

MINUTES OF THE PROCEEDING OF THE MAYOR AND BOARD OF ALDERMAN OF THE CITY OF SALTILLO, MISSISSIPPI WHO MET IN A REGULAR BOARD MEETING HELD ON OCTOBER 5, 2021 AT THE CITY HALL BOARD ROOM AT 6:00 P.M.

Be it remembered that the Mayor and Board of Aldermen of the City of Saltillo, Mississippi met in a regular board meeting held on Tuesday, October 5, 2021 at the City Hall Board Room at 6:00 P.M. and the following officials were present to wit:

Mayor	Copey Grantham
Aldermen	Scottie Clark
	Terry Glidewell
	Brian Morgan
	Craig Sanders
	Sonya Hill Witcher
City Clerk	Mary Parker
City Attorney	Chris Evans

The Mayor opened with the pledge of allegiance and Ron Cottom led in a prayer.

Thereupon the Mayor declared a legal quorum present and the meeting was opened for the following business:

RE: APPROVE THE AGENDA

On the motion of Scottie Clark, seconded by Craig Sanders, and by an affirmative vote of all present to approve the agenda with moving of E (hire in park & rec) to G. 6.

Ordered this the 5th day of October, 2021.

RE: SEPTEMBER 21, 2021

On the motion of Terry Glidewell, seconded by , and by an affirmative vote of all present to approve the minutes of the Public Hearing September 7, 2021; September 7th, 2021 regular meeting; and September 14th special meeting, as recorded.

Ordered this the 5th day of October, 2021.

RE: POLICE DEPARTMENT MONTHLY UPDATE

The police reported the department did 143 reports during the month of September, 13 felonies with 11 total arrests. The department is working on the 5k Breast Cancer awareness run on October 25, 2021.

Ordered this the 5th day of October, 2021.

RE: POLICE DEPARTMENT TAKE-HOME CAR POLICY

On the motion of Craig Sanders, seconded by Scottie Clark, and by an affirmative vote of all present to clarify a 25 mile radius from the police department for an officer to be PERMITTED to take a car home. The remainder of the previously passed police take-home car policy will remain in force and effect.

Ordered this the 5th day of October, 2021.

RE: FIRE TRUCK UPDATE

Fire Chief Mark Nowell provided an update as to the current status of some of the fire equipment.

On the motion of Scottie Clark, seconded by Craig Sanders, and by an affirmative vote of all present to set aside \$18,763.00 remaining from the 2020-2021 fire department budget into a truck fund to apply toward the purchase of a fire truck in the future.

Ordered this the 5th day of October, 2021.

RE: PATRICK PORTERFIELD

On the motion of Craig Sanders, seconded by Brian Morgan, and by an affirmative vote of all present to hire Patrick Porterfield as a part-time as needed fireman at \$10.40 per hour. Effective immediately.

Ordered this the 5th day of October, 2021.

RE: MEG'S LANE

Public Works Director Dustin Hathcock informed the board that the city will soon need to repair a large pipe on meg's lane that is very close to several houses and that lining the pipe is probably going to be the most reasonable solution. The cost will be approximately \$60,000. The board will be updated on this subject at a later date.

No action taken.

RE: DESERT COVE

On the motion of Brian Morgan, seconded by Craig Sanders, and by an affirmative vote of all present to accept Desert Cove as a city street and to place the same on the county road registry. (50' wide right-of-way x 203' length is officially accepted by the board). The board finds that the said street was originally constructed within city specifications.

Ordered this the 5th day of October, 2021.

RE: AUTOMATED METERS

On the motion of Brian Morgan, seconded by Scottie Clark, and by an affirmative vote of all present for the board to make official findings of fact that the purchase of an automated water meter system for the city would be a permissible use of federal American Rescue Plan Act (ARPA) funds in that the said project would provide for a necessary investment in water infrastructure. The board finds that the said project would assist in providing and delivering clean drinking water to the water system customers and would significantly aid in water conservation and efficiency in detecting unknown leaks in the system and the like. The board finds that these conclusions are in line with the provisions of the Clean Water State Revolving Fund and Drinking Water State Revolving Fund as administered by the United States Environmental Protection Agency. The board also finds that the installation of an automated water meter system would allow for significantly fewer necessary social contacts between water system employees with each other in reading meters together and the like, and also for significantly fewer necessary social contacts between water system employees and customers, both of which provide health benefits for the employees and citizens in light of the ongoing COVID-19 pandemic and will likely decrease public health expenditures related to said illness.

Ordered this the 5th day of October, 2021.

RE: AUTOMATED METER BIDS

On the motion of Scotty Clark, seconded by Terry Glidewell, and by an affirmative vote of all present to authorize Dustin Dabbs to advertise for bids for the purchase and installation of an automated water metering system pursuant to state purchasing laws. These bids will be based upon the plans and specifications recommended to the city by Dustin Dabbs, as the engineer that was hired by the city to consult in this matter, as a single construction project.

On the motion of Scottie Clark, seconded by Craig Sanders, and by an affirmative vote of all present to make a finding of fact that, based upon the recommendation of engineer Dustin Dabbs, the plans and specifications for the automated water metering system solicitation for public bids should provide for Zenner water meters or an automated system that can effectively communicate with Zenner meters or for a system of similar specifications which is the lowest and best bid. The reason and justification for this preference is based upon the large number of Zenner meters that are already owned by the city and in the ground that can be retro-fitted for this project, as opposed to having to purchase all new meters. The city also has various Zenner meters and spare parts already on hand that can be used as well, and the city employees are already familiar with the installation, maintenance and repair of such meters, as opposed to another brand or style.

Ordered this the 5th day of October, 2021.

RE: MAXX SOUTH RENEWAL

On the motion of Craig Sanders, seconded by Scottie Clark, and by an affirmative vote of all present to renew the existing franchise agreement between the City and Maxx South for an additional ten (10) years. According to Maxx South, this franchise agreement is identical to all other Maxx South franchise agreements which are in place in all cities and counties in northeast Mississippi.

Ordered this the 5th day of October, 2021.

RE: MUNICIPAL QUESTIONNAIRE 2021

On the motion of Terry Glidewell, seconded by Brian Morgan, and by an affirmative vote of all present to accept the Municipal Questionnaire for year ending September 30, 2021. See attachment.

Ordered this the 5th day of October, 2021.

RE: 2021 TAX ROLLS

On the motion of Scottie Clark, seconded by Craig Sanders, and by an affirmative vote of all present to approve the 2021 Tax Rolls as prepared by Lee County Tax Assessor.

RE: CLAIMS DOCKET 66681-66791 PAID & UNPAID CLAIMS

On the motion of Terry Glidewell, seconded by Brian Morgan, and by an affirmative vote of all present to approve the paid and unpaid claims docket 66681-66791

Ordered this the 5th day of October, 2021.

RE: 2020-2021 FY BUDGET

On the motion of Craig Sanders, seconded by Scottie Clark, and by an affirmative vote of all present to approve the amendments for the 2021-2021 FY Budget.

CITY OF SALTILLO 2020-2021 PROPOSED		BUDGET	REVISED	REVISED	REVISED	REVISED	REVISED
FY BUDGET		9/8/2020	11/2/2020	2/2/2021	6/1/2021	8/1/2021	10/5/2021
GENERAL FUND							
Real Property Taxes		688,000		688,000	688,000	688,000.00	691,817.00
Auto Taxes		172,000		172,000	172,000	172,000.00	198,120.00
Homestead Exemption		19,700		19,700	19,700	19,700.00	29,487.00
TVRHA in Lieu		15,000		15,000	15,000	15,000.00	14,137.00
Privilege License		12,000		12,000	12,000	12,000.00	12,127.00
Vehicle Sale Permit		0		-	-	-	-
Building Permits		9,000		9,000	10,000	13,500.00	14,662.00
Carport Permits		1,000		1,000	700	900.00	1,223.00
Rental Fees		11,700		11,700	11,700	11,700.00	4,883.00
Zoning Permits		1000		1,000	1,000	1,000.00	450.00
Railroad Taxes		7,800		7,800	8,005	8,005.00	8,005.00
Telepak Franchise				100	250	1,250.00	1,292.00
TEPA Franchise		110,000		110,000	110,000	112,200.00	112,200.00
Comcast/Vista Franchise		16,100		16,100	16,100	16,100.00	16,168.00
Atmos Franchise		16,500		16,500	16,500	19,500.00	19,020.00
Metrocast Franchise		15,000		15,000	15,000	15,000.00	14,077.00
Sales Tax		920,000		920,000	920,000	1,000,000.00	1,056,296.00
TVA- in Lieu		52,704		53,704	53,704	53,704.00	53,704.00
Municipal & Franchise		3,500		3,500	3,500	3,500.00	2,370.00
investigator Fee/ Lee Co		500		500	300	400.00	400.00
Police Dept Donations		0		-	100	350.00	350.00
5K Promotions		0		-	-	-	2,000.00

PD GRANT Transfer	0	-	-	-	-
PD CAMERA DONATIONS	0	-	-	-	-
GASOLINE TAX	10,150	26,000	26,000	28,000.00	28,455.00
TIGER ACHIEVERS DONATIONS	7,000	7,000	7,000	7,000.00	1,490.00
KIDS N COPS	5000	5,000	5,000	6,530.00	6,530.00
TA PROGRAM CAR	0	-	-	-	-
Court Fines & Fees	35,000	35,000	35,000	35,000.00	40,491.00
Accident Report	1,100	1,100	1,100	1,000.00	1,240.00
Municipal Court Funds	400	400	700	700.00	424.00
Interest Earned	40,000	40,000	50,000	55,000.00	58,834.00
Comm Room Rent	500	500	700	700.00	650.00
Cellular Rent	28,000	28,000	28,000	28,000.00	28,248.00
Misc	0	1,000	1,800	2,600.00	2,146.00
Crime Lab Reimbursement	0	-	-	-	-
Return Checks	0	-	-	-	-
Wireless Communications	0	-	-	-	-
Sale of Surplus Equipment	0	-	-	621.00	622.00
Trans Reimburse from Rebate	0	-	4,143	4,143.00	4,143.00
Trans from Sewer	0	-	-	-	-
land Rental Fee		600	100	100.00	100.00
Insurance Claim Proceeds	0	-	14,040	14,040.00	14,040.00
Promotions of the City	0	-	-	-	-
Lighting Project	0	-	-	-	-
BP Grant	0	-	-	-	-
Recycling Donations	0	-	-	-	-
PROPERTY MAINTENANCE	0	-	-	3,600.00	3,600.00

MEMA REIMBURSEMENT	0	111,301	111,301	111,301	111,301.00	111,302.00
Lee Co. Schools	28700			28,700	28,700.00	27,903.00
GENERAL FUND	2,227,354	2,338,655	2,328,505	2,387,143	2,490,844.00	2,583,006.00
REVENUES						
Fire Department Revenues	374,850	381,346	381,346	386,346	386,346.00	367,583.00
Park & Rec Revenues	380,421	427,045	427,795	444,066	421,033.00	341,126.00
Court Revenues	67,600		67,600	67,600	67,600.00	77,379.00
Saltillo G/O Refund 2008	113,740		113,740	114,340	114,340.00	114,340.00
USE TAX FUND	50,502	-	122,967	122,967	198,490.00	198,490.00
PROMOTIONS OF THE CITY	15,000		15,000	15,000	15,000.00	15,000.00
Cemetery Fund	6,000		6,000	6,000	6,000.00	7,200.00
Fire Rebate Funds	39,152		39,152	39,152	39,152.00	-
TOTAL SPECIAL FUNDS	1,047,265	1,100,385	1,173,600	1,195,471	1,247,961.00	1,121,118.00
Total General City Revenue						
FIRE REBATE - RESERVE	57,000		57,000	57,000	57,000.00	57,000.00
GENERAL - RESERVE	422,019		422,019	422,019	422,019.00	422,019.00
BUILDING FUND RESERVE	24,916		24,916	24,916	24,916.00	24,916.00
CEMETERY RESERVE	73,213		72,213	72,213	72,213.00	72,213.00
LIGHTING GRANT	146,818		150,000	150,000	150,000.00	150,000.00
BP GRANT	48,000		48,000	48,000	48,000.00	48,000.00
ARPA FUNDS	0		-	-	622,234.00	622,234.00
TOTAL	771,966		774,148	774,148	1,396,382.00	1,396,382.00
Total General City Funds Available	4,046,585	4,211,006	4,276,253	4,356,762	5,135,187.00	5,100,506.00
Water & Sewer Fund						
REVENUE / WATER	1,076,500		1,076,500	1,081,052	1,094,903.00	1,208,211.00
REVENUE/ SEWER	827,830		827,830	852,344	848,844.00	885,718.00

CAP LOAN	0		-	-	-	-
USDA	0		-	-	-	-
CASH ON RESERVE/WATER	128,634		128,634	128,634	128,634.00	128,631.00
CASH ON RESERVE/SEWER	1,460,509		1,460,509	1,460,509	1,460,509.00	1,460,509.00
Total Funds Available	3,493,473		3,493,473	3,522,539	3,532,890.00	3,683,069.00
Water Line Rehab	0		-	-	-	-
Water Meter Deposits	24,000		24,000	24,000	24,000.00	28,350.00
Total	3,517,473		3,517,473	3,546,539	3,556,890.00	3,711,419.00
GRAND TOTAL	7,564,058	7,728,479	7,793,726	7,903,301	8,692,077.00	8,811,925.00
EXPENDITURES						
Financial & Administration						
Personnel Services	233,877		233,877	235,432	235,432.00	234,122.00
Supplies	6,200		6,200	5,700	5,700.00	5,891.00
Other Supplies & Services	147,720	147,720	169,995	169,795	167,095.00	158,656.00
Capital Outlay	0		-	-	-	-
Transfers to other Funds	582,945	640,445	640,445	625,818	623,398.00	527,413.00
Total	970,742	1,028,742	1,050,517	1,036,745	1,031,625.00	926,082.00
Zoning Department						
Personnel Services	63,802	65,002	65,002	68,106	70,152.00	69,694.00
Supplies	3,000		3,000	4,300	4,800.00	3,139.00
Other Supplies & Services	17,316		17,316	16,016	18,716.00	16,646.00
Capital Outlay	0		-	-	-	-
Total	84,118	85,318	85,318	88,422	93,668.00	89,479.00
Court Department						
Personnel Services	33,565		33,565	33,565	33,565.00	32,489.00
Supplies	600		600	600	600.00	155.00
Other Supplies & Services	7,925		7,925	7,925	7,925.00	5,890.00
Total	42,090	42,090	42,090	42,090	42,090.00	38,534.00

Police Department

Personnel Services	656,360	661,160	661,160	659,516	647,516.00	622,240.00
Supplies	60,050	91,550	91,550	90,090	95,681.00	90,281.00
Other Supplies & Services	44,375		44,375	44,375	45,375.00	34,704.00
Capital Outlay	700		700	700	6,110.00	6,110.00
LEASE PAYMENTS	34,311		34,311	34,311	34,310.00	34,311.00
Total	795,796	832,096	832,096	828,992	828,992.00	787,646.00

Street Department

Personnel Services	96,119	97,219	97,219	97,219	97,219.00	87,526.00
Supplies	43,600		43,600	51,243	51,243.00	47,827.00
Other Supplies & Services	78,750		78,750	78,750	78,750.00	77,518.00
LIGHTING	0		35,000	31,500	31,500.00	34,375.00
BP GRANT	0		-	-	-	-
Capital Outlay	0		-	-	-	-
Total	218,469	219,569	254,569	258,712	258,712.00	247,246.00

City Hall O & M Fund

Supplies	2,500		2,500	2,500	2,500.00	1,764.00
Other Supplies & Services	92,900		92,900	106,452	110,652.00	105,727.00
Capital Expense	0	12,850	12,850	13,870	13,870.00	13,871.00
Total	95,400	108,250	108,250	122,822	127,022.00	121,362.00
Dr. Robison Resource Center						
Supplies	200		200	200	200	-
Other Supplies & Services	9,500		9,500	7,900	7900	6,340.00
Capitol Expense	0		-	-	0	-
Total	9,700	9,700	9,700	8,100	8100	6,340.00
Total General Fund Expenditures	2,216,315	2,325,765	2,382,540	2,385,883	2,390,209.00	2,216,689.00

Fire Department Fund

Personnel Services	321,996	323,496	323,496	328,496	328,496	319,768.00
Supplies	30,090		29,790	29,790	29,780	26,145.00
Other Supplies & Services	27,760		27,760	27,760	27,610	21,210.00
Capital Outlay	0		-	300	460	460.00
Debt Service	0		-	-	0	-
Total	379,846	381,346	381,046	386,346	386,346	367,583.00
State Fire Rebate Funds						
SUPPLIES/INSURANCE	26,885		21,085	21,885	28,484	22,897.00
EQUIPMENT	2,000		7,000	7,000	400	317.00
Interest Paid	0		-	-	0	-
Bonds Paid	0		-	-	-	-
Code	0		-	-	0	-
JAWS OF LIFE REPAY	10,267		10,267	10,267	10,268	10,268.00
Total	39,152	39,152	38,352	39,152	39,152	33,482.00
Park & Rec Fund						
Personnel Services	206,475	207,475	207,475	207,975	188,425.00	180,233.00
Supplies	85,000		85,184	89,034	85,917.00	62,892.00
Other Supplies & Services	83,570		83,570	85,570	85,570.00	42,553.00
Capital Outlay	6,000	51,000	51,566	61,487	61,121.00	55,448.00
Total	381,045	427,045	427,795	444,066	421,033.00	341,126.00
PROMOTIONS OF THE CITY						
Personnel Services	0		-			-
PROMOTIONS	15,000		15,000	15,000	15,000.00	15,000.00
TRANSFERS OUT	0		-	-	-	-
Total	15,000	15,000	15,000	15,000	15,000.00	15,000.00
Other Expenditures						
Court Fund Expenditures	67,600		67,600	67,600	67,540.00	77,379.00

PARKRIDGE SB BOND FDS	0		-	-	-	-
GO Ref 2008	113,740		113,740	114,340	114,340.00	114,340.00
USE TAX FUND	50,502		122,967	122,967	198,489.00	-
Cemetery Fund	6,000		6,000	6,000	6,000.00	8,971.00
LIGHTING FUND	146,818		150,000	150,000	150,000.00	150,000.00
BP GRANT (MEG'S LANE)	49,081		48,081	48,081	48,081.00	17,587.00
BUILDING FUND	0	10,000	10,000	43,217	43,217.00	33,318.00
Total	433,741	443,741	518,388	552,205	627,667.00	401,595.00
Total General City Expenditures	3,465,099	3,632,049	3,763,121	3,822,652	3,879,407.00	3,375,475.00
Cash on Reserve- End of Year						
Cemetery Fund	73,213		73,213	65,957	65,957.00	64,186.00
General Fund	426,457	433,828	411,619	411,153	510,589.00	816,604.00
Buidling Fund Reserve	24,916		-	-	-	-
Fire Fund Reserves	57,000		57,000	57,000	57,000.00	23,518.00
ARPA FUNDS					622,234.00	622,234.00
MOD USE FUND						198,489.00
TOTAL	581,586	588,957	541,832	534,110	1,255,780.00	1,725,031.00
Total General City Expend & Reserve	4,046,685	4,221,006	4,304,953	4,356,762	5,135,187.00	5,100,506.00
Water Fund						
Personnel Services	322,082	331,582	331,582	331,582	331,582.00	324,868.00
Supplies	105,500		105,500	105,500	105,500.00	90,456.00
Utilities & Other Services	360,850		360,830	320,830	320,830.00	298,130.00
Capital Outlay	46,197	36,697	36,697	93,815	107,666.00	49,875.00
Debt Service	241,871		241,891	229,325	229,325.00	212,460.00
TRANSFER	0		-	-	-	-
REHAB FUNDS	0		-	-	-	-
TOTAL	1,076,500	1,076,500	1,076,500	1,081,052	1,094,903.00	975,789.00

SEWER FUND						
Personnel Services	120,057	117,057	117,057	117,057	99,068	98,403.00
Supplies	45,200		45,200	141,895	141895	75,173.00
Utilities & Other Services	711,040		729,040	724,183	724183	710,823.00
Capital Outlay	0	13,000	13,000	46,871	46871	46,551.00
Debt Service	0		-	-	0	-
REHAB FUNDS RESERVE	0		-	-	0	-
TOTAL	876,297	886,297	904,297	1,030,006	1,012,017	930,950.00
CAP Loan	0	-	-	-	-	
Cash on Reserve- water	128,634	128,634	128,634	128,634	128,634.00	361,499.00
Cash on Reserve - sewer	1,412,042	1,402,042	1,384,042	1,282,847	1,297,336.00	1,415,277.00
Water Line Rehab	0	-	-	-	-	-
Water Meter Deposits	24,000	24,000	24,000	24,000	24,000.00	27,904.00
Total	3,517,473	3,517,473	3,517,473	3,546,539	3,556,890.00	3,711,419.00
GRAND TOTAL BUDGET FY 20-2021	7,564,158	7,738,479	7,822,426	7,903,301	8,692,077.00	8,811,925.00

Ordered this the 5th day of October, 2021

RE: PERSONNEL POLICE DEPARTMENT AND PARK & REC

On the motion of Brian Morgan, seconded by Craig Sanders, and by an affirmative vote of all present to discuss whether or not personnel issues meet the qualifications to go into executive session.

On the motion of Brian Morgan, seconded by Scottie Clark, and by an affirmative vote of all present to go into executive session to discuss personnel issues in both the police and park & rec departments.

Present in executive session were Mayor Copey Grantham, Aldermen Glidewell, Clark, Morgan, Sanders and Witcher, City Attorney Chris Evans, City Clerk Mary Parker, Police Chief Daniel McKinney, Assistant Chief Jeff Brown, and Park and Rec Director Alex Wilcox (at varying times). A police department personnel issue and a park and rec personnel issue were separately discussed in executive session.

On the motion of Brian Morgan, seconded by Craig Sanders, and by an affirmative vote of all present go out of executive session and into regular session.

On the motion of Scottie Clark, seconded by Sonya Witcher, and by an affirmative vote of all present to promote officer Cody Moore to Sargent at \$17.40 per hour effective October 13th, 2021.

On the motion of Brian Morgan, seconded by Terry Glidewell, and by an affirmative vote of all present to hire Delbert Williams in the park and rec department at \$15.00 per hour and all benefits due a full-time employee, effective October 20th, 2021.

Ordered this the 5th day of October, 2021.

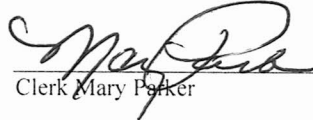
RE: ADJOURN

On the motion of Terry Glidewell, seconded by Craig Sanders, and by an affirmative vote of all present to adjourn the regular called meeting, October 5, 2021 meeting at 7:45 p.m. of the Mayor and Board of Aldermen.

Ordered this the 5th day of October, 2021.



Mayor Copey Grantham



Clerk Mary Parker

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 Saltillo P O Box 1426, Saltillo, MS 38866

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

2021 5074

3. Names, addresses and telephone numbers of officials (include elected officials, chief administrative officer, and attorney).

Attached

4. Period of time covered by this questionnaire:

From: 10/01/2020

To: 09/30/2021

5. Expiration date of current elected officials' term: June 30, 2025

MUNICIPAL COMPLIANCE QUESTIONNAIRE

Year Ended September 30, 20 21

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) | <u>Y</u> |
| 2. Do all municipal vehicles have public license plates and proper markings? (Sections 25-1-87 and 27-19-27) | <u>Y</u> |
| 3. Are municipal records open to the public? (Section 25-61-5) | <u>Y</u> |
| 4. Are meetings of the board open to the public?
(Section 25-41-5) | <u>Y</u> |
| 5. Are notices of special or recess meetings posted?
(Section 25-41-13) | <u>Y</u> |
| 5. Are all required personnel covered by appropriate surety bonds? | |
| · Board or council members (Sec. 21-17-5) | <u>Y</u> |
| · Appointed officers and those handling money, see statutes governing the form of government (i.e., Section 21-3-5 for Code Charter) | <u>Y</u> |
| · Municipal clerk (Section 21-15-38) | <u>Y</u> |
| · Deputy clerk (Section 21-15-23) | <u>Y</u> |
| · Chief of police (Section 21-21-1) | <u>Y</u> |
| · Deputy police (Section 45-5-9) (if hired under this law) | <u>Y</u> |
| 7. Are minutes of board meetings prepared to properly reflect the actions of the board? (Sections 21-15-17 and 21-15-19) | <u>Y</u> |
| 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) | <u>Y</u> |
| 9. Has the municipality complied with the nepotism law in its employment practices? (Section 25-1-53) | <u>Y</u> |
| 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) | <u>Y</u> |
| 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) | <u>Y</u> |

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)
2. Are all claims paid in the order of their entry in the claims docket? (Section 21-39-9)
3. Does the claims docket identify the claimant, claim number, amount and fund from which each warrant will be issued?
(Section 21-39-7)
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)
5. Are warrants for approved claims held until sufficient cash is available in the fund from which it is drawn?
(Section 21-39-13)
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)
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)
8. Has the municipality held a public hearing and published its adopted budget? (Sections 21-35-5, 27-39-203, & 27-39-205)
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)
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

Y

Y

Y

Y

Y

Y

Y

Y

Y

- | | |
|--|------------|
| 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
_____ |

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) | <u>Y</u> |
| 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) | <u>Y</u> |
| 3. | Have the required trust funds been established for utility revenue bonds? (Section 21-27-65) | <u>Y</u> |
| 4. | Have expenditures of bond proceeds been strictly limited to the purposes for which the bonds were issued? (Section 21-33-317) | <u>Y</u> |
| 5. | Has the municipality refrained from borrowing, except where it had specific authority? (Section 21-17-5) | <u>Y</u> |

PART V - Taxes and Other Receipts

- | | | |
|----|--|-----------|
| 1. | Has the municipality adopted the county ad valorem tax rolls? (Section 27-35-167) | <u>Y</u> |
| 2. | Are interest and penalties being collected on delinquent ad valorem taxes? (Section 21-33-53) | <u>*Y</u> |
| 3. | Has the municipality conducted an annual land sale for delinquent ad valorem taxes? (Section 21-33-63)
*LEE CO TAX COLLECTORS COLLECTS FOR THE CITY | <u>*Y</u> |
| 4. | Have the various ad valorem tax collections been deposited into the appropriate funds? (Separate Funds for Each Tax Levy) (Section 21-33-53) | <u>Y</u> |
| 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) | <u>Y</u> |
| 6. | Are local privilege taxes collected from all businesses located within the municipality, except those exempted? (Section 27-17-5) | <u>Y</u> |
| 7. | Are transient vendor taxes collected from all transient vendors within the municipality, except those exempted? (Section 75-85-1) | <u>Y</u> |
| 8. | Is money received from the state's "Municipal Fire Protection Fund" spent only to improve municipal fire departments? (Section 83-1-37) | <u>Y</u> |

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) N/A
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

Mayor Copey Grantham	823 Old Hwy 45	Saltillo, MS 38866	662-871-2387
City Attorney Chris Evans	331 Cotton Gin Ln	Saltillo, MS 38866	662-844-6040
Aldermen			
Scottie Clark	107 Foxfield	Saltillo, MS 38866	662-255-7423
Terry Glidewell	2298 Hwy 145	Saltillo, MS 38866	662-869-5196
Brian Morgan	103 Bumpers Dr	Saltillo, MS 38866	662-678-3272
Craig Sanders	179 Kellum Dr	Saltillo, MS 38866	662-397-1506
Sonya Hill Witcher	118 Emerson Dr	Saltillo, MS 38866	662-213-0279
City Clerk Mary Parker, MMC	451 CR 1599	Baldwyn MS 38824	662-397-2848

(MUNICIPAL NAME)


Certification to Municipal Compliance Questionnaire

Year Ended September 30, 2021

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


(City Clerk's Signature)

OCTOBER 8, 2021
(Date)


(Mayor's Signature)

10/18/2021
(Date)

Minute Book References:

Book Number 13

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