

# **REGULAR CITY COUNCIL MEETING**

## **MUNICIPAL MINUTES CITY OF TUPELO**

### **STATE OF MISSISSIPPI**

**DECEMBER 19, 2023**

Be it remembered that a regular meeting of the Tupelo City Council was held in the Church Street School auditorium on Tuesday, December 19, 2023, at 6:00 p.m. with the following in attendance: Council Members Chad Mims, Lynn Bryan, Travis Beard, Nettie Davis, Buddy Palmer, Janet Gaston and Rosie Jones; Ben Logan, City Attorney, and Missy Shelton, Clerk of the Council. Council Member Bryan led the invocation. Will Thomas, Boy Scout Troop #12, the pledge of allegiance.

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

Council Member Davis moved, seconded by Council Member Palmer, to approve the agenda and agenda order, as presented.

### **RECOGNITION GIRL/BOY SCOUTS**

Members of Boy Scout Troop #12 were recognized. Those present were Will Perry, Will Thomas, Cohen Watson, Walker Tate and Isaiah Barber. Leader Duke Loden was also present.

### **PUBLIC RECOGNITION**

Council Member Nettie Davis wished everyone a Merry Christmas and a prosperous New Year.

Council Member Travis Beard mentioned that Nettie Davis participated in a public radio announcement.

### **MAYOR'S REMARKS**

Mayor Todd Jordan mentioned that the Tupelo Christmas Parade was a great success with an estimated 19,000 people attending the event. The Cadence arena has had a busy time with the Globetrotters and the Mississippi State University games using the facilities. Members of the Development Services Department recently attended a 5-day class in Mobile, Alabama and received certifications. Those certified were Jennifer Roberson, Sandy Shumaker, Troy Peck, Tanner Newman, Zach Vanstory and Penny Jolly. In closing, he wished everyone a very Merry Christmas!

### **PUBLIC HEARINGS**

#### **IN THE MATTER OF PUBLIC HEARING FOR DEMOLITIONS**

A hearing was held on demolitions for the following properties, with property owners speaking, as indicated:

1849 McCullough Blvd - Leanna, resident of Pontotoc, who received the notice of hearing  
205 Bowen - Kara Lee Armstrong - daughter of homeowner  
555 Magazine Street - none

**IN THE MATTER OF RFQ 20232-048DS - COMPREHENSIVE PLAN 2025-2040 - REQUEST TO CERTIFY AND APPROVE THE RESPONSE FROM GOODWIN MILLS CAYWOOD (GMC) TO THE DEPARTMENT OF DEVELOPMENT SERVICES' REQUEST FOR QUALIFICATIONS AND TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH GMC SUBSEQUENT TO RATIFICATION**

Requests for qualifications (RFQ) were received by the City of Tupelo for consulting services on the 2025-2040 Comprehensive Plan in Bid # 2023-048DS. All submissions were reviewed and scored. This item was placed on the Study Agenda and on December 5, 2023, moved to the Action Agenda. Development Services Director Tanner Newman now requests that the Council approve the RFQ submitted by Goodwin Mills Caywood (GMC) and authorize the mayor to negotiate and execute a contract with GMC, subject to subsequent ratification by the City Council. Council Member Bryan moved, seconded by Council Member Davis, to award the RFQ to GMC and to authorize the mayor to negotiate and execute a contract to be ratified at a later time. The vote was unanimous in favor.  
APPENDIX A

**IN THE MATTER OF MINUTES OF DECEMBER 5, 2023**

Council Member Palmer moved, seconded by Council Member Gaston, to approve the minutes of the December 5, 2023, Regular Council meeting. The vote was unanimous in favor.

**IN THE MATTER OF BILL PAY**

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

**IN THE MATTER OF ADVERTISING AND PROMOTIONAL ITEMS**

Council Member Bryan moved, seconded by Council Member Palmer, to approve the advertising and promotional items, as follows:

|                    |         |   |
|--------------------|---------|---|
| ICC                | \$1,000 | ICC 75th Diamond Anniversary Gala Sponsorship |
| Lee County Courier | \$375   | Christmas Ad                                  |

The vote was unanimous in favor. APPENDIX C

**IN THE MATTER OF MOU WITH DEPARTMENT OF FINANCE (HOUSE BILL 603 SECTION 28 (nu) FUNDING TO MATCH FEDERAL FUNDS TO IMPROVE RAILROAD**

Council Member Bryan moved, seconded by Council Member Gaston to approve, pursuant to House Bill 603 Section 28 (nu) at lines 2125 – 2128, a Memorandum of Understanding (MOU) between the Mississippi Department of Finance and Administration and the City of Tupelo for the match of federal

or other funds for the construction of railroad improvements for public safety and economic development. The vote was unanimous in favor. APPENDIX D

**IN THE MATTER OF MOU WITH DEPARTMENT OF FINANCE (HOUSE BILL 603 SECTION 28 (iu) FUNDING TO IMPROVE BALLARD PARK**

Council Member Bryan moved, seconded by Council Member Jones, to approve, pursuant to House Bill 603 section 28 (iu) at lines 1699-1702, a Memorandum of Understanding (MOU) between the Mississippi Department of Finance and Administration and the City of Tupelo for the improvements to Ballard Park, including, but not limited to, inclusive playground equipment for special needs children. The vote was unanimous in favor. APPENDIX E

**IN THE MATTER OF APPROVAL OF AN AGREEMENT BETWEEN THE MS DEPARTMENT OF PUBLIC SAFETY AND THE CITY OF TUPELO AND TO AUTHORIZE THE MAYOR TO SIGN SAID AGREEMENT – PROJECT SAFE NEIGHBORHOODS**

Council Member Gaston moved, seconded by Council Member Jones, to approve an agreement between the MS Department of Public Safety and the City of Tupelo - Project Safe Neighborhoods and to authorize the mayor to sign said agreement. The city has been awarded a grant in the amount of \$34,610.00 for 6 neighborhood watch cameras. The vote was unanimous in favor. APPENDIX F

**IN THE MATTER OF MUNICIPAL COURT CLERK TRAINING**

Council Member Gaston moved, seconded by Council Member Mims, to accept the Municipal Court Clerk Training Certificate for Municipal Court Clerk, Rhonda L. Cole, and spread it on the municipal minutes. The vote was unanimous in favor. Mrs. Cole attended the 2022 Mississippi Municipal Court Clerk’s Continuing Education Course, September 20-22, 2023. Under Mississippi code Sec. 21-23-12, a training certificate of the Municipal Court Clerk is required to be made part of the permanent records of the City Council. A copy of the training certificate for Clerk Cole is attached to these minutes and made part hereof as APPENDIX G.

**IN THE MATTER OF PROPERTIES FOR DEMOLITION**

DDS Director Tanner Newman requested that the Council consider the adjudication of each property on the public hearing demolition list that have been found to be in such a condition to be a menace to the public health, safety and welfare of the community and in need of cleaning by demolition as authorized by Miss. Code § 21-19-11 (1972 as amended). Each property was separately considered and found to be in such a condition to be a menace to the public health, safety and welfare of the community and in need of cleaning by demolition. The properties are:

- 205 Bowen (Stephen D. Lee) (Parcel # 077Q-36-025-00)
- 555 Magazine Street (Parcel # 089P-31-070-00)
- 1849 McCullough Boulevard (Parcel # 076K-23-073-00)

Council Member Bryan moved, seconded by Council Member Palmer, that each property on the demolition list be found to be in such a condition to be a menace to the public health, safety and welfare

of the community and in need of cleaning by demolition as authorized by Miss. Code § 21-19-11 (1972 as amended). The vote was unanimous in favor of approval of the demolitions. APPENDIX H

**IN THE MATTER OF LIEN RESOLUTIONS FOR UNPAID LOT MOWING INVOICES**

Council Member Davis moved, seconded by Council Member Palmer, to approve Resolutions Assessing Judgment Liens Against Real Property for the Costs Associated with Lot Mowing in Accordance with Miss. Code Annotated § 21-19-11, for the following properties:

| <u>Parcel</u>  | <u>Location</u>  |
|----------------|------------------|
| 077Q-36-219-00 | 202 Enoch Avenue |
| 101B-02-130-00 | 418 Lakeview     |

The vote was unanimous in favor. APPENDIX I

**IN THE MATTER OF DEVELOPMENT CODE AMENDMENT TA 23-01 – MULTIFAMILY, CONGREGATE LIVING AND SHELTERS (TABLED AT NOVEMBER 7, 2023, MEETING)**

This item remained on the table except for provisions of TA 23-01 (01) – Definitions - below.

**IN THE MATTER OF DEVELOPMENT CODE AMENDMENT TA23-01 (1) – CHAPTER 2 – DEFINITIONS DEFINING AND IDENTIFYING DIFFERENT TYPES OF RESIDENTIAL DEVELOPMENT AND BUILDINGS**

Council Member Bryan moved, seconded by Council Member Palmer, to take this item off the table. The vote was unanimous in favor.

Council Member Bryan moved, seconded by Council Member Davis, to approve an Ordinance Amending Development Code Chapter 2: Definitions Defining and Identifying Different Types of Residential Development and Buildings TA23-01(1). The vote was unanimous in favor. APPENDIX J

**IN THE MATTER OF DEVELOPMENT CODE AMENDMENT – SIGNS (TABLED AT NOVEMBER 7, 2023 MEETING)**

This item was left on the table.

**IN THE MATTER OF AWARD OF BID 2023-057PW FOR BRIDGE NUMBER 202 REPLACEMENT ON WEST MAIN STREET AND AUTHORIZATION OF MAYOR TO SIGN ON BEHALF OF THE CITY**

The city advertised and received bids for Bid #2023-57PW – Bridge # 202 Replacement on West Main Street. Multiple bids were received with the lowest and best bid being from Ste-Bil Grading, Inc., in the amount of \$1,736,041.75. Council Member Bryan moved, seconded by Council Member Palmer, to award the bid to Ste-Bil Grading, Inc., and to authorize the mayor to sign the necessary documents to be subsequently ratified by the City Council. The vote was unanimous in favor. APPENDIX K

**IN THE MATTER OF APPROVAL OF MAJOR THOROUGHFARE COMMITTEE MEETING MINUTES NOVEMBER 13, 2023**

Council Member Palmer moved, seconded by Council Member Jones, to accept the minutes of the Major Thoroughfare Committee of November 13, 2023. The vote was unanimous in favor. APPENDIX L

**IN THE MATTER OF BID #2023-058PD – EXPLORERS AND DURANGO**

Bids were received for Bid #2023-58PD – Six (6) Ford Explorers and One (1) Dodge Durango. One bid was received from Cannon Motors. Council Member Davis moved, seconded by Council Member Gaston, to find the properly advertised, single bid as commercially reasonable, and to award the bid to Cannon Motors in the amount of \$ 336,505.52. The vote was unanimous in favor. APPENDIX M

**IN THE MATTER OF APPROVAL OF PROPOSED CHANGE ORDER F-1 FINAL CLOSEOUT FOR GUM TREE PARK DRAINAGE IMPROVEMENTS ARPA 2023-029PW**

Council Member Gaston moved, seconded by Council Member Mims, to approve change order # F-1 final closeout for ARPA Bid # 2023-029PW - Gum Tree Park Drainage improvements. The change order decreases the cost by \$3,379.00 for a total of \$410,736.00. The vote was unanimous in favor. APPENDIX N

**IN THE MATTER OF APPROVAL OF CADENCE BANK ARENA MINUTES OF OCTOBER 16, 2023**

Council Member Bryan moved, seconded by Council Member Davis, to approve the Cadence Bank Arena minutes of October 16, 2023. The vote was unanimous in favor. APPENDIX O

**IN THE MATTER OF BAD DEBT WRITE-OFF JULY 2022 – DECEMBER 2022**

Council Member Palmer moved, seconded by Council Member Bryan, to approve writing off to the bad debt file the list of Water and Light Collections accounts. The total bad debt amount represents 0.11% of the total revenue for the period of July 2022 through December 2022. Efforts will continue to be made to collect these accounts even though they have been transferred to this accounting classification. The vote was unanimous in favor. APPENDIX P

**IN THE MATTER OF AN EMERGENCY PURCHASE OF 2,500 FEET OF # 2/0 UNDERGROUND PRIMARY WIRE**

TWL Director Johnny Timmons requested the Council approve the emergency purchase of 2,500 feet of #20 underground primary wire. The lowest quote submitted by T & C Specialty Distributors, Inc. is \$19.67 per foot, for a total of \$49,175.00. The emergency purchase is necessary because of the lead time of 20 weeks to replenish the currently low, on-hand inventory of underground primary wire and the inability to obtain a fixed price due to cost adjustments associated with escalating material prices at the time of shipment.

Council Member Bryan moved, seconded by Council Member Palmer, to find as necessary for the

reasons cited above and approve the emergency purchase. The vote was unanimous in favor.

APPENDIX Q

**IN THE MATTER OF AN EMERGENCY PURCHASE OF TWELVE (12) 25 kVA PADMOUNT TRANSFORMERS**

TWL Director Johnny Timmons requested the Council approve the emergency purchase of twelve (12) 25 kVA padmount transformers. The lowest quote submitted by Arkansas Electric Cooperatives, Inc., is \$3,089.00 each, for a total of \$37,068.00. The emergency purchase is necessary because of the lead time of three months to replenish the currently low, on-hand inventory of transformers and the inability to obtain a fixed price due to cost adjustments associated with escalating material prices at the time of shipment.

Council Member Gaston moved, seconded by Council Member Jones, to find as necessary for the reasons cited above and approve the emergency purchase. Of those present, the vote was unanimous in favor. APPENDIX R

**IN THE MATTER OF AN EMERGENCY PURCHASE OF FIFTEEN (15) 25 kVA CONVENTIONAL TRANSFORMERS**

TWL Director Johnny Timmons requested the Council approve the emergency purchase of fifteen (15) 25 kVA conventional transformers. The lowest quote submitted by Border States Electric is \$1,591.00 each, for a total of \$23,865.00. The emergency purchase is necessary because of the lead time of 12 months to replenish the currently low, on-hand inventory of transformers and the inability to obtain a fixed price due to cost adjustments associated with escalating material prices at the time of shipment.

Council Member Palmer moved, seconded by Council Member Davis, to find as necessary for the reasons cited above and approve the emergency purchase. Of those present, the vote was unanimous in favor. APPENDIX S

**IN THE MATTER OF REVIEW OF THE RESPONSES TO RFP 23-055PW AND TO AWARD A CONTRACT FOR DEBRIS REMOVAL SERVICES TO THE MOST RESPONSIBLE OFFEROR WHOSE PROPOSAL IS MOST ADVANTAGEOUS TO THE CITY OF TUPELO AS DETERMINED BY THE EVALUATION CRITERIA CONTAINED IN THE RFP, AND SUCH CONTRACT SHALL BE EXECUTED BY THE MAYOR AND SUBJECT TO SUBSEQUENT RATIFICATION BY THE CITY COUNCIL**

This item was tabled.

**IN THE MATTER OF REVIEW OF THE RESPONSES TO RFP 23-056PW AND TO AWARD A CONTRACT FOR DEBRIS MONITORING SERVICES TO THE MOST RESPONSIBLE OFFEROR WHOSE PROPOSAL IS MOST ADVANTAGEOUS TO THE CITY OF TUPELO AS DETERMINED BY THE EVALUATION CRITERIA CONTAINED IN THE RFP, AND SUCH CONTRACT SHALL BE EXECUTED BY THE MAYOR AND SUBJECT TO SUBSEQUENT RATIFICATION BY THE CITY COUNCIL**

To more quickly respond to emergency conditions which may occur during the upcoming year, the city sought proposals for pre-placement of a debris monitoring services contract in accordance with the terms

of the RFP and as allowed by all applicable State of Mississippi procurement requirements and the provisions of 2 C.F.R. 200.320. All proposals were reviewed and scored. The selection committee recommended DebrisTech as the most responsible and advantageous offeror. Council Member Bryan moved, seconded by Council Member Davis, to approve the attached Resolution certifying the responses to RFP 23-056PW for debris monitoring assistance, declaring that it would be most advantageous to the City of Tupelo to award a 12-month contract for debris monitoring services to DebrisTech as the most responsible offeror and authorizing the mayor to enter into said contract, subject to subsequent ratification by the city council. The vote was unanimous in favor. APPENDIX T

**ADJOURNMENT**

There being no further business to come before the City Council at this time, Council Member Palmer moved, seconded by Council Member Bryan, to adjourn the meeting at 6:26 PM. The vote was unanimous in favor.

\_\_\_\_\_  
Travis Beard, Council President

ATTEST:

\_\_\_\_\_  
Missy Shelton, Council Clerk

APPROVED

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

\_\_\_\_\_  
Date