

BE IT REMEMBERED that the Mayor and Board of Aldermen met on March 21, 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 Clerk Katie Harbin, City Attorney Ginger Miller, Deputy City Clerk Francis Johnson, Police Chief Richard Chandler, Assistant Police Chief Defore, Building Official Stephen Hodges, Fire Chief Ethan Foresman, Fire Inspector Brevin Holden, FLSE/PIO Chantay Rhone, Dispatch Supervisor Kristin Brooks, Public Works Director Jeff Rich, Utility Billing Supervisor Earnestine Cowans, Community Development/Tourism Director Jamie Sowell, Brett Brown, EDF Director Britt Herrin, Kevin McLeod - Elliott & Britt Engineering, Greg Smith - Mendrop Engineering, Earle Moore – SHPC, Carole Givens – SHPC, Michael Cathey, Joe Cooper, and Thurman Caldwell.

Mayor Graves gave the invocation.

Approve Agenda

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

March 21, 2023  
City Hall 5pm

1. Call to Order, Prayer, Roll Call
2. Welcome
3. Approve Agenda
4. Approve Final Street Paving/Repairs Plan, also authorize to advertise for bids
5. NCMRRA Appointee (Railroad) – Britt Herrin
6. Update on the Downtown Revitalization Project, Kevin McLeod
7. Discussion of Sign Ordinance
8. Utility Billing Department - Policies and Fees, Updates, Adjustment Docket
9. Economic Update – Britt Herrin

**Consent Agenda**

10. Approve Minutes from the Regular Mayor and Board of Aldermen meeting on March 7, 2023
11. Approve Docket of Claims numbers: 28036 – 28212 for a total of \$1,783,922.04
12. Authorize Assistant Police Chief Defore to attend the 2023 FBINAA Mississippi Chapter Spring Re-Trainer in Gulfport, MS on April 13 – 14, 2023, also authorize to pay registration and travel expenses
13. Authorize the City Police and Fire Department to hold a Training Leadership Workshop training at the Police Department on June 20, 2023, for a cost of \$5,000
14. Authorize Police Lt. J. Trentham to attend Mississippi Command College at the University of Mississippi in Oxford, MS on July 9 – 14, 2023, also authorize to pay registration and travel expenses
15. Authorize to reimburse Police Sgt. B. Warren for a registration fee of \$200.00 for attending the Tactical Carbine Course in Como, MS on March 18, 2023

16. Authorize to change the Administrative Position for Building Department to a full time position
17. Authorize to hire William Woolfolk as a full-time Meter Reader in the Public Works Department at a rate of \$13.00 per hour, pending background and drug screening results
18. Authorize to hire Tamara Milam as a part time Concession worker for the Sports Park
19. Authorize to have David Estep in Public Works Department take on Fleet Maintenance duties with a pay increase of \$1.00 per hour
20. Authorize to accept the resignation from Police Officer Eric Howell effective immediately
21. Authorize to set Animal Shelter Director Dalinda Wade's salary to \$35,000 annually
22. Authorize to give Animal Shelter Technician Cynthia Martin a raise to \$11.55 per hour
23. Authorize to hire Maya Manning as a part time Concession worker for the Sports Park
24. Authorize to terminate Dispatch employee Chloe Way for violating policy
25. Appoint School Board Member, Tara Puckett
26. Authorize Mayor Graves to sign a professional services contract with Janet Hawks as a consultant to assess the Utility Billing Procedures
27. Authorize to sign an Engagement Agreement with F.O. Givens & Co., for financial preparation and audit services fye 2021
28. Authorize to accept the best and lowest quote for demolition services for the properties located at 501 and 503 E Main Street
29. Authorize Mayor Graves to sign the contract with CIG Contractors for the Fire Station 1 Renovation
30. Authorize to pay ESI Invoice # 14 in the amount of \$8,960.00 for the WWTP Project (releasing the payment after USDA approval)
31. Authorize to pay Hemphill Construction Invoice JB App 15 in the amount of \$302,524.05 for the WWTP Project (releasing the payment after USDA approval)
32. Authorize to pay Hemphill Construction Invoice JB App 16 in the amount of \$161,382.67 for the WWTP Project (releasing the payment after USDA approval)
33. Executive Session for Economic Updates

### **Mayor's Corner**

PATH  
Police Department

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

### **Approve Final Street Paving/Repairs Plan – Authorize to advertise for bids**

Greg Smith with Mendrop presented the Board with a final list of streets for the repair/paving project.

Mayor Graves advised the Board that if everyone is good with the plan, we need to approve it and to authorize to advertise for bids to get started.

Motion was made by Alderman Dear, seconded by Alderman Simpson, to approve the street repair/repaving plan and authorize to advertise for bids for the project. All present voting yea, motion carried.

#### NCMRRRA Appointee (Railroad)

Britt Herrin advised the Mayor and Board that there was a vacancy on the North Central Mississippi Regional Rail Authority for Senatobia. Mr. Paul Henry was the representative but has passed. Mr. Herrin stated that there wouldn't be many meetings to attend.

Motion was made by Alderman Dear, seconded by Alderman Simpson, to authorize to appoint Alderman Brian Hale as the Senatobia Representative for the NCMRRA. All voting yea, motion carried.

#### Update on the Downtown Revitalization Project

Kevin McLeod, Elliott & Britt Engineering updated the Mayor and Board on the Downtown Revitalization Project. Mr. McLeod stated we hope to hear that we will have new funds available to help redo the water lines downtown. Jeff has located the lines and valves and I've worked with Fire for the hydrant locations. The camera crew was back in town last week. They found some man holes we didn't know we had. We found that there aren't as many taps downtown as we thought there would be. Mr. McLeod stated that as of Friday AT&T has located and removed their dead lines that were overhead. Next they will work on moving the live lines underground. Entergy originally said they would have their plan to me by February 24<sup>th</sup> but didn't and now they've said they should have a plan to me by tomorrow. Mr. McLeod stated that previously this board approved Tate Street to be one way and a portion of Center Street to be one-way. During our last walking meeting a conversation was brought up about one-way streets because of Ward Street. Ward St. is narrow. When people park on the sides, it's really not enough room for two way traffic. Also, the corner of Main and Ward and the side walk going down Ward from Main needs to be redone. In order to best do that, Ward Street would need to be a one-way street heading North. We came up with a plan, a design, that would work best for the one-way travel. Ward St would be one-way heading north and Center St one-way heading south. Center is already one-way heading south, south of Main St. This would make it a loop, to better access everything. Mr. McLeod stated that this plan would add 2 additional parking bays of street parking downtown.

Alderman Tanksley asked about the school traffic.

Kevin McLeod showed the map with the layout and stated it works with the school traffic, the way the buses go.

Mayor Graves asked about the business that previously complained about the one-way street north of Main.

Kevin McLeod asked if they could have their deliveries at certain times and days.

Mayor Graves asked what would the benefit of having the one-way streets would be.

Kevin McLeod answered if you get the downtown area to where you want it, have large events downtown, you won't be able to have parking on Ward and two way traffic.

Alderman Moore stated if we want to make downtown walkable, that corner at Ward really needs to be redone. It's not ADA compliant. It needs the extra space.

Alderman Dear asked how will it be good for Pitre?

Jamie Sowell stated Penny's Pantry, Delta Steakhouse, etc., have deliveries in the back. Other cities do this same thing, they regulate hours for deliveries. This is adding parking for Pitre, The Police Chief has some concerns regarding parking in front of the glass doors at the PD. Alderman Dear stated that deliveries come whenever.

Jamie Sower stated that other communities do this, regulate delivery hours. We would need to designate parking spaces for the residential places.

Alderman Dear stated the high curb spot, are you talking about tearing it down.

Alderman Moore stated putting a rail and inlets.

Alderman Dear stated it does need to be safer for when you have events, safer for the kids.

Mayor Graves asked will this put parking on the North side of Tate.

Alderman Dear asked about the Post Office, stating that he sees slanted parking.

Alderman Moore stated that will make it safer. Right now, you have to go over a sidewalk to park.

Jamie Sowell stated it also adds to parking bays.

Kevin McLeod stated on the current project, Phase I, they are getting back to paving on Center St.

Kevin McLeod advised the Mayor and Board that we also spoke about a dividing island on Main St as you enter downtown heading west, after the railroad tracks to the traffic light. It would help slow traffic down. It would be going from 2 lanes on each side to 1.

Alderman Tanksley stated you don't think that will cause traffic issues, going from two lanes to one. Traffic going west and north will be down to one lane. What about the east side of the tracks.

Kevin McLeod answered we would taper it on the east side of the tracks about 150 feet back, before the island.

Mayor Graves stated in Brandon they have this, it looks great. I don't know about the traffic though.

Alderman Moore stated I definitely think it is worth looking at the traffic. If it doesn't hurt the traffic, I think it is a great idea.

Kevin McLeod stated I will look at that for the median. It won't have a ripple affect like the decision of the one way streets will.

Thurman Caldwell stated I am excited y'all are implementing these things downtown. However, you are about to take 5 parking spaces from the side of my building. It is limited space there already. Where are you adding any parking? On Center St being one way, are you going to put a stop sign where the busses cross?

Mayor Graves advised Mr. Caldwell that we could meet to go over and address any of the concerns that you have.

Thurman Caldwell stated he'd like to address the whole Board.

Mayor Graves stated I can add you to the next agenda if you'd like.

Mayor Graves asked the Board what they think about the one-way loop.

Alderman Simpson stated if the one-way loop is good, I'm for it. I don't want to vote on it tonight.

Alderman Tanksley stated we can table it right.

Mayor Graves answered yes.

Alderman Moore stated I'll say, it makes a lot more sense if you walk the downtown area we are talking about. I will walk it with anyone and show how it will be better.

Kevin McLeod stated there are things that you can do to help visualize it. You can do a "pop up", making it one way temporarily, for a week or so. You would let the citizens know what you're doing. It would let you and the citizens see it, use it, and then know if it works or not.

Alderman Simpson asked if there were any more things that will be popping up, dumpsters for example. I didn't know about the dumpsters put up.

Kevin McLeod stated we don't have a contract on anymore right now. The two built were on the final plan the Board adopted.

Jamie Sowell asked Kevin McLeod if he had a map that shows the current parking. If so he can use that and the new map to show the change in parking. That would probably help.

Kevin McLeod agreed.

Motion was made by Alderman Dear, seconded by Alderman Simpson, to table the matter of one-way streets in the Downtown Revitalization Project. All voting yea, motion carried.

Mayor Graves asked Kevin about the Hwy 51 Roundabout. MDOT tells everyone that it is our project when people call them and complain about the road conditions.

Kevin McLeod answered MDOT reimburses the city, the agreement is between the contractor and the city, it is for moving city utilities, for their project. They are probably saying that because the agreement is between the city and the contractor, even though it is for their project. We have been in constant contact with the contractor regarding the work, or lack of. The water portion is about 85% complete, the sewer is complete, and the gas portion hasn't been completed yet. They also have to patch the asphalt.

#### Discussion of the Sign Ordinance

Mayor Graves stated we have a sign ordinance and a new code employee. We are wanting some clarification on the wording or to see if we need to amend the current ordinance. There are already signs going up for the county election.

Building Official Stephen Hodges stated our ordinance seems pretty vague. I came up with a form to use, which I used Hernando's for most of the information. I just heard that Southaven isn't going to be enforcing their ordinance for political signs anymore, I need to verify that.

Alderman Dear stated we need to do something. We had something to follow when we ran.

Alderman Simpson stated I put up the deposit, even though I thought it was silly. I might agree with Southaven.

Alderman Hale stated I think the size is important to regulate.

Alderman Moore stated that is already in the ordinance. We are talking about signs on the corners, in the right of way. The \$50 fee was for those signs, ones that aren't picked up.

City Attorney Ginger Miller stated we only have to make sure we do the same across the Board.

Alderman Moore stated the issue is if you allow for politics, you have to allow for anything.

Alderman Simpson stated check with Southaven. I'm just talking about the ones in your own yard.

Alderman Moore stated that the ordinance covers those. You can put them in your yard, one per candidate.

Mayor Graves stated we can bring back more information.

#### Utility Billing Department – Policies, Fees, Updates, Adjustments

Mayor Graves advised the Board that we wanted to address the cut off fee and policy and the adjustment policy.

Mayor Graves asked Billing Supervisor what the difference was between late and delinquent.

Earnestine Cowans answered the late fee is charged if a bill is not paid by the 10<sup>th</sup> of the month, or due date, then if the bill is not paid by 5pm on the 20<sup>th</sup> of the month, or cut off, a delinquent fee of \$50.00 is charged to the account and services are disconnected.

Mayor Graves asked the Board if we wanted to add an additional fee or increase the delinquent fee. It is becoming a problem. Each month we tend to have several that haven't paid.

Alderman Simpson stated we need to put all of the information on the first bill including the due date, late fee, delinquent fee and the fee to turn them back on.

Mayor Graves advised the Board that we could bring back additional information regarding this for y'all to decide.

Mayor Graves advised the Board that they have in their packet our current adjustment policy and examples of what some other cities have.

Earnestine Cowans stated that everyone has leaks, at some point. I would like to suggest that we offer a one-time adjustment.

Mayor Graves stated he sees the principal.

Alderman Hale stated I agree with some forgiveness.

Alderman Simpson he wasn't sure about some of them. Some are for leaking toilets. You can just go purchase a \$9 flapper and get a \$700 dollar adjustment off of your bill. I don't think that is right. Alderman Simpson stated I'd say a \$100 adjustment. One-time.

Alderman Hale stated, to clarify, we are not adjusting sewer and can we exempt swimming pools.

Mayor Graves asked what do we do for pools now.

Earnestine answered we have given them a one-time a year adjustment.

Motion was made by Alderman Simpson, seconded by Alderman Hale, to approve a policy to allow a one-time per year, per customer, adjustment on their sewer bill due to a leak, or filling a pool, for a maximum of \$100.00, with proof of repair or pool fill. All voting yea, motion carried.

#### Economic Updates

Britt Herrin advised that he needed executive session.

#### Consent Agenda

Mayor Graves went over each consent agenda item, numbers 10 - 32, asked if anyone had any questions.

Alderman Dear asked about item # 26.

Mayor Graves stated that Mrs. Hawks is a retired Utility Billing Supervisor who has worked with some of the same things we have and with the same software. We are having her come in to assess our policies and procedures.

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

#### Approve Minutes from the Regular Mayor and Board of Aldermen meeting on March 7, 2023

Motion was made by Alderman Hale, seconded by Alderman Simpson, to approve the Minutes from the Regular Mayor and Board of Aldermen Meeting on March 7, 2023. All voting yea, motion carried.

#### Approve Docket of Claims numbers: 28036 – 28212 for a total of \$1,783,922.04

Motion was made by Alderman Hale, seconded by Alderman Simpson, to approve Docket of Claim numbers 28036 - 28212 for a total of \$1,783,922.04. All voting yea, motion carried.

#### Authorize Assistant Police Chief Defore to attend the 2023 FBINAA Mississippi Chapter Spring Re-Trainer in Gulfport, MS on April 13 – 14, 2023, also authorize to pay registration and travel expenses

Motion was made by Alderman Hale, seconded by Alderman Simpson, to authorize Assistant Police Chief Defore to attend the 2023 FBINAA Mississippi Chapter Spring Re-Trainer in Gulfport, MS on April 13 – 14, 2023, also authorize to pay registration and travel expenses. All voting yea, motion carried.

#### Authorize the City Police and Fire Department to hold a Training Leadership Workshop training at the Police Department on June 20, 2023, for a cost of \$5,000

Motion was made by Alderman Hale, seconded by Alderman Simpson, to authorize the City Police and Fire Department to hold a Training Leadership Workshop training at the Police Department on June 20, 2023, for a cost of \$5,000. All voting yea, motion carried.

Authorize Police Lt. J. Trentham to attend Mississippi Command College at the University of Mississippi in Oxford, MS on July 9 – 14, 2023, also authorize to pay registration and travel expenses

Motion was made by Alderman Hale, seconded by Alderman Simpson, to authorize Police Lt. J. Trentham to attend Mississippi Command College at the University of Mississippi in Oxford, MS on July 9 – 14, 2023, also authorize to pay registration and travel expenses. All voting yea, motion carried.

Authorize to reimburse Police Sgt. B. Warren for a registration fee of \$200.00 for attending the Tactical Carbine Course in Como, MS on March 18, 2023

Motion was made by Alderman Hale, seconded by Alderman Simpson, to authorize to reimburse Police Sgt. B. Warren for a registration fee of \$200.00 for attending the Tactical Carbine Course in Como, MS on March 18, 2023. All voting yea, motion carried.

Authorize to change the Administrative Position for Building Department to a full time position

Motion was made by Alderman Hale, seconded by Alderman Simpson, to authorize to change the Administrative Position for Building Department to a full-time position. All voting yea, motion carried.

Authorize to hire William Woolfolk as a full-time Meter Reader in the Public Works Department at a rate of \$13.00 per hour, pending background and drug screening results

Motion was made by Alderman Hale, seconded by Alderman Simpson, to authorize to hire William Woolfolk as a full-time Meter Reader in the Public Works Department at a rate of \$13.00 per hour, pending background and drug screening results. All voting yea, motion carried.

Authorize to hire Tamara Milam as a part time Concession worker for the Sports Park

Motion was made by Alderman Hale, seconded by Alderman Simpson, to authorize to hire Tamara Milam as a part time Concession worker for the Sports Park. All voting yea, motion carried.

Authorize to have David Estep in Public Works Department take on Fleet Maintenance duties with a pay increase of \$1.00 per hour

Motion was made by Alderman Hale, seconded by Alderman Simpson, to authorize to have David Estep in Public Works Department take on Fleet Maintenance duties with a pay increase of \$1.00 per hour. All voting yea, motion carried.

Authorize to accept the resignation from Police Officer Eric Howell effective immediately

Motion was made by Alderman Hale, seconded by Alderman Simpson, to authorize to accept the resignation from Police Officer Eric Howell effective immediately. All voting yea, motion carried.

Authorize to set Animal Shelter Director Dalinda Wade's salary to \$35,000 annually

Motion was made by Alderman Hale, seconded by Alderman Simpson, to authorize to set Animal Shelter Director Dalinda Wade's salary to \$35,000 annually. All voting yea, motion carried.



Authorize to give Animal Shelter Technician Cynthia Martin a raise to \$11.55 per hour

Motion was made by Alderman Hale, seconded by Alderman Simpson, to authorize to give Animal Shelter Technician Cynthia Martin a raise to \$11.55 per hour. All voting yea, motion carried.

Authorize to hire Maya Manning as a part time Concession worker for the Sports Park

Motion was made by Alderman Hale, seconded by Alderman Simpson, to authorize to hire Maya Manning as a part time Concession worker for the Sports Park. All voting yea, motion carried.

Authorize to terminate Dispatch employee Chloe Way for violating policy

Motion was made by Alderman Hale, seconded by Alderman Simpson, to authorize to terminate Dispatch employee Chloe Way for violating policy. All voting yea, motion carried.

Appoint School Board Member, Tara Puckett

Motion was made by Alderman Hale, seconded by Alderman Simpson, to appoint Tara Puckett as a Senatobia Municipal School Board Member. All voting yea, motion carried.

Authorize Mayor Graves to sign a professional services contract with Janet Hawks as a consultant to assess the Utility Billing Procedures

Motion was made by Alderman Hale, seconded by Alderman Simpson, to authorize Mayor Graves to sign a professional services contract with Janet Hawks as a consultant to assess the Utility Billing Procedures. All voting yea, motion carried.

Authorize to sign an Engagement Agreement with F.O. Givens & Co., for financial preparation and audit services fye 2021

Motion was made by Alderman Hale, seconded by Alderman Simpson, to authorize to sign an Engagement Agreement with F.O. Givens & Co., for financial preparation and audit services fye 2021. All voting yea, motion carried.

Authorize to accept the best and lowest quote for demolition services for the properties located at 501 and 503 E Main Street

Motion was made by Alderman Hale, seconded by Alderman Simpson, to authorize to accept the best and lowest quote from Strayhorn Trucking and Construction LLC, in the amount of \$48,000.00 for demolition services for the properties located at 501 and 503 E Main Street. All voting yea, motion carried.

Authorize Mayor Graves to sign the contract with CIG Contractors for the Fire Station 1 Renovation

Motion was made by Alderman Hale, seconded by Alderman Simpson, to authorize Mayor Graves to sign the contract with CIG Contractors for the Fire Station 1 Renovation. All voting yea, motion carried.

Authorize to pay ESI Invoice # 14 in the amount of \$8,960.00 for the WWTP Project (releasing the payment after USDA approval)

Motion was made by Alderman Hale, seconded by Alderman Simpson, to authorize to pay ESI Invoice # 14 in the amount of \$8,960.00 for the WWTP Project (releasing the payment after USDA approval). All voting yea, motion carried.

Authorize to pay Hemphill Construction Invoice JB App 15 in the amount of \$302,524.05 for the WWTP Project (releasing the payment after USDA approval)

Motion was made by Alderman Hale, seconded by Alderman Simpson, to authorize to pay Hemphill Construction Invoice JB App 15 in the amount of \$302,524.05 for the WWTP Project (releasing the payment after USDA approval). All voting yea, motion carried.

Authorize to pay Hemphill Construction Invoice JB App 16 in the amount of \$161,382.67 for the WWTP Project (releasing the payment after USDA approval)

Motion was made by Alderman Hale, seconded by Alderman Simpson, to authorize to pay Hemphill Construction Invoice JB App 16 in the amount of \$161,382.67 for the WWTP Project (releasing the payment after USDA approval). All voting yea, motion carried.

Mayor's Corner

PATH Lighting Project

Mayor Graves advised the Board that they are moving along with this project. You can see the progress by going to the link that was emailed to you.

Police Department

Mayor Graves advised the Board that explosives at the hotel where done for Police training. We allowed the location to be used in exchange for training. Also, the Law Dog Conference was last week, K9 Officers Studebaker and Mathias received awards. We are very proud of them.

Alderman Moore left the meeting.

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.

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.

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. All voting yea, motion carried.

Adjourn

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

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Greg Graves, Mayor

ATTEST:

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Katie Harbin –City Clerk