

**TOWN OF WALNUT GROVE
MUNICIPAL BOARD MEETING**

March 2, 2010

BE IT REMEMBERED and it is hereby certified to that the Mayor and Board of Alderman met on Tuesday, March 2, 2010, at 6:00 p.m., in the Town Hall, this being the time and place of said meeting. The meeting was called to order by the Mayor Grady Sims.

Officials Present:

Mayor	Grady Sims
Alderman	Jerry Darby
Alderman	David Dumas
Aldерwoman	Pamela Gill
Alderman	Brian Gomillion
Alderman	Marvin "Chip" Jones
Municipal Clerk	Dennise J. Putnam

Staff Present:

Board Attorney	Jeff Webb
Chief of Police	Carey M. Thomas
Deputy Clerk	Carrie Dearman
Police Officer	Chiquita Cooks

Others Present:

Librarian	Linda Bounds
ECPPD Staff	Jennifer Buford
ECPPD Staff	Lynetta Cooksey
Resident	Junior Jones
Resident	Shirley Jones
Resident	Barbara Green
Resident	Johnny Fortune

Following the invocation by Mayor Sims, the following business was transacted to wit:

Presentation by ECPPD, Jennifer Buford:

Jennifer Buford and Lynetta Cooksey presented the work of East Central Planning and Development District to the Board. Buford remarked the town's membership fee is \$250.00 per year. Both touted their long history with the Town of Walnut Grove and their familiarity with the area. ECPPD presented a list of grants applied for and those that had been awarded to the Town. Mayor Sims praised ECPPD staff for the work they had done for the Town and the longstanding relationship between.

ECPPD staff told the board the Town of Walnut Grove had been awarded a \$19,000 tree planting grant for plantings along Highway 35 but MDOT permits had not been issued. ECPPD urged the board to continue to use them for grant writing and administration instead of requesting proposals for admin services as the board had previously advertised to do. No action was taken by the board.

Town Hall Local Artisan and Crafters Display

Local artisan/craftsman and resident Mike Johnson is to spearhead the collection of local artwork and crafts for display in Town Hall. Area artisans will be encouraged to display their wares for visitors to see.

Board Attorney Jeff Webb and Municipal Clerk Dennise Putnam were asked to collaborate in the creation of a waiver/release to remove the Town of Walnut Grove from any liability for items on display.

Motion was made by Alderman Brian Gomillion to accept the proposal to display local artisans wares in Town Hall after artisans/crafters sign waivers and for Mike Johns and Dennise Putnam coordinate. Motion was seconded by Alderman David Dumas. All present Alderman voted 'Aye'.

Monthly Reporting to the Board

Alderman Brian Gomillion moved informational reports be provided in writing to the board at each regular monthly meeting and suggested the following information be presented:

- Fire Department**
 - time/date/address of any non-medical call, total number of all calls,
 - totals by type of calls, total calls inside town limits vs outside,
 - avg number of volunteer personnel responding to each non-medical call,
 - and total of active volunteers at time of report on roster.
- Police Department**
 - total mileage patrolled
 - mileage patrolled by each full-time officer
 - total number of citations issues
 - citations issue by each full-time officer
 - warrants served
 - incident / call totals
 - number of any incarcerations (days x number of prisoners) that Town must pay jail costs for
- Court Clerk**
 - fines collected for month
 - total number of cases before judge on court day
 - total of community service hours performed by fine workers
- Privilege Licenses**
 - name and address of new privilege licenses issue and total of privilege renewals
- Building Permits**
 - name and address of new permits issued, description of work, fee paid,
 - list of names and addresses of properties that had been issued permits and all work has been completed and inspected by Town
- Vehicle Management**
 - monthly mileage traveled per vehicle (maintenance, fire, police)
 - maintenance and repair costs for the month for each vehicle
- Inventory**
 - removals or additions to tool / asset inventory
- Utilities**
 - new water taps, new sewer taps, new gas taps and total collected
 - number of disconnected services during month (regular)
 - number of disconnected services during month (for non-payment)

Alderman Chip Jones seconded. All Aldermen present voted 'Aye'.

Commendation to Police Department:

Mayor Sims commended the Lt. Jimmy Lewis and the Walnut Grove Police Department for their quick response and apprehension of persons suspected in recent break-ins of area residences.

Review of Mobile Home Ordinance:

After a month's review, a motion was made by Alderwoman Pamela Gill to revise the Mobile Home Ordinance to remove the requirement that each mobile home must have a concrete pad underneath the home. Motion was seconded by Alderman Chip Jones. All board members present voted 'Aye'.

Copy of Ordinance placed in Ordinance Binder.

Discussion of Building Permits

General discussion of building permits. No action was taken. Mayor Sims and staff would present to the board at April regular meeting a schedule of charges for permitting and also any exemptions from charges placed by previous board would be noted.

Presentation by Librarian Linda Bounds

Walnut Grove Librarian Linda Bounds presented to the Board of Aldermen a report on the status of the library including the facilities and use by patrons. She noted the last expansion and interior renovation was in 1983 and that use continued to rise. Bounds showed photos of activities at the library which demonstrated lack of space to even simple National Library Week Events. The librarian encouraged Board members to consider expansion if possible.

Rural Development Community Facilities Grant (Recovery Funds)

Board members briefly discussed Rural Development Community Facility Grants and noted the special recovery dollars that were available for particular function facilities like libraries. USDA RD CF Recovery Grants are being awarded as long as funds last and projects are approved so time is of the essence on submitting application.

Michelle Moore with Jimmy Gouras Inc. had agreed to submit application on behalf of the Town, even though there is no administration portion of the grant. Moore had informed board members prior, that a cost estimate and project narrative would be required to accompany any grant as well as a letter regarding 25% match and copy of most recent audit. Letters of support would be encouraged to include with the grant application.

To determine expansion needs of the library, Librarian Linda Bounds, Friends of Library President Mike Johnson, Friends Vice President Linda Bounds, and others interested would meet to outline needs to a professional who would develop cost estimate and project narrative. Mayor Sims said Allen & Hoshall staff would be in Town in the next week on other business and could meet with the group to produce estimate and narrative for grant application. Alderman Brian Gomillion stated that Architect Joseph Orr of Canton had agreed to come, meet with committee, and develop estimate and narrative with no cost to the Town of Walnut Grove within two days, if Allen & Hoshall staff could not develop estimate and narrative quickly.

No action was taken pending exploration of expansion needs

Addition of Street Lighting

Motion was made by Alderman, Brian Gomillion to add the following street lights

- 1 Near intersection of Hemlock/Reeves/Spruce
- 2) Near intersection of Prince/Lindsey

Motion was seconded by Alderwoman Pamela Gill. All board members present voted 'Aye'.

Approval of Claims Docket

Alderwoman Pamela Gill moved to approve the docket of claims for the month. Alderman Brian Gomillion seconded with exception. Alderman Brian Gomillion was recorded 'No' on Claim Item #397. All other Aldermen present voted 'Aye' on all claims.

Approval of February Minutes:

After review, Alderman David Dumas moved to approve the minutes from the February 2010 board meetings. Motion was seconded by Alderman Chip Jones. All Aldermen present voted 'Aye'.

Resignation from the Walnut Grove Correctional Authority Board:

Marvin 'Junior' Jones presented his resignation to the Board of Aldermen from the Correctional Authority Board. Motion was made by Alderman Chip Jones to accept this motion and was seconded by Alderman David Dumas. All Alderman present voted 'Aye'.

Alderman Brian Gomillion moved to nominate former educator and local resident, Mike Johnson, to the Authority Board. The motion failed as it was not seconded.

Emergency Sewer Repair

Mayor Sims stated emergency sewer repairs were needed. Quotes from contractors on repairs / replacement of pump at Sylvanus and Highway 35. Mayor Sims stated a grinder pump is needed in the location. Due to increased load to that part of system by transition centers, board members asked Mayor Sims to contact the transition centers for funding to help offset cost of grinder pump.

Motion was made by Alderman Brian Gomillion for Mayor Sims to contact transition center owners for funds to cover cost of purchase and installation of grinder pump and obtain quotes on said pump's purchase and installation, and report back to the board for further action. Motion was seconded by Alderman David Dumas. All aldermen present voted 'Aye'.

Adoption of Flood Ordinance

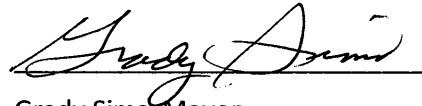
After brief discussion regarding lack of having a Flood Ordinance and risk of being ineligible for any FEMA assistance, Alderman David Dumas moved to adopt a Flood Ordinance. Motion was seconded by Alderman Brian Gomillion. All Alderman present voted 'Aye'.

Copy of Ordinance placed as exhibit #24 in the Town Ordinance Binder.

Recess until Tuesday, March 9

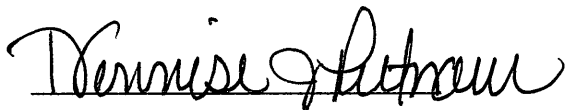
Motion was made by Alderman David Dumas and seconded by Alderwoman Pamela Gill to recess until Tuesday March 9th at which time the Board would meet to review proposal for CDBG Grant Program admin services, engineering services, and legal services. All aldermen present voted 'Aye' to recess.

There being no further business, the meeting was recessed at 7:33 pm



Grady Sims, Mayor

ATTEST:



Dennise J. Putnam, Municipal Clerk

**TOWN OF WALNUT GROVE
RECESSED MUNICIPAL BOARD MEETING**

March 9, 2010

BE IT REMEMBERED and it is hereby certified to that the Mayor and Board of Alderman met on Tuesday, March 9, 2010, at 5:30 p.m., in the Town Hall, this being the time and place of said meeting. The meeting was called to order by the Mayor Grady Sims.

<i>Officials Present:</i>	Mayor	Grady Sims
	Alderman	Jerry Darby
	Alderman	David Dumas
	Alderwoman	Pamela Gill
	Alderman	Brian Gomillion
	Alderman	Marvin "Chip" Jones, III
	Municipal Clerk	Dennise J. Putnam

<i>Staff Present:</i>	Purchasing Agent	Jason Hunt
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<i>Others Present:</i>	Local Resident	Vicki Kelley
	ECPPD Staff Member	Jenifer Buford

Following call to order of the recessed meeting of the Board of Aldermen by Mayor Grady Sims, the following business was transacted to-wit:

The Mayor and Board of Aldermen serving as the *procurement selection committee* for the CDBG Program for the Town of Walnut Grove recommended as follows:

Administrative Services

Pursuant to HUD regulation entitled "*Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments*"; said regulation being referred to as the "Common Rule" and the Selection and Procurement Procedures for the Town, the Committee, requested proposals for Administrative services. The following proposals were received in the Town Clerk's Office no later than 10:00 A. M. on Tuesday, March 9, 2010. The Consultant Selection Committee met on March 9, 2010, to review the proposals received from the following firms and/or individuals:

**J. Gouras Company
East Central Planning & Development, Inc.**

Each Committee member assigned points to each proposal based on the content of the proposal. The firm receiving the highest number of points is deemed by this Committee to be the most advantageous to the Town. We, therefore, recommend award of a contract to **J. Gouras Company**. The firms that were evaluated are listed in order of the points assigned.

<u>Firm</u>	<u>Total Points</u>
J. Gouras Company	540
East Central Planning & Development, Inc.	395

Legal Services

Pursuant to HUD regulation entitled "*Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments*"; said regulation being referred to as the "Common Rule" and the Selection and Procurement Procedures for the Town, the Committee, requested proposals for Administrative services. The following proposals were received in the Town Clerk's Office no later than 10:00 A. M. on Tuesday, March 9, 2010. The Consultant Selection Committee met on March 9, 2010, to review the proposals received from the following firms and/or individuals:

Attorney Jeff Webb / Webb Law Firm

Each Committee member assigned points to each proposal based on the content of the proposal. The firm receiving the highest number of points is deemed by this Committee to be the most advantageous to the Town. We, therefore, recommend award of a contract to **Attorney Jeff Webb**. The firms that were evaluated are listed in order of the points assigned.

<u>Firm</u>	<u>Total Points</u>
Attorney Jeff web	600

Engineering Services

Pursuant to HUD regulation entitled "*Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments*"; said regulation being referred to as the "Common Rule" and the Selection and Procurement Procedures for the Town, the Committee, requested proposals for Administrative services. The following proposals were received in the Town Clerk's Office no later than 10:00 A. M. on Tuesday, March 9, 2010. The Consultant Selection Committee met on March 9, 2010, to review the proposals received from the following firms and/or individuals:

Mendrop-Wages
Allen & Hoshall
Waggoner Engineering
Engineering Services (MG Enterprises)
J.V. Burkes

Each Committee member assigned points to each proposal based on the content of the proposal. The firm receiving the highest number of points is deemed by this Committee to be the most advantageous to the Town. We, therefore, recommend award of a contract to **Mendrop-Wages**. The firms that were evaluated are listed in order of the points assigned.

<u>Firm</u>	<u>Total Points</u>
Mendrop-Wages	530
Allen & Hoshall	405
Waggoner Engineering	299
Engineering Services (MG Enterprises)	238
J.V. Burkes	165

(Procurement Selection Committee Minutes Attached)

Alderman Brian Gomillion moved the Board of Alderman accept the recommendation of the Procurement Selection Committee of *J. Gouras Company* for Administrative Services, *Mendrop-Wages* for Engineering Services, and *Attorney Jeff Webb* for Legal Services for the CDBG Program. Motion was seconded by Alderman David Dumas. With a unanimous vote of 'Aye' the motion was approved.

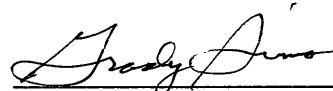
Other Business:

Mayor Sims reported to the board staff from Allen & Hoshall would be in town on Thursday, March 11, 2010, to meet with library committee and then formulate a cost estimate and project narrative on a possible library expansion and renovation. Alderman Brian Gomillion stated that Architect Joseph Orr of Canton had agreed to come, if needed, to meet with committee, and develop estimate and narrative with no cost to the Town of Walnut Grove within two days, if Allen & Hoshall staff could not develop estimate and narrative quickly.

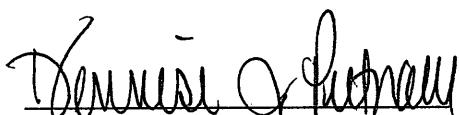
No action was taken pending exploration of expansion needs.

Alderman Brian Gomillion advised board members the Leake County Chamber of Commerce Banquet is scheduled for Thursday, April 8, 2010. Any member wishing to attend should contact the clerk prior to the end of March.

With no other business to come before the Board, meeting adjourned at 6:45 pm.


 Grady Sims, Mayor

ATTEST:


 Dennise J. Putnam-Municipal Clerk

Town of Walnut Grove
CDBG Program - Procurement Selection Committee
Minutes

Tuesday, March 9, 2010

Committee Members Present: Grady Sims, David Dumas, Brian Gomillion,
 Pamela R. Gill, Jerry Darby, Chip Jones

RE: Administrative Services

The Committee reviewed two(2) proposals submitted for the services referenced above using the following selection criteria for evaluation:

<u>Criteria</u>	<u>Maximum Points</u>
Qualifications	40
Experience	40
Capacity for Performance (Work Force)	20
Total Points	100

The Committee members assigned points to each firm or individual based on a careful review of the content of the proposal. The firm receiving the highest number of points from each Committee member received one (1) vote from each member.

<u>Committee Member</u>	<u>Firm</u>	<u>Total Points</u>	<u>Vote</u>
SIMS	East Central Planning & Development	100	1
DUMAS	J Gouras Company	100	1
DARBY	J Gouras Company	100	1
GILL	East Central Planning & Development	90	1
GOMILLION	J Gouras Company	100	1
JONES	J Gouras Company	100	1

Firm Totals:

4	J GOURAS COMPANY
2	EAST CENTRAL PLANNING & DEVELOPMENT, INC.

Based upon a tabulation of points, the proposal submitted by J. Gouras Company received the highest number of votes.

Pursuant to the HUD regulation entitled "Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments", said regulation being referred to as the "Common Rule" and the Selection and Procurement Procedures for the Town, the Committee, therefore, recommends the selection of the firm of J. Gouras Company to perform Administrative Services.

RE: LEGAL SERVICES

The Committee reviewed one (1) proposals submitted for the services referenced above using the following selection criteria for evaluation:

<u>Criteria</u>	<u>Maximum Points</u>
Qualifications	40
Experience	40
Capacity for Performance (Work Force)	20
Total Points	100

The Committee members assigned points to each firm or individual based on a careful review of the content of the proposal. The firm receiving the highest number of points from each Committee member received one (1) vote from each member.

<u>Committee Member</u>	<u>Firm</u>	<u>Total Points</u>	<u>Vote</u>
SIMS	Attorney Jeff Webb/Webb Law	100	1
DUMAS	Attorney Jeff Webb/Webb Law	100	1
DARBY	Attorney Jeff Webb/Webb Law	100	1
GILL	Attorney Jeff Webb/Webb Law	100	1
GOMILLION	Attorney Jeff Webb/Webb Law	100	1
JONES	Attorney Jeff Webb/Webb Law	100	1

Firm Totals:

6	ATTORNEY JEFF WEBB / WEBB LAW FIRM
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Based upon a tabulation of points, the proposal submitted by **J. Gouras Company** received the highest number of votes.

Pursuant to the HUD regulation entitled "Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments", said regulation being referred to as the "Common Rule" and the Selection and Procurement Procedures for the Town, the Committee, therefore, recommends the selection of the firm of **Attorney Jeff Webb / Webb Law Firm** to perform Legal Services.

RE: ENGINEERING SERVICES

The Committee reviewed five (5) proposals submitted for the services referenced above using the following selection criteria for evaluation:

<u>Criteria</u>	<u>Maximum Points</u>
Qualifications	40
Experience	40
Capacity for Performance (Work Force)	20
Total Points	100

The Committee members assigned points to each firm or individual based on a careful review of the content of the proposal. The firm receiving the highest number of points from each Committee member received one (1) vote from each member.

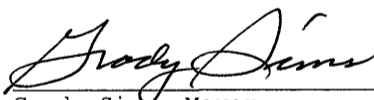
<u>Committee Member</u>	<u>Firm</u>	<u>Total Points</u>	<u>Vote</u>
SIMS	Allen & Hoshall	100	1
DUMAS	Mendrop-Wages	100	1
DARBY	Mendrop-Wages	100	1
GILL	Allen & Hoshall	85	1
GOMILLION	Mendrop-Wages	100	1
JONES	Mendrop-Wages	100	1

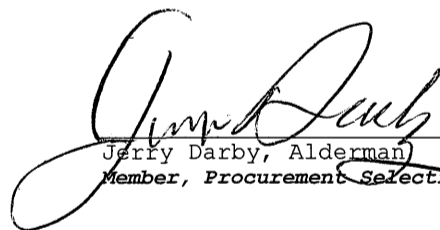
Firm Totals:

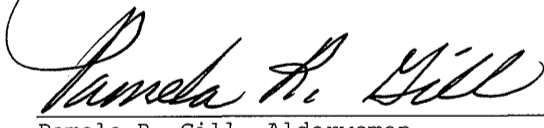
5	Mendrop-Wages
2	Allen & Hoshall
0	Waggoner Engineering
0	Engineering Services (MG Enterprises)
0	J.V. Burkes

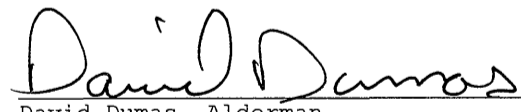
Based upon a tabulation of points, the proposal submitted by **Mendrop-Wages** received the highest number of votes.

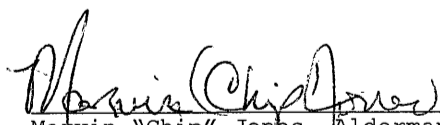
Pursuant to the HUD regulation entitled "Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments", said regulation being referred to as the "Common Rule" and the Selection and Procurement Procedures for the Town, the Committee, therefore, recommends the selection of the firm of **Mendrop-Wages** to perform Engineering Services.

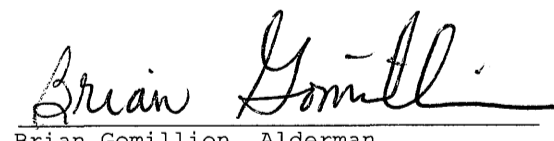

 Grady Sims, Mayor
 Member, Procurement Selection Committee


 Jerry Darby, Alderman
 Member, Procurement Selection Committee


 Pamela R. Gill, Alderwoman
 Member, Procurement Selection Committee


 David Dumas, Alderman
 Member, Procurement Selection Committee


 Marvin "Chip" Jones, Alderman
 Member, Procurement Selection Committee


 Brian Gomillion, Alderman
 Member, Procurement Selection Committee