

BE IT REMEMBERED that the Mayor and Board of Aldermen met on August 10, 2023, at 5:30 P.M., this being a special meeting time. Mayor Greg Graves called the meeting to order, and the following Aldermen were present: Simpson, Dear, Moore, and Tanksley. Also present were: City Clerk Katie Harbin, Deputy City Clerk Francis Johnson, Police Chief Chandler, Assistant Police Chief DeFore, Building Official Stephen Hodges, and Earl Moore. Alderman Moore arrived late. Alderman Hale was absent.

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NOTICE OF SPECIAL MEETING OF THE MAYOR AND BOARD OF ALDERMEN

Date: August 9, 2023

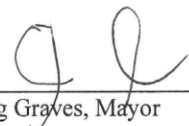
From: Mayor Greg Graves

Subject: Special Meeting


PLEASE TAKE NOTICE that a Special Meeting of the Mayor and Board of Aldermen of the City of Senatobia shall be held on Monday August 10, 2023, at 5:30p.m. at the City Hall Building Board Room, in the City of Senatobia, Mississippi.

The purpose of the meeting is to:

- 1. Budget Workshops



Greg Graves, Mayor

ATTEST:


 Katie Harbin, City Clerk

All Aldermen were notified at the Board Meeting on August 1, 2023, and again on August 7, 2023, in person.

Approve Agenda

City of Senatobia
Mayor and Board of Aldermen Agenda

August 10, 2023
City Hall 5pm

1. Call to Order, Prayer, Roll Call
2. Welcome
3. Approve Agenda
4. Budget Workshops
 - Building
 - Police
5. Recess to August 15, 2023, at 5:00pm

Motion was made by Alderman Simpson and seconded by Alderman Tanksley, to approve the agenda as presented. All voting yea, motion carried.

Budget Workshops

Building Official Stephen Hodges thanked the Mayor and Board of Aldermen for their support of the department and changes made so far. Mr. Hodges presented his proposal and request for his department for the upcoming fiscal year to the Mayor and Board. Mr. Hodges advised the Board that he is proposing some restructuring and retitling of some positions and the department name. Mr. Hodges is proposing that instead of just Building department, it become the Building/Planning Department, with his title becoming the Building/Planning Director. To move Brevin and the budget line items for his expenses fall under this department. Would like to create a part-time Fire Inspector position. Someone with some experience could help with the smaller inspections, leaving Brevin with more time to focus on the larger inspections and other duties he needs to give more attention to.

Alderman Moore asked if Brevin does the reports on scene or at the office.

Stephen Hodges answered a little of both. He will do what he can at the scene, take pictures, etc., but his reports are very large and can't all be done with the iPad.

Alderman Dear asked how many hours the part time position work would.

Stephen Hodges answered I believe about 20 a week.

Stephen Hodges advised the Mayor and Board that under this proposal, Justin would be the Code Inspector, doing code inspections and taking over the rentals. This position could concentrate on residential, and my position can concentrate on the industrial.

Alderman Moore asked who is reviewing the plans.

Stephen Hodges answered we are, we have only received one so far.

Stephen Hodges advised the Mayor and Board that he would also like to add a full-time Animal Control & Code Enforcement position. He would combine the Animal Control budget into the Building/Planning budget. Mr. Hodges stated that he has also proposed a slight increase for the professional development line item. Mr. Hodges is proposing to purchase 2 vehicles in this

budget. The vehicle Brevin currently drives is in horrible condition. Brevin is constantly out there working on it. I would also need a vehicle for the newly proposed position of Animal Control/Code Enforcement, so I could give that person the truck I drive, and I could get something smaller. Mr. Hodges is proposing to do a building remodel. There are currently two unused spaces, one would be perfect for a conference/training/classroom and the other for offices as needed. It was mentioned that Chantay might be moving into the building due to her not having sufficient office and bathroom space at Fire Station 1. This would work perfectly for her also. It wouldn't be any major work, just some painting, wiring, and flooring. Stephen Hodges stated the budget looks larger than the previous years, but this is due to it previously being a budget for 1 and in this one I am combing parts of other departments and adding employees.

Mayor Graves stated this proposal looks great and I think it is well needed. If there was anything you could cut out, what would it be.

Stephen Hodges answered he could possibly cut some out of the building remodel line item and the training line item.

Alderman Dear asked what would the part-time employe be paid.

Stephen Hodges answered he has it at about \$15 an hour in this proposal.

Mayor Graves asked Alderman Moore if this looks comparable to others, I know we aren't as large.

Alderman Moore answered absolutely. It would help us make sure that we look at everything that comes through, to make sure it is what we are wanting for the growth in Senatobia.

Mayor Graves stated he agreed, and to actually use the Design Standards that we adopted.

Stephen Hodges stated we need to be proactive. This office has previously been reactive. Mr. Hodges stated for example, someone called the office and asked questions about the historic downtown project. I had no idea what the answers were. I had to ask Jamie. That's not good. I should know the information. With more positions and more structure, it will help us get to where we need to be and stay on top of everything coming in. Mr. Hodges stated he's learned about permits that I didn't know we had. I think there has been a lot of missed revenue. This should be collected by our department, so we can enter it and track it with the software. We'd be able to know who hasn't paid.

Mayor Graves asked Mr. Hodges to tell us about the pool permit.

Stephen Hodges stated that the hotel came and pulled a permit for their pool when I had stepped out of the office one day. Upon returning I found out they pulled the permit. I also found out that it was only \$100. It is a very large and expensive pool they are installing. The permit fee for that should be more than \$100.

In the future I plan to propose some new and revised fees for permits. There are revenues that we could be receiving but are missing out on.

Alderman Moore asked if we are charging for the fire permits.

Stephen Hodges answered we are, some. Brevin is currently going over them, trying to reconfigure the fees.

Alderman Simpson stated it sounds like our fee schedule is still back in the 1930's.

Alderman Moore stated I like the idea of Brevin coming under your department too. It would be easier if all of the permits were in one place.

Alderman Dear asked Hodges if he is saying \$30,000 for 2 part-time employees.

Stephen Hodges answered no sir, it would be \$30,000 for one part-time position. The other is a full-time position.

Alderman Dear asked how much the 2 vehicles would be.

Alderman Moore stated it says \$19,200.

Stephen Hodges stated we'd do a lease, so it should be around \$900 a month.

Police Chief Chandler thanked the Mayor and Board of Aldermen for their support of the department and changes made so far. Chief Chandler advised the Mayor and Board that things have been going well, the Shop with a Cop program has been doing great, we have started coaching a ball team, and doing lots of things with the community to better that relationship. Chief Chandler presented his proposal, an 11% packet and a 7% packet, with requests for his department for the upcoming fiscal year to the Mayor and Board. Chief Chandler stated that he fully agrees with what Hodges has proposed with moving Animal Control to under his department.

Chief Chandler advised that the largest, most important, request is employee raises. Chief Chandler stated that he is losing a lot of employees to higher paying places. We spend a lot of money on employees for training, uniforms, equipment, etc., just to lose it all when they leave for higher paying jobs. I know we can't pay what Desoto pays, but I would like to get close. I would like it to be hard for people to leave. I would like the job to be more attractive, to be able to recruit more local people.

Chief Chandler advised the Mayor and Board that we currently pay our certified dispatchers \$16 an hour. The County is looking to give their dispatchers a \$0.50 per hour raise. I would like to do the same. I have proposed cutting the part-time position and that will make the raise work. Chief Chandler stated that he would like to revise the MOU we have with Tate County jail. I previously sent a proposal for one to be reviewed.

Mayor Graves asked if we allowed anyone to bond out from the Station.

Chief Chandler answered yes. We didn't when I first started here, but we do now for some things.

Alderman Moore asked what was something that you could bond out from the Station for.

Chief Chandler answered paraphernalia and license are a couple examples.

Chief Chandler stated Cole seems to be open to the idea of revising the MOU, but mentioned waiting until the new Sheriff takes office. However, the agreement is between the Board of Aldermen and the Board of Supervisors.

Chief Chandler advised the Mayor and Board of Aldermen that he is also requesting in this budget to replace 4 aging vehicles in their fleet. I would auction off the old ones to help offset the cost of new ones. We would also propose to do a lease for these as we have in the past. We have cut several line items, a couple being the maintenance and evidence tech positions. I, along with all of the other officers, can wear multiple hats, and pitch in to help pick up any slack, in order to save money and get raises. It is a difficult job, that isn't getting any easier.

Chief Chandler stated also, anything we can do to get better rates with our insurance would help with retaining employees.

Alderman Simpson stated It is a tough job, especially now in these times. The more we can pay, the better. We can't beat Desoto County, but we can beat Tate County and Northwest. The closer we get to what Desoto can offer, the better. We have tried to keep up every year.

Alderman Dear stated it is more dangerous, riskier up there.

Chief Chandler stated yes, it might be more dangerous with the higher population, but also there are more officers to work with and have your back, and better training.

Alderman Moore stated I thought we'd increased the pay a lot. I didn't know we were still lower than those around us.

Mayor Graves asked the Board about the tax levy, if they were thinking about a possible increase or not one at all. The Board all agreed to no increase.

Mayor Graves asked the Board if they would be available to meeting again on Wednesday August 16th at 5 pm. The Board all agreed.

Mayor Graves asked the Board if they would be available, if needed, to also meet on Monday August 21st at 5:30pm and again on Tuesday August 22nd at 5:30pm. The Board agreed.

Recess

Motion was made by Alderman Simpson, and seconded by Alderman Tanksley, to recess until August 15, 2023, at 5:00pm. All present voting yea, motion carried.

Greg Graves, Mayor

ATTEST:

Katie Harbin –City Clerk