

BE IT REMEMBERED that the Mayor and Board of Aldermen met on October 3, 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: Simpson, Dear, Hale, Moore, and Tanksley. Also present were: City Attorney Ginger Miller, City Clerk Katie Harbin, Police Chief Chandler, Assistant Chief Defore, Fire Chief Ethan Foresman, Fire Inspector Brevin Holden, Community Development/Tourism Director Jamie Sowell, EDF Director Britt Herrin, Brett Brown, Thurman Caldwell, Michael Cathey, and Joe Cooper. Alderman Tanksley arrived late.

Mayor Graves gave the invocation.

Approve Agenda

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

October 3, 2023
City Hall 5pm

1. Call to Order, Prayer, Roll Call
2. Welcome
3. Approve Agenda
4. Adopt Ordinance Establishing Property Maintenance Requirements for Agricultural and Future Development Zones Bordering Residential Areas
5. Department Reports

Consent Agenda

6. Approve Minutes from the Regular Mayor and Board of Aldermen meeting on September 19, 2023
7. Approve Docket of Claims numbers: 30763 – 30955 for a total of \$1,021,425.43
8. Authorize to pay Tate Co. EDF Invoice 2203 in the amount of \$15,375.00 for the quarterly dues (didn't make the docket)
9. Authorize to hire Jeremy Hooper as a full-time certified Police Officer at the rate of P2, pending physical and background screening results
10. Authorize to accept the letter of resignation from Police Sergeant Mahan, effective October 8, 2023
11. Authorize to promote Police Officer Samuel Hoskins to the rank of Sergeant with the pay increase
12. Authorize to hire Larry Sowell as a part-time Fire Inspector (budgeted for)
13. Authorize to accept the resignation from Public Works employee Tony Rush, effective October 10, 2023
14. Authorize to give Firefighter Austin Brown a raise of \$1.00 per hour for completing Firefighter 1001
15. Authorize to donate Police Unit # 213, a 2013 Chevrolet Impala with VIN 2G1WD5E36D1261800, to the Senatobia Tate County Career & Technical Center for their Law Enforcement Vocational Program
16. Authorize to purchase 2023 Dodge Durango from Kirk Brothers in the amount of \$39,312 (on State Contract)

17. Authorize to accept the lowest and best interest rate quote of 5.5% to finance the purchase of a 2023 Dodge Durango and outfitting from First Financial, with a loan to total \$42,965
18. Authorize to declare surplus and dispose of a 2005 International Truck with VIN 1HTSCAVM62H520703 (Public Works)
19. Approve Municipal Compliance Questionnaire FYE 2023
20. Authorize Senatobia Main Street to apply for the T-Mobile Hometown Grant on behalf of the city
21. Authorize to declare building letters from the Building and Court Department building surplus and dispose of
22. Executive Session – Economic Updates

Mayor's Corner

First Security Bank
Street Paving

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

Adopt Ordinance Establishing Property Maintenance Requirements for Agricultural and Future Development Zones Bordering Residential Areas

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

Section 1: Purpose

The purpose of this ordinance is to ensure the orderly maintenance of properties that border residential areas within the City of Senatobia, Mississippi, which are utilized for agricultural purposes or designated for future development. This ordinance is enacted to prevent nuisances and maintain the aesthetic quality of residential neighborhoods.

Section 2: Definitions

- A. "Agricultural Property" refers to land used for farming, livestock, horticulture, or similar agricultural activities.
- B. "Future Development Zone" pertains to properties designated for future residential, commercial, or industrial development.
- C. "Residential Area" means any area within the City of Senatobia zoned for residential use.

Section 3: Property Border Maintenance

All properties that border residential areas and are designated as Agricultural Property or Future Development Zones must maintain a 12-foot border along the property line adjacent to the residential area. This border shall be routinely groomed and kept orderly to prevent the creation of nuisances.

Section 4: Maintenance Standards

- A. The property border shall be kept free of tall grass, weeds, brush, and debris.
- B. Trees and shrubs within the 12-foot border must be trimmed and maintained to prevent overgrowth or obstruction of views.

- C. Fences, if present, shall be in good repair and not constitute a safety hazard.
- D. Any structures or equipment within the 12-foot border shall be maintained in a neat and orderly manner.

Section 5: Frequency of Maintenance

Property owners or occupants shall be responsible for maintaining the 12-foot border. Maintenance shall be performed on a regular basis, at least once every month, to ensure compliance with this ordinance.

Section 6: Enforcement

The City of Senatobia may enforce this ordinance through inspections and notices of violation. Property owners or occupants found in violation shall be provided with a reasonable timeframe to correct the issue (7 days). Failure to comply may result in fines or other enforcement actions as allowed by law.

Section 7: Effective Date

This ordinance shall be in full force and effective November 3, 2023, thirty days after passage and being published according to the law.

Section 8: Severability

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

Section 9: Repeal

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Passed and adopted by the City Council of Senatobia, Mississippi, on this the 3rd day of October 2023.

Greg Graves, Mayor
City of Senatobia, Mississippi

ATTEST:

Katie Harbin, City Clerk
City of Senatobia, Mississippi

Motion was made by Alderman Simpson, seconded by Alderman Moore, to waive the reading and adopt Ordinance Establishing Property Maintenance Requirements for Agricultural and Future Development Zones Bordering Residential Areas. All present voting yea, motion carried.

Alderman Tanksley arrived.

Department Reports

Mayor Graves asked the Board if anyone had any questions about any of the department reports.

Alderman Moore asked when the estimated date of completion for the artificial turf project is.

Mayor Graves stated it looks like they are scheduled to start playing in February.

Alderman Tanskley asked when the water is planned to be shut off for repair.

Mayor Graves answered Monday, October 9, 2023.

Consent Agenda

Mayor Graves went over each consent agenda item, numbers 6 - 21, asked if anyone had any questions.

No questions were asked.

Motion was made by Alderman Moore, seconded by Alderman Dear, 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 19, 2023

Motion was made by Alderman Moore, seconded by Alderman Dear, to approve the Minutes from the Regular Mayor and Board of Aldermen meeting on September 19, 2023. All present voting yea, motion carried.

Approve Docket of Claims numbers: 30763 – 30955 for a total of \$1,021,425.43 (as funds are available)

Motion was made by Alderman Moore, seconded by Alderman Dear, to approve the Docket of Claims numbers: 30763 – 30955 for a total of \$1,021,425.43, as funds are available. All present voting yea, motion carried.

Authorize to hire Jeremy Hooper as a full-time certified Police Officer at the rate of P2, pending physical and background screening results

Motion was made by Alderman Moore, seconded by Alderman Dear, to authorize to hire Jeremy Hooper as a full-time certified Police Officer at the rate of P2, pending physical and background screening results, per the recommendation of the Police Chief. All voting yea, motion carried.

Authorize to accept the letter of resignation from Police Sergeant Mahan

Motion was made by Alderman Moore, seconded by Alderman Dear, to authorize to accept the letter of resignation from Police Sergeant Mahan. All voting yea, motion carried.

Authorize to promote Police Officer Samuel Hoskins to the rank of Sergeant with the pay increase

Motion was made by Alderman Moore, seconded by Alderman Dear, to authorize to promote Police Officer Samuel Hoskins to the rank of Sergeant with the pay increase, per the recommendation of the Police Chief. All voting yea, motion carried.

Authorize to hire Larry Sowell as a part-time Fire Inspector (budgeted for)

Motion was made by Alderman Moore, seconded by Alderman Dear, to authorize to hire Larry Sowell as a part-time Fire Inspector, per the recommendation of the Building and Planning Director. All voting yea, motion carried.

Authorize to accept the resignation from Public Works employee Tony Rush, effective October 10, 2023

Motion was made by Alderman Moore, seconded by Alderman Dear, to authorize to accept the resignation from Public Works employee Tony Rush, effective October 10, 2023. All voting yea, motion carried.

Authorize to give Firefighter Austin Brown a raise of \$1.00 per hour for completing Firefighter 1001

Motion was made by Alderman Moore, seconded by Alderman Dear, to authorize to give Firefighter Austin Brown a raise of \$1.00 per hour for completing Firefighter 1001, per the recommendation of the Fire Chief. All voting yea, motion carried.

Authorize to donate Police Unit # 213, a 2013 Chevrolet Impala with VIN 2G1WD5E36D1261800, to the Senatobia Tate County Career & Technical Center for their Law Enforcement Vocational Program

Motion was made by Alderman Moore, seconded by Alderman Dear, to authorize to donate Police Unit # 213, a 2013 Chevrolet Impala with VIN 2G1WD5E36D1261800, to the Senatobia Tate County Career & Technical Center for their Law Enforcement Vocational Program. All voting yea, motion carried.

Authorize to purchase 2023 Dodge Durango from Kirk Brothers in the amount of \$39,312 (on state contract)

Motion was made by Alderman Moore, seconded by Alderman Dear, to authorize to purchase 2023 Dodge Durango from Kirk Brothers in the amount of \$39,312, for the Building and Planning Department. All voting yea, motion carried.

Authorize to accept the lowest and best interest rate quote of 5.5% to finance the purchase of a 2023 Dodge Durango and outfitting from First Financial, with a loan to total \$42,965

Motion was made by Alderman Moore, seconded by Alderman Dear, to authorize to accept the lowest and best interest rate quote of 5.5% to finance the purchase of a 2023 Dodge Durango and outfitting from First Financial, with a loan to total \$42,965, for the Building and Planning Department. All voting yea, motion carried.

Authorize to declare surplus and dispose of a 2005 International Truck with VIN 1HTSCAVM62H520703 (Public Works)

Motion was made by Alderman Moore, seconded by Alderman Dear, to authorize to declare surplus and dispose of a 2005 International Truck with VIN 1HTSCAVM62H520703 from the Public Works Department. All voting yea, motion carried.

Approve Municipal Compliance Questionnaire FYE 2023

Municipal Compliance Questionnaire

As part of the municipality's audit, the governing authorities of the municipality must make certain assertions with regard to legal compliance. The municipal compliance questionnaire was developed for this purpose.

The following questionnaire and related certification must be completed at the end of the municipality's fiscal year and entered into the official minutes of the governing authorities at their next regular meeting.

The governing authorities should take care to answer these questions accurately. Incorrect answers could reduce the auditor's reliance on the questionnaire responses, resulting in the need to perform additional audit procedures at added cost.

Information

Note: Due to the size of some municipalities, some of the questions may not be applicable. If so, mark N/A in answer blanks. Answers to other questions may require more than "yes" or "no," and, as a result, more information on this questionnaire may be required and/or separate work papers may be needed.

1. Name and address of municipality:
City of Senatobia

2. List the date and population of the latest official U.S. Census or most recent official census:
2020 - 8354

3. Names, addresses and telephone numbers of officials (include elected officials, chief administrative officer, and attorney).
See attached, Page IV-B6

4. Period of time covered by this questionnaire:
From: 10/1/2022 To: 9/30/2023

5. Expiration date of current elected officials' term: 6/30/2025

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MUNICIPAL COMPLIANCE QUESTIONNAIRE
Year Ended September 30, 20__

Answer All Questions: Y - YES, N - NO, N/A - NOT APPLICABLE

PART I - General

- 1. Have all ordinances been entered into the ordinance book and included in the minutes? (Section 21-13-13) Y

- 2. Do all municipal vehicles have public license plates and proper markings? (Sections 25-1-87 and 27-19-27) Y

- 3. Are municipal records open to the public? (Section 25-61-5) Y

- 4. Are meetings of the board open to the public? (Section 25-41-5) Y

- 5. Are notices of special or recess meetings posted? (Section 25-41-13) Y

- 5. Are all required personnel covered by appropriate surety bonds?
 - Board or council members (Sec. 21-17-5) Y

 - Appointed officers and those handling money, see statutes governing the form of government (i.e., Section 21-3-5 for Code Charter) Y

 - Municipal clerk (Section 21-15-38) Y

 - Deputy clerk (Section 21-15-23) Y

 - Chief of police (Section 21-21-1) Y

 - Deputy police (Section 45-5-9) (if hired under this law) Y

- 7. Are minutes of board meetings prepared to properly reflect the actions of the board? (Sections 21-15-17 and 21-15-19) Y

- 8. Are minutes of board meetings signed by the mayor or majority of the board within 30 days of the meeting? (Section 21-15-33) Y

- 9. Has the municipality complied with the nepotism law in its employment practices? (Section 25-1-53) Y

- 10. Did all officers, employees of the municipality, or their relatives avoid any personal interest in any contracts with the municipality during their term or within one year after their terms of office or employment? (Section 25-4-105) Y

- 11. Does the municipality contract with a Certified Public Accountant or an auditor approved by the State Auditor for its annual audit within twelve months of the end of each fiscal year? (Section 21-35-31) Y

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12. Has the municipality published a synopsis or notice of the annual audit within 30 days of acceptance? (Section 21-35-31 or 21-17-19) Y
- PART II - Cash and Related Records**
1. Where required, is a claims docket maintained? (Section 21-39-7) Y
2. Are all claims paid in the order of their entry in the claims docket? (Section 21-39-9) Y
3. Does the claims docket identify the claimant, claim number, amount and fund from which each warrant will be issued? (Section 21-39-7) Y
4. Are all warrants approved by the board, signed by the mayor or majority of the board, attested to by the clerk, and bearing the municipal seal? (Section 21-39-13) Y
5. Are warrants for approved claims held until sufficient cash is available in the fund from which it is drawn? (Section 21-39-13) Y
6. Has the municipality adopted and entered on its minutes a budget in the format prescribed by the Office of the State Auditor? (Sections 21-35-5, 21-35-7 and 21-35-9) Y
7. Does the municipality operate on a cash basis budget, except for expenditures paid within 30 days of fiscal year end or for construction in progress? (Section 21-35-23) Y
8. Has the municipality held a public hearing and published its adopted budget? (Sections 21-35-5, 27-39-203, & 27-39-205) Y
9. Has the municipality complied with legal publication requirements when budgetary changes of 10% or more are made to a department's budget? (Section 21-35-25) Y
10. If revenues are less than estimated and a deficit is anticipated, did the board revise the budget by its regular July meeting? (Section 21-35-25) Y

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- 11. Have financial records been maintained in accordance with the chart of accounts prescribed by the State Auditor? (Section 21-35-11) Y

 - 12. Does the municipal clerk submit to the board a monthly report of expenditures against each budget item for the preceding month and fiscal year to date and the unexpended balances of each budget item? (Section 21-35-13) Y

 - 13. Does the board avoid approving claims and the city clerk not issue any warrants which would be in excess of budgeted amounts, except for court-ordered or emergency expenditures? (Section 21-35-17) Y

 - 14. Has the municipality commissioned municipal depositories? (Sections 27-105-353 and 27-105-363) Y

 - 15. Have investments of funds been restricted to those instruments authorized by law? (Section 21-33-323) Y

 - 16. Are donations restricted to those specifically authorized by law? [Section 21-17-5 (Section 66, Miss. Constitution) -- Sections 21-19-45 through 21-19-59, etc.] Y

 - 17. Are fixed assets properly tagged and accounted for? (Section II - Municipal Audit and Accounting Guide) Y

 - 18. Is all travel authorized in advance and reimbursements made in accordance with Section 25-3-41? Y

 - 19. Are all travel advances made in accordance with the State Auditor's regulations? (Section 25-3-41) Y

- PART III - Purchasing and Receiving**
- 1. Are bids solicited for purchases, when required by law (written bids and advertising)? [Section 31-7-13(b) and (c)] Y

 - 2. Are all lowest and best bid decisions properly documented? [Section 31-7-13(d)] Y

 - 3. Are all one-source item and emergency purchases documented on the board's minutes? [Section 31-7-13(m) and (k)] Y

 - 4. Do all officers and employees understand and refrain from accepting gifts or kickbacks from suppliers? (Section 31-7-23) Y

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PART IV - Bonds and Other Debt

- 1. Has the municipality complied with the percentage of taxable property limitation on bonds and other debt issued during the year? (Section 21-33-303) Y

- 2. Has the municipality levied and collected taxes, in a sufficient amount for the retirement of general obligation debt principal and interest? (Section 21-33-87) Y

- 3. Have the required trust funds been established for utility revenue bonds? (Section 21-27-65) Y

- 4. Have expenditures of bond proceeds been strictly limited to the purposes for which the bonds were issued? (Section 21-33-317) Y

- 5. Has the municipality refrained from borrowing, except where it had specific authority? (Section 21-17-5) Y

PART V - Taxes and Other Receipts

- 1. Has the municipality adopted the county ad valorem tax rolls? (Section 27-35-167) Y

- 2. Are interest and penalties being collected on delinquent ad valorem taxes? (Section 21-33-53) Y

- 3. Has the municipality conducted an annual land sale for delinquent ad valorem taxes? (Section 21-33-63) Y

- 4. Have the various ad valorem tax collections been deposited into the appropriate funds? (Separate Funds for Each Tax Levy) (Section 21-33-53) Y

- 5. Has the increase in ad valorem taxes, if any, been limited to amounts allowed by law? (Sections 27-39-320 and 27-39-321) Y

- 6. Are local privilege taxes collected from all businesses located within the municipality, except those exempted? (Section 27-17-5) Y

- 7. Are transient vendor taxes collected from all transient vendors within the municipality, except those exempted? (Section 75-85-1) Y

- 8. Is money received from the state's "Municipal Fire Protection Fund" spent only to improve municipal fire departments? (Section 83-1-37) Y

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- 9. Has the municipality levied or appropriated not less than 1/4 mill for fire protection and certified to the county it provides its own fire protection or allowed the county to levy such tax? (Sections 83-1-37 and 83-1-39) Y
- 10. Are state-imposed court assessments collected and settled monthly? (Section 99-19-73, 83-39-31, etc.) Y
- 11. Are all fines and forfeitures collected when due and settled immediately to the municipal treasury? (Section 21-15-21) Y
- 12. Are bids solicited by advertisement or, under special circumstances, three appraisals obtained when real property is sold? (Section 21-17-1) Y
- 13. Has the municipality determined the full and complete cost for solid waste for the previous fiscal year? (Section 17-17-347) Y
- 14. Has the municipality published an itemized report of all revenues, costs and expenses incurred by the municipality during the immediately preceding fiscal year in operating the garbage or rubbish collection or disposal system? (Section 17-17-348) Y
- 15. Has the municipality conducted an annual inventory of its assets in accordance with guidelines established by the Office of the State Auditor? (MMAAG) Y

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Mayor Greg Graves, 109 Carolina Pointe Senatobia, MS 38668 662-292-6002

Alderman At Large Adam Moore, 104 Rosewood Dr Senatobia, MS 38668 662-560-8303

Alderman Larry Simpson, 111 Brookside Dr Senatobia, MS 38668 662-292-0965

Alderman Kevin Dear, 12047 Hwy 4 Senatobia, MS 38668 662-288-1382

Alderman Allen Tanksley, 122 Cox St Senatobia, MS 38668 662-560-7938

Alderman Brian Hale, 591 Two Mile Branch Rd Senatobia, MS 38668 662-292-1505

City Attorney Ginger Miller, 201 W Main St Senatobia, MS 38668 662-562-0022

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(MUNICIPAL NAME)

Certification to Municipal Compliance Questionnaire

Year Ended September 30, 2023

We have reviewed all questions and responses as contained in this Municipal Compliance Questionnaire for the Municipality of Senatobia, and, to the best of our knowledge and belief, all responses are accurate.

(City Clerk's Signature)

(Mayor's Signature)

10/3/2023
(Date)

10/3/2023
(Date)

Minute Book References:

Book Number EE

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(Clerk is to enter minute book references when questionnaire is accepted by board.)

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Motion was made by Alderman Moore, seconded by Alderman Dear, to approve Municipal Compliance Questionnaire FYE 2023. All voting yea, motion carried.

Authorize Senatobia Main Street to apply for the T-Mobile Hometown Grant on behalf of the city

Motion was made by Alderman Moore, seconded by Alderman Dear, to authorize Senatobia Main Street to apply for the T-Mobile Hometown Grant on behalf of the city. All voting yea, motion carried.

Authorize to declare building letters from the Building and Court Department building surplus and dispose of

Motion was made by Alderman Moore, seconded by Alderman Dear, to authorize to declare building letters from the Building and Court Department building surplus and dispose of. All voting yea, motion carried.

Mayors Corner

First Security Bank

Mayor Graves advised the Board that First Security has invited them to their groundbreaking ceremony on Wednesday October 11, 2023.

Street Paving

Mayor Graves advised the Board that Mendrop advised that getting the gravel has put them a little behind and sends his apologies.

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

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. All voting yea, motion carried.

Authorize to go into Executive Session for Economic Updates

Motion was made by Alderman Tanksley, seconded by Alderman Hale, to authorize to go into Executive Session for Economic Updates. All voting yea, motion carried.

Authorize to come out of Executive Session for Economic Updates

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

Recess

Motion was made by Alderman Simpson, and seconded by Alderman Tanksley, to recess. All voting yea, motion carried.

Greg Graves, Mayor

ATTEST:

Katie Harbin –City Clerk