

BE IT REMEMBERED that the Mayor and Board of Aldermen met on September 19, 2023, at 5:00 P.M., this being the regular meeting time. Mayor Greg Graves called the meeting to order, and the following Aldermen were present: Dear, Hale, Moore, and Tanksley. Also present were: City Attorney Ginger Miller, City Clerk Katie Harbin, Deputy City Clerk Francis Johnson, Police Chief Chandler, Fire Chief Ethan Foresman, Building Official Stephen Hodges, Public Works Director David Cooke, Community Development/Tourism Director Jamie Sowell, Brett Brown, Thurman Caldwell, Debbie Perkins, and Michael Cathey. Alderman Simpson was absent.

Alderman Hale gave the invocation.

Approve Agenda

**City of Senatobia
Mayor and Board of Aldermen Agenda**

September 19, 2023
City Hall 5pm

1. Call to Order, Prayer, Roll Call
2. Welcome
3. Approve Agenda
4. Tate Co. Museum Funding Request, Debbie Perkins
5. Discussion of setting a Public Hearing for a Public Health and Safety Hearing at 313 W Main St. - Claudine Standard
6. Discussion of proposed Ordinance Establishing Property Maintenance Requirements for Agricultural and Future Development Zones Bordering Residential Areas

Consent Agenda

7. Approve Minutes from the Regular Mayor and Board of Aldermen meeting on September 5, 2023
8. Approve Docket of Claims numbers: 30623 – 30762 with a total of \$1,371,600.54
9. Authorize to move Police Officer K. Drake from part-time to full-time at the rate of P3
10. Authorize to move Police Officer Dover to SGT with a pay increase
11. Authorize title change for the Building Department Employee Stephen Hodges to be Building & Planning Director
12. Authorize title change for Building Department Employee Justin Steelandt to be Code Inspector
13. Authorize to hire Nolan Shackleford as a part-time Firefighter at entry level pay, \$11.00 per hour
14. Authorize to promote David Estep to the Assistant Public Works Director position, with a pay increase to \$20.00 per hour, effective October 1, 2023 (budgeted for)
15. Authorize to promote Micheal Woolfolk to Public Works Meter Reader Supervisor, with a pay increase to \$16.00 per hour, effective October 1, 2023 (budgeted for)
16. Authorize to terminate employment with Animal Shelter employee Judith Maples due to violating city policy of no call / no show, effective September 19, 2023

17. Authorize to move Animal Shelter employee Lucy Gaither from temporary status to full-time
18. Authorize to advertise to hire an employee for downtown beautification (streets - budgeted for)
19. Authorize HR Director Jada Mayer to attend Year End Payroll Processing training at BBI in Flowood, MS on November 14, 2023, also authorize to pay registration and travel expenses
20. Authorize Fireman Kyle Taylor to attend Fire Apparatus Operator Aerial Training at the Alabama Fire College on February 18 – 23, 2024, also authorize to pay registration and travel expenses
21. Authorize Public Works Employees Bodie Locke and Nathan Wallace to attend the MS Rural Water Association Training in Tupelo, MS on October 24 – 26, 2023, also authorize to pay registration and travel expenses
22. Authorize Mayor Graves to sign the Professional Services Agreement with Jerry Ownesby for Grant Writer Services, renewing it to September 30, 2024
23. Authorize Mayor Graves to sign the Professional Services Agreement with Janet Hawks, renewing it until December 31, 2023
24. Authorize to accept the lowest and best quote from Cascade for 200 garbage cans for the amount of \$13,004.00
25. Adopt Resolution Establishing and Maintaining an Active and Continuing Program for Management of Municipal Records
26. Adopt Public Records Request Policy and fees
27. Authorize to set a Public Hearing on October 17, 2023 – Application to rezone Hwy 740 and Hwy 51 submitted by Houston Engineering, PLLC (PC recommended)
28. Authorize to apply for pipeline access for water and sewer lines to IMGRail, with a fee of \$14,500, for the Downtown project, water and sewer at College St. and water at Main St
29. Approve Board Order renewing MOUs with Tate County for The Rubbish Pit, Tax Collection, Rescue, Rural Fire Protection, Fire and Emergency Medical Services, Animal Shelter and Prisoner Care, also authorize Mayor Graves to sign all agreements
30. Executive Session for Economic Updates and Negotiations

Mayor's Corner

Paving Update

Motion was made by Alderman Moore, seconded by Alderman Hale, to approve the agenda as presented. All present voting yea, motion carried.

Tate Co. Museum Funding Request, Debbie Perkins

Mrs. Debbie Perkins presented the request on behalf of the Tate County Museum for funding to the Mayor and Board of Aldermen. Mrs. Perkins thanked the Mayor and Board of Aldermen for all of their continued support.

Motion was made by Alderman Moore, seconded by Alderman Hale, to approve the funding request from the Tate Co. Museum in the amount of \$1,000.00, to help with promoting the City of Senatobia. All present voting yea, motion carried.

Discussion of setting a Public Hearing for a Public Health and Safety Issue – 313 West Main (Claudine Standard)

Mayor Graves asked if Mrs. Claudine Standard was present. Mrs. Standard was not present.

Building Official Stephen Hodges presented the inspection reports completed by Brevin and himself. Mr. Hodges stated that due to parts of the building appearing to be unsafe, single brick walls, missing mortar between bricks on the walls, multi-level and uneven floors, etc., and not passing the fire inspection report, we have advised to Mrs. Standard that she has to have a letter from a structural engineer advising if the building is structurally sound and safe to enter. If it comes back that it is not structurally safe, and Mrs. Standard doesn't wish to bring it up to code, then we will need a letter from an engineer stating how to remove the building safely.

Mayor Graves stated we need to give her 30 days.

Mr. Hodges answered yes. From the time the owner received the report from Brevin, she has 30 days to respond to the letter and provide a letter from an engineer. If she doesn't respond, the city can move forward to hire an engineer to do the same work and then charge the owner for it. Mr. Hodges stated Brevin sent the report out via email and she received it a week ago.

Mayor Graves asked if it was sent certified.

Mr. Hodges answered we are doing that as well.

Alderman Moore stated based on the engineer's report, rendering it safe or not, the owner has to make repairs that are noted on the engineer's letter.

Mayor Graves stated so on October 17th we need to address it one way or another.

Alderman Moore asked Mr. Hodges how many of these do we have downtown.

Mr. Hodges answered this is the 2nd one I've dealt with. The other one has to come down. It's an ongoing process addressing them all. Absentee owners are a problem.

Mayor Graves stated if nothing is done, then on October 17th, we'll need to set a public hearing.

Discussion of proposed Ordinance Establishing Property Maintenance Requirements for Agricultural and Future Development Zones Bordering Residential Areas

Mayor Graves went over the proposed ordinance and asked if anyone had any questions.

Building Official Stephen Hodges reviewed the proposed ordinance with the Mayor and Board of Aldermen. The main purpose of this proposed ordinance is to help property owners maintain their property and keep a clean buffer between their lot and other property owners.

Mayor Graves stated that this proposed ordinance will be on file in the city clerk's office for viewing and we will bring it back to the Board for adoption at the October 3, 2023, meeting.

Motion was made by Alderman Hale, seconded by Alderman Moore, to table this item and bring back to the October 3, 2023, meeting. All voting yea, motion carried.

Consent Agenda

Mayor Graves went over each consent agenda item, numbers 7 - 29, asked if anyone had any questions.

No questions were asked.

Motion was made by Alderman Dear, seconded by Alderman Hale, to approve the consent agenda as presented. All voting yea, motion carried.

Approve Minutes from the Regular Mayor and Board of Aldermen meeting on September 5, 2023

Motion was made by Alderman Dear, seconded by Alderman Hale, to approve the Minutes from the Regular Mayor and Board of Aldermen meeting on September 5, 2023. All present voting yea, motion carried.

Approve Docket of Claims numbers: 30623 - 30762 for a total of \$1,371,600.54 (as funds are available)

Motion was made by Alderman Dear, seconded by Alderman Hale, to approve the Docket of Claims numbers: 30623 - 30762 for a total of \$1,371,600.54, as funds are available. All present voting yea, motion carried.

Authorize to move Police Officer K. Drake from part-time to full-time at the rate of P3

Motion was made by Alderman Dear, seconded by Alderman Hale, to authorize to move Police Officer K. Drake from part-time to full-time at the rate of P3, per the recommendation of the Police Chief. All voting yea, motion carried.

Authorize to move Police Officer Dover to SGT with a pay increase to \$22.00 per hour

Motion was made by Alderman Dear, seconded by Alderman Hale, to authorize to move Police Officer Dover to SGT with a pay increase to \$22.00 per hour, per the recommendation of the Police Chief. All voting yea, motion carried.

Authorize title change for the Building Department Employee Stephen Hodges to be Building & Planning Director

Motion was made by Alderman Dear, seconded by Alderman Hale, to authorize title change for the Building Department Employee Stephen Hodges to be Building & Planning Director. All voting yea, motion carried.

Authorize title change for Building Department Employee Justin Steelandt to be Code Inspector

Motion was made by Alderman Dear, seconded by Alderman Hale, to authorize title change for Building Department Employee Justin Steelandt to be Code Inspector All voting yea, motion carried.

Authorize to hire Nolan Shackleford as a part-time Firefighter at entry level pay, \$11.00 per hour

Motion was made by Alderman Dear, seconded by Alderman Hale, to authorize to hire Nolan Shackleford as a part-time Firefighter at entry level pay, \$11.00 per hour, per the recommendation of the Fire Chief. All voting yea, motion carried.

Authorize to promote David Estep to the Assistant Public Works Director position, with a pay increase to \$20.00 per hour, effective October 1, 2023 (budgeted for)

Motion was made by Alderman Dear, seconded by Alderman Hale, to authorize to promote David Estep to the Assistant Public Works Director position, with a pay increase to \$20.00 per hour, effective October 1, 2023, per the recommendation of the Public Works Director. All voting yea, motion carried.

Authorize to promote Micheal Woolfolk to Public Works Meter Reader Supervisor, with a pay increase to \$16.00 per hour, effective October 1, 2023 (budgeted for)

Motion was made by Alderman Dear, seconded by Alderman Hale, to authorize to promote Micheal Woolfolk to Public Works Meter Reader Supervisor, with a pay increase to \$16.00 per hour, effective October 1, 2023, per the recommendation of the Public Works Director. All voting yea, motion carried.

Authorize to terminate employment with Animal Shelter employee Judith Maples due to violating city policy of no call / no show, effective September 19, 2023

Motion was made by Alderman Dear, seconded by Alderman Hale, to authorize to terminate employment with Animal Shelter employee Judith Maples due to violating city policy of no call / no show, effective September 19, 2023. All voting yea, motion carried.

Authorize to move Animal Shelter employee Lucy Gaither from temporary status to full-time

Motion was made by Alderman Dear, seconded by Alderman Hale to Authorize to move Animal Shelter employee Lucy Gaither from temporary status to full-time, per the recommendation of the Animal Shelter Director. All voting yea, motion carried.

Authorize to advertise to hire an employee for downtown beautification (streets - budgeted for)

Motion was made by Alderman Dear, seconded by Alderman Hale, to authorize to advertise to hire an employee for downtown beautification (streets - budgeted for). All voting yea, motion carried.

Authorize HR Director Jada Mayer to attend Year End Payroll Processing training at BBI in Flowood, MS on November 14, 2023, also authorize to pay registration and travel expenses

Motion was made by Alderman Dear, seconded by Alderman Hale, to authorize HR Director Jada Mayer to attend Year End Payroll Processing training at BBI in Flowood, MS on November 14, 2023, also authorize to pay registration and travel expenses. All voting yea, motion carried.

Authorize Fireman Kyle Taylor to attend Fire Apparatus Operator Aerial Training at the Alabama Fire College on February 18 – 23, 2024, also authorize to pay registration and travel expenses

Motion was made by Alderman Dear, seconded by Alderman Hale, to authorize Fireman Kyle Taylor to attend Fire Apparatus Operator Aerial Training at the Alabama Fire College on February 18 – 23, 2024, also authorize to pay registration and travel expenses. All voting yea, motion carried.

Authorize Public Works Employees Bodie Locke and Nathan Wallace to attend the MS Rural Water Association Training in Tupelo, MS on October 24 – 26, 2023, also authorize to pay registration and travel expenses

Motion was made by Alderman Dear, seconded by Alderman Hale, to authorize Public Works Employees Bodie Locke and Nathan Wallace to attend the MS Rural Water Association Training in Tupelo, MS on October 24 – 26, 2023, also authorize to pay registration and travel expenses. All voting yea, motion carried.

Authorize Mayor Graves to sign the Professional Services Agreement with Jerry Ownesby for Grant Writer Services, renewing it to September 30, 2024

Motion was made by Alderman Dear, seconded by Alderman Hale, to authorize Mayor Graves to sign the Professional Services Agreement with Jerry Ownesby for Grant Writer Services, renewing it to September 30, 2024. All voting yea, motion carried.

Authorize Mayor Graves to sign the Professional Services Agreement with Janet Hawks, renewing it until December 31, 2023

Motion was made by Alderman Dear, seconded by Alderman Hale, to authorize Mayor Graves to sign the Professional Services Agreement with Janet Hawks, renewing it until December 31, 2023. All voting yea, motion carried.

Authorize to accept the lowest and best quote from Cascade for 200 garbage cans in the amount of \$13,004.00

Motion was made by Alderman Dear, seconded by Alderman Hale, to authorize to accept the lowest and best quote from Cascade for 200 garbage cans in the amount of \$13,004.00. All voting yea, motion carried.

Adopt Resolution Establishing and Maintaining an Active and Continuing Program for Management of Municipal Records

RESOLUTION ESTABLISHING AND MAINTAINING AN ACTIVE AND CONTINUING PROGRAM FOR MANAGEMENT OF MUNICIPAL RECORDS FOR THE CITY OF SENATOBIA

WHEREAS, the Mayor and Board of Aldermen of the City of Senatobia agree to participate with § 25-60-1 *et. Seq.* and the Mississippi Department of Archives and History by forming a program for the disposition of records based on administrative, legal, fiscal, or historical value; and

WHEREAS, the Mayor and Board of Aldermen of the City of Senatobia does further desire to assess a fee to be charged by an municipal official who accepts documents for filing as public records in the amount of \$1.00 for each document so filed and to direct that any official or employee collecting this fee shall follow the requirements of § 25-60-5 Mississippi Code Annotated (1972) in the disposition of said funds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SENATOBIA

Following additional discussion of this matter, Alderman Dear moved, and Alderman Hale seconded a motion to implement a records management program as guided by § 25-60-1 *et. Seq.*, implement a schedule for the disposition of records based on administrative, legal, fiscal, or historical value in conjunction with the Mississippi Department of Archives and History, and to further assess a fee of \$1.00 for each document filed with any municipal official or employee who accepts documents for filing as public records as proved for by § 25-60-5 Mississippi Code Annotated (1972). The vote on said matter was as follows:

YEAS: Alderman Dear, Alderman Hale, Alderman Moore, and Alderman Tanksley
NAYS: None.

The above and foregoing Resolution having been submitted to and approved by the majority vote of all Aldermen present, was declared adopted on this, the 19th day of September 2023.

ATTEST:

APPROVED:

City Clerk

Mayor

(SEAL)

Motion was made by Alderman Dear, seconded by Alderman Hale, to adopt the Resolution Establishing and Maintaining an Active and Continuing Program for Management of Municipal Records. All voting yea, motion carried.

Adopt Public Records Request Policy and fees



City of Senatobia
PUBLIC RECORDS POLICY AND REQUEST FORM

Date of Request: _____ Name: _____

Address: _____

Telephone No: _____ Email: _____

Records being requested (must identify the documents or records being requested and all relevant information such as names, addresses and date ranges that will help clarify the request that deal with ONE subject matter):

Manner of compliance Personally inspect Manner of delivery By mail to the
above address
 In person at City Hall To be copied by
City Hall
 Email

I have read and understand the published statement entitled "Policy and Procedure- Mississippi Public Records Act of 1983" and I further understand that the actual cost of compliance with my request, including mailing costs, if applicable, shall be paid by me in advance of the receipt of any information. I also understand that any request must be clear and concise and shall be directed toward only one subject matter.

Signature of Requestor

Processing request shall be charged a minimum standard rate of \$15.00 per hour (minimum – 1 min to 60 min). The City of Senatobia charges 0.25¢ per page for a copy. An additional document filling fee of \$1.00 per MS Code Section 25-60-5 in support of MDAH will be collected.

* Please note: this office has up to seven (7) days to respond to the information requested.
*

Request Approved / Denied: _____ Date: _____
Reason for denial: _____

Signature: _____
(Municipal Clerk/ Deputy clerk)

Amount Collected: _____ By: _____ Date: _____ Receipt: _____
Number of pages copied: _____ Postage: _____ Administrative time: _____

Motion was made by Alderman Dear, seconded by Alderman Hale, to adopt Public Records Request Policy and fees, as presented. All voting yea, motion carried.

Authorize to set a Public Hearing on October 17, 2023 – Application to rezone Hwy 740 and Hwy 51 submitted by Houston Engineering, PLLC (PC recommended)

Motion was made by Alderman Dear, seconded by Alderman Hale, to authorize to set a Public Hearing on October 17, 2023 – Application to rezone Hwy 740 and Hwy 51 submitted by Houston Engineering, PLLC (PC recommended). All voting yea, motion carried.

Authorize to apply for pipeline access for water and sewer lines to IMGRail, with a fee of \$14,500, for the Downtown project, water and sewer at College St. and water at Main St

Motion was made by Alderman Dear, seconded by Alderman Hale, to authorize to apply for pipeline access for water and sewer lines to IMGRail, with a fee of \$14,500, for the Downtown project, water and sewer at College St. and water at Main St. All voting yea, motion carried.

Approve Board Order renewing MOUs with Tate County for The Rubbish Pit, Tax Collection, Rescue, Rural Fire Protection, Fire and Emergency Medical Services, Animal Shelter and Prisoner Care, also authorize Mayor Graves to sign all agreements

Motion was made by Alderman Dear, seconded by Alderman Hale, to approve Board Order renewing MOUs with Tate County for The Rubbish Pit, Tax Collection, Rescue, Rural Fire Protection, Fire and Emergency Medical Services, Animal Shelter with a term of October 1, 2023, to September 30, 2024 and Prisoner Care with a term of October 1, 2023 to January 31, 2024, also authorize Mayor Graves to sign all agreements. All voting yea, motion carried.

Mayor's Corner

Paving Update

Mayor Graves advised the Board that they are out there working on the streets and the project is moving along.

Authorize to go into Closed Session to discuss going into Executive Session for Economic Updates and Negotiations

Motion was made by Alderman Tanksley, seconded by Alderman Dear, to authorize to go into closed session to discuss going into executive session for economic updates and negotiations. All voting yea, motion carried.

Authorize to go into Executive Session for Economic Updates and Negotiations

Motion was made by Alderman Tanksley, seconded by Alderman Dear, to authorize to go into executive session for economic updates and negotiations. All voting yea, motion carried.

Authorize to purchase lot on Center Street, Parcel ID 099G07 0000200

Jamie Sowell presented information regarding parcel number 099G07 0000200, relating to the downtown revitalization project and future growth of the city.

Mayor Graves and the Board of Aldermen held discussions of purchasing the lot on Center Street, known as parcel number 099G07 0000200.

Motion was made by Alderman Moore, seconded by Alderman Hale, to authorize to purchase the property on Center Street, Parcel ID 099G07 0000200, for the amount of \$25,000.00, contingent on receiving a second appraisal report with a value of the lot at or close to \$25,000.00. All voting yea, motion carried.

Authorize to come out of Executive Session for Economic Updates and Negotiations

Motion was made by Alderman Tanksley, seconded by Alderman Moore, to authorize to come out of executive session for economic updates and negotiations. All voting yea, motion carried.

Adjourn

Motion was made by Alderman Dear, and seconded by Alderman Hale, to adjourn. All voting yea, motion carried.

Greg Graves, Mayor

ATTEST:

Katie Harbin –City Clerk