



REGULAR MEETING OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF GLUCKSTADT, MISSISSIPPI

Tuesday, November 14, 2023 at 6:00 PM

Agenda

This notice and agenda of the Regular Meeting of the Mayor and Board of Aldermen is hereby given by the undersigned. Said meeting shall be held on Tuesday, November 14, 2023, at 6:00 PM in the Board Room at City Hall, located at 343 Distribution Drive, Gluckstadt, MS 39110.

The business to be brought before the meeting shall be limited to the following:

1. **Call Meeting to Order and Roll Call**
2. **Opening Prayer and Pledge of Allegiance**
3. **Presented Items**
 - A) New Police Department and Municipal Court: Discussion and Approval of Contract, SafeHaven Baby Box
 - B) Recognition of Germantown High School Marching Band & Adoption of Resolution
 - C) Presentation of Plaque to Mike McCollum (Planning and Zoning / Public Works)
4. **Approval of Consent Agenda Items**
 - A) Approval of October 10th Regular Meeting and October 30th Special Called Meeting Minutes
 - B) Approval of Docket of Claims
 - C) Approval of Renewal of BOAM Membership and Payment of Yearly Fees
 - D) Discussion and Request for Approval to Turn On 107 Lone Wolf Drive Utilities, New Public Works Rental Building
 - E) Request for Disposal of Damaged Flock Safety Camera, Fixed Assets
5. **Amendment to Budget & Monthly Budget Report**
 - A) Request to Approve Resolution Amending Fiscal Year 2024 Budget

[B\)](#) Monthly Budget Report(s)

6. New Business

[A\)](#) Discussion of Advertising, Delta Business Journal (Gluckstadt Spotlight)

7. City Clerk, City Administration Matters (Lindsay Kellum)

[A\)](#) General Update, City Administration Matters (Lindsay Kellum)

[B\)](#) Monthly Privilege License Report (Scott Maugh)

[C\)](#) Discussion and Approval of FY23 Audit Proposal (Bridgers, Goodman, Baird & Clarke, PLLC)

[D\)](#) Discussion and Request for Approval to Pay Prior Year Acquisition from Matrix Solutions (Invoice Error by Matrix, Scott Maugh's Desktop Computer)

[E\)](#) Notification of Upcoming City Holidays, By Proclamation of the Governor

8. Court Clerk, Municipal Court Department (Stephanie Gerlach)

[A\)](#) General Update from Court Services (Stephanie Burton)

9. Grant Administrator, Grant Status Update (Ruth Marie Stogner)

[A\)](#) General Update, Grant Administration (Ruth Marie Stogner)

10. Building Official, Planning and Zoning Matters (William Hall)

[A\)](#) October 24th, 2023, Planning and Zoning Board Meeting

[B\)](#) Appeal Hearing, Planning and Zoning Commission Germantown Park Amended Site Plan Decision

[C\)](#) Discussion and Consideration of Approval: Four Seasons Drapery and Hardware Site Plan

[D\)](#) Discussion and Consideration of Amended Johnny Gooch Storage Site Plan

11. Public Works Department (Chris Buckner)

[A\)](#) City of Gluckstadt Hazard Mitigation Plan Proposal

[B\)](#) Paving of Parkfield Place

[C\)](#) Yandell Road Paving Repair

[D\)](#) Yandell Rd Shoulder Improvements

[E\)](#) Puckett Rents Purchasing Error for Asphalt Roller

[E\)](#) Consideration of 24 Month Contract from RJ Young, Public Works Printer and Copy Machine Rental (Chris Buckner)

12. Police Chief, Police Department Matters (Chief Berry Hale)

[A\)](#) General Update, Police Department Matters (Chief Barry Hale)

13. Public Comment

14. Closed Session to Determine Need for Executive Session

15. Adjourn

WALTER C. MORRISON, IV
MAYOR

We the undersigned Aldermen acknowledge that we were given notice of said meeting at least three (3) hours in advance thereof by a copy of this notice.

Alderwoman Bates _____

Alderman Powell _____

Alderman Slay _____

Alderman Taylor _____

Alderwoman Williams _____

ATTEST: _____ DATE: _____

LINDSAY D. KELLUM
CITY CLERK

[Seal]

LEASE AND SERVICE AGREEMENT

THIS LEASE AND SERVICE AGREEMENT (“Agreement”) is made and entered into effective this ____ day of _____, 202_, by and between Safe Haven Baby Boxes, Inc., an Indiana nonprofit corporation (“SHBB”) and _____, Mississippi (“Provider”).

RECITALS

WHEREAS, SHBB is a nonprofit educational organization that provides information and services related to child welfare, safe haven laws, initiation and implementation of newborn safety devices (“Safety Device”), and awareness related to preventing child abandonment;

WHEREAS, Provider desires to install a Safety Device on Provider’s premises and SHBB wishes to lease a Safety Device to Provider at Provider’s premises as defined herein;

WHEREAS, Mississippi Code ANN.§§ 43-15-201 – 43-15-209, the Baby Drop off Law, provides certain protections by way of limited immunity for safe haven sites and their staff;

WHEREAS, Provider desires to lease a Safety Device from SHBB and have it installed on Provider’s premises (the “Premises”);

WHEREAS, SHBB is agreeable to placing a Safety Device on the Provider’s premises and undertaking certain services in relation thereto;

WHEREAS, Provider has consulted its legal, financial, and insurance related advisors and has confirmed that its location and operation is acceptable under the laws and regulations of its jurisdiction for the placement of a Safety Device.

NOW, THEREFORE, for and in consideration of the foregoing recitals which are incorporated by reference and made a part of this Agreement, the mutual terms and promises contained herein and for other good and valuable consideration, the parties agree as follows:

Section 1. Installation. SHBB shall provide to Provider one (1) Safety Device for installation by Provider on the Premises located at **(Insert location information and address)**. Delivery of the Safety Device shall be the expense of the Provider. SHBB has the option at any time to oversee the installation of the Safety Device and advise as to installation on the appropriate placement to maximize awareness and implementation of its educational objectives as set forth in this Agreement and on the operation of and protocols for the Safety Device. SHBB and Provider agree to cooperate with respect to the appropriate third-party contractors for the placement of the Safety Device and to ensure that such third-party has the appropriate skill and knowledge for constructing improvements to Provider’s facility. Provider is to pay for all installation costs and expenses for labor and/or materials. Provider is responsible for compliance with all applicable federal, state, and municipal or local laws, rules, and regulations, and all laws,

rules, and regulations pertaining to permitting requirements for the installation of the Safety Device. Provider further agrees to abide by the policies and procedures for installation, operation, and maintenance of the Safety Device as outlined in Exhibit “A” (the “Policies and Procedures”) of this Agreement, which is hereby incorporated herein and made a substantive part of this Agreement by reference.

Section 2. Services by SHBB. SHBB shall provide annual services related to the performance of this Agreement. Such services shall include:

- A. Providing educational materials to Provider and policies and procedures relating to the maintenance of the Safety Device to Provider;
- B. Operating a toll-free phone number for the general public to utilize in emergency situations involving abandoned children or issues related thereto;
- C. Educating emergency services personnel related to use of the Safety Device;
- D. Providing educational information to the general public regarding the location and awareness of the Safety Device at the Provider’s facility as well as other educational resources related to child welfare advocacy and safe haven law awareness;
- E. Provide at minimum an annual inspection and perform maintenance on the Safety Device; and;
- F. Exclusively repair or replace parts if/when the Safety Device is malfunctioning at expense of Provider as set forth under Section 4 of this Agreement and as otherwise provided in this Agreement (collectively Subsections A-F hereinafter referred to as the “Services”).

Section 3. Lease and Service Term. The term of this Agreement shall be for five (5) years (“Term”) and shall renew for successive five (5) year terms upon the mutual agreement of the parties to the terms, fees, and conditions, unless terminated in accordance with the terms of this Agreement or as otherwise agreed to by the Parties.

Section 4. Consideration. In consideration for leasing the Safety Device and providing the Services described under Sections 1 and 2 above, Provider agrees to pay SHBB an initial fee of Eleven Thousand and 00/100 Dollars (\$11,000.00), unless otherwise agreed to by the parties under Section 3 of this Agreement. Provider shall pay a renewal fee of Five Hundred and 00/100 Dollars (\$500.00) for each successive Term under this agreement, due within thirty (30) days of the start of each successive Term. Additionally, Provider shall pay an annual fee of Three Hundred and 00/100 Dollars (\$300.00) and other associated expenses as determined from time to time by SHBB on January 1 of every year that this Agreement is in force. The foregoing fees and expenses include, but are not limited to, the services and expenses listed in the Services, Fees, and Expenses Schedule attached hereto as Exhibit “B” which is hereby incorporated herein made a substantive

part of this Agreement by reference.

Section 5. Obligations of Provider. In addition to any and all other obligations of the Provider set forth herein, Provider shall:

- A. Follow all policies and procedures governing the use of the Safety Device as provided by SHBB, which may change from time to time. SHBB shall provide at least thirty (30) days prior written notice to Provider for any changes or additions to its policies and/or procedures. Provider shall have thirty (30) days to review any changes to the policies and/or procedures relating to this Agreement and to notify SHBB if Provider accepts such updated/new policies/procedures. If Provider does not tender written Notice to SHBB that it does not agree to the new changes within thirty (30) days of receipt of same, then Provider agrees to said changes and any such changes shall become a substantive part of this Agreement. Provider and SHBB agree to negotiate any rejected changes or additions to the extent possible. Any revised changes or additions to the policies and/or procedures must comply with the then current laws of the State of Mississippi. For any rejected changes/additions to the policies and/or procedures arising herein or relating to this Agreement that cannot be negotiated/agreed to after a good faith attempt to do so, the pre-existing version shall remain in effect or this Agreement may be terminated. Such policies and procedures are included as Exhibit A to this Agreement and, by way of Provider's signature hereto, shall evidence Provider's acknowledgment and receipt of the Policies and Procedures.
- B. Provider agrees to comply with Mississippi and Federal law pertaining to the operation, maintenance, installation, and removal of the Safety Device.
- C. Provider agrees to maintain the Safety Device in good working order, the costs of which are to be borne by Provider.
- D. Provider agrees to not change, add to, subtract from, alter, rebrand, or otherwise modify the Safety Device and accompanying signage as set forth in Exhibit A in any manner whatsoever without the prior written approval of SHBB.
- E. Provider agrees to use best efforts to prevent any third parties from adding to, subtracting from, altering, rebranding, or otherwise modifying the Safety Device and accompanying materials/signage as set forth in Exhibit A in any manner whatsoever without prior written approval by SHBB.
- F. Provider agrees to immediately notify SHBB of any damage, alteration, and/or modification to the Safety Device.
- G. Provider shall refer to the Safety Device as a "Safe Haven Baby Box" or "Baby Box."

- H. Provider agrees to accept complete liability for any and all damages attributed to any and all unapproved alterations and/or modifications to the Safety Device made by Provider and any and all damages attributed to unapproved alterations and/or modifications to accompanying parts of the Safety Device, including required signage/materials made by Provider. Provider agrees to accept complete liability for modifications to the Safety Device which are the result of: its own actions, omissions, and/or failure to use best efforts to maintain the Safety Device in good working order or best efforts to prevent any modifications to the Safety Device by a third party.
- I. Provider shall procure and maintain twenty-four (24) hour alarm monitoring of the Safety Device at all times in accordance with directions for the same from SHBB and shall confirm with SHBB that such service is acceptable.
- J. Should the alarm monitoring service be disconnected for any reason, or should the Safety Device malfunction in any other way, Provider shall immediately notify SHBB of said malfunction and shall secure the Safety Device and ensure it is not available for public use by locking its exterior door and removing all signage and material related to its use and functionality. Further, should the Safety Device malfunction, Provider agrees that it will post signage that the Safety Device is presently unavailable and Provider agrees that it will keep the Safety Device secured and closed to the public until SHBB approves the Safety Device to be reopened to the public for public use as a Safety Device.
- K. Provider agrees that SHBB may, but is not required to, inspect the Safety Device at any time including, but not limited to: to ensure that it is in good working order, to ensure proper branding and signage is being displayed, and to conduct tests related to its functionality and monitoring and alarm systems.
- L. Provider acknowledges and agrees to maintain current knowledge of any changes to said Mississippi State Law or Federal law governing the Safety Device and acknowledges and agrees to operate and maintain the Safety Device in accordance with the most recent version of said State and Federal laws.
- M. Provider shall bear the cost of operating, maintaining, removing, repairing and/or otherwise modifying (modifications subject to approval of SHBB) the Safety Device.

IT IS IMPERATIVE THAT ANY MALFUNCTION IDENTIFIED WITH RESPECT TO THE SAFETY DEVICE OR ANY DISCONNECTION IN THE SAFETY DEVICE MONITORING SYSTEM RESULT IN THE IMMEDIATE SECURING AND LOCKING OF THE SAFETY DEVICE SO THAT IT MAY NOT BE USED BY THE PUBLIC DURING THIS TIME PERIOD. FAILURE TO DO SO

MAY RESULT IN A THREAT OF BODILY HARM OR DEATH TO AN INFANT PLACED IN THE SAFETY DEVICE DURING ANY PERIOD OF TIME IN WHICH THE SAFETY DEVICE IS MALFUNCTIONING OR NOT.

Section 6. Representations and Warranties.

- A. Representations & Warranties of Provider. Provider represents and warrants that the undersigned is a duly acting and authorized agent of Provider who is empowered to execute this Agreement with full authority of Provider. Further, Provider has undertaken a reasonable investigation into the laws and regulations governing the applicable jurisdiction within which it intends to place the Safety Device and has confirmed that such placement and administration of the Safety Device does not violate any provision of any law, ordinance, governmental regulation, court order, or other similar governmental controls.

- B. Representation & Warranties of SHBB. SHBB represents and warrants that the undersigned is a duly acting and authorized agent of SHBB who is empowered to execute this Agreement with full authority of SHBB. Further, SHBB has full ownership of the Safety Device. SHBB represents and warrants that the Safety Device is fit for use and will operate as a Safety Device in accordance with Safe Haven for Infants Act, NMSA 1978 Section 24-22-1.1.

- C. **SHBB REPRESENTS THAT THE SAFETY DEVICE IS NOT A MEDICAL DEVICE AND HAS CONFIRMED SUCH WITH THE FOOD AND DRUG ADMINISTRATION. SHBB REPRESENTS THAT THE SAFETY DEVICE IS NOT INTENDED AS A CONSUMER PRODUCT AND THUS IS NOT REGISTERED WITH THE CONSUMER PRODUCT SAFETY COMMISSION. SHBB FURTHER REPRESENTS THAT THE SAFETY DEVICE IS NOT REGISTERED WITH THE FEDERAL TRADE COMMISSION AND/OR THE FEDERAL COMMUNICATIONS COMMISSION. SHBB REPRESENTS THAT THE SAFETY DEVICE IS NOT TESTED BY NATIONALLY RECOGNIZED TESTING LABORATORIES PROGRAM.**

Section 7. Insurance. Provider agrees to procure and maintain in full force and effect at all times during the Term of this Agreement and any renewals thereof, at its own cost and expense, a policy or policies of comprehensive commercial general liability insurance on an occurrence basis, in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate and a \$2,000,000 limit umbrella coverage related to the Safety Device’s placement and operation in or about Provider’s facility against all loss, damage or liability for personal injury or death of any person or loss or damage to property occurring in upon or about the Safety Device during the Term of this Agreement and all extensions thereof. This insurance policy need not be a separate policy solely because of this Agreement but, rather, will be part of the Provider’s general liability and umbrella policies.

Section 8. Indemnification. Each party agrees to defend and indemnify, protect and hold harmless the other party, its officers, directors, employees, volunteers, independent contractors, agents, and all other persons and related entities thereof, against any loss, claim at law or equity, cause of action, expenses, damages or any other liability (collectively, “Claim”) arising in relation to and to the extent of the indemnifying party’s gross negligence or willful or wanton misconduct, whether acts or omissions, in the installation, placement, removal, use, and maintenance of the Safety Device in, on, or about Provider’s facility or premises. No provision in this Agreement modifies or waives any provision of the Mississippi Tort Claims Act.

Section 9. Termination. Provider may terminate this Agreement upon sixty (60) days prior written notice from Provider to SHBB prior to the end of the Term, otherwise this Agreement shall renew for a successive Term. In accordance with the terms of this Agreement, Provider and/or SHBB may terminate this Agreement on notice of a change of policies and procedures by SHBB that Provider did not previously agree to after a good faith attempt has been made to negotiate the change or addition to the policies and/or procedures arising herein or relating to this Agreement; however, a required change of policy or procedure pursuant to compliance with a Mississippi State or Federal law shall not be grounds to terminate this Agreement. SHBB may terminate this Agreement for any reason specified under Section 10, below. At the point of termination of this Agreement, Provider shall secure and lock the Safety Device and remove all signage provided by SHBB. Provider shall place new visible signage denoting that the Safety Device is not functional and that any person desiring to utilize the Safety Device should instead contact emergency services. If Provider removes the Safety Device, then it shall make arrangements with SHBB for its conveyance or retrieval to SHBB. SHBB shall not be obligated to remove the Safety Device; however, at any time after this Agreement has terminated, SHBB may, at its sole discretion, notify Provider that it intends to remove and recover the Safety Device. Under such circumstances, Provider agrees to cooperate with SHBB in the retrieval of the Safety Device, the expenses of which shall be borne by SHBB, so long as expenses do not exceed \$500.00 and unless the termination of this Agreement was effectuated under Section 10 below, in which case the cost hereunder shall be borne by Provider.

Section 10. Remedies.

- A. Option to Cure.** Any uncured breach of this Agreement by Provider, after written notice from SHBB to Provider and a thirty (30) day opportunity to cure, shall give SHBB the option of immediately terminating this Agreement and retrieving the Safety Device from Provider’s facility at Provider’s own cost and expense. If Provider is notified by SHBB that the Safety Device is not properly functional or lacks monitoring required by this Agreement, then SHBB may order the Safety Device secured and locked until further inspection. Provider shall have thirty (30) days to cure any lack of monitoring or improper functioning of the Safety Device. Such time may be extended by any delay attributable to SHBB. If Provider does not cure any lack of monitoring or improper functioning of the Safety Device within the initial thirty (30) day period upon SHBB’s review and report, Provider may have an additional thirty (30) days to cure any breach. If Provider fails to cure any breach of this Agreement after two (2) attempts to cure as set forth above, SHBB may terminate this Agreement if it concludes in its sole discretion that Provider has not

upheld its obligations under this Agreement. Any breach of this Agreement by Provider which has not been cured by Provider within thirty (30) days after notice received from SHBB shall give SHBB the option of terminating this Agreement and retrieving the Safety Device from Provider's facility at Provider's own cost and expense.

- B. Attorney's Fees.** Attorneys' fees, costs, and expenses shall be awarded to the prevailing party for any dispute relating to or arising from this Agreement. The term "*Prevailing Party*" shall include, without limitation, a party who substantially obtains or defeats the relief sought, as the case may be, whether by compromise, settlement, judgment, or the abandonment by the other party of its claim or defense.

Section 11. Ownership of Safety Device. Provider agrees and acknowledges that ownership of the Safety Device remains with SHBB and this Agreement is merely a services and lease agreement. Provider does not have any ownership interest in the Safety Device. Provider shall not lease, sell, or otherwise transfer the Safety Device during or after the term of this Agreement without the specific written consent of SHBB.

Section 12. Disclaimer and Limitation of Warranties. SHBB IS NOT THE MANUFACTURER OF THE SAFETY DEVICE AND MAKES NO REPRESENTATIONS OR WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED, AS TO THE SUITABILITY, DURABILITY, FITNESS FOR USE, MERCHANTABILITY, CONDITION, QUALITY, PERFORMANCE, OR NON-INFRINGEMENT OF THE SAFETY DEVICE. WITH RESPECT TO THE SAFETY DEVICE, PROVIDER ACCEPTS IT "AS IS." THE SAFETY DEVICE SHALL BE SUBJECT TO ANY WARRANTIES PROVIDED TO SHBB AND/OR PROVIDER BY THE SAFETY DEVICE MANUFACTURER AND/OR AVAILABLE BY THE SAFETY DEVICE'S COMPOSITE PARTS. THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE TERM(S) OF THIS AGREEMENT, UNLESS OTHERWISE STATED OR PROVIDED FOR HEREIN OR PROVIDED BY LAW.

SHBB neither assumes nor authorizes any other business organization, entity, or person associated or related by legal right, corporate entity, governmental entity, or any other entity associated or related by legal right to assume it, or any other liability in connection with the construction, use, operation, installment, removal, maintenance, or lease of the Safety Device. There are no warranties which extend beyond the terms of this Agreement, unless otherwise stated or provided for herein or by law via preemption. These warranties shall not apply to the Safety Device or any and all improvements, restoration, repair, remodel, modifications, and/or any other construction work on the Safety Device of any kind, related to the Safety Device, or any other part thereof which has been subject to accident, negligence, alteration, abuse, use or misuse of same which are not approved of by SHBB and/or agreed to by SHBB. SHBB makes no warranty whatsoever with respect to accessories or parts not supplied by it.

Section 13. Notice. Any notices requests, demands, waivers and other communications given as provided in this Agreement will be in writing and will be deemed to have been given if delivered in person (including by Federal Express or other personal delivery service), or mailed

by certified or registered mail, postage prepaid, and addressed to at the following addresses:

Notice to SHBB: Monica Kelsey
 P.O. Box 185
 Woodburn, IN 46797

Notice to Provider: _____

Any such notice sent by registered or certified mail, return receipt, shall be deemed to have been duly given and received seventy-two (72) hours after the same is so addressed and mailed with postage prepaid. Notice sent by recognized overnight delivery service shall be effective only upon actual receipt thereof at the office of the addressee set forth above, and any such notice delivered at a time outside of normal business hours shall be deemed effective at the opening of business on the next business day. Any party may change its address for purposes of this paragraph by giving notice to the other party as herein provided. Delivery of any copies as provided herein shall not constitute delivery of notice hereunder.

Section 14. Assignability. This Agreement is binding and benefits the successors and assignees of the Provider, which includes any and all originations/entities or persons with which the Provider may dilute, merge or consolidate, or to which it may transfer substantially all of its assets or equity interests. Provider shall not transfer or assign this Agreement, however, without the specific written consent of SHBB, which consent shall not be unreasonably withheld.

Section 15. Governing Law/Jurisdiction. The validity, interpretation, construction, and performance of this Agreement shall be governed by the laws of Mississippi and Mississippi courts. Should any dispute arise out of or relating to this Agreement and any of its incorporated parts, Parties agree that said dispute may exclusively be litigated in state or federal court in of the State of Mississippi. Each Party waives, to the fullest extent permitted by law, the defense of an inconvenient forum to the maintenance of such action or proceeding in any such court. Each Party agrees and acknowledges that any term not defined herein shall be construed to have its every-day, contextual meaning as defined in the latest editions of the Merriam Webster Dictionary, and if a legal term, Black’s Law Dictionary; and should any term, condition, or provision of this Agreement be deemed vague, ambiguous, or confusing, it shall not be construed in favor of either Party.

Section 16. Integration/Entire Agreement. This Agreement, along with the attached Exhibits hereto represents the entire expression of the final agreement of the parties and supersedes all previous and contemporaneous communications or agreement regarding the subject matter hereof. Provider by its signature below hereby acknowledges that Provider agrees to be bound by the terms and conditions and policies and procedures set forth in this Agreement as may be updated from time to time and agreed to in accordance with the terms of this Agreement. Any additional terms or conditions contained in purchase orders or other forms not incorporated into this Agreement are expressly rejected by Provider and shall not be binding, unless Provider agrees to them in a writing signed by both parties.

Section 17. No Oral Modification. No change, modification, extension, termination, or waiver of this Agreement or any of its incorporated documents or parts, or any of the provisions contained, will be valid unless made in writing and signed by duly authorized representative of the parties.

Section 18. Waiver. No waiver of any of the provisions of this Agreement shall be valid and enforceable unless such waiver is in writing and signed by the parties to be charged and, unless otherwise stated, no such waiver shall constitute a waiver of any other provision or a continuing waiver.

Section 19. Severability. In the event that one or more of the provisions of this Agreement shall become invalid, illegal, or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained shall not be affected as a whole.

Section 20. Time of the Essence. The Parties expressly recognize that time is of the essence in the performance of their respective obligations under this Agreement and that each Party is relying on the timely performance by the other Party and will schedule operations and incur obligations to third parties in reliance upon timely performance by the other party.

Section 21. Tort Claims Immunity. Provider shall be subject in all cases to the immunities, provisions and limitations of the Mississippi Tort Claims Act §11-46-11.

IN WITNESS WHEREOF the Parties have caused this Agreement to be executed and be effective on the date first written above.

Safe Haven Baby Boxes, Inc.

By: _____
Monica Kelsey, Founder/CEO
Safe Haven Baby Box, Inc.

Provider

City of Long Beach Mississippi

By: _____

EXHIBIT A**SAFE HAVEN BABY BOXES, INC.**
POLICIES AND PROCEDURES**I. Purpose:**

- A. Safe Haven Baby Boxes, Inc.'s product is the Baby Box. A Baby Box is a safety device provided for under Mississippi Code ANN. §§ 43-15-201 – 43-15-209, the Baby Drop off Law, and legally permits a parent in crisis to safely, securely, and anonymously surrender his or her newborn. A Baby Box is installed in an exterior wall of a designated fire station or hospital. It has an exterior door that automatically locks upon placement of a newborn inside the Baby Box and an interior door which allows a medical staff member to secure the surrendered newborn from inside the designated building.

II. Policies:

- A. A Provider is a hospital or site, such as a fire department, staffed by an emergency services provider on a twenty-four (24) hour, seven (7) day a week basis and provides a legal location and maintenance for a Safe Haven Baby Box where a newborn may be dropped off by a person who wishes to relinquish custody under the Safe Haven Law of the applicable jurisdiction.
- B. The Baby Box is designed with three independent alarms and is activated:
1. When the door is accessed from the outside.
 2. When the newborn is placed in the box and activates the motion sensor.
 3. When electrical failure occurs to the Baby Box.

III. Generic procedures when the Baby Box is Activated:

- A. Emergency Personnel, including, Firefighters, Police Officers, EMT's, or Paramedics must perform the act of retrieving a newborn and taking said newborn into custody when he or she is voluntarily placed in a Box and the parent does not express an intent to return for the newborn.
- B. Emergency Personnel who take custody of a newborn shall perform any act necessary to protect the child's health and safety.
- C. Emergency Personnel must respond every time an alarm is activated at the Baby Box to verify whether a newborn has been dropped off.
- D. Emergency personnel may access the Baby Box on the inside of the Provider's building. An alarm is activated to signal 911 when the door is opened and the newborn may be inside the door area on the prepared bed area.
- E. Newborns will be evaluated by medical personnel at the location and immediately transported to the closest hospital for further evaluation. The

- evaluation at the hospital will include screenings and examinations by physicians as necessary.
- F. EMS transporting newborn to hospital will notify the hospital personnel that this was a Safe Haven Baby Box newborn surrendered under the current Safe Haven Law.
 - G. The hospital supervisor will notify the appropriate state agency and have a social services consult order placed.

IV. Additional Procedures for designated Providers:

- A. All Baby Boxes must be leased from Safe Haven Baby Box, Inc. and may not be re-sold. All Baby Boxes shall remain the property of Safe Haven Baby Box, Inc. throughout each and every Term of any Agreement between Provider and Safe Haven Baby Box, Inc.
- B. To support the education of, and to avoid confusion in the market, the Baby Box may not be rebranded or called anything but a "Safe Haven Baby Box", a "Baby Box", or referred to as a "Box".
- C. Each Provider will maintain uniform signage purchased from Safe Haven Baby Boxes, Inc. at its own expense. Any additional signage must have prior approval from Safe Haven Baby Boxes, Inc.
- D. The Baby Box will be delivered in accordance the following:
 - i Initial fee has been paid to Safe Haven Baby Boxes.
 - ii The Provider location is able to agree to install, test, train personnel, and schedule the unveiling / blessing within sixty (60) days of receipt of the Baby Box.
 - iii Provider understands delivery of the Baby Box will be scheduled 4 to 6 weeks after payment is received and with mutual agreement of the installation and unveiling / blessing dates.
 - iv Provider agrees to arrange for and begin the installation of the baby box within Two (2) weeks after delivery.
- E. The Baby Box will not be announced to the public or otherwise discussed with third parties or go "live" prior to the official unveiling/blessing of the Baby Box, which will be agreed upon prior to "going live".
- F. The "Go-Live" date will be determined after the following:
 - i Installation is completed and the alarm system is ready for testing.
 - ii Seven consecutive days of successful alarm testing is completed.
 - iii Training of staff is completed.
 - iv Final Inspection is completed.
- G. Each Provider must maintain security monitoring at its own expense and may not turn off security monitoring without giving Safe Haven Baby Boxes, Inc. sixty (60) days' notice.
 - i If a Provider has the service discontinued without Safe Haven Baby Boxes, Inc.'s knowledge, the location is subject to liability.

- ii Pending notice or drop of security monitoring, Safe Haven Baby Box, Inc. will de-activate the non-conforming location.
- H. Each Provider will provide medical information and a copy of parents' rights located in a bag inside the Baby Box. The bag is to be placed on the medical bassinet and leaning against the outside door.
- I. Each Provider must test the security/alarm system on the Baby Box at least once a week. Provider must keep a log or record of tests and submit the log or record to Safe Haven Baby Boxes, Inc. quarterly and upon the demand of Safe Haven Baby Box, Inc. The log or record shall list at least the name of the persons testing the Baby Box, the date tested, and the result of the test.
- J. Provider will ensure that no video monitoring will occur around the part of the building containing or facing the Baby Box.
- K. Provider must perform daily checks of the Baby Box to ensure the presence of a clean fitted bassinet sheet and a blanket.
- L. Provider must ensure a climate-controlled environment inside the Baby Box maintains a reasonable temperature for a newborn.
- M. Each Provider is responsible for training personnel on the use, features, and procedures of the Baby Box. Provider can contact Safe Haven Baby Box, Inc. for group training services.
- N. After retrieving a newborn from the Baby Box, the Provider must verify that the door to the Baby Box is secured and closed.
- O. After retrieving a newborn from the Baby Box, the Provider must reset the alarm system after deactivation.
- P. All safe surrenders are required to be reported to Safe Haven Baby Boxes, Inc. by phone at 260-750-3668 and to the Mississippi Department of Human Services at 601-359-4368 within two (2) hours of the surrender.
- Q. In the event that the Agreement with Safe Haven Baby Boxes, Inc. is terminated for whatever reason, Provider is responsible for all costs and expenses of removing respective Baby Boxes at Provider location(s).
- R. Provider is to use best efforts to secure the integrity and good working function of the Baby Box at all times, including upon removal of any Baby Box, if necessary. Damage to Provider's leased Baby Box(es) is compensable to Safe Haven Baby Boxes, Inc. by Provider. Provider is to reimburse Safe Haven Baby Boxes, Inc. for any and all damage to the Baby Box during the pendency of the Agreement and any termination or expiration of it. Any such reimbursements are to be sent within thirty (30) days to the name and address listed in the Notice provision of the Agreement.

V. Documentation (Documents & Forms):

- A. Documents
 - 1. Weekly Safe Haven Baby Box alarm system checks
 - 2. All Safe Surrenders by date and time

EXHIBIT B
SAFE HAVEN BABY BOXES, INC.
SERVICES, FEES, AND EXPENSES SCHEDULE

Initial Fee: \$11,000 (\$12,000 with pre-installed camera).

1. Baby Box including signage and provider kit.
2. "Pre-installation" Services:
 - a. Examination of location
 - b. Administrative/Legal resources
 - c. Consultation on programs
 - d. Assistance with raising funds to support the cost of the box (optional)
3. Installation Services:
 - a. Inspection of installation
 - b. Training to all emergency personnel
4. Post Installation Services:
 - a. Marketing of the box
 - b. 24/7 hotline available to the community
 - c. Advertising of the box
 - d. Efforts to support raising awareness on a local, state, and national level supporting the box in each community.

Annual Fee: \$300

1. Annual Fee Services
 - a. Recertification of the box by SHBB authorized personnel
 - b. Maintenance of box from expected use
 - c. Unlimited repairs and parts replacement as a result of a malfunction and not as a result of negligence or vandalism.

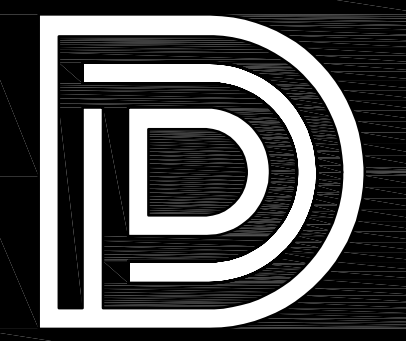
Term Renewal (every 5 years): \$500

1. Beginning five (5) years after the date of the original signed contract and every five (5) years thereafter.

OTHER FEES NOT INCLUDED IN INITIAL FEE: (Estimated at \$5,000-\$7,500)

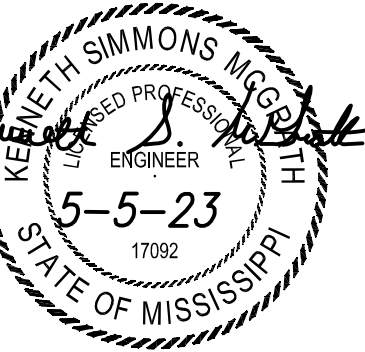
**Fees vary based on location and/or services donated by local community members. The below items are estimates and not a guarantee of cost.*

1. Delivery: Minimum \$500.00. Cost based on location and transportation from Indiana. You can pick it up at our Woodburn IN manufacturing facility to waive the delivery charge. (Must be pre-scheduled)
2. Installation: Labor and materials~\$2,000-\$3,500 (Location may be able to get this donated)
3. Electrical and Alarm: hook up to internal alarm system (Internal alarm must go to 911 dispatch for use with the baby box) ~\$1,200.
4. Annual Alarm Service: Annual fee for monitoring~\$300 annually paid by location to Alarm Company
5. Permits or other requirements prior to construction. (varies)
6. Box comes pre-installed with the Amazon Blink™ camera and requires a third-party membership to activate. Location must have a Wi-Fi connection. **Alternatives may apply. Please contact SHBB for more information*



DEAN
ARCHITECTURE
GEDDIE | GRANT | OUBRE

461 Sunnysbrook, Ste 140
Ridgeland, MS 39157
601.939.7717
deandean.com



Project No.: 22093
Date: APRIL 5, 2023
Drawn: KSM
Checked: KSM
Revisions:

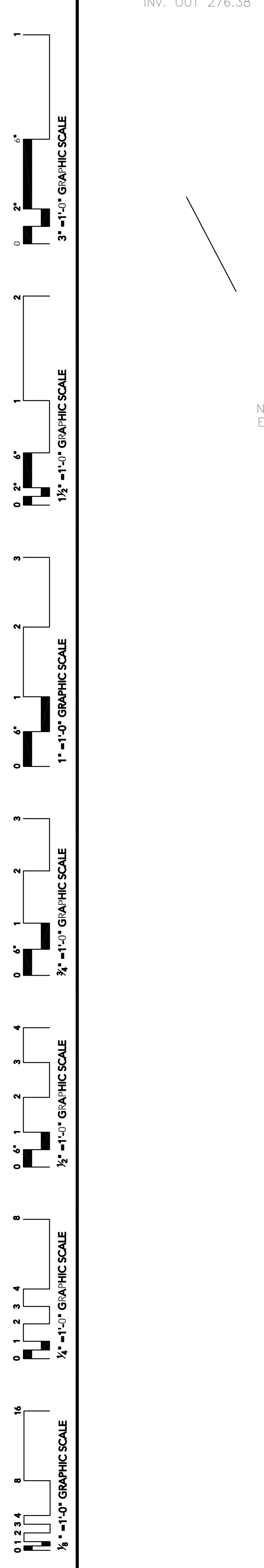
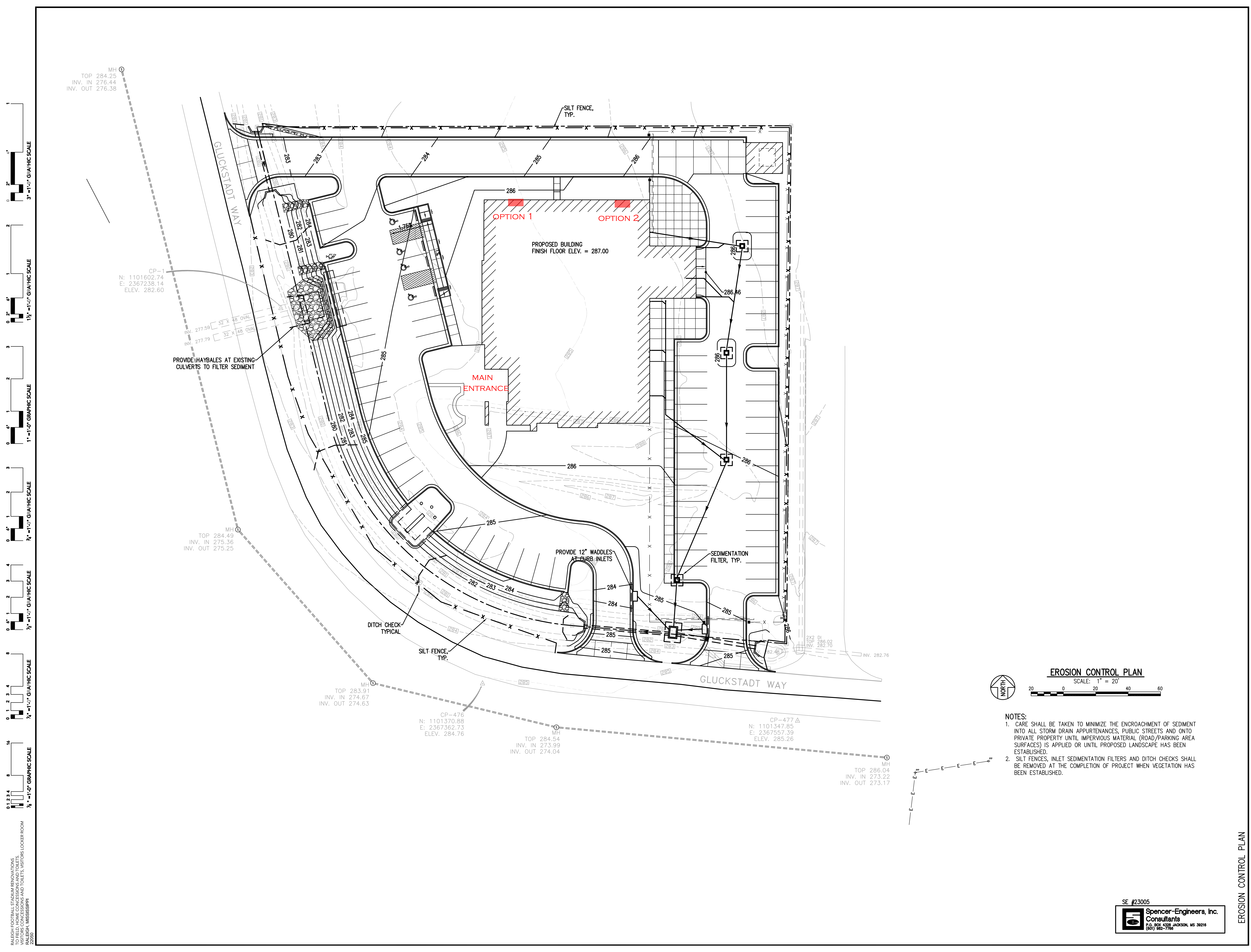
**CITY OF GLUCKSTADT
POLICE STATION AND MUNICIPAL COURT
GLUCKSTADT, MS**

Sheet Number:

C301

EROSION CONTROL PLAN

SE #23005
Spencer-Engineers, Inc.
Consultants
P.O. BOX 4328 JACKSON, MS 39216
(601) 982-7768



RALEIGH FOOTBALL STADIUM RENOVATIONS
VISITOR CONCESSIONS AND TOILETS, VISITORS LOCKER ROOM
RALEIGH, MISSISSIPPI
22051

MH
TOP 284.25
INV. IN 276.44
INV. OUT 276.38

CP-1
N: 1101602.74
E: 2367238.14
ELEV. 282.60

PROVIDE HAYBALES AT EXISTING
CULVERTS TO FILTER SEDIMENT

MH
TOP 284.49
INV. IN 275.36
INV. OUT 275.25

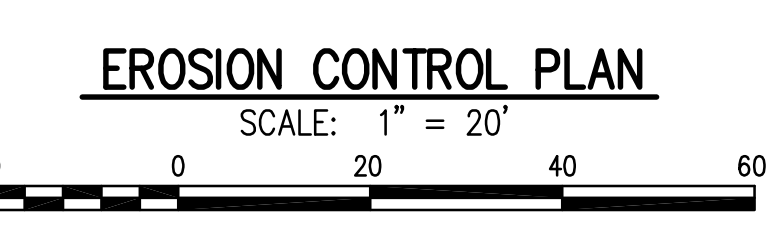
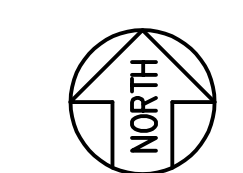
MH
TOP 283.91
INV. IN 274.67
INV. OUT 274.63

CP-476
N: 1101370.88
E: 2367362.73
ELEV. 284.76

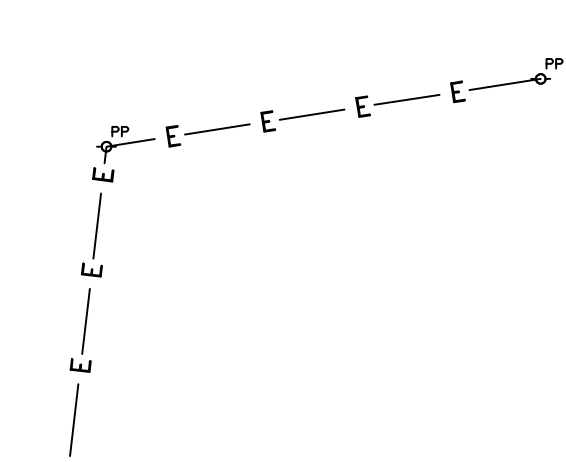
MH
TOP 284.54
INV. IN 273.99
INV. OUT 274.04

CP-477 Δ
N: 1101347.85
E: 2367557.39
ELEV. 285.26

MH
TOP 286.04
INV. IN 273.22
INV. OUT 273.17



- NOTES:
- CARE SHALL BE TAKEN TO MINIMIZE THE ENCROACHMENT OF SEDIMENT INTO ALL STORM DRAIN APPURTENANCES, PUBLIC STREETS AND ONTO PRIVATE PROPERTY UNTIL IMPERVIOUS MATERIAL (ROAD/PARKING AREA SURFACES) IS APPLIED OR UNTIL PROPOSED LANDSCAPE HAS BEEN ESTABLISHED.
 - SILT FENCES, INLET SEDIMENTATION FILTERS AND DITCH CHECKS SHALL BE REMOVED AT THE COMPLETION OF PROJECT WHEN VEGETATION HAS BEEN ESTABLISHED.



From: [Alan Grant](#)
To: [wmorrison@gainsben.com](#); [Lindsay Kellum](#); [monica@safehavenbabyboxes.com](#)
Cc: [jillfordrealtor@comcast.net](#); [Barry Hale](#); [David Marsh](#); [John Dant](#); [Chris Deupree](#); [Chris Deupree](#)
Subject: Gluckstadt Police - Safe Haven Baby Box
Date: Friday, October 27, 2023 8:51:44 AM
Attachments: [2021 Mav updated Contractor Installation Guide-2.pdf](#)

Team,

We will be working on a drawing today to show a couple different location options for the baby box and how they relate to the building and the site. Once we have that, I will send it out and get everyone's input.

We have all the information we need on the specifics of the box. Just need a final decision on location.

Thanks
Alan.

J. Alan Grant, AIA, NCARB | Principal

Dean Architecture, P.A.

661 Sunnybrook Road, Suite 140
Ridgeland, MS 39157 | 601.939.7717 Ext 120
agrant@deandean.com
www.deandean.com

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Cc: jillfordrealtor@comcast.net; Barry Hale <barry.hale@gluckstadt.net>; Alan Grant <agrant@deandean.com>; David Marsh <dmarsh@benchmarkms.com>
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Sent from my iPhone

On Oct 26, 2023, at 3:41 PM, Lindsay Kellum <lindsay.kellum@gluckstadt.net> wrote:

Mayor,

Please call John Dant. They need specs on baby box (measurements, etc) asap.

LINDSAY LEONARD KELLUM

City Clerk, City of Gluckstadt
P.O. Box 2210
Madison, MS 39130
(769) 567-2306
Lindsay.Kellum@gluckstadt.net



From: Bridgette Smith <bridgette.smith@gluckstadt.net>
Sent: Thursday, October 26, 2023 3:31 PM
To: Lindsay Kellum <lindsay.kellum@gluckstadt.net>
Subject: Phone message - John Dant

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Executive Administrative Assistant Planning and Zoning
City of Gluckstadt
P O Box 2210
Madison MS 39130
(769)567-2306 Ext. 2314
(769)567-2305 Fax #
Bridgette.smith@gluckstadt.net



Installation Information for Contractors

Apply for permits from the local building inspection authority, if applicable. SHBB may provide box specifications as needed and upon request. Contractor and facility owner should consider consulting with the building architect on file for the location, or a professional structural engineer.

Once permit is received, coordination with the site owner(s) and contractor may begin with demolition for installation.

The following are picture examples of an install at a fire station. Again, wall sections of each building will differ, and the owner and contractor should consult the building architect or a professional engineer for structural recommendations, such as a header.

The outside opening should be 30 inches from the ground to the bottom of the rough opening. Opening should be 34 inches tall by 38 inches wide to allow for box to be inserted into the wall and to allow space for wooden frame and/or insulation (see pics below).





The baby box needs to be anchored.

- Block or Concrete Building: Use 3 inch or longer tap-con anchors.
- Stick Built Building: Use 3 inch or longer wood screws.

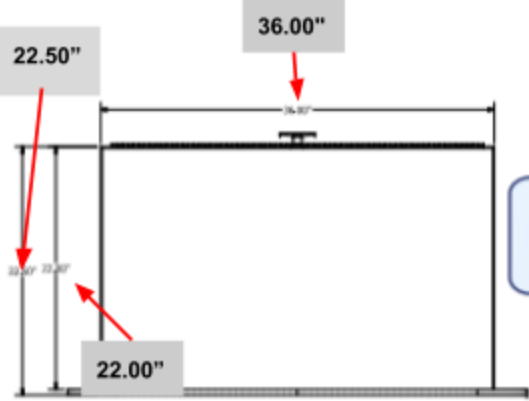
Tap-con anchors or screws should be placed in 4 locations, either two on each side or top and bottom.



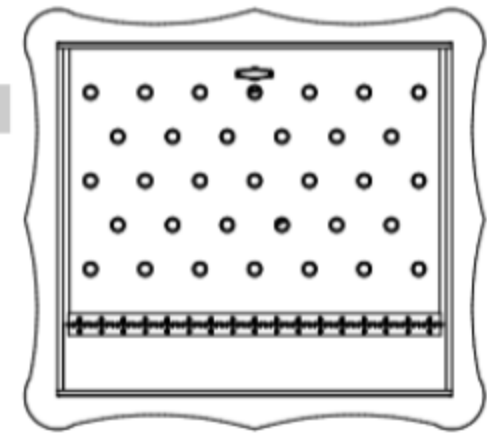
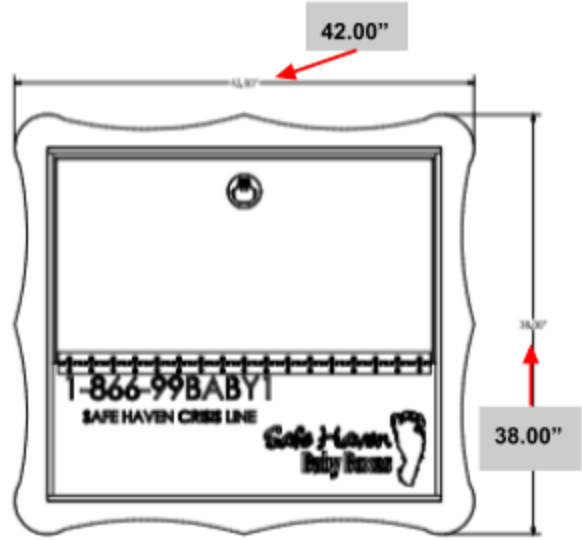
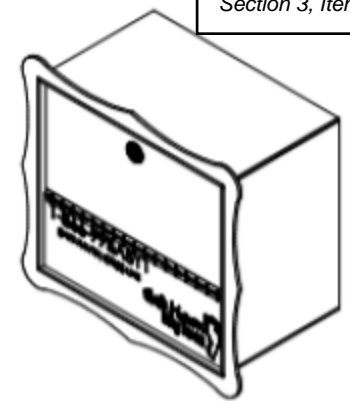
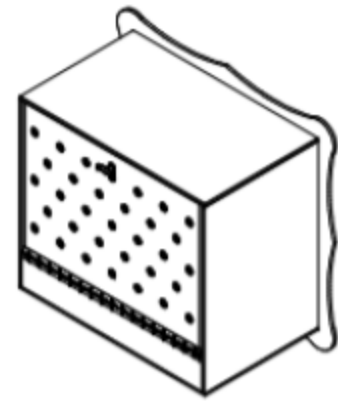
The Baby Box is flush with the outside wall and sealed.



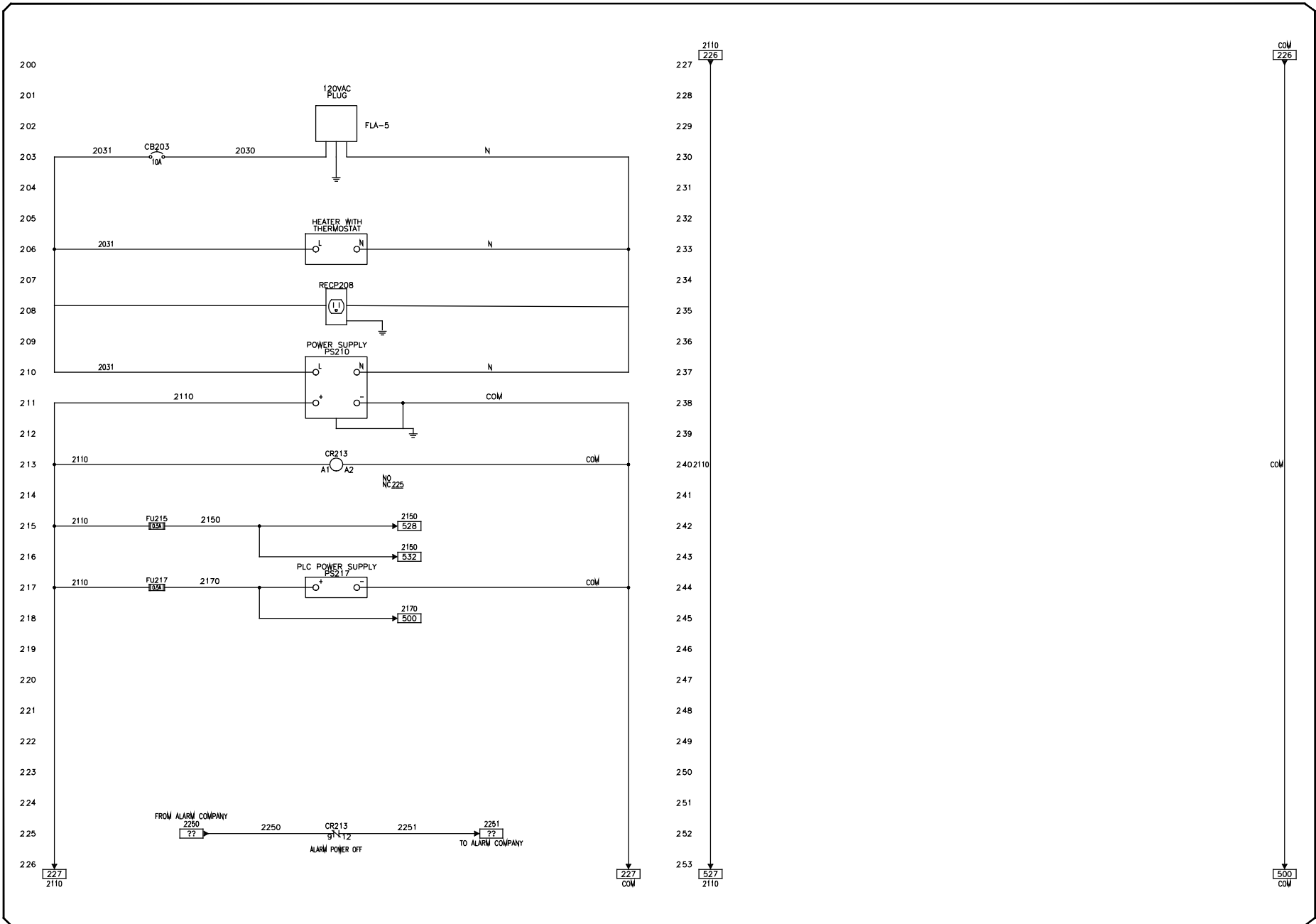
Add 1 inch insulation around the Baby Box.
Do not force insulation as the baby box is made of plastic and can shift.



CONFIDENTIAL



DATE	11/18/2012	Safe Haven Baby Boxes
REVISED		
BY		
CHK		Baby Box Assembly
APPROVED		
DATE		
D	BR2017-Aspy	1
DATE	3/10	SHEET 1 OF 1



CONTROLS CONTRACTING GROUP
 10523 MAIN STREET
 LEO, IN, 46765
 PHONE: (260) 867-8628
 WWW.CONTROLSGROUP.COM

REV	DATE	BY	CHKD	APP'D

OWNER	DESIGNED BY
DATE	DRAWN BY
SCALE	DATE
BY	DATE
APP'D	DATE
SHEET NO	
OF	



Electrical Requirements:

A dedicated circuit, 120 volts, 15 amps, is recommended for the Baby Box. The full load amperage of the Baby Box is 5 amps.

A power cord is attached to each Baby Box and can be plugged into a standard grounded receptacle, NEMA 5-15R.

If the power cord needs to be removed for installation of the Baby Box into the wall, it can be disconnected from the terminals located under the floor of the box. The terminal numbers are 2030, N, GRD. These terminals are located on the right side of the electrical strip.

Monitoring of The Alarm Circuits:

There are 3 alarm contacts for each Baby Box. They are labeled as follows: POWER OFF, DOOR OPEN, OBJECT PRESENT. The monitoring shall be done from a remote location. The power for the alarms should not be the same power that powers the Baby Box. The circuitry is not designed to handle the extra load.

All 3 alarm contacts are normally open with no power present.

The **POWER OFF** contact closes immediately upon power loss.

The **DOOR OPEN** contact closes 2 seconds after the door is opened.

The **OBJECT PRESENT** contact closes 60 seconds after the photo eye is blocked.

The alarm terminals are located in the middle of the electrical strip.

The alarm should be set up to have zero human error. When the baby box alarm activates, as soon as baby is pulled from the baby box, the alarm needs to automatically reset itself. This eliminates human error from forgetting to reset the baby box.

Any questions contact Rick@SafeHavenBabyBoxes.com or at 888-742-2133



Installation of Rain Guard

Installation of stainless-steel rain guard should be done after installation. Please spray paint black prior to install. Please see Pics below.



Updated May 2021

From: [Walter Morrison](#)
To: [Alan Grant](#)
Cc: [Lindsay Kellum](#); [Barry Hale](#); jillfordrealtor@comcast.net; monica@safehavenbabyboxes.com; [John Dant](#); [Chris Deupree](#); [David Marsh](#)
Subject: Re: Gluckstadt Police - Safe Haven Baby Box
Date: Friday, November 3, 2023 11:17:56 AM

Lindsay:

Let's put this first on agenda. Thank you.

Walter C. Morrison IV
Sent from my iPhone

On Nov 3, 2023, at 9:44 AM, Alan Grant <agrant@deandean.com> wrote:

Team,

Great call this morning. I want to echo what everyone said – Thank you for your dedication to this ministry and saving the lives of babies!

With that said, the decision for location was Option 1. We will create a Baby Room at the end of the Lobby space with a secure wall and door as indicated in the plan.

Chris and David, please work up a cost of the work based on the following:

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Mayor – Dean Architecture will make a donation to the costs as soon as we have a link to donate. We will not charge any fees for our work.

Thank you all again,

Alan.

J. Alan Grant, AIA, NCARB | Principal

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661 Sunnybrook Road, Suite 140
Ridgeland, MS 39157 | 601.939.7717 Ext 120
agrant@deandean.com
www.deandean.com

From: John Dant <jdant@deandean.com>
Sent: Friday, October 27, 2023 12:16 PM
To: Alan Grant <agrant@deandean.com>
Subject: RE: Gluckstadt Police - Safe Haven Baby Box

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Thanks,
John

From: Alan Grant <agrant@deandean.com>
Sent: Friday, October 27, 2023 8:51 AM
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Cc: jillfordrealtor@comcast.net; Barry Hale <barry.hale@gluckstadt.net>; David Marsh <dmarsh@benchmarkms.com>; John Dant <jdant@deandean.com>; Chris Deupree <cdeupree@benchmarkms.com>; Chris Deupree <cdeupree@benchmarkms.com>
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Sent from my iPhone

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Mayor,

Please call John Dant. They need specs on baby box (measurements, etc) asap.

LINDSAY LEONARD KELLUM

City Clerk, City of Gluckstadt
P.O. Box 2210
Madison, MS 39130
(769) 567-2306
Lindsay.Kellum@gluckstadt.net
<image001.jpg>

From: Bridgette Smith <bridgette.smith@gluckstadt.net>
Sent: Thursday, October 26, 2023 3:31 PM
To: Lindsay Kellum <lindsay.kellum@gluckstadt.net>
Subject: Phone message - John Dant

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Bridgette Smith
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P O Box 2210
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(769)567-2306 Ext. 2314
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Bridgette.smith@gluckstadt.net

<image002.jpg>

<Site_location plan_10.27.2023.pdf>

<22093-A101_10.27.2023.pdf>

From: [Walter Morrison](#)
To: [Lindsay Kellum](#); jillfordrealtor@comcast.net
Subject: FW: SHBB Lease and Service Agreement Gluckstadt Police Department
Date: Monday, October 30, 2023 3:36:21 PM
Attachments: [MS SHBB LSA.docx](#)
[MS SHBB Exhibit A - Policies and Procedures.pdf](#)
[SHBB Exhibit B.pdf](#)

Lindsay:

Here is the contract. I confirmed receipt.



Walter C. Morrison IV
wmorrison@gainsben.com

Gainsburgh Benjamin
David, Meunier & Warshauer L.L.C.

Offices in
Jackson & New Orleans

240 Trace Colony Park Drive, Suite 100, Ridgeland, MS 39157
2800 Energy Centre, 1100 Poydras St., New Orleans, LA 70163
T: 601.933.2054 (Jackson) | C: 601.209.3171 | Facsimile. 504.528.9973
T: 504.522.2304 (Nola) | www.gainsben.com

From: Joe Kelsey <joe@safehavenbabyboxes.com>
Sent: Monday, October 30, 2023 2:28 PM
To: Walter Morrison <WMorrison@gainsben.com>
Cc: Monica Kelsey <monica@safehavenbabyboxes.com>
Subject: SHBB Lease and Service Agreement Gluckstadt Police Department

Walter,

Attached is the LSA. If you could please confirm that you have received it, that would be appreciated.

Thank you.

Joe Kelsey

Chief Operations Officer

(260) 632-2940 Direct

joe@safehavenbabyboxes.com

Saving Babies One Box At A Time!

Safe Haven Baby Boxes, Inc. Communication Disclosure

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. It may also be privileged or otherwise protected by work-product immunity or other legal rules. Please notify the sender immediately by email if you have received this email by mistake and delete this email from your system.

Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the organization.

No member of Safe Haven Baby Boxes, Inc. is authorized to conclude any binding agreement on behalf of Safe Haven Baby Boxes with another party by email without express written confirmation by the Safe Haven Baby Box Board of Directors.

If you are not the intended recipient, you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

From: [Walter Morrison](#)
To: jillfordrealtor@comcast.net
Cc: ["Joe Kelsey"](#); [Lindsay Kellum](#)
Subject: RE: Resend contract
Date: Monday, October 30, 2023 1:42:18 PM

If you can get it to us today we will put it on the November agenda.



Walter C. Morrison IV
wmorrison@gainsben.com

Offices in
Jackson & New Orleans

Gainsburgh Benjamin
David, Meunier & Warshauer L.L.C.

240 Trace Colony Park Drive, Suite 100, Ridgeland, MS 39157
2800 Energy Centre, 1100 Poydras St., New Orleans, LA 70163
T: 601.933.2054 (Jackson) | C: 601.209.3171 | Facsimile. 504.528.9973
T: 504.522.2304 (Nola) | www.gainsben.com

From: Jill Ford <jillfordrealtor@comcast.net>
Sent: Monday, October 30, 2023 1:39 PM
To: Walter Morrison <WMorrison@gainsben.com>
Cc: 'Joe Kelsey' <joe@safehavenbabyboxes.com>
Subject: RE: Resend contract

Joe, can you resend the contract to Mayor Morrison with City of Gluckstadt again ... it doesn't look like he ever received it.

They are at critical stage in their architectural design and need to get the contract signed so I can start raising money.

I really appreciate both y'all so much ... just thinking about this becoming a reality gives me chill bumps.

From: Walter Morrison [<mailto:WMorrison@gainsben.com>]
Sent: Monday, October 30, 2023 1:34 PM
To: jillfordrealtor@comcast.net; 'Joe Kelsey' <joe@safehavenbabyboxes.com>
Cc: twages@paffordems.com
Subject: RE: Resend contract

This is the last email I got, I think.



Gainsburgh Benjamin
David, Meunier & Warshauer L.L.C.

Walter C. Morrison IV
wmorrison@gainsben.com

Offices in
Jackson & New Orleans

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T: 601.933.2054 (Jackson) | C: 601.209.3171 | Facsimile. 504.528.9973
T: 504.522.2304 (Nola) | www.gainsben.com

From: Jill Ford <jillfordrealtor@comcast.net>
Sent: Wednesday, September 20, 2023 12:48 PM
To: 'Joe Kelsey' <joe@safehavenbabyboxes.com>
Cc: Walter Morrison <WMorrison@gainsben.com>; twages@paffordems.com
Subject: Resend contract

Joe, would you please resend contract to the following men:

Mayor Walter Morrison
Terry Wages, Pafford EMS

Thank you, Jill Ford

From: [Alan Grant](#)
To: [Walter Morrison](#); [Lindsay Kellum](#); [Barry Hale](#); [jillfordrealtor@comcast.net](#); [monica@safehavenbabyboxes.com](#)
Cc: [John Dant](#); [Chris Deupree](#); "David Marsh"
Subject: FW: Gluckstadt Police - Safe Haven Baby Box
Date: Friday, November 3, 2023 9:44:44 AM
Attachments: [Site location plan 10.27.2023.pdf](#)
[22093-A101_10.27.2023.pdf](#)

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Cc: jillfordrealtor@comcast.net; Barry Hale <barry.hale@gluckstadt.net>; David Marsh <dmarsh@benchmarkms.com>; John Dant <jdant@deandean.com>; Chris Deupree <cdeupree@benchmarkms.com>; Chris Deupree <cdeupree@benchmarkms.com>
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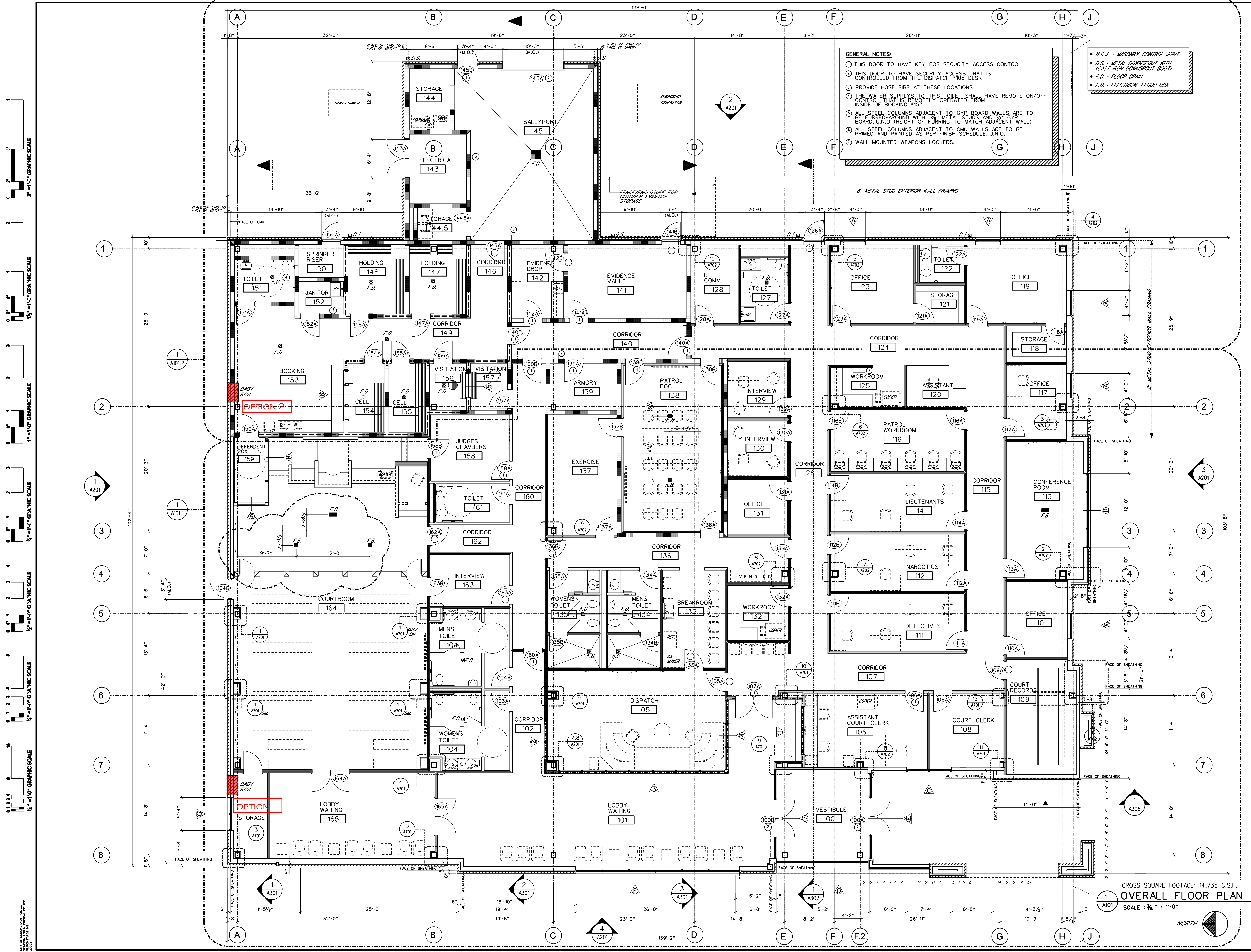
From: Bridgette Smith <bridgette.smith@gluckstadt.net>
Sent: Thursday, October 26, 2023 3:31 PM
To: Lindsay Kellum <lindsay.kellum@gluckstadt.net>
Subject: Phone message - John Dant

Hello,

Please call John Dant with Dean and Dean, office (601)939-7717 and cell (601)201-0501. He wanted to confirm the location of the baby box drop off for the police department and who will make the decision of the location.

Bridgette Smith
Executive Administrative Assistant Planning and Zoning
City of Gluckstadt
P O Box 2210
Madison MS 39130
(769)567-2306 Ext. 2314
(769)567-2305 Fax #
Bridgette.smith@gluckstadt.net





RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF GLUCKSTADT, MISSISSIPPI RECOGNIZING THE GERMANTOWN HIGH SCHOOL MARCHING BAND ON FINISHING FIRST OVERALL IN CLASS 2A AND EIGHTH PLACE OVERALL AT THE 2023 BANDS OF AMERICA ST. LOUIS SUPER REGIONAL

WHEREAS, on October 28, 2023, the Germantown High School Marching Band, under the direction of Justin Harvison, competed against other bands from across the United States at the Bands of America Super Regional in St. Louis, Missouri; and

WHEREAS, the Germantown High School Marching Band made program history with its first trip to the Bands of America finals and finished first overall in Class 2A; and

WHEREAS, the Germantown High School Marching Band finished in eighth place out of sixty-six bands overall;

WHEREFORE, be it hereby resolved by the Mayor and Board of Aldermen of the City of Gluckstadt, Mississippi, as follows:

- 1. The City of Gluckstadt wishes to recognize and congratulate the Germantown High School Marching Band on finishing first overall in Class 2A and eighth place out of sixty-six bands at the Bands of America St. Louis Super Regional.

SO RESOLVED this the ____ day of November 2023. Motion was made by Alderman _____, and seconded by Alderman _____, for the adoption of the above and foregoing Order.

Upon roll call vote, the result was as follows:

Alderman Miya Warfield Bates voted: Aye/Nay
Alderman Jayce Powell voted: Aye/Nay
Alderman Richard Wesley Slay voted: Aye/Nay
Alderman John Taylor voted: Aye/Nay
Alderman Lisa H. Williams voted: Aye/Nay

The Mayor thereupon declared the motion carried and the Resolution adopted this the ____ day of November 2023.

Walter C. Morrison, IV,
MAYOR

ATTEST:

Lindsay Kellum,
CITY CLERK

From: [Walter Morrison](#)
To: [Jayce Powell](#)
Cc: [Lindsay Kellum](#)
Subject: Re: Germantown Band
Date: Monday, October 30, 2023 7:39:07 AM

Yes sir. We will put on agenda.

Walter C. Morrison IV
Sent from my iPhone

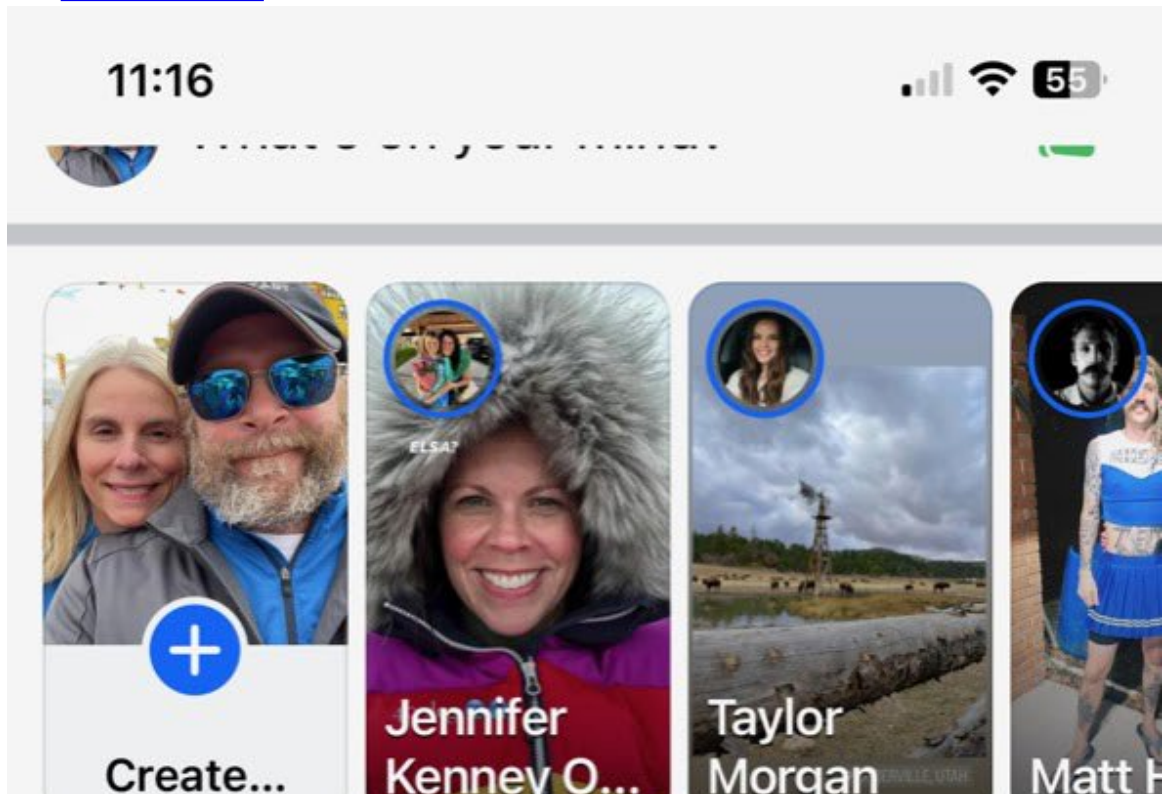
On Oct 29, 2023, at 11:19 AM, Jayce Powell <Jayce.Powell@gluckstadt.net> wrote:

Mayor Morrison,

Good day! I hope you are having a good weekend. Would there be any way to do a resolution and invite the band to our next board meeting, to congratulate the Germantown Band for a great season? They won first overall for class 2.

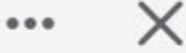
Thanks,
Jayce

Get [Outlook for iOS](#)





Gluckstadt, Mississippi



Kerry Minninger · 2h · 🌐

Congratulations!



Germantown Band Boosters

9h · 🌐

Congratulations to the Germantown High School Marching Band on finishing 8th place out of 66 bands at the BOA St. Louis Super Regional! We are so proud of you!!

The GHS Band made program history this weekend with their first ever trip to BOA finals and finished 1st overall in Class 2A. What a spectacular accomplishment and a LEGENDARY season!!!

[#youarelegendary](#) [#BOAStLouis2023](#)





**REGULAR MEETING OF THE MAYOR AND BOARD OF ALDERMEN
OF THE CITY OF GLUCKSTADT, MISSISSIPPI**

Tuesday, October 10, 2023 at 6:00 PM

Minutes

1. Call Meeting to Order and Roll Call

The Mayor called the October 10, 2023, Regular Meeting of the Mayor and Board of Aldermen to order. The Mayor presented the Notice of Regular Meeting of the Mayor and Board of Aldermen of the City of Gluckstadt, Mississippi acknowledged by all Aldermen. (Exhibit "A").

Board Members Present: Mayor Walter C. Morrison, Alderman John Taylor, Alderwoman Miya Warfield Bates, Alderman Jayce Powell, Alderwoman Lisa Williams. Alderman Wesley Slay was absent.

Staff Members Present: City Clerk Lindsay Kellum, Deputy Clerk Scott Maugh, Executive Assistant Janet Brooks, Planning & Zoning Director Mike McCollum, Building Official William Hall, Public Works Director Chris Buckner, Executive Assistant Bridgette Smith, Chief of Police Barry Hale, Assistant Chief of Police Jeremy Slaven, Court Clerk Stephanie Gerlach, City Attorney John Scanlon and City Attorney Zachary Giddy.

2. Opening Prayer and Pledge of Allegiance

Ms. Bridgette Smith opened the meeting with prayer.

Alderman Powell led the pledge of allegiance.

No action taken.

3. Presented Items

The Mayor revised the 10/10/23 regular agenda to add item 4A below.

A) Recognition of Alderman Taylor's Son, First Lieutenant Johnny Taylor, for His Service to Our Country.

The Mayor recognized First Lieutenant Johnny Taylor and expressed deep gratitude to First Lt. Taylor, Alderman Taylor, and his family, for honorable service to our country, as well as his safe return home.

No action taken.

B) Announcement of Central Mississippi Mayors Association Scholarship, College (Mayor Morrison)

The Mayor took this opportunity to notify the public of the 2024 Central Mississippi Mayors Association College Scholarship; applications are available at city hall.

No action taken.

C) Discussion of Nomination of City Health Coordinator, MDHS City Health Council (Nominated by Alderwoman Bates)

Alderwoman Miya Bates nominated Dr. Nakeitra Burse as Gluckstadt City Health Coordinator for the Gluckstadt Mayoral Health Council (Partnering with Mississippi Department of Health and Human Services to bring health initiatives to the community). Dr. Burse has accepted the nomination.

The Mayor requested a motion to accept Alderwoman Bate's nomination and designation Dr. Nakeitra Burse as Gluckstadt City Health Coordinator. Alderwoman Bates made the motion. Alderwoman Williams seconded the motion.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates

The Mayor declared the motion carried.

D) Request for Partnership with Germantown High School Booster Club (Presentation, Tommy Robinson)

Mr. Tommy Robinson, a representative with Germantown High School Booster Club / Athletics, addressed the board and requested a partnership with the City of Gluckstadt and discussed upcoming sponsorship opportunities for the city to participate in.

The Mayor requested a motion to provide \$500 in funding to the Germantown High School Booster Club / Athletics for advertising and promotional purposes, finding favorable promotion of the City of Gluckstadt. Alderman Taylor made a motion to provide \$500 out of the city's community promotions & advertising budget to the Germantown High School Booster Club / Athletics. Alderman Powell seconded the motion.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates

The Mayor declared the motion carried.

At this time, the Mayor revised the 10/10/23 regular agenda to add item 4E below.

E) Introduction of Randall Bolden, District Two Election Commission Candidate

Mr. Bolden addressed the board and introduced himself to the public; he is running as a candidate for District Two Election Commissioner for Madison County and asked for the support of all present in the November 7th General Election.

No action taken.

F) Swearing in of Police Officers, Gluckstadt Police Department

The Mayor administered oaths of office and swore in recent hires for the Gluckstadt Police Department. The officers sworn in included:

- Angela Harper, Part Time Officer
- Sean Terwilliger, Reserve Officer
- Kyrie Lucas, Sergeant
- Jessie Smith, Jr., Part Time Officer
- Stephen Tucker, Lieutenant
- Jeremy Slaven, Assistant Chief of Police
- Barry Hale, Chief of Police

4. Approval of Consent Agenda Items

A) Approval of Meeting Minutes: September 12th, September 19th, and October 3rd

B) Approval of Claims Docket

C) Request for Authorization to Register for MMCCA Winter Conference: December 13-15, Flowood (Lindsay Kellum, City Clerk & Scott Maugh, Deputy Clerk)

D) Approval of Middle Mississippi Building Officials Association Annual Membership Fees (William Hall, Planning and Zoning Admin.& Bridgette Smith, Exec. Admin. Assistant P&Z)

E) Authorization to Participate in Madison County Business League Luncheon & Sponsor Table (Favorable Promotion of the City)

F) Authorization for City Staff to Participate in St. Joseph Trunk or Treat & Decorate Table / Police Vehicle (Favorable Promotion of the City)

G) Board Notification and Approval of List of Donated Items and Trade-ins, Police Department

H) Authorization to Remove Specific Items from Fixed Assets (Added in Error)

I) Declaration of Bookshelf Value and Authorization for Disposal (Donation to Fairview Baptist Church)

J) Request to Remove Dell Monitor from Fixed Assets & Declaration of Value for Surplus

The Mayor requested a motion to adopt the consent agenda, noting the board finds Item 4E to be approved as favorable promotion of the city (sponsorship of table at Madison County Business League's Vision Awards Luncheon, where the City of Gluckstadt will receive the Visionary Leadership award). (*Exhibit "B"*). Motion made by Alderman Taylor, Seconded by Alderman Powell.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates

The Mayor declared the motion carried.

5. Monthly Budget Reports

The Mayor presented the monthly budget report(s). (Exhibit "C").

No action taken.

6. New Business

A) Designation of Trick or Treating Date, Halloween - City of Gluckstadt

The Mayor requested a motion to designate Halloween Trick or Treating activities to be held on Tuesday, October 31st for the City of Gluckstadt. Motion made by Alderman Powell, Seconded by Alderwoman Bates.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates

The Mayor declared the motion carried.

B) Approval of FY23 Municipal Compliance Questionnaire (OSA)

The Mayor requested a motion to adopt the FY23 Municipal Compliance Questionnaire and directed the City Clerk to send it to the Office of the State Auditor. (*Exhibit "D"*). Motion made by Alderman Slay Seconded by Alderwoman Bates.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates

The Mayor declared the motion carried.

C) Consideration of Uninsured Motorist Coverage, Mississippi Municipal Liability Plan

The Mayor requested a motion to approve Uninsured Motorist Coverage through Mississippi Municipal Service Company for the recently purchased 2022 Dodge Ram, Vin #4915. Motion made by Alderman Slay, Seconded by Alderman Taylor.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates

The Mayor declared the motion carried.

7. Old Business

A) Discussion of Industrial & Freeport Exemptions, Update (Bates, Slay, Kellum)

Alderwoman Bates, Alderman Slay and City Clerk Lindsay Kellum updated the board on their recent meeting with the Madison County Tax Assessor regarding Industrial and Freeport Warehouse Exemptions.

The Mayor directed legal to work with the City Clerk's office to create a policy for these types of businesses to come before the Mayor and Board of Aldermen to apply for a city exemption in the future and bring it back to the Board of Aldermen at a future meeting for approval; this would include new industries coming to the city and new equipment / inventory for existing industries within the city.

8. City Clerk, City Administration Matters (Lindsay Kellum)

A) General Update, City Administration (City Clerk)

The City Clerk provided an update to the board concerning the City Administration.

No action taken.

B) Privilege Licenses, Monthly Update

The City Clerk and Deputy Clerk provided an update to the board on privilege license collections. (Exhibit "E").

No action taken.

C) Review of FY23 Privilege License Collections & Adoption by Board (FY23 Report)

The City Clerk and Deputy Clerk provided the FY23 Privilege and Transient Vendor License Report to the Board for certification and filing on minutes. (Exhibit "F").

The Mayor requested a motion to certify and approve the Fiscal Year 2023 Privilege License Annual Report (\$37,410.02 in Privilege License Revenue Collected & \$825.00 in Transient Vendor License Revenue Collected for FY23) provided to the Board by the City Clerk's Office for review. Motion made by Alderman Slay, Seconded by Alderman Powell.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates

The Mayor declared the motion carried.

D) Discussion of Non-Compliance & Enforcement Authority, Filing of Privilege Licenses (Legal, Deputy Clerk)

The City Clerk and Deputy Clerk advised the board of various businesses within the City of Gluckstadt that have not filed (or refuse to file, willful and knowing) their Privilege License with the city to date, and further, discussed the ongoing efforts by the Clerk's office to notify and collect the business license tax from said businesses, including mailing out annual notices to all businesses on file with the city in the spring, sending renewal notice for those who have filed previously, and working with the local chamber of commerce to publicize on social media outlets and in their monthly emailed newsletters; further, legal discussed the potential consequences to the City Administration and the City Clerk's office for failure to collect; additionally, legal provided options to the Board to enforce collection, such as having the police department issue citations to non-compliant businesses and/or the option for the city file suit on the business for the amount owed, plus administrative court costs and legal fees.

The Mayor requested legal work with the City Clerk's office to draft a letter on city attorney letterhead to mail out to all businesses not currently in compliance, giving them one final opportunity to file their business license, within 30 days of receipt of the letter, before the city proceeds with further enforcement and/or legal action. Alderwoman Williams requested a list of all non-compliant businesses is brought to the board for approval to file suit at the January 2024 meeting.

No action taken.

Discussion of Draft Employee Performance Evaluation & Guidance on Policy

The City Clerk advised the board she is working with Todd Butler, Employment Law Attorney for the City, to draft a performance evaluation for departments to utilize in their annual employee review process going forward, evaluating employees on merit vs. years of experience, in consideration of promotions and/or annual raises. She requested the department heads and board review the draft document provided in the board packet (Exhibit "G") and provide feedback to her and Mr. Butler over the next month; she anticipates having a draft performance evaluation and a policy and/or procedures to the board at their December or January meeting for further consideration of adoption.

No action taken.

E) Authorization for Deputy Clerk to Issue Purchase Orders in Absence of City Clerk (Purchasing)

The City Clerk requested that the Deputy City Clerk, Scott Maugh, be allowed to issue purchase orders in her absence from the office or issue them after he receives electronic approval from her, via email.

The Mayor requested a motion to provide the Deputy City Clerk authority to issue purchase orders pursuant to the above. Motion made by Alderman Powell, Seconded by Alderman Slay.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates

The Mayor declared the motion carried.

Supplemental Benefits: Presentation from Adam Lane, Creative Group Benefits (Tabled from September)

Adam Lane addressed the board concerning group supplemental benefits offered by his company, Creative Group Benefits, including Group Life, Voluntary Life and Long-Term Disability. (Exhibit "H").

The Mayor asked if there was a motion to approve the proposal and offer the afore-mentioned benefits to city employees, in addition to supplemental benefits the city already offers. Alderman Slay made the motion, Alderwoman Williams seconded the motion.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates

The Mayor declared the motion carried.

9. Court Clerk, City Administration Matters (Stephanie Gerlach)

A) Monthly Update, Court Services (Stephanie Gerlach)

The Court Clerk provided an update to the board concerning the Court Services Department

No action taken.

10. Building Official, Planning and Zoning Matters (Mike McCollum and William Hall)

A) General Planning and Zoning Update

The Planning and Zoning Administrator and the Building Official provided an update to the board related to matters in their departments, including permitting and licensing.

No action taken.

B) Permitting Log Update, Building Dept.

The Building Official presented the permitting log (Exhibit "I") and provided an update to the board related to permitting and licensing.

No action taken.

C) Discussion of Comprehensive Plan & Gluckstadt Village Concept, Update (Chris Watson)

Chris Watson addressed the Mayor and Board concerning the comprehensive plan and draft overlay district (Germantown Village), after feedback from the Planning and Zoning Board and the Architectural Review Officer.

No action taken.

11. Public Works Department (Chris Buckner)

A) Consideration and Approval of Lease (FY24), Public Works Building, Lone Wolf Property

The Public Works Director presented a lease for the new public works rental building, 107 Lone Wolf Drive, to the Mayor & Board for approval, requesting the Board provide authorization for the Mayor to sign. (Exhibit "J").

The Mayor asked if there was a motion to approve the lease for 107 Lone Wolf Drive. Alderman Slay made the motion, Alderman Taylor seconded the motion.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates

The Mayor declared the motion carried.

B) Lewis Electric Traffic Signal Bulb Replacement (Memo, Chris Buckner)

The Public Works Director notified the Mayor and Board of a purchasing policy issue (no purchase order issued, invoice over \$500) related to the replacement of traffic light on Gluckstadt Road by Lewis Electric and provided the Board a memo requesting approval to pay on October claims. (Exhibit "K").

The Mayor thanked Mr. Buckner for notifying the board of the issue and asked if the Lewis Electric bill was placed on the claims docket for this month; Mr. Buckner confirmed it was. The Mayor

stated the claims docket was approved earlier in the meeting and there was no need for a formal vote on this item.

No action taken.

C) UPS Installation on MDOT Traffic Signals

The Public Works Director presented quotes to add the UPS emergency backup battery system to the MDOT traffic signals located within the City of Gluckstadt, allowing for them to continue functioning during a weather event where there is a power outage. MDOT has provided permission to the city to install the backup system. Originally, when the quotes were requested, the city needed a total of four (4) emergency battery backups; at the time of this meeting, and after agenda completion, the city will only require purchase of three (3) emergency backups for MDOT traffic signals. Therefore, Mr. Buckner is requesting the Mayor and Board approve the Lewis Electric quote as lowest and best, with a change in price from \$52,000.00 to \$39,000.00 (taking off one backup, priced at \$13,000.00, and he will get an updated quote to file with the minutes exhibit). (Exhibit "L").

The Mayor asked if there was a motion to approve the Lewis Electric quote (amended from \$52,000.00 to \$39,000.00), as lowest and best, in order to purchase three (3) emergency backup battery systems for the MDOT traffic lights located within the city limits, having received permission from the Mississippi Department of Transportation. Alderman Slay made the motion, Alderman Taylor seconded the motion.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates

The Mayor declared the motion carried.

D) Discussion of Funding, Gluckstadt Rd and Calhoun Station Pkwy MDOT Projects

The Public Works Director explained to the Mayor and Board the LPA grant process and the need to request federal and state grant funding for two projects: Gluckstadt Road (widening) and Calhoun Station Parkway (maintenance overlay). This agenda item is to request authorization to submit for the grant funding, with the board approving a 50% match with Miss. Department of Transportation related to the Gluckstadt Road project and additionally, requesting approval of the obligation of \$275,000.00 in city funds to be dedicated to the Calhoun Station project, in an attempt to receive federal grant funding for these major road projects. Please find further details in the attached exhibit / memo. (Exhibit "M").

The Mayor asked if there was a motion to authorize the Public Works Department to submit for the grant funding for Gluckstadt Road and Calhoun Station Parkway projects, as mentioned above, and authorize the Mayor to sign the grant application paperwork. A motion was made by Alderwoman Bates, seconded by Alderman Taylor.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates

The Mayor declared the motion carried.

E) Ridgefield Subdivision (Completing Remainder of Project), Notification to Board (Amended MOU with Madison County)

The Public Works Director explained to the Mayor and the Board of Aldermen that the revised cooperation agreement with Madison County for the repaving / road rehabilitation project for Ridgefield Subdivision has been fully executed and there are \$49,500.00 remaining in county provided funds to be used to pave Muirfield Place, Eastfield Place, and Wayfield Cove. Mr. Buckner is requesting the Board allocate additional city funds and approve the quotes from Adcamp (awarded, subject to term bid) to pave Ridgefield Cove and Kayfield Place, which will complete the entire Ridgefield Subdivision. Please find further details in the attached exhibit / memo. (Exhibit "N").

The Mayor asked if there was a motion to approve the Adcamp quotes (awarded, subject to term bid) and authorize the Public Works Department to pave Ridgefield Cove and Kayfield Place, in addition to those roads noted in the cooperation agreement with Madison County. A motion was made by Alderman Slay, seconded by Alderwoman Bates.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates

The Mayor declared the motion carried.

F) Discussion and Approval of City Entrance Sign (Rendering, Cost)

After discussion of the rendering and excessive cost, the Mayor requested a motion to table this issue and bring it back at a future meeting when the city is a little further along, as this is not a top priority for the city at this time. Alderwoman Williams made a motion, seconded by Alderman Slay.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates

The Mayor declared the motion carried.

G) Request to Increase Pay of Public Works Employee from \$17.00 Hourly to \$20.00 Hourly (Tyler Shelton)

The Mayor moved this item to executive session considerations, as it constitutes discussion of a confidential personnel matter.

No action taken.

H) Request to Increase Part Time Pay for FY24, Public Works Department (Off-Duty Firemen)

The Mayor moved this item to executive session considerations, as it constitutes discussion of a confidential personnel matter.

No action taken.

12. Grant Administrator, Grant Status Updates (Ruth Marie Stogner)

A) Request to Accept Homeland Security Grant Award of \$14,000 (Tactical Equipment) & Authorize Mayor to Sign

The Mayor requested a motion to accept the Homeland Security Grant Award Package (Grant #23LE4505) in the amount of \$14,000 and authorize the Mayor to sign necessary documents (Exhibit "O"). Motion made by Alderman Powell, Seconded by Alderman Slay.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates.

The Mayor declared the motion carried.

B) Request to Accept Homeland Security Grant Award of \$150,000 (Tag Reader Cameras) & Authorize Mayor to Sign

The Mayor requested a motion to accept the Homeland Security Grant Award Package (Grant #23LE4505B) in the amount of \$150,000 and authorize the Mayor to sign necessary documents (Exhibit "P"). Motion made by Alderwoman Bates, Seconded by Alderman Powell.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates.

The Mayor declared the motion carried.

13. Police Chief, Police Department Matters (Chief Barry Hale)

A) Request for Approval of Purchase of Seven (7) Flock Safety Cameras, Utilizing Funds from Homeland Security Grant

The Chief of Police addressed the Mayor & Board requesting to purchase seven (7) Flock Safety cameras now, which will be reimbursed by the Homeland Security Grant awarded in the amount of \$150,000.00 to the Gluckstadt Police Department (item 12B above), after the city receives the deliverables and is invoiced. Additionally, he is requesting the Board find that Flock Safety is the sole source provider, and this item will not need to be bid out, per Mississippi purchasing laws.

Alderman Powell made a motion to authorize the purchase of seven (7) Flock Safety cameras, designating Flock Safety as a sole source provider (subject to obtaining written confirmation and/or a sole source letter, on file with the city), and in anticipation of the Homeland Security Grant #23LE4505B (item 12B) reimbursing the city for the purchase, upon receipt of the cameras, Alderwoman Williams seconded the motion.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates.

The Mayor declared the motion carried.

B) Request for Consideration and Approval: New Pay Scale, FY24 Police Department

The Mayor moved this item to executive session considerations, as it constitutes discussion of confidential personnel matters related to job performance, pay increases and promotions within the Gluckstadt Police Department.

No action taken.

14. Public Comment

No members of the public signed up for public comment to address the board.

No action taken.

15. Closed Session to Determine Need for Executive Session

The Board considered entering closed session to determine whether to go into Executive Session. The Mayor requested a motion to enter closed determination.

Motion made by Alderman Powell, Seconded by Alderwoman Williams.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates.

The Mayor declared the motion carried.

The Board then considered entering an Executive Session. Alderman Slay made a motion to enter Executive Session, to discuss personnel matters related to review of former employee exit interviews, candidate qualifications for hiring, job performance, and pay increases and/or promotions within the city Public Works Dept. and Police Department. Seconded by Alderman Powell.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates.

The Mayor declared the motion carried.

The Board entered the Executive Session. A public announcement was made by City Clerk Lindsay Kellum that the Board had entered Executive Session to discuss personnel matters related to review of former employee exit interviews, candidate qualifications for hiring, job performance, and pay increases and/or promotions within the city Public Works Dept. and Police Department.

A) Request to Increase Pay of Public Works Employee from \$17.00 Hourly to \$20.00 Hourly (Tyler Shelton)

After the board discussed the job performance of Mr. Shelton as Public Works Crew Leader II, and the request by the Public Works Director to increase Mr. Shelton's pay from \$17.00 an hour to \$20.00 an hour (to get in line with the other Public Works Crew Leader), the Mayor requested a motion. Alderman Taylor made a motion to increase the pay of Tyler Shelton, Public Works Crew Leader II, from \$17.00 to \$20.00 hourly. Seconded by Alderman Slay.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates.

The Mayor declared the motion carried.

B) Request to Increase Part Time Pay for FY24, Public Works Department (Off-Duty Firemen & Part-Time Help)

After the board discussed the job performance of the off-duty firefighters / part-time help assisting the Public Works Department, the Mayor requested a motion to increase their hourly pay from \$15.00 to \$17.00 hourly. Alderwoman Williams made a motion to increase the pay of the off-duty firefighters and part-time public works help from \$15.00 to \$17.00 hourly. Seconded by Alderman Taylor.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates.

The Mayor declared the motion carried.

C) Review and Discussion of Former Employee Exit Surveys

No action taken.

D) Discussion of Job Performance and Request to Increase Salary of Police Officer (Kelly Jones)

After the board discussed the job performance of Officer Jones as a Patrol Officer for the City of Gluckstadt, as well as her work experience and experience, the Mayor requested a motion to increase her base salary from \$41,000.00 to \$44,000.00, effective on the October 27th payroll (with the potential to increase again if the new experience-based Police Department pay scale is adopted by the Board of Aldermen at a later time). Alderman Powell made a motion to increase the base salary of Officer Jones, Gluckstadt Patrol Officer, from \$41,00.00 to \$44,000.00, effective on the October 27th payroll (with the potential to increase again if the new experience-based Police Department pay scale is adopted by the Board of Aldermen at a later time). Seconded by Alderwoman Williams.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates.

Voting Nay: Alderman Slay

The Mayor declared the motion carried, 4-1.

E) Hiring of Sergeant Roy Dickerson, Gluckstadt Police Department

Chief Hale addressed the board and requested to hire an individual for Sergeant at \$52,000 + benefits (with the potential to increase again if the new experience-based Police Department pay scale is adopted by the Board of Aldermen at a later time), such as health insurance and retirement, contingent upon successful passing of all applicable background checks.

The Mayor requested a motion. Alderwoman Williams made a motion to hire an individual for Patrol Officer at a starting salary of \$52,000 + benefits (with the potential to increase again if the new experience-based Police Department pay scale is adopted by the Board of Aldermen at a later time), including city health insurance and retirement, plus supplemental benefits offerings, with employment contingent upon successful passing of all relevant background checks, and

directed the Chief of Police to send a formal offer letter to the individual. Alderman Taylor seconded the motion.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates

Voting Nay: Alderman Slay

The Mayor declared the motion carried, 4-1.

F) Hiring of Patrol Officer Seth Dye, Gluckstadt Police Department

Chief Hale addressed the board and requested to hire an individual for Patrol Officer at \$41,000 + benefits (with the potential to increase again if the new experience-based Police Department pay scale is adopted by the Board of Aldermen at a later time), such as health insurance and retirement, contingent upon successful passing of all applicable background checks.

The Mayor requested a motion. Alderwoman Bates made a motion to hire an individual for Patrol Officer at a starting salary of \$41,000 + benefits (with the potential to increase again if the new experience-based Police Department pay scale is adopted by the Board of Aldermen at a later time), including city health insurance and retirement, plus supplemental benefits offerings, with employment contingent upon successful passing of all relevant background checks, and directed the Chief of Police to send a formal offer letter to the individual. Alderman Taylor seconded the motion.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates

The Mayor declared the motion carried.

G) Hiring of Patrol Officer Joseph Mullins, Gluckstadt Police Department

Chief Hale addressed the board and requested to hire an individual for Patrol Officer at \$41,000 + benefits (with the potential to increase again if the new experience-based Police Department pay scale is adopted by the Board of Aldermen at a later time), such as health insurance and retirement, contingent upon successful passing of all applicable background checks.

The Mayor requested a motion. Alderman Slay made a motion to hire an individual for Patrol Officer at a starting salary of \$41,000 + benefits (with the potential to increase again if the new experience-based Police Department pay scale is adopted by the Board of Aldermen at a later time), including city health insurance and retirement, plus supplemental benefits offerings, with employment contingent upon successful passing of all relevant background checks, and directed the Chief of Police to send a formal offer letter to the individual. Alderman Powell seconded the motion.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates

The Mayor declared the motion carried.

H) Discussion of Job Performance and Request to Increase Salaries of Court Clerk Stephanie Burton Gerlach and Deputy Court Clerk Lauren Canoy (Total of 8% Increase Each for FY24)

After the board discussed the job performance of Court Clerk Stephanie Burton Gerlach and Deputy Court Clerk Lauren Canoy, the Mayor asked if there was a motion to increase their salaries by 8% each for FY24, effective on the October 27th payroll. Alderwoman Williams voted to increase the salary of Court Clerk Stephanie Burton Gerlach and Deputy Court Clerk Lauren Canoy, by 8% for FY24, effective October 27th. Seconded by Alderman Slay.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates.

The Mayor declared the motion carried.

Within the executive session, Alderman Powell made a motion to leave executive session and re-enter open session, Seconded by Alderwoman Bates.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried and the board re-entered open session.

City Attorney John Scanlon made the public announcement that the board voted in Executive Session to approve a pay increase for Tyler Shelton, Crew Leader II in Public Works, from \$17.00 - \$20.00 an hour; to increase the off-duty firemen and/or part time help for Public Works from \$15.00 - \$17.00 hourly; to hire Roy Dickerson for Sergeant at a starting salary of \$52,000.00 + benefits, including city health insurance and retirement, plus supplemental benefits offerings, with employment contingent upon successful passing of all relevant background checks; to hire Seth Dye and Joseph Mullins for Patrol Officer(s) at a starting salary of \$41,000.00 + benefits, including city health insurance and retirement, plus supplemental benefits offerings, with employment contingent upon successful passing of all relevant background checks; to approve a pay increase for Kelly Jones, Patrol Officer from a \$41,000.00 base salary, to a \$44,000.00 base salary; to approve an 8% pay increase for FY24 for Stephanie Burton Gerlach, Court Clerk, and Lauren Canoy, Deputy Court Clerk;

At this time, the Mayor requested to amend the agenda to take up the following items in open session:

I) Request to Compensate K-9 Officer Eric Huff One (1) Hour Overtime Daily in the Future for Care & Kennel Costs for K-9 Officer Boujee, and Add Back-Pay on the October 27th Payroll to Officer Huff for Care of Boujee Since the Date the City Received the K-9 Officer

After the board discussion, the Mayor asked for a motion. Alderwoman Williams made a motion to compensate K-9 Handler Eric Huff one (1) hour each day for care and kennel costs for K-9 Officer Boujee, as well as provide back-pay of one (1) hour overtime each day since the date the city received K-9 Officer Boujee to go on his next payroll check (October 27th). Seconded by Alderwoman Bates.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates.

The Mayor declared the motion carried.

J) Discussion and Request to Adopt New Pay Scale, Gluckstadt Police Department

After the board discussion concerning merit-based performance evaluations / raises vs. experience-based raises, the Mayor asked for a motion. Alderman Powell made a motion to approve the new Gluckstadt Police Department Pay Scale (Exhibit "Q"). Seconded by Alderwoman Williams.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates

Voting Nay: Alderman Slay

The Mayor declared the motion carried, 4-1.

16. Adjourn

There being no further business before the board, the Mayor asked for a motion to adjourn the meeting. Alderman Powell made the motion, and the motion was seconded by Alderman Slay.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates.

The Mayor declared the motion carried.

WALTER C. MORRISON, IV
MAYOR

ATTEST:

DATE:

LINDSAY D. KELLUM
CITY CLERK

[Seal]



SPECIAL CALLED MEETING OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF GLUCKSTADT, MISSISSIPPI

Monday, October 30, 2023 at 12:00 PM

Minutes

1. Call Meeting to Order and Roll Call

The notice and agenda of the Special Called Meeting of the Mayor and Board of Aldermen having been given, the Mayor called the October 30, 2023, Special Called Meeting of the Mayor and Board of Aldermen to order. The Mayor presented the Notice of Special Meeting of the Mayor and Board of Aldermen of the City of Gluckstadt, Mississippi acknowledged by all Aldermen. (Exhibit "A").

Board Members Present: Mayor Walter C. Morrison, Alderman John Taylor, Alderman Wesley Slay, Alderwoman Miya Warfield Bates, Alderman Jayce Powell, Alderwoman Lisa Williams.

Staff Members Present: City Clerk Lindsay Kellum, Deputy Clerk Scott Maugh, Executive Assistant Janet Brooks, Purchasing and Fixed Assets Clerk Toni Young, Planning and Zoning Director William Hall, Public Works Director Chris Buckner, Executive Assistant Bridgette Smith, Chief of Police Barry Hale, Assistant Chief of Police Jeremy Slaven, Court Clerk Stephanie Gerlach, Deputy Court Clerk Lauren Canoy, and City Attorney Zachary Giddy.

Members of the Planning and Zoning Commission: Commissioner Kayce Saik and Chairwoman Melanie Greer.

Additionally, Alan Grant (Architect, Dean and Dean Architecture) and David Marsh (Owner, Benchmark Construction) were also present.

2. Opening Prayer and Pledge of Allegiance

Ms. Janet Brooks opened the meeting with prayer.

Alderman Powell led the pledge of allegiance.

No action taken.

3. Old Business

A) Discussion of Gluckstadt Police Department and Municipal Court Redesign, Updated Rendering & Cost (Alan Grant)

The Mayor requested Alan Grant (Dean and Dean Architecture) come to the podium to address the board and answer any questions or concerns related to the most recent design and cost estimate for the redesign of the Gluckstadt Police Station & Municipal Court Building; this item was previously discussed at the 9/19/23 Special Called meeting, where the board voted 4-1 (Alderman Powell voted in opposition) to approve the original design due to cost concerns, then it was brought back up for reconsideration by Alderman Powell at the October 3, 2023 Special Called Meeting where the board voted unanimously to have Dean and Dean Architecture, as well as Benchmark Construction, get together to revise the design one final time (reducing costs) and to bring back another cost estimate to the board.

The revised design and quote are before the board for consideration this afternoon.

The original cost estimate was in the range of \$50,000-\$75,000, then came back at \$347,000 (after subcontractor quotes were returned) at the October 3, 2023 Special Called meeting (the board voted 4-1 to decline the \$347,00.00 quote and go back to the original design at that time). The final revised cost estimate for the redesign before the board this afternoon is \$166,000.00.

The Mayor invited feedback from Planning and Zoning Commissioners and city staff present. All agreed with the updated design and had no further comment.

The Mayor then requested a motion to approve the \$166,000.00 change order and newly submitted redesign for the Gluckstadt Police Department and Municipal Court.

Alderman Powell made a motion to approve the change order for the redesign in the amount of \$166,000.00 with the finding that the change is necessary or incidental to the scope of the contract as originally bid, is not a new undertaking outside the original scope of the construction contract, is commercially reasonable and not made to circumvent the public purchasing statutes and the resulting increase or decrease in cost is reasonable. Alderman Slay seconded the motion.

Voting Yea: Alderman Slay, Alderman Powell, Alderwoman Williams, Alderwoman Bates.

Voting Nay: Alderman Taylor

The Mayor declared the motion carried, 4-1.

Mr. David Marsh then gave a brief update on the current status of the construction project.

4. Public Comment

No members of the public signed up for public comment.

No action taken.

5. Closed Session to Determine Need for Executive Session

The Board then considered entering closed session to determine whether to go into Executive Session.

The Mayor requested a motion to enter closed determination. A motion was made by Alderman Slay and seconded by Alderwoman Bates.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried.

The Board then considered entering executive session. Alderman Slay made a motion to enter executive session to discuss qualifications and hiring of a prospective police officer to alleviate staffing issues and/or recent turnover within the Police Department; the motion was seconded by Alderman Powell.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried.

The Board entered executive session. A public announcement was made by Ms. Kellum that the Board had entered executive session for discussion of personnel matters related to qualifications and hiring of a prospective police officer to alleviate staffing issues and/or recent turnover within the Police Department.

The board entered executive session.

A) Hiring of Patrol Officer, Gluckstadt Police Department

Chief Hale addressed the board and requested to hire an individual for Patrol Officer at \$50,000 + benefits, such as health insurance and retirement, contingent upon successful passing of all applicable background checks.

The Mayor requested a motion. Alderman Powell made a motion to hire an individual for Patrol Officer at a starting salary of \$50,000 + benefits, including city health insurance and retirement, plus supplemental benefits offerings, with employment contingent upon successful passing of all relevant background checks, and directed the Chief of Police to send a formal offer letter to the individual. Alderman Slay seconded the motion.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried.

The Mayor then asked for a motion to leave executive session.

Within the executive session, Alderman Slay made a motion to leave executive session and re-enter open session, Seconded by Alderman Taylor.

Voting Yea: Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates, Alderman Slay.

The Mayor declared the motion carried and the board re-entered open session.

Ms. Kellum made the announcement that the board voted in Executive Session to hire an individual for Patrol Officer at a starting salary of \$50,000 + benefits, including city health insurance and retirement, plus supplemental benefits offerings, with employment contingent upon successful passing of all relevant background checks. The identity of the individual would remain confidential for the time being, due to consideration of this individual's current employment.

6. Adjourn

There being no further business before the board, the Mayor asked for a motion to adjourn the meeting. Alderman Powell made the motion, and the motion was seconded by Alderman Slay.

Voting Yea: Alderman Slay, Alderman Powell, Alderman Taylor, Alderwoman Williams, Alderwoman Bates.

The Mayor declared the motion carried.

WALTER C. MORRISON, IV
MAYOR

ATTEST: _____ DATE: _____

LINDSAY D. KELLUM
CITY CLERK

[Seal]



Gluckstadt, MS

Docket of Claims Register

Section 4, Item B)

APPKT00382 - Docket of Claims - 11/14/23

By Docket/Claim Number

Vendor #	Vendor Name	Docket/Claim #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
00001	1st Defense Fire & Safety, LLC	2023054	M-1109	Annual Tags & Service	Invoice	11/14/2023	Annual Tags & Service	001-195-63600	65.00
00136	Adcamp Inc.	2023055	42817	Monthly Asphalt Purchase	Invoice	11/14/2023	Monthly Asphalt Purchase	001-301-55904	2,918.16
			42818	RIDGEFIELD PAVEMENT OF STREETS	Invoice	11/14/2023	RIDGEFIELD - EASTFIELD PLACE	001-301-91200	17,229.90
			42819	ADCAMP PAVEMENT - RIDGEFIELD RD	Invoice	11/14/2023	ADCAMP PAVEMENT - RIDGEFIELD RD	001-301-91200	10,017.26
			42820	RIDGEFIELD PAVEMENT OF STREETS	Invoice	11/14/2023	RIDGEFIELD - MUIRFIELD PLACE	001-301-91200	21,317.94
			42821	RIDGEFIELD PAVEMENT OF STREETS	Invoice	11/14/2023	RIDGEFIELD - WAYFIELD COVE	001-301-91200	17,421.56
			42822	ADCAMP PAVEMENT - RIDGEFIELD RD	Invoice	11/14/2023	ADCAMP PAVEMENT - KAYFIELD PLACE	001-301-91200	23,155.66
00203	APAC-Mississippi, Inc.	2023056	4000160189	Ashpalt Pick Up (8 Tons)	Invoice	11/14/2023	Adcamp Ashpalt Pick Up (8 Tons)	001-301-55904	815.59
00279	AT&T Mobility	2023057	287327248561X10052023	Monthly Billing - Backup Line	Invoice	11/14/2023	Monthly Billing - Backup Line	001-195-60500	40.23
00006	Bear Creek Water Association	2023058	102023	Water & Sewer - October 2023	Invoice	11/14/2023	Water & Sewer - October 2023	001-195-63003	59.20
00269	Benchmark Construction Corp.	2023059	102023	PD Building Contractor Payment	Invoice	11/14/2023	PD Building Contractor Payment	006-200-90100	384,756.65
00108	Big 10 Tire Co.	2023060	5100061	BRAKES AND ROTORS	Invoice	11/14/2023	BRAKE PADS REAR	001-200-57000	119.00
							BRAKE ROTORS REAR	001-200-57000	278.00
							LABOR	001-200-57000	138.46
							MOBIL SYNTHEIC OW-20	001-200-52500	65.84
							OIL FILTER	001-200-52500	5.99
							SUPPLIES	001-200-57000	63.77
00008	Bridge & Watson, Inc.	2023061	102023Annexation	Annex. Billing - 10/12/23 - 10/17/23	Invoice	11/14/2023	Annex. Billing - 10/12/23 - 10/17/23	001-195-60104	832.00
			102023Budget/Admin	Fin. Planning/Budget 10/2/23 - 10/17/23	Invoice	11/14/2023	Fin. Planning/Budget 10/2/23 - 10/17/23	001-195-60101	6,595.00
			102023CompPlan	Comp. Plan Billing 10/3/23 - 10/10/23	Invoice	11/14/2023	Comp. Plan Billing 10/3/23 - 10/10/23	001-190-60101	3,618.33
00151	Building Officials Association of N	2023062	112023	Hall Annual Membership Dues	Invoice	11/14/2023	Hall Annual Membership Dues	001-280-62200	100.00
00176	Canton Mac Haik	2023063	112023	MAC HAIK DODGE RAM TRUCK	Invoice	11/14/2023	MAC HAIK DODGE RAM TRUCK	001-301-91500	42,719.50
00230	Canton Sanitary Landfill	2023064	102023	Trash Dump Fees - October 2023	Invoice	11/14/2023	Trash Dump Fees - October 2023	001-301-68500	973.87

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
00010	Cascio Sanford Government Law	2023065					2,500.00
	9931	Nov. 2023 Lobbying Services	Invoice	11/14/2023	Nov. 2023 Lobbying Services	001-195-60102	2,500.00
00225	Clark Rental & Supply, LLC	2023066					135.00
	POS2924	Carbon Fiber Hard Hat	Invoice	11/14/2023	Carbon Fiber Hard Hat	001-280-50500	135.00
00013	Column Software PBC	2023067					99.73
	20571CB1-0017	Proof of Pub. - Cond. Use - Puckett Ma	Invoice	11/14/2023	Proof of Pub. - Cond. Use - Puckett Ma	001-190-61500	24.80
	20571CB1-0018	Proof of Pub. - Cond. Use - S & D Realty	Invoice	11/14/2023	Proof of Pub. - Cond. Use - S & D Realty	001-190-61500	23.35
	20571CB1-0019	Proof of Pub. - Cond. Use - AT&T Wirel	Invoice	11/14/2023	Proof of Publication - AT&T Wireless	001-190-61500	25.06
	20571CB1-0020	Proof of Pub - Dimen. Var. - BDP Group	Invoice	11/14/2023	Proof of Pub - Dimen. Var. - BDP Group	001-190-61500	26.52
00119	Crystal Clean	2023068					2,850.00
	49633	Street Sweeping Services - October 20	Invoice	11/14/2023	Street Sweeping Services - October 20	001-301-68600	2,850.00
00018	Custom Products Corporation	2023069					162.94
	401562	Bump Sign & Stand	Invoice	11/14/2023	36x36 Bump Sign Stand Tripod	001-301-55904	107.86
						001-301-55904	55.08
00195	Dean Architecture	2023070					1,960.68
	101423	Construction Admin Phase (2) plus Reii	Invoice	11/14/2023	Construction Admin Phase (2) plus Reii	002-200-69900	1,960.68
00090	Deviney Rental & Supply	2023071					501.79
	IV13563	Eder Blades & String	Invoice	11/14/2023	Edger Blade	001-301-57500	116.50
					String 3LB	001-301-57500	65.69
	IV13644	Drakes (Boots) & Floors (Shovels)	Invoice	11/14/2023	GEORGIA WOR DRAKE	001-301-53500	199.90
					RD PT HOLLO FLOOR	001-301-91600	59.85
					SQ POINT SH FLOOR	001-301-91600	59.85
00020	Entergy	2023072					556.81
	10018122522	Street Lighting & Signals	Invoice	11/14/2023	Area Lighting	001-301-63102	59.24
					Traffic Signals	001-301-63103	440.60
	405004604599	Arringotn Area Lighting	Invoice	11/14/2023	Arringotn Area Lighting	001-301-63102	56.97
00021	Executive Landscape	2023073					285.00
	102023	Monthly Landscaping Services - Octobe	Invoice	11/14/2023	October 2023 Maintenance	001-195-68600	285.00
00023	Fuelman	2023074					5,147.74
	NP65394791	Gas & Oil - PD, PW, and Building/PnZ	Invoice	11/14/2023	Gas & Oil - Building/PnZ	001-190-52500	36.28
						001-280-52500	36.28
					Gas & Oil - PD	001-200-52500	4,034.91
					Gas & Oil - PW	001-301-52500	1,040.27
00271	Gluckstadt Truck & Trailer Sales I	2023075					7,187.00
	GT0823419	20" Equipment Hauler	Invoice	11/14/2023	20" Equipment Hauler	001-301-90300	7,187.00
00270	Grainger	2023076					234.48
	9821982908	PPE supplies	Invoice	11/14/2023	PPE supplies	001-200-50500	234.48

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
00102	Hartley Equipment Company, Inc	2023077					563.97
	232475	Trimmer Head, Speed Feed Straight 45	Invoice	11/14/2023	Trimmer Head, Speed Feed Straight 45	001-301-57500	113.98
	232957	Edger FC 96 Straight Shaft	Invoice	11/14/2023	Edger FC 96 Straight Shaft	001-301-91600	449.99
00103	Henry Davis	2023078					247.18
	102023	PW Labor and Mileage Reimbursemen	Invoice	11/14/2023	PW Labor and Mileage Reimbursemen	001-301-60101	122.92
	102023-1	PW Labor and Mileage Reimbursemen	Invoice	11/14/2023	PW Labor and Mileage Reimbursemen	001-301-60101	124.26
00027	International Institute Of Municip	2023079					335.00
	102023	IIMC Annual Membership Dues	Invoice	11/14/2023	IIMC Annual Membership Dues	001-140-62200	335.00
00029	It's Vinyl Y'all	2023080					370.00
	7381	PW Dodge Ram Logo and Design	Invoice	11/14/2023	Design	001-301-62000	95.00
					Vehicle Door Logos	001-301-62000	275.00
00030	James W Irby Jr PHD ABPP	2023081					2,100.00
	1179	Psych. Screening - Dickerson	Invoice	11/14/2023	Psych. Screening - Dickerson	001-200-60403	525.00
	1180	Psych. Screening - Mullins	Invoice	11/14/2023	Psych. Screening - Mullins	001-200-60403	525.00
	1181	Psych. Screening - Lucas	Invoice	11/14/2023	Psych. Screening - Lucas	001-200-60403	525.00
	1182	Pre-Employment Psych. Screening - M	Invoice	11/14/2023	Pre-Employment Psych. Screening - M	001-200-60403	525.00
00077	Lawrence Printing Company	2023082					588.42
	78706	Citation books	Invoice	11/14/2023	Citation books	001-200-62000	588.42
00067	Lindsay Kellum	2023083					353.06
	112023	Kellum Travel Reimbursement (Tupelo	Invoice	11/14/2023	Kellum Travel Reimbursement (Tupelo	001-140-61000	353.06
00035	Madison County Board of Superv	2023084					488.00
	092023	Debris & Limb Removal - September 20	Invoice	11/14/2023	Debris & Limb Removal	001-301-68000	244.00
	102023	Debris & Limb Removal - October 2023	Invoice	11/14/2023	Debris & Limb Removal - October 2023	001-301-68000	244.00
00178	Madison County Sheriff's Office	2023085					2,037.50
	GP-0923	Inmate Housing - Sept. 2023	Invoice	11/14/2023	Inmate Housing - Sept. 2023	001-200-68301	1,995.00
	GP-M0923	Inmate Medical - Sept. 2023	Invoice	11/14/2023	Inmate Medial - Sept. 2023	001-200-68301	42.50
00038	MAGCOR (formerly MPIC, INC)	2023086					84.00
	129993	Legal Size - Pad Holders (PD/PW/CC)	Invoice	11/14/2023	Legal Size - Pad Holders (PD/PW/CC)	001-140-62000	14.00
						001-200-62000	42.00
						001-301-62000	14.00
	129994	Legal Size - Pad Holder (Stogner)	Invoice	11/14/2023	Legal Size - Pad Holder (Stogner)	001-195-62000	14.00
00172	Magnolia Shredding LLC	2023087					100.00
	2730	Monthly Shredding Service - October	Invoice	11/14/2023	Monthly Shredding Service - October	001-195-69900	100.00
00041	Matrix Solutions, Inc	2023088					5,050.00
	Inv_12987	SonicWall TZ370 Support Warranty Rei	Invoice	11/14/2023	SonicWall TZ370 Support Warranty Rei	001-195-68800	189.00
	Inv_13107	Monthly Fees - Licenses/Software/Use	Invoice	11/14/2023	Monthly Fees - Licenses/Software/Use	001-195-68800	4,861.00
00290	Mavs Booster Club	2023089					500.00
	000002	Mavs Booster Donation	Invoice	11/14/2023	Mavs Booster Donation	001-100-64500	500.00

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
00132	Metrix Solutions	2023090					9,900.00
	M98961	PD Utility Agreeemenet (Year 2)	Invoice	11/14/2023	PD Utility Agreeemenet (Year 2)	001-200-63600	9,900.00
00192	Mike's Auto Parts	2023091					10.01
	5780-1163449	Diesel Fuel Cap	Invoice	11/14/2023	Diesel Fuel Cap	001-301-57000	10.01
00045	Mills, Scanlon, Dye & Pittman, At	2023092					21,401.30
	102023Annexation	Annex. Legal Fees - October 2023	Invoice	11/14/2023	Annex. Legal Fees - October 2023	001-195-60304	2,673.55
	102023Court	Court Legal Services - October 2023	Invoice	11/14/2023	Court Legal Services - October 2023	001-110-60301	1,200.50
	102023General	General Legal Services & Retainer - Oct	Invoice	11/14/2023	General Legal Services - October 2023	001-195-60301	9,003.25
					Retainer - October 2023	001-195-60301	3,000.00
	102023PnZ	PnZ Legal Services - October 2023	Invoice	11/14/2023	PnZ Legal Services - October 2023	001-190-60301	5,524.00
00049	Mississippi Municipal Liability Pla	2023093					26,290.05
	0399GL2024-0	General Liability Premium - 2024	Invoice	11/14/2023	General Liability Premium - 2024	001-195-62500	26,290.05
00121	Parkway Quicklube & Tires	2023094					2,364.56
	11-0213996	Tires	Invoice	11/14/2023	MOUNT AND BALANCE TIRES	001-200-57000	79.95
					STATE TIRE TAX	001-200-57000	4.00
					TIRE DISPOSAL	001-200-57000	18.00
					Tires by eagle ENFORCER	001-200-57000	611.64
	11-0215071	UNIT 2202 TIRES	Invoice	11/14/2023	GOODYEAR EAGLE ENFORER TIRES	001-200-57000	611.64
					LABOR/TIRE DISPOSAL	001-200-57000	101.95
	11-0215620	Oil Change for Chevy 3500	Invoice	11/14/2023	LT235/80R17 IRON CHT	001-301-52500	169.99
					STATE TIRE TAX	001-301-52500	1.00
					TIRE DISPOSAL	001-301-52500	4.50
	INV0001151	Brakes and Oil Change	Invoice	11/14/2023	DMX Full SYN 0W20	001-200-52500	4.49
					Duramax Syn	001-200-52500	59.95
					Labor	001-200-57000	157.50
					OE Front Pads	001-200-57000	539.95
00053	Pennington & Trim Alarm Service	2023095					176.00
	799596	Service Call for PD Software Installatio	Invoice	11/14/2023	Service Call for PD Software Installatio	001-195-63200	110.00
	800280	Monthly Wireless Monitoring & Access	Invoice	11/14/2023	Monthly Wireless Monitoring & Access	001-195-63200	66.00
00054	Phelps Dunbar	2023096					162.50
	1324813	General Labor & Employment Advice -	Invoice	11/14/2023	General Labor & Employment Advice	001-195-60302	162.50
00055	Printables and More (G&W Mark	2023097					855.00
	30186	36/21 Full color Printed Copies	Invoice	11/14/2023	36/21 Full color Printed Copies	001-190-62000	480.00
	30191	Coroplast Sign - 12x18 Single Sided (Pe	Invoice	11/14/2023	Coroplast Sign - 12x18 Single Sided (Pe	001-280-62000	375.00
00125	Puckett Rents	2023098					1,067.60
	996363-0001	36"Double Drum Roller Rental	Invoice	11/14/2023	36"Double Drum Roller Rental	001-301-64000	628.25
	997251-0001	Tow Behind Rental	Invoice	11/14/2023	Tow Behind Rental	001-301-64000	439.35

Docket of Claims Register

APPKT00382 - Docket

Section 4, Item B) 3

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
00057	Robert J Young Company	2023099					1,454.06
	INV6587845	Court Copier - Sept. 2023 Monthly & O	Invoice	11/14/2023	Court Copier - Sept. 2023 Monthly & O	001-110-64000	355.24
	INV6601486	Admin Copier - Monthly & Overages - (Invoice	11/14/2023	Admin Copier - Monthly & Overages - (001-195-64000	542.18
	INV6613449	Board Room Monthly Payment - Octob	Invoice	11/14/2023	Board Room Monthly Payment - Octob	001-195-64000	556.64
00058	Scott Insurance Services LLC	2023100					1,651.00
	49006	Busienss Auto - 2023 Ram 1500 (PW)	Invoice	11/14/2023	Busienss Auto - 2023 Ram 1500 (PW)	001-301-62500	734.00
	49021	Surety Bonds - Hall/Buckner/NiFung	Invoice	11/14/2023	Surety Bonds - Buckner	001-140-62500	164.00
					Surety Bonds - Buckner	001-301-62500	164.00
					Surety Bonds - Hall	001-190-62500	82.00
						001-280-62500	82.00
	49038	Surety Bond Increase - Slay	Invoice	11/14/2023	Surety Bond Increase - Slay	001-100-62500	85.00
	49039	Surety Bond Increase - Williams	Invoice	11/14/2023	Surety Bond Increase - Williams	001-100-62500	85.00
	49040	Surety Bond Increase - Bates	Invoice	11/14/2023	Surety Bond Increase - Bates	001-100-62500	85.00
	49041	Surety Bond Increase - Powell	Invoice	11/14/2023	Surety Bond Increase - Powell	001-100-62500	85.00
	49042	Surety Bond Increase - Taylor	Invoice	11/14/2023	Surety Bond Increase - Taylor	001-100-62500	85.00
00154	Southern Benefits Administrators	2023101					100.00
	23101902300000	Cafeteria Plan - November 2023	Invoice	11/14/2023	Cafeteria Plan - November 2023	001-195-60003	100.00

Docket of Claims Register

APPKT00382 - Docket

Section 4, Item B)

3

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
00060	Southern Connection Police Supp	2023102					5,651.91
	27660	Streamlight Stinger DS LED NICD 120V/	Invoice	11/14/2023	Streamlight Stinger DS LED NICD 120V/	001-200-90200	159.00
	27665	Glocks and Tactical lights	Invoice	11/14/2023	Glock 47 Gen 5 MOS	001-200-90200	1,001.00
					Glock 9mm Model 45	001-200-90200	428.50
					Streamlight TLR-1	001-200-90200	387.00
	27872	Uniform and Equipment for Timothy H	Invoice	11/14/2023	Air-Tek 1.5" Revers Garrison	001-200-53500	29.95
					Air-Tek Closed Handcuff Case	001-200-90200	32.99
					Air-Tek DBL Open Mag Holder	001-200-90200	29.95
					Air-Tek Duty belt W Hook	001-200-53500	49.95
					Blauer Softshell Fleece Jacket	001-200-53500	129.00
					Double Serving Since Attachment	001-200-53500	19.99
					Flexrs Base Shirt	001-200-53500	118.00
					Flexrs Covert Tactical Pants	001-200-53500	158.00
					Occunomix Deluxe Safety Vest	001-200-53500	34.99
					Reeves name Plate	001-200-53500	16.00
	27874	Equipment and uniforms for Jessie Smi	Invoice	11/14/2023	Air-Tek 1.5" Revers Garrison	001-200-53500	29.95
					Air-Tek DBL Open Mag Holder	001-200-53500	29.95
					Air-Tek Duty Belt w hook	001-200-53500	49.95
					Air-Tek15/16 Belt Keepers	001-200-53500	17.99
					Air-TekClosed Handcuff Case	001-200-53500	32.99
					Blauer Sotshell Fleece Jacket	001-200-53500	129.00
					Flexrs Base Shirt	001-200-53500	118.00
					Flexrs Covert Tactical Pant	001-200-53500	158.00
					Occunomix Deluxe Safety Vest	001-200-53500	34.99
					Peerless Chain-link Handcuffs	001-200-90200	65.98
					Safari 7360 7TS ALS Lev 3	001-200-90200	169.99
	27882	Kyrie Lucas Uniforms and equipment	Invoice	11/14/2023	Air-Tek 1.5" Revers Garrison	001-200-53500	29.95
					Air-Tek Closed handcuff Case	001-200-90200	32.99
					Air-Tek Double Open Mag Holder	001-200-90200	29.95
					Air-Tek Duty Belt w hook	001-200-53500	49.95
					Blauer Soft Shell Fleece Jakcet	001-200-53500	199.00
					Flexrs 5 Pocket Tactical Pants	001-200-53500	148.00
					Flexrs Base Shirt	001-200-53500	148.00
					Occunomix Deluxe Safety Vest	001-200-53500	34.99
					Peerless Chani-Link Handcuff	001-200-90200	32.99
					Reeves Name Plate 1/2"	001-200-53500	19.99
					Safar 7360 7TS ALS Lev III	001-200-90200	169.99
					Serving Since Attachment	001-200-53500	18.00
	27885	Streamlight Stinger	Invoice	11/14/2023	Streamlight Stinger DS LED NiCd 120V/	001-200-90200	159.00
	27900	FLEXRS L/S SUPERSHIRT NAVY 5/33	Invoice	11/14/2023	FLEXRS L/S SUPERSHIRT NAVY 5/33	001-200-53500	74.00
	27990	Badges	Invoice	11/14/2023	Asst. Chief Badge	001-200-53500	179.00
					Chief Badge	001-200-53500	179.00
					Lt. Badge	001-200-53500	358.00

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	27990	Badges	Invoice	11/14/2023	Patrolman Badge	001-200-53500	358.00
00061	Stantec Consulting Services Inc (S	2023103					3,263.00
	2146000	Gluck. Road Imp. Proj. Application	Invoice	11/14/2023	Gluck. Road Imp. Proj. Application	001-301-60203	1,980.00
	2146002	Calhoun Pkwy: Gluck. Rd. to Sout Proje	Invoice	11/14/2023	Calhoun Pkwy: Gluck. Rd. to Sout Proje	001-301-60203	1,283.00
00118	StorageMax Gluckstadt, LLC.	2023104					924.00
	63170	Storage Yard Rental - November 2023	Invoice	11/14/2023	Storage Yard Rental - November 2023	001-301-68201	924.00
00253	Sullivans Grocery	2023105					248.19
	102023	Open Purchase Order for CWC Work C	Invoice	11/14/2023	Open Purchase Order for CWC Work C	001-301-68301	248.19
00193	Tchiakousky's Animal & Critter Cc	2023106					522.50
	INV114	Dead Animal Removal	Invoice	11/14/2023	Dead Animal Removal	001-200-69900	100.00
	INV115	Stray Animal Capture	Invoice	11/14/2023	Stray Animal Capture	001-200-69900	300.00
	INV118	Stray Animal Capture + Labor/Trap Bai	Invoice	11/14/2023	Labor & Trap Bait	001-200-69900	22.50
					Stray Animal Capture	001-200-69900	100.00
00181	Thomson Reuters - West Paymen	2023107					650.00
	849243760	Monthly Clear Subscription Charges - C	Invoice	11/14/2023	Monthly Clear Subscription Charges - C	001-200-68800	650.00
00063	Trustcare Health, LLC	2023108					150.00
	8455K19538	Drug Testing - PD	Invoice	11/14/2023	Drug Testing - PD	001-200-60401	150.00
00071	Warner, Inc.	2023109					875.00
	0098641	Monthly Janitorial Services	Invoice	11/14/2023	Monthly Janitorial Services	001-195-69900	875.00
00075	Wayne Brown	2023110					600.00
	102023LucasDickerson	Pre-Employment Polograph - Lucas/Dic	Invoice	11/14/2023	Pre-Employment Polograph - Dickerson	001-200-60402	150.00
					Pre-Employment Polograph - Lucas	001-200-60402	150.00
	102023Mullins	Pre-Employment Polograph Exam - Mu	Invoice	11/14/2023	Pre-Employment Polograph Exam - Mu	001-200-60402	150.00
	112023Montgomery	Pre-Employment Polygraph - Montgon	Invoice	11/14/2023	Pre-Employment Polygraph - Montgon	001-200-60402	150.00
Total Claims: 57						Total Payment Amount:	646,061.89



Gluckstadt, MS

APPKT00376 - 11.14.23 Claims Docket, Other - November Recurring Bills (Correction of Sims/Taylor AP
By Docket/Claim Number

Section 4, Item B)

Docket of Claims Register

Vendor #	Vendor Name	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
00166	Andrew Duggar	111423						120.00
	INV0001112	Oct P&Z Payment	Invoice	11/06/2023	Oct P&Z Payment	001-190-60103		120.00
00012	CenterPoint Energy	111424						48.42
	INV0001122	Monthly Gas Bill, City Hall	Invoice	11/06/2023	Monthly Gas Bill, City Hall	001-195-63002		48.42
00160	Charles Phillips King	111425						120.00
	INV0001113	Oct P&Z Payment	Invoice	11/06/2023	Oct P&Z Payment	001-190-60103		120.00
00017	Cspire Business	111426						1,946.45
	INV0001120	Monthly Telephones, City Hall	Invoice	11/06/2023	Monthly Telephones, City Hall	001-195-60500		1,222.37
	INV0001121	Monthly Invoice, Tablets	Invoice	11/06/2023	Monthly Invoice, Board Tablets	001-100-60600		172.40
					Monthly Invoice, Hotspot (Grant Write	001-195-60600		34.48
					Monthly Invoice, Hotspots (PD)	001-200-60600		482.72
					Monthly Invoice, Tablet (Transferred to	001-301-60600		34.48
00242	David C. Rawlings, Standing Chap	111427						922.00
	INV0001080	Bankruptcy Garnishment, Chapter 13	Invoice	10/13/2023	Bankruptcy Garnishment, Chapter 13	001-000-00213		461.00
	INV0001099	Bankruptcy Garnishment, Chapter 13	Invoice	10/27/2023	Bankruptcy Garnishment, Chapter 13	001-000-00213		461.00
00020	Entergy	111428						729.72
	INV0001123	Monthly Energy Bill, City Hall	Invoice	11/06/2023	Monthly Energy Bill	001-195-63001		729.72
00135	John G. Sims, III	111429						1,200.00
	INV0001125	November Court Services	Invoice	11/06/2023	November Court Services	001-110-60101		1,200.00
00163	Katrina B. Myricks	111430						120.00
	INV0001115	Oct P&Z Payment	Invoice	11/06/2023	Oct P&Z Payment	001-190-60103		120.00
00189	Kayce Leigh Saik	111431						120.00
	INV0001116	Oct P&Z Payment	Invoice	11/06/2023	Oct P&Z Payment	001-190-60103		120.00
00032	Kelly Dabbs Commercial, LLC	111432						8,792.00
	INV0001109	November Rent Payment, City Hall	Invoice	11/06/2023	November Rent Payment, City Hall	001-195-68300		8,792.00
00134	M. Devin Whitt, PLLC	111433						1,200.00
	INV0001124	Nov. Court Services	Invoice	11/06/2023	Nov. Court Services	001-110-60201		1,200.00
00142	Marsha Weems Stacey	111434						200.00
	INV0001111	Oct Court Services	Invoice	11/06/2023	Oct Court Services	001-110-60102		200.00
00139	Mississippi Department of Public	111435						680.00
	INV0001119	October State Assessments	Invoice	11/06/2023	October State Assessments, Interlock	001-000-33000		250.00
					October State Assessments, Special	001-000-33000		430.00

Docket of Claims Register

iims Docket, Other - November Recurring Bills (Correction of Sims/

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
00164	Sam McGaugh	111436					120.00
	INV0001114	Oct P&Z Payment	Invoice	11/06/2023	Oct P&Z Payment	001-190-60103	120.00
00138	State General Fund (DFA)	111437					22,433.75
	INV0001118	October State Assessments	Invoice	11/06/2023	October State Assessments	001-000-33000	22,433.75
00161	Timothy Slattery	111438					120.00
	INV0001117	Oct P&Z Payment	Invoice	11/06/2023	Oct P&Z Payment	001-190-60103	120.00
Total Claims: 16						Total Payment Amount:	38,872.34



CITY OF GLUCKSTADT

MISSISSIPPI
PLANNING AND ZONING ADMINISTRATOR

MEMORANDUM

TO: Mayor & Board of Alderman

FROM: William Hall, Planning and Zoning Administrator

DATE: 10/16/2023

SUBJECT: Approval of Renewal of BOAM Membership and Payment of Yearly Fees

The Building Officials Association of Mississippi annual membership dues remain at \$100.00. The membership is based on The City of Gluckstadt population, less than 10,000 is \$100.00. The membership fee covers our current Planning and Zoning staff, the names are listed below:

1. William Hall
2. Bridgette Smith



BUILDING OFFICIALS ASSOCIATION OF MISSISSIPPI

Section 4, Item C)

P.O. Box 217
Ridgeland, MS 39157

2024 MEMBERSHIP APPLICATION

Please complete this form and mail it, along with your check to the Treasurer at the address shown below prior to March 1, 2024. This form may be used for new members or renewals.

Date: 10-16-2023

Name: William Hall

Position: P&Z Admin/Building Official

Jurisdiction/ Employer: City of Gluckstadt

Address: 343 Distribution Drive

P.O. Box: _____ City: Gluckstadt

ST: MS Zip Code 39110

Telephone: 769 -567-2306 Fax: 769-567-2305 Mobile: _____

Email address: William.Hall@Gluckstadt.net

Website: GluckstadtMS.org

I have attached a check in the amount of \$ 100.00 to include the following:

- Active Membership: based on the net population of the Jurisdiction*
 - Population: 3,500
 - *For 2010 census data go to City-Data.com.
 - Jurisdictions please list staff members on page 2.

- | | |
|--|--------------------------------|
| <input type="checkbox"/> Associate Member(s): \$125.00 each | Jurisdictions with population: |
| <input type="checkbox"/> Honorary Life Member: \$100.00 each | Less than 10,000 -- \$100 |
| <input type="checkbox"/> Student Members(s): \$10.00 each | 10,001-30,000 ----- \$200 |
| <input type="checkbox"/> Retired member: NO FEE | 30,001- 50,000 ----- \$300 |
| | 50,001-100,000----- \$400 |
| | Over 100,000 ----- \$500 |

Please make check payable to: Building Officials Association of
 Mississippi [Drew Smith, BOAM Treasurer](#)
 Mail to: P.O. Box 217
 Ridgeland, MS 39157
 Email- drew.smith@ridgelandms.org

For additional information and event dates, please visit the [BOAM](#) website.



A PROUD MEMBER OF THE INTERNATIONAL CODE COUNCIL



CITY OF GLUCKSTADT

MISSISSIPPI

PUBLIC WORKS DEPARTMENT

MEMORANDUM

TO: Mayor & Board of Alderman

FROM: Buckner, Chris, Public Works Director

DATE: 11/6/2023

SUBJECT: Lone Wolf Dr Utilities

We are requesting your approval for the payment/start of service for the utilities for Lone Wolf Dr. Due to the timeline of moving buildings, some of the utilities might need board approval before the next board meeting. The utilities that will be needed for Lone Wolf Dr are:

Entergy

C-Spire

Matrix

Bear Creek Water

Waste Management

Post Office

If you have any questions, please feel free to contact me.

From: [Bridgette Smith](#)
To: [Chris Buckner](#); [Lindsay Kellum](#); [Scott Maugh](#); [William Hall](#)
Subject: New account set ups and updates
Date: Thursday, November 2, 2023 12:17:25 PM

Listed below are the agencies I have contacted regarding the Public Works new location at 107 Lone Wolf, if I have overlooked any entity or company, please let me know.

R J Young – Waiting on a quote for a copier similar to what is currently in our copy room.

Matrix - Susan emailed our office a copy of the quote for a new modem and (2) monitors for Chirs new Admin Assistant. They will move Chris computer also, it’s part of the contract agreement.

C Spire (phone & internet) – Waiting on a quote for new phone and internet installation at the 107 Lone Wolf address.

Entergy – A new account was established for 107 Lone Wolf (Account # 197152267). Per my conversation with the representative, the deposit is \$782.00 which will bill on the first bill.

I will contact Sandy to waive this deposit fee. I told the representative office was tax exempt, but she did not ask for our tax-exempt form.

Bear Creek Water – A copy of the lease agreement is needed to set up new service, a rental deposit is required which is \$200.00. (Chris will check with their office to confirm they will waive this deposit fee).

Gas – The building does not have gas service.

Waste Management (trash pick-up) – I will confirm with Chris if a dumpster is currently on site or if we will require a trash can to dispose of trash.

Post Office – Public Works will still use our current P O Box address for mailing purposes, I didn’t think we needed to change the address.

Bridgette Smith
Executive Administrative Assistant Planning and Zoning
City of Gluckstadt
P O Box 2210
Madison MS 39130

(769)567-2306 Ext. 2314

(769)567-2305 Fax #

Bridgette.smith@gluckstadt.net



MAYOR

Walter C. Morrison, IV

CITY CLERK

Lindsay Kellum

POLICE CHIEF

Barry Hale

**MUNICIPAL COURT
CLERK**

Stephanie Gerlach

**PLANNING & ZONING
ADMIN./BUILDING
DEPT.**

William Hall

PUBLIC WORKS

Chris Buckner

**CITY OF GLUCKSTADT
MISSISSIPPI**



**343 DISTRIBUTION DRIVE
GLUCKSTADT, MS 39110**

ALDERMEN

Miya Bates

Jayne Powell

Wesley Slay

John Taylor

Lisa Williams

MEMORANDUM

TO: Mayor & Board of Alderman

FROM: Barry Hale, Chief of Police

DATE: Thursday, November 02, 2023

Subject: Request for Discussion and Approval to Remove Flock Safety LPR from Fixed Assets and disposal of item.

I am requesting the Mayor and Board of Alderman discuss and approve the Gluckstadt Police Department to remove a Flock Safety LPR from fixed assets as well as its disposal.

The LPR in question no longer functions due to being destroyed by an unknown vehicle, and I recommend its disposal. I have attached some backup documentation for your review.

Sincerely,

Barry Hale
Chief of Police



GLUCKSTADT POLICE DEPARTMENT

Offense / Incident Report

GENERAL OFFENSE INFORMATION

Report Type: Cumulative Report

Agency	GLUCKSTADT POLICE DEPARTMENT	Location	800 GLUCKSTADT ROAD GLUCKSTADT MISSISSIPPI 39110
Case #	2023003920		
File #			
Description	Information Property Damage		
Incident Status		From Date/Time	01/31/2023 00:00
		To Date/Time	
		Report Date	11/02/2023 00:00
		Initial Rep. Date	11/02/2023 00:00
Reporting Officer	HALE, BARRY		

COMPLAINANT

Name	city of gluckstadt,			Phone	____-____-____
Address					
Race		Ethnic		Sex	
Height		Weight		Hair	
S.S.N.	____-____-____	DL & St.		JRN#	

VICTIM(S)

Name	city of gluckstadt,			Phone	____-____-____
Address					
Race		Ethnic		Sex	
Height		Weight		Hair	
S.S.N.	____-____-____	DL & St.		JRN#	
Type of Victim	BUSINESS	Victim Of	NONE	Injury Type	NONE
Homicide/Assault Circumstance					

PROPERTY

Property Category	STRUCTURES - OTHER	Loss Type	DESTROYED/DAMAGED/VAND
Description	FlockSafety LPR		
Notes			
Make		Model	
Serial No / VIN		Style	
Vehicle Year		Color	
Loss Date		Plate No/ State/ Type	
Rec Date		Loss Quantity	
Drug Type		Loss Value	
		Rec Quantity	
		Rec Value	
		Drug Quantity	
		Drug UOM	

Case No: 2023003920

GLUCKSTADT POLICE DEPARTMENT

Incident # 2023003920

HALE, BARRY

On January 01, it was discovered that the FlockSafety LPR located on Gluckstadt Road near Boseman Road was destroyed and lying on the ground. After an investigation was completed, we were unable to locate any vehicle or suspect information. The LPR was taken to the PD and placed in the back storage room. FlockSafety was contacted and the LPR was replaced.

Barry Hale

From: Barry Hale
Sent: Friday, February 10, 2023 4:16 PM
To: Robert Lacey
Subject: Damaged camera

Looks like the last photo was taken on January 31, 2023 at 10:40:49 PM.

Get [Outlook for iOS](#)

From: [Scott Maugh](#)
To: [Toni Young](#); [Lindsay Kellum](#)
Subject: Disposals
Date: Monday, October 30, 2023 8:18:13 AM

Reminder – the monitor was approved to be disposed of – need to look into this

We need to request the board officially dispose that flock camera that was destroyed.

These need to be marked disposed once appropriate.

SCOTT MAUGH

Deputy City Clerk, City of Gluckstadt
P.O. Box 2210
Madison, MS 39130
Office: (769) 567-2306
Fax: (769) 567-2305
Scott.Maugh@gluckstadt.net





CITY OF GLUCKSTADT

MISSISSIPPI
OFFICE OF THE CITY CLERK

MEMORANDUM

TO: Mayor & Board of Alderman

FROM: Lindsay Kellum, City Clerk

DATE: 11/14/2023

SUBJECT: Need for FY24 Budget Amendment

We have the need to amend the FY24 budget for the following purposes:

- 1) Bring in grant revenue, relative to Gluckstadt Police Department.
- 2) Bring in recent E911 funds provided by county for dispatch in the new Gluckstadt Police Department and Municipal Court.
- 3) Adjust personnel budget categories in court and police department to account for recent pay raises / pay scale adoption.
- 4) Bring over funds from FY23 to cover items budgeted for/ ordered in FY23, but delivered and invoiced in FY24, relative to Gluckstadt Police Department; update line-item budgets in capital outlay to accommodate; authority: Miss Code Ann. §21-35-25.

Please let me know if you have any questions.

LK

**RESOLUTION AMENDING THE FISCAL
YEAR ENDING 2024 MUNICIPAL BUDGET**

WHEREAS, the City of Gluckstadt adopted its municipal operating budget in September 2023 and set forth therein the anticipated revenues to be collected and expenditures to be expended throughout the ensuing fiscal year; and,

WHEREAS, the City of Gluckstadt now finds that it is necessary and desirable to make certain budget amendments to reflect the evolving nature of municipal operations and the reality of revenues and necessary expenses; and,

NOW THEREFORE BE IT RESOLVED, that the fiscal year ending 2024 municipal general fund operating budget be and is hereby amended in accordance with the details set forth as follows:

- 1) That intergovernmental revenues (federal grants) be amended by increasing the amount by \$22,692.00 to reflect receipt of funds pursuant to a coronavirus PPE grant. This grant revenue serves to reimburse the city for certain coronavirus PPE related purchases.
- 2) That intergovernmental revenues (state grants) be amended by increasing the amount by \$180,404.00 to reflect receipt of a homeland security grant for the following: LPR Flock Cameras (\$150,000.00), Anti-terrorism Equipment (\$13,554.00), and E-ticket (\$10,000.00). This total also reflects the receipt of a JAG grant (\$6,850.00) for body cameras.
- 3) That intergovernmental revenues (county shared revenues) be amended by increasing the amount by \$454,446.80 to reflect receipt of county E-911 funds earmarked for dispatch radio equipment.
- 4) That the budget category of personnel services in the Judicial/Municipal Court Department be amended by increasing the amount by \$3,600.00 to provide funds for pay increases approved in October of 2023.
- 5) That the budget category of personnel services in the Police Department be amended by increasing the amount by \$25,000.00 to provide funds for pay increases, and promotions, approved in October of 2023.

- 6) That the budget category of supplies in the Police Department be amended by increasing the amount by \$6,037.63 to provide funds for the purchase of uniforms ordered in fiscal year ending 09/30/2023; then, invoiced in fiscal year ending 09/30/2024. Funds for this increase will come from FYE2023 surplus funds pursuant to Miss Code Ann. §21-35-25.

- 7) That the budget category of capital outlay in the Police Department be amended by increasing the amount by \$9,703.71 to provide funds for the purchase of officer(s) equipment ordered in fiscal year ending 09/30/2023; then, invoiced in fiscal year ending 09/30/2024. Funds for this increase will come from FYE2023 surplus funds pursuant to Miss Code Ann. §21-35-25.

- 8) That the budget category of capital outlay in the Police Department be amended by increasing the amount by \$8,265.84 to provide funds for the purchase of a K9 cage (for a patrol car) ordered in fiscal year ending 09/30/2023; then, invoiced in fiscal year ending 09/30/2024. Funds for this increase will come from FYE2023 surplus funds pursuant to Miss Code Ann. §21-35-25

- 9) That the budget category of capital outlay in the Police Department be amended by increasing the amount by \$816,563.30 to provide funds for flock cameras, body cameras, anti-terrorism equipment, e-ticket, dispatch radio equipment, and a 911 public safety answering point. This increase will be partially funded by a homeland security grant (\$173,554.00), a JAG grant (\$6,850.00), and county shared E-911 funds (\$454,446.80). The city will request that Madison County pay or reimburse the city for the purchase of the 911 public safety answering point in the amount of \$180,000.00.

BE IT FURTHER RESOLVED that pursuant to Miss Code Ann. §21-35-25 the City Clerk is hereby authorized and directed to publish the foregoing amendments to the municipal budget within two (2) weeks of the adoption of this resolution.

City of Gluckstadt General Fund	Final Budget as Adopted	Proposed Amendments	Budget Including Adopted Amendments
RECEIPTS			
Licenses & Permits:			
Privilege Licenses	\$ 28,000	\$ -	\$ 28,000
Building Permits	80,000	-	80,000
Zoning Permits	3,400	-	3,400
Franchise Fees/Taxes:			
Franchise Taxes (Public Utilities)	200,000	-	200,000

City of Gluckstadt General Fund

	Final Budget as Adopted	Proposed Amendments	Budget Including Adopted Amendments
RECEIPTS			
Intergovernmental Revenues:			
Federal Grants	-	22,692	22,692
State Grants	-	180,404	180,404
State Shared Revenues	3,361,310	-	3,361,310
County Shared Revenues	505,000	454,447	959,447
Fines and Forfeits	250,000	-	250,000
Interest	67,500	-	67,500
Miscellaneous:			
Donations	-	-	-
Public Record Requests	3,000	-	3,000
Other Revenue	-	-	-
Fee for Tax Collections	(50,000)	-	(50,000)
Total from All Sources, Other Than Taxation	4,448,210	657,543	5,105,753
Beginning Cash and Investment Balance	4,087,146	-	4,087,146
Total Receipts Other Than Ad Valorem Tax	8,535,356	657,543	9,192,899
Amount to be Raised by Ad Valorem Tax	1,448,900	-	1,448,900
TOTAL FROM ALL SOURCES	\$ 9,984,256	\$ 657,543	\$ 10,641,799

	Final Budget as Adopted	Proposed Amendments	Budget Including Adopted Amendments
DISBURSEMENTS			
Legislative - Board:			
Personnel Services	\$ 35,670	\$ -	\$ 35,670
Supplies	500	-	500
Contractual Services	12,500	-	12,500
Capital Outlay	500	-	500
Total	<u>\$ 49,170</u>	<u>\$ -</u>	<u>\$ 49,170</u>
Judicial - Municipal Court:			
Personnel Services	\$ 136,095	\$ 3,600.00	\$ 139,695
Supplies	11,500	-	11,500
Contractual Services	81,400	-	81,400
Capital Outlay	-	-	-
Total	<u>\$ 228,995</u>	<u>\$ 3,600.00</u>	<u>\$ 232,595</u>

City of Gluckstadt General Fund

DISBURSEMENTS

	Final Budget as Adopted	Proposed Amendments	Budget Including Adopted Amendments
Executive - Mayor:			
Personnel Services	\$ -	\$ -	\$ -
Supplies	500	-	500
Contractual Services	9,750	-	9,750
Capital Outlay	-	-	-
Total	<u>\$ 10,250</u>	<u>\$ -</u>	<u>\$ 10,250</u>
Administration - Financial:			
Personnel Services	\$ 319,615	\$ -	\$ 319,615
Supplies	7,500	-	7,500
Contractual Services	89,300	-	89,300
Capital Outlay	15,500	-	15,500
Total	<u>\$ 431,915</u>	<u>\$ -</u>	<u>\$ 431,915</u>
Planning & Zoning:			
Personnel Services	\$ 107,420	\$ -	\$ 107,420
Supplies	9,250	-	9,250
Contractual Services	170,900	-	170,900
Capital Outlay	-	-	-
Total	<u>\$ 287,570</u>	<u>\$ -</u>	<u>\$ 287,570</u>
Administration - General:			
Personnel Services	\$ 89,396	\$ -	\$ 89,396
Supplies	4,500	-	4,500
Contractual Services	1,030,650	-	1,030,650
Capital Outlay	20,250	-	20,250
Total	<u>\$ 1,144,796</u>	<u>\$ -</u>	<u>\$ 1,144,796</u>
Police Department:			
Personnel Services	\$ 1,116,447	\$ 25,000	\$ 1,141,447
Supplies	128,450	6,038	134,488
Contractual Services	201,600	-	201,600
Capital Outlay	364,841	834,533	1,199,374
Total	<u>\$ 1,811,338</u>	<u>\$ 865,570</u>	<u>\$ 2,676,908</u>
Fire Department:			
Contractual Services	\$ 60,000	\$ -	\$ 60,000
Total	<u>\$ 60,000</u>	<u>\$ -</u>	<u>\$ 60,000</u>

City of Gluckstadt General Fund

	Final Budget as Adopted	Proposed Amendments	Budget Including Adopted Amendments
DISBURSEMENTS			
Building Inspection:			
Personnel Services	\$ 176,288	\$ -	\$ 176,288
Supplies	7,750	-	7,750
Contractual Services	14,070	-	14,070
Capital Outlay	2,000	-	2,000
Total	\$ 200,108	\$ -	\$ 200,108
Street Department:			
Personnel Services	\$ 441,010	\$ -	\$ 441,010
Supplies	121,400	-	121,400
Contractual Services	550,681	-	550,681
Capital Outlay	895,200	-	895,200
Total	\$ 2,008,291	\$ -	\$ 2,008,291
Transfers:			
Transfers out	\$ 617,031	\$ -	\$ 617,031
Total	\$ 617,031	\$ -	\$ 617,031
Total Disbursements	\$ 6,849,465	\$ 869,170	\$ 7,718,636
Ending Cash and Investment Balance	\$ 3,134,791	\$ (211,628)	\$ 2,923,163
TOTAL DISBURSMENTS AND ENDING BALANCE			
	\$ 9,984,256	\$ 657,543	\$ 10,641,799

The foregoing resolution having been first reduced to writing was moved for adoption by Alderman _____, and seconded by Alderman _____, with the vote thereon being as follows:

- | | | |
|-------------------------------------|-----|----|
| Alderman Miya Warfield Bates voted: | yes | no |
| Alderman Jayce Powell voted: | yes | no |
| Alderman Richard Wesley Slay voted: | yes | no |
| Alderman John Taylor voted: | yes | no |
| Alderman Lisa Williams voted: | yes | no |

SO RESOLVED this the _____ day of November 2023.

Walter Morrison, Mayor

ATTEST:

Lindsay Kellum, City Clerk

Seal

Police Department

Budget Amendment Request- November 2023

Homeland Security Grant (reimbursable)

- 1. LPR Flock Cameras- \$150,000.00
- 2. Antiterrorism Equipment- \$13,554.00
- 3. E-ticket-\$10,000.00

Covid Grant- (reimbursable)

- 1. PPE & Cleaning supplies- \$22,692.00

Dispatch Radio Equipment (County funded)

- 1. Motorola radio equipment- \$454,446.80

JAG Grant (partial match)

- 1. Body Cameras (5)-\$6,850.00 (\$1712.50 match)

911 PSAP (public safety answering point) AT&T

- 1. Equipment-\$180,000.00 (will request for county to pay like they do for other cities)

Need Board approval at November meeting to authorize purchase of equipment and submit request to MSWIN for their December meeting. A request must be made to (MSWIN) Mississippi Wireless Commission to purchase under a state contract when the amount exceeds \$100,000.00. Just a formality.

**City of Gluckstadt
General Fund Monthly Budget Report for Month Ending October 31, 2023**

	ADOPTED BUDGET FY2023-24	MTD ACTIVITY	YTD ACTIVITY	YTD ACTIVITY + ENCUMBRANCES	BUDGET REMAINING
Revenues					
AD VAL - REAL PROPERTY TAXES	\$834,000.00	\$0.00	\$0.00	\$0.00	\$834,000.00
AD VAL - AUTO TAXES	\$130,000.00	\$9,123.67	\$9,123.67	\$9,123.67	\$120,876.33
AD VAL - PERS. PROP. / MH TAXES	\$454,000.00	\$8,664.47	\$8,664.47	\$8,664.47	\$445,335.53
AD VAL - PRIOR YEAR TAXES - AUTO	\$1,000.00	\$145.69	\$145.69	\$145.69	\$854.31
AD VAL - PRIOR YEAR TAXES - OTHER	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00
AD VAL - PUBLIC UTILITIES TAXES	\$14,900.00	\$0.00	\$0.00	\$0.00	\$14,900.00
AD VAL - PENALTIES & INTEREST	\$3,000.00	\$102.80	\$102.80	\$102.80	\$2,897.20
PRIVILEGE LICENSES	\$28,000.00	\$862.75	\$862.75	\$1,017.75	\$26,982.25
FRANCHISE TAXES (PUBLIC UTILITIES)	\$200,000.00	\$4,817.79	\$4,817.79	\$4,817.79	\$195,182.21
PERMITS - BUILDING	\$80,000.00	\$9,995.25	\$9,995.25	\$17,476.25	\$62,523.75
PERMITS - ZONING	\$3,400.00	\$1,300.00	\$1,300.00	\$1,400.00	\$2,000.00
MUNICIPAL REVOLVING FUND	\$1,200.00	\$1,231.09	\$1,231.09	\$1,231.09	(\$31.09)
HOMESTEAD EXEMPT REIMB	\$9,250.00	\$0.00	\$0.00	\$0.00	\$9,250.00
ABC PERMITS	\$3,000.00	\$900.00	\$900.00	\$900.00	\$2,100.00
MUNICIPAL GAS AID TAX	\$1,900.00	\$0.00	\$0.00	\$0.00	\$1,900.00
SALES TAX	\$2,850,000.00	\$262,244.25	\$262,244.25	\$262,244.25	\$2,587,755.75
COUNTY ROAD & BRIDGE TAXES	\$180,000.00	\$2,638.23	\$2,638.23	\$2,638.23	\$177,361.77
E-911 FUNDS	\$0.00	\$454,446.80	\$454,446.80	\$454,446.80	(\$454,446.80)
OTHER REVENUE / BoS ROAD PLAN	\$325,000.00	\$0.00	\$0.00	\$0.00	\$325,000.00
GRAND GULF	\$55,000.00	\$0.00	\$0.00	\$0.00	\$55,000.00
MIMA FUNDS	\$440,960.00	\$0.00	\$0.00	\$0.00	\$440,960.00
STATE ASSESSMENTS (DFA & DPS)	(\$217,000.00)	\$0.00	\$0.00	(\$23,113.75)	(\$193,886.25)
TRAFFIC & COURT FINES (CITY)	\$464,000.00	\$51,432.25	\$51,432.25	\$56,842.00	\$407,158.00
ADMIN COURT FEES (INCL JAIL FEES)	\$2,500.00	\$50.00	\$50.00	\$50.00	\$2,450.00
APPEARANCE BOND FEE	\$500.00	\$50.00	\$50.00	\$75.00	\$425.00
INTEREST	\$67,500.00	\$9,029.09	\$9,029.09	\$9,029.09	\$58,470.91
DONATIONS	\$0.00	\$500.00	\$500.00	\$500.00	(\$500.00)
PUBLIC RECORDS REQUESTS	\$3,000.00	\$925.00	\$925.00	\$975.00	\$2,025.00
BEGINNING CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenues	\$5,947,110.00	\$818,459.13	\$818,459.13	\$808,566.13	\$5,138,543.87
Expenditures					
LEGISLATIVE - BOARD					
PERSONNEL SERVICES	\$35,670.00	\$2,131.10	\$2,131.10	\$3,638.15	\$32,031.85
SUPPLIES	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
CONTRACTUAL SERVICES	\$12,500.00	\$0.00	\$0.00	\$1,097.40	\$11,402.60
CAPITAL OUTLAY	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
SUB-TOTAL	\$49,170.00	\$2,131.10	\$2,131.10	\$4,735.55	\$44,434.45
JUDICIAL/MUNICIPAL COURT					
PERSONNEL SERVICES	\$136,095.46	\$5,229.60	\$5,229.60	\$14,172.44	\$121,923.02
SUPPLIES	\$11,500.00	\$0.00	\$0.00	\$0.00	\$11,500.00
CONTRACTUAL SERVICES	\$81,400.00	\$0.00	\$0.00	\$4,155.74	\$77,244.26
SUB-TOTAL	\$228,995.46	\$5,229.60	\$5,229.60	\$18,328.18	\$210,667.28
EXECUTIVE - MAYOR					
SUPPLIES	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
CONTRACTUAL SERVICES	\$9,750.00	\$0.00	\$0.00	\$0.00	\$9,750.00
CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUB-TOTAL	\$10,250.00	\$0.00	\$0.00	\$0.00	\$10,250.00

City of Gluckstadt
General Fund Monthly Budget Report for Month Ending October 31, 2023

	ADOPTED BUDGET FY2023-24	MTD ACTIVITY	YTD ACTIVITY	YTD ACTIVITY + ENCUMBRANCES	BUDGET REMAINING
ADMINISTRATION - FINANCIAL					
PERSONNEL SERVICES	\$319,615.46	\$11,147.76	\$11,147.76	\$31,003.40	\$288,612.06
SUPPLIES	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00
CONTRACTUAL SERVICES	\$89,300.00	\$0.00	\$0.00	\$866.06	\$88,433.94
CAPITAL OUTLAY	\$15,500.00	\$0.00	\$0.00	\$0.00	\$15,500.00
SUB-TOTAL	\$431,915.46	\$11,147.76	\$11,147.76	\$31,869.46	\$400,046.00
PLANNING & ZONING					
PERSONNEL SERVICES	\$107,420.06	\$3,821.38	\$3,821.38	\$10,080.57	\$97,339.49
SUPPLIES	\$9,250.00	\$0.00	\$0.00	\$36.28	\$9,213.72
CONTRACTUAL SERVICES	\$170,900.00	\$0.00	\$0.00	\$10,524.06	\$160,375.94
SUB-TOTAL	\$287,570.06	\$3,821.38	\$3,821.38	\$20,640.91	\$266,929.15
ADMINISTRATION - GENERAL					
PERSONNEL SERVICES	\$89,396.46	\$3,316.24	\$3,316.24	\$8,842.91	\$80,553.55
SUPPLIES	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00
CONTRACTUAL SERVICES	\$1,078,250.00	\$2,768.20	\$2,768.20	\$72,514.79	\$1,005,735.21
CAPITAL OUTLAY	\$20,250.00	\$0.00	\$0.00	\$0.00	\$20,250.00
SUB-TOTAL	\$1,192,396.46	\$6,084.44	\$6,084.44	\$81,357.70	\$1,111,038.76
POLICE					
PERSONNEL SERVICES	\$1,116,446.74	\$36,895.02	\$36,895.02	\$89,336.60	\$1,027,110.14
SUPPLIES	\$128,450.00	\$0.00	\$0.00	\$10,082.10	\$118,367.90
CONTRACTUAL SERVICES	\$201,600.00	\$650.00	\$650.00	\$17,723.14	\$183,876.86
CAPITAL OUTLAY	\$364,841.10	\$0.00	\$0.00	\$2,699.33	\$362,141.77
SUB-TOTAL	\$1,811,337.84	\$37,545.02	\$37,545.02	\$119,841.17	\$1,691,496.67
FIRE					
CONTRACTUAL SERVICES	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00
SUB-TOTAL	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00
BUILDING INSPECTION & CODE					
PERSONNEL SERVICES	\$176,287.80	\$5,138.16	\$5,138.16	\$11,132.62	\$165,155.18
SUPPLIES	\$7,750.00	\$0.00	\$0.00	\$36.28	\$7,713.72
CONTRACTUAL SERVICES	\$14,070.00	\$0.00	\$0.00	\$557.00	\$13,513.00
CAPITAL OUTLAY	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
SUB-TOTAL	\$200,107.80	\$5,138.16	\$5,138.16	\$11,725.90	\$188,381.90
STREETS					
PERSONNEL SERVICES	\$441,010.36	\$10,815.17	\$10,815.17	\$27,040.73	\$413,969.63
SUPPLIES	\$121,400.00	\$0.00	\$0.00	\$5,753.53	\$115,646.47
CONTRACTUAL SERVICES	\$550,681.00	\$0.00	\$0.00	\$11,935.13	\$538,745.87
CAPITAL OUTLAY	\$895,200.00	\$0.00	\$0.00	\$139,618.51	\$755,581.49
SUB-TOTAL	\$2,008,291.36	\$10,815.17	\$10,815.17	\$184,347.90	\$1,823,943.46
TRANSFERS					
TRANSFERS OUT	\$617,030.71	\$0.00	\$0.00	\$0.00	\$617,030.71
SUB-TOTAL	\$617,030.71	\$0.00	\$0.00	\$0.00	\$617,030.71
Total Expenditures	\$6,897,065.15	\$81,912.63	\$81,912.63	\$472,846.77	\$6,424,218.38
Net (Revenues less Expenditures)	(\$949,955.15)	\$736,546.50	\$736,546.50	\$335,719.36	(\$1,285,674.51)

City of Gluckstadt
Debt Service Fund 1 (2023 G.O. Bond Issue) - Monthly Budget Report for Month Ending October 31, 2023

	ADOPTED BUDGET FY2023-24	MTD ACTIVITY	YTD ACTIVITY	YTD ACTIVITY + ENCUMBRANCES	BUDGET REMAINING
Revenues					
TRANSFERS IN - FROM GENERAL FUND	\$617,030.71	\$0.00	\$0.00	\$0.00	\$617,030.71
BEGINNING CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenues	\$617,030.71	\$0.00	\$0.00	\$0.00	\$617,030.71
Expenditures					
BONDS - PRINCIPAL PAYMENT	\$305,000.00	\$0.00	\$0.00	\$0.00	\$305,000.00
BONDS - INTEREST PAYMENT	\$312,030.71	\$0.00	\$0.00	\$0.00	\$312,030.71
DEBT SERVICE	\$617,030.71	\$0.00	\$0.00	\$0.00	\$617,030.71
Total Expenditures	\$617,030.71	\$0.00	\$0.00	\$0.00	\$617,030.71
Net (Revenues less Expenditures)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

City of Gluckstadt

Section 5, Item B)

Police Station Capital Project Fund 2 (2023 Legislative Appropriation) - Monthly Budget Report for Month Ending October 31, 2023

	ADOPTED BUDGET FY2023-24	MTD ACTIVITY	YTD ACTIVITY	YTD ACTIVITY + ENCUMBRANCES	BUDGET REMAINING
Revenues					
BEGINNING CASH	\$750,000.00	\$0.00	\$0.00	\$0.00	\$750,000.00
Total Revenues	\$750,000.00	\$0.00	\$0.00	\$0.00	\$750,000.00
Expenditures					
CONTRACTUAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL OUTLAY - BUILDING	\$750,000.00	\$0.00	\$0.00	\$0.00	\$750,000.00
CAPITAL OUTLAY	\$750,000.00	\$0.00	\$0.00	\$0.00	\$750,000.00
Total Expenditures	\$750,000.00	\$0.00	\$0.00	\$0.00	\$750,000.00
Net (Revenues less Expenditures)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Section 5, Item B)

City of Gluckstadt**Police Station Capital Project Fund 3 (2023 G.O. Bond Issue) - Monthly Budget Report for Month Ending October 31, 2023**

	ADOPTED BUDGET FY2023-24	MTD ACTIVITY	YTD ACTIVITY	YTD ACTIVITY + ENCUMBRANCES	BUDGET REMAINING
Revenues					
BEGINNING CASH	\$5,888,014.00	\$0.00	\$0.00	\$0.00	\$5,888,014.00
Total Revenues	\$5,888,014.00	\$0.00	\$0.00	\$0.00	\$5,888,014.00
Expenditures					
CAPITAL OUTLAY - BUILDING	\$5,888,014.00	\$0.00	\$0.00	\$384,756.65	\$5,503,257.35
CAPITAL OUTLAY	\$5,888,014.00	\$0.00	\$0.00	\$384,756.65	\$5,503,257.35
Total Expenditures	\$5,888,014.00	\$0.00	\$0.00	\$384,756.65	\$5,503,257.35
Net (Revenues less Expenditures)	\$0.00	\$0.00	\$0.00	(\$384,756.65)	\$384,756.65

Page 1 of 1

10:35 AM; 11/10/2023

99

City of Gluckstadt

Police Station Capital Project Fund 1 (2022 Legislative Appropriation) - Monthly Budget Report for Month Ending October 31, 2023

	ADOPTED BUDGET FY2023-24	MTD ACTIVITY	YTD ACTIVITY	YTD ACTIVITY + ENCUMBRANCES	BUDGET REMAINING
Revenues					
BEGINNING CASH	\$311,784.00	\$0.00	\$0.00	\$0.00	\$311,784.00
Total Revenues	\$311,784.00	\$0.00	\$0.00	\$0.00	\$311,784.00
Expenditures					
CONTRACTUAL - ARCHITECTURAL/ENGINEERING	\$120,094.00	\$0.00	\$0.00	\$1,960.68	\$118,133.32
CONTRACTUAL SERVICES	\$120,094.00	\$0.00	\$0.00	\$1,960.68	\$118,133.32
CAPITAL OUTLAY - BUILDING	\$191,690.00	\$0.00	\$0.00	\$0.00	\$191,690.00
CAPITAL OUTLAY	\$191,690.00	\$0.00	\$0.00	\$0.00	\$191,690.00
Total Expenditures	\$311,784.00	\$0.00	\$0.00	\$1,960.68	\$309,823.32
Net (Revenues less Expenditures)	\$0.00	\$0.00	\$0.00	(\$1,960.68)	\$1,960.68

One of the fastest growing cities in Mississippi!



Coming in the Next Issue of Delta Business Journal

Take part in the *Delta Business Journal's* annual focus on Gluckstadt. In this special spotlight, coming in our next edition, the *DBJ* will be highlighting area businesses, government and healthcare leaders, and more.

If you are a Gluckstadt business — or if you'd like to reach Gluckstadt readers — you need to be involved in this special annual spotlight on Gluckstadt. Soon, we will be in touch to let you know how you can help us salute Gluckstadt and promote your business in the process.

**Thank you for your interest.
Reserve your advertising space now.**

For more information, please call: 662-843-2700

SALES REPRESENTATIVES:

Ann Nestler, ann@deltamagazine.com Pam Parker, pam@coopwood.net

Kristy Kitchings, kristy@coopwood.net Wendy Mize, wendy@deltabusinessjournal.com

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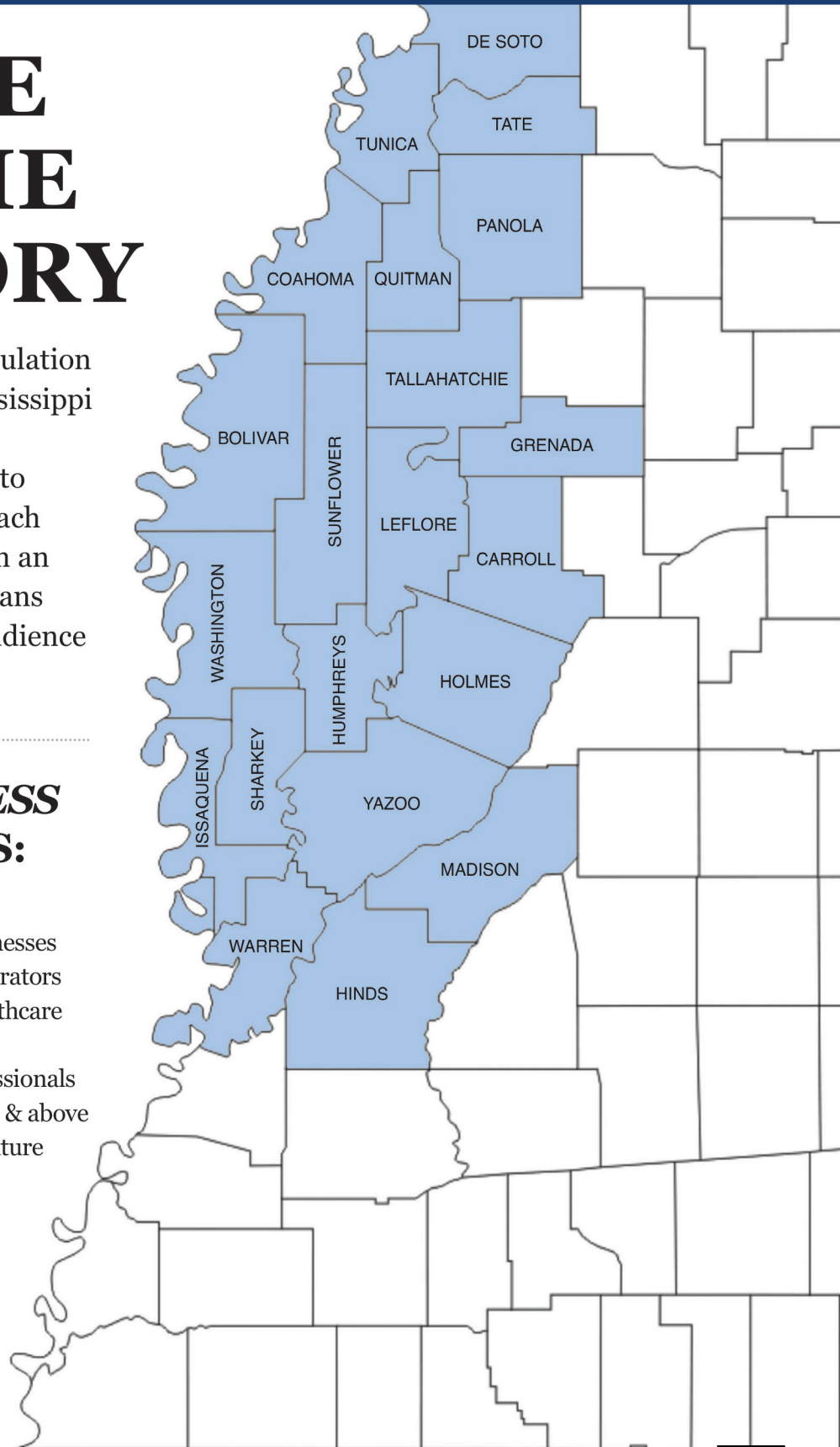
WE COME WITH THE TERRITORY

The *Delta Business Journal* circulation is composed of some 8,000 Mississippi Delta business and area leaders providing a unique opportunity to any advertiser who desires to reach Delta business and industry with an advertising message and the means for targeting a highly focused audience without large waste circulation.

THE DELTA BUSINESS JOURNAL REACHES:

- Businesses in the Mississippi Delta
- Farmers and agricultural related businesses
- Physicians, dentists, hospital administrators and other members of the Delta's healthcare community
- Lawyers, accountants and other professionals
- Individuals with incomes of \$100,000 & above
- All members of the Mississippi Legislature
- All of Mississippi's elected officials in Washington, D.C.

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From: [Coopwood](#)
To: blott@nolalending.com; ryan@fideltymort.com; info@landscapingdesignstudio.net; a.casey85@gmail.com; cps@cpspoolsandspas.com; bnelson@textron.com; jan@mattiace.com; slowery@eutawconstruction.com; Office Manager
Cc: [Lindsay Kellum](#)
Subject: Gluckstadt Spotlight
Date: Wednesday, November 8, 2023 10:16:42 AM
Attachments: [Gluckstadt_flyer_DBJ_MM.pdf](#)
[2023 DBJ Distribution.pdf](#)

Good morning!

I just wanted to touch base to see if you all had time to consider advertising in the December issue of the Delta Business Journal which will have our first annual Gluckstadt spotlight.

The section will be full of photography, editorial from the Mayor as well as advertisers, and advertisers. We can not wait for everyone to see the section.

If you are interested in reserving space, please let me know by deadline - November 15th.

Kristy Kitchings
Delta Business Journal
662-843-2700



CITY OF GLUCKSTADT

MISSISSIPPI
OFFICE OF THE CITY CLERK

MEMORANDUM

TO: Mayor & Board of Alderman

FROM: Lindsay Kellum, City Clerk

DATE: November 14, 2023

SUBJECT: General Update, City Administration

The City Clerk will provide a brief update on the below city administration matters.

Items:

- Finance & Budget
- Accounts Payable
- Fixed Assets
- Software Implementation
- Training & Education
- Human Resources and Payroll
- Communications and Website
- Public Records Requests
- Events & Chamber of Commerce
- Mayor's Youth Council



CITY OF GLUCKSTADT

MISSISSIPPI
OFFICE OF THE CITY CLERK

MEMORANDUM

TO: Mayor & Board of Alderman

FROM: Scott Maugh, Deputy City Clerk

DATE: 11/8/2023

SUBJECT: Privilege & Transient Vendor License Report (Monthly Update)

From October 1, 2023, to October 31, 2023, the City of Gluckstadt processed eighteen (18) Regular Privilege Licenses.

The amount of fees collected in 2023 to date is as follows:

Privilege: \$31,232.94

Transient: \$250.00

ID	ISSUED TO	DATE	PACKET	TYPE	===== DISTRIBUTION =====				TOTAL
					FEE	PENALTY	TAX	INTEREST	
0000095	CRADDOCK OIL	10/30/2023	00091	Payment	60.50-	.00	.00	.00	60.50-
0000100	STEEL TECHNOLOGIES	10/03/2023	00083	Payment	82.00-	.00	.00	.00	82.00-
0000107	TOWER INTERNATIONAL	10/03/2023	00083	Payment	80.00-	.00	.00	.00	80.00-
0000110	SOUTHERN MAGNOLIA H	10/10/2023	00084	Payment	20.00-	.00	.00	.00	20.00-
0000119	JOE'S USED AUTO PAR	10/23/2023	00088	Payment	25.00-	.00	.00	.00	25.00-
0000120	SIGNATURE SMILES PL	10/16/2023	00085	Payment	20.00-	.00	.00	.00	20.00-
0000123	MAXFIT SPORTS NUTRI	10/30/2023	00091	Payment	92.50-	.00	.00	.00	92.50-
0000126	MOORE'S CARPET CARE	10/25/2023	00090	Payment	30.00-	.00	.00	.00	30.00-
0000128	BAMBOO EXPRESS	10/16/2023	00085	Payment	25.00-	.00	.00	.00	25.00-
0000130	MADISON MOTOR WERKS	10/24/2023	00089	Payment	30.00-	.00	.00	.00	30.00-
0000135	TITAN ENGINEERING &	10/16/2023	00085	Payment	84.00-	.00	.00	.00	84.00-
0000221	THE BEAN PARLOR	10/03/2023	00083	Payment	45.00-	.00	.00	.00	45.00-
0000222	SOULSHINE GLUCKSTAD	10/10/2023	00084	Payment	35.00-	.00	.00	.00	35.00-
0000223	BROOKS DIRECTIONAL	10/16/2023	00085	Payment	20.00-	.00	.00	.00	20.00-
0000224	AMERICAN CHEMICAL,	10/16/2023	00085	Payment	35.75-	.00	.00	.00	35.75-
0000225	SOUTHERN MOTORCARZ	10/17/2023	00087	Payment	20.00-	.00	.00	.00	20.00-
0000226	FIRST STATE BANK	10/23/2023	00088	Payment	45.00-	.00	.00	.00	45.00-
0000227	RELISH HOME ACCENTS	10/24/2023	00089	Payment	113.00-	.00	.00	.00	113.00-

Section 7, Item B)

Section 7, Item B)

===== F E E C O D E T O T A L S B Y T Y P E =====

FEE CODE	TYPE	COUNT	===== DISTRIBUTION =====				TOTAL
			FEE	PENALTY	TAX	INTEREST	
BEER FLAT	Payment	2	30.00CR	0.00	0.00	0.00	30.00CR
MANOVER11	Payment	2	160.00CR	0.00	0.00	0.00	160.00CR
Over11	Payment	1	84.00CR	0.00	0.00	0.00	84.00CR
POSTAGE	Payment	1	2.00CR	0.00	0.00	0.00	2.00CR
Schdl-A	Payment	10	441.75CR	0.00	0.00	0.00	441.75CR
Schdl-B	Payment	5	145.00CR	0.00	0.00	0.00	145.00CR
GRAND TOTAL FOR PERIOD							862.75CR

===== T O T A L S B Y T R A N S A C T I O N T Y P E =====

TYPE	COUNT	===== DISTRIBUTION =====				TOTAL
		FEE	PENALTY	TAX	INTEREST	
Payment	18	862.75CR	0.00	0.00	0.00	862.75CR
TOTAL FOR PERIOD	18					862.75CR

SELECTION CRITERIA

Section 7, Item B)

REPORT OPTIONS:

LICENSE RANGE: THRU ZZZZZZZZZZ
PACKET RANGE: 0 THRU 99999
TRANSACTION RANGE: 10/01/2023 THRU 10/31/2023
LICENSE STATUS: All
LICENSE CODE: All
FEE CODE: All

PRINT OPTIONS:

PRINT TOTALS ONLY: NO

TRANSACTION TYPE OPTIONS:

ALL: YES
PAYMENT: YES
REFUND CHECK: YES
REVERSE PAYMENT: YES
REVERSE REFUND: YES

ADJUSTMENT OPTIONS:

ADJUSTMENT CODE: ALL

*** END OF REPORT ***



DAVID I. BRIDGERS, JR., CPA
L. KARL GOODMAN, CPA, MBA
WILLIAM F. BAIRD, CPA
EUGENE S. CLARKE, IV, CPA
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MEMBERS OF
MISSISSIPPI SOCIETY OF CPAs
AMERICAN INSTITUTE OF CPAs
GOVERNMENT AUDIT QUALITY CENTER

**ENGAGEMENT LETTER
and
Accompanying Peer Review Report**

October 30, 2023

To the Board of Aldermen, Mayor, and City Clerk
City of Gluckstadt, Mississippi
343 Distribution Drive
Madison, Mississippi 39110

To Whom It May Concern:

We are pleased to confirm our understanding of the services we are to provide the **City of Gluckstadt** (the City), for the year ending **September 30, 2023**. Section 7-7-211 (e), Miss. Code Ann. (1972), requires an audit of the financial records of the City for each fiscal year.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units (if any), each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the City as of and for the year ended **September 30, 2023**. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the City’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City’s RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance.

The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis (if applicable)
- 2) Budgetary Comparison Schedules (if applicable)
- 3) Schedule of Funding Progress – Other Postemployment Benefit (if applicable)
- 4) Schedule of City's Proportionate Share of Net Pension Liability (if applicable)
- 5) Schedule of City's Contributions – Pensions (if applicable)

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Schedule of Expenditures of Federal Awards and Accompanying Notes (if applicable)

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- 1) Schedule of Surety Bonds for City Officials

Additionally, we are required to communicate our responsibilities as auditor with respect to other information included with an annual report to those charged with governance during planning.

- The expectation that the auditor will be provided the final version of all documents comprising the annual report, including other information, prior to the date of the auditor's report so that required audit procedures can be completed prior to the issuance of the auditor's report.
- If obtaining the final version of these documents is not possible prior to the date of the auditor's report, that the documents will be provided as soon as practicable, and that the entity will not issue the annual report prior to providing them to the auditor.
- The potential implications of providing the documents after the date of the auditor's report, including any actions that may be necessary in the event the auditor concludes that there is a material misstatement.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information,

if applicable, referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- And, if applicable, internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit (if applicable)

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and if applicable, the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors,

any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit, if applicable. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, direct confirmation of receivables, if considered necessary, and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

We have identified the following significant risk(s) of material misstatement as part of our audit planning: Although planning has not concluded and modifications may be made, we consider management override of controls to be a significant risk requiring audit procedures above and beyond our normal auditing procedures.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, if applicable, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the

audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance, if applicable.

Audit Procedures—Compliance

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 provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance, if applicable, requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, if applicable, and related notes of the City in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance, if applicable, based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined and may also include the following: Assist with the preparation of the accounting records; including a) recording transactions for which management has determined or approved the appropriate account classification, or posting coded transactions to the general ledger; b) posting entries that have been approved by management to the trial balance; c) proposing standard, adjusting, conversion, or correcting journal entries or other changes affecting the financial statements to which management provided management reviews and accepts the entries and the auditor is satisfied that management understands the nature of the proposed entries and the impact the entries have on the financial statements. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, if applicable, and related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them.

Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit (if applicable)

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, if applicable, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, if applicable, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards, if applicable; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us

of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, if applicable, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review when notified of the need.

If applicable, you are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report

copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees and Other

We understand that your employees will provide assistance to our staff in the form of preparation of account summaries, will locate any documents selected by us for testing and other tasks, which could help reduce the time spent on the audit. We also understand that you will provide us with adequate working space in your office and access to all records and other information requested in connection with the audit.

Management agrees and accepts responsibility for making a determination of all potentially significant component units for the fiscal year ending **September 30, 2023**.

If we are required to perform a Single Audit, at the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Bridgers, Goodman, Baird & Clarke, PLLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the City, Office of the State Auditor of Mississippi or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Bridgers, Goodman, Baird & Clarke, PLLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit

finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit at a mutually agreed upon time. **L. Karl Goodman, CPA** is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed **\$27,500** for the fiscal year. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue written reports upon completion of our Single Audit, if applicable. Our reports will be addressed to the Board of Aldermen of the **City of Gluckstadt**. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance, if applicable, report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the **City of Gluckstadt**, Mississippi and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Bridgers, Goodman, Baird & Clarke, PLLC

Bridgers, Goodman, Baird & Clarke, PLLC

RESPONSE:

This letter correctly sets forth the understanding of **City of Gluckstadt**, Mississippi.

City Clerk

Mayor

Date: ____/____/____

Date: ____/____/____

Accompanying Peer Review Report
TAYLOR, POWELL, WILSON & HARTFORD, P.A.
CERTIFIED PUBLIC ACCOUNTANTS
POST OFFICE BOX 9369
GREENWOOD, MISSISSIPPI 38930-9369

Robert R. Knight
Paul J. Crow
Wm. David Lott
Alton E. Turnipseed
Howard R. Davis, Jr.
William K. Knight
Anna Lott Jefcoat
Kevin G. Wolfe
David Kimbriel

Clair B. Jenkins
Brandon H. Vance
Marila L. Wall
Kennon B. Turner, III

Established 1917

(662) 453-6432
FAX (662) 455-1841
Website: www.tpwh.com

Report on the Firm's System of Quality Control

June 24, 2022

To the Owners of Bridgers, Goodman, Baird & Clarke, PLLC and the
Partners in Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Bridgers, Goodman, Baird & Clarke, PLLC (the firm) in effect for the year ended August 31, 2021. Our peer review was conducted in accordance with Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of the applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of the applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Bridgers, Goodman, Baird & Clarke, PLLC in effect for the year ended August 31, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Bridgers, Goodman, Baird & Clarke, PLLC has received a peer review rating of *pass*.


TAYLOR, POWELL, WILSON & HARTFORD, P.A.

CITY OF GLUCKSTADT
MISSISSIPPI
OFFICE OF THE CITY CLERK

MEMORANDUM

TO: Mayor & Board of Aldermen
FROM: Scott Maugh, Deputy City Clerk
DATE: 11/8/2023
SUBJECT: Request for Discussion and Approval to Pay Prior Year Acquisition from Matrix Solutions

I am requesting the Mayor and Board of Alderman discuss and approve the City Clerk's Office to pay a prior year acquisition from Matrix Solutions.

After discussions with Matrix Solutions' Office Manager, Susan Flannigan, it has been determined that they never properly invoiced the City of Gluckstadt for the OptiPlex 5090 ordered for the Deputy City Clerk. I have reviewed all of our records as well, and I agree that the City of Gluckstadt was never invoiced nor remitted payment for the Deputy City Clerk's OptiPlex 5090 through no fault of the city.

I have attached an email thread for your reference.

From: [Susan Flannigan](#)
To: [Scott Maugh](#)
Cc: [Toni Young](#); [Lindsay Kellum](#)
Subject: RE: Question about Items Purchased
Date: Tuesday, October 24, 2023 9:22:05 AM
Attachments: [image001.png](#)
[image003.png](#)
[Scott M. Workstation Info.pdf](#)

Scott,

I have researched the OptiPlex 5090 question that did not bill correctly in June 2022.

It looks like the workstation was not checked into our inventory system when it arrived and therefore was not checked out when it was installed at your office.

So it did not get billed on the June 2022 Invoice. We changed billing systems so that further complicated things.

Attached is the installation date information. The price of the OptiPlex 5090 would have been \$1125.00.

We would like to go ahead and bill that amount now. How should that be handled?

We appreciate your diligence in trying to get the billing accurate and updated correctly.

Susan Flannigan
Office Manager

officemanager@matrix.ms



CODETWO | RESELLER



117A Millcreek Corners
Brandon, MS 39047
601.992.6789
www.matrixsolutions.com

Please email support@matrix.ms for all requests.

From: Scott Maugh <scott.maugh@gluckstadt.net>
Sent: Thursday, October 19, 2023 5:22 PM
To: Susan Flannigan <officemanager@matrix.ms>

Cc: Toni Young <toni.young@gluckstadt.net>; Lindsay Kellum <lindsay.kellum@gluckstadt.net>

Subject: RE: Question about Items Purchased

Good Evening,

1. We bought an Acer monitor around August/September (paid in September). Matrix ID ends in 6612. Do you know when that was brought to City Hall? We just need an acquisition date for our records.
2. Concerning my Optiplex 5090.(Matrix Number 6525) – I cannot find an invoice showing that we paid this. Can you find one? Or were we never invoiced for this one specifically?

I am not sure we ever got clarification on this, but really, we just need some kind of value for the Optiplex to put into our system, and an estimated date for the monitor, which I assume was delivered sometime in August 2022? We can use August 1, 2022, if necessary.

Thanks again for your help with this. I really appreciate it.

Sincerely,

SCOTT MAUGH

Deputy City Clerk, City of Gluckstadt

P.O. Box 2210

Madison, MS 39130

Office: (769) 567-2306

Fax: (769) 567-2305

Scott.Maugh@gluckstadt.net

From: Susan Flannigan <officemanager@matrix.ms>

Sent: Thursday, September 21, 2023 1:10 PM

To: Scott Maugh <scott.maugh@gluckstadt.net>

Cc: Toni Young <toni.young@gluckstadt.net>; Lindsay Kellum <lindsay.kellum@gluckstadt.net>

Subject: RE: Question about Items Purchased

Ok – that makes sense – I just sent you an email about the 2022 item.....so we match up on that part.

Susan Flannigan

Office Manager

officemanager@matrix.ms



117A Millcreek Corners
Brandon, MS 39047
601.992.6789



www.matrixsolutions.com

Please email support@matrix.ms for all requests.

From: Scott Maugh <scott.maugh@gluckstadt.net>
Sent: Thursday, September 21, 2023 11:08 AM
To: Susan Flannigan <officemanager@matrix.ms>
Cc: Toni Young <toni.young@gluckstadt.net>; Lindsay Kellum <lindsay.kellum@gluckstadt.net>
Subject: RE: Question about Items Purchased

I apologize. All of these items were from 2022.

SCOTT MAUGH
Deputy City Clerk, City of Gluckstadt
P.O. Box 2210
Madison, MS 39130
Office: (769) 567-2306
Fax: (769) 567-2305
Scott.Maugh@gluckstadt.net



From: Susan Flannigan <officemanager@matrix.ms>
Sent: Thursday, September 21, 2023 11:04 AM
To: Scott Maugh <scott.maugh@gluckstadt.net>
Cc: Toni Young <toni.young@gluckstadt.net>; Lindsay Kellum <lindsay.kellum@gluckstadt.net>
Subject: RE: Question about Items Purchased

Ruth Stogner's Monitor along with her other equipment was installed on Aug. 16, 2023.

How long ago did you get your PC ? Do you have a date by any chance ?

Susan Flannigan
Office Manager

officemanager@matrix.ms



117A Millcreek Corners
Brandon, MS 39047
601.992.6789
www.matrixsolutions.com

Please email support@matrix.ms for all requests.

From: Scott Maugh <scott.maugh@gluckstadt.net>
Sent: Thursday, September 21, 2023 10:57 AM
To: Susan Flannigan <officemanager@matrix.ms>
Cc: Toni Young <toni.young@gluckstadt.net>; Lindsay Kellum <lindsay.kellum@gluckstadt.net>
Subject: RE: Question about Items Purchased

Thank you.

SCOTT MAUGH
Deputy City Clerk, City of Gluckstadt
P.O. Box 2210
Madison, MS 39130
Office: (769) 567-2306
Fax: (769) 567-2305
Scott.Maugh@gluckstadt.net



From: Susan Flannigan <officemanager@matrix.ms>
Sent: Thursday, September 21, 2023 10:39 AM
To: Scott Maugh <scott.maugh@gluckstadt.net>
Cc: Toni Young <toni.young@gluckstadt.net>; Lindsay Kellum <lindsay.kellum@gluckstadt.net>
Subject: RE: Question about Items Purchased

I will check on these and get back with you shortly.

Susan Flannigan
Office Manager

officemanager@matrix.ms



CODETWO | RESELLER



117A Millcreek Corners
Brandon, MS 39047
601.992.6789
www.matrixsolutions.com

Please email support@matrix.ms for all requests.

From: Scott Maugh <scott.maugh@gluckstadt.net>
Sent: Thursday, September 21, 2023 10:24 AM
To: Susan Flannigan <officemanager@matrix.ms>
Cc: Toni Young <toni.young@gluckstadt.net>; Lindsay Kellum <lindsay.kellum@gluckstadt.net>
Subject: Question about Items Purchased

Good Morning, Susan,

I have some questions regarding items we bought from Matrix.

1. We bought an Acer monitor around August/September (paid in September). Matrix ID ends in 6612. Do you know when that was brought to City Hall? We just need an acquisition date for our records.
2. Concerning my Optiplex 5090.(Matrix Number 6525) – I cannot find an invoice showing that we paid this. Can you find one? Or were we never invoiced for this one specifically?

Thanks in advance,

SCOTT MAUGH
Deputy City Clerk, City of Gluckstadt
P.O. Box 2210
Madison, MS 39130
Office: (769) 567-2306
Fax: (769) 567-2305
Scott.Maugh@gluckstadt.net



STATE OF MISSISSIPPI
Office of the Governor



PROCLAMATION

WHEREAS, pursuant to Mississippi Code Ann. § 3-3-7(1), Thanksgiving Day, Christmas Day and New Year's Day are declared legal holidays in the State of Mississippi; and

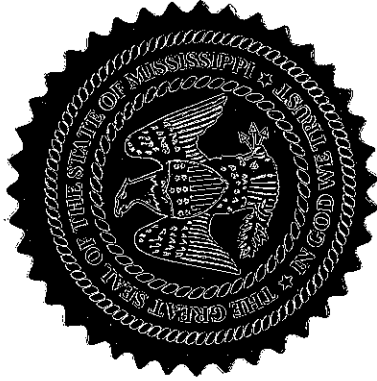
WHEREAS, during the Thanksgiving holiday and the Christmas and New Year's season, many state employees will spend time with their families in Mississippi and in other states; and

WHEREAS, let us be mindful of the words of President Ronald Reagan during the upcoming holiday season: "*Let us pause from our many activities to give thanks to Almighty God for our bountiful harvests and abundant freedoms. Let us call upon Him for continued guidance and assistance in all our endeavors. And let us be mindful of the faith and spiritual values that have made our Nation great and that alone can keep us great.*"

NOW, THEREFORE, I, Tate Reeves, Governor of the State of Mississippi, pursuant to the authority vested in me under the Constitution of the State of Mississippi and applicable statutes of the State of Mississippi, and consistent with the Federal holiday schedule, do hereby authorize the closing of all offices of the State of Mississippi on Thursday, November 23, 2023, in observance of **THANKSGIVING DAY**; on Monday, December 25, 2023, in observance of **CHRISTMAS DAY**; and on Monday, January 1, 2024, in observance of **NEW YEAR'S DAY**.

IN ADDITION, I hereby authorize the executive officers of all state agencies, in their discretion after considering the interests of the people of the State of Mississippi and the staffing needs of their respective agencies, to close all offices of the State of Mississippi on Friday, November 24, 2023, in further observance of the Thanksgiving holiday, and on Tuesday, December 26, 2023, in further observance of the Christmas season; and to staff their respective agencies as needed during the Thanksgiving holiday and the Christmas and New Year's season.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Mississippi to be affixed.



DONE in the City of Jackson, on the 8th day of November in the year of our Lord, two thousand and twenty-three, and of the Independence of the United States of America, the two hundred and forty-eighth.

Tate Reeves
TATE REEVES
GOVERNOR

BY THE GOVERNOR

Michael Watson
MICHAEL WATSON
SECRETARY OF STATE



CITY OF GLUCKSTADT

MISSISSIPPI
MUNICIPAL COURT

MEMORANDUM

TO: Mayor & Board of Alderman

FROM: Stephanie Burton, Court Clerk

DATE: 11/01/2023

SUBJECT: General update from Court Services

General information from Court Services for the month of October 2023.



CITY OF GLUCKSTADT

MISSISSIPPI
OFFICE OF THE CITY CLERK

MEMORANDUM

TO: Mayor & Board of Alderman
FROM: Ruth Marie Stogner, Grant Administrator
DATE: 11/14/2023
SUBJECT: Monthly Update, Grant Administration

Ruth Stogner will provide a monthly status report to the board for grants.



CITY OF GLUCKSTADT

MISSISSIPPI

PLANNING AND ZONING ADMINISTRATOR

MEMORANDUM

TO: Mayor & Board of Alderman

FROM: William Hall, Planning and Zoning Administrator

DATE: 10/25/2023

SUBJECT: October 24th, 2023, Planning and Zoning Board Meeting

The Planning and Zoning Board met at its regularly scheduled meeting on October 24th, 2023, at 6:00 PM at the Gluckstadt City Hall and took the following actions.

1. The Planning and Zoning Board was addressed by AT&T Representative, Andy Rotenstreich, concerning the proposed cell tower at 130 American Way. This will require a conditional use approval, and as such no action was taken at the time due to publication constraints.
2. The Planning and Zoning Board approved the Recommendation of Approval of the Site Plan for Four Seasons Drapery and Hardware.
3. The Planning and Zoning Board approved the Recommendation of Approval of the Amended Site Plan for Johnny Gooch Storage. The use of the building as a small office and majority storage area was discussed along with minor exterior changes and the exterior colors of the building.
4. The Planning and Zoning Board tabled the Germantown Park Site Plan Amendment contingent upon resubmittal with roof screening and increased landscaping on the south end of the parking lot.

The next Planning and Zoning Board meeting will be held November 28th, 2023.



CITY OF GLUCKSTADT

MISSISSIPPI
PLANNING AND ZONING ADMINISTRATOR

MEMORANDUM

TO: Mayor & Board of Alderman

FROM: William Hall, Planning and Zoning Administrator

DATE: 11/03/2023

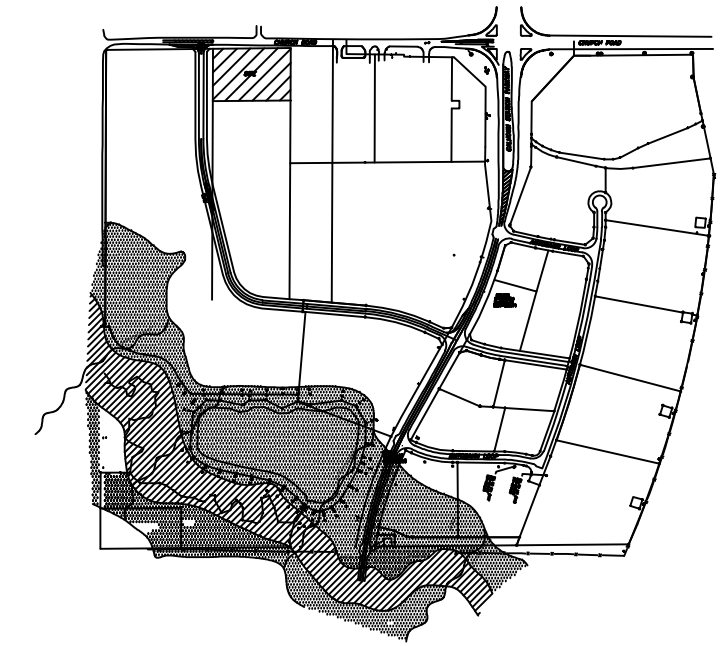
SUBJECT: Hearing of Appeal from the Planning and Zoning Commission Amended Site Plan Decision

The Planning and Zoning Board reviewed and discussed the Amended Germantown Park Site Plan. The project was tabled until the next Planning and Zoning meeting, which is scheduled for November 28, 2023. The board is requesting revisions to the Site Plans for the following:

1. Provide a screen for the roofline of the back of the build
2. Provide landscape details on the south side of the building.

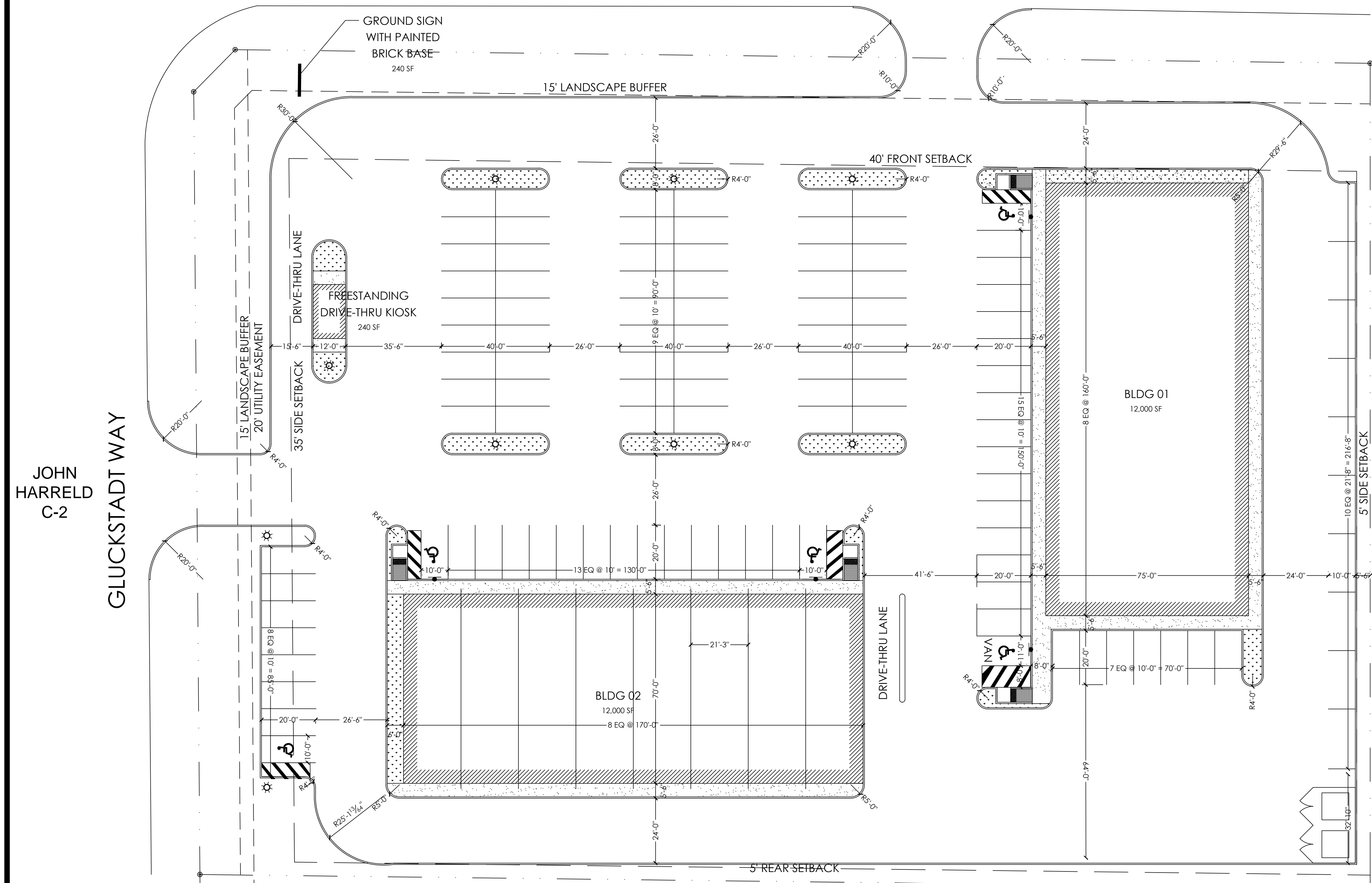
A request of appeal was received to bring it before to the Mayor and Board of Aldermen for discussion during the November 14th, 2023 meeting.

REVISIONS	BY



1 A1.0 VICINITY MAP
SCALE: 1"=1,000'-0"

MADISON COUNTY SCHOOL
SU CHURCH ROAD



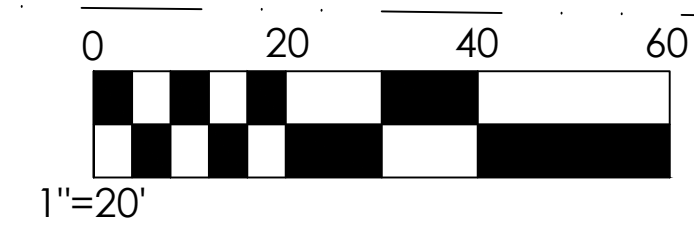
JOHN HARRELD
C-2

GLUCKSTADT WAY

STORAGE MAX
GERMANTOWN, LLC
C-2

1 A1.0 SITE PLAN
SCALE: 1"=20'-0"

JOHN HARRELD
C-2



PARCEL # 082E-21-016/01.00
BUILDING USAGE RETAIL
ZONING C-2
TOTAL SITE 132,349SFSF
TOTAL BUILDING SF = 24,240SF
LOT COVERAGE % = 18%

TOTAL BUILDING SF = 24,240SF / 225 = 107.7
TOTAL PARKING REQUIRED = 108 SPACES
TOTAL PARKING PROVIDED = 110 SPACES
FLOOD PLAIN 'X'
FLOOD PLAIN INDEX 28089C0415F



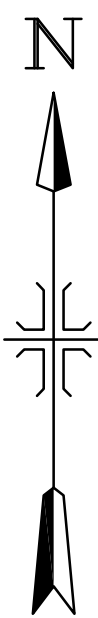
WOOLDRIDGE & ASSOCIATES
404 CHURCH RD. SUITE 700
MADISON, MS 39110
601-209-8666
WOOLDRIDGEARCHITECTURE.COM

Germantown Park
Church Road
Gluckstadt, Mississippi

THIS DESIGN IS THE COPYRIGHTED PROPERTY OF WOOLDRIDGE & ASSOCIATES. IT MAY NOT BE REPRODUCED OR CONSTRUCTED FROM THIS DESIGN WITHOUT THE EXPRESS WRITTEN PERMISSION OF WOOLDRIDGE & ASSOCIATES.

DRAWN
CHECKED
DATE 4/4/22
SCALE
JOB NO.
SHEET

A0.0



Date of field survey: July 25, 2022.

Class "B" survey in accordance with the minimum standards for land surveying in the State of Mississippi.

Vertical elevations taken from GPS Network NAVD88.

Subsurface and environmental conditions were not examined or considered as a part of this survey.

Boundary survey by Baker Bryant with Engineering Service, dated July 1, 2022.

MS One-Call #22072714351635
Process Date: July 27, 2022
Below Notes Dated: August 1, 2022

AT&T Distribution - DID NOT LOCATE, PROVIDED DRAWING
Energy MS - NO RESPONSE
Uniti Fiber - NO RESPONSE
Centerpoint Energy - DID NOT LOCATE DUE TO SURVEY TICKET

Comcast Cable of Jackson - DID NOT LOCATE
Bear Creek Water Association - ONLY RECORD DRAWINGS PROVIDED

Canton Municipal Utilities - NO CONFLICT
Telepak dba C Spire Fiber - NO CONFLICT

This survey is considered valid only when original seal and signature of surveyor of record is affixed hereto.

I, Colin L. Baird do hereby certify that the features depicted on this plat are a correct representation of the conditions as they existed on July 30, 2022

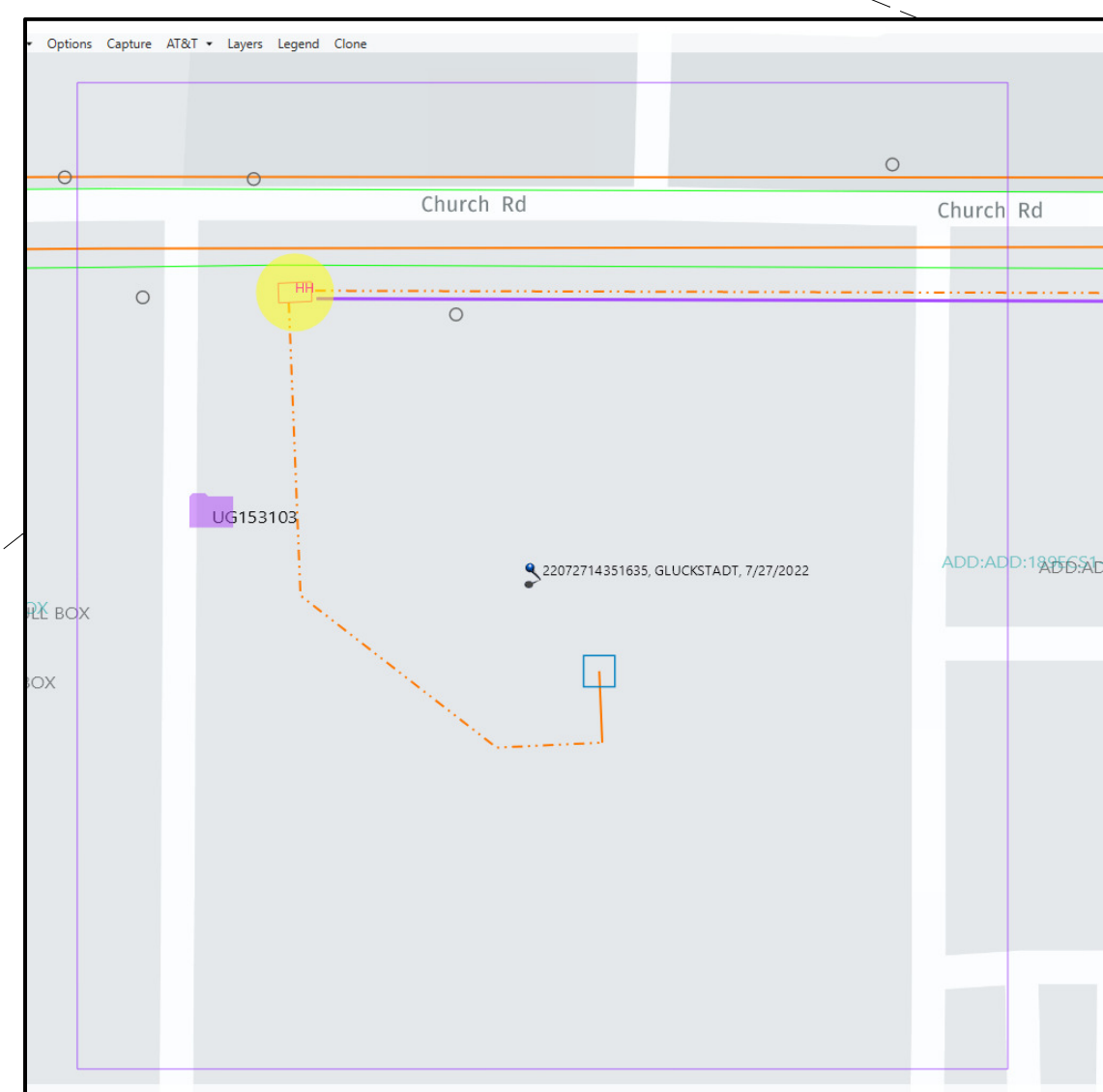
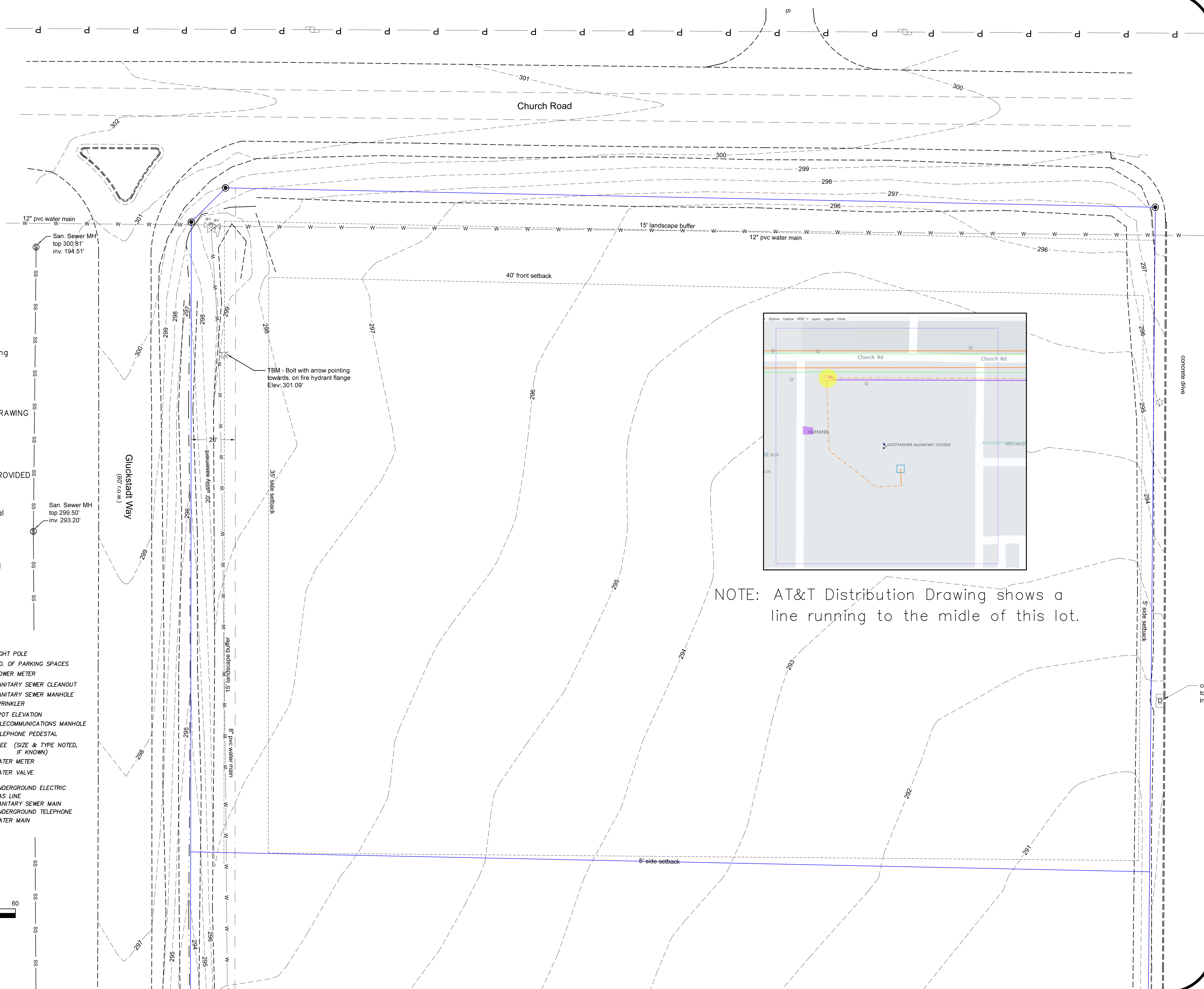
LEGEND

- | | | | |
|--|-----------------------------|--|------------------------------------|
| | A/C UNIT | | LIGHT POLE |
| | CONC. CURB & GUTTER | | NO. OF PARKING SPACES |
| | CONTOURS | | POWER METER |
| | DOWNSPOUT | | SANITARY SEWER CLEANOUT |
| | DRAINAGE INLET | | SANITARY SEWER MANHOLE |
| | ELECTRICAL BREAKER BOX | | SPRINKLER |
| | ELECTRICAL JUNCTION BOX | | SPOT ELEVATION |
| | FINISHED FLOOR ELEVATION | | TELECOMMUNICATIONS MANHOLE |
| | FIRE HYDRANT | | TELEPHONE PEDESTAL |
| | GAS METER | | TREE (SIZE & TYPE NOTED, IF KNOWN) |
| | GRATE INLET (SIZE NOTED) | | WATER METER |
| | GRATE INLET (18" ROUND-TYP) | | WATER VALVE |
| | IRRIGATION VALVE | | UNDERGROUND ELECTRIC |
| | OVERHEAD POWER/TELEPHONE | | GAS LINE |
| | POTABLE WATER | | SANITARY SEWER MAIN |
| | UNDERGROUND TELECOMM | | UNDERGROUND TELEPHONE |
| | UNDERGROUND TELECOMM | | WATER MAIN |
| | UNDERGROUND FIBER OPTIC | | |

GRAPHIC SCALE



1"=20'



NOTE: AT&T Distribution Drawing shows a line running to the middle of this lot.

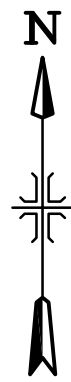
No.	Revisions:	By:	Date:

BAIRD ENGINEERING, INC.

506 Jefferson Street, Clinton, MS 39056
Phone: (601) 925-5015
www.bairdeng.com

Project No.: # CHURCH RD
Date: 07/30/2022
Scale: 1" = 20'
Designed By: CLB
Reviewed By: CLB

TOPOGRAPHIC SURVEY
GERMANTOWN PARK
GLUCKSTADT, MISSISSIPPI

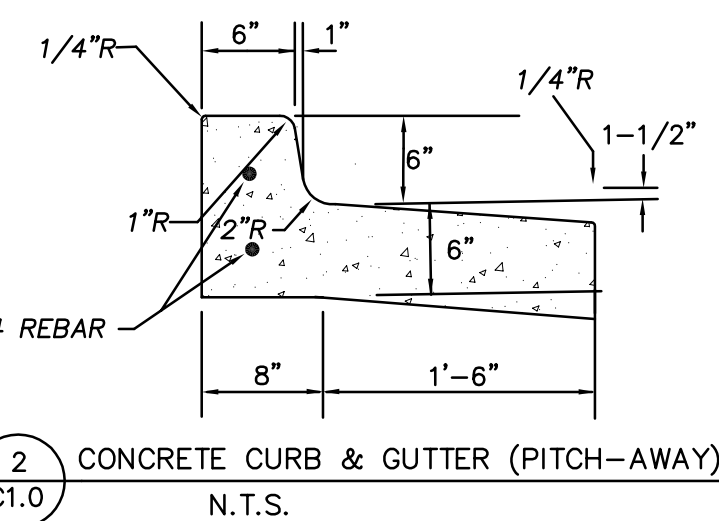


SITE PLAN NOTES

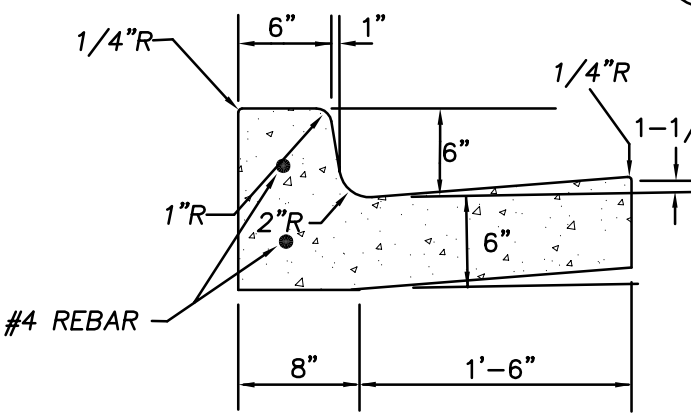
GENERAL

1. TOPOGRAPHIC SURVEY PREPARED BY BAIRD ENGINEERING, INC. DATED 07-29-2022.
2. CONTRACTOR TO NOTIFY ALL UNDERGROUND UTILITY COMPANIES AT LEAST 48 HOURS PRIOR TO CONSTRUCTION EXCAVATION. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH OSHA, FEDERAL, STATE AND LOCAL CODES.
3. CONTRACTOR TO COMPLY WITH ALL EROSION CONTROL STANDARDS AS SPECIFIED BY CITY, COUNTY AND STATE OFFICIALS.
4. DURING CONSTRUCTION, CONTRACTOR SHALL CHECK THE EROSION CONTROL FACILITIES DAILY, AND MAKE REPAIRS OR MODIFICATIONS AS NEEDED.
5. CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE OF THE STORMWATER FACILITIES DURING CONSTRUCTION. UPON COMPLETION OF PROJECT, THIS SHALL BECOME THE RESPONSIBILITY OF THE OWNER. THE OWNER SHALL INSPECT ALL STORM DRAINS, ON A MONTHLY BASIS AND REMOVE ANY SILTATION AS NEEDED.
6. ALL DISTURBED GRASSED AREAS SHALL BE SOLID SOO UNLESS NOTED OTHERWISE.
7. THE CONTRACTOR SHALL CONTACT CITY ENGINEERING AND RIGHT-OF-WAY DEPARTMENTS AT LEAST THREE (3) DAYS PRIOR TO PERFORMING ANY CONSTRUCTION ACTIVITIES WITHIN THE PUBLIC RIGHT-OF-WAY.
8. THE CONTRACTOR SHALL IMPLEMENT AND MAINTAIN BEST MANAGEMENT PRACTICES AS REQUIRED BY MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY.
9. CONSTRUCTION PHASE DUST CONTROL SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. WATER SITE AS NEEDED, OR AS DIRECTED BY ENGINEER TO MAINTAIN ADEQUATE DUST CONTROL.
10. ANY AND ALL DESIGN, ERECTION, PERMIT FEES AND APPLICATION PERTAINING TO ANY AND ALL WORK ZONE TRAFFIC CONTROL SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
11. CONTRACTOR SHALL UNCOVER AND VERIFY THE DEPTH OF ALL UTILITY TIE-IN POINTS PRIOR TO CONSTRUCTION AND ORDERING OF ANY MATERIALS. IF CONDITIONS ARE ENCOUNTERED DIFFERENT FROM DRAWINGS, CONTRACTOR SHALL NOTIFY ENGINEER IMMEDIATELY AND ADJUSTMENTS SHALL BE DETERMINED.
12. BACKFILL ALL EXCAVATED AREAS WHERE UTILITIES ARE REMOVED WITH SAND-CLAY STRUCTURAL FILL PER GEOTECHNICAL REPORT REQUIREMENTS.
13. ANY EXISTING UTILITIES TO BE REMOVED SHALL BECOME THE PROPERTY OF THE CONTRACTOR, AND DISPOSED OF OFF-SITE IN A LEGAL MANNER.
14. CONTRACTOR SHALL OBTAIN AND PAY FOR ALL NEEDED PERMITS AND LICENSES.
15. SITE CONTRACTOR SHALL MATCH EXISTING PAVEMENT IN GRADE AND ALIGNMENT AT CONNECTIONS TO EXISTING PAVEMENT AND CURBS.
16. SEE LANDSCAPE DETAIL FOR ALL HARDSCAPE AND LANDSCAPE DETAILS.
17. ALL DIMENSIONS SHOWN ON THIS SHEET ARE TO BACK OF CURB UNLESS OTHERWISE NOTED.
18. PARKING PROVIDED IN THIS PROJECT (WITHIN THE MALL PARCEL):
 3 ADA COMPLIANT PARKING SPACES
 137 STANDARD PARKING SPACES
 142 TOTAL PARKING SPACES PROVIDED
19. DETECTABLE WARNING SURFACE TO MEET ADAAG 4.29.2 (TRUNCATED DOME PANEL).

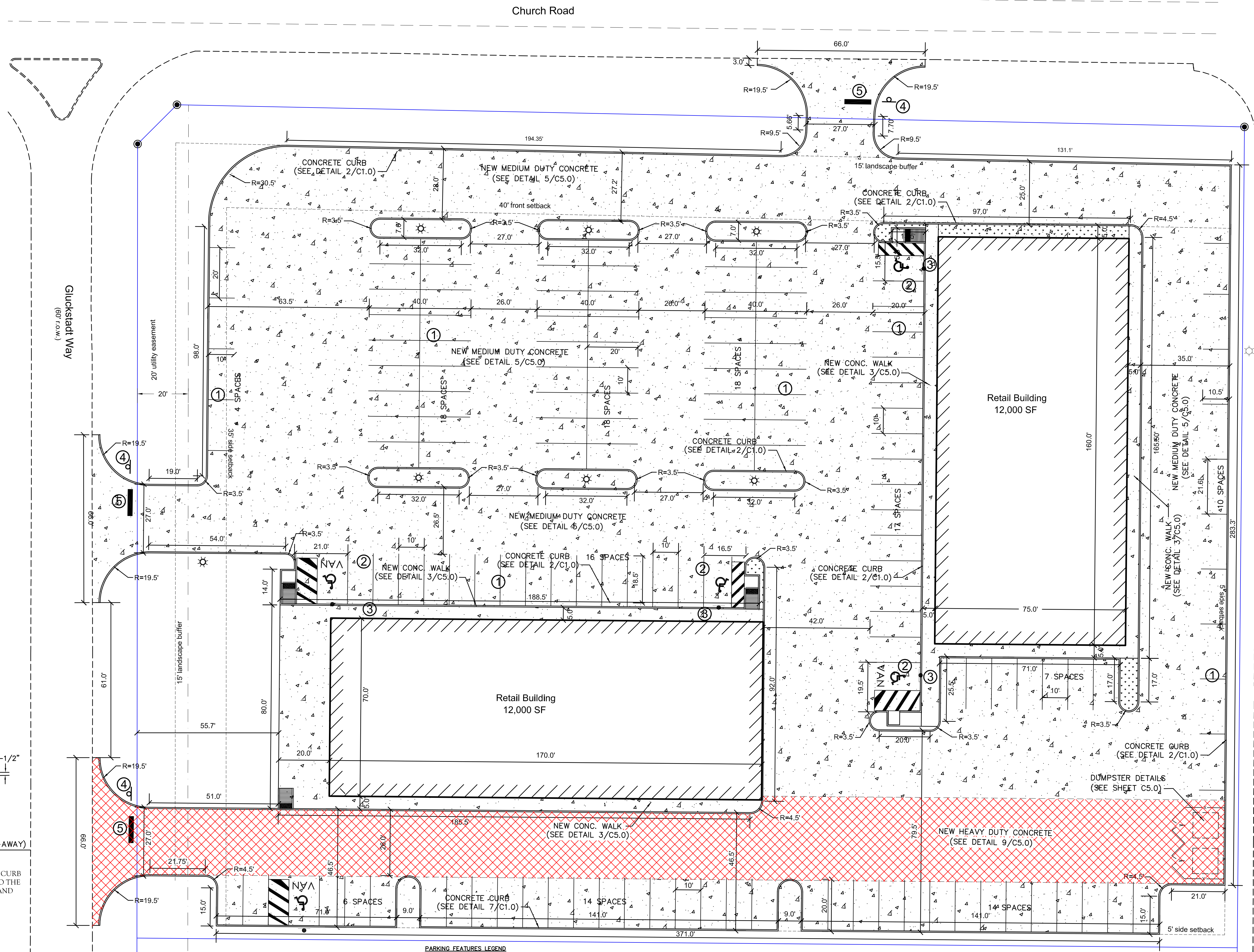
- 1) PROPERTY IS ZONED C-2 (GENERAL COMMERCIAL DISTRICT), CITY OF GLUCKSTADT
- 2) ADJOINING PROPERTIES ARE ZONED C-2 (GENERAL COMMERCIAL DISTRICT)
- 3) SETBACKS:
 FRONT - 40 FEET (35 FOOT OPTION IF CORNER LOT)
 SIDE - 5 FEET
 REAR - 5 FEET
 MAXIMUM HEIGHT RESTRICTION: AS DETERMINED BY THE IBC
- 4) THERE ARE 2 BUILDINGS UNDER CONSTRUCTION AT THIS TIME.
- 5) SUBJECT PROPERTY IS LOCATED WITHIN THE CITY LIMITS OF GLUCKSTADT, MADISON COUNTY, MISSISSIPPI.
- 6) SUBJECT PROPERTY IS LOCATED IN ZONE "X" AS DETERMINED BY FIRM NO. 28089 C 415F, MADISON COUNTY, REVISION DATE-3/17/2010



CONTRACTOR SHOULD USE CORRECT CURB & GUTTER DETAIL IN ACCORDANCE TO THE GRADES SHOWN ON THE GRADING AND DRAINAGE PLAN



*CONTRACTION JOINT SHOULD BE PLACED EVERY 10 FEET AND/OR EVERY TANGENT

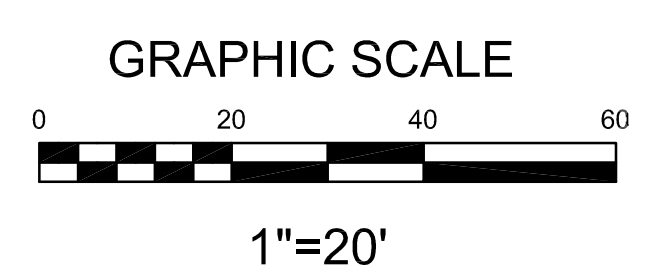


LEGEND

- PROPOSED CONCRETE CURB (DETAIL 3 & 4/C2.0)
- HANDICAP PARKING
- PROPERTY LINE

- PARKING FEATURES LEGEND**
- 1 TRAFFIC STRIPE (PARKING)
 - 2 TRAFFIC STRIPE (HANDICAP)
 - 3 HANDICAP PARKING SIGN (R7-8)-DETAIL 1/C5.1
 - 4 STOP SIGN (DETAIL 2/C5.1)
 - 5 24" LEGEND
 - 4" CONTINUOUS WHITE
 - 4" CONTINUOUS BLUE
 - SEE MUTCD MANUAL FOR SPECIFICATIONS.
 - SEE MUTCD MANUAL FOR SPECIFICATIONS.
 - WHITE

- HEAVY DUTY CONCRETE PAVEMENT
- NEW CONCRETE PAVEMENT



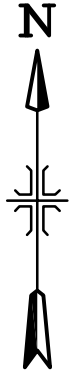
No.	Revisions:	By:	Date:
1	revised parking/drive layout	CLB	09/25/23
2	updated per City comments	CLB	10/13/23

BAIRD ENGINEERING, INC.
 506 Jefferson Street, Clinton, MS 39056
 Phone: (601) 925 - 5015

Project No.: # CHURCH RD
 Date: 07/30/2022
 Scale: 1" = 20'
 Designed By: CLB
 Reviewed By: CLB

SITE PLAN
GERMANTOWN PARK
GLUCKSTADT, MISSISSIPPI

C 1.0



1. GENERAL

THE CONTRACTOR SHALL REMOVE ALL INFRASTRUCTURE AND VEGETATION FROM THE AREA TO BE EXCAVATED, FILLED, OR GRADED

ALL IMPROVEMENTS AND ADDITIONS TO THE WATER AND SANITARY SEWER SYSTEMS SHALL BE INSTALLED IN COMPLIANCE WITH THE CITY OF GLUCKSTADT STANDARDS.

TOPOGRAPHIC SURVEY INFORMATION TAKEN FROM A SURVEY PREPARED BY BAIRD ENGINEERING, INC.

2. CLEARING

PRIOR TO CUT AND REPLACEMENT OF FILL ON SITE, APPROXIMATELY 6 INCHES OF TOPSOIL SHOULD BE REMOVED WHERE ENCOUNTERED

REMOVE BRUSH, ROOTS, LARGE GRASS, ROCKS, AND WEEDS BEFORE STRIPPING

REMOVE TOPSOIL TO A MINIMUM DEPTH OF 6 INCHES IN ALL AREAS INDICATED ON THE PLANS TO BE UNDER BUILDING, DRIVES, PARKING, SIDEWALKS, AND OTHER PAVING.

STORE TOPSOIL APPROVED FOR FILL IN GENERAL LANDSCAPE AREAS AT DESIGNATED LOCATIONS ON SITE

3. GRUBBING

REMOVE ASPHALT, CONCRETE CURBS, LIGHTING POLES AND FOUNDATIONS, TRASH, STUMPS, OLD LUMBER, STRUCTURES, ETC. EITHER ABOVE, ON THE NEW SURFACE, OR BELOW THE GROUND WHICH MAY INTERFERE WITH THE NEW CONSTRUCTION.

4. CLEAN-UP

UPON COMPLETION OF WORK OF THIS SECTION, REMOVE FROM PREMISES, AND DISPOSE OF ALL RELATED DEBRIS. IMPLEMENT EROSION CONTROL PLAN.

5. SITE GRADING

PROFROLLING WITH A LOADED TRUCK OR SCRAPER SHOULD BE PERFORMED TO LOCATE POTENTIAL SOFT SPOTS IN THE SUBGRADE AND/OR NATURAL GROUND BEFORE ANY FILL IS PLACED. SOFT SPOTS SHOULD BE REMOVED AND REPLACED WITH COMPACTED STABLE SANDY CLAY (CL). THE TOP 6 INCHES OF NATURAL GROUND SHOULD BE SCARIFIED AND COMPACTED TO 98% ASTM D698 PRIOR TO FILL PLACEMENT.

CUT OR FILL AND MACHINE GRADE SITE AS SHOWN ON THE DRAWINGS TO DRAIN AS INDICATED, ALLOWING FOR THE THICKNESS OF PAVING SUBGRADE AND THE PAVING ITSELF. WHERE FILL IS REQUIRED, USE PER GEOTECHNICAL REPORT.

ALL EARTHWORK SHALL BE IN ACCORDANCE WITH THE GEOTECHNICAL INVESTIGATION REPORT.

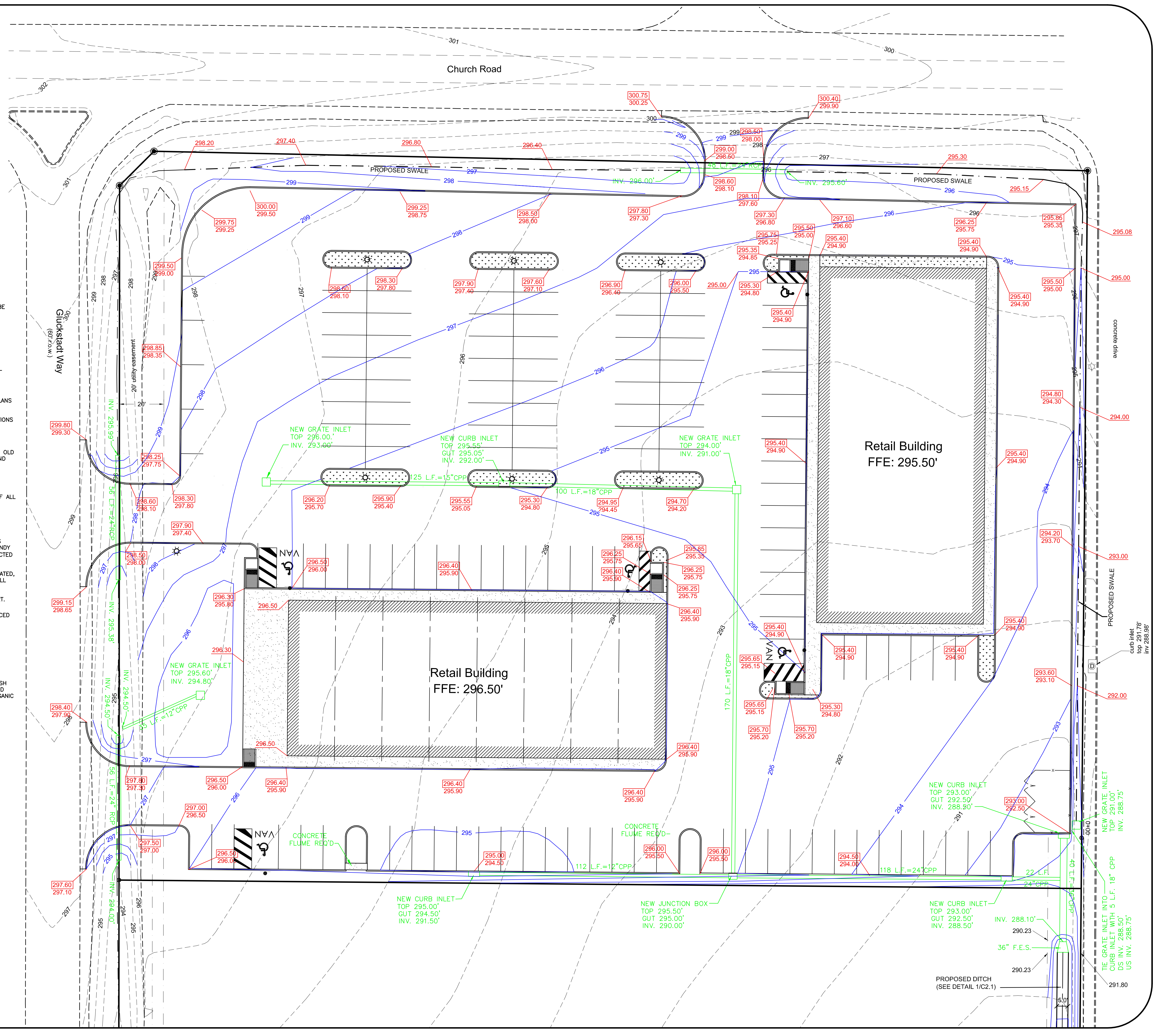
ALL FILL MATERIALS DESCRIBED IN GEOTECHNICAL REPORT MUST BE REMOVED AND REPLACED WITH ACCEPTABLE FILL MATERIAL.

6. FILLING AND BACKFILLING MATERIALS

IMPORTED FILL MATERIAL WILL HAVE PROPERTIES TO ALLOW COMPACTION BY ROLLING AND TAMPING TO A DENSITY EQUAL TO 95% OF MAXIMUM DENSITY WITH ±2% OF OPTIMUM MOISTURE CONTENT AS DETERMINED BY TEST METHODS DESCRIBED IN ASTM D698, LATEST EDITION, "MOISTURE DENSITY RELATIONSHIP OF SOILS". IF EXCAVATED MATERIAL IS UNSUITABLE FOR COMPACTION AS DETERMINED BY THE SOILS TESTING LABORATORY, FURNISH SUITABLE BORROW WHICH CAN BE COMPACTED FROM AN OFF-SITE SOURCE. ALL FILL AND BACKFILL MATERIALS SHALL BE OF LOW EXPANSIVITY, UNIFORM IN GRADE, FREE FROM ORGANIC MATERIAL, AND CONSIST OF SILTY CLAY (CL) SOIL HAVING A LIQUID LIMIT OF NOT MORE THAN 40 PERCENT AND A PLASTICITY INDEX BETWEEN 10 AND 20.

7. DETENTION POND

NO DETENTION REQUIRED FOR THIS PROJECT. DETENTION IS PROVIDED FOR THE SUBJECT PARCEL WHICH HAS BEEN APPROVED BY MADISON COUNTY.



GRAPHIC SCALE



1"=20'

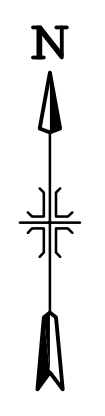
No.	Revisions:	By:	Date:
1	revised parking/drive layout	CLB	09/25/23
2	updated per City comments	CLB	10/13/23

BAIRD ENGINEERING, INC.
 506 Jefferson Street, Clinton, MS 39056
 Phone: (601) 925-3015

Project No.: # CHURCH RD
 Date: 07/30/2022
 Scale: 1" = 20'
 Designed By: CLB
 Reviewed By: CLB

GRADING PLAN
 GERMAN TOWN PARK
 GLUCKSTADT, MISSISSIPPI

C 2.0



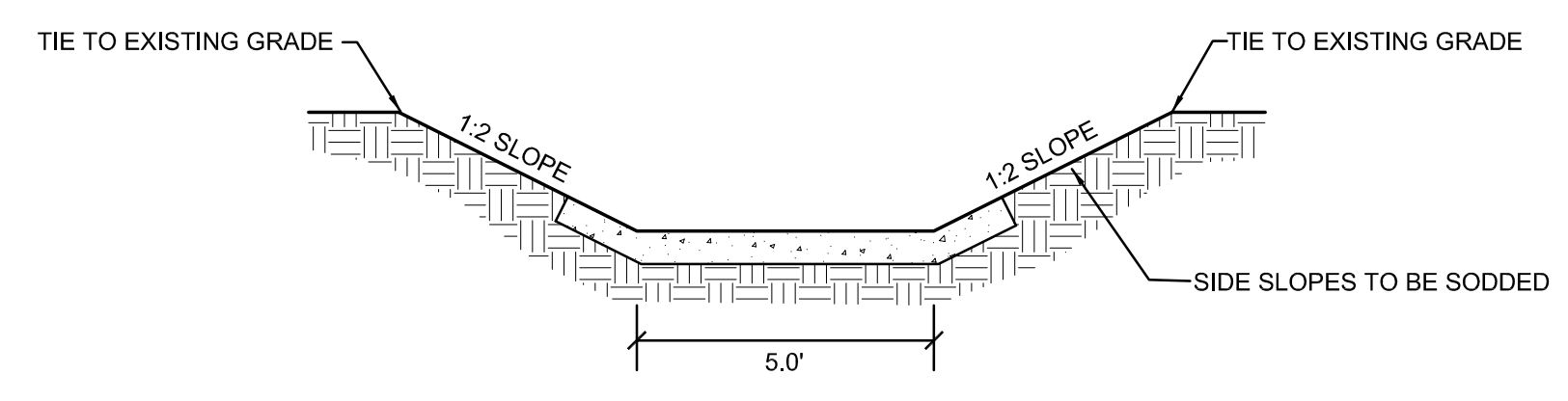
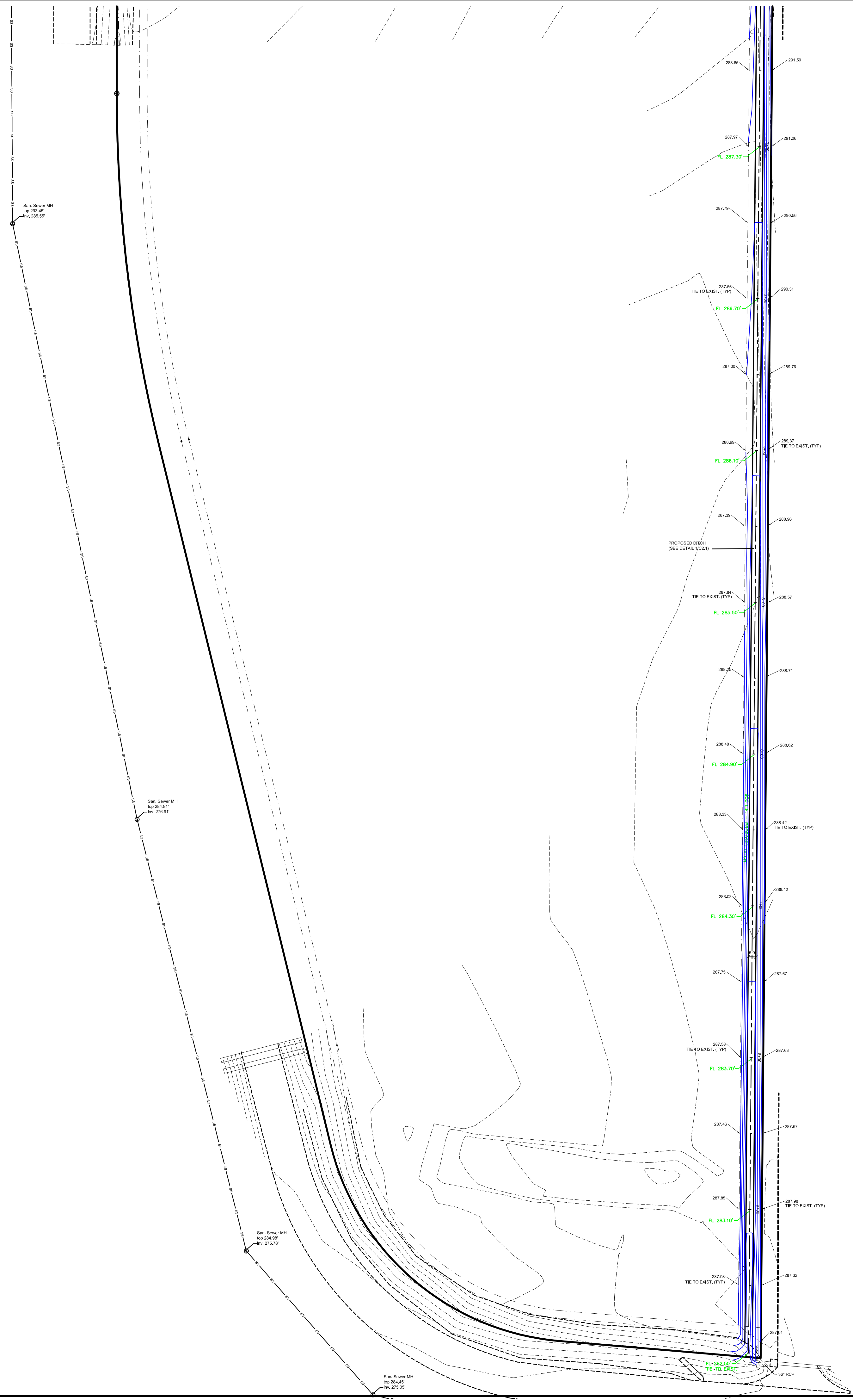
Date:	
By:	
Revisions:	
No.	

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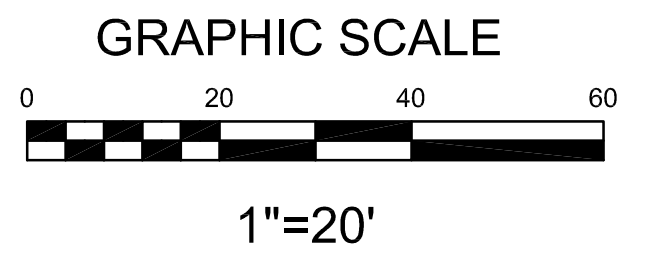
GRADING PLAN
 GERMANTOWN PARK
 GLUCKSTADT, MISSISSIPPI

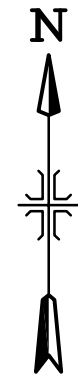
C 2.1



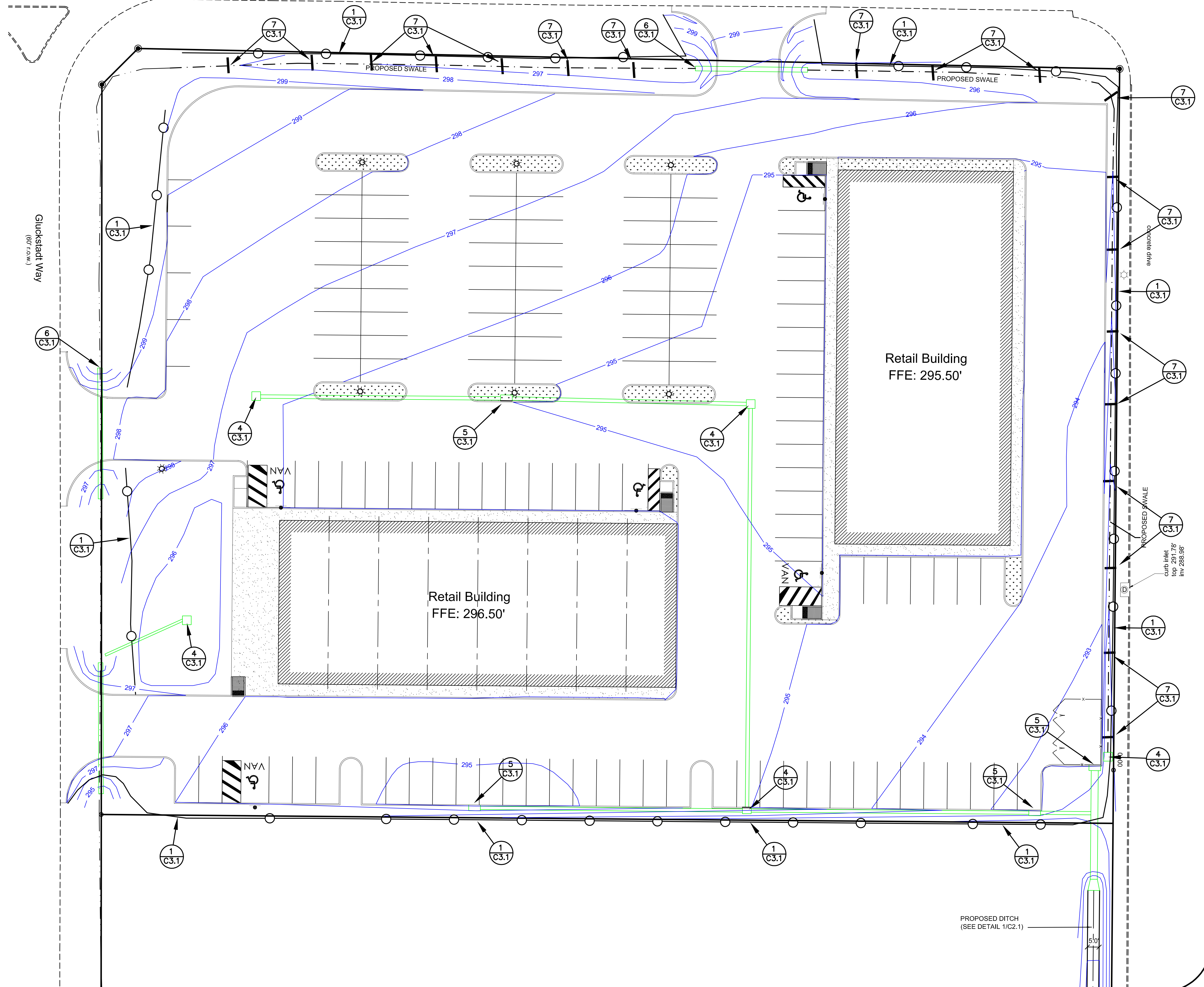
1 PROPOSED DITCH CROSS-SECTION
 C2.1 N.T.S.

** FOLLOW GUIDELINES FOR EXPANSION AND CONTROL JOINTS, PAVEMENT THICKNESS AND REINFORCEMENT AS PER SIDEWALK DETAIL 1/C5.0





Church Road



NOTES:

1. SILT FENCE TO BE INSTALLED ALONG THE CONTOUR, NEVER UP OR DOWN ON SLOPE.
2. ENDS OF SILT FENCE SHOULD BE EXTENDED UPSLOPE TO PREVENT WATER FROM FLOWING AROUND THE ENDS OF THE FENCE.
3. CONSTRUCT SILT FENCE FROM A CONTINUOUS ROLL IF POSSIBLE BY CUTTING LENGTHS TO AVOID JOINTS. IF A JOINT IS NECESSARY USE ONE OF THE FOLLOWING TWO METHODS: TWIST METHOD OR HOOK METHOD AS SPECIFIED ON DETAIL.
4. PLACE WATTLES AROUND CURB INLETS DURING CONSTRUCTION.
5. PLACE CULVERT EROSION WATTLE PROTECTION AROUND OPEN CULVERTS DURING CONSTRUCTION. SHALL COMPLY WITH SECTION 4, PAGES 4-182 THRU 4-189 OF THE PLANNING & DESIGN MANUAL FOR THE CONTROL OF EROSION, SEDIMENT & STORMWATER.
6. MAINTAIN MIN. 10' VEGETATIVE BUFFER AROUND PERIMETER OF SITE WHERE PRACTICABLE.
7. ADDITIONAL SILT FENCE TO BE INSTALLED AS NEEDED TO PREVENT MIGRATION OF SEDIMENT FROM CONSTRUCTION AREAS.
8. SWPPP HOUSEKEEPING AREA TO BE MIN. 20'X40', LOCATE SANITARY FACILITIES, TRASH RECEPTACLES, EQUIPMENT MAINTANCE, RE-FUELING, AND CONCRETE WASH-OUT IN THIS AREA. ERECT SIGN AT AREA INDICATING, "SWPPP HOUSEKEEPING AREA".

PURSUANT TO ADOPTED STORM WATER MANAGEMENT PLANS FOR NON-RESIDENTIAL USERS, THE FOLLOWING INFORMATION IS PROVIDED:

- SIGNIFICANT MATERIALS TO BE PLACED ON PROPERTY INCLUDE FILL/CUT MATERIAL, CONCRETE, METAL OR IRON FOR THE BUILDING CURRENT AND PROPOSED LAND USE IS FOR STATE FARM INSURANCE, THE ONLY FEASIBLE THREAT OF STORM WATER POLLUTION WILL ARISE DURING CONSTRUCTION. THE THREAT WILL BE FROM UNCONTROLLED SEDIMENT RUNOFF. SEDIMENT RUNOFF CAN BE CONTROLLED BY FOLLOWING THE GUIDELINES AS SHOWN ON THE PRECEDING AND CURRENT "EROSION CONTROL PLAN" SHEETS.
- CUT/FILL MATERIAL MAY BE STOCKPILED ON SITE DURING CONSTRUCTION. IF SO, A SILT FENCE MUST BE IN PLACE AROUND SAID STOCKPILE, AND ALSO THE STOCKPILE SHOULD BE COVERED. CONCRETE WILL BE DELIVERED ONSITE WITH CONCRETE TRUCKS. SPILLOVER FROM FORMING WILL BE STOCKPILED AND REMOVED FROM SITE TO AN APPROVED RUBBISH OR LANDFILL SITE. THE SAME APPLIES FOR ALL METAL/IRON EXCESS FROM BUILDING CONSTRUCTION.
- ALL LITTER IS TO BE DISPOSED OF IN A CERTIFIED LAND-FILL. LITTER IS TO BE TEMPORARILY STORED ON SITE UNTIL IT CAN BE HAULED TO A CERTIFIED LAND FILL OR REMOVED BY PROFESSIONAL WASTE MANAGEMENT SERVICES.
- ALL SIGNIFICANT MATERIALS REMAINING AFTER CONSTRUCTION WILL BE REMOVED FROM SITE AND DISPOSED OF IN AN APPROVED RUBBISH OR LANDFILL SITE.
- PESTICIDES OR HERBICIDES ARE NOT NECESSARY AND ARE, THEREFORE, NOT ALLOWED ON SITE. IF ANY ARE FOUND ON SITE, THEY WILL BE DISPOSED OF AS PER DEQ OR EPA REGULATIONS.
- NOTE: THE LOCATION OF ALL SILT FENCES AND EROSION CONTROL MEASURES AS INDICATED ON PRECEDING "EROSION CONTROL PLAN" SHEET. THE DETAILS OF SAID FENCES AND CONTROL MEASURES ARE SHOWN ON CURRENT SHEET.

No.	Revisions:	By:	Date:
1	revised parking/drive layout	CLB	09/25/23
2	updated per City comments	CLB	10/13/23

BAIRD ENGINEERING, INC.
 506 Jefferson Street, Clinton, MS 39056
 Phone: (601) 925-5015

Project No.: # CHURCH RD
 Date: 07/30/2022
 Scale: 1" = 20'
 Designed By: CLB
 Reviewed By: CLB

EROSION CONTROL PLAN
GERMANTOWN PARK
GLUCKSTADT, MISSISSIPPI

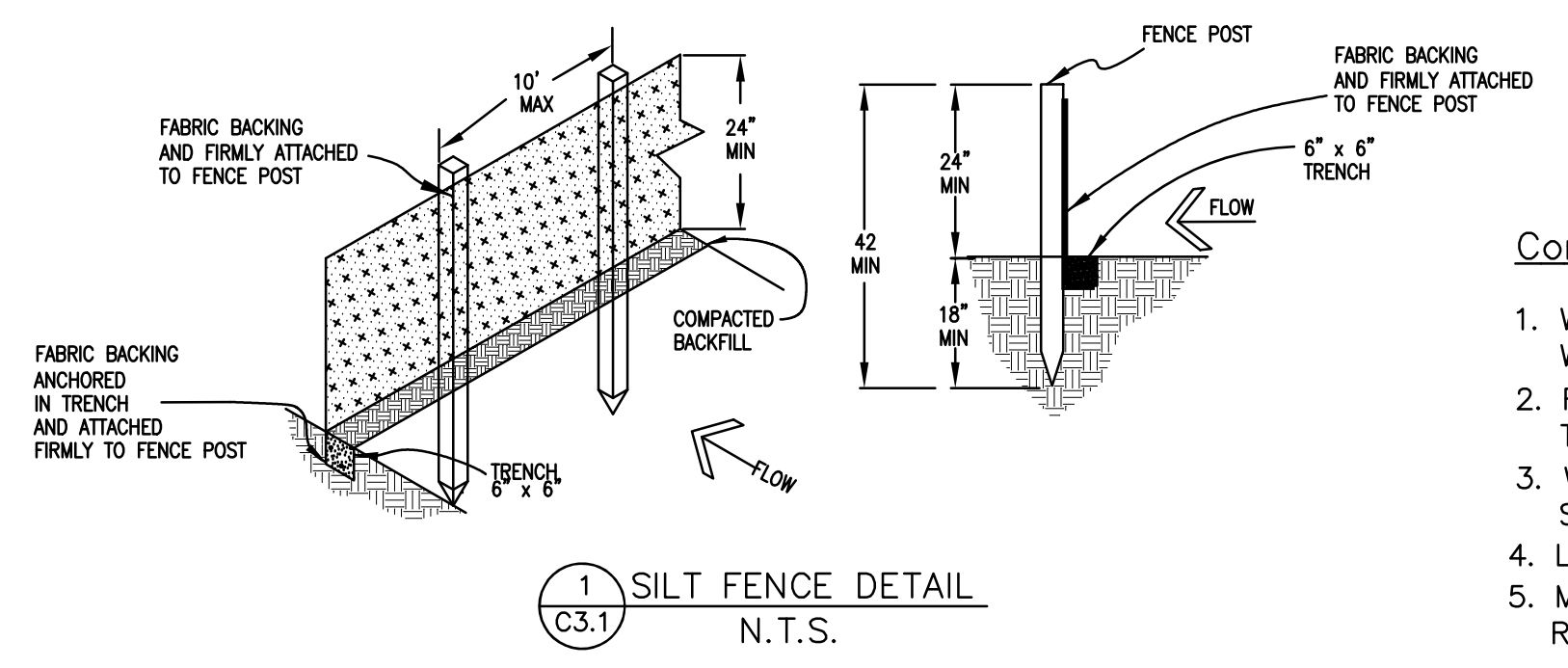
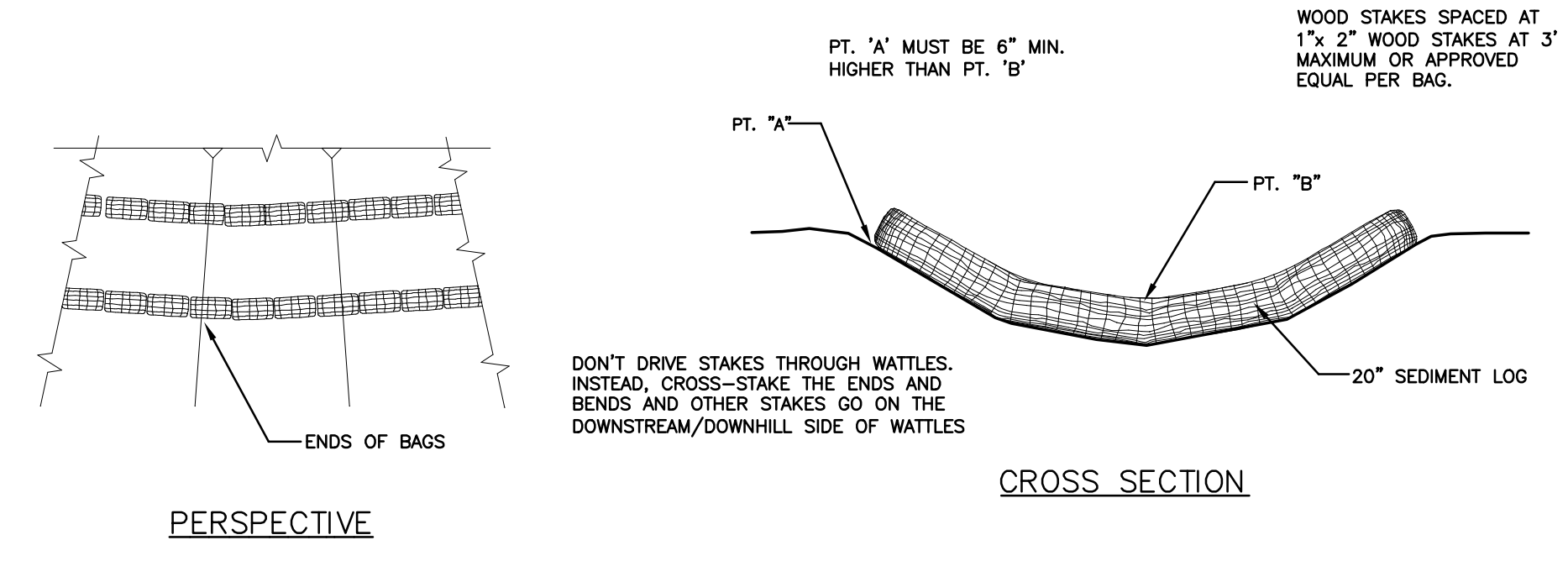
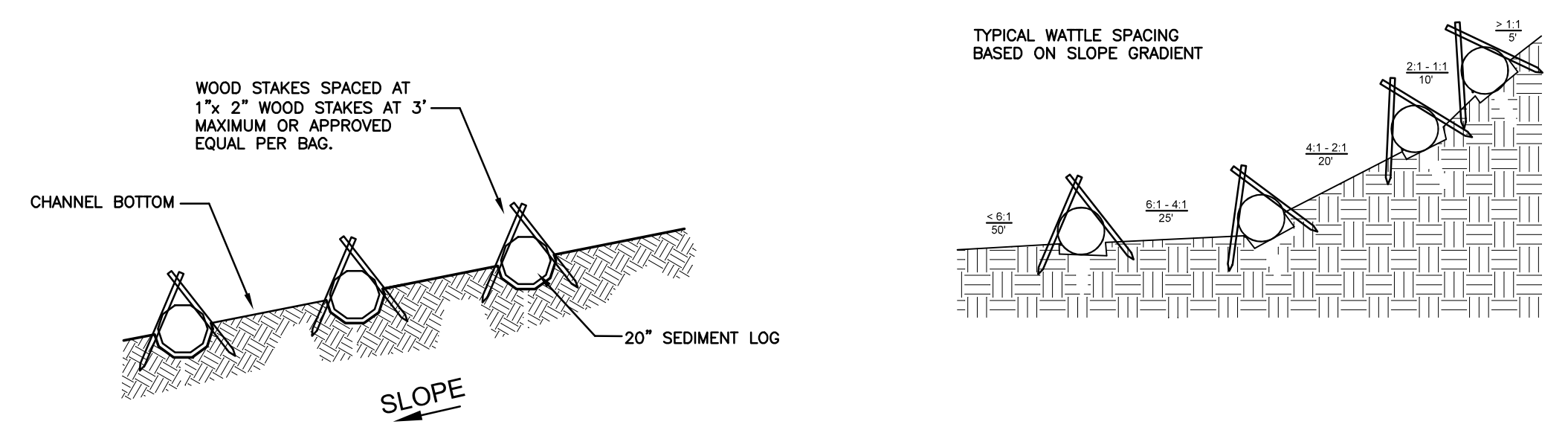
Date:	
By:	
Revisions:	
No.	

BAIRD ENGINEERING, INC.
506 Jefferson Street, Clinton, MS 39056
Phone: (601) 925-5015

Project No.:	# 4317
Date:	02/15/2021
Scale:	1" = 20'
Designed By:	CLB
Reviewed By:	CLB

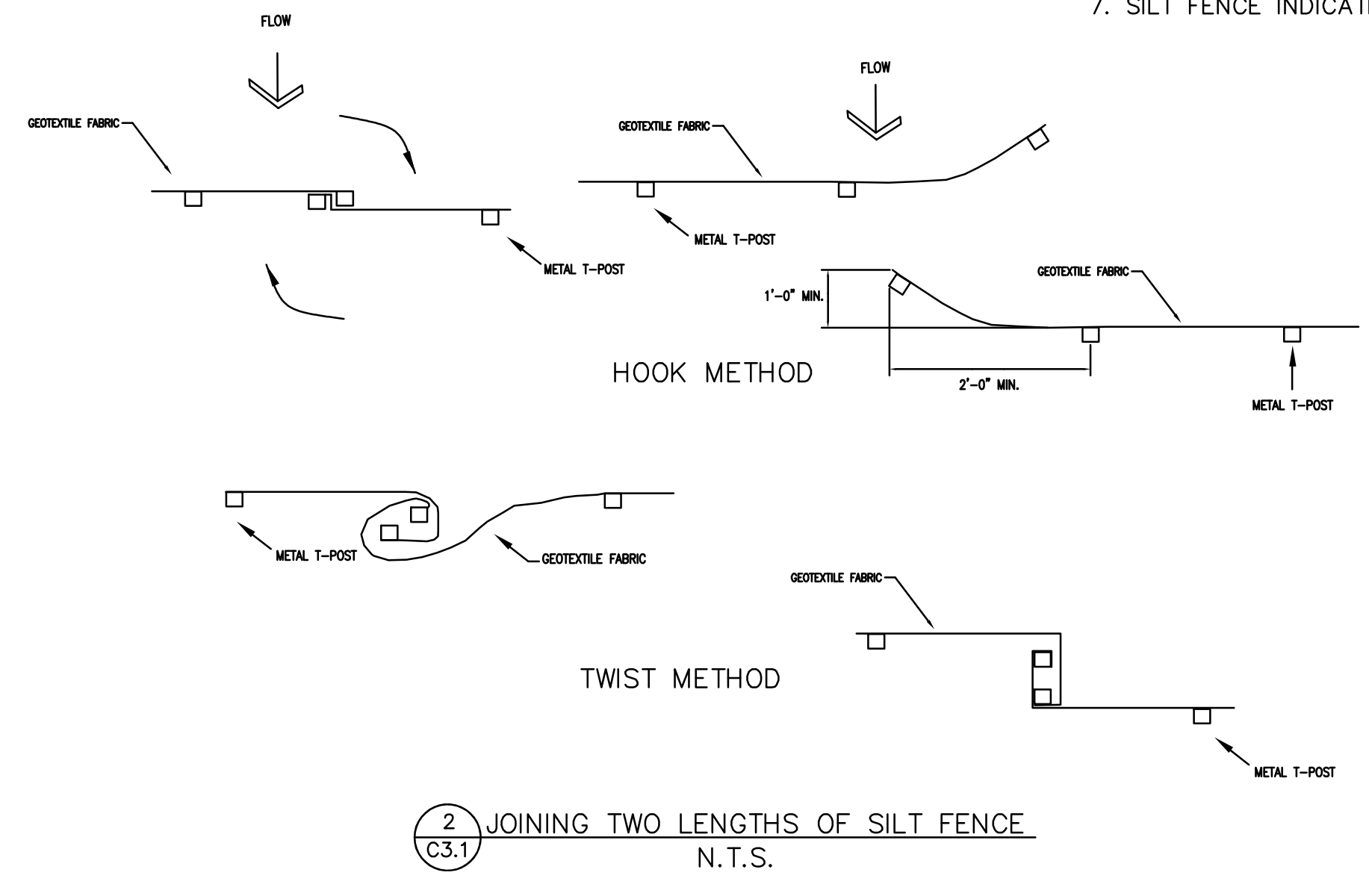
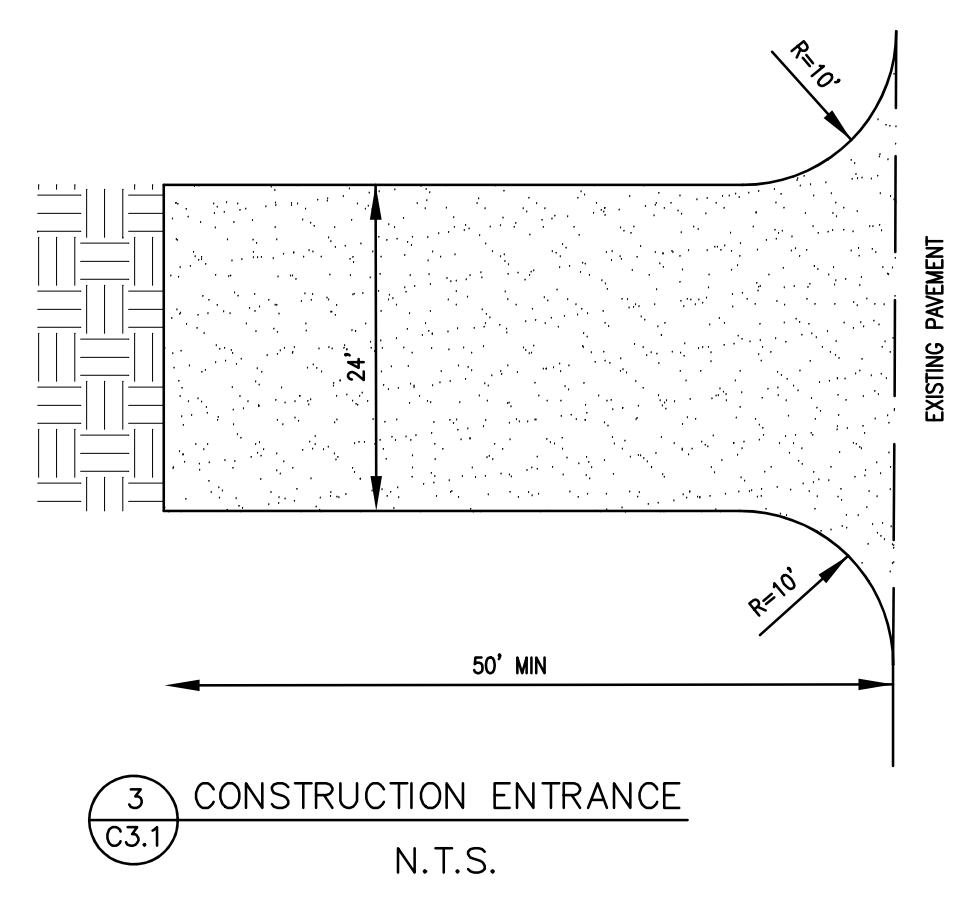
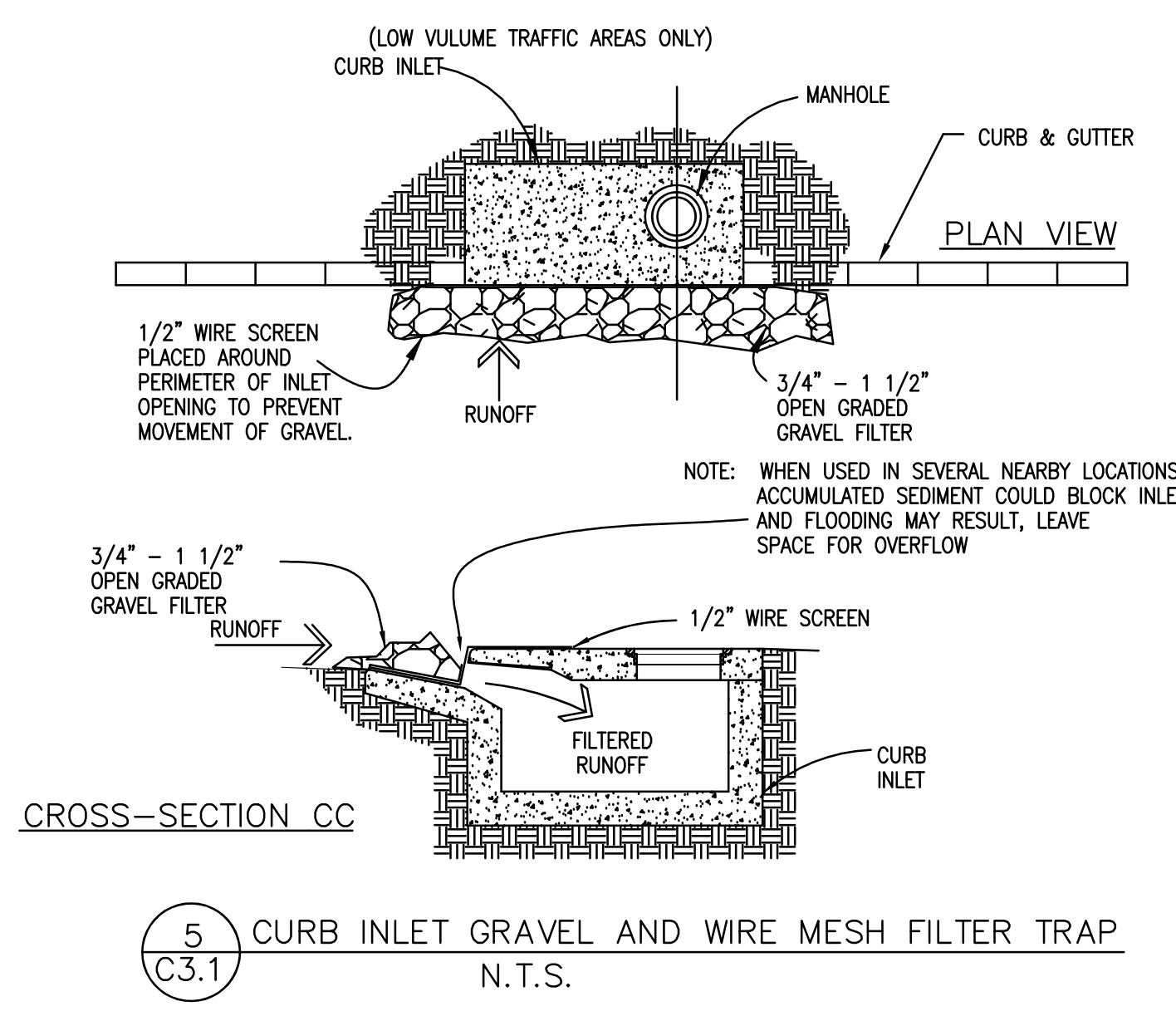
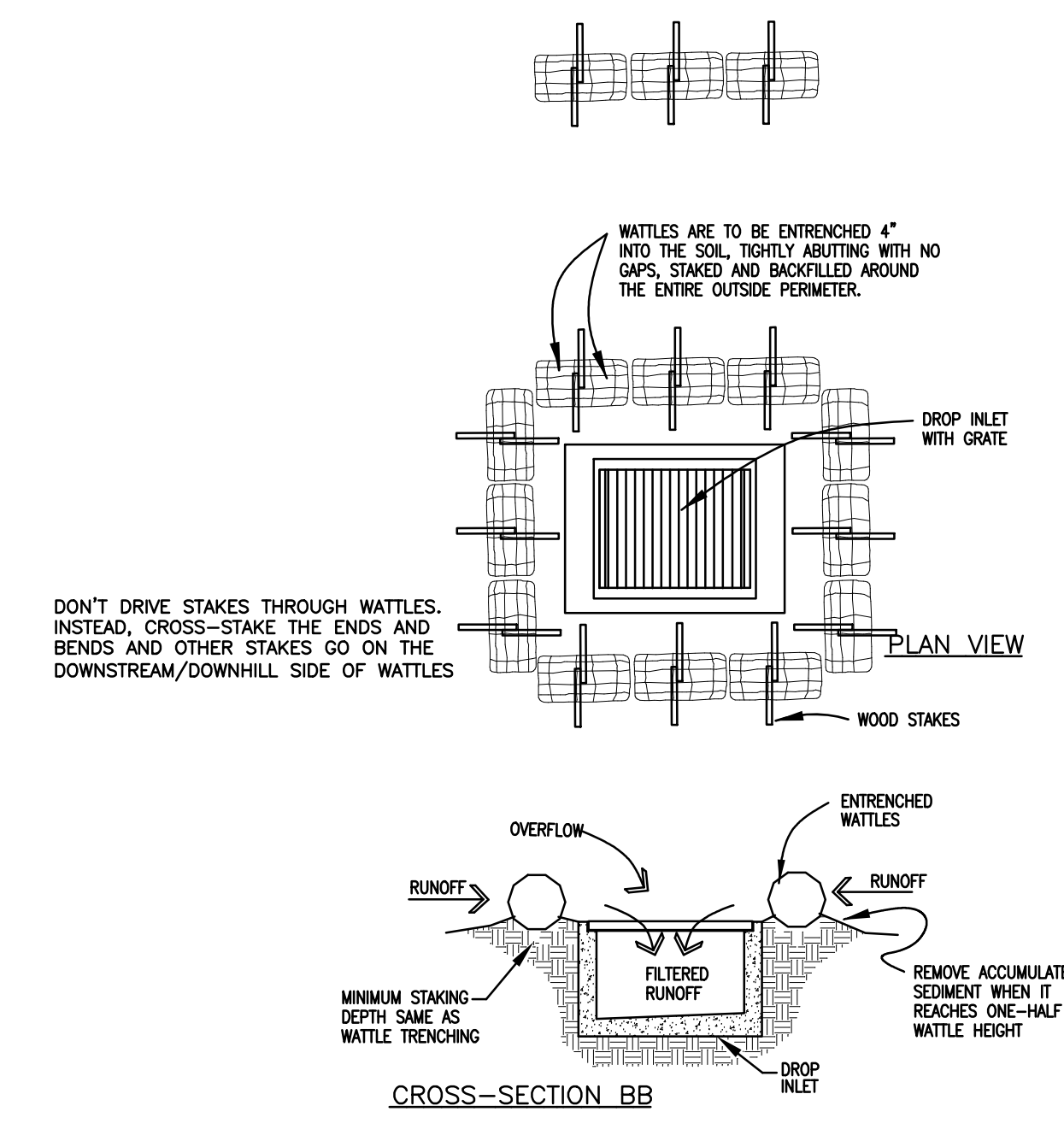
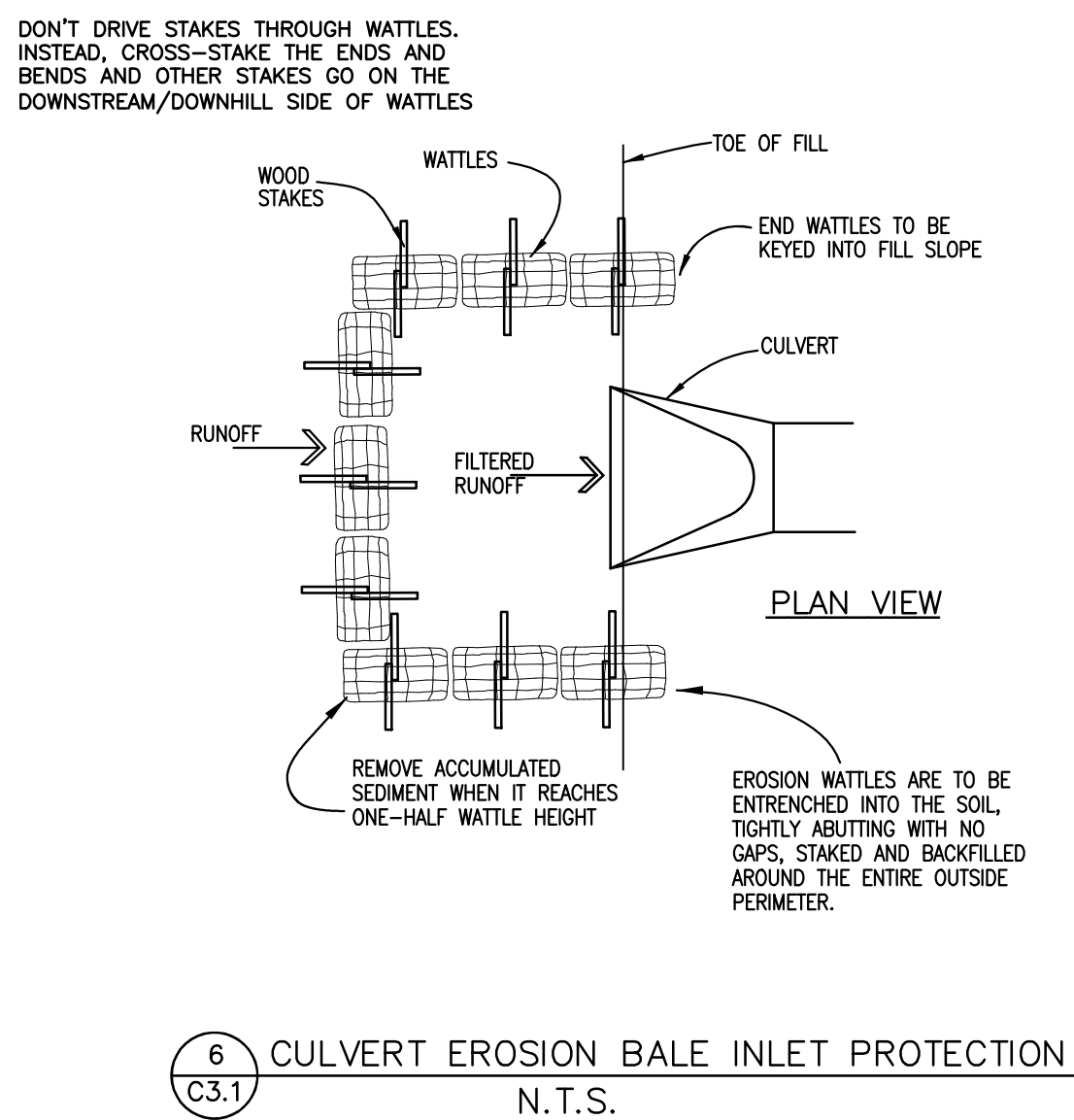
EROSION CONTROL DETAILS
GERMANTOWN PARK
GLUCKSTADT, MISSISSIPPI

C 3.1



Construction Notes for Silt Fence:

1. WOVEN WIRE FENCE TO BE FASTENED SECURELY TO FENCE POSTS WITH WIRE TIES OR STAPLES.
 2. FILTER CLOTH TO BE FASTENED SECURELY TO SILT FENCE WITH TIES SPACED EVERY 24" AT TOP AND MID-SECTION.
 3. WHEN TWO SECTIONS OF FILTER CLOTH ADJOIN EACH OTHER THEY SHALL BE OVERLAPPED BY 6 INCHES AND FOLDED.
 4. LOCATE POSTS DOWNSLOPE OF FABRIC FOR FENCE SUPPORT.
 5. MAINTENANCE SHALL BE PERFORMED AS NEEDED AND MATERIAL REMOVED WHEN "BULGES" DEVELOP IN THE SILT FENCE.
- POSTS: STEEL EITHER "T" OR "U" TYPE, OR WOODEN
POSTS: LOCATE MAXIMUM OF 6 FEET O.C.
FENCE: PER LOCAL REQUIREMENTS OR WOVEN WIRE, 14 GA. 6" MAX. MESH OPENING
FILTER CLOTH: FILTER X, MIRAFI 100X, STABI-LINKA T140N OR APPROVED EQUAL
6. SILT FENCE SHALL BE PLACED SO THAT NO SEDIMENT WILL LEAVE THE SITE.
 7. SILT FENCE INDICATION ON THE PLANS AS —○—○—○—



Maintenance Plan:

Check all disturbed areas, erosion and sediment controls after each significant rainfall but not less than once per week. Make needed repairs within 24 hours. Remove sediment from basin, inlet protection devices and silt fences, when accumulated sediment reaches 65 percent capacity. Replace non-functional silt fence. Maintain all vegetated areas to provide proper ground cover, re-seed, fertilize, and mulch as needed.

CONSTRUCTION SEQUENCE

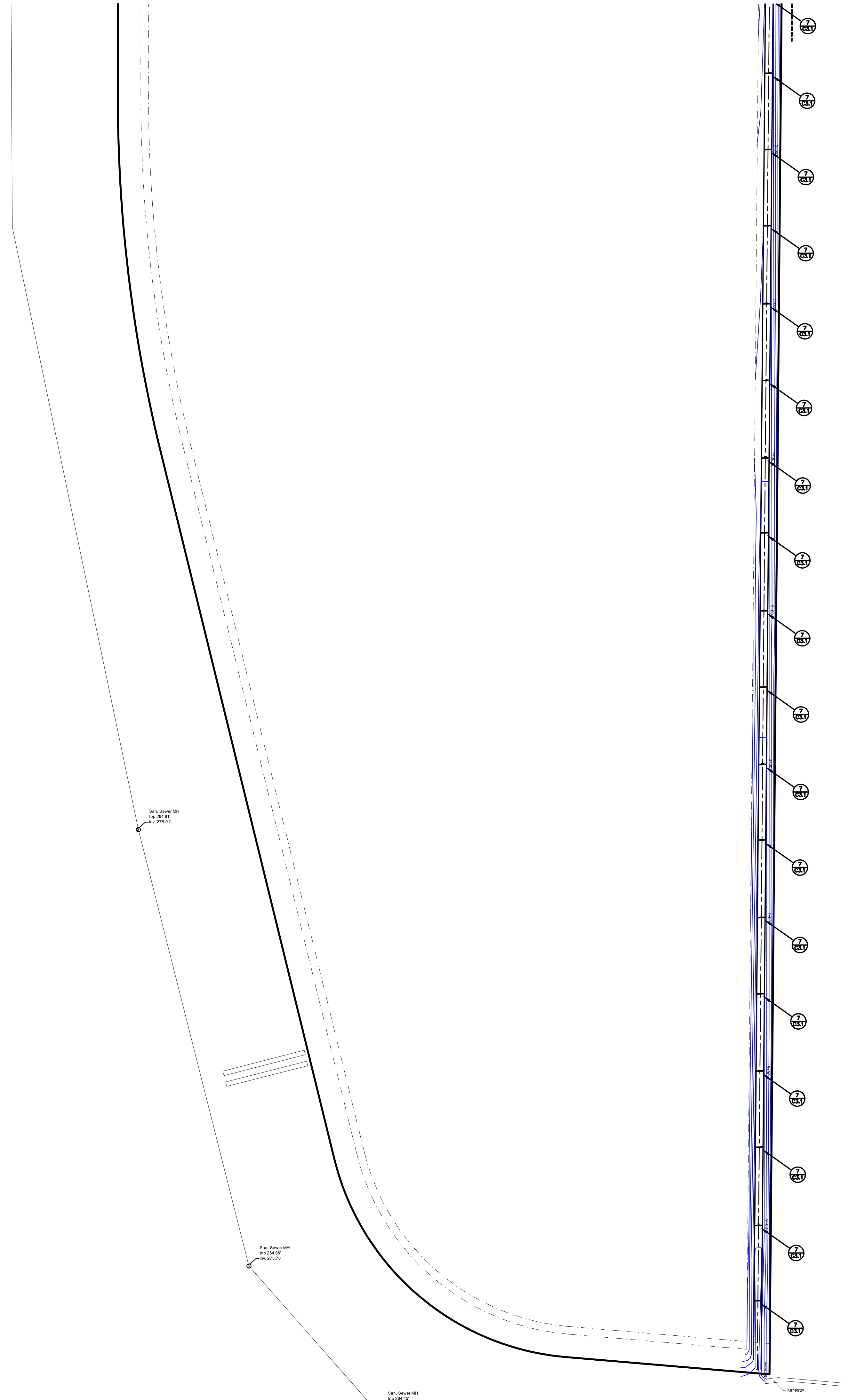
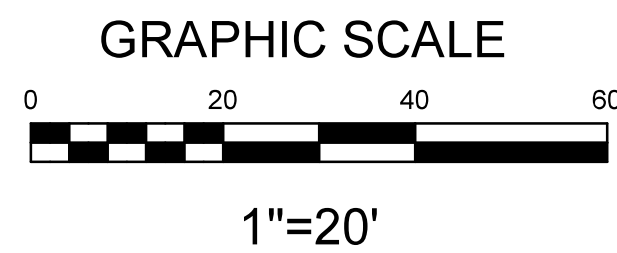
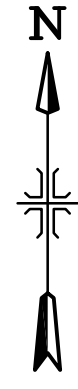
Implementation BMP Sequence:

1. Build construction entrance/exit and equipment parking areas.
2. Install silt fences, wattle barriers and outlet protection.
3. Rough grade site and stockpile topsoil (with silt fence).
4. Construct ditches, swales and basins (as needed)
5. Construct parking areas and drives
6. Perform temporary and permanent seeding and mulching.

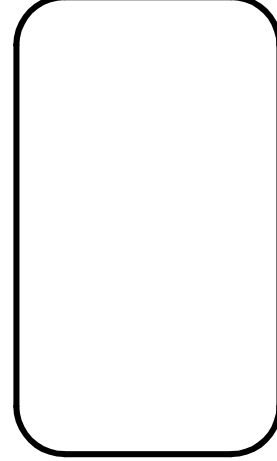
Vegetative Stabilization Measures

1. Preserve existing vegetation at areas on site where no construction activity is planned.
2. Clearing and grubbing operations should be staged to preserve existing vegetation.
3. Soil and vegetative stabilization measures must be initiated whenever any clearing, grading, grubbing, excavating or other land disturbing activities have temporarily or permanently ceased on any portion of the site and will not resume for a period of fourteen (14) calendar days or more. The appropriate temporary or permanent vegetative practices shall be initiated immediately (no later than the next work day).
4. Hydroseeding will be applied on disturbed soil areas requiring temporary protection until permanent vegetation is established or disturbed soil areas that must be re-disturbed following an extended period of inactivity.
5. Hydroseeding may be used alone only when there is sufficient time in the season to ensure adequate vegetation establishment and erosion control. otherwise, hydroseeding must be used in conjunction with a soil binder or mulching (i.e. straw mulch).

- NOTES:
1. STONE SIZE - USE 1-1/2" TO 3" ROCK AND 1/2" TO 3/4" FILTER LAYER
 2. THICKNESS - NOT LESS THAN 6".
 3. FILTER CLOTH WILL BE PLACED OVER THE ENTIRE AREA BEFORE PLACING STONE. USE TYPE V GEOTEXTILE FABRIC.
 4. LENGTH - AS REQUIRED, BUT NOT LESS THAN 50 FEET.
 5. WIDTH - 30 FOOT MINIMUM
 6. THE ENTRANCE SHALL BE MAINTAINED WHICH WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHT-OF-WAY. ALL SEDIMENT SPILLED, DROPPED, WASHED OR TRACKED ONTO PUBLIC RIGHT-OF-WAY MUST BE REMOVED IMMEDIATELY.
 7. WHEELS SHALL BE CLEANED TO REMOVE SEDIMENT PRIOR TO ENTRANCE ONTO PUBLIC RIGHT-OF-WAY.



No.	Revisions:	By:	Date:



BAIRD ENGINEERING, INC.
 506 Jefferson Street, Clarks, MS 39056
 Phone: (601) 925-5015

Project No.:
 # CHURCH RD
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 CLB
 Reviewed By:
 CLB

EROSION CONTROL PLAN
 GERMANTOWN PARK
 GLUCKSTADT, MISSISSIPPI

C 3.2

UTILITIES NOTES

1. GENERAL

THE SITE CONTRACTOR SHALL VERIFY ALL DIMENSIONS WITH THE MOST CURRENT DATA PROVIDED BY THE OWNER.

ALL WATER AND SANITARY SEWER SERVICES TO BE INSTALLED TO WITHIN 5 FEET OF BUILDING LINE. SINCE WATER AND SEWER IS PRIVATELY OWNED AND MAINTAINED ON SITE, ALL SERVICES AND MATERIALS WILL BE TO STATE REGULATORY STANDARDS.

THE SITE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF VARIOUS UTILITY COMPANIES OR PLANS, AND WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED UPON AS BEING EXACT OR COMPLETE. THE SITE CONTRACTOR MUST MAKE CONTACT WITH APPROPRIATE UTILITY COMPANY OR OWNER PRIOR TO EXCAVATION. THE PRIVATE OWNER MAY OR MAY NOT HAVE KNOWLEDGE OF LOCATION OF UTILITIES AND THE SITE CONTRACTOR IS RESPONSIBLE FOR LOCATING IN NON-INVASIVE AND NON-DISTRACTIVE MEANS IF POSSIBLE. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS AS SHOWN ON THE PLANS.

SEE ARCHITECTURAL SHEETS FOR BUILDING CONNECTIONS.

ELECTRIC SERVICE TO BE COORDINATED WITH ENERGY.

GAS SERVICE TO BE COORDINATED WITH ATMOS.

2. SANITARY SEWER AND WATER CONNECTIONS.

CONNECTION OF SANITARY SEWER AND WATER TO THE EXISTING INFRASTRUCTURE SHALL BE IN ACCORDANCE WITH LOCAL AND STATE REGULATIONS.

SITE CONTRACTOR SHALL COORDINATE INSTALLATION OF UTILITIES IN SUCH A MANNER AS AVOID CONFLICTS AND ASSURE PROPER DEPTHS ARE ACHIEVED.

SITE CONTRACTOR SHALL COORDINATE INSTALLATION OF ALL UNDERGROUND UTILITIES WITH HIS WORK. ALL UNDERGROUND UTILITIES (WATER, STORM SEWER, SANITARY SEWER, IRRIGATION SYSTEMS, ELECTRICAL CONDUIT, ETC) SHALL BE IN PLACE PRIOR TO THE PLACEMENT OF BASE COURSE MATERIAL, AND THE PLACEMENT OF ANY APPROPRIATE SOIL STABILIZATION.

SEWER PIPE AND FITTINGS SHALL BE PVC, ASTM D-3034, SDR-26, ELASTOMETRIC GASKET JOINTS.

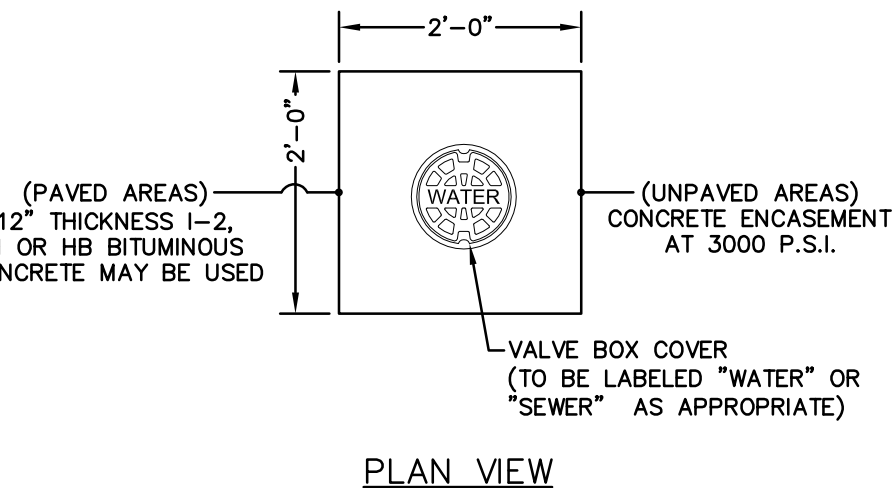
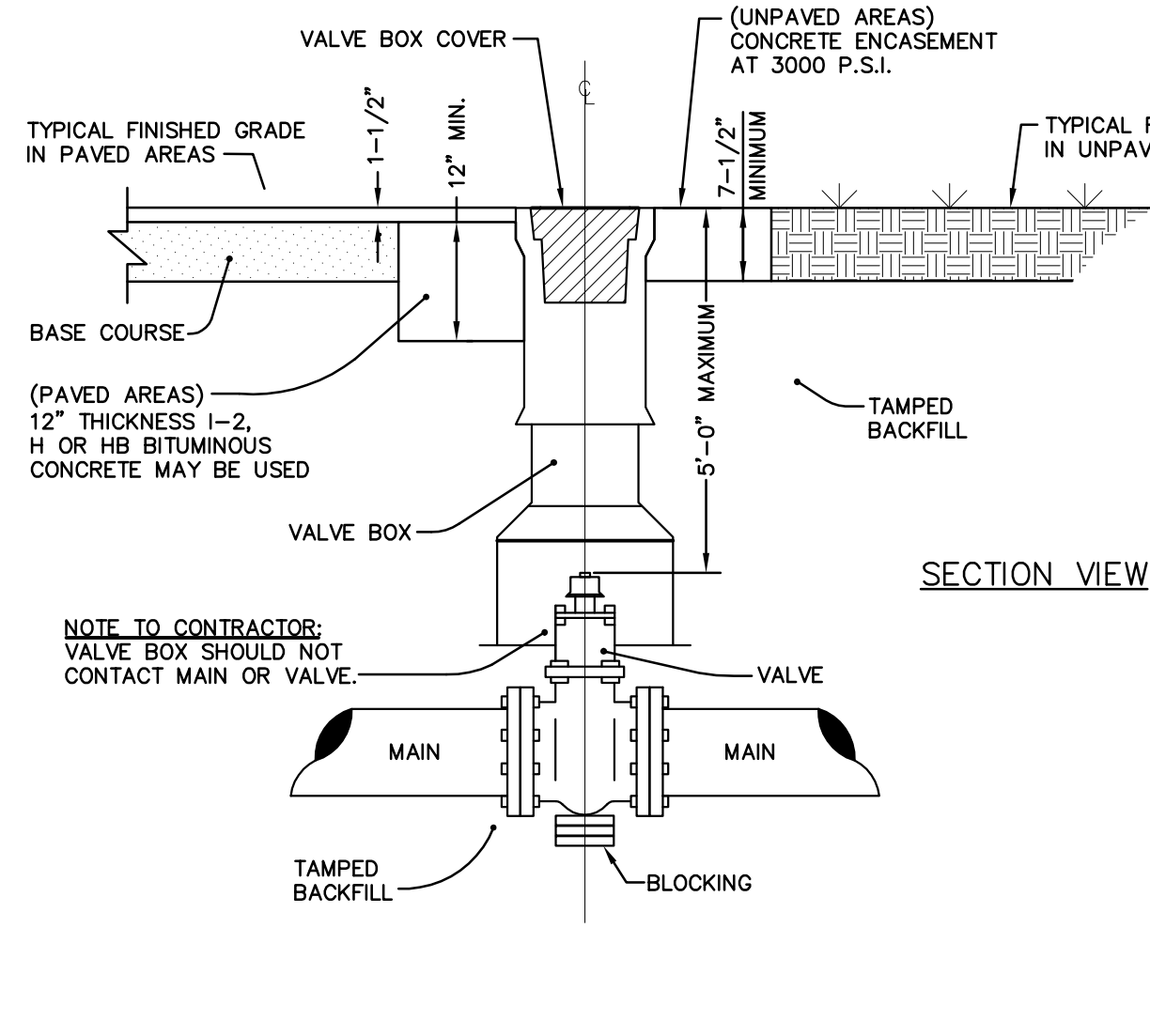
ALL WATER SERVICE LINES 3" AND UNDER SHALL BE PB, AWWA STD. C-902 CLASS 160.

SITE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL UTILITIES. CONTRACTOR SHALL BE RESPONSIBLE FOR DAMAGES TO EXISTING UTILITIES TO REMAIN AND FOR ALL INTERRUPTIONS CAUSED BY A RESULT OF HIS WORK.

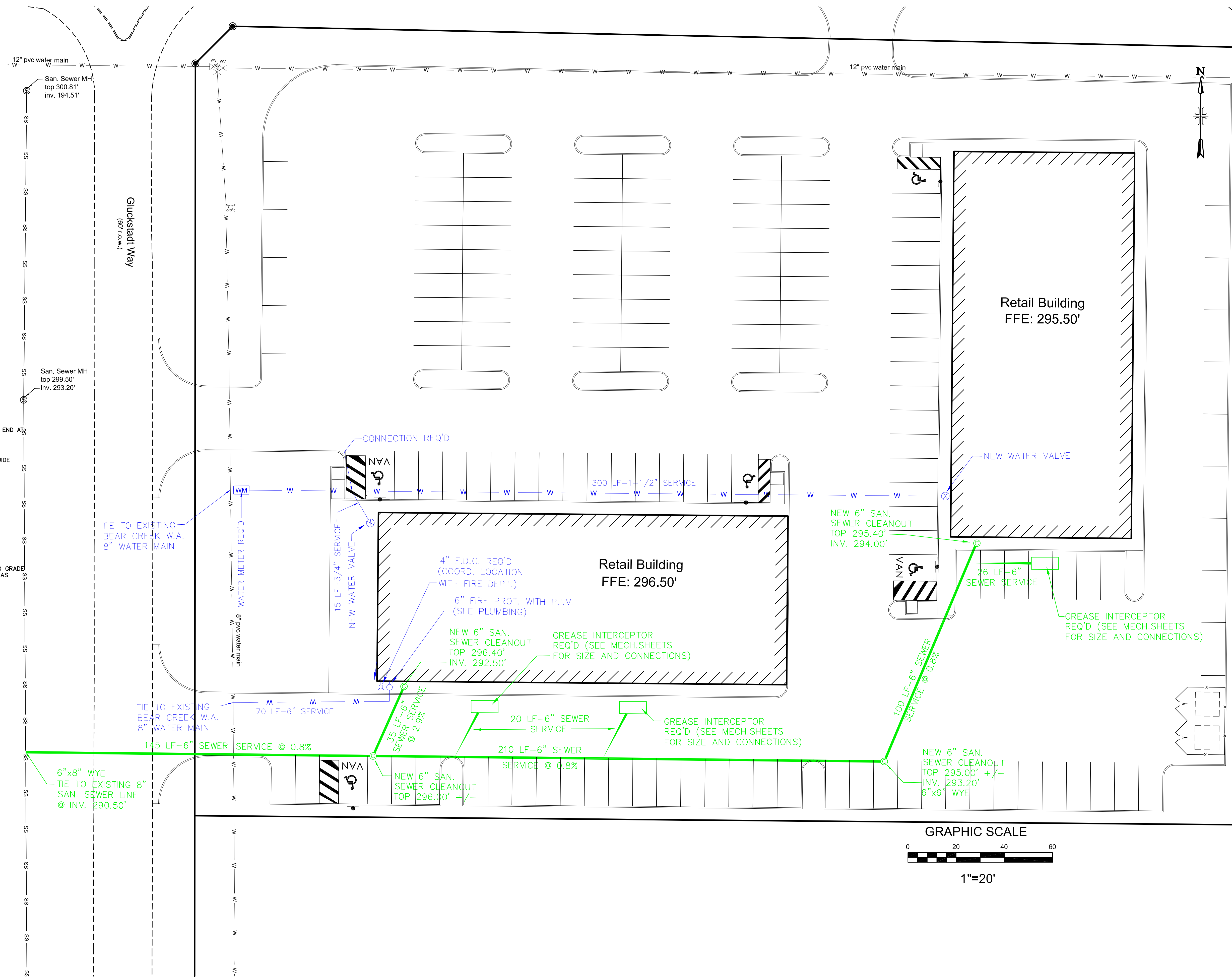
ALL SANITARY SEWER AND WATER UTILITIES SHALL BE CONSTRUCTED AND TESTED IN ACCORDANCE WITH STATE REGULATORY AGENCY STANDARDS.

WATER METERS ARE TO BE INSTALLED BY BEAR CREEK WATER ASSOCIATION. CURB STOPS ARE TO END AT OR REASONABLY CLOSE, TO THE RIGHT-OF-WAY IN AN AREA THAT IS ACCESSIBLE FOR READING OR MAINTENANCE.

CONTRACTOR TO FOLLOW THE BEAR CREEK WATER ASSOCIATION UTILITY CONNECTION INSPECTION GUIDE



- NOTES:
1. ONLY MANUFACTURED VALVE BOX EXTENSIONS SHALL BE ALLOWED.
 2. VALVE OPERATING NUT MUST BE EXTENDED SO THAT THE DEPTH IS NO GREATER THAN 5' (ft.) FROM THE SURFACE USING A MANUFACTURER APPROVED EXTENSION KIT.
 3. PRECAST CONCRETE ENCASUREMENT IS ALLOWED OUTSIDE OF PAVED AREAS.



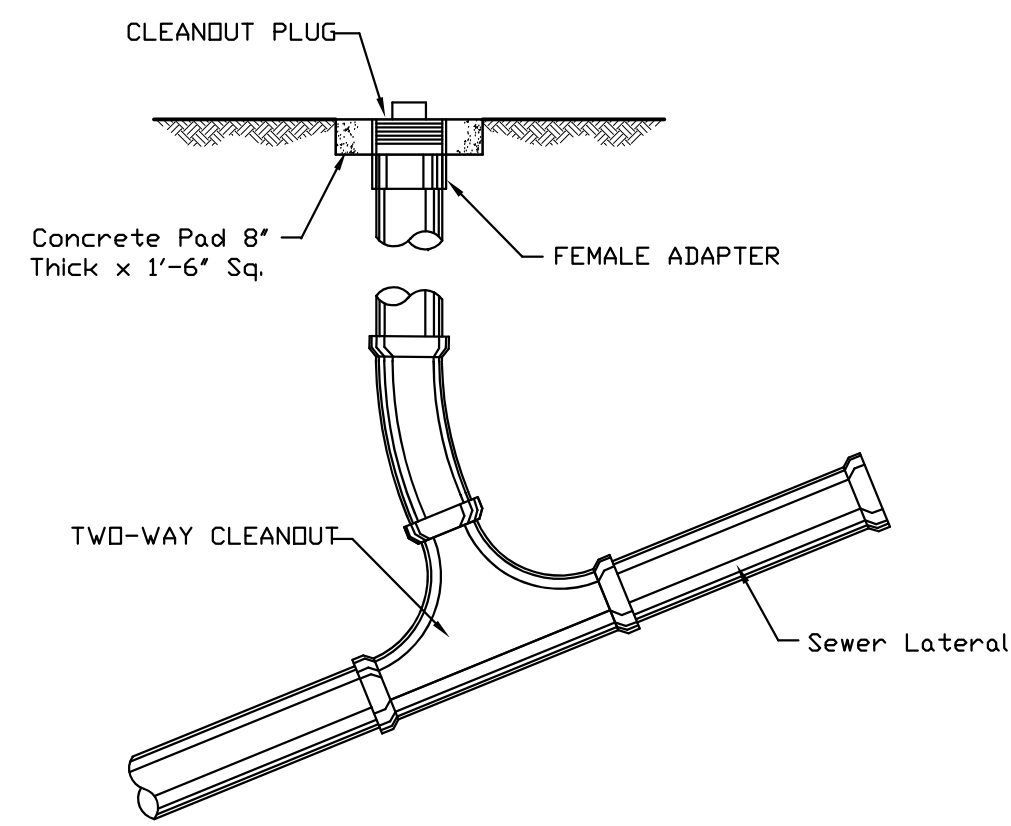
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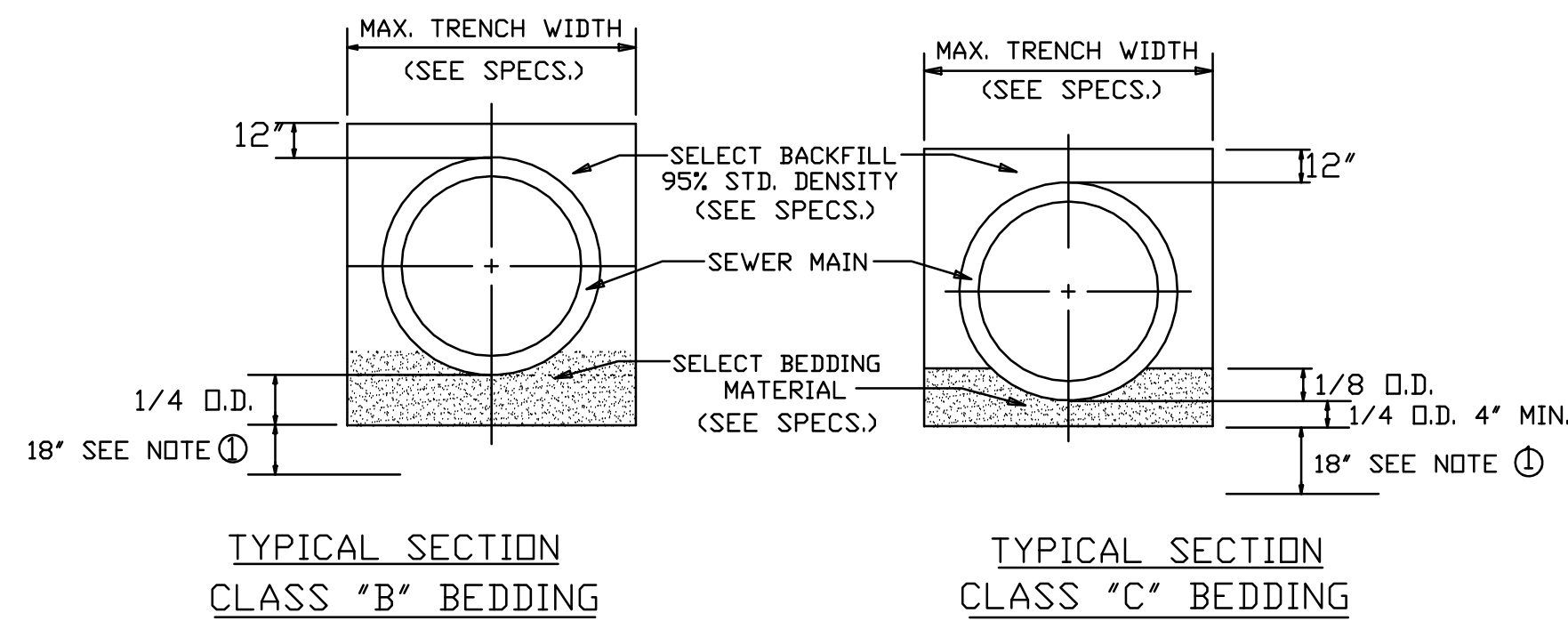
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UTILITY PLAN
GERMANTOWN PARK
GLUCKSTADT, MISSISSIPPI

C 4.0



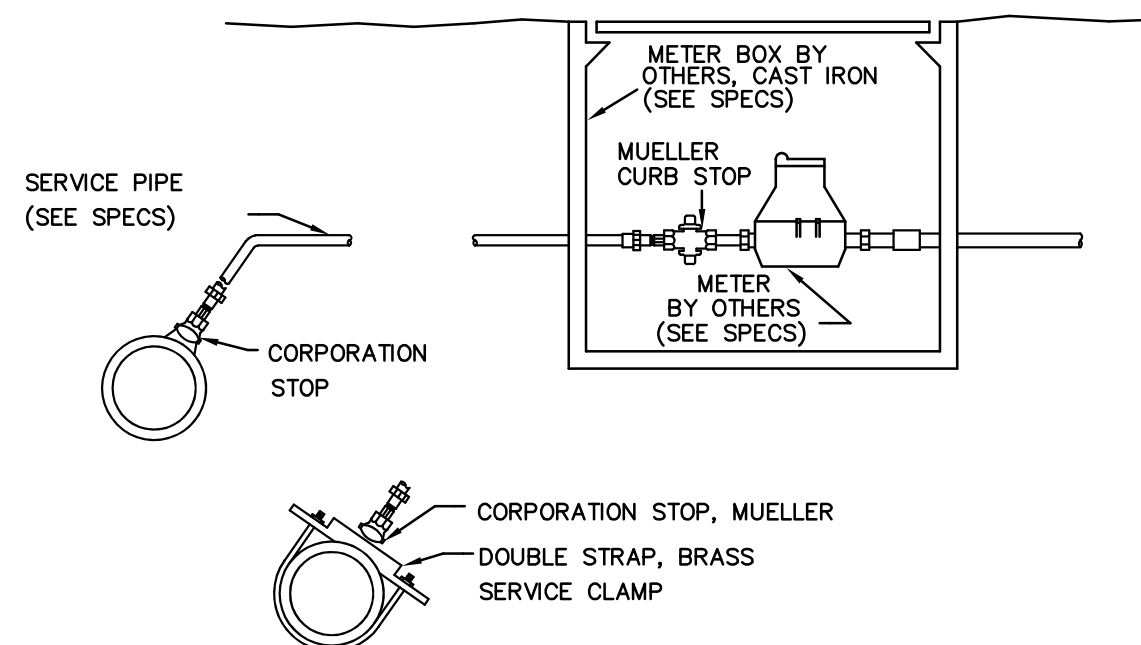
1 SANITARY SEWER CLEAN-OUT (2-WAY) DETAIL
5.0 N.T.S.



TYPICAL SECTION CLASS "B" BEDDING
TYPICAL SECTION CLASS "C" BEDDING

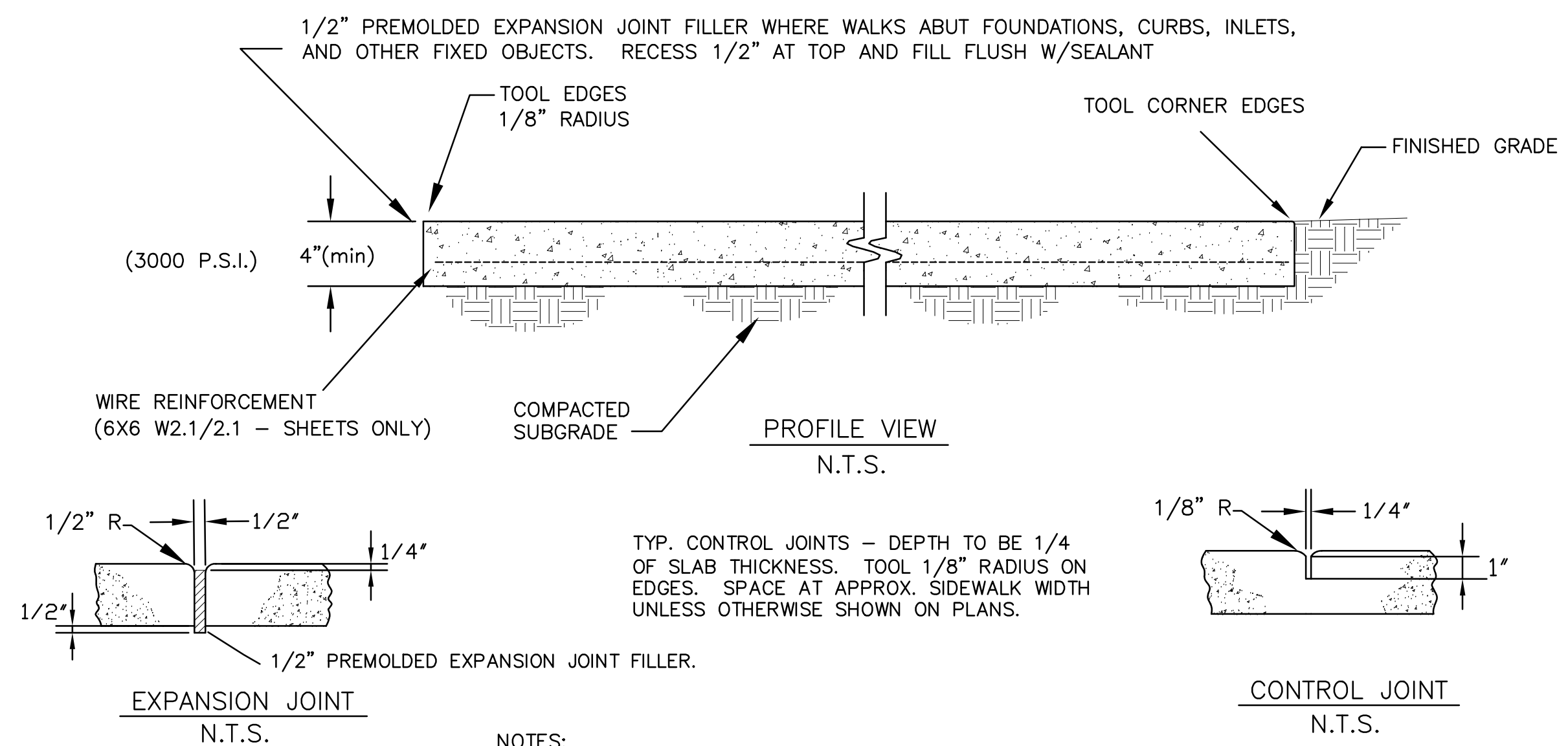
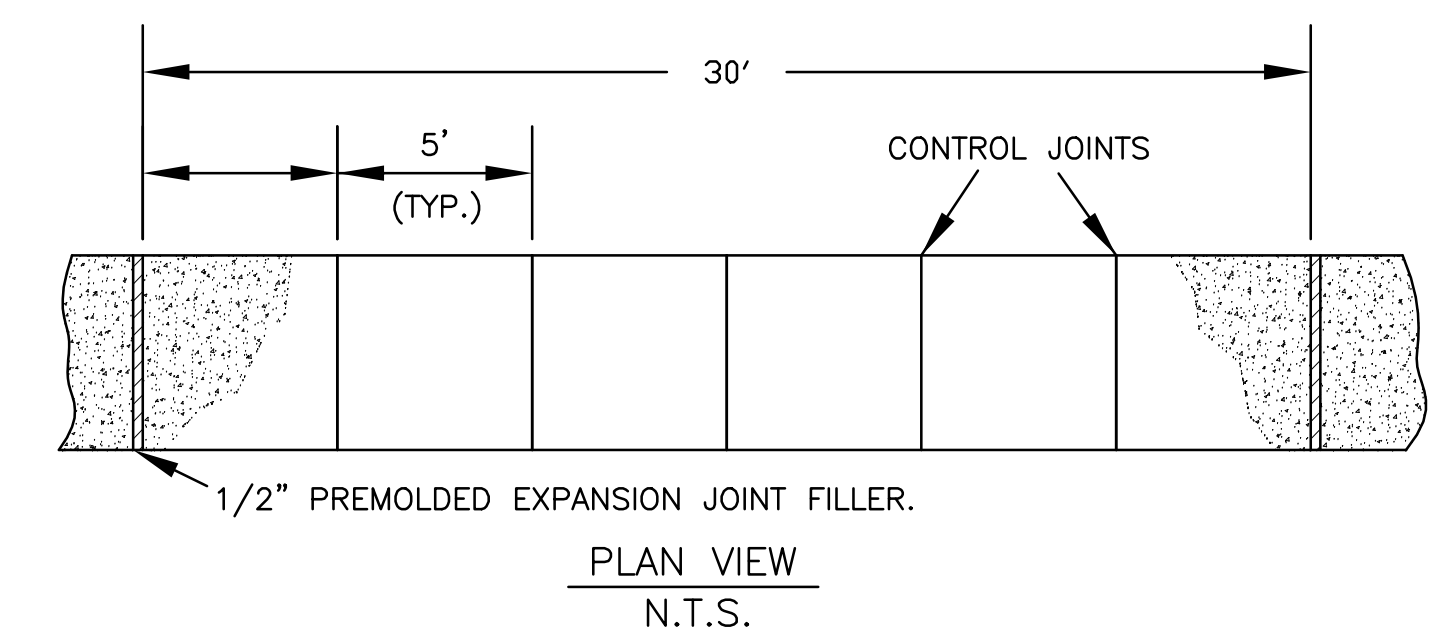
① DEWATERING REQ'D. TO THIS LEVEL (MIN). CONTRACTOR WILL NOT BE ALLOWED TO WORK WHEN WATER LEVEL IS NOT MAINTAINED BY DEWATERING SYSTEM TO THIS ELEVATION OR LOWER.

② WHEN TRENCHING ACROSS EXISTING ASPHALT OR CONCRETE SURFACES, NEW ASPHALT SHOULD BE PLACED BACK AT SAME DEPTH OF EXISTING ASPHALT OR CONCRETE THICKNESS.



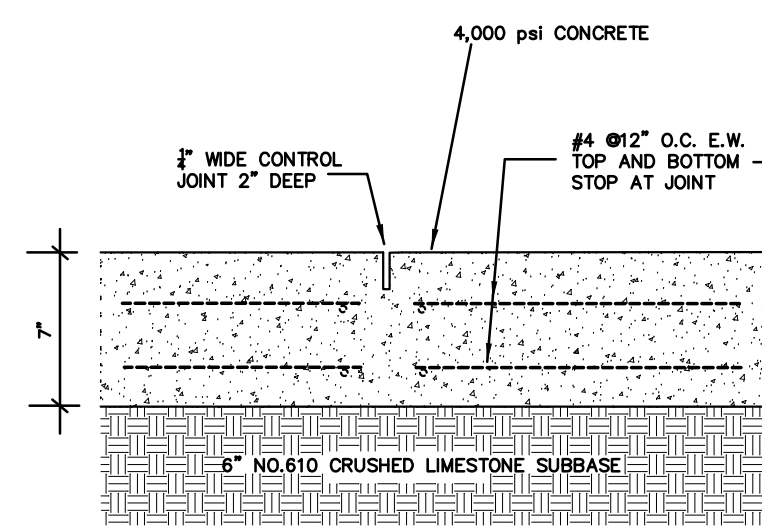
2 TYPICAL SERVICE ASSEMBLY
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NOTE: SERVICES SHALL BE TYPE K COPPER WITH CORPORATION AND CURB STOPS THAT COMPLY WITH THE CITY OF JACKSON STANDARD SPECIFICATIONS. MUST BE APPROVED BY CITY



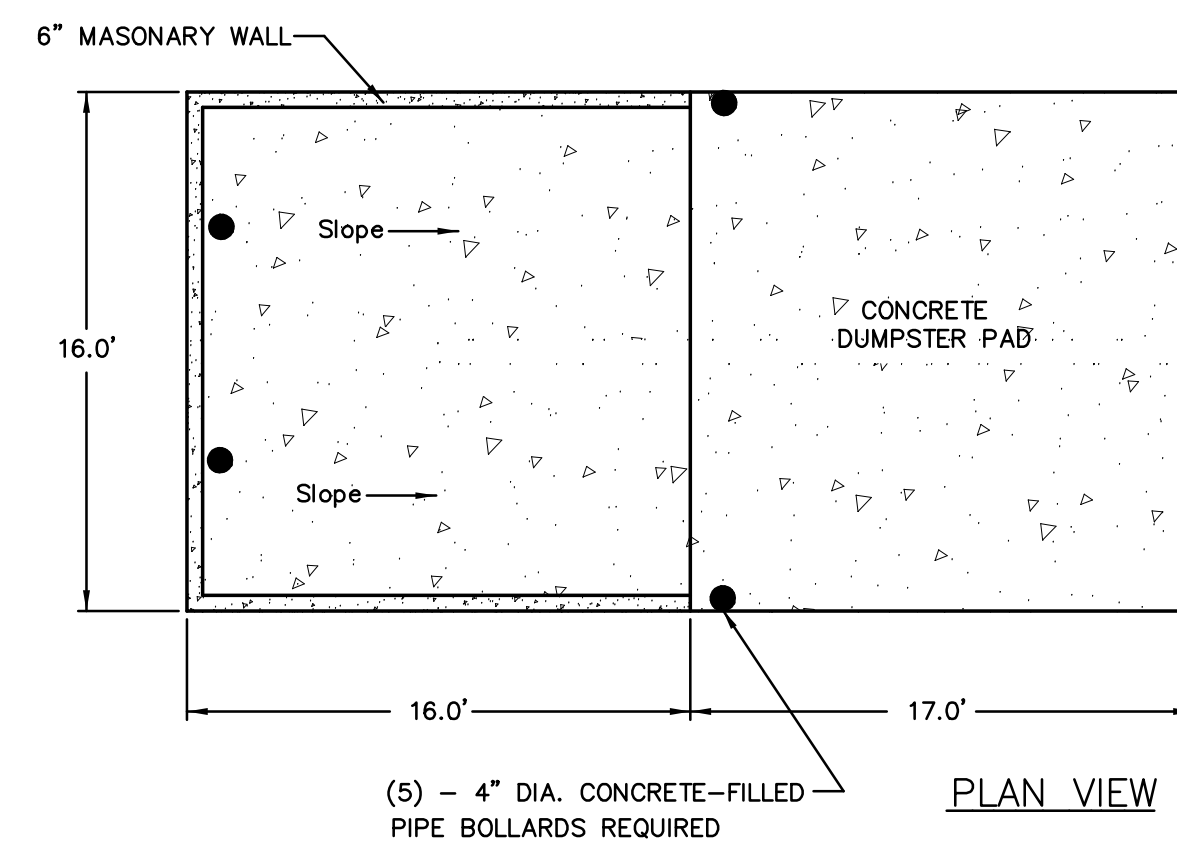
NOTES:
1) CONCRETE SHALL BE 3,000 PSI MINIMUM
2) 6X6 W2.1/W2.1 WIRE REINFORCEMENT REQUIRED (SHEETS ONLY)
3) PROVIDE BROOM FINISH TO ALL EXPOSED SURFACES
4) HEAVY BROOM FINISH PERPENDICULAR TO THE DIRECTION OF TRAFFIC.

3 CONCRETE SIDEWALK SECTION DETAILS
5.0 N.T.S.



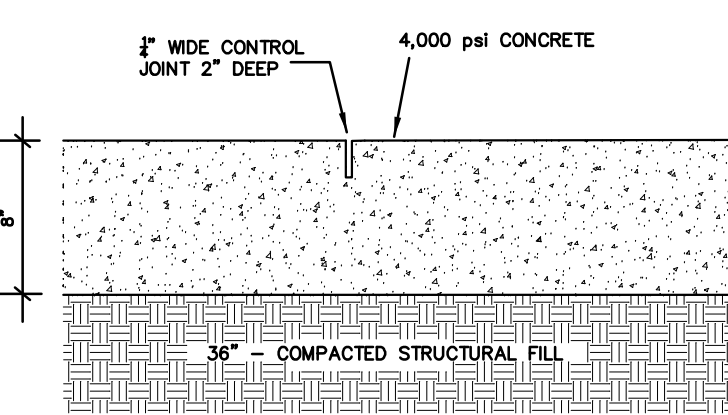
SLAB PROFILE:
1. TOOLED CONSTRUCTION JOINTS SHOULD BE PROVIDED AT INTERVALS THAT WILL PROVIDE A SLAB SITE THAT DOES NOT EXCEED 20'X20'.
2. EXPANSION JOINTS SHOULD ONLY BE PLACED WHERE THE PAD DIRECTLY ADJOINS A BUILDING OR OTHER FIXED STRUCTURE.
3. PROOF ROLL SUBGRADE PRIOR TO CONCRETE PLACEMENT AND CUT REINFORCING AT ALL JOINT LOCATIONS.

9 HEAVY DUTY CONCRETE PAVEMENT DETAIL
5.0 N.T.S.



NOTES:
1. 6 FOOT TALL CYCLONE FENCE (SCREENED) TO BE CONSTRUCTED ON TOP OF THE CONCRETE WALL.
2. 4" DIA. CONCRETE FILLED PIPE BOLLARDS REQUIRED AS SHOWN ON THE DETAIL. TWO WITHIN ENCLOSURE AT BACK WALL AND THREE IN FRONT OF THE ENCLOSURE TO PREVENT DOORS FROM SWINGING BEYOND 90°
3. DUMPSTER PAD GATES TO BE INSTALLED ON 6" DIA. POST WITH METAL FRAME AND WOOD SLATES OVER GATE FRAME.

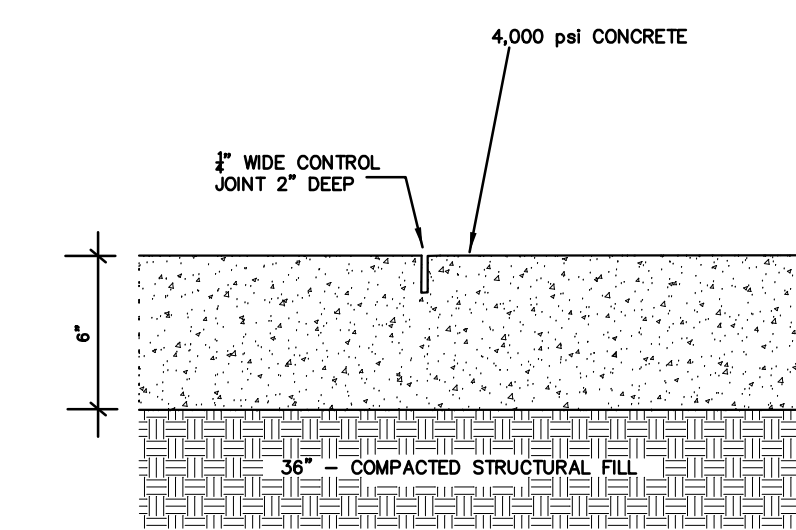
6 DUMPSTER DETAIL
C5.0 N.T.S.



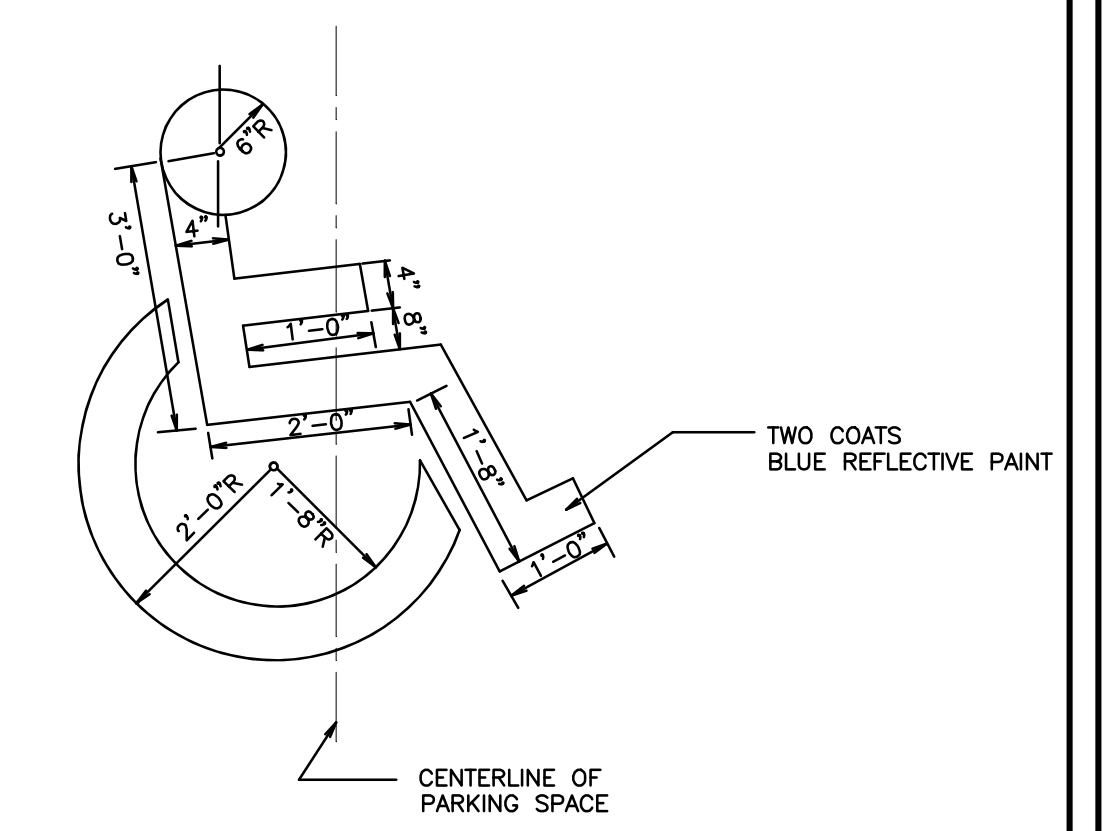
SLAB PROFILE:
1. TOOLED CONSTRUCTION JOINTS SHOULD BE PROVIDED AS DESCRIBED IN THE GEOTECHNICAL REPORT BY BURNS COOLEY DENNIS, INC.
2. EXPANSION JOINTS SHOULD ONLY BE PLACED WHERE THE PAD DIRECTLY ADJOINS A BUILDING OR OTHER FIXED STRUCTURE.
3. AS SHOWN IN THE GEOTECHNICAL REPORT, THIS IS A JOINTED PLAIN (UN-REINFORCED) PCC PAVEMENT.
4. THE FIRST 12" SHALL BE LIME TREATED (6% BY WEIGHT)
5. SEE GEOTECHNICAL REPORT BY LADNER TESTING, INC. DATED NOV. 20, 2019 FOR ALL PAVEMENT RECOMMENDATIONS.

8 HEAVY DUTY CONCRETE (DUMPSTER AREA)
C5.0 N.T.S.

SLAB PROFILE:
1. TOOLED CONSTRUCTION JOINTS SHOULD BE PROVIDED AT INTERVALS THAT WILL PROVIDE A SLAB SITE THAT DOES NOT EXCEED 20'X20'.
2. EXPANSION JOINTS SHOULD ONLY BE PLACED WHERE THE PAD DIRECTLY ADJOINS A BUILDING OR OTHER FIXED STRUCTURE.
3. PROOF ROLL SUBGRADE PRIOR TO CONCRETE PLACEMENT AND CUT REINFORCING AT ALL JOINT LOCATIONS.
4. AS SHOWN IN THE GEOTECHNICAL REPORT, THIS IS A JOINTED PLAIN (UN-REINFORCED) PCC PAVEMENT.
5. THE FIRST 12" SHALL BE LIME TREATED (6% BY WEIGHT)
6. SEE GEOTECHNICAL REPORT BY LADNER TESTING, INC. DATED NOV. 20, 2019 FOR ALL PAVEMENT RECOMMENDATIONS.



5 MEDIUM DUTY CONCRETE PAVEMENT DETAIL
5.0 N.T.S.



4 ACCESSIBILITY PARKING SYMBOL
5.0 N.T.S.

NOTES:
1. ACCESSIBILITY SYMBOLS SHALL BE PAINTED ON PAVEMENT AT EACH ACCESSIBLE PARKING SPACE.
2. ALL PAVEMENT MARKING INSTALLATIONS SHALL CONFORM TO THE 1988 MUTCD AND ALL SUBSEQUENT REVISIONS.
3. ALL ACCESSIBLE PARKING SPACES SHALL BE MARKED WITH AN ACCESSIBILITY PARKING SPACE SIGN.
4. BLUE PAINT TO BE PAINTED FOR ALL ACCESSIBLE MARKINGS.

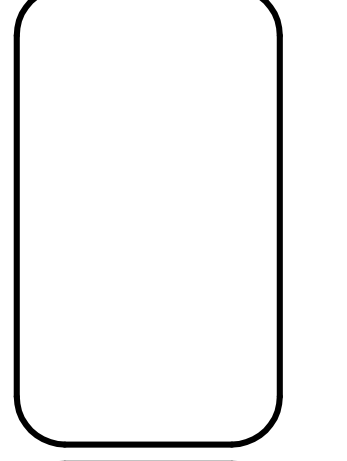
Date:	3/11/20
By:	CLB
Revisions:	Update Concrete Details
No.	1

BAIRD ENGINEERING, INC.
506 Jefferson Street, Clinton, MS 39066
Phone: (601) 925-3015

Project No.: # 4317
Date: 02/15/2021
Scale: N.T.S.
Designed By: CLB
Reviewed By: CLB

SITE DETAILS
STORAGE CITY OF CLINTON
CLINTON, MISSISSIPPI

No.	Revisions:	By:	Date:

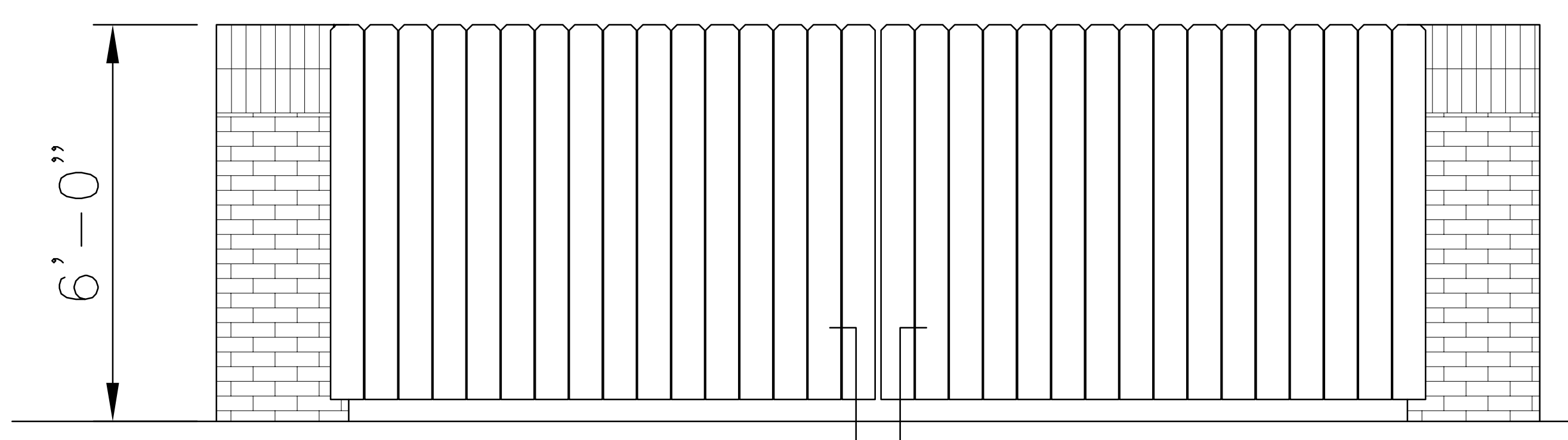
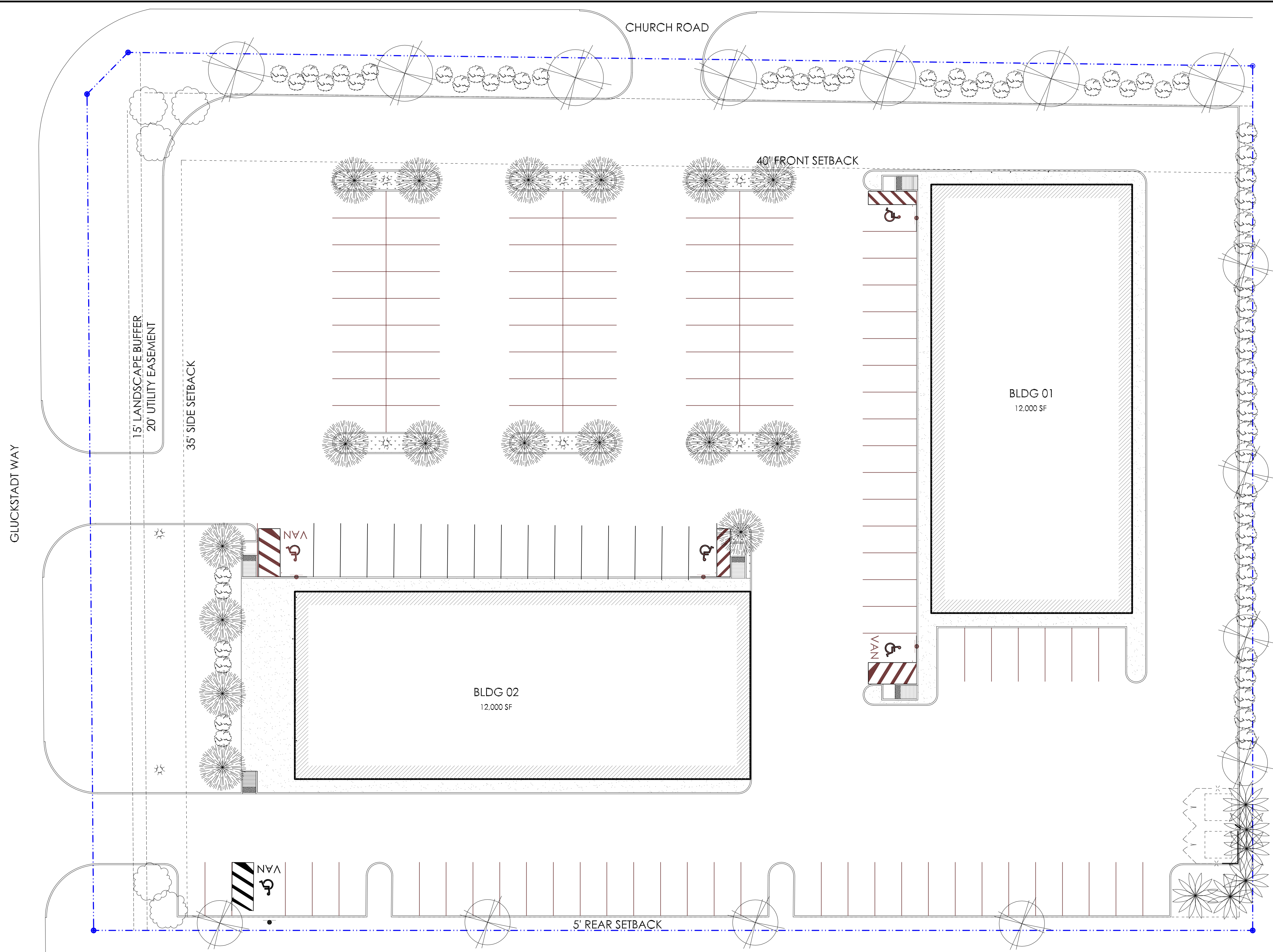


BAIRD ENGINEERING, INC.
 506 Jefferson Street, Clarks, MS 39056
 Phone: (601) 925-5015

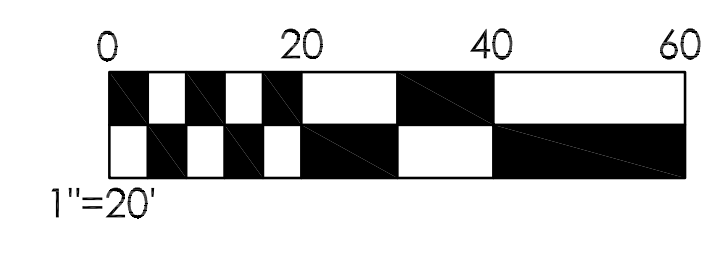
Project No.: # CHURCH RD
 Date: 07/30/2022
 Scale: 1" = 20'
 Designed By: CLB
 Reviewed By: CLB

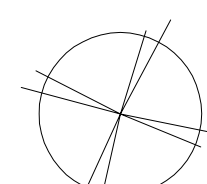
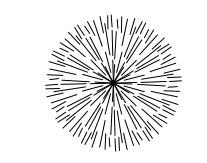

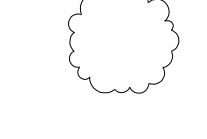
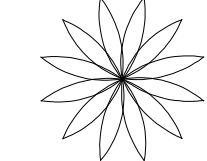
LANDSCAPE PLAN
 GERMANTOWN PARK
 GLUCKSTADT, MISSISSIPPI

C 6.0



DUMPSTER ENCLOSURE
 SCALE: 1/4"=1'-0"



-  OCTOBER GLORY MAPLE
-  NATCHEZ CRAPE MYRTLE, "LAGERSTROEMIA INDICA X FAURIEI" 7' HTH., f-1" S.T., 3 TRUNKS MIN.
-  PARSON JUNIPER, JUNIPERUS CHINENSIS 'PARSONII', 3 GAL. @ 3'-6" O.C.
-  SOUTHERN INDICA AZALEAS, RHODODENDRON INDICA 3 GAL. @ 3'-6" O.C.
-  POMPOUS GRASS

City of Gluckstadt

Application for Site Plan Review

Subject Property Address: 259 YARDELL Rd CANTON, MS 39046
Parcel #: 082H-27 - 023/25.00 Book 3468, Page 481

Owner: Four Seasons Land Holdings LLC Applicant: Tim Hillhouse
Address: 115 Claiborne St. Address: 115 Claiborne St
Madison, MS 39110 Madison, MS 39110

Phone #: 601-624-6780 Phone #: 601-624-6780
E-Mail: Tim.Hillhouse@gmail.com E-Mail: Tim.Hillhouse@gmail.com
Current Zoning District: C1-A
Acreage of Property (If applicable): 0.94
Use sought of Property: Business + Professional Office

Requirements of Applicant:

1. Copy of written legal description.
2. Site Plan as required in Sections 807-810 of City of Gluckstadt Zoning Ordinance
3. Color Rendering & Elevations at time of submittal

Requirements for Site Plan Submittal (Refer to Section 807, Gluckstadt Zoning Ordinance)

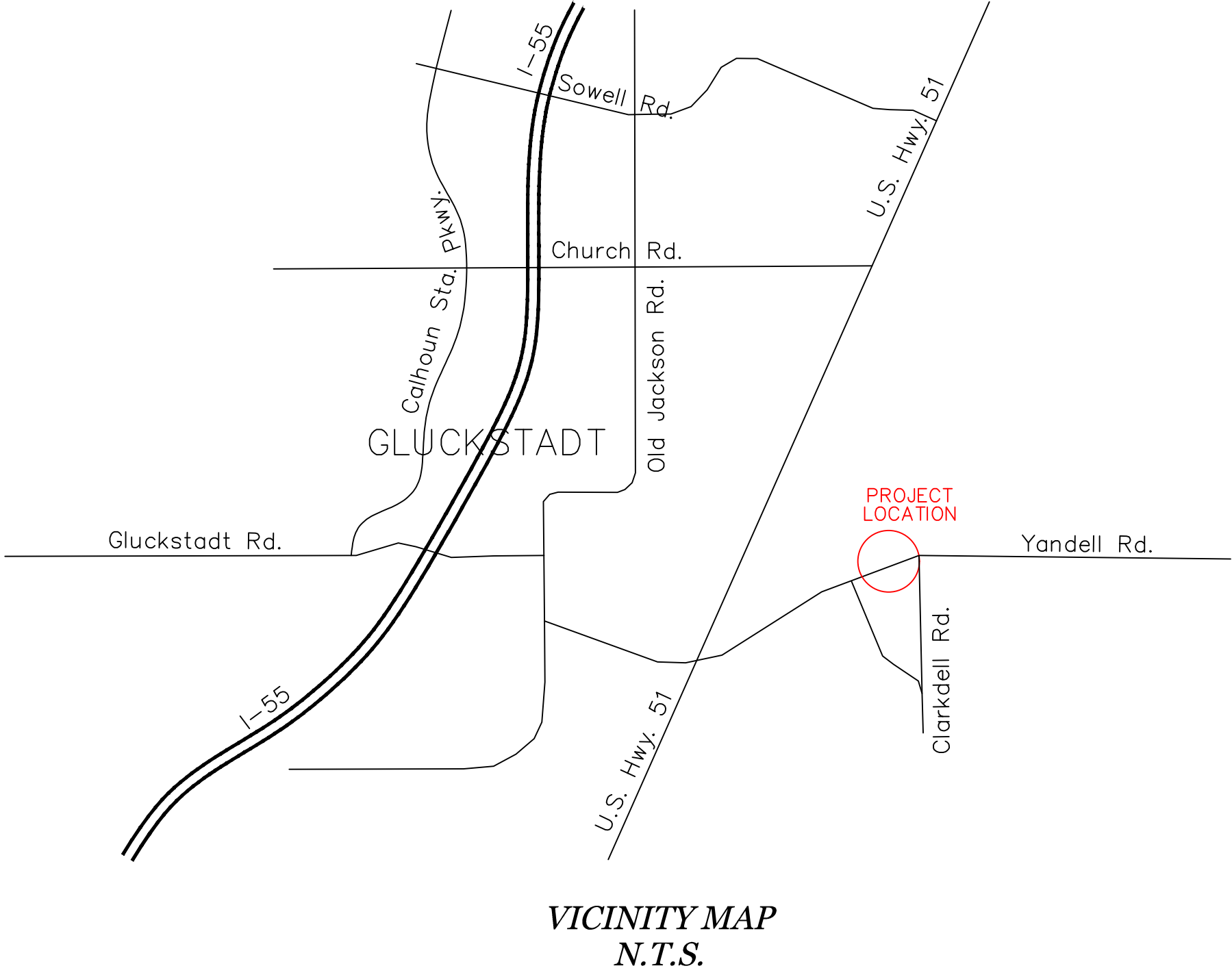
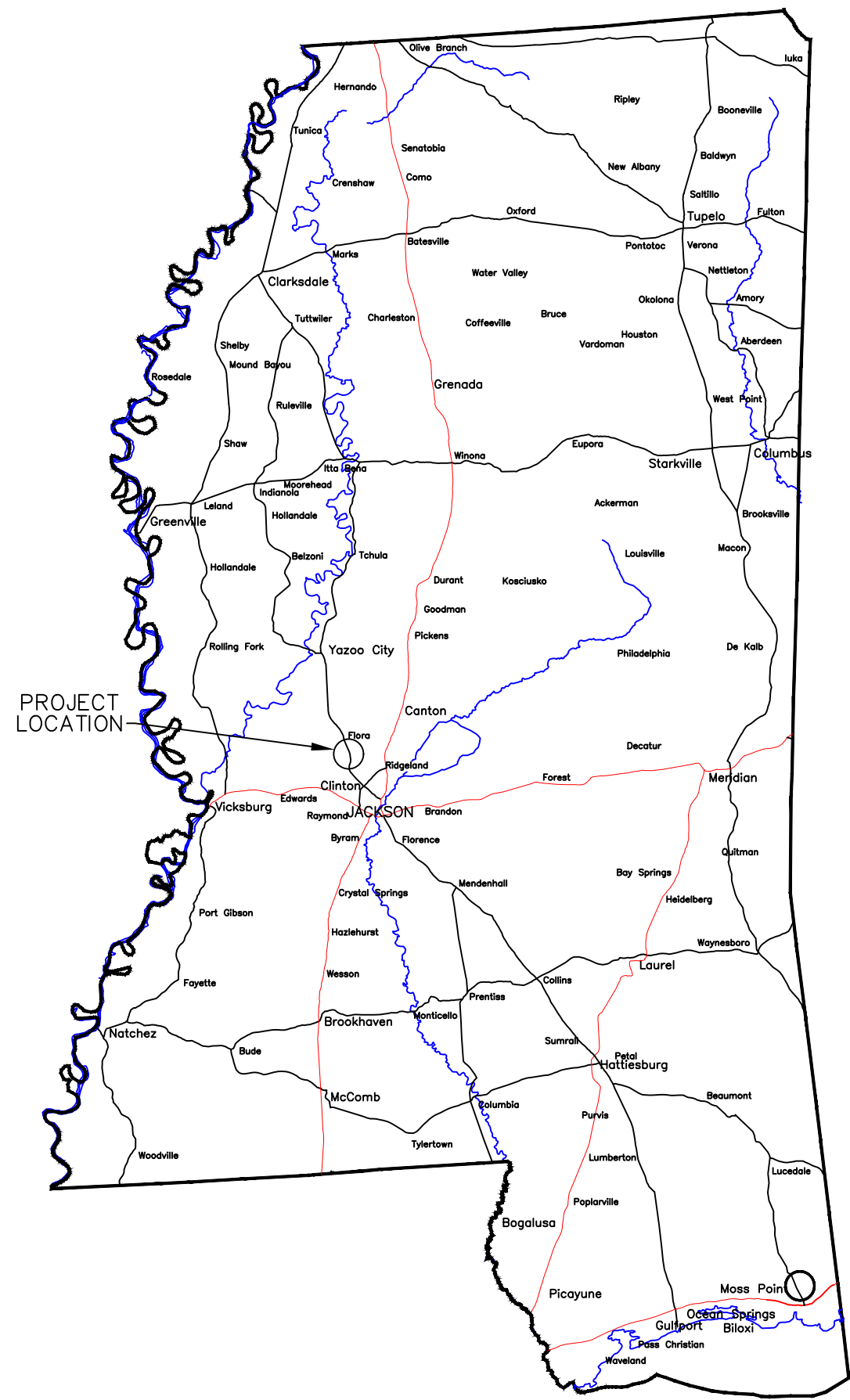
Nine (9) copies of the site plan shall be prepared and submitted to the Zoning Administrator. Digital copies are acceptable. Three (3) hard copies are required.

Site Plan Specifications (Section 809, Zoning Ordinance)

- A. Lot Lines (property lines)
- B. Zoning of the adjacent lots
- C. The names of owners of adjacent lots
- D. Rights of way existing and proposed streets, including streets shown on the adopted Throughfares plan
- E. Access ways, curb cuts, driveways, and parking, including number of parking spaces to be provided
- F. All existing and proposed easements
- G. All existing and proposed water and sewer lines. Also, the location of all existing and proposed fire hydrants.
- H. Drainage plan showing existing and proposed storm drainage facilities. The drainage plan shall indicate adjacent off site drainage courses and projected storm water flow rates from off-site and on-site sources.

FOUR SEASONS DRAPERY & HARDWARE

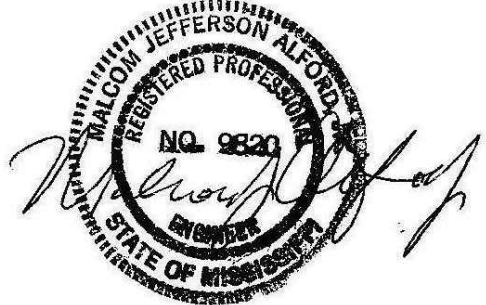
GLUCKSTADT, MISSISSIPPI



DRAWING INDEX

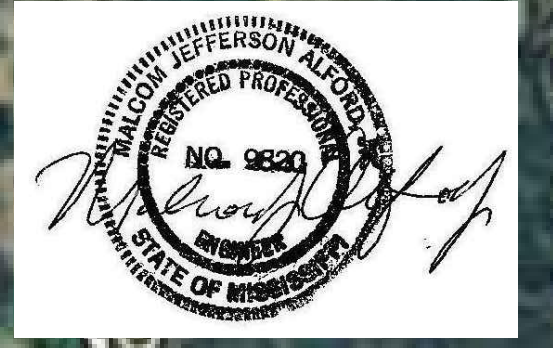
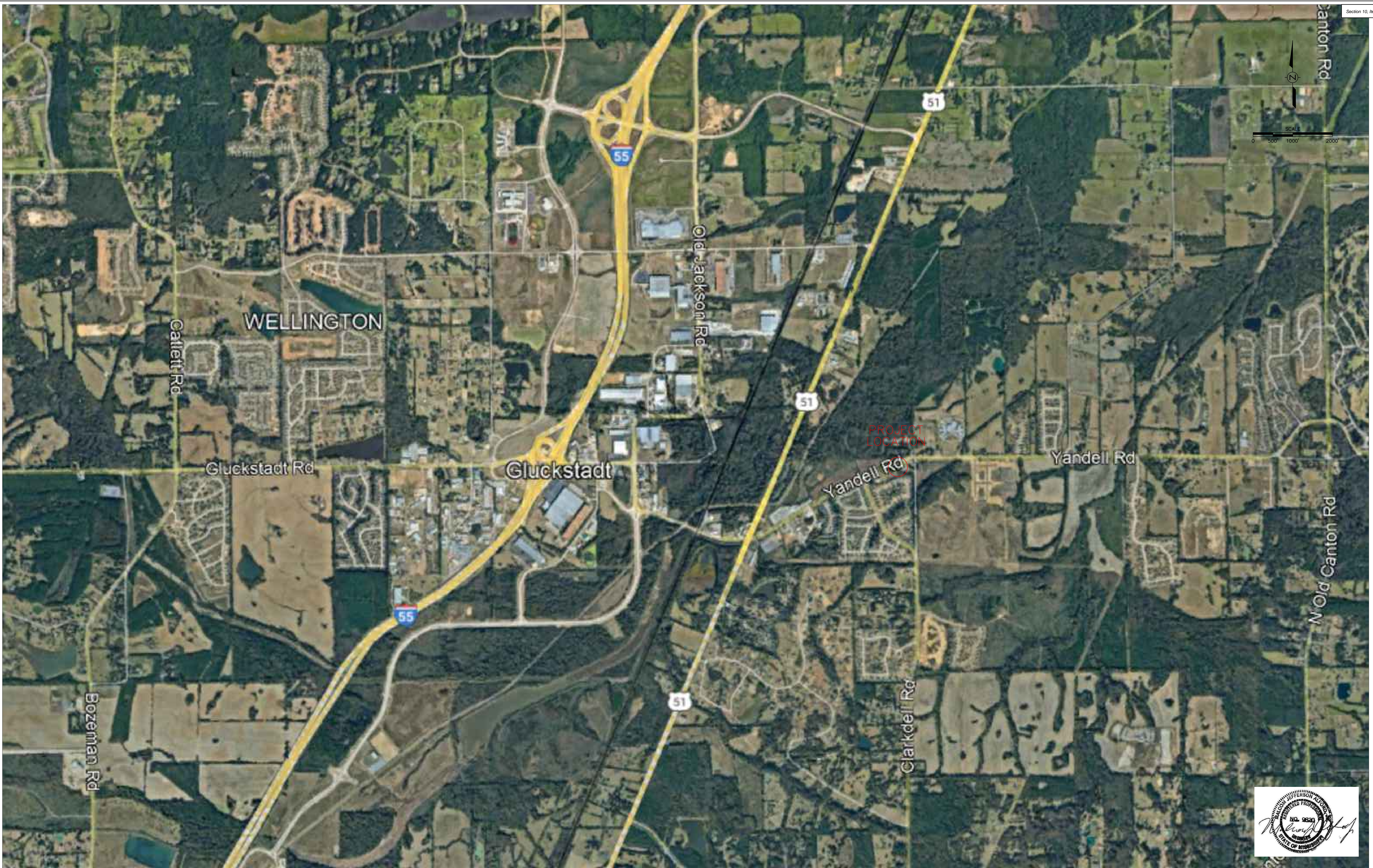
DRAWING NO.	DESCRIPTION
C-1	COVER SHEET
C-2	SITE LOCATION MAP
C-3	SITE BOUNDARY & TOPO
C-4	SITE & UTILITY PLAN
C-5	GRADING & DRAINAGE PLAN
C-6	SITE DETAILS

MAY 2023



Alford and Associates
Consulting Engineers

7112 Suite B Siwell Road
Byram, Mississippi 39272



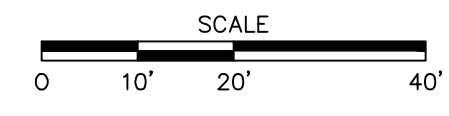
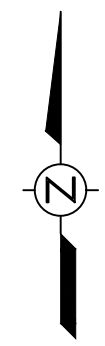
REV.	DESCRIPTION OF REVISION	BY	REVISION DATE
0	ISSUED FOR REVIEW	MJA	5/5/23

SCALE: SHOWN
DRAWN: MJA
REVIEWED: MJA
PROJECT MANAGER: MJA
DATE: 5/5/23

Alford and Associates
 Consulting Engineers
 7112 Suite B Siwell Road
 Byram, Mississippi 39272

Site Location Map
 Four Seasons Drapery & Hardware
 Gluckstadt MS

PROJECT No.
CAD FILE NAME
DRAWING
2



0.94 ACRES +/-
 40,867 SQ. FT. +/-
 PARCEL NO. 082H-27-023/25.00
 BOOK 3468, PAGE 481
 100 YR. FEMA FLOOD ELEVATION 253.90
 CIA ZONING

MISS. STSTE UNIV. FOUNDATION
 PARCEL NO. 082H-27-023/01.00
 BOOK 3215, PAGE 637
 CIA ZONING

NEW MT ZION CEMETERY
 PARCEL NO.
 082H-27-024/00.00
 ZONING

BEAR CREEK CROSSING
 PLAT CABINET D - SLIDE 178
 LOT 44
 BRYAN & SHAYON WESLEY
 R1B ZONING

BEAR CREEK CROSSING
 PLAT CABINET D - SLIDE 178
 LOT 45
 CARLAT GILL
 R1B ZONING

BEAR CREEK CROSSING
 PLAT CABINET D - SLIDE 178
 LOT 46
 CHARLES & JOSCELYN ALLEN
 R1B ZONING

LEGEND

- FOUND 1/2" REBAR
- FOUND 1" PIPE
- ⊙ GAS VALVE/MARKER
- MEASURED LINE
- GAS — GAS — GAS — UNDERGROUND GAS
- W — W — W — EXISTING 8" WATER MAIN
- FM — FM — FM — EXISTING 10" SEWER FORCE MAIN
- - - - - FENCE



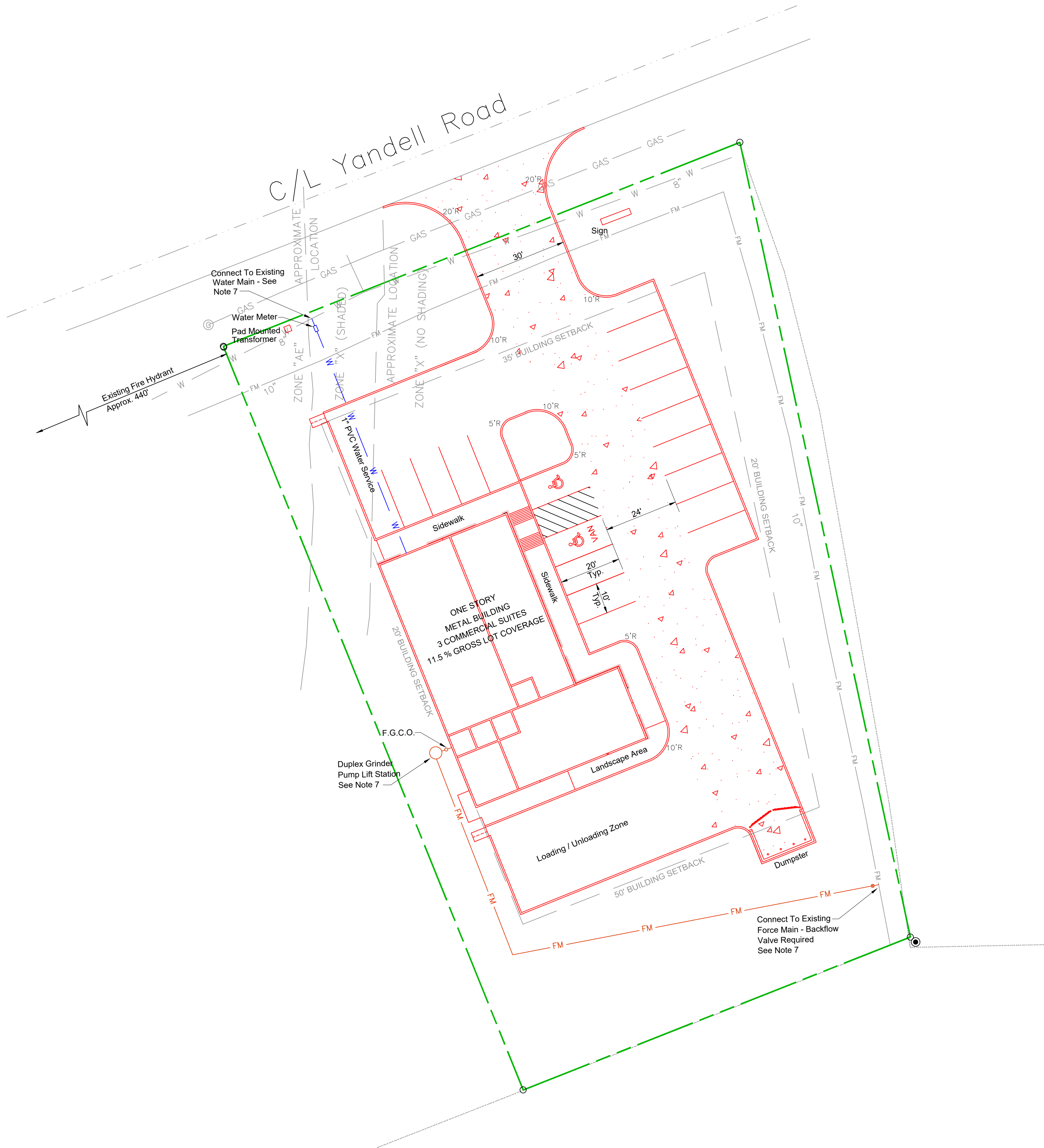
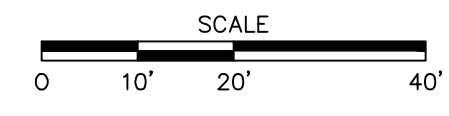
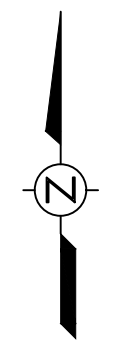
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REV.	DESCRIPTION OF REVISION	BY	REVISION DATE
0	ISSUED FOR REVIEW	MJA	5/1/23

SCALE: SHOWN
DRAWN: MJA
REVIEWED: MJA
PROJECT MANAGER: MJA
DATE: 4/25/23

Alford and Associates
 Consulting Engineers
 7112 Suite B Siwell Road
 Byram, Mississippi 39272

Existing Site Boundary & Topo
 Four Seasons Drapery & Hardware
 Gluckstadt MS

PROJECT No.	
CAD FILE NAME	
DRAWING	3



LEGEND

- PROPERTY LINE
- EXISTING 8" WATER MAIN
- EXISTING 10" SEWER FORCE MAIN
- EXISTING NATURAL GAS LINE
- WATER SERVICE
- SEWER SERVICE
- F.G.C.O.
- SETBACK LINE
- PROPOSED RADIUS TO FACE OF CURB OR EDGE CONCRETE
- HEAVY DUTY CONCRETE PAVING

GENERAL NOTES

1. ALL EXCAVATION, OVER EXCAVATION, BACKFILL AND COMPACTION OF FILL MATERIAL SHALL FOLLOW RECOMMENDATIONS OF GEOTECHNICAL REPORT, PROVIDED BY OTHERS. SEE GEOTECH REPORT FOR PAVING RECOMMENDATIONS.
2. HANDICAPPED PARKING SPACES, AND ROUTE TO BUILDING SHALL BE 2% MAX. SLOPE.
3. CONTRACTOR SHALL NOTIFY MISSISSIPPI 811 BEFORE ANY EXCAVATION TO HAVE UNDERGROUND UTILITIES LOCATED.
4. RADII SHOWN ARE TO THE PROPOSED EDGE OF CONCRETE, OR FACE CURB.
5. ALL EXPOSED NON PARKING/DRIVE AREAS SHALL BE SEEDED AND MULCHED AFTER CONSTRUCTION.
6. ANY CONCRETE PAVING SHALL HAVE SAW CUT JOINTS AT 12.5' ON CENTERS.
7. WATER AND SEWER SERVICE PROVIDED BY BEAR CREEK WATER ASSOCIATION. SERVICES SHALL BE FIELD LOCATED TO REQUIRED INLET/OUTLET LOCATIONS. WATER & SEWER CONNECTIONS SHALL BE PER BEAR CREEK W.A. DUPLEX GRINDER PUMP LIFT STATION TO BE SIZED FOR MAXIMUM SEWER FLOWS AND SIZED FOR EXISTING FORCE MAIN FLOW AND HEAD CONDITIONS.
8. TOTAL PROPOSED SITE AREA 0.94 AC. – 0.43 AC. HARD SURFACE, 0.51 AC. GRASS.
9. MAJORITY OF PROPERTY LOCATED IN FEMA FLOOD ZONE X PER FLOOD MAP 28089C0451F, EFFECTIVE DATE 3-17-10. NORTHWEST CORNER IN FLOOD ZONE AE. 100 YR. BASE FLOOD ELEV. 253.90.



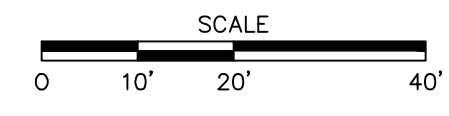
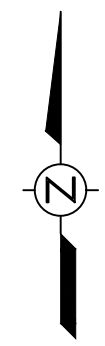
REV.	DESCRIPTION OF REVISION	BY	REVISION DATE
2	DRAINAGE REVISIONS	MJA	5/10/23
1	REVISIONS PER CITY	MJA	5/5/23
0	ISSUED FOR REVIEW	MJA	5/1/23

SCALE: SHOWN
DRAWN: MJA
REVIEWED: MJA
PROJECT MANAGER: MJA
DATE: 4/26/23

Alford and Associates
 Consulting Engineers
 7112 Suite B Siwell Road
 Byram, Mississippi 39272

Site & Utility Plan
 Four Seasons Drapery & Hardware
 Gluckstadt MS

PROJECT No.	
CAD FILE NAME	
DRAWING	4



LEGEND

- 260 EXISTING CONTOUR
- 260 PROPOSED CONTOUR
- DRAINAGE DIRECTION
- PROPOSED SWALE
- 261.40 PROPOSED SPOT ELEVATION
- SILT FENCE
- STAKED HAY WATTLE

GENERAL NOTES

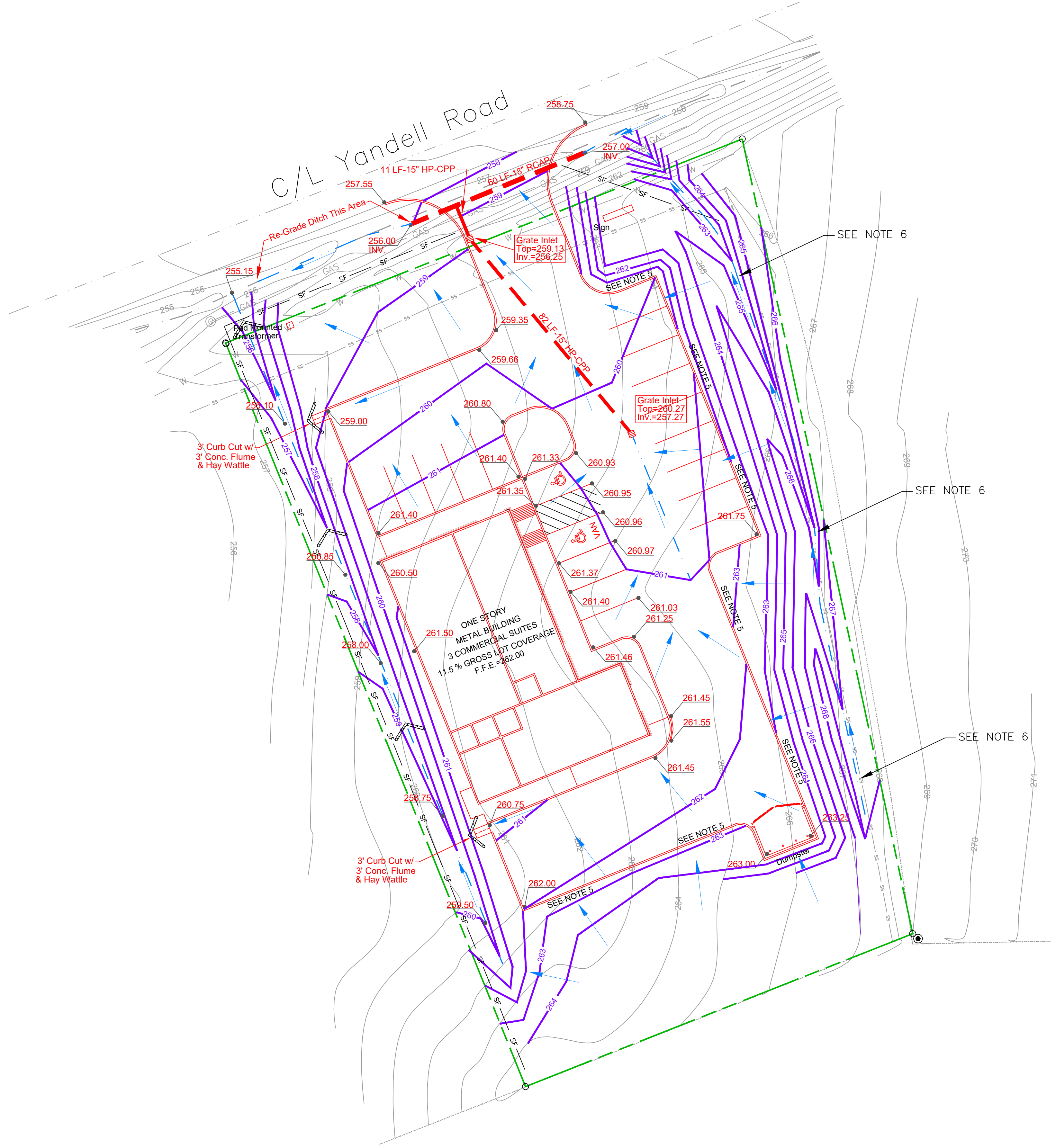
1. ALL EXCAVATION, OVER EXCAVATION, BACKFILL AND COMPACTION OF FILL MATERIAL SHALL FOLLOW RECOMMENDATIONS OF GEOTECHNICAL REPORT, PROVIDED BY OTHERS. SEE GEOTECH REPORT FOR PAVING RECOMMENDATIONS.
2. CONTRACTOR SHALL NOTIFY MISSISSIPPI 811 BEFORE ANY EXCAVATION TO HAVE UNDERGROUND UTILITIES LOCATED.
3. ALL EXPOSED NON PARKING/DRIVE AREAS SHALL BE SEEDED AND MULCHED AFTER CONSTRUCTION.
4. TOTAL PROPOSED SITE AREA 0.94 AC. - 0.43 AC. HARD SURFACE, 0.51 AC. GRASS.
5. GRADE TO DRAIN OVER CURB THESE AREAS.
6. DRAINAGE SWALE TO ROAD DITCH SHALL BE PROVIDED ALONG EAST PROPERTY LINE.

STORMWATER RUNOFF SUMMARY

<p>PRE-DEVELOPMENT: TOTAL AREA = 0.94 AC GREEN AREA = 0.94 AC.</p> <p>C GREEN = 0.64 C IMPERVIOUS = 0.93 WEIGHTED C = 0.64 SLOPE = 2.0% HYDR. LENGTH = 250' TIME CONC. = 10.84 MINUTES Q100 = 4.88 cfs</p>	<p>POST-DEVELOPMENT: TOTAL AREA = 0.94 AC GREEN AREA = 0.51 AC. IMPERVIOUS AREA = 0.43 AC. C GREEN = 0.64 C IMPERVIOUS = 0.93 WEIGHTED C = 0.78 SLOPE = 2.0% HYDR. LENGTH = 250' T = 7.30 MINUTES Q100 = 6.72 cfs</p>
--	---

HYDRAFLOW STORM WATER/DETENTION RESULTS - RATIONALE METHOD

GENERAL NOTES: STORM FREQUENCY = 100 YRS.
 $T_c = (10 * L^{0.37}) / ((17 * C) * (S^{0.21}))$



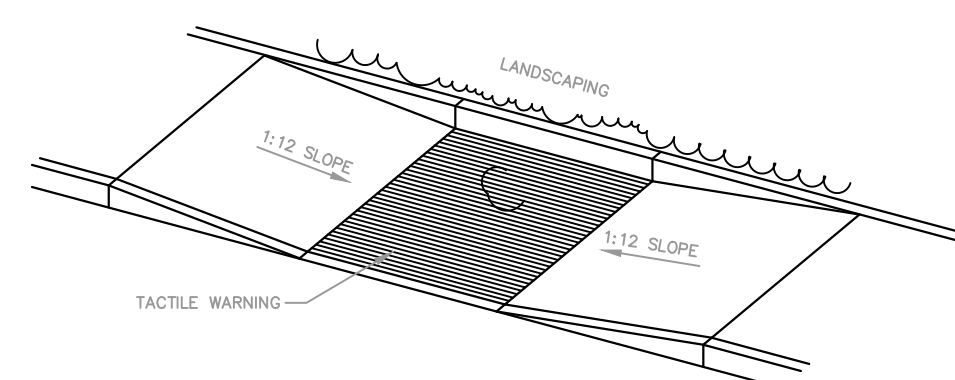
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1	DRAINAGE REVISIONS	MJA	5/10/23
0	ISSUED FOR REVIEW	MJA	5/1/23

SCALE: SHOWN
DRAWN: MJA
REVIEWED: MJA
PROJECT MANAGER: MJA
DATE: 4/26/23

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 712 Suite B Siwell Road
 Byram, Mississippi 39272

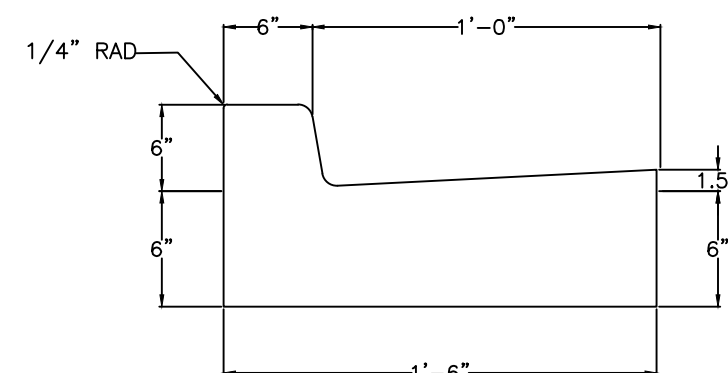
Grading & Drainage Plan
 Four Seasons Drapery & Hardware
 Gluckstadt MS

PROJECT No.	
CAD FILE NAME	
DRAWING	5



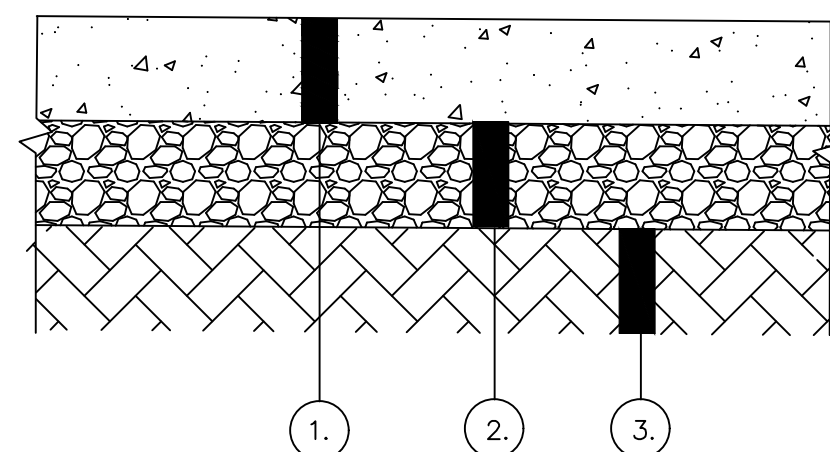
CURB TRANSITION FOR HANDICAP RAMP
N.T.S.

GENERAL NOTES:
ALL CAST-IN-PLACE CONCRETE STRUCTURES IDENTIFIED BY THESE CONSTRUCTION PLANS SHALL BE A MINIMUM OF 3,000 PSI UNLESS OTHERWISE NOTED.



NOTE:
DUMMY JOINTS WILL BE MADE AT 10' INTERVALS.
EXPANSION JOINTS WILL BE MADE AT 40' INTERVALS
AND PRECUT JOINT MATERIAL TEMPLATES WILL BE USED IN ALL EXPANSION JOINTS.

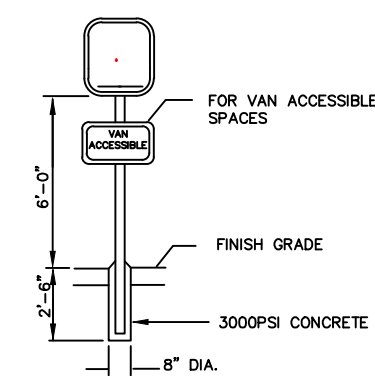
STAND-UP CURB AND GUTTER
NOT TO SCALE



1. 5" MIN. 4000 PSI CONCRETE
2. 6" MIN. CRUSHED AGGREGATE (#610 GRADATION),
3. COMPACTED SUBGRADE - SEE GEOTECH REPORT FOR EXCAVATION AND COMPACTION REQUIREMENTS

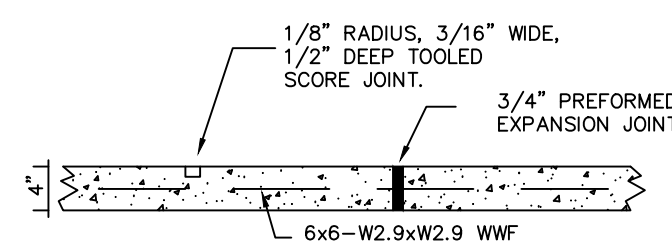
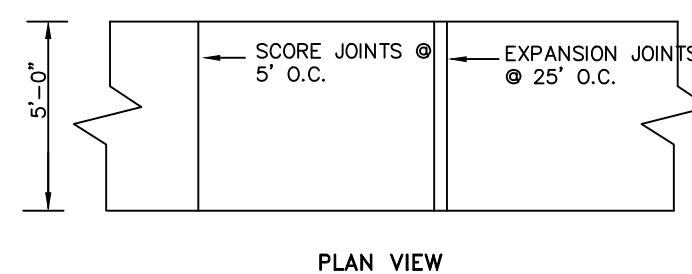
NOTE: REFER TO GEOTECHNICAL REPORT FOR PAVING DETAILS/RECOMMENDATIONS

LIGHT DUTY CONCRETE PAVEMENT
NOT TO SCALE



NOTES:
1. HANDICAP PARKING SIGN SHALL CONFORM TO ALL GOVERNING REGULATIONS.
2. HANDICAP SIGN SHALL BE 12"x18"x0.80", FASTENED WITH TWO EACH 3/8" CADDIUM BOLTS, NUTS AND WASHERS.
3. POST SHALL BE 1.75"x3-1/2" HEAVY DUTY GALVANIZED.
4. CONTRACTOR SHALL INSTALL A HANDICAP PARKING SIGN AT EACH HANDICAP PARKING SPACE.

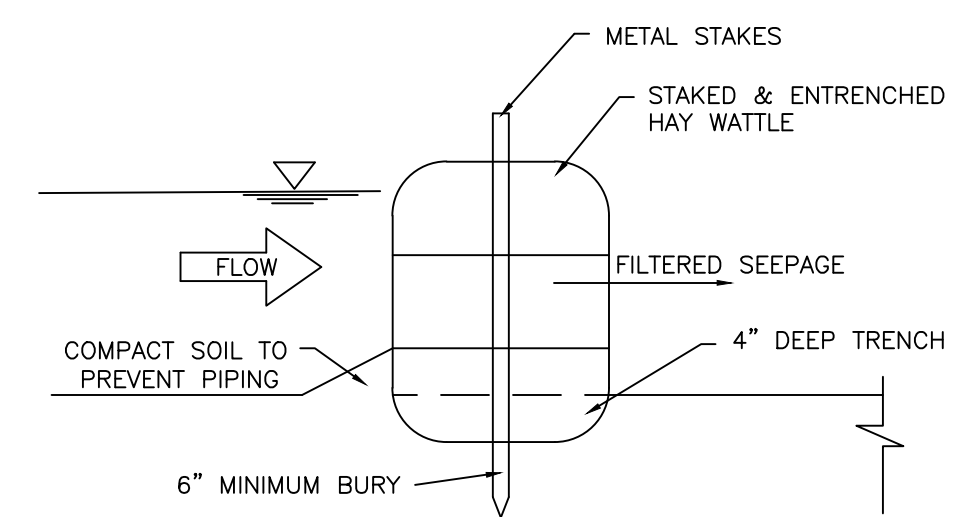
HANDICAP SIGN
NOT TO SCALE



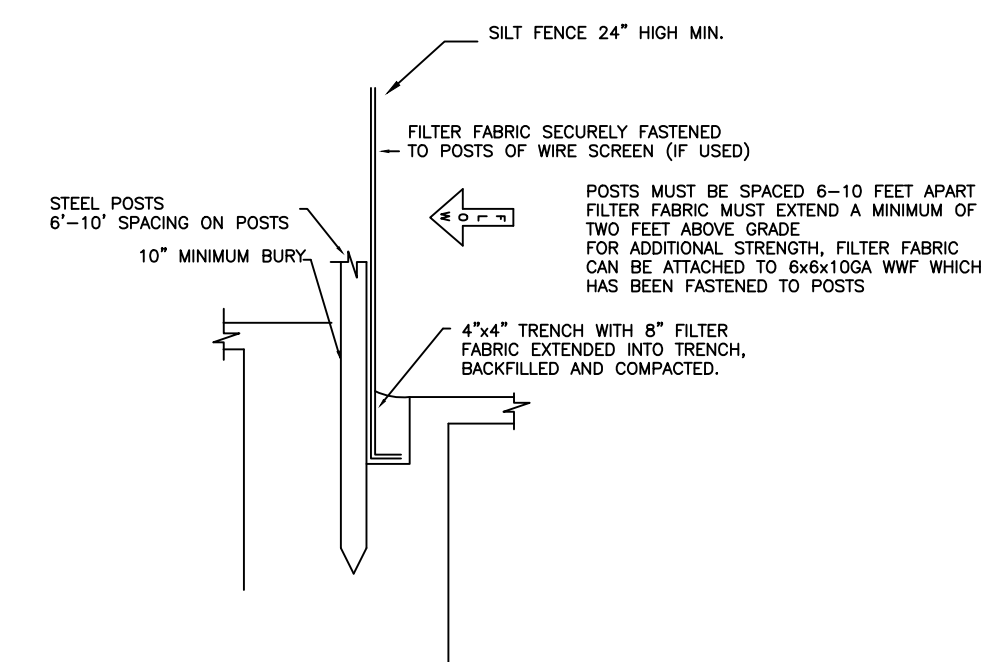
CONTRACTOR MAY OMIT WELDED WIRE FABRIC IF CONCRETE CONTAINS FIBROUS REINFORCEMENT.

CONCRETE SHALL HAVE 3000 PSI AT 28 DAYS.

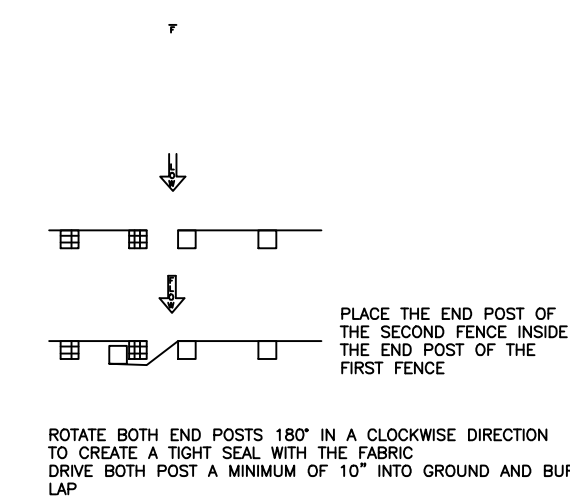
SIDEWALK



HAY WATTLE INSTALLATION
SCALE: SHOWN



SILT FENCE TYPICAL SECTION



ATTACHING TWO SILT FENCES

SILT FENCE MAINTENANCE PLAN

1. CARE SHALL BE TAKEN TO MINIMIZE THE MOVEMENT OF SEDIMENT INTO ALL STORM DRAIN APPURTENANCES AND PUBLIC STREETS UNTIL THE IMPERVIOUS MATERIAL (ROAD/PARKING AREA SURFACE) IS APPLIED.
2. A DROP INLET SEDIMENT TRAP WITH PERIMETER SILT FENCING OR PROPERLY INSTALLED HAYBALE BARRIERS IS THE RECOMMENDED METHOD OF INLET PROTECTION. SEDIMENT WILL BE REMOVED FROM THE EXCAVATED DROP INLET SEDIMENT TRAP AND RESTORED TO THE ORIGINAL DEPTH WHEN SEDIMENT ACCUMULATION HAS REACHED HALF THE DEPTH OF THE TRAP.
3. ALL EROSION AND SEDIMENT CONTROL MEASURES WILL BE CHECKED FOR STABILITY AND OPERATIONAL INTEGRITY FOLLOWING EVERY RUNOFF PRODUCING RAINFALL BUT IN NO CASE, LESS THAN EVERY WEEK, ANY NECESSARY REPAIRS WILL BE MADE IMMEDIATELY TO MAINTAIN THE MEASURE'S PERFORMANCE AS DESIGNATED.
4. SEDIMENT WILL BE REMOVED FROM THE UPSTREAM FACE OF THE SILT FENCE WHEN IT REACHES A MAXIMUM SIX-INCH (6") DEPTH AT THE FENCE. THE FENCE WILL BE REPLACED AS NECESSARY TO MAINTAIN A BARRIER.
5. SILT FENCE POSTS SHALL BE ALTERNATING STEEL.



REV.	DESCRIPTION OF REVISION	BY	REVISION DATE
0	ISSUED FOR REVIEW	MJA	5/1/23

SCALE: SHOWN
DRAWN: MJA
REVIEWED: MJA
PROJECT MANAGER: MJA
DATE: 4/26/23

Alford and Associates
Consulting Engineers
7112 Suite B Siwell Road
Byram, Mississippi 39272

Site Details
Four Seasons Drapery & Hardware
Gluckstadt MS

PROJECT No.
CAD FILE NAME
DRAWING
6

PLANT SCHEDULE

3 Gal.	28.00	Cleyera
30 Gal.	5.00	Nuttall Oak 2" Cal 10-12'
23000.00		Bermuda Sod* Determined in Field
3 Gal.	15.00	Parson's Juniper
3 Gal.	29.00	White Muhley Grass
3 Gal.	19.00	Pringles Yew
3 Gal.	12.00	Shi Shi Sasanqua
15 Gal.	1.00	Natchez White Crape Myrtle 8-10'
3 Gal.	3.00	Jade Distylium
3 Gal.	4.00	Drift Rose

TREE CANOPY CALCULATIONS:
1 TREE PER 50 LIN FT ROAD FRONTAGE

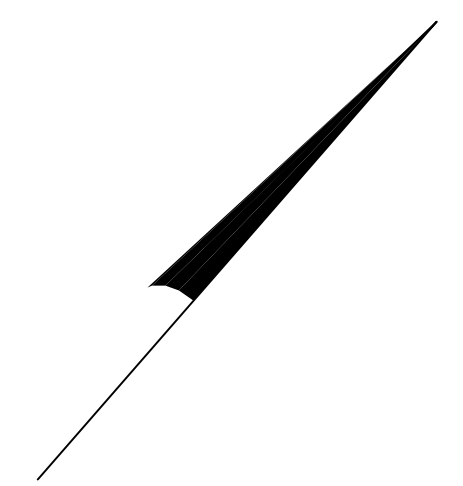
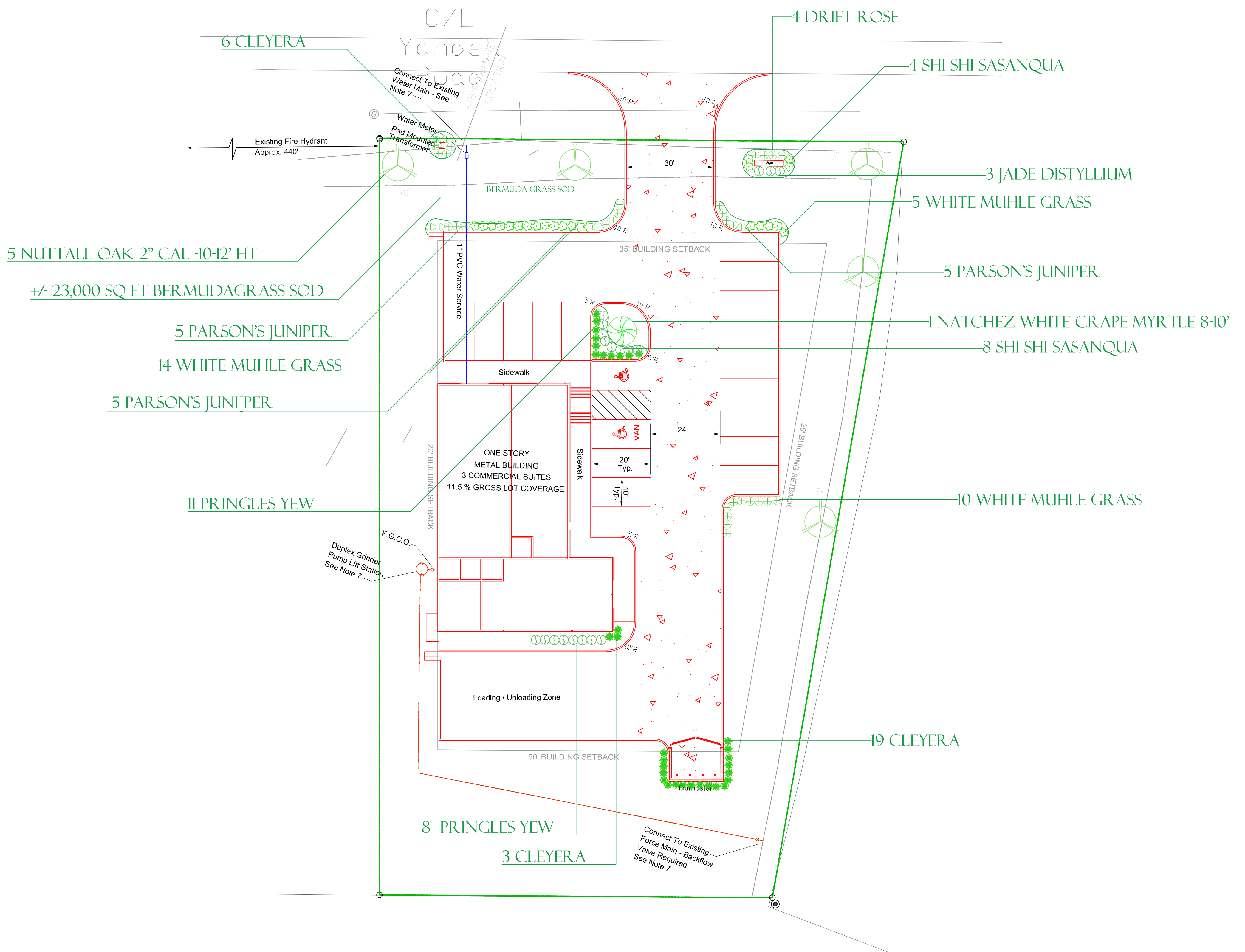
1 X 180 LIN FT = 2.75 = 3 TREES

TREE CANOPY CALCULATIONS:
1 TREE PER 10 PARKING SPACES

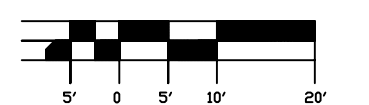
19 PARKING SPACES ÷ 2.0 = 2 TREES

TOTAL TREE CANOPY CALCULATIONS:

5 CANOPY TREES REQUIRED: 5 PROPOSED



Graphic Scale
1" = 20'-0"



PLANTING PLAN

P P L S

TERRY POWELL
LANDSCAPE ARCHITECT
137 Ashton Park Boulevard
Jackson, MS 39219
601-453-9046
TPOWELL@comcast.net

REVISIONS

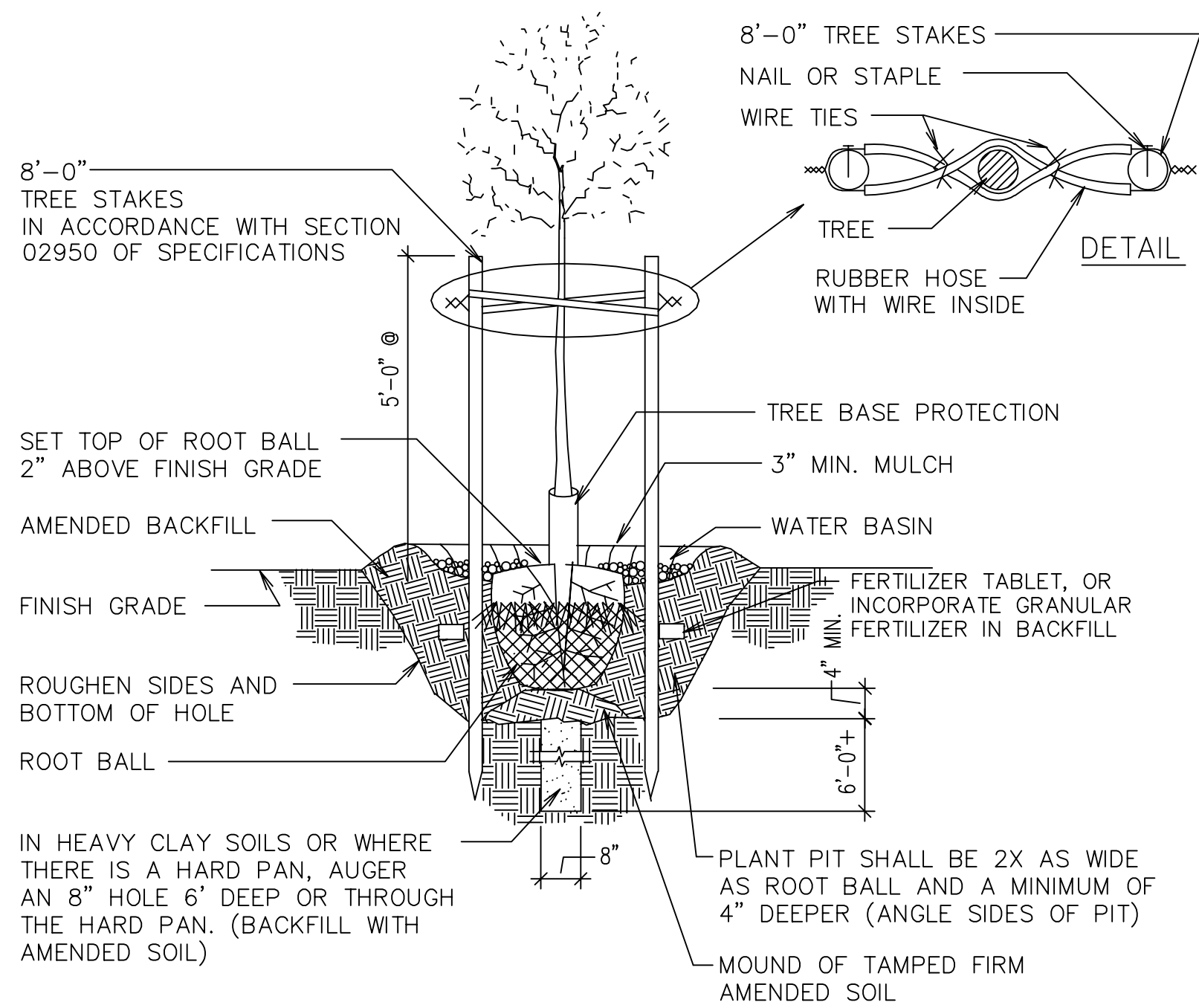
NO.	DATE	ISSUE

FOUR SEASONS DRAPERY AND HARDWARE

YANDELL RD GLUCKSTADT, MS

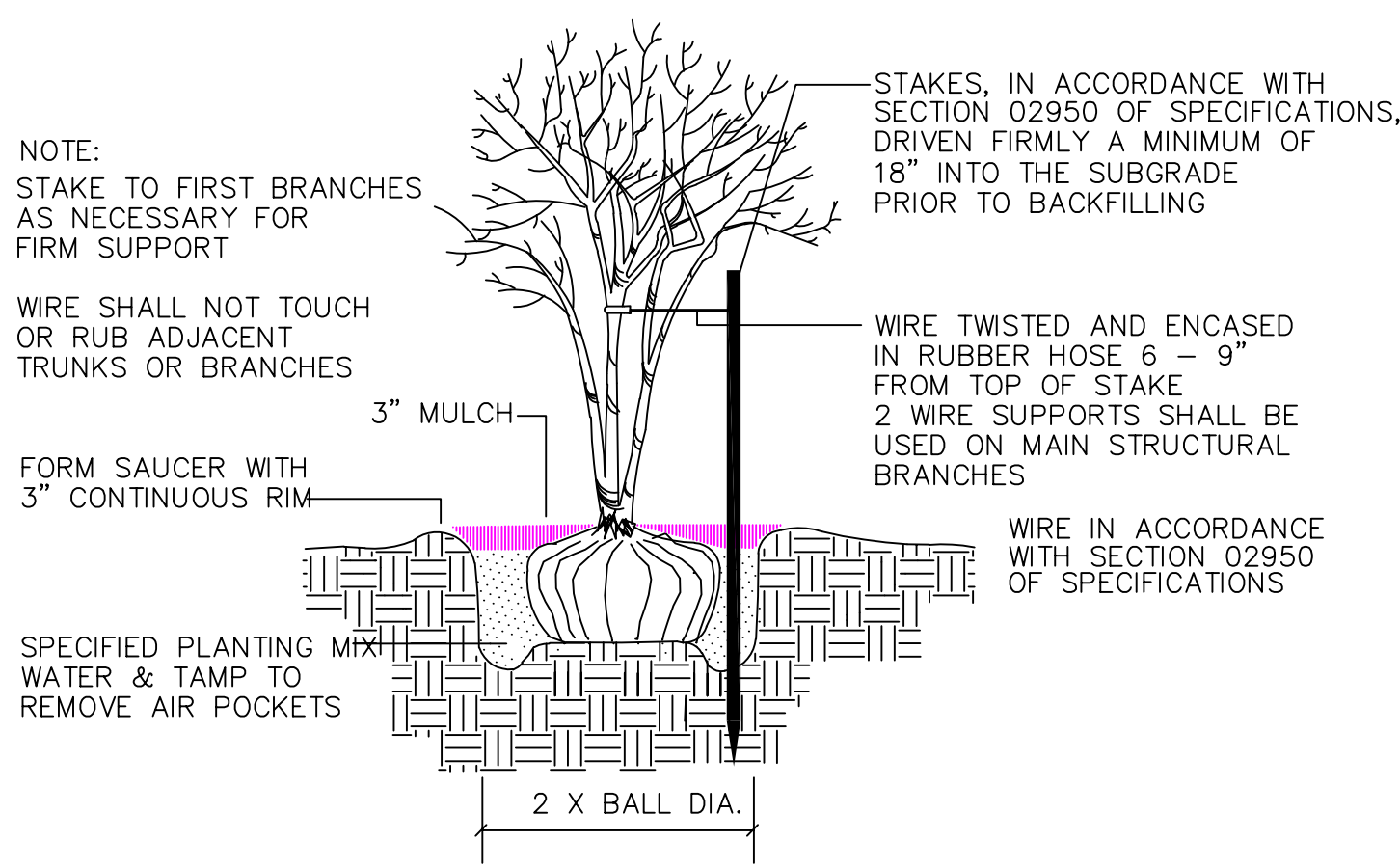
TITLE:

DATE: 5/15/23
JOB NO.:
DRAWN BY: TRP
CHECKED:

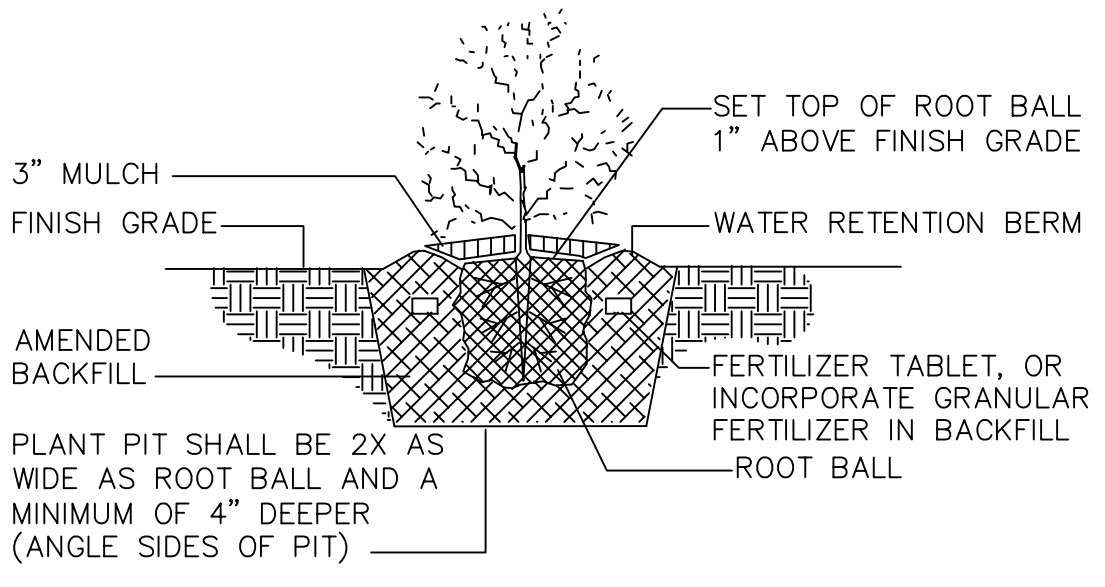


TREE PLANTING AND STAKING
SCALE: 1/2" = 1'-0"

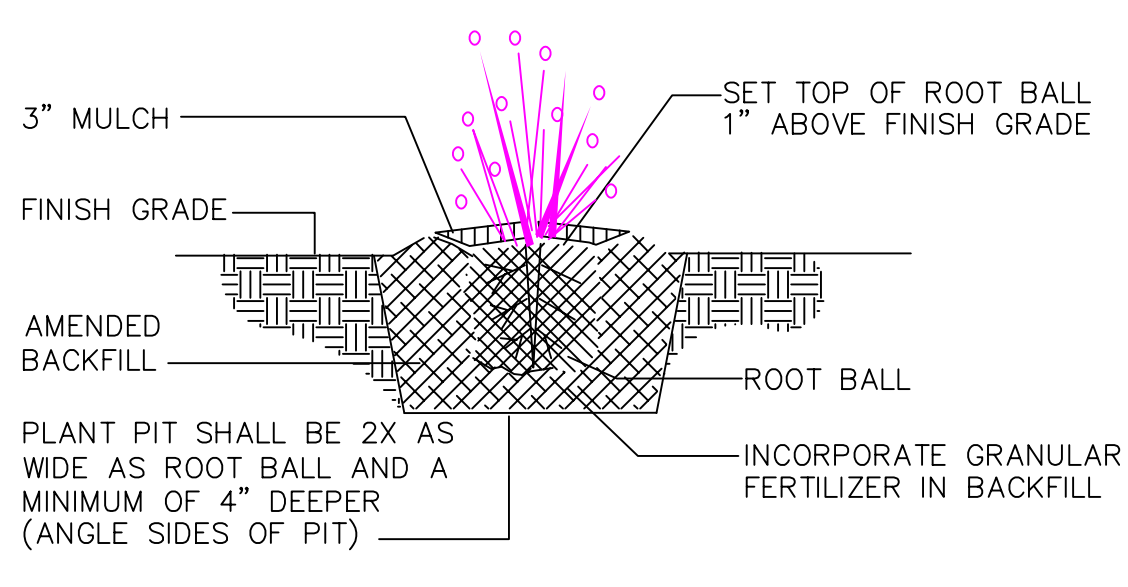
1-3" CAL. TREE PLANTING DETAIL
NOT TO SCALE



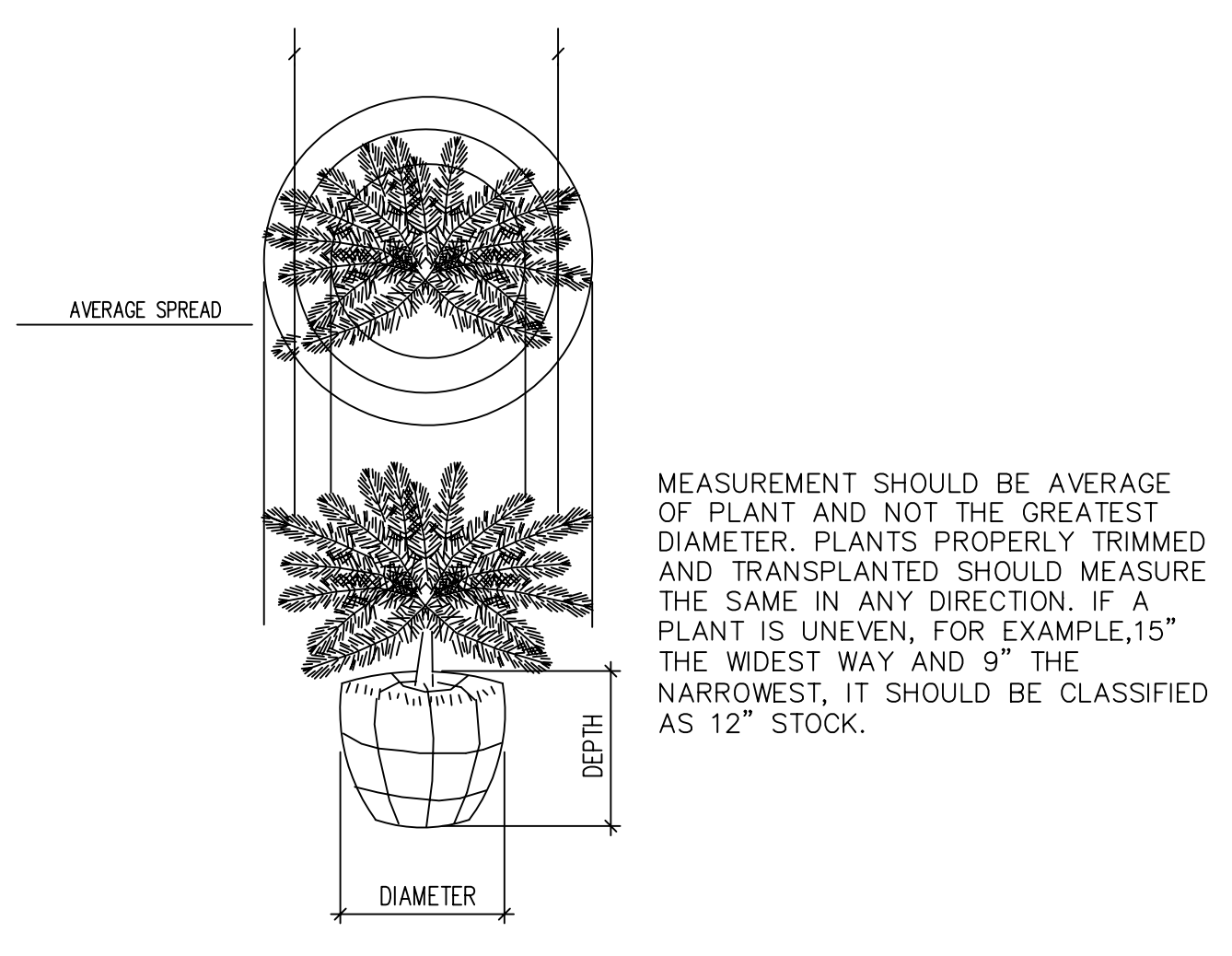
MULTI-TRUNK TREE PLANTING DETAIL
NOT TO SCALE



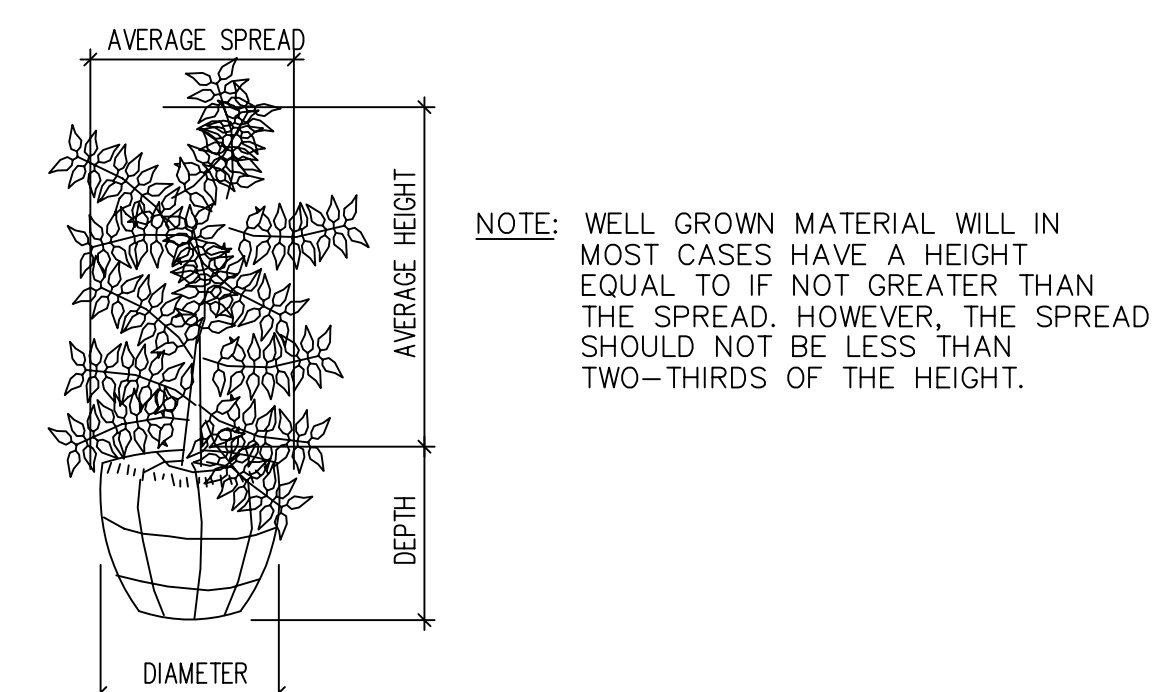
SHRUB PLANTING DETAIL
NOT TO SCALE



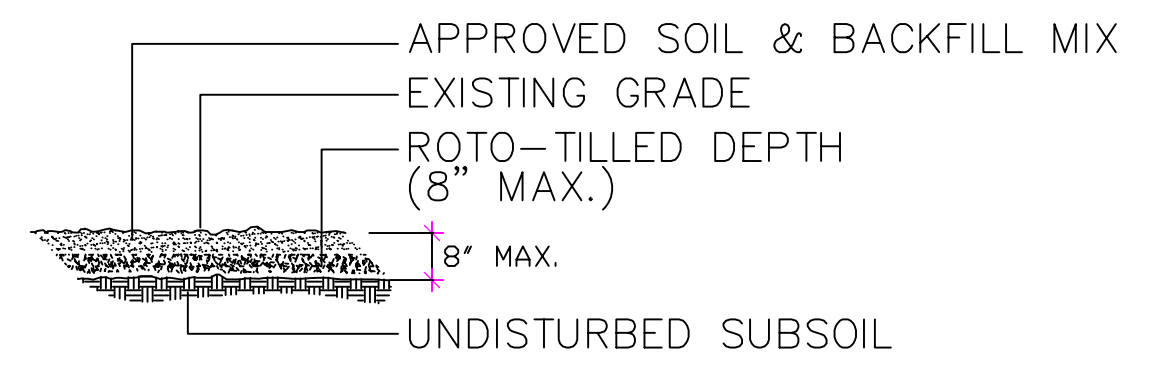
GROUNDCOVER DETAIL
NOT TO SCALE



TYPICAL MEASUREMENT FOR PROSTRATE TYPE PLANTS
NOT TO SCALE

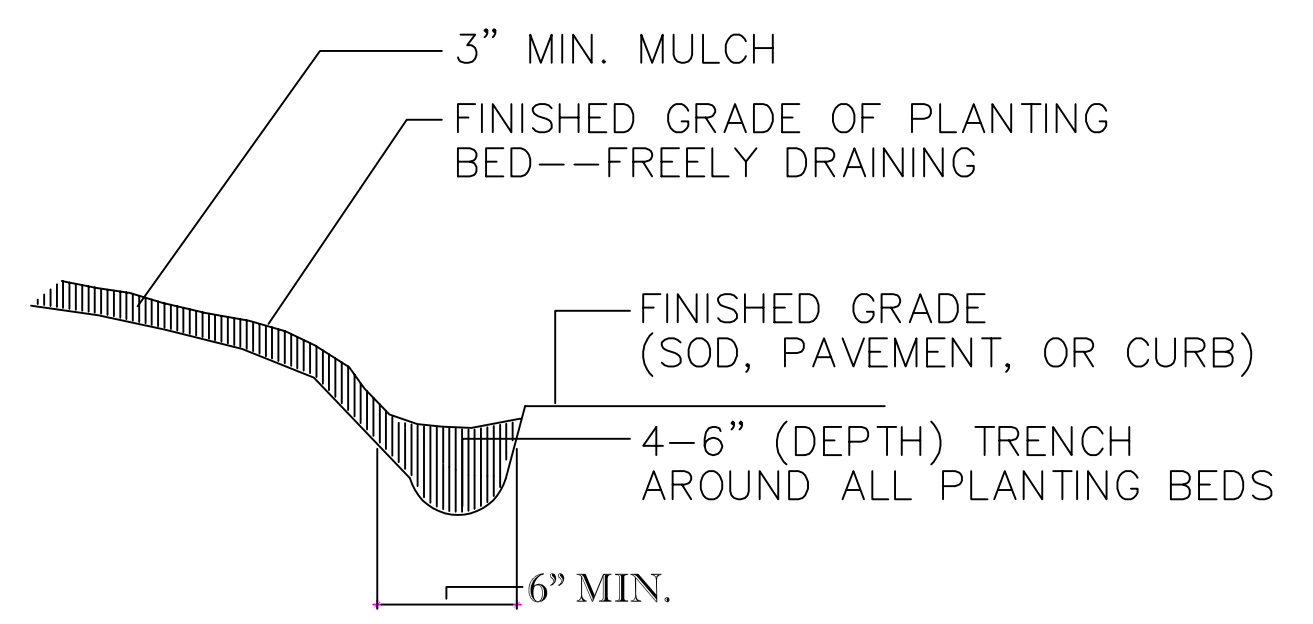


TYPICAL MEASUREMENT FOR BROAD UPRIGHT TYPE
NOT TO SCALE

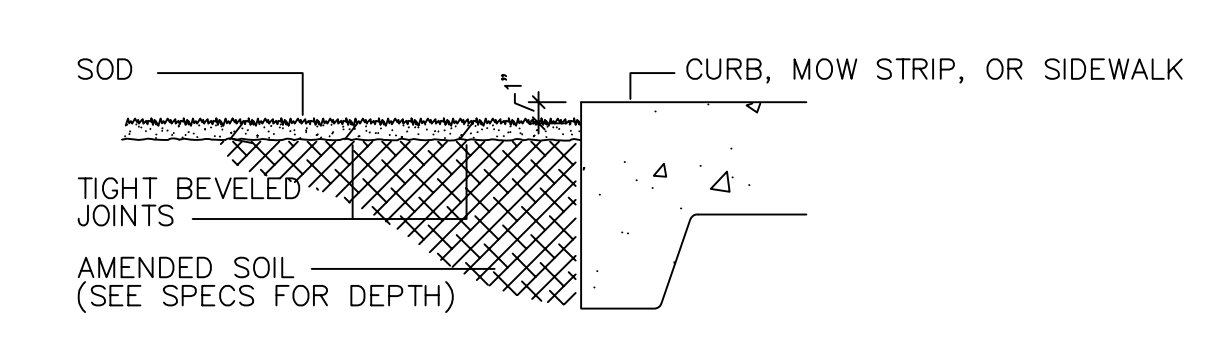


ROTO-TILL THE TOP 6-8" OF THE EXISTING SOIL ADD SOIL & BACKFILL MIX, ROTO-TILL LIGHTLY TO INCORPORATE INTO EXISTING SOIL. MAINTAIN AN UNDISTURBED SOIL AREA IN A 5-6' DISTANCE FROM ALL EXISTING TREES--PIT PLANT ONLY.

BED PREP DETAIL
NOT TO SCALE



PLANTING BED EDGE DETAIL
NOT TO SCALE



SOD INSTALLATION DETAIL
NOT TO SCALE

PLANTING DETAILS

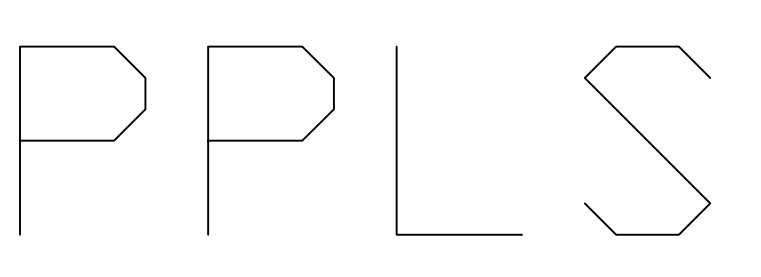
CHECKED:
DRAWN BY: TRP
JOB NO.:
DATE: 5/15/23

TITLE:
FOUR SEASONS DRAPERY AND HARDWARE
YANDELL RD
GLUCKSTADT, MS

NO.	DATE	ISSUE

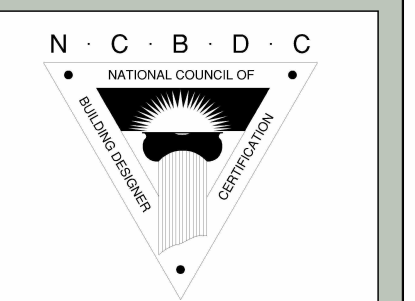
REVISIONS

TERRY POWELL
LANDSCAPE ARCHITECT
137 Ashton Park Boulevard
Jackson, MS 39219
601-453-0046
TPOWELL@comcast.net





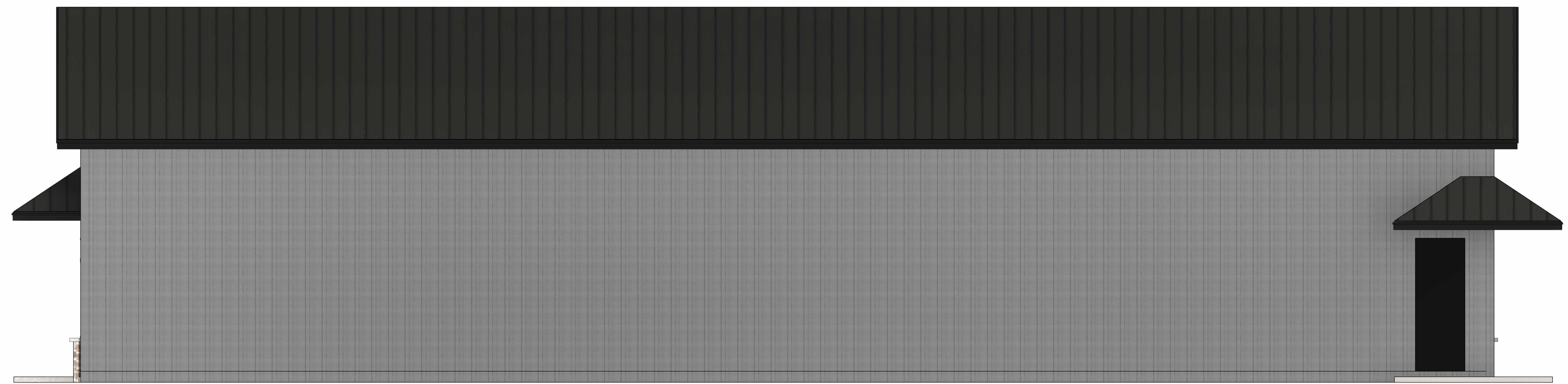
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and Stock Plans
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NCBDC REG. NO. 25-110



1 Left Elevation Copy 1
1/4" = 1'-0"



2 Right Elevation Copy 1
1/4" = 1'-0"

DESIGN STUDIO, INC

745 AVIGNON DRIVE, SUITE A, RIDGELAND MS 39157
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email: upineda@designstudioplans.com
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Rendered Elevations

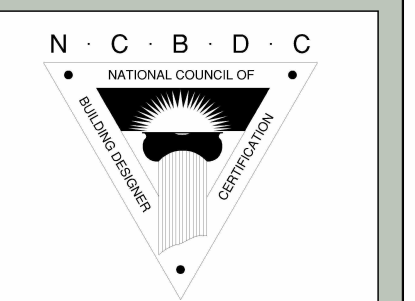
Project	4246
Date	01-25-2023
Drawn by	L McCombs
Checked by	U Pineda

10

Scale 1/4" = 1'-0"



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and Stock Plans
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NCBDC REG. NO. 25-110



① Front Elevation Copy 1
1/4" = 1'-0"



③ Rear Elevation Copy 1
1/4" = 1'-0"

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Rendered Elevations

Project	4246
Date	01-25-2023
Drawn by	L McCombs
Checked by	U Pineda

9

Scale 1/4" = 1'-0"

City of Gluckstadt

Application for Site Plan Review

Subject Property Address: LOT 5 Business Park Dr.
Parcel #: _____

Owner: John Gooch 9+ properties Applicant: _____
Address: 113 Victoria Place Address: _____
MADISON MS 39110

Phone #: 6015065218 Phone #: _____
E-Mail: john.gooch1015@gmail.com E-Mail: _____

Current Zoning District: C-2
Acreage of Property (If applicable): 1 acre
Use sought of Property: Building

Requirements of Applicant:

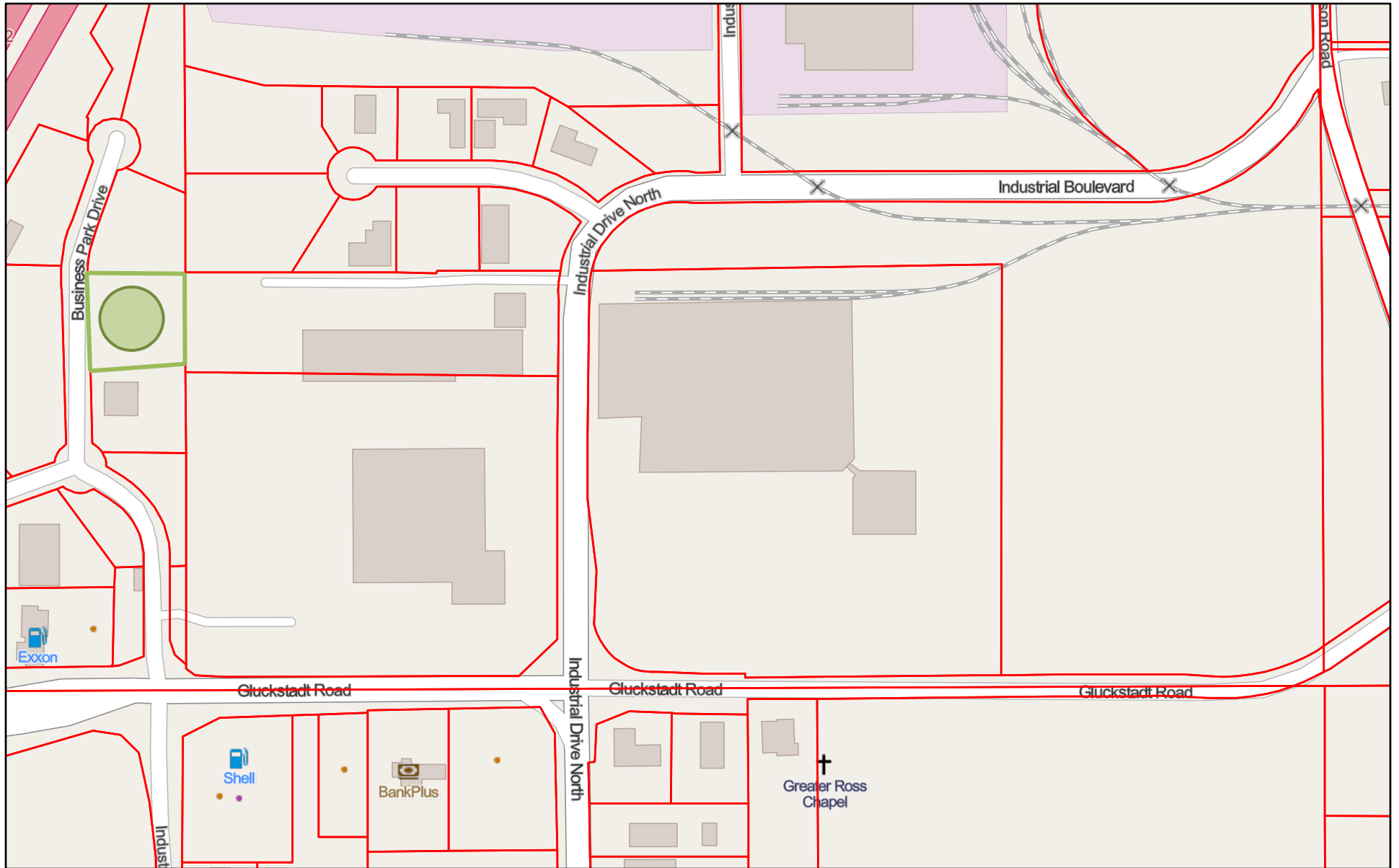
1. Copy of written legal description.
2. Site Plan as required in Section 807-810
3. Color Rendering & Elevations at time of submittal

Requirements for Site Plan Submittal (Section 808, Zoning Ordinance)

Nine (9) copies of the site plan shall be prepared and submitted to the Zoning Administrator. Digital copies are acceptable. Three (3) hard copies are required. Minimum Print size 24x36.

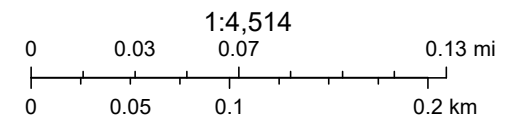
Site Plan Specifications (Section 809, Zoning Ordinance)

- A. Lot Lines (property lines)
- B. Zoning of the adjacent lots
- C. The names of owners of adjacent lots
- D. Rights of way existing and proposed streets, including streets shown on the adopted Throughfares plan
- E. Access ways, curb cuts, driveways, and parking, including number of parking spaces to be provided
- F. All existing and proposed easements
- G. All existing and proposed water and sewer lines. Also, the location of all existing and proposed fire hydrants.
- H. Drainage plan showing existing and proposed storm drainage facilities. The drainage plan shall indicate adjacent off site drainage courses and projected storm water flow rates from off-site and on-site sources.
- I. Contours at vertical intervals of five (5) feet or less.
- J. Floodplain designation, according to FEMA Maps.
- K. Landscaped areas and planting screens.



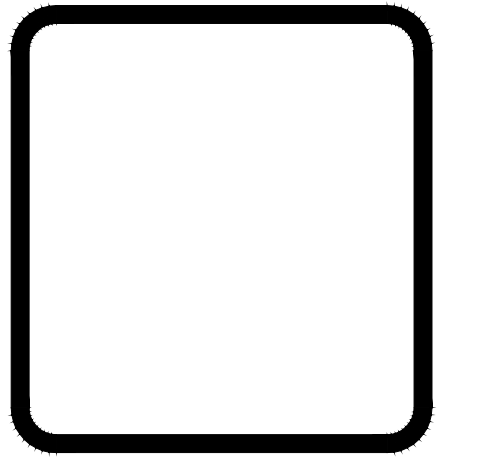
9/20/2022, 1:52:32 PM

 Parcels



Map data © OpenStreetMap contributors, Microsoft, Facebook, Inc. and its affiliates, Esri Community Maps contributors, Map layer by Esri

REVISIONS	BY



WOOLDRIDGE & ASSOCIATES
484 CHURCH RD. SUITE 700
MADISON, MS 39110
601-209-4848
WOOLDRIDGEARCHITECTURE.COM

Johnny Gooch Storage
Business Park Drive
Gluckstadt, Mississippi

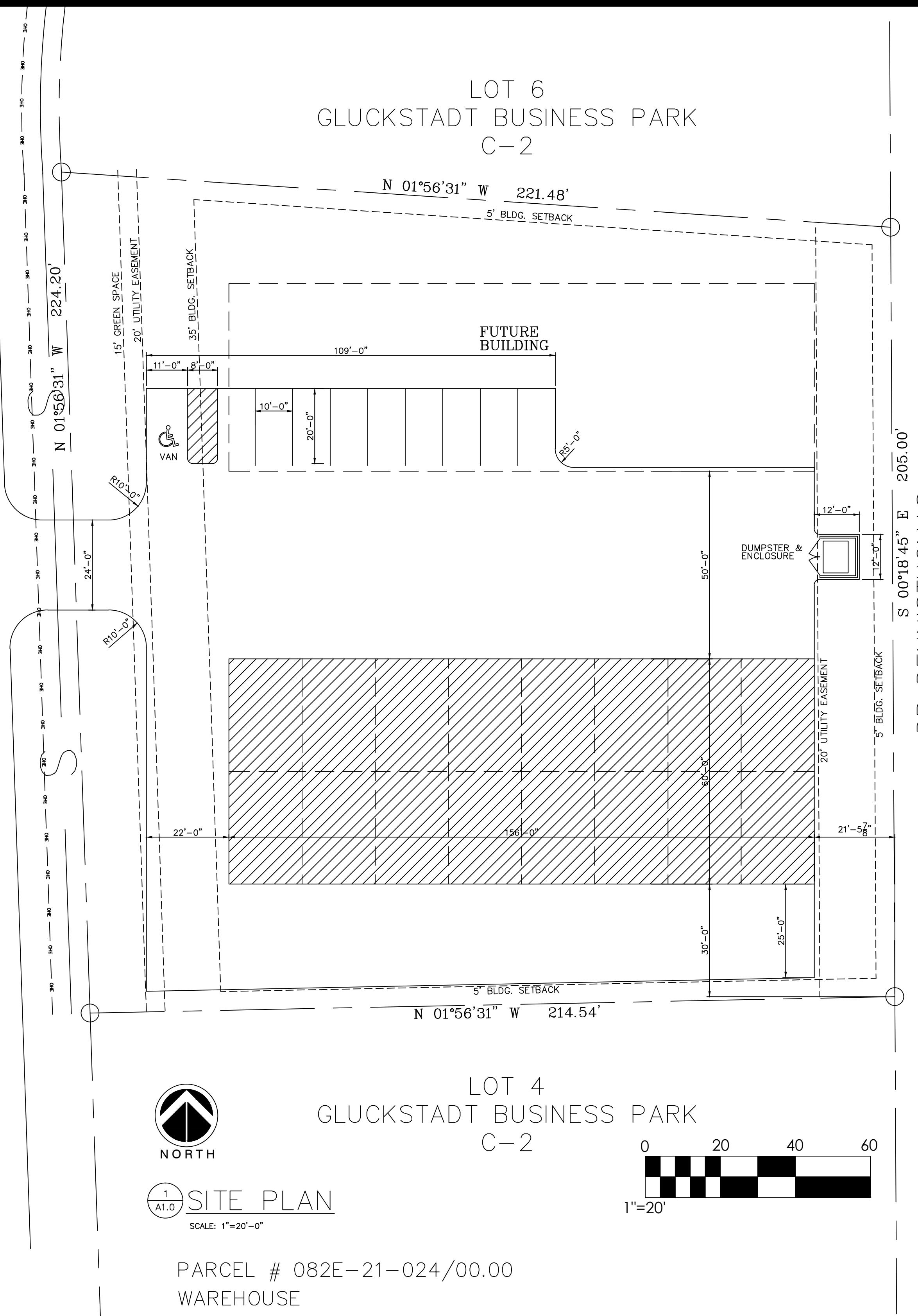
THIS DESIGN IS THE COPYRIGHTED PROPERTY OF WOOLDRIDGE & ASSOCIATES. IT MAY NOT BE REPRODUCED OR CONSTRUCTED FROM THIS DESIGN WITHOUT THE EXPRESS WRITTEN PERMISSION OF WOOLDRIDGE & ASSOCIATES.

DRAWN
CHECKED
DATE 3/2/22
SCALE
JOB NO.
SHEET A0.0
OF SHEETS

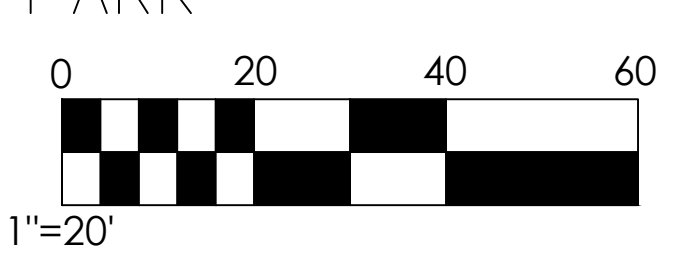
OWNER 7/26/2022 11:04 AM JOHNNY GOOCH SITE.dwg

US INTERSTATE 55

BUSINESS PARK DRIVE



1 SITE PLAN
SCALE: 1"=20'-0"



PARCEL # 082E-21-024/00.00
WAREHOUSE
ZONING C-2
TOTAL SITE 46,691SF
BLDG. 1 = 9,360SF
LOT COVERAGE % = 20%

WAREHOUSE 9,360SF / 1,000 = 9.3 PARKING
TOTAL PARKING REQUIRED = 10 PARKING SPACES

FLOOD PLAIN INDEX 28089C0415F
FLOOD PLAIN 'X'

UTILITIES NOTES

1. GENERAL

THE SITE CONTRACTOR SHALL VERIFY ALL DIMENSIONS WITH THE MOST CURRENT DATA PROVIDED BY THE OWNER.

ALL WATER AND SANITARY SEWER SERVICES TO BE INSTALLED TO WITHIN 5 FEET OF BUILDING LINE. SINCE WATER AND SEWER IS PRIVATELY OWNED AND MAINTAINED ON SITE, ALL SERVICES AND MATERIALS WILL BE TO STATE REGULATORY STANDARDS.

THE SITE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF VARIOUS UTILITY COMPANIES OR PLANS, AND WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED UPON AS BEING EXACT OR COMPLETE. THE SITE CONTRACTOR MUST MAKE CONTACT WITH APPROPRIATE UTILITY COMPANY OR OWNER PRIOR TO EXCAVATION. THE PRIVATE OWNER MAY OR MAY NOT HAVE KNOWLEDGE OF LOCATION OF UTILITIES AND THE SITE CONTRACTOR IS RESPONSIBLE FOR LOCATING IN NON-INVASIVE AND NON-DISTRACTIVE MEANS IF POSSIBLE. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS AS SHOWN ON THE PLANS.

SEE ARCHITECTURAL SHEETS FOR BUILDING CONNECTIONS.

ELECTRIC SERVICE TO BE COORDINATED WITH ENTENGY.

GAS SERVICE TO BE COORDINATED WITH ATMOS.

2. SANITARY SEWER AND WATER CONNECTIONS

CONNECTION OF SANITARY SEWER AND WATER TO THE EXISTING INFRASTRUCTURE SHALL BE IN ACCORDANCE WITH LOCAL AND STATE REGULATIONS.

SITE CONTRACTOR SHALL COORDINATE INSTALLATION OF UTILITIES IN SUCH A MANNER AS AVOID CONFLICTS AND ASSURE PROPER DEPTHS ARE ACHIEVED.

SITE CONTRACTOR SHALL COORDINATE INSTALLATION OF ALL UNDERGROUND UTILITIES WITH HIS WORK. ALL UNDERGROUND UTILITIES (WATER, STORM SEWER, SANITARY SEWER, IRRIGATION SYSTEMS, ELECTRICAL CONDUIT, ETC) SHALL BE IN PLACE PRIOR TO THE PLACEMENT OF BASE COURSE MATERIAL, AND THE PLACEMENT OF ANY APPROPRIATE SOIL STABILIZATION.

SEWER PIPE AND FITTINGS SHALL BE PVC, ASTM D-3034, SDR-26, ELASTOMETRIC GASKET JOINTS.

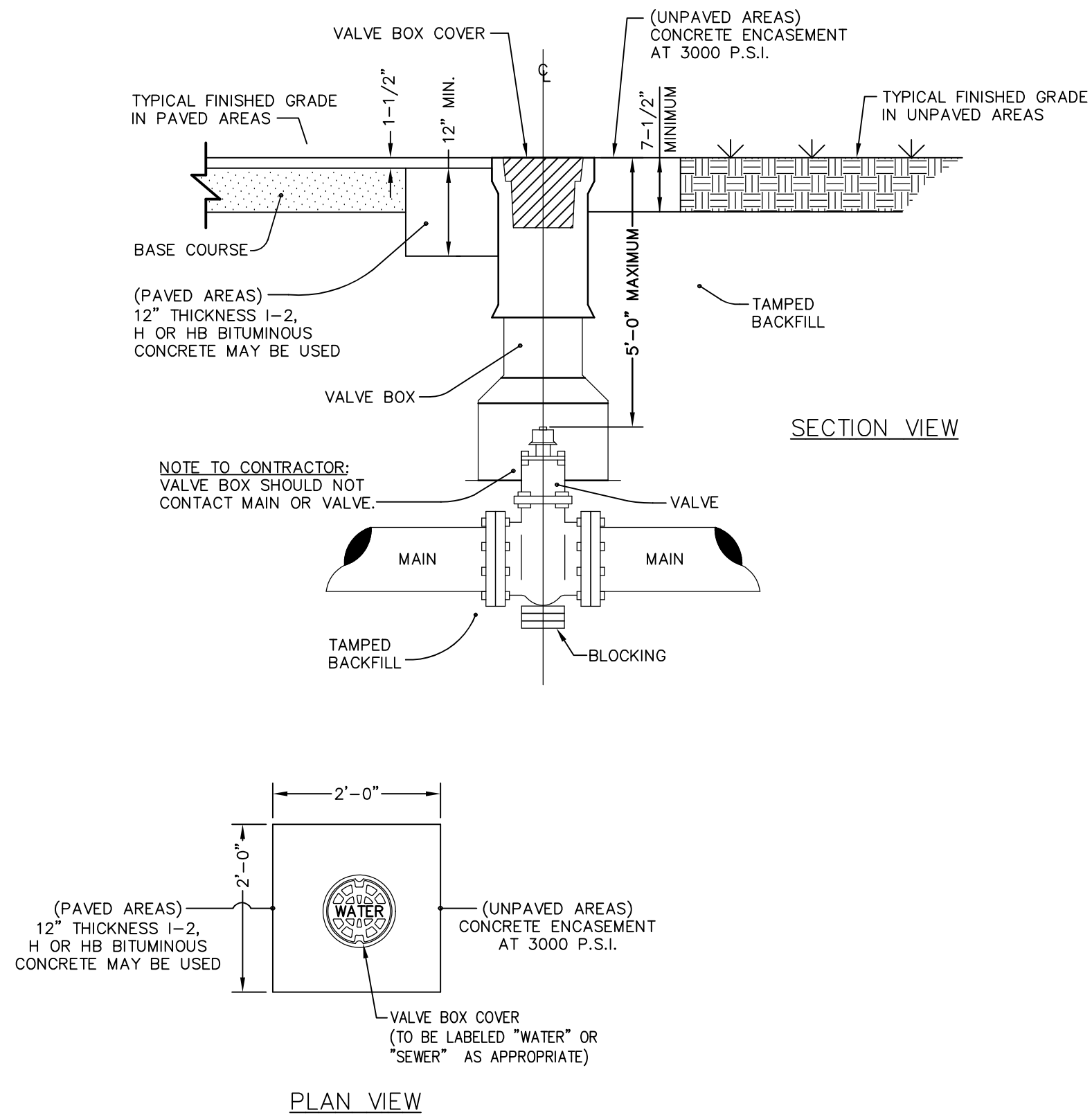
ALL WATER SERVICE LINES 3" AND UNDER SHALL BE PB, AWWA STD, C-902 CLASS 160.

SITE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL UTILITIES. CONTRACTOR SHALL BE RESPONSIBLE FOR DAMAGES TO EXISTING UTILITIES TO REMAIN AND FOR ALL INTERRUPTIONS CAUSED BY A RESULT OF HIS WORK.

ALL SANITARY SEWER AND WATER UTILITIES SHALL BE CONSTRUCTED AND TESTED IN ACCORDANCE WITH STATE REGULATORY AGENCY STANDARDS.

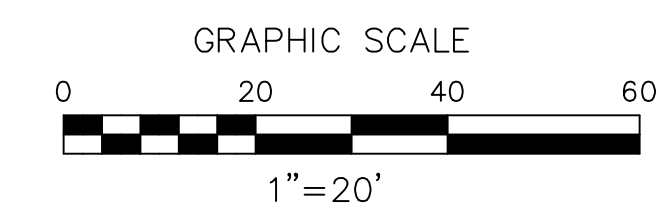
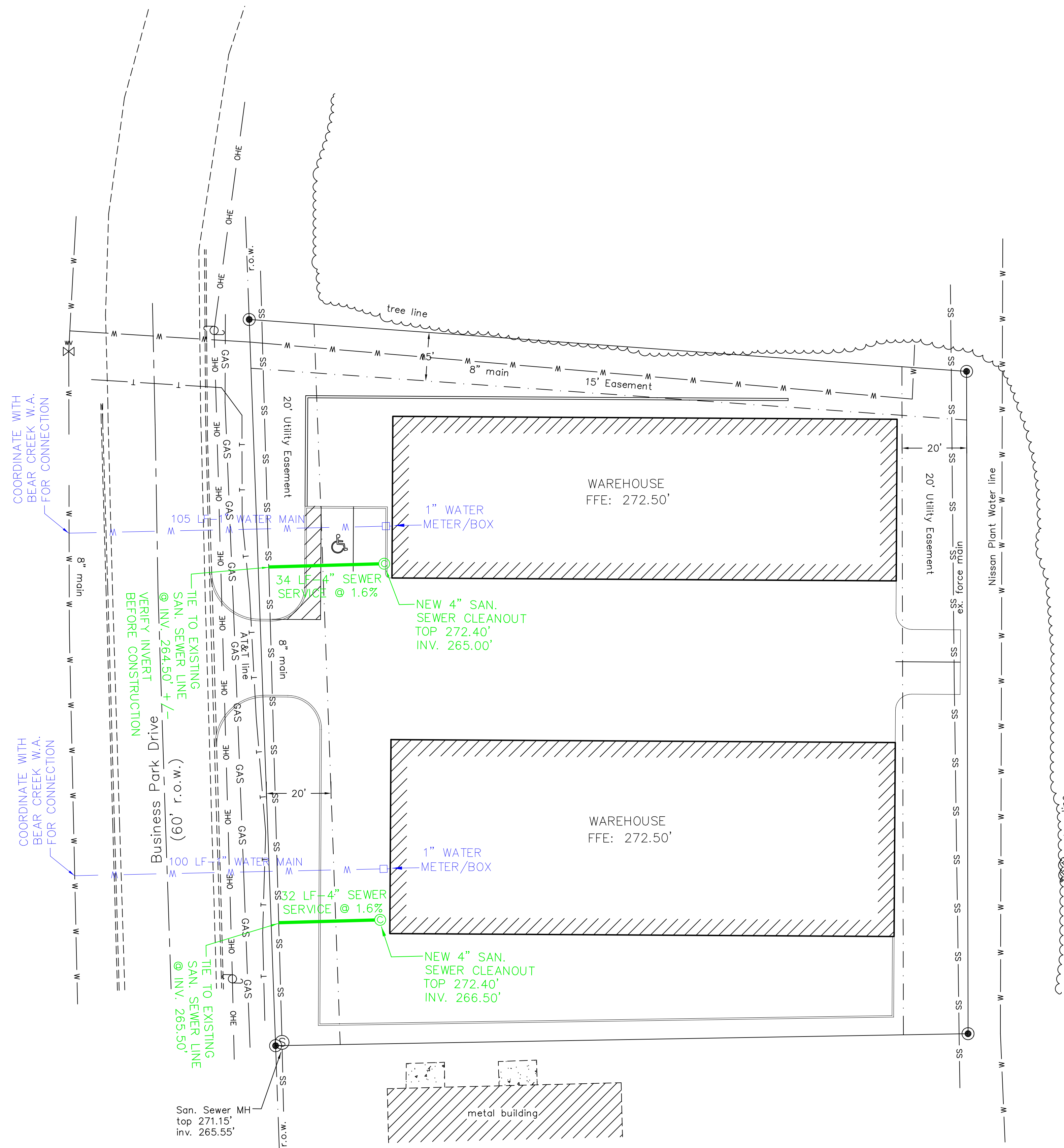
WATER METERS ARE TO BE INSTALLED BY BEAR CREEK WATER ASSOCIATION. CURB STOPS ARE TO END AT, OR REASONABLY CLOSE, TO THE RIGHT-OF-WAY IN AN AREA THAT IS ACCESSIBLE FOR READING OR MAINTENANCE.

CONTRACTOR TO FOLLOW THE BEAR CREEK WATER ASSOCIATION UTILITY CONNECTION INSPECTION GUIDE



- NOTES**
1. ONLY MANUFACTURED VALVE BOX EXTENSIONS SHALL BE ALLOWED.
 2. VALVE OPERATING NUT MUST BE EXTENDED SO THAT THE DEPTH IS NO GREATER THAN 5" (FL) FROM THE SURFACE USING A MANUFACTURER APPROVED EXTENSION KIT.
 3. PRECAST CONCRETE ENCASUREMENT IS ALLOWED OUTSIDE OF PAVED AREAS.

VALVE BOX DETAIL



Date:	
By:	
Revisions:	
No.	

BAIRD ENGINEERING, INC.
506 Jefferson Street, Clinton, MS 39056
Phone: (601) 925 - 5015

Project No.: # 4585
Date: 09/15/2022
Scale: 1" = 20'
Drawn By: CLB
Reviewed By: CLB

UTILITY PLAN
JOHN GOOCH
Gluckstadt, Mississippi

C 4.0



CENTRAL MISSISSIPPI PLANNING AND DEVELOPMENT DISTRICT

1020 Centre Pointe Boulevard • Pearl, Mississippi 39208 • (601) 981-1511 • Fax: (601) 981-1515

William Banks, President
Sally Garland, Vice President
Les Childress, Secretary-Treasurer
Michael Monk, Chief Executive Officer

September 27, 2023

Honorable Walter C. Morrison, IV, Mayor
City of Gluckstadt
343 Distribution Drive
Madison, MS 39110

Dear Mayor Morrison:

Re: Hazard Mitigation Plan

Hazard Mitigation Plans are required under the Disaster Mitigation Act of 2000 in order for local jurisdictions to maintain grant eligibility for the Mitigation Grant Programs offered through the Mississippi Emergency Management Agency and the Federal Emergency Management Agency. In addition, plans must be reviewed and revised, as appropriate, to reflect changes in priorities, and resubmitted for approval every five years in order to maintain the City's grant eligibility.

Please see the enclosed contract for Central Mississippi Planning and Development District (CMPDD) to develop a new Hazard Mitigation Plan for the City of Gluckstadt. If Approved by the board, please sign and notarize. Once signed and notarized, please return both copies and I will get them executed on our end and return a copy for your files. Please feel free to contact me should you have any questions. 601-420-4085

Sincerely,

Madeline Ezell
Planner

CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, entered into as of the _____ day of _____, 2023, by and between the **CITY OF GLUCKSTADT, MISSISSIPPI**, hereinafter called "**Local Government**", and the **CENTRAL MISSISSIPPI PLANNING AND DEVELOPMENT DISTRICT** hereinafter called "**CMPDD**", WITNESSETH THAT:

Whereas, the Local Government desires to engage the CMPDD to render certain technical and professional services, hereafter described. Now, therefore, the parties hereto do mutually agree as follow:

I. Employment of CMPDD

The Local Government hereby agrees to engage CMPDD; and CMPDD hereby agrees to provide the services hereinafter set forth.

II. Scope of Services

CMPDD hereby agrees to develop a Hazard Mitigation Plan for the Local Government. The plan shall be developed in compliance with Federal Regulations and guidance issued by the Federal Emergency Management Agency. CMPDD shall appoint a project manager for this task that shall be responsible for managing the project to ensure project goals and objectives are completed within the timeframe specified in this document and within budget limits. The Local Government shall appoint a Committee to work with the CMPDD to gather data and carry out a comprehensive planning process.

III. Period of Performance

The services specified under paragraph II of this agreement shall begin upon execution of this contract by both parties and extend for a period of no more than twelve (12) months.

IV. Compensation

Compensation to the CMPDD for responsibilities outlined in the "Scope of Services" shall be on a fixed fee basis. The Local Government agrees to pay a fixed fee of twelve thousand dollars (\$12,000) to the CMPDD. Two invoices will be issued for payment for said services. The first in the amount of \$10,000 will be issued at the time of submission of the initial draft to FEMA, and the second invoice in the amount of \$2,000 will be issued upon final approval from FEMA. The Local Government shall pay the CMPDD for these services within forty-five (45) days of the Local Government receipt of an invoice.

V. Changes

This agreement may be altered from time to time with the written approval of both parties. Such changes shall be incorporated into written amendments to this contract.

VI. Termination of Contract

At any time for convenience, or if, through any cause, either party shall fail to fulfill in a timely and proper manner its obligations under this Contract, this Contract may be terminated by giving thirty (30) days written notice to the other party of such termination. If this Contract is

terminated by the CMPDD as provided herein, the Local Government will be reimbursed equal to its contribution, less any costs actually incurred by the CMPDD that are directly attributable to the services covered by this Contract. If this Contract is terminated by the Local Government as provided herein, the CMPDD will be reimbursed equal to its contribution, less any costs actually incurred by the Local Government that are directly attributable to the services covered by this contract.

VII. Interest of Members of the Local Government

No officer, member, or employee of the Local Government who exercises any function or responsibilities in the review or approval of the undertaking or carrying out of this Contract shall participate in any decision that affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly involved.

VIII. Cooperation of the Local Government

The Local Government hereby agrees that its officials and employees will cooperate with CMPDD in the discharge of CMPDD's responsibilities under this Contract and will be available for consultation at such times as may be mutually agreeable to all parties. The Local Government shall make available to CMPDD or its designated agents all data, reports, records, maps or other information as are existing, available, and necessary for carrying out this Contract.

IX. Products of this Contract

It is understood and acknowledged by the Local Government that CMPDD shall retain ownership of all work products it develops as necessary to produce the items which CMPDD is required to produce under this agreement. Such work products shall include, but shall not necessarily be limited to digital files, research materials, working papers, and other internal documents. The Local Government shall have full right and title to all products delivered to them under this agreement.

X. Mississippi State Agency Provisions

- A. The Parties recognize and agree that this Agreement is governed and controlled by the laws of the State of Mississippi, including Opinions of the Mississippi Attorney General. Any provision contained in this Agreement and any policy, agreement or term referenced herein, which contrary to Mississippi law is void and unenforceable.
- B. Force Majeure: The parties are excused from any failure or delay in performance of responsibilities otherwise imposed by this Agreement for any cause beyond its control. Such causes include, without limitation, fires, floods, storms, earthquakes, civil disturbances, disruption of telecommunications, transportation, utilities or necessary supplies, government action, computer viruses, incompatible or defective equipment, and software or services not supplied or controlled directly by either party. This Force Majeure clause applies to both parties and will relieve both parties under the conditions stated in this paragraph.
- C. Failure of Legislature Appropriate: If the Local Government's performance under this agreement depends upon the appropriation of funds by the Mississippi Legislature, and if the Legislature fails to appropriate the funds necessary for performance, then the Local Government may provide written notice of such non-appropriation and cancel this Agreement without further obligation of the Local Government.

XI. Execution

In witness whereof, CMPDD and the Local Government have executed this agreement as of this

the _____ day of _____, 2023.

Walter C. Morrison, IV, Mayor
City of Gluckstadt

Michael Monk, Chief Executive Officer
Central Mississippi
Planning & Development District

Lindsay Kellum, City Clerk
City of Gluckstadt

Cathy Duke, Director of Finance
Central Mississippi
Planning & Development District

State of Mississippi
Madison County

Personally appeared before me, the undersigned in and for said county and state, the within named **Walter C. Morrison IV and Lindsay Kellum**, who acknowledged to me that they are the **Mayor and City Clerk** for the City of Gluckstadt, and that as such did sign, execute and deliver the foregoing instrument, having affixed the City seal thereto, for the purposes therein stated, in the name of, for and on behalf of said Gluckstadt, Mississippi, they being first duly authorized to do so.

Given under my hand and official seal, this the _____ day of _____, 2023.

Notary Public

My Commission Expires:

State of Mississippi
Rankin County

Personally appeared before me, the undersigned in and for said county and state, the within named **Michael Monk** and **Cathy Duke**, who acknowledged to me that they are the **Chief Executive Officer** and **Director of Finance** of **Central Mississippi Planning and Development District**, respectively, and that as such did sign, execute and deliver the foregoing instrument, having affixed the corporate seal thereto, for the purposes therein stated, in the name of, for and on behalf of said corporation, they being first duly authorized to do so.

Given under my hand and official seal, this the _____ day of _____, 2023.

Notary Public

My Commission Expires:



CITY OF GLUCKSTADT

MISSISSIPPI

PUBLIC WORKS DEPARTMENT

MEMORANDUM

TO: Mayor & Board of Alderman

FROM: Buckner, Chris, Public Works Director

DATE: 10/25/2023

SUBJECT: Hazard Mitigation

Hazard Mitigation Plans are required under the Disaster Mitigation Act of 2000 in order for local jurisdictions to maintain grant eligibility for the Mitigation Grant Programs offered through the Mississippi Emergency Management Agency and the Federal Emergency Management Agency. In addition, plans must be reviewed and revised, as appropriate, to reflect changes in priorities, and resubmitted for approval every five years in order to maintain the City's grant eligibility.

Once we have completed our Mitigation Program, we will be eligible for the Emergency Funding if an extreme event were to happen inside the city such as flooding, tornado, straight line winds, etc. We have received two (2) quotes for this and CMPDD was the low bidder coming in at \$12,000. This payment would be made to CMPDD in two (2) payments. The first, being \$10,000, at the time of initial submittal to FEMA and the second, being \$2,000, would be issued upon final approval from FEMA.



301 West Pine Street
Hattiesburg, MS 39401
www.AllenES.com

Phone 601.583.2182
Fax 601.583.2828

October 4, 2023

Chris Buckner
Public Works Director
City of Gluckstadt
Post Office Box 2210
Madison, Mississippi 39130

Re: **Proposal for Professional Services
City of Gluckstadt Hazard Mitigation Plan**

Dear Mr. Buckner:

Allen Engineering and Science, Inc. (AllenES) is pleased to present this proposal to The City of Gluckstadt in response to your request. AllenES understands that the City desires to prepare a Hazard Mitigation Plan following standards established by the Mississippi Emergency Management Agency (MEMA) and the Federal Emergency Management Agency (FEMA). This proposal describes the scope of work, schedule, deliverables, and cost associated with providing the expertise and services associated with the successful completion of the proposed project.

Background:

As one of Mississippi’s most recently incorporated Municipalities, the City of Gluckstadt has a unique opportunity to begin its municipal existence with a strong planning foundation. Key to this foundation is a focus on community resilience that mitigation planning has the potential to provide the City. The purpose of a Hazard Mitigation Plan is to ensure protective and mitigative measures and strategies are considered and incorporated at the municipal level to strengthen resistance and resiliency to those hazards having a high probability of adversely affecting the City.

The City of Gluckstadt Hazard Mitigation Plan will be specific to those issues and potential hazards specific to the setting and environment of the City. Given the presence of Interstate 55 and other primary transportation corridors within the City, the plan will also consider specific man-made hazards of concern such as hazardous materials incidents, evacuation considerations, and cyberterrorism.



Scope of Work:

AllenES is pleased to provide the following scope of work for professional consulting services required for the development of the City's Hazard Mitigation Plan.

- **Task 1 – Organization of Resources**

Task 1 will consist of the identification of existing community resources deemed critical to successful plan development. These resources will exist in the form of human and technological resources. AllenES intends to work with you to establish an Advisory Committee. The Advisory Committee will be charged with monitoring the development of the plan and providing valuable input specific to vulnerability and potential mitigation actions and strategies. The selection of Advisory Committee members will be based on the need for representation from multiple segments of the community. Once the Advisory Committee is finalized, a regular schedule of Advisory Committee meetings will be established, with each meeting having a particular purpose and function. Each meeting will also serve as an opportunity to update the Advisory Committee on the progression of planning activities. It is our understanding that the City of Gluckstadt was included as part of the MEMA District 5 Hazard Mitigation Plan that was published before the City's incorporation. **Task 1** will also include a comprehensive review of the District 5 Hazard Mitigation Plan as it relates to the development of the City's Plan.

- **Task 2 – Hazard Identification and Risk Assessment**

Task 2 will involve the identification of hazards with a high probability of adversely affecting the City of Gluckstadt. It will also identify those hazards that have the potential to cause significant damage and/or losses to municipal assets and private property. Similar to the identification of potential hazards, the development of hazard profiles will identify the scope and extent of damages associated with identified hazards of concern. AllenES will utilize the HAZUS-MH risk assessment software program to establish risk models for floods and earthquakes. Other hazard event types will be profiled based on historical events.

The risk and vulnerability assessment will consist of quantifying the potential risks and vulnerabilities that exist in the City and will serve as the primary basis for the establishment of a comprehensive set of mitigation actions and strategies specifically designed to minimize the established risk and vulnerability.

- **Task 3 – Development of the Hazard Mitigation Plan**

Once the hazard identification and risk assessment task is complete, AllenES will work with the Advisory Committee to establish a set of mitigation actions and strategies based on the known risks. These mitigation actions will be designed to minimize the risk and vulnerability of the City to the specific types of hazards identified.

The process of developing appropriate mitigation actions will begin with the identification and prioritization of critical assets, systems, and services necessary to affect response and recovery activities in the event of a natural disaster in the City. The highest priority mitigation actions will be those necessary to ensure critical assets continue to function before, during, and after a hazard event. The second highest priority mitigation actions will be those necessary to provide a level of resistance and resilience for other municipal assets such as historical structures, natural resource assets, and other buildings that would be costly to repair or replace in the event of a disaster. It is anticipated that the development of mitigation



actions will evolve from general to specific. In other words, the initial development of mitigation actions will be refined to a point where the most beneficial and cost-effective actions are adopted as part of the plan. All selected mitigation actions will be accompanied by projected implementation costs, a projected implementation schedule, and potential funding sources.

- **Task 4 – Plan Adoption**

Once the City of Gluckstadt Hazard Mitigation Plan is in its final draft stage, it will be presented to the Advisory Committee and the City Administration for review and final comments. A final Mitigation Plan document will be produced and assembled based on the final review comments. Once the plan is approved, the City can begin implementation, monitoring, and evaluation of the plan. AllenES will prepare a presentation summarizing the primary elements of the plan for presentation to the Advisory Committee, City Administration, and the public to assist with adoption efforts. AllenES will provide monitoring and evaluation services associated with Plan implementation if requested by the City under a separate proposal and for additional fees.

Schedule:

AllenES will initiate work immediately upon receipt of authorization to proceed. It is our objective to meet your scheduling needs, and we will work with you to develop the project schedule. Under ideal circumstances, plan preparation normally requires 12 to 14 months for project completion. It is our goal to work with the City to ensure that the development of the Plan is completed within a schedule consistent with the City's needs and priorities.

Cost:

It is recommended that the City seek funding assistance through the MEMA Pre-Disaster Mitigation Grant Program to assist with costs associated with the plan update. If funded, the grant will pay 75% of the costs associated with the plan development and the City will be responsible for 25%. It is important to note that the grant is set up on a reimbursement basis, meaning that once the City has paid for the plan update, it will be reimbursed by MEMA for the allowable costs. AllenES will provide technical assistance to the City to aid in securing grant funding upon request. AllenES will perform the outlined scope of work on a lump sum basis for a fee of **Fifty-Three Thousand Five Hundred Dollars (\$53,500)**. The cost includes labor and other direct expenses for travel, per diem, materials, and supplies. Invoices will be submitted to you monthly based on the percentage completed. A breakdown of these costs is provided below.



Project Cost Breakdown	
Task	Cost
1. Organization of Resources	\$8,860
2. Hazard Identification and Risk Assessment	\$16,800
3. Development of the Hazard Mitigation Plan	\$21,130
4. Plan Adoption	\$6,710
Total Cost	\$53,500

Assumptions:

1. Developing the Hazard Mitigation Plan will require access to information and data from various departments and divisions of the City including the administration, risk management officials, Planning, and Public Works. AllenES assumes that access to the information and data will be provided to facilitate plan development. It is also AllenES' assumption that other resources will be made available to assist with plan development.
2. The contract associated with this proposal will be consistent with our standard Terms and Conditions as modified as set forth and attached to this proposal.

Closing:

AllenES appreciates the opportunity to submit this proposal for professional services associated with this proposed project. Our commitment is to provide high-quality, dependable, and responsive services to you. If you have any questions or require any additional information, please do not hesitate to contact me at (601) 270-3898 or jestes@allenes.com.

Sincerely,
Allen Engineering and Science, Inc.



Jay C. Estes, AICP
Senior Principal Planner



Project Authorization

If the project details listed above are acceptable, please sign and date below and return to AllenES. The effective date of this project will be the authorization date below.

I hereby authorize Allen Engineering and Science, Inc. to proceed with the above-referenced project. I have read and agree to the attached Terms and Conditions. In executing this authorization form, the City of Gluckstadt acknowledges that it is correct and that the representative signing on behalf of the City is authorized to execute this authorization form. I understand that a digital authorization or a photocopy of this authorization will be accepted with the same authority as the original.

Authorized By: _____

Title: _____

Company: _____

Date: _____

Signature: _____



Standard Terms and Conditions

1. **STANDARD OF PRACTICE.** Services performed by Allen Engineering and Science, Inc. (AllenES) under this agreement will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, expressed or implied, and no warranty or guarantee is included or intended in this agreement, or in any report, opinion, document or otherwise.
2. **CHANGE OF SCOPE.** The scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by the Client. For some projects involving conceptual or process development services, scope may not be fully definable during initial phases. As the project progresses, facts discovered may indicate that scope must be redefined. Changes in scope may warrant Additional Services which are not a part of the agreed upon compensation. These Additional Services shall be paid for by the Client in accordance with AllenES prevailing hourly rate schedule.
3. **SAFETY.** AllenES specifically disclaims any authority or responsibility for general job site safety of persons other than AllenES employees.
4. **BILLING.** Invoices will be issued at the end of each month, payable upon receipt, unless otherwise agreed. Interest of 1.5% per month will be payable on any amounts not paid within 30 days, payment thereafter applied first to accrued interest and then to principal unpaid amount. Any attorneys' fees or other costs of collection shall be paid by the Client.
5. **TERMINATION.** Either the Client or AllenES may terminate this Agreement at any time with or without cause upon giving the other party seven (7) calendar days prior written notice. The Client shall within thirty (30) calendar days of termination pay AllenES for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this contract.
6. **CONSEQUENTIAL DAMAGES.** Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Client or AllenES, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.
7. **INSURANCE.** AllenES agrees to maintain (1) statutory workers' compensation insurance coverage and (2) comprehensive general liability coverage and automobile liability insurance coverage. AllenES agrees to maintain professional liability insurance in the sum of not less than \$1,000,000 annual aggregate, on a claims-made basis, as long as it is reasonably available under standard policies at rates comparable to those currently in effect.
8. **LIMITATION OF LIABILITY.** The Client agrees that AllenES liability shall be limited to injury or loss caused by the sole negligence of AllenES, its subcontractors, and/or agents hereunder. AllenES liability for claims, damages, costs, injury or loss arising from professional errors or omissions shall not exceed the amount of the total charges for services performed.
9. **OWNERSHIP OF INSTRUMENTS OF SERVICE.** All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by AllenES as instruments of service shall remain the property of AllenES. AllenES shall retain all common law, statutory and other reserved rights, including the copyright thereto.
10. **THIRD PARTY BENEFICIARIES.** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or AllenES. AllenES services under this Agreement are being performed solely for the Client's benefit, and no other entity, including the Owner's contractors, shall have any claim against AllenES because of this Agreement or the performance or nonperformance of services hereunder.
11. **DELAYS.** If events beyond the control of Client or AllenES, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy, or an act, inaction or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be amended to the extent necessary to compensate for such delay. In the event such delay exceeds 60 days, AllenES shall be entitled to an equitable adjustment in compensation.



12. **OPINIONS OF CONSTRUCTION COST.** Any opinion of construction costs prepared by AllenES is supplied for the general guidance of the Client only. Since AllenES has no control over competitive bidding or market conditions, AllenES cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Client.
13. **ACCESS.** Client shall provide AllenES safe access to any premises necessary for AllenES to provide the Services.
14. **AMENDMENT.** This Agreement, upon execution by both parties hereto, can be amended only by a written instrument signed by both parties.
15. **STATUTES OF LIMITATION.** To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims under this Agreement shall expire one year after Project completion.
16. **DISPUTE RESOLUTION.** Parties shall attempt to settle disputes arising under this Agreement by discussion between the parties' senior representatives of management. If any dispute cannot be resolved in this manner within a reasonable length of time, parties agree to attempt non-binding mediation or any other method of alternative dispute resolution prior to filing any legal proceedings. In the event any actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs from the other party.
17. **REGULATORY REVIEWS.** It is mutually understood that the actions or inactions of any regulatory, governmental or related agency or entity are beyond the control of either the Client or AllenES. Therefore, it is mutually agreed that AllenES is not responsible for any actions or inactions on the part of any regulatory, governmental, or related agency or entity that may have a negative impact on the project or AllenES services.



CITY OF GLUCKSTADT

MISSISSIPPI

PUBLIC WORKS DEPARTMENT

MEMORANDUM

TO: Mayor & Board of Alderman

FROM: Buckner, Chris, Public Works Director

DATE: 10/23/2023

SUBJECT: Parkfield PI Paving

Parkfield PI was mistakenly left off the list for paving in Ridgefield Subdivision. We have gotten an estimate of \$23,823 and, once approved, will have it paved to finish the neighborhood.



P. O. BOX 54246, JACKSON, MS 39288-4246
PLANT: 1353 FLOWOOD DRIVE, JACKSON, MS 39232
PHONE: 601-939-4493 FAX: 601-939-4676

PROPOSAL & CONTRACT

City of Gluckstadt
343 Distribution Drive
Gluckstadt, MS 39110

October 17, 2023

Via Email: chris.buckner@gluckstadt.net

Attention: Chris Buckner

Adcamp, Inc. hereinafter called the Company, offers to furnish all labor, materials and equipment required for the performance of the following described work in connection with construction or improvement at Parkfield Pl. in the City of Gluckstadt.

Description of work & price:

Parkfield Pl.

960 SY +/-	Milling of Asphalt (≤3,000 SY)	@ \$6,000.00/LS	\$ 6,000.00
132 Tons +/-	Asphalt Surface Course Overlay	@ \$114.00/Ton	\$15,048.00
15 Tons +/-	Failed Areas	@ \$185.00/Ton	<u>\$ 2,775.00</u>
Total Estimated Amount			\$23,823.00

Proposal for Purchase Order Procurement

**Yours very truly,
Adcamp, Inc.**

Jason H Brewer

V. P. of Operations



P. O. BOX 54246, JACKSON, MS 39288-4246
PLANT: 1353 FLOWOOD DRIVE, JACKSON, MS 39232
PHONE: 601-939-4493 FAX: 601-939-4676

PROPOSAL & CONTRACT

City of Gluckstadt
343 Distribution Drive
Gluckstadt, MS 39110

October 31, 2023

Via Email: chris.buckner@gluckstadt.net

Attention: Chris Buckner

Adcamp, Inc. hereinafter called the Company, offers to furnish all labor, materials and equipment required for the performance of the following described work in connection with construction or improvement at Yandell Road in the City of Gluckstadt.

Description of work & price:

Yandell Road

3,000 SY +/-	Milling of Asphalt	@ \$6,000.00/LS	\$ 6,000.00
200 Tons +/-	Asphalt Surface Course Overlay	@ \$114.00/Ton	\$ 22,800.00
60 Tons +/-	Base Failures	@ \$185.00/Ton	<u>\$ 11,100.00</u>
Total Estimated Amount			\$ 39,900.00

Proposal for Purchase Order Procurement

**Yours very truly,
Adcamp, Inc.**

Jason H Brewer

V. P. of Operations



CITY OF GLUCKSTADT

MISSISSIPPI

PUBLIC WORKS DEPARTMENT

MEMORANDUM

TO: Mayor & Board of Alderman

FROM: Buckner, Chris, Public Works Director

DATE: 10/31/2023

SUBJECT: Yandell Rd Fix

Public Works needs to repair a section of Yandell Rd that has a rough, potentially hazardous, bump located at the curve in the road near Clarkdell Rd. We have gotten an estimate to fix this problem from ADCAMP, who was awarded the Term Bid for the Current 6-month term. They estimate that it would cost approximately \$39,900.



BLURTON, BANKS & ASSOC., INC.
CONSTRUCTION, SITE DEVELOPMENT
SINCE 1974

P.O. BOX 12448 • 6055 RIDGEWOOD ROAD, STE D
JACKSON, MISSISSIPPI 39211
PH. 601-957-2055 FAX. 601-977-0442

Section 11, Item D)

November 7, 2023

Chris Buckner
City of Gluckstadt

RE: Yandell Road Shoulder Improvements
CONSTRUCTION, SITE DEVELOPMENT
SINCE 1974

P.O. BOX 12448 • 6055 RIDGEWOOD ROAD, STE D
JACKSON, MISSISSIPPI 39211



Dear Sir:

We propose to provide and install dirt on the shoulder of Yandell Road. This price includes 270 CY of dirt. This price does not include traffic control or grassing of new dirt.

Total price \$9,780.00

Please do not hesitate to contact me if you have any questions.



Sincerely,

BLURTON, BANKS & ASSOC., INC.

Clark Blurton
President

CB: ks



BLURTON, BANKS & ASSOC., INC.
CONSTRUCTION, SITE DEVELOPMENT
SINCE 1974

P.O. BOX 12448 • 6055 RIDGEWOOD ROAD, STE D
JACKSON, MISSISSIPPI 39211



CITY OF GLUCKSTADT

MISSISSIPPI

PUBLIC WORKS DEPARTMENT

MEMORANDUM

TO: Mayor & Board of Alderman

FROM: Buckner, Chris, Public Works Director

DATE: 11/9/2023

SUBJECT: Yandell Road Shoulder Improvements

We are requesting your approval to repair the shoulder of Yandell Rd in front of Extra Space Storage. This area has a steep drop off from the edge of pavement to natural ground that could cause damage to vehicles that attempt to pull off on the shoulder of the road. We have gotten two (2) quotes and Blurton, Banks & Assoc., Inc was the lower quote at \$9,780.

Thank you for your consideration. If you have any concerns, please feel free to contact me.



CITY OF GLUCKSTADT

MISSISSIPPI

PUBLIC WORKS DEPARTMENT

MEMORANDUM

TO: Mayor & Board of Alderman

FROM: Buckner, Chris, Public Works Director

DATE: 10/23/2023

SUBJECT: Pucket Rents Roller

Public Works rented a 36" Drum Roller from Pucket Rents to finish an asphalt job. We did not get a Purchase Order for this because the amount verbally told to us was \$355 a day. Unfortunately, this did not include pick-up and delivery fees. Total price invoiced cost came to be \$628.25 which did need a Purchase Order. In the future, all rentals will have a Purchase Order created for them just in case there are fees, or we keep the equipment for additional days.

If you have any questions of concerns, please contact me.



FILE COPY
RENTAL RETURN

(228) 392-2211
 Section 11, Item E

WWW.PUCKETTRENDS.COM

Puckett Rents
 Post Office Box 321033
 Flowood, Mississippi 39232

CUSTOMER

CITY OF GLUCKSTADT 20
 PO BOX 2210
 MADISON, MS 39110

SHIP TO

Job Site:
 CITY OF GLUCKSTADT 20
 PO BOX 2210
 MADISON, MS 39110

C#: 769-567-2306 J#: 769-567-2306

ORDERED BY	USER	CUSTOMER NO.		CUSTOMER PURCHASE ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
ETHAN	XUPD44JEC	8603742			011	R	24		1
INVOICE NUMBER	INVOICE DATE	JOB LOCATION			INVOICE SEQ. NO.				
996363-0001	10/05/23	BRADSHAW CROSSING							
PSO/WO NO.	DOC. DATE	PC	LC	MC					

Qty	Equipment #	Day	Week	4 Week	
1	36" DOUBLE DRUM ROLLER SMOOTH	355.00	850.00	1905.00	355.00
EQ#: JR9552 Make: WACKER Model: RD-12L Ser #: WNCRD12LCPUM01752					

SALES ITEMS:

Qty	Item number	Unit	Price	
1	ENVFEE	EA	3.550	3.55
ENVIRONMENTAL FEE				
DELIVERY CHARGE				110.00
PICKUP CHARGE				110.00

Sub-total: 578.55
 Equipment Protection Plan: 49.70
 Total: 628.25

FINAL BILL: 10/03/23 06:20 AM THRU 10/04/23 06:54 AM.

OB



TERMS:

NET CASH ON RECEIPT OF INVOICE 1 1/2 % PER MONTH SERVICE CHARGE ON BALANCE NOT PAID DURING THE MONTH FOLLOWING DATE OF INVOICE (ANNUAL PERCENTAGE RATE IS 18%)
 Our responsibility ceases when shipment has been delivered in good order to transportation company. If shipment arrives in bad order, have receipt noted by carrier's agent. Claims for concealed shortages and/or damages will not be considered unless within 10 days after receipt of shipment

Scanned to Requestors 10.16.23

MISSISSIPPI LICENSE NO. 1949 (SENATE BILL 2028, LAW OF 1962)



visit our website at
www.puckettmachinery.com

RENTAL AGREEMENT
FOR USE BY MISSISSIPPI AGENCIES & GOVERNING AUTHORITIES
AND VENDORS
(applicable to equipment rental transactions)

This Rental Agreement (hereinafter referred to as Agreement) is entered into by and between **City of Gluckstadt** (Hereinafter referred to as Customer), and **Canon USA, Inc** (hereinafter referred to as Vendor). This Agreement becomes effective upon signature by Customer and Vendor, and shall take precedence over all agreements and understandings between the parties. Vendor, by its acceptance hereof, agrees to rent to Customer, and Customer, by its acceptance hereof, agrees to rent from Vendor, the equipment, including applicable software and services to render it continually operational, listed in Exhibit A, which is attached hereto and incorporated herein.

1. **CUSTOMER ACCOUNT ESTABLISHMENT:**

- A. A separate Vendor Customer Number will be required for each specific customer/installation location.
- B. The Customer is identified as the entity on the first line of the "bill-to" address. All invoices and notices of changes will be sent to the "bill-to" address in accordance with Paragraph 8 herein.
- C. Ship-to and/or Installed-at address is the location to which the initial shipment of equipment/supplies will be made and the address to which service representatives will respond. Subsequent shipments of supplies for installed equipment will also be delivered to the "installed-at" address unless otherwise requested.
- D. Unless creditworthiness for this Customer Number has been previously established by Vendor, Vendor's Credit Department may conduct a credit investigation for this Agreement. Notwithstanding delivery of equipment, Vendor may revoke this Agreement by written notice to the Customer if credit approval is denied within thirty (30) days after the date this Agreement is accepted for Vendor by an authorized representative.

2. **EQUIPMENT SELECTION, PRICES, AND AGREEMENT:** The Customer has selected and Vendor agrees to provide the equipment, including applicable software and services to render it continually operational, identified on Exhibit A attached to this Agreement. The specific prices, inclusive of applicable transportation charges, are as set forth on the attached Exhibit A. The parties understand and agree that the Customer is exempt from the payment of taxes.

3. **SHIPPING AND TRANSPORTATION:** Vendor agrees to pay all non-priority, ground shipping, transportation, rigging and drayage charges for the equipment from the equipment's place of manufacture to the installation address of the equipment as specified under this Agreement. If any form of express shipping method is requested, it will be paid for by Customer.

4. **RISK OF LOSS OR DAMAGE TO EQUIPMENT:** While in transit, Vendor shall assume and bear the entire risk of loss and damage to the equipment from any cause whatsoever. If, during the period the equipment is in Customer's possession, due to gross negligence of the customer, the equipment is lost or damaged, then, the customer shall bear the cost of replacing or repairing said equipment.

5. **DELIVERY, INSTALLATION, ACCEPTANCE, AND RELOCATION:**

A. **DELIVERY:** Vendor shall deliver the equipment to the location specified by Customer and pursuant to the delivery schedule agreed upon by the parties. If, through no fault of the Customer, Vendor is unable to deliver the equipment or software, the prices, terms and conditions will remain unchanged until delivery is made by Vendor. If, however, Vendor does not deliver the equipment or software within ten (10) working days of the delivery due date, Customer shall have the right to terminate the order without penalty, cost or expense to Customer of any kind whatsoever.

B. INSTALLATION SITE: At the time of delivery and during the period Vendor is responsible for maintenance of the equipment, the equipment installation site must conform to Vendor's published space, electrical and environmental requirements; and the Customer agrees to provide, at no charge, reasonable access to the equipment and to a telephone for local or toll free calls.

C. INSTALLATION DATE: The installation date of the equipment shall be that date as is agreed upon by the parties, if Vendor is responsible for installing the equipment.

D. ACCEPTANCE: Unless otherwise agreed to by the parties, Vendor agrees that Customer shall have ten (10) working days from date of delivery and installation, to inspect, evaluate and test the equipment to confirm that it is in good working order.

E. RELOCATION: Customer may transfer equipment to a new location by notifying Vendor in writing of the transfer at least thirty (30) calendar days before the move is made. If Vendor is responsible for maintenance of the equipment, this notice will enable Vendor to provide technical assistance in the relocation efforts, if needed, as well as to update Vendor's records as to machine location. There will be no cessation of rental charges during the period of any such transfer. The Vendor's cost of moving and reinstalling equipment from one location to another is not included in this Agreement, and Customer agrees to pay Vendor, after receipt of invoice of Vendor's charges with respect to such moving of equipment, which will be billed to Customer in accordance with Vendor's standard practice then in effect for commercial users of similar equipment or software and payment remitted in accordance with Paragraph 8 herein.

6. RENTAL TERM: The rental term for each item of equipment shall be that as stated in the attached Exhibit A. If the Customer desires to continue renting the equipment at the expiration of the original rental agreement, the Customer must enter into a new rental agreement which shall be separate from this Agreement. There will be no automatic renewals allowed. There shall be no option to purchase.

7. OWNERSHIP: Unless the Customer has obtained title to the equipment, title to the equipment shall be and remain vested at all times in Vendor or its assignee and nothing in this Agreement shall give or convey to Customer any right, title or interest therein, unless purchased by Customer. Nameplates, stencils or other indicia of Vendor's ownership affixed or to be affixed to the equipment shall not be removed or obliterated by Customer.

8. PAYMENTS:

A. INVOICING AND PAYMENTS: The charges for the equipment, software or services covered by this Agreement are specified in the attached Exhibit A. Charges for any partial month for any item of equipment shall be prorated based on a thirty (30) day month. Vendor shall submit an invoice with the appropriate documentation to Customer.

1. E-PAYMENT: The Vendor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. The Customer agrees to make payment in accordance with Mississippi law on "Timely Payments for Purchases by Public Bodies", Section 31-7-301, *et seq.* of the 1972 Mississippi Code Annotated, as amended, which generally provides for payment of undisputed amounts by the agency within forty-five (45) days of receipt of the invoice.

2. PAYMODE: Payments by state agencies using Mississippi's Accountability System for Government Information and Collaboration (MAGIC) shall be made and remittance information provided electronically as directed by the State. The State, may at its sole discretion, require the Vendor to submit invoices and supporting documentation electronically at any time during the term of this Agreement. These payments shall be deposited into the bank account of the Vendor's choice. The Vendor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.

B. METER READINGS: If applicable, the Customer shall provide accurate and timely meter readings at the end

of each applicable billing period on the forms or other alternative means specified by Vendor. Vendor shall have the right, upon reasonable prior notice to Customer, and during Customer's regular business hours, to inspect the equipment and to monitor the meter readings. If Customer meter readings are not received in the time to be agreed upon by the parties, the meter readings may be obtained electronically or by other means or may be estimated by Vendor subject to reconciliation when the correct meter reading is received by Vendor.

C. COPY CREDITS: If applicable, if a copier is being rented, the Customer will receive one (1) copy credit for each copy presented to Vendor which, in the Customer's opinion, is unusable and also for each copy which was produced during servicing of the equipment. Copy credits will be issued only if Vendor is responsible for providing equipment services or maintenance services (except time and materials maintenance). Copy credits will be reflected on the invoice as a reduction in the total copy volume, except for run length plans which will be credited at a specific copy credit rate as shown on the applicable price list.

9. USE OF EQUIPMENT: Customer shall operate the equipment according to the manufacturer's specifications and documented instructions. Customer agrees not to employ or use additional attachments, features or devices on the equipment or make changes or alterations to the equipment covered hereby without the prior written consent of Vendor in each case, which consent shall not be unreasonably withheld.

10. MAINTENANCE SERVICES, EXCLUSIONS, AND REMEDIES:

A. SERVICES: If Vendor is responsible for providing equipment services, maintenance services (except for time and materials), or warranty services: (1) Vendor shall install and maintain the equipment and make all necessary adjustments and repairs to keep the equipment in good working order. (2) Parts required for repair may be used or reprocessed in accordance with Vendor's specifications and replaced parts are the property of Vendor, unless otherwise specifically provided on the price lists. (3) Services will be provided during Customer's usual business hours. (4) If applicable, Customer will permit Vendor to install, at no cost to Customer, all retrofits designated by Vendor as mandatory or which are designed to insure accuracy of meters.

B. EXCLUSIONS: The following is not within the scope of services: (1) Provision and installation of optional retrofits. (2) Services connected with equipment relocation. (3) Installation/removal of accessories, attachments or other devices. (4) Exterior painting or refinishing of equipment. (5) Maintenance, installation or removal of equipment or devices not provided by Vendor. (6) Performance of normal operator functions as described in applicable Vendor operator manuals. (7) Performance of services necessitated by accident; power failure; unauthorized alteration of equipment or software; tampering; service by someone other than Vendor; causes other than ordinary use; interconnection of equipment by electrical, or electronic or mechanical means with noncompatible equipment, or failure to use operating system software. If Vendor provides, at the request of the Customer, any of the services noted above, the Customer may be billed by Vendor at a rate not to exceed the Master State Prices Agreement between the Vendor and the State of Mississippi, or in the absence of such agreement at the then current time and materials rates.

C. REMEDIES: If during the period in which Vendor is providing maintenance services, Vendor is unable to maintain the equipment in good working order, Vendor will, at no additional charge, provide either an identical replacement or another product that provides equal or greater capabilities.

11. HOLD HARMLESS: To the fullest extent allowed by law, Vendor shall indemnify, defend, save and hold harmless, protect, and exonerate the Customer and the State of Mississippi, its Commissioners, Board Members, officers, employees, agents, and representatives from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever, including, without limitation, court costs, investigative fees and expenses, and attorneys' fees, arising out of or caused by Vendor and/or its partners, principals, agents, employees, and/or subcontractors in the performance of or failure to perform this Agreement. In the Customer's sole discretion, Vendor may be allowed to control the defense of any such claim, suit, etc. In the event Vendor defends said claim, suit, etc., Vendor shall use legal counsel acceptable to the Customer; Vendor shall be solely liable for all reasonable costs and/or expenses associated with such defense and the Customer shall be entitled to participate in said defense. Vendor shall not settle any claim, suit, etc., without the Customer's concurrence,

which the Customer shall not unreasonably withhold.

12. ALTERATIONS, ATTACHMENTS, AND SUPPLIES:

A. If Customer makes an alteration, attaches a device or utilizes a supply item that increases the cost of services, Vendor will either propose an additional service charge or request that the equipment be returned to its standard configuration or that use of the supply item be discontinued. If, within five (5) days of such proposal or request, Customer does not remedy the problem or agree in writing to do so within a reasonable amount of time, Vendor shall have the right to terminate this Agreement as provided herein. If Vendor believes that an alteration, attachment or supply item affects the safety of Vendor personnel or equipment users, Vendor shall notify Customer of the problem and may withhold maintenance until the problem is remedied.

B. Unless Customer has obtained title to the equipment free and clear of any Vendor security interest, Customer may not remove any ownership identification tags on the equipment or allow the equipment to become fixtures to real property.

13. ASSIGNMENT: The Vendor shall not assign, subcontract or otherwise transfer in whole or in part, its right or obligations under this Agreement without prior written consent of the Customer. Any attempted assignment or transfer without said consent shall be void and of no effect.

14. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws provisions, and any litigation with respect thereto shall be brought in the courts of said state. The Vendor shall comply with applicable federal, state, and local laws and regulations.

15. NOTICE: Any notice required or permitted to be given under this Agreement shall be in writing and personally delivered or sent by certified United States mail, postage prepaid, return receipt requested, to the party to whom the notice should be given at the address set forth below. Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other in writing of any change of address.

For the Vendor:

Brett Bailey
Major Account Representative
2030 NW Progress Parkway
Jackson, MS 39213

For the Customer:

Lindsay Kellum
City Clerk
PO Box 2210
Madison, MS 39130

16. WAIVER: Failure by the Customer at any time to enforce the provisions of this Agreement shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of this Agreement or any part thereof or the right of the Customer to enforce any provision at any time in accordance with its terms.

17. CAPTIONS: The captions or headings in this Agreement are for convenience only, and in no way define, limit or describe the scope or intent of any provision or section of this Agreement.

18. SEVERABILITY: If any term or provision of this Agreement is prohibited by the laws of the State of Mississippi or declared invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

19. THIRD PARTY ACTION NOTIFICATION: Vendor shall give Customer prompt notice in writing of any action or suit filed, and prompt notice of any claim made against Vendor by any entity that may result in litigation related in any way to this Agreement.

20. AUTHORITY TO CONTRACT: Vendor warrants that it is a validly organized business with valid authority to enter into this Agreement and that entry into and performance under this Agreement is not restricted or prohibited by any loan,

security, financing, contractual or other agreement of any kind, and notwithstanding any other provision of this Agreement to the contrary, that there are no existing legal proceedings, or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this Agreement.

21. RECORD RETENTION AND ACCESS TO RECORDS: The Vendor agrees that the Customer or any of its duly authorized representatives at any time during the term of this Agreement shall have unimpeded, prompt access to and the right to audit and examine any pertinent books, documents, papers, and records of the Vendor related to the Vendor's charges and performance under this Agreement. All records related to this Agreement shall be kept by the Vendor for a period of three (3) years after final payment under this Agreement and all pending matters are closed unless the Customer authorizes their earlier disposition. However, if any litigation, claim, negotiation, audit or other action arising out of or related in any way to this Agreement has been started before the expiration of the three (3) year period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved. The Vendor agrees to refund to the Customer any overpayment disclosed by any such audit arising out of or related in any way to this Agreement.

22. EXTRAORDINARY CIRCUMSTANCES: If either party is rendered unable, wholly or in part, by reason of strikes, accidents, acts of God, weather conditions or any other acts beyond its control and without its fault or negligence to comply with any obligations or performance required under this Agreement, then such party shall have the option to suspend its obligations or performance hereunder until the extraordinary performance circumstances are resolved. If the extraordinary performance circumstances are not resolved within a reasonable period of time, however, the non-defaulting party shall have the option, upon prior written notice, of terminating the Agreement.

23. TERMINATION: This Agreement may be terminated as follows: (a) Customer and Vendor mutually agree to the termination, or (b) If either party fails to comply with the terms and conditions of this Agreement and that breach continues for thirty (30) days after the defaulting party receives written notice from the other party, then the non-defaulting party has the right to terminate this Agreement. The non-defaulting party may also pursue any remedy available to it in law or in equity. Upon termination, all obligations of Customer to make payments required hereunder shall cease.

24. AVAILABILITY OF FUNDS: It is expressly understood and agreed that the obligation of the Customer to proceed under this Agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of state and/or federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to the Customer, the Customer shall have the right upon ten (10) working days written notice to the Vendor, to terminate this Agreement without damage, penalty, cost or expenses to the Customer of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

25. MODIFICATION OR RENEGOTIATION: This Agreement may be modified, altered or changed only by written agreement signed by the parties hereto. The parties agree to renegotiate the Agreement if federal, state and/or the Customer's revisions of any applicable laws or regulations make changes in this Agreement necessary.

26. WARRANTIES: Vendor warrants that the equipment, when operated according to the manufacturer's specifications and documented instructions, shall perform the functions indicated by the specifications and documented literature. Vendor may be held liable for any damages caused by failure of the equipment to function according to specifications and documented literature published by the manufacturer of the equipment.

27. E-VERIFY COMPLIANCE: If applicable, the Vendor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act of 2008, Section 71-11-1, *et seq.* of the Mississippi Code Annotated (Supp 2008), and will register and participate in the status verification system for all newly hired employees. The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. The Vendor agrees to maintain records of such compliance and, upon request of the State and

approval of the Social Security Administration or Department of Homeland Security, where required, to provide a copy of each such verification to the Customer. The Vendor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws of these warranties, the breach of which may subject the Vendor to the following: (1) termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/termination being made public, or (2) the loss of any license, permit, certification or other document granted to the Vendor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (3) both --in the event of such cancellation/termination, the Vendor would also be liable for any additional costs incurred by the Customer due to the contract cancellation or loss of license or permit.

28. HARD DRIVE SECURITY: Vendor must properly format the hard drive, deleting all information, or replace the hard drive with a new hard drive prior to storing or re-selling the equipment. The Customer may request to retain the hard drive for a nominal fee. Vendor will supply written notification to the Customer that all data has been made inaccessible. This notification must be provided with forty-five (45) days of the equipment being returned to the Vendor.

29. ENTIRE AGREEMENT: This Agreement constitutes the entire agreement of the parties with respect to the equipment, software or services described herein and supersedes and replaces any and all prior negotiations, understandings and agreements, written or oral, between the parties relating hereto. No terms, conditions, understandings, usages of the trade, course of dealings or agreements, not specifically set out in this Agreement or incorporated herein, shall be effective or relevant to modify, vary, explain or supplement this Agreement.

30. TRANSPARENCY: This Agreement, including any accompanying exhibits, attachments, and appendices, is subject to the "Mississippi Public Records Act of 1983," codified as Section 25-61-1 et seq., Mississippi Code Annotated and exceptions found in Section 79-23-1 of the Mississippi Code Annotated (1972, as amended). In addition, this Agreement is subject to provisions of the Mississippi Accountability and Transparency Act of 2008 (MATA), codified as Section 27-104-151 of the Mississippi Code Annotated (1972, as amended). Unless exempted from disclosure due to a court-issued protective order, this Agreement is required to be posted to the Department of Finance and Administration's independent agency contract website for public access. Prior to posting the Agreement to the website, any information identified by the Vendor as trade secrets, or other proprietary information including confidential vendor information, or any other information which is required confidential by state or federal law or outside the applicable freedom of information statutes will be redacted. A fully executed copy of this Agreement shall be posted to the State of Mississippi's accountability website at: <http://www.transparency.mississippi.gov>.

31. COMPLIANCE WITH LAWS: The Vendor understands that the Customer is an equal opportunity employer and therefore maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and the Vendor agrees during the term of the Agreement that the Vendor will strictly adhere to this policy in its employment practices and provision of services. The Vendor shall comply with, and all activities under this Agreement shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified.

For the faithful performance of the terms of this Agreement, the parties have caused this Agreement to be executed by their undersigned representatives.

Witness my signature this the 3rd day of November, 2023.

Vendor: RJ Young Company

By: **Brett Bailey**

Authorized Signature

Printed Name: Brett Bailey

Title: Major Account Representative

Witness: _____

Witness my signature this the 3rd day of November, 2023.

Customer: City of Gluckstadt

By: _____

Authorized Signature

Printed Name: _____

Title: _____

Witness: _____

Revised Date: February 2017

EXHIBIT A
RENTAL AGREEMENT
FOR USE BY
MISSISSIPPI Agencies AND VENDORS
(Applicable to Equipment Rental Transactions)

The following, when signed by the Customer and the Vendor shall be considered to be a part of the Rental Agreement between the parties.

State Contract Number: **8200067907**

Vendor Company Name: **RJ Young**

Customer Agency Name: **City of Gluckstadt**

Bill to Address: PO Box 2210, Madison, MS 39130

Ship to Address: 343 Distribution Drive, Madison, MS 39130

Location: Public Works

Description of Equipment, Software, or Services

	<u>Price</u>
3827C002AA – Canon C5840i	\$256.00 Per Month
4030C002BA – Cassette Feeding Unit-AQ1	\$26.00 Per Month
3998C001AA – Super G3 Fax Board-AX1	\$23.00 Per Month
5547C002AA – Staple Finisher-AB2	\$63.00 Per Month
5546C002AA – Buffer Pass Unit-P2	\$9.00 Per Month
0126C001AA – 2/3 Hole Puncher Unit-A1	<u>\$21.00 Per Month</u>
	<u>\$398.00 Per Month</u>

All B/W clicks will be charged at \$.00916 per click

All Color clicks will be charged at \$.0560 per click

Includes Parts, Labor, Drums, Developer, and Toner

Delivery Schedule and Installation Date:

Rental Term: **24 Months**

Start Date: **12/01/2023**

End Date: **11/30/2025**

Modifications:

Brett Bailey

Vendor Signature

Customer Signature

From: [Brett Bailey](#)
To: [Lindsay Kellum](#)
Cc: [jscanlon@millsscanlon.com](#); [zgiddy@millsscanlon.com](#); [Scott Maugh](#); [William Hall](#); [Chris Buckner](#)
Subject: Re: RJ Young - Public Works Quote
Date: Friday, November 3, 2023 1:29:23 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image977067.png](#)
[image648836.png](#)
[image793664.png](#)
[image069638.png](#)
[PublicWorksC5840IAgreement242023.pdf](#)

Lindsay,

Attached is a 24 month agreement. The address on page 8 is your current address, not the new PW address. I'm on the road and can't change the address today. You're welcome to strike through and add the new address or I can send a revised copy on Monday.

Thanks,

Brett



Brett Bailey

Major Accounts Representative

Brett.Bailey@rjyoung.com

800-347-1955 | D: 601-264-7985

RJYoung.com



From: Lindsay Kellum <lindsay.kellum@gluckstadt.net>
Sent: Friday, November 3, 2023 1:03 PM
To: Brett Bailey <Brett.Bailey@rjyoung.com>
Cc: jscanlon@millsscanlon.com <jscanlon@millsscanlon.com>; zgiddy@millsscanlon.com <zgiddy@millsscanlon.com>; [Scott Maugh](mailto:scott.maugh@gluckstadt.net) <scott.maugh@gluckstadt.net>; William Hall <william.hall@gluckstadt.net>; Chris Buckner <chris.buckner@gluckstadt.net>

Subject: RE: RJ Young - Public Works Quote

24 mos please; this will be cutting it close to an election cycle and new board; we can't tie the incoming board to contractual obligations – they revisit them upon entering office.

I copied legal on this for additional info.

LINDSAY LEONARD KELLUM

City Clerk, City of Gluckstadt

P.O. Box 2210

Madison, MS 39130

(769) 567-2306

Lindsay.Kellum@gluckstadt.net



From: Brett Bailey <Brett.Bailey@rjyoung.com>

Sent: Friday, November 3, 2023 12:53 PM
To: Lindsay Kellum <lindsay.kellum@gluckstadt.net>
Subject: Re: RJ Young - Public Works Quote
Do you know if y'all are going to do 24 or 36 months?
Thanks



Brett Bailey

Major Accounts Representative

Brett.Bailey@rjyoung.com

800-347-1955 | D: 601-264-7985

RJYoung.com



From: Lindsay Kellum <lindsay.kellum@gluckstadt.net>
Sent: Friday, November 3, 2023 12:45 PM
To: Brett Bailey <Brett.Bailey@rjyoung.com>
Subject: RE: RJ Young - Public Works Quote
I need a proposed contract ahead of our meeting. Deadline is Thursday.

LINDSAY LEONARD KELLUM

City Clerk, City of Gluckstadt
P.O. Box 2210
Madison, MS 39130
(769) 567-2306
Lindsay.Kellum@gluckstadt.net



From: Brett Bailey <Brett.Bailey@rjyoung.com>
Sent: Friday, November 3, 2023 12:39 PM
To: Lindsay Kellum <lindsay.kellum@gluckstadt.net>
Subject: Re: RJ Young - Public Works Quote
Thanks! Do you need a contract for the board meeting or after their approval at the board meeting?
Brett



Brett Bailey

Major Accounts Representative

Brett.Bailey@rjyoung.com

800-347-1955 | D: 601-264-7985

RJYoung.com



From: Lindsay Kellum <lindsay.kellum@gluckstadt.net>
Sent: Friday, November 3, 2023 12:37:07 PM
To: Brett Bailey <Brett.Bailey@rjyoung.com>
Cc: Scott Maugh <scott.maugh@gluckstadt.net>; Bridgette Smith <bridgette.smith@gluckstadt.net>; Chris Buckner

<chris.buckner@gluckstadt.net>

Subject: RE: RJ Young - Public Works Quote

107 Lone Wolf Drive

LINDSAY LEONARD KELLUM

City Clerk, City of Gluckstadt

P.O. Box 2210

Madison, MS 39130

(769) 567-2306

Lindsay.Kellum@gluckstadt.net



From: Brett Bailey <Brett.Bailey@rjyoung.com>

Sent: Friday, November 3, 2023 7:41 AM

To: Lindsay Kellum <lindsay.kellum@gluckstadt.net>

Cc: Scott Maugh <scott.maugh@gluckstadt.net>; Bridgette Smith <bridgette.smith@gluckstadt.net>; Chris Buckner <chris.buckner@gluckstadt.net>

Subject: RE: RJ Young - Public Works Quote

Can you provide the address of the new Public Works department?

Thanks,



Brett Bailey

Major Accounts Representative

Brett.Bailey@rjyoung.com

800-347-1955 | D: 601-264-7985

RJYoung.com

2030 NW Progress Parkway, Jackson, MS 39213



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From: Lindsay Kellum <lindsay.kellum@gluckstadt.net>

Sent: Friday, November 3, 2023 7:34 AM

To: Brett Bailey <Brett.Bailey@rjyoung.com>

Cc: Scott Maugh <scott.maugh@gluckstadt.net>; Bridgette Smith <bridgette.smith@gluckstadt.net>; Chris Buckner <chris.buckner@gluckstadt.net>

Subject: Re: RJ Young - Public Works Quote

This contract request will need to go on 11/14 BOA agenda for approval.

Sent from my iPhone

On Nov 2, 2023, at 1:45 PM, Brett Bailey <Brett.Bailey@rjyoung.com> wrote:

Thanks! If we get in a time crunch between approvals, board meetings, move-in – we can always provide a loaner. I believe that’s what we did on the current device.

Thanks,

|

<image001.png>

Brett Bailey

Major Accounts Representative

Brett.Bailey@rjyoung.com

800-347-1955 | D: 601-264-7985

RJYoung.com

2030 NW Progress Parkway, Jackson, MS 39213

— — —

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From: Scott Maugh <scott.maugh@gluckstadt.net>
Sent: Thursday, November 2, 2023 1:41 PM
To: Bridgette Smith <bridgette.smith@gluckstadt.net>; Brett Bailey <Brett.Bailey@rjyoung.com>; Lindsay Kellum <lindsay.kellum@gluckstadt.net>
Cc: Chris Buckner <chris.buckner@gluckstadt.net>
Subject: RE: RJ Young - Public Works Quote

Thanks , Brett. We will be in touch if/when we wish to proceed with this.

SCOTT MAUGH

Deputy City Clerk, City of Gluckstadt
P.O. Box 2210
Madison, MS 39130
Office: (769) 567-2306
Fax: (769) 567-2305
Scott.Maugh@gluckstadt.net

<image002.jpg>

From: Bridgette Smith <bridgette.smith@gluckstadt.net>
Sent: Thursday, November 2, 2023 1:40 PM
To: Brett Bailey <Brett.Bailey@rjyoung.com>; Lindsay Kellum <lindsay.kellum@gluckstadt.net>; Scott Maugh <scott.maugh@gluckstadt.net>
Cc: Chris Buckner <chris.buckner@gluckstadt.net>
Subject: RE: RJ Young - Public Works Quote

Thank you for the new quote.

From: Brett Bailey <Brett.Bailey@rjyoung.com>
Sent: Thursday, November 2, 2023 1:29 PM
To: Bridgette Smith <bridgette.smith@gluckstadt.net>; Lindsay Kellum <lindsay.kellum@gluckstadt.net>; Scott Maugh <scott.maugh@gluckstadt.net>
Cc: Chris Buckner <chris.buckner@gluckstadt.net>
Subject: RE: RJ Young - Public Works Quote

Hi! Attached is the requested 24 month rental quote.
Thanks,

<image001.png>

Brett Bailey

Major Accounts Representative

Brett.Bailey@rjyoung.com

800-347-1955 | D: 601-264-7985

RJYoung.com

2030 NW Progress Parkway, Jackson, MS 39213

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From: Bridgette Smith <bridgette.smith@gluckstadt.net>

Sent: Thursday, November 2, 2023 1:11 PM

To: Brett Bailey <Brett.Bailey@rjyoung.com>; Lindsay Kellum <lindsay.kellum@gluckstadt.net>; Scott Maugh <scott.maugh@gluckstadt.net>

Cc: Chris Buckner <chris.buckner@gluckstadt.net>

Subject: RE: RJ Young - Public Works Quote

Hello Mr. Bailey,

Thank you for the prompt response. Can you give us a quote for a 24-month rental, The Public Works lease at this location is for 24 months.

Bridgette

From: Brett Bailey <Brett.Bailey@rjyoung.com>

Sent: Thursday, November 2, 2023 11:57 AM

To: Lindsay Kellum <lindsay.kellum@gluckstadt.net>; Scott Maugh <scott.maugh@gluckstadt.net>; Bridgette Smith <bridgette.smith@gluckstadt.net>

Subject: RJ Young - Public Works Quote

Good morning,

Attached is the requested quote for the Public Works device.

Please let me know if this works for y'all and I can send an agreement over.

Thanks!

<image001.png>

Brett Bailey

Major Accounts Representative

Brett.Bailey@rjyoung.com

800-347-1955 | D: 601-264-7985

RJYoung.com

2030 NW Progress Parkway, Jackson, MS 39213

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CITY OF GLUCKSTADT

MISSISSIPPI
OFFICE OF THE CITY CLERK

MEMORANDUM

TO: Mayor & Board of Alderman
FROM: Barry Hale, Chief of Police
DATE: 11/14/2023
SUBJECT: Monthly Update, Gluckstadt Police Department

Chief Hale will provide a monthly status report to the board related to the Police Department.