

**MINUTES OF THE REGULAR MEETING
MAYOR AND BOARD OF ALDERMEN
City of Quitman, Mississippi
October 19, 2021**

**STATE OF MISSISSIPPI
COUNTY OF CLARKE
CITY OF QUITMAN**

BE IT REMEMBERED that the Mayor and Board of Aldermen of the City of Quitman, Mississippi met in regular session on Tuesday, October 19, 2021, at 5:00 P.M. at the City Hall in Quitman, Mississippi with the following present: Mayor Steve Watkins, Alderman At Large Harry Wheat, Alderman Ward #1 Joe Brooks, Alderwoman Ward #2 Bridgett Peters, Alderman Ward #3 Ronald Holloway, Alderman Ward #4 Steve Neely, Street Superintendent Andy Reese, Police Chief Mike McCarra, Water/Sewer Superintendent Jonathan Tanner, Building Inspector Carlton Green and City Clerk Lisa Harris.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO THE FLAG

The hour of 5:00 P. M. having arrived Mayor Steve Watkins called the meeting to order.

2. INVOCATION

Alderman Ronald Holloway opened the meeting with the invocation. Everyone stood and recited in unison the Pledge of Allegiance.

3. ROLL CALL AND ESTABLISHMENT OF QUORUM

Mayor Watkins determined that a quorum was present.

4. RECOGNITION OF VISITORS

The following visitor(s) were present at the meeting:

Pearline McDyess, Edward Kramer, Barnie Jones, John Vanderpool, Richard Jones, and Becky Watkins

5. CONFIRMATION OF THE AGENDA

Alderman Steve Neely ordered and moved the confirmation of the agenda with the following addition(s) or deletion(s):

- 6b. Barnie Jones
- 9h. Blessing Box Proposal
 - i. Authorization to File Notice of Intent
 - j. Sidewalks & Ditches
 - k. Stop Sign
 - l. EMEPA

11. Jonathan Tanner

Alderman Ronald Holloway seconded the motion and all the Alderman voted in the affirmative.

6. PUBLIC COMMENTS/APPEARANCES

a. Pearline McDyess

Pearline McDyess was present to discuss the broken windows in her building on Main Street and what could be placed in the windows instead of glass. After discussion, Alderman Harry Wheat offered a motion to table the matter. Alderman Ronald Holloway seconded the motion and all the Aldermen voted in the affirmative.

b. Barnie Jones

Mr. Barnie Jones was present at the request of the Mayor and Board of Aldermen to discuss the condition of the roof of the Municipal Building. After discussion, Alderman Ronald Holloway offered a motion to have Attorney Nick Kramer write a letter to the roofer asking him to attend the next Board Meeting to answer questions about the warranty of the roof. Alderman Steve Neely seconded the motion and all the Aldermen voted in the affirmative.

7. REPORTS OF STANDING AND/OR SPECIAL COMMITTEES

8. UNFINISHED BUSINESS

a. Property Hearings

Mayor Steve Watkins stated that there were several property hearings set for today.

116 Roosevelt Street

John Vanderpool was present to request more time to finish cleaning his property at 116 Roosevelt Street. After discussion, Alderman Steve Neely offered a motion to extend the date until November 15, 2021 for Mr. Vanderpool to finish cleaning his property. Alderman Joe Brooks seconded the motion and all the Aldermen voted in the affirmative.

245 Dogwood Avenue

Richard Jones was present to request time to clean the yard at 245 Dogwood Avenue. Alderman Harry Wheat offered a motion to give him until November 1, 2021 to complete the project. Alderman Ronald Holloway seconded the motion and all the Aldermen voted in the affirmative.

101 Brown Street

Alderman Harry Wheat offered a motion to begin condemnation procedures on 101 Brown Street since it was abandoned. Alderman Ronald Holloway seconded the motion and all the Aldermen voted in the affirmative.

120 Anderson Street

Alderman Ronald Holloway offered a motion to send a letter for an initial hearing for this property. Alderwoman Bridgett Peters seconded the motion and all the Aldermen voted in the affirmative.

704 N Archusa Ave

Alderman Harry Wheat offered a motion to send a first warning notice to the owner at 704 North Archusa Avenue. Alderman Joe Brooks seconded the motion and all the Aldermen voted in the affirmative.

b. Quotes for Library Air Conditioning

Mayor Watkins presented the following quotes for the library air conditioning (two-five ton units)

H & H	\$7,704.00
Joseph Holloman Electrical	\$7,350.63
Eagle Heat & Air	\$7,300.00
Precision Heat & Air	\$11,808.00
Sanders Air & Heat	\$8,600.00

Alderman Steve Neely offered a motion to accept the bid from Joseph Holloman Electrical. He considered it the lowest and best because:

(1) Holloman Heat & Air made the extra effort of consulting with the manufacturer of their unit, prior to submitting the proposal, to ensure the (2) 5 ton Rheem evaporator coils presented in their proposal, physically match up with the existing furnaces made by a different manufacturer. This is the only company submitting a proposal that conveyed this type of information.

(2) Holloman Heat & Air is readily available to provide prompt on-site service to the equipment due to the proximity of their physical location.

Alderman Harry Wheat seconded the motion and all the Aldermen voted in the affirmative.

c. Municipal Building #7305

Large Windows in Front & Service Window

The following quotes were presented for the add on windows:

Glass Inc.	\$4,885.00
Patrick Allen	\$9,978.00
Glass Company	\$4,002.00

Alderwoman Bridgett Peters offered a motion to table the window discussion until clarification can be made about the thickness of the glass. Alderman Harry Wheat seconded the motion and all the Aldermen voted in the affirmative.

Fiber & Telephone Systems

Reggie Goldman	\$9,134.70
Scot Evans	\$10,455.00

Alderman Harry Wheat offered a motion to accept the bid from Scot Evans because of the "Sysco Equipment" in his bid deemed to be the best quality, compared to the other bid.

Alderman Steve Neely seconded the motion and all the Aldermen voted in the affirmative.

Board Room Electronics & Sound System

Scot Evans	\$9,971.00	
MS Audio	\$18,522.66	Option 1
	\$27,688.96	Option 2
	\$34,040.26	Option 3

Alderman Harry Wheat offered a motion to accept the low bid from Scot Evans. Alderman Ronald Holloway seconded the motion and all the Aldermen voted in the affirmative.

Ceramic Tile

Floor Décor	\$8,741.02
Quitman Building Supply	\$5,930.02

Alderman Harry Wheat offered a motion to accept the low quote from Quitman Building Supply for \$5,930.02. Alderman Steve Neely seconded the motion and all the Aldermen voted in the affirmative.

Company to Lay Floor Tile

	<i>Municipal Building</i>	<i>Mayor's Office</i>	<i>Total</i>
Jeff Holloman	\$14,200.00	\$1,340.00	\$15,540.00
Terry Holloman	\$12,771.00	\$1,116.00	\$13,887.00
Jones Construction	\$9,727.00	\$1,250.00	\$10,977.00

After the Mayor and Board of Aldermen saw photos of each companies work, Alderwoman Bridgett Peters offered a motion to accept the bid from Terry Holloman, because of the high and acceptable quality of his work compared to the lowest bidder. Alderman Harry Wheat seconded the motion and all the Aldermen voted in the affirmative.

Mayor Watkins advised that he would like to hold a work session. It was decided that the work session would be held on Monday, November 1, 2021 at 9:00 A.M.

9. NEW BUSINESS

a. Adoption of 2020 Real & Personal Tax Rolls

Alderman Harry Wheat offered a motion to adopt the following real and personal tax assessments for 2020.

Real	14,443,221
Personal	5,082,055

Alderman Joe Brooks seconded the motion and all the Aldermen voted in the affirmative.

b. Adoption of the Municipal Compliance Questionnaire 2020-2021

Alderman Harry Wheat offered a motion to adopt the following Municipal Compliance Questionnaire. Alderman Ronald Holloway seconded the motion and all the Aldermen voted in the affirmative.

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 Quitman, P O Box 16, Quitman , MS 39355
2. List the date and population of the latest official U.S. Census or most recent official census:
2323
3. Names, addresses and telephone numbers of officials (include elected officials, chief administrative officer, and attorney).
SEE ATTACHED
4. Period of time covered by this questionnaire:
From: 10-1-2020 To: 9-30-2021
5. Expiration date of current elected officials' term: JUNE 30, 2025

CONTACT INFORMATION FOR OFFICIALS OF THE CITY OF Quitman:

MAYOR:	Steve Watkins	ATTORNEY: Nick Kramer
	601 East Church Street	P O Box 16
	Quitman MS 39355	Quitman, MS 39355
	Phone : 601-934-9140	Phone: 601-776-5399
ALDERMEN:	Harry Wheat At Large	Ward #1 Joe Brooks
	419 E Franklin Street	123 Loretta Street
	Quitman MS 39355	Quitman, MS 39355
		Phone: 601-826-9151
Phone:	601-616-1400	
Ward # 2	Bridgett Peters	Ward # 3 Ronald Holloway
	209 Brown Avenue	122 Mullett Street
	Quitman MS 39355	Quitman, MS 39355
Phone:	601-513-2851	601-686-1514
Ward #4	Steve Neely	City Clerk Lisa Harris
	215 Brock Avenue	522 County Road 114
	Quitman, MS 39355	Shubuta, MS 39360
Phone :	601-479-2234	Phone: 601-481-5867

MUNICIPAL COMPLIANCE QUESTIONNAIRE
Year Ended September 30, 20 20

Answer All Questions: Y - YES, N - NO, N/A - NON
 APPLICABLE

Part I - General

Alderman Steve Neely seconded the motion and all the Aldermen voted in the affirmative.

Board Room Electronics & Sound System

Scot Evans	\$9,971.00	
MS Audio	\$18,522.66	Option 1
	\$27,688.96	Option 2
	\$34040.26	Option 3

Alderman Harry Wheat offered a motion to accept the low bid from Scot Evans. Alderman Ronald Holloway seconded the motion and all the Aldermen voted in the affirmative.

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1. Have all ordinances been entered 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?	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
6. Are all required personnel covered by appropriate surety bonds?	Y
* Board or council members (Section 21-17-5)	
* Appointed officers and those handling money, see statutes governing the form of government (i.e., Section 21-3-5 for Code Charter)	
*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)	N/A
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? (Sections 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 enough 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 21-35-15, 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)
11. Have financial records been maintained in accordance with the chart of accounts prescribed by the State Auditor? (Section 21-35-11)
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)
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)
14. Has the municipality commissioned municipal depositories?
(Sections 27-105-353 and 27-105-363)

Y

Y

Y

Y

Y

Y

Y

Y

Y

Y

Y

Y

Y

Y

- | | |
|--|---|
| 15. Have investments of funds been restricted to those instruments authorized by law? (Section 21-33-323) | Y |
| <hr/> | |
| 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 |
| <hr/> | |
| 17. Are fixed assets properly tagged and accounted for? Section II - Municipal Audit and Accounting Guide) | Y |
| <hr/> | |
| 18. Is all travel authorized in advance and reimbursements made in accordance with Section 25-3-41? | Y |
| <hr/> | |
| 19. Are all travel advances made in accordance with the State Auditor's regulations? (Section 25-3-41) | Y |
| <hr/> | |

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 |
| <hr/> | |
| 2. Are all lowest and best bids decisions properly documented? [Section 31-7-13(d)] | Y |
| <hr/> | |
| 3. Are all one-source item and emergency purchases documents on the board's minutes? [Section 31-7-13(m) and (k)] | Y |
| <hr/> | |
| 4. Do all officers and employees understand and refrain from accepting gifts or kickbacks from suppliers? (Section 31-7-23) | Y |
| <hr/> | |

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

PART V - Taxes and Other receipts

1. Has the municipality adopted the county ad valorem tax rolls? (Section 27-35-167)

Y
2. Are interest and penalties being collected on delinquent ad valorem taxes? (Section 21-33-53)

Y
3. Has the municipality conducted an annual land sale for delinquent ad valorem taxes? (Section 21-33-63)

*Y

THIS IS COLLECTED BY THE CLARKE COUNTY TAX COLLECTOR
4. Have the various ad valorem tax collections been deposited into the appropriate funds? (Separate Funds for Each Tax Levy) (Section 21-33-53)

Y
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)

Y
6. Are local privilege taxes collected from all businesses located within the municipality, except those exempted? (Section 27-17-5)

Y
7. Are transient vendor taxes collected from all transient vendors within the municipality, except those exempted? (Section 75-85-1)

Y
8. Is money received from the state's "Municipal Fire Protection Fund" spent only to improve municipal fire departments? (Section 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? (Section 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)

15. Has the municipality conducted an annual inventory of its assets in accordance with guidelines established by the Office of the State Auditor? (MMAAG)

 N

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 Quitman, and, to the best of our knowledge and belief, all responses are accurate.


(City Clerk Signature)


(Mayor Signature)

11-19-21
(Date)

11-19-21
(Date)

Minute Book References:

Book Number 31

Page 1291

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

c. Request for Christmas Parade

The City of Quitman received parade requests from Lynnita Bartee for Christmas on Monday, December 6, 2021 at 6:00 P.M. and the Mardi Gras Parade for Saturday March 12, 2022.

After discussion, Alderman Harry Wheat offered a motion to approve the Christmas Parade for Monday, December 6, 2021 at 6:00 P.M. Alderwoman Bridgett Peters seconded the motion and all the Aldermen voted in the affirmative.

After discussion about the Mardi Gras Parade, Alderman Harry Wheat offered a motion to table until more information was available. Alderman Ronald Holloway seconded the motion and all the Alderman voted in the affirmative.

- d. Approval of the Minutes from October 5, 2021

AN ORDER APPROVING THE MINUTES

Alderman Harry Wheat offered a motion to approve the minutes from the October 5, 2021 meeting. Alderman Ronald Holloway seconded the motion and all the Aldermen voted in the affirmative.

- e. Request from Manuel Goff Center

The City of Quitman received a request from the Manuel Goff Center for a partnership. Attorney Nick Kramer stated that the city could not take part in a non-government partnership.

- f. Creature Comforts Septic System

Water/Sewer Superintendent Jonathan Tanner informed the Board of Aldermen that Creature Comforts requested that they be able to install a septic system in front of the inline pump and then the city turn the pump station back on.

After discussion Alderman Harry Wheat offered a motion to allow the installation of the system in front of the inline pump with the city inspecting it before it is put into use and then the pump station would be turned back on. Alderman Ronald Holloway seconded the motion and all the Aldermen voted in the affirmative.

- g. Personnel

Street Superintendent Andy Reese requested that he be able to hire Daniel Eugene Jones for the Street Department at a salary of \$10.50 per hour. Alderman Harry Wheat offered a motion to hire Daniel Eugene Jones at a salary of \$10.50 per hour. Alderman Steve Neely seconded the motion and all the Aldermen voted in the affirmative.

- h. Blessing Box Proposal

The QHS SWAT classes of Mrs. Elizabeth Fisher and Mrs. Chrissy Kelly requested that they be able to place two "Blessing Boxes" in town to provide food assistance to the needy in the community. The classes would maintain the boxes and keep them stocked. Alderman Harry Wheat offered a motion to table until Mayor Watkins can discuss with them the proper places for the boxes. Alderman Ronald Holloway seconded the motion and all the Aldermen voted in the affirmative.

i. Authorization to File Notice of Intent

Mayor Watkins informed the Board of Aldermen that a "Notice of Intent" with the Mississippi Department of Archives & History was never filed on the Historical Municipal Building, and before the city could be in compliance with our ordinance and be eligible for any grant funds that might be available, a notice would have to be filed. Alderman Harry Wheat offered a motion to file a Notice of Intent on the Historical Municipal Building. Alderman Ronald Holloway seconded the motion and all the Aldermen voted in the affirmative.

j. Sidewalks & Ditches

Aldermoman Bridgett Peters requested that the ditches on the North end of town be cleaned out. Street Superintendent Andy Reese told her that on state right of way the city would have to get a permit to do the work.

k. Stop Sign

Aldermoman Bridgett Peters requested that the stop sign on Shirley Drive be moved down the hill toward the school so that cars could see better. Street Superintendent Andy Reese said that he would take care of it.

l. EMEPA

Alderman Joe Brooks informed the Mayor and Board of Aldermen that he spoke with officials at EMEPA and if the city wanted a light to shine on our "Welcome to Quitman" sign on the North end of town, the cost would be \$8.00 per month if there was already a pole in place. Aldermen Brooks said that there is already a pole in place. After discussion, Alderman Ronald Holloway offered a motion to proceed with the placement of the light on the pole at a cost of \$8.00 per month. Alderman Harry Wheat seconded the motion and all the Aldermen voted in the affirmative. Alderman Brooks said that he would notify EMEPA.

10. CLAIMS DOCKET OR PAYMENT OF EXPENSES

Alderman Harry Wheat offered a motion to pay the following monthly claims & expenses. Alderman Joe Brooks seconded the motion and all the Aldermen voted in the affirmative.

Fontaine Engineering 400-230-732-----	\$35,400.00
East Central Planning & Development 400-230-732-----	\$5,000.00

11. MISCELLANEOUS ANNOUNCEMENTS AND SUMMARY COMMENTS

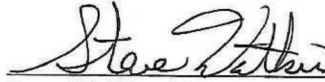
Water Sewer Superintendent Jonathan Tanner requested information about the Lift Station at the Industrial Park at 18&45.

12. ADJOURNMENT

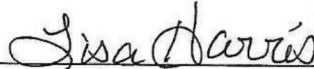
AN ORDER ADJOURNING THE MEETING UNTIL 5:00 P.M.

ON TUESDAY, NOVEMBER 2, 2021

Upon the motion of Alderman Harry Wheat and duly seconded by Alderman Steve Neely, the Board of Aldermen unanimously voted to adjourn the meeting until the hour of 5:00 P.M. on Tuesday, November 2, 2021.



Steve Watkins, Mayor



Lisa Harris, City Clerk