

**MINUTES OF THE RECESSED MEETING
OF THE MAYOR AND BOARD OF ALDERMEN
The City of Starkville, Mississippi
March 17, 2015**

Be it remembered that the Mayor and Board of Alderman met in a Recessed Meeting on March 17, 2015 at 5:30 p.m. in the Courtroom of City Hall, located at 101 E. Lampkin Street, Starkville, MS. Present were Mayor Parker Wiseman, Aldermen Ben Carver, Lisa Wynn, David Little, Jason Walker, Scott Maynard, Roy A.' Perkins, and Henry Vaughn, Sr. Attending the Board were City Attorney Chris Latimer, CAO/CFO Taylor V. Adams and City Clerk Lesa Hardin.

Mayor Parker Wiseman opened the meeting with the Pledge of Allegiance followed by a moment of silence.

Mayor Parker Wiseman asked for any revisions to the Official Agenda.

REQUESTED REVISIONS TO THE OFFICIAL AGENDA:

Alderman Wynn requested the following changes to the published March 17, 2015 Official Agenda:

Move Agenda Item IX.A.to V.A. Discussion and consideration of naming finalists for the position of Fire Chief and to establish a time and place for interviews.

Add to Consent Agenda Item IX.A. Discussion and consideration of inserting the fair housing flyer in the April 2015 electric bills.

Add to Consent Agenda Item X.A. and Renumber Remaining Items. Consideration of approval of in-kind services in the amount of \$150.00 for the April 3, 2015 Starkville Ministerial Association Community Prayer Walk.

Alderman Vaughn requested the following changes to the published March 17, 2015 Official Agenda:

Remove from Consent Agenda Item XI.B.4.A. Request approval of the placement of banners for Prevent Child Abuse/Neglect Awareness.

Alderman Little requested the following changes to the published March 17, 2015 Official Agenda:

Table Agenda Item X.C. Until Upcoming Budget Cycle Discussions. Discussion and consideration of the salary of all city employees, excluding the Mayor, be increased by 3% effective October 1, 2015, and that the salaries of each member of the Starkville Board of Aldermen increase to \$20,000 per year effective July 1, 2017.

1. MOTION TO TABLE THE DISCUSSION AND CONSIDERATION OF THE SALARY OF ALL CITY EMPLOYEES, EXCLUDING THE MAYOR, BE INCREASED BY 3%, EFFECTIVE OCTOBER 1, 2015, AND THAT THE SALARIES OF EACH MEMBER OF THE STARKVILLE BOARD OF ALDERMEN INCREASE TO \$20,000 PER YEAR EFFECTIVE JULY 1, 2017 UNTIL UPCOMING BUDGET CYCLE DISCUSSIONS.

Alderman Little offered a motion to table the “discussion and consideration of the salary of all city employees, excluding the mayor, be increased by 3%, effective October 1, 2015, and that the salaries of each member of the Starkville Board of Aldermen increase to \$20,000 per year effective July 1, 2017” until upcoming budget cycle discussions. Alderman Walker seconded the motion and the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Nay
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Nay
Alderman Henry Vaughn, Sr.	Voted: Nay

Having not received a two thirds super majority affirmative vote, the Mayor declared the motion failed and the item remained on the agenda.

The Mayor asked for further revisions to the published March 17, 2015 Official Agenda. No further revisions were requested.

2. A MOTION TO APPROVE THE OFFICAL AGENDA.

There came for consideration the matter of approving and adopting the March 17, 2015 Official Agenda of the Recessed Meeting of the Mayor and Board of Aldermen, as revised. Upon the motion of Alderman David Little, duly seconded by Alderman Jason Walker, to approve the March 17, 2015, Official Agenda with items listed as consent, the Board voted as follows to approve the motion:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion carried.

OFFICIAL AGENDA THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF STARKVILLE, MISSISSIPPI

RECESS MEETING OF TUESDAY, MARCH 17, 2015
5:00 P.M., COURT ROOM, CITY HALL
101 EAST LAMPKIN STREET

**PROPOSED CONSENT AGENDA ITEMS ARE HIGHLIGHTED AND PROVIDED AS
APPENDIX A ATTACHED**

- I. CALL THE MEETING TO ORDER**
- II. PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE**

III. APPROVAL OF THE OFFICIAL AGENDA

IV. APPROVAL OF BOARD OF ALDERMEN MINUTES

CONSIDERATION OF THE FEBRUARY 3, 2015 MINUTES OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF STARKVILLE, MS AS REVIEWED BY THE CITY ATTORNEY.

V. ANNOUNCEMENTS AND COMMENTS

A. DISCUSSION AND CONSIDERATION OF NAMING FINALISTS FOR THE POSITION OF FIRE CHIEF AND TO ESTABLISH A TIME AND PLACE FOR INTERVIEWS.

B. MAYOR'S COMMENTS:

NEW EMPLOYEE INTRODUCTIONS—FIREFIGHTERS:

- Marvin Forte
- Walter Jones
- Nathan Maxwell
- Ladarius Weatherall

C. BOARD OF ALDERMEN COMMENTS:

VI. CITIZEN COMMENTS

VII. PUBLIC APPEARANCES

VIII. PUBLIC HEARING

IX. MAYOR'S BUSINESS

A. **DISCUSSION AND CONSIDERATION OF INSERTING THE FAIR HOUSING FLYER IN THE APRIL 2015 ELECTRIC BILLS.**

B. DISCUSSION AND CONSIDERATION OF A CONTRACT WITH BIG TRUCK RENTALS.

X. BOARD BUSINESS

A. **CONSIDERATION OF APPROVAL OF IN-KIND SERVICES IN THE AMOUNT OF \$150.00 FOR THE APRIL 3, 2015 STARKVILLE MINISTERIAL ASSOCIATION COMMUNITY PRAYER WALK.**

B. DISCUSSION AND CONSIDERATION OF A RESOLUTION FINDING AND DETERMINING THAT THE RESOLUTION DECLARING THE INTENTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF STARKVILLE, MISSISSIPPI TO ISSUE GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS OF SAID MUNICIPALITY IN THE MAXIMUM PRINCIPAL AMOUNT OF THE

THREE MILLION DOLLARS (\$3,000,000) ADOPTED ON THE 17TH DAY OF FEBRUARY 2015, WAS DULY PUBLISHED AS REQUESTED BY LAW; THAT NO WRITTEN PROTEST OR OTHER OBJECTION OF ANY KIND OR CHARACTER AGAINST THE ISSUANCE OF THE BONDS DESCRIBED IN THE SAID RESOLUTION HAS BEEN FILED BY THE QUALIFIED ELECTORS; AND AUTHORIZING THE ISSUANCE OF SAID BONDS.

- C. DISCUSSION AND CONSIDERATION OF THE SALARY OF ALL CITY EMPLOYEES, EXCLUDING THE MAYOR, BE INCREASED BY 3%, EFFECTIVE OCTOBER 1, 2015, AND THAT THE SALARIES OF EACH MEMBER OF THE STARKVILLE BOARD OF ALDERMEN INCREASE TO \$20,000 PER YEAR EFFECTIVE JULY 1, 2017.
- D. DISCUSSION AND CONSIDERATION OF ADVERTISING FOR REQUESTS FOR PROPOSALS FOR INSURANCE SERVICES.
- E. DISCUSSION AND CONSIDERATION OF ADVERTISING FOR BIDS FOR THE 2015 STREET IMPROVEMENT PROJECT WHICH INCLUDES THE 2015 AND 2016 STREET LISTING AS OUTLINED IN THE REPORT FROM CITY ENGINEER EDWARD KEMP AND THAT THE BID SPECIFICATION RESERVE THE RIGHT TO INCREASE QUANTITIES BY AN AMOUNT NOT TO EXCEED TWENTY (20) PERCENT FOR WARD SPECIFIC WORK TO BE DETERMINED BY THE BOARD OF ALDERMEN.
- F. DISCUSSION AND CONSIDERATION OF THE SIXTH (6TH) AMENDMENT TO THE FIRE PROTECTION AGREEMENT WITH MISSISSIPPI STATE UNIVERSITY.
- G. DISCUSSION AND CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING WITH MISSISSIPPI STATE UNIVERSITY.

XI. DEPARTMENT BUSINESS

- A. AIRPORT
 - 1. REQUEST APPROVAL FOR (5) AIRPORT BOARD MEMBERS AND AIRPORT MANAGER RODNEY LINCOLN TO TRAVEL TO TUPELO, MS ON MAY 13 THROUGH 15, 2015 AND ATTEND THE MISSISSIPPI AIRPORT ASSOCIATION (MAA) CONFERENCE.
- B. COMMUNITY DEVELOPMENT DEPARTMENT
 - 1. CODE ENFORCEMENT

THERE ARE NO ITEMS FOR THIS AGENDA
 - 2. PLANNING
 - A. REQUEST APPROVAL OF THE PLACEMENT OF BANNERS FOR PREVENT CHILD ABUSE/NEGLECT AWARENESS.

- B. REQUEST APPROVAL OF THE SPECIAL EVENT PERMIT FOR THE COTTON DISTRICT ARTS FESTIVAL 2015.
- C. REQUEST APPROVAL OF PRELIMINARY AND FINAL PLAT OF THE TWO LOT OSWALT SUBDIVISION.

C. COURTS

1. REQUEST APPROVAL TO ALLOW COURT ADMINISTRATOR TONY ROOK TO ATTEND MANDATORY TRAINING IN BILOXI, MS FROM APRIL 22 THROUGH 24, 2015 AS REQUIRED BY THE MISSISSIPPI JUDICIAL COLLEGE AND ADMINISTRATIVE OFFICE OF COURTS. ALL EXPENSES AND TRAVEL WILL BE FUNDED BY THE MISSISSIPPI COURT ADMINISTRATORS ASSOCIATION.

D. ENGINEERING

THERE ARE NO ITEMS FOR THIS AGENDA

E. FINANCE AND ADMINISTRATION

1. REQUEST APPROVAL OF THE CITY OF STARKVILLE CLAIMS DOCKET FOR ALL DEPARTMENTS INCLUDING STARKVILLE ELECTRIC DEPARTMENT AS OF MARCH 13, 2015 FOR FISCAL YEAR ENDING 9/30/15.
2. REQUEST APPROVAL OF THE FEBRUARY 28, 2015 FINANCIAL STATEMENTS OF THE CITY OF STARKVILLE, MS.

F. FIRE DEPARTMENT

THERE ARE NO ITEMS FOR THIS AGENDA

G. INFORMATION TECHNOLOGY

1. REQUEST APPROVAL OF THE LOW QUOTE FROM SECURITY SOLUTIONS IN THE AMOUNT OF \$23,864.42 FOR DATE CABLING AND INFRASTRUCTURE AT THE NEW CITY HALL FACILITY.

H. PERSONNEL

1. REQUEST APPROVAL OF CHANGES TO THE JOB DESCRIPTION OF THE ADMINISTRATIVE ASSISTANT TO THE MAYOR AND BOARD.
2. REQUEST AUTHORIZATION TO PROMOTE RONNIE SMITH AND EDDIE ROGERS TO FILL VACANT POSITIONS OF EQUIPMENT OPERATOR FOR IN THE STARKVILLE UTILITIES, PUBLIC SERVICES—NEW CONSTRUCTION/REHAB DIVISION.
3. REQUEST AUTHORIZATION TO ADVERTISE TO FILL TWO (2) VACANT POSITIONS OF MAINTENANCE WORKER IN THE STARKVILLE UTILITIES, PUBLIC SERVICES—NEW

CONSTRUCTION/REHAB DIVISION.

4. REQUEST APPROVAL TO PROMOTE JAMES DANIEL SMITH TO FILL A VACANT POSITION OF LEAD FOREMAN IN THE STARKVILLE UTILITIES, PUBLIC SERVICES—NEW CONSTRUCTION/REHAB DIVISION IN CHARGE OF CMOM PROGRAMS.
5. REQUEST AUTHORIZATION TO ADVERTISE TO FILL VACANT POSITIONS OF MAINTENANCE WORKER IN THE STREET DEPARTMENT.

I. POLICE DEPARTMENT

1. REQUEST AUTHORIZATION TO ALLOW CHIEF FRANK NICHOLS TO TRAVEL TO MOSS POINT TO SIT ON THE INTERVIEW BOARD MARCH 26 THROUGH 27, 2015.
2. REQUEST AUTHORIZATION TO ALLOW SERGEANT GEORGE COLEMAN AND DETECTIVE STEPHANIE PERKINS TO ATTEND THE SNIPER CHAMPIONSHIP IN SOUTHAVEN, MS, MARCH 15 THROUGH 19, 2015.
3. REQUEST APPROVAL TO PURCHASE AN F250 PICKUP OFF OF THE STATE CONTRACT.
4. REQUEST AUTHORIZATION TO ALLOW OFFICER TYLER WILLS AND OFFICER ANDREW JENKINS TO ATTEND A HIGH RISK WARRANT PLANNING AND EXECUTION CLASS AT RCTA IN MERIDIAN, MS ON APRIL 13 THROUGH 17, 2015 AND FOR CORPORAL CHARLIE JONES AND OFFICER HUNTER BROWN TO ATTEND THE SAME ON MAY 18 THROUGH 22, 2015.

J. SANITATION DEPARTMENT

1. REQUEST APPROVAL OF TRAVEL FOR EMMA GANDY TO ATTEND THE MS SOLID WASTE ASSOCIATION OF NORTH AMERICA (SWANA) CONFERENCE IN BILOXI, MS WITH ADVANCE TRAVEL NOT TO EXCEED \$750.00.

K. UTILITIES DIVISION

1. REQUEST AUTHORIZATION FOR JOEL MURPHY AND ROBBY GILLILAND TO TRAVEL TO SCOTTSBORO, AL, FOR TVPPA LINE WORKER CONSTRUCTION LAB 2 MAY 4 THROUGH 8, 2015 FOR A TOTAL COST NOT TO EXCEED \$3,500.00 WITH ADVANCE TRAVEL. THIS IS A CONTINUATION OF THE TVPPA LINEMAN APPRENTICESHIP PROGRAM.
2. REQUEST APPROVAL OF THE ENGAGEMENT LETTER FROM WATKINS, WARD & STAFFORD FOR THE 2014 AUDIT FOR STARKVILLE ELECTRIC DEPARTMENT.
3. REQUEST APPROVAL TO PURCHASE A COMPACT EXCAVATOR

FROM THOMPSON MACHINERY, THE SUBMITTER OF THE LOWEST QUOTE, IN THE AMOUNT OF \$25,522.24.

4. REQUEST APPROVAL OF A RESOLUTION FOR THE CITY OF STARKVILLE TO APPLY FOR WATER POLLUTION CONTROL REVOLVING LOAN FUND (WPCRLF) FINANCING FOR IDENTIFIED SEWER IMPROVEMENTS FOR FISCAL YEAR 2015 AND TO AUTHORIZE THE MAYOR TO EXECUTE ASSOCIATED DOCUMENTS

XII. CLOSED DETERMINATION SESSION

XIII. OPEN SESSION

XIV. EXECUTIVE SESSION

- A. PERSONNEL
- B. POTENTIAL LITIGATION
- C. PENDING LITIGATION

XV. OPEN SESSION

XVI. RECESS UNTIL MARCH 30, 2015 @ 5:00 IN THE SPORTSPLEX.

The City of Starkville is accessible to persons with disabilities. Please call the ADA Coordinator, Joyner Williams, at (662) 323-2525, ext. 121 at least forty-eight (48) hours in advance for any services requested.

APPENDIX A

CONSENT AGENDA

I. CALL THE MEETING TO ORDER

II. PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE

III. APPROVAL OF THE OFFICIAL AGENDA

IV. APPROVAL OF BOARD OF ALDERMEN MINUTES

CONSIDERATION OF THE FEBRUARY 3, 2015 MINUTES OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF STARKVILLE, MS AS REVIEWED BY THE CITY ATTORNEY.

V. ANNOUNCEMENTS AND COMMENTS

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- A. DISCUSSION AND CONSIDERATION OF INSERTING THE FAIR HOUSING FLYER IN THE APRIL 2015 ELECTRIC BILLS

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- A. CONSIDERATION OF APPROVAL OF IN-KIND SERVICES IN THE AMOUNT OF \$150.00 FOR THE APRIL 3, 2015 STARKVILLE MINISTERIAL ASSOCIATION COMMUNITY PRAYER WALK.
- F. DISCUSSION AND CONSIDERATION OF THE SIXTH (6TH) AMENDMENT TO THE FIRE PROTECTION AGREEMENT WITH MISSISSIPPI STATE UNIVERSITY.
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CONSENT ITEMS 3-28:

3. CONSIDERATION OF THE FEBRUARY 3, 2015 MINUTES OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF STARKVILLE, MS AS REVIEWED BY THE CITY ATTORNEY.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “February 3, 2015 Minutes Of The Mayor And Board Of Aldermen Of The City Of Starkville, MS incorporating any and all changes recommended By The City Attorney” is enumerated, this consent item is thereby approved.

4. CONSIDERATION OF INSERTING THE FAIR HOUSING FLYER IN THE APRIL 2015 ELECTRIC BILLS.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “approval to insert the fair housing flyer in the April 2015 electric bills” is enumerated, this consent item is thereby approved.

5. CONSIDERATION OF APPROVAL OF IN-KIND SERVICES IN THE AMOUNT OF \$150.00 FOR THE APRIL 3, 2015 STARKVILLE MINISTERIAL ASSOCIATION COMMUNITY PRAYER WALK.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “approval of in-kind services in the amount of \$150.00 for the April 3, 2015 Starkville Ministerial Association Community

Prayer Walk” is enumerated, this consent item is thereby approved.

6. CONSIDERATION AND DISCUSSION OF THE SIXTH (6TH) AMENDMENT TO THE FIRE PROTECTION AGREEMENT WITH MISSISSIPPI STATE UNIVERSITY.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “Discussion and consideration of the sixth (6th) amendment to the fire protection agreement with Mississippi State University” is enumerated, this consent item is thereby approved.

6th Amendment to the Fire Protection Agreement
MSU Contract 001092

This Sixth Amendment is entered into by and between the City of Starkville, a municipal corporation, (herein referred to as the Provider) and Mississippi State University, a public university of the State of Mississippi, (herein referred to as the Receiver), (collectively referred to herein as the Parties) and shall be effective from the date this amendment has been executed by the authorized officials of both Parties.

Whereas, the Parties entered into an agreement in 1972, wherein the Provider agreed to provide certain services to the Receiver in return for certain benefits to the Provider;

Whereas, the Parties have amended the 1972 agreement on five occasions and now desire to further amend said Agreement;

Whereas the general purposed of the Sixth Amendment are to: set forth an adjusted annual fee schedule;

Whereas, the provisions of the 1972 agreement (Exhibit 1 hereto), as amended by the previous 5 amendments (Exhibits 2, 3, 4, 5 and 6 hereto), remain in effect and are applicable to all service areas.

Section 2A. Which reads: “Annual fire protection inspection and report of all facilities”), shall be amended to add the word **Written** report and shall now read as follows: “Annual fire protection inspection and written report of all facilities”.

The service years dates and fees are revised as follows:

<u>Service Year</u>	<u>Fee/year</u>	<u>Invoice Date</u>	<u>Due Date</u>
FY2016	\$252,679	Quarterly	Last day of quarter
FY2017	\$262,786	Quarterly	Last day of quarter
FY2018	\$273,297	Quarterly	Last day of quarter
FY2019	\$284,228	Quarterly	Last day of quarter
FY2020	\$295,597	Quarterly	Last day of quarter

MISSISSIPPI STATE UNIVERSITY

THE CITY OF STARKVILLE

By: _____
Don Buffum, CPPO, Director
Procurement and Contracts

By: _____
Parker Wiseman
Mayor

7. CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING WITH MISSISSIPPI STATE UNIVERSITY.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “Approval of a Memorandum of Understanding with Mississippi State University” is enumerated, this consent item is thereby approved.

**External Memoranda of Understanding
between
Mississippi State University
and
East Mississippi Community College
and
Mississippi University for Women
and
The Starkville Police Department
and
The Columbus Police Department
and
Lowndes County Sheriff’s Department
and
Safe Haven, Inc.**

Identification of department to manage and coordinate project initiatives:

Mississippi State University’s Department of Health Education & Wellness will be designated to receive and administer grant funds to manage and coordinate project activities through the consortium project of MSU, EMCC and MUW.

Brief description of confidentiality and privacy including informed consent:

In partnership with each Coordinated Community Response partner included in this MOU, each organization has specific roles and responsibilities as set forth by the employing organization. Each partner within the MOU understand the limits of disclosure of personally identifying information and victim confidentiality will be maintained to the extent possible by law.

Understanding and approval of funding:

All MOU partners approve of the Mississippi State University funded project including a designated budget to accomplish the goals and objectives as set forth in this campus grant application.

Consortium Project Partners: East Mississippi Community College, Mississippi State University, and Mississippi University for Women.

Under the purpose area for the campus grant program and through partnerships of the Memorandum of Understanding and responsibilities as designated by the OVW grant requirements, the following purpose areas will be addressed in this consortium grant project with EMCC, MSU and MUW:

1. To provide personnel, training, technical assistance, data collection, and other equipment with respect to the increased apprehension, investigation, and adjudication of persons committing domestic violence, dating violence, sexual assault, and stalking on campus.

2. To develop, strengthen, and implement campus policies, protocols, and services that more effectively identify and respond to the crimes of domestic violence, dating violence, sexual assault and stalking, including the use of technology to commit these crimes, and to train campus administrators, campus security personnel, and personnel serving on campus disciplinary or judicial boards on such policies, protocols, and services.
3. To implement and operate education programs for the prevention of domestic violence, dating violence, sexual assault, and stalking.
4. To develop, enlarge, or strengthen victim services programs and population specific services on the campuses of the institutions involved, including programs providing legal, medical, or psychological counseling, for victims of domestic violence, dating violence, sexual assault, and stalking, and to improve delivery of victim assistance on campus.
5. To create, disseminate, or otherwise provide assistance and information about victims' options on and off campus to bring disciplinary or other legal action, including assistance to victims in immigration matters.
6. To support improved coordination among campus administrators, campus security personnel, and local law enforcement to reduce domestic violence, dating violence, sexual assault, and stalking on campus.
7. To develop or adapt population specific strategies and projects for victims of domestic violence, dating violence, sexual assault, and stalking from underserved populations.

Mississippi State University

Roles and Responsibilities, Collaborative Relationship:

The vision of Mississippi State University (MSU) is to be a leading public research university that is globally aware and involved, accessible and responsive to the many constituencies it serves, and fully integrated with the intellectual, social, and economic development of the state, while delivering excellent programs of teaching, research, and service.

Mississippi State University's Department of Health Education and Wellness will coordinate grant activities and requirements as set forth by the Department of Justice, Office on Violence Against Women. The mission of the Department of Health Education and Wellness is to provide unique wellness programs, mental health outreach, and violence prevention education to the university community. Health Education and Wellness promotes and sustains the development of positive life changes, healthy life choices, and contributes to a safer campus environment.

Resources and Support:

- Mississippi State University will continue to implement a Coordinated Community Response which includes both internal and external partnerships. The Coordinated Community Response at Mississippi State University is a member coalition seeking to serve the Mississippi State University campus and community of Starkville in prevention of dating violence, domestic violence, sexual assault and stalking through education, awareness and advocacy efforts. Members of the Coordinated Community Response of sexual assault, domestic violence, dating violence, and stalking are dedicated to an ongoing evaluation of services and to expanding membership to include representatives from constituency groups that work to provide services to underrepresented communities.
- Mississippi State University will develop a mandatory prevention and education program for all incoming students about sexual assault, domestic violence, dating violence, and stalking that incorporates information, awareness, and resources including the students' code of conduct.
- Mississippi State University's Department of Health Education and Wellness will work with MSU Police to provide funding for on-going training for the officers that will include the required topics as set forth herein.
- Mississippi State University's Department of Health Education and Wellness will work with the MSU Dean of Student's Office and the MSU Title IX Coordinator to provide funding for on-going training for the required topics.
- MSU will attend technical assistance training as requested by OVW as part of the grant consortium project.
- The Department of Health Education & Wellness will receive and administer grant funds to manage and coordinate project activities at Mississippi State University. Mississippi State University will employ a full time Project Coordinator as requested in the grant application to coordinate with the project consortium partners, East Mississippi Community College and Mississippi University for Women.

Mechanism of reimbursement:

Mississippi State University's Department of Health Education and Wellness will coordinate the grant budget including sub recipients of EMCC and MUW funding. Funds will be awarded through MSU's Sponsored Programs Administration.

East Mississippi Community College

Roles and Responsibilities, Collaborative Relationship:

The vision of East Mississippi Community College (EMCC) is one that establishes the standard of excellence for comprehensive community colleges in Mississippi. East Mississippi Community College is a public community college serving six counties in East Central Mississippi, offering university-parallel programs, career-technical programs, and workforce programs. EMCC is dedicated to improving the quality of life for our students, our community and our personnel through instructional opportunities, with specific focus on a healthy mind, body and spirit.

East Mississippi Community College's Dean of Students Office will coordinate grant activities and requirements as set forth by the Department of Justice, Office on Violence Against Women.

Resources and Support:

- East Mississippi Community College will create a Coordinated Community Response (CCR) including both organizations external to the institution and relevant divisions of the institution.
- East Mississippi Community College will develop a mandatory prevention and education program for all incoming students about sexual assault, domestic violence, dating violence, and stalking that incorporates information, awareness, and resources including the students' code of conduct.
- East Mississippi Community College will work with EMCC campus police to provide funding for on-going training for the officers that will include the required topics as set forth herein.
- East Mississippi Community College's Dean of Student's Office will attend on-going training for the officers that will include the required topics.
- East Mississippi Community College will attend grant funded technical assistance training as requested by OVW as part of the grant consortium project.

Mechanism of reimbursement:

East Mississippi Community College has signed a sub recipient form with Mississippi State University and funds will be awarded through MSU's

Sponsored Programs Administration to accomplish the goals set forth in this grant consortium project.

Mississippi University for Women

Roles and Responsibilities, Collaborative Relationship:

The vision of Mississippi University for Women (MUW) includes building on its long tradition of excellence in liberal arts and professional education, as well as its historic focus on academic and leadership development for women. Mississippi University for Women will continue to be a university that prepares both women and men for successful lives by providing a high-quality education in a personalized learning environment.

Mississippi University for Women's Dean of Students' Office will coordinate grant activities and requirements as set forth by the Department of Justice, Office on Violence Against Women.

Resources and Support:

- Mississippi University for Women will create a Coordinated Community Response (CCR) including both organizations external to the institution and relevant divisions of the institution.
- Mississippi University for Women will develop a mandatory prevention and education program for all incoming students about sexual assault, domestic violence, dating violence, and stalking that incorporates information, awareness, and resources including the students' code of conduct.
- The university will work with the MUW police department to select on-going training for the officers that will include the required topics. The trainings for the police department will be two times each term. This will allow for ongoing training and discussion.
- The university does not have a campus disciplinary board. The university has a Title IX Coordinator and deputies that are trained to conduct investigations. The university will continue training for these individuals in order to improve overall case investigations.
- Mississippi University for Women will attend grant funded technical assistance training as requested by OVW as part of the grant consortium project.

Mechanism of reimbursement:

- Mississippi University for Women has signed a sub recipient form with Mississippi State University and funds will be awarded through MSU's Sponsored Programs Administration to accomplish the goals set forth in this grant consortium project.

The Starkville Police Department (SPD)

Roles and Responsibilities, Collaborative Relationship:

Starkville Police Department has worked with Health Education & Wellness and other departments since 1997 in providing training to law enforcement officers regarding sexual assault, dating violence, and domestic violence. SPD actively participates in the University's Coordinated Community Response Team (CCRT) to develop strategies for preventing and responding to these offenses. SPD also works closely with MSU and MSU police when off-campus assaults occur involving students.

- Starkville Police Department will continue as an active member of the CCRT, and will continue its participation in discussions aimed at developing strategies for preventing and responding to sexual assault, domestic violence and similar offenses.
- SPD will continue to work with Health Education & Wellness to provide training to law enforcement officers on the proper response to these offenses.
- SPD will continue to coordinate with MSU and the MSU Police Department in responding to off-campus offenses involving students, and SPD will continue to provide MSU with pertinent information concerning sexual assault and domestic violence.
- SPD will work with MSU in the development of a comprehensive Memorandum of Understanding outlining specific steps by each party aimed at improving prevention of and response to sexual assault, domestic violence and similar offenses.
- SPD recognizes and agrees to comply with the provisions of the Violence Against Women Act (VAWA) governing the nondisclosure of victim information. Specifically, SPD agrees to comply with the provisions of VAWA requiring informed consent before personally identifying information of victim may be disclosed.

Mechanism of reimbursement:

Starkville Police Department will contribute to the project primarily by devoting time to participation in the CCRT and in responding to sexual assault, domestic violence, and similar offenses. SPD will continue training its officers on sexual assault, domestic violence, and dating violence; and on how to properly protect students against stalking.

Starkville Police Department will be reimbursed for its commitment of time through in-kind contributions. These include, but are not limited to, training and collaborative opportunities for the police department through its affiliation with Health Education & Wellness and the Coordinated Community Response Team, as well as continued cooperation by MSU and the University Police Department in responding to sexual assault, dating violence, and domestic violence. This has been clearly communicated and agreed upon by SPD.

Lowndes County Sheriff's Department

Roles and Responsibilities, Collaborative Relationship:

Lowndes County Sheriff's Department services the county where East Mississippi Community College is located. As the topic areas and victim services increase as a goal of the OVW grant funded campus consortium for EMCC, Lowndes County Sheriff will work closely with EMCC Staff to better support EMCC students as services become available related to sexual assault, domestic violence, dating violence and stalking. The Lowndes County Sheriff's Department will partner with EMCC to find various ways of increased support through education programs and events.

Resources and Support:

- The Lowndes County Sheriff's Department will serve as a member of the Coordinated Community Response and will contribute project staff representatives to attend meetings.
- Upon availability of funding, the Lowndes County Sheriff's Department will attend training in regard to education and response efforts of sexual assault, domestic violence, dating violence, and stalking.

Mechanism of reimbursement:

The Lowndes County Sheriff's Department will be reimbursed for its commitment of time through in-kind contributions. These include, but are not limited to, training and collaborative opportunities for the police department through its affiliation with MUW, EMCC, MSU and the Coordinated Community Response. This has been clearly communicated and agreed upon by LCSD.

City of Columbus Police Department (CPD)

Roles and Responsibilities, Collaborative Relationship:

City of Columbus Police Department is a community-centered team of caring professionals with a mission to safeguard the lives and property of the people in the City of Columbus by working cooperatively with the public and within the framework of the U.S. Constitution to enforce the laws, preserve the peace, reduce fear and provide for a safe environment that provides a safe place in which to live or visit. The CPD is committed to the following core values: service, responsiveness, integrity and professionalism. The CPD members are committed as servant leaders to meet the needs of the citizens. As Mississippi University for Women is located in Columbus, CPD is an integral part of this team.

The City of Columbus Police Department works closely with MUW Police Department through drills, educational programs and events.

Resources and Support:

- The City of Columbus Police Department will serve as a member of the Coordinated Community Response and will contribute project staff representatives to attend meetings.
- Upon availability of funding, City of Columbus Police Department will attend training in regard to education and response efforts of sexual assault, domestic violence, dating violence, and stalking

Mechanism of reimbursement:

City of Columbus Police Department will be reimbursed for its commitment of time through in-kind contributions. These include, but are not limited to, training and collaborative opportunities for the police department through its affiliation with MUW, EMCC, MSU and the Coordinated Community Response. This has been clearly communicated and agreed upon by CPD.

Safe Haven, Inc.

Roles and Responsibilities, Collaborative Relationship:

Safe Haven, Inc. has collaborated with MSU's Department of Health Education & Wellness and other departments at Mississippi State University since 1997 in providing training to the community. Safe Haven, Inc. has also worked with Mississippi University for Women through various programs and services as well. Safe Haven, Inc. currently serves on the Coordinated Community Response for MSU and has participated in professional training for law enforcement, the community, staff, and volunteers. Safe Haven, Inc. has offered cross-consultation to programs and have shared pertinent information, statistics, and educational materials. MSU's Department of Health Education and Wellness promotes the services of Safe Haven, Inc. and works collaboratively with Safe Haven, Inc. through various programming including community awareness events during Sexual Assault Awareness Month.

Resources and Support:

- Safe Haven, Inc. will serve as a member of the Coordinated Community Response and will contribute project staff representatives to attend meetings. EMCC, MUW and MSU will each have a Coordinated Community Response Coalition as directed by the OVW campus grant.
- Safe Haven, Inc. extends services for victims to a service area of ten counties including Lowndes, Oktibbeha, Clay, Monroe, Choctaw, Webster, Attala, Montgomery, Calhoun and Chickasaw.
- Safe Haven, Inc. is committed to working towards identifying the barriers victims from underserved communities face in obtaining assistance, and to establishing coordinated, sensitive assistance to victims.
- Safe Haven, Inc. will provide each university (MSU, EMCC, and MUW) with information to be distributed regarding domestic violence and other services that would be available to student victims.
- Safe Haven, Inc. will provide resources and information to the consortium for trainings as part of the grant project.

Mechanism of reimbursement:

Safe Haven, Inc. will contribute to the project through time contributions. These include, but are not limited to, training engagements for university students, faculty, and staff as well as serving on the Coordinated Community Response Team as a community-based agency. Safe Haven, Inc. will be reimbursed through compensation of mileage to attend Coordinated Community Response Meetings. Victim services training for the Coordinated Community Response will be provided by Safe Haven, Inc. and the approved rate of compensation by OVW will be provided for compensation for such training. This has been clearly communicated and agreed upon by all participating organizations.

Dr. Mark E. Keenum
President, Date
Mississippi State University

Dr. Jim Borsig
President, Date
Mississippi University for Women

Dr. Rick Young
President, Date
East Mississippi Community

R. Frank Nichols
Chief of Police, Date
Starkville Police Department

Tony Carleton
Chief of Police, Date
Columbus Police Department

Marc Miley
Chief Deputy, Date
Lowndes County Sheriff's Department

Joyce Tucker
Executive Director, Date
Safe Haven, Inc.

8. REQUEST APPROVAL FOR (5) AIRPORT BOARD MEMBERS AND AIRPORT MANAGER RODNEY LINCOLN TO TRAVEL TO TUPELO, MS ON MAY 13 - 15, 2015 AND ATTEND THE MISSISSIPPI AIRPORT ASSOCIATION (MAA) CONFERENCE.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “approval for (5) airport board members and Airport Manager Rodney Lincoln to travel to Tupelo, MS on May 13 through 15, 2015 and attend the Mississippi Airport Association (MAA) Conference” is enumerated, this consent item is thereby approved.

9. REQUEST APPROVAL OF THE SPECIAL EVENT PERMIT FOR THE COTTON DISTRICT ARTS FESTIVAL 2015.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “approval of the special event permit for the Cotton District Arts Festival to be held April 18, 2015 with City participation with in-kind services of approximately \$6,103.00” is enumerated, this consent item is thereby approved.

10. REQUEST APPROVAL OF PRELIMINARY AND FINAL PLAT OF THE TWO LOT OSWALT SUBDIVISION.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “approval of PP 15-01: Preliminary & Final Plat approval for a two lot subdivision by Nicole Oswalt located at the intersection of Country Club Road and South Montgomery Street” is enumerated, this consent item is thereby approved.

11. REQUEST AUTHORIZATION TO ALLOW COURT ADMINISTRATOR TONY ROOK TO ATTEND MANDATORY TRAINING IN BILOXI, MS FROM APRIL 22 THROUGH 24, 2015 AS REQUIRED BY THE MISSISSIPPI JUDICIAL COLLEGE AND ADMINISTRATIVE OFFICE OF COURTS. ALL EXPENSES AND TRAVEL WILL BE FUNDED BY THE MISSISSIPPI COURT ADMINISTRATORS ASSOCIATION.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “approval to allow court administrator Tony Rook to attend mandatory training in Biloxi, MS from April 22 through 24, 2015 as required by the Mississippi Judicial College and Administrative Office of Courts with all expenses and travel will be funded by the Mississippi Court Administrators Association” is enumerated, this consent item is thereby approved.

12. CONSIDERATION OF THE APPROVAL OF THE FEBRUARY 28, 2015 FINANCIAL STATEMENTS OF THE CITY OF STARKVILLE, MS.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “approval of the February 28, 2014 financial statements of the City of Starkville, MS” is enumerated, this consent item is thereby approved.

13. CONSIDERATION OF THE APPROVAL OF THE LOW QUOTE FROM SECURITY SOLUTIONS IN THE AMOUNT OF \$23,864.42 FOR DATE CABLING AND INFRASTRUCTURE AT THE NEW CITY HALL FACILITY.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “approval of the low quote from Security Solutions in the amount of \$23,864.42 for Date Cabling and Infrastructure at the new City Hall facility” is enumerated, this consent item is thereby approved. The two quotes received were: Alarm Securities Inc. of New Albany - \$25,215.00, Exceed of Columbus - \$25,050.50 and Security Solutions of Starkville - \$23,884.42.

14. CONSIDERATION OF THE REQUEST APPROVAL OF CHANGES TO THE JOB DESCRIPTION OF THE ADMINISTRATIVE ASSISTANT TO THE MAYOR AND BOARD.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “approval of changes to the job description of the administrative assistant to the Mayor and Board” is enumerated, this consent item is thereby approved.

**CITY OF STARKVILLE
JOB DESCRIPTION**

Title: ADMINISTRATIVE ASSISTANT
Reports to: Mayor & Board
Date Prepared: 2/25/15

Department: Mayor's Office
Classification: NON-EXEMPT, Grade 8
Approved by Board: 3-17-15

GENERAL POSITION SUMMARY:

This Administrative Assistant position will perform a variety of administrative support, office support and/or secretarial duties, including administrative management of special activities for the Mayor and Board of Aldermen and other departments as designated. This position shall also perform certain duties in relation to tracking and administrative support relating to assigned grants. The Administrative Assistant will uphold the strictest confidentiality regarding all personnel and other departmental matters. The Administrative Assistant will perform related duties as assigned and possess the ability to perform the essential functions of the job.

ESSENTIAL JOB FUNCTIONS:

Duties may include, but are not limited to, the following:

- Perform a wide variety of administrative support, office support and/or secretarial duties, including administrative management of special activities for the Mayor and Board of Aldermen and the Mayor's office including screening and handling of calls. May perform work for other departments as may be designated by the Mayor.
- Assist in the organization, and operational activities of the Mayor's office.
- Assist in the preparation and administration of the office budget.
- Develop and implement new and revised office procedures and forms.
- Participate in maintaining a wide variety of correspondence, agendas of meetings, reports, and other materials.
- Perform research on a variety of administrative, fiscal, and operational issues.
- Under the direction of the Mayor and Board of Aldermen, track data, audit information, provide periodic reports, and other administrative support functions as assigned to support grants
- Handles all public records requests in accordance with established City policy and mandated guidelines.
- Assist in preparing speeches, news releases, radio broadcasts, and other media information.
- Coordinate commendation, certificate, and award programs.
- Participate in the scheduling of the Mayor's, other elected officials, and designated staff appointments and civic and social engagement.
- Receive, respond to, and refer citizen complaints and reports.
- Coordinate office activities with other City departments and divisions and with outside agencies.
- Independently respond to letters and general correspondence of a routine nature.
- Notarize documents as may be required for the Mayor's office and City staff.
- The nature of this position requires that time away from the work station be kept to a minimum in order to be accessible as may be required.

OTHER FUNCTIONS:

- Organization, procedures, and operating details of municipal government.
- City rules, regulations, and policies.
- Record keeping principles and procedures.
- Modern office methods, procedures, equipment, and business letter writing.
- Personal computer operation and software applications.
- Public relations and information techniques.
- Research techniques, methods, and procedures and report presentation.

ABILITY TO:

- Interpret and apply administrative and departmental policies, laws, and rules.
- Analyze situations carefully and adopt effective courses of action.
- Organize workload to ensure responsibilities are carried out in a timely manner.
- Communicate clearly and concisely, orally and in writing.
- Work independently in the absence of supervision.
- Establish and maintain effective and cooperative working relationships; promote good public relations; meet the general public with courtesy and tact.
- Maintain the confidentiality of privileged information.
- Operate standard office equipment including a typewriter, personal computer, and applicable software programs, fax, telephone, copier, postage machine, calculator, and other office equipment as may be required.

SUPERVISORY RESPONSIBILITY: None

INTERPERSONAL CONTACTS:

Has regular contact with internal and external sources, including employees, Department Heads, outside agencies, the media, and other governmental agencies.

PHYSICAL, MENTAL, and OTHER CAPABILITIES

Requires the ability to sit, stand, walk, see, and effectively communicate with others for extended periods of time. May be required to lift objects weighing up to 25 pounds without assistance. Must be able to handle multiple tasks or projects simultaneously, work with numerous interruptions, and adjust to changing priorities. Must demonstrate good use of judgment and demonstrate the ability to properly deal with confidential matters. Must use good interpersonal skills.

JOB CONDITIONS: The job is performed primarily indoors in an office setting.

EDUCATION, QUALIFICATIONS, AND/OR EXPERIENCE REQUIRED:

High school diploma or equivalent plus an Associate’s Degree or equivalent in office administration or a related field, three (3) or more years of responsible administrative support experience, excellent written and verbal communications skills, working knowledge of word processing, spreadsheets and database software packages; or any equivalent combination of related experience and/or education as determined by the Personnel Officer and approved by the Mayor and Board of Aldermen. Must have valid MS Driver’s License and be able to meet requirements for coverage under City’s automobile insurance policies. Must be able to meet requirements for being licensed as a Notary Public in the State of Mississippi.

Preferred Qualifications—A bachelor’s degree or equivalent training in business, public administration or a related field and experience working in the public sector. Job experience beyond the minimum required.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the City and requirements of the job change.

Regular and consistent attendance is a condition of continuing employment

15. REQUEST AUTHORIZATION TO PROMOTE RONNIE SMITH AND EDDIE ROGERS TO FILL VACANT POSITIONS OF EQUIPMENT OPERATOR FOR IN THE STARKVILLE UTILITIES, PUBLIC SERVICES—NEW CONSTRUCTION/REHAB DIVISION.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “authorization to promote Ronnie Smith and Eddie Rogers to fill vacant positions of equipment operator for the Starkville Utilities, Public Services—New Construction/Rehab Division” is enumerated, this consent item is thereby approved.

16. REQUEST AUTHORIZATION TO ADVERTISE TO FILL TWO (2) VACANT POSITIONS OF MAINTENANCE WORKER IN THE STARKVILLE UTILITIES, PUBLIC SERVICES—NEW CONSTRUCTION/REHAB DIVISION.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “authorization to advertise to fill two (2) vacant positions of maintenance worker in the Starkville Utilities, Public Services—New Construction/Rehab Division” is enumerated, this consent item is thereby approved.

17. REQUEST APPROVAL TO PROMOTE JAMES DANIEL SMITH TO FILL A VACANT POSITION OF LEAD FOREMAN IN THE STARKVILLE UTILITIES, PUBLIC SERVICES—NEW CONSTRUCTION/REHAB DIVISION IN CHARGE OF CMOM PROGRAMS.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “approval to promote James Daniel Smith to fill a vacant position of Lead Foreman in the Starkville Utilities, Public Services—New Construction/Rehab Division in charge of CMOM Programs at a salary of Grade 10, \$36,893.51. Subject to a six month probationary period” is enumerated, this consent item is thereby approved.

18. REQUEST AUTHORIZATION TO ADVERTISE TO FILL VACANT POSITIONS OF MAINTENANCE WORKER IN THE STREET DEPARTMENT.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “authorization to advertise to fill vacant positions of Maintenance Worker in the Street Department” is enumerated, this consent item is thereby approved.

19. REQUEST AUTHORIZATION TO ALLOW CHIEF FRANK NICHOLS TO TRAVEL TO MOSS POINT TO SIT ON THE INTERVIEW BOARD MARCH 26 THROUGH 27, 2015.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “authorization to allow Chief Frank Nichols to travel to Moss Point to sit on the interview board March 26 through 27, 2015” is enumerated, this consent item is thereby approved.

20. REQUEST AUTHORIZATION TO ALLOW SERGEANT GEORGE COLEMAN AND DETECTIVE STEPHANIE PERKINS TO ATTEND THE SNIPER CHAMPIONSHIP IN SOUTHAVEN, MS, MARCH 15 THROUGH 19, 2015.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “authorization to allow sergeant George Coleman and Detective Stephanie Perkins to attend the Sniper Championship in Southaven, MS, March 15 through 19, 2015 at a cost not to exceed \$1,114.60” is enumerated, this consent item is thereby approved.

21. REQUEST APPROVAL FOR POLICE DEPT TO PURCHASE AN F250 TRUCK OFF OF THE STATE CONTRACT.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “approval to purchase an F250 pickup off of the state contract at a cost of \$28,989.00 plus marking, equipment, installation, etc for a total cost of \$33,414.00 with the funds to be taken from the Police Forfeited Funds Account” is enumerated, this consent item is thereby approved.

22. REQUEST AUTHORIZATION TO ALLOW OFFICER TYLER WILLS AND OFFICER ANDREW JENKINS TO ATTEND A HIGH RISK WARRANT PLANNING AND EXECUTION CLASS AT RCTA IN MERIDIAN, MS ON APRIL 13 THROUGH 17, 2015 AND FOR CORPORAL CHARLIE JONES AND OFFICER HUNTER BROWN TO ATTEND THE SAME ON MAY 18 THROUGH 22, 2015.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “authorization to allow Officer Tyler Wills and Officer Andrew Jenkins to attend a high risk warrant planning and execution class at RCTA in Meridian, MS on April 13 through 17, 2015 and for Corporal Charlie Jones and Officer Hunter Brown to attend the same on May 18 through 22, 2015” is enumerated, this consent item is thereby approved.

23. REQUEST APPROVAL OF TRAVEL FOR EMMA GANDY TO ATTEND THE MS SOLID WASTE ASSOCIATION OF NORTH AMERICA (SWANA) CONFERENCE IN BILOXI, MS WITH ADVANCE TRAVEL NOT TO EXCEED \$750.00.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “approval of travel for Emma Gandy to attend the MS Solid Waste Association of North America (SWANA) Conference in Biloxi, MS with advance travel not to exceed \$750.00” is enumerated, this consent item is thereby approved.

24. REQUEST AUTHORIZATION FOR JOEL MURPHY AND ROBBY GILLILAND TO TRAVEL TO SCOTTSBORO, AL, FOR TVPPA LINE WORKER CONSTRUCTION LAB 2 MAY 4 THROUGH 8, 2015 FOR A TOTAL COST NOT TO EXCEED \$3,500.00 WITH ADVANCE TRAVEL. THIS IS A CONTINUATION OF THE TVPPA LINEMAN APPRENTICESHIP PROGRAM.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “authorization for Joel Murphy and Robby Gilliland to travel to Scottsboro, AL, for TVPPA Line Worker Construction Lab 2 May 4 through 8, 2015 for a total cost not to exceed \$3,500.00 with advance travel. This is a continuation of the TVPA Lineman Apprenticeship Program” is enumerated, this consent item is thereby approved.

25. REQUEST APPROVAL OF THE ENGAGEMENT LETTER FROM WATKINS, WARD & STAFFORD FOR THE 2014 AUDIT FOR STARKVILLE ELECTRIC DEPARTMENT.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “approval of the engagement letter form Watkins, Ward & Stafford for the 2014 audit for Starkville Electric Department” is enumerated, this consent item is thereby approved.

(A copy of the engagement letter is attached to the back of these minutes)

26. REQUEST APPROVAL TO PURCHASE A COMPACT EXCAVATOR FROM THOMPSON MACHINERY, THE SUBMITTER OF THE LOWEST QUOTE, IN THE AMOUNT OF \$25,522.24.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “approval to purchase a compact excavator from Thompson Machinery, the submitter of the lowest quote, in the amount of \$25,522.24” is enumerated, this consent item is thereby approved. The two quotes received were: Stribling Equipment(John Deere) - \$27,000.00 and Thompson Machinery(Caterpillar) - \$25,522.24.

27. REQUEST APPROVAL OF A RESOLUTION FOR THE CITY OF STARKVILLE TO APPLY FOR WATER POLLUTION CONTROL REVOLVING LOAN FUND (WPCRLF) FINANCING FOR IDENTIFIED SEWER IMPROVEMENTS FOR FISCAL YEAR 2015 AND TO AUTHORIZE THE MAYOR TO EXECUTE ASSOCIATED DOCUMENTS.

Upon the motion of Alderman Little, duly seconded by Alderman Walker and adopted by the Board to approve the March 17, 2015 Official Agenda, and to accept items for Consent, whereby the “approval of a resolution for the City of Starkville to apply for Water Pollution Control Revolving Loan Fund (WPCRLF) financing for identified sewer improvements for fiscal year 2015 and to authorize the Mayor to execute associated documents” is enumerated, this consent item is thereby approved.

END OF CONSENT AGENDA ITEMS

28. DISCUSSION AND CONSIDERATION OF NAMING FINALISTS FOR THE POSITION OF FIRE CHIEF AND TO ESTABLISH A TIME AND PLACE FOR INTERVIEWS.

Alderman Wynn offered a motion to interview all applicants (10) who submitted an application with complete supporting materials for the position of Fire Chief by the deadline with interviews to be held Monday, March 30, 2015 at 5:30 p.m. Alderman Perkins seconded the motion. Alderman Maynard asked if the list could be limited to interviewing only five due to interview time restraints. Following discussion, Alderman Wynn amended her motion to interview the following five applicants: Curtis Randle, Charles Yarbrough, Steen McMullen, Terry Tucker and Michael Chandler Monday, March 30 at 5:00 p.m. at the Sportsplex Conference Room. The Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion carried.

MAYOR'S COMMENTS: The Mayor introduced the following new firefighters: Marvin Forte, Walter Jones, Nathan Maxwell and Ladarius Weatherall.

BOARD OF ALDERMEN COMMENTS:

Alderman Maynard displayed the MS Historical Society Award received for the invaluable role in development and historical interpretation of the Unity Park. He also noted the final panel in the Unity Park would be revealed the following week and invited all to attend.

Alderman Little congratulated the Starkville Yellow Jackets Boys Basketball Team for their recent 6A State Championship on behalf of the City of Starkville.

CITIZEN COMMENTS:

Alvin Turner, Ward 7, asked that people be respectful and not park in front of shuttle bus stops.

Chris Taylor, Ward 7, encouraged everyone to attend the Unity Park Dedication on March 23, 2015 at 10:30 a.m. and thanked the City for helping it become a reality.

Chanteau Wilson asked to speak to the Mayor and Board in Executive Session.

Alderman Wynn noted Ms McDavid, MSU Professor, in attendance with the MSU Journalism Class.

29. DISCUSSION AND CONSIDERATION OF A CONTRACT WITH BIG TRUCK RENTALS.

Mayor Wiseman discussed the need to rent equipment for the sanitation department in that one container truck cannot meet the needs of the customers. Following discussion, Alderman Carver offered a motion, based on the finding of emergency need as outlined in MS Code Section 31-7-13k, to move approval of contract with Big Truck Rentals for a maximum period of one month. Alderman Maynard seconded the motion. Discussion followed as to the conditions and repair status of the sanitation commercial collection trucks. The Board then voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

(Copy of revised contract attached)

30. DISCUSSION AND CONSIDERATION OF A RESOLUTION FINDING AND DETERMINING THAT THE RESOLUTION DECLARING THE INTENTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF STARKVILLE, MISSISSIPPI TO ISSUE GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS OF SAID MUNICIPALITY IN THE MAXIMUM PRINCIPAL AMOUNT OF THE THREE MILLION DOLLARS (\$3,000,000) ADOPTED ON THE 17TH DAY OF FEBRUARY 2015, WAS DULY PUBLISHED AS REQUESTED BY LAW; THAT NO WRITTEN PROTEST OR OTHER OBJECTION OF ANY KIND OR CHARACTER AGAINST THE ISSUANCE OF THE BONDS DESCRIBED IN THE SAID RESOLUTION HAS BEEN FILED BY THE QUALIFIED ELECTORS; AND AUTHORIZING THE ISSUANCE OF SAID BONDS.

After the Clerk certified that the Resolution had been advertised as required and no protests were received by the deadline, Alderman Maynard presented the following power point presentation of the proposed project summary:

Project Summary

• 2015 Street Improvement List	\$ 395,000
• 2016 Street Improvement List	\$ 425,000
• Russell Street Project	\$ 275,000
• Huntington Drainage Project	\$ 150,000
• Northside Drive Drainage Project	\$ 25,000
• Lafayette Streetscape and ADA Ramp	\$ 75,000
• Sportsplex Phase 1 & 2+ Shuttle Bus Stop (2% Money)	<\$ 200,000>
• Safe Routes to School	\$ 240,000
• Sidewalk Connectivity	\$ 75,000
• South Montgomery Signal and Traffic Flow	\$ 200,000
• Lincoln Green Redesign	\$ 75,000
• Starkville Cafe Parking Lot	\$ 75,000
• Open for other ward specific designated projects	\$ 630,000
• Total	\$2,635,000



Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Nay
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion to authorize the Resolution passed.

RESOLUTION DECLARING THE INTENTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF STARKVILLE, MISSISSIPPI, TO ISSUE GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS OF SAID MUNICIPALITY IN THE MAXIMUM PRINCIPAL AMOUNT OF THREE MILLION DOLLARS (\$3,000,000) TO RAISE MONEY FOR THE PURPOSE OF ESTABLISHING SANITARY, STORM, DRAINAGE AND SEWERAGE SYSTEMS, AND REPAIRING, IMPROVING AND EXTENDING THE SAME; PROTECTING THE MUNICIPALITY, ITS STREETS AND SIDEWALKS FROM OVERFLOW, CAVING BANKS AND OTHER LIKE DANGERS; CONSTRUCTING, IMPROVING AND PAVING STREETS, SIDEWALKS, PARKWAYS, WALKWAYS AND PUBLIC PARKING FACILITIES AND PURCHASING LAND THEREFOR; CONSTRUCTING BRIDGES AND CULVERTS; AND FOR RELATED PURPOSES; AND DIRECTING PUBLICATION OF NOTICE OF SUCH INTENTION.

WHEREAS, the Mayor and Board of Aldermen of the City of Starkville, Mississippi (the "Governing Body" of the "Municipality"), acting for and on behalf of the Municipality hereby finds, determines, adjudicates and declares as follows:

It is necessary and in the public interest to issue general obligation public improvement bonds (the "Bonds") of the Municipality in the maximum principal amount of Three Million Dollars (\$3,000,000) to raise money for the purpose of establishing sanitary, storm, drainage and sewerage systems, and repairing, improving and extending the same; protecting the Municipality, its streets and sidewalks from overflow, caving banks and other like dangers; constructing, improving and paving streets, sidewalks, parkways, walkways and public parking facilities and purchasing land therefor; constructing bridges and culverts; and for related purposes (the "Authorized Purpose").

The assessed value of all taxable property within the Municipality, according to the last completed assessment for taxation, is Two Hundred Twenty-two Million Seven Hundred Twenty-three Thousand Seven Hundred Sixty-one Dollars (\$222,723,761); the Municipality has outstanding bonded indebtedness subject to the fifteen percent (15%) debt limit prescribed by Section 21-33-303, Mississippi Code of 1972, in the amount of Eight Million Nine Hundred Fifty Thousand Dollars (\$8,950,000), and outstanding bonded and floating indebtedness subject to the twenty percent (20%) debt limit prescribed by Section 21-33-303, Mississippi Code of 1972 (which amount includes the sum set forth above subject to the 15% debt limit), in the amount of Thirteen Million Three Hundred Seventy-six Thousand Six Hundred Seventy-two and 36/100 Dollars (\$13,376,672.36); the issuance of the Bonds hereinafter proposed to be issued, when added to the outstanding bonded indebtedness of the Municipality, will not result in bonded indebtedness, exclusive of indebtedness not subject to the aforesaid fifteen percent (15%) debt limit, of more than fifteen percent (15%) of the assessed value of taxable property within the Municipality, and will not result in indebtedness, both bonded and floating, exclusive of indebtedness not subject to the aforesaid twenty percent (20%) debt limit, in excess of twenty percent (20%) of the assessed value of taxable property within the Municipality and will not exceed any constitutional or statutory limitation upon indebtedness which may be incurred by the Municipality.

The Municipality reasonably expects that it will incur expenditures for the Authorized Purpose prior to the issuance of the Bonds, and that it should declare its official intent to reimburse such expenditures with the proceeds of the Bonds upon the issuance thereof.

The Municipality is authorized by Sections 21-33-301 through 21-33-329, Mississippi Code of 1972, to issue the Bonds hereinafter proposed to be issued for the purpose set forth above, for which purpose there are no other available funds on hand.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY AS FOLLOWS:

SECTION 1. The Governing Body hereby declares its intention to issue the Bonds in the maximum principal amount of Three Million Dollars (\$3,000,000) to raise money for the Authorized Purpose. Pursuant to Section 1.150-2 of the Treasury Regulations (the "Reimbursement Regulations"), the Governing Body hereby declares its official intent to reimburse expenditures made for the Authorized Purpose prior to the issuance of the Bonds with proceeds of the Bonds to the extent permitted by the Reimbursement Regulations. The Bonds will be general obligations of the Municipality payable as to principal and interest out of and secured by an irrevocable pledge of the avails of a tax to be levied annually upon all the taxable property within the geographical limits of the Municipality, which tax, together with any other moneys available for such purpose, shall be sufficient to provide for the payment of the principal of and the interest on the Bonds according to the terms thereof.

SECTION 2. The Governing Body proposes to direct the issuance of the Bonds in the amount, for the purpose and secured as aforesaid at a meeting of the Governing Body to be held in the City Hall Court Room at 101 E. Lampkin Street, Starkville, Mississippi at 5:30 o'clock p.m. on March 17, 2015, or at some meeting held subsequent thereto. If ten percent (10%) of the qualified electors of the Municipality, or fifteen hundred (1,500), whichever is the lesser, shall file a written protest with the City Clerk against the issuance of such Bonds on or before the aforesaid date and hour, then the Bonds shall not be issued unless authorized at an election on the question of the issuance of such Bonds to be called and held as provided by law. If no protest be filed, then such Bonds may be issued without an election on the question of the issuance thereof at any time within a period of two (2) years after the date above specified.

SECTION 3. This resolution shall be published once a week for at least three (3) consecutive weeks in the *Starkville Daily News*, a newspaper published in the City of Starkville, Mississippi, and having a general circulation in the Municipality, and qualified under the provisions of Section 13-3-31, Mississippi Code of 1972. The first publication of this resolution shall be made not less than twenty-one (21) days prior to the date fixed herein for the issuance of the Bonds, and the last publication shall be made not more than seven (7) days prior to such date.

SECTION 4. The City Clerk is hereby directed to procure from the publisher of the aforesaid newspaper the customary proof of the publication of this resolution and have the same before this Governing Body on the date and hour specified in Section 2 hereof.

Alderman Scott Maynard moved and Alderman David Little seconded the motion to adopt the foregoing resolution, and the question being put to a roll call vote, the result was as follows:

Alderman Ben Carver	voted: YEA
Alderman David Little	voted: YEA
Alderman Scott Maynard	voted: YEA
Alderman Roy A' Perkins	voted: NAY
Alderman Henry Vaughn, Sr.	voted: NAY
Alderman Jason Walker	voted: YEA
Alderman Lisa Wynn	voted: YEA

The motion having received the affirmative vote of a majority of the members present, the Mayor declared the motion carried and the resolution adopted this the 17th day of February, 2015.

City of Starkville, Mississippi

/s/ Parker Wiseman
Parker Wiseman, Mayor

ATTEST:

/s/ Lesa Hardin (Lesa Hardin, City Clerk)

31. DISCUSSION AND CONSIDERATION OF THE SALARY OF ALL CITY EMPLOYEES, EXCLUDING THE MAYOR, BE INCREASED BY 3%, EFFECTIVE OCTOBER 1, 2015, AND THAT THE SALARIES OF EACH MEMBER OF THE STARKVILLE BOARD OF ALDERMEN INCREASE TO \$20,000 PER YEAR EFFECTIVE JULY 1, 2017.

Alderman Wynn offered a motion that the salaries of all City employees and of the Board of Aldermen, but excluding the Mayor, be increased by 3%, effective October 1, 2015, and that the salaries of each member of the Starkville Board of Aldermen increase to \$20,000 per year effective July 1, 2017. Alderman Perkins offered a second to the motion. Discussion followed by the Mayor and Board of Aldermen.

Alderman Little offered a friendly amendment to Alderman Wynn's motion to remove Board of Aldermen from the 3% raise and eliminate the portion of the motion related to the \$5,000 increase. Alderman Maynard seconded the motion. Discussion followed by the Mayor and Board of Aldermen.

Alderman Vaughn offered a motion to amend the amendment of Alderman Little to also exclude Department Heads. Alderman Perkins seconded the motion. Following comments by the Mayor and Board, the Board voted on the amendment proposed by Alderman Vaughn as follows:

Alderman Ben Carver	Voted: Nay
Alderman Lisa Wynn	Voted: Nay
Alderman David Little	Voted: Nay
Alderman Jason Walker	Voted: Nay
Alderman Scott Maynard	Voted: Nay
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority negative vote, the Mayor declared the motion to exclude Department Heads from the motion failed.

A motion was then offered by Alderman Perkins to close debate. Alderman Wynn seconded the motion and the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion carried and debate closed.

The Board voted as follows on the amendment to exclude the Board of Aldermen from the original motion:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Nay
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion carried.

The Board then voted on the original motion as amended, that salaries of all City employees, excluding elected officials, be increased by 3% effective October 1, 2015, as follows by a roll call vote:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Nay
Alderman Jason Walker	Voted: Nay
Alderman Scott Maynard	Voted: Nay
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion carried.

32. DISCUSSION AND CONSIDERATION OF ADVERTISING FOR REQUESTS FOR PROPOSALS FOR INSURANCE SERVICES.

Alderman Maynard offered a motion to approve the RFP for Insurance services as presented. Alderman Wynn seconded the motion and the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion carried.

CITY OF STARKVILLE

REQUEST FOR PROPOSALS (RFP) EMPLOYEE BENEFITS INSURANCE BROKER AND CONSULTING SERVICES

Project Manager: Taylor Adams, Chief Administrative Officer

**Address: 101 East Lampkin Street
Starkville, MS 39759**

PH: (662) 323-2525

FAX: (662) 323-4961

E mail: cao@cityofstarkville.org

Key RFP Dates

The following table outlines the planned schedule of major activities related to the RFP distribution, response submission, evaluation and selection processes. The City of Starkville reserves the right to amend the schedule as necessary.

- | | |
|---|-------------------------|
| • RFP Issued | March 23, 2015 |
| • Pre Proposal Meeting* | March 30, 2015, 9:00 am |
| • Submit Proposals | May 1, 2015, by 4:00 pm |
| • Final Selection | June 2, 2015 |
| • Finalization of plan design and offerings | July 21, 2015 |
| • Prepare information for open enrollment | August 12, 2015 |
| • Open enrollment | September 11, 2015 |
| • Plan effective date and Broker of Record Inception Date | October 1, 2015 |

*Information will be distributed at the Pre-proposal meeting to include employee and retiree census; current plan data including providers, benefits and participation data; current plan cost-sharing percentages; recent claims in excess of \$10,000; and other data deemed necessary to develop responses to this RFP. Any specific additional information that the proposer deems necessary to respond to this RFP should be requested in writing with the request to be submitted to Joanna McLaurin no later than 5:00PM on March 26, 2015. Such request should be: (1) mailed to Joanna McLaurin at the address shown above, or (2) E-mailed to j.howard@cityofstarkville.org or (3) faxed to (662) 323-4961, attention Joanna McLaurin.

CITY OF STARKVILLE REQUEST FOR PROPOSAL (RFP) EMPLOYEE BENEFITS INSURANCE BROKER AND CONSULTING SERVICES

I. BACKGROUND

The City of Starkville currently employs approximately 300 benefit eligible employees. Employees eligible for benefits are those employees who work an average of 30 or more hours per week in permanent positions. Additionally, certain plans are offered to retirees.

The City strives to provide employee benefit programs that best meet the needs of employees, their dependents and the City, and to assist participants in utilizing their plans effectively. The City currently offers core plans consisting of group medical (includes prescription coverage), dental, and life plans, plus optional plans including vision, supplemental life, accidental death and dismemberment, long-term disability, accident and critical illness, Section 125 Cafeteria Plans.

The services desired also include support services including compliance services, COBRA administration, billing reconciliation, employee communication, enrollment and participation in various plans, and other similar related benefits administrative support functions.

II. PROJECT OVERVIEW

The City of Starkville, Mississippi seeks a licensed employee benefit consultant / broker that will take an active role in a partnership approach to managing benefit costs while at the same time ensuring employee satisfaction with employee benefit plan offerings. The broker must be objective, without conflicts of interest, so that the advice and information provided to the City of Starkville is transparent and unbiased.

In general terms, the selected consultant / broker will:

- Provide expertise to the City of Starkville in selecting, communicating and managing employee benefit plans and administrative support. Support services will include:
 - Strategy Development
 - Plan Performance Monitoring / Reporting
 - Financial Analysis and Technical Support
 - Vendor Procurement / Strategy Implementation Support / Management
 - Compliance Support
- Present creative and thoughtful alternatives regarding approach to benefit and welfare plan design, communication and management.
- Ensure that the plans being offered are structured in the most efficient and effective manner in compliance with all relevant federal and state laws.
- Embrace a business approach that provides aggressive and realistic recommendations to achieve member wellness as well as cost containment. Accept responsibility for the outcomes related to its role; make adjustments that are in the best interest of the City of Starkville.
- Provide comprehensive compliance services to ensure the City's compliance with all applicable federal and state laws.
- Develop employee communication materials to satisfy all applicable federal and state laws and to enhance the employee's knowledge, understanding, and appreciation of benefits available through the City's plans.
- Provide administrative support for plans and services in a way that minimizes the work required by City staff, including the areas of enrollment, termination from plans, billing, payroll deduction amounts, reconciliation services, and employee communication concerning plan availability or

changes, including benefit information for new employee orientation. These services should include arrangements to handle receipt of payments from retirees for maintenance of benefits.

III. BROKER QUALIFICATIONS

The City of Starkville will select a firm based on what it feels is in the best interests of the City. The City of Starkville shall be the sole judge and final arbiter of its own best interests; the evaluation of submissions, and the resulting negotiated agreement. In all instances, the City of Starkville's decisions will be final.

Minimum Requirements:

1. Business Office of member(s) of the primary account services representatives in one of the three counties of the Golden Triangle region. Must be capable of onsite response within 3 hours of contact.
2. MS Licensed Accident and Health agent / agency in good standing with MS Department of Insurance.
3. Agent / Agency License or Registration is not currently subject to Department of Insurance market conduct investigation, claim or proceeding.
4. Bond, Surety or E&O coverage meets minimum standards for all employee benefit plans to be offered to City of Starkville employees.
5. Has not had a Bond, Surety or E&O provider deny an application for claim payment or terminated coverage.
6. Has no outstanding judgment, lien or claim against the agent or agency including tax obligations.
7. Has at least five (5) years of experience as a MS Licensed Accident and Health Insurance agent.
8. Has at least five (5) years of experience representing municipal employee benefit plans.
9. Has at least five (5) years of experience representing retiree eligibility of employee benefit plans.
10. Has high volume of experience in the analysis and financial impact of various funding arrangements of employee and retiree benefit plans. i.e. Insured, Self-Funded Admin, Reinsurance, Medicare and PERS.
11. Must be able to provide and administer plans through Blue Cross Blue Shield of MS and must be able to maintain grandfathered plan status if determined necessary.
12. Competent in all State and Federal regulations that govern MS municipal agencies and their employee benefit plans.
13. Competent in PPACA compliance Mandates, Taxes, and Fines.
14. Resume of the responsible agent of record for employee benefits should include Education, names of and duration of municipal entity experience, Industry Designations and other special qualifying experience.

Project Staffing:

The proposer is required to list the key individuals who will be assigned to the account, their qualifications and disciplines. The proposer's staff member who will be handling the City's account will be an important factor considered in the selection process. You will need to identify how the proposer would propose to staff this project. The proposer shall include the following:

- Identify the names and office locations of the Account Manager and key personnel who will be assigned to the City's account. Describe their areas of responsibility and their education, experience and professional qualifications in those areas with emphasis on public sector organizations.
- List the experience and education requirements and standards for Account Manager.

SCOPE OF SERVICES

The City is seeking to name a Broker of Record for the City's employee benefits plans and services and is looking for continuity of services in the rapidly changing area of employee benefits. The City is particularly interested in a broker who can offer creative, innovative approaches, with a proven track record, that allows the City to maintain quality programs and contain or reduce costs.

The selected broker will perform a full range of benefit program services related to the acquisition, implementation, maintenance, communication and improvement of the City's employee insurance benefits. The selected broker shall provide services, including, but not limited to, the following:

A. Analysis and Reporting

1. Analyze existing coverage and identify or develop cost-saving alternative benefit strategies and plans.
2. Assist in the development of long-range goals and strategies, including making projections of potential savings.
3. Assist the City in monitoring and analyzing experience trends and providing timely alerts on changing patterns and appropriate recommendations.
4. Provide, maintain and update comparison reports of other public and private companies' benefit plan offerings and costs to determine their competitiveness with the City's programs.
5. Provide COBRA administration.
6. Provide Section 125 Cafeteria Plan administration.
7. Provide financial and/or performance reviews of self-funded or fully insured plans and programs.
8. Be available to provide various types of reports as needed, such as cost analysis for benefit changes, and other statistical, financial, forecasting, trend, or experience reports.
9. Prepare and present reports on trends, new products and audits, as requested.
10. Regularly monitor and evaluate performance measures and guarantees for providers.

B. Liaison and Problem Intervention

1. Act as liaison between the City and insurance providers.
2. Provide day-to-day consultation on plan interpretation and problem resolution, including, but not limited to, explanation of plans, and assisting employees with selecting plans that meet their needs.
3. Provide timely customer service and assistance to staff, employees and retirees with issues involving provider billing, claims, vendor service issues/problems, advocacy for services, disputes, interpretation of contracts and services, changes and general troubleshooting.

4. Act as an advocate or ombudsman in appeal, arbitration or court process between the City and the providers on unresolved issues if needed; provide advice when needed to enforce City, employee, retiree or their dependents' rights.
5. Assist the City in proactive mitigation of negative impacts or disruption of services to employees and retirees from benefit and/or provider network changes.

C. Compliance

1. Assist with ongoing plan administration and ensure that programs are in compliance with Local, State, and Federal legislation.
2. Provide on-site training to City staff, as needed, regarding regulatory updates and/or Best Practice plans for the effective administration of benefits plan.
3. Review and disseminate information to staff on new or revised State and Federal legislation that impacts benefits programs.
4. Assist City staff with annual audit to ensure compliance with all mandated reporting and posting/notice requirements for benefit plans.
5. Develop and/or assist in developing communication materials and tools for conducting orientation, enrollment, dependent verification audits, and other related activities.

D. Annual Renewal Process and Evaluation

1. Establish a strategy for benefits, both annually and three to five years in the future. Consider trends, prospective legislations, new delivery systems and geographic health-care practices to make long-term projections.
2. Review and make cost-saving recommendations regarding the modification of plan design, benefit levels, premiums, communications and quality of current employee benefit plans.
3. Recommend appropriate premium rates and reserves to maintain the viability of the plans to ensure that quality and cost-effective benefits are provided by the plans.
4. Provide annual estimates of renewal rates and cost trends to assist City staff in preparation of budget figures. Must be provided in a time frame to fit deadlines for annual budgeting process.
5. Conduct thorough and applicable market research in preparation for contract renewals.
6. Represent the City in all negotiations with providers on various topics, including, but not limited to, premiums, benefit levels and plan design, performance measures and guarantees, contractual terms and conditions, and quality assurance standards.
7. Make recommendations for items of negotiation with providers, including, but not limited to, benefit levels and plan design, premiums, quality of service, performance measures and guarantees, and return on investment, where applicable.
8. Prepare specifications and compile data, obtain quotes and proposals, negotiate rates and analyze and compare proposals.
9. Review rate proposals to ensure underlying assumptions are appropriate and accurate to the City.

10. Provide communication development and support for the new employee enrollment, annual open enrollment period, new benefit offerings and/or changes to the existing benefits offerings.
11. Attendance at and assistance with coordination of the annual Open Enrollment meetings.

E. Other Service Requirements

1. Advise and Assist in the development and implementation of employee wellness programs to improve employee health and reduce employee and retiree health-care costs, both in the short-term and in the long-term.
2. Recommend and help develop enhancements and improvements for communications specific to the needs of the City's employees and retirees, including, but not limited to, brochures, pamphlets, matrices, comparison charts, summaries, electronic communications, forms, and employee orientation materials.
3. Develop and/or assist in developing and evaluating employee/retiree needs and satisfaction surveys.
4. Review and evaluate current administrative processes related to enrollment and billing.
5. Recommend and assist with implementation of administrative process enhancements

TERMS OF AGREEMENT

If an agreement is reached through this RFP, it will be effective upon full execution of the agreement for an initial term commencing **October 1, 2015 and ending September 30, 2016**, unless terminated earlier in accordance with the provisions of the Agreement.

Thereafter, the City reserves the right, at its sole option, to renew the contract up to a **maximum of four (4) additional one-year terms**.

At a minimum, the City will complete a full RFP process every five (5) years

The City recognizes that marketing for the October 1, 2015 insurance renewal commences prior to the effective date of the Agreement, and these services are paid for during the corresponding contract period contingent upon the City authorizing binding coverage with the insurance company(ies). The marketing for each subsequent year occurs in the same manner wherein the marketing occurs prior to the effective date of the Agreement's contract term.

No agreement with the City shall be in effect until an agreement has been approved by the Board of Aldermen of the City of Starkville.

Joint Offers / Subcontractors

Where two or more Proposers desire to submit a single proposal in response to this RFP, they should do so on a prime/subcontractor basis rather than as a joint venture or informal team. For this engagement, the City of Starkville intends to have an agreement with an individual firm and not with multiple firms doing business as a joint venture. If a subcontractor (including intermediary or wholesaler) is to be used, that fact must be disclosed in the proposal, together with the name of each subcontractor, method of compensation to subcontractor, and its duties in relation to the scope of work.

Pre-Contractual Expenses

The City shall not be liable for pre-contractual expenses incurred by the Proposer in the preparation of its proposal and Proposers shall not include any such expenses in their offers. Pre-contractual expenses are defined as expenses incurred by the Proposer to: (1) prepare and submit its offer to the City; (2) negotiate with the City on any matters related to this RFP; and (3) any other expenses incurred by the Proposer prior to the date of award, if any. Issuance of this RFP and receipt of proposals does not commit the City to award a contract. The City of Starkville reserves the right to postpone the award for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one Proposer simultaneously, or to cancel all or part of this RFP.

Disposition of Proposals

All materials submitted in response to this RFP become the property of the City of Starkville and become public records after the award of agreement and as such are subject to disclosure under the provisions of the Freedom of Information Act.

Further Information

- Questions or comments regarding the provisions of this RFP must be put in writing and received by City of Starkville no later than 5:00 PM, March 26, 2015.
- Written questions are to be: (1) mailed to Joanna McLaurin at the address shown on page one, or (2) E-mailed to j.howard@cityofstarkville.org or (3) faxed to (662) 323-4961, attention Joanna McLaurin.
- Questions relating to or request for additional information relating to the information provided at the Pre-Proposal meeting must be submitted in writing to Joanna McLaurin no later than April 6, 2015.
- Questions concerning the mechanics of submitting a proposal may be directed to Joanna McLaurin at any time up to the Submittal Deadline at the numbers/addresses stated herein.
- The City will not respond to verbal inquiries. Inquiries shall not be directed to any other member of City Staff or to any elected official of the City of Starkville. **Violations of these restrictions may result in disqualification from this process.**

Conflicts of Interest

All proposals must include full disclosure of any existing or potential conflicts of interest between the scope of work required by the City in this RFP and your firm's other business activities. The proposal shall also identify any existing or potential conflict of interest that may exist due to business or personal relationship with any member of the City of Starkville staff or any elected official of the City of Starkville. It is the responsibility of the proposer to this RFP to determine whether such conflict of interest exists. **Any failure to disclose any existing or potential conflict of interest may result in disqualification from this process.**

PROPOSAL FORMAT AND CONTENT

Format

Proposals shall be made in the official name of the firm or individual under which the vendor's business is conducted (including the official business address). Proposals shall be typed and be as brief as possible and not include any unnecessary promotional materials. Six (6) copies of the proposal are required.

Content

1. General Information: Complete the attached General Information Form (Attachment A) and place the form in the front of all proposal submission. This form should be signed by a person duly authorized to bind the firm and proposed account team to submit a response to this RFP solicitation. In addition, complete Consultant Questionnaire (Attachment B) and include with proposal submission.
2. Profile of Firm: This section shall include the firm name, date established and the address of the office that would be assigned the City of Starkville account. Include a brief description of the firm's history, size, growth, philosophy and culture, number of employees and number of years in business under the same name, including specific experience with the public sector. Include a discussion on the firm's financial stability, capacity and resources. Additionally, this section shall include a listing of any lawsuit or litigation and the result of that action resulting from: (a) any project undertaken by the proposer or by its subcontractors or affiliates where litigation is still pending or has occurred within the last ten (10) years; or (b) any type of project where claims or settlements were paid by the proposer or its insurers within the last ten (10) years.
3. Qualifications of the Firm: This section shall include a brief description of the proposer's and any sub consultant's qualifications and summary of previous experience on similar or related projects. Provide a firm and an account team client list from the past five (5) years, including any and all public entity client accounts, and a description of pertinent insurance programs negotiated for those entities; the number of covered employees/retirees for each client; the time period services have been provided to each account; the total project cost; and a brief statement of the firm's adherence to the schedule and budget for each project. Include as account contacts individuals who may be contacted by the City for references (use Attachment D format). Be sure to list contact name, organization, title, e-mail address and telephone number for each account.
4. Project Staffing: The proposer is required to list the key individuals who will be assigned to the account, their qualifications and disciplines. The proposer's staff member who will be handling the City's account will be an important factor considered in evaluating this proposal. This section shall discuss how the proposer would propose to staff this project. The proposer shall include the following:
 - Identify the names and office locations of the Account Manager and key personnel who will be assigned to the City's account. Describe their areas of responsibility and their education, experience and professional qualifications in those areas with emphasis on public sector organizations.
 - List the experience and education requirements and standards for Account Manager.
 - Provide a complete description of the organizational structure of the company and the method by which work is accomplished.
 - Include an organizational work flow chart with description of duties of the proposed account team members, as well as the size or total number of accounts or clients each individual handles.
5. Services: Describe the following:
 - A complete description of services to be provided. Include both services outlined in this written request, as well as additional recommended services, including a description of any and all unique brokerage or consulting services the firm will offer the City, please specify if these services are to be provided by the firm's staff or through an affiliate of the firm.
 - A description of the group medical, dental, vision, life, accidental death and dismemberment, short-and long-term disability, and Section 125 Cafeteria Plans handled by the firm and by the specific office to which the City's account would be assigned.
 - A description of technical or professional support available at no extra cost through the firm, such as legal counsel, communications, technology support or others.
 - A sample work plan for insurance renewal and negotiations.
6. Client Communication: Describe the following:

Evaluation of Proposals

By use of numerical and narrative scoring techniques, proposals will be evaluated with the factors specified below. The relative weights of the criteria—based on a 100-point scale—are shown in parentheses.

- Qualifications, experience, references of Proposer, and ability to meet RFP expectations 20 points
- Staffing, Project Organization 5 points
- Services 20 points
- Client Communication 10 points
- Cost/Pricing 35 points
- Miscellaneous 10 points
- *(Exceptions/deviations, completeness of proposal, adherence to RFP instructions and other relevant factors not considered elsewhere.)*

**ATTACHMENT A
GENERAL INFORMATION FORM**

(To be completed by the proposer and placed at the front of your proposal)

Legal Name of Firm _____

Firm's Telephone Number _____ Firm's Fax Number _____

Street Address _____

City/State/Zip _____

Firm's Web Site Address _____

Type of Organization (Corporation, Sole Proprietorship, Partnership, etc.) _____

Business License (documented) _____ Taxpayer ID Number (Federal) _____

Name and Title of Project Manager _____

Name, Address, Title, Email, and Phone Number of Person Project Correspondence Should be directed to:

E-mail Address Listing of Major Subcontractors Proposed and Areas of Responsibility/Phone Number

Signature _____

Date _____

Typed Name and Title of Person Signing General Information Form

ATTACHMENT B CONSULTANT QUESTIONNAIRE

Please submit answers to ALL questions.

1. What is your client to consultant ratio?

2. Does your firm have any conflict of interest policy? If so, please provide a copy.

3. What are three to four key things we should look for when hiring a consultant?

4. What is your firm's policy/standard for returning:
 - a. Phone calls?
 - b. E-mails or written questions?

5. If you are the successful new consultant, outline your transition plan with dates, tasks and responsible parties.

6. How many days of advance notice would your company require in order to attend ad-hoc (subcommittee) meetings?

7. How do you track and communicate legislative updates to your clients?

8. How do you track and communicate industry trends to your clients?

9. Describe how your firm would handle ad-hoc projects that arise due to changes in legislation or other events which create additional service needs for the City.

10. Provide an example that demonstrates your firm's ability to be proactive in finding opportunities to enhance benefits and services.

11. Should your firm engage the service of a sub consultant for the City's account, provide the firm's name/names, relevant experience and contact information for the persons who would be the primary and secondary contacts for this engagement, and copies of their biographies/resumes.

12. Would the sub consultant's primary and secondary contacts for this engagement make decisions on behalf of your firm?

13. Tell us how you monitor and report on provider performance.

14. Please provide a description of the services you can provide for COBRA administration, and/or assistance with determining if outsourcing is the best option and the corresponding cost for these services.
15. Please provide a description of the services you can provide for Section 125 Cafeteria Plan administration, and/or assistance with determining if outsourcing is the best option and the corresponding cost for these services.
16. Do you have access to a benefits attorney who could render opinions to the City? If so, please provide the cost for this service.
17. For benefits plans (such as Life, Short-/Long-Term Disability and Accidental Death and Dismemberment Insurance) that require completion of claim forms to obtain benefits, what services does your firm provide for assisting eligible participants in filing for and obtaining plan benefits? Please provide the cost for this service.
18. What services does your firm provide for developing Open Enrollment and New Employee Orientation materials? Please provide a separate cost for each program (open enrollment and new employee orientations).
19. What service does your firm provide for developing a Wellness Program? Please provide the cost for this service.
20. Are there any other relevant consulting services that are not listed that you will provide as part of your consulting services to the City? Please provide the cost for these service

ATTACHMENT C CLIENT REFERENCES

Instructions: Provide at least five current and two past clients with group size of at least 200 lives. At least two of these clients should be public entities. Copy this form as appropriate.

33. DISCUSSION AND CONSIDERATION OF ADVERTISING FOR BIDS FOR THE 2015 STREET IMPROVEMENT PROJECT WHICH INCLUDES THE 2015 AND 2016 STREET LISTING AS OUTLINED IN THE REPORT FROM CITY ENGINEER EDWARD KEMP AND THAT THE BID SPECIFICATION RESERVE THE RIGHT TO INCREASE QUANTITIES BY AN AMOUNT NOT TO EXCEED TWENTY (20) PERCENT FOR WARD SPECIFIC WORK TO BE DETERMINED BY THE BOARD OF ALDERMEN.

Alderman Walker offered a motion to advertise for bids for the 2015 street improvement project which includes the 2015 and 2016 street listing as outlined in the report from City Engineer Edward Kemp and that the bid specification reserve the right to increase quantities by an amount not to exceed twenty (20) percent for ward specific work to be determined by the Board of Aldermen. Following a second by Alderman Maynard, the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

34. REQUEST APPROVAL OF THE PLACEMENT OF BANNERS FOR PREVENT CHILD ABUSE/NEGLECT AWARENESS.

A motion was offered by Alderman Vaughn for the approval of the placement of banners for Prevent Child Abuse / Neglect Awareness month at Pecan Acres, Long Street Police Substation, Community Counseling Yard and additional locations with the consent of property owners for a period not to exceed 15 days per location in April 2015 and to place Prevent Child Abuse/Neglect Awareness blue ribbons on trees in City right of ways downtown for the month of April. Alderman Maynard seconded the motion and the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion carried.

35. REQUEST APPROVAL OF THE CITY OF STARKVILLE CLAIMS DOCKET FOR ALL DEPARTMENTS AS OF MARCH 13, 2015 FOR FISCAL YEAR ENDING 9/30/15.

Upon the motion of Alderman Little to move approval of the City of Starkville Claims Docket for all departments as of March 13, 2015 for fiscal year ending 9/30/15, duly seconded by Alderman Maynard, the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Nay
Alderman Henry Vaughn, Sr.	Voted: Nay

Having received a majority affirmative vote, the Mayor declared the motion passed.

General Fund	001	\$675,225.17
Restricted Police Fund	002	6,565.87
Airport Fund	015	2,718.26
Sanitation	022	180,122.02
Landfill	023	6,772.11
Computer Assesments	107	175.00
Parking Mill Project	311	59,324.55
Park and Rec Tourism	375	27,012.35
Water/Sewer	400	208,424.48
Sub Total Before SED	Sub	\$1,166,339.81
Electric Dept	SED	886,541.64
Total Claims	Total	\$2,052,881.45

36. A MOTION TO ENTER INTO A CLOSED SESSION TO DETERMINE IF THERE IS PROPER CAUSE FOR EXECUTIVE SESSION.

There came for consideration the matter of entering a closed session to determine if there is a proper cause for executive session. Upon the motion of Alderman Maynard, duly seconded by Alderman Wynn, to enter into a Closed Session to determine if there is proper cause for Executive Session, the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

37. A MOTION TO ENTER EXECUTIVE SESSION TO CONSIDER A PERSONNEL MATTER RELATED TO THE JOB PERFORMANCE OF THE DIRECTOR OF SANITATION AND ENVIRONMENTAL SERVICES, POTENTIAL LITIGATION RELATING TO A CONSTRUCTION PROJECT AND A SEWER ISSUE, AND PENDING LITIGATION REGARDING ETHICS COMPLAINTS.

Alderman Maynard offered a motion to enter Executive Session to consider a personnel matter related to the job performance of the Director of Sanitation and Environmental Services, potential litigation relating to a construction project and potential litigation related to a sewer issue, and pending litigation regarding ethics complaints. Following a second by Alderman Wynn, the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received an affirmative vote, the Mayor declared the motion passed.

The Mayor invited the public back in, and after allowing the public time to enter the room, made the announcement of the Board's decision to enter into executive session to consider a personnel matter related to the job performance of the Director of Sanitation and Environmental Services, potential litigation relating to a construction project and potential litigation related to a sewer issue, and pending litigation regarding ethics complaints.

At this time the Board entered executive session.

38. A MOTION TO RETURN TO OPEN SESSION.

Upon the motion of Alderman Perkins, duly seconded by Alderman Wynn, to return to Open Session, the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

The Mayor invited the public back in and then announced that the Board had taken no action in executive session.

39. A MOTION TO RECESS UNTIL MONDAY, MARCH 30, 2015 @ 5:00 IN THE CONFERENCE ROOM OF THE SPORTSPLEX AT 405 LYNN LANE.

Upon the motion of Alderman Walker, duly seconded by Alderman Wynn, for the Board of Aldermen to recess the meeting until Monday, March 30, 2015 @ 5:00 at 405 Lynn Lane in the conference room of the Sportsplex at 405 Lynn Lane, the Board voted as follows:

Alderman Ben Carver	Voted: Yea
Alderman Lisa Wynn	Voted: Yea
Alderman David Little	Voted: Yea
Alderman Jason Walker	Voted: Yea
Alderman Scott Maynard	Voted: Yea
Alderman Roy A. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed.

SIGNED AND SEALED THIS THE _____ DAY OF _____ 2015.

PARKER WISEMAN, MAYOR

Attest:

LESA HARDIN, CITY CLERK

(SEALED)