seconded by Councilman Beard, to approve change order #2 for Bid 2019-021CO Roofing contract with Graham Roofing, Inc. and to find that the change order is commercially reasonable and not made for the purposes of avoiding the procurement laws of the State of Mississippi. This change order increases the contract amount from \$497,127 to \$509,868 and adds an additional 15 days due to inclement weather and Covid-19. Of those present, the vote was unanimous in favor. **APPENDIX Q**

#### **IN THE MATTER OF CHANGE ORDER #2 FOR BID 2019-022CO GLASS AND GLAZING**

Councilman Beard moved, seconded by Councilman Whittington, to approve change order #2 for Bid 2019-022CO Glass and Glazing contract with Tull Brothers, Inc. and to find that the change order is commercially reasonable and not made for the purposes of avoiding the procurement laws of the State of Mississippi. This change order decreases the contract amount from \$919,233 to \$917,570.98 and adds an additional 15 days due to inclement weather and Covid-19. Of those present, the vote was unanimous in favor. **APPENDIX R**

#### **IN THE MATTER OF CHANGE ORDER #2 FOR BID 2019-024CO GENERAL WORKS**

Councilman Jennings moved, seconded by Councilman L Bryan, to approve change order #2 for Bid 2019-024CO General Works contract with D C Services, LLC and to find that the change order is commercially reasonable and not made for the purposes of avoiding the procurement laws of the State of Mississippi. This change order increases the contract amount of \$1,448,000 to \$1,439,413.70 and adds an additional 15 days due to inclement weather and Covid-19. Of those present, the vote was unanimous in favor. **APPENDIX S**

#### **IN THE MATTER OF CHANGE ORDER #2 FOR BID 2019-025CO FLOORING**

Councilwoman Davis moved, seconded by Councilman Beard, to approve change order #2 for Bid 2019-025CO Flooring contract with F L Crane & Sons, Inc. and to find that the change order is commercially reasonable and not made for the purposes of avoiding the procurement laws of the State of Mississippi. This change order adds an additional 15 days due to inclement weather and Covid-19. Of those present, the vote was unanimous in favor. **APPENDIX T**

**IN THE MATTER OF CHANGE ORDER #2 FOR BID 2019-026CO FIRE PROTECTION**

Councilman Whittington moved, seconded by Councilman Beard, to approve change order #2 for Bid 2019-026CO Fire Protection contract with Fireline, Inc. and to find that the change order is commercially reasonable and not made for the purposes of avoiding the procurement laws of the State of Mississippi. This change order increases the contract amount from \$104,300 to \$106,358.81 and adds an additional 15 days due to inclement weather and Covid-19. Of those present, the vote was unanimous in favor. **APPENDIX U**

**IN THE MATTER OF CHANGE ORDER #2 FOR BID 2019-027CO MECHANICAL AND PLUMBING**

Councilman Jennings moved, seconded by Councilman L Bryan, to approve change order #2 for Bid 2019-027CO Mechanical and Plumbing contract with Kine's Mechanical Systems, Inc. and to find that the change order is commercially reasonable and not made for the purposes of avoiding the procurement laws of the State of Mississippi. This change order changes the contract amount from \$2,107,290 to \$2,101,790 and adds an additional 15 days due to inclement weather and Covid-19. Of those present, the vote was unanimous in favor. **APPENDIX V**

**IN THE MATTER OF CHANGE ORDER #2 FOR BID 2019-028CO ELECTRICAL**

Councilwoman Davis moved, seconded by Councilman Beard, to approve change order #2 for Bid 2019-028CO Electrical contract with Conditioned Air, Inc. and to find that the change order is commercially reasonable and not made for the purposes of avoiding the procurement laws of the State of Mississippi. This change order changes the contract amount from \$1,779,700 to \$1,802,734.90 and adds an additional 15 days due to inclement weather and Covid-19. Of those present, the vote was unanimous in favor. **APPENDIX W**

**IN THE MATTER OF CHANGE ORDER #2 FOR BID 2019-040CO DRYWALL AND PAINT**

Councilman Whittington moved, seconded by Councilman Beard, to approve change order #2 for Bid 2019-040CO Drywall and Paint contract with Acoustics & Specialties, LLC and to find that the change order is commercially reasonable and not made for the purposes of avoiding the procurement laws of the State of Mississippi. This change order adds an additional 15 days due to inclement weather and Covid-19. Of those present, the vote was unanimous in favor. **APPENDIX X**

**STUDY AGENDA**

**IN THE MATTER OF REVIEW PLANNING COMMITTEE RECOMMENDATION REGARDING REZONING**

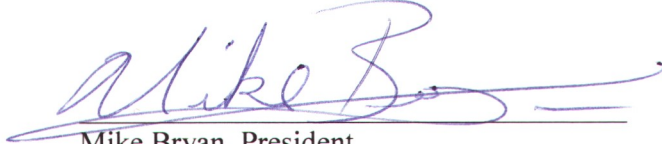
The Council unanimously moved this item to the Acton Agenda for the December 1, 2020 regular meeting.

**IN THE MATTER OF AN ORDINANCE ESTABLISHING STREET IMPROVEMENT PRIORITIES FOR THE TUPELO MAJOR THOROUGHFARE PLAN PHASE VII**

The Council unanimously moved this item to the Action Agenda for the December 1, 2020 regular meeting.


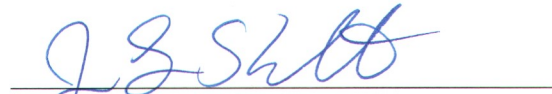
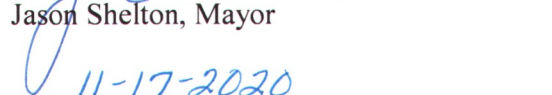
**ADJOURNMENT**

There being no further business to come before the Council at this time, Councilman Beard moved, seconded by Councilman Jennings to adjourn the meeting at 7:57 PM. Of those present, the vote was unanimous in favor.



Mike Bryan, President  
City Council

ATTEST:

  
Missy Shelton, Clerk of the Council  
Jason Shelton, Mayor  
  
Date



OFFICE OF THE MAYOR

## NATIONAL HUNGER AND HOMELESSNESS AWARENESS WEEK

# PROCLAMATION

**WHEREAS**, for over 25 years the National Coalition for the Homeless and National Student Campaign Against Hunger and Homelessness have sponsored National Hunger and Homelessness Awareness Week; and

**WHEREAS**, the purpose of the proclamation is to educate the public about the many reasons people are hungry and homeless including the shortage of affordable housing in Tupelo, Mississippi for very low income residents; and to encourage support for homeless assistance service providers as well as community service opportunities for students and school service organizations; and

**WHEREAS**, there are many organizations committed to sheltering and providing supportive services as well as meals and food supplies to people experiencing homelessness including: The Salvation Army, Saints Brew, Tupelo-Lee County Hunger Coalition, multiple food banks, as well as many others in the Tupelo and surrounding areas; and

**WHEREAS**, the Mayor's Homeless Task Force recognize that hunger and homelessness continues to be a serious problem for many individuals and families in Tupelo; and

**WHEREAS**, the intent of National Hunger and Homelessness Awareness Week is consistent with activities of The Salvation Army and the Mississippi United to End Homelessness(MUTEH).

**NOW, THEREFORE, BE IT RESOLVED**, that I, Jason L. Shelton, Mayor of the City of Tupelo, Mississippi, do hereby proclaim November 15 - 22, 2020 as

## NATIONAL HUNGER AND HOMELESSNESS AWARENESS WEEK

in the City of Tupelo and encourage all citizens to recognize that many people do not have housing and need support from citizens, and private/public nonprofit entities.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Tupelo, Mississippi to be affixed this the 17<sup>th</sup> day of November 2020.

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Jason L. Shelton, Mayor

**ATTEST:**

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Kim Hanna, City Clerk

APPENDIX A



OFFICE OF THE MAYOR

## SMALL BUSINESS SATURDAY PROCLAMATION

**WHEREAS**, the government of Tupelo, Mississippi celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are 30.7 million small businesses in the United States, they represent 99.7% of all firms with paid employees in the United States, are responsible for 64.9% of net new jobs created from 2000 to 2018; and

**WHEREAS**, small businesses employ 47.3% of the employees in the private sector in the United States, 62% of U.S. small businesses reported that they need to see consumer spending return to pre-COVID levels by the end of 2020 in order to stay in business, 65% of U.S. small business owners said it would be most helpful to their business to have their "regulars" return and start making purchases again, and three-quarters of U.S. consumers are currently looking for ways to Shop Small and support their community; and

**WHEREAS**, 96% of consumers who shopped on Small Business Saturday agree that shopping at small, independently-owned businesses supports their commitment to making purchases that have a positive social, economic, and environmental impact and 97% of consumers who shopped on Small Business Saturday agree that small businesses are essential to their community; and

**WHEREAS**, 95% of consumers who shopped on Small Business Saturday reported the day makes them want to shop or eat at small, independently-owned businesses all year long, not just during the holiday season; and

**WHEREAS**, Tupelo, Mississippi supports our local businesses that create jobs, boost our local economy, and preserve our communities; and

**WHEREAS**, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

**NOW, THEREFORE**, I, Jason L. Shelton, Mayor of the City of Tupelo, Mississippi, do hereby proclaim, November 28, 2020, as

## SMALL BUSINESS SATURDAY

and encourage the residents of our community, and communities across the county, to support small businesses and merchants on Small Business Saturday and throughout the year.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Tupelo, Mississippi to be affixed this the 2<sup>nd</sup> day of November 2020.



  
\_\_\_\_\_  
Jason L. Shelton, Mayor

ATTEST:

  
\_\_\_\_\_  
Kim Hanna, City Clerk

APPENDIX B



## **AGENDA REQUEST**

**TO:** Mayor and City Council  
**FROM:** Pat Falkner, Department of Development Services Director (DJ)  
**DATE** November 10, 2020  
**SUBJECT:** IN THE MATTER OF DEMOLITION

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Request that the following properties be considered for demolition:

**334 LAKE ST.**

**518 MAPLE ST.**

**901 N. MADISON**

**1417 N. MADISON**

**2499 SHELTON DR.**

**2524 SHELTON DR.**



**Demolition List for 11/17/20 City Council Meeting**

**334 LAKE ST.**

**518 MAPLE ST.**

**901 N. MADISON**

**1417 N. MADISON**

**2499 SHELTON DR.**

**2524 SHELTON DR.**

## 334 Lake St.

### BASIC INFORMATION

- ▶ PARCEL: 088N-33-106-00
- ▶ CASE : 29106
- ▶ WARD: 5
- ▶ TAX VALUE: \$38,967
- ▶ VACANT: YES
- ▶ REPAIRABLE: POSSIBLY

### NEARBY PROPERTIES/ TAXES

Right side	324 Lake St.	\$16,760
Left side	336 Lake St.	\$58,620
Rear	n/a	
Across street	vacant lot	

### TAXES/LIENS

Taxes – Delinquent for 2018

No city liens

### VISUAL INDICATORS OF BLIGHT

- ▶ STRUCTURAL DAMAGE OR FAILURE-YES
- ▶ EXTERIOR MATERIALS IN NEED OF REPLACEMENT OR REPAIR – YES
- ▶ BROKEN WINDOWS\DAMAGED DOORS –YES
- ▶ YARD OR GROUNDS POORLY MAINTAINED – YES
- ▶ ACCUMULATION OF JUNK - YES

### CODE ENFORCEMENT HISTORY

- ▶ 18 PRIOR VIOLATIONS
- ▶ CURRENT STATUS –OPEN - CHAP 34
- ▶ HOUSE BURNED 2/19, HAS NOT HAD POWER SINCE 2012

# 334 Lake St.





# 334 Lake St.







# 518 Maple

## BASIC INFORMATION

- ▶ PARCEL: 089P-31-211-00
- ▶ CASE : 32463
- ▶ WARD: 3
- ▶ TAX VALUE: \$18,790
- ▶ VACANT: NO (RENTAL)
- ▶ REPAIRABLE: NO

## NEARBY PROPERTIES/ TAXES

Right side	520 Maple St.	\$27,470
Left side	516 Maple (to be demolished)	\$14,330
Rear	329 Elm St.	\$33,050
Across street	515 Maple St.	\$22,870

### TAXES/LIENS -

Taxes - current

No city liens

## VISUAL INDICATORS OF BLIGHT

- ▶ STRUCTURAL DAMAGE OR FAILURE-YES
- ▶ EXTERIOR MATERIALS IN NEED OF REPLACEMENT OR REPAIR – YES
- ▶ BROKEN WINDOWS\DAMAGED DOORS – YES
- ▶ YARD OR GROUNDS POORLY MAINTAINED – NO
- ▶ ACCUMULATION OF JUNK – NO

## CODE ENFORCEMENT HISTORY

- ▶ 9 PRIOR VIOLATIONS
- ▶ CURRENT STATUS – OPEN- CHAP 34 CASE & RENTAL REGISTRATION (NOT REGISTERED SINCE 2012)



# 518 Maple





# 518 Maple





431

# 518 Maple



# 518 Maple



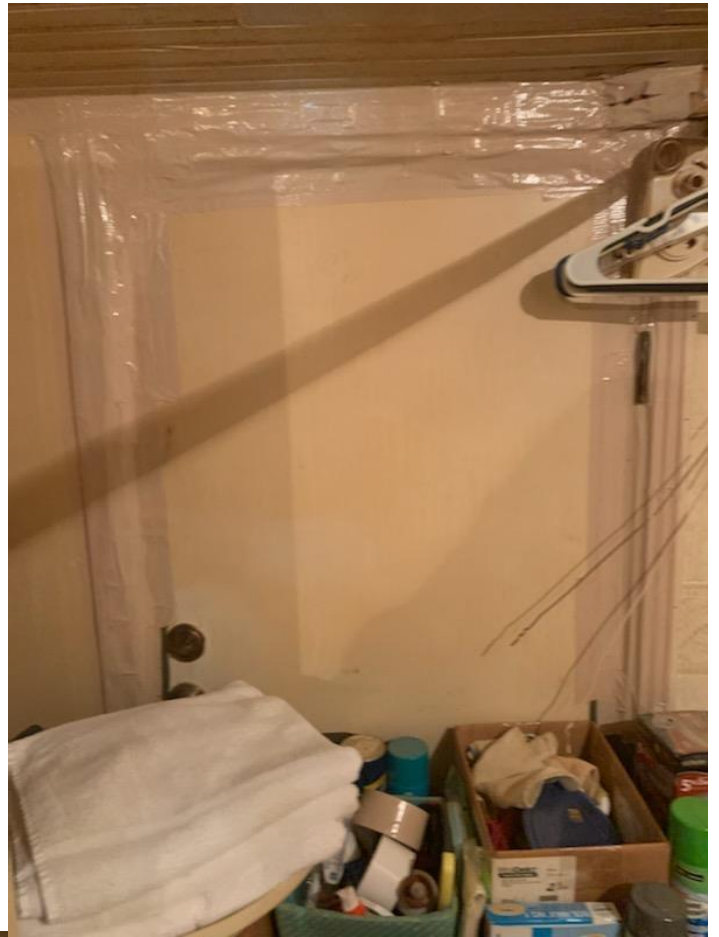




**518 Maple**









# 518 Maple



## 901 N. Madison

### BASIC INFORMATION

- ▶ PARCEL: 089E-30-173-00
- ▶ CASE: 32455
- ▶ WARD: 4
- ▶ TAX VALUE: \$24,700
- ▶ VACANT: YES
- ▶ REPAIRABLE: NO

### NEARBY PROPERTIES/ TAXES

- ▶ Right side      n/a
- ▶ Left side        n/a
- ▶ Rear             608 North St.                      \$43,590
- ▶ Across street 902 Madison St.                      \$34,790

### TAXES/LIENS -

Taxes – Delinquent for 2019

No city liens

### VISUAL INDICATORS OF BLIGHT

- ▶ STRUCTURAL DAMAGE OR FAILURE- YES
- ▶ EXTERIOR MATERIALS IN NEED OF REPLACEMENT OR REPAIR – YES
- ▶ BROKEN WINDOWS\DAMAGED DOORS – YES
- ▶ YARD OR GROUNDS POORLY MAINTAINED – YES
- ▶ ACCUMULATION OF JUNK - YES

### CODE ENFORCEMENT HISTORY

- ▶ 3 PRIOR VIOLATIONS
- ▶ CURRENT STATUS – OPEN - CHAPTER 34 CASE
- ▶ HOUSE IS NOT SECURED AND POLICE HAVE RESPONDED TO REMOVE HOMELESS PEOPLE LIVING INSIDE THE HOUSE

# 901 N. Madison





# 901 N. Madison



# 1417 N. Madison

## BASIC INFORMATION

- ▶ PARCEL: 089A-30-055-00
- ▶ CASE : 32302
- ▶ WARD: 4
- ▶ TAX VALUE: \$40,240
- ▶ VACANT: YES
- ▶ REPAIRABLE: NO

## NEARBY PROPERTIES

- ▶ RIGHT SIDE n/a
- ▶ LEFT SIDE 1413 N. Madison St. - \$78,930
- ▶ ACROSS Tupelo Housing Authority
- ▶ REAR n/a
- ▶ **TAXES/LIENS**

Taxes – CURRENT

No City Liens

## VISUAL INDICATORS OF BLIGHT

- ▶ STRUCTURAL DAMAGE OR FAILURE-YES
- ▶ EXTERIOR MATERIALS IN NEED OF REPLACEMENT OR REPAIR – YES
- ▶ BROKEN WINDOWS\DAMAGED DOORS – NO
- ▶ YARD OR GROUNDS POORLY MAINTAINED – NO
- ▶ ACCUMULATION OF JUNK - NO

## CODE ENFORCEMENT HISTORY

- ▶ 4 PRIOR VIOLATIONS
- ▶ CURRENT STATUS – OPEN- CHAP 34 VIOLATION
- ▶ ROOF COLLAPSED AND HOUSE HAS BEEN CONDEMNED



441

# 1417 N. Madison





**1417 N. Madison**





**1417 N. Madison**



## 2499 Shelton Dr.

### BASIC INFORMATION

- ▶ PARCEL: 101M-12-001-00
- ▶ CASE: 30385
- ▶ WARD: 5
- ▶ TAX VALUE: n/a
- ▶ VACANT: YES
- ▶ REPAIRABLE: NO

### VISUAL INDICATORS OF BLIGHT

- ▶ STRUCTURAL DAMAGE OR FAILURE-YES
- ▶ EXTERIOR MATERIALS IN NEED OF REPLACEMENT OR REPAIR – YES
- ▶ BROKEN WINDOWS\DAMAGED DOORS – YES
- ▶ YARD OR GROUNDS POORLY MAINTAINED – NO
- ▶ ACCUMULATION OF JUNK - NO

### CODE ENFORCEMENT HISTORY

- ▶ 2 PRIOR VIOLATIONS
- ▶ CURRENT STATUS – OPEN- CHAP 34 VIOLATION
- ▶ MOBILE HOME
- ▶ WAS DAMAGED BY STORM 10/19 AND NEVER REPAIRED OR REMOVED



## 2499 Shelton Dr.



## 2524 Shelton Dr.

### BASIC INFORMATION

- ▶ PARCEL: 101M-12-001-00
- ▶ CASE: 30385
- ▶ WARD: 5
- ▶ TAX VALUE: n/a
- ▶ VACANT: YES
- ▶ REPAIRABLE: NO

### VISUAL INDICATORS OF BLIGHT

- ▶ STRUCTURAL DAMAGE OR FAILURE-YES
- ▶ EXTERIOR MATERIALS IN NEED OF REPLACEMENT OR REPAIR – YES
- ▶ BROKEN WINDOWS\DAMAGED DOORS – YES
- ▶ YARD OR GROUNDS POORLY MAINTAINED – NO
- ▶ ACCUMULATION OF JUNK - NO

### CODE ENFORCEMENT HISTORY

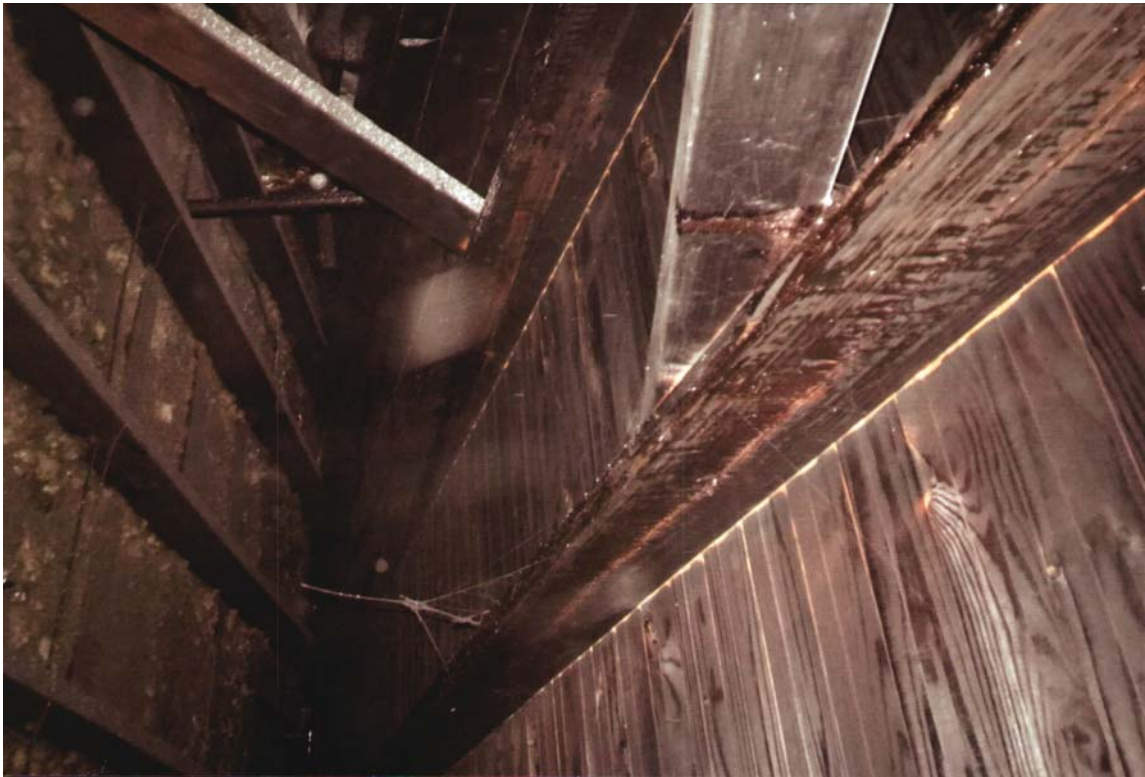
- ▶ 2 PRIOR VIOLATIONS
- ▶ CURRENT STATUS – OPEN- CHAP 34 VIOLATION
- ▶ MOBILE HOME
- ▶ WAS DAMAGED BY STORM 10/19 AND NEVER REPAIRED OR REMOVED



## 2524 Shelton Dr.



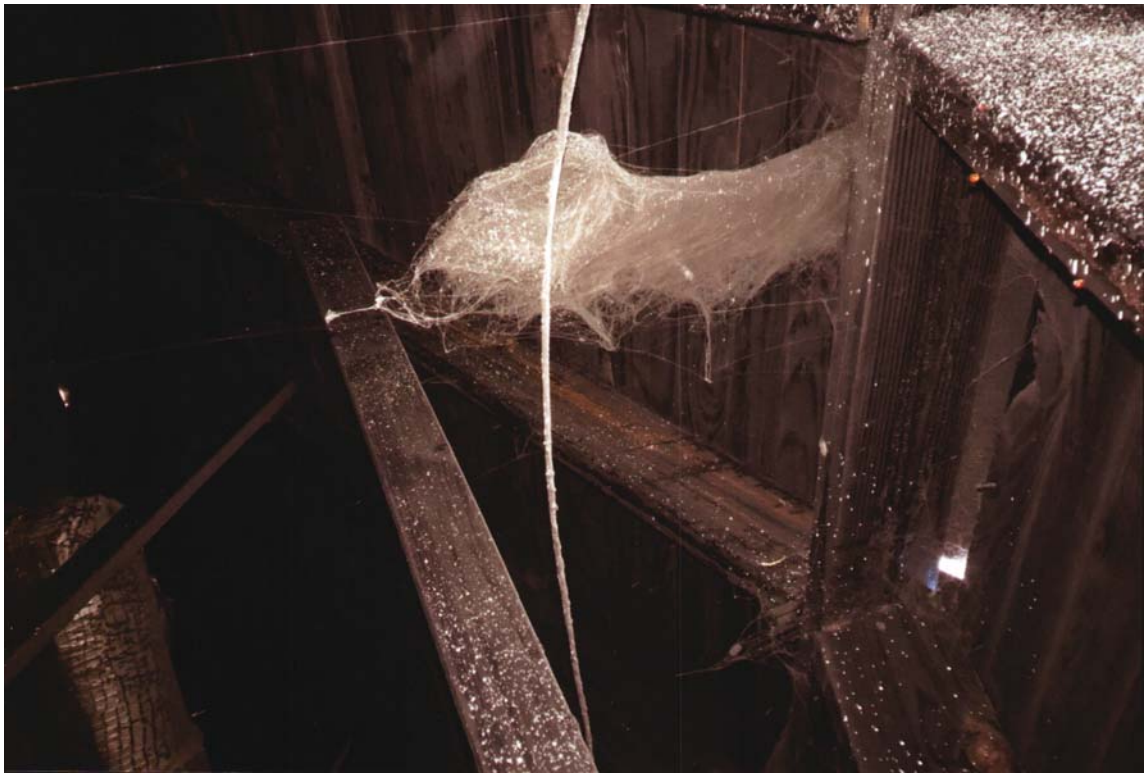
















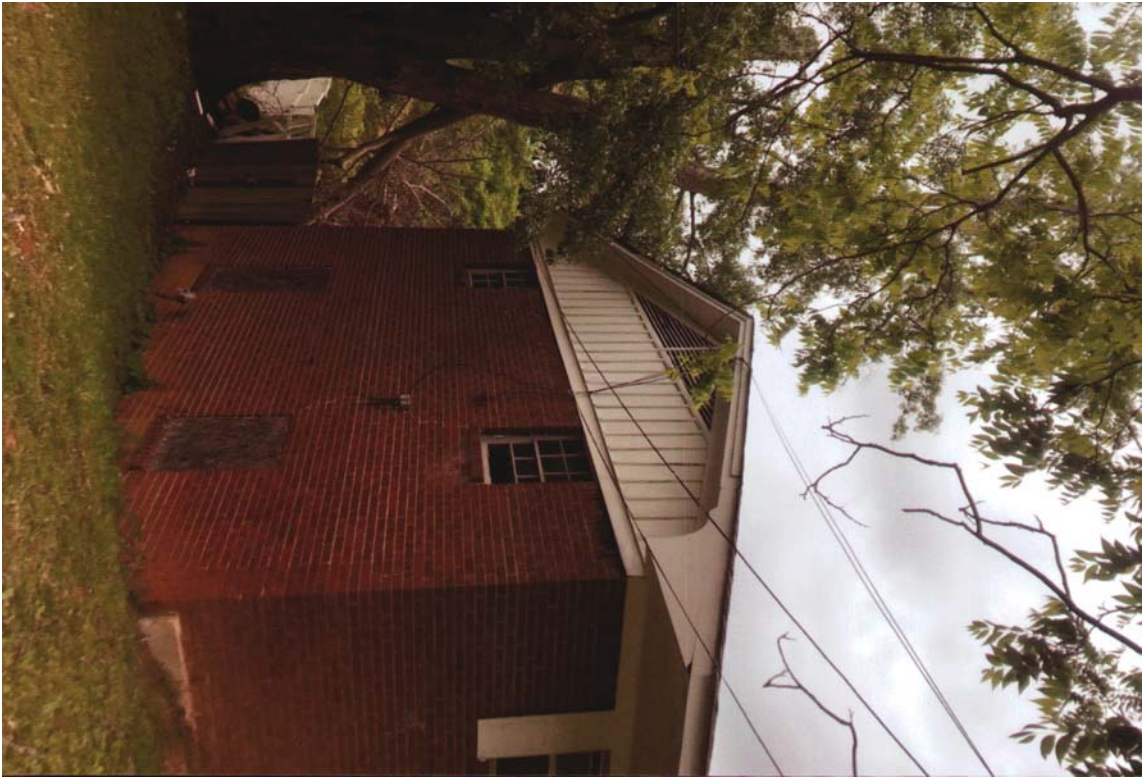




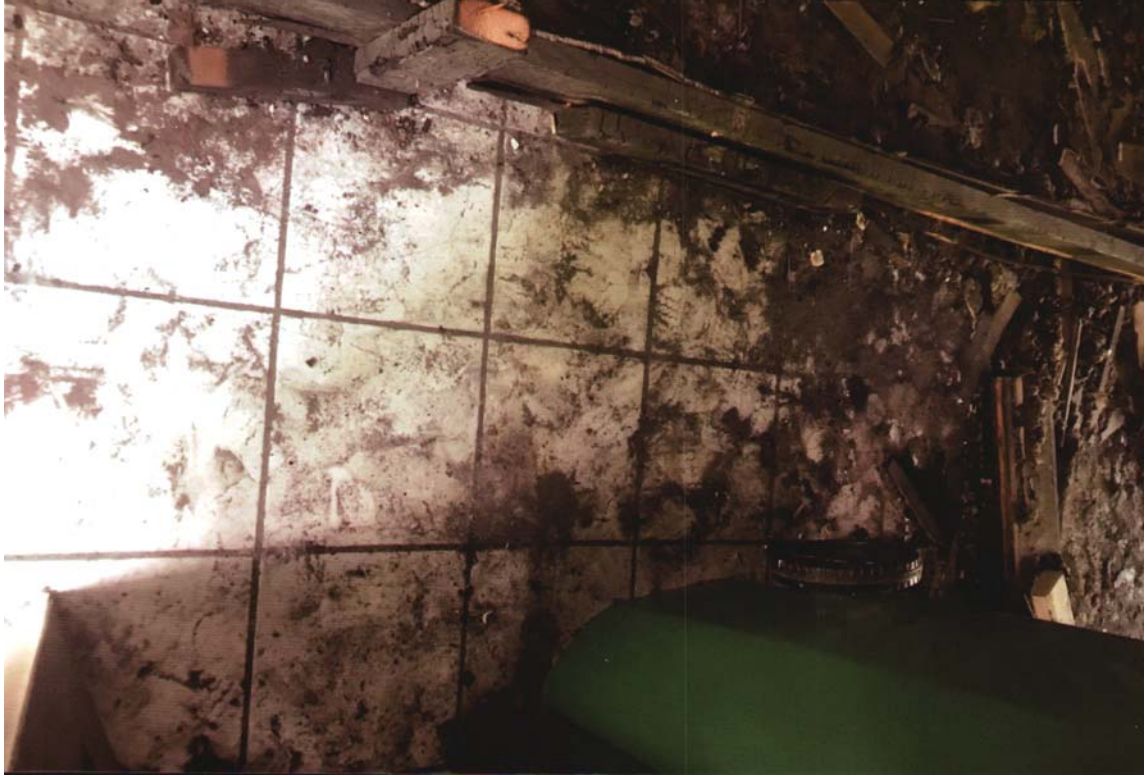






















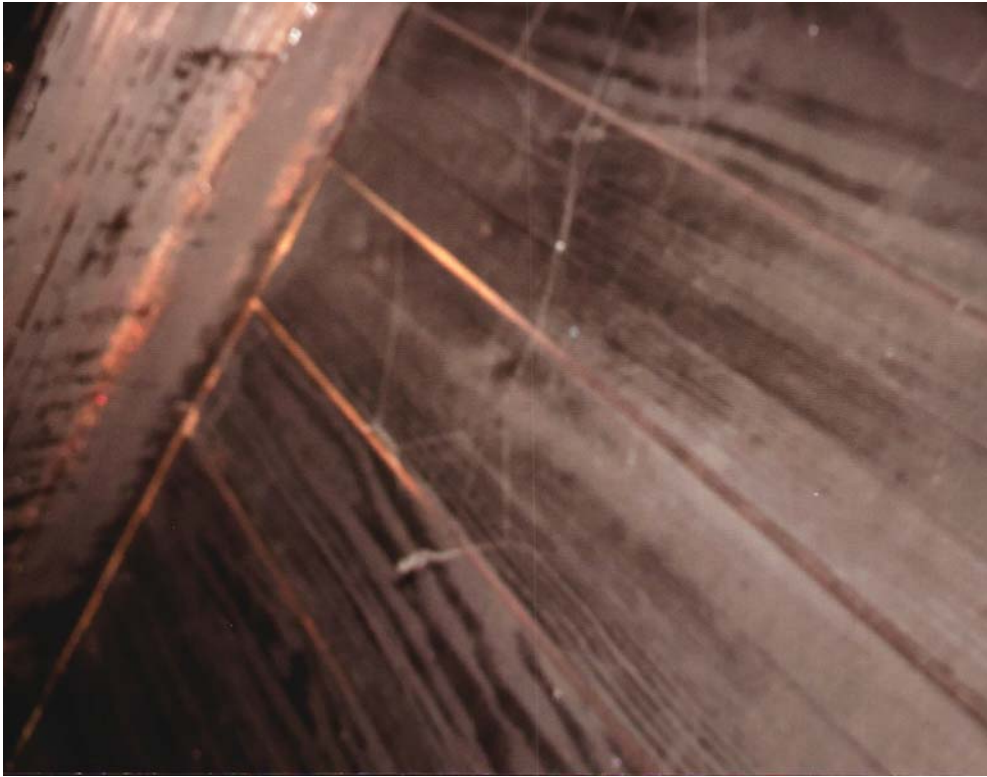


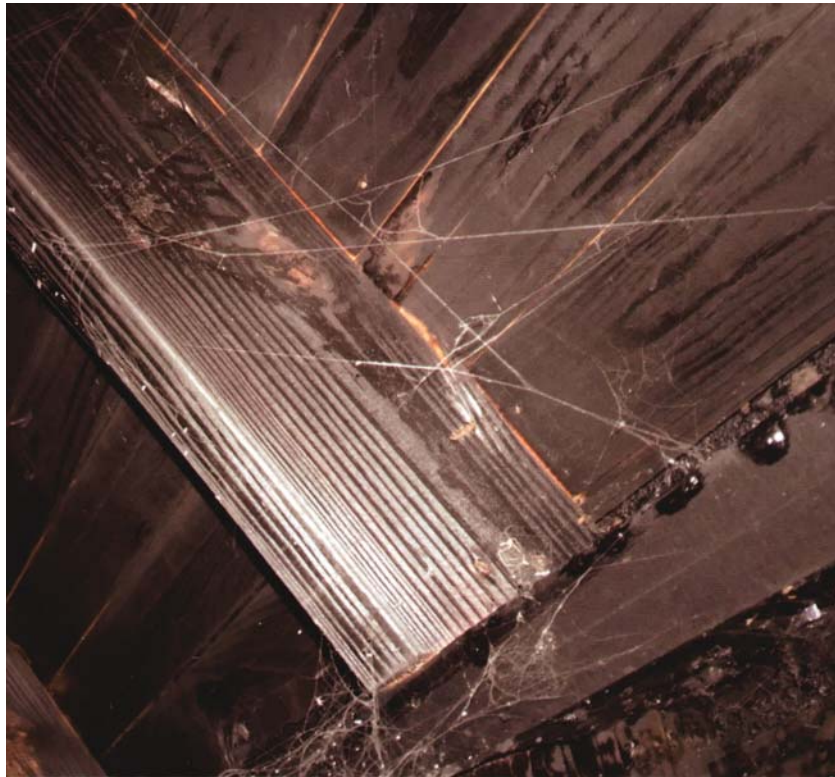












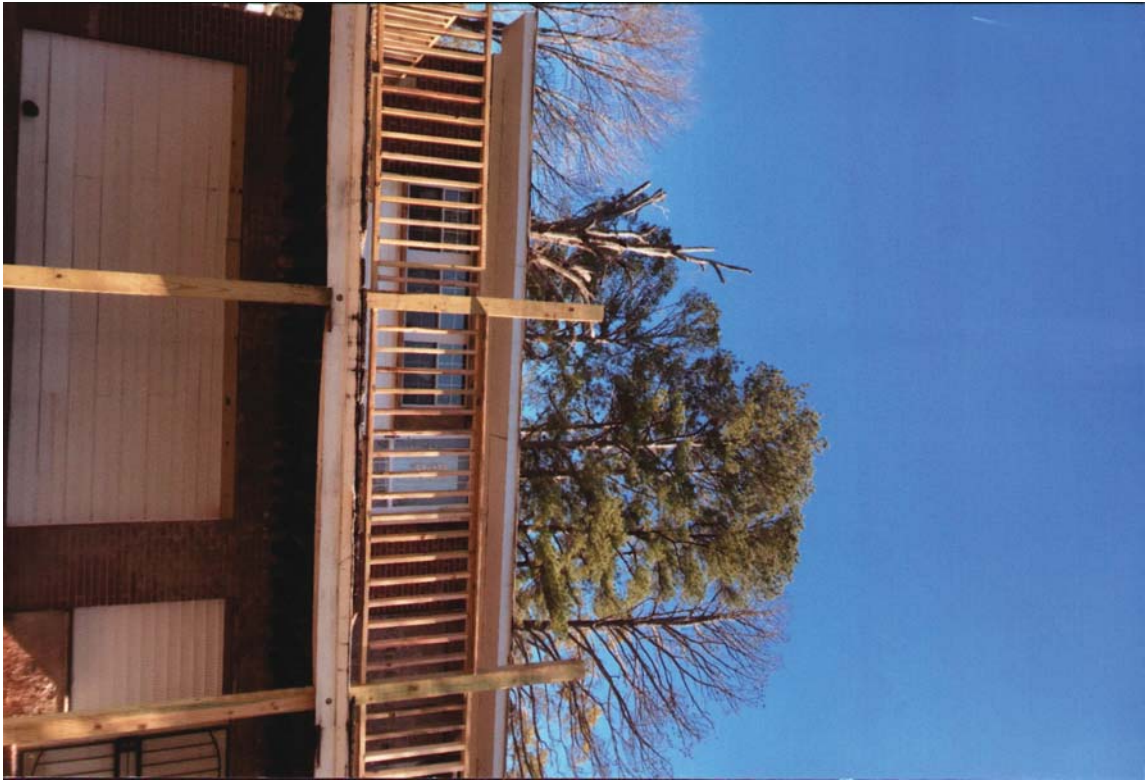










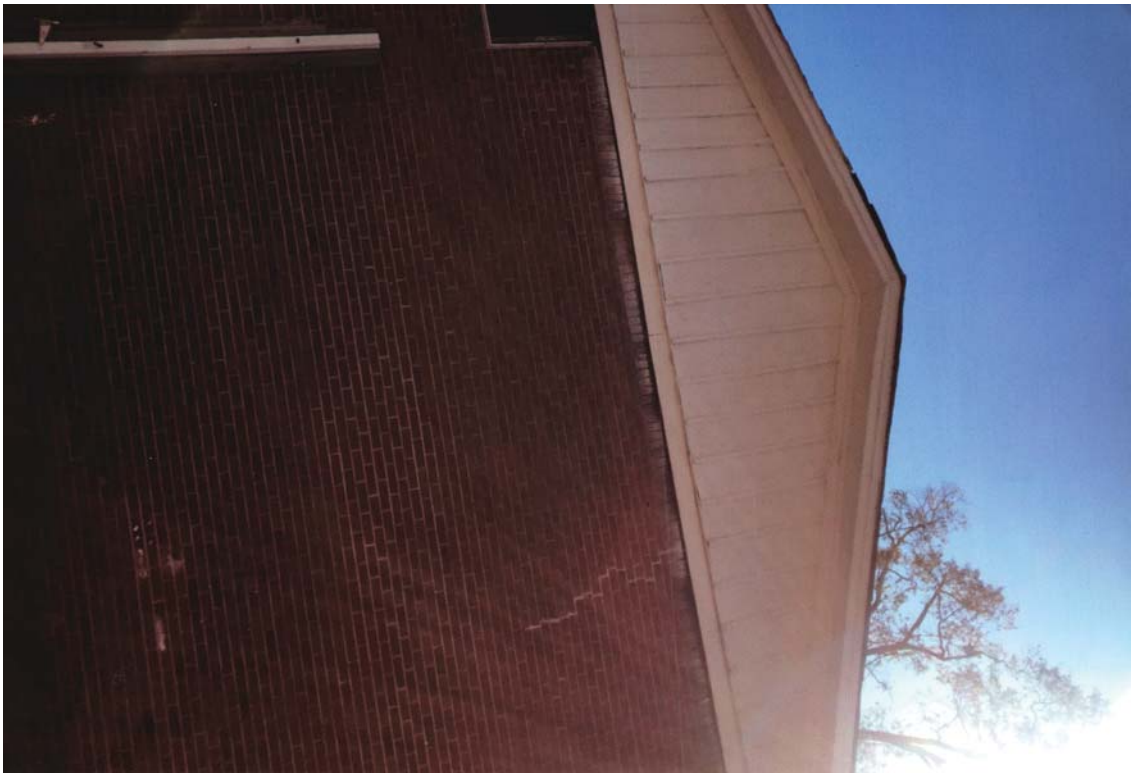












**CHECK INFORMATION FOR COUNCIL MEETING  
NOVEMBER 17, 2020**

<b>FUND</b>	<b>CHECK NUMBERS</b>
<b>POOL CASH EFT TWL ADJUSTMENTS</b>	<b>398098-398364 50000852-50000868</b>

**ELECTRONIC TRANSFERS AS SHOWN ON THE FACE OF DOCKET**

**INVOICES AS SHOWN ON FACE OF DOCKET**





## AGENDA REQUEST

**TO:** Mayor and City Council  
**FROM:** Kim Hanna, CFO  
**DATE:** November 17, 2020  
**SUBJECT:** IN THE MATTER OF ADVERTISING AND PROMOTIONAL ITEMS **KH**

---

### **Request:**

The 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:**

NE MS Daily Journal            \$1,278    Tupelo Reads Virtual Event/Tap Code



## **AGENDA REQUEST**

**TO:** Mayor and City Council

**FROM:** Kim Hanna, CFO

**DATE** November 17, 2020

**SUBJECT:** IN THE MATTER OF RFP FOR PAYROLL PROFESSIONAL SERVICES **KH**

---

**Request:**

I am requesting the approval of the RFP for Professional Payroll Services.

**ATTACHED:**

Recommendation letter



# City of Tupelo

Jason L. Shelton  
Mayor

November 12, 2020

## COUNCIL

Markel Whittington  
Ward One

Lynn Bryan  
Ward Two

Travis Beard  
Ward Three

Nettie Y. Davis  
Ward Four

Buddy Palmer  
Ward Five

Mike Bryan  
Ward Six

Willie Jennings  
Ward Seven

Mayor Jason L. Shelton and Council of the City of Tupelo  
City of Tupelo  
Tupelo, MS 38801

Re: Professional Payroll Service 2020-033BA

Dear Mayor Shelton and Council Members:

I am respectfully requesting your approval for a professional payroll service with ADP. The service would be a complete solution to automate payroll and human resource processes. The cost is upfront/one-time \$104,350.00 (hardware/timeclocks \$85,950.00, implementation \$18,400.00), ongoing cost of \$15.21 per month/employee. The price will be locked for two years with a 2% increase in year three.

An RFP was issued to help fill a vacant payroll administrator position. When grading the proposals received: Kim Hanna, CFO; Cassandra Moore, HR Director; Rosiland Barr, Accounting Compliance Specialist; and Kizzy Guy, Controller all agreed that this would be a progressive move for the city. It will also be vital in managing our largest asset which is human capital.

I am currently performing the payroll duties as the position has been vacant for a year.

Your consideration will be greatly appreciated. If you have any question, please let me know.

Sincerely,

Kizzy Guy  
Controller

## APPENDIX F





# REQUEST FOR PROPOSAL PAYROLL PROFESSIONAL SERVICES

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## RFP Information

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**RFP Title:** Professional Payroll Services

**Send Proposals To:** City of Tupelo  
Purchasing Department  
71 East Troy St.  
Tupelo, MS 38802

**Due Date & Time:** 09/28/2020 at 4:00p.m.

**Contact Information:** Kizzy Guy  
Controller  
662.841.6560  
[Kizzy.Guy@tupeloms.gov](mailto:Kizzy.Guy@tupeloms.gov)

Rosiland Barr  
Accounting Compliance  
662-432-2970  
[Rosiland.Barr@tupeloms.gov](mailto:Rosiland.Barr@tupeloms.gov)

Robert Kiste  
IT Manager  
662.841.6417  
[Robert.kiste@tupeloms.gov](mailto:Robert.kiste@tupeloms.gov)

**Purchasing Manager**  
**Phone: 662-841-65**  
**Email**



## **BACKGROUND**

The City of Tupelo is requesting proposal for professional payroll and benefit processing services. The City of Tupelo Finance department being the Project Lead will oversee the selection process prior to the formal approval by the Mayor and City Council

The City of Tupelo will select only one firm to provide the services as stated in the RFP. The City reserves the right to reject all proposals in the event the desired results cannot be achieved. The City has the right to negotiate with several vendors and modify and or change services during the negotiation process.

The City of Tupelo has an average of 460 fulltime employees. During the peak summer months the City averages 200 plus part-time employees. Lastly, the Tupelo Coliseum employees over 300 part-time employees to work various shows. Currently there are 110 payrolls processed yearly. There is an average of 900 W2 processed yearly.

## Proposal Specifications

**History of Company:** Provide detail description of payroll services provided to governmental agencies along with references applicable size in the state of Mississippi

**Mission Statement:** Provide the mission of your company and any other information that would help the City in the selection process.

**Customer Service Trends:** Please provide two years of customer service data that includes errors, omissions and or delayed processing of payroll. Explain how any issues or disputes were resolved including the timing. Is there one relationship professional assigned to each client?

**Implementation Timeline:** Provide detailed implementation timeline with responsible party listed for each deliverable. i.e. client or vendor

**Fee Schedule:** This should include a detailed itemized listing of the fee structure and how the fees are calculated. Also listed herein should be the expectation of how payments will be received from the City of Tupelo for payroll processing services and the due date.

**References:** Please provide 3 references preferably City governments that you have serviced and or still servicing.

## Scope:

### Payroll Processing

- Processing all payrolls from Time and Attendance through to the payment of employees
- Quarterly 941 Tax filings
- Accurately processing of W-2s yearly and address any special tax instances prior to the Federal and State deadlines.
- 1095 processing and ACA reporting in accordance with Federal Law by the deadline
- Process and remit payroll taxes, insurance, retirement, garnishments and any other employee benefits being withheld by the City.
- Create all GL reports to interface with the City of Tupelo Accounting Software (MUNIS) in a timely manner.
- Provide Payroll Registers and Reconciliation Reports for hours in Time and Attendance vs. Payroll Register.
- Other reporting such as census, demographic, EEO1, and EEO4
- FMLA tracking
- Employee accrual tracking

### Benefits Processing

- The expectation is that all benefits would be managed by the company chosen. The company would be responsible for handing all payments to carriers along with reconciliation of the payroll deductions against the bill from the carrier. The company would also administer Employee Open Enrollment, Qualifying Event Changes, and Cobra Notices for all Health/Dental/Vision and Cafeteria Plan items. Provide specific detail as to how information will flow from the carriers to the software being used to process payroll. It is expected that the payroll provider would be able to connect with our insurance carriers to add and/or remove employees as they move through the employment process. We currently utilize the following carriers: BlueCross BlueShield of Mississippi, Humana, Mutual of Omaha, and Colonial.



## General Terms and Conditions

### Delivery of Proposals

All proposals shall be submitted via USPS, FEDEX, UPS or in person on or before 4:00 p.m., Sept 25, 2020. Proposals should be marked with Payroll Processing System 2020-033BA on the outside of the package. Official bid documents can be downloaded from [www.centralbidding.com](http://www.centralbidding.com). Electronic bids can be submitted at [www.centralbidding.com](http://www.centralbidding.com). For any questions relating to the electronic bid process, please call Central Bidding at 225-810-4814.

Specifications are on file in the Purchasing Office and will be furnished upon request.

Proposals shall be received by:

Traci Dillard, City Purchasing Agent  
 City Hall  
 Post Office Box 1485/38802  
 71 East Troy Street 38804  
 Tupelo, MS

**All vendors who submit proposals will be notified via email when a selection is made. All proposals are considered public.**

### Technical Security

- **Audited Data Security Controls**
  - this means you need to ensure that SaaS providers undergo regular third-party application security audits, and that they are willing to share those results with you in writing.
  - one of the most common in the United States is SAS-70. Other standards include SysTrust, WebTrust or ISO 27001/2, depending on the application.
- **Track Record of High Availability**
  - Monthly or annual availability figures
- **Multiple, secure, disaster-tolerant data centers**
  - Telco grade facilities
  - multiple geographically dispersed data centers
  - data must be replicated across these facilities in real time
- **Look for integrated applications, not stove-pipes**
  - No single-purpose applications that do not communicate with one another
- **Network Security**
  - No inbound holes in our Firewall
  - Devices should be initiating the connection to the hosting center
  - End to End encryption
- **Penetration Testing**
  - Identify which firm does their penetration testing, and how they incorporate the results into their product development cycle.

## Installation Requirements and Warranty

- A performance test of the entire system shall be conducted by the Contractor in the presence of the City staff for each location.
- After the performance tests have demonstrated the operation of the complete system, the system shall be accepted by the City.
- Once the performance test has been completed and the City has indicated its acceptance of the system a trial period test shall begin. The system shall operate without software issues for a period of 90 days.
- All equipment will come with a minimum of a 1 year warranty for physical defects/failures.

## Training and Instruction

The following general conditions and requirements shall be followed by the selected company:

- Training will be conducted on site and will be provided by experienced, knowledgeable personnel. This training shall be completed prior to the start of the trial period and will last 8 hours to include administrative staff that currently uses the Time and Attendance system.
- Supervisory personnel shall receive detailed instructions in the initial setup of the system prior to installation, operating procedures, routine preventive maintenance and routine servicing of all security equipment.

## Ongoing Cost

### Yearly Maintenance/Licensing

For budgetary purposes, any ongoing cost will also be estimated for a period covering 2 years. This includes optional hardware and are software upgrades and or maintenance.

### Training and Support Cost

For budgetary purposes, an estimate will be provided to hold an administrator and end user training session as defined above. An estimate will also be provided for an additional 1 year of support as described above.

## Evaluation Process

**Evaluation Criteria:** The following factors will be considered in ranking the proposals received:

<b>Explanation of Criteria</b>	<b>Possible Points</b>
Understanding of task and proposed plan	+ 0 to 10
Experience & qualifications of firm	+ 0 to 5
<i>Experience with governmental payroll's</i>	
Experiences & qualifications of company/firm/personnel	+0 to 15
Ability to meet the "Scope of Work"	+0 to 8 <i>(one point for each item identified within the Scope of Work)</i>
Services above and beyond Scope of Work	+0 to 7
References	+0 to 5 <i>for each positive reference (max 20 points)</i>
Costs	+ 20 <i>for lowest rate</i> +15 <i>for second lowest rate</i> +10 <i>for third lowest rate</i> +0 <i>all others</i>

Maximum points possible 85

The City of Tupelo reserves the right to select any combination of sites in this RFP.



Company Information

City Of Tupelo  
Po Box 1485  
Tupelo, MS 38802  
United States

Executive Contact

Rosiland Barr  
Accountant Compliance Specialists  
[rosiland.barr@tupeloms.gov](mailto:rosiland.barr@tupeloms.gov)  
(662) 432-2970



460

Total  
Employees



\$18,400.00

Implementation  
Costs



\$141,174.00

Total Annual  
Investment

Expiration

11/17/2020

ADP Sales Associate

Rob Hoyt  
MAS UM CDM  
[robert.hoyt@adp.com](mailto:robert.hoyt@adp.com)  
901-786-3613

This is a Proposal only. Fees are estimates and are subject to change. Additional Fees may be incurred if other services are purchased or for tax filings including, but not limited to, additional states or 'applied for' statuses. Please consult with your sales representative for further details. \* Additional W2 processing fees apply. ©2017 ADP, Inc. ADP and the ADP Logo are registered trademarks of ADP, Inc. [ADP Check is a trademark of ADP, Inc. and is a registered service mark of ADP, Inc.]



**Sales Order**  
Quote Number  
02-2020-457734.2



Company Information

City Of Tupelo  
Po Box 1485  
Tupelo, MS 38802  
United States

Executive Contact

Rosiland Barr  
Accountant Compliance Specialists  
[rosiland.barr@tupeloms.gov](mailto:rosiland.barr@tupeloms.gov)  
(662) 432-2970

**Recurring Fees and Considerations**

Number of Employees: 460 on City Of Tupelo



Per Processing	Count	Min	Base	Rate	Bi-Weekly	Annual
Workforce Now Payroll Solutions	460	-	\$95.00	\$1.50	\$785.00	\$20,410.00
• Enhanced Payroll						
Employment and Income Verification						
• Employment Verification						



Monthly Processing	Count	Min	Base	Rate	Monthly	Annual
Workforce Now HCM Solutions	460	-	-	\$5.50	\$2,530.00	\$30,360.00
• Enhanced HR						
• HCM Analytics						
• Benefits Administration						
• Health & Welfare Carrier Connections						
Workforce Manager Time and Attendance						
Hourly Employees	420	-	-	\$5.50	\$2,310.00	\$27,720.00
Salaried Employees	45	-	-	\$4.00	\$180.00	\$2,160.00
• Compliance on Demand						
Absence Management	5	-	-	\$0.90	\$4.50	\$54.00
ADP InTouch DX Proximity Clock Subscription	27	-	-	\$120.37	\$3,250.00	\$39,000.00
ADP InTouch DX QuickPunch Plus Option	27	-	-	\$20.00	\$540.00	\$6,480.00
Subscription						
Talent Management and Activation	460	-	-	\$2.25	\$1,035.00	\$12,420.00
• Recruitment and Talent Acquisition						
Additional Jurisdiction (if applicable)		2+			\$8.95/month	
International Employees Rate (if applicable)					\$3.00/month	



Annual Processing	Count	Min	Base	Rate	Annual
Year End Forms, W2s or 1099s	460	-	-	\$4.50	\$2,070.00
Benefits Open Enrollment Support	1	-	\$500.00	-	\$500.00

Total Annual Investment	Total Annual
Workforce Now Services	<u>\$141,174.00</u>

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*15.21 X person X month*  
**APPENDIX F**



Financial  
ReviewSales Order  
Quote Number  
02-2020-457734.2

A more human resource.™

## Company Information

City Of Tupelo  
Po Box 1485  
Tupelo, MS 38802  
United States

## Executive Contact

Rosiland Barr  
Accountant Compliance Specialists  
[rosiland.barr@tupeloms.gov](mailto:rosiland.barr@tupeloms.gov)  
(662) 432-2970

## Other Considerations

## Hardware and Other Fees

	Count	Rate	Setup
• Standard Health & Welfare Carrier Connection Feed Setups	4	\$600.00	\$2,400.00
• Professional Services: Pay Check History Conversion	1	\$0.00	\$0.00
• Professional Services: Historical Data Conversion	1	\$0.00	\$0.00
* Employee Pay Rate (or Salary) History			
* Employee Position (or Job Profile) History			

## Implementation

• Implementation for Workforce Now Payroll Solutions			\$1,000.00
• Implementation for Workforce Now HCM Solutions			\$3,000.00
• Implementation for Workforce Manager Time and Attendance			\$7,500.00
• Implementation for Workforce Manager Absence Management			\$3,500.00
• Implementation for Recruitment and Talent Acquisition			\$1,000.00



## Total Other Considerations

Total Setup

Implementation and Setup	\$53,900.00
Implementation Discount Value	(\$35,500.00)
Estimated Total Net Implementation	<u>\$18,400.00</u>

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**Sales Order**  
 Quote Number  
 02-2020-457734.2



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 Po Box 1485  
 Tupelo, MS 38802  
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Executive Contact

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 Accountant Compliance Specialists  
[rosiland.barr@tupeloms.gov](mailto:rosiland.barr@tupeloms.gov)  
 (662) 432-2970

**Important Project and Billing Information**

Billing for Payroll Processing Services, HCM and any module bundled into the single per employee per processing fee for payroll, is billed immediately following the client's first payroll processing. The billing count is based on the number of pays submitted during each processing period, therefore total billing may fluctuate.

Billing for all modules bundled under HCM Solutions will begin on the date the ADP Product or Service is available for use by the CLIENT in a production environment. The billing count is based on all unique lives in the database paid in the previous calendar month. Any non-terminated employees based outside the United States will be billed separately as International Employees.

Billing for all modules bundled under Talent Activation Suite will begin on the date the ADP Product or Service is available for use by the CLIENT in a production environment. The billing count is based on all unique lives in the Workforce Now database paid in the previous calendar month.

Billing for Workforce Manager will begin on the date Workforce Manager is available for use by the CLIENT in a production environment. The billing count is based on all non-terminated lives in the Time Module, including managers/supervisors that need to approve time cards. Billing for add-on modules will include counts based on those lives specifically added and maintained by the practitioner.

Workforce Manager can only be used for tracking time for US associates only. clients are prohibited for leveraging this solution to track time for anyone located outside the US.

History Conversion: The services noted on this sales order are performed by ADP Professional Services and are for companies with less than 1000 active employees with a maximum of 5000 total records (a combination of both active and terminated lives) with data coming from a single data base source. Conversion of history from a database with a greater number of records or from multiple databases must be quoted via a customized statement of work. For additional Terms see Annex X of the Master Service Agreement.

Other

ADP's Fees for Service will be debited directly out of client's bank account of their choosing seven (7) days from invoice date.  
 Expiration Date: 11/17/2020

<b>Summary</b>			
Estimated Annual Net Investment:	\$141,174.00	Total Net Implementation:	\$18,400.00

The ADP Services listed on this Sales Order and the fees for such services set forth above are not final and remain subject to approval by ADP Finance in all respects. Once final, Client will receive a revised final, executable sales order to be signed by both ADP and Client.

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Financial  
Review

**Sales Order**  
Quote Number  
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(662) 432-2970

### Workforce Now Included Services

#### Enhanced Payroll

- Tax Filing Service
- Payment Services
- Reports Library and Custom Report Writer
- Wage Garnishment Processing
- New Hire Reporting
- General Ledger Solution
- Online Reports and Pay Statements

- Employee and Manager Self Service
- Paid Time Off Accruals
- ADP Portal with Customized Content
- Access to Mobile Apps
- Employee Discount Program
- Group Term Life Auto Calculation

#### Enhanced HR

- Employee Development Tracking
- Paid Time Off Accruals Engine
- Multiple Languages & Currencies
- Country Specific Workflows & Processes
- Country Specific Formatting & Custom Fields
- Secure Online Document Storage with Role Based Security, Search & Auditing Functionality

- New Hire Onboarding / I-9 Workflow
- Compliance Reporting
- Organization Charting
- Policy Acknowledgement
- Total Rewards Statements

#### HCM Analytics

- Pre-Configured Key Performance
- Executive Dashboard

- Ability to Customize Additional KPIs
- Pay Equity Storyboard

#### Benefits Administration

- Multiple Benefit Plan Types
- Flexible Rate Structures (Age Banded & Salary Tiers)
- Notifications & Approvals
- Invoice Auditing
- Annual 1095-C Forms

- Dependent & Beneficiary Tracking
- Employee Open Enrollment
- ACA Measurement Dashboard
- Evidence of Benefit Offering Screens
- Annual 1094-C Filing

#### Health & Welfare Carrier Connections

#### Workforce Manager Time and Attendance

- Multiple Time Collection Methods
- PTO Management & Reporting
- Request & Approval Workflows
- Accruals and Scheduling

- Rule Based Calculations
- Web Native
- Attestation Toolkit
- 100% mobile for supervisors and employees

#### Compliance on Demand

- Federal, state and local regulatory content
- Proactive legislative alerts from ADP

- An ADP client community discussion forum
- Access to ADP compliance experts

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Financial  
Review

Sales Order  
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A more human resource.

#### Company Information

City Of Tupelo  
Po Box 1485  
Tupelo, MS 38802  
United States

#### Executive Contact

Rosiland Barr  
Accountant Compliance Specialists  
[rosiland.barr@tupeloms.gov](mailto:rosiland.barr@tupeloms.gov)  
(662) 432-2970

### Workforce Now Included Services

#### Employment Verification

- Commercial Employment and Income Verifications
- Social Services Verifications
- Workers Compensation Verifications

- Client access to Electronic Reports and Tools
- Immigration Verifications

#### Recruitment and Talent Acquisition

- Mobile-first, branded career site for applicants
- Seamless job posting on 25,000+ job sites
- Candidate communications using email and mobile text
- ZipRecruiter job slots

- Requisition management and reporting
- Talent communities
- Interview scheduling and offer letter management
- Industry and Geographic Compensation Benchmarks

#### Implementation Support and Data Conversion

- Pay Rate (or Salary) History: Inc. up to 7 years; Max 5000 records (Total Lives, Terms, LOA)

- Position (or Job Profile) History: Inc. up to 7 years; Max 5000 records (Total Lives, Terms, LOA)

Thank you for your consideration

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### Professional Services: ADP Advantage Program Statement of Work for History Conversion

#### PART I: All Fields Required – Client Must Select History Conversions Required

Client is entitled to receive all History Conversion offerings listed below as part of the ADP Advantage Program. Client will only receive the services checked by Client below in the section below.

<b>ADP Workforce Now Professional Services Agreement (the "Agreement")</b>			
Client Company Name:		Client Region/ Parent Company Code:	
Client Contact Name:		Client Contact Title:	
Client Address:			
City:		State:	Zip Code:
Corporate address (if different from above)			
City:		State:	Zip Code:
Industry:		Number of Employees:	
Start Date with ADP:		Service Proposal Date:	

Professional Service:	<b>Conversion of Historical Data: Check History, Pay Rate History and Position History</b>
Brief description of project/Services Elected	<input type="checkbox"/> <b>Check History</b> for ease of record look-up by the Practitioner converted into <u>Workforce Now</u> * <input type="checkbox"/> <b>Pay Rate History</b> for ease of record look-up by the Practitioner converted into <u>Workforce Now</u> * <input type="checkbox"/> <b>Position History</b> for ease of record look-up by the Practitioner converted into <u>History Viewer</u> *  *For up to 7 calendar years of historical data, from one vendor source, for less than 1000 active employees in ADP Workforce Now and up to 5000 employees from source conversion.

<p><b>Description of Services</b></p> <p><b>For All History Conversions part of this Statement of Work:</b></p> <ul style="list-style-type: none"> <li>• Client will not significantly alter the scope of work beyond that which is proposed in the Statement of Work.</li> <li>• Client Company has sufficient resources for the Project as detailed in the following statement of work.</li> <li>• Client will provide access to prior vendor data in order to perform an extraction of data. Access may include either extraction of data related to check history or via .PDF reports, i.e. registers. Specific instructions will be provided based on prior vendor.</li> <li>• Client will perform an audit of converted data and review with their client team.</li> <li>• Client will provide access to WFN site to allow for the import of the converted check history data files into ADP WFN solution.</li> <li>• Client will have all employees to be converted loaded into Workforce Now (to include prior year terminated employees)</li> </ul> <p><b>Check History:</b></p> <ul style="list-style-type: none"> <li>• Employee Check history data will be extracted from prior vendor system</li> <li>• Check history data will be audited and balanced check by check</li> <li>• Check history data files will be formatted specifically for ADP Workforce Now solution</li> <li>• Check history data files will be created and imported into ADP Workforce Now solution for Practitioner level Access.</li> </ul> <p><u>Check History Data Includes:</u> Net/Gross Salary, Taxes, Deductions, Hours, Hours &amp; Earnings Codes</p> <p><b>Specific to Check History:</b></p> <ul style="list-style-type: none"> <li>• Client will complete and validate the data mapping and is responsible for final review of data during mapping process.</li> </ul>
--



**Pay Rate History:**

- Employee Pay Rate data will be extracted from prior vendor system
- Total of Rates will be provided from source for client to validate
- Employee Pay Rate data files will be formatted specifically for ADP Workforce Now solution.
- Employee Pay Rate Data files will be created and imported into ADP Workforce Now solution for Practitioner level Access.

Pay Rate Data Includes: Position ID, Change Effective On, Compensation change Reason, Rate Type, Rate 1 Amount, Standard Hours, pay Frequency Code, Rate 2 Amount, Rate Currency, Annual Salary

**Position History:**

- Employee Position History data will be extracted from prior vendor system
- Total number of records from source will be provided to client for validation
- Position History data will be loaded to History Viewer, provided by Resource Navigation Solutions, a standalone system which allows clients to retain history from their legacy systems.
- History Viewer URL access will be provided to Client Practitioner for login with password

Position History Data Includes: Job Title, Department, Business Unit, Location, Assigned Shift, Full time Employee, Pay Grade, Job Class, Salary Structure, Allocation, Union, FLSA, Workers Compensation, Scheduled Hours, Hours period, EEO Job Class, Cost Number, Management Position, Reports to Position ID

**Position History Includes - Automated Export Services for joint reporting:**

- Resource Navigation will create the standard report for specified Practitioner; ADP Integration Services will setup the Automated Export of the report in WFN. Data will be pushed from WFN to History Viewer for joint reporting of Position History only.
- Automated Export Services Implementation to Resource Navigation using End Point on ADPR\_RSNAV
- Report Execution schedule (1x per day maximum frequency)

**Automated Export Services:**

- Client must be on ADPR r12 or higher
- Client's Firewall must be open to IP addresses 170.146.243.252
- The following permissions are required: ls/dir, write, rename, delete and read

**Deliverables and Fees:**

**Check History** data files will be created and imported into ADP Workforce Now solution for Practitioner level Access.

**Employee Pay Rate** Data files will be created and imported into ADP Workforce Now solution for Practitioner level Access.

**Position History** data will be loaded to the History Viewer, provided by Resource Navigation Solutions, a standalone system which allows clients to retain history from their legacy systems. History Viewer URL access will be provided to Client Practitioner for login with password.

**Training related to History Conversions:** All training is done remotely via internet and/or telephone unless otherwise specified. Four (4) hours of training is included.

**Automated Export Services:**

- Automated Export of Standard Report from Workforce Now to History Viewer
- Report Execution schedule (1x per day maximum frequency)

\*Additional work items discovered or modifications will be billed under separate cover.

**Fees:**

SCN 4Z/F00300 – Check History - \$0

SCN 4Z/S00080 – History Viewer for Pay Rate and Position History - \$0

SCN 4Z/F00080 - Monthly Recurring fees for History Viewer - \$0

SCN 4Z/R0053Z - Automated Export Services - \$0

Upon completion of the services, ADP will request confirmation from the Client that the services and deliverables outlined in this statement of work have been satisfactorily delivered. Services, including any deliverables, will be deemed accepted by Client if no response has been received within 4 business days of the date of this confirmation request.

**Customization Support and Maintenance**

As part of the scope of this Statement of Work, customization projects will be maintained and supported by ADP within thirty (30) days following delivery. Ongoing phone support, additional change requests and customization upgrades, including those coinciding with new software releases, are available at additional cost. After this initial 30 day period, recurring maintenance fees if detailed in this SOW will apply to those Professional Services identified in this SOW

This Statement of Work ("SOW") is an addendum to the Agreement executed by the parties and is incorporated by reference as if fully set forth herein. All other terms and conditions of the Agreement shall remain in full force and effect. In the event of any conflict between the terms and conditions of this SOW and the terms and conditions of the Agreement, this SOW shall prevail as it relates to the services provided pursuant to this SOW. The terms defined in the Agreement and used in this SOW shall have the same respective meanings as set forth in the Agreement, unless clearly otherwise defined in this SOW.

**As a condition to receiving certain Professional Services set forth on this SOW, Client will be subject to the following additional terms and conditions.**

- 1 **ADP Resources.** ADP shall select resources including subcontractors that, in ADP's reasonable business judgment, are qualified to perform the Professional Services, and in the case of subcontractors have entered into an appropriate written agreement with ADP (each an "ADP Resource"). The ADP Resources are and shall be, notwithstanding anything to the contrary contained herein, ADP's employees or contractors, and shall not for any purpose be considered Client's employees. ADP or its subcontractor shall be solely responsible for the payment of the salaries of such ADP resources and all matters relating thereto (including the withholding and/or payment of all federal, state and local income and other payroll taxes), worker's compensation, disability benefits, medical and other insurance-related benefits and all such additional legal requirements applicable to employees of ADP or such subcontractor.
- 2 **Completion of Professional Services.** Upon completion of the Professional Services, Client will immediately notify ADP if the Professional Services and deliverables outlined in the Sales Order have not been satisfactorily delivered. The Professional Services will be deemed accepted by Client if no response has been received within five (5) days of the date of completion of the Professional Services.

ADP, Inc.	CLIENT
(Signature of Authorized Representative)	(Signature of Authorized Representative)
(Name – Please Print)	(Name – Please Print)
( Title) (Date)	( Title) (Date)





# City of Tupelo

Jason L. Shelton  
Mayor

November 17, 2020

To: Mayor Jason Shelton and City Council

From: Kim Hanna *keeto*

Re: Award of RFP for Audit Services for the City of Tupelo and Electric Fund

A request for proposal was run twice in the Daily Journal and advertised on Central Bidding. The City of Tupelo received two proposals from local accounting firms and one from a firm in Birmingham Alabama.

A committee met Friday morning at 9:00am (November 13, 2020), which included Councilman Markel Whittington, Councilman Willie Jennings, Rosiland Barr, Don Lewis and myself to score the proposal based on the criteria set forth in the RFP. The two local firms, Franks, Franks, Wilemon and Hagood, who currently perform the City's audits and Jarrell Group who has experience on the City of Tupelo's audit scored almost identical in every category except price which led to a recommendation to contract with Jarrell Group. The price offered by Jarrell Group is \$53,720 for the City and the Electric Audit as well as the CAFR. Franks, Franks, Wilemon and Hagood gave us a price of \$61,200 for the audits and CAFR.

The committee's score sheets are on file in the City Clerk's office and can be reviewed upon request.

## COUNCIL

Markel Whittington  
Ward One

Lynn Bryan  
Ward Two

Travis Beard  
Ward Three

Nettie Y. Davis  
Ward Four

Buddy Palmer  
Ward Five

Mike Bryan  
Ward Six

Willie Jennings  
Ward Seven

## APPENDIX G

## Technical Proposal for Audit Services 2020-038BA

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City of Tupelo, Mississippi

Prepared by:  
JARRELL GROUP, PLLC  
Certified Public Accountants  
Tupelo, Mississippi

Contacts:  
Greg Jarrell, CPA  
Michael Little, CPA  
Monica Cooper  
111 East Troy Street, Suite C  
Tupelo, Mississippi 38804  
(662) 346-5801  
[mlittle@jarrellgroupcpa.com](mailto:mlittle@jarrellgroupcpa.com)

Date submitted:  
November 12, 2020

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November 12, 2020

Kim Hanna, City Clerk  
City of Tupelo, Mississippi  
71 East Troy Street  
Tupelo, Mississippi 38804

Re: Proposal for Audit Services 2020-038BA-RFP

Dear Ms. Hanna:

We are honored to propose audit services for the City and Electric Department. The City of Tupelo deserves to be the main priority of any firm and have an audit completed by a date that is the most advantageous to the City. The City is organized, well run, and financially sound and a thorough and timely delivered audit helps reflect those strengths.

The Jarrell Group has recently added audit partners Monica Cooper and Michael Little, whom have previous experience auditing the City of Tupelo.

Our proposed timeline for the City would be:

- November 16, 2020 – prepare confirmations and submit an items needed list
- December 15, 2020 – conduct fraud risk interviews and prepare samples
- January 15, 2021 – begin fieldwork
- February 15, 2021 – submit draft
- February 28, 2021 – exit conference

Our proposed timeline for the Electric Department would be:

- August 2, 2021 – prepare confirmations and submit an items needed list
- August 30, 2021 – conduct fraud risk interviews and prepare samples
- September 6, 2021 – begin fieldwork
- September 27, 2021 – submit draft
- October 4, 2021 – exit conference

We propose a price of \$35,970 for the audit, \$6,500 for the CAFR, and \$11,250 for the Electric Department audit. These engagements can be renewed annually for up to four years.

We have greatly enjoyed working with you and your staff over the years and hope to continue that relationship.

Very truly yours,

*Greg Jarrell, CPA*

Greg Jarrell, CPA  
Jarrell Group

**TECHNICAL PROPOSAL**  
**City of Tupelo, Mississippi**

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**FIRM BACKGROUND:**

The Firm was established on March 1, 2018. There are three partners who have public accounting experience with the Firm of thirty-nine years, eighteen years and six years, respectively. Presently, the Firm operates one office employing seven people, four of them are recognized as professionals by the public accounting industry. These professionals are members of the American Institute of Certified Public Accountants and the Mississippi Society of Certified Public Accountants.

**QUALIFICATIONS:**

The Firm is qualified to perform the services requested by the entity.

*Mandatory Qualifications:*Licensed to Practice:

The Firm and its entire professional staff are properly licensed to practice as certified public accountants in the State of Mississippi.

Independence:

The Firm meets the independence requirements of the *Standards for Audit of Governmental Organizations, Programs, Activities and Functions*, 1988 revision, published by the U.S. General Accounting Office.

State Auditor's Firm Listing:

The Firm is included on the State Auditor's approved firm listing.

*Firm Qualifications and Experience:*

The Firm's audit staff is composed of two partners Michael Little and Monica Cooper. The managing partner, Greg Jarrell, will act as the quality control reviewer.

The Firm maintains a quality control system to ensure that the services rendered by the Firm will be of the highest quality available in the public accounting industry. The Firm is in good standing with all regulatory bodies of the profession. There are no disciplinary actions threatened or pending against the Firm by any person or regulatory body.

The Firm maintains professional liability insurance with coverage of \$1,000,000. The deductible to the policy is \$25,000. The carrier is CAMICO.



**TECHNICAL PROPOSAL**  
**City of Tupelo, Mississippi**

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*Firm Qualifications and Experience (continued):*

The Jarrell Group, PLLC strives to maintain a high level of proficiency in all areas of public accounting. To this end we require the professional staff in the Firm to attend at least forty hours of continuing professional education courses annually. These courses are all Mississippi State Board of Public Accountancy approved courses, and the topics of these courses range from current auditing and accounting law and regulation changes to personal financial planning seminars. The Firm complies with all AICPA/State requirements pertaining to continuing professional education including the Yellow Book requirements.

*Partner Qualifications and Experience:*

All three partners, two of which are CPAs, have in-charge audit experience. We feel our experience with local governments and nonprofits allows the Firm to qualify itself to serve a varied and diverse group of clients. The three partners are all qualified to perform most all types of governmental or nonprofit engagements.

Michael Little, CPA, will be the partner in charge. Mr. Little has extensive governmental and nonprofit auditing experience including over eighteen years as an auditor to governmental entities. Mr. Little also has extensive experience working with governmental and nonprofit entities audited pursuant to Uniform Guidance. Assisting Mr. Little will be Monica Cooper. Mrs. Cooper has experience auditing governmental and nonprofit entities including those subject to Uniform Guidance.

**PRIOR EXPERIENCE:**

*Prior and Similar Engagements with Governmental and Nonprofits Entities:*

The Firm is in the process of developing an audit division focusing primarily on municipality and nonprofit clients. We are currently adding new clients that match our commitment to quality and our Firm calendar.

The Firm's partners have experience auditing several municipalities and quasi-governmental entities that are audited pursuant to *Government Auditing Standards* and Uniform Guidance. A partial list is included on page 9 indicating those audits managed by the partners pursuant to *Government Auditing Standards* and Uniform Guidance as well as those audits of a similar size as the City. The experience acquired in auditing organizations such as the City of Tupelo, Tupelo Airport Authority, Three Rivers Planning and Development District, as well as the City of Olive Branch, allowed our partners to audit all types of federal programs. These organizations receive federal funds in many different funds from many different agencies and sources. There would be few, if any, other entities in North Mississippi receiving more federal dollars from so many different sources. In addition to these engagements, we have audit experience with many other organizations receiving federal funds.



**TECHNICAL PROPOSAL**  
**City of Tupelo, Mississippi**

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**UNDERSTANDING OF AUDIT SERVICES TO BE PERFORMED:**

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City of Tupelo as of and for the year ended September 30, 2020. As part of the audit, we will provide assistance with preparation of your financial statements, schedule of expenditures of federal awards, and related notes.

As applicable, our audit will be a single audit conducted in accordance with generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the provisions of Uniform Guidance. The audit will include tests of the accounting records of the City and other procedures we consider necessary to enable us to express an unqualified opinion that the financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the Schedule of Expenditures of Federal Awards and on the City's compliance with laws and regulations and its internal controls as required for a single audit. If our opinion is other than unmodified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit, we will not issue a report as a result of this engagement. We anticipate issuing the following reports as a result of our engagements:

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Independent Auditors' Report on Compliance for Each Major Program and on Internal Control over Compliance Required by Uniform Guidance (as applicable)

Schedule of Expenditures of Federal Awards (as applicable)

Schedule of Findings and Responses (or Questioned Costs as applicable)

The above listing is not considered all-inclusive since standards are constantly changing. In any event, the Firm will comply with all current standards of reporting pertaining to the engagements.

Compliance with laws, regulations, contracts, and grants applicable to the City is the responsibility of the City's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with certain provisions of laws, regulations, contracts, and grants. However, our objective is not to provide an opinion on overall compliance with such provisions.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorney as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.



**TECHNICAL PROPOSAL**  
**City of Tupelo, Mississippi**

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**UNDERSTANDING OF AUDIT SERVICES TO BE PERFORMED (continued):**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Also, we will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. As required by Uniform Guidance, our audit will include tests of transactions related to federal assistance programs for compliance with applicable laws and regulations. However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us. We will inform you, however, of any matters of that nature that come to our attention, and we will include such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

We understand that our reports on the internal control as part of the financial audit and on compliance with laws and regulations are intended for the information of the audit committee, management, and others within the City.

We understand that you will provide us with the basic information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will provide limited assistance in the preparation of your financial statements, but the responsibility for the financial statements remains with you. This responsibility includes the maintenance of adequate records and related control structure policies and procedures, the selection and application of accounting principles, and the safeguarding of assets.

We understand that your employees will locate any invoices selected by us for testing as well as assist the staff in obtaining information needed to complete the audit.

We understand the work papers for this engagement are the property of the Jarrell Group, PLLC and constitute confidential information. However, we may be requested to make certain work papers available to the City or other agencies pursuant to authority given to it by law or regulation. If requested, access to such work papers will be provided under the supervision the Jarrell Group, PLLC personnel. Furthermore, upon request, we may provide photocopies of selected work papers to the City or other related agencies. The City or other related agency may intend, or decide, to distribute the photocopies or information contained therein to others, including other governmental agencies. In addition, we will respond to reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

Our proposed timeline for the City would be:

- November 16, 2020 – prepare confirmations and submit an items needed list
- December 15, 2020 – conduct fraud risk interviews and prepare samples
- January 15, 2021 – begin fieldwork
- February 15, 2021 – submit draft
- February 28, 2021 – exit conference

**TECHNICAL PROPOSAL**  
**City of Tupelo, Mississippi**

---

Our proposed timeline for the Electric Department would be:

- August 2, 2021 – prepare confirmations and submit an items needed list
- August 30, 2021 – conduct fraud risk interviews and prepare samples
- September 6, 2021 – begin fieldwork
- September 27, 2021 – submit draft
- October 4, 2021 – exit conference

We propose a price of \$35,970 for the City audit, \$6,500 for the CAFR, and \$11,250 for the Electric Department audit. These engagements can be renewed annually for up to four years.

**STAFFING PLAN:**

Michael Little and Monica Cooper, partners in the Firm, will serve as the engagement partners. Greg Jarrell will serve as a quality control reviewer. Mr. Little and Mr. Jarrell are certified public accountants and along with Mrs. Cooper, have many years of combined experience serving governmental and nonprofit clients. A profile of each begins on page 10. All partners are based out of Tupelo.



**TECHNICAL PROPOSAL**  
**City of Tupelo, Mississippi**

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**PRIOR AUDITING EXPERIENCE:**

- City of Tupelo, Mississippi
- City of Nettleton, Mississippi
- City of Olive Branch, Mississippi
- Tupelo Airport Authority
- Itawamba Community College Foundation
- Northwest Mississippi Community College Foundation
- Three Rivers Planning and Development District
- Three Rivers Solid Waste Management Authority
- City of Tupelo Electric Department
- GM&O Rails to Trails Recreational District of North MS
- The PUL Alliance

*Contacts:*

- Three Rivers Planning and Development District  
Randy Kelly, Executive Director  
[VRK@trpdd.com](mailto:VRK@trpdd.com)
- Tupelo Airport Authority  
Cliff Nash, Executive Director  
[c.nash@flytupelo.com](mailto:c.nash@flytupelo.com)
- City of Nettleton  
Dana Burcham, City Clerk  
[courtclerk@maxxsouth.net](mailto:courtclerk@maxxsouth.net)
- City of Olive Branch  
LaWonda Knighten, Director of Finance  
[lawonda.knighten@obms.us](mailto:lawonda.knighten@obms.us)

**PROFILE**  
**GREG JARRELL, CPA**  
**(Managing Partner)**

---

**EDUCATION**

B.A. in Accountancy, University of Mississippi – 1980  
 Master of Accountancy, University of Mississippi – 1981

**PROFESSIONAL SOCIETIES**

American Institute of Certified Public Accountants  
 Mississippi Society of Certified Public Accountants  
 Association of Certified Fraud Examiners

**HONORS**

Secretary – Mississippi Society of Certified Public Accountants  
 Board of Governors – Mississippi Society of CPA's  
 President – N.E. MS Chapter of MS Society of CPA's  
 Vice President – N.E. MS Chapter of National Association of Accountants  
 Beta Alpha Psi  
 Phi Beta Lambda

**OCCUPATIONAL INFORMATION**

1981 to 1986 – Staff Accountant with Firm  
 1987 to 2017 – Principal with Franks, Franks & Jarrell, P.A.  
 1982 to 2004 – Instructor University of Mississippi and Itawamba Community College  
 2018 to present – Managing Partner / Founder of Jarrell Group, PLLC

**EXPERIENCE BACKGROUND**

Thirty-nine years of experience has included in-charge principal of several governmental, quasi-governmental, not-for-profit and for-profit audits. In addition, serves as a consultant to small businesses and not-for-profits providing tax, audit and technology services.

**CONTINUING EDUCATION – AUDITING**

GAAP for State and Local Governments: Fair Value Measurement  
 Uniform Guidance (3)  
     Overview  
     Update  
     New Single Audit Requirements  
 The Schedule of Expenditures of Federal Awards (SEFA) under Uniform Guidance  
 Common Deficiencies: Audits under Government Audit Standards and Single Audit  
 Major Program Determination under Uniform Guidance  
 Governmental GAAP: Government-Wide Financial Statements (Second Edition)  
 Introduction to Yellow Book  
 Performance Auditing: The Wave of the Future for Government?  
 Nonprofit Financial Statements  
 Unique Areas for Auditing of Governments and Not for Profits  
 The NPO Reporting Model  
 Governmental GAAP: Comprehensive Annual Financial Report (Second Edition)



**PROFILE**  
**MICHAEL S. LITTLE, CPA**  
**(Partner)**

---

*EDUCATION*

B.B.A. in Banking and Finance, Mississippi State University – 1997  
 B.S. in Accountancy, Mississippi State University – 2002

*PROFESSIONAL SOCIETIES*

American Institute of Certified Public Accountants  
 Mississippi Society of Certified Public Accountants

*HONORS*

Dean's List  
 President's List

*OCCUPATIONAL INFORMATION*

1997 to 1999 – Branch Manager, Citizens National Bank  
 2000 to 2001 – Bank Officer, Bank of America  
 2002 to 2005 – Staff Accountant with Franks, Franks, & Jarrell, P.A.  
 2005 to 2019 – Audit Manager with Franks, Franks, Jarrell, & Wilemon, P.A.  
 2020 to 2020 – Partner with Franks, Franks, Wilemon & Hagood, P.A.  
 2020 to present – Partner with the Jarrell Group, PLLC

*EXPERIENCE BACKGROUND*

Eighteen years of experience on a wide range of governmental, non-profit and business audits. Experience in public accounting nearly all in the audit area. Audit experience as an Audit Manager included planning, supervising and completing all areas of the audit process. Valuable experience in auditing entities receiving federal assistance in accordance the Single Audit Act of 1996.

*CONTINUING EDUCATION – AUDITING*

Risk Assessment Deep Dive: How to Avoid Common Missteps  
 Risk Assessment in Smaller Entities  
 The Single Audit from Beginning to End  
 MSCPA Governmental Accounting and Auditing Conference – 2019  
 Ethics for Mississippi CPAs  
 Impact of New Nonprofit Reporting Model  
 Understanding and Analyzing Financial Statements  
 Analytical Fraud Detection  
 GASB 77 and Tax Abatements  
 Yellow Book and Single Audit Deficiencies  
 Fraud in Smaller Entity Engagements  
 MSCPA Governmental Accounting and Auditing Conference – 2018  
 Essential Course for Preparing Nonprofit Financial Statements Under ASU No. 2016-14  
 Audits of States, Local Governments and Nonprofit Organizations  
 Revenue Recognition: Fundamentals  
 Compliance Supplement and Nonprofits  
 Introduction to Fraud Symptoms and Detection  
 ASU 2016-14, Nonprofit Financial Statements  
 Common Single Audit Deficiencies  
 MSCPA Governmental Accounting and Auditing Conference – 2017

**PROFILE**  
**MONICA COOPER**  
**(Junior Partner)**

---

*EDUCATION*

B.A. in Accountancy, University of Mississippi – 2015

*PROFESSIONAL SOCIETIES*

Mississippi Society of Certified Public Accountants

*HONORS*

Dean's List

President's List

Phi Theta Kappa

*OCCUPATIONAL INFORMATION*

2015 to 2017 – Staff Accountant with Franks, Franks, Jarrell & Wilemon, P.A.

2017 to 2018 – Senior Accountant with Franks, Franks, Jarrell & Wilemon, P.A.

2019 to 2020 – Senior Accountant In-Charge with Franks, Franks, Wilemon & Hagood, P.A.

2020 to present – Junior Partner with the Jarrell Group, PLLC

*EXPERIENCE BACKGROUND*

Six years of experience on a wide range of governmental, non-profit and business audits. Experience in public accounting nearly all in the audit area. Audit experience as an Senior In-Charge accountant included planning, supervising and completing all areas of the audit process. Valuable experience in auditing entities receiving federal assistance in accordance the Single Audit Act of 1996.

*CONTINUING EDUCATION – AUDITING*

Risk Assessment in Small Entities: Obtaining an Understanding of Internal Control

The Single Audit from Beginning to End

Accounting and Financial Reporting Standards and Special Auditing Considerations-EBP

Risk Assessment Deep Dive: How to Avoid Common Missteps

MSCPA Governmental Accounting and Auditing Conference – 2019

Introduction and Role of In-Charge

Reviewing Workpapers

Planning Your Audit

Communication Skills

Introduction to Employee Benefit Plan Auditing

Super Staff Supervision

Effective Analytics

Engagement Tips

MSCPA Governmental Accounting and Auditing Conference – 2018

MSCPA Governmental Accounting and Auditing Conference – 2017

Employee Benefit Plans

Audit Workpapers: Documenting and Reviewing Field Work

MSCPA Governmental Accounting and Auditing Conference – 2016

MSCPA Governmental Accounting and Auditing Conference – 2015



**JARRELL GROUP, PLLC****City of Tupelo - Budget Statement**

Audit Area	Total Hours	Greg Jarrell	Michael Little	Monica Cooper
Planning & Preliminary Audit Work	16	2	7	7
Study & Evaluation of Internal Controls	26	2	12	12
Risk Assessment	20	2	12	6
Trial Balance Preparation	9	-	-	9
Cash & Investments	9	-	2	7
Governmental Revenue & Receivables	16	-	14	2
Capital Assets	27	-	5	22
Other Assets	6	-	3	3
Expenditures & Accounts Payable	17	-	8	9
Long-Term Debt	18	-	12	6
Payroll & Related Liabilities	12	-	2	10
PERS & GASB 68	11	-	8	3
Fund Balance	5	-	4	1
Compliance Testing	18	-	8	10
Single Audit	20	-	4	16
Financial Statement Preparation	72	-	42	30
Audit Supervision & Review	22	10	10	2
Conferences & Consultations	6	2	3	1
<b>Total Hours Budgeted</b>	<b>330</b>	<b>18</b>	<b>156</b>	<b>156</b>
<b>Rate</b>		<b>\$ 135</b>	<b>\$ 125</b>	<b>\$ 90</b>
<b>Total for City Audit</b>	<b>\$ 35,970</b>	<b>\$ 2,430</b>	<b>\$ 19,500</b>	<b>\$ 14,040</b>

**Electric Department - Budget Statement**

Audit Area	Total Hours	Greg Jarrell	Michael Little	Monica Cooper
Planning & Preliminary Audit Work	6	2	2	2
Study & Evaluation of Internal Controls	9	2	4	3
Risk Assessment	8	2	4	2
Trial Balance Preparation	2	-	-	2
Cash & Investments	4	-	-	4
Revenue & Receivables	7	-	5	2
Capital Assets	10	-	5	5
Expenditures & Accounts Payable	7	-	3	4
Long-Term Debt	4	-	1	3
Payroll & Related Liabilities	5	-	1	4
PERS & GASB 68	4	-	3	1
Fund Balance	2	-	1	1
Compliance Testing	6	-	3	3
Financial Statement Preparation	17	-	10	7
Audit Supervision & Review	8	4	2	2
Conferences & Consultations	3	1	1	1
<b>Total Hours Budgeted</b>	<b>102</b>	<b>11</b>	<b>45</b>	<b>46</b>
<b>Rate</b>		<b>\$ 135</b>	<b>\$ 125</b>	<b>\$ 90</b>
<b>Total for Electric Department Audit</b>	<b>\$ 11,250</b>	<b>\$ 1,485</b>	<b>\$ 5,625</b>	<b>\$ 4,140</b>

Financial  
Review

## Sales Order

Quote Number  
02-2020-457734.2



A more human resource.

### Company Information

City Of Tupelo  
Po Box 1485  
Tupelo, MS 38802  
United States

### Executive Contact

Rosiland Barr  
Accountant Compliance Specialists  
[rosiland.barr@tupeloms.gov](mailto:rosiland.barr@tupeloms.gov)  
(662) 432-2970

## Workforce Now Included Services

### Enhanced Payroll

- Tax Filing Service
- Payment Services
- Reports Library and Custom Report Writer
- Wage Garnishment Processing
- New Hire Reporting
- General Ledger Solution
- Online Reports and Pay Statements

- Employee and Manager Self Service
- Paid Time Off Accruals
- ADP Portal with Customized Content
- Access to Mobile Apps
- Employee Discount Program
- Group Term Life Auto Calculation

### Enhanced HR

- Employee Development Tracking
- Paid Time Off Accruals Engine
- Multiple Languages & Currencies
- Country Specific Workflows & Processes
- Country Specific Formatting & Custom Fields
- Secure Online Document Storage with Role Based Security, Search & Auditing Functionality

- New Hire Onboarding / I-9 Workflow
- Compliance Reporting
- Organization Charting
- Policy Acknowledgement
- Total Rewards Statements

### HCM Analytics

- Pre-Configured Key Performance
- Executive Dashboard

- Ability to Customize Additional KPIs
- Pay Equity Storyboard

### Benefits Administration

- Multiple Benefit Plan Types
- Flexible Rate Structures (Age Banded & Salary Tiers)
- Notifications & Approvals
- Invoice Auditing
- Annual 1095-C Forms

- Dependent & Beneficiary Tracking
- Employee Open Enrollment
- ACA Measurement Dashboard
- Evidence of Benefit Offering Screens
- Annual 1094-C Filing

### Health & Welfare Carrier Connections

### Workforce Manager Time and Attendance

- Multiple Time Collection Methods
- PTO Management & Reporting
- Request & Approval Workflows
- Accruals and Scheduling

- Rule Based Calculations
- Web Native
- Attestation Toolkit
- 100% mobile for supervisors and employees

### Compliance on Demand

- Federal, state and local regulatory content
- Proactive legislative alerts from ADP

- An ADP client community discussion forum
- Access to ADP compliance experts

This is a Proposal only. Fees are estimates and are subject to change. Additional Fees may be incurred if other services are purchased or for tax filings including, but not limited to, additional states or 'applied for' statuses. Please consult with your sales representative for further details. \* Additional W2 processing fees apply. ©2017 ADP, Inc. ADP and the ADP Logo are registered trademarks of ADP, Inc. [ADP Check is a trademark of ADP, Inc. and is a registered service mark of ADP, Inc.]



Financial  
Review

## Sales Order

Quote Number  
02-2020-457734.2



A more human resource.™

### Company Information

City Of Tupelo  
Po Box 1485  
Tupelo, MS 38802  
United States

### Executive Contact

Rosiland Barr  
Accountant Compliance Specialists  
[rosiland.barr@tupeloms.gov](mailto:rosiland.barr@tupeloms.gov)  
(662) 432-2970

## Workforce Now Included Services

### Employment Verification

- Commercial Employment and Income Verifications
- Social Services Verifications
- Workers Compensation Verifications

### Recruitment and Talent Acquisition

- Mobile-first, branded career site for applicants
- Seamless job posting on 25,000+ job sites
- Candidate communications using email and mobile text
- ZipRecruiter job slots

### Implementation Support and Data Conversion

- Pay Rate (or Salary) History: Inc. up to 7 years; Max 5000 records (Total Lives, Terms, LOA)

- Client access to Electronic Reports and Tools

- Immigration Verifications

- Requisition management and reporting
- Talent communities
- Interview scheduling and offer letter management
- Industry and Geographic Compensation Benchmarks

- Position (or Job Profile) History: Inc. up to 7 years; Max 5000 records (Total Lives, Terms, LOA)

Thank you for your consideration

This is a Proposal only. Fees are estimates and are subject to change. Additional Fees may be incurred if other services are purchased or for tax filings including, but not limited to, additional states or 'applied for' statuses. Please consult with your sales representative for further details. \* Additional W2 processing fees apply. ©2017 ADP, Inc. ADP and the ADP Logo are registered trademarks of ADP, Inc. [ADP Check is a trademark of ADP, Inc. and is a registered service mark of ADP, Inc.]



## Professional Services: ADP Advantage Program Statement of Work for History Conversion

### PART I: All Fields Required – Client Must Select History Conversions Required

Client is entitled to receive all History Conversion offerings listed below as part of the ADP Advantage Program. Client will only receive the services checked by Client below in the section below.

ADP Workforce Now Professional Services Agreement (the "Agreement")			
Client Company Name:		Client Region/ Parent Company Code:	
Client Contact Name:		Client Contact Title:	
Client Address:			
City:		State:	Zip Code:
Corporate address (if different from above)			
City:		State:	Zip Code:
Industry:		Number of Employees:	
Start Date with ADP:		Service Proposal Date:	

Professional Service:	<b>Conversion of Historical Data: Check History, Pay Rate History and Position History</b>
Brief description of project/Services Elected	<input type="checkbox"/> <b>Check History</b> for ease of record look-up by the Practitioner converted into <u>Workforce Now</u> * <input type="checkbox"/> <b>Pay Rate History</b> for ease of record look-up by the Practitioner converted into <u>Workforce Now</u> * <input type="checkbox"/> <b>Position History</b> for ease of record look-up by the Practitioner converted into <u>History Viewer</u> *  *For up to 7 calendar years of historical data, from one vendor source, for less than 1000 active employees in ADP Workforce Now and up to 5000 employees from source conversion.

### Description of Services

#### For All History Conversions part of this Statement of Work:

- Client will not significantly alter the scope of work beyond that which is proposed in the Statement of Work.
- Client Company has sufficient resources for the Project as detailed in the following statement of work.
- Client will provide access to prior vendor data in order to perform an extraction of data. Access may include either extraction of data related to check history or via .PDF reports, i.e. registers. Specific instructions will be provided based on prior vendor.
- Client will perform an audit of converted data and review with their client team.
- Client will provide access to WFN site to allow for the import of the converted check history data files into ADP WFN solution.
- Client will have all employees to be converted loaded into Workforce Now (to include prior year terminated employees)

#### Check History:

- Employee Check history data will be extracted from prior vendor system
- Check history data will be audited and balanced check by check
- Check history data files will be formatted specifically for ADP Workforce Now solution
- Check history data files will be created and imported into ADP Workforce Now solution for Practitioner level Access.

Check History Data Includes: Net/Gross Salary, Taxes, Deductions, Hours, Hours & Earnings Codes

#### Specific to Check History:

- Client will complete and validate the data mapping and is responsible for final review of data during mapping process.



**Pay Rate History:**

- Employee Pay Rate data will be extracted from prior vendor system
- Total of Rates will be provided from source for client to validate
- Employee Pay Rate data files will be formatted specifically for ADP Workforce Now solution.
- Employee Pay Rate Data files will be created and imported into ADP Workforce Now solution for Practitioner level Access.

Pay Rate Data Includes: Position ID, Change Effective On, Compensation change Reason, Rate Type, Rate 1 Amount, Standard Hours, pay Frequency Code, Rate 2 Amount, Rate Currency, Annual Salary

**Position History:**

- Employee Position History data will be extracted from prior vendor system
- Total number of records from source will be provided to client for validation
- Position History data will be loaded to History Viewer, provided by Resource Navigation Solutions, a standalone system which allows clients to retain history from their legacy systems.
- History Viewer URL access will be provided to Client Practitioner for login with password

Position History Data Includes: Job Title, Department, Business Unit, Location, Assigned Shift, Full time Employee, Pay Grade, Job Class, Salary Structure, Allocation, Union, FLSA, Workers Compensation, Scheduled Hours, Hours period, EEO Job Class, Cost Number, Management Position, Reports to Position ID

**Position History Includes - Automated Export Services for joint reporting:**

- Resource Navigation will create the standard report for specified Practitioner; ADP Integration Services will setup the Automated Export of the report in WFN. Data will be pushed from WFN to History Viewer for joint reporting of Position History only.
- Automated Export Services Implementation to Resource Navigation using End Point on ADPR\_RSNAV
- Report Execution schedule (1x per day maximum frequency)

**Automated Export Services:**

- Client must be on ADPR r12 or higher
- Client's Firewall must be open to IP addresses 170.146.243.252
- The following permissions are required: ls/dir, write, rename, delete and read

**Deliverables and Fees:**

**Check History** data files will be created and imported into ADP Workforce Now solution for Practitioner level Access.

**Employee Pay Rate** Data files will be created and imported into ADP Workforce Now solution for Practitioner level Access.

**Position History** data will be loaded to the History Viewer, provided by Resource Navigation Solutions, a standalone system which allows clients to retain history from their legacy systems. History Viewer URL access will be provided to Client Practitioner for login with password.

**Training related to History Conversions:** All training is done remotely via internet and/or telephone unless otherwise specified. Four (4) hours of training is included.

**Automated Export Services:**

- Automated Export of Standard Report from Workforce Now to History Viewer
- Report Execution schedule (1x per day maximum frequency)

\*Additional work items discovered or modifications will be billed under separate cover.

**Fees:**

SCN 4Z/F00300 – Check History - \$0  
 SCN 4Z/S00080 – History Viewer for Pay Rate and Position History - \$0  
 SCN 4Z/F00080 - Monthly Recurring fees for History Viewer - \$0  
 SCN 4Z/R0053Z - Automated Export Services - \$0



Upon completion of the services, ADP will request confirmation from the Client that the services and deliverables outlined in this statement of work have been satisfactorily delivered. Services, including any deliverables, will be deemed accepted by Client if no response has been received within 4 business days of the date of this confirmation request.

### Customization Support and Maintenance

As part of the scope of this Statement of Work, customization projects will be maintained and supported by ADP within thirty (30) days following delivery. Ongoing phone support, additional change requests and customization upgrades, including those coinciding with new software releases, are available at additional cost. After this initial 30 day period, recurring maintenance fees if detailed in this SOW will apply to those Professional Services identified in this SOW.

This Statement of Work ("SOW") is an addendum to the Agreement executed by the parties and is incorporated by reference as if fully set forth herein. All other terms and conditions of the Agreement shall remain in full force and effect. In the event of any conflict between the terms and conditions of this SOW and the terms and conditions of the Agreement, this SOW shall prevail as it relates to the services provided pursuant to this SOW. The terms defined in the Agreement and used in this SOW shall have the same respective meanings as set forth in the Agreement, unless clearly otherwise defined in this SOW.

### As a condition to receiving certain Professional Services set forth on this SOW, Client will be subject to the following additional terms and conditions.

- ADP Resources.** ADP shall select resources including subcontractors that, in ADP's reasonable business judgment, are qualified to perform the Professional Services, and in the case of subcontractors have entered into an appropriate written agreement with ADP (each an "ADP Resource"). The ADP Resources are and shall be, notwithstanding anything to the contrary contained herein, ADP's employees or contractors, and shall not for any purpose be considered Client's employees. ADP or its subcontractor shall be solely responsible for the payment of the salaries of such ADP resources and all matters relating thereto (including the withholding and/or payment of all federal, state and local income and other payroll taxes), worker's compensation, disability benefits, medical and other insurance-related benefits and all such additional legal requirements applicable to employees of ADP or such subcontractor.
- Completion of Professional Services.** Upon completion of the Professional Services, Client will immediately notify ADP if the Professional Services and deliverables outlined in the Sales Order have not been satisfactorily delivered. The Professional Services will be deemed accepted by Client if no response has been received within five (5) days of the date of completion of the Professional Services.

ADP, Inc.		CLIENT	
(Signature of Authorized Representative)		(Signature of Authorized Representative)	
(Name - Please Print)		(Name - Please Print)	
( Title)	(Date)	( Title)	(Date)



FINAL 17NOV20

**ORDER****ORDER SELECTING PLAN HOUSE ENTERPRISES AS A NON-EXCLUSIVE ELECTRONIC BIDDING AND REVERSE AUCTION SERVICE PROVIDER**

**WHEREAS**, Plan House Enterprises (PHE) has the means and ability to receive bids over a secure encrypted connection in a manner that is both secure and compliant with the requirements of Miss. Code Anno. §31-7-13 (1972 as amended); and

**WHEREAS**, PHE can provide a secure link through the city's website which will allow contractors to submit bids electronically and which will allow contractors to submit bids electronically via a reverse auction; and

**WHEREAS**, these services are being offered at no charge to the city, but charges may be made to potential bidders as follows:

- 1) No charge to bidders to view bidding documents on-line or submit electronic bids.
- 2) PHE may charge either a \$50.00 bid submission fee to each bidder or a negotiated fee not to exceed 4% to the successful reverse auction bidder for the use of the reverse auction sourcing network, all in accordance with Miss. Code Anno. §31-7-13.3.
- 3) PHE reserves the right to charge a fee to any party desiring to order a copy of bid documents and specifications or digitally download a copy of bid documents and specifications; and

**WHEREAS**, the city has heretofore spread on its minutes the use of Central Bidding and Qwest as non-exclusive providers of electronic bidding and reverse auction services under the award of the Mississippi Department of Finance and Administration for reverse auction and electronic bidding services, and desires to do the same for PHE.

**BE IT ORDERED:**

1. The preceding paragraphs are adopted herein by reference.
2. The City of Tupelo selects PHE as a non-exclusive electronic bidding and reverse auction service provider.
3. The terms of the compensation are set out above, and the term of this selection shall expire July 1, 2021, unless otherwise renewed by the city council.

The foregoing order was proposed in a motion by Councilmember

Lynn Bryan, seconded by Councilmember Willie Jennings, and

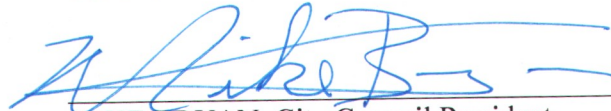
was brought to a vote as follows:

FINAL 17NOV20

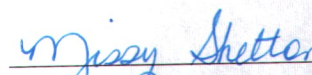
Councilmember M. Whittington voted	<u>Aye</u>
Councilmember L. Bryan voted	<u>Aye</u>
Councilmember Beard voted	<u>Aye</u>
Councilmember Davis voted	<u>Aye</u>
Councilmember Palmer voted	<u>Aye</u>
Councilmember M. Bryan voted	<u>Absent</u>
Councilmember Jennings voted	<u>Aye</u>

Whereupon, the Order having received a majority of affirmative votes, the President of the Council declared that the Order had passed and adopted on this the 17<sup>th</sup> day of November, 2020.

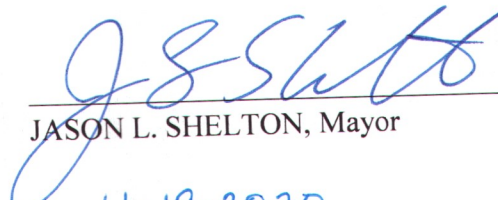
CITY OF TUPELO, MISSISSIPPI

  
 MIKE BRYAN, City Council President

ATTEST:

  
 MISSY SHELTON, Clerk of the Council

APPROVED:

  
 JASON L. SHELTON, Mayor  
11-19-2020  
 DATE





# City of Tupelo

Jason L. Shelton  
Mayor

### COUNCIL

Markel Whittington  
Ward One

Lynn Bryan  
Ward Two

Travis Beard  
Ward Three

Nettie Y. Davis  
Ward Four

Buddy Palmer  
Ward Five

Mike Bryan  
Ward Six

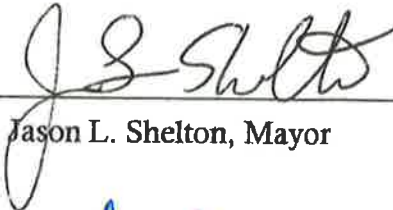
Willie Jennings  
Ward Seven

**A RESOLUTION BY THE CITY OF TUPELO TO VERIFY THAT WE ARE THE GOVERNING BODY FOR THE TUPELO, MS HOMETOWN MISSISSIPPI RETIREMENT (HMR) PROGRAM.**


**WHEREAS**, the City of Tupelo is fully aware and supportive of the guidelines and requirements for staffing that local HMR program; marketing and promotion needs; establishment of a task force to assist with recruitment efforts; budgetary requirements; attendance by the local manager at specified meetings; and other administrative duties for maintaining active certification, we the City of Tupelo do allocate annual funding in the amount of \$10,000.00 per year for the operation of the HMR program from July 1, 2020 through June 30, 2023; and

**WHEREAS**, we further understand that no more than 20% of the budget may be allocated for employee salaries, and travel and marketing expenditures shall be itemized within the budget;


**NOW, THEREFORE, BE IT RESOLVED**, that we do hereby agree that Tupelo, MS be recertified and continue to be promoted as a Hometown Mississippi Retirement Community, adopted this day the 5<sup>th</sup> of November, 2020.

  
\_\_\_\_\_  
Jason L. Shelton, Mayor

  
\_\_\_\_\_  
Leigh Ann Mattox, CRC Manager

  
\_\_\_\_\_  
Witness

NOV 5, 2020  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Witness

11.5.2020  
\_\_\_\_\_  
Date







# Hometown Retirement Guide for Tupelo, Mississippi

## RESOURCES

- Tupelo City Website- [www.tupeloms.gov](http://www.tupeloms.gov)
- Community Development Foundation-[www.cdfms.org](http://www.cdfms.org)
- Tupelo Convention and Visitors Bureau-[www.tupelo.net](http://www.tupelo.net)

## HOUSING

- The median price of a single family home is \$142,000
- \$86 per square foot, average size of 1,612 square feet
- The average price of a rental in Tupelo is \$800
- The cost of assisted living is \$2,720 per month single and \$3,404 month per couple. (Traceway Retirement Community)

## UTILITIES

- Tupelo Water and Light Electric, water, and sewer service
- Tombigbee Electric Power Association
- Atmos Energy - Natural Gas
- Suburban Propane
- Heritage Propane
- Waste Management - Garbage pick-up



## INTERNET AND CABLE SERVICE PROVIDERS

- Xfinity - Internet provider and cable service
- AT&T - Internet provider
- Cspire - Internet provider
- Dish Network
- Direct TV
- Tupelo Satellite
- MCGO Services



## TRANSPORTATION

Tupelo is located in Northeast Mississippi and is easily accessible on Interstate 22, US Highway 45, and the Natchez Trace Parkway. The city is just 90 minutes from Memphis, TN, two hours from Birmingham, AL, and under four hours from Nashville, TN.

Tupelo is also a quick 45-minute flight from Nashville, TN. Contour Airlines offers multiple daily flights from Nashville International Airport to Tupelo Regional Airport, often as low as \$29 one-way.



## PUBLIC TRANSPORTATION

If you need a ride to find groceries, pick up prescriptions, visit doctors or to the mall to shop, Tupelo has several options for those who may need a ride.

- Tupelo Transit - The All-America City's public transportation system is an on-demand system that goes curb to curb so everyone can ride. \$2 one way, \$4 round trip. Make requests 48 hours in advance.
- Climb-up Transit
- Shepherd Center of Greater Tupelo
- Ms. Concierge
- A-1 Cabs
- Yellow Cabs





## PUBLIC SAFETY

Statistics for the area show that we have one of the lower crime rates in the state. Tupelo has a 56% crime index. There is a great team of public safety and community partners working together to make sure you are protected and remain safe in your neighborhood and the additional areas in Tupelo.

- Driver's License Testing Center
- Lee County 911
- Lee County Sheriff Department
- Crime Stoppers
- Tupelo Police Department
- Tupelo Fire Department
- Tupelo Mayor and City Council
- United Way



## HOTELS

Tupelo has 30+ hotels including the popular Hilton Garden Inn, located in the heart of Downtown. Construction has begun on a boutique hotel, Hotel Tupelo, which will open in 2021 and is located in Downtown Tupelo, also.

- Motel 6
- Americas Best Value Inn
- Baymont Inn
- Best Western Inn & Suites
- Candlewood Suites
- Clarion Inn
- Comfort Inn
- Comfort Suites
- Commodore Motel
- Courtyard by Marriott
- Days Inn
- Econolodge
- Economy Inn
- Fairfield Inn & Suites
- Gumtree Inn
- Hampton Inn & Suites
- Hilton Garden Inn





Candlewood Suites

- Holiday Inn & Suites
- Holiday Inn Express
- La Quinta
- Super 7
- Quality Inn
- Red Roof Inn
- Rodeway Inn
- Scottish Inn
- Super 8 Motel
- Sure Stay Hotel Town House Motel
- Travelers Motel
- Wingate by Wyndham



Wingate by Wyndham



Holiday Inn Express & Suites

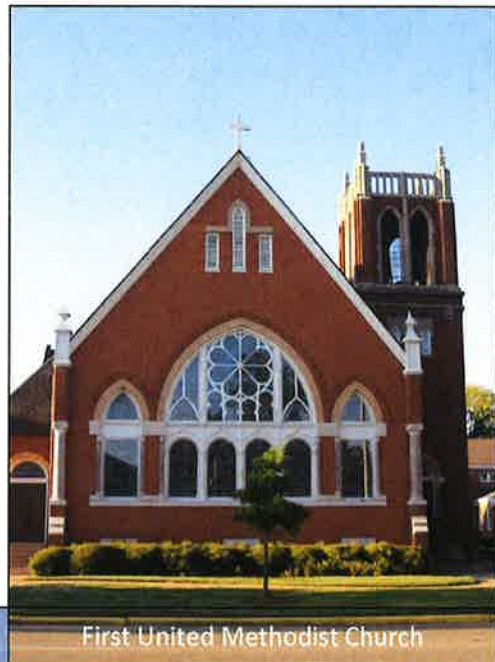




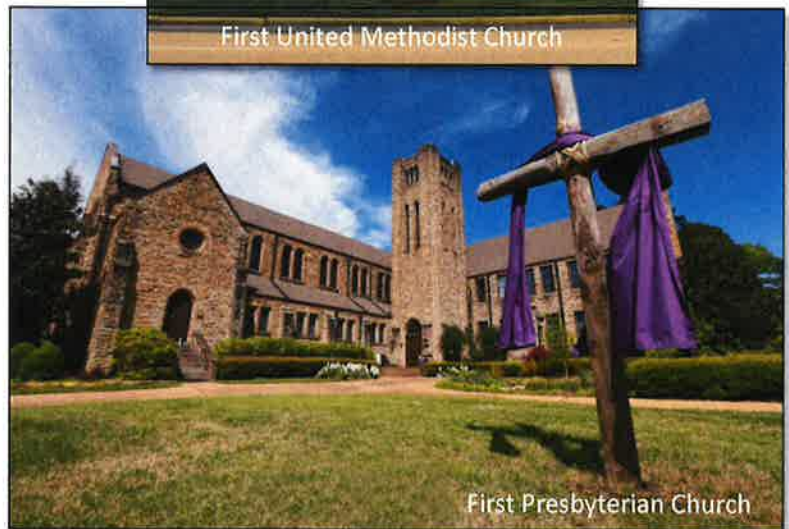
## CHURCHES

Tupelo has a rich and varied worship community. Tupelo's churches provide not only places of worship, but are also involved in various mission work and needs in our community.

- Assembly of God
- Baptist
- Catholic
- Christian
- Church of Christ
- Church of God
- Church of the Nazarene
- Community
- Episcopal
- Evangelical
- Interdenominational
- Jehovah Witness
- Mosque
- Lutheran
- United Methodist
- Non-Denominational
- Orthodox
- Pentecostal
- Presbyterian (USA)
- Presbyterian (PCA)
- Seventh Day Adventist
- Synagogue



First United Methodist Church



First Presbyterian Church



## HEALTHCARE

North Mississippi Medical Center is the largest hospital in Mississippi and the largest rural hospital in the US. The Tupelo center and its other campuses and clinics serve 730,000 residents in a 24-county region that stretches throughout northern Mississippi and into parts of Alabama and Tennessee.

The Tupelo main campus has 750 beds, a staff of 350 doctors and 4,300 employees and includes a cancer center, heart institute, surgical services, diagnostic imaging, emergency department, behavioral health, and women's and children's services. NMHS provides acute, diagnostic, therapeutic and emergency services, with the sole trauma center (Level 2) in our service area.

The hospital has also earned several awards in recent years, American Heart Association Mission: Lifeline Gold (2015), Malcolm Baldrige Quality Award (2012, 2006), and American's top health systems by Modern Healthcare (2012) to name a few.

Find information on providers and areas of discipline here: [www.nmhs.net](http://www.nmhs.net)



## PHARMACY AND DRUGS

Tupelo has many pharmacies and drugs store to take care of the needs of you and your family.

- Walgreens (3 locations)
  - Wal-Mart (2 locations)
  - Kroger (2 locations)
  - CVS
- 
- Thomas St. Apothecary-Compounding Pharmacy
  - Sunshine Health Foods
  - Whole Family Nutrition and Market
  - Sam's





## DINING AND SHOPPING

Tupelo's culinary scene continues to entice visitors as well as citizens to imagine what you can eat here! With new restaurants opening throughout town, tantalize your taste buds with a visit to one of Tupelo's over 160 restaurants. Pizza vs. Tacos is the city's newest hotspot for Detroit-style pizza and elevated tacos on fresh ground corn tortillas. Patrons come for the scrumptious food and stay for the top shelf, hand squeezed margaritas and cocktails. Neon Pig Café home of the Smash Burger, is part old-school butcher shop, part sandwich grill, and all amazing food. The embodiment of farm-to-fork, the chefs at Neon Pig pride themselves on bringing old-fashioned goodness to their menu. Their new Lean and Clean menu offers yummy and healthy or try the hand cut French fries, seasoned or loaded.



The list of places where you can eat in Tupelo grows almost every day. Whether you are looking for a local dive bar like Stables Downtown Grill or starting the day with breakfast at Butterbean, Tupelo's local restaurants serve up some of the best food around on a daily basis. Visitors from all over the world come to Tupelo to see the Birthplace of the King of Rock 'N' Roll and the vast number of ethnic eateries available here to make that clear. Middle Eastern fare at Amsterdam Deli, authentic Tai food at Noodle House and U & Me Asian Grocery are just a few of the delicious dining options visitors can only find in Tupelo. Check out [tupelo.net/eat](http://tupelo.net/eat) to see the full list. Your tummy will thank you.



Tupelo is proud to offer a shopper's paradise with a diverse collection of one-of-a-kind retail shops, pottery shops, antique shops, unique bookstores, consignment boutiques, and a regional mall. Three of Tupelo's most distinct shopping areas are historic downtown Tupelo, Midtown District, and the area surrounding the Barnes



Crossing District. The Mall at Barnes Crossing is northeast Mississippi's premier shopping destination, serving an average of 12 million shoppers annually with a diverse lineup of anchor stores, retailers, dining venues and entertainment options including Belk, H&M, Ulta, Barnes and Noble, and Cinemark.

## RECREATION

Tupelo Parks and Recreation is home to 22 parks and athletic facilities providing recreation opportunities to you and your family. There is so much to offer everyone from recreational sports to senior programs, to a state-of-the-art aquatic facility and a Veterans Park that is a crown jewel. Veterans Park is home to a replica Vietnam Veterans Memorial and a rare F-105 Thunderchief on static display.

**Ballard Park (153 acres)** – 3-acre lake, 1 gazebo, 2 pavilions, 1 state, 3 restroom facilities, skate park, disc golf course, 2 playgrounds, 2.75 mile walking trail, cross country trail. Life Trail Fitness system, 20 picnic tables, 2 sand volleyball courts, Tupelo City Museum, Parks and Recreation administrative office, 1 athletic Operations center.

**Tupelo Bark Park (1 acre)** - Large and small dog play area, covered entry way with benches, picnic table, watering station, 2.5-mile Music Bend Trail.

**Rob Leake City Park (34 acres)** - 17 Lighted tennis courts, 1 outdoor basketball court, 2 lighted athletic fields, pro shop, 2 pavilions, 1 restroom facility, 1 playground, .5-mile trail, 1 recreational meeting facility, Splash pad. We also have an active group of pickleball players.

**Veterans Memorial Park (206 acres)** - Tupelo Aquatic Center, 3 pavilions, 1 restroom facility, 1 playground, .5-mile trail, 3 Disc golf courses, 4 field softball complexes with support facilities, Splash pad, Veterans Memorial, F-105 static display, Vietnam Veterans Memorial.

Tupelo Parks and Recreation hosts many sports tournaments and will host as many as 20 community events per year, and we are in the process of building a new Senior Recreation Center. Tupelo Parks and Recreation also hosts the largest one-day celebration on July 4<sup>th</sup> with upwards of 15,000 people rushing to Ballard to hear music, eat great food and watch fireworks.





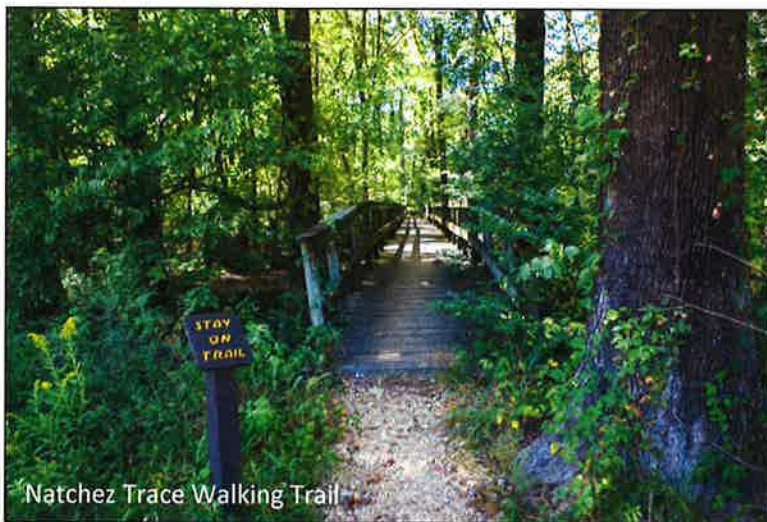


In addition to all of our wonderful parks, Tupelo is the headquarters to the Natchez Trace Parkway Visitor Center. The Parkway is a 444-mile national scenic byway that runs from Natchez, Mississippi, to Nashville, Tennessee. The Parkway has been designated as one of America's National Scenic Byways by the Federal Highway Administration. The most scenic of these byways are also designated as All-American Roads. The Natchez Trace is one of only 31 All-American Roads. A



state-of-the-art visitor's center can be explored to hear all the wonderful stories of all the Boatmen as they floated their goods down the river and then walked or rode horses up the Trace to return home. The Trace can easily be traveled by car, truck, RV or motorcycle. Those looking for a more strenuous mode of transportation can pedal a

bicycle. Commercial traffic is prohibited. The maximum speed is 50-mph.



Tupelo has plenty of fishing, boating, camping, and hiking opportunities.

## ATTRACTIONS

There are thousands of attractions to visit in Mississippi and many

reside here in Tupelo. We sit a stone's throw away from Memphis, Jackson or Birmingham, making Tupelo a great place to explore all the sites, sounds, and flavors the South has to offer. Find countless Tupelo attractions like the majestic Natchez Trace Parkway, discover family activities like the birthplace of Elvis Presley, Tupelo Buffalo Park and Zoo, the best Tupelo golf courses and more.

- Elvis Presley Birthplace & Museum
- Tupelo Visitors Center
- Natchez Trace Parkway Visitor Center



- Elvis' Tupelo Driving Tour Self-Guided Bicycle Tour
- Gumtree Museum of Art
- Healthworks! Kids Museum
- Mississippi Hills National Heritage Area Visitor Center
- Tupelo City Museum
- Private John Allen National Fish Hatchery
- Queen's Reward Meadery
- Tupelo Buffalo Park & Zoo
- Tupelo National Battlefield Site
- Tupelo Veterans Museum
- Vietnam Veterans Replica Wall Memorial
- Civil Rights & African-American Heritage Trail
- Civil War Trail
- Chickasaw Trail
- Tupelo Guitar Trail
- Off the Wall Mural Project







Tupelo has a wonderful variety of performing arts including a full community symphony, an award-winning community theatre, and dance companies. If live music is what you want, there are several live music venues for unique sounds and swaying beats.

- Tupelo Community Theatre
- Tupelo Film Festival
- Off Broadway
- Link Centre
- North Mississippi Symphony Orchestra
- Lee County Library
- Tupelo Concert Association
- North Mississippi Dance Center
- Doniphan Dance Project
- Civic Ballet
- Tupelo Ballet
- Gumtree Museum
- Caron Gallery
- Tupelo City Museum
- Pied Piper Players
- West of Shake Rag
- Southern Lights Photography
- Tupelo Public School District Performing Arts Center







Link Centre



Tupelo Community Theatre



Tupelo Ballet



## LIVE MUSIC SCENE

- Amsterdam Deli
- BancorpSouth Arena
- Blue Canoe
- Downunder
- Fairpark Outdoor Amphitheater
- Forklift
- Link Centre
- Nautical Whimsey
- Romie's Grocery
- The Stables
- Steele's Dive
- Woody's
- Mugshots Grill and Bar



Fairpark Downtown  
Down on Main Concert by @design\_rheonna







BancorpSouth Arena



Fairpark Downtown



## TUPELO FESTIVALS AND EVENTS

Lots of fun is waiting for you in Tupelo! With events and festivals scheduled year-round, there are plenty of options for everyone!

### **Tupelo Elvis Festival**

The Tupelo Elvis Festival is a musical celebration designed to honor Tupelo's native son and The King of Rock & Roll, Elvis Presley. Each year during the first week of June, Tupelo is rocking. This annual festival features amazing musicians, gospel groups and includes the Ultimate Elvis Tribute Contest, which the winner qualifies for the Memphis competition.



Tupelo Elvis Festival

### **Cherry Blossom Festival**

There's no need to travel to see beautiful cherry blossoms—you can see their beauty right here in Tupelo! The North Mississippi Cherry Blossom Festival is an event to bring the Japanese culture to Mississippi. As areas become more diverse, it is important to learn about and celebrate each other's backgrounds, cultures, and traditions. The event consists of stage demonstrations and performances, samples of sushi, a bonsai tree display, origami, brush writing, and a chance to dress up in yukata (casual kimono).

### **Communities Forward Festival**

The Communities Forward Festival is a collaboration of Tupelo Police Department and Tupelo citizens for unity in the community. The festival's mission is to support a positive image of law enforcement officers, their role and responsibilities, and the development of a harmonious relationship between law enforcement and the citizens they serve and protect. It includes live entertainment, parade, basketball tournament, BBQ cookoff, vendor booths and children's activities.





### **Gumtree Art Festival**

The Gumtree Festival is Mississippi's premier arts festival. Each spring, artists from all over the Southeast descend on downtown Tupelo for a weekend of music, performance, food, crafts, and visual arts. Gumtree Festival features some of the region's most decorated artists from more traditional paintings and ceramics to innovative mixed media and pop art. Visitors get up close and personal access to artists and their creations during the two-day celebration of Southern arts and culture in Tupelo's beautiful downtown.



### **Tupelo Blue Suede Cruise**

Car enthusiasts from across the country visit Tupelo during the first weekend in May to showcase a variety of antique, classic and hot rod automobiles. Owners are asked to cruise to different and unique locations that show off the diversity and history that is Tupelo.

### **Dancing and Singing with the King**

This annual event that celebrates the legacy and music of Elvis Presley™ while raising money for dance and vocal education scholarships.

- For Singers – experience a talent search similar to events that Elvis™ participated in as a child.
- For Dancers – experience a talent search and opportunity to demonstrate skill in both show dance and traditional competitions.

### **Downtown Tupelo Main Street Association Events**

- Tupelo Elvis Festival
- Wine Downtown
- Down on Main Concert Series
  - (June, July, August)
- Ale Trail
- Chili Fest
- New Year's Eve Celebration





## VOLUNTEERING

The Tupelo Spirit is all about helping others. The City of Tupelo has task forces in place which address and assist many needs in our community. The Mayors Community Outreach Task Force is a great way to get involved with these efforts. Contact Marcus Gary, Community Outreach Coordinator at [marcus.gary@tupeloms.gov](mailto:marcus.gary@tupeloms.gov).

Tupelo has hundreds of non-profits which offer the opportunity to assist. Volunteer Northeast Mississippi is a wonderful way to get involved. This online hub lists all volunteer opportunities in our community and enables user to sign up:

<https://volunteernems.galaxydigital.com/>

United Way of Northeast Mississippi is another organization which serves over 60 agencies in our community: [www.unitedwaynems.org](http://www.unitedwaynems.org)

Here are just a few of the organizations in Tupelo which would appreciate volunteers:

- Boys & Girls Clubs of North Mississippi
- Autism Center of North Mississippi
- Regional Rehabilitation Center
- Big Brothers/Big Sisters
- Boy Scouts Yocona Area Council
- El Centro
- 4-H
- Girl Scouts-Heart of the South
- Helping Hands
- Antone Tannehill Good Samaritan Free Clinic
- Habitat for Humanity
- Meals on Wheels
- Parkgate Pregnancy Clinic
- Sanctuary Hospice House
- St. Luke United Methodist Food Pantry
- Saints Brew
- Salvation Army
- Shepherd's Center of Tupelo











## EDUCATION

Every thriving city has great education opportunities. Tupelo has excellent public schools, and has the largest public high school in the state. Tupelo is also home to three facilities for higher education. Itawamba Community College - Tupelo Campus, University of Mississippi Advanced Education Center and Mississippi University for Women Division of Nursing - Tupelo Campus are all located in Tupelo.

Students in Tupelo and Lee County have access to a variety of higher education options that include Itawamba Community College, which has a special link with high schools in Lee County. High school graduates who attend ICC have their first four semesters paid through an initiative called the Lee County/Marchbanks Helping Hand Tuition Guarantee Program.

At the University of Mississippi-Tupelo, more than 120 courses are offered for undergraduate and graduate study, many designed to meet the needs of people with full-time jobs or family commitments. The Mississippi University for Women







(nicknamed "The W") features small class sizes and holds "Best Value" rankings from both *Consumer Reports* and *U.S. News & World Report*. Also, within an hour's drive of Tupelo are the University of Mississippi in Oxford and Mississippi State in Starkville.

The Tupelo Public School District and Lee County Schools each enroll more than 7,000 students. TPSD has 86 National Board Certification teachers, and students are equipped with the latest digital technology tools. Tupelo High School, the state's largest high school, offers 19 Advanced Placement courses and has 200 ACT Scholar students.

Tupelo High School Football Field





Advanced Education Center



Itawamba Community College - Tupelo



Joyner Elementary School





## CLIMATE

Tupelo springtime comes with the blooming of our 100 Cherry Blossom trees to celebrate our culture mix of Japanese who live in our area. The white and pink delicate flowers are always a treat in the springtime. Summer does hit and will be quite warm and usually peaks July and August. Then in the fall you see the many colors as the leaves begin their yearly retreat. Be sure and take that drive down the Natchez Trace during this time. You may even see colors that you have never quite discovered before. Winters are relatively mild, but we have been known to get a small snow flurry or two. However, our snow does not stick around for very long at all. Better watch it while you can. We can have severe weather in the form of severe thunderstorms and tornados. However, the City has you covered in the event you need shelter.

In the event a tornado warning is issued you may go visit one of our 7 storm shelters. They range in capacity of 40 all the way to 1,100.

### Average Temperatures

January High of 53, Low of 32

July High of 92, Low of 72

We average 56 inches of rain per year.



Natchez Trace Parkway



WTVA Weatherman  
Matt Laubhan



**ORDINANCE**

**AMENDMENT TO PREVIOUS ORDINANCES, PRESCRIBING AND FIXING RATES AND CHARGES FOR WATER FURNISHED TO CONSUMERS, AND FOR USE OF THE PUBLIC SANITARY SEWER SYSTEM OF THE CITY OF TUPELO, MISSISSIPPI; AND REQUIRING PAYMENT OF SUCH RATES AND CHARGES**

**WHEREAS**, the City of Tupelo adopted an Ordinance prescribing and fixing rates and charges for water and for use of the public sanitary sewer system by the citizens of Tupelo, Mississippi, on June 25, 1987, as amended on March 7, 1989, June 21, 1994, April 18, 1995, October 4, 1995, January 2, 1996, July 16, 1996, April 6, 2004, August 15, 2006, December 1, 2009, November 7, 2013, July 7, 2016, January 7, 2018, October 16, 2018 and November 20, 2018, November 19, 2019, October 6, 2020; and

**WHEREAS**, the City of Tupelo is authorized by Sections 21-27-7 and 21-27-23 of the Mississippi Code Annotated (1972) to prescribe water and sewer rates for its citizens and users; and

**WHEREAS**, the City of Tupelo is authorized by Miss. Code Anno. Section 21-27-61 (1972 as amended) to establish rates which provide for the acquisition and improvement of the system contingency and for the creation of a cash working fund or a surplus fund to be used for replacement, extension of systems and emergencies; and

**NOW, THEREFORE, BE IT ORDAINED**, by the City Council of the City of Tupelo as follows:

**SECTION ONE:** Chapter 26, Article III –Rates and Charges, Section 26-117 as amended October 6, 2020 is hereby amended to read:

**Sec. 26-117. – Basic water rate charges inside the city and outside the city.**

(a) Effective January 1, 2021, the following schedule of water and sewer rate charges *inside* the city limits is hereby fixed and established:



**Rate 1 (Minimum Monthly Bill – Water and Sewer Service)**

A minimum monthly bill of not less than twelve dollars and thirty-seven cents (\$12.37) shall be paid for each meter for which consumption or usage does not exceed four hundred (400) cubic feet of water.

**Rate 2 (Additional Usage – Water and Sewer Service)**

For each meter for which there may be consumed or used more than four hundred (400) cubic feet of water per month, payment shall be made at the following rates:

For the first one thousand (1,000) cubic feet used in excess of 400 cubic feet, the charge shall be fifteen dollars and twenty cents (\$15.20) per M cubic feet.

For the next two thousand cubic feet (2,000) cubic feet used in excess of 1,400 cubic feet, the charge shall be seventeen dollars and sixteen cents (\$17.16) per M cubic feet.

For additional cubic feet used in excess of 3,400 cubic feet, the charge shall be nineteen dollars and fifty-two cents (\$19.52) per M cubic feet.

Customers inside the municipal limits shall pay a monthly sewer bill equal to one hundred percent (100%) of each respective customer's total monthly water bill for the months of October through June. The rate shall decrease to eighty-five percent (85%) of each respective customer's total monthly water bill for residential customers inside the municipal limits for the months of July, August and September.

Provided, however, if any sewer customer inside the municipal limits purchases one hundred thousand (100,000) gallons or more of water per day from the City on a single meter (the "qualifying meter"), such customer shall pay a monthly sewer service fee equal to seventy-five percent (75%) of the qualifying meter's water rate based on actual metered discharge into the sewer system. Said rate reduction applies only to the sewer service fee associated with the qualifying meter.

**Rate 3 (Minimum Monthly Bill – Water Service Only)**

A minimum monthly bill of not less than twelve dollars and ninety-five cents (\$12.95) shall be paid for each meter for which consumption or usage does not exceed four hundred (400) cubic feet of water.

**Rate 4 (Additional Usage – Water Service Only)**

For each meter for which there may be consumed or used more than four hundred (400) cubic feet of water per month, payment shall be made at the following rates:

For the first one thousand (1,000) cubic feet used in excess of 400 cubic feet, the charge shall be fifteen dollars and ninety-one cents (\$15.91) per M cubic feet.

For the next two thousand cubic feet (2,000) cubic feet used in excess of 1,400 cubic feet, the charge shall be seventeen dollars and ninety-four cents (\$17.94) per M cubic feet.

For additional cubic feet used in excess of 3,400 cubic feet, the charge shall be twenty dollars and forty-two cents (\$20.42) per M cubic feet.

(b) The following schedule of water and sewer charges *outside* the city limits is hereby fixed and established:

The following schedule of water charges outside the city limits is hereby fixed and established:

**Rate 1 (Minimum Monthly Bill – Water and Sewer Service)**

A minimum monthly bill of not less than sixteen dollars and forty-seven cents (\$16.47) shall be paid for each meter for which consumption or usage does not exceed four hundred (400) cubic feet of water.

**Rate 2 (Additional Usage – Water and Sewer Service)**

For each meter for which there may be consumed or used more than four hundred (400) cubic feet of water per month, payment shall be made at the following rates:

For the first one thousand (1,000) cubic feet used in excess of 400 cubic feet, the charge shall be seventeen dollars and ninety-four cents (\$17.94) per M cubic feet.

For additional cubic feet used in excess of 1,400 cubic feet, the charge shall be nineteen dollars and seventy-nine cents (\$19.79) per M cubic feet.

Customers outside the municipal limits, but served by City water services, shall pay a monthly sewer bill equal to one hundred and fifty percent (150%)



of each respective customer's total monthly water bill for the months of January through December, where sanitary sewer lines are available. Provided, however, if any sewer customer outside the municipal limits who is served exclusively by city water services produces two hundred thousand (200,000) gallons or more of wastewater per day to be processed through the City wastewater facility, such customer shall pay an amount for monthly sewer service equal to one hundred percent (100%) of such customer's monthly water bill. Sewer customers outside the municipal limits who are not served by City water services exclusively shall pay a monthly sewer bill equal to one-hundred and fifty percent (150%) of what their monthly water bill would be if City water rates applied to such customer's actual water usage, provided that the water association which provides water service to such customers will provide to the City of Tupelo the monthly water meter readings for all of its customers served by City of Tupelo sewer without charge to the City of Tupelo or by other agreement. If the water association which provides water service to City sewer customers who are outside the municipal limits will not provide water meter readings, then the City sewer customers will pay a monthly sewer fee in an amount equal to one-hundred and fifty percent (150%) of the average monthly water bill for residential customers of the certificated area of the Tupelo Water and Light Department from the previous calendar year. This flat rate will be adjusted at the beginning of each calendar year. Industrial waste surcharges for customers located outside the corporate limits shall be the same as for industrial customers located inside the corporate limits of the City. In the event that there is any conflict or overlap between Article VII, Sections 701-703 and this Article X, Section 1001, Article X, Section 1001 shall take precedence.

**Rate 3 (Minimum Monthly Bill – Water Service Only)**

A minimum monthly bill of not less than seventeen dollars and twenty-five cents (\$17.25) shall be paid for each meter for which consumption or usage does not exceed four hundred (400) cubic feet of water.

**Rate 4 (Additional Usage – Water Service Only)**

For each meter for which there may be consumed or used more than four hundred (400) cubic feet of water per month, payment shall be made at the following rates:

For the first one thousand (1,000) cubic feet used in excess of 400 cubic feet, the charge shall be eighteen dollars and seventy-nine cents (\$18.79) per M cubic feet.

For additional cubic feet used in excess of 1,400 cubic feet, the charge shall be twenty dollars and seventy-one cents (\$20.71) per M cubic feet.

(c) The rates charged above shall be automatically adjusted annually to reflect a Two Percent (2%) increase effective January 1, 2019, January 1, 2020 and January 1, 2021 to provide for anticipated system improvements, including bond service associated therewith, and an adequate cash or surplus fund for extensions, replacements and emergencies, unless the City Of Tupelo City Council opts to forego such annual increase at its first regular meeting in December of the year prior to said increase after a review of rates to determine that said rate increases are necessary to provide for anticipated system improvements, including bond service associated therewith, and an adequate cash or surplus fund for extensions, replacements and emergencies for the upcoming year.

**SECTION TWO.** Chapter 26, Article III –Rates and Charges, Section 26-130(a) as amended October 6, 2020 is hereby amended to read:

**Section 26-130. - General**

(a) The rates set forth by this amended ordinance in Sec. 26-117 and for all water meters read and sewer charges thereon shall be effective for all purposes after January 1, 2021.

**SECTION THREE.** The effective date of this amendatory ordinance as to Section 26-117 and Sec. 26-130(a) shall be January 1, 2021. The remainder of Chapter 26, Article III –Rates and Charges as amended October 6, 2020 is hereby ratified and remains in full force and effect as of the effective dates set forth in Sec. 26-130. The Clerk of the Council is hereby directed to cause a copy of this amendatory ordinance to be published one time in accordance with applicable law in the Northeast Mississippi Daily Journal.




The foregoing Ordinance was proposed in a motion by Council Member Beard, seconded by Council Member Whittington, and, after discussion, no Council Member having called for a reading, was brought to a vote as follows:

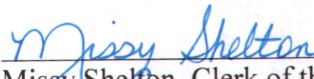
Council Member Markel Whittington	<u>Aye</u>
Council Member Lynn Bryan	<u>Aye</u>
Council Member Travis Beard	<u>Aye</u>
Council Member Nettie Davis	<u>Aye</u>
Council Member Buddy Palmer	<u>Aye</u>
Council Member Mike Bryan	<u>Absent</u>
Council Member Willie Jennings	<u>Aye</u>

Whereupon, the motion having received a majority of affirmative votes, the President of the Council declared that the Ordinance has been passed and adopted on this the 17<sup>th</sup> day of November, 2020.

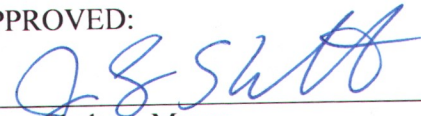
CITY OF TUPELO, MISSISSIPPI

BY:   
President

ATTEST:


  
Missy Shelton, Clerk of the Council

APPROVED:

  
Jason Shelton, Mayor

11-19-2020  
DATE

ATTEST:

  
Kim Hanna, City Clerk



## AGENDA REQUEST

**TO:** Mayor and City Council  
**FROM:** Pat Falkner, Director, Development Services  
**DATE** November 10, 2020  
**SUBJECT:** DDS REVIEW PLANNING COMMITTEE MINUTES

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**Request:** Review/accept/reject minutes of November 2, 2020 Planning Committee meeting

Action on these minutes should include all items except item #2, a rezoning which will be presented separately. This item is on the Study Agenda. A public hearing and proposed rezoning ordinance will be presented at the December 1 meeting.



**TUPELO PLANNING COMMITTEE****November 2, 2020****CALL TO ORDER**

Bill Smith, Gus Hildenbrand, Scott Davis, Patti Thompson, and Jimmy Swann were present, with Leslie Mart, Pam Hadley, Ted Moll, and Lindsay Leake also attending by Zoom. Mr. Smith provided the invocation and Mrs. Thompson led the Pledge of Allegiance. Staff present were Pat Falkner and Marilyn Vail of the Development Services Department.

**APPROVAL OF MINUTES**

The minutes of the October 5 meeting were approved on a motion by Mr. Hildenbrand, seconded by Mr. Smith.

Mr. Falkner reported that the City Council had approved the minutes of the October 5 meeting, and that the applicant for the cell tower location had dropped the appeal of the Committee's action on the project.

**NEW BUSINESS**

**FLEXVAR 20-07:** Application to allow construction of a building addition at 1105 South Gloster which would have a setback of six feet from the side property line rather than the required ten-foot setback.

Mr. Alan Warfield and Ms. Daniela Bustillos of Southland Construction appeared as representatives for the applicant. Mr. Warfield said that the building tenant, NAPA auto parts, needed to expand its storage and shipping area, because this facility is a distribution hub for other stores in the area. The expansion would be mostly within the required setback but that because the west side property line is at an angle from the side street, the southeast corner of the expansion encroaches into the setback area. Mr. Warfield provided some additional detail to the plans showing the building, explaining that reducing the size of the building to avoid the encroachment would force the elimination of one of the two overhead doors that need to be added, as well as a line of storage racks.

Ms. Thompson noted that the Committee had denied a similar setback variance for another parts store in the same area of Gloster Street.

Mr. Swann asked about the use of the building as a shipping hub. Mr. Warfield explained that the owner breaks down large deliveries of inventory to smaller shipments to other stores from this location.

Ms. Thompson asked what recommendation the staff had. Mr. Falkner noted that while the initial review could not make the required findings of special circumstances that prevent the economic use of the property, the additional information provided by the applicant did demonstrate the constraint that the angled property line represented, and that with this consideration the application could be approvable.

Ms. Thompson made a motion to approve the application, which was seconded by Mr. Swann with Bill Smith, Scott Davis, Patti Thompson and Jimmy Swann voting for, Gus Hildenbrand abstained, and due to technical difficulties Leslie Mart, Pam Hadley, Ted Moll and Lindsay Leake were unable to hear the presentation or vote.

**REZ 20-01:** Application to rezone 2003 South Veterans Boulevard from Industrial to Mixed Use Residential zoning.

Pastor Jeffrey Gladney of Red Oak Grove church appeared as applicant, along with architect Stephen Daniel and two church members. Mr. Gladney said that the church had purchased the property in order to have space to expand its current weekday and after school programs. The facility would be remodeled to have an area with computers and an internet connection for children to use, as well as space for senior citizens programs.

Mr. Hildenbrand asked if the church had any plans for the unused land behind the building. Mr. Gladney said that recreational equipment such as a basketball goal might be added later but that the current focus is on getting the building improved.

Mr. Swann asked about the ages of children to be served. Mr. Gladney said that the program would serve 2<sup>nd</sup> through 12th grade, and would provide a site for distance learning that would be available for children who did not have internet access at home.

Mr. Hildenbrand asked how many children the space could support. Mr. Daniel said that this had not been calculated yet but that it appeared around 15 could be accommodated.

Mr. Hildenbrand made the motion to approve the application. Mr. Smith seconded and the motion passed unanimously.

**MAJSUB 20-02:** Application to develop an 11-lot residential subdivision on the south side of Kincannon Street.

Mr. Neil Dean of Jason Warren and Associates appeared for the project, along with builder William Jones. Mr. Dean stated that they had acquired the main property for the development and an option on the smaller parcel with the existing house. He said that the plan is for ten new house lots facing Kincannon Street, with 1500 to 1600 foot three bedroom homes.

Mr. Hildenbrand pointed out that the house plans would have to be approved by the Joyner Neighborhood Overlay Districts' design review committee. Mr. Dean said that he was aware of this requirement and provided renderings of some house plans they were considering. Mr. Hildenbrand continued, pointing out that Kincannon is a busy street with no sidewalk, and asking if the developer planned on providing a sidewalk. Mr. Dean said that had not been included in the proposed project. Mr. Hildenbrand noted that this was a safety issue.

Ms. Mart asked about the setback from the street. Mr. Dean answered that the intent was to make the front setbacks compatible with the existing houses adjoining, and that the setback depth would be enough for vehicles to turn around and not have to back into the street. Ms. Mart asked if all the houses would be single family; Mr. Dean said that they would. Ms. Mart went on to say that the Joyner neighborhood was very concerned about



pedestrian safety and that even if the sidewalk in this location did not connect with any existing sidewalk, it would still contribute to walkability and safety and allow connection to the elementary school and park.

Mr. Falkner added that the Committee could make the sidewalk a condition of approval. Mr. Swann asked what the next level of review would be. Mr. Falkner explained that the City council would have to approve the subdivision and, if passed, the Joyner Overlay design review committee would have to approve the house plans.

Ms. Mart moved to approve the subdivision with the condition that a sidewalk be provided along Kincannon Street. Ms. Thompson seconded the motion which passed with all voting in favor.

**MAJSUB 20-03:** Application from WWD, LLC to construct a seventeen-lot residential subdivision in the Fairpark redevelopment district, on Fairpark Drive east of the railroad.

Mr. Tommy Dabbs, civil engineer, appeared for the applicants. He explained that the property was between the railroads and the water feature and would extend Fairpark Drive from its current end to intersect with Clark Boulevard.

Ms. Mart asked if the development would continue under the Fairpark District design guidelines. Mr. Dabbs said that it would. Mr. Falkner asked about the intersection of Fairpark Drive and Clark Boulevard. Mr. Dabbs explained that they had received the comments from the Fire Department and Public Works Department about this concern and had revised the plan to allow larger vehicles the necessary radius to turn in.

Mr. Swann made a motion to approve the application. Mr. Smith seconded the motion which passed unanimously.

**COMP 20-13:** Application from Southeast Ventures for compatible use approval for a residential subdivision in a Mixed Use Commercial Corridor zoning district.

Justin Davis of Southeast Ventures appeared, explaining that his company was developing the area between the Natchez Trace Parkway and Airpark Road. This is primarily a commercial project, but the property nearest to the Parkway appeared to have more potential for residential use, which would then contribute to the development of the commercial areas. Mr. Davis went on to say that 23 relatively small lots would be the best fit for the likely demand.

Committee member Scott Davis noted that as developer of the commercial subdivision, it would be important to provide connectivity from the new residential area. In particular, street access to come out on Main at Rutherford Road rather than the unsignalized Convention Drive would make a major difference.

Mr. Justin Davis said that he was aware of the need for connectivity and would determine if Mecklenburg Drive could be extended to connect with Convention Drive. Mr. Scott Davis noted that building on narrow lots was not easy to do well. Mr. Justin Davis agreed but said that if the concept worked on this first area, it might be extended to other parts of the project.

Ms. Mart asked about the properties near the proposed development, which ones the developer owned and might use to make a street connection work. Mr. Justin Davis explained that Mecklenburg Drive was a city street but that he did have a property adjacent to it. Ms. Mart asked about sidewalks. Mr. Davis explained they would not be within the proposed internal street within the subdivision. Ms. Mart suggested that a sidewalk on the proposed properties daylighting onto Convention Drive would help provide pedestrian connectivity to the commercial area and to Ballard Park, adding value to the project. Mr. Davis said that he would be agreeable to add that sidewalk.

Mr. Scott Davis noted that some of these matters would be part of the review of the subdivision itself, but that first the use application needed to be decided. Mr. Hildenbrand moved to approve, which was seconded by Mrs. Thompson with all voting in favor.

**MAJSUB 20-04:** Application from Southeast Ventures for approval of 23 lot residential subdivision off Convention Drive, in Mixed Use Commercial Corridor district.

Ms. Thompson noted that the staff review recommended the elimination of three lots in order that the remaining 20 lots could meet the minimum 50 foot width. Mr. Justin Davis explained that three lots represented 13% of the potential income for the project, and that bigger lots would allow for houses at a higher price point that he was not sure would sell as well.

Mr. Scott Davis said that as a builder he thought 23 smaller lots with a sidewalk would be preferable.

Ms. Mart suggested that if one lot was eliminated on the north side of the project, the remaining lots would be within 10% of the width requirement which would be approvable as a staff level variance.

Mr. Scott Davis mentioned that the Committee had reviewed several residential subdivisions this year which were adjacent to other residential areas and needed to be compatible. In this location there are no other residential lots anywhere close.

Ms. Mart said that she was OK with the lot dimensions if the sidewalk is provided.

Mr. Hildenbrand made a motion to approve the proposed subdivision with condition that a sidewalk be added on the east side of Convention Drive for all of the proposed lots along Convention Drive. Mr. Smith seconded and the motion was passed unanimously.

Mr. Falkner noted that two applications had been received for the December meeting. Mr. Davis set the work session for November 30 and the meeting for December 7.

The meeting was adjourned on a motion by Mrs. Thompson, seconded by Mr. Swann.



## **AGENDA REQUEST**

**TO:** Mayor and City Council  
**FROM:** Pat Falkner, Department of Development Services Director (DJ)  
**DATE** November 10, 2020  
**SUBJECT:** IN THE MATTER OF DEMOLITION

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Request that the following properties be considered for demolition:

**334 LAKE ST.**

**518 MAPLE ST.**

**901 N. MADISON**

**1417 N. MADISON**

**2499 SHELTON DR.**

**2524 SHELTON DR.**



**Demolition List for 11/17/20 City Council Meeting**

**334 LAKE ST.**

**518 MAPLE ST.**

**901 N. MADISON**

**1417 N. MADISON**

**2499 SHELTON DR.**

**2524 SHELTON DR.**

## 334 Lake St.

### BASIC INFORMATION

- ▶ PARCEL: 088N-33-106-00
- ▶ CASE : 29106
- ▶ WARD: 5
- ▶ TAX VALUE: \$38,967
- ▶ VACANT: YES
- ▶ REPAIRABLE: POSSIBLY

### NEARBY PROPERTIES/ TAXES

Right side	324 Lake St.	\$16,760
Left side	336 Lake St.	\$58,620
Rear	n/a	
Across street	vacant lot	

### TAXES/LIENS

Taxes – Delinquent for 2018

No city liens

### VISUAL INDICATORS OF BLIGHT

- ▶ STRUCTURAL DAMAGE OR FAILURE-YES
- ▶ EXTERIOR MATERIALS IN NEED OF REPLACEMENT OR REPAIR – YES
- ▶ BROKEN WINDOWS\DAMAGED DOORS –YES
- ▶ YARD OR GROUNDS POORLY MAINTAINED – YES
- ▶ ACCUMULATION OF JUNK - YES

### CODE ENFORCEMENT HISTORY

- ▶ 18 PRIOR VIOLATIONS
- ▶ CURRENT STATUS –OPEN - CHAP 34
- ▶ HOUSE BURNED 2/19, HAS NOT HAD POWER SINCE 2012

## 334 Lake St.





**334 Lake St.**







# 518 Maple

## BASIC INFORMATION

- ▶ PARCEL: 089P-31-211-00
- ▶ CASE : 32463
- ▶ WARD: 3
- ▶ TAX VALUE: \$18,790
- ▶ VACANT: NO (RENTAL)
- ▶ REPAIRABLE: NO

## NEARBY PROPERTIES/ TAXES

Right side	520 Maple St.	\$27,470
Left side	516 Maple (to be demolished)	\$14,330
Rear	329 Elm St.	\$33,050
Across street	515 Maple St.	\$22,870

### TAXES/LIENS -

Taxes - current

No city liens

## VISUAL INDICATORS OF BLIGHT

- ▶ STRUCTURAL DAMAGE OR FAILURE-YES
- ▶ EXTERIOR MATERIALS IN NEED OF REPLACEMENT OR REPAIR – YES
- ▶ BROKEN WINDOWS\DAMAGED DOORS – YES
- ▶ YARD OR GROUNDS POORLY MAINTAINED – NO
- ▶ ACCUMULATION OF JUNK – NO

## CODE ENFORCEMENT HISTORY

- ▶ 9 PRIOR VIOLATIONS
- ▶ CURRENT STATUS – OPEN- CHAP 34 CASE & RENTAL REGISTRATION (NOT REGISTERED SINCE 2012)



# 518 Maple





# 518 Maple





# 518 Maple





# 518 Maple



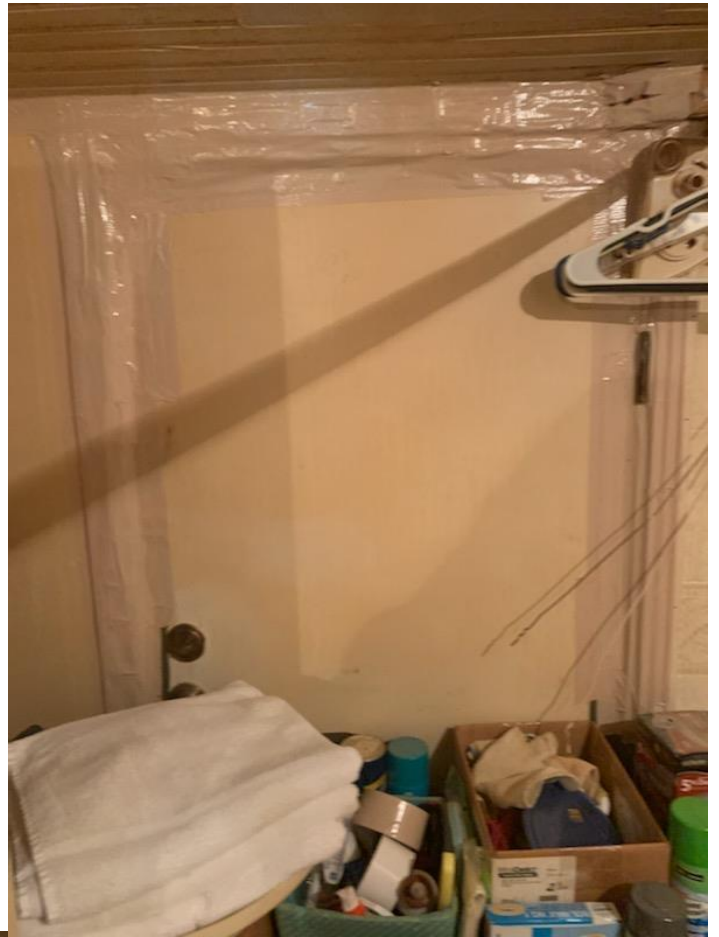


**518 Maple**









# 518 Maple



## 901 N. Madison

### BASIC INFORMATION

- ▶ PARCEL: 089E-30-173-00
- ▶ CASE: 32455
- ▶ WARD: 4
- ▶ TAX VALUE: \$24,700
- ▶ VACANT: YES
- ▶ REPAIRABLE: NO

### NEARBY PROPERTIES/ TAXES

- ▶ Right side      n/a
- ▶ Left side        n/a
- ▶ Rear             608 North St.                     \$43,590
- ▶ Across street 902 Madison St.                     \$34,790

### TAXES/LIENS -

Taxes – Delinquent for 2019

No city liens

### VISUAL INDICATORS OF BLIGHT

- ▶ STRUCTURAL DAMAGE OR FAILURE- YES
- ▶ EXTERIOR MATERIALS IN NEED OF REPLACEMENT OR REPAIR – YES
- ▶ BROKEN WINDOWS\DAMAGED DOORS – YES
- ▶ YARD OR GROUNDS POORLY MAINTAINED – YES
- ▶ ACCUMULATION OF JUNK - YES

### CODE ENFORCEMENT HISTORY

- ▶ 3 PRIOR VIOLATIONS
- ▶ CURRENT STATUS – OPEN - CHAPTER 34 CASE
- ▶ HOUSE IS NOT SECURED AND POLICE HAVE RESPONDED TO REMOVE HOMELESS PEOPLE LIVING INSIDE THE HOUSE



901 N. Madison





# 901 N. Madison



# 1417 N. Madison

## BASIC INFORMATION

- ▶ PARCEL: 089A-30-055-00
- ▶ CASE : 32302
- ▶ WARD: 4
- ▶ TAX VALUE: \$40,240
- ▶ VACANT: YES
- ▶ REPAIRABLE: NO

## NEARBY PROPERTIES

- ▶ RIGHT SIDE n/a
- ▶ LEFT SIDE 1413 N. Madison St. - \$78,930
- ▶ ACROSS Tupelo Housing Authority
- ▶ REAR n/a
- ▶ **TAXES/LIENS**

Taxes – CURRENT

No City Liens

## VISUAL INDICATORS OF BLIGHT

- ▶ STRUCTURAL DAMAGE OR FAILURE-YES
- ▶ EXTERIOR MATERIALS IN NEED OF REPLACEMENT OR REPAIR – YES
- ▶ BROKEN WINDOWS\DAMAGED DOORS – NO
- ▶ YARD OR GROUNDS POORLY MAINTAINED – NO
- ▶ ACCUMULATION OF JUNK - NO

## CODE ENFORCEMENT HISTORY

- ▶ 4 PRIOR VIOLATIONS
- ▶ CURRENT STATUS – OPEN- CHAP 34 VIOLATION
- ▶ ROOF COLLAPSED AND HOUSE HAS BEEN CONDEMNED



570

# 1417 N. Madison



APPENDIX L



571

**1417 N. Madison**





**1417 N. Madison**





## 2499 Shelton Dr.

### BASIC INFORMATION

- ▶ PARCEL: 101M-12-001-00
- ▶ CASE: 30385
- ▶ WARD: 5
- ▶ TAX VALUE: n/a
- ▶ VACANT: YES
- ▶ REPAIRABLE: NO

### VISUAL INDICATORS OF BLIGHT

- ▶ STRUCTURAL DAMAGE OR FAILURE-YES
- ▶ EXTERIOR MATERIALS IN NEED OF REPLACEMENT OR REPAIR – YES
- ▶ BROKEN WINDOWS\DAMAGED DOORS – YES
- ▶ YARD OR GROUNDS POORLY MAINTAINED – NO
- ▶ ACCUMULATION OF JUNK - NO

### CODE ENFORCEMENT HISTORY

- ▶ 2 PRIOR VIOLATIONS
- ▶ CURRENT STATUS – OPEN- CHAP 34 VIOLATION
- ▶ MOBILE HOME
- ▶ WAS DAMAGED BY STORM 10/19 AND NEVER REPAIRED OR REMOVED

## 2499 Shelton Dr.





## 2524 Shelton Dr.

### BASIC INFORMATION

- ▶ PARCEL: 101M-12-001-00
- ▶ CASE: 30385
- ▶ WARD: 5
- ▶ TAX VALUE: n/a
- ▶ VACANT: YES
- ▶ REPAIRABLE: NO

### VISUAL INDICATORS OF BLIGHT

- ▶ STRUCTURAL DAMAGE OR FAILURE-YES
- ▶ EXTERIOR MATERIALS IN NEED OF REPLACEMENT OR REPAIR – YES
- ▶ BROKEN WINDOWS\DAMAGED DOORS – YES
- ▶ YARD OR GROUNDS POORLY MAINTAINED – NO
- ▶ ACCUMULATION OF JUNK - NO

### CODE ENFORCEMENT HISTORY

- ▶ 2 PRIOR VIOLATIONS
- ▶ CURRENT STATUS – OPEN- CHAP 34 VIOLATION
- ▶ MOBILE HOME
- ▶ WAS DAMAGED BY STORM 10/19 AND NEVER REPAIRED OR REMOVED

## 2524 Shelton Dr.





**Designation of Subgrantee Grant Administrator (SGA)  
HOMELAND SECURITY PROGRAM**

The following person is officially appointed to represent your jurisdiction as the *Subgrantee* Grant Administrator (SGA) and is hereby duly authorized to fulfill the terms of this Cooperative Agreement during the performance period on behalf of the *Subgrantee*.

Name: Thomas Walker Title: Fire Chief  
(Subgrantee Grant Administrator)

Organization Name: City of Tupelo

Mailing Address: P.O. Box 1485

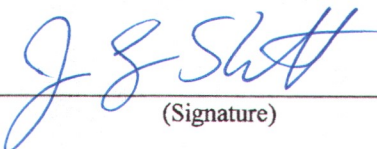
City: Tupelo, MS Zip Code 38802-1485

Telephone Number: (662) 841-6482 Fax Number: (662) 841-6551

Cellular Number: (662) 871-7957 Pager Number: ( ) \_\_\_\_\_

Email Address: thomas.walker@tupeloms.gov

Appointed by: Jason L. Shelton Date: November 3, 2020  
(Print Subgrantee Official's Name)

Signed:  Title: Mayor, City of Tupelo  
(Signature)

**Designation of Subgrantee Grant Administrator (SGA)  
HOMELAND SECURITY PROGRAM**

The following person is officially appointed to represent your jurisdiction as the *Subgrantee* Grant Administrator (SGA) and is hereby duly authorized to fulfill the terms of this Cooperative Agreement during the performance period on behalf of the *Subgrantee*.

Name: Thomas Walker Title: Fire Chief  
(Subgrantee Grant Administrator)

Organization Name: City of Tupelo

Mailing Address: P.O. Box 1485

City: Tupelo, MS Zip Code 38802-1485

Telephone Number: (662) 841-6482 Fax Number: (662) 841-6551

Cellular Number: (662) 871-7957 Pager Number: ( ) \_\_\_\_\_

Email Address: thomas.walker@tupeloms.gov

Appointed by: Jason L. Shelton Date: November 3, 2020  
(Print Subgrantee Official's Name)

Signed:  Title: Mayor, City of Tupelo  
(Signature)



CONTRACT FOR PROFESSIONAL SERVICES

BETWEEN

THREE RIVERS PLANNING AND DEVELOPMENT DISTRICT, INC.

AND

CITY OF TUPELO

This Contract is made and entered into by and between Three Rivers Planning and Development District, hereinafter known as TRPDD, and the City of Tupelo for certain professional services as more fully hereinafter set forth.

City of Tupelo desires to engage TRPDD to render certain professional services in connection with grant writing and administration for the City of Tupelo, said services being more fully set forth in Section I of this Contract.

I. SCOPE OF SERVICES

The City of Tupelo engages TRPDD to provide such services as described in Appendix A entitled "Scope of Services", which is attached hereto.

II. PERIOD OF PERFORMANCE

TRPDD shall diligently undertake the performance of services referred to in Section I entitled "Scope of Services" for a period of one year from November \_\_\_\_\_, 2020. Furthermore, this contract is renewable at the City of Tupelo's option for an additional term of one year.

III. CONSIDERATION

The Consideration that shall be paid by the City of Tupelo to TRPDD for rendering of professional services, as set forth herein, shall be as follows:

The actual expenses of TRPDD for the services to be rendered in accordance with the budget attached hereto, but in no event to exceed Seventy-Three Thousand Eight Hundred Sixty-Six Dollars and 00/00 (\$73,866.00).

(\*\* Travel costs, trainings, etc. not included)

#### IV. METHOD OF PAYMENT

The Consideration enumerated in section III of this Contract entitled "Consideration" shall be paid to TRPDD by the City of Tupelo in accordance with Appendix B provided TRPDD has satisfactorily provided the services so described in section I.

#### V. TERMINATION OF CONTRACT

This Contract shall terminate at a date one calendar year from the effective date of this contract, upon completion of the services described in Section I entitled "Scope of Services" and upon payment in full for the same by the City of Tupelo as provided for in Section III entitled "Consideration".

#### VI. UNILATERAL TERMINATION

If, through any cause, either party shall fail to fulfill in timely and proper manner its obligations under this Contract, the other party shall thereupon have the right to terminate this Contract by giving written notice to the other party of such termination and specifying the effective date thereof at least thirty (30) days before the effective date of such termination. In that event, all finished documents, data, and reports prepared by TRPDD under this Contract shall, at the option of the City of Tupelo become the City of Tupelo's property and TRPDD shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. TRPDD shall have the right to reproduce any of such documents and other materials.

#### VII. CHANGES

Any changes in the scope of services of TRPDD to be performed hereunder, including any increase or decrease in the amount of TRPDD's compensation and any change in the period of performance or any time limitation for submission of any required reports which are mutually agreed upon between TRPDD and the City of Tupelo shall be incorporated in written amendments to this Contract.

#### VIII. EQUAL EMPLOYMENT OPPORTUNITY

TRPDD will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age or national origin. TRPDD shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, age or national origin.



IX. PROFESSIONAL COMPETENCE

TRPDD certifies that the professional staff assigned to perform the services identified in Section I, "Scope of Services," of this Contract collectively possess adequate professional proficiency for performing the work required.

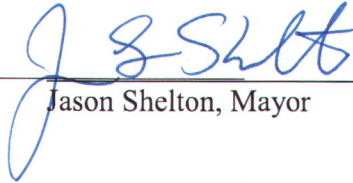
X. EFFECTIVE DATE

The effective date of this contract shall be November \_\_\_\_\_, 2020.

If any part of this Contract shall be adjudged invalid or void, then, and in that event only, that part of Contract shall fail and the remaining provisions shall remain in full force and effect.

WITNESS OUR HANDS, this the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

CITY OF TUPELO

  
\_\_\_\_\_  
Jason Shelton, Mayor

ATTEST:

\_\_\_\_\_

THREE RIVERS PLANNING &  
DEVELOPMENT DISTRICT

\_\_\_\_\_  
Vernon R. Kelley, III, Executive Director

ATTEST:

\_\_\_\_\_





## APPENDIX A

## SCOPE OF SERVICES - TRPDD

## I. Administration/Management Services

TRPDD shall provide services to include the following:

- Hiring and/or terminating a full-time employee to:
  - Attend city staff and department meetings to coordinate grant needs
  - Investigate and identify grant opportunities based on city needs
  - Prepare and coordinate grant proposals with city staff and administration
  - Monitor, evaluate, and report to city administration
  - Administer all components of grant paperwork in coordination with Mayor, Chief Operations Officer and Chief Financial Officer
  - Attend grant seminars and training programs
  - Promote and lobby grant proposals with appropriate agencies and foundations
- Providing said employee with fringe benefits, office space, and direction
- Coordinating said employee's duties with Mayor Jason Shelton, appointed City of Tupelo Coordinator for this project
- Providing overall grants program assistance

## APPENDIX B

The City of Tupelo shall pay TRPDD not to exceed the sum of Seventy-Three Thousand Eight Hundred Sixty-Six Dollars and 00/00 (\$73,866.00) described in Appendix A, Scope of Services. TRPDD shall present invoices to the City of Tupelo for services on a quarterly basis (January 31, 2021; April 30, 2021; July 30, 2021 and October 31, 2021). Payments to TRPDD shall be forthcoming upon invoice presentation.

(\*\* Travel costs, trainings, etc. not included)



**City of Tupelo  
 FY 2021 Budget Revision #1**

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 2021 Budget as follows:

	Original Budget	Amendment	Amended Budget
<b>Fund #327</b>			
<b>Tupelo Capital &amp; Infrastructure Fund</b>			
<b>Revenues</b>			
Grants	985,889		985,889
Transfer from Other Funds	3,317,454		3,317,454
Donations	-		-
Bond Proceeds	-		-
Unreserved Fund Balance	13,718,230	(811,464)	12,906,766
<b>Total Revenues</b>	<b><u>18,021,573</u></b>	<b><u>(811,464)</u></b>	<b><u>17,210,109</u></b>
<b>Expenditures</b>			
<b>Other Services &amp; Charges</b>			
Maintenance Projects	342,522	(54,018)	288,504
Street Overlay	3,060,230	(26,380)	3,033,850
Neighborhood Revitalization	800,000	(49,487)	750,513
Beautification/Community Projects	15,000	10,825	25,825
Contingies/Grant Matches	100,000	-	100,000
<b>Total Other Services &amp; Charges</b>	<b><u>4,317,752</u></b>	<b><u>(119,060)</u></b>	<b><u>4,198,692</u></b>
<b>Capital</b>			
Infrastructure Improvements	7,140,834	(352,324)	6,788,510
Equipment	590,782		590,782
Building Improvements	3,563,973	(65,903)	3,498,070
Park Improvements	967,932	(274,177)	693,755
Vehicles	220,489		220,489
Police Vehicles/Equipment	300,905		300,905
Fire Equipment/Trucks	918,906		918,906
Contingencies(Grant Matches)	-	-	-
<b>Total Capital</b>	<b><u>13,703,821</u></b>	<b><u>(692,404)</u></b>	<b><u>13,011,417</u></b>
<b>Other Financing Uses</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>Total Expenditures</b>	<b><u>18,021,573</u></b>	<b><u>(811,464)</u></b>	<b><u>17,210,109</u></b>

**Purpose:** To correct prior year carryover amounts from FY 2020 to FY 2021.

Voting

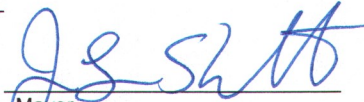
Councilman Markel Whittington	<u>Aye</u>
Councilman Lynn Bryan	<u>Aye</u>
Councilman Travis Beard	<u>Aye</u>
Councilman Nettie Davis	<u>Aye</u>
Councilman Buddy Palmer	<u>Aye</u>
Councilman Mike Bryan	<u>Aye</u>
Councilman Willie Jennings	<u>Absent</u>

Approved:

  
\_\_\_\_\_  
President of the Council  
City of Tupelo

Attest:

  
\_\_\_\_\_  
Clerk of the Council

  
\_\_\_\_\_  
Mayor  
City of Tupelo

Attest:

  
\_\_\_\_\_  
City Clerk

# AIA® Document G701/CMa™ – 1992

## Change Order - Construction Manager-Adviser Edition

<b>PROJECT</b> (Name and address): BancorpSouth Arena and Conference Center Expansion Bid Package A - Site Improvements (Bid #2019-017CO) Tupelo, Mississippi	<b>CHANGE ORDER NUMBER:</b> 002 <b>INITIATION DATE:</b> October 28, 2020	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>CONSTRUCTION MANAGER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address): D C Services, LLC PO Box 2293 Oxford, MS 38655	<b>PROJECT NUMBERS:</b> 2018025 / 2019-017CO <b>CONTRACT DATE:</b> October 1, 2019 <b>CONTRACT FOR:</b> General Construction	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

Deduct \$6,300.00 to remove the decorative fencing from the project.

Add \$2,903.48 to repair an old existing damaged storm drain pipe.

Add \$1,394.81 to relocate Grate Inlet #3 due to an existing 4" sanitary sewer line

Milestone and Completion Dates will be extended by 5 Working Days due to Adverse Weather above contract and an additional 10 working days due to Covid delays to Critical Path Contractors.

June = 5 days  
Covid 19 delays = 3 days

The original Contract Sum was	\$ 678,000.00
Net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 678,000.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 2,001.71
The new Contract Sum including this Change Order will be	\$ 675,998.29

The Contract Time will be unchanged by zero (0) days.  
The date of Substantial Completion as of the date of this Change Order therefore is adjusted per original milestone dates listed in the Contract Documents. The Adverse Weather Days does not extend activity durations..

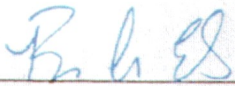
**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.**

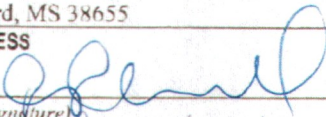
Innovative Construction Management (ICM) <b>CONSTRUCTION MANAGER</b> (Firm name) PO Box 1515 Oxford, MS 38655 <b>ADDRESS</b>	McCarty Architects Professional Association <b>ARCHITECT</b> (Firm name) 533 West Main St. Tupelo, MS 38804 <b>ADDRESS</b>
--	--

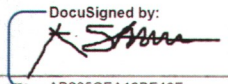
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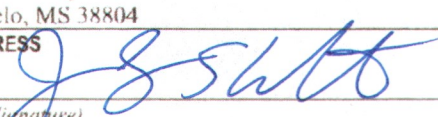
  
 BY (Signature)  
 Bryan Ellis  
 (Typed name) DATE: 10-29-20

D C Services, LLC  
 CONTRACTOR (Firm name)  
 PO Box 2293  
 Oxford, MS 38655  
 ADDRESS

  
 BY (Signature)  
 David Carroll  
 (Typed name) DATE: November 2, 2020

DocuSigned by:  
  
 BY (Signature) AB205CEA19BF40F...  
 Kurt Shettles  
 (Typed name) DATE: 11/5/2020

City of Tupelo  
 OWNER (Firm name)  
 71 East Troy Street  
 Tupelo, MS 38804  
 ADDRESS

  
 BY (Signature)  
 Mayor Jason Shelton  
 (Typed name) DATE: 11-19-2020



November 5, 2020

Innovative Construction Management  
c/o Mr. Bryan Ellis  
Oxford, MS 38655

**RE: Bancorp South Arena – Decorative Fence Credit**

Dear Mr. Ellis,

Credit offered to remove decorative fence from scope:

Credit Offered: \$6,300.00

Best Regards,

A handwritten signature in blue ink that reads 'David Carroll'. The signature is written in a cursive style.

David Carroll

P.O. Box 2293, Oxford, MS 38655  
(662) 638-3498



## Change Order Request #: 6 (Storm Drainage Replacement)

Date: 8/13/20

Project Name: Bancorp South Arena & Conf. Center Additions

Owner: City of Tupelo

CM: Innovative Construction Management

Attention : Bryan Ellis

Bryan,

Please find the following cost and breakdown associated with the above referenced COR. The price reflects replacing approximately 60' of 15" HDPE pipe that was damaged. Let me know if you have any questions.

### DC Services

Equipment to demo and reinstall 60' of 15" HDPE Pipe

Excavator 6 hrs @ \$175/hr	\$1,050.00
Compaction Equipment 4 hrs @ \$100/hr	\$ 400.00
Labor 12 man hrs @ \$35/hr	\$ 420.00

### Materials

60' of 15" HDPE Pipe @ \$10.55/LFT	<u>\$ 633.00</u>
Subtotal	\$ 2,503.00
OH&P (16%)	\$ 400.48

**Total Change Order Amount** **\$ 2,903.48**

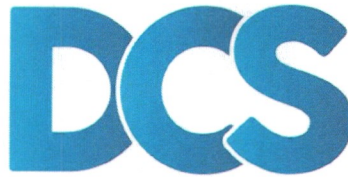
Thanks

Russ Shows  
Project Manager

P.O. Box 2293 Oxford, MS 38655  
(662) 638-3498  
www.dcs-build.com

APPENDIX M





Change Order Request #: 7 (Grate Inlet #3 Relocation)

Date: 8/14/20

Project Name: Bancorp South Arena & Conf. Center Additions

Owner: City of Tupelo

CM: Innovative Construction Management

Attention : Bryan Ellis

Bryan,

Per request of Bryan Ellis, please find the following cost and breakdown associated with the above referenced COR. The price reflects relocating Grate Inlet #3 due to a 4” sanitary line interference. Let me know if you have any questions.

Cary Construction(Subcontractor-see attached)

Relocate Grate Inlet #3 \$ 1,394.81

OH&P (10%) \$ 139.48

**Total Change Order Amount \$ 1,534.29**

Thanks

Russ Shows  
Project Manager

P.O. Box 2293 Oxford, MS 38655  
(662) 638-3498  
www.dcs-build.com

**Cary Construction Services**

1084 CR 73  
New Albany, Mississippi 38652  
US  
+1 7312121364  
chippercary@gmail.com



**INVOICE**

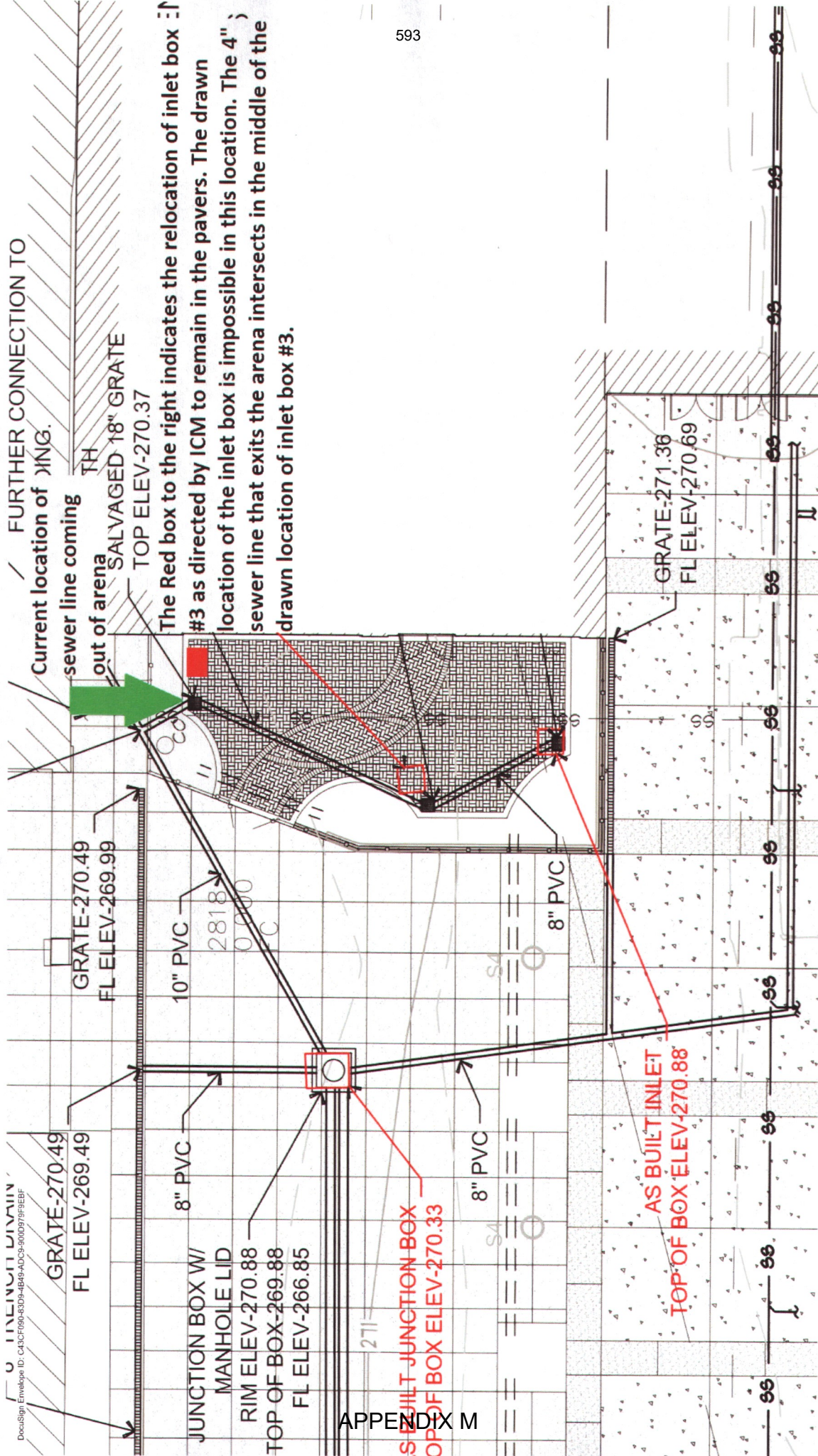
BILL TO  
DC Services LLC

INVOICE 1016  
DATE 08/13/2020  
TERMS Due on receipt  
DUE DATE 08/20/2020

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
08/12/2020	GI#3 Material	Additional material required to make drainage work in new location	1	894.81	894.81
08/12/2020	GI #3 Labor	Labor to relocate inlet and make pipe connections	10	50.00	500.00

BALANCE DUE **\$1,394.81**
















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**Change Order - Construction Manager-Adviser Edition**

**PROJECT** (Name and address):  
 BancorpSouth Arena and  
 Conference Center Expansion  
 Bid Package B - Structural Concrete  
 (Bid #2019-018CO)  
 Tupelo, Mississippi

**CHANGE ORDER NUMBER:** 002  
**INITIATION DATE:** October 28, 2020

**OWNER:**   
**CONSTRUCTION MANAGER:**   
**ARCHITECT:**   
**CONTRACTOR:**   
**FIELD:**   
**OTHER:**

**TO CONTRACTOR** (Name and address):  
 Shaw Services, LLC  
 861 Old Highway 4 West  
 Holly Springs, MS 38635

**PROJECT NUMBERS:** 2018025 / 2019-018CO  
**CONTRACT DATE:** October 1, 2019  
**CONTRACT FOR:** General Construction

**THE CONTRACT IS CHANGED AS FOLLOWS:**

Add \$6,550.00 to Form, Reinforce, and Pour VIP Courtyard Canopy Footings and Column Bases.

Milestone and Completion Dates will be extended by 5 Working Days due to Adverse Weather above contract and an additional 10 working days due to Covid delays to Critical Path Contractors.

June = 5 days  
 Covid 19 Delays = 10

The original Contract Sum was	\$	959,264.00
Net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	959,264.00
The Contract Sum will be increased by this Change Order in the amount of	\$	6,550.00
The new Contract Sum including this Change Order will be	\$	965,814.00

The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is adjusted per original milestone dates listed in the Contract Documents. The Adverse Weather Days does not extend activity durations..

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.**

Innovative Construction Management (ICM)  
**CONSTRUCTION MANAGER** (Firm name)  
 PO Box 1515  
 Oxford, MS 38655  
**ADDRESS**

McCarty Architects Professional Association  
**ARCHITECT** (Firm name)  
 533 West Main St.  
 Tupelo, MS 38804  
**ADDRESS**



*Bryan Ellis*

DocuSigned by:  
*Kurt Shettles*

BY (Signature)  
Bryan Ellis  
(Typed name) DATE: 10-29-20

BY (Signature)  
Kurt Shettles  
(Typed name) DATE: 11/5/2020

Shaw Services, LLC  
CONTRACTOR (Firm name)  
861 Old Hwy 4 West  
Holly Springs, MS 38635  
ADDRESS

City of Tupelo  
OWNER (Firm name)  
71 East Troy Street  
Tupelo, MS 38804  
ADDRESS

*Bryan Ellis*  
BY (Signature)  
(Typed name) DATE: 11/2/2020

*Jason Shelton*  
BY (Signature)  
Mayor Jason Shelton  
(Typed name) DATE: 11-19-2020



# CHANGE ORDER

Job #: 1911-01  
 Date: 11/5/2020  
 Change Order #: 110520-01

**CUSTOMER/OWNER:**

City of Tupelo
71 East Troy Street
Tupelo MS 38804

**SHIP TO:**

BancorpSouth Arena
Tupelo MS

**CHANGES TO BE MADE:**

Form, Reinforce, and Pour VIP Courtyard Canopy Footings and Column Bases.

Labor \$3,467.00

Material \$,2035.00

Shaw OH/P \$1,048.00

Original Contract Price:	\$	<u>959,264.00</u>
Previous Change Order(s):	\$	<u>-</u>
<b>Current Change Order:</b>	\$	<u>6,550.00</u>
<b>Revised Contract Price:</b>	\$	<u>965,814.00</u>

**THE ABOVE CHANGE ORDER HAS BEEN AUTHORIZED AND APPROVED**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

SHAW SERVICES, LLC

*Suzanne Stacky*

11/5/2020

Date





# AIA Document G701/CMa™ – 1992

## Change Order - Construction Manager-Adviser Edition

<b>PROJECT</b> <i>(Name and address):</i> BancorpSouth Arena and Conference Center Expansion Bid Package C - Masonry (Bid #2019-019CO) Tupelo, Mississippi	<b>CHANGE ORDER NUMBER:</b> 002 <b>INITIATION DATE:</b> October 28, 2020	OWNER: <input checked="" type="checkbox"/> CONSTRUCTION MANAGER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
<b>TO CONTRACTOR</b> <i>(Name and address):</i> Bush Masonry, LLC 3237 South Silverwind Cove Memphis, TN 38125	<b>PROJECT NUMBERS:</b> 2018025 / 2019-019CO <b>CONTRACT DATE:</b> October 1, 2019 <b>CONTRACT FOR:</b> General Construction	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

Milestone and Completion Dates will be extended by 5 Working Days due to Adverse Weather above contract and an additional 10 working days due to Covid delays to Critical Path Contractors.

June = 5 days  
 Covid 19 Delays = 10 days

The original Contract Sum was	\$ 582,000.00
Net change by previously authorized Change Orders	\$ -4,600.05
The Contract Sum prior to this Change Order was	\$ 577,399.95
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 577,399.95

The Contract Time will be unchanged by Zero (0) days.  
 The date of Substantial Completion as of the date of this Change Order therefore is adjusted per original milestone dates listed in the Contract Documents. The Adverse Weather Days does not extend activity durations..

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.**

Innovative Construction Management (ICM) <b>CONSTRUCTION MANAGER</b> <i>(Firm name)</i> PO Box 1515 Oxford, MS 38655 <b>ADDRESS</b>	McCarty Architects Professional Association <b>ARCHITECT</b> <i>(Firm name)</i> 533 West Main St. Tupelo, MS 38804 <b>ADDRESS</b>
---	---

*B Ellis*

BY (Signature)  
Bryan Ellis  
(Typed name) DATE: 10-29-20

Bush Masonry, LLC  
CONTRACTOR (Firm name)  
3237 South Silverwind Cove  
Memphis, TN 38125  
ADDRESS

*[Signature]*  
BY (Signature)  
Ernie Bush  
(Typed name) DATE: 11-2-20

DocuSigned by:

*[Signature]*

BY (Signature) ID: A19BF40F...  
Kurt Shettles  
(Typed name) DATE: 11/5/2020

City of Tupelo  
OWNER (Firm name)  
71 East Troy Street  
Tupelo, MS 38804  
ADDRESS

*[Signature]*  
BY (Signature)  
Mayor Jason Shelton  
(Typed name) DATE: 11-19-2020





# AIA Document G701/CMa™ – 1992

## Change Order - Construction Manager-Adviser Edition

<b>PROJECT</b> <i>(Name and address):</i> BancorpSouth Arena and Conference Center Expansion Bid Package D - Structural Steel (Bid #2019-020CO) Tupelo, Mississippi	<b>CHANGE ORDER NUMBER:</b> 002 <b>INITIATION DATE:</b> October 28, 2020	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>CONSTRUCTION MANAGER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> <i>(Name and address):</i> Harrell's Metal Works, Inc. 1798 Hwy 332 Grenada, MS 38901	<b>PROJECT NUMBERS:</b> 2018025 / 2019-020CO <b>CONTRACT DATE:</b> October 1, 2019 <b>CONTRACT FOR:</b> General Construction	

### THE CONTRACT IS CHANGED AS FOLLOWS:

Deduct \$1,375.00 for omitting the stainless steel decorative handrail in the VIP lounge.

Milestone and Completion Dates will be extended by 5 Working Days due to Adverse Weather above contract and an additional 10 working days due to Covid delays to Critical Path Contractors.

June = 5 days  
 Covid delays = 10 days

The original Contract Sum was	\$ 940,728.00
Net change by previously authorized Change Orders	\$ 49,100.00
The Contract Sum prior to this Change Order was	\$ 989,828.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 1,375.00
The new Contract Sum including this Change Order will be	\$ 988,453.00

The Contract Time will be unchanged by zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is adjusted per original milestone dates listed in the Contract Documents. The Adverse Weather days does not extend activity durations..

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.**

Innovative Construction Management (ICM)

**CONSTRUCTION MANAGER** *(Firm name)*

PO Box 1515  
 Oxford, MS 38655

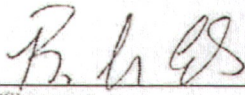
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McCarty Architects Professional Association

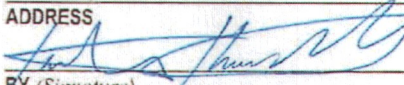
**ARCHITECT** *(Firm name)*

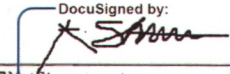
533 West Main St.  
 Tupelo, MS 38804

**ADDRESS**

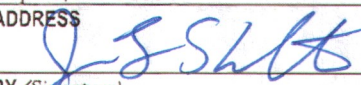
  
 BY (Signature)  
 Bryan Ellis  
 (Typed name) DATE: 10-29-20

Harrell's Metal Works, Inc.  
 CONTRACTOR (Firm name)  
 1798 Hwy 332  
 Grenada, MS 38901  
 ADDRESS

  
 BY (Signature)  
 Hunter Harrell  
 (Typed name) DATE: 11/5/20

DocuSigned by:  
  
 BY (Signature) A19BF40F...  
 Kurt Shettles  
 (Typed name) DATE: 11/5/2020

City of Tupelo  
 OWNER (Firm name)  
 71 East Troy Street  
 Tupelo, MS 38804  
 ADDRESS

  
 BY (Signature)  
 Mayor Jason Shelton  
 (Typed name) DATE: 11-19-2020



**Proposal BP102016 C/O 5:**

To: Bryan Ellis

Company: ICM

Date: 10/19/20

Phone:

Fax:

RE: BANKCORP SOUTH ARENA- ADDED HANDRAIL  
CHANGE ORDER



**Millwork Specialty Contractors LLC**  
PO Box 18727, Memphis TN 38181 - 0727

**We Propose to Supply and Install Millwork per the Following Scope of Work:**

**Acknowledge Addenda: NA**

**Plans Dated: Design Change by Owner**

**Specifications: NA**

**Millwork Specialty Contractors LLC shall provide and furnish, for the price listed, all labor, materials, tools, supplies, equipment, services, facilities, supervision, and administration necessary for the proper and complete performance and acceptance of the following work:**

**Base Bid –**

***One Thousand- Three Hundred-Seventy Five Dollars..... \$ 1,375.00***

- **2” OD Handrail in Sunset Copper**
- **Quote is for Tubing, Brackets, Elbow and End Caps**

**Areas Included:**

**VIP Lounge 204**

**Notes**

- **In order to match bar rail hand rail is to be constructed in 2” OD bar rail material and accessories.**
- **Quote is based on installation to be performed during normal business weekday hours.**

**Please Note:**

This Proposal is Based on Standard Laminate Selections with Standard Hardware, Self-Edge Plastic Laminate Counter Top with Non-Integral Back Splash, with Normal Hours Installation.

**Note:**

1. Excludes AWI Certification Labels. LEED Certification, FSC Chain of Custody Certifications
2. This Proposal is Based on our standard hardware of 4” brushed chrome wire pulls, 110° European self-closing hinges and 3/4 opening white powder coated side mounted drawer slides.
3. This Proposal is Based on our standard Self Edge Plastic Laminate Counter Top with Non-Integral Back Splash, Post Form Counter Tops will incur an Up-Charge / Change Order.
4. Excludes Premium or overtime time. This Proposal is Base on Normal Hours Of Installation. Monday Through Thursday, 7:00 am to 5:00pm.
5. This proposal is subject to Millwork Specialty Contractor’s acceptance of any subcontract or purchase order terms.
6. Plastic laminates may be selected in matte finish from standard, non-premium lines by Nevamar or Wilsonart or Formica. Solid Surfacing may be selected from “Corian” (standard), “Avonite” (Foundations collection), or “LivingStone” (all selections excluding L400 series) non-standard lines. Lines requiring special orders or the selection of Pionite, Lamin-Art, or any brands other than those listed above will result in an up-charge unless specifically specified within the bid documents.
7. Please allow 4 to 6 weeks for production from receipt of approved millwork Shop Drawings and plastic laminate, finish, and hardware selections.
8. Excludes repairs of any work performed by Millwork Specialty Contractor’s and damaged by others once delivered & installed.
9. Excludes Preparation of wood surfaces (sanding, caulking, filling nail holes, etc.) for paint and/or stain unless listed in scope of work above .
10. Excludes Finishing (paint, stain, etc.) of any paint or stain grade millwork unless specified in scope of work above.
11. Excludes any caulking between millwork and wall or adjacent surfaces.
12. Excludes Supply and Install of any type of Glass, Acrylic, 3-Form or any Translucent Panels not specifically listed in Scope of Work above not specifically listed in Scope of Work above.
13. Excludes Supply and Install of Stone, Solid Surface, Cultured Marble, Marble, and or Granite not specifically listed in Scope of Work above.
14. Excludes Supply and Install of any anchors for millwork such as, in wall blocking, stripping, grounds, etc.
15. Excludes Supply and Install of Sinks, Faucets, Fixtures, Coat Hooks, Shower Benches, Shower Stalls, Toilet Partitions, Plumbing, Plumbing Guards and associated items.
16. Excludes Supply and Install of Wood Base, Base-Shoe, Crown, Chair Rail, Window Casing, Window Sills and Aprons, of Any Kind, unless specifically listed in scope of work.
17. Excludes Supply and Install of Wall Protections, Corner Guards, Top Caps, Hand Rails and Hand Rail Brackets, unless specifically listed in scope of work.
18. Excludes Supply and Install of Stair Parts, Newel Post, Balusters, Top Rails, Stair Stringers, Stair Framing, Stair Threads and Stair Risers.
19. Excludes Supply and Install of Door Frames, Door Casing, Doors and Door Hardware and or Hanging Of Doors
20. Excludes Supply and Install of Signage, Data Boards, Marker Boards, Bulletin Boards and Associated Trim
21. Excludes Demolition of any Existing Millwork and or removal, or relocation of any electrical, plumbing, gas, etc. lines and/or materials.

- 22. General Contractor and/or Owner shall provide builder's risk insurance to insure Millwork Specialty Contractor's supplied product once delivered and/or installed, and name Millwork Specialty Contractors as additional insured.
- 23. Trash Receptacles for Waste Disposal shall be provided on site by General Contractor.
- 24. Manufacturing method of casework is based on Millwork Specialty Contractor's standard casework construction specifications unless otherwise specified in scope of work listed above.
- 25. In order to support quality installation, General Contractor/Owner shall provide a Climate Controlled jobsite in accordance with Architectural Woodwork Institute's (AWI) Quality Standards, 8th Edition 2003, Section 1700, pg 553.
- 26. Payment terms shall be net 30 days. Interest shall become due and payable on the 31st day at the rate of 1 ½% per month.
- 27. Bond Premium not included, add 1.5% if required

Proposal is Valid For 30 Days From Date Submitted.

Respectfully,

**Bill Prude**

Millwork Specialty Contractors LLC  
PO Box 18727 Memphis TN 38181-0727  
Phone: 901-494-0130  
bprude.msc@gmail.com

Accepted By,

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





# AIA Document G701/CMa™ – 1992

## Change Order - Construction Manager-Adviser Edition

<b>PROJECT (Name and address):</b> BancorpSouth Arena and Conference Center Expansion Bid Package E - Roofing (Bid #2019-021CO) Tupelo, Mississippi	<b>CHANGE ORDER NUMBER:</b> 002 <b>INITIATION DATE:</b> October 28, 2020	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>CONSTRUCTION MANAGER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR (Name and address):</b> Graham Roofing, Inc. 136 Bauhaus Drive Saltillo, MS 38866	<b>PROJECT NUMBERS:</b> 2018025 / 2019-021CO <b>CONTRACT DATE:</b> October 1, 2019 <b>CONTRACT FOR:</b> General Construction	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

Add \$10,811.00 to include Expansion Joint EJ2 in this contract, offset by Credit from General Works Contract.

Add \$1,930.00 for TPO Flashing at Parpet Modifications, offset by Credit from Glazing Contractor's Latent Conditions.

Milestone and Completion Dates will be extended by 5 Working Days due to Adverse Weather above contract and an additional 10 working days due to Covid delays to Critical Path Contractors.

June = 5 days  
 Covid 19 Delays = 10 days

The original Contract Sum was	\$ 497,127.00
Net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 497,127.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 12,741.00
The new Contract Sum including this Change Order will be	\$ 509,868.00

The Contract Time will be unchanged by Zero (0) days.  
 The date of Substantial Completion as of the date of this Change Order therefore is adjusted per original milestone dates listed in the Contract Documents. The Adverse Weather Days does not extend the activity durations.

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.**

Innovative Construction Management (ICM) <b>CONSTRUCTION MANAGER (Firm name)</b> PO Box 1515 Oxford, MS 38655 <b>ADDRESS</b>	McCarty Architects Professional Association <b>ARCHITECT (Firm name)</b> 533 West Main St. Tupelo, MS 38804 <b>ADDRESS</b>
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 User Notes: (3B9ADAC3)

*Bryan Ellis*

BY (Signature)  
Bryan Ellis  
(Typed name) DATE: 10-29-20

Graham Roofing, Inc.  
CONTRACTOR (Firm name)  
136 Bauhaus Drive  
Saltillo, MS 38866  
ADDRESS

*Christee Holbrook*

BY (Signature)  
*Christee Holbrook*  
(Typed name) DATE: 10/30/2020

DocuSigned by:  
*Kurt Shettles*

BY (Signature)  
Kurt Shettles  
(Typed name) DATE: 11/9/2020

City of Tupelo  
OWNER (Firm name)  
71 East Troy Street  
Tupelo, MS 38804  
ADDRESS

*Jason Shelton*

BY (Signature)  
Mayor Jason Shelton  
(Typed name) DATE: 11-19-2020





# GRAHAM ROOFING INC.

## West Point

680 West Tibbee Road  
West Point, MS 39773  
(662) 492-9555  
F: (662) 492-9591

## Alabama

(205) 366-9495

[www.grahamroofing.com](http://www.grahamroofing.com)

## Saltillo

136 Bauhaus Drive  
Saltillo, MS 38866  
(662) 869-0012  
F: (662) 869-7800

## Proposal & Contract

Graham Roofing Incorporated (hereinafter referred to as "GRI") proposes to perform and furnish the labor, materials, insurance, supervision, equipment and warranty (herein together referred to as the "Work") described herein for:

### PROPOSAL SUBMITTED TO:

**Name:** Bryan Ellis  
**Company Name:** ICM  
**Address:** P.O. Box 1515  
**City/State/Zip:** Oxford, MS 38655  
**Email:** [bryan@icmlcms.com](mailto:bryan@icmlcms.com)

**Date:** September 15, 2020  
**Proposal Number:** BCS072320-R1  
**Job Name:** Bancorp South Conference Center- Tupelo C.O. Request  
**EMR Rate:** .87  
**COR # :** 03975-SC

### REVISED REQUEST FOR CHANGE ORDER

Labor, materials and equipment to install roof to wall expansion joint with a 2-piece 24 gauge prefinished metal on 160 l.f. of wall and 3" backer rod system on 400 l.f. of wall.

<b>PRICE:</b>	Labor:	\$ 5,169.00
	Materials:	\$ 3,960.00
	Equipment:	\$ 700.00
	Overhead:	\$ 982.00
	Total:	\$10,811.00

NOTE: This additional work will add seven (7) days to Graham Roofing's contract time.

- This is a confidential Proposal. Reproduction, retransmission, or other use of this Proposal by persons not employed by GRI is prohibited without express written permission of GRI.
- TERMS AND CONDITIONS:** The terms and conditions set forth on the reverse side are a part of this proposal.
- This Proposal is subject to revision or withdrawal by GRI for any reason until communication of acceptance, and may be revised after communication of acceptance where an inadvertent error by GRI has occurred. Price subject to change if not accepted within 15 days.

By: Aaron Carter

Aaron Carter

Title: Estimator, Tupelo Operations

Graham Roofing Incorporated's Proposal based on AIA 2017 Contract Language



APPENDIX Q



Proud Member



# GRAHAM ROOFING INC.

## West Point

680 West Tibbee Road  
West Point, MS 39773  
(662) 492-9555  
F: (662) 492-9591

## Alabama

(205) 366-9495

[www.grahamroofing.com](http://www.grahamroofing.com)

## Saltillo

136 Bauhaus Drive  
Saltillo, MS 38866  
(662) 869-0012  
F: (662) 869-7800

## Proposal & Contract

Graham Roofing Incorporated (hereinafter referred to as "GRI") proposes to perform and furnish the labor, materials, insurance, supervision, equipment and warranty (herein together referred to as the "Work") described herein for:

### PROPOSAL SUBMITTED TO:

**Name:** Bryan Ellis  
**Company Name:** ICM  
**Address:** P.O. Box 1515  
**City/State/Zip:** Oxford, MS 38655  
**Email:** [bryan@icmlcms.com](mailto:bryan@icmlcms.com)

**Date:** August 28, 2020  
**Proposal Number:** BCS82820  
**Job Name:** Bancorp South Conference  
Center- Tupelo  
C.O. Request  
**EMR Rate:** .87  
**COR # :** 03975-SC

### REQUEST FOR CHANGE ORDER

Labor, materials and equipment to reflash 90 l.f. of wall with 60 mil TPO membrane. 30 l.f. of wall will require new TPO membrane. 60 l.f. of wall will be reflashed using existing TPO membrane.

<b>PRICE:</b>	Labor:	\$ 900.00
	Materials:	\$ 780.00
	Equipment:	\$ 250.00
	Total:	\$1,930.00

NOTE: This additional work will add one (1) day to Graham Roofing's contract time.

- This is a confidential Proposal. Reproduction, retransmission, or other use of this Proposal by persons not employed by GRI is prohibited without express written permission of GRI.
- TERMS AND CONDITIONS:** The terms and conditions set forth on the reverse side are a part of this proposal.
- This Proposal is subject to revision or withdrawal by GRI for any reason until communication of acceptance, and may be revised after communication of acceptance where an inadvertent error by GRI has occurred. Price subject to change if not accepted within 15 days.

By: Aaron Carter

Aaron Carter

Title: Estimator, Tupelo Operations

Graham Roofing Incorporated's Proposal based on AIA 2017 Contract Language



Proud Member




**AIA® Document G701/CMa™ – 1992**
**Change Order - Construction Manager-Adviser Edition**

<b>PROJECT</b> <i>(Name and address):</i> BancorpSouth Arena and Conference Center Expansion Bid Package F - Glass and Glazing (Bid #2019-022CO) Tupelo, Mississippi	<b>CHANGE ORDER NUMBER:</b> 002 <b>INITIATION DATE:</b> October 28, 2020	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>CONSTRUCTION MANAGER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> <i>(Name and address):</i> Tull Brothers, Inc. 1111 Hwy 72 East Corinth, MS 38834	<b>PROJECT NUMBERS:</b> 2018025 / 2019-022CO <b>CONTRACT DATE:</b> October 1, 2019 <b>CONTRACT FOR:</b> General Construction	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

Credit of \$1662.02 for omitting an Auto Operator at Door 328, Heading #29

Milestone and Completion Dates will be extended by 5 Working Days due to Adverse Weather above contract and an additional 10 working days due to Covid Related Delays to Critical Path Contractors.

June = 5 days  
Covid 19 Delays = 10

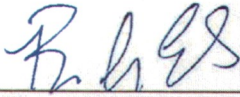
The original Contract Sum was	\$	978,343.00
Net change by previously authorized Change Orders	\$	-59,110.00
The Contract Sum prior to this Change Order was	\$	919,233.00
The Contract Sum will be decreased by this Change Order in the amount of	\$	1,662.02
The new Contract Sum including this Change Order will be	\$	917,570.98

The Contract Time will be unchanged by zero (0) days.  
The date of Substantial Completion as of the date of this Change Order therefore is adjusted per original milestone dates in the Contract Documents. Adverse Weather Days does not extend activity durations..

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

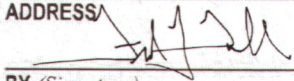
**NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.**

<u>Innovative Construction Management (ICM)</u> <b>CONSTRUCTION MANAGER</b> <i>(Firm name)</i> PO Box 1515 Oxford, MS 38655 <b>ADDRESS</b>	<u>McCarty Architects Professional Association</u> <b>ARCHITECT</b> <i>(Firm name)</i> 533 West Main St. Tupelo, MS 38804 <b>ADDRESS</b>
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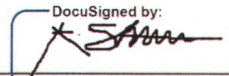


BY (Signature)  
Bryan Ellis  
(Typed name) DATE: 10-29-20

Tull Brothers, Inc.  
CONTRACTOR (Firm name)  
1111 Hwy 72 East  
Corinth, MS 38834  
ADDRESS

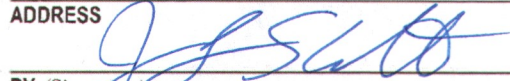


BY (Signature)  
Fred L. Tull, President  
(Typed name) DATE: 11/4/2020

DocuSigned by:  


BY (Signature) EA19BF40F...  
Kurt Shettles  
(Typed name) DATE: 11/5/2020

City of Tupelo  
OWNER (Firm name)  
71 East Troy Street  
Tupelo, MS 38804  
ADDRESS



BY (Signature)  
Mayor Jason Shelton  
(Typed name) DATE: 11-29-2020





TULL BROTHERS INC

division >

T 662 407 0888 | 662 407 0884 F

19 62 SINCE

104 AIRPARK ROAD | TUPELO, MS 38801

COMMERCIAL GLASS & GLAZING

COR No. 4 / Eliminate Norton Auto Operator

Customer	<u>Innovative Construction Management,</u> <u>265 North Lamar, Suite B</u> <u>Oxford, MS 38655</u>	Date	<u>20-Mar-20</u>
Contact	<u>Bryan Ellis</u>	Project	<u>BXS Arena &amp; Conference Center</u>
Phone	<u>662.816.3834</u>	Address	<u>375 East Main Street</u> <u>Tupelo, MS 38804</u>
		Email	<u><a href="mailto:bryan@icmlcms.com">bryan@icmlcms.com</a></u>

**Tull Brothers, Inc. Proposes The Following:**

- Delete Auto Operator at Door #328
- Operator Type: Norton Operator 5831xNPB

**For The Sum Of: \$1,662.02**

The above price does not include Building Permits. Any such expense will be added to and become part of the total price of this contract. This proposal shall not become binding upon Seller until accepted in writing by one of its authorized representatives.

TERMS AND CONDITIONS \_\_\_\_\_ Quote Good for 60 Days

SUBMITTED BY	<u>Samuel Williams</u>	ACCEPTED BY	_____
SIGNATURE	<u><i>Samuel Williams</i></u>	SIGNATURE	_____
	<b>AUTHORIZED REPRESENTATIVE</b>		<b>AUTHORIZED REPRESENTATIVE</b>
DATE	<u>3.20.2020</u>	DATE	_____

# AIA Document G701/CMa™ – 1992

## Change Order - Construction Manager-Adviser Edition

<b>PROJECT</b> <i>(Name and address):</i> BancorpSouth Arena and Conference Center Expansion Bid Package <u>H</u> - General Works (Bid #2019-024CO) Tupelo, Mississippi	<b>CHANGE ORDER NUMBER:</b> 002 <b>INITIATION DATE:</b> October 28, 2020	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>CONSTRUCTION MANAGER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> <i>(Name and address):</i> D C Services, LLC PO Box 2293 Oxford, MS 38655	<b>PROJECT NUMBERS:</b> 2018025 / 2019-024CO <b>CONTRACT DATE:</b> October 1, 2019 <b>CONTRACT FOR:</b> General Construction	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

Credit of \$3,591.00 for South Arena Doors to remain

Credit of \$10,811.00 to move Expansion Joint EJ2 to Roofing Contract

Add of \$3,110.80 for additional vanity fronts to the existing restrooms in the Conference Center

Add of \$2,704.90 for adding hardware and locks to all vanity fronts for access to undercounter soap dispensers

Milestone and Completion Dates will be extended by 5 Working Days due to Adverse Weather above contract and an additional 10 working days due to Covid delays to Critical Path Contractors.

June – 5 days  
 Covid 19 Delays = 10 days

The original Contract Sum was	\$ 1,466,000.00
Net change by previously authorized Change Orders	\$ -18,000.00
The Contract Sum prior to this Change Order was	\$ 1,448,000.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 8,586.30
The new Contract Sum including this Change Order will be	\$ 1,439,413.70

The Contract Time will be unchanged by Zero (0) days.  
 The date of Substantial Completion as of the date of this Change Order therefore is adjusted per original milestone dates listed in the Contract Documents. The Adverse Weather Days does not extend activity durations..

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.**

Innovative Construction Management (ICM)	McCarty Architects Professional Association
<b>CONSTRUCTION MANAGER</b> <i>(Firm name)</i> PO Box 1515 Oxford, MS 38655	<b>ARCHITECT</b> <i>(Firm name)</i> 533 West Main St. Tupelo, MS 38804
<b>ADDRESS</b>	<b>ADDRESS</b>



*Bh ES*

BY (Signature)  
Bryan Ellis  
(Typed name) DATE: 10-29-20

D C Services, LLC  
CONTRACTOR (Firm name)  
PO Box 2293  
Oxford, MS 38655  
ADDRESS

*David Carroll*  
BY (Signature)  
David Carroll  
(Typed name) DATE: November 2, 2020

DocuSigned by:  
*Kurt Shettles*

BY (Signature) 11/5/2020  
Kurt Shettles  
(Typed name) DATE:

City of Tupelo  
OWNER (Firm name)  
71 East Troy Street  
Tupelo, MS 38804  
ADDRESS

*Jason Shelton*  
BY (Signature)  
Mayor Jason Shelton  
(Typed name) DATE: 11-19-2020



August 12, 2020

Innovative Construction Management  
c/o Mr. Bryan Ellis  
Oxford, MS 38655

**RE: Bancorp South Arena – Package H – Existing Door Frames v3**

Dear Mr. Ellis,

Per your email request to utilize the following existing door frames: 101D, 101E, 101F, 110D, 110E, and 110F. Please know that some materials have already been procured, and can be provided to the Owner in addition to this credit. Please see email correspondence attached from Maloney.

DC Services Demo Credit: 34 Man hours @ \$30/hr:	\$1,020.00
Sub Credit Offered:	\$2,400.00
Subtotal:	\$3,420.00
OH&P deduct:	\$ 171.00
Total Deduct:	\$3,591.00

Please let me know if you'd like to incorporate this change.

Best Regards,

A handwritten signature in blue ink, appearing to read 'David Carroll', is written over a light blue circular stamp.

David Carroll

P.O. Box 2293, Oxford, MS 38655  
(662) 638-3498





November 5, 2020

Innovative Construction Management  
c/o Mr. Bryan Ellis  
Oxford, MS 38655

**RE: Bancorp South Arena – Expansion Joint Cover Credit at EEJ-2 v2**

Dear Mr. Ellis,

Credit offered to remove expansion joint cover EEJ-2 from scope:

Credit Offered: \$10,811

Best Regards,

A handwritten signature in blue ink that reads 'David Carroll'. The signature is written in a cursive, flowing style.

David Carroll

P.O. Box 2293, Oxford, MS 38655  
(662) 638-3498



September 14, 2020

Innovative Construction Management  
c/o Mr. Bryan Ellis  
Oxford, MS 38655

**RE: Bancorp South Arena – Additional ADA Laminate at Vanities**

Dear Mr. Ellis,

Per your request, Please see attached change order request for additional Millwork Vanities. Let me know if you have any questions.

Scopes of work – See attached backup  
Add for extra ADA vanity enclosures \$ 2,828.00

Areas Included:  
Men’s 301 & 319, Women’s 302 & 320

Subtotal \$ 2,828.00  
10% OH&P \$ 282.80

**Total Change Order \$ 3,110.80**

Best Regards,

Russ Shows

P.O. Box 2293, Oxford, MS 38655  
(662) 638-3498



**Proposal BP092005 C/O 5:**

To: Russ Shows  
 \_\_\_\_\_  
 Company: DCS  
 \_\_\_\_\_  
 Date: 9/9/20  
 \_\_\_\_\_  
 Phone:  
 \_\_\_\_\_  
 Fax:  
 \_\_\_\_\_  
 RE: ADD VANITY PANELS  
 \_\_\_\_\_



**Millwork Specialty Contractors LLC**  
 PO Box 18727, Memphis TN 38181 - 0727

**We Propose to Supply and Install Millwork per the Following Scope of Work:**

**Acknowledge Addenda: NA      Plans Dated: NA      Specifications: NA**

**Millwork Specialty Contractors LLC shall provide and furnish, for the price listed, all labor, materials, tools, supplies, equipment, services, facilities, supervision, and administration necessary for the proper and complete performance and acceptance of the following work:**

**Change Order Amount-**

***Two Thousand -Two Hundred-Twenty Eight Dollars..... \$ 2,828.00***

**Scopes of work –**

- **Add Plastic Laminate ADA Vanity Enclosures**

**Areas Included:**

**Men 301, Women 302, Men 319, Women 320**

**Notes**

- **Quote is based on installation to be performed during normal business weekday hours.**

Proposal is Valid For 30 Days From Date Submitted.

Respectfully,

***Bill Prude***

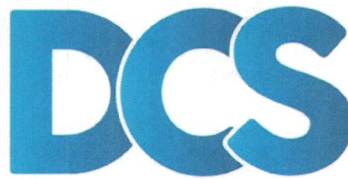
Millwork Specialty Contractors LLC  
 PO Box 18727 Memphis TN 38181-0727  
 Phone: 901-494-0130  
 bprude.msc@gmail.com

Accepted By,

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



August 19, 2020

Innovative Construction Management  
c/o Mr. Bryan Ellis  
Oxford, MS 38655

**RE: Bancorp South Arena - ~~Additional Corner Guards~~ Hardware to hinge Vanity Millwork Fronts**

Dear Mr. Ellis,

Per your request, Please see attached change order request for additional Millwork Panels. Let me know if you have any questions.

Scopes of work -

Retrofit existing vanity panels to have hinged access..... \$ 1,379.00

Areas Included:  
Men 103, Women 111

Construct vanity panels for hinged access..... \$ 1,080.00

Areas Included:  
Women 207, 213, 218, Men 206, 211, 216

Subtotal \$ 2,459.00  
10% OH&P \$ 245.90

**Total Change Order \$ 2,704.90**

Best Regards,

Russ Shows

P.O. Box 2293, Oxford, MS 38655  
(662) 638-3498



**Proposal BP082018 C/O 2:**

To: Russ Shows  
 \_\_\_\_\_  
 Company: DCS  
 \_\_\_\_\_  
 Date: 8/19/20  
 \_\_\_\_\_  
 Phone:  
 \_\_\_\_\_  
 Fax:  
 \_\_\_\_\_  
 RE: HINGED VANITY PANELS-CHANGE ORDER 2  
 \_\_\_\_\_



**Millwork Specialty Contractors LLC**  
 PO Box 18727, Memphis TN 38181 - 0727

**We Propose to Supply and Install Millwork per the Following Scope of Work:**

**Acknowledge Addenda: NA      Plans Dated: NA      Specifications: NA**

**Millwork Specialty Contractors LLC shall provide and furnish, for the price listed, all labor, materials, tools, supplies, equipment, services, facilities, supervision, and administration necessary for the proper and complete performance and acceptance of the following work:**

**Scopes of work –**

- **Retrofit existing vanity panels to have hinged access..... \$ 1,379.00**

**Areas Included:**

**Men 103, Women 111**

- **Construct vanity panels for hinged access..... \$ 1,080.00**

**Areas Included:**

**Women 207, 213, 218, Men 206, 211, 216**

**Total Change Order Amount -**

***Two Thousand- Four Hundred- Fifty Nine Dollars..... \$ 2,459.00***

**Notes**

- **Work in areas Women 112, 114 & Men 113, 115 is pending approval and is not included in quote.**
- **Quote is based on installation to be performed during normal business weekday hours.**

Proposal is Valid For 30 Days From Date Submitted.

Respectfully,

**Bill Prude**

Millwork Specialty Contractors LLC  
 PO Box 18727 Memphis TN 38181-0727  
 Phone: 901-494-0130  
 bprude.msc@gmail.com

Accepted By,

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_


**AIA** Document G701/CMa™ – 1992

**Change Order - Construction Manager-Adviser Edition**

<b>PROJECT</b> (Name and address): BancorpSouth Arena and Conference Center Expansion Bid Package I - Flooring (Bid #2019-025CO) Tupelo, Mississippi	<b>CHANGE ORDER NUMBER:</b> 002 <b>INITIATION DATE:</b> October 28, 2020	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>CONSTRUCTION MANAGER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address): F L Crane & Sons, Inc 508 Spring Street Fulton, MS 38843	<b>PROJECT NUMBERS:</b> 2018025 / 2019-025CO <b>CONTRACT DATE:</b> October 1, 2019 <b>CONTRACT FOR:</b> General Construction	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

Milestone and Completion Dates will be extended by 5 Working Days due to Adverse Weather above contract and an additional 10 working days due to Covid delays to Critical Path Contractors.

June = 5 days

Covid 19 Delays = 10 days

The original Contract Sum was	\$ 509,525.00
Net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 509,525.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 509,525.00

The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is adjusted per original milestone dates listed in the Contract Documents. The Adverse Weather Days does not extend activity durations..

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.**

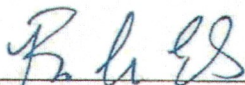
<u>Innovative Construction Management (ICM)</u>	<u>McCarty Architects Professional Association</u>
<b>CONSTRUCTION MANAGER</b> (Firm name)	<b>ARCHITECT</b> (Firm name)
PO Box 1515	533 West Main St.
Oxford, MS 38655	Tupelo, MS 38804
<b>ADDRESS</b>	<b>ADDRESS</b>

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**User Notes:**

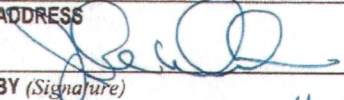
(389ADAC1)




  
 BY (Signature)  
 Bryan Ellis  
 (Typed name) DATE: 10-29-20

F L Crane & Sons, Inc.  
 CONTRACTOR (Firm name)  
 508 Spring Street  
 Fulton, MS 38843

ADDRESS

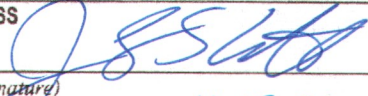
  
 BY (Signature)  
 (Typed name) DATE: 11-02-20

DocuSigned by:

  
 BY (Signature) EA19BF40F...  
 Kurt Shettles  
 (Typed name) DATE: 11/5/2020

City of Tupelo  
 OWNER (Firm name)  
 71 East Troy Street  
 Tupelo, MS 38804

ADDRESS

  
 BY (Signature)  
 Mayor Jason Shelton  
 (Typed name) DATE: 11-19-2020



# AIA Document G701/CMa™ – 1992

## Change Order - Construction Manager-Adviser Edition

<b>PROJECT</b> <i>(Name and address):</i> BancorpSouth Arena and Conference Center Expansion Bid Package J - Fire Protection (Bid #2019-026CO) Tupelo, Mississippi	<b>CHANGE ORDER NUMBER:</b> 002 <b>INITIATION DATE:</b> October 28, 2020	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>CONSTRUCTION MANAGER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> <i>(Name and address):</i> Fireline, Inc. 3905 R C Lane Tupelo, MS 38801	<b>PROJECT NUMBERS:</b> 2018025 / 2019-026CO <b>CONTRACT DATE:</b> October 1, 2019 <b>CONTRACT FOR:</b> General Construction	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

Credit of \$580.00 to omit the heat tracing of the Fire Protection Piping inside a conditioned space.

Add of \$2,638.81 to provide Fire Protection in the Added Freezer and Cooler in the Conference Center .

Milestone and Completion Dates will be extended by 5 Working Days due to Adverse Weather above contract and an additional 10 working days due to Covid 19 Delays to Critical Path Contractors.

June = 5 days  
 Covid 19 Delays = 10 days

The original Contract Sum was	\$ 104,300.00
Net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 104,300.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 2,058.81
The new Contract Sum including this Change Order will be	\$ 106,358.81

The Contract Time will be unchanged by Zero (0) days.  
 The date of Substantial Completion as of the date of this Change Order therefore is adjusted per original milestone dates listed in the Contract Documents. The Adverse Weather Days does not extend activity durations..

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.**

Innovative Construction Management (ICM) <b>CONSTRUCTION MANAGER</b> <i>(Firm name)</i> PO Box 1515 Oxford, MS 38655 <b>ADDRESS</b>	McCarty Architects Professional Association <b>ARCHITECT</b> <i>(Firm name)</i> 533 West Main St. Tupelo, MS 38804 <b>ADDRESS</b>
---	---

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 User Notes: (3B9ADAB9)



*Bryan Ellis*  
 BY (Signature)  
 Bryan Ellis  
 (Typed name)                      DATE: 11-3-2020

Fireline, Inc.  
 CONTRACTOR (Firm name)  
 3905 R C Lane  
 Tupelo, MS 38801  
 ADDRESS

*[Signature]*  
 BY (Signature)  
*Will Redent*  
 (Typed name)                      DATE: 11-3-20

DocuSigned by:  
*[Signature]*  
 BY (Signature)  
 Kurt Shettles  
 (Typed name)                      DATE: 11/5/2020

City of Tupelo  
 OWNER (Firm name)  
 71 East Troy Street  
 Tupelo, MS 38804  
 ADDRESS

*[Signature]*  
 BY (Signature)  
 Mayor Jason Shelton  
 (Typed name)                      DATE: 11-19-2020



Fire Protection.Life Safety

November 5, 2020

Mr. Bryan Ellis

Innovative Construction Management

PO Box 306

Starkville, MS 39759

RE: Bancorp South Arena & Conference Center Expansion – Project No. 2018025  
Credit

Dear Bryan,

Per the engineers notes the piping in the lobby (F12/A017) on this project is inside the thermal envelope of the building and that it does not need insulation or heat trace to prevent freezing. With this in mind we will be issuing you a credit of \$580 since it is no longer required in our scope.

Sincerely,

Preston Dent

Business Manager

Fireline, Inc.

P.O. Box 3251 • Tupelo, MS 38803 • 3905 R.C. Lane • Tupelo, MS 38801  
P: 662.841.2595 • F: 662.841.7593 • [www.fireline-ms.com](http://www.fireline-ms.com)

APPENDIX U





PO Box 3251.Tupelo.MS.38803 3905 RC Lane.Tupelo.MS (p) 662.841.2595 (f) 662.841.7593 www.Fireline-MS.com

### Proposed Itemized Change Order Breakdown

May 28, 2020

Project: **BancorpSouth - Conference Center & Arena - Tupelo MS**

RFCO #1

Note: New Freezer & Cooler install at SE Corner of Existing Conference Center requires fire sprinkler work outside of contract.  
New dry-barrel type sprinklers shall be installed in the Cooler/Freezer. Existing sprinklers to be relocated as required.

Material	Unit	Quantity	Unit Cost	Total Cost
<b>ADDs</b>				
1/2" Fully-Recessed Pendant, White flat plate, 155°F, QR	each	6	\$16.63	\$99.78
48"L Braided Flex Drop	each	10	\$43.75	\$437.50
1/2" Chrome Dry-Barrel Pendant, 155°F, QR, x 1'-0" Long	each	4	\$104.18	\$416.72
Spray-Foam Insulation (can)	each	1	\$6.84	\$6.84
<b>Total Material Cost</b>				<b>\$960.84</b>
<b>Labor</b>				
Pipefitter Labor (2 man crew)	hour	8	\$82.00	\$656.00
Engineering Labor	hour	4	\$55.00	\$220.00
<b>Total Labor Cost</b>				<b>\$876.00</b>
<b>Equipment</b>				
Truck / Tool Costs	hour	8	\$12.00	\$96.00
Rental - 19' Scissor Lift	per day	1	\$342.00	\$342.00
<b>Total Equipment Costs</b>				<b>\$438.00</b>
<b>Total Costs</b>				
Subtotal				\$2,274.84
Overhead + Profit		<del>10%</del>	\$363.97	<del>\$227.48</del>
Subtotal				<del>\$2,502.32</del>
Bonds		<del>1.5%</del>		<del>\$37.53</del>
Subtotal				<del>\$2,539.86</del>
<b>TOTAL</b>			<b>\$2,638.81</b>	<del>\$2,540.00</del>



# AIA Document G701/CMa™ – 1992

## Change Order - Construction Manager-Adviser Edition

<b>PROJECT</b> <i>(Name and address):</i> BancorpSouth Arena and Conference Center Expansion Bid Package K - Mechanical and Plumbing (Bid #2019-027CO) Tupelo, Mississippi	<b>CHANGE ORDER NUMBER:</b> 002 <b>INITIATION DATE:</b> October 28, 2020	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>CONSTRUCTION MANAGER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> <i>(Name and address):</i> Kline's Mechanical Systems, Inc. PO Box 121 Fulton, MS 38843	<b>PROJECT NUMBERS:</b> 2018025 / 2019-027CO <b>CONTRACT DATE:</b> October 1, 2019 <b>CONTRACT FOR:</b> General Construction	

### THE CONTRACT IS CHANGED AS FOLLOWS:

Credit of \$5,500 for HVAC Testing and Balance Allowance

Milestone and Completion Dates will be extended by 5 Working Days due to Adverse Weather above contract and an additional 10 working days due to Covid 19 Delays to Critical Path Contractors.

June = 5 days

Covid 19 Delay = 10 days

The original Contract Sum was

\$ 2,134,590.00

Net change by previously authorized Change Orders

\$ -27,300.00

The Contract Sum prior to this Change Order was

\$ 2,107,290.00

The Contract Sum will be decreased by this Change Order in the amount of

\$ 5,500.00

The new Contract Sum including this Change Order will be

\$ 2,101,790.00

The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is adjusted per original milestone dates listed in the Contract Documents. The Adverse Weather Days does not extend activity durations.

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.**

Innovative Construction Management (ICM)

McCarty Architects Professional Association

**CONSTRUCTION MANAGER** *(Firm name)*

**ARCHITECT** *(Firm name)*

PO Box 1515

533 West Main St.

Oxford, MS 38655

Tupelo, MS 38804

**ADDRESS**

**ADDRESS**



*Bryan Ellis*  
 BY (Signature)  
 Bryan Ellis  
 (Typed name) DATE: 10-29-20

DocuSigned by:  
*Kurt Shettles*  
 BY (Signature) EA19BF40F... 11/5/2020  
 Kurt Shettles  
 (Typed name) DATE:

Kline Mechanical Systems, Inc.  
 CONTRACTOR (Firm name)  
 PO Box 121  
 Fulton, MS 38843  
 ADDRESS

City of Tupelo  
 OWNER (Firm name)  
 71 East Troy Street  
 Tupelo, MS 38804  
 ADDRESS

*Joey Steele*  
 BY (Signature)  
 Joey Steele  
 (Typed name) DATE: November 2, 2020

*Jason Shelton*  
 BY (Signature)  
 Mayor Jason Shelton  
 (Typed name) DATE: 11-19-2020

**PN: 18025      BANCORPSOUTH ARENA & CONFERENCE CENTER      TUPELO, MS**  
**EXPANSION AND RENOVATION**

**H. Floor Patch Allowance (BID PACKAGE I ONLY):**

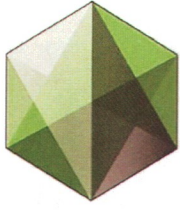
1. Include in Bid Package I only, \$5,000.00 for patch above industry standard patching (Prime Contractor must include typical floor prep and patch in base bid).

**I. Test and Balance Allowance (BID PACKAGE K ONLY):**

1. Include in Bid Package K only, an allowance of \$35,000 to procure the Test and Balance Scope of Work per specification section 230593 Testing, Adjusting, and Balancing. Please note the Scope of this allowance as detailed in section 230593. Selection of the appropriate Test and Balance contractor shall be made on a "Best Value" basis for the Owner once the project has been awarded. The selection process will include representatives of the Owner, Design Professional, Construction Manager and Mechanical Contractor. The Prime Mechanical Contractor shall coordinate and manage the Test and Balance Contractor. This shall include coordination of submittals, installation, material, etc.

END OF SECTION 012100





**CLA**  
Corbett Legge & Associates, PLLC  
Mechanical & Electrical Engineers

## **MEMORANDUM**

Date: February 27, 2020

To: Kurt Shettles, McCarty Architects, P.A.

From: Christian Sheffield

Project: BXS Arena and Conference Center Expansion and Renovations

Subject: Test and Balance Proposal Recommendation

---

Corbett Legge and Associates recommends retaining Air Balance Professionals as the Test and Balance Agent for this project, as they have the most competitive price and are equal in quality of work.

END OF MEMO

# AIR BALANCE PROFESSIONALS



*Testing, Adjusting & Balancing of HVAC Systems*

**December 12, 2019**

## **TEST, ADJUST AND BALANCE PROPOSAL**

***PROJECT TITLE:***

***BXS ARENA & CONFERENCE CENTER  
EXPANSION & RENOVATIONS***

**TUPELO, MS**

***AIR BALANCE PROFESSIONALS PROPOSES TO TEST, ADJUST AND BALANCE THE ABOVE REFERENCED PROJECT PER PLANS AND SPECIFICATIONS AND PER NEBB PROCEDURAL STANDARDS-2015. 80% OF TAB CONTRACT PRICE DUE PRIOR TO SUBMISSION OF TAB REPORT.***

**CONTRACT PRICE            \$29,500.00**

A handwritten signature in black ink, appearing to read 'Nathan Knepp', written in a cursive style.

**NATHAN KNEPP (662) 549-1186  
3027 HWY 45 ALT • Brooksville, MS 39739  
EMAIL [nathan@airbalancepro.com](mailto:nathan@airbalancepro.com)**

**APPENDIX V**



# AIA® Document G701/CMa™ – 1992

## Change Order - Construction Manager-Adviser Edition

<b>PROJECT (Name and address):</b> BancorpSouth Arena and Conference Center Expansion Bid Package L - Electrical (Bid #2019-028CO) Tupelo, Mississippi	<b>CHANGE ORDER NUMBER:</b> 002 <b>INITIATION DATE:</b> October 28, 2020	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>CONSTRUCTION MANAGER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR (Name and address):</b> Conditioned Air, Inc. 735 Westmoreland Drive Tupelo, MS 38801	<b>PROJECT NUMBERS:</b> 2018025 / 2019-028CO <b>CONTRACT DATE:</b> October 1, 2019 <b>CONTRACT FOR:</b> General Construction	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

- Add of \$16,772.80 for Addiitonal Fire Alarm/Duct Detector Devices in the Existing Conference Center
  - Add of \$3,329.00 for Removal of Wall Souncnes and Relocating Emergency Devices in Meeting Rooms of Conference Center
  - Add of \$2,051.50 for Relocation of Anuctiator Panel in Arena due to new construction
  - Add of \$881.60 for Electrical requirements at VIP patio Shades and outdoor lighting
- Milestone and Completion Dates will be extended by 5 Working Days due to Adverse Weather above contract and an additional 10 working days due to Covid delays to Critical Path Contractors.

June = 5 days  
 Covid delays = 10 days

The original Contract Sum was	\$ 1,851,580.00
Net change by previously authorized Change Orders	\$ -71,880.00
The Contract Sum prior to this Change Order was	\$ 1,779,700.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 23,034.90
The new Contract Sum including this Change Order will be	\$ 1,802,734.90

The Contract Time will be unchanged by zero (0) days.  
 The date of Substantial Completion as of the date of this Change Order therefore is adjusted per original milestone dates listed in the Contract Documents. The Adverse Weather Days does not extend activity durations..

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.**

Innovative Construction Management (ICM) <b>CONSTRUCTION MANAGER (Firm name)</b> PO Box 1515 Oxford, MS 38655 <b>ADDRESS</b>	McCarty Architects Professional Association <b>ARCHITECT (Firm name)</b> 533 West Main St. Tupelo, MS 38804 <b>ADDRESS</b>
--	--

*Bryan Ellis*  
 BY (Signature)  
 Bryan Ellis  
 (Typed name) DATE: 10-29-20

Conditioned Air, Inc  
 CONTRACTOR (Firm name)  
 735 Westmoreland Drive  
 Tupelo, MS 38801  
 ADDRESS

*Nick Weaver*  
 BY (Signature)  
 Nick Weaver 11-4-2020  
 (Typed name) DATE:


DocuSigned by:  
*Kurt Shettles*  
 BY (Signature) EA19BF40F... 11/5/2020  
 Kurt Shettles  
 (Typed name) DATE:

City of Tupelo  
 OWNER (Firm name)  
 71 East Troy Street  
 Tupelo, MS 38804  
 ADDRESS


*Jason Shelton*  
 BY (Signature)  
 Mayor Jason Shelton 11-19-2020  
 (Typed name) DATE:



# Proposal

 <b>Conditioned Air, Inc.</b> 753 Westmoreland Drive P.O. Box 2055 Tupelo, MS 38803		DATE	6/2/2020																								
		PROJECT	BancorpSouth Conference Center																								
Architect	McCarty Architects	Change Order																									
Construction Manager	ICM																										
<p><b>Change Order Request</b></p> <ol style="list-style-type: none"> <li>1. Provide and install (20) additional duct detectors.</li> <li>2. Provide and install (20) additional sampling tubes, (20) key switches, and smoke heads.</li> <li>3. Provide labor for programming and testing.</li> </ol> <table> <tr> <td>Labor</td> <td>\$240.00</td> <td></td> <td></td> </tr> <tr> <td>Material</td> <td>\$500.00</td> <td></td> <td></td> </tr> <tr> <td>Siemens</td> <td><u>\$14,508.00</u></td> <td></td> <td></td> </tr> <tr> <td>Subtotal</td> <td>\$15,248.00</td> <td></td> <td></td> </tr> <tr> <td>Markup</td> <td><del>\$2,439.00</del></td> <td>\$1,524.80</td> <td>By Contract this can only be 10%</td> </tr> <tr> <td>Total</td> <td><del>\$17,687.00</del></td> <td>\$16,772.80</td> <td></td> </tr> </table> <p>This will impact the deadline of June 12th till the first of July.</p>				Labor	\$240.00			Material	\$500.00			Siemens	<u>\$14,508.00</u>			Subtotal	\$15,248.00			Markup	<del>\$2,439.00</del>	\$1,524.80	By Contract this can only be 10%	Total	<del>\$17,687.00</del>	\$16,772.80	
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Total	<del>\$17,687.00</del>	\$16,772.80																									
<b>PRICING GOOD FOR 30 DAYS</b>																											

# Change Order Request

 <b>Conditioned Air, Inc.</b> 753 Westmoreland Drive P.O. Box 2055 Tupelo, MS 38803	DATE	4/29/2020	
	PROJECT	BancorpSouth Conference Center	
CONTRACTOR	McCarty Architects	Change Order	
ATTN	ICM		
<p><b>Change Order Request</b></p> <p>1. Demo (24) existing sconces and wiring from from section C meeting area.</p> <p>2. Demo (9) Exit lights and (9) Emergency lights that are existing and reinstall.</p> <p>Labor                    \$2,870.00</p> <p>Markup                    <u>\$459.00</u></p> <p>Total                    \$3,329.00</p>			

**PRICING GOOD FOR 30 DAYS**


**Mechanical Electrical / Design-Build-Service**

Phone (662) 680-9097 / Fax (662) 844-0642


**APPENDIX W**



# Change Order Request

 <b>Conditioned Air, Inc.</b> 753 Westmoreland Drive P.O. Box 2055 Tupelo, MS 38803	DATE	3/11/2019																		
	PROJECT	BXS Fire Alarm Relocation																		
CONTRACTOR	McCarty Architects																			
ATTN	ICM																			
<p><b>RFI #20 Change Request</b></p> <p><b>1. Relocate existing fire alarm annunciator panel and manual pull station to the west wall of the New West Box Office adjacent to the doors entering into the Arena Lobby.</b></p> <table> <tr> <td>Labor</td> <td>\$480.00</td> <td></td> </tr> <tr> <td>Material</td> <td>\$135.00</td> <td></td> </tr> <tr> <td>Siemens</td> <td><u>\$1,250.00</u></td> <td></td> </tr> <tr> <td>Subtotal</td> <td>\$1,865.00</td> <td></td> </tr> <tr> <td>Markup</td> <td><del>\$298.00</del></td> <td>\$186.50 By Contract this can only be 10%</td> </tr> <tr> <td>Total</td> <td><del>\$2,163.00</del></td> <td>\$2,051.50</td> </tr> </table>			Labor	\$480.00		Material	\$135.00		Siemens	<u>\$1,250.00</u>		Subtotal	\$1,865.00		Markup	<del>\$298.00</del>	\$186.50 By Contract this can only be 10%	Total	<del>\$2,163.00</del>	\$2,051.50
Labor	\$480.00																			
Material	\$135.00																			
Siemens	<u>\$1,250.00</u>																			
Subtotal	\$1,865.00																			
Markup	<del>\$298.00</del>	\$186.50 By Contract this can only be 10%																		
Total	<del>\$2,163.00</del>	\$2,051.50																		
<p><b>PRICING GOOD FOR 30 DAYS</b></p>																				

# Proposal

 <b>Conditioned Air, Inc.</b> 753 Westmoreland Drive P.O. Box 2055 Tupelo, MS 38803		DATE	9/16/2020										
		PROJECT	BancorpSouth Conference Center										
Architect	McCarty Architect		Change Order										
ATTN	ICM												
<p><b>Change Order Request</b></p> <p><b>1. Install Electrical for string lights in Area B.</b></p> <table> <tr> <td><b>labor</b></td> <td><b>\$540</b></td> </tr> <tr> <td><b>Material</b></td> <td><b><u>\$220</u></b></td> </tr> <tr> <td><b>Subtotal</b></td> <td><b>\$760.00</b></td> </tr> <tr> <td><b>Markup</b></td> <td><b><u>\$121.60</u></b></td> </tr> <tr> <td><b>Total</b></td> <td><b>\$881.60</b></td> </tr> </table>				<b>labor</b>	<b>\$540</b>	<b>Material</b>	<b><u>\$220</u></b>	<b>Subtotal</b>	<b>\$760.00</b>	<b>Markup</b>	<b><u>\$121.60</u></b>	<b>Total</b>	<b>\$881.60</b>
<b>labor</b>	<b>\$540</b>												
<b>Material</b>	<b><u>\$220</u></b>												
<b>Subtotal</b>	<b>\$760.00</b>												
<b>Markup</b>	<b><u>\$121.60</u></b>												
<b>Total</b>	<b>\$881.60</b>												
<b>PRICING GOOD FOR 30 DAYS</b>													



# AIA<sup>®</sup> Document G701/CMa<sup>™</sup> – 1992

## Change Order - Construction Manager-Adviser Edition

**PROJECT** (Name and address):  
 BancorpSouth Arena and  
 Conference Center Expansion  
 Bid Package G - Drywall and Paint  
 (Bid #2019-040CO)  
 Tupelo, Mississippi

**CHANGE ORDER NUMBER:** 002  
**INITIATION DATE:** October 28, 2020

**OWNER:**   
**CONSTRUCTION MANAGER:**   
**ARCHITECT:**   
**CONTRACTOR:**   
**FIELD:**   
**OTHER:**

**TO CONTRACTOR** (Name and address):  
 Acoustics & Specialties, LLC  
 3929 Senator Avenue  
 Memphis, TN 39118

**PROJECT NUMBERS:** 2018025 / ~~2019-023CO~~ 2019-040CO  
**CONTRACT DATE:** October 1, 2019  
**CONTRACT FOR:** General Construction

**THE CONTRACT IS CHANGED AS FOLLOWS:**

Milestone and Completion Dates will be extended by 5 Working Days due to Adverse Weather above contract and an additional 10 working days due to Covid delays to Critical Path Contractors.

June = 5 days  
 Covid 19 Delays = 10 days

The original Contract Sum was	\$	1,814,300.00
Net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	1,814,300.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$	0.00
The new Contract Sum including this Change Order will be	\$	1,814,300.00

The Contract Time will be unchanged by Zero (0) days.  
 The date of Substantial Completion as of the date of this Change Order therefore is adjusted per original milestone dates listed in the Contract Documents. The Adverse Weather Days does not extend activity durations..

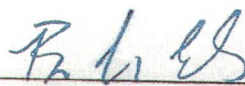
**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.**

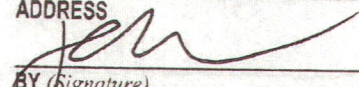
Innovative Construction Management (ICM)  
**CONSTRUCTION MANAGER** (Firm name)  
 PO Box 1515  
 Oxford, MS 38655  
**ADDRESS**

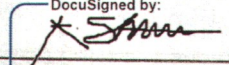
McCarty Architects Professional Association  
**ARCHITECT** (Firm name)  
 533 West Main St.  
 Tupelo, MS 38804  
**ADDRESS**



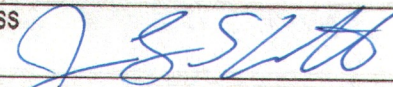
  
 BY (Signature)  
 Bryan Ellis  
 (Typed name) DATE: 10-29-20

Acoustics & Specialties, LLC  
 CONTRACTOR (Firm name)  
 3929 Senator Avenue

ADDRESS  
  
 BY (Signature)  
 James Anderson  
 (Typed name) DATE: 11-2-20

DocuSigned by:  
  
 BY (Signature) CE19BF40F...  
 Kurt Shettles  
 (Typed name) DATE: 11/5/2020

City of Tupelo  
 OWNER (Firm name)  
 71 East Troy Street  
 Tupelo, MS 38804

ADDRESS  
  
 BY (Signature)  
 Mayor Jason Shelton  
 (Typed name) DATE: 11-19-2020