

# City of Columbus

POST OFFICE BOX 1408, COLUMBUS, MISSISSIPPI 39703

**MAYOR**  
STEPHEN JONES

**CITY COUNCIL**  
ETHEL STEWART  
RODERICK SMITH  
RUSTY GREENE  
LAVONNE HARRIS  
GREGORY JEFFERSON  
JASON SPEARS

**GENERAL COUNSEL**  
JEFF TURNAGE  
**CHIEF OPERATIONS OFFICER**  
JAMMIE GARRETT  
**CFO/SECRETARY-  
TREASURER**  
JAMES "JIM" BRIGHAM

## MEETING OF THE MAYOR AND CITY COUNCIL CITY OF COLUMBUS, MS February 11, 2026

### I. CALL TO ORDER AND INVOCATION

### II. TOPICS

- B. Imes** A. Discuss Riverwalk Arboretum at no cost to the city.
- K. Stafford** B. Discuss BUILD Grant Resolution.
- N. Katona** C. Discuss maintenance tracking software Brightly Asset Management Solution.
- C. Gillman** D. Discuss Contract with Versaterm for JusticeTrax LIMS-plus Portal.
- W. Langford** E. Discuss repair for excavator.
- G. Lewis** F. Discuss Recreation Department Sponsorships.
- J. Daughtry** G. Discuss permit request submitted by Nell Bateman on behalf of Christian Community in Prayer Committee to host "Local Observance of the National Day of Prayer" to be held on May 7, 2026, from 12:00 Noon until 1:00 p.m. in front of the Lowndes County Courthouse blocking Second Avenue North in front of the Courthouse from 8:00 a.m. to 1:30 p.m.
- J. Daughtry** H. Discuss promoting one (1) CPD Lieutenant to Captain effective February 17, 2026.
- J. Garrett** I. 2025-2026 Appropriation — American Red Cross \$15,000.00
- J. Garrett** J. 2025-20256 Appropriation — Columbus Lowndes Chamber of Commerce \$25,000.00
- J. Garrett** K. 2025-2026 Appropriation — Columbus Redevelopment Authority \$25,000.00
- J. Garrett** L. 2025-2026 Appropriation — Golden Triangle Boys & Girls Club \$25,000.00
- J. Garrett** M. 2025-2026 Appropriation — The Salvation Army \$5,000.00
- J. Turnage** N. Discuss form for Invitation of Legal Advertising Bids.

### III. ADJOURN

February 11, 2026

Greetings Mr. Mayor and Council,

At the October 29 work session on behalf of the Columbus Tree Board I presented two projects we've been working on, the planting of trees in three neighborhood parks and an arboretum along the Riverwalk.

The neighborhood parks project is part of a larger grant and you voted to approve it. Somehow the arboretum project fell through the cracks.

The arboretum would make the Riverwalk into a nature center of sorts. We plan to identify about 30 different species of growing along this trail (see sample tag attached). We would also have a Welcome sign at the beginning of the Riverwalk (sample attached).

We are not asking the city for funds for this project. Main Steet Columbus and the Convention and Visitors Bureau have agreed to help with the funding of this project.

We feel this project will only enhance the experience of the Riverwalk and humbly ask for your approval.

Thank you.

Birney Imes on behalf of The Columbus Tree Board

# Columbus Riverwalk Arbo

Welcome. As you stroll along this 2.2-mile-long trail beside the Tombigbee River, you'll encounter trees and plants representative of the rich ecology of our region.

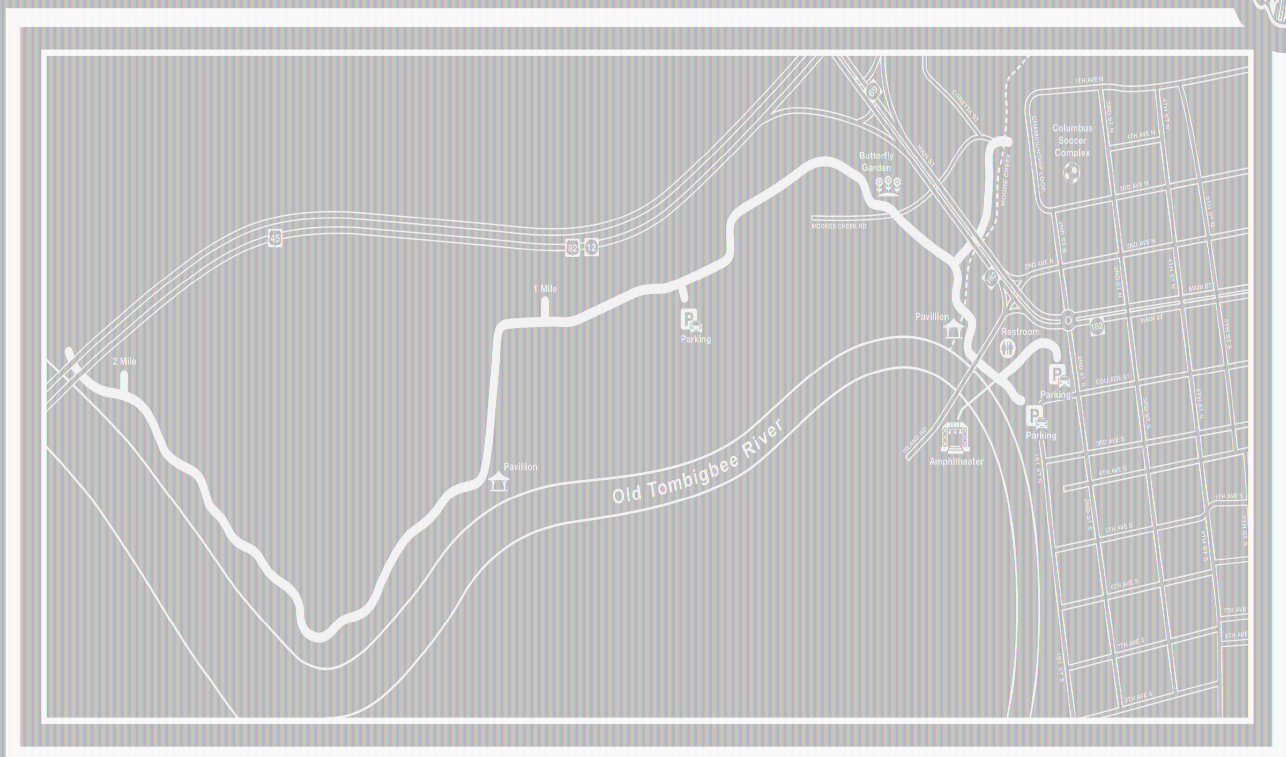
An arboretum is a bit like an outdoor museum—a curated landscape to help visitors observe, appreciate and learn about the diversity and beauty of woody plants.

Along the Riverwalk, you will find roughly 30 native species identified with interpretive signage. These species are deemed “native” because they naturally occur in Mississippi’s forests, wetlands and river corridors.

Native plants form the backbone of ecosystems: They provide food and habitat for wildlife and are well suited to a region’s climate.

By showcasing these plants, an arboretum encourages a deeper connection with the natural world and offers a compelling, if not gentle argument, of why protecting native habitats matters.

*The Riverwalk Arboretum is a project of the Columbus Tree Board with the support of the City of Columbus, the Columbus Convention and Visitors Bureau and Main Street Columbus.*



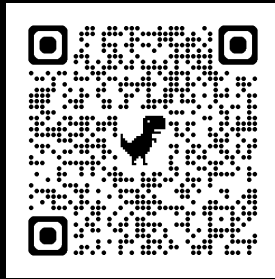
THE C  
Establish  
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THE STOR  
Colum  
MISS

# SWEETGUM

*Liquidambar styraciflua*

Known for its star-shaped leaves, spiky ball-like seed pods and brilliant fall color. Tribes and pioneers used the tree's sweet, fragrant resin as chewing gum and as a topical antiseptic. Today the sap is used in medicines and perfumes. Sweetgum are abundant along the Riverwalk.



THE COLUMBUS  
RIVERWALK

## RESOLUTION

### **SUPPORTING THE APPLICATION FOR A BUILDING UTILIZING INVESTMENTS TO LEVERAGE DEVELOPMENT (BUILD) GRANT PLANNING APPLICATION TO COMPLETE THE DOWNTOWN COLUMBUS MAIN STREET AND 5<sup>TH</sup> STREET IMPROVEMENTS**

**WHEREAS**, the U.S. Department of Transportation (DOT) has published a Notice of Funding Opportunity (NOFO) to apply for a 2026 discretionary grant funding through the Better Utilizing Investment to Leverage Development (BUILD) Grant Program; and

**WHEREAS** the Mayor and City Council of the City of Columbus, Mississippi (the “City”) would like to apply for a 2026 BUILD Grant to complete the construction of a pedestrian friendly corridor along both Main Street and 5<sup>th</sup> Street. The investment will focus on intersection safety improvements and pedestrian and ADA accessible upgrades promoting economic development such as retail, multi-family housing, and commercial development within the Central Business District of the City; and

**WHEREAS** the Mayor and Council of the City desire to comply with the recommendations from their publicly vetted plans, including but not limited to the 2018 Main Street Corridor Study and the 2025 Safe Streets for All (SS4A) Safety Action Plan; and

**WHEREAS**, the Mayor and Council of the City desire to request FY 2026 Better Utilizing Investments to Leverage Development (BUILD) Grant funds from the U.S. Department of Transportation to improve the quality of life of the citizens and to promote economic growth as well as the health, safety and wellbeing of its citizens; and

**WHEREAS**, the Mayor and Council of the City of Columbus deem it to be in the best interests of the citizens of the City to upgrade their transportation facilities and pedestrian access opportunities by seeking FY 2026 Better Utilizing Investments to Leverage Development (BUILD) Grant funds from the U.S. Department of Transportation to serve its citizenry; and

**WHEREAS**, the Mayor and City Council of the City desire to pursue and apply for approximately \$12.4 million in grant funds under the BUILD grant program;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Columbus that:

1. Stephen Jones, Mayor in and of the City of Columbus, is hereby authorized and directed in his capacity as Mayor of the City, to apply for FY 2026 Better Utilizing Investments to Leverage Development (BUILD) Grant funds from the U.S. Department of Transportation, and along with the said application, to execute and/or provide all understandings and assurances contained therein and to provide such additional information as may be required to further the application approval process; and
2. Stephen Jones, Mayor in and of the City, is hereby authorized to publish any and all necessary notices as applicable in accordance with the guidelines governing the FY 2026 Better Utilizing Investments to Leverage Development (BUILD) Grant funds from the U.S. Department of Transportation
3. Stephen Jones, Mayor in and of the City, is hereby authorized to execute any and all documents necessary and pertinent to City’s the application; and
4. Stephen Jones, Mayor of the City, is hereby authorized to execute a grant offer and any other documents necessary to the acceptance and implementation of the program should the project be approved.

NOW, THEREFORE, BE IT RESOLVED by the City of Columbus, Mississippi that:

- 1. The Administration is authorized to support the completion of the BUILD grant application process.

Motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, that the above and foregoing Resolution be adopted.

After discussion of the pros and cons of the motion, Mayor Jones called for a vote of the City Council and recorded the votes as follows:

Council Member	Yes	No
Stewart	_____	_____
Smith	_____	_____
Greene	_____	_____
Harris	_____	_____
Jefferson	_____	_____
Spears	_____	_____

The Motion, having received the majority of the votes of the City Council did pass and therefore the Mayor announced that the Resolution was thereby Adopted.

This the \_\_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
Mayor Stephen T. Jones

Attest:

\_\_\_\_\_  
James Brigham, City Clerk

We are

**Brightly**

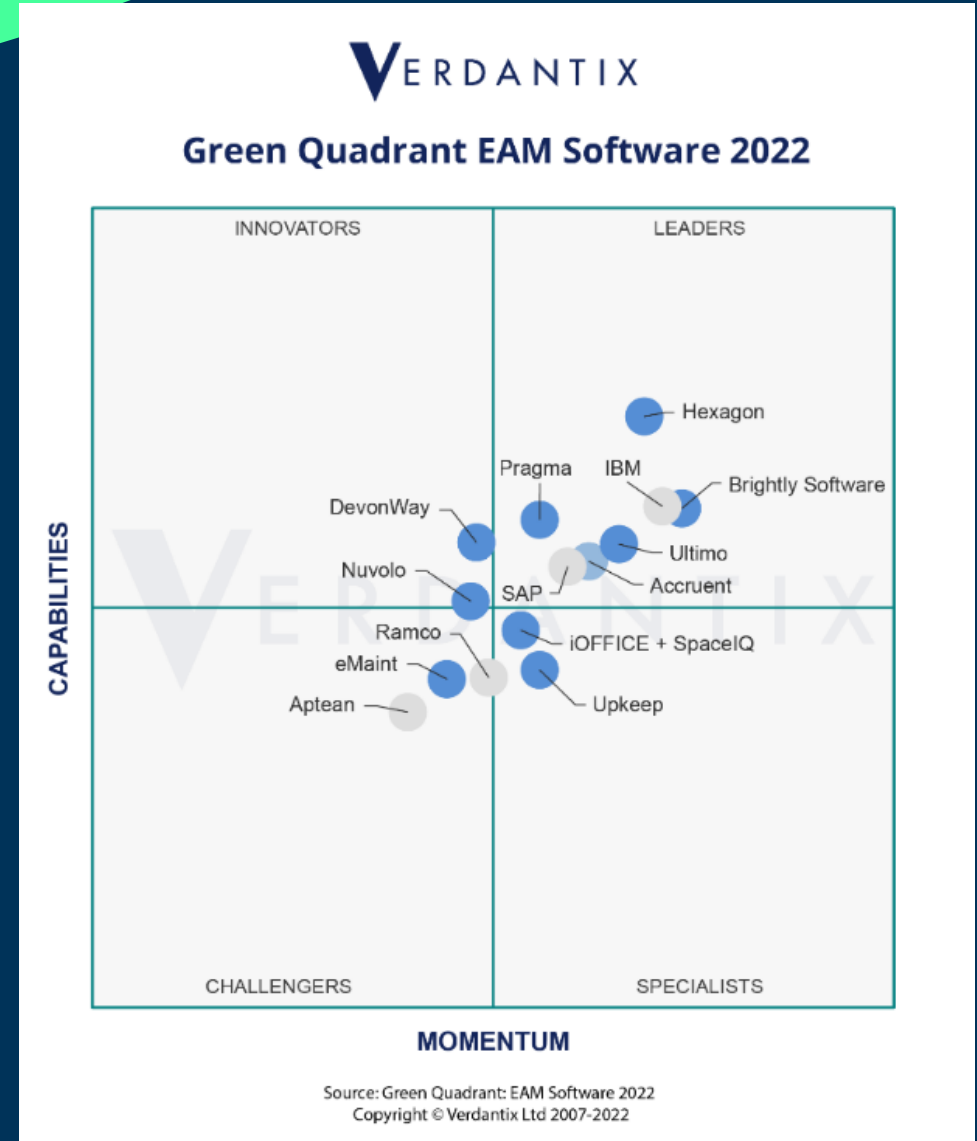
The world's smartest asset management solution



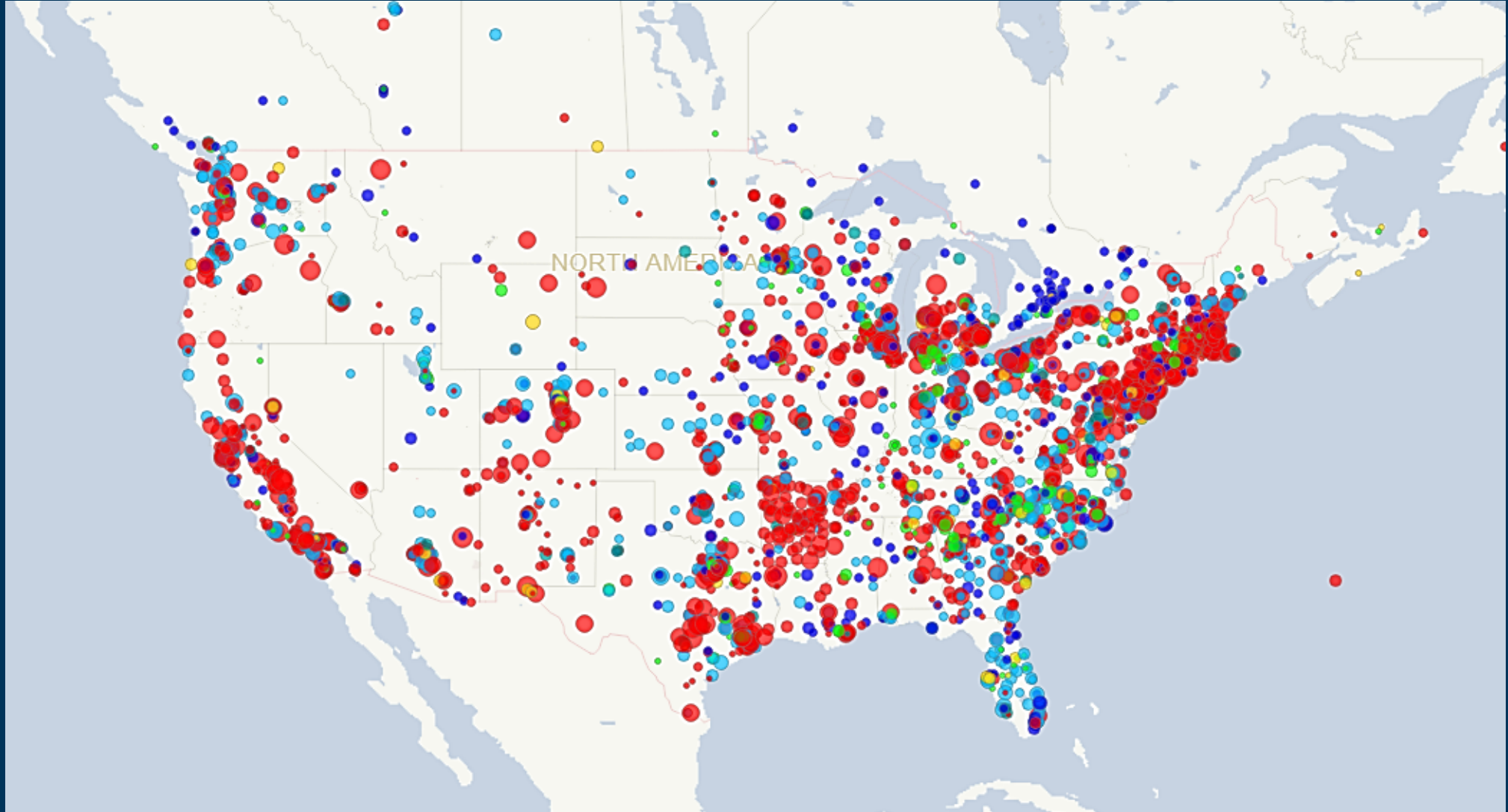
# Verdantix – Green Quadrant

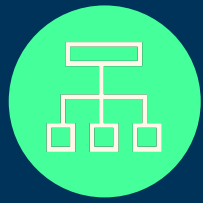
✓ Brightly Named "Industry Leader in Enterprise Asset Management (EAM) Software"

- Link to the [report](#)



# BRIGHTLY NATION





# Brightly Software Solutions



## Work & Asset Management

- How much is maintenance costing me?
- How do I extend the life of my high-value assets?
- How do I get more done onsite and on the go?



## Event Management

- How are my facilities being used after hours?
- How much is facility usage costing me?
- How can I use my space more efficiently?



## Energy Management

- What is my energy consumption?
- Where are opportunities to reduce waste?
- How can I be a better steward of resources?



## Asset Investment Planning

- How much capital and budget do I need?
- How do I make the case for more funding?
- How do I accurately predict the state of my asset portfolio?



# WHAT'S INCLUDED



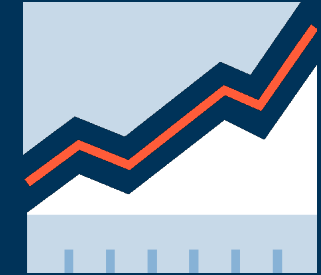
## Cloud-based

- ▶ Automatic updates



## Mobile

- ▶ Access information wherever you are, whenever you need it
- ▶ Tablet + smartphone



## Supported

- ▶ Professional Services
- ▶ Training Resources
- ▶ Lifetime Support





Work & Asset Management

Asset Essentials Software



# Asset Essentials



# Functionality Details



## Work Order Management

Your single source of truth for work orders. Manage and analyze all PM and corrective maintenance, requests and related with automated, streamlined workflows.



## Asset Management

Unlimited tracking and management for your school's assets, including HVAC, water systems and more. Tie in meter readings, warranties and other vital data.



## Preventive Maintenance (PM)

Calendar PM for flexible maintenance scheduling with automation based on calendar and asset with support for BMPs, inspections and regulatory compliance.



## Predictive Maintenance (PdM)

Take your historical data to provide predictable patterns for improved asset longevity, repair vs. replace decision making, and overall more effective maintenance.



## Mobile App

Access the core functionality of the CMMS with all the convenience of a user-friendly designed mobile app for iOS and Android.



## Budgeting

Balance budgets with capital planning and PO management as an inherent part of asset, PMs, inventory and work order management.



## Reporting and Analysis

Manage and analyze all preventive and corrective maintenance, requests and related Work Orders in your school's facilities. Leverage hundreds of built-in, configurable reports plus data analysis, KPIs and chart management.



## Dude Intelligence

Utilize the collective wisdom of nearly 10,000 operations teams with our business intelligence solution. Leverage our KPIs, data analysis and dashboard to show the value of your team, justify resource requests, learn from best practices, and more.



# Integrations & Add Ons



## **Inventory™**

Spare parts inventory system tied to assets, PMs, work orders, purchasing and more. Deploy just-in-time (JIT) inventory and other cost-savings methodology.



## **Integration Suite**

Seamlessly integrate with existing solutions plus our own suite of software applications using our secure API.



## **GIS**

Easily document work and routes on a web-based, ESRI-integrated map with GIS data wherever your team is.



# Legendary Client Services



## Client Success Team

Having a dedicated team member on your side throughout your experience with our CMMS, from implementation to ongoing improvements, helps you stay on track toward your goals.



## World-Class Support

Our Legendary Support Team is always just a call, email or chat away, so you never need to worry about “going it alone.”



## Onsite Services

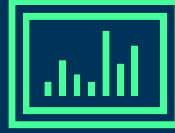
Both new implementations and optimization initiatives for existing clients can benefit from the project management and process standardization skills of an onsite Dude Solutions team member.



## User Conference

Dude University brings operations professionals from all over the country together to share industry best practices, connect with peers and get hands-on training.





# Analytics Asset Essentials



# Key Benefits



## Know what to do next.

Employ smarter and more strategic decision-making with real-time data and key performance indicators (KPIs) on your customized dashboard



## Share your stats.

Use simple tools for sharing your analytics (covering one site or many) to make compiling data that much more accessible



## Compare and improve.

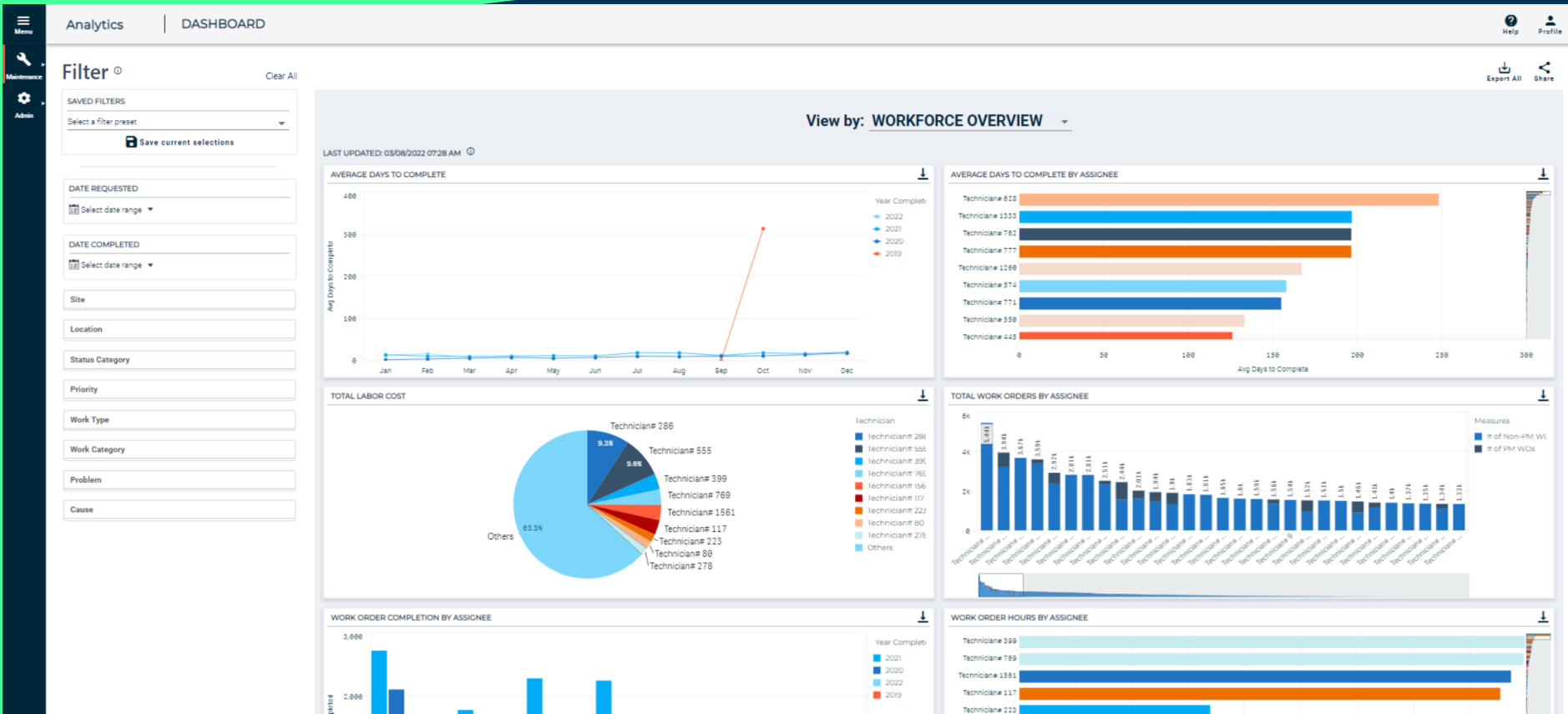
Benchmark your performance against that of organizations like yours to see how you excel, how you can improve and any trends that need your attention



## Build your case.

Use data to justify your specific needs for staff, resources, asset repairs or replacements, and more

# Dashboards



- Customizable dashboard with data on staff, assets, equipment, inventory and more
- Charts and graphs created from your data
- Easily filter multiple data visualizations by zooming in on specific categories



# Dashboards

Analytics | DASHBOARD Help Profile

**Filter** Clear All

SAVED FILTERS  
Select a filter preset  
Save current selections

DATE REQUESTED  
Select date range

DATE COMPLETED  
Select date range

Site

Location

Status Category

Priority

Work Category

Problem

Cause

View by: **LOCATION**

LAST UPDATED: 03/08/2022 07:28 AM

### LOCATION TOTALS

Total Work Order Count

Location	Total Work Order Count
Location# 12735	14.79k
Location# 9919	8.23k
Location# 20891	4.33k
Location# 20947	2.71k
Location# 20984	1.97k
Location# 20928	1.37k
Location# 20902	1.32k
Location# 9920	1.17k
Location# 2735	873
Location# 20938	814
Location# 20888	794
Location# 20884	534
Location# 27708	518
Location# 21157	367

Chart only displays data where Location is not missing.

### CATEGORY TOTALS

Total Work Order Count

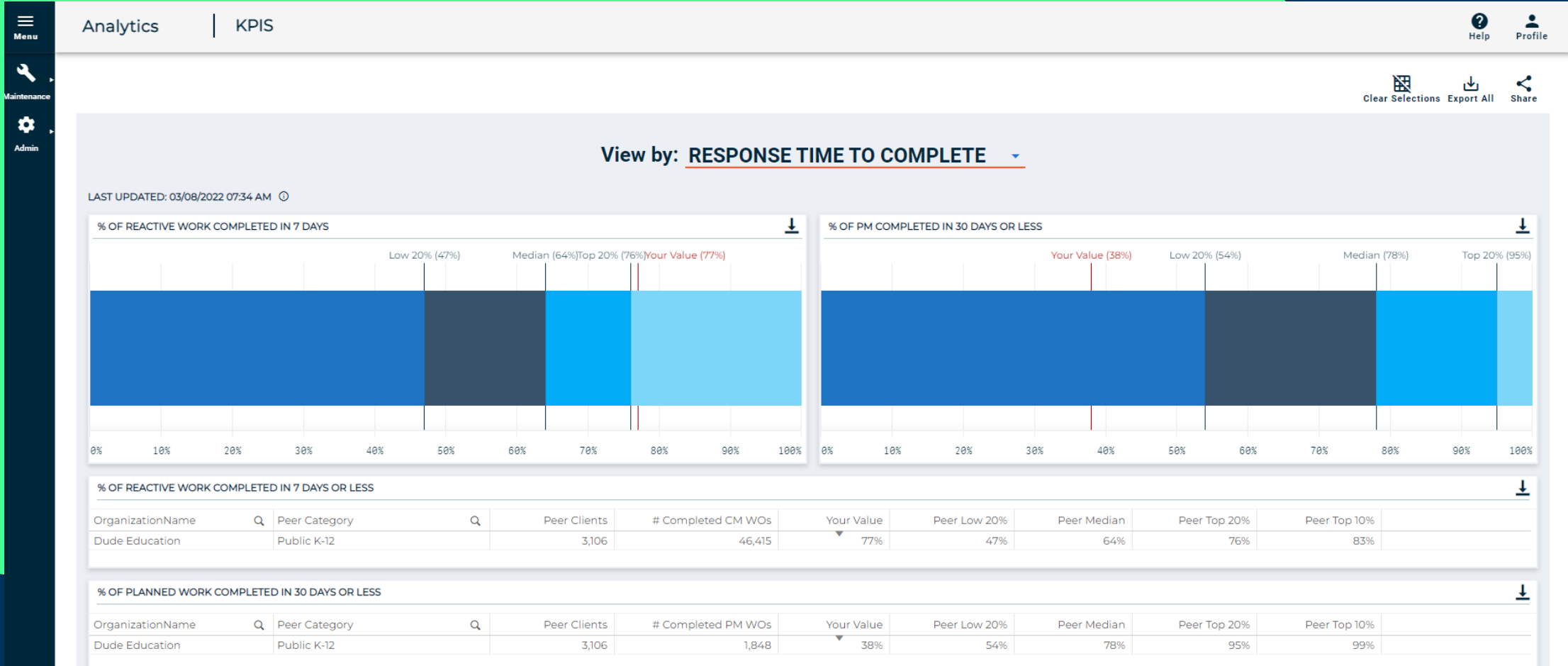
Work Category	Total Work Order Count
Building Operations	19.42k
HVAC - Air Conditioning	15.19k
Plumbing	12.54k
Life Safety Systems - Alarms	8.27k
Integrated Pest Management	8.12k
Housekeeping	7.69k
Locksmith	7.47k
Structural	6.74k
Electrical	4.88k
AV/Electronics	4.59k
Grounds	3.47k
HVAC - Scheduling	3.31k
Paint	2.3k
Construction Management	2.84k

Chart only displays data where Work Category is not missing.



# KPIs

- ✓ Set standards and goals
- ✓ Increase confidence
- ✓ Show trends
- ✓ Continuous process improvement



# Executive PowerPoint

## Total Number of Work Orders

# of Work Orders

14,737

Total Reactive Maintenance (RM)

9,412

Total Planned Maintenance (PM)

5,325

This reflects how many repairs and jobs were captured in the 12 month rolling window. (includes all statuses)

- Every 30 days a PowerPoint will be generated from the data in your account (~ 27 slides)
- Evangelize your team's results without having to build from scratch



# Facilities



# Dashboard

The dashboard is titled "Asset Essentials" and "DASHBOARD". It features a sidebar with navigation options: Menu, Dashboard, Calendar, Map, Work Orders, Assets, Parts & Purchase Orders, and Admin. The main content area is divided into several sections:

- Charts:** Contains three charts: "Priority Breakdown" (a pie chart), "New Requests" (a bar chart), and "Overdue Work Orders" (a bar chart).
- KPIs:** Contains three gauges: "# of Critical C-WOs" (Value: 8.00), "% On Time PMs" (Value: 100.00), and "Days Aged" (Value: 16.00).
- Work Center:** A table showing the status of projects and work orders.

Work Center	Count
Projects awaiting approval	0
Work Orders awaiting approval	2
- Quick Links:** A row of buttons for "Create Work Order", "Create PM", "Create Asset", and "Create Purchase Order".
- My Reports:** A grid of report links including "Department Breakdown", "Part Inventory on Hand", "Location Cost Report", "Time To Complete Report", "Monthly Completion Report", "Weekly Employee Labor Report", "Parks Labor Report", and "Work Orders by Type".

Configure dashboard with personal charts and reports



# Facilities - Work Order List

Asset Essentials
WORK ORDERS
Help Profile

+ New
Delete ▾
More ... ▾
Print/Report ▾

Refresh - OFF
Columns
View ▾
Facilities
Search
Advanced Filters
Summary

Location
Category

Site:

Facilities

[All]

- City Hall
- Correctional Facility
- Courthouse
- Facilities-Parts Storage
- Fire Station 1
- Fire Station 2
- Police Department

<input type="checkbox"/>	Work Order #	Source Location	Title	WO Status	Priority	Origin	Source Asset	Assigned To First Name	Assigned	Expected
<input type="checkbox"/>	390	City Hall	lights are flickering	New Work Order	Medium	Non-PM		Elayne	06/19/2019 08:15:00 AM	06/21/2019 08:18:00 AM
<input type="checkbox"/>	389	City Hall	lights are flickering really badly	In Progress	Medium	Non-PM		Elayne	06/19/2019 08:38:00 AM	
<input type="checkbox"/>	388	Correctional Facility	Generator Check-Weekly	Pending	Medium	PM	CF- Backup Generator	SupLead	06/18/2019 06:03:00 AM	06/19/2019 11:59:00 PM
<input type="checkbox"/>	384	Correctional Facility	Generator Check-Weekly	Pending	Medium	PM	CF- Backup Generator	SupLead	06/11/2019 06:03:00 AM	06/12/2019 11:59:00 PM
<input type="checkbox"/>	281	City Hall	hot in here	Completed	Medium	Non-PM	CH- Outdoor Chiller	Luke	06/06/2016 08:37:00 AM	
<input type="checkbox"/>	280	City Hall	hot in here	Completed	Medium	Non-PM	CH- Outdoor Chiller	Luke	06/06/2015 08:37:00 AM	
<input type="checkbox"/>	279	City Hall	blowing hot air into office	Completed	Medium	Non-PM	CH- Outdoor Chiller	Luke	06/06/2014 08:37:00 AM	
<input type="checkbox"/>	278	City Hall	too hot	Completed	Medium	Non-PM	CH- Outdoor Chiller	Luke	06/06/2011 08:37:00 AM	
<input type="checkbox"/>	277	City Hall	HW- pump repair	Completed	Medium	Non-PM	CH- HW Pump 1	Luke	06/06/2018 08:37:00 AM	
<input type="checkbox"/>	276	City Hall	HW- pump repair	Completed	Medium	Non-PM	CH- HW Pump 1	Luke	06/06/2016 08:37:00 AM	

Track work orders by location, status, date, etc.

of 10 (98 items)

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9
10
⏵
⏩

Page size: 10 ▾



# Work Orders – Labor & Materials Tracking

Asset Essentials
WORK ORDER FORM
Go To ▼
Help ?

SAVE ▼
CANCEL

NEW FORM
SUMMARY
 PRINT
DE

^ LABOR ⊕ ADD EMPLOYEE LABOR ⊕ ADD EXTERNAL LABO

First Name	Last Name	Hour(s)	Reg/OT	Hourly Wage	Sub total (\$)	Labor/End Date
Chad	Hines	7	Regular	\$25.00	\$175.00	05/30/2019 07:55:00 AM
Dan	Arant	7	Regular	\$25.00	\$175.00	05/30/2019 07:55:00 AM
Rodney	Hunter	6	Regular	\$25.00	\$150.00	05/30/2019 07:55:00 AM
Sam	Chapin	5	Regular	\$25.00	\$125.00	05/30/2019 07:55:00 AM
Luke	Anderson	2.5	Regular	\$25.00	\$62.50	05/30/2019 07:55:00 AM

Page Size 25 ▼

^ PARTS

Part Name	Part #	Quantity	Site	Location	Part Storage	Description	Date Used	Usage Type
Snap Cap Diffuser	4	56	[Divide Across All]	WWTP Parts Storage	Aisle: A Bin: 111		05/30/2019 07:23:54 AM	Dispatched



# Work Orders Form Details

The screenshot displays the 'Asset Essentials' interface for a 'WORK ORDER FORM'. A modal window titled 'WORK ORDER SUMMARY' is open, showing the following data:

Labor Hours:	27.50
Other Hours:	0
<b>Total Hours:</b>	<b>27.50</b>
Labor Cost:	\$687.50
Part Cost:	\$490.00
External Labor Cost:	\$0.00
Non Inventory Cost:	\$0.00
Equipment Usage:	\$0.00
Other Cost:	\$ 0
<b>Total Cost:</b>	<b>\$1,177.50</b>

The background interface includes a sidebar with navigation options (Menu, Dashboard, Calendar, Map, Work Orders, Assets, Parts & Purchase Orders, Admin) and a main content area with 'WORK ORDER DETAILS' (WO Status: Complete Pending Approval, Priority, Expected) and 'WORK REQUESTED \*' (Format: Replace diffusers + headers). The top navigation bar shows 'Asset Essentials | WORK ORDER FORM', 'Go To', 'Help', and 'Profile'. The modal window has 'SAVE' and 'CANCEL' buttons at the top left, and 'NEW FORM', 'SUMMARY', 'PRINT', and 'DELETE' buttons at the top right. A 'CLOSE' button is located at the bottom of the modal.

Work order form to track details, comments, pictures, dates, and financial information.



# Facilities - Asset List

- Menu
- Dashboard
- Calendar
- Map
- Work Orders
- Assets
- Parts & Purchase Orders
- Admin

Asset Essentials
ASSETS

+ New
Delete
More ...
Print/Report

Columns
View
(Shared) Facilities Asset Forecast

Location

Site:

Facilities

[All]

- City Hall
- Correctional Facility
- Courthouse
- Facilities-Parts Storage
- Fire Station 1
- Fire Station 2
- Police Department

<input type="checkbox"/>	Name	Category	Location	Replacement Cost \$	Current Condition	Est. Replace Date
<input type="checkbox"/>	CF- Backup Generator	Generator	Correctional Facility	3500.00	Excellent	05/10/2025
<input type="checkbox"/>	CF-AHU-001	AHU	Correctional Facility	3000.00	Good	05/01/2034
<input type="checkbox"/>	CH- CHW Pump 1	Pumps	City Hall	5400.00	Fair	01/15/2022
<input type="checkbox"/>	CH- HW Pump 1	Pumps	City Hall	5400.00	Good	01/05/2022
<input type="checkbox"/>	CH- Outdoor Chiller	Chiller	City Hall	22000.00	Excellent	09/15/2029
<input type="checkbox"/>	CH-AHU-001	AHU	City Hall	15000.00	Good	01/15/2022
<input type="checkbox"/>	CH-AHU-002	AHU	City Hall	6800.00	Good	01/15/2022
<input type="checkbox"/>	COR-Fridge-001	Appliance	Correctional Facility	3100.00	Fair	05/01/2025
<input type="checkbox"/>	COU-AHU-001	AHU	Courthouse	42500.00	Excellent	11/15/2019
<input type="checkbox"/>	COU-AHU-002	AHU	Courthouse	38000.00	Good	07/15/2035
<input type="checkbox"/>	FS1- AHU	AHU	Fire Station 1	11000.00	Excellent	08/05/2026
<input type="checkbox"/>	FS1- Generator	Generator	Fire Station 1	3500.00	Excellent	05/01/2025

Organize assets by facility / location

Capture asset condition for capital forecasting

22

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# Facilities PM List

Asset Essentials | PM/PDM
Go To ▼
Help ? Profile 👤

Save ▼
Save & View 🖨
Cancel ↶
Jump To ▼

**SCHEDULE**

PM Schedule:

Daily   
  Day  of every  month(s)  
 Weekly   
  The   of every  month(s)  
 Monthly  
 Yearly

Start:      End:  No end date

Season starts:  /    
  End after:  occurrences  
 Don't create WO unless all the prior ones from the following PMs have been completed.

**ASSETS \***

Include associated Asset

Select Asset: ⚙️

	Est Hrs	Name	Asset #	Asset Path	Location	Location Path	Category	Assigned To
<span style="font-size: 0.8em;">🗑</span>	<input type="text" value="0.00"/>	COU-AHU-001			Courthouse	Courthouse	AHU	
<span style="font-size: 0.8em;">🗑</span>	<input type="text" value="0.00"/>	CF-AHU-001			Correctional Facility	Correctional Facility	AHU	
<span style="font-size: 0.8em;">🗑</span>	<input type="text" value="0.00"/>	CH-AHU-001			City Hall	City Hall	AHU	
<span style="font-size: 0.8em;">🗑</span>	<input type="text" value="0.00"/>	CH-AHU-002			City Hall	City Hall	AHU	
<span style="font-size: 0.8em;">🗑</span>	<input type="text" value="0.00"/>	COU-AHU-002			Courthouse	Courthouse	AHU	
<span style="font-size: 0.8em;">🗑</span>	<input type="text" value="0.00"/>	FS1- AHU			Fire Station 1	Fire Station 1	AHU	

Page 1 of 1 (6 items) ⏪ ⏩ 1 ⏪ ⏩ Page size: 20 ▼

Complete control over scheduling and frequency of PMs

Apply PM schedule to a single or multiple assets



# Facilities -PM Details

Asset Essentials

PM/PDM

Go To

Save ▾
Save & View
Cancel
Jump To ▾

▼ **TASKS/STEPS**

	Step ▾	Task Type	Asset	Meter Title	Name	Description
↑↓🗑️	1 ▾	Inst ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	De-grease then lubricate fan shafts bearings and electric motors as required. Do not over lubricate.
↑↓🗑️	2 ▾	Inst ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Inspect and change air filters as required.
↑↓🗑️	3 ▾	Inst ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Check condition of V-belt(s), adjust tension or replace as required.
↑↓🗑️	4 ▾	Inst ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Check alignment of V-belt pulleys; tighten set screws.
↑↓🗑️	5 ▾	Inst ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Inspect wiring and electrical controls for loose connections; charred, broken, or wet insulation; evidence of short-circuiting; wrong size fuses; other electrical
↑↓🗑️	6 ▾	Inst ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Check motor for excessive heat and vibration.
↑↓🗑️	7 ▾	Inst ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Check dampers for proper operation and lubricate as required.
↑↓🗑️	8 ▾	Inst ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Inspect for rust and corrosion. Remove rust and corrosion and apply paint where applicable.

Detailed task list for every pm that is generated



# Facilities - Inventory Control

Asset Essentials

PARTS

+ New
🗑️ Delete
More ... ▾
Print/Report ▾

☰ Columns
View ▾
Facility Inventory - Default

Location
Category

Site:

[All]

- ➔ City Hall
- ➔ Correctional Facility
- ➔ Courthouse
- Facilities-Parts Storage
- Fire Station 1
- Fire Station 2
- Police Department

	<input type="checkbox"/>	Part #	Name	Qty Available	Price \$	Supplier
	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<span>➔</span>	<input type="checkbox"/>	11CB77	Air Filter 20x24x1	77.00	13.300	Grainger
<span>➔</span>	<input type="checkbox"/>	11CB78	Air Filter 20x25x2	49.00	13.300	Grainger
<span>➔</span>	<input type="checkbox"/>	11CB79	Black chair with Metal frame	45.00	129.950	Grainger
<span>➔</span>	<input type="checkbox"/>	11CB80	Brown Chair with Wood Frame	56.00	119.950	Grainger
<span>➔</span>	<input type="checkbox"/>	11CB81	Clorox Bleach 5 Gal.	20.00	1.800	MSC Industrial
<span>➔</span>	<input type="checkbox"/>	11CB84	Fluorescent Tube 36"	10.00	4.300	MSC Industrial
<span>➔</span>	<input type="checkbox"/>	HVAC-6354	HVAC-Belt-6354	9.00	15.000	Grainger
<span>➔</span>	<input type="checkbox"/>	11CB92	Temperature Sensor-12T38	15.00	115.620	Grainger
<span>➔</span>	<input type="checkbox"/>	11CB93	Thermostat	4.00	49.350	Grainger

Page 1 of 1 (9 items) ⏪ ⏩ 1 ⏪ ⏩

Track Supply levels, price info, and supplier

Set high/low levels to be reminded when its time to reorder parts



# Citizen Portal



# Citizen Portal

**Dude Solutions**

121|

- 121 E Chatham St, Cary, NC, 27511, USA
- 121 Waldo St, Cary, NC, 27511, USA
- 121 Wilkinson Ave, Cary, NC, 27513, USA
- 121 Callan Park Ln, Cary, NC, 27511, USA
- 121 Stanopal Dr, Cary, NC, 27511, USA
- 121 Walnut St, Cary, NC

**CREATE WORK REQUEST**

Town of Cary, State of North Carolina DOT Esri HERE Garmin INCREMENT P NGA USGS  
Powered by Esri

Public facing map  
For citizen requests



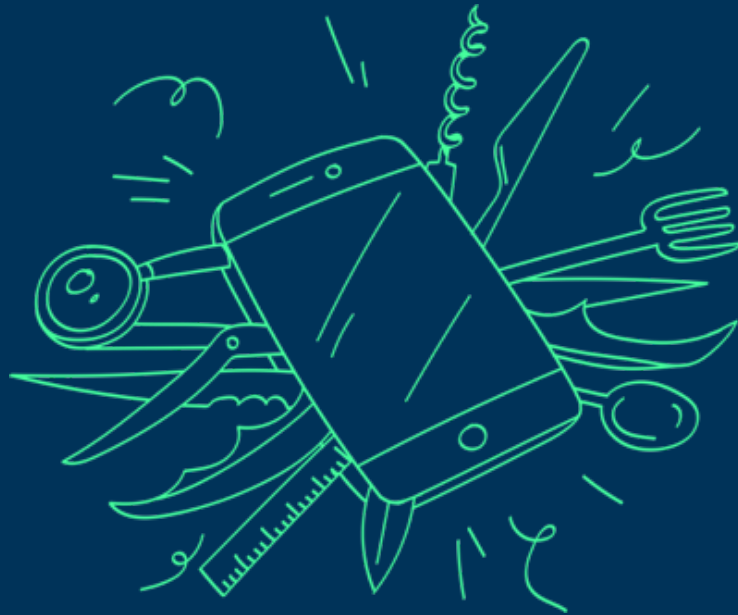
# Citizen Portal

The screenshot shows a web browser window with the URL <https://dsiadmin.mobile311.com/#/home>. The page features the 'Dude Solutions' logo in the top left corner. The main content area is split into two sections: a map on the left and a form on the right. The map shows a street grid with a blue location pin. A 'CREATE WORK REQUEST' button is visible at the bottom of the map. The form on the right is titled 'Work Type' and contains a 'Select Issue' dropdown menu. The dropdown is open, showing the following options: 'Dead Animal - Citizen Request', 'Graffiti - Citizen Request', 'Loose Dog - Citizen Request', 'Other - Citizen Request' (highlighted), 'Pot Hole - Citizen Request', 'Sidewalk Repair - Citizen Request', and 'Sign Damage - Citizen Request'. Below the dropdown are two buttons: 'SUBMIT WORK REQUEST >' and 'CANCEL WORK REQUEST'.

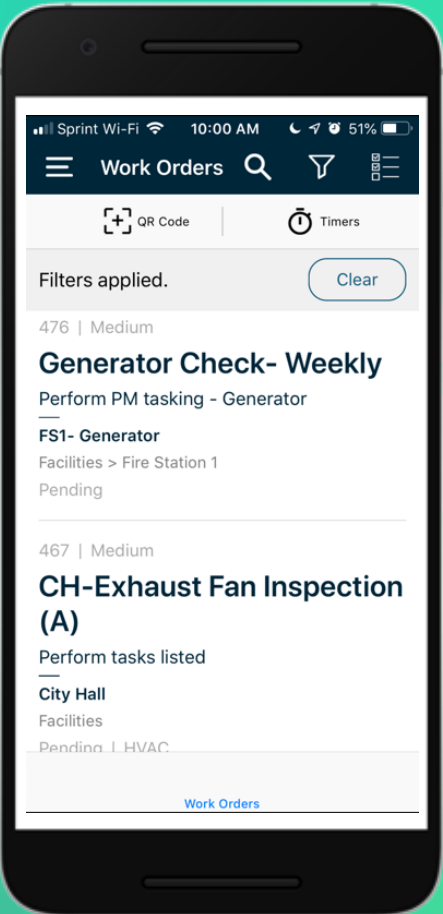
Will update citizens through email on status updates



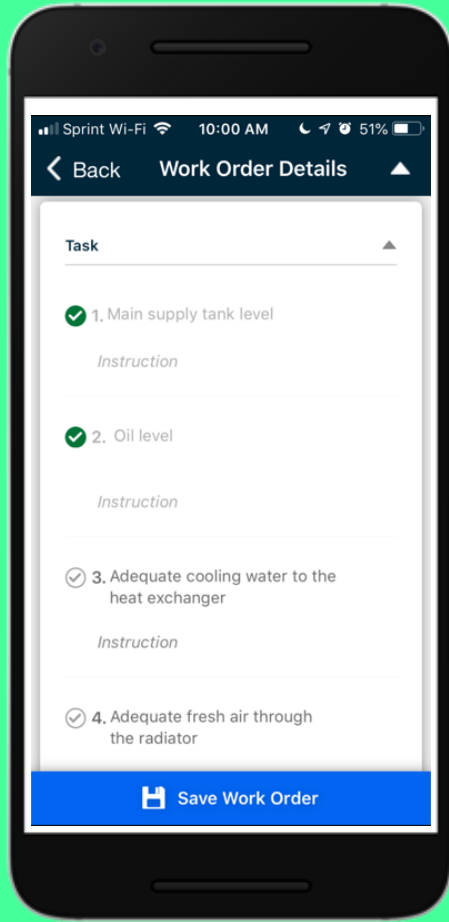
# Mobile Application



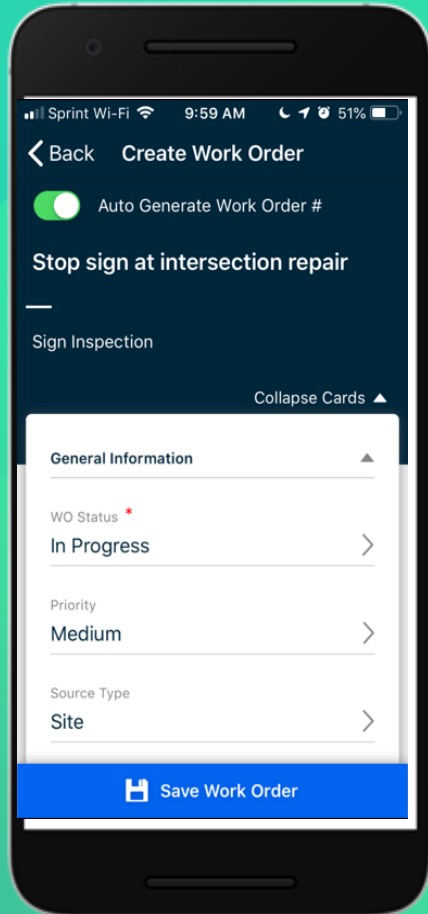
# Mobile App



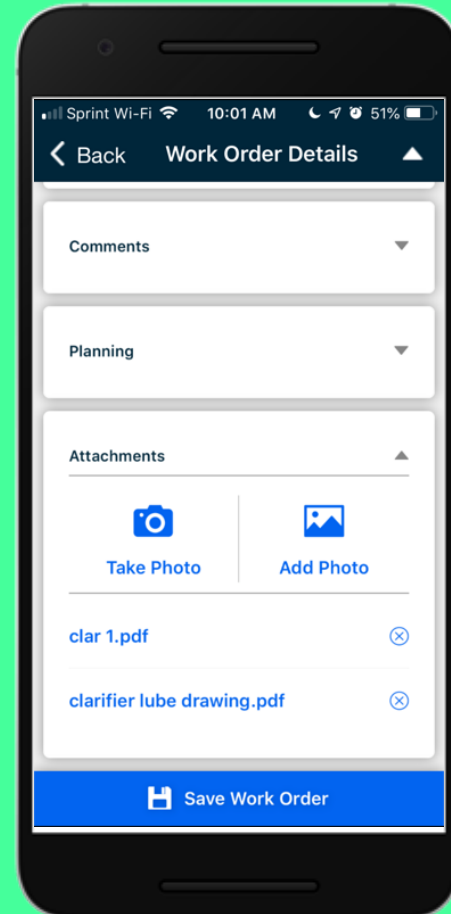
Receive and complete work orders in the field



# Mobile App



Add details and pictures to work orders  
in real time




# Workorder & PM Task list

← Work Order Details ⌚ ▲

City  
Alton

State Province  
Kansas

Postal Code  
67623



📍 Navigate To Work Order

+ Use Asset Address

Task ▲

**5 More Left**

1 of 6 Done - 16.67 % Complete

● Timer: 00:01:01s ■ Stop Timer

📄 Save Work Order

← Tasks ✓

+ Add Note

✓ 3. Inspect Top Cap

Inspect the top cap of the transport container to ensure it fits tight and has no cracks

Pass Fixed Fail

💬 View Note

✓ 4. Inspect Metal Cage

Check the bars on the cage of the transport container for any cracks, breaks or major dents. Look at each weld to ensure none are breaking apart.

Pass Fixed Fail

💬 View Note

✓ 5. Inspect Discharge Valve

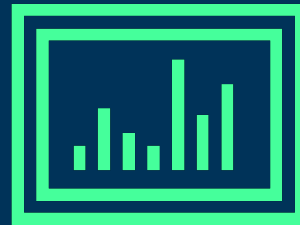
Check Valve for cracks. Test on/off switch.

Pass Fixed Fail

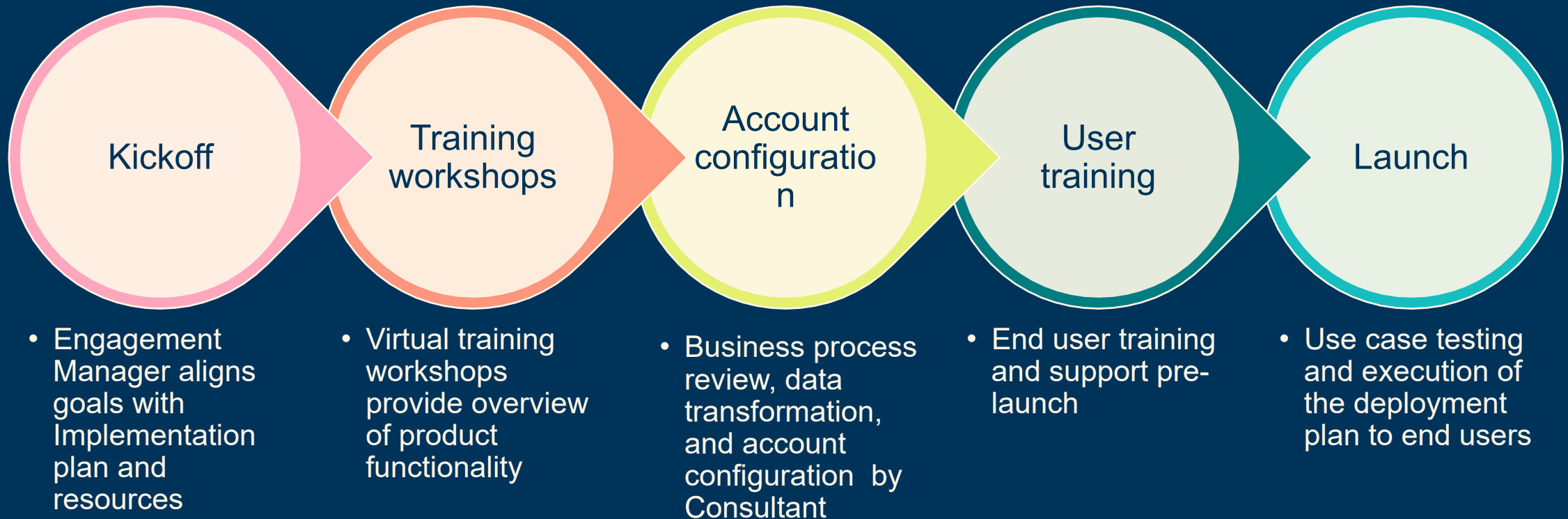
+ Add Note



# Implementation & Support



# YOUR SUCCESS - IMPLEMENTATION PROCESS

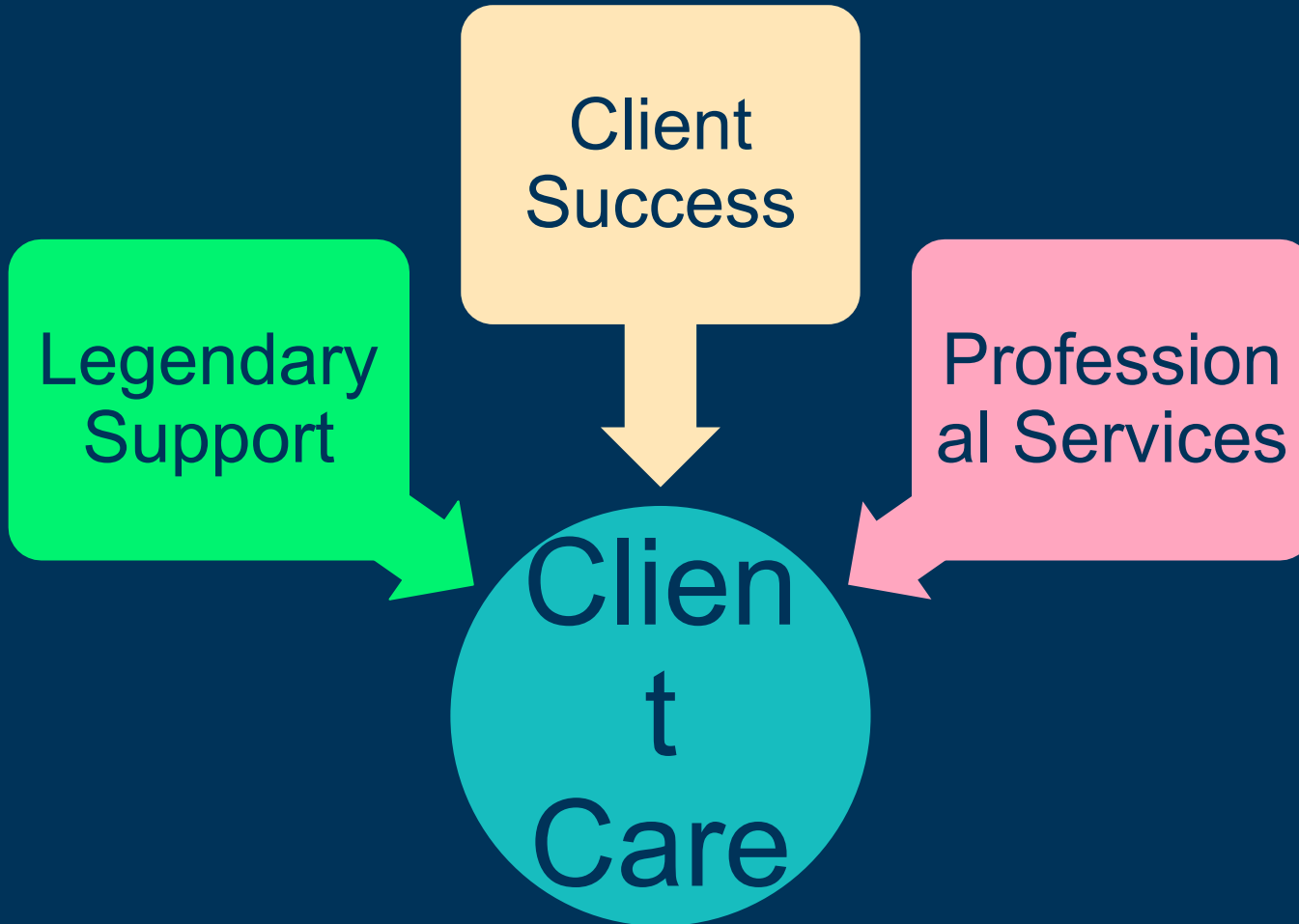


# Sample Implementation Timeline

Timeline Events	Day 1	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13
Project Kick Off Call	Active													
LMS (Learning Management System) Review and Q&A		Active	Active	Active	Active									
Discovery Call			Active											
Data Review					Active									
Data Loading						Active								
Account Configuration						Active	Active							
UAT (User Acceptance Testing)								Active						
User Training								Active						
Post-Consulting Call									Active					
GLS (Go Live Support)										Active	Active	Active	Active	
Project Close														Active



# YOUR SUCCESS - POST IMPLEMENTATION



## Legendary Support:

- Live person after 3 rings
- Email response within one hour
- Readily available on Chat
- US based Support team

## Client Success:

- Strategic Business Partner
- Account Management
- Recurring Account Reviews

## Professional Services:

- Onsite Consulting
- Process Improvement
- Data Transformations
- User Training



# Professional Services



## Data Collection

On-site survey of major building equipment conducted to populate your maintenance operations tools with equipment details needed to fully utilize your account. Equipment tagging available.



## Facility Condition Assessments

Our industry experts utilize on-site inspection and post-visit research to provide a condition analysis of building systems and related equipment. Results are populated in your capital forecasting solution to maximize the accuracy and impact of your capital planning.

# PROFESSIONAL SERVICE OFFERINGS



## Preventive Maintenance Schedule Creation

Let our team help you get up-and-running in record time. Our kick-start program helps you bypass hours of manual data input by bundling our Data Collection and PM Schedule Creation services into a single end-to-end solution.



## PM First Steps

Ready to get your PM program off in a hurry? Based on collaboration with your staff, we help to develop PM schedules and a standard PM task book within your preventive maintenance solution.



## Data Migration Services

Bringing data over from a previous solution? No problem! We'll help you get your data imported so you have the historical reporting and benchmarking capabilities of your new solutions.



## **COLUMBUS FORENSIC LABORATORY, MS**

### **AMENDMENT #1 TO AGREEMENT NUMBER 2023-023**

THIS Amendment, entered into this 5<sup>TH</sup> day of February, 2026, by and between the Columbus Forensic Laboratory, MS (herein called the "Customer") and Versaterm Public Safety US, Inc. (herein called "Versaterm").

WHEREAS, the Customer and JusticeTrax, Inc. ("JusticeTrax") have entered into that certain SaaS Agreement #2023-023 dated October 5, 2023 (the "Agreement"); and

WHEREAS, on January 9<sup>th</sup>, 2024, JusticeTrax changed its name to Versaterm Public Safety US, Inc.; and

WHEREAS, Versaterm and the Customer have agreed that a change to the above-mentioned Agreement is necessary to memorialize the name change and add Portal Cloud Hosted annual subscription and the associated professional services.

NOW, THEREFORE, the Parties hereto agree to amend said Agreement as follows:

1. Name Change.

The Parties acknowledge that effective January 9<sup>th</sup>, 2024, JusticeTrax, Inc. changed its name to Versaterm Public Safety US, Inc. All references to "JusticeTrax" in the Agreement shall be deemed to include "Versaterm Public Safety US, Inc." and its successors and assigns.

2. Additional Products and Services.

The Agreement is hereby amended to add Portal Cloud Hosted Annual Subscription and associated professional services. The Service Schedule attached hereto as Exhibit G is hereby incorporated into and made a part of the Agreement and sets out the pricing, fees, and invoicing terms specific to this additional purchase.

3. Statement of Work

The Statement of Work, attached hereto as Exhibit H is hereby incorporated into and made a part of the Agreement and governs the Portal Cloud Hosted implementation.

4. Notice Information

The notice information for Versaterm provided in Section 21 of the Agreement is hereby updated as follows:

Versaterm Public Safety US, Inc.  
1 North MacDonald, Suite 500  
Mesa, AZ, 85201

Email: [david.epstein@versaterm.com](mailto:david.epstein@versaterm.com)  
With a copy to: [legal@versaterm.com](mailto:legal@versaterm.com)

5. Conflict

In the event of any conflict between this Amendment (including any Exhibits) and the Agreement, this Amendment shall control with respect to the subject matter herein.

6. Counterparts

This Amendment may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one instrument.

7. Authority

Each Party has the authority to enter into this Amendment, and the signatories below are authorized to execute this Amendment on behalf of their respective organizations.

All other terms and conditions of said Agreement are unaltered hereby, shall remain in full force and effect, and are hereby ratified and reaffirmed.

**FOR VERSATERM:**

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR THE CUSTOMER:**

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**EXHIBIT G**  
**SERVICE SCHEDULE**

<p>Columbus Forensic Laboratory (MS) 1627 Main Street Columbus, MS, United States 39701 <a href="mailto:cgilman@columbusms.org">cgilman@columbusms.org</a></p> <p><i>(referred to hereafter as "Customer")</i></p>	<p>Invoices shall be sent to</p> <p>1627 Main Street Columbus, MS, United States 39701</p> <p>Attention: Claudette Gilman Email: <a href="mailto:cgilman@columbusms.org">cgilman@columbusms.org</a></p> <p>Is a purchase order required? No</p>
--	---

Item	Quantity	Price per Unit	Net Total
<p>Portal Cloud Hosted Annual Subscription (price per LIMS seat)</p> <p><i>(referred to hereafter as "Subscription Fees")</i></p>	5	\$617.93	\$3,305.90
<p>Portal Install and Application Configuration</p> <p><i>(referred to hereafter as "Professional Services Fees")</i></p>	1	\$2,000.00	\$2,000.00

Total:	\$5,305.90
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*The amounts indicated above are exclusive of sales taxes*

**DEFINITIONS**

"Provisioning" means the software has been made available and accessible by Versaterm to the Customer by providing the Customer with a login.

"Ready for Use" or "RFU" means that the software licenses have been delivered to Customer and are technically capable of being activated and utilized within Customer's existing software environment without requiring further action by Versaterm.

**SUBSCRIPTION TERM AND RENEWALS**

The initial subscription term shall be 12 months commencing upon Provisioning.

Subject to termination in accordance with Section 10 of the Agreement, automatic one (1) year subscription extensions shall continue thereafter, unless either Party provides advance notice of the intention to not renew at least ninety (90) days prior to the automatic renewal date.

## **INVOICING**

Versaterm shall invoice the Customer for the above Subscription Fees for at the beginning of the initial subscription term and annually on each anniversary date upon subscription extension.

The non-recurring Professional Services Fees shall be invoiced as follow: 50% upon Provisioning and the remaining 50% upon RFU or 6 months from Provisioning.

## EXHIBIT H

### Statement of Work - Migration to Cloud

#### Onboarding Terms & Conditions

##### 1. Documents

The Onboarding Terms and Conditions shall also include the following sections, where applicable:

- i. Documents
- ii. Statement of Work
- iii. Project Implementation Schedule
- iv. Acceptance Testing

##### 2. Statement of Work

Minimum Application Versions for Hosting (Versaterm Cloud)

LIMS-plus, ChainLinx and Portal v3.8	3.8.47 or later
LIMS-plus, Portal v5	5.3.38 or later
CIMS	1.0.35 or later
LIMS-plus DNA	1.1.22 or later

**On-Premises to Versaterm Cloud Move (Customer below minimum versions of any apps being moved)**

Upon receipt of signed agreement:

Customer will determine if there are any existing integrations. If there are, then the process must include an evaluation of each integration to determine the feasibility of continued operation as is or if a rewrite of that integration is necessary. Versaterm is not responsible for any custom integrations not covered under a maintenance agreement with Versaterm.

Customer will need to send the most recent database back up for each application to Versaterm. Delivery method for data transfer will be coordinated with the Versaterm Product Delivery Team.

For LIMS-plus 3.x customers they will need to send a copy of their "jtrax share" (customers are encouraged to use a tool such as 7-zip and compress the archive into multiple files for easier transfer.)

Versaterm will create the cloud deployment to include the backups and files mentioned above.

Versaterm may perform an in-place upgrade of the application(s) to the most current released version implementing any changes required to make the system operational. This could include enabling/disabling features. Customer is responsible for any additional configuration required by the upgrade.

For LIMS-plus v3.7 and below customers, Versaterm will perform a “Health Check” on the database and identify data that could pose issues to the use of the applications to the customer. The Customer is responsible for determining if the data can be ignored, needs to be corrected, etc. within a 30-day period, otherwise it will be deemed to be acceptable to use as is. Versaterm will assist in the correcting of the data (running or creating scripts as an example) to facilitate usefulness.

Versaterm will convert existing Crystal Reports from ODBC to ADO. At this time, Word reporting for LIMS-plus v3.x is not supported in Versaterm Cloud. The customer is responsible for validating the function of the reports after the conversion.

Creating and editing of custom Crystal reports in a hosted environment will require the installation and use of the Azure VPN Client.

Versaterm will provide the customer with the URL to access the application(s.)

The customer will access the application(s) and log in.

The customer is responsible for reviewing application release notes to determine functionality introduced with versions of the application later than the one from which they have upgraded.

The customer is responsible for training their users on any new functionality should they choose not to engage professional services.

### **3. Project Implementation Schedule**

Upon receipt of the database backup(s) and file share archive (where applicable):

Within 60 business days Versaterm will provide the URL and login credentials for the customer to log in and begin the system verification process.

If a database upgrade is required, within 60 business days Versaterm will provide a restored database to begin the data verification process.

The customer shall have 60 business days post initial log in to complete the verification process and schedule a final move of the initial test system into production. At this point in time, the customer would have a solid understanding of the amount of time taken to perform a back-up and upload of their data to Versaterm. Versaterm would have a solid understanding

of the amount of time required to restore that data and repeat the process to make it available to the customer.

A final file repository refresh and database upgrade and restoration will need to be completed just prior to the system moving into production.

#### **4. Acceptance Testing**

The Customer will identify a team of users to take on the role of power users, subject matter experts, back up administrators (however named by the organization). These people should have technical, specific, and practical knowledge of at least one Discipline in the Crime Lab as well as evidence handling and processing. They will act as liaisons between the individual units and the overall implementation team. They should participate in admin or power user/ SME training during the implementation and help to make configuration choices for their representative unit.

These staff members will be responsible for the acceptance of the individual section workflows and configuration. They will perform validation testing of all configured screens, administrative data, reports and any integrations that are needed by the section. Once they have signed off on their workflow, the application will be configured for use for that discipline. Once all disciplines have been accepted, the application will be considered Configured for Use and that milestone will be achieved.



Versaterm Public Safety US, Inc.  
1 North MacDonald, Suite 500  
Mesa, Arizona USA  
85201

### Company Information

Prepared By	David Epstein	Email	david.epstein@versaterm.com
Quote Name	City of Columbus Crime Laboratory (MS) - LIMS-plus Portal Subscription - FY26	Quote Number	00011383
Created Date	2026-01-28	Expiration Date	2026-09-30

### Customer Information

Contact Name	Claudette Gilman	Email	cgilman@columbusms.org
Title	Laboratory Director	Bill To	1627 Main Street
Account Name	City of Columbus Crime Laboratory (MS)		Columbus MS 39701 United States

### Quote Line Items

Quote Description	Quantity	Sales Price	Subtotal	Total Price	Billing Type	Line Item Description
Portal Cloud Hosted Annual Subscription (price per LIMS seat)	5.00	USD 661.18	USD 3,305.90	USD 3,305.90	Recurring	Provides unlimited Portal users
Portal Install and Application Configuration	1.00	USD 2,000.00	USD 2,000.00	USD 2,000.00	Non Recurring	

### Totals

Quote Currency	USD	One-Time Charge	USD 2,000.00
Net Terms	Net 30	Total	
		Recurring Charge	USD 3,305.90
		Total	
		Grand Total	USD 5,305.90

The LIMS-plus Portal provides two key features required by most agencies. The first feature is a private network-based system that allows remote pre-logging evidence from each of the Laboratory's submitting agencies. From the moment evidence is collected at a crime scene, LIMS-plus Portal supports the remote submission of pertinent case information by the agency representative to the laboratory through a secure internet connection. When arriving at the evidence submission section of the laboratory, the submitting individual provides a printed report along with the evidence to the receiving clerk who simply scans the report's barcode to accept and receive the evidence information into the LIMS-plus application. Non-conforming items can be rejected by laboratory personnel at this point.

The second feature provided by LIMS-plus Portal, which is also a private network-based system, allows the laboratory to give secure 24/7 access to authorized agencies and users to view their case status. By allowing customers secure online access to view this information at their convenience, LIMS-plus Portal reduces the interruptions and phone calls to laboratory staff. Authorized users are shown their case status as it progresses through the laboratory from Received, to In-Progress, and finally to Completed statuses. Once the final report has been released, the status will turn into a link to the final report. The representative will be able to view the report on their screen and print it out right from their computer. Agency representatives can get information and updates when they need them, and laboratory staff has more time to focus on their analysis instead of answering calls. By adding prosecutor offices as secondary agencies to cases in LIMS prosecutors can also check the status of requests for analysis and download analytical reports.

All aspects of LIMS-plus Portal are configured and controlled by the customer agency system administrator.

**CITY OF COLUMBUS**  
 PO REQUIRED PO BOX 1408  
 COLUMBUS MS

CUSTOMER NO.	QUOTE NO.	DATE	CONTACT
161275	84609	1/28/2026	
PHONE NO.	FAX NO.	EMAIL	
MODEL	MAKE	SERIAL NO.	
323F	CATERPILLAR INC.	0XCF00824	
UNIT NO.	HOURS	WO NO.	P.O. NO.

**SEGMENT: 01** REPAIR\* FINAL DRIVE\* (023 4050)

**Parts**

Part Number	Description	Qty	Unit Price	PartDiscount	Discount%	Ext Price
2197569	BOLT	16.00	5.87			93.92
5076562	DRIVE GP-FIN	1.00	24,693.27			24,693.27

**Total Estimated Parts:** 24,787.19

**Labor**

**Total Estimated Labor:** 4,500.00

**Segment 01 Total:** 29,287.19

**Total Segments:** 29,287.19

<b>FREIGHT</b>	25.00
<b>SUB TOTAL (BEFORE TAXES)</b>	29,312.19
<b>EPA/SUPPLY CHARGE</b>	250.00
<b>ESTIMATED TAXES</b>	250.00
<b>GRAND TOTAL</b>	29,812.19

PO#: \_\_\_\_\_ Authorized Name: \_\_\_\_\_ (signature)

Date: \_\_\_\_\_ *Thank you for this opportunity to serve your company* \_\_\_\_\_ (print)

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**CONTACT INFORMATION:**

Prepared by: Patrick Stephenson Phone: "" Email: Patrick.Stephenson@tmcac.com Fax:

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- Freight, Taxes and Misc/Enviro charges
  - Non-reclaimable core charges
  - Labor and expenses associated with overtime
  - Transportation to & from Thompson Machinery repair centers
  - Non-salvageable reusable hardware replacement
  - Non-cat paint
  - Replacement of competitive parts
-

## Terms and Conditions

BY SIGNATURE ABOVE, I certify that I am the owner or owner's agent, and authorize Thompson Machinery, its employees, subcontractors or consultants to perform the inspection, maintenance or repairs described above to include the provision and use of necessary materials required to accomplish the described work scope. I further authorize Thompson Machinery to operate the equipment, or any part therein described for the purpose of testing and/or inspection. I understand that payment for all work performed is due in full upon completion.

Upon acceptance, this quote becomes a legal agreement between you (either an individual or the entity you are authorized to represent) and Thompson Machinery. Further, signing certifies the information provided is true and correct, and that the signer is authorized to charge this purchase as noted. Thompson Machinery reserves the right to reject a partial or modified quote. You may cancel an accepted quote until the work is started. Once started, work may be stopped at anytime. Partially completed work will be billed based on Time and Materials at Thompson Machinery's prevailing rate. Additional handling and storage fees may apply to work partially completed or work temporarily put on hold.

**EQUIPMENT HAVING INSTALLED FIRE SUPPRESSANT SYSTEMS:** During course of repair work it may become necessary to deactivate or disturb mechanical and/or electrical components of the fire suppression system. Reactivation of the fire suppressant system is the responsibility of the customer and should be undertaken before machine operations. Thompson Machinery accepts no responsibility for the reactivation, testing or operation of the fire suppressant system.

**STANDARD WARRANTY:** Parts for this repair are warranted as indicated by the manufacturer from the date of invoice. In addition, Thompson Machinery CAT's standard labor warranty of 90 days will apply. Full warranty statements, including limitations and exclusions, are available from any Thompson Machinery facility. Ask your service representative about additional or enhanced warranty availability.

**EXPIRATION:** This Agreement is good for 30 Day after the Creation date..

**THESE WARRANTIES ARE EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS OF PURPOSE. REMEDIES FOR THESE WARRANTIES ARE LIMITED TO THE PROVISION OF MATERIAL AND SERVICES AS SPECIFIED HEREIN. IN NO EVENT WILL EITHER CATRPIILLAR OR Thompson Machinery BE RESPONSIBLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.**

**CORE CHARGES:** Core charges will be returned to customer upon acceptance of the core by Caterpillar.

**OVERTIME:** Overtime can be added at customers request charged at Thompson Machinery's prevailing overtime rate.

**PARTS POLICY:** This quote does not include any un-salvageable parts. Parts will be set aside for customer approval before replacement.

**TURNAROUND TIME:** Thompson Machinery will not be responsible for circumstances outside of its control. If delays are experienced, the customer will be contacted. In no event will Thompson Machinery or subsidiaries be liable for any direct or indirect damages (including, without limitation, lost profits, lost savings or other incidental or consequential damages) arising out of the use or inability to use the machine, even if Thompson Machinery or subsidiaries has been advised of the possibility of such loss.



## Community Recreation Sponsorship Program

### PURPOSE

The Columbus Recreation Department offers sponsorship opportunities for park facilities and recreation programs to allow businesses, organizations, and community partners to support the maintenance, enhancement, and long-term sustainability of public recreation spaces. These partnerships directly benefit youth, families, seniors, and neighborhoods throughout the City of Columbus.

### BENEFITS OF SPONSORSHIP

- Demonstrates a commitment to youth and community development
- Provides visibility in high-use public recreation areas and facilities
- Supports quality-of-life improvements within the City of Columbus
- Aligns sponsors with family-friendly and health-focused initiatives
- Offers meaningful community recognition opportunities

### YOUTH BASEBALL AND SOFTBALL FIELD *SIGN* SPONSORSHIP OPTIONS

(Sponsorships = 4 Years)

- Bronze Field Sponsor – \$1,500
- Silver Field Sponsor – \$2,500
- Gold Field Sponsor – \$4,000
- Field Partner Sponsor – \$6,000

Field sponsorships support field preparation, routine maintenance, equipment needs, and overall facility enhancements for youth baseball and softball programs.

### CORPORATE *COMPLEX* SPONSORSHIP OPPORTUNITY

#### Corporate Recreation Partner – \$25,000

The Corporate Recreation Partner sponsorship is designed for businesses and organizations seeking a high-visibility, citywide partnership with the Columbus Recreation Department and a leadership-level investment in youth sports, recreation facilities, and community wellness.

#### Benefits



- Recognition as an Official Corporate Recreation Partner of the Columbus Recreation Department
- Logo placement on select Recreation Department materials and publications
- Recognition across multiple recreation assets, including baseball and softball fields, soccer fields, basketball courts, pavilions, playgrounds, community stages, and indoor facilities
- Recognition on Columbus Recreation Department social media platforms
- Acknowledgement at major recreation events, openings, and community celebrations
- Recognition in department reports and promotional materials
- Opportunity to collaborate on signature community initiatives or events

Corporate sponsorships are valid for one (1) year unless otherwise approved and are subject to City of Columbus policies.

## **YOUTH SOCCER FIELD SPONSORSHIP OPTIONS**

(Sponsorships = 4 Years)

- Youth Soccer Field Sponsor – \$3,000 per field
- Youth Soccer Field (3) Partner – \$8,000 (multi-field or lead sponsor)
- Corporate Youth Soccer Complex Sponsor – \$15,000

### **Available Youth Soccer Fields**

- Joe Cook Soccer Complex – 7 Fields

Youth soccer field sponsorships support field lining, goal and net maintenance, turf upkeep, safety improvements, and overall field readiness.

## **PAVILION SPONSORSHIP OPTIONS**

(Sponsorships = 4 Years)

- Community Pavilion Sponsor – \$2,000
- Premier (Large – High Traffic) Pavilion Sponsor – \$6,000

### **Available Pavilion Locations**

- Sim Scott Pavilion – 2
- Townsend Pavilion – 1
- Sandfield Pavilion – 2
- Hank Aaron Pavilion – 1
- North Haven Wood Pavilion – 1
- Propst Park Pavilion – 5



- Dean Acre Pavilion – 1
- East Columbus Pavilion – 1
- Townsend Basketball Pavilion – 1
- Cook Pavilion – 1

## **BASKETBALL COURT SPONSORSHIP**

(Sponsorships = 4 Years)

- Basketball Court Sponsor – \$4,000

### **Available Basketball Court Locations**

- Sim Scott Basketball Court – 1
- Hank Aaron Basketball Court – 1

## **PLAYGROUND SPONSORSHIP OPTIONS**

(Sponsorships = 4 Years)

- Playground (Signage) Supporter – \$3,000
- Playground (Full Playground) Partner – \$6,000

### **Available Playground Locations**

- Dean Acre Playground – 1
- Hank Aaron Playground – 1
- North Haven Woods Playground – 1
- Propst Park Playground – 2
- Sandfield Playground – 2
- Sim Scott Playground – 2
- Townsend Playground – 1
- East Columbus Gym – 1

## **COMMUNITY STAGE SPONSORSHIP**

(Sponsorships = 4 Years)

- Community Stage (Sandfield) – \$3,000
- Community Stage (East Columbus Gym) – \$10,000
- Community Stage (Townsend) - \$10,000



## **SPASH PAD SPONSORSHIP**

(Sponsorships = 4 Years)

Propst Park - \$10,000

## **INDOOR ASSET SPONSORSHIP**

(Sponsorship = 4 years)

- East Columbus Gym – \$20,000

## **USE OF SPONSORSHIP FUNDS**

Sponsorship contributions may be used for:

- Facility and grounds maintenance
- Playground, pavilion, stage, gym, and court safety improvements
- Equipment and supplies
- Beautification and enhancement projects
- Long-term sustainability of recreation programs

## **SPONSORSHIP GUIDELINES**

- Sponsorships are valid for four years unless otherwise approved
- All signage and recognition must comply with City of Columbus and Columbus Recreation Department standards
- The Recreation Department manages placement and maintenance of signage
- Sponsorships must be non-political and family-appropriate

## **CONTACT INFORMATION**

Columbus Recreation Department  
P.O. Box 2245  
Columbus, MS 39704  
columbusparkandrec.org  
[amber.bobo@columbusms.gov](mailto:amber.bobo@columbusms.gov)  
Office: 662-327-4935  
Cell: 662-251-6048

# CITY OF COLUMBUS POLICE DEPARTMENT

## PERMIT

City Ordinance 28 – Streets and Sidewalks, Article V. Assemblies, Parades and Processions; Sec. 28-72. Permit Required: *It shall be unlawful for any person to organize or hold or participate in any parade, meeting, assembly or procession of persons and/or vehicles on the streets or sidewalks within the city unless such activity shall have first been authorized by a written permit.*

Please type or print information and return permit to CPD as soon as possible to allow ample time for review & approval. All permits must be approved at City Council Meetings which are the 1st and 3rd Tuesdays in each month. Thank you.

TODAY'S DATE: February 2, 2026

### APPLICANT:

**NAME/ORGANIZATION:** Christian Community in Prayer Committee

**LOCAL/PERMANENT ADDRESS:** 2109 Shannon Ave.

Columbus, MS 39702

### REPRESENTATIVE:

**NAME:** Nell Bateman

**TITLE:** Chairman

**ADDRESS:** 2109 Shannon Ave.

**PHONE:** 662-327-2395

Columbus, MS 39702

**PHONE:** 662-574-2159

### ACTIVITY INFORMATION:

**NAME OF ACTIVITY:** Local observance of The National Day of Prayer

**DATE OF ACTIVITY:** May 7, 2026     PARADE     MEETING     ASSEMBLY

**EXACT TIME OF ACTIVITY:** BEGINNING 8:00     AM     PM    ENDING: 1:30     AM     PM

**PURPOSE:** Observance of The National Day of Prayer as recognized every year on the first Thursday in May by Congress and the President

**LOCATION OR ROUTE OF ACTIVITY:** Lowndes Courthouse lawn and 2nd Ave. North in front of the Courthouse

**MAP ATTACHED:**  YES     NO

**PERSON, GROUP, ASSOCIATION OR BODY TO BE AUTHORIZED UNDER THE PERMIT TO DO SUCH ACTIVITY:**

Christian Community in Prayer Committee

**NUMBER OF PERSONS TO PARTICIPATE:** 300 +    **AGE OF ANY MINORS:** Info not available

**NAME OF PERSON RESPONSIBLE FOR SUCH MINORS:** Info not available at this time.    at this time.

### APPROVAL

**APPROVED BY:** 

NAME & TITLE

**DATE:** Feb 9, 2026



# INVOICE

Alabama and Mississippi Region  
Serving Southeast Mississippi Region  
612 East Pass Road  
Gulfport, MS 39507  
(228)- 896-4511

DATE: DECEMBER 17, 2025

TO: City of Columbus  
523 Main Street  
City of Columbus, MS 39701

Attention: Veronica Stewart

DESCRIPTION	TOTAL
<b>FY25-26 American Red Cross Allocation for Disaster (including Home Fires) – Sound the Alarm Partner</b>	<b>\$15,000.00</b>
:	
<b>Thank you for your support!</b>	
<b>Total Due</b>	<b>15,000.00</b>

Make all checks payable to American Red Cross  
If you have any questions concerning this invoice, contact Judy Lindsey (205) 439-7805 or [judy.lindsey2@redcross.org](mailto:judy.lindsey2@redcross.org)

**THANK YOU FOR YOUR GENEROSITY!**

# INVOICE

Columbus Lowndes Chamber of  
Commerce  
P.O. Box 21  
Columbus, MS 39703

cmartin@clchamber.org  
+1 (662) 328-4491  
Columbus Lowndes Chamber of  
Commerce



**COLUMBUS LOWNDES**  
**CHAMBER of COMMERCE**

Your business. Our focus.

**Bill to**  
City of Columbus

## Invoice details

Invoice no.: 1694  
Terms: Net 30  
Invoice date: 10/03/2025  
Due date: 11/02/2025

Product or service	Rate	Amount
<b>Appropriation</b>	\$25,000.00	\$25,000.00
<b>Total</b>		<b>\$25,000.00</b>

## Ways to pay



In addition to online payments, we accept checks. They can be mailed to PO Box 21, Columbus, MS 39703.

**Overdue** 11/02/2025

[View and pay](#)

Columbus Redevelopment Authority  
PO Box 471  
Columbus, MS 39703-0471 USA  
marthalie@porterwirelessgroup.com

# Invoice

**BILL TO**  
City of Columbus MS  
532 Main Street  
Columbus, MS 39705

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1001	12/17/2025	\$25,000.00	12/24/2025	Net 30	

**PMT METHOD**  
Cash

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Services	2025-2026 Allocation	1	25,000.00	25,000.00

BALANCE DUE

**\$25,000.00**



**GREAT FUTURES START HERE.**  
**BOYS & GIRLS CLUBS**  
 OF THE GOLDEN TRIANGLE

# Invoice

*Great Futures Start Here.*

Date: 12/8/2025  
 INVOICE # 2026 Col  
 Allocation

City of Columbus  
 Columbus, MS 39705

Attn: Jamie Garrett  
 662-329-5119

Contact	Item/Program	Payment Terms	Due Date
Ron Thornton	2026 Allocation Invoice	Due on receipt	2-9-2026

Qty	Description	Unit Price	Line Total
1	2026 Allocation Invoice	\$25,000	\$25,000

<i>Thank You for Your Support!</i>	<b>Subtotal</b>	<b>\$25,000.00</b>
	<b>Sales Tax</b>	<b>0</b>
	<b>Total</b>	<b>\$25,000.00</b>

Make all checks payable to the individual members listed above.

Boys & Girls Club of the Golden Triangle, Inc. P.O. Box 2367, Starkville, MS 39760 662-418-7285  
 thornton@bgcgoldentri.org



## **INVITATION FOR COMPETITIVE BIDS For Publication of Legal Notices**

Notice is hereby given that the **City of Columbus, Mississippi (the "City")**, will receive **competitive bids** for entering into a contract for the **publication of legal notices** of the City, in accordance with **Section 21-39-3 of the Mississippi Code of 1972**, as amended.

### **Scope of Services**

The contract will cover the publication of all legal notices required by law to be published by the City of Columbus during the contract period.

### **Bidder Qualifications**

All bidders must be **qualified newspapers** and shall submit sufficient information demonstrating compliance with the requirements of **Section 13-3-31 of the Mississippi Code of 1972**, including but not limited to, a verified certification as to each category A-H below, that the bidding newspaper:

- A. Maintains a general circulation predominantly to bona fide paying subscribers within the City of Columbus.
  - The phrase "general circulation" means numerically substantially substantial, geographically widespread, demographically diversified circulation to bona fide paying subscribers.
  - The phrase "bona fide paying subscribers" means persons who have subscribed at a subscription rate which is not nominal, whether by mail subscriptions, purchase through dealers and carriers, street vendors and counter sellers, or any combination thereof, but shall not include free circulation, sales at a token or nominal subscription price and sales in bulk for purposes other than for resale for individual subscribers.
- B. Maintains a legitimate list of its bona fide paying subscribers by the following categories where applicable:
  - Mail subscribers
  - Dealers and carriers; and
  - Street vendors and counter sellers.
- C. Is not published primarily for advertising purposes and has not contained more than seventy-five percent (75%) advertising in more than one-half (1/2) of its issues during the period of twelve (12) months next prior to the first publication of any legal notice therein, excluding separate advertising supplements inserted into but separately identifiable from any regular issue or issues;
- D. Has been established and published continuously for at least twelve (12) months next prior to the first publication of such matter to be published, is regularly issued at stated intervals no less frequently than once a week, bears a date of issue, and is numbered consecutively; provided however, that publication on legal holidays of this state or the federal government and on Saturdays and Sundays shall not be required, and failure to publish not more than two (2) regular issues in any calendar year shall not disqualify a paper otherwise qualified.

- E. Is issued from a known office of publication, which shall be the principal public business office of the newspaper and need not be the place at which the newspaper's printing presses are located.
- F. Is formed of printed sheets. However, the word "printed" does not include reproduction by the stencil, mimeograph or hectograph process.
- G. Is originated and published for the dissemination of current news and intelligence of varied, broad and general public interest, announcements and notices, opinions as editorials on a regular or irregular basis, and advertising and miscellaneous reading matter.
- H. Is not designed primarily for free circulation or for circulation at nominal rates.

### **Bid Submission Requirements**

Each bid shall include:

1. **Proposed rate(s)** for publication of legal notices (cents per word for the first Insertion and the cents per word for each subsequent Insertion).
2. **All documentation** specified below:
  1. Independently audited circulation information or an affidavit from an independent journalism expert providing that, after analysis of the books and records of the bidding paper and this invitation for competitive bids, he or she is of the opinion that:
    - a. the bidding newspaper is one of "general circulation" to "bona fide paying subscribers" within the City of Columbus,
    - b. the bidding newspaper maintains a list of its bona fide paying subscribers, including the number of mail subscribers, dealers and carriers and street vendors and sellers
    - c. the bidding newspaper is not published primarily for advertising purposes and has not contained more than seventy-five percent (75%) advertising in more than one-half (1/2) of its issues during the period of twelve (12) months next prior to the first publication of any legal notice therein, excluding separate advertising supplements inserted into but separately identifiable from any regular issue or issues;
    - d. the bidding newspaper has been established and published continuously for at least twelve (12) months next prior to the first publication of such matter to be published, is regularly issued at stated intervals no less frequently than once a week, bears a date of issue, and is numbered consecutively; provided however, that publication on legal holidays of this state or the federal government and on Saturdays and Sundays shall not be required, and failure to publish not more than two (2) regular issues in any calendar year shall not disqualify a paper otherwise qualified.
    - e. the bidding newspaper is issued from a known office of publication, which shall be the principal public business office of the newspaper and need not be the place at which the newspaper's printing presses are located.

- f. the bidding newspaper is formed of printed sheets. However, the word “printed” does not include reproduction by the stencil, mimeograph or hectograph process.
- g. The bidding newspaper is originated and published for the dissemination of current news and intelligence of varied, broad and general public interest, announcements and notices, opinions as editorials on a regular or irregular basis, and advertising and miscellaneous reading matter.
- h. The bidding newspaper s not designed primarily for free circulation or for circulation at nominal rates.

**Deadline**

Sealed bids must be **received no later than:**

**February \_\_\_\_\_, 2026 at \_\_\_\_\_ o'clock \_\_.M.**

**City of Columbus**

**Office of the Municipal Clerk**

**P.O. Box 1408**

Columbus, Mississippi 39703 or via hand delivery to the Municipal Clerk at City Hall

Bids received after the stated deadline will not be considered.

**Award of Contract**

The contract will be awarded to the **lowest responsive bidder** meeting all statutory requirements and bid requirements. The City of Columbus reserves the right to **reject any and all bids**, to waive informalities, and to accept the bid deemed to be the lowest bid

**Additional Information**

For questions or to request additional information, contact:

**[Name / Title]**

**City of Columbus**

**[Phone Number]**

**[Email Address]**

printed by jturnage@columbusms.gov (Bar edition)

## Miss. Code § 13-3-31 Publication; Requirements and Procedures

**Library:** Mississippi Unannotated Code

**Edition:** 2026

**Currency:** Current through the 2025 1st Extraordinary Session

**Citation:** Miss. Code § 13-3-31 

**Year:** 2026

(1) Whenever it is required by law that any summons, order, citation, advertisement or other legal notice shall be published in a newspaper in this state, it shall mean, in addition to any other requirements imposed by law, publication in some newspaper which:

(a) Maintains a general circulation predominantly to bona fide paying subscribers within the political subdivision within which publication of such legal notice is required. The term "general circulation" means numerically substantial, geographically widespread, demographically diversified circulation to bona fide paying subscribers. In no event shall the term "general circulation" be interpreted to require that legal notices be published in a newspaper having the greatest circulation.

The term "bona fide paying subscribers" means persons who have subscribed at a subscription rate which is not nominal, whether by mail subscriptions, purchases through dealers and carriers, street vendors and counter sellers, or any combination thereof, but shall not include free circulation, sales at a token or nominal subscription price and sales in bulk for purposes other than for resale for individual subscribers.

(b) Maintains a legitimate list of its bona fide paying subscribers by the following categories where applicable:

(i) Mail subscribers;

(ii) Dealers and carriers; and

(iii) Street vendors and counter sellers.

(c) Is not published primarily for advertising purposes and has not contained more than seventy-five percent (75%) advertising in more than one-half (1/2) of its issues during the period of twelve (12) months next prior to the first publication of any legal notice therein, excluding separate advertising supplements inserted into but separately identifiable from any regular issue or issues.

(d) Has been established and published continuously for at least twelve (12) months next prior to the first publication of such matter to be published, is regularly issued at stated intervals no less frequently than once a week, bears a date of issue, and is numbered consecutively; provided, however, that publication on legal holidays of this state or of the United States and on Saturdays and Sundays shall not be required, and failure to publish not more than two (2) regular issues in any calendar year shall not disqualify a paper otherwise qualified.

(e) Is issued from a known office of publication, which shall be the principal public business office of the newspaper and need not be the place at which the newspaper's

printing presses are physically located. A newspaper shall be deemed to be "published" at the place where its known office of publication is located.

(f) Is formed of printed sheets. However, the word "printed" does not include reproduction by the stencil, mimeograph or hectograph process.

(g) Is originated and published for the dissemination of current news and intelligence of varied, broad and general public interest, announcements and notices, opinions as editorials on a regular or irregular basis, and advertising and miscellaneous reading matter.

(h) Is not designed primarily for free circulation or for circulation at nominal rates.

(2) "Newspaper," as used in this section, shall not include a newspaper, publication, or periodical which is published, sponsored by, is directly supported financially by, or is published to further the interests of, or is directed to, or has a circulation restricted in whole or in part to any particular sect, denomination, labor or fraternal organization or other special group or class of citizens, or which primarily contains information of a specialized nature rather than information of varied, broad and general interest to the general public, or which is directed to any particular geographical portion of any given political subdivision within which publication of such legal notice is required, rather than to such political subdivision as a whole. No newspaper otherwise qualified under this section shall be disqualified from publishing legal notices for the sole reason that such newspaper does not have as great a circulation as some other newspaper publishing in the same political subdivision.

(3) In the event of the discontinuance of the publication of all newspapers in any county qualified under this section to publish legal notices, any other such newspaper published in the same county, regardless of the length of time it has been published, shall be deemed qualified to publish such legal notices, provided such newspaper meets all requirements of this section other than the requirements of subsection (1) (d) of this section.

(4) A newspaper otherwise qualified under this section which is published in a municipality whose corporate limits encompass territory in more than one (1) county shall be qualified to publish legal notices, including foreclosure sale notices as described in Section 89-1-55, for any county a portion of whose territory is included within the municipality, irrespective of the actual physical location within the municipality of the principal public business office of the newspaper.

***Cite as:*** Miss. Code § 13-3-31

***Source:*** Codes, 1942, § 1858; Laws, 1936, ch. 313; Laws, 1948, ch. 427; Laws, 1976, ch. 479, § 1; Laws, 1984, ch. 400; Laws, 2004, ch. 453, § 1, eff. 4/28/2004.

printed by jturnage@columbusms.gov (Bar edition)

## Miss. Code § 21-39-3 Letting of Contracts For Publication of Proceedings, Ordinances, Etc

**Library:** Mississippi Unannotated Code

**Edition:** 2026

**Currency:** Current through the 2025 1st Extraordinary Session

**Citation:** Miss. Code § 21-39-3 

**Year:** 2026

In municipalities in which there is more than one newspaper qualified to publish legal notices, the governing authorities of such municipality shall enter into a contract for the publication of its proceedings, ordinances, resolutions, and other notices required to be published only after inviting competitive bids from such newspapers. Such contracts shall be let to the lowest bidder among them for a period of not more than twelve months from the date of such contract. It shall not be necessary, however, that the governing authorities of such municipality advertise its intention to accept such competitive bids but it shall be sufficient if notice thereof in writing be given to

all of such newspapers by mail or delivery at least five days prior to the date on which said bids will be received, which said notice shall specify the date on which such bids will be received.

***Cite as: Miss. Code § 21-39-3***

***Source: Codes, 1942, § 3374-111.5; Laws, 1950, ch. 519, eff. 7/1/1950.***

printed by jturnage@columbusms.gov (Bar edition)

No. 2007-00672 (January 11, 2008)

Library: Mississippi Attorney General Opinions

Year: 2008

Decision Date: 11 January 2008

Docket Number: No. 2007-00672

**Mississippi Attorney General Opinions**

**2008.**

*Current through 2008 Legislative Session*

**No. 2007-00672.**

**Opinion No. 2007-00672**

January 11, 2008

Office of the Attorney **General**

State of Mississippi

Opinion No. 2007-00672

Re: Newspaper qualifications pursuant to Miss. Code Ann. Section 13-3-31

Ms. Jamie F. Jacks, Esq.

City Attorney

City of Cleveland

Post Office Box 1209

Cleveland, Mississippi 38732

Dear Ms. Jacks:

Attorney **General** Jim Hood has received your request for an opinion and has assigned it to me for research and response.

#### Issue Presented

You inquire as to this office's opinion regarding the factors in determining whether a newspaper is one of "**general circulation**," as provided in Mississippi Code Annotated Section 13-3-31. You indicate in your request that, in response to an invitation for bids, one newspaper submitted independently audited **circulation** information and the other newspaper presented an affidavit from a preferred journalism expert providing that he believed the newspaper qualified as a newspaper of **general circulation** under Section 13- 3-31. Specifically, you provide the following:

In light of the information received, the Board of Aldermen has asked for an opinion regarding the definition of "numerically substantial", "legitimate" and "bona fide" subscribers under M.C.A. Section 13-3-31. Specifically, under M.C.A Section 13-3-31, City of Jackson v. Capital Reporter Pub., 373 So. 2d 802 and Sunland Publishing Co. v. City of Jackson, 710 So. 2d 879, does the Attorney **General** have an opinion as to whether a municipality may consider the actual number of bona fide paying customers whom the paper reaches when deciding whether the paper has a "**general circulation**" under M.C.A. Section 13-3-31? Additionally, the board would also ask for direction from the Attorney **General** as to whether an affidavit submitted

by a preferred journalism expert, containing an approximate count of the paper's subscribers, is sufficient to justify a finding that the paper "maintains a **general circulation** predominantly to bona fide paying subscribers."

#### Response

In response to your first inquiry, we are of the opinion that a municipality must consider the actual number of bona fide paying subscribers when determining whether the paper has "**general circulation**," pursuant to Miss. Code Ann. Section 13-3-31.

In response to your second inquiry, whether an affidavit submitted by a preferred journalism expert is sufficient to justify a finding that a newspaper has "**general circulation**" is a factual determination to be made by the governing authority.

#### Applicable Law and Discussion

Mississippi Code Annotated Section 13-3-31 specifically provides in its definition of the term "**general circulation**" that bona fide paying subscribers are a factor in determining whether a newspaper meets the requirements of "**general circulation**." In fact, the term "**general circulation**" is defined in Section 13-3-31 as "numerically substantial, geographically widespread, demographically diversified **circulation** to bona fide paying subscribers." In addition, bona fide paying subscribers" is defined as "persons who have subscribed at a subscription rate which is not nominal, whether by mail subscriptions, purchases through dealers and carriers, street vendors and counter sellers, or any combination thereof, but shall not include free **circulation**, sales at a token or nominal subscription price and sales in bulk for purposes other than resale for individual subscribers." MS AG Op., Chamberlin (July 26, 2002). Clearly, the actual number of bona fide paying subscribers, as defined in Section 13-3-31, must be considered when determining whether a newspaper is one of "**general circulation**." With regard to the terms not defined in the Section 13-3-31, Section 1-3-65 provides that "all words and phrases contained in the statutes are used according to their common and ordinary acceptance and meaning; but technical words and phrases according to their technical meaning."

Our office is not authorized to render opinions on questions of fact. We have previously opined that a determination as to whether a newspaper meets the qualifications outlined in Section 13-3-31 is a question of fact that municipal governing authorities must make. MS AG Op., Taylor

(October 27, 2006). Whether an affidavit submitted by a preferred journalism expert is sufficient to justify a finding that a newspaper has "**general circulation**" is a factual determination to be made by the governing authority.

#### Conclusion

Accordingly, it is our opinion that the actual number of bona fide paying subscribers must be considered by a governing authority when deciding whether a newspaper meets the standard of "**general circulation**" pursuant to Mississippi Code Annotated Section 13-3-31. Furthermore, the factual determination as to whether an affidavit submitted by a preferred journalism expert is sufficient to justify a finding that a newspaper has "**general circulation**" must be made by the governing authority. As such, the governing authority should meet to consider the factors provided in Section 13-3-31 and make its finding as to whether the newspaper is or is not qualified under the statute. A copy of the above referenced opinions have been provided for your review.

If our office may be of further assistance, please advise.

Sincerely,

Jim Hood

Attorney **General**

By: Leigh Triche Janous

Special Assistant Attorney **General**

printed by jturnage@columbusms.gov (Bar edition)

No. 2012-00198 (May 1, 2012)

**Library:** Mississippi Attorney General Opinions

**Year:** 2012

**Decision Date:** 01 May 2012

**Docket Number:** No. 2012-00198

**Mississippi Attorney General Opinions**

**2012.**

**No. 2012-00198.**

May 1, 2012

2012-00198

AUTH:Phil Carter

DATE:20120501

RQNM:Mark Sorrell

SUBJ:Municipalities

SBCD:142

Mark Sorrell, Esquire  
Attorney for City of Southaven  
8710 Northwest Drive  
Southaven, Mississippi 38671

Re: Selection of Newspaper for Publishing Legal Notices

Dear Mr. Sorrell:

Attorney **General** Jim Hood received your letter of request and assigned it to me for research and reply.

### **Issue Presented**

Your letter states in part:

First, in light of the statutory requirements set forth in Section 13-3-31 of the Mississippi Code Annotated (1972), may the City of Southaven, hereinafter referred to as Southaven, seek proposals for advertising and publishing legal notices or must Southaven use the *DeSoto Times*, a newspaper having a **general circulation** in DeSoto County, for advertising and publishing its legal notices? Secondly, if Southaven must seek proposals for advertising and publishing legal notices, may the *Commercial Appeal* be allowed to submit a proposal even though it no longer maintains a principal business office in Southaven or the State of Mississippi but does have a **general circulation** in Southaven?

### **Background**

You state that currently, Southaven, located in DeSoto County, Mississippi, advertises and publishes all of its legal notifications in the *Commercial Appeal*. The *Commercial Appeal* is based out of Memphis, Tennessee, but has a **general circulation** in Southaven. Until recently, the *Commercial Appeal* had a principal business office located in Southaven; however, it recently closed this office and no longer maintains an office in the State of Mississippi. When the *Commercial Appeal* maintained an office in Southaven, the Attorney **General** opined that it met the requirements of Mississippi Code Annotated 13-3-31. See MS AG Op., Chamberlin (July 26, 2002); MS AG Op., Chamberlin (February 19, 2002). The *DeSoto Times*, another publication which meets

the requirements of Section 13-3-31 of the Mississippi Code Annotated (1972), has a **general circulation** in Southaven but does not maintain an office in Southaven as its principal business office is located in Hernando, Mississippi.

### Response

As we understand it, there is no newspaper with a known office of publication within the municipality, but there is possibly more than one newspaper that meets the requirements of Section 13-3-31.

The determination of whether a particular newspaper meets the requirements of Section 13-3-31 is a question of fact which the municipal governing authorities must make. We find no statutory requirement that a newspaper have a principal business office in the State of Mississippi.

You state that the *DeSoto Times* meets the requirements of Section 13-3-31. If the governing authorities also determine that the *Commercial Appeal* meets such requirements, pursuant to Section 21-39-3, competitive bids must be invited and the *Commercial Appeal* would be entitled to submit a bid.

### Applicable Law

Section 13-3-31 sets forth the requirements that a newspaper must meet in order to publish municipal legal notices. It provides in part:

(1) Whenever it is required by law that any summons, order, citation, advertisement or other legal notice shall be published in a newspaper in this state, it shall mean, in addition to any other requirements imposed by law, publication in some newspaper which:

(a) Maintains a **general circulation** predominantly to bona fide paying subscribers within the political subdivision within which publication of such legal notice is required. The term "**general circulation**" means numerically substantial, geographically widespread, demographically diversified **circulation** to bona fide paying subscribers. In no event shall the term "**general circulation**" be interpreted to require that legal notices be published in a newspaper having the greatest **circulation**. The term "bona fide paying subscribers" means persons who have subscribed at a subscription rate which is not nominal, whether by mail subscriptions, purchases through dealers and carriers, street vendors and counter sellers, or any combination thereof, but shall not include free **circulation**, sales at a token or nominal subscription price and sales in bulk for purposes other than for resale for individual subscribers.

(b) Maintains a legitimate list of its bona fide paying subscribers by the following categories where applicable:

(i) Mail subscribers;

(ii) Dealers and carriers; and

(iii) Street vendors and counter sellers.

(c) Is not published primarily for advertising purposes and has not contained more than seventy-five percent (75%) advertising in more than one-half ( 1/2 ) of its issues during the period of twelve (12) months next prior to the first publication of any legal notice therein, excluding separate advertising supplements inserted into but separately identifiable from any regular issue or issues.

(d) Has been established and published continuously for at least twelve (12) months next prior to the first publication of such matter to be published, is regularly issued at stated intervals no less frequently than once a week, bears a date of issue, and is numbered consecutively; provided, however, that publication on legal holidays of this state or of the United States and on Saturdays and Sundays shall not be required, and failure to publish not more than two (2) regular issues in any calendar year shall not disqualify a paper otherwise qualified.

(e) Is issued from a known office of publication, which shall be the principal public business office of the newspaper and need not be the place at which the newspaper's printing presses are physically located. A newspaper shall be deemed to be "published" at the place where its known office of publication is located.

(f) Is formed of printed sheets. However, the word "printed" does not include reproduction by the stencil, mimeograph or hectograph process.

(g) Is originated and published for the dissemination of current news and intelligence of varied, broad and **general** public interest, announcements and notices, opinions as editorials on a regular or irregular basis, and advertising and miscellaneous reading matter.

(h) Is not designed primarily for free **circulation** or for **circulation** at nominal rates.

\*\*\*

Section **21-39-3** governs the letting of contracts for publication of legal notices. It provides:

In municipalities in which there is more than one newspaper qualified to publish legal notices, the governing authorities of such municipality shall enter into a contract for the publication of its proceedings, ordinances, resolutions, and other notices required to be published only after inviting competitive bids from such newspapers. Such contracts shall be let to the lowest bidder among them for a period of not more than twelve months from the date of such contract. It shall not be necessary, however, that the governing authorities of such municipality advertise its intention to accept such competitive bids but it shall be sufficient if notice thereof in writing be given to all of such newspapers by mail or delivery at least five days prior to the date on which said bids will be received, which said notice shall specify the date on which such bids will be received.

### Conclusion

If the Southaven governing authorities determine that both the *Commercial Appeal* and the *DeSoto Times* meet the requirements of Section 13-3-31, each of those newspapers would be entitled to submit a bid for the publication of legal notices for the municipality pursuant to Section **21-39-3**. The fact that the *Commercial Appeal* no longer has an office in the State of Mississippi does not, in our opinion, disqualify it from publishing legal notices in Mississippi.

Our prior opinions addressed to Robert A. Carroll dated January 20, 1989; Kenneth Stockton dated December 15, 2000; and Robert Chamberlin dated January 10, 2002 which state that a newspaper must maintain a known office of publication within the corporate limits of a municipality in order to meet the requirements of Section 13-3-31 to publish legal notices for the municipality are hereby withdrawn.

Sincerely,

**JIM HOOD, ATTORNEY GENERAL**

By:

Phil Carter

**Special Assistant Attorney General**