

BE IT REMEMBERED that the Mayor and Board of Aldermen met on February 15, 2022, at 5:00 P.M., this being the regular recessed meeting time. Mayor Greg Graves called the meeting to order and the following Aldermen were present: Dear, Hale, Moore, Simpson and Tanksley. Also present were: Katie Harbin, City Clerk; Ginger Miller, City Attorney; Richard Chandler, Police Chief; Matt Defore, Assistant Police Chief; Ethan Foresman, Fire Chief; Chantay Rhone, FLSE/PIO, Brevin Holden, Fire Inspector; Jim Huestis, Building Official; Jeff Rich, Public Works Director; Earnestine Cowan; Utility Billing Supervisor; Don Embry, Parks Department; David Cooke, Gas Supervisor; Jamie Sowell, Community Development Director; Kristin Brooks, Dispatch Supervisor; Angela Garrett, Human Resources; Celeste Graves, Michelle Huestis, Michael Cathey, Joe Cooper, Jan Hullette, Julie and William Corroero, and Joyce Collins.

Alderman Moore gave the invocation.

#### Honoring former Mayor Callicott

Mayor Graves welcomed everyone and thanked them for coming to the reception for former Mayor Callicott. Mayor Graves spoke about Alan Callicott and thanked him for his years of service. Mr. Callicott was Alderman from 1993 – 2001, then Mayor from 2001 – 2018, running unopposed all elections except for one.

Alan Callicott spoke and thanked everyone and Mayor Graves for the reception. Mr. Callicott spoke briefly about his years of service and the community.

#### Adopt Handbook Amendment for the Employee leave Donation Policy

### **City of Senatobia Handbook Amendment**

#### Employee Leave Donations

Any regular, full-time employee may upon written request to the City Clerk be allowed to donate all or a portion of his or her earned and accumulated annual personal leave to another permanent, full-time employee who is suffering from, or has a member of his/her immediate family who is suffering from, a catastrophic injury or illness upon such provisions permitted by law and in accordance with such conditions and limitations imposed by the Board of Aldermen.

The maximum amount of earned annual personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of leave remaining.

Before an employee may receive donated leave, an employee must provide their department head with a letter from a licensed physician. The employee donating leave must complete an Employee Leave Donation form and turn in to their department head for approval. No verbal request will be honored.

If the total amount of leave that is donated to any employee is not used by the recipient employee, the donated leave shall be returned to the donor employee. The donated leave time will be returned to the donor employee on a date basis, the last donated will receive their leave time back first.

For the purpose of this policy, “Catastrophic Injury or Illness” means a life-threatening injury or illness of an employee or a member of an employee’s immediate family which totally incapacitates the employee from work as verified by a licensed physician and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the common cold, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, which result in intermittent absences from work, and which are long-term in nature and require long recuperation periods may be considered catastrophic.

For purpose of this policy, “immediate family” means spouse, parent, stepparent, sibling, child, stepchild, or grandparents.

If you have questions about leave donations pursuant to this policy, please see the City Clerk.

Adopted on February 15, 2022

Motion was made by Alderman Simpson, seconded by Alderman Hale, to adopt the Handbook Amendment for the Employee Leave Donation Policy. All voting yea, motion carried

Adopt Handbook Amendment for the Continued Compensation for Public Safety Employees Injured on the job

**City of Senatobia Handbook Amendment**

Continued Compensation for Police and Fire Employees Due to On-Duty Injuries

In accordance with, and as prescribed by MS Code 17-25-35, Municipal employees who are injured while engaging in the line of duty performing any law enforcement, firefighting, emergency response or other on-the-job duties which protect the public interest may continue to have their regular compensation and related benefits paid for without using their accrued leave time. The payment of regular compensation and benefits shall continue until such time as the employee is physically able to perform the duties of his or her employment or the employee retires on a disability retirement allowance, whichever occurs first.

The maximum portion of the injured employee’s regular compensation that the municipality may continue to pay is the difference between the total amount that the injured employee is receiving from workers’ compensation benefits and disability benefits from the trust fund created under MS Code Section 45-2-21, versus the amount of the employee’s regular compensation. Employees receiving pay under this policy may be required to undergo a physical fitness exam and be required to return to duty upon successful completion.

Adopted on February 15, 2022

Motion was made by Alderman Simpson, seconded by Alderman Hale, to adopt the Handbook Amendment for the Continued Compensation for Public Safety Employees injured on the job. All voting yea, motion carried

Consent Agenda

Mayor Graves went over each consent agenda item, numbers 6 – 24 asked if anyone had any questions.

Approve Minutes from the Regular Mayor and Board of Aldermen meeting on February 1, 2022

Motion was made by Alderman Dear, seconded by Alderman Moore, to approve the minutes from the regular Mayor and Board of Aldermen meeting on February 1, 2022. All voting yea, motion carried

Approve Docket of Claims numbers: 22781 - 22938 for the total of \$320,369.27

Motion was made by Alderman Dear, seconded by Alderman Moore, to approve Docket of Claim numbers 22781 - 22938 for a total of \$320,369.27. All voting yea, motion carried.

Authorize to move Emma Jackson to Assistant Manager of Concessions with a pay of \$10.00 per hour

Motion was made by Alderman Dear, seconded by Alderman Moore, to authorize to move Emma Jackson to Assistant Manager of Concessions with a pay of \$10.00 per hour. All voting yea, motion carried.

Authorize to move Katie Reyes to Assistant Manager of Concessions with a pay of \$10.00 per hour

Motion was made by Alderman Dear, seconded by Alderman Moore, to authorize to move Katie Reyes to Assistant Manager of Concessions with a pay of \$10.00 per hour. All voting yea, motion carried.

Authorize to hire Daniel Clemons as a Concession Worker

Motion was made by Alderman Dear, seconded by Alderman Moore, to authorize to hire Daniel Clemons as a Concession Worker. All voting yea, motion carried.

Authorize to accept the resignation of Officer Andrew Hurst effective February 16, 2022

Motion was made by Alderman Dear, seconded by Alderman Moore, to authorize to accept the resignation of Officer Andrew Hurst effective February 16, 2022. All voting yea, motion carried.

Approve Officer Kevin Kroth to be moved to the position of K-9 Handler with a pay increase of \$0.25 per hour

Motion was made by Alderman Dear, seconded by Alderman Moore, to authorize Officer Kevin Kroth to be moved to the position of K-9 handler with a pay increase of \$0.25 per hour. All voting yea, motion carried.

Authorize to give Taylor Elardo a raise of \$1.00 per hour for an increase of responsibilities

Motion was made by Alderman Dear, seconded by Alderman Moore, to authorize to give Taylor Elardo a raise of \$1.00 per hour for an increase of responsibilities. All voting yea, motion carried.

Authorize a one-day suspension for Police Officer Trentham for violation of code of conduct

Motion was made by Alderman Dear, seconded by Alderman Moore, to authorize a one-day suspension for Police Officer Trentham for violation of the code of conduct, to be served at the discretion of the Police Chief. All voting yea, motion carried

Authorize to terminate Reserve Officer Jason Brown for violation of policy

Motion was made by Alderman Dear, seconded by Alderman Moore, to authorize to terminate Reserve Officer Jason Brown for violation of policy. All voting yea, motion carried.

Authorize to give Eddie Chambers in the Public Works Department a raise of \$1.00 per hour for additional responsibilities of Preventive Maintenance Mechanic

Motion was made by Alderman Dear, seconded by Alderman Moore, to authorize to give Eddie Chambers in the Public Works Department a raise of \$1.00 per hour for additional responsibilities of Preventive Maintenance Mechanic. All voting yea, motion carried.

Authorize a three-day suspension for Public Works Employee Dustin Clemmons for violation of the attendance policy

Motion was made by Alderman Dear, seconded by Alderman Moore, to authorize a three-day suspension for Public Works Employee Dustin Clemmons for violation of the attendance policy, to be served at the discretion of the Public Works Director. All voting yea, motion carried.

Authorize Officer Dover and Sergeant Warren to attend Advanced Search and Seizure and Advanced Criminal Investigations training in Hernando, MS on April 5-6, 2022, also authorize to pay registration

Motion was made by Alderman Dear, seconded by Alderman Moore, to authorize Officer Dover and Sergeant Warren to attend Advanced Search and Seizure and Advanced Criminal Investigations training in Hernando, MS on April 5-6, 2022, also authorize to pay registration. All voting yea, motion carried.

Authorize Officer Rutherford to attend the Orientation Course for E-Telecommunications in Ridgeland, MS on March 14-15, 2022, also authorize to pay travel expenses (hotel is reimbursed by the State)

Motion was made by Alderman Dear, seconded by Alderman Moore, to authorize Officer Rutherford to attend the Orientation Course for E-Telecommunications in Ridgeland, MS on March 14-15, 2022, also authorize to pay travel expenses. All voting yea, motion carried.

Adopt Operational Permit Fees – Fire Inspector – Brevin Holden



# SENATOBIA FIRE & RESCUE

1101 Scott Street • Senatobia, MS 38668  
 662.560.6421  
 Fax: 662.560.6433

137 N. Front Street • Senatobia, MS 38668  
 662.562.5631  
 Fax: 662.560.6433

**Operational Permit Fee**

This permit allows the applicant to conduct an operation or business as listed below. The permit is applicable for a prescribed period or until renewed or revoked.

PERMIT	PRESCRIBED PERIOD	AMOUNT
Burn Permit	180 Days	\$150.00
Carnivals & Fairs	365 Days	See Special Events
Hot Work Operations Including Cutting/Welding	365 Days	\$50.00
Dry Cleaning Plants	365 Days	\$50.00
Fire Hydrant Meters & Valves	180 Days	\$100.00
Miscellaneous Combustible storage In excess of 2,500 cubic feet	365 days	\$50.00
Motor Fuel Dispensing Facility	365 Days	\$100.00
Mobile Food Trucks	365 Days	\$50.00
Pyrotechnic Special Effects	180 Days	\$300.00
Repair Garages	365 Days	\$50.00
Major Special Event-	Per Day	\$100.00

**1,000-4,999 Occupants expected**

Mega Special Event- Per Day \$1,000.00

**5,000 or over**

Storage of Scrap Tires/Byproducts 365 Days \$150.00

**Construction Permit Fee**

For alteration, addition, or document plan review to the following

PERMIT	AMOUNT
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Automatic Fire Extinguishing Systems	\$50.00
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Fire Alarm Detection Systems and Related Equipment	\$50.00
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Fire Pumps and Related Equipment	\$50.00
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**Inspection Penalty Fees for Failure to Comply**

These fees shall begin upon completion of a 30 day follow-up inspection where identified violations have not been corrected. Additional fees shall be assessed for every 7 day period until violations are corrected.

OCCUPANCY TYPE	AMOUNT
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Assembly Occupancy	\$50.00
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Business Occupancy	\$50.00
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Educational Occupancy	\$50.00
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Factory & Industrial Occupancy	\$50.00
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High Hazard Occupancy	\$50.00
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Institutional Occupancy	\$50.00
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Mercantile Occupancy	\$50.00
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Residential Occupancy	\$50.00
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Storage Occupancy	\$50.00
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Utility & Miscellaneous Occupancy	\$50.00
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**PERMIT APPLICATION / PERMIT**

**(If approved – this document shall be posted in a conspicuous place for the public and Fire Prevention Division)**

Name of Business or Project: \_\_\_\_\_

Address of location / event requiring permit: \_\_\_\_\_

Name of Person or Company (Permitee) requesting permit: \_\_\_\_\_

Address of Person or Company (if different from above): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Type of permit requested (based on review of attached permit descriptions and assigned fees):  
\_\_\_\_\_

Additional explanation (if necessary): \_\_\_\_\_

Fee (based on review of attached permit descriptions and assigned fees): \$ \_\_\_\_\_

**Make check payable to the City of Senatobia; fee is required prior to issuance of permit**

**Permitee agrees to hold the City of Senatobia ("City") harmless and indemnify the City for any and all claims or suits which may result from activities allowed by this permit.**

Signature of Applicant and Date: \_\_\_\_\_

**Applicant provide information requested above this line**

**Fire Prevention Division provide information requested below this line**

Description of requirements related to this permit based upon adopted Fire Code and Ordinances:  
\_\_\_\_\_

(CASH) (CHECK) (MONEY ORDER) (CREDIT/DEBIT)

Check #: \_\_\_\_\_ Receipt#: \_\_\_\_\_

Granted this date: by: \_\_\_\_\_

**For Fire Prevention Division Use Only**  
Permit issue date: \_\_\_\_\_ Permit expiration date: \_\_\_\_\_

**Upon expiration, applicant is required to re-file for permit; permit shall be subject to inspection at the discretion of the Fire Prevention Division**



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### Compliance for Burn Permits

#### Why Can Open Burning Be a Problem?

Open burning, on occasions, may get out of control and burn or destroy things you do not want it to burn. Open burning can also release toxic fumes harmful to health and the environment. Leaves and plant materials send aloft millions of spores when they catch fire, causing many people with allergies to have difficulty breathing. The pollutants released by unregulated open burning also makes it more difficult to maintain compliance with health-based air quality standards.

#### Acceptable Burning Items

- A Commercial burn permit may be issued for land-clearing waste such as trees, brush & stumps.

#### Open Burning That Is Never Allowed

- Construction & demolition debris, treated lumber, painted or stained wood, coated or laminated paper
- Materials containing rubber, grease & asphalt or made from petroleum, such as tires, cars, auto parts, plastics or plastic-coated wire used oil, gas & hazardous waste
- Household trash & garbage

#### Obtaining a Burn Permit

To apply for a commercial burn permit please contact the Senatobia Fire Inspector Office at 662-366-1983 or 662-292-8034 for instruction. Permit applications can be obtained at Senatobia City Hall. A site visit will be conducted prior to issuing a permit.

**Commercial Burn Permit Rules & Regulations**

- Area must be cleared to bare ground at least 50 feet all sides
- Must dig a fire pit and have in operation, a forced-draft air system (blower)
- Pit must be a minimum of 100 yards of an occupied dwelling
- Must be attended at all times
- Must make every effort to insure fires are out by dark each day
- If the fire gets off the site, you will be responsible for damages and cost of extinguishment

**Other Restrictions**

- Fires cannot obscure visibility for roadways, rail-road tracks or air fields
- Open burning is not allowed when air pollution warnings are published based on the air quality index for the Ozone and Particulate Matter
- No waste generated off the premises may be burned. Example, contractors may not haul branches and limbs to another site to burn



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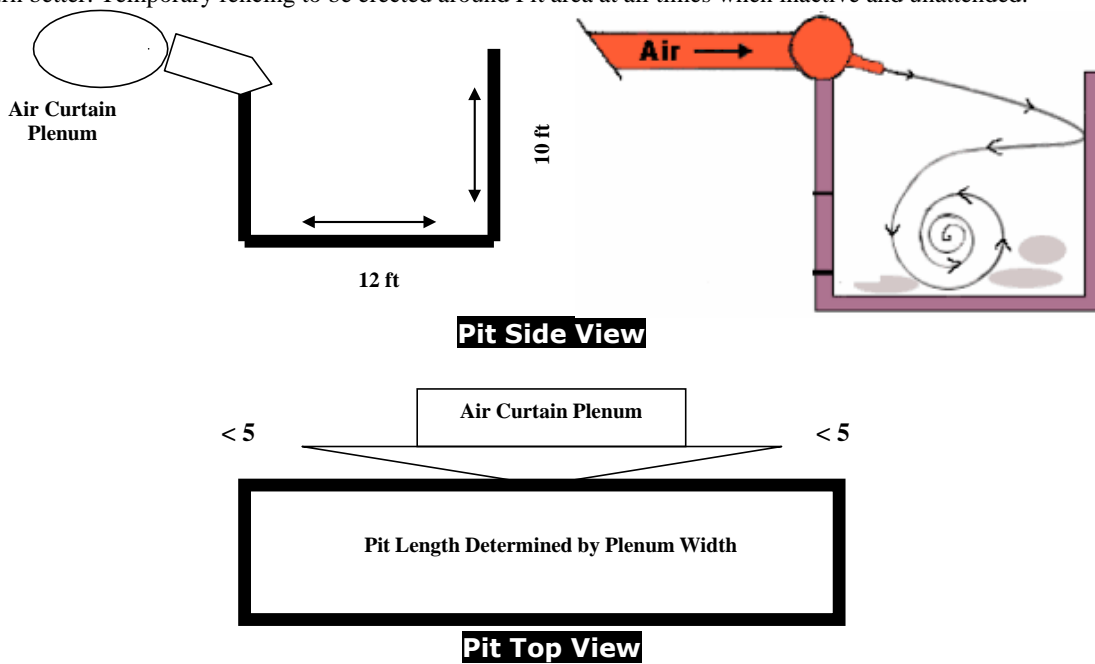
## BURN PIT SPECIFICATIONS



The Air Curtain Destructor (blower) blows a sheet of air across the top of the pit to increase burning efficiency and reduce smoke and fly ash emissions. The air curtain's nozzles are slanted so they impact about three (3) feet below the surface on the side opposite the blower. The air curtain does not blow directly down into the fire. In a properly operating pit, the air current rolls under and oxygenates the fire for more complete combustion. The pit walls must be vertical (not sloped or slanted). The pit must be no more than twelve (12) feet wide because the air stream must reach the far side. A pit width of less than twelve (12) feet should be used for smaller air blowers.

The pit length is determined by the length of the air curtain plenum (blower manifold). The plenum should be centered on the pit and the pit length can extend up to a maximum of five (5) feet beyond each end of the plenum.

The pit must be at least ten (10) feet deep. Pit depth is determined by available digging equipment and the water table. A pit cannot be permitted where groundwater is encountered during the construction. Deeper pits usually burn better. Temporary fencing to be erected around Pit area at all times when inactive and unattended.



October 2017 TAR

Motion was made by Alderman Dear, seconded by Alderman Moore, to adopt Operational Permit Fees. All voting yea, motion carried.

Authorize to accept the lowest and best quote from River City Hydraulics in the amount of \$20,673.85 for garbage cans

Motion was made by Alderman Dear, seconded by Alderman Moore, to accept the lowest and best quote for River City Hydraulics in the amount of \$20,673.85 for garbage cans. All voting yea, motion carried.



Authorize Mayor Graves to sign the Lease Agreement with Tate County for leasing the Community Center for upcoming District 2 Elections

Motion was made by Alderman Dear, seconded by Alderman Moore, to authorize Mayor Graves to sign the Lease Agreement with Tate County for leasing the Community Center for upcoming District 2 Elections. All voting yea, motion carried.

Authorize to pay a partial payment of \$1500.00 to Showtime Painting for demolition work completed at City Hall

Motion was made by Alderman Dear, seconded by Alderman Moore, to authorize to pay a partial payment of \$1500.00 to Showtime Painting for demolition work completed at City Hall. All voting yea, motion carried.

Approve the overages for unforeseen work demoing and painting the Clerks Office, Hallway and Front Office at City Hall

Motion was made by Alderman Dear, seconded by Alderman Moore, to approve the overages for unforeseen work demoing and painting the Clerk's Office, Hallway and Front Office at City Hall. All voting yea, motion carried.

Mayor's Corner

Knuckleboom

Mayor Graves advised the Board that we are looking at getting a used Knuckleboom truck to replace the one we no longer have.

Lighting Project

Mayor Graves advised the Board that an email was sent out with updates on the lighting audit that is being done. Mayor Graves also asked the Board to send him any area's they think are underlit.

Paving Project

Mayor Graves advised the Board that our last payment from the Infrastructure funds was \$258,283. We can use these funds to repair and or pave roads. Mayor Graves reminded the Board that he would like to get a list of streets they think need repairing and paving.

Alderman Dear asked about just doing patching.

Public Works Director Jeff Rich stated that no one specialized in that.

Alderman Simpson asked a ballpark amount of what it would cost to do a small area.

Alderman Moore stated a 4x8 area would cost \$1500 minimum.

Mayor Graves stated that Scott Street is bad, it is mostly a soil issue.

Alderman Hale stated that the County is doing a long-term bond and using their infrastructure money for the bond payments. Alderman Hale asked about doing short term bonds, 3 or 5 years, for \$1,000,000.

Mayor Graves asked if that was in addition to the money we currently have.

Alderman Hale answered yes.

Mayor Graves asked what the rest of the Board thinks about the \$1,000,000 for 3 years?

Alderman Moore asked if you think we will end up with \$500,000 for payments, from the infrastructure money. Alderman Moore asked what if we take the \$500,000 from this year and see what it does.

Mayor Graves stated it's up to y'all.

Alderman Hale asked Kevin McLeod how much he thinks it costs.

Kevin McLeod answered that the gas prices have gone up, maybe if you have multiple holes to patch it would be a little cheaper. It's better to pave an entire street.

Alderman Simpson stated most of our streets have potholes.

Alderman Hale stated the last project the city did, \$1.6 million, in 2017, paved a significant amount of streets. This one, the money wouldn't come out of the budget. I think you could knock out a ton of shorter streets, entire streets, with that amount of money.

Alderman Simpson stated that Camille to Highway 4 is one big pothole.

Mayor Graves advised the Board that some downtown streets will be covered with the downtown revitalization project. Mayor Graves asked Kevin McLeod if he knew which ones of hand.

Kevin McLeod answered he thinks Front St., College, Center, Ward, Main and Tate.

Alderman Dear stated we did have some issues with Two Mile, they didn't do it right and they had to come back to fix it.

Kevin McLeod advised the Mayor and Board that when they do the roundabout on Main Street, the traffic will be routed to some of the other streets nearby, so it might be best to wait on those. You might be able to add them to the roundabout project, to do at the same time as that project.

Mayor Graves advised the Board that he could get one of the bond companies to come up and talk with you about what can be done, the years and amounts.

Alderman Moore stated I think we need to know how much money would get how much paving.

Mayor Graves stated yes, I need the list from you to see what the priority areas are.

Alderman Moore stated I don't know if people would be happier to fix potholes, more areas, or whole streets, less areas.

Public Works Director Jeff Rich stated my guy has told me that it does cost more to do potholes.

Alderman Moore stated yes, per square foot the cost would be higher, but if you pave a whole street and it doesn't need it, it's wasting money that could have been used to patch more holes.

Alderman Hale stated yes, but some entire streets need it.

Mayor Graves stated I'll try to get someone here to talk about it at the March 1<sup>st</sup> or 22<sup>nd</sup> meeting.

#### Municode

Mayor Graves advised the Board that Katie is looking into getting out Ordinances in one central location, organized.

#### Handbook

Mayor Graves advised the Board that we are looking into redoing our handbook. We just amended it some tonight, but there are other things we need to update. Katie has examples from other municipalities that we will be looking at.

ARPA

Mayor Graves advised the Board that we were looking into radio read meters and software, but it is looking like it will be more that we originally thought. If you have something else you want us to look into, for use of those funds, let me know.

Go into Closed Session to discuss going into Executive Session for Economic Development

Motion was made by Alderman Tanksley, seconded by Alderman Moore, to go into Closed Session to discuss going into Executive Session for Economic Development. All voting yea, motion carried.

Go into Executive Session for Economic Development

Motion was made by Alderman Moore, seconded by Alderman Dear, to go into Executive Session for Economic Development. All voting yea, motion carried.

Come out of Executive Session for Economic Development

Motion was made by Alderman Tanksley, seconded by Alderman Moore, to come out of Executive Session for Economic Development. 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