



# TUPELO REGULAR CITY COUNCIL MEETING

JULY 06, 2021 AT 6:00 PM  
COUNCIL CHAMBERS | CITY HALL

## AGENDA

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**INVOCATION:** COUNCIL MEMBER BUDDY PALMER

**PLEDGE OF ALLEGIANCE:** COUNCIL MEMBER JANET GASTON

### **ELECTION OF TEMPORARY CHAIRMAN**

1. IN THE MATTER OF ELECTION OF A TEMPORARY CHAIRMAN **BL**

### **CALL TO ORDER:**

### **ELECTION OF OFFICERS**

2. IN THE MATTER OF ELECTION OF CITY COUNCIL PRESIDENT
3. IN THE MATTER OF ELECTION OF CITY COUNCIL VICE PRESIDENT

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

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

PROCLAMATIONS

RECOGNITION GIRL/BOY SCOUTS

EMPLOYEE RECOGNITION

PUBLIC RECOGNITION

MAYOR'S REMARKS

(CLOSE REGULAR MEETING OPEN PUBLIC AGENDA)

### **PUBLIC AGENDA**

PUBLIC HEARINGS

4. IN THE MATTER OF PUBLIC HEARING FOR LOT MOWING **PF**

APPEALS

CITIZEN HEARING

**(CLOSE PUBLIC AGENDA AND OPEN REGULAR SESSION)**

**ACTION AGENDA**

**ROUTINE AGENDA**

5. IN THE MATTER OF APPROVAL OF MINUTES OF JUNE 15, 2021 REGULAR CITY COUNCIL MEETING
6. IN THE MATTER OF REVIEW/APPROVAL OF APPOINTMENT OF DON LEWIS AS CHIEF OPERATIONS OFFICER (COO) **TJ**
7. IN THE MATTER OF REVIEW/APPROVAL OF APPOINTMENT OF KIM HANNA AS CHIEF FINANCIAL OFFICER/CITY CLERK **TJ**
8. IN THE MATTER OF REVIEW/APPROVAL OF APPOINTMENT OF BEN LOGAN AS CITY ATTORNEY **TJ**
9. IN THE MATTER OF REVIEW/APPROVAL OF APPOINTMENT OF TANNER NEWMAN AS DIRECTOR OF DEPARTMENT OF DEVELOPMENT SERVICES **TJ**
10. IN THE MATTER OF HIRING OF COUNCIL CLERK
11. IN THE MATTER OF CONSIDERATION OF ORDINANCE ESTABLISHING MEETING TIMES, PLACES AND ESTABLISHING THE AGENDA PROCESS FOR THE MEETINGS OF THE TUPELO CITY COUNCIL **BL**
12. IN THE MATTER OF ADOPTION OF ROBERT'S RULES OF ORDER **BL**
13. IN THE MATTER OF SETTING TIME FOR PAYING BILLS **BL**
14. IN THE MATTER OF RESOLUTION OF APPOINTING VOTING DELEGATE AND ALTERNATE FOR MML 2021 **KH**
15. IN THE MATTER OF BILL PAY JULY 6, 2021 **KH**
16. IN THE MATTER OF ADVERTISING AND PROMOTIONAL ITEMS **KH**
17. IN THE MATTER OF CLOSING 2018 REV BOND BANK ACCOUNTS **KH**
18. IN THE MATTER OF FY 2021 PETTY CASH ACCOUNTS **KH**

- [19.](#) IN THE MATTER OF APPROVAL TO SUBMIT 2021 HOMELAND SECURITY APPLICATIONS **AC**
- [20.](#) IN THE MATTER OF APPROVE/REJECT THE INTERGOVERNMENTAL TRANSFER OF A COUNTY OWNED VEHICLE TO THE CITY OF TUPELO **BL**
- [21.](#) IN THE MATTER OF LOT MOWING **PF**
- [22.](#) IN THE MATTER OF NMNU REQUEST FOR DECLARATION OF SURPLUS VEHICLES FOR AUCTION **JC**
- [23.](#) IN THE MATTER OF NARCAN MOU **JC**
- [24.](#) IN THE MATTER OF BID REJECTION CURB AND GUTTER 2021-015PW **CW**
- [25.](#) IN THE MATTER OF REJECTION OF BID 2021-017PR - SKATE PARK RENOVATIONS **AF**
- [26.](#) IN THE MATTER OF BAD DEBT WRITE-OFF JANUARY 2020 – JUNE 2020 **JT**

**(CLOSE REGULAR SESSION)**

### **STUDY AGENDA**

### **EXECUTIVE SESSION**

- [E1.](#) IN THE MATTER OF EXECUTIVE SESSION – SALE OF REAL PROPERTY **BL**

### **ADJOURNMENT**



## AGENDA REQUEST

**TO:** Mayor and City Council

**FROM:** Ben Logan, City Attorney

**DATE** June 24, 2021

**SUBJECT:** IN THE MATTER OF ELECTION OF A TEMPORARY CHAIRMAN **BL**

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**Request:**

Elect temporary chairman of Council.



## AGENDA REQUEST

**TO:** Mayor and City Council  
**FROM:** Ben Logan, City Attorney  
**DATE** June 24, 2021  
**SUBJECT:** IN THE MATTER OF ELECTION OF CITY COUNCIL PRESIDENT **BL**

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**Request:**

Elect President of Council.



## AGENDA REQUEST

**TO:** Mayor and City Council

**FROM:** Ben Logan, City Attorney

**DATE** June 24, 2021

**SUBJECT:** IN THE MATTER OF ELECTION OF CITY COUNCIL VICE PRESIDENT **BL**

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**Request:**

Elect Vice President of Council.



## AGENDA REQUEST

**TO:** Mayor and City Council  
**FROM:** PAT FALKNER, DIRECTOR OF DDS  
**DATE** JULY 6, 2021  
**SUBJECT:** IN THE MATTER OF PUBLIC HEARING FOR LOT MOWING **PF**

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**Request:**

Preliminary Lot Mowing Report for 7/6/2021

Item # 4.

	Violation Ref	Parcel	Location	Owner	Owner Address	Owner City State Zip	Inspector
1.	34030	077P3508500	502 AUGUSTA ST	WEST RUBLE LADON & MARIE	502 AUGUSTA	TUPELO, MS 38801	JLS
2.	34034	113E0606000	907 CHICKASAW TRL	UNDER A ROOF LLC	529 WOOTEN COVE	TUPELO, MS 38801	RS
3.	34035	089F3005600	536 WALKER ST	SANDERS SHEILA	731 TUJUNGA AVE APT C	BURBANK, CA 91501	SB
4.	34036	089F3007600	760 N MADISON ST	CUNNINGHAM BEATRICE ESTATE	4208 31ST ST	MOUNT RAINIER, MD 20712	SB
5.	34037	089F3004701	WALKER ST	MAYHORN STEVEN	7863 KENWICK WAY #103	MEMPHIS, TN 38119	SB
6.	34038	106A1407200	2895 TONY MOORE RD	RUPERT WILLIE & VADA S	1005 NIXON	TUPELO, MS 38801	RS
7.	34039	105D1508100	3033 TONY MOORE RD	CLEMMER GERALDINE	3033 TONY MOORE ROAD	TUPELO, MS 38801	RS
8.	34040	105D1506400	3131 BEASLEY DR	SHACK MARK S	1984 PARKWOOD DR	TUPELO, MS 38801	RS
9.	34044	101G0126500	1511 AUDUBON DR	JEAN JASON & RANDI M	1511 AUDUBON DR	TUPELO, MS 38801	RS
10	34045	101L1208300	2402 WILLIAM DR	KELLEY ASHLEIGH N & RICKEY E	2402 WILLIAM DR	TUPELO, MS 38801	RS
11	34056	101H0108400	1005 BUCHANNAN ST	PEARMAN C RON & LYDIA G	1220 HWY 90 DR	MOBILE, AL 36693	SB



Preliminary Lot Mowing Report for 7/6/2021

Item # 4.

	Violation Ref	Parcel	Location	Owner	Owner Address	Owner City State Zip	Inspector
12	34058	078A2800942	CHARLESTON GARDENS DR	SOUTHERN GROUP OF MS INC THE	P O BOX 3171	TUPELO, MS 38803	JLS
13	34060	078H2708400	2302 HICKORY DR	BATES JOSEPH W & DELANEY B	2302 HICKORY DR	TUPELO, MS 38801	JLS
14	34062	078H2708100	2308 HICKORY DR	FUTRELL NELL A	173 CROSSOVER DR	BRANDON, MS 39042	JLS
15	34063	077Q3608100	1400 CENTRAL AVE	BOYD DENNIS W	1389 ORLEANS PL	TUPELO, MS 38801	SB
16	34066	077Q3608300	123 N HIGHLAND DR	MUDDY WATER ENTERPRISES INC	889 SOUTH THOMAS	TUPELO, MS 38801	SB
17	34068	077Q3608400	121 S HIGHLAND DR	TUPELO RENTAL PROPERTIES LLC	2555 WENDOVER DR	BELDEN, MS 38826	SB
18	34074	077P3519800	406 S FOSTER ST	WHITEHEAD CHRIS	377 COUNTY RD 1400	MOOREVILLE, MS 38857	JLS
19	34082	077E2605355	2002 ROSEWOOD ST	JOINER MICHELE	2002 ROSEWOOD	TUPELO, MS 38801	JLS
20							
21							
22							
23							



## AGENDA REQUEST

**TO:** Mayor and City Council

**FROM:** Missy Shelton, Council Clerk

**DATE:** June 24, 2021

**SUBJECT:** IN THE MATTER OF APPROVAL OF MINUTES OF JUNE 15, 2021  
REGULAR CITY COUNCIL MEETING

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**Request:**

Please review and approve.

**REGULAR CITY COUNCIL MEETING**  
**MUNICIPAL MINUTES CITY OF TUPELO**  
**STATE OF MISSISSIPPI**  
**JUNE 15, 2021**

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, June 15, 2021, at 6:00 p.m. with the following in attendance: Council members Markel Whittington, Lynn Bryan, Travis Beard, Nettie Davis, Buddy Palmer, and Mike Bryan; Attorney Ben Logan and Missy Shelton, Clerk of the Council. Council member Willie Jennings was absent

Council Member Mike Bryan introduced Mr. Robert Cook who led the invocation. Council Member Palmer led the Pledge of Allegiance.

Council President Mike Bryan called the meeting to order at 6:00 p.m.

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

Council Member Palmer moved, seconded by Council Member L Bryan, to confirm the agenda and agenda order, with the following addition:

ADD: IN THE MATTER OF APPROVAL OF DEPUTY CHIEF JACKIE M CLAYTON AS INTERIM POLICE CHIEF EFFECTIVE JULY 1, 2021

Of those present, the vote was unanimous in favor.

**PROCLAMATIONS, RECOGNITIONS AND REPORTS AGENDA**

**EMPLOYEE RECOGNITION**

Mayor Jason Shelton recognized Mrs. Nettie Davis for 20 years of service as a member of the City Council.

**PUBLIC RECOGNITION**

Council Member Davis thanked everyone and was very appreciative of the presentation of her 20 year employment certificate.

Council Member Whittington thanked the citizens of Ward 1 for allowing him to serve as their Councilman for 12 years.

Council Member L Bryan thanked the outgoing Council members, Whittington, M Bryan and Jennings, for their dedication and willingness to work with him for 12 years.

Council Member Palmer joined Mayor Shelton in presenting Council Member Mike Bryan with a plaque for his last year of service as the Council President.

Council Member Mike Bryan thanked the citizens of Ward 6 and of the City of Tupelo for the honor and privilege of serving on the City Council for the past 16 years, through three administrations.

### MAYOR'S REMARKS

Mayor Jason Shelton welcomed those who are helping with the transition of Mayor-elect Todd Jordan. He thanked and recognized Chief Bart Aguirre for his service over the last 8 years as the Police Chief and wished him well.

Police Chief Bart Aguirre thanked the Mayor for appointing him as the Police Chief 8 years ago and reflected on many issues during those years.

Mayor Shelton took the podium again and reminded everyone that COVID-19 is still an issue and encouraged all to get vaccinated. He thanked and recognized his family, who were in attendance, and thanked them for all of their support during his tenure as Mayor.

### PUBLIC AGENDA

#### PUBLIC HEARINGS

#### IN THE MATTER OF PUBLIC HEARING FOR LOT MOWING

No one appeared to speak on the public hearing for lot mowing at the following property:

Parcel	Location
089N3100601	123 S INDUSTRIAL RD
077Q3612400	1502 REED ST
077Q3611500	1529 REED ST
077Q3611700	1528 REED ST
106D1307600	909 PARISH DR
102V1002002	3072 MITCHELL RD
106D1307100	3448 S GREEN ST
088N3314501	1218 E MAIN ST
088N3314300	100 BRIAR RIDGE RD
089F3023500	MCWILLIAMS ST
101B0213000	418 LAKEVIEW DR

101B0213200	414 LAKEVIEW DR
101U1100100	S THOMAS ST
085N2101200	1641 OAKVIEW CIR
074V2003500	2410 WALSH RD
078S2805211	801 HIGHLAND PARK DR

### **ROUTINE AGENDA**

#### **IN THE MATTER OF APPROVAL OF COUNCIL MINUTES FOR JUNE 1, 2021**

Council Member Whittington moved, seconded by Council Member Beard, to approve the minutes of the Regular City Council meeting held on June 1, 2021. Of those present, the vote was unanimous in favor.

#### **IN THE MATTER OF BILL PAY**

Bills were reviewed at 4:30 p.m. by Council members: Markel Whittington, Travis Beard, and Buddy Palmer; and Accounts Payable Clerk, Traci Dillard. Council Member Beard moved, seconded by Council Member Palmer, to approve the payment of the checks, bills, claims and utility adjustments. Of those present, the vote was unanimous in favor. APPENDIX A

#### **IN THE MATTER OF BUDGET AMENDMENT #8**

Council Member Davis moved, seconded by Council Member Beard, to approve Budget Amendment #8, as presented by CFO/City Clerk Kim Hanna. Of those present, the vote was unanimous. APPENDIX B

#### **IN THE MATTER OF NEW BANK ACCOUNT-TIF BOND ACCOUNT**

CFO/City Clerk Kim Hanna appeared before the Council asking for permission to open a new bank account - TIF Bond Account. Council Member Whittington moved, seconded by council Member Palmer, to approve the request. Of those present, the vote was unanimous in favor.

#### **IN THE MATTER OF CLOSING SPECIAL ASSESSMENT BANK ACCOUNT**

CFO/City Clerk Kim Hanna appeared to the Council requesting to close the Special Assessment Bank Account. All funds have been expended and the account should be closed. Council Member Beard moved, seconded by Council Member Palmer, to approve the closing of the bank account. Of those present, the vote was unanimous in favor.

#### **IN THE MATTER OF TRANSFERRING FUNDS TO CLOSE SPECIAL ASSESSEMENT FUND**

As requested by CFO Kim Hanna, Council Member Whittington moved, seconded by Council Member L Bryan, to allow her to close the Special Assessment Fund, now that it is no longer needed. Of those present, the vote was unanimous in favor.

**IN THE MATTER OF MEMORANDUM OF UNDERSTANDING BETWEEN THE CHICKASAW INKANA FOUNDATION AND THE CITY OF TUPELO**

Mayor Shelton asked the Council to approve the Memorandum of Understanding between the Chickasaw Inkana Foundation and the City of Tupelo. He explained that this project has been a long time coming and was proud to finally be able to present it for approval. Council Member Davis moved, seconded by Council Member Whittington to approve the Memorandum of Understanding between the Chickasaw Inkana Foundation and the City of Tupelo. Of those present, the vote was unanimous in favor. APPENDIX C

**IN THE MATTER OF LOT MOWING**

Council Member Palmer moved, seconded by Council Member Beard, to approve the final lot mowing list, as submitted. Of those present, the vote was unanimous in favor. A copy of the list is attached as APPENDIX D

**IN THE MATTER OF REVIEW/ACCEPT PLANNING COMMITTEE MINUTES OF JUNE 7, 2021**

Council Member Beard moved, seconded by Council Member Whittington, to accept the Planning Committee minutes of the June 7, 2021 meeting. Of those present the vote was unanimous. APPENDIX E

**IN THE MATTER OF REVIEW/APPROVE TAX ABATEMENT APPLICATION FOR 495 S GLOSTER**

DDS Director Pat Falkner asked the Council to approve the tax abatement application for property located at 495 S Gloster. He explained that this improvement meets the criteria for the City's tax abatement program. Council Member Palmer moved, seconded by Council Member Davis, to approve the abatement. Of those present, the vote was unanimous in favor. APPENDIX F

**IN THE MATTER OF SURPLUSING WEAPON FOR RETIREMENT**

Council Member Whittington moved, seconded by Council Member Beard, to surplus the Glock model 45 9mm, SN BKLY414 and allow Police Chief Bart Aguirre to purchase same in the amount of \$1.00 upon his retirement from the City of Tupelo Police Department. Of those present, the vote was unanimous in favor. APPENDIX G

**IN THE MATTER OF BID APPROVAL HOT MIX 12 MONTH SUPPLY**

Bids were received for a 12 month supply of hot mix for use by the City. Only one bid was received and was deemed to be commercially reasonable and properly advertised for all available bidders. Council Member Davis moved, seconded by Council Member Beard, to approve the lowest and best bid received from Apac Mississippi, Inc., for providing hot mix for a 12 month period. Of those present, the vote was unanimous in favor. APPENDIX H

**IN THE MATTER OF REQUEST FOR APPROVAL TO REMOVE ITEMS FROM ASSETS AND SURPLUS AT AUCTION**

PW Director Chuck Williams appeared before the Council asking to surplus and dispose of items no longer needed by the City of Tupelo. The items will go to the City's Auction. Council Member Beard moved, seconded by Council Member Whittington, to approve the list of items for surplus and sale of the auction. Of those present, the vote was unanimous in favor. APPENDIX I

**IN THE MATTER OF CVB MINS MAY 4 AND JUNE 1, 2021**

Council Member Palmer moved, seconded by Council Member Whittington, to accept the minutes of the May 4 and June 1, 2021, CVB meetings. Of those present, the vote was unanimous in favor. APPENDIX J

**IN THE MATTER OF APPROVAL OF APPOINTMENT OF JACKIE M. CLAYTON AS INTERIM POLICE CHIEF, EFFECTIVE JULY 1, 2021.**

Mayor Shelton asked the Council to confirm his appointment of Deputy Chief Jackie M. Clayton as Interim Police Chief, effective July1, 2021, per Mayor-Elect Jordan's request. Council Member L Bryan moved, seconded by Council Member Davis to confirm the appointment. Of those present, the vote was unanimous in favor. APPENDIX J

**ADJOURNMENT**

There being no further business to come before the Council, at this time, Council Member Whittington moved, seconded by Council Member Palmer, to adjourn the meeting at 6:43 p.m.

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Mike Bryan, President  
City Council

ATTEST:

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Missy Shelton, Clerk of the Council

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Jason Shelton, Mayor

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Date





## AGENDA REQUEST

**TO:** Mayor and City Council

**FROM:** Todd Jordan, Mayor

**DATE:** July 1, 2021

**SUBJECT:** IN THE MATTER OF REVIEW/APPROVAL OF APPOINTMENT OF DON LEWIS AS CHIEF OPERATIONS OFFICER (COO) TJ

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**Request:**

Please consider appointment requested.



## AGENDA REQUEST

**TO:** Mayor and City Council  
**FROM:** Todd Jordan, Mayor  
**DATE** July 1, 2021  
**SUBJECT:** IN THE MATTER OF REVIEW/APPROVAL OF APPOINTMENT OF KIM HANNA AS CHIEF FINANCIAL OFFICER/CITY CLERK **TJ**

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**Request:**

Please consider appointment requested.



## AGENDA REQUEST

**TO:** Mayor and City Council  
**FROM:** Todd Jordan, Mayor  
**DATE** July 1, 2021  
**SUBJECT:** IN THE MATTER OF REVIEW/APPROVAL OF APPOINTMENT OF BEN LOGAN AS CITY ATTORNEY **TJ**

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**Request:**

Please consider appointment requested.



## AGENDA REQUEST

**TO:** Mayor and City Council

**FROM:** Todd Jordan, Mayor

**DATE** July 1, 2021

**SUBJECT:** IN THE MATTER OF REVIEW/APPROVAL OF APPOINTMENT OF  
TANNER NEWMAN AS DIRECTOR OF DEPARTMENT OF  
DEVELOPMENT SERVICES **TJ**

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**Request:**

Please consider appointment requested.



## AGENDA REQUEST

**TO:** Mayor and City Council  
**FROM:** Missy Shelton, Council Clerk  
**DATE** June 28, 2021  
**SUBJECT:** IN THE MATTER OF HIRING OF COUNCIL CLERK **BL**

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**Request:**

Hire Council Clerk.



## AGENDA REQUEST

**TO:** Mayor and City Council

**FROM:** Missy Shelton, Council Clerk

**DATE** June 28, 2021

**SUBJECT:** IN THE MATTER OF CONSIDERATION OF ORDINANCE ESTABLISHING MEETING TIMES, PLACES AND ESTABLISHING THE AGENDA PROCESS FOR THE MEETINGS OF THE TUPELO CITY COUNCIL **BL**

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**Request:**

Consideration adoption of Ordinance

**AN ORDINANCE ESTABLISHING MEETING TIMES AND PLACES AND  
ESTABLISHING THE AGENDA PROCESS FOR THE MEETINGS OF THE CITY  
COUNCIL OF THE CITY OF TUPELO, MISSISSIPPI**

**WHEREAS**, it is necessary to establish meeting times and a meeting place for the City Council of the City of Tupelo, Mississippi; and

**WHEREAS**, it is necessary to establish procedures for the orderly development of the Agenda to be considered by the City Council of the City of Tupelo; and

**WHEREAS**, it is in the best interest of the City of Tupelo, in conducting the business of the City Council, to have an orderly and efficient process to consider said matters, and to allow for proper study as well as legal and staff review.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TUPELO, MISSISSIPPI, AS FOLLOWS:**

**SECTION ONE.** Article II of Chapter 2 of the Code of Ordinances, Tupelo, Mississippi, is hereby amended to read as follows:

SECTION 2-16. Meeting Times and Places.

The regular meetings of the City Council will be at 6:00 p.m. on the first and third Tuesdays of each month at the Council Room at the Tupelo City Hall located at 71 East Troy Street, Tupelo, Mississippi.

SECTION 2-17 through 2-20. Reserved.

SECTION 2-21. Placement of Matters to be Considered on Agenda.

No matter of business may be considered by the Council for Council action at any Council meeting unless said business matter has been placed on the official Agenda as prescribed herein, or unless the Council duly suspends the rules as set out in Section 2-27 herein.

SECTION 2-22. Arrangement.

The Agenda as presented by the President of the Council shall be arranged as follows: Confirmation or Amendment of Agenda and the Agenda Order. The confirmation or amendment of the Agenda and the Agenda order is the first matter on the Agenda and shall be the only scheduled period during which the Agenda order will be adjusted. Any member of the Council may move to adjust the Agenda order. A motion to change the Agenda order must receive a majority vote of the Council members present and voting. The Mayor or Council President may request the Council to add an item to the Agenda that is necessary for the administration of city government after the submission deadline set out in Section 2-23, provided that either (1) the need for action on the matter arises after the submission deadline, or (2) that conditions beyond their control made it impossible to meet the deadline requirements. Late additions to the Agenda should not be routine nor frustrate or circumvent the requirement for staff review and comment and adequate information. Proclamations, Recognitions and Reports Agenda. The Proclamations, Recognitions and Reports Agenda shall be considered second and shall include

all proclamations, resolutions and reports to be presented to or by the Council or the Mayor. Any report of the Mayor, or his designee, shall normally occur during this portion of the Agenda. Whenever possible, all such Agenda items shall be scheduled for the Council's first meeting of the month. Public Agenda. The Public Agenda shall be considered third and shall consist of Public Hearings, Citizen Hearings, and Appeals.

#### Public Hearings.

Public Hearings required by law (such as zoning matters, annexation, and demolition of dilapidated buildings) shall be considered first on the Public Agenda. The length of the Public Hearing may be prescribed on the Agenda. The City Department or official responsible for the subject matter shall present the administration's information, position or report, including any proof of publication of notice of the hearing, if required by law or previously required by the Council. Any citizen may provide his or her comments during a Public Hearing provided he or she stands, is recognized by the presiding officer of the Council, and identifies himself or herself by name and place of residence. All citizen comments shall be directed exclusively to the presiding officer of the Council. Comments from each person shall be limited to five (5) minutes, unless otherwise voted upon by the Council, and questions and answers from the Council shall not count against the citizen's time. Comments also may be submitted in writing prior to or during the Public Hearing. If specific law permits, Council action may be taken by a vote immediately upon the completion of such hearing if the notice required by ordinance or statute has been provided.

#### Appeals.

If any law, code, or ordinance provides for an appeal or review by the City Council, such appeals shall be considered next and shall be conducted according to law. Unless otherwise provided by law (or policy as applicable), requests for such appeals must be made in writing and filed with the City Clerk, the Clerk of the Council or the Council President within forty-five (45) days after the action or order being appealed. The Clerk of the Council will promptly schedule the hearing for the next regular meeting for which notice to the appellant can be served at least three (3) business days prior to the hearing, and the Clerk shall ensure that notice is served. Hearings shall be limited to ten (10) minutes unless additional time is granted by the City Council, but the appellant may submit written testimony, evidence and exhibits for consideration. If any person affected by final order, ruling or action of a municipal officer (specifically excluding grievance appeals) is aggrieved by such final order, ruling or action, such person may appeal to the City Council in writing, and the City Council, in its discretion, may grant a hearing on such appeal in the manner provided in this section or may consider the written appeal only. Personnel grievances and appeals shall be handled by the Executive Branch and shall not be heard by the Council.

#### Citizen Hearing.

Any citizen of the City may request that a matter be placed on the Agenda for the purpose of bringing a matter before the City Council for subsequent Council action provided that he or she submits a written and signed request to the Council President or the Mayor describing the nature of his or her request. Presentation of a citizen's request shall be limited to five (5) minutes each, unless otherwise voted upon by the Council, and questions and answers from the Council shall not count against the citizen's time. Any action desired as a result of such Citizen Hearing must



subsequently be introduced by a Council member or the Mayor as otherwise provided herein. If requests for Citizen Hearing are too numerous to be handled efficiently, the Council may: defer a portion or all of the requests (1) to the end of the meeting, (2) until a future meeting, or (3) may require written submission in lieu of a hearing, by majority vote.

#### The Action Agenda.

The Action Agenda shall be considered fourth and shall consist of all ordinances, resolutions and other matters of business constituting formal action by the Council. Items on the Action Agenda shall have appeared previously on the Study Agenda and shall have been advanced to the Action Agenda as provided in Section 2-22(f) hereof, unless the rules are suspended under Section 2-27 hereof. The initial order of items within this part of the Agenda shall be set by the President of the Council.

#### The Routine Agenda.

The Routine Agenda shall be considered fifth and shall consist of all routine, administrative, or recurring matters for which policy already exists, for which staff review and study has already occurred or which study and review are otherwise unnecessary. The routine agenda shall include, without limitation, the claims docket, Council minutes, reports and minutes of boards and committees, and routine contracts, and all other matters determined by the Council President or the Mayor to be non-policy related matters. New or non-recurring contracts which are coming before the Council pursuant to an advertised request for bids or request for proposals and which contracts have received full staff and legal review prior to the agenda deadline set forth in Section 2-23, may be placed upon the Routine Agenda; such contracts shall be marked on the Routine Agenda as new or non-recurring and shall be accompanied by a memorandum summarizing the results of the staff and legal review. All matters to be considered on the Routine Agenda shall be listed separately on the Routine Agenda by title and voted upon individually. Any Council member may move to have all items on the Routine Agenda considered and voted upon in one action, and passage of the motion for such action shall require a majority of the vote of the Council present and voting; in that event, any Council member may register a dissenting or abstaining vote on one or more of the items on the approved Routine Agenda by announcing to the Clerk of the Council at the time the vote is taken on the Routine Agenda that he or she wishes his or her vote to be so recorded on a specific item or items on the Routine Agenda notwithstanding the collective vote.

#### The Study Agenda.

The Study Agenda shall consist of all matters for initial consideration by the Council prior to or during staff and legal review, study, and preparation of drafts of legislation or other Council action. Requests for placement on the Study Agenda should be submitted to the President of the Council as provided in Section 2-25 of this Ordinance. During the Study Agenda, any item may be advanced to the Action Agenda for the next regular, special, or recessed meeting by the President or any two Council members.

#### SECTION 2-23. Responsibility and Authority of Council President and Mayor Finalizing of Agenda.

The Council President shall be responsible for determining the initial order of each part of the Agenda for each meeting. All matters to be placed on the Agenda by any member of the City

Council shall be authorized by the President of the Council as provided herein. The Council President shall be required to place all matters presented by a Council member as prescribed herein on the Agenda at the earliest possible opportunity for Council action, All matters to be placed on the Agenda by any member of the Executive Branch of government shall be authorized by the Mayor as prescribed herein. All items placed on the Agenda shall appear by title and initiating author. The Council President and Mayor shall finalize the Agenda for submission to the Clerk of the Council no later than 1:00 p.m. on the Thursday immediately prior to the next regular Council meeting, at the earliest possible time prior to a recessed meeting, and prior to the issuance of the call for a special meeting.

SECTION 2-24. Responsibility of Clerk of the Council.

The Clerk of the Council shall be responsible for posting the Agenda at a public place at City Hall, preparing and assembling the Agenda package and providing the Agenda package to the Council, the Mayor and other appropriate persons as soon as practical after receipt of the Agenda.

SECTION 2-25. Request for Legislative Action.

Any member of the City Council desiring to place any matter on the Study Agenda shall provide a draft of his or her request for legislation, report or other action to the Council President no later than 1:00 p.m. on Thursday prior to the next regular Council meeting or at a time designated by the President prior to any special or recessed meeting. The Council shall take no official action on any matter requested to be placed on the Study Agenda by an individual Council member until such time as a staff and legal review has been completed by the Executive Branch or until after such matter has appeared on the Study Agenda and has been advanced in accordance with Section 2-22(d) or Section 2-27 hereof Staff and legal review shall be completed as quickly as practical. Nothing in this section is intended to prevent any member of the Council from informally seeking the assistance of the Executive Branch, through the Mayor, in the preparation of draft legislation for the Council member. All items initiated by a Council member shall appear on the Agenda by title and initiating author.

SECTION 2-26. Agenda Item Report or Summary.

An Agenda Item Report or Summary shall be prepared by the Mayor and/or Council President for any item appearing on the Agenda under the Action Agenda and Routine Agenda, and normally should be prepared for the Study Agenda.

SECTION 2-27. Suspension of the Rules.

Upon motion duly adopted by the City Council by a two-thirds majority of members present and voting, matters not appearing on the Agenda in the manner provided herein may be considered by the Council at any regular or recessed meeting and procedural rules set forth herein may be temporarily suspended.

SECTION 2-28. Special Meetings.

Special meetings may be called at any time by the Mayor or by a majority of the members of the Council provided such meetings are called in the manner specified by state law and provided all related terms of this Ordinance are followed.

SECTION 2-29. Staff Meeting.

An Agenda Staff Meeting shall be convened by the Mayor or his delegate each Wednesday, or as soon thereafter as practical, for the purpose of reviewing actions taken by the Council on Agenda items in the preceding meeting of the Council, for initiating legal and staff reviews and for disseminating staff assignments relative to Council action; provided, however, that the failure or inability to conduct such meeting shall not affect the validity of the Agenda or any action taken pursuant thereto.

SECTION 2-30. Citizen Input.

Should citizens appear at the Council meeting and desire to address the Council on any issue which is before the Council, such citizens may be given authorization to speak upon motion by any member of the Council to suspend the rules and upon passage of such motion by a majority of the members present and voting. Such citizen input shall be limited to five (5) minutes per citizen so authorized to speak, unless otherwise designated by the Council, and questions and answers from the Council shall not count against the citizen's time.

SECTION 2-31. Publication.

The Clerk of the Council is responsible for, authorized and directed to publish promptly all ordinances and notices required hereunder or by law, to post notices of Council meetings and hearings required by law, and to serve notices of meetings and hearings as directed hereunder and by further action of the Council.

SECTION 2-32. Conflicting Ordinances.

Where in conflict, this ordinance shall supersede any Rules of Order adopted by the Council for the conduct of its meetings. The previous Agenda Ordinance is hereby repealed.

**SECTION TWO.**

This ordinance shall be published and become effective as provided by law. The above and foregoing Ordinance, after having been first reduced to writing, and no Council member having called for a reading, was proposed in a motion by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, and was brought to a vote as follows:

- Council Member Mims \_\_\_\_\_
- Council Member Bryan \_\_\_\_\_
- Council Member Beard \_\_\_\_\_
- Council Member Davis \_\_\_\_\_
- Council Member Palmer \_\_\_\_\_
- Council Member Gaston \_\_\_\_\_
- Council Member Jones \_\_\_\_\_

Having received a majority of affirmative votes, the President thereupon declared that this Ordinance had been duly adopted, this the \_\_\_\_\_ day of July, 2021.

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

ATTEST:

\_\_\_\_\_  
Missy Shelton, Clerk of the Council

APPROVED BY:

\_\_\_\_\_  
Todd Jordan, Mayor

DATE:

\_\_\_\_\_



## AGENDA REQUEST

**TO:** Mayor and City Council  
**FROM:** Missy Shelton, Council Clerk  
**DATE** June 28, 2021  
**SUBJECT:** IN THE MATTER OF ADOPTION OF ROBERT'S RULES OF ORDER **BL**

---

**Request:**

Consideration of the use of Robert's Rules of Order



## AGENDA REQUEST

**TO:** Mayor and City Council

**FROM:** Missy Shelton, Council Clerk

**DATE** June 28, 2021

**SUBJECT:** IN THE MATTER OF SETTING TIME FOR PAYING BILLS **BL**

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**Request:**

Set time for bill pay.



## AGENDA REQUEST

**TO:** Mayor and City Council

**FROM:** Missy Shelton, Council Clerk

**DATE** June 24, 2021

**SUBJECT:** IN THE MATTER OF RESOLUTION OF APPOINTING VOTING DELEGATE  
AND ALTERNATE FOR MML 2021 **KH**

---

**Request:**

Please select a voting delegate and alternate for the MML 2021 Summer Conference.

RESOLUTION

Item # 14.

RESOLUTION APPOINTING  
MISSISSIPPI MUNICIPAL LEAGUE  
2021 VOTING DELEGATES  
FOR THE CITY/TOWN OF \_\_\_\_\_

WHEREAS, the Mississippi Municipal League amended the bylaws of the association to provide for a ballot election, to be conducted by the officers of the Mississippi Municipal Clerks and Collectors Association, to be held each year at the summer convention, to elect a Second Vice President from the Southern District; and

WHEREAS, the amended bylaws require the governing authority board (Alderman, City Council, City Commission) to designate in its minutes the voting delegate and one alternate to cast the vote for each member municipality.

NOW, THEREFORE, BE IT RESOLVED BY THE (Governing Authority Board) OF THE CITY/TOWN OF \_\_\_\_\_

In accordance with the bylaws of the Mississippi Municipal League, the voting delegate(s) for the 2021 Mississippi Municipal League election to be held at the annual convention on July 27<sup>th</sup>, with a run-off (if necessary) on July 28<sup>th</sup>, 2021 are as follows:

Voting Delegate: (Name and title)

First Alternate: (Name and title)

That public interest and necessity requiring same, this Resolution shall become effective upon passage.

The above and foregoing Resolution, after having been first reduced to writing, was introduced by \_\_\_\_\_, seconded by \_\_\_\_\_, and was adopted by the following vote, to-wit:

YEAS:                      NAYS:

The President thereby declared the motion carried and the Resolution adopted, this the (day, month, and year).

( S E A L )

ATTEST:                      ADOPTED:

\_\_\_\_\_  
CLERK OF COUNCIL

\_\_\_\_\_  
PRESIDENT

The above and foregoing Resolution having been submitted to and approved by the Mayor, this the (day, month and year).

ATTEST:                      APPROVED:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR





## AGENDA REQUEST

**TO:** Mayor and City Council  
**FROM:** Kim Hanna, CFO/City Clerk  
**DATE** June 24, 2021  
**SUBJECT:** IN THE MATTER OF BILL PAY JULY 6, 2021

---

**Request:**

Please review and approve.



## AGENDA REQUEST

**TO:** Mayor and City Council

**FROM:** Kim Hanna, CFO

**DATE** July 6, 2021

**SUBJECT:** IN THE MATTER OF ADVERTISING AND PROMOTIONAL ITEMS **KH**

---

**Request:**

There are no items for approval at this time.

**ITEMS:**

None



## AGENDA REQUEST

**TO:** Mayor and City Council  
**FROM:** Kim Hanna, CFO  
**DATE:** July 6, 2021  
**SUBJECT:** IN THE MATTER OF CLOSING 2018 REV BOND BANK ACCOUNTS **KH**

---

### **Request:**

To close the Electric Revenue 2018 Bond Account and the Water & Sewer Revenue 2018 Bond Account used for the bond proceeds issued for the AMR project. These funds have been fully expended and the project is complete.

Both bank accounts to be closed are at Trustmark National Bank and the account numbers are 890-025-1348(Electric) and 890-025-1223(Water & Sewer).

### **ITEMS:**

No Items



## AGENDA REQUEST

**TO:** Mayor and City Council

**FROM:** Kim Hanna, CFO

**DATE** July 6, 2021

**SUBJECT:** IN THE MATTER OF FY 2021 PETTY CASH ACCOUNTS **KH**

---

### Request:

I am requesting the approval of the Petty Cash Account for last quarter of FY 2021.

### ACCOUNTS LISTED:

Dept.	Amount	Responsible
CVB	\$500.00	Neal McCoy / Valerie Bradley
Parks & Rec	\$150.00	Deana Carlock
Executive Dept	\$200.00	Sandy Shumaker
Museum	\$100.00	Leesha Faulkner
Public Works	\$200.00	Kristeen Rush
Fire Dept	\$300.00	Jimmy Avery
City Court	\$150.00	Rhonda Cole
Narcotics	\$200.00	Amy Cooper
Coliseum	\$300.00	Kaitlin Wilkinson
Tupelo Water & Light Plant	\$500.00	Pam Blassingame
Police Department	\$500.00	Robert Vail
Water & Light Collections	\$500.00	Carol Botts
Development Services	\$100.00	Pat Falkner
Tupelo Aquatics Facility	\$200.00	Amy Kennedy



## AGENDA REQUEST

**TO:** Mayor and City Council

**FROM:** Abby Christian, Grant Writer

**DATE** June 29, 2021

**SUBJECT:** IN THE MATTER OF APPROVAL TO SUBMIT 2021 HOMELAND SECURITY APPLICATIONS AC

---

**Request:** Seeking approval to submit applications for the HSGP on behalf of TPD, TFD, and IT.

**Agency:** MS Office of Homeland Security (MOHS)

**Grant:** Homeland Security Grant Program (HSGP)

**City Entity:** City of Tupelo - Tupelo Police Department, Tupelo Fire Department (Specifically EOD), Tupelo IT Department

**Match:** There is no match.

**Submission Deadline:** 16 July 2021, 8:00 AM.

**Total Requested Amount:** Exact figures TBD.

**Overview:** The purpose of the HSGP is to provide funds to eligible local, tribal, and state agencies to assist in the prevention of catastrophic or terrorist events. Additionally, HSGP funds aid communities and agencies in the five critical National Preparedness Goals: Prevention, Protection, Mitigation, Response and Recovery.



## AGENDA REQUEST

**TO:** Mayor and City Council

**FROM:** Ben M. Logan, City Attorney

**DATE** July 1, 2021

**SUBJECT:** IN THE MATTER OF APPROVE/REJECT THE INTERGOVERNMENTAL  
TRANSFER OF A COUNTY OWNED VEHICLE TO THE CITY OF TUPELO

---

**Request:**

This resolution is to approve the intergovernmental transfer of a vehicle currently owned by Lee County, Mississippi to the City of Tupelo pursuant to Miss. Code Ann. § 31-7-13(m)(vi).



## AGENDA REQUEST

**TO:** Mayor and City Council  
**FROM:** PAT FALKNER, DIRECTOR OF DDS  
**DATE** JULY 6, 2021  
**SUBJECT:** IN THE MATTER OF LOT MOWING PF

---

**Request:**

PLEASE REVIEW AND APPROVE

Preliminary Lot Mowing Report for 7/6/2021

Item # 21.

	Violation Ref	Parcel	Location	Owner	Owner Address	Owner City State Zip	Inspector
1.	34030	077P3508500	502 AUGUSTA ST	WEST RUBLE LADON & MARIE	502 AUGUSTA	TUPELO, MS 38801	JLS
2.	34034	113E0606000	907 CHICKASAW TRL	UNDER A ROOF LLC	529 WOOTEN COVE	TUPELO, MS 38801	RS
3.	34035	089F3005600	536 WALKER ST	SANDERS SHEILA	731 TUJUNGA AVE APT C	BURBANK, CA 91501	SB
4.	34036	089F3007600	760 N MADISON ST	CUNNINGHAM BEATRICE ESTATE	4208 31ST ST	MOUNT RAINIER, MD 20712	SB
5.	34037	089F3004701	WALKER ST	MAYHORN STEVEN	7863 KENWICK WAY #103	MEMPHIS, TN 38119	SB
6.	34038	106A1407200	2895 TONY MOORE RD	RUPERT WILLIE & VADA S	1005 NIXON	TUPELO, MS 38801	RS
7.	34039	105D1508100	3033 TONY MOORE RD	CLEMMER GERALDINE	3033 TONY MOORE ROAD	TUPELO, MS 38801	RS
8.	34040	105D1506400	3131 BEASLEY DR	SHACK MARK S	1984 PARKWOOD DR	TUPELO, MS 38801	RS
9.	34044	101G0126500	1511 AUDUBON DR	JEAN JASON & RANDI M	1511 AUDUBON DR	TUPELO, MS 38801	RS
10	34045	101L1208300	2402 WILLIAM DR	KELLEY ASHLEIGH N & RICKEY E	2402 WILLIAM DR	TUPELO, MS 38801	RS
11	34056	101H0108400	1005 BUCHANNAN ST	PEARMAN C RON & LYDIA G	1220 HWY 90 DR	MOBILE, AL 36693	SB



Preliminary Lot Mowing Report for 7/6/2021

Item # 21.

	Violation Ref	Parcel	Location	Owner	Owner Address	Owner City State Zip	Inspector
12	34058	078A2800942	CHARLESTON GARDENS DR	SOUTHERN GROUP OF MS INC THE	P O BOX 3171	TUPELO, MS 38803	JLS
13	34060	078H2708400	2302 HICKORY DR	BATES JOSEPH W & DELANEY B	2302 HICKORY DR	TUPELO, MS 38801	JLS
14	34062	078H2708100	2308 HICKORY DR	FUTRELL NELL A	173 CROSSOVER DR	BRANDON, MS 39042	JLS
15	34063	077Q3608100	1400 CENTRAL AVE	BOYD DENNIS W	1389 ORLEANS PL	TUPELO, MS 38801	SB
16	34066	077Q3608300	123 N HIGHLAND DR	MUDDY WATER ENTERPRISES INC	889 SOUTH THOMAS	TUPELO, MS 38801	SB
17	34068	077Q3608400	121 S HIGHLAND DR	TUPELO RENTAL PROPERTIES LLC	2555 WENDOVER DR	BELDEN, MS 38826	SB
18	34074	077P3519800	406 S FOSTER ST	WHITEHEAD CHRIS	377 COUNTY RD 1400	MOOREVILLE, MS 38857	JLS
19	34082	077E2605355	2002 ROSEWOOD ST	JOINER MICHELE	2002 ROSEWOOD	TUPELO, MS 38801	JLS
20							
21							
22							
23							



## AGENDA REQUEST

**TO:** Mayor and City Council

**FROM:** Jackie Clayton, Chief of Police

**DATE:** July 1<sup>st</sup>, 2021

**SUBJECT:** IN THE MATTER OF NMNU REQUEST FOR DECLARATION OF  
SURPLUS VEHICLES FOR AUCTION, JC

---

**Request:**

Please review list of NMNU seized vehicles for auction.

**Attachments:**

See Auction Vehicles 2021 list.

AUCTION VEHICLES 2021

<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>Color</u>	<u>VIN#</u>
Ford	Explorer	2003	White	1FMZU63K93ZA81202
Toyota	Sequoia	2001	Silver	5TDZT38A31S027012
Ford	F150	1999	White	1FTRX07L7XKB34778
Chevrolet	Camaro	2002	White	2G1FP22K422102637
Infinity	G35	2005	Turquoise	JNKCV54E05M421622
Chevrolet	Avalanche	2003	Red	3GNEK13TX3G166724
Ford	F150	1993	Green	1FTEF14Y4PNA30190
Jaguar	S-Type	2000	Black	SAJDA01D9YGL04495
Chrysler	LHS	1996	Maroon	2C3HC56F2TH282259
Toyota	Camry	2005	White	4T1BE32K75U400496
Cadillac	CTS	2005	Silver	1G6DP567750115137

## **Resolution**

### **Declaration of Surplus**

**Whereas**, the Tupelo Police Department (host city for the North Mississippi Narcotics Unit) has in its possession exhibit A. Exhibit A is a list of vehicles seized and forfeited to the NMNU and/or City of Tupelo.

**Whereas**, the list items have not been used for some time, and if the items are in working order, they have no value or useful life remaining to the NMNU.

**Whereas**, the NMNU control board has determined the listed items to be surplus to the unit and authorizes the sale at a public auction, or destruction where sale is not practical (i.e. intelligence gathering equipment).

It is hereby requested that the City of Tupelo Council declare the attached Exhibit A surplus to the City of Tupelo and that the Council authorize the disposal of said items in accordance with state statutes.

---

**Chief Jackie Clayton**  
**Tupelo Police Department**

Upon motion by Councilman \_\_\_\_\_, and seconded by Councilman \_\_\_\_\_ the matter was called to a vote by the President with the Councilman voting as follows:

Councilman Chad Mims \_\_\_\_\_

Councilman Lynn Bryan \_\_\_\_\_

Councilman Travis Beard \_\_\_\_\_

Councilman Janet Gaston \_\_\_\_\_

Councilman Nettie Davis \_\_\_\_\_

Councilman Buddy Palmer \_\_\_\_\_

Councilman Rosie Jones \_\_\_\_\_

Whereupon, the request having received a majority of the affirmative votes, the President of the Council declares that the attached listed items are surplus to the City of Tupelo, Tupelo Police Department and directs that said items be sold at Public Auction in compliance with the directives issued by the State of Mississippi, on the \_\_\_\_ day of \_\_\_\_\_, 2021.

**City of Tupelo, Mississippi**

\_\_\_\_\_  
**Council President**

\_\_\_\_\_  
**Attest: Missy Shelton, Clerk of the Council**



## AGENDA REQUEST

**TO:** Mayor and City Council  
**FROM:** Bart Aguirre, Chief  
**DATE** June 14, 2021  
**SUBJECT:** IN THE MATTER OF NARCAN MOU BA

---

**Request:**

Please accept this letter of request to accept the Department Of Mental Health NARCAN MOU.

# DEPARTMENT OF MENTAL HEALTH

State of Mississippi

239 North Lamar Street  
1101 Robert E. Lee Building  
Jackson, Mississippi 39201



PHONE (601) 359-1288  
FAX (601) 359-6295  
TDD (601) 359-6230

Wendy Bailey - Executive Director

## NARCAN Memorandum of Understanding

This Memorandum of Understanding (MOU) is entered into between:  
Mississippi Department of Mental Health Bureau of Addictive Services (BADs)  
and Tupelo Police Department/Chief Bart Aguirre  
(recipient)  
on the 10 (day) of June (month), 2021\_ (year).

### Purpose

The purpose of this MOU is to specify the obligations of both entities with respect to the delivery, training, distribution, storage, deployment and reporting of NARCAN®.

### Obligations

#### BADS shall:

- Deliver 105 units of NARCAN® to Chief Bart Aguirre (recipient) on the 15 (day) of June (month), 2021\_ (year).
- Provide both electronic and paper forms of an inventory tracking system (**Monthly NARCAN® Reporting Form**) for the purpose of capturing data related to the distribution, deployment and reporting of NARCAN®.
- Provide online or in-person training on the proper administration and storage of NARCAN® to specified personnel as determined by Chief Bart Aguirre (recipient) either prior to or at the time of NARCAN® delivery.

Chief Bart Aguirre (recipient) shall:

- Attest to training of agency personnel prior to their personal possession of NARCAN®.
- Monitor agency personnel in possession of NARCAN® for adherence to the proper safeguarding and storage of inventory including but not limited to the following guidelines:
  - ❖ Store NARCAN® Nasal Spray at room temperature between 59°F to 77°F (15°C to 25°C). NARCAN® Nasal Spray may be stored for short periods up to 104°F (40°C)
  - ❖ Do not freeze NARCAN® Nasal Spray
  - ❖ Keep the NARCAN® Nasal Spray in its box until ready to use and protect from light
  - ❖ Replace NARCAN® Nasal Spray before the expiration date on the box

❖ Keep NARCAN® Nasal Spray and all medicines out of the reach of children

➤ Designate the following individual as the Point of Contact for the purpose of completing and delivering the **Monthly NARCAN® Reporting Form** (see attached)

Sgt. David Harville ///david.harville@tupeloms.gov 662-841-6497  
\_\_\_\_\_  
(Point of Contact name, email and phone #).

➤ The **Monthly NARCAN® Reporting Form** should be delivered electronically via email by *the 10<sup>th</sup> business day of each month*, and any related questions should be addressed to:

- Eric.Wilson@dmh.ms.gov, 601-359-6221

➤ Redistribute NARCAN® among agency personnel as necessary to ensure that first-in-first-out inventory management is followed to reduce inventory loss of NARCAN® due to product expiration.

**Term**

The term of this MOU will remain in effect until the lesser of two (2) years from the date of signature or until the NARCAN® inventory is depleted.

**Early Termination of MOU**

BADS reserves the right to terminate the MOU at its sole discretion and demand return of all remaining NARCAN® inventory if the **Monthly NARCAN® Reporting Form becomes more than 90 days delinquent**. In the event that early termination is determined, BADS agrees to give fourteen (14) calendar days written notice to the Point of Contact who will be responsible for obtaining all remaining NARCAN® and delivering to:

Chuck Oliphant  
Bureau of Addictive Services  
Mississippi Department of Mental Health  
239 North Lamar St.,  
1101 Robert E. Lee Building  
Jackson, MS 39201

**Signatories:**

This agreement will become effective on the signature date below.

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Date)

Eric Wilson for Chuck Oliphant  
Bureau of Addictive Services  
Mississippi Department of Mental Health

*Paul Leguire* (Signature)  
06/10/2021 (Date)  
Chief of Police (Title)  
Tupelo Police Dept. (Agency)





## AGENDA REQUEST

**TO:** Mayor and City Council

**FROM:** Chuck Williams, Director

**DATE** June 17, 2021

**SUBJECT:** IN THE MATTER OF BID REJECTION CURB AND GUTTER 2021-015PW -  
CW

---

**Request:**

We are requesting to reject the Curb and Gutter 2021-015PW bid due to No Bidders.



## AGENDA REQUEST

**TO:** Mayor and City Council  
**FROM:** Alex Farned  
**DATE** July 1, 2020  
**SUBJECT:** IN THE MATTER OF REJECTION OF BID FOR SKATE PARK  
RENOVATIONS AF

---

**Request:**

I WOULD LIKE TO RECOMMEND TO THE MAYOR AND CITY COUNCIL THAT YOU REJECT THE BID FOR THE HANK & HELEN BOERNER SKATE PARK RENOVATIONS. BID#2021-017PR

PLEASE SEE ATTACHED  
REJECTION LETTER  
BID TABULATION FORM



June 30, 2021

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

**RE: City of Tupelo, Department of Parks and Recreation, Hank & Helen  
Boerner Skate Park Renovations & Improvements, Tupelo, MS**

Dear Mr. Farned:

Bids were received today, June 30, 2021, on the above-noted project. The apparent low bidder and only contractor to submit a bid for this project is Stewart Environmental Construction, Inc., with a Base Bid of \$548,500.00, Alternate #1 Bid of \$12,975.00, Alternate #2 Bid of \$78,750.00. The Total Base Bid and Alternates is an Overall Bid of \$640,225.00

After discussions with yourself and key representatives from the city, it is my recommendation to not accept the bid from Stewart Environmental Construction, Inc. based upon their submitted proposal for the Base Bid and Alternates.

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

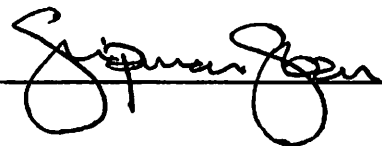
Sincerely,

A handwritten signature in black ink, appearing to read 'Shipman Sloan'.

Shipman Sloan, ASLA

pc: Don Lewis, COO; Traci Dillard, Finance; Missy Shelton, Council Clerk  
File PN: 21002.00, CTBN 2021-017PR

Contractor:	CIG Contractors	Philips Contracting Co., Inc	Spohn Ranch Skateparks	Stewart Environmental Construction, Inc.	
Certificate of Responsibility	X	X	X	120080-SC	
Surety Company	X	X	X	The Ohio Casualty Insurance Company	
Addendum #1 Acknowledged	X	X	X	Yes	
Addendum #2 Acknowledged	X	X	X	Yes	
Base Bid:	X	X	X	\$548,500.00	
Alternate #1 Bid:	X	X	X	\$12,975.00	
Alternate #2 Bid:	X	X	X	\$78,750.00	

Certified Correct By: 



## AGENDA REQUEST

**TO:** Mayor and City Council

**FROM:** Johnny Timmons, Manager TW&L

**DATE:** June 28, 2021

**SUBJECT:** IN THE MATTER OF BAD DEBT WRITE-OFF JANUARY 2020 – JUNE 2020  
**JT**

---

**Request:**

Review and approve the attached bad debt write-off for Tupelo Water & Light Department. The bad debt amount represents 0.0008% of the total revenue for the period of January 2020 thru June 2020.

**TUPELO WATER & LIGHT  
CUSTOMER SERVICE AND COLLECTIONS**

BAD DEBT (Transfer to Bad Debt File)

**For Period – JANUARY 2020 – JUNE 2020**

**TOTAL REVENUE FOR THE PERIOD**

<u><b>ELECTRIC</b></u>	<u><b>WATER &amp; SEWER</b></u>	<u><b>SANITATION</b></u>	<u><b>TOTAL REVENUE</b></u>
\$ 22,965,464.31	\$ 6,459,246.89	\$1,949,598.02	\$31,374,309.22

**TOTAL UNPAID ACCOUNTS FOR THE PERIOD COMBINED ALL SERVICES ON CMB  
EL, WT, SW, SA**

\$27,036.23

**TOTAL UNPAID ACCOUNTS FOR THIS PERIOD**

<u><b>ELECTRIC</b></u>	<u><b>WATER &amp; SEWER</b></u>	<u><b>SANITATION</b></u>	<u><b>TOTAL BAD DEBT</b></u>
\$20,817.90	\$4596.16	\$1622.17	\$27,036.23

**PERCENTAGE OF LOSS = 0.0008%**

		TUPELO WATER & LIGHT DEPARTMENT BAD DEBT LEDGER & FRANKLIN COLLECTION						
JANUARY 2020						PAGE 1		
ACCOUNT NUMBER	TURN OFF DATE	Name	Service Address	Mailing Address	Mailing CityStateZip	Amount		
206563-128392	1/2/2020	KENNETH O JOINER	840 BARLEY ST APT 33	840 BARLEY CT APT 33	TUPELO, MS 38801	7.68		
201997-102073	1/3/2020	DANNY R RYAN	HILLDALE APTS APT A-5	320 MONUMENT DR APT A-5	TUPELO, MS 38801	91.43		
200118-132402	1/6/2020	BESSIE M CRUMP	1321 THE GLEN APT H-1	PO BOX 931	VERONA, MS 38879	48.13		
220400-119890	1/6/2020	ROZELLA THOMAS	3232 BEASLEY DR	219 BARNES ST APT B	TUPELO, MS 38804	87.99		
205390-129235	1/8/2020	PRINCE CHRISTIAN	915 ONE D VILLE APT 44	915 ONE D VILLE APT 44	TUPELO, MS 38801	7.03		
210941-110790	1/8/2020	SHANI T GRICE	664 B ELVIS PRESLEY	PO BOX 155	SHERMAN, MS 38869	132.74		
204119-131819	1/10/2020	BRIONNA V MCGAHA	117 TUTOR DR	117 TUTOR DR	SALTILLO, MS 38866	104.89		
220113-130396	1/13/2020	CAJEWELL A PEGUES	91 HARVESTER SQ	91 HARVESTER SQ	TUPELO, MS 38801	141.86		
219059-131239	1/14/2020	HALEY A HUNT	163 SUNRISE DR	163 SUNRISE DR	TUPELO, MS 38801	30.13		
217440-132497	1/16/2020	PAUL A ASHBY	803 W BAY CIR	803 W BAY CIR	TUPELO, MS 38801	59.52		
209378-109256	1/17/2020	ROBERT D SIMMONS	509 A LAKE ST	509 LAKE ST APT A	TUPELO, MS 38804	190.19		
209694-109548	1/17/2020	VANESSA S WILLIAMS	1800 S VETERANS BLVD	1800 S VETERANS BLVD	TUPELO, MS 38804	22.87		
210277-110113	1/17/2020	TERESA D BARKLEY	1807 TULIP RD	1122 MURPHY RD LOT 15	MANTACHIE, MS 38855	400.21		
211196-111042	1/17/2020	BONNIE JOHNSON	1641 OAKVIEW CIR	1641 OAKVIEW CIR	TUPELO, MS 38804	515.84		
207448-130589	1/21/2020	COURTNEY R LENOIR	1105 BICKERSTAFF RD	1428 HIGHLAND PARK PL	MARIETTA, GA 30067	140.36		
208830-108722	1/24/2020	ADRIANE M LEE	443 N GREEN ST	126 TEDFORD ST	TUPELO, MS 38801	362.27		
214437-132126	1/24/2020	JEREMY A TATE	2101 OAKWOOD VILLAGE APT 32	2101 W JACKSON ST APT 32	TUPELO, MS 38801	8.35		
220479-133024	1/24/2020	ROBERT LEE YOUNG	2809 GREEN TEE RD	2809 GREEN TEE RD	TUPELO, MS 38801	131.48		
220316-119809	1/27/2020	ESSIE D HUBBARD	2972 MOORE AVE	PO BOX 127	SHANNON, MS 38868	72.05		
200191-105875	1/31/2020	BILLY W WELCH	1321 THE GLEN APT S-11	6291 NW 14TH ST	SUNRISE, FL 33313	328.62		
200391-133535	1/31/2020	ADREAN C MORGAN	KIRKWOOD APTS APT 244	202 MILFORD ST APT 244	TUPELO, MS 38801	172.30		





ACCOUNT NUMBER	TURN OFF DATE	Name	Service Address	Mailing Address	Mailing CityStateZip	Amount
TUPELO WATER & LIGHT DEPARTMENT BAD DEBT LEDGER & FRANKLIN COLLECTION						
FEBRUARY 2020						
203548-129802	2/3/2020	CONNIE R MCDOWELL	2700 W PARKWAY TERRACE APT 95	2574 SIMMONS RD APT C	CLARKSDALE, MS 38614	71.18
213254-112935	2/4/2020	ANTHONY L CLARK	1626 N GREEN APT 1	1626 N GREEN APT 1	TUPELO, MS 38804	41.14
204341-104398	2/7/2020	MICHAEL FRAKES	102 TRACEVIEW LN	686 BIRMINGHAM RIDGE RD	SALTILLO, MS 38866	178.58
208161-133133	2/7/2020	DARNELL D JOHNSON	611 W MAIN ST COURT YARD APTS 22	611 W MAIN ST APT 22	TUPELO, MS 38801	210.35
208841-133343	2/7/2020	GEORGE H JONES	459 B N GREEN ST	459 B N GREEN ST	TUPELO, MS 38804	22.44
210447-132963	2/7/2020	COURTNEY C BROWN	1460 S FEEMSTER LAKE APT 23	1460 S FEEMSTER LAKE RD APT 23	TUPELO, MS 38804	153.06
212246-111989	2/14/2020	CANARY ROBINSON	513 CLINTON	513 CLINTON	TUPELO, MS 38804	466.94
220515-120009	2/14/2020	CEDRIC SCALES	117 W GARRISON ST	117 W GARRISON ST	TUPELO, MS 38801	31.30
206787-106818	2/19/2020	BOBBIE S SPURR	2983 S TIMBERLAWN APT 28	144 MEADOWBROOK DR	PLANTERSVILLE, MS 38862	45.57
200396-133529	2/21/2020	NICO A YOUNG	KIRKWOOD APTS APT 171	202 MILFORD ST APT 171	TUPELO, MS 38801	500.48
200658-100720	2/21/2020	JOHN D DEVAULT	1235 W MAIN ST	4644 RIDGEMOOR DR	BELDEN, MS 38826	7.71
205046-113269	2/24/2020	BRANDON L WILLIAMS	1605 C S GLOSTER ST	1081 J AVE	AMORY, MS 38821	409.38
202227-102323	2/25/2020	GARY L KRUTZ	204 NANNEY DR	204 NANNEY DR	TUPELO, MS 38801	320.20
222102-133764	2/26/2020	STEPHANIE S DUNCAN	3594 BELDEN PIKE	3594 BELDEN PIKE	BELDEN, MS 38826	133.83
215519-115122	2/27/2020	PIER 1 IMPORTS # 315	3836 N GLOSTER ST	PO BOX 2440	SPOKANE, WA 99210	47.45
<b>TOTALS.....</b>						<b>2639.61</b>

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ACCOUNT NUMBER	TURN OFF DATE	Name	Service Address	Mailing Address	Mailing CityStateZip	Amount
200101-100122	4/3/2020	ROSALIND R JOHNSON	1322 THE GLEN APT 1-2	125 MATT CV	SHANNON, MS 38868	318.60
212251-111990	4/6/2020	PATRICIA A TYLER	524 BARNES ST	524 BARNES ST	TUPELO, MS 38804	330.00
208147-108094	4/7/2020	C L FRENSLEY JR	611 W MAIN ST COURT YARD APTS 8	2273 S EASON BLVD APT D-7	TUPELO, MS 38801	55.40
220490-133720	4/7/2020	SHARNEICE D WARE	2684 A GREEN TEE RD	PO BOX 3724	TUPELO, MS 38803	9.13
217416-116960	4/8/2020	LEROY JOHNSON	2303 REDBUD LN	2303 REDBUD LN	TUPELO, MS 38801	59.23
208993-116057	4/14/2020	CARRIE L HARDIN	552 W MIDDLETON APTS APT 12	539 S CHURCH ST	TUPELO, MS 38804	34.88
220212-119703	4/23/2020	CONNETT A WHITE COMPLETE PROPERTY	3321 BEASLEY DR	3321 BEASLEY DR	TUPELO, MS 38801	25.47
208428-102603	4/27/2020	RESTORATION C/O J TODD MORDECAI	215 RANKIN BLVD	PO BOX 2638	TUPELO, MS 38803	1141.39
212705-132977	4/27/2020	ASHLEY S HOPPER	699 VISTA RIDGE APT 604	260 N WASHINGTON ST APT 103	BERLIN, WI 54923	92.74
203619-131804	4/29/2020	LISA N VINSON	2700 W PARKWAY TERRACE APT 3	190 QUAIL CREEK RD	SALTILLO, MS 38866	11.47
<b>TOTALS.....</b>						<b>2078.31</b>

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				TUPELO WATER & LIGHT DEPARTMENT					
				BAD DEBT LEDGER & FRANKLIN COLLECTION					
									PAGE 8
JUNE 2020									
ACCOUNT NUMBER	TURN OFF DATE	Name	Service Address	Mailing Address	Mailing CityStateZip	Amount			
220492-119986	6/1/2020	JASMEAKA M BARNES	112 E GARRISON ST	292 CR 115	SHANNON, MS 38868	50.03			
202265-106754	6/3/2020	JENTRY D TOWNES	2306 WOODS ST	20743 EGYPT RD	ABERDEEN, MS 39730	900.40			
203597-101100	6/5/2020	CARROLL BRAHAM	2700 W PARKWAY TERRACE APT 46	619 N SPRING ST	TUPELO, MS 38804	55.06			
209031-108918	6/5/2020	FRANCES E BRYANT	407 DAVID DR	407 DAVID DR	TUPELO, MS 38804	307.64			
212804-132372	6/5/2020	JOSHUA M CROSBY	699 VISTA RIDGE APT 1116	699 NATION HILLS DR APT 1116	TUPELO, MS 38804	5.79			
217028-116563	6/5/2020	MARVIN A JONES	2400 HOLMES ST LEE COURT APT 8	617 E SOUTH ST APT 5	ALVIN, TX 77511	295.04			
218017-117544	6/5/2020	TAMMY L WOOLBRIGHT	1208 EUGENE ST	6111 HWY 50 E	STEENS, MS 39766	205.73			
201284-132793	6/12/2020	LATREKA C CHRISTIAN	1527 REED	1527 REED ST	TUPELO, MS 38801	262.31			
201634-104933	6/12/2020	CHARLOTTE E GRIFFIS	1894 NELLE ST APT B	1894 NELLE ST APT B	TUPELO, MS 38801	5959.29			
202063-133317	6/12/2020	BROOKE S OLSON	HILLDALE APTS APT I-68	320 MONUMENT DR APT I-68	TUPELO, MS 38801	82.19			
202369-102471	6/12/2020	DARRELL K DERREBERRY	2302 BRYAN DR	2302 BRYAN DR	TUPELO, MS 38801	340.90			
202870-102986	6/12/2020	AMAZA-VAPORS C/O JOSEPH S STONE	2609 C TRACELAND DR	2609 C TRACELAND DR	TUPELO, MS 38801	285.23			
221020-100469	6/15/2020	JOSHUA C BRYAN	2873 OLD BELDEN CIR	3818 TIMBERLAKE DR	OCEAN SPRINGS, MS 39564	79.20			
204047-130657	6/19/2020	COLEY I COX	113 INDIAN VILLAGE LN	113 INDIAN VILLAGE LN	SALTILLO, MS 38866	200.38			
204352-133147	6/19/2020	MARCUS J FLOWERS	109 A STANFORD DR # 10-A	109 STANFORD DR APT 10	SALTILLO, MS 38866	261.05			
206023-106072	6/19/2020	KAY L GABLE	1295 WINWOOD CV	1295 WINWOOD CV	TUPELO, MS 38801	235.63			
208446-131886	6/19/2020	SUSAN D IRVING	204 1/2 RANKIN BLVD	204 RANKIN BLVD	TUPELO, MS 38804	265.95			
217334-107311	6/19/2020	TIFFANY N GARTH	902 HOLLY HILL DR	1794 ROLLINGWOOD DR	TUPELO, MS 38801	43.30			
205879-128472	6/23/2020	LAWANDA S THOMAS	1005 ROCKEFELLER AVE	534 ASHMORE RD	HINESVILLE, GA 31313	37.66			
210153-109885	6/25/2020	JESSICA B SHAW	308 RUTLAND DR	1251 FLOYD RD	BELDEN, MS 38826	565.08			
210429-133990	6/25/2020	ALEXANDER V HUBBARD	1500 S FEEMSTER LAKE APT 5	1500 S FEEMSTER LAKE RD APT 5	TUPELO, MS 38804	171.34			
210851-110714	6/25/2020	GLYNDA ASHMORE	2698 OAKVIEW DR	2698 OAKVIEW DR	TUPELO, MS 38804	277.91			

ACCOUNT NUMBER	TURN OFF DATE	Name	Service Address	Mailing Address	Mailing CityStateZip	Amount PAGE 9
211041-110890	6/25/2020	ARTHUR D COWARD	1064 ELVIS PRESLEY DR 603 N GREEN ST NORTH SIDE	1064 ELVIS PRESLEY DR	TUPELO, MS 38804	977.93
211997-111816	6/25/2020	JOANN JONES	603 N GREEN ST NORTH SIDE	603 N GREEN ST NORTH SIDE	TUPELO, MS 38804	1174.38
216826-116360	6/30/2020	JAMES R LAZZARO	1843 A W JACKSON ST	1843 A W JACKSON ST	TUPELO, MS 38801	465.46
					<b>TOTALS.....</b>	<b>13504.88</b>



## AGENDA REQUEST

**TO:** Mayor and City Council

**FROM:** Ben Logan, City Attorney

**DATE** July 1, 2021

**SUBJECT:** IN THE MATTER OF EXECUTIVE SESSION – SALE OF REAL PROPERTY

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**Request:**

Discuss sale of city owned property.