

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 6, 2020 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 October 6, 2020 at the City Hall Board Room at 6:00 P.M. and the following officials were present to wit:

| | |
|---------------|-----------------|
| Mayor | Rex Smith |
| Aldermen | Scottie Clark |
| | Donald Cullum |
| | Terry Glidewell |
| | Copey Grantham |
| | Craig Sanders |
| City Clerk | Mary Parker |
| City Attorney | Chris Evans |

The Mayor opened the meeting with the pledge of allegiance and Alderman Craig Sanders led with a prayer.

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

RE: APPROVE AGENDA

On the motion Copey Grantham, seconded by Donald Cullum, and by an affirmative vote of all present to approve the agenda for the meeting of October 6, 2020 with the addition of fire dept grant.

Ordered this the 6th day of October, 2020.

RE: WESSON HEIGHTS SUBDIVISION – VINCE LANGFORD

Vince Langford and several residents of the Wesson Heights subdivision came before the board to complain about speeding in the neighborhood. They are requesting more police present and also speed bumps or tables. John Herndon also presented the board with a study that he had prepared of the number of vehicles that pass through the subdivision at various times of the day along with the speeds that he had clocked. The board informed them that the city requires the signatures of 65% of the residents in the subdivision before considering the installation of speed bumps or tables. If approved by the board, the subdivision would be responsible for the cost of any such bumps or tables.

Ordered this the 6th day of October, 2020

RE: DRAKE WORTMAN WATER BILL

The Wortman's of 144 Old Saltillo Road came before the board to challenge the cost of installing a yard meter. Per Mrs. Wortman she was never told there was an installation fee of \$500, only the deposit fee of \$100. She also argued that she should not have been charged the sewer on water that went into the pool. On the motion of Terry Glidewell, seconded by Donald Cullum, and by an affirmative vote of all present to table the discussion until Thursday, October 15th so that the board may look into the legality of waiving the installation fees and as to the issue of any possible credit on the sewer bill.

Ordered this the 6th day of October, 2020

RE: BOARD MINUTES – SEPTEMBER 1, 11, 15, 17, AND OCTOBER 2, 2020

On the motion of Copey Grantham, seconded by Donald Cullum, and by an affirmative vote of all present to approve the minutes of the Sept. 1, 2020 meeting, Public Hearings Sept. 8th and 15th, and Special Called Meetings Sept. 11, 15, 17 and October 2, 2020 as recorded.

Ordered this the 6th day of October, 2020

RE: CLAIMS DOCKET 64907 - 65057

On the motion of Craig Sanders, seconded by Donald Cullum, and by an affirmative vote of all present to approve the claims docket 64907-65057.

Ordered this the 6th day of October, 2020.

RE: TOWN CREEK APARTMENTS – SPECIAL EXCEPTION

On the motion of Craig Sanders, seconded by Copey Grantham, and by an affirmative vote of Aldermen Sanders, Grantham and Cullum with Aldermen Glidewell and Clark voting nay to allow Guru properties a variance to rent out six (6) apartments located at Town Creek as residential. This vote was based upon the proposal of the owner of the property that he would only rent to adults with no children, as the board had safety concerns about small children playing in the area since the remaining property is zoned commercial with a busy parking lot that would not be conducive to a play area. The owner also agreed to install integrated smoke detectors throughout each building and to follow any other recommendations of the fire chief, such as to repair vent hoods, etc.

Ordered this the 6th day of October, 2020.

RE: LIGHT PROJECT

On the motion of Scottie Clark, seconded by Craig Sanders, and by an affirmative vote of all present to approve reverse auction bid placed by Stuart C. Irby Company for One hundred and fifty six thousand dollars (\$156,000.00) for LED lights and poles to be placed in the median and ramps at Highway 145 and Highway 45. This project is partially funded through state bond money for this purpose which was previously received by the city.

Ordered this the 6th day of October, 2020.

RE: 251 N THIRD AVE – PROPERTY MAINTENANCE

On the motion of Terry Glidewell, seconded by Scottie Clark, and by an affirmative vote of all present to give the home owner at 251 N Third, seven (7) days to remove the dilapidated travel trailer (rv) parked in the drive way from the property or the city would remove the trailer and place a lien on the property. This is ordered as the result of the city's previous finding that the subject property was in violation of MCA 21-19-11.

Ordered this the 6th day of October, 2020.

RE: SOCCER DONATION

On the motion of Donald Cullum, seconded by Copey Grantham, and by an affirmative vote of all present to accept soccer donations from several business (First American Bank; Renasant Mortgage Lending; Barnes Crossing VW; Tupelo National Gold Club; Todd's; Ford Physical Therapy; Trails and Treads; Knight & Dave and Game Day Haircuts) in the total amount of \$3,375.00 to be placed in expenditures to purchase equipment.

Ordered this the 6th day of October, 2020

RE: FIRE DEPT

On the motion of Donald Cullum, seconded by Copey Grantham, and by an affirmative vote of all present to allow the Fire Chief to apply for a Forest Gump Grant, Gary Sinse, \$50,000.00 to purchase turn-out gear. If awarded, the board will have final say on whether to accept and move forward.

Ordered this the 6th day of October, 2020

RE: YARD METER BILLING

On the motion of Copey Grantham, seconded by Scottie Clark, and by an affirmative vote of all present to continue billing yard meters year round since it was already built into the 2020-2021 Water Budget.

Ordered this the 6th day of October, 2020

RE: DELINQUENT FEE

On the motion of Scottie Clark, seconded by Donald Cullum, and by an affirmative vote of all present to allow the Mayor to review the proposed cut-off list for water and to waive the delinquent fee, one time, if the customer has never been late or cut-off before. A record is to be kept of the number of customers that were not charged the \$40.00 fee and the list is to be given to the aldermen for review at the following board meeting.

Ordered this the 6th day of October, 2020

RE: DRIVE THRU WINDOW REPLACEMENT

On the motion of Copey Grantham, seconded by Donald Cullum, and by an affirmative vote of all present that due to the COVID 19 pandemic and the need to provide safety for both employees and customers that the drive through window be replace by Diebold for the amount of \$38,342.00. After contacting the State Auditor's office, we have been advised due to the situation that we may make the purchase, as an emergency expenditure, without bidding because of the pandemic and the effect it may have on employees and customers. The present drive-thru intercom does not work, making it very difficult to communicate with customers. It is also noted that the city made extensive attempts to obtain another competitive quote, but was unable to do so due to the fact that this is a highly specialized area with very few competitors.

Ordered this the 6th day of October, 2020

RE: LARRY WEBB LIFT STATION

On the motion of Craig Sanders, seconded by Copey Grantham, and by an affirmative vote of all present to approve the quote from Dale Brock Construction for eight thousand four hundred dollars (\$8400.00) to repair the lift station located on Larry Webb Road. A quote for seventeen thousand six hundred dollars (\$17,600.00) was also received from Paul Smithey Construction.

Ordered this the 6th day of October, 2020

RE: UNINSURED MOTORIIST CAR COVERAGE

On the motion of Scottie Clark, seconded by Craig Sanders, and by an affirmative vote of all present to continue uninsured coverage on the 23 cars as listed and to add the 2019 Dodge Ram to the coverage. Remove the 2006 Chevy Impala.

Ordered this the 6th day of October, 2020

RE: PETTY CASH BOXES

On the motion of Donald Cullum, seconded by Copey Grantham, and by an affirmative vote of all present to approve all petty cash boxes. City Clerk (\$500); Water Dept (\$300); Court Clerk (\$75); Park & Rec (\$200) with the approval to approve cash box of up to \$2000 for tournaments dependent upon the size of the event and how many days it will be held.

Ordered this the 6th day of October, 2020

RE: 2020 COMPLIANCE QUESTIONNAIRE

On the motion of Copey Grantham, seconded by Donald Cullum, and by an affirmative vote of all present to approve the 2020 Compliance Questionnaire. See attachment.

Ordered this the 6th day of October, 2020

RE: 2020-2021 TAX ROLLS

On the motion of Copey Grantham, seconded by Craig Sanders, and by an affirmative vote of all present to approve the 2020-2021 Tax Rolls as prepared by the Lee Co Tax Assessor's Office. Info is on file in the Clerk's office.

Ordered this the 6th day of October, 2020

RE: 2020-2021 SALARIES

On the motion of Copey Grantham, seconded by Scottie Clark, and by an affirmative vote of all present to approve the 2020-2021 salaries which includes a 2% raise for all employees except Alex Wilcox (hired 8/2020), also Aldermen Glidewell and Cullum refused the raise.

| | 2020-2021 | EFFECTIVE 10/6/2020 |
|---------------------|------------------|----------------------------|
| NAME | HRLY | YRLY |
| SMITH, REX | | \$ 67,252.64 |
| PARKER, MARY | | \$ 53,824.94 |
| CULLUM, DONALD | | \$ 9,537.06 |
| DRISKILL, MALCOMB | | \$ 9,537.06 |
| GLIDEWELL, TERRY | | \$ 9,537.06 |
| GRANTHAM, COPEY | | \$ 9,537.06 |
| SANDERS, CRAIG | | \$ 9,537.06 |
| COURT JUDGE | | \$ 8,159.84 |
| EVANS, CHRIS | | \$ 9,537.06 |
| GRISSOM, BRIAN | | \$ 46,148.96 |
| BAILEY, GRANT | | \$ 48,129.72 |
| BOYD, JONATHAN | \$ 15.30 | |
| CULVER, RICKY | \$ 14.28 | |
| DANIEL, JOHN WAYLON | \$ 15.30 | |
| GREEN, BRENT | \$ 15.30 | |
| HARRELSON, JAMES L. | | \$ 42,120.78 |
| JOSHLIN, CHRIS | | \$ 44,008.90 |
| MOORE, CODY | \$ 15.30 | |
| RHUDY, WESLEY | \$ 15.30 | |
| ROBERTS, BILL | \$ 17.48 | |

| | | | |
|--------------------|----|-------|--------------|
| STANFORD, STEVE | \$ | 16.70 | |
| WHITT, DYLAN | \$ | 15.30 | |
| GANN, RICHARD | \$ | 13.43 | |
| JENKINS, CHRIS | | | \$ 44,007.86 |
| JAMES THOMAS | \$ | 12.75 | |
| MCMURRY, BRAD | \$ | 13.43 | |
| NOWELL, MARK | | | \$ 48,378.46 |
| GRAY, MIKE | \$ | 18.31 | |
| WESTMORELAND, FRED | \$ | 12.24 | |
| CLARK, JUSTIN | \$ | 15.30 | |
| WILCOX, ALEX | | | \$ 50,000.00 |
| BATES, DANNY | \$ | 20.43 | |
| PANNELL, AUSTIN | \$ | 12.24 | |
| BROWN, LINDA | \$ | 12.76 | |
| DANIELS, MONICA | \$ | 16.62 | |
| HOOD, TOMMY | | | \$ 43,919.46 |
| JACKSON, MIKE | \$ | 20.28 | |
| PHILLIPS, MIKE | \$ | 18.55 | |
| STEVENS, JIMMY | \$ | 13.26 | |
| | | | |
| P T FIREMAN | \$ | 10.40 | |
| P T ADMIN | \$ | 8.58 | |
| P T POLICE | \$ | 10.40 | |
| P T PUBLIC WORKS | \$ | 12.00 | |
| P T PARK | \$ | 10.00 | |

Ordered this the 6th day of October, 2020

RE: JOURNEY KIDS

On the motion of Donald Cullum, seconded by Scottie Clark, and by an affirmative all present to adjust the water bill for Journey Kids (meter acct. 020852902) in the amount of \$254.85 for water used that did not go through the sewer, this is a one-time adjustment per normal city policy.

Ordered this the 6th day of October, 2020

RE: ADJOURN

On the motion of Terry Glidewell, seconded by Donald Cullum, and by an affirmative vote of all present to adjourn the regular called meeting, October 6th, 2020 meeting at 8:08 p.m. of the Mayor and Board of Aldermen.

Ordered this the 6th day of October, 2020.



Mayor Rex Smith



Attest: City 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:
2010 4753

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: 10/01/2019 To: 09/30/2020
5. Expiration date of current elected officials' term: June 30, 2021

MUNICIPAL COMPLIANCE QUESTIONNAIRE
Year Ended September 30, 2020

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? | Y _____ |
| · 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 _____ |

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

- | | |
|--|------------|
| 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 Rex Smith | P O BOX 1328 | SALTILLO, MS 38866 | 662-255-3966 |
| City Attorney Chris Evans | 331 Cotton Gin Ln | Salttillo, MS 38866 | 662-844-6040 |
| Aldermen Terry Glidwell | 2298 Hwy 145 | Salttillo, MS 38866 | 662-869-5196 |
| Donald Cullum | 415 S Third | Salttillo, MS 38866 | 662-523-5039 |
| Scottie Clark | 107 Foxfield | Salttillo, MS 38866 | 662-255-7423 |
| Copey Grantham | 823 Old Hwy 45 | Salttillo, MS 38866 | 662-871-2387 |
| Craig Sanders | 179 Kellum Dr | Salttillo, MS 38866 | 662-397-1506 |
| 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, 2020

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)



(Mayor's Signature)

OCTOBER 6, 2020

(Date)

10/6/2020

(Date)

Minute Book References:

Book Number 12

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