

***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 4, 2022 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 4 2022 at the City Hall Board Room at 6:00 P.M. and the following officials were present to wit:

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

Vice Mayor Scottie Clark opened with the Pledge of Allegiance to the flag of the United States of America and Alderman Brian Morgan led in prayer.

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

**RE: APPROVE THE AGENDA**

On the motion of Brian Morgan, seconded by Craig Sanders, and by an affirmative vote of all present to approve the agenda for the October 4, 2022 meeting, as presented.

Ordered this the 4<sup>th</sup> day of October, 2022.

**RE: APPROVE MINUTES – SEPTEMBER 20, 2022 AND SPECIAL CALLED MEETING SEPTEMBER 26, 2022**

On the motion of Craig Sanders, seconded by Terry Glidewell, and by an affirmative vote of all present to approve the minutes of the September 20, 2022 and the Special Called board meeting of September 26, 2022, as recorded.

Ordered this the 4<sup>th</sup> day of October, 2022.

**RE: CLAIMS DOCKET 68713-68852 PAID & UNPAID CLAIMS**

On the motion of Brian Morgan, seconded by Sonya Witcher, and by an affirmative vote of all present to approve the paid and unpaid claims docket 68713-68852.

Ordered this the 4<sup>th</sup> day of October, 2022.

**RE: ADVERTISE FOR BIDS FOR WATER METER**

On the motion of Craig Sanders, seconded by Terry Glidewell, and by an affirmative vote of all present to approve Dustin Dabbs to advertise for equipment only for automated water meters. The advertisement will take place in conjunction with the recently passed grant procurement policy.

Ordered this the 4<sup>th</sup> day of October, 2022.

## 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 395 Mobile Street Saltillo, MS 38866 P O Box 1426  
\_\_\_\_\_
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: 10/01/2021 To: 09/30/2022
5. Expiration date of current elected officials' term: June 30, 2025

**MUNICIPAL COMPLIANCE QUESTIONNAIRE**  
**Year Ended September 30, 2022**

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? (MCA § 21-13-13)   | Y<br>_____ |
| 2. Do all municipal vehicles have public license plates and proper markings? (MCA § 25-1-87 and 27-19-27)   | Y<br>_____ |
| 3. Are municipal records open to the public? (MCA § 25-61-5)  | Y<br>_____ |
| 4. Are meetings of the board open to the public?<br>(MCA § 25-41-5)   | Y<br>_____ |
| 5. Are notices of special or recess meetings posted? (MCA § 25-41-13)   | Y<br>_____ |
| 6. Are all required personnel covered by appropriate surety bonds?  |            |
| · Board or council members (MCA § 21-17-5)  | Y<br>_____ |
| · Appointed officers and those handling money, see statutes governing the form of government (i.e., MCA § 21-3-5 for Code Charter)  | Y<br>_____ |
| · Municipal clerk (MCA § 21-15-38)  | Y<br>_____ |
| · Deputy clerk (MCA § 21-15-23)   | Y<br>_____ |
| · Chief of police (MCA § 21-21-1)   | Y<br>_____ |
| · Deputy police (MCA § 45-5-9) (if hired under this law)  | Y<br>_____ |
| 7. Are minutes of board meetings prepared to properly reflect the actions of the board? (MCA § 21-15-17 and 21-15-19)   | Y<br>_____ |
| 8. Are minutes of board meetings signed by the mayor or majority of the board within 30 days of the meeting?<br>(MCA § 21-15-33)  | Y<br>_____ |
| 9. Has the municipality complied with the nepotism law in its employment practices? (MCA § 25-1-53)   | Y<br>_____ |
| 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? (MCA § 25-4-105) | Y<br>_____ |
| 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? (MCA § 21-35-31)                                | Y<br>_____ |

12. Has the municipality published a synopsis or notice of the annual audit within 30 days of acceptance?  
( MCA § 21-35-31 or 21-17-19) Y

**PART II - Cash and Related Records**

1. Where required, is a claims docket maintained?  
(MCA § 21-39-7) Y

2. Are all claims paid in the order of their entry in the claims docket? (MCA § 21-39-9) Y

3. Does the claims docket identify the claimant, claim number, amount and fund from which each warrant will be issued? (MCA § 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? (MCA § 21-39-13) Y

5. Are warrants for approved claims held until sufficient cash is available in the fund from which it is drawn?  
( MCA § 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? (MCA § 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? (MCA § 21-35-23) Y

8. Has the municipality held a public hearing and published its adopted budget? (MCA § 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? (MCA § 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? (MCA § 21-35-25) Y

- 11. Have financial records been maintained in accordance with the chart of accounts prescribed by the State Auditor? (MCA § 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? (MCA § 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? (MCA § 21-35-17) Y
- 14. Has the municipality commissioned municipal depositories? (MCA § 27-105-353 and 27-105-363) Y
- 15. Have investments of funds been restricted to those instruments authorized by law? (MCA § 21-33-323) Y
- 16. Are donations restricted to those specifically authorized by law? [MCA § 21-17-5 (Section 66, Miss. Constitution) -- MCA § 21-19-45 through 21-19-59, etc.] Y
- 17. Are fixed assets properly tagged and accounted for? (Property Accounting System Chapter) Y
- 18. Is all travel authorized in advance and reimbursements made in accordance with MCA § 25-3-41? Y
- 19. Are all travel advances made in accordance with the State Auditor's regulations? (MCA § 25-3-41) Y

**PART III - Purchasing and Receiving**

- 1. Are bids solicited for purchases, when required by law (written bids and advertising)? [MCA § 31-7-13(b) and (c)] Y
- 2. Are all lowest and best bid decisions properly documented? [MCA § 31-7-13(d)] Y
- 3. Are all one-source item and emergency purchases documented on the board's minutes? [MCA § 31-7-13(m) and (k)] Y
- 4. Do all officers and employees understand and refrain from accepting gifts or kickbacks from suppliers? (MCA § 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? (MCA § 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? (MCA § 21-33-87) Y
- 3. Have the required trust funds been established for utility revenue bonds? (MCA § 21-27-65) Y
- 4. Have expenditures of bond proceeds been strictly limited to the purposes for which the bonds were issued? (MCA § 21-33-317) Y
- 5. Has the municipality refrained from borrowing, except where it had specific authority? (MCA § 21-17-5) Y

**PART V - Taxes and Other Receipts**

- 1. Has the municipality adopted the county ad valorem tax rolls? (MCA § 27-35-167) Y
- 2. Are interest and penalties being collected on delinquent ad valorem taxes? (MCA § 21-33-53) \*Y
- 3. Has the municipality conducted an annual land sale for delinquent ad valorem taxes? (MCA § 21-33-63)  
\*\*Lee Co Tax Collectors Collects for the City \*Y
- 4. Have the various ad valorem tax collections been deposited into the appropriate funds? (Separate Funds for Each Tax Levy) (MCA § 21-33-53) Y
- 5. Has the increase in ad valorem taxes, if any, been limited to amounts allowed by law? (MCA § 27-39-320 and 27-39-321) Y
- 6. Are local privilege taxes collected from all businesses located within the municipality, except those exempted? (MCA § 27-17-5) Y
- 7. Are transient vendor taxes collected from all transient vendors within the municipality, except those exempted? (MCA § 75-85-1) Y
- 8. Is money received from the state's "Municipal Fire Protection Fund" spent only to improve municipal fire departments? (MCA § 83-1-37) Y
- 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? (MCA § 83-1-37 and 83-1-39)

Y

10. Are state-imposed court assessments collected and settled monthly? (MCA § 99-19-73, 83-39-31, etc.)

Y

11. Are all fines and forfeitures collected when due and settled immediately to the municipal treasury? (MCA § 21-15-21)

Y

12. Are bids solicited by advertisement or, under special circumstances, three appraisals obtained when real property is sold? (MCA § 21-17-1)

Y

13. Has the municipality determined the full and complete cost for solid waste for the previous fiscal year? (MCA § 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? (MCA § 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


Copey Grantham	523 Old Saltillo Road	Saltillo, MS 38866	662-871-2387
City Attorney Chris Evans	331 Cotton Gin Lane	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	Saltillo, MS 38866	662-213-0279
City Clerk Mary Parker, MMC	451 CR 1599	Baldwyn, MS 38824	662-397-2848

**Certification to Municipal Compliance Questionnaire**

**Year Ended September 30, 2022**

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 Signature)

  
\_\_\_\_\_  
(Mayor Signature)

10/05/2022  
\_\_\_\_\_  
(Date)

10/05/2022  
\_\_\_\_\_  
(Date)

Minute Book References:

Book Number 14

Page 82

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